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The Essentials: Dates

Legacy supports six different date formats:

- Nov 21, 1953
- 21 Nov 1953
- 11-21-1953
- 21-11-1953
- 1953 Nov 21
- 1953-11-21

Separators for numeric dates can be: dash (-), slash (/), blank (), period (.)

1. Dash (-) 11-21-1953
2. Slash (/) 11/21/1953
3. Blank () 11 21 1953
4. Period (.) 11.21.1953

The recommended date format for North American researchers is:

Day-Month-Year (30 Nov 1953)

The recommended date is good for writing genealogical queries that will be published or submitted online and for exchanging information with other people.

The European format for writing dates is day-month-year, so April 1, 1970 is written in numeric format as 1/4/1970. One genealogist may interpret this as April 1, 1970 and another might interpret this as January 4, 1970. Using the day-month-year format with the month abbreviated or spelled out will avoid misinterpretation by the reader.

Other dates

- abt = About
- bef = Before
- cir = Circa
- aft = After
- bet = Between

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- cal = Calculated

At Options > Customize > Dates tab > Prefixes you can adjust the abbreviations to anything you want. For example, if you type A, Abt, or About, the prefix would be displayed as **abt**.

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Searching

If your male ancestor lived in the United States in 1942 and was born between 28 April 1877 and 16 February 1897, they may be included in the “old man’s registration” records. The fourth draft registration for World War II service was conducted on April 27, 1942 and registered men who were born on or between 28 April 1877 and 16 February 1897. Information on the draft cards include: name of registrant, age, birth date, birth place, residence, employer information, name and address of person who would always know the registrant’s whereabouts, and the physical description of the registrant.

If your ancestor fits the criteria, naturally you would be excited to search this database to obtain the draft cards of your ancestors. Using Legacy Family Tree’s search tools, it is simple to identify those ancestors who might be found in this database

1. In Legacy, click on the **Search icon** in the My Toolbar ribbon.
2. Enter the criteria as shown in the image below.
3. Click on the **Create List** button.

The screenshot shows the 'Search' window in Legacy Family Tree. The window title is 'Search' and it has standard Windows window controls. The interface includes several tabs: 'Query by Example', 'Detailed Search', 'Miscellaneous', 'Missing Sources', 'Missing Information', and 'Census List'. The 'Detailed Search' tab is active.

The search criteria are defined under the 'Primary Condition' section:

- Look for whom?**: Male
- Where to look**: Birth Date
- How to look**: After
- What to look for**: 27 apr 1877

Below the primary condition, there are two additional conditions:

- Second Condition**: Checked. Logic: **And**. Criteria: Individual, Birth Date, Before, 17 feb 1897.
- Third Condition**: Checked. Logic: **And**. Criteria: Individual, Death Date, After, 27 Apr 1942.

At the bottom of the window, there are radio buttons for search options:

- Clear List before this search
- Add results to existing List
- Only search the Search List

At the very bottom, there are several buttons: 'Find First', 'Create List', 'Load...', 'Save...', 'Close', and 'Help'.

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The resulting list is a list of all males in your family file who were born between 28 Apr 1877 and 16 Feb 1897, AND who were alive at the time of the registration on 27 Apr 1942.

