



## **Port Macquarie & Districts Family History Society Inc.**

### **Roster Volunteer and New Member Orientation ‘Modules’**

1. Roster - Duties, Timetable
2. Library computers – Overview
3. Online Resources - TAB 1  
Ancestry, Find My Past, British Newspapers, National Archives UK,  
National Archives Ireland, Family Search
4. CD Rom Resources - TAB 2  
NSW BDMs; Digger; Immigration Indexes, Cemeteries
5. Newspaper Resources - TAB 3  
Port Macquarie News, Camden Haven Courier, Wauchope Gazette,  
Macleay Argus, Macleay Chronicle, Trove, Sydney Morning Herald
6. Locating Resources
7. PMDFHS Books
8. Society Laptop - Contents
9. Using Microfilms

#### **To Do:**

10. Resources b. locked drawer contents
11. Where to find ‘how to aids’
12. Useful items owned by the PM Library
18. Using the Fiche  
Sands Directory, BDM
20. Other

## MODULE 1.

### THE ROSTER

#### Duties:

- \* As well as helping others, and learning as we do, it is our responsibility to keep our resources tidy.
- \* Information for roster volunteers is emailed regularly; feel free to ask any questions or for advice

#### Roster Plan for the Year

- \* A draft roster timetable for the year is planned and sent out to the volunteers to see if their times are still suitable. Most helpers have a set day or days at regular intervals, but may be available on other days, or away at times.
- \* The resulting roster timetable is put up - on our website as a pdf and above the volunteer sign on book.
- \* Any known changes are marked on this paper version as they occur.
- \* A quarterly roster timetable is emailed to roster volunteers.
- \* Regulars can make their own 'swap' with another helper to suit, if they wish, or ring the coordinator, who will organise a replacement.
- \* A list of names and contact details of the roster volunteers is provided for your convenience – just ask if you don't have one.
- \* If you are unavailable at the last minute, a phone call to advise the Reference Librarian ph. 65818723 if possible, would be good.

'Learners' are encouraged to attend often, even for a short session or on different days, to get experience and see how the regular helpers deal with researchers.

It takes time to gain confidence, and no one should feel they should be able to do everything. Start 'small' and ask if you don't know.

It is alright to say you are just learning, or that you are 'not experienced' in that area, or to see if the Reference Librarian can help, if need be.

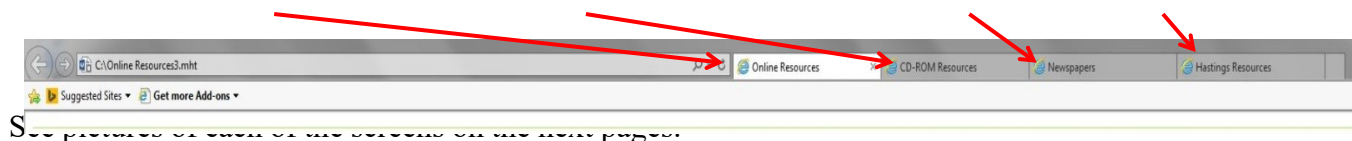
## MODULE 2.

## Modules for Roster Volunteers and New Members

### LIBRARY COMPUTERS – OVERVIEW

There are three available computers in the Local Studies Room. There are 4x main screens on each. The following tabs across the top of the screen will take you to each screen in turn, to see the various resources available.

**Online Resources.....CD Rom Resources ..... Newspaper Resources..... Hastings Resources.**



**Q. The screen looks different, and I can't find the other tabs, what do I do?**

**A.** At any time, you can click on the 'home' icon, to take you back to the first screen with all the tabs, or click on the Internet Explorer icon on the desktop.



### OPENING SCREENS

**TAB 1: Online Resources**

**ONLINE RESOURCES**

ancestry findmypast findmypast findmypast  
The British Newspaper Archive The National Archives FamilySearch

**AUSTRALIAN RESOURCES**

Australia Wide Resources  
New South Wales  
Queensland  
Tasmania  
Victoria  
South Australia  
Western Australia  
Northern Territory

**TAB 2: CD Rom Resources**

**CD-ROM RESOURCES**

IMMIGRATION INDEXES  
NEW SOUTH WALES  
QUEENSLAND  
VICTORIA  
SOUTH AUSTRALIA  
TASMANIA  
WESTERN AUSTRALIA  
CEMETERY RECORDS

**TAB 4: Hastings Resources**

**Newspapers**

Port Macquarie News  
Camden Haven Courier  
Wauchope Gazette  
Macleay Argus  
Macleay Chronicle  
Trove  
The Sydney Morning Herald  
smh.com.au

**LOCAL RECORDS ~ HASTINGS & DISTRICT**

Cemeteries  
Histories  
Convict Records  
Runaways Robbers and Incurable Rogues











**TAB 1: ONLINE RESOURCES -**

This tab will take you to the most popular genealogy websites.



**Ancestry, Findmypast, The British Newspaper Archive, National Archives UK, National Archives of Ireland & Family Search** take you straight to the internet sites, without having to locate them on ‘google.’ Findmypast can only be used by three persons at the same time in the whole of the Hastings area – so you may need to be a little patient waiting to get online there.

**AUSTRALIAN RESOURCES** takes you straight to lots of Australian genealogical websites of use. These

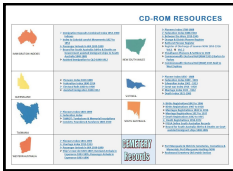
AUSTRALIAN RESOURCES			
 AUSTRALIA WIDE RESOURCES	<ul style="list-style-type: none"><li>&gt; <a href="#">National Archives</a></li><li>&gt; <a href="#">National Library</a></li><li>&gt; <a href="#">Society of Australian Genealogists</a></li><li>&gt; <a href="#">CoraWeb: Cora Nums web links</a></li><li>&gt; <a href="#">Ryerson Index</a></li><li>&gt; <a href="#">Society of Australian Genealogists</a></li><li>&gt; <a href="#">Australian War Memorial</a></li></ul>	 NEW SOUTH WALES	<ul style="list-style-type: none"><li>&gt; <a href="#">Births, Deaths &amp; Marriages</a></li><li>&gt; <a href="#">BDMs via Aus Cem Index</a></li><li>&gt; <a href="#">State Records</a></li><li>&gt; <a href="#">State Library</a></li><li>&gt; <a href="#">Sands Sydney, Suburban and Country Commercial Directory</a></li></ul>
 QUEENSLAND	<ul style="list-style-type: none"><li>&gt; <a href="#">Births, Deaths &amp; Marriages</a></li><li>&gt; <a href="#">State Archives</a></li><li>&gt; <a href="#">State Library</a></li></ul>	 VICTORIA	<ul style="list-style-type: none"><li>&gt; <a href="#">Births, Deaths &amp; Marriages</a></li><li>&gt; <a href="#">Public Records Office</a></li><li>&gt; <a href="#">State Library</a></li></ul>
 TASMANIA	<ul style="list-style-type: none"><li>&gt; <a href="#">Births, Deaths &amp; Marriages</a></li><li>&gt; <a href="#">LINC Tasmania: State Library of Tasmania, the Tasmanian Archive and Heritage Office plus others</a></li></ul>	 SOUTH AUSTRALIA	<ul style="list-style-type: none"><li>&gt; <a href="#">Births, Deaths &amp; Marriages</a> : official site but no searchable indexes</li><li>&gt; <a href="#">Genealogy SA</a></li><li>&gt; <a href="#">Family History South Australia</a></li><li>&gt; <a href="#">State Records</a></li></ul>
 WESTERN AUSTRALIA	<ul style="list-style-type: none"><li>&gt; <a href="#">Births, Deaths &amp; Marriages</a></li><li>&gt; <a href="#">State Records</a></li></ul>	 NORTHERN TERRITORY	<ul style="list-style-type: none"><li>&gt; <a href="#">Births, Deaths &amp; Marriages</a></li><li>&gt; <a href="#">Archives Service</a></li></ul>

have been separated into individual states and Australia wide (websites which cover all states).

**Ryerson Index** is a finder for Australian deaths, recent and past, and is updated daily.

 AUSTRALIA WIDE RESOURCES	<ul style="list-style-type: none"><li>&gt; <a href="#">National Archives</a></li><li>&gt; <a href="#">National Library</a></li><li>&gt; <a href="#">Society of Australian Genealogists</a></li><li>&gt; <a href="#">CoraWeb: Cora Nums web links</a></li><li>&gt; <a href="#">Ryerson Index</a></li><li>&gt; <a href="#">Society of Australian Genealogists</a></li><li>&gt; <a href="#">Australian War Memorial</a></li></ul>
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**CoraWeb** is a gateway to lots of genealogical websites.

**TAB 2: CD ROM RESOURCES**

Take the time to click on each of the links here to see what they are.

Many will ask you to choose the 'run' option to proceed to use the resource.



The others will simply open a new Tab or Folder containing the Resource. You may need to click on the lower Taskbar to open the Folder.

**TAB 3: LOCAL & NATIONAL NEWSPAPERS**

This tab takes you to pdf copies of the **Port Macquarie News**, **Camden Haven Courier**, **Wauchope Gazette**, **Macleay Argus** and **Macleay Chronicle**. See Module 14 (pdf **Footsteps** article) with instructions on how to use these digitized newspaper copies.

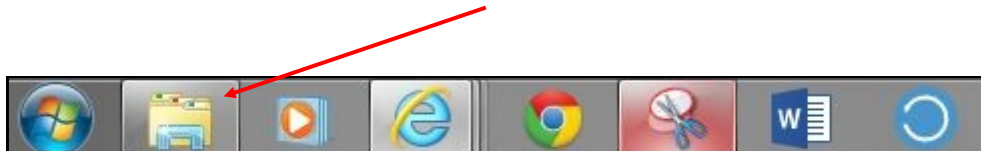
At the bottom of the page, click on the link to **TROVE** or the **SMH (1831 to 1989)** to go to those sites. **SMH (2006 Onwards)** will take you to the subscription site. Click on existing subscribers. There is a limit of 1 user, so you may need to be patient waiting to get online there.

**TAB 4: HASTINGS RESOURCES**

This tab, has resources relating to the Hastings and Manning area.

When you click on one of these resources a new tab or folder will open with the relevant information. You may need to click on the lower Taskbar to open the

Folder.

**Printouts**

All printouts in the Library are to be paid for (20c each) at the Reference Desk (back of Library) before you leave.

## ONLINE RESOURCES - TAB 1



**Ancestry.com** is a subscription-based genealogy research website. The majority of records are from the United States, though records are being added for other countries all the time. Some records are free for anyone to access, but the majority are accessible only by paid subscription. User-generated content includes uploaded photos, uploaded family trees and uploaded stories.

Their documents (census, marriage, birth and death records, land deeds, immigration records, Military records, obituaries, city directories etc...) are reliable. These are all primary source documents which they have digitized and made available.

But those records are only as good as the person using them, which brings us to the part where Ancestry.com ISN'T reliable.

Some people want to believe they have all kinds of cool ancestors, so are inclined to go with questionable information, if not make things up out of whole cloth. That feature in the commercials where you have your family tree, and there is the little green leaf, which shows you other people's trees? *That feature is not to be trusted!* Don't trust any of the other trees you come across that your own overlaps with, unless you confirm it through your own, independent research. And even then, the further back you go, the more cautious you should always be.

Ancestry has so many records you can become overwhelmed by the number of search results. Here are a few tips to help you make the most of Ancestry.

**Card Catalog** –Instead of searching all records at one time in Ancestry, you can find one database, one publication, and search it. **How to:** from the main menu, click on Search. The last item in the drop down is “Card Catalog.” Click on that. Then you can put in a keyword or title to search for like records. Search suggestions could include searching the country, state and type of record you’re looking for (e.g. Australia, NSW Land Records).

**Suggested Records** –When you search for records on Ancestry, on the right hand side of the screen pops up a list of other records for possibly that ancestor? The title of the section is “Suggested Records.” Ancestry thinks these records might be related. It doesn’t mean you add all of the records they suggest to your tree. But it is worthwhile to check out their recommendations.

