

AUDIO VISUAL EDUCATION

Module IV

Duplicating Processes

Unit 3

Stencil Duplication.
-----Instructional Objectives:

1. Name the four essential elements for mimeographing.
2. State the basic principles of stencil duplication.
3. Name the three methods of preparing stencils.
4. State the position of ribbon when stencils are typed.
5. Identify the parts of a stencil duplicator.
6. Explain the special care to be taken while re-running a stencil to prevent creasing.
7. Prepare a stencil with illustration (by hand).
8. Explain the procedure for operating the 'Gestetner 320 Stencil duplicator' in the correct order.
9. Mount the stencil on 'Gestetner 320 stencil duplicator' and take 10 copies.

AUDIO VISUAL EDUCATION

Module IV

Duplicating processes

Unit 3

Stencil Duplication

Introduction:

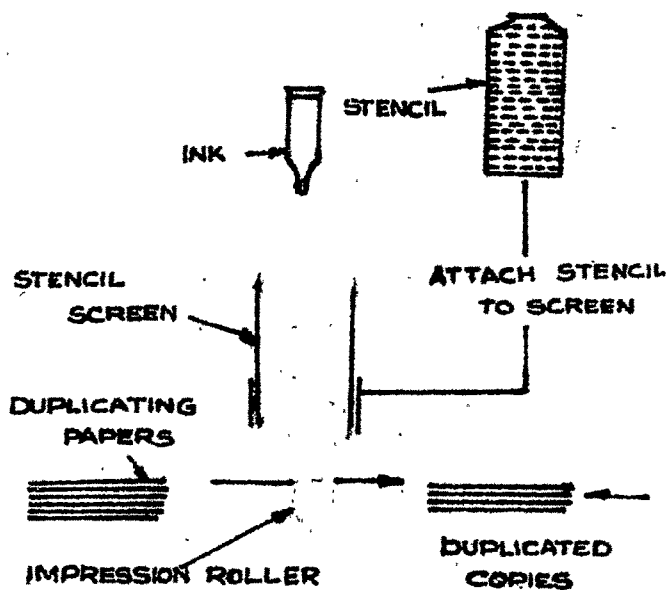
Stencil duplicating process is also called mimeographing. It has essentially four elements.

1. Stencil
2. Ink for duplicating
3. Paper for duplicating and
4. Duplicating machine

PRINCIPLES OF STENCIL
DUPLICATION.

1. The Stencil is typed, handwritten, drawn or electrically produced. (Electronic scanner)
2. It is placed on the outside of an inked cylinder.
3. The paper is passed between the cylinder and impression roller.
4. Ink flows from the screen passes through the stencil perforations
5. Impression fall on the duplicating paper and
6. You get the duplicated material

This is how you make copies using stencil duplicator of Gestetner make or similar machines.



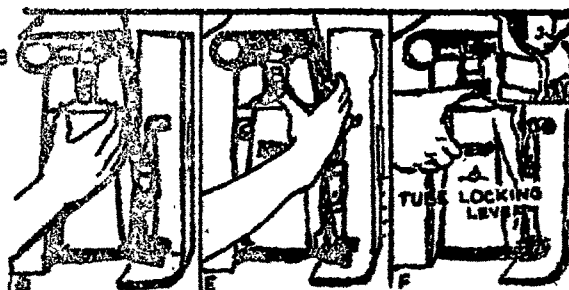
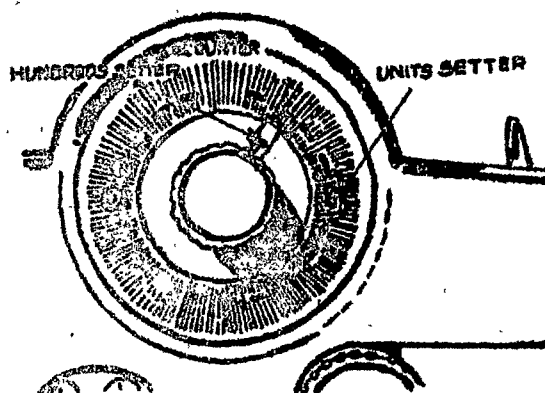
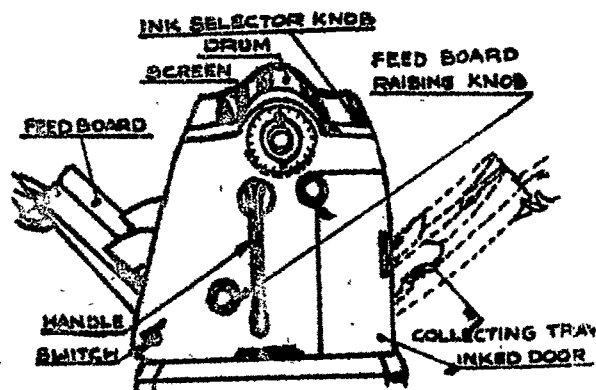
PREPARATION OF STENCILS MECHANICALLY

1. The stencil for duplication with Gestetner and other makes is essentially the same, consisting of a thin sheet with wax coating on the front side with a thick backing sheet.
2. For any text material to be copied, we can either type on the stencil or write on it with a stylus.
3. For typing, you shift your typewriter ribbon so that letters will strike directly on the stencil rather than on the ribbon. Alternatively you can remove the ribbon.
4. When you write on a stencil, use a stencil pad underneath or a hard surface like a glass sheet
5. When typing, insert the stencil, with the backing sheet and cushion sheet if supplied with the stencil. you may place a paper under the carbon sheet, with carbon facing the sheet, this will help you to get a carbon copy of what you make on the stencil.
6. Align and set typewriter margin. Align stencil corners and top evenly. Set typewriter side margins within markings printed in light ink on the stencil face. Observe top and bottom margin for the type of duplicating paper you have.
7. Type the stencil. Use firm touch. Be sure you do not make holes with o, a, c etc., with too much pressure.
8. Make corrections, while typing, if you notice. Otherwise you have to insert and check for horizontal and lateral alignments. Apply correction fluid over the error, allow it to dry, and re-type with touch lighter than your normal touch. Coat each character vertically. Sometimes, it may be necessary to use your nails or the back of your pen to slightly even the wax over the error portion.
9. You may write directly on the stencil, or add hand drawn illustrations. As said in (4) above, you may write using stylus. If you want to trace a drawing, you may place this over a lighted box with glass top and trace the drawing. You may use instruments and make direct drawings and sketches too. Preparation of stencils by Electronic scanner is dealt separately in Unit No. 4 of this module.

