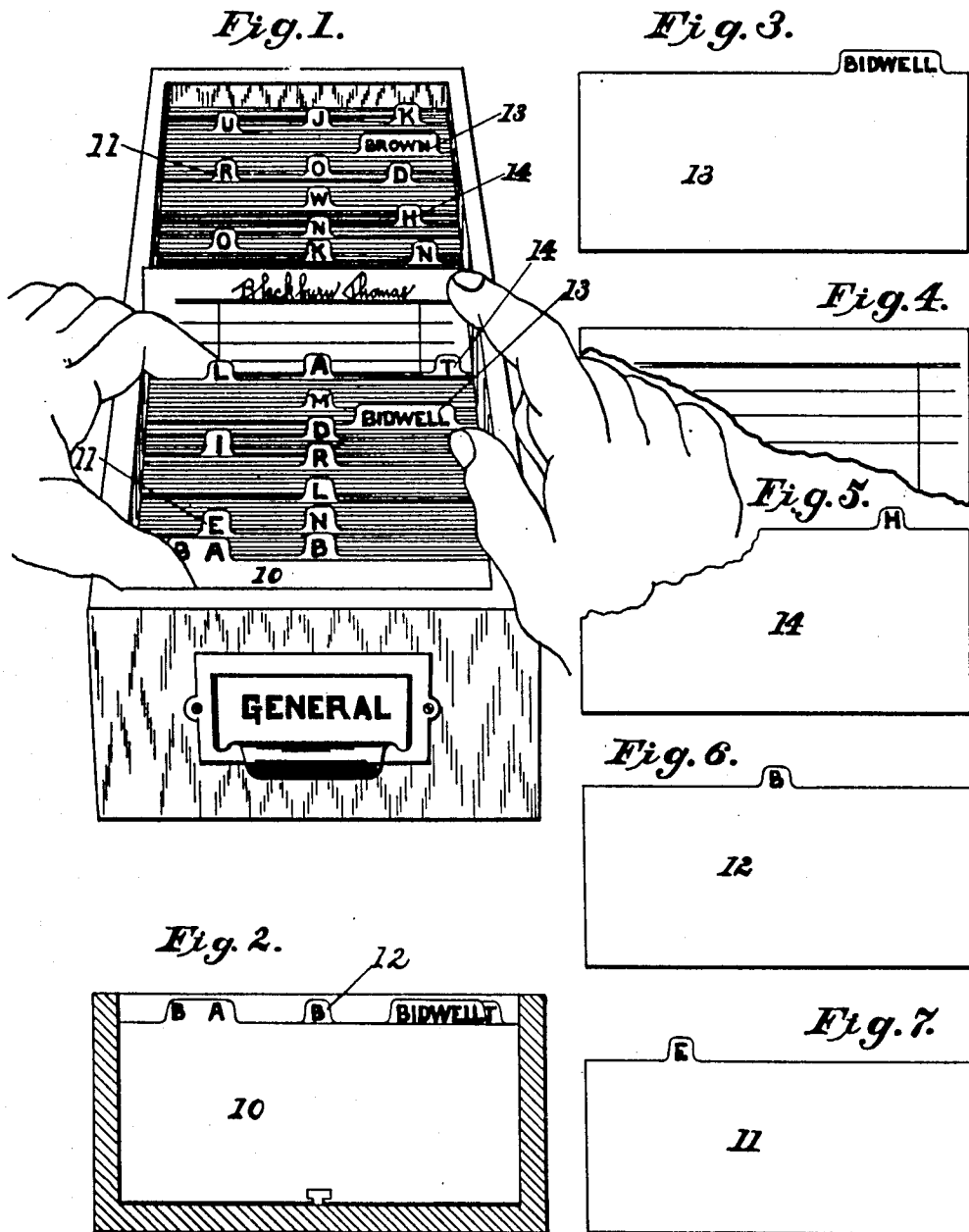


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CARD INDEX SYSTEM.
APPLICATION FILED APR. 3, 1911.

1,032,082.

Patented July 9, 1912.



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CARD-INDEX SYSTEM.

1,032,082.

Specification of Letters Patent.

Patented July 9, 1912.

Application filed April 3, 1911. Serial No. 618,616.

To all whom it may concern:

Be it known that I, CHARLES PALMER POTTER, a citizen of the United States, and a resident of Boston, in the county of Suffolk and State of Massachusetts, have invented certain new and useful Improvements in Card-Index Systems, of which the following is a specification.

