

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

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

4. Names like *Schneider* and *Snyder* should appear in Sub-Index under *Sc* and also *Sn*; *Pearson* and *Pierson* under *Pe* and *Pi*, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names *Debler*, *Dedman*, *Debroski* and *Deator* being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn.

This Index in loose leaf form is continuous and expansive. When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each sub-division or unit. It is thus designed to be a Continuous Index for a long period of years.

THE MAIN INDEX

7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.

8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names, if two properly fall to each column can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.

9. In paging the Main Index, each sub-division or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.

10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.

11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on pg. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on any right hand oddly numbered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

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

Chas. M. Cott
Registered U. S. Patent Office

An Identifying
Trade Mark

THIS SUB-INDEX

IS AN INDEX TO THE GENERAL
INDEX OF WHICH IT IS A PART

The pages of the General Index devoted to this Initial Letter follows immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

EXTENSION TABS or the book itself represent the first unit of subdivision and refer to Surname Initials.

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

THE BLOCKS or COLUMNS on the Sub-Index, still further subdivide Names, according to the designations printed thereon.

The General Index can be ruled in any manner required, and is adapted for the indexing of all kinds of records, and for any number of names from 10,000 up to 1,000,000 or more.

COTT INDEXING SYSTEMS FOR PUBLIC RECORDS AND COMMERCIAL USE

Patented by C. M. Cott and Patents Pending

THE COTT INDEX COMPANY

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

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

THE COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

U. S. Copyright No. 103632

Read Carefully These Instructions and Suggestions to Clerks and Others Using COTT FAMILY NAME INDEXES

THE SUB INDEX

1. Write names on the Sub-Index plain and in as bold a hand as possible. Don't make n like u. Don't try to subdivide names on Sub-Index further than is arranged by the scheme here laid out. That is, if Baker is the first name for the column, *Bae to Bak*, write *Baker* on the first dark ruled line followed by *Baer* if it should happen to be the second name of that group, on the second dark ruled line, and so on.

2. A name is written but once on the Sub-Index (except as noted in the next paragraph), no matter how many times the same name is repeated on the Main Index. Following the name is a column in which is written the page of the Main Index, where all entries of this name are to be placed.

3. Names similar in sound but spelled differently should be grouped together on the Main Index, and each variety of spelling noted on the Sub-Index, under its proper sub-divisions. Thus:

Bair-Bare-Baer
Bear-Baehr
Shafer-Schafer
Sheffer-Shaefer
Read-Reed-Reid
Kline-Klein

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

4. Names like *Schneider* and *Snyder* should appear in Sub-Index under *Sc* and also *Sn*; *Pearson* and *Pierson* under *Pe* and *Pi*, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names *Debler*, *Dedman*, *Debroski* and *Deator* being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn.

This Index in loose leaf form is continuous and expansive. When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each sub-division or unit. It is thus designed to be a Continuous Index for a long period of years.

THE MAIN INDEX

7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.

8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names, if two properly fall to each column can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.

9. In paging the Main Index, each sub-division or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.

10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.

11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on pg. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on *any* right hand oddly numbered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

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

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

An Identifying
Trade Mark

THIS SUB-INDEX

IS AN INDEX TO THE GENERAL INDEX OF WHICH IT IS A PART

The pages of the General Index devoted to this Initial Letter follows immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

EXTENSION TABS or the book itself represent the first unit of subdivision and refer to Surname Initials.

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

THE BLOCKS or COLUMNS on the Sub-Index, still further subdivide Names, according to the designations printed thereon.

The General Index can be ruled in any manner required, and is adapted for the indexing of all kinds of records, and for any number of names from 10,000 up to 1,000,000 or more.

COTT INDEXING SYSTEMS FOR PUBLIC RECORDS AND COMMERCIAL USE

Patented by C. M. Cott and Patents Pending

THE COTT INDEX COMPANY

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

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

THE COTT INDEX CO.

Index Specialists Since 1888.

