

The FreeCEN2 Handbook  
Part 1A- For Transcribers and  
Proofreaders  
England and Wales Censuses  
(Including Channel Islands and Isle of  
Man)

Version: January 2025

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## CSVProc

FreeCEN uses processing software called CSVProc to manage the Upload, Validation and Incorporation of all transcriptions. It replaced all of our previous end user software. This means that Transcribers, Proofreaders, Validators and Coordinators all use it for the Testing and Uploading of transcriptions.

CSVProc helps you by testing your spreadsheet and producing a report whenever you upload a .csv (comma separated version) of it. The report will alert you to any problems that may be in your work as well as some useful, but optional, information:

- Errors, which you need to correct before you return the piece to your Coordinator.
- Warnings about any entries that may seem unusual. You do not need to correct them if they are as the enumerator wrote them (i.e. 'as is').
- Information about when some fields change such as page number, folio number ED, Civil Parish. You can use this to confirm that the transcription is correct, and that processing has taken place properly.

The spreadsheets used for transcriptions have Columns for recording all the information in any census. You do not need to abbreviate your transcription to make it fit. In fact, you can transcribe each census pretty much 'as is'. Only a few fields need special entries.

Different census years used different forms and collected different information. There were also different census forms for different regions of the UK. If we made a spreadsheet with all the fields, it would be very awkward to use. We have therefore developed individual spreadsheets for each year in each region of the UK.

To transcribe your census piece you simply select, or your Coordinator will issue you with, the appropriate spreadsheet. This will be in .csv (comma delimited) format which can therefore be read by any spreadsheet software.

England, Wales, the Channel Islands (except 1911) and the Isle of Man all use the same set of spreadsheets. The Channel Islands have their own spreadsheet for 1911. (There is a separate set for Scotland and another set for Ireland but these are not currently in use). There are different spreadsheets for different years within each set. You can download these from CSVProc.

This Handbook explains what you will see in your spreadsheet and the rules for using each column. The spreadsheet columns use field names, and each column represents one field in the FreeCEN2 database. The spreadsheet is split into sections, each section contains a group of fields. The last field in each section is a query flag.

No one spreadsheet includes all the fields.

***Note: This Handbook does not have detailed information for Coordinators and Validators on how to manage files within CSVProc. Those details are in Part 2 and Part 3 of the Handbook.***

CSVProc has a Search Place Names Gazetteer that Transcribers, Proofreaders and Validators will find useful during their work. This Gazetteer is the same one that CSVProc uses to check whether a Place of Birth is acceptable. Validators can add new Places to the Gazetteer so it will gradually grow from its starting point of 50,000 Place Names. We have already added over 500 London Place Names and over 2,800 Irish Baronies and Civil Parishes to the original file.

This Handbook has several Appendices. Some describe the details of how to use your Actions in CSVProc to manage your files.

## A Four Step Process

We use a four-step process to produce entries in the FreeCEN database that are as accurate as possible. This database is available for researchers to search at no cost.

The census has been broken into Pieces by the National Archives. A Piece consists of a related set of Census pages. We normally Transcribe the Census a Piece at a time but Coordinators may break a piece up if it is overly large.

- The first step is Transcription - The transcriber transcribes the census pages into a pre-formatted spreadsheet from the supplied set of images as accurately as possible. If an entry is difficult to read, the transcriber can ask for help on the FreeCEN Transcribers Message Board or enter a query flag into the Spreadsheet or both. The Transcriber Uploads their Transcription to CSVProc. Then CSVProc emails a report to the Transcriber. The Transcriber can amend their Spreadsheet based on this report. Once the Transcriber is satisfied, they tell their Coordinator that the Piece has been completed.
- The second step is Proofreading - The Proofreader Downloads a copy of the transcription and Proofreads each entry. The Proofreader also attempts to resolve any query flags. The Proofreader Uploads the Proofread Piece to CSVProc. CSVProc emails a report to the Proofreader. The Proofreader can amend the Spreadsheet based on this report. Once the Proofreader is satisfied, they advise their Coordinator.
- The third step is Validation - During Transcription and Proofreading several Warnings are generated. These Warnings do not mean that the entry is incorrect. Only the Validator can deal with some these Warnings (for instance a Place of Birth not included in the Gazetteer, or an unusual entry such as a wife with 20 children). These entries may or may not be acceptable. The Validator makes that decision. Validation is done online within CSVProc. Once the Validator has addressed all Warnings, they advise their Coordinator.
- The last step is Incorporation - The Coordinator Incorporates the piece into the FreeCEN database for researchers to search.

Our four-step process, involving at least three volunteers, helped by some online tools, allow us to create a high-quality set of records for the researcher.

## Free UK Genealogy

FreeCEN is a part of Free UK Genealogy, a charity registered in the UK. The other main parts of Free UK Genealogy are FreeBMD (births, marriages and deaths from 1837) and FreeREG (parish registers).

There is a news blog for these projects which can be accessed at <https://www.freeukgenealogy.org.uk/news/>

## Glossary

A few census terms are useful to know:

- A 'piece' is several hundred pages that have been scanned and made into a single film. We are each sent a 'piece' to work through, it's massive, but it's the only

practical way of dividing the work – if the same film was sent to more than one person then there is a huge risk of missing things out or doubling up. Piece numbers were allocated by the National Archives as part of their reference system.

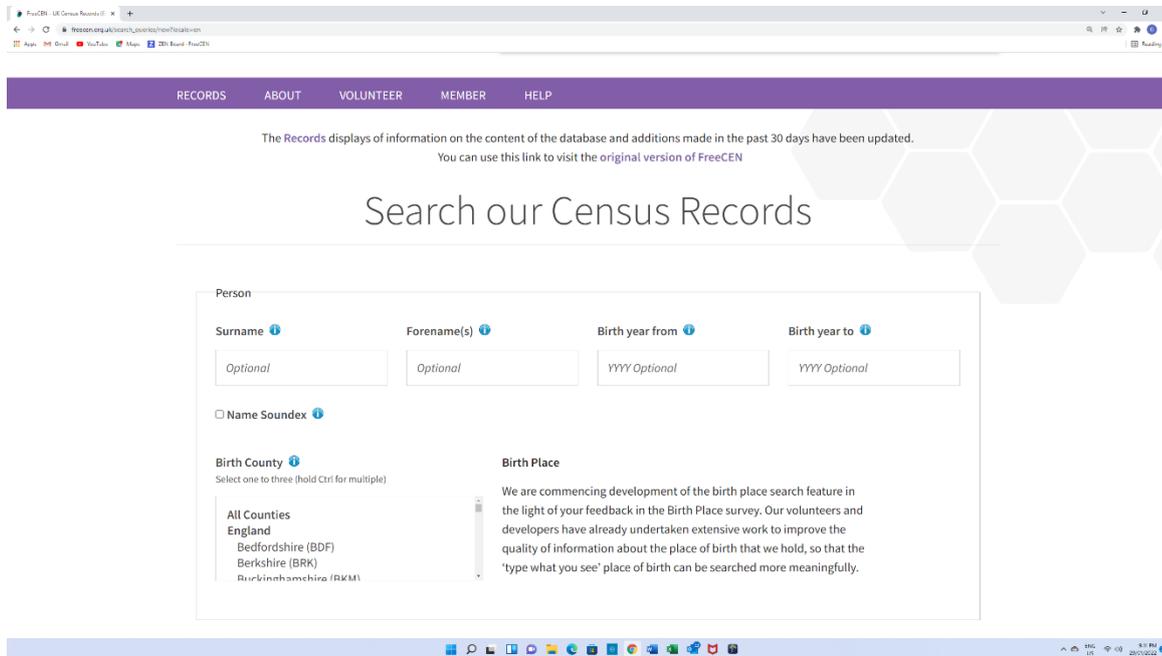
- An 'enumeration district' is part of a 'piece'. An enumeration district is the set of pages completed by one 'enumerator' who walked the streets knocking on doors. Typically, this is a few tens of pages.
- A 'folio' is a sheet of paper, so it has two 'pages', one page is the front, and the other is the back.
- A 'schedule' is a family unit. Sometimes all members of a house, sometimes one of many families in the same house, sometimes an individual.

# How to Use CSVProc

## Accessing CSVProc

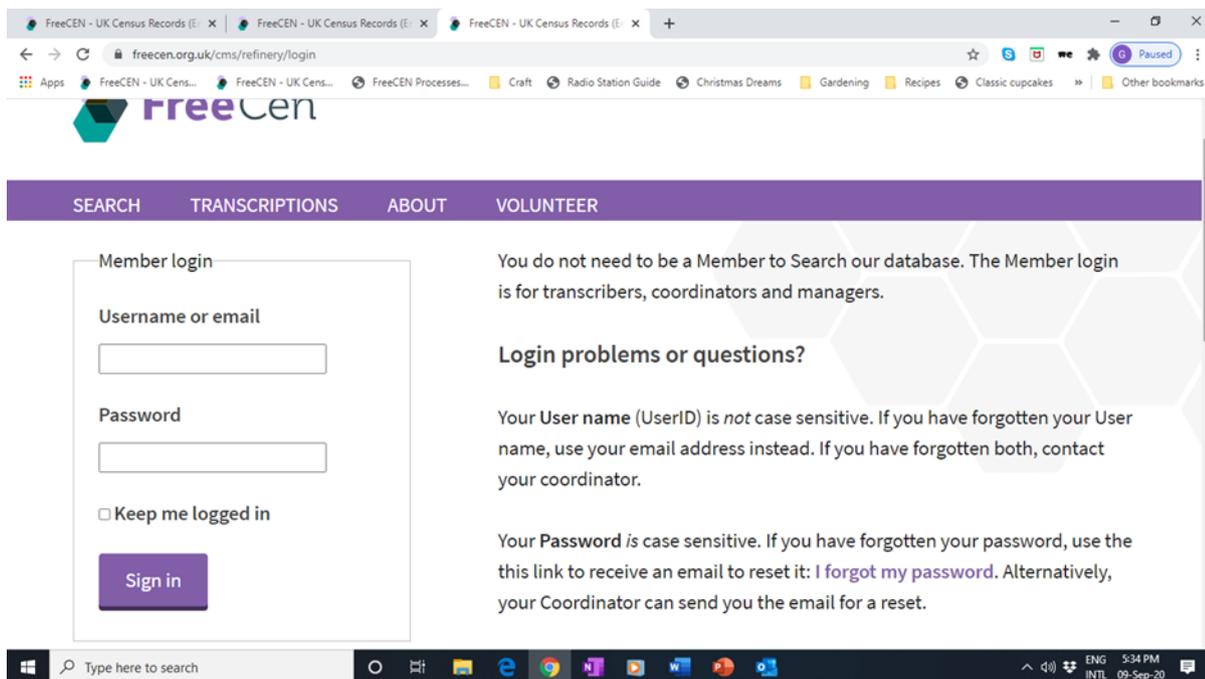
To use CSVProc you will need to sign into your FreeCEN account. To do this

1. Go to <https://www.FreeCEN.org.uk/> .



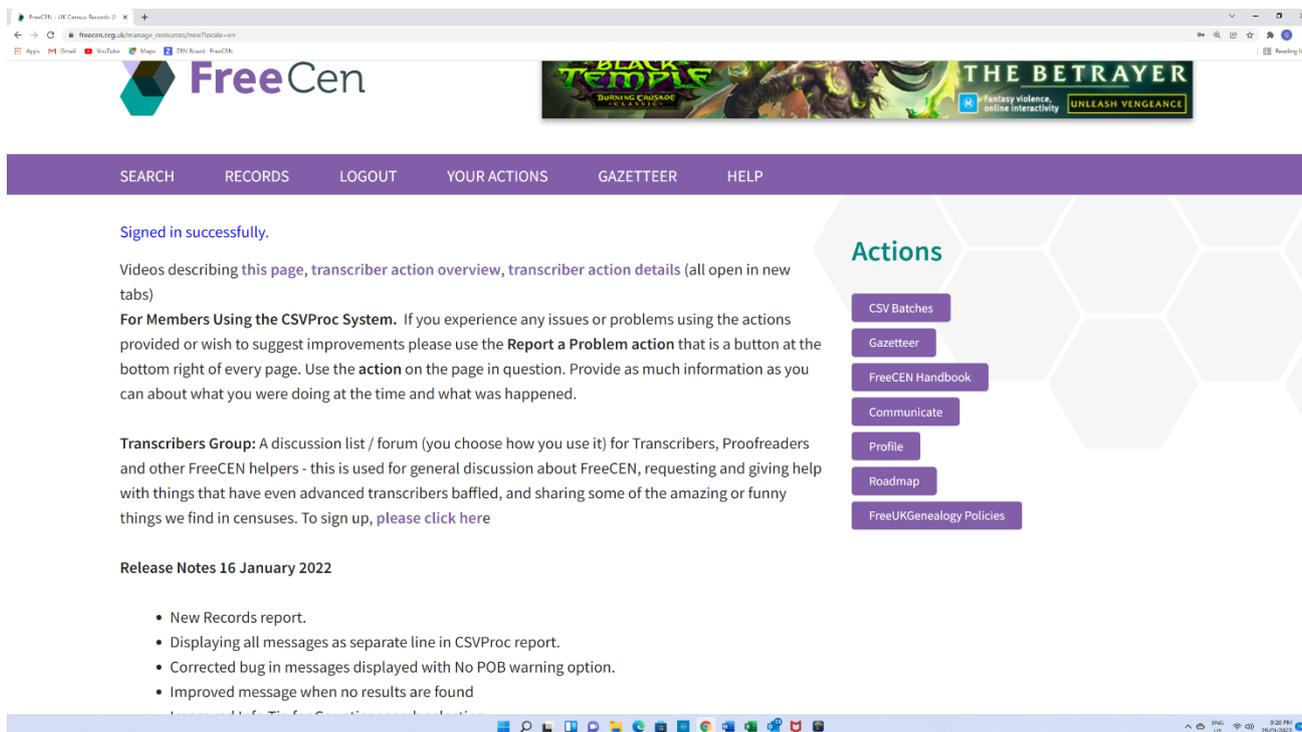
2. Above the 'Search Our Census Records' form you will see the main menu bar which includes 'Member'. Click on 'Member'

This will take you to a sign in form.



**Note: If you have previously signed in and ticked the 'Keep me logged in box' you will not be asked to log in. It will have been Replaced with 'Your Actions'. In that case skip step 3 and go straight to step 4.**

3. Enter the username or email that you used when you originally joined FreeCEN, and also enter your Password. (If you cannot remember your password contact your Coordinator and they will send you a password reset). If you do not want to sign in every time, put a tick in the 'Keep me logged in' box.
4. You will now see the 'Your Actions' screen.



You are now ready to use CSVProc.

Your menu looks like the one in the image above. The menu has several items. Each item leads to an Action.

You will find a detailed explanation of how to use CSVProc to test your files in [Appendix C](#).

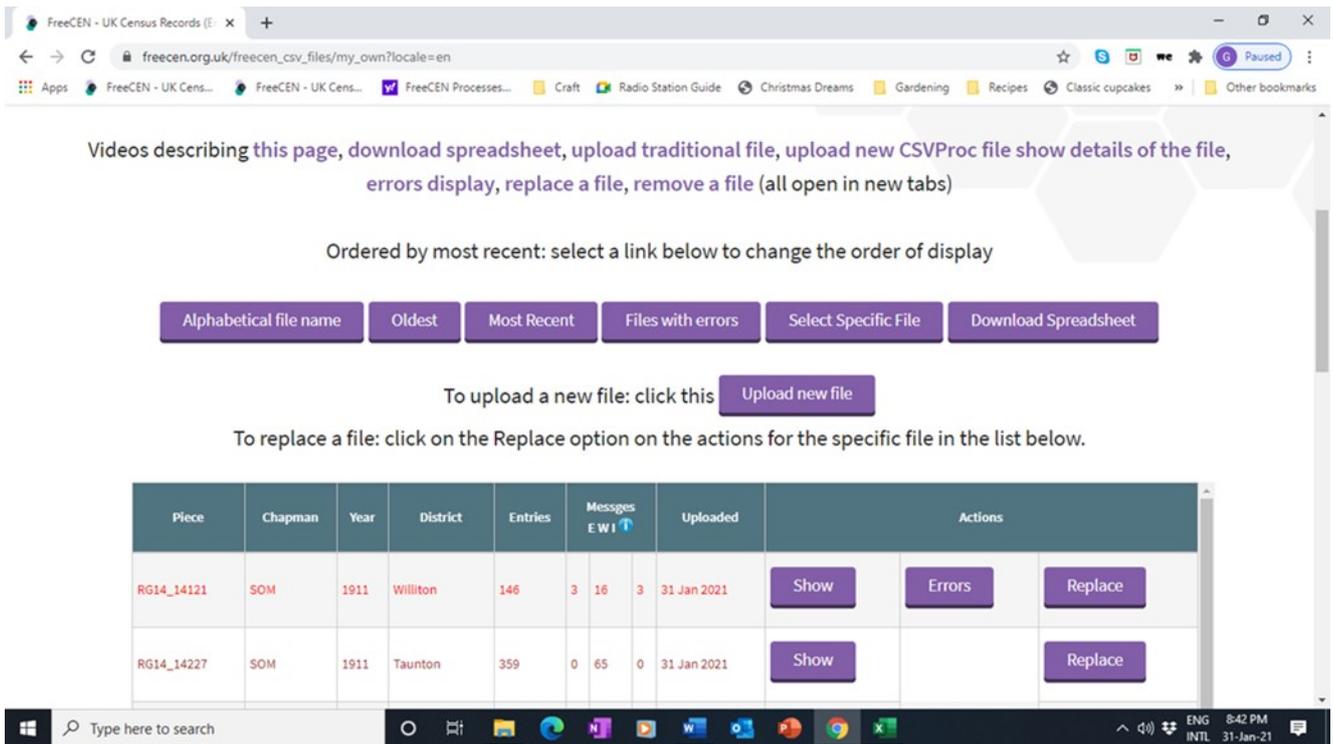
At the top of your screen is a Message 'Videos describing this page'. Select a link and a new tab will open with a YouTube Video that explains a topic:

- This page – describes the page that you are looking at;
- Transcriber Action Overview – describes the Action Menu on the right-hand side of the page;
- Transcriber Action Details – provides a short ten-minute overview of the Actions available from the Action Menu.

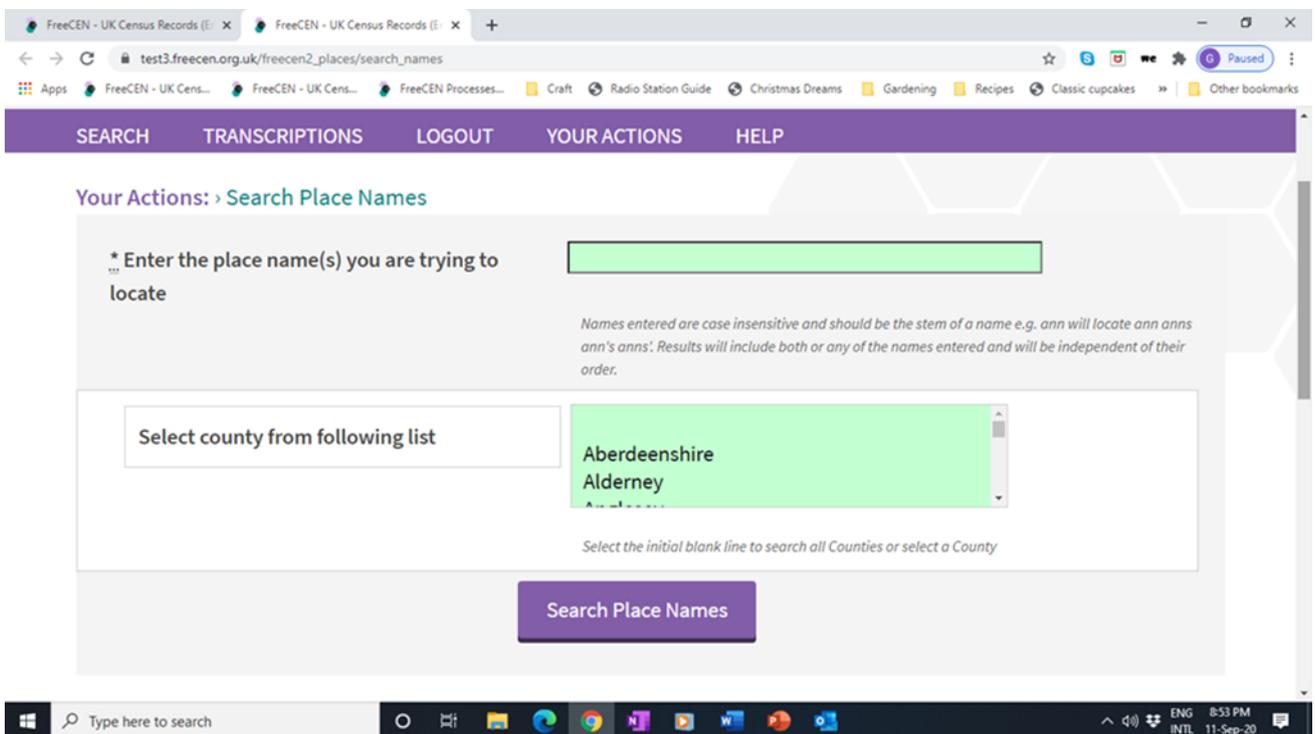
**But please ... read on first.**

The menu Actions are:

**CSV Batches** - Click on this Action and it will take you to the CSVProc page that lists 'Your Files'. (If this is the first time that you have used CSVProc this list may be empty). The list of files is colour coded. The top file in the image below contains Errors so it is shown in red.



**Gazetteer** – This Action opens a Gazetteer that is useful for Transcribing, Proofreading and Validating. It opens in a new tab in your Internet Browser (e.g. Google Chrome, Microsoft Edge, Safari). See [Appendix F](#).



**FreeCEN Handbook** – This Action lets you download the latest version of this Handbook. We will send a message to volunteers whenever the Handbook is updated.

**Communicate** – This Action lets you send and receive messages within your Syndicate. Most communication between you and your Coordinator will probably be by email.

