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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pages	Pages	Pages	Pages 301 to 400
1 to 100	101 to 200	201 to 300	
1 2 3 4 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 42 44 45 46 47 48 49 50 51 52 53 54 55 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94	101 102 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 119 120 21 22 23 24 25 26 27 28 29 30 31 32 25 26 27 28 29 30 31 32 33 34 35 36 37 38 139 140 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 159 160 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 179 180 81 82 83 84 85 86 87 78 88 89 90 91 92 93 94	201 202 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 219 220 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 28 29 30 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 259 260 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 279 280 81 82 279 280 81 82 279 280 81 82 85 86 87 88 89 90 91 92 93 94 94	301 302 4 3 4 5 8 9 10 11 12 13 14 15 16 17 18 319 320 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 340 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 67 68 69 70 71 72 73 74 75 76 77 78 379 380 81 82 83 84 85 86 87 88 89 90 91 92 93 94
95 96	95 96	95 96	95 96
97 98	97 98	97 98	97 98
99 100	199 200	299 300	399 400

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 represents 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



Walker, Evans & Cogswell Co.

RENEW THESE IMPORTANT SHEETS WHEN BY USI
46 buff sheets and 20 tab sheets go to make up complete set No. 0 (d
104 buff sheets and 26 tab sheets go to make up complete Set No. 1 S
92 buff sheets and 20 tab sheets go to make up complete Set No. 1 R
under letters B-C-H-M

],						<u> </u>		
	Bea Beb Bec Bed	Page	Bee Bef Beg Beh Bei Bej Bek	Page	Bel Bem	Page	Ben Beo Bep Beq	Page
	Beach	1	Beecher	18	Belch	19	Benfield	30
					Belcher	57		
ring	Beacham (and Beachum)	2	Beheler	17	Beleos	20	Benjamin	31
appe				,				
tc.,	Beachum (and Beacham)	_2	Beabie	16	Belk	21	Bennett	32
rs, e				<u> </u>				
numbe	Beal	3			Bell	22_	Benson	33
te n		 						-
comple	Beam	4	<u></u>	ļ	Bellamy	23	Benton	34_
9 C	Dogga			<u> </u>		 	D 1.4	
, s	Beard	56		ļ	Belle	24	Benedict	36
sets	Beau mont Bearden	6	·		Beller	25	Bent	58
oken t leti	Dearden	1-	<u> </u>		perrer.	25	DENT	00
babe	Beasley	7		<u> </u>	Bellios	26	Bentz	58
heets	2020707	'			302220	~~	DEN Z	
uff s	Beason	8		<u> </u>	Bellune	27	Benzel	60
b sh			:					7, 1, 1
er ta	Beattie	9			Belton	28	Benford	58
Ord					To the second			
When ordering one or more buff sheets (broken sets) on this margin. Order tab sheets by alphabet lettering.	Beatty (and Beaty)	10			Belue	29		The state of the s
rderi	Beaty (and Beatty)	10				<u> </u>	23.0 m ≥ 4.	Section 1
on th	Beaver (and Beavers)	11		<u> </u>	Belniak	57		
X	Beavers (and Beaver)	11				/	Let the state of the state of	\$14.7.18 1.34.4
sets	Beck	12			· · · · · · · · · · · · · · · · · · ·	.		1 1 1 1 1 1 1
complete	Becker	4				ļ		
	Beckedorf	13			reaction of the contraction of t			9 5 - 201 2 400 00
order	Davids	7.						
to to	Beckham	14_					<u> </u>	218122
ical	Beckwith	15						
Economical	Deckwich	1 1	·			1		
ដ	Bedford	16				-		12.11.
	Bearora	10		 		 		
	Bedwell	17		-1				
		1-1		<u> </u>			→	None
H	 	 	 	+	 	+	 	

Bea

to

Beq

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

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 represents 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



Walker, Evans & Cogswell Co.

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.

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 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.

Char M.Cott

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 & Index Co.

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

Loose Leaf Indexes and Loose Leaf Records
COLUMBUS, OHIO, U. S. A.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, The Patentee and Indexer.

