

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
Bear-Baehr
Keyser-Keiser-Kizer
Kline-Klein
Lourie, etc.
Lowery-Lowry

Pearson-Pierson
Read-Reed-Reid
Schneider-Schnider
Shafer-Schafer
Sheffer-Shaefer
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

Coart House Outfitters

COLUMBIA, SOUTH CAROLINA

Raa Rab Rac Rad	Page	Rae Raf Rag Rah Rai Raj Rak	Page	Ral Ram	Page	Ran Rao Rap	Page
R & J - RJs -RJS	8	Raines	29	Ramsgate	40	Ranck	72
Rader	31	Rainey	51	Ramirez	60	Randolph	104
R & R	8	Rail Cuisine	54	Ramsey	67	Ransler	125
RTT, Inc.	11	Rainbow	61	Ramey	123		
Rabbit Trap	63	Ragland	79	Ramseur	124		
RSI Corporation	65	Ragsdale	118				
Radican	68	Raffman	121				
RR & E Textiles, Inc.	8						
Rackley	70						
R.M. Service Co.	71						
R & S Copeland	8						
R.G. Builders, Inc.	88						
Raborne	90						
Radford	102						
RA	126						
R & S	8						

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.

Rasnake Associates

129

Ravan

87

Ray

17

Rawlins

33

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Ra

R

Rea Reb Rec Ria Rib Ric	Page	Red Ree Rid Rie	Page	Ref Reg Reh Rei Rek Rif Rig-Rih Rii Rik	Page	Rer Rem Ril Rim	Page
Rea Reb Rec		Red Ree		Ref Reg Reh Rei Rek		Rel Rem	
Richard- Richards	1	Riddle	3	Reid	19	Rimer	10
Richey	2	Reese	18	Regal	41	Riley	13
Reas Styling Salon	20	Reed - Reid	19	Riggins	59	Reliable	80
Reagan	22	Redding	23	Riffle	76		
Richardson	38	Reeves	26	Reger	96		
Read	39	Red-E Services Systems	32				
Rib Contractors	43	Redland	36				
Rice	48	Ridings	49				
Reamer	66	Redmond	55				
Rector	98	Red Arrow	32				
Rib Shack	43	Reeder	92				
Reber	109	Ridgill	108				
Rib & Loin	43	Ridgeway	117				
Ricker	119						

Roa Rob Roc Rod	Page	Roe Rof Rog Roh Roi Rok	Page	Rol Rom	Page	Ron Roo Rop	Page
Roberts - Robert	5	Rogers- Rodgers-Roger	14	Rollins	15	Ronjo Enterprises	25
Rodites- Reditis	6	Roe	69			Roosevelt	50
Robinson- Robertson	7	Roetling	122			Roper	127
Roberson	7					Rookard	134
Rodgers- Rogers	14						
Roach	37						
Rochester	52						
Roddy	62						
Rodrigue	86						
Rodriguez	99						
Rockwell	100						
Robb	120						
Ro-Bar	130						
Rodgert	133						

Ror

Page

Ros Rot

Page

Rou Rov

Page

Row Rox Roy Roz Rt

Page

Rotec Tool Engineering

12

Rouse

116

Royal Const.Co., Inc.

4

Rose

56

Royal Maintenance Contr.

4

Ross

16

Royal Cab Co.

4

Rosemond- Rosamond

24

Royal Cleaners

4

Rothman

27

Rozell

44

Rothchild

64

Royal Scotsman Inns

4

Roto-Rooter Sewer Serv.

73

Royal

4

Rothell

115

Rowe

106

Rott

128

Roshau

131

Rosensteel

132

Rtt, Inc.

11

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