



OUR PROGRESS

IN PRINT



MANAGING DIRECTOR
J. HARRY ALLEN, T.D.

OUR
PROGRESS
IN
PRINT



1959
THE ALLEN LITHOGRAPHIC COMPANY LIMITED
KIRKCALDY

FOREWORD

THIS book has been written, not to mark any particular occasion, but to help us maintain our contact with those with whom and for whom we work. It is hoped that the brief story of the Company will be a source of interest to customers, suppliers, employees and competitors alike and while the section on the factory is written mainly for the benefit of the layman I hope that those who understand the technicalities, and need I add, headaches of printing, will glean something of interest from the illustrations.

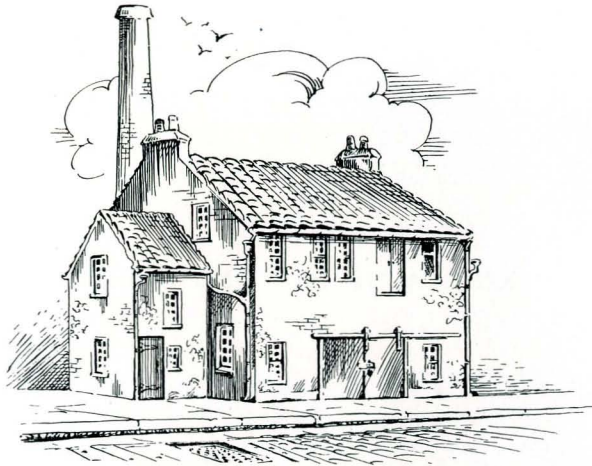
J. HARRY ALLEN

KIRKCALDY PRINTING WORKS

LITHOGRAPHY was invented in Bavaria in the year 1796 but did not come to Scotland until the middle of the Nineteenth Century. One of the first men to visualise the potentialities of this process was Archibald Beveridge who started as a letterpress printer in the year 1867 and a year later introduced the little-known process of Lithography. From the planting of these seeds has grown The Allen Lithographic Co. Ltd. of to-day.

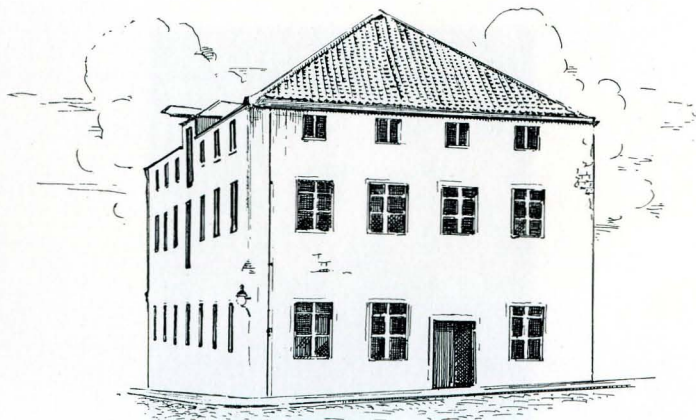


ARCHIBALD BEVERIDGE
Master Printer and Lithographer 1867—1890



KIRKCALDY PRINTING WORKS

1867—1878

*Heron's Wynd (Now Redburn Wynd)**Subsequently occupied by The Fife Free Press until 1892 and for a few years by the late John Oswald, printer*

Auxiliary factory of KIRKCALDY PRINTING WORKS

1878—1892

*Kirk Wynd**Subsequently occupied by The Fife Free Press*

The business of Alexander Beveridge, known as Kirkcaldy Printing Works and situated in Heron's Wynd just at the Sands Road, extended rapidly and in a very short time outgrew the premises. A site was purchased in Church Lane where part of the present factory now stands. Requiring temporary premises until his new factory was ready he occupied a building in Kirk Wynd, later to be acquired by the Fife Free Press. Eventually financial worries and intense competition caused Beveridge's health to fail and during a long illness he called on John Henry Allen, one of his own apprentices who had risen to the position of leading Lithographic Machineman, to carry on as General Manager. On Beveridge's death the business was acquired by him.



JOHN HENRY ALLEN

*Apprentice and Journeyman Lithographer with Archibald Beveridge 1872—1891**Partner in Couper and Allen 1891—1900**Managing Director, The Allen Lithographic Co. Ltd. 1900—1940**and ordinary Director 1940—1951*

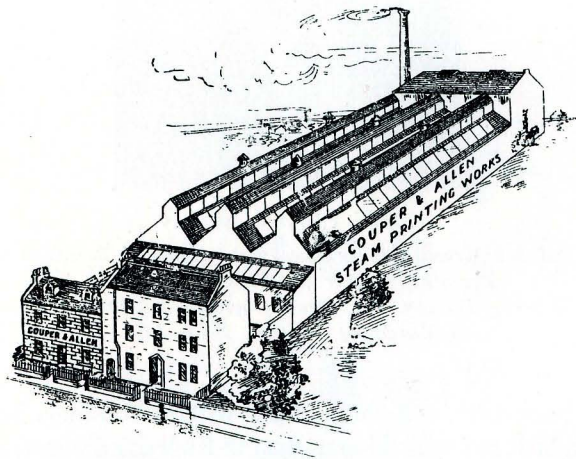
Being essentially a Lithographer, without business training or experience, he found a working partner in Roderick Couper, a Glasgow business man with local connections. Together they carried on under the name of Couper & Allen until nine years later, in 1900, a disastrous fire completely demolished the works. These had been years of steady plodding at a time when price-cutting in the industry was at its worst. The partnership was successful, however, gaining



RODERICK COUPER

Partner in Couper & Allen 1891—1900

as it did much goodwill through high quality work and general business integrity. Roderick Couper did not wish to continue in the printing industry but J. H. Allen, left for a second time with Kirkcaldy Printing Works, now but a burnt-out shell, was undeterred by his terrible setback and looking to the future envisaged something bigger and



COUPER & ALLEN

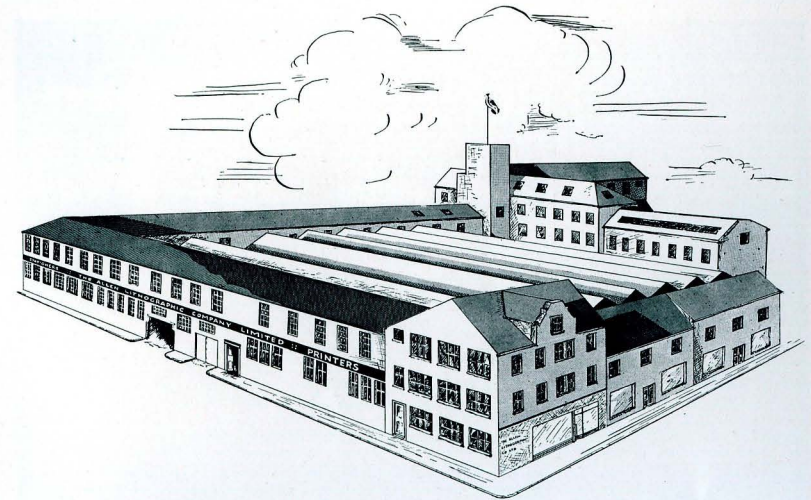
1891—1900

Townsend Place

Originally occupied by Archibald Beveridge 1878—1891

better than he had ever attempted before. To give himself breathing space he rented a disused factory off Olympia Arcade and carried on under the name of J. H. Allen & Co. A few months later The Allen Lithographic Co. Ltd. came into being and its story has been one of steady progress, punctuated only by the setbacks of two World Wars, when serious losses were suffered.

