This test item bank on graphic arts contains test questions based upon competencies found in the Missouri Offset Lithography Competency Profile. Some test items are keyed for multiple competencies. These criterion-referenced test items are designed to work with the Vocational Instructional Management System. The tests cover the following 15 competency areas in graphic arts: processing job orders; preparing customer layouts; typesetting; producing camera-ready copy and mechanicals; exposing with a camera; processing film and printed material; contacting; performing image assembly operation; proofing; making plates; press operation; finishing operations; paper handling; packaging and preparing for mailing; and performing specialty operations. A list of the 20 references used to create the test items is included. (KC)
Criterion-Referenced Test Items for GRAPHIC ARTS
Criterion-Referenced Test (CRT) Items for

GRAPHIC ARTS

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FOREWORD

Rapid advances in technology are placing heavy demands on both teachers and students in vocational education. These Criterion-Referenced Test Items for Graphic Arts are designed to help meet those demands.

All test writers face one basic challenge: to produce test items that accurately measure what they are intended to measure. This challenge was kept firmly in mind by all those who participated in the development of the bank. The items in the bank are based upon competencies found on the Missouri Offset Lithography Competency Profile. Much care was taken to ensure that the test items will accurately measure a student’s knowledge in regard to these competencies. Every effort was made to ensure the items are presented in a fair and unbiased manner.

The items in this book are designed to work with both the Vocational Instructional Management System (VIMS) and VAMS. The test item bank will allow instructors and administrators to manage testing and evaluation activities in the most efficient way possible. Instructors pulling items from this bank for individual tests should still evaluate the new test to see that one question does not give away the answer to another question. For word processing and test-item generation purposes, an ASCII disk of the item bank has been included with this printed copy.

This test bank should be viewed as a beginning. It is hoped that future revisions and additions will build the bank into an even more powerful and reliable evaluation and management tool.

Judith Moore, supervisor
Industrial Education
Department of Elementary and Secondary Education

Charles "Chuck" Waibel, director
Industrial Education
Department of Elementary and Secondary Education
ACKNOWLEDGMENTS

These Criterion-Referenced Test (CRT) Items for Graphic Arts represent a continuing commitment to Missouri's Vocational Instructional Management System (VIMS). The bank is keyed to the Offset Lithography Competency Profile developed by industry and education professionals in the state. The cycle of curriculum development includes the following steps:

1. Development of the competency profile
2. Instructional analysis
3. Search for existing materials and/or a crosswalk of existing curriculum materials to the competency profile
4. Development of the curriculum guide
5. Field-test of the curriculum guide
6. Development of mediated curriculum (videos)
7. Development of the test-item bank

To ensure that test items are firmly based on information available to students, development of the test-item bank is the final component in the development cycle.

These teachers contributed as writers and advisory committee members:

Francis Asher, Lead Belt AVTS
Alden Crone, Sikeston AVTS
Ralph "Scott" Goforth, Waynesville AVTS
Paul Lear, Omar Gibson AVTS
Palmer Pellham Jr., Kennett AVTS
Gary Ray, N.S. Hillyard AVTS
Clarence Robertson, State Fair Community College
Don Warford, Carrollton AVTS

These CRTs were technically reviewed and/or field-tested by the following educators:

Charles Oviatt, educational consultant, Vienna, Mo
Gary Briddle, Kirksville AVTS
Kenneth Conaway and Wayne Bruffey, Willard J. Graff AVTC
Don Pemberton, Joe Herndon AVTS
Christine Tadrick, Parkway North High School
Tom Yeakley, Poplar Bluff AVTS

Support and contributions of IML staff members were instrumental to this project's development.

Harley Schlichting, director
Amon Herd, associate director
Phyllis Miller and Dan Stapleton, assistant directors
Lori Holliday, word processor III
Mary Beth Ramsey and Dana Benedicktus, student assistants - clerical
REFERENCES USED FOR GRAPHIC ARTS CRTs

Arizona

Cogoli

Cogoli 1973

Delmar Math

Encycl.

Geo.

Glencoe

Glencoe 1978

IML

MAVCC I

MAVCC II

MAVCC III

MAVCC LAPS I

Prust

SFCC

Spence

State Fair

Tenn.

V-TECS
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Duty and task</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Processing Job Orders</strong></td>
<td>1</td>
</tr>
<tr>
<td>1. Check specifications and planning</td>
<td></td>
</tr>
<tr>
<td>2. Estimate job costs (space and utilities, labor, and supplies)</td>
<td></td>
</tr>
<tr>
<td>3. Compute customer's cost (planning, scheduling)</td>
<td></td>
</tr>
<tr>
<td><strong>B. Prepare Customer Layouts</strong></td>
<td>5</td>
</tr>
<tr>
<td>1. Prepare a rough layout</td>
<td></td>
</tr>
<tr>
<td>2. Indicate how photographs and headings are to be printed for layout person</td>
<td></td>
</tr>
<tr>
<td>3. Indicate percentage of enlargement or reduction required on photos</td>
<td></td>
</tr>
<tr>
<td>4. Indicate typefaces and point sizes to be used in typesetting</td>
<td></td>
</tr>
<tr>
<td>5. Make dummy layout of multipage printed product for signature specifications</td>
<td></td>
</tr>
<tr>
<td>6. Place crop marks on pictures</td>
<td></td>
</tr>
<tr>
<td>7. Produce a comprehensive layout</td>
<td></td>
</tr>
<tr>
<td>8. Revise layouts to customer specifications</td>
<td></td>
</tr>
<tr>
<td>9. Secure photocopied galley proofs in position on comprehensive layout</td>
<td></td>
</tr>
<tr>
<td>10. Sketch proposed customer's rough layout</td>
<td></td>
</tr>
<tr>
<td><strong>C. Typesetting</strong></td>
<td>19</td>
</tr>
<tr>
<td>1. Justify copy on an impact machine</td>
<td></td>
</tr>
<tr>
<td>2. Make heading using press type</td>
<td></td>
</tr>
<tr>
<td>3. Make headlines with display typesetter</td>
<td></td>
</tr>
<tr>
<td>4. Program and type copy on a photographic input composition machine</td>
<td></td>
</tr>
<tr>
<td>5. Process photographic composition galley pages using processor</td>
<td></td>
</tr>
<tr>
<td>6. Make phototypes of galley proofs</td>
<td></td>
</tr>
<tr>
<td>7. Proofread all galley copy</td>
<td></td>
</tr>
<tr>
<td>8. Code for corrections</td>
<td></td>
</tr>
<tr>
<td>9. Distribute corrected proof of copy (to proper departments)</td>
<td></td>
</tr>
<tr>
<td>10. Read and compare type composition against customer-approved comprehensive layout</td>
<td></td>
</tr>
<tr>
<td>11. Code for typestyles, leading, line length and point sizes</td>
<td></td>
</tr>
<tr>
<td>12. Read and compare final layout against customer approved comprehensive layout</td>
<td></td>
</tr>
<tr>
<td>13. Set type using hand-set method</td>
<td></td>
</tr>
<tr>
<td>14. Make up jobs with machine set type</td>
<td></td>
</tr>
<tr>
<td><strong>D. Producing Camera Ready Copy &amp; Mechanicals</strong></td>
<td>35</td>
</tr>
<tr>
<td>1. Draw up base sheet for final paste-up</td>
<td></td>
</tr>
<tr>
<td>2. Trim galley sheets</td>
<td></td>
</tr>
<tr>
<td>3. Apply adhesives (rubber cement, wax, tape)</td>
<td></td>
</tr>
<tr>
<td>4. Check all proportions and sizes with job requirements</td>
<td></td>
</tr>
<tr>
<td>5. Crop and size all photographs</td>
<td></td>
</tr>
<tr>
<td>6. Use diffusion transfer process to make enlargements or reductions</td>
<td></td>
</tr>
<tr>
<td>7. Trim prescreened photographs</td>
<td></td>
</tr>
<tr>
<td>8. Keyline pictures</td>
<td></td>
</tr>
<tr>
<td>9. Place all illustrations and typed matter in position on base sheet (paste-up)</td>
<td></td>
</tr>
<tr>
<td>10. Make alterations on existing photographs</td>
<td></td>
</tr>
<tr>
<td>11. Locate and use clip-art</td>
<td></td>
</tr>
<tr>
<td>12. Apply dry transfers (lettering, screens)</td>
<td></td>
</tr>
<tr>
<td>13. Cut panels for halftones and reverses</td>
<td></td>
</tr>
<tr>
<td>14. Cut masking film for multicolor overlays</td>
<td></td>
</tr>
<tr>
<td>15. Position and secure overlays and tissues</td>
<td></td>
</tr>
<tr>
<td>16. Compare artwork to customer-approved comprehensive layout</td>
<td></td>
</tr>
<tr>
<td>17. Check camera-ready copy for photo reproduction quality</td>
<td></td>
</tr>
</tbody>
</table>
E. Exposing with a Camera
1. Clean and maintain gallery and darkroom
2. Sort work to be photographed into line copy, halftone copy, and color copy
3. Make exposure tests (line exposure)
4. Use camera filters if necessary for appropriate color copy
5. Expose linework with line film
6. Determine basic density range of screen
7. Determine density range of continuous tone copy with densitometer or gray scale
8. Determine exposure through use of Kodak (negative halftone) computer
9. Make exposure with computer integrated system and/or time system
10. Expose photograph using contact halftone screen
11. Use rapid access materials
12. Use duplicating film for linework

F. Processing Film and Printed Material
1. Mix processing chemicals
2. Develop film to proper density by time and temperature methods
3. Develop film to proper density by gray scale method
4. Develop film to proper density by visual method
5. Dry film
6. Inspect negative for quality and density
7. Run and evaluate test strip from automatic film processor
8. Process negative through automatic film processor
9. Inspect negatives for density, quality and size
10. Process rapid access materials in tray or rapid access processor

G. Contacting
1. Make exposure tests on a contact frame with duplicating and contact film
2. Make a contact print or positive by the contact method
3. Expose for reverse choke and spreads by contact printing
4. Expose combination negatives with pin register by contact printing
5. Use daylight contacting and duplicating films

H. Performing Image Assembly Operation
1. Use the register punch system for multiple exposure
2. Opaque negative imperfections
3. Tape down a masking sheet to a light table
4. Draw all reference and centering lines on the masking sheets
5. Check negatives against dummy layout
6. Lay negatives in position on flat (imposition) and tape
7. Open all areas of material to be printed
8. Scribe lines if necessary
9. Tape halftones and screen tints
10. Angle screens
11. Strip for double burns using pin register
12. Cut Rubylith for color separations
13. Add registration marks and trim marks
14. Inspect finished flat for accuracy
15. Check flat against copy and dummy layout

I. Proofing
1. Make a silverprint or blueline proof in a vacuum frame
2. Use Dylux™ dry proofing system
3. Use overlay proofing system (by hand and/or machine)
4. Use powdered toning proofing system (Cromalin™)
5. Use laminated proofing system
6. Run press proofs
7. Check proofs under proper lighting conditions
J. Making Plates
1. Check flats for imperfections, scratches, block images, and imposition
2. Position flat on top of plate in register in vacuum frame
3. Expose plate for predetermined time
4. Expose all additional masks or multiple burns required for each plate
5. Process additive plate by hand
6. Process subtractive plate by hand
7. Feed plate through automatic developer or processor
8. Dry plate with clean cloth
9. Make deletions and additions
10. Inspect place for accuracy and quality
11. Preserve plate for future use
12. Orientation to photo-direct platemaker
13. Make a plate with a photo-direct platemaker
14. File flats and plates in proper areas

K. Press Operation
1. Put dampeners in press
2. Change and/or adjust feeder and delivery for different sheets
3. Air, jog, and condition paper
4. Load stock into press feeder
5. Mount plate on press
6. Adjust impression to caliper of paper
7. Feed paper through press & set all guides
8. Measure and mix dampener fountain solution
9. Put dampener fountain solution in press
10. Ink up press
11. Clean gum off metal plate with water
12. Square image up on paper
13. Approve press set-up for position
14. Adjust and maintain color
15. Adjust color head (lateral adjustment) to match up with first head if two-color job
16. Maintain register
17. Correct for washed-out and/or over-inked copy
18. Use reflection densitometer to get uniform ink coverage
19. Wipe off particles of dust or dried ink (hickies) from plate
20. Perforate and score on press
21. Maintain pH in fountain solution (conductivity)
22. Test water in press regularly with litmus paper
23. Run solid color straight through
24. Run two-color linework
25. Run four-color seps. ~'ons
26. Pull progressive proofs
27. Set gauge for spray powder
28. End run
29. Unload stock
30. Remove plate
31. Wash up press
32. Change roller covers
33. Repair electrical malfunctions
34. Repair mechanical malfunctions
35. Lubricate press
36. Clean press

L. Finishing Operations
1. Jog paper manually or by machine
2. Jog paper on table model jogger
3. Jog large sheets of paper
4. Prepare cutting layout
5. Make cuts according to cutting sequence or other instructions given
6. Cut paper with single-knife hydraulic paper cutter
7. Cut paper with fully automatic three-knife book trimmer
8. Cut paper with table-top bar paper cutter
9. Cut paper with cornering machine
10. Set folder according to imposition dummy (discuss folders)
11. Perforate with wheel attached to delivery end of paper folder
12. Perform saddle-wire binding (wire staple)
13. Perform side-wire binding (wire staples)
14. Perform perfect binding
15. Perform thermal binding
16. Perform case binding (hard and soft)
17. Perform ring binding (loose-leaf)
18. Perform postbinding (loose-leaf)
19. Perform spiral wire binding (mechanical)
20. Perform plastic cylinder binding
21. Perform padding
22. Pad carbonless stock
23. Trim job after binding
24. Drill stock
25. Gather and collate by hand and machine
26. Perforate with pin bar on special machine to punch holes in sheet
27. Perforate using rotary perforating machine

M. Paper Handling
1. Receive paper, check invoices, and store
2. Handle paper without damaging, spilling, or shifting its load in stock
3. Count paper (Inventory)
4. Transport paper, manually or otherwise

N. Packaging and Preparing for Mailing
1. Perform heat shrink wrapping
2. Wrap package with Kraft paper
3. Wrap packages with cello and tape
4. Box completed job
5. Label ends of boxes
6. Band packages
7. Address labels on package
8. Weigh letters or packages on postal scale to determine mailing costs
9. Sort mail by ZIP code
10. Apply labels - manually or automatically
11. Mail letters or packages
12. Make deliveries to local customers

O. Performing Specialty Operations
1. Use + and - bimatic numbering machine or platen cylinder press
2. Perform die cutting operation on a standard letterpress machine
3. Perform die cutting operation on heavy-duty die cutting machine
4. Laminate materials
5. Perform preventive maintenance
<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
<th>Field</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unique item number</td>
<td>5</td>
<td>Date (MMYY)</td>
</tr>
<tr>
<td>2</td>
<td>Duty area and task number (Mo. competency profile)</td>
<td>6</td>
<td>Learning domain (Cognitive, Affective, Psychomotor)</td>
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<tr>
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<td>Letter of correct answer</td>
<td>7</td>
<td>Writer(s)/reviewer(s)</td>
</tr>
<tr>
<td>4</td>
<td>Source (author, year of publication)</td>
<td>8</td>
<td>Accompanying artwork (ART)</td>
</tr>
</tbody>
</table>


How do printers verify details when processing jobs?

a. Perform specialty operations.
b. Consult job order specifications.
c. Use general, supervisor-supplied specifications.
d. Check with the maintenance department.

