

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-Piereson

4. Names like **Schneider** and **Snyder** should appear in Sub-Index under **Sc** and also **Sn**; **Pearson** and **Piereson** 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

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	11	Weekley	5	Wengrow	29	WILLIAMS ELECTRIC SUPPLY, INC.	35
Weaver	28	Wiggins	19	Williams	3		
Weathersbee	41	Weisenger	22	WILKINSON	4		
WEATHERFORD	46A			Wilkerson - <i>Wilkinson</i>	4		
WEBB	54			Wilson	7		
WEATHINGTON	39			Willingham	15		
				Williamson	26		
				Williston, Bank of	35		
				WILLARD	22		
				Wilhelm	37		
				wilkes	37A		
				Williams Furniture Corporation	9-A		
				Wilson Acres, Inc.	43		
				WILSON ACRES SUBDIVISION	43		
				Willis	35A		
				Willingham Plantation, Inc.	15A		
				Wills	33A		
				Wild - WILDS	45A		
				WILBURN	49		
				WELCH	40A		
				WELLS	14		

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.

	Wem to Wer Wim to Wir	Page	Wes Wis	Page	Wet Wit	Page	Wev to Wez Wiv to Wiz	Page
	Winthrop	25	Wesley	21A	Witherspoon	31		
	Winn	27	West Virginia Pulp and Paper Company - - - -	40	WETTERAU FOODS, INC.	57A		
	Wingo	38	WESTERN CAROLINA CORP.	18A				
	Winchenbaugh	44A	Westall	31A				
	Wingard	24A	WISE	41A				
	Wines	17A	WESSON OIL & SNOWDRIFT CO., INC.	36A				
	WIRPSZA	52A	WESTBROOKS	47A				
	WINGATE	54A	WEST	52				
	WINDHAM	59	WESTPORT INDUSTRIES, INC.	57				
	WINCHESTER GRAHAM HOMES OF ORANGEBURG, INC.	61	WESTERN CAROLINA HIGHER EDUCATION COMMISSION	60				
	WINCHESTER GRAHAM HOMES OF WALTERBORO, INC.	61A	WESTVACO CORPORATION	62				
	WINCHESTER GRAHAM, INC. ETC.	23	W					
	WINSTEAD	37						
	WIMBERLY	33A						

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.

90

[illegible]

Corporations and Firms	Page	Corporations and Firms	Page
Warren Heights Co	14	WESTVACO CORPORATION	62
WESTERN CAROLINA CORPORATION	18A		
White Lbr Co	23	WINCHESTER GRAHAM, INC., ETC.	23
Whitney, S.M. Co. Inc.	36	WABAR, INCORPORATED	46
West Virginia Pulp & Paper Co.	40	WILLIAMS ELECTRIC SUPPLY, INC. OF FAIRFAX	35
Wilson Acres, Inc.	43		
Williams Furniture Company	9A		
Wofford Oil Company of Georgia	45		
Willingham Plantation, Inc.	15A		
WESSON OIL & SNOWDRIFT CO., INC.	36A		
WALL MILLING COMPANY	48		
THE FRED WHITAKER COMPANY	55		
W. W. HARTER & SONS, INC.	56		
WESTPORT INDUSTRIES, INC.	57		
WETTERAU FOODS, INC.	57A		
THE WESTERN CAROLINA HIGHER EDUCATION COMMISSION	60		
WINCHESTER GRAHAM HOMES OF ORANGEBURG, INC.	61		
WINCHESTER GRAHAM HOMES OF WALTERBORO, INC.	61A		
J. F. WYMAN, INC.	24		