

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.

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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Daa Dab Dac Dad	Page	Dae Daf Dag Dah Dai Daj Dak	Page	Dal Dam	Page	Dan Dao Dap Daq	Page	17
Dacus	1	Dailey	146	Dalton	2	Dancy	4	
D & W Manufacturing Co.	147			Damron	3	Daniel-Daniels	5	
D I Corporation	151			Dalrymple	115	Danneisser	169	
D.G.& W	166			Dalpiaz	133			
				Dale	164			
				Dallman	175			

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 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 28 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.

18

Dar	Page
Darby	6
Dargan	7
Darnell	83
Dark	92
Darracott	114

Das Dat Page

Dau Dav

Page Daw Dax Day Daz-Db Dc Dd Page

Davenport	8	Dawson	11
Davidson	9	Day	12
Davis	10	Dayton	13
		Dawkins	148
		Daywitt	85
		Dawsey	88
		Dawes	170

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D

Da

Dea Dia	Deb Dib	Dec Dic	Ded Did	Page	Dee Die	Def Dif	Deg Dig	Deh Dih	Dei Dii	Dej Dij	Dek Dik	Page	Del Dil	Dem Dim	Page	Den Din	Deo Dio	Dep Dip	Deq Diq	Page
Deal				14	Degner							20	Delk		22	Denton				30
Dean				15	Dietz							21	DelMonte		23					
Deason				16	Digh							125	DeLoach		24	Dendy				84
Dechant				17	Defense							93	Dempsey		25	Dennis				97
Dicken-Dickens				18	Dejay Stores, Inc.							102	Dill		26	Denson -Denison				118
Dickerson				19									Dillard		27	Dioguardi				150
Dickert				99									Dilleshaw		28	Denman				158
Dial				103									Dilworth		29	Denny				184
Dickard				106									DeMint		98					
Dick				144									Delta Finance Co.		126					
Deck				113									Delaney -Delany		127					
DeCamp				152									Dellinger		128					
Dealers Supple Company				117									DeLilse		129					
Deadwyler				121									Deluxe		130					
Dealco, Inc.				138									Delhi-Taylor Oil Corp.		131					
Dear				139									Delta		126					
Deboer				161									Demetri		135					
Dedmond				165									Del Bane		155					
Dickerman				168									Dillingham		172					
DeBruhl				174																
Dealer Service Plan				178																
Dickson				183																

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Der Dir	Page	Des Det Dis Dit	Page	Deu Dev Diu Div	Page	Dew Dex Dey Dez—Df Dg Dh Diw Dix Diy Diz—Dj to Dn	Page
Derrick	31	DeShields	32	Divver	33	DeYoung	34
Derby Heights, Inc.	101			Diversified	167	Dixie	35
Dirton	120	de Saussure	104	Develcorp Inc.	180	Dixon	94
				DeVere	181	DeWitt	157
Dermid	134	Dittmer	110			Dixieland Const.	176
Derden	136	DesChamps	116				
		Disher	162				
		DeTreville	171				

D

De Di

Doa Dob Doc Dod	Page	Doe Dof Dog Doh Doi Doj Dok	Page	Dol Dom	Page	Don Doo Dop Doq	Page
Dobbins	36			Doll	108	Donald-Donnald	43
Dobersten -Dobersten	37					Donaldson	44
Dobson	38			Domestic	140	Donnyhue-Donahoe	45
Dockery	39					Dooly	46
Dockins	40					Donkle	132
Dodd	41					Donnan	160
Dodson	42						
Dodenhoff	87						
Dobbs	123						

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Dor	Page	Dos Dot	Page	Dou Dov	Page	Dow Dox Doy Doz—Dp Dq	Page
Dorn	47	Dot	163	Douglass - Douglas	50	Dowden	52
Dorner	48	Doster	177	Dover	51	Downing	53
Dorroh	49			Dougherty	95	Downs - Downes	54
Dorr	89			Doucet	124	D'Oyley	55
Dorsey	145						
Dorwald	154						
						Dowis	78
						Downey	81
						Dowling	100
						Dow	156
						Dowd	159

D

Do

Dr Ds Dt	Page	Dua to Dul	Page	Dum to Duz	Page	Dv Dw Dx Dy Dz	Page
Drake	56	DuBose-DuBois	60	Dumit-Dumite	65	Dysart	77
Dreher-Dreyer	57	Ducker	61	Dunagin	66		
Drennon	58	Duckett	62	Duncan	67	Dyer	80
Drummond- Drummonds	59	Duckworth	63	Dunlap	68	Dykes - Dyke	82
Drawdy	153	Dudley	64	Dunn	69		
Dreser	79	Duck	90	DuPree - Dupre-	70		
Dreskin	86	Duff	109	Durdle	71		
Draper	91			Durham	72		
Dressler	119	Duffie	112	Durst	73		
		Duke	137	Dusenberry	74		
Draxel, Inc.	143			Duval-Duvall	75		
Drew	173			Dunwoody	76		
Driggers	182			Dunaway	96		
				Durant	107		
				Dushek	105		
				DuPont	111		
				Dutton	122		
				DuVernet	141		
				Dunbar	142		
				Dunford	149		
				Durry	158		
				Dunkin Donuts	179		
				Durrett	185		

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