

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 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.

*C. M. Cott*  
Registered U. S. Patent Office

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.

*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 INDEX COMPANY

INDEX BOOKS AND INDEX SYSTEMS INSTALLED  
FOR STATE, COUNTY AND MUNICIPAL RECORDS

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

U. S. Copyright No. 103632

MICROFILMED

JUL 25 2002

MICROFILMED

6-17-71

DATE

Gaa Gab Gac Gad	Page	Gae Gaf Gag Gah Gai Gaj Gak	Page	Gal Gam	Page	Gan Gao Gap Gaq	Page
Gabriel	1	Gaffney	2	Galbreath	167	Gandy	146
Gaddy	155	Gage	3	Gale (See Gayle)	143	Gantt	10
		Gailard - Gaillard-	4	Gallagher	6	Gapen	149
		Gailliard-Gallard	4	Gallamore	7		
		Gaines	5	Gallivan	153		
		Gaither	157	Gallman	172		
				Galloway	8		
				Galphin	135		
				Gamble - Gambel --	9		
				Gambrel - Gambrell	9		

Names of similar spellings 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.

U. S. Copyright  
 No. 108682  
 The Cott Index Company  
 Columbus, Ohio  
 Copyright 1968  
 U. S. Patent  
 No. 3,456,789

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)  
 52 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.

Gar	Page	Gas Gat	Page	Gau Gav	Page	Gaw Gax Gay Gaz—Gb Gc Gd	Page
Garage	121	Gash	22	Gault	26	Gaylard - Gaylord	4
Gardner	12	Gaskin	133			Gayle	143
Garing	13	Gassaway	23				
Garlington	14	Gaston	24				
Garmany	15	Gates	25				
Garner	16	Gathings	145				
Garnett	168	Gatling	173				
Garraux	11	Gatti	141				
Garren	17						
Garrett	18						
Garrison	19						
Garwood	20						
Gary	21						

Gea Geb Gec Ged Gia Gib Gic Gid	Page	Gee Gef Geg Geh Gei Gej Gek Gie Gif Gig Gih Gii Gij Gik	Page	Gel Gem Gil Gim	Page	Gen Geo Gep Geq Gin Gio Gip Giq	Page
Gibbons	38	Geer	27	Gilbert	43	Genoble	159
Gibbs	39	Geiger	176	Giles	44	Gentry	29
Gibson	40	Geilfuss	164	Gilfillan - Gilfillin	45	George - Georges	30
Gidley	41	Gifford	166	Gilkerson	150	Georgusis	31
		Gignilliat	42	Gilkey	122	Ginn	128
				Gill	179	Ginnings (See Book "J")	
				Gillespie	46		
				Gilliam	123		
				Gillian-Gillelan-Gillins-	28		
				Gillians - Gellians	28		
				Gilliard-Gillard-	4		
				Gilyard	4		
				Gillies	178		
				Gilliland	125		
				Gilmer	47		
				Gilmore	134		
				Gilreath	49		
				Gilstrap	50		

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.

GEO. U. S. COUNTY INDEXES SINCE 1898  
 PART OF THE  
*Geo. M. Wells*  
 AUTHENTICATING TRADE MARK  
 THE COTT INDEX COMPANY  
 COLUMBUS, OHIO  
 U. S. COPYRIGHT  
 NO. 108682

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 of more buff sheets (broken sets) give complete numbers, etc., appearing  
 on this margin. Order tab sheets by alphabet lettering.

Ger Gir	Page
Gerald - Gerrald	32
Gerisch	34
Gerrald	32
Girard - Gerard	33
Girley	51
Girls!	160
Girthrie	52

Ges to Gez—Gf Gg Gh Gis to Giz—Gj Gk	Page
Geter	35
Getsinger	36
Gettys	163
Gholikely	37
Gist	170
Givens	118

Gl Gm Gn	Page
Glasby	127
Glasco	53
Glass	175
Glazener	54
Gleason	162
Glenn	55
Globe	126
Glover	56
Glymph - Glymps	57

5555

Goa Gob Goc God

Page

Goddard . 58  
Godfrey . 59

Goe Gof Gog Goh Goi Goj Gok Page

Goforth . 169  
Goggins . 158  
Goins . 60

Gol Gom

Page

Golden . 61  
Goldsmith . 62  
Goldstein . 63  
Golightly - Golikely . 37

Gon Goo Gop Goq

Page

Gooch . 64  
Good - Goode . 65  
Goody . 151  
Goodjion-Goodjions-- . 66  
Goodjoins . 66  
Goodlett . 67  
Goodman . 124  
Goodnough . 130  
Goodwin - Goodwyn . 68  
Goodyear . 137

TRADE MARK  
U. S. PAT. OFFICE  
The Cott Index Company  
Columbus, Ohio  
U. S. Copyright  
No. 108882  
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.

Gor		Page	Gos Got		Page	Gou Gov		Page	Gow Gox Goy Goz—Gp Gq		Page
Gordon	- Gordan	69	Gosa		70	Godelock		147	Gowan-Gowen-Gowens		74
Gore		139	Gosnell		71	Gould		73	Gower		75
			Gossett		72				Goza		70

Gra Grb Grc Grd	Page	Gra Grb Grc Grd—Continued	Page	Gre to Grn	Page	Gre to Grn—Continued	Page
Grace	76			Green - Greene	88		
Graddick - Gradick	77			Greenfield	89		
Grady	78			Greenleaf-Greeneleaf	148		
Graham - Grayham	79			Greenlee	90		
Grahl	152			Greenville	91		
Gralton	144			Greenway	92		
Grandchamp	140			Greer - Grier	93		
Grand Opera	80			Gregg - Greggs - Griggs	94		
Grandy	81			Gregorie - Gregory	95		
Granger	82			Grenshaw	96		
Grant	83			Gresham - Grisham	97		
Grasty	142			Grey	85		
Graves	84			Gribble	171		
Gravley	156			Grice - Grise - Grist	98		
Gray	85			Gridley	99		
Graydon - Grayden	86			Griffin	100		
Grayham	79			Griffith	101		
Grayson	87			Grimes	102		
				Grimsley	161		
				Griner	103		
				Grinnell	104		

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.





Corporations and Firms

Page

Corporations and Firms

Page

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.

REG. U. S. PAT. OFFICE  
*Chambers*  
County Indexes Since 1898  
An Identifying Trade Mark

The Cott Index Company,  
Columbus, Ohio

U. S. Copyright  
No. 108682