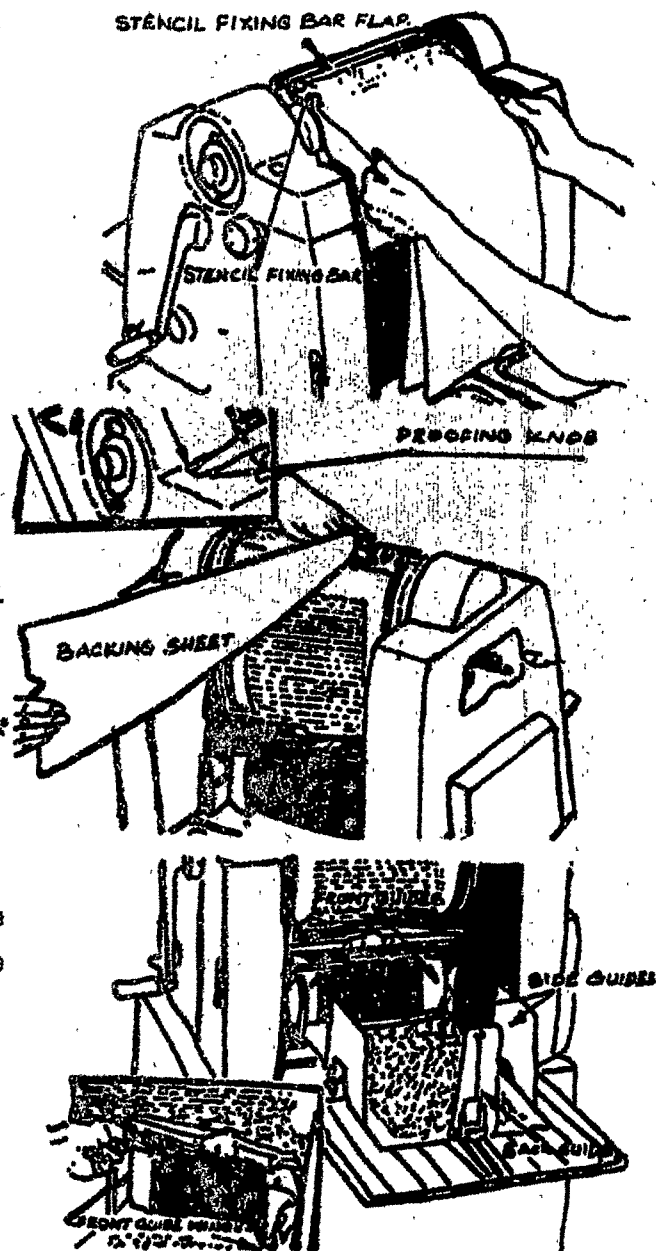
BASIC FEATURES OF A STENCIL DUPLICATOR.

Main parts of Gestetnor Duplicator.

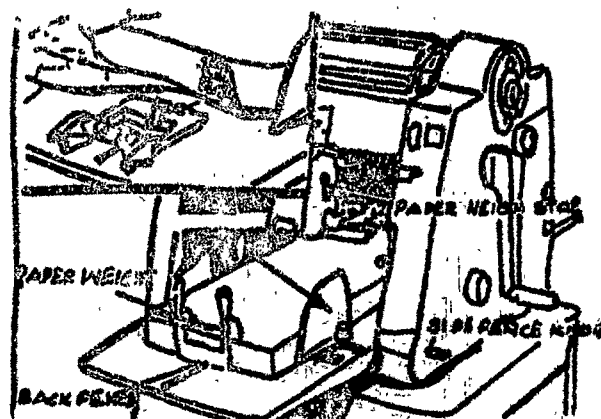
1. You have the feed board on one side to place papers to be duplicated and the collecting tray on the other end to receive the duplicated paper.
2. This machine can be operated manually with the handle or electrically. You have to connect power cord to socket before switching on. Depressing the switch will off the machine.
3. On the handle side we have near the base, the feed board raising knob, to raise the height of feed tray and on the right corner is the ink selector knob, to control flow of ink to the various position across the width of screen full width, centre, right or left of screen. A silk screen is fixed on to drum at the top.
4. You have the counter, which when set to a specified number, automatically gives you the desired number of copies. When the correct number of copies are taken the feeding of paper automatically stops.
5. You have the inker door. You will open this door and fit ink tube to the holder, and lock. This provides for the feeding of ink.



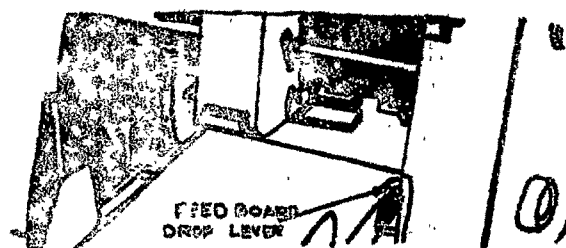
6. Ink is fed from the tube by operating an ink lever located above the inker door.
7. Stencil is usually fixed on the stencil fixing bar and this is attached to the drum. The bar can be brought to the top position by turning the handle. Fixing bar has studs which projects through the stencil head perforations. This helps for the correct holding and location of stencil on the drum.
8. The proofing knob placed on the top of the machine above the inker door helps to take proof on the backing sheet.
9. On the collecting tray there are two side guides and a back guide. This helps to stack the duplicated papers correctly on the collecting tray.



10. The feed board supplies paper to the machine. For the correct location of papers there are two side fences and a back fence. A paper weight is fitted on the back fence to hold the end of paper stack.



11. The feed board can be lowered by pressing the feed board drop lever. The feed board drop lever will automatically lower the feed board if there is no sufficient paper on the feed board.



AUDIO VISUAL EDUCATION

Module IV

Dupling Processes

Unit 3

Stencil Duplication

Time: 10 minutes

Practical Exercise No.44.

A. PROBLEM

Preparing hand written stencil for duplication.
Follow direction given under unit 3 of this
module.

B. EQUIPMENT & MATERIALS

1. Stencil
2. Stylus
3. Light box
4. Hard plate

C. POINTS FOR GRADING

1. Neat work
2. Layout
3. Uniformity

D. Deadline for the project: June 15th.

M IV/U 3/Pr.Ex. 44.

AUDIO VISUAL EDUCATION

Module IV

Duplicating Processes

Unit 3

Stencil Duplication

Time: .. minutes

Practical Exercise No: 45

A. PROBLEM

Operate Stencil Duplication (Gestetner 320)
and take 10 copies of the given stencil.

