

We Have a New Name, a Broader Mission

By **Richard D. Rands**
President, SV-CGG

For some time, the board of directors of the Silicon Valley PAF Users Group has recognized the need for change. We have noticed that a growing number of members are switching from using Personal Ancestral File (PAF) to other software programs, and we also have realized that a large number of members follow our group primarily for the research classes and

- **New name**
- **Expanded emphasis on software programs**
- **Classes and articles to update members on technology and genealogy**

the topical seminars.

It has become abundantly clear that the SV-PAF-UG could better serve its membership by expanding the scope of its programs and by signaling a move into a new era of online research. We have sensed the need

for change but have struggled with the most appropriate way of doing it. The charter of the group has always been broad, specifying that the group address all aspects of computer genealogy, but the name *PAF Users Group* implied a much narrower focus.

At the April 2004 meeting, we introduced a name change, which was unanimously approved; the Silicon Valley PAF Users Group became the Silicon Valley Computer Genealogy Group. The group will work toward an expanded course schedule that will include software products in addition to PAF, and will actively seek to join forces with local user groups that support such software products.

Furthermore, as the Church of Jesus Christ of Latter-day Saints (LDS) moves further toward additional browser-based systems with more emphasis on access to online source documents and online software, we need to change the major focus of the group toward providing our membership the assistance,

support, and advocacy for online activities.

A new name for the group is not the only change you will notice. We are renaming the *PAFinder* newsletter, and we will broaden the scope of the articles in the newsletter to cover more versions of genealogy software. Starting with this issue, the *PAFinder* is to be the *PastFinder*.

The group will work toward an expanded course schedule including software products in addition to Personal Ancestral File

One aspect of the group that will not change is our worldwide effort to promote well documented family history. We have plans to include addenda to the *Family History Documentation Guidelines* booklet that highlight the differences in the source documentation methods for the major genealogy software programs. We have just introduced the Stuck-on Sources Post-It note pads that facilitate

noting the source of a document when you are working in a library and making copies of documents. We will continue to sell copies of the class videotapes.

Our Web site has been changed to reflect the change in the group name. The new URL is www.svcomputergenealogy.org. Most browsers will remember the full name of the URL once you go there the first time, so you will not have to enter the full name each time you access the site.

The site will still contain an online store where you can purchase copies of the *Documentation Guidelines*, syllabus booklets, videos, and the Stuck-on Sources note pads. You may also renew your membership and download copies of the instruction manuals for a variety of special functions, including help for installing genealogy software on PDAs. For a period of time you will still be able to access the site using the old URL (www.svpafug.org), but eventually that domain name will be discontinued.

PAF users will not

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New Name, Broader Mission

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encounter a significant change in their experience with the user group. We will continue to provide top-notch course material for PAF users, including classes for beginners and advanced users. We will focus on the most current version of PAF, version 5.2.18, and will not routinely offer any courses on earlier Windows or DOS versions

of PAF. The newsletter will continue being a valuable resource for software information and research help.

High on our list of priorities will be to follow closely the progress of the LDS Church's development of their new systems and to provide training and upgrade assistance to our members when the new features and versions become available. We have been

assured that the new versions of genealogy record management under development will be 100% upward compatible from PAF as well as from most other programs, and that the online databases will be even more powerful.

The SV-CGG is preparing for the same level of hands-on, friendly help that has been our hallmark since the founding of the Silicon Valley PAF Users Group. ♦

Ask Dr. PAF — “I Give No Answers Before Their Time!”

By Dr. Cornelius D. PAF

Q What is the use of the Married Name field in the Individual Edit screen? As far as I can tell it is not shown on any reports except the Individual Summary and on any screen other than the Individual Edit screen.

A Since the surname for females is always their maiden name, the Married Name field was added to allow you to show a married surname in Individual screens or reports.

There is at least one other place where "Married Name" can be shown.



You can add a column to the Individual View screen and it will be shown there. Adding a column is easy.

While in the Individual View screen, right click on the header bar (RIN, Full Name, etc.) and click on "Add or Modify Columns." Then double click on

"Personal" (or click on the + sign in front of the word "Personal"), highlight "Married Name" and click on the right arrow (>) in the middle panel. You can change the order of the columns by dragging any of the column names to the place where you want to view the column.

