

Intro to How to Correctly Print Images for Documentation

For the purposes of this presentation, I am demonstrating the methods used by most of the Genealogy staff to print images from online sources.

Thus, my method of doing so utilizes only those software programs I have at my disposal and use daily. My internet browser is Internet Explorer 11, and my image-editing program is Microsoft Office Picture Manager.

My intent is *NOT* to teach you how to use the software *I* use, but to demonstrate what *CAN* be done with images to print them correctly, depending upon your software. The steps themselves should be virtually the same no matter which software you use.

Our hope is that you will share this presentation and what you have learned with the compatriots in your state societies, particularly State Registrars, as well as Chapter Registrars, and anyone else who helps others with their applications and documentation. The better prepared documentation is when we receive it, the less time it takes the Genealogy staff to review it, which results in less turnaround time for applications.

And, finally, there are several "bonus" pages added at the end. Since opportunities for training are so infrequent, we would like to maximize the impact of this presentation by providing you with the following guides and examples:

- An "Application Checklist" that the Genealogy Staff recommends you review and refer to often. Please circulate it within your state society. And, as always, be sure to review the Application Preparation Manual and the Genealogy Policies Manual on the SAR website.
 - A fully verified/check-marked and fully documented DAR record copy. Since there is still so much confusion as to what we mean by "center-checked" DAR papers, versus "fully checked and documented" DAR papers, we offer this example of what IS acceptable.
 - Examples of common abbreviations to be used on SAR applications, as well as some you might see written on record copies by staff genealogists. The second page is a list of proper abbreviations and format for entering dates on applications, plus the required two-letter, uppercase abbreviations for state names.
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How to Correctly Print Images for Documentation

**NSSAR Leadership Meeting
Fall 2014**

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Printing Census Images

IMPORTANT: Do NOT print images from web browser!

The screenshot shows a web browser displaying the Ancestry.com website. The page title is "1850 United States Federal Census" for George McIntosh. The browser's address bar shows the URL: `http://search.ancestry.com/iexec?htx=View&r=an&dbid=8054&iid=4196819-00039&fn=George&ln=McIntosh&st=r&ssrc=&pid=12515976`. The page content includes a "Page Tools" sidebar with options like "Save record to someone in my tree", "Save record to my shoebox", "Add Alternate Information", "Report Issue", and "View printer-friendly". The main content area displays personal details for George McIntosh and a list of household members. A "View original image" link is present, and a red arrow points to it. Another red arrow points to the image of the original census document. A text box on the right says "Click on image or 'view original image'".

1850 United States Federal Census about George McIntosh

Name:	George McIntosh
Age:	48
Birth Year:	abt 1802
Birthplace:	New York
Home in 1850:	Delhi, Delaware, New York
Gender:	Male
Family Number:	1234

Household Members:	Name	Age
	George McIntosh	48
	Sarah McIntosh	49
	Pency McIntosh	19
	Adelia A McIntosh	16
	Sophronia McIntosh	14
	Walter O McIntosh	14
	Oliver W McIntosh	12

[View original image](#)

Click on image or "view original image"

Printing Census Images

Click on "Save," and from drop-down box, select "Save image."

1850 United States Federal Census for George McIntosh

New York > Delaware > Delhi

Related Content Tools Save

Save to person in your tree
Save image
Save to your Shoebox

Dwelling house number order of visitation	Family number in the order of visitation	The Name of every Person whose usual place of abode on the first day of June, 1850, was in this family.	DESCRIPTION.			Profession, Occupation, or Trade of each Male Person over 15 years of age.	Value of Real Estate owned.	PLACE OF BIRTH Naming the State or Country	AGE			SEX	
			Age	Sex	White, Color, hair, or complexion.				10	11	12		13
1	1196	1229	Charles McPherson	61	m	Farmer	600	Mass					
2			Leatharine "	56	f								
3			Peter Schermerhorn	30	m	Physician							
4			Mary "	37	f								
5			John "	6	m						1		
6			Charles "	2	m								
7			Leatharine M. "	4 1/2	f								
8	1197	1230	John Lewis	53	m	Farmer	1500	England					
9			Robt. L. L. "	46	f								
10			Benjamin "	12	m						1		
11			Mary "	11	f							1	
12			Abner "	9	m								1
13			George "	3	m								1
14			Robert D. D. "	20	f								1

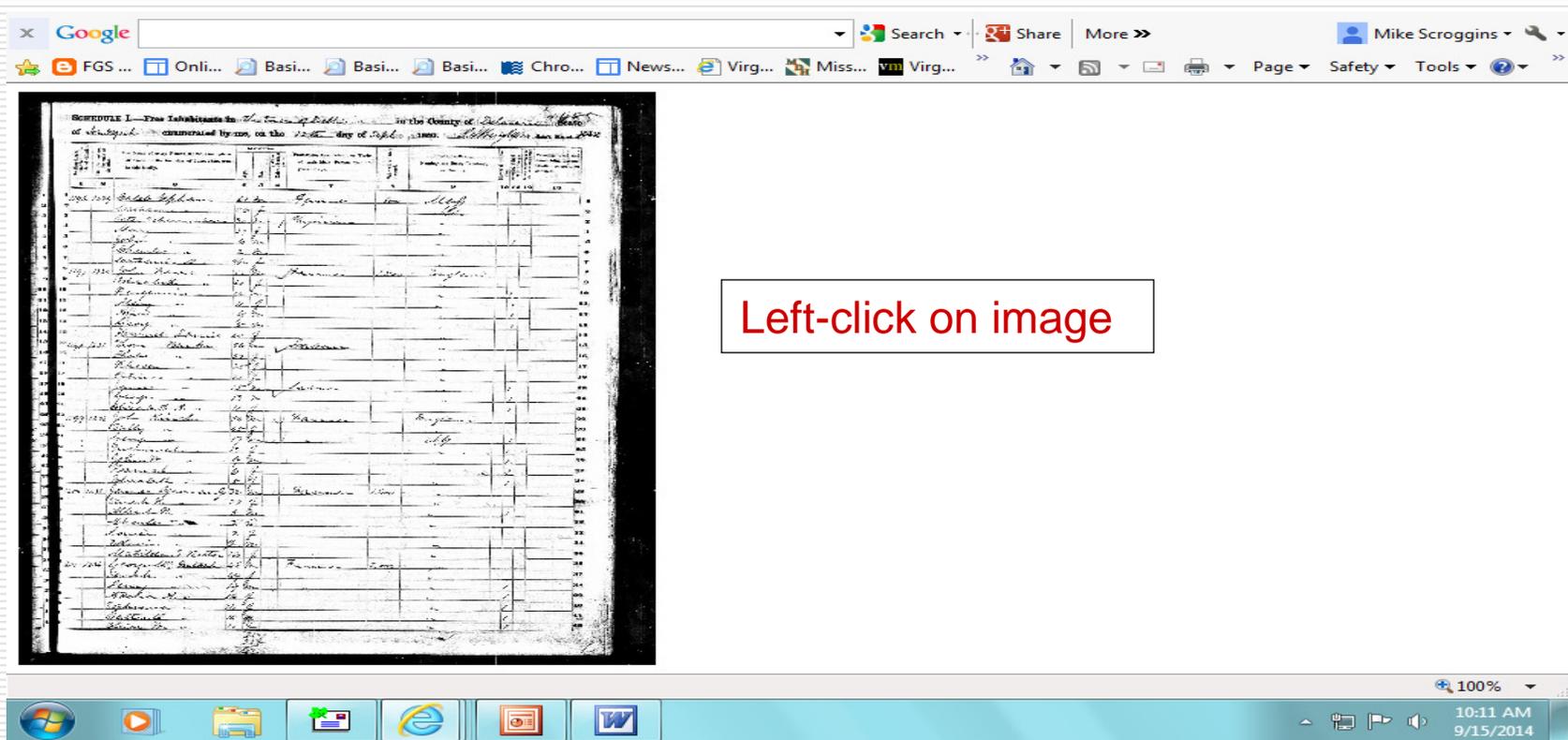
1 of 70

National Archives and Records Administration © 1997-2014 Ancestry.com

10:01 AM 9/15/2014

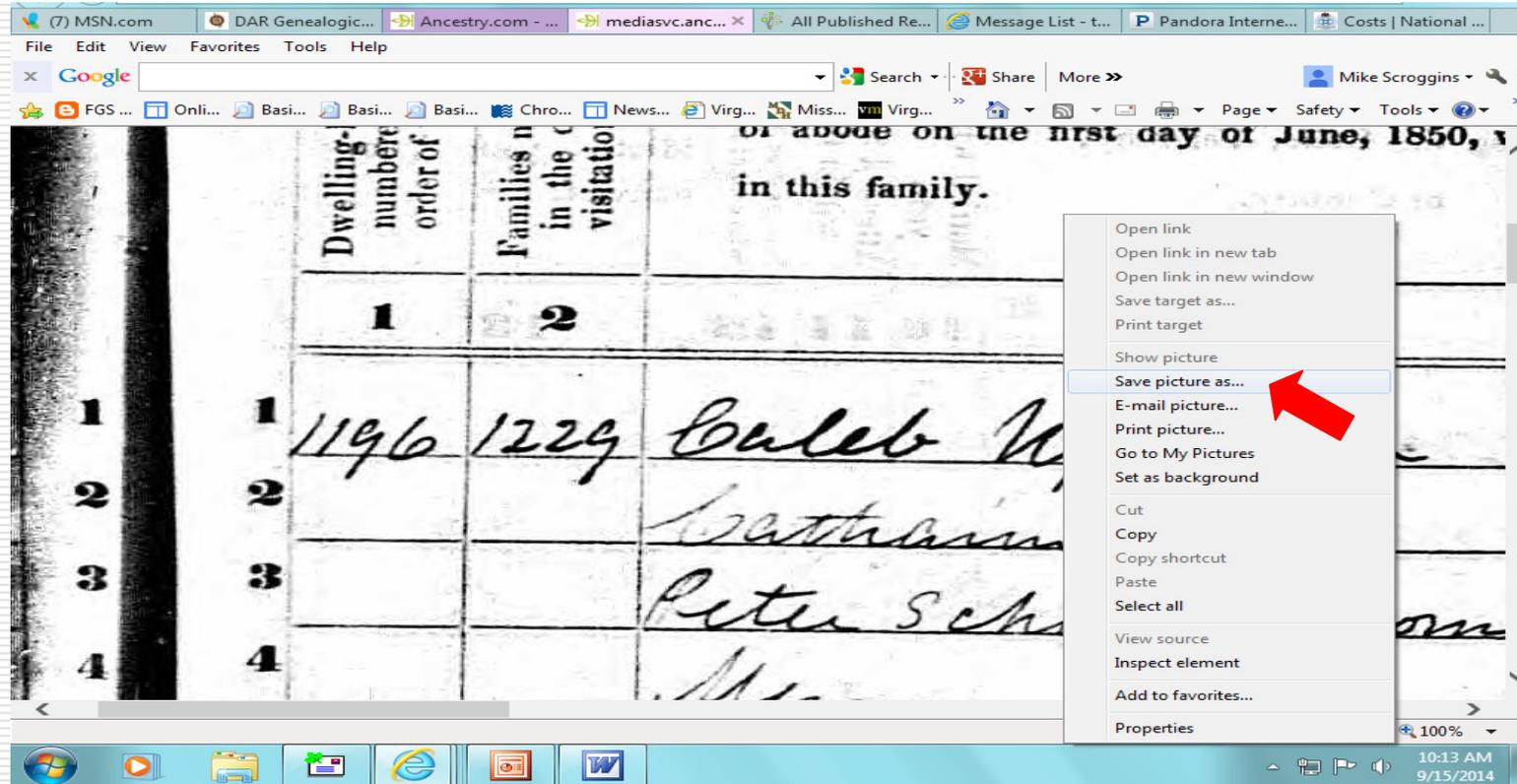
Printing Census Images

Entire image will appear in new browser window.



