Guide to using
Deutsches Geschlechterbuch on CD-ROM
in the Special Collections Department

St. Louis County **Library**
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GUIDE TO USING THE *DEUTSCHES GESCHLECTERBUCH* ON CD
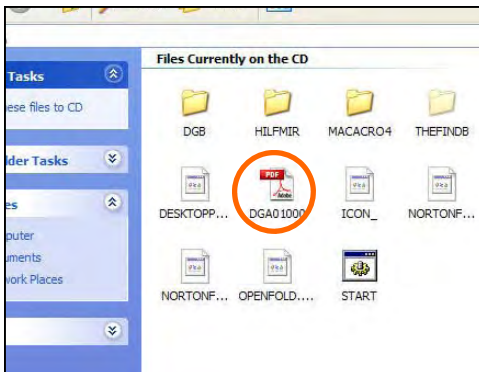## In the Special Collections Department, St. Louis County Library

The Special Collections Department's *Deutsches Geschlecterbuch* (DGB) CD collection consists of CD M94, a cumulative index for Vols. 1–216,and CD M95–CD M114 with digitized versions of Vols. 1–143. The CDs were issued in two different formats. CD M95 – CD M110 (DGB 1 – 16) use Adobe Acrobat and can be used on any computer with Adobe Acrobat Reader installed on it. CD M110 – CD M114 (DGB 17 – 20) were created using FileMaker Pro. Everything needed to operate these is self-contained on each CD, and they requires no software other than the computer's operating system. Versions for Windows and Mac are included. The CDs are not full–text searchable but have some search capabilities.

Cumulative index, Vols. 1–216

1. The cumulative index (CD M94) is in PDF format and includes all surnames in Vols. 1–216. Find the surname and note the volume and page numbers. A list of major lineages included in each CD is listed on the CDs back cover.

2. Find the DGB CD containing the desired volume using the chart below (this chart has also been inserted into each CD case):

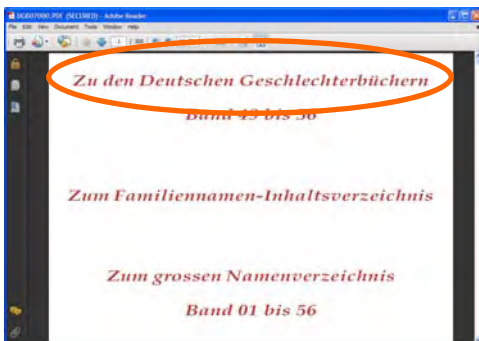| SLCL CD no.	DGB CD no.	Print volumes on disc
M94		Index to Vols. 1–216
M95	1	1 – 10
M96	2	11 – 18
M97	3	19 – 24
M98	4	25 – 32
M99	5	33 – 40
M100	6	41 – 48
M101	7	49 – 56
M102	8	57 – 64
M103	9	65 – 72
M104	10	73 – 80
M105	11	81 – 87
M106	12	88 – 94
M107	13	95 – 100
M108	14	101 – 106
M109	15	107 – 112
M110	16	113 – 119
M111	17	120 – 125
M112	18	126 – 131
M113	19	132 – 137
M114	20	138 – 143

Click on the Adobe Acrobat icon to open.

3. Load the CD in the tray. If the window displaying CD's contents does not open automatically, double click on the "My Computer" icon on the desktop and then on the CD-drive icon.

4. Instructions for using the CDs differs depending on the format. Instructions for each format follow.

Using CD M95 – M110 (DGB 1 – 16)

CD M95–CD M110 (DGB 1–16) use a customized PDF that includes special navigation features. This guide assumes that the user is generally familiar with how Adobe Acrobat Reader software operates.

All DGB CDs using the Adobe Acrobat interface operate and are navigated in essentially the same way, although the first four CDs exhibit variations, reflecting refinement and evolution of format. The PDFs use active (but unfortunately not obvious) links to maneuver through the CD and take advantage of the usual Adobe Acrobat Reader navigation features.
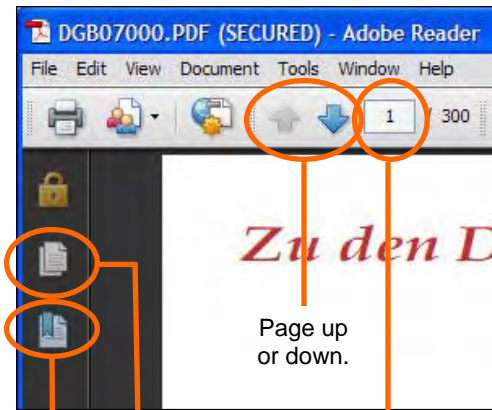
1. From the CD contents window, double click on the Adobe Acrobat icon. A window will open with the CD title page.

2. Click on one of the following:

> "Deutsches Geschlechterbuch" (CD M95 / DGB 1)
> "Zu den Registerbänden Deutsches Geschlechterbuch" (CD M96 / DBG 2)
> "Zu den Deutschen Geschlechterbüchern" (CD M97 / DGB 3 and later)

Typical CD title page. Click on "Zu den Deutschen Geschlecterbüchern" to load the main menu.

3. The main menu will open with graphics representing the volumes included on the disc. Click on the desired volume *(Band).*

4. A window will open displaying the cover of the volume. The volume can then be browsed or navigated in the following ways (see illustration on next page):

- Page by page, using the next and previous page arrows.

- Jump directly to a page by entering the page number in the page search box. Note, however, that the PDF page numbers and those printed in the volume differ.

- Use the "Pages" display feature on the left side of the screen. Click on the "Pages" icon to display thumbnails of all pages in the volume in their natural order. Click on a thumbnail to open up that page in the main display window.

