



## **The Elliot Clan Society, USA**

### **Outline for Submitting Genealogy Data Into The Elliot Clan Society Genealogical Database (Recommended Software)**

last updated October 19<sup>th</sup> 2007

## **Introduction**

The ECS Database is a compendium that contains information on hundreds of individuals of Elliot ancestry and their associated spouses. The database runs with Personal Ancestral File (PAF) software. The ECS USA Genealogist/Database Administrator is Dee Elliott-Wakefield.

If you are an Elliot/Eliott/Elliott/Eliot, we welcome you and even strongly encourage you to become a part of the ECS Genealogy Project. No charge is made for the work that is done (for initial entry of "trees" into the ECS Database), but consider donation when using our database as much work has been done to compile these records over the years. Much time and effort has been involved to have our database online! Your donations will go to general fund for ECS (also will help to cover costs of software, space on the server and the like). Please support us with your donations - they are most welcomed!

Also be aware that the Genealogist has numerous other projects and offers these services on "volunteer basis", therefore your patience is requested. At times it may take a while before responses can be made. I am most pleased to assist individual ECS members to research more about their Elliot ancestry.

### **Technological Considerations (Genealogy Software ECS utilizes)**

Much of the technological procedures have been designed previously by various other Genealogists and general procedure will remain the same. This project is very large therefore, at this time we will continue utilizing the Personal Ancestry File software. Before entry into the ECS database all records must be in a GEDCOM format. This procedure not only contributes to easier convergence of individual records in the Elliot Clan database it also is most prudent method regards to linking capabilities with other large database programs/sites on the web. If you currently do not have a "Genealogy Software" program on your computer you may download it at [www.familysearch.org](http://www.familysearch.org) This is perhaps the most important step in the process - It allows for uniformity of all records/trees with in the database. This program is FREE.

### **What's New? (updated instructions and clarifications as January 2007)**

We have updated "The Instructions for Submission" and it varies somewhat from the outline as posted on our sister site, which was last updated in late 2003 - by former ECS, USA Genealogist Debra Elliott-Morin (she resigned back in 2004).

### What has been changed:

- **We do not use Great Britain (GBR) as it was too general** and did not allow for parish entry. We use Scotland-SCT, England-ENG, Wales -WLS and Ireland-IRL.

- **We have made "date" and "place" as mandatory entry fields** (except for those still living), in which case date of birth, marriage and christening (if applicable) would only be entered. If for example you do not know where your ancestor was born in the USA you would enter ( ,,,USA). If you ancestor immigrated from either Ireland or Scotland before the 1800's you can enter ( ,,,IRL/SCT ) ( bef 1800)

- **Township is required for USA records if city is not known!** For early USA records please be sure to include Township if no town/city is specified!!! You would place that in #1 position (noting such -Twp) then county, state and so on. Example (Tiffin Twp, Defiance, OH, USA) In such case as you are certain your ancestor was born around 1800 in Reading Township, but the state is unknown you would enter (Reading Twp,, USA ) ( abt 1800) For early USA records Township is defined as analogous with city/town/village. Although, (obviously) these are differing in actual nature for practical purpose we must use them interchangeably.

- Also, we are asking that you **include a "Custom ID" entry**, which is a conjunction of your ECS Member# and the sequential record number for each GEDCOM record/person you are entering . see *Example for Custom ID* \* This "Custom ID" field may be found on the "**Edit Individual page**" and is at the bottom within "**OTHER**" heading which is on same section that you enter "date" and "place" mentioned above.

**\* Example for Custom ID** : My member# is US1928 therefore the first record would be **U19280001**. The second would be **U19280002**, then third **U19280003** and so on.... The U in prefix to signify USA records and the 0001 to allow for 9,999 records. In some cases we add an extra zero which then allows for 99,999 records.

### What is a GEDCOM?

GEDCOM is a file format that genealogists use to exchange information created by different software programs. Generally speaking GEDCOMS are compatible with most genealogy software, thus allowing you to open files that were created with a wide variety of differing programs. Similarly, the researcher /genealogist can open then import any file saved in the GEDCOM format.

