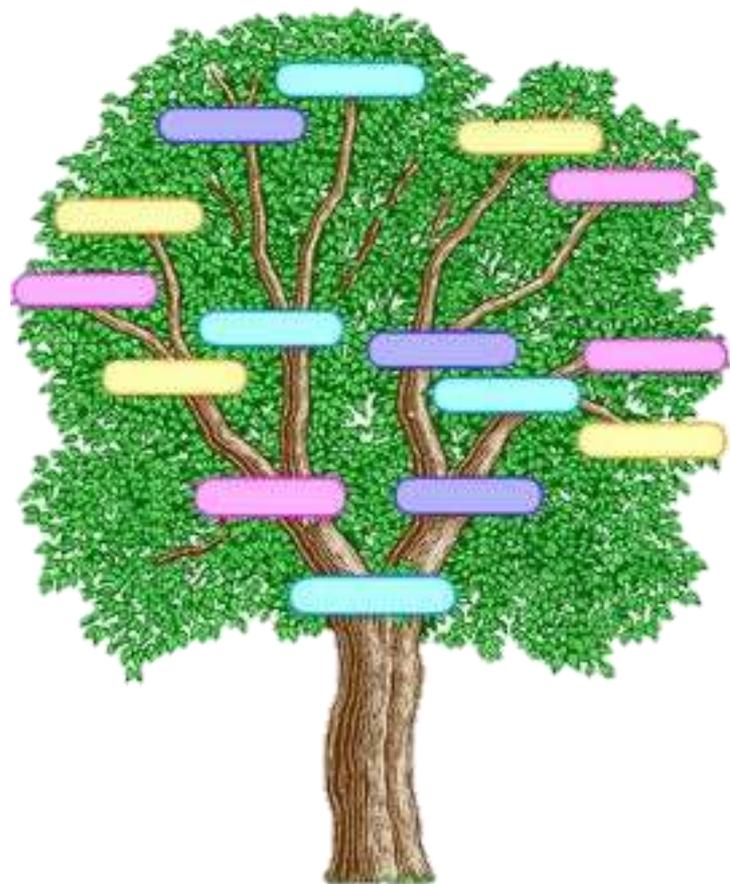




S. C. Computer / Genealogy Special Interest Group



# ***Genealogy Basics***

*How to get started researching your  
family history*

*Karen Ristic*

*September 13, 2012*



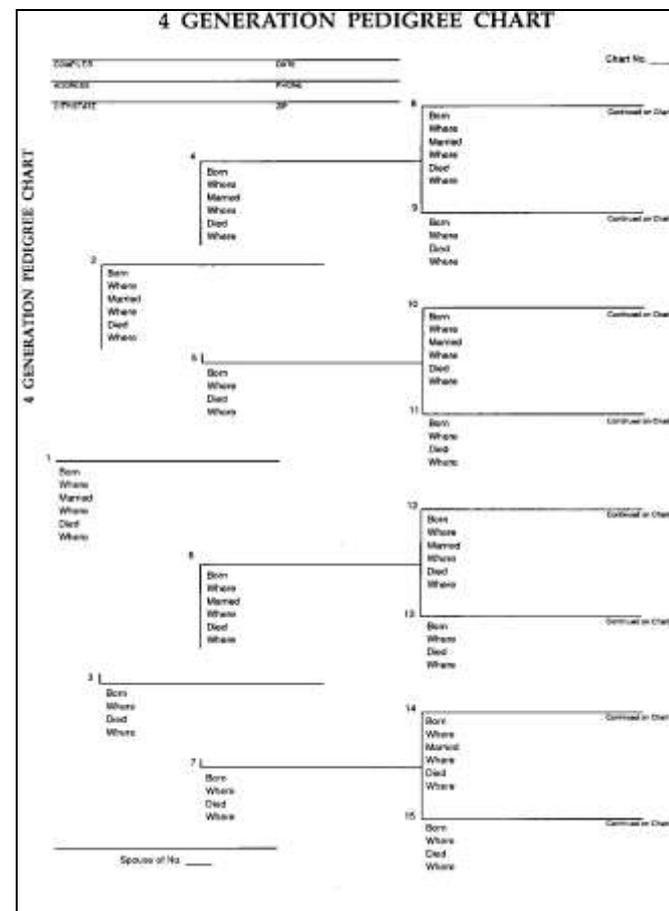
# Genealogy Basics Overview:

- #1. Record What You Already Know.
  - Start with yourself and work backwards.
- #2. Get Organized.
- #3. Read Genealogy Articles.
- #4. Begin Your Research at Home.
- #5. Look for Compiled Information.
- #6. Look for Original Records:
  - Records at Home
  - Census Records
  - Vital Records