You can also decrease or increase the width of the column by putting your cursor on the line separating two columns. The cursor will change its shape. Then move the dividing line between the columns to increase or decrease the width of that column. ♦

Software of Interest: World Place Advisor Adds Features

World Place Advisor v. 1.2

A new version (1.2) of World Place Advisor is available with added features. The program functions as a place checker for genealogical databases. It can help correct spelling errors, missing counties, incorrect county or state. Version 1.2 has the following enhancements:

- Places are quick-linked to maps available at MapQuest.com, so a click of a mouse will show the place on a map.
- More than 20,000 townships have been added to the gazetteer. Place names are now identified by *England, Scotland, Wales*, or *Northern Ireland* rather than by *United Kingdom*.
- Long U.S. county names are no longer truncated.
- World Place Advisor recognizes international Chapman codes.
- The word *county* is no longer appended to Alaskan census areas or boroughs.

- Louisiana parishes are no longer reported as counties.

World Place Advisor Version 1.2 Universal Edition sells for US\$34.95. An upgrade is available for those who purchased an earlier version which costs US\$4. For more information, go to the Progeny Software Web site at www.progenysoftware.com/placeadvisor.html.

Reduced Price for The Master Genealogist

The Master Genealogist (TMG) is available for US\$34 for the silver edition and US\$59 for the gold edition in downloadable versions. Wholly Genes Software finds that many customers prefer to save money by downloading software from the Internet. This is particularly important to customers overseas who have to pay high rates for shipping, plus import taxes when the software is shipped to the customer. Information is at www.WhollyGenes.com/tmg5.htm. ♦

Introducing Stuck-on Sources Pads

The Silicon Valley Computer Genealogy Group is launching its new name with a new research aid: Stuck-on Sources Post-It pads. These are 3-by-4 inch sticky pads printed with space for filling in source information.

They are designed for sticking source information to photocopies and notes, particularly at times when you don't have time to enter source information in your database.

Years can pass before you enter information you have photocopied or transcribed from microfilm, microfiche, books, or other sources. In the interval, you might forget why you copied the information.

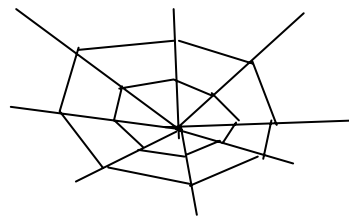
The Stuck-on Sources pads have blanks for title, author, publisher, year published, publisher's location, repository, library identifiers, name of family under study, a unique identifier, and the significance of the material. The pads feature the group's historical blue and yellow colors, with blue ink on a light yellow-tinted cream paper, so that it will stand out on a page but will be easy to read.

The pads are available at the monthly meetings, and through the online store:
www.svcomputergenealogy.org.

Stuck-on Sources		Silicon Valley Computer Genealogy Group www.svcomputergenealogy.org	
Title			
Author			
Publisher			
Year published		Publisher's location	
Where document resides (repository)			
Call no. , page no.'s			
Film, item, page no.'s			
Web address			
Name / family line			
Significance			Your identifier

Prices online include postage. Pads purchased at the monthly meetings thus cost less. The board of SV-CGG welcomes suggestions about the pads and considers this version to be "beta." ♦

Spider Webs



Scottish Genealogy Resources

The Web has a wealth of information for those engaged in family history research in Scotland. Here are a few of the most popular sites:

- GenUKI Scotland:
www.genuki.org.uk/big/sct/
- The General Register Office for Scotland: www.gro-scotland.gov.uk/
- ScotlandGenWeb
www.scotlandgenweb.org/
- Scottish Words:
perso.wanadoo.fr/euroleader/wedderburn/glossary.htm
- The Scottish Association of Family History Societies:
www.safhs.org.uk/
- The Scottish Genealogy Society:
www.scotsgenealogy.com/

YC Death Index

A searchable index of New York City Deaths is being compiled by The Italian Genealogical Group. The

deaths from 1891 to 1911, with more than 1,400,000 records, have already been posted online. The group plans to continue adding later years as the project continues. To visit the site see www.italiangen.org.

Meetup

Meetup is a free online clearinghouse where like-minded individuals can get together and organize meetings for any purpose. The site uses software created for the Howard Dean presidential campaign and has long outlived the campaign. There are Meetups for individuals who want to support Martha Stewart, poodle owners, and more than 4000 other topics. Genealogy is said to be one of the first topics on the site. Now you can look among the one million individuals who have already regis-

tered to find people of similar interest, whether it be genealogy or Oprah Winfrey. Meetings are organized online, usually at libraries, schools, cafes and other public locations. Most meetings are free. You can even use the Web site services to print your own nametag before attending a meeting. For genealogy meetings, see: genealogy.meetup.com.

