

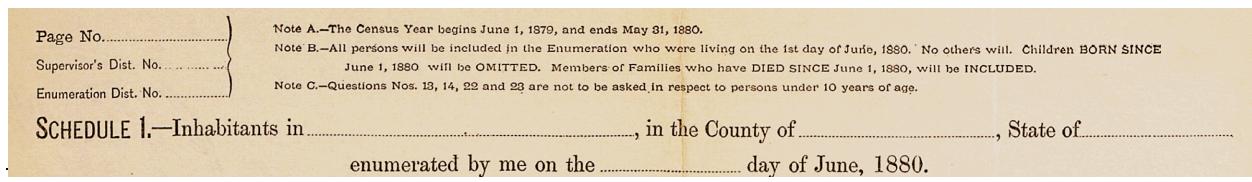


1880 Census

Welcome to HistoryForge!

This is your guide to transcribing records from the 1880 U.S. Census into HistoryForge.

HistoryForge is a digital history project that relies on people like you to help make all of the information on the U.S. Census available for exploration.



The 1880 Census recorded information about individuals in communities across the nation, such as their name, address (not available in all locations), race, sex, age, marital status, employment, health, education, and nativity.

Traditional access to the U.S. Census, which allows the average person to search for individuals by name and location on genealogy websites, is limiting. While it provides information about that person in a specific place and time, it separates that individual from the larger context of their community.

HistoryForge enables people to search on any of the individual attributes captured on the census, including, but not limited to name. As a result, it reveals the larger community context contained in the census, allowing people to use the census to learn more about the history of their community or that of their ancestors.

By transcribing these census records into HistoryForge, you are helping to expand access to the vast amount of information about individuals and communities available in the census.

Even more: the records you transcribe are geo-addressed and markers for the buildings can be displayed on historic map overlays, allowing the information to be viewed on maps from different time periods.

Thank you for helping make local history resources such as the census available to the public,
The HistoryForge Team
Ithaca, NY

List of Questions asked in the 1880 Census¹

The census captured the following information about individuals living at each residence on June 1, 1880.

1. Name of the street and house number (where available)
2. Number of dwelling house in order of visitation by the enumerator
3. Number of family in order of visitation by the enumerator
4. Name
5. Race
6. Sex
7. Age at last birthday
8. If born within the census year (June 1, 1879-May 31, 1880), the month they were they born
9. Relationship to the head of the family
10. If single, married, widowed or divorced
11. If married during the census year (June 1, 1879-May 31, 1880)
12. Occupation, trade, or profession
13. Number of months employed during the census year (June 1, 1879-May 31, 1880)
14. If sick or temporarily disabled so as to be unable to attend to ordinary business or duties, and the sickness or disability
15. If blind
16. If deaf and dumb
17. If idiotic
18. If insane
19. If maimed, crippled, bedridden, or otherwise disabled?
20. If attended school during the census year (June 1, 1879-May 31, 1880)?
21. If unable to read
22. If unable to write
23. Place of birth of this person
24. Place of birth of their father
25. Place of birth of their mother

¹ Adopted from: https://www.census.gov/history/www/through_the_decades/index_of_questions/1880_1.html
accessed August 2, 2021.

HistoryForge 1880 Census Manual

A. Getting started	
1. How to find your census page online	5
2. How to adjust the image	7
3. How to open a new data entry page on HistoryForge	8
4. HistoryForge transcription conventions	9
B. Transcription instructions	
1. Census Scope	
a. Page/Side/Line/Enumeration District	10
b. Street Address	11
c. Building/Locality/Dwelling and Family Nos.	14
2. Name	
Last name/First name/Middle name>Title/Suffix	16
3. Personal Description	
a. Race	17
b. Sex	17
c. Age /Age (Months)	17
d. Birth Month	17
e. Relation to Head	18
f. Marital Status	18
g. Married during Census Year	18
4. Employment	
a. Occupation	19
b. Unemployed months	19
5. Physical and Mental Condition	
a. Sickness/Temporary Disability	19
b. Blind/Deaf and Dumb/Idiotic/Insane/Maimed Crippled, Bedridden, or Otherwise Disabled	19
6. Education	
a. Attended School	20
b. Cannot Read/Cannot Write	20
7. Place of Birth and Citizenship	
a. Place of Birth/Place of Birth - Father/Place of Birth - Mother	21
b. This Person is Foreign Born	21
8. Notes	22
9. Saving Your Work	23
C. Reviewing Your Work	
a. Finding the Records You Entered	24
b. Displaying the Fields to Look Like the Census Sheet	25
c. Self-Review Checklist	26
d. Editing Your Records	27
Appendix A: Additional Information about the 1880 Census	29

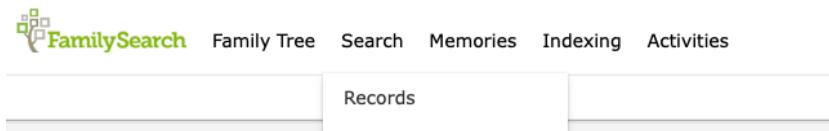
A. Getting started

1. How to find your page from the 1880 U.S. Census online:

A quick note regarding census terminology: The person who went door-to-door to collect the information on the census was called an enumerator. Each enumerator was assigned a specific geographic area called an Enumeration District or ED. To find your page from the 1880 Census online you will need to have the Enumeration District (ED) and the page number you will be transcribing.