**First Names Only** – You can search by just the first name. Sometimes, you know where someone is, but that last name is giving you trouble. Just put in the first name and the location and dates. Avoid the whole last name altogether. It’s best to do this with one database at a time or you will get 100,000 results for “Mary.”

**Add Family Members** – In almost all search windows Ancestry presents the researcher, there is an option right below the place you key in the name, “+Add Family Members.” This is particularly handy for searching Census records when spelling may be causing you trouble but you know siblings.

**Search Wildcards** – Do you have a family name where a vowel could be written as an “a,e,i,o, or u?” Or the “v” is often a “b?” The trick to overcoming this is the wildcard. There are two types of wildcards, an asterisk and a question mark. The asterisk when inserted in a word with at least two characters, will provide results with more than 1 letter e.g. A search for “john\*” might return “john, johnson, johnsen, johnathon, johns”, etc. A search with the question mark, again with at least two characters provided, substitutes only one letter. “Sm?th” equals both “Smith” and Smyth.” Either way, you don’t have to come up with all the possible spelling variations to find the right record. Ancestry will happily and easily do it for you.





**Find My Past** is a searchable online archive of historical records from around the world, including parish records, censuses, migration records, military collections, historical newspapers, and more. It has collections of records from the U.S., Canada, Ireland, the UK, Australia, New Zealand and beyond, dating back to 1200.

Find My Past records can be searched:

- All at once - 'Search all records' on the opening page.
- Individually - Find the record in 'Search Menu' A-Z of Record Sets. E.g. 1881 England, Wales & Scotland Census
- In subject groups - In 'Search records' find Armed forces & conflicts; Censuses, land & surveys; Church & religion; Directories & social history; Education & work; Institutions & organizations; Life events (BDMs); Travel & migration; and Newspapers & periodicals.



**FamilySearch** is a genealogy organization operated by The Church of Jesus Christ of Latter-day Saints. FamilySearch maintains a collection of records, resources, and services designed to help people learn more about their family history.

FamilySearch offers free online access to its worldwide resources.

\* It also offers borrowing (at a cost of a few dollars) of microfilms for viewing at your local library.

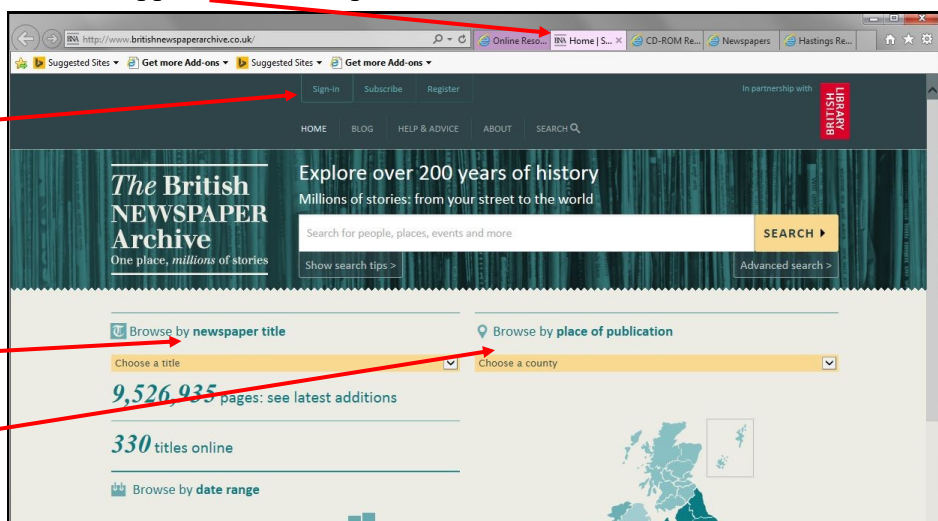
### MODULE 3 - Online Resources cont.

To use the **British Newspaper Archive** subscription at the library you need to register online at their home page [www.britishnewspaperarchive.co.uk](http://www.britishnewspaperarchive.co.uk) with an email address and password. This is required only once, but you will use these logon details each time you access the newspaper archive. This allows you to store images and searches and make notes for your personal use.

\* Click on the Link to open. A new tab will appear. Click to open window.

\* Sign in using your logon details.

\* Choose to browse:  
by  
Newspaper Title  
or  
Place of publication



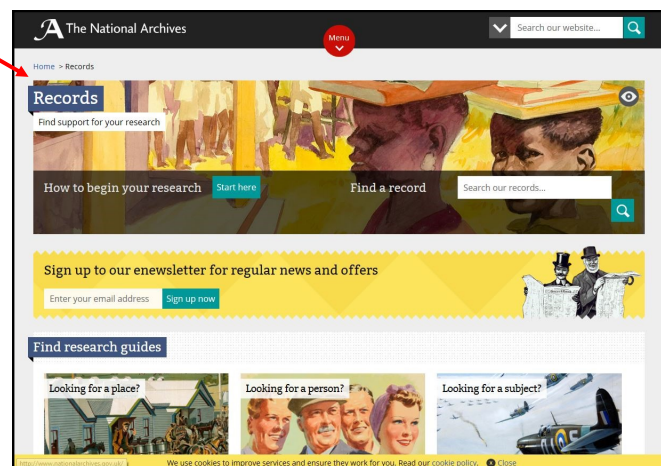
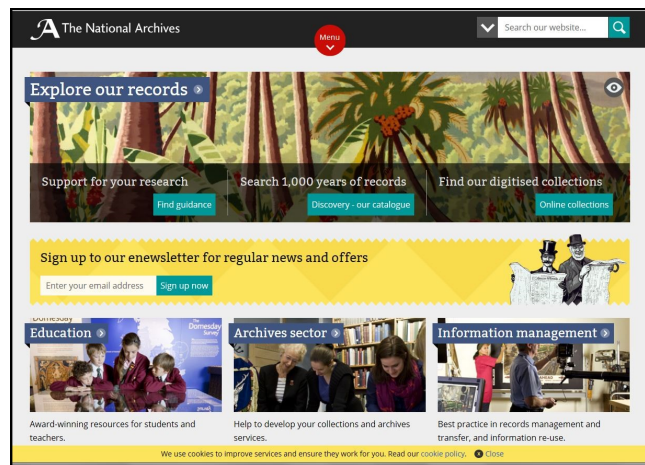
\* Click on the **National Archives UK** Link to open the following window.

\* Click **Explore our records** to open the search window.

\* Click **Records** to start your search.

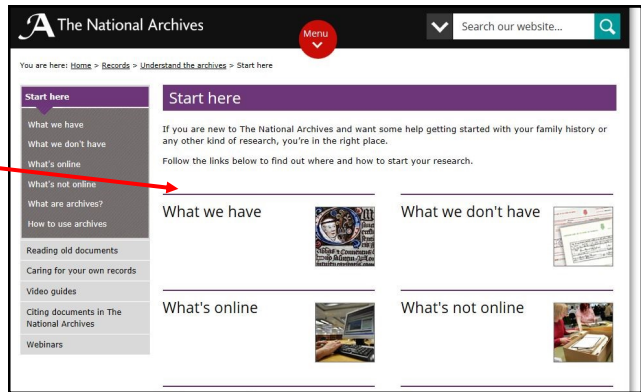
OR

\* If you are unsure of what to do, there is a very good help section in **How to begin your research**.

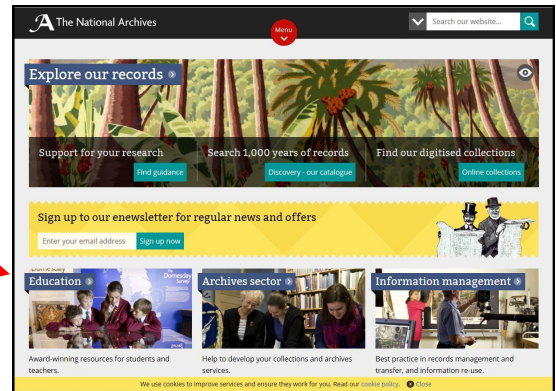




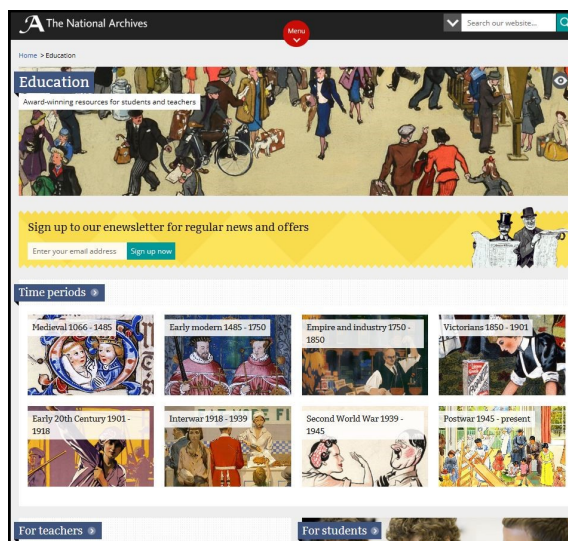
- \* Follow the links to find out where and how to start your research.



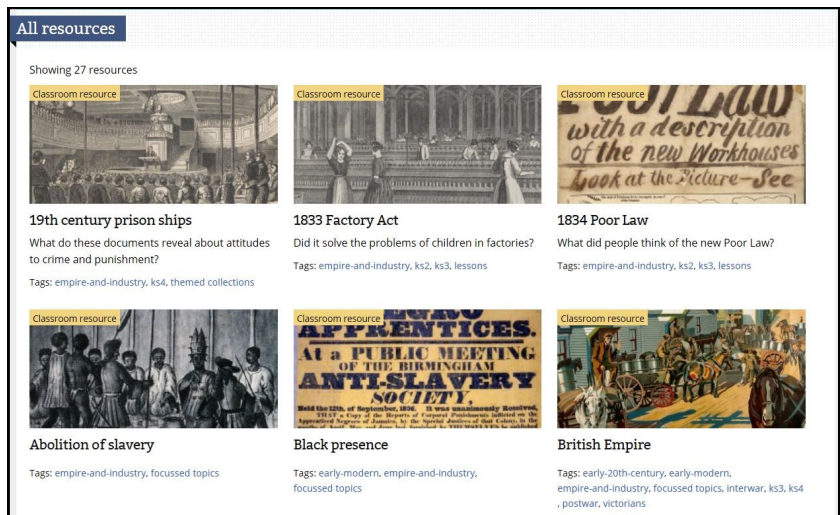
- \* For background information try the Education page from the opening window.



1. Select a time period.



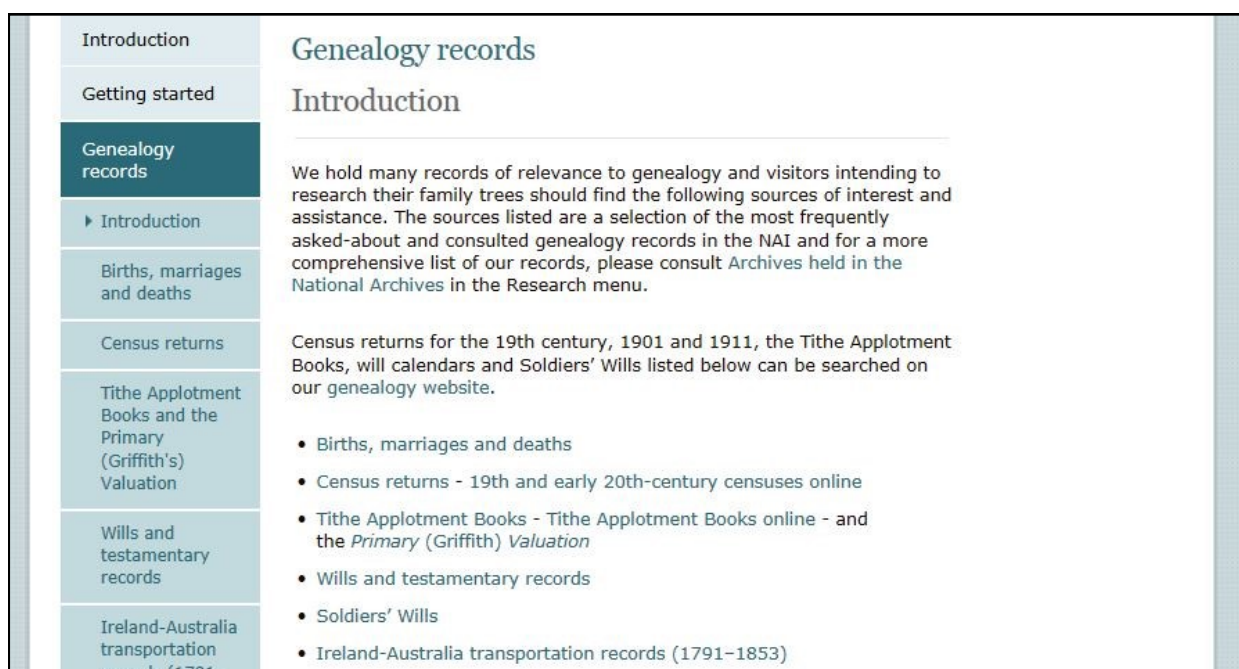
2. Choose a topic.



