March 10. 1925. 1,529,264

L. MAYERS

FILING COVER

Filed May 4, 1921

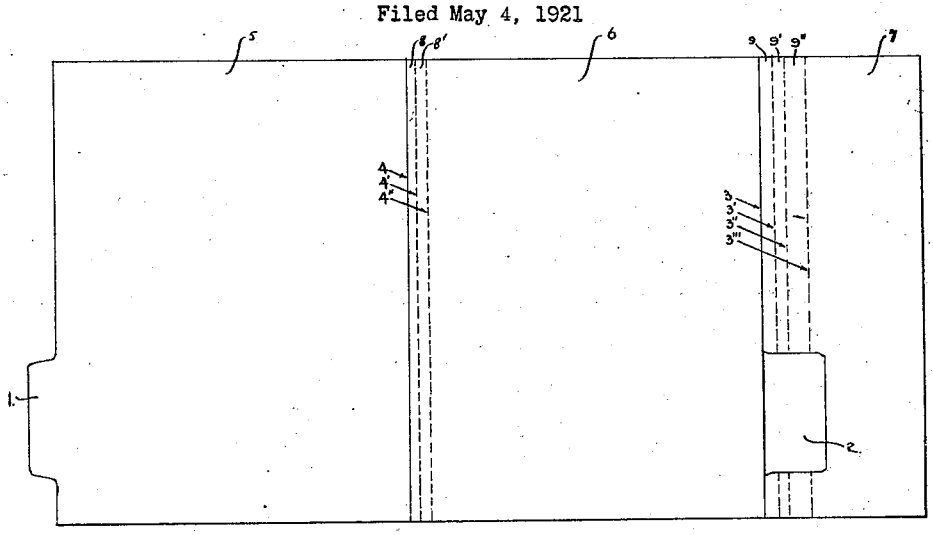


Fig. 1.

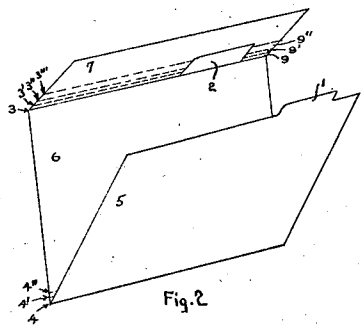


Fig. 2

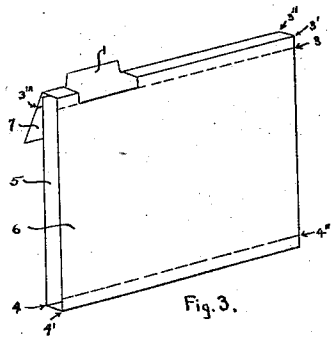


Fig. 3.

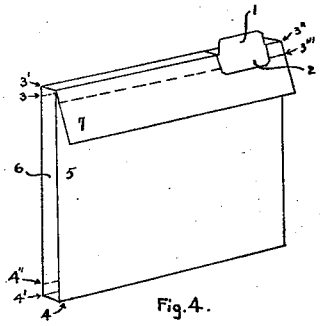


Fig. 4.

Lewis Mayers.

INVENTOR

Patented Mar. 10, 1925. 1,529,264.

UNITED STATES PATENT OFFICE.

LEWIS MAYERS, OF BROOKLYN, NEW YORK.

FILING COVER.

Application filed May 4, 1921. Serial No. 466,684.

To all whom it may concern:

Be it known that I, LEWIS MAYERS, a citizen of the United States, and resident of 265 Clinton Street, Brooklyn, in the county of Kings and State of New York, have invented certain new and useful Improvements in Filing Covers, of which the following is a specification.

My improvement has reference to covers used for filing correspondence or other papers, and it is the purpose of my improvement to provide a form of cover which will overcome the disadvantages encountered in the several forms of filing covers now in use.

The ordinary form of filing cover, known as a folder, consists as is well known merely of a single sheet of heavy paper folded once upon itself. The objections encountered in the use of such folders are; First, papers placed in such folders if not carefully put into position may project above the shorter or front piece of the folder, thus obscuring the index inscription written on the longer or projecting portion of the folder; secondly, when it is desired to remove the folder from the file, it is usually taken hold of by the projecting portion of the wider section, and unless, after the folder has been partially removed from the file a new grip is taken on the folder at a lower point, so as to embrace the entire folder in the hand, the material in the folder is likely to drop out of the folder, particularly if it is heavy or bulky; third, when the folder is returned to the file, there is great danger of inserting it in another folder instead of between two folders; fourth, as the volume of the material in the folder grows, the portion of the sheet required to span such additional contents results in a shortening of the two leaves of the folder, thus bringing them below the folders in front and behind, and making the papers in such folder tend to project beyond the folder itself with the result that the index inscription is obscured, and the folder itself becomes difficult to locate or to remove; fifth, owing to the folder being open at the top when in the file, the upper exposed edges of the papers in the folder are subject to wear and tear.

In addition to ordinary folders, envelopes and so-called expanding or bellows folders are used as filing covers. While these are free from many of the disadvantages of folders, they are costly to manufacture. Envelopes, moreover do not give ready access to their contents and are not readily indexed; while expanding folders occupy a disproportionate amount of filing space.

It is the purpose of my improvement to produce a filing cover which will be free from all the objections above enumerated, and which will at the same time be capable of being produced at low cost.

With these and similar objects in view, my invention consists in the design and arrangement set forth in and falling within the scope of the appended claims; and it will be understood that the construction shown herein is merely for the purpose of illustrating one specific form of filing cover by means of which the invention and its principles may be practiced and that therefore, the invention is by no means limited to the particular form of filing cover shown.

