

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	Reed-Reed-Reid
Keyser-Keiser-Kizer	Schneider-Schnider
Kline-Klein	Shafer-Schafer
Lourie, etc.	Sheffer-Shaefer
Lowery-Lowry	Snyder-Snyder

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

Maa Mab Mac Mad	Page	Mae Maf Mag Mah Mai Maj Mak	Page	Mal Mam	Page	Man Mao Map	Page
Madden	1	Mahlon Polk	8	Mallette	33	Mansell	14
M & W Construction	20	Magnolia Rest Home, Inc.	9	Mamba Enterprises, Inc.	53	Mann	30
Mac Inc.	26	Mahaffey	52	Mambo	53	Manley - Manly	45
M & M Tire	20	Main St. Exxon	58			Mangrum	55
M & H Electrical Serv.	40	Makins	77	Malone	132	Mappin	60
MBC Mining Contractors	20	Maintenance	84			Manigault	71
Machia	66	Maes	92				
MacKinnon	70					Manous	104
Madison	73	Major	99			Mane	108
Mack	26	Magic	115				
Madcox	95	Mahon	130				
MDI	101						
M & D	100						
M & S	107						
Maasen	21						
Machine Development	117						
MacFie	119						
Madcharo	126						
Macks	26						
Maalouli	128						
Macs	26						
M C	136						
M R Duck Inc	137						
Macho	139						
M & T Sales	145						
M & M	20						
Madsen	73						

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

similar sound should be grouped together spelled, duplicating the

UMBIA, S. C.

the page number. Indicate on Sub-Index the column when necessary.

ie name is

Names

Mar	Page
Marchbanks-Marshbanks	2
Martin	6
Martinez	140
Marlowe	11
Marchant	13
Maroney	21
Mars	27
Marin	32
Marsceau	57
Market Distributors	59
Marco	67
Maranatha	78
Marcoin	85
Marion	88
Marshall	102

Mar—Continued

Mas Mat	Page	Mau to Maz	Page
Masonry Contr.	17A	Maxwell	12
Massey	34		
Mason	21	Mauldin	17B
Mattison	37		
Matheny	38	Maybin	25
Masters	41	Mayes - Mays	35
Mashburn	47	Mayers	76
Mathews	54	Maureens	81
Mathis	69	Mausen	83
Matthew Mark Luke & Co.	54	Mazar	97
Material	80		
Matz	86	Mayfield	120
Massingille	110		
Massengale	110		
Mattress	141		

give number of sheet as shown

S. C.

THE R. L. BRYAN

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.

JB-INDEX Sheets may be ordered

MICROFILMED

Mea Meb Mec Med	Page	Mee Mef Meg Meh Mei Mek	Page	Mel Mem	Page	Men Meo Mep	Page
Meadors, Inc.	29	Meeks	36	Mellette	65	Menehan	72
Medlin	42	Meece	74	Melvin	75		
Media 8	61			Melton	82		
Mechanical Design, Inc.	63	Megilligan	109				
Medical	68	Megariety	134	Meldeeco	121		
Meadors - Meadows	29	Mefford	138	Mellman	123		
Media, Inc.	61			Melosi	129		
Meadowbrook	112						
Medcom	114						
Meaders	29						
Mechanical Enterprises	63						
Meadow Fork Baptist Ch.	29						

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.

Mer	Page	Mes Met	Page	Meu Mev	Page	Mew Mex Mey Mez	Page
Merritt	44	Messick	3			Meyer - Myer - Myers	15
Merchants - Merchant	48	Metcalf	28				
Meredith	51	Metropolitan	22			Meyariety	133
		Metalworkers, Inc.	39				
Mercer	118	Metal Services, Inc.	39				
Merlin	143	Metalcraft	39				
		Metro	90				
		Metz	91				
		MICROPLANE					
		Messer	116				
		Metal Design	39				
		Metal Express	39				

Miros	16	Mitchell	5			Mixed Traffic	64
Miracle	62	Mission	98			Mize	93
Mirthful	87						
		Mitskoff	103			Mizell	124
Mirage	125	Miss	122				

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.

