Searching your Legacy Database

Legacy is a genealogy-based database, where you can store everything you know about your family including their relationships, their stories, their photos, and the documentation that shows you know what you are talking about. But sometimes you know you entered the data, but you are not sure how to find it again. Here is a guide. See also the **Lists** pdf in the Legacy Meeting Notes section of the Computer Club website (Login to Sun City => Clubs and Neighborhoods => Chartered Clubs => Computer Club => Special Interest Groups => Genealogy SIG => Legacy Meeting Notes).

Name List
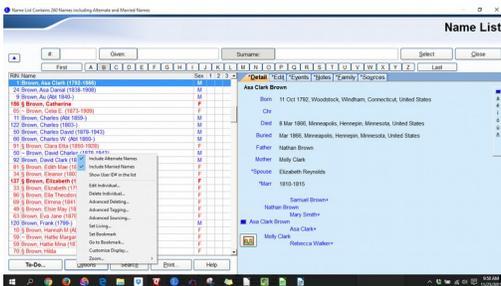
Make sure your Name List gives you all the information you have:

My Tool => Name List => Options

- ◦ include married names

- ◦ include alternate names

Search Tabs
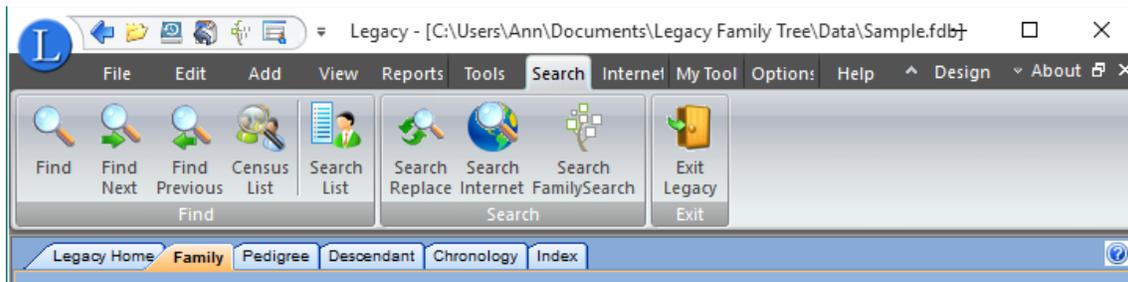
Usually when you are looking for something, you will click on the **Search** tab and choose one of the methods there..

Search =>Find

- **Search => Find => Query by Example**

To use Query-By-Example, simply fill in any specific field(s) with the information you want to search for. Note that you can search only on those fields shown on the Individual View (name, birth, death, etc).

- **Search => Query by Example => More Detail** to be more precise about how you want the fields matched:

- Click **Find First**. Legacy displays the first individual who matches ALL the information you entered.

- Click **Create List**: Legacy creates a list of all individuals who match all the information. If necessary, you can then do a search limited to those individuals on the search list, narrowing your selection.

- Click **Save** to save the search criteria for use again later. You will choose the name and place to save these criteria. Click **Load** to retrieve search criteria you have set up previously.

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- **Search => Find => Detailed Search**

- This search allows you to search for fields other than those on the family view. You can set up a Boolean expression using And or Or, and up to three criteria. Note that the fields on the form are drop-down lists to show your options.

- If you need to refine the search even more, create a list and then search again selecting **Only search the Search Lis**t.

◦ **Search => Find => Miscellaneous**
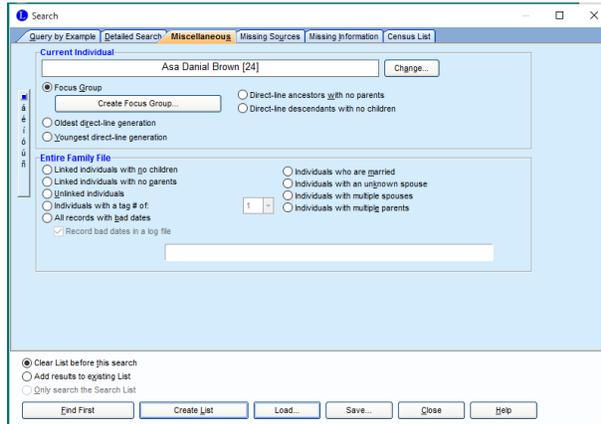
▪ Select the search you want to do and click Find First or Create List. This search will only check one criterion at a time, but again, you can create a search list and then do another search on that list.

◦ **Search => Find => Missing Sources**

▪ Searches indicated fields for data that you have not documented. (But you wouldn't do that, would you?) Put this information in your to-do lists.

◦ **Search => Find => Missing Information**

▪ Searches for individuals who are missing information in the fields you indicate. This is also the sort of information you should put in your to-do lists.