To access the 1880 Census online, we recommend using Familysearch.org, a free genealogy website, which has built-in tools for adjusting the brightness and contrast of each census sheet, making it easier to read any information written in pencil as well as pen.

- Go to www.familysearch.org (create a free account if you don't already have one).
- Log on to Familysearch.org.
- Select the Search tab, then chose Records from the drop-down menu.



- On the left side of the screen, under **Find a Collection**, enter Census, 1880 into the search field under Collection Title.

A screenshot of the 'Find a Collection' search results page. The search term 'Census, 1880' is entered in the 'Collection Title' field. Below the search bar, a list of results is shown:

- Denmark Census, 1880
- Switzerland, Fribourg, Census, 1880
- United States Census, 1880

The 'United States Census, 1880' option is highlighted with a blue background.

- Select the option United States Census, 1880 from the drop-down menu.

- Underneath United States Census, 1880 Select [Browse All 1,080,487 Images](#).

United States Census, 1880

Names index to population schedules listing inhabitants of the United States in 1880. This was the tenth census conducted since 1790.

[HOW TO USE THIS COLLECTION](#) [BROWSE ALL 1,080,487 IMAGES](#)

- Select your State from the list of States.

[New Mexico](#)

[New York](#)

[North Carolina](#)

- Select your County from the list of Counties.

[Tioga](#)

[Tompkins](#)

[Ulster](#)

- Select your Location from the list of Townships, or Other Division of County.

[Groton City](#)

[Ithaca](#)

[Jacksonville](#)

- Select the Enumeration District (ED).

[ED 234](#)

[ED 236](#)

[ED 235](#)

[ED 237](#)

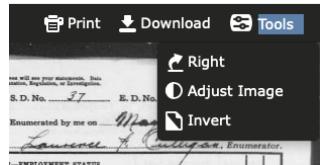
This will bring you to the first sheet in the ED. To get to your sheet:

- Enter the Sheet Number in the image box on the top left side of the screen, then hit Enter on your keyboard.
OR
- Use the right arrow on the top left side of the screen to click forward until you see your sheet/side in the top right corner of the image.

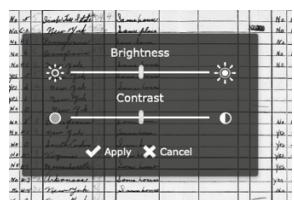


2. How to adjust the image:

- Select Tools in the right corner above the image, then select Adjust Image.



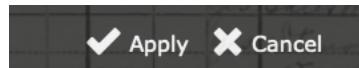
- Use the sliders to adjust the Brightness and Contrast so you can read any corrections written in pencil or pen.



- Use the Zoom button on the left side of the screen to zoom in and check, then zoom back out a little to make sure you can read everything else, making adjustments as needed.



- Select Apply or Cancel at the bottom of the brightness/contrast window.



3. How to open a new data entry page on HistoryForge:

- Go to your HistoryForge homepage: www.(your community name).historyforge.net.
- Select Log In in the top right corner of the page.

Log In The Forge Data ▾ About Contact Volunteer

- Enter your email and password and click Log In.

The screenshot shows the 'Log in' form. It has fields for 'Email' and 'Password', a 'Remember me' checkbox, a 'Log in' button, and a 'Forgot your password?' link.

Log in

Email
[Input field]

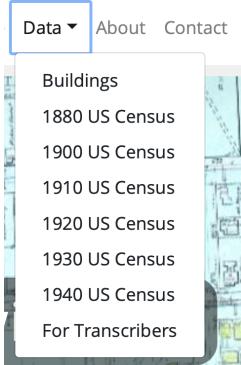
Password
[Input field]

Remember me

Log in

Forgot your password?

- Select Data in the top right corner of the page, then 1880 US Census.

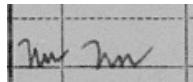


- Select Add New (Add New will only be visible if you are logged in).

CSV Map It Add New Reset

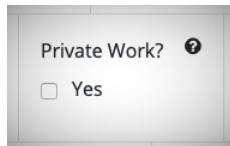
4. HistoryForge transcription conventions:

- For consistency, enter only what appears on the census sheet, do not enter information that does not appear on the sheet. In other words, if the field is blank on the census, leave it blank on HistoryForge.
- Enter the information as written by the enumerator in the appropriate fields. The one exception is the Notes field.
- If you find additional or conflicting information about a person such as a different name spelling or address: In the Notes field indicate the problem, the alternative information, and the source(s) that led you to that conclusion, i.e., **Last name/Address is _____ in the 1880 city directory.**
- Enumerators used the shorthand “un” for unknown (see image below). This often looks like illegible scrawl but is important to recognize and record this answer.



