

# Baltimore Ancestry Project

## User's Guide



### 1.0 INTRODUCTION

The Baltimore Ancestry Project (BAP) was set up for members of the Baltimore County Genealogical Society (BCGS). Members are allowed to share their family trees on an interactive Internet Website. This Website is accessible to members only. Visitors to our Harford road library will be allowed to view the trees with the help of our staff.

You will be able to search for a name of interest. When a name appears, you can select the link and be taken to the individual's page. From there you can view vital information and notes. You may also view descendant and pedigree charts in a variety of formats. If you feel a connection, you can contact the submitter,

The online genealogy software we are using is called [The Next Generation of Genealogy Sitebuilding](#) (TNG) by Darrin Lythgoe

There are two ways that members may enjoy this project.

1. Sign up and view trees that other members have contributed.
2. Be a contributor. Send us a tree to put on the site.

\* \* \* You do not have to submit a tree \* \* \*

### 1.1 SIGN UP AND VIEW TREES

BCGS Members only may enter the BAP from the following link: [BAP MEMBERS ONLY](#)

Select the "Register for a User Account" link. It is the second link under Other Features.

In the Notes or Comments field identify yourself as a member. If you get the Newsletter by email, we have that on file. Otherwise, enter the mailing address where you receive the Newsletter. When approved, you will be sent an email notification.

Section 2.0 “Frequently Asked Questions” illustrates how to use our Website.

## **1.2 BE A CONTRIBUTOR**

If you have your family history on a computer genealogy program, you can export your genealogy to a Gedcom file. The Gedcom file is a way for computer programs to share genealogy information. The software that the BAP uses will import a file in this format.

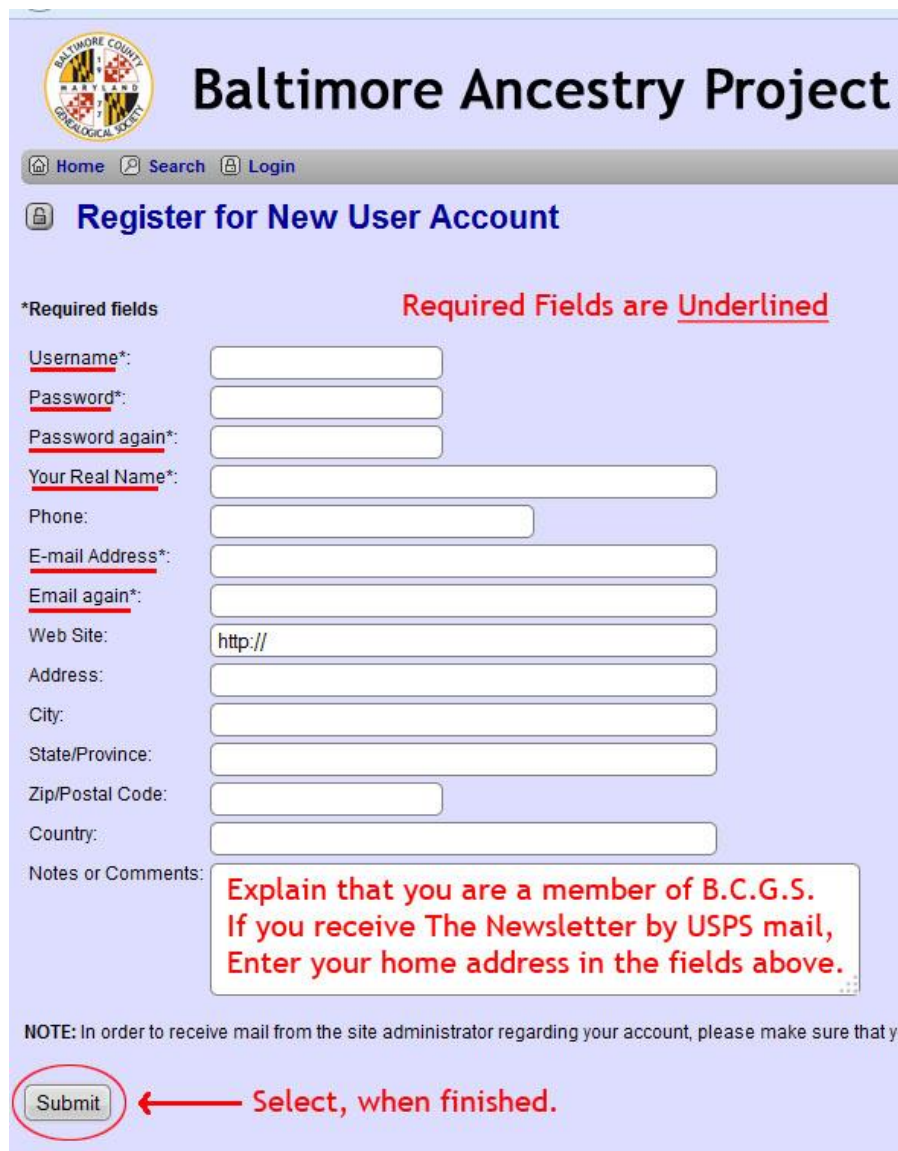
The file that is created will be “Privatized”. The names of living people will be hidden. Instructions for creating a file are in section 3.0.

