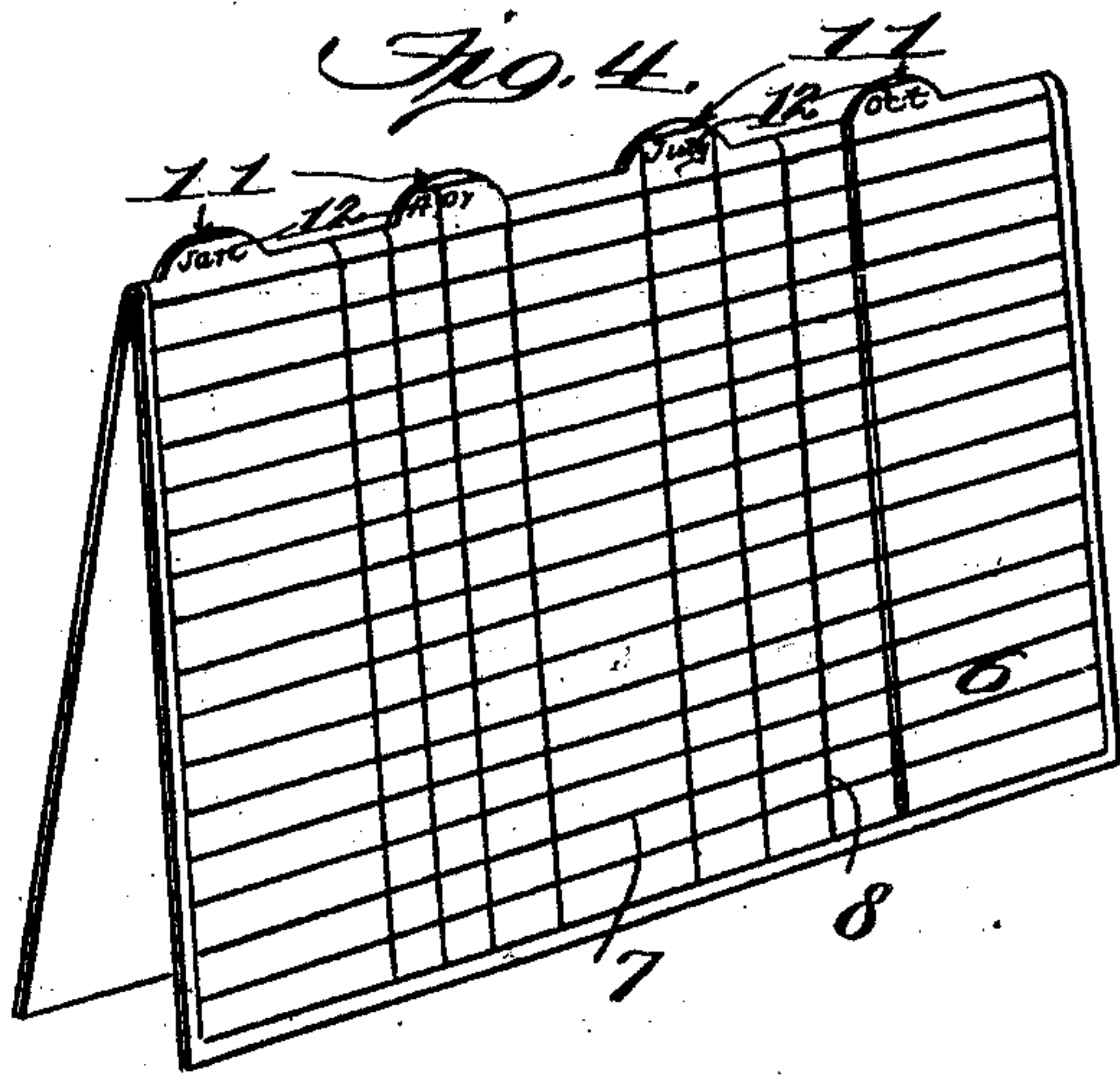