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pag 1 to	100		ges o 200	Pa 201 1	ges to 300	Pa 301 t	iges o 400
1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31 33 35 37 49 43 45 47 49 51 53 65 67 67 67 77 79 81 83 88 88 88 88 88 88 88 88 88 88 88 88	24 6 8 10 12 14 16 18 20 22 24 26 28 30 32 34 36 38 40 42 44 46 48 55 52 54 55 66 67 72 74 76 78 80 82 82 82 83 83 84 84 85 86 86 86 87 87 88 88 88 88 88 88 88 88 88 88 88	101 3 5 7 9 11 13 15 17 119 21 123 25 27 29 31 33 35 37 139 41 43 45 47 49 51 53 55 77 159 61 63 65 67 69 71 73 75 77 179 81 83 85 87 89 91 93 95 97 199	102 46 88 100 121 141 161 188 120 224 266 283 302 344 366 381 402 444 466 458 552 544 566 677 774 678 180 626 637 638 638 638 638 638 638 638 638	201 35 7 9 113 15 17 219 213 225 27 29 31 33 35 37 239 43 45 47 49 51 53 55 77 279 81 83 85 87 89 91 91 91 91 91 91 91 91 91 91 91 91 91	202 4 6 8 10 12 14 16 18 220 24 26 28 30 32 34 36 38 240 44 46 48 50 52 54 56 68 70 72 74 76 77 78 280 880 880 890 890 890 890 890 8	301 3 5 7 9 11 13 15 17 319 21 23 25 27 29 31 33 35 37 339 41 43 45 47 47 49 51 53 55 7 359 61 63 67 69 71 73 77 379 81 88 87 89 91 93 95 97 399	302 46 88 10 12 14 16 18 320 22 24 26 23 33 32 34 36 38 34 46 48 50 52 54 56 68 70 72 74 76 78 380 820 820 820 820 820 820 820 8

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pages	Pages	Pages 201 to 300	Pages
1 to 100	101 to 200		301 to 400
	101 to 200 101 102 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 119 120 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 139 140 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 159 160 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 179 180 81 82 83 84 85 86 87 88 89 90 91 92	201 to 300 201 202 3 4 5 6 7 9 10 11 12 13 14 15 16 17 18 219 220 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 239 240 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 259 260 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 279 280 81 82 83 84 85 86 87 88 89 90 91 92	301 to 400 301 302 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 319 320 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 339 340 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 359 360 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 379 380 81 82 83 84 85 86 87 89 90 91 92
93 94	93 94	93 94	93 94
95 96	95 96	95 96	95 96
97 98	97 98	97 98	97 98
99 100	199 200	299 300	399 400

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 represents 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 sub-

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 Patenta Pending



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT,
Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pa	ges	Pa	ges	Pa	iges	301	ages
1 to	100	101 t	o 200	201	to 300		to 400
1 3 5 7 9 11 13 3 5 7 7 9 9 11 13 3 25 27 29 31 3 3 3 5 3 7 3 9 4 1 4 3 4 5 5 5 5 5 5 5 5 6 1 6 3 6 5 6 7 7 7 7 9 8 1 8 3 8 5 7 7 7 7 9 8 1 8 3 8 5 8 7 8 9 9 1 9 3 9 5 9 5	2 4 6 8 10 112 114 16 18 20 22 24 26 28 30 32 34 36 38 40 42 44 46 45 55 55 55 56 56 66 66 67 72 74 66 68 70 72 74 76 78 80 82 84 68 88 90 92 94 96 68 88 90 92 94 96 68 88 90 92 94 96 68 88 90 92 94 96 68 96 92 94 96 96 96 96 96 96 96 96 96 96 96 96 96	101 3 5 7 9 11 13 15 17 119 21	102 4 6 8 10 12 14 16 18 120 22 24 26 28 30 32 34 46 48 50 52 54 56 68 70 72 74 76 78 180 88 88 99 99 99 99 99 99 99 99	201 3 5 7 9 11 13 15 17 219 21 23 25 27 29 31 33 35 37 239 41 43 45 47 49 51 53 55 57 27 29 61 63 65 67 67 67 67 77 77 77 77 77 77	202 4 6 8 10 12 14 16 18 220 22 24 26 28 30 32 34 36 38 210 42 44 46 48 50 52 54 56 68 70 72 74 76 78 280 880 880 880 880 880 880 88	301 3 57 9 11 13 15 17 319 21 223 227 29 31 33 35 37 34 45 47 49 51 53 55 57 379 81 83 85 87 89 91 91 91 91 91 91 91 91 91 91 91 91 91	302 4 6 8 8 10 12 14 6 18 320 22 24 26 28 30 32 34 36 38 340 42 44 46 48 50 52 54 56 58 360 62 64 66 68 70 72 74 76 78 380 82 84 86 88 90 92 94 96
97	98	97	98	97	98	97	98
99	100	199	200	299	300	399	400

