

a letter looks right but the notch is hidden, you've probably got a "p" instead of a "b" or some such flip. Remember that someone else sorted type into your drawer. They didn't necessarily do a good job.

4. Place a piece of leading for each new line.

5. Each line should be of equal tightness, and no leading should be as tight in the stick as the type.

6. When tightening a line, never cram in coppers or brasses. Remove a larger piece of spacing, slip in the copper/brass, then cram in the larger piece.

7. It's wise to add spacing methodically, with the largest to the outside, and the thinnest up against the type.

8. If you find yourself adding two or three of the same kind of spacing, you could probably use something larger.

9. When your stick is full, or you are done setting for the day, wrap your type form with string: unlock your composing stick's stop. Slide your type form carefully onto a smooth, flat surface. Hang the composing stick on the wall. Pull out a length of string that is at least as long as your wingspread, longer for large forms. Beginning with the middle of the string at a corner of your form, begin wrapping one end of string around the sides of the form, leaving the other loose so that the wrapping string crosses over part of the loose end. When you reach the end of the string, use a bit of leading to tuck it under itself. Repeat in the opposite direction with the remaining string.

10. TAKE NOTES! On or in your galley, be sure there is a slip of paper to indicate the quarter, your name, id number, program name, and, importantly, the name of your typeface.

All CAPS

When setting all capital letters, spacing between words is necessary to achieve the appearance of regularity. The shapes of letters, when set next to each other, create varying shapes and sizes of negative space. For instance, HP butt closely up against each other, while L W form a significant gap. One must add slight amounts of spacing so that the H and the P have the same sense of "air" around them as L and W.

... JUSTIFICATION

FOR Left justification: take into account any tab you desire on the first line or for new paragraphs. Otherwise, simply set your line until you come close to 24pts from the end; fill out the line with spacing.

FOR Center justification: If it helps: put an EM at the start of the line, go ahead and put an EM at the other end. Set your line until you'd have to break a word at the end of the line. Determine whether you want, or can fit, a hyphenated word. It's best to limit the amount of hyphenation in a passage. Fill out the line by adding the exact same kind of space, mirroring each piece, on both sides of the text.

FOR full justification, Set the line as usual, with EMs or Quads at either end. Begin bulging or contracting the line adding/removing a slight amount of spacing across the entire line. If that is not enough, examine the line for spaces between particular words that optically could be expanded or contracted without looking awkward.