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(11)

EP 0 992 367 A2

(12)

EUROPEAN PATENT APPLICATION

(43) Date of publication:

12.04.2000 Bulletin 2000/15

(51) Int Cl.7: **B42F 7/02**

(21) Application number: **99307153.9**

(22) Date of filing: **08.09.1999**

(84) Designated Contracting States:

**AT BE CH CY DE DK ES FI FR GB GR IE IT LI LU
MC NL PT SE**

Designated Extension States:

AL LT LV MK RO SI

(30) Priority: **09.10.1998 GB 9822098**

11.01.1999 GB 9900545

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(54) **Document file**

(57) A file or folder for holding documents has a pocket defined by a panel 4 of the folder, a flap 5 integral with the panel and a transparent sheet 18 covering an aperture 12 in panel and the flap. An indexing card or

slip 30 is releasably retained in the pocket by a tab 14 integral with the flap 5, both sides of the card being clearly visible through the transparent material to display information identifying the folder.

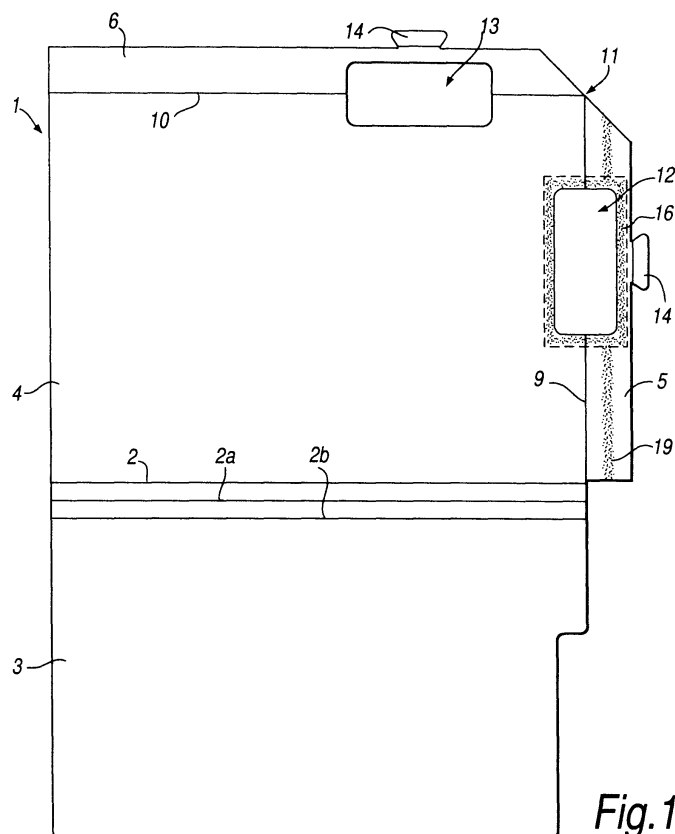


Fig.1

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Description

[0001] This invention relates to files, wallets and folders for holding documents, as commonly used in offices for keeping related papers together for storage in filing cabinets and the like. The documents can be fastened or attached within the file or folder by, say, a suitable clip, or they can be stored loose. For convenience of use it is helpful for such files or folders to be labelled in some way to enable the file contents to be ascertained by visual inspection of the closed file or folder and the low unit cost of the files makes it important for the files and folders to be manufactured economically.

[0002] Broadly stated, the invention resides in a file or folder for holding documents comprising front and rear panels foldably connected along a common edge, and a pocket for receiving an indexing slip or card, the pocket comprising an aperture or window adjacent a free edge of at least one panel for displaying information on the indexing slip or card. Folders, wallets or files are normally indexed by writing on the article itself or more commonly, by using an adhesive label. The present invention improves reference by using changeable indexing cards which are always perfectly aligned.

[0003] More specifically, the invention provides a file or folder for holding documents comprising front and rear panels connected at a spine, a flap integral with an edge of one of the panels, the flap being folded onto and secured to the panel to define a pocket for receiving an indexing slip or card and a window provided adjacent said panel edge in at least one of the panel and the flap through which an inserted indexing slip or card is visible.

[0004] Conveniently, the pocket receives the indexing card or slip between the flap and panel, and the slip or card is insertable in the direction towards said panel edge.

[0005] Although the window may consist of an opening in the flap and/or panel, in the preferred embodiment a sheet of transparent material is sandwiched between the flap and panel and covers the window. Windows may be provided in the flap and panel so that the indexing card or slip is visible from the front and back of the closed file or folder. Further, more than one pocket can be provided in the file or folder.

[0006] In a preferred embodiment, catch or detent means are provided to retain the indexing card or slip within the pocket, and in an exemplary embodiment the detent means comprises a tab integral with a free edge of the flap adjacent the window. The tab may be tucked over into the pocket after insertion of the indexing card or slip to retain releasably the indexing card or slip.

[0007] A clearer understanding of the invention will be gained by reference to the following detailed description of a preferred embodiment, given by way of example only, with reference to the accompanying drawings in which:

Figure 1 is a plan view of a cardboard blank;

Figure 2 is an enlarged view of an area of the blank; Figures 3 and 4 are plan views of a blank at various stages of the manufacture of a file from the blank; Figure 5 is a side view of apparatus for forming a file from the blank;

Figures 6 and 7 are plan views of a completed folder in open and closed conditions respectively;

Figure 8 is a partial section taken along the line A-A in Figure 6; and

Figures 9 and 10 are plan views of completed folders according to alternative embodiments of the invention.