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

3 4 3 4 3 4 3 5 6 5 6 5 6 5 7 8 7 8 7 8 7 9 10 9 10 9 10 9 11 12 11 12 11 12 11 13 14 13 14 13 14 13 15 16 15 16 15 16 15 17 18 17 18 17 18 17	Pages 1 to 10	Pages 101 to 2	00		ages to 300		ages to 400
21 22 21 22 21 22 21 22 21 22 21 22 21 23 24 23 31 32 31 32 31 32 31 32 31 33 34 33 34 33 34 33 34 33 34 33 34 33 34 33 34 33 34 33 34 33 34 33 34 34 44 44<	1 3 5 7 9 11 13 15 17 19 21 223 25 27 29 31 33 35 37 34 1 43 45 47 49 51 53 55 7 77 79 8 8 8 8 8 7 8 9 9 1 9 5 9 5 9 5	101 1 3 5 7 9 11 13 15 17 119 12 21 22 3 22 5 22 7 22 9 3 3 3 3 3 5 3 7 139 14 43 44 44 45 15 5 3 5 5 5 7 15 9 61 63 65 67 69 71 73 77 77 179 81 83 88 88 88 88 89 91 93 99 99 99 99 99 99 99 99 99 99 99 99	024680211680224680246830246830246833346830246	102 24 66 8 10 12 14 16 18 120 21 14 16 28 28 28 28 28 28 28 28 28 28 28 28 28	202 4 6 8 10 12 14 16 18 220 224 26 28 30 32 34 36 38 34 46 48 50 52 54 55 58 260 62 64 668 70 72 74 76 78 280 880 880 880 880 880 880 88	301 3 5 7 9 11 13 15 17 319 21 23 25 27 29 31 33 35 37 41 43 45 47 49 51 53 55 57 359 61 63 67 69 71 73 77 379 81 83 85 87 89 91 93 95	302 4 6 8 10 12 14 16 18 320 22 24 36 38 340 42 24 44 46 48 50 52 54 56 58 360 62 64 66 68 70 72 74 76 82 84 86 88 90 92 94 96 98

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pa _i 1 to	ge s 100		ges o 200	Pa 201	ges to 300		ges o 400
1 3 5 7 9 1 1 1 3 5 7 7 9 1 1 1 3 1 5 1 7 1 9 2 1 2 2 5 2 7 2 9 1 3 3 3 5 5 5 7 5 9 6 1 6 3 6 5 7 7 7 9 8 1 8 3 8 5 7 7 7 7 9 8 1 8 3 8 5 8 7 8 9 1 9 3	2 4 6 8 10 12 14 16 18 202 24 26 28 30 32 34 36 38 40 42 44 46 45 55 60 62 64 66 68 70 72 74 76 78 80 82 84 86 88 90 92 94	101 3 5	102 4 6 8 10 124 16 18 120 224 26 28 32 34 36 38 140 44 45 50 52 54 56 68 70 72 74 76 78 180 82 84 86 88 90 90 90 90 90 90 90 90 90 90	201 3 5 7 9 113 15 17 219 21 23 25 27 29 31 33 35 37 41 43 45 47 49 51 53 55 77 259 61 63 65 67 69 71 77 77 77 77 77 88 88 88 88 89 89 89 89 89 89	202 4 6 8 10 12 14 16 19 220 224 26 28 30 32 34 36 38 240 42 44 46 48 50 52 54 56 68 70 72 74 76 78 280 82 82 82 83 83 84 85 86 86 87 87 87 87 87 87 87 87 87 87	301 3 5 7 9 11 13 15 17 319 21 23 25 27 29 31 33 35 37 37 41 43 45 47 49 51 53 55 57 359 61 63 65 67 69 71 77 77 77 77 77 77 77 77 77	302 4 6 8 10 12 14 16 18 320 22 24 26 28 30 32 34 36 38 340 42 44 46 48 50 52 54 56 58 36 68 70 72 74 76 78 88 88 88 88 88 88 88 88 88
95 97 99	96 98 100	95 97 199	96 98 200	95 97 299	96 98 300	95 97 399	96 98 400

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 represents 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



Walker, Evans & Cogswell Co.

Bae Baf Bag Page Page Page Page Bah Bai Baj Bak Bal Bam Ban Bao Bap Baq Baa Bab Bac Bad 1 Baer 3 Balatsias 13 Banks 20 Babcock Bancroft Babridge 2 Baggott Baldwin 38 Bachman Bagnal 5 Balkcum 15 Ballard 16 Bagwell 6 Ballas Bailes Ball Bailey Ballentine 18 Baines Balsley 19 Bair 10 Balch 38 Balti 11 Baird Baker 12

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not crear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT,
Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

