

Effective Strategies for Researching Newspapers

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Last Edit: August 06, 2007

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Course Description: Newspapers are the journal of the every community that are preserved in bound, microfilm, and digital archives. Learn effective strategies for researching, finding, and using information about your family to substantially enrich family history pursuits.

The following material is a compilation of personal experience and resources.

Introduction into Using Hometown Newspapers

As a genealogist, I have found the community/hometown newspaper to be a valuable resource in learning about my family. The articles of the hometown newspaper cover literally every aspect of life and provide those insights that are rarely passed on or even remembered. It's not uncommon to find 1 or more local newspapers. Topics will range from births and deaths to reports of travel and social gathering.

Like with every resource, information found in the newspapers should be evaluated and verified by primary documents where necessary. Some of the problems you will find with newspapers include

Reporter/Contributor Biases. Depending on the view of the reporter, political affiliation, etc, specific events may not have been covered or may have viewed through the "agenda." When you are searching newspapers, make sure you are looking in other regional newspapers to see how the same events have been covered.

Timeliness of reporting. Many hometown papers were printed on weekly bases. For example, if a story happens the morning of the paper is published, chances are it will be printed the following week. Depending on the timeliness or available space in the paper, the article could be delayed a couple weeks. Sometimes the news became old news and not worthy of publication. In some cases I have found articles about the illness of a relative and then finding their notification of death, obituary, and funeral service.

Inaccurate data. Every newspaper has a deadline. As a reporter, you seek to have as much information as possible before you go to print. Unfortunately, details are missed, details about relationships may be missing in an obituary, dates are wrong. It's about human error.

Hometown newspapers keep the community in touch with another. My hometown newspaper was the Spanish Fork, Utah Press. Although I grew up in Las Vegas, Nevada, I looked forward each week to receiving the Spanish Fork Press. My mother always made sure she keep in touch with her roots. Once in while there was story about our family, yes our family. Even though we didn't live in the city, the city was interested in its "residents/family" far and wide. My point, even if your family didn't live in the area but were from that area, it is always worth your time to search the newspaper for news.

Always check newspapers from nearby communities. It is not uncommon to find obituaries about the same person to have slightly different information. The difference in information is often related to newer data that was available at the time of the publication deadline.

How Genealogists Use the Newspaper

As a genealogist, you commonly look in news papers for notices related to births, deaths and marriages. That is just a beginning of what you will find. Newspapers provide details and clues to historical happenings, local and family news, religious notes, advertisements, probate, court, and real estate, biographies, photographs, and so much more. The following are a few examples of how newspapers are used.

Features and Ads. Use feature stories, editorials, political events, notices of sales, and want-ads to about the life and times of your family. You will find announcements regarding settlements of estate, or notices to make claims on estates prior to settlement. Advertisements can show the type of goods and services family purchased and engaged in.

Obituaries. Most of the obituaries found in hometown papers will be very detailed providing the names of parents, siblings, and extended family. Information such as time of immigration or place of birth is common. The pre 1900 obituaries are often times the only record we have of extend family and relationships. Look for more than one announcement about family members death. I have found up to 4 accounts of a persons death over a 4 to 6 week period.

Neighborhood Columns. Many hometown newspapers have the neighborhood column which cover items from who had what social gather, took a trip, or news about an event. Look for names associated with you family. You may able to contact decedents of the those mentioned in news articles to find information and photos related to your family. N

Photographs. Newspapers have one of a kind photographs and images of events and individuals. It's not uncommon to find photos associated with obituaries from the late 1800's and early 1900's that the only available images of family. When events like parades and community activities take place, the newspaper is the only place you will find images depicting what it was like.

Local Regional, and National News. Local newspapers are not limited to local news. Many of these papers will include regional, state, and national news relevant to the time period.

Newspaper Availability. Many states have taken the opportunity microfilm the newspapers. These microfilm are often located in local, regional and state public libraries, historical societies and archives. Many university collections will hold complete collections of all newspapers in the state. If are unable to get to a place where you have access to these films, you will be able to (in most cases) to acquire access through inter-library loan programs. You will simply need touch based with source library and your local library to make arrangements. Note: Make sure that you local library has the necessary equipment to view the microfilm. You can also expect a nominal fee for the film.

Digitized Collections. More and more newspaper collections are being indexed and digitally put online everyday. Make sure you check to see what collections have been digitized and where they are located. Many local newspapers are now online starting from the late 1990's. However the information available is limited the time period they have been online.

