



Getting Started - Finding the Census Sheets

Finding your census sheet online:	1
Using FamilySearch to Find Your Census Sheet	1
Adjusting the Image on FamilySearch	3
Opening a new data entry page on HistoryForge:	5

Finding your census sheet online:

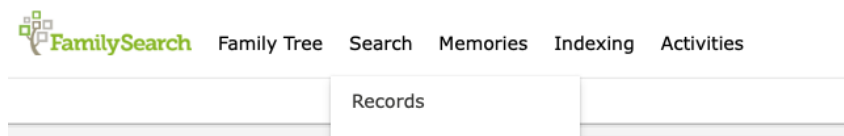
A quick note regarding census terminology. The person who went door-to-door to collect the information on the census was called an enumerator. Each enumerator was assigned a specific geographic area called an Enumeration District or ED.

To find your census sheet online you will need to have the Enumeration District (ED), the ward (if applicable), sheet and side (A or B) that you will be transcribing. Ask your project administrator how to access this information.

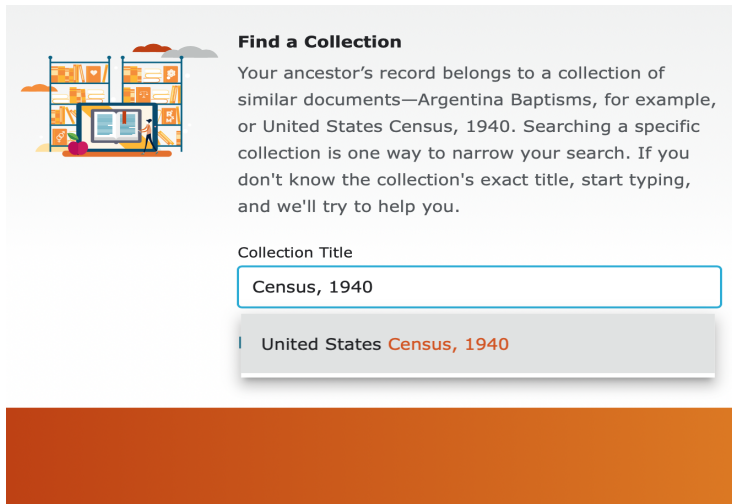
Using FamilySearch to Find Your Census Sheet

To access the census online, we recommend using FamilySearch, a free genealogy website. FamilySearch has built-in tools for adjusting the brightness and contrast of each census sheet, making it easier to read any information written on the census in pencil as well as pen.

- Go to www.familysearch.org (create a free account if you don't already have one).
- Log on.
- Select the Search tab, then choose Records from the drop-down menu.



- Scroll down to **Find a Collection** and enter Census, and Year (e.g. 1910) into the search field.



Find a Collection

Your ancestor's record belongs to a collection of similar documents—Argentina Baptisms, for example, or United States Census, 1940. Searching a specific collection is one way to narrow your search. If you don't know the collection's exact title, start typing, and we'll try to help you.

Collection Title

Census, 1940

United States Census, 1940

- Select the census you need (e.g. United States Census, 1910) from the drop-down menu.
- Toward the middle of the screen, click the Browse button



- Select the State from the list of States.

New Mexico
New York
North Carolina

- Select the County from the list of Counties.

Saint Lawrence
Saratoga
Schenectady
Schoharie

- Select the Ward (if applicable).

[Schenectady Ward 1](#)

[Schenectady Ward 2](#)

[Schenectady Ward 3](#)

[Schenectady Ward 4](#)

- Select the Enumeration District (ED).