COLUMBUS, OHIO

U. S. Copyright No. 103632

Da Db Dc Dd	Page	De Df Dg Dh	Page	Di Dj Dk Dl	Page	Dm Dn Do	Page
Klavis	3	Klear	1	Klipon	28, 23	Klabron, Dodson	7
Klabney	4	Kleaton	32, 2	Klighy	23	Klostor	17
Klauidson	6	Kleci	12	Klingler	31, 23	Klobie	7
Kallis	16	Kleau	13	Klickson, Dickinson	28, 23	Klouerty	22
Klaumer	16	Klenton	15	Klicky	23	Klorbueh	22
Klaltan	16	Klusei	1	Klicky	23	Klstrom	7
Klauster	17	Klaron	1	Klicky	23	Klouman	22
Klaydant	16	Klennix	20	Klicky	23	Klouglas	22
Klavenport	6	Klegge	23	Klicky	23	Klonhue, Dohoghu	22
Kambins	25	Kleke	23	Klicky	23	Klover	7
Kamenflower	16	Ks Brull	12	Klicky	23	Klood	17
Kawley	16	Kokney	12	Klicky	23	Klown	17
Kahls	16	Kemby	29	Klicky	23	Klown	22
Kallen	25	Kemby	29	Klicky	23	Klown	22
K'altoria	27	Kemby	29	Klicky	23	Klown	22
Kaughtrey	17	Kemby	29	Klicky	23	Klown	22
Kavid	3	Kemby	29	Klicky	23	Klown	22
Kard ridge	16	Kemby	29	Klicky	23	Klown	22
Kay	16	Kemby	29	Klicky	23	Klown	22
Kaly	16	Kemby	29	Klicky	23	Klown	22
Ka	16	Kemby	29	Klicky	23	Klown	22
Kassaro	16	Kemby	29	Klicky	23	Klown	22
Daniels, Daniel	16	Kemby	29	Klicky	23	Klown	22
Dameron	6	Kemby	29	Klicky	23	Klown	22
Dambaugh	8	Kemby	29	Klicky	23	Klown	22
Dangerfield	16	Kemby	29	Klicky	23	Klown	22

Ea Eb Ec Ed	Page	Ee Ef Eg Eh Ei Ej Ek	Page	El	Page	Em En Eo	Page
Edwards + Edward	7	Eggleston	8	Ellis	3	Engliak	11
Edison	10	Elderson	10	Elliot	2	Emanuel	16
Eason	10	Efira	10	Elms	12	Emery	16
Ealay, Ealey	18	Eggen	8	Ellison	3	Enfinger	11
Earl	19	Eggleston	8	Ely	13	Egales	11
Eaton	10	Eagle	8	Elm	12	Emerson	16
Eddins	22			Elmore	13	Emm	
Eagle	19			Elder + Eldridge	13	Emrick	2
ECferd	22			Ellison	3	Eros	2
Edington	22			Elverd	24	Ernie	2
Ealey	18			Eller	24	England	2
Edgerton	22			Ellington	13		
Edwards	7						
Eddy	22						
Eberl	2						
Edmondson	24						
Ebersee	8						

[illegible]

Ga Gb Gc Gd	Page	Ge Gf Gg	Page	Gh Gi Gj Gk	Page	Gl Gm-Gn	Page
Gandy	4	George	17	Gilea	1	Glover	18
Gainch	8	Helinger	32	Ghent	6	Glenn	17
Gamble	9	Geiger	32	Gillebeau	17	Glassen	18
Gay	11			Gillespie	20	Gleaton	28
Galner	12	Gerardi	32	William	17	Glasgow	28
Gaskins	15			Guey	17	Glasner	28
Gardner	21	Gebauer	32	Gid	1	Glaudert	28
Gault	27			Gibson	1	Gleaves	31
Galer	17	George	17	Gilmore	1	Glass	28
Gaston, Hanson	15			Gilreath	20		
Gause	17	Haagly	4	Gisson	20		
Gauxotte	27			Gipeaut	4		
Gawris	27	Hensbecker	34	Gillis	31		
Gaither	31			Gibb	33		
Gavin	17	Hentry	34	Gillet	17		
Gormer	33						
Gatto	33	Derow	34				
Gauler	15						
Garger	33						
Gallberry	15						
Garrison	27						
Gaskins	15						
Gallo Galindo	11						
Garcia, Garbett	33						
Gallagher	7						
Gallagher	34						
Gallier	34						
Gangemi	34						
Garland	34						