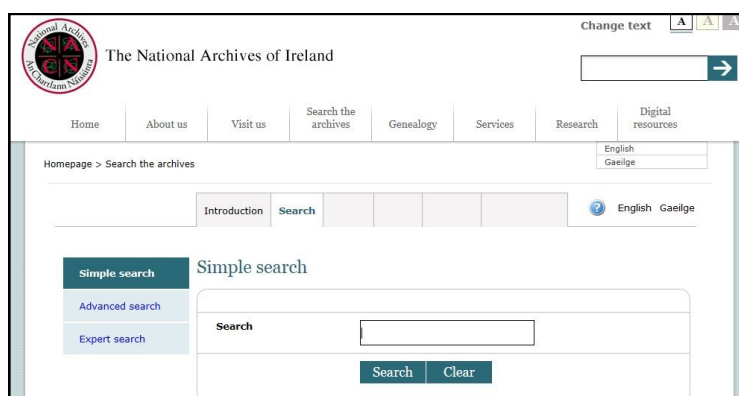


\* Click on the **National Archives of Ireland** Link to open the following window.

\* Go to Genealogy records, select the search area from the menu.



\* Choose either Simple or Advanced search, type in your search criteria and click the search button.

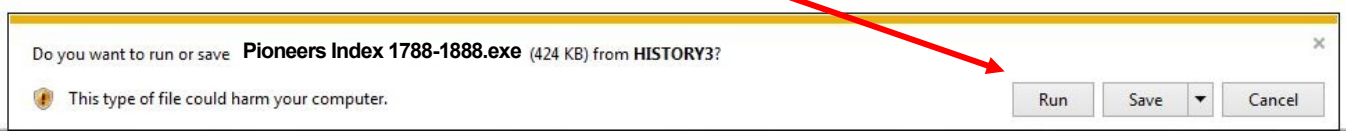


## MODULE 4.

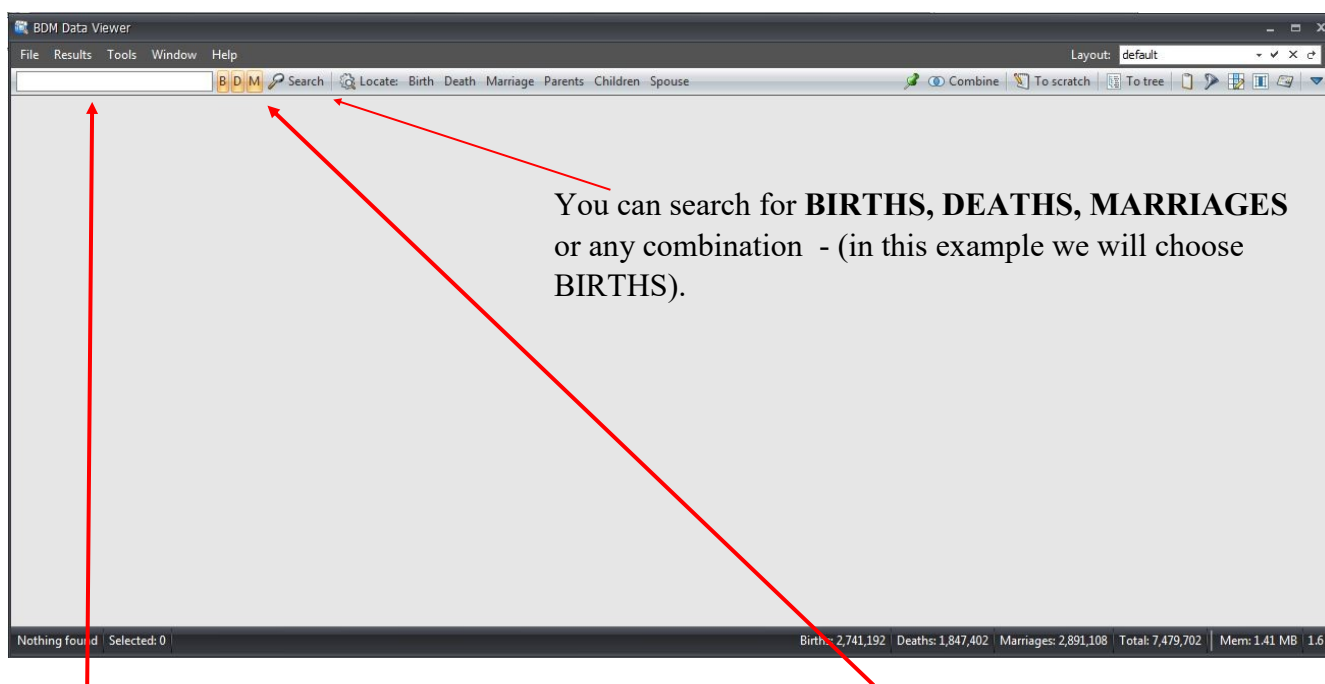
### CD ROM RESOURCES - TAB 2

#### Using NSW Birth, Death and Marriage Indexes (BDMs)

1. On the desktop computer screen, click on the 2<sup>nd</sup> TAB across the top which takes you to the window called CD ROM Resources.
2. Click on the appropriate index – we will use the NSW Pioneers Index as an example. - Select the Pioneers index and you will see a screen message near the bottom of the window:
3. Do you want to run or save this file? Click on RUN



and you will then see a window like this:



4. Click in the box & type in the name you which to search. Select 'B' and click search and your results will appear.

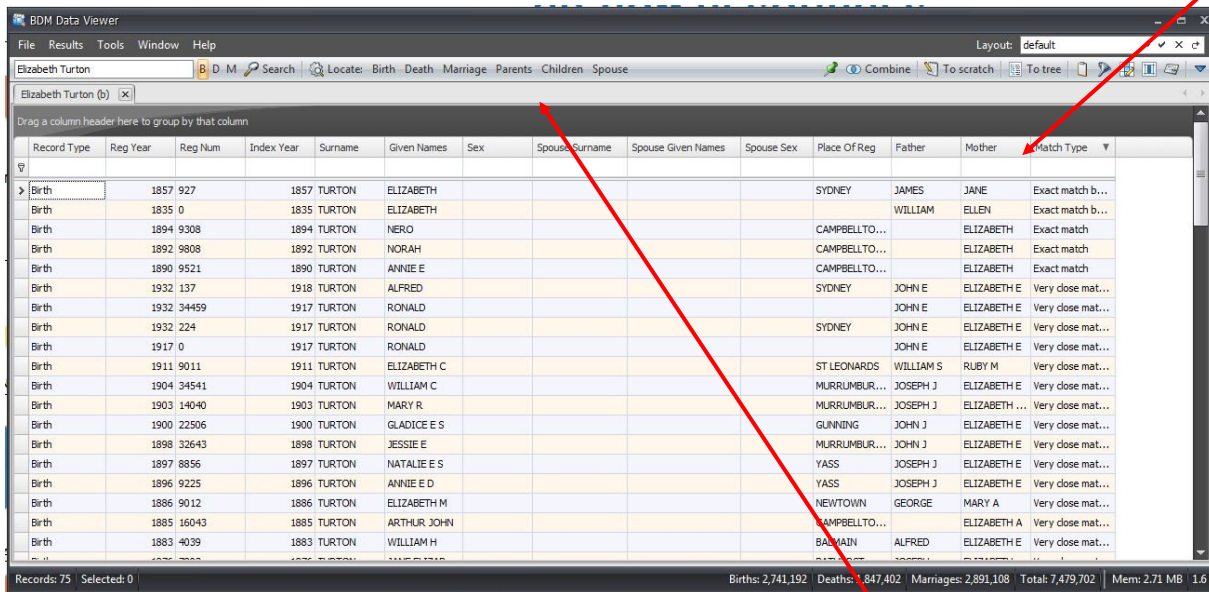
Record Type	Reg Year	Reg Num	Index Year	Surname	Given Names	Sex	Spouse Surname	Spouse Given Names	Spouse Sex	Place Of Reg	Father	Mother	Match Type
Birth	1857	927	1857	TURTON	ELIZABETH					SYDNEY	JAMES	JANE	Exact match b...
Birth	1835	0	1835	TURTON	ELIZABETH						WILLIAM	ELLEN	Exact match b...
Birth	1894	9308	1894	TURTON	NERO					CAMPBELLTO...		ELIZABETH	Exact match
Birth	1892	9808	1892	TURTON	NORAH					CAMPBELLTO...		ELIZABETH	Exact match
Birth	1890	9521	1890	TURTON	ANNIE E					CAMPBELLTO...		ELIZABETH	Exact match
Birth	1932	137	1918	TURTON	ALFRED					SYDNEY	JOHN E	ELIZABETH E	Very close mat...
Birth	1932	34459	1917	TURTON	RONALD						JOHN E	ELIZABETH E	Very close mat...
Birth	1932	224	1917	TURTON	RONALD					SYDNEY	JOHN E	ELIZABETH E	Very close mat...
Birth	1917	0	1917	TURTON	RONALD						JOHN E	ELIZABETH E	Very close mat...
Birth	1911	9011	1911	TURTON	ELIZABETH C					ST LEONARDS	WILLIAM S	RUBY M	Very close mat...
Birth	1904	34541	1904	TURTON	WILLIAM C					MURRUMBUR...	JOSEPH J	ELIZABETH E	Very close mat...
Birth	1903	14040	1903	TURTON	MARY R					MURRUMBUR...	JOSEPH J	ELIZABETH ...	Very close mat...
Birth	1900	22506	1900	TURTON	GLADICE E S					GUNNING	JOHN J	ELIZABETH E	Very close mat...
Birth	1898	32643	1898	TURTON	JESSIE E					MURRUMBUR...	JOHN J	ELIZABETH E	Very close mat...
Birth	1897	8856	1897	TURTON	NATALIE E S					YASS	JOSEPH J	ELIZABETH E	Very close mat...
Birth	1896	9225	1896	TURTON	ANNIE E D					YASS	JOSEPH J	ELIZABETH E	Very close mat...
Birth	1886	9012	1886	TURTON	ELIZABETH M					NEWTOWN	GEORGE	MARY A	Very close mat...
Birth	1885	16043	1885	TURTON	ARTHUR JOHN					CAMPBELLTO...		ELIZABETH A	Very close mat...
Birth	1883	4039	1883	TURTON	WILLIAM H					BALMAIN	ALFRED	ELIZABETH E	Very close mat...



## MODULE 4 - CD Rom Resources cont.

Modules for Roster Volunteers and New Members

5. You may get lots of results. If you know more information you can narrow down your search - click in the space at the top of a column e.g. FATHER and type in the Father's name.



