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July 14, 2015

July 14, 2015 Schaumburg Township District Library Genealogy Program "Handouts"

Hi Everyone,

This document should be considered as the program "handouts" document for our July 14, 2015 Schaumburg Township District Library Genealogy Program.

What does this really mean?

Prior to this "new" process, our program handouts would actually be paper handouts that were based on me often printing up the first page related to a web site that I wanted to mention. Then on the paper for the web site I would handwrite what things of importance are associated with the web site that the researcher should know. Maybe it was a new web site or maybe an important date related to a significant event or maybe a new database was released. Whatever it was I noted it on the paper of the first page of the web site.

The source for the vast majority of what is in the Handouts is the monthly Schaumburg Township District Library Genealogy Newsletter. From within this larger document I extract information on upcoming genealogy programs local to our area, important items from Dick Eastman's Online Genealogy Blog, as well as I summarize some key periodical articles of interest that I think are important to be aware of. The Handouts simply provide me with the opportunity to focus in on what I consider are important genealogical bits of information important to the researcher as well as to share my own personal thoughts on why it is of note.

You will also see a small redesign of the PDF Handout package. You will now see a Table of Contents on Page 1 listing what the following "handouts" are by topic. Within the Table of contents you can quickly access the handouts by using the hyperlinks and bookmarks that will get you quickly to your handout of interest. You will no longer have to scroll through the entire package of handouts to get to the one you want.

I also plan on use the "yellow highlight" tool within Word and highlight certain areas of these notes that I think are important to note. The visual highlighting will take your eyes to areas of importance to note. Please let me know if you think this OK or if it may be a distraction? I thought I would give it a try.

Going forward I plan on creating this document on a monthly basis that will include my notes regarding a web site of interest and a link to the web site itself.

The reader of this "handout" list can themselves then read my overview summary of the site and then link to the site directly themselves to get more details or print out what they want from site.

I will clearly identify my own comments when the handout is a combination of material that came from some other source such as Dick Eastman's blog as well as my own comments. I will indicate my comments in Italics, clearly marked so the reader can distinguish between the original verbiage and my own comments. If a handout item was completely created by me then you will see that noted at the top.

In this case, the entirety of the handout was created by me and will not be shown in Italics.

This program "Handout" information will then be uploaded to the Schaumburg Township District Library Genealogy Blog that is titled "Genealogy with Tony". This blog will be accessible from the library's main web site page at www.schaumburglibrary.org. Select "Local History and Genealogy" at the top of the page, then look for the icon on the Local History and Genealogy page that says "Tony's Genealogy Blog". Open the blog link and then look at the right hand sidebar of the blog and you will see the "Handouts" information. The direct web address for the blog I author is http://genealogywithtony.wordpress.com

Here we go with the list of "handouts"!

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Handout #1 – VISIT THE SCHAUMBURG TOWNSHIP DISTRICT LIBRARY GENEALOGY BLOG

I will continue to remind participants of our library's genealogy blog. You can access it through our library home page at www.SchaumburgLibrary.org by scrolling across the top of the first page and look for the tab that says "Research and Genealogy". Click on that tab and look on the right side for our library genealogy blog on the right side that says "Tony's Genealogy Blog". You may have to scroll down slightly on the page to see the information for the blog.

Or you can just go directly to the blog at:

http://genealogywithtony.wordpress.com

You will find postings on upcoming programs, both at our library, and elsewhere in the area. You will also find a myriad of other kinds of postings, especially those that I offer on "Genealogy Tips" to help make your research efforts more productive.

You will also find our Schaumburg Township District Library Genealogy Newsletter and our "Program Handouts" at the blog as PDF files for you to view online, or download and save to your own computer for future referral.

Please remember that the blog will be the place to retrieve the newsletter and the "handouts". I do not plan on making paper handouts of these available for distribution at the program or for mailing to individuals.

Try to visit the blog frequently to see what is going on. Subscribe to the blog via the RSS (Really Simple Syndication) and you will receive notices when a new post or comment has been made at the blog. Or, just click on the WordPress icon in the lower right part of your screen that simply states "Follow". By clicking on the "Follow" link you will subscribe to the blog and will receive follow-up e-mail notices when I publish a new post.

