

## HINTS TO CLERKS

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CHAS. M. COTT,  
Patentee and Indexer,

430 N. High St., Columbus, O.

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RECORDS AND COMMERCIAL USE

Patented by C. M. COTT, and Patents Pending



**Walker, Evans & Cogswell Co.**

INDEX BOOKS AND INDEX SYSTEMS INSTALLED  
FOR STATE, COUNTY AND MUNICIPAL RECORDS  
LOOSE LEAF INDEXES AND LOOSE LEAF RECORDS  
CHARLESTON, S. C.

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)  
 104 buff sheets and 26 tab sheets go to make up complete Set No. 1 Split (designated by S following numbers on certain sheets  
 92 buff sheets and 20 tab sheets go to make up complete Set No. 1 Regular (designated by regular numbers)  
 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.

Bea Beb Bec Bed	Page	Bee Bef Beg Beh Bei Bej Bek	Page	Bel Bem	Page	Ben Beo Bep Beq	Page
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Beachum (and Beacham)	2	<i>Begbie</i>	<i>16</i>	Beleos	20		
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<i>Becker</i>	<i>4</i>						
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Beckham	14						
Beckwith	15						
Bedford	16						
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CHARLESTON, S. C.

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.

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

An Identifying  
Trade Mark

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Shafer-Schaefer  
Sheffer-Shaefer  
Read-Reed-Reid  
Kline-Klein

Lowery-Lowry  
Lourie, etc.  
Snyder-Snider  
Schneider-Schnider  
Keyser-Keiser-Kizer  
Pearson-Pierson

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