Until 1914, The Allen Lithographic Co. Ltd. was purely a lithographic and letterpress printing establishment and the unprecedented circumstances created by the war forced the Directors to consider a wider programme of activities. To attain this end, Townsend Carriage Works and house property in Church Lane were acquired and Townsend Stationery factory was built. The resources of the Company were again increased in 1929 when they purchased the bookbinding and paper ruling business of Joseph Turner in Hill Street, Kirkcaldy. Joseph Turner had previously been foreman bookbinder to Archibald Beveridge. In 1937 the Hill Street factory was closed and the staff and plant moved into extensions of Townsend Stationery Factory which had

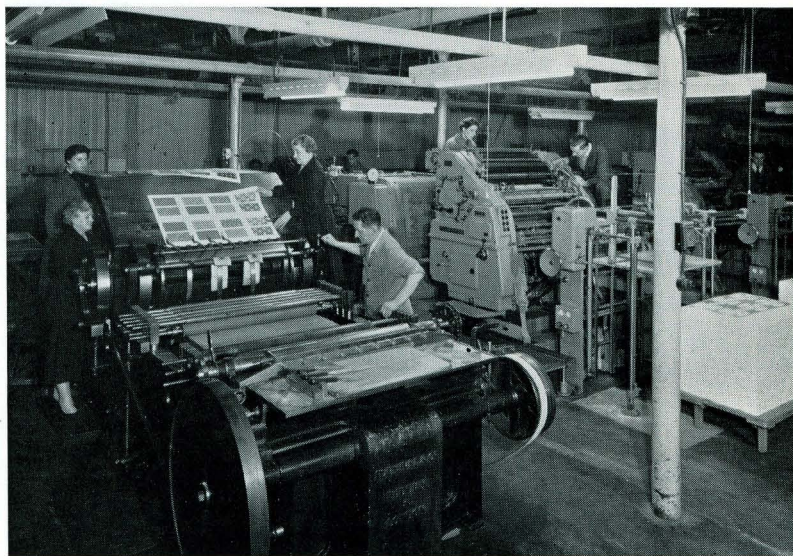


THE ALLEN LITHOGRAPHIC CO. LTD.

1959

been made for them. Since then further additions have been made to Kirkcaldy Printing Works. A retail sales service was inaugurated between the two wars and this venture steadily developed until in 1958 a modern showroom was opened for display and demonstration of office furniture, equipment, typewriters and sundries as well as general items of stationery.

J. H. Allen saw much of this development in his own life-time and although in his latter years he was unable to leave his home he took a keen and active interest in the work of the Company and its employees. It was in 1951 in his 97th year that he died leaving the business in the hands of George C. Allen and Alex. B. Allen, two of his sons, who after joining the Company at the turn of the century had taken an increasing share in its management. Up to the time of their retiral in 1958 from active participation in the business they had served for some fifty-five years, eighteen of them as Managing Director and General Manager respectively. Their places are now taken by J. Harry Allen, T.D., son of G. C. Allen and grandson of the founder of the Company, as Managing Director, and Albert P. Peggie, as General Manager.



One of the original machines installed by The Allen Lithographic Co. Ltd. in 1900 beside the latest

BOARD OF DIRECTORS

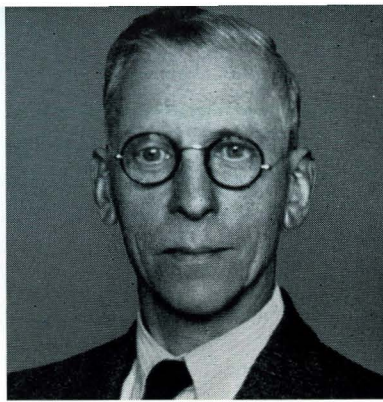
CHAIRMAN of the Board of Directors is Hugh Rose, Esq., chairman of another well-known and long established family business, Craig & Rose Ltd., Paint and Colour Manufacturers, of Leith. Mr. Rose, who holds several other directorships, is a Chartered Accountant and has been a source of practical and financial advice since he was elected in 1927 following the death of his father, Andrew Arthur Rose, who had filled the office from 1911.

George C. Allen, in addition to being Managing Director for 18 years, served as Secretary of the Company for over 40 years, a post he resigned in 1959. During his long active service he was concerned mainly with the development of sales and services together with the general organisation of the business. He also did much for the Printing Industry in Scotland, having served on the Board of the Scottish Alliance of Master Printers for thirty years and was responsible for the formation of the Fife Master Printers' Association of which he is now Honorary President. He was a founder member and, for a period, chairman of the Scottish Joint Industrial Council and in addition has many interests outside the trade. He is an active deacon of the church and in sport is a keen bowler, angler and curler.

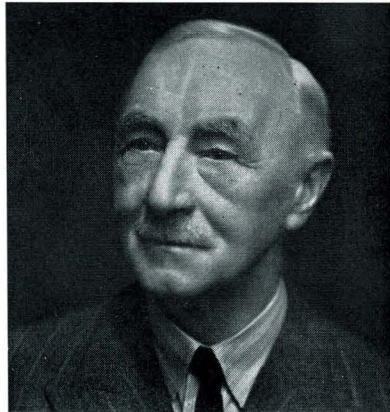
Alex. B. Allen was more closely identified with the practical side of the business, having studied all branches of the trade both in the factory and at technical classes in different parts of the country. He was largely responsible for the modernisation of plant and techniques in the period following the first World War. His recreational activities include golf, angling, bridge and gardening.



