

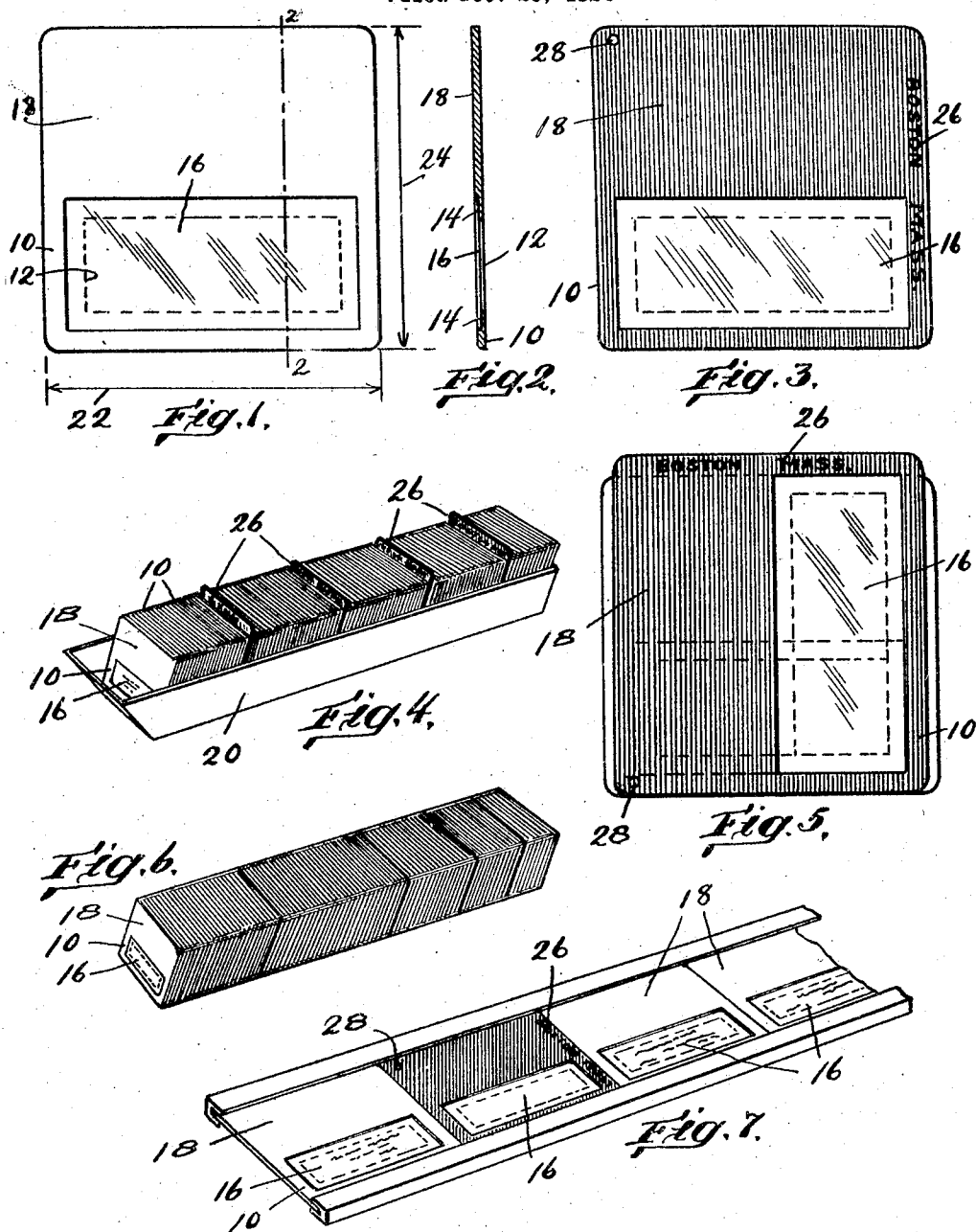
July 20, 1926.