[0008] A document file is formed from a blank 1 of cardboard, stiffened paper or another suitable sheet material. A transverse foldline 2 divides the blank into a generally rectangular front panel 3, and a slightly larger rectangular rear panel 4. The front panel may have further foldlines 2a,2b etc parallel with and adjacent to the foldline 2. When the file is closed by folding the front panel onto the rear panel about the foldline 2, a spine is formed at this foldline. In a manner known *per se* the additional foldlines 2a,2b facilitate expansion of the spine when the file is to receive relatively large amounts of documents.

[0009] Edge flaps 5 and 6 border two neighbouring edges of the rear panel 4, namely the edge parallel to the foldline 2 and an adjacent side edge, these flaps being delimited with respect to the rear panel by foldlines 9 and 10. The adjacent proximal ends of the flaps 5,6 are tapered at a 45° angle to meet at the common corner 11 of the rear panel between the flaps. The distal end of the flap 5 terminates a small distance before the foldline 2, whereas the distal end of the flap 6 is co-extensive with the free edge of the rear panel 4.

[0010] Spaced uniformly from the common corner 11 are two equisized, generally rectangular openings 12,13 positioned with their imaginary longitudinal centre lines in alignment with the respective foldlines 9,10. As described below, transparent sheets or membranes 18, one of which is shown in broken line in Figure 1, cover the openings 12,13 in the finished file. Disposed on the free edges of the flaps 5,6 and adjacent the centres of the openings 12,13 are generally trapezoidal tabs or catches 14. A narrow rectangular strip 15 (Figure 2) between each tab and the corresponding flap has a foldline 17 along its outer edge, the foldline delimiting the tab and the strip 15.

[0011] As shown in Figure 7, the free edges of the front panel are profiled so that when the front and rear panels 3,4 are folded onto one another about the foldline 2, the free edges of the front panel are substantially in alignment with the inner edges of window openings 12,13 to ensure the openings are clearly visible and are not obstructed by the front panel when the file is closed.

[0012] Figure 5 shows apparatus suitable for forming the blank into a finished folder. The blank is aligned on a feed belt with the major lateral edges parallel to the

direction of travel (see Figure 3a). A first gluing station 20 applies an adhesive 16 around the edge of the opening 12 (see Figure 3b) before a transparent sheet or membrane 18 is applied to cover the opening at a patching station 22 (see Figure 3c). The type of adhesive and the material of the transparent sheet are not crucial to the invention and any suitable adhesive and material may be used provided a secure bond between the sheet and blank material can be formed.

[0013] The blank and adhered sheet are passed to a second gluing unit 23 where an adhesive 19 is applied to the flap 5 (Figure 3d). As will be apparent, adhesive is not applied to the innermost and outermost edges of transparent sheet 18. After application of adhesive at the second gluing unit the flap 5 is folded, at a folding unit 24, about the foldline 9 onto the rear panel 4 (Figure 3e). Again, the adhesive may be of any type suitable to form a secure bond between the two surfaces of the blank.

[0014] By the selective application of the adhesive 19, there is defined by the flap 5, rear panel 4 and transparent sheet 18 a pocket having a closed outer edge aligned with the free edge of the file (defined by the foldline 9) and having a slot or mouth opposite the closed outer edge. The pocket interior is visible through the windows formed by the opening 12 and the transparent sheet 18, and an indexing slip or card 30 e.g., with a file name or number written, typed or printed thereon, can be inserted into the pocket by sliding it under the tab 14 and through the mouth slot in the direction towards the closed edge of the pocket and panel edge. When inserted, opposed faces of the slip 30 are visible from the front and back of the folder respectively. Of course, two indexing slips facing in opposite directions can be inserted into a single pocket if desired, and the slip or slips can be replaced at any time as desired.

[0015] The index slip 30 is releasably retained within the pocket by folding the tab 14 over into the pocket, as indicated in Figure 8 and in broken line in Figure 2, and around the adjacent edge of the indexing slip 30 which then lies between the confronting faces of the tab 14 and the flap 5. The narrow rectangular strip 15 between the tab 14 and the flap 5 facilitates repeated folding of the tab over into the pocket, and clean cuts at the edges of the strip 15 serve to aid accurate folding of the tab.

[0016] A second windowed pocket for receiving an indexing card or slip is formed by turning the blank through 90° and passing it through the apparatus described above for a second time so that the same sequence of gluing, transparent sheet application and folding steps is repeated but this time involving the flap 6, as illustrated in Figures 4a to 4e. Providing windowed indexing pockets at two mutually perpendicular edges of the completed file facilitates its use either horizontally with the spine lowermost or in a vertical orientation. To assist a clear understanding, only one of the pockets in the completed folder shown in Figures 6 and 7 has a slip inserted and the tab 14 tucked in.

[0017] The termination of the flap 5 before the foldline 2 ensures that the folding of the file along foldline 2 is not obstructed, and the adjacent tapered ends of the flap lie parallel in the finished folder, as shown in Figures 6 and 7, so that there is no overlap of the edge portions.

