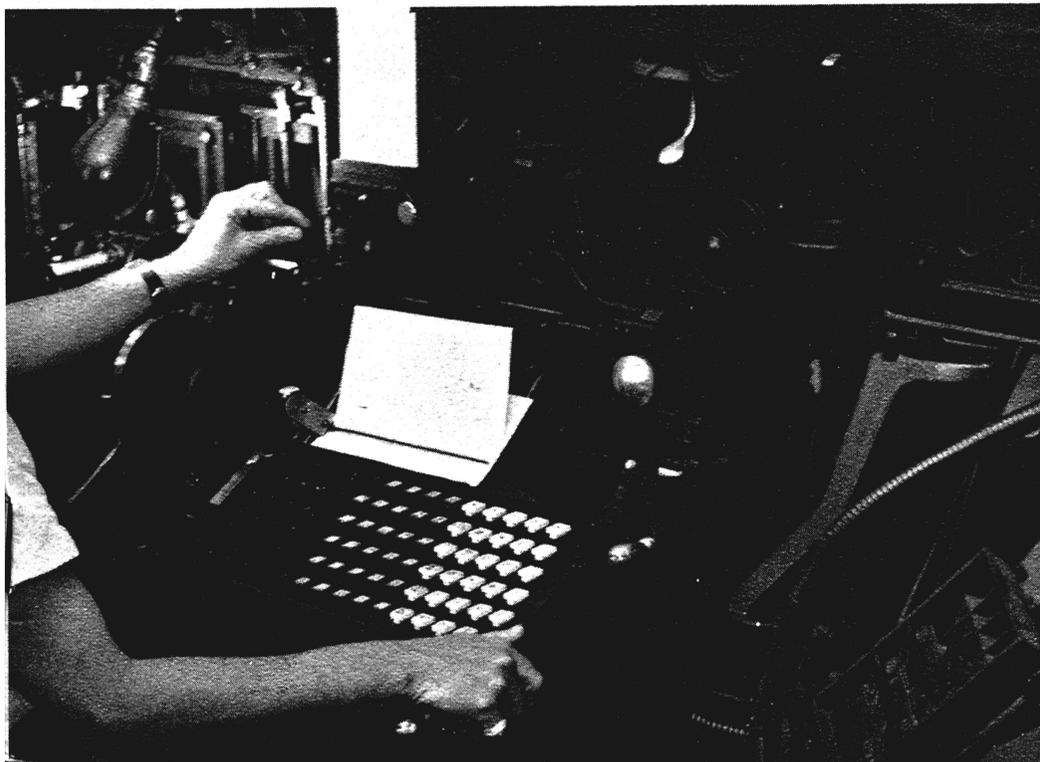


**UNIVERSITY  
OF MISSOURI  
BULLETIN**  
COLUMBIA, MISSOURI

NON-CREDIT, NON COLLEGIATE COURSES  
**SCHOOL OF JOURNALISM**

**LINOTYPE OPERATION  
and  
PRINTING**

**1966**



THE UNIVERSITY OF MISSOURI BULLETIN

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## 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.

Success of the curriculum may be judged by innumerable letters from employers and the facts that the school is endorsed by the typesetting machine companies.

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 to take advantage of it.

The curriculum is approved under government retraining programs such as the Manpower Development and Retraining Act (PL87-415), and the new GI Bill (PL89-358). Students under these programs sometimes continue their training for a full school year. Further training under the programs may be had on the job, should it be desired.

A certificate may be obtained showing successful completion of each course under the full curriculum. And a job placement aid service is available at all times for both students and ex-students desiring change.

Job placement and job security is not a problem for for the successful student in the field of graphic arts.



