

MICROFILMED

JAN 15 2003

Read Carefully These Instructions and Suggestions to Clerks and Others Using

FAMILY NAME INDEXES

THE SUB-INDEX

1. Write names on the Sub-Index plain and in as bold a hand as possible. Don't make n like u. Don't try to subdivide names on Sub-Index further than is arranged by the scheme here laid out. That is, if Baker is the first name for the column, Bae to Bak, write Baker on the first dark ruled line followed by Baer if it should happen to be the second name of that group, on the second dark ruled line, and so on.

2. A name is written but once on the Sub-Index (except as noted in the next paragraph), no matter how many times the same name is repeated on the Main Index. Following the name is a column in which is written the page of the Main Index, where all entries of this name are to be placed.

3. Names similar in sound but spelled differently should be grouped together on the Main Index, and each variety of spelling noted on the Sub-Index, under its proper subdivisions. Thus:

Bair-Bare-Baer	Pearson-Pierson
Bear-Baehr	Read-Reed-Reid
Keyser-Keiser-Kizer	Schneider-Schnider
Kline-Klein	Shafer-Schafer
Lourie, etc.	Sheffer-Shaefer
Lowery-Lowry	Snyder-Snider

4. Names like Schneider and Snyder should appear in Sub-Index under Sc and also Sn; Pearson and Pierson under Pe and Pi, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names Debler, Bedman, Debroski and Deator being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn. Prices for new Sub-Indexes on extra heavy parchment paper furnished on request. Prices also quoted on rewriting names on Sub-Index in large typewriter type.

This Index in loose leaf form is continuous and expansive. When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each subdivision or unit. It is thus designed to be a Continuous Index for a long period of years.

THE MAIN INDEX

7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.

8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names, if two properly fall to each column, can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.

9. In paging the Main Index, each subdivision or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.

10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.

11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on p. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on any right hand oddly numbered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

If any point is not clear to you when beginning the Index or continuing its use, always feel free to write the manufacturer, who will cheerfully reply to any questions regarding the proper working of the system.

THIS SUB-INDEX IS AN INDEX TO THE GENERAL INDEX OF WHICH IT IS A PART

The pages of the General Index devoted to this Initial Letter follow immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

EXTENSION TABS or the book itself represent the first unit of subdivision and refer to Surname Initials.

MARGINAL CUTS represent the second unit of subdivision, and are usually the Second Letter of Surname, or Guide Letters.

THE BLOCKS or COLUMNS on the Sub-Index, still further subdivide Names, according to the designations printed thereon.

THE R. L. BRYAN COMPANY

Court House Outfitters

Gaa Gab Gac Gad	Page	Gae Gaf Gag Gah Gai Gak	Page	Gal Gam	Page	Gan Gao Gap	Page
G & W Masonry Contr.	22	Gaines -Gains	74	Gambrell	17	Gandy	9
G G & A Inc.	35			Gale	63	Gantt Rescue Squad	39
Gaddy	86	Gainey	101	Galloway	85		
		Gainley	150			Gantt	121
Gadsden	108	Gage	155	Gamble	109		
G-M Mechanical	125	Gails	158	Gallman	129		
G W G Inc	127			Gallant	159		
G & W Waterbed	130						
G & G	133						

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on this margin.

Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-index the spelling, duplicating the name in more than one column when necessary.

THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

name is

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THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-index the different ways the name is spelled, duplicating the name in more than one column when necessary.

Page	Gar	Page	Gas Gat	Page	Gau Gav	Page	Gaw Gax Gay Gaz
	Garrison	7	Gatlin	59	Gause	50	Gay
	Garland	10	Gates	66	Gautreux - Gautreux	61	
	Gargiulo	25			Gaunt	71	Gazebos
	Garrett	26	Cash	136			
	Garbox, Inc.	37					
	Gary	40					
	Garcia	49					
	Garage on Wheels	52					
	Garlington	58					
	Garnett	65					
	Garay	84					
	Garris	92					
	Garments	103					
	Gardner	131					



Gibson
Gibbs
Gearhart

21 Geechees
32
154 Gees

Geer
Gees

95 Gemo, Inc.
139 Giles
149 Gilstrap & Wallace

Gillespie-Gillispie
Giles
Gilstrap & Wallace
Gem Sign Co.
Gilstrap

Gill

Gilliam

Gilbert

Gillard

Gillooly

Gilreath

Gemi

Gillette

4
24
38
42
47
51
62
73
75
78
90
96
113
142
152

Gentry

George - Georges

Gentlemen Jims

Genesis Media Services

Genesis

Genesis

Ginn

General

Georginas Inc

Georginas Inc

11
18
47
51
62
51
119
124
143

Godfrey	30	Goins	15	Goldsmith	1	Goodman - Goodman	5
Godshall	34	MICROLINED		Golden Wedge Golf Den	13	Goodlett	57
Godwin	114			Golden Strip 66 Lounge	19	Goodwin	69
Goben	162			Golden Eagle Rest.&	29		
				Golden Strip Enterprises	19	Gooch	99
				Golden (Family Name)	55	Goodnough	141
				Golden Brush	72	Good	153
				Golden Nuggett	72	Gooden	156
				MICROLINED			
				Golden Lanes	72	Gonzalez	157
				Golightly	118		
				Golden Strip Printing	19		

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 THE R. L. BRYAN COMPANY, COLUMBIA, S. C.
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Gor	16	Gosnell	20	Gourdine	88	Gow Cox Goy Goz	132
Gordon	60	Goss	27	Gourline	88	Gowans	132
Gorria	68	Gotro	89	Gove	97		
Gorlin	83	Gossett	98	Gourment	126		
Gorman	147						
Gorze							

2	Greenville
3	Green + Greene - Greenes
8	Griffin
23	Greer
31	Gregory - Gregorys
41	Grendel
53	Grill
56	Greenlawm
81	Grice
82	Greenfield
93	Grissom
100	Griffiths
100	Griffeth
107	Griggs - Griggs
100	Griffith
115	Greenway
120	Gresham
137	Greenlee
144	Greentree
146	Grider
148	Greenwell
161	Grismore

12	Grant
14	Gray
28	Granger
54	Graphic Creations Untd.
79	Grady
87	Grannys
105	Grahama
106	Graham (also see Gramma)
145	Graphic International
160	Graves
106	Gramm

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THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

or the margin.

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Groce		33	Guffy	70	6
Grooms		77	Guyton	45	
Grogan		80	Guarantee	111	
Grove		94	Guano	117	122
Grooms			Guys	134	
Groome		110			
Grover		116			
Group		135			
Gryder		138			
Gro Gru Gry		Page	Gua to Gul	Page	Gum to Guz
Groc		33	Guffy	70	Gunter
Gumbles		43	Gufey	70	Guthrie
Grooms		77			Guyton
Grogan		80			
Grove		94			
Groome		110			
Grover		116			
Group		135			
Gryder		138			

Gs