FindAGrave.com

Find A Grave is an online database of grave sites submitted by volunteers around the world. The site now lists 5.3 million graves which is significant enough that you have a reasonable chance of finding a few of your ancestors' burial sites in the database, if you have a large database and most of your ancestors were from the United States. Photo volunteers from hundreds of places will take pictures of headstones for you. Occasionally you will find pictures and articles about the individual on the site. Find A Grave also has an interesting section listing the graves of celebrities, such as movie stars, politicians, and gangsters. To search this database, see www.findagrave.com. ♦

Finding Online Help from Your Library :

By Allin Kingsbury

You may be surprised at some of the information sources offered by your local library. Almost all local libraries in the US now have information available to you over the Internet. On the library's Web site, there usually is a list of electronic databases and reference services to which the library subscribes. Libraries outside the US are also starting to follow the same trend. The Web sites also give you access to card catalogs, let you reserve material for check-out, let you check to see if material is available on the shelf, and let you renew material that you have checked out.

To use a library Web site for most local libraries, you will need a library card and a pin number. These are issued by the library to those who meet the library requirements. Some state libraries like the Michigan State Library only ask for a valid drivers license number. The Web site will explain what you need to use the site. College and University libraries have useful online data collections. Some are available to the public and others require a student registration. Some private universities will sell a library card to non-students. The U.S. Library of Congress and The National Archives both have extensive online collections available to the public. You need to check their Web sites to see what is available at each library and learn what is required to access the data.

Private libraries, especially those belonging to genealogical and historical societies, often have a wealth of hard to find information such as rare genealogy books, manuscripts and hard to find local histories. These organizations often have Web sites open to the public, sometimes including their card catalog. Access to the material almost always requires membership or some kind of fee for use of the material.

The San Jose City Library had the most treasures for genealogists in its online databases.

Many public libraries have collections of genealogy and local history, especially in the eastern US where communities have been in existence for more than 200 years. The online card catalog gives the genealogist a look at the holdings via the Internet. A quick look at the card catalogs of libraries in the area where your ancestors once lived may uncover some previously unknown books or manuscripts to aid in research. The ease of online library Internet sites makes it a quick task to compile a list of libraries and to do a survey of publications of interest listed in the card catalogues.

The family historian will find other features of these Library Web sites to their liking. Almost all libraries subscribe to online information services which you can use when you connect to your local library's Web site. Many of these services offer little for the genealogist doing research, but some of the services have a wealth of useful information. A quick look at

the Web sites of the public libraries near my home, can serve as an example of the services available anywhere in the United States. Detailed here are a few of the services at California Bay Area public libraries that I found interesting.

Visiting Bay Area Libraries

Santa Clara County, California, has a good selection of county and city libraries. The library's online catalog is available without registering, although a library card registration and password are required to use online resources.

One resource that almost every library has in their online resources is a database of biographies. You are likely to find an ancestor if he or she achieved fame or notoriety, but others are included because they distinguished themselves in a profession, military service, political office, or career. The *Biography Resource Center* from the Gale Group includes full text articles from hundreds of periodicals. The database can be searched with birth or death information.

Newspapers take up a lot of space, so libraries find online newspapers an attractive way to provide this information source to patrons. Almost all libraries carry some kind of Newspaper service. Locally, I found *Full Text Newspapers*, which has eleven major newspapers and a search engine. Unfortunately, the service only has issues from 1996 on. These include *Atlanta Journal-Constitution* (1998—), *Christian Science Monitor*, *Financial Times*, *Fresno Bee*, *The Guardian* (London), *Las Vegas Review-Journal* (May 2001—), *New York Times* (365 days only), *Reno Gazette-Journal* (1999—), *San Francisco Chronicle*, *Seattle Times*, and *Times* (London) (1997—). These newspapers would be of little interest to family historians except for background information about newsworthy events affecting living family members.

Another news source is *Electric Library*, where you can search magazines, books, newspapers, pictures, maps and TV and radio transcripts. Material here is also contemporary. There are many books that have been converted to electronic formats. Several libraries have *eBooks Online* which has a large collection of digitized books.

The San Jose City Library has the most treasures for genealogists in its online databases. For those working on history in the San Jose area or California, the *California Room* database is an online index to historical information on San Jose, Santa Clara County, and California. This index contains more than 80,000 references to people, places, and events in California and local history. They also had *Associations Unlimited*, a listing of information about approximately 455,000 international and U.S. national, regional, state, and local nonprofit membership organizations. Among these you might find a genealogical or historical society that can help your research. Also, for some-

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Doing Research in Your Bunny Slippers

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one doing research on French ancestors, they had *CD-Universalis 4*, an encyclopedia in French covering all subjects. For Irish research, they have *Irish Societies in Early San Francisco*, which lists of individuals participating in Irish Societies in San Francisco from 1849 - 1906.