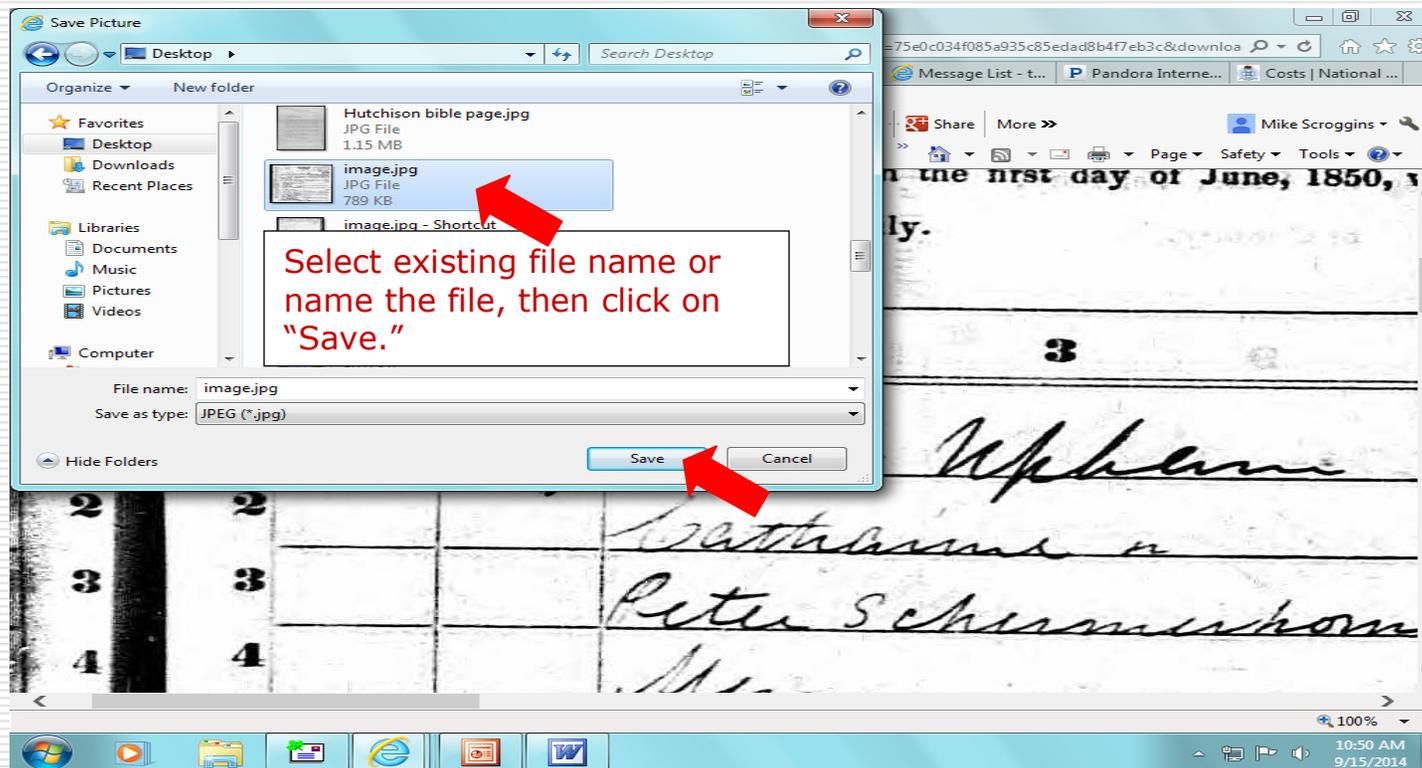
Printing Census Images

Image will then appear in an enlarged format in a new window. **Right-click** on image and select “Save picture as.”

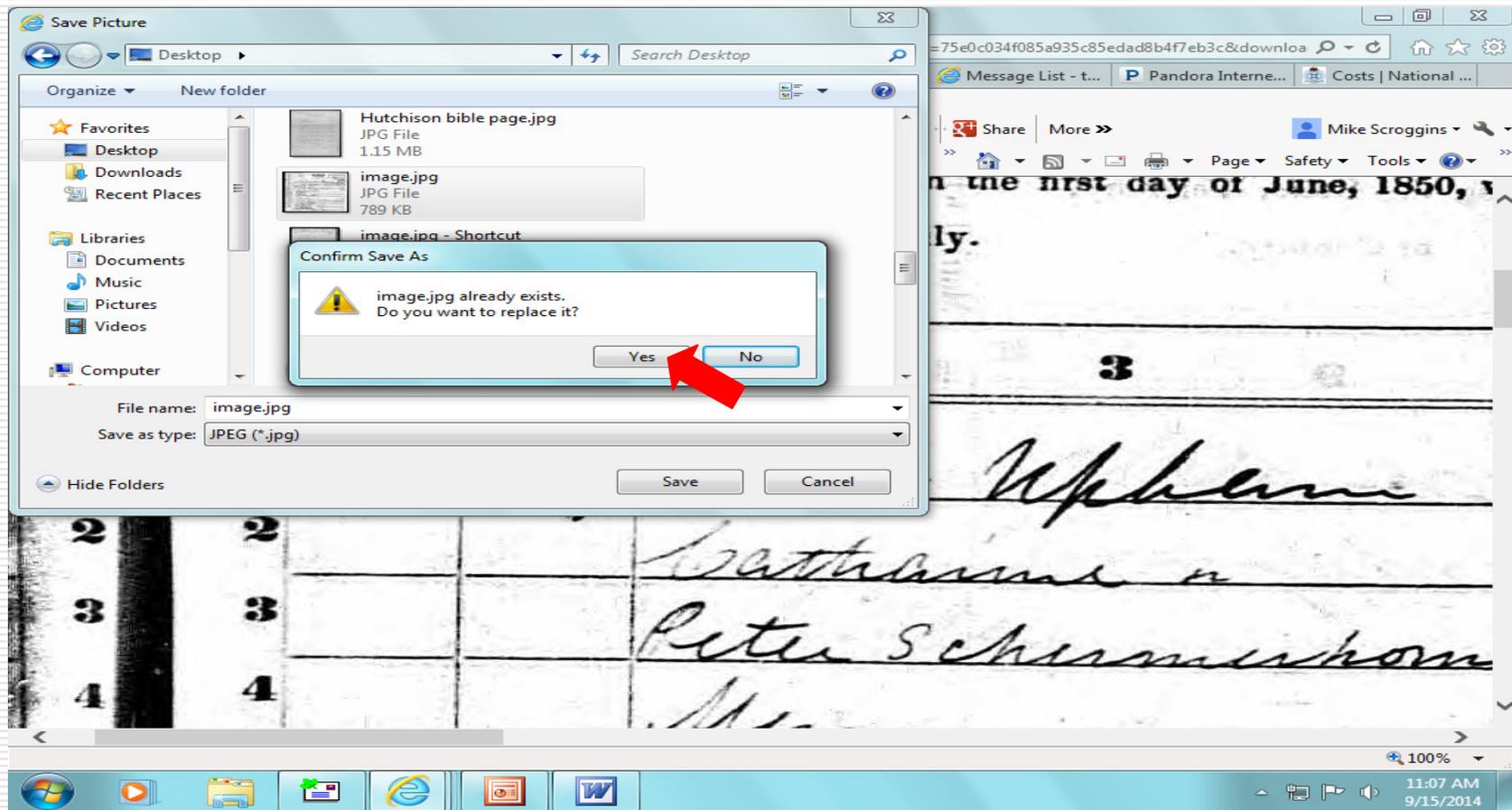


Printing Census Images

Tip: If you use a file name such as "image.jpg," you can save each image to that file, saving "over" the previous image. This is useful if you only need to save an image file in order to print it.



Printing Census Images



Printing Census Images

You may now close the image window.

The screenshot shows a web browser window with the following elements:

- Address Bar:** <http://interactive.ancestry.com/8054/4196819-00039/12515976?backurl=http%3a%2f%2fsearch.ancestry.com%2fcgi-bin%2fsse.dll%3findiv%3d1%26d>
- Tab Bar:** Multiple tabs are open, including "(11) MSN.com", "DAR Genealogic...", "Ancestry.co...", "mediasvc.anc...", "All Published Re...", "Message List - t...", "Pandora Interne...", and "Costs | National ...". A red arrow points to the "Close Tab (Ctrl+W)" button.
- Browser Menu:** File, Edit, View, Favorites, Tools, Help.
- Search Bar:** Google search bar with "Search" and "Share" buttons.
- Page Title:** "ancestry.com | 1850 United States Federal Census for George McIntosh"
- Document Viewer:** A grid of handwritten census data. The grid has columns for name, age, sex, and occupation. The data is as follows:

Row	Name	Age	Sex	Occupation
9	Solizalutth	46	f	
10	Benjamin	12	m	
11	Alary	11	f	
12	Jeff	9	m	
13	Georg	5	m	
14	Harriet Darrid	20	f	
15	1198 1231 Thom Bunker	56	m	Seaborn
16	Phoe	52	f	
17	Rhosa	25	f	
18	Patiener	21	f	
19	James	15	m	Seaborn
20	Georg	13	m	
21	Solizalutth Sr.	11	f	
22	1199 1232 John Kirsch	50	m	Farmer
23	Sally	45	f	
24	Georg	17	m	
25	Estimiah	13	f	
26	John W.	9	m	
27	Keamiah	6	f	
28	Solizalutth	4	f	
- Navigation:** "New York", "Delaware", "Delhi" navigation buttons. "Related Content" and "Tools" buttons. "Save" button.
- Page Info:** "1 of 70" page indicator.
- System Tray:** Windows taskbar at the bottom showing the time as 11:17 AM on 9/15/2014.

Printing Census Images

- Minimize internet browser; locate and open the image file in your image software program.
 - Microsoft Office bundled with Windows 7 and 8 contains Microsoft Office Picture Manager, which is the software used in this presentation.
 - If you do not have an easy-to-use image program, you may want to try Irfanview, which offers a free download.
 - Advantages of printing from an image program:
 - Images can be cropped (saves ink/toner after cropping away the black "border" and allows image to be that much larger when printed)
 - Images can be rotated to improve quality, particularly when cropping.
 - Readability can be greatly improved by adjusting brightness and contrast.
-

Printing Census Images

The screenshot shows the Microsoft Office Picture Manager interface. The main window displays a historical census document titled "SCHEDULE I. - Free Inhabitants in the town of Delhi in the County of Delaware State of Del. enumerated by me, on the 12th day of Sept. 1880." The document is a table with columns for name, sex, age, marital status, occupation, and birthplace. A red arrow points to the "Crop" option in the "Edit Pictures" sidebar.

