2 Sheets—Sheet 1.

# H. E. MOON.

## INDEX FILE CASE.

No. 252,394. Patented Jan. 17, 1882.

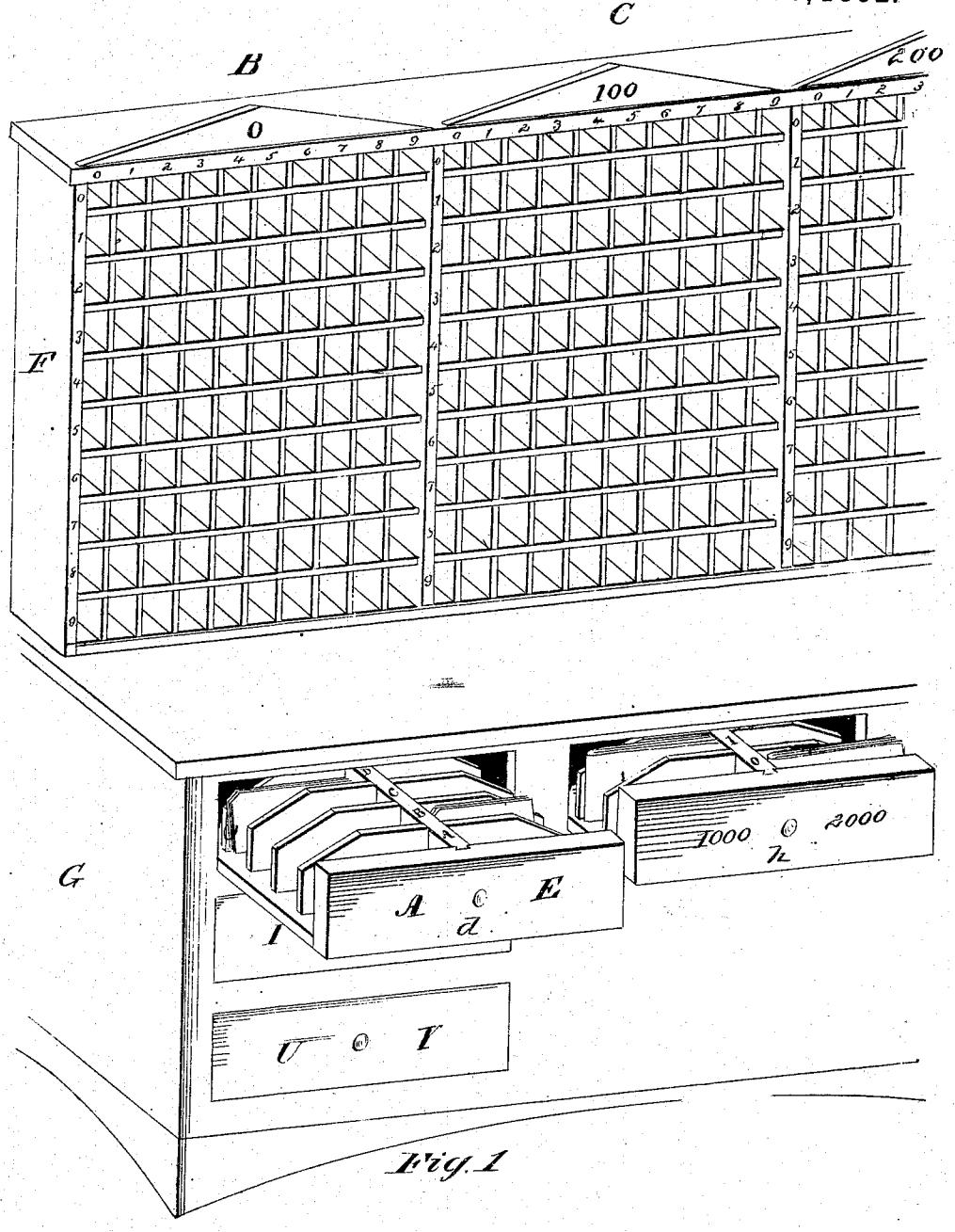



Fig. 1

Witnesses:
M. Connolly
J. Connolly

Inventor:
Hiram E. Moon
By Connolly Bros
Attys

2 Sheets—Sheet 2

# H. E. MOON.

## INDEX FILE CASE.

No. 252,394. Patented Jan. 17, 1882.