B. EQUIPMENT & MATERIALS

1. Gestetner Duplicator No.320.
2. Gestetner Ink tube
3. Duplicating paper
4. Prepared stencil
5. Used duplicating paper
6. Cotton waste

C. POINTS FOR GRADING

1. Making machine dready.
2. Fitting ink tube
3. Fitting stencil
4. Setting collecting tray and feed tray
5. Placing duplicating paper
6. Printing
7. Cleaning and packing up

D. Deadline for the project: June 15th

M IV/U 3/Pr.Ex.45.

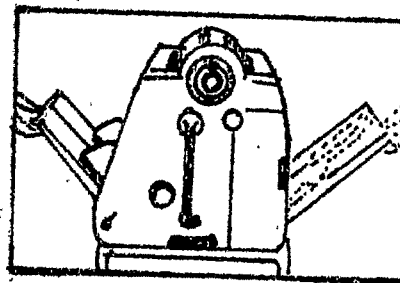
Module IV

Duplicating Processes

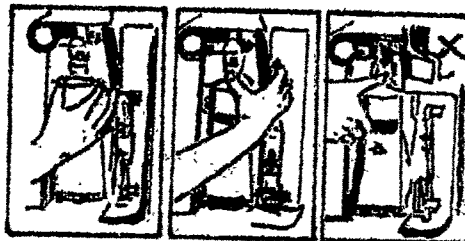
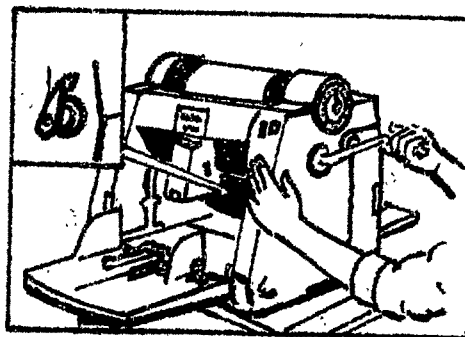
Practical Exercise No: 45

PERFORMANCE CHECK LIST FOR (CYCLOSTYLING) STENCIL DUPLICATINGPROCEDUREA. Ready Machine

1. Remove cover
2. Lower feed board and collecting tray.
3. Connect power plug to electric socket.
4. Check that feed lever is raised and give handle one complete clockwise turn to ensure feed mechanism is not operating.

B. INKING

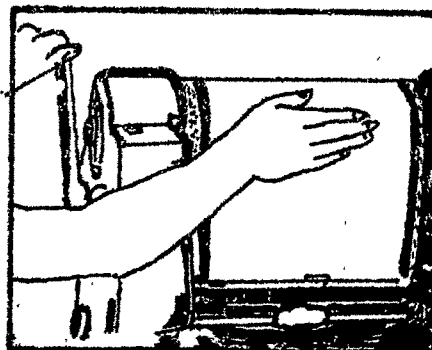
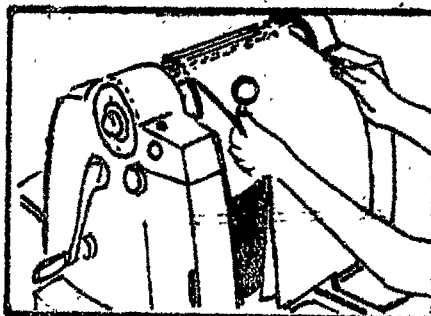
1. Open inker door
2. Raise tube locking lever
3. Hold ink tube by its shoulder and remove its cap.
4. Place crimped end in 'V' of tube support and
5. Press gently until tube nozzle is in level with tube holder
6. Insert tube nozzle into tube holder
7. Push nozzle fully into holder
8. Push tube locking lever fully downwards until roller is at extreme end of slot.
9. Close inker door.
10. Do not grip the tube or squeeze it.



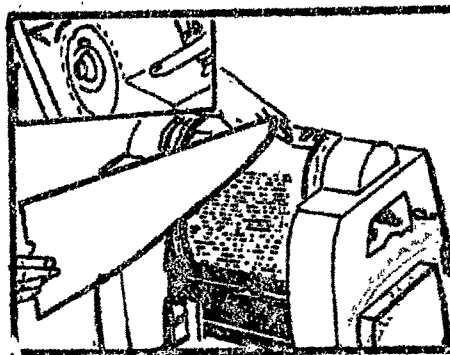
11. Turn ink selector to full width inking position- this is indicated by full blue line appearing on top of ink selector knob.
12. Start machine by switching on switch
13. Apply ink by moving ink lever , fully backwards and forwards with a slow, steady action. When ink is evenly distributed an even, thin film of ink will be visible, giving a slight sheen to the surface of the ink screen and then,
14. Switch off machine by depressing switch.

C. FITTING THE STENCIL

1. Turn handle clockwise until stencil fixing bar is at top of machine.
2. With typed side of stencil facing inwards, place tongue and top edge of stencil heading beneath fixing bar flap and
3. Ensure fixing bar studs project through stencil heading perforations.
4. Place right hand lightly on Backing sheet.
5. Turn handle slowly clockwise,
6. Keep right hand steady to maintain continual pressure over full length of backing sheet and
7. Stop turning when the handle is in its top position.
8. Turn back backing sheet, if stencil is creased re-lay it by holding the bottom end of stencil.
9. Depress proofing knob and
10. Turn handle slowly one complete rotation(clockwise) and

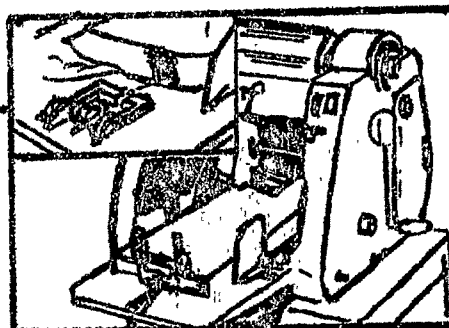
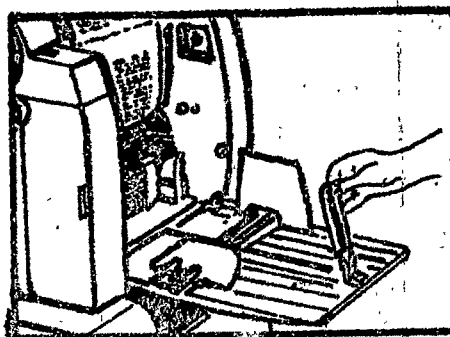


11. Release proofing knob
12. Turn handle to its stop position.
13. Turn back backing sheet and
14. Check that the copy is uniformly inked, if necessary repeat the operation till the inking is uniform and
15. Hold bottom edge of backing sheet, raise slightly outward and
16. Turn handle anticlockwise to the bottom position and tear off the backing sheet along perforated line.



