

stencil is required if any slight change in name, address or route is to be made; and there is the difficulty of keeping track of a separate stencil for each of perhaps thousand



The Diagraph

ands of customers and danger that the wrong stencil may once in a while be used.

These drawbacks to the brush and brass stencil methods of addressing shipments have created a demand for a more efficient method, a demand which is met by the "No Error" system used with the "Diagraph" which is sold in Canada by Wm. Stewart & Co., Board of Trade Building, Montreal.

The "Diagraph" which is shown in the accompanying illustration, is a machine for cutting pasteboard stencils in the office or shipping room. The machine is easily operated, is practically fool proof in construction, and in the hands of a small boy will cut forty stencils an hour at a cost of about one-tenth of one cent apiece. This makes practicable the plan of cutting a new stencil for each shipment direct from order or from the shipping tickets, insuring accuracy every time. A stencil may be cut for one package and the package addressed in about the same time a brush address would require, while where there are several packages in one shipment for the same destination, the saving of time is considerable.

The diagraph is made in two sizes, the "Regular," making a letter 2 inch high, and the "Baby" making a 1/2 inch letter. In all other respects the two machines are identical.

THE DIAGRAPH IN OPERATION.

The use of the "Diagraph" is well illustrated by the system in operation in a large concern, where from 800 to 1,200 orders are shipped every day.

After the order blank has been filled out with a list of goods and the necessary address and shipping instructions, and has passed all the checking and credit departments, it is given a number, and is placed in an order binder, which has on each of its eight corners the number or letter of a floor or department. The binder is inserted in a pocket at the end of a basket track, with the corner projecting which has on it the number of the floor to which it is to go for the first selection of goods. It goes from floor to floor and department to department in this way auto-

matically until the entire order has been filled.

The baskets are numbered, and if more than one basket is used, the number of each basket is entered on the order itself, so that they can be assembled by the packers without difficulty.

When the entire order has been filled, and the last basket stands on the elevator door, "P" shows on the corner of the order binder to show that its next move is to the packing room. The last basket, however, with the order binder in it is not sent at once to the packing room but is first shunted into a special runway, where it passes the stencil cutters. Here are located three "Diagraphs" each operated by a boy who is capable of cutting 40 stencils an hour. The order binder is taken from the basket, a stencil for marking the goods is cut and placed in the order binder and put into the basket, which is then run into the packing room. The packers take the order and look up the other baskets, the number of each of which appears on the order, thus

furnishing a complete check against error. As fast as the goods are packed—and there may be a dozen boxes in a single order—each box is marked and the number of boxes packed is noted on the order by the packer. The stencil is then used and the box is carted away to the shipping room. When the order has been all packed the order binder is sent to the shipping room where the shipping clerk is able to assemble the boxes from the notations on the order blank. The stencil is destroyed at once.

It will be noted that there is a careful guarding against the possibility of error in every stage of the operation, by the system of numbering the orders, baskets, and boxes, and especially by the use of a special stencil cut for each order, which stencil goes with the order to the packers and is used by them on every box packed, and is then destroyed to prevent further use by mistake. The time when the stencil is cut is a matter adjustable to the system of shipping followed. It may be cut in the office and accompany the order from the beginning.

Canadians Carry Off Prizes

Remarkable Record Shown by Canadian Contestants in Amature and World's Championship Typewriting Contests at New York Business Show.

In the typewriting contests at the National Business Show, held at Madison Square Gardens, New York city during the third week in October, Canadian contestants carried off the laurels. In the amateur contest, L. Coombes came first, F. Jarrett second and R. LePard fourth. All three are Canadians, all three being graduates of the

dians fourth, fifth and seventh. The contest consisted of one hour copying from difficult matter. The prize was a \$1,000 silver trophy, and there were as well gold, silver and bronze medals for first, second and third places respectively. The record of the test is as follows:

	Gross Words	Pen-Err.	Net-alty	Net per Net min.
Rose L. Fritz....	5838	119	595	5243 87
Emil A. Trefzger .	5818	126	630	5188 86
H. O. Blaisdell ...	5900	223	1115	4785 80
F. Jarrett.....	4802	74	370	4432 74
L. Coombes.....	4800	80	400	4400 73
Adella M. Fowle..	5073	149	745	4328 72
R. LePard.....	4676	187	935	3741 62
Edith Varian.....	4720	216	1080	3740 61
O. G. Wechsler ...	4364	151	755	3609 60
Carl W. Schwenk..	4900	329	1645	3255 54
M. A. Lang.....	4710	327	1635	3075 51

Rose L. Fritz, the winner of the trophy, is a Canadian, as are also Jarrett, Coombes, and LePard, the three winning first, second and fourth places respectively in the amateur contest. All four are graduates of the Kennedy Shorthand School, LePard having had only one year's experience. It will be noticed that Jarrett made the least number of errors, and Coombes came second in this respect.

COULDN'T LOSE HIM.

A "Big Indian" strayed away from his camp and got lost. Inquiring the way back he was asked: "Indian lost?" "No," said he disdainfully, "Indian no lost—wigwam lost." Striking his breast, he exclaimed, "Indian here!"



Rose L. Fritz, a Canadian, Winner of the \$1,000 Silver Trophy in the World's Championship Typewriting Contest.

Kennedy Shorthand School, Toronto. The prizes in this contest were gold, silver and bronze medals.

In the contest for the championship of the world, a Canadian came first and Cana-