You don't purchase a GEDCOM you create it. Creating a GEDCOM file of your family tree information is a simple procedure as long as you have genealogy software (this is the only way to get a GEDCOM file from your own family tree information). In most instances, once you have your file opened, (depending on your particular software program) you either "Export" as a GEDCOM (or a similar command) or from a menu, or "Save As" GEDCOM and then follow the subsequent instructions. Personal Ancestry File or PAF is a genealogy software program we are currently utilizing for (GEDCOM) purposes. This software also allows you to create your own family web page so that you may record then display your family tree.

## Recommended Software (Adobe Acrobat Reader)

### Why Use Adobe Acrobat Reader?

Acrobat Reader is an industry standard software that allows people to download and print documents over the Internet. Adobe files are very safe and secure. You will notice many documents in PDF format within the ECS site too! If you don't have Adobe Reader, you can download a free copy by following the link below

### Do You Have Adobe Acrobat Reader?

To find out if you have Adobe software installed on your computer just follow these steps:

- Click the Start button on your taskbar (bottom left of the computer screen).
- Select Programs from the pop-up menu.
- Verify that there is a folder called Adobe Acrobat listed.
- Verify that Adobe Acrobat Reader is version 5.0 or higher.

If you found a folder called "Adobe Acrobat", then you already have Adobe Acrobat Reader 5.0 or higher installed on your computer. To download pdf files just click on link.

If you do not see "Adobe Reader 7.0" (or other version) listed it is probable that you do not have Adobe software. The Acrobat Reader is Free.... To get it just go to the Adobe site and they will step you through the process of setting up Adobe Acrobat Reader.



### The Submission Process

To submit your genealogy data please read these instructions carefully. Obviously, the more complete and accurate information you provide us the more success you will have regards to searching, finding and linking your family to other Elliot families contained within the database. Please keep in mind, it is not the Elliot Clan's responsibility to research for you, but to provide means by which you may conduct research on your own. You may download the Personal Ancestry Program (PAF 5.2.18.0 version) for FREE at: [www.familysearch.org](http://www.familysearch.org)

To download the PAF program just do the following:

1. Go to [www.familysearch.org](http://www.familysearch.org) (link above)
2. Scroll to bottom of page to "Free Family History Software" (Personal Ancestral File - PAF)
3. Click on link: Download PAF
4. Fill out brief registration then hit 'submit' (You will be taken to download and installation page)
5. Select "Download" button: "English (version 5.2.18) (9.7 MB)"
6. After the download is completed, double-click the file to begin the installation process.

### Have a different Genealogy Program installed on your computer? Do you still need PAF?

Yes – it is still recommended that you download PAF. All software is different in format and architectural structure and must be converted to one standard/uniform type (which is a PAF/GEDCOM in this case). For those of you that have already installed a "Genealogy" software program on your computer just go to the aforementioned link listed above and download the PAF 5.2.18.0 version as instructed above. After that, you will need transfer you data from your chosen software into the PAF program. Please - Make sure that your data is entered as outlined below and save your file as a GEDCOM. Be sure that you save original copy (for backup purposes). Although it is true that you may indeed create GEDCOM's with other genealogy software (and we can/will accept GEDCOM's compiled utilizing other programs), if you are starting this process new please consider using PAF.

## Location Identifier Codes for Database Submissions

### Country and State Codes

The codes shown below are supplied by the ISO (International Organization for Standardization). It bases its list of country names and abbreviations on the list of names published by the United Nations. For uniformity the ECS also utilizes these 3-letter codes to identify nations (abbreviations) The codes for each corresponding country can be found on links listed below.

[Two-Character State Codes for USA\(elliottclanusa.com/instruct3.htm#getcd1\)](http://elliottclanusa.com/instruct3.htm#getcd1)

[Three-Character Country Codes \(elliottclanusa.com/instruct3.htm#getcd2\)](http://elliottclanusa.com/instruct3.htm#getcd2)

[Three-Character County Codes for UK \(elliottclanusa.com/instruct3.htm#getcd3\)](http://elliottclanusa.com/instruct3.htm#getcd3)

### Standard Abbreviations

The abbreviations below are for use in within family tree information that you enter in the database or on the "Family Group Form". Please be sure to use them as they will save much space in the database.