**Profile** – This Action shows your Profile as recorded on FreeCEN. If it needs to be updated you can amend it here.

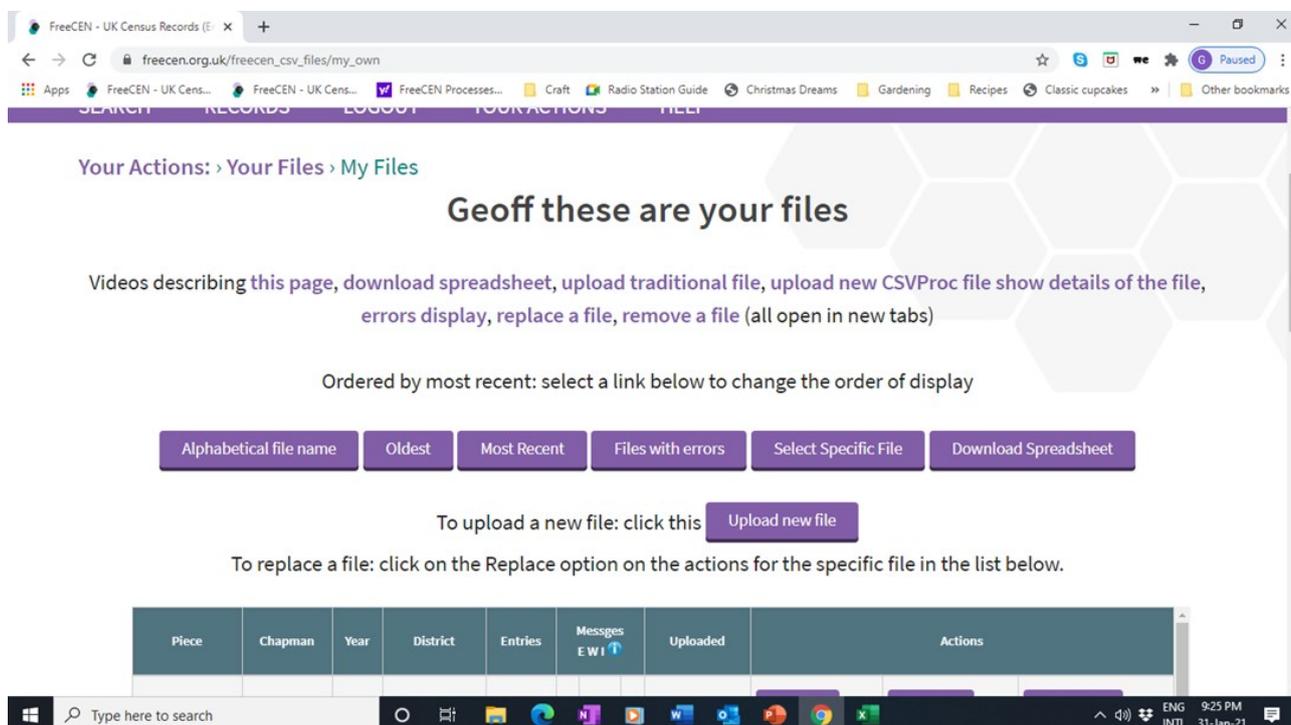
If you need to change your password, you can also change it here.

**Roadmap** – This Action tells you about the future development of FreeCEN. You will be able to see if an improvement you wish to see happen is already in the plan. You will also be able to comment on the planned changes. Every three months, the development team (developers, FreeCEN volunteers and others) will review the Roadmap and make changes based on your comments and other factors.

**FreeUKGenology Policies** – FreeCEN is part of the FreeUKGEN suite of apps. This suite also includes FreeREG and FreeBMD. This Action lets you read the FreeUKGEN policies.

## Navigating CSVProc

The image below shows part of the screen when you first access CSVProc.



Near the top of the screen are a series of Videos explaining the Actions available:

- This Page – outlines the page and its Actions;
- Download Spreadsheet – Explains how to download a new spreadsheet so that you can start a new Transcription;
- Upload Traditional File – Explains how to upload an original FreeCEN spreadsheet used in the superceded FreeCEN1 system;
- Upload a New FreeCEN2 file – Explains how to upload a new format FreeCEN spreadsheet for the first time;
- Show Details of the File – Explains the use of the Show button.
- Errors Display – Explains how to view the Errors in an Uploaded file;
- Replace File – Explains how to Replace a File that has previously been Uploaded;

- Remove a file – Explains how to remove a file that has previously been uploaded. (Note that this Action should rarely be used)

There are 2 ways to navigate through CSVProc:

- The first is to use the main menu bar (on the purple line at the top of the page). You can go back to Your Actions and then navigate through the menus again. You can also open the Gazetteer from this menu.
- There is an alternative, and often more useful, way. Underneath the menu bar and to the left of the screen you will see a series of links listing the pages that you visited to get to your current screen. These are called breadcrumbs (and have the same purpose as the breadcrumbs dropped by Hansel and Gretel). The breadcrumbs in the image above read Your Actions: > Your Files > My Files.

When you click on any of these breadcrumbs you go directly to that page.

**Note: These links are used to go back to where you were, rather than the browser back button. Why? Because you can go back multiple steps and when you do the display is refreshed. (Using the back button simply displays the page from a cache on your computer as it was the last time that it was visited).**

When you are testing files, you will not need to access many pages.

**Important - CSVProc is a web-based system - At times you will Action a file and then see a blue message on the screen but nothing else appears to happen (e.g. You upload a file and receive a report but the file does not appear in your list). In these cases, you will need to refresh the screen and your file will appear in the list.**

You will find a detailed explanation of how to use CSVProc in [Appendix C](#)..

There is a list of Frequently Asked Questions in [Appendix G](#).

## Downloading a Blank Spreadsheet

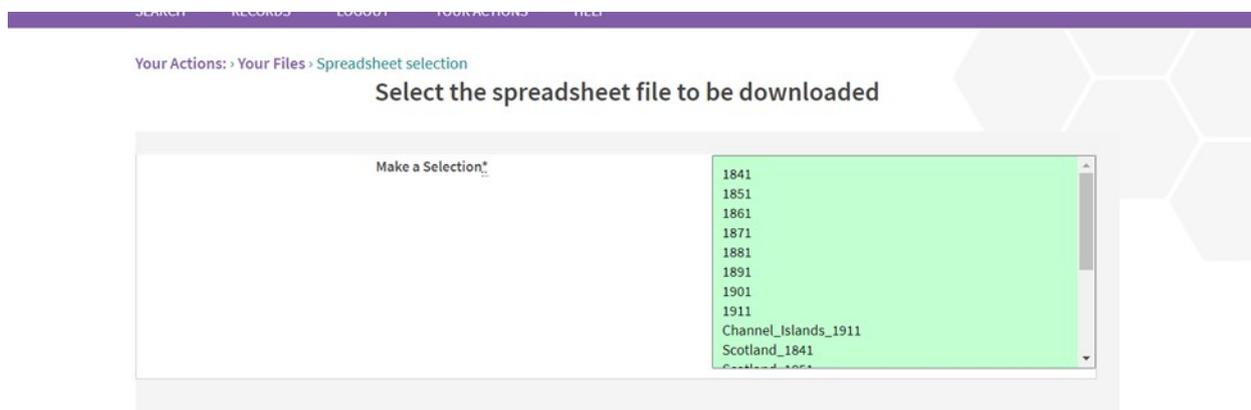
You need a new Blank Spreadsheet every time that you start a new transcription. To download a new blank spreadsheet,

- Sign in to FreeCEN Members
- Select CSV Batches.

You will see an Action called 'Download Spreadsheet'.

- Select Download Spreadsheet.

You will see a list of available spreadsheets.



- Click on the spreadsheet that you need.

It will download to your computer.

***You will probably see a downloaded file at the bottom of your screen. Click on this and select Open and your blank spreadsheet will open on your screen. (Depending on your computer browser and settings you could see a dialog box)***

- Save it with the name of your new piece using the Spreadsheet Naming guidelines below.

## Spreadsheet Naming

The spreadsheet used as an input for CSVProc will have a two-part or three-part name:

1. The National Archives year identifier (e.g. HO107 or RG9 or RG10).

***Note 1: For 1861 use RG9, not RG09.***

2. The piece number. This is preceded by an underscore (\_).

***Note 2: The "number" is NOT an integer but the "number-word" assigned by the National Archives. It could be alphanumeric e.g. 2345A.***

3. The last part is optional. If used it is a single letter preceded by an underscore (\_).

***Note 3: This last part is only used when a large piece is broken into smaller parts by the Coordinator and each part can be individually transcribed, proofread, validated, and published. In that case the Coordinator will allocate the suffix to each part of the piece. The smallest unit that a Piece can be broken into is an Enumeration District (ED). If an ED is broken into smaller units it will create an Error when it is Published.***

The file name will therefore look like this:

HO107\_123.csv           or  
 HO107\_1234\_a.csv       or  
 RG9\_2345.csv           or  
 RG10\_2370\_a.csv.

***Note 4: Do not enter the piece number in the spreadsheet. It is only to be used in the file name.***

***Note 5: If you are working on an 1851 piece then it may have been broken into parts. Check with your Coordinator for the correct name for your part of the complete file.***

***Note 6 – If a piece contains a place that is outside of the county it will have been broken into at least 2 parts, each with its own piece number. Your Coordinator will be able to tell you when this has occurred.***

## Column (Field) Types

There are several field types that are acceptable to CSVProc. You will find details of which type to use in the 'What Can Be Entered' information in the Field Transcription Rules.

Valid field types are:

**Number** – Only the numbers 0 to 9 (e.g. 29) permitted.

**Number and Suffix** - Only the numbers 0 to 9 followed by a letter (e.g. 29a) permitted.

**Special Entry** – These are defined for each relevant field in the field description. CSVProc tests the field for the correct entry or pattern.

**Narrow Text** – Any word character (**letter, number, underscore**) plus , ' permitted. There is no ampersand (&) in this character set. It should therefore be replaced with 'and' in transcriptions.

**Broad Text** - Any word character (**letter, number, underscore**) plus - ( ) . , & ' permitted.

**Note 2: Do not use the / character or a ? in any text field apart from the Notes field. CSVProc will report an Error when the spreadsheet is tested.**

## Testing a Spreadsheet

CSVProc will test the spreadsheet transcriptions. You will find the instructions for Uploading a spreadsheet to CSVProc in [Appendix C](#). A test report is produced every time that a piece is Uploaded or Replaced.

Testing can be done by the Transcriber, or the Proofreader, or the Validator or the Coordinator.

The only spreadsheet format that is used by CSVProc is .csv (comma delimited).

CSVProc can test both the Traditional FreeCEN1 file format and the new FreeCEN file formats.

**Note: The .csv file type is case sensitive (i.e. .csv is different to .CSV). To eliminate the possibility of duplicate files CSVProc will reject files with an upper case .CSV.**

## How to Test a Traditional FreeCEN1 Spreadsheet

**Note 1: Traditional FreeCEN1 spreadsheets are no longer used for new transcriptions. New transcriptions must be done on the appropriate spreadsheet for the Region and Year available under the CSVBatches menu.**

CSVProc will not accept a Traditional FreeCEN1 style spreadsheet for testing in its original form. Use the following steps:

1. Before uploading the spreadsheet to CSVProc make a copy of it using the new file name structure (*you will amend this copy, so please do not use the original spreadsheet*).
2. Delete row1 (the piece number) and row 3 (the column width guides) and resave the spreadsheet.
3. Replace all ' - (apostrophe hyphen) with – (hyphen). ' - is sometimes used by transcribers in Place of a hyphen to identify the entry as text and not a formula. If it is not changed Errors may be generated by CSVProc. This is done by using the Replace All option in your spreadsheet.
4. In some cases, transcribers have added hyphens to the flag columns. These need to be removed before the Piece is uploaded. This is done by highlighting the column and using the Replace All option in your spreadsheet.
5. Re-save the file.
6. The file is now ready to upload to CSVProc for testing.

CSVProc will process the spreadsheet and produce a report but it will not convert the Piece to the new format for the year. If you want to convert a Traditional FreeCEN1 spreadsheet to the new format, then contact your Coordinator.

A Traditional FreeCEN1 file cannot be Validated using CSVProc. It should be converted to the new format by the Coordinator before it is issued for Proofreading or Validation.

**Note 2: As an interim arrangement, legacy files that had been validated using Valdrev could be Uploaded directly into CSVProc. This was be phased out on 31 March 2023. FreeCEN1 vld files can still be converted to the appropriate CSVProc csv file by CSVProc.**

## Reports

Four types of report are available – No POB Warnings, Warning, Information, and Error.

A No POB Warnings report is shown below. It is the most useful report for Transcribers and Proofreaders and should be the report that they use most of the time.:

```
Started on the file RG14_14139.csv for PaulTolly at 2021-11-05 09:39:59 +0000.  
Working on Williton for 1911, in SOM.  
Warning: line 61 Notes contains information other records have Westbury (som).  
Warning: line 92 Name Flag is x.  
Warning: line 92 Notes contains information enumerator's note on prev page explaining  
illegible surname.  
Warning: line 419 Rooms 40 is greater than 20.  
Created 525 entries at an average time of 7ms per record at 2021-11-05 09:40:03 +0000.
```

This report only identifies Warnings and Errors. It does not include Warnings about Places of Birth as these are intended for the Validator. For instance, the Transcriber and / or Proofreader use it to ensure that all Errors have been eliminated from the file. It is also used to review the Warnings to ensure that the piece has been transcribed correctly prior to it being passed to the County Coordinator.

The All Warnings report is a more comprehensive version of the No POB Warnings report. It includes all of the information in the No POB Warnings report plus Warnings generated by Verbatim Places of Birth and Alternative Places of Birth. The beginning of an All Warnings Report is shown below. You can see that it will be much longer than the No POB Warnings Report.

Started on the file RG14\_14120.csv for GeoffJ at 2020-09-08 10:53:41 +0100.  
Working on Minehead for 1911, in SOM.  
ERROR: line 2 Where Census Taken - is invalid text.  
Warning: line 6 Verbatim Place of Birth East Luccombe in SOM was not found so requires validation.  
Warning: line 14 Verbatim Place of Birth London in MDX was not found so requires validation.  
Warning: line 45 Verbatim Place of Birth Dalquharran in AYR was not found so requires validation.  
Warning: line 47 Verbatim Place of Birth Combe Martain in DEV was not found so requires validation.  
Warning: line 47 Alt. Birth Place Combe Martin in DEV found but MAY require validation.  
Warning: line 57 Verbatim Place of Birth Timbercombe in SOM was not found so requires validation.

The All Warnings Report only identifies Warnings and Errors. It is useful during all steps of the FreeCEN process but most useful to the Validator. All records that require Validation will have a Warning against them. That is why Transcribers and Proofreaders will see Warnings when they have entered alternative places of birth, for instance. The entry may be correct, but the Validator will need to accept it.

The start of an Error report is shown below. You can see that it is much shorter than the either the Information report or either of the Warnings reports.

Started on the file rg14\_14121.csv for somt.cen at 2021-01-31 11:41:04 +0000.  
Working on Minehead for 1911, in SOM.  
ERROR: line 2 Civil Parish Stoke Pero is not in the list of Civil Parishes.  
ERROR: line 2 Civil Parish Stoke Pero is not in the list of Civil Parishes.  
ERROR: line 2 Where Census Taken - is invalid text.  
ERROR: line 34 Enumeration District is blank.  
ERROR: line 34 Civil Parish Culbone alias Kitnor St Culbone is not in the list of Civil Parishes.  
ERROR: line 34 Where Census Taken is blank.  
ERROR: line 34 Ward is blank.

This report is essential for the Transcriber or Proofreader to ensure that there are no Errors prior to handing a file to their Coordinator. It is also essential when a Piece is ready to be Validated. Validation cannot be started unless all Errors have been eliminated.

The beginning of an Information report is shown below

Started on the file RG13\_2286\_a.csv for ChasAlex at 2020-07-20 17:43:12 +0100.

Working on Huntspill for 1901, in SOM.

Info: line 2 New Enumeration District 1.

Info: line 2 New Civil Parish bawdrip.

Info: line 2 New Ecclesiastical Parish bawdrip, st michael.

ERROR: line 2 Where Census Taken - is invalid text.

Info: line 2 New Ward -.

Info: line 2 New Parliamentary Constituency bridgwater.

Info: line 2 Initial Folio number set to 5.

Info: line 2 Initial Page number set to 1.

Warning: line 24 New Folio number is the same as the previous number 5.

Info: line 24 New Page number 2.

Info: line 46 New Folio number 6.

Info: line 46 New Page number 3.

Warning: line 56 Schedule number 19 increments more than 1 .

Warning: line 61 Schedule number 18 is less than the previous one .

Warning: line 70 Schedule number 34 increments more than 1 .

The Information report is a comprehensive report that lists all Errors and Warnings. It also has Information on transitions such as when a page, folio, and other things such as EDs change. This information can be used to confirm that the transcription is correct or that processing has taken place correctly.

It is useful for new Transcribers and their Coordinator to see how the Transcribed spreadsheet has been structured during the training period. It is also useful if the Transcriber, Proofreader or Coordinator needs to examine a transcription in detail.

***Note: Whenever you test a file, a copy of the test report is sent to your email address as soon as the file has been processed. A copy of the report is also sent to your Coordinator for their information.***

## The Guiding Principles of Transcribing

### **Work Quickly in a Reasonable Timescale in Accordance with Your Circumstances**

Without sacrificing typing accuracy, try to get each transcription done within a reasonable timescale. FreeCEN does not set a time target for a transcription as it is different for each volunteer. Record difficult to read entries as your best guess. Behind you will be a Proofreader who will go through your transcription record by record and attempt to resolve any problems. Behind them is a Validator. So, two more experienced people will get to look at those difficult to read entries.

Having said that, it is also important to pace yourself:

- pause before you actually feel tired.
- get up from your computer and do something else for a while.

### **The 'As Is' Rule**

The general rule is to Transcribe 'as is', including spelling mistakes and other errors by the enumerator. The task is to take the information that is handwritten on the census page and set it out so that it can be stored and searched in a database. The researcher will then interpret the data, not us. However, tempting it may be to correct what the enumerator has

written, it is dangerous to presume that we can know for certain what the entry should have been.

There are a few specific exceptions to this rule which will be described below. These are mainly to do with standardising the way the data is recorded.

The main exceptions to the as is rule are:

- **Expand All Dittos** - Enumerators often used 'ditto', or 'do' or " to indicate that an entry such as surname should be the same as the one above. While this works on the written page, it does not work in a database where the record for every individual must stand alone. So always type the entry in full.
- **Expand Known Abbreviations** - Enumerators were instructed to abbreviate common occupations for the 1841 census. Thus "FS" was used for "Female Servant", "J" for "Journeyman" and so on. Some enumerators continued to use these on later census returns. Where these are recognised abbreviations, enter them in full. A list of standard abbreviations is included in [Appendix A](#).
- **Do Not Use a ?** - A question mark (?) entered in any field other than the Notes field will create an Error in the report. In other words, do not use a question mark for something that you cannot read or where a place of birth or a surname, for example, is recorded as "unknown" or "NK" or anything similar. See the [Field Transcription Rules](#) for how to deal with something that you cannot read. The only exception to this is that the Notes field can contain a ? to indicate a doubt about an entry.
- **Do Not Enter Any Unusual Characters** - Characters such as fractions are outside of the character sets for text fields. When you test your spreadsheet they will be reported as Errors. The characters you can use in text fields are listed in the [Column \(field\) Types](#) section above. Where an enumerator has used an ampersand (&) in a field which is defined as narrow text the ampersand should be transcribed using the word 'and'. (Note that Broad Text will accept the ampersand. This change only applies to Narrow Text fields). Fractions such as 1/2 are permitted in some numeric fields.
- **Use Lower Case** - Type your entries in lower-case letters, to save keystrokes and time: the appropriate capital (upper-case) letters will be put in automatically before your file becomes part of the database. The only exception is the Notes field: if your note is intended to become a Comment in the published database, please type capital letters where appropriate.
- **Duplicate and Blank Pages** - If you are sure that you have received two copies of the same page, then only Transcribe the first. Similarly, if an enumerator has left a page blank, do not record anything (and do not leave a blank row).
- **Larger to Smaller rule** - Places of Birth should be entered using the Larger to Smaller rule. This rule is explained in the Verbatim\_birth\_place field transcription rules below.

## Entering A Hyphen

If you find that entering (only) a hyphen in a cell does not work as expected, try using a Tab or Enter after the - .

**Note:** ' - was sometimes used by transcribers in FreeCEN1 in place of a hyphen to identify the entry as text and not a formula. The entry of ' - (single-quote hyphen) will create an

**Error in some fields. This is because ' - is two characters and some fields are set to accept only one character, or because CSVProc is looking for – and ' - does not match.**

## **Apostrophes**

When a transcriber is using Open Office or similar software (i.e. not Microsoft Excel) an apostrophe may be reported as an Error. When a letter or number is typed into a computer software it is converted to a code that can be read by the computer. These codes are mostly a standardised set. However Open Office and some other similar software programmes allocate a different code to the apostrophe. This results in an Error with a strange letter appearing in reports. The solution to this is that if you are using software where this is occurring then you need to leave the apostrophe out. (E.g. O'Reilly is entered as OReilly). This does not cause a problem for researchers as we can match search entries without the apostrophe to the search. This advice only applies to Open Office type software where the Error is reported, not to Microsoft Excel or any software that does not report the Error.

## **Save Regularly**

We recommend that you save your spreadsheet regularly: at the end of each page. This is a good habit to adopt. If you work down the columns (rather than across the rows), take the opportunity to check that the column entries are complete down to the last person on a page.

## **Test Regularly**

We recommend that you test your spreadsheet regularly by Uploading it to CSVProc: at the end of every couple of hundred rows or every few days is a good habit. That way you can see if there are any Errors and you can correct them as you go.

## **Understand the Language**

Spreadsheets have rows and columns. These are transformed in the database to records and fields respectively. We sometimes use the sets of terms interchangeably - fields and columns are essentially the same, as are records and rows.

Our menus have Actions. An Action is something that you can make happen. The items listed in the CSVProc menus are also called Actions. You will find that the words 'Menu Item' and 'Action' are essentially the same.

## **Useful Help Documents**

We have produced a Handbook and this Handbook and an Introductory Guide that explain how to use the FreeCEN2 Application. They can all be found under the 'FreeCEN Handbook' button in the 'Your Actions' menu.

## **Links and Tabs**

***We have set nearly all the links on the FreeCEN site to open in the same browser tab rather than a new one. This puts you in control and makes it easier for all users to understand what has happened when they select a link.***

***You are in control. Sometimes it makes sense to get a link to open in a new tab: you can choose to do exactly that. The details will depend on your Operating System and how you move around the page. For example, a Windows user with a mouse will right click on a link to get a context menu. The can then choose "Open link in new Window".***

*It is possible to keep a useful page available. The items on the main page are links. The list of Actions on the 'Your Actions' page look like buttons, but they too are links. You can open a link in a new tab at will. For instance, you can open a page in a new tab from the Your Actions page; you can open any of the Handbook links in a new tab and keep that tab available for reference. It is your decision.*

**The 'Report a Problem' buttons on each page of FreeCEN are buttons – you cannot choose to open a new tab with them.**

The Introductory Guide is only useful for new Transcribers. It only includes the basics to get started. It should be replaced by the Handbook for Transcribers and Proofreaders part 1A once a new Transcriber has gained a basic understanding of the FreeCEN transcription process.

There are four parts to the Handbook.

