May 18, 1926. 1,585,237

G. E. DOUGHTY

LETTER FILE

Filed Oct. 26, 1923 2 Sheets-Sheet 1

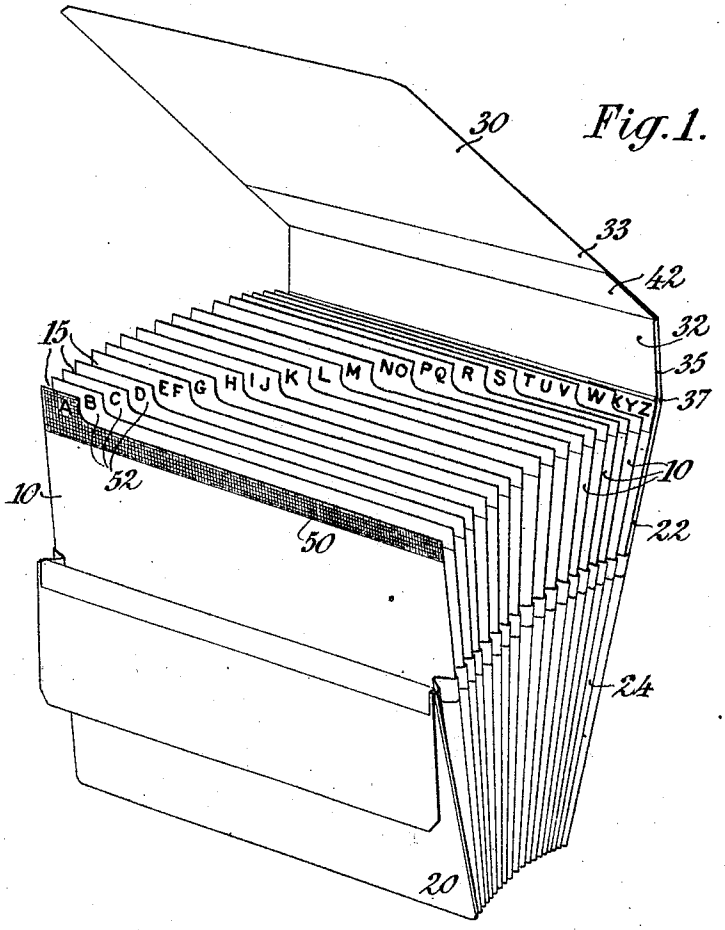
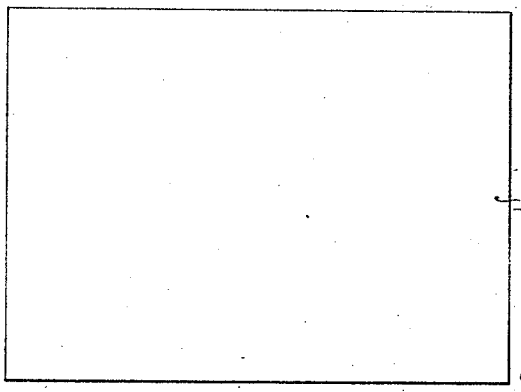


Fig. 1.

Fig. 2.



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Filed Oct. 26, 1923 2 Sheets-Sheet 2

Fig. 6.

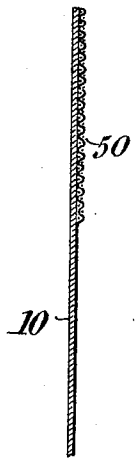


Fig. 3.

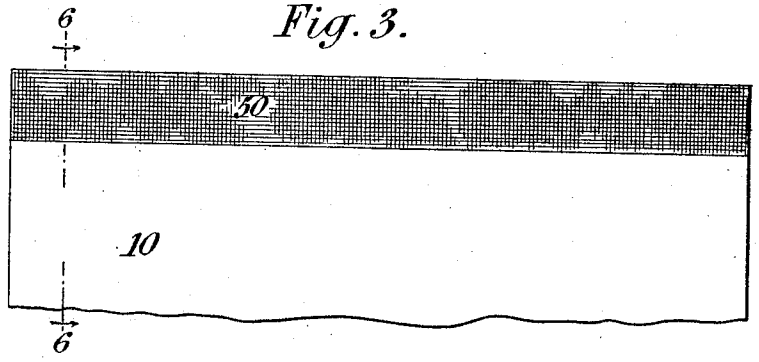


Fig. 4.