When planning a printing order, what does NOT need to be considered?

a. Unique experiences
b. Press to be used
c. Binding operation instructions
d. Cost and time factors

One costly factor often forgotten by printers is careful checking of specifications for printed orders.

a. True
b. False
How is paper priced by the supplier?

a. Per carton
b. Per 100 sheets
c. Per ream
d. Per 1,000 sheets
Most small print shops have specialists who estimate job costs.

a. True
b. False

Which item is NOT included when estimating job costs?

a. Labor
b. Material
c. Perseverance
d. Deadline

da. True
b. False

When estimating job costs for specialty jobs, material costs are usually higher than labor costs.

a. True
b. False
9. When computing the customer's cost, spoilage should NOT be considered.
   a. True
   b. False

10. A discount can be given for repeat jobs when computing the customer's cost.
    a. True
    b. False

11. The time element is an unimportant factor when computing customer costs.
    a. True
    b. False
1. | B1 | b | Glencoe | 1289 | C | DW and CR |

The thumbnail sketch is drawn after preparing the rough layout.

a. True
b. False

2. | B1 | b | Glencoe | 1289 | C | DW and CR |

The first major step in layout is preparing the rough layout.

a. True
b. False

3. | B1 | a | Glencoe | 1289 | C | DW and CR |

A rough layout can be changed at the customer's request.

a. True
b. False

4. | B1 | a | Glencoe | 1289 | C | DW and CR |

A rough layout allows the designer to refine ideas from the thumbnail sketch.

a. True
b. False
5. | B2 | b | Glencoe | 1289 | C | DW and CR

How is the location of photographs on a paste-up indicated?

a. Crop marks
b. Holding lines
c. Layout lines
d. Folding lines

6. | B2 | d | Glencoe | 1289 | C | DW and CR

What specifications are needed for headlines?

a. Size
b. Type style
c. Location
d. All of the above

7. | B2 | a | Glencoe | 1289 | C | DW and CR

What is the size of headline type?

a. 14 pt. and larger
b. 18 pt. and larger
c. 24 pt. and larger
d. 30 pt. and larger
Headlines should be hand-lettered on the rough layout and the comprehensive layout.

a. True
b. False
9. What is used to calculate reduction or enlargement of photographs?
   a. Sensitivity guide
   b. Gray scale
   c. Proportion wheel
   d. Line gauge

10. When cropping is indicated, the camera operator should reproduce the entire photograph.
    a. True
    b. False

11. It is permissible to mark on the image area of a photograph.
    a. True
    b. False

12. How many industry-accepted methods are used for scaling copy?
    a. 1
    b. 3
    c. 5
    d. 7
13. | B4 | a | Glencoe | 1289 | C | DW and CR |

Type is measured from the top of the ascender to the bottom of the descender.

a. True
b. False

14. | B4 | b | Glencoe | 1289 | C | DW and CR |

Type is measured in picas.

a. True
b. False

15. | B4 | a | Glencoe | 1289 | C | DW and CR |

Set measure is the length of the typeset line in picas.

a. True
b. False

16. | B4 | a | Glencoe | 1289 | C | DW and CR |

Script or text type should NOT be set in all caps.

a. True
b. False
17. A type family consists of several sizes of one kind and style of type.
   a. True
   b. False

18. Which describes several different styles of type under the same basic name?
   a. Font
   b. Family
   c. Series
   d. None of the above

19. Which term describes an assortment of type kind, style and size?
   a. Font
   b. Family
   c. Series
   d. None of the above
20. Which term describes a dummy layout on a folded sheet of paper?
   a. Layout
   b. Keyline
   c. Signature
   d. Proof sheet

21. How many pages do NOT make up a signature?
   a. Four
   b. Eight
   c. Sixteen
   d. Twenty-three

22. Dummy layouts should have page numbers, key pages, headings, and illustrations marked.
   a. True
   b. False
When adding the page numbers on any two facing pages of an unassembled dummy, the sum will be one more than the signature's total number of pages.

a. True

b. False
Crop marks should be placed outside the image area on photos.

a. True
b. False

Crop marks on photos should be made with a non-reproducing blue pencil or pen.

a. True
b. False

What do crop marks indicate about a photo?

a. Creased
b. Scored
c. Folding line
d. Deleted portion

Crop marks should be placed on only two edges of a photograph.

a. True
b. False
28. In some cases, the comprehensive layout can be used as camera copy.
   a. True
   b. False

29. The overlay sheet should contain full production information.
   a. True
   b. False

30. It is usually unnecessary to make more than one thumbnail sketch.
   a. True
   b. False

31. The comprehensive layout is used by the specialists who will produce the finished product.
   a. True
   b. False
32. | B8 | a | Glencoe | 1289 | C | DW and CR |

Comprehensive layouts can be changed to meet customer's requirements.

a. True
b. False

33. | B8 | b | Glencoe | 1289 | C | DW and CR |

A comprehensive layout is a finished product and NOT subject to change by the customer.

a. True
b. False
Which is NOT a commonly used paste-up adhesive?

a. Hot wax
b. Padding compound
c. Rubber cement
d. Tape

Paste-up elements on a comprehensive layout cannot easily be relocated when using hot wax.

a. True
b. False

Elements of a layout should be burnished down securely after they are properly positioned.

a. True
b. False

Galley proofs should be trimmed as close to the image as possible.

a. True
b. False
<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unique item number</td>
</tr>
<tr>
<td>2</td>
<td>Duty area and task number (Mn. competency profile)</td>
</tr>
<tr>
<td>3</td>
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<tr>
<td>4</td>
<td>Source (author, year of publication)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Date (MMYY)</td>
</tr>
<tr>
<td>6</td>
<td>Learning domain (Cognitive, Affective, Psychomotor)</td>
</tr>
<tr>
<td>7</td>
<td>Writer(s)/reviewer(s)</td>
</tr>
<tr>
<td>8</td>
<td>Accompanying artwork (ART)</td>
</tr>
</tbody>
</table>

38. | B10 | b | Glencoe | 1289 | C | DW and CR |

The thumbnail sketch is based on one or more rough layouts.

a. True
b. False

39. | B10 | b | Glencoe | 1289 | C | DW and CR |

The rough layout represents the final idea.

a. True
b. False

40. | B10 | a | Glencoe | 1289 | C | DW and CR |

The rough layout should be drawn full size.

a. True
b. False

41. | B10 | b | Glencoe | 1289 | C | DW and CR |

When type 14 pt. and smaller is used on a rough layout, the type should be represented by straight, hand-drawn lines.

a. True
b. False
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
</tr>
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<td></td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. | C1 | a | IML | 1289 | C | DW and CR |

Impact typesetters are slow because copy must be typed twice.

a. True

b. False

2. | C1 | b | IML | 1289 | C | DW and CR |

Most impact typesetters use a carbon ribbon to improve speed.

a. True

b. False

3. | C1 | b | IML | 1289 | C | DW and CR |

Impact typesetters are used in the relief printing process.

a. True

b. False

4. | C1 | a | IML | 1289 | C | DW and CR |

Justification is much faster on the phototypesetter than on impact machines.

a. True

b. False
5. Press type is available in a wide variety of sizes and styles.
   a. True
   b. False

6. Press type is primarily used for body text.
   a. True
   b. False

7. A drafting (or stripping) knife should be used to transfer press type to the base sheet.
   a. True
   b. False

8. Press type is slower to use than phototype composition.
   a. True
   b. False
<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
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<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>5</td>
<td>Date (MMYY)</td>
</tr>
<tr>
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<td>Duty area and task number (Mo. competency profile)</td>
<td>6</td>
<td>Learning domain (Cognitive, Affective, Psychomotor)</td>
</tr>
<tr>
<td>3</td>
<td>Lotter of correct answer</td>
<td>7</td>
<td>Writer(s)/reviewer(s)</td>
</tr>
<tr>
<td>4</td>
<td>Source (author, year of publication)</td>
<td>8</td>
<td>Accompanying artwork (ART)</td>
</tr>
</tbody>
</table>

9. | C3 | b | Glencoe | 1289 | C | DW and CR |

Display typesetters are used to set large amounts of body type.

a. True
b. False

10. | C3 | a | Glencoe | 1289 | C | DW and CR |

Display typesetters are used to set 14 pt. and larger type.

a. True
b. False

11. | C3 | b | Glencoe | 1289 | C | DW and CR |

Display typesetters are basically impact machines.

a. True
b. False

12. | C3 | a | Manufacturer | 1289 | C | DW and CR |

Most display typesetters produce type on 35 mm photographic paper.

a. True
b. False
13. Which is NOT a typesetting parameter?
   a. Point size
   b. Line length
   c. Leading
   d. Auto tab

14. Most phototypesetters provide for automatic hyphenation.
   a. True
   b. False

15. The video screen of a phototypesetter allows the operator to make changes in the copy before it is typeset.
   a. True
   b. False

16. Most phototypesetters do NOT allow operators to do tabular work.
   a. True
   b. False
Stabilization paper is more permanent than resin-coated paper.

a. True
b. False

Regular processor maintenance is essential for producing high-contrast copy.

a. True
b. False

Humidity and sunlight can reactivates remains of emulsion on resin-coated paper.

a. True
b. False

Stabilization and resin-coated papers are NOT sensitive to outside light.

a. True
b. False
21. Galleys should NOT be photocopied.
   a. True
   b. False

22. Photocopies of galleys are used for dummies and proofreading.
   a. True
   b. False

23. Galleys should be photocopied only on a process camera.
   a. True
   b. False

24. Galley proofs aid the proofreader in comparing the keyboarded copy to the original.
   a. True
   b. False
How many people should proofread galleys?

a. 1  
b. 2  
c. 3  
d. 4

What does the proofreader's mark, /, mean?

a. Capitalize  
b. Delete  
c. Lower case  
d. Italicize

Which term describes the process used on all galley copy?

a. Proofreading  
b. Binding  
c. Perforating  
d. Laminating
Errors found by proofreaders are often called typos.

a. True

b. False
Match the following common proofreaders' marks with the correct meaning.

1. a. Lower case
   b. New paragraph
   c. Let stand--ignore
   d. Transpose
   e. Insert space
   ab. Close up--no space
   ac. Insert comma

In proofreading, what do three underlines mean?

a. Italicize
b. Flush left
c. Set in bold face
d. Capitalize
### Question 31
Corrected proofs should be submitted to the customer for approval.

- **a.** True
- **b.** False

### Question 32
Corrected proofs should be sent to the camera department, typesetting department and bindery.

- **a.** True
- **b.** False

### Question 33
The customer's signature on a corrected proof relieves the printer of obligation in the event that an obvious error appears.

- **a.** True
- **b.** False

### Question 34
Revised proofs should be proofread until no further corrections are necessary.

- **a.** True
- **b.** False
<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
</tr>
</thead>
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</table>

35. C11 | b | IML. | 1289 | C | DW and CR |

How is line length measured?

a. Inches
b. Picas
c. Agates
d. Points

36. C11 | c | IML | 1289 | C | DW and CR |

How is type size indicated?

a. Picas
b. Agates
c. Points
d. Inches

37. C11 | a | IML | 1289 | C | DW and CR |

Leading is the space between the descenders of one line of type to the ascenders of the following line.

a. True
b. False
Typestyle is a parameter needed by the typesetter.

a. True
b. False
39. | C12 | a | IML | 1289 | C | DW and CR |

Every aspect of the final layout should be compared to the customer-approved comprehensive layout.

a. True
b. False

40. | C12 | b | Glencoe | 1289 | C | DW and CR |

Accuracy in proofing layouts is a relatively unimportant factor.

a. True
b. False

41. | C12 | a | Glencoe | 1289 | C | DW and CR |

Uncorrected proofing errors are very costly when discovered after the layout stage.

a. True
b. False

42. | C12 | a | IML | 1289 | C | DW and CR |

Final layouts should be compared against customer-approved comprehensive layouts.

a. True
b. False
43. Right-handed people hold a composing stick in the right hand.
   a. True
   b. False

44. Spilled hot-metal type is called pied type.
   a. True
   b. False

45. How are groups of hot-metal slugs held together for transfer to a galley?
   a. Tied with string
   b. Rubber banded
   c. Taped
   d. Left loose

46. Handset type is composed from right to left.
   a. True
   b. False
47. | C14 | a | Glencoe | 1289 | C | CR |

When making up a job with machine-set type, the type is inverted.

a. True
b. False

48. | C14 | b | Glencoe | 1289 | C | CR |

The ribs on a line slug of type from a Linotype machine are on the top of the type.

a. True
b. False

49. | C14 | a | Glencoe | 1289 | C | CR |

Two kinds of line-casting machines are Linotype and Intertype.

a. True
b. False

50. | C14 | b | Glencoe | 1289 | C | DW and CR |

Linotype and Intertype hot-metal composition machines are no longer manufactured in the United States and are NOT used in industry today.

a. True
b. False
The base sheet should be squared and secured to the table before blue lines are drawn.

a. True
b. False

Why is blue pencil used for reference lines on a paste-up?

a. Blue lines show up best under darkroom light.
b. Blue lines do NOT reproduce on line film.
c. Blue lines DO reproduce on line film.
d. Blue lines look best to the instructor.