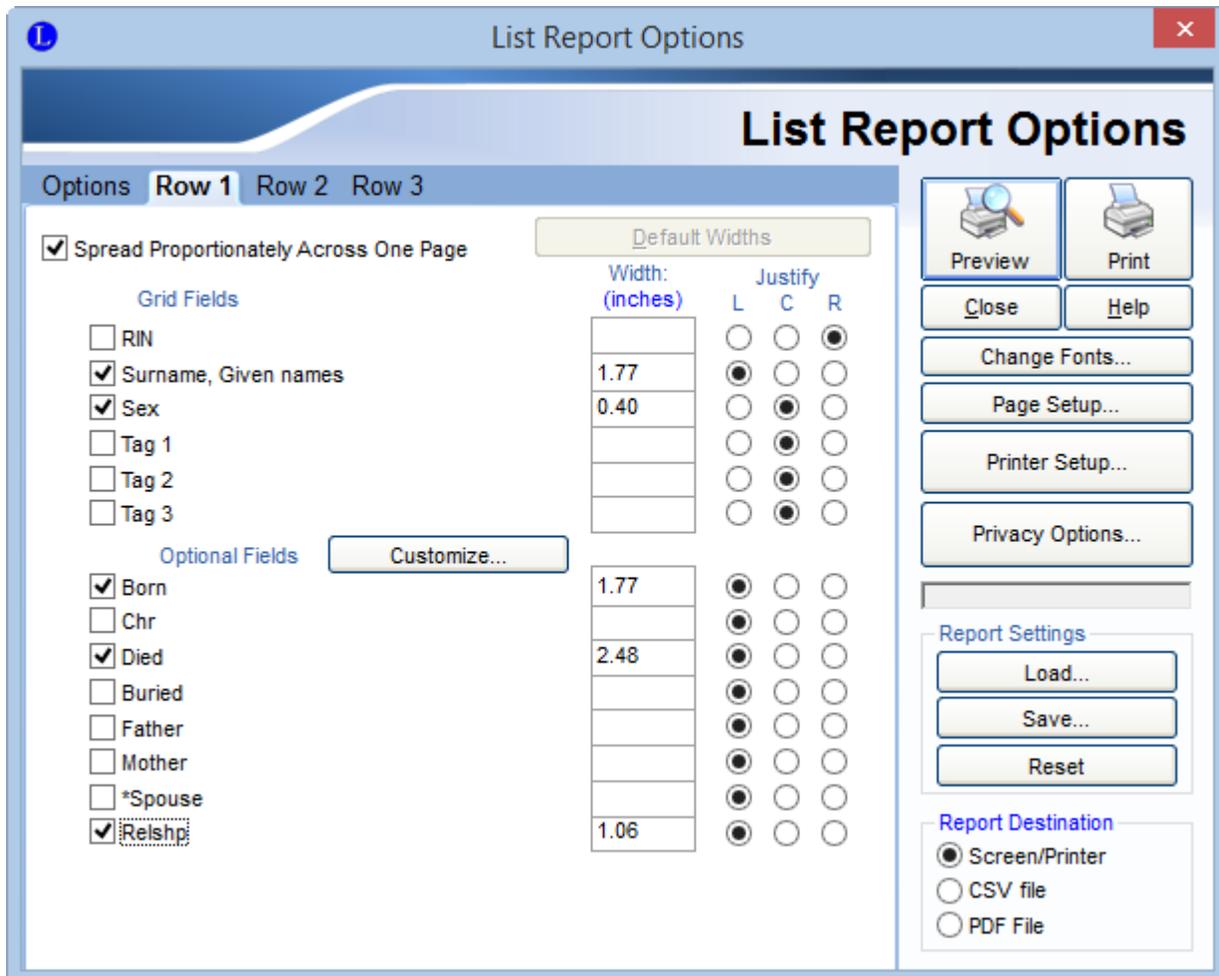
The screenshot shows a software window titled "Search List Contains 185 Individuals". The window has a search bar with fields for "#:", "Given:", and "Surname:". Below the search bar is a row of buttons for letters A through Z, with "First" and "Last" buttons. The main area contains a table of search results. The table has columns for RIN, Name, Sex, and three checkboxes (1, 2, 3). The row for Charles David BROWN (RIN 8675) is highlighted. To the right of the table is a detailed view for Charles David BROWN, showing his birth date (5 May 1878), death date (13 May 1943), and other family information. At the bottom of the window are buttons for "To-Do...", "Options", "Search", "Print...", and "Help".

RIN	Name	Sex	1	2	3
15520	ALLEN, Thaddeus Albert (1884-1953)	M			
5258	ANDERSON, Hyrum (1896-1954)	M			
1001	ANDERSON, Stanley Rodin (1896-1964)	M			
2038	BACON, Arch C. (1888-1963)	M			
5101	BACON, Frank Wilbur (1886-1962)	M			
733	BLAYNEY, Marlin Haskell (1897-1968)	M			
8128	BLOOD, William Earl (1889-1965)	M			
21915	BOHNET, Adam (1879-1970)	M			
21917	BOHNET, Emanuel (1885-1957)	M			
22987	BOLDUC, Louis Majoric (1884-1951)	M			
5380	BROWN, Albert Enmore (1883-1960)	M			
8496	BROWN, Allen Cobb (1877-Bef 1942)	M			
22439	BROWN, Benjamin Franklin (1889-1958)	M			
8675	BROWN, Charles David (1878-1943)	M			
23095	BROWN, Howard Windom (1879-1945)	M			
22194	BROWN, Loring Marsden (1887-1966)	M			
5379	BROWN, Millard Allison (1880-1966)	M			
8495	BROWN, William Wesley Clark (1881-After 194)	M			
162	CAMPBELL, John James (1878-1962)	M			
5282	CARRUTH, Frank Wilde (1893-1961)	M			
5286	CARRUTH, John Ellwood (1883-1974)	M			
5284	CARRUTH, Ray Thomas (1886-1949)	M			
10202	CARTER, George Adair (1864-1880)	M			

