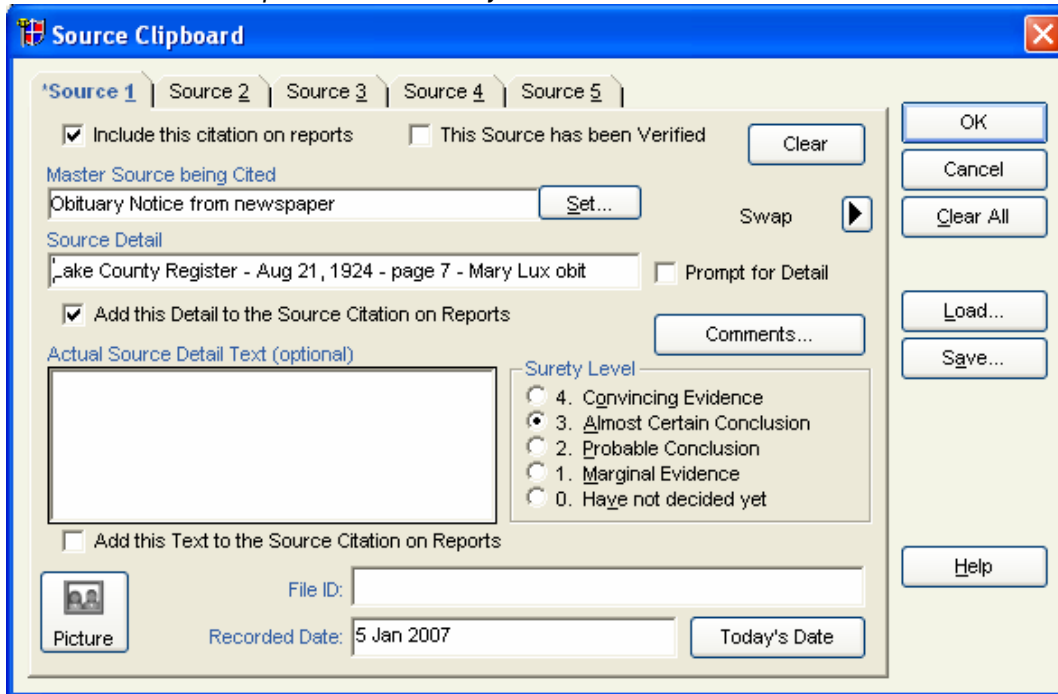




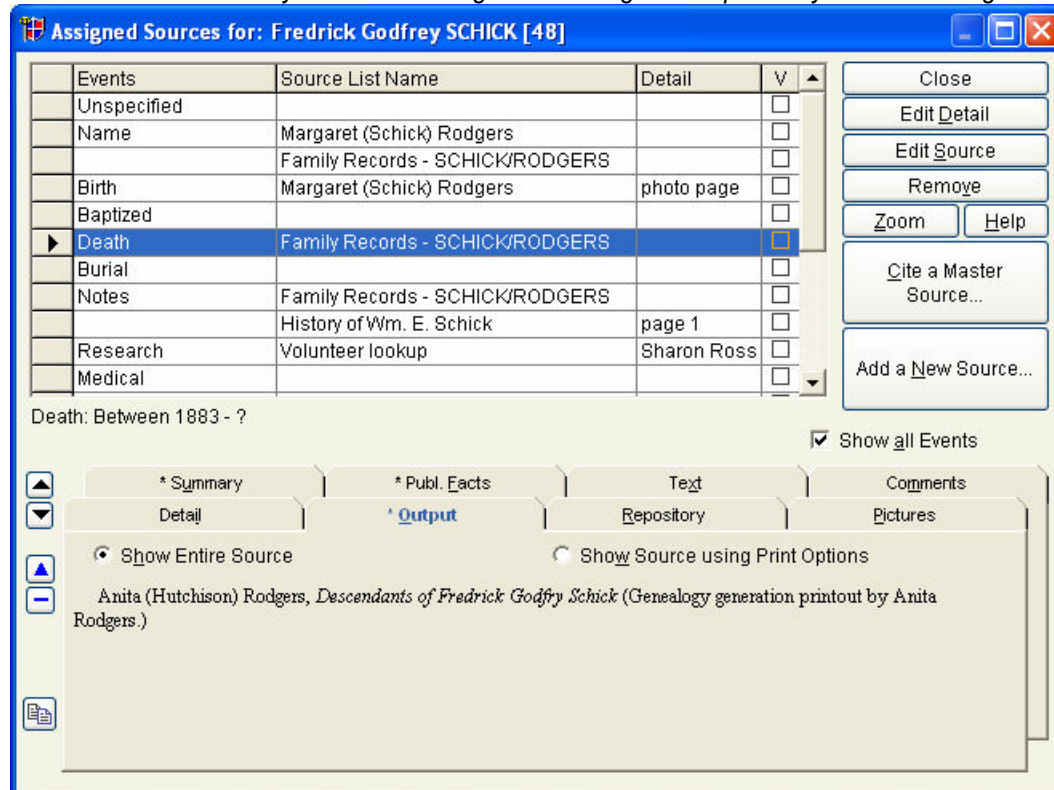
Utilizing the SOURCE CLIPBOARD

To it's fullest ability

Shown below is the clipboard with an entry for both the master source and the source detail.



This below would be your source assignment listing for the person you are working on.



We will deal here with the symbols shown on the lower left of this example.

1. The Blue up arrow represents – Open the Source Clipboard.
2. The Blue dash line represents – Add Clipboard Source to the Current Event.

3. The very lower symbol of what appears as 2 copies – is Copy Source to Clipboard.
4. The black up and down arrows are to move the source up or down within that event.

#1 would open the Clipboard as shown in the very top example above.

- Here a person would create a brand new source citation to make entries to the events being recorded.

#2 would allow the person to enter an already recorded into the Clipboard to that particular event.

- If you have been recording a source already you would click this button to input that source citation.

#3 would allow the person to “copy” an already recorded source to the Clipboard for further entry to other events.

- This allows you to pick up an already recorded source and apply it to other events with the same exactness of your original entry.

#4 would allow you to place possibly an importance to your sources to that event if you consider the first as more important than the second or more entries. [This will placement will not appear in your reports, but when reviewing this event, you will know yourself by seeing the positioning.]

Places you may find the Clipboard of value could be;

When the source you are recording information about, such as an obituary could apply to various events. These events might also apply to other persons in your database connected with this person.

i.e. children's names you have now found, brothers, sisters, immigration date, jobs worked at, other places lived.

As in the Clipboard example it is suggested that if you are working with an obituary, consider making the detail entry with a bit more information.

Example – add the name of the person the obit was for. This will then allow you to understand later when reviewing say a child's name or some other event, where you obtained that information from, and that it was not that persons obituary.

When the source is a census finding and it reflects family names, boarders, families living just next door and appear on the same census record.

In any case, this tool within Legacy has the ability to speed up your work and also not to create “almost” duplicate source entries. By making the entries all worded identical will make the reports show less varied sources when some of them would be, or could be, termed identical but for one word or whatever entry you have made.

I also urge you to go to the HELP button within your Legacy program and look up the term – Source Clipboard.

There are a lot more detailed examples given there that I have not given or shown here. There is a much more detailed explanation of the many features that is offered by this part of the program.