

## HINTS TO CLERKS

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 in 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		Pages 301 to 400	
1	2	101	102	201	202	301	302
3	4	3	4	3	4	3	4
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	12	11	12	11	12	11	12
13	14	13	14	13	14	13	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
23	24	23	24	23	24	23	24
25	26	25	26	25	26	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	34	33	34	33	34	33	34
35	36	35	36	35	36	35	36
37	38	37	38	37	38	37	38
39	40	139	140	239	240	339	340
41	42	41	42	41	42	41	42
43	44	43	44	43	44	43	44
45	46	45	46	45	46	45	46
47	48	47	48	47	48	47	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	58	57	58	57	58	57	58
59	60	159	160	259	260	359	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	68	67	68	67	68	67	68
69	70	69	70	69	70	69	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	80	179	180	279	280	379	380
81	82	81	82	81	82	81	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	90	89	90
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
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.

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Wab Wac Wad	Page	Wae Waf Wag Wah Wai Wak	Page	Wal	Page	Wam Wan Wao Wap	Page
Wadsworth	61	Wagstaff-Waggstaff	78	Waldrop	89	Wanslow -Wansley	62
Waddell -Waddlê-	50	Wagner-Wagoner-Wagner	33	Waldron	91		
Wade	43	Wah-Waugh	57	Wallace	22		
Waddleton	68	Wakefield	14	Walters	37		
Wadsley	99	Wages	165	Walker	10		
Wadkins	4	Waits	196	Wall - Walls	82		
				Waller	69		
				Walton	137		
				Walsh	169		
				Waldt	186		

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 the name is spelled, duplicating the name in more than one column.



## War

Page

## Was Wat

Page

## Wau Wav

Page

## Waw Wax Way Waz

Page

W

Warnock	42	Washington	45	Waymon	150
Warren	40	Watt-Watts	16	Waycaster	155
Warley	56	Watson	3	Wayne	171
Ward	44	Watkins-Wadkins	4		
Ware	58	Waters -Watters	29		
Wardlaw	12	Watford	174		
Warthman	177				
Wardell	183				
Warder	200				

Wa

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Wear Wia Wib Wic Wid	Page	Wee to Wei Wie to Wik	Page	Wel Wil	Page	Wel-Continued Wil-Continued	Page
Weaver	65	Weems	73	Wells	48	Williamson-Williamston	24
Wearn	60	Weisner-Wisener	85	Wellington	142	Wiles	25
Webb	6	Weil	93	Wellsman	96	Wilhite	21
Webster	67	Wigington	30	Welch- Welsh	23	Welborn	5
Weams-Weems	73	Wiggins-Widgens	74	Weldon	72	Willingham	19
Wicker	53	Weir	149	Wiltberger	87	Williford	11
Wideman	80	Weinstein	188	Wilkes	35	Wilson	1
Webber	187			Wilburn-Welborn	5	Williams	2
Weakley	194			Wilmont	114	Wilkerson	151
				Willmore	147	Welmaker	
				Wilkie	92	Wilder (191)	
				Williard -Willard	116		
				Wilkins	75		
				Wilbanks-Welbanks	38		
				Willis	28		
				Wiley	47		
				Wilcox	51		



Wem to Wer  
Wim to Wir

Page

Wes  
Wis

Page

Wet  
Wit

Page

Wev to Wez  
Wiv to Wiz

Page

Wentzky-Wintzky

79

West

36

Withers

100

Wix

110

Wertz-Werts-

77

Westbrook

64

Witherspoon

49

Wever

167

Wernicke

97

Wise

94

Wetmore

141

Werner

59

Weston

145

Wittels

175

Wimpey

54

Wister

/61

Witcher

176

Wimberly

98

Westmoreland

164

Witt

189

Winthrop

1106

Westbury

199

Winfield

70

Wisener

85

Winn - Wynn

152

Winchester

71

Winter-Winters

41

Winston

26

Winford

160

Wenzick

172

Wienold

197

Wingo

198

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Wha Whe	Page	Whi Who Why	Page	Woa to Wom	Page	Won Woo Wop	Page
Whaley-Wharley	84	Whitworth	66	Wofford	63	Woolbright	46
Wharton-Whorton	18	Whilden	86	Wolfe - Wolff	138	Woolridge-Woolbridge	83
Wheat	90	Whitman	54	Womack	162	Woodin	95
Whechel-Whelchel	81	White	7	Womble	184	Wood-Woods	20
Whatley	154	Whittaker	15			Woodson	34
Wheeler	180	Whitner	13			Wooten	27
Wheaton	185	Whitt-Whit	52			Woodside	76
		Whitinhunt	111			Woodcock	105
		Whitfield	9			Woodward	112
		Whitney	115			Woodall-Wooddall	39
		Whitlock	103			Woolworth	148
		Whipple	113			Woodrum	157
		Whitten	31			Woodard	190
		Whitmire-Whitmier	32			Woody	193
		Whittington	153				
		Whittles	173				
		Whiten	192				



## Wor

Page

## Wos Wot Woz

Page

## Wr

Page

## Wu Wy

Page

Workman

109

Worrell

107

Worley

163

Wragg

101 Wyatt

17

Wren

104 Wynn - Winn

152

Wriley

108 Wyman

201

Wright

8

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WALKER, EVANS & COGSWELL CO., Charleston, S. C. Indicate on Sub-Index the different ways  
Names of similar spelling and similar sound should be grouped together and given the same page number. the name is spelled, duplicating the name in more than one column when necessary.

Wh  
Wo  
Wr  
Wu  
Wy



Corporations and Firms	Page	Corporations and Firms	Page
Wadsworth & Turpin	122	West Pelzer Lumber Co.	135
Wagener & Company F W	123	West Pelzer Public Service Co.	143
Walker Evans & Cogswell Co.	126	Watson Cotton Oil Mill	136
Webb & Cater	118	Woodward Baldwin Co.	144
Webb & Webb	125	Webb Cason Drug Co.	146
Weil & Company, Julius H	128	Ware Shoals Mfg. Co.	156
Western Carolina Land Improvement Co.	127	Woolworth F W Co.	148
Wideman & Chiles	130	Wateree Power Co	158
Williamston Lumber Co.	119	Williamston Gin & Lumber Co	159
Williamston Warehouse Co.	129	West Pelzer-- Town of --	166
Wilson & Cheatham	132	Wellington Mills Inc.	168
Williams Leah & Sherman	131	Warwick Realty Company	170
Wilmont Oil Mill	120	<i>See American Legion</i> W.A. Hudgens Post No. 14, American Legion, Inc.	178
Williamston, Council of City, and City of--	121	Widows Friend Society	181
Williamston Oil & Fertilizer Co.	117	W. Frank McLees Fertilizer Co.	182
Williamston Cemetery Association	134	Welborn Motor Company	195
Williamston Mills	124		
Wright & Co. M.B.	133		