

refused or reluctantly consented to work for anybody else. Each knew her own work and nothing else, and nobody else knew anything about it. No record was made of certain unindexed information, the stenographer using her own memory, and when she left—they do leave sometimes—there was chaos. The remedy was to cut out all private secretaries and individual clerks; to devise a filing department for the whole office, to which all papers, letters, carbon copies and documents would be delivered, to be filed there under one system; to put all the stenographers in one room, all of uniform capacity, each able to work for any one and understanding that she was in the employ of the firm only.

The change was drastic, but the economies were evident. The changes necessary were made, and not only resulted in the advantages indicated above, but it was found that one stenographer could not sit idle all day while her neighbour had to stay over time,—there was co-operation among them—and their number was ultimately reduced without any disadvantage.

The typewriter supplies and other necessities for stenographers' work should be kept in the stenographers' room. This saves considerable time, is convenient for the stenographers, and, if the cabinet is supplied with dust-proof doors and drawers, the supply will last longer.

Some stenographers are accustomed to use stands or holders for their note books or manuscript. If your stenographer says she can do better work with such a stand, get the kind she wants; why not?

Many stenographers use note books about five inches wide and write with a wide margin down each page of their note book, using only a portion of each line. A suggestion made to the writer not long ago was that if a note book containing pages twice as wide were used, the marginal space would be thereby halved, and as the cost of the wider paged book is somewhat less than the cost of two of the old kind, an incidental saving would result on this item of office expense. Consider the suggestion.

Each stenographer should put on the outside of her note book her name and the date on which it is begun and when it is finished, the date on which the book ends. Each book should be kept say, three months from the latter date and then destroyed.