Beginner's Guide to Genealogy

PALLADIUM
INTERACTIVE

Notice

Contents

Getting Started

Genealogy is a fascinating and rewarding pursuit that involves preparation, research, analysis, and recording of genealogical and family history data. The *Beginner's Guide to Genealogy* is intended to help you get started compiling your genealogy and researching your family history. You will find basic information and concepts common to most genealogists and family historians. This is not intended to be an all encompassing information resource. Palladium Interactive encourages you to locate additional books and references specific to your surname, ethnicity, historical, and geographic areas of interest.

We especially suggest that you access the Palladium Interactive Ultimate Family Tree Web site at *http://www.uftree.com*. In the Web site's Members Only area you have access to Myra Vanderpool Gormley's weekly newspaper column, "Shaking Your Family Tree." The column, which has been syndicated by the LA Times Syndicate since 1985, covers dozens of genealogy-related topics and provides valuable insight and wisdom to help you with your search. You also have access to some very helpful tools and information described later in this booklet.

Genealogy is a written record of person's ancestors and living family. In simple terms, genealogists compile personal event information like births, deaths, and marriages to establish kinship. Genealogy may also lead to the investigation of a family's history. Indeed for many, what makes genealogy an interesting hobby is the historical aspect of the research. Using the Ultimate Family Tree software, you can keep genealogical data in your database as well as anecdotal or historical information about individuals. Your study of the periods in which your relatives lived gives you an appreciation for their struggles and the lives that they led. When you record your collected research in book form, you save for future generations your thoughtful analysis and historical associations, as well as the record of your family's genealogical information. The journal you can print with Ultimate Family Tree will be a lasting gift to everyone in your family.

Now let's get started!

Starting with Yourself

Family historians almost always start a genealogy from known information and search records back in time based on an analysis of the known information. Compiling your own family history begins with you. Sit down at your computer with Ultimate Family Tree and begin by entering what you know about yourself and your immediate family.

The obvious facts are your own name, date of birth, the names of your parents, information about your siblings, your current and past places of residence, and the important events of your life. In compiling your genealogy and recording your personal history, you search for information—names, dates, relationships, events, and places. You can be sure that you had a great-great grandmother, and that she was born and died on specific days. The facts are out there. The challenge for the family historian and genealogist lies in researching and discovering these facts.

There are literally hundreds of sources of genealogical information which can assist you in your search, and the facts you discover can lead to exciting and often unexpected revelations. Sometimes trivial details hint at the existence of profound events which are only disclosed by persistent investigation. Given what you know about a family, think how much more can you learn through record research, interviewing relatives, and researching family documents. Can you place a distant relative in

Entering a New Individual Record into Ultimate Family Tree

a particular place and time and then develop a picture of his or her life from official or family records? The quest for information can be one of the most rewarding personal projects that you will ever undertake.

Notes

It is essential that you keep notes. Nothing can be as frustrating as trying to find previously researched information in a box filled with disorganized scraps of paper. Any information you have found that you can't enter directly into Ultimate Family Tree as an event, biographical text, or research notes should be filed carefully and logically by family surname in a paper file. You can use the free-form Research Notes and Biographical Text features of Ultimate Family Tree to reference information in your paper files. Each individual record in Ultimate Family Tree can have text information attached which can be searched using the Ultimate Family Tree Search Text feature.

Not every item you gather during your research will prove immediately valuable. Sometimes you have to keep information you suspect may be helpful filed away until you can verify the value of the find. In the case of uncommon surnames, you should make a record of every person in a particular geographical area or time period you find with that surname. Even if you find more than one Smith in the 1900 U.S. Census living on the same city block where you have found a known Smith relative, you may want to make a record of all the Smiths on the block. This information could later be useful when trying to locate people on collateral family lines. If you choose, you can enter those possible relatives into your Ultimate Family Tree project.

Taking good notes in your research means that you don't discount the value of anything you discover. Write down everything that your relatives give you, even if it does not seem important during the interview—you may never get to interview some elderly relatives a second time. The most important part of taking notes is recording the source of the information, so anyone can find the information again. The integrity and value of a genealogy is measured by the quality of supporting evidence.

Research Plan

Use Ultimate Family Tree to help you decide what information you need to make your history more complete. Develop a research plan based on what you need to know and how you think you should go about finding and documenting the facts. Taking on research tasks in an orderly and organized fashion means you will enjoy the effort more than if you used a helter-skelter approach. Work from a task list associated with each person in your family tree. Create your task list after a thorough analysis of what you already know about the individual. Decide where you need to go for more information and how to best obtain the information. Determine your research approach before you actually begin the research.

In the beginning, your research plans will be fairly simple. Make a list of what you need to do to start your family history project. For example:

✓ Enter information about myself into Ultimate Family Tree.

✓ Enter information about my parents into Ultimate Family Tree.