What should be used to draw trim marks on the base sheet?

a. Blue pencil
b. Lead pencil
c. Black ink
d. Charcoal pencil
The paste-up must be kept clean and free from dirt and debris.

a. True

b. False
5. | D2 | b | Experience | 1289 | C | PL and AC |

For neatness, typed galleys should be trimmed before waxing.

a. True  
b. False

6. | D2 | a | IML pg. 483 | 1289 | C | PL and AC |

What margin should be left between the type image and the edge of the galley sheet?

a. 1/32 inch  
b. 1/8 inch  
c. 1/4 inch  
d. 1/2 inch

7. | D2 | a | Prust pg. 160 | 1289 | C | PL and AC |

Table-top cutters can be used for trimming excess material from a galley sheet.

a. True  
b. False

8. | D2 | a | MAVCC I | 1289 | C | PL and AC |

Galley sheets can be trimmed with scissors or a knife.

a. True  
b. False
9. Which method is most commonly used for bonding elements of copy to the paste-up base sheet in a comprehensive layout?
   a. Rubber cement
   b. Clear tape
   c. Hot wax
   d. Glue stick

10. It is NOT possible to reposition an element of copy on a comprehensive layout that has been waxed.
   a. True
   b. False

11. When using rubber cement, each element must be coated just prior to placement and positioning.
   a. True
   b. False
What is the result of using excess adhesive (wax or rubber cement) on paste-ups?

a. Good, clean edges of the elements of copy  
b. Permanent bonding of elements to base sheet  
c. Poor adhesion of elements to the base sheet  
d. Accumulation of dirt that causes negative pinholes
13. Where are job requirements (size and position of elements) stated?
   a. Thumbnail sketch
   b. Rough layout
   c. Comprehensive layout
   d. Final paste-up

14. Which device is used for measuring type size?
   a. Proportion wheel
   b. Micrometer
   c. Plastic type gauge
   d. Linen tester

15. U.S. Postal Service regulations are important to consider when dealing with a customer's layout.
   a. True
   b. False
Cropping a photograph removes unwanted areas.

a. True

b. False

Crop marks determine the amount of the photograph that is included in the final printed product.

a. True

b. False

Crop marks are usually placed in the margins of the original photograph.

a. True

b. False

Crop marks can be placed on a tissue overlay covering the photograph.

a. True

b. False
20. | D6 | b | Kodak recommendations | 1289 | C | PL and AC |

Which is a result of overexposure of diffusion transfer material?

a. Paste-up shadows and dirty background
b. Broken and thin lines and type
c. Thick lines and type that is filled in
d. No noticeable difference in the image

21. | D6 | b | Prust pg. 205 | 1289 | C | PL and AC |

What piece of equipment is used for exposing diffusion transfer material?

a. Platemaker
b. Process camera
c. Phototypesetting unit
d. Contact frame

22. | D6 | b | Prust pg. 204 | 1289 | C | PL and AC |

How long after processing diffusion transfer material must the negative and receiver be in contact?

a. 15 seconds
b. 30 seconds
c. 90 seconds
d. 120 seconds
Diffusion transfer material may be processed in a tray or in a special processor.

a. True

b. False
24. Which describes a "pre-screened photograph?"
   a. Photo that has a screen tint attached to its surface
   b. Photo positive that has gradation of tone
   c. Photo positive that is a halftone
   d. Photo positive that is black and white

25. A pre-screened photograph is stripped into a window in the film image assembly process.
   a. True
   b. False

26. Pre-screened photographs are trimmed using a drafting knife and tools.
   a. True
   b. False

27. A pre-screened photograph is positioned directly on the paste-up and shot as line copy.
   a. True
   b. False
28. | D8 | d | Cogoli pg. 191 | 1289 | C | PL and AC |

"Keyline art" refers to which of the following?

a. Ruled lines on a form  
b. Art which is stripped into the flat  
c. Art which is keyed by size for film image assembly  
d. Copy in which adjacent colors appear to meet

29. | D8 | c | Encycl. pg. 196 | 1289 | C | PL and AC |

Which process involves outlines indicating exact position and size for halftones and line drawings?

a. Keystoneing  
b. Keydrawing  
c. Keylining  
d. Thumbnail

30. | D8 | b | IML pg. 519 | 1289 | C | PL and AC |

In preparing camera-ready copy for keyline art, the overlays for separate colors should NOT overlap to eliminate gaps between colors.

a. True  
b. False
Which term applies to marking each space reserved for a halftone or illustration with a letter, number, or title?

a. Keystoning
b. Keydrawing
c. Keylining
d. Keying
The paste-up stage of production occurs when the elements are placed into position on the base sheet.

a. True  
b. False

It is acceptable for paste-up elements (type and illustrations) to be cracked or improperly positioned because corrections will be made in the film image assembly process.

a. True  
b. False

What is the name of the process of assembling all image elements on a base sheet?

a. Stripping  
b. Paste-up  
c. Dummy  
d. Proofing
Copy for a paste-up is usually prepared smaller than the final reproduction size.

a. True

b. False
What process involves compressing the full range of tonal values in a photo into a few flat tones?

a. Posterizing  
b. Halftoning  
c. Diffusion transfer  
d. Duotoning

What is the name of a printed halftone picture on which lettering as well as linework appears?

a. Screen tint  
b. Line rendering  
c. Combination print  
d. Panchromatic print

Three primary contact screens for making halftones are round, square and elliptical dot patterns.

a. True  
b. False
How does a silhouette dropout alter an existing photograph?

a. Certain areas of the original photograph are removed.
b. The lower background area is dropped.
c. The entire background is removed.
d. The entire background and the central image are removed.
Clip art can be waxed and placed on the paste-up in the same way as any other copy element.

a. True
b. False

Clip art is available on computer disks as well as in the printed format.

a. True
b. False

Conventional clip art can be used without paying royalties.

a. True
b. False
What is commercially available art in collections or volumes called?

a. Clip art
b. Transfer screens
c. Pro art
d. Art designs
44. | D12 | a | Encycl. pg. 378 | 1289 | C | PL and AC |

Dry transfer type can be used when a specific typestyle is not otherwise available.

a. True
b. False

45. | D12 | b | Encycl. pg. 378 | 1289 | C | PL and AC |

Dry transfer sheets are clear acetate papers containing pre-printed characters and symbols, used in preparing hot-composition, camera-ready copy.

a. True
b. False

46. | D12 | b | Glencoe pg. 81 | 1289 | C | PL and AC |

Dry transfer and hand mechanical composition methods are designed for a high production rate.

a. True
b. False
47. The area of a dry transfer sheet to be used should be carefully rubbed with a sharp, pointed instrument.
   a. True
   b. False

48. Special effects can be created by using dry transfer or rub-down background patterns.
   a. True
   b. False

49. If dry transfer lettering is burnished incorrectly, the entire letter will adhere to the copy sheet.
   a. True
   b. False
From which material can panels for halftones and reverses be cut for application on the paste-up?

a. Ruby cut-and-peel film
b. Black paper
c. Scrapped, exposed line film
d. All of the above

What is the name of the area on the paste-up for a halftone that will be clear on the film negative?

a. Acetate overlay
b. Mask
c. Shading sheet
d. Window

Where are the final size panels for halftones and reverses located?

a. Thumbnail
b. Rough layout
c. Comprehensive
d. Mechanical
What results from using window material that is too thick?

a. Poor cutting accuracy
b. Misshapen and distorted window
c. Fuzzy-edged window
d. Window that will not be transparent
Hand cutting of masking film is inaccurate when preparing additional color overlays for a mechanical layout.

a. True
b. False

What do overlays on original artwork indicate?

a. Exposure
b. Color

c. Filters
d. Emulsion

Masking film is a separable, two-ply acetate.

a. True
b. False
When cutting the mask, the stripper should cut through the base layer of the masking film.

a. True

b. False
What is used to secure overlays and tissues to the paste-up?

a. Wax
b. Tape
c. Non-yellowing glue
d. Rubber cement

Which characteristic is NOT required for paste-up overlay material?

a. Clear
b. Dimension stability
c. Inkable
d. Thin

Dry transfer type cannot be used on a paste-up overlay.

a. True
b. False
All images on the overlay must be either black and white or red and white to reproduce properly on the film negative.

a. True
b. False
<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</table>

62. **| D16 | b | Glencoe 1978 pg. 11 | 1289 | C | PL and AC |

When copy is prepared, it is NOT important for the artist to consider the customer's suggestions or ideas.

a. True  
b. False

63. **| D16 | e | Glencoe 1978 pg. 41, 42 | 1289 | C | PL and AC |

What occurs when artwork is compared to the customer-approved comprehensive layout for accuracy?

a. Quality finished product  
b. Satisfied plant management  
c. Skilled workers satisfied with end product  
d. Accurate spelling, wording and placement of copy elements  
e. All of the above

64. **| D16 | a | Glencoe 1978 pg. 111 | 1289 | C | PL and AC |

The artist must be knowledgeable about the desires of the customer.

a. True  
b. False
Customer conferences can result in many changes being made to meet customer needs.

a. True  
b. False
Camera-ready copy must be black or red on a white background to produce a quality image on film.

a. True
b. False

Which color of copy produces the worst image on line film and is usually not recommended or correctable by using filters?

a. Magenta
b. Green
c. Black
d. Blue

To what can camera-ready copy be compared to see whether the image will hold or drop when exposing to line film?

a. Gray scale
b. Exposure guide
c. Wedge spectrogram
d. Screen angle
Which is a result of camera-ready copy that has a dirty or spotted background?

a. Negative with fuzzy images
b. Negative with insufficient background density
c. Negative smaller than actual size
d. Negative that requires excessive opaquing
<table>
<thead>
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70. | D18 | b | Cogoli pg. 105 | 1289 | C | PL and AC

Loss of the original copy is NOT of primary concern when photocopying for proofreading.

a. True
b. False

71. | D18 | d | Cogoli pg. 105 | 1289 | C | PL and AC

For proofreading purposes, what is most desirable?

a. Hard copy of original in pencil
b. Hard copy of original in ink
c. Proof camera copy (original)
d. Photocopy of original

72. | D18 | a | Cogoli pg. 101 | 1289 | C | PL and AC

Final proofs of positives and negatives are submitted to the proofing department as positives.

a. True
b. False
Paper proofs are frequently used as camera copy.

a. True
b. False

to which department is the paste-up returned if corrections are required in the text elements?

a. Stripping
b. Composition
c. Darkroom
d. Paste-up

corrections to a paste-up are very rare in a school shop situation.

a. True
b. False
Where are corrections to a paste-up best marked?

a. Directly on the paste-up
b. On a photocopy of the paste-up
c. In the margins of the paste-up
d. On the paste-up with a pathline to the margin

The customer bears total responsibility for proofreading.

a. True
b. False
1. Which does NOT need regular cleaning in the darkroom?
   a. Film board
   b. Copy board
   c. Processor
   d. Camera lens

2. The problems caused by dust in the darkroom are eliminated by using today's newer films.
   a. True
   b. False

3. Why are camera lights adjusted?
   a. Avoid blockages in the darkroom work flow
   b. Avoid reflections from the copy to the lens
   c. Avoid reflections from the copyboard glass to the lens
   d. Stay within 3 1/2 inches of the copy
What is the most consistent enemy of quality camera work in the graphic arts darkroom?

a. Chemical contamination
b. Exhausted developer and/or fixer
c. Dust on photographic film
d. Operator fatigue
5. Line copy is an image with solid dark areas against a uniform light background.
   a. True
   b. False

6. Which is an example of continuous-tone copy?
   a. Clip art
   b. Phototype
   c. Photographs
   d. Border tape

7. Which is considered line copy?
   a. Black and white photograph
   b. Color photograph
   c. Charcoal drawing
   d. Type set on a phototypesetter
It is necessary to convert continuous-tone copy into halftones for use in offset lithography.

a. True

b. False
9. | E3 | b | Spence pg. 200 | 1289 | C | GR |

"Line exposure" refers to photographing paste-ups that are mostly made up of vertical and horizontal lines with very few words.

a. True

b. False

10. | E3 | b | Spence pg. 200 | 1289 | C | GR |

When making a test line exposure on the process camera, a series of exposures can be made on one sheet of film by covering different parts of the film with a sheet of light blue paper.

a. True

b. False

11. | E3 | a | Spence pg. 200 | 1289 | C | GR |

When making a test line exposure on the process camera, a series of exposures can be made on one sheet of film by covering different parts of the film with a sheet of black paper.

a. True

b. False

12. | E3 | b | Spence pg. 200 | 1289 | C | GR |

The best f-stop for making line test exposures is the largest on the camera.

a. True

b. False
13. Camera copy which is NOT printed on white paper can be photographed to appear as if it were black and white copy by using a color filter.

   a. True
   b. False

14. A yellow filter over the camera lens will lighten yellow copy when making a line photograph on orthochromatic film.

   a. True
   b. False

15. A yellow filter over the camera lens will lighten blue copy when making a line photograph on orthochromatic film.

   a. True
   b. False

16. When using a blue filter over the camera lens, there is no need to adjust exposure.

   a. True
   b. False
17. | E5 | b | Spence | 1289 | C | GR |

In work with photographic film, "expose" and "develop" mean the same thing.

a. True
b. False

18. | E5 | c | Spence pg. 193 | 1289 | C | GR |

Which two devices on a camera control exposure?