aft	after	fam	family
aka	also known as	g	grand
anc	ancestor(s)	gg	great/grand
arr	arrived	ggg	great/great/grand
bap	baptized	info	information
bef	before	m	married
btwn	between	m1	married 1st
bro	brother	m2	married 2nd
bur	buried	mo	mother
cem	cemetery	par	parents
ca	circa	poss	possibly
ch	child/children	prob	probably
co	country	res	resided
d	died	set	settled
dau	daughter	sis	sister
desc	descendant	s/o	son of
div	divorced	twp	township
d/o	daughter of	unk	unknown
fa	father		

## PAF software is installed – Instructions for entering data

Once you have the Personal Ancestry File software installed please be make sure that all data is in the format a instructed below. Also be sure that all information is as complete as it can possibly be. Kindly take note: Any changes requested to trees once submitted

to the Elliot Clan Database (after the initial submission process) will require much work. Although, trees can be updated these changes absolutely will not take precedence over other "new entries" received. In other words be very sure data is correct the first time!

## Step-by-step instructions with screenshot of the PAF program

Print off screenshot of instructions by clicking on thumb-nails below:



### Open the PAF Program

If starting the program (the first time) you will be asked to create a new file. Please use your ECS Member number here! You will be asked to enter name address ect, you may leave this blank if you wish.

Next you will be taken to the main area. Go near to of page and click on "PEDIGREE" tab.

You should now see chart displayed. Click on box (in navy) now begin filling out (starting with yourself).

1. **PERSONAL:** - Make sure name is as complete as possible by:
  - a. **FULL NAME:** Give full the name: first, middle and last (Put last name in caps)
  - b. List: Jr, Sr, or I,II,III if applicable (after last name) ex /ELLIOT/Jr
  - c. **SEX:** Male or female
  - d. **OTHER Title (prefix):** Give title or prefix: Dr, Gen, Duke, Rev
  - e. **OTHER Married name:** Enter married name of female if known
  - f. **OTHER Nickname:** Also known as and nicknames go here

Note: Please do not use periods or long names for titles, this takes up valuable space!

- b. **PLACE: under Birth** (DO NOT LEAVE THIS BLANK) use 4 location identifiers
  - i. Parish/Village/City/Town (first entry): Be as complete - list full place names here
  - ii. Region/Province/District/County (second entry): Also be sure to use complete names
  - iii. Country/Province/State (third entry): Please use two (for states in USA) and three name abbreviations here. (examples of this are below)

iv. Country/Continent (fourth entry): Generally speaking follow the same naming convention the U.S. Postal Service uses. (Canada-CAN, Europe- EUR, United States of America-USA, Scotland-SCT, Ireland-IRL and England-ENG)

- c. **CHRISTENING;** (date - same format outlined above)
- d. **Place under Christening** Similar to above but listing Church as #1 then other info.
- e. **DEATH:** Use same date format listed above (IF STILL LIVING LEAVE BLANK)
- f. **PLACE: under Death** Is a place of death and NOT CEMETERY!
  
- g. **BURIAL:** Date when buried - You may use a few days after death
- h. **PLACE: under Burial** The place where person is buried. Please be sure to list the CEMETERY if KNOWN as #1 and then county, state and country!

**EXAMPLES (for PLACE entries):**

USA (City of Detroit, Wayne County, Michigan, United States of America)  
Detroit, Wayne, MI, USA

USA (Tiffin Township, Defiance County, Ohio, United States of America)  
Tiffin Twp, Defiance, OH, USA

Canada (Town of Amherstburg, Essex County, Province of Ontario, Canada)  
Amherstburg, Essex, ON, CAN

Canada (Town of Edmundston, Madawaska County, New Brunswick Province, Canada)  
Edmundston, Madawaska, NB, CAN

England (City of Winchester, Hampshire District, England)  
,,Winchester, HAM, ENG

Scotland (Town of Harwick, County of Roxburghshire, Scotland)  
,,Harwick, ROX, SCT

Ireland (Durhome Parish, Town of Skreen, County of Donegal, Republic of Ireland)  
Durhome, Skreen, DON, IRL

\*note for Ireland:

Make sure to leave room for parish (#1) as it is very important. Most records were kept in/by local parishes before 1900's and this is only info many people to enter!

\*\*note for older USA records:

At times in 1700 - 1800's in the USA town or city was not listed (as it did not apply) because many people lived in rural areas (on farms and the like) and in these cases "township" was used. In such instances please be sure to enter township (as #1 with twp included) followed by county, state and country.

