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W. F. JOHNSTON

1,645,598

INDEX

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Fig. 1.

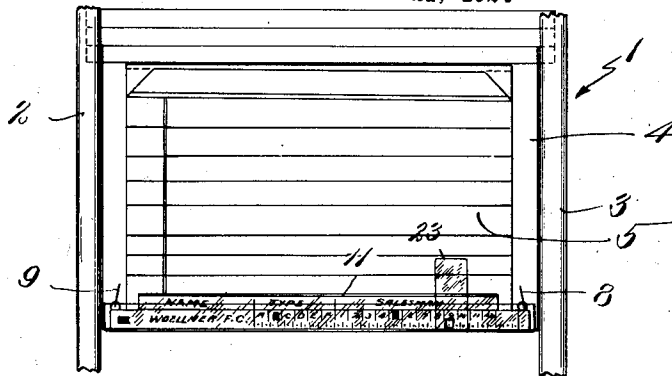


Fig. 3.

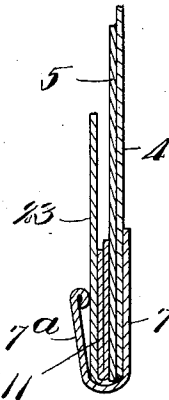


Fig. 2.

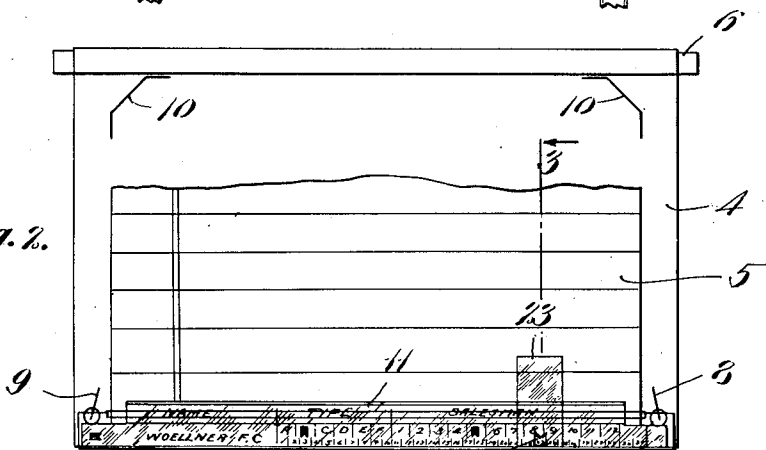


Fig. 4.

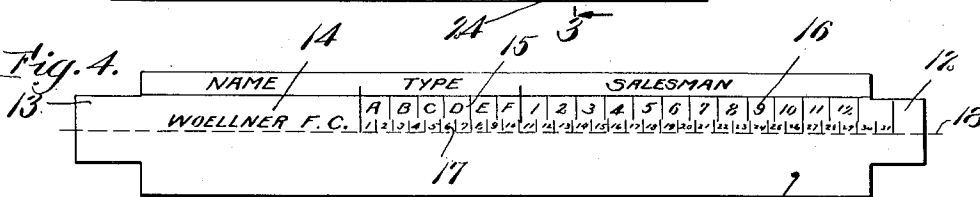


Fig. 5.

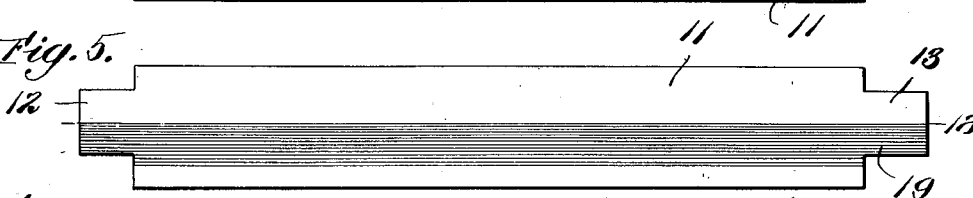
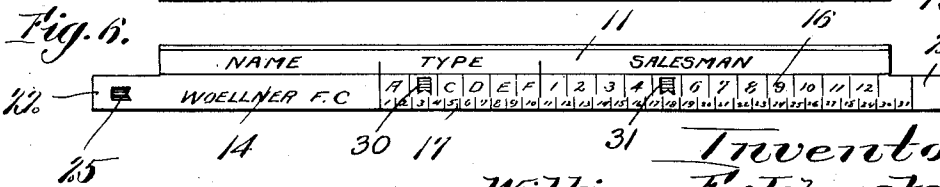


Fig. 6.



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UNITED STATES PATENT OFFICE.

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INDEX.

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This invention relates to index devices of the type having spaces to be punched or perforated so as to give various indications in accordance with the particular space or spaces punched, and more particularly to indexes of the overlapping card type having the punched spaces visible at the projecting margins of the cards.

