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2 SHEETS—SHEET 1

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Witnesses

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SELF INDEXING LOOSE LEAF LEDGER.
APPLICATION FILED JULY 30, 1908.

Patented Nov. 16, 1909.

2 SHEETS—SHEET 2.

Fig. 3.

Fig. 3 is a ledger page with the following fields and structure:

NAME	STREET NO.	TOWN	SHEET NO.	RATING	SALES MAN	ACCT. NO.	CREDIT \$	DEBIT \$	BALANCE
Wilson & Young	2/00 Smith St.	Denver, Colo.	1						

The ledger page includes a grid for recording transactions, with columns for DEBITS, CREDITS, and BALANCE. The grid is indexed by letters A through Z along the top and bottom edges.

Fig. 2.

Fig. 2 is a ledger page with the following fields and structure:

NAME	STREET NO.	TOWN	SHEET NO.	RATING	SALES MAN	ACCT. NO.	CREDIT \$	DEBIT \$	BALANCE

The ledger page includes a grid for recording transactions, with columns for DEBITS, CREDITS, and BALANCE. The grid is indexed by letters A through Z along the top and bottom edges.

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UNITED STATES PATENT OFFICE.

PETER W. SCHWANDER, OF HOUSTON, TEXAS, ASSIGNOR OF ONE-THIRD TO JOSEPH J. PASTORIZA, OF HOUSTON, TEXAS.

SELF-INDEXING LOOSE-LEAF LEDGER.

940,560.

Specification of Letters Patent.

Patented Nov. 16, 1909.

Application filed July 30, 1908. Serial No. 446,166.

To all whom it may concern:

Be it known that I, PETER W. SCHWANDER, a citizen of the United States, residing at Houston, in the county of Harris and State of Texas, have invented a new and useful Self-Indexing Loose-Leaf Ledger, of which the following is a specification.

The invention relates to a self indexing loose leaf ledger.

10 The object of the present invention is to improve the construction of loose leaf ledgers, and to provide a simple, inexpensive and efficient ledger of this character, which will separate accounts more completely than heretofore, and in which it will be impos-
15 sible for accounts to group except where all of the initials of the names in the title are identical.

A further object of the invention is to provide a loose leaf ledger of this character having alphabetical indexing characters cor-
20 responding with the surname and the first and second Christian names, or the primary or other names of a title, whereby the loose
25 leaf ledger may be rapidly turned to the desired account.

With these and other objects in view, the invention consists in the novel construction and arrangement of parts hereinafter fully
30 described, illustrated in the accompanying drawings, and pointed out in the claims hereto appended; it being understood that various changes in the form, proportion, size and minor details of construction, within the
35 scope of the claims, may be resorted to without departing from the spirit or sacrificing any of the advantages of the invention.

In the drawings:—Figure 1 is a plan view of a loose leaf ledger, constructed in accordance with this invention. Fig. 2 is a plan
40 view of a portion of one of the loose self indexing ledger leaves, illustrating the arrangement of the vertical and horizontal alphabetical characters. Fig. 3 is a plan view
45 of a portion of the loose leaf ledger turned to another page, and illustrating another operation of the indexing characters.

Like numerals of reference designate corresponding parts in all the figures of the
50 drawings.

The loose self indexing ledger leaves 1 are separated by division sheets 2, equipped with projecting tabs 3, bearing alphabetical
55 characters corresponding with the initials of the surname of the titles of the accounts.

The division sheets and the loose leaves may be bound or secured to the cover 4 of the ledger in any preferred manner, and as the construction for binding the loose leaves in the cover does not constitute a portion of the present invention, a detail description there-
60 of is deemed unnecessary.

Each loose leaf is equipped at its outer side edge with a vertical series 5 of alphabetical characters, and it has a horizontal
65 series 6 of alphabetical characters at the bottom or lower edge. The vertical series of alphabetical characters are designed to be trimmed off or cut-away to present at the
70 bottom of the remaining portion of the series, a letter corresponding with the initial of the first Christian name of a title. The lower edge is designed to be trimmed off to
75 present a letter corresponding to the initial of the second Christian name. By the terms "cut-away" and "trimmed off" I contemplate any of the usual methods of removing
the superfluous characters of the alphabetical series, as the sheets may be perforated
80 or the characters separated by weakened lines to enable them to be readily torn off. It will thus be seen that by separating the
titles of the accounts by means of the first and second Christian names, it will be impos-
85 sible for accounts to group unless all three initials of the names in the titles of the accounts are identical, which seldom occurs.