Charles David BROWN
 Born 5 May 1878, Clotho or Osakis, Douglas, Minnesota, United State
 Chr
 Died 13 May 1943, Coeur d'Alene, Kootenai, Idaho, United States
 Buried Coeur d'Alene, Kootenai, Idaho, United States
 Father John W. BROWN
 Mother Laura Etta RAND
 *Spouse Elsie May WARD
 *Marr 28 Nov 1901, Reynolds, Todd, Minnesota, United States
 Asa Clark BROWN+
 John W. BROWN
 Eleanor HUFFMAN
 Charles David BROWN
 John B. RAND
 Laura Etta RAND
 Mary Etta DORCAS

Instructions for printing the search list

1. Click on the **Print** button at the bottom.
2. Select the desired fields to be included in the report. (See image below.)
3. Click on the **Preview** button to see what the report will look like before you print it, or the **Print** button to print immediately.



Notice in the **Optional Fields** section, Relationship is one of the choices. However, it is not one of the default choices. To select other optional fields:

1. Click on the **Customize** button.
2. Click on the button with **3 dots** next to a field name that you would like to replace.
3. Click on the desired field name, and click **Select**.
4. Click **Close**.
5. Make sure there is a check mark next to the new field.

To change the report title, click on the **Options** tab, and type the desired title.

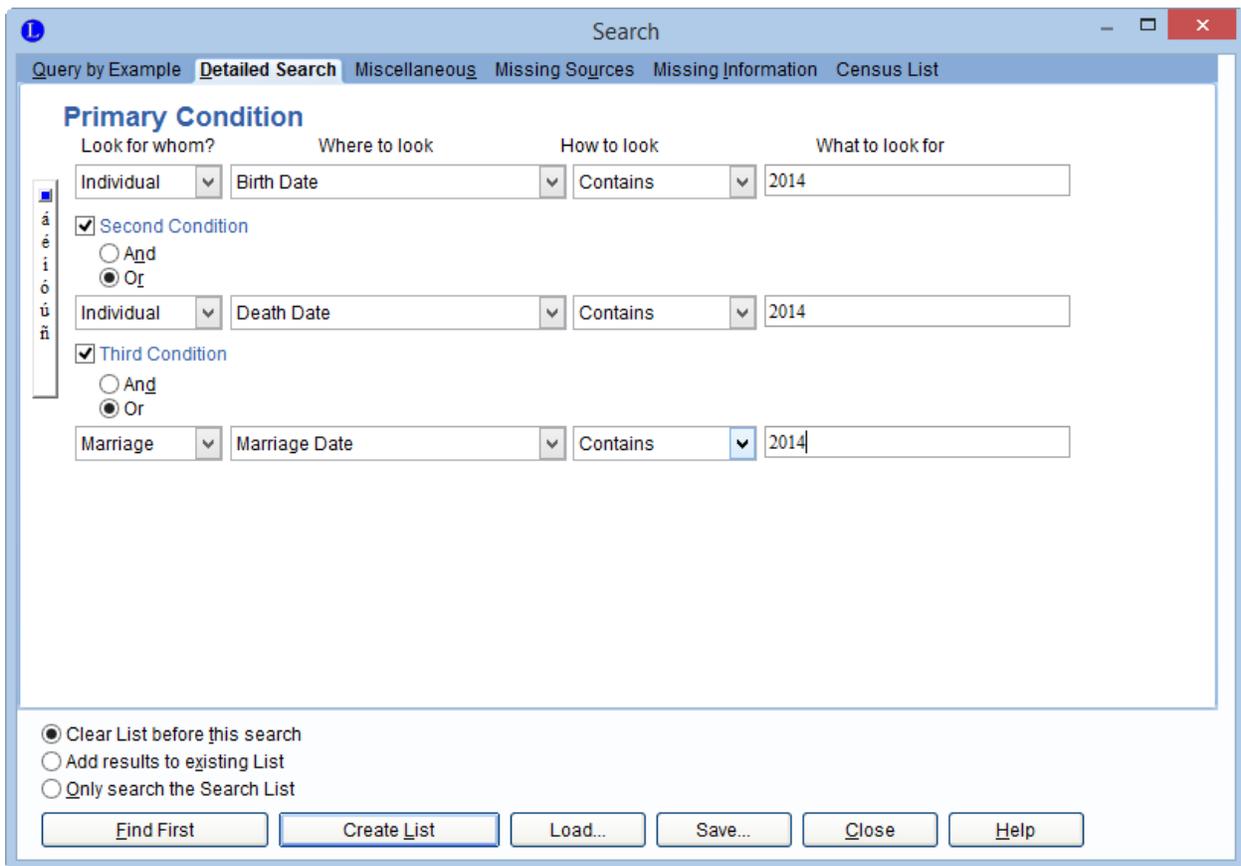
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Advanced searching options - Who was born, married, and died in your family file last year?

