

File That Information

Store away references to use for classes now and party ideas later, urges Barbara Burbank

YOU needn't be a walking dictionary to have reams of information at your finger tips. A reference file will solve your "I forgot where I put it" problems. No executive would ever find himself without one and neither should any self-respecting woman who wants to keep up with what's new.

How often you wish you could think of a new kind of game or centerpiece when a party is imminent. Why not have all such suggestions easily available? Not only ideas for parties, but new recipes, hints on home furnishings, diets, floral arrangements, dress designs and one's special interest can be included in such a file.

Where to begin? Any pasteboard box that is at least a foot square and four or five inches deep can be a starter. Use discretion in the articles and illustrations you choose to cut out. Don't take up space with a lot of useless material.

Clip the articles you want and mark the date in the corner. If there are two or more pages be sure to fasten them together, title page on top, with paper clips.

Don't be satisfied with merely clipped articles. Cut out coupons and mail them for leaflets. This will start you on the second phase of the file.

Several of the leading women's magazines have a list in the back giving titles of booklets under various headings, such as fashion, make-it-yourself, home, garden, sub-deb, beauty, entertainment and child care and training. Some literature is free of charge while other may be had for small amounts. The United States Department of Agriculture also has bulletins available for the asking on almost any subject desired. Record the date received before filing material as all booklets do not indicate year of publication.

Keep five-by-seven cards on hand for copying recipes or for jotting down valuable ideas that friends suggest. These cards will file in easily with other material. You will be surprised how many ideas can be saved for the future in this way that would otherwise be forgotten. One of those clever little favors Jean had at her party can be clipped on the card along with a brief description of the table decorations. You then have the beginning of an entirely different party based on the same ideas.

After you have gathered so many clippings, pamphlets and booklets that the original box is overflowing, invest in a manilla expanding file that is divided into alphabetized sections. To begin the actual process of filing, stack the material into related groups—the foods material together, party suggestions in one place, home furnishings in another and so on.

Next make a rough draft of the index. List only subjects for which material is in the file. By leaving

space under each letter of the alphabet one can easily insert new additions later. Do not list the exact title of every booklet as this necessitates adding to the index each time a new addition is received.

It is not wise to make subdivisions for a general subject if you have only a few booklets to file under the subhead. When filing under Foods, one subhead section of Desserts will take care of a small collection of material on cakes, frozen desserts, gelatin, pies and puddings. Thus, you avoid listing all of these and filing them separately.

Often one item will come under two different sections. A pamphlet on floral decorations might also include information on centerpieces. File the booklet under floral decorations and in the index under centerpieces write "see floral decorations." This cross-indexing will help you find your way through the file quickly. Clip the index on the front of the file and place the sorted material in alphabetical order.



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