

RE M I N D E R S —

Docket information accounts for type of composition.

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When "Clear Stick" is indicated on docket, stamp spool ticket with rubber stamp "A" (requires special care in caster room).

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ALL COMPOSITION to be used in M&H Plant to carry 1/2 point squeeze, unless otherwise specified.

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COMPOSITION FOR MAKE-UP BY CUSTOMER — Use normal Monotype squeeze values: 3 thru 10 1/2 picas, 1/2 pt.; 11 thru 20 1/2 picas, 1 pt.; 21 picas thru 30 1/2, 1 1/2 pts.; 31 picas and over, 2 pts., unless otherwise specified.

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Hand-set kick-ins are set without word spacing (unless marked otherwise).

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ALWAYS MARK IN CUTBACKS, whether part of case layout or not. When using Small Caps, mark ribbon "Small Caps."

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BE DOUBLY CAREFUL with underpin characters!

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Docket information and mark-up are supposed to agree—"dummy" layout not always so. If in doubt, double check it!

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Copy marked \square 20 \equiv + \square means 20 picas, 1/2 pt. squeeze, plus quad both sides for type support.

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Unless absolutely necessary DO NOT spot in characters on "live" positions. If job necessitates such mark-ins make note on last galley spool ticket: "Restore Case to Normal."

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Ring last galley number on spool ticket AND on docket.

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Andy says: "Hit 'em where you mark 'em!"

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April 15, 1958