

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

THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

THE P. L. SATYAN 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.

War	Page	Was Wat	Page	Wau Wav	Page	Waw Wax Way Waz	Page
Warren	10	Washington	16			Way	3
Warnock	11	Watkins	32			Wayne	39
Warner	13	Watts	13A				
Ward	29	WATT	60				
Warrington	26A	WATSON	59A				
		WETTERAU FOODS, INC.	65				
		WASSENIUS	3				

W

Wa

Wea Web Wec Wed Wia Wib Wic Wid	Page	Wee to Wei Wie to Wik	Page	Wel Wil	Page	Wel—Continued Wil—Continued	Page
Wideman	12	Weekley	17	Williams	4	WELLS - WELLS	3-A
Weaver	29-A	Wiggins	19	Wilson	5		
Weathersbee	49	The Weeklies Publisher, Inc.	19A	Wilkinson - Wilkerson	6		
Weatherford	20A			Willingham	9		
WEBB	59			Wilcox	21		
WEATHINGTON	65A			Williamson	40		
WEATHERSPOON	22			Wilhelm	41		
				WILLARD	41		
				Williams Furn. Corp	38-42		
				WILLIAMS ELECTRIC SUPPLY INC.	42A		
				Williston, Bank of	43		
				Welch	35A		
				welborn	15A		
				Willis	21A		
				Wilson Acres Subdivision	52		
				Wilson Acres, Inc.	52		
				Wilds	43A	Wildlife and Marine Resources Dept. of S.C.	26
				Wills	32A		
				WILD	43A		
				WILSON, C. DOUGLAS & CO.	60A		

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.

89

Wem to Wer Wim to Wir	Page	Wes Wis	Page	Wet Wit	Page	Wev to Wez Wiv to Wiz	Page
Wengrow	36	Wesley et al (Deacon)	33	Witherspoon	22	WEYMOUTH	23
Winthrope - Winthrop	7	West	45A	WETTERAU FOODS, INC.	65		
Winn	28	West Virginia Pulp and Paper Company	47				
Wingo	44						
Winn & Lovett Carolinas, Inc.	33A	Wise	53				
WINDY HILL HUNTING CLUB	55	Westall	28A				
WINDHAM	57	Westbrooks	31A				
WINGATE	58	WESSON OIL AND SNOW- DRIFT CO., INC.	22A				
WINSTEAD	58A	WESTVACO CORPORATION	47A				
WINCHESTER GRAHAM HOMES OF ORANGEBURG, INC.	61	WESTPORT INDUSTRIES, INC.	63				
WIMBERLY	62A	CORP. WESTVACO DEVELOPMENT/	47A				
WINFIELD	66A	WESTERN CAROLINA HIGHER EDUCATION COMMISSION	67				
WINCHESTER GRAHAM, INC.	68	WESLEY	33				
		WESTMORELAND	34				
		WESVACO	47A				

We
Wi

[illegible]

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.

[illegible]

Wh
Wo
Wr
Wu
Wy

**Firms
and
Corpo-
rations
OVER**

Corporations and Firms	Page	Corporations and Firms	Page
Walker & Guess	1	WESTERN CAROLINA HIGHER EDUCATION COMMISSION	67
Willingham Plantation Inc.	9	WINCHESTER GRAHAM, INC.	68
Woodmen of the World, Sycamore	15	WABAR, INCORPORATED	69
Whitney & Co. Inc. - S. M. WHITNEY CO., INC.	27	WILDLIFE AND MARINE RESOURCES DEPT. OF SOUTH CAROLINA @	26
Williams Furniture Corporation PAGES 38 AND 42	38	WALL MILLING COMPANY, INC.	38A
WILLIAMS ELECTRIC SUPPLY, INC.	42A		
Wilson Acres, Inc.	52		
R. D. White & Sons	2A		
Woodie Supply Co., Inc.	24A		
Winn & Lovett Carolinas, Inc.	33A		
WESSON OIL AND SNOWERIFT CO., INC.	22A		
THE FRED WHITAKER COMPANY	54		
WINCHESTER GRAHAM HOMES OF ORANGEBURG, INC.	61		
WHEELER - DEALER INVESTORS - CHARTER BK.1, PAGE 285			
WILSON, C. DOUGLAS & CO.	60A		
WESTVACO CORPORATION	47A		
WESTVACO DEVELOPMENT CORPORATION	47A		
WESTPORT INDUSTRIES, INC.	63		
WETTERAU FOODS, INC.	65		