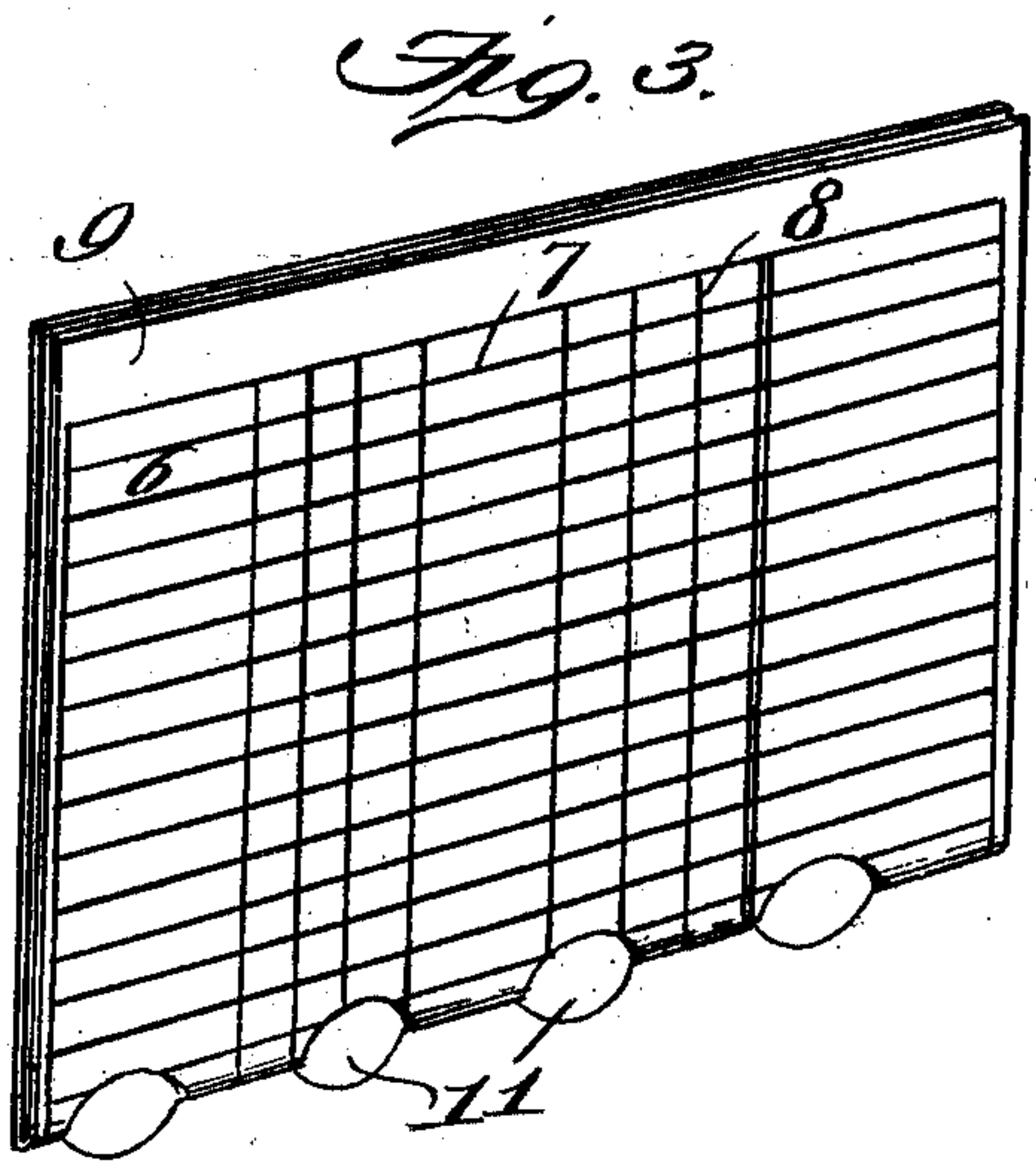
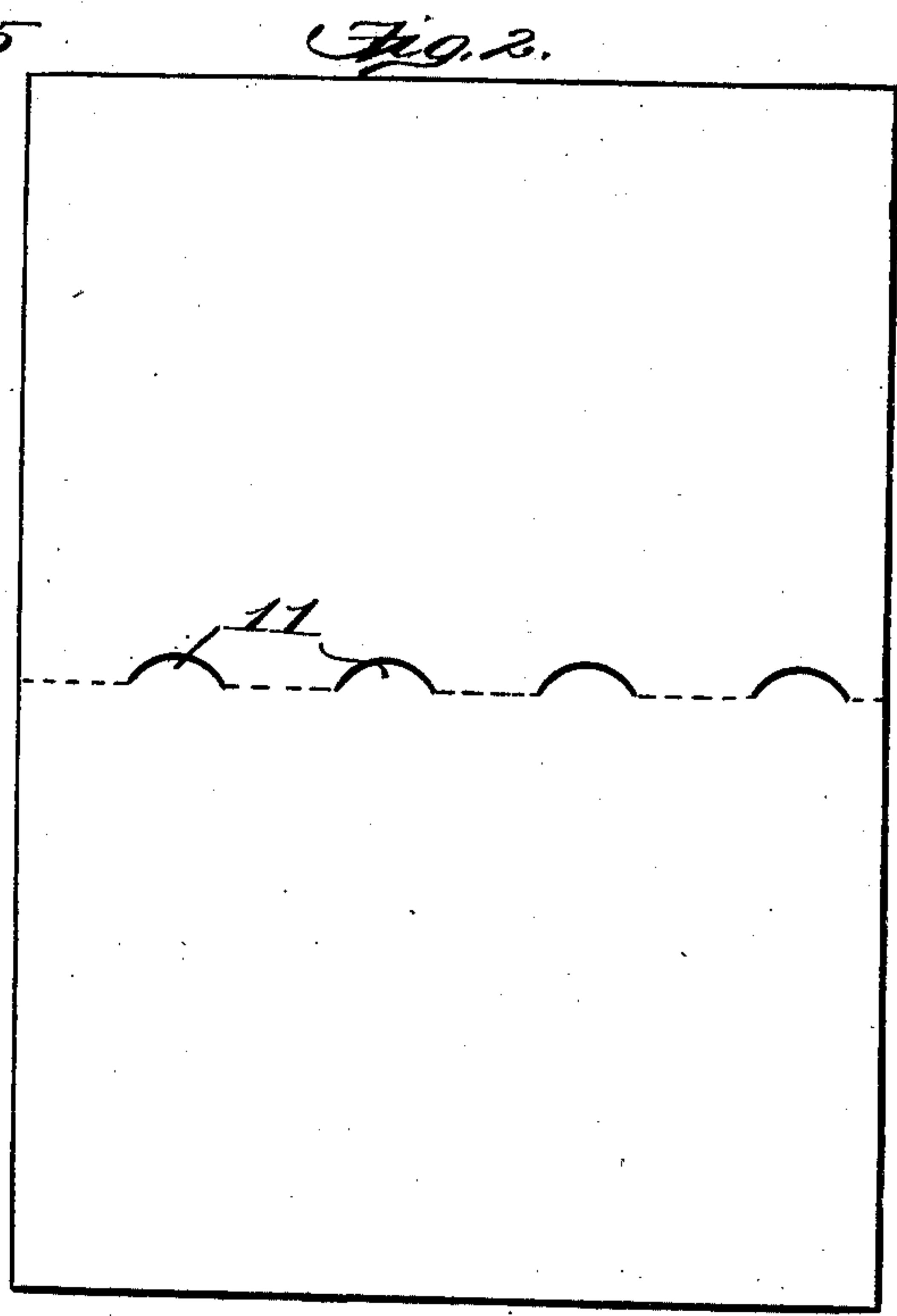
