

Read Carefully These Instructions and Suggestions to Clerks and Others Using
COTT FAMILY NAME INDEXES

Chas M. Cott
 Registered U. S. Patent Office

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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-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 *Deater* 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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Patented by C. M. Cott and Patents Pending

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Hia Hib Hic Hid	Page	Hie Hif Hig Hih Hii Hij Hik	Page	Hil Him	Page	Hin Hio Hip Hiq	Page
Hice	1	Hiette	6	Hill--Hills	13	Hindman - Hinman	21
Hickam - Hickum	2	Higdon	7	Hillen	14	Hines - Hinds	22
Hickman	3	Higginbotham	8	Hiller	15	Hingson	23
Hicks	4	Higgins	9	Hilley	16	Hinkle	24
Hickson	5	High	160	Hillhouse	17	Hinson (See Henson)	
		Highland	10	Hilliard	14	Hinton	25
		Hight	160	Hilton	18	Hiott	26
		Hightower	11	Himes	19	Hipp - Hipps	27
		Higley	12	Himmelwright	20		

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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Hoa Hob Hoc Hod	Page	Hoe Hof Hog Hoh Hoi Hoj Hok	Page	Hol Hom	Page	Hon Hoo Hop Hoq	Page
Hobbs	31	Hoesh	39	Holbrook	47	Honey	72
Hobby	32	Hoffman	40	Holcombe - Holcomb	48	Honour	73
Hockaday	33	Hoffmeyer	163	Holden	49	Hood	74
Hockman	162	Hogan	41	Holder	50	Hooker	75
Hodder	34	Hogback	42	Holifield-Hollifield	51	Hooks	76
Hodge	35	Hoge	43	Holland	52	Hooper	77
Hodgens	36	Hogg	44	Hollaway - Holloway	53	Hope	78
Hodges-	37	Hogsed	45	Holler	54	Hopewell	79
Hodgson	38	Hoke	46	Holley - Holly	55	Hopkins	80
				Holliday	56		
				Hollingsworth	57		
				Hollinguist	58		
				Hollis	59		
				Holman	60		
				Holmes	61		
				Holobaugh	63		
				Holroyd	64		
				Holsonback	65		
				Holstein	66		
				Holstrom	62		
				Holt	67		
				Holter	68		
				Holton	58		
				Holtzclaw	69		
				Holybee	70		
				Homes	71		

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Hua Hub Huc Hud	Page	Hue Huf Hug Huh Hui Huj Huk	Page	Hul Hum	Page	Hun Huo Hup Huq	Page
Hubbard	112	Huebel	117	Hull	128	Huneycutt-Hunnicutt	134
Hucabee - Huckabee	113	Huff	118	Hulse	129	Hungerford	135
Hudgens-Hudgin-Hudgins	114	Huffling	119	Hulsey	130	Hunsinger	136
Hudnor	115	Huffman	120	Human	131	Hunt	137
Hudson	116	Huffstetler	165	Humbert	132	Hunter	138
Hudspeth	166	Huffstickler	121	Humphrey - Humphreys	133	Hunting	158
		Huggin - Huggins	122	Humphries	133	Huntington	139
		Hughes	123			Huntley - Hunley	140
		Hughey - Hughie	124			Hunton	141
		Huguenin	125				
		Huguley	126				
		Huiet	127				

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Page

Corporations and Firms

Page

Corporations and Firms

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Page

Corporations and Firms

Page

Corporations and Firms