If you are fortunate to find a historical newspaper collection that has been digitized, it will usually be index allowing you to search by name, keyword, newspaper title, date, and/or location. Most of the indexing that is done on digital collection is done via advanced Optical Character Recognition (OCR) technology which automatically recognizes text within an image. The extend at which the newspaper is indexed is dependent upon the quality of the image. If there are quality limitations to an image, the index search results for that image will not be as accurate. For this reason, you may find some results for images which do not contain the exact word for which you searched.

Check for Special Projects. As part of your search for newspapers, check with the local library, historical, and/or genealogical society to see if there has been an “obituary” project, where individuals have gone through the local papers to identify the names and dates of obituaries and where they are located.

I. Define Newspapers as a Genealogy Resource

1. Newspapers are considered to be the journal of local communities and their inhabitants.
2. Newspapers are an untapped resource for genealogists.
 - a. Write more in-depth fact-based family histories.
 - b. Conduct broader yet focused genealogical research.
 - c. Find possible clues to your ancestors.
 - d. Understand the times and community in which your ancestors lived.
 - e. Newspapers range in size from a few pages to 50-plus pages.
3. While newspapers are an important resource for genealogists, understand their limitations (e.g., inaccuracies and biased reporting).
4. Use sound judgment and evaluate the information against that provided by other genealogical sources.
5. As you choose to use newspaper items as evidence to support genealogical conclusions, carefully record.
 - a. Article title.
 - b. Title of the newspaper.
 - c. Place of publication.
 - d. Date of issue.
 - e. Page number.

II. Where to Find Newspapers Articles

Most common places to find newspapers:

1. Local newspaper offices

1. Will Usually have one or more copies of each edition that are bound.
2. Difficult to search (Fragile, faded, missing issues, out of order, articles cut out from those before you).
3. Requires camera (Digital/Photo) to capture article.
4. Limited times to search.
5. Poor quality area to search.

2. Universities/libraries

1. Microfilm images organized by year, date and page.
2. Cataloged and easily stored.
3. Can order/request through interlibrary loan.
4. Universities provide equipment for copies/scans of microfilm.
5. Cost ranges from free use of equipment to nominal charge per page/scan.
6. Easy to pick-up where you left off.
7. Usually includes papers of the state, county/region.
8. Can search multiple papers during research session.
9. Scans and photocopies can include lines/scratches in film
10. Photos vary in quality.
11. Ability to expand search as needed.

3. Family History Library in Salt Lake City

1. Thousands of microfilmed newspapers from around the world which can be ordered through your local Family History Center.

4. Historical and genealogical societies

1. Usually have newspaper resources for their immediate area or will know where such resources are maintained.

5. U.S. state archives and libraries

1. Serve as depositories for microfilms of newspapers from across the state.

6. Digital on-line collections

1. Millions of pages are added each month for papers prior to 1998.
2. Provide ability to search on key words, download digital images.
3. Examples of projects include:
 - Utah Digital Newspapers (University of Utah) <http://www.lib.utah.edu/digital/unews/>
 - Library of Congress (9,000-plus US Newspapers and 25,000-plus Non US Newspapers) <http://www.loc.gov/rr/news/>
 - United States Newspaper Program <http://www.neh.gov/projects/ndnp.html>
4. Possible search words: Digital Newspaper, State (e.g. Utah, New York), Community (e.g., Provo, Denver, Charlotte)

7. Online newspapers

1. Most national, state and regional newspapers are online.
2. Some local papers are on-line and affiliated with larger newspaper.
3. Many papers have been on-line since late 1990's.
4. Look for archive section and search by key word.
 - o Print page.
 - o Capture on screen image using software like SnagIt.from TechSmith.

- Examples of on-line newspaper links/resources:

Utah Newspapers:

- o Cedar City Review: <http://www.cedarcityreview.com/>
- o Logan Herald Journal: <http://hjnews.townnews.com/>
- o Ogden-Standard Examiner: <http://www.standard.net/>
- o Provo Herald: <http://www.harktheherald.com/>
- o Salt Lake Desert News: <http://deseretnews.com/dn>
- o Salt Lake Tribune: <http://www.sltrib.com/>
- o St. George Spectrum: <http://www.thespectrum.com/apps/pbcs.dll/frontpage>

Other Internet Sources:

- o Home Town Free Press (Links to local papers world-wide) The USA section logically organizes the links by state and then lists links alphabetically by city. The USA page also includes a link to an index of college and university Web sites. <http://www.hometownfreepress.com/globe.htm>
- o US Newspaper List: <http://www.usnpl.com>
- o Newslink: <http://newslink.org/menu.html>
- o RFDesk.com: <http://www.refdesk.com/paper.html>
- o Cyndi's Newspaper List: <http://www.cyndislist.com/newspapr.htm>

III Planning the Newspaper Search

1. Understand the scope of your search

1. Is your search about:
 - a. Specific individual.
 - b. Direct Line.
 - c. Collateral Line.
 - d. Combination.
2. Are you simply looking for obituaries?
3. Are you looking for all articles related to family?

