

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 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

---

---

Haa Hab Hac Had	Page	Hae Haf Hag Hah Hai Hak	Page	Hal Ham	Page	Han Hao Hap	Page
Haas	2B	Hage	2B	Halbrook	5D	Hancock	8F
Hackelton	2B	Hagen	5D	Hale	3	Hand	3B
Haddon	2B	Hagerty	5D	Haley	10 I	Haney	8F
		Hagood	1	Hall	5	Hanks	8F
		Hahn	2	Hallams	6	Hanna	12B
		Haile	3	Halland	7	Hannah	12B
		Hailds	3	Hallman	10J	Hannon	12
		Hails	3	Halloday	46	Hansell	13C
		Haine	4	Hallon	7	Hansill	13C
		Hair	5D	Hallován	10J	Hansman	13C
				Ham	10J	Hanson	13D
				Hamby	8	Happer	13D
				Hamilton	9		
				Hamlin	10J		
				Hammock	10J		
				Hammett	10		
				Hammetts	10 I		
				Hammeý	10 J		
				Hammond	11		
				Hammons	11 J		
				Hampton	8 E		

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.

Har	Page	Har—Continued	Page	Has Hat	Page	Hau to Haz	Page
Harbin	13			Hascall	14B	Hawkins	20
Hard	13D			Hasen	15B	Hawthorne	21
Hardamon	13D			Haskin	17V	Hay	19
Hardin	16K			Hasting	17V	Hayden	18F
Hardy	14			Hatch	17V	Hayne	4
Hargis	13D			Hatcher	18F	Haynes	4B
Hargraves	13D			Hathcock	18F	Haynie	8F
Hargrove	13D			Hathcox	18F	Hayns	4B
Harkins	13D			Hatton	18F	Haynsworth	22
Harleston	13D					Hayes	19A
Harley	16L					Hays	19B
Harlon	16L					Hayse	19B
Harmon	16L					Hazlip	18F
Harner	16L						
Harper	15						
Harrell	14B						
Harris	16						
Harriss	16K						
Harrison	17						
Harry	14B						
Hart	18						
Hartsell	14B						
Hartstene	14B						
Hartzog	15B						
Harvey	15B						

H

Ha



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.

Corporations and Firms

Page

Corporations and Firms

Page

**Corporations and Firms**

Page

**Corporations and Firms**

Page

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.

Corporations and Firms

Page

Corporations and Firms

Page

**Corporations and Firms**

Page

**Corporations and Firms**

Page







**Corporations and Firms**

Page

**Corporations and Firms**

Page



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 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

---

---

Hia Hib Hic Hid	Page	Hie Hif Hig Hih Hii Hik	Page	Hil Him	Page	Hin Hio Hip	Page
Hiatt	32	Hiett	32	Hill	37	Hines	25B
Hice	32B	Higgins	37I	Hillhouse	38	Hinkle	36H
Hickman	32B	Highland Drug Co.	32B	Himes	25B	Hindman	37J
Hicks	33	Hightower	36			Hindmon	37J
Hickson	34					Hinsley	36H
Hide	35					Hinson	27I
						Hinton	39
						Hiott	32
						Hipp	39
						Hips	39B
						Hipps	39

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.



Hoa Hob Hoc Hod	Page	Hoe Hof Hog Hoh Hoi Hok	Page	Hol Hom	Page	Hon Hoo Hop	Page
Hobbs	44E	Hoesh	44F	Holbrook	5D	Hone	45D
Hobby	44F	Hof	60	Holcomb	44	Honour	49
Hockaday	43E	Hoff	60	Holcombe	44	Hood	50
Hodge	40	Hofling	43E	Holder	45C	Hooker	51
Hodges	40	Hogans	43E	Holland	7	Hooper	52
Hodgens	41	Hogsed	43E	Holley	45	Hoover	52B
Hodgins	41	Hogshed	43E	Holliday	46	Hopkins	53
Hodgson	43E	Hoke	43	Hollingshead	43E	Hopson	47G
				Hollingsworth	43E		
				Hollins	43F		
				Hollinns	43F		
				Hollis	43F		
				Holliway	45D		
				Hollon	7F		
				Holloway	45D		
				Holly	45B		
				Holmes	45D		
				Holsclaw	47		
				Holtzclaw	47		
				Home	48		
				Homer	45D		
				Homestead	45D		









Corporations and Firms

Page

Corporations and Firms

Page

