

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

Ea Eb Ec Ed	Page	Ee Ef Eg Eh Ei Ek	Page	EI	Page	Em En	Page
Eagle Electric Inc.	4	Egerdahl	17	Elmore	1	English	18
Edwards - Edward	8	1865 (Eighteen sixty five)	38	Electra, Inc.	2	Environmental	19
Edge	10	Ehienbach	43	Elite	3	Energy Saver	20
Eades	11	Efficiency	53	Ellis	5	Energy Mizer	20
Eds Texaco Serv.	12			Elsea	9	Empire Sales & Serv.	30
Easter	13			Ellenburg	21	Emory - Emery	37
Edens	14			Eller	24	Engles	40
Edwards Rd. Ind. Ctr.	8			Elsom	27	England	56
East	23			Elledge	32	Ensley	60
Edmisten	26			Electric Warehouse, Inc.	35		
Eastern	33			Elstob	36	Endless Challenge Game- ^{room}	65
EMJ, Inc.	34			Eldridge	41	Enertec	71
Eaton	42			Ellett	44	Engel	81
Eagle Corp.	4			Electrical Construction	45		
E C R Systems	46			Elliott	48		
Rastland	58			Electronic Techniques	49		
Earl - Earles	59			Elco	52		
Edgar F's	63			Ellison	55		
Editwriters	64						
E C H W	67			El Charro	61		
E C B G	70			Elrod	69		
Easley	74			Eltech	72		
Eberhardt	75						
Edmonds	76						
Eagle Security	4						
E S B	82						

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

Names of
THE R. L. B
similar sound should be grouped together
spelled, duplicating the

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

ne is

Ep Eq Er

Page

Es Et

Page

Eu Ev

Page

Ew Ex Ey Ez

Page

Erect-O-Therm

15

Eshleman

28

Evans

6

Executive

29

Ernest

25

Eskew

39

Everglades

7

Exectone

31

Erico Inc.

50

MICROFILMED

Eubanks - Eubank

16

MICROFILMED

Erix

51

Ethridge

62

Eutsler

22

Expressions

78

Epps

54

Estes

79

Ever-Need

47

MICROFILMED

Etris

80

Everhart

57

Eppley

66

MICROFILMED

Erskine

68

Evelt

73

Evergreen

77

Eurosport

83

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Similar sound should be grouped together and given the same page number. Indicate on Sub-Index spelled, duplicating the name in more than one column when necessary.

Names of

E

Firma
and
Corporation
OVER

