Feb. 9, 1937. M. E. RYAN 2,070,181

STENCIL SHEET

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Fig. 1.

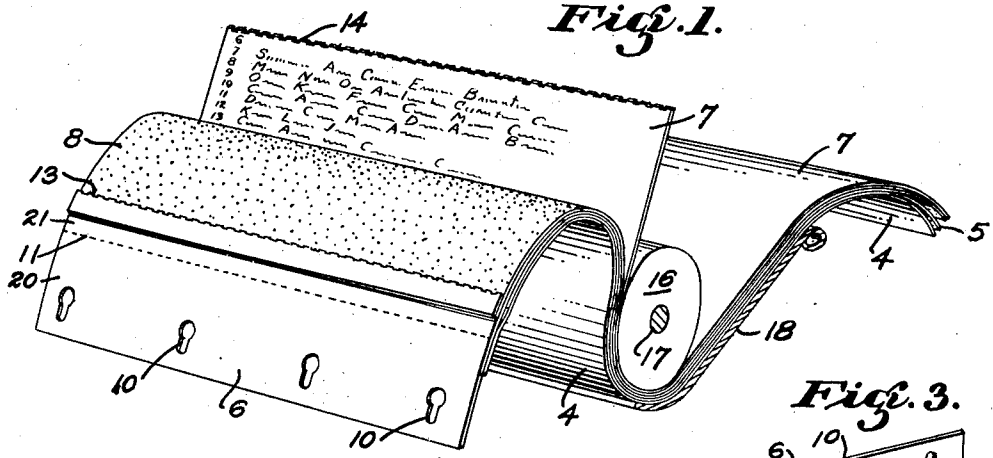


Fig. 2.

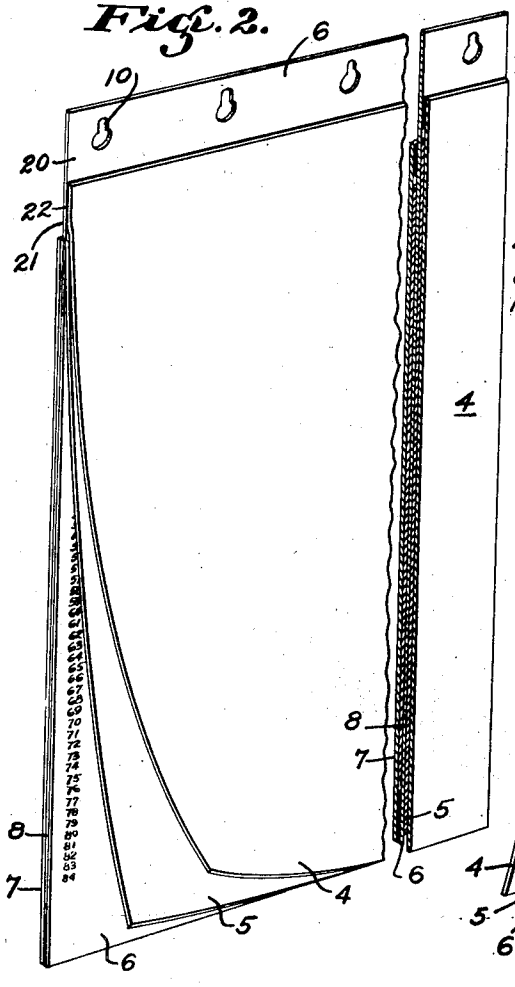
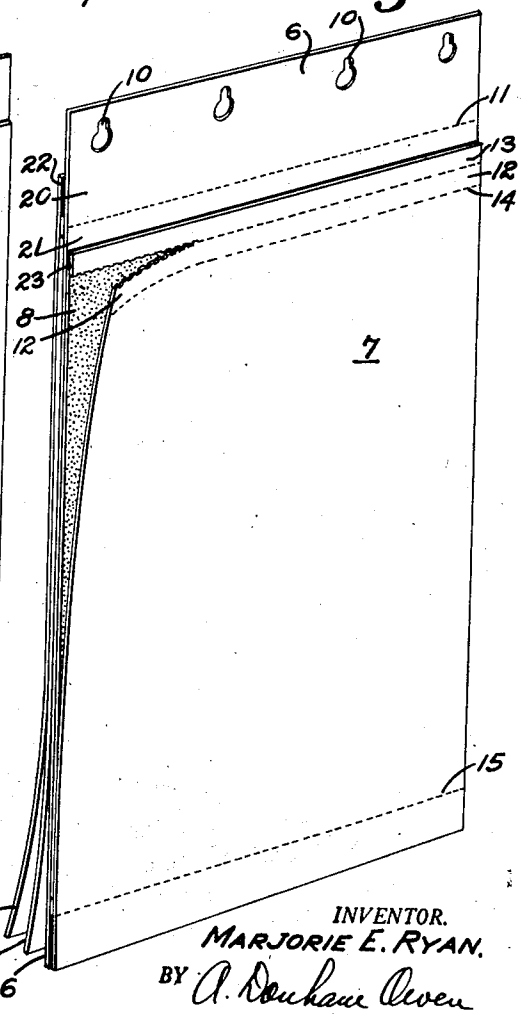