As your research takes you farther back in time to your great-grandparents, your task list may include items like:

✓ Great Grandfather's death date is not known. Send for death certificate.

✓ Check census records for Great Grandfather's family to support or refute the approximate time of birth. Find the number of the census film before visiting the archives.

Use Ultimate Family Tree's Individual Summary Report and Family Group Sheet as tools to prepare a task list and a research plan. When you upgrade to Ultimate Family Tree 2.0 you will find an actual Task List option that makes preparation and tracking of your research tasks a snap.

Reference Library

You may find it convenient to have your own library of how-to books, research guides, magazines, and pamphlets. Set aside space on your bookshelves to begin a library of resource materials. Books that you don't use frequently might be at your local library. In that case you can use the library's genealogy collection rather than buy expensive books. Chances are that if you need books about a specific area of the country you will either have to visit a large genealogy library, order the books through an inter-library loan program, or buy the books.

There are many companies that write books specifically for the genealogist. Addresses, company names, and product descriptions are available in many genealogical periodicals. Should you have the opportunity to attend a local genealogy conference or other large assembly of genealogists, you may find vendors there selling books of interest.

Home Sources

Some of the most valuable genealogical evidence is found right in your own home. Records that your family has kept over the years are in many cases primary evidence of genealogical events. Look for family histories, family bibles, journals, diaries, letters, yearbooks, and scrapbooks. Other sources include legal papers, insurance policies, financial papers, photographs, even household items with inscribed dates and names.

Collateral Family Lines

The importance of researching and cooperating on the research of collateral lines cannot be over emphasized. During your research you may find a cousin or unrelated person who is also researching people who married into your family tree. Each of you may possess information that is essential to answering questions about family members. It is not unusual to find a collateral line researcher that has developed considerable information on your relatives.

Considering the Source

Genealogy engages you in a struggle between the need for uncompromising accuracy and the natural urge for unrestrained imagination. Both imagination and accuracy are essential: without imagination, enthusiasm wanes; without accuracy, the search flounders with false leads.

It helps to keep one distinction in mind while searching. There are at least two sides to everyone's personality—a public and a private side. The private side encompasses life in the home—marriage, family, hobbies, reflections, domestic concerns. The public side emerges outside, where everyone wears a slightly different face and clothing. Sometimes records of the private and public sides of an ancestor may seem to conflict. Together they represent a whole person.

When you cease to be an eye-witness to an event, you must rely heavily on the word of others. The people on whose word you rely may not have been eye-witnesses. The greater the distance between you and the information you seek—whether the distance is measured in miles or generations—the greater the need to rely on the word of someone else. In each transfer of information lies the opportunity for misinterpretation—a typographical error, a conscious exaggeration, an inadvertent slip of the tongue. Always look for the possibility of error in any source.

Be aware of self-serving biases that can influence the way a story is told. When you spend time interviewing relatives, you need to keep an open mind. You are asking a member of the family about another member of the family, living or dead. Consider the relationship between the two. Wishful thinking, resentment, or a failure of memory could color the story. Sometimes what is omitted can be of great significance. Deeply-rooted family misunderstandings can lead to the expulsion of an individual from living memory. The tenacity of a genealogical researcher can reestablish the presence of lost family members and restore them to the family tree and family memory.

Cross check with as many sources as possible. Some written records are more reliable than others, but on the surface this might not be easy to assess. Both public and private sources need to be carefully and critically evaluated. With written sources, it is important to ask the same questions you would with a living source. What were the authors' motivations? What did they have to gain by writing this story? How did they obtain the story in the first place?

In the case of public records—military records, court records, real estate documents—the person compiling them probably had no stake in the information contained therein. Accuracy may not have been the first concern. Often, the same is true for local history books. Amateur circuit-riding historians would arrive in a community and offer to write a local history. Some are accurate, others aren't. It is the wise and prudent researcher who approaches public documents and historical accounts with a certain degree of caution.

Primary and Secondary Evidence

The evidence you offer as specific information in your pedigree makes the difference between an accurate family history and a questionable one. Evidence is generally considered to be either *primary*, or *secondary*. Primary evidence was recorded or observed at the time of the event. Secondary evidence is often considered anecdotal or circumstantial. Genealogy research is rife with anecdotal and circumstantial evidence. A pedigree with integrity is built upon as much primary evidence as you can find, and references secondary evidence to support a claim based on the preponderance of evidence. This means if you can find several independent sources who have recorded or have told you personally that Aunt Ruth was born in 1897, the preponderance of evidence indicates this is probably true.

Question your sources and evaluate the kind of evidence you use to substantiate a claim. Throughout your research others will read your data and challenge your assumptions. The genealogist backs up arguments and assumptions with good evidence from the best possible sources.

