

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

2. A name is written but once on the Sub-Index 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. (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 way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names ~~entering~~ to the same Sub-Index column may be grouped together on the Main Index. For example, the names *Debler*, *Dehman*, *Dehoski* and *Deator* being odd, and likely to be ~~misspelled~~ and all belonging to the same 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 p. 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 Printing & Indexing Co.

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

Loose Leaf Indexes and Loose Leaf

COLUMBUS, OHIO, U. S. A.

THE COTT PRINTING & INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

U. S. Copyright No. 103632

Moa Mob Moc Mod	Page	Moe Mof Mog Moh Moi Moj Mok	Page	Mol Mom	Page	Mon Moo Mop Moq	Page
Mobley	1	Moffitt	3	Mollenhauer	5	Monroe	6
Modern	2	Moisson	4			Monteith	7
Moak	47			Molner- Molnar-	59	Montgomery	8
Model Homes, Inc.	63	Moize	51	Moman	67	Moody	9
Moates	31	Moehlenbrock	58	Moll	89	Moon	10
Mobile	98	Moeller	64	Molony	114	Moorefield	11
Mock	109	Moffat	3			Moorehead-Moorhead	12
		Moehring	112			Moore	13
						Moose	14
						Monos	78
						Monk	52
						Mooney	60
						Monarch	62
						Mondor	103
						Montjoy	77
						Mooneyham	79
						Moorer	87
						Monaghan	90
						Moog	95
						Montaltes	102
						Mongoven	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.

This Signature on sheets insures their correctness. For Your Protection, Insist On It. The Cott Index Company, Columbus, Ohio. U.S. Copyright No. 103632

M

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 R-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.

Mor	Page	Mos Mot	Page	Mou Mov	Page	Mow Mox Moy Moz—Mp to Mt	Page
Moragne	15	Moseley-Mosley	24	Mouzon (See Moisson)		Mozingo	32
Morall	16	Moser-Mosier-	25	Mourey	69	Mowen	49
Moran	17	Moses	26	Mountain	70	Moyna	74
Morehead (See Moorehead)		Moskowitz	27	Moulder	75	Moyer	85
Morgan	18	Moss	28	Moulton	76	Moyd	86
Morrah - Morrow	19	Mosteller-Mostella	29	Moum	96	Mowbray	100
Morris-Morriss	20	Mott - Motte - Motts -	30	Moughton	111		
Morrison	21	Mote -Motes	31				
Morrow	19	Mostella	29				
Morton	22	Motley	65				
Mortimer	23	Moton	72				
Moreland	48	Moseman	91				
Morey	110	Moskos	92				
Morley	54						
More, Inc.	56	Mostertz	99				
Morse	68						
Morse	73						

Mua Mub Muc Mud	Page	Mue Muf Mug Muh Mui Muj Muk	Page	Mul Mum	Page	Mun Muo Mup Muq	Page
Muckenfuss	33	Muhleman	34	Mulberry	35	Munn	41
		Muir	81	Mulkey	36	Munroe (See Monroe)	
		Muirhead	107	Mull	37	Mundy - Munday	42
		Mueller	106	Mullen-Mullins	38	Mungo	46
		Mugalla	113	Mullikin	39	Munkvold	82
				Mullinax-Mullinex-	40		
				Mullinix - Mullinnix-	40	Munsey	84
				Mullenix	40		
				Mulligan	53		
				Muller	57		
				Muldrow	80		
				Mumford	88		
				Mumpower	93		
				Mullis	101		

REG. U. S. PAT. OFFICE *Chas. M. Beck* County Indexes Since 1888  
 The Gett Index Company, U. S. Copyright  
 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.

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACTED 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.

Mur	Page	Mus Mut	Page	Muu to Muz	Page	Mv Mw Mx My Mz	Page
Murphree-Murphy	43	Muse	66			Myers-Myer (See Meyer)	76
Murray-Murry	44					Myrick	71
Murrell	45	Mutual Register, Inc.	83			Myracle	108
		Mutter	94				
Murr	50	Musgrove	97				
Murdock	55	Mustian	105				
Murph	61						

# M

*Other Book*

