Sept. 11, 1951 H. J. KRAUS 2,567,435

CARBON SHEETS, ETC., WITH MARGIN GUIDES

Filed Nov. 30, 1950

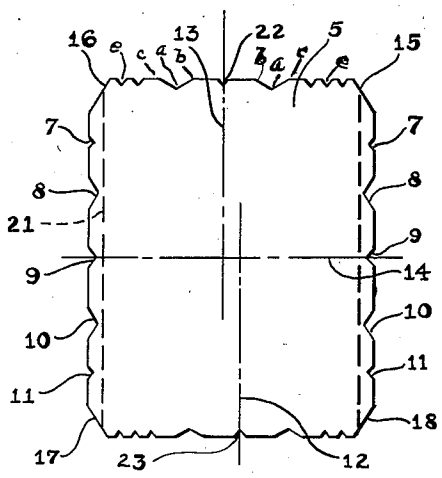


FIG. 1.

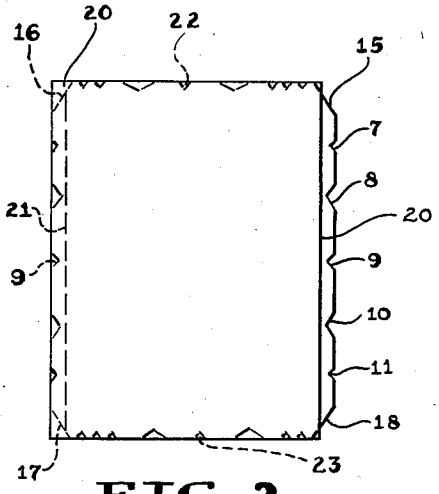


FIG. 2.

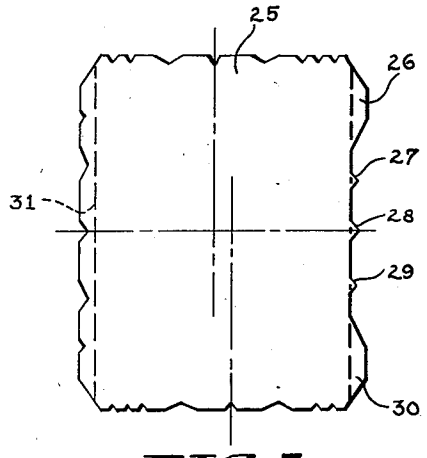


FIG. 3.

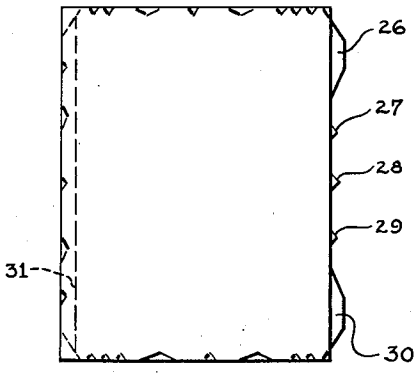


FIG. 4.

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CARBON SHEETS, ETC., WITH MARGIN GUIDES

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1 Claim. (Cl. 282—28)

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My invention relates to carbon paper sheets, and backing sheets, particularly intended for use as centering guides for typewritten letters; stencil sheets; backing sheets; offset printing and hectograph in all forms; multigraphing; lithographing, and office printing generally

One object of my invention is to provide sheets of carbon paper, backing sheets or the like as above stated, that will enable the user to place typewritten or printed matter on a letter sheet or the like in symmetrical or balanced position with respect to the top, bottom and the longitudinal edges of the sheet upon which typing, printing or other impressions are to be made.

Another object of my invention is to provide carbon paper, backing sheets or guide sheets marked along the longitudinal and horizontal edges in such manner that the markings (which may be in the form of notches, tabs, punched holes, or printed markings or coloring) will show to the user the points at which the typing or printing must be started and ended in order to produce the desired "balanced" effect.

Still another object of my invention is to provide a carbon sheet or a guide sheet of the character referred to whose upper and lower edges are so marked that it can be used with either of its horizontal edges uppermost, with the guide notches or tabs properly positioned for guiding the operation to an accurate balancing of the work, whereby the operator is not required to so turn the sheet as to have only a certain one of its horizontal edges in the uppermost position, and whereby the carbon sheet can be used for a period of time with one edge uppermost and thereafter with the other edge uppermost to thereby frequently economize in carbon paper life.

As shown in the accompanying drawing, Figure 1 shows a carbon sheet having notches or serrations in its edges to serve as guides; Fig. 2 shows a letter sheet or the like placed upon the carbon sheet of Fig. 1; Fig. 3 shows a modification of the structure of Fig. 1, wherein one vertical edge of the carbon sheet has notches and the other vertical edge thereof tabs, and Fig. 4 shows a letter sheet or the like applied to the sheet of Fig. 3.