Perhaps the most useful online resource for genealogists doing California research at the San Jose Library is *Sanborn Fire Insurance Maps*. This database has large-scale maps of California towns and cities prepared for fire insurance companies. The maps show the locations of individual buildings and are excellent as illustrations in family histories to

Most state libraries have excellent collections of historical works about the state

pinpoint residences and businesses of ancestors.

Several libraries have online history resources. These include *Great American History Machine*, an interactive atlas of nineteenth and twentieth century United States political and social history. Another is *History Resource Center*, which provides access to over 1,000 historical (primary) documents, more than 30,000 reference articles, and over 65 full-text journals covering themes, events, individuals and periods in history, with an emphasis on U.S. history from pre-colonial times to the present.

Several of the libraries offer *Reference and Referral Database*, which lists and describes local community organizations in the humanities, the arts, and history, including museums, historical societies and other libraries. Also convenient are the links to each organization's Web site.

State Libraries

State libraries usually have bigger budgets and cater to researchers more so than local public libraries. The California State Library has a number of online resources not available from the local libraries that I visited. These include:

Access to Archival Databases. Access to about 50 million electronic records in more than 300 databases at the National Archives and Records Administration.

California Digital Library. Digital materials and services maintained by the ten campuses of the University of California; includes the Melvyl Catalog and the California Periodicals Database.

Counting California. Social science and economic data produced by federal, state, and local agencies.

InfoMine. A virtual library and reference tool containing databases, electronic journals, electronic books, bulletin boards, listservs, online library card catalogs, articles, directories of researchers, and more.

Librarians Index to the Internet. A searchable, annotated subject

directory of more than 7,900 Internet resources selected and evaluated by librarians for their usefulness.

Melvyl Catalog. The Melvyl Catalog lists holdings of the University of California, the California State Library, the California Academy of Sciences, the California Historical Society, the Center for Research Libraries, and the Graduate Theological Union and lists books, periodicals, serials, maps, videos and sound recordings.

Online Archive of California. Finding aids developed by libraries for archival materials such as manuscripts.

Museums and the Online Archive of California. Provides access to cultural collections held by museums, archives, and libraries in California; includes collections of historic photographs.

Libraries in other states sometimes offer useful genealogical records. A few state libraries offer access to birth, marriage and death records. Most state libraries have excellent collections of historical works about the state, often including manuscripts and other rare works. Some material has restrictions, but much material is open to the public.

Other Libraries

Both the Library of Congress and the National Archives (NARA) have extensive Web sites with a large number of databases and many online exhibits. They are interesting sites for anyone to visit. For the family historian they are both excellent sources of data and also pictures and historical material useful for preparing a family history.

Colleges and Universities have excellent libraries. Usually the Web sites have areas open to the public. Policies vary regarding availability of material for research by someone who is not a student or faculty member. A letter requesting access or payment of a usage fee may give you access to the material that you need. It does not hurt to ask.

Many historical and genealogy organizations maintain libraries. In most cases, the online material is available to members or for a usage fee. The cost, considering the material available, is usually reasonable. A visit to the Web sites of these libraries will usually tell you the what is available and any costs

Conclusion

Library Web pages are worth visiting. You may be surprised by the online data available at local libraries and from state and private libraries. Online card catalogs should be consulted for material you need for family history research, particularly those libraries likely to have material related to your family. Having card catalogs online is a major blessing to the family historian, for now he or she may even save the expense of a trip by determining that the material can be retrieved online, found at a more convenient location, or for a small fee, copied and mailed. And all of this can be done at your computer in your robe and bunny slippers. ♦

The Genealogical Research Notebook and Files

Or: Avoiding Wasting Time and Missing People

By **Richard L. Halliday**

When I first began to do genealogical research I believed that I could remember what I had done and why I had done it. It very quickly became apparent that my memory was not up to the task and if I did not keep records I would waste time, a lot of time, inadvertently redoing previous research. Further, if I did not systematically store the documents and photographs that I accumulated I would not be able to find them quickly, if at all. It was also obvious that the research notebook and the filing system are inherently interrelated.

