

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.

Paa Pab Pac Pad	Page	Pae Paf Pag Pah Pai Paj Pak	Page	Pal Pam	Page	Pan Pao Pap Paq	Page
Pace	1	Page	4	Pallard	6	Panagakos	150
Pack	98	Painter	5	Palmer	7	Pane	8
Packer	2			Palmetto	107	Pannel - Pannell	9
Paden	3						
Padgett	123						

Names of similar spellings 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.

see U. S. *DeWitt* County Indexes Since 1899
 PAT. OFFICE An Identifying Trade Mark
 The Cott Index Company
 Columbus, Ohio
 U. S. Copyright
 No. 108682

Pea Peb Pec Ped Pia Pib Pic Pid	Page	Pee Pef Peg Peh Pei Pej Pek Pie Pif Pig Pih Pii Pij Pik	Page	Pel Pem Pil Pim	Page	Pen Peo Pep Peq Pin Pio Pip Piq	Page
Peace	23	Peebles - Peeples	26	Pelham	130	Pendergras	30
Peacock	135	Peed	147	Pelzer	29	Pennell	9
Peahuff	24	Peeko	148	Pilgrim	114	Pennington	31
Peale	149	Peeler	124			Pennoyer	139
Pearce - Pearse	28	Peery	37			Pentovol	33
Pearson	25	Peigler	27			Peoples	26
Peck	120	Piedmont	50			Pepper	34
Peden	3	Pierce - Peirce	28			Pinckney - Pinkney	52
Pickens	45	Pierson	25			Piney	53
Pickerel	46	Pietsch	136			Pinner	133
Pickett - Picket	47	Pike	51			Pinson - Penson	32
Pickle - Pickel	48					Piotrowski	152
Pickler	121					Piper	102
Picklesimer	49						

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.

see U. S. *DeWitt* County Indexes Since 1898
 PAT. OFFICE An Identifying Trade Mark
 The Gott Index Company
 Columbus, Ohio
 U. S. Copyright
 No. 108882

Pl Pm Pn	Page	Poa Pob Poc Pod	Page	Poe Pof Pog Poh Poi Poj Pok	Page	Pol Pom	Page
Plant	112	Poag	145	Poe	61	Poliakoff	63
Player	105	Poats	60	Poetz	62	Pollitzer	132
Pleasants	94			Poinsett	109	Pollard	6
Plexico - Plaxco	106					Pollock - Pollock's	129
Ploakis	151						
Plowden	56						
Plumlee - Plumbley-	57						
Plumbly - Plumley	57						
Plummer	58						
Plyler	59						

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
 An Identifying Trade Mark

The Cott Index Company
 Columbus, Ohio

U. S. Copyright
 No. 108832

Pra to Pri	Page	Prj to Prz	Page	Ps to Pz	Page	Q	Page
Pratt	142	Proctor	84	Puckett	103	Queen-Esther	90
Presbyterian	75	Professional	108	Pugh	138	Quickbuilt	113
Presher	104	Proffit - Proffitt	85	Pulliam	137	Quickel	100
Pressley - Priestley-	76	Provence	96	Purdy	125	Quillen	91
Pressly - Priestly -	76	Provident	86	Purington	87	Quinn	92
Prestley	76	Pruett - Pruitt	77	Putman - Putnam	88		
Prevost	97			Pyatt	126		
Prewett - Prewette-	77			Pym	146		
Prewitt - Prewitte	77			Pyron	89		
Price	78						
Prichard - Pritchard	79						
Pride	80						
Pridmore	81						
Priestley - Priestly	76						
Prince	82						
Pritchett - Pritchette	83						

Res. U. S. *Quinn* County Indexes Since 1898
 PAT. OFFICE An Identifying Trade Mark
 The Cott Index Company
 Columbus, Ohio
 U. S. Copyright
 No. 106832
 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.

Corporations and Firms

Page

Corporations and Firms

Page

Res. U. S. *DeWitt* County Indexes Since 1898 The Cott Index Company, U. S. Copyright
PAT. OFFICE *DeWitt* An Identifying Trade Mark Columbus, Ohio No. 108682
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.