

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-Schaefer
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
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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 sub-divide 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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X	Page	Ya Yb Yc Yd	Page	Ye to Yi to Yn	Page	Yo to Yz	Page
		Yakub	1	Yeargin-Yeargins	7	Yongue	12
		Yancey - Yancy	2	Yearwood	8	York	11
		Yandle	3	Yeomans - Yeoman	9	Young	12
		Yarborough-Yarboro--	4			Youngblood	13
		Yarbrough - Yarber	4	Yesbeck	25	Younts-Yount	14
		Yarn	5			Yown - Yon	15
		Yates	6	Yelton	33	Yow	16
		Yadow	29	Yeager	35	Yonce	30
		Yarbray	34	Yearick	37	Younger	10
		Yarrow	53			Yockey	47
		Yale	40	Yike	48	Yockel	47
		Yakin	68			Yost	55
		Yarb	45			Yonick	59
		Yacobi	51			Younginer	61
		Yauslin	57			Yocum	62
						Yorktown	66

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 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)
 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.

Za Zb Zc Zd	Page	Ze to Zi to Zn	Page	Zo to Zt	Page	Zu to Zz	Page
Zachary	17	Zimmerman	22	Zornes	38	Zupan	23
Zack	18	Zeim	28			Zyki	24
Zaglin	19	Zelman	32			Zum	41
Zalants-Zalents	20					Zuest	49
Zane	21	Zeliff	36			Zweigle	54
Zachariades	26						
Zachman	27	Zivkovic	39			Zucchi	60
Zahka	31					Zobrist	67
Zalkind	43	Zimowski	42			Zucker	69
Zaharis	46	Zerbst	44				
Zaitz	52	Zegalia	50				
Zavitz	64	Ziska	56				
		Zercher	58				
		Zellner	63				
		Zeller	65				

X
 Y
 Z

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Page

Corporations and Firms

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