The introduction gives a general description of the device by defining the staple remover, and stating its purpose and function.

The reader now has a mental picture of the whole device.

The part-by-part description begins.

The mechanism is broken down into two major parts.

The description of the first major part begins. The *appearance* of the part is described (size, shape, material, method of attachment); then, the *purpose* of the part in the whole mechanism is explained.

The description of second major part begins. This pattern continues for the rest of the description.

Technical Description of a Hand S – 3 Staple Remover

1. GENERAL DESCRIPTION

The Hand S-3 staple remover is a simple hand-held office tool which is used to remove staples easily from papers. The Hand S-3 is part of the usual equipment of any office worker and requires little training to use. It costs about $9.50 (2004 prices) and is very durable.

The Hand S-3 is very easy to use: using the thumb and forefinger, the operator grasps the staple remover on its plastic gripping surfaces, positions the pointed jaws on either side of the staple, and squeezes. This pressure forces the steel jaws together and into the loops formed by the ends of the staple. As the jaws continue to move closer together, the loops of the staple are forced open Without releasing the closed jaws, the operator then pulls the tool away from the surface of the paper, thus extracting the opened staple.

2. DESCRIPTION

The Hand S-3 consists of two main components: (1) pressure transfer assembly, and (2) extractor assembly.

2.1 PRESSURE TRANSFER ASSEMBLY

The pressure transfer assembly is used to transfer the force of the user's squeezing fingers to the extractor assembly. The pressure transfer assembly consists of two components: (1) gripping surfaces and (2) rivets.

2.1.1 Gripping Surfaces

The gripping surfaces are made of high-impact plastic to provide a durable non-slip area for gripping with the thumb and forefinger. The surfaces are widened into a concave curve at the gripping point to provide a comfortable platform for the thumb and forefinger to use when squeezing together the jaws of the staple remover.

Two holes pass through each of the gripping surfaces. The rivets, which attach the gripping surface to the steel arms, pass through these holes. The upper part of each hole is 0.60 cm in diameter to allow the head of the rivet to pass below the surface of the plastic so that the rivet will not interfere with the user's grip. The lower part of the hole is 0.25 cm in diameter to provide a tight fit around the shaft of the rivet.

2.1.2 Rivets

The rivets are made of chrome steel to provide strength, and to prevent the corrosion which can be caused by the perspiration of the user's hands.

2.2 EXTRACTOR ASSEMBLY

The extractor assembly is a pincer-type device which consists of two steel arms. The arms are joined at one end by a rivet which acts as a pivot. The other end of each arm terminates in

Sample 5-2
Technical Description of a Staple Remover