1 2 101 102 201 202 301 3 4 3 4 3 4 3 5 6 5 6 5 6 5 7 8 7 8 7 8 7 9 10 9 10 9 10 9 11 12 11 12 11 12 11 13 14 13 14 13 14 13 14 13 15 16 15 16 15 16 15 16 15 17 18 17 18 17 18 17 18		301 t	ges .o 300	Pa 201 t	ges o 200	Pa 101 t	ge s 100	Pat 1 to
19 20 119 120 219 220 319 21 22 21 22 21 22 21 22 21 22 21 22 21 22 21 23 24 23 23 33 33 33 33 33 33 33 33 33 33 33 33 33 33 <td< td=""><td>302 4 6 8 10 12 14 16 18 320 22 24 26 28 30 32 24 46 48 50 52 54 56 58 360 62 74 76 88 88 90 92 94 86 88 89 92 94 698</td><td>301 35 77 911 13 15 17 319 21 23 25 27 29 31 33 35 37 33 41 43 45 47 49 51 53 55 67 69 71 379 81 83 85 87 89 91 91 91 91 91 91 91 91 91 91 91 91 91</td><td>202 4 6 8 10 12 14 16 18 220 224 26 28 30 32 34 36 38 240 42 44 46 50 52 54 58 260 62 64 66 68 70 72 74 76 78 280 82 84 86 88 90 92 94 96</td><td>201 35 79 111 13 15 17 219 23 25 27 29 31 33 35 37 239 41 43 45 47 49 51 53 55 77 259 61 63 67 69 71 77 77 77 77 77 77 77 77 77</td><td>102 4 6 8 10 12 14 16 18 120 24 26 28 30 32 34 36 38 140 42 44 46 48 50 52 54 56 66 67 70 72 74 76 78 180 180 180 180 180 180 180 18</td><td>101 3 5 7 7 9 11 13 15 17 119 21 23 25 27 29 31 33 35 37 41 43 45 47 49 51 53 55 57 159 61 63 65 67 69 71 73 57 77 77 179 81 83 85 87 89 91 93 95</td><td>24 6 8 10 12 14 16 18 20 22 24 26 30 32 34 46 48 50 52 44 46 48 50 52 66 67 72 77 77 77 77 80 82 99 99 99 99 99 99 99 99 99 99 99 99 99</td><td>1 3 5 7 9 111 13 15 17 19 21 23 25 27 29 31 33 35 37 37 49 41 43 45 47 49 51 53 55 67 69 71 77 79 81 83 85 87 89 89 89 89 89 89 89 89 89 89 89 89 89</td></td<>	302 4 6 8 10 12 14 16 18 320 22 24 26 28 30 32 24 46 48 50 52 54 56 58 360 62 74 76 88 88 90 92 94 86 88 89 92 94 698	301 35 77 911 13 15 17 319 21 23 25 27 29 31 33 35 37 33 41 43 45 47 49 51 53 55 67 69 71 379 81 83 85 87 89 91 91 91 91 91 91 91 91 91 91 91 91 91	202 4 6 8 10 12 14 16 18 220 224 26 28 30 32 34 36 38 240 42 44 46 50 52 54 58 260 62 64 66 68 70 72 74 76 78 280 82 84 86 88 90 92 94 96	201 35 79 111 13 15 17 219 23 25 27 29 31 33 35 37 239 41 43 45 47 49 51 53 55 77 259 61 63 67 69 71 77 77 77 77 77 77 77 77 77	102 4 6 8 10 12 14 16 18 120 24 26 28 30 32 34 36 38 140 42 44 46 48 50 52 54 56 66 67 70 72 74 76 78 180 180 180 180 180 180 180 18	101 3 5 7 7 9 11 13 15 17 119 21 23 25 27 29 31 33 35 37 41 43 45 47 49 51 53 55 57 159 61 63 65 67 69 71 73 57 77 77 179 81 83 85 87 89 91 93 95	24 6 8 10 12 14 16 18 20 22 24 26 30 32 34 46 48 50 52 44 46 48 50 52 66 67 72 77 77 77 77 80 82 99 99 99 99 99 99 99 99 99 99 99 99 99	1 3 5 7 9 111 13 15 17 19 21 23 25 27 29 31 33 35 37 37 49 41 43 45 47 49 51 53 55 67 69 71 77 79 81 83 85 87 89 89 89 89 89 89 89 89 89 89 89 89 89

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pag 1 to	100	101 t	ges o 200	201 t	Pages 201 to 300		ges o 400
1 3	2	101	102	201 3	202	301	302 4
3 5	6	5	6	5	6	5	6
7	8	7	8	7	8	7	8
. 9	10	.9	10	.9	10	.9	10
11 13	12	11 13	12	11	12 14	11 13	12 14
15	16	15	16	15	16	15	16
17	18	17	18	17	18	17	18
19	20	119	120	219	220	319	320
21	22	21	22	21	22	21	22 24
23 25	24 26	23 25	24 26	23	26	23 25	26
27	28	27	28	27	28	27	28
29	30	29	30	29	30	29	30
31	32	31	32	31	32	31	32
33 35	34 36	33 35	34 36	33 35	34 36	33	34 36
37	38	37	38	37	38	37	38
39	40	139	140	239	240	339	340
41	42	4 i	42	41	42	41	42
43	44	43	44	43	44	43	44
45 47	46 48	45 47	46 48	45 47	46 48	45	46 48
49	50	49	50	49	50	49	50
51	52	51	52	51	52	51	52
53	54	53	54	53	54	53	54
55	56	55	56	55.	56	55	56
57 59	58 60	57 159	58 160	57 259	58 260	57 359	58 360
61	62	61	62	61	62	61	62
63	64	63	64	63	64	63	64
65	66	65	66	65	66	65	66
67 69	68 70	67 69	68 70	67 69	68 70	67 69	68 70
71	72	71	72	71	72	71	72
73	74	73	74	73	74	73	74
75	76	75	76	75	76	75	76
77'	78	77	78	77	78	77	78
79 81	80 82	179 81	180 82	279 81	280 82	379 81	380 82
83	84	83	84	83	84	83	84
85	86	85	86	85	86	85	86
87	88	87	88	87	88	87	88
89	90	89	90	89 91	90	89 91	90
91 93	92 94	91 93	92 94	91	92 94	93	92 94
95	96	95	96	95	96	95	96
97	98	97	98	97	98	97	98
99	100	199	200	299	300	399	400

