

The  
**LINOTYPE CURRICULUM**  
non-credit courses  
of The School of Journalism

OFFERS

*The Door to Your Future*  
In **PRINTING**

The University of Missouri

**BULLETIN**

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*The Door to Your Future*

**IN PRINTING**

## *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.

To date, approximately 750 students have completed the training program. Success of the curriculum may be judged by innumerable letters from their employers and the fact 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 Staff*

Director of Curriculum: Dr. Paul L. Fisher

Instructor-Machinist: Thomas H. Bell

Assistant Instructor: Roger Kilby

# 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 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 A PRINTER?

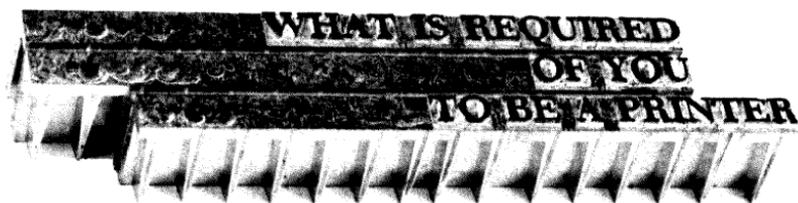




**PRINTER IS BEST DEFINED** as a person who arranges and positions elements that are to be printed. These elements may range in complexity from a few letters to the intricate pages of a big city daily newspaper, or from a calling card to a dictionary. The arrangement may be done by hand or machine, in 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!

**WHAT IS REQUIRED  
OF YOU  
TO BE A PRINTER**

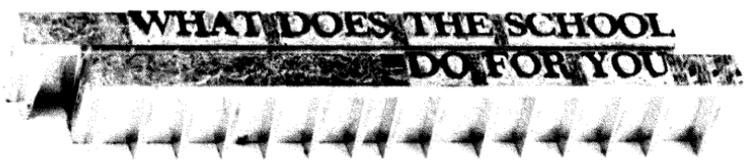
The image shows a stack of three metal type cases, likely from a Linotype or similar typesetting machine. The top two cases are dark and feature the text 'WHAT IS REQUIRED OF YOU TO BE A PRINTER' in a bold, sans-serif font. The bottom case is lighter and has a row of galleys (trapezoidal shapes) along its bottom edge. The entire stack is positioned at the bottom of the page against a white background.

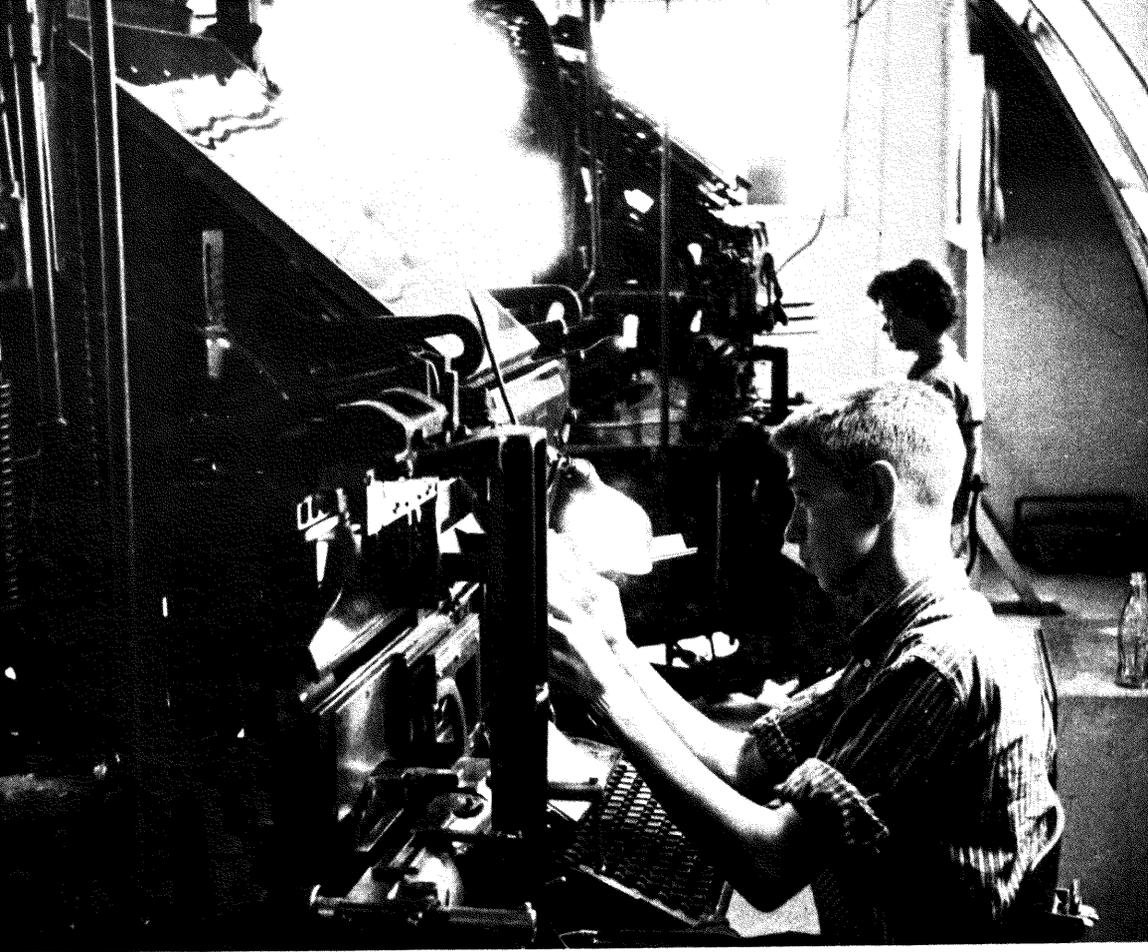


**P**

RINTING 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 DOES THE SCHOOL  
DO FOR YOU

