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**FOLDED CONTINUOUS STATIONERY
FOR INFORMATION PROCESSING
PRINTERS**

Part 1—IMPACT PRINTERS



STANDARDS ASSOCIATION OF AUSTRALIA
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The following interests are represented on Committee IS/3:

Australian Bankers Association
Australian Business Forms Association
Australian Computer Equipment Suppliers' Association
Confederation of Australian Industry
Printing and Allied Trades Employers' Federation of Australia
Stationery Manufacturers of Australia

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This standard was issued in draft form for comment as DR 83250.

AUSTRALIAN STANDARD

**FOLDED CONTINUOUS STATIONERY
FOR INFORMATION PROCESSING
PRINTERS**

**Part 1
IMPACT PRINTERS**

AS 2736.1—1984

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PREFACE

This standard was prepared by the Association's Committee on Continuous Stationery —Form Widths following a request from the Australian Business Forms Association which felt that savings could be made within the industry by reducing the diversity of form widths currently used with information processing equipment. It supersedes AS P6, Continuous Stationery for Computers and Other Business Machines.

In preparing this standard cognizance was taken of BS 4623, Folded Continuous Stationery for Impact Printers.

The results of an industry survey of form widths, conducted by the A.B.F.A. have been used as a basis for the widths specified in the standard.

Special allowance has been made for the use of 11 2/3 in form depth with word processors. This size approximates to A4 from depth and, as such, fills a need with word processor users.

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STANDARDS ASSOCIATION OF AUSTRALIA

Australian Standard
for
**FOLDED CONTINUOUS STATIONERY FOR INFORMATION
PROCESSING PRINTERS**

PART 1—IMPACT PRINTERS

1 SCOPE. This standard specifies requirements for sprocket-holed, folded continuous stationery for use with impact printers in association with information processing equipment.

*NOTE: Continuous stationery for use with laser printers is specified in AS 2736.2.

2 APPLICATION. This standard applies to pre-printed and stock forms; however it does not apply to cheque forms.

3 REFERENCED DOCUMENTS. The following standards are referred to in this standard:

AS 1341	Information Processing—Unpunched Paper Tape
AS 2736	Folded Continuous Stationery for Information Processing Printers Part 2—Laser Printers*.

4 DEFINITIONS. For the purpose of this standard, the following definitions apply:

4.1 Form set—one or more parts assembled as one or more layers of paper, together with any interleaved copy-producing material.

4.2 Part—a layer of paper in a set.

NOTE: The number of layers is expressed as 'single-part set', 'two-part set', 'three-part set', etc. Interleaved copy-producing material does not constitute a part.

4.3 Vertical reference line—the best-fitting line through the centres of the sprocket holes at the left-hand edge of the stationery (see Fig. 3).

4.4 Horizontal reference line—the line, at right angles to the vertical reference line, through the centre of the sprocket hole immediately below a horizontal fold and in the left-hand edge (see Fig. 3).

4.5 Stationery width—the edge-to-edge width of the paper, measured parallel to the horizontal reference line.

4.6 Form—an individual document.

4.7 Form depth—the distance from the top to the bottom of a form measured parallel to the vertical reference line.

4.8 Form width—the distance from one side to the opposite side of a form measured parallel to the horizontal reference line.

NOTE: The size of a form is described by stating first the depth and then the width. The size is unambiguous only when it refers specifically to trimmed or untrimmed size.

4.9 Two deep—two forms, one above the other, between successive horizontal folds (see Fig. 1).

NOTE: Similarly the term 'three deep' is used.

4.10 Two wide—two forms side by side within the width of the stationery (see Fig. 2).

4.11 Pack—a continuous length of stationery folded at regular intervals in concertina fashion.

4.12 Break or split—a break dividing two packs.

4.13 Tenting—ridging along folds so that the stationery cannot be depressed flat on to a surface to give a free flowing run into a machine.

4.14 Chad—waste resulting from punching of sprocket holes.

4.15 Mill join—a join which has been made by the paper manufacturer.

5 DESIGNATION. Stationery shall be designated by the form depth and stationery width.

6 CONDITIONING AND MEASURING. Before determining the dimensions specified in Clauses 7, 8, 9 and 10, the stationery shall be conditioned, as described in AS 1341, in an atmosphere at $23 \pm 2^\circ\text{C}$ and 50 ± 2 percent relative humidity.

7 SPROCKET HOLES.

7.1 General. To enable the stationery to be fed through a printer, sprocket holes shall be cleanly punched in the left-hand and right-hand margin (see Fig. 3).

The holes shall either be circular, or shall have a serrated or a scalloped edge.

7.2 Vertical spacing. In each margin the holes shall be nominally spaced with 0.5 in (12.7 mm) between centres. The distance between centres of adjacent holes shall be 0.5 ± 0.002 in (12.7 ± 0.05 mm). The distance between the centre of a hole and the centre of any of the 20 holes on either side shall not differ from the nominal distance between centres by more than 0.012 in (0.30 mm).

7.3 Skew. The centre of each hole in the right-hand margin shall be not further than 0.006 in (0.15 mm) from the horizontal line through the centre of the corresponding left-hand hole and perpendicular to the vertical reference line.

7.4 Horizontal spacing. The distance between the centre of each hole and the nearer paper edge shall be 0.236 ± 0.028 in (6.0 ± 0.7 mm). The distance between the centre of a hole and the best-fitting common centreline of the holes in the row shall be not greater than 0.004 in (0.10 mm).

*In course of preparation.