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pag 1 to	ges 100	Pa:	ges v 200		gea :o 300		iges to 400
Paid 1 to 1 3 5 7 7 9 11 13 15 17 19 21 23 25 27 29 31 33 35 37 39 41 43 45 47 49 51 53 55 57 59 61 63 65 67 69 71 73 75 77 79 81 83 85	2 4 6 8 10 12 14 16 18 20 22 24 4 6 28 30 32 4 36 38 40 42 44 46 48 552 54 56 66 68 70 72 74 76 78 80 82 84 86						
87 89 91 93 95 97	90 92 94 96 98 100	87 89 91 93 95 97 199	90 92 94 96 98 200	87 89 91 93 95 97 299	88 90 92 94 96 98 300	87 89 91 93 95 97 399	88 90 92 94 96 98 400

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

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 represents 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 sub-

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 Patente Pending



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large typewriter type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer.

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

	ge s	Pa	ges	Pa	iges	Pa	nges
	100	101 t	o 200	201	to 300	301	to 400
1 3 5 7 9 11 13 3 5 7 9 11 13 3 5 7 9 11 13 3 15 17 19 21 23 25 7 29 31 3 35 37 39 1 43 45 7 49 5 1 5 3 5 5 7 7 7 9 8 1 8 8 5 7 7 7 9 8 1 8 8 5 8 7 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	2 4 6 8 10 12 14 16 18 20 22 24 26 28 30 32 34 46 48 50 52 54 66 68 70 72 74 76 78 80 82 84 86 88 90 92 94 96 98 100	101 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31 43 45 47 49 51 53 55 57 179 61 63 65 67 77 179 81 83 85 87 87 87 87 87 87 87 87 87 87	102 4 6 8 10 12 14 16 18 120 224 26 28 30 32 34 44 46 48 50 52 54 56 68 70 72 74 76 78 180 82 94 96 98 98 200	201 3 5 7 9 11 13 15 17 219 21 23 25 27 29 41 43 45 47 47 47 51 53 55 57 279 61 63 667 77 279 81 83 85 87 87 87 87 87 87 87 87 87 87	202 4 6 8 10 12 14 16 18 220 22 24 26 28 30 32 34 36 38 240 42 44 46 48 50 52 54 56 68 70 72 74 76 78 280 820 820 820 820 820 820 82	301 3 57 9 11 13 15 17 319 21 23 25 27 29 31 33 35 37 43 45 47 49 51 53 55 77 379 81 83 85 87 89 97 399	302 4 6 8 10 12 14 16 18 320 22 24 26 28 30 32 34 36 38 340 42 44 46 48 50 52 54 56 68 70 72 74 76 78 380 82 82 83 83 83 83 83 83 83 83 83 83

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT,
Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

7	Page	: s	Pag	ges	Pa	ges	Pa	iges
	1 to 1	:00	101 to	o 200	201 t	to 300	301	to 400
91 92 91 92 91 92 91 92 93 94 93 94 93 94 93 94 95 96 95 96 95 96 95 96 97 98 97 98 97 98 97 98 97 98 99 100 199 200 299 300 399 400	3 5 7 9 11 13 15 17 19 21 23 25 27 29 31 33 33 37 39 41 43 47 49 51 35 57 57 59 61 63 65 67 67 77 77 81 83 88 89 89 89 89 89 89 89 89 89 89 89 89	4 6 8 10 12 14 16 8 20 22 24 6 28 30 32 4 45 50 2 54 56 66 67 72 74 76 8 82 84 6 88 90 92 94 6 98	3 5 7 9 11 13 15 17 119 21 23 25 27 29 31 33 5 37 139 41 43 45 47 49 51 55 57 159 61 63 65 67 77 179 81 83 85 87 89 91 93 95 97	4 6 8 10 12 14 16 18 120 22 24 26 28 30 32 34 36 38 140 42 44 46 48 50 52 54 56 66 68 70 72 74 76 82 84 86 88 99 92 94 98	3 5 7 9 11 13 15 17 219 21 23 25 27 29 31 33 35 37 239 41 43 45 47 49 51 53 55 57 259 61 63 65 67 71 73 75 77 279 81 83 85 87 89 91 93 95 97	4 6 8 10 12 14 16 18 220 22 24 26 28 30 32 34 46 48 50 52 54 56 58 260 62 64 66 68 772 74 76 82 88 88 89 92 94 96 98	3 5 7 9 11 13 15 17 319 21 23 25 27 29 31 33 5 37 339 41 43 45 47 49 51 55 57 359 61 63 65 67 69 71 73 75 77 379 81 83 85 87 89 91 93 95 97	4 6 8 10 12 14 16 8 320 22 24 26 28 30 32 34 46 48 50 52 54 46 66 68 70 72 74 76 8 380 82 84 86 88 89 92 94 98

