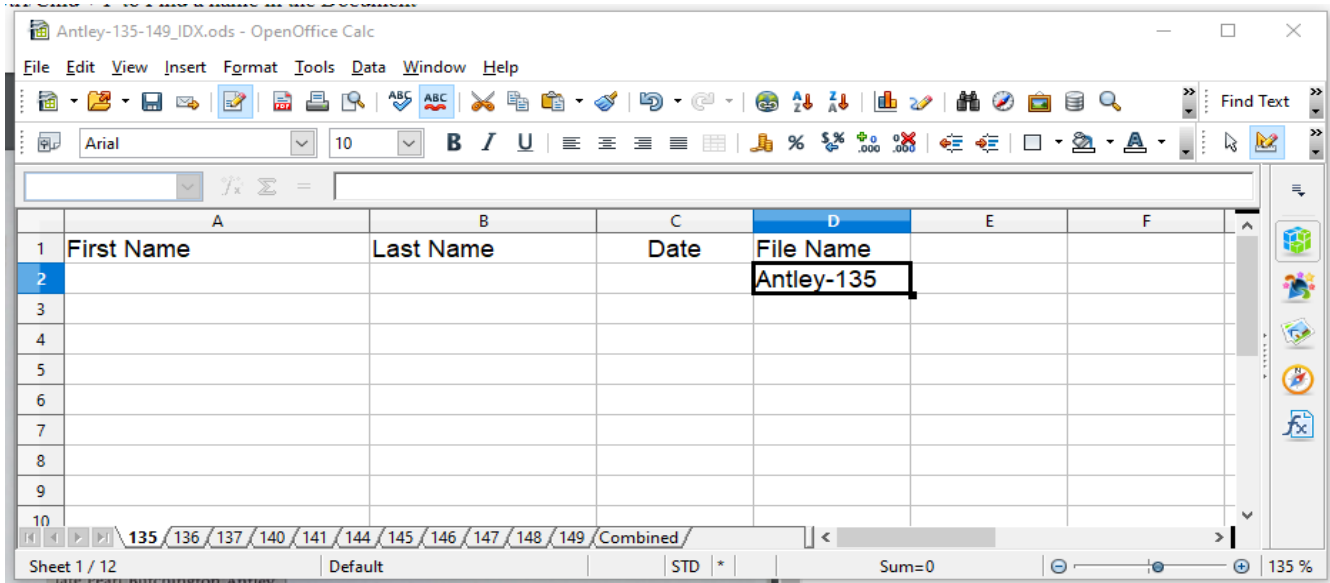# OCHS Surnames Indexing User Guide

The OCHS Surnames Indexing Project is based on two types of files. The indexing part is handled with a spreadsheet workbook with spreadsheet tabs. The source for the indexing is a PDF file. The workbook below shows spreadsheet tabs for 11 different one page PDF files. SS tab 136 would be used to index Antley-135.pdf. SS tab 136 would be use to index Antley-136.pdf, etc.

Rules for indexing the names:
No periods.
No commas.
No prefixes such as Rev, Dr, Mrs, Miss, Mr.
Suffixes such as Jr, Sr, III, etc are included.
Dates are entered a DD MMM YYYY such as 25 Jan 1941 or 3 Nov 1879.
Documents will usually contain multiple names to be indexed.
The Date only has to be entered for the first name indexed in the document.

Some PDF pages may have multiple items about the same event. If a subsequent item has the same names as the first article, don't add to to the spreadsheet. If there are some different names, enter those names as if they are part of the first item and date. There is no need to repeat names that are about the same event that are on the same PDF page

The next page shows some examples of indexing documents:

Thanks for helping with this project.

Jim Antley
jhantley@gmail.com
980-565-7504

First screenshot

Marvin Thomas Antley

Funeral services for Marvin Thomas Antley, 81, of Cope, will be held at 11 a.m. Tuesday, June 28, 2005, at Canaan Baptist Church in Cope with the Rev. Odell Breland, the Rev. Charles Bradley and the Rev. Jimmy Sanders officiating. Burial will be in the church cemetery.

Mr. Antley, son of the late Willie Abraham Antley and the late Pearl Blitchington Antley, died Sunday, June 26.