## 2.0 FREQUENTLY ASKED QUESTIONS

Please note: Some of the graphics used here have a different color / template than on our BAP site. Functionally, they are still the same.

**Q. The site is asking for a user name and password. What do I do?**

**A. You have to be registered. BCGS members select the link “Register for a User Account”.**



The screenshot shows the 'Baltimore Ancestry Project' registration page. At the top left is the Baltimore County Genealogical Society logo. The title 'Baltimore Ancestry Project' is prominently displayed. Below the title are links for 'Home', 'Search', and 'Login'. The main heading is 'Register for New User Account'. A note states '\*Required fields' and 'Required Fields are Underlined'. The form includes input fields for Username\*, Password\*, Password again\*, Your Real Name\*, Phone, E-mail Address\*, Email again\*, Web Site (with 'http://' pre-filled), Address, City, State/Province, Zip/Postal Code, and Country. A 'Notes or Comments' field is also present. A red text box provides instructions: 'Explain that you are a member of B.C.G.S. If you receive The Newsletter by USPS mail, Enter your home address in the fields above.' A 'NOTE' at the bottom states: 'In order to receive mail from the site administrator regarding your account, please make sure that you'. At the bottom left, a 'Submit' button is circled in red, with a red arrow pointing to it and the text 'Select, when finished.'

**Baltimore County Genealogical Society**

# Baltimore Ancestry Project

[Home](#) [Search](#) [Login](#)

## Register for New User Account

\*Required fields      Required Fields are Underlined

Username\*:

Password\*:

Password again\*:

Your Real Name\*:

Phone:

E-mail Address\*:

Email again\*:

Web Site:

Address:

City:

State/Province:

Zip/Postal Code:

Country:

Notes or Comments: 

Explain that you are a member of B.C.G.S.  
If you receive The Newsletter by USPS mail,  
Enter your home address in the fields above.

**NOTE:** In order to receive mail from the site administrator regarding your account, please make sure that you

**Submit** ← Select, when finished.

The asterisk symbol indicates a required field.

In the Notes or Comments field identify yourself as a member. If you get the Newsletter by email, we can check the registration email for the one that is on file. Otherwise, enter the fields for Address, City, State and Zip code, indicating the Newsletter mailing address.

Q. There are many links on the BAP page. Which ones do I use?



The screenshot shows the Baltimore Ancestry Project website. At the top left is the Baltimore County Genealogical Society logo, which is a circular emblem featuring the Maryland state flag and the text "BALTIMORE COUNTY", "MARYLAND", and "GENEALOGICAL SOCIETY". To the right of the logo, the title "Baltimore Ancestry Project" is displayed in a large, bold, black font. Below the title, a message states: "This area is available only to members of The Baltimore County Genealogical Society." The main content area is divided into two sections: "Search" and "Other Features". The "Search" section includes input fields for "First Name" and "Last Name", and a "Search" button. The "Other Features" section contains a list of links, each preceded by a red arrow and a bullet point. The links are: Log In, Register for a User Account, Advanced Search, Surnames, Photos, Histories, Documents, Videos, All Media, Albums, Cemeteries, Headstones, Places, Notes, Dates and Anniversaries, Recordings, What's New, Most Wanted, Reports, Sources, Repositories, Bookmarks, Statistics, and Contact Us. At the bottom of the page, a small text line reads: "This site powered by The Next Generation of Genealogy Sitebuilding ©, v. 10.0.0, written by Darrin Lythgoe 2001-2014."

The software is powerful and can display almost anything that is related to genealogy. However, the BAP is only displaying user submitted trees. The fields that you may use are:


- **Search:** A simple First/Last Name search.
- **Log In**
- **Register For an Account**

- **Advanced Search:** In addition to a First/Last Name, you can search dates, places, etc.
- **Surnames:** Select alphabet letters at the top of the screen to view the surnames beginning with each letter.
- **Places:** Select the alphabet letters at the top of the screen to view the place names beginning with each letter
- **What's New:** New entries for the past 30 days.
- **Sources / Repositories:** Lists the information associated with uploaded trees.
- **Bookmarks:** You can bookmark individuals in the system that you want to be able to return to easily.
- **Statistics:** Total number of families, individuals, longest lived, etc.
- **Contact Us:** An email form open up for you to send questions or comments.

## Q. How do I find someone?

A. If you know a name, simply type in the "Last Name" "First Name" fields and press ENTER. If you don't have a clear picture of who to find, click on "Surnames". The "Advanced Search" link allows you to enter more information.

