

How to Navigate the TowneFolk.com Database

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In the December 2014 issue of *About Towne*, you learned how to navigate the various informational pages of the site. In this update, you will learn how to best navigate the many useful features of the database, which includes information on over 87,000 individuals. This information is provided to help members of Towne Family Association with their research and is for **personal use only**. To keep misinformation out of the tree we never upload GEDCOMs (the 2012 upload you may notice on the site refers to when we did a major up-grade, and moved our own data via a huge GEDCOM.) Every name is painstakingly added by our genealogist, who checks for sources and mistakes. To add your own information (if it's not already there) you can send the information to genealogist@townefolk.com and, once verified, it will be added to the full tree. Note that information for living individuals will not be viewable by members.

To access the database, go to www.townefolk.com and log in with your *username* and *password*. **Make sure you type your usernames and passwords exactly as they are given — as both are case-sensitive.** This will bring you to the home page.

Most of the links on the left side of the page are available for members only since they are linked to the database. A good place to start when you visit the site is **What's New** which will give you a quick overview of newly added information. We will also post information about events of interest to members as we become aware of them. If you hear of an event in your area, send us the information and we will post it. Another link to visit regularly is **Most Wanted**. You may be able to help solve someone else's brick wall, and if you send us your brick wall to post, maybe someone can help you out with yours.

To look for a specific person in the database, enter the name into the search box. With a family tree as large as ours, there are numerous people with the same name. To make your search more manageable, if you have several possible people to search for, select the one with the most unique name. For example, if you are looking for William Towne, the original immigrant, a search for Joanna Blessing will get you to him much more quickly. If your search turns up a list of possibilities, you may hover your mouse over a person's name so you can see a quick preview. Once you have chosen one to view in detail, a click on the name will take you there. (Clicking on the link for the Towne Full Tree will take you to information about the tree only, not the individual.) If your search turns up a large list of possibilities, use the Advanced Search option. If you know the name of the spouse or about when the person died, click the "show spouse" or the "show death/burial information" box to narrow things down. Once you have found an ancestor you would like to visit again, click the Bookmark icon in the upper right corner. You may add as many bookmarks as you would like, and then have them quickly available to you when you click the **Bookmarks** link in the left column of the home page.

Whenever you're on an individual's page you are "in" the full tree. All of the information we have can be viewed here. If you notice any errors or have additional information to submit, click the **Contact Us** link on the left side of the page. Please include the Person ID number and include any source information you have. Information which does not include sources will not be added to the database until it can be verified. To maintain the integrity of the tree, we do not allow members to edit information directly.

You can go from individual to individual by clicking on the names of the children, parents or spouse on the individual page. But to see the individual's tree, click on the ancestors or descendants tab above the individual information which will give you a view of multiple generations. The default tree is 4 generations, which may be viewed in several different formats listed on the red horizontal bar. You can change the default, but for this family, selecting more than about 6 generations will take a huge time to load, and will be tough to navigate, since there are so many people to display. Select "Compact" in order to see more. A nice feature of this program is the ability to determine relationships between people. Pick an obscure ancestor and try it!

We have been adding more photographs of individuals, cemeteries and headstones as we receive them. You can see the ones we have by clicking the appropriate link in the menu on the left side of the page. If you have submitted a photo of your ancestor, you will see it attached to the individual's page. If you would like to add photos of your ancestors - and we hope that you will, please contact us for submission directions. Be sure to include the Person ID for each submission. Do not include photos of living people since they would not be visible to anyone except for web administrators. Other links on the left side of the home page provide different views of the information in the database. **Dates and Anniversaries** is fun. Find out who was born, died or married today or who was born on your birthday or married on the same day as you.

The **Places** link will show all of the locations in the database with a map of each location and a link to each individual associated with that place. Click *Heat Map* to go to location, then click the bubble to open a link to individuals in our database who were born, died, buried or married there, Click the person's link to go to their individual page. This is useful for identifying information which should be in the database, but isn't. This is particularly helpful for collateral relatives you might not think to check. There has been much variation in how place names have been entered into the database. We are working to update these, so be sure to use them as a general guide and notify us if you can fill in any of the incomplete information or correct any inaccuracies.

As you can see, there is a wealth of information available to members. All items listed in the menu on the left side of the home page, with the exception of **Log In**, **Contact Us**, and **Register For a New User Account**, are attached to our database and therefore may only be accessed after your user account has been activated.