a. Aperture and lens
b. Lens and shutter
c. Iris diaphragm and shutter
d. Focal length and lens

19. | E5 | b | Spence pg. 223 | 1289 | C | GR |

As the distance from the lens to the film increases, the camera's aperture should be set on a larger number.

a. True
b. False
Each larger f-stop number allows half the amount of light to pass through the lens.

a. True

b. False
The density range of a halftone screen indicates the range of dot sizes it can reproduce.

a. True
b. False

The density range of a halftone screen should normally permit reproduction of dots from a pinpoint size to almost solid black.

a. True
b. False

All halftone screens are manufactured to the same density range.

a. True
b. False

The speed of a halftone screen means the same thing as its density range.

a. True
b. False
25. Using a densitometer is NOT a very accurate method of determining copy density.
   a. True
   b. False

26. When using a densitometer, shadow areas on photographs register higher numbers than highlights.
   a. True
   b. False

27. Density and contrast mean the same thing.
   a. True
   b. False

28. What is adjusting a densitometer for accurate readings called?
   a. Calibrating
   b. Integrating
   c. Toning
   d. Metering
29. | E8 | b | Cogoli 1973 pg. 160 | 1289 | C | GR |

A Kodak halftone computer does NOT need to be calibrated for the halftone screen being used.

a. True
b. False

30. | E8 | a | Cogoli 1973 pg. 160 | 1289 | C | GR |

The density range of a photograph must be known when using a Kodak halftone computer.

a. True
b. False

31. | E8 | a | Cogoli 1973 pg. 160 | 1289 | C | GR |

On a Kodak halftone computer, the exposure time (in seconds) is read opposite the density scale.

a. True
b. False

32. | E8 | b | Cogoli 1973 pg. 160 | 1289 | C | GR |

A Kodak halftone computer can be used to determine accurate exposure for highlights but is inaccurate in obtaining proper flash exposures.

a. True
b. False
33. When setting up the camera to photograph a halftone, how should the flash exposure be set?
   a. Longer than the main exposure
   b. Half the main exposure
   c. Same as the bump exposure
   d. Same as the main exposure
   e. None of the above

34. Computer-integrated halftone exposure systems are set according to copy density.
   a. True
   b. False

35. Contact halftone screens do NOT need to overlap the negative material.
   a. True
   b. False
When shooting a halftone, a rubber roller should be used to smooth the contact screen over the film.

a. True

b. False
37. Which is NOT a halftone screen type used in graphic arts?
   a. Gray
   b. Glass
   c. Cyan
   d. Magenta

38. The emulsion side of a gray halftone screen is placed against the emulsion of the film when making a negative halftone exposure.
   a. True
   b. False

39. Contact halftone screens are made of film with vignetted dots in the emulsion.
   a. True
   b. False

40. Tint screens and halftone screens can be used interchangeably.
   a. True
   b. False
41. | Ell | b | IML | 1289 | C | GR |

When using rapid-access materials for line photography, the temperature of the developer is much more critical than when using regular orthochromatic film and developer.

a. True
b. False

42. | Ell | b | IML | 1289 | C | GR |

When using rapid-access materials for line photography, the amount of time that the film is left in the developer is more critical than when using regular orthochromatic film and developer.

a. True
b. False

43. | Ell | a | Manufacturer's specs | 1289 | C | GR |

The emulsion side of rapid-access film is dull and the base side is shiny.

a. True
b. False
The emulsion side of rapid-access film has a lighter color than the base side.

a. True
b. False
45. | E12 | c | Cogoli 1973 pg. 220 | 1289 | C | GR

When is duplicating film used?

a. When a negative is needed from a positive
b. When a positive is needed from a negative
c. When a negative is needed from the negative
d. All of the above

46. | E12 | b | Cogoli 1973 pg. 220 | 1289 | C | GR

Duplicating films cannot be used to flop an image from left to right (lateral reversal).

a. True
b. False

47. | E12 | a | Cogoli 1973 pg. 220 | 1289 | C | GR

Duplicating films can be developed in normal litho developer (A and B).

a. True
b. False

85
Kodak autopositive film, which is used to duplicate original positives and negatives, can be exposed and unexposed several times.

a. True

b. False
1. What is the ideal temperature for processing orthochromatic film?
   a. 75 degrees F
   b. 75 degrees C
   c. 68 degrees F
   d. 68 degrees C
   e. None of the above

2. Developers and fixers currently used in graphic arts photography are pH balanced and will NOT contaminate each other.
   a. True
   b. False

3. Most film developers are made by mixing water and a mild acid.
   a. True
   b. False
Photographic chemicals should be mixed only under red safelight conditions.

a. True

b. False
5. Which factor affects the rate of film development?
   a. Agitation of the developer
   b. Color of the developer
   c. Size of the tray
   d. Humidity of the room

6. Agitation is NOT important when developing film using the time-and-temperature method.
   a. True
   b. False

7. As developer becomes exhausted, it is sometimes necessary to change from the time-and-temperature method of film development to the inspection method for consistent results.
   a. True
   b. False
As developer becomes exhausted, it is sometimes necessary to change from the inspection method of film development to the time-and-temperature method to achieve consistent results.

a. True
b. False

Which is true when using the time-and-temperature method of film development?

a. Time and temperature are equally important.
b. Time is more important than temperature.
c. Temperature is more critical than time.
d. None of the above
10. When a 12-step sensitivity guide is used for determining proper development, the film should be developed until step 5 turns totally black.
   a. True
   b. False

11. The gray-scale method of film development is sometimes called the sensitivity-guide method.
   a. True
   b. False

12. What is the advantage of the sensitivity guide method of film development?
   a. Corrects for minor variations in exposure
   b. Corrects for minor variations in temperature of developer
   c. Corrects for partially exhausted developer
   d. All of the above
   e. None of the above
13. A sensitivity guide should be placed over image areas on the copy for maximum effectiveness during the film-making process.
   
a. True  
b. False

14. When using a sensitivity guide, the film should be removed from the developer when step 12 on the scale darkens.

   a. True  
   b. False
15. | F4 | b | Spence pg. 241 | 1289 | C | GR |

When developing film by examination, development stops within five to ten seconds after the film has been removed from the tray.

a. True
b. False

16. | F4 | b | Spence pg. 241 | 1289 | C | GR |

When developing film by examination, the white room lights can be turned on for a brief period (2 or 3 seconds) to view the negative.

a. True
b. False

17. | F4 | b | Spence pg. 241 | 1289 | C | GR |

When developing film by examination, the film should be removed from the developer just as fine lines, serifs, etc. darken.

a. True
b. False

18. | F4 | a | Spence pg. 241 | 1289 | C | GR |

When developing film by examination, the film can be rinsed in water before examination and returned to the developer if further development is necessary.

a. True
b. False
Film should be dried only in a warm dryer.

a. True
b. False

As film dries, the emulsion shrinks to its original thickness.

a. True
b. False

Applying a squeegee to film before drying will cause it to dry faster.

a. True
b. False

Film should be dried with a lint-free towel.

a. True
b. False
23. | F6, F9 | a | Spence pg. 185 | 1289 | C | GR |

Properly developed negatives have maximum density in the non-image areas.

a. True
b. False

24. | F6, F9 | a | Spence pg. 185 | 1289 | C | GR |

Image areas on a line negative should be clear.

a. True
b. False

25. | F6, F9 | b | Spence pg. 185 | 1289 | C | GR |

A properly developed line negative includes black areas, clear areas, and several shades of gray in between.

a. True
b. False
A properly developed and fixed negative will be milky white in the image areas.

a. True
b. False

Development times are the same in automatic film processors as they are in open trays.

a. True
b. False

Automatic film processors use replenishment systems.

a. True
b. False

Most automatic film processors use more water than tray processors.

a. True
b. False
Negatives processed in automatic film processors have fewer pinholes than tray-processed negatives.

a. True

b. False
31. The position of copyboard lights will NOT affect the quality of a negative.
   a. True
   b. False

32. The image on the negative should be the same size as the copy if shot at 100%.
   a. True
   b. False

33. Negatives that are NOT correctly sized are caused by incorrect camera settings.
   a. True
   b. False

34. Negatives correctly exposed and developed should be correctly sized and have good density and quality.
   a. True
   b. False
<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unique item number</td>
</tr>
<tr>
<td>2</td>
<td>Duty area and task number (Mo. competency profile)</td>
</tr>
<tr>
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<td>Letter of correct answer</td>
</tr>
<tr>
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<td>5</td>
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<tr>
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</tr>
<tr>
<td>7</td>
<td>Writer(s)/reviewer(s)</td>
</tr>
<tr>
<td>8</td>
<td>Accompanying artwork (ART)</td>
</tr>
</tbody>
</table>

35. | F9 | a | Cogoli | 1289 | C | GR |

Thin lines, serifs, etc. tend to be lost when film is overexposed.

a. True
b. False

36. | F9 | a | Cogoli | 1289 | C | GR |

When developing film by the inspection method, the operator's skill determines quality in successive negatives.

a. True
b. False
37. Which is used in rapid-access film processing to increase processing speed?
   a. Faster roller speeds
   b. Higher chemical temperatures
   c. Deeper development trays
   d. Transistorized microprocessors

38. Rapid-access film processors require a replenishment system.
   a. True
   b. False

39. Automatic drying sections cannot be incorporated into rapid-access film processors.
   a. True
   b. False

40. Rapid-access film processors will NOT overdevelop film.
   a. True
   b. False
When using a contact frame, a series of test exposures should be used to determine proper exposure times on both duplicating and contact films.

a. True
b. False

The glass on the vacuum frame should be cleaned before making test exposures.

a. True
b. False

Contact printing is normally done on a process camera.

a. True
b. False

When contacting a single exposure, the light source should remain constant.

a. True
b. False
5. Contact prints are made with emulsion facing emulsion.
   a. True
   b. False

6. Contact prints are larger than the original negative.
   a. True
   b. False

7. When making a contact print or positive, the negative is placed between the light source and the contact paper.
   a. True
   b. False

8. The intensity of the light source has no relationship to the exposure time of a contact print.
   a. True
   b. False
Spreads cause a contact image to decrease in size.

a. True
b. False

Spreads and chokes are used to improve register in multi-color jobs.

a. True
b. False

Spacers of varying thicknesses are used when making spreads and chokes.

a. True
b. False

Outline letters can be produced by using chokes and spreads.

a. True
b. False
13. It is NOT necessary to maintain emulsion-to-emulsion placement when making contact exposures.
   a. True
   b. False

14. When making a contact print or positive, the contact paper is placed on the pins between the negative and the light source.
   a. True
   b. False

15. When exposing combination negatives, pins are used to assure accurate register.
   a. True
   b. False

16. When exposing combination negatives with the pin-register system, 1/4" pins are the most desirable.
   a. True
   b. False
Daylight contacting and duplicating films should be used under red safelight conditions.

a. True
b. False

Daylight contacting and duplicating films are exposed using a high-intensity light source.

a. True
b. False

Daylight films are outdated and are therefore seldom used in industry.

a. True
b. False

Daylight films are commonly used in making color process negatives.

a. True
b. False
1. Slotted punches are used to punch holes in flats and plates.
   a. True
   b. False

2. Register punches must have more than one punch.
   a. True
   b. False

3. All register pins for aligning negatives are the same height.
   a. True
   b. False

4. A good register pin for aligning negatives is inexpensive.
   a. True
   b. False
Unwanted openings in the emulsion of a developed film should be opaqued.

a.  True
b.  False

Opaquing on a printer's negative can be done with a brush, liquid opaquing pen, opaquing pencil or litho tape.

a.  True
b.  False

Opaquing on a printer's negative should be done before the flat is assembled.

a.  True
b.  False

Which would NOT be used for opaquing?

a.  Non-repro pencil
b.  Litho tape
c.  Opaquing pen
d.  Opaquing pencil
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9. | H3 | C | Glencoe | 1289 | C | CR and DW |

What tool should be used when taping a masking sheet to the light table?

a. Compass
b. Drafting knife
c. T-square
d. Line gauge

10. | H3 | a | Glencoe | 1289 | C | CR and DW |

The light table should be cleaned with glass cleaner before taping down the masking sheet.

a. True
b. False

11. | H3 | b | Glencoe | 1289 | C | CR and DW |

Ruled masking sheets should be taped to the light table with the printed side down.

a. True
b. False
When attaching a masking sheet to the light table, tape should be applied to the gripper edge of the masking sheet.

a. True
b. False
13. Layout lines on a masking sheet should be drawn with a non-repro blue pencil.
   a. True
   b. False

14. The plate bend and gripper margin should be drawn on the trailing edge of the masking sheet.
   a. True
   b. False

15. The center line is always drawn in the center of the masking sheet.
   a. True
   b. False

16. Fold marks and die-cutting marks can be drawn on the masking sheet.
   a. True
   b. False
17. Negatives should be checked for imperfections before being attached to a masking sheet.
a. True  
b. False

18. The stripper should check negatives against the approved dummy layout for accuracy.
a. True  
b. False

19. With emulsion up, the negative should read the same as the dummy layout.
a. True  
b. False

20. On a multi-negative flat, the negative should be on the masking sheet in the same location as on the dummy layout.
a. True  
b. False
21. **Finger holes** are used when negatives are to be stripped from the front of the masking sheet.

a. True  
b. False

22. When masking, the emulsion side of the negative should be in contact with the masking sheet.

a. True  
b. False

23. The image cannot extend beyond the gripper margin line on the masking sheet.

a. True  
b. False

24. When masking with the negative under the masking sheet, the negatives should be right-reading.

a. True  
b. False
25. When opening windows on a flat, the mask and the negative should be cut through carefully.
   a. True
   b. False

26. When opening windows on a flat, the minimum image-to-cut distance should be 1/8" (3.2 mm).
   a. True
   b. False

27. When opening a flat of multi-page negatives, open only the individual pages.
   a. True
   b. False

28. The combination of masking sheet and negatives is called a layout.
   a. True
   b. False
29. H 8  |  b  |  IML  |  1289  |  C  |  CR and DW  |