2. What do you know about individuals you seek?

1. Sources of information include:
 - a. Verbal discussions with family, friends, acquaintances.
 - b. Written histories.
 - c. Photos.
 - d. Grave inscriptions.
 - e. Official records (e.g., birth & death certificates, court records).
 - f. Printed records (e.g., awards, news articles, newsletters).
 - g. Correspondence (e.g., notes, letters, postcards)
 - h. Recorded interviews (e.g., tape, video)
 - i. News Reports (e.g. TV, Radio, Newspaper, Internet).
2. The better search possibilities the more you know.
3. Articles in the newspaper written about every conceivable topic.
4. Information can include but not limited to:
 - a. Places lived and time periods.
 - b. Birth, marriage, death dates of individuals in your search.
 - c. Names of family, siblings, and who married (include key dates).
 - d. Elementary, middle school/Jr. high, high school, college.
 - e. Include their interests/activities during school years (e.g., sports, piano, dance, club).
 - f. Awards/contests/promotions (e.g. religious, school, military, club).
 - g. Profession.
 - h. Places worked.
 - i. Hobbies and interests.
 - j. Dramatic events (e.g., illness, wreck, shutting down of plant).
 - k. Important local, regional/national events (e.g., depression, war).
 - l. Favorite holidays/family traditions.
 - m. Favorite places to visit.
 - n. Names of important friends and family.
 - o. Military service.
 - p. Organizations of affiliation.
 - q. Church/religious affiliation and service.
5. Organize what you know by date/time period, and place.

3. Examples of several projects

Obituaries of my direct lines 4-generations including their siblings and spouses.
Life history of direct lines (including articles of siblings and families as found).

Example 1: Tracked J. Victor Leifson, my wife's grandfather from 1910 and his service in WW1, run for community office, service to the Icelandic community, church service, business life, service in community organizations, personal profiles, and finally his death at age 88. A total of 30 articles. The articles include snip-its of his life, his thoughts, others thoughts about him, his interests, people involved with and important to him as well as photos at different stages of his life.

Example 2: Followed my dad's high school and college sports career from 1948 through 1952. A total of 38 articles.

4. Uses of files

1. Files will be used in developing written family histories, historical facts and stories to support and expand verbal histories collected.
2. Posting articles on websites as artifacts for others to use (e.g. obituaries, personal family profiles, wedding announcements).
3. Create CD/DVD slide/presentations that can be viewed by others.
4. Create source CD/DVD's that share files with other family members cutting down duplication of efforts.
5. The uses of the files keep expanding.

IV. Types of Newspaper Article Uses and What to Look For

1. Local, regional, national front page (hard news)

1. Journalistic saying: "If it bleeds it leads."
2. Types of articles can include:
 - a. Police investigated tragedies.
 - b. Decisions of elected representatives.
 - c. War.
 - d. Business/industry/economic conditions.
 - e. Elections.
 - f. Land development/city projects.
 - g. City council meetings.

2. Obituaries and death listings

Information can range from a little to volumes about the individual.

Prior to 1940 generalities: (Varies by region and paper.)

1. Usually 2 or more accounts of persons passing: death notice, life sketch/obituary, funeral services.
2. Placed within 1 to 3 weeks of person's death in local/regional paper.
3. Not uncommon to be on front page with article extending to another page.
4. Information in local and regional papers can vary (providing more information about person)
5. Free publication.
6. Usually does not include photo.
7. Unique headline announcing person's death.

Post 1940: (Varies by region and paper.)

1. Usually 2 or less accounts of death: death notice, life sketch/obituary.
2. Free publication until about 1960.
3. Information in local and regional papers was standardized (same detail).
4. Located in death/obituary section of newspaper.
5. Post 1960: (Varies by region and paper.)
6. Includes photos.

Places to find obituaries and death listings.

1. Place of birth.
2. Places where children of deceased live.
3. Place of death.
4. Places where lived during life.
5. Places where most relatives live.