Memorials may be made to Canaan Baptist Church Cemetery Fund, 4977 Cannon Bridge Road, Cope SC 29038; to Bamberg Nursing Center, 600 North St., Bamberg SC 29003; or to a charity of one's choice.

Thompson Funeral Home Inc. of Orangeburg is in charge of services. *28 JUNE 2005*

Antley-135-149_IDX.ods - OpenOffice Calc

A7

	A	B	C	D
1	First Name	Last Name	Date	File Name
2	Marvin Thomas	Antley	28 Jun 2005	Antley-135
3	Odell	Breland		
4	Charles	Bradley		
5	Willie Abraham	Antley		
6	Pearl Blitchington	Antley		
7				
8				
9				
10				

\ 135 / 136 / 137 / 140 / 141 / 144 / 145 / 146 / 147 / 148 / 149 / Combined /

Sheet 1 / 12   Default   STD   *   Sum=0   135 %

Second screenshot

A-646

Morgan Paige Antley is born...
Times and Democrat, Orangeburg, SC
Sunday, 18 July 2004

Birth ANNOUNCEMENTS

Morgan Paige Antley

Mr. and Mrs. Doug (Michelle) Antley proudly announce the birth of their daughter, Morgan Paige Antley, on June 15, 2004, at The Regional Medical Center in Orangeburg. She weighed 6 lbs./15 ozs. and was 19 1/2 inches long. She was welcomed home by her brother, Corey Antley, 3 years old and sister, Courtney Antley, 11 years old, of Orangeburg.

Maternal grandparents are Emily Black of Orangeburg and Henry and Loraine Proctor of Jonesboro, MA.

Paternal grandparents are Mr. and Mrs. Henry Zeigler of Orangeburg and Mr. and Mrs. George Antley of Lawton, OK.

Mrs. Antley is the former Michelle Proctor.

Antley-135-149_IDX.ods - OpenOffice Calc

B16   Proctor

	A	B	C	D
1	First Name	Last Name	Date	File Name
2	Marvin Thomas	Antley	28 Jun 2005	Antley-135
3	Odell	Breland		
4	Charles	Bradley		
5	Willie Abraham	Antley		
6	Pearl Blitchington	Antley		
7	Morgan Paige	Antley	18 Jul 2004	
8	Doug (Michelle)	Antley		
9	Corey	Antley		
10	Courtney	Antley		
11	Emily	Black		
12	Henry	Proctor		
13	Loraine	Proctor		
14	Henry	Zeigler		
15	George	Antley		
16	Michele	Proctor		

\ 135 / 136 / 137 / 140 / 141 / 144 / 145 / 146 / 147 / 148 / 149 / Combined /

Heather Denise Antley engaged to marry....
Times and Democrat, Orangeburg, SC
Sunday, 18 July 2004

Antley - Mount
1-18-2004

Mr. and Mrs. Richard Anthony (Janet) Antley of Cope, SC, announce the engagement of their daughter, Heather Denise Antley of Cope, to Charles Brooks Mount of Cordova, son of Mr. and Mrs. Robert Spurgeon (Shirley) Mount, Sr. of Cordova.

The bride-elect is the granddaughter of Mrs. Jack Daniel (Ruth) Hydrick of Orangeburg and the late Mr. Hydrick and Mrs. James Willie (Dorothy) Antley of Cope and the late Mr. Antley.

The bridegroom-elect is the grandson of Mr. S. Brooks Hornsby and Mrs. Jewell Shampy Hornsby, both of Cordova and the late Mr. Charles S. Mount and the late Mrs. Dorothy Keitt Mount, both of Orangeburg. He is the great-grandson of Mrs. Janie Mae Keitt of Orangeburg and the late Mr. Robert L. Keitt.

The bride-elect is a 2004 graduate of Lander University with a BS in Nursing. She is employed at

The Regional Medical Center in Orangeburg as a registered nurse.

The bridegroom-elect is a 2000 graduate of Edisto High School and attended Orangeburg Calhoun Technical College. He is employed at Superior Motors, Inc.

The wedding is planned for October 23, 2004 at Saint Paul's United Methodist Church in Orangeburg, SC.

Miss Heather Denise Antley

Jim Antley
jhantley@gmail.com
980-565-7504

OCHS Family Surnames Search Search Portal