1,593,210

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STENCIL AND STENCIL FILING SYSTEM

Filed Dec. 26, 1924



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STENCIL AND STENCIL-FILING SYSTEM.

Application filed December 26, 1924. Serial No. 758,100.

This invention relates to systems and apparatus for printing and maintaining records by the use of stencils.

For the printing of addresses and the like, the separate addresses are contained on separate stencils which stencils when not in use for printing, are filed in order in trays. When the stencils are used for printing, the contents of a tray are run through a stencil printing machine in the same order in which they are disposed in the tray and then returned, still in the same order, to the tray. The stencil printing machine usually includes spaced rails along which the stencils are guided for printing and the rails have opposing grooves in which the opposite edges of the stencils slide.

In addition to bearing the printing characters, the stencils may also serve as record cards on which may be listed the various transactions from time to time with the persons and concerns whose names and addresses are borne by the stencils. For this purpose, as well as for other purposes, the stencils are maintained in classified order in their trays and the stencils are grouped or segregated into easily identified and tabulated classes, as by towns, and the like.

Heretofore, the segregation of classes has been accomplished by attaching a tab, properly marked to indicate the class, to the last stencil of a class; or by inserting an identifying marker between the stencils of two independent but juxtaposed classes, which tab or marker is adapted to protrude above the stencils and thereby occupy an easily visible position.

When a series of such classified tabulated stencils is to be run through a stencil printing machine, the tabulated classification must be destroyed since the attached tabs, or identifying markers, protrude beyond the boundaries of the stencils and must be detached or removed from position between the stencils in order to permit the stencils to be run through the printing machine in uninterrupted progression. After the stencils have been run off and replaced in the trays, the divisions between the classes must be again located and marked by the replaced tabs or markers. This present method is highly undesirable as the process requires considerable time and may be incorrectly carried out.

An object of this invention is the pro-

vision of a stencil and a class-indicating marker associated therewith and so constructed and arranged that it may have a portion adapted to be raised above, or be protuberant beyond, the stencil and bear a visible identification legend upon such protuberant portion and also so constructed and arranged that it can be positioned within the series of stencils to be nonprotuberant, and be passed through the stencil printing machine in such relation along with the stencil.

The marker is also so arranged and constructed that it can be identified readily amongst the stencils and restored to a protuberant and class-indicating position without disturbing its relation amongst the stencils. The marker, also, may be so constructed and arranged as to arrest the printing action of the stencil printing machine, when moved into printing position therein, so that the machine may operate effectively only with the stencils.

Fig. 1 is a plan view of a stencil used in connection with the invention.

Fig. 2 is a section along line 2—2 of Fig. 1.

Fig. 3 is a plan view of a marker embodying the invention.

Fig. 4 is a perspective view of a tray of classified stencils with interposed markers arranged in position to identify and separate the classes.

Fig. 5 is an enlarged view illustrating the relative position of a marker and a stencil in the class-identifying position of the marker.

Fig. 6 is a perspective view of a series of classified stencils with the markers arranged in non-protuberant relation with the stencils and in position to be run through a stencil printing machine.

Fig. 7 is a perspective detail of the stencil track of a stencil printing machine and illustrating some stencils and a marker therein.

A stencil associated with this invention comprises a rectangular frame 10 having a rectangular window 12 in the lower portion thereof and an inset ledge 14 surrounding the window. A sheet 16 of stencil paper is attached to said ledge to cover the window; and said sheet is adapted to bear the imprinting characters. The stencil is provided with a relatively large blank area 18 disposed above the window which is adapted to be used for various record purposes.

The stencils are adapted to be contained

in single rows and in classified order in a suitable tray 20, as illustrated in Fig. 4 and are adapted to be removed, in such order, from the tray and passed through the stencil printing machine and restored to the tray in the same order. The printing machine usually is so arranged that the initial order of the stencils is not altered during their passage through the machine.

