

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

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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

THE COTT INDEX COMPANY

INDEX BOOKS AND INDEX SYSTEMS INSTALLED
FOR STATE, COUNTY AND MUNICIPAL RECORDS

Loose Leaf Indexes and Loose Leaf Records

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THE COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

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Saa Sab Sac Sad	Page	Sae Saf Sag Sah Sai Saj Sak Saint (St.)	Page	Sal Sam	Page	San Sao Sap Saq	Page
Saco	1B	Saint	1B	Sales	1	Sanatarium	5C
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				Salmonds	2B	Sanderson	5C
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				Sammon - Sammons --	4		
				Samons	4B		
				Sample - Samples	3		
				Sampson	4B		
				Sams	4B		

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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Sca to Scg	Page	Scha to Schi	Page	Schj Schk Schl Schm	Page	Schn Scho Schp Schq	Page
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Scalf - Scalfs	7B	Schaefer	10B			Schonwetter	8
Scarborough	8B	Schalf	7B			School	9

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Schr Schs Scht

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Schu to Schz

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10B

Scithers

9M

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9N

Schwartz

9M

Scott

11

Scruggs

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Schwiers - Schwirs

9M

Schwing

10

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACED OR WORRY
 46 buff sheets and 20 tab sheets go to make up complete set No. 0 (designated by 0 preceding numbers)
 92 buff sheets and 20 tab sheets go to make up complete Set No. 1 Regular (designated by regular numbers)
 104 buff sheets and 26 tab sheets go to make up complete Set No. 1 Split (designated by S following numbers, on certain sheets
 under letters B-C-H-M and S)
 Economical to order complete sets. When ordering one or more buff sheets (broken sets) give complete numbers, etc., appearing
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Ser to Sez—Sf Sg	Page	Sha Shb Shc Shd	Page	She Shf Shg Shh	Page	Shi to Shz	Page
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													Simpkler		30G					
													Simpson		30					
													Simpsonville		30H					

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76-S-1

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Sir to Siz	Page	Sj Sk	Page	Sla to Sln	Page	Slo to Slz	Page
Sirrett	32K	Skelton	33	Slaten	34	Sloan	35
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Sitton	32L	Skinner	33	Slattery	36B	Slow - Slowe	36
Sizemore	31B			Slatton - Slatten	34C		

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Corporations and Firms

Page

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Sm	Page	Sn	Page	Soa to Sol	Page	Som to Soz	Page
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Spa Spb Spc Spd	Page	Spe to Spl	Page	Spm to Spz	Page	Sq Sr Ss	Page
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Stavron	68-I						

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				Sturdyvin - Sturtevant	67B		
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Sua to Sul	Page	Sum to Suz	Page	Sv Sw Sx	Page	Sy Sz	Page
Suber - Subber	43	Sumers - Summers	75	Swaffer	77	Symmes	28F
Sublett	69F	Summa - Summer	75	Swafford	77	Symms	28-
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		Sutherlin	41E				
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		Sutler	76				
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