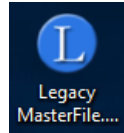




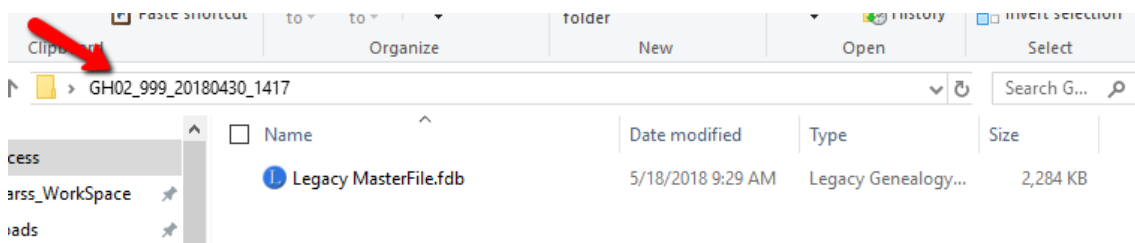
Africa Oral Genealogies & Family Histories Project

Creating a Legacy File

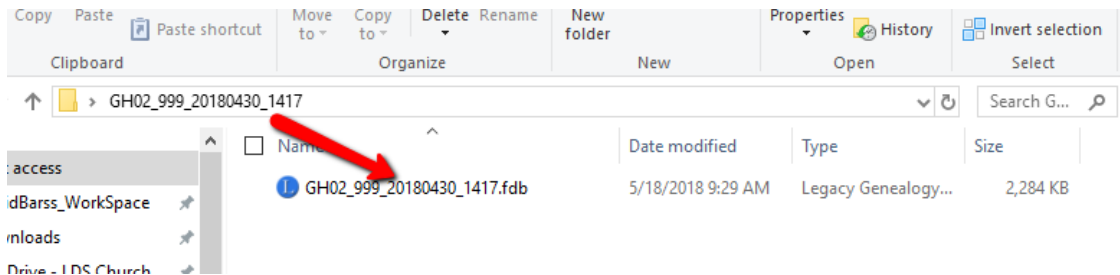
1. On your desktop, create a folder for each interview (If you are using mobile app version 1.3.2 or greater, this folder is created for you). Name the folder the same as the zipped Interview file. Example: GH99_999_20180502_1358 (Contractor ID_year/month/day_time (hour and minute)).
2. Create a COPY of the Legacy MasterFile:
 - a. Right click on the Legacy MasterFile icon on your desktop and click [Copy].



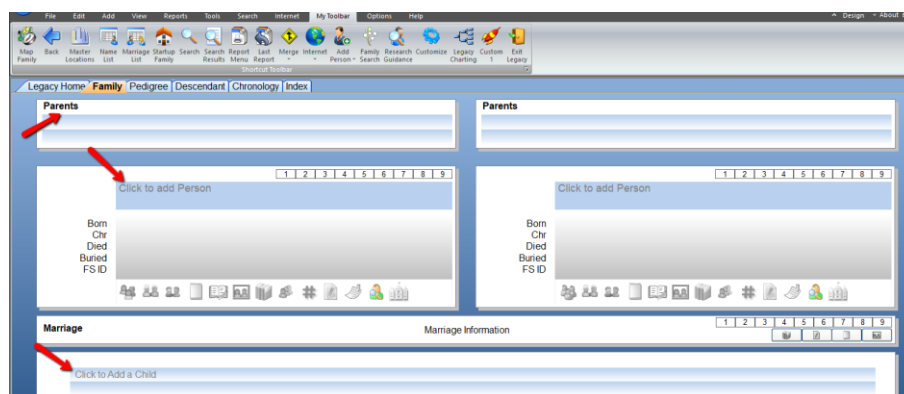
- b. In the Interview folder you have created, right click and then click [Paste].



- c. On the Legacy file in the folder, right click and then click [Rename]. Name the new Legacy file the same as the zipped Interview file and Interview folder.



