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 aid in as bold a hand as possible. Don't make n like t. Don't try to subdivide names on Sub-Index furtherthan is arranged by the scheme here laid out. The as, if Baker is the first name for the column, Bae > 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 Sul-Index (except as noted in the next paragraph), no natter how many times the same name is repeated in the Main Index. Following the name is a colurt 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. nd each variety of spelling noted on the Sub-liex. 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-Kize Pearson-Pierson

- 4. Names like Schneider and Snyder should pear in Sub-Index under Sc and also Sn; Pear and Pierson under Pe and Pi, etc. However, no no of more than one style of spelling a name need taken—and that the way it is spelled on the recoruntil it is spelled differently in a subsequent en
- 5. Odd names falling to the same Sub-Index umn may be grouped together on the Main Inch. For example, the names Debler, Dedman, Debro and Deator being odd, and likely to be infrequent an all belonging to the same Sub-Index column, coul here, see page.....
- 6. Sub-Indexes can be renewed and rewritten very little expense and it is so planned that this be done in after years if they become defaced at

This Index in loose leaf form is continuous w capacity, get another Binder and carry one or tinuous Index for a long period of years.

THE COTT INDEX CO.

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 be given the same page on the Main Index, and writ in the column in red ink, "For names not liste 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.

xpansive. When the Binder becomes filled to its letters into the new Binder. Continue doing this when necessary until you have a Binder for cas ub-division or unit. It is thus designed to be a Con-

> Ince alists Since 1888



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

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