



HINTS TO CLERKS

Write names on the Sub-Index 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 same 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, also 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 full to its capacity, get another binder and carry one or more letters in 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 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 linen furnished on request. Price also quoted on re-writing names on Sub-Index on large type-written type.

Any point is not clear to you when beginning the index or continuing 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,

10 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of how partially used pages.

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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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New SUB-INDEX Sheet used to be ordered at any time. When ordering, give number of sheet as shown on margin. Name 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.

[illegible]