The Essentials: Locations

In addition to identifying the correct names and dates of your ancestor, knowing the localities in which they lived is essential. Once a locality is established, we know where to look for the sources. When entering these localities into Legacy, various rules must be followed. If these rules are strictly adhered to, Legacy will be able to perform one of its missions: to retrieve data and generate the various reports you need to analyze and plan your research.

In the Individual's Information screen, localities are entered in the fields just to the right of where the dates are entered. The first, and most important rule is to adhere to the place-holder rule. This means that each level of jurisdiction must be separated by a comma.

In the United States, there are typically four divisions to a locality. This would mean that the city, town, or township is entered first, followed by a comma, then the county, comma, then the state, comma, then the country. In other parts of the world, this format may slightly vary, but a locality always starts with the smallest jurisdiction.

> Woodstock, Windham, Connecticut, United States

In some cases the locality becomes so long, that when certain reports are printed, there just is not enough room to display everything.

Fortunately, Legacy has a good solution to this in the master location list. This list is accessed by clicking on the blue down-arrow next to any location. This is a list of all locations that are currently being used in the Legacy family file. Legacy only records one copy of each different location and points any use of it to its entry in this list. To edit a location, either double-click on it, or click on the Edit button.

This screen allows us to make changes to a locality. There are two different locality entries. The first called the long location name, and the second is the short location name. The long location name is typically the location that is displayed throughout Legacy and in the various reports. The short location name can be modified to abbreviate parts of the location, such as the state or the country.

If desired, in the various reports, this short location name may be used.

Rule: Enter the location as it existed at the time of the event.

An important rule to follow is to enter the locality as it existed at the time of the event. For example, today, the city of Dallas, Texas is in Dallas County. However, in 1845 it would have

been in Robertson County. If an individual was born in Dallas in 1845, it is proper to enter the county as Robertson.

What if you don't know the appropriate county for the appropriate time period? You could use a gazetteer, a local history, or a reference book on the region. Perhaps the most effective method for the United States is to use the AniMap program. AniMap is a computer program that contains maps for every state, and shows how the county boundaries change over time. Once Dallas is plotted on this map, you are able to select different years, and AniMap will show you how the boundaries changed over time. You may wish to view a preview video of AniMap at www.legacyfamilytree.com/videos.asp. However, be aware that AniMap does not help you see the evolvement of towns and cities which is necessary if you are doing research in the New England States.

The next rule for entering localities is to enter places such as cemeteries, hospitals, and other residences in the address field. In the following example, the name of the cemetery precedes the locality of burial. Although David Brown was buried in the City Cemetery in Everett, Washington, notice that because the cemetery was entered as part of the location, that the state of Washington is now in the country field – the 4th field. This has negative implications when trying to sort your localities by a certain county or state.

> City Cemetery, Everett, Snohomish, Washington, United States

Regardless of the above guidelines, just be consistent with how you enter your locations. These rules will not apply in every situation, just do your best.

Cemeteries, hospitals, and other such localities should be entered in the address field, which is accessed by clicking on the plus sign just to the right of the locality. Here, the name, address, telephone numbers, and even the latitude and longitude may be entered. Also at the top is a notes tab, where additional information about the cemetery may be entered. To create a list of everyone in this cemetery, click on the Address List button, and then click on Show List.

<u>What if your locality has a county and state, but no town or city?</u> For example, David McCall was born in Washington County, Tennessee. At the time, there was no other locality, it was just Washington County. The rule of place holders is important in these situations. It should be entered first with a comma, representing the town/township/city level. Following the comma is a space, then the name of the county, comma, space, then the name of the state. If the first comma was left out, then Washington County would be in the town/township/city position, and the state of Tennessee would be in the county position. This would also adversely affect any sorting of localities.

