A Guide to Arkivalieronline

Accessing the Digitized Census Records

Created 27 June 2013

Accessing the Census Records is Simple! Just follow these 6 steps…

1. Begin by going to the website www.sa.dk/ao

2. Once at the website, click on the drop-down arrow

Words to Know…

Danish	English
Arkivalier	Records
Vælg	Choose
Folketællinger	Censuses
Årgang	Record Year
Stedbetegnelse	Place description
Amt	County
Herred	Court District
Sogn	Parish
Købstad	City
Kvarter	Quarter
Gade	Street
Opslag	Image

3. When you click on the drop-down box, you will see a list of options. Click on the word "Folketællinger" for the census records

Arkivalieronline

Vælg arkivalietype her

Vælg arkivalietype her
Kirkebøger
Folketællinger
Skifter
Københavnske skifter
Borgerlige vielser
Brandforsikringer
Familieretlige sager i København
Ejendomsoplysninger
Nummerbøger fra Hornung & Møller

→ **Find folketællinger**
Folketællinger viser alle de personer, der opholdt sig i en husstand i et bestemt år.

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4. Once you have clicked on the census records link, a new drop down box will appear. From here you will need to choose:

   a) First, the year of interest (<u>Årgang</u>). The years 1787 to 1930 are available.

   b) Next, you will choose the description of the area (<u>Stedbetegnelse</u>) you wish to search in. Use the table below for translations.

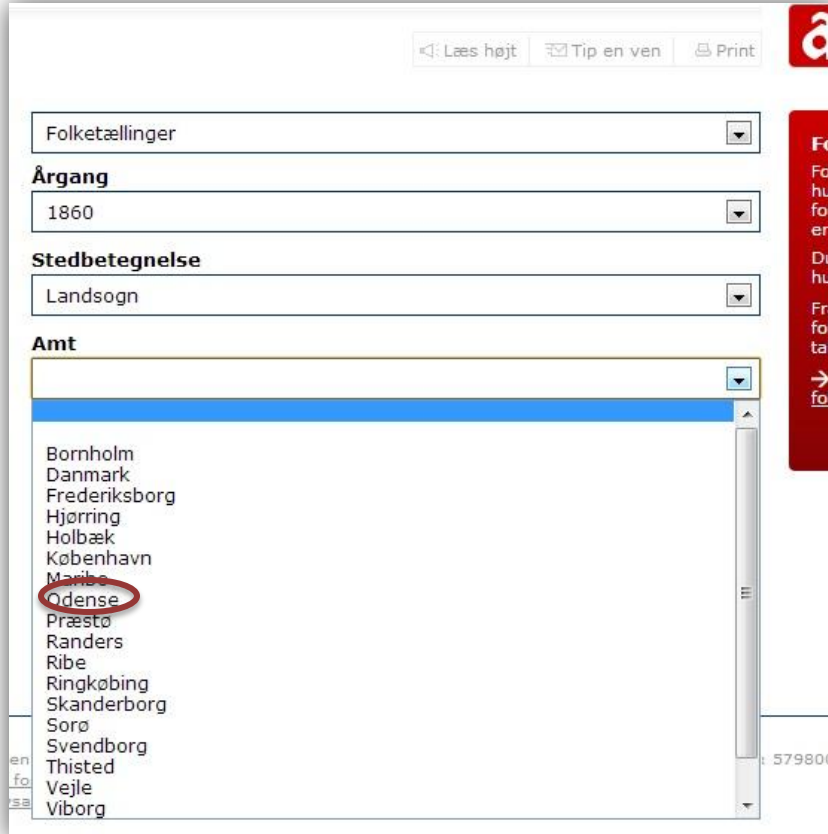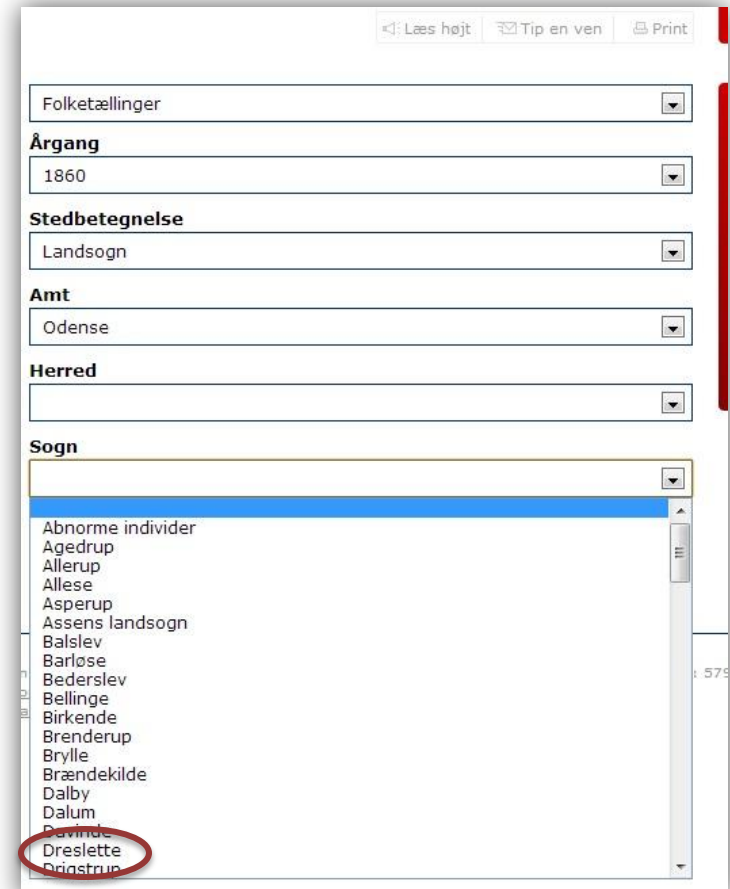| Danish	English
København	Copenhagen
Købstad	City
Landsogn	Country Parish
Etaten	Government area
Slesvig	Schleswig county (includes today's southern Denmark and Northern Germany)