Check the box for unknown where possible. In numerical fields like Age, enter 999 for unknown.

- We have employed check boxes for certain fields, check them only when the enumerator entered Yes as a response. In all other cases, leave the box unchecked.



- Pop-up help text is available for most fields on the data entry page. To access it, hover your mouse over the question mark icon to the right of the field name.

Helpful resources:

In addition to the resources available on the Transcriber's Corner here are a few other helpful places to check for more information:

- On HistoryForge
 - other census years
 - the maps on The Forge.
- Relevant sources from sites like www.familysearch.org.

Always cite the sources of any additional/alternative information in the notes field.

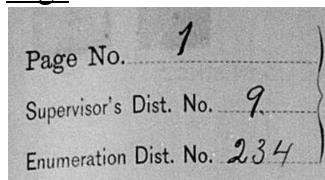
B.Transcription instructions:

1. CENSUS SCOPE

The Census Scope includes general information about the census page (Page number, Side, Line, Enumeration District) and the location of each record within the community/enumeration process (Address, Dwelling No., Family No.) The options for saving each record, explained under **Saving your work**, will ensure that some, if not all, of the information under Census Scope will be automatically generated into the next record.

a. Page/Side/Line/Enumeration District

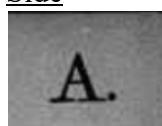
Page



The Page number is in the upper left corner of the census page.

- Enter the Page number from the **upper left corner** of the census page or use the up and down arrows in the box to record the number in the **Page field** on HistoryForge.

Side



The Side (A, B, C, or D) is printed in the upper right or left corner of the census page.

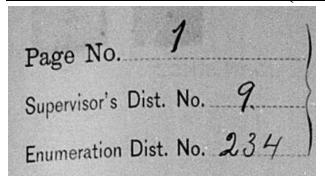
- Enter the Side from the **upper right or left corner** of the census sheet or use the up and down arrows in the box to record the letter in the **Side field** on HistoryForge.

Line

Line numbers (1-50) are on the left and right sides of the census page.

- Enter the Line number from **the upper right or left side** of the census page or use the up and down arrows in the box to record the number in the **Line field** on HistoryForge.
- After you enter the first line, the line number will autofill in future records depending on how you save the record. If the enumerator skips a line, you will need to adjust the line number on the data entry page.

Enumeration District (ED)



The ED is written on the upper left corner of the census page, below the Page No. and Supervisor's District No.

(**Note:** we don't record the Supervisor's District No.)

- Enter the ED from the **upper left corner** of the census page or use the up and down arrows in the box to record the number in the **Enum Dist field** on HistoryForge.

Street Address

The enumerator was to enter the street name and house number (where available) in the first two unnumbered columns on the left side of the census sheet.

	Street.	House Number.
1	Ebne St	
2		
3		
4	Chestnut Street	422
5		
6		
7		
8		118
9		
10		136
11		
12		
13		128
14		

Having the correct address is integral to the mapping part of this project. If you are unsure of the address on the census, always try to verify it using the resources available to you on the Transcriber's Corner page of your project website or leave a note so it can be checked when the record is reviewed.

Street Names

Street names are written vertically in the first column on the census. They can change at least once on the sheet. If there are multiple street names entered in the first column, look for a hand-drawn line separating the house numbers on one street from the next.

If there is no line indicating where the street name changes, attempt to verify the addresses of the relevant heads of household in a trusted resource such as a city directory or leave a note so it can be checked when the record is reviewed.

If the street name is hard to read, looks misspelled, or might be missing a prefix or suffix, attempt to verify the correct and complete street name using the resources available to you on the Transcriber's Corner page of your project website.

House Numbers

If there is no house number on the census, do not assume the number is the same as that of the previous family, attempt to verify the address in a trusted resource such as a city directory.

***Note:** If the first line on your census sheet does not start with the head of household, some of the following information such as the street name, house number, and dwelling and family numbers will be entered on the bottom of the previous census sheet. On FamilySearch, use the arrow to the left of the image box to go to the previous page, then scroll down to the last head of household to find the missing information for the first person on your sheet.

On HistoryForge, the street address is divided into four fields: House No., Prefix, Street Name, and Suffix.

For example, 106 N Tioga St would be entered as:

House No.	Prefix	Street Name	Suffix
<input type="text" value="106"/>	<input type="button" value="N"/>	<input type="text" value="Tioga"/>	<input type="button" value="St"/>

House No.

- The house number.
- Enter what you see in the **second column from the left** on the census into the **House No. field** on HistoryForge.
 - If the number includes a fraction leave a space between the number and the fraction. i.e., 102 ½.
 - If the number indicates rear (as in separate dwelling in the rear) enter the number followed by a space and the word Rear, i.e., 313 Rear.
 - If the number is a range of numbers enter them as written, i.e., 102-104.
- If this column is blank on the census, use the city directory to find it. If a number is found it into the house number field on HistoryForge, and enter in the notes “There was no address on the census, the address came from the ___ city directory”

Prefix

The North, South, East, or West preceding the street name (i.e., the N in N Tioga St).

