

T

HINTS TO CLERKS

Write names on the Sub-Index in ink and in as bold a hand as possible. Don't make a like u. Don't write a for o. Subdivide names on Sub-Index after manner than is arranged by the General Index here laid out. That is, if the first name is the first name for the column, write Baker on the first line, followed by Babby if it should happen to be the second name of that group, also so on.

This Sub-Index System in loose leaf form is expansive and continuous. When new sheets are needed add them. When the binder in which the Sub-Index is originally placed becomes full to its capacity, get another binder, carry one or more letters of the new binder and continue the Sub-Index until you have a book to allow for a letter.

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

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

CHAS. M. COTT,
Patentee and Indexer,

434 400 High St., Columbus, O.

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

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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.

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