Fig. 3.



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STENCIL SHEET

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3 Claims. (Cl. 41—3.5)

My invention relates to improvements in stencil sheet assemblies.

In the usual type of stencil consisting of a stencil sheet, a wax tissue, and a backing, there is experienced some difficulty in reading what has been cut upon the stencil. The stencil sheet usually is blue in color, and the type does not make an impression which is easily readable, consequently errors are apt to slip by causing great inconvenience, resulting in a generally unsatisfactory condition. In some types the wax tissue sheet is coated on its under side with a transfer material making a carbon copy on the backing sheet. This produces a record of what has been cut on the stencil but since the stencil is attached to the backing at the top, this copy cannot be seen unless the assembly is removed from the typewriter.

It is an object of my invention to provide novel means of construction whereby an additional carbon copy of what has been cut on a stencil may be read while the stencil assembly is still in the typewriter.

Other objects and advantages of the invention will be apparent during the course of the following description.

In order to facilitate checking the copy, typing or whatever is imposed upon the stencil, I provide an additional sheet in back of the backing sheet, and transfer means between the backing and this extra sheet so that an additional copy is provided which is easily readable,

In the drawing forming a part hereof—

Figure 1 is a perspective view of a stencil sheet inserted in a typewriter,

Figure 2 is a front perspective view of a stencil assembly partially broken away to show a section through it, and

Figure 3 is a rear perspective view of the assembly.

In the drawing 4 designates the stencil sheet, 5 a wax tissue, and 6 the protective backing. 7 is the extra plain sheet, and 8 a sheet of carbon paper.

The wax tissue 5 is located between the stencil sheet 4 and protective backing 6, and serves to prevent the fatty substance of the stencil sticking to the protective backing.

The perforate line 11 in the backing sheet 6 serves to divide the backing into two parts, a small upper stub portion 20, and larger lower portion 21. Located in the stub portion 20 are the usual openings 10 to engage hooks on a mimeograph machine.

The stencil sheet 4 and wax tissue sheet 5 are attached to the backing sheet stub portion 20 along their top margins at 22 along the perforate line 11. The wax tissue sheet 5 may or may not be used.

The side of backing sheet 6 which faces toward the typewriter platen 16 is either coated with some suitable transfer medium 8 or has fastened to it a sheet of carbon paper 8. In the drawing I have illustrated the transfer medium 8 as a separate carbon sheet attached at 23 to the severable backing portion 21. The surface thus covered need not exceed the workable area of stencil sheet 4, thus, the transfer medium will lie somewhere between the perforate line 11 and the bottom of the backing 21.

The plain sheet 7 I have illustrated as attached to the backing portion 21 at both top and bottom. I do not wish to be limited, however, to this form for I may attach it only at the bottom, top, or on one side, or indeed, not attach it at all, so long as it is put in place between the platen 16 and the carbonized face 8 of backing sheet 6. In those instances where it is attached at the top, as illustrated, or at the sides, it is important to provide means for severing it from the backing portion 21. This is preferably done after the stencil assembly is in the writing machine and has been turned up far enough to expose the line of perforations 13. In Figure 3 I have shown two lines of perforations 13 and 14, forming between them a strip 12 which can be torn out to free sheet 7. A single line of perforations is adequate although not so convenient to use. Where sheet 7 is fastened to the bottom of backing portion 21 a row of perforations 15 permit easy separation therefrom.