- Enter what you see in the **first column from the left** on the census by typing the prefix or selecting N, S, E, or W from the drop-down menu in the **Prefix field** on HistoryForge select.

***Exception:** If the street name includes a directional prefix, such as South Hill Terrace. In this case you would include South in the street address, not the prefix. Consult the resources provided, or a project administrator if you are not sure if the word should be part of the prefix or street name.

Street Name

The name of the street itself (i.e., Tioga).

- Enter the name of the street written horizontally in the **first column on the left** on the census into the **Street name field** on HistoryForge.

***Note:** Street names can change at least once on the page. If there are multiple street names in column 1 look for a hand-drawn line separating the buildings on one street from the next.

Suffix

The Avenue, Road, Street, etc., following the street name.

- Enter what you see in the **first column from the left** on the census by typing the suffix or selecting the appropriate suffix from the drop-down menu in the **Suffix field** on HistoryForge.

***Note:** Some streets have the same street name but a different suffix. Entering the wrong suffix could result in the building being mapped to the wrong address and location. If the enumerator omits the suffix, check the resources on the transcriber's corner to find the correct address and enter accordingly.

Apt.

The Apartment Number.

- Enter only when applicable.
- If the enumerator indicates up/upstairs or down/downstairs enter that here.
- Rear could mean rear apartment or building in the rear. If you are unsure enter it using the instructions under House No.
- If there is no apartment number on the census, leave the Apt field blank on HistoryForge.

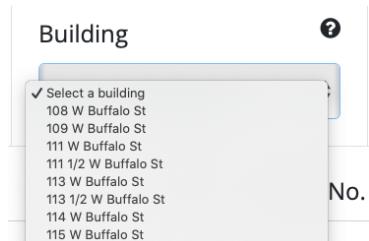
Building

There is no corresponding field on the census, however, this field allows us to link the people in the census to a mapped building.

Once you have entered the address in the previous fields, click Select a building to enable the building drop-down menu.



Then select the building with the same address from the drop-down menu.



- If the building does not appear, check to make sure that the street name is spelled correctly, and that the prefix and suffix are entered correctly.
- If the building still does not appear, check the box for Add building with address (if enabled).

Add building with address
 Yes

Checking this box will add the building to both this record and the building database so it will appear in the building drop-down menu for future records.

Locality

Locality is also not on the census but allows for the inclusion of multiple locations (cities, towns, villages, etc.) in one HistoryForge installation.

- Select the correct locality from the drop-down menu.
- Locality is necessary to save the record, it will only need to be selected once as it will automatically populate in future records when you save the record using one of the save options.

Dwelling and Family Nos.

To ascertain the number of occupied dwellings and the number of families in the enumeration district, the enumerator was to number each dwelling and family in the order of visitation.

A building with multiple families but one entrance was usually assigned a single dwelling number.

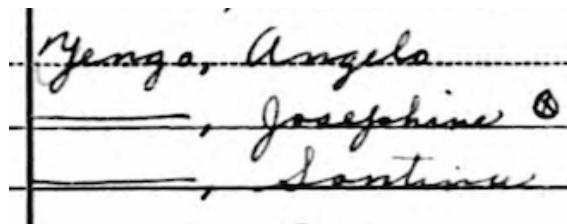
A single house with multiple front doors was usually assigned a dwelling number per each door. **For the purposes of the census “Dwelling” was not limited to a traditional residence and included any place where one or more persons regularly slept. “Family” extended beyond the biological definition to include all of those who lived together in shared living quarters**

Dwelling and Family numbers are generally sequential on the page. If it is hard to read either number check the numbers above and below for a pattern. However, if the enumerator had to return later to get information about one or more “family” members the Dwelling and Family numbers might be out of order.

- Enter what you see in **Column 1** of the census into the **Dwelling No. field** on HistoryForge and in **Column 2** of the census into the **Family No. field** on HistoryForge.
- Occasionally, the dwelling and/or family numbers will not be listed but a margin note will refer you to the sheet and line number where you can find it. If that occurs include the margin note in the notes field.

2. Name

The enumerator was to enter the names in the following order: Last, First, Middle.



Yenga, Angela.....
_____, Josephine @
_____, Santiago

After entering the last name for the head of the household, the enumerator often drew a line (or sometimes left a blank space where the last name would be) in subsequent records to indicate that the members of the family had the same last name as the head of the household.

*A last name that appears to be crossed out on the census was the person's last name. It was not actually crossed out, instead the enumerator wrote over the line he had initially entered to indicate all the members of the household had the same last name. Enter the new last name instead of the last name of the head of the household.

If the name is hard to read, attempt to verify the spelling with the city directory or other resources where possible and enter any additional information in the notes field.