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT,
Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pa 1 to	ges 100		ges o 200	Pa 201	iges to 300	301	ages to 400
1 3 3 5 7 7 9 9 111 133 155 17 199 211 233 255 27 299 31 33 35 37 399 41 43 45 47 49 51 53 55 57 61 63 65 67 69 71 73 75 77 79 81 83 85 87 89 91 93 95 97 99	2 4 6 8 8 10 12 14 16 18 20 22 24 26 28 30 32 34 36 38 40 42 44 46 48 50 52 54 56 60 62 64 66 68 70 72 74 76 78 80 82 84 86 88 90 92 94 96 98 100	101 3 57 9 11 13 15 17 119 21 23 27 29 31 35 37 139 41 43 45 47 49 51 53 55 57 179 181 83 85 87 179 179 179 179 179 179 179 17	102 4 6 8 10 12 14 16 18 120 22 24 26 28 30 32 34 36 38 140 42 44 46 48 50 52 54 56 66 70 77 77 78 180 180 180 180 180 180 180 18	201 3 5 7 9 11 13 15 219 21 23 25 27 29 31 33 35 37 239 41 43 45 47 49 51 53 55 67 69 71 77 77 279 81 83 85 87 87 87 87 87 87 87 87 87 87	202 4 6 8 10 12 14 16 18 220 24 26 28 30 32 34 36 38 240 42 44 46 43 50 52 54 56 68 70 72 74 76 78 88 88 88 89 99 99 99 99 99 9	301 3 5 7 9 11 13 15 319 21 23 25 27 29 31 33 45 47 49 51 53 55 57 37 37 37 37 37 37 37 37 37 37 37 37 37	302 4 6 8 10 12 14 16 18 320 22 24 26 28 30 32 34 36 38 340 42 44 46 48 50 52 54 56 66 67 77 77 78 38 38 38 38 38 38 38 38 38 3

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT,
Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pa 1 to	ge s 100	Pa 101 t	ges to 200	Pa 201	iges to 300	Pa 301	ages to 400
1 3 3 5 7 9 11 13 15 7 9 11 13 15 17 19 21 23 25 27 29 31 33 35 37 39 41 43 45 47 49 51 55 57 59 61 63 65 67 77 79 81 83 85 87 89 91 93 95 97	2 4 6 8 10 112 114 118 20 22 24 26 28 30 32 41 36 38 40 414 46 48 50 52 54 56 66 68 70 72 74 76 80 82 84 86 88 90 92 94 98	101 3 5 7 9 11 13 15 17 119 21 23 25 27 29 31 33 35 37 139 41 43 45 47 49 51 53 55 57 159 61 63 65 67 71 73 75 77 179 81 83 85 87 89 91 93 95 97	102 4 6 8 10 12 14 16 18 120 22 24 26 28 30 32 34 42 44 46 48 50 52 54 66 67 77 77 78 180 82 84 88 89 99 99 99 99 99 99 99 99 99 99 99	201 3 5 7 9 11 13 15 17 219 21 23 25 27 29 31 33 35 37 239 41 43 45 47 49 51 53 55 57 259 61 63 65 67 71 73 75 77 279 81 83 85 87 89 91 93 95 97	202 4 6 8 10 12 14 16 18 220 22 24 24 28 30 32 34 36 38 240 42 44 46 48 50 52 54 56 58 66 66 67 72 74 76 77 78 280 89 89 89 89 89 89 89 89 89 89	301 3 5 7 9 11 13 15 319 21 23 25 27 29 31 33 35 37 339 41 43 45 47 49 51 53 55 57 37 37 37 37 37 37 37 37 37 37 37 37 37	302 4 6 8 10 12 14 16 18 320 22 24 24 26 28 30 32 34 340 42 44 46 48 50 52 54 66 68 70 72 74 76 8 380 82 84 86 88 89 92 94 98 98
. 99	100	199	200	299	300	399	400