When scribing lines on a negative, always work from the base side.

a. True
b. False

30. H 8  |  a  |  IML  |  1289  |  C  |  CR and DW  |

Scribed lines should be somewhat longer than needed.

a. True
b. False

31. H 8  |  a  |  IML  |  1289  |  C  |  CR and DW  |

Opaque or red litho tape should be used to cover overscribing.

a. True
b. False

32. H 8  |  b  |  Glencoe  |  1289  |  C  |  CR and DW  |

When scribing lines, the scribing tool must cut completely through the negative.

a. True
b. False
The T-square (or other straight-edge) should NOT be lifted if the line needs rescribing.

a. True

b. False
Halftones and screen tints should be placed emulsion-to-emulsion in the flat.

a. True
b. False

Halftone negatives should NOT overlap the image on the linecopy copy.

a. True
b. False

Halftones and screen tints must be taped on all sides to the line negative.

a. True
b. False

Negatives should be butted, not overlapped, on a flat.

a. True
b. False
38. Overlapping screen tints should be angled at 45 degrees to each other.
   a. True
   b. False

39. Two screen tint values can be combined to produce a third value.
   a. True
   b. False

40. Two or more screen tints printed over each other at improper angles produce a moiré pattern.
   a. True
   b. False

41. A screen ruling indicator can be used to determine the ruling of a screen sample.
   a. True
   b. False
42. | H12 | a | Glencoe | 1289 | C | CR and DW |

When cutting ruby cut-and-peel film, the base layer must NOT be cut.

a. True  
b. False

43. | H12 | a | Glencoe | 1289 | C | CR and DW |

Ruby cut-and-peel film should be placed in the flat with its base in contact with the negative.

a. True  
b. False

44. | H12 | b | IML | 1289 | C | CR and DW |

The "pealable" side of a cut-and-peel sheet is the shiny side.

a. True  
b. False

45. | H12 | b | IML | 1289 | C | CR and DW |

Ruby cut-and-peel film is NOT as good as amber cut-and-peel film for masking purposes.

a. True  
b. False
46. | H13 | b | IML | 1289 | C | CR and DW |

Register marks should be placed in the image area if possible.

a. True

b. False

47. | H13 | b | IML | 1289 | C | CR and DW |

Trim marks on negatives should be 1" long.

a. True

b. False

48. | H13 | a | IML | 1289 | C | CR and DW |

Trim marks indicate where the press sheet will be cut to finished size.

a. True

b. False

49. | H13 | a | IML | 1289 | C | CR and DW |

Register marks should be placed in an area that will be trimmed from the finished sheet.

a. True

b. False

i27
1. | 11 | a | Encycl. pg. 29 | ,1289 | C | PL |

Which material is used as the imaging substance for blueline prints?

- Iron
- Silver
- Copper
- Aluminum

2. | 11 | a | Encycl. pg. 29 | 1289 | C | PL |

A blueline proof is durable and permanent.

- True
- False

3. | 11 | b | Encycl. | 1289 | C | PL |

Blueline prints are made from which of the following?

- Plate
- Flat
- Paste-up
- Galley sheets
Blueline prints can be duplicated easily.

a. True

b. False
5. | I2 | a | IML pg. 994 | 1289 | C | PL |

Dylux™ proofing is a dry system that requires no development.

a. True
b. False

6. | I2 | a | IML pg. 994 | 1289 | C | PL |

Which device is used to expose Dylux™ proofing materials?

a. Vacuum frame
b. Process camera
c. Daylight
d. Darkroom safelight

7. | I2 | c | IML pg. 994 | 1289 | C | PL |

What color is the image of the Dylux™ proofing system?

a. Yellow
b. Brown
c. Blue
d. Silver
When using the Dylux™ proofing system, the image density depends on exposure time.

a. True

b. False
An overlay proof is made by placing a light-sensitive proofing material under an image overlay.

a. True
b. False

What is the name of one popular overlay system?

a. Color coder
b. Color chart
c. Color key
d. Color break

The placement of film to proofing material is normally base-to-emulsion.

a. True
b. False
Proofs made by the contacting method require a light source weak in ultraviolet light wavelengths.

a. True

b. False
All colors can be exposed and developed at the same time when using the Cromalin™ system.

a. True
b. False

The Cromalin™ system uses a common base for all colors.

a. True
b. False

The actual printing sheet can be used as a base in the Cromalin™ proofing system.

a. True
b. False

In Cromalin™ proofing, all colors are placed on the base, similar to the actual printing process.

a. True
b. False
17. When using a laminating proofing system, the result is a set of overlays on a white paper base.
   a. True
   b. False

18. The Cromalin™ color proofing system uses the actual paper that will be used for the press run.
   a. True
   b. False

19. When using Cromalin™ proofing materials, one exposure for all colors is required.
   a. True
   b. False

20. Laminating proofing systems require a lamination layer of at least .5 mm thickness.
   a. True
   b. False
21. | I6 | a |
Press proofs are run on an offset press using the actual inks and paper that will be used for the job.

a. True
b. False

22. | I6 | b |
A press proof is made in a darkroom for comparison during the press run.

a. True
b. False

c. Press

23. | I6 | c |
Which department makes the final proof?

a. Darkroom
b. Stripping
c. Press
d. Bindery
24. A press proof is the most accurate way of proofing.
   a. True
   b. False

25. A press proof is the most expensive method of proofing.
   a. True
   b. False

26. A press proof is the most accurate way of proofing, but it is also the most expensive.
   a. True
   b. False
A higher degree of accuracy is achieved when checking color proofs if the proper lighting conditions are used.

a. True

b. False

Which range of color temperature is best to view and compare color proofs?

a. 1800-2700 degrees K
b. 2700-3600 degrees K
c. 3600-4500 degrees K
d. 4500-5400 degrees K

A viewer booth with controlled lighting is used to compare color proofs.

a. True

b. False
Which type of light source do viewing booths use?

a. Fluorescent tubes
b. Quartz halogen
c. Incandescent
d. Xenon tubes
Customers must always see a proof of a job before it is printed.

a. True
b. False

The final proofing responsibility rests with the customer.

a. True
b. False
33. | I9 | b | Experience | 1289 | C | PL |

An entirely new negative must be made if corrections are needed on a flat.

a. True
b. False

34. | I9 | b | Experience | 1289 | C | PL |

When inserting a correction in a flat, the negatives may overlap if they fall within 1/16" of the image.

a. True
b. False

35. | I9 | a | Experience | 1289 | C | PL |

A single word or letter can be stripped into an existing flat for copy changes or corrections.

a. True
b. False
What is the second proofing copy called?

a. Galley proof
b. Page proof
c. Revised proof
d. Typed copy

Only the corrected lines on a revised proof need to be read.

a. True
b. False

Proofing cold-type composition requires that corrections be marked on the original typeset copy.

a. True
b. False

Sometimes all the line copy must be reset because corrections will not fit into the line originally proofed.

a. True
b. False
1. What is the combined negative and masking sheet called when it is ready for platemaking?
   a. Flare
   b. Flocking
   c. Flat
   d. Flyer

2. Imposition is economical and time-saving when as many images as possible are stripped for the press run.
   a. True
   b. False

3. What is the process called that corrects imperfections, pinholes, scratches, etc. in the negative?
   a. Orthographic projection
   b. Opaquing
   c. Overprinting
   d. None of the above
Errors in opaquing on the emulsion side of the negative can be easily removed.

a. True

b. False
What is the most efficient holder for the plate and flat during plate exposure?

a. Vacuum table
b. Stripping table
c. Page frame
d. Vacuum frame

The printing plate is placed in the frame, and the flat is placed over it so that light passes through the negative to expose the plate.

a. True
b. False

Registration of the flat and printing plate before plate exposure is not important.

a. True
b. False
A flat does NOT need to cover the entire surface area of the plate.

a. True

b. False
Exposure time does NOT change for different types of plates if the same exposure unit is used.

a. True
b. False

What device is used to test for proper plate exposure?

a. Reflective gray scale
b. Integrator
c. Light absorption scale
d. Transmission gray scale

All flats require the same exposure time, regardless of line or halftone negative.

a. True
b. False
To what step should a platemaker's gray scale be developed?

a. 4
b. 6
c. 8
d. 10
13. | J4 | d | Cogoli pg. 246 | 1289 | C | PL and AC |

What term applies when one mask is used to repeat an image on a single plate?

a. Work and turn
b. Open step
c. Leading edge
d. Step and repeat

14. | J4 | b | Cogoli pg. 116 | 1289 | C | PL and AC |

It is improper to place the commercial screen tint between the negative and plate during exposure.

a. True
b. False

c. Leading edge
d. Step and repeat

15. | J4 | b | Cogoli pg. 116 | 1289 | C | PL and AC |

A screen tint cannot be produced by double-burning the plate.

a. True
b. False

c. Leading edge
d. Step and repeat

16. | J4 | a | Cogoli pg. 116 | 1289 | C | PL and AC |

During exposure, the emulsion side of the screen tint is in contact with the plate.

a. True
b. False
17. | J5 | a | Glencoe 1978 | 1289 | C | PL and AC |

On an additive plate, the image is added during the processing step.

a. True
b. False

18. | J5 | b | Glencoe 1978 pg. 289 | 1289 | C | PL and AC |

Which is NOT necessary to process a pre-sensitized additive plate?

a. Gum
b. Fixer
c. Water
d. Developer


Additive plates can be processed by hand or by machine.

a. True
b. False

20. | J5 | a | Cogoli pg. 251 | 1289 | C | PL and AC |

An additive plate needs to be desensitized to run on the press.

a. True
b. False
A subtractive offset is one in which the processing step removes the factory-applied coating from the non-image areas.

a. True
b. False

Which is NOT necessary to process a pre-sensitized subtractive plate?

a. Gum
b. Water
c. Developing pad
d. Developer

Subtractive plates can be processed by hand or by machine.

a. True
b. False
Accidental water splashes can slow subtractive plate development if not wiped off immediately.

a. True
b. False
25. | J7 | b | Cogoli pg. 257 | 1289 | C | PL and AC |

Platemaking departments with a high output do NOT need automated processing.

a. True
b. False

26. | J7 | b | Cogoli pg. 259 | 1289 | C | PL and AC |

Laser facsimile offset plates must be processed by hand.

a. True
b. False

27. | J7 | b | Cogoli pg. 255 | 1289 | C | PL and AC |

In the photo-direct process, the printing plate is processed by hand.

a. True
b. False

28. | J7 | a | Cogoli pg. 258 | 1289 | C | PL and AC |

In electrostatic platemaking, the processor carries the plate through the charging, exposure, developing and fusing steps.

a. True
b. False
29. | J8 | b | Glencoe 1978 pg. 290 | 1289 | C | PL and AC |

A completely processed plate should be allowed to drip dry.

a. True
b. False

30. | J8 | a | Glencoe 1978 pg. 290 | 1289 | C | PL and AC |

If not used immediately, the processed printing plate should be dried and gummed with a cloth pad or cheesecloth.

a. True
b. False

31. | J8 | b | Cogoli pg. 253 | 1289 | C | PL and AC |

When processing, the plate should be moved to the wet sink before gumming and wiping.

a. True
b. False

32. | J8 | b | Cogoli pg. 252 | 1289 | C | PL and AC |

During processing, it is acceptable to use a fan to dry the gum on a metal plate.

a. True
b. False
33. | J9 | a | Cogoli pg. 254 | 1289 | C | PL and AC |

Broken lines can be repaired on an offset plate by scratching the surface with a sharp needle and filling the scratch with printing ink.

a. True
b. False

34. | J9 | b | Cogoli pg. 254 | 1289 | C | PL and AC |

Deletions cannot be made on an offset plate.

a. True
b. False

c. Scratching tool

35. | J9 | d | Cogoli pg. 255 | 1289 | C | PL and AC |

Which device cannot be used for additions to an offset plate?

a. No. 2 pencil
b. Image addition pen
c. Scratching tool
d. Opaquing pen
Additions to the offset plate must be made while the plate is mounted on the press.

a. True

b. False
37. | J10 | b | Prust pg. 326 | 1289 | C | PL and AC

Care in handling offset plates is NOT critical.

a. True
b. False

38. | J10 | b | Prust pg. 326 | 1289 | C | PL and AC

Scratches on plates will NOT print.

a. True
b. False

39. | J10 | b | Prust pg. 326 | 1289 | C | PL and AC

The image on an offset plate should be of greater size than the original.

a. True
b. False

40. | J10 | b | Prust pg. 326 | 1289 | C | PL and AC

Partial exposure of the non-image area of an offset plate is desirable.

a. True
b. False
41. a. True  
b. False

42. a. True  
b. False

43. a. True  
b. False

44. a. True  
b. False

Gum arabic at 14 degrees Baume is used to protect plates in storage.

"R" gum should be used to preserve "S" plates.

3M "S" gum can be used on plates from other manufacturers.