The Filing System

My genealogical material consists of five broad categories: research notebooks; copies of source material; correspondence; biographical sketches, family histories, and similar materials; and a genealogical database program on my computer. The first four categories requires physical storage. I prefer to use a filing cabinet. I divide my files into four sections; Research Notebooks, Family Histories, Correspondence, and Sources. Each of these categories is further divided along family lines. I chose my great-grandparents as the beginning of those lines. For me the lines are labeled *Halliday, Jardine, Morley, Oldfield, Phillips, Simpson, Stevens, and Vest*.

Each line within the four categories is represented by one or more hanging folders. They contain the source material, correspondence, family histories, and research notebooks. When sufficient material accumulates in a section I then divide it into categories which are contained in ordinary file folders. I favor the 1/3 cut folders as it allows me more space to print the folder names. It is possible to use adhesive labels and a word processor to make folder labels. Other researchers have warned against this as the label adhesive eventually dries and the labels fall off.

The folder names that I use are dependent upon the types of records that

I find in the area of interest. For England, Scotland, and Wales the categories that I tend to use are parish registers, census records, civil registration, the Mormon Immigration Index and Early Members of the Church 1830-1848. For the US I tend to use census records, civil registration, Social Security Death Index, newspapers, and land records. When it becomes difficult to find a document in a any folder I subdivide the contents into individual folders. The contents of the census folder is divided into separate censuses with each census in an individual file folder. The contents of the parish register folder is divided by parish with a separate file folder for each parish. The contents of the civil registration folder is divided into birth, marriage and death. In the census folders I file entries alphabetically by the surname of the head of household. In the parish register and civil registration folders I file them first by Christening, Marriage or Burial and then chronologically within those categories. I use this sequence because it is very rare that two people have the same event date, twins being an obvious exception, but it is common to have several people in a family line who have identical names.

The Research Notebook

The notebooks that I have found to be the most suitable are the college ruled, spiral bound, 11 x 8 1/2 inch and contain about 100 sheets. I avoid the use of 3-ring binders and spiral bound notebooks with micro-perforated sheets. Three-ring binders can pop open when they are dropped and are difficult to store in a file cabinet. Pages that are micro-perforated tend to separate and to fall out. I prefer the notebooks that have a pocket in which I can store a sheet of yellow paper, microfilm order receipts, etc. Under some conditions placing a sheet of yellow or blue tinted paper with matte finish on the viewing screen of the microfilm reader can enhance the readability of the image. The

spiral bound books can be taken into any facility some of which prohibit computers and pens. They easily fit in a brief case, carry-sack and filing cabinet. They pass through metal detectors and are not damaged by X-Ray examination.

When open these notebooks can be folded back so that they lay flat and occupy only 8 1/2 x 11 inches. This means that you can lay them beside or even on the viewing screen of the film reader or beside the computer. They can even be used on your lap when there is not enough room elsewhere. The latter is not trivial advantage. I have worked in record offices where there was not enough room between the film readers to lay more than a pencil.

Cover Label. Each research notebook is labeled on the front cover with the name of the line it covers. Notebooks with light colored covers makes the labels easier to read. When a notebook is full I make a new one with the same name and add II, III, IV, etc. to distinguish it.

Index. The Index is very important. Without an index finding an entry is a tedious task with doubtful results. It is begun at the last page of the notebook and works forward. The index is created by making vertical and horizontal lines. Start with the top horizontal line and make a horizontal line all the way across the page. Repeat this every third line.

Use vertical lines to create four columns (see Fig. 2). Make vertical lines from the top line to the bottom of the page. Do not use the margin indicator (vertical red line) that comes pre-printed on the page. Make the first vertical line 1 1/2 inches from the left edge of the page. Make the second vertical line 2 inches from the right edge. Make the third vertical line 1.5 inches from the right edge of the page. Use both sides of each page for the Index (Fig. 1).

The first column contains the name(s) and brief description of who and/or

Searching for	Items Searched	Date Page	Results
Children of Edward Phillips and Diana (Elizabeth) (b. 1830)	Register for use of Protestant Dissenters Croesyate (Town), Glamorgan (Co.), Wales Births 1801-1848 Vol. 159 FHL Film 0104834 Item 9 (?)	30 Aug 1995	Birth Registration of Elizabeth
Samuel Thomas and Sarah Ivins Find Add'l childr	Wenvoe Parish, Glamorgan, Wales		

