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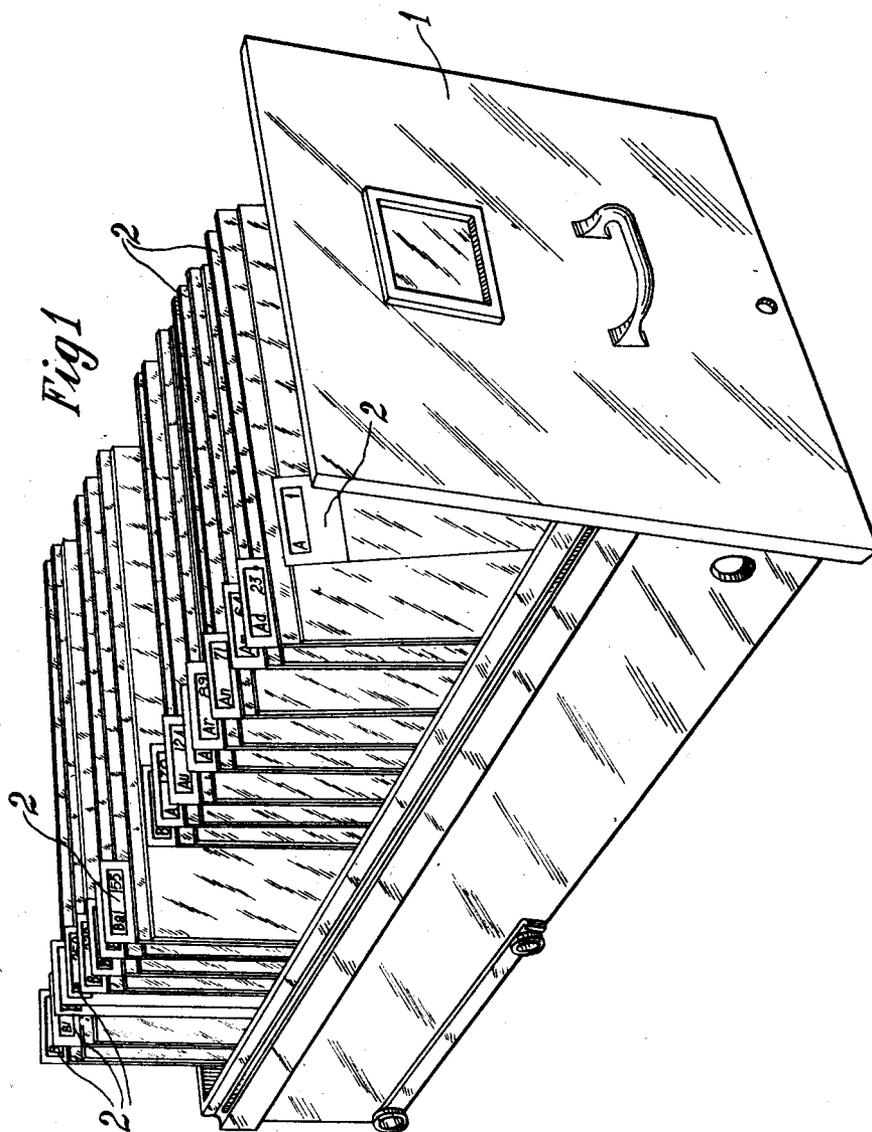
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METHOD OF INDEXING

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2 Sheets-Sheet 1



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METHOD OF INDEXING

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This invention relates to filing systems.

An object of this invention is to provide a method of indexing by character guide cards whereby the same guide cards are utilized under the condition of expansion of a portion or the whole of the file.

An object of the invention is to provide for similar retention of the retained character guide cards under the condition of contraction of a portion or the whole of the file.

In accordance with my invention, the character guide cards are provided with tabs arranged along a determined alignment parallel to the center line of the cards. The characters of the guide cards are selected from an assumed maximum list of alphabetical characters.

When an order is placed by a customer desiring, say, a relatively small file of one hundred and fifty character guide cards, the characters for such one hundred and fifty divisions of the file are selected from the assumed maximum file, and accordingly the desired file of one hundred and fifty guide cards is formed of guide cards having tabs and arranged in a common alignment and regularly printed with the character designations.

