No. 622,940. Patented Apr. 11, 1899.

S. M. BRYDGES.

LETTER FILE.

(Application filed Aug. 12, 1898.)

(No Model.)

Fig. 1.

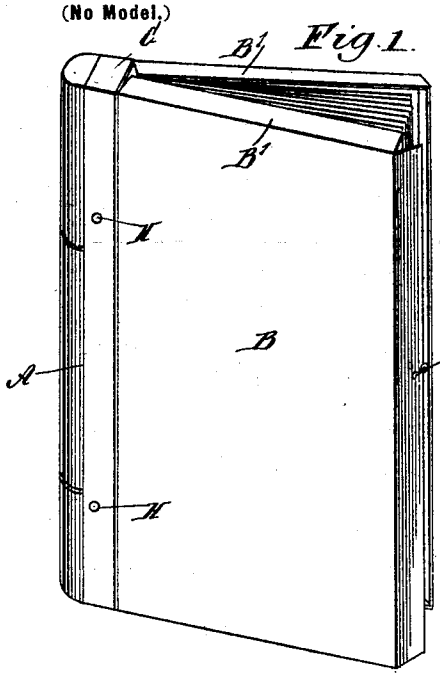


Fig. 2.

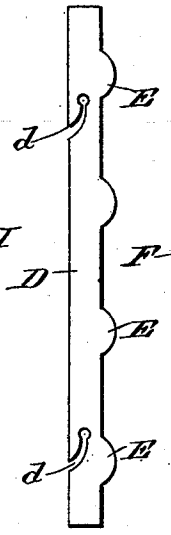


Fig. 3.

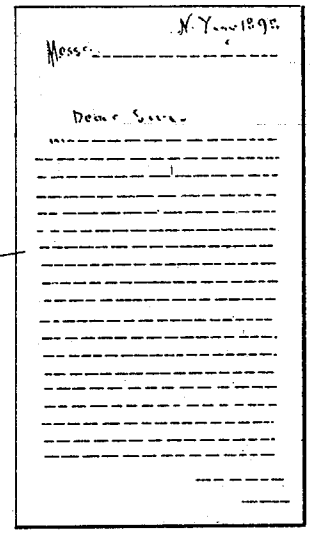


Fig. 4.

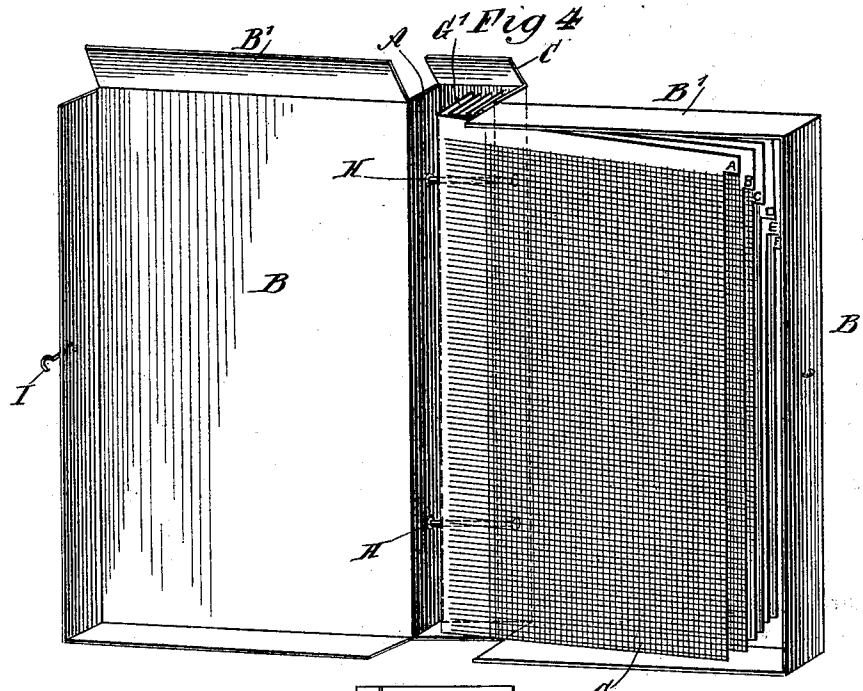
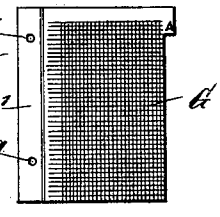


Fig. 5.