## Q. I entered a last name and I now see a list of names. How do I see more information?

 **Baltimore Ancestry Project**

Home Search Logout (Edit Profile: steve)

### Search Results

Matches 1 to 50 of 62 for Last Name contains smith


1 2 Next»

Select a Name of Interest

| Last Name, Given Name(s) ▼        | Born/Christened ▲ | Person ID | Tree  |
|-----------------------------------|-------------------|-----------|---|
| 1 < ?Smithson, Hannah             |                   | I90       | <a href="#">Burton Ancestors 001</a>                    |
| 2 < ?Smithson, Unknown            |                   | I91       | <a href="#">Burton Ancestors 001</a>                    |
| 3 < <u>Lindersmith, Anna M.</u>   | b. 24 Apr 1815    | I12334    | <a href="#">Powell family tree and related families</a> |
| 4 < McHardy-Smith, Allen Moir     | b. 18 Aug 1940    | I9804     | <a href="#">Powell family tree and related families</a> |
| 5 < McHardy-Smith, Ann Catherine  | b. 14 May 1939    | I9801     | <a href="#">Powell family tree and related families</a> |
| 6 < McHardy-Smith, Frank Alistair | b. 20 May 1900    | I9113     | <a href="#">Powell family tree and related families</a> |
| 7 < McHardy-Smith, John Forbes    | b. 18 Aug 1940    | I9803     | <a href="#">Powell family tree and related families</a> |
| 8 < Smith, Ann Eliza              | b. 20 Jun 1838    | I16526    | <a href="#">Powell family tree and related families</a> |
| 9 < Smith, Betsey                 |                   | I15127    | <a href="#">Powell family tree and related families</a> |
| 10 < Smith, Cornelia S            | b. 23 Jul 1827    | I3952     | <a href="#">Burton Ancestors 001</a>                    |
| 11 < Smith, David                 |                   | I3953     | <a href="#">Burton Ancestors 001</a>                    |
| 12 < Smith, Dorothy J.            | b. 14 Nov 1926    | I3954     | <a href="#">Burton Ancestors 001</a>                    |
| 13 < Smith, Dorothy Windsor       | b. 22 Nov 1879    | I16576    | <a href="#">Powell family tree and related families</a> |
| 14 < Smith, Edna                  | b. 21 Jun 1914    | I17979    | <a href="#">Powell family tree and related families</a> |
| 15 < Smith, Elizabeth             |                   | I3955     | <a href="#">Burton Ancestors 001</a>                    |
| 16 < Smith, Emma                  | b. Oct 1842       | I14610    | <a href="#">Powell family tree and related families</a> |
| 17 < Smith, George Washington     | b. 1900           | I4952     | <a href="#">Powell family tree and related families</a> |

A. Move the cursor over the underlined name of interest and select it.

Q. I have the page of an Individual. What can I do?

 **Baltimore Ancestry Project**

Home Search Logout (Edit Profile: steve)

### Cornelia S Smith

1827 - 1914 (86 years)

Navigation Tabs

Individual Ancestors Descendants Relationship Timeline GEDCOM Edit

Personal Information Sources All PDF

|               |  |   |
|---------------|--|---|
| Name          | Cornelia S Smith [1]   |   |
| Born          | 23 Jul 1827  | Washington County, Ohio [1]                             |
| Gender        | Female   |   |
| Residence     | 1860   | New Lexington, Perry County, Ohio [1]                   |
| Residence     | 1900   | New Lexington Village, Perry, Ohio [1]                  |
| Died          | 07 Mar 1914  | New Lexington Village, Pike Twp, Perry County, Ohio [1] |
| Buried        | 09 Mar 1914  | New Lexington Village, Pike Twp, Perry County, Ohio [1] |
| Person ID     | I3952  | <a href="#">Burton Ancestors 001</a>                    |
| Last Modified | 26 Nov 2013   <a href="#">Edit</a>   |   |
| Family        | <a href="#">David C Fowler</a> , b. 18 Oct 1822, Pike, Perry, Ohio [1], d. 28 Nov 1915, New Lexington Village, Pike Twp, Perry County, Ohio [1] (Age 93 years)                             |   |
| Married       | 26 Mar 1846  | Ohio [1]  |
| Last Modified | <a href="#">Edit</a>   |   |
| Family ID     | F1120  | <a href="#">Group Sheet</a>                             |
| Sources       | 1. [S213] Ancestry Family Trees, (Name: Name: Name: Online publication - Provo, UT, USA: Ancestry.com.Originaldata: Family Tree files submitted by Ancestry.com. Record for David C Fowler |   |

Name of the Contributor's Tree

A. There are TABS that allow you to view the individual's trees and charts. If you would like to contact the contributor, select the underlined TREE ID.

## Q. How do I find an individual's ancestors?

A. Once you locate an individual and their personal information is displayed, you will notice six tabs (Individual, Ancestors, Descendants, Relationship, Timeline and Edit). The easiest method is to press the Ancestors tab. This will show you a graphical display of both the paternal and maternal ancestors.