[0018] In the alternative embodiment depicted in Figures 9 and 10, two openings 12', 13' are spaced equidistantly from the midpoint of a common edge 9, 10. The alternative embodiments allow the indexing of a folder in two distinct filing categories, e.g. folder title, date, subject, etc. thereby greatly increasing the flexibility and versatility of the folder.

[0019] Although two openings are preferred, a single larger opening or more than two openings could be provided.

[0020] A sheet of paper or cardboard having lines of weakness, e.g. perforations, defining slips of a size suitable for the pocket may be provided, and the sheet may be preprinted or coloured to aid identification of files.

[0021] Paper retaining means, such as a clip or fastener for punched papers may be secured to the rear sheet adjacent the fold line 2.

[0022] Of course, the skilled person will understand that modifications to the preferred embodiment are possible without departing from the scope of the invention. For instance, in place of the flaps 5, 6 integral with the rear panel 4, there could be used separate pieces of card or other sheet material. Also the flaps, or separate pieces of sheet material, need not extend the length of the rear panel and could instead merely border the openings 12, 13. Also, the openings 12, 13 could be provided in only one of the rear panel 4 and flap, although this would result in the indexing strip being visible from only one side of the folder, or separate openings could be provided in the rear panel and flap in register with the pocket. Should it be desired a windowed pocket could additionally or alternatively be provided in a similar fashion at one or more of the edges of the front panel of the file or folder. Furthermore, the transparent sheet could be omitted. The free edge of the pocket could be proud of the parallel edge of the folder or it could be recessed from that free edge. Moreover, a slit could be formed at the side of the pocket to receive the indexing slip or card.

Claims

1. A folder (i) for holding documents comprising front and rear panels (3,4) foldably connected along a common edge (2), and a pocket having an opening for receiving an indexing card (30), the pocket having an aperture (12,13) adjacent a free edge of one of the panels for displaying information on the indexing card.
2. A folder according to claim 1, wherein the pocket opening is positioned to receive the indexing card in a direction towards said panel edge.

3. A folder according to claim 1 to 2, wherein a flap (5,6) integral with said one panel overlies and is secured to the panel to define the pocket.
4. A folder according to claim 1, 2 or 3, wherein an imaginary longitudinal centre line of the aperture lies on the junction between said panel and the flap. 5
5. A folder according to any one of the preceding claims, wherein a sheet of transparent material (18) covers the aperture. 10
6. A folder according to claim 5, wherein the sheet of transparent material is sandwiched between opposing faces of the pocket. 15
7. A folder according to any one of the preceding claims, wherein detent means (14) are provided for retaining the indexing card within the pocket. 20
8. A folder according to claim 7, wherein the detent means comprise a tab (14) adjacent the pocket opening, the tab being tucked into the pocket to retain releasably the indexing card. 25
9. A folder according to any one of the preceding claims, wherein a second pocket is provided on an adjacent edge of said panel.
10. A folder according to any one of claims 1 to 8, wherein a second pocket is provided on said free edge. 30
11. A folder according to any one of the preceding claims, wherein the free edges of the other panel (4) are profiled to ensure the or each aperture is clearly visible and is not obstructed by the said panel (3) when the folder (1) is closed. 35

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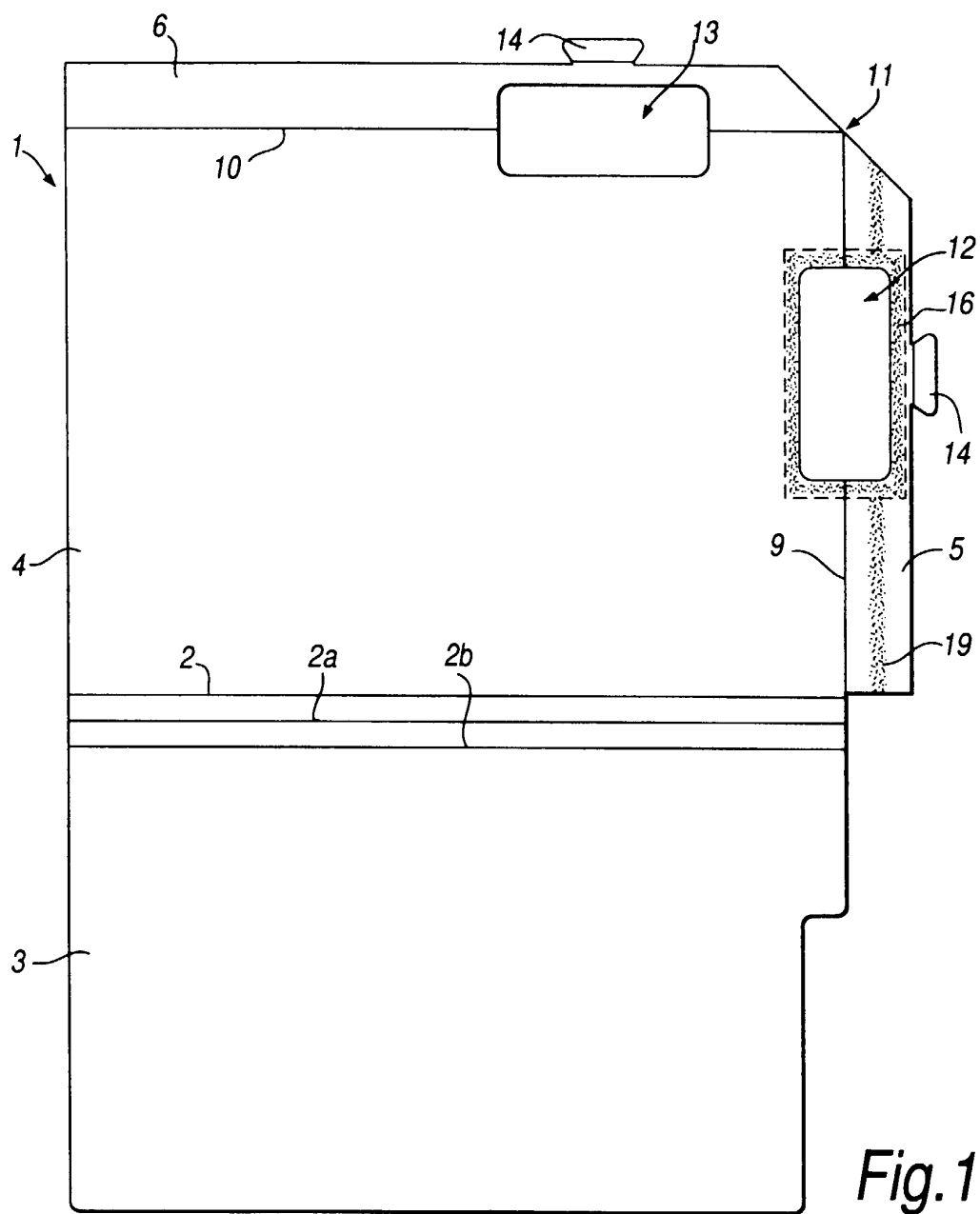