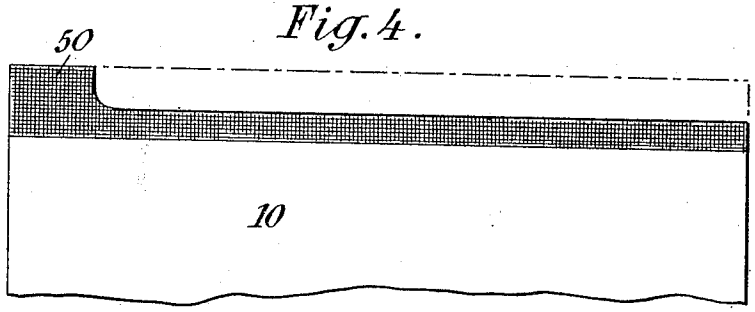


Fig. 5.

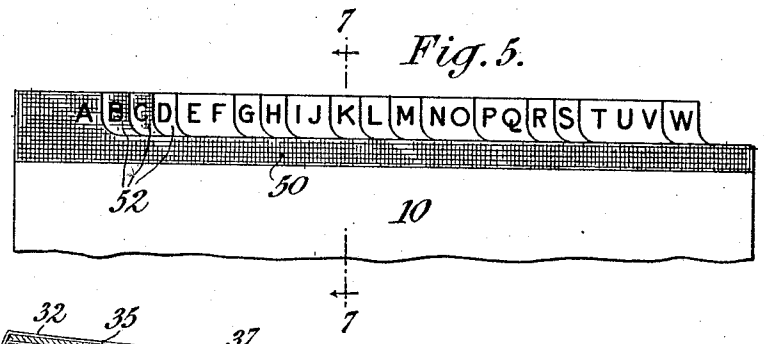
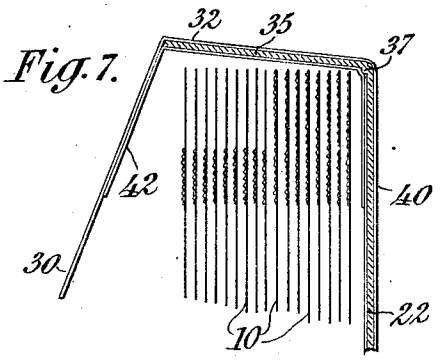


Fig. 7.



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Patented May 18, 1926. 1,585,237

UNITED STATES PATENT OFFICE.

GEORGE E. DOUGHTY, OF NEW YORK, N. Y., ASSIGNOR TO THE COOKE & COBB COMPANY, OF BROOKLYN, NEW YORK, A CORPORATION OF NEW YORK.

LETTER FILE.

Application filed October 26, 1923. Serial No. 670,876.

This invention relates to letter files and a method of producing the same and aims to provide improvements therein.

The present invention provides a letter file and a method of producing it whereby the manufacture of such letter files is simplified, the cost of production reduced, and a stronger and more durable file produced.

An embodiment of the invention is illustrated in the accompanying drawings, as well as diagrams illustrating the carrying out of the method.

Referring to said drawings, Figure 1 is a perspective view of a letter file, with the closing flap lifted and embodying the features of improvements of the present invention.

Figures 2 to 7 inclusive illustrate the method of manufacturing the file and also details of construction.

Fig. 2 is a plan view of a sheet of paper, usually of a tough variety, which is used for forming the partitions of a letter file.

Fig. 3 is a view of the upper edge of the sheet shown in Fig. 2 somewhat enlarged and having adhesively attached on one edge, on one side thereof, a reinforcing strip.

Fig. 4 is a view of the sheet shown in Figure 3 notched part-way across the reinforced edge to provide an indexing tab.

Fig. 5 shows a plurality of notched sheets similar to that shown in Fig. 4, assembled and having the index letters printed on the tabs.

Fig. 6 is a cross-sectional view of the sheet shown in Fig. 3 and showing clearly the reinforcing strip.

Fig. 7 is a cross-section through the file shown in Fig. 1 and showing the details of construction of the covering flap.

Referring to said drawings, numeral 10 designates a series of paper sheets, preferably of a tough variety of paper, which, when assembled, provided between the sheets a series of pockets 15 for receiving and containing letters, bills, or the like to be filed therein.

This series of sheets 10 may be contained in any sort of a body, as the stiff box of body or the expanding type as shown herein. As here shown, the series of sheets 10 is placed between a front piece 20, conveniently of stiff cardboard, and a back piece 22 also of stiff cardboard. The front and back pieces 20, 22 are united by paper pieces 24, folded in the manner of a bellows.

The file is preferably covered by a flap 30. This flap 30 is preferably provided with a stiff portion 32 for the purpose of giving the file a "box effect" when the flap is closed, and also with a flexible portion 33 which may be bent over the front of the file at various positions of expansion thereof.