Our Family HISTORY

News: This site is now using: T.N.G. version 9. We have a new template. It si

LOG OUT  
ADVANCED SEARCH  
SURNAME  
WHAT'S NEW  
MOST WANTED  
PHOTOS  
HISTORIES  
DOCUMENTS  
VIDEOS  
RECORDINGS  
ALBUMS  
ALL MEDIA  
CEMETERIES  
HEADSTONES  
PLACES  
NOTES  
DATES AND  
ANNIVERSARIES  
REPORTS  
SOURCES  
REPOSITORIES

Home Search Logout (Edit Profile: CoheeVisitor)

 **Stephen Andrew Cohee**<sup>[1]</sup>  
♂ 1859 - 1932

Click Here

Individual Ancestors Descendants Relationship Timeline Suggest

PERSONAL INFORMATION | MEDIA | NOTES | SOURCES | EVENT MAP | All | PDF

|         |             |  |
|---------|-------------|--|
| Born    | 17 Jan 1859 | Fredericktown, Cecil County, Maryland, USA <sup>P</sup> [2, 3, 4, 5, 6, 7]             |
| Gender  | Male        |  |
| Baptism | 20 Sep 1862 | St. Francis Xavier, Church Road, Warwick, Cecil County, Maryland, USA <sup>P</sup> [8] |

Once you have the ancestor chart displayed, you can see additional ancestors. Click on the arrows located at the far right ancestor.

Ancestors can be displayed in a number of formats: Standard, Compact, Box, Text, Ahnentafel, and Photos & History. Try clicking on the various options and see which one works best for you.

## Q. What if I want to see an individual's descendants?

A. Next to the Ancestors tab is a tab marked Descendants. That will display the descendants of an individual in a graphical format. There are a couple of different formats that descendants can be displayed. Try switching between the Standard and Register format to display information the way that works best for you.

Our Family HISTORY

News: This site is now using: T.N.G. version 9. We have a new b

LOG OUT  
ADVANCED SEARCH  
SURNAME  
WHAT'S NEW  
MOST WANTED  
PHOTOS  
HISTORIES  
DOCUMENTS  
VIDEOS  
RECORDINGS  
ALBUMS  
ALL MEDIA  
CEMETERIES  
HEADSTONES  
PLACES  
NOTES  
DATES AND  
ANNIVERSARIES  
REPORTS  
SOURCES  
REPOSITORIES  
STATISTICS  
CHANGE LANGUAGE  
BOOKMARKS  
CONTACT US

Home Search Logout (Edit Profile: CoheeVisitor)

 **Stephen Andrew Cohee**  
♂ 1859 - 1932

Click on Register Tab

Individual Ancestors Descendants Relationship Timeline Suggest

Generations: 4 Standard COMPACT TEXT REGISTER PDF

(Notes: You may have to scroll down or right to see chart.)

 Stephen William Cohee  
♂

**Q. I am in Register format and I want to see the descendants of an individual. How do I do that?**

**A. Press the descendant icon next to the descendant you wish to display.**

LOG OUT  
ADVANCED SEARCH  
SURNAME  
WHAT'S NEW  
MOST WANTED  
PHOTOS  
HISTORIES  
DOCUMENTS  
VIDEOS  
RECORDINGS  
ALBUMS  
ALL MEDIA  
CEMETERIES  
HEADSTONES  
PLACES  
NOTES  
DATES AND  
ANNIVERSARIES  
REPORTS  
SOURCES  
REPOSITORIES  
STATISTICS  
CHANGE LANGUAGE  
BOOKMARKS  
CONTACT US

[Home](#) [Search](#) [Logout](#) [\(Edit Profile: CoheeVisitor\)](#)



**Stephen Andrew Cohee**

♂ 1859 - 1932

Click on Descendant Icon

[Individual](#) [Ancestors](#) [Descendants](#) [Relationship](#) [Timeline](#) [Suggest](#)

Generations:  [STANDARD](#) | [COMPACT](#) | [TEXT](#) | [Register](#) | [PDF](#)

## Generation: 1

1.



Stephen Andrew Cohee was born 17 Jan 1859, Fredericktown, Cecil County, Maryland, US; 10 Mar 1932, Bethel Cemetery, 312 Bethel Cemetery Road, Chesapeake City, Cecil County

Stephen married Anna Jane Meekins 30 Apr 1883, Trinity Episcopal Church, 105 Bridge Str Bristow was born Abt 12 Jul 1861, Maryland, USA; died 27 Aug 1904, Pooles Island, Harfor Road, Chesapeake City, Cecil County, Maryland, USA. [\[Group Sheet\]](#)

