

FIRST SEARCH FREQUENTLY OCCURRING NAMES BELOW

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.
 If name for which you are searching is not found in proper ruled block below, refer to Key Table for page reference.

COTTO UNIVERSAL INDEX No. 14—Patented Nov. 28, 1922. THE COTT PRINTING & INDEX CO., Columbus, Ohio

KEY TABLE FOR MIXED NAMES

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

Column 4	PAGE	Column 3	PAGE	Column 2	PAGE	Enter Names First in Column 1	PAGE	Alphabet Div.	First Letters of Surname	PAGE
				Lee - - -	154	Lodges - -	77	L	Laa to Lam	1
				Limehouse - -	155	Litchfield -	126		Lan to Laz	3
				Lawrence - -	158	Lorenz - -	136		Le - -	5
						Leland - -	140		Li - -	7
						Legare - -	143		Loa to Lol	9
						Lanier - -	149		Lon to Loz	11
									Ll - -	11
									Lu Ly -	13
Macpherson - -	16	Mack - - -	148	McNeil(1)McKneil	130	Maree - -	25		Maa to Mal	15
McPherson - -	23	McClellan - -	149	Mazyck - -	135	Mayer - -	97	MA	Mam to Mar	17
		McRae-McCrae -	151	Manigault -	137	Marion - -	110		Mas to Maz	19
		McCray - - -	151	Mathews-Matthews	142	McCoy-McCay-McKay	117		McA to McG	21
		McKewn - - -	152	Marshall - -	145	McIntire - -	118	MC	McH to McZ	23
		McCabe - - -	157	McCants - -	146	Martin - -	119			
		Moore - - -	147	Middleton -	112	Murray - -	78	ME	Me - -	25
		Metts - - -	150	Mitchell - -	115	Morrison - -	93		Mi - -	27
		Michael-Mikell -	157	Mitchum-Mitchem	123	Meyers-Myers -	97	MI	Moa to Mop	29
				Mullinax - -	134	Mims - - -	106	MO	Mor - -	31
				Miller-Miler -	141	Murphy - -	107		Mos to Moz	33
				Mizzell-Mizell(e)	144	Montague - -	109	MU	Mu - -	35
								MY	My - -	35
						Nelson - -	113		Na - -	37
						Orvin - -	132	N	Ne Ni -	39
									No Nu Ny -	41
									Oa to Ol -	43
								O	O'A to O'L	43
									Om to Oz	45
									O'M to O'Z	45
Perry - - -	153	Peagler - - -	147	Porcher - - -	127	Payton - - -	48		Pa - -	47
		Palmer - - -	133	Phillips - - -	131	Prettyman - -	102	P	Pe - -	49
		Parris-Paris -	151	Prioleau - - -	138	Pinckney - - -	104		Pi - -	51
		Platt - - -	152	Price - - -	139	Parker - - -	121		Ph Pi Po -	53
		Poinsett - - -	153	Quintal - - -	145	Pringle - - -	122	Q	Pr Pu Py -	55
		Poppenheim - -	156	Pope - - -	146	Pressley - - -	124		Q - -	55
				Rigby - - -	128	Read-Read-Reid	82	RA	Ra - -	57
				Richbourg - -	148	Rivers - - -	95	RE	Rea to Rem	59
				Richebourg - -	148	Richardson - -	100		Ren to Rez	61
						Riggs - - -	116	RI	Ria to Rim	59
						Rice - - -	120		Rin to Riz	61
						Ravenel - - -	125	RH		
						Rhame - - -	85			
						Russell - - -	88	RO	Roa to Robl	63
						Robinson-Rober son	129		Rh - -	63
						Robertson - -	129	RU	Rom to Roz	65
								RY	Ru Ry -	67

L
M
N
O
P
Q
R

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 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.
 COTTCO UNIVERSAL INDEX No. 1-4—Patented Nov. 25, 1922. THE COTT PRINTING & INDEX CO., Columbus, Ohio

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

Column 2	PAGE	Enter Names First in Column 1	PAGE	CLASSIFIED BY FIRST LETTER OR FIRST TWO LETTERS OF FIRST PRINCIPAL WORD
		LODGES - - - - -	77	
				L L - - - 68
Mepshew Lumber Company - - - -	158	Midland Timber Company - - - -	90	
		McLaurin Lumber Company - - - -	150	
		Mab Lumber Company - - - -	154	M M - - - 69
		MtHolly M & M Company - - - -	155	
		Middleton & Ravenal - - - -	156	
				N N - - - 71
				O O - - - 72
				P P - - - 73
				Q Q - - - 75
				R R - - - 75

COTTCO UNIVERSAL—THE ADAPTABLE INDEX—INSTRUCTIONS

Permits of Separately Grouping Common or Frequently Occurring Family Names or Surnames and Active Associations, Corporations, Firms, Etc. Comprehensive Tables to Designate the Page on Which All Other Groups Must Start According to First Letters of Surname or First Letters of First Principal Word in Corporation or Firm Name.