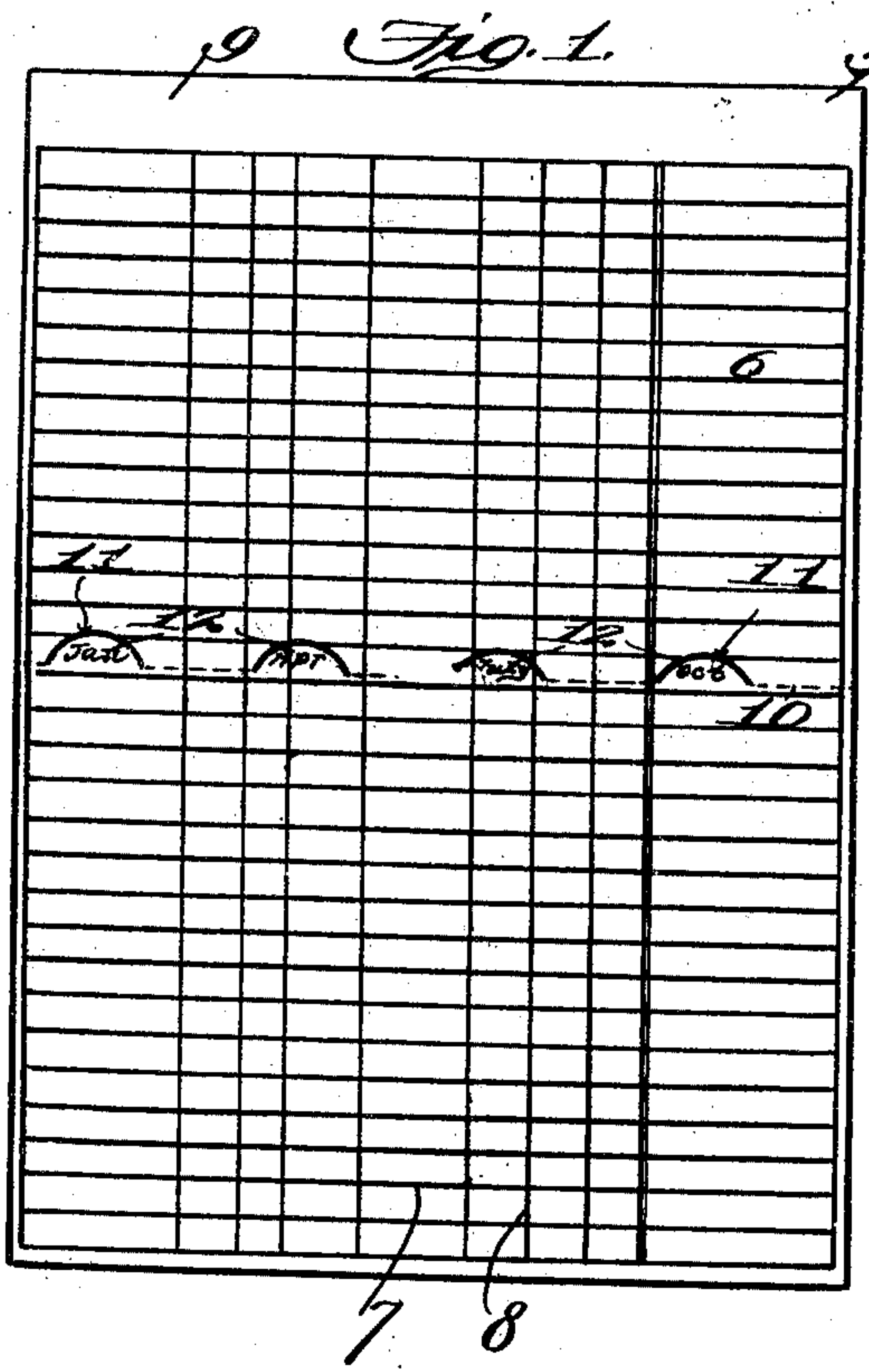


