

## DEFINITION, DESCRIPTION & INSTRUCTION

### DEFINITION

The stapler is a device that fastens multiple sheets of paper together.

### DESCRIPTION

The stapler is a mechanical device that drives a metal fastener called a staple through paper to join multiple pages together. The stapler is V-shaped; it consists of a base, a magazine cartridge, a spring, carriage, spring steel and tooth, and an arm.

The staples sit in the magazine cartridge. The arm connects to the spring. The spring activates the magazine cartridge when the user applies pressure to the arm. To release a staple, push the arm towards the base. The staple discharges from the top of the arm. The arm recoils to its original position.

The stapler is 2.6 inches high, 5.9 inches long, and 1.5 inches wide. The stapler is a hand-held device; it weighs 8 ounces.



**Figure 1:** Side view of a handheld stapler. Source: Wikipedia.

### INSTRUCTION

Required materials:

- Stapler
- Staples
- Two or more pages of paper

To staple two or more pages of paper together, perform these instructions:

1. Insert two or more pages of paper inside the jaws of the stapler.
2. Align the staple exit point with the intended position for the staple on the paper.
3. Hold the stapler and the paper in place.
4. To release the staple, push the upper arm of the stapler towards the lower base. The stapler inserts the staple through the paper to fasten the pages together.
5. Release the upper arm of the stapler.
6. Remove the stapled paper from the jaws of the stapler.