FIRST SEARCH FREQUENTLY OCCURRING NAMES BELOW

IF NAME IS NOT FOUND BELOW: Refer to Mixed Group column to right for page reference.

Because of their frequent entry, all common and other active surnames or family names and the page on which they are separately grouped should be entered in proper ruled block below, according to large alphabet divisions.

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A

Column 4	PAGE	Column 3	PAGE	Column 2	PAGE	Enter Names First in Column 1	PAGE
				Haynes 103 + 11		Hall	89
				Haynes 11 + 103		Hamilton 6 + 91	
				Haines 11 + 103		Harden 9 + 93	
						Hardy 9 + 93	
						Harris	95
						Harrison	97
						Harvey	99
						Hazel 11 + 101	
						Hazle 11 + 101	
						Heyward	105
						Hayward	105
						Hill 16 + 107	
						Hills 16 + 107	
				Hodge	23	Holmes	109
				Holden	27	Houston	111
						Howard	113
						Hudson	115
						Huger	117
						Hutson	119
						Hookstra	29

KEY TABLE FOR MIXED NAMES

TO WHICH REFER IF NAME IS NOT FOUND IN RULED SPACES TO LEFT

Alphabet Div.	First Letters of Surname	Page
Ha	Haa-Hab-Hac-Had	1
	Hae to Hak	1
	Hal	3
	Ham	5
	Han to Hap	7
	Har	9
	Has-Hat to Hay-Haz	11
He	Hea-Heb-Hec-Hed	13
	Hee to Hek	13
	Hel-Hem	15
	Hen to Hep	17
	Her	19
	Hes-Het to Hez	21
Hi	Hia-Hib-Hic-Hid	13
	Hie to Hik	13
	Hil-Him	15
	Hin to Hip	17
	Hir	19
	His-Hit to Hiz	21
Hl Hm Hn	Hl-Hm-Hn	41
Ho	Hoa-Hob-Hoc-Hod	23
	Hoe-Hof to Hok	25
	Hol-Hom	27
	Hon-Hoo-Hop	29
	Hor-Hos-Hot	31
	Hou-Hov-How to Hoz	33
Hu	Hua to Huk	35
	Hul	37
	Hum-Hun	37
	Hup to Huz	39
Hy	Hy-Hz	41
Odd	Names beginning H not above classified	41

Assign additional "set out" Names to succeeding ODD numbered pages

FREQUENTLY OCCURRING CORPORATIONS, FIRMS, ETC.

IF NAME IS NOT FOUND BELOW: Refer to Mixed Group column to right for page reference.

Active corporations and firms, indexed by first letter or first two letters of first principal word, (ignore the prefix The), Churches, Lodges, Cemeteries, etc. indexed under their general heads, are entered on correct sub-index sheet and separately grouped on page designated.

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Column 2	PAGE	Enter Names First in Column 1	PAGE
		H & H company	79
		H L P Enterprises, Inc.	79
		Hilton Head Co.	81

MIXED GROUP PAGES OF
CORPORATION AND FIRM NAMES
TO WHICH REFER IF NAME IS NOT FOUND IN RULED SPACES TO LEFT

CLASSIFIED BY FIRST LETTER OR FIRST TWO LETTERS OF FIRST PRINCIPAL WORD

Ha Hb-Hc Hd	Page 79
He to **Hi** Hj-Hk-Hl Hm-Hn	Page 81
Ho to **Hy** Hz	Page 83

Corporations & Firms Initials only or beginning initials (having no proper name) First initial H, Page 83

COTTCO UNIVERSAL—THE ADAPTABLE INDEX—INSTRUCTIONS

1. Cott UNIVERSAL Indexes are comprehensive; they are safe, because blocks of ample capacity which give page reference to both "Set Out" groups and "Mixed Name" groups are designated by large bold first letter or first two letter alphabet divisions arranged in a vertical column, always on the front of one or the other of two subindex or key sheets, one as a page reference to individuals or surname, the other to Corporations, Firms, and special groups. These sheets follow surname initialed tabbed sheets.

2. There is a variation of "Frequently Occurring" names in different localities. To set up Cott UNIVERSAL Indexes so they will be best adapted to your own use, predetermine and set out at least 20, preferably 50 or 60 of your most frequently occurring names in each volume. You have a knowledge of many such names, but to take full advantage of this feature consult your present Indexes.

3. Preferably typewrite your frequently occurring names, both individuals and Corporations & Firms in the correct ruled block of the proper subindex or key sheet as designated by tab sheet. Assign the first one to page as shown at bottom of Surname or Individual Name subindex sheet. Each set out group is given one sheet; two pages. Establish other set out groups in like manner on succeeding pages. Frequently occurring names may be arranged in blocks either alphabetically or in order as to their frequency. The large blocks generally permit writing names on every other line. When same name is differently spelled write the different spellings in correct block and refer to same page number.

4. Special groups should be made of (1) Schools, School Trustees, Colleges, Board of Education; (2) Churches, Church Boards; (3) Cemeteries; (4) Lodges, and other classifications. When so indexed make cross references in the proper block on correct Corporation & Firm subindex sheets. For example, write Schools, School Trustees, on S subindex sheet and assign to page in S unit; and in proper block on B sheet write Board of Education — see Schools. On C subindex sheet write College — see Schools.

5. "Key Tables" in the large blocks designated by first letter or first two letters give mixed group page numbers. Enter them line after line, starting them on the right hand page number indicated. The group is continued on back of sheet. When both sides of a numbered sheet are filled, insert an unnumbered or extra sheet immediately following and number it (preferably in red) the same number on both sides of the sheet as appears on the left hand page at the point inserted. Any number of sheets can be added for continuation of a group, and in addition to the number that you put on both sides of the extra sheet inserted, we suggest the lettering of each added sheet A, B, C, D.

6. Cott UNIVERSAL is the only modern Index that will cause many names differently spelled and of like pronunciation such as Schaffer-Shafer-Shaefer; Lowery-Lowrey-Lowrie; Pierson-Pearson; Read-Reed-Reid; Deitrick-Dietrick, etc., to be found on the same "Mixed Group" page. We do not claim the key tables will bring together in the "same" mixed group all names of like pronunciation and differently spelled, but tables being so planned as to automatically do so on many of the more common names coming under this class, is a convenience to searchers.

7. When any name or names included in a "Mixed Name" group develop a large number of entries, create a "set out" name and thus control the length of "Mixed Name" groups. The Mixed Names remaining should be written on a new sheet and properly paged.

8. Cott UNIVERSAL Indexes permit expansion until each volume contains but one unit, designated by a tabbed sheet. When "supplies to expand" are required, it is only necessary to tell us which volume or volumes must be expanded or split. Our complete files will enable us to furnish correct supplies.

9. Municipalities or quasi municipality Names are located by the distinctive Municipality Name (City of Columbus — Columbus, City of; Township of Franklin — Franklin, Township of). Firm Names beginning with Name of Individual are located according to the SURNAME of the Individual (C. A. Smith, Inc. — Smith, C. A., Inc.; Lex Mayers Chevrolet, Inc. — Mayers, Lex, Chevrolet, Inc.)

COTT UNIVERSAL Indexes are made in Nos. 1-4, 2-8, 8-24, etc. First figure indicates minimum volumes each can be started. Last figure maximum expansion.

Corporations, Firms and Special