

# Family History Newsletter

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**The Family History Group meets on the first Wednesday of each month at 7pm at the Maple Ridge Library.**

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## How to Document Objects

*By Andrea Lister*

In the January issue of this newsletter I talked about the value of documenting objects, however we need a practical way to store this information. One way to store this information is by creating a document using Microsoft® Word.

### Preliminary Steps

1. Create digital images of your objects.
2. Gather the following information: size, colour, condition, manufacture, age, and the story of the item.

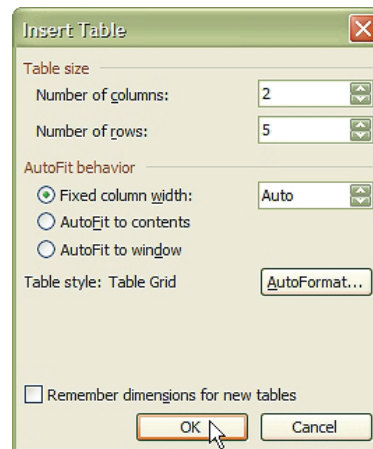
### Creating the Table

1. From the Table menu select **Insert > Table...**



The Insert Table window appears.

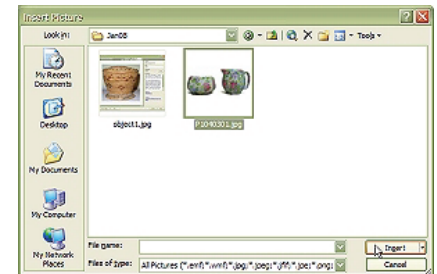
2. For number of columns enter 2.



3. For number of rows enter 5 (or the number of objects you are going to document).
4. Click **OK**.


### Inserting the Picture

1. Click your mouse in the first cell.
2. From the Insert menu, select **Picture > From File**.
3. Browse to where the digital images of your objects are stored.



4. Click on the picture you want to select it and click **Insert**.

The picture will be inserted into the table but is probably too large for the cell.

5. Click on the picture.
6. From the View menu select **Tooltbars > Picture**.
7. From the Format Picture toolbar click .
8. Click on the **Size** tab.
9. Adjust your picture size and click **OK**.

### Enter the Information

1. Press **Tab** to move to the next cell.
2. Type all the relevant information about the object.
3. Press **Tab** to move to the next row and continue the process.

You should end up with a table that looks something like this:

	Wedding gift to Norma Jean Richardson and Charlie Reid. 09 Jul 1935. James Kent Ltd. Made In England, Longton "Hydrangea"
	Christmas ornaments belonged to Jessie Reid (nee Tough). b: 1884 d: 1979 Purchased after 1935.

Beyond the genealogical value of an object inventory, the completed document can be burnt to a CD and stored in a safety deposit box for safekeeping and insurance purposes.

Of course, taking pictures and pasting them into a binder is a great non-technological way of accomplishing the same goal.

## Archives Boot Camp – Whew!

By Brenda Smith

For two full back-to-back days in January, a dedicated dozen met with archivist Kelly Stewart in St. Andrew's Church to dig into the meaning and process of archival work.

In attendance were people from Hope Museum, Agassiz-Harrison Historical Society, Stave Falls Power House, Alouette River Management Society, Katzie Development Corporation, Pitt Meadows Museum, Port Moody Junction Museum, and Port Coquitlam Heritage and Cultural Society.

Unlike the others, who all have community or corporate archives to manage, I brought to the table my sensibilities as a historian and one who teaches others how to

use archives. I was delighted to find that Kelly is an archivist who believes in harmonizing the needs of both archival collection and user.

I wish that more Maple Ridge participants had been there to soak up, challenge, and enjoy the wealth of knowledge and come away with better understanding of the challenges of developing and maintaining an archive. Family historians, often by default, are family archivists. And we need to learn how to protect and share the collections we hold in our attics, basements, and filing cabinets. I believe we hold, in our private hands, more archival material than all the recognized and formalized archives in the world. We have an obligation to do the archival management job well.

Also it is worthwhile to gain appreciation for the constraints surrounding archival work. As researchers, we are often frustrated by restrictions of access and use. Many of us start from an assumption that we should be able to see every record and publish at will. Archivists are charged with balancing our expectations with the realities of keeping safe the materials themselves and the privacy of the creators and subjects of the records.

So thank you, Kelly, for a job well done. And we look forward to more of your energy and expertise as your project with Maple Ridge Museum and Community Archives continues.

## Family History Events

### Abbotsford Genealogical Society

- **UCFV Heraldry**, with Molly Ungar, Prof. of History, Feb 19, 2008, 6:30 pm.
- **Abbotsford Family History Center Family Search Indexing Project**, Ralph Harvey, Mar 18, 2008, 6:30 pm.
- **AGS Member Using the Family Search Database**, with Donna Bohnet, Apr 15, 2008, 6:30 pm.
- **AGS Member Scotland's People Database**, with Chris Longley, May 20, 2008, 6:30 pm.
- **Breaking Down Brick Walls**, AGS Members Round Table Discussions, June 17, 2008, 6:30 pm.

### Cloverdale Library

5642-176A Street, Surrey offers free orientations the 1<sup>st</sup> Saturday of every month 9:30 – 10:30 am.

#### Winter 2008

- **BC Ethnic Communities** with Diane Rogers. Saturday, Feb 23, 2008, 10:30 - 12:00 pm. Fee \$10.
- **Make History!** with Tim Neilson and colleagues from Friesen's Publishing. Saturday, April 12, 2008, 10:00 am - 3:00 pm. Fee TBA.

Pre-registration is required – please check the Genealogy section of the Surrey Public Library website

[www.spl.surrey.bc.ca](http://www.spl.surrey.bc.ca) or call us at 604-598-7328 for further information and updates.

### Maple Ridge Library

- **Slumach's Gold**, with Rick and Brian Antonson. Wednesday, Feb 13, 2008, 7:00 – 8:30 pm. Free.

### Vancouver Public Library

- **Getting the Most Out of Ancestry Library Edition**, Thursday, Feb 21, 2008, 10:30 – 12:30 pm. Registration required. Free.
- **Canadian Census Records**, Wednesday, March 19, 2008, 10:30 – 12:20 pm. Registration required. Free.