United States Patent [19]

Pascua et al.

[11] **3,842,506**

[45] **Oct. 22, 1974**

[54] **SPACING MEANS AND METHOD FOR TYPING PAPER**

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[73] Assignee: **Space Paper Products**, Hermosa Beach, Calif.

[22] Filed: **Sept. 14, 1972**

[21] Appl. No.: **288,961**

[52] **U.S. Cl.** ..... **33/1 B**, 33/111, 282/29 C

[51] **Int. Cl.** **G01b 3/10**

[58] **Field of Search** ..... 33/1 B, 111, 1 R; 282/29 C

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Primary Examiner—William D. Martin, Jr.
Attorney, Agent, or Firm—Donald D. Mon

[57] **ABSTRACT**

A sheet of typing paper or of carbon paper or of backing material has a vertically arranged scale containing indicia representing typing lines on the sheet. The indicia run in numerical order downward from the top line to a position of the sheet where the numerical order is reversed, enabling a typist to determine the position on the sheet where the typing text should be discontinued and where footnotes should be commenced. A feature resides in binding the typed paper within a folder which conceals the scale.

1 Claim, 17 Drawing Figures

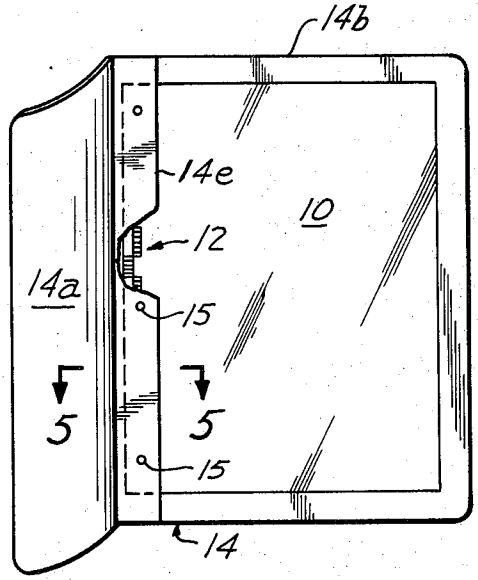


FIG. 1

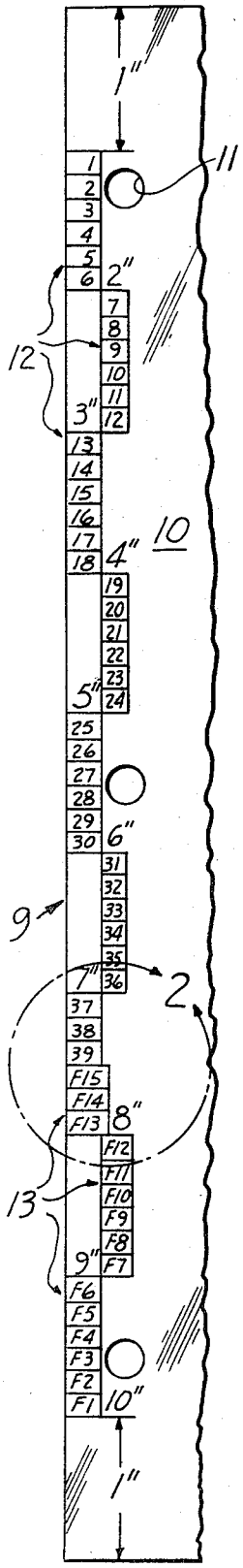