3. Death notice and place of funeral

Written and placed by funeral home.

1. Date of burial.
2. Place of funeral service.
3. Place of internment/burial.
4. Name of funeral home.

4. Life sketch/obituary

Written and placed by the family, funeral home, reporter, and/or combination.

1. Photo (Sometimes more than 1).
2. Date and place of birth.
3. Date and place of death.
4. Parents.
5. Spouse.
6. Place of residence.
7. Names of siblings, spouses, place of residence.
8. Names of children, spouses, place of residence.
9. Occupation.
10. Professional organizations.
11. Church affiliation and service.
12. Military service.
13. Hobbies and interests.
14. Significant accomplishments.
15. Funeral home.
16. Reason for death.

5. Funeral proceedings/program

Written and place by the family, funeral home, reporter, and/or combination.

1. Church affiliation and service.
2. Name of pastor/church leaders.
3. Names of friends and family.
4. Pall bearers.
5. Topics of talks.
6. Songs sung.

6. Birth announcements and christenings

1. Not common prior to 1900.
2. Began showing up after 1900.
3. Usually listed within 1 to 3 weeks of birth.
4. Includes parents and sex of child.

7. Wedding announcement

1. Not common prior to 1940.
2. After 1940:
 - a. Announcement of bride to be married.
 - b. Includes photo of bride.
 - c. Limited information about groom and family.
 - d. Look in society pages.
 - e. Listed usually listed within 8 weeks prior to marriage but have found as much as 6 or more months before.
 - f. Usually exist for first marriages only.
 - g. During 1960's started seeing photos of couples.
 - h. Different papers may have different photos of bride/couples.

8. Wedding vows

1. Not common prior to 1940.
 - a. Range from brief mention of license to detail of ceremony/reception.
 - b. Includes photo of couple.
 - c. Look in society pages.
 - d. Listed usually listed 1 to 8 weeks after marriage.

9. Wedding anniversary 25, 50+

1. Not common prior to 1940.
2. After 1940:
 - a. Announcement of couple and some detail of life.
 - b. Includes photo of couple.
 - c. Look in society pages.
 - d. Listed usually 6 weeks before or after marriage date.
 - e. Can include place of celebration, date of open house, etc.

10. Birthday announcements and open-houses

1. Not common prior to 1940.
2. After 1940:
 - a. Begin to see 1 announcement for year olds.
 - b. (Includes photos and parents).
 - c. Begin to see open house for individuals 65-plus years old.
 - d. (Includes photo, short bio, place of open house).

11. Society news and local gossip

1. Up through 1940's common occurrence.
2. Variation news in today's papers.
3. Usually only a few lines long.
4. Includes names and relationships.
5. Residents would submit tidbits of interest such as:
 - a. Travel.
 - b. Birthdays .
 - c. Parties/gatherings.
 - d. Illness.
 - e. Job promotion.
 - f. Visitors .

12. Public announcements and advertisements

1. Provides property sold at public sales usually includes
 - a. Livestock.
 - b. Farm equipment.
 - c. Personal property
2. Advertisements concern
 - a. Personal/company services.
 - b. Insolvent debtors.
 - c. Forced land/sheriff's sales.
 - d. Runaway slaves.
 - e. Missing relatives.

13. Time period advertisements

1. Types of goods used.
2. Styles of period.
3. Cost of goods.
4. Prevailing themes from ad slogans/writing.
5. Look for articles about proprietors/stores.

14. Business and Community Service

1. Press announcements from business and organizations.
2. Newspaper articles covering business and organizations community involvement.
3. Committees and action groups that invite community involvement.
4. Articles can include:
 - a. Meeting announcements
 - b. Organization highlights.
 - c. Plans for community programs and events.
 - d. Economic contribution to community.
 - e. Award ceremonies.

15. Legal notices

1. Judicial actions.
2. Land sales for payment of taxes.
3. Divorce proceedings.
4. Settlement of estates.
5. Includes parties involved/relationships.

16. Unclaimed mail lists

1. Usually found prior to 1900.
2. Listed infrequently.
3. Usually sent by relatives destination of family.
4. Useful for identifying ancestors who pulled up roots.

17. Church related articles

1. Usually located on front page of small paper.
2. Can be located in society pages.
3. Used as filler (can be anywhere).
4. Church articles usually found in LDS communities:
 - a. Missionary announcements (leaving and coming home).
 - b. New bishoprics.
 - c. Stake organizations and proceedings.
 - d. Athletic outcomes.
 - e. Stake events (e.g., priesthood, relief society, primary, youth groups, seminary).
 - f. Ward events (e.g., blue and green ball, youth groups).
 - g. Talks/doctrine.
 - h. New arrivals pioneer companies (1850-1870).
 - i. Church actions (e.g., excommunication) (Prior to 1890).

