Genealogical Research

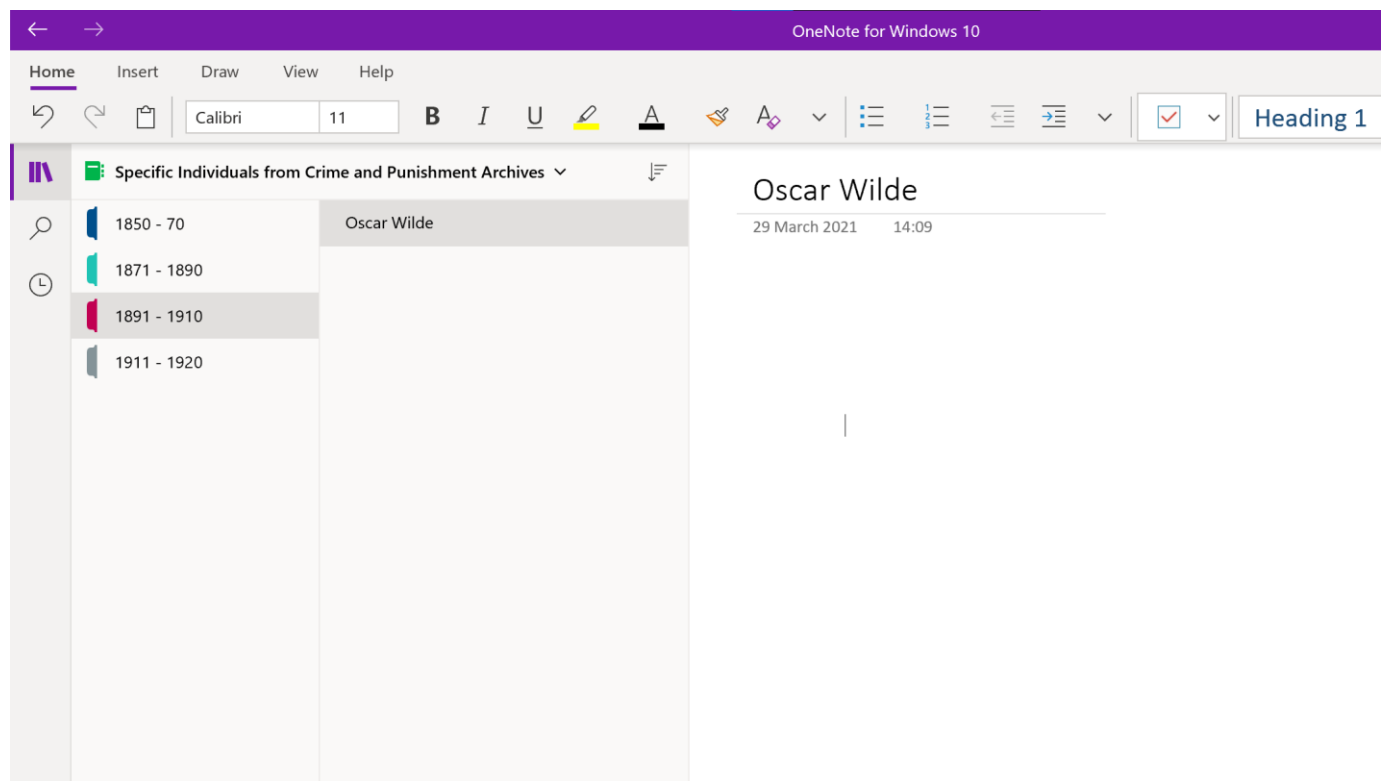# How To Guide

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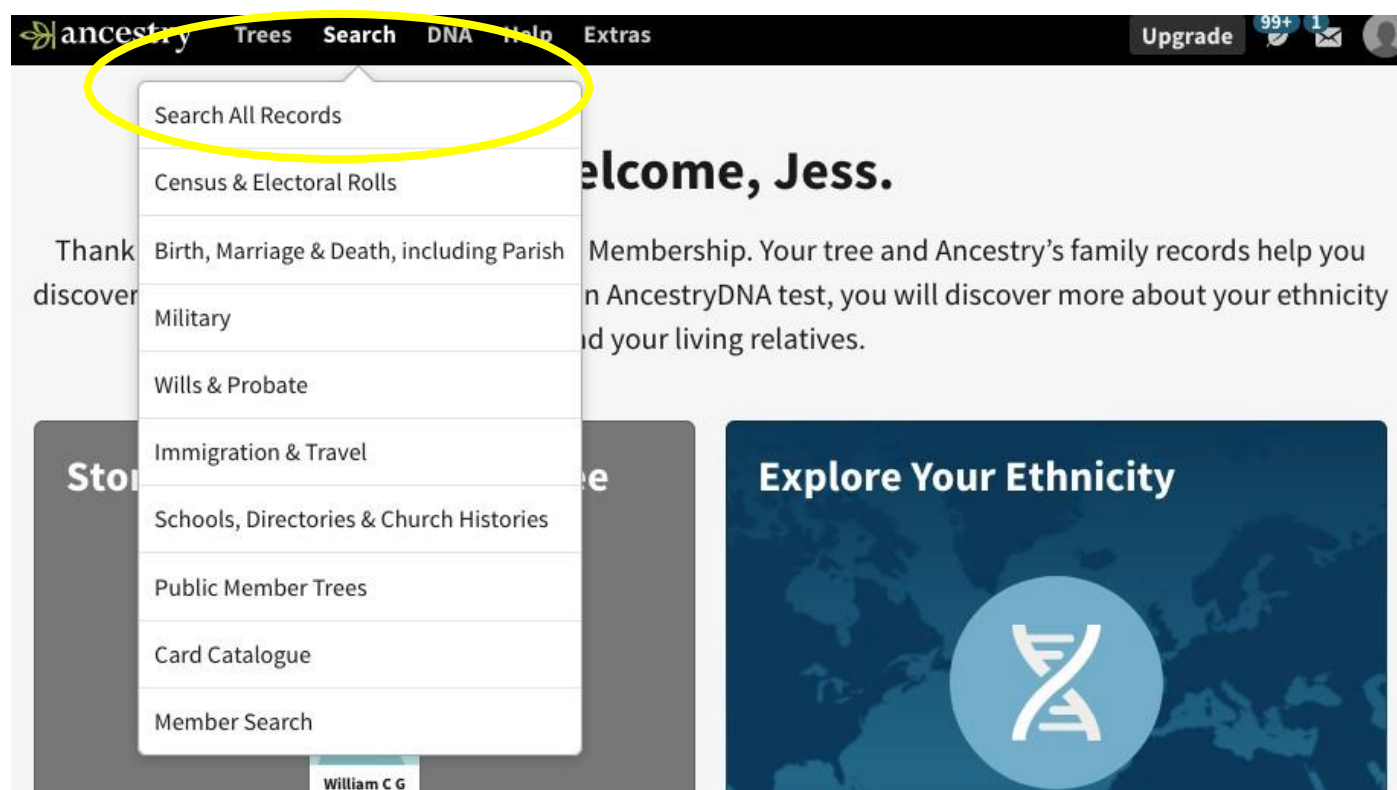
A note on the use of the How to Guides

The help guides included in this toolkit are introductions to the one approach towards undertaking research within online criminal archives, the British Newspaper Archive, Find my Past, and Ancestry. The guides are in no way comprehensive of all approaches taken to research within these databases and are intended as a guide towards getting started. This Help Guide will need the user to have a personal live subscription to the British Newspaper Archive; this is not provided by the Broken Futures team.

Step 1: Select the individual you would like to research from the Crime and Punishment Archives or Generic Newspaper Research. Open up the Onenote file for the individual, for an example, this How to Guide will utilise Oscar Wilde.

Step 2: Open Ancestry and click on search, and 'search all records'

https://www.ancestry.co.uk/

ancestry   Trees   **Search**   DNA   Help   Extras   Upgrade 99+ 1

Search All Records

Census & Electoral Rolls

Birth, Marriage & Death, including Parish

Military

Wills & Probate

Immigration & Travel

Schools, Directories & Church Histories

Public Member Trees

Card Catalogue

Member Search

elcome, Jess.

Thank   Membership. Your tree and Ancestry's family records help you
discover   n AncestryDNA test, you will discover more about your ethnicity
            d your living relatives.

Sto   e   **Explore Your Ethnicity**

William C G

Step 3: Using the basic biographical information you wrote down, type in their

– First (including any middle names) and Last Name
– Their birth place
– Their birth year [the handy calculator at the side will help to work out their birth date....]

