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Load the Resource File Viewer.

This program is supplied with the package of 24 CDs comprising the 1881 British Census and National Index. The original program supplied was 2.0 but this has now been replaced with Resource File Viewer 3.02, which has the capacity to conduct various searches of the data.

As a point of interest, the new 1880 US Census on CDs comes complete with Resource File Viewer 4.0. This version allows users to search by surname, forename, parents, locality or date.

Insert a regional CD in your CD-ROM drive.

Select the North Central Region, York.

A list of regions is at the beginning of the book containing the census CDs.

At the Family History Centre it is not necessary to insert a CD as the computer system is networked and all the data from the 1881 British Census is already installed in the system. A word of caution. Two networked computers cannot search the same region simultaneously.

On the Search screen enter Joseph Rycroft who was baptised in 1831.

Do not enter a second given name (See Fig. 1)

The birth year is very important. If you only have an estimated birth year you may have to search over several years.

In this case we know he was probably born close to 1831 so put that under Year.

In the Year Range column 2 years might be sufficient.

Note:
- 0 year reveals exact year only
- 1 year reveals 3 years (1 on each side)
- 2 years reveals 5 years (2 on each side)
- 3 years reveals 7 years (3 on each side)
- and so on

Figure 1

Choose to search the census place by Region (default)
In this case I have already selected Yorkshire and inserted the appropriate Regional CD.

You may not know the correct region for the census place you need, for example Fifeshire in Scotland is in the Highlands Region, Kent is in the Greater London East Region. Check the list of regions referred to above.

As an alternative you can choose to search for the Census Place by Country rather than by Region. You will then be able to select your County from the drop-down list.

Selecting the Birth Place is optional.

This search proves negative.

Now you can select the 5-year search option
This actually gives you 11 years or you can do a different search.

Did Joseph Rycroft have a child who was born close to 1881? A child's age is more likely to be accurate than an adult's estimated age.

Enter Joseph's son, William Rycroft born 1866
Choose a 5 year range
This produces four possible entries (See Fig. 2).

Figure 2

Note the discrepancy with the top entry WRYCROFT, William. Even though this was misspelled it is still found with the correct spelling of the name.

Note the third entry RYCRAFT, William - variations in the spelling of a name are sorted together.

The second entry is the one we are looking for so click on the name.

You will immediately notice on the bottom half of the screen, all members of his family who were at home on census night (April 3-4).

It will also be apparent why his father could not be found on the index.

The next step is VERY IMPORTANT.

Click the icon Show Details (next to the binoculars).

Relationships to the head of the household and occupations are revealed (See Fig 3.)

If you wish to enlarge the print, right click anywhere on the screen and select Zoom. You can choose various increments up to 200%. Remember to return to 100% before you do another search.

If you wish to print the information on your screen (File, Print or click on the printer icon) you can select either the named person, which will include all members of his/her family, or Current View which will include all the families in the top half of the screen.
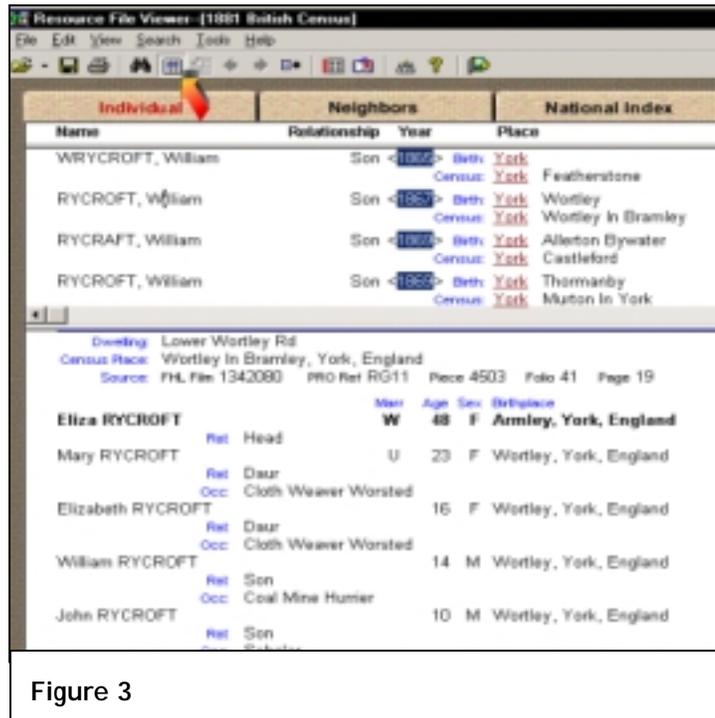

Figure 3

If you wish to see who were the people who lived next door to your family, click Neighbors. You can now move up and down to see the people who lived in the vicinity of your ancestors. Some of them may be relatives.