In the event that the file becomes expanded, say, under the letter B, additional alphabetical character guides are selected from the assumed maximum file and such additional guide cards are placed in proper positions to form additional divisions.

In a similar manner, upon expansion under any other letter in the aforesaid particular file, additional alphabetical character guide cards are selected from the assumed maximum file and additional divisions made under the now expanded particular alphabetical characters.

It is advantageous to denote by consecutive numbers the successive characters of the assumed maximum file whereby the location of character guide cards inserted upon expansion under any particular alphabetical characters is more readily ascertained.

Further features and objects of the invention will be more fully understood from the following description and the accompanying drawings, in which

Fig. 1 is a perspective view of a conventional file drawer containing a simplified form of file embodying my invention, under a limited range of alphabetical characters; and

Fig. 2 is a perspective view of a similar

type of conventional file drawer enclosing guide cards embodying my invention, under a limited range of alphabetical characters and including sub-divisional guide cards.

Referring to Fig. 1, the drawer 1 is shown comprising character guide cards extending from "A" to "BL", namely, the characters designated as follows:

| | |
|--------|---------|
| A-1 | B-141 |
| AD-23 | BAI-155 |
| AM-64 | BAR-176 |
| AN-71 | BAS-199 |
| AR-89 | BE-220 |
| AS-110 | BEN-250 |
| AU-124 | BU-263 |
| AW-138 | BI-296 |
| | BL-311 |

Each guide card, as appears in the illustration, consists of a rectangular sheet 2 of paper board or the like and having any suitable type of tab, the tabs bearing the aforesaid character designations selected from the assumed maximum.

For ordinary purposes of commercial filing, the maximum may be assumed as five thousand and the lesser files of say 3300, 2200, 1500, 1200, 662, 550, 335, 225, 150, etc. may be selected from the character designations of such assumed maximum to meet the requirements of customers ordering files of such lesser numbers.

Thus, as illustrated in Fig. 1, the drawer 1 contains guide cards of a file totaling 150 guide cards and the first 17 guide cards of such 150 file are those designated in Fig. 1.

In the event of expansion of the file, say between the characters "A" and Ac, the character Ab might be selected to meet the needs of such expansion. Accordingly, a guide card bearing the character designation "Ab" would be selected from the assumed maximum.

Similarly, upon further expansion of filed matter between "A" and "Ad" the character designations "Abā", "Aber", "Abt", "Abrams", and "Ack" might be selected to meet the requirements upon such expansion.

As will be noted in Fig. 1, each of such guide cards bears a tab located at the extreme upper edge of the card forming a common alignment, which is substantially parallel to the center line of the cards and usually located at the extreme left within the file drawer.

Between such guide cards are placed the folders or file cards or other filed matter. Upon increase of filed matter between any two guide cards, it becomes desirable to divide the filed matter into two or more subdivisions and additional guide cards are selected with the proper character designations to divide the newly formed divisions into substantially equal parts. The added guide cards bear the tabs which become aligned in common with the tabs of the previous guide cards, the character designations being selected from the assumed maximum list and the guide cards bear numerical notations intermediate the numerical notations of the immediately preceding and succeeding guide cards.

In the event that it is desirable to have one or more supplemental file cards for dividing any particular division of subject matter, as for example under the character designation "American", supplemental guide cards say for example bearing "A", "K", "W", etc. as is shown in Fig. 2, may be employed and the tabs of such supplemental guide cards may be arranged diagonally, as in ordinary filing systems.

However, the filing system indicated in Fig. 2, including such supplemental guide cards, comprises essentially the divisions of the file denoted and marked by the character designations appearing on the commonly aligned tabs of the guide cards and which designations will have been selected from the assumed maximum list.

Similarly, the character designations for the remainder of the file are selected from the designations of the assumed maximum list and selected to meet the respective requirements of the individual parts of the files.