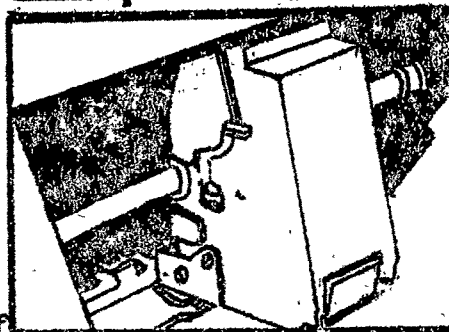
D. PREPARING COLLECTING TRAY AND FEEDBOARD.

1. Raise back and side guides of collecting tray and move them fully outwards.
2. Pull back fence of feedboard fully to rear.
3. Fan out paper and square it up to the original state.
4. Place paper on feedboard fully forward never place more paper on feedboard than will fit easily under paper height stop.
5. Adjust and position side fences.
6. Slide back fence towards paper to touch it and lower paper weight.
7. For quick reloading raise paper weight to top position and lay back fence horizontal on feed board.



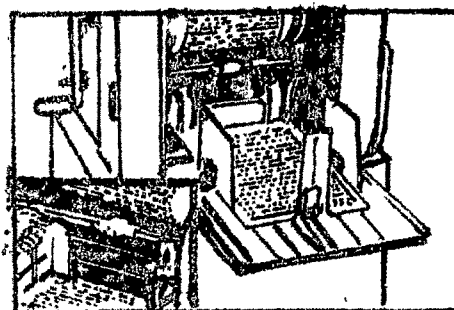
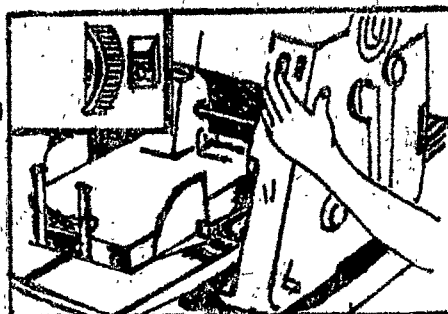
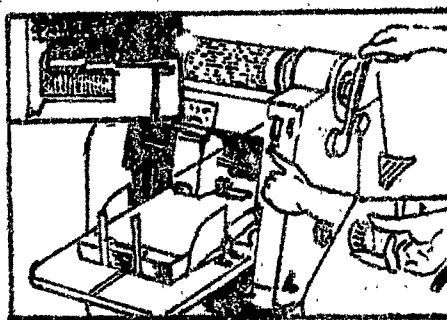
E. SETTING FEED UNIT

1. Check position of feed pressure lever.
2. For normal use set it at top of slot '+'.
 - 3. For light weight paper adjust feed pressure lever to bottom of slot '-'.
 - 4. For heavy weight paper adjust feed pressure lever to middle of slot '0'.



F. PRINTING FIRST COPY

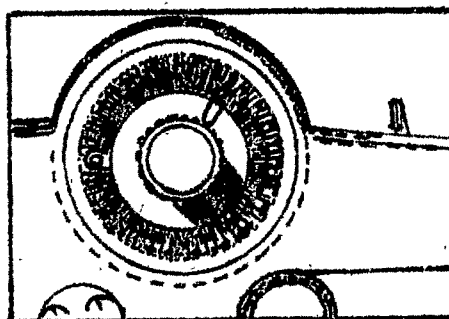
1. Raise feed board by turning feedboard raising knob until paper stack contacts paper height stop. The raising knob is automatically disengaged then
2. Depress the feed lever and
3. Slowly turn handle clockwise as soon as feed mechanism begins to operate
4. Raise feed lever whilst completing clockwise turn of handle.
5. The duplicated copy which is printed in the meantime during this process is collected in the tray.
6. Examine the correct position and the impression and
7. Adjust print height up or down by using print height adjuster knob.
8. Adjust side margin by moving paper stack across feedboard using the scale as a guide.
9. To set the collecting tray lay the edge of printed copy against front guide.
10. Move side guides to touch the sides of printed copy and lock.
11. Position the back guide to touch the top end of copy.
12. Raise front guide wings.



G. SETTING THE COUNTER

The counter has a hundred setter and a unit setter. To set for required copies say 1025 copies

1. Set hundred setter anticlockwise to hundreds required (one thousand) and
2. Turn unit setter anticlockwise to units required (twenty five)



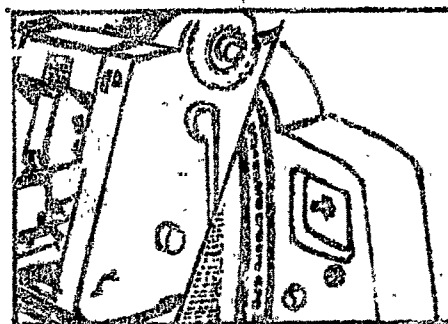
NOTE: When required number of copies has been printed

M V/3/Pr.Ex.45 (iv)

the counter will register zero and automatically stop feed mechanism.

H. PRINTING COPIES

1. Select speed of machine raise speed switch for fast speed and lower for slow speed.
2. Start machine by raising switch.
3. Depress feed lever to commence printing.



IMPORTANT: Don't change speed of machine before raising feed lever.

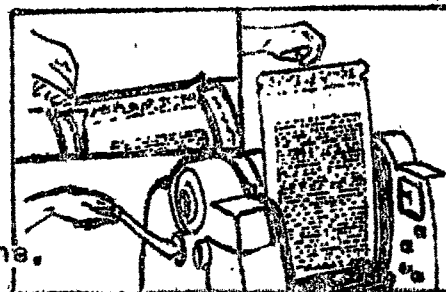
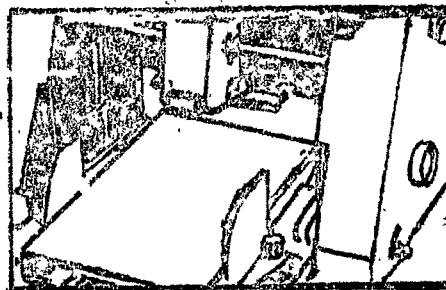
To stop machine while printing
FIRST RAISE FEED LEVER AND THEN
DEPRESS SWITCH.