A good solution for coating offset plates can be made by using 70% distilled water and 30% gum.
<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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45. | J12 | a | IML pg. 1040 | 1289 | C | PL and AC |

**Photo-direct plates are made by projecting an image through a lens.**

a. True

b. False

46. | J12 | b | Cogoli pg. 254 | 1289 | C | PL and AC |

**Although photo-direct plates are convenient, a darkroom is still required to house the equipment.**

a. True

b. False

47. | J12 | a | Glencoe 1978 pg. 292 | 1289 | C | PL and AC |

**One-step photographic plates are used primarily for duplicator-size presses.**

a. True

b. False
A plate produced using a photo-direct platemaker requires a special ink and fountain solution to run properly on the offset press.

a. True

b. False
49. | J13 | d | Cogoli pg. 205 | 1289 | C | PL and AC

Photo-direct pre-sensitized plates have a slow silver-halide coating.

a. True
b. False

50. | J13 | a | Cogoli pg. 255 | 1289 | C | PL and AC

Photo-direct plates are used in automatic camera or projector-type platemakers.

a. True
b. False

51. | J13 | b | Cogoli pg. 255 | 1289 | C | PL and AC

A darkroom is required for photo-direct platemaking.

a. True
b. False

52. | J13 | b | Cogoli pg. 255 | 1289 | C | PL and AC

Photo-direct platemakers use plates that are pre-cut to press size.

a. True
b. False
Offset plates can be stored in shallow drawers.

a. True
b. False

Placing a sheet of paper between plates that are stored flat does NOT protect those plates sufficiently.

a. True
b. False

Properly stored plates last approximately 2-3 weeks.

a. True
b. False

Most printing plants find it practical to store plates.

a. True
b. False
The dampening rollers should be removed and cleaned each day.

a. True
b. False

The dampening roller comes into contact with the fountain roller.

a. True
b. False

Which is NOT a dampening roller?

a. Form
b. Ductor
c. Drum
d. Vibrator
Which rollers come into contact with the plate?

a. Form
b. Ductor
c. Drum
d. Vibrator
What stock requires more suction when feeding?

a. Colored paper
b. Newsprint
c. Light paper
d. Heavy paper

Lightweight paper requires a higher table rise adjustment than heavyweight paper.

a. True
b. False

On sheet-fed presses, what picks up the paper?

a. Feed wheels
b. Suction feet
c. Delivery wheels
d. Sheet separators
Which describes a press that allows each sheet of paper to enter the main printing unit with perfect alignment?

a. In registration
b. In control
c. Jogged neatly
d. Timed correctly
9. | K3 | b | Cogoli | 1289 | C | SG |

What process is used to adjust the humidity of paper before it is printed?

a. Jogging
b. Seasoning
c. Packaging
d. Wrapping

10. | K3 | d | Cogoli | 1289 | C | PP and SG |

Which process arranges sheets of paper in neat, even-piled stacks?

a. Flipping
b. Controlling
c. Gathering
d. Jogging

11. | K3 | a | Cogoli | 1289 | C | SG |

How is air introduced into a stack of paper?

a. Fan a few sheets at a time
b. Gather sheets in sequence
c. Rotate the leading edges
d. Handle felt side up
One way to avoid "curl" is to keep paper in its original, closed container.

a. True
b. False
When paper stock is loaded in the press feeder, it is necessary to jog it first.

a. True
b. False

Paper stock should be loaded in the press feeder felt side up.

a. True
b. False

How does fanning or jogging paper before it is loaded help press operation?

a. Runs faster
b. Feeds better
c. Helps eliminate doubled sheets
d. All of the above

Loading watermarked paper in the press is NOT different from loading any other paper.

a. True
b. False
17. It is desirable to clean the plate cylinder before mounting the plate on the press.
   a. True
   b. False

18. When a plate is being mounted on the press, the power should be on.
   a. True
   b. False

19. When a plate is being mounted on the press, the image should face the operator.
   a. True
   b. False

20. When a plate is being mounted on the press, it should be held by the trailing edge.
   a. True
   b. False

What will happen if the blanket cylinder to impression cylinder pressure is too heavy?

a. Will not print
b. Feed doubles
c. Begin to tone or streak
d. Will mash the blanket

22. | K6 | b | Cogoli | 1289 | C | SG |

When should blanket cylinder to impression cylinder pressure be adjusted?

a. While press is running
b. During press set-up
c. While press is stopping
d. After the plate is inked

23. | K6 | c | Cogoli | 1289 | C | PP and SG |

What is wrong with the impression cylinder if the printed image on the sheet is distorted only along one side?

a. Out of register
b. Out of time
c. Out of level
d. Out of touch
What is wrong with the impression cylinder if the printed image on the sheet is heavier on one side?

a. Out of register
b. Out of time
c. Out of level
d. Out of touch

How should impression cylinder pressure be adjusted when changing to lighter stock?

a. Decreased
b. Increased
c. In time
d. In register
26. | K7 | b | Cogoli | 1289 | C | PP and SG |

After the press has been turned on, what adjustment must be made to position the paper stack to proper height?

- a. Suction feet
- b. Table rise
- c. Register board
- d. Gripper fingers

27. | K7 | c | MAVCC | 1289 | C | PP and SG |

If each sheet is to enter the press in perfect position, what must be set up?

- a. Suction feet
- b. Table rise
- c. Register board
- d. Gripper fingers

28. | K7 | b | Cogoli | 1289 | C | PP and SG |

Side guides are NOT an important part of press set up.

- a. True
- b. False
What must be adjusted to make a press feed properly?

a. Register
b. Delivery
c. Main unit
d. Vacuum
Fountain solutions should be mixed with distilled water.

a. True
b. False

Gum arabic is used in mixing fountain solution.

a. True
b. False

The pH scale of dampener fountain solution ranges from 1 to 14.

a. True
b. False

What is the pH of mixed fountain solution?

a. Alkaline
b. Neutral
c. Positive
d. Acid
34. It is unnecessary to check pH of fountain solution before it is used on a press.
   a. True
   b. False

35. The dampening solution should be completely mixed before it is used on a press.
   a. True
   b. False

36. At the end of each day, it is necessary to discard unused fountain solution in the press fountain or pan.
   a. True
   b. False

37. What is the absorption of fountain solution into the ink system called?
   a. Tinting
   b. Stripping
   c. Emulsification
   d. Scumming
38. | K10  | b | MAVCC | 1289 | C | PP and SG |

For inking the offset press, the ductor roller supplies ink to the plate.

a. True
b. False

39. | K10  | a | MAVCC | 1289 | C | PP and SG |

The ink fountain roller supplies ink to the ductor roller during the operation of an offset press.

a. True
b. False

40. | K10  | b | Cogoli | 1289 | C | PP and SG |

It is better to start a press run with too much ink rather than too little.

a. True
b. False
When should the ink fountain adjustment key be used?

a. When ink tends to ball up in the fountain
b. When ink from the roller is out of level
c. If more ink is needed in a different location
d. For less ink ductor pressure on the fountain roller
e. When fountain roller needs less ink
Distilled water is used to clean gum off of a plate.

a. True
b. False

Which should be used to remove gum from a plate?

a. Shop towel
b. Cheesecloth
c. Press shop towel
d. Paper towel

Fountain solution and a press shop towel are used to remove gum from a plate.

a. True
b. False

After gum has been removed from a plate, the plate should be dried before use.

a. True
b. False
46. | K12 | b | IML | 1289 | C | PP and SG |

When the image is NOT printed square on the paper, what step should be taken first to determine the cause?

a. Check feeder
b. Check plate
c. Check blanket
d. Check impression

47. | K12 | b | IML | 1289 | C | PP and SG |

A jogger can be used to square the printed image on paper.

a. True
b. False

48. | K12 | a | Cogoli | 1289 | C | PP and SG |

A loose plate clamp can cause the image to be crooked on the paper.

a. True
b. False

49. | K12 | a | IML | 1289 | C | PP and SG |

A plate that has been burned crooked is most often the cause of a crooked image.

a. True
b. False
After press set-up for position has been completed, it should be checked by the supervisor.

a. True
b. False

A good way to check for register is to run a few sheets back through the press.

a. True
b. False

Once press set-up has been done, it cannot be changed.

a. True
b. False

One way to check press set-up is to compare the position of the printed image with the original flat.

a. True
b. False
54. Consistent density must be maintained during a two-color press run.
   a. True
   b. False

55. What factor must be maintained during a two-color printing press run?
   a. Process
   b. Gradation
   c. Register
   d. Exposure

56. A two-color press run using flat color inks is more difficult than a run using process inks.
   a. True
   b. False

57. Glossy white paper reflects more light than colored paper, thus creating a brighter, sharper finished product.
   a. True
   b. False
58. | K15 | a | IML | 1289 | C | PP and SG |

If a two-color press is NOT in register, one of the color heads must be moved.

a. True
b. False

59. | K15 | b | IML | 1289 | C | PP and SG |

The first color head in a two-color press is adjusted to the second color head for registration.

a. True
b. False

60. | K15 | b | Cogoli | 1289 | C | PP and SG |

The lateral adjustment in a two-color press moves the image up or down on the blanket.

a. True
b. False

61. | K15 | a | Prust | 1289 | C | PP and SG |

It is possible to make lateral adjustments on the plate cylinder of most two-color presses.

a. True
b. False
62. If register is maintained during a two-color press run, the image on each sheet will be in the same position.
   a. True
   b. False

63. What function should be checked to correct inconsistent vertical register during a two-color press run?
   a. Paper jogger
   b. Skid roll
   c. Hold down tapes
   d. Pull out rollers

64. Proper adjustment of side guides is essential for correct registration of images during a two-color press run.
   a. True
   b. False

65. Proper adjustment of feed roll pressure is important in maintaining register during a two-color press run.
   a. True
   b. False
66. | K17 | d | Cogoli | 1289 | C | PP and SG |

What is one cause of a washed-out image on a printed copy?

a. Too much impression
b. Too much varnish
c. Too much ink
d. Too much water

67. | K17 | a | Cogoli | 1289 | C | PP and SG |

What is one cause of an over-inked image on a printed copy?

a. Not enough water
b. Not enough ink
c. Too much water
d. Not enough registration

68. | K17 | a | Cogoli | 1289 | C | PP and SG |

Glazed ink rollers can cause scumming and washed-out copy.

a. True
b. False
Washed-out, gray copy is caused by too much ink.

a. True

b. False
It is necessary to check more than one area of the printed sheet with a reflection densitometer to obtain correct readings.

a. True
b. False

What does a reflection densitometer check?

a. Water balance
b. Impression depth
c. Darkness of image
d. Paper weight

A reflection densitometer requires no maintenance.

a. True
b. False

A reflection densitometer is used only for checking ink density.

a. True
b. False
What is one way to wipe hickies (dust or dried ink) off a printing plate?

a. Shop towel
b. Paper towel
c. Hickey picker
d. Masking tape

What is one way to prevent hickies (dust or dried ink) on a printing plate?

a. Check molletin dampener covers
b. Check plate-to-blanket pressure
c. Use a quick-drying ink
d. Use a subtractive plate

A hicky is a particle of foreign matter which causes an undesirable spot on the image area of an offset plate.

a. True
b. False
A hicky is a gray, washed out image on an offset plate caused by overdevelopment of the plate.

a. True

b. False
It is easier to perforate on a chute-delivery press than a chain-delivery press.

a. True
b. False

Where are perforation and scoring tapes attached?

a. Plate cylinder
b. Impression cylinder
c. Blanket cylinder
d. Gripper bars

Scoring or perforating can run to the lead edge of each sheet.

a. True
b. False
<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
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<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Unique item number</td>
<td>5</td>
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</tr>
<tr>
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<tr>
<td>4</td>
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</tr>
</tbody>
</table>

81. | K20 | b | Manufacturer's recommendation | 1289 |
     | C   | SG and PP |

Why should caution be used when perforating on the press?

a. Tape could come detached
b. Operator could get injured
c. Difficult to see
d. Press must run faster
What is the general range of the pH of the fountain solution for normal press operation?

a. 1.5-2.5
b. 3-6
c. 3.5-7.5
d. 4-5.5

Adding alcohol affects the pH of fountain solution.

a. True
b. False

If the pH of a fountain solution is too acidic, what are the results?

a. Washed out copy
b. Toned copy
c. Blind plate
d. Ink emulsification

The pH should be checked each time new fountain solution is mixed.

a. True
b. False
Litmus paper is used to check the pH of the fountain solution.

a. True
b. False

Litmus paper should be used at the beginning of each day to check the fountain solution.

a. True
b. False

The pH of the fountain solution does NOT change after it has been mixed.

a. True
b. False

Paper and ink do NOT affect the litmus paper check during the press run.

a. True
b. False
90. | K23 | d | Cogoli | 1289 | C | SG and PP |

Which term refers to solid color?

a. Linework
b. Screen tint
c. Halftone
d. Large block

91. | K23 | a | Cogoli | 1289 | C | SG and PP |

Hickies and doughnuts are common problems when running solid color.

a. True
b. False

92. | K23 | b | Cogoli | 1289 | C | SG and PP |

It is unnecessary to worry about register when running solid color.

a. True
b. False

93. | K23 | a | Cogoli | 1289 | C | SG and PP |

A No. 2 or No. 3 varnish helps maintain quality when running solid color.

a. True
b. False
<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
</tr>
</thead>
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<tr>
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</tr>
<tr>
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<td>Accompanying artwork (ART)</td>
</tr>
</tbody>
</table>

94. | K24 | b | MAVCC | 1289 | C | SG and PP |

When running two-color work, register should be checked only on the second pass through the press.

a. True
b. False

95. | K24 | b | Cogoli | 1289 | C | SG and PP |

Two-color linework is considered to be what kind of color?

a. Process
b. Flat
c. Monochromatic
d. Primary

96. | K24 | b | Glencoe | 1289 | C | SG and PP |

Two-color printing is achieved by over-printing one color with another.

a. True
b. False
Two-color linework can be produced without using costly color separations.

a. True

b. False
Which statement describes four-color printing?

a. Four colors are printed on top of each other, producing a continuous-tone print.

b. Four negatives are printed to produce many variables using colored ink.

c. Printed material reflects light waves printed from negatives using opaque ink.

d. Printed sheets are placed over original copy that has been printed from four negatives.

Process printing actually produces an optical illusion for the viewer.

a. True

b. False

Process color press work is much more complicated than flat color work.

a. True

b. False
Which three primary additive colors, when combined with black, are used in process color printing?

a. Green, red, blue
b. Green, cyan, magenta
c. Yellow, magenta, cyan
d. Yellow, red, blue
When running process color, how does the press operator check for correct register?

a. Using color scanner to check sheets
b. Using diffusion transfer for density
c. Pulling progressive sheets for correct registration
d. Increasing plate-to-blanket impression

Which is one way to check for correct ink coverage when running process color?

a. Transferring directly to another color
b. Opening thumb screws
c. Using reflection densitometer on sheets
d. Checking ink form rollers for levelness

During a press run using process color, the press operator should pull progressive proofs to check for chokes and spreads.

a. True
b. False
Pulling progressive proofs is an important part of operating a press when running color work.

a. True

b. False
What must be turned on before the spray powder will work?

a. Ink form roller
b. Form water roller
c. Ink ductor
d. Air supply

The spray powder gauge should be set so that the operator can see the powder coming out.

a. True
b. False

What does spray powder on the press prevent?

a. Toning
b. Strike-through
c. Set off
d. Chalking
The spray powder gauge should be set during the press run.

a. True

b. False
When a press run ends, the counter should be reset for the next run.

a. True
b. False

What is the first thing to do when a press run ends?

a. Turn ink off.
b. Turn impression off.
c. Turn air and vacuum off.
d. Turn water off.

