

# Index of Art Clippings<sup>1</sup>

(Recommended by The School Arts  
Magazine)

Credit: SANCHO ENRIQUEZ

Mount selected material on cards of appropriate color, 10 x 14, large size, to be filed long edges horizontal, and 7 x 10, small size, to be filed short edges horizontal.

Decide under which of the general topics each card would be most likely to be in demand. Write that topic in the upper left corner of the card, and place after it the index number of that topic. For example, WOODWORK 79.

In the upper right corner write the specific subject. For example, STILL-LIFE CABINETS.

In the center at the top add the index number, indicating other topics under which the card might be in demand. For example, 62, 46, for it is a good example of School Topic, and is related to Object Drawing.

At the bottom of the card or on the back write such other useful information as may be needed.

File the cards alphabetically by general topics (left-hand corner), and under each topic alphabetically by specific subjects (right-hand corner), and keep them always in this order.

To find every card in the Alphabeticon that might be used to illustrate any one topic (for example, Color Study) select every card having the index number of that topic at its head.

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<sup>1</sup> "Alphabeticon System," *The School Arts Magazine*, Vol. XXX, No. 3, (November, 1930), pp. X-XI.

## ALPHABETICAL INDEX OF CLIPPINGS

- A—1. Advertising
- 2. Animal Life
- 3. Architecture
- B—4. Basketry
- 5. Bird Life
- 6. Block Printing
- 7. Blue Prints
- 8. Bookplates
- 9. Bookbinding
- 10. Borders
- 11. Brush Drawing
- C—12. Calendars
- 13. Cement Work
- 14. Charcoal Drawings
- 15. Clay Work
- 16. Color Study
- 17. Construction Work
- 18. Costume
- 19. Cover Design
- 20. Cut Paper Work
- D—21. Decorative Arrangement
- E—22. Embroidery
- 23. Etchings
- F—24. Finger Painting
- 25. Fish Life
- G—26. Geometric Drawing
- 27. Gesso Work
- H—28. History of Art
- 29. Holiday Projects
- 30. Human Figure
- I—31. Illustration
- 32. Initials
- 33. Insect Life
- 34. Interior Decoration
- L—35. Labels
- 36. Lace Work
- 37. Landscape
- 38. Leatherwork
- 39. Lettering
- 40. Lithographs

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|--------------------------------|-------------------------------|
| M—41. Machinery                | 61. Sewing                    |
| 42. Metal Work                 | 62. School Topics             |
| 43. Money, Paper               | 63. Silhouettes               |
| 44. Monogram, Calligrams       | 64. Sketches                  |
| N—45. Natural Forces           | 65. Song                      |
| O—46. Object Drawing           | 66. Spatter Drawing           |
| 47. Oil Painting, Reproduction | 67. Stencil Work              |
| P—48. Paper Work               | 68. Surface Designs           |
| 49. Papers, Official           | 69. Symbolism                 |
| 50. Pencil Drawings            | T—70. Textile Decoration      |
| 51. Pen Rendering              | 71. Toys                      |
| 52. Photography                | 72. Trade Marks               |
| 53. Picture Study              | 73. Transportation            |
| 54. Plant Life                 | U—74. Unpublished Manuscripts |
| 55. Poster Design              | W—75. Water Color Work        |
| 56. Principles of Beauty       | 76. Wash Drawings             |
| 57. Printing                   | 77. Wax Crayon Work           |
| 58. Published Manuscripts      | 78. Weaving                   |
| R—59. Rosettes, Florettes      | 79. Woodwork                  |
| S—60. Sand Tables              | 80. Working Drawing           |

LETTERS from.... (Continued from page 27)

Dear Mr. Borja: Nevermind the apologies. Get all your teachers to be members of the PPSTA and subscribers to the PE, and you are forgiven.—Ed.

Dear Mr. Laya:

As one means of letting Americans know what we are doing educationally, I am endeavoring to have our educational magazines included in the **Education Index** and in the **Education Digest**. The editors of both have written requesting me to send samples of our magazines to be submitted to their board of editors for study and decision.

I believe your magazine should be included in the bunch that I am sending. We need five (5) copies of your last issue—three for the **Education Index** and two for **Education Digest**. The **Education Index** includes classified index of all worthwhile articles in education. Our magazines deserve notice in America as a result of which they will most likely be subscribe for by individuals and libraries.

In order that the bunch may be sent to the States without delay, will you

please send me the five copies of your last issue that are needed.

Cordially yours

PEDRO T ORATA

I thank you very much for the sample copy of your magazine which you sent this school. Believe me, it is only now that I know of the existence of this Organ of the Philippine Public School Teachers' Association. And as a consequence of this knowledge I hasten to request you to enter my name for a year's subscription to this magazine, the cost of the subscription to be sent later (after pay day). And if I may not be asking much, may you please send me copies of the first two issues of the **PHILIPPINE EDUCATOR**? I wish to make my file complete.

You may be interested to know that I am for a strong national association of public school teachers. This being so, I have asked the teachers here to join the organization and we hope to remit our yearly membership fees soon.

(Continued on page 50)