Watch copies as are printed to ensure machine remains adequately inked. When necessary apply ink by operating ink lever.

When paper on feedboard is almost exhausted the feed mechanism stops and the feed board drops to its bottom position. Switch off the machine and remove copies from the collecting tray.

I. TO CLOSE THE MACHINE

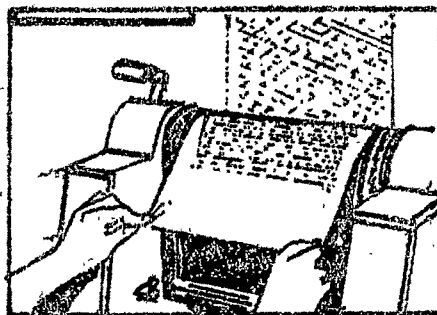
1. Depress the feedboard raising knob.
2. Remove paper slide back fence fully forward below feed unit.
3. Lower paper weight and
4. Lay back fence backward, horizontal on to feedboard.
5. Turn handle clockwise until stencil fixing bar is at top of machine.
6. Lift up stencil fixing bar flap,
7. Release stencil heading from studs and
8. Detach flap
9. Turn handle clockwise and remove stencil from the machine.
10. Turn handle to bottom position and fold inwards.



11. Fold back and side guides of collecting tray inwards.
12. Close up feedboard and collecting tray and
13. Replace the cover.

J. RE-RUNNING OF USED STENCILS

1. Ink machine and attach stencil as discussed earlier.
2. Turn handle until stencil fixing bar is in line with feed mechanism.
3. Grip bottom of stencil and hold it upright and then
4. Lay it evenly on ink screen over its entire length.
5. Remove any creases by lifting bottom of stencil with right hand and relaying stencil slowly on ink screen.
6. Turn handle little at a time and stretchout any crease with fingers of left hand.



NOTE: Do not depress proofing knob.

AUDIO VISUAL EDUCATION

Module IV

Duplicating Processes

Pr. Ex.45: Operating Stencil Duplicator

The check list given under is not in a sequence. Number 1,2,3 ... against each step in the correct sequence, and sub-heads A,B,C and D separately.

A. READY MACHINE:

- ☐ a. Connect power plug to electrical socket.
- ☐ b. Check, that feed lever is raised and give handle, one complete clockwise turn, to ensure feed mechanism is not operating.
- ☐ c. Remove cover.
- ☐ d. Lower feed board and collecting tray

B. INKING:

- ☐ a. Hold ink tube by its shoulder and remove its cap.
- ☐ b. Insert tube nozzle in a tube holder.
- ☐ c. Place crimped end in 'V' of tube support.
- ☐ d. Open inker door.
- ☐ e. Push tube locking lever fully downwards until roller is at extreme end of slot.
- ☐ f. Push nozzle fully into holder.
- ☐ g. Raise tube locking lever.
- ☐ h. Press gently until tube nozzle is in level with tube holder.
- ☐ i. Do not grip the tube or squeeze it.
- ☐ j. Close inker door.
- ☐ k. Switch off machine by depressing switch.
- ☐ l. Start machine by switching on switch
- ☐ m. Apply ink by moving ink lever, fully backwards and forwards with a slow, steady action. When ink is evenly distributed an even, thin film of ink will be visible, giving a slight sheen to the surface of the ink screen and then,

- _____ n. Turn ink selector to full width inking position-this is indicated by full blue line appearing on top of ink selector knob

C. FITTING THE STENCIL

- _____ a. Ensure fixing bar studs project through stencil heading perforations.
- _____ b. Turn back, backing sheet, if stencil is creased, re-lay it by holding the bottom of stencil
- _____ c. Release proofing knob.
- _____ d. Turn handle anticlockwise to the bottom position and tear off the backing sheet along perforated line.
- _____ e. Check that the copy is uniformly inked, if necessary repeat the operation till the inking is uniform.
- _____ f. Turn handle slowly one complete rotation (clockwise)
- _____ g. Keep right hand steady to maintain continual pressure over full length of backing sheet.
- _____ h. Hold bottom edge of backing sheet, raise slightly outward.
- _____ i. Turn handle clockwise until stencil fixing bar is at top of machine.
- _____ j. Turn back backing sheet.
- _____ k. With typed side of stencil facing inwards, place tongue and top edge of stencil heading beneath fixing bar flap.
- _____ l. Place right hand lightly on backing sheet.
- _____ m. Stop turning when the handle is in its top position.
- _____ n. Turn handle to its stop position.
- _____ o. Depress proofing knob and
- _____ p. Turn handle slowly clockwise.

D. PREPARING COLLECTING TRAY AND FEEDBOARD

- _____ a. For quick re-loading raise paper weight to top-position and lay back fence horizontal on feed board.
- _____ b. Adjust and position side fences.
- _____ c. Pull back fence of feedboard fully to rear.
- _____ d. Slide back fence towards paper to touch it and lower paper weight.

- _____ e. Raise back and side guides of collecting tray and move them fully outwards.
- _____ f. Place paper on feedboard fully forward, never place more paper on feedboard than will fit easily under paper height stop.
- _____ g. Fan out paper and square it up to the original state.

E. SETTING FEED UNIT:

- _____ a. For light weight paper adjust feed pressure lever to bottom of slot '-'
- _____ b. For normal use set it at top of slot '+'.
↓
- _____ c. Check position of feed pressure lever.

F. PRINTING FIRST COPY:

- _____ a. Adjust side margin by moving paper stack across feedboard using the scale as a guide.
- _____ b. To set the collecting tray lay the edge of printed copy against front guide.
- _____ c. Position the back guide to touch the top end of copy.
- _____ d. Move side guides to touch the sides of printed copy and lock.
- _____ e. Raise front guide wings.
- _____ f. Raise feed lever whilst completing clockwise turn of handle.
- _____ g. Depress the feed lever and
- _____ h. Examine the correct position and the impression.
- _____ i. Raise feed board by turning feed board raising knob until paper stack contacts paper height stop. The raising knob is automatically disengaged then.
- _____ j. Adjust print height up or down by using print height adjuster knob.
- _____ k. Slowly turn handle clockwise as soon as feed mechanism begins to operate.
- _____ l. The duplicated copy which is printed in the meantime during this process is collected in the tray.

G. SETTING THE COUNTER:

- _____ a. Turn unit setter anti-clockwise to units required (twenty five)
- _____ b. Set hundred setter anti-clockwise to hundreds required (one thousand) and

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H. PRINTING COPIES:

- _____ a. Start machine by raising switch.
- _____ b. Depress feed lever to commence printing.
- _____ c. Select speed of machine - raise speed switch for fast speed and lower for slow speed.

