

L. M. MORDEN.

FILE.

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1,090,332.

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Fig. 1.

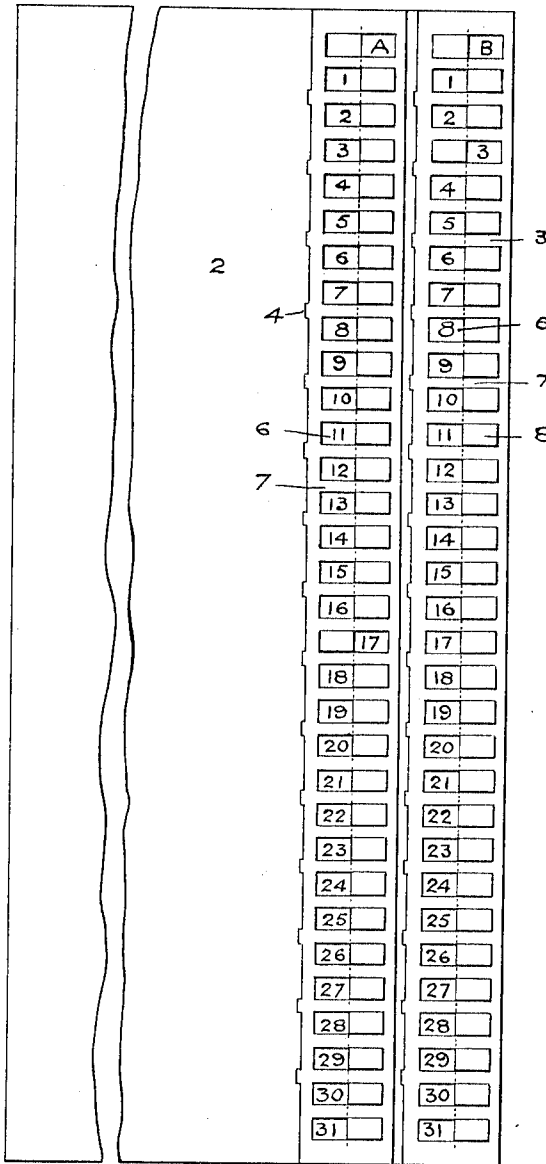


Fig. 2.

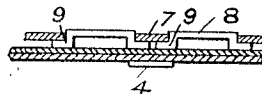


Fig. 3.

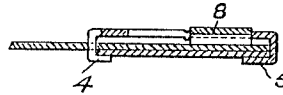
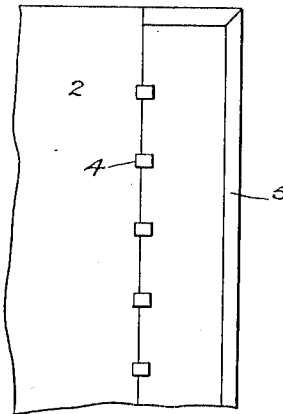


Fig. 4.



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FILE.

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To all whom it may concern:

Be it known that I, LUCENA M. MORDEN, a citizen of the United States, residing at Waterbury, in the county of New Haven and State of Connecticut, have invented certain new and useful Improvements in Files, of which the following is a specification.

This invention relates to a letter or memorandum file, and more particularly to that class thereof which may be designated as a follow-up file, the object of the present improvement being to provide what may be designated as an improved double index follow-up file by means of which the letters may be indexed both alphabetically and under the desired date.

A further object of the invention is the provision of an improved file leaf of the class described having improved means for indexing the matter to be indexed both alphabetically and chronologically, and which means in one form thereof will also constitute improved binding means for the edge of the file leaf.

It is well known in practice that letters and other memoranda are usually filed regardless of their alphabetical arrangement under the particular date on which they are to be again taken up for consideration or on which it is desired to have attention called thereto, but in this system of filing it will be obvious that letters which ordinarily would be classified under the letter B, or under the letter J, or under the letter Z would all necessarily be mixed under the same particular date, as for instance the 17th of the month, but by means of the present improvement each letter may be classified under its own alphabetical letter and in addition under the particular date on which it is desired to have attention drawn thereto.