In these situations, where the town or city level is not known, the word county should be added to the county name, making it easier to correctly identify the location in a report.
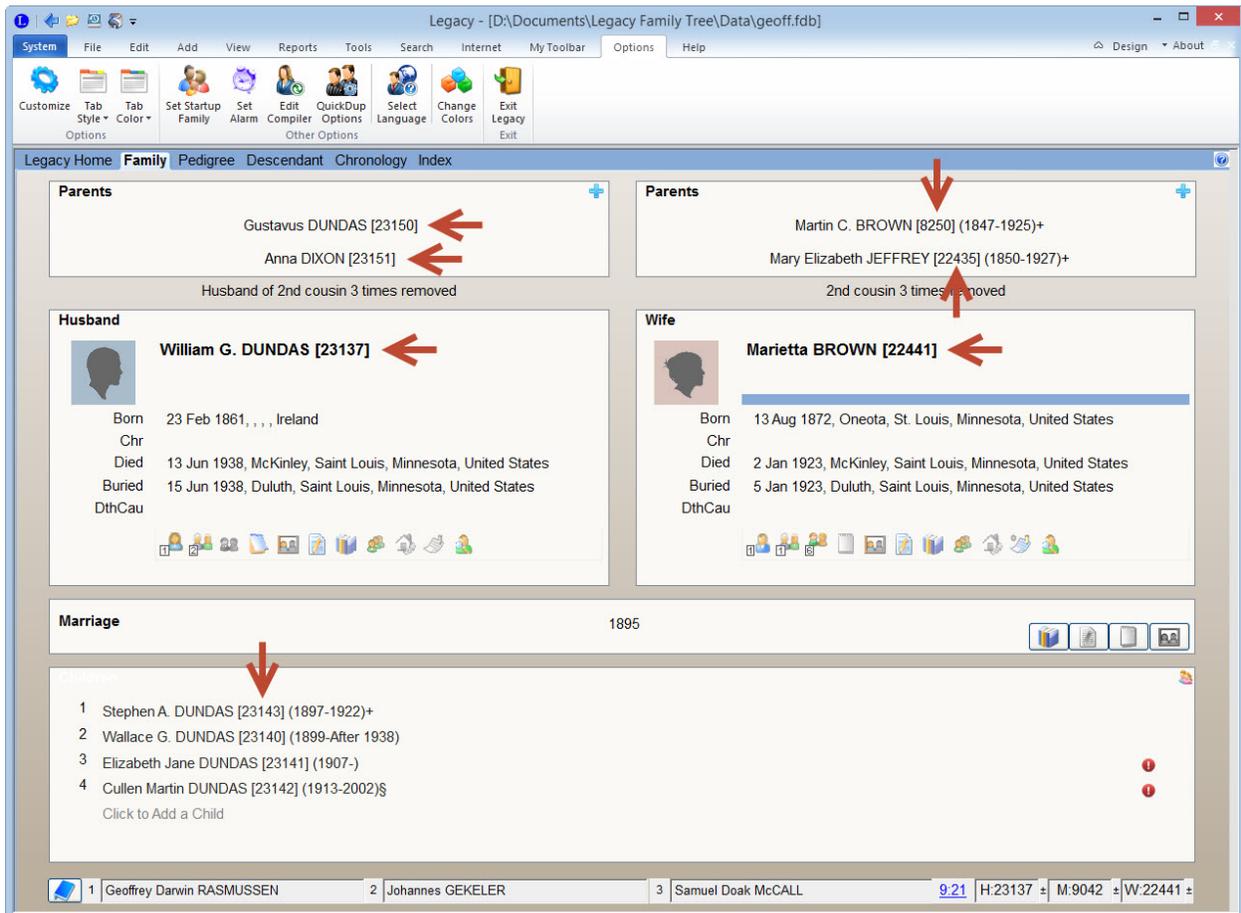
> , Washington County, Tennessee, USA

How to turn on/off the RINs PLUS 2 little known tricks

I'm so glad Donna asked this question. Knowing the answer will give you a lot more room in Legacy's Family View. She asked,

> "What does the bracket [ ] with a number in the middle after each person's name mean? Possible to delete these brackets?"

I believe Donna is referring to the numbers that appear after each person's name in the Family View.

These numbers represent each person's RIN.

