





## DIRECTIONS:

**Following these directions will help us as we are entering information into the Excel Spreadsheet database.**

1. The data will wrap automatically. Please do not use carriage return (Return or Enter Key) within a cell.
2. If something is questionable, put a question mark AFTER the word or number preceded by a space (**Germany ?**). A question mark before or after a number changes it to "text" as far as Excel is concerned and no longer a "number" If you are estimating that the arrival date is before a certain year, type "Bef." AFTER the date (**1830 Bef.**).
3. Please spell out country names (to get around random abbreviations) and use 2-letter abbreviations for states.
4. If you put in data ranges (1913-1920), two things happen: (1) the value is no longer treated like a number and (2) the 2nd number is ignored. So please put in the earliest date in the immigration section.
5. It is really important to put state first, then county then city separated by a dash such as **DE-New Castle or CA-Yolo-Woodland or IL-Chicago**. The migration section is for American states and counties ONLY. The foreign country should be listed under Country of Origin (if you want to list a city or county after the country that would be fine.  
Example: **Ireland-Monaghan** (remember, no spaces).
6. Only one item per cell can be sorted, so if you put in multiple states, dates, or cities, Excel will ignore the second and it changes the way it interprets the first. For instance, **KS-CA** would be interpreted as a county in Kansas. The fact that the family ended up in California would not be visible in a sort.

If during the period of migration the family moved, either enter the longer residence during that time or create another entry for that surname with an alternate residence for that time period.

Example:

Clark	PA-Chester	PA-Chester	DE-NewHaven	OH-Hardin	KS-Osage	KS-Saline
Clark	PA-Chester	PA-Chester	DE-NewHaven	KS-Franklin	KS-Osage	KS-Saline

If you are filling this out on your computer, you can send the completed form as an attachment to Sandra Hart [sandyhart@mac.com]. If you are handwriting it, please turn it in to Sue Torguson or Martha Teeter at the Discussion Group or Monthly Meeting.

We are looking forward to seeing the results. Just think, you may find surname or location matches between your ancestors and another member's ancestors.

Form updated Sept. 17, 2013.