

## Entering Your Data Right the First Time

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### **Naming Conventions or Rules**

1. When a man's name is unknown, enter his name as Mr. followed by the children's last name. (i.e. Mr. Eberle was Charles Eberle's father) OR: (TempleReady) leave blank.
2. When a woman's maiden name is unknown, enter her name as Mrs. followed by her married name. (i.e. Mrs. Tillie McGuire was married to Robert McGuire)\*When the only source identifies the woman as a widow.
3. The oldest ancestors of each line, of which little or nothing is known, are entered as Mr. and Mrs. (i.e. Mr. Hopkins and Mrs. Hopkins)
4. Enter names for every known child attributed to a family although nothing may be known about the children.
5. When a child's name is unknown, enter Child followed by the child's birth order number followed by the last name. (i.e. Child 5 Bull was the 5th child in the Bull family)OR: (TempleReady) Use Miss for girls; leave blank for boys.

### **Dating Conventions or Rules**

1. Enter as complete a date as possible. If the day is missing, spell out the month to minimize future date errors.
2. When a date is a reasonable guess, enter estimation codes in front of the date. (Bef 1776, Abt 1800, Aft 1921, Betw 1815-35). Remember to note the basis for the guess in the research notes. (i.e. Marriage date estimated 26 yrs after birth date of self.)
3. When dates are not present, children's information and birth order are entered in the order the information is found. (Revise when dates are found.)

### **Place Naming Conventions or Rules**

1. When recording the location of an event, the 1st level is the city, the 2nd level is the county, the 3rd level is the state, the 4th level is the country. (USA is not entered for events occurring with the United States.)Begin with the smallest, end with the largest. Exception: In cultures where places are recorded differently, do the same.
2. When recording a burial location, the 1st level is the cemetery, the 2nd level is the city, the 3rd level is the county, the 4th level is the state. (USA is not entered for events occurring with the United States.) OR: Put cemetery name in the research notes, and use the place names smallest to largest.
3. **No abbreviations**. Spell it all out.
4. When a portion of a place name is unknown, leave space within the place name for the unknown portion by inserting commas around the unknown portion. (i.e. Redmond, , Washington or , King, Washington or , , Washington)
5. When a place name is a reasonable guess at the location, enter **Estimate** before the place name. (i.e. Estimate, Denver, Arapahoe, Colorado) Remember to note the basis for the guess in the research notes. (i.e. Birth place estimated based on marriage place of parents and birthplace of next sibling.) \*Also, the words Possibly or Probably may be used.

### **Tips for Speed**

1. Enter data from pedigree charts first proceeding from yourself to father to father to father along each line until all ancestors are identified. Most family history computer programs have a last name auto-repeat feature.
2. When entering data from group sheets, add all the children first, and then go back and give each child a spouse as appropriate. Most family history computer programs have a last name auto-repeat feature and a place name auto-repeat feature.

### **Putting Your Family On-line**

1. Type in [www.rootsweb.com](http://www.rootsweb.com) in your internet browser. On this Home Page, scroll down until you see Family Trees WorldConnect in the left-side listing
2. Click on Submit Your Family Tree. Create a usercode and password. (*Your name in small letters is a good usercode*)
3. Click on the Standard button. Enter your name and email address
4. Click on the Set Up button
5. Enter Title (*??'s Family Tree*)
6. Uppercase Surnames (*yes*)
7. Enter Page Heading (*type in your basic rules for documenting guesswork i.e. Dates with "Before" are 13 yrs prior to birth of child. Dates with "After" are 1 year after parents' marriage or event where the person is listed in attendance. Dates with "About" are 24 to 26 years prior to birth of child or between the birth of siblings or after marriage of parents. Locations starting with Estimate are estimates.*)
8. Enter Page Footer (*type in an acknowledgement or confession i.e. This is a compilation of many researchers' work. Thank you to all who have contributed knowingly and unknowingly. Not all information has been verified. Please contact me with corrections if you are aware of any errors.*)
9. Allow User GEDCOM (*full*)
10. Click the Browse button to find your GEDCOM file to upload
11. Living individuals (*clean*) (*do not remove, this is your safety net archive copy of your family history*)
12. Replace Names (*living*)
13. Remove Notes (*living*)
14. Click the Upload/Update Button

**Source Text for this class:** *Getting It Right; the definitive guide to recording family history accurately*

by Mary H. Slawson

This book is available at the Deseret Book Store in Bellevue, close to the Seattle LDS Temple. The cost is \$19.95 and should cover nearly every unusual situation you could encounter regarding family history data entry. Purchase of the book is not necessary for the class, but is highly recommended by the instructor.