



## Quick Tips for Searching the Ku Klux Klan Membership Ledgers' Index


This quick tips guide was created for the purpose of providing examples on how to best search the KKK Membership Ledger Index and properly navigate to corresponding entries in either ledger as well as to a specific address on the Residences Map (if applicable), all of which can be found on the [Ku Klux Klan Membership Ledgers webpage](#).

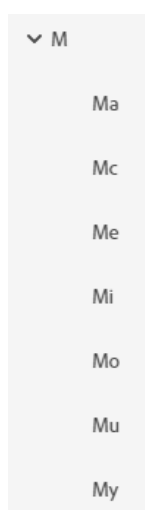
Please note that entries from both ledgers have been combined together to create the Index, which includes 29,635 entries in total. Additionally, there are duplicate names in this index due to the same names appearing in both ledgers. Therefore, it is possible that researcher may come across multiple entries of the same person.




### Searching in the Index

There are two primary ways that you can search in the [Index](#). The first method entails a simple keyword search by either using the command “Ctrl + F” on your keyboard or selecting the  icon in the upper right-hand corner of the Index. Please note that if you are searching for a common name or a name that could be considered both a first and last name (I.e. “Parker”), then you may yield a high number of results.

The second method for searching in the index is by adopting a “browsing technique” with the list of bookmarks that appear on the left side of the screen when selecting the  icon. For this method, it is important to note that **the index is organized by Last Name**, so when you are selecting a letter from the bookmarks list, you are navigating to the appropriate section where last names begin with that letter.

In the bookmarks list, you will notice each letter in the alphabet with an arrow (I.e.  M ). The arrow signifies that there are more options underneath that letter when you click on it. Each drop down includes options with the second letter in the last name to help narrow down to the correct section. See example below:



A researcher is interested in seeing all of the names listed in the index with the last name “Monroe.” The researcher opens the bookmarks list on the left side of the index by selecting the  icon. Next, the researcher clicks on  M to expand the list further, as seen in the example on the left. By selecting the  bookmark, the researcher is brought to page 611 where last names beginning with “Mo” are found. Finally, the researcher scrolls down to page 614 where all “Monroe” entries are found.

## Locating the correct entry in the appropriate Ledger


Once you have found a listing of interest in the index, you can then find the exact entry in the appropriate ledger by two different methods: either 1) a search or 2) browsing, similar to what is described in the “Searching the Index” section. For the remaining examples, the following Index entry will be used (a larger translation with applicable data is available below the screenshot for better readability):

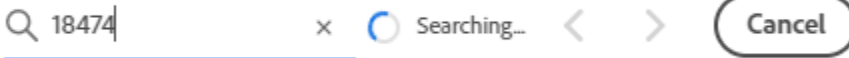
Number	Prefix	Last Name	First Name	Middle Name	Suffix	Residence Address	Residence Other	Residence City & State	Business Address	Business Other	Business City & State	Ledger Link	Page
18474		Mason	Earl	J		4460 Quitman		Denver, CO*		Fire Dept		<a href="#">MSS.366.5</a>	332

Number	Last Name	First Name	Middle Name	Residence Address	Residence City & State	Business Other	Ledger Link	Page
18474	Mason	Earl	J	4460 Quitman	Denver, CO*	Fire Dept	<a href="#">MSS.366.5</a>	332

### Searching in the ledgers

The first step in searching for an exact entry in the ledger is to utilize the “Ledger Link” that has been provided for every entry in the Index. This link will open up the correct Ledger for you to navigate through. Please note that the link **only** opens the ledger PDF and does not open to the exact page that the entry is found. Additionally, if you find that the PDF is not opening from the link in the index, you may have a “Popup Blocker” setting turned on. You will need to turn this off before the PDF will open.

