

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.

*Chas McCott*  
Registered U. S. Patent Office

An Identifying  
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## 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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RECORDS AND COMMERCIAL USE

Patented by C. M. Cott and Patents Pending

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Faa Fab Fac Fad	Page	Fae Faf Fag Fah Fai Faj Fak	Page	Fal Fam	Page	Fan Fao Fap Faq	Page
Faber	113	Fagg	1	Falcon	4	Fant	5
F. M. W. Corp.	141	Fair	2	Falkner (See Faulkner)	15	Fancher	100
Faasen	178	Fairview	3			Fanning	101
Fabbri	113	Fagan	104	Famula	90	Fann	194
		Faith	134	Falls	93	Fantauzzi	209
		Faircloth	168				
		Failor	225				
		Fain	227				

8-4-71

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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 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.

Far	Page
Faress-Faris	6
Farmer-Farmers'	7
Farney	8
Farnsworth	9
Farquhar	10
Farr	11
Farrar ( see also)	12
Farroh-Farrow " "	13
Farkas	85
Farnham	109
Farrell	130
Farry	175
Farley	213
Farthing	217
Farotto	238

Fas Fat	Page
Fatovic	92
Fasano	184
Fassen	187

Fau Fav	Page
Faubion	92
Faulkner	15
Faulkenberry	136
Faust	156
Faurote	163
Favors	165
Faucette	192
Faulk	221

8-4-71

Faw Fax Fay Faz—Fb Fc Fd	Page
Fazio	14
Fayssoux	136
Fayard	156
Fazlollah	163
Faw	165
Fayonsky	192
Fawcett	221
Fay.	198

F

Fa

Fea Feb Fec Fed Fia Fib Fic Fid	Page
Feaster	17
Federline	108
Featherstone	170
Fickett	180
Ficklín	183
Fiddler	191
Featherknit Fabrics	196
Featherston	170
Fidelity	220
Fiber Industries Inc.	230
Fickel	239

Fee Fef Feg Feh Fei Fej Fek Fie Fif Fig Fih Fii Fij Fik	Page
Feindel	18
Field-Fields	19
Fife	20
Feinman	142
Fienup	190
Fegan	206
Files	
Fillers	

8-4-71

Fel Fem Fil Fim	Page	Fen Feo Fep Feq Fin Fio Fip Fiq	Page
Fellers	21	Fennell	23
Felker	22	Finch	24
Felstow	133	Fincher	25
Felton	148	Findley-Finlay-Finley	26
Feltman	155	Fink	27
Feldmann	162	Fenwick	87
Files	193	Finney	99
Fillers	223	Pioretta	106
		Finesey	114
		Fine	118
		Fenton	138
		Finstein	150
		Finklea	161
		Finlayson	176
		Fondley	26
		Fenyvès	205
		Finger	208

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Fer Fir	Page	Fes Fet Fis Fit	Page
Ferguson	28	Fischbach	30
Ferrell	29	Fischer-Fisher	31
First	160	Fitts -Fitz	32
Fernandez	167	Fitzgerald	33
Fessler	179	Fitzpatrick	115
		Fetzer	139
Feronti	189	Fesperman	157
Ferrata	202	Fite	174
Fernwood Sales	226	Fessler	235

Feu Fev Fiu Fiv	Page	Few Fex Fey Fez—Ff Fg Fh Fiw Fix Fiz—Fj to Fn	Page
Five Twenty Realty/ Corp.	132	Few	34
Feuer	169	Fewell	145
		Flack	35
		Fladger	36
		Flanagan - Flanigan-	37
		Fleming-Flanning	38
		Fletcher	39
		Flinkingsh	40
		Flinkingshe	40
		Flowers	
		Floyd	
		Flynn-Flinn 43	
		Fleury	
		Fleetwood	
		Flanders	
		Flory	
		Flow - Flows-	123
		Flaspoehler	127
		Flounders	164
		Fleenor - Fleener -	171
		Flint	177
		Fluent	185
		Flansburgh	199
		Fleet	236

8-4-71

F

Foa Fob Foc Fod

Page Foe Fof Fog Foh Foi Foj Fok

Page

Fol Fom

Page

Fon Foo Fop Foq

Page

Foil - Foiles -  
Foister  
Fogie  
Fogle  
Fojtik  
Fogleman

44 Folk - Folks  
45 Folsom  
97 Folio  
131 Follett  
154  
232

46 Fonda  
96 Fonville  
137 Fone  
224 Fooshe  
Fondy

47  
48  
203  
116  
47

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For	Page
Ford	49
Fore	50
Forest-Forrest	51
Forester-Forrester-	52
Forister	52
Fortenberry	53
Fortner	54
Fortune	55
Fortson	120
Forman - Foreman -	129
Forbis	143
Forsythe	144
Forehand	152
49' ER RANCH	215
Formoe	237

Fos Fot	Page
Foschini	56
Fossett	57
Foster	58
Fottrell	151
Fotos	218

Fou Fov	Page
Foulks (See Folks)	46
Fountain Inn	98
Fountain	126
Fournier	166
Fourton	188
Fouke	46
408 North Church St. Inc.	234

8-4-71

Fow Fox Foy Foz-Fp Fq	Page
Fowler	59
Fox -Foxx	60
Foxworth	61
Fowlkes	46
Foy	119

Fra Frb Frc Frd	Page	Fre to Frn	Page	Fro to Frz	Page	Fs Ft-Fu to Fz	Page
Frady	62	Freeman	67	Frost	76	Fulbright -Fullbright	78
Francis - Frances	63	Freeze	68	Fry-Frye	77	Fuller	79
Frank-Franks - Franke -	64	French	69	Fryfogle	107	Fulmer	80
Franklin-Franklyn	65	Frick-Fricks	70	Frohlich	173	Funderburk-Funderburke	81
Fraser-Frazier-Fraizer	66	Fridal	71	Frogue	197	Funk	82
Frasher	66	Friday	72	Froehling & Robertson, Inc.	207	Furman	83
Frager	135	Friddle	73	Frontier	241	Futch	84
Franck	64	Frier - Friar	74			Fulton	140
Franklow	158	Frierson	75			Furcron	86
Fraylick	181	Frilick	201			Fuseler	95
Fraley	182	Freeland	89			Furr	153
Frasure	66	Fritz	94			Fulcher	195
Frahm	211	Fritton	110			Fulghum	186
Frampton	216	Friedman	112			Furlong	204
Franzen	222	Frischholz	121			Furry	219
Franco	231	Freedom	124			Furstenberger	229
		Freed	125			Fulp	240
		Frederick	128			Fuzy	243
		Frey	146				
		Free	147				
		Freeborn	149				
		Fremont	228				
		Freshour	159				
		Fruechtenicht	200				
		Friffith	210				
		Fred-Joan Realty	212				
		Fretwell	214				
		Fredrickson	233				
		Friend	242				

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**Corporations and Firms**

**Page**

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**Page**