As an example of the character designations of such assumed maximum, the character designations under the letter "A" may be as follows:

| | | | |
|----|----------|-----------|----------|
| 45 | A | AH | AMST |
| | ABA | AHL | AN |
| | ABB | AI | ANCK |
| | ABBE | AIS | ANDERSEN |
| | ABBOTT | AK | ANDERSON |
| | ABE | AL | ANDR |
| | ABELS | ALB | ANDREWS |
| | ABER | ALBERT | ANDRI |
| 50 | ABL | ALBI | ANG |
| | ABR | ALC | ANGLO |
| | ABRAHAMS | ALE | ANGO |
| | ABRAM | ALEXANDER | ANN |
| | ABRAMS | ALF | ANS |
| | ABRAMSON | ALL | ANT |
| | ABRI | ALLEN | AP |
| | AC | ALLENB | APG |
| 55 | ACE | ALLI | APPEL |
| | ACK | ALLIED | APPLE |
| | ACKERMAN | ALLIS | AQ |
| | ACKERS | ALM | AR |
| | ACO | ALP | ARB |
| | AD | ALPH | ARC |
| | ADAMS | ALS | ARCH |
| | ADAMSE | ALT | ARD |
| 60 | ADEL | ALTH | ARG |
| | ADI | ALTM | ARK |
| | ADL | ALTO | ARL |
| | ADLER | ALU | ARM |
| | ADM | AM | ARMOUR |
| | ADV | AMB | ARMS |
| | AE | AMERICAN | ARN |
| | AF | AMERM | ARNOLD |
| 65 | AG | AMES | ARNON |
| | AGO | AMP | ARNS |

| | | |
|--------|-------|-------------|
| ARONO | ASTOR | AUS |
| ARR | AT | AUSTIN |
| ARROW | ATK | AUSTR |
| ART | ATL | AUT |
| ARTH | ATLAS | AUTOMATIC |
| ARTI | ATT | AUTOMOBILES |
| AS | ATW | AV |
| ASCHER | AU | AVERY |
| ASH | AUD | AVO |
| ASHL | AUE | AV |
| ASSA | AUF | AX |
| AST | AUL | AY |

Similarly the character designations for the letter "E" may be as follows:

| | | |
|---------|------------|-----------|
| E | EIDT | ENGL |
| EAG | EIL | ENNN |
| EAGLE | EIN | ENNO |
| EARL | EIS | ENNS |
| EARLY | EISEN | ENNT |
| EAS | EISI | ENNV |
| EASTERN | EISN | EP |
| EASTH | EL | EPS |
| EASTO | ELO | EQ |
| EB | ELE | ER |
| EBER | ELECTRICAL | ERD |
| EBL | ELED | ERI |
| EC | ELF | ERIE |
| ECK | ELI | ERIK |
| ECKERS | ELIE | ERN |
| ECKM | ELITE | ERP |
| ECL | EIK | ES |
| ECO | ELKI | ESEO |
| ED | ELL | ESP |
| EDEL | ELLI | ESS |
| EDRLS | ELLIO | ESSEX |
| EDEN | ELLIS | EST |
| EDGE | ELLISO | ESTO |
| EDI | ELM | ET |
| EDEL | ELMER | ETT |
| EDN | ELO | EU |
| EDU | ELS | EUR |
| EDUC | ELT | EUREL |
| EDW | ELY | EV |
| EDWI | EM | EVE |
| EE | EMB | EVAR |
| EG | EMC | EVER |
| EGAR | EMERS | EVERI |
| EGG | EMERY | EVERT |
| EGN | EMM | EW |
| EH | EMP | EX |
| EHRET | EMPL | EXCELSIOR |
| EHRL | EMPR | EXCH |
| EHRM | EN | EXP |
| EI | ENDL | EX |
| EICHM | ENG | |

The character designations for the letter "P" of such assumed maximum may be as follows:

| | | | |
|-----------|----------|--------|-----|
| P | PAY | PETI | 105 |
| PAC | PE | PETR | |
| PACK | PEARL | PETRO | |
| PAD | PEARLM | PETT | |
| PAG | PEARS | PEY | |
| PAI | PEAS | PEZ | |
| PAL | PEC | PF | |
| PALI | PECK | PFEIL | |
| PALM | PECKE | PH | 110 |
| PALMO | PEE | PHEM | |
| PAN | PEN | PHI | |
| PANA | PEER | PHILI | |
| PANE | PEES | PHILIP | |
| PANT | PEI | PHILL | |
| PAP | PEL | PHILO | |
| PAPE | PELL | PHO | |
| PAPP | PELLI | PHON | |
| PAR | PEM | PHY | 115 |
| PARAM | PEN | PI | |
| PARD | PENNA | PICK | |
| PARI | PENNS | PIE | |
| PARISI | PENS | PIERCE | |
| PARK | PEO | PIERD | |
| PARKE | PER | PIG | |
| PARKER | PERF | PIL | |
| PARKERS | PERG | PIN | 120 |
| PARKS | PERK | PINE | |
| PARM | PERK | PINK | |
| PARR | PERL | PINT | |
| PARS | PERLM | PIO | |
| PARSONS | PERLMU | PIP | |
| PART | PERM | PIR | |
| PAS | PERM | PIS | |
| PASS | PERR | PIT | 125 |
| PAT | PERRO | PITT | |
| PATH | PERRY | PITTS | |
| PATT | PERS | PIZ | |
| PATTERSON | PERSO | PL | |
| PATTI | PES | PLAT | |
| PAU | PET | PLATT | |
| PAULA | PETERS | PLATTE | |
| PAULS | PETERSEN | PLAZ | 130 |
| PAV | PETERSON | PLE | |

| | | |
|---------|--------|---------|
| PLO | POST | PRINCES |
| PLU | POSTA | PRIO |
| PLUN | POT | PRIT |
| PO | POTT | PRO |
| POD | POU | PROD |
| POL | POW | PROG |
| POLC | POWER | PROJ |
| 5 POLL | POWERS | PROS |
| POLLAR | PR | PROT |
| POLLO | PRAH | PROV |
| POLS | PRAT | PRU |
| POM | PRE | PS |
| POMM | PREM | PU |
| PON | PREN | PEF |
| POO | PRES | PUL |
| POP | PRESS | PUM |
| 10 POIP | PRESSM | PUR |
| POR | PRET | PURE |
| PORT | PRI | PUS |
| PORTL | PRICH | PUT |
| POS | PRIE | PY |
| POSN | PRIN | |

Similar character designations of the assumed maximum are chosen for the remaining letters.

Whereas I have described my invention by reference to specific forms thereof, it will be understood that many changes and modifications may be made without departing from the spirit of the invention, as defined by the appended claims.

I claim:

1. The method of indexing a particular file which comprises forming an assumed maximum number of guide cards having tabs projecting above the upper margin of the respective guide cards, each of said tabs being located at substantially the extreme left-hand side of the guide card, said tabs bearing indications of solely single alphabetical characters serving as the main divisions of the assumed maximum list, applying to said maximum number of guide cards respectively designations in numerical sequence in correspondence to their alphabetical sequence, and groups of solely alphabetical characters serving as the subsidiary divisions of the assumed maximum list, selecting a list of main and subsidiary divisions from the assumed maximum list to meet the requirements of the particular file and arranging the main and subsidiary guide cards corresponding to the selected list in a common file.

2. The method of indexing a particular file which comprises forming an assumed maximum number of guide cards having tabs projecting above the upper margin of the

respective guide cards, each of said tabs being located at substantially the extreme left-hand side of the guide card, said tabs bearing indications of solely single alphabetical characters serving as the main divisions of the assumed maximum list, applying to said maximum number of guide cards respectively designations in numerical sequence in correspondence to their alphabetical sequence, and groups of solely alphabetical characters serving as the subsidiary divisions of the assumed maximum list, selecting a list of main and subsidiary divisions from the assumed maximum list to meet the requirements of the particular file, selecting from the assumed maximum list subsidiary guide cards corresponding to the expansion requirements of the particular file and adding the same to the common file.

3. The method of indexing a particular file which comprises forming an assumed maximum number of guide cards having tabs projecting above the upper margin of the respective guide cards, each of said tabs being located at substantially the extreme left-hand side of the guide card, said tabs bearing indications of solely single alphabetical characters serving as the main divisions of the assumed maximum list applying to said maximum number of guide cards respectively designations in numerical sequence in correspondence to their alphabetical sequence and groups of solely alphabetical characters serving as the subsidiary divisions of the assumed maximum list, selecting a list of main and subsidiary divisions from the assumed maximum list to meet the requirements of the particular file and arranging the main and subsidiary guide cards corresponding to the selected list in a common file selecting from the particular file the subsidiary guide cards corresponding to the divisions required in contraction of the particular file and adding the same to the assumed maximum list.

In testimony whereof I have signed this specification this 3rd day of October 1921.

RICHARD A. JONAS.