

# ***Genealogy Boot Camp***

Census-Session 1- April 6, 2015

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## 1. **What Are Sources\***?

Artifacts, Books, Digital Files, Documents, Film, People, Photographs, Recordings, Websites, and more....

\*Source information from Elizabeth Shown Mills

## 2. **Source Classifications**

- Classified according to their ***physical form***:
  - ***Original*** sources: **Material in its first oral or recorded form.**
    - Example: Testimony of someone relating events that he or she personally experienced or witnessed.
    - Example: An original document created by a party with first- hand knowledge of the information recorded.
  - ***Derivative*** sources: **Material produced by copying an original or manipulating its content.**
    - Examples: Abstracts, compilations, databases, extracts, transcripts, translations, and authored works such as historical monographs or family histories.

Original sources carry more weight than derivative.

## 3. **Appraising A Source**

- **Primary** information:
    - Details provided by someone with first- hand knowledge of the information reported,
      - Example: such as a participant in an event or an eyewitness.
  - **Secondary** information.
    - Details provided by someone with second hand or more-distant knowledge of the person, event, or situation.
      - Example: Hearsay, tradition, and local lore.
      - Original-first or original form
      - Derivative-copy of an original
      - Primary-details by someone with first-hand knowledge
      - Secondary-details by someone with second hand knowledge
- Primary information carries more weight than secondary.
  - All information can have errors, intentional or otherwise.
  - One document can have both primary and secondary information.
  - All sources need to be appraised separately for bias, fraud, memory or time lapses, and other factors that affect reliability.

## 4. **Why Source?**

- When you find information you must write the source information so that it enables the reader to return to where you found the information for verification.
- And.....so you can find it again yourself.

## 5. Where to Find Census Records

- [www.ancestry.com](http://www.ancestry.com) \$
- [www.censusfinder.com](http://www.censusfinder.com)
- [www.usgenweb.org](http://www.usgenweb.org)
- <https://familysearch.org>
- Heritage Quest Online – [libraryatlincoln.org](http://libraryatlincoln.org) (Lincoln library)

## 6. Where to find blank forms:

- [https://familysearch.org/learn/wiki/en/Research Forms](https://familysearch.org/learn/wiki/en/Research_Forms)
- [www.Familytreemagazine.com/info/freeforms](http://www.Familytreemagazine.com/info/freeforms)
- [www.Ancestry.com/trees/charts/census.aspx](http://www.Ancestry.com/trees/charts/census.aspx)

## 7. Using Familysearch.org

1. Type familysearch.org into your search engine
2. When needed, “Get Help” is at top right of screen, L click on “Get Help” , to exit, L click on a blank spot of screen
3. L click on “Sign In” if you have an account or L click on “Create an Account” if you don’t have an account and follow the cues to establish an account
4. Once signed in, you will see the name you chose to show on-line, the name others will see
5. If you L click on the drop down menu (arrow) next to your name, it brings up 3 choices:
6. a) Choose “Settings” and you see the choices you made when you created your account, you can make changes here if you want
  - b) “Source Box” is where you can digitally place/store records you find or access the records you have found and placed into your source box
  - c) “Sign Out”- Always sign out when leaving a community computer or if at home you can opt to stay signed in for 2 weeks when first signing onClose menu by L click anywhere on screen-Use ‘back arrow’ L top of screen to return to previous screen anytime
7. L click “Search”
8. You can type in a name, (and I suggest a location, if you know it, by choosing “Restrict records by: Location” and type in Country and State if U.S.) then L click “Type”, check “Census, Residence, and Lists” then L click “Search”

There is an option “Match all terms exactly”. Decide if that is the option you want or not.
9. If you did not enter a location you might bring up thousands of people of the same name, you can then browse, helpful if you are having difficulty finding where they might have lived
10. But, if you know location, at least the state, you will greatly reduce your list
11. To the R of each name are 2 columns, first column is “Details”, L clicking on here will give you a transcript of some of the information found on the original document and the option to attach to your family tree. The source info is also included with the transcript. The menu bar includes “Copy”, “Print”, “Source Box”, or “Share”.

The second column, “Image”, an icon of a camera, is directing you to the paid site “Ancestry.com” where you will find a digital copy of the original document. Family search may bring up some original images without redirecting you to a paid site.

Options on the R are “Attach to Family Tree”, “Search Collection” and “About this Collection”.

12. **OR** after step 7, do not input name or location but on R side of screen L click on “Browse all Published Collections”.  
On the L you get a menu of filters by ‘Place’, ‘Date’, ‘Collections’ and ‘Availability’ (only collections with images).
13. On the R you get an alphabetical list of all collections.
14. OR you can hover on the map after step 7 rather than “Browse all Published Collections”, click on an area and a list of the countries for that part of the world will appear and you can choose your country of interest to get to their records.
15. In the “Filter by Collection Name” outlined box top L of screen type in “Census” This method gives you access to all census records including State and Federal as well as census records from other countries such as Mexico etc.
16. Choose the census record you want based on death date, start with the last year they could have been in the census and systematically work backwards
17. Then in the boxes to the right if you choose “Add to My Source Box” you can digitally save the record and citation in this program (familysearch.org) as well or instead of your flash drive or you can snip and save
18. You can also L click “Go to My Source Box” to view and retrieve your saved documents
19. You can also L click “Share” and can send the document to yourself by e-mail
20. If you L click “Explore Viewing Options” in second box down on the right, you can view the record
21. If directed to Ancestry.com you have a choice to view the dropdown menu under “Tools” and the option “Save” to save the document to your computer or flash drive
22. If you hover your mouse over each column of your names, a description of the information will pop up, one column will state the age and then go on to figure out the probable year of birth
23. To print a document, hold down Ctrl key and P key at same time, follow prompts

