

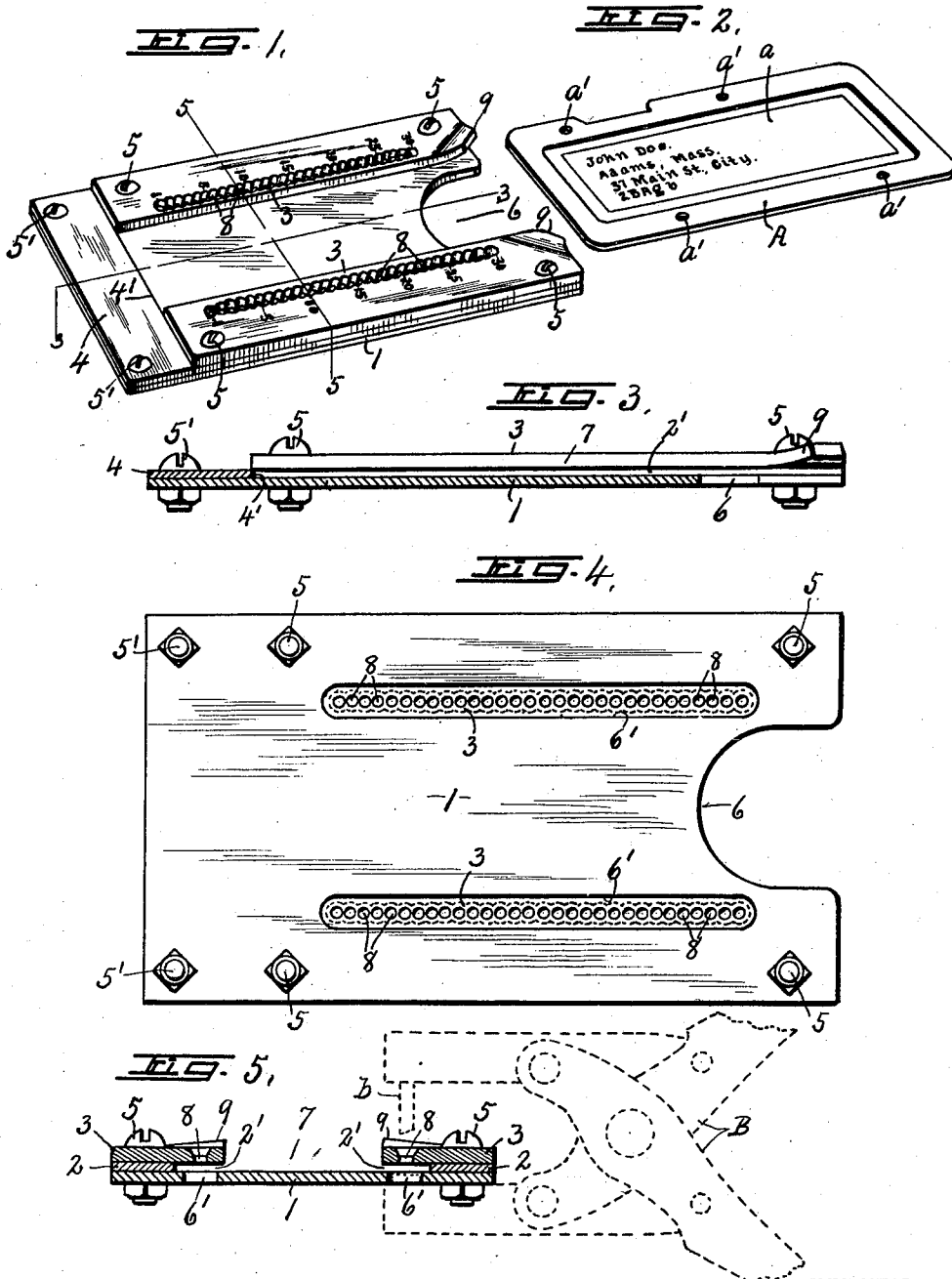
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CARD AND PUNCH GUIDE FOR STENCILED CARDS

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CARD AND PUNCH GUIDE FOR STENCILED CARDS

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This invention relates to a card-and-punch guide for receiving and positioning stenciled address cards preparatory to selectively punching holes in either or both of the longitudinal edges thereof according to a pre-determined classification key so that the perforated cards may be run through an Elliot or equivalent addressing machine whereby all stenciled cards with perforations in the same position will be automatically selected and the stenciled matter such as names and addresses in the selected cards reproduced in sequence upon a record sheet by printing through the stencil while the remaining cards with perforations in different positions will simply pass on through the machine without reproducing the stenciled impressions therein in the manner well-known to those skilled in the operation of machines of this character.