Microsoft Office Picture Manager
File Edit View Picture Tools Help
Shortcuts... 14% Edit Pictures... Auto Correct

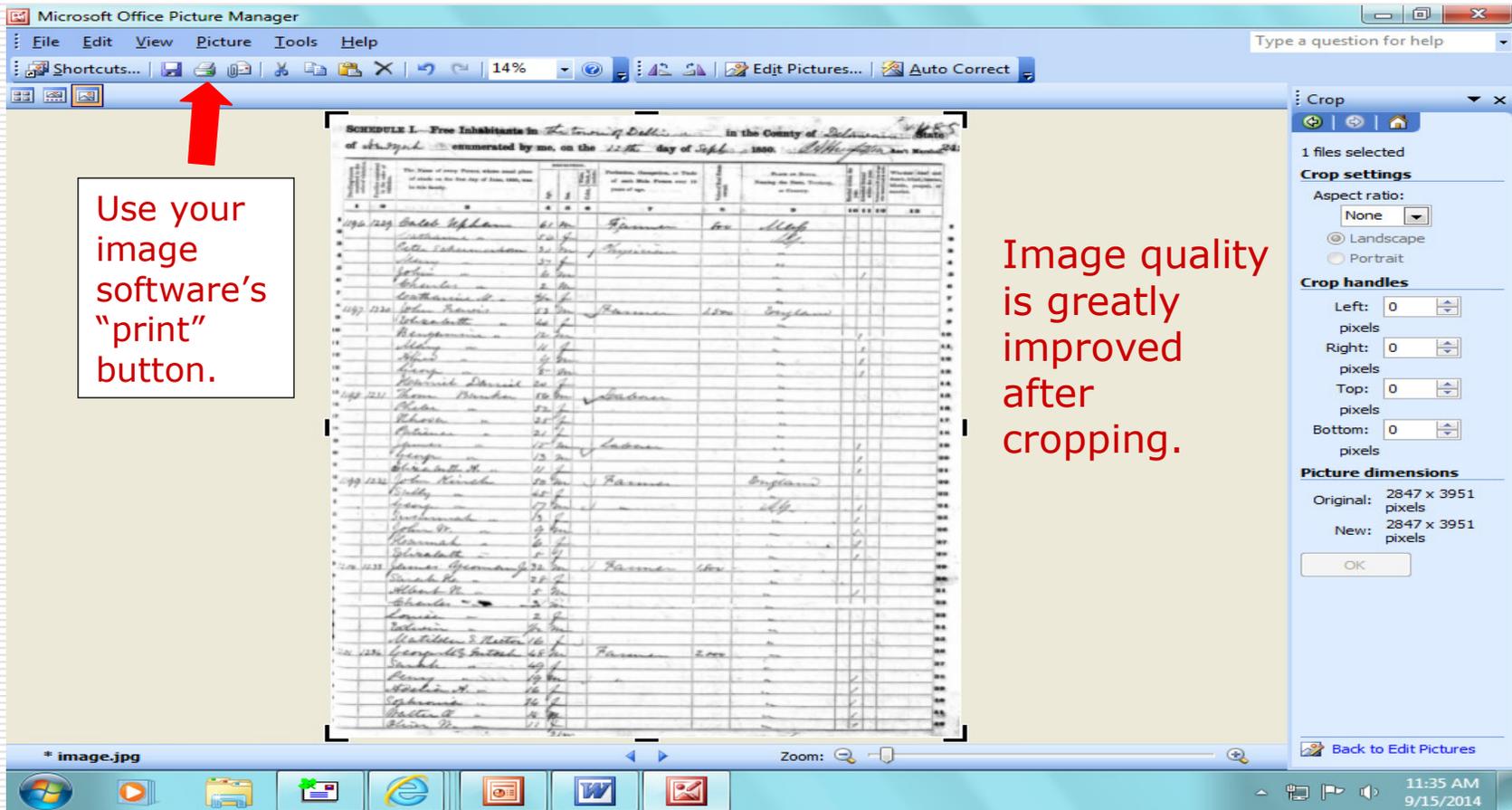
Edit Pictures
1 files selected
Correct pictures automatically
To automatically correct color and brightness for the selected pictures, click Auto Correct.
Auto Correct

Edit using these tools
Brightness and Contrast
Color
Crop
Rotate and Flip
Red Eye Removal

Change picture size
Resize
Compress Pictures

image.jpg Zoom: Monday, September 15, 2014 11:32 AM 9/15/2014

Printing Census Images



Printing Census Images

- ❑ Census pages must be printed in their entirety. No partial pages are accepted.
 - ❑ Be sure to print census pages in their correct orientation – portrait or landscape. You may have to reset your printer settings to print correctly. **Correctly printed censuses follow.**
 - 1850-1880 censuses are in portrait orientation.
 - 1900 census is virtually square, so can be printed in either orientation.
 - 1910-1940 censuses are in landscape orientation.
 - ❑ Census summaries are not acceptable. If a census image cannot be made readable, the census summary can be printed on the back of the page containing the actual image.
 - ❑ Remember to underline pertinent generations on census pages and indicate generation #s in the margin.
-

SCHEDULE I - Free Inhabitants in the County of Dallas, Texas, in the County of Dallas, Texas, in the Year of 1860

Dwelling-house numbered in the order of visitation.	Families numbered in the order of visitation.	The Name of every Person whose usual place of abode on the first day of June, 1860, was in this family.	SEX AND COLOR.			Profession, Occupation, or Trade of each Male Person over 15 years of age.	Value of Real Estate owned.	Place of Birth, Naming the State, Territory, or Country.	MARRIAGE AND SCHOOLING.			Whether deaf and dumb, blind, insane, idiotic, pauper, or convict.
			Age.	Sex.	Color.				Married within the year.	Attended School within the year.	Persons over 20 yrs of age who cannot read & write.	
1196	1229	Baltus W. Adams	61	M	W	Farmer	50	W. Va.				
		Esther Adams	56	F	W			W. Va.				
		Esther Schumaker	30	M	W	Physician						
		Henry	37	M	W							
		John	6	M	W							
		Charles	2	M	W							
		Leathem	4	M	W							
		John Davis	53	M	W	Farmer	1500	England				
		Isaac	44	M	W							
		Robert	12	M	W							
		Henry	11	M	W							
		John	9	M	W							
		Henry	5	M	W							
		Harriet Smith	20	F	W							
		Thomas Brasher	56	M	W	Farmer						
		John	52	M	W							
		Phoebe	25	F	W							
		Patience	21	F	W							
		James	15	M	W	Farmer						
		George	13	M	W							
		Elizabeth	11	F	W							
		John Kinch	50	M	W	Farmer		England				
		Sally	45	F	W							
		Henry	17	M	W			W. Va.				
		Samuel	13	M	W							
		John	9	M	W							
		Harriet	6	F	W							
		Elizabeth	5	F	W							
		James Stephens	32	M	W	Farmer	1500					
		Sarah	25	F	W							
		Abner	5	M	W							
		Charles	3	M	W							
		Louise	2	F	W							
		Saline	1 1/2	F	W							
		Matilda S. Peter	16	F	W							
		Leopold G. Peter	45	M	W	Farmer	2000					
		Samuel	49	M	W							
		Henry	19	M	W							
		Esther	16	F	W							
		Sylvanus	14	M	W							
		Matthias	14	M	W							
		Oliver	11	M	W							

Com 5

Com 5

9/1m

Gen 3-4-5

STATE Kentucky
COUNTY Jefferson
TOWNSHIP OR OTHER DIVISION OF COUNTY Frankfort

9-127

DEPARTMENT OF COMMERCE—BUREAU OF THE CENSUS

62 (93-979)

FOURTEENTH CENSUS OF THE UNITED STATES: 1920—POPULATION

SUPERVISOR'S DISTRICT NO. 5
ENUMERATION DISTRICT NO. 146

SHEET NO. 4

NAME OF INCORPORATED PLACE Marionville city

WARD OF CITY 8

NAME OF INSTITUTION _____

ENUMERATED BY ME ON THE 5th day of January 1920

Mary E. Dicks

0160

PLACE OF ABODE	NAME	RELATION	SEX	RACE	BIRTH	CITIZENSHIP	EDUCATION	NATIVITY AND MOTHER TONGUE						OCCUPATION		
								FATHER		MOTHER		FATHER			MOTHER	
								Place of birth	Mother tongue	Place of birth	Mother tongue	Place of birth	Mother tongue		Place of birth	Mother tongue
721	Speckman, Beulah B.	Sister	F	W	24 02 S		Yes	Yes	Tennessee	Tennessee	Tennessee		Yes	None		
722	Speckman, Beulah B.	Sister	F	W	24 02 S		Yes	Yes	Tennessee	Tennessee	Tennessee		Yes	None		
723	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
724	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
725	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
726	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
727	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
728	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
729	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
730	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
731	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
732	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
733	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
734	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
735	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
736	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
737	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
738	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
739	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
740	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
741	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
742	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
743	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
744	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
745	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
746	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
747	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
748	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
749	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		
750	McIntosh, George W.	Head 1 R	M	W	24 21 45 21		Yes	Yes	New York	New York	New York		Yes	Farmer		

Printing Indexes/Transcriptions

For indexes/transcriptions on ancestry.com, select "View printer-friendly."

The screenshot shows a web browser displaying a record on Ancestry.com. The browser's address bar shows the URL: http://search.ancestry.com/cgi-bin/sse.dll?rank=1&new=1&MSAV=1&msT=1&gss=angs-i&gsfn=Theophilus+Fletcher&gsln=McIntosh&msbdy=1829&msbpn_ftp=New+Y. The page title is "New York, State Census, 1892 about F F McIntosh".

The record details are as follows:

Name:	F F McIntosh
Birth Year:	abt 1829
Birth Place:	United States
Age:	63
Gender:	Male
Citizenship:	Citizen
Residence Place:	Delhi, Delaware
Election District:	02

There is a thumbnail image of the original document with a "View original image" link. Below the record is a "Save This Record" section with a "Save" button. A red arrow points to the "View printer-friendly" link in the "Page Tools" sidebar.

