Appenzell-Ausserrhoden Online Records

Switzerland "How to" Guide, Beginner Level: Instruction

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GOAL

To learn how to access and utilize the online records for the canton of Appenzell-Ausserrhoden in Switzerland.

INTRODUCTION

In 2014, the State Archive of the canton of Appenzell-Ausserrhoden published the images of 159 parish church books of the 20 parishes on their website. The records for the most part are available through 1875, and may include baptisms, marriages, burials, confirmations, and household visitations. The family book registers are unfortunately not included in the online collection. There are no fees associated with using the website.

You may want to consult the following "How to" Guides before continuing:
- [German Script Tutorial Online](#)

HOW TO

You may access the website in the following ways:

- Click on the following link, or type in the website's name directly:
  https://www.ar.ch/verwaltung/kantonskanzlei/staatsarchiv/kirchenbuecher-online/

- Through FamilySearch:

  - Go to https://familysearch.org.
  - At the top of the page, click on "Search." From the menu bar that subsequently appears, click on "Wiki."
  - In the Search box, type in "Appenzell Ausserrhoden Canton, Switzerland Genealogy." When the list of results appears, click on the entry with that name.
  - Under the paragraph titled "Parish registers accessible online," click on the URL posted there. This will take you to the website page.

Accessing the website:

1. Access the website using one of the methods listed above.

2. All 20 parishes are shown in the parish list. Click on the desired parish.

3. A new tab will appear showing the various church records that are available. Each

church volume is listed separately, but includes a short description of the record type and year span that are included in the volume. The following word list will help in ascertaining which records are in each volume:
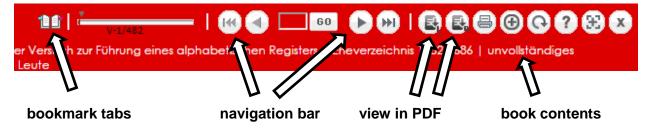
Taufverzeichnis	Baptism register
Eheverzeichnis	Marriage register
Totenverzeichnis	Death register
Konfirmandenverzeichnis	Confirmation register
Gemeindebürger	Community citizens
Beisassen	Non-citizen residents
auswärtiger Bürger	Citizens residing outside the parish
Nichtbürger	Non-citizen
Hausbesuchungen	Household visitations

4. To access the desired book, click on the description of the book written in black, **not** on the name of the book, which is written in blue. A new window will open, displaying an image of the cover of the book.

Tips for viewing the images online

The following directions are written to use the website in Google Chrome browser. Keep in mind that if you use a different browser, such as Firefox or Explorer, the website may behave a little differently.

Along the top of the webpage in a large red bar, as well as on the right side of the page, are several icons. The following descriptions will help you use the online records:

bookmark tabs   navigation bar   view in PDF   book contents

- The **bookmark tabs** feature acts like a bookmark. By clicking on the tab for the specific page (right or left side) you want bookmarked, a colored tab will appear. This tab is visible no matter where you are in the church book, and clicking on the tab will take you back to the page. You can use multiple tabs. Click on an existing tab to delete the tab.

- The **navigation bar** has several features. Clicking on the double arrows take you to the beginning or end of the book. Clicking on the single left or right arrow brings up the previous or next two images. You may also type in an image number in the box, and click on "GO" to go to that specific image.

- The **view in PDF** feature allows you to view each image as a PDF file. By clicking on the page corresponding to the image you want, a new browser window will open showing only the single image. You can do the following things in the PDF view:

- The link at the top of the page is always tied to that image and may be added to FamilySearch or other genealogical programs as a source citation in the form of a web link.
  - To print the image, click on the printer icon at the right of the black bar that appears in the window.
  - To save the image, click on the floppy disk icon. The save dialog box will appear, allowing you to save the image to whatever folder you choose.

- The **book contents** feature contains descriptions of the sections of the church book, listed in white writing. Each is a clickable link to the first page of that section of the church book.