Note on the Slipperiness of Language

Whether listening to a story in person or consulting written texts, you are using a continually changing language. A word that looks familiar may have a completely different meaning in a 200-year-old document. Some words are no longer used. Others have acquired new meanings. Great care must be exercised to avoid misinterpretation.

Remember that your family name may have changed with prevailing spelling conventions. The name Smith may have been spelled Smyth, Smythe, Smeeth, Smithson, or Smithington. Ancestors may have changed their names to avoid persecution. Immigration officials may have spelled a name phonetically rather than obtaining the correct spelling. Quite frequently, the keepers of early church records took liberties with spellings, and there was no one to argue with the only literate person within miles. Be conscious of spelling errors, and the changes in meaning of language over the years.

Interviews

After picking your brain for facts, and while searching your home and the homes of others looking for written sources of information, you will have opportunities to interview people about the past. In this most rewarding part of the genealogical search, you can find out directly from relatives what their life has been like and how other people have figured in it.

You are looking for the five *W*s—*Who*, *What*, *Where*, *When*, and *Why*—but you can come back with far more. Find out names, dates, places, and relationships, and then probe. What familial traditions have disappeared over the years? What do members of the family talk about when they gather for reunions? Be patient and resist the temptation to dispute or pass judgment upon anything said.

To record your conversation, take notes or use a tape recorder. Tape is preferable as long as your interviewee doesn't object, but take along a notebook to record nonverbal messages that are not recorded on the tape. Transcribe the important information obtained in the interview as soon after the interview as you can.

Family Traditions

During interviews with family, you will hear about family traditions—those not specific to holidays or family events. Family traditions provide information about people, personal traits, and details of

places and activities (for example, "family tradition has it that great-great grandfather Smith served as a Justice of the Peace in Georgia," or "Aunt Rhoda's son was a bootlegger," or "great grandmother Bertha was a Cherokee Indian"). Because traditions have been passed down over time, there is a possibility that the tradition is factually correct, factually incorrect, or partially correct. The people, places, and things associated with the tradition could have been confused or the tradition could have been fabricated to protect the personal privacy or integrity of a relative. Your mission is to ferret out the truth so you can establish a relationship or a potential time and place ancestors lived.

The accuracy of a tradition must be suspect until you can prove its accuracy. Often there is partial truth or even a clue to a genealogical fact in tradition. Let's take the example, "great grandmother Bertha was a Cherokee Indian." Your investigation may reveal no association with an Indian tribe, yet you know Bertha was from somewhere in the State of Georgia about the time the assimilation of the Cherokee tribe was in progress. During your census research in Georgia you find that your family lived in Pickens County, which was formed from the larger Cherokee County! Perhaps the tradition was actually that great grandmother was from Cherokee County, Georgia.

Use traditions as clues. The closer you are to an event, the more likely a tradition referring to the event may be accurate. Learn to be sensitive to the privacy of living relatives, however. You may discover through research of records that the family tradition of Aunt Mary's long summer vacation at age 16 was actually a stay at a home for unwed mothers. If Aunt Mary is still alive, she may object to you sharing this information with the family.

Enjoying Your Genealogical Pursuit

Start with the known and seek the unknown. The methods of genealogical research are much like those of any research. First, define exactly what you want to know, then design a method for carrying out the search. You search, return with data, and then assess whether it is accurate. Once verified, it can fit into the framework of what you already know and inspire new searches.

You are looking for as much information about your family as you can find, in as many places as you can find it. In the process, you'll stumble into pitfalls and dead-ends, but care and accuracy will decrease the number of detours. Sometimes picking a path through the past may sound like traipsing through a berry patch. That is exactly what it is: a sticky search with steady rewards along the way.

Searching the Records

The next resources to draw upon are genealogical records in libraries, historical archives, and other academic repositories scattered throughout the world. Start with your own public library. There you will find genealogy reference books, directories, and guides, as well as information about local genealogical and historical societies and other aids to research. It is your initial study of the hobby that will enable you to branch out and locate information important to your family history.
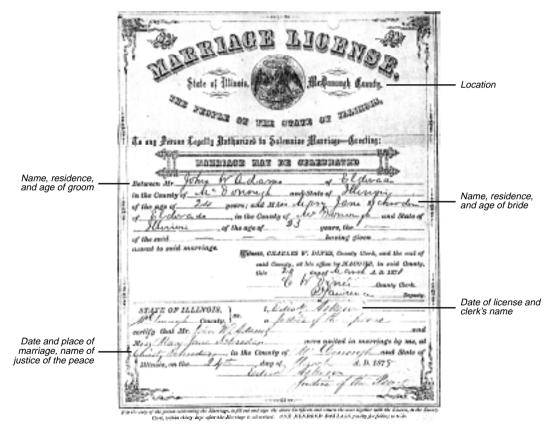
The largest genealogical collections are found in Family History Centers maintained by The Church of Jesus Christ of Latter-Day Saints (LDS Church). Family History Centers maintain some of the most comprehensive genealogical source indexes, like the International Genealogical Index (IGI). Check your telephone directory for a local branch of this excellent archive. Chances are there is one

near you. The local Family History Center can order books and microfilms in a matter of days that you can read at the branch. The docents at these centers are additional sources of excellent assistance for the new genealogist.