Other church centric articles/announcements:

1. New members.
2. Baptisms.
3. Confirmations.
4. New clergy/appointments.

18. Military related news

1. Found on front pages, society pages, obituary pages.
2. Can include photos, drawings, diagrams, maps.
3. During war articles seen 1 year before to 1 year after war.
4. Most likely to be seen during war:
 - a. Lists of soldiers from community.
 - b. Enlistment rolls.
 - c. Wounded/missing/killed in action.
 - d. Training completion announcements.
 - e. Assignment changes.
 - f. Awards/commendations/medals earned.
 - g. Community drives for the war effort.
 - h. Letters sent home.
 - i. Gatherings of war veterans.
 - j. Home coming.
5. US War periods in which to see increase of articles:
 - a. American Revolution (1775-1783) .
 - b. War of 1812 (1812-1815).
 - c. Mexican/American War (1846-1848).
 - d. Civil War (1861-1865).
 - e. Blackhawk War (Utah) (1847-1865 Tensions) (1865-1873 War).
 - f. Spanish-American War (1898).
 - g. WW I (1917-1918) (American involvement only).
 - h. WW II (1941-1945) (American involvement only).
 - i. Korean War (1850-1853).
 - j. Vietnam War (1962-1975).
 - k. Intervention in Lebanon (1982-1984.)
 - l. US Invasion of Grenada (1983).
 - m. Persian Gulf Desert Storm (1991).
 - n. "No Fly Zone" Iraq (1991-2003).
 - o. US Intervention in Somalia (1992-1994).
 - p. NATO Intervention in Bosnia "Operation Deliberate Force" (1994-1995).
 - q. US Occupation of Haiti (1994).
 - r. World Trade Center (September 11, 2001).
 - s. Afghanistan War (Operation Enduring Freedom) (2001-Present).
 - t. Persian Gulf Operation Iraqi Freedom (2003-Present).

19. School news and activities

1. Types of articles include:
 - a. Honor rolls.
 - b. Graduation ceremonies.
 - c. Class projects and programs.
 - d. Contest participants and winners.
 - e. Local & Regional competition (e.g., sports, club, band, choir).
 - f. Class and club officers.
 - g. School events (e.g., sports, drama, club).
 - h. Awards of students and teachers.
 - i. School board minutes.
 - j. School board appointments.
 - k. New teachers.
2. Articles often includes photos, list of children names, description of event.

20. Correspondents

Small towns near communities with papers will often have correspondents who are part-time reporters for their area.

1. There is no time table to frequency of the correspondent.
2. Correspondent may write for a couple of papers (e.g., home town and regional paper).
3. Usually not a trained journalist, but have some writing skills.
4. News ranges from gossip/happenings to front page stories.

21. Letters-to-the-editor

1. Mixture of ideas/themes for which individuals are passionate on local, regional, national, or international level.
2. Letters-to-the-editor can include thoughts about:
 - a. Articles that have been written.
 - b. Personal issues individual wishes to sound off about.
 - c. Public thank you/apologies.
 - d. "Tattle-tale."
 - e. And many others.

22. Articles supporting life story

1. Articles that further explain/expand on the story of family and individuals
2. Example of supporting life supporting articles:
 - o Fact: Family member dies of black widow bite.
 - o Story: Article about dangers of black widow bites.

 - o Fact: Family member fought in Utah Blackhawk Wars.
 - o Story: 10 week series on Utah Blackhawk Wars.

 - o Fact: Family were cattle ranchers.
 - o Story: Cattle ranching in Utah.

 - o Fact: Family picked sugar beets during depression.
 - o Story: Importance of sugar beet industry in Utah County.

 - o Fact: Family settled in Beaver, Spanish Fork, etc.
 - o Story: Travel logs of cities, Correspondents in Deseret News before 1890.

- Fact: Family member involved in Icelandic community.
- Story: Icelanders Settling in Utah.

- Fact: Family member worked at Geneva and Ironton.
- Story: Geneva gets built.

V. Editing, Cataloging, Database Organization

1. Editing electronic images from microfilm

1. Scan full page in tiff format.
2. At home using Adobe Photoshop or Elements.
 - Create duplicate image.
 - Using cropping/editing tools to single out article in paper.
 - Using blur filter to smooth out dots in photos.
 - Use auto color/contract correction (manual if needed).
 - Other tools as needed.
3. Name file using file naming structure.
 - Full-page version.
 - Single article version.