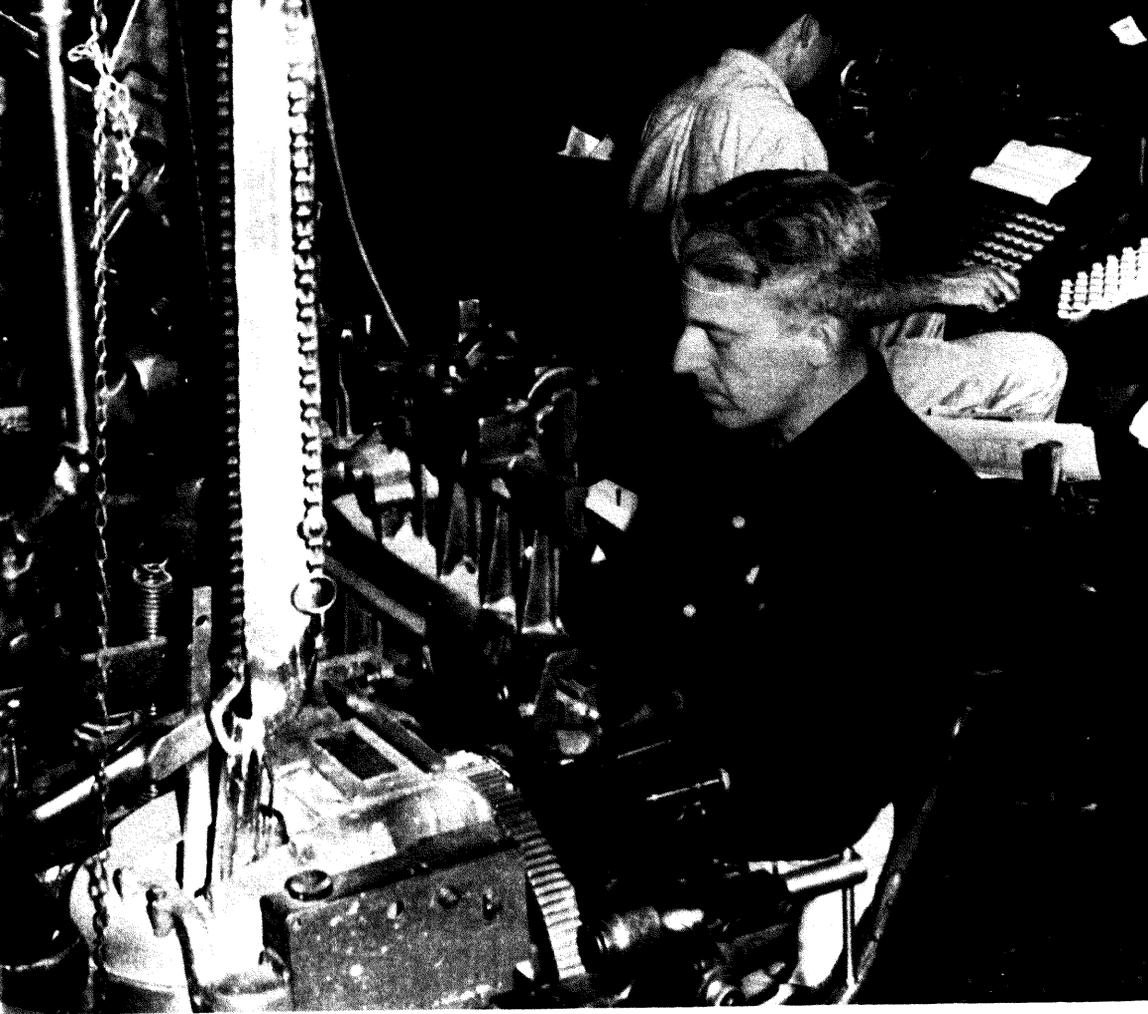
A graphic of a paper shredder cutting through a strip of paper. The text "WHAT DOES THE SCHOOL DO FOR YOU" is printed on the paper. The shredder is positioned at the bottom of the page, and the paper is being cut into a series of small, rectangular pieces. The background is white.



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 practical 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 Linotype Curriculum, realizing that your first job will be in the small shop, provides training in all possible shop operations that you may encounter. You will not be able to say you're an expert at any job, but, in all probability, you 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 machines. You will have avoided the 2 to 3 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 these former 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.

The monthly bulletin of the Missouri Division of Employment Security lists printing as one of the top two earning fields for industrial workers this year, leading in February with \$2.58 *average* hourly earnings. Employment in this same period shows a substantial increase, which is expected to continue.

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. We will reply immediately!

DR. PAUL L. FISHER, DIRECTOR  
LINOTYPE CURRICULUM  
SCHOOL OF JOURNALISM  
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