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HINTS TO CLERK

Write names on this Index plain and in as bold a type as possible. Don't make a mistake. Don't try to subdivide names on this Index further than is arranged by the scheme here laid out. If Baker is the first name in the column, write Baker on the line, followed by Babbs if it happens to be the second name in the group, and so on.

This Index System loose leaf form is expansive and continuous. When more sheets are added add them. When the binder in which they are originally placed becomes filled to its capacity another binder and carry over letters into the new binder 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 it can be done in after years if it becomes defaced and worn. Price new Sub-Indexes on either patent paper or all linen furnished on request. Prices also quoted re-writing names on Sub-Index large type-writer type.

If any point is near to you when beginning the use or continuing its use, always free to write the maker, or patron, who will cheerfully reply to questions regarding the proper use of the system.

CHAS. COTT,
Patent Indexer.

430 N. High St., Columbus, O.

NOTE: The total figures on each Sub-Index is keeping track of used or partially used pages.

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THIS SUB-INDEX

IS AN INDEX TO THE GENERAL
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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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