

# HOW TO USE YOUR IDS INSTANT DATA SYSTEM

Find ANYTHING... instantly  
File NOTHING... ever

Take a few minutes to read these instructions. You'll get a lot more benefit out of IDS if you do.

IDS Instant Data System is a low cost extremely efficient aid for speed and error-free location of data chosen by your own criteria. An entire category, or only those items that fit more than one category, can be swiftly selected from the file by simply inserting a sorting rod, or rods, through coded numbered holes around the edge of the IDS card.

When the sorting rod is lifted, the desired cards which have been hand notched will fall out. The outstanding advantage of the IDS cards is that the information on them can be filed in hundreds of different categories at one time, by careful coding and punching of the holes around the edge of the card.

File  
**NOTHING**  
... ever

With IDS there is no need to file or refile. The punched coded hole determines the selection of data rather than any sequence or location of the IDS cards. IDS does away with time-consuming cross references, cross filing, and time consuming "thumbing through files". IDS has no cumbersome or complex

machinery, no costly installation. Trained personnel is not required. Anyone can use IDS after a few minutes briefing.

The Basic IDS Kit is 200 IDS cards, hand notcher, 5 sorting rods and instructions.

The Master IDS Kit is 1200 IDS cards, hand notcher, 5 sorting rods plus FREE filing Cabinet and instructions.

# CODE PREPARATION

● Programming or Code Preparation for the holes around the edge of the card is very important. Considerable thought and several trial runs will insure the coding that will work best for you. You must choose the proper balance between coding time and sorting time.

● If you plan to have a non-technical person sort the cards, then it is best to code in great detail leaving less discretion for the sorter. If a technical person will make the sorts, a broader coding can be used. A simple time study is recommended particularly if you are considering more than one way to code.

● First values are assigned to the holes around the cards in accordance with previously determined basic requirements or criteria.

● Keep a Code Book listing the categories or characteristics, and the number assigned to each one. Begin by selecting a representative sample of 50-100 articles, chemical properties, field data, bibliography or typical items you want to include in your file. Take a slip of paper for each item and write on it every idea or relevant category for which you might want to sort. Select the most frequent reoccurring, or differentiating, or whatever criteria you want.

● For example, in an article on Measurement of Electrical Activity of the Brain the following categories suggest themselves: 1) Physiology, 2) Brain, 3) Electronics, 4) Measurement equipment 6) Low voltage, 9) Low current, 21) Research reports. The numbers refer to the code for each category.

● You prepare the card by writing the numerical categories in one corner. Following each number you can list the information that number or code represents. Abstracts, microprints, articles can be pasted on. Other information can be typed or written on both sides of your IDS cards.

## CODING

**DIRECT CODING** If the number of characteristics or criteria you want to sort for is less than the number of holes around the edge of the card, you may assign each characteristic one of the numbers

around the edge of the card, i.e. from the example above 2) Brain, 3) Electronics, etc. In either/or cases a notch can denote one alternative, i.e. YES, a number notched, NO not notched. Direct coding works best for major classifications that are not too numerous. The characteristics should be as broad as possible. It is better to have a few unwanted cards that can be manually weeded out of the selected group, rather than narrow characteristics that may leave wanted cards in the file. Leave unassigned numbers for future characteristics or further sub-divisions if some characteristics prove to be too broad.

Double row cards offer more coding possibilities than single row cards, i.e. the top row can be the whole category, the double or second row can be a certain part of the general category of the top row. Another way to direct code double row cards is to assign each hole a number. Top row No. 1 hole is 1 or 1A, bottom row No. 1 hole is 2 or 1B, however, you choose to designate it. When you sort the bottom row of the number you only get that number as the cards punched for the top row will not fall out. However, when you sort for the top row the holes punched for the top row and bottom row will fall out. Then you second sort the bottom row from the cards that have dropped out. This will leave only your top row punched cards.

Often double row cards are used to save a sort for an important difference, i.e. the top row is poisonous materials, the bottom row is non-poisonous material. Single row cards are simpler to code, punch, and sort for. Frequently single row cards are best for people unfamiliar with edge punched cards.

|    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |
|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|
| ●  | ●  | ●  | ●  | ●  | ●  | ●  | ●  | ●  | ●  | ●  | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| 20 | 19 | 18 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |

One way to use a number system and keep direct coding is to assign each place in the number system ten numbered holes around the edge of the card, i.e. thousands 31-40, hundreds 21-30, tens 11-20, units 1-10. The 10, 20, 30 and 40 is the zero place. Always notch for each place in the number, i.e. 7 is 007. Notch 30, 20 and 7 in the hundreds, tens and units respectively. With direct coding you can place single row or double row cards randomly in your file. If representative coding is used, single row cards can not be filed randomly. These cards should be filed in sequence. (See Representative Coding.) Direct coding is sufficient for many purposes. It is recommended because it is simple to code, punch, and sort.