Example:

Tiffin Township, Defiance County, Ohio, USA  
Tiffin Twp, Defiance, OH,USA

### PLACE ( 4 place location identifications outline):

	(1)	(2)	(3)	(4)
Africa	Village/Town/City	Region/Province	Country	Continent
Asia	Village/Town/City	Region/Province	Country	Continent
Australia	Village/Town/City	County/District/Region	Province/State	Country
Canada	Village/Town/City	Region	Province	Country
United States	Village/Town/City	County	State	Country
Europe	Parish/Village/City	Town/City/County/Region	County/Region/Country	Country/Con.
England	Parish/Village/City	Town/City/County/Region	County/Region/Country	Country
Ireland	Parish/Village/City	Town/City/County/Region	County/Region	Country
Scotland	Parish/Village/City	Town/City/County/Region	County/Region	Country
New Zealand	Village/Town/City	District/Region	Province	Country

### 3. NOTES: - Make sure to fill out this area:

- a. Please put your name and complete mailing address on first line.
- b. List events such as military service, religion, occupation, education or other events of significance that were not previously mentioned.

After all is complete hit the save button (upper right top) and enter the next person following same procedure.

\*Please take note - "Living People" will be excluded from the file by excluding records that have "no data" within the "DEATH date" field (which is easiest method!) so considering this be absolutely sure that you enter something in every field!

### How to save a PAF file as a GEDCOM:

1. Open your Personal Ancestral File (PAF) genealogy file.
2. At the top left hit the **File** option and then select **Export**.
3.
  - a. Under "Export To" **select "Other GEDCOM 5.5"** (make sure to leave Char Set "UTF-8" ALONE)
  - b. Next under the "Selected Individuals" **select "all"**
  - c. Click on the **Export** button.
4.
  - a. Now on the "Export GEDCOM files as" menu enter the **File name** please enter your ECS member #, underscore "\_" and 2 digit for month and for year) as example using mine => would be U1928\_1007.ged
  - b. The **"Save as" default** will be **GEDCOM files (\*.ged)** DO NOT CHANGE
  - c. Click on the **"Export"** button
  - d. Check the PAF export report and make sure "errors" =0 (export is OK)
5. Now just attach this GEDCOM to your email message and send it. Be sure to include your ECS member# on the subject line of your e-mail.

## The Entry Process is Complete. Where to send your GEDCOM?

PLEASE be sure you have entered and verified all data, then save it as a GEDCOM as instructed above.

You may then send me your GEDCOM via e-mail or regular mail(which ever you prefer). If sending your GEDCOM by "snail mail" you may use either CD or 3 ½floppy disk. Please make sure to put your name and Elliot Clan Membership Number and "Genealogy" on both your CD/Floppy and on you envelope too. The CD or Floppy *will not be returned*.

All GEDCOM's will be then entered into the ECS USA database. A scaled down version will also be transferred to an online database which you then may have access to. I will notify you when entry into the online database is complete. If you use the online database PLEASE CONSIDER A DONATION to the ECS - as many volunteers have worked diligently over the years to make this possible! These records represent hundreds of hours of work by ECS members past and present.

For those of you that do not have access to a computer (making submissions in paper format) yet would like to be notified of links (I find a branch related to your family) within the ECS database - be sure to include a self addressed stamped envelope with your "Form Entry". My mailing address is: ECS Genealogist, Dee Elliott-Wakefield, as listed in the "Signal Tower" Please put your name and Elliot Clan Society number (listed in the "Signal Tower" or on the card given to you when you joined the Elliot Clan) on the subject line of your mail otherwise I will not open it!

**PLEASE REMEMBER -- Put your name and your Elliot Clan Society Member number (listed in the "Signal Tower" or on the card given to you when you joined the Elliot Clan) on all correspondence.** If you have recently joined the ECS just e-mail me and I will send you my mailing address. Again, make certain to include your ECS member# on all e-mail (in the subject line), especially when your e-mail includes attachments such as GEDCOMS - otherwise I will not open it!

If your entries are incomplete or in improper format it will delay your entry into the database!

Thank you for your cooperation! I am hopeful that this process may help you to find links to your Elliot ancestors!

© Site Copyright 2006, 2007 Elliot Clan Society (Dee Elliott-Wakefield)