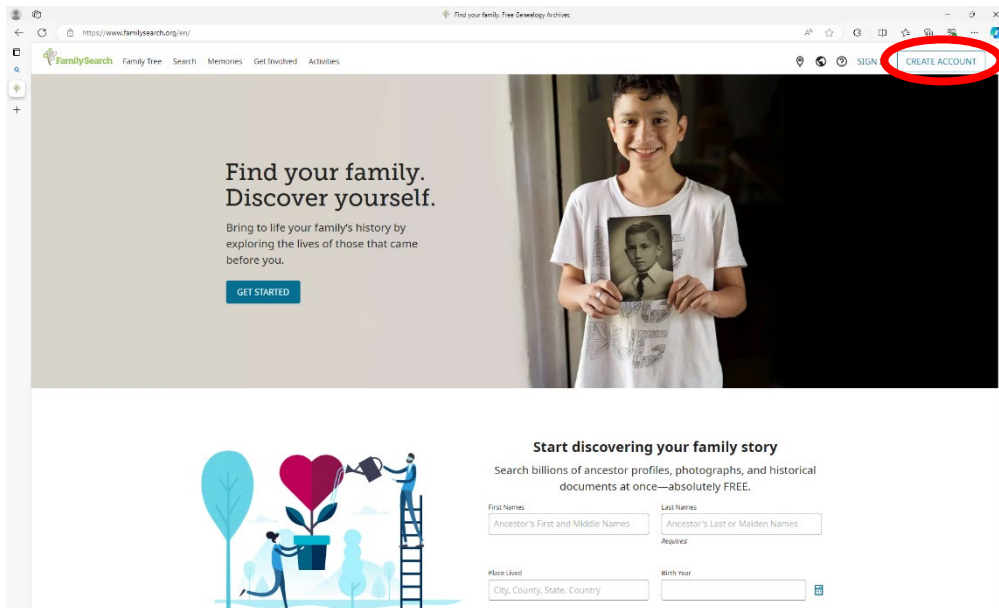


## Instructions for the data collection from familysearch.org

This little “how to do it” aims to give you some guidelines in the way you should organize the task in order to be efficient and to harmonize the outcome. It is mandatory to watch the linked video ([here](#)) that shows all the manipulations in details. Furthermore, at the end of this PDF document, you can find a table listing the files you have to download.

### 1. Settings required to do the tasks

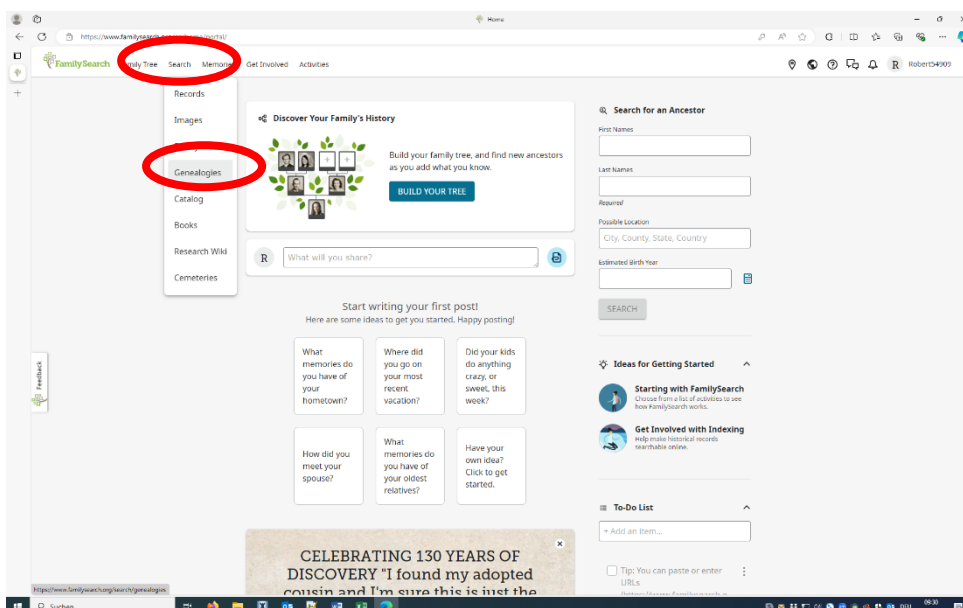
Create an account on [familysearch.org](https://www.familysearch.org) that you can use for the task and follow the instructions.



