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# INTERNATIONAL STANDARD



# 2133

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## Stencils for duplicators — Minimum overprint and attachment features

*Stencils pour duplicateurs — Impressions minimales et dispositifs d'accrochage*

Second edition — 1976-08-15

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**Descriptors** : office machines, stencils, specifications, layout, dimensions.

## FOREWORD

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Draft International Standards adopted by the Technical Committees are circulated to the Member Bodies for approval before their acceptance as International Standards by the ISO council.

International Standard ISO 2133 was drawn up by Technical Committee ISO/TC 95, *Office machines*. This second edition was circulated to the Member Bodies in March 1975.

It has been approved by the Member Bodies of the following countries:

Bulgaria	Ireland	United Kingdom
Czechoslovakia	Italy	U.S.S.R.
France	Romania	Yugoslavia
Germany	Sweden	
Iran	Turkey	

The Member Bodies of the following countries expressed disapproval of the document on technical grounds:

Japan  
U.S.A.

This second edition cancels and replaces the first edition (i.e. ISO 2133-1972).

# Stencils for duplicators — Minimum overprint and attachment features

## 1 SCOPE AND FIELD OF APPLICATION

This International Standard specifies the dimensions of the working area of duplicating stencils intended for use with paper of sizes up to and including A4 (210 mm × 297 mm). Overprint for stencils intended for use with paper in excess of A4 size is not covered, although it is recognized that, in countries which have not adopted the relevant ISO publications<sup>1)</sup>, such stencils will be widely used.

This International Standard also lays down :

- the minimum information to be printed on the face of the stencil and the preferred information relating to markings for the A series of paper sizes. These requirements as applied to the A sizes are illustrated in figure 1;
- the attachment features of stencils. These requirements, which are identical to those specified for offset plates in ISO 2132, *Offset duplicators — Attachment features of plates*, are illustrated in figure 2.

## 2 VOCABULARY<sup>2)</sup>

**duplicating stencil** : A flexible sheet of material, impervious to ink, capable of being provided with openings corresponding to the subject matter to be copied. Copies are produced by the passage of ink through the openings.

## 3 MINIMUM OVERPRINT

### 3.1 Main frame

The dimensions of the working area of the stencil shall be  $210 \pm 1$  mm wide by  $330 \pm 1$  mm long. This main frame shall be positioned symmetrically about the centre line of the stencil.

NOTE — The overall size of the stencil must always be greater than the size of the main frame specified above.

### 3.2 Within the main frame

#### 3.2.1 Centre line

The centre axis of the main frame shall be marked with as fine a line as possible. This line shall be broken (dots and dashes) and shall extend to the top and bottom scales described in 3.3.1.

The lower part of the centre line shall be marked to indicate when the typist is approaching.

the bottom of the A4 frame;

- the bottom of the main frame of the stencil.

The marking shall start at 6 and finish at 0 (zero) on the bottom line of each frame.

#### 3.2.2 Top line

The top line of the main frame shall be marked "Top edge paper guide" (see also the note to 3.3.2).

#### 3.2.3 A size markings

The base of the A4 frame shall be indicated with a broken line and the frame identified by printing A4 inside its bottom corners.

The outlines of A5 and A6 sizes, in both landscape and portrait orientation, shall be arranged symmetrically about the centre line. They shall be indicated by broken lines and identified in a similar manner to that for the A4 frame specified above.

The A5L landscape size shall be indicated by broken lines between the vertical sides of the A5 and A4 portrait frames, and marked A5L above the broken lines. The A6L landscape size shall be indicated by broken lines between the vertical sides of the A6 and A5 portrait frames, and marked A6L above the broken lines.

The tolerances on all A size frames marked on the stencil shall be  $\pm 1$  mm.

1) For example, ISO 216, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series*.

2) The contents of this clause are subject to consideration by Sub-Committee ISO/TC 95/SC 7, which is responsible for vocabulary.

### 3.3 Outside the main frame

#### 3.3.1 Typewriter pitch

Horizontal scales, marked on the upper side at intervals of 2,54 mm (1/10 in) and on the lower side at intervals of 2,12 mm (1/12 in) corresponding to, for example, PICA and ELITE pitches respectively, shall be set above the top line and below the bottom line of the main frame and detached from these lines.

The 0 (zero) of these scales shall be in line with the left-hand side of the main frame.

The scales shall be numbered at intervals of 12,7 mm (0.5 in).

#### 3.3.2 Typewriter line spacing

There shall be a vertical scale down each side of the main frame, marked at intervals to correspond with the usual line spacing of a typewriter, 4,233 mm (1/6 in).

The marking of these vertical scales shall be on, or adjacent to, the two sides of the main frame. Every fifth mark shall be numbered and every tenth mark shall be accentuated.

NOTE — In figure 1 the top edge paper guide corresponds with the zero marking on the typewriter line spacing (vertical) scale. It should be noted that many manufacturers separate these two lines by a distance equivalent to the spacing they require to exist on the copy between the top edge of the paper and the first line of type. If this is done, all of the A size markings overprinted on the stencil will be displaced up the scale by an equivalent amount.