District

[ED 174](#)

This will bring you to the first sheet in the ED. To get to your sheet/side:

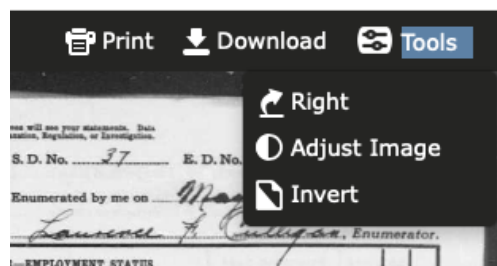
- Use the right arrow on the top left side of the screen to click forward until you see your sheet/side in the top right corner of the image.
- OR
- Use the image box on the top left side of the screen and enter a number that likely corresponds to your sheet number (or will at least get you closer) then hit the enter key. Remember that census sheets have two sides, so if you are working on sheet 8B that usually corresponds with image 16.



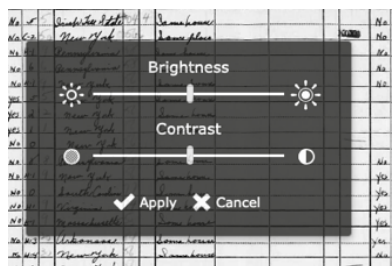
Adjusting the Image on FamilySearch

Digitized census manuscript images on FamilySearch may need to be adjusted to see the handwriting. Enumerators generally entered the information in pen. In some census years, supervisors or clerks then made corrections or additions in pencil. Often important, this information needs to be captured as well, but it can be hard to read. To adjust the image:

- Select Tools in the right corner above the image, then select Adjust Image.



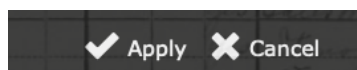
- Use the sliders to adjust the Brightness and Contrast so you can read any corrections written in pencil or pen.



- Use the Zoom button on the left side of the screen to zoom in and check, then zoom back out a little to make sure you can read everything else, making adjustments as needed.



- Select Apply or Cancel at the bottom of the brightness/contrast window.

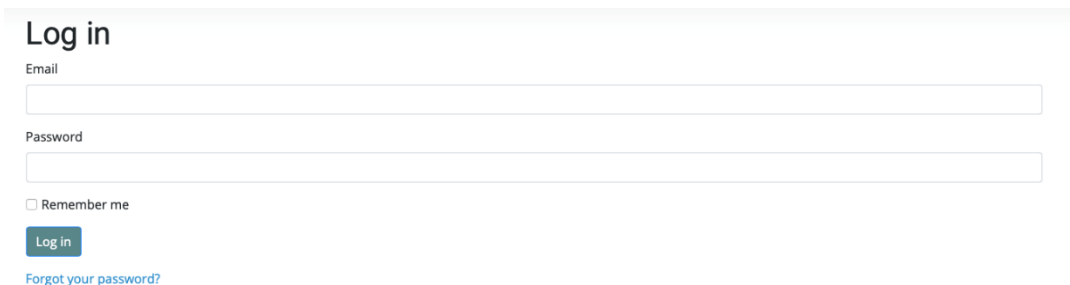


Opening a new data entry page on HistoryForge:

- Go to your HistoryForge homepage: <https://schenectady.historyforge.net/>
- Select Log In in the top right corner of the page.

Log In The Forge Data ▼ About Contact Volunteer

- Enter your email and password and click Log In.



Log in

Email

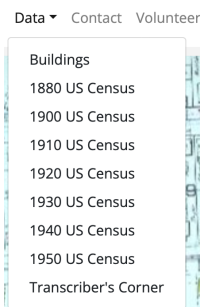
Password

☐ Remember me

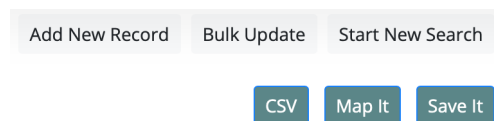
Log in

[Forgot your password?](#)

- Select Data in the top right corner of the page, then choose the census you are working on.



- Select the Add New Record button on the top right of the screen to open the data entry page and add a new record.



- Add New Record will only be visible if you are logged in.

HistoryForge has been made possible in part by the
National Endowment for the Humanities:
Democracy demands wisdom



NATIONAL
ENDOWMENT
FOR THE
HUMANITIES