FIG. 2

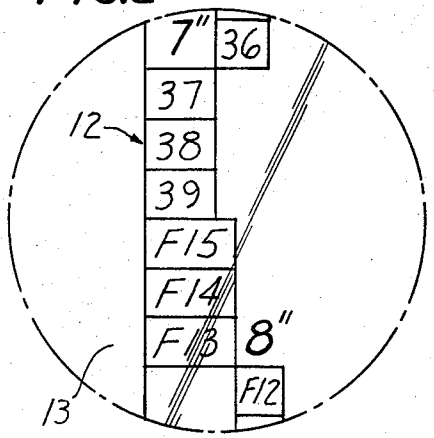


FIG. 5

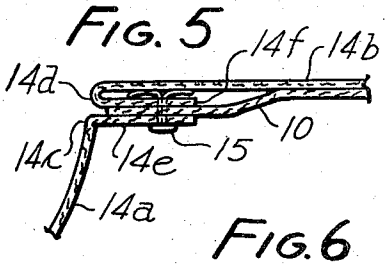


FIG. 6

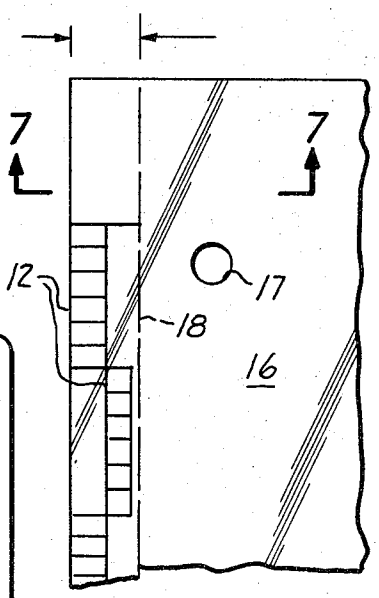


FIG. 4

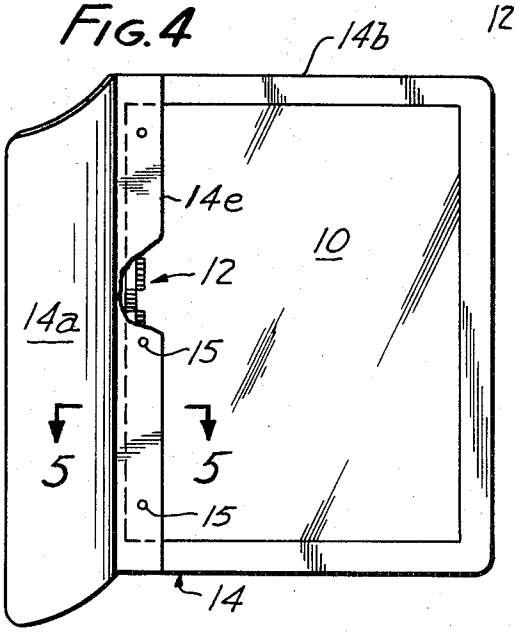


FIG. 7



FIG. 8

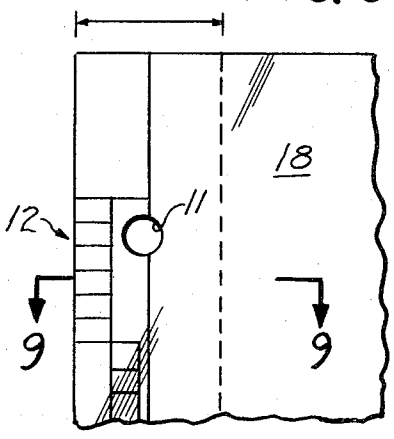


FIG. 9

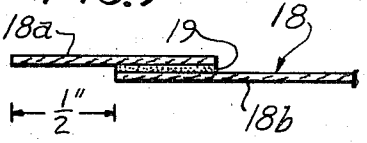


FIG. 10

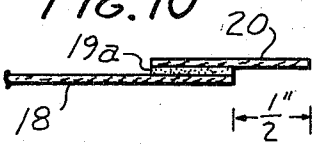


FIG. 11

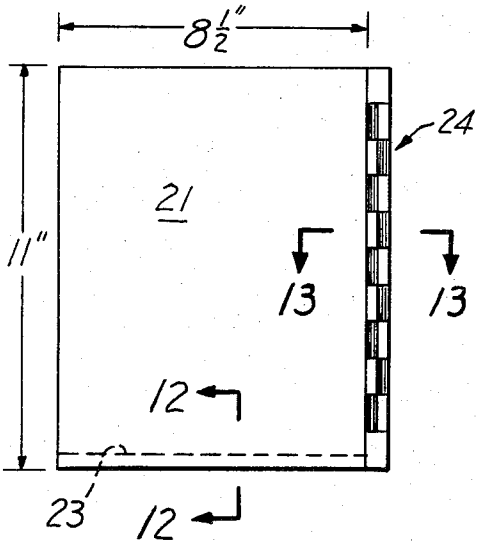


FIG. 12

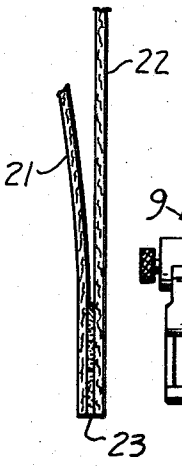


FIG. 13

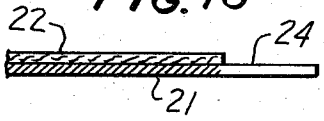


FIG. 3

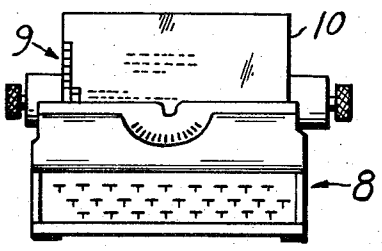


FIG. 14

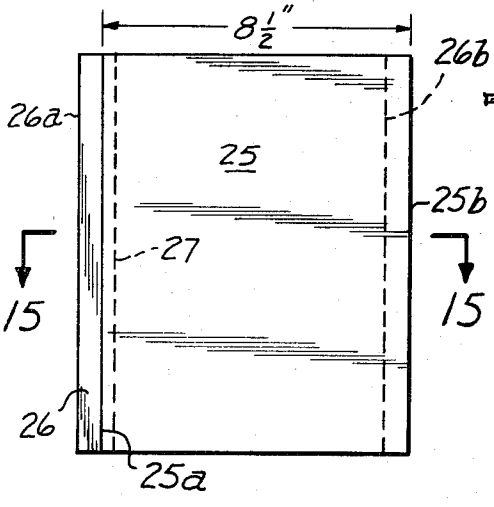


FIG. 15

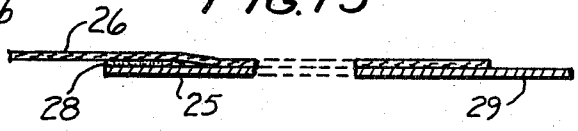


FIG. 16

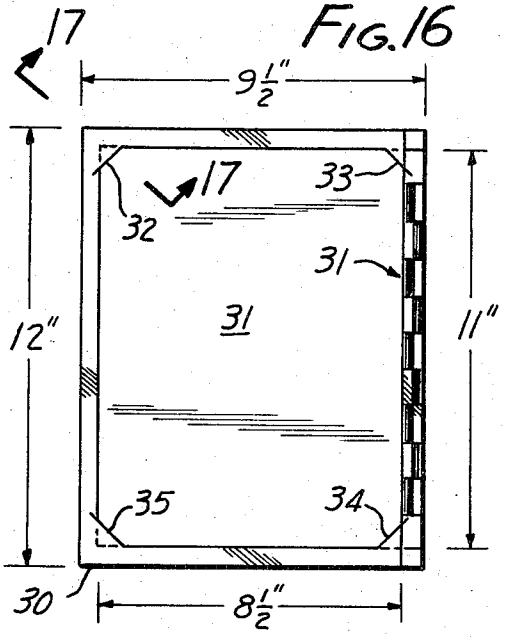
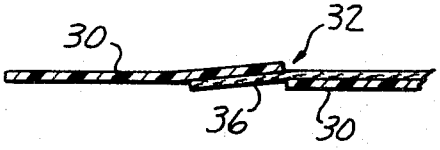


FIG. 17



SPACING MEANS AND METHOD FOR TYPING PAPER

This invention relates to typing material and equipment used for typing, and has for an object to aid a typist to determine the linear horizontal position of typed material upon a sheet of typing paper. A related object is to facilitate the positioning of footnote material on the sheet.

One of the problems of a typist in typing a sheet of text resides in visualizing just how far from the bottom of the sheet each line being typed is located. The reason for this is, of course, that the part of the sheet below the line being typed is out of sight below the rolls of the typewriter. When a sheet is to contain footnotes, there is a special problem. For proper appearance and filling of the sheet, and for proper spacing of the text from the footnotes, the typist must know where to discontinue the text on the sheet in order properly to accommodate the footnotes.

In accordance with the present invention, the typist is kept apprised at all times of the position of a line being typed on the sheet, and also of the number of lines remaining where footnotes are to be accommodated.

A properly typed paper should have its first line of typing a definitely established position below the top of the sheet and also, a definitely established distance from the bottom. Such distances from top and bottom can conveniently be chosen as one inch, for example.

The invention is carried out by provision of a vertical scale herein referred to as a space-paper scale. The scale contains indicia indicating both top and bottom page margins, alerting the typist as to when the bottom of the page will be reached, and permitting proper footnote space determination.

