

Instructions for Submitting Genealogy Data Into the Elliot Clan Database

When first reading through these instructions, it may seem like a lot of work but if you have done your research, you already have most of this information and if not, by filling in the blanks, it may help you to focus your research and find more family connections. Please remember the more complete the information you provide (direct and collateral lines), the better the chance of linking your family to other Elliot families contained in the database. I do NOT do your research for you, but I will search the database and try to link you with other members. **Any information submitted by you will NOT be released without your permission.**

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Members submitting genealogy data must use the PAF5.2 computer program to ensure uniformity of the information contained in the Elliot Clan database. This FREE program can be downloaded at <http://www.familysearch.org>. (Select Order/Download Products; next select Software Downloads-Free; then select item#77064999)

1. For genealogists who already have their genealogy on computer, go to the above website and download PAF5.2. Then transfer a copy of your genealogy into a GEDCOM file and import it into PAF5.2. This will NOT corrupt any information in your files. If you are currently using another genealogy program, you can setup a separate file for the PAF version and continue using the program of your choice.
2. If you have a Mac computer, the program will cost you \$10.00. Go to the above website (Select Order/Download Products; select Family History Research Products; select Software/Databases; select Personal Ancestral File & Related Products; select Personal Ancestral File 2.3.1 Macintosh, item#30992000).
3. For genealogists who do not have their genealogy data on computer but want to, go to the above website and download PAF5.2, then input your family members in the format indicated, containing the information below.
4. For new genealogists, visit an LDS Family History Center in your area listed in your telephone book or online at the above website. They have experienced volunteers who can show you how to locate and record information. They DO NOT do your research for you.
5. If you do not have a computer or access to one, you can visit an LDS Family History Center in your area listed in your phone book and purchase Family Group Record Sheets to record your family information. Information received in handwritten or typed sheets will delay your entry into the database because it requires manual entry for each individual you submit.

6. For everyone submitting information into the Elliot Clan Database, please make sure your information is as complete as possible containing the information below:

(a) Make sure all names of people are complete as possible.

·Given name (s) first and middle, last names-capitalize

·Titles (Prefix or Suffix), if any:

Jr, Sr, II, after last name

Dr, Gen, Duke, Rev, place on line: Other, Title (prefix)

(Please do not use periods after initials. Abbreviations-use for titles-prefix and suffix]

(b) Please review all entries to make sure each place has the following information [Each place should have four location identifiers, if possible] Use standard abbreviations for states, counties, and countries.

Examples:

Bronx, Bronx, New York City, New York, USA—Bronx, Bronx, New York City, NY, USA

Mount Vernon, Knox, Ohio, USA—Mt Vernon, Knox, OH, USA

Saint Basile, Madawaska, New Brunswick, Canada—St Basile, Madawaska, NB, CAN

Munich, Bavaria, Germany, Europe—Munich, Bavaria, GER, EUR

Winchester, Hampshire, England, Europe—Winchester, HAM, ENG, EUR

1	2	3	4
Village/Town/City	Region/Province	Country	AFRICA
Village/Town/City	Region/Province	Country	ASIA
Village/Town/City	County/District/Region	Province/State	AUSTRALIA
Village/Town/City	Region	Province	CAN
Parish/Village/City	County/Region	Country	EUR
Village/Town/City	Region	Country	SOUTH AMERICA
Village/Town/City	District/Region	Province	NEW ZEALAND
Village/Town/City	County	State	USA

(c) 1st line of notes: please put your name and complete mailing address. **List events such as military service, religious preferences, ancestral file numbers, occupations or other significant events in the notes, not on the individual's record.**

(d) Transfer a copy of your verified genealogy into a GEDCOM file. Please review your GEDCOM file for errors before sending to me. Then send via email to me at the email address below. Or if you prefer to send a 3-1/2 disk or CD by snail mail, please mark your envelope "GENEALOGY". Note: Disks or CDs WILL NOT be returned.

I will notify you by email or snail mail if I find a branch to your family tree. Incomplete submissions will delay input into the database. If you have any questions regarding these instructions or need any help, please feel free to contact me at asamorin@cox.net or by snail mail (include stamped self-addressed envelope, if you

would like a response) to Debra Elliott Morin, 8000 East Manitoba Place, Tucson, AZ 85730-4648. **Thank you for your cooperation and good luck with your search!**