Main menu. Click on the graphic of the desired volume *(Band).*

- Use the "Bookmarks" display feature on the left side of the screen. Click on the "Bookmarks" icon to display bookmarks designating main divisions or features of the publication. Click on the [+] symbol to expand the list to reveal items under a bookmark category. Bookmarks commonly include *Titelseiten* (title pages), *Vorwort* (forward), *Verzeichnis* (indexes and key to symbols and abbreviations), *Portrait* (photos and illustrations), *Wappen* (coats of arms), *Familien* (bookmarks for the lineages) and *Anhang* (appendix).
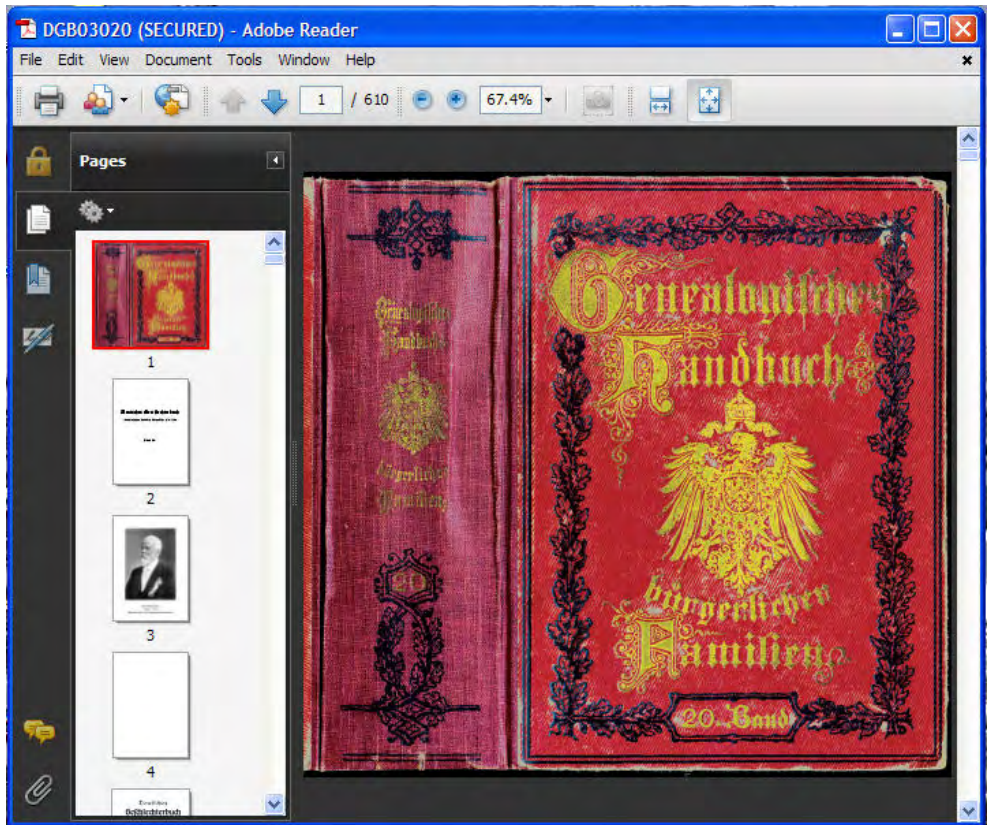
Page up or down.

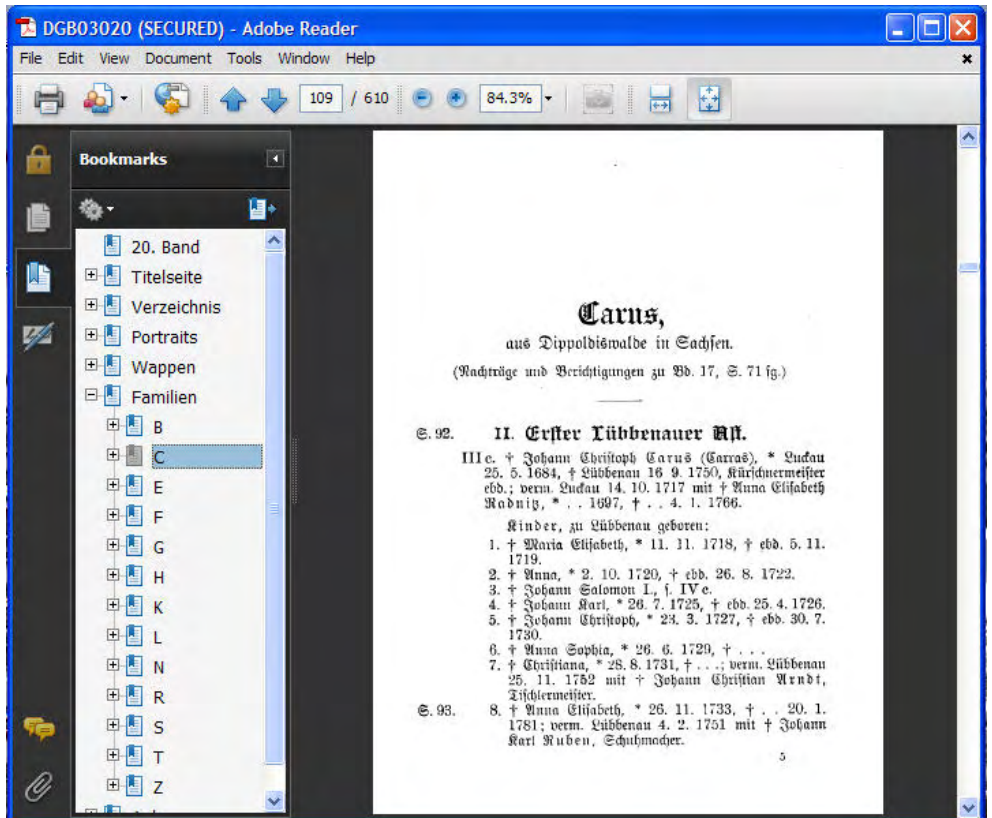Jump to a page.