The needles used in these machines for selectively controlling the printing of the stenciled cards are arranged in straight parallel rows while the guide along which the cards are fed is arranged parallel with the rows of needles and in view of the fact that the cards are necessarily small and provided with relatively narrow margins in which provision is made for the reception of a considerable number, in this instance thirty, of holes or perforations in different positions along each longitudinal edge it becomes necessary to provide means whereby these perforations may be made in absolute parallelism with and equal distances from the longitudinal edges of the card outside of the stenciled portion thereof.

The main object of the present invention is to provide a convenient and comparatively inexpensive card-holder with parallel perforated templets or jigs in which the perforations are arranged to exactly correspond to the longitudinal and transverse space of the needles of the addressing machine and to constitute guides for the perforating punch.

Another object is to provide the card-holder with parallel lengthwise guides spaced transversely to exactly correspond to the width of the stenciled cards and in definite relation to the perforated templets corresponding to the position of the rows of nee-

dles relatively to the card guide of the addressing machine so that when the card is perforated by the punch through any one or more of the perforations in either of the templets in the card-holder such perforation or perforations will exactly line up with the selected needle or needles of the addressing machine as the card is fed through the guide thereof.

Another object is to provide the card-holder with an end-stop for limiting the inward movement of the card therein to such position as will bring the edge portions thereof into proper position for punching the perforations therein a pre-determined distance from the end thereof so that when the card is fed into the addressing machine its perforation or perforations will exactly line up with the corresponding selected needle or needles of said machine for properly controlling the printing from the stencil of the selected cards.

Other objects and uses relating to specific parts of the card-and-punch guide will be brought out in the following description.

In the drawings:—

Figure 1 is a perspective view of a card-and-punch guide embodying the various features of my invention.

Figure 2 is a perspective view of one of the stencil cards after being punched.

Figure 3 is an enlarged longitudinal sectional view taken on line 3—3, Figure 1.

Figure 4 is an enlarged inverted plan of the device shown in Figure 1.

Figure 5 is a transverse sectional view taken on line 5—5, Figure 1, the dotted lines indicating a portion of a punch for perforating a card.

As illustrated, this device comprises a substantially flat and rectangular back piece —1—, opposite lengthwise guide strips —2— and a pair of opposite lengthwise templets or jig plates —3—, the guide strips —2— and adjacent templets —3— being rigidly secured by bolts —5— or other fastening means to the corresponding longitudinal edges of the base plate —1— to form a unitary article of manufacture.

A transverse stop plate —4— is also se-

cured by screws —5'— or equivalent fastening means to one end of the base plate —1—, the opposite end of said base plate being provided with a finger opening —6— for convenience of removing and replacing the cards from and into the card-holder.

The base plate or back piece —1— is elongated in one direction and is somewhat longer and wider than the stencil card as —A— which is also substantially rectangular in plan and is provided with a central panel —a— of wax paper or equivalent material adapted to be stenciled with the name and address of an individual or other informative material capable of being used in a printing press for reproduction when desired, the marginal edges of said card being made of relatively stiff paper board so that the longitudinal edges may be perforated in the card holder for use in connection with an Elloit addressing machine in a manner well-known to those skilled in this art.

The stop plate or flange —4— is provided with a straight inner edge —4'— extending across and at right angles to the longitudinal center of the base plate —1— and is spaced apart from the opposite end of said plate a distance somewhat greater than the length of the card —A— for engaging and limiting the movement of the card when inserted into the holder across the upper face of the plate —1— and between the guide strips —2—.

The inner edges of these guide strips —2— are straight and parallel and are spaced transversely a distance apart corresponding to the width of the card —A— to guide said card in its longitudinal movement along the upper surface of the plate —1— and to hold it against lateral movement relatively to said plate, said guide strips being extended from the inner edge —4'— of the stop plate —4— to the opposite end of the base plate.

The base plate —1— is provided with straight parallel slots —6— arranged in transversely spaced relation corresponding to the spacing of the opposite longitudinal marginal edges of the card —A— and adjacent the inner straight edges of the guide strips —2— parallel therewith so that when the card is inserted in the holder the opposite lengthwise marginal edges thereof will be registered with the slots —6—.

These slots —6— are spaced relatively short distances from the inner straight edges of the guide strips —2— for receiving one of the punching jaws of a hand punch —B— shown by dotted lines in Figure 5 and allowing the holes as —a'— to be punched in the longitudinal margins of the card wholly within the outer and inner edges of said margins.