In the accompanying drawings which illustrate a preferred embodiment of the invention,

Fig. 1 is a fragmentary front elevation of a visible index of usual type having the present invention embodied therein;

Fig. 2 is a front elevation to enlarged scale of one of the card holders of the index illustrated in Fig. 1, showing the lower portion of a card mounted therein, together with the present improvements as applied thereto;

Fig. 3 is a vertical section to larger scale on the line 3—3 of Fig. 2;

Fig. 4 is a front elevation of an index slip embodying features of the present invention and prior to folding for application to the index card holder;

Fig. 5 is a rear elevation of the slip shown in Fig. 4; and

Fig. 6 is a front elevation of the slip shown in Fig. 4 after folding and when ready for application to the card holder.

Referring to Fig. 1 the numeral 1 indicates generally an index of the visible type comprising a frame having substantially parallel side flanges 2, 3 which overlap the rear member of the frame and provide oppositely disposed guide grooves or channels. These flanges are spaced apart sufficiently to permit index card holders 4 to be arranged between them, such holders being intended to hold index cards 5 of any desired type and upon which any suitable entries may be made.

The holders 4 comprise pieces of sheet material, such as cardboard, suitably hinged to supporting members 6 which project beyond the lateral edges of the holders and are normally positioned in the grooves behind the flanges 2, 3 respectively. A transparent sheath or guard 7 of celluloid or other suitable material is secured to the lower portion of the main member, or back of the card holder. The rear member or

fold of the sheath or guard is secured to the lower marginal portion of the back member of the holder by means of suitable fasteners such, for example, as wire staples 8, 9 which are preferably spaced from the extreme lower edge of the back member. The front member 7^a of the sheath or guard is free to be sprung away from the back member of the holder to permit insertion of the lower edge of the card 5. The holder is provided with incisions or slots at 10 for the insertion of the upper corners of the card so that the card is held securely in position.

In the preferred application of the present invention a removable index slip is provided for insertion between the front member 7^a of the guard or sheath and the front face of the index card. This index slip consists of an elongate, substantially rectangular strip 11 of sheet material, such for example as paper, having tab portions 12, 13 projecting centrally from its opposite ends respectively.

Upon one face of this slip there is preferably provided a blank space 14 to receive an entry, such for example as a name. The slip is also provided with spaces for distinguishing characteristics or indicia preferably, though not necessarily, arranged in some easily recognizable order or series, as for example letters in alphabetical order as indicated at 15, or numbers in consecutive order as indicated at 16. Additional series of letters, numbers or other symbols such as the series indicated at 17 may be provided. The above indicia or symbols, together with such other information as may be desired, are arranged upon the front face of the slip above the longitudinal center line 18 thereof, such center line constituting a fold line.

Upon the rear face of the slip a band 19 of a suitable contrasting color is provided. For economy in production, this band is made relatively narrow and ordinarily would extend downwardly from the fold line 18 only part way to the lower margin. However, if circumstances should warrant, it is contemplated that the entire rear surface of the slip may be colored, or that a separate suitably colored strip of material may be applied to the rear face of the slip 11 by the use of adhesive or other suitable attaching means, or even that such inde-

pendent colored element may merely be interposed loosely between the front and rear folds of the slip.

For particularly designating any selected one or ones of the various characteristics appearing upon the front face of the slip an opening or perforation may be formed near or at such selected characteristic. For example, the selected characteristic may be punched out entirely leaving an opening in its place, the orderly or series arrangement of the characteristics permitting the ready recognition of the meaning or value of the opening or blank space. As the colored band or surface 19 lies immediately behind the front fold of the slip, its color will be exhibited through the opening or perforation thus formed, so that the position of the selected characteristic or characteristics is very clearly visible.

In folding the slip along its longitudinal center line the projecting tabs 12 and 13 are doubled, thus forming lugs 21, 22 which underlie the fastenings 8, 9 respectively when the slip is inserted within the sheath or guard member. The slip is thus very securely retained in proper position so that accidental displacement or loss is substantially prevented.

A movable signal device 23 may conveniently be used with the slip herein above described for temporarily designating certain symbols or indicia. Such signal is preferably formed from transparent sheet material, such as celluloid, suitably colored if desired, and provided with a window or opening 24 which may be placed in registry with the characteristic which it is desired particularly to designate.

The index slip 11 hereinabove specifically described is intended for use in automobile sales offices. The name of a prospective customer may be entered in the space 14. The letters of the series 15 may be employed to designate the type of car in which the customer is interested while the series of large numerals 16 may indicate the salesman to whom the prospective sale belongs.