Read Carefully These Instructions and Suggestions to Clerks and Others Using

COTT FAMILY NAME INDEXES

THE SUB INDEX

1. Write names on the Sub-Index plain and in as bold a hand as possible. Don't make n like u. Don't try to subdivide names on Sub-Index further than is arranged by the scheme here laid out. That is, if Baker is the first name for the column, *Bae to Bak*, write *Baker* on the first dark ruled line followed by *Baer* if it should happen to be the second name of that group, on the second dark ruled line, and so on.

2. A name is written but once on the Sub-Index (except as noted in the next paragraph), no matter how many times the same name is repeated on the Main Index. Following the name is a column in which is written the page of the Main Index, where all entries of this name are to be placed.

3. Names similar in sound but spelled differently should be grouped together on the Main Index, and each variety of spelling noted on the Sub-Index, under its proper sub-divisions. Thus:

Bair-Bare-Baer
Bear-Baehr
Shafer-Schafer
Sheffer-Shaefer
Read-Reed-Reid
Kline-Klein

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

4. Names like *Schneider* and *Snyder* should appear in Sub-Index under *Sc* and also *Sn*; *Pearson* and *Pierson* under *Pe* and *Pi*, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names *Debler*, *Dedman*, *Debroski* and *Deator* being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn.

This Index in loose leaf form is continuous and expansive. When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each sub-division or unit. It is thus designed to be a Continuous Index for a long period of years.

THE MAIN INDEX

7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.

8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names, if two properly fall to each column can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.

9. In paging the Main Index, each sub-division or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.

10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.

11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on pg. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on *any* right hand oddly numbered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

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

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

An Identifying
Trade Mark

THIS SUB-INDEX

IS AN INDEX TO THE GENERAL
INDEX OF WHICH IT IS A PART

The pages of the General Index devoted to this Initial Letter follows immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

EXTENSION TABS or the book itself represent the first unit of subdivision and refer to Surname Initials.

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

THE BLOCKS or **COLUMNS** on the Sub-Index, still further subdivide Names, according to the designations printed thereon.

The General Index can be ruled in any manner required, and is adapted for the indexing of all kinds of records, and for any number of names from 10,000 up to 1,000,000 or more.

**COTT INDEXING SYSTEMS FOR PUBLIC
RECORDS AND COMMERCIAL USE**

Patented by C. M. Cott and Patents Pending

THE COTT INDEX COMPANY

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

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

THE COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

U. S. Copyright No. 103632

[illegible]

Ka Kb Kc Kd	Page	Ke Kf Kg Kh	Page	Ki Kj Kk	Page	Kl Km	Page
Kay	11	Kennington	1	Kirk	6	Klicsu	15
Kabus	11	Kelsey	4	Kirkpatrick	8	Klaassen	15
Karl	11	Kelly Kelley	14	Kimball	9	Klingaman	15
Kauf	11	Keefle Keefe	17	Kirkley Kirtley	10	Kline	15
Kabulizaden	11	Kelmer	18	King & Kingery	12	Klominsky	15
Kammy	11	Kee & Keenan	17	Killen	16	Klein	15
Karoo	11	Kennedy	1	Kirkland	6		
Kazekus	11	Kerr	18	Kessiah	12		
Kane	8	Kerney	17	Kimbrill	9		
Katrogais	2	Keye	17	Kitchen	19		
		Keziah	4	Killough	16		
		Kerney	4	Kimmer & Kikta	7		
		Keiler	4	Kimbley	19		
		Kesley	4	Kibert	16		
		Keller	14	Kibler	16		
		Kelley	14	Kippendall	8		
		Kelmer	14	Kinnear	7		
		Kelmer	4	Kingman	12		
		Kenny	17	Kelso	16		
		Kendall	17	Kidd	16		
		Kelton	4				
		Kerrigan	2				
		Kealey	4				
		Keighly	4				