GEORGE C. ALLEN
Director 1907— Secretary 1916—1959
Managing Director 1940—1958



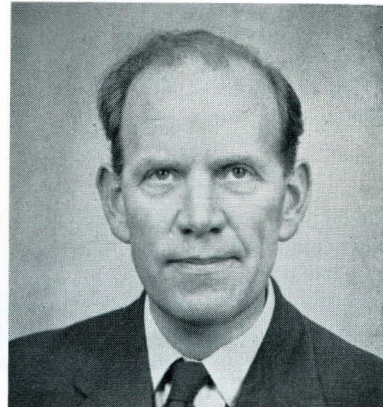
ALEXANDER B. ALLEN
Director 1907—
Assistant General Manager 1920—1940
General Manager 1940—1958



HUGH ROSE, C.A.
Director 1927— Chairman 1929—



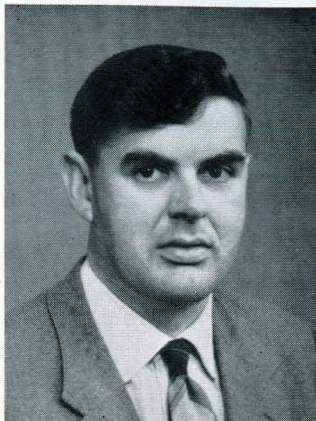
J. HARRY ALLEN, T.D.
Director 1946—1958
Managing Director 1958



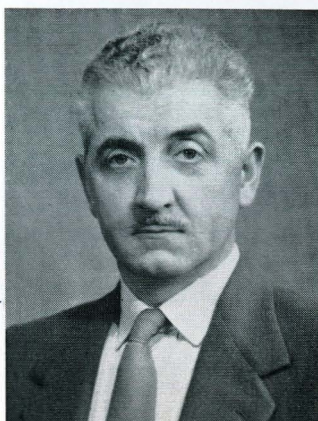
ALBERT P. PEGGIE
Director 1952—

J. Harry Allen, T.D., follows his father and grandfather as Managing Director. He received both a business and technical training, at colleges, and in the departments of the factory and office. Commissioned before the last war in the Royal Engineers, Territorial Army, he served both with the Engineers and the Royal Artillery throughout the emergency. His service extended to India, eventually retiring in the rank of Major. He is a member of the Board of the Scottish Alliance of Master Printers and in March, 1958, was honoured by being elected Vice-President. He also serves on the Board of the British Federation of Master Printers and is a member of the National and Scottish Joint Industrial Councils. His spare time activities include photography, angling and curling.

Albert P. Peggie was elected to the Board in 1952 having served the Company since 1926 from office boy through all stages of the office organisation and management. During the war he served with the Royal Air Force. Now as General Manager, his experience, coupled with an intimate knowledge of both suppliers and customers, brings him into contact with most of the many thousands of orders which constantly pass through the hands of the Company. He has always been a keen follower of sport, first as a schoolboy footballer when he represented Scotland in International games and later as a cricketer. He too, is a curler.



JOHN BAYNE
A.C.I.S., A.C.W.A., *Secretary*



JAMES SWINTON
Works Manager



PETER D. MAIN
Head Clerk



ANDREW B. HEGGIE
Representative



PHILIP M. POW
Representative



WILLIAM G. MACKINTOSH
Representative

MANAGEMENT

AS has already been recorded the Management is headed by the Managing Director and General Manager. Many others, however, take responsibilities under them. On the financial side John Bayne, A.C.I.S., A.C.W.A., acts as Secretary and is in charge of all the accounting side as well as costing and production records. He takes an active interest in the recreational and welfare activities of the Company.

Peter D. Main is in charge of the general office and understudies Mr. Peggie in many office duties. His military service in the Royal Army Service Corps took him as far afield as Italy. His knowledge of paper, estimating and works routine brings him into regular contact with customers. As a pianist and church organist he has many interests in the world of music.

A key post in any organisation and particularly in a business such as this, is the Works Manager, the vital link between factory, office and customer. We are fortunate to have James Swinton in this post. One of our lithographic apprentices, he served during the war in Royal Engineers Survey on map production. There, latest methods and plant were available and he took every opportunity of studying each new development in every branch of the trade. As occasion arises he attends demonstrations and courses to ensure that he is kept well informed of present day methods so that in turn the factory keeps abreast with modern trends. In his spare time he is interested in gardening, angling and all forms of handicrafts.

To many of our customers their only contact with us is through our representatives. Andrew B. Heggie joined the Company before the first World War and is well known in many parts of Scotland.

His unfailing courtesy and good nature have built up and sustained much of the goodwill which we are enjoying to-day. He is an enthusiastic follower of football, an energetic member of the Kirkcaldy Ex-Service Club and a keen bowler.

Philip Pow started in the general office during the war and after a number of years in the Royal Navy was given extensive training as a representative. He has a good technical knowledge of the trade and having attended courses in office systems is particularly capable of dealing with enquiries of this kind. He has for many years been connected with the Boys' Brigade and until he resigned in 1958 was one of its most active and enthusiastic lieutenants.

William G. Mackintosh served his apprenticeship with the company as a letterpress printer. This practical knowledge and experience adequately qualifies him to advise our customers and answer their queries. After a period of military service in the Royal Army Ordnance Corps he returned to undergo training in general administration and take courses in office management and systems. His main outside interest is the Boys' Brigade, in which he serves as a lieutenant.



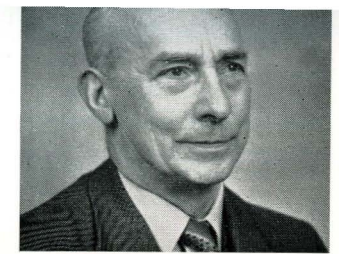
MISS J. THOMSON
Retail Sales Department

Miss Thomson is head of our retail department and is well known to all who call on us. Her ability to keep up with the fast changing trends of office equipment and sundries of all kinds is appreciated by those who deal with her.

The Factory is divided into units, the main divisions being decided by the trades and processes employed. Here we are lucky to have a first-class team who, with their assistants and staff, compose one of the finest organisations in the country.



DAVID WILSON
Artists



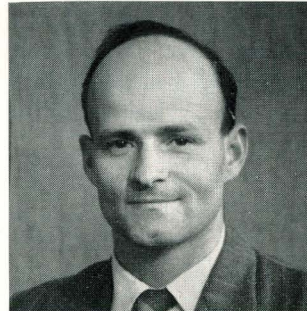
ALEXANDER JOHNSTON
Litho Process



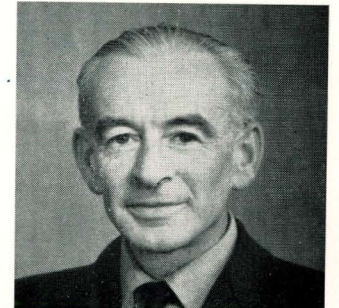
JOHN BEALL
Litho Machineroom



ERNEST LIPPIATT
Pattern Department



DAVID GARRIE
Compositors



GEORGE MARTIN
Letterpress Machineroom



ADAM POW
Bindery



JAMES SINCLAIR
*Paper Ruling and General Finishing
Departments*

THE FACTORY

As will be noted from the preceding pages, the buildings of the Company have extended considerably over the years. While this is more particularly true of the period prior to 1939, extensions have been made since and it does not mean any slowing down of expansion, far from it. During the years since the War the development of our technical resources has been without precedent. In nearly every part of the factory it has been necessary to completely re-organise the layout to accommodate new processes and machinery. This development continues and it would be most difficult indeed to produce a publication such as this which would be up to date for more than a few weeks.