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Page	es	Pa:	ges		ges	Pa	iges
1 to 1	100	101 t	o 200		to 300	301 1	to 400
1 3 5 7 9 11 13 15 17 19 21 23 25 7 29 31 33 35 37 39 41 43 45 7 49 53 55 7 79 81 83 85 87 89 91 93 95 99 99	2 4 6 8 10 112 114 116 118 20 22 4 26 28 30 32 4 36 84 4 46 48 55 2 54 56 62 64 668 70 72 74 78 80 82 84 86 89 99 94 96 91 90 91 91 91 91 91 91 91 91 91 91 91 91 91	101 3 5 7 9 11 13 15 17 119 21 23 25 27 29 31 33 35 37 139 41 43 45 47 49 51 53 55 57 179 61 63 65 67 69 71 77 77 77 77 77 77 77 77 77	102 4 6 8 10 12 14 16 18 120 22 24 26 28 30 32 34 36 38 140 42 44 46 48 50 52 54 56 57 72 74 76 78 180 88 88 90 90 90 90 90 90 90 90 90 90	201 3 57 9 111 13 15 219 21 23 25 27 29 31 33 35 37 239 41 43 45 47 49 51 53 55 57 279 61 63 65 67 69 71 77 77 77 77 77 77 77 77 77	202 4 6 8 10 12 14 16 18 220 22 24 24 26 28 30 32 240 44 46 48 50 52 54 56 58 260 62 64 66 68 70 72 74 76 78 280 82 84 86 88 90 97 94 96 98 300	301 3 5 7 9 11 13 15 17 319 21 23 25 27 29 31 33 45 47 49 51 53 55 57 379 61 63 65 67 69 71 77 379 81 889 899 899 899 899 899 899	302 4 6 8 10 12 14 16 18 320 22 24 26 28 30 32 34 36 38 340 42 44 46 48 50 52 54 56 68 70 72 74 76 78 380 82 84 86 88 90 92 94 96 98 400

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT,
Patentee and Indexer.

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pages	Pages	Pages	Pages 301 to 400	
1 to 100	101 to 200	201 to 300		
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 161 62 63 64 65 66 67 68 67 67 77 78 79 80 18 81 82 83 84 88 89 90 91 92 92 93 94 99 91 91	101 102 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 180 119 120 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 139 140 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 159 160 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 180 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 99 200	201 202 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 219 220 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 239 240 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 259 260 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 67 77 -78 279 280 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 97 98 299 300	301 302 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 320 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 340 41 42 43 44 45 48 49 50 51 52 53 54 55 56 57 58 359 360 61 62 63 64 65 66 67 68 67 70 71 72 73 74 75 76 77 78 81 82 83 84 85 86 87 89 90 91 91 92 93 94 95 97 98 399 400	

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 represents the first unit subdivision and refer to Surname Initials.

MARGINAL CUTS represent the second unit of subdivision, and a usually the Second Letter of Surname, or Guide Letters.

THE BLOCKS or COLUMNS on the Sub-Index, still further sub-divide 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



Walker, Evans & Cogs

INDEX BOOKS AND INDEX SYSTEMS FOR STATE, COUNTY AND MUNICIP

LOOSE LEAF INDEXES AND LOOSE

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.

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 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

1888 C

COLUMBUS. OHIO



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 & Index Co.

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

Loose Leaf Indexes and Loose Leaf Records
COLUMBUS, OHIO, U. S. A.

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.

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 nun rered 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 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.

Clas M.Cott

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

Lose Leaf Indexes and Loose Leaf Records
COLUMBUS, OHIO, U. S. A.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pages	Pages	Pages 201 to 300	Pages
1 to 100	101 to 200		301 to 400
1 2 3 4 4 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	101 102 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 119 120 21 22 23 24 25 26 27 28 29 30 31 32 27 28 29 30 31 32 33 34 35 36 37 38 139 140 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 159 160 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 179 180 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 99	201 202 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 219 220 21 22 23 24 25 26 27 28 29 30 31 32 24 33 34 35 36 37 38 239 240 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 259 260 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 279 280 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 96 99 97 98 299 300	301 302 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 319 320 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 339 340 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 5 58 359 360 61 62 63 64 66 67 68 69 70 71 72 73 74 75 76 77 78 379 380 81 82 83 84 85 86 87 88 89 90 90 91 92 93 94 95 96 97 98 3399 400

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 represents 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 sub-

