G. S. POTTER.

FOLDER.

APPLICATION FILED FEB. 24, 1919.

1,408,531.

Patented Mar. 7, 1922.

2 SHEETS—SHEET 1.

Fig:1.

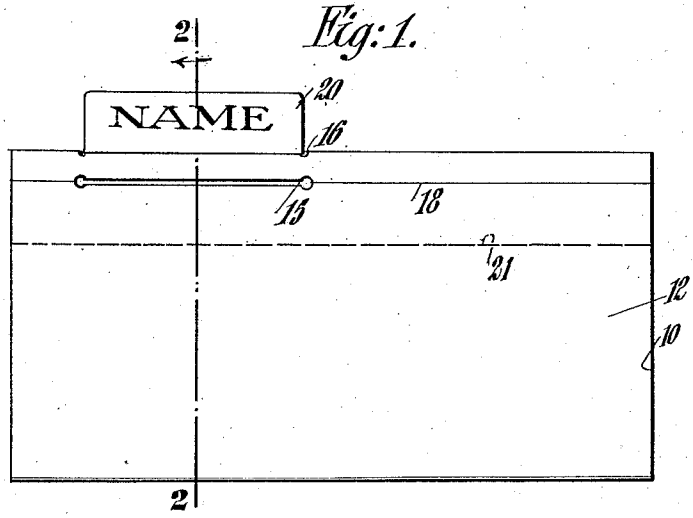


Fig:2.

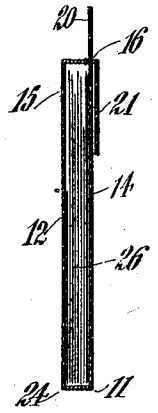


Fig:3.

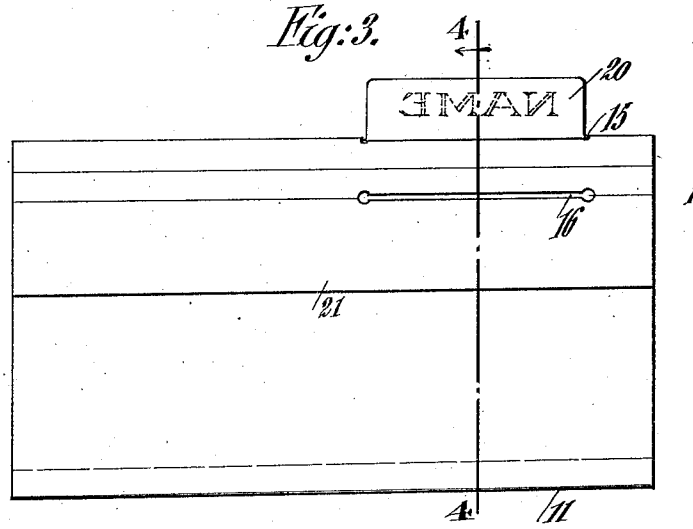


Fig:4.

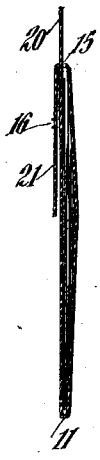
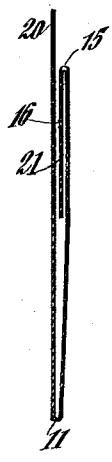


Fig:5.



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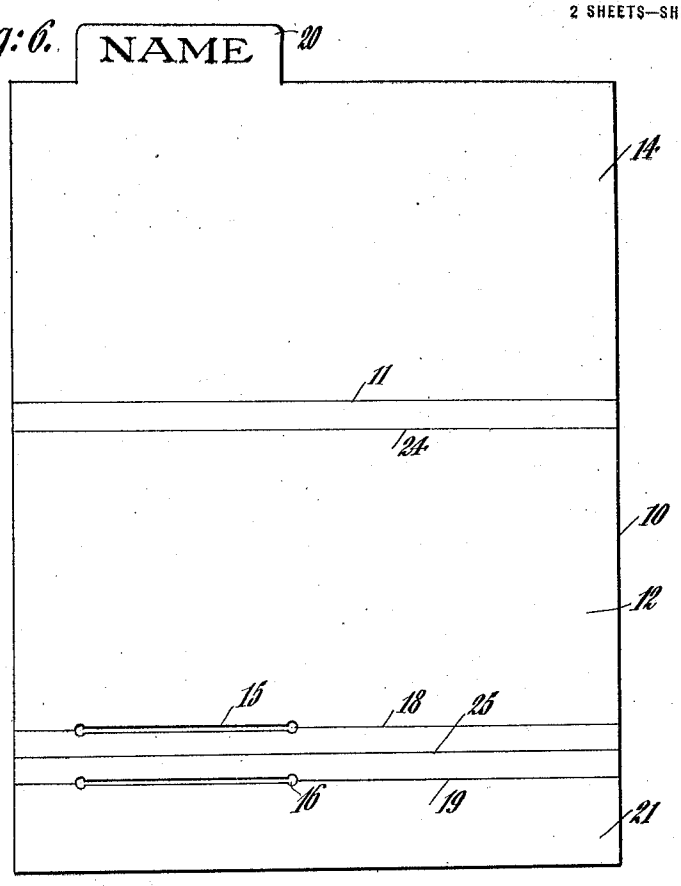
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2 SHEETS—SHEET 2.