- FreeCEN2 Handbook part 1, Transcribers and Proofreaders England and Wales Censuses (including the Channel Islands and the Isle of Man) – This part of the Handbook is suitable for all Transcribers (including new ones) and Proofreaders working on England and Wales censuses. It can be used on your computer or printed as a desktop reference. We suggest that you save the Handbook to your computer. You can print it if you want a printed copy.
- FreeCEN2 Handbook part 2 – Validation. The Validator Handbook has detailed information for Validators. It explains how to manage pieces within CSVProc. It is a continuation of the Handbook Part 1 for Transcribers and Proofreaders and should be read in conjunction with that part of the Handbook.
- FreeCEN2 Handbook part 3 – Coordination. The Coordinator Handbook has detailed information for Coordinators. It explains how to manage a county. Part 1A of the Handbook for Transcribers and Proofreaders and Part 2 for Validators should be read in conjunction with those parts of the Handbook.
- FreeCEN2 Handbook part 4 – Data Management. This part of the Handbook is still being prepared.

The relevant part of the Handbook should be your first point of reference whenever you have a problem.

## **An Introduction to FreeCEN for New Transcribers (England and Wales)**

This Introduction guide is provided as an easily printable overview reference.

It is **only suitable for New Transcribers** as a simple guide to get started. Once operational they should make use of the Handbook Part 1A for England and Wales censuses.

It can be printed as a booklet.

- Select Download the Introduction Guide

The Guide will appear on your Screen in Acrobat Reader (or in Preview on a Mac)

- Select the Download Icon (An underlined downward arrow)
- You will be asked where you want to Save the Guide. Save it.
- Open the Guide in Acrobat Reader
- Select the Print Icon (or File ... Print)

- Select your Printer
- Set Pages to Print to All
- Select Booklet
- Set Booklet subset as both sides
- Set the Orientation to Portrait
- Select Print

The Guide will now print on 4 pieces of A4 paper back to back. These can be folded into an A5 booklet.

## **Dave's FreeCEN2 New Transcriber Guide**

This Guide was written by Dave as he learnt to Transcribe for FreeCEN. It is a hands-on guide that explains things from the point of view of the Transcriber.

1. Select the Download Icon (An underlined downward arrow)
2. You will be asked where you want to Save the Guide. Save it.
3. Open the Guide in Acrobat Reader (or in Preview on a Mac)
4. Select the Print Icon (or File ... Print) (it will print on about 15 sheets of A4 back to back)
5. Select your Printer
6. Set Pages to Print to All
7. Select Back-to-back (flip on long side)
8. Set the Orientation to Portrait
9. Select Print

## **Sample Spreadsheet**

A sample spreadsheet containing the first 200 rows of a transcription.

The sample spreadsheet is for an 1881 year. Other years may have more or fewer fields. Your transcription should follow the same principles as this one.

## **FreeCEN2 Handbook Part 1A for England and Wales Transcribers and Proofreaders**

Part 1A of the Handbook is an easy-to-use computer based or desktop reference. It is suitable for Transcribers, new Transcribers and Proofreaders working on the England and Wales censuses. It can be printed on A4 paper, either one sided or back to back.

- Select Download the Handbook part 1A (opens in a new tab)

The Handbook will appear on your Screen

- Select the Download Icon (A downward arrow)
- You will be asked where you want to Save the Handbook. Save it.
- Open the Handbook in Acrobat Reader (or in Preview on a Mac)

If you want a printed copy of the Handbook

- Select the Print Icon (or File ... Print)
- Select your Printer
- Set Pages to Print to All
- If you want to Print on both sides of the paper, tick the Print on both sides of the paper box

- Set the Orientation to Portrait
- Select Print

Part 1B of the Handbook will now print. It contains almost 70 pages (or 35 if printed back to back).

**Note: The Handbook may be updated from time to time. We will let you know when a new version of the Handbook becomes available. Make sure you are using the latest version.**

## The FreeCEN2 Handbook Part 2 for Validators

This part of the FreeCEN Handbook is a comprehensive guide to Validating with FreeCEN2. It should be your first point of reference whenever you have a Validation question or problem.

We suggest that Validators save this part Handbook to your computer. It is quite large, so printing is probably not a viable option. The Handbook is a PDF (Portable Document Format) file. Most browsers can show the contents of a PDF file directly. (If not, you will see a dialogue box rather than the Handbook itself. Follow the instructions from the second step).

- Select Download the Handbook (opens in a new tab)

The Handbook will appear on your screen:

- Select the Download icon (a downward arrow)
- Choose where you want to Save the Handbook. Save it.

Whenever you need to refer to the Handbook, open it in Acrobat Reader (or in Preview on a Mac).

**Note: We are still updating the Full Handbook regularly and will let you know when a new version of the Handbook is available. Make sure you are using the latest version.**

## The FreeCEN2 Handbook Part 3 for Coordinators

This part of the FreeCEN Handbook is a comprehensive guide to Coordinating with FreeCEN2. It should be your first point of reference whenever you have a Coordination question or problem.

We suggest that Coordinators save this part Handbook to your computer. It is quite large, so printing is probably not a viable option. The Handbook is a PDF (Portable Document Format) file. Most browsers can show the contents of a PDF file directly. (If not, you will see a dialogue box rather than the Handbook itself. Follow the instructions from the second step).

- Select Download the Handbook (opens in a new tab)

The Handbook will appear on your screen:

- Select the Download icon (a downward arrow)
- Choose where you want to Save the Handbook. Save it.

Whenever you need to refer to the Handbook, open it in Acrobat Reader (or in Preview on a Mac).

**Note: We are still updating the Full Handbook regularly and will let you know when a new version of the Handbook is available. Make sure you are using the latest version.**

## The FreeCEN2 Handbook Part 4 for Data Managers

This part of the FreeCEN Handbook is a comprehensive guide to Data Management with FreeCEN2. It should be your first point of reference whenever you have a Data management question or problem.

We suggest that Data Managers save this part Handbook to your computer. It is quite large, so printing is probably not a viable option. The Handbook is a PDF (Portable Document Format) file. Most browsers can show the contents of a PDF file directly. (If not, you will see a dialogue box rather than the Handbook itself. Follow the instructions from the second step).

- Select Download the Handbook (opens in a new tab)

The Handbook will appear on your screen:

- Select the Download icon (a downward arrow)
- Choose where you want to Save the Handbook. Save it.

Whenever you need to refer to the Handbook, open it in Acrobat Reader (or in Preview on a Mac).

***Note: We are still updating the Full Handbook regularly and will let you know when a new version of the Handbook is available. Make sure you are using the latest version.***

## Field Transcription Rules

For the FreeCEN2 database to be fully searchable we all need to record the census information in the same way. Use the following guidelines to provide consistency.

If you find that entering (only) a hyphen in a cell does not work as expected, try using a Tab or Enter after the - .

**Note: '- (single-quote hyphen) was sometimes used by transcribers in FreeCEN1 in place of a hyphen to identify the entry as text and not a formula. The entry of '- will create an Error in some fields. This is because '- is two characters and some fields are set to accept only one character, or because CSVProc is looking for – and '- does not match.**

Whilst you are Transcribing there will be occasions when you cannot read letters or words to Transcribe them. In that case enter an underscore ( \_ ) or a series of underscores to indicate where the problem is. You will also need to set the appropriate query flag.

If you are Transcribing Shipping Returns these guidelines should be read together with the Shipping Guidelines in [Appendix D](#).

## Enumeration District (ED) Information

**Note: If any change is made in one of the fields in this Section (except the location flag) then all the fields in the ED section must be re-entered. If this is not done CSVProc will report Errors.**

### Field name enumeration\_district

Column Contains ED Number

Year/s Used 1841 - 1911.

What Can Be Entered Number or number and suffix or special entry

**Description and Rules** The ED number is found on the cover sheet of each Enumerator's District. You only need to enter it once at the start of each ED. If the content of any of the fields in this section changes it will also need to be re-entered.

Only enter the ED number once until it changes.

If there is no identifiable ED number, use 0 (zero).

**Note 1: ED 1 may not necessarily be the first District of a Census Piece. If the suffix has been used by the Enumerator, you need to enter that suffix. The suffix should be a letter for the first character. If there is an additional character it can be a letter or a number.**

**Note 2: If you enter an ED number in a row and leave the civil parish or subsequent fields in this Section blank this will create an Error in the CSVProc test report. It is therefore important that you only enter the ED number at the start of the ED, not at the start of every folio or page.**

Special Categories - Certain categories may feature in a piece but are not included on the 'normal' returns. These usually come at the end of the piece as different format reports without a record of Enumeration Number.

Use one of the following numbers as the relevant suffix:

1. Barracks & Military Quarters
2. Royal Navy Ships, at Home and Abroad
3. Workhouses & Pauper Schools

4. Hospitals (Sick, Convalescent, Incurables)
5. Lunatic Asylums
6. Prisons
7. Certified Reformatory & Industrial Schools
8. Merchant Vessels & Lighthouses
9. Schools

For example, since no Enumeration District is identified on the pages a Workhouse would be entered as 0#3. *Note that you need to use the # sign.* There will be no Schedule Numbers: Use "0" (zero).

The schedules for Institutions & Shipping should be entered in the normal Folio Sequence For Merchant Vessels, there may be no Page Numbers: Use "0" (zero)

"Relationship to Head" should follow the census detail 'as is' (e.g. 'Passenger').

**Note 3: Some Institutions used a booklet in which each page has the individual lines numbered from 1 to 25: DO NOT type these numbers anywhere.**

**Note 4: For some Institutions it is not possible to maintain a 'normal' family grouping. For example, a Lighthouse Station which lists the staff first and then the various wives and children. Do not make any assumptions about relationships.**

**Field name**                      **civil\_parish**

Column Contains                Civil Parish

**Year/s Used**                    1841 - 1911

What Can Be Entered        Narrow Text

**Description and Rules**    The Civil Parish can either be found on the ED cover sheet or at the top left hand of each census page depending on the census year. Only enter it once at the beginning of an ED until it changes. Do not punctuate. If the content of any of the fields in this section changes it will also need to be re-entered.

A blank or – (hyphen) is not an acceptable entry.

**Note 1 : The Civil Parish must be Transcribed exactly as it is written in the Census, except for (part of). If the enumerator has shown (part of) after the Civil Parish name do not Transcribe (part of). The entry will be tested against a reference file (PARMS file). For England and Wales, the PARMS file contains the Civil Parishes in each census piece as recorded by the National Archives (For England and Wales the information was downloaded from the National Archives site).**

**If the CSVProc test reports an Error that “the Civil Parish is not in the list of Civil Parishes” then the Transcriber should check their entry for correctness in the first instance. If it looks correct make sure there are no additional full stops or commas included (e.g. Taunton St James entered as Taunton St. James). The TNA does not use full stops after abbreviations. If a full stop is used, CSVProc will report an Error.**

**If the transcription IS correct, then the Transcriber should advise their Coordinator. The Coordinator will then check the PARMS entry and, if necessary, arrange for the PARMS file to be amended. If necessary, the issue will be notified to the National Archives so that the National Archives can amend their records.**

**Note 2: The Civil Parish is an Administrative Parish that is also known as an Ancient Parish. It is a territorial designation which is the lowest tier of local government. The parish**

*system was established in Europe between the 8<sup>th</sup> and 12<sup>th</sup> Centuries and the system was established in England well before the Norman Conquest. Civil parishes have their origin in the ancient system of ecclesiastical parishes, which historically played a role in both secular and religious administration. Civil and religious parishes were formally differentiated in the 19th century and are now entirely separate. A civil parish can contain several villages, hamlets or townships. A city often has just one civil parish. FreeCEN uses the civil parish structure identified by the National Archives for a particular census year. (Source [https://en.wikipedia.org/wiki/Civil\\_parish](https://en.wikipedia.org/wiki/Civil_parish) ).*

**Field name** ecclesiastical\_parish

**Column Contains** Ecclesiastical Parish

**Year/s Used** 1851 – 1911

**What Can Be Entered** Narrow Text

**Description and Rules** You will find this information can either on the ED cover sheet or at the top right hand of each census page, depending on the census year.

The 1841 England and Wales census uses the Hundred system. The Ecclesiastical Parish is not recorded in these censuses.

Only enter this information once at the beginning of the ED unless it changes. Do not punctuate. If the content of any of the fields in this section changes it will also need to be re-entered.

If nothing is entered enter a – (hyphen) at the start of each ED.

**Field name** where\_census\_taken

**Column Contains** Where Census Taken

**Year/s Used** 1841 - 1911

**What Can Be Entered** Narrow Text

**Description and Rules** The place where the census was taken can be the name of the Island, Borough or Burgh, Municipal Borough, City, Town, Village, Hamlet or Tything. There are various options for the enumerator to record this information but only one was usually used for each place that the census was taken, depending on the circumstances. In 1841 it may have been recorded as a County Corporate.

In England and Wales the Islands, Boroughs or Burghs are usually found on the cover sheet of an ED. Towns, Villages, Hamlets and Tythings are usually found at the top of each census page. If more than one option is provided enter only the smallest in size.

Recording the information in this field eliminates the need to capture it in the address unless it has also been entered in the address column by the enumerator.

For Shipping, enter the Position of Vessel in this field. This may be shown in the form of Latitude and Longitude. See [Appendix D](#).

Only enter this information once at the beginning of the ED unless it changes. Do not punctuate. If the content of any of the fields in this section changes it will also need to be re-entered.

**Note 1: A blank or – (hyphen) is not an acceptable entry.**

**Note 2: If a numerical entry containing a fraction is entered, as happens for shipping, convert the fraction to a decimal. E.g. 1/2 becomes 0.5.**

**Field name**                      **ward**

Column Contains                Ward

**Year/s Used**                    1861 – 1911

What Can Be Entered        Narrow Text

**Description and Rules**    You will find this on the ED Cover sheet. In 1861 the information was often blank.

If nothing is entered, enter a – (hyphen) at the start of each ED

Only enter this information once at the beginning of the ED unless it changes. Do not punctuate. If the content of any of the fields in this section changes it will also need to be re-entered.

**Field name**                      **parliamentary\_constituency**

**Column Contains**            Parliamentary Constituency

**Year/s Used**                    1841 - 1911

What Can Be Entered        Narrow Text

**Description and Rules**    You can usually find this on the ED Cover sheet. In some years it is recorded on each census page. The information may have been recorded as Parliamentary District.

Only enter this information once at the beginning of the ED unless it changes. Do not punctuate. If the content of any of the fields in this section changes it will also need to be re-entered.

The information was often left blank in the earlier censuses. In this case enter a – (hyphen) at the start of each ED.

**Field name**                      **sanitary\_district**

**Column Contains**            Sanitary District

**Year/s Used**                    1871 – 1891

What Can Be Entered        Narrow Text

**Description and Rules**    You can find this on the ED Cover sheet for England and Wales. In 1871 it was called the Local Board of Commissioners and in 1881 and 1891 it was called the Urban or Rural Sanitary District.

If the information has not been recorded enter a – (hyphen) at the start of each ED.

Only enter this information once at the beginning of the ED unless it changes. Do not punctuate. If the content of any of the fields in this section changes it will also need to be re-entered.

<b>Field name</b>	<b>location_flag</b>
<b>Column Contains</b>	ED Query Flag
<b>Year/s Used</b>	All censuses
<b>What Can Be Entered</b>	x or X or blank
<b>Description and Rules</b>	If the Transcriber has doubts about an ED entry being 'as is' they should enter a flag here.

## Household Information

**Field name** folio\_number

Column Contains Folio Number

**Year/s Used** 1841 – 1901

What Can Be Entered Number

**Description and Rules** This is the number stamped at the top of every second page in the Enumerator's Book. Folio Numbers start from 1 at the beginning of a Piece and occur on every odd numbered page, except 1841 and 1851 where it appears on every even numbered page. It progressively increases regardless of changes to the Enumeration District.

Sometimes pages were missed (the number may have been pencilled in later) or even whole books may not have been numbered. Suffix letters are very rarely found. If a Folio Number is missing from its normal position DO NOT type zero. Leave it out unless you can work it out from the page numbers.

Only enter this number each time that it changes.

Note 1: If the transcription of a folio number is repeated against each page in the folio it will create a Warning when the piece is tested by CSVProc.

Note 2: If a Folio number is entered then a Page number must be entered.

In England and Wales 1911 there are no folio numbers as the returns were not Transcribed into an enumerator's book.

**Field name** page\_number

Column Contains Page number

**Year/s Used** 1841 - 1901

What Can Be Entered Number

**Description and Rules** The Page Number is preprinted on the Census Pages (except for Shipping Returns) and generally you will find this in the top right corner or top left corner of each page in the enumerator's book.

Only enter this number each time that it changes.

In England and Wales 1911 there are no page number as the returns were not Transcribed into an enumerator's book.

For Merchant Vessels, there may be no Page Numbers: Use "0" (zero)

**Field name**                      **schedule\_number****Column Contains**              Schedule number**Year/s Used**                      1841 - 1911**What Can Be Entered**        Number and a suffix

**Description and Rules**    Enter the number that is enumerated in the census. A suffix is entered only if it is present on the Census page. It is usually in the form of an alpha character (e.g. 69a) or a fraction (e.g. 69 1/2) *Note the space between the number and the fraction.*

You **MUST** enter a value for every New Household or empty premises. If no other value can be found, then enter 0 (zero). Enter the schedule number only once for each family, against the first entry in the family. In the testing routine this column provides the 'trigger' to recognise each separate household or building.

Care should be taken if the Enumerator has entered two separate families, each with its own "Head", under a single address. You will see that families are separated by an enumerators tick, either / or //. A / means a new family same address whilst // means a new family at a new address. You can therefore re-enter the address for families with an / immediately before them, but not for a // as this is a different building. Each family should be given a schedule number 0 (zero) if the enumerator has not given them a schedule number and an enumerator's tick exists.

In 1851 families were separated by a ruled line after each family. Where more than one family shared a house there was a single line starting on the left-hand side of the third column. A single line was drawn across the page as far as the last column was placed after the last occupant in the building.

In 1841 schedule numbers were not used. You must therefore give each new family a schedule number of 0 (zero).

The schedule number **must only** be entered once for each family and against the first person in the family.

**Note 1: Occasionally the enumerator entered the schedule number on the incorrect line. Use the enumerator's ticks to identify the first entry of the household and move the schedule number there.**

**Note 2: Sometimes 2 schedule numbers are recorded against the same family (e.g.5 and 6). In this case the schedule number can be entered as 5&6 (Note no space). No flag is necessary.**

**Field name**                      **uninhabited\_flag****Column Contains**              Unoccupied**Year/s Used**                      1841 - 1901**What Can Be Entered**        u, b, n, v or blank

**Description and Rules**    This is used where a schedule has no family attached to it:

- enter b if this is shown on the Census Sheet (Building in progress)
- enter u if this is shown on the Census Sheet (Unoccupied)
- enter v if the Census Sheet indicates "family away or visiting"
- enter n to show that the enumerator has shown that the schedule was not used.

**Note: This is not case sensitive.**

Where the enumerator has not entered a schedule number, enter a schedule number of 0 (zero).

Where an entry such as 3u has been entered by the enumerator, make three entries on the spreadsheet, one for each unoccupied building.

Enumerators sometimes skipped a schedule number. In this case n can be entered against that schedule number to show it was not enumerated. You need to be sure that it does not appear elsewhere in the ED.

Where b, u, v, or n has been entered in this field then no information is required on the rest of the row beyond the address. If the enumerator has supplied additional information, enter it in the Notes column.

Sometimes the u or b is entered beside a family by the enumerator. Where it is not clear where it actually belongs the u or b can be entered on the spreadsheet either before or after the schedule containing the family.

**Note 1: In the England and Wales census for 1901, columns 3, 4, 5 and 6 show whether the house was occupied. If there is a tick in column 4 then enter 'v' (i.e. the house is usually occupied but is uninhabited – in other words, the family is away). If there is a tick in column 5 the house is unoccupied and uninhabited, so enter 'u'. If there is a tick in building enter 'b'. In each case if there is no schedule number entered then give it a schedule number of 0 (zero).**

**Note 2: Whilst this field is called an uninhabited\_flag it is not a query flag. The address\_flag should be used for queries.**

<b>Field name</b>	<b>house_number</b>
Column Contains	House Number
Year/s Used	1841 - 1911
What Can Be Entered	Number or number plus suffix or fraction or blank
<b>Description and Rules</b>	This is the house number recorded as part of the address on the census page. If no house number has been recorded leave this field blank.

Only enter this once for each schedule and on the same row as the schedule number.

**Note: This field will accept a range of entries. 1&2, 1-3, 1/21, 3A etc. (with no spaces) are all acceptable as long as the entry starts with a number. There is no longer the need to move some of the information into the house\_or\_street\_name column.**

<b>Field name</b>	<b>house_or_street_name</b>
Column Contains	Address
Year/s Used	1841 - 1911
What Can Be Entered	Broad Text or blank
<b>Description and Rules</b>	This is the rest of the address recorded on the census page. If there is no address recorded leave this field blank.

**Note 1: If the enumerator only puts the address at the top of each page, always read the Enumerators info page at the start of each new ED. This will tell you the route they were told to take (this is not always helpful). Sometimes it is obvious that, because he wrote his**

**route, he often just entered the address at the top of each page. If he did not do that, and there is any doubt then please stick to the 'as is' rule.**

For Shipping Returns enter the name of the Vessel and the home port in this field. See [Appendix D](#).

Only enter this information once for each schedule and on the same row as the schedule number.

**Note 2: In the England and Wales 1911 census, the address is entered twice, once on the main sheet next to the resident's signature and also on the cover sheet. Sometimes the two addresses are different, but similar; In this case combine them into an address that provides the most appropriate information to the researcher.**

**Field name**                      **rooms**

Column Contains                No. Rooms

Year/s Used                      1891 - 1911

What Can Be Entered         Number or blank

**Description and Rules**    You will find this in column 5 of the 1891 census, column 7 of the 1901 census and at the bottom of the census page in the 1911 census. Only enter this once for each schedule on the same row as the schedule number. If there is nothing recorded leave it blank.

**Note :** *Entries over 20 rooms will produce a Warning as a way of highlighting unusual entries so that they can be verified by the Validator. In the 1891 and 1901 England and Wales census this Warning will occur where the entry is over 4 rooms as the census asked for the number of rooms where it was less than 5.*

**Field name**                      **address\_flag**

Column Contains                Address Query

Year/s Used                      All censuses

What Can Be Entered         x or X or blank

**Description and Rules**    If the Transcriber has doubts about a household entry being 'as is' they should enter a flag here.

### Individual Information

**Field name**                      **surname**

Column Contains                Surname

Year/s Used                      1841 - 1911

What Can Be Entered         Broad Text

**Description and Rules**    Enter this for each person in the family. It should be entered 'as is' even if it is known to be wrong. Enter a - (hyphen) if no surname is enumerated.

**Field name**                      **forenames**

Column Contains                Forenames

**Year/s Used** 1841 - 1911

What Can Be Entered Broad Text

**Description and Rules** Enter this for each person in the family. Forenames should be entered 'as is' even if they are known to be wrong. Enter a – (hyphen) if no forename is enumerated. Infant is an acceptable forename.

A name, or - (hyphen), MUST be entered for every person. Allow a space between names, initials, or words. Titles are to be typed after forenames, enclosed in brackets/braces as in (Rev), (Dr), (Prof) etc. In an extreme case "Elizabeth (Lady Chalfont)" is covered by this rule.