In addition to library and academic archives, you can also search governmental and private record repositories. Original research in courthouses and cemeteries are two typical types of government and private searches. You should have a basic idea of what types of government and private records are available. The following is a list of some record types and information about each.

Marriage and Divorce Records

Marriage records are considered a primary source of the date of the marriage event, but also include the names, ages, and places of residence of the bride and groom.

Marriage License: McDonough County, Illinois, 1878

You may find records of marriages in marriage bonds, certificates, consent affidavits, declarations, licenses, registers, returns, or family bible records. In earlier times or when licenses were not first obtained, a family record of the marriage may be in the family bible on your bookshelf!

Facts about divorces or marriage dissolutions may be found in court records including court dockets, minute books, and case files. Some records of annulment may be found in church records.

Birth Records

If your ancestors were born when and where records were required, always obtain copies of the birth certificates! Be prepared to provide some vital records offices with documentary proof of your relationship to the person whose birth record you're requesting.

Birth Certificate

Always request a certified copy or photocopy of a birth record, not a transcription! The clerk may make a mistake when copying the content by hand. If the informants listed on a birth certificate are living, contact them for details not given on the document. Study every birth certificate carefully to learn as much as possible about the child, parents, and number of children born to the mother.

Birth information is found in family bibles, birth registers, and on birth certificates issued at the time of birth. These certificates are generally registered with the courthouse or Public Department of Health in U.S. counties.

Death Records

Death information is found in family bibles, birth registers, and on death certificates issued at the time of death. News about the death of a relative can often be found in the obituary section of the local newspaper where the relative died. Death certificates are generally registered with the courthouse or Public Department of Health in U.S. Counties.

Death Certificate: Kansas City, Missouri

If the person you are researching died when and where records were required, always obtain a copy of the death certificate. Ask for a certified copy or photocopy of a death record, not a transcription! The clerk may make a mistake when copying the contents by hand.

Be prepared to provide some vital record offices with documentary proof of your relationship to the person whose death certificate you're requesting. Be sure to indicate on your request that you are requesting the record for genealogical purposes. A jurisdiction might simply photocopy the record for you without actually certifying the record.

If the informant listed on a death certificate is living, contact them for details not given on the document. Sometimes the informant didn't know much about the deceased. When that is the case, you will find lots of blank space where information should be.

Never accept the facts recorded on a death certificate as correct until they've been corroborated by other documents. Use mortuary records, sexton's registers, religious burial registers, obituary notices, and Social Security applications to corroborate the information on death certificates.

Census Records

Perhaps the most popular of all the records found on microfilm are census records. Countries besides the United States also engage in periodic analyses of the population. In order to protect the privacy of those enumerated in the United States, census records are not made public until 75 years have elapsed. The following example shows a description of what can be found on the 1910 U.S. Census. A complete discussion of census records is beyond the scope of this booklet. A more complete explanation can be found in the Palladium Interactive Family Tutor (see page 16). Contact the National Archives Branch Library or a Family History Center near you for helpful information on locating and using census records.

Thirteenth Census of the United States—1910

These are the column headings of the 1910 census to give you an idea of the type of information available:

- State
- County
- Supervisor's district number
- Enumeration district number
- Sheet number
- Township or county division

- G.Village, town, city, ward, etc.
- H.Date
- I.Enumerator
- Name of street
- House number
- Dwelling number
- Family number
- Name of every person whose place of abode on April 15, 1910 was in this family
- Relationship of each person to the head of the family
- Sex
- Color
- Age last birthday
- Single, married, widowed, or divorced
- Number of years married
- Mother of how many children
- Number of those children living
- Place of birth
- Father's place of birth
- Mother's place of birth
- Year arrived in the United States
- Naturalization status
- Language spoken
- Occupation
- Type of industry employed in
- If employer, employee, or self-employed
- If unemployed
- Months not employed in 1909
- Can read
- Can write
- Attended school daytime school since September 1, 1909
- Own or rent home?
- Own free or mortgaged?
- Farm or house
- Number of farm schedule
- Survivor of the Union or Confederate Army or Navy
- Blind in both eyes
- Deaf and dumb

The twelfth census of the United States took place on April 15, 1910. None of it has been lost or destroyed. The 1910 census for some states has been indexed completely using the soundex system. A census soundex is a phonetic index in which last names are grouped by how they sound rather than how they have been spelled. There is a soundex for the states Alabama, Arkansas, California, Florida, Georgia, Illinois, Kansas, Kentucky, Louisiana, Michigan, Mississippi, Missouri, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

Historical Research

A genealogist cannot escape learning about the history of areas where his or her ancestors lived. The history of a people and a geographic region provide clues to the movement and location of family members. You will find yourself reading about migration periods and patterns, disasters, famines, wars, and revolutions. Histories written by local historical and genealogical societies may even include whole chapters about your relatives.

