#### 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-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 COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

#### 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.

Clas M.Cott

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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.

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.

# COTT INDEXING SYSTEMS FOR PUBLIC RECORDS AND COMMERCIAL USE

Patented by C. M. Cott and Patents Pending

### The Cott Printing & Index Co.

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T	Page	Ja	Page	Ja-Continued	Page	Jb Jc Jd—Je to Jn	Page
Industrial	1 age	÷	- <b>-</b> 5	J. <b>J.</b> J.	3	Jefferson (See page 82) Jenkins	
Ingle	2	☑ - 기계: 기계: - 기계:	6	•		Jenkins	14 15
Irvin-Irving	3		7	1. 2 · · ·	a constant	Tenkinson	16
Ivey - Ivie	1		8			Jennings	17
Ivester	52	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	9			Jerrard (See Jarrard)	11
Independent	32	Janes-Jaynes	100			Jervey	18
Insurance Commissioner	34	Jarrard	ii		i un richadore	Jester	19
Ingeld	35	Jay	12			Je ter	20
Interstate	39	Jannino	13		e to i cum desp	Jefferies - Jeffrey	37
Indsey	41		71			Jetton	59
Inman Agency, Inc.	42	11	46		an an an and and	Jiffy	64
Inman Fed.S. & L. Assn.	: 1	ii .	66			Jeffrey	37
Ironrite, Inc.	43		58	91		Jeffers	80
Ireland		Jafek	58			Jeffersen S. fage 82) Jenk's	82
Iseman	44	J & N. Home Imp.	72			Jenk · s	00
Imperial 'SOURACL. Inc.	1 .	Janitor's	128			ブルブ	84
Irish Investors	47	Tempon	1			O(4.3	87
<del>  </del>	62	Janzen	81			Jernigan	89
Ideal	48	jhj	84				
Inman	+	Jain	95				
Investment Ten, Dar. Investment Ting Co., the	49	oain	190		The state of the s		
<b>11</b>	49		<del> </del>				
Isensee Inland	50 50		- Constitution (description)				1
Ingram	51						
Iselin	53						
Imhoff	54						
Institute	55						
International	57 68						
I & S Builders	68						4
Insurance	34	J Isbell	87		motorie cultural		
IDS Credit Corp. IDS Homes Corp.	. 69 69			-			
Ince, G. R.	70	Imbriace	88		-		
Iler	73	V	90			<b>4</b>	-
Iron Works, Inc.,	77	Inn Keepers Supply	93				
Inglesby	83						
THERAM DITA THOVALL	100	And the second s	الدويو يقونوا أريو				

REG.U.S. County Indexes Since 1886 The Cott Index Company, U.S. Copyright PAT. OFFICE CAMPACHE An Identifying Trade Mark Columbus, Ohio No. 103632 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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Johanson	Page 21		Page	Jp to Jz Judd	Page 28	<del>  </del>	Page
Johns	22		1	Judson	29	TIT .	
Johnson-Johnston	23			Juham-Juhan	30		
Jones	24			Judy	31	ł()	
Jordan-Jordon	25			Julian	33	10	
Joseph	26			Justice	36		
Jolley, Jolly Joyner	27 38			Justa Juster	<b>75</b> 92		
Johstono Jobe	40 65						
Joner	45						
Joines	56						ļ
Jordal	63						and the same
Jobud, Inc.	67						ļ
Johnsosk	74 76						100 P 11 No. 100 P 100 P
J.O.F. INC. Jo-Ed Associates	<b>79</b> 85						<i>*</i>
Joyce Equipment Co. Joint	9 <b>1</b> 94						
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