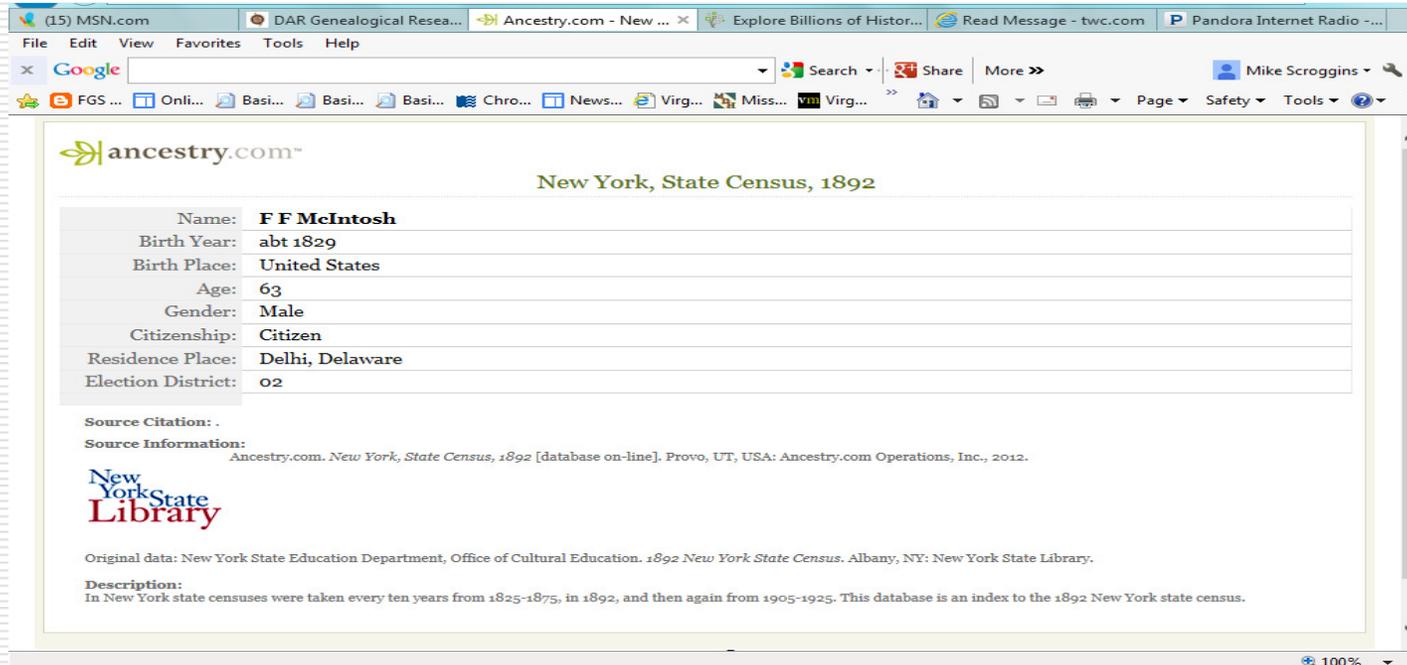
The "Page Tools" sidebar includes the following options:

- Save record to someone in my tree
- Save record to my shoebox
- Add Alternate Information
- Report Issue
- View printer-friendly (highlighted with a red arrow)

Below the "Page Tools" are "Share this record" options for Facebook, Google+, and Email, and a "Comments" section with a "Leave a comment" button.

Printing Indexes/Transcriptions

The “printer-friendly” view will appear, at which time you *WILL* use your internet browser to print. You might find it helpful to first select “print preview” to see that it fits properly on the page – or on *ONE* page.



In this case, I printed this index on the back of the actual 1892 census image, since the document itself was not self-identifying.

Printing Indexes/Transcriptions

The screenshot shows a web browser window with the URL <https://familysearch.org/pal:/MM9.1.1/JL3N-KZW>. The page title is "Robert McIntosh United States Social Security Death Index". A blue button labeled "Attach to Family Tree" is visible. Below the title, there is a menu with options: COPY, PRINT, SOURCE BOX, and SHARE. A red arrow points to the "PRINT" option. The main content area displays the following information:

Given Name:	Robert
Surname:	Mcintosh
Birth Date:	31 January 1908
Social Security Number:	401-05-6777
State:	Kentucky
Last Place of Residence:	Louisville, Jefferson, Kentucky
Previous Residence Postal Code:	40210
Event Date:	September 1977
Age:	69

On the right side, there is a box with a camera icon and the text "No image available". Below this, there are links for "Search collection" and "About this collection". At the bottom of the browser window, the taskbar shows the system clock as 1:31 PM on 9/15/2014.

On **familysearch.org**, when only a transcription is available, click on "Print" from the site's menu.

Printing Other Images

Accessing a marriage record to print from familysearch.org

The screenshot shows a web browser window with the FamilySearch.org website. The search results are for "Indiana, Marriages, 1811-1959" with 1-6 of 6 results for Robert Walter McIntosh. A red arrow points to the name "Robert W McIntosh" in the first result row.

Name	Events	Relationships	Preview
Robert W McIntosh Indiana, Marriages, 1811-1959	birth: 31 January 1908, Louisville, Kentucky residence: 5 June 1932, Louisville, Kentucky marriage: 5 June 1932, Jeffersonville, Clark, Indiana marriage license: 5 June 1932	father: Geo W McIntosh mother: Rella Mcmonigle spouse: Edith Hobbs other: William Hobbs, Mamie M Gordon, Wm E Dorsey	
Robert McIntosh Father of groom Indiana, Marriages, 1811-1959		spouse: Rose Tompkins child: John Wilson McIntosh other: Rachel Cummins, Richard D Cummins, Jessie Graves, Joseph M Bryan	

Printing Other Images

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Google
- Address Bar:** <https://familysearch.org/pal:/MM9.3.1/TH-266-12430-62440-95?cc=1410397>
- Page Title:** Robert W McIntosh, Indiana, Marriages, 1811-1959
- Buttons:** Attach to Family Tree
- Actions:** COPY, PRINT, SOURCE BOX, SHARE
- Record Details:**

Name:	Robert W McIntosh
Event Type:	Marriage
Event Date:	05 Jun 1932
Event Place:	Jeffersonville, Clark, Indiana
Registration Place:	, Clark, Indiana, United States
Marriage License Date:	05 Jun 1932
Residence Place:	Louisville, , Kentucky
Gender:	Male
Age (Estimated):	24
Race (Original):	White
Birth Date:	31 Jan 1908
- Document Options:**
 - [View the document](#) (highlighted with a red arrow)
 - View the original document, see a piece of history
 - [Download document](#)
- Search Collection:**
 - Search collection
 - About this collection
- Taskbar:** Shows system tray with time 3:34 PM and date 9/15/2014.

Printing Other Images

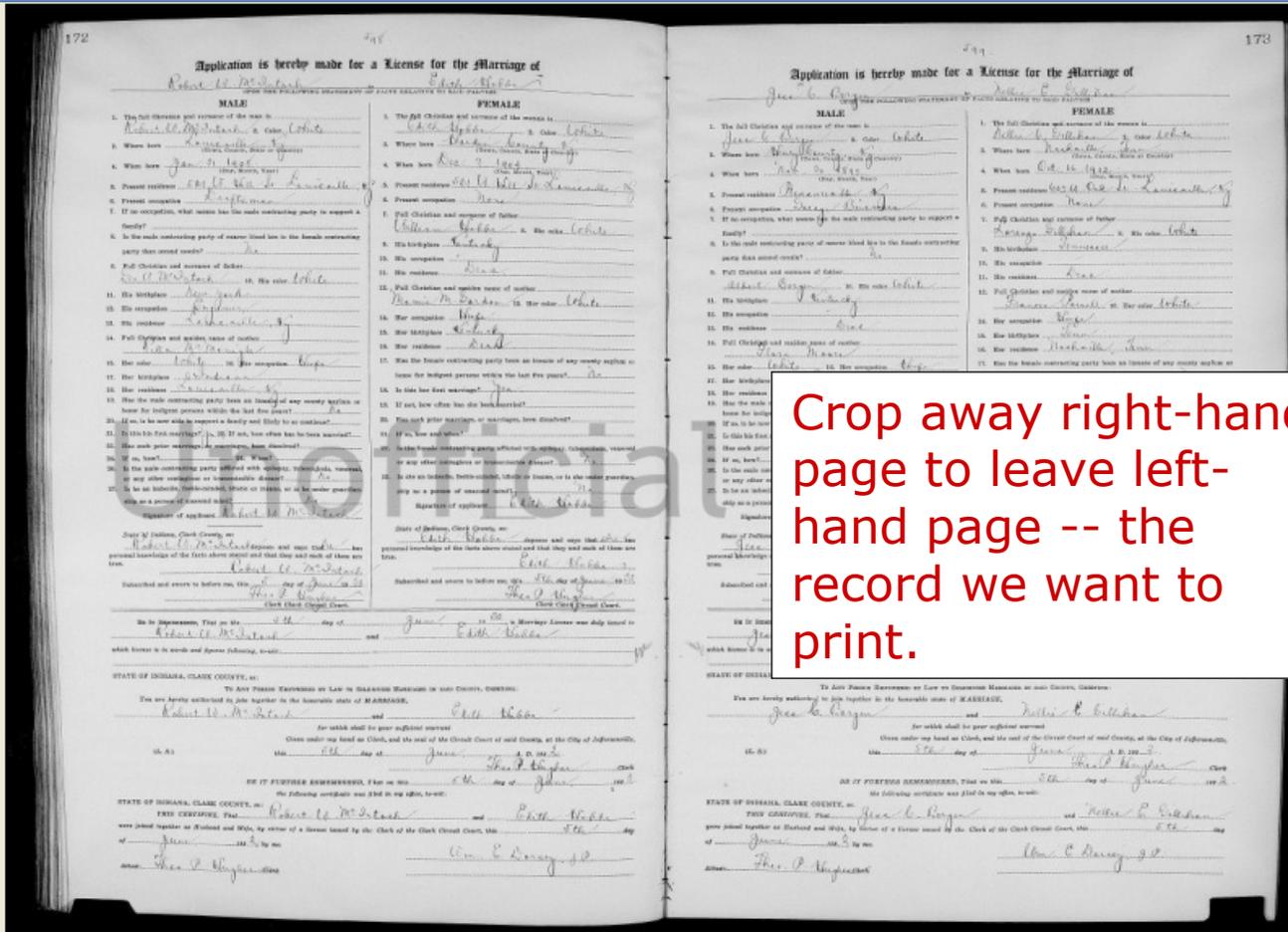
You will then see this...

The screenshot shows a web browser window displaying the FamilySearch website. The browser's address bar shows the URL <https://familysearch.org/register/>. The website's navigation bar includes links for Family Tree, Memories, Search, and Indexing. Below this, there are tabs for RECORDS, GENEALOGIES, CATALOG, BOOKS, and WIKI. The main content area displays a record viewer for "Indiana, Marriages, 1811-1959 > Clark > 1932-1932 Volume 113 > Image 88 of 298". The record viewer shows two pages of a handwritten document with the text "Unofficial Record" overlaid. A red arrow points to the "Download" button in the viewer's toolbar, which also includes "Print" and "Tools" buttons. A text box next to the arrow contains the text "Click 'Download'". The Windows taskbar at the bottom shows the system tray with the time 3:36 PM and date 9/15/2014.

Printing Other Images

Click "Open." Image should then open in your image-editing software.

The screenshot shows the FamilySearch website interface. At the top, there is a navigation bar with the FamilySearch logo and links for Family Tree, Memories, Search, and Indexing. Below this is a secondary navigation bar with links for RECORDS, GENEALOGIES, CATALOG, BOOKS, and WIKI. The main content area displays a record viewer for "Indiana, Marriages, 1811-1959 > Clark > 1932-1932 Volume 113 > Image 88 of 298". The record image is a two-page document with a large "Unofficial Record" watermark. A toolbar at the top right of the viewer includes "Print", "Download", and "Tools" options. A dialog box is open at the bottom of the viewer, asking "Do you want to open or save record-image.jpg (2.60 MB) from das.familysearch.org?". The dialog has "Open", "Save", and "Cancel" buttons. A red arrow points to the "Open" button. The Windows taskbar at the bottom shows the system tray with the time 3:39 PM and date 9/15/2014.



Crop away right-hand page to leave left-hand page -- the record we want to print.