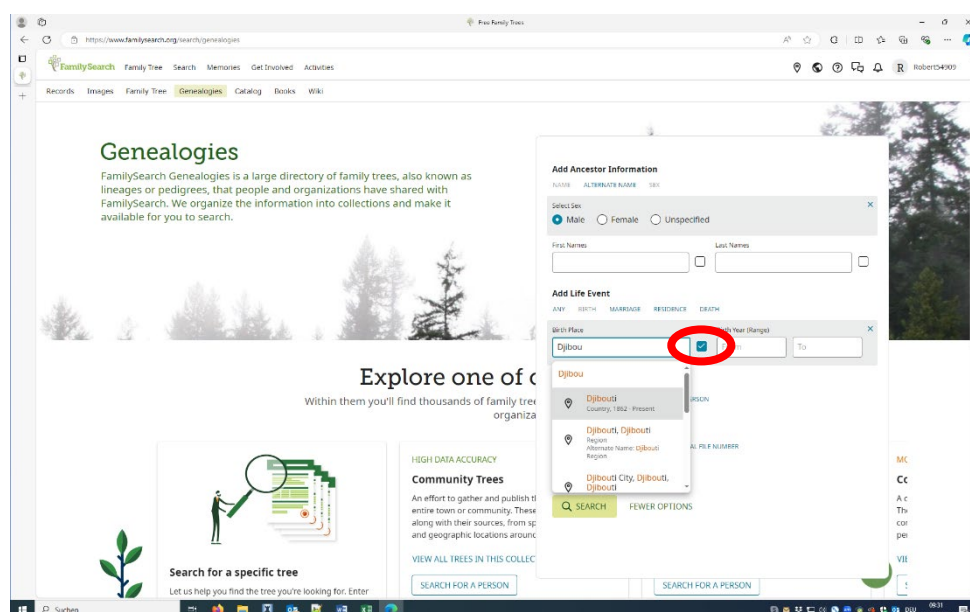
### 2. Searching the observations

Settings: We are always using the English language.

- Look in the “Search” menu for “genealogies”



- b. Use “more options” to filter. As illustrated by male births for Djibouti, we always apply 3 arguments to select the individuals: Country, Sex and Year separated by event (Birth and death). **You will find your precise set of task at the end.**
  - I. Choose the sex according to your task: click on “Male” or “Female”
  - II. Leave the name fields empty.
  - III. Choose under “Add Life Event” either Birth or Death according to your task.
  - IV. Look for the country in the Field “Birth Place” or “Death Place”
  - V. It is important to click on the button to the right of the Place marked by the red circle to ensure an exact match of the place. **Attention:** This box marked by the red circle only appears if you switch on Show Exact Search. (See figure on the next page in the blue circle)
  - VI. Add the range of year according to your task in the range fields, e.g. 1450 and 1949.
  - VII. Run “SEARCH”

