

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 a line. 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, do 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.

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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
Shafer-Schafer
Sheffer-Shaefer
Read-Reed-Reid
Kline-Klein

Lowry-Lowry
Lourie, etc.
Snyder-Snoer
Schneider-Schnider
Keyser-Keiser-Kizer
Pearson-Pirson

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.

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THE R. L. BRYAN COMPANY

Court House Outfitters

COLUMBIA, SOUTH CAROLINA

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				Samuel	40A	SANDERS SUPPLY CO.	116
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		ST. JAMES BAPTIST CHURCH	128				

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Saint
(St.)

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Corporations and Firms

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Corporations and Firms

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