Last name

- Enter the last name from **Column 3** on the census into the **Last Name** field on HistoryForge.
- If the person in this record is in the same family as the previous record and you Saved as in this family, the last name will be automatically populated after saving the previous record as in this family.
- If the person has a different last name from other members of the family, highlight the last name on HistoryForge and type the correct response.
- A last name is required to save the record. If there is no last name on the census, as can be the case with nuns for example, enter the word **Blank** in the **Last Name** field.

First name

- Enter the first name from **Column 3** on the census into the **First Name** field on HistoryForge.

Middle name

- Enter the middle name or initial from **Column 3** on the census into the **Middle Name field** on HistoryForge.
- If there is no middle name or initial on the census sheet, leave the field blank on HistoryForge.

Title, Suffix

- Enter the title and/or suffix from **Column 3** on the census into the **Title and/or Suffix field** on HistoryForge.
- If there is no title or suffix on the census, leave those fields blank on HistoryForge.

3. Personal Description

a. Race

The enumerator was to write “W” for White, “B” for Black, “Mu” for Mulatto, “C” for Chinese (for the purposes of the census, this category also included Japanese), or “I” for American Indian.

- Enter the race from **Column 4** on the census by selecting the corresponding option under **Race** on HistoryForge.

b. Sex

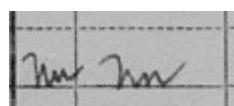
The enumerator was to write “M” for Male or “F” for Female.

- Enter the sex from **Column 5** on the census by selecting the corresponding option under **Sex** on HistoryForge.

c. Age /Age (months)

The enumerator was to enter the age of the person. All children less than one year of age were to be listed by their age in months on the census i.e., 3/12 or 11/12.

- If the age entered is in years, enter the age from **Column 6** on the census into the **Age field** on HistoryForge.
- If the age entered is in months, enter the age in months from **Column 6** on the census into the **Age (Months) field** on HistoryForge.
- If the answer is Un (Unknown) enter 999. The scribble for “unknown” often looks like this:



d. Birth Month

The enumerator was to enter the birth month for those born during the Census Year (June 1, 1879 to May 31, 1880).

- Enter the birth month from **Column 7** on the census by selecting the corresponding option under **Birth month** on HistoryForge.

e. Relation to Head

The enumerator was to enter the relationship of each person residing in the household to the Head of the family, i.e., Wife, Mother, Father, Son, Daughter, Grandson, Daughter-in-Law, Aunt, Uncle, Nephew, Niece, Boarder, Lodger, Servant, etc. **For the census, “family” extended beyond the biological definition to include all of those who lived together in shared living quarters.**

Note: This field has a controlled vocabulary. If, as you enter the term from the census, it does not appear from the list of controlled vocabulary, enter an X in the field and enter “Relation to head is _____” in the notes field.

Some enumerators took the instructions to this question on the census literally and did not enter the word Head in this column. For HistoryForge you will need to enter the word Head.

- Enter the relationship from **Column 8** on the census into the **Relation to head field** on HistoryForge.
- If **Column 8** is blank but the person is the Head (the first person with a new dwelling and/or family number), enter the word **Head** into the **Relation to head field**.
- If **Column 8** is blank and the person is not the Head, enter the word **Blank** so you can save the record.

f. Marital Status

The enumerator was to indicate whether the person was Single, Married, or Widowed by entering a (/) or a (D) for Divorced into the appropriate column.

- Enter the marital status from **Column 9-11** on the census by selecting the corresponding option under **Marital Status** on HistoryForge.

g. Married during Census Year

The enumerator was to enter a (/) to indicate the person was married during the Census Year (June 1, 1879 to May 31, 1880).

- If there is a (/) in **Column 12** on the census, check the box under **Married during Census Year** on HistoryForge.
- If the enumerator entered a month of marriage in Column 12 on the census, check the box, and enter in the notes: “month of marriage: ____.”

4. Employment

a. Occupation

The enumerator was to enter the occupation of all persons aged 10 and over.

- Enter the occupation from **Column 13** on the census into the **Occupation field** on HistoryForge.
- “None” is the default which can be overwritten by highlighting the field and typing the correct response.
- If the column is blank, leave the default “None” on HistoryForge.
- Do not spell out abbreviations.
- Enter the information from Column 13 into HistoryForge even if the person is less than 10 years old. Some children under 10 will be listed as at home, attending school or some other designation.

b. Unemployed months

The enumerator was to enter the number of months the person had been unemployed during the Census Year (June 1, 1879 to May 31, 1880).

- Enter the number of months from **Column 14** on the census into the **Unemployed Months field** on HistoryForge.
- Do not record check marks or other markings.

4. Physical and Mental Condition

a. Sickness/Temporary Disability

If the person was sick or temporarily disabled and could not “attend to ordinary business or duties” on the day of the enumerator’s visit, the enumerator was to record the sickness or disability by name.

- Enter the sickness or temporary disability from **Column 15** on the census into the **Sickness or Temporary Disability Field** on HistoryForge.
- If the enumerator made a mark, enter X.
- If Column 15 is blank on the census, leave this field blank on HistoryForge.