In Figure 1, the stencil including the stencil sheet 4, the backing 5, the extra plain sheet 7 and carbon surface 8 is shown inserted in a typewriter. The typewriter parts shown consist of the usual platen 16 mounted on the shaft 17, on the ends of which are the usual turning knobs (not shown). Beneath it is the paper feed-in guide and support 18. As shown, the sheet 7 has been separated from the stencil assembly along the line 13, and leaves the carbon copy thereon open to inspection without taking the assembly out of the machine, as would be necessary if the carbon copy were made on the front of backing sheet 21, or on the thin tissue 5. Consequently, by the use of my invention I provide a relatively clear carbon copy of what has been cut on the stencil which may be seen without removing the stencil assembly from the typewriter, thereby minimizing the chance of making errors caused

by attempting to proof read the dim impression made on the stencil sheet. In addition, I provide an accurate record of the stencil sheet which may be readily filed, or sent around to various department heads for approval, before the stencil 4 is separated from backing 21.

Instead of using carbon paper 8 the transfer material may be applied to the back of backing sheet section 21. In this case the transfer material on the back of sheet 21 will produce a clear copy on the face of plain sheet 7. After the stencil is cut the assembly is removed from the machine and the backing sheet torn along perforations 11 which forms the upper stub portion 20 to which the stencil is attached. Backing sheet 7 is then torn along perforations 15. On this sheet 7 is a carbon copy of the material cut on the stencil sheet.

The backing sheet section 21 may have the usual markings, line numbers, or other information generally printed on these sheets. It may be desirable also to have the same information printed upon the rear plain sheet 7 as additional help to the operator in locating the work upon the stencil when making corrections.

While I have shown and described one embodiment of my invention, it is obvious that the parts may be varied and still retain my invention and come within the scope of the subjoined claims:

1. In a stencil sheet assembly adapted for insertion in a writing machine having a platen, the combination of a backing sheet having spaced openings near one of its ends, a row of perforations extending from side to side near said openings, and copy transferring material covering the major portion of one of the surfaces between said perforations and its other end, a stencil sheet attached to said backing sheet between said openings and said perforations on the side opposite to that having said transferring material, and a plain sheet attached to said backing sheet on the side having said transferring material, said sheet having a weakened portion to facilitate severing it from said backing sheet near its point of attachment thereto when the stencil is in place in the writing machine whereby the copy made on said plain sheet may be inspected without removing said assembly from said writing machine, said assembly being characterized by having said sheets unconnected except at the top, whereby, as they are fed over the platen, they are not caused to wrinkle or gather, but can move relative to each other to compensate for their different rates of travel.

2. A stencil assembly adapted for insertion in a writing machine having a platen, comprising a backing sheet, a plain sheet, a carbon sheet between the aforementioned sheets, a wax tissue sheet and a stencil sheet, said wax tissue sheet being positioned between said stencil and backing sheets, all of said sheets except said wax tissue sheet being secured as a unit at or near their top edges and being unsecured at their bottom edges whereby they may be passed over said platen without wrinkling or gathering, said backing sheet being characterized by having spaced openings adjacent its top edge, having a row of perforations extending from side to side near said openings, and having said stencil sheet secured to it between said openings and said row of perforations and having said carbon sheet and plain sheet secured on its opposite side below said row of perforations, and said plain sheet having a row of perforations extending from side to side adjacent its point of attachment to said backing, whereby said plain sheet may be separated from said assembly by severing along said row of perforations.

3. A stencil assembly adapted for insertion in a writing machine having a platen, comprising a backing sheet having one surface covered by a copy making material, a plain sheet overlying said covered surface, and a stencil sheet, all of said sheets being secured as a unit at or near their top edges and being unsecured at their bottom edges whereby they may be passed over said platen without wrinkling or gathering, said backing sheet being characterized by having spaced openings adjacent its top edge, having a row of perforations extending from side to side near said openings, and having said stencil sheet secured to it between said openings and said row of perforations and having said plain sheet secured on its opposite side below said row of perforations, and said plain sheet having a row of perforations extending from side to side adjacent its point of attachment to said backing, whereby said plain sheet may be separated from said assembly by severing along said row of perforations.

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