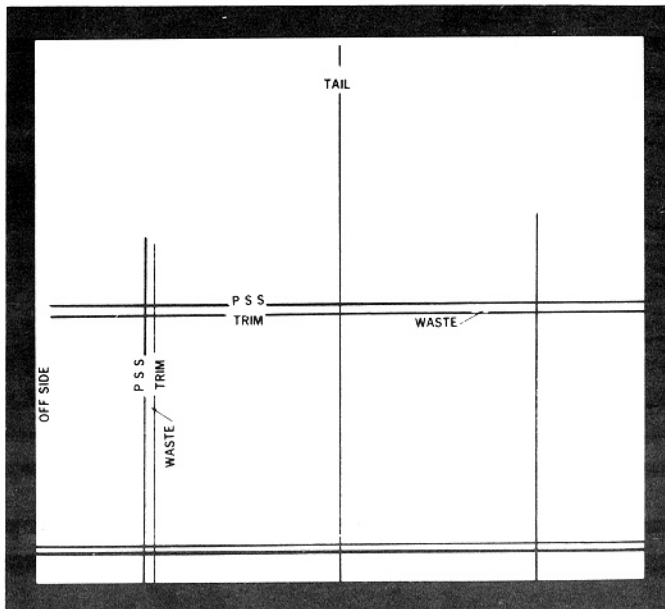


STEP 9. Measure 30.8 cm up from the paper line and make a mark. Using the T-square, draw a horizontal line from the mark made on the off side to the guide side. The paper stock size line is already drawn in this illustration.

Paper stock size shows the layout person how much room there is for margins, waste, and images. To get the width of the paper stock size, measure one-half the distance from the vertical centerline to the guide side and make a mark. Make a similar mark on the off side. The sample work order calls for stock 48.4 cm in width, which is 24.2 cm from the vertical center in both directions. Draw the stock width line on the goldenrod.

STEP 10. Measure 24.2 cm in both directions from the vertical center and make a mark. Draw lines, using the T-square and triangle to ensure they are straight.

STEP 11. Identify and label the stock size lines on the goldenrod paper. The stock size lines must be identified on the goldenrod paper. Check to ensure these lines are correct.



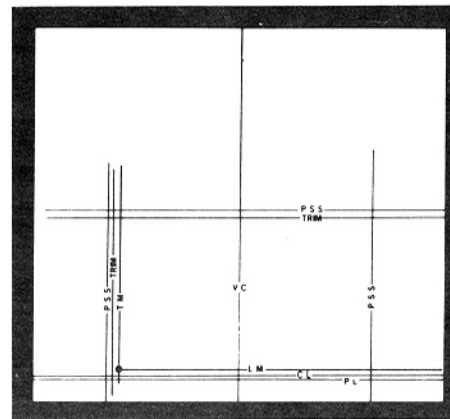
STEP 12. Measure up 30.1 cm from the paper line and make a mark. Draw the horizontal trim line.

STEP 13. From about halfway up the paper stock size line on the guide side, measure 48 cm towards the off side and make a mark. Draw the vertical trim line. Identify and label both trim lines.

The area between the paper stock size and the final trim lines is called waste because it will be cut off after printing. Keep the waste on the tail and off sides to preserve the true (gripper and tail) sides.

STEP 14. Identify and label the waste areas.

The next five steps complete the instructions for "How to Draw Basic Flat Lines." These steps are for the top and left margins shown on the sample work order (page 5). Margin lines sometimes are called image lines because images will touch the margin lines and stop.



STEP 15. Draw the top margin line. Measure 1.2 cm over from the trim line on the off side and make a mark. Draw a vertical top margin line using the T-square and triangle.

STEP 16. Identify top margin line. When the top margin line is on the off side, the left margin line must go to the gripper edge. Measure 1.2 cm up from the paper line and make a left margin mark. Now draw the horizontal line.

STEP 17. Draw the left margin line. Measure 1.2 cm up from the paper line and make a mark. Using a T-square, draw the horizontal left margin line.

STEP 18. Identify left margin line. Draw a small circle at the point where the top and left margin lines meet.

STEP 19. Recheck the layout against the work order to ensure all information shown is correct and complete.

This completes the instructions for drawing basic flat lines.

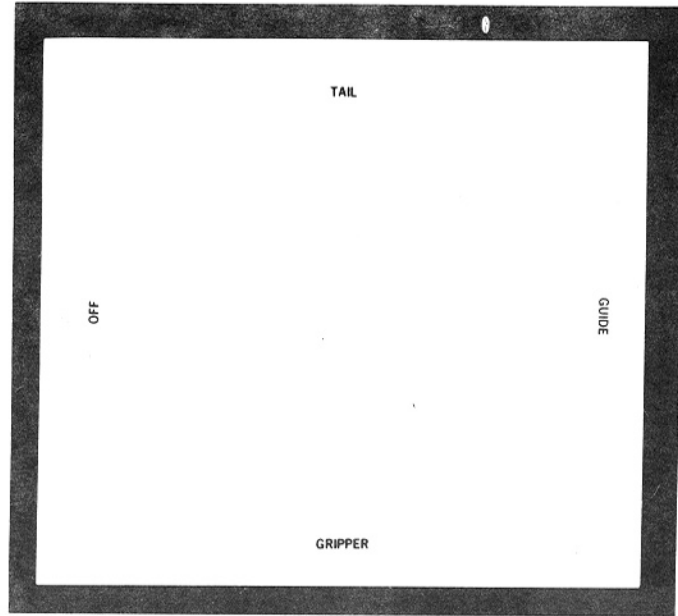
HOW TO DRAW BASIC FLAT LINES

This Graphic Training Aid will guide you step by step through the procedure of drawing basic flat lines. The procedure will enable you to construct the three basic lines and all secondary lines used to show paper stock size, trim, and margins.