**Field name** name\_flag

Column Contains Name Query

**Year/s Used** All censuses

What Can Be Entered x or X or blank

**Description and Rules** If the Transcriber or Proofreader has doubts about a name entry being 'as is' they should enter a flag here.

**Field name** relationship

Column Contains Relationship

**Year/s Used** 1851 - 1911

**What Can Be Entered** Narrow Text or blank

**Description and Rules** Enter the relationship to the head in this column. This is found on each schedule. Relationship should follow the census detail (e.g. 'Passenger') 'as is'.

Where no relationship is recorded leave the field blank. Do NOT make assumptions.

There is no need to try to correct a Relationship in the Notes column. It is up to the researcher to interpret the information in the census.

**Note 1: Some Enumerators were careless, writing "Robert, daughter" or "Jane, son" whilst entering the age in the correct column. In these instances, transcribe the relationship as is, and enter a note "Incorrect relationship" in the notes. There is no need to enter a query flag. This note will eventually appear in the database for the researcher to see.**

**Note 2: Some households do not record a Head, for instance where the husband is absent. This is not a problem. Record the household as it has been enumerated.**

**Field name** marital\_status

Column Contains Marital Status

**Year/s Used** 1851 - 1911

**What Can Be Entered** m, s, u, w, d, - or blank

**Description and Rules** Enter a single letter from the list below:

- M Married
- S Single
- U Unmarried

- w                      Widow
- d                      Divorced

as shown on the Census Page for each person. If the Enumerator left it blank leave the field blank. Do NOT make assumptions.

Any other letter other than these will be rejected as invalid.

**Note:** '- cannot be entered as a hyphen. It will create an error report. A - must be used.

<b>Field name</b>	<b>sex</b>
Column Contains	Sex
<b>Year/s Used</b>	1841 - 1911
What Can Be Entered	m, f or -

**Description and Rules** The Census Page has two columns for "Age", Male and Female. FreeCEN reduces this to a single letter m or f or -.

If the age columns are empty, then enter - (hyphen). Do not make assumptions.

**Note 1:** *Some Enumerators were careless, writing "Robert, son" or "Jane, dau" and then filling the age in the incorrect column. In these instances, use the sex that matches the relationship, and enter a note "Age in wrong column" in the notes. There is no need to enter a query flag. This note will eventually appear in the database for the researcher to see.*

**Note 2:** *A blank is not an acceptable entry.*

**Note 3:** '- cannot be entered as a hyphen. It will create an error report. A - must be used.

<b>Field name</b>	<b>age</b>
Column Contains	Age
<b>Year/s Used</b>	1841 - 1911
<b>What Can Be Entered</b>	Up to three numerals and one letter (y, m, w, or d) or Complex age (see below)

**Description and Rules** The Census Page has two columns for "Age", Male and Female. You MUST enter a number for each person. Zero is not acceptable.

If the age is blank, then enter 999 **without entering** a query flag (*Enter 999 not 999y*).

If the age is unreadable enter 999 and **enter** a query flag (*Enter 999 not 999y*).

Ignore fractions. If an age is enumerated as 1½ months enter 1m in the age and enter "age enumerated as 1½ months" in the Notes column. Do **not** set a query flag when this happens.

If the census states "less than 1 month" then enter 1m and enter a note in the Notes field. Do not leave spaces between numbers and the letter. Do **not** set a query flag when this happens.

Standard Rules for Age

- If only a number is entered, it will be converted as 'years'. E.g. 46 or 46y will be converted to mean "46 Years". y (Years) minimum value = 1, maximum value = 120
- m (Months) minimum value = 1m, maximum value = 24m

- w (Weeks) minimum value = 1w, maximum value = 20w
- d (Days) minimum value = 1d, maximum value = 30d
- If marital Status is M or W, then the male age must not be less than 14y or the female age not less than 12y.

You can enter Complex ages. For instance, if a child has been enumerated as 1 week 3 days it is not necessary to amend this to 10 days. You can enter the age as 1w 3d (*note the space between the entries*). The transcription must still comply with the above rules for limits of both the weeks and days.

**Note: Any values outside the above guidelines will create Warning or Error messages when the transcription is tested.**

**Field name**                      **years\_married**

**Column Contains**              Years Married

**Year/s Used**                    1911 only

**What Can Be Entered**        Number or Complex number or blank

**Description and Rules**      Enter the value as shown in the census. Enter it only once for each married couple next to the female member of the family, usually enumerated as wife. Where no information is recorded leave the field blank.

Standard Rules for Years Married

- If only a number is entered, it will be converted as 'years'. E.g. 26 or 26y will be converted to mean "26 Years".
- y (Years) minimum value = 1, maximum value = 99
- m (Months) minimum value = 1m, maximum value = 12m
- w (Weeks) minimum value = 1w, maximum value = 4w
- d (Days) minimum value = 1d, maximum value = 7d

Any values outside the above guidelines will create Warning or Error messages when the transcription is tested.

If a duration is enumerated as 1½ years enter 1y 6m (*note the space between the entries*) and enter "years married enumerated as 1½ years" in the Notes column. Do not set a query flag when this happens.

If the census states "less than 1 year" then enter 1 or 1y and enter a note in the Notes field. Do **not** set a query flag when this happens.

You can enter Complex years married. For instance, if a marriage has been enumerated as 1 year 3 months, you can enter this as 1y 3m (*note the space between the entries*). The transcription must still comply with the above rules for limits of both the years and months.

**Note: Where the years married has been crossed out but is legible, record it with a note in the Notes field that the entry has been crossed out. In this case set a flag so that the doubt is highlighted to the researcher.**

**Field name**                      **children\_born\_alive**

**Column Contains**              Children Born Alive

**Year/s Used**                    1911 only

**What Can Be Entered**        Number or blank

**Description and Rules** Enter the value as shown in the census as children born alive. The value should appear next to a female member of the family, usually enumerated as wife. It should be entered in the same row as that person. Where no information is recorded leave the field blank.

**Note 1:** *It is generally accepted that the maximum number of children that one woman can give birth to is 15 (though there are records of a greater number). Therefore, if the number of children born alive is greater than 15 it will generate a Warning and the entry will be verified at Validation.*

**Note 2:** *Where the children born alive has been crossed out but is legible, record it with a note in the Notes field that the entry has been crossed out. Do not set a flag when this happens.*

**Field name** children\_living

Column Contains No. Living

**Year/s Used** 1911 only

What Can Be Entered Number or blank

**Description and Rules** Enter the value as shown in the census as children still living. The value should appear next to a female member of the family, usually enumerated as wife. It should be entered in the same row as that person. Where no information is recorded leave the field blank.

**Field name** children\_deceased

Column Contains No. Deceased

**Year/s Used** 1911 only

What Can Be Entered Number or blank

**Description and Rules** Enter the value as shown in the census as children deceased. The value should appear next to a female member of the family, usually enumerated as wife. It should be entered in the same row as that person. If no information has been provided, leave the field blank.

**Field name** individual\_flag

**Column Contains** Individual Query

**Year/s Used** All censuses

What Can Be Entered x or X or blank

**Description and Rules** If the Transcriber or Proofreader has doubts about any of the individual information being 'as is' they should enter a flag here.

## Employment Information

**Field name** occupation

Column Contains Occupation

**Year/s Used** 1841 - 1911

**What Can Be Entered** Broad Text or blank

**Description and Rules** Transcribe the occupation exactly as enumerated in the census. Do not correct spellings.

In 1841 there were standard abbreviations for particular occupations. These abbreviations should be expanded to their full meanings. A table of 1841 abbreviations can be found in [Appendix A](#).

**Note 1: When the original censuses were enumerated statistics were extracted from them. The person who extracted the statistics was not necessarily the enumerator. The person doing the statistics would sometimes cross through the occupation to show that it had been counted and would write the statistical category over it. For instance, Baker overwritten with "Bread maker"; Carter on farm overwritten with "Horse"; Flax spinner overwritten with "Linen". Transcribe the original enumerator's entry.**

**Note 2: Transcription of 'Scholar' is now a Warning and not an Error. If the enumerator has entered 'Scholar' then it should be Transcribed 'as is'. It does not need changing.**

**Field name**                      **industry**

Column Contains              Industry

**Year/s Used**                      1911 only

**What Can Be Entered**          Broad Text or blank

**Description and Rules**      Transcribe the industry exactly as shown in the census. This information was often left blank.

**Field name**                      **occupation\_category**

Column Contains              Employment Status

**Year/s Used**                      1891 – 1911

What Can Be Entered          e, r, n or blank

**Description and Rules**      In 1891 the Census form shows three columns to be marked if the person was "Employer", "Employee", or "Neither". FreeCEN Transcribes this information into a single column. Do not make assumptions if these columns are all empty.

Enter r for "employeR"; e for "employeE"; n only when marked as "Not employer/employee"

If a person is marked for both "employeR" and "employeE" enter r.

In 1901 the census changes to Employer, Worker or Own Account. Enter r for EmployeR; e for Worker; and n for Own Account.

**Field name**                      **at\_home**

Column Contains              At Home

**Year/s Used**                      1901 – 1911

What Can Be Entered          h or blank

**Description and Rules**      From 1901 the Census form includes a column to be completed if the person is working from home. Enter an h in this column if 'At Home' has been entered on the census. Where no information is recorded leave the field blank.

<b>Field name</b>	<b>occupation_flag</b>
<b>Column Contains</b>	Occupation Query
<b>Year/s Used</b>	all censuses
What Can Be Entered	x or X or blank
<b>Description and Rules</b>	If the Transcriber has doubts about any of the occupation information being 'as is' they should enter a flag here.

## Birth Information

<b>Field name</b>	<b>verbatim_birth_county</b>
<b>Column Contains</b>	Chapman Code (CHP)
<b>Year/s Used</b>	1841 - 1911
<b>What Can Be Entered</b>	Valid Chapman Code
<b>Description and Rules</b>	The verbatim_birth_county and the verbatim_birth_place together make up the Place of Birth. Enter the county as a Chapman Code and the rest of the place of birth is entered as text in the verbatim_birth_place.

The Chapman Code sub-group caters for all UK Chapman Codes. Chapman codes are a set of 3-letter codes used in genealogy to identify the administrative divisions in the United Kingdom, Ireland, the Isle of Man, and the Channel Islands.

Overseas entries are coded OVF. OVF is used for all Foreign birth places.

Use UNK only as a last resort. Unless there can be no doubts, type only what is written on the census page: "Brighton" is in SSX; "Cork" (with no other clue) could refer either to the city or to the county. It would therefore be entered as COR in the verbatim\_birth\_county and POB – (hyphen) in the verbatim\_birth\_place.

Another example is Newport with no county enumerated. Newports can be found in MON, NRY, PEM, DEV, SOM, GLS, CON and SAL plus several other Counties and therefore the Chapman Code should be recorded as UNK.

Where a Place of Birth is recorded as place, county, and country (e.g. Edinburgh, Midlothian, Scotland) enter the Chapman Code for Midlothian and the place of birth as Edinburgh. Midlothian is by default in Scotland. Therefore, do not type Scotland here as it makes searching for the right record harder for the researcher.

If the enumerator entered the Place of Birth as just Ireland, for instance, transcribe this as IRL in the verbatim\_birth\_county and - (hyphen) in the verbatim\_birth\_place, **not** as IRL Ireland. IRL Ireland will create a Warning when the piece is tested.

The 1841 Census requires different treatment since the information is merely "Born In This County? Yes/No". Permitted entries will be limited to the Chapman Code for "this County" or OUC (where born Out of County), IRL, SCT, OVF or UNK.

A table of valid Chapman Codes appears in [Appendix B](#).

**Note: If a Chapman Code that is not in the table is entered, or the field is left blank, it will create an Error when the piece is tested by CSVProc.**

**Field name**                      **verbatim\_birth\_place**

Column Contains                POB

Year/s Used                      1851 - 1911

What Can Be Entered        Broad Text or – (hyphen)

**Description and Rules**    Enter the Place of Birth that is written on the Census Page including any misspellings.

If you believe it to be incorrectly spelt or the county to be incorrect you can enter your suggestion in the birth\_county and birth\_place columns (*Note: both columns must be completed*). **There is no need to enter a flag**. The Validator will review this entry at Validation.

Sometimes a place of birth is entered as a smaller place followed or preceded by the name of a larger nearby place. **Always** show the name of the larger place first.

Where a place of birth has been shown as a town with a parish then enter the town name followed by the parish irrespective of the order on the census page (e.g. St Pauls Bristol becomes Bristol St Pauls).

Overseas entries are coded as OVF.

If in doubt follow the larger to smaller rule.

**Note 1: It is extremely important that you follow the larger to smaller rule. CSVProc tests the Place of Birth against the Place Names in our Gazetteer. If a Place of Birth is enumerated as St Pauls Bristol and you do not change the order the Place of Birth will not be matched with a place that we have in the database and a Warning will be generated. If you change it to Bristol St Pauls CSVProc will find it in the database and pass it without a Warning. CSVProc is looking for an exact match.**

There are some specific cases.

If the place of birth is enumerated only as London enter LND in the Chapman Code and – (hyphen) in the Place of Birth.

If, for example, "Scotland" is all that has been written; you will enter "SCT" as the Chapman Code and a – (hyphen) in this column.

**Note 2: ‘ - cannot be entered as a hyphen. It will create a Warning report. A - must be used.**

Note 3: If the place of birth is unreadable or does not refer to a known Place transcribe it as is and enter a x flag in the Place\_birth\_flag. Make a note giving the reason that it has been flagged. If your research indicates what the correct place of birth should be (e.g. it occurs in a later schedule as an address) then put a suggested alternative in the birth\_county and birth\_place fields (if there is an alternative entered the flag is not necessary).

**Field name**                      **nationality**

Column Contains                Nationality Details

Year/s Used                      1851 – 1911

What Can Be Entered        Narrow Text or blank

**Description and Rules**    Information such as ‘Naturalised’ or ‘British Subject’ is entered here. In 1911 the census also asked for information for people born overseas such as when

Naturalised or Nationality gained by parentage. In 1911 the entry may look like “Naturalised 1889”. Enter the information ‘as is’. Where no information is recorded leave the field blank.

From 1851 to 1901 notes such as ‘British Subject’ were added to the census by the enumerator, usually in the margin. Enter these notes in this column.

**Note: We have included this column on most England and Wales and Scotland spreadsheets to provide a space for nationality notes provided by some enumerators (e.g. British Subject). If no information is provided by the enumerator, then leave this field blank.**

**Field name**                      **birth\_county**

**Column Contains**              Alternative Chapman Code

**Year/s Used**                      1841 - 1911

**What Can Be Entered**        Valid Chapman Code or blank

**Description and Rules**    The Transcriber and / or Proofreader and / or the Validator can put their own choice of Chapman Code in this column. For example, if the enumerator has entered Bath Wiltshire the verbatim transcription would show WIL Bath. Bath is in Somerset so SOM can be entered in this column, but Bath MUST be re-entered in the birth\_place column.

A table of Chapman Codes appears in [Appendix B](#).

**Note: When a suggestion has been made for the alternative entry by the Transcriber or Proofreader a Warning will appear on the testing report so that the Validator can validate the entry.**

**Field name**                      **birth\_place**

**Column Contains**              Alternative Place of Birth

**Year/s Used**                      1851 - 1911

**What Can Be Entered**        Broad Text or hyphen (-) or blank

**Description and Rules**    The Transcriber and / or Proofreader and / or the Validator can put their own choice of Place of Birth in this column.

For example, if the enumerator has entered Bridgewater Somerset the original transcription would show SOM Bridgewater. Bridgewater has been mis-spelt; it should be Bridgwater. Therefore, enter Bridgwater in this column and you must re-enter SOM in the birth\_county column.

If in doubt, follow the larger to smaller guideline.

**Note When a suggestion has been made for the alternative entry by the Transcriber or Proofreader a Warning will appear on the testing report so that the Validator can validate the entry.**

**Field name**                      **father\_place\_of\_birth**

**Column Contains**              Birthplace of Father

**Year/s Used**                      Channel Islands 1911 only

**What Can Be Entered**        Broad Text or blank

**Description and Rules** Enter the information exactly as it is shown on the census form. There is no need to enter a Chapman code and place of birth in separate columns, enter all the information in this column. If no information has been provided leave blank.

**Field name** **place\_birth\_flag**

Column Contains POB Query

**Year/s Used** all censuses

What Can Be Entered x or X or blank

**Description and Rules** If the Transcriber has doubts about any of the place of birth information being 'as is' they should enter a flag here.

Do not enter a flag if you have entered an alternative in the birth\_county and birth\_place columns. It will automatically be displayed at Validation.

### Miscellaneous Information

**Field name** **disability**

Column Contains Disability

**Year/s Used** 1851 - 1911

**What Can Be Entered** Broad Text or blank

**Description and Rules** Different censuses asked for different information here. Sometimes enumerators entered information beyond what was asked for. Enter the disability as enumerated. Where no information is recorded leave the field blank.

For England and Wales in 1911 the information was recorded as infirmity on the census form.

**Field name** **disability\_notes**

Column Contains Disability Notes

**Year/s Used** 1911 only

**What Can Be Entered** Broad Text or blank

**Description and Rules** In 1911 the question was asked for more information about disability, such as when the disability started etc. Enter this information here. Where no information is recorded leave the field blank.

**Field name** **language**

Column Contains Language

**Year/s Used** Wales 1891 – 1911 and Isle of Man 1911 only

**What Can Be Entered** Up to 2 letters or blank

**Description and Rules** In many censuses there was a question about language. This occurred in Wales and the Isle of Man. Enter the appropriate letter or letters for the language spoken here. Leave this entry blank if it has not been filled in on the census.

Use a code from the list below:

- E English
- G Gaelic
- GE Gaelic and English
- I Irish
- IE Irish and English
- M Manx
- ME Manx and English
- W Welsh
- WE Welsh and English

If you are using the England and Wales spreadsheet for a county that is not in Wales or the Isle of Man leave this column blank.

**Note: If the language is enumerated as Both Transcribe the appropriate double entry from the list above. Do not use B as it will produce an Error when tested by CSVProc.**

## Notes

### **Field name**                      **notes**

Column Contains                Notes

**Year/s Used**                    1841 - 1911

**What Can Be Entered**        Broad Text or blank

**Description and Rules**      Enter any messages that you need to explain a query flag here.

Notes not belonging in any field can be allowed to appear in the FreeCEN database for researchers to see. These notes may be such as “age unclear” as a reason for a query or Birth Registration details where a name has been unable to be deciphered and the Transcriber or Proofreader has researched the entry.

This is the only text field in which a / can be used, so that entries such as 1/2 can be made.

This is the only text field in which a ? can be used

For Shipping Returns enter the tonnage, Ship description and trade in this field. See [Appendix D](#).

## Transcriber Actions

Whilst you are learning you should be referring your questions about how to Transcribe to your Coordinator if you do not understand the Handbook.

### What does a Transcriber Need to Achieve?

- A Transcriber will attempt to create as accurate a transcription of the information in the images as possible and be comfortable with what they have Transcribed.
- A Transcriber will enter query flags during the transcription. These draw the attention of the Proofreader to entries in the transcription that the Transcriber has doubts about. There should also be a reason for the flag in the Notes field.
- If there are any Errors when the Piece is tested, they will need to be resolved. At the completion of a Transcription there will be no Errors when the file is tested.

### Transcriber Actions Menu

The screenshot shows the FreeCEN website interface. At the top, there is a navigation bar with the following links: SEARCH, RECORDS, LOGOUT, YOUR ACTIONS, GAZETTEER, and HELP. Below the navigation bar, there is a main content area with a purple header. On the right side of this area, there is a section titled "Actions" with a list of buttons: CSV Batches, Gazetteer, FreeCEN Handbook, Communicate, Profile, Roadmap, and FreeUKGenealogy Policies. On the left side, there is a text area with the following content:

Videos describing [this page](#), [transcriber action overview](#), [transcriber action details](#) (all open in new tabs)

**For Members Using the CSVProc System.** If you experience any issues or problems using the actions provided or wish to suggest improvements please use the **Report a Problem** action that is a button at the bottom right of every page. Use the **action** on the page in question. Provide as much information as you can about what you were doing at the time and what was happened.

**Transcribers Group:** A discussion list / forum (you choose how you use it) for Transcribers, Proofreaders and other FreeCEN helpers - this is used for general discussion about FreeCEN, requesting and giving help with things that have even advanced transcribers baffled, and sharing some of the amazing or funny things we find in censuses. To sign up, [please click here](#)

**Release Notes 16 January 2022**

- New Records report.
- Displaying all messages as separate line in CSVProc report.
- Corrected bug in messages displayed with No POB warning option.
- Improved message when no results are found

Learners, Transcribers and Proofreaders have access to the same set of Actions. Videos showing how to use some of these Actions are listed at the top of the screen.

- CSV Batches – This is the main Action that you will use. It is where you will download new spreadsheets and where you will upload and test your work.
- Gazetteer – This is the other main Action you will use. It opens a Gazetteer in a new Tab in your Internet Browser. You can use it to check Places of Birth and you can use the Locate button to see the Place on a map.
- FreeCEN Handbook – You can download an up to date Copy of either version of the FreeCEN Handbook from this Action. It will be in pdf format.

- Communicate – This is for communication within FreeCEN. Most of the communication between a Transcriber and their Coordinator will probably be done using email.
- Profile – This is the profile that you entered when you joined FreeCEN. This Action lets you check and update your Profile.
- Roadmap – FreeCEN is constantly being enhanced. This Action lets you see what is being planned and when it is scheduled.
- FreeUKGenealogy Policies – FreeCEN is part of FreeUKGenealogy. This Action displays the policies of FreeUKGenealogy.

## Message Board

You will find it useful to join the Transcribers Message Board.

The purpose of the Message Board is to allow Transcribers to help each other by asking questions about hard to read images.

We have volunteers all over the World, so it does not matter what time zone you are in you will usually receive a prompt reply.

To join the Message Board:

- Go to <https://groups.google.com/a/freeukgenealogy.org.uk/d/forum/freecen-Transcribers>
- Join the Group called FreeCEN Transcribers

**Note: You may be asked to verify your email and password to access this web page.**

When asking a question either quote the image that you are looking at by Piece Number / Folio / Page Number / Schedule number or attach a copy of the image to the email.

