

HINTS TO CL

Write names on the plain and in as bold as possible. Don't make an attempt to subdivide names further than is arranged in the scheme here laid out. Baker is the first name in the column, write Baker on the line followed by Babb if it should be the second name on the line and so on.

This Index System form is expansive and When more sheets are added to them. When the binder they are originally placed filled to its capacity, binder and carry one or into the new binder doing this until you have each letter.

This Sub-Index can be and re-written at very low cost and it is so planned that it is done in after years if it is faced and worn. Prices of Indexes on either parcel or all linen furnished. Prices also quoted on names on Sub-Index in writer type.

If any point is not clear when beginning the indexing its use, always feel free to the maker or patented cheerfully reply to any regarding the proper working system.

CHAS. M.
Patentee and

430 N. High St., Columbia

NOTE: The table of each Sub-Index is for use of used or partially used

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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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