

# Letterpress at London College of Comm- unication

**Health & Safety**  
**Opening Hours**  
**Terminology**  
**Process**  
**Case Lay**  
**Cleaning**  
**Materials**  
**Lasercutting**

Workshop Block  
W228

# H E A L T H   &   S A F E T Y

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## **Safe Working**

No loose clothing, wear closed footwear, tie back long hair. No eating and drinking. Everything is very heavy, be mindful when lifting anything.

## **Hazardous Substances**

Lead alloy, white spirit, roller wash. Use barrier cream. Always wash your hands after working.

## **Personal Protective Equipment**

Nitrile chemical gloves, polythene gloves, aprons

## **Fire Alarm**

Follow staff through the nearest emergency exit and to the assembly point.

# O P E N I N G   H O U R S

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## **Mon, Tue, Thu, Fri**

9.00am-4.30pm

## **Wed**

11.30am-4.30pm

## **Lunch Break**

1.00pm-2.00pm

# TERMINOLOGY

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## 1 Font

Set of type of one particular face and size.

## 2 Case

A wooden or metal drawer containing a font.

## 3 Leading

Spacing between two lines.

## 4 Kerning

Spacing between two letters.

## 5 Composing Stick

Handheld tool on which lines are set to a determined width.

## 6 Galley

A metal tray to proof and store lines of type.

## 7 Chase

A heavy steel frame used to lock up type.

## 8 Furniture

Larger, lighter and precisely engineered spacing material.

## 9 Quoins

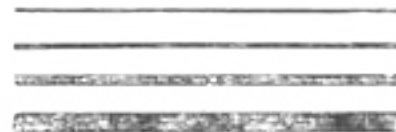
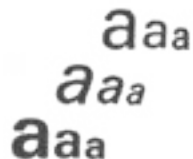
An expanding device used to lock up type in a chase or on a press.

## 10 Point and Pica

Typographic measurement system.  
12 pt = 1 pica

## 11 Type-Height

Anglo-American:  
0.918 in / 23.32 mm



# P R O C E S S

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## **Preparation**

**Make a mock-up.** This can be a sketch or a digitally designed file. Check if we have the font you want to use and if there are enough characters of your font in the case. A list of our metal font collection is available in the workshop.

## **Setting**

Get a galley and a composing stick. Determine the line length of your setting by starting with the longest line or measuring your mock-up. Round up to the nearest pica and set your composing stick using furniture. Set type upside down and from left to right. Move finished lines onto the galley once the stick is two thirds full.

## **Proofing on the galley press**

Lock up on galley with furniture and magnets.

**Black ink and one sheet of newsprint per print only.**

## **Paste-up**

Check your proofs for mistakes and work on your layout by pasting your proofs onto your final size paper.

## **Printing on the cylinder press**

Lock up your setting in a chase or directly on the bed of printing press with furniture and quoins. When printing on these presses, **you can mix your own ink and use your own paper stock or substrate.**

# C A S E L A Y

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The case lay tells you the location of all characters in a case. This includes uppercase and lowercase letters, numbers, punctuation marks and spacing material.

f	fl	fl	()	:	i		mid	15	1	2	3	4	5	6	7	8	9	0	€	&	
fl	b	c	d	e	i	s	f	g	'	"				A	B	C	D	E	F	G	
fl									k	-				H	I	K	L	M	N	O	
Ⓢ	i	m	n	tr	o	y	p	-	w	Ⓢ	Ⓢ			P	Q	R	S	T	V	W	
x	v	u	t	Ⓢ	a	r	q	:													
z				thicks					-	-	quads			X	Y	Z	!	?	U	J	

## Spacing

There are five units of spacing which are commonly used to space words and fill in lines of type. They are the same height as the body of the type, so a 12pt font for example will require 12pt spacing. The units are EMs, ENs, THICKs, MIDs and THINs. An EM is a square of its height, so for example 12pt x 12pt.



1 EM = 2 ENs = 3 THICKs = 4 MIDs = 5 THINs

# C L E A N I N G

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## **White Spirit (RED LID)**

Type, blocks,  
ink knives, surfaces

## **Roller Wash (BLUE LID)**

Rollers on the presses  
and hand brayers

## **EcoSpirit (YELLOW LID)**

Glass surfaces, using scraper.  
Keep away from metal surfaces!

# M A T E R I A L S

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## **Substrates**

Can be up to 1mm in thickness, but must be soft (i.e. paper, card board, plastic bags).

## **Colours**

Mix any colour using our **Pantone** base inks,  
including fluorescents and metallics.

# L A S E R C U T T I N G

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## Planning

Speak to a technician about your project and choose the most suitable material. **The material determines the texture of your print.**

## File Preparation

Create your artwork using a vector software such as Adobe Illustrator. You can only print one layer at a time, so each layer must be cut separately. You can find instructions on how to set up your file correctly on [3dworkshoplcc.co.uk](http://3dworkshoplcc.co.uk)

## Lasercutting

Book an appointment for the lasercutter. You must have completed an induction to the 3D workshop.

## Mounting

Mount your laser cut design onto MDF. Together, the laser cut material and the mounting block need to be type-high. Special mounting tape is available in the letterpress workshop. Sometimes the tape should be applied before lasercutting.