The scale commences at the predetermined distance from the first line of text below the top of the sheet, for example, one inch. The placing of each succeeding line of typing below the top line is indicated on the scale by indicia representing an ascending numerical order. For ease of locating particular line numbers on the sheet, it is preferable, although not essential, that the scale be arranged in a checkerboard type pattern. This can be done by grouping the numbers of lines in each successive increment of distance, for example increments of one inch each, down the page. Assuming six lines of typing to the inch, the first group of indicia would be that representing lines **1** through **6**; the second group would contain indicia for lines **7** through **12**, which group would be horizontally offset from the first group; and the third group would be indicia for lines **13** through **18** which would appear beneath the first group. This checkerboard grouping can be continued down the scale.

At a pre-established distance below the top of the sheet, for example, 8 inches below the top, which would involve 42 lines of typing where there are six typing lines to the inch, the indicia representing line numbers are reversed into a descending order of lines. This descending order may comprise, for example, 12 lines, or 2 inches, of typing area where there are six lines to the inch. The descending numerical order indicates to the typist the number of lines remaining before reaching the pre-established marginal area at the bottom of the sheet.

The space-scale occupies a vertical strip, for example about one-half inch wide and is located at the left side of the sheet of paper. The sheet is a sheet of typing paper.

According to a feature, typed sheets having a scale at their left side margins may be bound in a folder and arranged so that the scale is concealed from view when so bound. Punched holes near the left side for binding are applied to the sheets, and the holes may be either within the vertical area of the scale indicia or inside of it.

The foregoing and other features of the invention will be better understood from the following detailed description and the accompanying drawings of which:

FIG. **1** shows part of a sheet of typing paper containing a space-scale according to this invention;

FIG. **2** is an enlarged view of a portion of the scale taken within the circle **2** of FIG. **1**;

FIG. **3** illustrates a sheet like that of FIG. **1** held in the rolls of a typewriter;

FIG. **4** shows a sheet like that of FIG. **1** bound in a folder;

FIG. **5** shows a detail in cross-section taken at line **5—5** of FIG. **4**;

FIG. **6** illustrates a sheet according to the present invention of a somewhat different construction from that of FIG. **1**;

FIG. **7** is a cross-section view taken at line **7—7** of FIG. **6**;

FIG. **8** shows another construction of a typing sheet containing a scale according to this invention;

FIG. **9** is a cross-section view taken at line **9—9** of FIG. **8**;

FIG. **10** is a cross-section view showing a modification of the structure shown in FIGS. **8** and **9**;

FIG. **11** shows a sheet of carbon paper containing a scale according to this invention;

FIG. **12** is a cross-section view taken at line **12—12** of FIG. **11**;

FIG. **13** is a cross-section view taken at line **13—13** of FIG. **11**;

FIG. **14** shows another arrangement of carbon paper containing a scale according to this invention related to a sheet of typing paper;

FIG. **15** is a cross-section view taken at line **15—15** of FIG. **14**;

FIG. **16** shows a backing sheet containing a scale according to this invention supporting a sheet of typing paper related to the scale; and

FIG. **17** is a cross-section view taken at line **17—17** of FIG. **16**.

Referring to the drawings, FIG. **1** illustrates a portion of a sheet of typing paper **10** which is arbitrarily assumed to be an ordinary 8½ inch by 11 inch size. At the left side thereof, the sheet has three spaced punched holes **11** adapted for fastening in a binder. At the left margin, near the edge of the sheet, there is provided a scale **9** of indicia comprising line numbers. This scale **9** comprises two groups **12** and **13** one below the other.

The upper group **12** comprises line numbers running consecutively downward commencing at a distance, which can conveniently be 1 inch, from the top of the sheet at which typing normally begins. It is assumed in this example that there are six typing lines to the inch. Accordingly, the set of numbers **1** through **6** is printed in vertical array along the left margin for an inch. The

second set of vertically arranged numbers 7 through 12 occupying the second inch of typing is offset to the right from the numbers 1 through 6 as a visual aid in locating the numbers. The next set of numbers 13 through 18 occupying the third inch of typing is located beneath the first set numbered 1 through 6. These sets of six numbers with each six-number set being offset relative to the set next above, extend down the sheet. It is noted that in this group of numbers the highest number is 39 which is the lowermost number of the set consisting of line numbers 37, 38 and 39.