Application is hereby made for a License for the Marriage of

Robert W. Messtach MALE and Ethel Walker FEMALE

UPON THE FOLLOWING STATEMENT OF FACTS RELATIVE TO SAID PARTIES:

- 1. The full Christian and surname of the man is Robert W. Messtach 2. Color white
3. Where born June 21, 1908
4. When born June 21, 1908
5. Present residence 511 1/2 North Louisville St
6. Present occupation Druggist
7. If no occupation, what means has the male contracting party to support a family?
8. Is the male contracting party of nearer blood kin to the female contracting party than second cousin? No
9. Full Christian and surname of father: Mrs. C. Messtach 10. His color: white
11. His birthplace: Louisville, Ky
12. His occupation: Druggist
13. His residence: Louisville, Ky
14. Full Christian and maiden name of mother: Mrs. M. M. Messtach
15. Her color: white
16. Her occupation: Wife
17. Her birthplace: Louisville, Ky
18. Her residence: Louisville, Ky
19. Has the male contracting party been an inmate of any county asylum or home for indigent persons within the last five years? No
20. If so, in how many years?
21. Is this his first marriage? No
22. If not, how often has he been married?
23. Has such prior marriage or marriages been dissolved?
24. If so, how and when?
25. Is the male contracting party afflicted with epilepsy, tuberculosis, venereal or any other contagious or transmissible disease? No
26. Is the male contracting party afflicted with epilepsy, tuberculosis, venereal or any other contagious or transmissible disease? No
27. Is he an imbecile, feeble-minded, idiotic or insane or is he under guardianship as a person of unsound mind? No
Signature of applicant: Robert W. Messtach

State of Indiana, Clark County, ss: Robert W. Messtach, doposes and says that he has personal knowledge of the facts above stated and that they and each of them are true.

Subscribed and sworn to before me, this 5th day of June, 1938. Sheo P. Kishner, Clerk Clark Circuit Court.

BE IT REMEMBERED, That on the 5th day of June, 1938, a Marriage License was duly issued to Robert W. Messtach and Ethel Walker.

STATE OF INDIANA, CLARK COUNTY, ss:

To ANY PERSON EMPLOYED BY LAW TO SOLICIT MARRIAGES IN SAID COUNTY, GREETING: You are hereby authorized to join together in the honorable state of INDIANA,

Robert W. Messtach and Ethel Walker for which shall be your sufficient warrant Given under my hand as Clerk and the seal of the Circuit Court of said County, at the City of Jeffersonville, this 5th day of June, 1938.

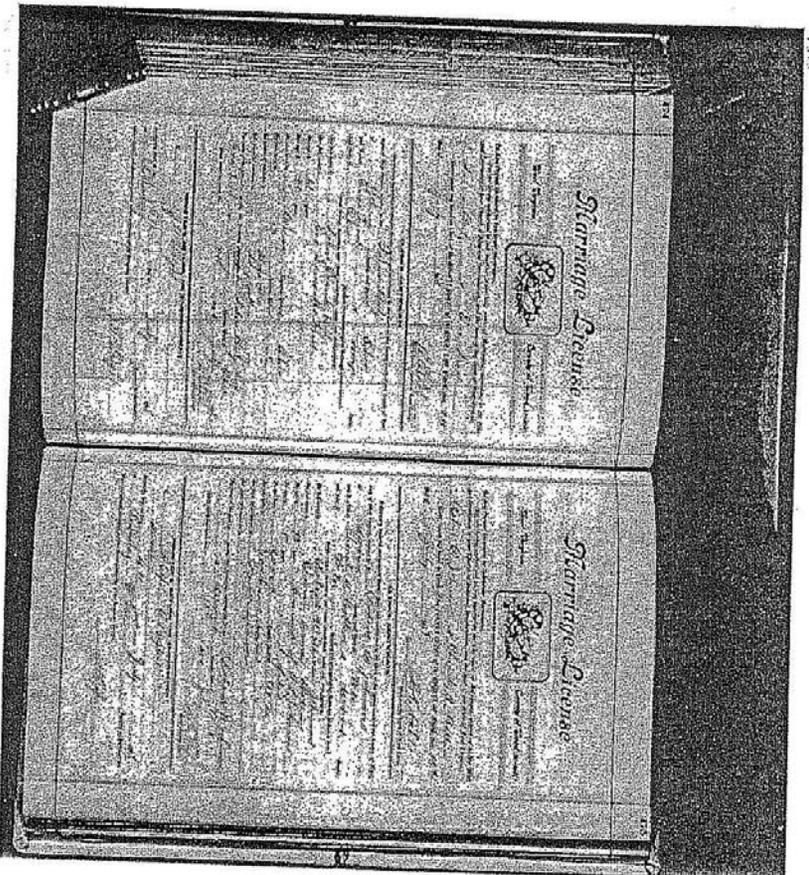
BE IT FURTHER REMEMBERED, That on this 5th day of June, 1938, the following certificate was filed in my office, to-wit:

STATE OF INDIANA, CLARK COUNTY, ss: Robert W. Messtach and Ethel Walker were joined together as Husband and Wife, by virtue of a license issued by the Clerk of the Clark Circuit Court, this 5th day of June, 1938, by me. Witnesses: Sheo P. Kishner, Clerk; Wm. E. Roney, J.P.

After cropping, you have the correctly printed marriage record.

Marriage

EXAMPLE



INCORRECTLY PRINTED
MARRIAGE RECORD
RECENTLY RECEIVED IN
SUBMITTED
DOCUMENTATION, AS YOU
CAN SEE, IT IS UNREADABLE.

 [hstreausure1](#) originally shared this to [Tamara Pearis Family Tree](#)
 14 Jan 2012  Portrait / Family Photo

 [wzzrd1](#) added this to [James Johnson Family Tree](#)
 13 days ago

SEE NEXT PAGE FOR CORRECTLY PRINTED RECORD.



Side-By-Side Example: Image on left is death certificate staff received; on right is the same death certificate printed correctly.

CERTIFICATE OF DEATH 1423

DEPT. OF PUBLIC HEALTH STATE OF TENNESSEE DIV. OF VITAL STATISTICS
COOPERATING WITH DEPT. OF COMMERCE BUREAU OF THE CENSUS

REG. NO. 5
REG. DIST. NO. 681

1. FULL NAME: *Andrew Johnson Billrey* 2. DATE OF DEATH: *Jan 17 1948*

3. PLACE OF DEATH: A) COUNTY: *Overton* CIVIL DISTRICT: *6*
B) CITY OR TOWN: *Livingston*
C) NAME OF HOSPITAL: _____
D) LENGTH OF STAY: _____

4. LEGAL RESIDENCE: A) STATE: *Tenn*
B) COUNTY: *Overton* CIVIL DISTRICT: *6*
C) CITY OR TOWN: *Livingston*
D) STREET NO.: _____

5. RACE OR COLOR: *w* 6. SEX: *male* 7. SINGLE, MARRIED, WIDOWED, DIVORCED: *Married*

8. AGE: *85* YEARS MONTHS: *1* DAYS: *22* IF LESS THAN ONE DAY: _____

9. DATE OF BIRTH: *Nov 25* YEAR: *1866*

10. PLACE OF BIRTH: CITY OR COUNTY: *Overton* STATE OR COUNTRY: *Tenn*

11. HUSBAND OR WIFE OF: *Jamie Billrey*
AGE OF HUSBAND OR WIFE, IF LIVING: _____ YEARS

12. IF VETERAN: _____ SOCIAL SECURITY NUMBER: _____

13. USUAL OCCUPATION: *farmer*

14. INDUSTRY OR BUSINESS: *own farm*

15. FULL NAME: *Russell Billrey*
BIRTHPLACE: CITY OR COUNTY: *Overton* STATE OR COUNTRY: *Tenn*

16. MAIDEN NAME: *Mary Copeland*
BIRTHPLACE: CITY OR COUNTY: *Overton* STATE OR COUNTRY: *Tenn*

17. INFORMANT: *Thomas M. Culley*
ADDRESS: *Livingston, Tenn*

18. BURIAL, REMOVAL OR CREMATION: *burial* DATE: *Jan 18 1948*
CEMETERY: *Whitson* PLACE: *Whitson*

19. UNDERTAKER: *Wells* 1942
ADDRESS: _____ BY: _____
STATE HEALTH DEPT. FILED BY: _____
DATE FILED: *Jan 25 1948*

20. I HEREBY CERTIFY THAT I ATTENDED THE DECEASED FROM *Jan 17 1948* TO *Jan 17 1948* AND THAT I LAST SAW HIM ALIVE ON *Jan 14 1948* AND THAT DEATH OCCURRED ON THE DATE STATED AT *6:45* A.M.
IMMEDIATE CAUSE OF DEATH: *Cardiac Renal Insufficiency* DURATION: *121A*

21. IF DEATH WAS DUE TO EXTERNAL CAUSES, FILL IN THE FOLLOWING:
A) ACCIDENT, SUICIDE OR HOMICIDE (SPECIFY): _____
B) DATE OF OCCURRENCE: _____
C) WHERE DID INJURY OCCUR: _____ CITY COUNTY STATE
D) DID INJURY OCCUR IN OR ABOUT HOME, ON FARM, IN INDUSTRIAL PLACE, IN PUBLIC PLACE? _____
E) MEANS OF INJURY: _____

SIGNATURE: *J. Deane* M.D.
ADDRESS: *Livingston* DATE SIGNED: *1-26-48*

CERTIFICATE OF DEATH 1423

DEPT. OF PUBLIC HEALTH STATE OF TENNESSEE DIV. OF VITAL STATISTICS
COOPERATING WITH DEPT. OF COMMERCE BUREAU OF THE CENSUS

REG. NO. 5
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C) NAME OF HOSPITAL: _____
D) LENGTH OF STAY: _____

4. LEGAL RESIDENCE: A) STATE: *Tenn*
B) COUNTY: *Overton* CIVIL DISTRICT: *6*
C) CITY OR TOWN: *Livingston*
D) STREET NO.: _____

5. RACE OR COLOR: *w* 6. SEX: *male* 7. SINGLE, MARRIED, WIDOWED, DIVORCED: *Married*

8. AGE: *85* YEARS MONTHS: *1* DAYS: *22* IF LESS THAN ONE DAY: _____

9. DATE OF BIRTH: *Nov 25* YEAR: *1866*

10. PLACE OF BIRTH: CITY OR COUNTY: *Overton* STATE OR COUNTRY: *Tenn*

11. HUSBAND OR WIFE OF: *Jamie Billrey*
AGE OF HUSBAND OR WIFE, IF LIVING: _____ YEARS

12. IF VETERAN: _____ SOCIAL SECURITY NUMBER: _____

13. USUAL OCCUPATION: *farmer*

14. INDUSTRY OR BUSINESS: *own farm*

15. FULL NAME: *Russell Billrey*
BIRTHPLACE: CITY OR COUNTY: *Overton* STATE OR COUNTRY: *Tenn*

16. MAIDEN NAME: *Mary Copeland*
BIRTHPLACE: CITY OR COUNTY: *Overton* STATE OR COUNTRY: *Tenn*

17. INFORMANT: *Thomas M. Culley*
ADDRESS: *Livingston, Tenn*

18. BURIAL, REMOVAL OR CREMATION: *burial* DATE: *Jan 18 1948*
CEMETERY: *Whitson* PLACE: *Whitson*

19. UNDERTAKER: *Wells* 1942
ADDRESS: _____ BY: _____
STATE HEALTH DEPT. FILED BY: _____
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A) ACCIDENT, SUICIDE OR HOMICIDE (SPECIFY): _____
B) DATE OF OCCURRENCE: _____
C) WHERE DID INJURY OCCUR: _____ CITY COUNTY STATE
D) DID INJURY OCCUR IN OR ABOUT HOME, ON FARM, IN INDUSTRIAL PLACE, IN PUBLIC PLACE? _____
E) MEANS OF INJURY: _____

SIGNATURE: *J. Deane* M.D.
ADDRESS: *Livingston* DATE SIGNED: *1-26-48*

Examples of Incorrectly Printed Images

- Example 1:
 - Will pages printed incorrectly: Note that right side and bottom of each page are cut off. No dates are shown, and no probate record is included.
 - Will pages printed correctly: Note that pages are complete, date of will is shown, and dated probate record follows. There three complete images were found on familysearch.org.
 - Example 2: Unreadable birth record
 - Example 3: Unreadable proof of service
 - Examples of unreadable or incomplete census pages that represent images regularly received by the Genealogy Department. (8 pages)
-

Gen B

Example 1, p. 1

In the name of God Amen.

