

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.

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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-Schaefer
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.

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

An Identifying
Trade Mark

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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 BUSINESS
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.

THE COTT INDEX CO.

Index Specialists Since 1888

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U. S. PATENT OFFICE

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REG. U. S. PAT. OFFICE *Clawson* County Indexes Since 1889 The Ott Index Company, Columbus, Ohio U. S. Copyright No. 103632

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THE R. L. BRYAN COMPANY

Court House Outfitters

COLUMBIA, SOUTH CAROLINA

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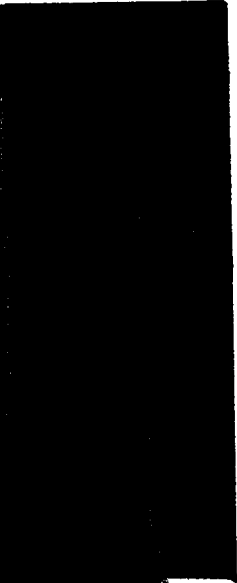
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Court House Outfitters

COLUMBIA, SOUTH CAROLINA

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THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

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