*For difficult handwriting, a list of Sicknesses on Day of Enumeration is available on the Transcriber’s Corner.

b. Blind/Deaf and Dumb/Idiotic/Insane/Maimed Crippled, Bedridden, or Otherwise Disabled

The enumerator was to indicate whether the person was Blind, Deaf and Dumb, Idiotic, Insane, or Maimed, Crippled, Bedridden, or otherwise disabled by entering a (/) into the appropriate column.

- If there is a (/) in **Columns 16-20** on the census, check the box for the appropriate condition under **Blind/Deaf and Dumb/Idiotic/Insane/Maimed Crippled, Bedridden, or Otherwise Disabled** on HistoryForge.
- If there is any additional information in these columns enter it in the Notes field.

6. Education

a. Attended School

The enumerator was to indicate whether the person attended school within the Census Year (June 1, 1879 to May 31, 1880) by entering a (/) into the column.

- If there is a (/) in **Column 21** on the census, check the box under **Attended School** on HistoryForge.

b. Cannot Read/Cannot Write

The enumerator was to indicate whether any person aged 10 or older could not read or write by entering a (/) into the appropriate column.

- If there is a (/) in **Columns 22 and/or 23** on the census, check the box for the appropriate question under **Cannot Read/Cannot Write** on HistoryForge.

7. Place of Birth and Citizenship

a. Place of Birth/Place of Birth - Father/Place of Birth – Mother

The enumerator was to enter the place of birth of each person as well as that of their father and mother.

Note: This field has a controlled vocabulary. As you enter the place of birth from the census, the term should appear as an option from the list of controlled vocabulary. If it does not appear, enter an X in the field and enter “Place of Birth is _____” in the notes field so it can be added to the controlled vocabulary.

- Enter the place of birth of the person, their father, and their mother from **Columns 24-26** on the census into the appropriate **Place of Birth fields** on HistoryForge.
- The default place of birth is based on your HistoryForge location and can be overwritten by highlighting and typing the correct response.
- **Enter any abbreviated words in full.**
- Enter US or variants as United States.
- Enter Washington D.C. as District of Columbia.
- Enter Don't Know, Unknown, or other variants as Unknown.

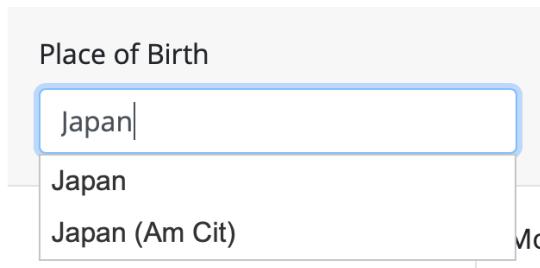
Am Cit after the place of birth indicates the person was born abroad of American parents and should be recorded.

For example:

or

- Enter the place of birth followed by (Am Cit).

For example, if the place of birth is Japan-Am Cit, select Japan (Am Cit) from the drop-down menu.



- If the place of birth followed by (Am Cit) does not appear in the drop-down menu, enter an X in the field and enter “Place of Birth is: _____” in the notes field so it can be added to the controlled vocabulary.

b. This Person is Foreign Born

There is no corresponding field on the census. Check this box if this person was not born in the United States or its territories except if the person has the designation Am Cit after their place of birth.

8. Notes

The Notes field at the end of each record is a place to indicate to a reviewer that you are unsure about any of your entries and that they should carefully check the field or fields. It is also a place to enter additional or alternative information about the person's name or address, or to indicate that you verified the name spelling or address in another source such as the city directory.

Notes should be specific and succinct.

Notes should always include the name of the field on HistoryForge and a brief explanation of the issue.

For example:

- If the last name was illegible and you were unable to verify it in the city directory or other source, enter last name illegible.
- If the last name was illegible and you were able to verify it in the city directory or other source, enter last name illegible on census, verified in [year] city directory.
- If the occupation was hard to read but you entered your best guess in the occupation field, enter unsure of occupation.

Notes should also include the specific source of any additional or alternative information such as the specific year of a city directory (and the name if there are more than one), or the specific citation from a book or other source. If it is from a source on an external website such as FamilySearch or Google Books, always include the source name (the name of the collection in FamilySearch or the citation of a book on Google Books including the author's name, title, and year of publication) as well as the url (website address) and the date the information was accessed from the website.

For example:

- The name/address in the [year] city directory is _____.
- Additional information about this person can be found in [collection name/book citation] on [name of website, i.e., FamilySearch/Google Books], accessed [month, day, year], [url].

Remember that when you find additional or alternative information about a person:

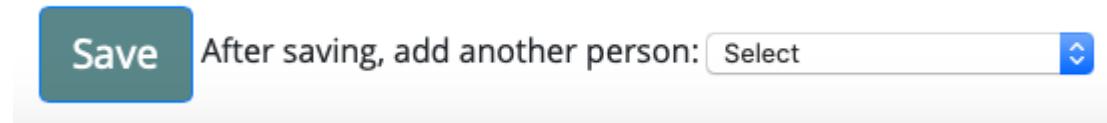
- Always enter the information from the census sheet in the relevant field on HistoryForge.
- Then enter the alternative information and its source in the notes field on HistoryForge.

