

A. W. ENGEL.
ADDRESSING AND INDEXING DEVICE.
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1,170,434.

Patented Feb. 1, 1916.

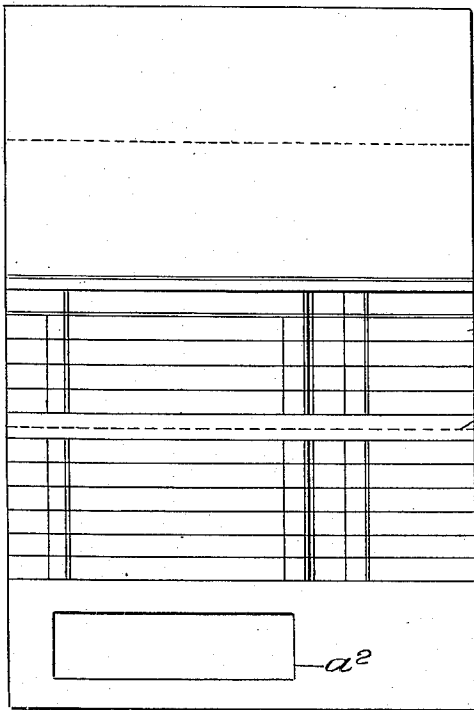


Fig. 1.

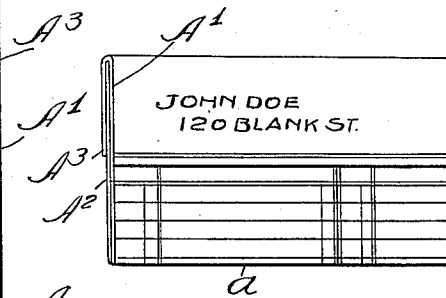


Fig. 3.

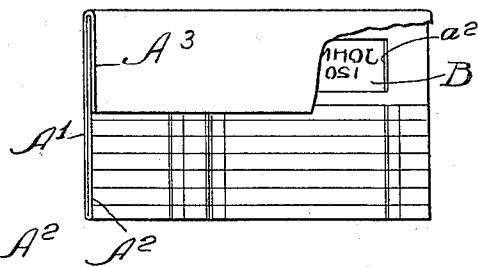


Fig. 4.

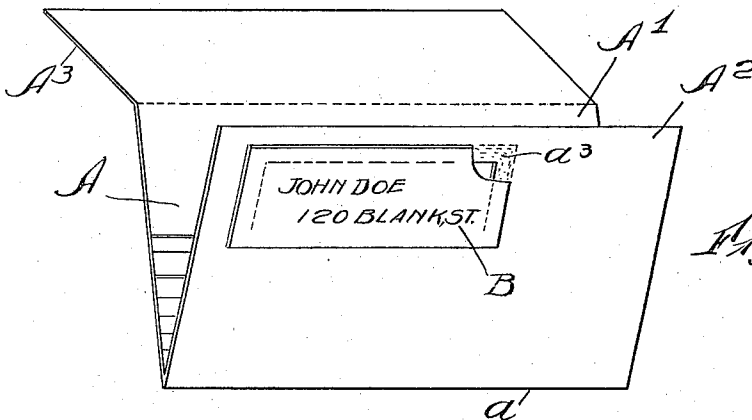


Fig. 2.

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UNITED STATES PATENT OFFICE.

ALBERT W. ENGEL, OF CHICAGO, ILLINOIS.

ADDRESSING AND INDEXING DEVICE.

1,170,434.

Specification of Letters Patent.

Patented Feb. 1, 1916.

Application filed October 17, 1914. Serial No. 867,095.

To all whom it may concern:

Be it known that I, ALBERT W. ENGEL, a citizen of the United States, residing at Chicago, in the county of Cook and State of Illinois, have invented new and useful Improvements in Addressing and Indexing Devices, of which the following is a specification, reference being had to the accompanying drawings, forming a part thereof.

The purpose of this invention is to provide a device of the nature of an index card which shall also serve the purpose of applying the address which it contains by means of a stencil which forms a part of the card.

It consists of the elements and features of construction shown and described, as indicated in the claims.

In the drawings, Figure 1 is a plan view of the outer side of a card embodying this invention, showing the same unfolded and with the stencil removed. Fig. 2 is a perspective view of the card shown in Fig. 1, partly folded inside out with the stencil in position on the card. Fig. 3 is a perspective view on a smaller scale than Fig. 2, showing the card folded right side out and in the position which it would occupy in the file, that is, with the address or index mark on the side toward the view. Fig. 4 is a perspective view similar to Fig. 3, showing the card as seen from the back in the position which it occupies in the file, a protecting flap being partly broken away to show the stencil underneath which is protected by the flap when it is in the file.

