

**MODERN FILING AND  
HOW TO  
FILE: A TEXTBOOK  
ON OFFICE SYSTEM**

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Modern Filing and How to File: A Textbook on Office System by W. D. Wigent & Burton D. Housel & E. Harry Gilman

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**W. D. WIGENT & BURTON D. HOUSEL & E. HARRY GILMAN**

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# MODERN FILING

AND HOW TO FILE

*A Textbook on Office System*

By

W. D. WIGENT

*Manager Gregg School, Chicago*

BURTON D. HOUSEL

*Instructor in Filing, Rochester Business Institute*

E. HARRY GILMAN

*Manager System Department, Yawman and Erbe Mfg. Co.*

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## INTRODUCTION

**A**N up-to-date knowledge of filing systems is indispensable to the competent office assistant, bookkeeper or stenographer. If this knowledge has not been secured at some time during the student's training in school, it is one of the first defects he is obliged to remedy in a business office. If he has the knowledge when he enters a business office, it makes the way for his success easier from the start, and improves his prospects for early promotion.

It is not difficult for the student to gain a good working knowledge of filing systems in a comparatively brief course, when the subject is properly explained and illustrated. Business schools throughout the country are recognizing this fact. Hundreds of them have made arrangements for making it a permanent part of their curriculum.

It is the intention of most business school faculties to see that the standards and equipment of each succeeding class shall be better than the standards and equipment of the class of the preceding year. That, of course, is necessary to keep step with progress in the business world.

It might be well here to quote a paragraph from a recent article appearing in a business magazine, entitled "Business Equipment in Commercial Schools". The writer of this article, in telling what it was necessary for the student to know, said this:

"If he knows nothing of card index systems, nothing of approved filing methods, nothing of the machinery of the office, then he falls short of the knowledge he might have obtained with but little additional effort during the months or the years of his preparatory work in his business college."

That, we believe, expresses the thought we wish to bring out, viz: that the business school that gives its students this information places the best equipped and most efficient help in the hands of the business man, thereby establishing a reputation for thoroughness in teaching.

On taking a position it is seldom that the graduate student is immediately given a position as head bookkeeper, office manager, head stenographer, etc. Usually the position is a combination of some semi-responsible position and some other work of a very neces-