



# Connections

www.mcigs.org

McHenry County Illinois Genealogical Society Newsletter



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Contact Us: [newsletter@mcigs.org](mailto:newsletter@mcigs.org)

February 2018

## *Extra! Extra!*

### MCIGS Presents Newspapers.com at Upcoming Meeting on Thursday, February 8<sup>th</sup> at 7:00pm

**Newspapers.com** is the online home of millions of pages of historical newspapers from the United States and beyond. Newspapers provide a unique view of the past and can help us understand and connect with the people, events, and attitudes of an earlier time. Come learn how to search the collection to find news, notices of births, marriages and deaths, sports, comics and more. Alice Hayes, the Genealogy Specialist at the Crystal Lake Public Library, will give tips and tricks on using the Illinois section of Newspapers.com, which provides access to 149 historical newspapers in Illinois...including the (Crystal Lake) Herald from 1875-1963.

The screenshot shows the Newspapers.com website with the following elements:

- Top navigation: Search, Browse, Papers
- Header: Newspapers.com logo, TOTAL PAGES 25,330,400
- Section: MCIGS PRESENTS
- MCIGS logo
- MCIGS logo with "Riseover FREE TRIAL" text
- Main heading: Newspapers.com
- Text: Presented by Alice Hayes
- Text: Re: General Monthly Meeting
- Text: Date: February 08, 2019
- Graphic: Blue wave logo
- Date: THURSDAY, FEB 8, 2018
- Time: 7:00PM
- Address: The Pointe Outreach Center, 5650 Northwest Highway, Crystal Lake, IL
- Website: <http://www.mcigs.org>
- Statistics:
  - 1,376 NEW TITLES FOR A TOTAL OF OVER 6K NEWSPAPER TITLES
  - 110,447,021 NEW PAGES TOTALING OVER 337 MILLION PAGES PER MONTH
  - 337 MILLION NEWSPAPER PAGES

MCIGS meetings take place at The Pointe Outreach Center located at 5650 Northwest Highway in Crystal Lake adjacent to Target. Attendees are encouraged to arrive up to 30 minutes beforehand to ask questions and socialize with other attendees.

## Upcoming Events

**Feb 3, 2018 CGS – *DNA: A Power Tool in a Genealogist's Toolbox*** at The Newberry Library, 1:30pm. For more information, visit <http://www.chicagogenealogy.org>.

**Feb 5, 2018 ITPL – *Introduction to Genealogy*** at Indian Trails Public Library, Wheeling, IL, 7pm – 8pm. For more information, visit <http://www.indiantrailslibrary.org>.

**Feb 6, 2018 WCGS – *Share Meeting at Geneva Lake Museum***, Lake Geneva, WI, 11am – 1pm. For more information, visit <http://www.walworthcgs.com>.

**Feb 8, 2018 MCIGS – *Newspapers.com*** at The Pointe, Crystal Lake, IL, 7pm. For more information, visit <http://www.mcigs.org>.

**Feb 10, 2018 NSGS – *Using DNA Test Results in the Genealogical Proof Standard*** at Glenview Public Library, Glenview, IL, 1pm-2:30pm. For more information, visit <http://www.nsgsil.org>.

**Feb 13, 2018 STDL – *The Voyages of our German Ancestors*** at The Schaumburg Township District Library, Schaumburg, IL, 7:30pm. For more information, visit <http://www.schaumburglibrary.org>.

**Feb 17, 2018 CAGGNI – *Tracing Your WWI Immigrant Ancestors in Alien Papers*** at Schaumburg Library, Schaumburg, IL, 10:30am. For more information, visit <http://www.caggni.org>.

**Feb 8, 2018 DCGS – *Untying The Knot: Divorce Records*** at Wheaton Public Library, Wheaton, IL, 6:30pm. For more information, visit <http://www.dcfgs.org>.

## MCIGS 2018 Summer Genealogy Conference

Even before the Christmas presents were purchased and wrapped, the MCIGS Conference Committee has been hard at work making plans for the 2018 Summer Genealogy Conference.

This is an all-day conference for genealogists and family historians on Saturday, July 7, 2018. The event will take place at McHenry County College Conference Center, [8900 Route 14, Crystal Lake, Illinois](#) from 8:00 a.m. to 3:30 p.m. The conference is ideal for everyone, no matter if you are just beginning to work on your family history, or have been searching for years and need some new ideas to help you break through those brick walls. There's always something new to be learned at every level.

This year's speakers include **Judy Russell**, a genealogist, with a law degree. Judy enjoys helping others understand a wide variety of genealogical issues, including the interplay between genealogy and the law. **Lisa Alzo**, who currently teaches online genealogy courses for Family Tree University and the National Institute for Genealogical Studies. **David Rencher**, Chief Genealogical Officer for FamilySearch. **Curt Witcher**, the Allen County Library's Senior Manager of Special Collections, a job which involves managing The Genealogy Center.

In addition to the presenters, a number of vendors including genealogy and historical societies, book sellers, and others will be available for you to peruse during the day. There will also be a number of fabulous door prizes available. All registrants will receive 5 door prize tickets.

Registration information will soon be available on our website. We hope to see you there!



**Arlene Basten  
Conference Committee**

## Document Transcription Ann Wells

One of the most difficult activities for genealogists is to transcribe a handwritten document. What is a transcription? Transcribing a document means translating each written word into a typed or printed (by hand) word. Most of us today will use a computer to transcribe.