BDM Data Viewer

File Results Tools Window Help

Elizabeth Turton

Search Locate: Birth Death Marriage Parents Children Spouse

Layout: default

Drag a column header here to group by that column

Record Type	Reg Year	Reg Num	Index Year	Surname	Given Names	Sex	Spouse Surname	Spouse Given Names	Spouse Sex	Place Of Reg	Father	Mother	Match Type
Birth	1857	927	1857	TURTON	ELIZABETH					SYDNEY	JAMES	JANE	Exact match b...
Birth	1835	0	1835	TURTON	ELIZABETH						WILLIAM	ELLEN	Exact match b...
Birth	1894	9308	1894	TURTON	NERO					CAMPBELLO...		ELIZABETH	Exact match
Birth	1892	9808	1892	TURTON	NORAH					CAMPBELLO...		ELIZABETH	Exact match
Birth	1890	9521	1890	TURTON	ANNIE E					CAMPBELLO...		ELIZABETH	Exact match
Birth	1932	137	1918	TURTON	ALFRED					SYDNEY	JOHN E	ELIZABETH E	Very close mat...
Birth	1932	34459	1917	TURTON	RONALD					JOHN E	ELIZABETH E		Very close mat...
Birth	1932	224	1917	TURTON	RONALD					SYDNEY	JOHN E	ELIZABETH E	Very close mat...
Birth	1917	0	1917	TURTON	RONALD					JOHN E	ELIZABETH E		Very close mat...
Birth	1911	9011	1911	TURTON	ELIZABETH C					ST LEONARDS	WILLIAM S	RUBY M	Very close mat...
Birth	1904	34541	1904	TURTON	WILLIAM C					MURRUMBUR...	JOSEPH J	ELIZABETH E	Very close mat...
Birth	1903	14040	1903	TURTON	MARY R					MURRUMBUR...	JOSEPH J	ELIZABETH E	Very close mat...
Birth	1900	22506	1900	TURTON	GLADICE E S					GUNNING	JOHN J	ELIZABETH E	Very close mat...
Birth	1898	32643	1898	TURTON	JESSIE E					MURRUMBUR...	JOHN J	ELIZABETH E	Very close mat...
Birth	1897	8856	1897	TURTON	NATALIE E S					YASS	JOSEPH J	ELIZABETH E	Very close mat...
Birth	1896	9225	1896	TURTON	ANNIE E D					YASS	JOSEPH J	ELIZABETH E	Very close mat...
Birth	1886	9012	1886	TURTON	ELIZABETH M					NEWTOWN	GEORGE	MARY A	Very close mat...
Birth	1885	16043	1885	TURTON	ARTHUR JOHN					CAMPBELLO...		ELIZABETH A	Very close mat...
Birth	1883	4039	1883	TURTON	WILLIAM H					BALMAIN	ALFRED	ELIZABETH E	Very close mat...

Records: 75 Selected: 0

Births: 2,741,192 Deaths: 1,847,402 Marriages: 2,891,108 Total: 7,479,702 Mem: 2.71 MB 1.6

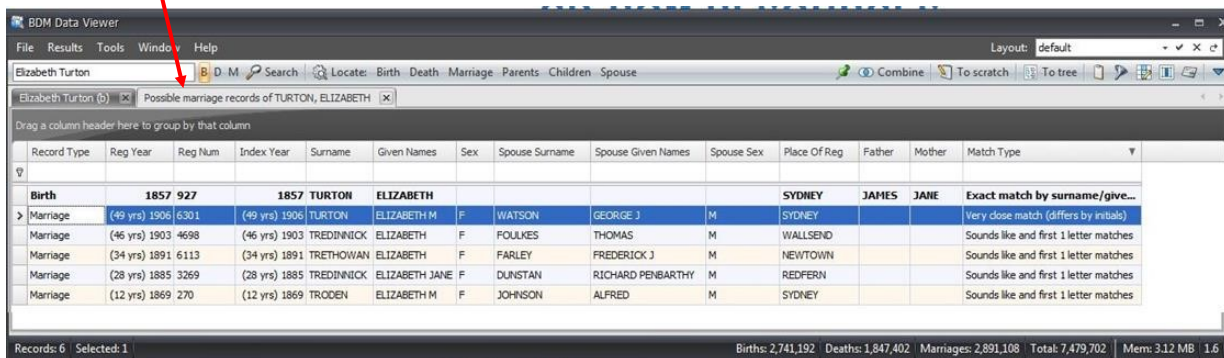
You can use the same steps to search for DEATHS & MARRIAGES

OR

\* Using a BIRTH Record it is also possible to find possible MARRIAGES.

1. Select/Highlight the 'Person of Interest' and click **Locate: Marriage**.

2. A new TAB will open with the search results.



BDM Data Viewer

File Results Tools Window Help

Elizabeth Turton

Search Locate: Birth Death Marriage Parents Children Spouse

Layout: default

Drag a column header here to group by that column

Record Type	Reg Year	Reg Num	Index Year	Surname	Given Names	Sex	Spouse Surname	Spouse Given Names	Spouse Sex	Place Of Reg	Father	Mother	Match Type
Birth	1857	927	1857	TURTON	ELIZABETH					SYDNEY	JAMES	JANE	Exact match by surname/give...
Marriage	(49 yrs) 1906	6301	(49 yrs) 1906	TURTON	ELIZABETH M	F	WATSON	GEORGE J	M	SYDNEY			Very close match (differs by initials)
Marriage	(46 yrs) 1903	4698	(46 yrs) 1903	TREDNICK	ELIZABETH	F	FOULKES	THOMAS	M	WALLSEND			Sounds like and first 1 letter matches
Marriage	(34 yrs) 1891	6113	(34 yrs) 1891	TRETHOWAN	ELIZABETH	F	FARLEY	FREDERICK J	M	NEWTOWN			Sounds like and first 1 letter matches
Marriage	(28 yrs) 1885	3269	(28 yrs) 1885	TREDNICK	ELIZABETH JANE	F	DUNSTAN	RICHARD PENBARTHY	M	REDFERN			Sounds like and first 1 letter matches
Marriage	(12 yrs) 1869	270	(12 yrs) 1869	TRODEN	ELIZABETH M	F	JOHNSON	ALFRED	M	SYDNEY			Sounds like and first 1 letter matches

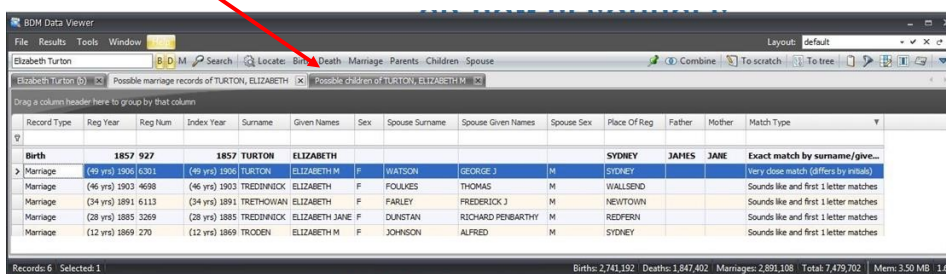
Records: 6 Selected: 1

Births: 2,741,192 Deaths: 1,847,402 Marriages: 2,891,108 Total: 7,479,702 Mem: 3.12 MB 1.6

\* Using the Marriage information you can then find possible children.

3. Select/Highlight the Marriage of your 'Person of Interest' and click on **Locate: Children**.

4. A new TAB will open with the search results.



BDM Data Viewer

File Results Tools Window Help

Elizabeth Turton

Search Locate: Birth Death Marriage Parents Children Spouse

Layout: default

Drag a column header here to group by that column

Record Type	Reg Year	Reg Num	Index Year	Surname	Given Names	Sex	Spouse Surname	Spouse Given Names	Spouse Sex	Place Of Reg	Father	Mother	Match Type
Birth	1857	927	1857	TURTON	ELIZABETH					SYDNEY	JAMES	JANE	Exact match by surname/give...
Marriage	(49 yrs) 1906	6301	(49 yrs) 1906	TURTON	ELIZABETH M	F	WATSON	GEORGE J	M	SYDNEY			Very close match (differs by initials)
Marriage	(46 yrs) 1903	4698	(46 yrs) 1903	TREDNICK	ELIZABETH	F	FOULKES	THOMAS	M	WALLSEND			Sounds like and first 1 letter matches
Marriage	(34 yrs) 1891	6113	(34 yrs) 1891	TRETHOWAN	ELIZABETH	F	FARLEY	FREDERICK J	M	NEWTOWN			Sounds like and first 1 letter matches
Marriage	(28 yrs) 1885	3269	(28 yrs) 1885	TREDNICK	ELIZABETH JANE	F	DUNSTAN	RICHARD PENBARTHY	M	REDFERN			Sounds like and first 1 letter matches
Marriage	(12 yrs) 1869	270	(12 yrs) 1869	TRODEN	ELIZABETH M	F	JOHNSON	ALFRED	M	SYDNEY			Sounds like and first 1 letter matches

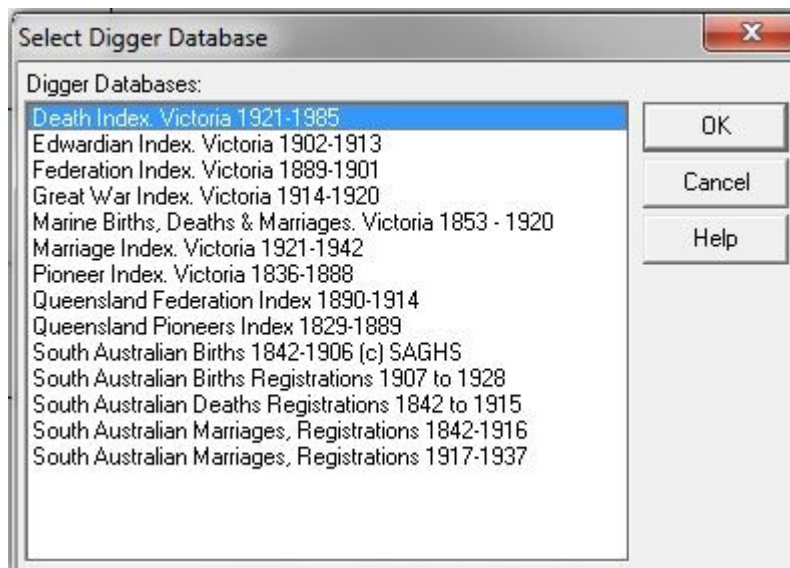
Records: 6 Selected: 1

Births: 2,741,192 Deaths: 1,847,402 Marriages: 2,891,108 Total: 7,479,702 Mem: 3.50 MB 1.6

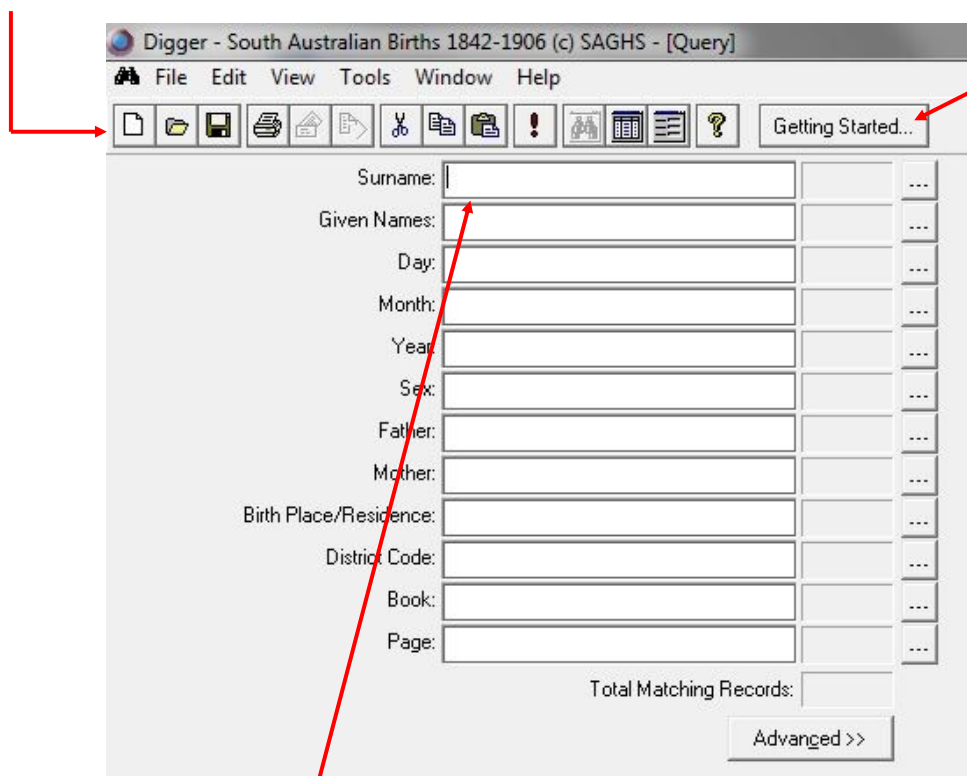
## Digger

Digger is a **BDM** database search program, like the NSW ones, but for **Vic, Qld, S.A. Tas.**

- ♦ Look on the CD Rom Resources screen, find the State where your research information is located and select the Index you need. As it is already loaded, there is no need to insert any disk. Just click OK.