## THE 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 a 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.

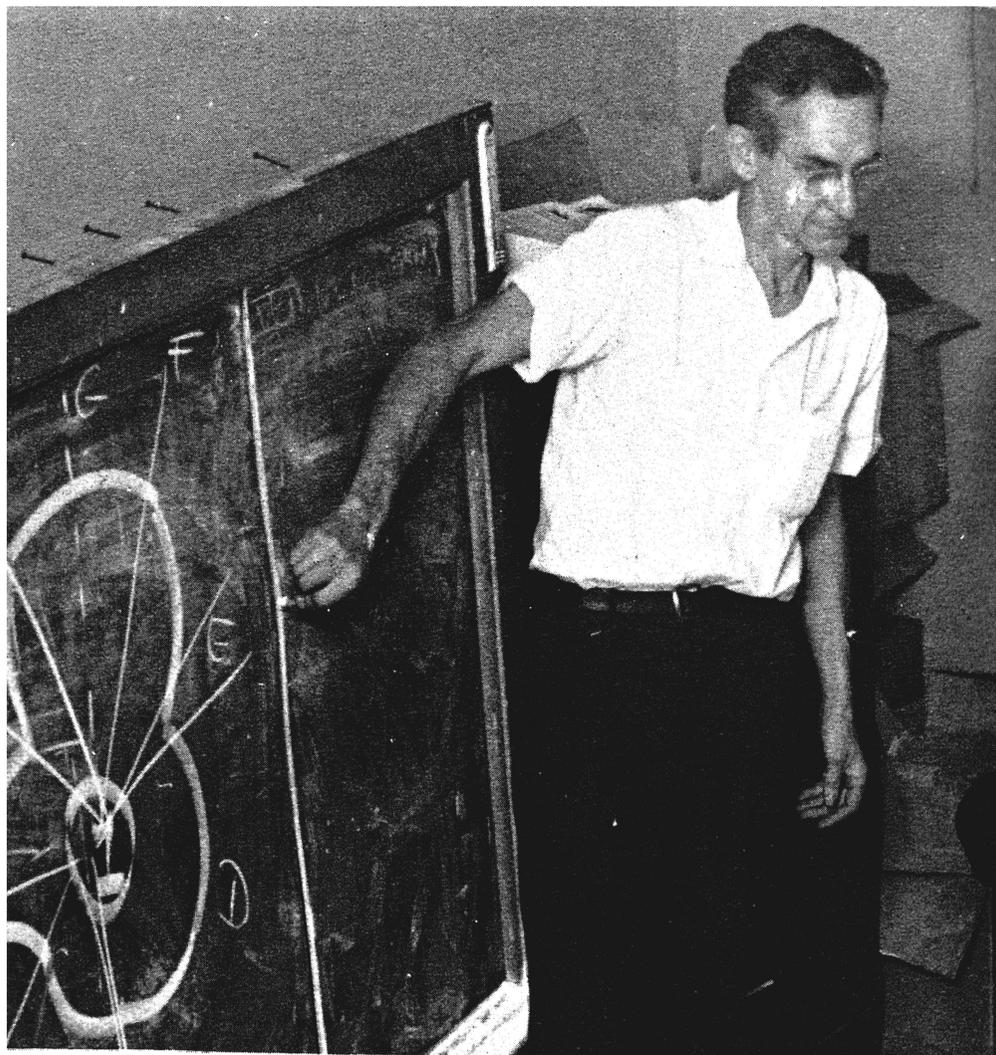
## THE FACILITIES

### 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.



**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. The Linotype Curriculum has no restraining qualifications other than good character and citizenship; the age group may run from 16 to 60 (and over on occasion).**

## **What Are the Requirements To be a Linecasting Operator?**



**A GOOD LINECASTING OPERATOR** must have printer's training. The keyboard is simply a speedier way to compose type, but the finished result must have the good typographic qualities found in other composition methods. Use of tape, running automatically through the linecaster, has eliminated much of the boring "stenographic" straight matter typesetting such as found in the columns of newspapers. Ad setting, commercial work, and display typesetting provide today's interesting demands in typesetting know-how.

**What Does an Operator  
Know About His Machine?**



#### **THE LINECASTING MACHINE**

operator has traditionally taken care of his machine. Many of them are machinists in their own right. Although larger shops may have machinists, the small shop operator is called upon to maintain his machine, clear his machine stops, and do the necessary minor repair to stay running in top shape. Many times he is the only one in the plant capable of doing this, and, of course, the Linotype Curriculum takes this into account in its training program.

**Why Is Knowledge  
Of Floor Work Necessary?**



**THE SUCCESSFUL TYPESETTER** evolves from the successful printer. In the shop he is universally trained for some time at putting type together by hand and finding his way around the backshop before he is allowed to touch a machine. It is one thing to set a line; it is another to set a line so that a floor man can use it in a job or an ad. Hence the need to know what happens to machine-set type. The student in the Linotype Curriculum is trained in floor work paralleling his training in machine operation.