## How to Get Your Images

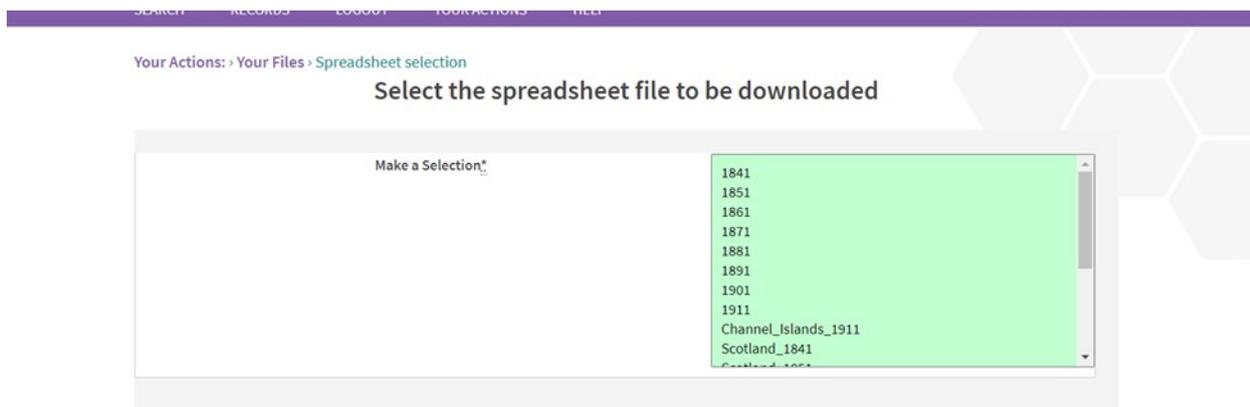
Your Coordinator will arrange with you for a suitable source of images. Images are usually transferred to a Transcriber using a medium such as Dropbox.

Your Coordinator will be able to provide specific advice about the images that you will need.

## How to Get a New Spreadsheet

You will need to Download your new Spreadsheet from CSVProc whenever you start a new transcription. To do this:

- Sign in to FreeCEN. This will take you to 'Your Actions'
- Select CSV Batches
- Select Download Spreadsheet



- Select the Spreadsheet for the Region and Year that you will be Transcribing

The Spreadsheet will download to your computer. It will probably appear as an icon in the bottom left-hand corner of your screen (Windows).

- Click on the download icon
- Select Open
- Save the file using the guidelines for [Spreadsheet Naming](#).

You are now ready to start Transcribing. Use the instructions in the [Field Transcription Rules](#).

**Note: The old FreeCEN1 Spreadsheet is not to be used for new Transcriptions.**

## How to Test a Spreadsheet

**Note: Existing FreeCEN1 format spreadsheets will need to be modified before they can be tested. You will find the instructions to modify the spreadsheet [here](#).**

To test a spreadsheet, you will need to [Upload it to CSVProc](#).

- Select 'CSV Batches' from 'Your Actions'
- Select Upload New File
- Select Choose file and locate the File on your computer.
- Select the type of report
- Select Upload

You will receive a report by email. This should happen within a few minutes, and in not more than 15 minutes.

## How to Re-test a Spreadsheet

Follow the instructions for Test a Spreadsheet. However, because the Piece has previously been Uploaded you will need to Select the Replace option from your 'My Files' Actions.

- Select 'CSV Batches' from 'Your Actions'
- You will see list of 'My Files'
- Find the file you want to Replace from the list
- Select Replace from the File Actions.
- Choose the file you need to Replace it with on your computer.
- Select the Type of Report you want
- Select Replace

You will receive a report by email.

## What to Do When You Have Transcribed a Piece

- Upload or Replace the completed Spreadsheet to CSVProc.

***Note: It is recommended that the Errors Report is selected.***

CSVProc will email a report to the Transcriber.

- Check the report for any Errors. If there are Errors, they need to be corrected on the original Spreadsheet.
- Once all Errors have been corrected Replace the revised Spreadsheet to CSVProc.
- CSVProc will email a Report.
- If there are no Errors advise your Coordinator that the piece is completed by email.

***Note: Your Coordinator will Lock the file in your File List. That will prevent the file from being overwritten. If you need to amend the file you will need to ask your Coordinator to Unlock it. The file will be stored in your Userid until it is allocated for Proofreading. A copy will be sent to the Proofreader and your transcription will be kept in your file list as a backup. It will not disappear.***

## Proofreader Actions

A Proofreader has access to the same set of [Actions](#) as a Transcriber.

### What Does a Proofreader Need to Achieve?

- A Proofreader compares the Transcription with the original images and ensure that they are comfortable with what has been entered.
- If there are any Errors when the Piece is received (there should be none) then they will need to be resolved.
- The Proofreader will examine all the flags.  
Where they can be resolved the Proofreader will do so and delete the flag and delete or amend the entry in the Notes field associated with the flag, as needed.  
If the flag cannot be resolved the Proofreader will ensure that there is a reason in the Notes field and remove the flag.

At the completion of Proofreading there will be no Errors and no Flags reported when the file is tested.

**Note: Any record with an entry in the Notes field will create a Warning when the file is tested, and it will either be Accepted or amended at Validation.**

### How to Get Your Images

Your Coordinator will arrange with you for a suitable source of images. Images are usually transferred to the Transcriber using a medium such as Dropbox.

Your Coordinator will be able to provide specific advice about the images that you will need.

### How Do I Receive a Transcribed Spreadsheet?

Your Coordinator will Copy the Piece to be Proofread to your Userid.

The file will appear in 'Your Files'

CSVProc will email you a copy of the report

- Download the File to your computer. It will probably appear as an icon in the bottom left-hand corner of your screen (in Windows).
- Click on the downloaded file icon on your computer
- Select Open
- Save the file to your Computer.

Before you start Proofreading it is suggested that you look for any Errors in the Piece.

- Select CSV Batches from Your Actions
- Locate the file to be Proofread in your file list
- Select Show

You will be taken to a File Information screen with several Actions. (Videos are available via the links at the top of this screen)

- Select View Error Messages

There should be none, but if there are correct them in the Spreadsheet.

You are now ready to start Proofreading. Proofreading is done on the spreadsheet, not online.

## How to Test a Spreadsheet

You will already have a copy of the file in the 'My Files' list. Therefore, you will need to Replace the file to test it.

Follow the instructions to [Upload it to CSVProc](#). However, because the Piece has previously been Uploaded you will need to Select the Replace option from your 'My Files' Actions.

## What to Do When You Have Proofread a Piece?

- Replace the completed Spreadsheet to CSVProc.

**Note: It is recommended that the No POB Warnings Report is selected.**

CSVProc will email a report to you.

Check the report for any Errors. If there are Errors, they will need to be corrected on the Spreadsheet.

- Select CSV Batches from Your Actions
- Locate the file to be Proofread in your file list
- Select Show

You will be taken to a File Information screen with several Actions.

- Select View Error Messages

A list of Errors will be displayed. It shows the row number on your Spreadsheet for each Error. Correct each Error on your Spreadsheet.

Check the Report for Flags and make sure that they have all been cleared. If they have not been cleared, they should be replaced by a note in the Notes field.

- Select View Flags from the File Information Screen

A list of Flags will be displayed. It shows the row number on your Spreadsheet for each Flag. Remove each Flag from your Spreadsheet and Replace it with a note if it has not been resolved. (e.g. 'Unable to read occupation').

- Once all Errors have been corrected and all Flags cleared Replace the revised Spreadsheet to CSVProc.
- CSVProc will email a Report.
- If there are no Errors and no Flags, advise your Coordinator that the piece is completed by email.

**Note: Your Coordinator will Lock the file in your File List. That will prevent the file from being overwritten. If you need to amend the file you will need to ask your Coordinator to Unlock it. The file will be stored in your Userid until it is allocated for Validating. A copy will be sent to the Validator and the Proofread transcription will be kept in your file list as a backup. It will not disappear.**

## Appendices

### Appendix A – Standard 1841 Occupation Abbreviations

This table should be used to expand the standard abbreviations used in the 1841 census.

For the **1841** census, enumerators were told to use the following abbreviations for common occupations. Some enumerators continued to use these abbreviations for later censuses. FreeCEN policy is to expand these abbreviations where there is no doubt about the intended meaning.

In this alphabetical list, the enumerator abbreviation is followed by the occupation in full.

A. or Ap.	Apprentice
Ag. Lab. or A.L.	Agricultural Labourer
Army H.P.	Army, Half-Pay
Army Pen.	Army Pensioner
B. Smith or B.S.	Black Smith
Cl.	Clerk
F.S.	Female Servant
H.L.W.	Hand Loom Weaver
H.L.C.W., H.L.L.W., H.L.W.W.	Hand Loom Weaver — Cotton, Linen, Woollen, respectively
Ind.	Independent
J.	Journeyman
Lab.	Labourer
M. or m.	M. is supposed to be Manufacturer and m. is supposed to be Maker. Enumerators tended to use them interchangeably and it is sometimes used as an abbreviation for Miner (e.g. "Coal M.")
M.S.	Male Servant
P. Pauper	Parish Pauper
Rail. Lab.	Railway Labourer
Sh.	Shopman
Sp. Deal.	Spirit Dealer

## Appendix B – Chapman Codes

County or Region ~ Chapman Code

Aberdeenshire	ABD	Down	DOW	Kincardineshire	KCD
Alderney	ALD	Dublin	DUB	Kings (Offaly)	OFF
Anglesey	AGY	Dumfriesshire	DFS	Kinross-shire	KRS
Angus	ANS	Dunbartonshire	DNB	Kirkcudbrightshire	KKD
Antrim	ANT	Durham	DUR	Lanarkshire	LKS
Argyllshire	ARL	East Lothian	ELN	Lancashire	LAN
Armagh	ARM	East Riding YKS	ERY	Leicestershire	LEI
Ayrshire	AYR	Edinburghshire	MLN	Leitrim	LET
Banffshire	BAN	Elginshire	MOR	Leix (Queens)	LEX
Bedfordshire	BDF	England	ENG	Limerick	LIM
Berkshire	BRK	Essex	ESS	Lincolnshire	LIN
Berwickshire	BEW	Ettrick Forest	SEL	Linlithgowshire	WLN
Brecknockshire	BRE	Fermanagh	FER	London	LND
Brycheiniog	BRE	Fifeshire	FIF	Londonderry	LDY
Buckinghamshire	BKM	Flintshire	FLN	Longford	LOG
Bute	BUT	Forfarshire (Angus)	ANS	Louth	LOU
Caernarvonshire	CAE	Galloway 2 or WIG	KKD	Mayo	MAY
Caithness-shire	CAI	Galway	GAL	Mearns 1	KCD
Cambridgeshire	CAM	Glamorganshire	GLA	Meath	MEA
Cardiganshire	CGN	Gloucestershire	GLS	Meirionnydd	MER
Carlow	CAR	Guernsey	GSY	Merionethshire	MER
Carmarthenshire	CMN	Haddingtonshire	ELN	Middlesex	MDX
Cavan	CAV	Hampshire	HAM	Midlothian	MLN
Ceredigion	CGN	Hants	HAM	Monaghan	MOG
Channel Isles	CHI	Herefordshire	HEF	Monmouthshire	MON
Cheshire	CHS	Hertfordshire	HRT	Montgomeryshire	MGY
Clackmannanshire	CLK	Huntingdonshire	HUN	Moray	MOR
Clare	CLA	Inverness-shire	INV	Morgannwg	GLA
Cork	COR	Ireland	IRL	Nairnshire	NAI
Cornwall	CON	Isle of Man	IOM	Norfolk	NFK
County Durham	DUR	Isle of Wight	IOW	North Riding YKS	NRY
Cumberland	CUL	Jersey	JSY	Northamptonshire	NTH
Denbighshire	DEN	Kent	KEN	Northants	NTH
Derbyshire	DBY	Kerry	KER	Northumberland	NBL
Devon	DEV	Kildare	KID	Nottinghamshire	NTT
Donegal	DON	Kilkenny	KIK	Offaly (Kings)	OFF
Dorset	DOR			Orkney Isles	OKI

Oxfordshire	OXF	Sir Gaernarfon	CAE	Tweeddale	PEE
Peebleshire	PEE	Sir Gaerfyrddin	CMN	Tyrone	TYR
Pembrokeshire	PEM	Sir Ddinbych	DEN	Wales	WLS
Perthshire	PER	Sir y Fflint	FLN	Warwickshire	WAR
Ross & Cromarty	ROC	Sir Forgannwg	GLA	Waterford	WAT
Roxburghshire	ROX	Sir Feirionnydd	MER	West Lothian	WLN
Queens (Leix)	LEX	Sir Fynwy	MON	West Riding YKS	WRY
Radnorshire	RAD	Sir Drefaldwyn	MGY	Westmeath	WEM
Renfrewshire	RFW	Sir Benfro	PEM	Westmorland	WES
Roscommon	ROS	Sligo	SLI	Wexford	WEX
Rutland	RUT	Somerset	SOM	Wicklow	WIC
Salop	SAL	Staffordshire	STS	Wigtownshire	WIG
Sark	SRK	Stewartry 1	KKD (or KCD)	Wiltshire	WIL
Scotland	SCT	Stirlingshire	STI	Worcestershire	WOR
Selkirkshire	SEL	Suffolk	SFK	Yorkshire	YKS
Shetland Isles	SHI	Surrey	SRY	Ynys Môn	AGY
Shropshire	SAL	Sussex	SSX	Zetland	SHI
Sir Faesyfed	RAD	Sutherland	SUT		
Sir Frycheiniog	BRE	Tipperary	TIP		

Additional Codes used by FreeCEN

Out of this County (1841)	OUC
Overseas Foreign:	OVF
Unknown	UNK

**Note 1: Mearns (or The Mearns) as a county name refers to Kincardineshire (KCD). However, please note that there is a village in Eaglesham parish, Renfrewshire called Mearns. The word Mearns is from the Gaelic for Stewartry, so it is possible, but unlikely, that Kincardineshire could be recorded as Stewartry: if the place of birth does not make the intention clear, leave a note in the Notes column for the Proofreader and Validator to work it out.**

**Note 2: Galloway comprised the Counties of Kirkcudbrightshire (East Galloway) and Wigtownshire (West Galloway). If the place of birth does not make the actual county clear, leave a note in the Notes column.**

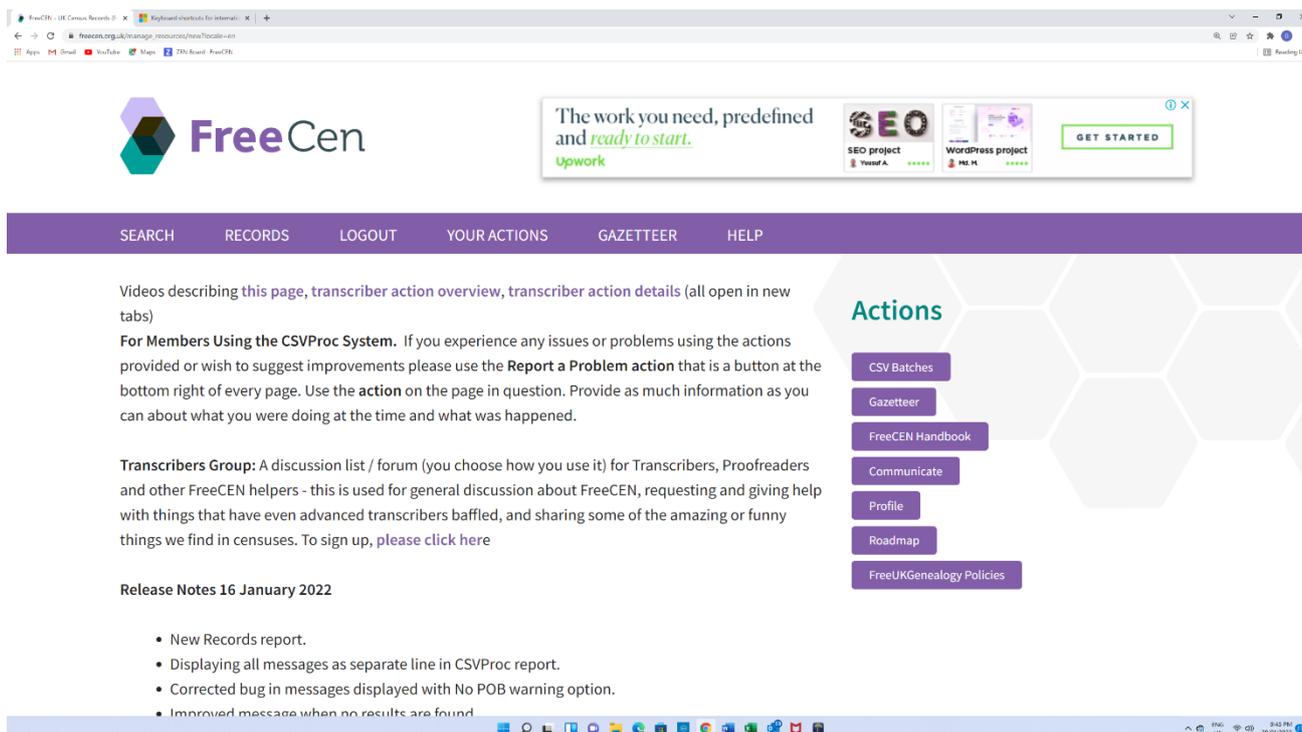
**Note 3: If you cannot find the name you are looking for, or if you have any doubts about what to record, leave a note in the Notes column.**

## Appendix C - The FreeCEN CSV Upload System

### To access CSVProc

- Login to the FreeCEN Website as a Member using your Userid and Password.

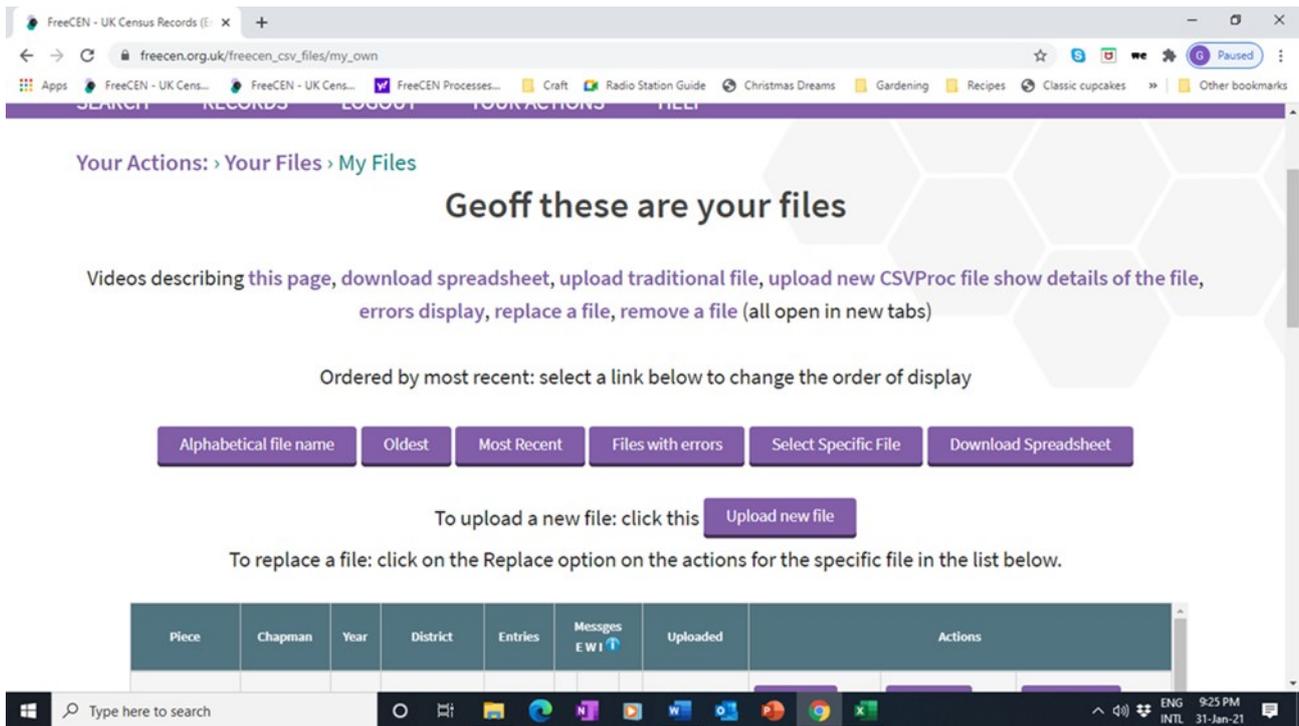
You may have a message and see a brief report on recent updates to the system. On the right of the page is a set of Actions available to you. The list of Actions will vary according to your role. The one we will use here is the CSV Batches Action.



- Select the CSV Batches Action

You will be taken to a screen with the list of the files that you have uploaded. The first time that you log in this listing will be empty.

At the top of the screen are a series of links. Each link takes you to a video on how to use different Actions available to you on the screen.



This page has a series of Actions in the middle near the top. These allow you to sort the files in your list in several ways. These are:

- **Alphabetical File Name** –Sorts your files into alphabetical order.
- **Oldest** – Sorts your files in date order with the oldest at the top.
- **Most Recent** – Sorts your files in date order with the newest on top.
- **Files with Errors** – Displays only files with Errors.
- **Select a Specific File** – Displays a list of your files and asks you to select one. The details of the file selected will be displayed.
- **Download Spreadsheet** – Displays a list of spreadsheets by Region and Year that can be downloaded to start a transcription.

Just below that set of Actions there is the “Upload New File” Action. Is used to upload a new file into the system.

## Upload a File

There are 3 levels of information:

1. Errors are entries that must be corrected before the file can be passed back to the Coordinator.
2. Warnings are information about entries that will need to be examined by the Proofreader or Validator.
3. Information messages provide diagnostic information that lets you know when page or folio numbers change, when Civil Districts change or when Enumeration districts change. This information can be used to check that you have correctly interpreted the census documents.

The Information) report provides information about all 3 levels.

The All Warnings report provides information about Error and Warning messages.

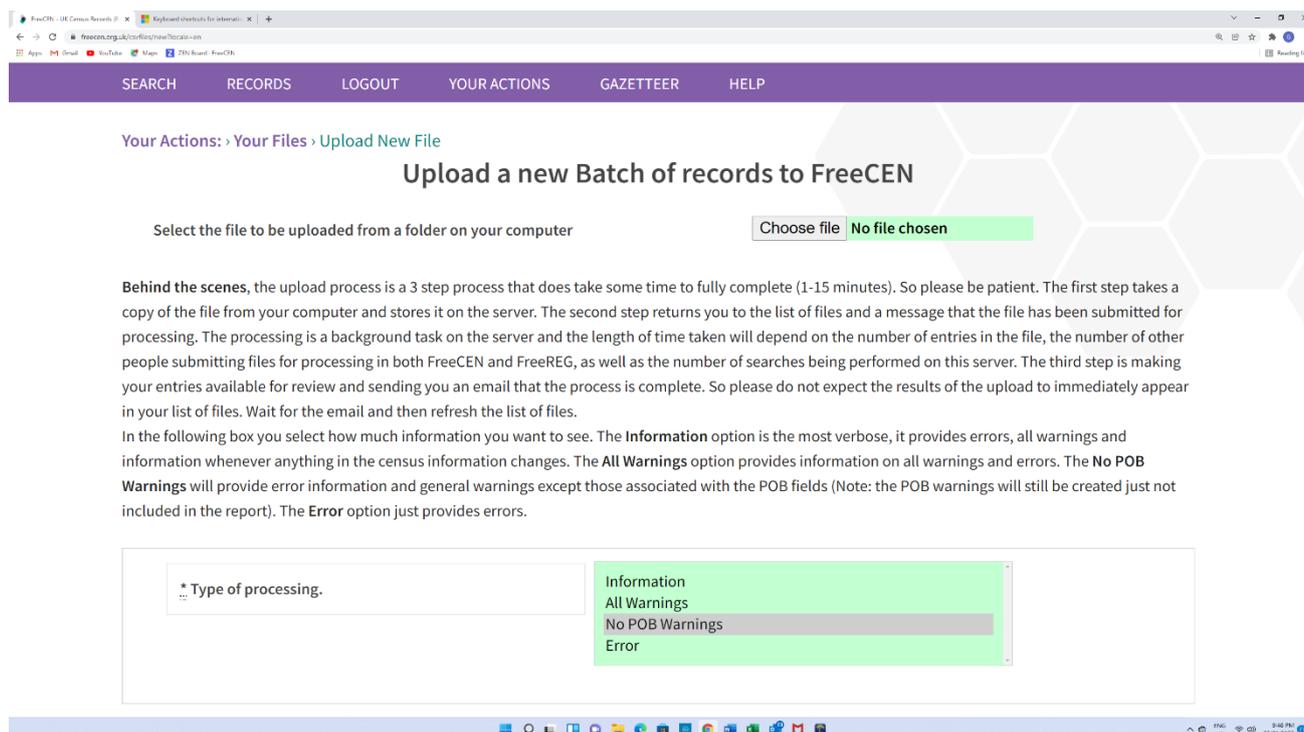
The No POB Warnings report is the similar to the All Warnings report but this report does not show Warnings created by places of birth entries. This report is the most useful report to the Transcriber.

