

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

Gaa Gab Gac Gad	Page	Gae Gaf Gag Gah Gai Gak	Page	Gal Gam	Page	Gan Gao Gap	Page
Gadsden, XXX	36	Gaillard	6	Gallilee Baptist Church	33A	Gantt	42A
GADSON	49A	Gage	29	Gammill	18A	GANOUK - GANOUCK	46A
		Gair Santee Corp.	40	GALBREATH MORTGAGE CO.	67	GANT	56
		Gair Woodlands Corp	40	GALLAGHER	11		
		GAINEY	63				

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.

Gea Geb Gec Ged Gia Gib Gic Gid	Page	Gee Gef Geg Geh Gei Gek Gie Gif Gig Gih Gii Gik	Page	Gel Gem Gil Gim	Page	Gen Geo Gep Gin Gio Gip	Page
Gibbes Machine Co.	2	Gifford	38	Gill	15	Georgia Chemical Works	18
Gibson	20	Geiger	24A	Gelzer	23	George Washington Life Insurance Company	24
Gibbs	32			Gillyard	22A		
GECY	65			Gillespie	27A	Georgia Railroad Bank and Trust Company	27
				GILLISON	49		
				GILLETTE METHODIST CH.	51	GEORGE Georgia, Florida and Alabama Railway Co.	19 22
				GILLELAND	50A		
				GILLAM	52	Georgia Hardwood Lumber Company	37
						Georgia-Pacific Plywood & Lumber Co.	37-A
						Georgia Pacific Plywood Company	37A
						General Gas Corporation	32A
						GINN	50
						GEORGIA-PACIFIC CORPORA- TION	53
						GENERAL TELEPHONE CO. OF THE SOUTHEAST	59
						GENERETTE GENAU	54A 22

Gra	Page	Gra—Continued	Page	Gre Gri	Page	Gre Gri—Continued	Page
Gray	5			Green - GREENE	7		
Graham	8			Griffin	12		
Gramblin	11			Gresham	14		
Grand Royal Chapter of South Carolina	33			Greenleaf	16		
Grant	35			Gregory	39		
Graves	36A			Griffith	41		
Grahl	11A			Greer	42		
Grays	6A			Great Saltkehatchie Baptist Church	29A		
Grainger	26A			GRESSETTE	31A		
GRAFING	63			GRICE	55		
GRANDY	18			GRIMES	56A		
				GREATHEART	60A		
				GRIFFIN OIL CO., INC.	68		
				GREENWOOD CORPORATION OF AMERICA	59		

Corporations and Firms	Page	Corporations and Firms	Page
Gibbs Mach. Company	2	GORDON LOGGING COMPANY, INC.	66A
Garber & Company	13	GALBREATH MORTGAGE COMPANY	67
Georgia Chemical Works	18	GOLD KIST, INC.	67A
Golden Crust Cake Company	19	GOODING CONTRACTORS, INC.	29
Gulf Refining Company	21	GRIFFIN OIL COMPANY, INC.	68
Georgia, Florida & Alabama Railway Company	22	GULFKAY LEASING, INC.	68A
George Washington Life Insurance Company	24	GREENWOOD CORPORATION OF AMERICA	59
Georgia Railroad Bank & Trust Company	27		
Gulf Oil Corporation	28		
Gair Woodlands Corporation	29		
Guardian Depositors Corporation	2A		
Great Saltkehatchie Baptist Church	29A		
Glynn Farms, Inc.	45		
GULF STREAM PEACH COMPANY	46		
GROTON LAND COMPANY, INC.	48		
PACIFIC GEORGIA-PADIFIC CORPORATION	53		
GENERAL TELEPHONE COMPANY OF THE SOUTHEAST	59		
GORDON			