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LETTER-FILE.

SPECIFICATION forming part of Letters Patent No. 622,940, dated April 11, 1899.

Application filed August 12, 1898. Serial No. 688,414. (No model.)

To all whom it may concern:

Be it known that I, SAMUEL MARKHAM BRYDGES, of Nelson, in the Province of British Columbia and Dominion of Canada, have invented a new and Improved Letter-File, of which the following is a full, clear, and exact description.

My invention relates to an improvement in letter-files of that sort in which letters are placed within a case which opens after the manner of a book.

My invention comprises the novel features hereinafter described and claimed.

Reference is to be had to the accompanying drawings, forming a part of this specification, in which similar characters of reference indicate corresponding parts in all the figures.

Figure 1 is a perspective view of a file made in accordance with my invention and partially open. Fig. 2 is a plan view of one of the strips to which the letters are fastened for insertion in the case. Fig. 3 is a plan view of one of the letter-sheets to be secured to the strip shown in Fig. 2. Fig. 4 is a perspective view showing the case open, and Fig. 5 is a plan view of one of the index-sheets.

The object of my invention is to provide a means for filing away letters by which the letters may be indexed as received and readily removed from or replaced in the file.

The file in general appearance resembles a case having a back portion A and two side portions B hinged thereto and provided with end pieces, so that when closed the case resembles a book. The back portion A forms a shallow trough, across which at two or more points extend pins H, to which the letters are secured when placed in the file. The file is also provided with a number of index-sheets, one of which is shown separately in Fig. 5. These index-sheets are provided with a hinge near their rear edge, thus dividing the sheet into two parts—the body G, upon which the record is to be made, and the narrow strip G′ at the back. The strip G′ lies within the back portion A of the case and is provided with holes *g*, adapted to receive the pins H. The index-sheets are permanently secured in the case, or, at least, may not be removed without removing the pins H. The number of these index-sheets provided for each case will depend upon the number of letters of the alphabet on the index-sheets used with the case. The upper ends of the side portions B of the case are preferably hinged, as shown at B′, and the upper end of the back portion is provided with a hinged member C.

In order to secure the letters within the case, a series of strips D, one of which is shown in Fig. 2, is provided. These strips are preferably made of paper of no great thickness, but of considerable strength. In their back edges the strips are provided with curved slots *d*, corresponding in number and position with the number and position of the pins H, and upon their forward edge the strips are provided with projecting ears E, which are gummed upon one side.

In preparing a letter-sheet for insertion in the case the gummed ears E are moistened and the edge of the letter is placed thereon and pressed down until it has become securely attached. The letter-sheet, with the strip attached thereto, is then placed within the case in the location indicated by the name of the writer of the letter. The notches *d* in the strip are then slipped over the pins H, which secures the letter in position in the case, so that it will not be removed by accident, but so that it may be readily removed by raising the letter-sheet. At the time when the letter-sheet is inserted in the case it is indexed upon the proper index-sheet. This enables the letters to be kept in such order that they may be readily removed from their place in the case and also preserves an index showing just where the letter is to be found and what letters each case contains.

The horizontal lines of the index-sheets are each to be devoted to its particular correspondent and the vertical divisions to be devoted alternately to letters inward or those received and to letters outward or those written in answer. In this event the figures inserted under letters outward may refer to the page of the letter-book, or carbon copies may be used and inserted in this file as are the letters inward, in which case it refers to the pages of the file. This dispenses with the necessity for the ordinary letter-book index.

Having thus fully described my invention, I claim as new and desire to secure by Letters Patent—

A temporary binder, having a back in the form of a trough, the sides and one end thereof being rigid, a hinged member serving to close the other end of the back and mounted to swing on the back, side portions connected with the back to swing thereon, a transverse pin secured in the back, and letter-holding strips each provided with a slot curved inwardly and thence longitudinally, the slot serving to engage with the pin, and the hinged member of the back serving normally to prevent the endwise movement of the letter-holding sheets, to displace the same.

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Witnesses:
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