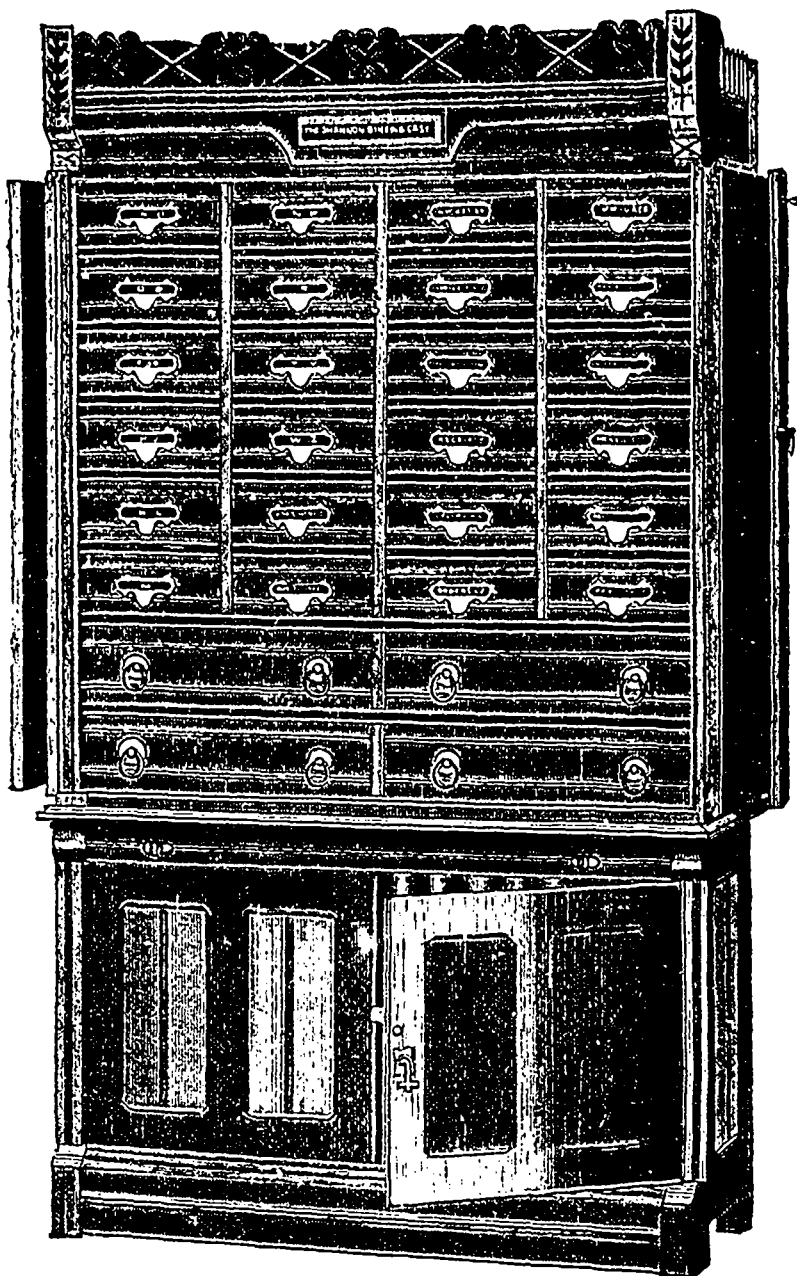


## THE "SHANNON" DEVICES FOR FILING AND BINDING PAPERS.



The desirability and importance of filing papers in an orderly manner need not be urged upon a well-informed public. The only question at issue is: "Which is the best manner of filing?" In answer to this we would say that there are only two essentially different improved systems of filing, viz., that in which papers are laid loose between index-leaves, and that embraced in the devices to which we herein call attention. Those wishing to obtain improved means for filing their papers have, therefore, the alternative left them of getting a File or Cabinet in which the papers will be loose and liable to be thrown into disorder, inconvenient to handle, and very far from being easy of reference; or, a File or Cabinet, possessing in the highest degree every element of convenience, security and economy.

Convenience and security are certainly among the standards by which the relative excellence of filing devices is to be measured. These qualities are so prominent in the SHANNON FILE and FILING CABINET that they are at once recognised and appreciated.

Any paper can be conveniently examined, removed, and replaced, and letters and bills from the same person or firm filed by themselves, without any possibility of disarranging the other papers.

The accidental loss of papers, or change of the order in which filed, is impossible.

Producing as they do such desirable results, it need only be added that the filing of papers, and reference thereto, become a pleasure instead of a task.

The advantages of the "SHANNON" METHODS OF FILING PAPERS may be thus enumerated:—

*First*—Papers are not loose after being filed.

*Second*—Papers can be manipulated with the greatest of ease; their disarrangement being impossible.

*Third*—Papers can always be conveniently examined without removal from the Files.

*Fourth*—Note sheets, postal cards, letter sheets, etc., can be read on the Files with equal facility.

*Fifth*—Any paper can be removed without disarranging the other papers.

*Sixth*—Papers from the same source may be filed by themselves, without in the least disarranging the others. *Seventh*—The convenience of the method is inherent in itself. It does not depend on the skill of those operating it. *Eighth*—When a single File is used, very little room is taken up; it may be hung at the side of a desk or any other convenient place. *Ninth*—Papers can be examined in the Cabinet without removing the File-drawer. *Tenth*—Papers, when transferred to the Binding or Transfer Cases, are bound in book form at one operation. *Eleventh*—Papers are not liable to become disarranged by examination in the Binding or Transfer Case. *Twelfth*—Papers are not liable to loss from or change of place in the Binding or Transfer Case. *Thirteenth*—Any paper can be removed from the Binding or Transfer Case without disarranging the others. *Fourteenth*—This method of filing papers costs less than others. *Fifteenth*—This method of filing papers secures the greatest possible convenience of reference at all times.

The cut illustrating this article is that of one of the finest Cabinets made by Schlicht & Field, the advantages of which are herein fully described.