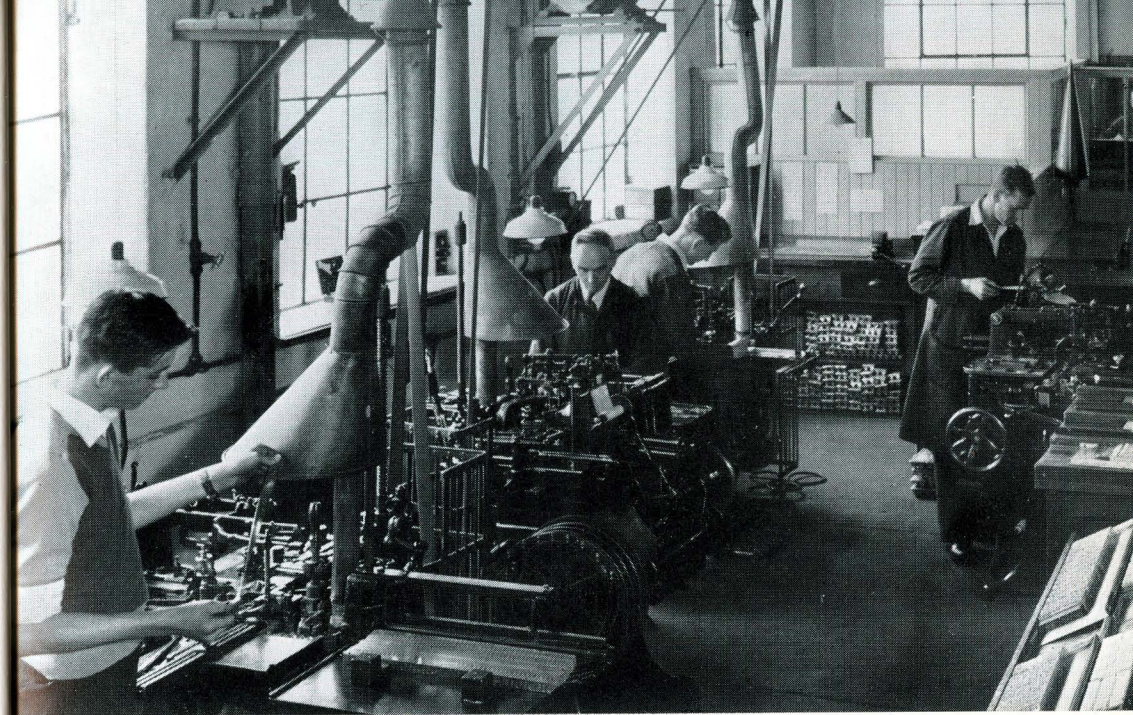
TYPESETTING

IN our typesetting department we have at our disposal nearly one hundred different styles of type, each in an average of five different sizes. The majority of this type is made in our foundry and in addition the smaller sizes are freshly cast and mechanically 'set' for every job.

In mechanical setting the letters, words and sentences are tapped out on a keyboard which records this information by making a series of perforations on a reel of special paper about 5 inches wide. This in turn is passed to the casting machine. The movements of the caster are then controlled by this tape and fresh letters are cast from molten metal, made up into words, lines, and so on to pages. As each letter is separately cast corrections are comparatively easy.

Type from these machines is then dealt with by the compositors who add any illustration blocks or display matter and prepare the complete 'forme' for the machine.

MECHANICAL TYPESETTING



TYPECASTING

COMPOSING ROOM



LETTERPRESS PRINTING

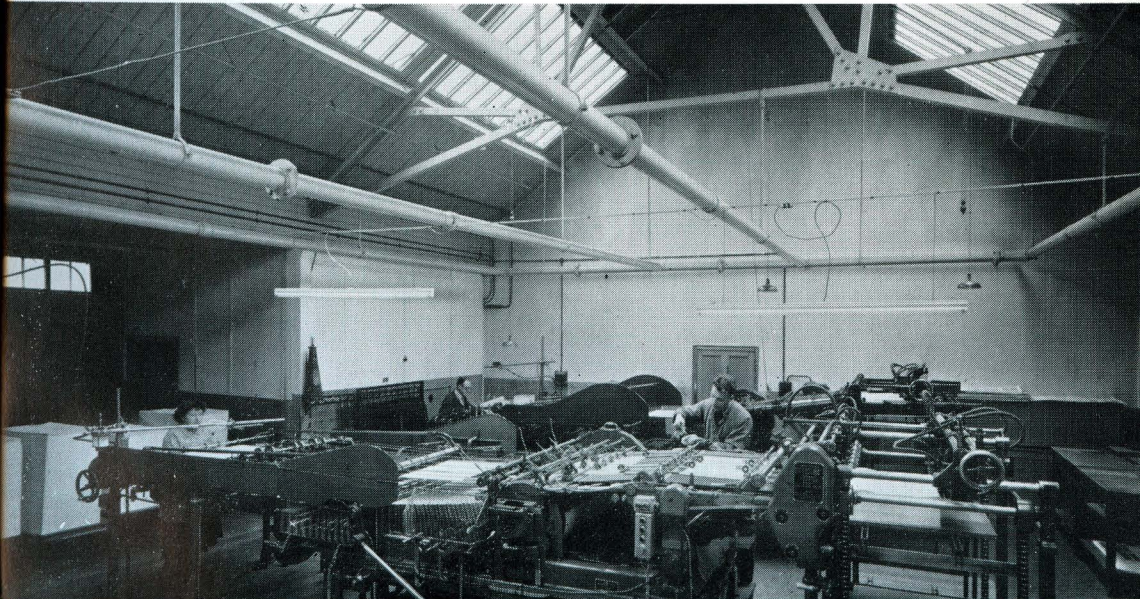
THE widest variety of printing from a few small calling cards to thousands of colour books or catalogues is the daily task of our letterpress printers. The 'forme' of type from the typesetting department is fitted in the printing machine and after careful preparation to ensure an even and sharp impression on the paper, the colour is matched and printing commences.

The machines vary both in size and design but primarily can be divided into two main groups. The smaller machines are used for printing envelopes, letterheads, cards, small leaflets, etc., and are described as platens because the paper, in printing, is carried on a flat surface or platen. In the case of the medium or large machines, the latter printing sheets of paper up to 25" × 40", the impression is taken on the paper as it is carried on a cylinder under which the type 'forme' passes.

SMALL AUTOMATIC PRINTING MACHINES



MEDIUM SIZED PRINTING MACHINES



LARGE PRINTING MACHINES

ARTISTS

IDEAS, sketches and finished drawings are prepared in our artist department. Primarily, however, the task of the artist is to prepare the working drawings for lithographic work and although the process camera has superseded many of their tasks we do require to reproduce a good deal of our specialist work by actually drawing the image to be printed, directly on to the lithographic plate or stone. This is generally called chromo lithography.

ARTISTS AND DESIGNERS



LITHOGRAPHY

SELDOM can one see to-day lithography being carried out in its basic form, that of printing from a flat polished stone. A number of such machines can be seen in our factory and are now used exclusively for printing special effects when reproducing linoleum patterns. We have, for a very long time been closely linked with this type of work and have built up a world wide reputation for high standard colour matching.