I. TO CLOSE THE MACHINE:

- _____ a. Turn handle clockwise and remove stencil from the machine.
- _____ b. Turn handle to bottom position and fold inwards.
- _____ c. Close up feedboard and collecting tray.
- _____ d. Fold back and side guide of collecting tray inwards.
- _____ e. Replace the cover.
- _____ f. Release stencil heading from studs.
- _____ g. Lay back fence backward, horizontal on to feedboard.
- _____ h. Lift up stencil fixing bar flap.
- _____ i. Depress the feedboard raising knob.
- _____ j. Remove paper slide back fence fully forward below feed unit.
- _____ k. Turn handle clockwise until stencil fixing bar is at top of machine.
- _____ l. Detatch flap.
- _____ m. Lower paper weight.

J. RE-RUNNING OF USED STENCILS:

- _____ a. Turn handle little at a time and stretch out any creases with fingures of left hand.
- _____ b. Lay it evenly on ink screen over its entire length.
- _____ c. Turn handle until stencil fixing bar is in line with feed mechanism.
- _____ d. Remove any creases by lifting bottom of stencil with right hand and relaying stencil slowly on ink screen.
- _____ e. Ink machine and attach stencil as discussed earlier.
- _____ f. Grip bottom of stencil and hold it upright and then.

KEY

Module IV

Duplicating Processes

Pr. Ex. 45. Operating Stencil Duplicator

The following check list given under is not in a sequence. Number 1,2,3... against each step in the correct sequence, for sub-heads A,B,C and D separately;

A. READY THE MACHINE

- 3 a. Connect power plug to electric socket.
- 4 b. Check that feed lever is raised and give handle one complete clockwise turn to ensure feed mechanism is not operating.
- 1 c. Remove cover.
- 2 d. Lower feed board and collecting tray.

B. INKING:

- 3 a. Hold ink tube by its shoulder and remove its cap.
- 6 b. Insert tube nozzle into tube holder
- 4 c. Place crimped end in 'V' of tube support and
- 1 d. Open inker door
- 8 e. Push tube locking lever fully downwards until roller is at extreme end of slot.
- 7 f. Push nozzle fully into holder.
- 2 g. Raise tube locking lever.
- 5 h. Press gently until nozzle is in level with tube holder.
- 10 i. Do not grip the tube or squeeze it.
- 9 j. Close inker door.
- 14 k. Switch off machine by depressing switch.
- 12 l. Start machine by switching on switch
- 13 m. Apply ink by moving ink lever ..., fully backwards and forwards with a slow, steady action. When ink is evenly distributed an even, thin film of ink will be visible, giving a slight sheen to the surface of the ink screen and then,

- 11 n. Turn ink selector to full width inking position-this is indicated by full blue line appearing on top of ink selector knob

C. FITTING THE STENCIL

- 3 a. Ensure fixing bar studs project through stencil heading perforations.
- 8 b. Turn back backing sheet, if stencil is creased re-lay it by holding the bottom end of stencil.
- 11 c. Release proofing knob.
- 1 d. Turn handle anti-clockwise to the bottom position and tear off the backing sheet along perforated line.
- 14 e. Check that the copy is uniformly inked, if necessary repeat the operation till the inking is uniform.
- 10 f. Turn handle slowly one complete rotation (clockwise)
- 6 g. Keep right hand steady to maintain continual pressure over full length of backing sheet.
- 15 h. Hold bottom edge of backing sheet, raise slightly outward.
- 16 i. Turn handle clockwise until stencil fixing bar is at top of machine.
- 13 j. Turn back backing sheet.
- 2 k. With typed side of stencil facing inwards, place tongue and top edge of stencil heading beneath fixing bar flap.
- 4 l. Place right hand lightly on backing sheet.
- 7 m. Stop ~~turning~~ when the handle is in its top position.
- 12 n. Turn handle to its stop position.
- 9 o. Depress proofing knob and
- 5 p. Turn handle slowly clockwise.

D. PREPARING COLLECTING TRAY AND FEEDBOARD

- 7 a. For quick reloading raise paper weight to top position and lay back fence horizontal on feed board.
- 5 b. Adjust and position side fences
- 2 c. Pull back fence of feedboard fully to rear.
- 6 d. Slide back fence towards paper to touch it and lower paper weight.

- 1 e. Raise back and side guides of collecting tray and move them fully outwards.
- 4 f. Place paper on feedboard fully forward never place more paper on feedboard than will fit easily under paper height stop.
- 3 g. Fan out paper and square it up to the original state.

E. SETTING FEED UNIT

- 3 a. For light weight paper adjust feed pressure lever to bottom of slot '-'
- 2 b. For normal use set it at top of slot '+'
- 1 c. Check position of feed pressure lever.

F. PRINTING FIRST COPY

- 8 a. Adjust side margin by moving paper stack across feedboard using the scale as a guide.
- 9 b. To set the collecting tray lay the edge of printed copy against front guide.
- 11 c. Position the back guide to touch the top end of copy.
- 10 d. Move side guides to touch the sides of printed copy and lock.
- 12 e. Raise front guide wings.
- 4 f. Raise feed lever whilst completing clockwise turn of handle.
- 2 g. Depress the feed lever and
- 6 h. Examine the correct position and the impression.
- 1 i. Raise feed board by turning feed board raising knob until paper stack contacts paper height stop. The raising knob is automatically disengaged
- 7 j. Adjust print height up or down by using print height adjuster knob.
- 3 k. Slowly turn handle clockwise as soon as feed mechanism begins to operate.
- 5 l. The duplicated copy which is printed in the meantime during this processes is collected in the tray

G. SETTING THE COUNTER

- 2 a. Turn unit setter anti-clockwise to units required (twenty five).
- 1 b. Set hundred setter anti-clockwise to hundreds required (one thousand) and

H. PRINTING COPIES

- 2 a. Start machine by raising switch.
- 3 b. Depress feed lever to commence printing.
- 1 c. Select speed of machine - raise speed switch for fast speed and lower for slow speed.