5. After choosing the area description, you will be given three more drop down boxes. You will need to choose:

   a) The county of interest (<u>Amt</u>), or the quarter (<u>Kvarter</u>) if searching in Copenhagen.

   b) After, you will choose the parish of interest (<u>Sogn</u>), if in the countryside or Slesvig; or, if searching in a city, choose the city of interest (<u>Købstad</u>). If searching in Copenhagen, choose the Matrikel area.

   *You can ignore the "Herred" box. Herred loosely means "court district." you do not need the district for finding censuses.

6. After making your choices in steps 4 and 5, a few links will appear at the bottom of the page. These red links are the links to the census records. Click on the corresponding <u>red link</u> to access the records.

The website is beginning the trial process of a new photo viewer. You can try out this new viewer by clicking on the BETA button. (This button is only available for certain years of the census.)
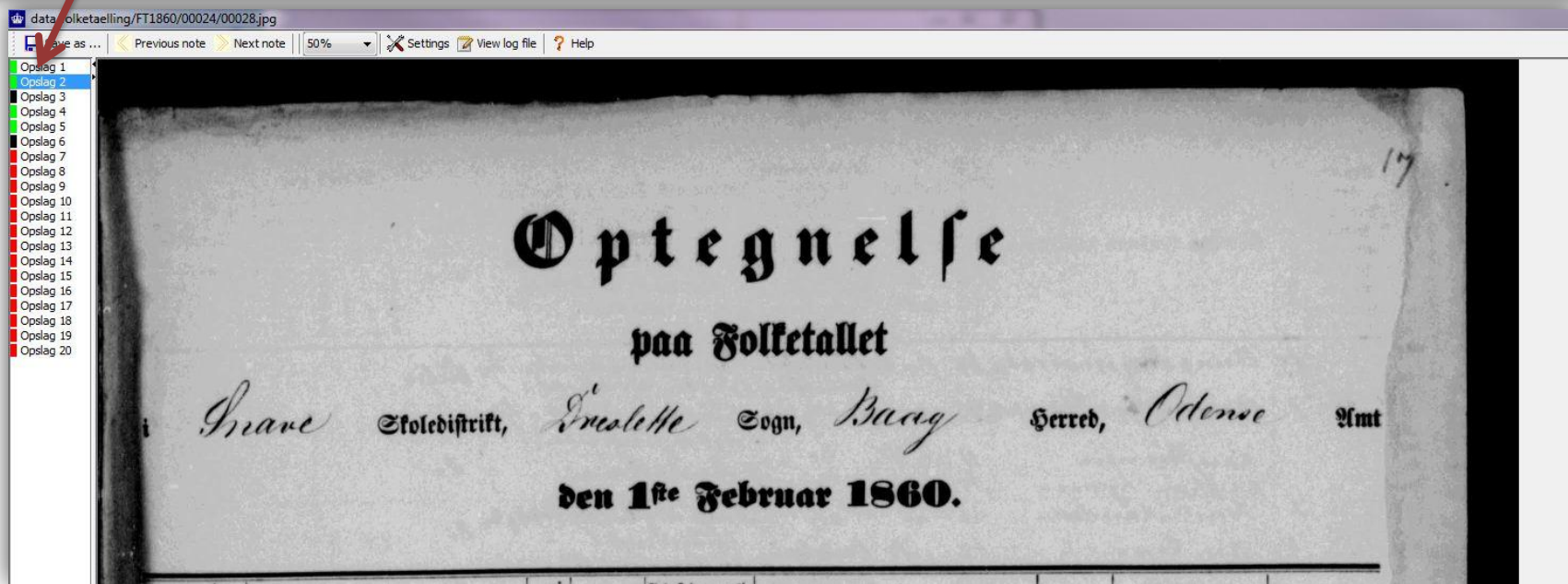