At the end of a press run, all extra paper is thrown away.

a. True
b. False

It is important that the counter reading be recorded at the end of each press run.

a. True
b. False
Unloading coated and uncoated stock from a press delivery requires the same steps.

a. True
b. False

The dolly on chain-delivery presses should be at the lowest position when paper stock is unloaded.

a. True
b. False

How many sheets are in a lift of paper?

a. 500
b. 2,000
c. 2,500
d. A stack

The printed job is sent to be folded as soon as it comes off of the press.

a. True
b. False
When removing the plate from a press, caution should be exercised because plate edges are sharp.

a. True
b. False

Excess ink should be run off the plate before it is removed from the press.

a. True
b. False

After the plate has been removed from the press, the plate cylinder should be cleaned.

a. True
b. False

The lead edge of the plate is removed first.

a. True
b. False
When washing the press, which roller must be removed or in the off position?

a. Water fountain
b. Ink form
c. Ink ductor
d. Water form

The ink fountain does NOT have to be removed when washing up the press.

a. True
b. False

Cleaning the impression cylinder is an important part of press wash-up.

a. True
b. False

After being cleaned, the press should be put in the night latch position.

a. True
b. False
126. | K32 | b | Manufacturer's recommendation | 1289 |
   C | SG and PP |

Dampening covers on a printing press should be changed at least once each week.

a. True

b. False

127. | K32 | b | Manufacturer's recommendation | 1289 |
   C | SG and PP |

The doctor cover on a printing press should be changed more often than the form cover.

a. True

b. False

128. | K32 | a | Manufacturer's recommendation | 1289 |
   C | SG and PP |

Roller covers are pre-packaged and cut to size for most presses.

a. True

b. False
The form roller setting should be checked after the form roller cover has been changed.

a. True

b. False
If a printing press stops because of power loss, what should be done first?

a. Try to start the press.
b. Turn all controls off.
c. Check the power cord.
d. Check the circuit breaker.

It is permissible to replace a three-prong plug with a two-prong plug.

a. True
b. False

What causes a printing press to stop when the chain-delivery cover has been raised?

a. Someone has unplugged the press.
b. The off switch was bumped.
c. The safety microswitch has shut the press off.
d. The chain delivery is broken.
It is unnecessary to unplug the press when electrical malfunctions occur.

a. True

b. False
It is unnecessary to report press mechanical malfunctions to the instructor.

a. True
b. False

Which press problem is usually considered mechanical in nature?

a. Double sheets
b. Toned (streaked) copy
c. Blind plate
d. No impression

Mechanical problems often result from lack of operator knowledge.

a. True
b. False

A logical thought process by the operator will usually solve most mechanical problems.

a. True
b. False
It is unnecessary to maintain a lubrication log for a printing press.

a. True
b. False

What does lack of lubrication cause?

a. Slow press
b. Wear of parts
c. Faster press
d. No change in press

Most presses should be lubricated once a week.

a. True
b. False

Safety is NOT a consideration when lubricating a press since the press is not running.

a. True
b. False
### Question 142.

**Cleaning the press and washing-up the press are the same.**

- **a. True**
- **b. False**

### Question 143.

**Removing dried ink from gears is considered part of cleaning a press.**

- **a. True**
- **b. False**

### Question 144.

**Which is part of a general press cleaning?**

- **a. Draining fountain solution**
- **b. Removing ink**
- **c. Removing image from blanket**
- **d. All of the above**
- **e. None of the above**
Press cleaning is an essential task of the press operator.

a. True
b. False
Joggers are used prior to cutting and trimming paper stock.

a. True
b. False

Joggers align and position paper stock to be printed.

a. True
b. False

Which process does NOT require paper?

a. Folding
b. Cutting
c. Inspecting
d. Padding
Which process involves vibrating paper by machine or hand to align sheets evenly?

a. Folding
b. Jogging
c. Inspecting
d. Padding
5. | L2 | a | Encycl. pg. 189,190 | 1289 | C | FA |

How is paper jogged in a table-top jogger?

a. Vibrating
b. Fanning
c. Sorting
d. Collating

6. | L2 | a | Encycl. pg. 189,190 | 1289 | C | FA |

Table-top joggers are limited in the size and quantity of sheets to be jogged.

a. True
b. False
7. Which type of papers must be jogged in correct sequence?
   a. Bond
   b. Text
   c. Carbonless
   d. Offset

8. Jogging large sheets of paper does NOT require special handling procedures.
   a. True
   b. False

9. When jogging large sheets by hand, begin with small quantities.
   a. True
   b. False

10. Which is NOT a method of jogging large sheets?
    a. Sorting
    b. Fanning
    c. Dropping
    d. Airing
<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
<th>Field</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unique item number</td>
<td>5</td>
<td>Date (MMDY)</td>
</tr>
<tr>
<td>2</td>
<td>Duty area and task number (No. competency profile)</td>
<td>6</td>
<td>Learning domain (Cognitive, Affective, Psychomotor)</td>
</tr>
<tr>
<td>3</td>
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<td>7</td>
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</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

11. | L3 | c | Cogoli | 1289 | C | FA |

Which job area does NOT require large sheets of paper to be jogged?

a. Pressroom
b. Bindery
c. Stripping
d. Shipping

12. | L3 | b | Encycl. pg. 189,190 | 1289 | C | FA |

Table-top joggers generally must be used for larger sheets of paper.

a. True
b. False
13.  | L4  | a | Cogoli | 1289 | C | FA |

Formulas and diagrams are two methods of figuring needed paper stock.

a.  True

b.  False

14.  | L4  | c | Cogoli | 1289 | C | FA |

How many 6 1/2" x 8 1/2" sheets can be cut from a 17" x 22" sheet?

a.  Four

b.  Five

c.  Six

d.  Seven

15.  | L4  | b | Cogoli | 1289 | C | FA |

How many 7" x 10 1/2 " sheets can cut from a 22 1/2" x 35" sheet?

a.  Nine

b.  Ten

c.  Eleven

d.  Twelve
<table>
<thead>
<tr>
<th>Field</th>
<th>Contents</th>
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</tr>
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<tbody>
<tr>
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16. | L4 | c | Cogoli | 1289 | C | FA |

How many 6 1/2" x 9 1/4" sheets can be cut from a 17" x 22" sheet?

a. Three  
b. Four  
c. Five  
d. Six
17. Paper stock must have the edges aligned or jogged before trimming.
   a. True
   b. False

18. Paper grain is an unimportant factor in printing.
   a. True
   b. False

19. The paper formula will always yield the largest number of cut pieces.
   a. True
   b. False

20. Diagrams show how to plan all but which of the following?
   a. Sequence cuts
   b. Figure substance
   c. Plan measurements
   d. Conserve waste
21. | L6 | a | V-TECS | 1289 | C | FA |

How many operators should work on the paper cutter at one time?

a. One
b. Two
c. Three
d. Four

22. | L6 | b | Cogoli | 1289 | C | FA |

A dull cutting blade has little effect on paper cutting.

a. True
b. False

c. Which is the least important when accurately cutting paper?

a. Sharp blade
b. Measurements
c. Collating tray
d. Jogging position
Which task is NOT performed by the clamp bar?

a. Check paper basis  
b. Operate under pressure  
c. Hold paper in place  
d. Prevent paper draw
What is a typical use for a three-knife cutter?

a. Forms cutting  
b. Book publishing  
c. Cornering cuts  
d. Jogging and cutting

When a cutter with sharp knives is used for trimming, which does NOT result?

a. Square edges  
b. Even stacks  
c. Ragged edges  
d. Smaller sheets

Book cutters are designed to cut one side of a book at a time.

a. True  
b. False
The guillotine cutter is the most common type of paper cutter.

a. True

b. False
Paper cutters are NOT limited in the number of sheets that can be cut at one time.

a. True
b. False

If NOT done precisely, paper cutting creates a pile of waste.

a. True
b. False

Paper cutters do NOT require special safety precautions.

a. True
b. False

Paper should be positioned against the back gauge and one side of the cutter.

a. True
b. False
33. Paper cutters and drills can be altered to prepare round and angled corners.
   a. True
   b. False

34. The angle-cutting device attached to the paper cutter back gauge has little latitude.
   a. True
   b. False

35. What is the special attachment positioned on the back gauge of the paper cutter to cut angles?
   a. Perforating blade
   b. Scoring wheel
   c. Angle-cutting device
   d. Draw bar

36. What operation is performed on the corners of paper stock?
   a. Squaring
   b. Cornering
   c. Nipping
   d. Scoring
Floor-type folders are used primarily for in-house operations.

a. True
b. False

The least common folding machine is the buckle type.

a. True
b. False

Which type of folder is most commonly used in graphics communication facilities?

a. Table model
b. Rotary model
c. Floor-type model
d. Parallel model
How are letters folded to be inserted into an envelope?

a. French fold
b. Single fold
c. Double fold
d. Parallel letter fold
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41. | L11 | b | Prust | 1-1289 | C | FA |

Slitting places a series of small cuts or slits in the paper.

a. True
b. False

42. | L11 | c | Prust | 1289 | C | FA |

During which operation is perforating done?

a. Stripping
b. Composing
c. Binding
d. Photographing

43. | L11 | a | Prust | 1289 | C | FA |

Perforating with an offset press is usually performed after the sheet has been printed.

a. True
b. False
What wheel makes partial cuts or slits in a sheet to be torn apart?

a. Scoring
b. Perforator
c. Slitter
d. In-feed
What is the simplest technique for binding booklets, magazines and catalogs?

a. Side wire
b. Spiral wire
c. Plastic ring
d. Saddle wire

The capacity of the saddle-wire machine limits the size of product that can be bound.

a. True
b. False

What is the process of placing staples through the fold of a booklet called?

a. Side wiring
b. Saddle wiring
c. Spiral wiring
d. Plastic ringing
Before saddle wiring a booklet, the sheets should be collated, folded and jogged.

a. True

b. False
Which binding system is used for binding thicker magazines and books?

a. Side wire
b. Saddle wire
c. Spiral wire
d. Plastic ring

Which binding involves placing staples near the outside edge?

a. Plastic ring
b. Saddle wire
c. Spiral wire
d. Side wire

One drawback of side-wire binding is that the booklets or magazines do not lie flat when opened.

a. True
b. False
Before side-wire binding the sheets, it is important that they be collated, folded and jogged.

a. True

b. False
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53. | L14 | b | Prust | 1289 | C | FA |

Which binding method should NOT be used for products having prolonged use?

a. Saddle wire  
b. Perfect  
c. Side wire  
d. Sewn hard cover

54. | L14 | a | Glencoe | 1289 | C | FA |

Perfect binding holds the sheets together by a flexible adhesive.

a. True  
b. False

55. | L14 | b | Glencoe | 1289 | C | FA |

Perfect binding is time-consuming and rather expensive.

a. True  
b. False
Which binding method is used for paperbacks and phone books?

a. Saddle wire
b. Side wire
c. Perfect
d. Sewn hard cover
57. | L15 | b | Glencoe | 1289 | C | FA |

Which binding method uses heat and friction?

a. Perfect
b. Thermal
c. Saddle
d. Plastic spiral

58. | L15 | b | Glencoe | 1289 | C | FA |

Plastic binding is a century-old system of putting books together.

a. True
b. False

c. Saddle
d. Plastic spiral

59. | L15 | a | Glencoe | 1289 | C | FA |

Thermal binding is a very effective form of binding.

a. True
b. False

c. Saddle
d. Plastic spiral

60. | L15 | b | Glencoe | 1289 | C | FA |

Only hardback covers can be made with the thermal process of binding.

a. True
b. False
61. Case binding is the most durable form of binding.
   a. True
   b. False

62. Which method is NOT used in sewing signatures together?
   a. Saddle sewn
   b. Top sewn
   c. Smyth sewn
   d. Cleat sewn
   e. Flat sewn

63. Smyth sewn (signature-to-signature sewing) is the least expensive binding method.
   a. True
   b. False

64. Case binding can be done by hand or machine.
   a. True
   b. False
Punching or drilling is necessary before binders are inserted.

a. True
b. False

Ring binding is a mechanical binding system.

a. True
b. False

Ring binding is inconvenient for inserting or removing pages.

a. True
b. False

Sheets must be jogged before drilling holes for ring binding.

a. True
b. False
69. Postbinding makes inserting or removing pages inconvenient.
   a. True
   b. False

70. The postbinding method is part of the bindery production control system.
   a. True
   b. False

71. Sheets must be jogged before drilling holes in the sheet for postbinding.
   a. True
   b. False

72. Correct spacing of drill holes for postbinding is NOT critical.
   a. True
   b. False
Which binding system uses metal wire wound into a spring to form the binding?

a. Perfect
b. Side wire
c. Spiral
d. Saddle wire

Spiral-bound booklets lie flat and remain that way.

a. True
b. False

Individual sheets in a spiral wire-bound book are easily removed and inserted.

a. True
b. False

The ends of the wire in a spiral wire-bound book are crimped to eliminate unraveling problems.

a. True
b. False
Individual sheets in a plastic cylinder-bound book are easily removed and sheets cannot be reinserted.

a. True
b. False

Plastic cylinder-bound books are bound one at a time.

a. True
b. False

Which binding method requires rectangular holes to be punched on the edge of the sheet?

a. Perfect
b. Saddle wire
c. Plastic cylinder
d. Wire spiral

Plastic cylinder binding is used for business reports and monographs.