Other tips for utilizing the webpage include the following:

- Clicking anywhere on the church book page will zoom in, and a small overview of the two images will appear in the upper right corner of the webpage. Clicking again will zoom in even further. You can click and drag the page to move it or click on an area in the newly appeared small view to change the magnified view. To return to the original image, click on the circular arrow pointing downward, the magnifying glass with a minus sign inside of it next to the newly appeared overview, or right click on the book.

- You may turn the pages manually by going to the edge of the page, clicking and holding the mouse, and dragging the mouse toward the center of the image. Release the mouse to turn the page.

- If you have a mouse with a roller wheel on top of it, you may use this to turn pages (roll up for the previous page, roll down for the next page) or to scroll upward or downward while in zoom mode. When the end of the image is reached, the scroll feature will move to the next image or turn the page automatically while remaining in zoom mode.

- If any of the features do not seem to work, keep in mind that the website will not respond to any further page turning or any other function until the image has fully and clearly appeared in the screen. You may then proceed to work with the image.

- For a more detailed explanation of the red navigation bar, click on the icon containing the question mark.

PRACTICE

1. Use one of the methods listed above to access the Appenzell-Ausserrhoden archives website containing the church books.

2. From the list of parishes, click on Urnäsch. A new tab will open showing the churchbooks available for the parish. Find churchbook "06 Urnäsch AR. Kirchenbuch, 1806-1868." Click on the description of the churchbook underneath the title of the book to access the church records. A new window will open showing the cover of the book.

3. Go to image 6, either by typing in the image number in the box and clicking "GO," or by clicking the right single arrow or turning the pages until you get to image 6.

4. The second entry on the page is the marriage of Hs. Ulrich Frener to Anna Nabulonin. The date is written to the side (January 23) and the year is written at the top (1806). Notice that you are seeing images 6 and 7, while the two page numbers are 5 and 6.

5. Click on the X icon located at the far right of the icon bars. This will close the church book "06 Urnäsch AR. Kirchenbuch, 1806-1868."

6. Find churchbook "03 Urnäsch AR. Kirchenbuch, 1556-1786." Click on the description below the title of the book to access the records.

7. In the list of sections, find the section called "Totenverzeichnis 1686-1760." Click on it. You should now be looking at pages 409 and 410, which should be listed as images 410 and 411. Scroll through the burial records until you come to the deaths for the year 1690. You may click on the right arrow in the menu above, click on the thin white bar, or turn the pages with the mouse. The burial records should be found on image 422.

8. Click on the left image on the number 365. The website shows a zoomed in image of the left side of the page. In the upper right corner, an overview of the two images appears in a small box.

9. In the overview box, click and drag the brighter blue-rimmed box to the middle of the right image. Look at burial entry number 390. The person's name is Conrad Vogel, who was buried on February 25, 1690.

10. Right click on the image, or click on the magnifying glass with the minus sign (-) in the upper right corner of the page below the red header. You should now be zoomed out and see both images fully.

11. Bookmark the right images by clicking on the bookmark icon with the red tab, located to the far left of the icon section in the red header. In the list of sections in the navigation bar, find the section called "Eheverzeichnis 1686-1774." Click on it. You should now be viewing images 296 and 297. Notice that the tab is visible in the upper right corner of the book. Hover the mouse arrow over the tab. A small box should appear, saying "423p." This is the image number that was bookmarked.

12. Click on marriage #6, the marriage of David Staub and Wibrath Knüpflerin, located on the left image. Notice that it zooms in. Click on marriage #6 again. The marriage is now fully zoomed in. Follow step 12 to return the screen to the full view of both images.

13. Click on the icon of the black page with the down arrow and the letter L. After the new window opens, click on the save icon. Notice that the save dialog window opens, ready to save the image. In the save dialog window, click on "Cancel." This will cancel saving the image.

ACTIVITY

Now, test your skills you have learned in this "How to" Guide. The Activity is a way to check your knowledge and let you know you've mastered the Guide! [Click here](#) to try out the Activity.