

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 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.

**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.

THE COTT INDEX CO. Index Specialists Since 1888 COLUMBUS, OHIO

U. S. Copyright No. 103632

Waa Wab Wac Wad	Page	Wae Waf Wag Wah Wai Waj Wak	Page	Wal	Page	Wam Wan Wao Wap Waq	Page
Waddell	1	Wagner - Wagener	1F	Walden	4G		
Waddill	1C	Wait-Waites-Waits	2	Waldrep - Waldrip -	4		
Waddle	1E	Wakefield	3	Waldrop	4		
Wade	1E			Walker	5		
Wadkins	13			Wall	6		
Wadsworth	1F			Wallace	7		
				Walling	4H		
				Wallis	7F		
				Walls	6B		
				Walter	4H		
				Walton	4H		

REG. U. S. PAT. OFFICE *Chemists* County Indexes Since 1898  
 The Gott Index Company Columbus, Ohio  
 U. S. Copyright No. 108682  
 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.



Wea Via	Web Wib	Wec Wic	Wed Wid	Page	Wee to Wek Wie to Wik	Page	Wel Wil	Page	Wel—Continued Wil—Continued	Page
Wearn				15B	Weeks	16B	Welborn - Welborne	18		
Weathers				15B	Wehrle	16B	Welch - Welsh	18B		
Weaver				15	Weir	10H	Welchel	18B		
Webb				16	Weisner	16B	Weldon - Welden	19		
Webster				17	Wier	10-I	Wells	20		
Wedop				15B	Wiggins	10-I	Wilbank	35		
Wick				10-I	Wiggington - Wigington-	34	Wilbanks - Willbanks	35		
Wickliff - Wickliffe				33	Wiginton	34	Wilber - Wilbur	10-I		
Wicoff				10-I			Wilbourn - Wilburn	18		
Wideman				10-I			Wilcox	10-I		
							Wilder	10J		
							Wildon	19		
							Wilkerson	38B		
							Wilkes	37JJ		
							Wilkins	36		
							Wilkinson-Wilkenson	38B		
							Williams ✓	37		
							Williamson	38		
							Williman - Willeoman	39		
							Willimon	39C		
							Willingham	37JJ		
							Willis	40		
							Wills	41L		
							Wilmer	37JJ		
							Wilson - Willson	41		

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.

See U. S. Census Bureau County Indexes Since 1888  
 Pat. Office *Chambers* An Identifying Trade Mark  
 Columbus, Ohio  
 The Cost Index Company  
 U. S. Copyright No. 108632



Wha to Whe to Whh	Page	Whi to Whz—Wj to Wn	Page	Woa to Wom	Page	Won Woo Wop Woq	Page
Whaley	29-I	Whilden	28B	Wofford	45	Wood	46
Wham	25	Whisnant - Whisonant	32B	Wohlmuth	51C	Woodfin	51D
Wharton	26	Whitaker	32B	Wolfe - Wolff	51C	Woodman	51D
Whatley	29-I	Whitdrige	32B	Wolffe	51D	Woodruff	47
Whealey	29-I	White	29	Womans	51D	Woods	46T
Wheaton	29J	Whitener	30			Woodside	48
Wheeler	27	Whitlock	30			Woodside	48-I
Whelchel	29J	Whitman	30			Woodson	49
Wherle	16B	Whitmire	31			Woodville	47
		Whitner	30			Woodward	50
		Whitsitt	30B			Woody	51D
		Whitt - Whit	28			Woolbanks	47
		Whitted	30B			Woolf	51D
		Whitten	32			Wooten	47B
		Whittenburg	30B				
		Whitton	32B				
		Whorton	26B				

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.

new u. s. *DeMott* County Indexes Since 1898  
 PAT. OFFICE An Identifying Trade Mark  
 The Coit Index Company  
 Columbus, Ohio  
 U. S. Copyright  
 No. 108882



