

Kentucky 1890 Tax List Project

Rules for Data Entry

4 Mar 1996

sponsored by The Kentucky Genealogical Society
PO Box 153, Frankfort, KY 40602

We want to capture only the first 4 items (fields) for each tax-payer. Those are:

| Tax-Payer Name, | Number of Acres, | Nearest Neighbor, | Property Value |
|-----------------|------------------|-------------------|----------------|
|-----------------|------------------|-------------------|----------------|

All you need to participate in this project is:

- 1) The tax list to key from. We can provide microfilm, or paper copies from microfilm.
- 2) A personal computer, with a word-processing program that can save your data to disk in 'plain-ASCII' (ask-ee) text format. *Word-Perfect, Microsoft Word*, and other leading word-processing programs can do this. However, the use of a word-processing program is overkill for this project. You can use a simple text-editor if you wish. The Notepad in Windows will work, or EDIT in some of the newer versions of DOS. *QEDIT* is a popular shareware text-editor that we might be able to supply to you. If in doubt, call us before you start keying.
- 3) Information on how to key the data, read on.

Below, is a sample for how to key your data:

```
*Toldham County, Ky 1890 Tax List      <-title-marker
*Tkeyed by Donna Stark Thompson        <-title-marker
*CCovington Precinct                  <-comment-marker
*P001                                  <--page-marker
Adams,Wm ;220 ;Wilson,Geo ;7000
,Clara ;165 ;Wilson,Geo ;5400
Jones,Brerton ;900 ;Adams,Wm ;28000
Smith,Davis ;120 ;Banks,Homer ;4400
Huntley,Chet ;130 ;Jones,Brerton ;4800
Kramer,George and Malissa ;15 ; ;2000
Longley?,J? ;35 ;Smith,Davis ;2200
*P002                                  <--page-marker
Wilkinson,Wallace ;310 ;Durrett,Ruben ;12000
,Clarence ;155 ;Atcher,Randy ;5100
Brooks,Tom ;140 ; ;5000
Wills,Chill ;190 ;Cassidy,Hopalong ;
,Landon ;230 ;Jones,Brerton ;7200
Clooney,Nick ;175 ;Schottlekotte,Albert ;6000
Hurst,Melvin ;880 ;Atcher,Randy ;7600
*Ccolored                             <--comment-marker
*P003                                  <--page-marker
Robinson,Frank ;85 ;Clooney,Nick ;1900
Mays,William ;100 ;" ;2500
Patterson,Oscar ;20 ;Robinson,Frank ;1100
```

Notice that names should be entered surname first. Each field is separated by a semi-colon. Names that are unclear should have a question mark after the name. If the name is unclear at the front, then put the question mark at the front of the name. We can go back and compare printed copies against the microfilm, which is often more clear.

If the surname is the same as the entry above, you don't have to key the surname on subsequent entries. For example, Clara above will be expanded to **Adams,Clara**, and Landon will be expanded to **Wills,Landon**.

In case a field is missing, simply butt the next field up against it with another semi-colon. Example, Tom Brooks nearest neighbor was not listed on the original.

If a field is exactly the same as the one above it, you can simply *ditto* the field by entering a *double quote*, like is shown for Williams Mays above. His neighbor was also Nick Clooney.

Save your text to a diskette, giving it a name that makes sense, such as OLDHAM1.TXT, and send to us.

We have a program that will read the file, expand the fields, and automatically index it, based on the page numbers.

How will the data be published? Depends on how much there is, and who will underwrite the cost of publishing. If you would like to publish and sell your own data yourself, we can help, and help you advertise it. We can provide the expanded file, along with an index, ready to pull into your word-processing program, or we can print it for you.

Eventually, we want to put all these files into one big database, so it can be searched on a statewide basis. In order to not conflict with your own publishing efforts, we can hold your data back from public access for a certain amount of time.

Questions and comments? Write to the above, or call Brian Harney, at (502) 875-4452 evenings, before 10pm Eastern. Or e-mail him at: **bdharney2@aol.com**