FLATBED LITHO MACHINES

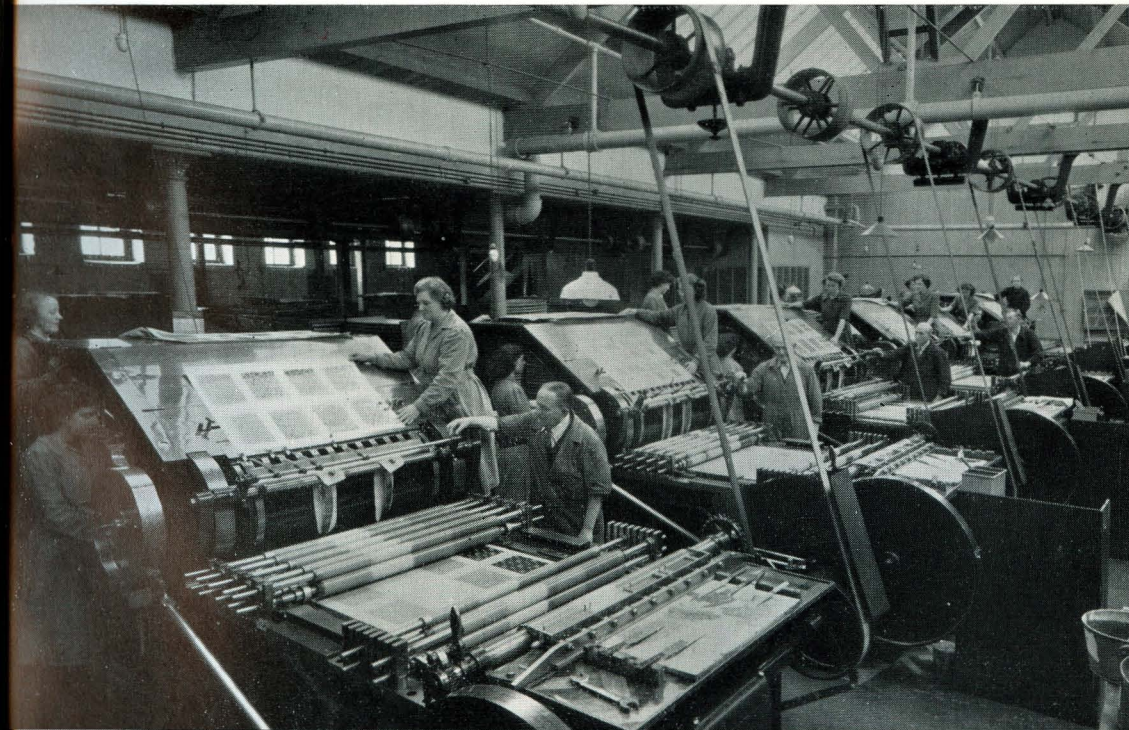
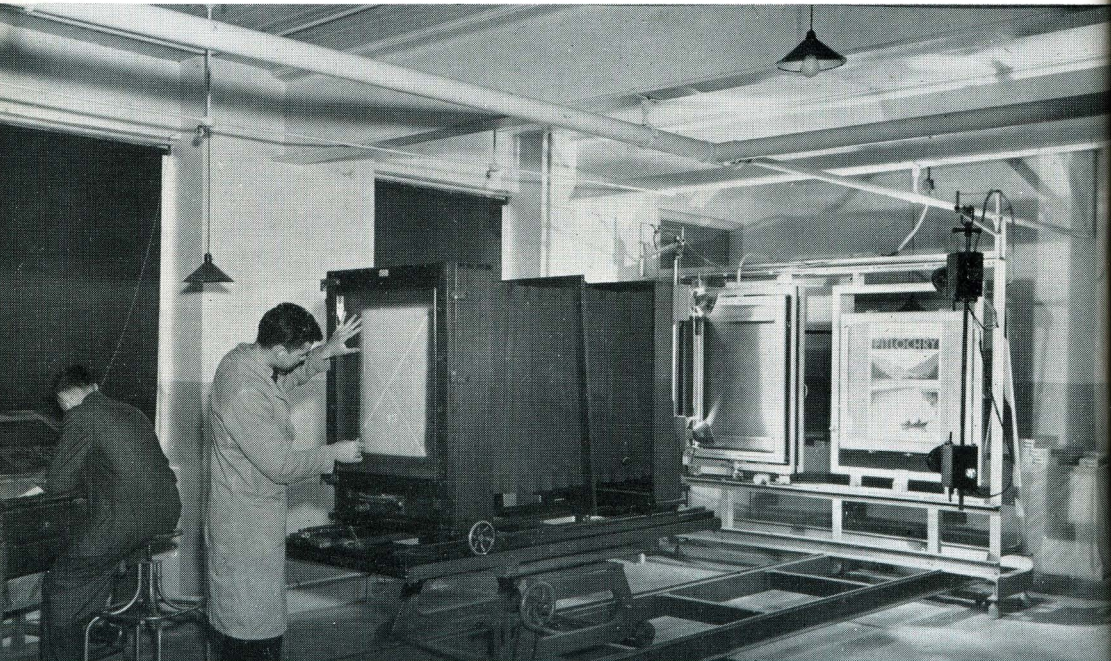


PHOTO LITHOGRAPHY

WITH the introduction of the camera, printing, and lithography in particular, has made great strides. Work which had at one time to be laboriously copied on to printing stones or plates is now photographed. The camera also does much of the work of separating the colours on original art work into their particular printing colours, and while it cuts out much of the work of the lithographic artist and indeed does much that the hand cannot do, it is still necessary for a good deal of hand correction and retouching to be carried out on the photographic plates.