### Children:

- i. 2. William Rutter Cohee ♂ was born 29 Jan 1884, Maryland, USA; died 09 Nov 1945, 201 Kenard A Bethel Cemetery Road, Chesapeake City, Cecil County, Maryland, USA.
- ii. 3. Myrtle May Cohee ♀ was born 25 Apr 1886, Maryland, USA; died 27 Jul 1933, St. Barnabas Hosp
- iii. 4. Alvie Alverta Cohee ♂ was born Abt Feb 1888, Kittie Knight House, 14028 Augustine Herman Hi Street, Elkton, Cecil County, Maryland, USA; was buried 15 Jun 1950, Bethel Cemetery, 312 Beth
- iv. 5. James Franklin Cohee ♂ was born 30 Nov 1892, Chesapeake City, Cecil County, Maryland, USA; Cemetery, 3310 Taylor Avenue, Parkville, Baltimore County, Maryland, USA.
- v. 6. Charles Homer Cohee ♂ was born 19 Jan 1896, Pooles Island, Harford County, Maryland, USA; di 1931, Oak Lawn Cemetery, 7225 Eastern Avenue, Essex, Baltimore County, Maryland, USA.
- vi. 7. Mary Monica Cohee ♀ was born Dec 1897, Chesapeake City, Cecil County, Maryland, USA; died

**Q. Is there a way to tell if two individuals are related?**

A. Yes, the Relationship tab will show a graphic display of all the people between two relatives. To use this function, locate the first individual and then press the Relationship tab. Then use the find button to locate the second person to be displayed. Once you have the two people selected click the calculate button to display their relationship.

## **Q. How do I use Bookmarks?**

You can easily return to a page that you are viewing by selecting the Bookmark link on the upper right corner of the screen. NOTE: These bookmarks are not the same as your browser's bookmarks / favorites. It is internal to the BAP bookmark page.

## **Q. If I see a mistake in the information presented can I correct it?**

A. The suggestion tab allows you to send corrections, updates, comments or any other information to the database administrator. Information on which individual you are referencing is automatically attached to the message when you make a suggestion using the Suggestion tab. The database administrator will take your suggestion and pass it on to the tree's submitter.

## **Q. Is there a way to print the display without all the headers and icons?**

Yes, just click on the Print link located on the right and below the [Find](#), [Media](#) and [Info](#) links. A format that is simplified for printing is presented and you can use the print function of your browser to print the page.

## **Q. What if I get lost and want to return to the starting point?**

A. Click on the [Home](#) link at the top of the page. You will return to the Main Search page.

**Q. What are the three drop-down boxes that are located on the upper right of the page?**

**A.** The Find and Info links let you access additional information that is contained in the database. You can move your mouse pointer over each to see the types of detailed information that is available on the site.



Back to [BAP Page](#)

## 3.0 CREATING A GEDCOM FILE

This section will describe how to create a Gedcom file from your existing computer genealogy program. Instructions for two of the most popular programs (Family Tree Maker & RootsMagic) are presented here. Instructions for other programs are forthcoming.

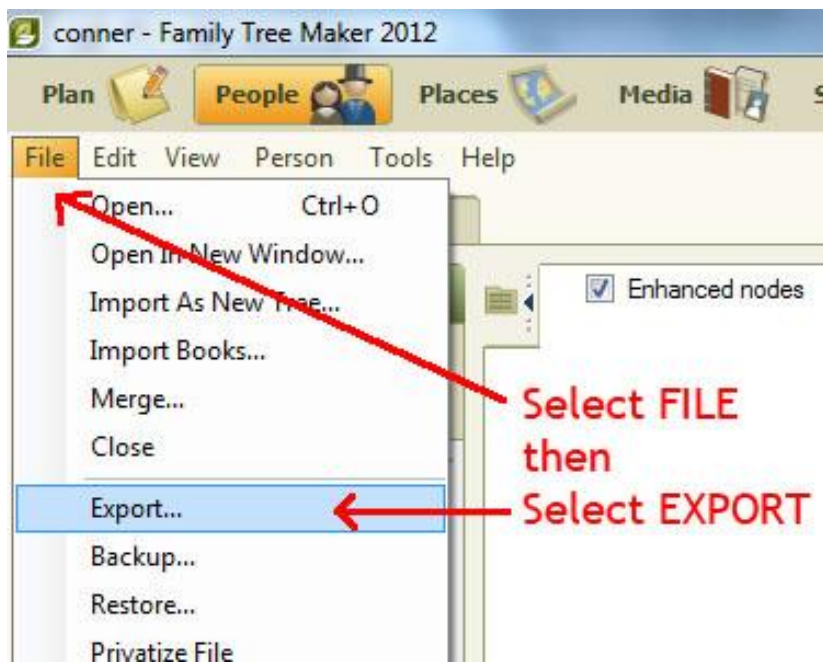
After you create a Gedcom file, contact one of the BAP administrators:

Greg Burton <gburton.mobile@gmail.com>

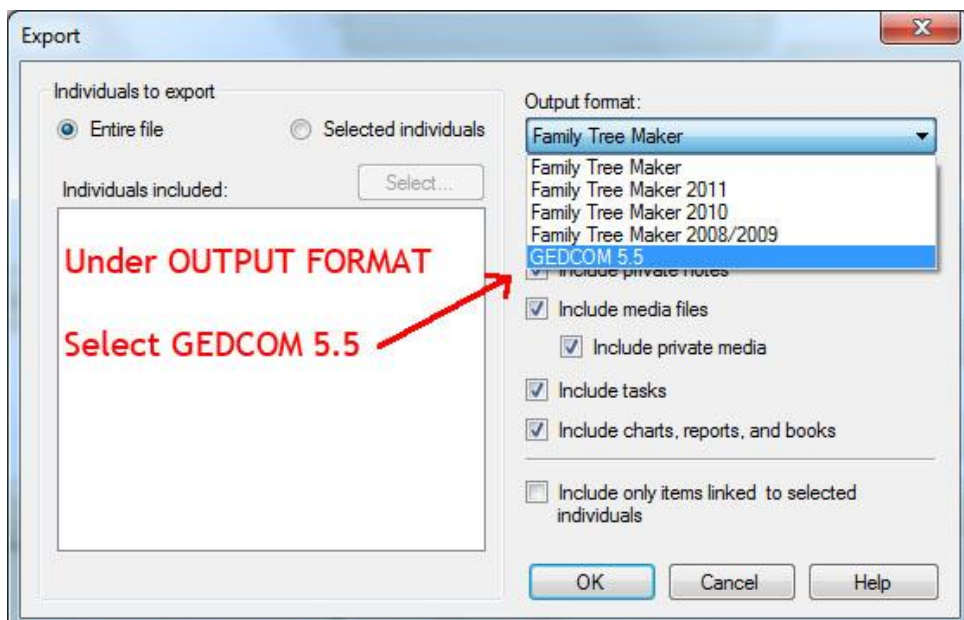
David Powell <dapowell54@gmail.com>

Stephen Conner <ConnerGenealogy@gmail.com>

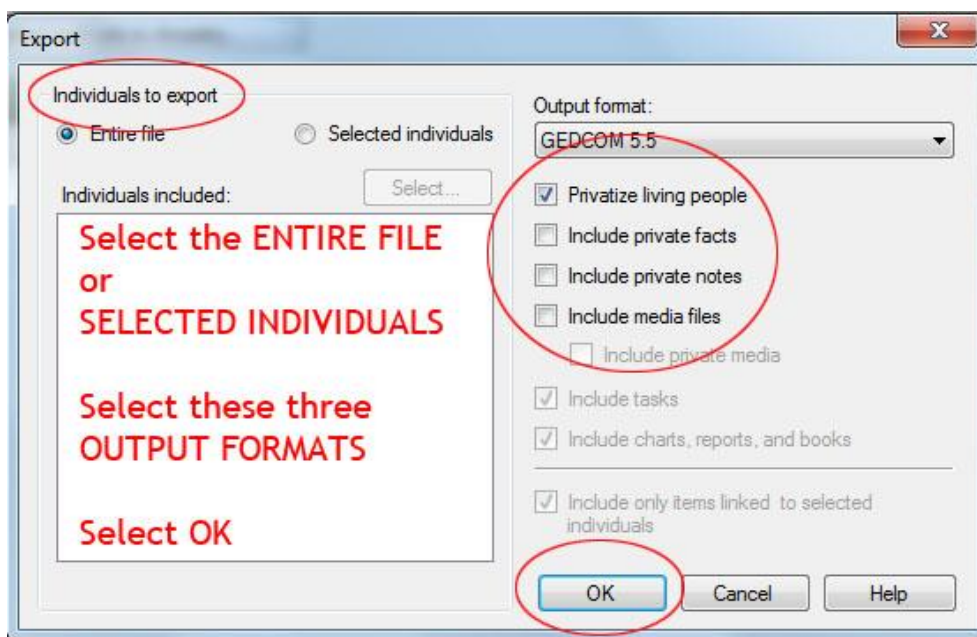
### 3.1 FAMILY TREE MAKER (FTM)



