R. B. TAYLOR.

LETTER FOLDER.

APPLICATION FILED JULY 22, 1916.

1,237,583. Patented Aug. 21, 1917.

Fig. 1.

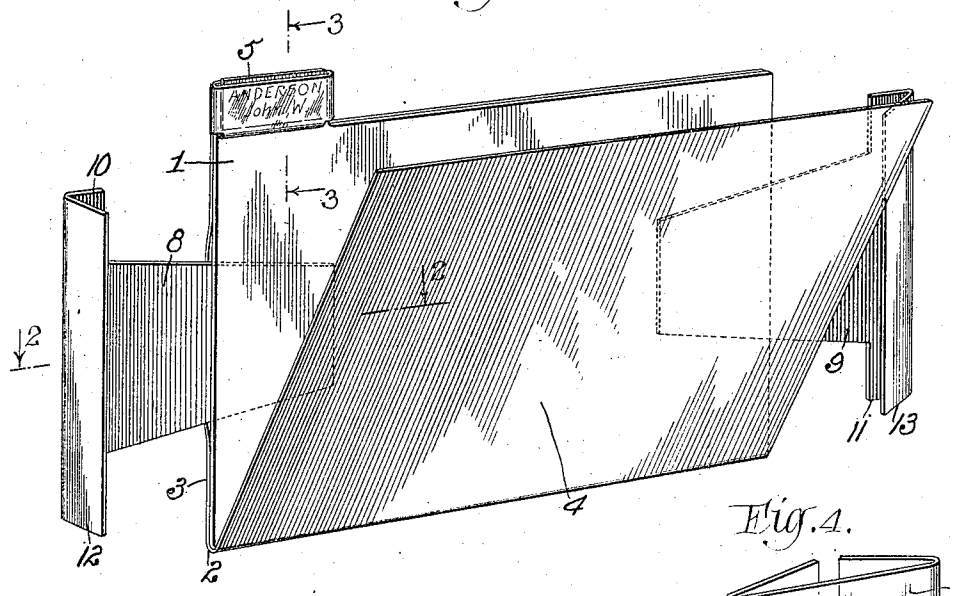


Fig. 4.

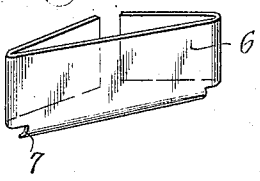


Fig. 2.

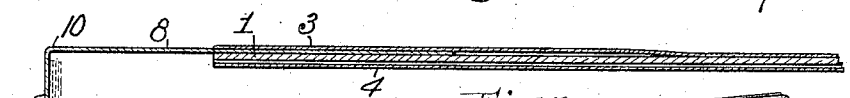


Fig. 3.

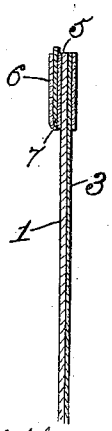
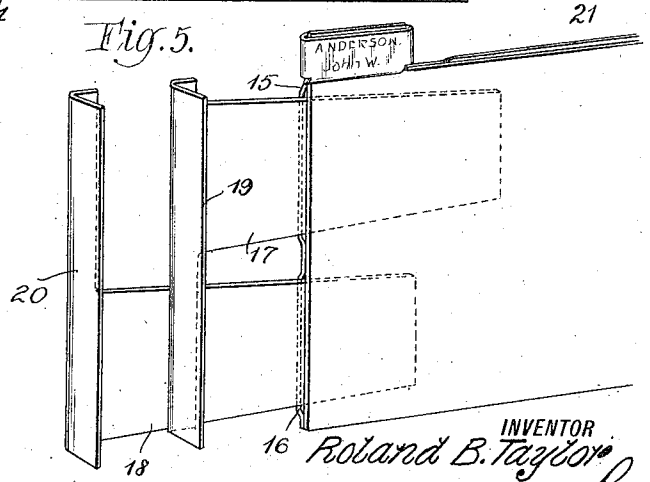


Fig. 5.



WITNESSES

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LETTER-FOLDER.

1,237,583. Specification of Letters Patent. Patented Aug. 21, 1917.

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To all whom it may concern:

Be it known that I, ROLAND BAXTER TAYLOR, a citizen of the Dominion of Canada, and a resident of Melville, Province of Saskatchewan, Dominion of Canada, have invented a new and Improved Letter-Folder, of which the following is a full, clear, and exact description.