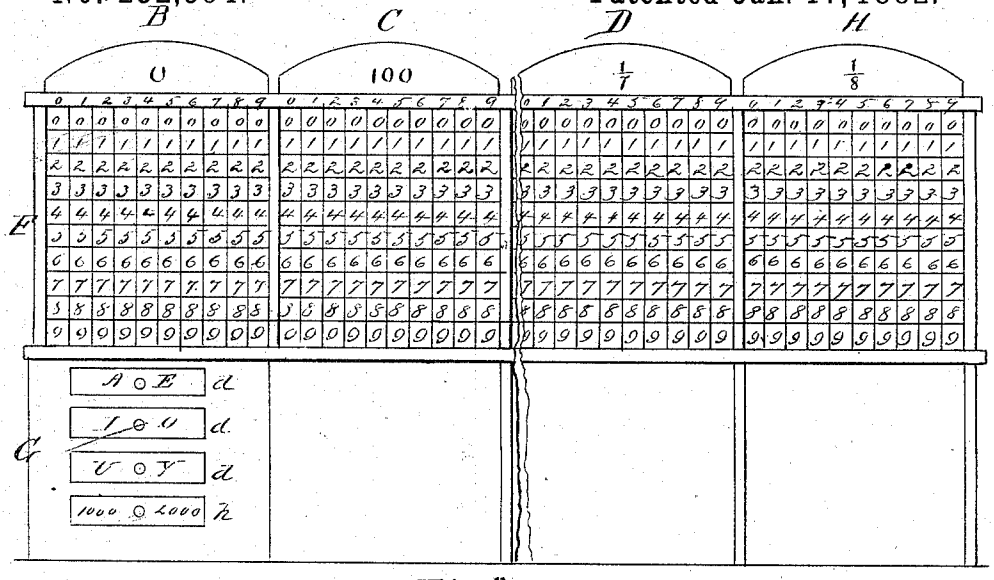



Fig 2

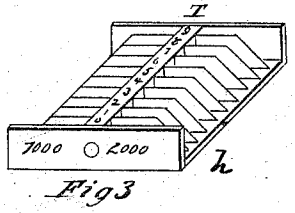



Fig 3

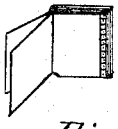


Fig 4

Witnesses:
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Inventor:
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# UNITED STATES PATENT OFFICE

HIRAM E. MOON, OF RICHMOND, INDIANA.

## INDEX FILE-CASE.

SPECIFICATION forming part of Letters Patent No. 252,394, dated January 17, 1882.

Application filed December 30, 1879.

*To all whom it may concern:*

Be it known that I, HIRAM E. MOON, of Richmond, in the county of Wayne and the State of Indiana, have invented certain new and useful Improvements in Index File-Cases; and I do hereby declare the following to be a full, clear, and exact description of the invention, such as will enable others skilled in the art to which it pertains to make and use it, reference being had to the accompanying drawings, which form part of this specification, in which—

Figure 1 represents a perspective view of a cabinet with file-case placed above. F represents the file-case with two full sections, B C, each subdivided into one hundred pigeon-holes or boxes, marked with figures, as shown. The cabinet G is represented with two drawers partly withdrawn to show their internal construction and arrangement.

Fig. 2 represents a front elevation of the same file-case F extended to four sections, B, C, D, and H, filled with boxes and numbered on the same, as shown. The cabinet G is also shown containing four closed drawers, three marked with the vowels, as shown, and one numbered on the outside, as shown.

Fig. 3 represents one of the index-drawers removed from the case, and Fig. 4 is an index-volume removed from the said drawer.

The indexing means shown in Figs. 1 and 4, or any other suitable indexing device, may be used.

To further illustrate my invention and the various applications to which it is adapted I will call my method of arranging the sections of file-case F, Fig. 1, the subdivisions and numbering thereof, in connection with drawers, Fig. 3, and the books with figured margins, Fig. 4, the "decimal system" of indexing and filing, which system is more fully explained, as follows, viz:

The numbers in large type above each section and at the highest or most conspicuous place represent the number of the box, pigeon-hole, or compartment the section commences with, to wit: In section B, Fig. 2, zero shows that the first box at the upper left-hand corner begins with a cipher or the first digit. Section C, Fig. 2, F, marked one hundred, shows that the first box in that section begins with 100. For convenience I will call those upper numbers, 0, 100, 200, &c., "section-numbers."

The figures representing the ten digits immediately above the ten vertical tiers of pigeon-holes or boxes, and preferably below the section-numbers, beginning preferably at the left side of each section with zero, and running horizontally to the right consecutively to nine, represent the tens of all numbers in that section, and for convenience I call this line of figures the "tens-line." Instead of omitting the ciphers, as here shown, they may be used thus: 0, 10, 20, 30, &c.; but I prefer to omit the ciphers.

The figures marked on the boxes, as seen in Fig. 2, F, or on the stiles, as at Fig. 1, F, represent the units of all numbers in that section.

In marking the sections the ciphers may also be omitted, and may be marked 0, 1, 2, 3, 4, &c., meaning section 0, 100, 200, 300, &c. When the sections increase until the numbers reach thousands, as seen in sections D and H, Fig. 2, F, wherein the cabinet or file-case is, for convenience of illustration, represented as having a portion broken away, section 1700 may be represented in the form of a fraction, $\frac{1}{7}$. So 1800 may be expressed in full or by the fraction $\frac{1}{8}$, omitting the ciphers, and expressing the thousands by the numerator of the fraction and the hundreds by the denominator. Thus 84,500 would be expressed $\frac{84}{5}$.