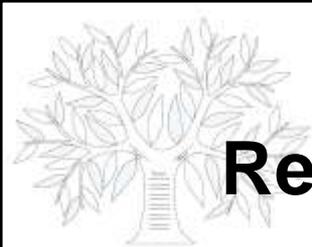


# #1. Record What You Already Know

- Use Pedigree Charts:
- Begin with yourself and work back one generation at a time.
  - You are number 1.
  - Your father is number 2.
    - The father's name is on the upper line.
  - Your mother is number 3.
    - Use the woman's maiden name.
  - Men always have even numbers, wives have odd numbers which are one more than their husband's number.







# Recording Information in Pedigree Charts

- **Write surnames in capital letters:**
  - William James ELLIS
- **Write dates military style:**
  - 10 Aug 1878
- **Write names of places from smallest to largest:**
  - Cleburne, Johnson, Texas, USA



# Using Family Group Sheets

- A family group sheet includes parents, children, and the spouse of each of those children.
- Prepare a family group sheet for each couple, formally married or not.
- Include all children alive or deceased.
- Include adopted children, but indicate adopted.
- Show where you found the information.

**FAMILY GROUP SHEET**

Husband's Full Name										Family Group ID#	
Spelling Variations											
Photo	Date	Day	Month	Year	Code	City / Townshp.	County / Province	State / Country	Health / Misc / Info		
	Born										
	Married										
	Died										
	Buried										
Occupation					Other Marriages						
Church					Date Chn / Bapt.					Located	
Military					Unit		Years Served				
Father's Full Name					Mother's Full Maiden Name					Family Group ID#	
Spelling Variations											
Photo	Date	Day	Month	Year	Code	City / Townshp.	County / Province	State / Country	Health / Misc / Info		
	Born										
	Died										
	Buried										
Occupation					Other Marriages						
Church					Date Chn / Bapt.					Located	
Military					Unit		Years Served				
Father's Full Name					Mother's Full Maiden Name					Family Group ID#	
Children (in Birth Order)	Sex	Date	Day	Month	Year	Code	City / Townshp.	County / Prov.	State / Country	Photo	
1		Born									
		Married									
Spouse		Died									
		Buried									
Spouse		Occupation									
		Church	Date Chn / Bapt.					Located			
Spouse		Military	Unit		Years Served						
		Misc / Info	No. of Children								
2		Born									
		Married									
Spouse		Died									
		Buried									
Spouse		Occupation									
		Church	Date Chn / Bapt.					Located			
Spouse		Military	Unit		Years Served						
		Misc / Info	No. of Children								
3		Born									
		Married									
Spouse		Died									
		Buried									
Spouse		Occupation									
		Church	Date Chn / Bapt.					Located			
Spouse		Military	Unit		Years Served						
		Misc / Info	No. of Children								
4		Born									
		Married									
Spouse		Died									
		Buried									
Spouse		Occupation									
		Church	Date Chn / Bapt.					Located			
Spouse		Military	Unit		Years Served						
		Misc / Info	No. of Children								



# A Family Group Sheet

ancestry.com

## Family Group Record

Prepared By \_\_\_\_\_ Relationship to Preparer \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_ Ancestral Chart # \_\_\_\_\_ Family Unit # \_\_\_\_\_

<b>Husband</b>		Occupation(s)	Religion	
Date—Day, Month, Year		City	County	State or Country
Born				
Christened				Name of Church
Married				Name of Church
Died				Cause of Death
Buried		Cem./Place		Date Will Written/ Proved
Father		Other Wives		
Mother				

<b>Wife maiden name</b>		Occupation(s)	Religion	
Date—Day, Month, Year		City	County	State or Country
Born				
Christened				Name of Church
Died				Cause of Death
Buried		Cem./Place		Date Will Written/ Proved
Father		Other Husbands		
Mother				

-	Sex M/F	Children Given Names	Birth			Birthplace			Date of first marriage/Place		Date of Death/Cause			Computer I.D. #
			Day	Month	Year	City	County	St./Ctry.	Name of Spouse		City	County	State/Country	
		1												
		2												
		3												
		4												
		5												
		6												
		7												
		8												
		9												
		10												
		11												
		12												

NOTE—Direct Ancestor Form # F106

<http://www.ancestry.com/save/charts/familysheet.htm>

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# Always Work Backward from Known to Unknown

- **Work backwards from the present to the past, one generation at a time.**
  - This will help you from making mistakes.
- **Dates and places of events** are just as important as names.
- For every generation back, the **number of ancestors doubles.**
- **Know the history of where your ancestors lived.** The more general history you know of the time and place your ancestors lived the easier your research will be.