This invention relates to so-called "card file indexes" and "vertical file indexes," and my immediate object is to provide a novel, and particularly convenient system of index cards, whereby any desired information card may be instantly found.

Briefly described, my said invention consists of leading or initial index cards arranged in offset relation to a secondary series of letters or numbers, and so on to third and fourth positions, if desired; the relative arrangement of the indicating cards of the several series being such that the natural system of reading from left to right is followed.

The accompanying drawings illustrate, and will aid in explaining, my improved system; Figure 1 being a perspective view of an index tray having arranged therein enough cards of the "B" section to illustrate my said improvement. Fig. 2 is a front face elevation of the index cards, showing particularly the relative arrangement of the several index letters as they appear in the first, second, third and fourth positions. In Figs. 3 to 7 (both inclusive) I have shown, removed from the tray, the several cards illustrated in the Fig. 1, or rather one card from each of the several positions.

As here shown, the first card of the "B" section is denoted by the reference numeral 10, and the letter B, which serves as the initial letter of that entire section, is displayed at the left-hand end portion of the said first card, on a tab that extends upwardly from the main, or body, portion of said card, as seen in the drawings. The letters of the second position are displayed on relatively narrower tabs on cards 11 located at the rear of the initial card 10, and the letters of the said second position are offset (slightly to the right hand) from the initial letter "B," as will be understood by reference to Fig. 1 of the drawings. These "second position" letters should be such as are most commonly used in words commencing with B, as, for example, E, I, L, O, R,

V, etc. Inserted between these "second position" cards are similar cards 12 having thereon letters that may occupy the third position in names, etc. By preference, I also place on the initial card 10, adjacent to, and following the letter B, one of the vowels (as here shown, the vowel A), in order to save space and cards.

Assuming that we have an index system embodying the general arrangement of letters, as shown and described, and it is desired to look up the name "Blackburn;" the initial letter B, on card 10, is first found, then the letter "l" on one of the second position cards 11, then the letter "a" on the third position card 12, when the desired name may be readily found in the group of cards following the said third position card. Again, should it be desired to look up the name "Bidwell," the search begins, as before, with the initial letter B, on card 10, then the second position card I is found, then the third position card D is found, and the desired name will be readily found in the group of cards following the said third position card.

Should it be desired to look up a name beginning with the letters "Ba", as for example, the name Barnes, the first two letters will be found on the initial card 10, then the letter "r" on the third position card, and the name sought will be readily found in the group of cards following the said third position card. As a further means for quickly locating certain common names, such as Smith, Brown, etc., I provide distinctive cards 13 having the surname "Smith" or "Brown" (as the case may be) in the proper group of cards and then group all the "Smith" or "Brown" cards together. It is then only necessary to begin with the initial letter B and trace out the "Smith" or "Brown" location and, having discovered the said distinctive card, with the surname on it, look through the "Smith" or "Brown" cards, as the case may be, until the name sought is found.

My invention contemplates also a further sub-division of the fourth division cards and groups by means of fifth division cards 14 upon which are placed the initial letters of given names, so that the "Smith", "Brown" or other selected groups may be sub-divided according to the first or given names, thus making it still more convenient to locate any desired name. An example

of this last described sub-division is seen in the letter T in the Blackburn group, in Fig. 1 of the drawings.

It will thus be seen that provision is here made for readily spelling out the first three letters of any name by simply following out the natural order of the said letters; that is to say, by reading from left to right hand by means of the first, second and third position letters. It will, of course, be understood that the "A", the "C" and other alphabetical divisions of the entire index file would embody the same general plan as that of the "B" division which I have illustrated and described.

It will be obvious that, in using my described card index system, additional name cards may be inserted in, or cards may be removed from any of the sequential positions without in any degree interfering with the said system. One of the most desirable and valuable features of my said system is in the fact that it embodies the natural, or sequential order, of spelling so that said system may be readily understood by a novice without any special instruction.

Having thus described my invention I claim as new and wish to secure by Letters Patent:—

1. A card index system embodying an initial index card, index cards bearing a secondary series of letters offset in relation thereto and so on to the fourth position, said letters being arranged in proper sequence to partially spell and thus indicate a desired surname, and also to indicate a given name.

2. A card index system embodying a plurality of guide cards arranged in a group and provided with a succession of letters offset from each other, said letters being arranged in proper order and sequence to partially spell and thus indicate a desired surname, cards bearing letters to occupy a third position in names, etc., and additional cards following the position cards bearing letters to indicate given names.

CHARLES PALMER POTTER.

Witnesses:

GUY T. MITCHELL,
MAUDE E. MORGAN.

Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."