

FAIR WINDS AND FOLLOWING SEAS...

Back in October of '93 you received the last issue of "Litho Notes" written by LICM Bob Carr. Master Chief Carr is now retired and gainfully employed in the civilian world of printing and has turned "Litho Notes" over to me. I still see him on a regular basis during our traditional monthly breakfast that we have grown to enjoy, so we still have the "how goes it" talks concerning the rate.

Master Chief Carr assisted and influenced many of us during his time as a Navy Lithographer. Without his concern for the lithographer rating, we would not be where we are today. As the originator of "Litho Notes," he will always be a part of the LI field.

I'm sure you all join me in wish him all success in his endeavors and a traditional "Fair Winds and Following Seas."

PRESSMANSHIP BASIC TRAINING

With the rapid technological changes in the printing and publishing fields, training must be an on-going process. Desktop publishing, computerized printing, and print on demand systems are quickly putting the traditional printing techniques to rest. But the change for our community is slow, driven by the availability of funds for new equipment. We must continue training on the resources we have and the old workhorse, the offset press.

***Litho* NOTES**

The following are guidelines the pressman should adhere to in making the pressroom both productive and safe.

25 Guidelines Pressman Should Follow In Setting Up The Press

Setup procedures may vary with the size of the press and the skill of the operator, but basically they are similar. A good pressman is also concerned with safety as well as quality.

Precautions

At the beginning of the work shift, the operator should police the area around the press. This is done to eliminate any hazards that could interfere with the operator's performance and safety. The work table should be clean and the floor should be free of empty boxes, skids, scrap paper, and rags. Essentials like ink knives, a bucket and sponge, cotton pads, and other basic tools should be clean and ready for use.

Most operators start by making sure the press has been oiled and lubricated properly on an on-going daily basis. Before turning the press on, look it over carefully to make sure nothing is out of

place. Check all controls to make sure they are in the off position. Make sure all metal safety guards are snugly fitted in place.

Any parts that were removed for cleaning after the last shutdown can be reinstalled now. Before installing rollers and fountain parts examine them to be sure they are clean and in good operating order.

When you think it is safe to turn the press on, pause for a moment and turn it over by hand first. This is done to prevent damaging something that may be out of position.

Setting Up the Press In 25 Easy Steps

- 1) Lower the feed table and adjust for the paper size.
- 2) Wind the paper to introduce air into the stack.
- 3) Load the paper and set the rear paper stops.
- 4) Position the separator fingers and blower tubes.
- 5) Set the double-sheet detector.
- 6) Adjust the feed rollers.
- 7) Position the sucker feet.
- 8) Set the pile height adjustment.
- 9) Turn on the air and turn the press by hand to advance a sheet.
- 10) Adjust the air to the blowers and sucker feet.
- 11) Advance a sheet to the feed table.
- 12) Set the side guides.
- 13) Advance the sheet to the head stops and check the gripper bite.
- 14) Continue to turn the press over by hand, until the paper advances to the delivery tray.

1994 Lithographer Technical Assessment Conference

The 1994 Lithographer (LI) Technical Assessment Conference has been scheduled for 26 and 27 January 1994 in Norfolk, VA; and 16 and 17 February 1994 in San Diego, CA.

Point of contact for these conferences is Mr. Don Wert, DPSMO, phone: DSN 288-7411 or (C) (202) 433-7411.

- 15) Adjust the delivery joggers to the paper size.
- 16) Mix fountain solution and place the bottle in the fountain.
- 17) Put the ink in the fountain and adjust the keys evenly.
- 18) Set both fountain controls to minimum feed.
- 19) Inspect the condition of the blanket.
- 20) Inspect the plate before mounting it to the plate cylinder.
- 21) Make sure the plate and blanket are packed according to specifications.
- 22) Turn the press on, activate the dampening system and drop the water rollers.
- 23) Drop the ink rollers to the plate.
- 24) Run only a few sheets.
- 25) Position the image accordingly and adjust for print quality.

Remember, the setup procedures and the time required can vary for several reasons, including:

- * The experience of the press operator.
- * The condition of the original copy and requirements of the client.
- * The quality of the plates being used and the accuracy with which they have been made.
- * The quality capabilities and general condition of the press.
- * The type of paper being used and the size of the sheet.
- * The compatibility between ink, fountain solution and paper.
- * The temperature and humidity in the pressroom.

Running The Job

Throughout the press run the operator should do everything possible to make sure the last sheet coming off the press looks as good as the first sheet.

- * Check a sheet regularly for uniform ink coverage.
- * If the image starts to run light, then cut back on the water rather than increase the ink.
- * If the sheet starts to tone-up, then stop the press and clean the plate. Also, cut back a little on the ink.
- * Increase the water and ink adjustments only after first trying the remedial steps mentioned above.

* The fountain bottle will maintain the water level, but the operator must maintain the ink supply. This includes preventing the ink from backing away from the fountain roller which would soon restrict the ink supply to the rollers.

* When checking sheets at the delivery-end, watch for hickies and low spots that can develop during the run.

* Watch for toning and plugging in halftones, screen tints, and fine type in reverse areas.

* If heavy ink coverage is involved, separate the sheets into small stacks to encourage ink drying and avoid off-set.

By following these guidelines your press operators will be productive and free from pressroom hazards.

Here's One Way To Solve A Problem

We all face dilemmas that seem to demand that we cross our fingers, close our eyes, and jump. But in business, good problem solving is a must. And although problem solving is by no means an easy task, there are ways to facilitate the process.

The best way to solve a problem - and a complex problem in particular - is to break it down into workable components. Here are the five main steps that will help you do just that:

1. Analyze the problem.
2. Collect all the facts that will help you understand the nature of the problem.
3. Study the facts.
4. Test the resulting possible solutions by trial and error.
5. Select the best possible solution, and good luck.

Auditing your time leaks

How much time do you lose through these twelve common time "leaks?"

1. Starting a job before thinking it through.
2. Doing unproductive things from sheer habit.
3. Keeping too many unnecessary records.

4. Paying too much attention to "low return on investment" items.
5. Failing to anticipate crises.
6. Making unnecessary visits or phone calls.
7. Socializing at great lengths between tasks.
8. Failing to build good barriers against interruptions.
9. Doing things that should be delegated.
10. Doing things that aren't part of the job.
11. Failing to plan regularly with your boss.
12. Engaging in personal work before starting business work.

Xvxry Pxrsn is Important

One supervisor lets his personnel know how valuable they are with the following memo:

You Arx A Kxy Pxrsn

Xvxrn though my typxwritxr is an old modxl, it works vxry wxll - xxcxpt for onx kxy. You would think that with all thx othxr kxys functioning propxrly, onx kxy not working would hardly bx noticxd; but just onx kxy out of whack sxxms to ruin thx wholx xffort.

You may txll yoursxlf - Wxll I'm only onx pxrsn. No onx will noticx if I don't do my bxst. But it doxs makx a diffxrxncx bxcausx to bx xffxctivx an organization nxxds activx participation by vxvry onx to thx bxst of his or hxr ability.

So thx nxxt timx you think you arx not important, rxmxxmbxr my old typxwritxr. You arx a kxy pxrsn.

LITHO NOTES

Point of Contact

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