Marg asked, “I want to find out all that happened in my family tree file for the year 2014. For example, who died, who was born, and who married in 2014.”

Legacy’s searching tools makes this simple to do. Follow these steps:

1. Click on the **Search** button in the My Toolbar tab.
2. On the **Detailed Search** tab, enter the criteria as shown in the image below.
3. Click on the **Create List** button.

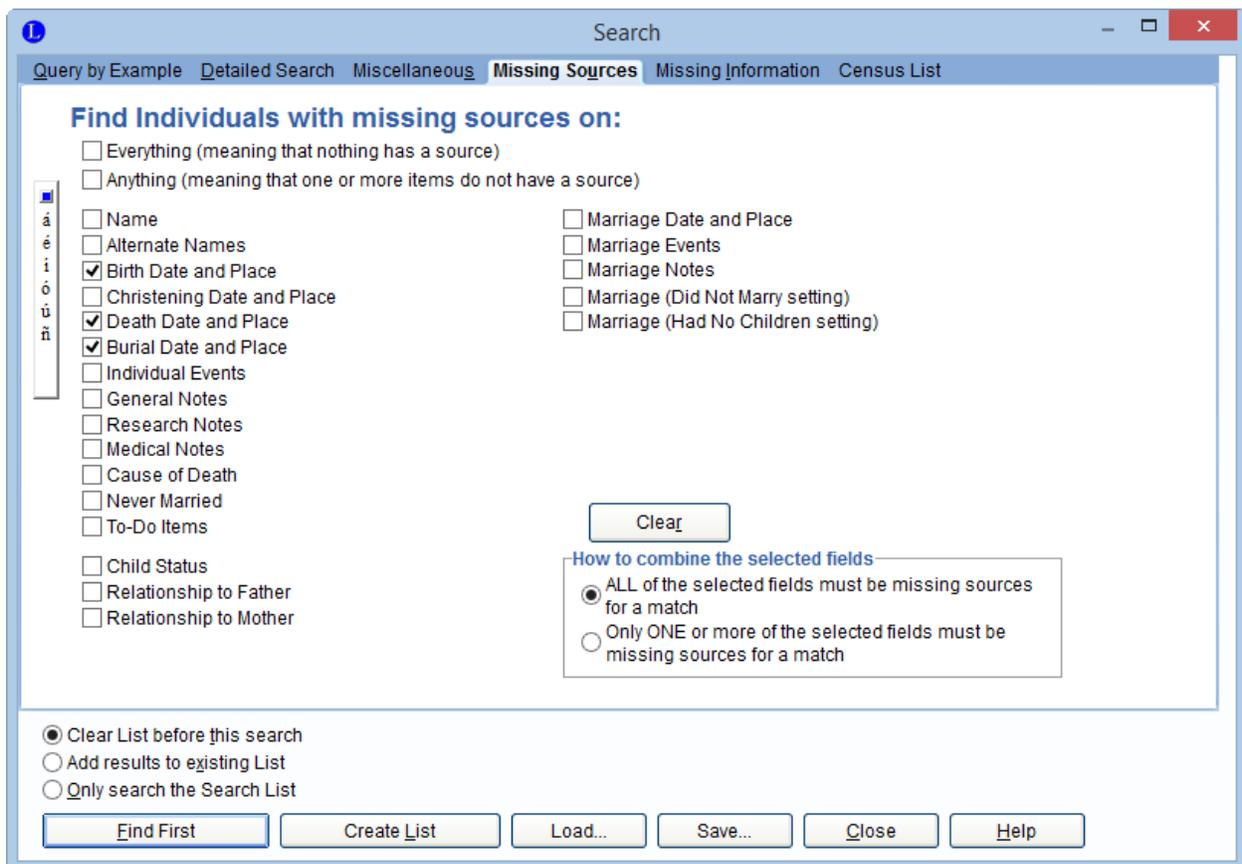


The resulting Search List contains a list of everyone in your family file who was born, married, or died during the desired year.

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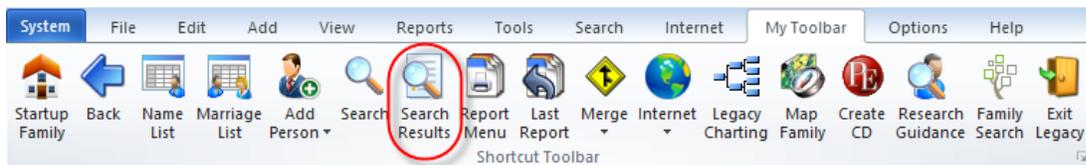
Missing Sources

Genealogy without document is mythology. So...use the “Missing Sources” search options to locate individuals without sources – or just individuals without sources for their birth date, etc. You may also wish to restrict the search to only provide you this information for your direct line. In other words – forget about the 19th cousin 3 times removed ancestors. You can perform a search of missing sources for your direct line if 1) you first TAG your direct line then 2) create a Search List of your direct line then 3) select the option to “Only search the Search List”.



Other Searching tips

To reload the last Search List, click on the double-blue arrows, next to the Search button, in the main toolbar.



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Husband 1 2 3 4 5 6 7 8 9

Asa Clark BROWN

Born 11 Oct 1792, Woodstock, Windham, Connecticut, United S
 Chr
 Died 8 Mar 1866, Minneapolis, Hennepin, Minnesota, United Sta
 Buried Mar 1866, Minneapolis, Hennepin, Minnesota, United State:
 DthCau

Tagging

In the examples above, you learned how to search your family file for individuals who met certain criteria. Clicking on the Create List button took you to the Search List. However, when you perform a new search, the preceding Search List is replaced.