Search

First & Middle Name(s)   Last Name

e.g. London, England   Birth Year

Search   Show fewer options   ☐ Match all terms exactly

Add event: Birth   Marriage   Death   Lived In   Any Event   More ⌄

Add family member: Father   Mother   Sibling   Spouse   Child

Keyword
Occupation, street address, etc.

Gender   Race/Nationality
-- Select -- ▾

Collection Focus
All Collections ▾

☑ Historical Records   ☑ Family Trees
☑ Stories & Publications   ☑ Photos & Maps

Colle
Tudor

Birth Year

He/she was about [   ] years old in [   ]   Ok
         Age   Year

Step 4: Using Oscar Wilde as an example, input the information you have:

Search

First & Middle Name(s)

oscar

✔ Exact

Last Name

wilde

✔ Exact

Place your ancestor might have lived

London, London, England

☐ Exact to...

Birth Year

1854

☐ Exact +/-...

[Search] Show fewer options ⌃ ☐ Match all terms exactly

Add event: Birth Marriage Death Lived In Any Event More ⌄

	Year	Location	
Birth	1854	e.g. London, England	✕
	☐ Exact +/-...		
Any Event		London, London, England	✕
		☐ Exact to...	

Add family member: Father Mother Sibling Spouse Child

Keyword

Occupation, street address, etc.

Gender

-- Select -- ▼

Race/Nationality

Step 5: Hit Search!

Step 6: If a return shows a 'matching person', it means that another researcher has already built a family tree which incorporated the individual you have researched. It's a good place to start!

Step 7: Choose the return you are interested in, for the example, we are going to use the 1881 England Census return, open it up on Ancestry and read through the transcribed version of the record. Head to 'view' to view the actual record.

Step 8: Record the information for the individual in their biographical file stored in Microsoft Onenote and repeat for each record you locate.

End of How to Guide.