2. Cataloging Images and File Naming Structure

When you are cataloging your images, you can use word processing (e.g, Word, Word Perfect), database program (e.g., Excel). Choose software that will allow you to easily share information with others. When you share the catalog be sure to save it as other file formats such as ASCII, Text in addition to the file formats of the software you are using. This will provide others the option of importing your database into software they are using.

Surname-Category-Individual Name-Description/Title-Date/Year-pp

(If needed, # to indicate extension of article, more than one copy, page number, etc)

Example: JONES-OBIT-Mary Jones-Dies of Cancer-1998

Database Index Organization

- **Column 1:** Surname
- **Column 2:** Disk location of file
- **Column 3:** Main folder/sub folder of file
- **Column 4:** Category
 - a. Correspondence (COR)
 - b. Documents (DOC)
 - c. Histories and reference (H&R)
 - d. News (NEWS)
 - e. Obituary (OBIT)
 - f. Photograph (PHOTO)
- **Column 5:** Individual (key person in photo)
- **Column 6:** File name
 - a. Ex. 1-Correspondence: JONES-COR--Mary Jones-Writes Barry Ewell on Mission- 2 Feb 1976
 - b. Ex. 2-Document: JONES-DOC-Mary Jones-Marriage Certificate-1955
 - c. Ex. 3-Histories & Reference: JONES--H&R--History of Mary Jones-1997-pp 2-3
 - d. Ex. 4-News: JONES-NEWS-Mary Jones-Receives 25 Years Service Award-1990
 - e. Ex. 5-Obituary: JONES-OBIT-Mary Jones-Dies of Cancer-1998
 - f. Ex. 6-Photographs: JONES-PHOTO-Mary Jones Family-1965
- **Column 7:** File description/notes (types of information to include in column.)
 - a. **Correspondence (COR):** Who wrote to whom, date of letter, location of each person, content of letter, relationships of persons writing, number of pages, lineage of person writing letter.

- b. **Documents (DOC):** Type of document, key persons in document, key dates, source of document, lineage of person.
 - c. **Histories and Reference (H&R):**
 - History:** Describe whom or what the history is about, include title of history, author, year of writing/publishing, details unique to history, collateral lines included in history, lineage of person, # of pages, library call numbers
 - Reference:** Describe the reference document/book, why reference has been kept and how to be used, # of pages/page numbers, library call numbers
 - d. **News (NEWS):** Title of article, persons included in article, date of article, newspaper, page number, lineage of person
 - e. **Obituary (OBIT):** Title of article, persons included in article, date of article, newspaper, page number, lineage of person
 - f. **Photograph (PHOTO):** Names of persons in photo and position in photo, place of photo, date of photo, source of photo if appropriate, page # and book title if from book, lineage of main person (e.g., father if photo of family is taken, family member if person with friends)
- **Column 8:** Format Type (TIFF, JPEG)

3. Designing DVD/CD Covers

1. Keep it simple: Focus on being descriptive for easy identification when sharing with others.
For example:
 - a. Organize by year, surname, category
 - b. Include photos of key ancestors, family members
 - c. Main contents of DVD/CD
 - d. Completion date
 - e. Developed by
2. Tools of use:
 - a. Used Epson Styles Photo Printer Software.
 - b. Printer was Epson Stylus Photo 220 (Prints on Inkjet printable DVDs/CDs).
 - c. DVD Brand: Verbatim DVD-R.

VI. Final Project Details

1. Project details

1. Project completed: January 22, 2006.
2. 25-plus papers were used in the research. (95% of search was in microfilm collection).
3. Collection includes: ads, histories, pioneer biographies, historical background articles, pioneer correspondence with Deseret News, Nauvoo membership records, and resource photographs.
4. Date search: 1850 to 2004.
5. Date of microfilm search: October 25-December 15, 2004 (search and scanning).
6. Date Scan cataloging: December 1, 2005 to January 22, 2006 (title scans, create catalog, create DVD face art, burn to DVD, create DVD slide show).
7. Estimated Time: Microfilm Search (500 Hours), Scan Cataloging (120 Hours)
8. Scan Type: FP=Full Newspaper Page, C=Article cropped from full page
9. File Type: TIFF/JPEG
10. Total # of Single Images: 1142
11. Total # of Files: JPEG 2284/TIFF 2284