3. Begin entering the information by clicking on [Click to add Person]. **IMPORTANT:** Always begin with the First Ancestor. Continue entering family members by their place in the family – spouse (husband or wife), child (son or daughter), or parent. (Click on a name to bring them to the main position.)



4. NAMES:
 - a. Include the full name of every person listed. Names from the 1800's might have only one name, but more recently most individuals will have at least 2 names.

- b. Do NOT add any special characters (such as =<>&) to any name.
- c. If a wife's first name is not available, type the husband's name and add "Mrs" to the "Title Pre." field.

The screenshot shows a genealogy software window titled 'Individual's Information [9]'. On the left is a sidebar with a tree view showing 'Kweku Bedu (est 1902-)' and 'Tawiah Adaa (est 1907-)+'. The main area contains a form for 'Kweku Essel' with a surname of 'Bedu'. The 'Title Pre' field is set to 'Mrs' and is highlighted with a red arrow. Other fields include 'Born est 1939', 'Born in Tayedo, Cape Coast North, Central, Ghana', and 'Living? Yes No'. At the bottom, there is an 'Events/Facts' table with columns for Age, Event/Fact, Date, and Desc/Place/Notes.

5. DATES:

- a. Record all dates in the following order: Day Month (3-letter) Year (4-digit). (Example: 24 Sep 1895)
- b. If exact dates are known, or if the month and year are known, enter them.
- c. If exact dates, month, or year are not known, estimate dates (year only) in the following format: est 4-digit year. Example: est 1895
- d. When estimating, children should be listed in their correct birth order.
- e. Every name entered must have a birth date. Exact or estimated.
- f. Every name of a deceased person born after 1900 must have a death date. Exact or estimated.
- g. To estimate dates, use the following method:
 - i. Husband's birth: 20 years old when married.
 - ii. Wife's birth: 18 years old when married.
 - iii. 1st Child birth: 1 year after marriage date.
 - iv. All following children: 2 years after previous child.
 - v. Death: 65 years after year of birth.
 - vi. Only enter a burial date if an exact burial date is given by the interviewee.
- h. If you only have one date for a given family, you can estimate all the remaining birth, death, and marriage dates.
- i. **Estimating Dates Example (below):** (These are corrected dates from Contractor Training Video)

In a family of 3 children, you know that the birth date of the second child is est 1943.

- The first child was born est 1941. (2 years before the second child.)
- The parents were married est 1940. (1 year before the first child was born.)
- The father was born est 1920. (20 years before he was married.)
- The mother was born est 1922. (18 years before she was married.)
- The third child was born est 1945. (2 years after the second child was born.)
- The father died est 1985. (65 years after he was born.)
- The mother died est 1987. (65 years after she was born.)

6. LOCATIONS: Format: All locations must include 4 location levels. (Village, District, Region, and Country)

- a. When entering a location, start typing the district (or one level larger than village). A possible district, region, and country option will appear. Keep typing until the correct one appears.
- b. Select the correct location. (You can hit “Tab” on your keyboard or click at the end of the location field.)

The screenshot shows the 'Individual's Information' form. The 'Given' name is 'Zilimenya' and the 'Surname' is 'Yokosofa'. The 'Born' date is 'est 1909'. The 'Location' field is active, showing a dropdown menu with the selected option 'Nabalanga, Mukono, Uganda'. A red arrow points to the location field.

- c. Click in front of the location field and type the village in front of the district. It is important to type a comma and space after the name of the village.