Fig: 6.



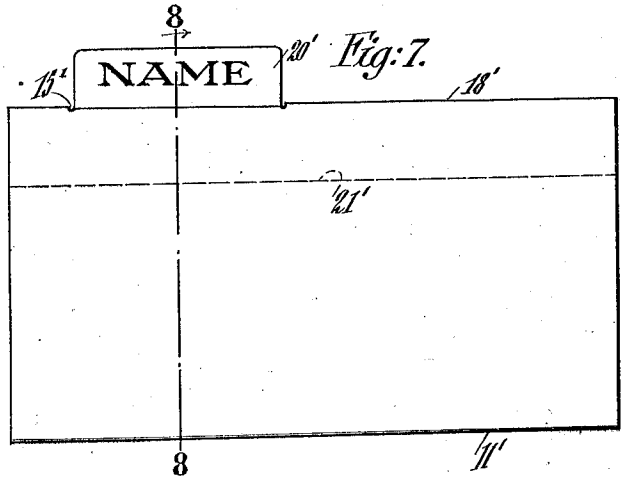


Fig: 7.

Fig: 8.



Fig: 9.



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FOLDER.

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Application filed February 24, 1919. Serial No. 278,841.

To all whom it may concern:

Be it known that I, GEORGE STANLEY POTTER, a citizen of the United States of America, residing in Camden, in the county of Camden and the State of New Jersey, have invented a new and useful Folder, of which the following is a specification.

This invention relates to folders of the kind used for filing correspondence, papers and the like.

One object of the invention is to provide a folder adapted to aid in readily distinguishing between active and dormant files, and for so holding the dormant matter that it will not be unnecessarily handled while looking over other files.

Another object is to provide a means of preventing filed matter creeping up and obstructing view of the name or index tab.

Another object is to provide an efficient form of locking means for holding closed the files which are dormant.

Another object is to provide a folder which may be readily adjusted for holding a larger or a smaller number of papers.

Another object is to provide an economically manufactured and efficient folder for accomplishing the foregoing objects.

These and still other objects will appear as the description proceeds, and it is noted that the details of construction may be greatly varied without departing from the scope of the invention as claimed.

In the accompanying drawing, Figure 1 is a front view of the adjustable folder locked, as for dormant filing, and adjusted for holding a large number of papers or the like;

Figure 2 is a sectional view taken on the line 2—2 of Figure 1;

Figure 3 is a rear view of the adjustable folder locked and adjusted for holding a small number of papers;

Figure 4 is a sectional view taken on the line 4—4 of Fig. 3;

Figure 5 is a sectional view similar to Figure 4, but showing the folder unlocked, as for active filing;

Figure 6 is an inner face view of the blank from which the folder is formed;

Figure 7 is a front view of another form of folder showing the folder locked;

Figure 8 shows a section on the line 8—8 of Figure 7; and

Figure 9 is a view similar to Figure 8, but showing the folder unlocked as for active filing.

The folder of Figures 1 to 6 inclusive consists of a single blank 10 (Figure 6) of cardboard or other suitable material and is provided near its mid part with a transverse lower main scoring 11 which forms the lower line of folding when the folder is used normally for holding therein a small number of papers or the like, as indicated in Figures 3 to 5. When the folder is thus folded there are provided a flap-bearing portion 12 and a tab-bearing portion 14.

Near the upper part of the flap-bearing portion there are provided a main slit 15, a supplementary slit 16, and upper main and supplementary scorings 18 and 19; while upon the tab-bearing portion 14 there is formed a tab 20 adapted to receive a name, file number or other convenient designation and adapted to be received in either of said slits for locking the portions together. When the folder is used as in Figure 4 the main slit 15 receives the tab and the blank folds on the main upper scoring 18 whereby is formed a flap 21 which may hang down on the outside of the folder when the folder is locked for dormant filing as in Figure 4, or which may lie against the inner face of the flap-bearing portion when the folder is not locked, as in Figure 5 for active filing.

The folder is also provided with the lower supplementary scoring 24 and an upper intermediate scoring 25, and when the folder is filled with a large amount of material 26 as in Figure 2, substantially right angular folds are formed at the upper intermediate and supplementary scorings 25 and 19, and at lower main and supplementary scorings 11 and 24, so as to form a container of substantially rectangular cross-section. Obviously the folder could be folded at the two lower scorings as in Figure 2 and at any one of the upper scorings 18, 19 or 25, but at the same time be left unlocked.