I. TO CLOSE THE MACHINE

- 9 a. Turn handle clockwise and remove stencil from the machine.
- 10 b. Turn handle to bottom position and fold inwards.
- 12 c. Close up feedboard and collecting tray.
- 11 d. Fold back and side guides of collecting tray inwards.
- 13 e. Replace the cover.
- 7 f. Release stencil heading from studs.
- 4 g. Lay back fence backward, horizontal on to feedboard.
- 6 h. Lift up stencil fixing bar flap.
- 1 i. Depress the feedboard raising knob.
- 2 j. Remove paper slide back fence fully forward below feed unit.
- 5 k. Turn handle clockwise until stencil fixing bar is at top of machine.
- 8 l. Detach flap.
- 3 m. Lower paper weight.

J. RE-RUNNING OF USED STENCILS

- 6 a. Turn handle little at a time and stretch out any creases with fingers of left hand.
- 4 b. Lay it evenly on ink screen over its entire length.
- 2 c. Turn handle until stencil fixing bar is in line with feed mechanism.
- 5 d. Remove any creases by lifting bottom of stencil with right hand and relaying stencil slowly on ink screen.
- 1 e. Ink machine and attach stencil as discussed earlier.
- 3 f. Grip bottom of stencil and hold it upright and then.

CRITERION TEST

Module IV

Duplicating Processes

Unit 3

Stencil Duplication

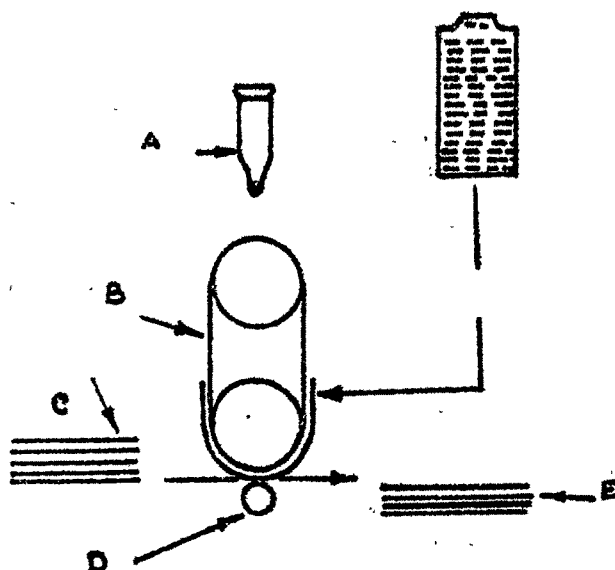
1. The four essential items for making mimeography copies are

- a. _____ b. _____
c. _____ d. _____

2. Three methods of stencil preparation are

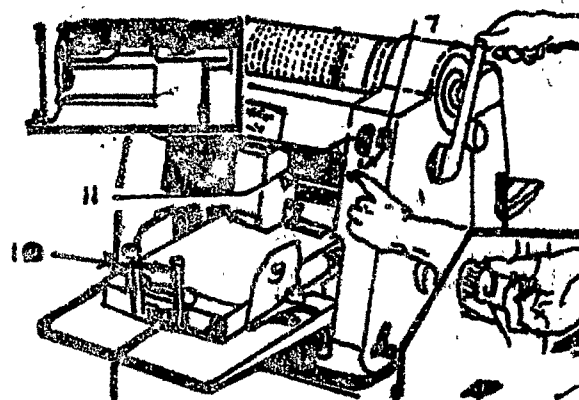
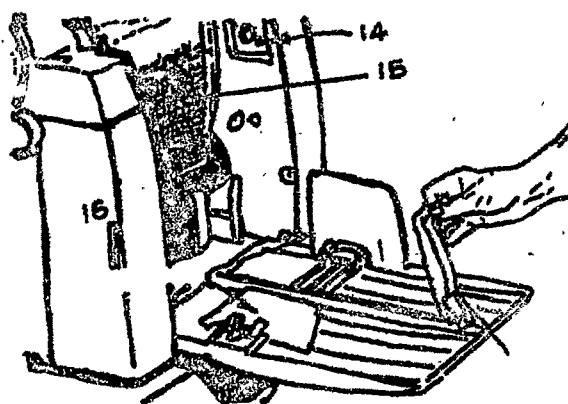
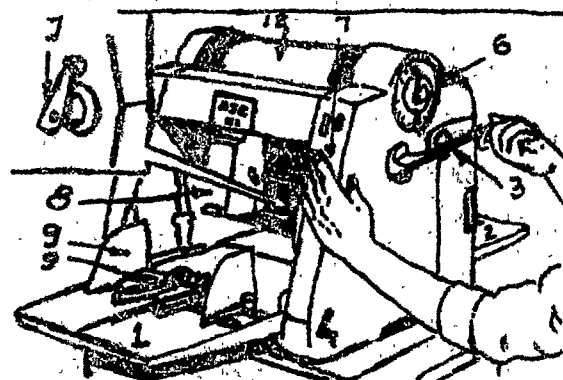
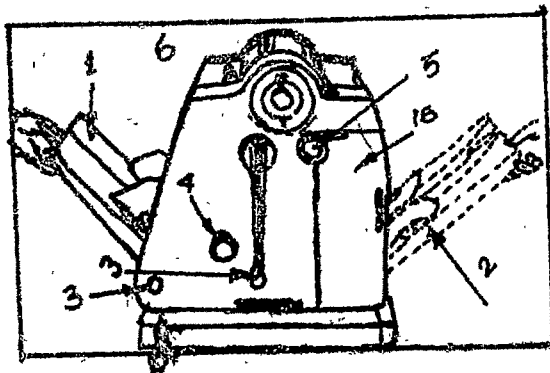
- a. _____
b. _____
c. _____

3. The sketch below is a schematic diagram showing the principle of stencil duplication. Indicate the following names by placing the correct letter against each name.



- ____ 1. Stencil attached to the screen
____ 2. Ink
____ 3. Impression roller
____ 4. Duplicating paper
____ 5. Duplicated copies.

4. The kind of paper used for preparing spirit duplicating master is- (indicate the correct response with a tick against the letters)
- ☐ a. Wax coated paper.
 - ☐ b. tissue paper
 - ☐ c. tracing paper
 - ☐ d. glazed paper
5. Diagrams are hand drawn on a stencil using-
- ☐ a. copying pencil
 - ☐ b. H.B.Pencil
 - ☐ c. ball point pen
 - ☐ d. stylus
6. While preparing a stencil using typewriter for stencil duplication, the typewriter ribbon position is kept in
- ☐ a. normal
 - ☐ b. neutral
 - ☐ c. red colour
 - ☐ d. black colour
7. Select the best material on which you may place the stencil while making hand drawn diagrams.
- ☐ a. rubber pad
 - ☐ b. backing sheet of stencil
 - ☐ c. hard board
 - ☐ d. glass
8. The sketch below is of a stencil duplicator. Some of its parts are marked as 1,2,3, Against the names given below write the corresponding number.



