

You may copy or use any or all of the following, but you are then responsible to answer all queries put to you by your audience, as if you were the author.  
Good luck.

# The Beginning

# The 3 Steps for all successful family history

1. Organize and Record What YOU Know About Your Family
2. Find and Record What OTHERS Know About Your Family
3. Search/confirm/validate/discover data & fill in blanks

## The 3 Steps for all Genealogy

### Step 1.

# Organize and Record What You Know About Your Family

Use a Pedigree Chart to start (just given name and surname)  
Select Target Family and fill in a family group sheet  
Add notes to family members

Result is a single piece of paper (FGS) containing  
everything you know about that family

A Box

(3) 3-ring binders

A skinny binder for a field book (You never go anywhere without this one.)

A 2 inch binder for Book of Remembrance (You leave this one home)

A 5 inch binder for enclosures (You leave this home as well)

# Why (Free) Software/Apps?

- Sustainability Examples
- Public vs Private Examples
- Temple submissions FamilyTree & Partners
  - Research; Sharing; Publishing
  - Mobile Apps
  - FamilyTree.org, Ancestry.com
  - Cyndi's List, FHL Card Catalog
  - Browsers: Google, Yahoo

# What Does an Efficient Family Historian Need?

- Pedigree Chart & FamilyGroupSheets
- Notes
- Enclosures & Pictures
- Reports
- Research log
- Sources

# FGS & Pedigree Charts

- Pedigree chart
  - Line of personal responsibility, family to family “road map”
- Family Group Sheet
  - A single family’s entire history

# Notes

- Enter events chronologically;

birth – marriage – child 1 – amputation – death - burial

- Everything you know / suspect? / speculate??  
about family members with cross references to  
enclosures (enc123)
- Research objectives?/findings by individual



# Enclosures

- Biographies
- Narratives
- Long letters
- Books
- Gold watches
- Photos
- ETC.

# Reports

- End of line
  - Pedigree
  - FGS
  - Fan Chart
  - Narrative
  - ETC.
- Lists & Reports
    - Duplications
    - Errors
    - Enclosures, etc.
    - Jurisdictions
    - Ordinances
    - Mapping, etc.
  - ETC.

# Sources

- Bibliographical references
- Record depository
- Internet screen shots

# Mobil Uses

- Lap tops
- Notebooks
- Sliders
- Smart Phones
- Synchronicity

# How Do the 'Apps' Do It?

- Synchronicity
- PAF
  - Ancestral Quest
  - Legacy
  - Roots Magic
  - Family Tree Maker
  - Apple & I-stuff
  - <http://www.ancquest.com/index.htm>

# a sample FGS Note

examples:

enc XXX rws Robert age 4? 1950 federal census

enc 001 rws Robert age 4 1950 federal census La Habra, Orange, California ED 4556 living at 12361 E Central Ave, La Habra with father Archie age 30 mother Betty age 26 sister Cindy age 2

enc 072 rws Robert age 14 1960 federal census Brea, Orange, Calif ED 4556 at 1349 W Central Brea with father Archie age 40, mother Betty age 35, sister Cindy age 12, sister Mary Lou age 7 brother Bill age 5, niece Nancy age 7, nephew Ricky age 5. (The family did not move, the property had been located in the county and was annexed by Brea)

enc xxx	Enclosure reference
?	Research issue, uncertain data
??	Speculation

## The 3 Steps for all Genealogy

### Step 2.

## Find and Record What Others Know About Your Family

### Use pedigree linked sources

Find books and/or data bases of what others may know about your family and record that on the relevant Pedigree – FGS

Examples include FamilyTree.org,  
Ancestry.com,  
Blogs,  
Biographies, etc.

## The 3 Steps for all Genealogy

### Step 3.

Research to confirm/validate/fill-in data/blanks

Use the 6 step Research Cycle to develop data



Misc. computertools

1<sup>st</sup> **Organize & Record** what you know about your family

Ancestral Quest

Legacy

Roots  
Magic

PAF

PAF spanish

2<sup>nd</sup> **Find & Record** what others know about your family

FamilyTree.org

Ancestry.com

3<sup>rd</sup> **reSearch** for sources & confirm data

**Start With:**

FamilySearch

Catalog

Archive Grid

WorlCat

FHC Portal

Cindi's List

Ancestry Card Catalog

**reSearch: The Cycle of Success**



General rule at any particular step is to continue only as long as you're successful. A deadend is the signal to return to the previous step.

# 1. Set a Goal

Choose a specific goal for one individual, such as the death, marriage, birth dates or places.

Poor – “I want to find my grandpa. I don't know his name”.

(... too general, nothing specific that can be corroborated.)