La Lb Lc Ld	Page	La Lb Lc Ld—Continued	Page	Le to Lk	Page	Le to Lk—Continued	Page
Laughridge	3	Layman	11	Lingle	9	Leonard, Grenfell m.	20
Lane	6	Layson	41	Little, Littlewood	11	Leiderich	20
Lachey	8	Lawing	42	Ligon	14	Lehman	3
Langle	10	Lament	42	Lindeberger	15	Lewald	15
Lambert	13	Lacroix	42	Lee	42, 19	Lingle	37
Laney	6	Lalla	42	Levadie	22	League	41
Lainy	6	Lance	6	Leaphart	22	Liles	9
Lafay	8	Ladue	6	Lindsay	14	Redogan	9
Lanky	8			Lewis	41, 19	Lewellen	4
Lathart	8			Leich	19	Leisinger	4
Lamb	3			Lindler	14		
Lasley	8			Leopard	22	Lemra	20
Lazanby	8			Leary	22		
Lazier	6			Lewins	22		
Lail	8			Lengera	27		
Lamp, Lange	6			Lipenby	22		
Larciter	8			Ledbetter, Redford	32		
Latta	13			Lento	22		
Lacey	8			Le Grande	23		
Laws	36			Liska	22		
Lalane	8			Lindner	9		
Lawrence	36			Liskas, Lifsey	37		
Lay	8			Lotts	38		
Lynole	6			Lizza	9		
Lapierre	36			Litterbug	11		
Lagasse	6			Lirington	15		
Lagwell	8			Learna	38		
Lawter	6			Libroch	11		
Landy, Landreth	36			Lindberg	9		
Lester	36			Ligh	22		
Landins	6			L Roy	23		
Lamberton	13			Limor	11		
Landaw	13			Lesch	19		
Lamoureux	34			Lirengood	15		
Latham	7			Lewisy	19		
Langford	10						

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

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

4. Names like *Schneider* and *Snyder* should appear in Sub-Index under *Sc* and also *Sn*; *Pearson* and *Pierson* under *Pe* and *Pi*, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names *Debler*, *Dedman*, *Debroski* and *Deator* being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn.

This Index in loose leaf form is continuous and expansive. When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each sub-division or unit. It is thus designed to be a Continuous Index for a long period of years.

THE MAIN INDEX

7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.

8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names, if two properly fall to each column can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.

9. In paging the Main Index, each sub-division or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.

10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.

11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on pg. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on any right hand oddly numbered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

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

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

An Identifying
Trade Mark

THIS SUB-INDEX

IS AN INDEX TO THE GENERAL
INDEX OF WHICH IT IS A PART

The pages of the General Index devoted to this Initial Letter follows immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

EXTENSION TABS or the book itself represent the first unit of subdivision and refer to Surname Initials.

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

THE BLOCKS or COLUMNS on the Sub-Index, still further subdivide Names, according to the designations printed thereon.

The General Index can be ruled in any manner required, and is adapted for the indexing of all kinds of records, and for any number of names from 10,000 up to 1,000,000 or more.

