

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

COLUMBIA, SOUTH CAROLINA

Ka	Page	Kea Keb Kec Ked Kia Kib Kic Kid	Page	Kee Ker Keg Ken Kel Kek Kie Kif Kig Kih Kii Kik	Page	Kel Kem Kil Kim	Page
		Kea Keb Kec Ked		Kee Kef Keg Keh Kei Kek		Kel Kem	
K-V Contractors, Inc.	12	Keason	27	Keeney	4	Kellett	13
Kamman	16	MICROFILMED		Keg Restaurant & Lounge	20	Kimbrough	14
K & D Enterprises, Inc.	18	Kid's Campus	58	Keefe	26	Kilgore	19
Karr (See Carr)		Kearse	75	Keenum	46	Kembel	21
Kahn	28			Kee	49	Kellum	24
Kamb	39			MICROFILMED		Kelley - Kelly	25
Kay	41			Keene - Keen	71	Kimbrell	31
Kawasaki	48					Kemp	37
MICROFILMED						Keller	40
Kaufmann	52					MICROFILMED	
Kathys	55					Kilpatrick	56
Kayco	60					Kel-Da	61
K & M Heating	65					Kelleys	25
Kastner	66						
K & K	69						
KN Fiberglass	73						
Karem	74						

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-I spelled, duplicating the name, where necessary, more than one column when necessary.

name is

Ken Keo Kep  
Kin Kio Kip

Page

Ker  
Kir

Page

Kes Ket  
Kis Kit

Page

Keu Kev Key Kez  
Kiu Kiv Kiz


Page

Ken Keo Kep

Ker

Kes Ket

King	3	Kerr	30	Kitterman	17	Keyboard Music Corp.	9
Kennedy	6	MICROFILMED		Ketcham	47	Keyboard Music Ctr.	9
Kindley	10	Kirkman	57	MICROFILMED		Kevas	43
Kinsey	22	Kersey	59	Kitrell	72	MICROFILMED	
Kincannon	29	Kirby	68	Kitchin	76		
Kingsway	32	Kiriakides	70				
Kinlaw	42	Kirkland	77				
Kenmar	45						
MICROFILMED							
Kinard	50						
Kinney	51						
Kens Mobile Home Contr.	53						
Kens	53						
Kennington	64						
Kendrick	67						

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

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.

Names of s





**Corporations and Firms**

Page

**Corporations and Firms**

Page

