

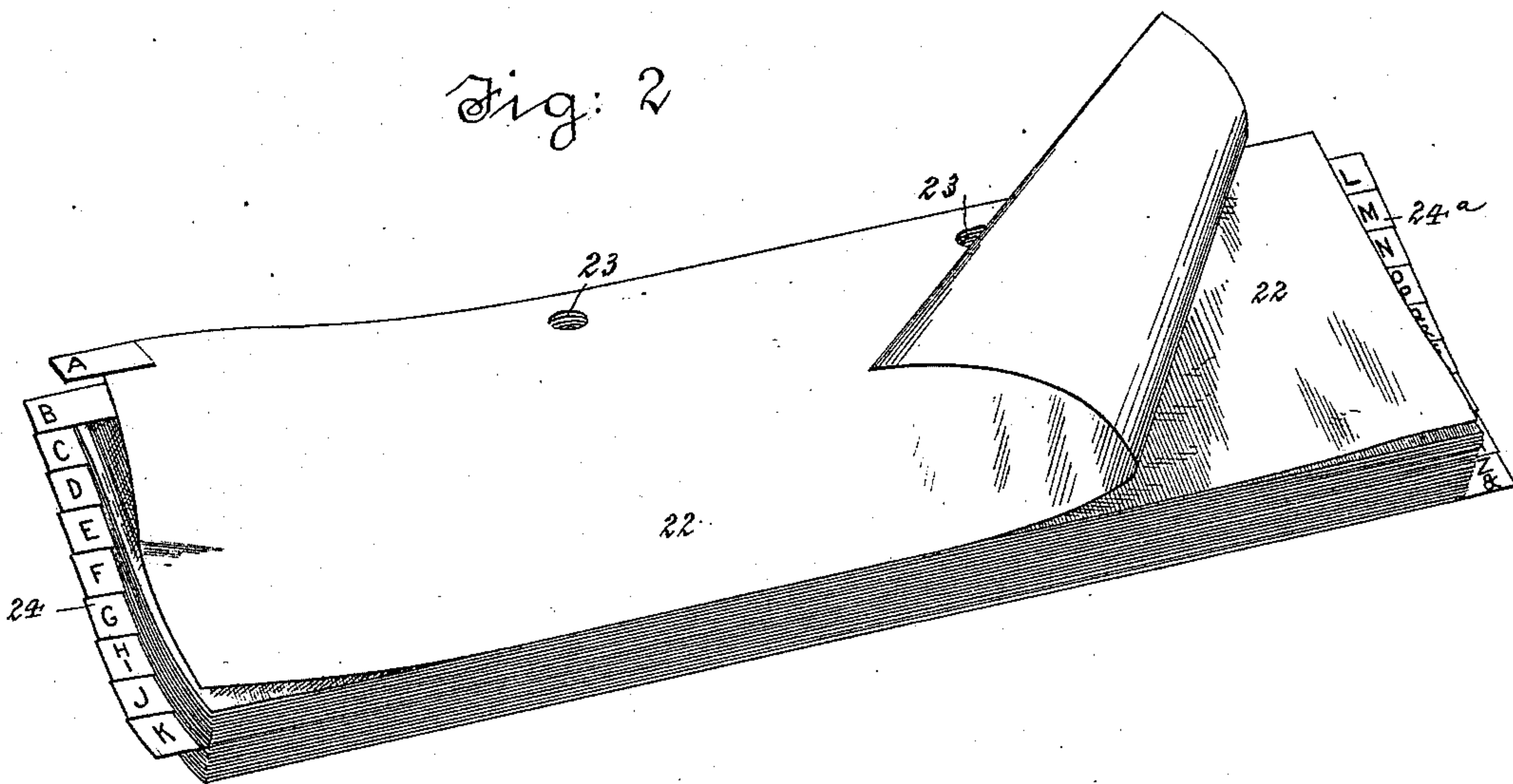