My object in placing the thousands above, the hundreds below, and the tens below the hundreds, and, lastly, the units below the tens, is to aid and relieve the memory; but these figures may be located with respect to the sections to suit the operator, but must be applied strictly as herein described.

The application of this decimal system in filing papers, documents, &c., and referring to the same, will now be obvious.

If it be desired to find a paper or document filed in, say, for instance, box 67, go to section marked zero, Fig. 2 of drawings. Find 6 in the tens-line and 7 in the units-line, and the paper desired will be found in the box at the intersection of the two lines of boxes marked respectively as above. So, if it be desired to find box 154, go to the section marked 100, Fig. 2 of drawings. Find 5 in the tens-line and 4 in the units-line, and the box numbered 154 will be found at the intersection of the two lines of boxes marked 5 in the tens-line and 4 in the units-line, respectively.

Each document should have marked upon it the full number of the box in which such paper or document belongs, so that it may be readily replaced in the proper box.

The benefit derived from the decimal system herein described is this: In case of a large number of boxes arranged in the usual way, each one marked with one or more large numbers, there not only has to be considerable search to find the box or pigeon hole, but the mind has to carry whole sentences while making the search. Thus, to find box 1789 in the ordinary way, the mind has to carry from first to last the whole sentence, one thousand seven hundred and eighty-nine. In the decimal system, so soon as the eye catches the section-number $\frac{1}{7}$ the thousands and hundred of the number are disposed of, and the mind carries down to the tens-line only 89, where the 8 is disposed of, and the mind goes down to the proper box burdened with nought but the figure 9.

In combination with and for the purpose of extending the decimal system herein described I use the cabinet G, Figs. 1 and 2, with a series of drawers subdivided as shown in Fig. 3, in combination with a suitable indexing device, as shown at Fig. 4.

Figures on the outside of drawers represent the first number indexed on the inside of the drawer. The first number indexed on the inside of drawer opposite zero, on the outside, is zero, the first indexed in the drawer marked 1000, on the outside, is one hundred, and so on. In marking the outside of drawers the ciphers may be left off. They always represent thousands, and each side of a double drawer in the method herein described will index one thousand boxes, files, or pigeon-holes, or ten sections of the decimal file-case. These drawers may have part or all their sides cut away, as shown.

The figures 0, 1, 2, 3, 4, &c., arranged on the center piece, T, Fig. 3, represent the hundreds of all numbers indexed on either side of the drawers, with the ciphers omitted. They may be used, if desired. When these drawers are intended to be used as an index for papers, documents, books, pages, &c., cards or books with marginal numbers, as represented in Fig. 4, are placed one in each compartment.

The numbers on the margin, as seen in Fig. 3, represent the tens-figure of all numbers indexed in the compartment to which it belongs, and the figures on the end of each leaf opposite represent the units.

If I wish to find the papers in the case of some litigants marked 2400, I open drawer 2000, Fig. 3, and look in compartment 4 for the hundreds, and from this compartment 4 take the book, and on leaf marked zero and on zero-line I find this entry: Otis *vs.* Altiman & Taylor, Record P, page 300, case No. 2400, box 1713. Any other desired information may be added. Now, if we wish the record, we have here the book and page; if the papers, we have the number of the box. The manner of finding has already been explained. Again, if I desire to find the record or papers in case No. 2403, open drawer marked 2000 on outside, take the book from compartment 4 and open to zero-margin, and on line 3 of that leaf will be found the parties' names, and any information desired as to record and number of box.

If this system is to be applied to paging of books or in any way not requiring the numbering upon the outside of drawers, they may be omitted and the inside used only; and instead thereof the class of the business indexed may be marked on the outside.

The letters on the outside of the drawers in the cabinet G, Fig. 2, *d d d*, represent the vowels, and are used as the first vowel occurring in the leading name or title to be indexed and the surname of individuals. The marginal vowel-index on the books represents the first vowel in any name occurring after the initial letter.

If desired, the letters on the outside of the drawers may be omitted, and books with full alphabetically-indexed margins may be used in each compartment, as seen in Fig. 4, the center piece indexing by initial one name, and the book-leaves the initials of the other. In this case Day *vs.* Adams would be found on the A leaf or page of the book in compartment D.

Having described my invention and pointed out a few of the advantages to be derived from the use of it, what I claim as new, and desire to secure by Letters Patent, is—

The combination, with the cabinet composed of sections, each subdivided into one hundred pigeon-holes, compartments, or boxes, under horizontal and vertical digital numbering, of the drawer or drawers subdivided into indexed compartments and containing sub-indexed books, cards, or other devices to facilitate search or use of the cabinet, as set forth.

In testimony that I claim the foregoing I have hereunto set my hand this 29th day of December, 1879.

HIRAM E. MOON.

Witnesses:
A. G. HEYLMAN,
T. A. CONNOLLY.