Below this first group 12 of typing line numbers 1 through 39, there is the second group 13 comprising fifteen lines of typing remaining on the page, allowing for a 1-inch margin at the bottom. These 15 lines are each given the prefix F to indicate that it is a possible footnote line. These footnote lines are numbered upwardly from the bottom so that the line marked F15 is immediately below the line numbered 39 at the end of the first group. The reason for this selection of fifteen of the F numbers is that experience has shown that the maximum number of footnote lines on any page seldom exceeds fifteen. Since in this example, the page is assumed to be a normal 8½ × 11 page leaving one inch margin at the top and bottom, there will remain 10 inches of typing lines within which 54 typing lines can be accommodated. Since there are arbitrarily chosen fifteen F numbers, there remain on the page 39 lines for regular typing.

The sheet shown in FIG. 1 may be used either with or without footnotes. If there are no footnotes for the page, the typist will ordinarily start at the line numbered 1 and type down through line number F1 before starting a new typing page. If there are to be footnotes, however, the typist should establish the number of lines to be occupied by the footnotes. This may be done by simply estimating the lines in simple cases, or if the footnote lines cannot readily be estimated, the typist may first set them up on a sheet of paper to establish the lines to be occupied. If, for example, the typist finds there are to be thirteen lines of footnotes, the lowermost footnote line will be line F1 and the uppermost footnote line will be line F13. Since one line will ordinarily be used for a divider line and another line will be left blank following the last line of typed text, there will be the entire fifteen F-lines devoted to the footnotes so that the last line of text typing will be line 39.

If there should be less than thirteen lines of footnotes, there can be correspondingly more lines of text. Thus, for example, if there are only nine lines of footnotes, the typist can type text down through line F12, which will leave the two lines, F10 and F11 for the divider and the space.

The foregoing examples of 13 and nine footnote lines respectively apply to odd-numbered footnote lines. In the event there is an even number of footnote lines, for example ten lines of footnotes, the lowermost footnote line should be at the line numbered F2 which means that the footnotes will begin at line F10 (a total of nine lines of footnotes).

The advantage of this arrangement will become apparent from inspection of FIG. 3 which shows the sheet in a typewriter 8. The typist can only see the lines of the sheet which are at and above the line on which the typing is being done. Thus, when the typing is being done at line 24, for example, the typist can see all of the lines 1 through 24 which are at that moment above the rolls of the typewriter. None of the lines below 24 is visible since the sheet extends downwardly out of sight below the rolls.

Typed sheets according to FIG. 1 are adapted for binding in a folder such as folder 14 of FIGS. 4 and 5. This cover is of a well-known type having a front cover 14*a* and a rear cover 14*b*. The front cover is folded at 14*c* and the rear cover is folded at 14d 14*d* that the respective covers can overlie respective flaps 14*e* and 14*f* between which the left side edges of the typed sheets are adapted to be placed. A sheet 10 is shown in the folder where it is secured by fasteners 15 passed through aligned holes of the respective flaps and through holes 11 of the sheet. It will be recognized that any convenient number of sheets may be included in the folder. By this arrangement, the indicia 12 and 13 are covered by the flap 14.

FIGS. 6 and 7 illustrate a typing sheet 16 containing a line numbering scale having groups 12 and 13 like that of FIG. 1 but in which the registration holes 17 are located well to the right of the columns of line numbers. Immediately to the right of the column of line numbers and well to the left of the holes 17, the sheet is vertically serated along line 18 so that after the sheet is typed as has been described in connection with FIG. 1, the line numbers can be removed by tearing at the seration, thereby leaving an ordinary typed sheet with the registration holes 17.

FIGS. 8 and 9 illustrate a modified form of typing sheet 18 similar to that of FIG. 1 except that it is made in two portions 18a and 18b, the left edge of the main portion 18b overlapping the right edge of portion 18a which contains the indicia groups 12 and 13. The overlapped portions are held together by a layer of glue 19.

FIG. 10 shows an arrangement for the sheet which is the reverse of that shown in FIG. 9. The only difference between FIGS. 9 and 10 is that in FIG. 10 the strip 20 is used instead of the strip 18*a* of FIG. 9, and is placed at the right side of the page, the layer of glue 19*a* being between the overlapping parts of strips 18 and 20. In FIG. 10, the scale is, of course, to the right of sheet 18 instead of to the left as in FIG. 8 and 9.