## **8. Searching for Census Records Using Heritage Quest**

- [www.libraryatlincoln.org](http://www.libraryatlincoln.org)
- Select genealogy on left sidebar
- Select “Heritage Quest” from list of databases
- Enter bar code from back of your library card
- Select “census” from list
- Demo: Vater, 1900, PA
- Select “Potter” county from list of records found

## **9. Transcription**

- **What is transcription?**
  - An exact copy, errors and all, if any, of information on a document.
- **Why transcribe?**
  - Easier to read.
  - As I am copying information it focuses me on possible errors or inconsistencies.
  - It helps to guide me to clues for further research.
  - Provides space to make notes.

## **10. Capture and Sourcing**

- When you find a document, don’t assume you will be able to find it again.
- Make a printed copy, capture it onto a flash drive, e-mail it to yourself if you are in the lab or transfer the image directly into your family genealogy software.
- Always copy the source information and keep with your document.

## **11. Split Screen**

1. Open your genealogy software (Family Tree Maker, Roots Magic, Legacy etc.)
2. Place in tray at bottom of screen by clicking on the “-“ at top right of screen
3. Open internet provider’s home page (where you go to get your e-mail)
4. Open a new tab (if AT&T, look top L of screen, new tab is the small gray square above the address bar), L click to open
5. In this new tab: Type in an internet site: i.e. “familysearch.org” or “Ancestry.com” (without quotes), hit the “enter” key
6. L click on your genealogy software that you placed in the tray at the bottom of your screen
7. R click on a blank spot in the tray
8. L click “Show Windows Side by Side”
9. When you want to return to a single screen, R click on a blank spot in the tray
10. L click on “Undo Show Side by Side”

## **12. Saving a document to your flash drive:**

- a. Insert your portable flash drive and after it has downloaded:
- b. Go to the Windows orb far L bottom of screen, L click, then L click on “Computer”, L click on your removable drive (flash drive you inserted), close minimize “-“ right top screen
- c. Address bar should read Computer, Removable Disk
- d. L click “Save” and either accept the name of the file as shown or rename
- e. After Saving you need to always make sure that you have indeed saved it
- f. Open “Computer” (R click on blue orb bottom left of screen, the R click on “Computer”)
- g. Find the flash drive and R click to open then check to see that the document is there

## **13. Snip It**

1. In your tray at the bottom of your screen, there is an icon of a pair of blue scissors
2. L click on this scissors icon
3. A pop-up appears and your screen takes on a gray cast
4. There is a drop-down menu to the right of “New” with these choices: “Free-Form” or “Rectangular” or “Window” or “Full-Screen” I usually choose “Rectangular” Once an option is chosen it will stay that way each time you use this tool until you go back in and choose another option
5. If you have not chosen your option from a previous use of this tool, then L click on drop down menu and make a choice
6. Move your cursor and a large + sign appears
7. Move the + to the top left corner of the item you want to copy then ‘hold down’ the L button on your mouse and while holding down the L button of the mouse, move the mouse to the right and down until you enclose the section you want to capture “snip” Release your mouse button and the “snip” appears in a window by itself
8. Hover over menu bar and L click on “Save Snip” (looks like a square disk) “Snip” is captured as a picture so it will be a JPEG file
9. Re-name the file, choose where you want to save it and then L click “Save”

## **14. Magnify**

1. You may find an icon in the tray at the bottom of your computer screen that looks like a magnifying glass. If you L click on this icon, a translucent square appears as well as a small magnifying glass.
2. You can maneuver the square to any place on your screen and see a magnification of the content on the screen.

3. If you move the translucent square over the magnifying glass, you will see an arrow, L click on the arrow and a menu bar appears. At times the menu bar will automatically appear, other times you must click on the arrow for the menu bar to pop up. You can click on the + and - sign to increase/decrease magnification, click on 'view' and have a choice of full screen or lens. Click on the "gear" symbol and you have choices that allow color inversion and control of the size of the translucent magnifying square. To close the magnifier, click on the red X in the top right hand corner of the menu bar.

## **15. HOMEWORK ASSIGNMENT**

Complete by our next session: Monday, April 13.

- Set up a free Family Search account on [familysearch.org](http://familysearch.org).
- Get a library card from Lincoln City Library.
- For the same person, find and print three census records for the years 1880, 1900 and 1910. At least one record must be from each site, [familysearch.org](http://familysearch.org) and Heritage Quest. Include the source.
- Print out a blank census form from each of those years.
- Transcribe each census found to the blank form.