

Shannon

Alphabetical and Numerical System of Vertical Filing

This system represents one of the first attempts at combining alphabetical subdivisions with numbers. We illustrate it here because it has been adopted in many offices before the advent of the "Direct-Name" system, and we are still called upon for supplies.

The cabinets are the same as those used for other Vertical Systems.

Note the Shannon Metal Perforated Expansion between the sides of this cabinet. You neither have to carry your load a Shannon Drawer, it will travel easily and silently by the touch of a finger.

Red guides are the signals which indicate where the papers should be filed.



The blue tab folders are for the Shannon carrying cabinets of that division of the alphabet, then John Baker's first letter is filed in the blue folder with other B's letters (see No. 4 in illustration), but when he becomes an active or regular correspondent, his letters are placed in a numbered tab folder and his name is registered on the index to Folder card.

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Shannon

Direct-Name System of Vertical Filing

If the matter to be filed does not require cross indexing, the Direct-Name System is by far the simplest to follow. This system combines the alphabetical and numerical, and is a great improvement on the old alphabetical-numerical plan illustrated, as all the correspondence is filed alphabetically and the firm name required is always before the eye when the cabinet is opened.



THE
SHANNON

The efficiency of all vertical filing systems depends entirely on the guides, which act as "sign posts." The Shannon Direct-Name System is undoubtedly the easiest to install and maintain.

P. C. 10.

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Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting

M Carnoy



Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting:

This book delves into Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting. Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting is a vital topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting
 - Chapter 2: Essential Elements of Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting
 - Chapter 3: Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting in Everyday Life
 - Chapter 4: Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting. The first chapter will explore what Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting is, why Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting is vital, and how to effectively learn about Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting.
 3. In chapter 2, the author will delve into the foundational concepts of Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting. This chapter will elucidate the essential principles that need to be understood to grasp Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting in its entirety.
 4. In chapter 3, this book will examine the practical applications of Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting in daily life. This chapter will showcase real-world examples of how Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting in specific contexts. The fourth chapter will explore how Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Manual Of Stationery And Office Equipment Filing Card Index Visible Records Charting. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Manual Of Stationery And Office Equipment

Filing Card Index Visible Records Charting.

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