

MICROFILMED

APR 30 2002

# 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	Lowery-Lowry
Bear-Baehr	Lourie, etc.
Shafer-Schafer	Snyder-Snider
Sheffer-Shaefer	Schneider-Schnider
Read-Reed-Reid	Keyser-Keiser-Kizer
Kline-Klein	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.

# 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.

THE COTT INDEX CO. Index Specialists Since 1888 COLUMBUS, OHIO

MICROFILMED  
6-4  
DATE

McA McB	Page	McC	Page	McC—Continued	Page	McC—Continued	Page
McAbee	1	McCabe	12	McCorkle	40		
McAdams	2	McCain	13	McCormac - McCormack-	41		
McAfee	3	McCaleb	154	McCormic - McCormick	41		
McAliley	150	McCalister	4	McCourry	153		
McAlister-McAllister	4	McCall	14	McCown	42		
McArdle	148	McCalla	15	McCoy	43		
McArthur	145	McCallum-McCollum--	16	McCracken	44		
McAtee	5	McCullum	16	McCrady	45		
McAuley	6	McCamish	17	McCrary - McCreary	46		
McAvoy	8	McCard - McCord	18	McCraw	47		
McBee	7	McCarley	19	McCray - McCrea	48		
MacBeth	8	McCarrell	20	McCreight	25		
McBrayer	9	McCarson	21	McCrorey	49		
McBrearty	10	McCarter	22	McCue	50		
McBride	11	McCary	23	McCuen	51		
		McCaskill	24	McCullough	52		
		McCaslan	25	McCurry	53		
		McCauley	6	McCutcheon - McCutchen	54		
		McClain	26				
		McClanahan	27				
		McClary -Maclary--	28				
		McCleery	28				
		McClellan	29				
		McClenaghan	30				
		McCleskey	23				
		McClimon - McClimons'	31				
		McClintock	32				
		McClinton	151				
		McClure	33				
		McCoin	34				
		McColl	35				
		McCollock-McCullock	36				
		McCombs	37				
		McConnell <i>SEE ALSO HARVEY</i>	38				
		McConner	39				

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 case there is more than one column when necessary.

REG. U. S. PAT. OFFICE  
*DeWitt* County Indexes Since 1888  
 An Identifying Trade Mark  
 The Galleher Company  
 Columbus, Ohio  
 U. S. Copyright  
 No. 16852



McG	Page	McG—Continued	Page	McH McI McJ	Page	McK	Page
McGaha	77			McHaffie	90	McKay	94
McGarity	78			McHarge-	90	McKee - McKeel	95
McGarvey	79			McHugh	50	McKeever	96
McGaughey	147			McIntire - McIntyre	71	McKeithan-McKeithans'	97
McGee	80			McIntosh	91	McKellar-McKeller	98
McGehee	81			McIver	92	McKelvey	99
McGhee	82			McJunkin	93	McKenzie-McKinzie	100
McGill	83					McKeown - McKown	42
McGirt	84					McKie	101
McGlamery	85					McKinney - <i>McKinzie</i>	102
McGowan - McGowns	86					McKinnies	103
McGraw	87					McKinnon	104
McGregor	88					McKissick	105
McGriff	89					McKittrick	106
McGuire	152					McKnight	107
						McKoy	43

REG. U. S. PAT. OFFICE  
 The Gett Index Company, U. S. Copyright  
 Columbus, Ohio No. 108632  
 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.

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 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  
 on this margin. Order tab sheets by alphabet lettering.

McL McM	Page	McN McO McP	Page	McQ McR McS	Page	McT to McZ	Page
McLain - McLane	108	McNabb	123	McQueen	132	McTaggart	143
McLaurin	109	McNair	124	McQuown	132	McTindal	137
McLawhorn	110	McNamara	144	McRae	133	McTyer	138
McLean - McLin	111	McNeely	125	McSwain	134	McVey	146
McLees	112	McNeese - McNease	126	McSween	135	McWee	139
McLemore	113	McNeil-McNeill-McNiell	127	McSweeney	136	McWhite	140
McLendon	114	McNicol - MacNicol	128			McWhorter-McWhirter	141
McLeod	115	McNider - MacNider	129			McWilliams	142
McMahan - McMahan	116	McNinch	130				
McMakin	117	McPherson	131				
McManaway	118						
McManus	119						
McMeekin	149						
McMichael	120						
McMillan - McMillen-	121						
McMillian - McMillon	121						
McMinn	111						
McMurray	122						

Corporations and Firms

Page

Corporations and Firms

Page

REG. U. S. PAT. OFFICE *DeMott* County Indexes Since 1888 An Identifying Trade Mark  
The Cott Index Company, Columbus, Ohio U. S. Copyright 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.