J. A. FRANTZ.  
INDEX CARD.  
APPLICATION FILED AUG. 8, 1910.

990,721.

Patented Apr. 25, 1911.



Witnesses:  
*C. A. Healer*  
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Inventor  
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*James L. Morris*



# UNITED STATES PATENT OFFICE.

JACOB A. FRANTZ, OF SCRANTON, PENNSYLVANIA, ASSIGNOR TO TECHNICAL SUPPLY COMPANY, OF SCRANTON, PENNSYLVANIA, A CORPORATION OF NEW JERSEY.

## INDEX-CARD.

990,721.

Specification of Letters Patent.

Patented Apr. 25, 1911.

Application filed August 8, 1910. Serial No. 576,026.

*To all whom it may concern:*

Be it known that I, JACOB A. FRANTZ, a citizen of the United States, residing at Scranton, in the county of Lackawanna and State of Pennsylvania, have invented new and useful Improvements in Index-Cards, of which the following is a specification.

This invention relates to improvements in index cards, and the primary object of the invention is to provide a card of this class which is adapted to receive entries or other matter on one side only, the opposite or reverse side of the card being blank whereby correct copies or reproductions of the entries or other matter may be made by the ordinary blue printing process, the labor and expense of making manuscript copies, the necessity of checking, and the liability of costly errors, being avoided.

