

and Others Using

INDEX

THE SUB-INDEX

The Sub-Index is placed together on the Main Index, and serves as a guide to the page on which the Family Names will be found.

1. If there are three or more columns on the page of the Main Index for given names, write the given name in the column in which the initial letter of the given name appears at head of column. If there are only two given names each 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 continuing.

2. In paging the Main Index, each subdivision or sub-division 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.

3. 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.

4. 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 accumulated that a name is not likely to fill both pages, use about the left hand or evenly numbered page, and be sure for a Name Group. After a certain period and a name has only one or two pages on a page a new name may be given on the lower half of the same page.

5. Every point is left open to you when beginning the use of continuing its use, always and free to write and rearrange, who will cheerfully reply to any question regarding the proper working of the system.

6. When the Binder becomes filled to its capacity the new Binder. Continue doing this when necessary. It is thus designed to be a Continuous

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 follow 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.



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