Our blog is the way of the future and the future is here now!

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Handout #2 – NEXT MEETING OF THE NORTHWEST SUBURBAN GENEALOGY SOCIETY (NEW NAME – FORMERLY KNOWN AS NORTHWEST SUBURBAN COUNCIL OF GENEALOGISTS) ON AUGUST 29, 2015

THE SOCIETY WILL BE MEETING ON THE 1ST SATURDAY OF EACH MONTH STARTING AT 10:00 AM AT THE ARLINGTON HEIGHTS SENIOR CENTER LOCATED AT 1801 WEST CENTRAL ROAD IN ARLINGTON HEIGHTS. THERE IS A 60 MINUTE ROUND-TABLE HELP SESSION THAT STARTS AT 9:00 AM PRIOR TO THE ACTUAL PROGRAM.

The next meeting of the Northwest Suburban Genealogy Society (New Name) will take place on Saturday morning, August 29, 2015. The program for the morning is titled **"Genealogical Research Strategies"**. The speaker for the morning will be **Bob Allen**.

Beyond recording names, dates and places, Bob Allen has focused on how his ancestors lived their lives—their work, community involvement, beliefs, memberships and politics. One of the most useful approaches that he has found helpful is a strategic research plan of action. Learn about his research plan and some of the surprising results!

Bob is a member of NWSGS and has been conducting his genealogy research for more than thirty years.

THE SOCIETY WILL NOT BE MEETING DURING THE MONTHS OF JUNE AND JULY. THEY WILL RE-GATHER AGAIN ON AUGUST 29, 2015 INSTEAD OF A SEPTEMBER PROGRAM THAT WOULD CONFLICT WITH LABOR DAY.

This meeting will take place at the Arlington Heights Senior Center, 1801 W. Central Rd., Arlington Heights, IL 60005 at 10:00 AM. There is a round table discussion that takes place at 9:00 AM prior to the main meeting/program that starts at 10:00 AM. Participants are invited to attend this round table and bring their research questions for discussion.

You may visit the society web page at:

http://www.nwsgenealogy.org/

Please note that it has happened once in a while that the society may change a program schedule without actively sharing that fact. Checking their web site may also not give you notice of such a change if they do not change the web site. That is still the first place to check. You may also want to contact someone at the society if a phone number is available to verify that a program is still scheduled as they had advertised. That is always not available either.

We do our best here to try to be sure that information we convey about programs is accurate. However, sometimes we are unable to convey changes unless we are made aware of those changes.

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Please note that there will be no meetings of the DuPage County Genealogical Society during the months of June, July and August 2015. Meetings will resume again on Wednesday evening, September 16, 2015.

Please note that meetings that will take place for the society will occur between September 2015 through May 2016. The September 2015 program will occur at the DuPage County Historical Museum located at 102 E. Wesley Street in Wheaton, IL. The October 2015 through May 2016 programs are once again taking place at the Wheaton Public Library in the Lower Level. The address of the library is 225 N. Cross St. in Wheaton, IL. Please note the times for refreshments and the program. Refreshments are offered at 6:30 PM. The meeting will start at 7 PM and last till no longer than 8:30 PM.

The next regularly scheduled meeting of the DuPage County Genealogical Society will take place on Wednesday evening, September 16, 2015. The program scheduled for that evening is **"The Eastland Disaster: An Unparalleled Disaster"**. The speaker for the program will be **The Eastland Historical Society**.

You may visit the society's web page at:

www.dcgs.org

The society also has a blog that you can visit to find out about "this and that" related to the society as well as find genealogical tips. You can visit the DuPage County Genealogical Society blog at:

http://dupagecountygenealogicalsociety.wordpress.com/

Please note that it has happened once in a while that the society may change a program schedule without actively sharing that fact. Checking their web site may also not give you notice of such a change if they do not change the web site. That is still the first place to check. You may also want to contact someone at the society if a phone number is available to verify that a program is still scheduled as they had advertised. That is always not available either.