PROCESS CAMERA



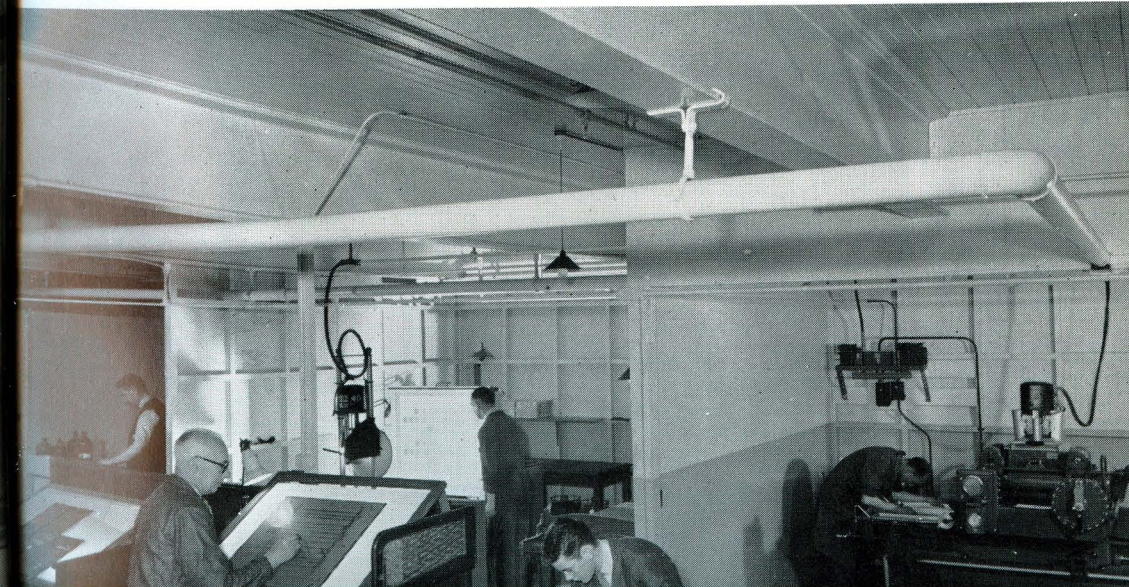
PROCESS CAMERA



PHOTO RETOUCHING

Once the photo plates are approved they pass to the lithographic plate making department where they are "printed down" by a photographic process directly onto the metal printing plates ready for the printing machine. One photographic negative can be stepped up many times in accurate register on our "printing down" machine which is one of the most modern of its kind.

PHOTO LITHO PLATEMAKING

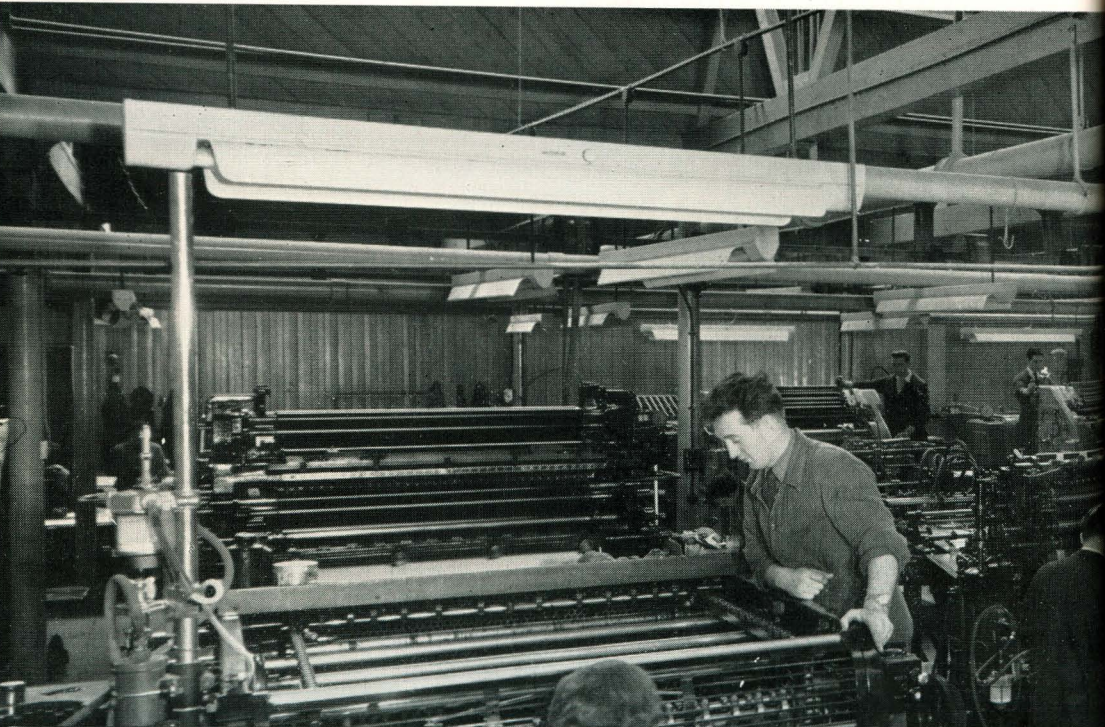


LITHOGRAPHIC PRINTING

THE printing plates, all made in our own factory, are proofed and then passed for printing on some of the most modern machines available to-day. The paper is fed into all these machines automatically and in the latest models at speeds of over 15 times that of the old machines printing from stone.

Here, as in the letterpress department, we carry out a very wide variety of work. In addition to the reproduction of linoleum and textile designs this department handles all forms of colour printing particularly where large quantities are required.

