

Programs and Classes for Organizations

The Pinellas Genealogy Society has developed a number of classes to assist researchers in various areas of family history research. We will be glad to present these to neighboring genealogy or historical societies or other interested groups. Each presentation is approximately 60-90 minutes. The fee for each class is normally \$100.00 for all locations within a 70-mile radius of Largo, Florida, but exceptions can be made for the location and type of organization. Please call Bob Bryan at 727-595-4521 or email him at BBryan84@gmail.com for more details or to schedule a presentation. Here is a brief description of the available classes:

ORGANIZING YOUR FILES—PAPER AND ELECTRONIC -- How to name them...how to file them. Adopt a system that is consistent and reliable for both paper and electronic systems

CENSUS TIMELINES -- Discovering ancestor information by focusing on responses to similar questions asked over different census years and the instructions given to enumerators.

FINDING YOUR CIVIL WAR ANCESTORS -- How to use both print and on-line resources to find your Civil War ancestors. The discussion briefly mentions use of Ancestry.com, but principally focuses on other resources that are not fee-based.

DOCUMENTING YOUR SOURCES -- How to write proper source citations and how to enter them into a genealogy computer program (*PAF*, *Roots Magic*, and *Family Tree Maker* will be addressed).

USING MS EXCEL IN GENEALOGY -- How to keep track of lists generated by your genealogy computer program, sort, filter, etc. Excel is really a handy basic database program that is very useful in genealogy. An actual case of tracking census data is used in this presentation.

USING MS WORD IN GENEALOGY -- This presentation focuses on generating indexes and tables of contents for documents you author using MSWord.

INTRODUCTION TO ROOTS MAGIC -- (Internet access is required) (This is one of the popular computer programs used to organize genealogy information.

DIGITAL CAMERAS FOR GENEALOGY -- The digital camera is one of the most important tools for the genealogists. This class will discuss the important features of cameras, and demonstrate how to make the best use of the digital camera in your research.

GETTING THE MOST OUT OF FAMILYSEARCH.ORG -- (Internet access is required) (an introduction to the features and techniques of using this huge free database of the LDS Church.

GETTING THE MOST OUT OF ROOTSWEB.COM -- (Internet access is required) (An introduction to the features and techniques of using this huge free source of genealogy information.)

INTRODUCTION TO GENEALOGY -- (Beginner) Basics of how to get started in researching your family history.

IMMIGRATION AND PASSENGER LISTS -- What immigration records tell us about our ancestors and strategies to find them.

MILITARY RECORDS -- What records exist, what they information they give us, where to find them, and how to get them.

GENEALOGICAL PROOF -- A method to evaluate the strength of the evidence you have collected to "prove" your family history.

INTERNET GENEALOGY -- Introduces a strategy for using the Internet in genealogy research. It presents examples of the different types of websites that can aid in research and highlights the top 3 or 4 that are "musts" on everyone's favorites list.

GETTING THE MOST OUT OF THE NATIONAL ARCHIVES WEBSITE — (Internet access is required) The National Archives Website contains vast amounts of information of value to genealogists. However, the site can be daunting because of it is so big. This class leads an exploration of those parts of the site that are of greatest value to genealogists.

RESEARCHING WITH THE US CENSUS BEFORE 1850 — Many researchers become frustrated with the difficulty in researching the US Census prior to 1850 because of only the heads of households being explicitly **named**. However, those early censuses contain more information than one might initially think. This class

SIX KEY RECORDS IN FAMILY RESEARCH — (Beginner) This is a class aimed primarily at beginning genealogists. It identifies six records that are a must for early concentration in research. It identifies what those records are, why they are so important, and where they can be found.

NON-POPULATION SCHEDULES OF THE US CENSUS — Most of us are familiar with the population schedules of the US Census. But there is a wealth of information about our families in other schedules that were created in certain census years. This class identifies what those other schedules are (Agricultural, Mortality, DDD, etc.), what information can be found in them, and where they can be located today.

GENEALOGY NUMBERING SYSTEMS AND HOW TO USE THEM: -- Have you ever been confused by the array of numbers you see in printed genealogies? Family lineages presented in text format require an organizational system to allow the user to "easily" follow family lines. This class explains several of the most common systems you may come across, and may give you some ideas on how to construct your own.

