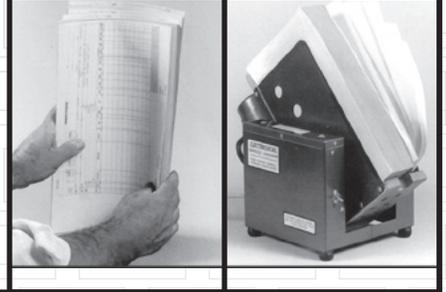


# How to Create Perfect Multi-Part Form Sets Every Time

## JOG

- Jog the stack of paper by hand or machine.
- **Important:** sheets must be smoothly aligned along the edge to be padded.



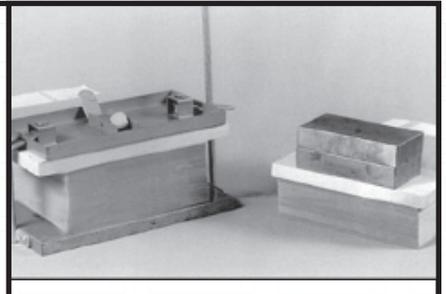
## PLACE

- Place stack on a flat surface or in a padding rack. The edge to be padded should not overhang support base.
- Place a "weight-distribution board" on the stack, flush with the edge to be padded. The board should be at least as wide as the edge to be padded.



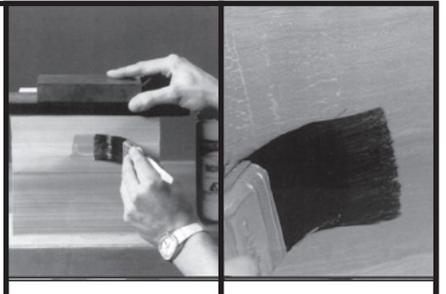
## COMPRESS

- Put a weight on the board to bring the sheets into contact with each other. Use enough weight to restrict paper separation to  $\frac{1}{8}$ " when you run your thumb firmly down the corner of the stack.



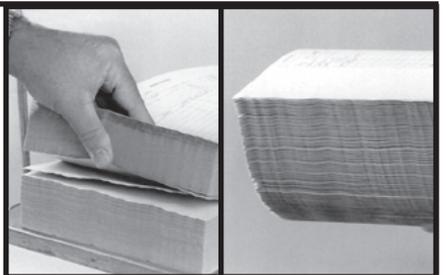
## BRUSH

- Use a clean, dry 1½" to 2" bristle brush.
- Apply a liberal amount of adhesive with horizontal strokes until the surface has a uniformly wet and glossy appearance. Start at the bottom center and work outward to the edges. Then move up the stack and repeat until done.
- **Important:** use enough adhesive in the same area to ensure  $\frac{1}{8}$ " penetration into the stack. This must be done in one coat. Do not apply a second coat.



## DRY & FAN APART

- Preliminary drying takes about 30 minutes.
- Fan forms to separate sets when dry.
- Do not package until adhesive is dry.



# Frequently Asked Questions

## 1) How can I reduce wavy edges?

Because you are putting liquid adhesive onto the paper edge, some waviness will naturally occur. If the adhesive moves into the sheet more than the recommended 1/8", waviness is likely to occur. One way to minimize a wavy edge is to apply adhesive to a fresh cut edge. Allow time for the edge to stabilize, approximately 1/2 hour. The fresh cut edge will assure proper sheet alignment and reduce excessive adhesive penetration.

## 2) What happens if multi-part form sheets are not in the correct order (CB / CFB / CF)?

Proper sheet order is critical to successful edge padding. Remember, only coated surfaces accept adhesive and stick together to form sets; uncoated surfaces don't accept adhesive and will not stick together.

## 3) Why won't the adhesive penetrate into the stack? How can I control penetration?

There are several things to check to make sure the adhesive is going into the stack:

1. Check the amount of weight you are using. Too much weight will not allow the adhesive to move in between the sheets.
2. Be sure to follow correct procedure shown to apply the adhesive. You must cover each area of the stack thoroughly before moving on. That is why we recommend going over the same area with 2-4 strokes to be sure the adhesive has penetrated. (Example. Let's say you started at the bottom center and stroked to the edges [as recommended] but decided that you would apply one pass on the entire stack, then go back and apply more adhesive with another pass. By the time you returned for the second pass, the adhesive that was applied first would already be swelling the fibers and the second application would not be able to move into the stack.)
3. Check the amount of adhesive your brush is carrying and the condition of the brush. Brushes that do not hold their shape, are worn out, or have dried adhesive in them will not hold enough adhesive. Make sure your brushes are in good shape and have been cleaned properly.

## 4) Can I use a spray applicator instead of a brush?

We recommend using a brush because you need a little bit of pressure to move the adhesive into the stack. A spray applicator does not provide this pressure. A brush is also neater and will ensure total coverage.

## 5) What kind of a brush should I use? What should I clean it with and how often?

Most commercial paint brushes will work with Fanapart adhesive. The actual type of brush is not as important as the care and cleaning. It is very important to wash your brush out thoroughly after use. If adhesive is left in the brush, it will harden and reduce the amount of adhesive the brush will carry. If you would like to only wash up once a day, you should always keep the brush covered so the adhesive will not start to dry. You can do this by covering the brush bristles with aluminum foil. Wash the brush with a commercial liquid soap. Do not use a soap that contains abrasive grains. These will become lodged in the bristles and interfere with proper padding. After brush is washed we recommend wrapping the end in a paper towel. This is done so that the brush dries properly and maintains its shape. This will allow it to hold more adhesive. NOTE: Always cover the adhesive container when not in use. Leaving the cover off will change the adhesive's ability to penetrate correctly. Water and fluids will evaporate, changing the adhesive's viscosity.

## 6) Why can't I edge pad on two sides?

We do not recommend applying adhesive to more than one side because it may cause unwanted sheet separation and wrinkles. If you must edge pad two sides to satisfy your customer, we recommend that you perform a fresh cut on the edges to assure complete alignment of all the sheets in the stack.

## 7) Can I put a sheet of bond paper into my carbonless form set?

No. The bond sheet does not have the proper coating for edge padding. Remember, form sets separate at uncoated surfaces. If an uncoated bond sheet is in the set, that is where it will separate.

## 8) Can we use another manufacturer's adhesive on NCR PAPER\* brand carbonless? Can we use Fanapart Adhesive on other carbonless products?

No. We do not recommend using other manufacturers' adhesive on NCR PAPER\* brand products. We also do not recommend using Fanapart on other carbonless products. Each manufacturer formulates their adhesive for their own product. Best results are seen when the adhesive and paper are matched.

## 9) I have a job that has ink right up to the edge of the sheet and it won't pad. What's wrong?

A layer of ink on the paper coating will not permit the adhesive to penetrate correctly. Try to redesign the job so that the printed image does not bleed off the edge to be padded.

## Helpful Hints:

**JOGGING IS CRITICAL** — Proper alignment of the sheets is the difference between a good padding job and a bad one. Make sure to jog the stack correctly.

**DON'T RUSH** — Moving too quickly when applying the adhesive may result in some areas not being covered well enough.

Do it right the first time!

**USE A GOOD BRUSH** — Using the proper technique and a brush in good condition will result in a reliable pad. Remember, a new brush is a lot less expensive than a re-run.

Keep container sealed when not in use. Do not dilute or alter contents. Protect adhesive from freezing or high temperatures.

If unsatisfactory bonding occurs, contact:  
Technical Services, P.O. Box 359, Appleton, WI 54912,  
or call 1-800-922-1723 (western U.S. and Canada)



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