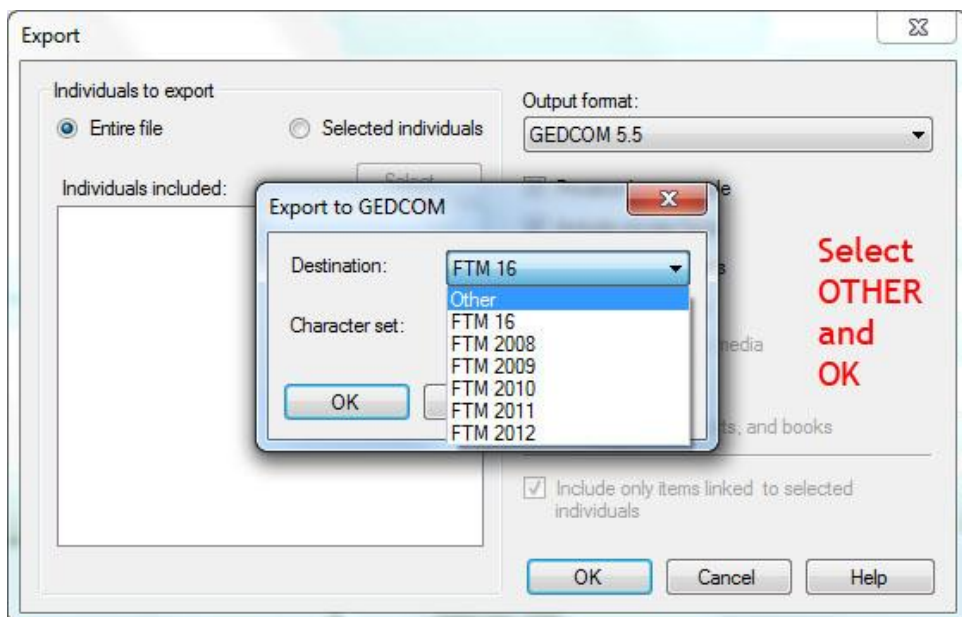
From within your FTM program select FILE and then select EXPORT



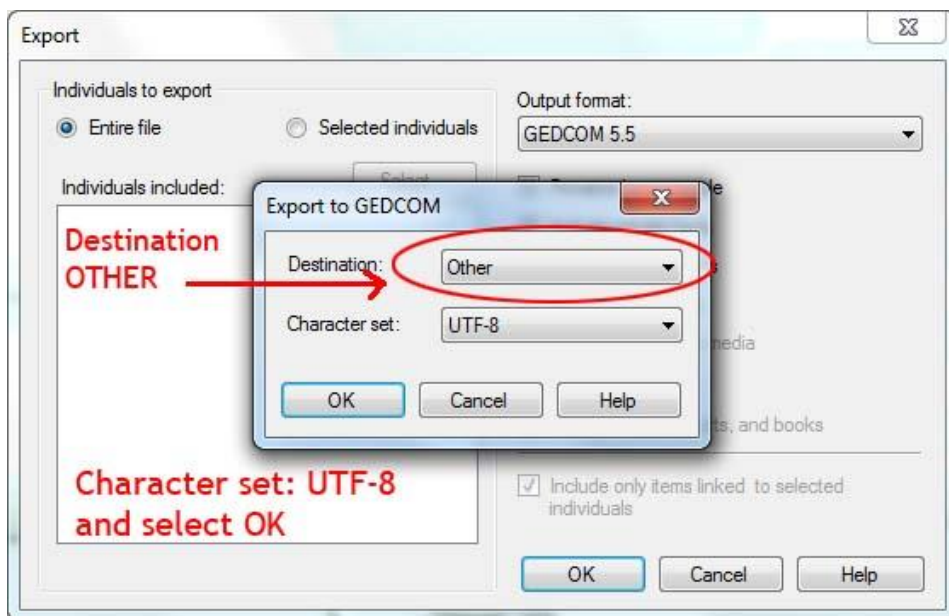
When the EXPORT screen appears, select GEDCOM 5.5 from the drop down list under OUTPUT FORMAT.



You can select all or some of your individuals. You must privatize living people. You may not want to include private FACTS and NOTES. Make sure that INCLUDE MEDIA FILES is NOT checked (empty). Press OK.



