

TO LOCATE NAMES IN INDEX

Determine first key-letter following initial letter in Family Name. Find section number in the column headed by said key-letter, opposite given name initial desired. Names not containing a key-letter will be located under "Misc." Corporations, etc., will be located under the first key-letter following the initial letter in the first word of the name, or if no key-letter, under "Misc." Always omit the article "The."

Given Name Initials	Key Letters and Section Numbers					
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NOTICE – All firm or corporate names beginning with the name of an individual are indexed according to the surname of the individual. Example: "George Washington Fire Insurance Co." indexed as "Washington, George, Fire Insurance Co." under "Corps., Etc."

All municipal or quasi-municipal corporations are indexed according to the distinctive municipal name. Examples: "City of Pittsburgh" indexed as "Pittsburgh, City of"; "School District of the Township of Hampton" indexed as "Hampton Township School District."

TO LOCATE NAMES

Find Section number in column headed by Given Name Initial desired. Blue figures on sheets are Section Numbers and Red figures are page numbers of the section.

Given Name Initials	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	Corp's Etc.
Section Numbers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18									

Notes: In general, records are grouped only by first letter of surname, then a first name category grouping (see examples) of given names (one group per page). Sometimes these first name groupings have a subgrouping. The first name group is (usually) NOT in alphabetical order, but in chronological order. Sometimes an index book has been done recently and is in alphabetical order. See examples of the order of subgroups in chronological order.

Examples (form 417 see to the left)

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