

UNIVERSITY OF MISSOURI BULLETIN

COLUMBIA, MISSOURI

LINOTYPE CURRICULUM

NON-CREDIT, NON COLLEGIATE COURSES
SCHOOL OF JOURNALISM

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LINOTYPE CURRICULUM

INTRODUCTION



THE UNIVERSITY OF MISSOURI

School of Journalism Linotype Curriculum was approved by the Board of Curators in January, 1943, as a vocational, non-credit course, to be conducted under the administration of the School of Journalism. It began operations in July, 1945.

Set up in response to a demand on the part of members of the Missouri Press Association, it is designed to give shop training to people who wish to enter quickly the small printing shop or weekly field in a backshop capacity. It does not attempt to provide fully trained printers. Instead, the course is designed to train personnel to be shop assets from the very beginning of their work in the field. Experience then creates the finished printer.

There are no formal entrance requirements, although a high school education, good eyesight, and manual dexterity are definite assets.

The field of printing in Missouri is far from being overcrowded. Union programs of apprentice training and inadequate labor supplies for the small shops indicate that the demand for printers is still great. There is a profitable future in printing for those who wish it.

FACILITIES

The school and training program are arranged insofar as possible to conform to actual small shop conditions.

We take pride in hearing students, reporting on their first job, say, "There was nothing different. It was just like working at the Linotype School."

Equipment consists of 6 linecasting machines of standard models, ranging from an old war horse of 50 years vintage, to 2 new machines. A hand-fed press, paper cutter, automatic press, makeup stones, miterer, saw, and a great variety of handset type, and miscellaneous minor equipment make it possible for us to teach you your job before you go to work.



CURRICULUM

Eighteen-week courses are offered beginning in February and September, and 12-week courses are offered in June. Fee for the 18-week courses is \$150; for the 12-week courses \$110. However, the Applied Composing Room Composition course has fees of \$100 for the 18-weeks, \$75 for the 12-weeks.

There are actually three printing courses offered at the school:

- I. Beginning Linotype Operation and Maintenance; Daily M-F.
 - A. Typography
 1. Principles of handset type, distribution, and care of type and cases
 2. Practical experience in handset job work, ads, and newspaper page makeup
 - B. Linecasting Machine Operation
 1. Introduction to linecasting machine operation
 2. Development of a keyboard fingering system
 3. Development of straight matter typesetting and simple job composition
 - C. Linecasting Machine Maintenance
 1. Routine care of machines
 2. Clearing of all common machine stops
 3. Adjustment and maintenance of mechanical features common to all linecasting machines
 - D. Lectures
 1. Linecasting machines
 2. Background of printing
 3. Printers' arithmetic
 4. Figuring production
 5. Copyfitting
 6. Paper
 7. Duplicating processes
 8. Classification of types
 9. Proportions
 10. Style in printing
- II. Advanced Linotype Operation and Maintenance; Daily M-F.
 - A. Typography
 1. Original design and printing of commercial pieces
 2. Advanced handsetting of type
 3. Complete typesetting, makeup, and printing of school publications
 - B. Linecasting Machine Work
 1. Development of straight matter operation to 1 galley (Newspaper column) per hour
 - C. Machine problems and minor repair
- III. Applied Composing Room Composition. (On Arrangement)
This course is designed primarily for those who wish to spend some part-time acquiring backshop knowledge, but who do not intend to follow the trade. Recommended for Journalism students or others who already have some familiarity with printing.

WHAT IS A PRINTER?





A PRINTER IS BEST DEFINED as a person who arranges and positions elements that are to be printed. These elements may range in complexity from a few letters to the intricate pages of a big city daily newspaper, or from a calling card to a dictionary. The arrangement may be done by hand or machine, in metal, film, or paper--it is all the work of the printer.

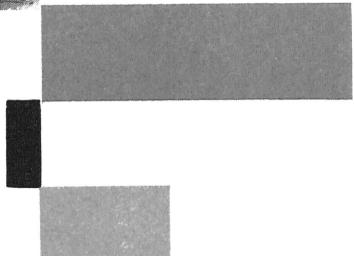
The picture shows tools of the trade.