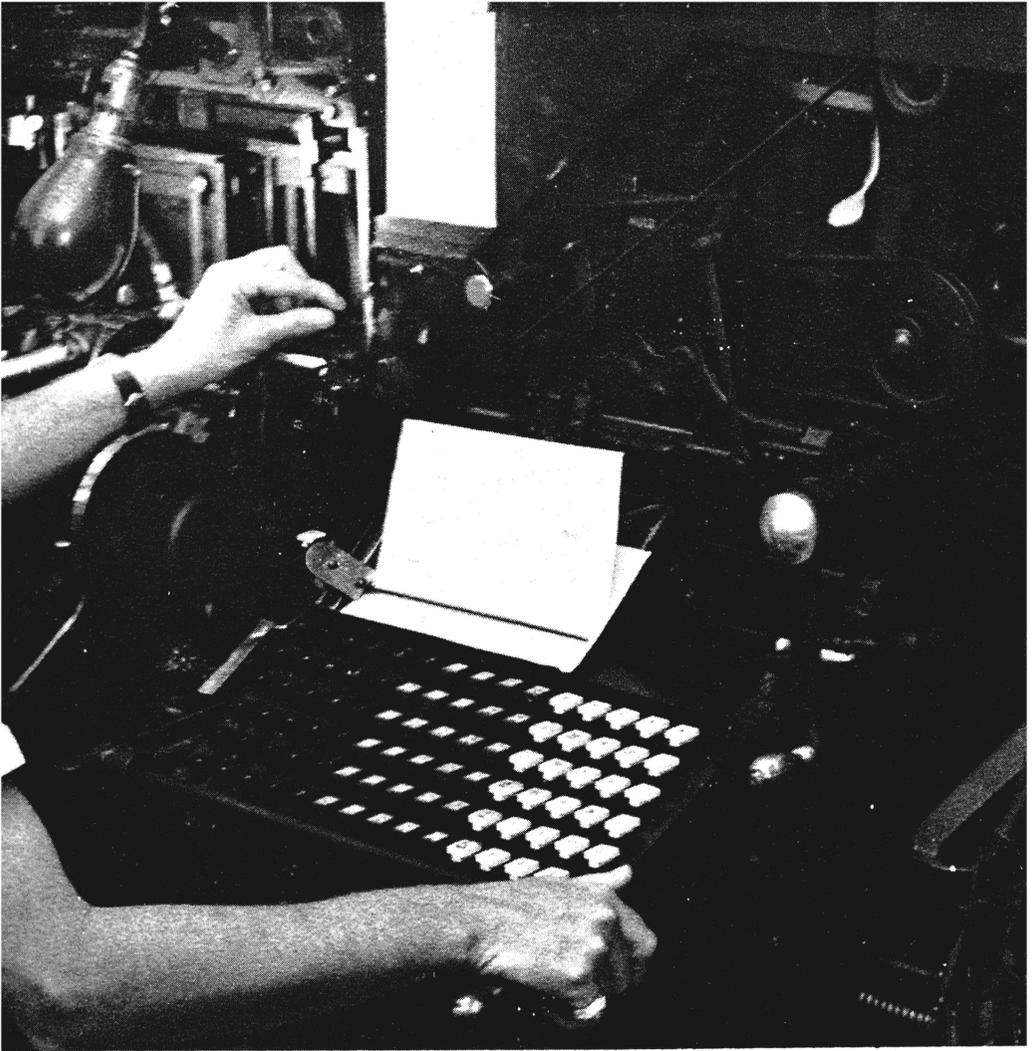
**Does a Student  
Get to see  
The Big Picture?**



**WE SURE THINK HE DOES.**

**Although the printer, by definition, does not put ink on paper, the small shop man or woman is often the pressman. To point out the need for good type and well justified type forms and to further general knowledge, the Linotype students will get ink on their fingers at the press – and many like 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 machines. You will have avoided the two to three years of "breaking in" that would have been your lot should you enter a shop directly. You will be running the machines that an apprentice often is not allowed to operate for years. You will be doing exactly as our many students are doing and will do for many long, healthy, profitable years -- You Will Be 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.

The status of a printer is that of a skilled tradesman and the pay scale is in accord — ranging from \$40 per week for the beginner to \$130 per week for the fully competent big city printer.

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.

The printing business is engaged in a great revolution. Although there is no threat to the printer or to existing typesetting processes, many new fringe concepts for handling “letters” exist in the field. Time will weed some of these out of existence; others will survive. But the “face” of printing is changing rapidly, offering unlimited opportunities and challenges to you who would find your future with this Queen of the Trades.

If you feel that printing may be for you, let us short-cut you into it. Write today for application forms and further information.

LINOTYPE-OFFSET CURRICULUM  
SCHOOL OF JOURNALISM  
UNIVERSITY OF MISSOURI  
COLUMBIA, MISSOURI 65201