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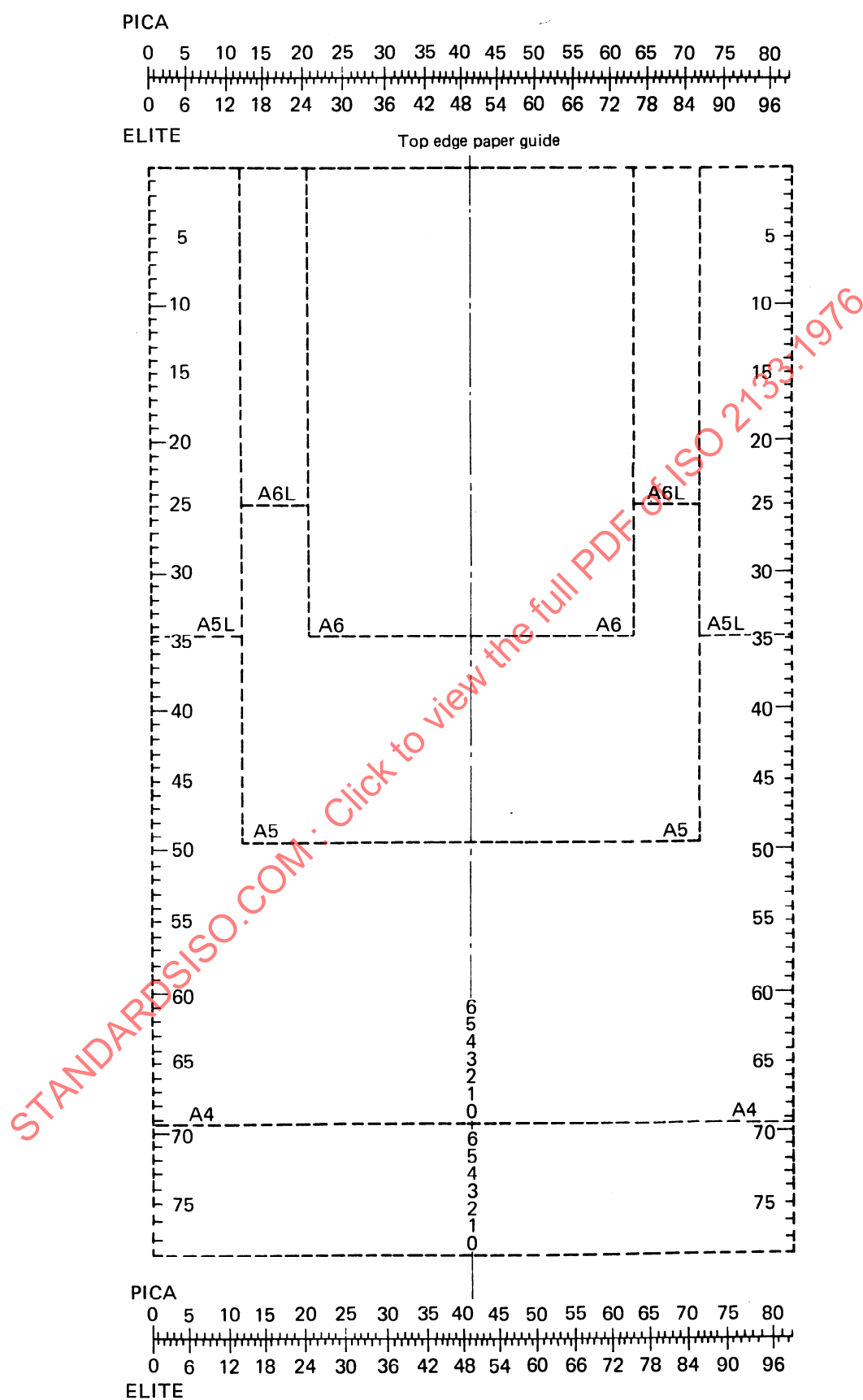


FIGURE 1 — Overprint on duplicating stencil

4 ATTACHMENT FEATURES

The positions and dimensions of the holes in a stencil used for attaching it to a duplicator shall comply with the

requirements given in figure 2. The holes shall be arranged symmetrically about the longitudinal centre line of the stencil.

Values in millimetres  
(Inch equivalents in parentheses)

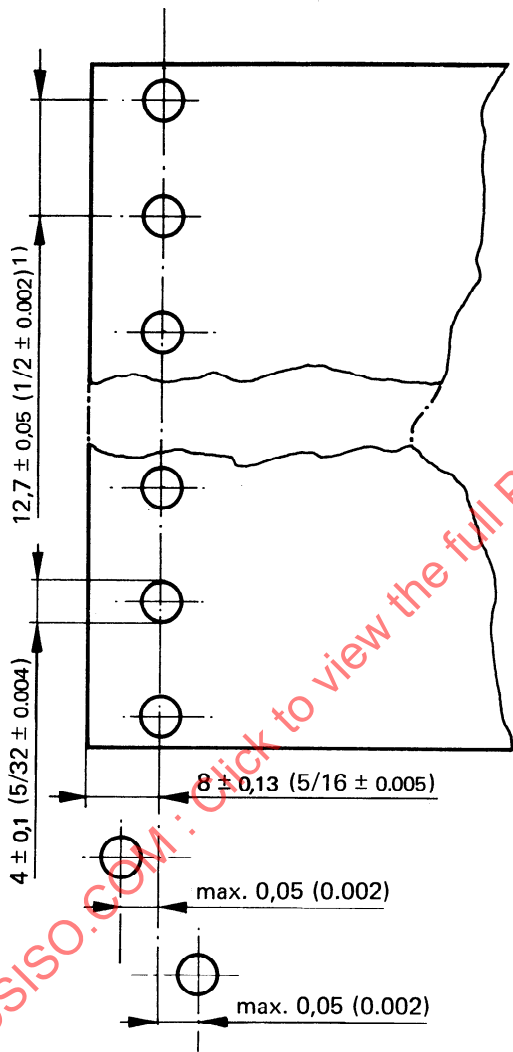


FIGURE 2 — Position and size of holes in a duplicating stencil

1) Cumulative tolerance on the distance between centres of any two holes within 254 mm ( 10 in ) :  $\pm$  0,3 mm (0.012 in).