

# The Printer's Miscellany.

VOL. II.

ST. JOHN, N. B., CANADA, APRIL, 1878.

No. 10.

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## PRACTICAL MATTERS.

### The Foreman or Overseer.

Last month we gave under this head some good advice to apprentices, while sketching out the line of conduct they should all strive to follow. This month we address ourselves to the head of the house—the foreman or overseer. In doing so we shall merely lay down his general duties as given in a standard American authority on typographical matters. By a careful perusal and practical application of these few hints many establishments will be greatly improved while none can be harmed:—

"Oversight, vigilant and conscientious, is the price of profit and success. An overseer or foreman of a printing-office should be of more than ordinary capacity, and possess an even and unruffled temper. His conduct should be guided by justice and equity in regard to the interests of the employer and employed. A strict impartiality should be observed in his treatment of the workmen, and no favoritism should be displayed. He should make himself acquainted with the capacity of the men, and apportion work among them accordingly. Some men are valueless except for plain, straightforward composition; others, distinguished for taste and skill, delight in intricate work or matter requiring ingenuity and delicacy, such as tables, music, and algebra. Put one of the first class on this sort of composition, and he will 'botch' it, and earn small wages; while a workman of the latter class will become restive and dissatisfied with plain, solid matter. While dealing justly with the men under his charge, the foreman should see to it that the employer suffers no detriment from negligent or dishonest practices of unconscientious workmen, whether from careless correcting, allowing dropped types to lie upon the floor, or overcharging, or other methods well known in a printing office. He should be the first and the last in attendance, in order to satisfy himself that every person does his duty in coming and leaving at the proper time.

"The office having been thoroughly swept at an early hour, and the type found in any alley