

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, designating the same in more than one column when necessary.

Mar	Page	Mar—Continued	Page	Mas Mat	Page	Mau to Maz	Page
Marchant	8			Mason	13	Mauldin	18
Marchbanks	9			Massey	14	Maverick	15-6R
Marcum	20B			Massie	14B	Mavroedes	22B
Markley	10			Massingill	5B	Maxwell	19
Marks	10K			Master	15	May	20
Marlar	6B			Masters	16	Mayberry	21
Maroney	12I			Mastin	17	Maybin	8D
Marsh	19F			Maston	17	Maybry	10
Marshall	11			Matheny	17A	Mayes	20
Martendale	19F			Mathewes	17B	Mayfield	22
Martin	12			Mathews	17B	Mayhall	23
Martins	8D			Matthews	17B	Mays	20
Martin	10J			Mathis	17B		
				Mattison	15-6R		
				Mattock	22H		
				Mattor	15-6R		
				Mattow	22H		
				Mattox	22H		

Mi

Mia Mib Mic Mid	Page	Mie Mif Mig Mih Mii Mik	Page	Mil Mim	Page	Min Mio Mip	Page
Michel	30	Mikell	30J	Miles	34B	Minatte	30J
Micullers (See McCullough)				Milford	31	Mincey	30J
Middleton	30I			Mill	33	Minnigerode	35
Middle Saluda	34E			Miller	32	Minor	35
				Millford	31B	Minott	30J
				Milling	30J	Minsey	30J
				Mills	33	Minter	35
				Millwee	30J	Minus	35
				Mims	34		

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

Moa Mob Moc Mod

Page

Moe Mof Mog Moh Moi Moj Mok

Page

Mol Mom

Page

Mon Moo Mop

Page

56-S-3

Mobley
Mock

40S
40S

Moise

40S

Moldin
Molin
Moman

37G
40S
42C

Monday
Monk
Monroe
Montgomery
Monton
Moody
Moon
Mooney
Moore
Moorehead
Moorman

42C
42C
41C
36
41C
46-0
37
38
39
42C
41C

x

MAO