The Error report only contains information about Errors.

Note: It is suggested that Transcribers perform the initial processing with the No POB Warnings option.

Select Upload new file

The screen below will be displayed:



- Select the “Choose File” Action
- Identify and locate the file on YOUR computer and click on it.
- Select the Type of Processing option for report that you want.
- Select the Upload Action
- CSVProc will copy your spreadsheet from your computer, test it, and a few minutes later an email will be sent to you with a copy of the testing report.

You should review the report and make any appropriate changes to your copy of the file

When you are satisfied with the spreadsheet, Replace the file. This time use the Replace option to the right of your file details.

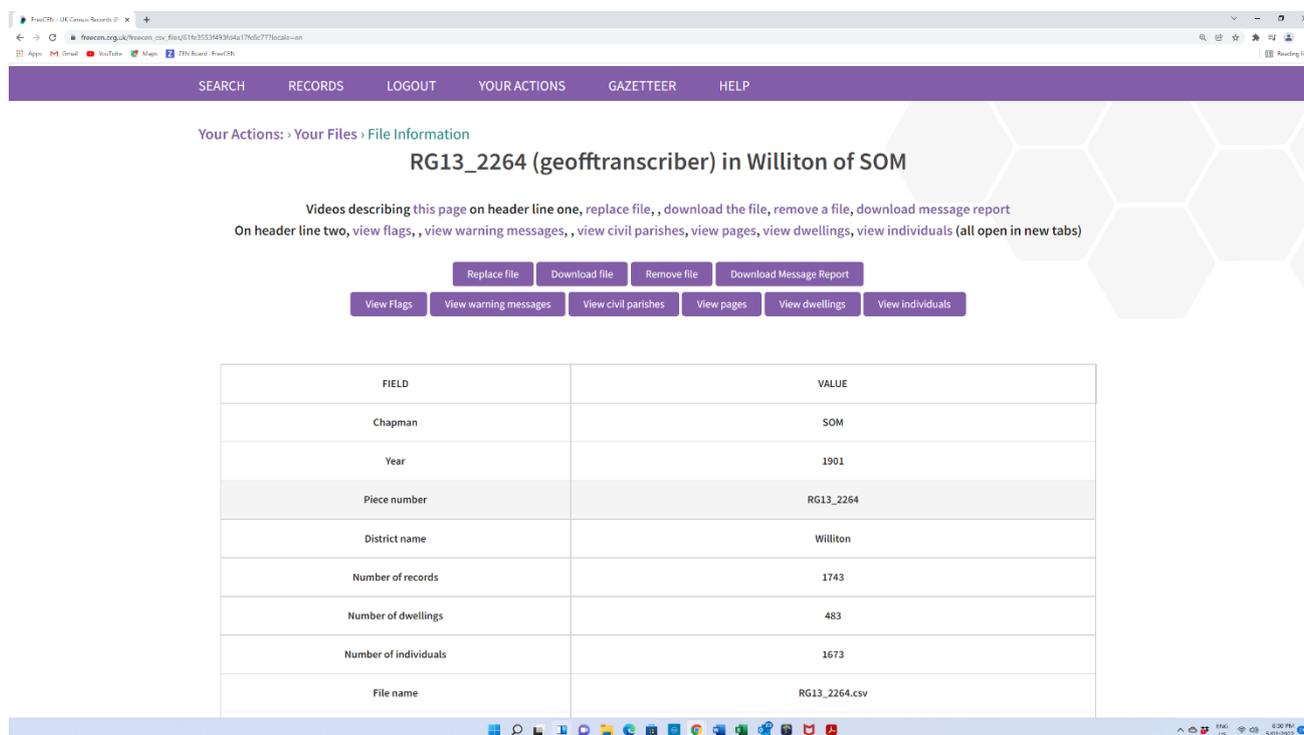
## Other Actions Available

There are three Actions available from this screen. They are under the Actions heading to the right of the screen:

- SHOW – This allows you to see information about a file. A range of other Actions is available from the Information screen.
- ERRORS – This provides a listing of Errors in the file

- REPLACE – This allows you to Replace a file that is already in CSVProc

**Show File Details** - When you select the SHOW Action a screen is displayed that shows information about the file.



There are links to a series of Videos at the top of the screen. Below the Video links are several Actions.

These include

- Replace File - This allows you to Replace a file that has previously been Uploaded. A file cannot be Uploaded twice, it must be Replaced the second and subsequent times.
  - Find the file that you want to Replace in your list of files. This is easiest if you have put your files in order with the Most Recent at the top.
  - Click on REPLACE against the file name in the list of files.
  - The file Replace screen opens. This is similar to the Upload page.
- Download File - When you select the Download Action the file will be Downloaded to your computer in .csv format. You can then open it and save it to your computer and work on it.

Note: Windows adds file versions on brackets after each Download. If RG10\_1234 has previously been downloaded Windows will make a new copy and call it RG10\_1234(1). Make sure that you remove the (1) from the file name when you save it.

- Remove File – This should rarely need to be used. Check with your Coordinator before you use it. Use the Replace File Action instead. Once Transcribed or Proofread file copies are not removed from your files list. They are locked so that they cannot be edited and are kept as a back-up.
- Download Message Report – This downloads a copy of the last test report of that file. It was previously sent to you by email.

- View Flags – Displays all entries that have a flag set.
- View Error Messages - Displays all entries in the file that contain an error that needs correction.

rg14\_14121 (somt.cen) in Williton of SOM in Census 1911

There are more fields in the record than shown here

ErrorMessage Index

Entry Number	Message	Action
2	Line 2 Civil Parish Stoke Pero Is Not In The List Of Civil Parishes. Line 2 Where Census Taken Is Invalid Text.	Display
34	Line 34 Civil Parish Culbone Alias Kitnor St Culbone Is Not In The List Of Civil Parishes. Line 34 Where Census Taken Is Blank.	Display
64	Line 64 Where Census Taken Is Blank.	Display

Top of page Report a Problem

The FreeCEN database is just a finding tool. Whilst we make every effort to ensure accurate transcription, errors exist in both the original census and the transcription. Please verify any result with the actual census at your local library or similar resource.

The Display Action will take you to the record that has the error and there will be a message describing the error.

Showing entry 2 for rg14\_14121 (somt.cen) in Williton of SOM

Next entry Next Error entry Edit entry

Errors Messages	Warning Messages	Info Messages
line 2 Civil Parish Stoke Pero is not in the list of Civil Parishes. line 2 Where Census Taken - is invalid text.		

Census Year	County	Census District	Enumeration District	Civil Parish	Ecclesiastical Parish	Where Census Taken	Piece	Ward	Constituency
1911	Somerset (SOM)	Williton	8	Stoke Pero	Stoke Pero	-	RG14_14121	-	Wellington Division Of Somerset

**Note: It is recommended that Transcribers and Proofreaders do all their work offline on their spreadsheets. Errors can be edited online but this creates a risk that the spreadsheet and the online version are different. If a record is edited online the file will be locked so that it cannot be overwritten. The file must be downloaded before it can be Replaced.**

- View Warning Messages – Displays all entries where a Warning has been set to be looked at by the Proofreader or Validator.
- View Information Messages – Displays the information messages that are associated with the Check(Info) Report. This is only available when the last test report was a Check (Info) Report.
- View Civil Parishes – Displays all Civil Parish names in the file together with the ED that contains them.
- View Pages – Displays details of the Folio / Pages where Warnings have been generated by CSVProc.
- View Dwellings – Displays the first entry for each dwelling.
- View Individuals – Displays the details of every individual in the file

## Report a Problem

If a problem occurs whilst you are using CSVProc most screens have a Report a Problem Action. Please use this Action to report the problem as the Action collects information about the entry on that screen. You will be asked to provide additional information. Please give as much information as you can, such as what you were trying to do, what exactly caused the problem and what were you doing prior to the problem (e.g. the previous screen that you used and how you got to the problem screen).

## Open Office Users

The extension, those three characters, tell the computer what type of computer language or 'format' the file contains. We usually don't worry about the extension, and some computers don't even show them, which makes life even more complicated! You have used Open Office to open the transcriber template and transcribe in .xls format, so Open Office will automatically keep saving it in that format, which is fine when you're transcribing. But now, to upload it, we need to tell Open Office to completely change the way it saves the information.

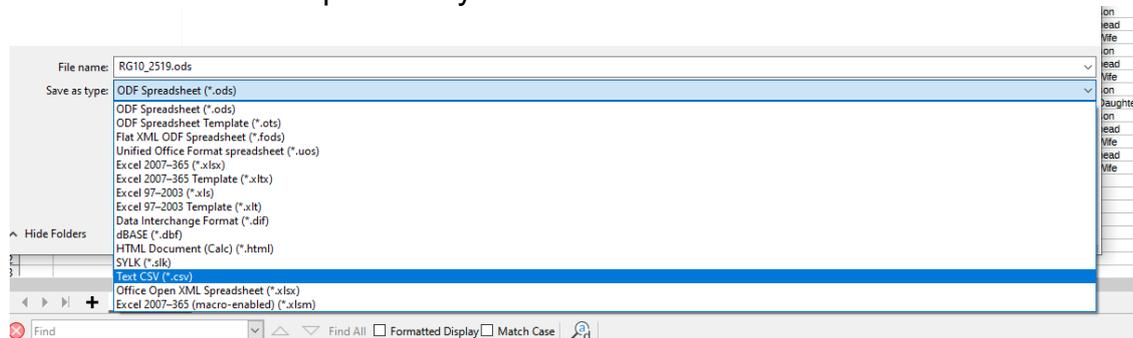
As an analogy, imagine these extensions related to human languages, and we had .eng for English, and .fra for French. Now, if we opened a .eng template, wrote English in it and saved it as .eng, all would be good. but if we then took that file and changed the .eng to .fra nothing would work - the file would be .fra but would still contain English (I hope this helps and doesn't confuse - it's hard typing this rather than talking it through!).

So, if this is the problem you may have - your file is .xls but if you just change the extension of the file to .csv the actual contents of the file doesn't change so it won't upload. Similarly, when you're saving, if you put 'RGxx\_xxxx' (whatever your piece name is) Open Office will create RGxx\_xxxx.xls because it opened an xls so it expects to save the same. If you put 'RGxx\_xxxx.csv', open office will create RGxx\_xxxx.csv.xls because it's still just saving in the .xls format it opened and adds that to whatever name you give it.

So, what you need to do is, File->Save as, then, below where it asks you for the 'file name' is a box called 'file type'. If you click on that box it will look a bit like the picture below, and if you scroll down you will find a row called something like 'text csv (.csv)', the key thing is to

find the row that has the '.csv'. Pick that row. You can then put 'RGxx\_xxxx' (whatever your piece name is) in the file name and, when you save, open office will create RGxx\_xxxx.csv and, critically, the CONTENTS of that file will be in CSV format.

This file should then upload for you



(Source Dave Vowles).

## Appendix D1 – Shipping Guidelines

The following guidelines are used when Transcribing Shipping Returns. They are read in conjunction with the rules for each field in the main section of the Handbook.

There are three circumstances where shipping and boats need to be transcribed:

- Royal Navy Ships
- Shipping in Port or at Sea including Merchant Ships
- Smaller ships such as barges, fishing boats and coastal traders in harbour or a river.

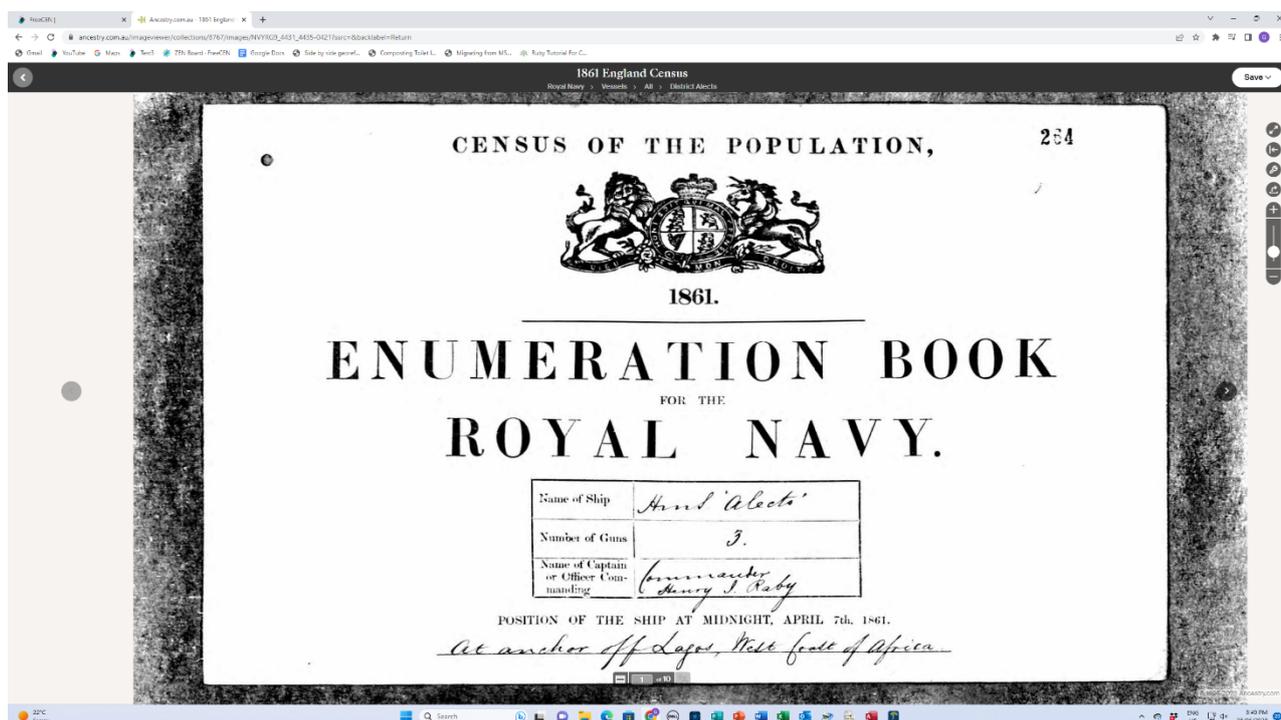
The census entries for Royal Navy Ships and Merchant Ships will be accompanied by a shipping return, whilst the census entries for small ships will appear at the end of a normal enumerators return, but on a special form.

**Note: Information re Civil\_parity, Where\_census\_taken, House\_or\_street\_name, Notes can be found on the cover sheet for each ship.**

### Royal Navy Ships

Royal Navy Ships filled in a return with two or more pages. An example of the cover sheet is below.

**Note: Royal Navy Ships had their own returns in 1861. They are recorded under Chapman Code RNS and have piece numbers from RG9\_4433 to RG9\_4441.**



**Enumeration\_district** – This will 0#2 for all Royal Navy Ships.

**Civil\_parity** – This is normally the parish in which the census was lodged. If the ship was at sea on census night, it will be the first port visited. In Royal Navy returns there was sometimes no place where the census was lodged. If that is the case enter the civil parish as the name of the piece.

If you are transcribing an 1861 piece with a Chapman Code of RNS (see above) enter 'Royal Navy' for the civil\_parish.

**Where\_census\_taken** – this will be the location of the ship on census night. In some cases, this may be the Latitude and Longitude of the ship as shown in the census return. In other cases, it will be a text description of the location. Sometimes it was both. Enter all the information enumerated.

**For other fields** in the Enumeration District section of the spreadsheet, and where no information has been given, enter a hyphen (-).

**Note: This only needs to be entered once unless one of the fields or any other part of the ED section changes (where\_census\_taken may change regularly).**

	NAME and SURNAME	RANK or QUALITY	CONDITION	AGE OF		WHERE BORN
				Males	Females	
1	Henry J. Raby	Commander	Single	33 1/2		Dunlop, Lanark, Fife (British)
2	Thos. M. Kellett	Lieutenant	Single	29		Hampshire, Farnham
3	George Christie	Second Stoker	Single	23 3/4		Kent, Sheerness
4	Walter J. Hall	Cannister Stoker	Single	33		Wiltshire, Salisbury
5	John E. Stoddart	Lieutenant	Single	22		Leicester
6	William Lewis	Boatswain Stoker	Single	28		Kent, Broadstairs
7	Henry E. Mitchell	Assistant Paymaster	Single	25		Devonshire, Freetown (British subject)
8	Richard Ward	Assistant Surgeon	Single	34		Devonshire, Devonport
9	John A. Leasing	Assistant Engineer (Boat)	Married	33		Devonshire, Marnock from Plymouth
10	William Castle	Boat Stoker	Married	21 1/2		Berks, Reading
11	George Smith	Assistant Stoker	Single	16 3/4		Devonshire, Devonport
12	Thomas Scott	Assistant Engineer (Boat)	Married	25		Devonshire, Plymouth
13	William Bell	Boat Stoker	Single	25		Devonshire, Devonport
14	Walter G. Gordon	Boat Stoker	Single	23		Devonshire, Devonport
15	Walter Lowe	Captain Cook	Married	31 1/2		Kent, Greenwich
				Total of Males and Females.....		15

**Folio\_number** - If the return does not have folio numbering, enter "0" (zero) against the first line of the return. Sometimes the number is handwritten instead of being printed.

**Page\_number** – Enter the Page number for each page. There may be no page numbers, in which case enter "0" (zero).

**Schedule\_number** - Schedule numbers were not used in these returns. Enter "0" (zero) on the first line of the schedule. The one schedule number will apply to the whole ship.

**Uninhabited\_flag** – There may be an entry that says that xx crew were ashore. In that case enter xx crew ashore in the Notes.

**House\_or\_street\_name** - Enter the address as the vessel name in brackets ( ) followed by the home port or the port of origin, if given, e.g. (Hind Alecto) in the example above. There was often no home port given.

**Relationship** – Enter the Rank or Quality where given.

**Occupation** – If information about the role of the person other than Rank has been given enter it here.

**Notes** - Enter the tonnage, Ship description and any other relevant information. Other information such as that suggested under uninhabited\_flag may also have been included in this field.

**Individuals** – Individuals are listed in one schedule. To the left of the form are line numbers. Do not record these numbers. Transcribe individuals following the same guidelines for Name, Surname, Condition, Sex, Age, and Verbatim County and Verbatim Place of Birth as for normal censuses.

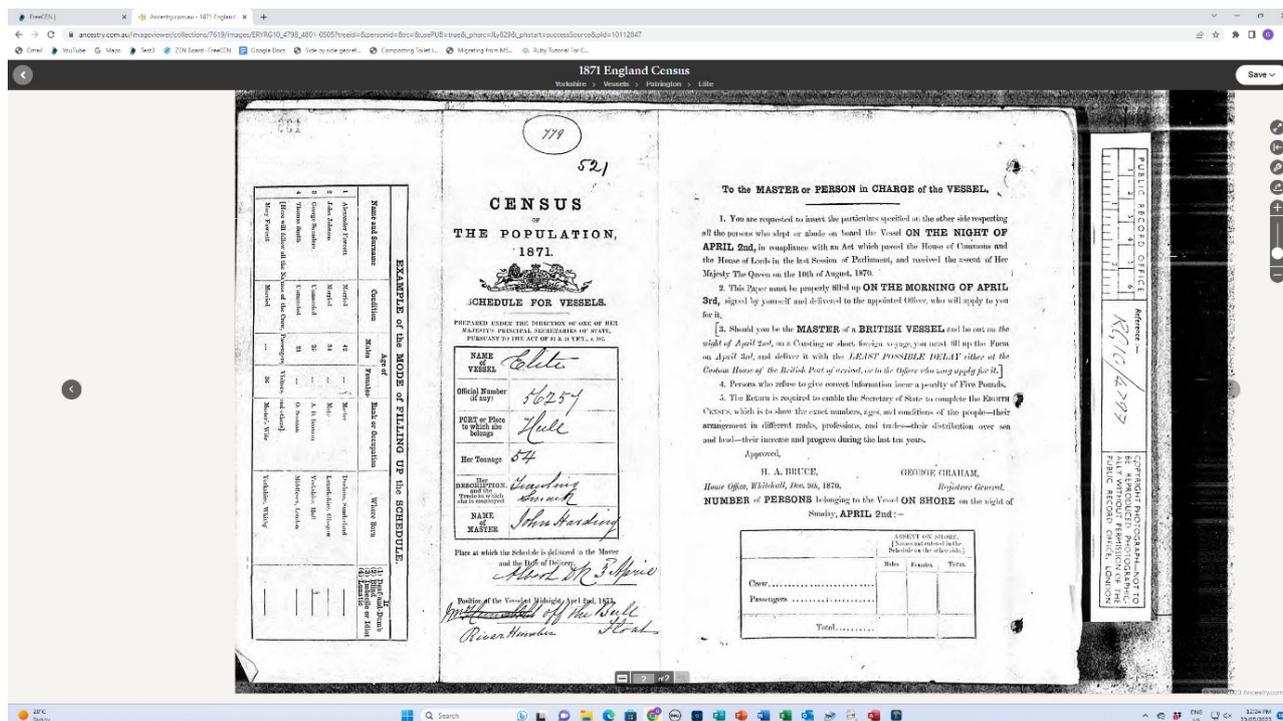
## Merchant Ships

This refers to Merchant Ships etc with shipping returns. For smaller boats without shipping returns see the small ships guidelines below.

**Note: Some Merchant Ships were included in special books of returns in 1861. They are recorded under Chapman Code EWS and have piece numbers from RG9\_4442 to RG9\_4540.**

Merchant Ships filled in a return with two or more pages. An example of the cover sheet is below.