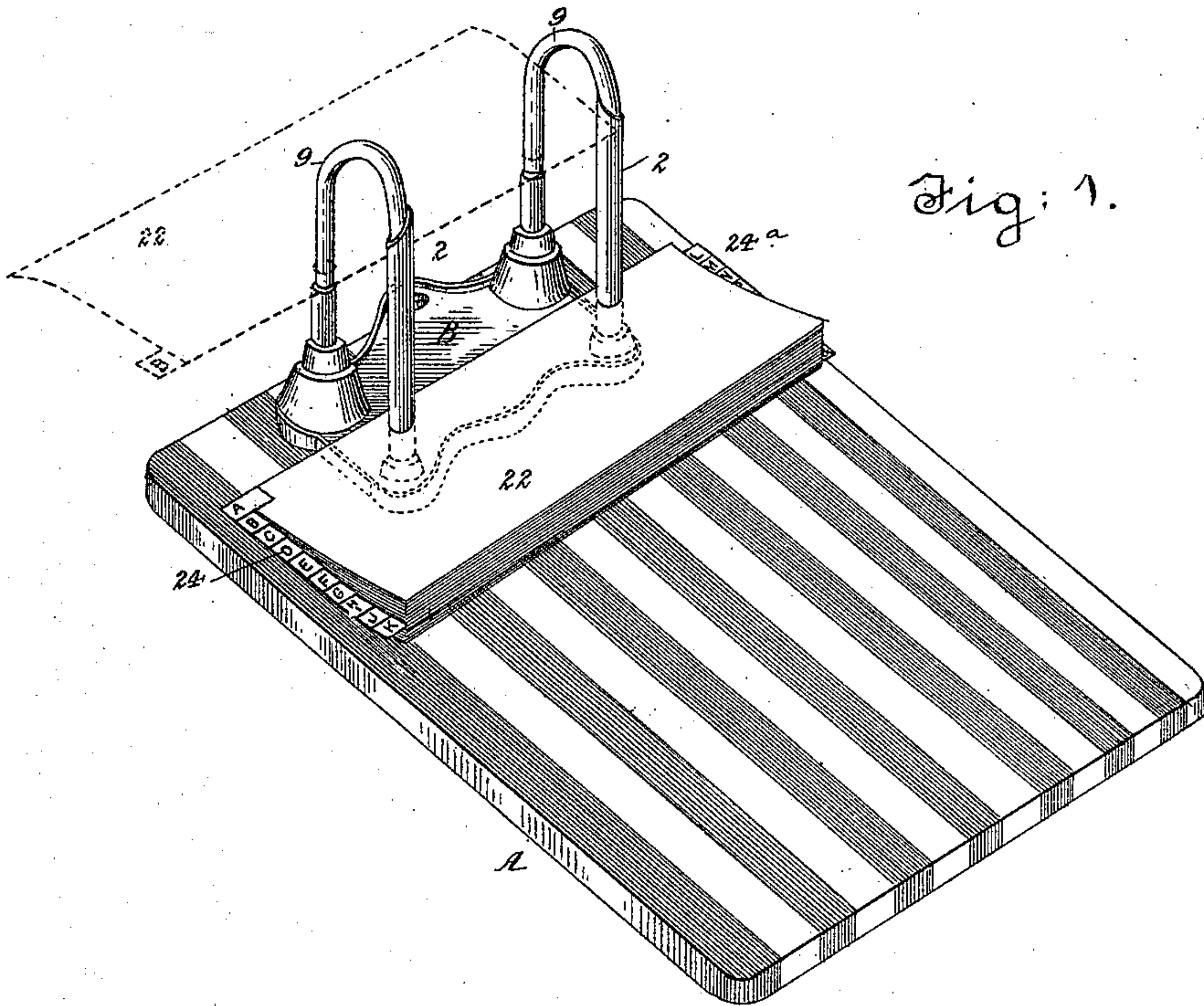
(No Model.)

