

FIRST SEARCH FREQUENTLY OCCURRING NAMES BELOW

IF NAME IS NOT FOUND BELOW: Refer to Mixed Group column to right for page reference.

Because of their frequent entry, all common and other active surnames or family names and the page on which they are separately grouped should be entered in proper ruled block below, according to large alphabet divisions.

COTTCO UNIVERSAL INDEX © 1961

MADE BY THE COTT INDEX COMPANY, COLUMBUS, OHIO

KEY TABLE FOR MIXED NAMES

TO WHICH REFER IF NAME IS NOT FOUND IN RULED SPACES TO LEFT

A

Column 4	PAGE	Column 3	PAGE	Column 2	PAGE	Enter Names First in Column 1	PAGE	Alphabet Div.	First Letters of Surname	Page
						Bailey	93	Ba	Baa-Bab-Bac-Bad ..	15
						Barnwell	95		Bae-Baf-Bag-Bah ..	17
						Batchelder	97		Bai to Bak	17
						Baynard	99		Bal	19
						Babers	121		Bam-Ban-Bap-Baq ..	21
						Barnes - Barnes	23		Bar	23
						+ 123			Bas-Bat	25
									Bau to Bay-Baz	27
						Beckett	101	Be	Bea-Beb-Bec to Bef	29
						Bee	103		Beg-Beh to Bel	31
						Bell	105		Bem-Ben to Beq	33
						Bellinger	107		Ber	35
						Bennett	109		Bes-Bet to Bey-Bez ..	37
						Beaubien see			Bia to Bid to Bif	29
						Also 30 + 43			Big to Bil	31
						Bokean 30 + 43		Bi	Bim-Bin to Biq	33
						Bishop 37			Bir	35
								Bj	Bis-Bit to Biz	37
									Bj	37
						Bouneau 44		Bl	Bla	39
						+ 46			Ble to Bli to Blo	41
						Black 111			Blu-Bly	41
						Blake 113			Boa-Bob-Boc-Bod ..	43
						Bolan - Bolin 115		Bo	Boe to Bog to Bok	43
						Boland 115			Bol-Bom-Bon	45
						Bostick 47 + 117			Boo-Bop	45
						Boyd 49 + 119			Bor-Bos-Bot	47
						Bokean see 43			Bou to Bow to Box	49
						Also Beaubien + 30				
						Bristaxe 53 + 125		Br	Bra	51
						Brown + Browne 127			Bre-Bri	53
						Bronson 57 + 129			Bro	55
						Brunson 57 + 129			Bru-Bry-Brz	57
						Bryan 131				
						Bryant 133				
						Butler 135		Bu	Bua-Bub-Buc-Bud ..	59
						Bythelwood 137			Bue-Buf to Buk	59
						Bythelwood 137			Bul to Bun to Bup ..	61
									Bur	63
								By	Bus-But to Buz	65
									By	37
						Bhaokar 145		Odd	Names beginning B not above classified	65

Assign additional "set out" Names to succeeding ODD numbered pages

FREQUENTLY OCCURRING CORPORATIONS, FIRMS, ETC.

IF NAME IS NOT FOUND BELOW: Refer to Mixed Group column to right for page reference.
Active corporations and firms, indexed by first letter or first two letters of first principal word, (ignore the prefix The), Churches, Lodges, Cemeteries, etc.
Indexed under their general heads, are entered on correct sub-index sheet and separately grouped on page designated.
COTTCO UNIVERSAL INDEX No. © 1956 Made by The Cott Index Company, Columbus, Ohio

MIXED GROUP PAGES OF
CORPORATION AND FIRM NAMES
TO WHICH REFER IF NAME IS NOT
FOUND IN RULED SPACES TO LEFT

Column 2	PAGE	Enter Names First in Column 1	PAGE	CLASSIFIED BY FIRST LETTER OR FIRST TWO LETTERS OF FIRST PRINCIPAL WORD
		Banks (Miscellaneous)	141	Ba to Bb-Bc Bd Page 69
		Banks Peoples (Bankers Trust)	143	
		Bank of Colo Federal Inter Credit	145	
		Bank of Colo First Carolinas		
		Jt. Stk. Ld.	147	
		BG W Company	69	Be to Bi Bj Bk Page 71
		Beaufort County of	71 + 149	
		Beaufort Town of & city of	151	
		Beaufort Academy Est.		
		See S looks under Schools	99	
		B-Jay Advertising West. Co.	69 71	Bl to Bo Bp-Bq Br Bs Bt Bu to By Bz Page 73 Page 75 Page 77 Corporations & Firms Initials only or beginning initials (having no proper name) First initial B, Page 77
		Bry & Hall Homes of S.C. Inc.	73 + 71	

