

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.

C. M. Cott
 Registered U. S. Patent Office

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 for the indexing of all kinds of records, and for any number 10,000 up to 1,000,000 or more.

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Index Specialists Since 1888

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Baa Bab Bac Bad	Page	Bae Baf Bag Bah Bai Baj Bak	Page	Bal Bam	Page	Ban Bao Bap Baq	Page
Baarcke	1	Bagley	9	Balcombe - Balcome	17	Bancroft	28
Babb	2	Bagshaw	10	Balderson	18	Band	29
Babbington	3	Bagwell	11	Balding - Baldwin	19	Bandy	30
Baber	4	Bahan	12	Balentine - Ballentine	20	Bane - Banes	15
Bacle	5	Bailes	13	Balian	209	Bangle	31
Bacon	6	Bailey	14	Balkham	21	Bank	32
Bacot	7	Bain	15	Ball - Bald	22	Banker	33
Badger	8	Baird	9	Ballard	23	Banks (Family Name)	34
		Baker	16	Ballas	210	Bannister	35
				Ballenger - Ballinger	24	Bannon	36
				Ballew-Balliew-Balue	25	Baptist	37
				Baltz	21		
				Balyo	26		
				Bamvakas	27		

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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4

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.

Bar	Page	Bar—Continued	Page	Bas Bat	Page	Bau to Baz—Bb Bc Bd	Page
Barbare - Barbour-	38			Baskin	68	Baugh	79
Barber	38			Bass	69	Bauknight	80
Barbery - Barbrey	39			Bassett	70	Bauman	81
Barfield	40			Baswell	71	Baumgardner	82
Bargain	41			Batchelor	211	Bauskett	83
Barge	42			Bateman	72	Baxter	84
Bargiol	43			Bates	73	Bay-	216
Barker	44			Batesville	74	Baya	81
Barkett	45			Batson	75	Baylis	218
Barkley	46			Batterhan	76	Bay lor	83
Barksdale	47			Battle	77	Baynard	85
Barkshadt	48			Baty	78	Bayne - Baynes	15
Barmer	49						
Barmore	57						
Barnes	50						
Barnett - Barnette	51						
Barnhardt	52						
Barnwell	53						
Barr	54						
Barrett	55						
Barringer	56						
Barron	58						
Barrow - Barrows	59						
Barry	60						
Barsh	61						
Barshay	62						
Bartless	63						
Bartlett	64						
Barton	65						
Bartram	66						
Barwick	67						

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Bea Beb Bec Bed	Page	Bee Bef Beg Beh Bei Bej Bek	Page	Bel Bem	Page	Ben Beo Bep Beq	Page
Beach	86	Beeco	108	Belcher	114	Benavidez	222
Beacham	87	Beeks	109	Belew-Bellew-Belue	25	Benchoff	122
Beal	88	Beeman	90	Belk	115	Benefield-Beneyfield-	123
Beam	89	Beemer	220	Bell	116	Benfield - Bennefield	123
Beaman	90	Beeson	96	Bellinger	24	Benet - Bennett	124
Bean	91	Befamp, Inc.	110	Bellotte - Belotte	117	Benevolent	125
Beard	92	Behlen	111	Bellwood	118	Benjamin	126
Bearden - Beardon	93	Beiers	112	Belt	119	Bennice	127
Beasecker	94	Beigay	221	Belton	120	Benson	128
Beasley	95	Beigh	113	Bemiss	121	Benston	129
Beason	96	Beisley	63			Bentler	130
Beattie - Beaty	78					Bentley	131
Beaver - Beavers	97					Benton	132
Bebber	98					Bentz	133
Beck	99						
Beckham	100						
Beckman	101						
Becknell	102						
Beckwell	103						
Beckwith	104						
Beddingfield-Bedingfield	105						
Bedell	106						
Bedenbaugh	213						
Bedford	107						

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Bia Bib Bic Bid	Page	Bie Bif Big Bih Bii Bij Bik	Page	Bil Bim	Page	Bin Bio Bip Biq	Page
Bibb	150	Biediger	208	Billings	158	Binder	160
Bible	146	Biereley	150	Billingsley	159	Bindewald	161
Bice	147	Bigby	151			Bingham	214
Bicoff	148	Bigelow	152			Bips	162
Bidwell	149	Biggers	153				
		Biggs	154				
		Bigham	155				
		Bihari	156				
		Bikas	157				

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Bir	Page	Bis Bit Biu to Biz—Bj Bk	Page	Bl Bm Bn	Page	Bl Bm Bn—Continued	Page
Bird	163	Bisbikis	167	Black	172	Bloom	203
Birdsall	164	Bischoff	168	Blackburn	173	Blount	204
Birdsong	164	Bishop	169	Blackerby	174	Bloxdorf	219
Bireleys' Bottling Co.	165	Bissell	170	Blackmon	175	Blue	205
Birnie	166	Bivens - Bivings	171	Blackshire	174	Blumen	206
				Blackstock	176	Blumer	180
				Blackston - Blackstone	177	Blythe	207
				Blackwelder	178		
				Blackwell	179		
				Blackwood	180		
				Blaes	181		
				Blaine	182		
				Blair	183		
				Blake	184		
				Blakeley-Blakely--	185		
				Blakley	185		
				Blakey	186		
				Blalock	187		
				Blanchard	188		
				Blanchett	189		
				Bland	190		
				Blandford	191		
				Blankenship	192		
				Blanton	193		
				Blassengame-Blassingame	194		
				Blaum	195		
				Bleckley	196		
				Bledsoe	197		
				Blenis	217		
				Bliss	198		
				Blizzard	199		
				Blocker	200		
				Blois	201		
				Bloodworth	202		

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