- ♦ The following screen will appear. At the right is a 'Getting Started' button - for a list of instructions.
- ♦ Have a look at the line of tool buttons - and point the mouse at each for more information.



1. Click in the box beside **Surname** and type in the name you are looking for, but at this stage, best not to add other details.
2. Press **enter**, and see the number of matching records, totalled at the bottom.



## MODULE 4 - CD Rom Resources cont.

Modules for Roster Volunteers and New Members

2. Press **enter**, and see the number of matching records, totalled at the bottom.

Digger - South Australian Births 1842-1906 (c) SAGHS - [Query]

File Edit View Tools Window Help

Getting Started...

Surname: dronsfield 1 ...

Given Names: ...

Day: ...

Month: ...

Year: ...

Sex: ...

Father: ...

Mother: ...

Birth Place/Residence: ...

District Code: ...

Book: ...

Page: ...

Total Matching Records: 1

Advanced >>

3. Click on the **results list** icon on the toolbar for a list of the records found. (See below). Sorting can be done on any column heading in the toolbar.

Surname	Given Names	Date	Sex	Father	Mother	Birth Place/Res	Dist	Sym	Bk	Pg	Cross Reference
DRONSFIELD	Joseph Argyle	1856-09-21	M	Joseph DRONSFIELD	Harriet Louisa ARGYLE	Clarendon	Ade	A	7	95	

Record 1 of 1

4. Click/or double click on the record you would like to view for more **details**.

Results Record

Surname: DRONSFIELD

Given Names: Joseph Argyle

Date: 1856-09-21

Sex: M

Father: Joseph DRONSFIELD

Mother: Harriet Louisa ARGYLE

Birth Place/Residence: Clarendon

District Code: Ade

Symbol: A

Book: 7

Page: 95

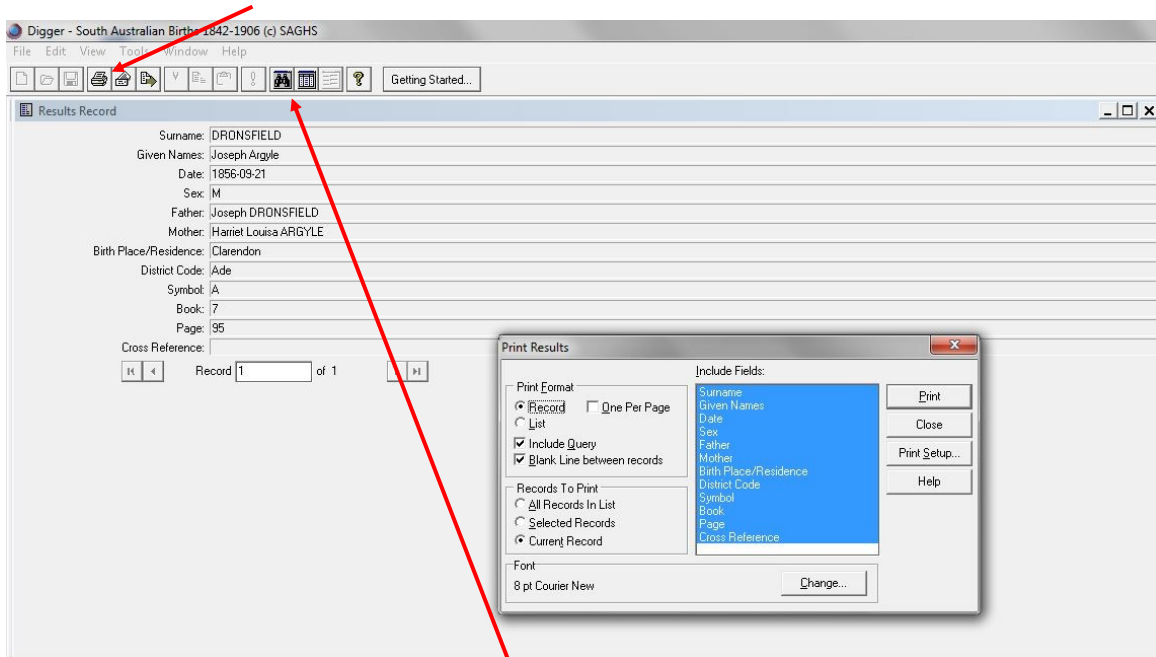
Cross Reference:

Record 1 of 1

## MODULE 4 - CD Rom Resources cont.

Modules for Roster Volunteers and New Members

To **Print**, click on the printer tool on the Digger Toolbar:




Choose the fields to print, & click on the **PRINT** button at the Right Hand Side

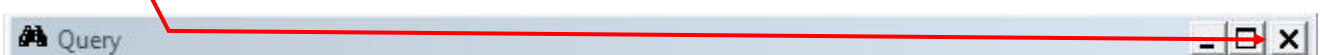
To **return** to the Search screen, click on the **binocular** icon, or on the 1<sup>st</sup> icon to do a new search.

**NB** Qld and Tas. Database printing: print the first time as above, but for a 2<sup>nd</sup> print:

On the print screen, click on print setup, click OK, go back to print screen, and click on print. Any problems, see Desk staff.

### To exit the program

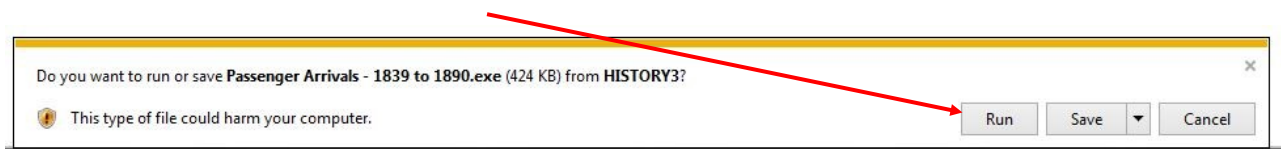
- \* Click on File, go to Exit, and click. This takes you back to the Main Menu. OR
- \* Click on  at the top Right Hand corner of the Digger program.



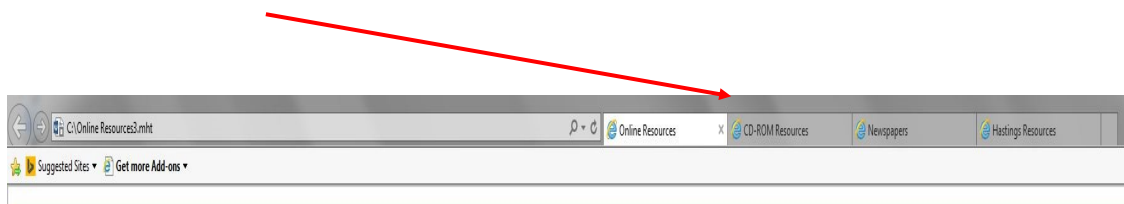
## IMMIGRATION INDEXES AND CEMETERY RECORDS

- \* Locate the Index you need and click on the Link.

**Passenger arrivals in W.A.** will ask you to choose the 'Run' option to proceed to use the resource.



The others will open a new Tab containing the Resource.



## MODULE 5.

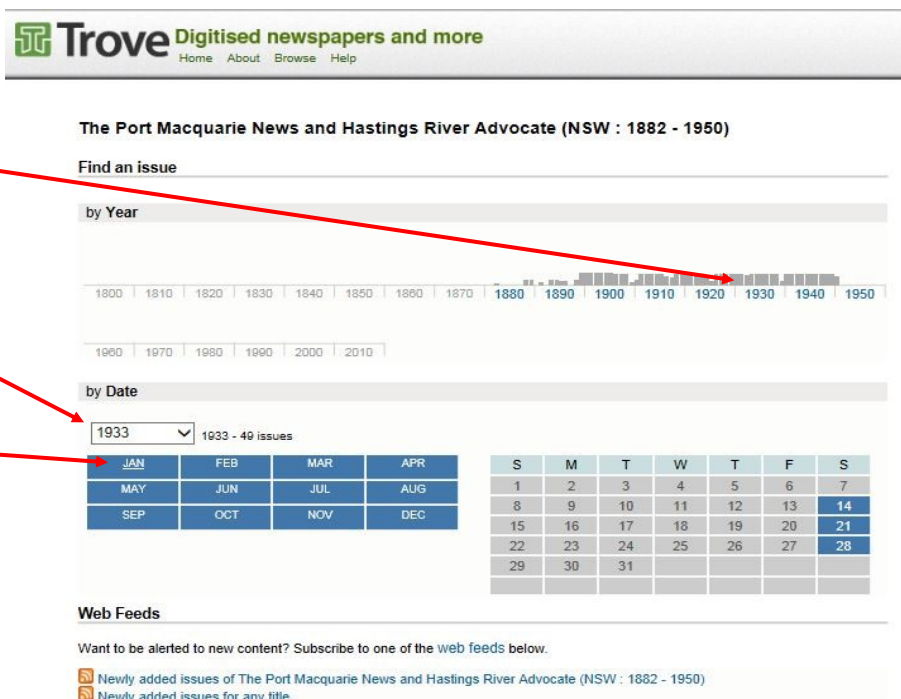
Modules for Roster Volunteers and New Members

### NEWSPAPER RESOURCES - TAB 3

At the Port Macquarie Library, in the Local Studies Room, the digital newspapers may be browsed from the 3<sup>rd</sup> TAB on the Opening Window.



Using the link Port Macquarie News 1882-1950 via TROVE will open the following window.



Click on the decade,

Or type the year in the space

then the issue

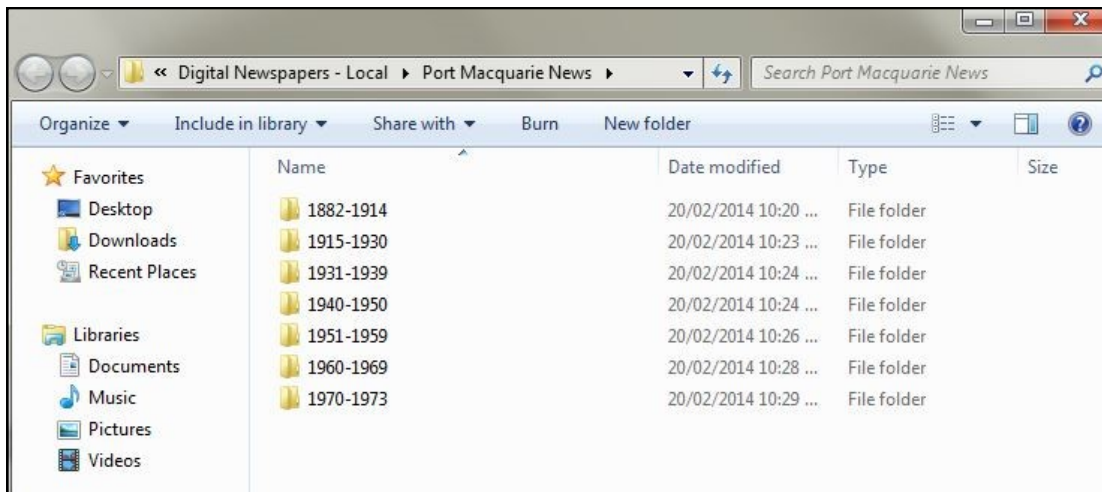
to open a digital copy of the newspaper.