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Handout #4 – COMPUTER ASSISTED GENEALOGY GROUP OF NORTHERN ILLINOIS (CAGGNI) NEXT PROGRAM ON JULY 18, 2015 AT THE SCHAUMBURG TOWNSHIP DISTRICT LIBRARY

The next regular meeting of CAGGNI will take place on Saturday morning, July 18, 2015 at the Schaumburg Township District Library, 130 S. Roselle Road, Schaumburg, IL starting at 10:30 AM.   The program scheduled for this day is **"Pinning Down Your Past: Adding Social Media To Your Genealogy Repertoire"**. The speaker will be **Tina Beaird.**

Many of us have used Facebook to find distant cousins and former high school friends. When it comes to Genealogy, lots of social media sites are popping up to help make searching for ancestors fun. Join Tina for a fun session on how to use sites like Pinterest, Flickr, History Pin and more to find, identify and share ancestors.

 You may visit the organization web page at:

www.CAGGNI.org

Please note that it has happened once in a while that the society may change a program schedule without actively sharing that fact. Checking their web site may also not give you notice of such a change if they do not change the web site. That is still the first place to check. You may also want to contact someone at the society if a phone number is available to verify that a program is still scheduled as they had advertised. That is always not available either.

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Handout #5 – SCHAUMBURG TOWNSHIP DISTRICT LIBRARY NEXT GENEALOGY PROGRAM ON AUGUST 11, 2015

Our next genealogy program will take place on Tuesday evening, August 11, 2015.

Our guest speaker will be Jeffrey Bockman. Jeffrey will present a program titled "Start Your Digging in 1940: Examine the 1940 Census for Information and Clues".

Examine the 1940 Census for information and clues. Learn how to find them. Use them with: other records, directories, and maps; and to help find living people.

Jeffrey Bockman is an experienced genealogy lecturer & writer. He is the author of *Give Your Family A Gift That Money Can't Buy / Record & Preserve Your Family's History*, a book that encourages people to record basic information and their interesting family stories, preserve documents, and identify photographs to help pass along their family's history to future generations.

He was a contributing editor for the former *Everton's Genealogical Helper* and a feature writer for the former *Heritage Quest Magazine.* His articles have also appeared in various other publications.

You may visit the library's web page at:

www.SchaumburgLibrary.org

to view a Calendar of Events section of the library web page for this program and for many more non-genealogical programs offered by our library.

You can also visit the Genealogy Blog of the library that is authored by Tony Kierna. Visit the blog at http://genealogywithtony.wordpress.com for all things related to genealogy and the genealogy programs at the Schaumburg Township District Library.

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Handout #6 – WIKITREE REACHES 10 MILLION PROFILES

The following was found at Dick Eastman's Blog at www.eogn.com dated June 3, 2015.

The following announcement was written by the folks at WikiTree:

 3 June 2015: This week the WikiTree community reached a major milestone: 10 million profiles on our shared family tree.

Since its founding in 2008, WikiTree has grown steadily but carefully. Although the community's mission is to connect the entire human family on one tree — ultimately including billions of people — WikiTree prioritizes **collaboration** and **accuracy**.

Over **200,000 genealogists** have added profiles to WikiTree. Many of them share ancestors. Rather than create duplicate ancestor profiles, they work together on the same profiles. When duplicates are created accidentally, they're merged.

WikiTree's most recent enhancements for accuracy center on the integration of DNA testing. More than 15,000 members have taken DNA tests for genealogy and are using WikiTree's DNA features to confirm or reject genealogical connections. The ultimate goal is to use DNA to confirm each connection on our shared family tree.

Members are already marking certain family tree connections at "Confirmed with DNA" and DNA-confirmed indicators have started appearing in family trees and in WikiTree's Relationship Finder, the tool that shows the connection between any two people.

About WikiTree

WikiTree: The Free Family Tree has been growing since 2008. Community members privately collaborate with close family members on modern family history and publicly collaborate with other genealogists on deep ancestry. Since all the private and public profiles are connected on the same system this process is helping to grow a single, worldwide family tree that will eventually connect us all and thereby make it free and easy for anyone to discover their roots. See http://www.WikiTree.com.