In the drawings accompanying and forming part of this specification, Figure 1 is a view of a pair of leaves forming a part of a file; Fig. 2 is a sectional detail view of a portion of one of the columns of indicia shown in Fig. 1, the said section looking from right to left of the column; Fig. 3 is a sectional detail view taken crosswise of one of the sheets shown in Fig. 1; and Fig. 4 is a detail rear view.

Similar characters of reference indicate corresponding parts in the different figures of the drawings.

The present improvement comprises a

series of file leaves designated by 2, each of which carries at its top a letter of the alphabet (or other designating matter). In the present instance two leaves are shown designated respectively A and B. In the preferred form of the improvement each outer edge of a leaf is provided with a reinforcing member 3, which is preferably made of metal. This member may be secured to the leaf in any desired manner, as by suitable fastening devices 4, which may be struck up from the member itself and by turning over the outer edge 5 of the metal member. This member is divided lengthwise thereof and therefore lengthwise of the leaf along its outer edge into a series of spaces 6, thirty-two in number, one to receive a letter of the alphabet and the others to correspond with the days of the month, and all except one of these spaces are numbered in accordance with the days of the month and therefore from 1 to 31. Intermediate these spaces carrying the dates of the month the metal member is provided with horizontally located or crosswise extending bars 7, and located between each pair of these bars is a shiftable member, in the present instance comprising a metal piece 8 so formed that it will slide from one end to the other of its space, the crosswise members constituting tracks therefor, and for this purpose each member 8 is so bent as to form ways 9 at its sides. Normally each shiftable date or number exposing member will be located along the outer edge of its track. When it is desired to file a letter, for instance which would ordinarily be filed alphabetically under the letter A so that attention will be directed thereto say on the 17th of the month, it is filed in its proper alphabetical place and the shiftable member covering the 17th of the month is shifted so as to expose the 17th. All the rest of the shiftable members being in their normal position it follows that on glancing at the file it will be immediately perceived that certain letters are to be brought up for consideration or have attention given thereto on the 17th. Of course it is obvious that if there are any other letters to which attention is desired to be directed on any particular date the shiftable members will be shifted simultaneously. In order to know without calculation just which one of the shiftable members covers a particular date, the spaces at the extreme left of the shiftable members when they

are in their normal position are also numbered to indicate the days of the month, so that by looking down the left-hand side of the device any particular shiftable member covering a certain date can be readily ascertained. It will thus be seen by the foregoing that the letters may be classified both alphabetically and chronologically. After attention has been brought to the letter on the particular date desired the date covering member is shifted back to its normal position to the right.

It will be understood, of course, that in place of the letters of the alphabet at the top of the sheets other designating matter could be used, and that instead of the dates along the edges of the sheet one or more columns of other designating matter could be used, so that the present improvement is adapted for a wide range of purposes, and is not necessarily limited to alphabetical and chronological matter, nor is such present improvement intended to be limited to the arrangement of the data along the outer side edges, as it might be arranged along any other edge. It will also be understood that where other matter is used instead of dates, or even in case of the use of dates, the number of spaces for such matter may be less or greater than that shown herein, and that even when dates are used the top of the page may be otherwise designated, instead of alphabetically, if preferred.

I claim as my invention:

1. A file comprising a plurality of leaves each carrying alphabetical data and numerical data corresponding with the days of the month, and means for exposing any particular date of the numerical data to the exclusion of other dates.

2. A file comprising a plurality of leaves each carrying alphabetical data and numerical data corresponding with the days of the month located along the outer edge thereof from top to bottom, and means for exposing any particular date of the numerical data to the exclusion of other dates.

3. A file comprising a plurality of leaves each carrying alphabetical data and two columns of numerical data corresponding with the days of the month, and means for exposing any particular date of one of said columns to the exclusion of other dates of said column.

4. A file comprising a plurality of leaves each carrying alphabetical data and numerical data corresponding with the days of the month, and shiftable means for exposing any particular date of the numerical data to the exclusion of other dates.

5. A file comprising a plurality of leaves each carrying alphabetical data and numerical data corresponding with the days of the month and arranged in two columns, and shiftable means for exposing any particular

date of the numerical data to the exclusion of other dates.

6. A file comprising a plurality of leaves each carrying alphabetical data and numerical data corresponding with the days of the month, and sliding means for exposing any particular date of the numerical data to the exclusion of other dates.