Click to display pages as thumbnails.

Click to display Bookmarks.

The first page of the PDF for each volume is the cover. Navigate back to the cover and click on it to return to the main menu. The screen is shown with the "Pages" display feature activated. Click on a thumbnail to go directly to that page.

Main menu.

Beginning text of a lineage. The screen is shown with the "Bookmarks" display feature activated.

When using CD M97 (DGB 3) and later, click on "Zum Familiennamen-Inhaltsverzeichnis" on the CD title page.

The main index page will have "Inhaltsangaben der Familien" on the top and "Namenregister" on the bottom."

To return to the main menu

Navigate to the first page of the volume showing the volume cover. Click on the cover title. The main menu will load after a few moments.

Indexes

Each CD includes several indexes. Surnames in indexes are alphabetized by the main word in the name. For example, "van der Aa" is indexed under "A" and "zum Vorwalde" is alphabetized under "V."

Namen Inhaltsverzeichnis (surname index)

An alphabetical listing of lineages and an index of all surnames found on the CD. Navigation depends on the CD being used.

■ CD M95 and CD M96 (DGB 1 and 2):

1. Navigate to the opening screen or the main menu.

2. Open the "Bookmarks" display feature and click on "Namen-Inhaltsverzeichnis."

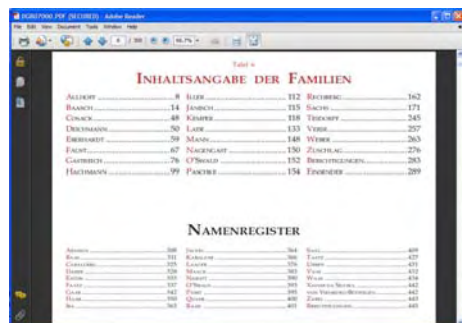3. Continue at number 2 below.

■ CD M97 (DGB 3) and later:

1. On the opening screen, click on "Namen-Inhalstverzeichnis." The index is also accessible from the "Bookmarks" feature when viewing the CD title page or the main menu.

2. On some CDs, an index title page will open. If this occurs click on "Zum Familiennamen-Inhaltsverzeichnis" to open the main index page. Otherwise the main index page should open.

The main index page includes two indexes (see examples on next page):

- "Inhaltsangaben der Familien" (description of the lineages) is a listing of the featured lineages with a brief description of each and a list of surnames included in the genealogy. Each entry includes a volume (Bd.) and page (S.) reference. Clicking on the page reference navigates the user to the volume and page where the lineage is found.