Comments by Tony Kierna

We are all familiar with family trees being uploaded to Ancestry.com as well as FamilySearch.org. These are probably the first two that come to the minds of most genealogical researchers when they are ready to upload their researched family trees. When ready to upload, you can still choose to upload your data as "private". This means the data is not visible to all other researchers either from within Ancestry or those just doing general surfing of the web. By keeping data private you can

protect your concerns for misuse of the data by letting only designated fellow collaborative researchers access to the data. Work on the family tree can still continue on a collaborative basis while keeping the family tree private.

Researchers can also upload family trees noted as "public". This means that anyone from within the application or just surfing the internet can discover the family tree and make a connection to the owner of the family tree for inquiries. It also means that anyone making a discovery can simply capture the data and add it to their own family tree. Hopefully, the data they capture is a true match to their research and they in fact have the right family tree. Sometimes they may have the right family tree but now might start adding or changing information to individuals. Added material is good if it is accurate and correct. It is bad if then it is wrong or incorrect information.

WikiTree provides still another resource to which you can upload and add your family trees over and above Ancestry.com and FamilySearch. More exposure on the internet with public trees means you might have unknown cousins discover your family tree to which they are connected.

WikiTree does appear to have an outlook of a true universal worldwide tree in which the entire family of man could be visible showing all of our family interconnections. They also claim that while not necessarily the largest in family tree material, they feel they have the most accurate. WikiTree includes 10,180,011 people contributed by 288,083 genealogists from around the world. They also seem to have focused on using DNA analysis as a method to increase the accuracy results of what exists on their family trees.

If you have never previously heard of WikiTree then at least check into it to see if it would be another location for your family tree information to be uploaded to. Again, more locations on the internet means more chances of being discovered provided you identified your uploaded family tree as public.

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Handout #7 – PLANNING A ROOTS TRIP

The following was found in Dick Eastman's Online Blog at www.eogn.com dated June 18, 2015.

The summer vacation time is upon us, at least in the Northern Hemisphere. Millions of people are planning vacations. If you are a genealogist, what better trip could you take than one that allows you to walk in the footsteps of your ancestors?

Writing in the MyHeritage Blog, Schelly Talalay Dardashti says, "Whether you stay at home or plan an international trip, the basics are the same: Decide where you are going and what information you would like to find. Contact local historic or genealogical societies in the area for more information, and see below for even more suggestions."

You can read all of Schelly's suggestions at http://blog.myheritage.com/2015/06/family-planning-a-roots-trip.

Comments by Tony Kierna

Summer is upon us in the Chicago area. We also know how fast that time of year passes by. Summer often means fun times outdoors. It means vacations. What better time of the year than to consider doing a vacation in the area of your ancestors. Walking the ground of your ancestors can be a special connection for you. Imagine connecting to a family farm back 150 years ago that might very well still be there today in somewhat its original appearance.

One word of caution. I strongly suggest that you have already have done the research that in fact points to an ancestral family's location that you may wish to visit on a vacation. I can't tell you how many times I have received calls from individuals who are basing ancestral connections on nothing more than a family story that has been passed down through the generations. I do believe there may be validity to what they have heard but I also know that these individuals have done no active research to prove or disprove the family story. So taking a vacation to a location that is part of a story seems a little a little "iffy" to me.

They have already booked their flights. They already know the village name and location they are going to visit. They plan on visiting the local church to look at records without even knowing if this ancestor of theirs is in fact from the village or attended the church. They may discover that these churches do not function primarily as "libraries". They may have limited hours with no research material actually on hand. That data might exist in a completely different location. But they have done no research here to validate the family story they have heard through time.

In my view a vacation to a location of our ancestors means you have discovered through research that an ancestor was connected to you at this location you now want to visit.

Could such a researcher hit the jackpot and discover a name of an individual that matches the name of one from a story? I suppose. But without having done good

methodological research to come to the conclusion that in fact this ancestral individual is "their" ancestral individual they will have simply confirmed their own story without using any facts from research.

