

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

---

Coa Cob Coc	Page	Cod Coe Cof	Page	Cog Coh Coi Coj Cok	Page	Col	Page
Cobb	14	Codding	8	Cohen - Cohens	1	Collins	3
Coble	45B	Cody	23	Coker	9	Cole	16
Coaster	49			Coiffures	19	Coleman	5
Cochran	60	11-84		Cogdill	50	Colton	21
Coakley	76			Coggins	53	Colonna	20
11-84				11-84		11-84	
Cobble	93					Colovin	107

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

Names of  
 THE R. L. BRY  
 llar sound should be grouped together  
 spelled, duplicating the n

VBIA, S. C.  
 page number. Indicate on Sub-Index  
 column when necessary.

name is

Com	Page	Con	Page	Coo	Page	Cop	Page
Commercial	4	Conover	15	Cooley	6	Copeland	11
Compton	13	Conway	27	Cook - Cooks	44	Copy Cat	63
Community	29	Conklin	30	Cooper	66		
Comeau	37	Confederate	42		11-84		
Complete Business Serv.	62	Conly	58				
Computer - Com Tech	79	Connelly	58				
	11-84	Conner	69				
Combs	82	Conitš	77				
Computerhaven	89	Connell	78				
Compute-Matic	94				11-84		
Communications	95	Consolidated	81				
Comm-Con	96	Conant	87				
Computer Haven Inc.	89	Conley	58				
Computer Dynamics	101	Control	102				
Computer Technology	79	Conono	108				

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.

C

Cor	Page	Cos Cot	Page	Cou Cov	Page	Cow Cox Coy Coz	Page
Corn	7	Cotton	86	Courtne	25	Cox	12
Cordell	39			Covington	46		11-84
Corporate Search, Inc.	59			Country Store Restaurant	54	Coyle	99
Corley	64			Counts	57		
Corner Pockets Inc.	72			Country	54		
Corner	72			MICROFILM 11-84			
MICROFILM 11-84				Covil	98		
Cornerstone	91			Covin	104		

Cra Cre Cri

Page

Cro Cru Cry

Page

Cua to Cul

Page

Cum to Cuz

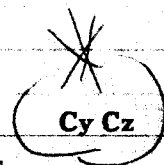
Page

Craft	10	Crown Fabricators	2	Cucinella	32	Cunningham	18
Creative Communications	17	Crosby	40	Culbertson	33	Cureton	26
Creative Printers	17	Croft -error, see <sup>3/24/86</sup> Craft-	10	Culbreth	51	Cumby	31
Crawley	22	Crout	34	Cullison	71	Cuthbertson	33
Cranshaw - Crenshaw	24	Cross	43	<del>Microfilmed</del> 11-84		Cummings	36
Crestmore Care Center	28	Crumley	45A			Custom	38
Creative Construction	17	Crowe	47			Custer	61
Crandall	35	Crown Tool	2			Curran - Currin	70
Craze	41	Crouch	65			Curves	75
Crane - Crain	48	<del>Microfilmed</del> 11-84				<del>Microfilmed</del> 11-84	
Crisp	52	Croftstone	85			Cutchin	83
Crew - Crews	55	Crowson	92				
Crawford	56	Crumpler	103				
Creech	67	Croft	106				
Craig	68						
Crabtree	73						
Credit Adjustment Bureau	74						
Creen	80						
<del>Microfilmed</del> 11-84							
Cracker	84						
Credit Consultants	74						
Cravens	88						
Creative Design	17						
Creative Video	17						
Crittendon	97						
Cranford	100						
Creative Apparel	17						

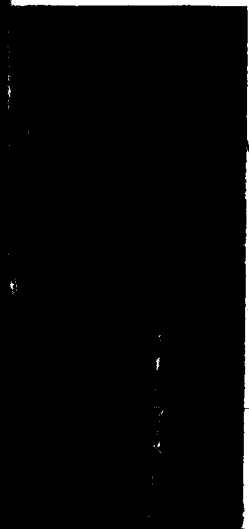
New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on this margin.

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.



Cypress 190  
Cyber-Source Inc. 105



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.