Fig. 1

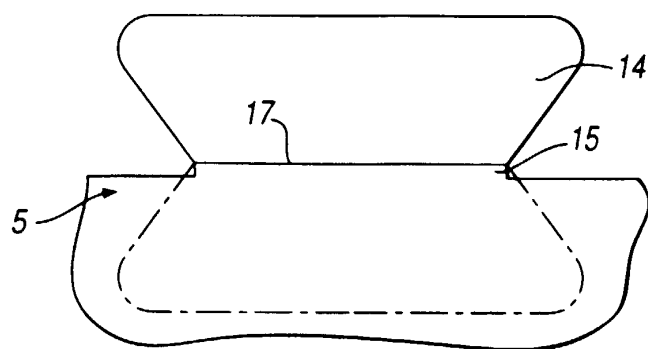


Fig. 2

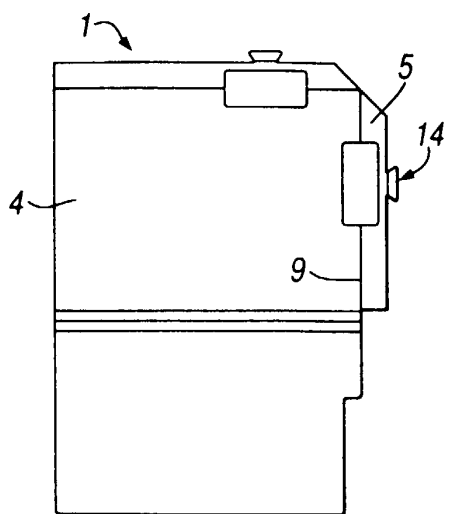


Fig. 3a

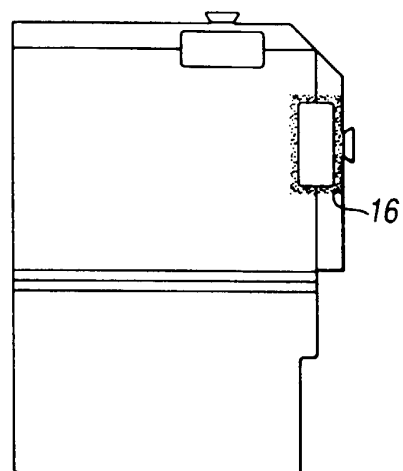


Fig. 3b