Good - “I know my grandpa's name, I'm looking for his birth and death dates and places.”

(... looking for too many items. You will probably find only one piece of data at a time anyway)

Better - “This is my grandfather's name. He lived in Pittsburgh and I want to know his death date.”

(Best target one item for a specific person. Consider most recent event as a priority and then go back in time.)

## 2. Review Source Lists.

Sources: Primary      Secondary      Biographical

Note that some sources are original documents, others are collected or compiled (not the original) documents. Only original documents can be primary sources (the best kind)

Use Catalogs (SLC FHL, Ancestry, Cindi's List, etc)

Prioritize the topical list, from most to least likely to be available/informative, using the context of location and time period from your family notes for your particular goal.

Example; Death date – place

# Death

Cemetery

Newspaper

Bible

Coroners report

Grave stone

Death cert

Court Docs

Memorial Card

Funeral Home

Obituary

Will

Coffin Plate

Chat Rooms

Genealogy Group Indexes

Property Records

Probate Records

Canotoph (monuments)

### **3. Select a Specific Record**

Use the prioritized topical list of possible sources to identify the jurisdiction or specific records with the greatest chance of containing the data. You may need to re-prioritize the list; result is a list of record references (film numbers, book titles, etc). For an initial inclusive first draft of records to search, begin with these : the SLC FHL card catalog by location and surname, FamilySearch.com, Ancestry.com and Cyndi's List.com.

When doing a catalog search in Ancestry or FamilySearch, locate the tab 'all record collections'. Select all specific entries listed which align with the prioritized topical list.

Example:

Topical list; **Death certificate**

Jurisdiction; **Orange County Death Records,  
Recorder's Office, 1889 to present.**

Add the record identification and data repository to the list (film/fiche number, publisher, etc. This is the beginning of your bibliography.) Skipping this step will cause you to have to revisit the record again & again since you will soon forget where any data was found.

Example:

Record: OC Death Records, County Clerk office,  
1889 to `1920 film #999999999, item 5, 1921 to present  
item 6, SLC FHL also LA Temple FHC.

There are no brickwalls until this has been done for all  
step 1 items!!

Any item of no apparent value for your search goal may be sorted to the bottom of the list, leaving only high potential records to review. You may be revisiting the 'no apparent value' items later depending on what you otherwise find.

Add this working list as a backup page for the family group sheet listing your goal person.

Add a note to the family group sheet (“no information found on searching for topic AA) if no specific record source can be found for a particular topic AA and return to step 2 and select another potential source from the topical list



## 4. Get a Copy

Knowing where the record is available is good; getting a copy may take some effort!!

Determine how to obtain a copy. Some records may have multiple locations, select the most convenient for your access and visit the location, request a copy, etc. Loans or copies are relatively inexpensive services. Think of the cost in plane fare and housing to visit the National Archives for a military record as compared to requesting and paying for a copy.

You may wish to accumulate a list of 'available source records' justifying a possible field trip to the SLC FHC or some other gargantuan source.

Add a note to the family group sheet if no copy of a record is available and return to step 2 and select another source.

## 5. Record Data

Either transcribe or otherwise get a copy of the record so that you can include the record as an enclosure. The copy or note (the enclosure) is numbered (ie ENC 123) and placed sequentially in your enclosure file (suggestion: 3 ring binder, in order of acquisition, NOT by family group!).

Very carefully read every word of the record you have obtained. You may eventually come back to re-read the enclosure and most probably find data you missed. Record the data on a family group sheet either in the data fields or as notes for all individuals mentioned. While you need to ultimately input the data in your workbook family history program (PAF, AQ, etc), a handwritten note on your paper copy of a family group sheet is next best.

The recorded data should cross reference to the enclosure item number. This may allow you to automatically generate an index to your enclosure file, especially if using PAF. Record the source information sufficient so that others will be able to locate the same material.

If no data is obtained, your note in the FGS will be “searched film #999999999 for Joseph Smith, Jos. Smith, Jos. Smith Jr. and found nothing.” You need to indicate specifically what you searched for, you may later find that the search would have been successful had you inquired for 'J.Smith'.

## 6. Evaluate Credibility

Using the context of all previous data- notes- discoveries, compare any new information and make a judgment as to credibility.

Do not discount discrepancies, each may indicate a unique source of originating information.

Examples:

Name spellings are commonly different; Robert becomes Bobby which becomes Bob which turns back into Robert at various times in life.

Birth may be the date born or the date confirmed.

Place names change; New York used to be New Netherlands.

The corner of Hyatt St and Central Ave was renamed as the corner of Euclid and La Habra Blvd.

If the goal has not been met, either return to step 2 for another potential topic or reset the goal in step 1.