This invention relates to filing devices and particularly to a letter file or folder, and has for an object the provision of an improved arrangement which may receive one or a large number of letters and hold the same in proper assembled condition while the folder is in use or after the folder has been placed in a file cabinet.

Another object in view is to provide a folder formed with an index tab and means for receiving transfer slips, the arrangement being such that loose letters may be held in the folder or assembled letters held therein by said slips.

In the accompanying drawing:—

Figure 1 is a perspective view of a folder disclosing an embodiment of the invention;

Fig. 2 is a fragmentary sectional view through Fig. 1 on line 2—2, a number of sheets being shown in connection therewith;

Fig. 3 is a fragmentary sectional view through Fig. 1 on line 3—3;

Fig. 4 is a detail perspective view of a protecting clamp embodying certain features of the invention.

Fig. 5 is a detail perspective view of one end of a slightly modified form of holder.

Referring to the accompanying drawing by numerals, 1 indicates a metal plate which is preferably provided with a rounded lower edge 2, said plate being covered by a backing 3 of strong light paper, which paper extends around and forms the front cover 4. It is of course understood that leather, cloth or other covering material could be used as a substitute, though for cheapness and ordinary use a good quality of light paper would be sufficient. In forming the back 3 the same is provided with extending members surrounding the extension 5 of the plate 1, which extension is intended to receive a transparent clasp or container 6 which may be formed of celluloid or other suitable material bent around the extension 5 as shown in Fig. 1 so as to hold in place a suitable card having a legend thereon. In order that the card may not fall out of the clasp or container the clasp is formed with a bent-in section or bead 7 which acts as a bottom for the container and supports the card containing the legend. It will be observed that the legend is properly protected and is held above the remaining part of the folder so that when the folder or letter holder is placed in a cabinet the legend may be readily observed at any time.

In pasting the back 3 on the metal plate 1 part is left unpasted so as to receive the spurs or projections 8 and 9 of the respective transfer clips 10 and 11. These transfer clips are provided with flaps 12 and 13 to which may be pasted any desired number of sheets 14, said sheets being letters or record sheets of any kind, as for instance, sales slips. When one or more sheets have been pasted in either of the flaps 12 or 13 the transfer clip is then placed in position, as shown in Fig. 2, and then the sheets folded into the folder. If it is not desired to paste the letters to these transfer clips the clips may be omitted and the letters placed loosely in the folder, or one or more sets of clips may be used and the loose letters arranged in the folder in addition. The transfer clips 10 and 11 are preferably made from some good quality of cardboard or comparatively thin strong paper which will have sufficient body for being properly held in position and for holding the sales slips or other sheets of paper connected thereto.

In Fig. 4 is seen a slightly modified form of the invention in which two pockets 15 and 16 are provided on the side for receiving the members 17 and 18, which members are formed with turned-over flaps or ends 19 and 20, respectively. These ends overlap the respective members 17 and 18 so that letters and other papers may be properly held in position for the full width of the folder. In addition to the two pockets 15 and 16, if desired a number of pockets 21 may be provided at the upper edge and the front member 4 eliminated.

What I claim is:

1. In a device of the character described, a member folded for producing a front and back member designed to receive sheets, one of said members having a projection, and a transparent clasp fitting around said projection, said transparent clasp being formed with a curved bead for acting as a bottom, said clasp being adapted to receive a legend

card for indicating the contents of the device.

2. In a device of the character described, a metallic stiffening plate formed with a projection for receiving a legend or indexing member, means connected with said plate acting as a covering sheet therefor, and removable means for holding sets of sheets in position between said covering member and said plate.

3. In a device of the character described, means creased centrally for producing a front and back member, and transfer clips removably connected with said back member, said transfer clips being formed with flaps for receiving sheets to be filed.

4. In a folder for receiving accounting sheets, means defining a front and a back hinged together, said back being provided with pockets, transfer clips having projections extending into said pockets and provided with flaps for receiving sheets adapted to be positioned between said front and back while the projections are in said pocket.

5. In a device of the character described, a stiffening plate, a cover for said stiffening plate formed with an extension acting as a front sheet, said covering being secured to said stiffening plate except at two points adjacent the opposite ends whereby pockets are provided, and a transfer clip for each of said pockets, said transfer clips comprising a projection fitting in said pockets, a body and a flap extending from said body, said flap extending substantially parallel with the end of the stiffening plate and arranged to receive record sheets which may be arranged between said stiffening sheet and said front member.

ROLAND BAXTER TAYLOR.

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