The second form of folder shown in Figures 7 to 9 is similar to that of Figures 1 to 6 in that it is provided with lower and up-

per main scorings 11′ and 18′, a main slit 15′, and a tab 20′ and a flap 21′, all of which function in exactly the same way as do the corresponding features of the first form. In the second form the supplementary slit and scoring, the intermediate scoring and their functions are omitted, thus making a simpler folder for conditions where the omitted features are not necessary.

In practice the folders may be used, as in a filing case or drawer, all together under one form of indexing, the folders of active files being unlocked and easily accessible as in Figures 5 and 9, others being locked for dormant files as in Figures 2, 4 and 8. When a file has become too bulky for locking as in Figure 4, it may easily be adjusted as in Figure 2.

I claim as my invention:

1. A folder provided with a fold near its bottom part; a pair of slits remote from said fold; and a tab adapted to lock in either of said slits.

2. A folder comprising a blank adapted to be folded upon itself and formed with locking devices integral therewith adapted for a plurality of adjustments, said folder being adapted for use either locked or unlocked.

3. A folder provided with an upper slit; a scoring alined therewith to form a flap adapted at times to lie against the inner face of the folder; a lower scoring at which the folder folds upon itself; and a tab adapted to be received by said slit.

4. A folder provided with a pair of upper slits; scorings alined therewith to form a flap adapted at times to lie against the inner face of the folder; a lower scoring at which the folder folds upon itself; a tab adapted to be received by either of said slits; and additional scorings adapting said folder to assume the form of a container of rectangular cross section.

5. A folder provided with an upper slit; a scoring alined therewith to form a flap adapted at times to fold against the adjacent inner face of the folder; a lower scoring; and a tab adapted to be received in said slit.

6. A folder comprising a single blank provided with a main slit; an adjusting slit; a pair of upper scorings in line with said slits respectively at either of which said blank may fold to form a flap; a pair of lower scorings both of which may form lower lines of folding for the folder; a tab adapted to be received in one or the other of said slits when the folder is folded at one or both of said lower scorings; and an intermediate scoring between said upper scorings and adapted to a substantially right angular fold when the tab is received in said adjusting slit.

7. A folder comprising a single blank provided with a main slit; a supplementary slit; upper main and supplementary scorings alined with said slits respectively and at either of which the folder may fold to form a flap adapted at times to lie against the adjacent inner face of the folder; a tab adapted to be received by either of said slits; a main lower scoring at which said folder may fold flat upon itself when the tab is received in the main slit; a supplementary lower scoring near the main lower scoring; and an intermediate scoring between said upper scorings; said intermediate and lower scorings being adapted to form a substantially right angular fold when said tab is received in the supplementary slit, to form a container of substantially rectangular cross section.

8. A folder comprising a single blank provided with main and supplementary lower scorings at which said folder may fold flat upon itself to form a tab-bearing portion and a flap-bearing portion; upper main and supplementary scorings on said flap-bearing portion at either of which the folder may fold to form a flap adapted at times to lie against the inner or outer face of the tab-bearing portion; and a tab on the upper edge of said tab-bearing portion.

9. A folder comprising a single blank provided with main and supplementary lower scorings at either of which said folder may fold to form a portion bearing a tab, and a portion bearing an integral means cooperating with said tab to lock said portions together.

10. A folder comprising a single blank provided with a lower scoring at which said folder may fold flat upon itself to form a portion bearing a stiff tab on the upper edge substantially permanently in the plane thereof, and a portion bearing a slit receiving said tab by means of which said portions may be locked together.

11. A folder comprising a single blank provided with a lower scoring at which said folder may fold flat upon itself thereby to form a portion bearing a tab on the upper edge, and another portion having an upper scoring at which the folder folds to form a flap adapted at times to lie against the adjacent inner face or the back face of the tab bearing portions and provided with integral means by which said portions may be locked together.

12. A folder comprising a tab-bearing portion and a flap-bearing portion; a tab on the upper edge of the tab-bearing portion; and an upper flap adapted at times to lie against the back, or outer, face of the tab-bearing portion.

13. A folder comprising a tab-bearing portion and a flap-bearing portion; a tab

on the tab-bearing portion; and an upper flap on the flap-bearing portion adapted at times to lie against the inner face or the back face of the tab-bearing portion.

14. A folder comprising a rear portion and a flap-bearing portion; an upper flap on the flap-bearing portion adapted at times to lie against the back face of the rear portion; and integral means by which said portions may be locked together.

15. A folder comprising a name-bearing portion and a flap-bearing portion; and a flap on said flap-bearing portion adapted at times to lie against the outer face of the name-bearing portion.

GEORGE STANLEY POTTER.