# What You Need to Find More Information

- **Who**
  - A full name, use a woman's **maiden name** if known.
- **What**
  - The event: **birth, death, marriage**, etc.
- **Where**
  - A very important thing you need to know is the **place** where a person was born, married, lived or died, etc.
- **When**
  - An (at least) **approximate date** for a vital event (birth, death, marriage, etc.)



## #2. Get Organized



- **Keep a research log.**
- **Cite every source.**
  - Keep a written record of all the sources you have searched.
  - Try to photocopy the information and the title page of books.
  - Indicate where the source is located and its call number.
  - Interviews with relatives count as sources. Indicate person, date, and time.
  - Include both positive and negative results.
  - Keep the information in files or notebooks in an organized manner.



# Get Organized with Paper Forms

- Use pedigree (or ancestry) charts, family group sheets, research logs, etc., to use as worksheets.
- Genealogical forms are available for you to copy at:
  - Ancestry.com  
<http://www.ancestry.com/trees/charts/ancchart.aspx>
  - FamilySearch.org:  
[https://familysearch.org/learn/getting\\_started\\_step\\_2](https://familysearch.org/learn/getting_started_step_2)



# Get Organized with Genealogy Software

- By using a genealogy software program you can:
  - Enter individual information
  - Link individuals together
  - Allow for as many notes as necessary
  - Share information with others
  - Download (copy) files from other people
  - Add photographs, video clips or pictures of family memorabilia
  - Produce artistically pleasing and personally-designed forms
  - Search databases automatically



# Using Genealogy Software Programs

- For Windows:
  - PAF
  - Legacy Family Tree
  - Family Tree Maker
  - RootsMagic
  - The Master Genealogist
- For the Mac:
  - Reunion
  - MacFamilyTree
- Wikipedia has a nice comparison of genealogy programs:  
[http://en.wikipedia.org/wiki/Comparison\\_of\\_genealogy\\_software](http://en.wikipedia.org/wiki/Comparison_of_genealogy_software)



## #3. Read Genealogy Articles (FamilySearch.org)

- The Research Wiki is a **free** collection of family history articles provided by family history enthusiasts from around the world. Research Wiki articles are valuable resources for anyone who wants to learn more about their family history.

[https://www.familysearch.org/learn/wiki/en/Main\\_Page](https://www.familysearch.org/learn/wiki/en/Main_Page)

Research Wiki

Free family history research advice for the community, by the community

Learn from our 67,694 articles.

Keyword example: Iowa cemeteries

*Browse by country*

List all countries



# Read Genealogy Articles (Ancestry.com>Learning Center)

ancestry.com<sup>®</sup> 2

Home | Family Trees ▾ | Search ▾ | DNA ▾ | Collaborate ▾ | **Learning Center ▾** | Publish | Shop + Gift | Hire An Expert

Ancestry.com Learning Center

Learning Center Home | What's New | **First Steps** | Next Steps | Family History 101

## First Steps

Want to find your ancestors, but don't know where to start? It's easier than you think.



### Getting Started

Not sure where to start your family history journey? The articles listed here are just what you need to get on the right path.

- [Interview Techniques to Avoid](#)
- [Interview Questions](#)
- [Creating Chronologies](#)
- [Following Someone Else's Lead](#)
- [Proving \(Or Disproving\) Family Tales](#)
- [Five Assumptions to Avoid](#)



### Learn More

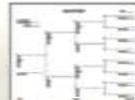
You've got the basics, but what's next? Learn how to use Ancestry.com to build your family tree.

- [Census Search Secrets](#)
- [Four Ways to Make Ancestry.com Work for You](#)
- [Family Tree Maker: TreeSync](#)
- [Member Connect](#)
- [Getting Started on Ancestry.com](#)



### Why Start a Family Tree?

Starting a family tree on Ancestry.com is one of the best ways to get ahead in your research. Our family trees help you organize your research, find new leads, and connect with other researchers. And best of all, they're totally free.



### Start with Paper and Pencil

Maybe you're not ready to bring your research to the computer just yet. As great as Ancestry.com is, sometimes there's no replacement for good ol' paper and pencil. Ancestry.com has got you covered. These forms can get you started so you can jot down notes and sort things out before you commit it to the computer.