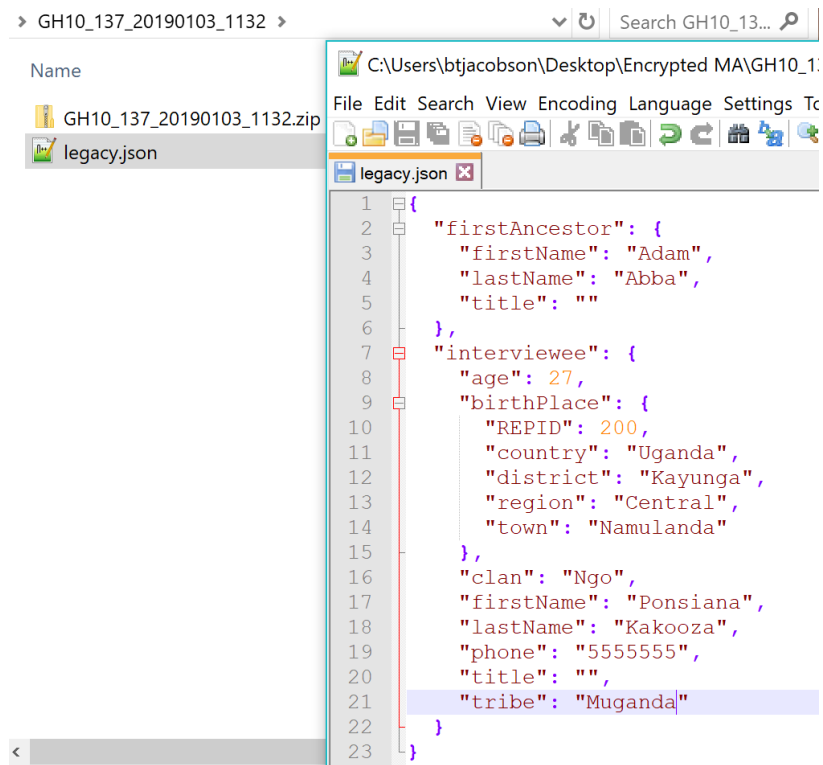
The screenshot shows the 'Individual's Information' form. The 'Given' name is 'Zilimenya' and the 'Surname' is 'Yokosofa'. The 'Born' date is 'est 1909'. The 'Location' field now contains the full address 'Hoima, Nabalanga, Mukono, Uganda'. A red arrow points to the location field.

- d. Once a village location has been saved, it is added to the locations list. You can just start typing the village and the entire location will show up.

7. All Legacy files must include the name of the interviewee. The Interviewee’s information in Legacy must exactly match the Interviewee information in the interview’s zip file.*
8. All Legacy files must include the name of the 1st Ancestor. The 1st Ancestor’s information in Legacy must exactly match the 1st Ancestor information in the interview’s zip file.*
9. All husbands, fathers, and sons must be marked as male. All wives, mothers, and daughters must be marked as female.
10. Birthdates for children must be within child bearing years of mothers. (15 to 50 years of age.)

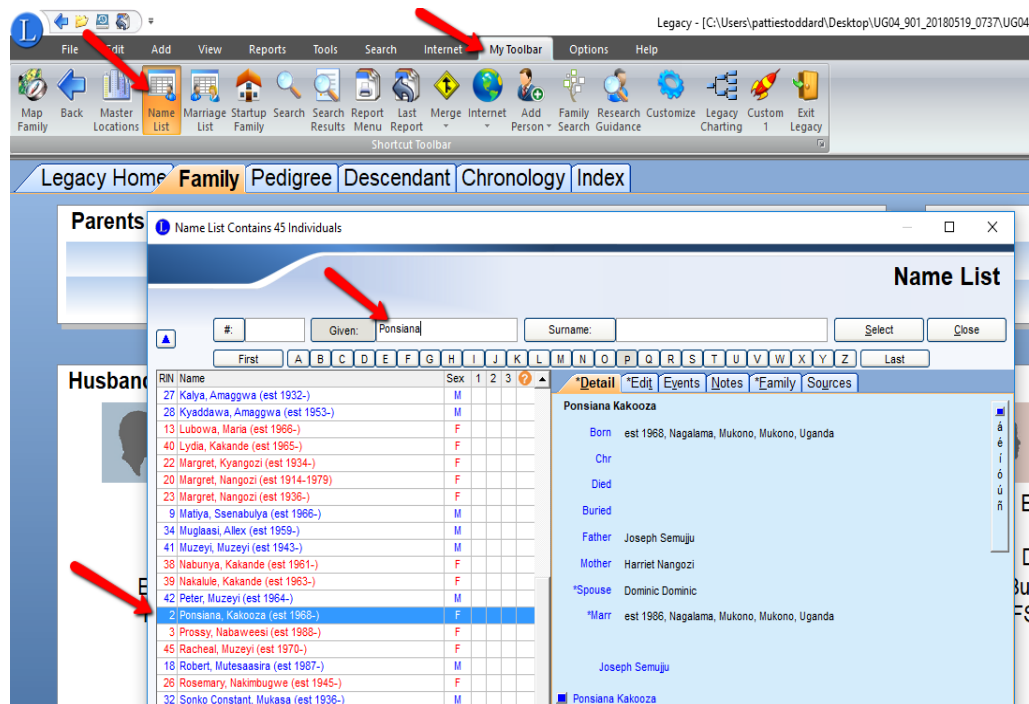
*The names of the interviewee and the 1st ancestor must be spelled exactly the same.