William Westcott of the Parish of St. George's and County of Middlesex, Paragon of several manors and messuages, and calling to mind the necessity of the Bishops and knowing that it is appropiate to send out our spirit to give, do make and subscribe this testamentary will to be my last will and testament.

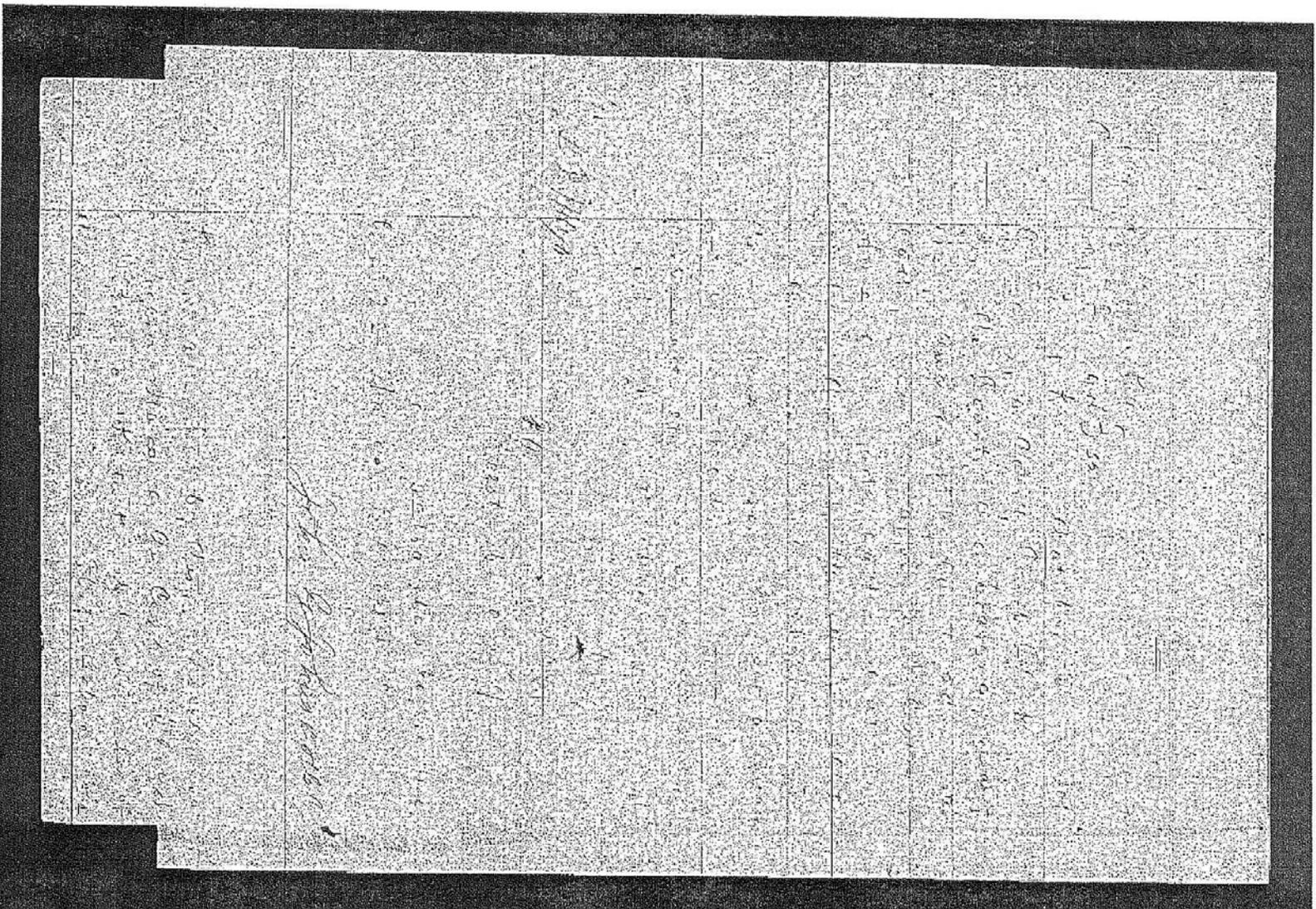
And first, and more chiefly of all I give and bequeath my debt unto the knowledge of all my friends who gave it, and myself by my friends to the earth to be buried in decent Christian burial and the disposition of my Executors herein after to be reserved.

I do so touching such worldly goods whomever it has pleased God to bless me in this life, I give, devise and dispose of the same in the following manner and form.

I give and bequeath unto my beloved wife Mrs. Dolly Westcott one Negro girl by the name of Clary which said Negro girl, and her increase at the death of my beloved wife to be equally divided between my four younger children, Mr. William Westcott, Mr. William Westcott, Mr. William Westcott, and Mr. Thomas Westcott, I also give to my beloved wife and children £100 to my beloved

Example 1, p. 3, Probate included.

George W. Bond
Will County, Ill. Dec 21 1890
I have just received from the Board of
the County the money due from the
the Board of Supervisors of the County
the within made by the Board of
Will County, Ill. May 1, 1890
James W. Bond
Board of Supervisors
Will County, Ill.



EXAMPLE :

EXAMPLE OF UNREADABLE PROOF OF SERVICE

Serial	Household	Street	House	Visit	Fam	Name	Relation	Sex	Race	Age	Mar	Y
11710	11710
11711	11711
11712	11712
11713	11713
11714	11714
11715	11715
11716	11716
11717	11717
11718	11718
11719	11719
11720	11720
11721	11721
11722	11722
11723	11723
11724	11724
11725	11725
11726	11726
11727	11727
11728	11728
11729	11729
11730	11730
11731	11731
11732	11732
11733	11733
11734	11734
11735	11735
11736	11736
11737	11737
11738	11738
11739	11739
11740	11740
11741	11741
11742	11742
11743	11743
11744	11744
11745	11745
11746	11746
11747	11747
11748	11748
11749	11749
11750	11750

Index

STATE Kentucky COUNTY Jefferson TOWNSHIP OF OTHER DIVISION OF COUNTY Parish 17 DEPARTMENT OF COMMERCE AND LABOR THIRTEENTH CENSUS OF THE UNITED STATES NAME OF INCORPORATED PLACE Parish 17

No.	LOCATION.		NAME	RELATION.	PERSONAL DESCRIPTION.											ACTIVITY.				
	Street, avenue, road, etc.	House number (if within a town).			of each person whose place of abode on April 15, 1910, was in this family. Exclude each person living on April 15, 1910, who had been born in this country.	Married in this family.	Sex.	Color or race.	Age on last birth day.	Age on last census.	Number of years in this country.	Year born.	Year of immigration.	Year of birth of this person.	Place of birth of this person.	Place of birth of father of this person.				
51																				
52																				
53																				
54																				
55																				
56																				
57																				
58																				
59																				
60																				
61																				

Use of Book Pages

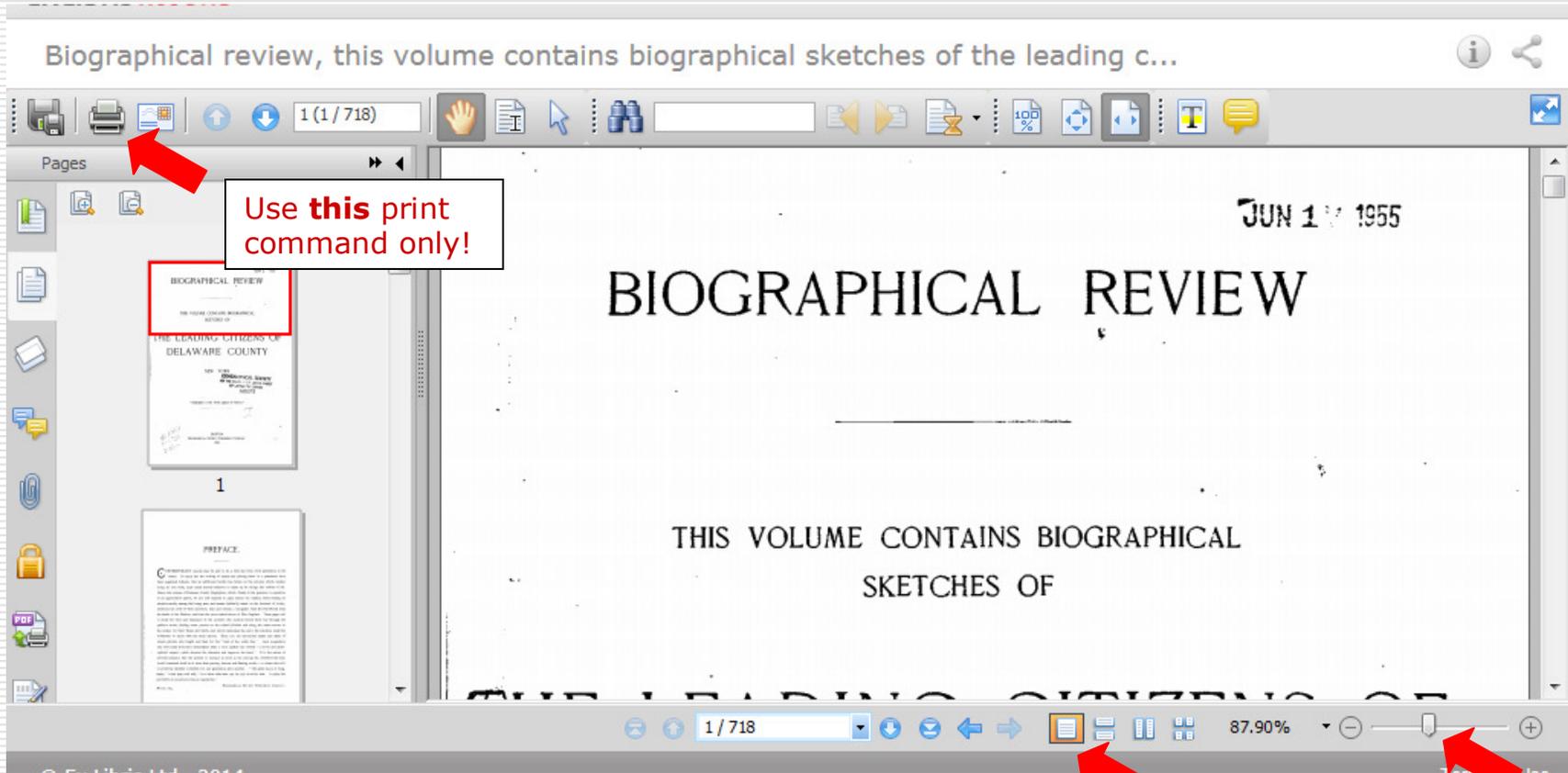
- ❑ All book pages must include the title page, including date of publication, which may be on another page.
 - ❑ Passages may not be excerpted. Print or copy each page in its entirety. Do not crop off page numbers.
 - ❑ If data on book pages include any footnote/superscript notations, include the page(s) containing the corresponding bibliographic references.
 - ❑ If data on book pages include abbreviations, also include the page(s) containing the "Key" to those abbreviations.
 - ❑ If a book page, such as a service record, is a continuation of a "roster," for instance, include the first page of that section that identifies the military unit, officers, etc., in addition to the page upon which the ancestor is listed.
-

