

# Lancashire Family History & Heraldry Society



## **Chorley Branch Education Group Talk Handout First Steps**

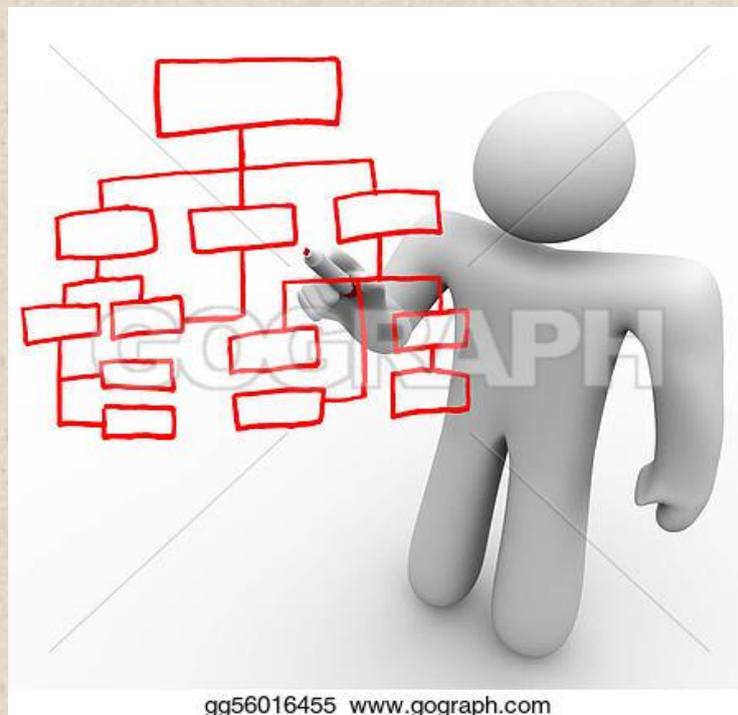
## **Recording Your Family History**

## **Record Keeping – Topics we will cover**

- ▣ Drawing trees
- ▣ Storing Documents.
- ▣ Dealing with your rough notes.
- ▣ Paper records vs Computer records?
- ▣ What do you do with it all when you have finished?

## **Draw a Family Tree**

- ▣ Hand drawn is good enough to start with, but as your tree grows then you might consider using a computer



## Pedigree Charts

- ▣ These are a good starting point to help you get all the information you already have into some kind of order
- ▣ They are also called Ancestor Charts
- ▣ There are two main forms – a normal tree (English) and a horizontal style chart (American)
- ▣ Pre-printed charts can be used.
- ▣ Work in pencil as things will change.

## Descendant Charts

- ▣ You will have seen these in some country houses and in their guide books
- ▣ This kind of tree records many more people and is the type to use as your tree develops.
- ▣ Because each family is different, pre-printed trees are not practical.
- ▣ You will have to hand draw your chart or use a computer





## Storing Documents

- ▣ The Photographs, certificates etc. that you have gathered or bought are precious.
- ▣ They should be stored in acid free containers and handled as little as possible.
- ▣ If you can afford it they should be stored in a fireproof container. This should also contain your backups, audio tapes etc.

## Keeping documents safe

- ▣ Wills, photos, certificates, etc, should always be copied.
- ▣ If you take the originals to the Record Office or a Library or just to show Aunty Flo, and you lose them, or they get badly damaged, it will cost money to replace them, and, of course, in the case of old photos, you don't have any negatives to reprint them

## Dealing with your rough notes.

- ▣ Your rough notes should be transcribed and fair copies made as soon as possible while your mind is fresh.
- ▣ Keep your rough notes until you are certain you will not need them.
- ▣ Keep a record of what sources you have searched even if your search was unsuccessful. This prevents you going over the same ground twice!

## Paper Records

Many standard forms are available and we can supply some. The normal ones are:-

- ▣ Family Group Sheets
- ▣ Individual Record Sheets
- ▣ Census Sheets
- ▣ To Do Lists
- ▣ Research done list, etc. etc.

Whatever you do, keep your records tidy and logically ordered.

## Keep your notes neat & tidy



## **Recording your Family History on a Computer**

- ▣ You can enter much of the data that you collect onto a computer, but not all.
- ▣ A computer can print out many of the paper forms described above, but not all.
- ▣ The main advantages of computers are that they keep your records well ordered, compact and easily accessible.
- ▣ They can produce excellent family trees and the same kinds of standard reports.

## **Paper records vs Computer records?**

- ▣ It is up to you. If you already use a computer, then the move to keeping your records on computer is obvious. The access to the internet is a bonus.
- ▣ However, if a computer scares the willies out of you, then you can do just as good a job using paper. Some say better!