In Fig. 1 of the drawings, the name "Albert A. Ames" is selected for convenience of illustration, the presence of three A's in the
90 title bringing the sheet to the front and the rest of the ledger being illustrated in plan view. The loose leaf bearing the title "Albert A. Ames" is turned to by lifting the
95 projecting tab on which is printed or otherwise marked the letter "A". The vertical column of the alphabetical characters at the free edge of the sheet is trimmed off or cut-
away so as to leave only the "A" remaining at the top of the series, and the horizontal
100 series of alphabetical characters is correspondingly cut-away to leave only the "A" at the left hand side. The alphabetical characters designating the initials of the
first and second Christian names may, how-
105 ever, be applied to the loose leaves in any desired manner, but it is preferable to equip each loose leaf with a complete vertical series of alphabetical characters and a complete
horizontal series of alphabetical characters, 110

arranged at the free edge and at the bottom of the sheet as before explained, as this will enable a sheet to be quickly prepared to correspond to the initials of the Christian names, the surname being indicated as before explained by the letters of the projecting tabs of the division sheets. Should the initials of several names or titles correspond, which rarely occurs, the loose leaves will be similarly cut and will appear at the same place in the ledger, and it will be necessary to turn them over successively until the desired account is reached. In preparing a sheet for the account of H. M. Reynolds, the vertical series of alphabetical characters will be trimmed off from the letter "I" from the bottom of the sheet, leaving the letter "H" at the lower end of the vertical series, and the horizontal series at the bottom of the loose leaf will be trimmed off so as to leave the letter "M" at the right hand end of the remaining portion of the series. In turning to the account of H. M. Reynolds, first lift the projecting tab "R", the initial of the surname Reynolds; then look for "H", the initial of the first Christian name, among the cut-away portions at the side of the sheet, and having opened the book at that point look for the letter "M", the initial of the second Christian name, among the cut-away portions at the bottom of the sheets. By opening the book at this point the account of H. M. Reynolds will be disclosed, providing no other name having identically the same initials occurs in the ledger. Should the name or title of an account have only one Christian name, the alphabetical series at the bottom of the loose leaf will be left uncut and the names or titles having only one Christian name will occur at the back of the series having both first and second Christian names.

In indexing titles having no Christian names such as Rosenfield Drug Co., the initials "D. C.", corresponding to Drug Company, are used as a substitute, the sheet being cut to present the letter "D" at the side edge and the letter "C" at the lower edge.

The vertical series of the alphabetical characters includes the "&" sign, which is used for separating from the other accounts names or titles, such as "Wilson & Young." The "&" sign, which occurs in both the vertical and horizontal series of the alphabetical characters, corresponds with and is adapted to be used analogous to the first Christian name initial and also to the second Christian name initial. Accounts having titles composed of two names and connected by "&" will be divided from the other accounts in this manner. The second name in the title corresponds with the second Christian name, and the alphabetical series at the bottom of the loose sheet is cut to correspond with the initial of the second name. As illustrated

in Fig. 3 of the drawings, the loose leaf bearing the name or title "Wilson & Young" is indexed under the division sheet having the projecting tab bearing the letter "W" corresponding with the name "Wilson". The lower right hand corner of the loose leaf is trimmed to leave the "&" sign at the bottom of the alphabetical series, and the bottom of the loose leaf is trimmed to display the letter "Y" at the right hand end of the alphabetical series. The "&" sign of the bottom alphabetical series is employed as a third indexing symbol. For instance, in indexing titles such as "Wilson, Young & Co.", the vertical alphabetical series will be trimmed off to correspond with the initial of the name "Young" and the horizontal alphabetical series will be left with the "&" sign at the right hand end to correspond with the "&" sign in the title. The use of the "&" sign in indexing is of great advantage and serves to separate accounts that might otherwise bunch together.

In large ledgers and other account books, the loose leaves may also be equipped at the top with an alphabetical series of characters corresponding with the vowel letters or the second letters of the surnames, and if desired, the vertical alphabetical series may be applied to the left hand edge of the sheet or to both edges. By the term "ledger" it will be understood that the several indexing loose leaves may be applied to various kinds of account books, such as invoice books, collection lists and various other record books.

Having thus fully described my invention, what I claim as new and desire to secure by Letters Patent, is:—

1. A self indexing loose leaf ledger comprising division sheets having projecting tabs bearing alphabetical characters arranged in alphabetical order from A to Z, and self indexing loose ledger leaves adapted to be filled in between the division sheets, each series of leaves between the division sheets each being provided at the side edge with a series of alphabetical characters reading in alphabetical order from the top to the bottom of the ledger and each adapted to be cut away to present a letter on the next adjacent series, said leaves being also provided at the bottom with a single series of alphabetical characters reading in alphabetical order and adapted to be cut away to present a letter on the next adjacent leaf, the letters presented by each leaf defining the position of the same in the sets or series between the division sheets when the said leaves are arranged in alphabetical order at both their side and bottom edges.

2. A self indexing loose leaf ledger including division sheets provided with projecting tabs bearing alphabetical characters to indicate the initial of a surname or the first name of a title, and self indexing loose ledger

leaves arranged between the division sheets and provided at their free side edges with a single vertical series of alphabetical characters cut away to indicate the initials of the first Christian name or the second name of a title, said loose leaves being also provided at the bottom with a single horizontal alphabetical series arranged in alphabetical order and cut away to indicate the initials

of the second Christian name or the third or name of a title.

In testimony, that I claim the foregoing as my own, I have hereto affixed my signature in the presence of two witnesses.

PETER W. SCHWANDER.

Witnesses:

E. C. COCHRAN,

JAS. A. PAINTER.