



1. Subject : Office Management
2. Topic :Duplicating
3. Class. : B.com 1st year
4. Mobile no :9415992431
5. Email. :ms9602859@gmail.com
6. College name :Jagatpur P.G College
7. Department/faculty : Department
8. E-content creator : Dr. Manoj Kumar Srivastava



Self Declaration

The content is exclusively meant for academic purpose and for enhancing teaching and learning. Any other use for economics or commercial purposes is strictly prohibited. The user of the content shall not distribute or disseminate or share it with anyone else and its restricted to advancement of individual knowledge. The information provided in this is authentic and best as per my knowledge.

Dr. Manoj Kumar Srivastava

(Assistant professor)

Meaning of Duplicating

Many a time, need for making many copies of the same letter or document is felt in the office. For example, the enterprise may have changed the leave rules, naturally a copy of the new rules will have to be sent to all departments, for record purposes. A copy of every outgoing letter has to be kept in the office and there arises the need for copying. Every big office often needs copies of different letters, documents, statements etc. For convenience and avoidance of delays, equipment for duplicating has to be provided in the office itself.

Definition of Duplicating

Duplicating may be defined as a process of obtaining large number of copies of a master impression. Duplicating includes copying and printing. Copying generally refers to obtaining a few copies while duplicating refers to obtaining a large number of copies but anyhow reproducing copying and duplicating are huge synonymously to represent production of more copies of any document. Copying is done by use of carbon papers, photographing, Photostatting and contact reproduction devices, whereas duplicating refers to stencilling, multigraphing and offset printing.

Methods of duplicating

1. Carbon copies:

The most common method of producing 128 copies is by the use of carbon paper inserted between sheets of paper full stop carbon copies can be prepared by writing with pencil or through typewriter full stop for getting good carbon copies the paper should be thin and carbon paper of good quality. It is possible get up to 12 copies in a single stroke on an electrically operated typewriter. For small offices a typewriter can serve the purpose of a small duplicating machine also.

2. Stencil Duplicators or mimeograph

This is by far the most common machine employed in offices for duplicating. It was invented in the year 1881 which has been much improved since then. Modern machines employ as master copy a quoted fibre sheet on which the matter is written by a metal pen called stylus. The matter can be typed also by removing the ink Ribbon from the typewriter or putting the ribbon out of action by turning the ribbon indicator on the white mark. Wax coating on his stencil gets once to buy pressure from stylus or typewriter keys. Next, the stencil is fast into the outer surface or hollow rotating cylinder on the machine. The padded interior surface of the

cylinder is saturated with ink. This ink flows to the stencil through the pad as the cylinder rotates will stop when the handle is turned, the machine picks up the blank paper kept at one end and carries them around the cylinder an ink impression of the matter gets printed on each sheet. The stencils duplicator maybe hand operated or electrically operated through a mechanical device fitted in stencil duplicator the required number of copies can be brought out by pressing a button. Gestetner, roneo, shourie, etc. Duplicators are widely used in modern offices.

3. Electronic stencil duplicator:

This is an improved model of stencil duplicators. Electronic stencil duplicators are capable of making photographic copies of any type of document including a diagram or a sketch fully stop the matter may be

handwritten or typewritten in this system the stencil is cut with the help of a machine. The original document is put around the roller and is electronically scanned. An exact copy of original gets electronically cut through tiny holes on the stencil. This stencil can be used to print copies by using an ordinary stencil duplicator. The machine is capable of producing copies with great speed and accuracy. Electronic stencil duplicators have not become popular because of their high cost (5000). Moreover other

photocopiers like the Electro state duplicators, which are more convenient to use have come in the market.

4. Type setting duplicator or multigraph :

This machine gives to the office most of the facilities provided by a printing press. It produces a typewritten document, non copies, in large quantities faster than any other duplicators. This method has many advantages. It can print quite a large number of copies rapidly. If it is walked by hand, it can give 3000 copies per hour, but if electrically it is used to operate it the number of copies can be increased to 6000 per hours. Each copy looks like an original typed copy and preserves the personal character admirably.

5. Offset litho duplicators:

Offset lithography is not so much a duplicating process of an office printing process. The process is based on the principle that greases and water do not mix fully. Firstly a greasy image is produced on the master copy by writing with greasy ink or typewriting by using a special greasy ink ribbon. A full list of master copy can also be prepared on metal or plastic plates. This master copy is fixed to a drum and brought into contact first with damping rollers and then with crawlers. The blank

portion of the master become wet and do not pick up any printing ink from the ink roller but impressions made by the typed or handwritten matter, which are greasy, reject water and take the ink. The offset litho machine is best suited for long run work and high overall output, particularly, when first class quality is required. In large offices it might be used for production of office forms, with the advantage that reprints would be constantly available at short notice, as master can be stored for indefinite period.

6. photocopier:

also known as photo state or Xerox it is a process by which photo copy of any document is taken on a plain paper there are advanced Models of photo copier other than what we see in photo state shops. These advanced model have the facilities like automatic feeding of documents, taking images is on both side of At the same time etc. Still more advanced models of photocopying machine have facility of arranging copies inserts, automatic hole punching, paper folding, add adhesive binding etc. There are photocopiers which can produce colour copies of the document fully stop high volume copies can operate at a speed exceeding 60 copy Per minute.

7. Microfilming:

This is the process of taking very small photographs of documents on films. This method has been explained in detail in chapter of filing.

8. Printing press :

When a large number of copies of any documents are required the help of printing presses taken police stop no duplicating process can beat printing would stop all the letters pads different form of common use etc. are got printed from outside printing presses. Business houses try to avoid printing because it is costly and time consuming. Correcting proof is a specialized job for which necessary training is essential. If large number of copies are not required this method proves costly. There is a process possibility of business secrets leaking out fully stop printed letters or replies do not evoke same response as a typed letter. Gelatine, diazo or spirit process is of duplicating are no longer used in offices. Their has therefore beenomitted.

Selection of good system of duplication

1. Number of copies desired
2. frequency of demand
3. Speed of reproduction
4. Type of matter to be duplicated
5. Cost of duplication
6. Impression of the copies
7. Ease of Duplicating
8. How much space is occupied
9. Noise

Questions

Short :

1. What is Duplicating?
2. Explain stencil Duplicators?

Long :

1. Explain the methods of Duplicating?
2. What are the factors affecting the selection of good system of duplication?

Keywords

1. Duplication
2. Gestetner
3. Stencil
4. Mimeograph

Reference :

1. Dr. I. M. Sahai
Sahitya Bhavan Publication
2. R.C. Agrawal
SBPD publication

THANKS