

**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.  
 COTTCO UNIVERSAL INDEX No. 1-4—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
				Ackerman-Akmon -	117	Averill -	79			
				Akmon -	117	Appleby -	84			
				Alston-Allston -	120	Adkins-Atkins -	92	A	Am to Al -	1
				Avinger -	124	Adams -	101		Am to Az -	3
				Aiken -	156	Austin -	115			
						Anderson -	116			
				Bardin -	160	Ballentine -	142			
				Bird -	145	Burden -	13	BA	Baa to Bal	5
				<i>Bennett</i> Bailey-Bailie -	146	Baxter -	104		Bam-Ban -	7
				Ball -	147	Bishop -	112	BE	Bap to Baz	9
				Bates -	151	Barker -	130		Baa to Bal	11
				Baylor -	157	Barnett -	137	BI	Bam to Bez	13
									Bia to Bil	11
									Bim to Biz	13
				Bryant -	152	Brownlee -	132	BL	Bl -	15
				Breland -	154	Blandon-Blanton	134	BR	Baa to Bop	17
				Butler -	155	Bradley-Bradly -	135		Bor to Bz	19
				Buist -	155	Burton -	139		Bra -	21
				Bull -	158	Burbage -	140	BU	Bra-Fri -	23
				Byrd -	145	Bryan -	149		Bro-Bru-Bry	25
				<i>Byrd</i> <i>Byrdman</i>		Browning -	128	BY	Bu-By -	27
				Carson-Carsen -	131	CHURCHES -	71	CA	Caa to Cal	29
				Chisolm -	153	Clark-Clarke -	96	CE	Cam to Cap	31
				Chubb -	154	Cain -	99	CH	Car to Caz	33
				Capers -	158	Causey as Shf -	102		Ce-Ci -	35
						Causey -	127	CI	Ch -	35
						Clement -	110	CL	Cl -	37
				Coaxum -	153	Crawford -	80	CO	Coe to Col	39
				Cocksum -	153	Connor -	85	CR	Com to Cöz	41
				Collins -	159	Cumbee-Cumble -	122			
						Cox -	125	CU	Cr -	43
						Cross -	144			
						Couturier -	152	CY	Cu-Cy -	45
				DuFre-Dupre -	150	DuPont -	121		Da -	47
				DuFree -	150	Dubois-Dubose	123		De -	49
				DeHay -	157	Davis -	136		Di -	51
						Dennis -	138	D	Do -	53
						Dentzler -	143		Dr -	55
						Dawson -	148		Du-Dw-Dy -	57
				Eadie-Eady-Eadee	133	Erwin -	82			
						(See also Irwin)				
						Edwards-Edward -	107		Ea to El -	59
						Eagerton -	113	E		
						Eden-Eadon -	114		Em to Ez -	61
						Evans -	129			

A  
B  
C  
D  
E

**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. 28, 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**

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

Column 2	PAGE	Enter Names First in Column 1	PAGE
			A A - - 63
		Burton (E P) Lumber Company - - -	109
		Burton (E P) & Company - - -	151
		Bank of Charleston - - -	141
		Boards of Education (See Schools)	
		Berkeley County Commissioners - -	65
Carolina Land Improvement Co - -	160	Colleges (See Schools)	
		County Commissioners	
		(See Berkeley County Commissioners)	
		CHURCHES - - - - -	71
		Charleston Land Company - - -	159
			D D - - 69
			E E - - 70

**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 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.); on D sub-index sheet write Lodges in Education (see Schools, etc.); on E sub-index sheet write Fraternities, (see Lodges, etc.); on F sub-index sheet, and on F sub-index sheet, and on F sub-index sheet, and on F sub-index sheet.
- 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, Anrons on second line, Acker on third line, and so on. It will be noted that the figures in the tables run 1, 2, 3, 4, 5, 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 continuance 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.

8. 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.

9. Many names that are spelled differently and pronounced alike, such as Schaffer-Shafer-Shaefer, Lowery-Loverey-Lovrie, Pierson-Pearson, Read-Red-Reid, Dietrick, Dietrick, 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.

10. 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.

11. 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.

**NOTE**  
See Instructions for Special Groups