

Automatic Index No. 460

Doubleday-Hunt-Dolan Co.
Manufacturers
Kalamazoo, Michigan

INSTRUCTIONS

The 20 numbered spaces on the right-hand edge of Ledger Sheets are termed sheet numbers.

When a specific sheet number is designated, it will always mean a sheet cut at the line below the number referred to.

Where more than one account comes in under the same combination, the same sheet number will be used and placed in Alphabetical order.

All accounts should be kept in perfect alphabetical order in this Book.

Accounts should be entered upon a sheet cut to the same number as that appearing at the right of the combination on the "Guide Sheet," thus all names commencing with the first four letters, Bera, b, c, d, e, f, and g, will be entered upon a sheet cut to number 14 (see division Ba).

All names commencing with the first three letters, Ane, Anf, to Anz, also Ao, Ap, and Aq, will be entered upon a sheet cut to No. 17 (see division A).

If a very uncommon name appears for which no apparent index has been furnished, it will be entered upon the next succeeding index; thus an account commencing with the first three letters, "Baq" would be entered upon a sheet cut to No. 5 (see division Ba).

All names preceding SMITH (for instance Smiley) will be entered upon a sheet cut to No. 9, and all names following Smith (such as Smiths, or Smithson) will be entered upon a sheet cut to No. 14 (see division Sh); this rule applies to names such as Davis, Johnson, Jones, Miller, Williams, etc.

COMMON NAMES INDEXED BY INITIALS

Any Smith with a first initial A to F will be entered upon a sheet cut to No. 10, the first initial G to L, will be entered upon a sheet cut to No. 11, and the first initial being M to Z will be entered upon a sheet cut to No. 12. Smith & Thompson, or Smith & Williams would be entered upon a sheet cut to No. 13.

To locate any account, raise all sheets to the immediate left of the sheet required, according to combination on Guide Sheet.

1
2
3
7 Ea
8 Eb
9 Ec
10 Ed
11 Ee Eh
12 Ei Ek
13 El
14 Em
15 En
16 Eo Ep
17 Eq Er
18 Es Eu
19 Ev
20 Ew Ez