Figure 1. The Index

Wardell Children missed in first search Search 1761-1765 [Page/Line/] [Entry Numbers]	Dur-56 Sunderland Parish (Holy Trinity) M42/186 [Copy of Parish Register Entry]	24 Aug 1988 Richard L. Halliday County Record Office County Durham, England
Read the Sunderland Parish Registers for additional Wardell children born between Francis (1761) and the death of Ann (1765)		
p. 15	Began searching Sept. 1761	
75	14 Sept 1761 Francis Wardell Son of Tho ^s & Ann Wardell	
79	15 Dec 1761 Isabel Da' of Micah & Isabel Wardell	
Searched to July 1765; no additional entries found		

Figure 2. A typical entry in the research notebook

what you are searching for. The second column contains a complete description of what source you are searching in. This can be the document name, volume number, microfilm number, folio, etc. The third column contains the date when the research was performed and the page in the research notebook on which the information was recorded.

The last column contains the results whether they are positive or negative. It is just as important to record negative results. They prevent you from wasting time in the future re-doing the research. Write positive results in red ink. I always carry a multi color pen or two pens. I generally avoid the use of felt pens as I fear they could be dropped and stain documents.

Some research facilities completely prohibit the use of pens to avoid this problem. In this case I use red and black pencils. I have found that writing the names of "found individuals" in red to be very helpful because when I go back over my notes it makes finding them much, much easier

Content of the Research Notebook. Enter three sets of information in the blank space at the top of every page (see Figure 2).

Top Left—Write who or what is being searched for. If searching for an individual, then record sufficient identification such as name, birth or christening date and place to positively identify him. If searching for an item such as a marriage, then record the names both spouses, the marriage date and the place.

Top Center—Record the source that is being searched. Include a description of the source (e.g., name or title of the document, type of record, interval covered, quality comments, etc.) and identi-

fication of the source (the microfilm number, volume number, etc.). This must be sufficient to create the source citation and to enable another researcher to subsequently locate the same document.

Top Right—Write the date the research was performed the name of the person who did the work, and the name of the facility where the research was performed on separate lines.

Content—Use the left margin to record the location within the document where the information was found. Most often this will be the page number, if there is one, the frame number of the microfilm, the item number within the original document, etc. Where there is no page or item identification this should be noted. Notes are recorded only on the front (right hand sheet) of each page (Figure 2). This makes the entries easier to read due to lack of bleed-through and leaves a convenient space for the additional notes that are sometimes wanted.

Write the transcript of the original entry to the right of the margin. A photocopy may be made but it is rarely as clear and readable as the image or original document. When I cannot read some of the characters I draw them. Often I have found that later I can read the drawing even though I could not read the original entry. I cannot explain this, but it has happened to me many times. Because of the differences in older handwriting the transcription is usually easier to read than the original.

The names of people for whom I am searching are written in red ink or red pencil if the use of a pen is not allowed in that facility. The remainder of the transcription is written in blue or black ink. This makes the finding of a par-

ticular entry much, much easier to find later. I often record information about people who probably are or might be related. Their entire entries are written in black or blue ink.

Photocopies—When photocopies of entries are made—and I make many of them—I record this fact in pencil along one edge of the transcription. Often I find several entries that I want to photocopy. The red ink and pencil system makes it easier for me to make all of the photocopies from a particular source at one time. The copy machine, if one is available, is usually a shared resource. This way I can quickly find the places in the microfilm where the entries are located. It reduces the time that I spend at the copier so that I can quickly vacate the copy machine for the next user. At some facilities, only manual copying is possible. A digital camera generally does not have enough resolution for this work.

Data Entry—When I enter the information into my genealogical database from my research notebook, I use a yellow highlighter to indicate exactly what I have copied. This way there is no question of whether I have done the data entry work and exactly which material was copied.

Photocopies—When I get home I use my word processor to create a label for every document that I have copied. This includes the name of the source document, its identification, the page/volume/register number, etc. along with the name of the individual and the information found. I print this on the back of the photocopy in the upper right corner. This makes filing and retrieval of the document much easier. ♦

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Silicon Valley Computer Genealogy Group

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Please send inquiries, address changes, new memberships, and membership renewals to:
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SV-CGG meets monthly, except December, on the second Saturday of the month from 9 a.m. to 11 a.m. at the Church of Jesus Christ of Latter-day Saints building, 875 Quince Avenue, Santa Clara, CA. We offer classes and sponsor guest speakers at meetings to help family historians with computer technology and research techniques. Membership dues are US\$15 per year (US\$20 for Canada and US\$25 for other international). Members are offered classes at meetings, mentor help, *Silicon Valley PastFinder* (a monthly newsletter published each month there is a meeting).

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