COTTCO UNIVERSAL—THE ADAPTABLE INDEX—INSTRUCTIONS

1. Cott UNIVERSAL Indexes are comprehensive; they are safe, because blocks of ample capacity which give page reference to both "Set Out" groups and "Mixed Name" groups are designated by large bold first letter or first two letter alphabet divisions arranged in a vertical column, always on the front of one or the other of two subindex or key sheets, one as a page reference to individuals or surname, the other to Corporations, Firms, and special groups. These sheets follow surname initialed tabbed sheets.

2. There is a variation of "Frequently Occurring" names in different localities. To set up Cott UNIVERSAL Indexes so they will be best adapted to your own use, predetermine and set out at least 20, preferably 50 or 60 of your most frequently occurring names in each volume. You have a knowledge of many such names, but to take full advantage of this feature consult your present indexes.

3. Preferably typewrite your frequently occurring names, both individuals and Corporations & Firms in the correct ruled block of the proper subindex or key sheet as designated by tab sheet. Assign the first one to page as shown at bottom of Surname or Individual Name subindex sheet. Each set out group is given one sheet; two pages. Establish other set out groups in like manner on succeeding pages. Frequently occurring names may be arranged in blocks either alphabetically or in order as to their frequency. The large blocks generally permit writing names on every other line. When same name is differently spelled write the different spellings in correct block and refer to same page number.

4. Special groups should be made of (1) Schools, School Trustees, Colleges, Board of Education; (2) Churches, Church Boards; (3) Cemeteries; (4) Lodges, and other classifications. When so indexed make cross references in the proper block on correct Corporation & Firm subindex sheets. For example, write Schools, School Trustees, on S subindex sheet and assign to page in S unit; and in proper block on B sheet write Board of Education — see Schools. On C subindex sheet write College — see Schools.

5. "Key Tables" in the large blocks designated by first letter or first two letters give mixed group page numbers. Enter them line after line, starting them on the right hand page number indicated. The group is continued on back of sheet. When both sides of a numbered sheet are filled, insert an unnumbered or extra sheet immediately following and number it (preferably in red) the same number on both sides of the sheet as appears on the left hand page at the point inserted. Any number of sheets can be added for continuation of a group, and in addition to the number that you put on both sides of the extra sheet inserted, we suggest the lettering of each added sheet A, B, C, D.

6. Cott UNIVERSAL is the only modern Index that will cause many names differently spelled and of like pronunciation such as Schaffer-Shafer-Shaefer; Lowery-Lowrey-Lowrie; Pierson-Pearson; Read-Reed-Reid; Deitrick-Dietrick, etc., to be found on the same "Mixed Group" page. We do not claim the key tables will bring together in the "same" mixed group all names of like pronunciation and differently spelled, but tables being so planned as to automatically do so on many of the more common names coming under this class, is a convenience to searchers.

7. When any name or names included in a "Mixed Name" group develop a large number of entries, create a "set out" name and thus control the length of "Mixed Name" groups. The Mixed Names remaining should be written on a new sheet and properly paged.

8. Cott UNIVERSAL Indexes permit expansion until each volume contains but one unit, designated by a tabbed sheet. When "supplies to expand" are required, it is only necessary to tell us which volume or volumes must be expanded or split. Our complete files will enable us to furnish correct supplies.

9. Municipalities or quasi municipality Names are located by the distinctive Municipality Name (City of Columbus — Columbus, City of; Township of Franklin — Franklin, Township of). Firm Names beginning with Name of Individual are located according to the SURNAME of the Individual (C. A. Smith, Inc. — Smith, C. A., Inc.; Lex Mayers Chevrolet, Inc. — Mayers, Lex, Chevrolet, Inc.)