## MODULE 5 - Newspaper Resources cont.

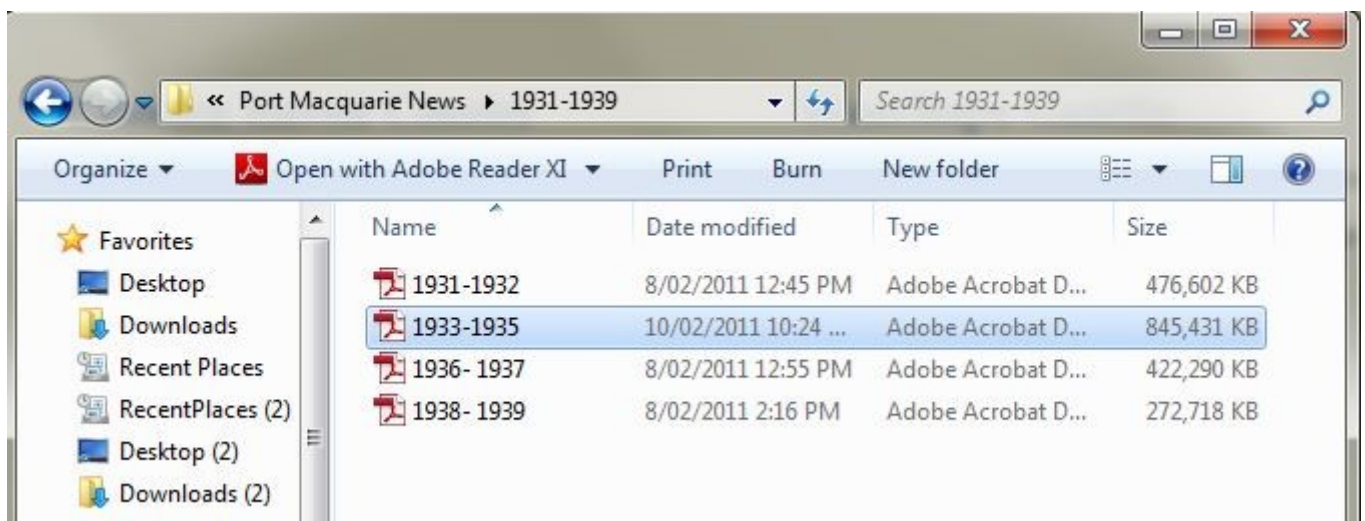
Modules for Roster Volunteers and New Members

For all other Local Newspapers click on the year range. This will open another window containing year range folders.



Inside these folders are the available issues.

\* Select/Highlight the issue/s you want.



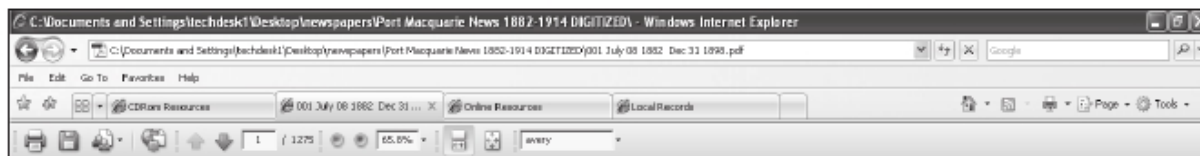
\* Once the date is clicked the selected digital newspaper is opened as an Adobe Reader PDF





## Using the Adobe Reader to Access the Newspapers

The wealth of history in these digital newspapers is best found using the Adobe Reader toolbar.



Once it has been opened at page one, a whole file can be read from start to finish using the up and down arrow icons just like a microfilm reel (or the Pg Up and Pg Dn keys of the keyboard). This may be useful in some situations but is impractical for most people:



The toolbar also displays the current page number together with the total number of pages:



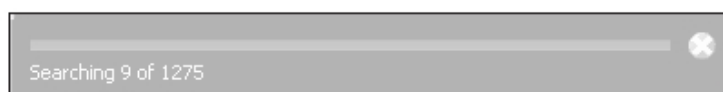
This page number may be overtyped with a new number to display the newspaper at that page.

Finally, the most powerful way to unlock the secrets of the newspapers is to perform a search. This is because the digitisation process has created an index of each word of text in the newspapers which can make finding information so much easier.



The Adobe Reader provides a basic 'Find' search from the Edit menu or by typing the search criteria into the search field of the toolbar as indicated. This type of search will accept a search word or phrase then progressively move through the newspaper stopping at each location where the search criteria is found until the Next or Previous button on the search bar is clicked.

In the above example, the name 'avery' has been entered into the search field. The progress through the file is provided at the lower portion of the window with a page number and progress bar:



In general, the indexing is quite good and most searches should be successful. However, it should be remembered the indexing of old newspapers (as the NLA found with Trove) is an imperfect science. Even though the digital newspaper files were created from the cleanest copies of the original microfilm, the newspapers themselves are not necessarily in perfect condition. Damaged pages, pieces cut or torn out, creases, light printing (due to poor inking), bleed through (due to heavy inking), ink smudges, overwriting and unrecognisable fonts are a big problem. This may mean some searches will fail to locate the search criteria even though it is present in the newspaper.



## MODULE 5 - Newspaper Resources cont.

Modules for Roster Volunteers and New Members

### Trove

\* Click on the Trove link to open the Trove Website.

**Find an article**

**Find an issue**

**by Title**

1. The Sydney Morning Herald
2. The Argus
3. Northern Territory Times and Gazette
4. Brisbane Courier
5. The Australian Women's Weekly

**Show all titles**

**by State**

NT QLD

**by Date**

1803

JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC

S	M	T	W	T	F	S

Go to Advanced search.

\* Fill in your search

information

### Advanced search - Digitised newspapers and more

Enter search terms in at least one of the fields below

All of these words

The phrase

Any of these words

Without these words

#### Limit your results to (optional)

##### Search Scope

Limit keywords to only match in the field(s) selected

- ☒ Search anywhere in article (including tags and comments)
- ☐ Search anywhere in article (excluding tags and comments)
- ☐ Search headings only
- ☐ Search headings, author or 1st 4 lines (news articles only)
- ☐ Search captions only

##### Publication Date

Return only items published between dates (yyyy-mm-dd)

yyyy-mm-dd From - To

##### States and Titles

To search all newspapers, do not make a selection

Only show titles in the list below that... [SHOW FILTERS]

- ☐ National - 2 title(s) [SHOW TITLES]
- ☐ ACT - 7 title(s) [SHOW TITLES]
- ☐ New South Wales - 275 title(s) [SHOW TITLES]
- ☐ Northern Territory - 8 title(s) [SHOW TITLES]
- ☐ Queensland - 50 title(s) [SHOW TITLES]
- ☐ South Australia - 47 title(s) [SHOW TITLES]
- ☐ Tasmania - 31 title(s) [SHOW TITLES]
- ☐ Victoria - 307 title(s) [SHOW TITLES]
- ☐ Western Australia - 36 title(s) [SHOW TITLES]

##### Article Category

Return only items in these categories

- ☐ Article
- ☐ Advertising
- ☐ Detailed Lists, Results, Guides
- ☐ Family Notices
- ☐ Literature

Remember when choosing States and Titles, if you select a filter e.g. '☒ National.' Trove will only search those Titles.

If you wish to [show Titles] you can limit your search even further to individual newspapers

### States and Titles

To search all newspapers, do not make a selection

Only show titles in the list below that... [SHOW FILTERS]

- ☐ National - 2 title(s) [SHOW TITLES]
- ☐ ACT - 7 title(s) [SHOW TITLES]
- ☐ New South Wales - 275 title(s) [HIDE TITLES]

- ☐ Adelong Argus, Tumut and Gundagai Advertiser (NSW : 1925)
- ☐ Adelong and Tumut Express and Tumbarumba Post (NSW : 1900 - 1925)
- ☐ Adelong and Tumut Express (NSW : 1925)
- THE ☐ Age (Queanbeyan, NSW : 1904 - 1907)
- ☐ Albury Banner Wodonga Express and Riverina Stock Journal (NSW : 1941)

- ☐ Northern Territory - 8 title(s) [SHOW TITLES]

## MODULE 5 - Newspaper Resources cont.

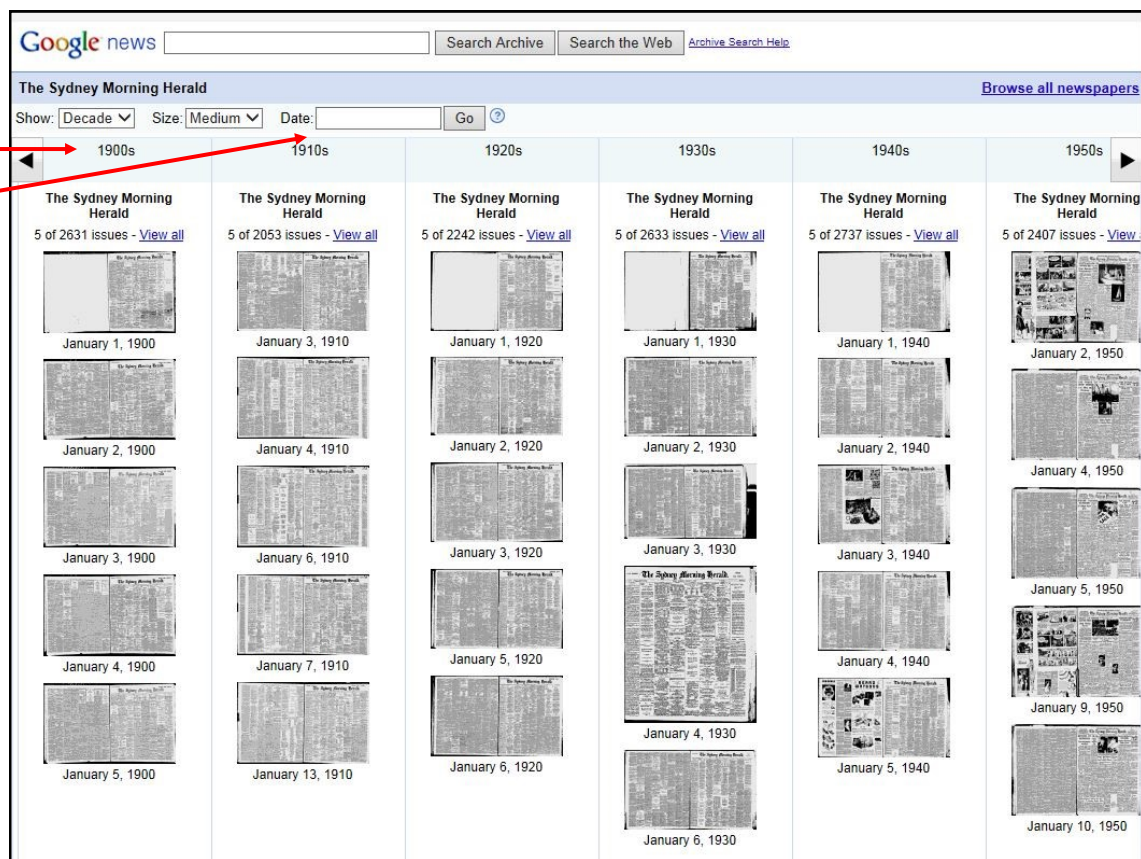
Modules for Roster Volunteers and New Members



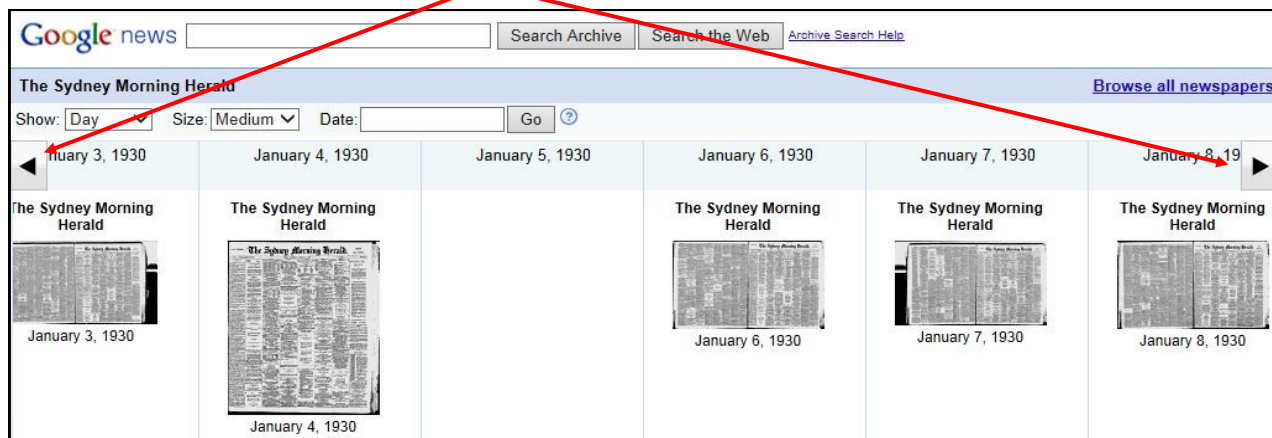
### SYDNEY MORNING HERALD 1831 TO 1989 FROM GOOGLE

\* Click on the "Sydney Morning Herald Google" link to open the Website.