NATURALIZATION RECORDS — Many of our immigrant ancestors went on to become naturalized citizens of the United States. This class outlines the naturalization process, the documents produced during that process, the information they contain, and where they can be located.

GOOGLE YOUR FAMILY TREE — (Internet access is required) This presentation demonstrates how to use the powerful features of the Google search engine to discover genealogy information on the internet. Topics include: how to select keyword search terms, structuring the search term using special operators, how to interpret the results, using Google Alerts, news archive searches, book searches and more neat things that Google can do for you.

GENEALOGY PHOTOS: ORGANIZING, MANAGING AND ENHANCING -- This class will demonstrate how to organize and manage your digital genealogy photos so they can be easily found and how to enhance their appearance. This includes cropping, straightening, one-touch fix, removing blemishes, adding captions and text to the photo, making a collage, and much more. All this can be done using Picasa, the powerful free program from Google.

CENSUS TRACKING -- Probably the fundamental way of using the US Federal Census is to track ancestors from one census year to the next. In that process we seek to uncover relationships and lost or heretofore unknown ancestors. This class shows a strategy on how to do that, using an actual family as an example. In addition it also shows how to uncover hints on using resources outside of the census itself.

USING PHOTOSHOP ELEMENTS TO ENHANCE AND REPAIR PHOTOS – Shows how to digitally repair/recover old photos using the Photoshop Elements program. It also shows how the program can be used to save and organize photographs.

DIGITIZED GENEALOGY BOOKS ONLINE – (Internet access is required) Searching the internet for thousands of scanned genealogy books available online (from Google Books, Heritage Quest, familysearch.org, et al).

BOUNTY LANDS IN GENEALOGY RESEARCH -- Bounty Lands were used from before the Revolutionary War up until 1858 to reward military service and stimulate enlistment. Those records can confirm military service and even locate ancestors during and after hostilities. This class gives the history of the subject, what records are available, and where to find them.

CITY DIRECTORIES IN GENEALOGY RESEARCH -- City directories are a valuable genealogy resource. They can give information on household composition, residence and business location, and insights into the lives our ancestors led. They can also be used as a substitute for the US Federal Census, or used in conjunction with the census to locate hard-to-find ancestors. This class explores the history of this resource, the research value of the information they provide, and where to find the records.

MAPS IN GENEALOGY RESEARCH (PART I) -- Maps can reveal much about the lives our ancestors led and the conditions under which they lived. They can also reveal hints on where to look for other important documents. There are many different types of maps available to the researcher, and this class deals with road, city, political, insurance, and migration maps..

MAPS IN GENEALOGY RESEARCH (PART II) -- Maps can reveal much about the lives our ancestors led and the conditions under which they lived. They can also reveal hints on where to look for other important documents. There are many different types of maps available to the researcher, and this class deals with military, ward, topographical, plat, and railroad maps.

GETTING THE MOST OUT OF THE HERITAGE QUEST WEBSITE --- (Internet access is preferred but not required) Heritage Quest is a fee website that is usually available for free at your local public library or from home using your library website. This class explores the information available on the site (PERSI, census images, genealogy books, etc) and how to dig it out.

SAFEGUARDING YOUR DATA--How to assure your genealogy (and other) computer data is safe from natural disasters, computer failure, viruses, spyware, etc. We will discuss what data you need to backup and specific means to safely backup that data. We will show how to protect your computer from viruses and spyware.

ANCESTRY.COM—(Internet access is required) This site is the largest, most comprehensive collection of genealogy data on the internet. This class will focus on search techniques for getting the most from this huge collection of databases.

PUBLISHING YOUR FAMILY TREE ONLINE --(Internet access is preferred but not required) How and where to easily publish your research online at no cost with a discussion of things you should consider; advantages and disadvantages of an online tree.

DNA TESTING FOR GENEALOGY—What you can and cannot do with DNA testing relating to your family history—an introduction and example.

BRICK WALL SOLUTIONS—some ideas and suggestions for overcoming dead ends in your family history research.

RESEARCH TRIP PLANNING-- This session will lay out some steps to take to ensure that your trip to your ancestral home area is as successful as possible. (This class does not cover planning a trip to the Family History Library in Salt Lake City). Areas to be covered include: scope of the trip—duration & things to accomplish, make a detailed plan of attack—what, where, when, paving the way for when you arrive, supplies and materials to take, accumulating and recording the data, and processing the data back home