

(No Model.)

F. P. SWEITZER.
INDEX.

No. 519,622.

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Fig. 1.

Fig. 1 is a diagram of a two-page index book. The left page is labeled 'A' through 'M' on the left margin. The right page is labeled 'M' through 'Z' on the right margin. Each page has a table with three columns: NAME, FOLIO, and RESIDENCE. The tables are divided into sections by horizontal lines. The left page has a section labeled 'A' and a section labeled 'B'. The right page has a section labeled 'M' and a section labeled 'Z'. The tables are labeled with numbers 1, 2, 3, 4, and 5. The left page is labeled 1, 2, 3, 4, and 5. The right page is labeled 1, 2, 3, 4, and 5. The tables are labeled with letters A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.

Fig. 2.

Fig. 2 is a diagram of a two-page index book. The left page is labeled 'A' through 'M' on the left margin. The right page is labeled 'M' through 'Z' on the right margin. Each page has a table with three columns: NAME, FOLIO, and RESIDENCE. The tables are divided into sections by horizontal lines. The left page has a section labeled 'A' and a section labeled 'B'. The right page has a section labeled 'M' and a section labeled 'Z'. The tables are labeled with numbers 1, 2, 3, 4, and 5. The left page is labeled 1, 2, 3, 4, and 5. The right page is labeled 1, 2, 3, 4, and 5. The tables are labeled with letters A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.

Witnesses.

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INDEX.

SPECIFICATION forming part of Letters Patent No. 519,622, dated May 8, 1894.

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To all whom it may concern:

Be it known that I, FRANK P. SWEITZER, a citizen of the United States, residing at Chicago, in the county of Cook and State of Illinois, have invented certain new and useful Improvements in Indexes, of which the following is a specification.

In large commercial houses, insurance companies, &c., where it is necessary to keep books containing a large number of names and addresses, and where a large amount of correspondence is done, it is a consideration of material importance to provide an index which will facilitate the dispatch of business, and will render it easy to ascertain the address of any particular person, or the names of the members composing any particular firm or corporation with which correspondence is had or business is transacted without loss of time and in a manner easily understood.

To this end is the present invention directed, and it consists in the details and arrangements hereinafter more particularly described, illustrated in the accompanying drawings forming a part hereof, and finally pointed out in the appended claim.

Reference is now made to the accompanying drawings, and to the reference numerals appearing thereon, and whereon similar numerals refer to similar parts throughout.

Figure 1 represents an index book, constructed and arranged in accordance with my invention opened at the letter M and showing the supplementary alphabetical arrangement from A to K. Fig. 2 is a similar view illustrating my invention, one page of the supplementary alphabetical arrangement removed from that shown in Fig. 1.

Reference numeral 1 represents an index book of any desired size, number of pages or style of ruling as may be desired. This book may be provided with the ordinary tabs 2, which project from the front or outer edge of the leaves thereof as distinguished from the top or bottom edge of said leaves; and which may be provided with a single or double letters, or any combination of letters as may be desired. In the arrangement shown, I have illustrated said tabs as having only single letters but it is evident that any number of letters or combinations thereof may be employed on said tabs as will be evident.

3 represents the sub-combinations under each letter also arranged on the outer margin of the leaves. For instance in the case shown in the drawings, the index book is shown open at the letter M of the projecting tabs, thus revealing an example of the various sub-combinations under this letter with which it might be desirable to provide the index book. As will be readily understood each page will be provided with its own particular sub-combination of letters or, if desired, each sub-combination may, when necessary, have allotted to it any number of pages. It will also be readily understood that each page containing a sub-combination of letters following the first is exposed to a point lower down the page along the edge of the leaf by cutting away a portion of the overlying leaf or leaves in the ordinary manner. The present invention is not confined to the precise number or arrangement of this marginal sub-combination of letters shown in the drawings, as it is obvious that any variation therein may be made without departing from the spirit and scope of my invention.