- "Namenregister" (surname index) is an index of all surnames mentioned in the CD. Each name in the index is followed by a volume reference (Bd.) and page (S.). Clicking on the page number will navigate the user to where the surname is found. Note: CD M95 (DGB 2) does not include a "Namenregister" but has a cumulative index that includes CD M94 (DGB 1).
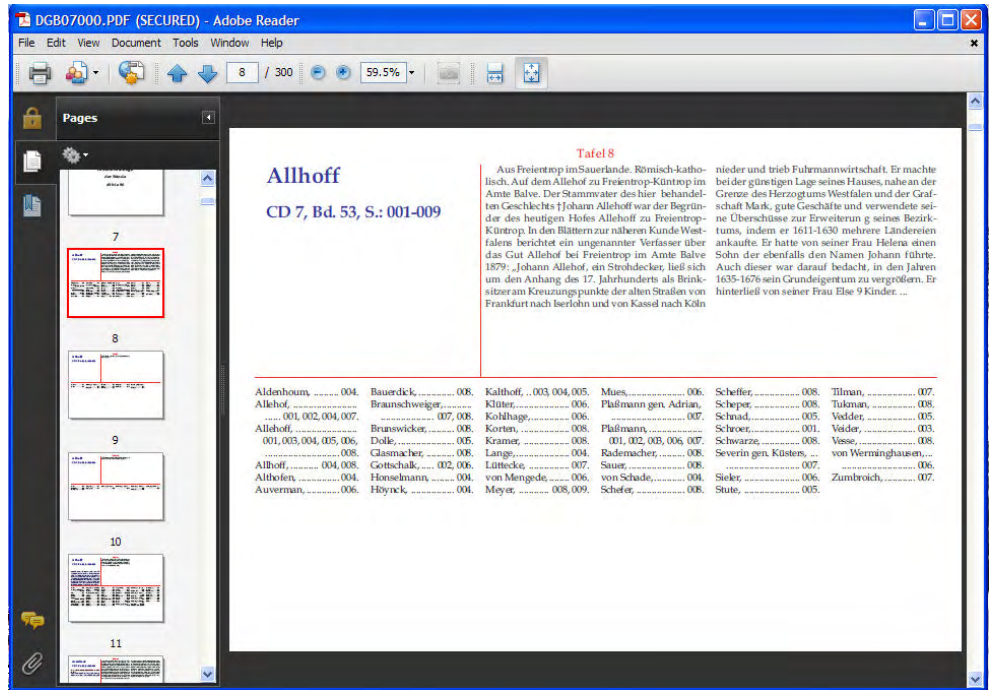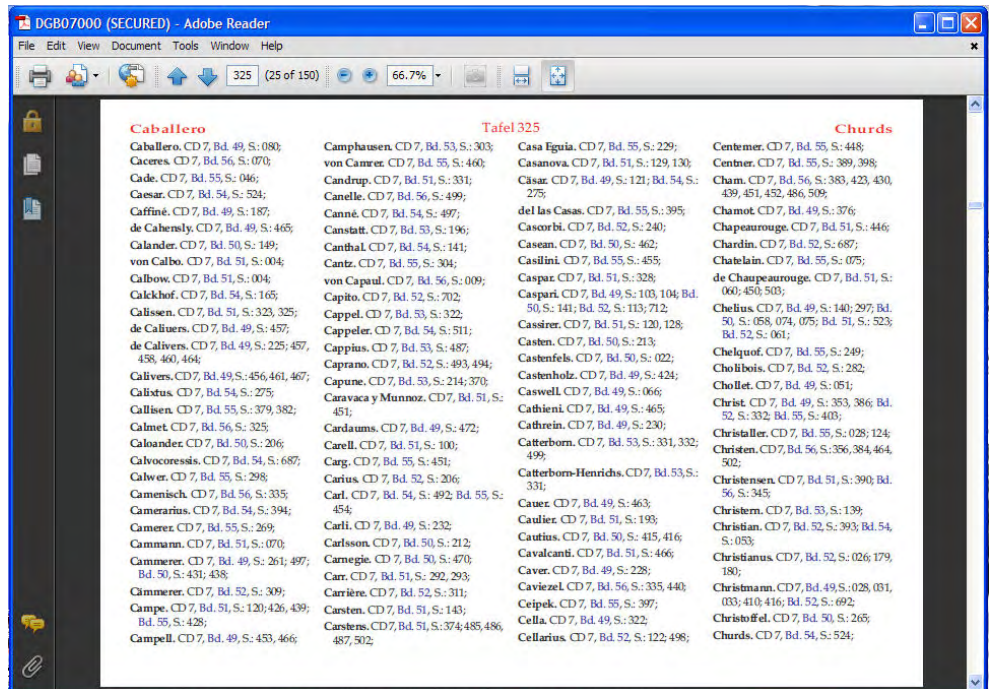
To navigate to an entry in one of the indexes, click on the surname that begins with the same letter as the one you are researching. Alternatively, use the "Pages" display feature and / or the page-navigation arrows to browse the indexes.
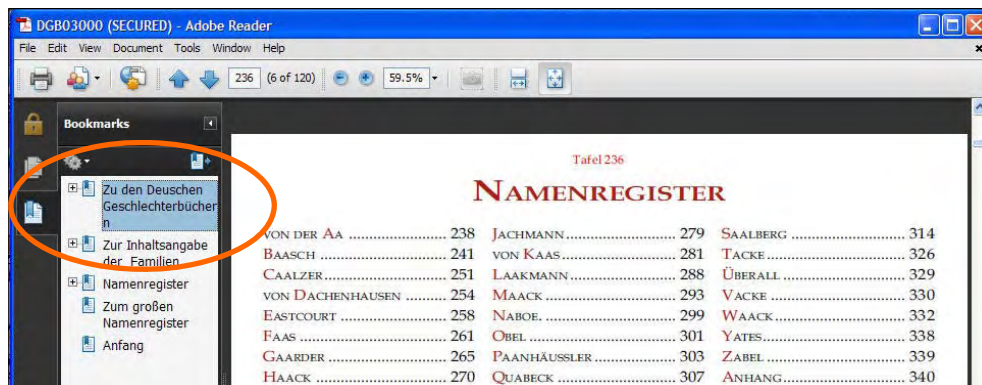
An example of an entry in the "Inhaltsangabe der Familien." Entries feature a brief overview of the lineage and a list of surnames associated with it. Click on the page (S.) numbers to go directly to the lineage text on the CD.

An example of the "Namenregister," which lists all surnames included on the CD. Click on a page (S.) number to go directly to where the surname is found on the CD.

To return to the main menu, open the "Bookmarks" display feature and click on "Zu den Deutschen Geschlecterbüchern."

To return to the main menu:

1. Return to the title page of the index by opening the "Pages" display, scrolling to the top most thumbnail and clicking on it to open it in the display window.

2. Click on "Zum den Deutschen Geschlechterbüchern."

Grosses Namenverzeichnis (cumulative index)

CDs beginning with M96 (DGB 2) include a cumulative index of surnames found in all CDs issued up to that point (see example on next page).

■ CD M96 and M97 (DGB 2 and 3)

1. Navigate to the main menu.

2. At the bottom right of the screen, click on "Gesamt-Namenverzeichnis." A page titled "Erhältliche CDs" will open.

3. Click on "Gesamt-Namenverzeichnis" at the bottom of the screen. An index title page will open.

4. Click on "Großes Namenregister."

5. Continue at number 3 below.

■ CD M98 (DGB 4) and later:

1. Navigate to the CD title page.

2. Click on "Zum grossen Namenverzeichnis"

3. An alphabetical list of surnames appears under the index title.

4. Click on the surname that begins with the same letter as the one you are researching. Each name in the index is followed by volume (Bd.) and page (S.) references.
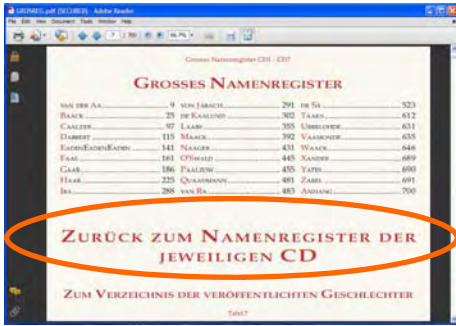
On CD M96 and M97 (DGB 2 and 3), click on the "Gesamt-Namensverzeichnis icon at the bottom of the main menu.

