

Read Carefully These Instructions and Suggestions to Clerks and Others Using  
**COTT FAMILY NAME INDEXES**

*C. M. Cott*  
 Registered U. S. Patent Office

An Identifying  
 Trade Mark

**THE SUB INDEX**

1. Write names on the Sub-Index plain and in as bold a hand as possible. Don't make n like u. Don't try to subdivide names on Sub-Index further than is arranged by the scheme here laid out. That is, if Baker is the first name for the column, *Bae to Bak*, write *Baker* on the first dark ruled line followed by *Baer* if it should happen to be the second name of that group, on the second dark ruled line, and so on.

2. A name is written but once on the Sub-Index (except as noted in the next paragraph), no matter how many times the same name is repeated on the Main Index. Following the name is a column in which is written the page of the Main Index, where all entries of this name are to be placed.

3. Names similar in sound but spelled differently should be grouped together on the Main Index, and each variety of spelling noted on the Sub-Index, under its proper sub-divisions. Thus:

Bair-Bare-Baer  
 Bear-Baehr  
 Shafer-Schafer  
 Sheffer-Shaefer  
 Read-Reed-Reid  
 Kline-Klein

Lowery-Lowry  
 Lourie, etc.  
 Snyder-Snider  
 Schneider-Schnider  
 Keyser-Keiser-Kizer  
 Pearson-Pierson

4. Names like *Schneider* and *Snyder* should appear in Sub-Index under *Sc* and also *Sn*; *Pearson* and *Pierson* under *Pe* and *Pi*, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names *Debler*, *Dedman*, *Debroski* and *Deator* being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn.

*This Index in loose leaf form is continuous and expansive.* When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each sub-division or unit. It is thus designed to be a Continuous Index for a long period of years.

**THE MAIN INDEX**

7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.

8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names, if two properly fall to each column can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.

9. In paging the Main Index, each sub-division or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.

10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.

11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on pg. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on any right hand oddly numbered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

If any point is not clear to you when beginning the Index or continuing its use, always feel free to write the manufacturer, who will cheerfully reply to any questions regarding the proper working of the system.

**THIS SUB-INDEX**

**IS AN INDEX TO THE GENERAL INDEX OF WHICH IT IS A PART**

The pages of the General Index devoted to this Initial Letter follows immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

*EXTENSION TABS or the book itself represent the first unit of subdivision and refer to Surname Initials.*

*MARGINAL CUTS represent the second unit of subdivision, and are usually the Second Letter of Surname, or Guide Letters.*

*THE BLOCKS or COLUMNS on the Sub-Index, still further subdivide Names, according to the designations printed thereon.*

*The General Index can be ruled in any manner required, and is adapted for the indexing of all kinds of records, and for any number of names from 10,000 up to 1,000,000 or more.*

**COTT INDEXING SYSTEMS FOR PUBLIC RECORDS AND COMMERCIAL USE**

Patented by C. M. Cott and Patents Pending

**THE COTT INDEX COMPANY**

INDEX BOOKS AND INDEX SYSTEMS INSTALLED FOR STATE, COUNTY AND MUNICIPAL RECORDS

Loose Leaf Indexes and Loose Leaf

COLUMBUS, OHIO, U. S. A.

**THE COTT INDEX CO.**

Index Specialists Since 1888

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Caa Cab Cac Cad	Page	Cae Caf Cag Cah Cai Caj Cak	Page	Cal Cam	Page	Can Cao Cap Caq	Page
Cade	8J	Cagle	1	Calanan - Callanan	6P	Canada-Canaday-Canady	7
		Cahaly	8J	Calder	24F	Candel	5B
		Cahoun	3	Caldwell	2	Candler	5B
		Cain	6-0	Calhoun - Calhoon	3	Cane	6-0
		Cainey	6-0	Callahan-Callahan-Calahan	6P	Cannada	7
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				Calmes	24F	Cannady	7B
				Calton	5	Cannon	8
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				Camden	9D	Cantrell	9
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				Cammer	2D	Canup	3C
				Cammon	8	Capelli	3C
				Camp	4B	Capers	10
				Campbell - Cambell	6	Caps	11B
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see U. S. Patent Office *Can Mills* County Indexes Since 1888  
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 Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-index the different ways the name is spelled, duplicating the name in more than one column when necessary.

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACED OR WORN  
 46 buff sheets and 20 tab sheets go to make up complete set No. 0 (designated by 0 preceding numbers)  
 92 buff sheets and 20 tab sheets go to make up complete set No. 1 Regular (designated by regular numbers)  
 104 buff sheets and 26 tab sheets go to make up complete set No. 1 Split (designated by S following numbers, on certain sheets  
 under letters B-C-H-M and S)  
 Economical to order complete sets. When ordering one or more buff sheets (broken sets) give complete numbers, etc., appearing  
 on this margin. Order tab sheets by alphabet lettering.

Car	Page	Car—Continued	Page	Cas Cat	Page	Cau to Caz—Cb Cc Cd	Page
Carbin	3C			Case	21	Cauble	24
Cardwell	3D			Casey	19B	Caudle	22B
Carey - Cary	3D			Cash	22	Caughman	22B
Cargill	3D			Cashion	22	Cavender	22B
Carlisle	12			Cason	23	Cawen	22B
Carlton	5			Castain	22		
Carman - Carmen	13			Castle - Castles	22		
Carmes	12A			Cate	22		
Carnal	3D			Cathcart	22B		
Carne--Carnes--Carns	12A			Cathey	22B		
Carney - Carny	12B						
Carolina	14						
Carpan - Carpin	12B						
Carpenter	16						
Carr	17						
Carrier	17B						
Carrouth - Carouth	15						
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Carver	19						

C

Ca

Ce Cf Cg	Page	Cha to Chd	Page	Che to Chi to Chn	Page	Cho to Chr Chs Cht	Page
Cealey	25	Chambers	25C	Cheatham	29B	Choice	35
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		Champen --- Champeon	35E	Chick	32		
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		Chastain	31				
		Chasteen-Chasteen--	31B				
		Chastien-Chastine	31B				
		Chatham	29B				
		Chatman	28J				

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Corporations and Firms

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