As shown in Fig. 6, the letter B has been punched out to form opening 30 so that the color appearing through the opening indicates that the customer is interested in a car of the type designated by the letter B, and the number 5 has been punched out to form opening 31 indicating that salesman 5 is responsible for the customer. The series of numbers 17 is intended to indicate days of the month, and by placing the movable signal 23 so that one of the numbers of the series 17 appears through this window 24 the salesman is reminded that upon that particular day of the month he is to interview the customer.

Other punch openings may be formed in the slip at desired points, as for example at

25, so that the color upon the rear fold will appear through such opening or openings. In this case the appearance of the color at the point 25 indicates that the prospective purchaser has a car to be traded in.

While the slip hereinabove described is intended for the specific purpose indicated and is provided with distinguishing symbols of indicia in accordance with its proposed use, it is contemplated that any desired characteristics, indicia or symbols, arranged in any suitable manner may be placed upon the slip and that attention may be attracted to any particular item thereon by the formation of an opening at a proper point through the front fold of the slip to exhibit the colored element or surface at the rear.

I claim:

1. An index comprising a frame having oppositely disposed guide channels, a series of card holders each comprising means engaging the respective guide channels for supporting the cards in overlapped spaced relation with their free margins projecting one beyond the other, a transparent sheath on the exposed margin of each card holder, and a removable index slip adapted to be interposed between the sheath and the front face of a card mounted in the holder, said slip having a signal opening therein, and means exhibiting a contrasting color area through said opening.
2. An index comprising a frame and a series of card holders supported therein in overlapped spaced relation with their free margins projecting one beyond the other, a transparent guard member covering the front face of the exposed margin of each card, and an index slip adapted to be positioned behind the transparent guard member, said slip comprising a portion having an aperture therein constituting a signal window, and an element to the rear of said apertured portion visible through said window.
3. An index comprising a frame having a card holder therein, said holder having a normally exposed margin, a transparent guard covering the front face of said margin, and an index slip positioned behind the transparent guard and comprising a front member having an opening therethrough and a rear member provided with a contrastingly colored front face visible through the opening in the front member.
4. An index card holder for visible indexes comprising a back member having a transparent sheath at its lower edge, and an index slip positioned within said sheath, said slip comprising a folded piece of sheet material provided with an opening in its front fold to exhibit a portion of the rear fold.
5. An index comprising front and rear

members, the front member having predetermined spaces for perforations and having indicia associated with said spaces respectively, and the rear member having a distinctive appearance visible through perforations in said spaces.

6. An index slip for use in indexes comprising an elongate strip of paper adapted to be doubled along a longitudinal line, the part on one side of said line being provided with indications in accordance with which an opening or openings may be punched therein, and the part on the other side of the fold line being colored upon its rear surface to provide a colored area visible through the punched hole or holes in the front part after folding.

7. An index slip for use in visible indexes comprising a strip of paper adapted to be doubled to form front and rear folds, the front face of the portion constituting the front fold having series of distinguishing characteristics, selected ones of which may be designated by punching a hole at such selected characteristics, and the surface of that portion of the slip forming the inner face of the rear fold being colored with a contrasting color to render the punched out part of the front fold readily distinguishable.

8. An index slip for use in visible indexes comprising an elongate strip of sheet material adapted to be doubled along a longitudinal fold line and having distinguishing symbols arranged in an orderly series upon its front face and one side of the fold line, and a colored band upon its rear face on the other side of the fold line, the formation of an opening in the front portion of the folded strip corresponding to a selected one of the series of indicia exposing an area of said band to view upon folding the strip.

9. An index holder comprising a back member, a transparent guard covering one margin of the back member, an index slip behind said guard, said slip having a blank space for making an entry, series of symbols or indicia, selected ones of which may be designated by punching an opening in the slip at or near such selected indicia, together with a series of numbers indicating time intervals, and a movable signal adapted to be interposed between the guard member and index slip and having means for designating a selected one of said time intervals.

10. An index holder comprising a back member, a transparent sheath embracing one margin of said back member and secured at its ends to the latter by fasteners spaced from the extreme edge of the back member, and a removable index slip adapted to be positioned within the sheath, said slip comprising a piece of sheet material having lugs at its opposite ends adapted to project between the respective fasteners and the bottom of the sheath whereby to retain the slip within the sheath.

11. An index holder comprising a back member, a transparent guard covering one margin of the back member and secured thereto by fasteners adjacent to its opposite ends, said fasteners being spaced from the extreme edge of the back member, and an index slip comprising an elongate strip of paper having a tab projecting from the central part of each of its ends, said strip being adapted to be doubled along its longitudinal center line to form front and rear folds, the tabs likewise being doubled to form lugs adapted to underlie the respective fasteners to retain the slip behind the guard.

Signed by me at Los Angeles, Calif., this 5 day of Aug., 1924.

WILLIAM F. JOHNSTON.