

Oct. 20, 1936.

J. H. RAND

2,058,035

INDEX STRIP SHEET AND METHOD OF MAKING THE SAME

Filed April 5, 1933

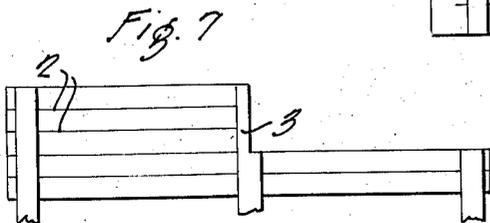
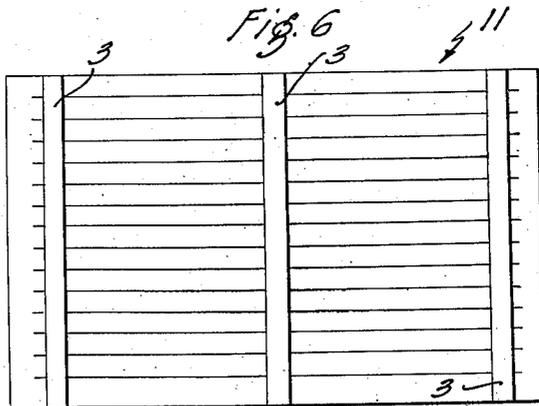
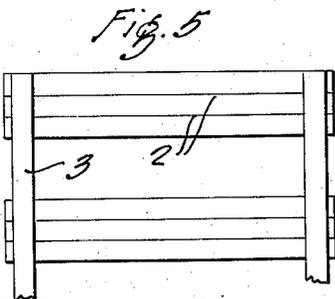
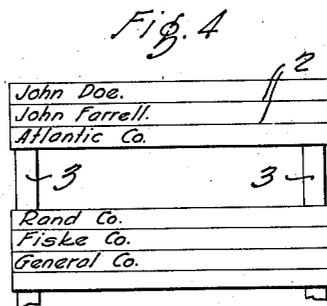
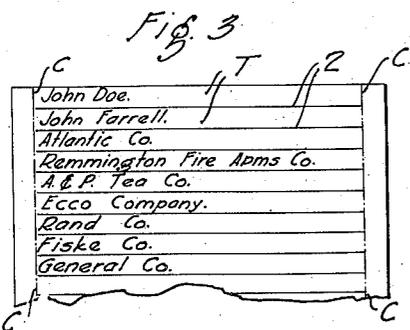
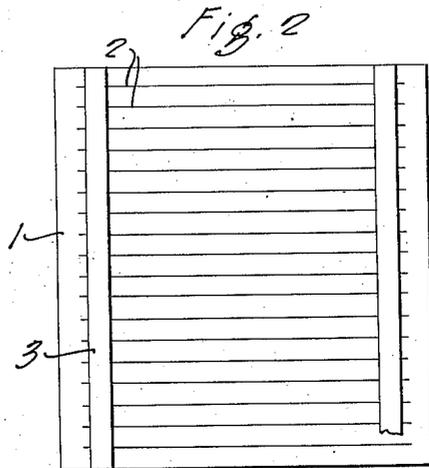
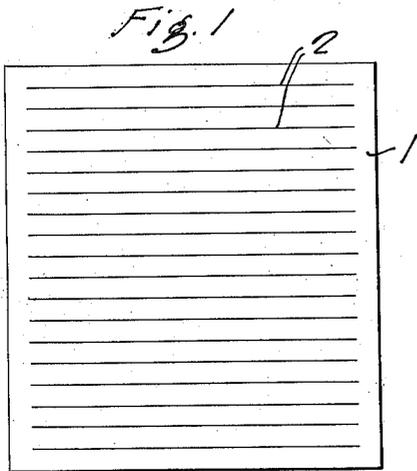


Fig. 8

Inventor  
James H. Rand  
by Robert Cushman Woodberry  
Att'y

# UNITED STATES PATENT OFFICE

2,058,035

## INDEX STRIP SHEET AND METHOD OF MAKING THE SAME

James H. Rand, North Falmouth, Mass., assignor  
to Philrand, Inc., North Falmouth, Mass., a  
corporation of Massachusetts

Application April 5, 1933, Serial No. 664,590

### 1 Claim. (CL 93—1)

This invention relates to index-strip sheets and to a corresponding method of making index strips. Various types of indexes employ long, narrow indicating strips, which receive suitable marking or indicia to identify the indexed subject matter. Such strips may be applied to tabs on the margins of index guides, while in other cases a large number of these strips may be adjustably and interchangeably arranged in a supporting frame or panel. Strips of this type are usually made of heavy paper or cardboard, and are relatively long and narrow. The narrowness of such strips has made it difficult to typewrite the desired data on the strips, and accordingly special attachments to hold the individual strips in place upon a typewriter have been provided. Even when the strips are marked by hand they are so narrow that the writing operation is rendered somewhat awkward. It is preferable, however, to mark these strips by typewriting for the sake of clearness and legibility, as well as to save time.

