

Letter paper should be made in one size only, namely—letter size. The half size letter head is in general use, we know, but if you ever compare the appearance of a properly written short letter, written on a full size letter-head, with one written on a half-size letter-head, you will understand why the latter is not worth recommending. Another size that is not to be recommended is the half sheet letter-head with the heading across the narrow way of the paper. It is not adapted for typewriting purposes, and in practice is rarely used even for a short "long hand" note. Some of the paper will probably be still on hand after the firm name has been changed several times.

When the name of the firm is changed, some firms stamp the new firm name across the old heading, with a rubber stamp, (invariably inked with violet ink!) or they have their letter-head run through the press again and portion of the old heading struck out with heavy black lines and the changes printed in black ink. This is nearly always done whether the heading is printed, embossed or lithographed or whether it is black, blue, red or green. It would be better to put the paper on hand into the furnace. Have a new die struck; have new paper printed. If necessary, the full size letter-heads can be cut in half and the lower half run through the press for half-size letter-heads, and the other half sheets on hand with the firm's old name and heading can be padded in blocks—each sheet being one-quarter the size of a letter-head—for memo, pads, &c.

Another suggestion—minor perhaps—we should make here, is to instruct the stationer not to pad letter paper in blocks. The chief objection to this is that in removing a sheet from the block, the edge is frequently torn, and very often left ragged. Again, a block on one's desk is very convenient for scribbling paper and other uses for which such paper is not intended. A better plan is to have it put into boxes the size of the paper.

For the second and subsequent pages of a letter, it is well to use a sheet of paper similar in quality, size, weight, and colour to the letter head, but either plain or having merely the solicitor's, or the firm's, name across the top.