

"This preparation being made, we ascertain the number of words contained in the line by counting several separate lines in various parts of the copy, so that the one we adopt may be a fair average. We then take the number of lines in a page, and multiply by the number of words found in the average line: the quotient we then multiply by the quantity of folios the manuscript copy may contain, and thus we get the amount of words contained in the work with a tolerable degree of accuracy. The necessary allowances should be made for break-lines, chapters, insertions, etc., according to the observations previously made on the memorandum.

"If information has been furnished as to the size of letter the work is to be set in and the width of the page, we make our measure accordingly, and, by composing a few lines of the manuscript copy, we ascertain what number of words will come into each printed line: we then take the length of our page in lines, and multiply the one by the other, thus getting the number of words in the printed page. We divide the whole number of words in the manuscript by the number contained in the printed page: the quotient gives the number of pages the manuscript will make. If too many, the page must be enlarged: if too few, the page must be diminished in width and length. For example:—We take the number of words in a line of manuscript at 20, the lines in a page at 50: we multiply 50 by 20, which will produce 1000 words in a page; we then multiply 1000 by 422, the number of folios in the manuscript, and we find it contains 422,000 words. The work being printed in pica, octavo, 20 ems measure, and each line containing 10 words, each page 40 lines, the case will stand thus:—

MANUSCRIPT.	PRINTED.
50	40
20	10
<hr/>	<hr/>
1000	400
422	422,000 words in MS.
<hr/>	<hr/>
2000	1055 pages.
2000	
4000	
<hr/>	
422,000 words in MS.	Divide
	16)1055(65 sheets,
	15 pages.

Another method for casting off copy is the following:—

"After having made the measure for the work, we set a line of the letter that is designed for it, and take notice how much copy will come into

the line in the stick—whether less or more than a line of manuscript; and, as it is seldom that neither one nor the other happens, we make a mark in the copy where the line in the stick ends, and number the words that it contains. But, as this is not the safest way for casting off close, we count not only the syllables, but even the letters, that are in a line in the stick, of which we make a memorandum, and proceed to set off a second, third, or fourth line, till a line of copy falls even with a line in the stick; and, as we did to the first line in the stick, so we do to the other, marking on the manuscript the end of each line in the stick, and telling the letters in each, to see how they balance against each other. This being carefully done, we begin counting off, each time, as many lines of copy as we know will make even lines in the stick. For example, if 2 lines of copy make 3 lines in print, then 4 make 6, 6 make 9, 8 make 12, and so on, calling every two lines of copy three in print. And in this manner we carry our calculation on as far as we have occasion, either for pages, forms, or sheets.

"The foregoing calculations are intended to serve where a line of print takes in less than a line of copy; and, therefore, where a line of print takes in more than a line of copy, the problem is reversed, and, instead of saying, if 2 lines make 3, we say, in this case, if 3 lines of copy make 2 lines in print, then 6 lines make 4, 9 make 6, 12 make 8, and so on, counting three lines of copy to make two lines in print. In this manner we may carry our calculation to what number of pages, forms, or sheets we will, remembering always to count off as many lines of copy at once as we have found they will make even lines in the stick. Thus, for example, if 5 lines make 7, the progression of 5 is 10, 15, 20, etc., and the progression of 7 will be 14, 21, 28, etc.

"In counting off copy we take notice of the breaks; and where we judge that one will drive out, we intimate it by a mark of this shape [; and again, where we find that a break will get in, we invert it thus,]. And to render these marks conspicuous to the compositor we write them in the margin that he may take notice and keep his matter accordingly. We also take care to make proper allowance for heads to chapters, sections, paragraphs, etc.

"In examining the state of the copy we must observe whether it has abbreviations, that we may guard against them in casting off, and allow for them according to the extent of the respective words when written out at length."