To return to the main menu:

Navigate to the main index page using the "Bookmark" display feature, click on "Zurück zum Namenregister der jeweiligen CD" (see illustration on next page).
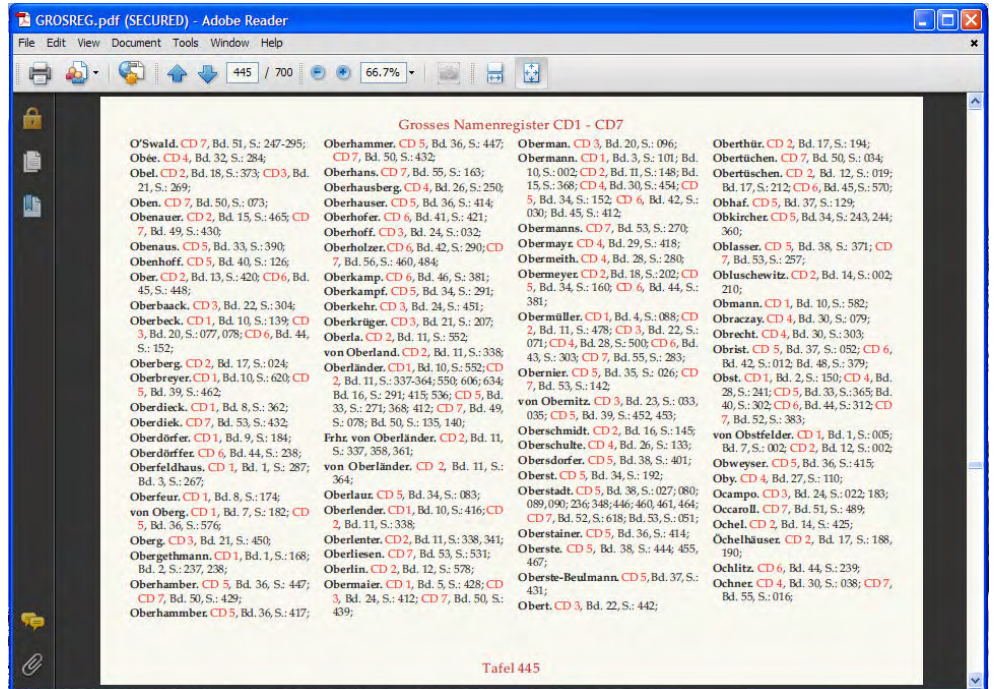
The main index page to the "Grosses Namenregister." To return to the main menu, click on "Zurück zum Namenregister der jeweiligen CD."

Example of a "Grosses Namenregister" (cumulative index) page. Entries site the CD, volumes (Bd.) and pages (S.) where the surname is found.

Printing

Printing is preformed as you would from any PDF document.

CAUTION: In the print dialogue box, be sure to designate "current page" or a range of page numbers. Otherwise, the entire PDF will print, which could amount to more than 1000 pages.
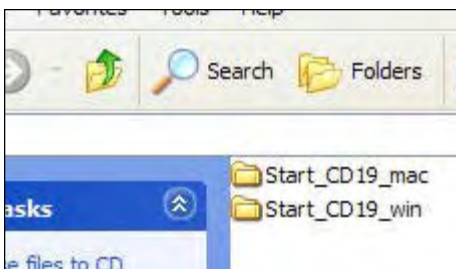
Using CD M111 – M119 (DGB 17 – 20)

1. The CD includes folders with versions for both Windows and Macintosh computers. The name of the Windows version will end in "win."

2. Open the Windows folder and double click on the icon that starts the program (see illustration). The program may take several minutes to load.

3. If a window appears asking for a user name, enter anything.
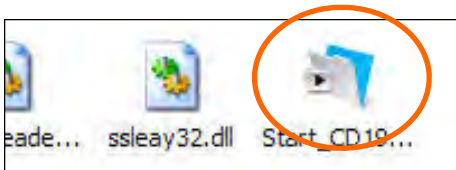
4. Once the program loads, the main menu will open

An illustration of the software interface and its functions is on the next page.

The software interface consists of a viewing window and a tool bar with buttons to access information on the CD:

- **Schließen**—Quits the program
- **Hilfe**—Accesses the help function
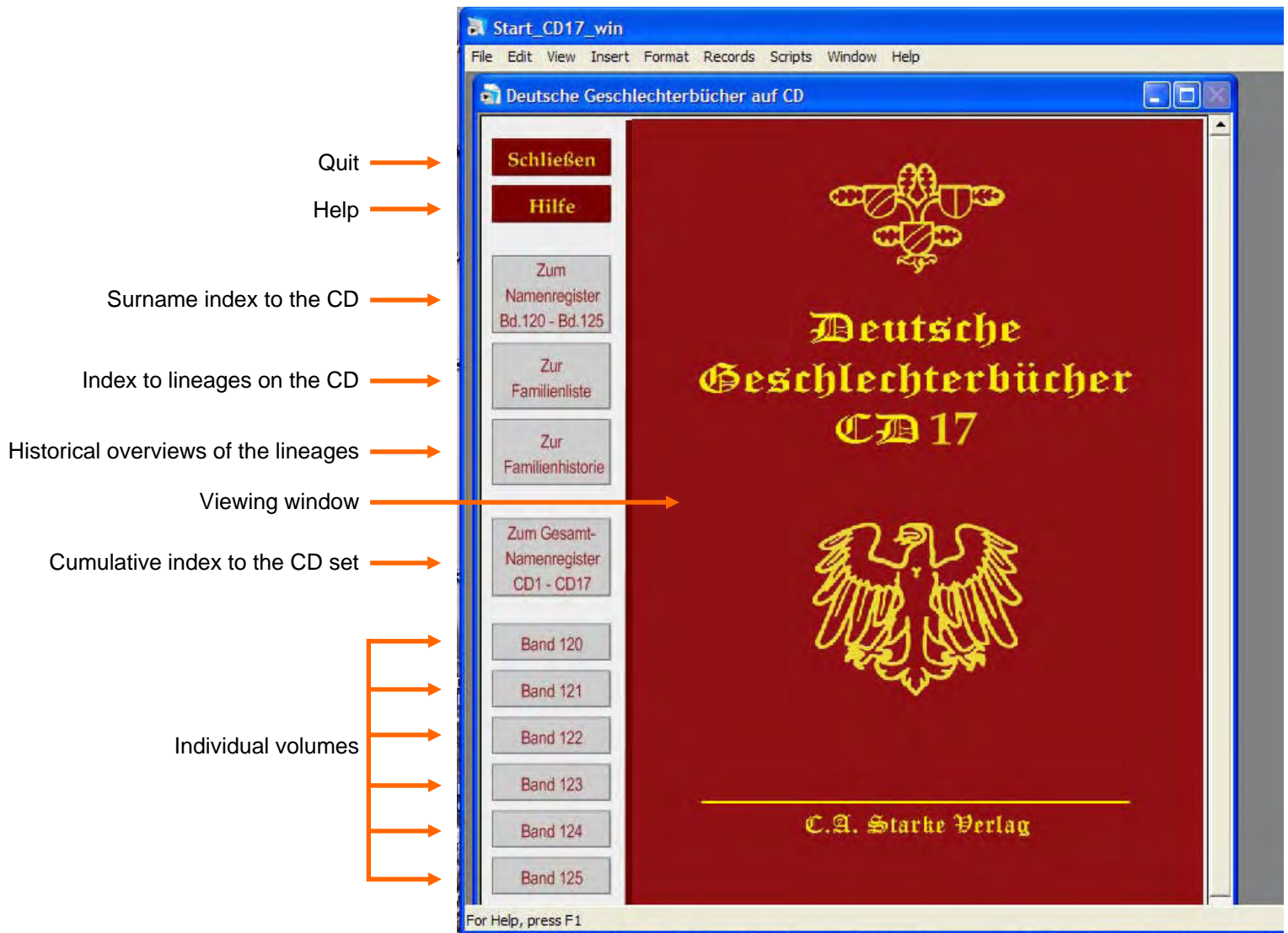- **Zum Namenregister…**—Opens a the surname register to the CD