FIGS. 11, 12, and 13 show a variation of the arrangements of the preceding figures wherein a sheet of carbon paper 21 is attached to a sheet 22 of paper which is to receive a carbon copy of original typing being made on a sheet which is not illustrated in these figures, but which will be placed over the carbon sheet, the back of which appears in FIG. 11, while the carbon coated side will be against the sheet 22. The scale 24, similar to scale 9 of FIG. 1 is located along the right margin of the carbon paper. The bottom of the carbon paper is attached to the bottom of the sheet 22 by a layer of glue 23 to hold the two sheets in their proper position. When the text with or without footnotes is to be typed, a front sheet of typing paper will be placed over the side of the carbon sheet 21 opposite the sheet 22, without covering the scale, so that a ribbon copy will be made on the front sheet and the carbon on sheet 22. Although the carbon paper is shown attached to the sheet 22 at the bottom, it will be recognized that it could, if desired, be attached at the top or at the left side.

FIG. 14 illustrates a modification of the arrangement shown in FIGS. 11, 12, and 13. In FIG. 14, the carbon sheet 25 is similar to carbon sheet 21 of FIG. 11, except

that it is offset sideways relative to the sheet **26** on which the carbon copy is to be made. Thus, the side edges of the carbon sheet are shown by the full lines **25***a* and **25***b* and the side edges of the carbon copy sheet are shown by full line **26***a* and the dotted line **26***b*. The area between full line **25***a* and dotted line **27** contains the layer of glue **28** between the carbon sheet **25** and the carbon copy sheet **26.** In this arrangement, the right marginal edge of the carbon sheet **25** between lines **25***b* and **26***b* is provided with the a scale **29** similar to the scale **9** of FIG. **1,** and this margin need contain no carbon layer.

FIGS. **16** and **17** show a variation of the invention in which the paper is mounted to a rectangular backing sheet **30,** which may be of plastic, on which a scale **31,** which may be similar to scale **9** of FIG. **1,** is placed. At each of the four corners of the rectangle, the backing sheet has formed in it a slot, these slots being numbered **32, 33, 34,** and **35,** of sufficient width to admit the corners of a sheet **36** of typing paper. The scale **31** may, of course, appear on either side of the backing sheet **30** since the backing sheet can be used with the scale either at the left side or the right side. This arrangement has the advantage that the backing sheet with its scale is reusable, whereas in the previously described embodiments a scale is usable only once since it is on either the paper or the carbon sheet, depending on the particular embodiment.

It will be understood that the embodiments of the invention illustrated and described herein are given by way of illustration and not of limitation, and that modifications or equivalents or alternatives within the scope of the invention may suggest themselves to those skilled in the art.

Obviously dimensions can be changed without departing from the invention. The dimensions indicated in the drawings, particularly applicable to 8½ inch by 11 inch sheets, can be modified especially in the case of sheets of a different size.

It will also be recognized that although FIG. **4** shows one specific form of folder which may be used with sheets according to this invention, other forms of folders may alternatively be used.

What is claimed is:

1. In combination, a sheet of paper to be placed in a typewriter for typing thereon and a folder;

said sheet having at the left side thereof registration holes for binding in said folder and a vertical scale of insignia arranged in two groups, the first of which is above the second, the first group being adapted to indicate lines for text, and the second group being adapted to indicate lines for footnotes, the insignia of said first group representing successive lines in numerical order in the downward direction for typing down from the uppermost line of typing on the sheet, and the insignia of the second group representing successive typing lines in numerical order in the upward direction from the lowermost line of typing on the sheet;

said folder containing a flap having registration holes aligned with the registration holes of the sheet; and

fastening means maintaining the registration holes of the sheet in registration with the respective registration holes of the flap so that the flap conceals the scale from view.

* * * * *

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UNITED STATES PATENT OFFICE
CERTIFICATE OF CORRECTION

Patent No. 3,842,506 Dated October 22, 1974

Inventor(s) Don F. Pascua and Harold C. Stearns

It is certified that error appears in the above-identified patent and that said Letters Patent are hereby corrected as shown below:

Col. 4, line 8 cancel "14d" second occurrence and after "14d" first occurrence insert --so--

Col. 4, line 17 "14" should read --14e--

Signed and sealed this 7th day of January 1975.

(SEAL)
Attest:

McCOY M. GIBSON JR.
Attesting Officer

C. MARSHALL DANN
Commissioner of Patents