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

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(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 as even numbered sheets. Both sides of the sheet are numbers on the left hand page and holes inserted. It should be noted 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.

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-Lowrey-Lowrie, Pierson-Pearson, Read-Reed-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. Be so doing you will be sure to get supplies correct in every respect.

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