Write a library in a city close to where your ancestors lived and ask for the name and address of a contact for a genealogy or historical society. Also ask if a local history has been published, and where it might be purchased. Read about the area—in particular the early churches, geographic place names, early occupations, and so on.

The Family Tutor

When you upgrade to Ultimate Family Tree 2.0 Deluxe, Palladium Interactive includes the Family Tutor. This multimedia tutorial presents detailed information about most of the records genealogy researchers use to document their research. Actual examples of the documents are presented, as well as audio explanations and detailed transcriptions of each document.

Other Sources of Information

Genealogists are seekers of information. Their mission is to compile as much information on their families and collateral lines as they can. It is a daunting task, but when you leave queries about your research needs in as many places as you can, that task can become easier. Since more and more people are exploring their past, it makes sense to find as many people as you can that are researching similar surnames or the same individuals you are. This becomes even more critical as you get farther into the branches of your family tree. The likelihood of finding a distant cousin also searching your ancestors is excellent when you place your name and your genealogical queries in as many places as you can.

You need to be logical about how you go about leaving queries. Here are some ideas you can use as you begin your search:

✓ Put queries on the Ultimate Family Tree Web site so other users of the program can see your needs. Visit *http://www.uftree.com/.*

✓ Leave queries in card files located in libraries or record repositories in the cities where your ancestors lived.

✓ Locate genealogical societies in areas where your ancestors lived and subscribe to their journals. Submit queries about your family. Some journals will accept single-page pedigree charts. When a society like this is ready to publish a book about past residents of their community, submit an article about your family.

✓ Locate specialized publications that deal with your surname.

✓ Subscribe to national genealogical publications that offer queries on the pages of their journals.

✓ Join your local genealogical society and take advantage of any published journals or surname directories they offer.

Getting Technical Help with Your Search

So many people are researching their family histories that help is relatively easy to obtain. Explore the various alternatives near your home, on the Internet and computer bulletin boards, and via regular mail. Following are some ideas for you to explore.

Other Researchers

Chances are there is a genealogy society or historical society meeting regularly near your home. It is worth the membership fee to join this group and to attend the regular meetings. Here you can meet and discuss your research with others, learn search techniques, and obtain advanced knowledge regarding specific records or historical periods. Of great value is the membership list. Once you have met members of the club, you can call when you have questions.

Local Libraries

Your local library may have a genealogy collection and may even have a genealogy docent available for answering research questions. Making contact with the local library is also a good way to locate the genealogy society close to your home. The local society often provides the volunteer docents for the library. The society may also maintain a computerized or card surname query catalog at the library. Even a small local library will have how-to books for the new genealogist well as handy reference materials and periodicals. Until you have your own reference materials, a trip to the local library is in order for every new genealogist.

Classes

Consult the course directory for the local adult school, senior center, community college, or recreation district and look for classes on genealogy and family history. Attending a basic how-to course can help you develop good research habits right away. You also have a chance to discuss with teachers and students things that confuse you. Often a field trip to the nearest Latter-Day Saints Family History Center, National Archives Branch Library, or other major genealogy library is planned.

Professional Researchers

There are many excellent professional researchers available who research or consult for a fee. Make sure the professional you pick has a reputable track record, provides good source documentation, and writes regular progress reports. Keep in mind that there are no guarantees that a professional will find anything about your ancestors in any archive. However, employing a professional can increase your chances in very difficult circumstances. Professionals generally have specific areas of expertise and are often certified by national or international organizations that have formally tested the knowledge of the researcher.

Library and Archive Research

Prepare for your visits to libraries or archives. Take time to review your task lists and develop a research plan for your visit. Organize the supplies you'll need. Call the library and ask what their rules are. For example,

✓ *Can I bring in my own books and writing materials?* You may find that packs and handbags must be checked at the door, so travel light. Don't bring a stack of family group sheets when you can bring a detailed task list. Know what information you need and which sources you need to examine to obtain that information.

✓ *Are pens allowed?* Many archives allow only pencils in the research areas.

✓ *Are the films I need on site, or do I need to order the films?* Larger archive libraries are bound to have some years of the U.S. Population Census on microfilm, however, some collections may be sparse or incomplete. Ask the archivist which films they have, and order those you would like to read. Schedule the films to be there when you arrive.

✓ *Am I on my own, or are people available to answer questions?* In some cases, library employees can answer general questions only, not specific research queries. If this is your first visit to a library or archive, travel with an experienced friend.

