Read Carefully These Instructions and Suggestions to Clerks and Others Using

COTT FAMILY NAME INDEXES

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-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 worm.

THE MAIN INDEX

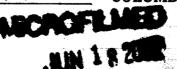
- 7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.
- 8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first 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 nun bered 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 one, always feel free to write the manufacturer, who will cheerfully reply to any questions regarding the proper working of the system.

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 COTT INDEX CO.

Index Specialists Since 1888 COLUMBUS, OHIO





An Identifying Trade Mark

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 COMPAN

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

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Coan	134	Cody	43	Cogburn	46	Colaluca	148		
Coates	36	Cofer	44	Cogdill	47	Cole - Coles	53		· · · · · · · · · · · · · · · · · · ·
Cobb	37	Cofield	45	Coggins	48	Coleman	54		
Cobia	3 8		§	Cogswell	49	Goley - Colley	55	Z	• U
Coble	39			Cohen	50	College	56	mes	
Coca-Cola	42			Coile	51	Collett	57	of sir	
Cochran	40			Coke	137	Collier	58	ee. u. s. Chadr, r, oppose Chadring similar spelling different v	
Cocke	41		 	Coker	52	•	59-	epelli liferen	
Cockey	150					Collinson	138	nt was	
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	Cinco	1	Claborn-Clahurn-	7	Cleanview Height		67 - 30 - 71	
ring	Cinderella	2	Claybourne	77	Clearview Heights Clearwater	151	Clodfelter	31
n sh	Cison-Cisson-Cissom	3	Clairemont	8	Cleaves	30	Cloer	32
c., a	Citizens	4-	Clamp	143	Cleland	19	Cloninger	33
e e	City	2 1	Clapp	9		20	Clonis	34
WORN mbers, number	Civil	6	Clardy	10	Clement-Clemons-Clemens Clem		Cloud	136
WO ()			Clark - Clarke	11		140	Clybourne - Clyborne	7
EFACED OR (ing numbers) fegular number following number following number free complete it		1 444	Clarkson	12	Clendenin	22	Clyde	35
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	Combination	64	Conard	90	Coo	Page	Cop Coq	Pag
artna	Combs	73	1)	68	Cook - Cooke	- L. A. A.		Fa
bbb	Comer		Concrete	69	Cooksey	83	Cope	. 9
	Comfort	. 3 8	Condron	149		84	Copelan-Copeland-	9
*	Commercial	64	Conger	70	Cooledge and Sons	85	Copland	
berr	Commission-Commissioners	65	Congregation	71	Cooley	86		9
	Community	H	Congregational	72	Coon - Coons	87	The state of the s	+
}	Compton	139	Conits	41	Cooper - Coopers!	88		•
	Compron	67	Conn	: #	Co-operative	89		
	•	I	Connell	69				•
ا و			Conner-Connor-Connors	73				
	The second secon		Connelly-Connolly	74				•
			Conrad	75			· ·	-
	man and the second		Consolidated	76	<u></u>			
 -				77		1		
·			Construction	135			The second secon	
			Constructioneers, Inc.	141		+		
			Convenience	78				
#_			Converse	79		 		her gan a. •
		H	Conway	80			The second secon	
			Conwell	81		 		And the same of th
$\parallel \parallel$			Conyers	82				
			y market and the second of the	7				a segment of the second
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Cor	Page	Cos Cot	Page	COU COV	Page	Cow Cox Coy Coz—Cp Cq	Page	
Corbett	92 93	Cosby (See Causby) Cosgrove	100 109	Coughlin	116 117 118	Coward - Cowart Cowpens	128 99	
Corbin Corbley-Corbly Cordas - Cordaz	94	Costa - Coster	110 111 .112	Counts County	119 120	Cowsert Cox - Coxe	129 . 130 . 131	Names of six
Cordell Corea - Correia	96 97 98	Costner Costos Cotham	113	Courtland Apartments, Ir Courtland Invest. Inc.	121 1142 142	Coxie Coyle Cozby (See Causby)	51 100	u.s. Comics Commission spelling different
Corey Cork Corley	99 1 00	Cottingham	40 115 144	Courtland Invest. 22200 Courtney - Courtenay Cousins	122			Miles of August Scales and similar ways the u
Cornell	101 .147 .102	Cotwool Cottage	.149	Covil Covin Covington	.124 .125 .126			ounty indexes S n identifying by r sound should ame is spelled.
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