

FUTURE WORK SESSION GUIDELINES

Genealogy Research

1. Boot/start electronic device of choice
2. Establish connection to Internet (automatic once set up)
3. Open your genealogy database of choice
4. Open you browser of choice
 - a. Restore previous set of tabbed locations (can use your set of bookmarked locations, browser command line of “Restore Previous Session,” or left click one of the choices provided in the window when a new tab is given focus)
 - b. Suggested open tabs include ancestry.com, findagrave.com and familysearch.org
5. Search for “facts” about a family member by efficiently using the various search engine modules provided by your favorite websites
 - a. Use ancestry.com for free searching of the 1880 and 1940 census databases; use familysearch.org for free access to census records of 1850-1940
 - b. When entering data in the search fields of any website use as many fields as possible to limit the number of hits that might result from the parameters that you have identified; you can easily REMOVE a field entry or ADJUST the degree of “exactness” to widen the number of hits in your search.
6. Once you have a set of search results in view, on Ancestry.com, left click the hyperlink text that reads “View Record” to access family group data; on Family Search, left click either the listed name of choice or the icon in the Details column of the results page – doing this last takes you to the summary page for the family in which you have an interest
 - a. Make a copy of the text data that you want to use in the Notes section of your genealogy database of choice; in the appropriate location in your database, paste the copied information

- b. Make a copy of the suggested text for a source citation; paste this source citation into the “detail” box of a citation that you can use to confirm the exactness of your research for any “fact” about a family member
 - c. Establishing “facts” and creating citations on an immediate basis when researching will AVOID the need to create such a fact list with citations at a future date; STRIKE WHILE THE IRON IS HOT
7. Using the appropriate menu choices in your genealogy database, create any chart or report in PDF format regarding your family (or individual family member) which can be saved to the hard drive of your device; these reports/charts can be easily emailed, as an attachment, to members of your own current family
8. When you have finished a work session, close the browser of choice and your genealogy database and then archive your work
 - a. Locate your project file on your hard-drive; paste a copy of the project file (and possibly the smaller file-sized “backup” version of the same family file) to an external storage device; secure this external storage device in a location other than that of your computer.
9. Give yourself a hearty pat on the head for expanding your knowledge regarding the history of your ancestral lines.