Once the ledger is open, you can search within the ledger. The easiest way to search is by the Application number. To do this, either use the command “Ctrl + F” on your keyboard or selecting the  icon in the upper right-hand corner of the PDF. Next, input the number and hit the “Enter” key, as seen here:



You can also enter in the name exactly as it appears in the ledger (must use the format “[Last Name], [First Name] [Middle Name]”), such as in this example:



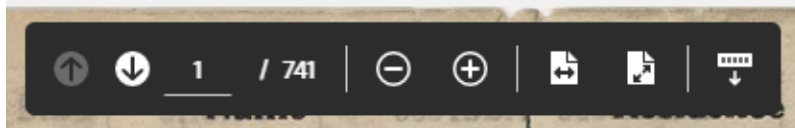
Both ways of searching yielded the result below

18474	Mason, Earl J		4460 Quitman		G 3865w	Fire Dept	G 2116w
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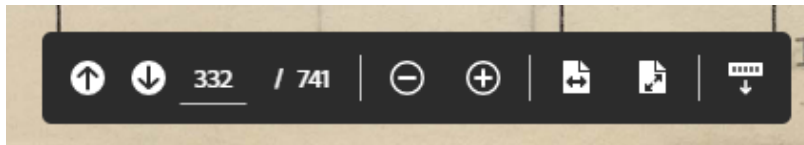
## Browsing in the ledgers

If you find that searching in the index is too cumbersome, you can use a “browsing” method instead by utilizing the page number that the entry is found on. Note that the page number listed matches the Ledger page number and NOT the PDF page number. However, the page number listed in the index is typically only 1 or 2 pages off from the PDF page number, so you should be able to scroll to the correct entry.

In the Index entry example listed above for “Mason, Earl J”, page number 332 is provided. To locate this page, we will use the popup menu located at the bottom of the PDF. Please note that this menu is not permanently shown. You may need to move your mouse/cursor over the PDF to activate this menu.



The “1 / 741”, indicates the PDF page number that you are currently on out of 741 pages total. Click on the box with the “1” and type in the correct page number that you are looking for. In this case, we are looking for page 332.



The PDF page 332 brings us to Ledger page 331.

Number	Name	Residence Address	Phone	Business Address	Phone	Paid To	D. & P.
18446 <sup>s</sup>	Harward, Glenn	490 So Lincoln	S 5053j	539-17th St	M 4409		S-10
18447	Gangler, Harry E	4161 Winona Ct		1715 E 31st Ave	Y 5145		A-6
18448	Scott, Chas G	571 So Corona	S 3923r	615-15th St	M 1548		R-8
18449	Foy, John B	<del>4701 Franklin</del> 3475 W 3rd Ave	<del>E 7913w</del>	City of Denver			R-8
18450	Wilson, Richard Thos	1302 California	C 128	521 E & C Bldg	M 2207		G-4
18451	McKinley, T L	1923 East Jewell	S 6456j	14th & Lawrence	M 3456		T-9
18452	Gilley, Frank Andrew	1174 Xavier	G 4488w	U P R R	M 2281		A-6
18453	Kyffin, Harold	3438 Vine	<del>E 4012r</del> E 6722	1855 Blake	M 5136		D-4
18454 <sup>s</sup>	Watson, Jos A	2447 Alcott	G 144j	C & S R R	M 805		J-3
18455 <sup>s</sup>	Bennet, Ben H	2278		2120 E Colfax	T 284		N-5

By simply scrolling down one more page, the Ledger page 332 can be found.

Number	Name	Residence Address	Phone	Business Address	Phone	Paid To	D. & P.
18469	Flowers, John Isaac	<del>938 20th Ave</del> 1617 Fremont	<del>0 66714</del> 0 1766w	1969 Broadway	0 1380		G-6 ✓
18470	Frost, Walter B	942 Santa Fe Drive	S 6504j	(946 Santa Fe			K-6 ✓
18471	Millican, Jno E	947 Inca	S 4817j	328 Broadway	S 3352		K-6 ✓
18472	Harris, Fred Thos	1326 Kalamath	0 316w	1125-12th St	M 639		K-4 ✓
18473	Camron, Charlie Kay	<del>1254 Downing</del> 1737 E 35th Ave	F. 29614	1201 E 13th Ave	M 1150		D-3 ✓
18474	Mason, Earl J	4460 Quitman	G 3865w	Fire Dept	G 2116w		A-4 ✓
18475	Cantrell, Joe	1125-15th St	So	So Gay & Mexico	S 1938		H-10 ✓
18476	Logan, Raymond Mott	2339 W 31st Ave	G 2660r	1636 Champa	M 4200		B-15 ✓
18477	Howell, John Robert	2727 Grove	G 28j				A-15 ✓
18478	Carter, Virgil Edger	254 Elati	S 7765				S-3 ✓
18479	Jacobs, Henry E	4160 King		Market			A-5 ✓