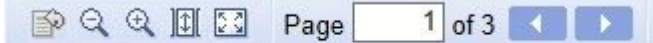

\* Find the decade,  
Or type the date.



\* Use side arrows  
to move through  
the years/dates.



\* Click the issue to open.

\* Once open, use this toolbar  Page 1 of 3  to move around the page, change pages or increase/decrease the text size.

## MODULE 5 - Newspaper Resources cont.

Modules for Roster Volunteers and New Members



### SYDNEY MORNING HERALD DIGITAL EDITION

\* Click on the smh.com.au link to open the Website. Once open click on **Existing Subscribers** to be able to search.

\* Use **Browse Archive** to find a particular edition of the SMH.



\* Use **Advanced Search** to find information on a person or thing in many editions. It has 3 types of

"Wildcards". Boolean, Fuzzy or Symbol. The explanation is to the side of the **Advanced Search** window.

Search Results



## LOCATING RESOURCES

### Q. How do I find where the resources are?

A. There are books on the **table** in the **Local Studies Room** which list our resources in shelf order:

One lists the items in the **locked drawers** CDs, Microfilm and Microfiche – and a number of drawers have a printed list of items within

### Q. Can anyone use these items?

A. Items in the locked drawer are for use of Society members (at any time, after booking out the key from the reference desk). Use a marker to know where to return the item, and only take one at a time.

There is a \$5 fee for non-members to use these items, and only for 2 hours under the supervision of a member on Roster Duty.

### Q. Where does the payment of funds go?

A. There is a receipt book and cash box for funds in the bottom locked drawer, for any funds taken.

### Q. What about the book resources?

A second book lists all the books on the shelves, (see next module). They are available to all at anytime the library is open, but are not for borrowing.

Journals, on the other side of the book shelves, are the only items available for short loan borrowing – see borrowing book to record details

### Q. Can I find out what is on the shelves when I am at home, so I know I am looking for when I go in?

A. Yes, you may be able to purchase a copy of the resources book – check with the committee.

**Or** – you can download your own copy to your computer from our webpage under 'Resources' tab

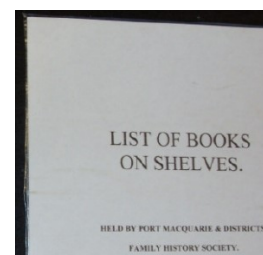
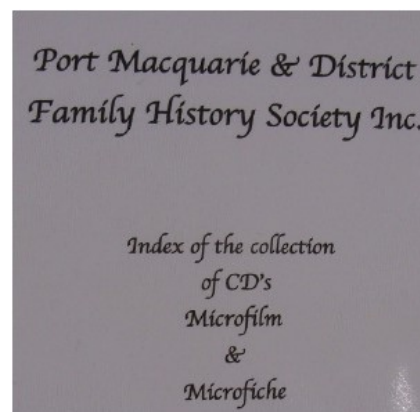
**Or** – go to the PM library catalogue online and type in pm\* as the SEARCH term, and choose CALL No. in the index box. There are 59 pages / or 590 **book** items listed in alphabetical order.

Note: The CD ROM resources are not listed on this catalogue.

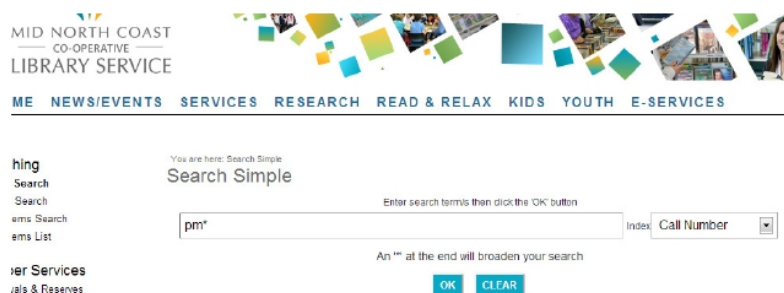
**Or** – there are two pdf files on the society Laptop computer in the locked drawers – under subject

and geographical area, which can be searched (similar to the one downloadable from our website)

NB – there is a link at the bottom of SCREEN 1 on the library computers (CD ROM Resources), but last tried, it did not work.



what



## MODULE 7.

### PMDFHS BOOKS

Resources are arranged in sections according to their NSW/Region, State or Country. All books under the same Region have the same colour sticker on the spine. The label on the spines of the book are colour coded according to where they are from rather than their main subject. PMDFHS books are NOT available for borrowing - sometimes a copy is available in the main library.

NSW Region	Area	Place	Colours
Port Macquarie & Districts <b>Red</b> NSW:PM	1a <b>Society Publications</b> 1b <b>Port Macquarie</b> 1c <b>Nearby Towns</b> 1d <b>Taree area</b> 1e <b>Kempsey area</b>	<b>Australia</b> History Guides Indexes Convicts Immigration / Shipping	Green / Yellow Green / Green Yellow yellow / Black White / Blue
North Coast <b>Lt Blue</b> NSW:NC	2a <b>Coffs Harbour areas</b> 2b <b>Grafton area</b> 2c <b>Ballina areas</b>	<b>Queensland</b> <b>Victoria</b>	Maroon Dk Blue
Central Coast & Hunter <b>Dk Purple</b> NSW:CC/H	3a <b>Central Coast areas</b> 3b <b>Hunter - Maitland area</b>	<b>South Australia</b> <b>Tasmania</b>	Red Green
Sydney Metropolitan <b>Dk Blue</b> NSW:Syd	4a <b>Sydney city - Randwick</b> 4b <b>Sydney W: R'wd - Penrith</b> 4c <b>Syd NW: Hawkes-Winds</b> 4d <b>Syd SW: Kog - Campb'tn</b> 4e <b>BDMs, N'Papers,</b>	<b>Western Australia</b> <b>Norfolk Island</b>	Yellow / Black Green / White / Green
South East & ACT <b>Lt Green</b> NSW:SE/ACT	5a <b>Berrima-Sussex Inlet</b> 5b <b>Ulladulla - Eurobodalla</b> 5c <b>Bega-Eden/Monaro</b> 5d <b>Crookwell, Goulb/Cooma</b> 5e ACT	<b>England</b> General Guides Indexes Occupations Places	Red / White
North West <b>Pink</b> NSW:NW	6a <b>N'Eng/Armid/Gl.Innes</b> 6b <b>Inverell - Moree</b> 6c <b>Tamworth/Narrabri</b> 6d <b>Walgett and west</b>	<b>Scotland</b> General Guides Places	Blue / White
Central West <b>Mauve</b> NSW:CW	7a <b>BlueMts/Dubbo/Mudgee</b> 7b <b>Cowra - Forbes</b> 7c <b>Cobar and west</b>	<b>Ireland</b> General Guides Indexes Places	Green / White / Orange
South West <b>Dk Green</b> NSW:SW	8a <b>Yass / Cootamundra</b> 8b <b>Wagga - Barooga</b>	<b>Germany</b> <b>America</b>	Black / Yellow / Red Red / White / Blue

**NOTES:** **Family Histories** (red sticker) are located alphabetically on the first bottom shelf.

**Historical Records** of Australia Series books are located on top of the bookshelves.

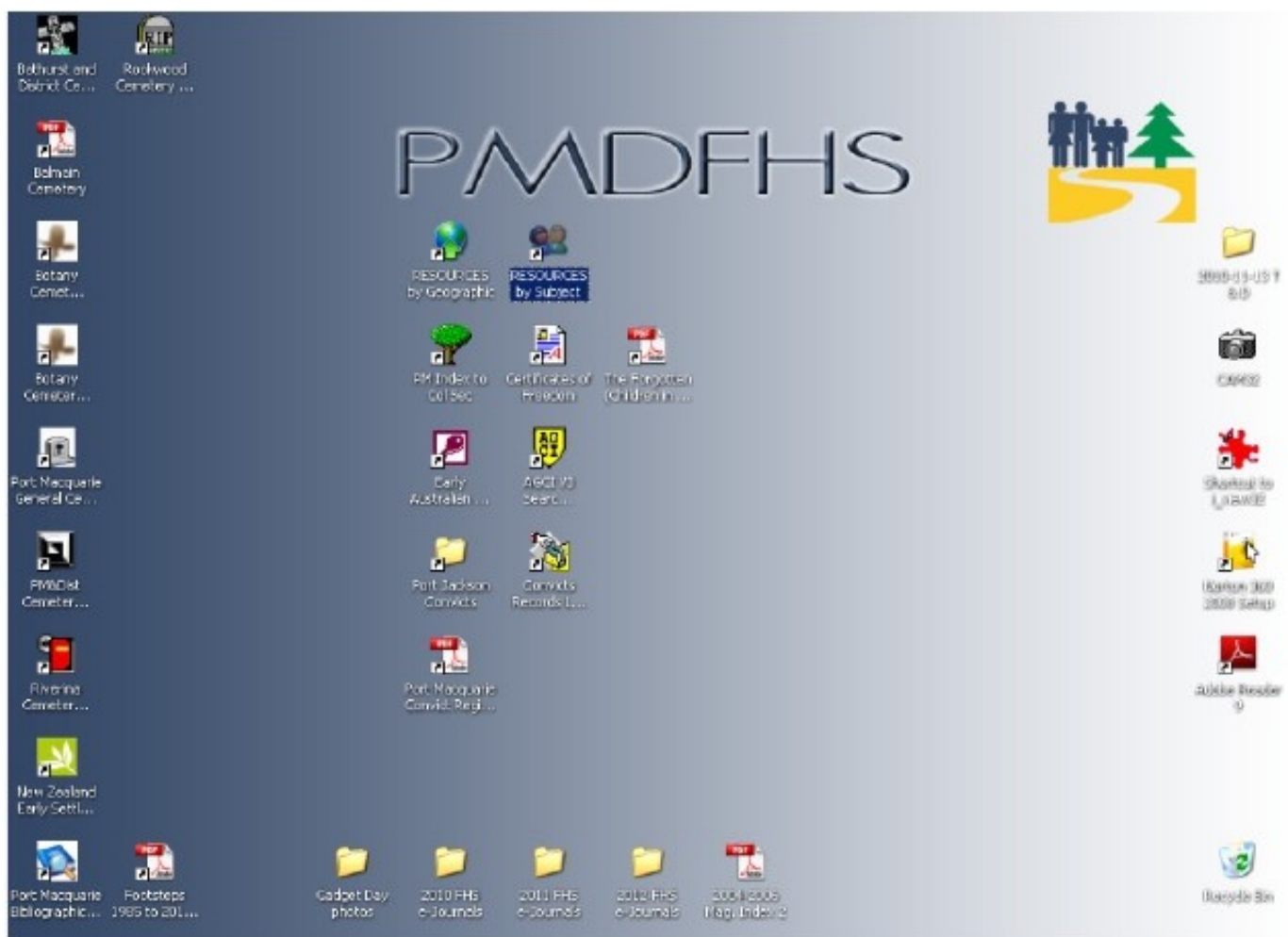
**NSW:Syd/4e** books are located on the bottom shelf, second along. Overseas books are located on the North shelves (ie other side)



## MODULE 8.

### SOCIETY LAPTOP - CONTENTS

- \* The laptop is kept in the locked drawers (3rd from the bottom), so you need to book out the key first, from the Reference desk.
- \* It is best to use the Laptop at the end table near the windows, as it **must** be connected to power, and there is a power board under the table. There are set up instructions in the case, along with a plug-in mouse.
- \* There is **no** connection available to the internet on the Laptop, but there are shortcuts to CDs already loaded on the computer – see below.
- \* When you point the mouse to the shortcut, the full name will appear.
- \* If the instruction says the disk is needed, they are located in the locked drawers. Some are just pdfs:
- \* CDs from the locked drawers can also be used on the laptop, especially if the other computers are in use.