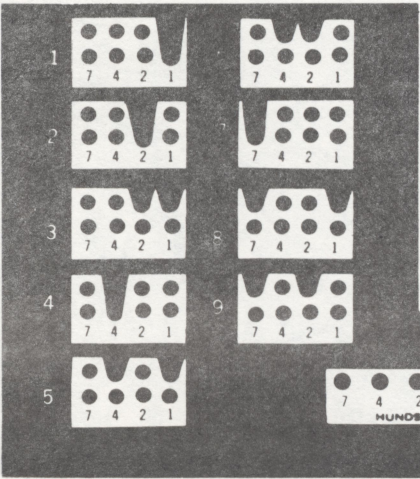
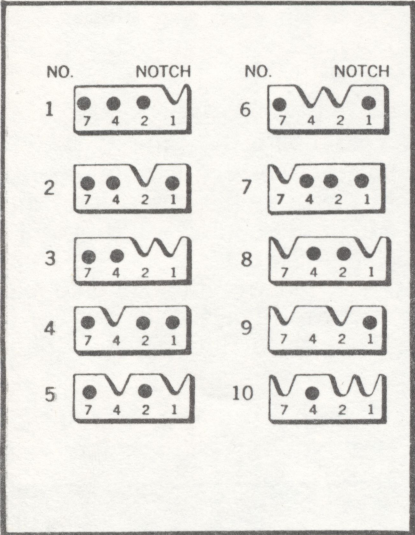
# REPRESENTATIVE CODING

If the number or characteristics you want to sort for are more than the number of holes around the edge of the card, you can use a representative coding system. With representative coding, you can select a greater range of information with fewer sorts than with direct coding. Representative coding uses the groups of 7-4-2-1 around the edge of the card. Each unit of 7-4-2-1 is a digit in a number.

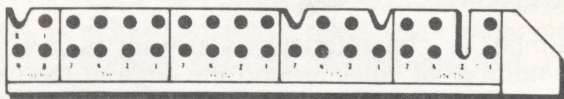
One or two punches in each group gives a number from 1 to 9. See illustration below for number code. Note the three groups of

7-4-2-1 are used to represent hundreds, tens, units. Similar groupings can be used for any series of numbers or letters. Usually letters are used as numbers i.e. A is 1, B is 2 etc. With representative coding you sort simultaneously, if possible, if more than one notch is punched, i.e. for three you sort one and two at the same time. If this is not practical sort from large to small i.e. hundreds first, tens second, units third. Representative coding usually saves sorts, and makes placing the selected cards in any order much easier than direct coding.

A great advantage of double row cards is in representative coding. Double row cards can be filed randomly when you use representative coding, while single row cards can not. For representative coding of double row cards by number deep punch the single punch numbers 7-4-2-1. The combination numbers are shallow punched, 3,2 and 1, 5,4 and 1,



6,4, and 2 etc. To include zeros code a number either single row



or double row for each of the number of zeros in the number, one less than the number of integers in your largest number. Place these numbers to the side of the largest number field, or contemplated number field. The zeros should represent the number of zeros in your number, not the place of the zero in the number. For example, a three digit number, 004-code 4 in the units field and the number representing two zeros, 709-code the number representing one zero.

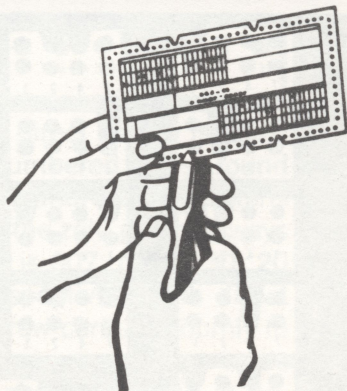
Always notch and sort for each place in the number. Sort for 0007 not just 7 by placing your rod in the three zeros hole and the seven hole.

Single row cards are numerically coded with the same code for numbers or alphabet but all on one row. Observe what happens when you sort for one in a random file of single row cards. Not only 1's but all the numbers with one in the coding will drop out, 3's, 5's, 8's. When you sort 2's you will also get 3's, 6's, 9's. This is why single row cards with representative coding should be filed in numerical order. In using zeros in a single row card numbering system each digit requires a fifth space. See fifth space is the zero space.

It can be at the end of each number or in a separate field at the left.

## NOTCHING

**PROCEDURE** When learning, it is best to mark the code positions to be notched with a red pencil. As proficiency is gained, this can be eliminated. After locating information and codes to be notched on the card, locate related code numbers along the edges of the card. To notch top edge, turn card upside down. Begin notching at upper left side (now in lower right edge). Notch codes from right to left, around the four edges of the card.

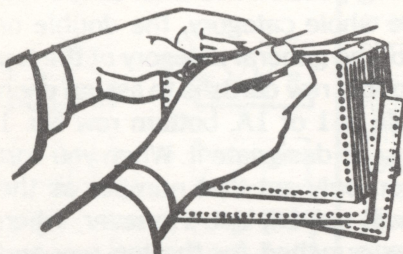


When notching, place the punch so that it just reaches the back edge of the hole. It is not necessary to push the card against the punch as far as it can go. If you hold the punch down the filings will drop out.

# SORTING

Take approximately 100 cards about one inch. Check the slotted corners. If they are all together you know the cards are in the correct position. Hold the group with the left hand at the opposite end of the sort. Insert the rod or rods thru the whole group at the coded holes you need. Lift the rod with the right hand keeping the rod parallel to the group or cards.

Shake the group gently or move the cards from front to back to loosen them. The hand notched cards will gradually fall out of the group. Never pull out cards that are falling. Always lift out cards that are on the sorting rod. If there is any question repeat the sort.



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**If more information** is needed or special cards would be helpful please write or call. IDS Instant Data Systems is as flexible and useful as the time and thought you give to make it fit your requirements.

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**Orders for more cards** should be sent to Professional Aids Company, 1 South Wacker Drive, Chicago, Illinois 60606. Phone (312) 263-7622.

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## PROFESSIONAL AIDS CO.

1 S. Wacker Drive, Chicago, Ill. 60606, PHONE: (312) 263-7622