

LIST OF COMMITTEE MEMBERS FOR THE

TRADE HAND COMPOSITOR AND PROOF READER

Sl.No. Members and Experts

Signature

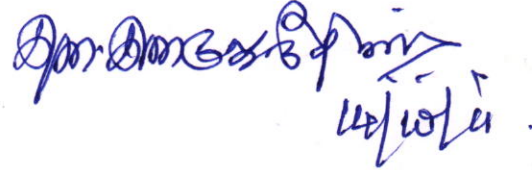
1. K. Panneerselvam,
Regional Joint Director of Training
Chennai Region
Guindy,
Chennai



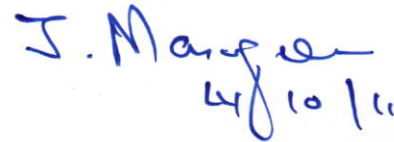
2. S. Valsakumar,
Principal,
Govt. Industrial Training Institute,
Guindy,
Chennai 600 032



3. R. Rajendiran
Asst. Trg. Officer,
Govt. Related Instruction Centre,
North Chennai.



4. J. Manogaran,
Junior Training Officer,
Govt. Industrial Training Institute,
Guindy,
Chennai 600 032



COURSE DETAILS

Name of the trade	Hand Compositor and Proof Reader
Qualification	VIII pass
Age	14-40 yrs
Duration	1 Year
No. of Trainees	20
No. of Practical Hours	32 hours per week
No. of Theory Hours	12 hours per week
Space Required	
Workshop	400 Sq.ft
Theory	200 Sq.ft
Power required in Kilo watt	2 KW

COURSE DETAILS 3

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AND PROOF READER**

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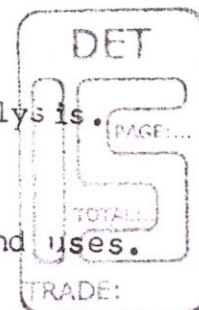
Workshop : **400 sq. feet**

ClassRoom : **200 sq. feet**

Power Required in KW : **2 k.w.**

THEORY.

1. History of Printing - Comparative Analysis.
2. Types and their parts - Point system.
3. Composing Room Tools and Equipments and uses.
4. Lay of cases.
5. Composition and Distribution work.
6. Make-up.
7. Methods of Imposition.
8. Principle of Designing.
9. Papers : Kinds and uses - Sizes - Sub Divisions.
10. Proof Reading.
11. Printing Inks and their Qualities.
12. Type Alloy - Casting of Types.
13. Style of the House.
14. Book work - Parts of Book.
15. Kinds of Imposition.
16. Computer setting - Peripherals - Operating Systems.
17. Safety Precautions.
18. Composing room calculations - Casting of
19. Printing machines/Binding works.



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Trade : HAND COMPOSITOR AND PROOF READING.

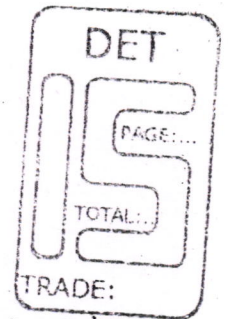
Weekwise practical syllabus.

32 Hours per week.

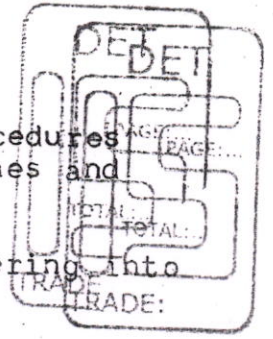
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Week No.

Practical Exercise.



- 1
 1. Specifications, handling, usage and Maintenance of
 1. Composing sticks
 2. Setting Rules.
 3. Bodking
 4. Tweezer
 5. Em scale or Type Guage
 6. Shares (Hand cutters)
 7. ~~Set~~ Extractor
 8. Page cord
 9. Micro meter etc.
 2. FRAMES , Cabinets, Racks and cases Kinds, Specifications usage and Maintenance.
- 2
 3. Galleys, cutters, Mitrers and Rule Binding Machines.
 4. Locking up Tools, Equipments and Materials
 - a. Imposing Surfaces
 - b. Locking up Frames and chases
 - c. Furniture
 - d. Mounting bases
 - e. Quoins and Keys
 - f. Side and Foot sticks
 - g. Shooting Sticks
 - h. Planner
 - i. Mallet
 - j. Forme carrier.
- 3
 5. Learning and Identifying Type faces, sizes Founts and Spacing Materials.
- 4
 6. Learning Type cases - English Upper and Lower case.
- 5
 7. Learning Type cases Tamil - Upper and Lower case.
- 6
 8. Learning other type cases - Job case - Double case - Triple case. etc.
- 7
 9. Learning and identifying spacing materials Rules, Borders and Ornaments and their cases.