COTT INDEXING SYSTEMS FOR PUBLIC
RECORDS AND COMMERCIAL USE

Patented by C. M. Cott and Patents Pending

THE COTT INDEX COMPANY

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

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

THE COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

U. S. Copyright No. 103632

Na Nb Nc Nd	Page	Ne Nf Ng Nh	Page	Ne Nf Ng Nh—Continued	Page	Ni Nj Nk Nl Nm Nn	Page
Nalle	20	Neal	2			Niebet	1
Nagelrod	20	Neely	2			Nichols	4
Nah	20	Neill	2			Nemo	5
Nadolmy	20	Nelson	10			Nicholson	4
Napper	20	Nerbit	1			Niven	4
Nagelkirk	21	Newton	10			Nicholson	17
Nance	20	Nearning	10			Nixons	4
		Newman	10			Nicks	5
		Newcomb	10			Norton	22
		Newell	10				
		Neister	10				
		Newhouse	10				
		Negits	10				
		Neff	1				
		Newkomer	3				
		Nguyen	9				
		Newkerry	22				
		Nearing	2				
		Newsome	10				
		Nell	22				
		Newen	22				
		Nettles	22				

Pa Pb Pc Pd	Page	Pa Pb Pc Pd—Continued	Page	Pe	Page	Pf to Pn	Page
Parker	3	Parkin	27	Pettus	5	Plyler	1
Patrick	10	Pappin	44	Perry + Pepper	9	Phillips	6
Packman	12	Palmeri	27	Peebles, Peeples	21	Pitman (Pittman)	13
Landue	14			Pendue	14	Philips	6
Patterson	16			Penegar + Pennegar	29	Plexico	30
Pate	18			Peay	21	Phifer	31
Payne	23			Pelfrey	21	Playor	31
Parks	25			Peyton	21	Pherrell	31
Parden	27			Peden	21	Pierce	31
Parr	14			Pelkey	21	Phoppie	6
Paul	14			Pegram	36	Plattonbunger	31
Padgett	14			Peid	36	Pitta	31
Purdell	27			Peincy	36	Pharr	35
Parsons	34			Perkins	38	Pickford	22
Painter	10			Peach	39	Philbeck	22
Paulson	14			Pelham	21	Piorhow	35
Patton	16			Pettit	40	Pitman	13
Papier	43			Peasley	41	Pimentel	35
Paterno	16			Peauy	21	Pigada	31
Perry	43			Petroshin	35	Pittrus	35
Parrnell	27			Perritt	40	Pitt	31
Pargle	14			Pearcell	41	Pietrangeli	35
Park	3			Pearson	41	Pinner	13
Paschoff	27			Petrovski	35	Pitman	13
Pace, Page	14			Perrill	40	Piana + Pizulo	7
Palmer	27			Peterson	40	Pitti	31
Payton	23			Peters	35	Platko	31
Paktee	27			Petty	5	Pierce	7
Papady	23			Peacock	40	Pfannenstiel	31
Parham	43			Pearce	40	Pfiel	31
Peluyenko	27			PeCarro	21	Phipps	31
Patel	23			Pedigo	2		
Pate, Paude, Paterno	2			Pecard	22		
Parent	2			Petridis	35		
Parra	7						
Pongle	14						

Read Carefully These Instructions and Suggestions to Clerks and Others Using COTT FAMILY NAME INDEXES

THE SUB INDEX

1. Write names on the Sub-Index plain and in as bold a hand as possible. Don't make n like u. Don't try to subdivide names on Sub-Index further than is arranged by the scheme here laid out. That is, if Baker is the first name for the column, *Bae to Bak*, write *Baker* on the first dark ruled line followed by *Baer* if it should happen to be the second name of that group, on the second dark ruled line, and so on.

2. A name is written but once on the Sub-Index (except as noted in the next paragraph), no matter how many times the same name is repeated on the Main Index. Following the name is a column in which is written the page of the Main Index, where all entries of this name are to be placed.

3. Names similar in sound but spelled differently should be grouped together on the Main Index, and each variety of spelling noted on the Sub-Index, under its proper sub-divisions. Thus:

Bair-Bare-Baer
Bear-Baehr
Shafer-Schafer
Sheffer-Shaefer
Read-Reed-Reid
Kline-Klein

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

4. Names like *Schneider* and *Snyder* should appear in Sub-Index under *Sc* and also *Sn*; *Pearson* and *Pierson* under *Pe* and *Pi*, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names *Debler*, *Dedman*, *Debroski* and *Deator* being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn.