★At this point of time, you will need to make sure that *Java* is downloaded on your computer, otherwise you will not be able to download the records. In the near future, Java will no longer be necessary. You can download Java at <u>www.java.com</u>.

★ For an example of how to use the new viewer, see page 8.

6. After clicking on the link, a new window will pop up. The buttons on the left are the "Opslag," or image, links. Click on an image link.

When the link turns green, the image is downloaded and ready to view.
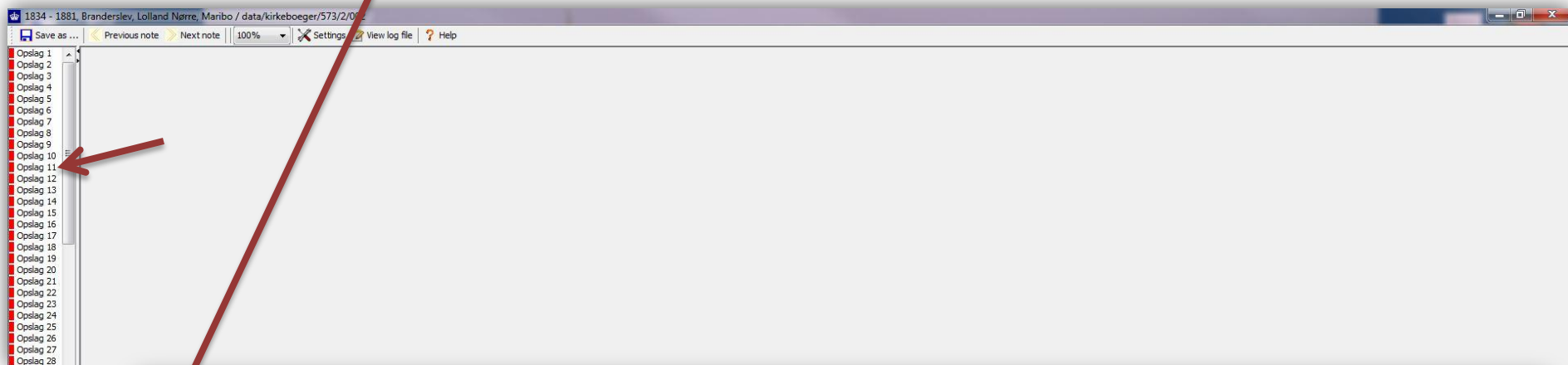
The New Viewer

A new viewer is being tested on *Arkivalieronline*. This new viewer has some special and different new features that the current viewer does not, including:

1. Able to click and drag the images
2. Zoom in and out feature: can use the '+' and '-' signs, or scroll the wheel on your mouse.
3. Print and/or save straight from the screen
4. The word "Opslag" is no longer used, but the image numbers still correspond with the old viewer