

JAN 02 2003

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*, *Debrocki* 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 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, odd numbered page. If any order is attempted it should be to put the largest group on the left, and so on, a matter of convenience. It is to be noted that time has demonstrated that the system here shown on all the pages of this Index is the best and most practical one for the purpose. It is the only one that will work and it is the only one that is simple and easy to use. It is the only one that is cheap and it is the only one that is the best.

If any person is not satisfied when beginning the Index or continuing it, they are 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 divide Names, according to the designations printed thereon.

The General Index can be ruled in any manner required, and is suitable for the indexing of all kinds of records, and for any number of pages, 10,000 up to 1,000,000 or more.

COTT INDEXING SYSTEMS FOR RECORDS AND COMMERCIAL USE

The Cott Patent

INDEX BOOKS AND BINDER FOR RECORDS AND COMMERCIAL USE

Loose Leaf Index

THE COTT INDEX CO.

Index Specifications 1911 **COLUMBUS, OHIO**

Taa Tab Tac Tad	Page	Tae Taf Tag Tah Tai Taj Tak	Page	Tal Tam	Page	Tan Tao Tap Taq	Page
Taber-Tabor ✓	1	Taff-Taft-Taaffe ✓	3	Talbert ✓	4	Tankersley ✓	7
Tadlock ✓	2	Taffer ✓	150	Tallant-Tallent ✓	5	Tanner - Tanner's ✓	8
T-B Investment Co. ✓	131	Takacy ✓	172	Talley-Tally ✓	6	Tannery ✓	9
Tabbut ✓	138			Taleff ✓	238	Tansill ✓	10
Taaffe ✓	3			Tallon ✓	254	Tapp ✓	11
Tackett ✓	204					Tanksley ✓	7
Tabackman ✓	211					Tant ✓	246
Taddeo ✓	227					Tapper ✓	247
Table ✓	243						

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REG. U. S. PAT. OFFICE *Chemical* County Indexes Since 1898
 The City Index Company, Columbus, Ohio
 U. S. Copyright No. 105652
 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.

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)
 82 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.

Tar	Page	Tas Tat	Page	Tau Tav	Page	Taw Tax Tay Taz—Tb Tc Td	Page
Tarrant - Tarrants	✓ 12	Tasciotti	✓ 14			Taylor - Taylors -	✓ 19
Tart -Tarte	✓ 13	Tassej	✓ 15			✓Tays	✓ 129
Tarleton	✓ 137	Tate	✓ 16				
Tarbell	✓ 145	Tatem-Tatom-Tatum	✓ 17				
Tarbox	✓ 151	Tatham	✓ 18				
Tarpley	✓ 220						
Tarter	✓ 250						

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Tea Teb Tec Ted Tia Tib Tic Tid	Page	Tee Tef Teg Teh Tei Tej Tek Tie Tif Tig Tih Tii Tij Tik	Page	Tel Tem Til Tim	Page	Ten Teo Tep Teq Tin Tio Tip Tiq	Page
Teague	✓ 20	Teel	✓ 25	Temple	✓ 27	Tench	✓ 35
Teal (See Teel)		Tigert	✓ 26	Templeton	✓ 28	Tindal-Tindall	✓ 36
Teasley	✓ 21	Tift	✓ 126	Tilley - Tillie	✓ 29	Tinsley	✓ 37
Teat	✓ 22	Tierney	✓ 173	Tillotson	✓ 30	Tipton	✓ 38
Tedards	✓ 23	Teems	✓ 189	Tilson	✓ 31	Tippin	✓ 207
Tidwell	✓ 24	Teer	✓ 233	Timmerman	✓ 32	Tippett	✓ 107
		Tiedeman	✓ 256	Timmons	✓ 33	Penny - Tenney	✓ 114
Tice	✓ 106			Timms-Tims	✓ 34	Tenery	✓ 123
Tedson, Inc.	✓ 124					Tennyson	✓ 171
Teaster	✓ 128			Tilman - Tillman-	✓ 105	Tingle	✓ 194
Tebo	✓ 163			Tiller	✓ 111	Tenfold, Inc.	✓ 201
				Tillison	266	Ten Eick	✓ 216
Tibbetts	✓ 164					Tennessee	✓ 223
Tibbs	✓ 188					Tingen	✓ 230
Tichi	✓ 191					Tinkham	✓ 234
Teachey	✓ 213					Tino	✓ 244
Tedford	✓ 226					Tinnell	✓ 262
Tebalt	✓ 235						

