

Read Carefully These Instructions and Suggestions to Clerks and Others Using COTT FAMILY NAME INDEXES

THE SUB INDEX

1. 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, *Bae to Bak*, write *Baker* on the first dark ruled line followed by *Baer* if it should happen to be the second name of that group, on the second dark ruled line, and so on.

2. A name is written but once on the Sub-Index (except as noted in the next paragraph), no matter how many times the same name is repeated on the Main Index. Following the name is a column in which is written the page of the Main Index, where all entries of this name are to be placed.

3. Names similar in sound but spelled differently should be grouped together on the Main Index, and each variety of spelling noted on the Sub-Index, under its proper sub-divisions. Thus:

Bair-Bare-Baer	Lowery-Lowry
Bear-Baehr	Lourie, etc.
Shafer-Schafer	Snyder-Snider
Sheffer-Shaefer	Schneider-Schnider
Read-Reed-Reid	Keyser-Keiser- Keiser
Kline-Klein	Pearson-Pierson

4. Names like *Schneider* and *Snyder* should appear in Sub-Index under *Sc* and also *Sn*; *Pearson* and *Pierson* under *Pe* and *Pi*, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names *Debler*, *Dedman*, *Debroski* and *Deator* being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn.

This Index in loose leaf form is continuous and expansive. When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each sub-division or unit. It is thus designed to be a Continuous Index for a long period of years.

THE MAIN INDEX

7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.

8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names, if two properly fall to each column can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.

9. In paging the Main Index, each sub-division or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.

10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.

11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on pg. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on any right hand oddly numbered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

If any point is not clear to you when beginning the Index or continuing its use, always feel free to write the manufacturer, who will cheerfully reply to any questions regarding the proper working of the system.

THE COTT INDEX CO. Index Specialists Since 1888 **COLUMBUS, OHIO**

C. M. Cott An Identifying
Registered U. S. Patent Office Trade Mark

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 represent 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

The Cott Printing & Index Co.

INDEX BOOKS AND INDEX SYSTEMS INSTALLED
FOR STATE, COUNTY AND MUNICIPAL RECORDS

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

U. S. Copyright No. 103632

Ta Tb Tc Td	Page	Te Tf Tg	Page	Th	Page	Ti Tj Tk Tl Tm Tn	Page
Talley	1	Teal	12	Thomas	4	Tindall - <i>Syndall</i>	16
Tate	6	Tennyson	13	Thompson-Thomson	5	Tinsley	17
Talbert	14	Teague	21	Thornton	20	Tisdale	36B
Taylor	18	Teasnear - <i>Teasner</i> - Tessenear	15B	Thackston	23	Timms	23B
Turner	26	Templeton	31B	Thrift	33	Timmons	42B
Tarver	26	Terry	13B	Thomason	5	<i>Dipton</i>	45B
Tanner	29B	Teaster	37B	Thorne	10B	<i>Single</i>	48B
Tadlock	43	Teamer	47 12	Thornley	17B	<i>Titus</i>	55
Tappe	44	Tendall-Tennel	16	Thom	35		
Tankersley	45	Tennant	40	Thorsen	36		
<i>Tatum</i>	48	<i>Tennet</i>	50B	Thorp	14B		
<i>Tatham</i>	71	<i>Tinsley</i>	17	Threadgill	39		
		<i>Teasner - Tesenair</i>	52	Thornburg	38B		
		<i>Tesse</i>	69	Thayer	56		
		<i>Tennal</i>	72	<i>2 Harper</i>	64		

0.39

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.

REV. U. S. PAT. OFFICE *Quinn* County Indexes Since 1888
The Codd Index Company, Columbus, Ohio
U. S. Copyright No. 103632

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACED OR WORN
 46 buff sheets and 20 tab sheets go to make up complete set No. 0 (designated by 0 preceding numbers)
 92 buff sheets and 20 tab sheets go to make up complete set No. 1 Regular (designated by regular numbers)
 104 buff sheets and 20 tab sheets go to make up complete set No. 1 Split (designated by S following numbers on certain sheets)
 Economical to order complete sets. When ordering one or more buff sheets (broken sets) give complete numbers, etc., appearing on this margin. Order tab sheets by alphabet lettering.

0.40

To Tp Tq	Page	Tr Ts Tt	Page	Tu Tv	Page	Tw Tx Ty Tz	Page
Tolleson	9	Trustees	8	Turner	2	Twitty	27
Tolbert	22	Trimmier	19	Turnbull	10	Tyler	22
Townsend	24B	Tripp as Receiver	30	Tucker	11	<i>Jewett</i>	68
Toms	22B	True	31	Tutt	24	<i>Dyson</i>	76
Tonge	11B	Troublefield	32	Turney	28		
Towery	34B	Troutman	34	Tuggle	35B		
Toney	37	Trascott	1B	Tumbling	40B		
Tough	38	Trogdon	19B	<i>Turrentine</i>	46-B		
<i>Tabin</i>	51	Trowell	20B	<i>Linschlester</i>	65		
		Tracy	41	<i>Lurnage</i>	66		
<i>Towne</i>	61	Trakas	41B				
<i>Todd</i>	74	Trent	42				
<i>Tol</i>	78	Truluck	46				
		Trout	47				
		Trammell	52				
		<i>Truellock</i>	58				
		<i>Transon</i>	67				
		<i>Travis</i>	70				
		<i>Truby</i>	75				

T

Firms
and
Corpo-
rations
OVER

Corporations and Firms	Page	Corporations and Firms	Page
Town Council of Gaffney-Town of Gaffney. <i>City of Gaffney</i>	3		
Town Council of Blacksburg-Town of Blacksburg	7		
Trustees	8		
Thicketty Mountain Baptist Association	15		
Turner Land Company	25		
Tripp, George B. as Receiver of S.C. Light P.&Rwy. Co.	30		
Thicketty Mountain Gin Company	30B		
Terry Estate	13B		
Timber Ridge School(See Trustees)			
Travelers Indemnity Company, The	133		
Third National Bank of Nashville Tenn. as Trustee	26B		
<i>Turner Bros. Inc</i>	<i>44-B</i>		
<i>Thirtieth Street Baptist Church</i>	<i>50</i>		
<i>Transcontinental Gas Pipe Line Corp.</i>	<i>54</i>		
<i>Taylor Clay Products, Inc.</i>	<i>57</i>		
<i>TACKETT CREEK WATER SHED</i>	<i>59</i>		
<i>The Incarnation Episcopal Church of Jeffery, S.C.</i>	<i>60</i>		
<i>The Laura Company</i>	<i>62</i>		
<i>Turner Motor, Inc</i>	<i>63</i>		
<i>Travelers Insurance Co</i>	<i>73</i>		
<i>Travelers Insurance Co</i>	<i>73</i>		
<i>Trans-States Advertising System</i>	<i>77</i>		
<i>Timken Roller Bearing Co. The</i>	<i>79</i>		

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.

U.S. PAT. OFF. TRADE MARK

The Galt Index Company, Columbus, Ohio

U.S. Copyright No. 109632