

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.

COTT INDEXING SYSTEMS FOR PUBLIC
RECORDS AND COMMERCIAL USE

Patented by C. M. COTT, and Patents Pending



Walker, Evans & Cogswell Co.

INDEX BOOKS AND INDEX SYSTEMS INSTALLED
FOR STATE, COUNTY AND MUNICIPAL RECORDS
LOOSE LEAF INDEXES AND LOOSE LEAF RECORDS
CHARLESTON, S. C.

Ka	Page	Kea Keb Kec Ked Kia Kib Kic Kid	Page	Kee Kef Keg Keh Kei Kek Kie Kif Kig Kih Kii Kik	Page	Kel Kem Kil Kim	Page
						Kellam	82
Kay	2	Keaton	6	Keene	47	Kellett	45
Kattisen-Kalteesen	33	Keatts	43	Keer	28	Kelso	34
Katil	42	Keasler-Keasley	12	Keele-Keil	46	Keller	17
Kauffman	20	Kibler	51	Keets	44	Kelly-Kelley	4
Kargokos	72	Kidd	35	Keith	11	Kell-Kells	32
Kaylor	78	Keating	90	Keese-Keys	5	Kellon	50
Kane	81			Keenan	80	Kelby	49
Kates	84			Keeley	85	Kemp	13
Kaney	97			Keeler	98	Kilby	25
Kaplan	104					Kilgore-Kilgo-Kilgour-	24
						Killingsworth	37
						Kilpatrick	10
						Killin	52
						Kilbourn	15
						Kimbrough	55
						Kimsey	63
						Kimbaugh	72

43

New SUB-INDEX. Sheets may be ordered at 25c. each. When ordering, give number of sheet as shown on margin. Price per sheet, 25c. With Lettered Extension Tabs, reinforced, 40c. each. WALKER, EVANS & COGSWELL, CO., Charleston, S. C. Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-Index the different ways the name is spelled, duplicating the name in more than one column when necessary.

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on this margin. Price per sheet, 25c. With Lettered Extension Tabs, reinforced, 40c. each.
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.

Ken Keo Kep Kin Kio Kip	Page	Ker Kir	Page	Kes Ket Kis Kit	Page	Ken Kev Key Kez Kiu Kiv Kiz	Page
Kennedy-Kennedey	3	Kersey	29	Kitchen-Kitchin	21	Keys-Keese -Key	5
Kennemore	27	Kerby-Kirby	26	Kitsinger	31	Keyser	66
Kendricks	48	Kerr	23	Kittle-Kitle	40		
Kinsey-Kinzy	16	Kirkwood	41	Kiser- Kyzer	70		
Kinsler	36	Kirkpatrick	30	Kesterton	94		
Kingsley-Kingsler	19	Kersey-Kirsey	18	Kistner	96		
King	1	Kerns - Kern-	59				
Kinnard - Kinard	22	Kirvin	60				
Keown	7	Kirksey	83				
Kinley	92	Kernels	91				
Kindley	99						
Kenney	102						

K

Ka
Ke
Ki
Kj
Kh

Kl
Kn
Ko
Kr
Ku
Kv-Kw
Ky-Kz

Kh Kj

Firms
and
Corporations
OVER

Kl	Page	Kn	Page	Koa to Kom	Page	Kon to Koz	Page
Kline - Klyne	57	Knight	9	Kohler	38	Konduras	65
Klugh	74	Knaugh-Knauff	14	Kohn	54	Konstantakos	73
Klutz	93	Knox	8	Koon	67	Kowalski	87
		Knop	39	Kolb	86	Koury	100
		Knebel	64				
		Knabb	71				
		Knowles	89				
		Knotts	95				

[illegible]