Printing e-Book Pages

The screenshot shows the FamilySearch website interface. The browser address bar displays the URL: https://books.familysearch.org/primo_library/libweb/action/search.do?vid=FHD_PUBLIC. The website header includes the FamilySearch logo and navigation tabs for Family Tree, Memories, Search, and Indexing. Below this, there are sub-tabs for RECORDS, GENEALOGIES, CATALOG, BOOKS, and WIKI. A red arrow points to the 'BOOKS' tab. A text box with a red border contains the instruction: "First, click on 'Books' in the menu." Below the 'BOOKS' tab, there is a search bar with a 'Search' button and an 'Advanced Search' link. Another red arrow points to the search bar. A second text box with a red border contains the instruction: "Once on the 'Books' page, enter a name, place, or book title you're searching for, and click on the 'Search' button." Below the search bar, there is a list of partner institutions including Allen County Public Library, Brigham Young University Harold B. Lee Library, Brigham Young University Idaho David O. McKay Library, Brigham Young University Hawaii Joseph F. Smith Library, Church History Library, Family History Library, Houston Public Library - Clayton Library Center for Genealogical Research, and Mid-Continent Public Library - Midwest Genealogy Center. The browser's taskbar at the bottom shows the system tray with the date 9/15/2014 and time 4:02 PM.

Familysearch.org is a very valuable source for family and county history books. Your search word or words do not have to be exact. It will search for similar spellings, as well.

Printing e-Book Pages



Use **this** print command only!

Single-page view

Zoom in/out

Print

Name: HP LaserJet 1018 Properties

Copies: 1 Collate

Print as Grayscale

Print Range

Current view

Current page

All pages

Pages: 1-718

Subset: All pages in range

Reverse pages

Print Handling

Scale Tile Large Pages Multiple Pages Per Sheet Booklet

None

Fit to Printer Margins

Reduce to Printer Margins

Custom Scale

Choose Paper Source by PDF page size

Auto-Rotate

Auto-Center

Zoom: 89.46%

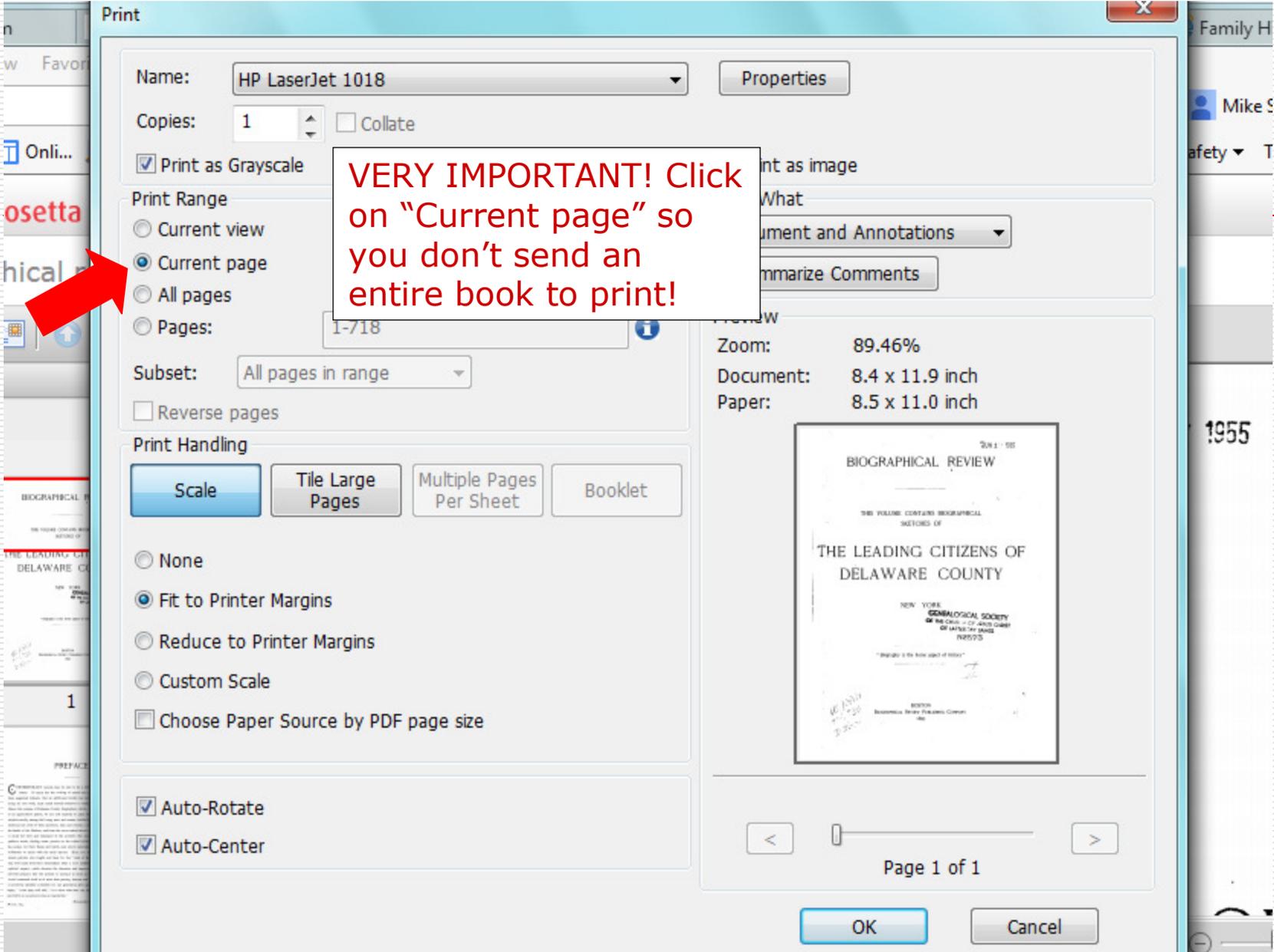
Document: 8.4 x 11.9 inch

Paper: 8.5 x 11.0 inch

Page 1 of 1

OK Cancel

VERY IMPORTANT! Click on "Current page" so you don't send an entire book to print!



Printing e-Book Pages

HERITAGE QUEST™ ONLINE

CENSUS BOOKS PERSI™ FREEDMAN'S REV WAR SERIAL SET

People :: Places :: Publications

Page Image

[Return to search results](#)

Add to Notebook

Anonymous [View Citation](#) [Table of Contents](#) [Page Numbers](#)

Biographical review : this volume contains biographical sketches of the leading citizens of Delaware County, New York.

Boston: Biographical Review Pub. Co., 1895, 718 pgs.

◀ PAGE ▶

◀ HIT ▶

Viewing page 5. Jump to:

Print Download Positive Negative Zoom: 100% ▼

JUN 17 1955

BIOGRAPHICAL REVIEW

In a new window, you will see this...

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help.
- Address Bar:** Google search bar.
- Navigation Bar:** Search, Share, More >>, and user profile Mike Scroggins.
- Book Cover:**
 - Top right: JUN 17 1955
 - Center: BIOGRAPHICAL REVIEW
 - Below title: THIS VOLUME CONTAINS BIOGRAPHICAL SKETCHES OF
 - Main title: THE LEADING CITIZENS OF DELAWARE COUNTY
 - Bottom: NEW YORK, GENEALOGICAL SOCIETY OF THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS, 52573
 - Bottom left: "Biography is the home aspect of history"
- Taskbar:** Windows Start button, icons for Internet Explorer, File Explorer, and Word, system tray with date 9/15/2014 and time 4:21 PM.

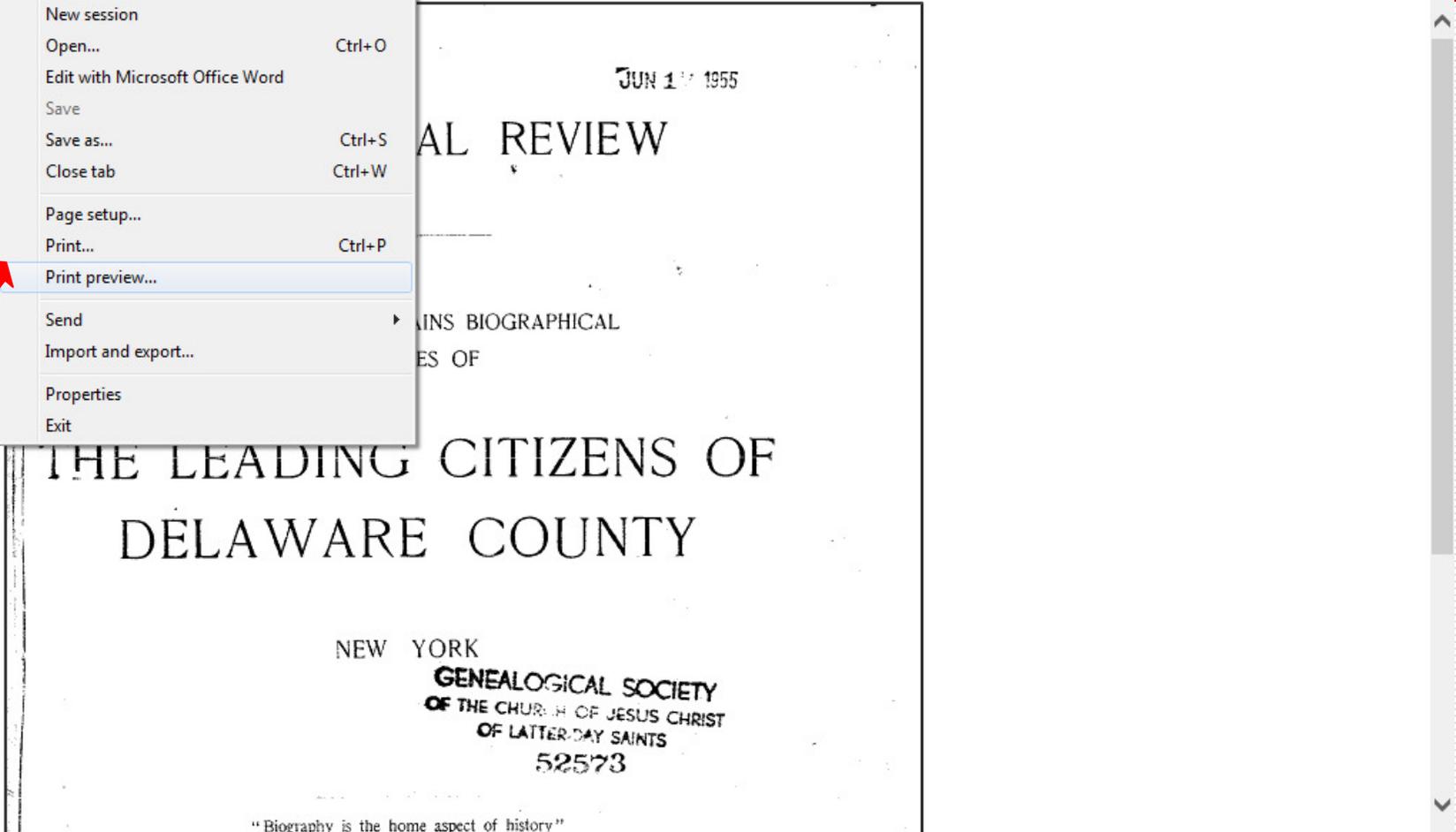
From your **internet browser**, go to "File" then "**Print Preview.**" (See next page.)

