

## TO LOCATE NAMES IN THE INDEX

Determine the first and second Key-letters after the initial letter in the Surname. In the column headed by the Given Name initial of the name for which you are searching, and opposite the Key-letters contained in the Surname, the number of the section is designated where the name will be found. Duplications of the same Key-letter are disregarded. Surnames, not containing a Key-letter, are found in the sections designated by the numbers opposite "Misc." All names other than those of individuals are found in the sections designated by the numbers in the column headed "Corps., Etc.", and opposite the Key-letters contained in the first word of the name, disregarding the article "The".

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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."