



Kapiti Branch, New Zealand Society of Genealogists

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www.rootsweb.com/~nzlsgkb/

November 2006 Newsletter

Next Meetings:-

Kapiti Branch: Tuesday 28th November 7.30pm.
Final meeting of the Year. Café Evening:-bring a plate with supper snacks, we will provide drinks. An extended Question & Answer session, followed by a quiz evening, with members invited to submit Questions (with Answers!) to Clive Palmer..

Computer SIG: Monday 11th December 7.30 pm
Using ancestry.com – Speaker: Sue Greene

Kapiti Legacy Users SIG: Saturday 2nd December (to be confirmed) at the Masonic Hall, in Tararua St, Paraparaumu. (off Hinemoa St).

CONVENERS COMMENT:-

A new financial year is upon us with the AGM over and done with and we look ahead to what 2007 might bring us. Unfortunately it is with some despondency. 2006 was a very successful year both financially and in terms of what we were able to offer members. Yet only one new nomination was received prior to that meeting and none received on the night. There was no nomination for the COMPSIG representative on the Committee which must raise the question as to how serious those who support this group are to keep it alive. Sue Greene has kindly offered to be co-opted onto the Committee to keep that link, but this is the old story of putting pressure on a small group of willing helpers. We are woefully short of new blood and this is of considerable concern, as many of the returning committee members have indicated a wish to stand down from the next AGM. We welcome Lorna Henderson as our new Treasurer.

We have circulated a list to all of you of jobs we would welcome assistance off – committee. You don't have to worry about meetings, your 'experience' at genealogy is not a deciding issue, nor whether you are a member of NZSG or not, it's just your support and enthusiasm please! The list is repeated elsewhere in this edition. Many thanks to those who have offered and there is still lots of room for others. The more we have the better it will be. I am very keen to keep up the momentum we have developed over the past few years.

Our final meeting of the year is on Tuesday November 28. We had hoped to organise a rather more upmarket

soirée in the form of a dinner but as a consequence of the above mentioned situation we simply do not have the person power and inclination to go down this road. However let's be positive and enjoy our final get-together with a Café evening. Please bring a plate with some supper snacks – we will provide the lubrication!

The evening will feature 2 activities. First an extended question and answer session – so bring along those curly ones and maybe someone will offer help and a Christmas present. Tell us too of your major breakthrough for 2006 – this may help someone else see some light. Then we will hold a genealogy quiz with a number of prizes. So be in to win and test your family history knowledge.

This is the last newsletter of the year, next edition January 2007. I extend to you all Compliments of the Season and look forward to catching up with you again next year, "Happy Hunting".

Clive Palmer

Off-Committee Positions

A positive suggestion arising from the Annual General Meeting was that Branch Members be advised of tasks in prospect (with a simple job brief), so that any who feel inclined to take on a small share of our total workload may offer to do so. The tasks outlined here can be undertaken off-Committee. Any Branch member can participate. Should any of the following tasks sound appealing to you, or you wish to discuss them in more detail, contact our Branch Convener, Clive Palmer 2937631, or [email: c-mpalmer\(at\)xttra.co.nz](mailto:c-mpalmer(at)xttra.co.nz)

Special Interest Groups (SIGs) to meet informally as and when desired:

Irish SIG Convener: To organise periodic Meetings and Research Sessions for those sharing an interest in Irish research.

Scottish SIG Convener: To organise periodic Meetings and research Sessions for those sharing an interest in Scottish research.

Continued on next page:-

Other SIGS: eg countries, counties, regions - a member has expressed interest in a Lancashire Group. There may be other offers.

COMPSIG Support: To assist in the general running and organising of the Computer SIG Monthly Meetings.

Conference 2007 Support: To be part of group of Kapiti Branch people assisting at the NZSG Conference, Wellington, Queen's Birthday week-end.

Library & Research Support: To assist our librarian in the organising, sorting, and classification, of our holdings; also to assist as research facilitators at various sessions during the year. Also need volunteers for Wed morning help sessions.

Microfiche Viewer Maintenance: To keep all our viewers, at both the Library and at the Kapiti Community Centre, in good working order.

Projects Officer: To finish off the Schools Register Project, and to start up the Cemetery Transcriptions Update Project.

Newsletter support: To assist the Newsletter Editor gather material.

Used Ink Cartridges: As a fund-raising activity, to collect as many cartridges as possible from all sources, and once or twice a year convert them into money.

Clive Palmer

COMPSIG:- Computer SIG

Inserting pictures into a MS Word document Do one of the following

1. Click where you want to insert the picture.
2. On the **Insert** menu, point to **Picture**, and then click **From File**.
3. Locate the picture you want to insert.
4. Double-click the picture you want to insert.