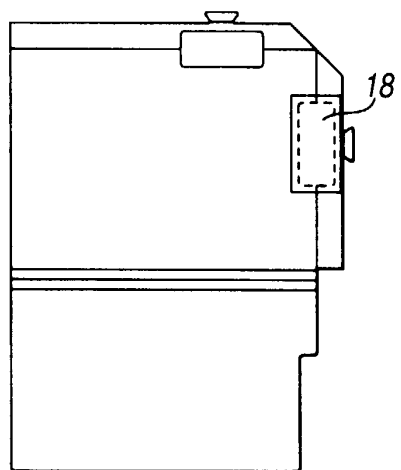


Fig. 3c

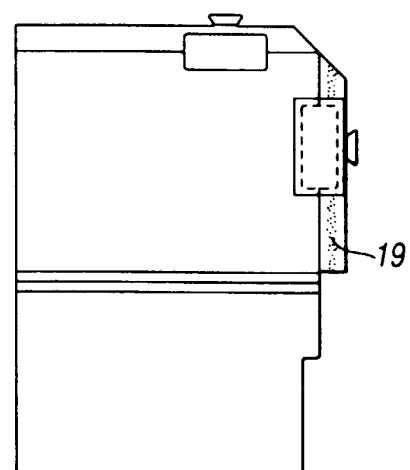


Fig. 3d

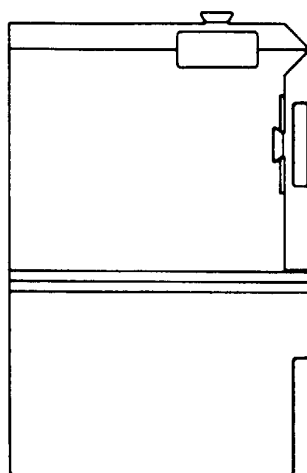


Fig. 3e

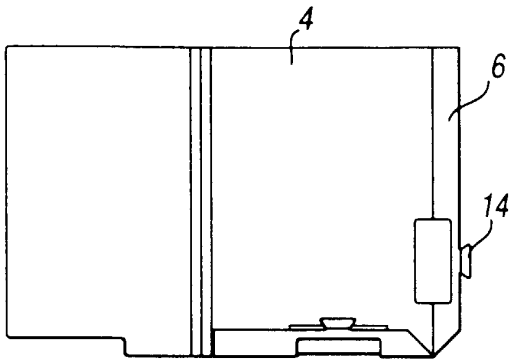


