

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

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**, **Dedman**, **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 follows 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

---

---

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

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.

Gar	Page	Gas Gat	Page	Gau Gav	Page	Gaw Gax Gay Gaz	Page
Gardener	14B	Gaskin	8D	Gault	9	Gaw	9D
Gardner	14B	Gass	9C	Gaultney	9D	Gay	9D
Garlington	14B	Gassaway	8			Gayles	9D
Garmany	8C	Gaston	9C			Gaylord	1B
Garraux	5	Gates	9C			Gazaway	8C
Garreaux	5B						
Garrett	6						
Garrison	7						
Gary	8D						

G

Ga

Gea Geb Gec Ged Gia Gib Gic Gid	Page	Gee Gef Geg Geh Gei Gek Gie Gif Gig Gih Gii Gik	Page	Gel Gem Gil Gim	Page	Gen Geo Gep Gin Gio Gip	Page
Geddes	24R	Geer	10	Gilbert	14	Gentry (Jentry)	11A
Geddings	24R	Gifford	4B	Gilbreath	15	George	11A
Gibbes	16D	Gignilliat	4B	Giles	5B	Gipson	13F
Gibbs	16D			Gilfillin	10D		
Gibbon	12			Gilham	10D		
Gibbons	12B			Gill	7J		
Gibson	13			Gillam	10D		
Gidley	17H			Gillard	1B		
				Gillespie	18B		
				Gilley	2900		
				Gilly	2900		
				Gilliam	10D		
				Gilliand + Gillians	16E		
				Gilliams	16E		
				Gilliard	1B		
				Gilliland	16E		
				Gillins	16F		
				Gilmer	2900		
				Gilmore	2900		
				Gilreath	15		
				Gilstrap	2900		



Goa Gob Goc God	Page	Goe Gof Gog Goh Goi Gok	Page	Gol Gom	Page	Gon Goo Gop	Page
Goddard	18	Going	29	Golden	11B	Gooch	28D
Godfrey	19N			Golding	11B	Good	21
				Goldsmith	19	Goode	21G
				Goldstein	11B	Goodgion	22
				Golightly	20	Goodjoin	22B
				Gollothan	28D	Goodlett	23
						Goodlette	23N
						Goodman	26N
						Goodrich	26N
						Goodwin	24



Gra	Page	Gra—Continued	Page	Gre Gri	Page	Gre Gri—Continued	Page
Grace	36MM			Green	36 ✓		
Gradick	38G			Greene	36JJ ✓		
Grady	30			Greenfield	39 F		
Granger	33			Greenlee	40 D		
Graham	31			Greenshaw	44		
Gramling	39E			Greenville	37		
Grand	39E			Greenway	40 D		
Grandy	32			Greer	38		
Granshaw	39E			Greers	38G		
Grant	34			Greaggs	39 F		
Graves	39E			Grealish	39F		
Gray	35			Gregg	39F		
Grayden	39E			Greggs	39F		
Graydon	39E			Gregorie	37H		
Grayham	31E			Gregory	37H ✓		
Grayson	39E			Gresham	39		
				Greyham	31B		
				Grice	35E		
				Gridley	40		
				Grier	38G		
				Griffen	41		
				Griffin	41		
				Griffith	42		
				Grigsby	35E		
				Grimes	35E		
				Griner	35E		
				Grinnell	30E		
				Grise	35E		
				Grisham	39D		
				Grist	30E		

G

GA

Gaa Gab Gac Gad

Page

Gae Gaf Gag Gah Gai Gak

Page

Gal Gam

Page

Gan Gao Gap

Page

29

Ga.

2D

Gaffney

1A

Gallagher

1B

Gantt

4

Gabriel

1A

Gage

1A

Gallamore

1B

Gahagen

1A

Gallathan

1B

Gaillard

1B

Galloway

6J

Gaines

2

Gamblin

6J

Gains

2C

Gambling

6J

Gambrell

3

Gambrill

3B

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

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.