Be aware that reviewers might change or remove notes but in case they miss something, always enter information in the notes field with the knowledge that it will become public after the record is reviewed.

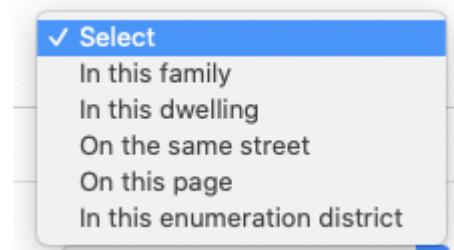
9. Saving Your Work

Determine if the individual on the next line of the census is in the same family (as defined by the census), lives in the same dwelling, lives on the same street, or lives on another street.

Before saving each record, you will be given options for how to save the record so that the program will automatically populate some of the fields at the beginning of the next record. At the bottom of each record, you will see:



Before saving, click the blue arrows select from one of the following options:



Saving as In this family will automatically repopulate the fields respective to all members of the same family in the next record including the Building and the last name. In this case all of the fields under Census Scope plus the last name field.

***Note:** When the person in the next record has a different last name: highlight the last name and type in the correct one.

Saving as In this dwelling will automatically repopulate the fields respective to all members of the same dwelling in the next record including the Building. In this case all of the fields under Census Scope except Household No.

Saving as On the same street will automatically repopulate the fields respective to the same street. In this case all of the fields under Census Scope except House No, Building, and Household No.

Saving as On this page will automatically repopulate the fields respective to the census sheet. In this case Sheet, Side, Ward, and Enum dist.

Saving as In this enumeration district will automatically repopulate the fields respective to the Enumeration District (ED). In this case Ward, and Enum dist.

***Note:** If you stop for the day in the middle of a sheet you can use the Save options to pick up where you left off without having to enter all the information in the Census Scope again. Follow the instructions for reviewing your work below to find and edit the last record you entered then Save as (the appropriate option for the next record).

C. Reviewing Your Work

a. Finding the Records You Entered on HistoryForge

- In the top right corner of the page, select Data, then choose 1880 US Census from the drop-down menu. This will display all the records from the 1880 census which have been entered into HistoryForge.
- To find the records you entered, filter for the Enumeration District (ED) and the Page (Sheet).

For example, to find Page (Sheet) 1 in ED 234:

- Select the Filter button.

Filter

- Enter the ED and Page (Sheet) number.

The screenshot shows a 'Search Filters' dialog box with the following fields:

- Ward: (empty input field)
- Enum. Dist.: 234 (selected dropdown value)
- Sheet: 1 (selected dropdown value)
- Side: (empty input field)

A dropdown menu labeled 'Select field name' is open below the filters. At the bottom left of the dialog is a blue 'Submit' button.

- Click Submit.

- This will display the records you entered from that sheet.

b. Displaying the Fields to Look Like the Census Sheet

The fields displayed across the top of the results are initially limited to the default fields, but they should be expanded to include the fields on the Self-Review Checklist (below).

- To choose which fields will display:

- Select the Fields button.

12 Fields

(the number of fields listed will change depending on how many are enabled)

- Then enable the following fields on HistoryForge.

Fields		
<input type="checkbox"/> Locality	<input checked="" type="checkbox"/> Family No.	<input checked="" type="checkbox"/> Idiotic
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Insane
<input type="checkbox"/> First Name	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Maimed, Crippled, Bedridden, or Otherwise Disab
<input type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Attended School
<input type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Age (Months)	<input checked="" type="checkbox"/> Cannot Read
<input type="checkbox"/> Census Scope	<input checked="" type="checkbox"/> Birth Month	<input checked="" type="checkbox"/> Cannot Write
<input type="checkbox"/> Page	<input checked="" type="checkbox"/> Relation to Head	<input checked="" type="checkbox"/> Place of Birth
<input type="checkbox"/> Side	<input checked="" type="checkbox"/> Marital Status	<input checked="" type="checkbox"/> Place of Birth - Father
<input type="checkbox"/> Line	<input checked="" type="checkbox"/> Married during Census Year	<input checked="" type="checkbox"/> Place of Birth - Mother
<input type="checkbox"/> County	<input checked="" type="checkbox"/> Occupation	<input checked="" type="checkbox"/> This Person is Foreign Born.
<input type="checkbox"/> City	<input checked="" type="checkbox"/> Unemployed Months	<input checked="" type="checkbox"/> Notes
<input type="checkbox"/> Enum Dist	<input checked="" type="checkbox"/> Sickness or Temporary Disability	<input type="checkbox"/> Person Record
<input checked="" type="checkbox"/> Street address	<input checked="" type="checkbox"/> Blind	<input type="checkbox"/> Latitude
<input checked="" type="checkbox"/> Dwelling No.	<input checked="" type="checkbox"/> Deaf and Dumb	<input type="checkbox"/> Longitude

To enable fields:

- Check or uncheck the appropriate boxes and click Submit.
OR
- Click the Check all button (next to the Submit button at the bottom) and uncheck the boxes that do not match those above, then click Submit.

c. Self-Review Checklist

Scan each field/column listed below from top to bottom to see if any information is missing from HistoryForge. If so, check the census sheet and enter the missing information (editing your records will be explained in the following section). If the field is blank on the census sheet, it should be left blank on HistoryForge (except occupation which should be left as the prefilled term “None”). No note needs to be left to explain that the field was blank.