In order to permit the typing of such strips and to avoid the necessity of employing special attachments to hold such a strip against the platen, various sheets have been devised; for example, it has been proposed to arrange the strips in large sheets with the strip sections separated or defined by perforated lines, these lines aiding in the tearing or separating of the strips. The resulting strips, however, have ragged edges and are likely to become injured during the separating operation due to the failure of the tear to follow the perforated line. Furthermore, the separation of the strips in this manner is a relatively troublesome and time-consuming operation. In certain cases properly spaced lines have been typed on a large sheet and then the sheet has been cut to provide strips, thus involving the expenditure of a large amount of time. Furthermore, these methods of preparing the strips have all involved the separation of the individual strips in such a manner that they had to be individually inserted into an index frame.

An improvement upon these earlier methods was provided by a composite sheet formed by a plurality of separately cut strips which were disposed with their long edges in juxtaposition and coplanar relationship, suitable binding elements then being adhesively or otherwise secured to the strips and extending transversely of their long juxtaposed edges. This composite sheet could be inserted as a unit in the typewriter and be held in engagement with the platen thereof in the conventional manner. After the individual strips, which were held together by the temporary bind-

ing elements, were thus typed, the binding elements were peeled off to permit the insertion of the strips in the index holder or their application to a suitable tab. While the last-named arrangement offered distinctive advantages over the methods and means previously employed, the manufacture of such a composite sheet involved the laborious task of arranging a large number of the blank strips in coplanar, edge to edge juxtaposition, so that the binding elements might be applied thereto. Furthermore, a composite sheet of this character when inserted in a typewriter provided a somewhat irregular polygonal shape when held against the platen. In other words, the sections were disposed at mutually obtuse angles rather than following a continuous curve, as is the case with a sheet of paper; the somewhat loose connections between successive strip sections afforded by the binding elements permitted considerable relative movement between the edges of adjoining sections, so that the positioning of the strip sections could not be determined with extreme accuracy, and so that the movement of the sheet over the platen was not as readily effected as in the case of an ordinary continuous sheet. Such a sheet was characterized by small spaces between adjoining strip ends; accordingly its edges were not smooth and continuous.

The present invention affords an improvement upon the various arrangements heretofore employed for preparing index strips and particularly upon the method last described. In accordance with this invention, the original sheet is provided with a continuous perimetric or marginal portion having a central field with sections separated by parallel slits extending continuously between relatively narrow marginal regions at opposite edges of the strip. Preferably a sheet of this character is provided with binding elements extending transversely of the slits and arranged intermediate the edges of the strip as well as adjoining the same to aid in holding the strip sections in place.

A sheet prepared in accordance with this invention to provide a continuous perimetric portion may have its opposite margins removed to afford a composite sheet of the type described above, which may then be typed, or the margins of the sheet may remain integrally connected with the strip sections until after the typing operation. Such a smooth-edged sheet of this character, when inserted in a typewriter, has characteristics substantially closer to the characteristics of a conventional, continuous uncut sheet than does the composite sheet heretofore

provided with binding elements, and it avoids the employment of perforated or scored lines with the resulting ragged edges on the strips, and does not require the laborious cutting operations which  
 5 some previous methods involved. After typing, a strip of this character may have its opposite marginal portions removed by cutting along parallel lines spaced from its two edges and intersecting the ends of the slits which cross its  
 10 central field. Then a composite sheet is afforded with separate strips connected by binding elements which may be peeled off by a relative tearing operation, any suitable tacky agglutinant being employed on the binding elements.

15 In the accompanying drawing:

Fig. 1 is a front elevation of a sheet involving the principles of this invention;

Fig. 2 is a rear elevation of such a sheet;

Fig. 3 is a broken front elevation of a portion  
 20 of the sheet shown in Figs. 1 and 2 after the strip sections have been typed;

Fig. 4 is an elevation showing the manner in which the strip sections may be separated from the binding elements;

25 Fig. 5 is a rear elevation of the strip assembly shown in Fig. 4;

Fig. 6 is a rear elevation of an optional form of index strip sheet;

Fig. 7 shows certain strips removed from a  
 30 portion of the sheet illustrated in Fig. 6; and

Fig. 8 is an elevational detail showing such removed strips.

Referring to Fig. 1, a suitable sheet of cardboard or heavy paper may be prepared in accordance with the principles of this invention, by cutting the sheet 1 to provide a plurality of slits  
 35 2 which preferably are parallel to each other and may be equally spaced in such a manner as to define narrow strip sections. The slits may extend continuously between narrow marginal areas at opposite edges of the sheet and thus provide a central field separated into strip sections and surrounded by a continuous, smooth-edged perimetric portion. For purposes of convenience of illustration, the vertical height of  
 40 the sheet shown in Fig. 1 is not substantially greater than its width, but, in practice, the vertical dimension of such a sheet may commonly be substantially greater than its width.