2 Sheets—Sheet 1.

W. A. COOKE, Jr.
PAPER FILING INDEX.

No. 402,401.

Patented Apr. 30, 1889.



WITNESSES:

John A. Remrie.
Julius Rehwoldt.

INVENTOR,

William A. Cooke, Jr.

BY

W. C. Dunn

ATTORNEY.

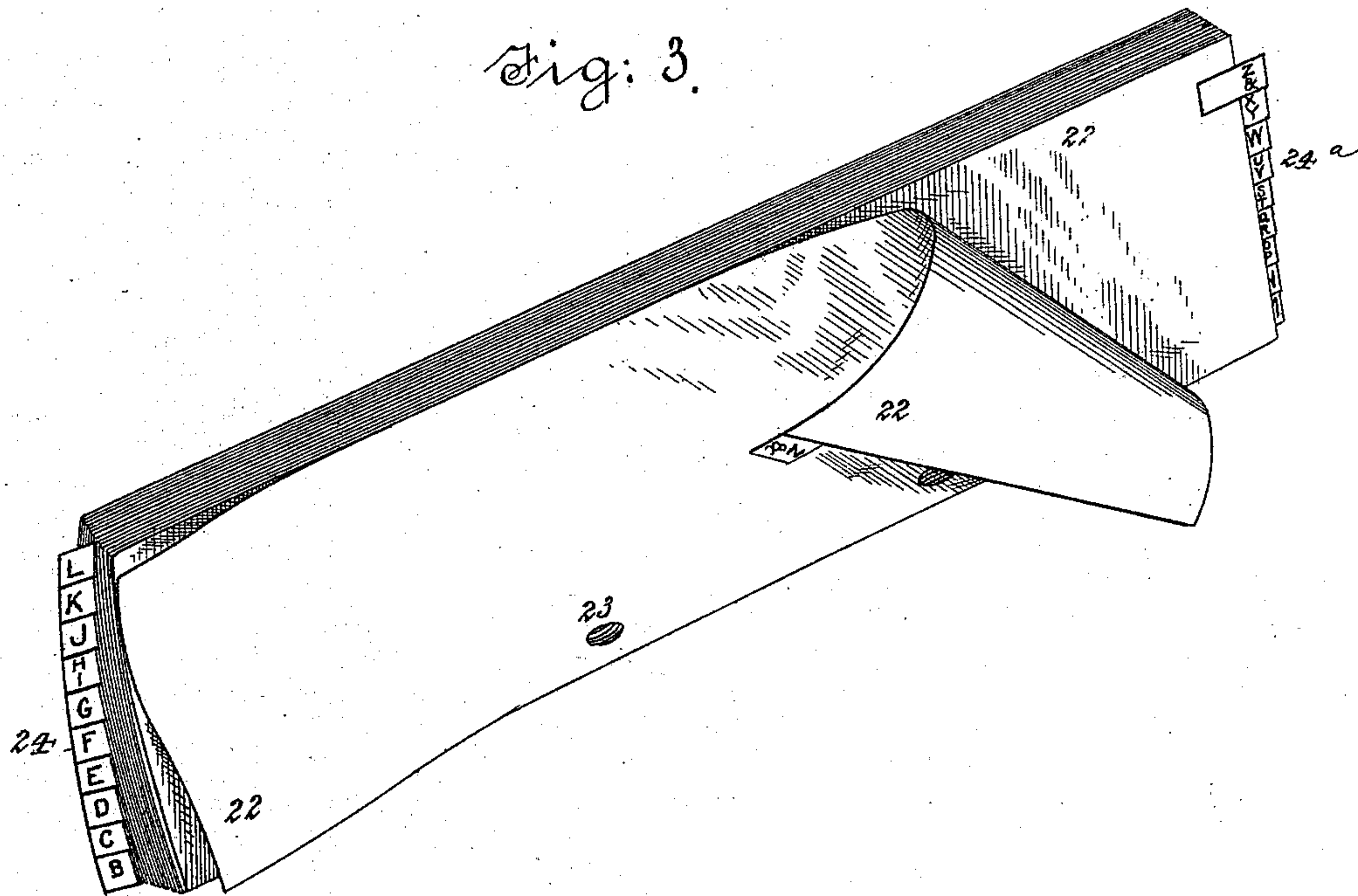
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UNITED STATES PATENT OFFICE.

WILLIAM A. COOKE, JR., OF BROOKLYN, NEW YORK.

PAPER-FILING INDEX.

SPECIFICATION forming part of Letters Patent No. 402,401, dated April 30, 1889.

Application filed January 19, 1887. Serial No. 224,822. (No model.)

To all whom it may concern:

Be it known that I, WILLIAM A. COOKE, JR., of Brooklyn, in the county of Kings and State of New York, have invented a new and useful Paper-Filing Index, of which the following is a specification.

My invention relates to means of indexing and classifying disconnected papers, and particularly to interleaving indexes, which are composed of disconnected leaves of paper arranged to be attached to a suitable device on or in which the papers are filed in their proper places between the index-leaves.

The present invention relates to an interleaving index adapted to be used in connection with temporary paper-files composed of fixed wires or needles and movable arched wires which connect with the fixed wires and form arches, which may be opened to admit papers on the file or to remove them therefrom and for the transfer of papers from the fixed wires to the movable wires. The leaves of indexes used in connection with such files are transferred from one wire to the other whenever papers are to be examined, filed, indexed, or removed, and therefore to find the proper place readily and easily it is essential that the index-letters should be so placed on the leaves as to be perfectly visible and accessible in whatever position the file may be placed.

The objects of my invention are, first, to arrange the index so that the leaves may be of equal length and width; second, to make the index-letters readable and accessible when the leaves are on the transfer-wires of paper-files and in reverse position; third, to enable the index-leaves to be raised and transferred from opposite sides or edges.

In the accompanying drawings, Figure 1 represents my improved index applied to a letter-file; Fig. 2, a perspective view of the index-leaves in the position they occupy when on the fixed wires of the file; Fig. 3, a similar view with the leaves reversed and in the position they occupy on the transfer-wires of the file.