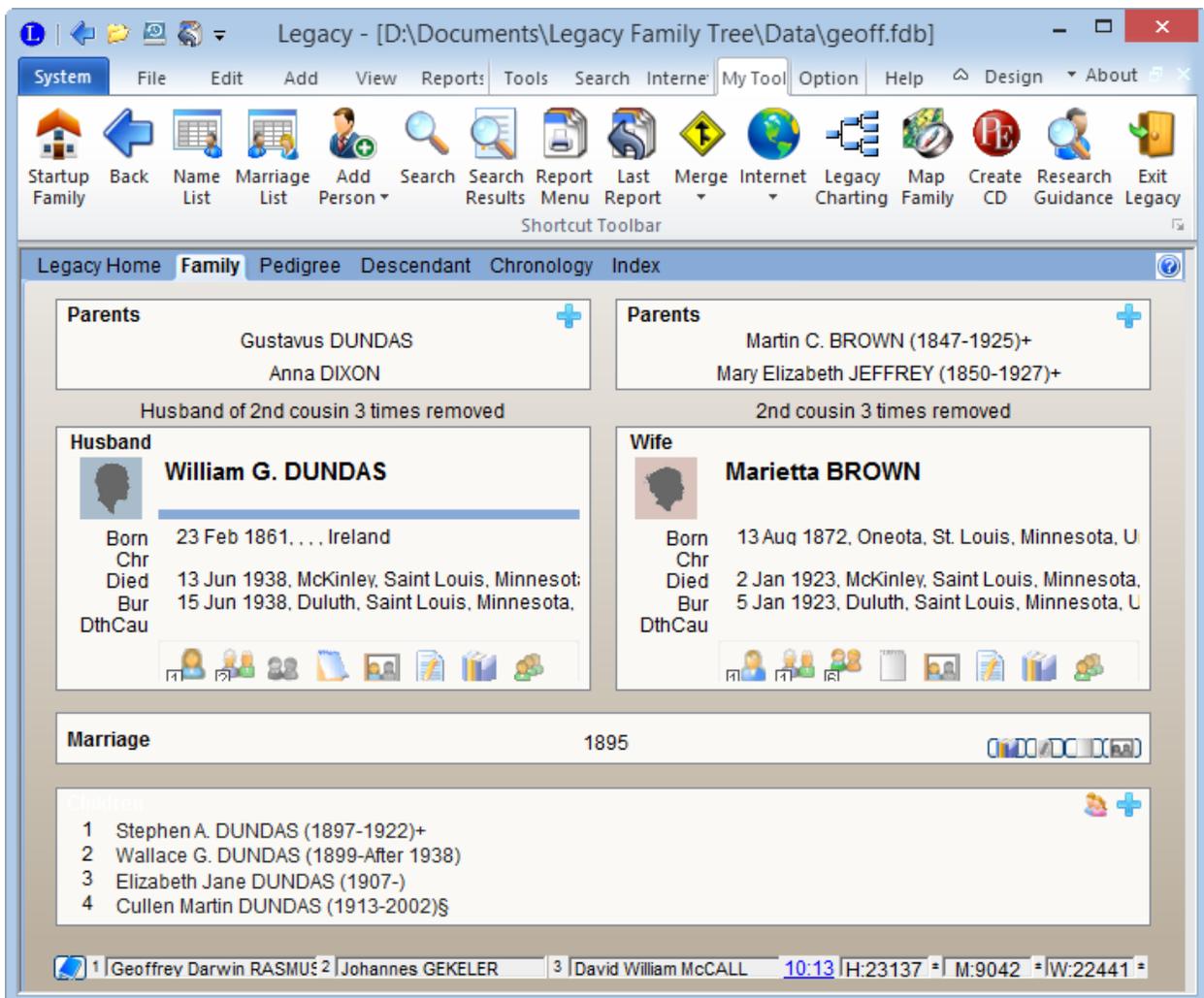> RIN = Record Identification Number

These numbers are automatically added by Legacy. Some people like 'em, some don't. Viewing these RINs in the Index View may make it easier to differentiate two people with the same name. You can also use a little-known Legacy shortcut to quickly navigate to a person in the Family View by pressing the **G** button, then entering their number (little known trick #1).

To simplify what you see in the Family View, you can turn off the display of these RINs by going to:

Options > Customize > View > Display Numbers on Names section

and make sure there is not a checkmark next to "On Family View and Pedigree View." The Family View will now look like:

Do you miss the extra numbers? I don't. But if you want to quickly see the numbers, all you have to do is look in the far lower right of the screen:

H:23137 ± M:9042 ± W:22441 ±

> H = Husband's RIN

> M = Marriage RIN

> W = Wife's RIN

These numbers are always available here.

Hidden tip: click on the tiny + sign next to one of the numbers and Legacy will display the person with the next highest RIN. Now right-click on the same + sign and Legacy will go in reverse. (I discovered this right-click tip as I was writing this paragraph...always something new that we can learn...little known trick #2.)

Maybe all Donna was looking for was a simple Yes or No answer, but I just couldn't help myself.