

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-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 *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.

Chas. McCott
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.

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
COLUMBUS, OHIO, U. S. A.

U. S. Copyright No. 103632

THE COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

MICROFILMED
APR 15 2012

MICROFILMED
6-3-71
DATE

Ka Kb Kc Kd	Page
Kagin	1
Kahn	82
Kakolias	123
Kalatges	124
Kales	2
Kalohi	3
Kane (See Cain)	
Kanipe	125
Kaplan	4
Karilitz-Karelitz	5
Karling	6
Karnes	7
Karolyi	8
Karpf	9
Karsten	127
Katrine Mfg. Company	10
Katz	11
Kaufman	12
Kay	13

Kea Keb Kec Ked Kia Kib Kic Kid	Page
Keadle	14
Kearney	15
Keason	120
Keating	16
Keck	17
Kibler	18
Kidd	128

Kee Kef Keg Keh Kei Kej Kek Kie Kif Kig Kih Kii Kij Kik	Page
Keeler	19
Keels - Keils	20
Keenan	21
Keene - Keen	22
Keese	23
Keever	24
Keisler - Keasler	25
Keith	26

Kel Kem Kil Kim	Page
Kelch	27
Kell	28
Kellam	29
Keller - Kellar	30
Kellett	31
Kelley - Kelly	32
Kellner	33
Kelso	34
Kemp	35
Kilby	36
Kilgo - Kilgore	37
Killars	38
Killen	39
Killian	40
Kilpatrick	41
Kilpin	42
Kimble - Kemble	43
Kimbrel - Kimbrell	44
Kime	45
Kimmel	46
Kimmons	47
Kimzey	48

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.

reg. U. S. Pat. Office *DeWitt* County Indexes Since 1898
The Oct Index Company, Columbus, Ohio
U. S. Copyright No. 108632

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACTED OR WORN
 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. 2 Split (designated by 2 following numbers, on certain sheets
 Economical to order complete sets. When ordering one or more buff sheets (broken sets) give complete numbers, etc., appearing
 on this margin. Order tab sheets by alphabet lettering.

Ken Keo Kep Keq Kin Kio Kip Kiq	Page	Ker Kir	Page	Kes Ket Kis Kit	Page	Keu to Kez—Kf Kg Kh Kiu to Kiz—Kj Kk	Page
Kendall	49	Kerby - Kirby	65	Kesterson	79	Key - Keys	83
Kendrick	50	Kerhulus	66	Kestler	25	Kivett	88
Kenedy - Kennedy	51	Kern - Kerns	67	Kestner	86		
Kenesaw	52	Kerr	68	Ketcham	81		
Kennear	53	Kerrison	69	Kettle	82		
Kennemore	54	Kershaw	131	Kitchen-Kitchens--	84		
Kennerly	55	Kersting	69	Kitchin	84		
Kennett - Kinnett	56	Kirchner	70	Kittles	85		
Kennison	118	KiriaKides	71	Kittrell	86		
Kensett	57	Kirk	72	Kitts	87		
Kensey-Kinsey-Kinzy--	58	Kirkendall-Kirkendoll	73				
Kensie	58	Kirkland	74				
Kent	49	Kirkpatrick	75				
Keown	59	Kirksey	76				
Kinard - Kinnard	60	Kirkwood	77				
Kindley	61	Kirley	78				
King	62						
Kingoff	97						
Kinion	63						
Kinloch	64						

K

Ka
Ke
Ki
Kj
Kk

Kl	Page	Km Kn	Page	Koa to Kom	Page	Kon to Koz—Kp Kq	Page
Klein (See Cline)		Knebel	93	Koester	25	Kondros - Konduros	105
Kline-Klyne (See Cline).		Knecht	94	Kohn	104	Konstantine	132
Klinger	89	Knight	95	Kolb	129	Koon	106
Klippstein	89	Knighton	96			Koonce	107
Kloeckler	90	Knigoff	97			Kosoma	108
Kluge - Klugh	91	Knittel	179			Koury	109
Klutz	92	Knoblanch	98				
		Knott	99				
		Knowles - Knowls	100				
		Knox	101				
		Knuckles	102				

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.

REG. U. S. PAT. OFFICE
Chas. M. Smith
 County Indexes Since 1888
 An Identifying Trade Mark

The Gott Index Company,
 Columbus, Ohio

U. S. Copyright
 No. 108692

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACED OR WORN
 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 1 in regular numbers)
 104 buff sheets and 26 tab sheets go to make up complete Set No. 1 Split (designated by 1 in regular 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
 on this margin. Order tab sheets by alphabet lettering.

Kra Krb Krc Krd	Page	Kre to Krn	Page	Kro to Krz	Page	Ks Kt Ku Kv Kw Kx Ky Kz	Page
Kraft	110	Kreamer - Kremer	111	Krogue	130	Kueffner	113
Kramer	111			Krug	126	Kuhn	114
				Krum	112	Kuker	115
						Kupfer	116
						Kuykendall	73
						Kyle - Kyall	121

Kl
 Km
 Ko
 Kr
 Ku
 Kv-Kw
 Ky-Kz

F
 O
 P
 Q

Corporations and Firms

Page

Corporations and Firms

Page

REG. U. S. PAT. OFFICE *Chambers* County Indexes Since 1888
The Cott Index Company, U. S. Copyright
Columbus, Ohio No. 103632
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.