

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-Bare-Baer
 Bear-Baehr
 Shafer-Shafer
 Sheffer-Shafer
 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 COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

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 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 doubt is not clear to you when beginning the index or in carrying it on, always feel free to write the manufacturer and will cheerfully reply to any questions regarding the proper working of the system.

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

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 COMPANY

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

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

U. S. Copyright No. 13832

MICROFILMED

71

Baa Bab Bac Bad	Page	Bae Baf Bag Bah Bai Baj Bak	Page	Bal Bam	Page	Ban Bao Bap Baq	Page
Baarcke	123	Baggarly	143	Balcomb-Balcombe--	15	Bancroft	26
Babb	1	Bagnal-Nettles	137	Balcome	15	Band	27
Babcock	2	Bagshaw	137	Balderson	16	Bandy	28
Baber	3	Bagwell	9	Balding - Baldwin	17	Bane	13
Backer	4	Bahan	10	Baligrosky	140	Bangle	29
Bacle	144	Bailes	11	Ball - Bald	18	Banister-Bannister	30
Bacon	5	Bailey	12	Ballard	19	Bank (See Bank Book)	
Bacot	6	Bain	13	Ballas	140	Banks (Family Name)	31
Badger	7	Baker	14	Balleau-Ballew-Balliew	20	Bannon	32
Badgett	8			Ballenger	21	Baptist	26
				Balentine-Balentine	22		
				Balser	23		
				Baltz	146		
				Balyo	24		
				Bamvakas	25		

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 same book, own column when necessary.

NO. U. S. PATENT OFFICE *Cambridge* An Identifying Trade Mark
 COUNTY INDEXES Since 1880
 OSUNTER, OHIO
 No. 10032

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 1 preceding numbers)
 104 buff sheets and 20 tab sheets go to make up complete Set No. 1 Split (designated by S following numbers, on certain sheets
 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.

4

Bar	Page	Bar—Continued	Page	Bas Bat	Page	Bau to Baz—Bb Bc Bd	Page
Barbare-Barbrey-	33			Bashford	60	Baugh	73
Barbary-Barbrea-	33			Basketeria	61	Baughcome	15
Barbery-Barbrey-Barbour	33			Baskin	62	Baummann	74
Barber	34			Bass	63	Baumgardner	75
Barfield	35			Bassett	64	Bausket - Bauskett	76
Bargain	36			Baswell	65	Bawldin	17
Barge	37			Batchelder	66	Baxter	77
Bargiol	38			Batchelor	141	Bayard	78
Barker	39			Bates	67	Baynard	79
Barkett	40			Batesville	68	Bayne - Baynes	13
Barkley	41			Batson	69		
Barksdale	42			Batterham	70		
Barkshadt	43			Battery	71		
Barmore	44			Baty	72		
Barnes	45						
Barnett - Barnette	46						
Barnhardt	47						
Barnwell	48						
Baronello	49						
Barr	50						
Barrett	51						
Barringer	52						
Barron	53						
Barry	54						
Barsh	115						
Barshay	55						
Bartlett	56						
Barton	57						
Bartram	58						
Barwick	59						

B

Ba

Bea Bob Bec Bed	Page	Bee Bef Beg Beh Bei Bej Bek	Page	Bel Bem	Page	Ben Beo Bep Beq	Page
Beach	80	Beeco	99	Belcher	104	Benchoff	114
Beacham	81	Beeks - Beekse	100	Belk	105	Bender	115
Beal	82	Beemer	145	Bell	106	Benevolent	116
Beam	83	Beeson	89	Bellamy	147	Beneyfield-Bennefield--	117
Beaman	84	Bee Tree	148	Bellew - Belue	20	Benfield-Benneyfield	117
Bean	85	Befamp, Inc.	101	Bellotte	107	Benjamin	118
Beard	86	Behlen	102	Bellune	108	Bennett - Bennette	119
Bearden	87	Beiers	103	Bellwood	109	Benson	120
Beasecker	102			Belmont	113	Benston	121
Beasley	88			Belser	110	Bentley - Bently	122
Beason	89			Belt	111	Benton	123
Beattie-Beaty-Beatty	90			Belton	112	Bentz	124
Beaver - Beavers	91			Bemiss	113		
Beck	92						
Beckham	93						
Beckman	94						
Becknell	95						
Beckwith	96						
Beddingfield-Bedingfield	98						
Bedell	97						

U. S. Copyright No. 108682
 The Dot Index Company, Columbus, Ohio
 An Identifying Trade Mark.
 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.