The thickness of the guide strips —2— is about equal to or slightly greater than the thickness of the marginal edges of the card —A— to allow the card to slide easily along

the upper face of the base plate —1— and against the inner straight edges of both guide strips without lost motion.

The templets —3— are secured to the upper or outer faces of the guide strips —2— and extend inwardly beyond the inner edges thereof and slightly beyond the inner edges of the slots —6— so as to overhang said slots and to form opposite longitudinal guide grooves —2'— for receiving the opposite longitudinal margins of the card —A—, the inner edges of said templets being preferably straight and parallel and spaced apart transversely to form a sight opening —7— through which the stencil impressions in the panel —a— are readily visible during the punching or pressing operation, the longitudinal center of the opening —7— being substantially co-incident with the longitudinal center of the base plate —1—.

The portions of each templet —3— overhanging the corresponding slot —6— is provided with a plurality of, in this instance thirty, apertures —8— arranged in a straight row in line with the longitudinal center of the corresponding slot —6— for receiving the male punching die as —b— of the punching device —B—, the upper or outer ends of said apertures being counter-sunk to facilitate the entrance of the punch —b— thereinto.

The distance between the longitudinal centers of the opposite rows of apertures —8— is substantially equal to be the distance between the longitudinal centers of the lengthwise margins of the card —A— while the apertures of each row are spaced uniform distances apart longitudinally corresponding to the spacing of the needles in the addressing machine so as to assure the automatic selection of the cards of certain pre-determined classifications for consecutive printing as the cards are fed through said machine.

The outer ends of the inner edges of the templets —3— are bent or deflected outwardly at —9— to facilitate the entrance of the cards into the adjacent ends of the grooves —2'—.

The length of both rows of apertures —8— is less than the length of the card —A— to assure the punching of the apertures —a'— wholly within the opposite longitudinal margins of the card —A—, said apertures having a fixed relation to the stop shoulder —4'— to assure the proper positioning of the perforations —a'— relatively to the ends of the card so that when the card is fed through the addressing machine its apertures will be properly aligned with certain pre-adjusted needles for effecting the desired selective printing from the automatically-selected stencils.

The apertures —8— of each row are numbered in sequence from the open end toward the opposite end of the holder as, for example, 1, 2, 3 and so on up to 30 for designat-

ing different classifications such, for example, as different course of study, different nationalities, different religions and other more or less interesting and important informative matter which is kept on record as a key to the numbers.

Operation

The stenciled cards with blank margins are inserted one by one into the open ends of the grooves —2— until the inner end engages the stop shoulder —4'— whereupon the operator adjusts the punch —B— into registration with any one or more selected apertures —8— of one or both of the rows corresponding to the classification or classifications which it is desired to reprint from the stencil in the addressing machine, the punch being then operated to produce the desired aperture or apertures —a— in the margin of the card —A—.

In like manner the apertures may be formed in different places on different cards with the assurance that when the cards are fed from the stacker by the addressing machine the pre-adjusted needles of that machine will cause a selection and reprinting of all of the cards having their apertures positioned to register with the pre-adjusted needle or needles, it being understood that immediately following the punching of each card the latter is withdrawn from the holder and placed with other cards in the usual stacker common to Elliott addressing machines and that the addresses will have been previously stenciled in the panels —a— of the cards.

It is obvious that when the holes are punched in the card, the punched-out portions will be discharged through the slots —6— leaving the guide grooves —2— free for the reception of other cards and ready for a repetition of the punching operation just described.

While I have described the card-holder as comprising a base plate —1—, guide strips —2—, templates —3— and stop plate —4— bolted or otherwise secured together it is evident that the essential object of the invention may be carried out by other constructions and, therefore, I do not wish to limit myself to the structure shown and described.

What I claim is:—

A card and punch guide comprising a substantially rectangular base plate having ribs along its opposite edges in parallel spaced relation for guiding a card therebetween, and flange plates secured to and projecting inwardly equal distances from the guide ribs in parallel spaced relation for maintaining a card upon the base plate and between said ribs, each of said plates being provided with a lengthwise row of perforations for guiding the male punch die of a perforating tool, the outer end of

each of said perforations being countersunk to facilitate the entrance of said die there-through, said base plate being provided with parallel lengthwise slots registering with and extending from end to end of said perforations for guiding the female die of a perforating tool.

In witness whereof I have hereunto set my hand this 19th day of July, 1926.

JOHN CARLTON HURLEY.