### No matter where you go, your tree can grow.

The Ancestry.com mobile app, version 3 for iPhone, iPad and iPod touch® takes your family history discoveries even further, with Ancestry Hints, shaky leaves that can lead you to new information that can help grow your tree. Plus, you can still access generations of family history and add facts, photos and other historical anecdotes at every turn.

**First Steps #1**    
Getting Started on Ancestry.com

**First Steps #2**    
Tips for Successful Searches



## #4. To Get Started: Use Home Sources

- **These may be in your home or the home of a relative:**
  - Birth, marriage, and death certificates
  - Deeds, wills, and titles
  - Bibles
  - Diaries, journals, and birthday calendars
  - Family trees
  - Funeral cards
  - Certificates (from schools or jobs)
  - Military service records
  - Newspaper clippings
  - Pictures
- **Make copies whenever possible and include the source.**



## #5. Look for Compiled Information

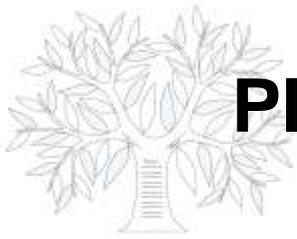
- Learn what information on the family has already appeared on the Internet, books, and periodicals.
  - Published information on your family could appear in four types of resources:
    - Biographies
    - Genealogies,
    - Local histories, and
    - Published original records.
- These resources are published as periodicals, books, and computer databases.



# Evaluate Compiled Information

- **Evaluate Written and Oral Evidence**
  - Remember the old adage: *Just because it's in print (or on the Internet) doesn't make it true.*
- **Look to see if the book is documented; that is, did the author cite a source for each fact?**
  - Spot check some of the author's sources.
    - Are you able to find a document based on the footnotes or endnotes?
  - Another adage: *There is no truth without proof.*





# Places to Find Published Genealogies



- WorldCat:  
<http://www.worldcat.org/>
- LDS Family History Library in Salt Lake City:  
[www.familysearch.org](http://www.familysearch.org) and click on the Library tab
- Library of Congress:  
[www.loc.gov/index.html](http://www.loc.gov/index.html)
- Ancestral File:  
[www.familysearch.org](http://www.familysearch.org) and
- Heritage Quest:  
[www.HeritageQuest.com](http://www.HeritageQuest.com) and obtain a pin number from the library
- And don't forget to try Google:  
[www.google.com](http://www.google.com)



## #6. Look for Original Records

- Many times you will use records that were **created for purposes other than genealogy.**
- **Most records were originally recorded on paper.** Many have since been **microfilmed, indexed,** compiled in **books** and/or on the **Internet.**
- **Good indexes** will always point you to the **original source document.**



## Original Records: Primary Sources

- **A primary record or source is one created by an eyewitness of an event.**
  - Whether the writer records the event as it occurs or describes it at a later time does not change the fact that **a record created by an eyewitness at any time is a primary source.** Vital records (birth, marriage & death certificates) are usually primary sources.
  - However, the period of time between the event and the recording of the event could dramatically affect the source's accuracy.



# Original Records: Secondary Sources

- **A secondary source is based upon evidence gathered after an event occurred by a person who was not an eyewitness.**
  - Newspaper clippings, compiled family histories, etc.
- ***Sources may be both primary and secondary.***
  - A death certificate is a primary source for the death but may be a secondary source for a birth.



# Vital Record Information on the Internet

- You can find some vital record information on databases such as Ancestry Library or at individual websites such as those from the LDS Family History Library, state archives, or universities.
- But often you will have to write to the county or state where the records are held and pay money to get copies.
- Use websites such as *Where To Write for Vital Records*, <http://www.cdc.gov/nchs/w2w.htm>



## Local Resources

### The Family History Center in Las Vegas

- **Located Downtown Las Vegas:**
  - 509 South 9<sup>th</sup> Street
  - Las Vegas, NV 89101
  - 702-382-9695
- **Hours:**
  - Monday, Friday, Saturday: 9:00 a.m. to 5:00 p.m.
  - Tuesday, Thursday: 9:00 a.m. to 9:00 p.m.

### Clark County Nevada Genealogical Society (CCNGS)

- Meets the 3<sup>rd</sup> Saturday in Henderson at the library
- <http://www.rootsweb.ancestry.com/~nvccngs/index2.html>



# Summary

- 1. Record What You Already Know.**
  - Start with yourself and work backwards.
- 2. Get Organized.**
- 3. Read a Genealogy How-To Book.**
- 4. Begin Your Research at Home.**
- 5. Look for Compiled Information.**
- 6. Look for Original Records:**
  - Census Records
  - Vital Records
  - Home Records

Good luck!