If you have done solid research before making a vacation trip to an ancestral site, you will be greatly rewarded with a visit. *There is nothing quite like walking in the footsteps of your ancestor back in time. You can walk the town of your ancestor. You can visit the churches of your ancestor. You can walk the cemeteries of your ancestors assuming that all has remained over time. You could be lucky in this regards. Or you could discover that the MacDonald's restaurant is as close as you will get to an actual home of your ancestors. Or that the original church building of your ancestors is now a large hardware store.*

Make sure you read the full article from the author. All of her tips on how to go about planning to visit an ancestral site are in the article are based on the fact you have done your homework with research and confirmation. *The get over there quick because you know how short our summers are and how fast time flies!*

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Handout #8 – MORE THAN 16 MILLION VIRGINIA RECORDS ARE NOW DIGITIZED AND ONLINE WITHIN ANCESTRY

The following was found in Dick Eastman's Online Blog at www.eogn.com dated June 2, 2015.

Governor Terry McAuliffe announced on Tuesday morning that a massive project to help Virginians find important documents is now finished.

So far, birth and death records from 1912 to the present, marriage records from 1936 to the present and divorce records from 1918 to the present have been scanned and are available. Images are available and the records have also been indexed.

Here is the announcement from the Office of Governor McAuliffe:

RICHMOND – Governor Terry McAuliffe today announced the completion of a two-year, public-private collaboration between the Virginia Department of Health (VDH) and Ancestry.com that fully digitizes the state's vital records. To date, more than 16 million records have been digitized and indexed. Scanned images of the original, public* documents are available online through Ancestry.com. Access to the indexed information on the records is available free of charge through VDH's Division of Vital Records' and the Library of Virginia's websites.

"This public-private project demonstrates Virginia's continued commitment to innovation, efficiency and leveraging information technology to the benefit of all," said Governor Terry McAuliffe. "Having all Virginia vital records digitized mean millions of public birth, death, marriage and divorce records are now more easily accessed for genealogy and family history research. This project also provides a long-term conservation solution for preserving the rich history of Virginia's people."

"I am pleased that this project has come to fruition," said Secretary of Health and Human Resources Dr. Bill Hazel. "It was a major undertaking and citizens will now enjoy the ability to find more information about their heritage."

"Family history and individual health are closely linked," said State Health Commissioner Marissa J. Levine, MD, MPH, FAAFP. "Through this project, people can more easily explore their ancestors' lives and possibly identify family health conditions or hereditary risk factors. This information is empowering and takes us one step closer to our goal of becoming the healthiest state in the nation."

The project began two years ago following legislation (Senate Bill 660 in 2012) supporting digitizing vital records. So far, birth and death records from 1912 to the present, marriage records from 1936 to the present and divorce records from 1918 to the present have been scanned and are available. Non-public records—those that have not yet reached the required time for release—are only available in a "limited index," which discloses only an individual's name and the date and location of the event.

"We are grateful for the opportunity to help Virginia increase access to these records for Commonwealth residents," said Ancestry Senior Director Global Content Acquisition Quinton Atkinson. Virginia plays a special role in the history of the United States. Tens of thousands of people researching their family history have been anxiously awaiting the opportunity to learn more about their ancestors through these records. It is an exciting moment for the entire genealogy community."

"Throughout this project and beyond, maintaining the integrity of Virginia's Vital Records System and the security of people's records remains our priority," said VDH Chief Information Officer Debbie Condrey. "All documents were scanned under the supervision of trained VDH Vital Records staff following strict protocols."

"It is exciting and rewarding to successfully implement a records project of this magnitude and historical significance," added State Registrar and Division of Vital Records Director Janet Rainey. "This project is one of the first of its kind in the nation."

For more information on Virginia's records visit www.vdh.virginia.gov/Vital_Records/, the Library of Virginia or www.ancestry.com.

* In Virginia, death, marriage and divorce data become "public" information 25 years after the event; birth data are "public" after 100 years.

Comments by Tony Kierna

This is a mother lode of genealogical information that is now available within Ancestry's databases through the cooperative efforts of both Ancestry.com and the State of Virginia. Sixteen million records is a lot of records to be digitized even for a country. When it is 16 million records just from one state, then that is something to take note of.

Be sure you understand the contents of the records in the database. For those of you that are "colonial" researchers of Virginia records back to the 1700's and earlier, please take note that these records do not cover colonial time periods. These records are clearly more current in their view covering birth and death records from 1912 to the current period. Marriage records cover 1936 to the current period. Divorce records cover 1918 to the current period.