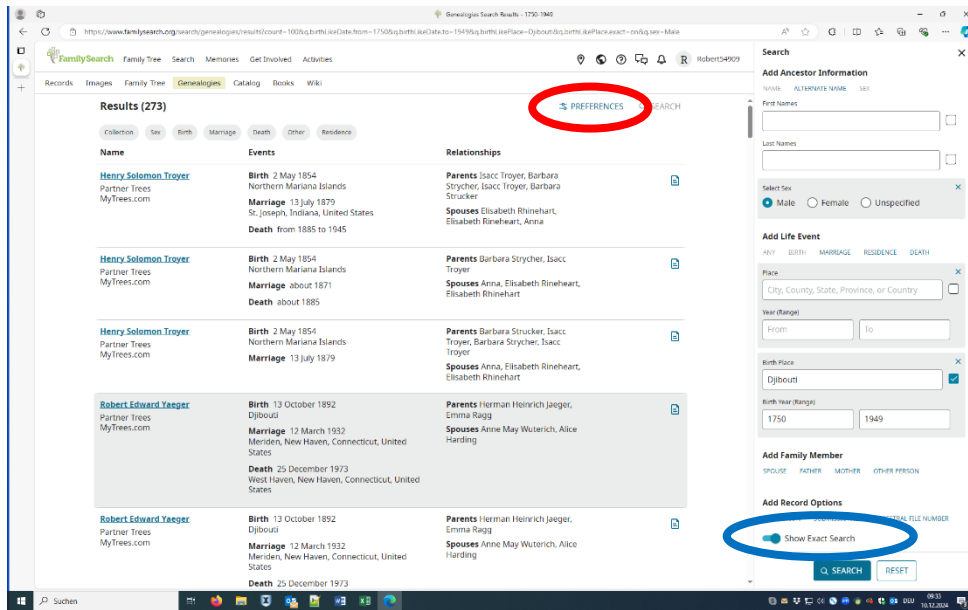


- c. You get the results of your search (in the example 273). We provide you with the range of years and the corresponding number of files you should download in the table of section 5. Scroll down and click on 100 observations per page. Now, you can start the download.

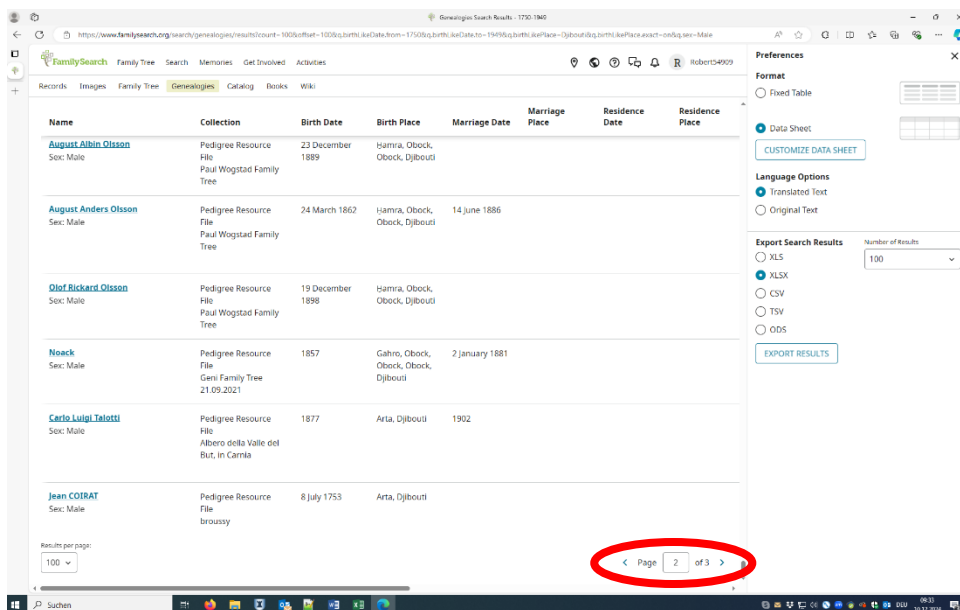
### 3. Download of the results

Once you have identified all observations for a specific sex, country and time window, you can start the download. To do so, we proceed in the following way:

- a. Click on preferences.



- b. The right hand side menu with download options opens. Choose Data Sheet without any customization. We use the *Translated text* and save 100 results as XLSX.