Referring first to Figs. 1 and 2, the carbon paper or guide sheet 5 has notches 7, 8, 9, 10 and 11 in its vertical edges, the notches in one edge being duplicates of the other notches, both as to location and size. The sheet is similarly notched in its upper and lower edges, but the notches in the lower edge are offset to the right with respect to the notches in the upper edge as indicated by the dash lines 12 and 13. This arrangement renders the carbon reversible or usable with either end uppermost and still have guides at the right hand edge. The notches 9 are placed half way between the upper and lower edges of the sheet as indicated by the numeral 14.

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The deep notches *a*—*a* are at equal distances from the center notch 22 at their lowest points. For letter width sheets, these deepest points would be about three inches apart, to serve as a guide for three-inch headings. Points *b*—*b* would be each one inch from the center notch 22 to serve as guides for two-inch headings. The points *c*—*c* would be each two inches from the notch 22 and therefore serve as guides for four inch headings. The other notches such as at *e* are located at various other distances and with various depths. The notches *e* can also serve as heading guides but are primarily intended for marginal guides, each being one inch from the adjacent marginal edge of the sheet. The adjacent notches will, of course, be located at other definite distances from the marginal edges.

The corners of the sheet are cut away as shown at 15, 16, 17 and 18. This cutting away of the corners serves two purposes as hereinafter explained.

In Fig. 2, a letter sheet 20 is shown as placed upon the carbon sheet of Fig. 1, the left hand vertical edges of the two sheets being flush with one another, but the right hand edge of the carbon sheet protruding as shown at 15 and 18. This protruding portion of the carbon sheet is preferably not coated on its rear side. The other edge portion too, is uncoated in that area between the broken line 21 and the adjacent edge of the sheet. When the sheets are assembled as shown in Fig. 2, the operator will find that the upper notch 22 is in the vertical center line of the letter sheet 20, and he, of course, knows that the exposed notch 9 is at the horizontal midline, with the other notches indicating certain distances between these midlines and the adjacent edges of the sheet. He is thus enabled to effect accurate balancing of the matter to be typewritten or printed.

When the papers are in the typewriter the operator can turn the top edge of the letterhead back slightly to expose the notches in the carbon sheet, or there will be some flaring in the upper loose edges of the papers to make the notches visible.

The beveled cuts at 15 and 16 facilitate entry of the sheets into a typewriter with reduced

danger of curling of the corners of the carbon paper and the bevel at 18 serves, in addition to the notch 11, to indicate approach to the end of the page.

When the operator desires to remove the carbon from the letter sheets, he can grasp the protruding edge at the vicinity of the numeral 18 between the fingers of one hand and the letter sheets at the corners above the bevel 16, with the fingers of the other hand.

When the sheet 5 is turned to bring its other end uppermost, the notch 23 will then occupy the position of the notch 22 in Figs. 1 and 2, and the notch 23 will then be at the vertical center line of the letter sheet. In this instance, the uncoated portion of the carbon sheet at 21 will be exposed at the right hand side of the letter sheet 20, but the notches 9 still, of course, being at the horizontal midline of the letter sheet.

Referring now to Figs. 3 and 4, I show a carbon sheet 25 which is notched at its upper and lower edges in the same manner as the sheet of Fig. 1. Also, the left hand edge of the sheet is notched as are the longitudinal edges of Fig. 1. However, the right hand edge of the sheet has tabs 26, 27, 28, 29 and 30 instead of notches. The rear faces of these tabs are not coated nor is that portion of the sheet to the left of the broken line 31. Ordinarily, the sheet will be used with the tabs protruding at the right hand of the sheet, but the sheet can be reversed end-to-end, in which case the tabs 26 to 30 will be concealed at the left hand edge of the sheet and the notched strip-like area adjacent to 31 will be exposed at the right hand edge of the sheet as are the notches in Fig. 2.

In cases where the coated area of the carbon sheet is made of the same width as the letter sheet, the respective series of guide notches on the top and bottom will be in vertical alignment with one another. In this case, the signal tabs will project from the right hand edge of the sheet, when in one position, and when the carbon is reversed, they will project from the left hand edge

thereof so that it is possible to have notches 22 and 23 in alignment with each other, and either end can still be used uppermost.

Various of the "signal" or indicator marks, and particularly those at the longitudinal edges, will be useful also where continuous forms are used, including those wherein the paper is supplied in rolls or pleat-like folds, with tear-off lines or perforations at certain locations. Likewise, this feature of the invention is applicable to the so-called snap out sets of forms, which are bound together and from which the carbon sheets can be removed, after the typing has been completed.

I claim as my invention:

A carbon paper or backing sheet of generally rectangular form having guide tabs on only one vertical edge, one tab being at the horizontal midline of the sheet and the other tabs being in relatively balanced positions above and below the midline tab, the spaces between the tabs being of sufficient width to accommodate the fingers of a user when alining the carbon paper with other sheets, and there being notches in the upper edge of the carbon paper, one of which notches is positioned midway between the vertical edges of the carbon sheet, exclusively of the tabs, there being other notches in said upper edge in relatively balanced positions at opposite sides of the middle notch.

HERMAN J. KRAUS.

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