

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-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.

*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.

*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.

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Faa Fab Fac Fad	Page	Fae Faf Fag Fah Fai Faj Fak	Page	Fal Fam	Page	Fan Fao Fap Faq	Page
Faber - Fabre	4H	Fair	4H	Fallin	1	Fant	1
		Fairview	1	Fallis	1		

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Far	Page	Fas Fat	Page	Fau Fav	Page	Faw Fax Fay Faz—Fb Fc Fd	Page
Farah -- Faroh	2	Fasler	1B			Fayssoux	1B
Fargisson - Farguson	6						
Faris	1						
Farley	1						
Farmer	3						
Farmers	3D						
Farnham	1						
Farr	4						
Farrell	1						
Farrow - Farrer	2						

F  
F

Fea Feb Fec Fed Fia Fib Fic Fid	Page	Fee Fef Feg Feh Fei Fej Fek Fie Fif Fig Fih Fii Fij Fik	Page	Fel Fem Fil Fim	Page	Fen Feo Fep Feq Fin Fio Fip Fiq	Page
Feagan	5B	Field - Fields	8	Felton	5B	Fennell	7E
Feagle	5B	Fielder	10D	Filbert - Filbut	10D	Fincher	10D
Feaster	5	Figgins	10D	Fileming	10d	Findlay-Findley-Findly	9
Featherstone	5B			Filps	10D	Fineben	10D
Federick	5B					Finger	9D
						Finlay	9
						Finley	9C
						Finnel	7E
						Finstein	9D

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Fer Fir	Page	Fes Fet Fis Fit	Page	Feu Fev Fiu Fiv	Page	Few Fex Fey Fez - Ff Fg Fh Fiw Fix Fiy Fiz - Fj to Fl Fm Fn	Page
Ferguson	6	Fishburn - Fishburne	9D			Few	7
Fernandes	7E	Fisher	10				
Fernell	7E	Fitch	9D				
Ferrari	7E	Fitts	9D				
Ferrell	1B	Fitzgerald	8B			Flack	13B
Fire	9D	Fitzsimmons	8B			Flanagan	13B
						Flanders	13B
						Flanery	13B
						Plateau	13B
						Fleidner - Fliedner	13B
						Fleming	11
						Flemming	11C
						Flenery	13B
						Flesher	11D
						Flinkingshelt	11D
						Flippo	11D
						Floyd	12
						Fludd	11D
						Flynn	13





Fra Frb Frc Frd	Page	Fre to Frn	Page	Fro to Frz	Page	Fs Ft-Fu to Fz	Page
Frady	21C	Frederick	5B	Froinon	22-I	Fulbright	25C
Franklin	20	Freedman	21D	Froneberger	22-I	Fulks	25D
Franklyn	20B	Freel	21D	Frost	22-J	Fullbright	25D
Franks	21	Freeman	22			Fullenwider	25D
Fraser-Frasier-Frazier	21C	French	23			Fuller	25
		Fretwell	21D			Fullerton	25D
		Friar	21D			Fulmer	25D
		Friday	21D			Fulton	25D
		Fritz	22-I			Furguson	6G
						Furman	26
						Furnell	7E

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Corporations and Firms

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