

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 Bah*, 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	Lowery-Lowry
Bear-Baehr	Lourie, etc.
Shafer-Schafer	Snyder-Snider
Sheffer-Shaefer	Schneider-Schnider
Read-Reed-Reid	Keyser-Keiser-Kizer
Kline-Klein	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.

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 104 buff sheets and 26 tab sheets go to make up complete Set No. Split (designated by S following numbers, on certain sheets under letters E-C-H-M and S)  
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Dar	Page	Das Dat	Page	Dau Dav	Page	Daw Dax Day Daz-Db Dc Dd	Page
Darby	7	Dashiell	140	Daugherty	95	Dawes	116
Dargan - Dargen	8			Daughters	10	Dawkins	16
Darnell	115			Davenport	11	Dawson	17
Darrogh	61			David	12	Day	134
Dart	9			Davidson - Davison	13		
				Davies	14		
				Davis	15		

Dea Deb Dec Ded Dia Dib Dic Did	Page	Dee Def Deg Deh Dei Dej Dek Die Dif Dig Dih Dii Dij Dik	Page	Del Dem Dil Dim	Page	Den Deo Dep Deq Din Dio Dip Diq	Page
Deadman - Dedman	18	DeHon	25	Delk	26	Dendy	30
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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.

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Der Dir	Page	Des Det Dis Dit	Page	Deu Dev Diu Div	Page	Dew Dex Dey Dez—Df Dg Dh Diw Dix Diy Diz—Dj to Dn	Page
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Dr Ds Dt	Page	Dua to Dul	Page	Dum to Duz	Page	Dv Dw Dx Dy Dz	Page
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Dreher - Dreyer	110	Duck	73	Duncan - Dunkin	79	Dyer	88
Drummond - Drummonds	71	Duckett	74	Dunham	80	Dyles	39
Dryman	72	Duckworth	75	Dunker	98	Dyson	89
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		Duffy	76	Dunn	111		
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