◦ **Search => Find => Census List**

◦
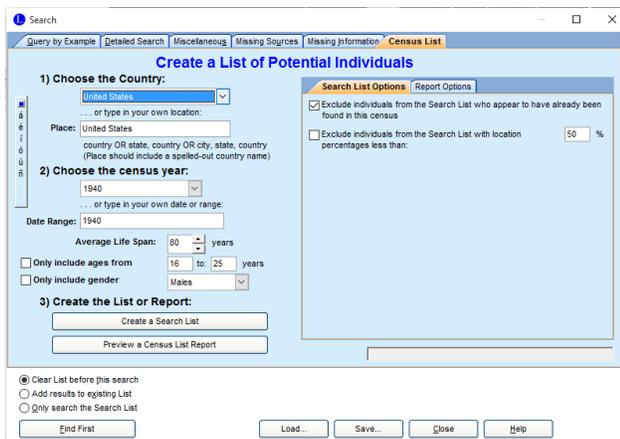
The name of this search is misleading. Here you can search for any type of potential individuals, such as those who might have fought in the civil war, those who might have died in an epidemic, those who were in Toledo at a specific date, etc. This is a powerful tool when you have hit a dead end.

Search => Find Next and **Search => Find Previous**

◦ If you have selected **Find First** from one of the search types, click here to get the next individual or the previous individual in the search list. Or simply click **Search => Search List** for the entire list of individuals from your last search. Legacy keeps this list until you

create a new one, even if you log off.

Search => Search Replace
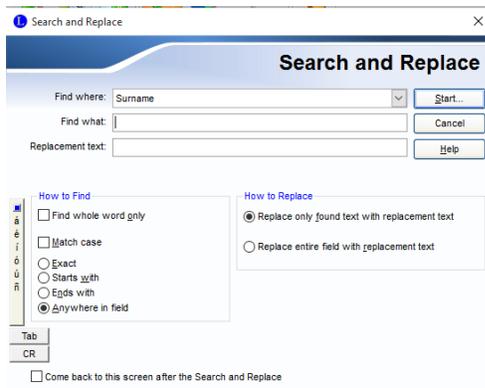
◦ This tool allows you to make mass changes to your database. It would be a good idea to back up your file before doing this.

Search => Search Internet and **Search => FamilySearch** will be covered in future sessions.

Location Master List

My Tool => Master Location List

Of course you have followed the standards we discussed in the **Locations** session (see above for the path to pdf's of previous sessions). This way, your locations sort out in a predictable way so that you can find them.
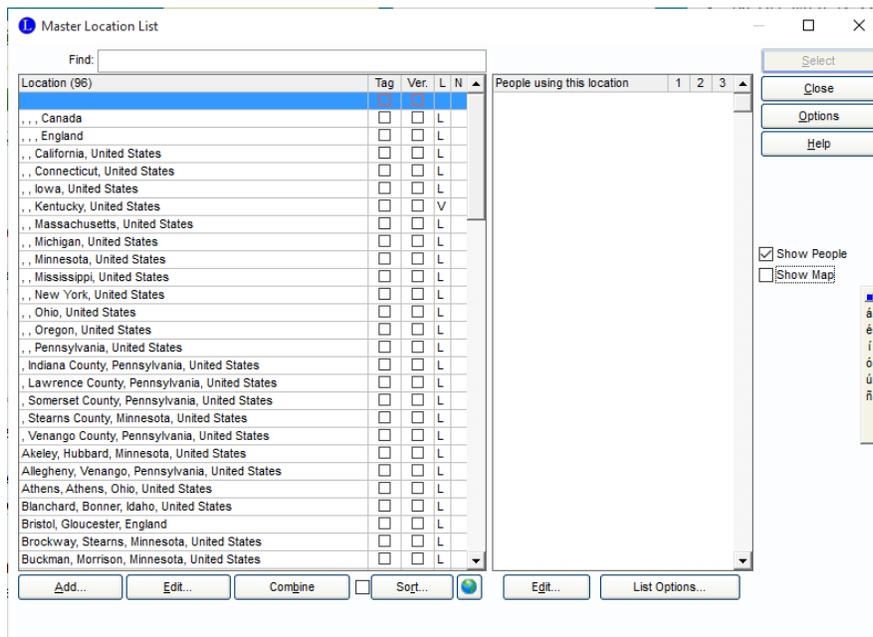
◦ Click the Show People box on the right and select the location are investigating. All the people you have recorded as being in this location are shown in the right pane.

◦ Tag the individuals you want to investigate. See the **List pdf** for how to tag.

Master Source List

We haven't talked about formatting source information yet, but hopefully you have used SourceWriter and followed some kind of standards.

To find out which individuals refer to a specific source, select the source, then click on **Show List**.