CD M111—M119 (DGB 18–20) includes folders for Mac and Windows.

Open the "win" folder and look for the "start" icon.

The tool bar and interfaced used on CD M111–M114 (DGB 17–20).

- **Zur Familienliste**—Opens the index to lineages on the CD
- **Zur Familienhistorie**—Displays brief narrative overviews of the lineages.
- **Zum Gesamt-Namenregister**—Opens the cumulative index to the CD set (cumulative index to the complete set is on CD M119 (DGB 20).
- **Band…**—Accesses a specific digitized volume.

Navigating the indexes

The *Namenregister*, *Familienliste* and *Familienhistorie* (surname index, lineage index, and family history overview) windows utilize the same search functions and controls. The Gesamt-Namenregister interface has a slightly different layout, but functions basically the same (see illustrations on next two pages):

A tool bar is displayed at the top of each index page with buttons for navigating to other areas of the CD and search functions for searching the index being viewed.

Arrows

|<   Go to first page.

<   Go to previous page.

>   Go to next page.

>| Go last page.

Buttons on top row:

- **Haupt-Menü—**click to return to the main menu.
- **Other buttons—**click to navigate to the other indexes and the help function.

Buttons on top row

Go directly to the a DGB volume *(Band).*

Buttons on bottom row:

- The first three buttons—ignore
- Drücken—print (see instructions for printing below).

Buttons and search box on the fourth row:

The fourth row provides functions for searching.

Enter a name in the search box.

- Click "Suchen" to search.
- Click "Löschen " to clear the search box.
- "Suche d. Fundstelle in den Geschlechterbuch"—needed only in "Familienhistorie." Clicking this button navigates the user to the volume and page where the lineage is found.

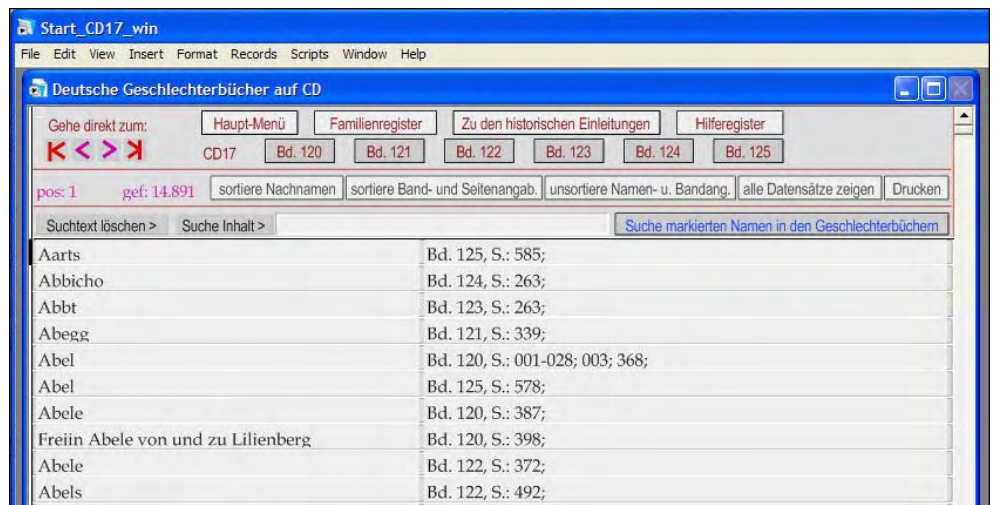The following pages include examples illustrating the CD indexes.

Index examples

Example from the *Namenregister* (surname index). Click on a name in the list to navigate directly to the volume and page where the name is found.

Example from the *Familienliste* (lineage index). Click on a name in the list to navigate directly to the volume and page where the lineage is found.

