

**IF NAME IS NOT FOUND BELOW: Refer to Mixed Group column to right for page reference.**  
Active corporations and firms, indexed by first letter or first two letters 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.  
**COTTOCO UNIVERSAL INDEX No. 8-25** (U.S. Copyright No. 122659-1983) **The Cotto Index Company, Columbus, Ohio**

COTTCO UNIVERSAL INDEX No. 8-25

(U.S. Copyright No. 122559—1933)

The Cott Index Company, Columbus, Ohio

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**

**Ca** Page ..... 33  
Cb Cc  
Cd

**Ce**  
Cf Cg  
**Ch** Page ..... 35

**Ci**  
**Cj Ck**

**Cl**  
Cm Cn Page ..... 37

**Corporations & Firms**  
Initials only  
or beginning initials  
(having no proper name)  
**First initial C**  
Refer to subindex sheet  
**Co to Cz**

Corporations beginning  
with **NUMBERS**  
refer to subindex  
sheet **N-O**

1. COTT UNIVERSAL Indexes are comprehensive; they are safe, because blocks of ample capacity which give page reference to both "Segregated" groups and "Mixed Name" groups are designated by large bold first letter or first two letter alphabet divisions arranged in a vertical column, always on the front of one or the other of two subindex or key sheets, one as page reference to individuals or surname, the other to Corporations, Firms, and special groups. These sheets follow surname initialed tabbed sheets.

Note: The Corporation & Firm subindex sheets are not put in Indexes to Marriages, Births, Deaths, Estates, and the like.

2. There is a variation of "Frequently Occurring" names in different localities. To set up COTT UNIVERSAL INDEXES so they will be best adapted to your use, predetermine and segregate at least 20, preferably 50 or 60 of your most frequently occurring names in each volume. You have a knowledge of many such names, but to take full advantage of this feature consult your present INDEXES.

3. Our policy when paging sheets required for "Mixed Name" groups is to provide paged leaves for five to ten "Segregated Name" groups under each unit. There are always some "Extra Sheets" in each volume back of a tab so lettered. These extra sheets are for three purposes: First, to draw on, page and assign frequently occurring names beyond those we have paged for same; second, for the continuation of those groups which require more than the original sheet (two pages); third, to control "Mixed Name" groups (see instruction No. 7). When all the extra sheets are used Cott UNIVERSAL Indexes can be expanded until each unit becomes a separate volume. (See instruction No. 9.)

4. Preferably typewrite your frequently occurring names, both individuals and Corporations & Firms in the correct ruled block of the proper subindex or cover sheet as designated by tab sheet. Assign the first one to page as shown at the bottom of the subindex. Individual Name subindex sheet. Each segregated group of names on one page. Establish the segregated groups in like manner on succeeding pages. Frequently occurring names may be arranged in blocks either alphabetically or in order as to their frequency. Start names in Column 1 adjacent to Key Table and work to left. The large blocks generally permit writing names on every other line. When same name is differently spelled write the different spellings in correct block and refer to same page number.

5. Special groups should be made of (1) Schools, School Trustees, Colleges, Board of Education; (2) Churches, Church Boards; (3) Cemeteries; (4) Lodges, and other classifications. When so indexed make cross references in the proper block on correct Corporation & Firm subindex sheets. For example, write Schools, School Trustees, on S subindex sheet and assign to page in S unit; and in proper block on B sheet write Board of Education—see Schools. On C subindex sheet write College—see Schools.

6. "Key Tables" in the large blocks designated by first letter or first two letters give mixed group page numbers. Enter them line after line, starting them on the right hand page number indicated. The group is continued on back of sheet. When both sides of a numbered sheet are filled, insert an unnumbered or extra sheet immediately following and number it (preferably in red) the same number on both sides of the sheet as appears on the left hand page at the point inserted. Any number of sheets can be added for continuation of a group, and in addition to the number that you put on both sides of the extra sheet inserted, we suggest the lettering of each added sheet A. B. C. D.

7. When any name or names included in a "Mixed Name Group" develop a large number of entries, segregate them and thus control mixed name groups. The mixed names remaining must be written on a new sheet and properly paged.

8. Coit UNIVERSAL is the only modern Index that will cause many names differently spelled and of like pronunciation such as Schaffer-Shafer-Shaefer, Lowrey-Lowry-Lowrie, Pierson-Pearson, Reed-Reed-Reid, Dietrick-Dietrich, etc., to be found on the same "Mixed Group" page. We do not claim the key tables will bring together in the "same" mixed group all names of like pronunciation and differently spelled, but tables being so planned as to automatically do so on many of the more common names coming under this class, is a convenience to searchers. At times they may have to refer to different "Mixed Group" pages when not certain as to the spelling of name.

9. Cost UNIVERSAL Indexes permit of expansion until each volume contains but one unit, designated by a tabbed sheet. When "supplies to expand" are required, it is only necessary to tell us which volume or volumes must be expanded or split. Our complete files will enable us to furnish correct supplies. When a certain volume must be expanded, it is economy to expand others containing two or more units, in which there may remain only a few "extra sheets."

10. This Index is not complicated but there is one right way to start it. If in doubt, write to the Patentees and makers, The Cott Index Company, Columbus, Ohio. When necessary to expand insist on genuine Cott supplies. Preferably order them through the firm stated below, who made the original installation.

**COTT UNIVERSAL** Indexes are made in Nos. 1-4, 2-8, 8-24. First figure indicates minimum volumes each can be started, last figure maximum expansion.

**Ca  
TO  
Cl  
Cm-Cn  
Corp-  
orations,  
Firms  
and  
Special**