

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 Cain 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. Perfectly 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

---

---

Caa Cab Cac Cad	Page	Cae Caf Cag Cah Cai Cak	Page	Cal Cam	Page	Can Cao Cap	Page
Cack <sup>s</sup>	II	Cagle	1	Calbertson	2	Canaday	9
Cade	II	Caho	1J	Calder	1J	Canady	9
		Cain	1J	Caldwell	3	Cannada	9
				Calhoun	4	Cannaday	9
				Callaham	5	Cannady	9
				Callahan	5	Cane	1J
				Callanan	5B	Cannegen	2B
				Callaway	6	Cannon	10
				Calloway	6	Cantrell	11
				Calme <sup>s</sup>	1J	Cantwell	11C
				Cambell	8	Cape	2B
				Cammell	8	Capel	2B
				Cammer	2B	Capell	2B
				Cameron	2B	Capers	12
				Camp	7A	Caps	13B
				Campbell	8	Capps	13
				Camron	2B		

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.

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.

Car	Page	Car—Continued	Page	Cas Cat	Page	Cau to Caz	Page
Carbin	3E			Cas	23C	Cauble	22
Carey	3F			Case	23C	Caulder	1J
Cargill	3F			Casey	20	Caudle	23D
Carland	3F			Cash	23D	Cawen	22E
Carolina	5B			Cashion	23D		
Carlisle	3F			Cason	21		
Carlton	14			Cassell	23D		
Carman	15			Cates	23D		
Carmen	15			Cathcart	23D		
Carmes	6B						
Carmichael	6B						
Carnes	6B						
Carney	16						
Carpenter	17						
Carr	9B						
Carrier	11D						
Carrington	11D						
Carrouth	10S						
Carruth	10S						
Carson	18						
Cartee	10T						
Carter	19						
Cartledge	10T						
Carven	22						
Carver	10T						
Cary	3F						

C

Ca





**Corporations and Firms**

Page

**Corporations and Firms**

Page

Direct Dues  
through 1913

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	Lowery-Lowry
Bear-Baehr	Lourie, etc.
Shafer-Schafer	Snyder-Snider
Sheffer-Shaefer	Schneider-Schnider
Read-Reed-Reid	Keyser-Keiser-Kizer
Kline-Klein	Pearson-Pierson

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, Dedman, 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 follows 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

---

---





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

Com	Page	Con	Page	Coo	Page	Cop	Page
Combs	65D	Condy	65D	Cook	54	Cope	57G
Comer	65D	Connell	71B	Cooke	54G	Copeland	58
Compton	51	Connelly	71B	Cooksey	55	Copelin	58B
		Conner	52	Cool	53G	Copland	58B
		Conneway	54H	Cooley	56		
		Conoway	54H	Cooper	57		
		Connors	52B	Co-operative	57G		
		Connor	52B				
		Conrad	54H				
		Converse	54H				
		Conyers	53				

C



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 same in more than one column when necessary.

15

Cra Cre Cri	Page	Cro Cru Cry	Page	Cua to Cul	Page	Cum to Cuz	Page
Craddock	62U	Crofford	65D	Culberson	2	Cumpton	75A
Crafford	65	Croft	68	Culbertson	2	Cunagim	76
Crafton	62U	Crogin	74C	Culbreath	75A	Cunningham	76
Craig	63	Cromer	73E	Culbreth	75A	Curdts	75A
Crain	64	Crook	69	Culclasher	75A	Cureton	77
Craine	64E	Crookshanks	70	Cullum	75A	Curry	78
Crane	64E	Croskeys	71			Curtis	75A
Cranshaw	48D	Croswell	72			Cushman	75A
Crawford	65	Crosswell	72			Cuthbert	75A
Crawley	48D	Crotwell	73			Cuthbertson	2B
Crayton	48D	Crouch	74C			Cuttino	51E
Creamer	59E	Crow	74C				
Creemless	59E	Crowder	74				
Creemer	59E	Cruce	74C				
Creighton	48D	Cruikshank	70				
Crenshaw	48D	Crum	51E				
Creswell	59E	Crumbless	59E				
Crider	59E	Crumbly	59E				
Crimes	66	Crumpton	51E				
Crym	67C	Crymes	66A				
Crymmond	67						

