

# HOW TO USE YOUR CITY DIRECTORY

The major departments in the Directory are arranged in the following order for ready reference:

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|-------------------------|-----------------------------------|
| 1. INDEX TO ADVERTISERS | 4. CLASSIFIED                     |
| 2. INTRODUCTION         | 5. ALPHABETICAL SECTION           |
| 3. BUYERS' GUIDE        | 6. HOUSEHOLDERS' and STREET GUIDE |

Particular attention is directed to four symbols as being important contributing factors in supplying complete information. They appear as follows: ALPHABETICAL SECTION, "h"—Householders, "r"—Resident, HOUSEHOLDERS' and STREET GUIDE, "Q"—Telephone Subscriber, "©"—Homeowner.

## The City Directory Will Answer Your Everyday Questions - - -

### About an Individual

How does he spell his name? . . . . .Alpha.  
Is he married? What is his wife's name? . . . . .Alpha.  
Where does he live? . . . . .Alpha.  
Does he own his home? . . . . .HH & St.  
Has he a telephone? . . . . .HH & St.  
Where is the nearest telephone? . . . . .HH & St.  
Who are his neighbors? . . . . .HH & St.  
What does he do for a living? . . . . .Alpha.  
Where does he work? . . . . .Alpha.  
Is he the "head of the house" or a resident? . . . . .Alpha. HH & St.

How many adults in the family? . . . . .Alpha. (same address)  
Does he own a business? . . . . .Alpha.  
Is he a member of a partnership? . . . . .Alpha.  
Is he an officer in a corporation? . . . . .Alpha.  
Others in the same business or profession? . . . . .Class.  
Is the woman single, married or a widow? . . . . .Alpha.  
What was the name of the widow's husband? . . . . .Alpha.

### About a Business Concern

What is the correct name? . . . . .Alpha.-Class.  
What is the correct address? . . . . .Alpha.-Class.  
Just what do they do? . . . . .Alpha.-Class.  
Is it a Partnership or Corporation? . . . . .Alpha.  
Who are the Partners? (if a firm) . . . . .Alpha.  
Who are the chief officers? (if Inc.) . . . . .Alpha.  
Location of branches . . . . .Alpha.-HH-Buyers Guide

Others in same or similar lines? . . . . .Class.  
(NOTE: If name is in bold type, saying "(See Buyers' Guide, . . . . .)" much more detailed information appears on that page such as:)  
What are their specialties? . . . . .Class.-Buyers' Guide  
Description of products and services? . . . . .Buyers' Guide

### About a Locality

Quickest way to get there? . . . . .HH & St.  
How do the Streets run? . . . . .HH & St.  
Who lives at a given address? . . . . .HH & St.  
Is there a telephone there: where is the nearest 'phone? . . . . .HH & St.  
What is the character of the neighborhood? . . . . .HH & St.  
Is it a "Home-owners" section, Apt. house section, etc? . . . . .HH & St.

Just where in the block is it located? . . . . .HH & St.  
What is the nearest street corner? . . . . .HH & St.  
What is the nearest store, Church, school, garage, etc? . . . . .HH & St.  
If business location, what business? . . . . .HH & St.  
If an office bldg., who are in what rooms? . . . . .HH & St.  
Where are bldgs.—office and public? . . . . .Class.

### About Clubs, Societies, Associations, Etc.

What is the complete name? . . . . .Class.-Alpha.  
Where are their headquarters? . . . . .Alpha.  
Who is the Secretary? . . . . .Alpha.  
When are the stated meetings? . . . . .Alpha.  
What are the Churches and where located? . . . . .Alpha.-Class.  
Who are the pastors? . . . . .Alpha.

What are the names and locations and who are the Principals of the schools? . . . . .Class.-Alpha.  
What are the names and locations of the Cemeteries? . . . . .Class.-Alpha.  
What are the locations of the Hospitals, Homes and Asylums? . . . . .Class.-Alpha.

### About City, County, State or Federal Departments

See Alpha. Section.

### About Statistical & Historical Information Regarding your City

See Introduction.

Key: Alpha.—Alphabetical Section  
HH & St.—Householders and Street Guide  
Class.—Classified List