OFFSET LITHO MACHINES

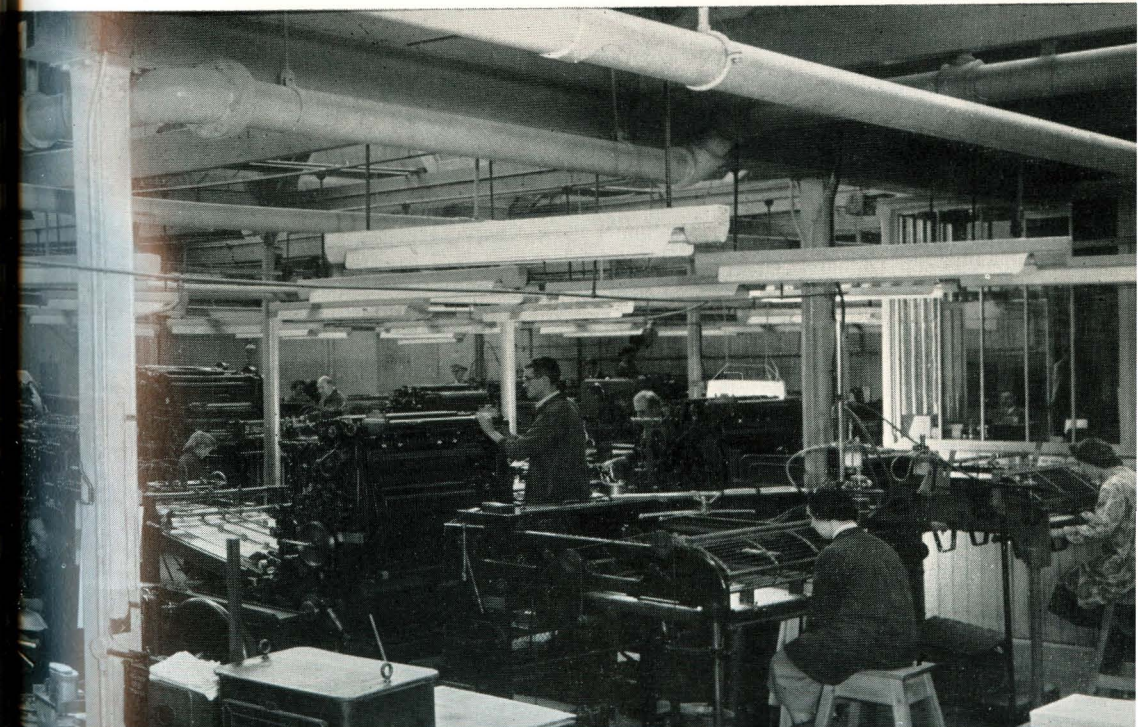


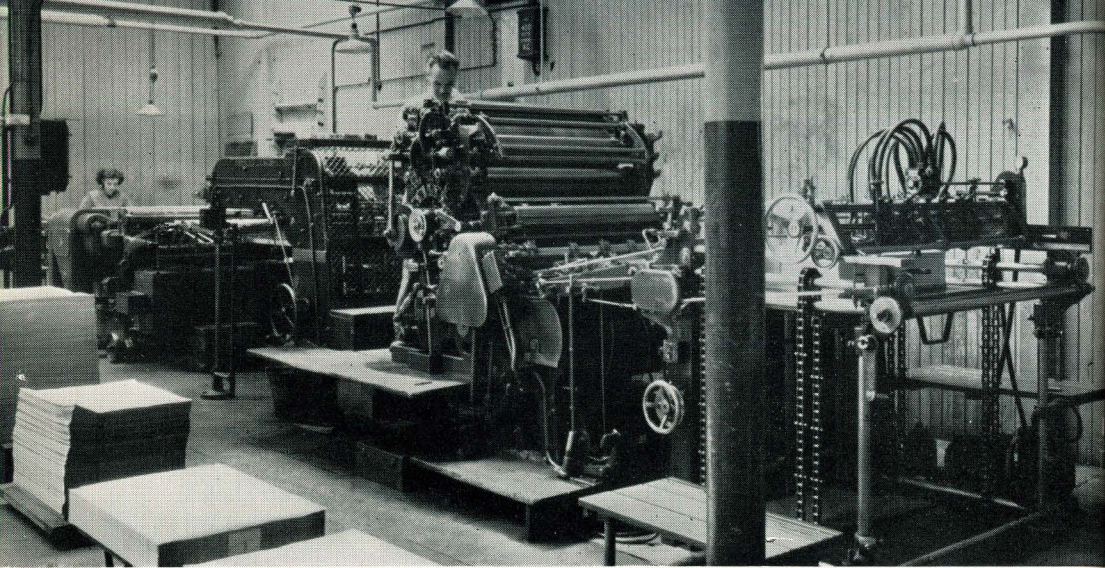
For example:

Folders and brochures	Cheques
Showcards and Posters	Greetings cards
Merchandise Tags and Labels	Book jackets
Bottle or tin labels	Calendars
Food wrappers	Noteheads and systems stationery
Maps (on War Office lists)	Share Certificates

In addition to printing in colour, it is often necessary to print in a metallic finish, such as silver or gold. Special inks can be used but more often a metallic dust is added to an adhesive base printed first on the lithographic machine. An illustration on page 26 shows a lithographic printing machine with the "bronzing" machine added to carry out this process.

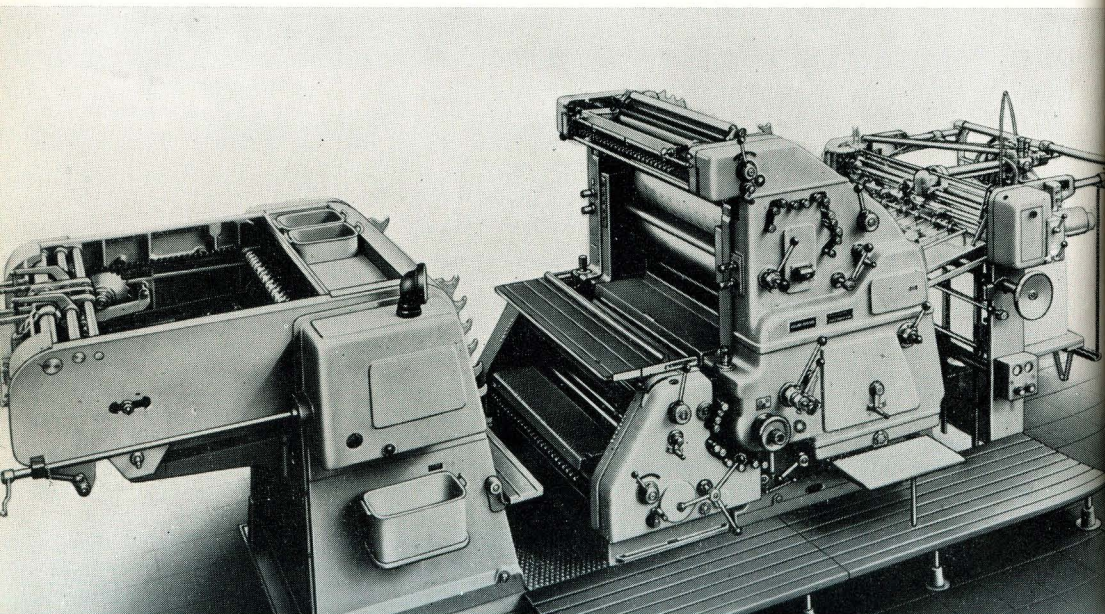
At the time of this publication going to press our latest machine is just under construction but when completed will be capable of printing at top speeds, two colours in the one operation. This machine is illustrated on the manufacturer's photograph on page 26.





OFFSET LITHO MACHINE FITTED WITH BRONZER

TWO COLOUR OFFSET LITHO MACHINE



PAPER CUTTING

PAPER is received from the paper mills and stored in our stock rooms in a variety of standard sized sheets. Often these sheets have to be cut down to smaller sizes before printing and this is carried out in our paper cutting department. After printing is completed the work returns to the cutting room for trimming to the required size. The illustration shows guillotines in operation and also bundles of paper being made even and checked prior to cutting. Trimming of books, forms and other printed matter which have to go through several finishing processes after printing, are usually given their final trim in the bindery or general finishing departments.

PAPER CUTTING



VARNISHING

WHERE a high gloss or protective surface is required on finished work such as showcards, labels, catalogue covers, etc., it is usually achieved by coating the printed work with varnish. This is done by spreading a coat of varnish on the printed sheet as it passes through the varnishing machine and then on a conveyor belt into drying ovens where it is quickly dried and set.

A more recent development is to laminate acetate sheeting on to the paper. This is used largely for catalogue or book covers and while it has several advantages over varnishing it is comparatively expensive.

PAPER VARNISHING



LABEL PUNCHING

LABELS are printed on large sheets with sometimes a hundred or more of the one label repeated on each sheet. The sheets of labels can be taken to the guillotines for cutting to finished size but more often they have to be made into shapes such as ovals, round cornered rectangles or fancy design, and, as a result, punching machines must be introduced. A number of sheets are placed in the machine and a shaped steel cutter is positioned over each label in turn and a heavy platen of the punching machine forces the punch through sheets cutting out the labels in bundles of 25 to 50 at a time. The same process is used for cutting merchandise tags.