✓ *What is the time limit on the microfilm machines?* You may be restricted to one hour on the machine and one hour off before you can go back to your film. This allows other researchers time to look at their films. Bring something else to do in the library or archive stacks when you cannot use a film viewer. Plan to stay as long as you need. Set aside the time in case you must wait for a film viewer.

✓ *What are the charges for photocopies?* Bring plenty of exact change!

Writing Genealogical Correspondence

Unfortunately, you cannot travel to every research location, library, and record repository. The mail is your next best choice. Success with your letter writing is directly related to how well your letter is written. To that end, here are some important guidelines for good genealogical correspondence.

✓ Check the World Wide Web (Web) for information about the archive to which you are writing. Information critical to receiving a swift and positive reply may be there!

✓ Be brief and specific.

✓ Submit one request per letter.

✓ Be as accurate as possible and provide as much information as you can to enable the repository to identify the records you need.

✓ Volunteer to pay the fees for a search if you are unsure that fees are required. Enclose fees in the requested amount using the payment method requested.

✓ Ask for a referral. If you have many requests, the repository may direct you to a local researcher who will do the research for a fee.

✓ Be polite and reasonable. No one likes to walk into the county courthouse behind someone who has just pounded on the counter demanding this and that. You want the keepers of genealogical data to be friendly and cooperative with every genealogist.

✓ Thank the person who opens your letter in advance for any help they can provide. Say thank you even to our civil servants—they appreciate the thought, and it leaves a good impression.

✓ Keep a record of all correspondence so you don't accidentally send the same request more than once.

✓ Send a self addressed, stamped envelope. This gesture keeps libraries, archives, cities, and counties interested in helping genealogists. The holders of records don't have the funds to answer thousands of letters for free.

Likely you will find the names of other researchers when you read queries or find pedigrees on the Web. Much of the above advice applies to writing other researchers. This list can also help:

✓ Be specific about your request. Letters that *demand* receive fewer responses than those that *ask*. How would you respond to, "Send me everything you have on SMITH"? Your letter would most likely be ignored. But if you ask, "Is your Ephraim SMITH found in the Fort Worth, Texas Public Library's card query box the same as my Ephraim SMITH with the following siblings," each of you has something to discuss!

✓ Have realistic expectations about what a fellow researcher can provide or has time to do.

✓ Volunteer to pay for photocopies.

✓ Provide your email address and the URL of your family history on the Web.

Ultimate Family Tree Deluxe includes a program called Record Requester that automatically creates letters for various archives. All you do is type your return address and information about the individual on the record. This handy tool can help you write good correspondence.

Researching Online

World Wide Web

Connecting with researchers on collateral and direct family lines is much more likely when more people have access to your family history. The Web has made this possible by opening a whole new world of information and communication to the genealogist. Ultimate Family Tree users can publish their genealogy on their own Web site, or on the Palladium Interactive Ultimate Family Tree Web site at *http://www.uftree.com/*. Once published on the Web, a family history can be read by researchers around the world. Putting your history on the Web is essential as more and more genealogists use the Web to find others researching their family lines.

Many genealogists have created excellent research help pages that can guide you to various on-line sources of information. Using Web search engines you can find these pages that can help you in your pursuit. The Members Only area of the Palladium Interactive Ultimate Family Tree Web site has Web links to some of the more helpful genealogy resources on the net.

Ultimate Family Tree Web Site—Members Only Area

In the Members Only area of the Palladium Interactive Ultimate Family Tree Web site you will find:

✓ *Reference Library*   Ultimate Family Tree's Reference Library is a comprehensive guide to record sources on national and regional levels. The Reference Library includes detailed information about what can be found where, from the holdings of The National Archives to the special collections of local genealogical societies. Individual entries in the Reference Library include names, addresses, and brief content summaries.

✓ *Tutorial*   To help you develop and hone your research skills, we've created the Ultimate Family Tree Tutorial. This specialized genealogy tutorial was developed by Ultimate Family Tree's professional genealogists and is based on an extensive collection of case studies, essays, and lessons

which introduce and guide you through the many facets of genealogical research. Start with the topics listed, and stay tuned as we add even more material in areas like analyzing research problems; using maps and gazetteers; evaluating computer software; and understanding, finding, and using records.

✓ *Information Exchange*   Post messages and queries using a bulletin board style interface.

✓ *Chat Parlor*   Attend scheduled discussions on genealogical and historical topics, or just meet with friends to discuss your family research.

✓ *Publishing Your Family History*   You will spend hours researching and crafting your family history, and with the help of Ultimate Family Tree's Instant Web Page publishing tool, you can create an elegant HTML version of your family tree that you can place on the Ultimate Family Tree Web site. Your family history becomes part of a larger archive of family histories by other Ultimate Family Tree users.