1. Open the metadata.json (If you are using version 1.3.2, the file is now called legacy.json) file found in the interview folder using NotePad or any word processing software.



2. Search for a name in Legacy:

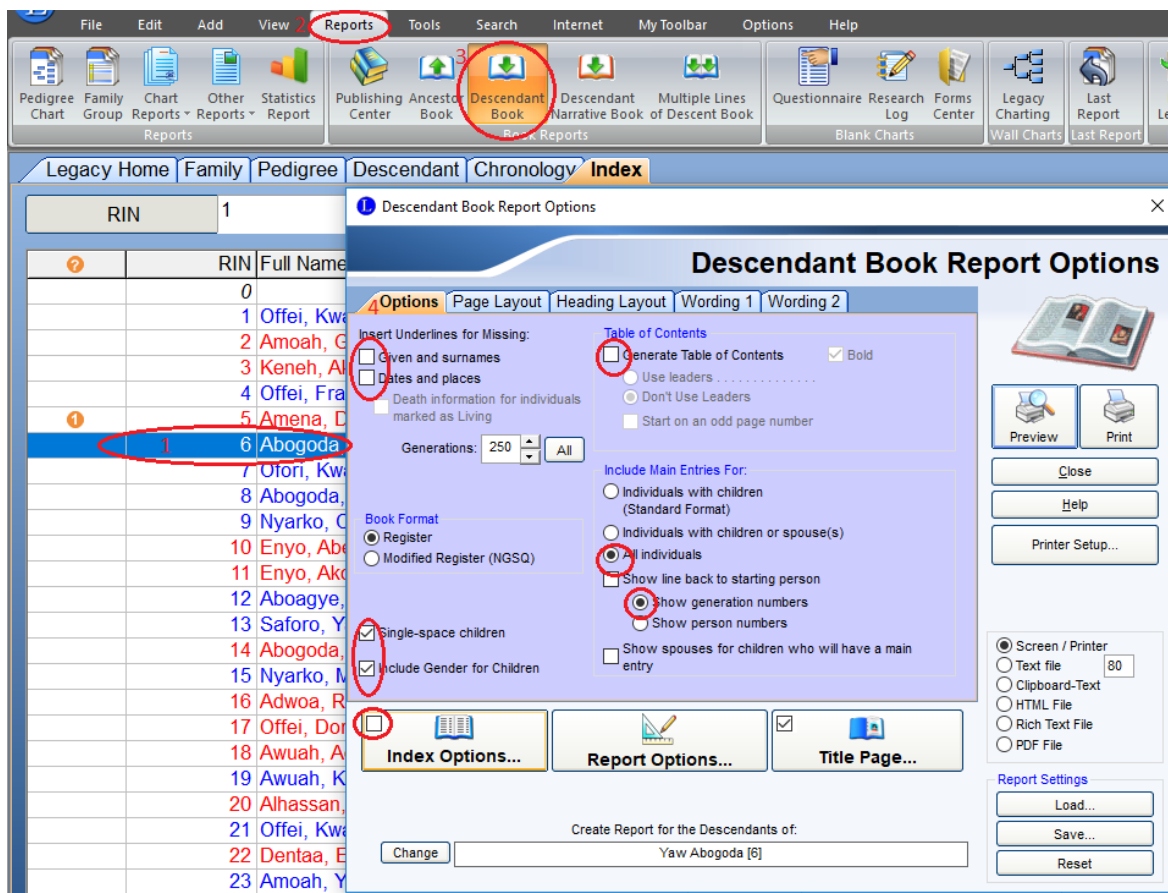
- On the “My Toolbar” tab, click on **Name List**.
- In the “Name List” box, type the given and/or last name of the person.
- The person will be highlighted in the list. The person’s information box will appear.



