

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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Aa Ab Ac Ad	Page	Ae Af Ag Ah Ai Aj Ak	Page	Al	Page	Am An Ao	Page
AAA Banana & Tomato Hs.	165	Aenchbacher	27	Alabama	36	Amberg - Amburgey	66
Aaron	17	Agee	162	Alala	37	Ambler	67
Abbott	1	Aggers	28	Albea	38	Ambrose	68
Abee	2	Agnew	29	Albergotti	39	Amedeo	69
Abels-Able-Ables	3	Aiken-Aikens-Aiken	30	Alberson - Albertson -	40	American	70
Abercrombie	4	Ahlquist	36	Alverson	40	Amick	71
Aberdeen	5	Ailor	159	Albert	41	Amis	72
Abernathy - Abernethy	6	Aimar	28	Albright	42	Ammons	73
Ableson	7	Ainsley	31	Albrittan-Albritton--	43	Amos	74
Abner	8	Air, Inc.	31	Albritton	43	Amos Furniture Company	74
Abney	9	Aiton	30	Albury	44	Amyx	164
Abraham - Abriham	10	Aja	158	Alderman	45	Anastasakos	33
Abrams	11	Akel	32	Alewine	46	Anastos - Anestos	75
Abt	152	Akemon	33	Alex	47	Anchor	76
Academy	12	Akers	34	Alexander	48	Anders-Andre-Andrea	77
Acker - Ackers	13	Akright	35	Alexas	49	Anderson	78
Ackerman	14			Alford	50	Address - Andrus	79
Acme	15			Alhaylor Company	51	Andrews	77
Acree - Acrey	16			All	52	Angel	80
Acropol	17			Allee-Alley-Allie	53	Anglin	165
Acton	153			Allen	54	Anner	81
Acuff	18			Allgood	154	Ansel	82
Adair	19			Allison	55	Anthony	83
Adams	20			Allman-Allmans-Allmon-	56	Antle	84
Adcock	24			Allmond-Almon	56	Antley	85
Addington	21			Allred	57	Antonakas	86
Addis	22			Allsep - Allsop	58	Antonopoulos	87
Addison	23			Alsbrook	59		
Adickes	24			Alston	60		
Adkins	25			Altamont	61		
Adler	26			Altman	62		
				Altom - Alton	63		
				Alvarez	64		
				Alwin	65		

Names of similar spelling and similar sound should be grouped together in the same page number. Examples on Sub-index the different ways the name is spelled, designated by the page number, when necessary.

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 on this margin. Order tab sheets by alphabet lettering.

Ap Aq Ar	Page	As At	Page	Au Av	Page	Aw Ax Ay Az	Page
Apalache	88	Asay-	113	Aughtry-Autrey-Autry	136	Axson	146
Apel	89	Asbill	114	Aughtry Motors, Inc.	136	Aycock	147
Apostolic	90	Asbury	115	Augusta	137	Ayers - Ayres	148
Apostolou	91	Ash - Ashe	116	Auld - Aull	138		
Appelt	163	Ashbrook	49	Ausburn	150		
Apperson	92	Ashby - Ashley	117	Ausley	139		
Appleby	93	Ashcraft	118	Austell	140		
Applied	160	Ashmore-Ashmore	119	Austin - Auston	141		
Arant	94	Ashton - Aston	120	Auto - Automobile	142		
Arbuthnot	155	Ashworth	121	Automatic	143		
Ard	157	Askew	122	Avant - Avent	144		
Arden	95	Askins	123	Avery	145		
Arey	96	Asnip	124	Avra	149		
Arflin	97	Aspinook Corp.	156				
Ariail - Arial	98	Aspray	125				
Arledge	99	Associated	126				
Arlington	100	Association	127				
Armiger	101	Atchison	128				
Armistead	94	Aters	129				
Armor - Armour	102	Athanason	130				
Armrose	151	Atkins	25				
Arms	103	Atkinson - Atkison	131				
Armstrong	104	Atlanta	132				
Army	105	Atlantic	133				
Arnau	106	Atlas	134				
Arniacos	107	Attaway	135				
Arnold	108	Atterbury	161				
Arnott	109	Atwater	161				
Arrington	110						
Arrowood	111						
Arthur	112						

Corporations and Firms

Page

Corporations and Firms

Page

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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