Web Search Engines

The major Web search engines are worth mentioning separately. These search engines have indexed a large portion of the Web, including family history and historical information on sites around the world. You should take full advantage of these Web search resources to help you in your research. Search for your more unique surnames. You may discover an on-line family history with your kin mentioned prominently! Some of the larger search engines include:

Alta Vista	*http://www.altavista.com/*
Lycos	*http://point.lycos.com/*
Infoseek	*http://www.infoseek.com/*
Webcrawler	*http://www.webcrawler.com/*
C|NET	*http://www.search.com/*

Usenet News Groups

Researchers will find Usenet newsgroups on the Internet. These newsgroups are virtual meeting places where researchers from around the world leave messages for everyone to read. A variety of topics and themes and are covered in the newsgroups. Following are some of the most popular:

alt.genealogy	General genealogy discussions (not moderated)
soc.genealogy.african	African genealogy
soc.genealogy.australia+nz	Genealogical topics for Australia and New Zealand
soc.genealogy.benelux	Belgium, Netherlands, Luxembourg
soc.genealogy.computing	Software and computers in genealogy
soc.genealogy.french	French genealogical topics
soc.genealogy.german	Germanic genealogical topics
soc.genealogy. hispanic	Hispanic genealogical topics

soc.genealogy.jewish	Jewish genealogical topics
soc.genealogy.marketplace	Products and services for genealogists
soc.genealogy.medieval	Research topics for persons researching medieval times
soc.genealogy.methods	Discussions of research methods and procedures
soc.genealogy.misc	Miscellaneous topics not covered in the other groups
soc.genealogy.nordic	Nordic genealogical topics
soc.genealogy.slavic	Slavic genealogical topics
soc.genealogy.surnames	Discussion of surnames
soc.genealogy.uk+ireland	United Kingdom and Ireland genealogical topics
soc.genealogy.west-indies	Genealogical topics of the West Indies
soc.history	General history discussions
soc.history.war.us-civil-war	Civil War history
soc.history.war.us-revolution	U.S. Revolution history

You need newsreader software to access these newsgoups. Consult your Internet service provider (ISP) or online service for information on how to access and read Usenet newsgroups.

Electronic Mail

Email can put you in touch with other researchers. Using email is far less intrusive than a phone call, so people are more likely to respond to questions you may have. There are various ways to obtain access to email. Some libraries allow users to maintain email accounts and access email from library terminals, or you can establish an account with an ISP. Getting access to email and the Web is a practical idea for genealogists.

Chat

There are various ways to chat with other researchers on the Internet. Using chat software from Microsoft or Netscape, researchers can have live conversations via the keyboard. Web-based chat programs like the chat utility on the Ultimate Family Tree Web site or the older Internet Relay Chat can also be used. Chat communication allows you to meet with one other person or a much larger group in a public forum. Chat sessions on various topics are often scheduled. When you attend a chat session it is like attending a virtual genealogy society meeting. The Ultimate Family Tree Web site has a chat facility which hosts regularly scheduled genealogy discussions.

Bulletin Boards

There are three types of bulletin boards available to the genealogist. The Web supports bulletin board style communication where everyone accessing the board can read any message left on the board. Genealogy Web sites like the Ultimate Family Tree Web site at *http://www.uftree.com* provide a bulletin board for genealogists to leave messages for others to read. Bulletin boards are useful for asking questions, seeking assistance with software, and discussing research techniques. All you need to access these boards is access to the Web via an Internet Service Provider.

Another type of bulletin board is the message areas of communications providers like Compu-Serve, America Online, and Prodigy. These providers maintain special areas on their systems dedicated to the pursuit of genealogy. Each offers access to the Internet as well.

Your third option is local bulletin boards that are part of networks like Fidonet. Fidonet maintains message areas devoted to genealogy that are available on bulletin boards around the world. Your local genealogy society can tell you how to find your local Fidonet board.

Privacy Concerns

You may want to discuss with your family whether publishing your records on the Internet or in any publicly available form is acceptable. As much as some family members may appreciate all of your hard work, some may not appreciate finding their name and date of birth on the Web. Consider publishing a family history that is at least two or three generations removed from you. In most cases the individuals that will be in the public eye will be deceased. Alternatively, Ultimate Family Tree gives you the option to exclude the data associated with living persons.

Even the U.S. government tries to be careful about our privacy. Census records are only available to the general public when those records are at least 75 years old.

Bibliography of Helpful Publications

Guides

Elizabeth Petty Bentley, *Genealogists Address Book*, Genealogical Publishing Co. Inc. (1001 N. Calvert Street, Baltimore, MD 20002).

Family Tutor, Palladium Interactive Ultimate Family Tree Deluxe v2.0.

The Handy Book for Genealogists, The Everton Publishers, Inc. (P.O. Box 368, Logan, UT 84321).

Birth, Death, Divorce, and Other Public Records

Johni Cerny, "Research in Birth, Death, and Cemetery Records," *The Source: A Guidebook of American Genealogy*, Loretto Dennis Szucs and Sandra Hargreaves Luebking, eds., revised ed., Ancestry (Salt Lake City), 1997, pp. 59–84.