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An Identifying Trade Mark

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 92 buff sheets and 20 tab sheets go to make up complete Set No. 1 Regular (designated by regular numbers)
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Ter Tir	Page	Tes Tet Tis Tit	Page	Teu Tev Tiu Tiv	Page	Tew Tex Tey Tez—Tf Tg Tiw Tix Tiy Tiz	Page
Terrell-Terrill	✓ 39	Tester	✓ 146			Texize Chemicals Inc.	✓ 41
Terry	✓ 40					Textile	✓ 42
Terenzio	✓ 132	Tisdale	✓ 183			Tew	✓ 202
Terrace, Inc	✓ 154					Tizzano	✓ 215
Tires, Inc.	✓ 217	Tesner	✓ 196			Tewell	✓ 258
Terkelsen	✓ 218	Tetroault	✓ 219				
Terminal	✓ 221	Teseniar Titchener	✓ 236 ✓ 245				

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Tha to Thh	Page	Thi to Tho—Thp Thq	Page	Thr to Thz—Tj Tk	Page	Tl to Tn	Page
Thacker	✓ 43	Thiele	✓ 47	Thrasher	✓ 54		
Thackston	✓ 44	Thomas	✓ 48	Threatt-Threatte	✓ 55		
Thames	✓ 45	Thomason-Thomasson	✓ 49	Thrift	✓ 56		
Theodore-Theodorou	✓ 46	Thompkins	✓ 50	Thruston-Thurston	✓ 57		
Therrell (See Terrell)		Thompson-Thomson	✓ 51	Thurmond	✓ 58		
Thermal Belt Tel. Co.	✓ 185	Thornhill	✓ 52	Thwaite	✓ 59		
Theatres-Theatre -	✓ 198	Thornton	✓ 53	Thrailkille-Thraikill	✓ 113		
Therrien	✓ 224	Thielke	✓ 130	Throckmorton	✓ 139		
Tharpe	✓ 242	Thode	✓ 148	Threadgill	✓ 147		
Thaxton	✓ 44	Thoreson - Thoresen	✓ 156	Thrower	✓ 174		
		Thorsten	✓ 161				
		Thorne	✓ 253	Threlkeld	✓ 113		
		Thibault	✓ 184				
		Thourmond	✓ 58				
		Thigpen	✓ 237				
		Thorpe	✓ 249				

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Tua to Tul	Page	Tum to Tup Tuq	Page	Tur to Tuz	Page	Tv Tw Tx Ty Tz	Page
Tuck	✓ 87	Tumblin - ^{Tumblin} Tumlin	✓ 90	Turberville-Turbeville	✓ 91	Tweed	✓ 96
Tucker	✓ 88	Tumbleston	✓ 231	Turnbull	✓ 92	Tygart (See Tigert)	
Tullis-Tullos	✓ 89	Tuohy	67	Turner	✓ 93	Tyler	✓ 97
Tull	✓ 136			Turrentine	✓ 94	Tyner	✓ 98
				Tuten	✓ 95	Tyrus - Tyus	✓ 99
				Tutterow	✓ 103	Tzinieris	✓ 100
				Turpin	✓ 117	Tzouvelekas	✓ 101
				Turney	✓ 166	Tyus	✓ 99
				Turnage	✓ 169	Tysl	✓ 135
				Turbyne	✓ 170	Tyre	✓ 141
				Turnmire	✓ 182	Twitty	✓ 177
						Twomey	267
						Tyson	✓ 187
						Tynes	205
						Tyminski	210
						Twigg	232
						Tye	239
						Twenty Two	241
						Two Hundred	265

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