Note:- By default, Microsoft Word embeds pictures in a document. You can reduce the size of a file by linking a picture (in the Insert Picture dialog box, click the arrow next to Insert, and then click Link to File).

Changing the default position of graphics on the page You can specify whether pictures and drawing objects are automatically inserted as **inline**, so that they move with text, or **floating**, so that text wraps above, in front of, or behind them.

Do one of the following: Specify the default position of pictures,

1. On the **Tools** menu, click **Options**.
2. Click the **Edit** tab.
3. In the **Insert/paste pictures as** box, click the default positioning you want.

To set the default as inline, select Inline with text; to set the default as floating, select any of the other options

LIBRARY REPORT:-

Visit to the Turnbull

Library 13th September 2006

First I wish to thank Judy Olsen for making the original approach to the Alexander Turnbull Library and Kay Carter for finalizing the arrangements. Five of us went in by train, meeting Kay in the foyer just before 2 p.m. The afternoon was divided into 5 sections, each supposed to be 15 minutes long, but, as even the old hands, who had visited before were learning something new, it was difficult for the staff to keep us moving. Near the entrance they had a table displaying newly published books, which could be useful additions to our branch library.

I didn't have time to study them properly. While I had been to the Family History Centre part before, I discovered new areas of genealogical interest that needs more time to explore. This was followed by a quick look at Library's picture collection, with an explanation of how they were catalogued – another area to look into.

Then we went down to the basement find out the procedures for accessing the newspapers. Up two floors was the Research Centre with quite a bit on shipping, letters to the Turnbull Library, hard copies of old telephone directories, Wise's directories and much more.

The final call was in the Manuscripts and Archives section, where it was explained how to access their records. Our guide had a sample of an unpublished diary, a early funeral director's record book, meticulously kept and containing more information than the usual Death certificate, and freely available! We thank the Alexander Turnbull staff who took the time and thought to arrange this visit. Much more time will be needed to follow up our individual research.

Alison Procter

Alexander's Birthday (Alexander Turnbull Library)

Apparently this is an annual event and this year it was celebrating 138 years since his birth. I was told that invitations went to those people who had donated something during the year. This year Science was the theme. About 80 people met in the upstairs foyer, where, after a brief welcome, we were split into groups of about 20 to do the rounds. My group went first to Manuscripts where early journals, diaries and sketches with mainly an Antarctic theme. Alongside were items on Leslie Adkin, a Levin farmer who had a broad interest in mapping, botany and Maori culture and Reo Fortune who also had much the same interests together with geology.

Then we went to Published Materials, which covered more modern books, CDs, Music, Posters, Maps, as

well as a marvellous computer programme, particularly for farmers and real estate people, which could tell them the rainfall and several other necessities useful to buyers. Unfortunately the man in charge of maps was not on duty that day, so I could not ask him how he was getting on in assessing my father's collection of maps.

The third stop was Photographs and Sketches, and we were told quite a bit about Campbell Island where some of the photos were taken. I found this interesting as I am looking for illustrations of manuka for a small booklet to be produced at the Herb Federation of NZ Conference next year.

Next came Oral History. I could not think where I had heard the name of Joan Mattingly before, but one of our group was thrilled to hear her being interviewed. It was only afterwards that I realized that Joan had been Chairman of the Citizens' Advice Bureau many years ago.

Our final port of call was Rare Books where we were firmly told NOT TO TOUCH. An old almanac, however, was placed on a separate reading desk, where touching was permitted, provided we wore their white cotton gloves.

Then it was back to the foyer to participate in food and drink and the birthday cake was cut, carefully missing the portrait on Alexander in one corner. Perhaps that bit should have been preserved in some way, but sadly, it was done in icing and even the Turnbull staff were unable to suggest way of doing so.

Alison Procter

Trip to Archives

For those of you who were not at our last meeting, Dr Graham Langton was an excellent speaker, telling us about what is held in our National Archives, with plenty of visual aids which covered a wide variety of that material. This was followed last week with a visit to look at the Archives for ourselves. Seven of us took the train to Wellington on the 18th October, where we met up again with Graham Langton. He persuaded us to leave our plastic bags in our lockers with the rest of our belongings. Rather a pity, as my memory is not what it used to be

Here we saw some of the original documents, one of a complicated alien case, who, on his first visit, was originally given citizen status, after which he spent some time in the Islands, returning after the rules had changed to find he was now an alien. Now his records are kept in two files, one with the "alien" label. How confusing.

While much of what he spoke about went over the ground covered at our meeting, but we were taken behind the scenes to see the enormous stacks which contain the records and what seemed miles of corridors

leading from end to end. The poor staff would certainly get their exercise collecting material wanted by researchers. In the basement, particularly, the heavier stacks are kept as the floors above would have collapsed under their combined weight. We only saw a couple of floors, but it certainly gave an insight into the amount of material held there. Most Government records end up in Archives

It seems that the best way to research the Archives is to go OnLine to Archway, and make your initial enquiries there. This would save an enormous amount of time in your research.

