## 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.
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- 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.

### 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.
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- 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.
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If any point is not stear at you when beginning the Index or continuing its usual prays feel free to write the manufacturer, who was assertuly reply a say questions regarding the proper working of the states.

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 coing the 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 COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO



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.

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# COTT INDEXING SYSTEMS FOR PRIME RECORDS AND COMMERCIAL UNIT

Patented by C. M. Cott and Patents Pending

## THE COTT INDEX COMPANY

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Patented by C. M. Cott and Patents Pending

THE COTI

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Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-in-different ways the name is spelled, duplicating the name in more than one column when necessary. PAT. OFFICE CLASSIFICATION An Identifying Trade Mark

The Cott Index Company Columbus, Ohio

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8 Bro to Brt Page Bro to Brt-Continued Bru Bry Brw Brx Page Page Bry Brz-Bs Bt Page Broadax 59R Bruce-Bruice 66 Bryan 68 Broadus 59E Brummett Bryant 69 Broadway 59E Brunet Bryce 66J Brook 59 Brunk 68D Bryer Brockman 60 Bruns Brymberry 60F Brook - Brooks Brunson Bryson 70 Brooken 62B Bruse Brooksher Bruton 65D Brookshier--Brookshire Brothers Brown Browne 638 Brownfield 62B Browning 64 MPORTANT SHEETS WHEN BY USE To go to make up complete set No. 0 (design to to make up complete Set No. 1 Regular go to make up complete Set No. 1 Split under up complete Set No. 1 Split When exdering ene or more buff abeets on this margin. Order tab sheets by a Brownlee 65 Broyles 68D 75 P 

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PART. OFFICE County Indexes Since 1888

An Identifying Trade Mark

Fig. Columbus, Ohio

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