

Read Carefully These Instructions and Suggestions to Clerks and Others Using
COTT FAMILY NAME INDEXES

Cott
 Registered U. S. Patent Office

An Identifying
 Trade Mark

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 written 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 expandable. When the loose leaf binder is filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing so when necessary until you have a Binder for each sub-division or unit. It is thus designed to last 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 sides of a sheet, the full name or group number may be used on the back of the sheet. This will insure that the name will appear on the lower half of the sheet.

If a name is not found in the index, check the Sub-Index for a possible error. If the name is not there, check the Main Index for a possible error. If the name is not there, check the Sub-Index for a possible error.

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.

GOTT INDEXING SYSTEMS FOR PUBLIC RECORDS AND COMMERCIAL USE

Patented by G. M. Gott and Patents Pending

THE COTT INDEX COMPANY

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

Loose Leaf Indexes and Loose Leaf Binders

COLUMBUS, OHIO, U. S. A.

THE COTT INDEX CO. Index Specialists Since 1884 **COLUMBUS, OHIO**

U. S. Copyright No. 403632

Ka Kb Kc Kd	Page	Kea Keb Kec Ked Kia Kib Kic Kid	Page	Kee Kef Keg Keh Kei Kej Kek Kie Kif Kig Kih Kii Kij Kik	Page	Kel Kem Kil Kim	Page
Kaericher	134	Keadle	16	Kee	23	Kelch	34
Kalatges	1	Kearney	17	Keeler	24	Kell	35
Kaplan	2	Kearns	16	Keels	25	Kellam	36
Karelitz	3	Keasler	18	Keenan	26	Kellar - Keller	37
Karesh	4	Keason	19	Keener	27	Kellett	38
Karling	5	Keating	20	Keese	28	Kelley - Kelly	39
Karns	6	Keck	21	Keever	29	Kellner	40
Karolyi	7	Kidd	22	Keftner	30	Kelso	41
Karpf	8			Kehoe	136	Kemp	42
Karr	9			Keil	31	Kilbourne	43
Karst	10			Keisler	18	Kilby	44
Karsten	11			Keith	32	Kilgo	45
Katz	12			Kiester	33	Kilgore	46
Kaufman	13					Killian	47
Kay	14					Killingsworth	48
Kaylor	15					Kilpatrick	49
						Kilpin	50
						Kimbell-Kimbelle--	51
						Kimball	51
						Kimbo	132
						Kimbrough	52
						Kimmel - Kimmell	53
						Kimmel-Teak	53
						Kimmons	55
						Kimzey	56

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 rows that are column when necessary.

REG. U. S. PAT. OFFICE *Wm. M. Coats* County Indexes Since 1888
 The Coats Index Company, Columbus, Ohio
 U. S. Copyright No. 109632

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.

Ken Keo Kep Keq Kin Kio Kip Kiq	Page	Ker Kir	Page	Kes Ket Kis Kit	Page	Keu to Kez—Kf Kg Kh Kiu to Kiz—Kj Kk	Page
- Kendall	63	Kerhulas	72	Kesterson	54	Key	94
Kendrick	57	Kern	73	Kestler	87	Keys	95
Kennedy	58	Kernells	25	Kestner	133	Kivett	96
Kenesaw	59	Kerns	74	Ketchum	126		
Kenmore	60	Kerr	75	Kettle	88		
Kernerly	61	Kershaw	76	Kiser	89		
Kennett - Kinnett	62	Kersting	130	Kitchen - Kitchens-	90		
Kennon	68	Kirby - Kerby	71	Kitchings	90		
Kensett	63	Kirchner	77	Kittles	91		
Kent	64	Kiriakides	78	Kittrell	92		
Keown	128	Kirk	79	Kitts	93		
Kinard	65	Kirkendall	80				
Kind	66	Kirkland	81				
Kindley	127	Kirkley	82				
King	67	Kirkpatrick	83				
Kingoff	105	Kirksey	84				
Kinion	68	Kirkwood	85				
Kin Kannon	68	Kirley - Kerley	86				
Kinloch	69						
Kinsey - Kinzy	70						

K