Fig. 4a

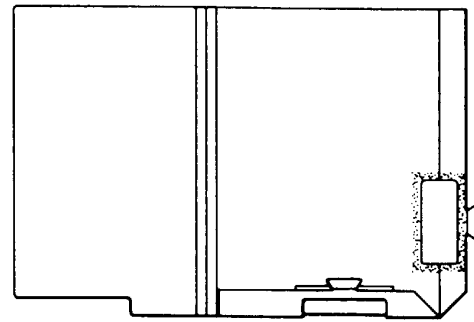


Fig. 4b

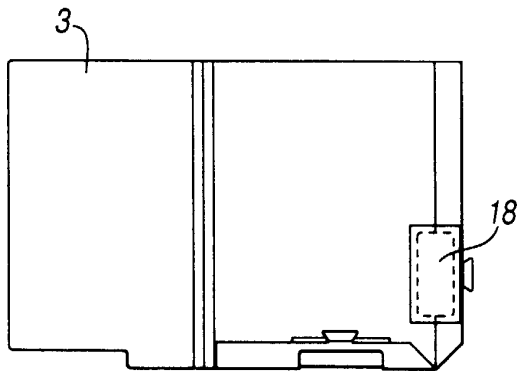


Fig. 4c

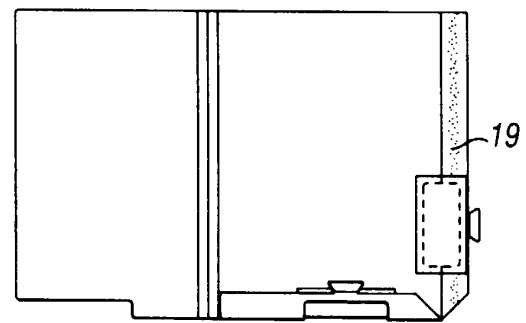


Fig. 4d