The stiff part 32 of the flap is preferably formed by extending the cardboard back 22 beyond the top edges of the partition sheets to an extent corresponding to the width of the file, as indicated at 35, and creasing this piece of cardboard at the junction of the upper edge of the back and the extension thereof, in order to provide a hinge 37 for bending the flap along the upper edge of the back piece 22 where the flap and back pieces are joined. The flap 30 may be, and preferably is, an extension of a paper sheet 40 which is employed for covering or finishing the outside of the cardboard back piece 22.

The cardboard extension 35 is preferably finished on its inner side with a strip of paper 42, adhesively applied thereto and lapping a portion of the flap 30 and a portion of the inner side of the back piece 22, for the purpose of giving a finished appearance to the inside of the file when the flap is open.

For the purpose of strengthening and reinforcing the upper edges of the partition sheets 10, where the greatest amount of handling occurs, these edges are reinforced by a strip 50 of fabric, paper, or the like adhesively applied thereto on one side of said sheets, through a similar strip could be applied on the other side of said sheets immediately behind said first strip.

The superposed partition sheets 10 which go to make up a file, are notched along the reinforced edge to different lengths, in such manner that each sheet exposes a portion of the upper edge of the sheet behind it, as indicated at 52. These exposed portions 52 serve as tabs for handling purposes and also for receiving indicia for marking or indexing the several pockets to designate the contents thereof. As here shown the tabs 52 are provided with a series of letters, A, B, C, etc., to indicate that the adjacent pockets are to receive letters, bills, etc., from senders whose names begin with the letter corre-

sponding to the letters on the tabs A, B, C, etc.

The partition sheets, above described, may be expeditiously and economically made by the following method. Sheets of paper to the required size are cut, as indicated in Fig. 2. These sheets, either before or after being cut, have reinforcing strips 50 preferably of fabric adhesively applied along the upper edge thereof (or along a part which is to form the upper edge) on one side thereof, though at the same time, or at a different time, a similar strip could be applied to the other side of said sheets. This may be very conveniently and expeditiously performed by a machine operation which applies the strip from a roll at a very rapid rate onto the strip or series of sheets of paper fed thereto.

The sheets 10 with the reinforcing strips 50 applied thereto, are then placed in a cutting or notching machine and the upper edge notched as shown in Figure 4, to different lengths or distances from one edge thereof, the notching being done in such manner that a continuous portion of the reinforcing strip remains across the upper edge of the sheet.

A series of notched sheets having notches of succesively different length, are then assembled, as indicated in Figure 5, and the series of sheets are then fed to a printing device which prints the indexing characters on the entire series at one operation.

The assembled notched and printed series of sheets are then put into the file box or cover in any usual or desired manner.

By making the partition sheets according to the method described, an improved product is provided by a comparatively simple method and at small manufacturing expense.

Moreover, the file as a whole is strong, will stand handling and presents a neat and attractive appearance, both when opened and closed, on sale and in use, and these advantages are attained with a saving in cost and simplification in the method of manufacture.

What I claim is:

1. A letter file having paper partition sheets forming pockets for receiving letters, etc. said sheets each having a fabric reinforcing strip adhesively attached to the face thereof at its top edge which is handled in inserting and removing papers from the said pockets, each sheet and strip being notched in such manner as to expose parts of each sheet behind it, said strips having adjacent the notched portion on said exposed part printed indicia to indicate the class of papers to be filed in the pockets between said sheets.

2. As an article of manufacture, a sheet of paper reinforced entirely across one edge with a fabric strip adhesively attached to one face of the sheet, and a portion of said reinforced part of the sheet narrower than said fabric strip and parallel to the edge thereof being cut away to leave an index tab on the sheet.

In witness whereof, I have hereunto signed my name.

GEORGE E. DOUGHTY.

Certificate of Correction.

It is hereby certified that in Letters Patent No. 1,585,237, granted May 18, 1926, upon the application of George E. Doughty, of New York, N. Y., for an improvement in "Letter Files," errors appear in the printed specification requiring correction as follows: Page 1, line 50, after the word "box" insert the word *type*, and line 94, for the word "through" read *though;* page 2, line 24, for the misspelled word "edgs" read *edge;* and that the said Letters Patent should be read with these corrections therein that the same may conform to the record of the case in the Patent Office.

Signed and sealed this 22d day of June, A. D. 1926.

[SEAL.]

M. J. MOORE,
Acting Commissioner of Patents.