The particular classes in which the stencils may be grouped and filed in the trays may vary with different users but each class-group is required to be identified and segregated from an adjacent class-group by an identifying marker. In accordance with this invention, the marker is such that it need not be removed from its position between the stencils when the stencils are run through the printing machine.

To this end the stencils 10 are of rectangular rather than of square shape, and have a width or horizontal dimension 22 greater than the height or vertical dimension 24. The marker is adapted to have approximately the same dimensions as the stencils with which it is associated and, for convenience, a stencil may be employed as the marker. The marker is provided with means, especially on the edge, by which it may be distinguished readily from the stencils and, for this purpose, the marker may have a distinguishing color which is different from the color of the stencils.

When the stencils and interposed markers are arranged in classified order in trays the markers are disposed to rest upon their short edges as in Fig. 4. As thus arranged, the markers protrude above the stencils and thereby make evident the class groups of the stencils. The markers may bear a class-identifying legend 26 upon the protuberant narrow edge-portions so that the class-group adjacent any particular marker may be ascertained readily.

When the stencils are to be run through a stencil printing machine, the markers are turned upon their long edges, while being maintained in position amongst the stencils, whereby to bring their long and short dimensions into line with the corresponding dimensions of the stencils. As thus arranged the corresponding dimensions of the stencils and the markers are in register and all may be passed through the printing machine.

Since the markers are different in color, or are otherwise arranged, the markers may be readily identified from the stencils and can be reversed in position to bring their side edges, and class-identifying legends, above the stencils and without removing the markers from position between the stencils.

If desired, the marker may be provided with a perforation 28 or be otherwise arranged to control the printing machine so

that the marker may be passed through the machine without effecting the usual printing operation.

I claim:

1. The method of filing and using stencils grouped in indicated classes, which consists in filing rectangular stencils in class-groups with their long edges horizontally disposed, indicating such groups by rectangular markers having approximately the dimensions of the stencils and bearing edge-characteristics which identify them among the stencils, said markers having their long edges vertically disposed and thereby being protuberant above the stencils and bearing group-indicating legends on their protuberant portions, rotating the markers to positions in which the long and short dimensions register with the corresponding dimensions of the stencils while maintaining the markers in their positions between the stencil groups, running the stencils and markers in succession through a stencil printing machine, and thereafter restoring the markers to their original upright and group-indicating positions.

2. A series of rectangular stencils adapted to be filed in juxtaposed order in classes, and a series of rectangular markers interposed between the stencils to indicate the class-groups, said markers having dimensions corresponding to those of the stencils, and having identifying characteristics on their edges which distinguish them from the stencils, and also having spaces adjacent the short edges adapted to receive legends identifying the class-group of stencils, which legends are adapted to be disposed above the tops of the stencils when the markers are disposed within the stencils with their long dimensions overlying the short dimensions of the stencils.

3. A rectangular stencil and a rectangular marker having corresponding dimensions, said marker having a characteristic which distinguishes it from said stencil and also having a space for a legend adjacent its shorter edge, which legend will be visible when the stencil and marker are juxtaposed with the long dimension of one overlying the short dimension of the other.

4. A stencil and a marker therefor, both said stencil and said marker having its length greater than its height, and said marker having a space along its shorter edge adapted to bear a legend which is visible when the long dimension of one overlies the short dimension of the other with the lower edges of both at the same level.

5. A stencil and a marker therefor, both said stencil and said marker having its length greater than its height, and said marker having a space along its shorter edge adapted to bear a legend and also having a characteristic which distinguishes it from

said stencil, said legend being visible when the long dimension of one overlies the short dimension of the other with the lower edges of both at the same level.

5 6. A marker for a file of rectangular stencils classified in groups comprising a rectangular sheet having dimensions corresponding with those of the stencils and hav-

ing an edge-characteristic which distinguishes it from the stencils and also having a 10 space adjacent a short edge which is adapted to receive a legend indicating a class-group.

In testimony whereof, I have signed my name to this specification.

HARMON P. ELLIOTT.