LABEL PUNCHING



PAPER RULING

A PAPER ruling department is an essential part of the commercial printers' organisation. The jotter of the student, the shorthand notebook of the typist, the ledger of the cashier or the minute book of the secretary all rely on the paper ruler for their guiding lines. Many forms of stationery, including account books, analysis books, notebooks, bank pass books, invoices and loose leaf ledgers, require to be ruled. Paper being ruled, passes through the ruling machine on an endless blanket which carries it under rows of pens, ruling it as it travels. The sheets are held in position on the blanket by a series of endless threads. Where shortened lines are required an adjustable cam lifts and lowers the pens at the appropriate time.

PAPER RULING



BOOKBINDING

ALTHOUGH books to-day, especially where large quantities are required, are bound by machinery, a great deal of binding is still done by hand. In our binding department we carry out a wide variety of work but specialise in the binding of office stationery from the strongly bound account books with calf skin covers to lawyers' records, periodicals, office stationery of all sorts or handsome presentation volumes fittingly adorned with gold ornaments and lettering.

BOOKBINDING



GENERAL FINISHING

AS has been described earlier, a large amount of printed work requires further processing after the actual printing has been completed. In connection with office systems the illustration on this page shows loose leaf ledger sheets being round cornered and punched to fit the loose leaf binders; sets of forms being collated; receipts being strip gummed and a number of other similar operations.

With the increasing introduction into offices of all sizes of mechanical accounting, many machines and special tools have had to be introduced in order that we may be able to produce the accurate and quality stationery required for every type of accounting machine.

OFFICE SYSTEMS, FINISHING PROCESSES



The second photograph shows a part of the general finishing department where catalogue sections are being collated, pads of forms and booklets wire stitched, showcards assembled, and several other operations including machine perforating, cutting and folding.

In other sections of the finishing departments, materials such as linoleum, plastics and soft fabrics are made up into sample sets and folders.

All completed work is passed to the despatch department where all copies are inspected, counted, parcelled and labelled. One of our checking departments is illustrated overleaf and it may be seen from the photograph a little of the variety of general jobbing printing which passes through the factory daily. Large quantities of labels, leaflets, etc., are dealt with in another checking department.

Orders, packed and addressed, are then despatched by rail, road or sea. A large part of these deliveries we carry out ourselves with our own transport and the illustration overleaf shows our No. 1 loading bay in operation.

GENERAL FINISHING PROCESSES





CHECKING AND PACKAGING

DESPATCH

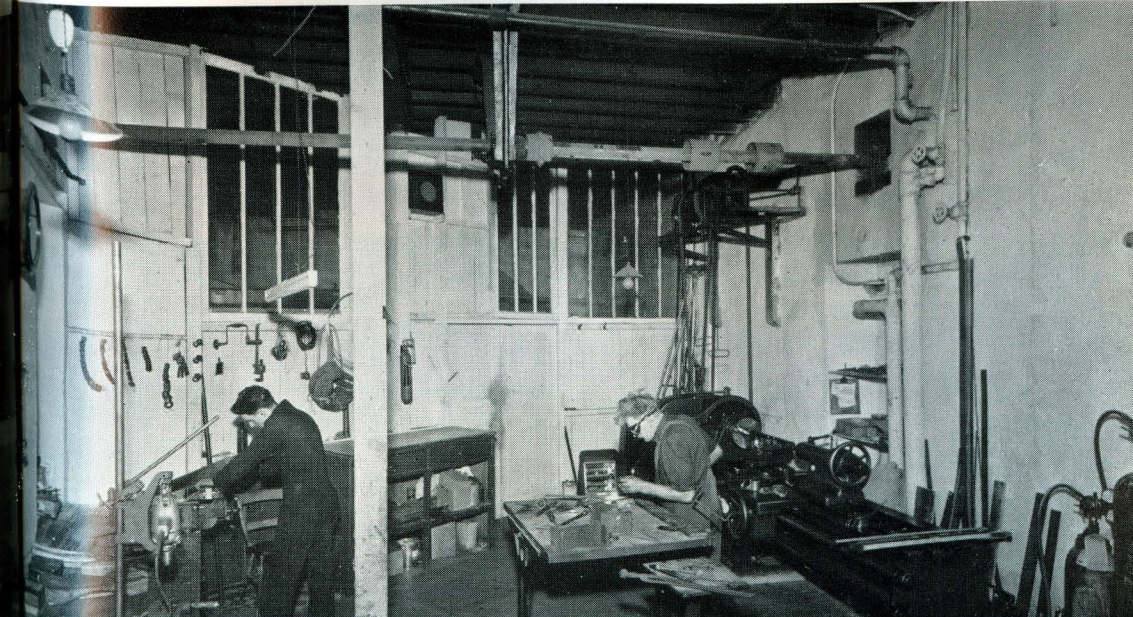


ENGINEERING DEPARTMENT

As will be seen from the pages of this book, there is a considerable amount of complicated machinery in our factory. Constant supervision and maintenance is essential and if a breakdown should occur it is equally important that repair be efficiently and quickly carried out. In our engineering department we are able to attend to both maintenance and repair. Indeed, the manufacture of auxiliary equipment, gadgets for machines, electrical extensions, modifications and replacements are all well within the means of this department.

Apart from bench tools it will be seen from the photograph that we are fully equipped with lathe and welding plant.

MAINTENANCE WORKSHOP



MAINTENANCE WORKSHOP

RETAIL DEPARTMENT

FOR many years we have had a retail business dealing with stationery sundries, but it was not until a few years ago that we extended into the field of office equipment. Nowadays our customers are not only able to have office forms and systems designed and printed by us but can purchase the equipment for dealing with them.

The opening of our new showroom in 1958 has further increased the facilities for dealing with office furnishings and equipment of all kinds. Now, extended stockrooms are sufficient to allow us to hold reasonable stocks of a very wide variety of office essentials such as:—

Typewriters	Filing Equipment
Desks	Cabinets and Chairs
Safes	Progress Charts

Addressing Machines

and the hundred and one sundries for the modern office.

RETAIL SHOWROOM



OUR MARK

IT is not recorded when first the triangle was used as our Trade Mark, nor, for that matter, is the reason for its choice. There is no doubt, however, that a general policy of the Company has always been to accept that to every business transaction there are three equal partners, the buyer, the seller and the producer. What better symbol than an equilateral triangle. It may be that from time to time our mark has been used in different ways, and will no doubt continue in the future to change with the mood; but always the sentiment will remain. It is fitting then that we conclude this chapter of our story by thanking the sales and clerical staffs for the efficient manner in which they have carried out their duties, sometimes under difficult circumstances, and pay special tribute to department overseers and operators for fine team work in the turning out of the very high class printing which is demanded from them and for which the Company has received many compliments and congratulations. Our grateful thanks also goes to the base on which all this must stand, our customers, without whom we would be non-existent.



Original Mark



One of the variations used during the last 20 years



Mark in use today

The names "ALCO", "FIFE" and "TOWNSEND" are used as trade names for many of our stationery items and paper.