

# St Andrew Holborn

## Marriage index project – quick reference guide



### General matters

#### Purpose of this card

This quick reference card is intended to provide a handy point of reference for those volunteers working on the project to index the marriage registers of St Andrew, Holborn. It is not intended to replace the extensive help available (see below) within the dedicated data input software known as *Andrew*.

#### Installation of *Andrew*

Read the *readme.txt* file on the CD provided by the project organisers or follow instructions provided with the CD. Then run *setup.exe* found on the CD. Floppy disk and website download versions are also available. To use either of these versions read the instructions on the project website (see below).

#### Sponsor and copyright

The project sponsor is the Society of Genealogists in London. Copyright on all data collected on this project is vested with the Society of Genealogists and volunteers working on this project may use *Andrew* free of charge on this condition.

#### Help

Comprehensive information is provided within *Andrew* both about how to use the program and about the underlying material. It is an important read. Press F1 or go to Help in the menu bar.

#### Website

Access the project website via the projects page of the Society of Genealogists web site. See [www.sog.org.uk](http://www.sog.org.uk) and follow "projects".

### Starting

#### File naming

Before entering anything in *Andrew* you must create a new file ready to receive data. If you follow this procedure correctly then you will get notification that your new file has a name in the form SA9999XX.DBF where SA is short for St Andrew (to avoid confusion with other projects), 9999 is the work unit number provided to you by the project team, and XX are your initials. Only create a new file once for each different work unit. Make a note of the name.

#### Opening a file

At the start of all data entering sessions, including the one in which you created a new file, you must first open the existing data file. You can recognise it because it will have the name you noted above.

### Data input material

#### Films

The scope of the project is to index the registers tabulated below. The Society of Genealogists holds copies of these registers on nine films and is grateful for the permission of the Guildhall Library to obtain copies of the films and for their encouragement in this project.

First year	Last year	Comment	Film number
1559	1698	none	3864
1698	1754	none	3865
1754	1781	marriages by banns	3866
1754	1781	marriages by licence	3868
1781	1812	marriages by banns	3867
1781	1812	marriages by licence	3869
1813	1822	none	3870
1822	1832	none	3871
1832	1837	none	3872

#### Photocopies

Volunteers will work from photocopies made from these films. Every effort has been made to produce the best quality photocopies, but certain text may still be very hard to read. Often, in these circumstances, the film is usually equally illegible but can be consulted in the Society's library. If you require help in locating a film please ask a member of the library staff or a library volunteer.

### Personal names

#### General format

Prefixes ("Sir", "Count of", "Captain") and suffixes ("bart", "jun") can be enabled or disabled using the menu option Tools – Display Options. Whether or not to enable them will depend on the nature of the register that you are indexing. The default is to disable these fields. Prefixes should start with a capital letter; suffixes should not.

#### Forenames

Record as found. Do not expand or contract. Abbreviations that are written to indicate missing letters by placing the last letter in superscript should be rendered with an apostrophe. Thus Rob<sup>i</sup> becomes Rob't. Do not assume (eg as in Fred or Chas) that letters are missing unless so indicated. Do not use any full stops (eg "Geo." not "Geo.")

#### Surnames

Record as found. There is no need to enter compound surnames twice (searching for these names will be catered for on publication). However aliases (quite rare) should be included as a separate entry.

#### Uncertainties

Record any queries over spelling or other matters in the box for *notes to organisers*.

### Data Security

#### File backup

A lot of hard work can be lost if your data is lost or corrupted. Please take a backup regularly and keep it in a safe location. Use the menu option File – Save to save onto a floppy disk. A single work unit should fit onto one floppy disk. Label it with the work unit number.

#### After you have finished

When you have finished and sent back your data please keep a copy of the last version of it until you hear that the project has been published.

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### Place names

#### General

Place names appear mainly as parish names but sometimes as the name of a town, country, a street address or some other place such as an Inn of Court. As far as practical apply the following rules:

- render in full (ie not as an abbreviation even if this is how it is shown in the register)
- avoid the possessive in saints' names (ie use St Mary not St Mary's)
- separate a church dedication from another part of the place name by a comma
- put county, if known, as three letter Chapman code in the separate field provided
- start all words with capital letters except small joining words such as "in", "on" etc
- avoid hyphens
- use the word "and" instead of the ampersand symbol ("&")

Remember "t", "this" or "otp" and **ENTER** will generate "St Andrew, Holborn" and "LND".

If a place name is illegible or an abbreviation cannot be interpreted make a note in the box for *notes to organisers*.

### Occupations and ages

Record occupations:

- as shown in register even if it is an abbreviation except
- the first word should start with a capital letter and any subsequent word(s) in lower case
- the word "and" should be used instead of the ampersand symbol ("&") if relevant

Record age in years or M for "minor" or F for "of full age".

### Productivity

#### Tips

Read the tips in the help screens provided with *Andrew*. A number of productivity features are built into the program and they can save you quite a lot of time when inputting.

### Checking

#### Improved accuracy

Whilst it is planned for one volunteer to check work done by another there is a lot you can do to check your own work. This will improve overall accuracy and get the whole project completed faster because it will reduce the number of corrections that need to be made.

#### Self-checking

Try the following:

- visually check on the monitor by scrolling through the main view with it set to different display orders
- revisit your first hundred entries or so after you are thoroughly familiar with the source material
- use the print option to print out your work because this is easier to check than looking at a monitor.

### Use of function keys

#### Allocation

Keyboard function keys are allocated certain actions by *Andrew*. The F1 key always calls context sensitive help. The F10 key is reserved. The other keys insert text when the cursor is on particular fields as follows:

Key	Groom forename	Bride forename
F2	Edward	Anne
F3	George	Elizabeth
F4	James	Hannah
F5	John	Jane
F6	Joseph	Margaret
F7	Richard	Martha
F8	Robert	Mary
F9	Samuel	Rachel
F11	Thomas	Sarah
F12	William	Susanna

Use of function keys is voluntary.

### Safe working

#### Posture

Remember to follow good practice when it comes to sitting, keyboard position, monitor angle and reduction of glare. Avoid eyestrain and risk of repetitive strain injury by not working for excessive periods and taking rests. A little and often is generally the best way to proceed with a project like this.

### Society of Genealogists

#### Contacts

Colin Allen is the organiser of this project. He generally comes into the Society of Genealogists on Wednesdays when he will read emails left for him at [holborn@sog.org.uk](mailto:holborn@sog.org.uk)

Else Churchill is also familiar with the project in general and may be able to help but please bear in mind that (a) she is not involved with the organisational detail (b) is very busy with many other aspects of the Society's work and (c) does not claim to be an expert on technical aspects of the input program.

### Dates

#### After 1752

Where possible always record in the format "dd mmm yyyy". Where "dd" is the day of the month in one or two digits, "mmm" is the month expressed as the first three letters of the month and "yyyy" is the Gregorian calendar year expressed in four digits. Lower case letters are allowed but default to upper case.

#### 1752 and before

As above, but insert dual date format for the year if the month is January, February or March to avoid ambiguity. (eg 17 FEB 1723/24 or generalised dd mmm yyyy/yy)

#### Modifiers

Dates in the form "mmm yyyy" and "yyyy" are allowed. It is also permitted to place BEF, ABT and AFT before any of the above dates. These stand for "Before", "About" and "After".

### Emergency

#### Telephone help

If all else fails, and the help screens or the website do not deal with your problem, then call David Squire on 078 8772 6732 stating your name, that you are a volunteer working on the St Andrew, Holborn project and the nature of your difficulty.