The construction and mode of use of this device will be quite clear from the inspection of the drawings alone, but they may be additionally described. A card, A, creased for folding and folded at a longitudinal line, a , is thereby made to consist of two flaps, A^1 and A^2 , the outer side of both flaps may be ruled or diagrammed or otherwise arranged to receive any part of record or memoranda for which the card may be designed, but whether that is ruled or plain, it has at a convenient area, preferably the upper left hand corner area of the flap, A^1 , a suitable space for receiving an address or index mark. The other flap, A^2 , has an aperture, a^2 , which laps the address or index area of the flap, A^1 , when the flaps are folded together inside out. The margin of the area, a^2 , at the inner side of the flap is gummed, as shown at a^3 , and is thereby adapted to receive and retain a stencil, B,

covering and closing the aperture, the stencil being cut to read from the inner side of the flap and thereby adapted when the flaps are folded inside out, as shown in Fig. 2, to serve for imprinting the address or index mark upon the address area mentioned on the outer surface of the flap, A^1 . It will be understood that such address or index mark will be imprinted as described by the stencil, by applying a proper inking pad or roller over the surface of the stencil which is at the inner side of the flap, A^2 ; and it will be understood that by this means said inner side will be ink smeared and require protection to prevent it from smearing the adjacent cards in the file in which this device is filed; and it will be seen that when the two flaps are folded together with the sides which are herein called the outer sides outward, said ink-smeared surface is fully protected when covered by the flap, A^2 ,—that is, it is within the flaps when they are folded together. In this condition the device is designed to be placed in the index file with the outer surface of the flap, A^1 , forward, exposing to a ready view the index mark or address which has been imprinted upon it by the stencil carried by the other flap. In using such an index file, the clerk coming to the file for the information which the card contains, whether it be only for the addresses or for other contents of the card, upon finding the proper card in its place in the index, withdraws it and uses the stencil which it contains for applying the address which the stencil contains at the same time that the information for which the card referred to is obtained therefrom.

It may happen that the face of the stencil which is at the outer side of the flap on which the stencil is mounted may become somewhat ink-smeared by reason of excessive ink forced through the stencil in using it; and to protect the adjacent card in the file from smearing by this card, there may be provided a third or guard flap, A^3 , at the side of either one of the flaps, A^1 or A^2 , which is parallel with the fold between said two flaps, said guard flap being of suitable width to be folded down over the outer surface of the flap A^2 , when the device is folded in the form for placing in the file, and to cover the stencil when thus folded. As thus shown, and preferably this guard flap, A^3 , is on the flap, A^1 , so that it is itself free from liability to smearing in the process of

inking the stencil, and also so that when folded to cover the outer side of the stencil, it embraces the flap, A², so that the device when in the file presents only a single folded edge upward, avoiding the liability of inserting one card within the fold of another, in placing them in the file.

In order to obviate the liability of the ink being forced through the card in applying the name thereto by the stencil as indicated, which would cause the card to have a smeared appearance on the outer side, and for another purpose which may be indicated, it may be found of advantage to wax or apply a celluloid coating to the inner surface of the card. This cannot be indicated in the drawings as the wax would have no appreciable thickness as applied in the manner of producing paper having one surface waxed. When the paper is thus prepared, however, the wax will serve the purpose of causing adherence of the stencil, the stencil being applied in the usual manner for such purposes, that is, by means of a warm roller. The word "gummed" which I have employed to indicate the preparation of the paper for adhesion of the stencil, I wish to be understood as including any substance suitably adapted for the purpose, whether that commonly called mucilage or glue requiring to be wetted for adhesion, or wax requiring to be warmed for adhesion, or celluloid requiring to be wetted with alcohol and warmed for adhesion.

I claim:

1. A combined addressing and indexing device consisting of a card folded to form two facing flaps and having its inner surface treated to prevent any tracing by ink, one of the flaps having a stencil aperture and the other flap being adapted to receive an address or index mark produced by and through a stencil for which said aperture is provided at the area of its outer side which is lapped by said aperture when the flaps are reversely folded.

2. A combined addressing and index device consisting of a card folded to form two facing flaps, one of the flaps having a stencil aperture marginally gummed on the inner side of the flap, the other flap being arranged to receive an address or index mark produced by and through a stencil for which said aperture is provided at the area of its outer side which is lapped by said aperture when the flaps are reversely folded.

3. A combined addressing and index device consisting of a card folded to form two facing flaps, one of the flaps having a stencil aperture, and a stencil secured to the flap covering said aperture, the other flap being arranged to receive an address or index mark produced by and through said stencil for which said aperture is provided at the area of its outer side which is lapped by the stencil when the flaps are reversely folded.

4. A combined addressing and index device consisting of a card folded to form two facing flaps, one of the flaps having an aperture, and a stencil secured to the card for covering said aperture, the other flap being arranged to receive an address or index mark produced by and through said stencil for which said aperture is provided at the area of the outer side of said other flap which is lapped by the stencil when the flaps are reversely folded, one of said two flaps having at the side opposite the fold a guard flap of suitable width and adapted to be folded to cover the stencil at the outer side of the flap containing the same when the two first mentioned flaps are folded together.

In testimony whereof I have hereunto set my hand at Chicago, Illinois, this 15th day of October, 1914.

ALBERT W. ENGEL.

Witnesses:

LUCY I. STONE,
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Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."