

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 a 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 in 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

Baa Bab Bac Bad	Page	Bae Baf Bag Bah Bai Bak	Page	Bal Bam	Page	Ban Bao Bap	Page
Cleaners							
B & C Carpet & Drapery	22	Baker	5	Ballenger	24	Banther	21
B & S Properties, Inc.	28	Bailey	17	Baldwin	27	Bantam Chef	52
Babb - Babbs	43	Bagwell	25	Ball	51	Bannister	65
B & B Cultured Marble, Inc.	50	Baim	79	Ballew	67	Banks	72
Bacchus Enterprises	53					Banias	94
Bacon	62	Baer	119	Baltimore	126		
B & T Mfg.	69	Baity	121	Bama	138	Baod	147
B & B Fire Restoration	50						
B & D Distributing	74						
B & T Contractors	69						
B J & the Bears	86						
Bach	87						
Babine	89						
BTE	93						
B & B Group	50						
B-F Co	103						
BSI	107						
MICROFILMED 11-14-84							
B & H Specialty	124						
B & D Mfg.	74						
B & L	132						
Bacchus	53						
BHC	141						
B-M	146						
B & B Cleaning	50						
B JS Domestic	154						
BT	69						

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 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.

New SUB-INDEX Sheets may be ordered

regarding, give number of sheet as shown

THE R. L. I.

COLUMBIA, S. C.

Names of similar millar sound should be grouped together spelled, duplicating the name in more than one column when necessary. Name page number. Indicate on Sub-Index the different ways the name is

Page	Bar	Page	Bar	Page	Bar	Page	Bar	Page	Bar
7	Barrett - Barrett	12	Barton	14	Bayne	153	Baur	129	Bay Front
16	Barnes	30	Bass	35	Baughcome	114	Baugst	114	Baugst
18	Barber	40	Batson	40	Bashor Allen & Assoc.				
19	Barbecue House	61	Battery	61	Battery				
19	Bar-B-Cue Lodge	77	Barnard	77	Barnard				
63	Barnshock	83	Barbare	83	Barbare				
76	Barker	84	Barter	84	Barter				
63	Barnshock	85	Barringer	85	Barringer				
102	Bar-Strong Inc.	102	Bar-Strong Inc.	102	Bar-Strong Inc.				
109	Bartlett	109	Bartlett	109	Bartlett				
110	Barham	110	Barham	110	Barham				
117	Barnett-Barnette	117	Barnett-Barnette	117	Barnett-Barnette				
118	Barwick	118	Barwick	118	Barwick				
123	Barbis	123	Barbis	123	Barbis				
83	Barbrey-Barbey Inc.	83	Barbrey-Barbey Inc.	83	Barbrey-Barbey Inc.				
130	Barfield Printing Co.	130	Barfield Printing Co.	130	Barfield Printing Co.				
83	Barbery	83	Barbery	83	Barbery				
139	Bare	139	Bare	139	Bare				
148	Barbizon	148	Barbizon	148	Barbizon				
150	Berry	150	Berry	150	Berry				
152	Bartram	152	Bartram	152	Bartram				

Page	Bea Bbb Bec Bed	Page	Bee Bef Beg Beh Bei Bek	Page	Bel Bem	Page	Ben Beo Bep
10	Belgay	46	Bel-Air	2	Bentley - Bentleys	4	
31	Beemer	81	Belle Mead Shell	3	Bennett-Bennetts	9	
42	Beefys, Inc.	104	Belue	8	Bennetfield	44	
31	Beck Nursery & Child Care	31	Belcher	15	Benton	13	
57	Beeg	127	Bell	26	Benson	47	
68	Beeks	134	Beltone	36	Bengtson	55	
90	Beasley	90	Bell Tower	26	BENNETT 11-14-84		
98	Beckell-Bechtell	98	Belmont	56	Benehaley	115	
99	Beaty	99	Bellwood	78			
105	Beddingfield	105	BELWOOD 11-14-84				
106	Beaulieu	106	Belve	111			
120	Bechtold	120					
135	Beam	135					
137	Becker	137					

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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.

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

51  
name is

Page	Page	Page	Page
Ber	Bes Bet	Ben Bev	Bew Bex Bey Bez
11	91	91	45
Bergren	Bettis	Bevea Fashions	
Berry	Best	Beverly	101
Berea	80	11-14-84	
Bergquist	113	Better	149
Berrios	116		
Berryhill	125		
Berger	131		
Berdit - Berdet	143		

Page	Bin Bio Bip	Page	Bil Bim	Page	Bie Bit Big Bih Bik	Page	Bia Bib Bic Bid
112	Bingo	32	Billingsley-Billingsley	41	Bikas	75	Bicom Inc. of Greenville
128	Bio-Thin	59	Bilbray		11-14-84		11-14-84
142	Bingham	70	Billups	133	Big Wheel	145	Bible
		95	Billian				
		140	Biltmore				
			11-14-84				

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.

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

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60	Birckbichler	Bixby	29	Black	6
60	Birckbichle	Bishop	37	Blair	20
		Bison	39	Blanton	23
		Bissetron	54	Blackston	33
		Biscuit	82	Blackwell	34
		Bivens	122	Blue Ridge	38
				Blakey	48
				Bland	49
				Blackmon	58
				Black	64
				Blandin	71
				Blazer	73
				Black Diamond Club	6
				Blakely	92
				Blocker	96
				Blanken	100
				Blue Morocco	38
				Blankenship	108
				Blockhouse	136
				Blackburn	144
				Blumlee	151
				Blevins	155

BI BK

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