Reference numeral 4 represents the supplementary index or alphabetical arrangement under each marginal letter or combination of letters. This supplementary alphabetical arrangement is provided for the purpose of entering in its proper place any particular name and also the residence, or else entering in its proper place the names of the members composing any particular firm, corporation or business body, or for any other use for which it may be adapted. To illustrate, suppose it is desired to enter the name and residence of a person the first three letters of whose surname fall within the range of Maa—Man, and who resides in Chicago, the book is opened at the tab letter M, as shown in the drawings and the particular combination desired is revealed at once in the sample illustrated in the drawings, and the name sought to be entered is entered under the alphabetical letter C in the supplemental or alphabetical arrangement referred to, and so on for any other name. In like manner if it is desired to find the name the first three letters of which fall within the range before suggested by way of illustration, and who resides in Chicago, the same operation is performed, the book opened at the tab M and

search made at the letter C of the supplemental alphabetical arrangement under the particular M combination desired. A similar operation is performed when it is desired to use the book for indexing the names of a firm. For instance, take the firm of Madden & Doe, this would be indexed under the letter D of the supplemental alphabetical arrangement under the marginal letters Maa to Man of the tab-letter M. It is obvious that any number of pages of the supplemental alphabetical arrangement may be provided under each particular marginal combination and while I have shown four such pages, I wish it to be distinctly understood that I do not limit myself to that or any other number. Nor do I limit myself to the particular arrangement or spacing of the supplemental alphabetically arranged letters as many variations may be made therefrom without departing from the spirit or scope of my invention.

Reference numeral 5 represents a marginal thumb index to the supplemental alphabetical arrangement. This supplemental index is formed in the outer margin of the leaf by continuing the cut away portion made necessary in order to reveal the underlying marginal letter combinations under the tab-letters, to a point near the bottom of the page. As many of these sub indexes are provided as are sheets of the supplementary alphabetical arrangement. The first sheet of the alphabetical arrangement under each marginal combination 3, is cut away to a point nearer the lower edge of the sheet than the next succeeding sheet and so on throughout the total number of sheets employed in the alphabetical arrangement. The purpose of this is that the marginal or thumb index of each page of the alphabetical arrangement may not be hidden by the immediately preceding sheet under the same marginal combination of the tab-letter. This sub index also greatly facilitates and expedites reference to any particular letter of the supplementary alphabetical arrangement, after the particular marginal combination is obtained. This sub-indexing being located near the lower edge or below the cut away portion made necessary in each sheet to reveal the underlying marginal combinations, makes it handy for the thumb of the person who desires to use

the index, and I consider this a most important feature of my invention. It will thus be seen that I provide the tab index, the sub-combinations under each tab letter, and the index to the supplementary index under each sub-combination, all in the outer margin of the leaf. By this arrangement it is unnecessary to remove the right hand, or the left hand in case the index is arranged left-handed, in order to open the index at any desired point. Nor is it necessary to employ the left hand or the right hand, as the case may be in order to find any particular name.

While I have described and illustrated my invention as applied to the right hand marginal edge of the page, it is also evident that the same is equally applicable to a left hand arrangement and I do not desire to be restricted in this respect to the particular form and arrangement shown.

I have described my arrangement of a supplementary alphabet as applied to indexing residences or individual names of firms, &c., but it is evident that the same arrangement may be employed for many other purposes as for instance for indexing with reference to the initials of the Christian name.

Having thus described my invention and explained its mode of operation, what I claim, and desire to secure by Letters Patent of the United States, is—

In an index the combination of tab letters projecting from the edge of the pages, marginal combinations under each tab, the outer marginal edge of each sheet being cut away so as to make provision therefor, and at the same time to reveal all the underlying marginal combinations under the same tab, a supplementary or auxiliary alphabet under each marginal combination, a marginal or thumb index to said auxiliary alphabet formed near the bottom of the sheet on the outer edge thereof by continuing the said marginal cut away portion of the sheet below the last marginal combination of that tab to a point where it will expose each underlying auxiliary marginal index; substantially as and for the purpose set forth.

FRANK P. SWEITZER.

Witnesses:

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HARRY WHITE.