You can choose to print some of these records, either by highlighting a consecutive group or tagging random records (the tag/untag icon is the fifth from the right). No more than 100 records can be printed at one time. Individual tagged items can be untagged using the icon. Edit, Remove All Tags untags several items at the same time.

Click Help - Help Topics - type print - select Multiple Records and Display
To search for another individual, click Individual, then Search, Individual and enter a new name, e.g., James Pullan (born 1857). Select 2 Year Range.
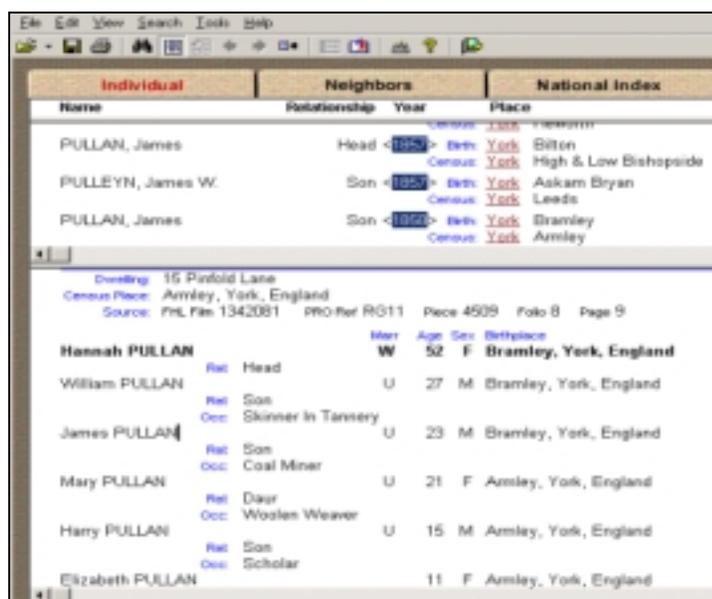
The James Pullan we want is shown as being born at Bramley in 1858. Click his name. The census index estimates the year of birth from the age shown on the census. James was born in September so he had not yet celebrated his birthday in the census year; hence his estimated year of birth was incorrect. You will see that the Pullan family lived at 15 Pinfold Lane Armley (See Fig. 4)

Now we can do a search using the Resource File Viewer 3.02. One can search by name, address or occupation.

Figure 4

This search is not possible with Resource File Viewer 2.0.

Select Search - Neighbours Advanced Query.
Type the word you want and then click Apply to All.

We can search for Pinfold (404 instances), Pinfold Lane (pinfold 404, lane 47009, pinfold lane 149) or Pinfold Lane Armley (26) (See Fig. 5)

The search feature is not case sensitive but it does do an exact search so if you are looking for all inn keepers you will have to do two different searches, one for inn keeper and one for innkeeper.
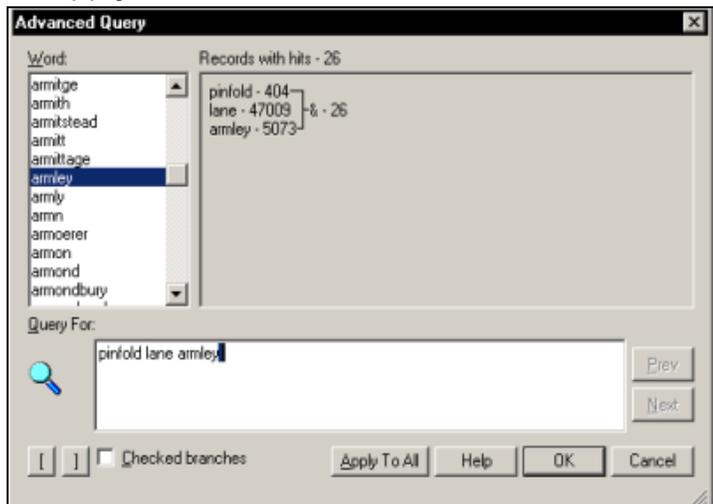
First we will search for inn keeper. Note the number of instances of inn (6034), keeper (16277) and inn keeper (2067).

