

## Beginning U.S. Census Tracking

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### Getting started with MagiCensus: Every Name Census

**Step 1.** Open File - MagiCensus can open any GEDCOM file. Use the File Menu > Open command to open up a GEDCOM file. The file opens in the Pedigree view.

**Step 2.** Use the Pedigree view to find a relative born between the years of 1860-1920. Once highlighted, you can press H to move them to Head of Pedigree.

**Step 3.** Click on the Census Tracker Icon (Map) or press Alt+ C to open the Census Tracker view.

Tip: The Census Tracker shows research tips before you start census research

- Displays the ages of the individuals you are looking for per census year
- Displays when name changes have occurred based on database information.
- Data is only displayed if there is a country associated with an event place.
- The cells are white, meaning that no extraction forms have been linked to the Census Tracker.

What can you do in the Census Tracker

- a. Double click a person in the name column - Opens the Individual Information Editor
- b. Double click a cell in the born column - Opens the Timeline view
- c. Double click on a specific census year - Opens the Census Extraction form for that year with the individual highlighted as head of household.

**Step 4.** Find census information - Use Ancestry.com or pilot.familysearch.org to find a census record using their default browser.

**Step 5.** Open up the Extraction Form for the year of found census information. (Double-Click on cell in the Census Tracker)

**Step 6.** Fill out the top part of the Census Extraction form.

- a. **Place** -The name of country is automatically added. You must add a county and state OR the completed form will not be saved when you click “accept changes and close”.
- b. **Source** - Select an existing source or add a new source.
  - a. **Quality** - Determine the reliability of a source by choosing from one of our four quality levels:
    - i. The original census is a Primary Source for a census event.
    - ii. The original census is a Secondary Source for birth year and place.
    - iii. A copied census that you cannot verify would be classified as a Questionable Source.
    - iv. Writing down census information from memory would be considered an unreliable source.

**Step 7.** Fill in the Extracted Household section - Get this information from the original census found in step 4.

1. If the same name and other census data of the person you are transcribing appears in the Unassociated Family Members section the easiest method is:
  - a. Click the Add button next to the matching name in the Unassociated Family Members section
  - b. The name, with information from your file will now appear in the Extracted Household section. The Link button by the name will change to an Unlink button.
  - c. Edit any information needed to match census record.
2. If the census household you are extracting has individuals not included in your database then using the census data, type the name, age, sex, etc. for each household member into the appropriate fields in the Extracted Household section.
  - a. MagiCensus will add a new row to the Extracted Household section when the blank name field is filled in.
  - b. After typing, click the Link button for each of the names you just typed in to the Extracted Household box, to add the new individuals to your database or link to unassociated family members.

**Step 8.** Close the Extraction Form and return to the Census Tracker view

**Step 9.** Continue to extract census information from additional census years

**Closing:** Review Census Tracking steps and how MagiCensus makes it easier.

1. Write down known information - MagiCensus uses any previous database information
2. Find Census record - MagiCensus tells you age and name of individual for any census year
3. Extract information - Save time by extracting all information directly into database.
4. Create chart - MagiCensus automatically creates the Tracker for you
5. Analyze information - Color codes and comparisons helps to analyze census information
6. Verify assumptions - Use other sources to verify assumptions.

Understanding the Census Tracker Legend

- Surnames in parentheses - married names of daughters
- Numbers in quotation marks - age or age range indicated by census
- Numbers in parentheses - estimated age or age range calculated by the application based on census data, when no exact birth date is known.

Double-click name to edit individual, birthdate to view timeline, or a cell for extraction data.

Add/Remove Census Columns...

Name		United States					
		1 JUN 1830	1 JUN 1840	1 JUN 1850	1 JUN 1860	1 JUN 1870	1 JUN 1880
Mary /Victor/	1819 KY	10-12	"15-20" (20-22) Clinton Co., Missouri, United States	"30" (30-32) (Mann) Washington Twp., Buchanan Co., Missouri	"40" (40-42) (Fleek) Washington Twp. Washington Twp., Doniphan Co., Kansas, United States	"51" (50-52) Washington Twp., Doniphan Co., Kansas, United States	"56" (60-62) Washington Twp., Doniphan Co.
+ John B. /Mann/	21 SEP 1815 WV	"10-15" (14) Monroe, Virginia, United States	24	"35" (34) Washington Twp., Buchanan	****	****	****
1. William A. /Mann/	1 JUN 1845 MO	****	****	"6" (5) Washington Twp., Buchanan Co.	"16" (15) Washington Twp., Buchanan Co.	25 Troy, Doniphan Co.	35 Helena, Lewis And Clark, Montana, United
1+ Mary /Linton/	1845 OH	****	****	4-6	14-16	"25" (24-26) (Mann) Troy	"34" (34-36) Helena
2. Nancy /Mann/	17 MAR 1846 MO	****	****	4 Washington Twp., Buchanan	14 Washington Twp., Buchanan	24	****
3. Green Berry /Mann/	9 MAR 1849 MO	****	****	1 Washington Twp., Buchanan	"12" (11) Washington Twp., Buchanan	21	31 Washington Twp., Doniphan

Legend



Linked to census record with matching age  
 Linked to census record with age discrepancy  
 No census record linked

Each cell contains one of the following:

- matching age (new surname if changed), location in census
- "recorded age" (expected age) (new surname if changed), location in census
- expected age

- Yellow Cell - Linked to census record with age discrepancy
- Green Cell - Linked to census record with matching age
- White Cell - No census record linked
- Grayed out cells - The census is either before a person's birth or after a person death
- Spouse of the head of household has a plus sign but no number
- A child of the head of household has a number
- A spouse of a child has the same number as the child with a plus sign