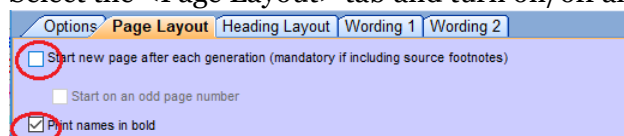
Printing a Legacy File for the Informant

- Identify the name and RIN of the First Ancestor, then open the Legacy file and click on the First Ancestor.

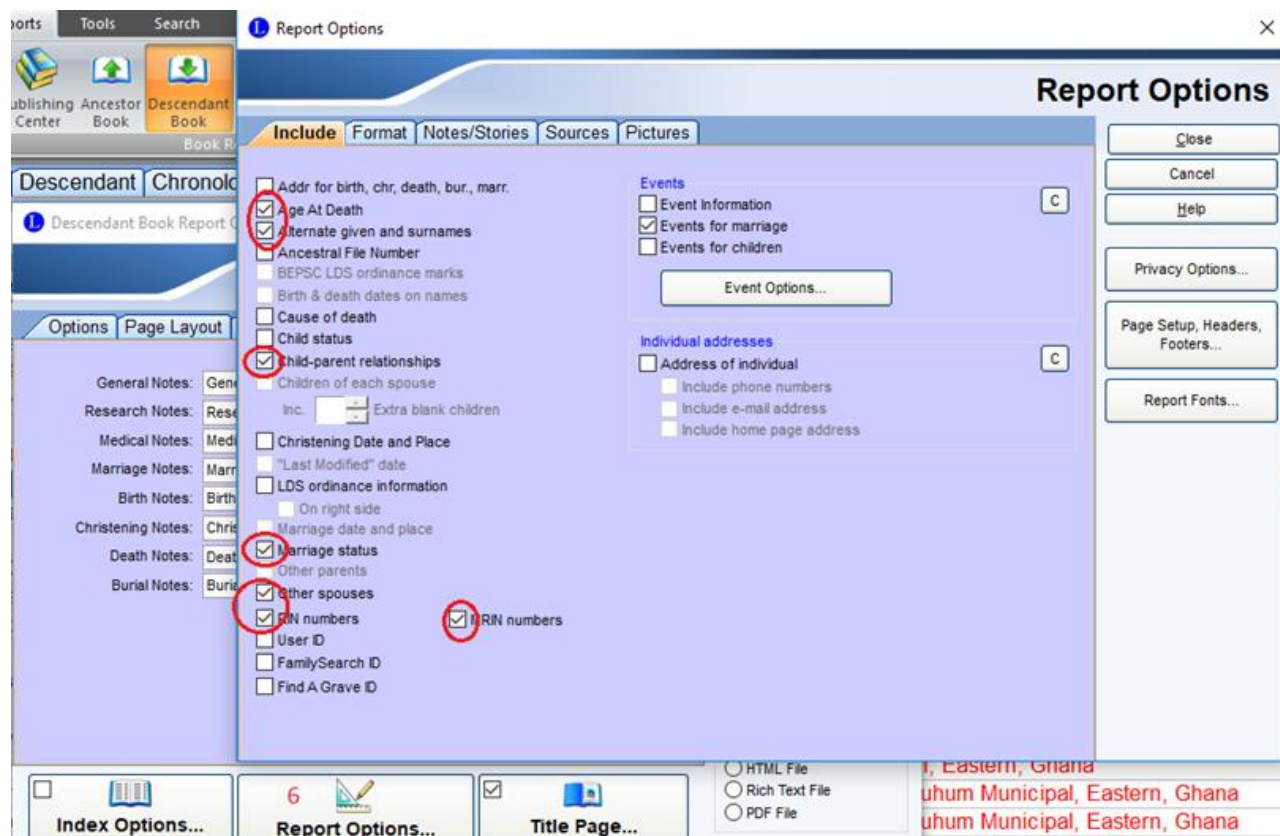
- Click [Reports]
- Click [Descendant Book]
- On the <Options> tab, turn on/off all checkboxes shown below.