**Note: We do not record the place where the schedule was delivered to the Master.**



**Enumeration\_district** – This will be 0#8 for Merchant Ships and other ships with shipping returns.

**Civil\_parity** – This is the civil parish in which the census was recorded. There are two options:

- These returns were often included in a census piece with other EDs. In this case record the return as lodged at the civil parish where it was enumerated. If the ship was at sea on census night, it would be collected at the first port visited. These were collected and recorded under the piece name.





**Civil\_parish** – This is the parish in which the census was lodged. If the boat was at sea on census night, it will be the first port visited. It is usually the civil parish where it was enumerated.

**Where\_census\_taken** – this will be the place where the ship is enumerated unless additional information has been provided.

**Note: For other fields in the Enumeration District section of the spreadsheet, and where no information has been given, enter a hyphen (-). This only needs to be entered once unless one of the fields or any other part of the ED section changes.**

**Folio\_number** - If the return does not have folio numbering, please enter “0” (zero) against the first line of the return.

**Page\_number** – There may be no page numbers, in which case enter “0” (zero).

**Schedule\_number** - Schedule numbers were not used in these returns. Treat like an Institution as a single household (even if a very large one) that may contain several individuals identified as “Head”, “Wife”, etc. Simply enter “0” (zero) on the first line of each schedule.

**Uninhabited\_flag** – Occasionally you may find a boat that is named but with no crew details. Enter v in the uninhabited\_flag and put any extra information in the Notes field, for example, the had two crew on board who were not named, nor were any personal details provided — Enter “v” in the uninhabited\_flag, and “two crew, unnamed” in the Notes field.

**House\_or\_street\_name** - Enter the address as the vessel name in brackets ( ) followed by the home port or the port of origin, if given, e.g. “(Prince Consort) Aberdeen”.

**Individuals** – Individuals are listed in one schedule. To the left of the form may be line numbers. Do not record these numbers. Transcribe individuals following the same guidelines for Name,, Surname, Occupation, Condition, Sex, Age and Verbatim County and Verbatim Place of Birth as for normal censuses.

**Notes** - Enter the Ship description and trade in this field if given. Other information such as that suggested under uninhabited\_flag may also have been included in this field.

## Appendix D2 - Barracks and Military Quarters

Small Barracks may have been recorded within an ED that covered all or part of a civil parish. Large Barracks or Military Quarters may have their own ED. The following guidelines should be followed in both instances.

An example of a cover sheet is below.

86

**CENSUS OF ENGLAND AND WALES, 1901.**

Registration District Westminster

Registration Sub-District St Anne Scho

**ENUMERATION BOOK**

For the undermentioned Institution.

Name Police Section House

Description \_\_\_\_\_

Where Situated Charing Cross Road (No 82)

This Institution is situated within the Boundaries of the  
(To be filled up by the Registrar).

Civil Parish of	Ecclesiastical Parish of	County Borough, Municipal Borough or Urban District of	Ward of Municipal Borough or of Urban District of	Rural District of	Parliamentary Borough or Division of	Town, Village or Hamlet of
<u>St Anne Scho</u>	<u>St Mary the Virgin</u>	<u>Westminster Borough</u>	<u>St Anne Westminster</u>		<u> Strand Parliamentary Borough</u>	

Note.—Draw your pen through such of the words of the headings as are inapplicable.

Inst. (Eng.)—Book AA.

**Enumeration\_district** – This will 0#1.

**Civil\_parity** – This will be the place where the barracks are located. It will probably be the same as the rest of the ED.

**Where\_census\_taken** – this will be where the Institution is situated as shown on the cover sheet.

**For other fields** in the Enumeration District section of the spreadsheet, you will find the details in the Institution situated details. Where no information has been given, enter a hyphen (-).

**Note: This only needs to be entered once for each Barracks or Military Quarters.**

**Folio\_number** - If the return does not have folio numbering, enter "0" (zero) against the first line of the return. Sometimes the number is handwritten instead of being printed.

**Page\_number** – Enter the Page number for each page. There may be no page numbers, in which case enter "0" (zero).

**Schedule\_number** - Schedule numbers were not used in these returns. Enter "0" (zero) on the first line of the schedule. The one schedule number will apply to the whole ship.

LIST of all PERSONS who SLEPT or ABODE in this INSTITUTION on the NIGHT of SUNDAY, MARCH 31st, 1901.									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
NAME and SURNAME.	RELATION to Head of Family, or Position in the Institution.	CONDITION as to Marriage.	AGE Last Birthday.	SEX.	PROFESSION or OCCUPATION.	PROFESSION or OCCUPATION.	PROFESSION or OCCUPATION.	WHERE BORN.	IF (1) Blind and Deaf (2) Mentally Deficient (3) Inebriate (4) Pauper (5) Other.
1 John Dyer	Head	Married	34	M	Police Sergeant			Surrey - Ringsted	
2 Thomas Dyer	Wife	Married	32	F	Police Sergeant			Wiltshire - Ringsted	
3 John James Dyer	Son	Single	8	M	School boy			Surrey - Ringsted	
4 Edward Kingdon	Police constable	Single	39	M	Police Sergeant			Shropshire - Leicestershire	
5 Stephen Bell	Wife	Wife	40	F				Preston Lancashire	
6 Thomas Cavell	Wife	Wife	33	F				Romford Essex	
7 Stephen Jones	Wife	Wife	34	F				Brown Kent	
8 William James Millson	Wife	Wife	30	F				Scotland	
9 Thomas Wiggan	Wife	Wife	27	F				Halter Highgate Northumberland	
10 Samuel Bhatt	Wife	Wife	31	F				Northamptonshire	
11 James Samuel	Wife	Wife	42	F	Police Constable			Warrington Durham	
12 Elizabeth Bailey	Wife	Wife	45	F				Warrington Durham	
13 Henry Matthews	Wife	Wife	40	F				Cheshire	
14 Charles Brown	Wife	Wife	40	F				Babington Somerset	
15 Pauline Richards	Wife	Wife	47	F				Leicester Cornwall	
16 William Ambrose	Wife	Wife	38	F				Sussex Dorset	
17 John & Guinevere	Wife	Wife	26	F				Shropshire	
18 Walter Moore	Wife	Wife	27	F				Warrington Norfolk	
19 Edward Haynes	Wife	Wife	26	F				Warrington Norfolk	
20 Richard Cassellon	Wife	Wife	35	F				Bedfordshire	
21 Herbert Thomas	Wife	Wife	33	F				Bedfordshire	
22 William Taylor	Wife	Wife	33	F				Bedfordshire	
23 Charles Barber	Wife	Wife	35	F				Bedfordshire	
24 Walter Brown	Wife	Wife	30	F				Bedfordshire	
25 James Leggett	Wife	Wife	33	F				Bedfordshire	
Total of Males and of Females.....			24	1					

- Uninhabited\_flag** – This is unlikely to be needed.
- House\_or\_street\_name** - Enter the address of the Institution as shown on the cover sheet.
- Individuals** – Individuals are listed in one schedule. To the left of the form are line numbers. Do not record these numbers. Transcribe individuals following the same guidelines for Name, Surname, Condition, Sex, Age, and Verbatim County and Verbatim Place of Birth as for normal censuses.
- Occupation** – Enter this as enumerated.

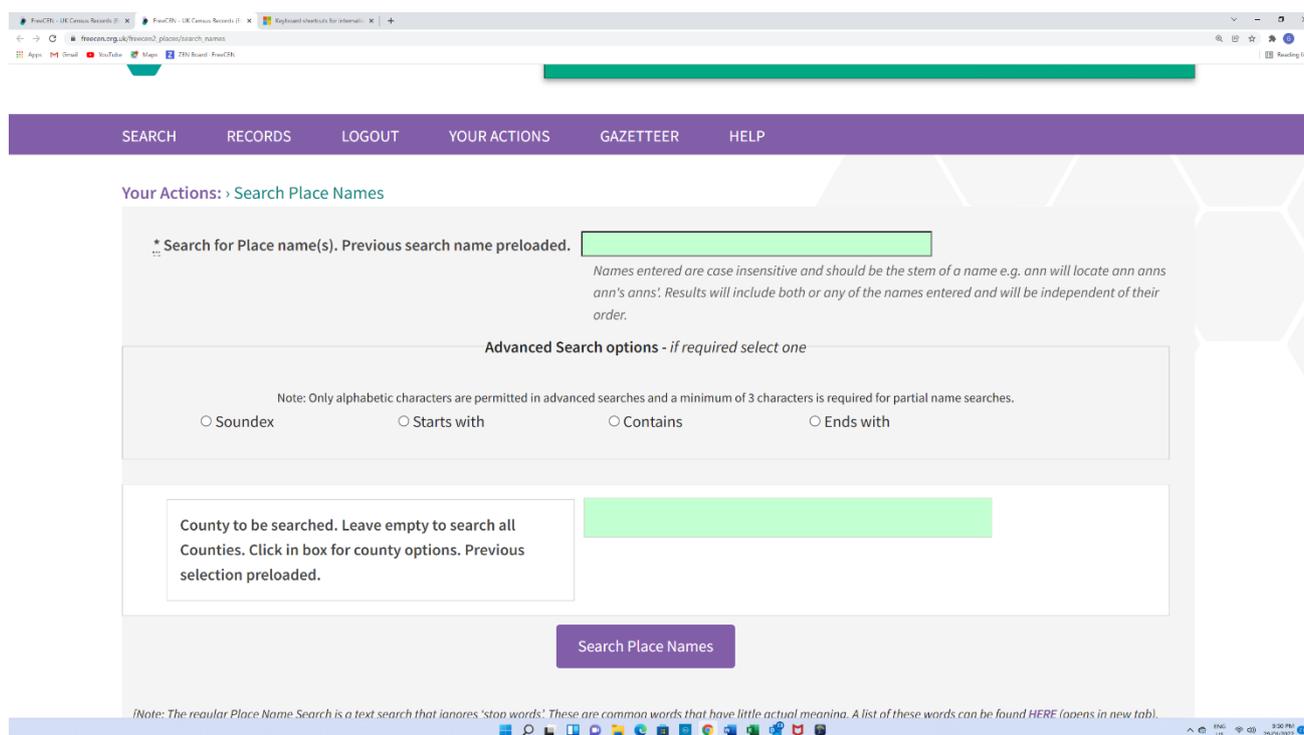
## Appendix E - Researching an Entry

It is possible that a Transcriber or Proofreader may wish to research a name to clarify an entry.

FreeBMD is recommended to Transcribers as a good way of checking name spellings or finding illegible names as it can be searched phonetically. For example, it may be worth searching for every “Albert” born in a District in a specific year to clarify a surname spelling.

Transcribers and Proofreaders may wish to research a Place of Birth. We have provided a Gazetteer which can be used for this purpose. See [Appendix F](#).

- Select Gazetteer from your Actions. The search opens in a separate tab which means you can have it running and available while doing the editing in another tab.



The screenshot shows a web browser window with the FreeBMD website. The navigation bar includes links for SEARCH, RECORDS, LOGOUT, YOUR ACTIONS, GAZETTEER, and HELP. The main content area is titled "Your Actions: > Search Place Names". It features a search box with a placeholder text: "\* Search for Place name(s). Previous search name preloaded." Below the search box is a note: "Names entered are case insensitive and should be the stem of a name e.g. ann will locate ann anns ann's anns'. Results will include both or any of the names entered and will be independent of their order." Underneath, there are "Advanced Search options - if required select one" with four radio button options: Soundex, Starts with, Contains, and Ends with. A note specifies: "Note: Only alphabetic characters are permitted in advanced searches and a minimum of 3 characters is required for partial name searches." Below the options is a section for "County to be searched. Leave empty to search all Counties. Click in box for county options. Previous selection preloaded." At the bottom of the form is a purple button labeled "Search Place Names". A footer note reads: "(Note: The regular Place Name Search is a text search that ignores 'ston words'. These are common words that have little actual meaning. A list of these words can be found HERE (opens in new tab)."

The Gazetteer is a simple application that searches over 60,000 place names in the FreeCEN2 Place Names Database. The initial database data comes from the Gazetteer of British Place Names and includes Place, County, Latitude and Longitude or Grid Reference. Over 500 London Place Names plus about 2800 Irish Place Names have been added to the original Gazetteer.

It is continually being added to by Validators.

- Enter part of the Place Name (whole word) in the search box on the screen
- Select the county to be searched from the list
- Select the search Place Names Action

A list of Places that match your search will be displayed.

See [Appendix F](#) for more details.

There are also several Gazetteer websites that are invaluable to check place name spellings and the correct county. Some of these websites search phonetically with a

“Sounds Like” (Soundex) option. This is useful for researching Welsh place names as these often seem to give the enumerators problems in English censuses.

Two Gazetteers that are recommended are the [Genuki Gazetteer](#) and the [Gazetteer of British Place Names](#).

[Irish Townlands](#) is recommended for Ireland. However, it does not use Soundex.

***Note: It is important that the Gazetteer that you use is relevant to the time-period that you are working in. There were significant boundary changes in 1896, 1936 and 1974 as well as other changes. A modern gazetteer will therefore not be suitable to check the county in 1861, for instance. That is one of the reasons why we provide a Gazetteer for you to use.***

The [Transcribers message board](#) is particularly useful when an enumerator’s writing is difficult to read. The Piece number, Folio and Page can be posted to the message board and other transcribers will look at the image online. They can then make suggestions about the correct entry.

## Appendix F - The FreeCEN Gazetteer (Search Place Names)

### What is the Gazetteer Action For?

The Gazetteer Action allows you to search a database of valid Place Names. The database contains all the Place Names that CSVProc searches through when you enter a Place of Birth.

When a Place of Birth is Transcribed into a spreadsheet and Uploaded into CSVProc it is tested. If the Place of Birth is in the database, it is accepted. If it is not in the database a Warning is produced.

**Note: That does not mean that the transcription of the Place of Birth is incorrect. It means that the Validator needs to have a look at it. The Validator can Edit a Place Name or Create a new Place Name in the database during Validation.**

When you come across a Place of Birth that you cannot read or that you believe to be incorrect you have the option of searching the FreeCEN Gazetteer to find the correct spelling. You still have to transcribe the entry 'as is' even if it is spelt incorrectly.

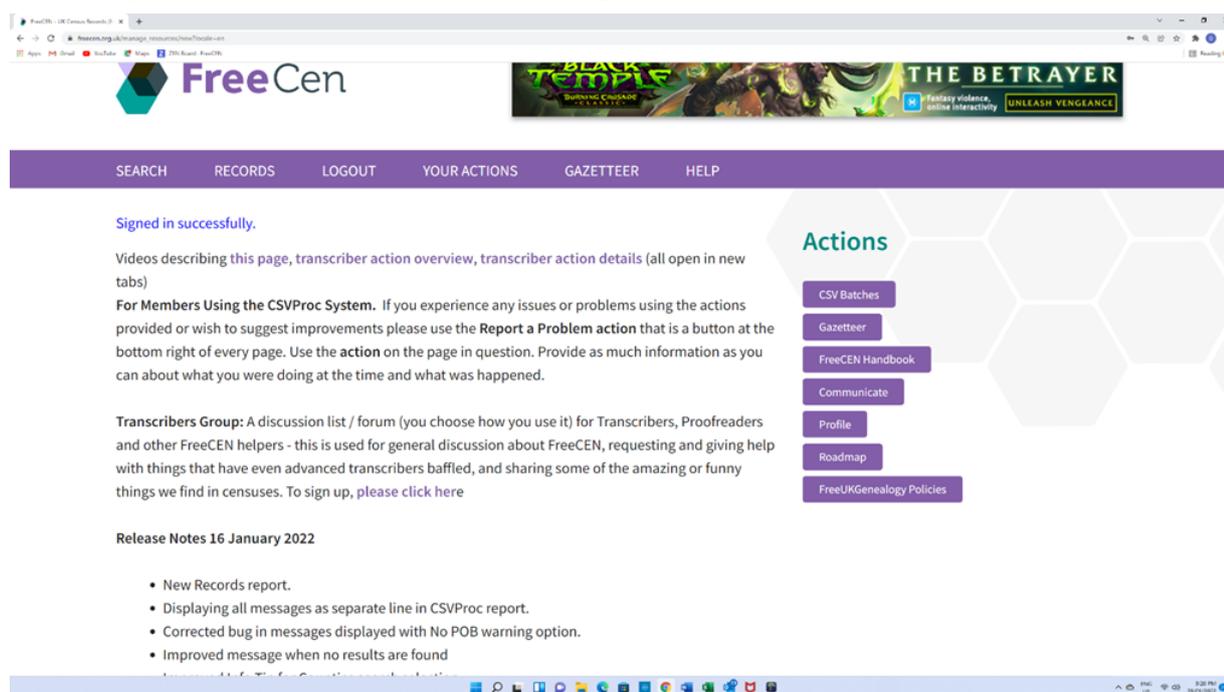
When you locate an incorrectly spelt Place of Birth and you find the Place Name that you think is correct you have the option to include the correct Place of Birth in the transcription. You should enter the alternative Chapman Code in the birth\_county column and the alternative Place of Birth in the birth\_place column of your spreadsheet. Both fields must be entered.

### How to Search Place Names

In the Your Actions menu there is an Action item called Gazetteer.

- Select Gazetteer if it is not already open in a tab.

**Note: Right Click on the Action item to open the Gazetteer in a new tab.**



The screenshot shows the FreeCEN website interface. At the top, there is a navigation bar with the following items: SEARCH, RECORDS, LOGOUT, YOUR ACTIONS, GAZETTEER, and HELP. Below the navigation bar, there is a main content area. On the left side, there is a sidebar with the following items: Signed in successfully, Videos describing this page, transcriber action overview, transcriber action details (all open in new tabs), For Members Using the CSVProc System. If you experience any issues or problems using the actions provided or wish to suggest improvements please use the Report a Problem action that is a button at the bottom right of every page. Use the action on the page in question. Provide as much information as you can about what you were doing at the time and what was happened., Transcribers Group: A discussion list / forum (you choose how you use it) for Transcribers, Proofreaders and other FreeCEN helpers - this is used for general discussion about FreeCEN, requesting and giving help with things that have even advanced transcribers baffled, and sharing some of the amazing or funny things we find in censuses. To sign up, please click here, and Release Notes 16 January 2022. On the right side, there is a main content area with the following items: Actions, CSV Batches, Gazetteer, FreeCEN Handbook, Communicate, Profile, Roadmap, and FreeUKGenealogy Policies. The Gazetteer option is highlighted in the Actions menu.

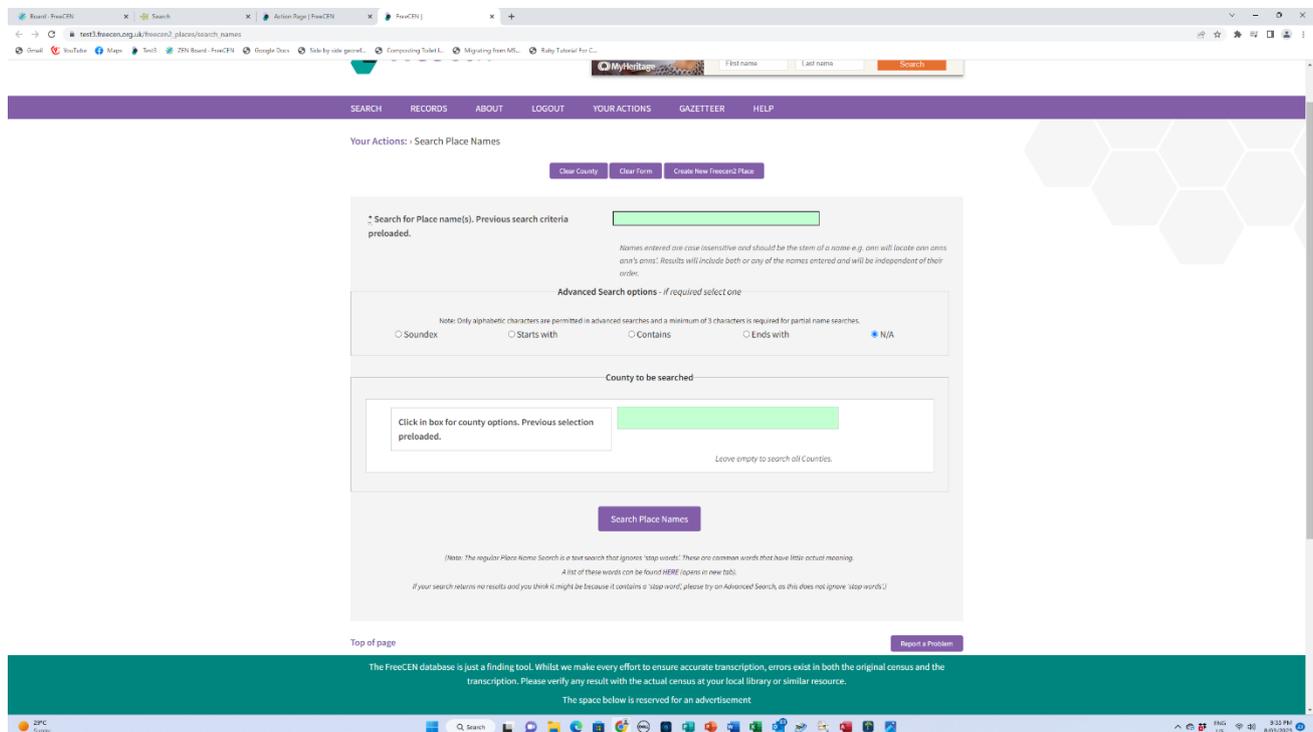
You will now have at least two Tabs listed in your Browser – One contains the ‘Your Actions’ screen and the other the ‘Search Place Names’ screen that has just been opened. You are now able to switch between the two screens if you need to by selecting the tabs.

## How to Search for a Place

**Note – you can now search by country using CHI, ENG, IRL, SCT, or WLS. The Gazetteer will search within the counties recorded as belonging to those countries.**

**Note: When searching the Gazetteer, you can use all lower-case characters. The search drops the following characters from the name . , ' () {} [] The search converts Saint to St for consistent matching. St. or St will both match to the same place as will nr and nr. for instance. Apostrophes are ignored. Bishop’s Hull SOM will return the same result as Bishops Hull SOM. You can enter either version in the Search box and you will see the same results. When CSVProc is testing your transcription both versions of the Place of Birth will be accepted.**

There are three entry boxes in the Search Place Names screen.

