

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

Ea Eb Ec Ed	Page	Ee Ef Eg Eh Ei Ek	Page	EI	Page	Em En	Page
Earle	1	Eison	3D	Elam	4B	Embrey	2D
Earnhardt	1JJ			Elder	4B	Endel	5N
Easley	2			Eldridge	4B	England	5N
Eassy	1JJ			Eledge	4B	English	6E
East	1JJ			Elledge	4B	Enix	6E
Easte	1JJ			Elford	6	Enlow	6F
Eastes	3			Elletson	2D	Enoree	6F
Eaves	1JJ			Elijah	2C		
Ebaugh	4			Elliot	2C		
Echols	1JJ			Elliott	2C		
Edens	3D			Ellis	7		
Edge	3D			Ellison	8		
Edgens	3D			Elkins	2D		
Edmondson	1JJ			Elkin	2D		
Edmund	1JJ			Elmore	9		
Edson	3D			Elms	4B		
Edwards	5			Elrod	5N		
Earley	1JJ			Ely	2D		

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.

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Ep Eq Er	Page	Es Et	Page	Eu Ev	Page	Ew Ex Ey Ez	Page
Epp	10A	Eskildson	8	Eubanks	8E	Ewbank	8E
Eppes	10A	Estepp	6F	Eustin	8F	Eyre	8F
Epps	10A	Ester	6F	Eustis	8F	Ezell	8F
Epping	11A	Estes	3A	Evans	12		
Epstin	11A	Estis	3C	Evatte	8F		
Epting	11A	Ethridge	7B	Evens	12F		
Epton	11A	Eskew(see Askew)	16	Evins	12F		
Ernest	7B						
Ernst	7B						
Erockson	7B						
Erskin	6F						