- COTTCO UNIVERSAL INDEXES are made up of independent units. A Unit consists of a quantity of sheets, regularly paged from 1 up, and Sub Index sheets on which are printed Index Tables as a guide to where names falling to that unit will be entered and found. Blocks are provided on the Sub-Index sheets to write certain names and indicate the page on which they are separately grouped. Each unit is designated by an alphabetical tab.
- Separately grouped names, called "Set Out Names," are those most frequently occurring. Do not fail to take full advantage of this feature. Determine as far as possible at the time this index is started, all names that should, because of their frequent entry on the records to which this is an index, be "separately grouped." Bear in mind that the index will continue as a current set for years to come. Each name "separately grouped" reduces the size of the "mixed name groups."
- Write "Set Out Names" in the correct ruled block according to the large alphabet divisions on the proper Sub-Index sheet. Assign the first "Set Out" name of each unit to the page designated on Sub-Index sheet to that unit. Give to each name an entire sheet (two pages). Establish all other "Set Out Names" on succeeding pages or what would be odd numbered right-hand pages, disregarding alphabetical sequence. When all the extra sheets in this book have been used, either for "Set Out Names" or as added sheets for the continuance of "Set Out Name" groups, or "Mixed Name" groups, purchase additional sheets and binders and grow or expand the books until each unit has become a separate volume.
- Fill up column 1 of correct ruled block first with "Set Out Names." Then column 2 and so on.
- A "Set Out Name" is one group regardless of its given name. But common names like Smith, Jones, Brown, etc., may be subdivided by given initials on the Sub-Index and assigned four or more different sheets, as Smith, A to D, Smith, E to J, Smith, K to O, Smith, P to Z.
- SPECIAL GROUPS should be made of (1) Schools, School Trustees, Colleges, Boards of Education, etc. (2) Churches, Church Boards, (3) Cemeteries, (4) Lodges, Fraternities, Societies, and any others that might be better indexed and found if classified under general heads, and grouped together on a designated page. When so indexed make references and all cross references in the proper block on correct Corp. & Firms sub-index sheets. For example write Schools, School Trustees, etc., on S sub-index sheet, and assign it to a page in the S unit, and in proper block on B sub-index sheet write Boards of Education (see Schools, etc.); on C sub-index sheet write Colleges (see Schools, etc.) Index Lodges in L unit paging it on L sub-index sheet, and on P sub-index sheet write Fraternities, (see Lodges, etc.).
- Begin "Mixed Names" on the page designated by Index Table appearing on proper Sub-Index sheet. Enter them line after line on the sheets without further subdivision. For example, if the Key Table for mixed Names designates page 1 for Aa, Ab, Ac, Ad, etc., and the first name to be entered

- (not a set out) is Adler, write it on first line of page 1, Aarons on second line, Acker on third line, and so on. It will be noted that the figures in the tables run 1, 3, 5, 7, 9, etc., this causes each group to be started on the right hand or odd numbered page. The group is continued on the back of sheet, left hand or even numbered page, and when both sides of a numbered sheet are filled up, insert an unnumbered or extra sheet immediately following the sheet that is filled up and number it, (preferably in red ink), the same even number on both sides of the sheet as appears on the left hand page at the point inserted. It can be seen that any number of sheets can be added for the continuation of a group, and in addition to the even page number that you put on both sides of the sheet, we suggest the lettering of each added sheet A, B, C, D, etc.
- Should a name develop large after it was begun as a "Mixed Name," rewrite the sheet or sheets, and make "Set Out Name" groups of the names that have developed large.
- Many names that are spelled differently and pronounced alike, such as Schaffer-Shafer-Shafer, Lowery-Lowrey-Lowrie, Pierson-Pearson, Read-Reed-Reid, Dietrick, Dietrich, etc., are grouped together by the Key Tables for Mixed Names. No modern index will bring together in so satisfactory manner all such names. At times the searcher may have to refer to different pages when not certain as to how name is spelled. "Set Out" names similar in sound should be assigned to the same page and the different ways of spelling noted in proper alphabet divisions.
- This Index is not complicated, but there is one right way to start. If in doubt write to the Patentees and Makers, THE COTT PRINTING & INDEX CO., COLUMBUS, OHIO.
- When additional sheets and binders are required to expand the set, or when new Sub-Index sheets or any other supplies are needed, order them of the firm named below, and refer to the numbers indicated. By so doing you will be sure to get supplies correct in every respect.