- _____ feed board raising knob
- _____ collecting tray
- _____ ink selector
- _____ Print height adjuster
- _____ handle
- _____ counter

- _____ stencil drum
- _____ feed unit
- _____ feed lever
- _____ back guide
- _____ side guide
- _____ feed board.

AUDIO VISUAL EDUCATION

KEY

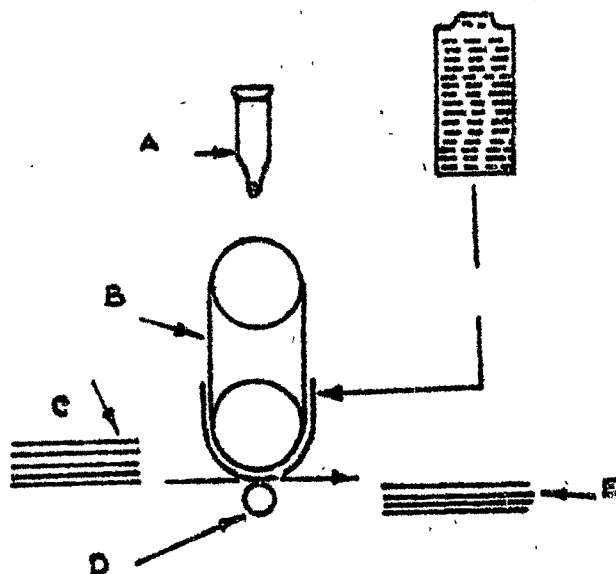
Module IV

Duplicating Processes

Unit 3

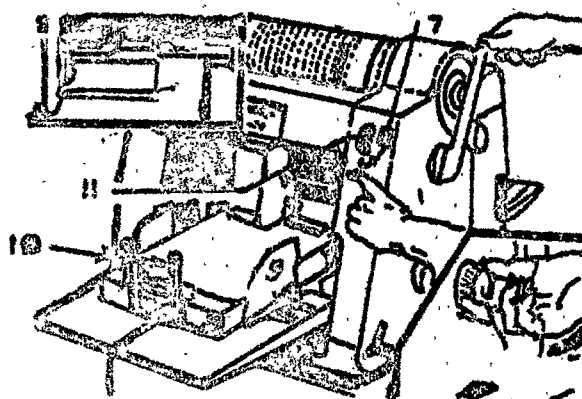
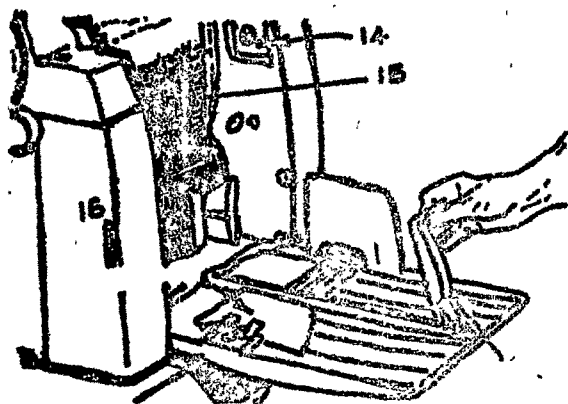
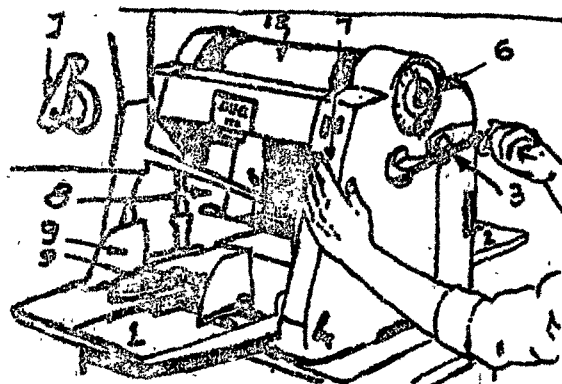
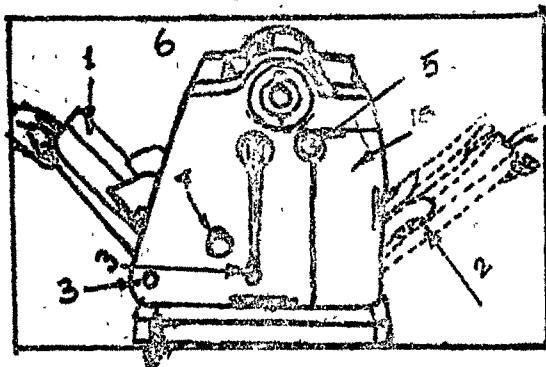
Stencil Duplication

1. The four essential items for making mimeography copies are
 - a. Duplicator
 - b. Stencil
 - c. Ink
 - d. Duplicating paper
2. Three methods of stencil preparation are
 - a. Hand written
 - b. Type written
 - c. Scanning
3. The sketch below is a schematic diagram showing the principle of stencil duplication. Indicate the following names by placing the correct letter against each name.



- B 1. Stencil attached to the screen
A 2. Ink
D 3. Impression roller
C 4. Duplicating paper
E 5. Duplicated copies.

4. The kind of paper used for preparing spirit duplicating master. is ---- (indicate the correct response with a tick against the letter).
- ☐ a. wax coated paper
 - ☐ b. tissue paper
 - ☐ c. tracing paper
 - ☒ d. glazed paper
5. Diagrams are hand drawn on a stencil using
- ☐ a. copying pencil
 - ☐ b. H.B.Pencil
 - ☐ c. Ballpoint pen
 - ☒ d. stylus
6. While preparing a stencil using typewriter for stencil duplication, the typewriter ribbon position is kept in
- ☐ a. normal
 - ☒ b. neutral
 - ☐ c. red colour
 - ☐ d. ribbon removed position
7. Select the best material on which you may place the stencil while making hand drawn diagrams.
- ☐ a. rubber pad
 - ☒ b. backing sheet of stencil
 - ☐ c. hard board
 - ☐ d. glass
8. The sketch given on the next page is of a stencil duplicator.
- Some of its parts are marked as 1,2,3,.....
- Against the names given hereunder write the corresponding number of the part.



4 feed board raising knob

2 collecting tray

5 ink selector

11 Print height adjuster

3 handle

6 counter

12 stencil drum

8 feed unit

7 feed lever

10 back guide

9 side guide

1 feed board.

M IV/3/KCT-3