

# Submitting to the Archives

You need to provide the following items as your submission:

- A. The family history narrative
- B. An Index of Names
- C. A completed Submission Agreement (download a copy)

We will explain the preparation and submission of each of these items in more detail below.

**Before you submit your research to the Digital Archive** ~ There are a number of checks and considerations to make:

\* **More Than Just Names and Dates** ~ try to prepare your research as a narrative so future generations will be able to read it easily understand the family history.

\* **Verify Your Sources** ~ you need to document the sources of your information:

- Always try to learn as much as you can about a source before you start looking through it
- Record all necessary information for citing your source: - details of the person who gave you the information - title, author, publisher, publication date, and ISBN - for a photograph, date and place, names of people
- Always try to get the original source or the closest derivative. Don't just use the census index, look at the image of the census and be aware of spelling variations
- Extract as much information as possible from every source. This includes how the item looks; this is important in dating an item if it doesn't have a date
- If you are using a document that cites other sources (such as another researcher's genealogical records), be sure to acknowledge that person's research in your source citation. You can probably use their original sources to verify the information for your own records
- When you are using a photograph, don't forget to look at the background, clothing styles, landmarks, houses, vehicles and so forth to get a sense of when and where it was taken. Does the photograph bear the name of the photographer? If so, this often gives you a clue as to where the photograph was taken.
- Always preserve your sources. It is especially important for any original documents.

## Illustrations

You may wish to add photographs, scans of certificates and census returns, and other documents in your family history narrative, follow the instructions in your genealogy program or word processor's instruction manual for the procedure and acceptable formats.

## Ensure Key Dates Are Completed

This is especially relevant for the Index of Names. You may not have an actual date of birth but from parish registers you may have found the christening or baptism date.

If you do not have a verified date, make sure you indicate an approximate year in the date of birth for each individual. This may be calculated from another event in their life, for example age at marriage. For each of the people in your narrative you need a date of birth/baptism or a death/ burial date. Your Index of Names will include everyone in the narrative family history however, living people are not included in the Searchable Index of Names that is uploaded onto the website by the Digital Archivist. See creating an Index of Names.

## A. Creating the Narrative Family History

How you choose to create a narrative may differ depending on the tools you have available to you. Either way, the end result needs to be a .PDF file as a finished work.

- **Genealogical Database Program** Currently popular programs are: Legacy, Family Tree Maker, Roots Magic, The Master Genealogist, Brothers Keeper, Personal Ancestral File, Family Historian, Custodian, Reunion (for Macintosh). Depending on which database program you use, you may be able to automatically create your family history narrative as a digital file. Some programs, have a publishing centre and these allow you to enter blank pages so you can insert images of documents and pictures.

- **Word Processing Program Only** If your genealogical information is stored in a word processor only, your narrative can be developed as you find the information. Scanned images of documents and photographs can be directly inserted into the document as you go.

- **Preparing for Submission** You may choose to submit:

a) All of your family history narrative in one file,

or

b) One branch of your family at a time - send in each branch as a separate submission.

- **Define the Scope of Your Work**

Do you intend to write mostly about just one particular relative, or everyone hanging from your family tree? As the author, you need to choose a focus for your family history narrative. You may decide to create the document for submission using the genealogical database only. Before you finalise the document, you will need to cite all your sources, create the biographical notes and insert all the scanned images.

If you choose to only submit part of your family and you store the results of your family history research in a genealogical database, you may wish to create a separate file for just that part of the family.

For example, in Legacy, you can do this by tagging an ancestor and selecting a "focus group", then save that file with an unique name so you can open it and work on just that group of ancestors. In other programs you will need to copy a section of your database and save a new file by choosing the ancestor and then selecting the descendants. Open that file as a new database so that you can work on it for submission. See your program's instruction manual for details.

However, the text taken directly from a genealogical database may be rather boring as it is always the same format for everyone and you may wish to vary the language. You can export it to a word processing format to work on the development of your narrative and include digitised images of documents and photographs.

If you choose to do this select "print RTF format" and select the file-path where you wish to store the file. In your word processor program you can then select where you want to insert images of documents, photographs, census returns, parish registers and so on.

When you are satisfied the document is finally ready for submission, you need to save it as "Portable document format"(PDF).

- **Creating a PDF File**

When the finished narrative is ready, the word-processed document is required to be converted into PDF format for submission to the archive. Some genealogical database programs have the facility to create PDF files directly, such as Legacy, Family Tree Maker, Roots Magic, The Master Genealogist. Check your genealogical program instruction manual for information on this.

For other programs, such as Brothers Keeper and Personal Ancestral File, you need to install a PDF printer driver and select it as a printer when you are ready to print.

### • **What is a PDF File?**

PDF stands for Portable Document Format and is the global standard for trusted distribution and viewing of information irrespective of different types of computers. PDF documents can be viewed on any computer using freely available software and will remain as a read-only file, just as the creator intended.

PDF also allows for documents to be stored long term in a digital format that will remain accessible for many years to come. This is why PDF has been selected as the best format for the Archive. Anything that can be printed can be converted into a PDF document. Indeed creating a PDF is as easy as printing a document except that it 'prints to disk' first, then you can print it onto paper if you wish.

Before you create PDF documents you will need to install some software onto your computer. Adobe Acrobat is a registered software program that is reasonably expensive however there are programs available for free that will create a PDF file

A PDF writer installs itself as a virtual printer driver so after a successful installation will appear in your "Printers and Faxes" list. To create PDF files, you just have to print your documents to the PDF converter. Open a document (with Microsoft Word, OpenOffice, WordPerfect or any other software), choose Print and select the PDF option. It will ask you where to save the PDF file and when finished, the PDF file will be automatically opened in your default PDF viewer.