In the accompanying drawings, Figure 1 is a plan of the filing cover before being folded up. Figure 2 gives a perspective view of the filing cover after being partially folded up for holding a very thin set of papers. Figure 3 is a perspective view of the same folder shown in partly expanded condition for holding a greater number of papers. Figure 4 is a perspective view corresponding to Figure 3, but seen from the opposite side.

The specific embodiment of my invention shown in the drawings consists of a single sheet of cardboard or other similar material substantially rectangular in shape, divided into three main sections 5, 6 and 7 by two sets of scorings 3, 3′, 3″, 3‴ and 4, 4′, 4″ along which the sheet is to be folded or creased in a manner hereinafter to be fully described. The center section 6, and one of the outer sections, 5, are substantially the width of the papers of maximum width intended to be kept in the filing cover; while, the other outer section, 7, is of a much less width, its width being determined by a consideration of convenience which will hereinafter more clearly appear.

Along the outer edge of section 5 is formed (or attached) an index tab 1. In the other outer section 7, is an aperture 2 having a length slightly in excess of the greatest length of the tab 1, and a width

in excess of the distance between the innermost scoring 3 and the outermost scoring 3‴. The aperture 2 is bounded along its inner edge by the innermost scoring 3, and is positioned upon such scoring in a position corresponding to and in alignment with the position of the tab 1 upon the outer edge of section 5.

With reference to the two sets of scorings, 3, 3′, 3″, 3‴ and 4, 4′, 4″, it may be said that the distance between the scorings 3 and 3′ 3′ and 3″, 4 and 4′, and 4′ and 4″ are all equal and that between 3″ and 3‴ is equal to twice the distance between any two adjacent other scorings.

While I have thus indicated in the drawing only three scorings at 4 and four scorings at 3 it is possible to provide a greater or less number of scorings in each set according to the degree of expandibility desired to be provided; but in any case, the relative number and spacings of the scorings in each set will be determined by the same principles followed in the distribution of the scorings shown in the drawings, which principles will be more clearly set forth hereinafter, in connection with the explanation of the manner in which the filing cover is folded in order to provide for a large volume of contents.

Having described the construction of the filing cover, I will now describe the manner in which it is folded for use. This depends upon the thickness of the contents that are to be placed in the folder. If such contents are of inconsiderable thickness, that is to say, of a very much less thickness than the distance between the 4 and the proximate auxiliary scoring 4′, the filing cover is simply folded at the scorings 4 and 3, in the same direction at both scorings, with the section 7 folded over only to a very slight degree making a large obtuse angle with section 6, as shown in Figure 2. The folder is in this condition ready for the receipt of contents, such contents being placed between sections 5 and 6. The contents having been placed into position, the folds 5 and 6 are brought together until they are in close apposition to the contents, and section 7 is then folded completely over, so that the tab 1 passes into the aperture 2. The filing cover is now ready for placing in the file, being placed with section 7 either facing the front or the back of the file drawer or cabinet. (In certain filing installations it may be found more desirable to place the folders in the drawer with section 7 facing to the front of the drawer so that indexing or other descriptive material may be inscribed or pasted upon such fold 6 and may then be readily consulted by merely lifting the fold up without in any way disturbing the body of the folder, or its contents.)

If contents to be placed in the filing folder are of more than inconsiderable thickness. that is to say, if they approximate in thickness the distance between scorings 4 and 4′, the filing cover is folded in the following manner: It is folded as before on the main scoring 4, but in addition it is also folded, on scorings 4′, 3′ and 3″, all folds being in the same direction. Figures 3 and 4 show perspective views of the filing cover when thus folded.

Similarly if the contents supposed to be placed in the filing cover exceed in width the distance between scorings 4 and 4′, the scorings 4″, 3″ and 3‴ are used, the base thus having a width equal to the distance between scorings 4 and 4″ and the top a width equal to the distance between scorings 3″ and 3‴, and both widths being equal.

It is manifest that the filing folder herein described, suitably modified, as to dimensions, positions of scoring, etc., to meet changing requirements, without however changing the underlying principle, overcomes all of the objections set forth as pertaining to existing forms of filing covers and is at the same time inexpensive to produce, requiring only slightly more material than the present filing folder, and involving no more labor in its production in quantity than does the present filing folder, inasmuch as all the scoring and cutting required can be performed in one operation by the use of a single die.

While I have herein shown and described one particular embodiment of my invention, I wish it to be understood that I do not confine myself to all the precise details of construction set forth in the illustrations, as modifications and variations may be made without departing from the spirit of the invention or exceeding the scope of the appended claims.

What I claim is:

1. A filing cover comprising a series of three main sections and one or more intermediate or auxiliary sections of relatively narrow width interposed between each two main sections whereby the cover may be folded to interpose a variable distance between the main sections for varying the capacity of the cover, one of the main end sections having a projecting tab for indexing the contents of the cover, and the other main end section being formed with an opening adapted to receive said tab when the cover is folded in any one of a plurality of different ways.

2. A filing cover consisting of a strip of sheet material forming three main sections and intermediate or auxiliary sections of relatively narrow width interposed between each two main sections whereby the cover may be folded to interpose a variable dis-

tance between the main sections for varying the capacity of the cover, one of the main end sections being provided along its outer edge with a projecting tab for indexing the contents of the cover, and the other main end section being formed with an opening adapted to fit over said tab when the cover is folded in any one of a plurality of different ways.

Signed at New York in the county of New York and State of New York this 2nd day of May A. D. 1921.

LEWIS MAYERS.