

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-Schaefer	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 R. L. BRYAN COMPANY, COLUMBIA, S. C.

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Tea Teb Tec Ted Tia Tib Tic Tid	Page	Tee Tef Teg Teh Tei Tek Tie Tif Tig Tih Tii Tik	Page	Tel Tem Til Tim	Page	Ten Teo Tep Tin Tio Tip	Page
Tidball	18A	TEEMS	44A	Tilghman	3		
Tidwell	30A			TILLMAN	15		
				Tilley	33		
TEDESCO	39A			Tillie	33		
TIDEWATER LUMBER CO., INC.	43			Templeton	7-A		
TI AUN PLANTATIONS, N.V.	50			TILSON	25A		
A NETHERLANDS ANTILLES CORP.				TILLY	33		
				TIMBER AND LAND CONSULTANTS, INC.	49		
				TILLMAN SMITH & CO., INC.	49A		
				TILL	21		





Tha The	Page	Thi Tho	Page	Thr Thu Thy	Page	Tl Tn	Page
Theus	15	Thomas	9	Three River Lbr. Co.	17		
THARIN	39	Thompson	14	Thurmond	17A		
THAMES	44	THOMAS & HOWARD Co.	28				
		Thomas & Howard INC.	28				
		T. & H. Real Estate Co.	28A				
		Thornton	21A				
		THOMAS P. BARBER, INC.					
		(SEE "BARBER, THOMAS P., INC.)					
		THOMAS FARMS	18				
		THOMAS & HILL, INC.	45				
		THODE	48A				
		THOMASON	32A				
		THORPE	35				





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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.

84

Tub to Tul

Page

Tum Tun Tup

Page

Tur to Tuz

Page

Tw Ty Tz

Page

Tucker

26A

Tuten

6

Tyler

25

Turner

23

TYSON

38A

Tuten Enterprises, Inc.

27A

TYMESON

26

Tr  
Ts  
Tu  
Tw  
Ty-Tz

Firms  
-  
Corpo-  
rations  
-  
OVER

Corporations and Firms	Page	Corporations and Firms	Page
Trustees Col. M.E. Church of America	4	TREMARCO CORPORATION	36A
Town of Allendale	5	TOPNOTCH INVESTORS	38
Trustees School District No. 6	11	THOMAS P. BARBER, INC. - SEE "BARBER, THOMAS P., INC."	
Town of Fairfax	16	TOWN AND COUNTY BUILDERS	41A
Three Rivers Lbr. Co.	17	TIDEWATER LUMBER COMPANY, INC.	43
Traubs Sons Inc.	21	TALLEY-CORBETT BOX COMPANY	43A
Texas Co.	22	THOMAS & HILL, INC.	45
Trinity Lodge No. 216	24	TROY ENTERPRISES, INC.	46
Toumey Hospital	26	TIMBER AND LAND CONSULTANTS, INC.	49
Tarver, Receiver of Western Carolina Bank	27	TILLMAN SMITH & COMPANY, INC.	49A
Thomas & Howard Inc.	28	TREE-O-TIMBER CO.	17
Town of Sycamore	31	T. M. RHODES LOGGING, INC.	11
T <sub>4</sub> and H. Real Estate Co.	28A	TI AUN PLANTATIONS, N.V. A NETHERLANDS ANTILLES CORP.	50
T. & C. Theatres, Inc.	34	TERRY FARMS, A PARTNERSHIP	50A
Tobacco By-Products & Chemical Corporation	15A	TRUETT L. VAIGNEUR, INC.	32
Tuten Enterprises, Inc.	27A		