

M. P. ISMAY.
METHOD OF FILING LOOSE SHEETS.
APPLICATION FILED NOV. 11, 1909.

964,972.

Patented July 19, 1910.

Fig. 1.

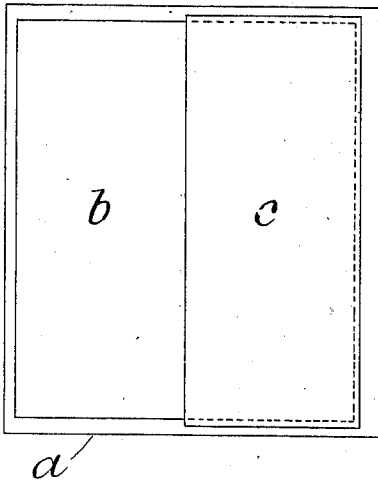


Fig. 2.

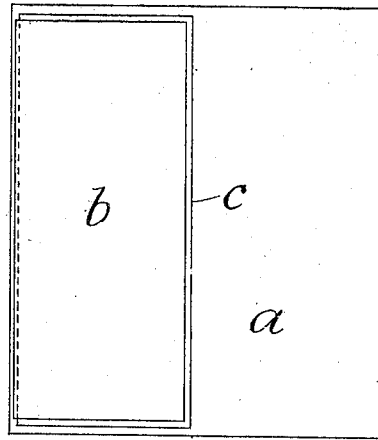
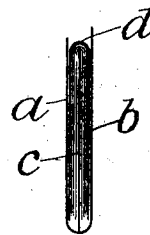


Fig. 3.



Fig. 4.



Witnesses

A. M. Hadden
and *Forrester*

Inventor

Matthew Parker Ismay
by his Attorney *A. M. Hadden*

UNITED STATES PATENT OFFICE.

MATTHEW PARKER ISMAY, OF NEWCASTLE-UPON-TYNE, ENGLAND.

METHOD OF FILING LOOSE SHEETS.

964,972.

Specification of Letters Patent.

Patented July 19, 1910.

Application filed November 11, 1909. Serial No. 527,492.

To all whom it may concern:

Be it known that I, MATTHEW PARKER ISMAY, a subject of the King of England, residing at Newcastle-upon-Tyne, Northumberland, in England, have invented a certain new and useful Improved Method of Filing Loose Sheets, of which the following is a specification.

This invention relates to an improved method or system of filing loose sheets such as copies of invoices, accounts, correspondence and the like.

A common method is to place the copies flat in a loose cover of brown paper or the like, the cover being folded in the middle so that when the copies are placed in it one long edge of each copy comes against the fold. The covers with their contents are stored vertically in a box or case with the fold resting on the bottom of the box or case. In this position the copies are therefore resting on edge, and the tendency is for them to fall or bend over and become disarranged.

According to the present invention I use a cover of approximately half the size required for the method above described that is to say the cover is of approximately the same size as the sheets to be filed, and provide a piece of cardboard, thin wood, metallic plates or the like of about half the size of the loose sheets. The sheets are placed in the open cover, and the cardboard placed on the sheets so as to cover one half thereof. The sheets are then folded over the cardboard and the folded sheets and cardboard are moved so that the folds of the sheets come to an outer edge of the cover. The edges of the sheets and cardboard will thus be in line with the fold of the cover. When the cover is closed, and placed with its contents in the box, so that the fold of the cover rests on the bottom of the box, the sheets are supported and kept in place by the cardboard, and have no tendency to become disarranged.

The accompanying drawings illustrate an application of the invention, Figure 1 being an elevation showing the loose sheets, in-

voices or the like *b* as first placed in the cover *a* and the piece of cardboard or equivalent *c* in place. Fig. 2 is an elevation showing the sheets *b* folded over the cardboard *c*, the latter and sheets being moved to the left so that the folds of the sheets *b* come to the left hand edge of the cover *a*. Fig. 3 is an end elevation showing the cover *a* closed and the whole ready for insertion in a file box or the like, and Fig. 4 a similar view to Fig. 3 but with a loose sheet of brown paper or the like *d* placed outside the sheets *b* for stiffening purposes if required.

What I claim as my invention and desire to secure by Letters Patent of the United States is:—

1. The method of filing loose sheets consisting in placing the latter on an open cover of approximately the same size as the sheets, placing over the sheets a stiffening member adapted to cover approximately one half of said sheets, folding the sheets over an edge of said stiffening member, moving the folded sheets and stiffening member to a position in which the folds of the sheets come adjacent an outer edge of the cover and closing the latter over the sheets and stiffening member substantially as described.

2. The method of filing loose sheets consisting in placing the latter on an open cover of approximately the same size as the sheets, placing over the sheets a stiffening member adapted to cover approximately one half of said sheets folding the sheets over an edge of said stiffening member, moving the folded sheets and stiffening member to a position in which the folds of the sheets come adjacent an outer edge of the cover, closing the latter over the sheets and stiffening member, and placing an auxiliary stiffening member over the sheets between the latter and the cover, substantially as described.

In witness whereof I have signed this specification in the presence of two witnesses.

MATTHEW PARKER ISMAY.

Witnesses:

H. NIXON,

C. S. GARDNER.