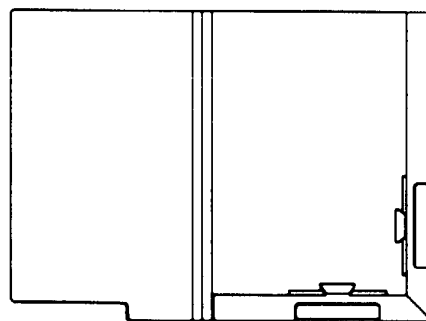


Fig. 4e

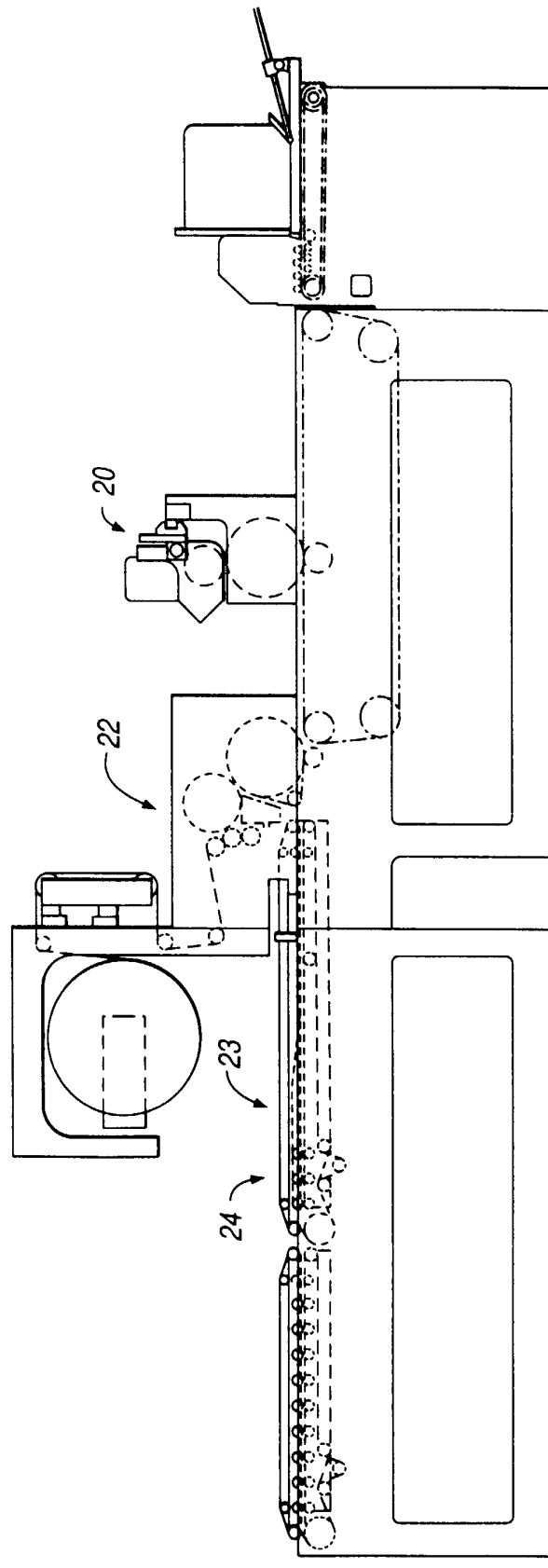


Fig. 5

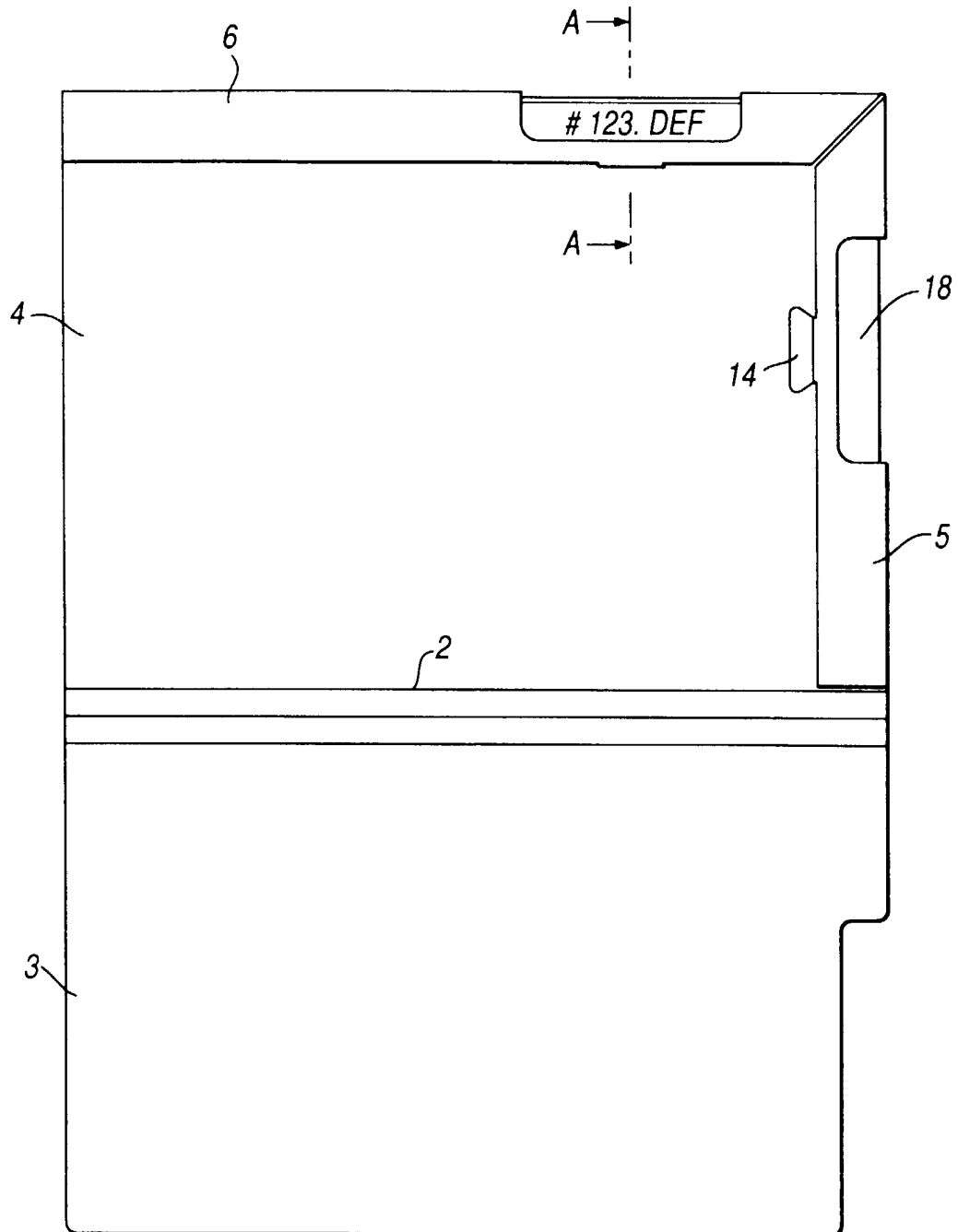


Fig.6

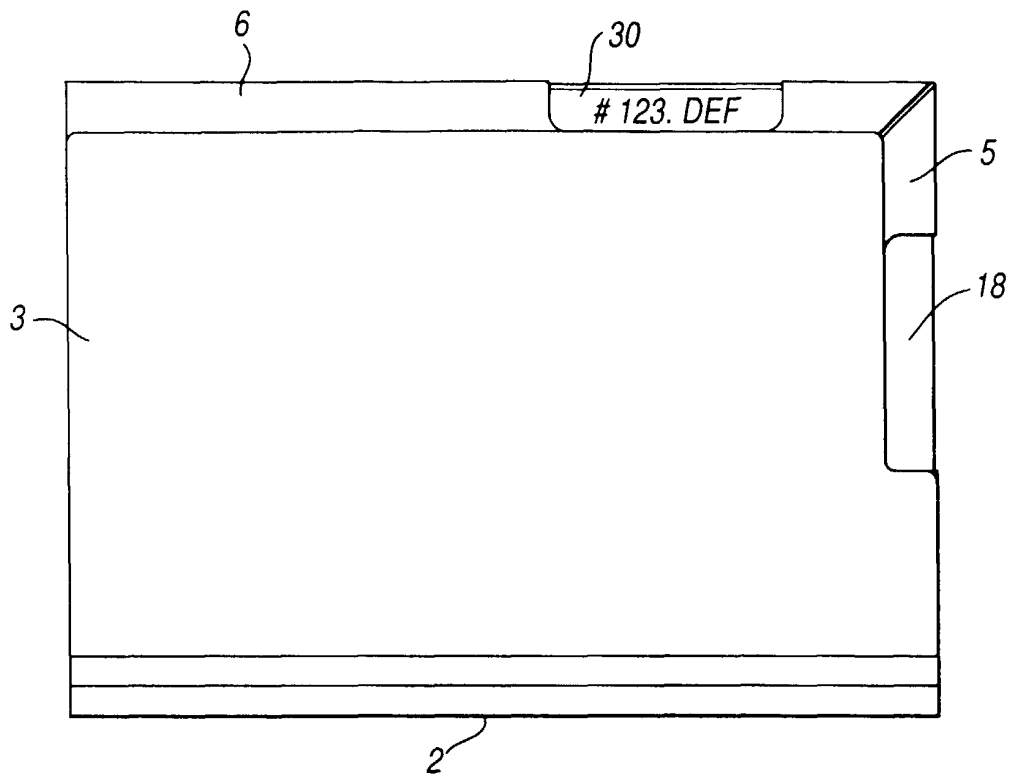