These records in the series of Ancestry.com databases can be found under the catalog entry for the "Virginia Divorce Records", "Virginia Marriage Records", etc. These records are all indexed and searchable. When indexed records are found you have the ability to access and view the actual images of the records. Most of the indexed records contain an equivalent image. However, you will still see names found in the index for which there is no image available.

For "Birth" records, you will only see the item in the index without any image. You will need to contact Virginia directly to obtain an image of the actual birth records on file.

I did a search in the "Divorce: records for BALCOM and found a list of 20 hits. Unfortunately, only 3 contained images of the divorce record for viewing. All of the others were just text entries in the indexed search results.

The images for the other records look very pristine and are easily read. I did a search for the surname BALCOM in the "Death" records using all of the criteria for an exact name search only and I still found surnames for in my hit list for names other than BALCOM. I looked at some of the records and did discover that perhaps a parent name of the deceased had in fact a surname of BALCOM. That did not connect with the name of the deceased other than through another generation. I guess it was good it showed up because it allowed me get another hint. But I had to dig into the images and find these on my own because the name was not really the name of the deceased that I used in my initial search. So you may see this kind of quirky results when you search for your own names using a completely exact manner of searching.

If you have Virginia ancestral connections of a more time period, these records may be a goldmine for you. Spend some time exploring what is all there among the birth, marriage, death and divorce databases. Check these out through your Ancestry.com subscription or through the Ancestry Library Edition at your local library.

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Handout #9 – "GENEALOGY APPS FOR YOUR IPHONE OR ANDROID"

The following review and comments were created by me, Tony Kierna, based on my having read an article that was seen in the June/July 2015, Volume 10, Number 2 issue of <u>Internet Genealogy.</u>

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I thought that a very good article in this issue is one titled "Genealogy Apps for Your iPhone or Android". The author of the article is George G. Morgan.

Genealogy Apps are the way to go on your mobile devices, be they phones or tablets. I thought I could just provide you with the list of Apps that were contained in this article so that you can quickly check them out for yourself as to have on your device. Apps mentioned are for both the iPhone iOS platform that you can get from Apple at www.apple.com/itunes or for the Android operating system at Google Play at http://play.google.com.

I will just list the App name, which operating system platform it is for as well as whether it is free or there is a cost. I will provide the Apps under the general category of the App:

Genealogy Database and Viewer Apps

Ancestry	iOS and Android	Free
FamilySearch Tree	iOS and Android	Free
GedView	iOS	$3.99
GeneDroid	Android	Free
Heredis	iOS	Free
MyHeritage	iOS and Android	Free
Reunion	iOS	Free
RootsMagic	iOS and Android	Free
World Family Tree	iOS	Free

Cemetery Apps

Find A Grave	iOS and Android	Free
Billion Graves Camera App	iOS and Android	Free

Genealogy Utilities

Age Calculator	Android	Free
Atlas 2015	iOS	Free (with Ads); Fee for Ad-Free
Consanguinity	iOS	Free
CousinCalc	iOS	Free
FamilySearch Memories	iOS and Android	Free
Family Tree History and Genealogy Coat of Arms of Last Names	iOS	Ad-Based version is free; Ad-Free version is $4.99

Free Age Calculator	iOS	Free
Genealogy Glossary	Android	$2.95
National Geographic World Atlas	iOS	Free
Relationship Finder	Android	$.99
Research Logger	iOS	Free
Wolfram Genealogy & History Research Assistant	iOS	$4.99

The author notes that there are many more genealogy apps to be found at both iTunes and Google Play. The ones noted above are considered the most prominent ones available.

The author also notes the researcher should also consider checking out the FamilySearch App Gallery that can be found at http://familysearch.org/apps. It does not include all of the apps that can be found at iTunes or Google Play, but you may find apps here that do not appear in either iTunes of Google Play.

For more details on any of the apps listed above, just use the name of the app as your search term in the appropriate iTunes store or Google Play.