- Select the <Page Layout> tab and turn on/off all checkboxes shown below.



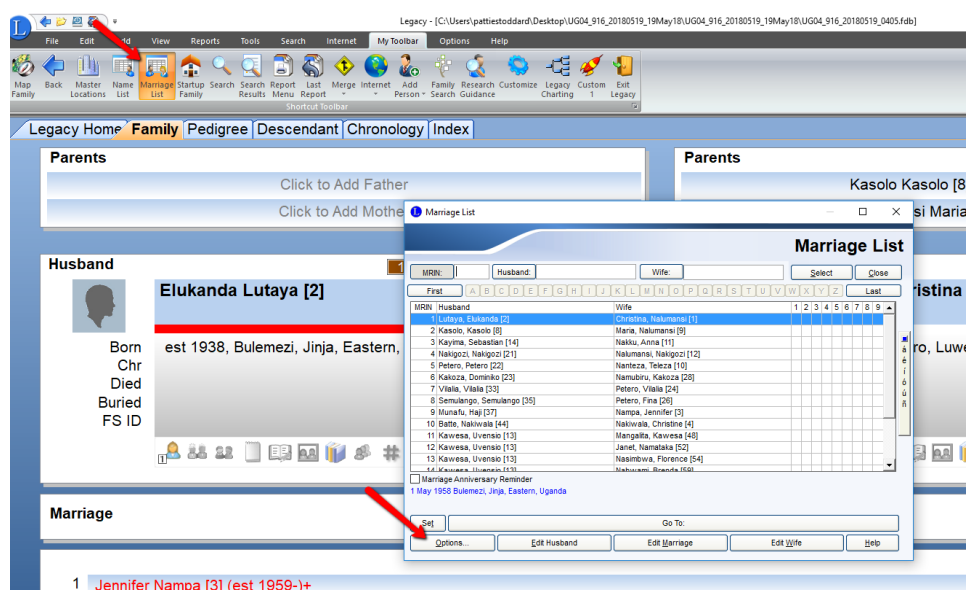
- Select [Report Options] and turn on/off all checkboxes as shown below.



