

MICROFILMED

8-6-71

COTT FAMILY NAME INDEXES

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.

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

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, odd numbered page. If any order is ~~desired~~ he to put the largest number of names on a page. A number of conventions have been developed for all names, but they are not followed by all the writers. The following are the ones that I have followed:

If any points need clarification when beginning the Index or continuing it, you are 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 capacity, get another Binder and carry one or more letters into the new Binder. Continue doing so 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 Specimens 100

COLUMBUS, OHIO

Chas. M. Cott
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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 divide Names, according to the designations printed thereon.

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

COTT INDEXING SYSTEMS FOR RECORDS AND COMMERCIAL

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INDEX BOOKS AND
FOR OTHERS

Loose