

HINTS TO CLERKS

Write names on the Sub-Index in and in as bold a hand as possible. Don't make n like u. Don't subdivide names on Sub-Index other than is arranged by the name here laid out. That is, if the first name for the column, write Baker on the first line, followed by Babb if it should happen to the second name of that group, so on.

This Index System in loose leaf form is expansive and continuous. When more sheets are needed add more. When the binder in which they are originally placed becomes full to its capacity, get another binder and carry one or more letters to the new binder and continue using this until you have a book to 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 after years if it becomes dated 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-letter 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 this Sub-Index is for keeping track of used or 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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