- a. Name: Is each name spelled correctly/as it is on the census sheet (without typos)?
- b. Address: (If there is a Street address on the census) Does each Street address have a full address including Prefix (if applicable), House Number, and Suffix? **Enter the prefix and suffix, even if the enumerator did not.**
- c. Race: Does each record have an entry for Race?
- d. Sex: Does each record have an entry for Sex?
- e. Age: Does each record have an entry for Age?
- f. Relation to Head: Does each record have an entry for Relation to Head?
- g. Marital Status: Does each record have an entry for Marital Status?
- h. Occupation: Is each occupation spelled correctly/as it is on the census sheet (no typos)?
- i. This Person is Foreign Born: Does each person who is born outside the United States have a Yes under This Person is Foreign Born?

d. Editing Your Records

When reviewing your records using the Self-Review Checklist, you might notice that you forgot to enter a piece of information or that you entered something incorrectly. To correct any mistakes you might have made, you will need to edit your record.

Note: In general, you will only be able to edit a record that you entered. If you notice a mistake that was made by someone else, contact the project coordinator to make them aware of the mistake or flag the record (this option is available on the individual results page for each record).

To edit a record you can either:

- **Open the record in the same tab** by clicking the View button (next to the name). Once you have saved the record, you will need to hit the back button on your browser two or three times to return to the main results page.

OR

- **Open the record in a new tab*** by right clicking the View button (next to the name) and selecting Open Link in New tab. This will create a new tab which you can close when you are finished while retaining the original tab with all the records you entered.

*Preferred method (see below).

The screenshot shows a table of census records with columns for Name, Action, Street address, and Dwelling. The first row, 'Manley Jr, Frederick G', has its 'View' button highlighted with a blue border. A context menu is open over this button, listing options: 'Open Link in New Tab' (highlighted with a blue background), 'Open Link in New Window', 'Download Linked File', 'Download Linked File As...', 'Add Link to Bookmarks...', 'Add Link to Reading List', 'Copy Link', 'Share' (with a dropdown arrow), and 'Inspect Element'. At the bottom of the menu is a small 'View' button. The top of the interface includes a title '1880 U.S. Census', a '29 Fields' link, a 'Filter' link, and a navigation bar with tabs 'All', 'Unhoused', 'Unreviewed', and 'Unmatched'.

Name	Action	Street address	Dwelling
Manley Jr, Frederick G	View		
Manley, Alice	View		
Stewart, James	View		
Stewart, Hattie T	View		
Stewart, Lucy C	View		
Stewart, Minnie E	View		
Stewart, Anna E	View		
Robinson, Edmund E	View		
Robinson, Alie A	View		
Rhinson Winifred	View		

- Once you have opened a record you will see the individual's results page on HistoryForge.
 - At the top of the individual's record select Edit.

Manley Jr, Frederick G

Flag Edit Actions Select Add Record Good to go!

Census Scope								
Year	County	City	Ward	Enum Dist	Page	Line	Dwelling	Household No.
1880	Tompkins	Ithaca		234	1A	1	1	1

This will open the data entry page for that record.

Frederick G Manley Jr

Save View View All Delete

Census Scope								
Page *	Side *	Line *	County *	City *	Enum Dist *			
1	A	1	Tompkins	Ithaca	234			
House No.	Prefix	Street Name	Suffix	Apt.	Building			
Locality *	Dwelling No.	Family No. *						
City of Ithaca	1	1						

- Scroll down to the field with missing information and enter the correct information.
- Hit the Save button to save the information.
- Return to the main results page containing all the records from your sheet and repeat as necessary. If you used the preferred method, close out the tab with the individual results page to return to the tab with the main results page. However, if you opened the record in the same tab, hit the back button several times until you return to the main results page.
- When you are done updating all of the necessary records, refresh your browser, and check that all the necessary changes were made.

Appendix A: Additional Information about the 1880 Census

From the U.S. Census Bureau

Historical overview of the 1880 Census

https://www.census.gov/history/www/through_the_decades/overview/1880.html

Instructions to Enumerators

<https://www.census.gov/history/pdf/1880enumerator-instructions.pdf>

General information and reports based on the 1880 Census

<https://www.census.gov/programs-surveys/decennial-census/decade/decennial-publications.1880.html>



HistoryForge is being generously supported by a two-year grant for Public Engagement with Historical Records from the National Historical Publications & Records Commission (NHPRC) of the National Archives.