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R. F. HALLADAY

ADDRESS GUIDE FOR LETTERS

Filed March 9, 1922

Fig. 1.

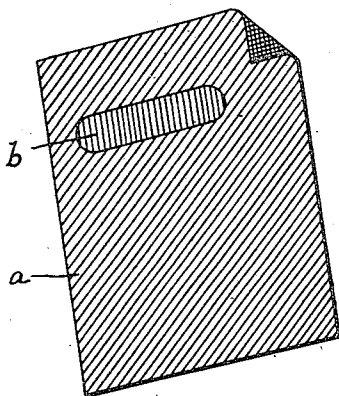


Fig. 2.

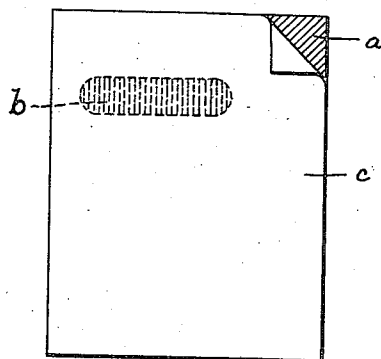


Fig. 3.

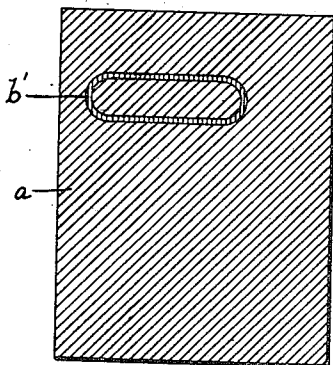
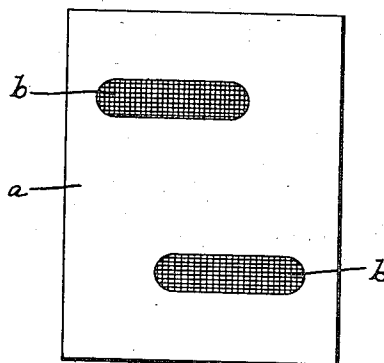


Fig. 4.



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UNITED STATES PATENT OFFICE.

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ONE-HALF TO ARTHUR W. HARRISON, OF BOSTON, MASSACHUSETTS.

ADDRESS GUIDE FOR LETTERS.

Application filed March 9, 1922. Serial No. 542,314.

To all whom it may concern:

Be it known that I, RICHARD F. HALLADAY, a citizen of the United States, and resident of Newton Highlands, in the county of Middlesex and State of Massachusetts, have invented certain new and useful Improvements in Address Guides for Letters, of which the following is a specification.

This invention relates to means for indicating the proper location for an address on a letter sheet when said sheet is to be so folded that the address will show through the "window" of an envelope when the folded sheet is enclosed in such envelope.

There are now in very general use several types of envelopes saving so-called windows comprising transparent areas, or slots or cutout portions over which transparent slips extend, the object being to avoid the necessity of placing an address on the envelope itself, this object being attained by writing the full address on the letter sheet or other communication-bearing sheet and then so folding the sheet that the address thereon can be read through the window when the folded sheet is enclosed in the envelope.

To attain the object mentioned it is essential that the address shall be quite accurately located at a predetermined distance from the top (or bottom) and one side of the sheet; in other words, in a predetermined location relatively to a corner of the sheet. When the sheet has lines to indicate the place for the address, as is quite customary with bill-heads, statements, and other commercial "forms", there is no difficulty in properly locating the address. Sheets such as those known as "letter-heads" however rarely bear such lines and consequently there is nothing borne by the sheet to indicate to the typist or other person where the address should be placed. Considerable care must be exercised in selecting the area where the address is to be written on the sheet, and the exercise of such care involves the expenditure of an appreciable amount of time. Even then the sheet sometimes has to be folded in an awkward way, or to be re-folded to cause the address to register properly with the envelope window.

The object of the present invention is to provide an indicator which may be used successively with letter sheets, one after another, to enable a typist or a pen-writer to instantly determine the proper location for

an address on a letter sheet which bears no indicating lines.

With this object in view, my invention consists in a sheet of carbon or other paper having an area thereof, or an outline, so contrasting with the rest of the sheet that the location of said area or outline will be perceptible through a letter sheet superposed thereon and indicate where the address should be written on the letter sheet.