THE BLUCKS or COLUMNS on the Sub-Index, still jurther 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT,
Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pa	Pages		Pages		Pages 201 to 300		iges
1 to	1 to 100		101 to 200				to 400
1 3 5 7 9 9 111 13 15 17 19 21 23 25 27 29 9 31 33 35 37 39 41 43 45 47 49 51 53 55 7 59 61 73 75 77 79 81 83 85 87 89 91 91 8 83 95 97 99	24 68 10 114 116 118 202 224 226 230 332 34 44 46 45 50 52 54 66 66 67 72 74 76 78 80 82 92 94 96 98 100 98 98 98 98 98 98 98 98 98 98 98 98 98	101 3 5 7 9 11 13 15 17 119 21 23 25 27 29 31 33 35 37 139 41 43 45 47 49 51 53 55 77 179 61 63 65 67 67 77 179 81 83 85 87 87 87 87 87 87 87 87 87 87	102 4 6 8 10 12 14 16 18 120 224 24 26 28 30 32 34 36 38 140 42 44 46 50 52 54 56 66 66 68 70 72 72 74 76 78 78 78 78 78 78 78 78 78 78 78 78 78	201 3 5 7 9 11 13 15 17 219 23 25 27 29 31 33 35 37 29 41 43 45 51 53 55 77 279 61 63 67 69 71 73 77 77 77 77 77 81 81 81 81 81 81 81 81 81 81	202 4 6 8 10 12 14 16 18 220 24 26 28 30 32 34 36 38 240 42 44 46 48 50 52 54 56 66 68 70 72 74 76 78 280 880 890 890 890 890 890 890 8	301 35 77 91 113 15 17 319 23 25 27 29 31 33 35 37 37 41 43 45 47 49 51 53 57 77 379 81 83 85 87 87 89 99 99 99 99 99 99 99 99 99	302 4 6 8 10 12 14 16 18 320 22 24 26 28 30 32 34 36 38 340 42 44 46 48 50 52 54 56 68 70 72 74 76 78 380 82 84 84 86 88 90 92 94 96 98 400

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 represents 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 sub-

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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large typewriter type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT, Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pag	g cs	Pa	ges	Pa	ges	301	ages
1 to	100	101 t	o 200	201	to 300		to 400
1 3 5 7 9 1 1 3 3 5 7 9 1 1 3 3 5 7 9 1 1 3 3 5 5 7 9 1 1 3 3 5 5 7 9 6 1 1 3 3 5 5 7 7 7 9 8 1 3 3 5 5 7 7 7 9 8 1 8 3 8 5 7 7 7 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	2 4 4 6 8 8 10 12 14 16 18 20 22 24 28 30 32 34 46 48 50 52 54 56 68 70 72 74 76 88 89 92 94 86 88 89 92 94 96 98 100	101 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31 33 35 37 139 41 43 44 47 49 51 53 55 57 179 61 63 65 67 77 179 81 83 85 87 87 87 87 87 87 87 87 87 87	102 4 6 8 10 12 14 16 18 120 22 24 26 28 30 32 34 36 38 140 42 44 46 48 50 52 54 56 66 68 70 72 74 76 78 78 78 78 78 78 78 78 78 78	201 357 911 13 15 17 219 21 23 25 27 29 31 33 35 37 239 41 43 47 49 51 55 57 25 67 67 67 67 77 77 81 88 88 89 97 299 299	202 4 6 8 10 12 14 16 18 220 24 26 33 32 34 36 38 240 42 44 46 48 50 52 54 56 58 260 62 64 66 68 70 72 74 76 78 280 82 84 86 88 99 92 94 96 98 300	301 35 77 911 133 155 177 319 21 233 257 27 29 31 33 35 37 339 41 43 47 49 51 55 57 359 61 63 65 67 67 77 37 88 88 89 97 399	302 4 6 8 10 12 14 16 18 320 22 24 26 28 30 32 34 36 38 340 42 44 46 48 50 52 54 56 68 70 72 74 76 82 84 86 88 89 92 94 96 98 400

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 represents 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



Walker, Evans & Cogswell Co.

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT,
Patentee and Indexer.

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pages 1 to 100	Pages 101 to 200	Pages 201 to 300	Pa 301 t	ges o 400
1 to 100 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 23 24 25 26 27 28 29 30 31 32 25 26 27 38 39 40 21 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 88		201 to 300 201 202 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 219 220 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 239 240 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 55 56 57 58 259 260 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 279 280 81 82 83 84 85 86	301 t 301 3 5 7 9 11 13 15 17 319 21 23 25 27 29 31 33 35 37 339 41 43 45 47 49 51 53 55 77 359 61 63 65 67 69 71 73 77 379 81 83 85 87	302 4 6 8 10 12 14 16 18 320 22 24 26 28 30 32 24 46 48 50 52 54 66 68 70 72 74 76 78 380 82 83 83 80 80 80 80 80 80 80 80 80 80
89 90 91 92 93 94 95 96 97 98 99 100	89 90 91 92 93 94 95 96 97 98 199 200	91 92 93 94 95 96 97 98	89 91 93 95 97 399	90 92 94 96 98 400

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 represents 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



Walker, Evans & Cogswell Co.