Example from the *Familienhistorie* (lineage overview). Click on "Suche d. Fundstelle in den Geschlechterbuch" to navigate directly to the volume and page where the lineage is found.
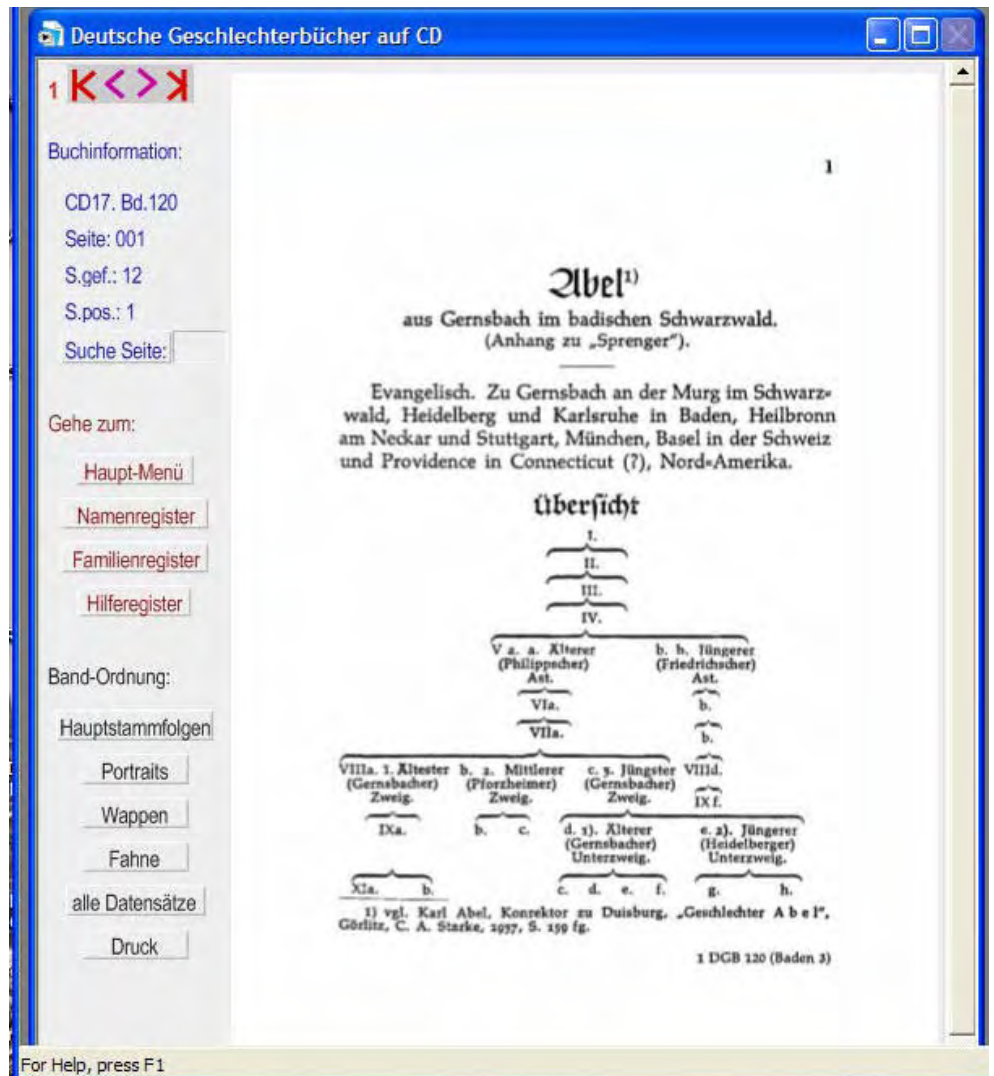
Example from the *Gesamt-Namen-register* (cumulative index). The lay out of the tool bar is slightly different, but the same elements are there. Index entries include the CD, volume (Band) and page (S.) numbers were the surname can be found.

Individual DGB volumes on the CD

CD M111–CD M114 (DGB 17–20) also provide access to digitized copies of individual DGB volumes. Clicking one of the "Band" buttons on the main menu tool bar navigates the user directly to that volume. Screens displaying volume pages have their own tool bars for navigating within the volume.

Page forward and backward.

Indicates current CD, volume (Bd.) and page (Seite) number being viewed

Jump to page (corresponds to pages printed in the volume being viewed.

To the main menu

To the name index

To the lineage index

To the help index

To the volume's main lineages

To the volume's photographs

To the volume's coats of arms

To the volume's insignias

All data entries
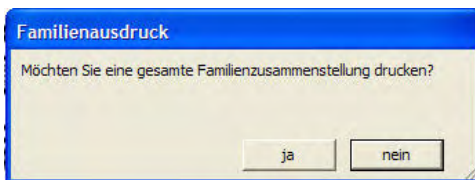
Print

Navigating the volumes

Users can:

- Page through a volume using the arrows.
- Jump to a page by entering a page number in the search box and clicking "Suche Seite." Pages correspond to the print volume.
- Click on "Hauptstammfolge" to browse the first page of each lineage.
- Click on "Wappen" to browse through coats of arms published in the volume.
- Click on "Fahne" to browse through all the volume's insignias
- When browsing, clicking on "Alle Datensätze" allows the user to page through consecutive pages of the particular lineage.
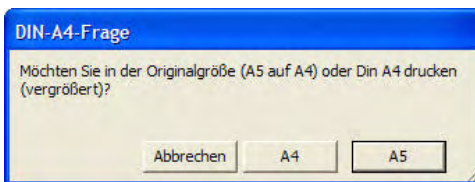
Printing