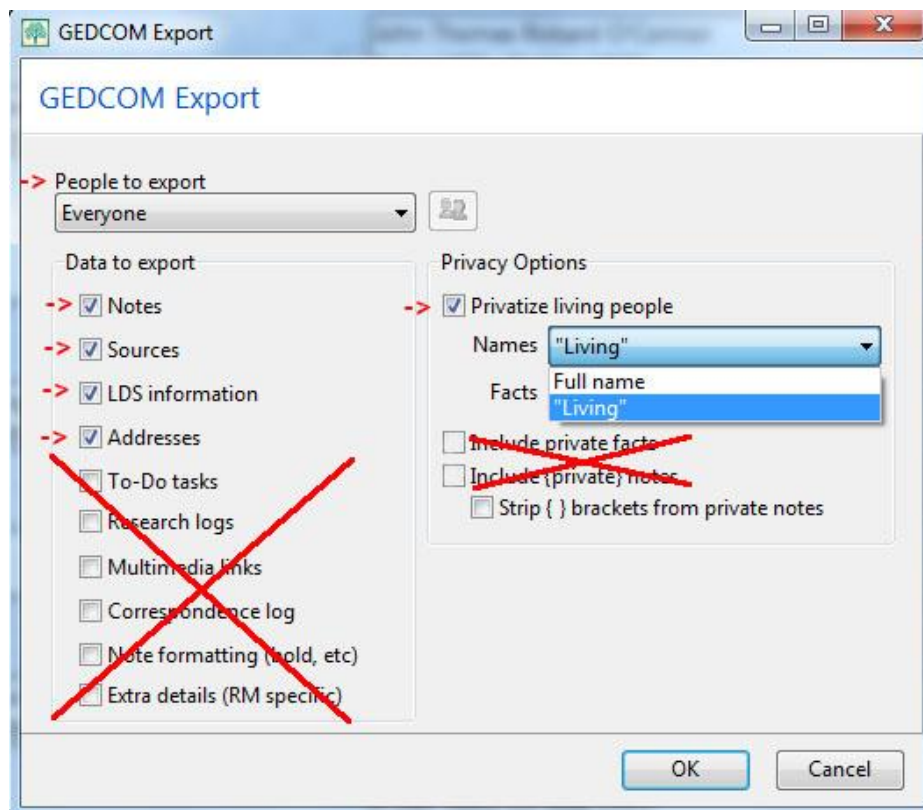
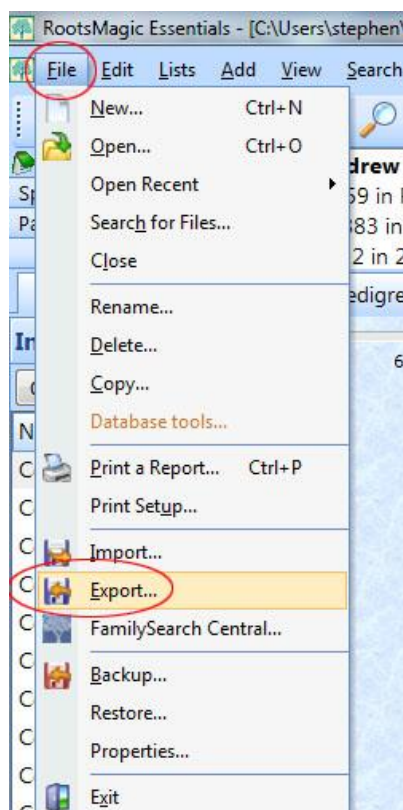
From within the EXPORT TO GEDCOM dialog box select the DESTINATION Drop-down list and select OTHER.



Make sure that the CHARACTER SET reads UTF-8 and select OK.

You will then be instructed to create a file name and a place to store the Gedcom file. Make a note of the Folder name. The file will have an extension “.ged”.

## 3.2 ROOTS MAGIC (RM)



### Step 1.

From the upper left menu bar select FILE and then select EXPORT

### Step 2.

Select the people you wish to export. You can choose the DATA TO EXPORT but be sure to PRIVATIZE LIVING PEOPLE. Finally, select OK.

You will then be instructed to create a file name and a place to store the Gedcom file. Make a note of the Folder name. The file will have an extension “.ged”.

## 4.0 TERMS OF USE AND PRIVACY POLICY

*It is the general policy of the Baltimore County Genealogical society (BCGS) not to share your information with any companies, organization or other individuals outside of the BCGS.*

- A. Active members of the Society may submit GEDCOMs for inclusion in the BAP pages.
- B. GEDCOMs are viewable only by active members of the society.
- C. Access to the BAP site will be controlled by the link to “Register for a User Account”. Completing this process will constitute permission to use the GEDCOM on our BAP site.
- D. BAP users must fill in required fields on the Register for a User Account form.
- E. The Administrators must verify new registrations are active members of the society.
- F. Non-active members of the Society will have their BAP access disabled. BAP access may be enabled after dues are paid.
- G. GEDCOMs may not include living people. When the file is generated by the user, they must select the “Privatize” option.
- H. GEDCOMs must be submitted to one of the site Administrators.
- I. Site Administrators will review, upload and activate all member submitted GEDCOMs.
- J. Members will not be able to edit GEDCOMs on the BAP Page.
- K. Members may submit replacements to their GEDCOM on the BAP site.
- L. Administrators will determine the schedule when User Status and GEDCOMs are posted and updated.
- M. The Society may create a GENDEX file for the Public area of the B.C.G.S. web site.
- N. The GENDEX file is an index file which may include: Tree Name, First Name, Last Name, Date and place of birth & death.

- O. The GENDEX file may be a way to establish connections with other researchers.
- P. Due to space restrictions, Photographs, JPEGs, Documents, or other media will not be included with the GEDCOM.
- Q. Hot Linking to the site will not be permitted.
- R. GEDCOMs may not include “Hot Links” to other sites.
- S. Members retain ownership of their unique work.
- T. Members may request their tree to be removed from the site at any time.
- U. Member access to the site may be disabled from time to time for site maintenance.
- V. Membership access policies are subject to future updates.
- W. The Board of Directors of the Society must approve the guidelines and privacy policy.
- X. This policy is subject to future change and all BCGS members will be notified of any changes via the BCGS newsletter.

Updated 30 JULY 2015

Author: Stephen A Conner

Section 4.0 Terms of Use and Privacy Policy was compiled by Greg Burton.

Special thanks to David Powell for added input.

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