Freely available PDF creators can be found on the following websites:

<http://www.dopdf.com>

<http://www.cutepdf.com>

<http://www.pdf995.com>

To read a PDF file you need a program such as Acrobat Reader.

<http://www.adobe.com/products/acrobat/readstep2.html> (a free program)

## **B. The Index of Names**

You will need to submit an index of all the personal names contained within your narrative family history. From this index, the Archivist will create a searchable index that excludes living persons and this index will be used for searches that enquirers make on the NZSG website.

### **Information Required for the Index of Names**

The following information must be included in the index for each individual contained in the Family History Narrative:

- Full name (forename and surname)
- Date of birth or baptism
- Place of birth or baptism
- Date of death or burial
- Place of death or burial
- Father's name (forename and surname)
- Mother's name (forename and maiden surname).

If you do not know all of this information for each individual, the minimum details required must include:

- Full name (forename and surname)
- Date of birth or baptism and/or Date of death or burial If you do not know the exact date of birth or death of an individual then an approximate date is sufficient. If both fields are blank, the individual will not be visible in the searchable Index of Names on the website as that person will be considered as a possible living person.

### **Creating the Index of Names**

You can, quite easily, produce the information required for the Index of Names by generating a GEDCOM file from your genealogical database program or, if you do not use one, by providing the information on a spreadsheet.

## **Genealogical Database Programs**

If you currently use a genealogical database program, the easiest way to create an Index of Names for the Digital Archive is to create a GEDCOM file. All major genealogical database programs support the creation of GEDCOM files. Creating a GEDCOM file does not overwrite your existing data or change your existing file in any way. Instead, a new file is generated by a process known as "exporting".

### **What is A GEDCOM File?**

One of the biggest advantages when using the Internet for genealogical research is the ability to exchange information with other researchers. One of the most common methods used for this 'information exchange' is the use of the GEDCOM standard for data exchange. The word GEDCOM is an acronym for GENEalogical Data COMMUNICATION.

In simple terms it is a method of formatting your family tree data into a text file which can be easily read and converted by any genealogical database program. The GEDCOM specification was originally developed in 1985 and is owned and managed by the Family History Department of the Church of Jesus Christ of Latter Day Saints. The currently accepted standard is GEDCOM version 5.5.

If you have ever opened a GEDCOM file using your word processor, you have probably been faced with a seeming jumble of numbers, abbreviations, and bits and pieces of data, so it is recommended you use a GEDCOM viewer to look at the contents of your GEDCOM file.

### **Creating a GEDCOM File**

You can find detailed instructions of how to create a GEDCOM file in your genealogical database's instruction manual or help file.

Select the location where you wish to save your file (make sure it's one you can easily remember and find).

Enter the filename (the program will automatically add the .GED extension): for example Powell.ged

You must check that the Index of Names matches the names in your narrative family history. To do this you need to view the GEDCOM file you have created.

### **To Read a GEDCOM File**

You need a GEDCOM viewer. Freely available to download from the Internet for example are: GENViewer Lite <http://www.mudcreeksoftware.com>  
ViewGED <http://3d2f.com/download.38-343-viewged-free-download.shtml>  
GEDitCOM for Macintosh <http://www.geditcom>

Launch your GEDCOM viewer and open the GEDCOM file you have created to check that you have all the individuals and their details that you have included in your family history narrative.

### **Using a Spreadsheet to Create an Index of Names**

If you don't keep your family history information in a genealogical database program, you will need to create the Index of Names in a spreadsheet from your word processor file using programs such as MS Excel, Lotus, OpenOffice. See "Information Required For The Index of Names" for the titles of the columns you need to generate.

## **C. Submission Agreement**

The Submission Agreement between the submitter and the NZSG is to ensure the future protection of you Family History Narrative. In order to adhere to NZSG standards and to fulfil the obligations under the NZ Privacy Act 1993 there is a standard agreement form that must be submitted along with your files.

You must print, sign and return it in the same envelope with your submission. An officer of the NZSG also signs the form, then it will be returned to the submitter, along with your digital submission media.

The Digital Archivist retains a copy of the agreement. A signed copy of the Submission Agreement Form must accompany the Family History Narrative and the Index of Names.

### **Submitting Your Files to the Digital Archive**

Once your files have been prepared, copy them onto a flash drive or CD/DVD. The submitter is required to complete the Submission Agreement Form. Your CD/DVD data disks or flash drive will be returned to you once the data has been processed, along with a copy of the fully signed Submission Agreement. You are required to include, with your submission, a stamped self-addressed envelope for this purpose.

### **Your submission must include:**

1. Your family history narrative in PDF format (preferably including digitised photographs and documents)
2. Index of Names in GEDCOM format
3. Completed Submission Agreement
4. A stamped self-addressed envelope for the return of the digital media and the signed Submission Agreement.

Post to:

The Digital Archive NZSG, PO Box 14036, Panmure, Auckland 1741 Always check the NZSG website and The NZ Genealogist for the current address for submissions.

### **What happens when the Digital Archivist receives the Submission?**

Once the files have been submitted, they are given an identity code and submission date by the Archivist and loaded onto the Digital Archive which is a dedicated, secure computer that can only be accessed by the Digital Archivist. A backup of the information is kept off-site in a secure location for recovery purposes only.

The Index of Names is checked to ensure it does not contain living people, then it is tagged with the same identity code as the family history narrative. The index is then merged with the existing Searchable Index of names and uploaded onto the "Members Only" area of the NZSG website.

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