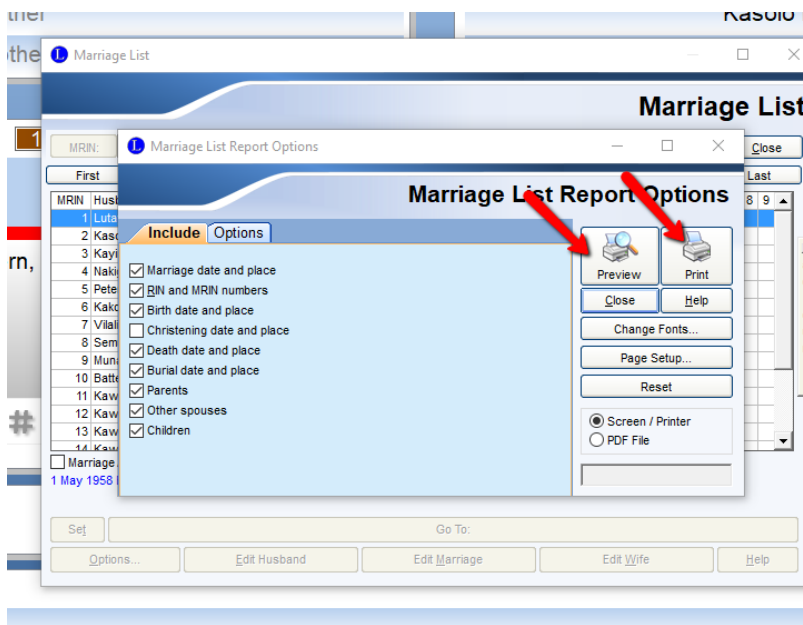
7. Click [Close]
8. Click [Print]

NOTE: We prefer that contractors print the Legacy file using the **Descendancy Booklet** format as illustrated above, but if the informants prefer to receive the booklet in the **Marriage List** format illustrated below, that is also acceptable.

1. Click on the “My Toolbar” tab. Click on [Marriage List]. Click on <Options>. Click [Print].



2. Include **all** of the fields except “Christening date and place.” You can Preview or Print from that window.



3. The report should look like this:

Marriage List		
MRIN	Husband	Wife
1	Lutaya, Elukanda [2]	Christina, Nalumansi [1]
Married: 1 May 1958 Bulemezi, Jinja, Eastern, Uganda		
Born: est 1938 Bulemezi, Jinja, Eastern, -		Born: est 1940 Laweero, Laweero, Central-
Died:		Died:
Children: 1. Jennifer Nampa [3] (est 1959-)		
2. Christine Nakiwala [4] (est 1961-)		
3. Sonko Lutaya [5] (est 1963-)		
4. Nakijija Lutaya [6] (est 1965-)		
5. Kabogosa Lutaya [7] (est 1967-)		
Parents:		Parents: Kasolo Kasolo [8] (est 1917-est 19-
		Nalumansi Maria [9] (est 1919-1984)
2	Kasolo, Kasolo [8]	Maria, Nalumansi [9]
Married: 1 May 1937 Bulemezi, Jinja, Eastern, Uganda		
Born: est 1917 Bulemezi, Jinja, Eastern, -		Born: est 1919 Bulemezi, Jinja, Eastern, -
Died: est 1982 Bulemezi, Jinja, Eastern, -		Died: 1984 Bulemezi, Jinja, Eastern, Uga-
Children: 1. Telesa Nanteza [10] (est 1938-est 2003)		
2. Nalumansi Christina [11] (est 1940-)		
3. Anna Nakku [11] (est 1942-)		
4. Nakigori Nalumansi [12] (est 1944-est 1999)		
5. Uvensio Kawesa [13] (est 1946-est 2001)		
3	Kayima, Sebastian [14]	Nakku, Anna [11]
Married: 1 May 1960 Bulemezi, Jinja, Eastern, Uganda		
Born: est 1940 Bulemezi, Jinja, Eastern, -		Born: est 1942 Bulemezi, Jinja, Eastern, -
Died:		Died:
Children: 1. Gorreti Kayima [15] (est 1961-)		
2. Nassolo Kayima [16] (est 1963-)		
3. Ronald Kayima [17] (est 1965-)		
4. Kayima Kayima [18] (est 1967-)		
5. Bosco Kayima [19] (est 1969-)		
6. Nantale Kayima [20] (est 1971-)		
Parents:		Parents: Kasolo Kasolo [8] (est 1917-est 19-
		Nalumansi Maria [9] (est 1919-1984)

NOTE: When printing Legacy booklets for delivery to informants contractors are required to print one sheet per page.