### Navigating to the correct location on the Residences Map

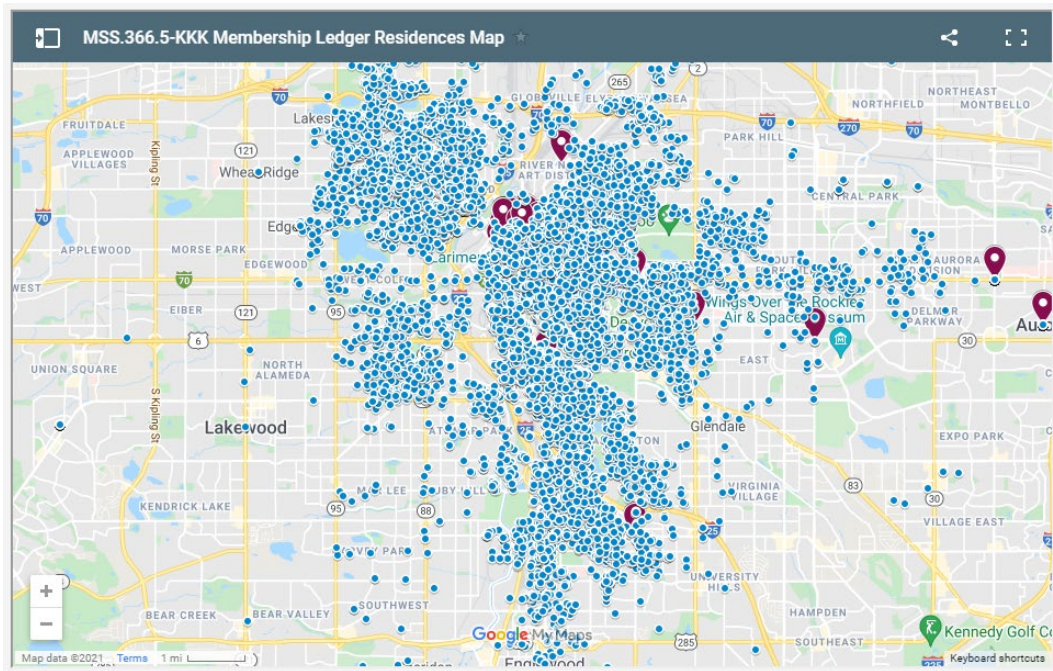
The majority of entries found in the MSS.366.5 KKK Membership Ledger contains residence addresses, of which were included on the [MSS.366.5-KKK Membership Ledger Residences Map](#). This section will use the same example from the previous section for “Mason, Earl J”.

In order to locate the correct entry on the map, please use the following steps:

1. Open the map from the [Ku Klux Klan Membership Ledgers webpage](#) by clicking on the



in the upper right hand corner of the map (shown below).

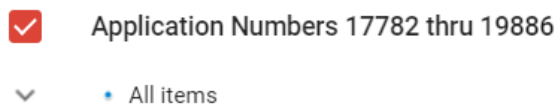


2. There are 10 layers included in the map. Please note that you can turn off layers by selecting the check mark box to the left of the layer. For the purpose of this example, all layers will be turned off with the exception of the one that will be used. However, it might be beneficial to keep all layers on while conducting your research so that you can see all locations and neighbors in relation to the person you are looking for. The layers are listed in order as follows:

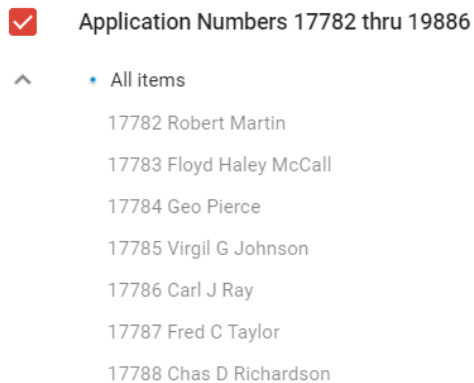
- a. Historic Buildings & Business Addresses
- b. Application Numbers 12 thru 13507
- c. Application Numbers 13508 thru 15693
- d. Application Numbers 15694 thru 17781
- e. Application Numbers 17782 thru 19886 (layer used for exercise)
- f. Application Numbers 19887 thru 21999
- g. Application Numbers 22000 thru 24017
- h. Application Numbers 24018 thru 26041
- i. Application Numbers 26042 thru 47802
- j. Historic Towns

3. Find the layer that contains the range that your entry falls within. In this case, we are looking for 18474 – Earl J Mason. Therefore, we will be using the “Application Numbers 17782 thru 19886” layer to locate the correct residence location.

4. Select the down arrow to the left of “All items”.



5. You’ll notice that this list is organized numerically and contains application numbers and names for each entry with an address.



6. Either scroll down the list to the appropriate number or use the “Ctrl + F” command on your keyboard to open the “Find” function in your browser. This will take you to the exact number/name you are looking for



- Once you have found the correct entry, click on the number and name. An info panel will then open with data from the ledger in conjunction to the map automatically navigating to the correct address and location on the map.

← 18474 Earl J Mason

mapListing  
18474 Earl J Mason

itemID  
K07476

appNumber  
18474

fullName  
Earl J Mason

resAddressMapped  
4460 Quitman, Denver, CO

resLatitude  
39.7776995

resLongitude  
-105.0401938

resPhone  
G3865W

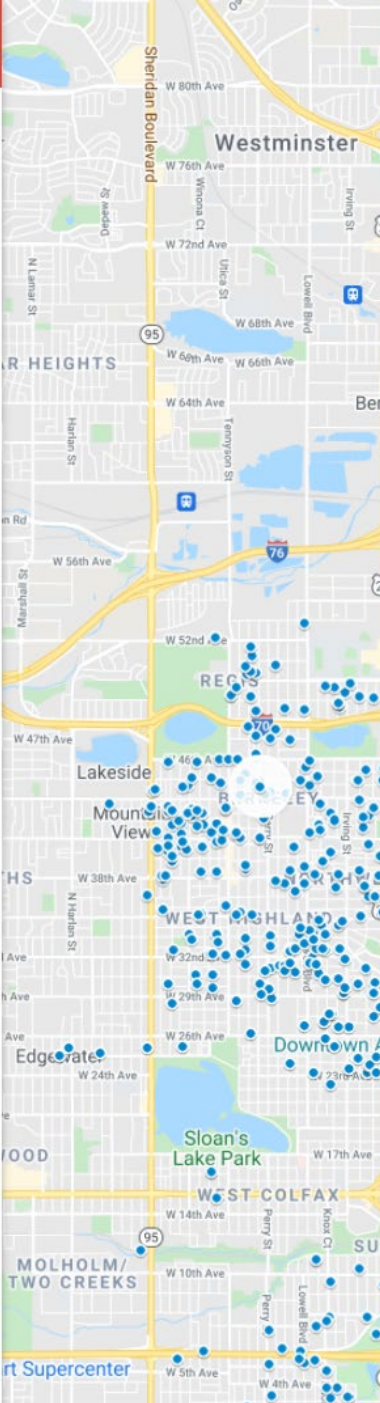
busOther  
Fire Dept

busPhone  
G2116W

ledger  
MSS.366.5

link  
[h-co.org/ledger2](http://h-co.org/ledger2)

page  
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- To return back to the list and the other layers on the map, simply select the back arrow at the top of the panel.