- 8 & 9 10. Hand composing or setting Procedures and Practicing setting few lines and Distribution.
- 10 to 13 11. Setting Solid Matter - Transferring into Galley and Distribution.
- 14 to 18 12. Setting Book work - Justification - Page make up - Pulling Proof.
- 19 to 23 13. Setting Title page - Contents etc. Preliminary matter - Page make up.
- 24 to 25 14. Proof Reading Practical - Marking corrections - correcting - Justifying - Pulling Final Proofs.
- 26 to 30 15. Setting Notes - Foot Notes - cut in a Let in Notes - Marginal/Shoulder Notes etc.
- 31 to 33 16. Setting Initials/Inventions.
- 34 to 37 17. Imposition work - 2 Pages, 4 Pages, 8 Pages and 16 Pages - Lay out preparation - Transferred Pages on stone - Locking in Frames/Chases.
- 38 to 41 18. Setting Job works - Invitations, Visiting cards, Letter heads etc - Skeletoning for Two or Three colour work.
- 42 to 44 19. Setting Display works - Advertisements - inlaying blocks and monograms - Posters setting with wooden types/Blocks for Single and Multi colour work.
- 45 & 46 20. Setting Tables and Tabular work.
- 47 21. Preparing small forms for Die cutting using cutting rules and creasing rules - Use of Rule bending machines.
- 48 & 49 22. Learning Pheripherals used in DTP section and setting simple jobs in Computer.
- 50 to 52 23. Allied Trade - Simple Binding works. (X)
- 24. Allied Trade - Simple Printing Machine work Feeding Pracd ce.
- 25. Planning and arrangement of composing room and safety/Preventive measures.

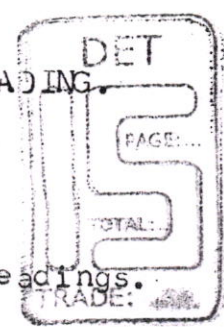
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(X). Screen Printing - Designing - Preparing the kit, Exposing Developing - Printing Single multi Colour in Various materials

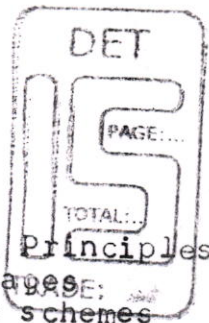
Trade : HAND COMPOSITOR AND PROOF READING

Related Instructions (Theory)

8 Hours Per week.



Week No.	Lesson/Chapter Headings.
1	1. Brief History of Printing - Origin and Developments. 2. Modes of Taking impression - Printing Processes Comparative Analysis of Three major printing Processes.
2 to 4	3. Composing room Tools and Equipments Composing sticks, Frames and stands staring cabinets and racks - cases.
5 & 6	4. Locking up Tools and Equipments, cutters and Mirars.
7	5. Spacing materials, Rules, Borders and Ornament.
8	6. Proof Presses and Registration aids. 7. Lay of the case.
9 & 10	8. Types - Parts - Faces - Founts - Sizes.
11	9. Point system - Advantages.
12	10. Type casting - Type Alloy - Care and Maintenance.
13,14,15	11. Composing Procedure.
16	12. Distribution Procedure.
17 & 18	13. Division of words - Rules - Paragraph setting Indentations - Initials - Style of the house.
19 & 20	14. Justification Procedure - Leading and Guarding - Make up work--General Principles.
21 to 24	15. Parts of Book - Book work setting Type faces/sizes used - Notes - Head lines etc.
25	16. General Principles for Table and Tabular setting.
26 & 27	17. Use of Abbreviation, Capitals, Small capitals Italics and Punctuations.



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- 28 & 28 18. Display work and their procedure.
- 30 to 33 19. Imposition - Definition - General Principles for Imposition of pages upto 16 pages in sheet work and Half sheet work schemes
- 34 & 35 19. Paper - Manufacturing - Kinds - Sizes - Sub Division.
- 36 20. Ink.- Manufacturing - Kinds - Qualities.
- 37 & 38 21. Mechanical composition - Elementary Principles.
- 39 & 40 22. Proof Readers marks - Procedure.
- 41 to 43 23. Casting off and composing room calculations.
- 44 to 46 24. Computer Type setting - Pheripherals - Introduction to DTP - Packages used and their General purposes/usage.
- 47 to 50 25. Printing Machines - Kinds - Procedure and Binding processed. (K)
- 51 26. Latest Developments in Printing Industry.
- 52 27. Revision.

