



Standard Guide for Examination of Typewritten Items¹

This standard is issued under the fixed designation E2494; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This guide covers procedures that should be used by forensic document examiners (Guide E444) for examinations and comparisons involving typewritten items and related procedures.

1.2 These procedures are applicable whether the examination and comparison is of questioned and known items or of exclusively questioned items.

1.3 These procedures include evaluation of the sufficiency of the material (questioned, or known, or both) available for examination.

1.4 Procedures are also given for taking exemplars from typewriters and the proper handling of typewriters or parts of typewriters that might be relevant.

1.5 These methods can also be applicable (in whole or in part) to examinations of documents prepared on other impact and nonimpact printing devices.

1.6 The particular methods employed in a given case will depend upon the nature of the material available for examination.

1.7 This guide might not cover all aspects of unusual or uncommon examinations of typewritten items.

1.8 This guide cannot replace training (Guide E2388) or experience and should be used in conjunction with professional judgment.

1.9 The values stated in inch-pound units are to be regarded as standard. The values given in parentheses are mathematical conversions to SI units that are provided for information only and are not considered standard.

1.10 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 ASTM Standards:²

E444 Guide for Scope of Work of Forensic Document Examiners

E1658 Terminology for Expressing Conclusions of Forensic Document Examiners

E1732 Terminology Relating to Forensic Science

E2195 Terminology Relating to the Examination of Questioned Documents

E2287 Guide for Examination of Fracture Patterns and Paper Fiber Impressions on Single-Strike Film Ribbons and Typed Text

E2331 Guide for Examination of Altered Documents

E2388 Guide for Minimum Training Requirements for Forensic Document Examiners

F221 Terminology Relating to Carbon Paper and Inked Ribbon Products and Images Made Therefrom

F909 Terminology Relating to Printers

F1457 Terminology Relating to Laser Printers

3. Terminology

3.1 For definitions of terms in this Guide, refer to Terminology E1732 and Terminology E2195. Some useful definitions of terms can also be found in the other Terminology standards in 2.1.

3.2 Definitions:

3.2.1 *ball element, n*—an element used in a single element typewriter in which the fully formed characters are located on the outer surface of a sphere-like device. Frequently called *golf-ball element*.

3.2.2 *baseline, n*—the ruled or imaginary line upon which typewriting appears to rest.

3.2.3 *carbon paper, n*—a sheet composed of a supporting substrate on one or both sides of which is a coating containing a transferable (usually colored) material. The coating is of such nature that it will transfer in part or entirely to a copy sheet at the point of pressure contact. **F221**

¹ This guide is under the jurisdiction of ASTM Committee E30 on Forensic Sciences and is the direct responsibility of Subcommittee E30.90 on Executive.

Current edition approved July 1, 2008. Published August 2008. Originally approved in 2007. Last previous edition approved in 2007 as E2494 – 07. DOI: 10.1520/E2494-08.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.