

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.

| I | Page | Ja | Page | Ja-Continued | Page | Je Ji | Page |
|------------------|------|-------------------|------|--------------|------|-------------------|------|
| Iler | 4 | Jackson | 3 | | | Jeans -Jeanes | 19 |
| Ingram-Ingrham | 2 | Jacobs | 16 | | | Jeeton-Jetton | 18 |
| Irby | 1 | Jaeger | 12 | | | Jeffors | 30 |
| Irwin-Irwing | 6 | Jack <i>Jacks</i> | 14 | | | Jefferson | 29 |
| Isaacs | 7 | James-Jaymes | 8 | | | Jefcoot | 20 |
| Isbelle - Isbell | 3 | Jameson-Jamison | 10 | | | Jenkins | 5 |
| Isreal | 9 | Jandon | 25 | | | Jennings-Jinnings | 11 |
| Ivester | 8 | Jarrett-Jarred | 13 | | | Jernigan | 27 |
| Ivey-Ivie-Ivory | 5 | Jaynes | 8 | | | Jervy | 28 |
| Izard | 10 | Jay | 15 | | | Jett | 9 |
| Idell | 13 | Jayroe | 33 | | | Jewell | 17 |
| Inglesby | 18 | Jaeger(see above) | 12 | | | Jewlin | 26 |
| Ingerson | 22 | Jarvis | 42 | | | Jeter | 39 |
| Isom | 23 | | | | | Jensen | 43 |
| | | | | | | Jester | 45 |

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 Extension Tabs, reinforced, 40c. each. 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.

Jo

Page

Jo

Page

Ju Jy

Page

Page

Joor

21

Johnson-Johnston

2

Johns

22

Jones

1

Jolly-Jolley

4

Jordon-Jorden-Jounden

6

Jordan

Jowers

35

Joiner

44

Junkin - Junkins

7

Justice - Justus

23

Julus

34

Julian

38

Juvette

40

Jubin

47

I
J

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. Duplicate the name in more than one column when necessary.

Firms
and
Corporations
OVER