a. True
b. False
81. | L21 | b | Glencoe | 1289 | C | FA |

How many thin coats of padding adhesive should be applied when sheets are being padded?

a. One
b. Two
c. Three
d. Four

82. | L21 | a | Glencoe | 1289 | C | FA |

Jogged sheets are held in position with a clamping device in a padding press.

a. True
b. False

83. | L21 | a | Glencoe | 1289 | C | FA |

To clean and make unpadded edges even, trim them after the adhesive dries.

a. True
b. False
A drafting knife is used to separate pads after paper pads have been made.

a. True

b. False
85. | L22 | b | Manufacturer's recommendation | 1289 |
C    | FA  |

All carbonless papers and padding compounds are compatible.

a. True
b. False

86. | L22 | b | Manufacturer's recommendation | 1289 |
C    | FA  |

Making pads of carbonless forms requires two liberal coats of padding compound.

a. True
b. False

87. | L22 | a | Manufacturer's recommendation | 1289 |
C    | FA  |

If insufficient carbonless paper padding compound is used, the sets will NOT bind correctly.

a. True
b. False

88. | L22 | a | Manufacturer's recommendation | 1289 |
C    | FA  |

Individual sets of carbonless sheets will fan apart or separate when they have been padded correctly.

a. True
b. False
89. | L23 | a | Glencoe | 1289 | C | FA |

After padding, pads are trimmed to make them even and clean.

a. True
b. False

c. False

90. | L23 | b | Glencoe | 1289 | C | FA |

Excessive clamp bar pressure when trimming will NOT crush or damage bound books.

a. True
b. False

c. True

91. | L23 | b | Spence | 1289 | C | FA |

Which process removes unwanted portions on all except the bound edge of the booklet?

a. Perforating
b. Trimming
c. Scoring
d. Slitting

c. Scoring

d. Slitting

e. Scoring

92. | L23 | a | Glencoe | 1289 | C | FA |

Trimming the three unbound edges gives a book an attractive appearance.

a. True
b. False

c. False
If all the sheets are NOT drilled during drilling operation, what should be changed?

a. Foot pedal
b. Cutting block
c. Back guide
d. Drill diameter

A sharp drill will overheat when it is forced through paper stock.

a. True
b. False

A guide at the back of the drill regulates the distance holes are drilled from the edge of the paper.

a. True
b. False
Paper drilling machines drill one hole at a time.

a. True

b. False
Collating and gathering of paper stock is strictly a machine process.

a. True
b. False

A signature is a large sheet of paper folded to produce a series of pages.

c. True
d. False

Assembling signatures to make a book is called collating.

a. True
b. False

Assembling single sheets of paper is called gathering.

a. True
b. False
101. Perforating sheets in a pin bar machine requires the sheets to be flush with the back guide.
   a. True
   b. False

102. Perforating is used to separate units like tickets and checks from a checkbook.
   a. True
   b. False

103. What process partially cuts a sheet with a broken line or dots so it can be easily torn apart?
   a. Perforating
   b. Scoring
   c. Tipping
   d. Trimming

104. Which process is perforating done?
   a. Darkroom
   b. Binding
   c. Composition
   d. Paste-up
Large-volume commercial printers use high-speed rotary equipment for perforating.

a. True
b. False

Small community printers rely on platen presses, pin-bar punch perforators or folding machines to perforate sheets.

a. True
b. False

Which printer would be most likely to have special services or trade shops do their perforating?

a. In-office
b. Commercial
c. Small community
d. Silk screen
High-speed rotary perforating machines are seldom found in small shops.

a. True

b. False
1. | M1 | b | Prust | 1289 | C | PP |

Paper should be stored on end.

a. True
b. False

2. | M1 | a | Glencoe | 1289 | C | PP |

Paper should be stored according to sizes and weights.

a. True
b. False

c. Which cannot be confirmed by checking a packing slip?
   a. Size of paper
   b. Weight of paper
   c. Delivery of paper
   d. Price of paper

3. | M1 | d | Glencoe | 1289 | C | PP |

4. | M1 | b | Glencoe | 1289 | C | PP |

Cartons of paper should be opened upon receipt.

a. True
b. False
5. M2  a  Tenn.  1289  C  PP

Spilled paper should NOT be used for printing.

a. True
b. False

6. M2  b  Glencoe  1289  C  PP

Watermarks are NOT important when handling paper.

a. True
b. False

7. M2  a  Prust  1289  C  PP

Grain direction can be determined by tearing the paper.

a. True
b. False

8. M2  d  experience  1289  C  PP

If a loaded dolly shifts and spills, what should be done?

a. Turn and leave it for someone else.
b. Try to catch the paper.
c. Yell and scream.
d. Stay calm; deal with the spill.
<table>
<thead>
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9. M3 c Prust 1289 C PP

How many sheets of paper does a ream contain?

a. 1,000  
b. 750  
c. 500  
d. 100

10. M3 a Prust 1289 C PP

One carton of 8 1/2 x 11 201B paper contains 5,000 sheets.

a. True  
b. False

11. M3 b Cogoli 1289 C PP

Five thousand sheets is the standard quantity in one carton of paper of all weights.

a. True  
b. False

12. M3 b experience 1289 C PP

The "eyeball" method of counting paper is accurate.

a. True  
b. False
13. M4 | a | experience | 1289 | C | PP |
A forklift is used when large rolls of paper are being moved.
   a. True
   b. False

14. M4 | b | experience | 1289 | C | PP |
It is advisable to move large cartons by yourself.
   a. True
   b. False

15. M4 | d | Prust | 1289 | C | PP |
How should paper be picked up?
   a. Bend from waist
   b. Get on knees
   c. Only use arms
   d. Use legs to lift

16. M4 | b | experience | 1289 | C | PP |
Several cartons of paper should be carried by hand rather than using a two-wheeled cart.
   a. True
   b. False
1. | N1 | b | Manufacturer's recommendation | 1289 | C |
PP |

The heat shrink roller should be turned to the high position and left there during the shift.

a. True
b. False

tt
2. | N1 | d | Manufacturer's recommendation | 1289 | C |
PP |

How does the operator determine whether the heat shrink roller is at the right temperature?

a. Test with water
b. Test by hand
c. Allow 30 seconds for warm-up
d. Attempt to seal a package

tt
3. | N1 | b | Manufacturer's recommendation | 1289 | C |
PP |

It is acceptable to leave the heat shrink roller at operating temperature even when it is not in use.

a. True
b. False
The heat shrink roller should be left on overnight so that it is ready to use first thing in the morning.

a. True

b. False
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5. **N2 | b | experience | 1289 | C | PP**

The only tape that can be used with kraft paper is lithography tape.

   a. True
   b. False

6. **N2 | d | experience | 1289 | C | PP**

What is the best method of determining the amount of kraft paper to wrap a package?

   a. Length + width
   b. Width x 2
   c. Length + width x 2
   d. Height + length x 2

7. **N2 | c | Manufacturer's recommendation | 1289 | C | PP**

Kraft paper is NOT available in which weight?

   a. 28 pounds
   b. 24 pounds
   c. 12 pounds
   d. 8 pounds
Kraft paper is commonly used for making envelopes.

a. True

b. False
9. | N3 | b | Manufacturer's recommendation | 1289 | C |
P | PP |

Cello is the same as heat-shrink material.

a. True
b. False

10. | N3 | b | Manufacturer's recommendation | 1289 | C |
P | PP |

Cello is usually used on large packages.

a. True
b. False

cello compare to other wrapping materials?

11. | N3 | c | Manufacturer's recommendation | 1289 | C |
P | PP |

How does cello compare to other wrapping materials?

a. Much more expensive
b. Much less expensive
c. About the same
d. Heavier
| 12. | N3 | b | Manufacturer's recommendation | 1289 | C |
| PP |   |   |                                |      |   |

Cello does NOT require the use of tape.

a. True
b. False
13. | N4 | a | IML | 1289 | C | SG and PP |

Boxes packed for shipment should be full.

a. True
b. False

14. | N4 | b | IML | 1289 | C | SG and PP |

After jobs are boxed, it is unnecessary to label the box.

a. True
b. False

15. | N4 | b | experience | 1289 | C | PP |

Packing the unused space in a box is a waste of time.

a. True
b. False

16. | N4 | a | experience | 1289 | C | PP |

All boxes for the same job should be the same size.

a. True
b. False
17. | N5 | b | IML | 1289 | C | SG and PP |

When labeling boxes, it is acceptable to write with whatever is handy.

a. ' True
b. False

18. | N5 | b | IML | 1289 | C | SG and PP |

It is necessary to label only one place on each box.

a. True
b. False

19. | N5 | a | IML | 1289 | C | SG and PP |

Both ends of a box should be labeled.

a. True
b. False

20. | N5 | b | IML | 1289 | C | SG and PP |

The top and bottom of each box is the correct place for labels.

a. True
b. False
21. All banded packages should be plainly marked.
   a. True
   b. False

22. Banded packages must be wrapped after banding.
   a. True
   b. False

23. Which is a frequently banded product?
   a. No. 10 envelopes
   b. Social envelopes
   c. Informal stationery
   d. 8 1/2 x 11 stationery

24. Small quantities of printed items are banded because it makes a neater package.
   a. True
   b. False
25. | N7 | a | IML | 1289 | C | SG and PP |

Labels should be addressed before being placed on the package.

a. True
b. False

26. | N7 | b | IML | 1289 | C | SG and PP |

All ends and sides of packages should have an address label.

a. True
b. False

27. | N7 | b | IML | 1289 | C | SG and PP |

All address labels are the same size.

a. True
b. False

28. | N7 | a | IML | 1289 | C | SG and PP |

Address labels should be typewritten or printed.

a. True
b. False
29. | N8   | b    | IML  | 1289 | C    | PP   |

Packages should be weighed before wrapping for mailing.

a. True
b. False

30. | N8   | b    | IML  | 1289 | C    | PP   |

What is the cost of first-class mail based on?

a. Size of package
b. Weight of package
c. ZIP code
d. Color sticker in left corner

d. Color sticker in left corner

31. | N8   | b    | IML  | 1289 | C    | PP   |

At what weight does first-class postage first increase?

a. 1 oz.
b. 2 oz.
c. 3 oz.
d. 4 oz.
Next-day air service is the same price as first-class mail.

a. True
b. False
Postage costs can be reduced by presorting bulk mailings by ZIP code.

a. True
b. False

On what basis is mail sorted before it is taken to the post office?

a. City
b. State
c. ZIP code
d. Size

What does a red sticker on the lower left corner of sorted mail mean?

a. State sort
b. Same city sort
c. 3-digit sort
d. 5-digit sort
Bundles of sorted mail should be stacked and labeled by ZIP code.

a. True

b. False
Mailing labels can be produced by ink jet printing.

a. True
b. False

The only advantage of automatically applying address labels is neatness.

a. True
b. False

What is the cost advantage of applying labels automatically?

a. They will be neater.
b. They will all be in the same place.
c. They will go on faster.
d. They will all be the same size.

When applying labels manually, it is necessary to be certain they are attached firmly.

a. True
b. False
A packing slip should be included in each package that is mailed.

a. True
b. False

Which is NOT included in a packing slip?

a. Sender's name
b. Recipient's name
c. Cost
d. Date

Stacks of letters need only to be rubber-banded one way before mailing.

a. True
b. False

For a mailing, items for mixed states should be in one stack.

a. True
b. False
45. | N12 | a | IML | 1289 | C | PP |

The customer should sign a receipt acknowledging delivery of a package.

a. True  
b. False

46. | N12 | c | IML | 1289 | C | PP |

Which information is NOT included on a delivery receipt?

a. Date  
b. Purchase order number  
c. Cost  
d. Number of pieces

47. | N12 | a | IML | 1289 | C | PP |

A delivery receipt should state whether full or partial delivery was made.

a. True  
b. False

48. | N12 | b | IML | 1289 | C | PP |

A packing slip should be used as a delivery receipt.

a. True  
b. False
What does crash numbering refer to?

a. Numbering multiple sheets of carbonless paper
b. Too much impressing
c. Undesirable procedure not commonly used
d. Unique procedure requiring special material

Reverse numbering prints the largest number on the last sheet printed.

a. True
b. False

A skip numbering machine allows more than one different number on a sheet.

a. True
b. False

One major advantage of reverse numbering machines is that the smallest number will be on top.

a. True
b. False
5. Die cutting cannot be done on an offset press.
   a. True
   b. False

6. Dies can be made in any shape.
   a. True
   b. False

7. Die cutting is a common post-press operation.
   a. True
   b. False

8. During die cutting, the stripper removes waste paper.
   a. True
   b. False
Die cutting is NOT a dangerous operation.

a. True
b. False

Die cutting is usually done on specialty equipment or a platen press.

a. True
b. False

Die cutting is the process of cutting irregular shapes in paper.

a. True
b. False
Which is NOT part of a laminating machine?

a. Roil of clear film
b. Fume exhaust tunnel
c. Vacuum head
d. Heating drum

One advantage of laminating is that it protects the copy from tampering.

a. True
b. False

Laminated copy is sealed in cello.

a. True
b. False

What is the chief purpose of laminating?

a. Safer handling
b. Prolongs paper's life
c. Less expensive than wrapping
d. Time-saving
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<tr>
<td>2</td>
<td>Duty area and task number (Mo. competency profile)</td>
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<tr>
<td>3</td>
<td>Letter of correct answer</td>
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<td>Source (author, year of publication)</td>
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<tr>
<td>8</td>
<td>Accompanying artwork (ART)</td>
</tr>
</tbody>
</table>

16. | 05 | a | IML | 1289 | C | SG and PP |

Preventive maintenance should be performed on all equipment.

a. True

b. False

17. | 05 | a | IML | 1289 | C | SG and PP |

A log of preventive maintenance for each piece of equipment is essential.

a. True

b. False

18. | 05 | b | IML | 1289 | C | SG and PP |

It is unnecessary to schedule down-time for preventive maintenance.

a. True

b. False

19. | 05 | b | IML | 1289 | C | SG and PP |

It is NOT possible to over-oil during preventive maintenance.

a. True

b. False