

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

COTTCO UNIVERSAL INDEX No. 6-24—Patented Nov. 28, 1922. (U.S. Pat. No. 1437168) 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

Ba Page _____ 4

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.

1. **COTICO 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.

2. Separately grouped names, called "Set Out Names," are those most frequently occurring. Do not fail to take full advantage of this device, 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 group" reduces the size of the "mixed name groups." Cotico No. 6-24 starts in not less than 6 volumes. When all the sheets in any one volume are used, the set is expanded by the purchase of new binders and sheets to 24 volumes. Each volume contains 500 pages (250 sheets) for "Mixed Name" groups; 700 sheets are paired. For convenience in establishing "Set Out" name groups, we page 10 additional sheets after each 100. This gives us 800 pages. We designate the page to which the first "Set Out" name of each unit is assigned at bottom of numbering sheet. The entire set can be paged by the Indexer if needed for "Set Out" names. It is possible to separately group 500 to 700 names in 6 volumes, and from 1,200 to 1,500 names if started in 8 volumes. There will still be plenty of extra unused sheets to be used as added pages for groups that require more than the original sheet.

3. 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.

5. 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.

6. SPECIAL GROUPS should be made of (1) Schools, School Trustees, Colleges, Boards of Education, (2) Churches, Church Boards, (3) Cemeteries, (4) Lodges, Fraternities, Societies, and any others that might be better classified in one of the general heads, and proper block or sub-blocks designated page. When so indexed make references and all cross references to proper block or sub-block. Corps & Firms sub-index sheets. For example, write Schools, School Trustees, etc. on 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 F sub-index sheet write Fraternities, (see Lodges, etc.).

7. 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 sheet is Aa (not a set out) is Adler, write it on first line of 1a, Aarons on second line, Acker on third line, and so on. It will be noted that the figures in the tables run 1, 2, 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 sheet, until the last sheet of a set out is reached. The last sheet of a set out is marked on the sheet immediately following the sheet that is filled up and number it, (preferably in red ink) with the number 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 sheet marked with the 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-Shaffer-Shafer, Lowery, Lowry, Lewis, Elson-Pearson, and Reid, Dietrich-Dietrick, etc., are grouped together by the Key Tables for Mixed Names. No modern index will bring together in an satisfactory manner all such names. At times the searcher may have to refer to different pages when not certain how a 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 Patenteers 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.

COTTCO UNIVERSAL INDEXES are planned to start in 1, 2, 4, 6 or more books and grow as necessity demands to sets of 4, 8 and 24 books.