Read Carefully These Instructions and Suggestions to Clerks and Others Using

COTT FAMILY NAME INDEXES

remaining.

4b, 4c, etc.

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 recorduntil 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

THE MAIN INDEX

Index, the Sub-Index being a guide to the page on

which such Family Names will be found.

7. Family Names appear together on the Main

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

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,

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

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.

9. In paging the Main Index, each sub-division or

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 COTT PRINTING & INDEX CO.

Index Specialists Since 1888

lower half of the same page.

COLUMBUS, OHIO



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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