The article itself provides an approximate paragraph size description of each app noted above. You can also make a personal copy of this article from Internet Genealogy to read through the descriptions for each app if you prefer that method rather than using iTunes or Google Play.

Take advantage of these apps if you want to increase your research flexibility and have your family trees with you along with the other genealogy resources represented by the genealogy apps.

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Handout #10 – "ONLINE SAFETY: PROTECTING YOUR DATA"

The following review and comments were created by me, Tony Kierna, based on my having read an article that was seen in the June/July 2015, Volume 10, Number 2 issue of Internet Genealogy.

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I thought that another good article in this issue is one titled "Online Safety: Protecting Your Data". The author of the article is Carol Richey.

Almost on a daily basis we hear news releases of some new major hacking effort into some of our largest corporations. Even recently, there was a hack into the Federal Personnel Records affecting millions of current Federal employees and retirees. If large corporations can be hacked as well as our Federal government then what chance does the individual have? Don't have a defeatist attitude! You still have to protect yourself and your data as best as you can. The author has identified 7 key components of cyber security that should guide your actions online. Here they are:

Control Physical Access To Your Data

- Prevent unauthorized physical access to your computing equipment.

- Require a log-on password or lock your physical device.

- Do not choose to "remember" your passwords.

Have Adequate Firewall, Virus and Malware Protection On All Devices With An Internet Connection

- A firewall acts as a shield between your computer and the Internet.

- Install anti-virus software and keep it updated.

- Make sure your anti-virus software includes malware protection. If it does not, add on a standalone malware software package.

- Download software from reputable sources and locations.

- Treat all email attachments with caution. Know where your email is coming from and if you were expecting an attachment to arrive from a known source.

- Phishing is receiving emails that look legitimate with the intent of trying to pry account information from you for misuse. Do not reply to these. Do not click on internal links within these emails. Do not provide any account information.

Keep Your Operating System Updated and Software Patches Installed

- Set your operating system and web browser to update automatically. When vulnerabilities are discovered, companies update their operating system to fix the vulnerability. If you do

not update your operating system as they occur, you will remain vulnerable.

- Before traveling, get your system updated if updates exist. If you update on the road using that location's Wi-Fi, you may needlessly increase your vulnerability through access of their Wi-Fi.

- Know the Wi-Fi network your device connects to. Do not just access any open available public Wi-Fi resource.

- Disable all online Sharing if you are connecting to a Wi-Fi network.

- Save all of your online banking or shopping activities to your own home secured network rather than a public Wi-Fi network.

- Consider using a Virtual Private Network (VPN). A VPN encrypts all data coming into and going from your device.

Use Unique, Strong Passwords For Each of Your Online Accounts

- At a minimum, use at least one unique password for your online banking, email, social networking sites. Reusing the same password puts you at risk.

- Use passwords of at least 10 characters which contain random mixes of numbers, symbols, uppercase and lowercase letters.

- Do not use dictionary words.

- Consider using a password managers such as LastPass at http://lastpass.com, Dashlane at www.dashlane.com to help manage your multiple passwords.

Protect Your Sensitive Information

- Only give your personal information such as your address and credit card information to trusted sites. Do not give out your Social Security number.

- Check privacy policies before committing to any website.

- Determine if a site using encryption processes on any information you provide.

- Check to be sure a site is noted with "https" rather than just "http". The "https" indicates a secure site.

Make a Conscious Choice About What You Share and with Whom You Share It

- Do not share information about living family members on public websites.

- We often feel comfortable than we should in sharing research information. Do you want to share that with strangers? Would you feel comfortable sharing with strangers? Probably not.

Recognize Your Risks

- Visit the Federal Government's OnGurardOnline.gov information at www.onguardonline.gov and find safety alerts and tips.

- You cannot make the Internet 100% safe but the more layers of protection you incorporate into your access and data, the better your chances of being protected.

Protect yourself to the maximum degree possible for all of your online activities. Do not let your guard down. Use virus software and malware software. Don't just click on links within email messages unless you know from where you received that email. Strengthen your passwords. Don't just use one. Read the privacy policies on websites so you know exactly how your data can and will be used.

Put into play all of the points noted above to increase your own security for all that you do ion the Internet.

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