Brno Archive Online

Czech Republic "How to" Guide, Beginner Level: Instruction

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GOAL

This guide will teach you how to locate and navigate church records from the Czech Republic on the Brno archive website.

INTRODUCTION

The majority of church records from the Czech Republic have been digitized and put online for the use of the public. Each archive has its own website and you will need to learn how to use each individual archive. If the records you need are at the Brno archive, the instructions here will help you find and use the records online. You will need to know the name of the town or parish where your ancestors lived.

You may want to consult the following "How to" Guides before continuing:
- *GenTeam* Gazetteer
- Germany-German Script Tutorial Online
- Inserting special characters

HOW TO

The website is only available in Czech or German. These instructions will provide information using both German and Czech terms. It is best to have the name of the parish where your ancestors went to church, which may be different from the village where they lived. For best results, use Google Chrome as the browser for this exercise.

1. Go to the following website: http://actapublica.eu.

2. You may choose which language you prefer by clicking on the corresponding flag in the top left corner, to the left of the words "Acta publica". In some circumstances, the flags do not appear, even though the links still work. Slowly hover over the brown bar to the left of the words "Acta publica" and look in the lower left corner of the website. When you have found the links for the language, you will see the link show up; at the end of the link, lang=de will appear for German, while lang=cz will appear for Czech. When your desired language appears, click on that spot.

3. In the brown navigation bar, hover over the tab containing the word for search – Vyhledáváni (Czech) or Suche (German). A drop down menu will appear listing two archives. Click on MZA Brno (Czech) or Mährisches Landesarchiv Brno (German).

4. In the first search field next to the word Obec (Czech) or Gemeinde (German), type in

the name of the parish or locality. In this instance, type in the parish town of Bačov. The website will accept "Bacov" without the diacritic mark č.

5. Click on the parish name that comes up from the dropdown menu that appeared while you were typing. Then click on Hledat (Czech) or suchen (German) to perform the search.

Search Results Page

Records from the locality or parish you have searched for should now load on your screen. You will see different things depending on the search done as well as the language chosen. This guide will show both the Czech and German options.
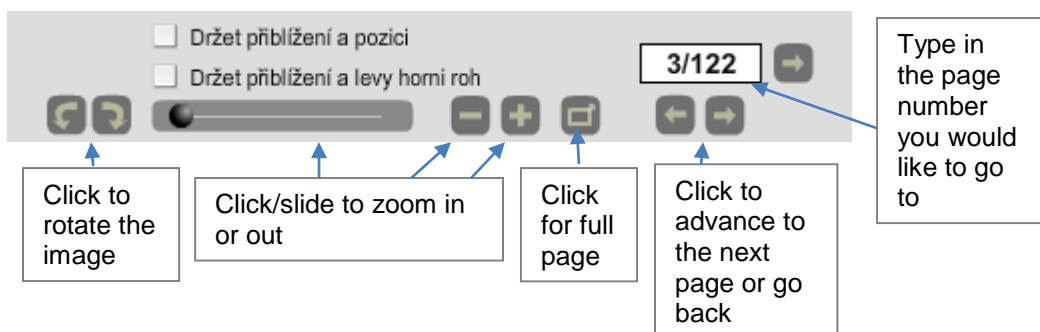
On many of the searches performed, you will notice that the results that come up may not show the parish as the one you were expecting. If you look in the third column however you will see that the village being searched is covered in the other books listed.

The following chart explains the columns on the search results page:

Czech	German	English
Signatura	Signatur	inventory number
Okres	Bezirk	district
Obec	Gemeinde	locality (hover over the locality name to see a list all of the villages included in a collection)
Původce	Urheber	parish
Narození	Geborene	births
Oddaní	Getraute	marriages
Zemřelí	Gestorbene	deaths
Indexy	Register	indexes (a star indicates birth indexes, a circle indicates marriage indexes, and a plus sign indicates death indexes)
Strany	Seiten	pages (this is the number of pages in the collection)
Obr. Data	Biddaten	display data (click the magnifying glass to view images)

Once you have chosen the collection you would like to search, click on the magnifying glass on the far right side to open the image viewer.

Use the tool bar to advance through the images and zoom. The following diagram explains the functions of the tool bar:

Click to rotate the image

Click/slide to zoom in or out

Click for full page

Click to advance to the next page or go back

Type in the page number you would like to go to

□ Držet přiblížení a pozici
□ Držet přiblížení a levy horni roh

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Further information

The following articles and free online webinars will provide more in-depth information on how to get the most out of the Brno archive online.

- Read the following FamilySearch Wiki article concerning the Brno archive, https://familysearch.org/learn/wiki/en/Czech_Republic_Church_Books_from_the_Brno_Moravian_Land_Archives

- Watch the following online lessons on how to use the online Czech records:

    o https://familysearch.org/learningcenter/lesson/getting-started-with-czech-digital-church-records-part-1/1294 (instruction begins at the 15:10 mark)

    o https://familysearch.org/learningcenter/lesson/using-online-czech-records-introduction/578 (works best with Explorer or Firefox)

    o https://familysearch.org/learningcenter/lesson/using-online-czech-records-brno-moravian-land-archives/558 (works best with Explorer or Firefox)

PRACTICE

Using the information above, find out what records are available for the parish of Rájec nad Svitavou. Open up the website: http://actapublica.eu. Choose MZA Brno from the dropdown menu Vyhledáváni/Suche. In the search box next to Obec/Gemeinde, type in the parish name "Rájec nad Svitavou". Click the entry that popped up that corresponds with the parish name, and click Hledat/suchen to perform the search.

Look down the column headings looking under the column that says Původce/Urheber till you find the records for the parish of Rájec nad Svitavou (not the parish of Doubravice nad Svitavou).

Question	Answer
What years are birth records available for the parish?	1854-1873. This is found under the column Narození/Geborene.
What years are available for marriage records for the parish?	1838-1903. This is found under the column Oddaní/Getraute under two different entries.
What years for death records for the parish?	1873-1913. This is found under the column Zemřelí/Gestorbene.
Are there any indexes available for the parish?	No, there is nothing in the column Indexy/ Register.

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.