Referring to the drawings, the letter-file illustrated by Fig. 1, which is employed to exemplify the mode of applying and using my index, is of the construction described in

the joint application of myself and Charles S. Cooke for Letters Patent for "files for letters, papers, bills, and the like," bearing even date herewith; and it consists of a tablet, A, fixed wires or needles 22, and movable arched transfer or keeper wires 9, all of which are fully described in the specification of the said application. Primarily the index, hereinafter described, is intended to be used in connection with said files, and also with the "transferring paper file and binder," which forms the subject of a joint application of myself and Charles S. Cooke for Letters Patent, bearing even date herewith; but it is obvious that it may be used with files and binders of other construction.

The index-leaves 22 are unbound, each leaf being separate and distinct from the others and they are all of the same length and width, so that the edges of the leaves proper are all flush with each other. For the purpose of connecting the leaves with the file, their binding-edges are provided with perforations 23, through which the fixed wires or needles 2 are passed, and thereby they are strung on the file-wires in proper order and prevented from becoming disarranged. Thus connected with the file the index-leaves can be transferred from the fixed wires to the transfer-wires, as indicated by the dotted lines in Fig. 1.

The index-letters or other heads or designations of classes are divided into two parts or groups, 24 24^a. Those of the former group are arranged along the edges of the leaves on the left-hand side thereof and those of the latter group on the right-hand side. Each group or division it is preferred shall comprise an equal number of separate leaves; but between adjoining index-leaves may be inserted any number of other leaves for subdivisions or classes, arranged in any order that convenience or taste may dictate or render necessary. An alphabetical classification is illustrated. In this the group or division 24 comprises the letters "A" to "K," and the group or division 24^a the letters "L" to "&," the two groups or divisions being composed of an equal number of leaves, group 24 taking the first ten leaves, counting from the top, and group 24^a the remaining ten. Blank

leaves may be interposed between the index-leaves for vowels or other heads of subdivisions.

As one of the principal uses of this index is in connection with the temporary files shown in Fig. 1, it is important that the divisions should be read as easily when the papers and index are on the transfer-wires as when upon the fixed wires. Furthermore, the reverse indexing should be arranged so that the letter on the reverse side of the leaf will be next in order to the letter on the obverse side. This arrangement is indicated by dotted lines in Fig. 1 and by the inverted representation of the index in Fig. 3. As will be seen by reference to those figures, when the leaves are transferred the letters appear in right position for reading and the next in order. Thus on the back of A is B, inverted; on the back of B is C, likewise inverted, &c. This arrangement brings the first letter of the division 24^a into division 24 when the leaves are reversed. The advantages of this arrangement arise from filing the papers over or on top of the index-leaf bearing the characteristic letter of the papers, whereby, when transferred, the papers are under the same leaf. If the leaf bore the same index-letter on both sides, when the papers were transferred and a paper sought under its proper letter and the index-leaf bearing it retransferred, the papers would be left on the transfer-wires; but by having the reverse side indexed with the letter next in order the papers will always be above the leaf bearing the characteristic letter. The first and last letters do not appear on the reverse sides of the leaves, because when reversed or transferred the papers under these letters are necessarily the first and last on the file, and easily found for that reason.

Each of the divisions may comprise the en-

tire alphabet, if desired. In that case, in order that the letters may be large enough to be plainly visible, the index-leaves should be much longer than when the alphabet is divided between the two divisions. The index-letters are printed on narrow strips of paper or muslin, which are pasted to the edges of the index-leaves at regular intervals from the top edges. The strips form a regular gradation from the first to the last letter in each group, and thus each letter is clearly exposed. It is preferred to print the letters on attached strips; but, if desired, the leaves may have projections and the letters printed thereon.

I claim—

1. An index consisting of a series of leaves of uniform width and length provided with index-characters, the series being divided into parts and the parts distinguished from each other by having the index-characters on opposite edges of their respective leaves, substantially as specified.

2. In combination with a letter-file composed of fixed and movable wires, a series of disconnected leaves of uniform width and length having perforations in one edge and provided with index-characters on both sides, the characters on one side being the next in order and in a reversed position relatively to those on the opposite side, and the said leaves being divided into parts distinguished from each other by having the index-characters on opposite side or edges of their respective leaves, substantially as specified.

In testimony that I claim the foregoing as my invention I have hereunto set my hand this 8th day of January, 1887.

WILLIAM A. COOKE, JR.

In presence of—

ISAAC P. HUBBARD,
WILTON C. DONN.