



# How to order Intertype Matrices

So that we may fill orders promptly and correctly without having to write for more information, with consequent loss of time, please follow these instructions carefully.

Matrices supplied to customers' orders cannot subsequently be exchanged

## SEND ALL ORDERS TO HEAD OFFICE:

Intertype Limited, Farnham Road, Slough, Bucks. This will save time and permit us to fill your order without unnecessary delay.



**USE ORDER BLANKS.** All orders should be entered on printed matrix order blanks provided for that purpose. These order blanks will be supplied on request, free of charge.



## ALL ORDERS SHOULD STATE CLEARLY:

- 1—Your name and address on order blanks or lists.
- 2—Point size.
- 3—Name of Face.
- 4—Face number (include Prefix E if English depth).
- 5—How to run—in the main or side magazines, or pi, Intertype.
- 6—If for other line composing machines state Model and serial number. If for mixer models please send sample matrix to show separator slotting.
- 7—If running other than for standard British keyboard (shown on order blanks) indicate changes on the blank diagram printed thereon.
- 8—State if Caps X Z or fractions  $\frac{1}{2}$   $\frac{3}{4}$  are to run in channels 85 and 86 respectively.

## ACCENTS AND SPECIAL CHARACTERS.

These also should be ordered on printed order blanks (supplied free of charge) stating face, face number, point size and character number in the case of accents, and the point size and character number in the case of special characters. Customers requiring special matrices (not listed) should write for quotations, submitting a clear sketch or sample of what is wanted. When ordering special characters, specify whether they are to run as pi sorts or in the magazine; if the latter, state the channel in which each character is to run.

State if **Low Cap Accents** (É E), or **Normal High Cap Accents** (Ē E) or **Small Cap Accents** (ē E) are to be supplied.

NOTE.—Low Cap and Small Cap Accents will cast with ordinary caps of same face. Normal High Cap Accents can be cast by using a special "normal high cap accent" mould, and liners 1 pt. above size of face (or normal for didot sizes).



**FRACTIONS.** These can be supplied in most faces on both em ( $\frac{1}{2}$ ) and en ( $\frac{1}{3}$ ) body sizes. Unless otherwise ordered, EN set fractions are supplied. Piece fractions are also available, a comprehensive showing of which is made on the Special Character Matrices, Sheet eleven. **Vertical Figures**, cast on the slug vertically instead of horizontally, are also shown on Sheet eleven.

continued overleaf



**LEADERS.** Unless otherwise instructed, regular 3 round-dot (...) leaders will be supplied. Round-dot leaders with 2 (..), 3 (...), or 6 (.....) dots to the em and hyphen leaders with 6 (.....) strokes to the em can be supplied if specified when ordering.

Where 6-dot em leaders are required, the figure space can be supplied with 3-dot leaders.

Standard vertical and horizontal leaders can also be supplied (see specimen sheet).



**FIGURES.** When ordering old style faces, specify whether old style figures (890) or modernised old style figures (890) are desired. If no specific directions are furnished, modernised old style figures will generally be supplied. When ordering figures of any kind, state whether they are to run in the magazine or pi.

**NOTE.**—Figures and points are usually made on a 4-2-1 ratio, that is, figures on one-half the em body and thin spaces, etc., on one-quarter of the em body. However, when the figure size of face is less than .0553" the points and thin spaces are usually made on a size equal to three to the em body.



**BRASS HAIR SPACES** of .007", .014" and .021" thickness can be supplied from stock. Hair spaces are too thin to be distributed into the magazine. They have no combination teeth and drop out into the front pi bowl.

**MIXER MACHINES.** Specify the mixer notch, upper or lower, if matrices are to run in mixer machines. If matrices are to run in other than Intertype machines, specify the model of machine and type of magazine. Intertype wide tooth matrices will run in mixers of other manufacture, but a sample matrix should be submitted for bridge combination cutting.



**THE CHANNEL ENTRANCES** of Intertype magazines are variably spaced. This permits the free use of larger faces. For instance, an 18-point cap W of normal width will run in an Intertype magazine, but not in all the magazines of other makes. Em spaces, leaders and dashes up to 221 thousandths of an inch will run in the regular channels of standard Intertype magazines, but figure spaces, leaders and dashes must be substituted in some magazines of other makes when the em size exceeds 210 thousandths of an inch.



**AMERICAN DEPTH MATRICES.** For the convenience of overseas users, a large number of our type faces are made in American depth as well as English depth. Matrices made in English depth are designated by the symbol [E]. Matrices so designated have a letter depth of .075" while American depth matrices have a letter depth of .043". Special height moulds and special equipment must be used for American depth matrices.

**Intertype wide tooth matrices also run on other line composing machines**



A section of the  
**MATRIX**  
manufacturing bay  
at Intertype  
Head Offices  
and Works  
Farnham Road  
Slough, Bucks