Alison Procter

SUBSCRIPTION RENEWALS (2006/2007)

Subscription rates remain as: Single \$16, Double \$27 (please make cheques payable to "Kapiti Genealogy").

Those of you who have yet to renew into the 2006/2007 Year are strongly encouraged to do so without further delay. With there having been a change of Treasurer at our recent Branch Annual General Meeting would you please ensure that future payments to the Branch, including Membership Subscriptions, are now sent to: ***Treasurer Kapiti Branch NZSG, P.O.Box 703, Paraparaumu***.

Members interested in renewing their subscriptions by way of direct payment into our Branch bank account are strongly encouraged to do so. Payments should be credited to our Westpac Paraparaumu bank account number 03-0732-0263025-00 in the name of "Kapiti Genealogy". If choosing this method of payment, please be sure to clearly identify yourself as payer by quoting both your first name and your surname.

Notices:-

WANTED : Ideas for 2007

Let us have your thoughts for activities you would like us to consider as we prepare the 2007 programme. Drop the Secretary a line or [e-mail](#) us. Speakers, events, visits, research evenings, courses, etc, etc!

New Members

Welcome to new member, Derrick Warnes who has joined us recently.

Donations of Microfiche viewers

Our special thanks go to both Valerie Freeman and Sue Wilson, each of whom has very generously donated a microfiche viewer to the Branch. This is greatly appreciated as our existing collection of viewers is gradually running down as, with the passing of time, they progressively wear out or malfunction, and it is not cost-effective for us to be purchasing replacements. If there are any other good-hearted people out there who have a viewer in good working order that they feel they have no further use for, and would like to free up the space at home or wherever, we would be delighted to hear from you. Email

[Derek Griffis](mailto:Derek.Griffis@paraparaumu.govt.nz)

Meeting Dates and Times KBNZSG

Kapiti Branch:- 7.30pm, 4th Tuesday, Jan-Nov at Kapiti Community Centre 15 Ngahina Street (near Paraparaumu Library)

Computer SIG:- 7.30pm, 2nd Monday, Feb-Dec in the Paraparaumu Public Library (downstairs)

Kapiti Legacy Users SIG:

The December Meeting will be on Saturday 2nd (to be confirmed) at the Masonic Hall, in Tararua St, Paraparaumu. (off Hinemoa St). Doors open 1pm, meeting starts at 2pm. Entry charge kept to a minimum and will cover hall hire, tea and coffee and any presenter's costs. Contact Gerald Twiss: [gero\(at\)ihug.co.nz](mailto:gero(at)ihug.co.nz) or phone 021 151 6714. The Kapiti group is an "informal" one. Anyone with an interest in the Legacy programme can attend.

ANCESTRY.COM

Ancestry.com is a site that can be accessed by on-line computer from anywhere (google it, and click on the first hit) and you can carry out preliminary searches at no cost. For many if not most of our members, the UK Censuses (1841 to 1901 inclusive, at 10-year intervals) will be the prime attraction, and you can readily work through to Step **(5)** below. However, to proceed beyond that into the highly informative Step **(7)**, and to be able to print out as per Step **(8)**, you need to go through the registration process and to commit yourself to paying a not inconsiderable annual subscription.

KCDC has paid such a subscription, and the facility is now working at all their Libraries. This service will be of considerable appeal to those who have no wish to register/subscribe and also, of course, to those who do not otherwise have any access to computers at all. The process & procedures to gain public access to this facility at Paraparaumu and Waikanae Libraries are as follow, and assumes that it is UK Censuses that are required (there are also other resources, and we will consider some of them next year). There are minor

differences in the sequences to be followed at the two libraries, but that should be no problem, and both systems work!

- (1)** Request the library staff to give you access to ancestry.com (at Paraparaumu go to the Information Desk in front of you as you enter the library, and at Waikanae go to the main counter). This is a public facility, so you don't need to produce evidence of membership of anything. The library staff member will go to one of their computers, and do the necessary, so that ancestry.com is brought up on screen for you.
- (2)** You are then left alone to get on with it. You have up to 60 minutes (and sometimes more, if nobody else is waiting), and it is free.
- (3)** Scroll down (use the side slide-bar) to "UK Census collection" – if you don't scroll down, you can't see it. <click> on it.
- (4)** Enter name details (e.g. "William" and "Rutland"). Scroll down to select a specific Census Year (eg "1851"). Scroll down further to find "Search". <click> on it.
- (5)** You can see all the hits, one by one, in screen sets of ten. Select the hit of interest, and immediately below it you will see "View Image". <click> on it.
- (6)** At Paraparaumu only, sometimes a screen will appear that says "Please contact your system administrator to install the Ancestry Image Viewer. To continue with installing the Ancestry Image Viewer, click here". If this screen does appear, click in the appropriate place.
- (7)** Bingo – you've got the facsimile census page up on screen. By using the slide-bars you can scroll up/down, or left/right, on the image. To see the preceding or the following census pages, should you so wish, go to the top of the screen and <click> on either "Prev" or "Next" as the case may be. The facsimiles as seen at both libraries are, of course, identical, but the on-screen presentations differ somewhat.
- (8)** Print-outs of the facsimile pages may be obtained. They cost 20 cents each, and at Paraparaumu you pay at the Information Desk. At Waikanae, at the moment, the printer is out of action, and so you will need to transcribe the required information.

