

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 capacity, get another Binder and carry one or more when necessary until you have a Binder for each 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.

**THE COTT PRINTING & INDEX CO.**

Index Specialists Since 1888

**COLUMBUS, OHIO**

**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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**The Cott Printing & Index Co.**

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

**Loose Leaf Indexes and Loose Leaf Records**

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 48 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.

Com	Page	Con	Page	Coo	Page	Cop Coq	Page
Commercial	18	Connelly-Connolly	21	Cook-Cooke	25	Copeland	29
Commissioner-	19	Conner	22	Cooksey	26	Cope	125
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Compton	20	Conyers	24	Cooper	28		
Community	99	Congregation Beth Israel	124	Coon	153		
Commodity	128	Converse	85				
Combs	159	Consolidated	88				
Commonwealth	165	Conway-Calmes	96				
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		Construction	111				
		Connors	22				
		Consumer	131				
		Continental	133				
		Constan, Inc.	140				
		Connell	147				
		Conlan	161				

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Cor	Page	Cos Cot	Page	Cou Cov	Page	Cow Cox Coy Coz—Cp Cq	Page
Corbett	30	Coster	34	Couch	37	Cowan	43
Corbin	31	COSTNER	35	Coughlin	38	Coward	44
Cordell (See Caudell)	CA 41	Cothran	36	Counts	39	Cowart	45
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		Cotton States <sup>Ins. Co.</sup> Mutual	118	Covil	134		
		Costello	139	Courey	41		
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 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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Cra to Cre to Cri to Crn	Page	Cro to Cru to Crz—Cs Ct	Page	Cua to Cul	Page	Cum to Cuz—Cv to Cz	Page
Craft	48	Croft	57	Cudd	71	Cunningham	76
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Crenshaw	53	Crosland	62	Culbreth-Culbreath	95	Cushman	81
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Craver	120	Crotser	98				
Credithrift	141	Crosby	104				
Crittenden	123	Crossfield -Cross	105				
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Crafton	146	Crowder	109				
Cring	154	Cryovac Co.	112				
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Criswell	106	Crowell	127				
Creasy	152	Croxton	136				
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