Figure 5

Now we will search for innkeeper. There are 1980 instances of the word innkeeper appearing in the database.

You can narrow down the search by including a place name such as Gisburn. There are only seven households where innkeeper and Gisburn appear together. Print Current View or tag individual records.
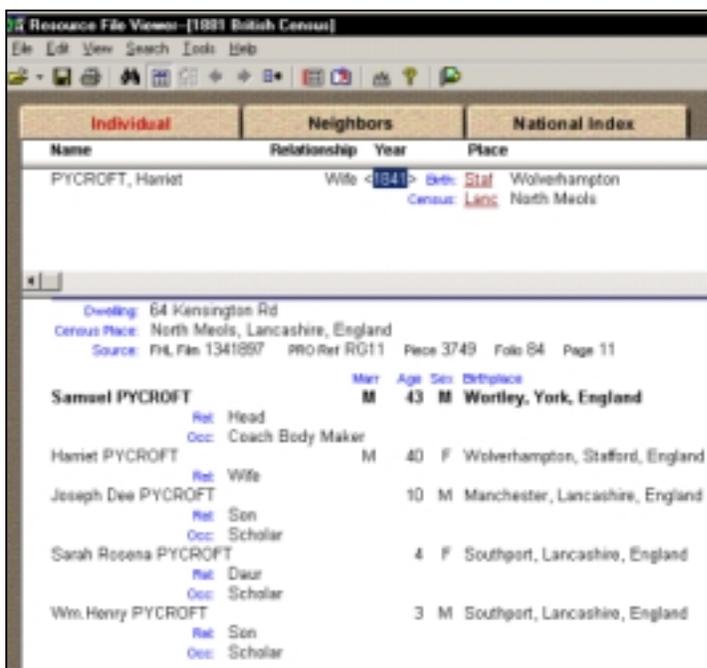

Figure 6

Wildcards can be tried when you cannot otherwise find the family you want. For a full explanation of how to use them click Help - Help Topics - Wildcard - highlight - Display - highlight Wildcards - Display. You will see that a ? replaces one character and an * replaces one or more characters.

Wildcards cannot be used with the National Index.

For example, Harriet Rycroft born 1841 could not be found in Lancashire where she and her family should have been. A search was made for Harriet ?ycroft and there she was, with her husband and three children, all transcribed under the name Pycroft (See Fig. 6).
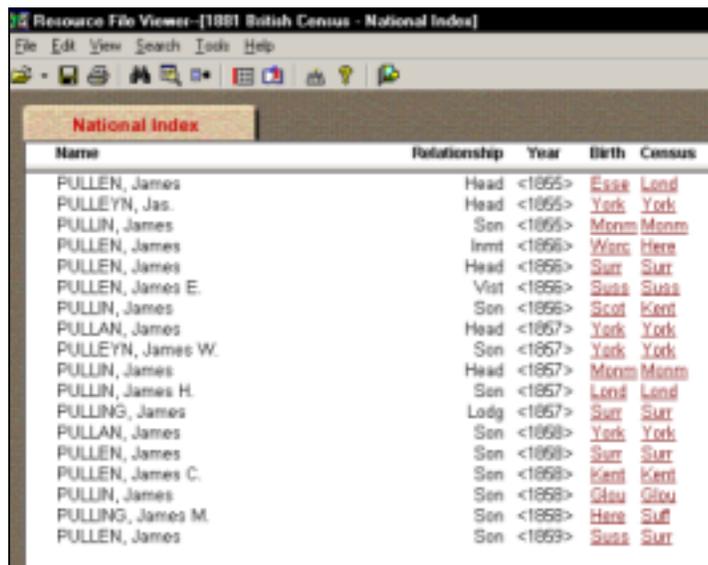
National Index

This should be used if the county where your ancestor lived is not known. The index gives limited information but it does point you in the direction of the Regional Index where you will find more information.

Click National Index.

At home you will have to insert a National Index CD but at the Family History Centre you can simply select the appropriate National Index.

Enter James Pullan born 1857
Select a 2 year range

Figure 7

This will produce 18 entries (See Fig. 7) If you know the birthplace you can refine the search by clicking on the birth county.

The birth county York will produce four entries. You can return to the previous screen of 18 entries by clicking the Go Back icon (sixth from the right).

Double click on a name you think might be the right one and a message will appear telling you which Regional CD you should insert to get more information about that person.