Thomas J. Kemp, *International Vital Records Handbook*, third ed., Genealogical Publishing Co. Inc. (1001 N. Calvert Street, Baltimore, MD 20002), 1994.

Where to Write for Vital Records: Births, Deaths, Marriages, and Divorces, U.S. Department of Health and Human Services, Public Health Service (Hyattsville, MD), 1996.

Cemetery Records

Deborah Burek, ed., *Cemeteries of the United States*, Gale Research Co. (Detroit), 1994.

Sharon DeBartolo Carmack, "Carved in Stone: Composition and Durability of Stone Gravemakers," *National Genealogical Society Newsletter*, no. 17, May–June 1991, pp. 69–70.

Johni Cerny, "Research in Birth, Death, and Cemetery Records," *The Source: A Guidebook of American Genealogy*, Loretto Dennis Szucs and Sandra Hargreaves Luebking, eds., revised ed., Ancestry (Salt Lake City), 1997, pp. 71–84.

Val D. Greenwood, *The Researcher's Guide to American Genealogy*, second ed., Genealogical Publishing Co. Inc. (1001 N. Calvert Street, Baltimore, MD 20002), 1990.

Daniel Farber and Jesse Farber, "Making Photographic Records of Gravestones," leaflet available from Association for Gravestone Studies (30 Elm Street, Worcester, MA 01609).

"There's More Here Than Meets the Eye: A Closer Look at Cemetery Research and Transcribing Projects,"*Federated Genealogical Societies Forum*, no. 7, vol. 3, Fall 1995.

John F. Vallentine, "Locating the Correct Cemetery," *Genealogical Journal*, no. 4, vol. 1075, pp. 107–109.

Newspapers

Clarence Brigham, *History Bibliography of American Newspapers, 1690–1920*, 2 vols., American Antiquarian Society (Worcester, MA), 1947.

Winifred Gregory, *American Newspapers 1821–1926: A Union List of Files Available in the United States and Canada 1937*, reprint, Kraus (New York), 1967.

U.S. Library of Congress Newspapers in Microform: United States, 1848–1983, 2 vols., Library of Congress (Washington, DC), 1984.

National Archive Branches

National Archives and Records Administration
  Seventh and Pennsylvania Avenue, NW
  Washington, DC 20408

National Archives—Alaska Region *(Alaska)*
  Federal Office Building
  654 West Third Avenue, Room 012
  Anchorage, AK 99501

National Archives—Central Plains Region *(Iowa, Kansas, Missouri, Nebraska)*
  2312 East Bannister Road
  Kansas City, MO 64131

National Archives—Great Lakes Region *(Indiana, Michigan, Minnesota, Ohio, Wisconsin)*
  7358 South Pulaski Road
  Chicago, IL 60629

National Archives—Mid-Atlantic Region *(Delaware, Maryland, Pennsylvania, Virginia, West Virginia)*
  Ninth and Market Streets, Room 1350
  Philadelphia, PA 19107

National Archives—New England Region *(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)*
  380 Trapelo Road
  Waltham, MA 02154

National Archives—Northeast Region *(New Jersey, New York, Puerto Rico, Virgin Islands)*
  201 Varick Street
  New York, NY 10014-4811

National Archives—Pacific Northwest Region *(Idaho, Oregon, Washington)*
  6125 Sand Point Way, NE
  Seattle, WA 98115

National Archives—Pacific Sierra Region *(California [Northern], Hawaii, Nevada [except Clark County], Pacific Ocean area)*
  1000 Commodore Drive
  San Bruno, CA 94066

National Archives—Pacific Southwest Region *(Arizona, California [Southern], Nevada [Clark County])*
24000 Avila Road, First Floor
Laguna Niguel, CA 92656-6719

National Archives—Rocky Mountain Region *(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)*
Denver Federal Center, Building 48
PO Box 25307
Denver, CO 80225-0307

National Archives—Southeast Region *(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)*
1557 Saint Joseph Avenue
East Point, GA 30344

National Archives—Southwest Region *(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)*
501 West Felix Street
PO Box 6216
Fort Worth, TX 76115

Family History Centers

The Family History Library of the Church of Jesus Christ of Latter-Day Saints, located in downtown Salt Lake City, Utah, houses the largest collection of genealogical records in the world. It has more than 2,500 satellites, located throughout the world, called Family History Centers. The main Family History Library operates daily, except Sundays, and welcomes its members and the general public. Operating times of the Family History Centers, also open for public use, vary, with some facilities open daily and others only a few hours each week. Check local phone directories to call one of the congregations in your area for addresses and to ask about operating times. Write to the Family History Library, 35 North West Temple St., Salt Lake City, UT 84150, for a list of Family History Library Centers in your area.