For example, if you want to return to the list of 1942 draft registration ancestors, you would have to use the Search screen again, enter the criteria, and again click on Create List. **Tagging** eliminates the need to re-search for them. Once the Search List is presented, simply tag everyone in the list. In the future, all you have to do is filter your list to show you those you have tagged.

First Step of Tagging – Turn it on

Because tagging is a more advanced concept, it is turned off by default. To turn it on, click on the **Options** tab, then click **Customize**. In the **General Settings** section, make sure there is a checkmark next to **Enable Tagging Options** (section 1.5). Click **Save**.

In the Family View and other views, you will notice nine boxes with the numbers 1 through 9. These are the tag boxes. If they have a color in the #1 box, that means this person has been tagged on level 1. To tag a person, simply click on the appropriate box.

Advanced Tagging

Advanced tagging enables you to tag a group of persons all at once. For example, if you want to tag all of the ancestors of your spouse, first, highlight your spouse, then right-click on the desired tag level, and select your tagging options.

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In the Advanced Tagging screen, be sure to enter the tag description so you remember the reason for which you tagged a person. In other words, Tag 1 could be reserved for your draft registration men. Tag 2 could be reserved for your direct line.

Uses for Tagging

The reasons for which you use tagging are endless. In the example above, you may wish to quickly refer to the list of draft registration men. After initially searching for them, on the **Search Results** button, click on the **Options** button, click on **Advanced Tagging**, select the desired tag level, and click on **Everyone in Search List**. This will tag everyone in the search list on the desired level.