This Index in loose leaf form is continuous and expansive. When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each sub-division or unit. It is thus designed to be a Continuous Index for a long period of years.

THE MAIN INDEX

7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.

8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names, if two properly fall to each column can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.

9. In paging the Main Index, each sub-division or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.

10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.

11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on pg. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on *any* right hand oddly numbered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

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

Chas. M. Cott
Registered U. S. Patent Office

An Identifying
Trade Mark

THIS SUB-INDEX IS AN INDEX TO THE GENERAL INDEX OF WHICH IT IS A PART

The pages of the General Index devoted to this Initial Letter follows immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

EXTENSION TABS or the book itself represent the first unit of subdivision and refer to Surname Initials.

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

THE BLOCKS or *COLUMNS* on the Sub-Index, still further subdivide Names, according to the designations printed thereon.

The General Index can be ruled in any manner required, and is adapted for the indexing of all kinds of records, and for any number of names from 10,000 up to 1,000,000 or more.

COTT INDEXING SYSTEMS FOR PUBLIC RECORDS AND COMMERCIAL USE

Patented by C. M. Cott and Patents Pending

THE COTT INDEX COMPANY

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

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

U. S. Copyright No. 103632

THE COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

Ta Tb Tc Td	Page	Te Tf Tg	Page	Th	Page	Ti Tj Tk Tl Tm Tn	Page
Taylor	1	Tenny	15	Threatt	3	Tillman	17
Taddeacci	15	Teague	14	Thompson	5	Tins	17
Tarleton	14	Telcham	14	Thomasson	6	Timmons	17
Talbert	16	Tergo	14	Therrell	12	Tindal	17
Tans	22	Telford	14	Thurmond	13	Tilley	17
Tate	22			Thurman	13	Titus	17
Tart	14	Terkune	14	Thomas	586	Timko TINO	19
Tardugno	22	Terpstra	13	Thresher	6	Tinker	19
Tedlow	22			Thornwell	13	Tillett	17
Telford	22			Thurbin	20	Tiller	17
Talley	20			Thigpen	13	Tindall	17
Tarpin	22			Thurston	13	Tiedt	19
				Tharpe	23	Tidwell	8
				Thorne	13	Tinsley	8
						Tiffany	11

[illegible]

Wa Wb Wc Wd	Page	Wa Wb Wc Wd—Continued	Page	We to Wh	Page	We to Wh—Continued	Page
Walters, Walter	6	Wackburn	40	White	5	Wellman	7
Walters	7	ward	9	Whiterell	9	Weddington	42
Warren	10	Washam	40	Whiteside	14	Westall	42
Watts	16	Wetherfield	29	Whitaker, Whittaker	15	Wesner	42
Watkins	19	Wetford	40	West, Westfall	20	Wergin	42
Waters	21	Whitcomb	21	Wescott	20	Whitten	13
Waldrop	27	Washington	8	Withers	13+ 26		
Watson	16	Walpole	39	Wick	30		
Walmole	28			Whitley	5		
Wardlaw	29			Wicker	32		
Washam	29			Webb, Weber	32		
Walker	21			Westmarland	20		
Wallace	29			Widdock	26		
Walden	29			Wills	30		
Wade	29			Weatherborn	13		
Wachta	29			Whaley	30		
Watkinson	21			Whistonant	36		
Walsh	27			Whitehurst	14		
Waino	27			Whiston	32		
Waino	27			Whitaker	32		
Waters	21			Whithers	13		
Watson	6			Whitt	14		
Wall	28			Whitson	20		
Walsh	21			Whittington	14		
Wagers	28			Whitson	14		
Ware	28			Welch	32		
Ward	28			Whitton	14		
Wardner, Washburne	29			Wicks	32		
				Wicks	32		
				Widow	26		
				Whitstone	32		
				Whitman	32		
				Weiner	32		
				Whetstone	32		
				Whitworth	7		
				Whitson	88		

