

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  
Bear-Baehr  
Keyser-Keiser-Kizer  
Kline-Klein  
Lourie, etc.  
Lowery-Lowry

Pearson-Pierson  
Read-Reed-Reid  
Schneider-Schnider  
Shafer-Schafer  
Sheffer-Shaefer  
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 ~~expensive~~. 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 ~~Names Group~~. After a still longer period and a name has only one or two entries on a page a new name may be placed on the lower half of the same page.

If any point is not clear to ~~you~~ concerning the Index or ~~concerning its use~~, please ~~write~~ to write the manufacturer, who will ~~write~~ refer you 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

COLUMBIA, SOUTH CAROLINA

Haa Hab Hac Had	Page	Haè Haf Hag Hah Hai Hak	Page	Hal Ham	Page	Han Hao Hap	Page
H & M Motor Lines	17	Hagood	40	Hamer	1	Haney	24
H & W Body Service	26	Haigler	48	Hall	10	Hance	29
H & H	39	Haines	51	Hallmark Carpets	12	Hannigan	57
H & R Tire Inc.	47	Haguewood	52	Hallow	35	Hanson - Hansen	59
H & M Furniture	17	Hairston	62	Hammond - Hammonds	41		
		Hagnes	66	Halsey	54	Hancock	74
Hadley	73			Hampton	58	Hannon	91
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H & R	47	Hagerman	108	Hal-Bar	63		
H & B	84			Hallmark	12		
H & W	26			Hamby	71		
H & S	100			Haley	72		
Hackett	105			Hammett	83		

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

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 the page number. Indicate on Sub-Index  
 the column when necessary.

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Har	Page	Har—Continued	Page	Has Hat	Page	Hau to Haz	Page
Harpe	4			Hathcoat	38	Hawkins	2
Harris	7			Hathcox	69	Hayes	6
Harrison	11			MICROFILMED		Hav-A-Burger Drive In	8
Hart	19			Hatton	78	Haymore	27
Harper	22			Haskins	81	Hawaii	32
Harvey	25			Hatcher	89	Hay Loft	46
Harden - Hardin	28					Haynsworth	50
Harnage	30					MICROFILMED	
Hargrove	31					Hawthorne	75
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Hart Line Apparel	19						
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Harlan	103						

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to page number. Indicate on Sub-Index the different ways the name is spelled, duplicating the column when necessary.

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THE R. L. B

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Names of

Hea Heb Hec Hed	Page	Hee Hef Heg Heh Hei Hek Hej	Page	Hel Hem	Page	Hen Heo Hep	Page
Heatherly	9	Hejaz	67	Hellams	21	Hendricks - Hendrix	5
Head Hunter	33			Hembree	23	Henderson	18
Head	33	Heffelfinger	92	Helton	43	Henry	20
Heard	60			Helgerson	44	Henson (See Hinson <sup>Pg.</sup> 25)	
Healy	65			Help Unlimited	45	Henao	64
Heaton	86			Hemphill	80		
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Hearn	102						

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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.

Her	Page	Hes Het	Page	Heu Hev	Page	Hew Hex Hey Hez	Page
Heritage Industries	3	Hester	14			Hewitt	13
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						Hewell	97



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