Of course the handwriting can be from amazingly clear to looking like a preschooler scribbled on a piece of paper. It doesn't matter what the handwriting is like, when transcribing you must still translate the handwritten into a readable format. Why are you going to do this? Reading a written document takes a lot of time and energy and if you want to go back to review it you are going to spend a lot of time and energy. If you transcribe it, you'll have a perfectly readable copy that you can return to again and again without struggling with it and you'll have every word so with any luck it will all make sense.

You could use a speech recognition program, like Dragon and read the document into it then go from there, although you will probably have to do some correcting. Some computer programs are already installed – like Microsoft that will do the same thing. Once it is in a readable format you will have to go back and make some corrections. There are also programs that help with transcribing digital documents and allow you to see the original and your work on the same page and those are free.

Ok, how do you start? There are a few things you should know:

Lay out the printed version EXACTLY like the written version. If there is a file number or other identifying number at the top, be sure to add that to the printed version. Sometimes there is writing on the reverse – file number, name of county, type of document – transcribe that on a separate page.

Type in the first line and end with the word on that line. It might make for a short line – doesn't matter. Line two will start with line two of the written document. If you can't read a word, leave an underlined space (I usually use 5 spaces) and continue. Once you've been reading the document for a bit, you might realize what the word is and you can enter it then. Using 1 ½ spaces for line spacing makes it more readable and helps if you have to go back and correct words, missing words, etc. When you finish page one, start another page for

## Upcoming Events

**Mar 3, 2018 CGS – South Suburban Genealogical & Historical Society (SSGHS)** at The SSGHS Library, 10am. For more information, visit <http://www.chicagogenealogy.org>.

**Mar 8, 2018 MCIGS – Ancestry.com** at The Pointe, Crystal Lake, IL, 7pm. For more information, visit <http://www.mcigs.org>.

**Apr 12, 2018 MCIGS – Gen202: Beyond The Basics** at The Pointe, Crystal Lake, IL, 7pm. For more information, visit <http://www.mcigs.org>.

**May 10, 2018 MCIGS – Cook County Social Worker for the Unclaimed Dead** at The Pointe, Crystal Lake, IL, 7pm. For more information, visit <http://www.mcigs.org>.

**June 14, 2018 MCIGS – GOOGLE for Genealogy** at The Pointe, Crystal Lake, IL, 7pm. For more information, visit <http://www.mcigs.org>.

**July 7, 2018 MCIGS – MCIGS Summer Confrence** at McHenry County College, Crystal Lake, IL, 7pm. For more information, visit <http://www.mcigs.org>.

**August 9, 2018 MCIGS – Probate Records** at The Pointe, Crystal Lake, IL, 7pm. For more information, visit <http://www.mcigs.org>.

**September 13, 2018 MCIGS – What's New At FamilySearch** at The Pointe, Crystal Lake, IL, 7pm. For more information, visit <http://www.mcigs.org>.

**October 11, 2018 MCIGS – What's New On the Internet** at The Pointe, Crystal Lake, IL, 7pm. For more information, visit <http://www.mcigs.org>.

the page two of the document. Note – you might have use more than one typed page to equal the first written page.

If you come across “fs” in a word, it was just another way to write a double “s” and you want to transcribe as ss. Such as the word “lefs” when in fact it is “less.” If you can’t decipher it at the time, write what you think you see, underline it and go back later. Another word is “y” and it is “th” and always pronounced as such. Some people do transcribe what they see – fs, or y and then make a footnote or put into parenthesis the correct word. Just be consistent.

You will no doubt come across run-on sentences, incorrect spelling, badly phrased sentences, lack of capital letter, or capital which wouldn’t be used today, etc. and you will transcribe just as you see them.

If a line or word is lined out – include it. You should line it out as well. If a sentence or word is included with an inverted V, looking like between two lines of script, type it in the correct space, realizing that your typed line will probably end on the next line. Then go to the beginning of the next line to begin typing the next handwritten line.

Once you finish the transcription, and yes, it might take you a few hours to do it, you’ll be able to go back and read it to discover what is there. You might want to add that event to your genealogy program with a synopsis of what the document said. You’ll be surprised what you find after you have completed the transcription.

What then? Once you have transcribed the document, filled in the information where it needs to go in your computer program, you are ready to make a research plan from the document. Do you need to follow up on other people named in the document? Perhaps an unknown place of residence is mentioned, or spouses of children. There will be good clues to go forward with your research.

Some hints (in no particular order) that might help:

- Make a copy of original and use that to work with.
- Number the lines both on the copy and the transcription – makes it very easy to go back to specific lines if needed.
- Any notations you make should be in brackets [ ]
- Be sure to cite your source!!
- Have a magnifying glass at hand – there are a variety of them, hand held, sheet type, lighted.
- Be in well lighted space – some of the documents will have ink faded areas and this will help.
- Be sure to include EVERYTHING written in document – this includes notes in the margins, etc.
- Be sure to proof what you have transcribed against original.
- **Don’t try to do it all at once.**

### Suggested reading:

Cyndi’s List *Transcribing, Abstracting, Extracting & Indexing » Guidelines, Standards, and How-To* (<https://www.cyndislist.com>; accessed 28 December 2017)

FamilySearch Wiki *Transcribing Historic Documents (National Institute)*, <https://www.familysearch.org>; accessed 27 December 2017)

Goodrum, Michelle. “Ten Tips and Reasons to Transcribe Documents” *The In-Depth Genealogist* (November 2012); (<http://theindepthgenealogist.com>; accessed 27 December 2017)

Greenwood, Val D., *The Researcher’s Guide to American Genealogy, 2<sup>nd</sup> Edition* (Baltimore: Genealogical Publishing Company, 1990) 379-380