**MODULE 8 - Society Laptop - Contents cont.**

<b>Shortcut on Laptop</b>	<b>Drawer/Number</b>
Australasian Genealogical Computer Index Vol 3	CD Rom
Balmain Cemetery	CD Rom 1/no. 016
Bathurst and District Cemeteries Transcriptions	CD Rom 1/no. 011
Botany Cemetery – Cong. Pres. Meth. Jew ...	CD Rom 1/no. 018
Botany Cemetery – General	CD Rom 1/no. 017
PM & Districts Cemeteries 2011	CD Rom 1/no. NSW/CEM/015
PM General Cemetery Transcriptions	CD Rom 1/no. NSW/CEM/014
Port Macquarie Convict Register	CD Rom 1/no. CON/0120
Riverina Cemeteries Database	CD Rom 1/no. 010
Rookwood	CD Rom
Rookwood Cemetery Transcriptions	CD Rom 1/no. 007
Unassisted Arrivals to Sydney (NSW) 1842-1857	CD Rom
Waverly and South Head Cemeteries Transcriptions	CD Rom
PM Bibliographical Database	
<i>The Bibliographical Database is an index to people who have lived in Port Macquarie. It lists the resources to check. Some of these resources are also on the laptop.</i>	
Balmain Catholic Burials	
Certificates of Freedom for Port Macquarie convicts 1823-1827	
Convicts Records Liverpool Genealogical Society Inc.	
Convicts to NSW 1788-1812	
Early Australian Electoral Rolls	
Footsteps 1985 to 2012	
Honor Boards by Organisation	
Honor Boards by Person	
e-Journals 2010, 2011, 2012, 2013-2014	
2004-2006 Magazine Index	
<i>(There are book indexes to more recent hard copy journals on the journals shelf)</i>	
NZ Early Settlers Locator	
PMDFHS - Resources by Geographical Reference	
PMDFHS - Resources by Subject June 2010	
<b>Port Jackson Convicts</b> - The Convicts; Marriages; Deaths; Assignments; Conditional Pardons; Bounty; Absolute Pardons; Transports; Marriage Licences	
Port Macquarie Index to the Colonial Secretary's Papers 1796-1825	
"The Forgotten" Children in Homes, Reformatories & Industrial Schools	

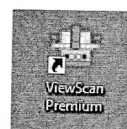
## USING MICROFILMS

Microfilm is used for the preservation and archiving of documents, and makes researching information on these documents much more accessible to the public. Microfilm readers are part of every modern library, and are easy to use. Though the microfilm readers may have different styles, they have the same basic function of allowing the viewer to read information off an illuminated frame of a strip of microfilm, usually 35mm film width. The microfilm comes in a roll on a reel that is usually plastic, roughly about three and 3/4 inches in diameter.



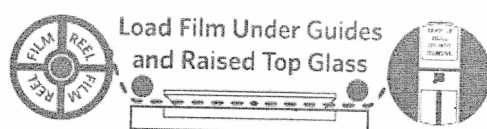
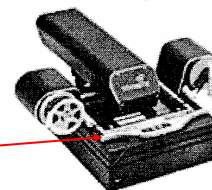
### The ST Viewscan II

✳ Double-click the desktop icon for ViewScan Premium to start the scanning software



#### Loading the film/fiche

1. Pull the carrier handle forward until the top glass is raised
2. Place the roll on the left spool with the end of the film overlapping the top of the roll (inwards) and pull under the first white spindle under the glass, under the second white spindle and then insert into the slot on the take-up reel.
3. Push the carrier handle in to lower the glass and move the film under the camera until the film image



appears on the screen (may need to move carrier in or out to adjust position).

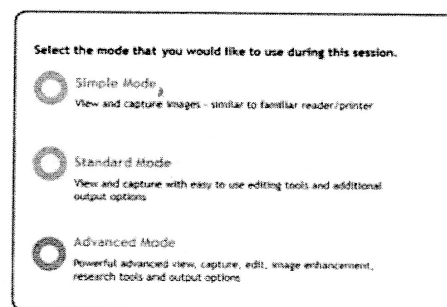
4. Push the red button pointing right to advance the film (left button rewinds).

#### Using ViewScan Software

1. After double clicking past the *Splash screen* the following screen opens.
2. Select the desired skill level

- **Simple** - View and Print images - similar to an older style reader/printer
- **Standard** - View, scan, simple editing and print
- **Advanced** - View, scan, advanced editing and operational features.

3. Once the program is running you will see the film image appear in the viewing area in the centre of the screen. You will also see all of the BROWSE mode tools available to use for the selected level across the top of the window.



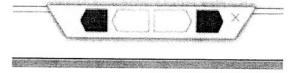
The film may need to be rotated in a different direction or angle to view it properly. If necessary, rotate film using the *Rotate Left* or *Rotate Right* buttons on the computer screen.

Use the “Digital Zoom” buttons to resize the film image so that it is comfortable to read, then apply the adjacent “Focus” (*Zoom In/Out* & *Focus In/Out*) buttons as necessary.

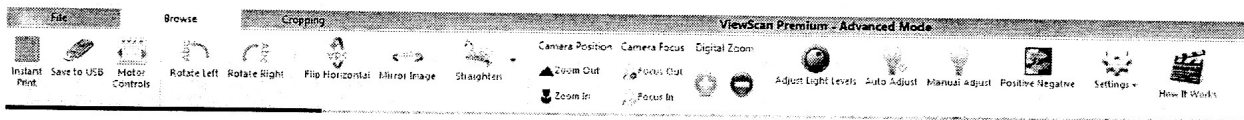
To improve the appearance of the film, click *Adjust Brightness* or *Positive Negative*.

**MODULE 9 - Using Microfilms - Contents cont.**

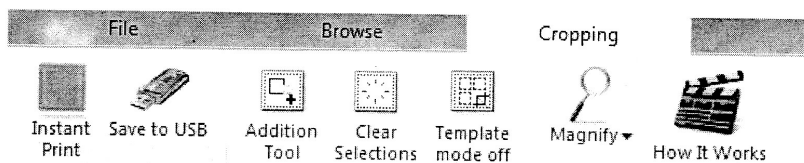
4. Virtual film control buttons show on the bottom of the screen. These can be used as an alternative to the buttons on the film carrier. They operate the same way.

**Tabs**

There are three TABS above the tool bar giving access to the three modes of operation - Browse, Cropping and File - that allow you to view, edit, crop, save or print. Browse is the default start tab.

**Browse**

- The icons across the top do what they say they do.
- The Full Frame button at the bottom of the screen captures the whole screen. '
- Click on the image to zoom to any area you would like enlarge. Click again to zoom out.

**Cropping**

- Use to select one (or more) articles or images from a page. Click the cropping Tab and click and drag a line around the desired content.
- Make multiple crops on a non-rectangular image and the software will automatically make all of the boxes into a single crop.
- If you make a mistake use the *Clear Selections* icon to start over.
- Use the *Capture Cropped Area* icon at the bottom to capture what you have cropped. Your cropped article(s) will appear in the film strip area at the bottom.
- At any time you can click on the thumbnail to view, adjust, rename and/or instant print your image.
- Optional. If you select the 'Text Search/Area Enhancement' button from the captured Image Review window a new window opens. Select *New enhancement Area* and click and hold the mouse to drag the cursor around the area you want to enhance. Then release. The box will turn from blue to orange when an area is selected. Make sure to be within the area of the image or an area will not be selected. With an area selected, you can now make adjustments to the levels, brightness, contrast and sharpness. Click OK to save your enhancements.
- Tab back to *Browse* to capture more images, or to *File* or export your images.

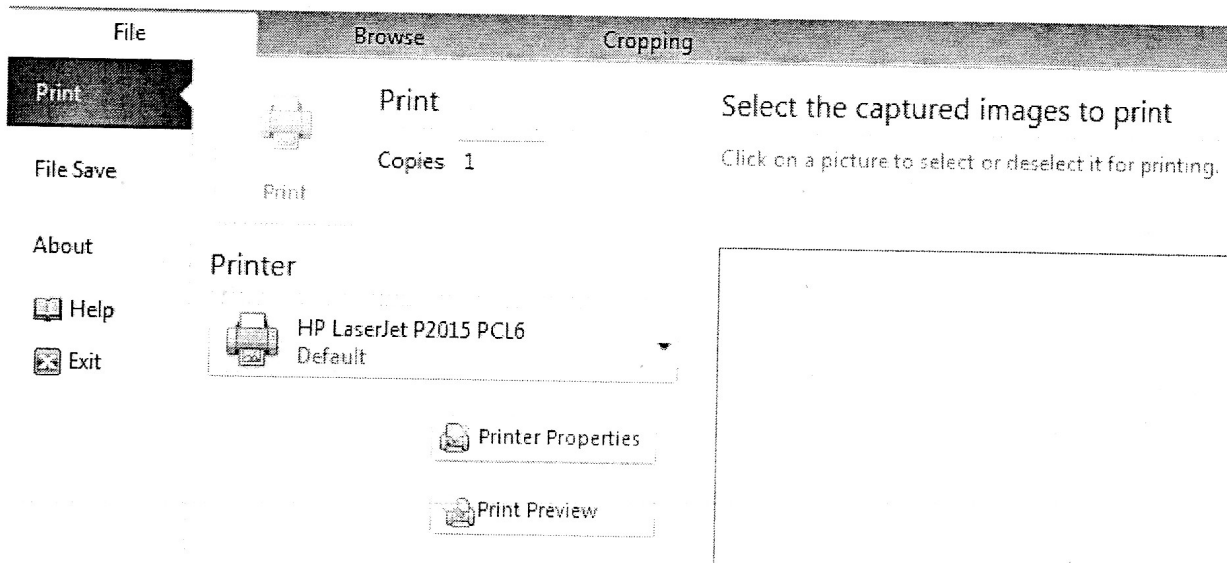
**Clip Merge**

You can combine two or more scans onto one page using *Clip Merge*. First, scan all the images you want to combine. Second, next to the *Image Bin* is a button labelled *Launch ClipMerge*. When that is clicked a new window opens. To import a clip select the symbol that is a plus sign(+) in a circle. Select the clip to import. Once selected you need to place it, to do so click and drag the image from the top left to bottom right until you achieve the size desired. To import a second image repeat the steps. Save!

## MODULE 9 - Using Microfilms - Contents cont.

### File

The File tab offers the functions of saving or printing your image



- **PRINT.** Allows you to select the image(s) to print. A print preview is available.
- **FILE SAVE.** Here you can select which image(s) to send where. Choose a file name, location (use for saving to USB) & format (the default selection is Multi Page PDF. If you plan to import your file into another image editing utility, select the alternative format most appropriate for you).
- Click the “Save” button at the top of the screen.

### Finishing up

1. When finished, click the “X” in the top right corner to close ViewScan.
2. Rewind the film by using the “rewind” and “fast-rewind” buttons. Once the reel is fully rewound, it may be pulled off the spindle.