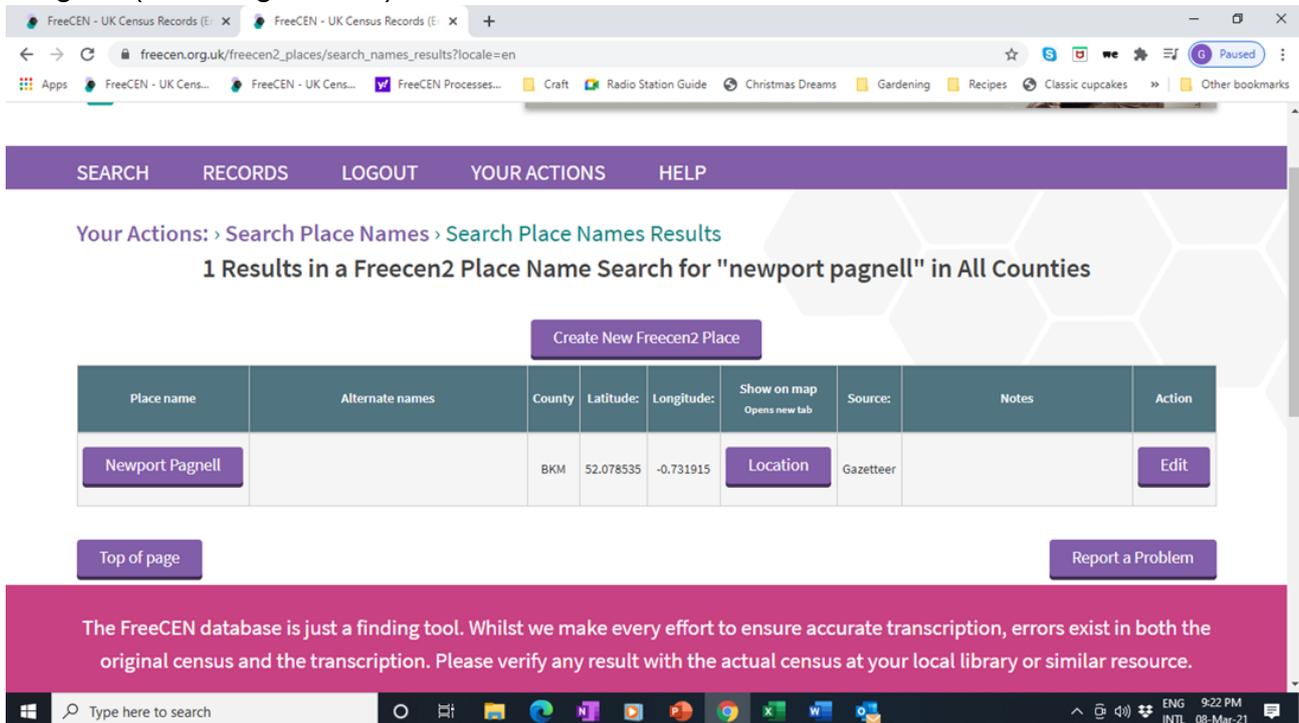


The first is the Place Name that you are trying to find. Enter one or more words from the Place Name. Try one to start with. Use the most unusual one as it will reduce the number of results.

An example is Newport Pagnell in Buckinghamshire. If you enter Newport and nothing else, you will see at least 18 results. If you enter Pagnell and nothing else, you will see at least three results. Three is obviously easier to look through than 18. If you enter Newport Pagnell and nothing else, you will see at least 20 results. This is because the search has looked for both Newport and Pagnell and listed every Place with Newport OR Pagnell in it.

**Technical Note: The database uses a Boolean OR search.**

You can narrow your results down further by using the third search box. If you enter Newport and select Buckinghamshire as well then there is only one result – Newport Pagnell (see image below).



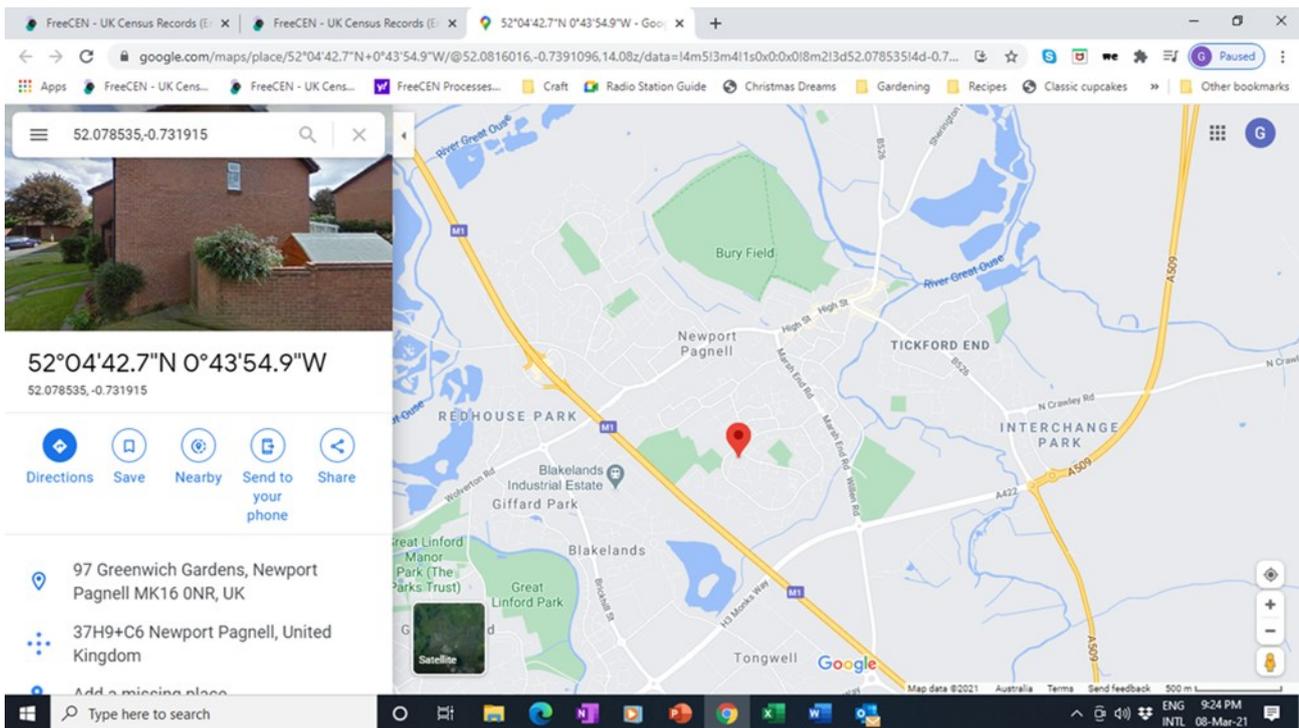
Another way of narrowing your search results is to include a multi-word Place Name in inverted commas. “Newport Pagnell” with no county selected will only find one result – Newport Pagnell in Buckinghamshire.

**Note: Inverted commas are not permitted in advanced searches (see below).**

In the image above you can see breadcrumbs just under the menu in the purple bar. It says Your Actions: > Search Place Names > Search Place Names Results. You use these breadcrumbs to start another search by selecting Search Place Names when you are on the Results screen.

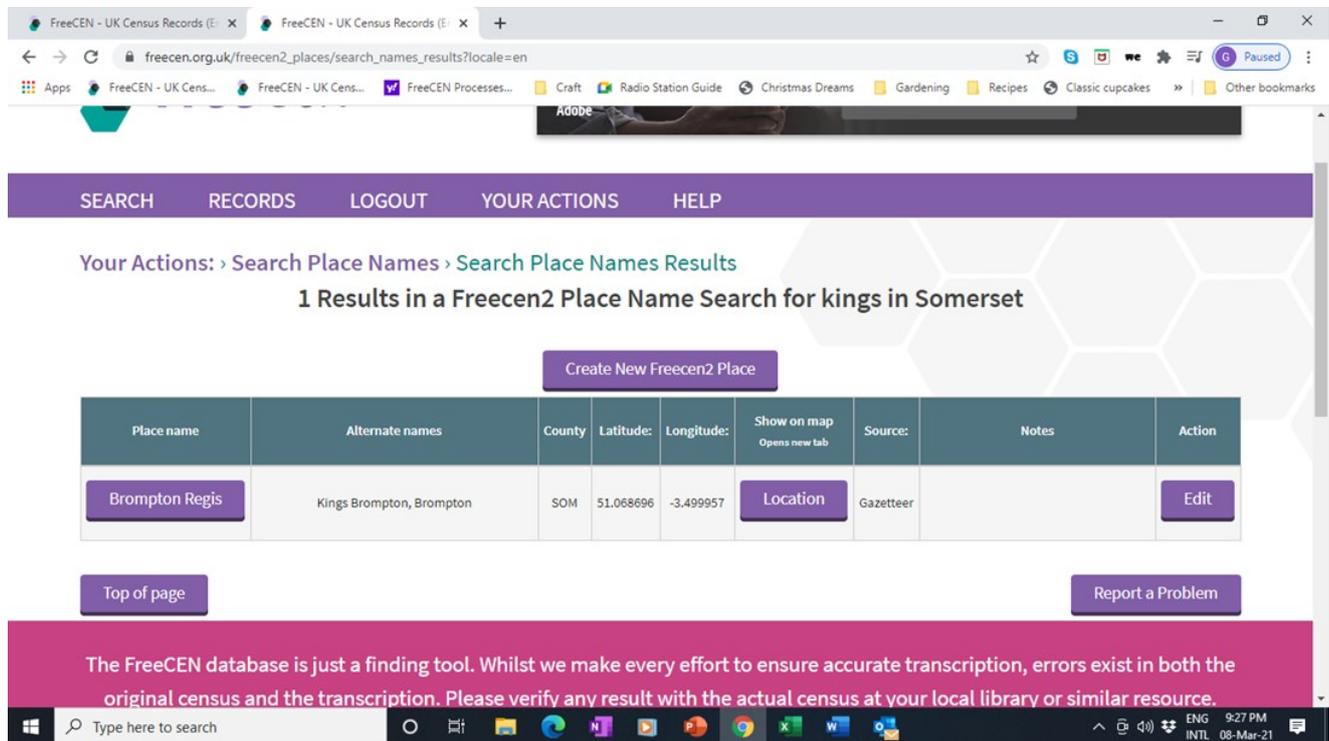
You will also see a ‘Location’ Action. If you select this Action, Google Maps will be opened in another tab to show you where the Place is. This is useful to verify that you are looking at the correct Place.

**Note: The Edit button in the image above can only be seen by Validators and Coordinators.**



Next, we will use an example of Kings Brompton in Somerset.

You have a difficult to read place of birth on the census. You can see that it starts with Kings but you cannot read the rest. You enter Kings into Search Place Names and Somerset in the county, and you get one result – Brompton Regis. That seems strange!



The second column in the above image is called Alternate Names and you can see that there are two entries in it. They are Kings Brompton and Brompton. The 'Search Place Names Action can find alternative valid place names for a Place of Birth. Kings Brompton

was also called Brompton Regis. The colloquial name was Brompton. All three Places of Birth are valid in a transcription.

## Advanced Searches

Four advanced search options are available. They are in the second box of the search screen.

**Note: Only alphabetic characters are permitted in advanced searches and a minimum of 3 characters is required for partial name searches.**

- 'Soundex' is useful for searching names that cannot be found in the Gazetteer search because they have been mis-spelt in the census. It is also useful for searching for Welsh place names, as these often seem to give the enumerators problems in English censuses. To use Soundex, enter the Place Name that has been enumerated and select the Soundex button in the Advanced Search Options box. Soundex produces a broad range of results so it may be wise to choose a county as well.
- 'Starts with' is useful when you can read the start of a Place Name, but the rest is difficult to read. To use 'Starts with' enter the beginning of the Place Name and select the Starts With button in the Advanced Search Options box.
- 'Contains' is useful when you can read only part of a Place Name. To use 'Contains' enter part of the Place Name and select the Contains button in the Advanced Search Options box.
- 'Ends with' is useful when you can read the end of a Place Name, but the rest is difficult to read. To use 'Ends with' enter the end of the Place Name and select the Ends With button in the Advanced Search Options box.
- 'N/A' is chosen for a search is a basic search.

**Note: Advanced searches are different to the basic search. They will search for part of a word whilst the basic search searches for a whole word.**

In the image of the search screen there are three buttons at the top of the search place:

- Clear County clears any entry that has been made in the County box.
- Clear Form removes all details in the form and restores the form to a blank form with N/A set in the radio buttons
- The third action is 'Create New FreeCEN2 Place' This is only available to Validators and Coordinators and allows new entries to be added to the Gazetteer.

Two other Gazetteers that also use Soundex and which are recommended are the [Genuki Gazetteer](#) and the [Gazetteer of British Place Names](#).

[Irish Townlands](#) is recommended for Ireland. However, it does not use Soundex.

## Special Searches

There are a small number of special searches available:

- Search YKS and the Gazetteer will be searched through all three Ridings.
- Search HAM and the Gazetteer will be searched through Hampshire and the Isle of Wight.
- Search LND and the Gazetteer will be searched through London, Middlesex, Kent and Surrey.
- Search SCT and the Gazetteer will be searched through all Scottish counties.

- Search ENG and the Gazetteer will be searched through all English counties.
- Search WLS and the Gazetteer will be searched through all Welsh counties plus Herefordshire.
- Search IRL and the Gazetteer will be searched through all Irish counties.
- Search CHI and the Gazetteer will be searched through all of the Channel Islands.

**Note: Only HAM and LND of the above Chapman Codes are valid in a transcription. These searches are only provided to enable more accurate searches to take place.**

## Stop Words

'What is a stop word?', you I hear you ask.

Stop words are the words in a stop list which are filtered out (i.e. stopped) before or after the processing of natural language data (text) because they are insignificant. (Wikipedia).

When using the Gazetteer stop words are filtered out when the place search is processed.

By now I may well have lost you so let's have a look at how they affect you.

Typical stop words are a, an, the, and, it, for, or, but, in, my, your, our, and their. Our system ignores them when searching for a place name (i.e. they are considered insignificant).

So, your next question is 'Why do I need to know that'?

There is one stop word that causes many volunteers to report that there is a problem with our Gazetteer search. The word is 'Over'.

There are places called Over in CAM, GLS and LAN. But a default search of the Gazetteer will not find any of them.

When you search for a place name that could be a stop word you need to search using an advanced search. So, a search for a place name that Contains Over will find all three, as will a search for a place name that Ends With Over or Starts With Over.

So, if you need to search for a place name that could be a stop word, then you need to do an advanced search by selecting the appropriate radio button (dot) in the advanced search options.

## How is the Gazetteer Used?

You will use the FreeCEN Gazetteer to locate and verify places in your transcriptions or during proofreading.

The Validator uses the Gazetteer indirectly because every entry in the Verbatim Place of Birth or Alternative Place of Birth columns of the spreadsheets is automatically verified during validation. If the transcribed Place of Birth cannot be found, then the Validator receives a Warning. These Warnings do not appear in the No POB Warnings report, which is the report that transcribers should use.

If there is not a match during validation the Validator has two options:

- They can try to find the correct POB and enter it into the Alternative POB columns.
- If the POB is a valid one, but it is not in the Gazetteer, they can add it to the Gazetteer. When they do this, they also enter the Location and a Source reference.

The Gazetteer and the transcription now match, and the Validator can accept the entry and move on to the next Warning. Once a validator has added a Place Name and its details to the Gazetteer it is there for everyone into the future. That is why the Gazetteer is gradually growing.

When a piece is Incorporated into the FreeCEN database an index is created linking the place of birth to the Gazetteer place. It is a bit like the index at the end of a book except that the Place of Birth entry is the equivalent of the content, and the Gazetteer is the equivalent of the page number. (One Gazetteer entry has many Place of Birth entries). This will make searching places of birth far quicker once we are able to implement POB searching.

Our public searches are currently based on a reference file called the PARMS. The PARMS is essentially the National Archives index grouped by county, Registration District (or Hundred, Wapentake etc), Piece, and Civil Parish. Every entry for District, Piece and Civil Parish has been linked by a similar index to the Gazetteer. (This was done during the cutover). That means that researchers queries can be searched very quickly.

Given that we have a link between every Civil Parish and the Gazetteer we can find the latitude and longitude of the census place being searched. The Nearby Places search option uses this as the centre of a circle to locate the 100 nearest census places. It locates people who were enumerated close to the census place rather than the specific census place at the centre. This feature is now fully operational. If too many people are found, then the researcher can reduce the number of Nearby Places.

We have established some rules about entries in the Gazetteer:

- All Chapman Codes should be for the nineteenth century county (also known as traditional county) and not for the current county where these are different.
- All entries must have a location. If we have entries without locations our geographic searching will no longer work. In the future we may be able to add a link to the research results similar to the one you now have in the Gazetteer. You are able to use this link from the Gazetteer to open Google maps and see where the place is.
- All entries must have a Source. That is so that we know that a Place Name is a valid one and is verifiable. In the future we may be able to add a link to the research results similar to the one you now have in the Gazetteer. You are able to use this link from the Gazetteer to find more information about the Place.
- We have set a bigger to smaller rule. If we did not structure place names in this way and allowed entries in other formats, then the Gazetteer would become unmanageable. For every entry the system creates an index entry. If the index gets too big the system will become unwieldy and will eventually slow down. This rule has been set for the Gazetteer but because we are matching Place of Birth in the transcription to the Gazetteer the rule also needs to apply to transcriptions.
- Validators should no longer enter abbreviations into the Gazetteer, as they used to in the old Placesup. It is no longer necessary because we no longer have entry length limitations on our spreadsheet columns. It also stops the database becoming unwieldy, and it means that transcribers will see genuine place names and not alternatives created by someone to make their life easier. (It is for this reason that we introduced a process called promulgation to validation. Promulgation allows a Validator to copy an alternative Place of Birth or a Note right through a piece when an incorrect POB recurs. This saves everybody a lot of time and keystrokes).
- Before a piece can be Incorporated into FreeCEN2 it must have no unaccounted-for Places of Birth. Every entry will have a correct Verbatim POB, or a correct

Alternative POB or a Note to say that it was not found when it is accepted by the system or Validator.

As you can see the Gazetteer has several purposes and meets a range of needs. It helps create a very powerful tool for our database.

## Appendix G - Frequently Asked Questions

### 1. **How do I obtain a new Spreadsheet for the year I am working on?**

Sign in to FreeCEN via the members menu option. Select CSV Batches from the menu. Select Download Spreadsheet and click on the Region and year that you require. A blank spreadsheet in .csv format will be downloaded to your computer.

### 2. **What software can I use for transcriptions?**

You can use any spreadsheet program. Work can be done in the native format of that program (e.g. xls, xlsx, ods etc) but must be saved as a .csv comma delimited file before it can be uploaded into CSVProc. Some Open Office software programmes use a different character set to mainstream programmes. This can cause problems when the piece is tested. If this is the case always work on .csv files so they do not have to be converted.

### 3. **How often can I test my transcription?**

You can test your transcription as often as you like. The first time you upload the csv file it will be tested and produce a report. Subsequently you should use the Replace Action item to test the file. Each time that you upload or Replace the file a report will be produced and emailed to you.

### 4. **What do I do if I get a message 'File Not Linked' on my screen?**

The CSVProc system is web based. If you get this message refresh your screen. This will establish a new link to your file.

### 5. **What does Info: mean in my report?**

Info is a message that occurs whenever there is a new entry in one of the Enumeration District fields, or a folio or page change occurs. It is there for information only.

### 6. **What does Warning: mean in my report?**

A Warning is an entry in your spreadsheet which is unusual. It may be a scholar who is beyond school age, or a schedule number that appears to be out of order, or one of many other unusual entries. Warnings are there to alert you to an entry that is outside of the normal parameters. Once it has been verified as correct no further Action needs to be taken. A Warning may also be generated to draw the attention of the Validator to a record that requires Validation.

### 7. **What does Error: mean in my report?**

An Error is an entry that cannot be accepted by FreeCEN2. It may be a text character that is outside of specification, or an age that is not acceptable (e.g. 130), or a civil parish that is not listed for that piece by the National Archives, or one of many other unacceptable entries. Errors must be corrected before the piece can progress to the next step in the Transcription to Incorporation process. If you cannot resolve an Error, ask your Coordinator for help.

### 8. **What is the transition referred to in my report?**

A transition identifies the first field in a record that has an entry. It may be a new ED, Folio or Page. A change of schedule number can also be a transition. If your report refers to a transition have a look on that row and identify what the first change was. Transitions usually occur up to and including the surname field.

### 9. **Why did I get a message "processing encountered a serious problem" when I received my report?**

The most common cause of this message is that the wrong spreadsheet version has been used for the year that you are working on. The second most common cause is that the first row of the spreadsheet has been edited and CSVProc cannot recognise the amended headers. The Errors will tell you which fields are incorrectly included or

missing. If this is not the cause forward the report email to your Coordinator who will have the cause investigated.

**10. How do I transfer a file to my Coordinator?**

Upload your file to FreeCEN. Contact your Coordinator and advise them that the file is completed. (If there are Errors in the report your Coordinator will ask you to correct them). When the file is ready without Errors your Coordinator can access your file list and lock it so that it cannot be changed. You do not need to email the file to your Coordinator. It is all done within CSVProc. When your Coordinator is ready to have the Transcription Proofread, they will send a copy of the file to the Proofreader. Do not delete your copy from your file list. This copy will be retained on the system for version control purposes.

**11. Why is my file Locked?**

There are two main reasons why a file may have been Locked. If the file has been edited online the file may be locked so that it cannot be overwritten. It will remain Locked until it has been Reprocessed. The other main reason is that the Coordinator has Locked the file so that it cannot be overwritten. If you need to do further work on the file discuss it with your Coordinator.

**12. Can I use a traditional style FreeCEN1 spreadsheet with CSVProc?**

Yes, but all new transcriptions must be done on the spreadsheets available under the CSVBatches action menu. CSVProc will test a traditional style spreadsheet. Before it is uploaded it needs to be modified. Instructions to modify it can be found [here](#).

**13. Why has the code B disappeared from the valid language codes?**

The language codes can be used for Wales, Scotland, Isle of Man, and Ireland. The code B (meaning both or bilingual) becomes vague as it is not necessarily clear which languages are being referred to. A specific new code has therefore been introduced.

**14. The place of birth could be either a Town or a county. How do I Transcribe this?**

Sometimes we will come across a Place of Birth that has simply been Transcribed with no obvious county with it. For instance, Cambridge or Ireland Dublin. In the Cambridge case we know that it will be CAM for the Chapman Code, but we cannot be sure of the location within the county so Transcribe a hyphen (-). In the Dublin case the Chapman Code will be DUB so Ireland becomes superfluous. We cannot be sure of the location within the county so enter a hyphen (-).

**15. Why can I only see some fields when I try to edit a file online?**

Only individual information is permitted for online editing. Census location, Folio/Page and dwelling information and some other fields must be changed off line because they are propagated down the file within CSVProc.

**16. Why do I have to download a file after I have edited it?**

Once you edit a file it is locked from overwriting. When you download the file, you will have the latest edited copy on your computer and the lock disappears. When you upload again you overwrite the online copy, and the file is re-tested. Online and Offline files are now in sync, and you have an up to date report.

**17. How does CSVProc treat name variations like Bishops Hull or Bishop's Hull. Are both versions in the Gazetteer?**

We test using a system called standardised names. The standardisation drops the following characters from the name ., '(){}[] so there is no issue with using Bishops Hull or Bishop's Hull - both will match to the same Place. It also converts Saint to St for consistent matching. St. or St will both match to the same place as will nr and nr.