In smaller shops, however, the printer is called upon for more than that. He may run the press, figure and cut stock, handle some binding operations, and process metal for the casting machines.

The Linotype Curriculum takes these possibilities into account in its training--just in case. The student works through a series of straight matter lessons to ad and job composition on the linecasting machines. His floor, or printing exercises, consist of makeup of small commercial jobs to newspaper pages.

Job demands are varied. Some students will find employment on the linecasters; some will makeup jobs. Others will work at both. All possibilities must be considered in training.

WHAT IS REQUIRED
OF YOU
TO BE A PRINTER



PRINTING IS CONSIDERED

a literate trade. A high school education, average proficiency in English and spelling, manual dexterity, good eyesight, and attention to detail are the primary assets. But above all may be set the desire to learn.

There is no muscle work in printing. Women do quite as well as men for many jobs.

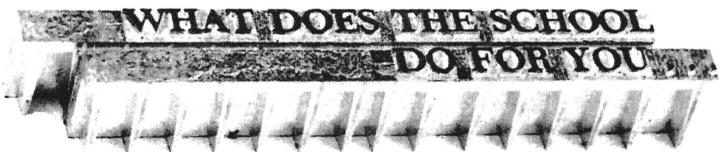
Printing has been properly defined as the positioning of printing elements. These elements may include letters, pictures, and ornamental devices.

The selection of proper elements and their related positions within the job, or the printer's use of "white space" is the determination of his skill.

Mechanical ability is also necessary to some degree as the metal form must be well constructed if it is to be successfully locked up on the press and printed. Printing has been described as two dimensional carpentry and the ability to build a tight form is, indeed, an asset.

These are recommended abilities. The Linotype Curriculum has no actual restraining qualifications other than good character and citizenship.







IN THE FIRST YEARS of his training in a small shop an apprentice is required to do everything from sweep the floor to tar the roof, printingwise speaking. This point of view generally develops a pretty well-rounded printer who has got a way to do about anything around the shop.

A great many shops hire only "country shop" trained printers for their personnel for this very reason.

The man or woman who can see the big picture and realize the position in it that the work being done holds stands a much greater of job success than the individual who does not understand the relationship of his work to the overall operation.

General knowledge and a well rounded vocabulary are definite assets in the vast world of printing. The Linotype Curriculum, realizing that your first job will be in the small shop, provides a background of general shop operations in conjunction with the training on linecasters.

You will not be able to say you're an expert at any general shop operation, but you probably will have done it.

WHAT WILL YOU DO
IN INDUSTRY



YOU WILL DO EXACTLY

what you have been doing while taking courses in the Linotype Curriculum. You will be working on the floor, or on the linecaster, or both. You will have avoided the two or three years of breaking into the work that would have been your lot should you enter most shops directly.

You will be running the machines that an apprentice often is not allowed to operate for years. You will be doing exactly what you were training to do in the Linotype Curriculum.

As time passes your skill and knowledge will grow--as will your pay check. But the basic knowledge will be carried with you from the school. Care of the machines--a must for the one machine shop; clearing the mechanical stops--everyone makes mistakes, but they must be corrected without equipment damage; operation of the linecaster--merely the application of printing knowledge to get the required product--are essential.

These things you will be doing. As do former students and as they will continue to do for many long, healthy, profitable years.

Like them, you will become a working printer.

IN SUMMING UP!



PRINTING IS A BIG BUSINESS; it is a good business. Because it has never been successfully "canned," it has avoided the monotony of many production line industries. Every job in printing is different and interesting.

Printing is safe and healthy. It is a long-lived trade. Few serious accidents happen to printing personnel in their capacity as working printers. Many shops are air conditioned, have end grain flooring, proper lighting, and room coloring. These factors and the sedentary nature of the work assures that one may well continue his trade long after his retirement age, should he so desire.

In spite of the fact that a mechanical revolution has entered the field, there is no job threat to the metal printer. Linecasters and the hot metal printer will be with us for any foreseeable future. Job openings far exceed the operators of typesetting machines and their companions on the floor.

In fact, job opportunities are increasing daily. Personnel is simply not keeping up with growth of the field. For a dependable future in a growing industry there seems no better recommendation than printing.