

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, 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

Caa Cab Cac Cad	Page	Cae Caf Cag Cah Cai Cak	Page	Cal Cam	Page	Can Cao Cap	Page
C.J. GMC Truck Inc.	9	Caicedo	70	Campbell	10	Capps	17
C & M Body Shop	33	Cagle	107	Camp	15	Cantrell	23
C & C Trim	38			Calhoun	37	Cannon	28
C & S Dental Laboratory	39	Cahn	131	Caldwell	64	Canup	34
C-House Corp.	42			Calwile	77	Cantina Foods	56
Caballero	47			Camm	91	Captian Rogers	60
CIR Painting	49			Callahan - Callaham	110	Capitol - Capital	69
C & S Lumber	39					Canty	85
CTS Lines Inc.	61			Calden	112	Canopys	92
C & S Construction	39			Cale	117	Canipe	93
Caddell	71					Capris - Capri	95
Cadaret	76					Cape	99
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C D F	126						
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C & J	142						

11-84

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

THE R. L. LUMBIA, S. C.

similar sound should be grouped together, spelled, duplicating t

name page number. Indicate on Sub-index column when necessary.

Names

name is

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Carlton	7		Cato	31		
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Carpet Outlet	13		Cashion	83		
Carmote Paint & Dec.	16		Cash	87		
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Carr- Karr	22		Cassity	108		
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Carotex	41					
Carbaugh	58					
Cartee	59					
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Caroline Const.	65					
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Carolyn	125					
Carlyle	88					

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.

C

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Certified Industrial Clnrs.	3	Charlotte Beef Outlet	40	Chef	75		11-84
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Century Contracting	20	Chappelear	50	Chemsiz	104	Christie	139
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