The invention consists essentially of a sheet of paper through which the usual blue print paper may be exposed and which, for convenience, will be termed a card, the card being scored and cut at an intermediate point in its length whereby it may readily fold at the center, thus bringing the ends of the card together and providing, at the line of fold, index tabs which are similar in function to those ordinarily used in card index systems.

When folded and filed the double or folded card provides the same amount of space for entries as the usual single card adapted to receive entries on both sides, the card being filed with the folded edge uppermost, thereby avoiding the filing of one card within another. The card may be readily removed at any time from a file box or other receptacle containing it for the purpose of making an exact copy of it, by the usual blue printing process, the card being opened or unfolded if a copy is to be made of the whole card or the card may be left folded if only half of the card is to be copied, the blue print paper in the latter instance being placed between the two folded parts of the card. Any portion of the card may be omitted from the reproduced copy by placing opaque paper between that portion of the index card which is to be excluded and the sensitized paper. The writing or other record matter on the original card may be reproduced by the usual blue printing process on a card of the same grade of stock which is suitably sensitized

for blue printing, and in this manner a duplicate set of cards may be accurately made. Another advantage of the device embodying the features of the invention is, that an unlimited number of copies of a single card may be made at a minimum cost.

In the accompanying drawing: Figure 1 is a face view of the improved index card, unfolded. Fig. 2 is a view of the reverse side of the card. Figs. 3 and 4 are detail perspective views of the card, the former showing it completely folded and inverted, and the latter showing the card partially folded and in upright position.

The body 5 of the card may be of any suitable dimensions and of any suitable stock which will adapt it for use in card index files and will enable photographic material to be exposed therethrough. A plurality of lines as 7 and 8 are preferably printed or otherwise applied to the face 6 of the card, thereby forming spaces or divisions adapted to receive entries in writing, the lines as shown being arranged, for example, to receive the entries of an account and a suitable space 9 is left at one end of the card for a title or heading. The exact arrangement of the face of the card is not, however, essential as any suitable matter may be applied thereto and the lines 7 and 8 are illustrated as examples and for the purpose of demonstrating one practical use of the card. The card is scored at an intermediate point 10 to permit ready folding of the same, and index tabs 11 are cut from one portion of the card and remain integral with the opposed portion of the card adjacent to the line of fold, it being understood that the index tabs are unscored in order that they may project rigidly above the upper or folded edge of the card. When the card is unfolded or laid out in flat condition the tabs 11 return to and fill the openings 12 from which the tabs are cut so that the card presents a flat continuous surface. When the card is folded as shown by Figs. 3 and 4, the tabs 11 project rigidly beyond the folded portions of the cards and they bear index marks 12 which enable the different cards to be located and removed from the filing box or other receptacle containing a number of the cards. The rear face of the card, as shown by Fig. 2, will be blank so as to enable reproductions to be made by the usual blue printing process.



In use the card is supplied with written, printed or other matter on its face 6 and is then folded and stored in a filing drawer, box or other receptacle. When it is desired  
5 to make a copy of the matter on the card, the latter is removed from its filing receptacle, it is opened, and a blue print or other photographic reproduction is made by the usual methods. As many of these print copies of  
10 the card may be made as found necessary or desirable, and after the copies are completed the card is returned to its filing receptacle. It will be understood that when the print  
15 copies are made of the card, the latter is laid out flat, as shown by Figs. 1 and 2, both sides of the card presenting smooth continuous surfaces and this insures the production of an even print.

The improved card will be found exceptionally advantageous for the purpose for  
20 which it has been devised, and a large num-

ber of exact copies of any matter contained on the card may be produced in a comparatively short time and at a minimum expense.

I claim as my invention:—

An index card composed of a sheet folded  
25 at a point intermediate its length, the outer faces of the folded sheet providing spaces to receive entries and the inner faces of the sheet being blank, and index tabs cut from  
30 one of the folded portions of the sheet and projecting rigidly upwardly from the folded edge of the sheet, said tabs lying flush with and forming unbroken continuations of the  
35 face of the sheet when the latter is unfolded.

In testimony whereof I have hereunto set my hand in presence of two subscribing witnesses.

JACOB A. FRANTZ.

Witnesses:

R. W. ELDER,  
C. F. WEICHEL.

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Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."

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