7. A file comprising a plurality of leaves each carrying alphabetical data and numerical data corresponding with the days of the month arranged in two columns of dates, and means for exposing any particular date of one of the columns to the exclusion of other dates of said column.

8. A file comprising a plurality of leaves each carrying alphabetical data and numerical data corresponding with the days of the month, means for exposing any particular date of the numerical data to the exclusion of other dates, and means for indicating the date to be exposed.

9. A file comprising a plurality of leaves each carrying alphabetical data and numerical data corresponding with the days of the month, shiftable means for exposing any particular date of the numerical data to the exclusion of other dates, and means for indicating the date to be exposed and located at one side of said shiftable means when in its date covering position.

10. A file leaf having alphabetical indicia thereon and also having a column of dates thereon, and means for concealing or exposing a date of said column while exposing or concealing another date on the same sheet.

11. A file leaf having alphabetical indicia thereon and also having a column of dates thereon, and means for concealing or exposing a date of said column, said means comprising a shiftable member.

12. A file leaf having alphabetical indicia thereon and also having a column of dates thereon, and means for concealing or exposing a date of said column, said means comprising a sliding member.

13. A file leaf having alphabetical indicia thereon and two columns of dates, and means for normally exposing a date of one column while concealing one of the other and shiftable to conceal the date of the first column while exposing the date of the other.

14. A file leaf having alphabetical indicia thereon and two columns of dates, and means for normally exposing a date of one column while concealing one of the other and shiftable to conceal the date of the first column while exposing the date of the other and comprising a member connected along the edge of the leaf and provided with tracks with spaces therebetween for the dates and a member shiftable transversely of the leaf along said tracks.

15. A file comprising a leaf, a metal mem-

ber binding the edge of the leaf and having a series of spaces corresponding with the days of the month and intermediate such spaces bars forming tracks, and a member shiftable on said tracks from one end of each space to the other, said spaces being adapted to carry dates.

16. A file comprising a leaf, a metal member binding the edge of the leaf and having a series of spaces corresponding with the days of the month and intermediate such spaces bars forming tracks, and a member shiftable on said tracks from one end of each space to the other, said spaces being adapted to carry dates and one of said spaces adapted to carry a letter of the alphabet.

17. A file comprising a plurality of leaves each having one or more columns of dates thereon, and a series of independently shiftable means corresponding with the number of dates in a column for normally concealing the dates of said column and each independently shiftable to expose its date.

18. A leaf for a file having two columns of dates along the edge thereof, and a series of independently shiftable means corresponding with the number of dates in one of said columns and shiftable to expose the dates of one column while concealing those of the other.

19. A file leaf having one or more columns divided into spaces for designating matter, and a series of independently shiftable means corresponding with the number of such spaces and each shiftable to expose one of such spaces.

20. A file comprising a plurality of leaves, each having one or more columns of designating matter thereon separated into spaces, and a series of independently shiftable means corresponding with the number of such spaces for normally concealing the designating matter of such column, and each independently shiftable to expose such designating matter.

21. A file leaf adapted to be filed away

and comprising a sheet adapted to be manually manipulated and having a series of spaces, means secured thereto, and means cooperating with said means for normally covering said spaces, but shiftable relatively to said means for exposing such spaces.

22. A file leaf adapted to be filed away and comprising a sheet adapted to be manually manipulated and having a part thereof divided into a series of spaces, supporting means carried by said leaf, and means carried by said supporting means and comprising a series of shiftable members for covering said spaces each independently shiftable to expose one of said spaces.

23. A file leaf adapted to be filed away and comprising a sheet adapted to be manually manipulated and having a series of spaces for designating matter, means secured to said leaf for dividing one space from another, and slides carried by said means for covering said spaces and shiftable each independently of another for exposing the space thereunder.

24. A file leaf adapted to be filed away and comprising a sheet adapted to be manually manipulated and having one or more columns of designating matter thereon divided into a series of spaces, and means for concealing or exposing one or more of said spaces of said columns.

25. A file leaf adapted to be filed away and comprising a sheet adapted to be manually manipulated and having one or more columns of designating matter thereon divided into a series of spaces, and means for concealing or exposing one or more of said spaces of said column or columns, said means comprising a series of sliding members and means carried by said leaf for supporting said members independently.

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Witnesses:

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