There is likely to be a general settling down of the system at both libraries so, with time, slight modifications to the sequences can be expected. However, it is a working system, and members are encouraged to go into their "local" and try it out, if they want to pursue their England & Wales ancestry. Give it a go – practice makes perfect. It takes a certain amount of trial and error to learn to navigate your way round the system, but it is well worth the effort. At a later stage, guidance will be offered to individual members who may be having difficulties in making the most of the system, but first, try it out for yourself.

Remember "Use it or Lose it"

Derek Griffis

KAPITI BRANCH LIBRARY RESOURCES (PART 4) (by Derek Griffis)

This the fourth in a series of occasional articles on the various research resources available on fiche to Kapiti Branch Members, and that are held in our collection located upstairs in Paraparaumu Public Library. [The first article, but on videos, appeared in the April 2004 Newsletter, the second article, on fiche: New Zealand Births Deaths & Marriages, appeared in the August 2004 Newsletter, and the third article, on fiche: New Zealand Cemeteries, appeared in the June 2005 Newsletter. These Newsletters may be accessed via our website]

Access to our collection is granted on production of a current KCDC Library Card + a current Kapiti Branch Membership Card to the Information Desk on the Ground Floor.

FICHE COLLECTION (NEW ZEALAND ELECTORAL ROLLS)

Two boxes located in the top right corner of the right-hand steel cabinet. A total of 2825 fiche, and includes the large number of recent additions consequent upon our successful Pub Charity Grant Application as reported in our August Newsletter. Fiche held are for the years: 1853/64, 1865/66, 1870/71, 1880/81, 1887, 1893, 1893 (first women on NZ Electoral Rolls), 1899, 1905/06, 1914, 1919, 1922, 1925, 1928, 1931, 1935, 1938, 1943, 1946, 1949, 1951 (Supplementary), 1954, 1957, 1960, 1963, 1966, 1967 (Supplementary), and 1969. Although our collection is extensive, it is not comprehensive as, for one reason or another, a few of the intermediate year's rolls were not available to us [Should anyone be particularly anxious to access one of those missing year's rolls, they may be found in the National Library collection in Wellington]. Hard-copy Electoral Rolls are available on the open shelves on the wall opposite to our steel cabinets, and are for the subsequent years: 1972, 1984, 1993, 1996, 1999, 2002, 2003, and 2004. [NB The 1881 and 1893 Electoral Rolls only, are also held on CD]

To search for a specific person in a specific year it is first necessary to identify the most probable electorate(s), and although in some instances these will be obvious, on other occasions they will not. Electorate names may not be at all what are expected and also, both the names and boundaries of electorates change from time to time over the years. To overcome this problem you should refer to "New Zealand Electoral Atlas" by Alan McRobie, which covers the years 1853 to 1987, and which is located on the open shelves immediately adjacent to the right-hand end of the top row of the hard-copy Electoral Rolls. If the most probable electorate(s) have been checked, but without success, then there is nothing left but to check one by one all the electorates in the country, and this

can be accomplished in a surprisingly short period of time. If there is still no success, then the missing person merely may have not registered for that particular election, and so it will then necessary to move forward to subsequent year's Electoral Rolls and to repeat the exercise.

Although there are some inconsistencies, in general each Electoral Roll entry can be expected to quote a person's full name, address, and occupation. Often, by the simple process of searching the adjacent entries for the same surname and looking out for the same address, the spouse and/or other voting-age family members can be identified. If a family member can be located in one of the early Electoral Rolls then, by a process of slogging your way through all the subsequent years, it is often possible to track the progress of the family, as it divides into collaterals, generation after generation, right through to the present. The prospects of successful progress can be enhanced if, in tandem, regular references are made to our New Zealand Births, Marriages and Deaths indexes to keep in touch with the milestones of life. For recent years (i.e. since the early 1980s) it may be useful to also check the Habitation Indexes held in National Library, which are in *address* order within electorates, and which will enable you to identify *all* the registered voters at that address – even if the surnames differ to each-other.

COMMITTEE 2006/2007

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