The tools and materials required for drawing basic flat lines are —

Item	Quantity
Work order	1
Light table	1
Goldenrod paper	1
T-square	1
Triangle (30/60/90)	1
Pencil	2
Tape	1
Ruler	1

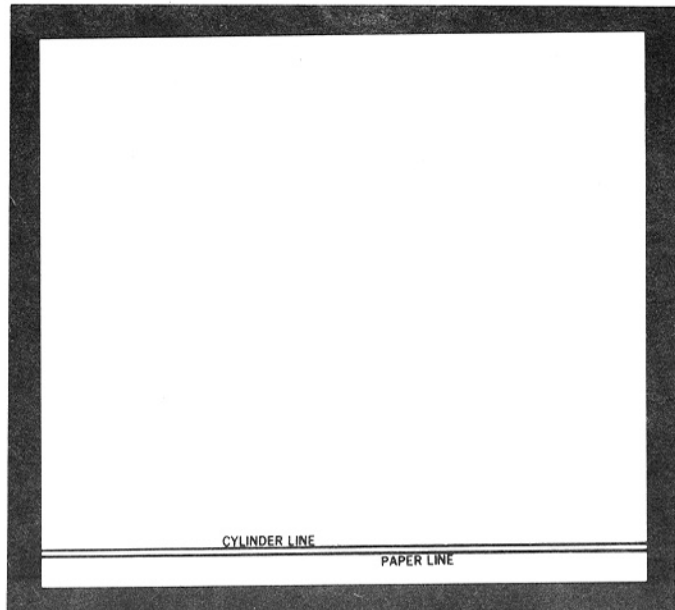
Goldenrod is the masking paper used in lithographic stripping. Goldenrod paper measuring 76.2 by 67.4 (cm) is used for the LXG and DP presses.



STEP 1. Position goldenrod paper on the light table. The long edge is laid against the long edge of the light table, about 2.5 cm up from the edge nearest you.

STEP 2. Align the paper to the light table using a T-square, and tape the four corners so it will not move.

STEP 3. Identify and label the four sides of the goldenrod. The side nearest you is the gripper edge. The other long side is the tail. The side to your right is the guide side, and the one to your left is the off side. There are two true sides, the gripper and the guide. All measurements are made from them.

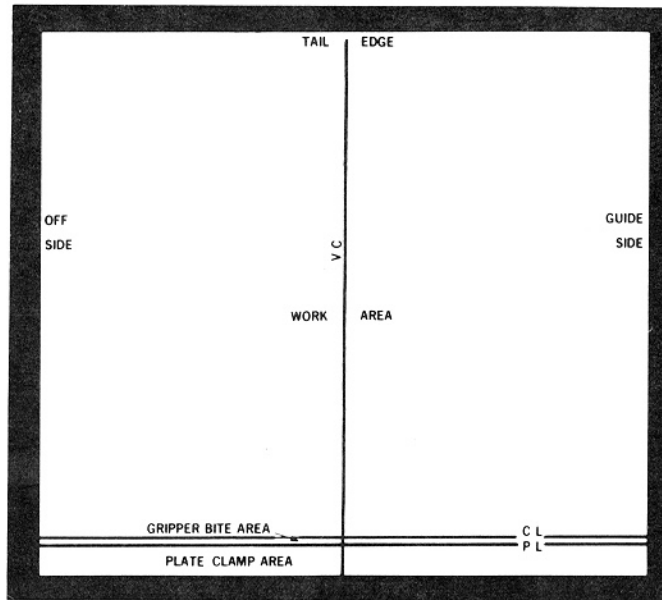


STEP 4. The first measurements are 3.8 cm and 4.6 cm up from the gripper edge of the goldenrod. At these points, make fine marks at both edges using a pencil or pen. To ensure accurate measurements, hold the ruler at a 90-degree angle from the gripper edge.

STEP 5. Draw horizontal lines from the off side to the guide side using the T-square. These lines should cut the marks made in Step 4. The lines should be just dark enough to see, the finer the lines the better. Use a pencil or fine pointed ballpoint pen to draw lines.

STEP 6. Identify the lines you have drawn. The line nearest you is the paper line, and the other one is the cylinder line. The paper line represents the edge

of the stock that is run on the press. The cylinder line shows where printing stops. No printing appears below the cylinder line. Label the two lines you have drawn.



STEP 7. The next measurement is made from the guide side. Lay the ruler parallel with the paper line. Measure 38.1 cm and make a mark. This is the center of the paper.

STEP 8. Lay the T-square on the gripper edge of the goldenrod. Now lay the triangle flush to the T-square and lined up on the center mark. Draw a vertical line. This is the vertical center of the goldenrod paper and the press plate.

The next step is to obtain the measurements listed on the work order for all secondary lines.

SAMPLE WORK ORDER	
STOCK	30.8 cm × 48.4 cm
TOP MARGIN 1.2 cm offside	LXG PRESS
LEFT MARGIN 1.2 cm	
	FINAL TRIM 30.1 cm × 48 cm

This work order requires stock 30.8 cm by 48.4 cm in size. The final trim is 30.1 cm by 48 cm, and the margins are 1.2 cm. Measurements will differ on each work order.