July 10, 1962 R. W. PORTER 3,043,734

FILING DEVICE AND METHOD OF OPERATION

Filed March 6, 1956

Fig. 1

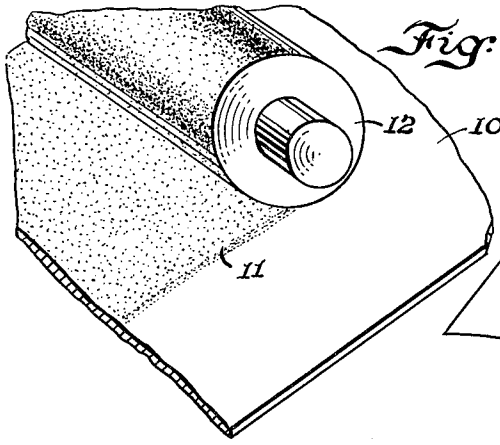


Fig. 2

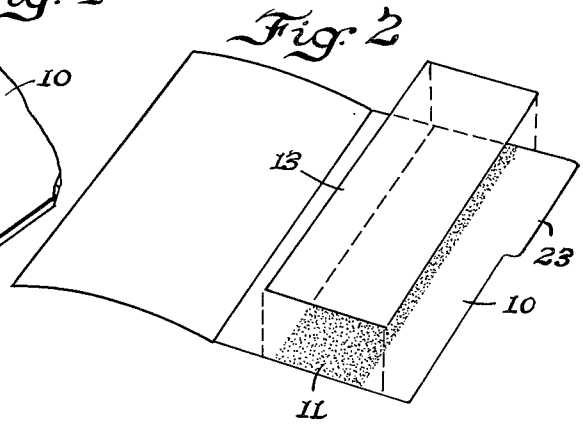


Fig. 3

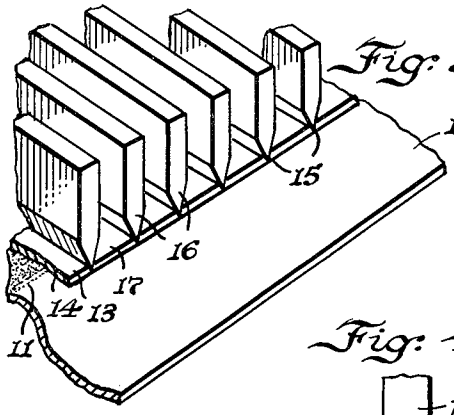


Fig. 5

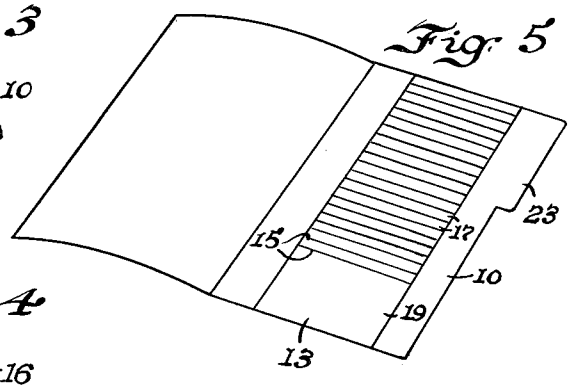


Fig. 4

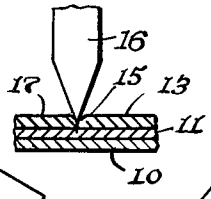


Fig. 6

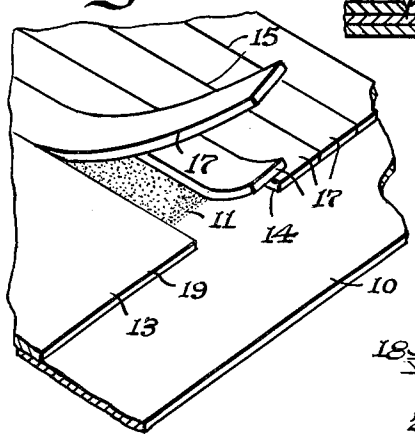


Fig. 8

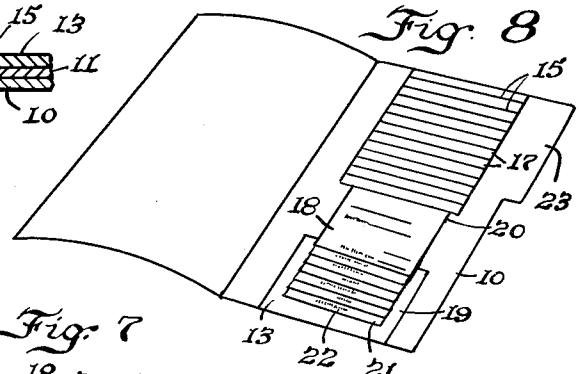
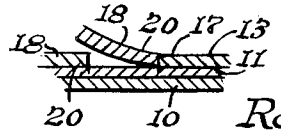


Fig. 7



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3,043,734

FILING DEVICE AND METHOD OF OPERATION

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1 Claim. (Cl. 156—249)

This invention relates to a filing device and method of operation, the invention being herein illustrated as embodied in a new and improved report folder especially designed and adapted for use in hospitals and clinics, but suitable also for various other purposes, wherever it is important to apply papers neatly in "shingled" arrangement in a folder without having to apply adhesive, or lick or otherwise wet an adhesive.

A pressure sensitive adhesive is now sold under the name Kleenstik, forming the subject matter of Bennett Patent No. 2,191,704. That or any other similar adhesive is suitable for use with the present invention. Such an adhesive is usually applied to the surface of paper with a protective backing to keep it fresh and clean, and when the adhesive is to be used the backing is stripped off, the adhesive having a greater affinity for ordinary unglazed paper than for the glazed stock used in the backing.