A sheet of the character shown in Fig. 1 may be used for typing or otherwise marking the strip sections, but I preferably apply a series of binding ribbons or elements 3 to the back of the sheet to aid in holding the strip sections in proper relative position during and subsequent to the  
 55 typing operation. The strips 3 may be formed of textile fabric or a suitable paper coated with any suitable type of permanently tacky adhesive, so that elements 3 may be peeled from the body  
 60 portion of the sheet or the strip sections. As shown in Fig. 2, the elements 3 may be disposed adjoining the opposite sides of the sheet, thus being effective as reinforcements for the marginal portions of the sheet. Preferably the ends  
 65 of the binding elements extend over and are secured to the marginal portions of the sheet at its upper and lower edges which are continuous with the marginal portions of its sides and which cooperate in affording the continuous perimetric  
 70 portion. Thus the binding elements extend between the opposite portions of the continuous perimetric portion of the sheet.

If desired, it is obvious that the margins of the sheet may be removed before the typing  
 75 operation so that a somewhat more flexible sheet

is afforded, if this is preferred by the typist, or a composite sheet of the character illustrated in Fig. 2 may be inserted in a typewriter in the conventional manner, and the individual strip sections receive typing T, as indicated in Fig. 3.  
 5 Obviously the uppermost section which forms part of the continuous marginal or perimetric portion of the sheet may also be typed, but often this section is somewhat wider than the strip sections in the central field, and accordingly it may  
 10 be left untyped. After the strip sections have thus been typed, the sheet is removed from the typewriter in the conventional manner and the continuous marginal portions at either side of the sheet are separated from the strip sections  
 15 by making two cuts along lines C—C, Fig. 3, to meet or intersect the end portions of slits 2. Thus the continuous marginal portions of the original sheet are removed and a composite sheet section is provided with the individual strips connected by the flexible binding elements 3. These  
 20 binding elements may be separated by peeling or tearing from the strip sections to permit the individual separation of the latter from the typed group in consecutive order or otherwise, as desired.

In certain cases it may be desirable to arrange a series of these strip sections between two cardboard holding elements or the like to keep them temporarily in place, while the binding elements 3 are removed; then to retain them in their relative position as typed, and to cause them to be inserted as a unit in a suitable receiving panel or frame.

In many cases, it is desirable to have a binding element 3 extend down the middle of the original slit sheet. This is particularly true when a relatively wide sheet is to be split vertically to afford two sets of name strips or in other words each strip section is to be divided into two strips. This is more particularly desirable when the name strips are to be employed in tabs of moderate width. Such a composite sheet 11 is shown in Fig. 6, Fig. 7 illustrating the appearance of such a sheet when its marginal portions have been removed and two or three of the narrow strip elements have been cut away. During this operation a cut may be made centrally of the intermediate binding element so that a portion of the latter adheres to each of the narrow strip sections. Thus a set of narrow strip sections may be provided, as shown in Fig. 8, adapted to permit individual removal of strips after the same manner as permitted by the assembly shown in Figs. 4 and 5.

It is evident that this invention affords an arrangement permitting the more convenient preparation of narrow name strips for indexes, and particularly the typing of the same. This invention avoids the necessity of arranging a large number of separate narrow strips in coplanar juxtaposition for the application of the binding elements, while permitting the provision of a composite sheet including numerous strips connected by the flexible binding elements. The invention also permits the provision of a sheet having a greater degree of continuity than characterizes such a flexible sheet, this continuity affording characteristics closer to that of an ordinary continuous sheet and affording opposite smooth edges, thus facilitating the typing operation and the movement of the sheet into and out of the typewriter.

I claim:

Method of making typed index slips involving 75

the employment of a substantially rectangular sheet of material, such as cardboard, comprising cutting said sheet to provide a plurality of continuous slits extending parallel to two of the opposite edges of the sheet and terminating near to but in spaced relation to the other two edges of the sheet, thereby affording a sheet with a continuous uninterrupted perimetric portion, and with a central field having sections separated by parallel slits, applying a flexible binding element in adhesive engagement with said sections so that said binding element extends transversely to the slits and is disposed substantially midway of the edges of the sheet near which the slits terminate, removing marginal portions of the sheet adjoining said edges by cutting along the lines substantially parallel to said last-named edges, and intersecting the ends of the slits, typing on the sections, cutting the sections along a line between the edges of said binding strip to divide each of the sections into two parts, thus providing composite sheets each including a plurality of divided sections connected by a severed portion of the original binding element.

JAMES H. RAND.