To quickly return to this list at any time, open the **Name List**, click on the **Search** button, click on **Show All Tagged**, and select the tag level. Just like that, your list of 1942 draft registrants appears, and you can then print the list, or use it for whatever purposes to accomplish your research goals.

Tagging can also be used to “create a GEDCOM of all tag-1 persons” or “delete all tag-2 persons” or “create family group records for all tag-3 persons”, etc.

Before Tagging

Make sure you follow the two rules of tagging as explained in the *Legacy’s Tagging and Searching Made Easy* video:

Before tagging anyone on any tag level, be sure that you first search to see if anyone else, for other reasons, is already tagged on the same level. You don’t want to mix the pre-1959 Arizona deaths on level 1 with someone else that has already been tagged on level 1 for a different purpose. Follow the steps in the Uses for Tagging section to perform this search.

Always record the tag description in the Advanced Tagging screen. This will help you remember why you are tagging a person(s) on a certain level.

Legacy 8 Tagging Helps

- Legacy Help System
- Legacy User’s Guide
- Searching and Tagging Video

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Legacy Resources

Step-by-step instructions. You can reach the step-by-step instructions in Legacy by selecting the Legacy Home tab and clicking on Legacy Help File in the Support box. You can then access the step-by-step instructions by clicking on the green Step-by-step instructions link. Alternatively, click Help on the menu bar and select Contents on the pull-down menu, which will open the Legacy Help Contents window.

Videos. Millennia's genealogy expert, Geoff Rasmussen, has produced two volumes of video training available on CD. The CDs, which are viewable on your computer, not only teach how to use Legacy, but how to correctly apply your genealogy knowledge. In other words, you will get professional advice on managing your research efforts using Legacy. The following tutorials are available:

Volume 1 | 5-CD set | \$32.95 | 3 1/2 hours

- Legacy for Beginners. This video walks the beginning Legacy user through the basics of the program. View it free here. 44 minutes.
- Mastering Legacy: Names, Dates & Places. Learn the do-it-right-the-first-time rules of data entry. 44 minutes.
- Your 12-Step Checklist to Using Legacy. Every Legacy user should follow these 12 steps when working with their family file. 48 minutes.
- Legacy's Ultimate Guide to Sources. Genealogy without documentation is mythology. Learn all about proper source documentation. 40 minutes.
- Researching with Legacy: Mastering Events and Chronologies. Learn how to properly enter and cite the documents you find. 45 minutes.

Volume 2 | 4-CD set | \$32.95 | 4 1/2 hours

- Tagging and Searching Made Easy. Learn how to take advantage of the searching and tagging features in Legacy. 34 minutes.
- Creating & Sharing Perfect Reports. Become an expert in creating and sharing reports. 58 minutes.
- Insider's Guide to Legacy: Tips & Tricks. Get the "insider information" about Legacy. 40 minutes.
- Video Guide to Working with Digital Pictures in Legacy. Learn the "before-scanning-your-first-picture rules" and the ins/outs to using pictures in Legacy. 52 minutes.

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Printed User’s Guide. Includes over 36 lessons and tutorials plus plenty of pictures. Features a soft cover, easy-to-read font, 296 pages, fully-illustrated, indexed, available in PDF format.

Legacy News. New genealogy and Legacy tips are published nearly every day. The headlines are available in the Legacy News section of the Legacy Home tab. To read the complete article, just click on the title. An Internet connection is required. To receive these tips as a weekly email, enter your email address in the subscribe box in the upper right corner of <http://news.LegacyFamilyTree.com>.

If you are new to Legacy, visit http://legacynews.typepad.com/legacy_news/legacy-tips-for-beginning-legacy-users.html for 16 brief articles that will get you going on the right foot.

Legacy User Group mailing list. This is a mailing list for all Legacy users to share ideas and teach each other. Once you have subscribed to the list (free), you can send and receive messages from other Legacy users. To subscribe, visit <http://www.legacyfamilytree.com/LegacyLists.asp>.

Legacy Family Tree webinars. Sign up for our free webinars at www.FamilyTreeWebinars.com. Webinars are online seminars that you watch from your computer. Topics from nationally-known speakers.

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