- c. Click on “Export Results”.
- d. Click on the next page to see the second set of observations (101-200).
- e. While the new page is loading, you rename the downloaded file. Please choose the following structure for the name of the file *ISO\_EVENT\_SEX\_START-END-PAGE.xlsx* For instance:
- the second page from Djibouti for male birth over the time window 1450-1949 would be: *DJI\_B\_M\_1450-1949-2.xlsx* (DJI=Djibouti, B=Birth, M=Male, 1450=Start year, 1949=End year, 2=page)
  - the deaths of women born in 1900-1949 in Eritrea on page 4 would be: *ERI\_D\_F\_1900-1949-4.xlsx* (ERI=Eritrea, D=Death, F=Female, 1900=Start, 1949=End, 4=page)

As soon as you have downloaded all the pages for your search setting, you can go for the next set of files:

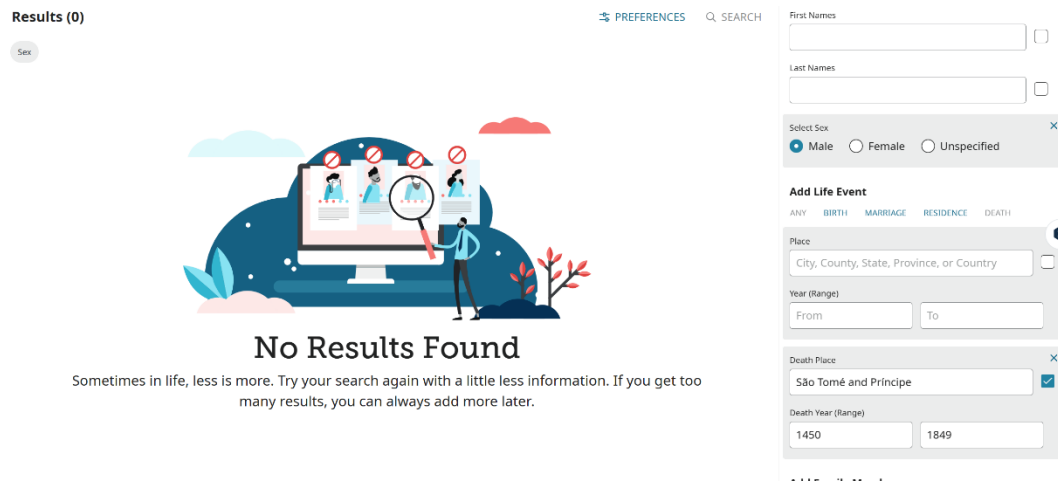
1. Change the range of years (if you had to use a subset of years) until the whole period 1450-1949 is covered.
2. Do the second sex (if required).
3. Repeat the whole task for the second event (if required).

Afterwards, you can start with the next country. Once you are done provide all files in a ZIP folder.

#### 4. Potential issues

You might encounter the following screen, indicating a system error. In most cases, you can return to the previous page, wait a moment, and try reloading the page. If this does not:

1. Go to back to the previous page, skip the non-working page and put the number of the page following the non-working one manually.
2. Try to download the page at the end of your task. If it still does not work provide the information which file is missing.



The screenshot shows a search interface with the following elements:

- Top left: "Results (0)" and a "Sex" filter button.
- Top right: "PREFERENCES" and "SEARCH" buttons.
- Search filters:
  - First Names:
  - Last Names:
  - Select Sex:  Male  Female  Unspecified
  - Add Life Event: ANY BIRTH MARRIAGE RESIDENCE DEATH
  - Place:  (placeholder: City, County, State, Province, or Country)
  - Year (Range): From  To
  - Death Place:  São Tomé and Príncipe
  - Death Year (Range): 1450  1849
- Center: An illustration of a person looking at a computer screen with a magnifying glass, overlaid with a large "No Results Found" message. Below the illustration, the text reads: "Sometimes in life, less is more. Try your search again with a little less information. If you get too many results, you can always add more later."

#### 5. Your Task

Country	Sex	Event	Range	Files
Madagascar	Female	Death	1450-1849	15
Madagascar	Female	Death	1850-1929	38
Madagascar	Female	Death	1920-1939	26
Madagascar	Female	Death	1930-1939	31
Madagascar	Female	Death	1940-1944	34
Madagascar	Female	Death	1945-1949	46
Total				190

Please send your file collection as a zip-folder to: [robert.stelter@unibas.ch](mailto:robert.stelter@unibas.ch)