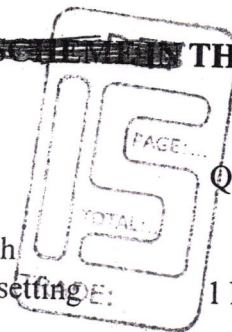
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(K). *Materials used for Screen Printing Process - Preparation of sensitive solutions - Method of printing down on screen - Method of printing single Multi color work - Suitability of ink for printing on various materials*

LIST OF TOOLS & EQUIPMENT FOR ~~PRINTING~~ THE TRADE OF HAND COMPOSITOR

For a Batch of ~~20~~ trainees

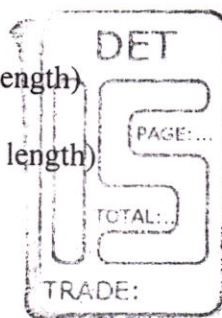
Sl. No.	Description of Item	Qty.
1.	Lino ^{type} - type /Inter- type ^{type} /slug casting machine, complete with accessories for English & Hindi/Regional language/type setting	1 No.
2.	Lino type dummy keyboards	10 Nos.
3.	Mono-type keyboard complete for English and Hindi/Regional Language	1 No.
4.	Mono-type composition caster completer with accessories	1 No.
5.	Mono-type dummy key boards	10 Nos.
6.	Air compressor & reservoir for items 3 and 4 above.	1 No.
7.	Composition cabinet (steel) with randum halves on both sides for English with case racks	8 Nos.
8.	Composing cabinets for Hindi/Regional language with case rack	8 Nos.
9.	Composing cases	
	i) Upper & lower for English text (8pt-16 pairs, 10pt-32 pairs, and 12 pt - 32 pairs.)	80 pairs.
	ii) Set of 2 or 3 or 4 cases as the case may be for Hindi/Regional language. text 12 pt-40 pairs and 16 pt - 40 pairs/set	80 pairs.
	iii) For English Display (double case: upper & lower combined in one) (6,8,10,12,14,18,24,30,36,48,60,72 points - 6 faces: 2 each)	144 Double cases.
	iv) For Hindi/Regional language, Display 20,24,30,36,48,60,72 points - 4 faces::	2 each
10.	Cases racks (To hold about 15 cases each)	10 Nos.
11.	Fount rack for English	1 No.
12.	Galleys, column size	50 Nos.
13.	Galleys, page size	25 Nos.
14.	Galleys, rack	1 No.
15.	Galley proof press.	2 Nos.
16.	Ink slab and hand roller	1 No.
17.	Cylinder proof press	1 No.



18	Slub cutter	1 No.
19	lead/Rule cutter	1 No.
20	Mitring machine	1 No.
21	Rule bending machine	1 No.
22.	Imposing surface with table and provision for keeping locking materials/chase size 30 x 40 (75cm x 100 cm)	2 Nos.
23	Composing stick (different sizes)	24 Nos.
24	Tweezers.	20 Nos.
25	Spacing materials bin	12 Nos.
26	Cases, assorted sizes	24 Nos.
27	Types	
	i) English Text:	1 Met. Ton
	8 pt 200 Kg	
	10 pt 600 Kg	
	12 pt 200 Kg	
	ii) Hindi/Regional language, text 10 pt & 16 pt	1 Met. Ton
	iii) English Display	$\frac{1}{2}$ Met. Ton
	iv) Hindi/Regional Language display	$\frac{1}{2}$ Met. Ton
28	Type metal	
	i) Lino-type	
	ii) Mono-type	
29	Spacing materials (spaces, quads and quotations)	1 Met. Ton
30	Rules and border	$\frac{1}{2}$ Met. Ton
31	Type scale (Em Scale)	20 Nos.
32	Micrometer 0-1 (0 to 2.5cm)	2 Nos.
33	Remelting furnace	1 No.
34	B ross bin	2 Nos.
35	Mallets	20 Nos.
36	Planers	20 Nos.



37	Shooting sticks	10 Nos.
38	Furniture (metal) (6 ems to 36 ⁴ ems. in dept ^y , assorted length)	100 Nos.
39	Furniture (wooden) (1 em to 8 ems in depth, assorted length)	200 Nos.
40	Quoins, mechanical (Hempe) & ^{Silver Stone} Sive-tone)	150 Nos.
41	keys for quoins.	10 Nos. each
42	Pigeon holes for furniture (steel/wooden)	2 Nos.
43	Cases for leads, rules and borders	2 Nos.
44	dictionary:	
	i) English to English	1 No.
	ii) English to Regional language	1 No.
45	Book on rules for compositors (any suitable available publications)	1 No.
46	Book on proof reading./ proof readers's guide(any suitable available publication)	1 No.
47	I.S.I. Publication on composint/proof reading	1 No.
48	Instructor table	1 No.
49	Instructor chair	1 No.
50	Almirah (steel)	1 No.
51	Black board with stand	1 No.
52	Stool (High)	10 Nos.
53.	Screen printing kit /frame different size	each 4 nos.
54.	Squeegee to suit the frames	each 4 nos.
55.	"U" clamp	20 nos.
56.	Work Bench for Screen printing 3' x 4' x 2 1/2' (high)	- 2 nos.



ACHIEVEMENTS

HAND COMPOSITOR AND PROOF READER



1. To know the acquire skill in Handling and Maintaining Composing room Tools and Equipments etc.,
2. To know the procedure of setting and to acquire skill in setting solid matters in a speedy way.
3. To acquire knowledge of setting Job Works and Disply works.
4. To know the ways and means of making the set matters to pages and to make the pages in to forms to suit printing machines.
5. To know how to mark corrections on proofs using proper proof reading marks.