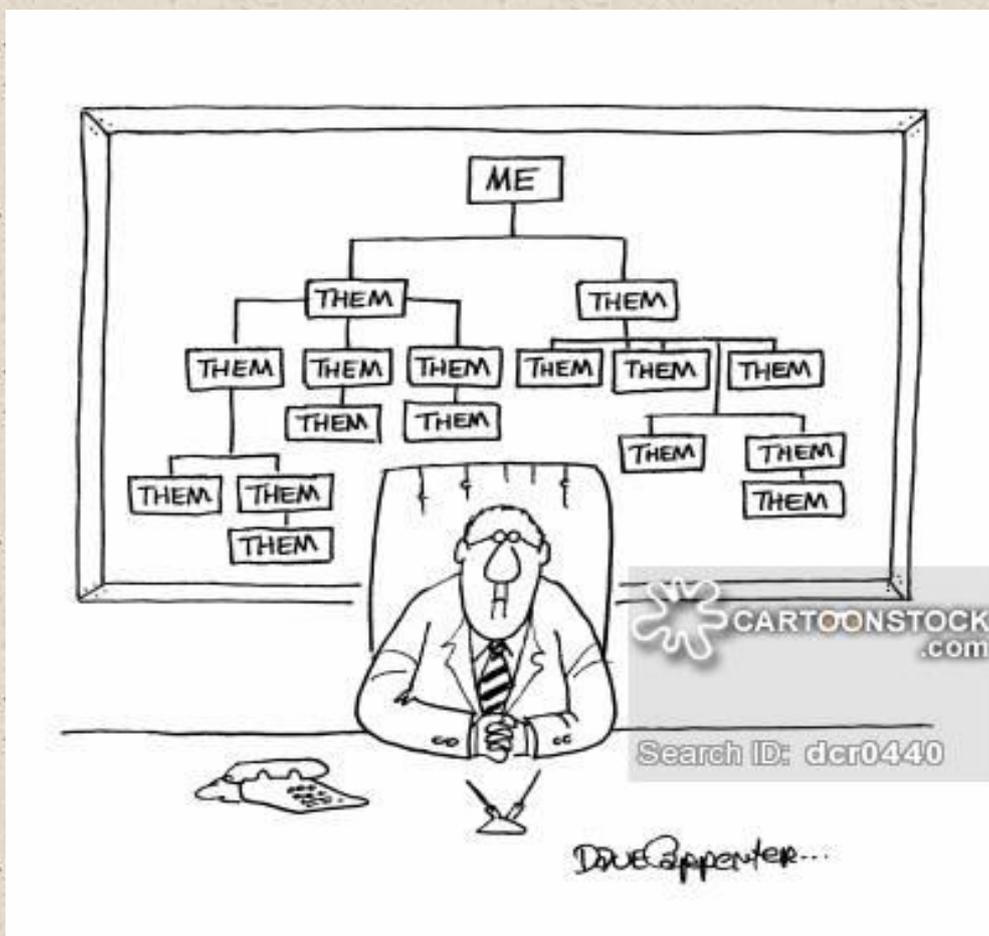
## **What do you do with it all when you have finished?**

You will **never** finish.

However, you will have put in many hours of work and it would be a shame if it was thrown away or lost when you pass on.

## **Possibilities**

- ▣ Write a book of your Family History and have it published.
- ▣ Deposit your work with a Family History Society.
- ▣ Put it into a central Internet based database such as that organised by the LDS or Roots.
- ▣ Copy it onto a CD and distribute it amongst your relatives. (The worst option.)
- ▣ Or all of the above.



**Lancashire Family History & Heraldry Society  
Chorley Research Centre at Astley Hall Farmhouse**

**Opening times**

First & Third Saturdays Noon—4:00pm  
Monday, Wednesday & Friday 10:00am—4:00pm  
Last appointment 3:00pm

**Booking advisable**—Tel. 01257 231 600 (When centre is open), Tel 01257 262 028 (When centre is closed)

or

**Book on line at - Chorley Family History Research Centre Website – [www.cfhrc.com](http://www.cfhrc.com)**

**Research Enquires - [chorleyresearch@lffhs.org.uk](mailto:chorleyresearch@lffhs.org.uk)**

**Chorley Branch Website - [www.lfhhsschorleybranch.com](http://www.lfhhsschorleybranch.com)**

**LFHHS**

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Society Website – [www.lfhhss.org.uk](http://www.lfhhss.org.uk)  
Reg. Charity Number - 513437