- File
 - Edit
 - View
 - Favorites
 - Tools
 - Help
- New tab Ctrl+T
 - Duplicate tab Ctrl+K
 - New window Ctrl+N
 - New session
 - Open... Ctrl+O
 - Edit with Microsoft Office Word
 - Save
 - Save as... Ctrl+S
 - Close tab Ctrl+W
 - Page setup...
 - Print... Ctrl+P
 - Print preview...
 - Send
 - Import and export...
 - Properties
 - Exit

Search Share More >> Mike Scroggins

Chro... News... Virg... Miss... Virg...

Page Safety Tools



You should then see something like this...

The screenshot shows a 'Print Preview' window with a toolbar at the top containing icons for print, zoom, and page navigation. The main area displays a document cover page for 'BIOGRAPHICAL REVIEW'. The cover text includes 'JUN 1 1935', 'BIOGRAPHICAL REVIEW', 'THIS VOLUME CONTAINS BIOGRAPHICAL SKETCHES OF THE LEADING CITIZENS OF DELAWARE COUNTY', 'NEW YORK GENEALOGICAL SOCIETY OF THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS 52573', 'BOSTON BIOGRAPHICAL REVIEW PUBLISHING COMPANY 1935', and the quote 'Biography is the home aspect of history'. A red callout box on the left contains the text: 'You can "pull" the alignment arrows to adjust the position of the image and, if necessary, make it larger or smaller to fit on the page.' The callout box has a red arrow pointing to the top-left alignment handle of the document image. The bottom of the window shows 'Page 1 of 1' and navigation arrows. The Windows taskbar at the bottom includes icons for Start, Internet Explorer, File Explorer, Mail, and Word, along with the system clock showing 4:28 PM on 9/15/2014.

You can "pull" the alignment arrows to adjust the position of the image and, if necessary, make it larger or smaller to fit on the page.

JUN 1 1935
BIOGRAPHICAL REVIEW
THIS VOLUME CONTAINS BIOGRAPHICAL SKETCHES OF
THE LEADING CITIZENS OF DELAWARE COUNTY
NEW YORK
GENEALOGICAL SOCIETY
OF THE CHURCH OF JESUS CHRIST
OF LATTER-DAY SAINTS
52573
"Biography is the home aspect of history"
BOSTON
BIOGRAPHICAL REVIEW PUBLISHING COMPANY
1935

Page 1 of 1

4:28 PM
9/15/2014

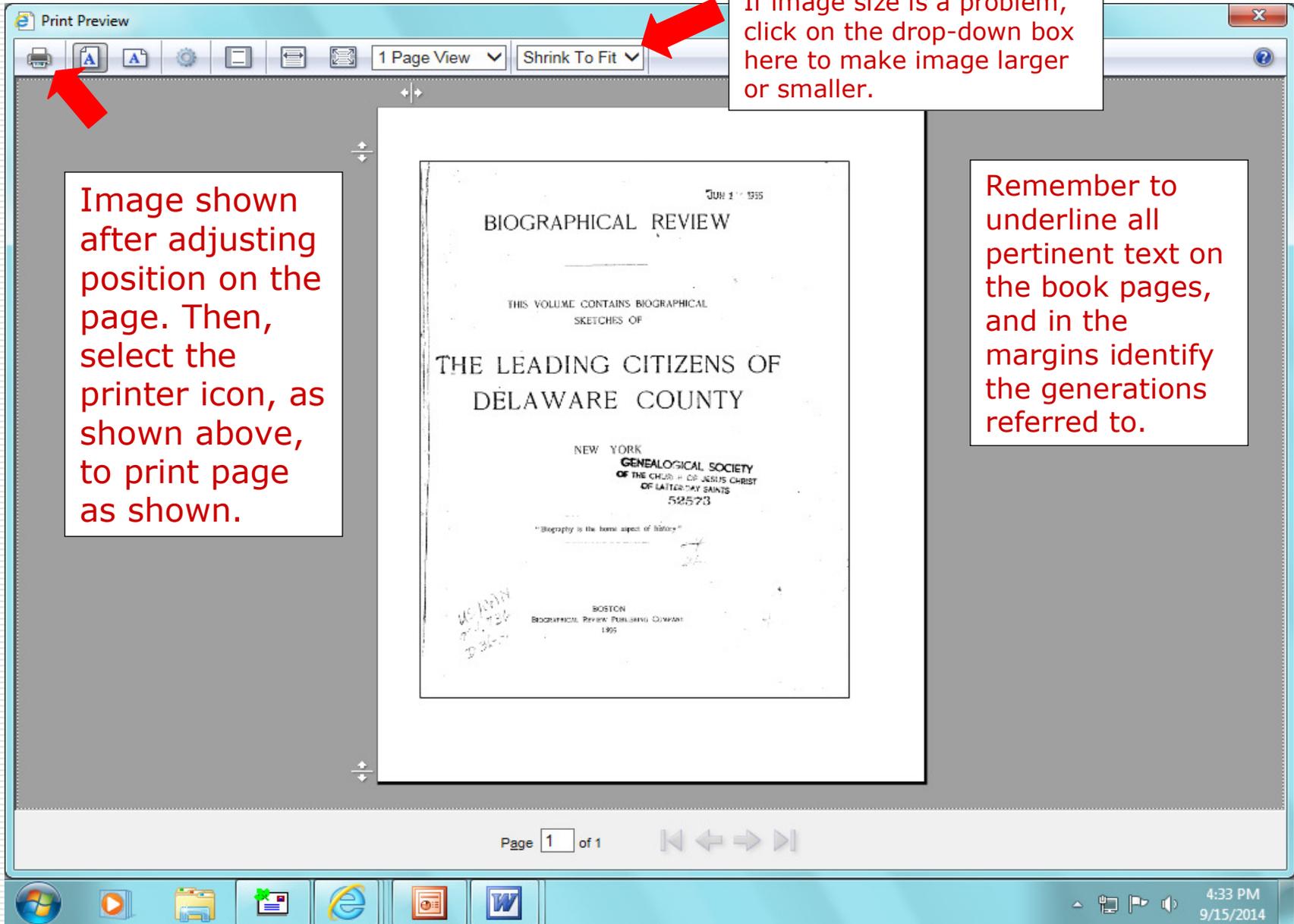


Image shown after adjusting position on the page. Then, select the printer icon, as shown above, to print page as shown.

If image size is a problem, click on the drop-down box here to make image larger or smaller.

Remember to underline all pertinent text on the book pages, and in the margins identify the generations referred to.

Tombstones

- To be acceptable, tombstones must:
 - ...*be of the period* (not acceptable when erected much later than decedent's death, which is particularly critical when relationships are stated on stones)
 - ...*be readable* (enlargements can be printed on back, if necessary)
 - ...*include name and location of cemetery*
 - Find-a-grave memorials
 - ...*only acceptable for data on tombstones* (if it meets the above criteria)
 - ...*not acceptable without tombstone photo*
 - ...*user-entered data not acceptable as proof*, with the exception of obvious obituary transcriptions and any scanned copies of actual documents (such as death certificates and obituaries) that the memorial includes. There is no need to underline any user-entered data, including the name of the deceased. Names will only be accepted as inscribed on stones.
 - **NOTE: Tombstones or gravemarkers of any kind are not acceptable as proof of service!**
-

Simon McIntosh [\[Edit Name\]](#)

[Memorial](#)

[Photos](#)

[Flowers](#)

[Share](#)

[Edit](#)

[Learn about upgrading this memorial...](#)

[\[Transfer Management\]](#) [\[Edit\]](#) [\[Delete\]](#)

Birth: Jun. 17, 1761

Pine Plains

Dutchess County

New York, USA

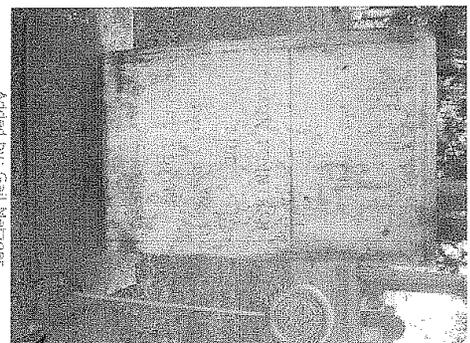
Death: Jan. 8, 1853

Kortright Center

Delaware County

New York, USA [\[Edit Dates\]](#)

Revolutionary War soldier, Private, 6th Regiment, Dutchess County Militia. Married 1789 to Sally/Sarah Sager Phelps Bates, b. prob abt 16 Dec 1769, d. 16 May 1834. She is buried next to Simon. Rev War marker secured from the War Dept in DC in 1959, and after headstone of Simon and Sarah was cleaned and reset, the plaque was placed on a cement foundation in front of it. Simon was identical twin brother of John McIntosh; their parents were Alexander and Clarissa (Junghans) McIntosh.



Added by: [Sally Metzger](#)

Stone is contemporary to decedent's time of death. Enlargement follows.

Spouse: Sarah Sager Phelps Bates McIntosh (1769 - 1834)

Children:

George McIntosh (1803 - 1877)*

*Calculated relationship

[\[Add Marker Transcription\]](#)

[\[Add Note\]](#)

Burial: [\[Edit\]](#)

Riverside Cemetery

Bloomville

Delaware County

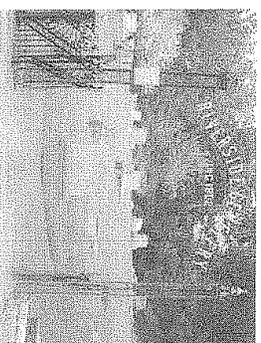
New York, USA [\[Add Plot\]](#)

[\[Edit Virtual Cemetery Info\]](#) [\[?\]](#)

Created by: [Denise](#)

Record added: Dec 25, 2008

Find A Grave Memorial# 32403187



Added by: [Denise](#)

The government plaque placed in the 1960s is not acceptable as proof of service or for the dates it contains.

The location of the tombstone (cemetery, city, county, & state) is the only proven data on this page, except the period tombstone, which is enlarged on the next page.

Enlarged Tombstone Image



Enlarged image can be printed on the back, if there is not enough space to include on the memorial page when printed.