Fig. 7

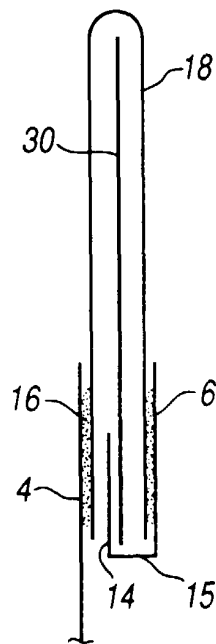


Fig. 8

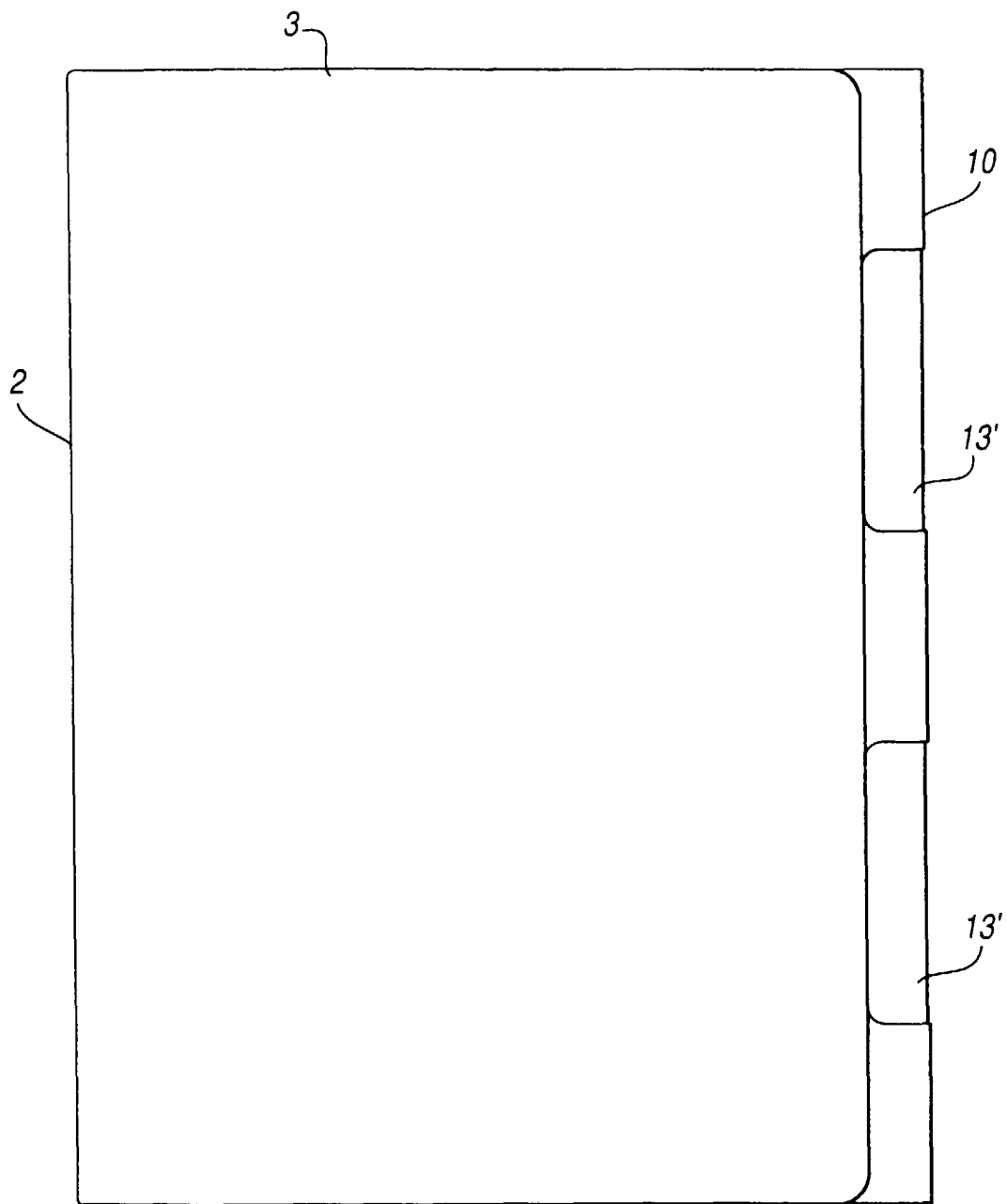


Fig.9

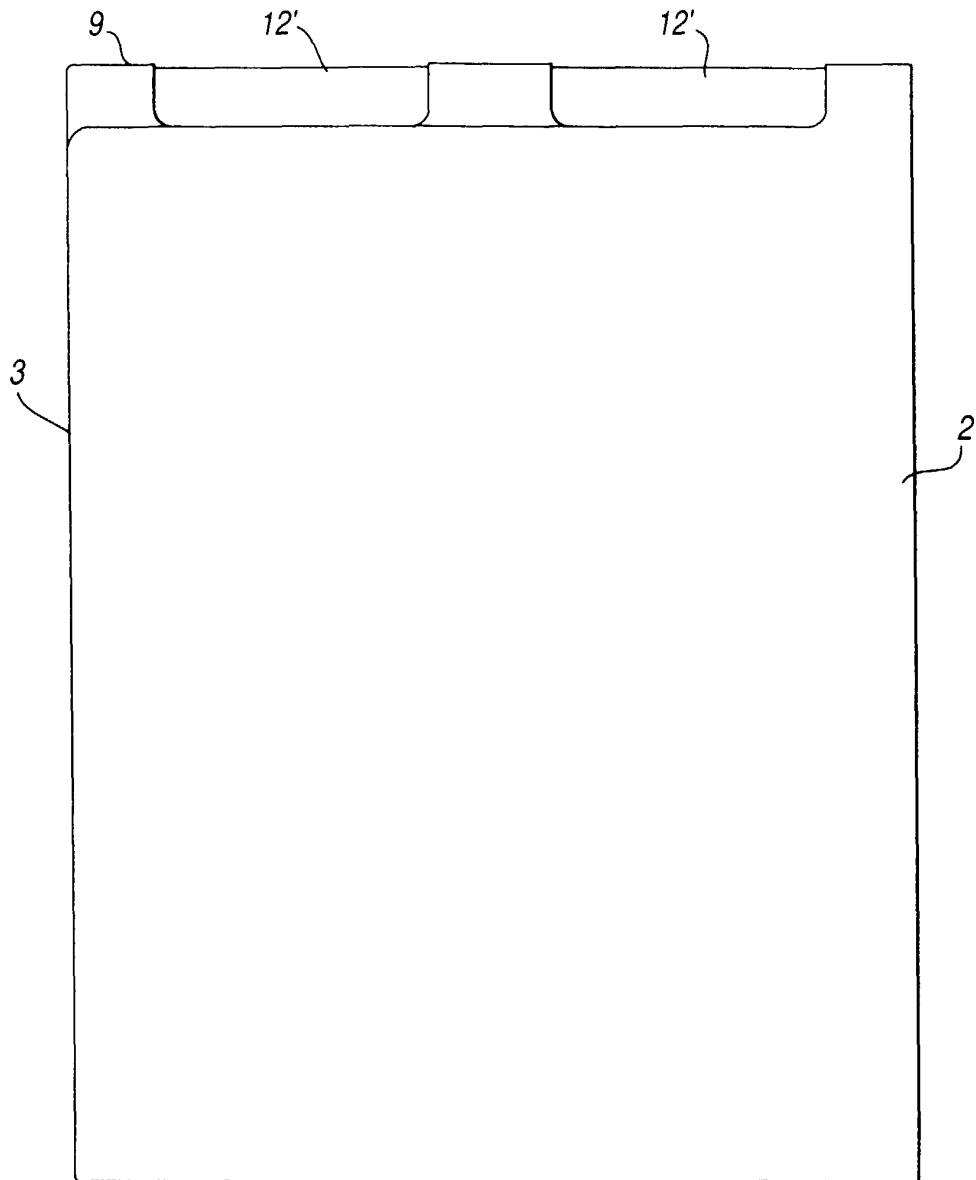


Fig.10