A salient feature of the present invention is the provision of a folder or carrier sheet having a portion of one side thereof covered with this special gummed stock, the backing or protective covering sheet being serrated transversely to provide tear strips which may be removed one after another as the report sheets are to be applied, using the adhesive transferred onto the folder and uncovered as each strip of backing is removed, the rest of the backing that is left serving as a lineup guide in the application of one sheet after another into the folder, so that a series of sheets of the same size, as in this case of laboratory reports, will be disposed in alignment and evenly overlapped relationship and present a very neat appearance, and the information contained on any one of the sheets may be easily and quickly referred to if the lower edge portion of each sheet that is left exposed is suitably labeled, as for example, in the case of laboratory reports with titles such as "Chemistry," "Blood count," "Hematology," "X-ray," etc.

The invention is illustrated in the accompanying drawing, in which—

FIG. 1 is a perspective view illustrating the application of adhesive to a folder from a roller in a coating machine;

FIG. 2 shows on a smaller scale the next step in perspective of applying the backing sheet, which may be done also by machine;

FIG. 3 shows on the same scale as FIG. 1 the next step in perspective of serrating the backing sheet, which is an operation done in a press, this step being also indicated partly in section and partly in side elevation in FIG. 4;

FIG. 5 is a perspective view similar to FIG. 2 showing a finished report folder ready for use;

FIG. 6 indicates in a perspective view on the same scale as FIG. 3 how the individual strips of backing may be removed to uncover the adhesive;

FIG. 7 is a sectional view indicating how the sheets are applied one after another into the folder in accordance with my improved method using the adhesive that is exposed when the strip has been removed, and using the rest of the backing as a guide in the application of the sheets, and

FIG. 8 is a perspective view similar to FIG. 5 showing how a folder appears when partly filled with report sheets or the like.

The same reference numerals are applied to corresponding parts throughout the views.

Referring to the drawing, the reference numeral **10** designates a filing device comprising a paperboard folder or carrier sheet of the usual medium thickness used for files to the inner side of one half of which is applied a layer of pressure sensitive adhesive or glue, as indicated at **11** in FIGS. 1 and 2. This may be applied in a coating machine in any suitable or preferred manner, a roller for application thereof being indicated at **12** in FIG. 1, the folders being fed automatically through the machine, one at a time, to have the band **11** of adhesive applied thereto by the roller. Then a backing or protective covering sheet **13** of glazed paper that is wider than the band **11** is applied immediately, extending the full length of the folder, as indicated in FIG. 2. The marginal edge portions **14** of the glazed paper are therefore left unattached, so that when the folders are fed, one at a time, into a press for the cutting through of the backing **13** on parallel lines **15** by means of a series of parallel knife blades **16** to define separable tear strips **17**, these strips may be easily picked up at their ends and stripped off, one at a time, to uncover a narrow strip of adhesive to be used in applying a report sheet **18** by its one edge portion into the folder. The strips **17** being of glazed paper and the adhesive **11** having a greater affinity for the unglazed paper or cardboard **10**, there is no likelihood of the adhesive being stripped off when the strips **17** are removed.

In operation, after the adhesive **11** has been applied to the inner side of the folder **10** its full length, a backing or protective covering sheet **13** of glazed paper is applied the full length covering the adhesive. Then, all but one end portion **19** of an appreciable length is serrated along the lines **15**, the purpose being to use an end portion **19** of the backing sheet **13** as a shield over the end portion of the band **11** of adhesive so that the first report sheet **18** that is applied when the first strip **17** is removed will adhere to the folder **10** only along its upper edge portion **20**. In the application of the upper edge portion **20** the edge of the neighboring tear strip **17** serves as a guide, as shown in FIG. 7, to insure the application of each report sheet **18** with its upper end at right angles to the longitudinal edges of the folder **10**, and, of course, after one or more other report sheets have been put in, these serve also as a guide in the application of other report sheets later to have all of the sheets aligned properly with one another. The lower edge portions **21** of the sheets **18**, when a series of sheets of the same size are used, are exposed to a uniform extent, as illustrated in FIG. 8, and in the case of hospital or clinic report folders, these marginal edge portions may be labeled, as indicated at **22**, with identifying titles such as "Chemistry," "Blood count," "Hematology," "Urinalysis," "X-ray," etc., so that information relative to the patient, whose name may be conveniently applied to the tab **23**, is quickly and easily available. A folder with a series of these sheets neatly inserted presents a very nice appearance and with the facilities provided in accordance with my invention, a great deal of time is saved in the compiling of reports on each patient and there is no danger of an important report getting lost once it has been put in properly in the folder. The cost of these folders, due to the simplicity and economy of the construction, and the fact that all of the operations required in the manufacture thereof can be done in automatic machines already available, is very low considering the advantages obtained.

It is believed the foregoing description conveys a good understanding of the objects and advantages of my invention. The appended claim has been drawn to cover all legitimate modifications and adaptations.

I claim:

The method of filing sheets in shingled relation on a

filing device comprising a carrier sheet having a band of pressure-sensitive adhesive extending thereacross, and a series of strips of uniform width and uniform appreciable thickness, adjacent strips having contacting edges extending transverse to the direction of length of said band of adhesive, said strips being applied to completely cover said band of adhesive but being of a material providing little adherence thereto to facilitate removal of said strips individually from said carrier sheet, the method comprising peeling off a first strip, placing the edge of a sheet in contact with the thus exposed edge of the next adjacent strip, pressing the sheet into adhering engagement with the adhesive exposed by removal of the first strip, and continuing in the same way to replace each successive strip with a sheet.

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