Of the accompanying drawings:—

Figure 1 is a perspective of a guide sheet illustrating one embodiment of my invention.

Figure 2 illustrates a similar sheet assembled with a letter sheet ready for use.

Figures 3 and 4 illustrate other guide sheets embodying my invention.

For convenience of description and not of limitation the carbon or other indicator-bearing sheet will be referred to as the guide sheet to distinguish in a brief manner from the sheet on which a letter or other communication is to be typed or pen-written, the latter being referred to as a letter sheet. And it is to be understood that the letter sheet may or may not have printed information concerning the sender, or may be any kind of a commercial form on which a communication is to be written or which is to be filled in.

Referring first to Figure 1, an ordinary carbon sheet is indicated at *a*, said sheet having an area *b* which will usually substantially correspond with the size and shape of the window of the envelope in which the letter sheet is to be enclosed after folding. The area *b* is of a color quite sharply contrasting with the color of the sheet *a*. If the carbon sheet is purple or black the area *b* is of a bright color such as red or yellow. Or it may be white. Said area *b* is in such location of the sheet *a* that when a letter sheet *c* (Figure 2) is superposed thereon with one of its corners registering with a corner of the guide sheet *a*, the contrast of color imparted by the area *b* will be perceptible through the sheet *c*. If the sheet *a* is coated on one side to enable a carbon copy of the letter to be made, the contrast-coloring material of the area *b* is borne by the other side (the back) of the sheet. This is the preferred embodiment of my invention. When the two sheets *a* and *c* are assembled with their upper left-hand corners registering in the manner customary when a letter is to be

written and a carbon copy made, and placed in a typewriting machine, the mechanism of the latter holds the two sheets so close together, on the platen, that the operator sees at once the location of the area *b* and proceeds to write the address on that portion of the sheet *c* which overlies the visible guide area *b*.

For use when no carbon copy is desired, the guide sheet may be any ordinary paper with a contrasting address-location indicator. For instance the sheet *a* may be white and the indicator area *b* black.

Instead of making the indicator area *b* as a solid field of contrasting color, it may consist of a plurality of stripes or an outline such as indicated at *b'* in Figure 3.

As it is quite customary to employ a carbon copying sheet with either end at the top of the letter sheet with which it is assembled for use, the guide sheet may have two contrasting areas, one near each end. In Figure 4 I illustrate the sheet *a* as white with two dark address-indicating areas *b b*, one near each end of the sheet. Said figure is intended to illustrate a blank white sheet for use behind a letter sheet when no carbon copy is desired.

Whether the guide sheet is carbon-copying paper or not, the area or areas *b* may be printed or stamped thereon or may consist of thin tissue paper having the desired color (or absence of color) and secured to the sheet *a* in proper location by suitable means, preferably a thin layer of an adhesive which is flexible when dry.

Preferably the guide sheet will correspond in size with that of the letter sheet with which it is to be used, but it may be employed successfully if it does not accurately correspond therewith.

To enable my invention to be utilized by persons who have on hand a stock of ordinary carbon copying paper and do not wish to purchase a new stock of complete guide sheets of the complete character described, I may supply slips of thin brightly colored or white paper cut and shaped to substantially correspond with the size and shape of the windows of window envelopes, such slips carrying or being accompanied by printed instructions as to how to combine them with sheets already in stock. Such slips may carry sufficient dry adhesive which may be moistened to enable the slips to be applied to the carrying sheets similarly to the use of gummed labels.

Having now described my invention, I claim:

1. A guide sheet for use behind a sheet on which a letter is to be written to be enclosed in a window envelope, said guide sheet having an address-location indicator of contrasting color in a limited position relatively to an upper left-hand corner thereof, whereby the said sheet, when assembled with a letter sheet and with the upper left-hand corners of the two sheets in substantial registration, will indicate the correct location for an address on the letter sheet to enable said address to be read through the window of a window envelope.

2. A sheet of carbon copying paper having on its back an address-location-indicator of contrasting color.

In testimony whereof I have affixed my signature, in presence of two witnesses.

RICHARD F. HALLADAY.

Witnesses:

H. H. KITTREDGE,
A. E. HARPER.