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AUSTRALIAN WAR RECORDS SECTION
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POINTS ON PRINTING

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G741p

Issued by
A.G.'s BRANCH, G.H.Q.
1st December, 1916.

Points on Printing.

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1st December, 1916.



Australian
War Memorial

AUSTRALIAN WAR MEMORIAL
PRINTED RECORDS

4-22962

Points on Printing.

THE provision made to meet the need of Formations in the Field and on the L. of C. in regard to printed matter, has taken the form of standardised Army Forms and Books and Pamphlets, Instructional Manuals, and Books of Regulations. Circumstances, however, frequently arise which call for the execution of specially printed matter.

IN order to meet the need for specially printed matter and, more particularly, in order to meet it rapidly, a number of Printing Works have been set up in this country where printing of all classes, including lithographic work, can be executed satisfactorily.

ATTENTION is invited to G.R.O. 1307 and 1376 under which local printing at the Public expense is forbidden, except under the approval of those Headquarters competent to authorise printing of this nature (see G.R.O. 1376).

IN submitting matter for printing, manuscript or typescript should be forwarded in a reasonably legible state. If it is in manuscript, it is not essential that it should be typed before submission to the printer, although composition from type-written matter is much easier and quicker than from manuscript.

*Preparation
of Matter
for Printer.*

COPY written in pencil will not be accepted, as a rule, since by artificial light such manuscript is almost illegible.

TYPESCRIPT or manuscript should be submitted on one side of the paper only, for facility of distribution amongst compositors. Care should be taken to state the size in which the work is required. The sizes to which the Presses in this Country usually work are either foolscap (8" x 13"), or Army Order size (7 $\frac{1}{2}$ " x 4 $\frac{1}{2}$ "). If no size is stated, the most suitable style is selected by the Officer in charge of the Press undertaking the work.

*Method of
Submission
of Matter
for Printing.*

THE procedure to be followed in the submission of matter for printing is outlined in G.R.O. 1265. Matter from Units in the Field, beyond Forms, etc., of a simple character, should preferably be passed through Army Headquarters, who will, if it is beyond the capacity of the Printing Section attached to a Field Survey Company, forward it direct to the Director of Army Printing and Stationery Services, G.H.Q.

FOR work of a constantly recurring character, *e.g.*, General Routine Orders, etc., facilities may be given by the D.A.P. & S.S. whereby the formation or office concerned may send "copy" to a Printing Press direct.

Proofs.

MATTER submitted for printing should be in its final state. Proofs can be supplied when necessary, but the submission of a proof is not to be understood to mean that the Officer receiving the proof is at liberty to cut it about, since the mutilation of the proof copy not only adds to the work in the composing rooms, but also involves delay in completion.

WHEN a proof is submitted by an Army Printing Press, great care should be taken to deal with the proof rapidly, especially if many pages of letterpress are involved. It will be understood that the undue retention of proof copies before return to the Printing Press for final supply, locks up a great quantity of type, and delays the execution of other work in hand.

PROOFS of jobs of less than 100 words or of a simple character will not be submitted. In such cases the Officer in charge of the Printing Works concerned will assume the responsibility that "copy" is accurately followed.

A LIST of Printers' correction marks is given on page 7.

Quantities.

CARE should be taken to estimate adequately requirements beforehand, *i.e.*, when copy is originally submitted. Cases have arisen in which

pamphlets have been printed and, within a month, the work of reprinting has had to be undertaken. Such reprinting involves the complete re-setting of the type.

ADEQUATE provision has been made to preserve the secrecy of documents passed to the D.A.P. & S.S. for printing, but discrimination should be exercised in the use of the words "Secret" and "Confidential." Attention is invited to paras. 1857-1862, King's Regulations, which should be taken as a general guide to the use of these terms. The unnecessary use of the word "Secret" or "Confidential" leads to a great deal of extra labour in the Press, where the production of this class of work involves the personal supervision of an Officer; and in the Publications Department (which is charged with the work of distributing printed matter to the Forces in the Field), where it has to be placed in double envelopes and, if "Secret," sent by registered post, and receipt obtained.

ATTENTION is drawn to the use of the words "Urgent," "Very Pressing," and "Immediate" in connection with the submission of matter for printing. These words are used so frequently and indiscriminately that they have become meaningless in connection therewith.

IF matter is urgent, not only should the word "Urgent" be written on the covering letter, but the date on which it is required should be stated, in order that the relative urgency of the work in hand may be determined. Work sent in for execution at short notice involves night work in the Printing Presses, and it has often become evident that the urgency of such work could have been avoided, to a great extent, had its urgency been developed at a stage earlier than the date on which it was passed forward for printing.

POWER PRESSES have been installed capable of producing lithographic work in large quantities,

*Secret and
Confidential
Work.*

*Urgent
Printing.*

Lithography.

and the printing of maps, plans, diagrams, etc., can be undertaken. It may be convenient in some instances to supply the Press with lithographic transfers, or stones ready for printing, and when the machines are free of other urgent work, large numbers of copies can be printed within a few hours. Where it is not possible to supply either transfers or stones, artists are available for reproducing original drawings and other incidental work connected with the process. Transfers must be drawn with lithographic ink on transfer paper and should be sent to the D.A.P. & S.S. rolled in cardboard tubes or in such a way as to ensure safe transit by post. The size must not exceed Double Crown, i.e., 20 in. by 30 in. Generally speaking printing will be limited to one colour. When necessary, however, maps and similar work involving two or more colours will be undertaken.

THE submission of proofs in lithography involves delay and as far as possible should be dispensed with.

NOTE.

It would appear that sufficient use is not made of the Typewriters and Duplicators with which Formations are supplied. The Duplicating Apparatus used in conjunction with the Typewriter can be made to replace the Printing Press within certain limits. Frequently Units and Formations in possession of such machines pass matter for printing which could well be undertaken by the means already at their disposal.

*The use of
Typewriters
and Dupli-
cators.*

LIST OF PRINTERS' CORRECTION MARKS.

The marks in the first column should be made in the margin. Those in the third column in the actual text.

MARGINAL MARK.	MEANING.	MARK IN TEXT.
⊙	Letter turned upside down.	
uf.	Wrong fount (letter of a different size or face).	— Under any word or letter to be altered.
x	Battered letter.	
l.c.	Lower case or small letters.	
Rom.	Roman letters.	
Caps.	CAPITAL LETTERS.	— Under any word or letter to be altered.
S.c.	SMALL CAPITAL LETTERS	
Ital.	<i>Italic letters.</i>	
Clar.	Clarendon (black) type.	
⊖	Delete: take out.	— or Through any word or letter to be cancelled.
⊘	Full stop.	
,	Comma.	
:	Colon.	/ Through the point or letter to be altered.
;	Semi-colon.	
'	Apostrophe.	
⋈	Turned commas for Extracts.	∧ For Insertions.
-/	Hyphen.	
#	Insert space.	
⊖	Close up.	⊖ Between words: bring together.
⋈	Less space.	⋈ Between words: reduce space.
Trs	Transpose.	↔ Transpose word or letter.
New Par.	New paragraph.	
Run on	No fresh paragraph.	
Sec	Leave as printed.	... Under words struck out: leave as printed.

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G741p

AUSTRALIAN WAR MEMORIAL
PRINTED RECORDS



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Printed & Written Records
Australian War Memorial

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ARMY PRINTING AND ENGRAVING

1/16