The CD format allows users to print an entire lineage or individual or a range of pages from an individual volume or index.
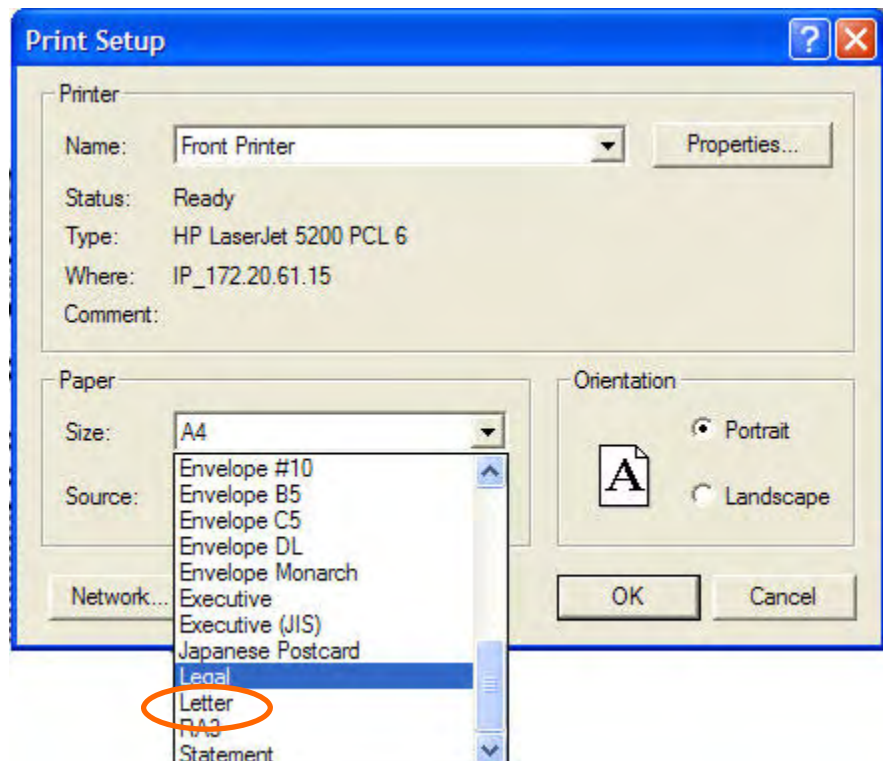
To print all the pages of a lineage:

1. Navigate to the page in the volume where the lineage begins.
2. Click "Druck" at the bottom of the tool bar.
3. A dialogue box will appear asking you if you want to printout an entire lineage (see illustration at left). Click on "Ja" to proceed or "Nein" to cancel.
4. A dialogue box will appear asking you if want to print on A4 or A5 paper. Click either one—you will change the paper size later—or choose "Abbrechen" to cancel
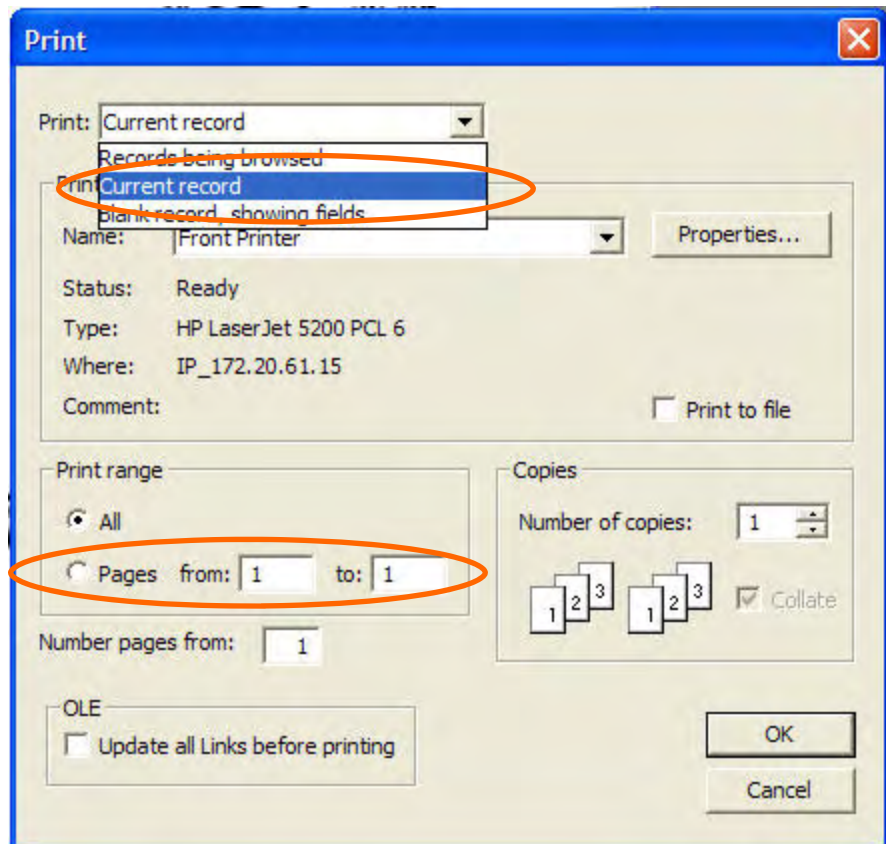5. The "Print Setup" window will appear

Do you want to printout an entire lineage?

Do you want to print on the original A5 size of enlarge it to A4?

6. Change the paper size to letter and click "OK."

7. **IMPORTANT**: Next to "Print," change the selection to "Current record," otherwise the entire document will print, which could be more than 1000 pages.

8. Click "OK."

NOTE: This feature does not appear to work correctly on some CDs. If it does not, and you still want to print out an entire lineage, note the page range and proceed as described below.

To print a single page or a range of pages:

1. Follow the same procedure as "To print an entire lineage," above.

2. At the first dialogue box asking if you want to print an entire lineage, click "Nein."

3. Follow steps 4 and 5.

4. In the "Print" window (above), change the "Print" setting to "Current record" and enter the desired page numbers under "Print range."

5. Click "OK."