

1. Hello and welcome. My name is Sylvie Pysnak, and this presentation is part of the series on Using Online Czech Records.
2. Today we will focus on how to access and search the collections of digitized vital records from the State Regional Archives in Litoměřice. This service is provided free of charge and no registration is required.
3. Enter the website address as shown on your screen into the address bar of your internet browser. This is the welcome page of the archives. To enter the database click anywhere on the book image.
4. This is the “Introduction” page of the archives. Your choice of language is Czech, English or German. To change the language to English, click the “en” abbreviation at the top right corner of the page. Click on the “Search” tab at the top left side of the page to begin.
5. This is the “Search” page. At the top of the page is the form that you will use to enter a locality name and any additional criteria you wish to use. It is not recommended to use the “Filter” because there were no good results obtained using this option.
6. Type the locality name into the search box next to “Location”. The locality name must be spelled correctly or you will not get any results. Click the “Search” button. You can also bring up the register by entering its catalog number or inventory number, if known. These are unique numbers assigned by the archives. If you are expecting a large return of results, for example in the case of a large city, you can modify your search by entering the time period next to “Period” or by choosing a specific register according to the event or religion. This can be done under “Class” and “Type”.
7. When you click on the down arrow next to “Class” you can choose the event from the dropdown menu. When you click on the down arrow next to “Type” you can choose the religion from the dropdown menu. When done, click the “Search” button. Please note that it is not necessary to use the “Period”, “Class” and “Type” options. It is enough to just enter a locality name.
8. This is the “Results” page. This page shows the registers that are available for the locality. Each page displays up to 15 registers. In many cases, there is more than that. You will be able to tell how many registers there are by looking at the navigation bar just above the list. Use the single arrow to proceed to the next page. Choose the register.
9. Each register is described by the following information: First is the type of the register such as birth, marriage or death register and whether this particular register includes an index. The years covered by the register follow. Next is the catalog number of the register. Last is the list of localities covered by the register. Click on the register that you want to see.
10. This is the page that describes the individual register in more detail. Clicking on the book icon will open the register. If the book icon is not displayed, the online images are not yet available.
11. Here is the register. There are two navigation bars located above and below the register. The page navigator and register description are located above the register. You may change the page by clicking on single arrows on either side of the box, or by entering the image number, if known. Please note that the image number may not be the same as the register page number. Let’s take a closer look at the navigation bar located below the register.

12. You can zoom in and out by clicking the plus and minus signs or by using the zoom slider. Please note the word “save” on the right side below the register. This feature allows you to download the displayed image. Click on “save”. You will be asked to type a code from the security image. Click on the “save” button. You will be prompted to open or save the file.
13. Digitized Litoměřice archives records are also being made available through the FamilySearch Historical Record Collection. Enter the website address as shown on your screen into the address bar of your internet browser. This is the FamilySearch home page. Links to the Historical Record Collections are located on the left side of the page under “Browse by Location” next to the world map.
14. Click on the “Continental Europe” link.
15. Locate the links to the Czech Republic databases from the list or click on the “Czech Republic” link at the top left corner of the page.
16. Here is the list of current Czech databases available through the FamilySearch.
17. An easy way to find Czech archives websites is through the FamilySearch Research Wiki. Click the “Learn” tab on familysearch.org.
18. Select “Research Wiki” at the bottom of the page.
19. Type “Czech Republic” into the search box.
20. Click on the link for the “Czech Republic” on the Search results page.
21. This is the Czech Republic home page.
22. In the contents box, select “Online Databases”, or scroll further down on the page until you see that heading.
23. Click on “Church Books from the Litoměřice Regional Archives”.
24. This page contains a link to the online images and a brief description of how to access the records and search them.
25. In this presentation we have learned how to access the Litoměřice archive online record collections, search for your locality, and select the appropriate register. We have also learned an easy way to find Czech archives websites through the FamilySearch Research Wiki.
26. Good luck using the digitized records of the State Regional Archives in Litoměřice. You have completed the lesson. Please take a moment to complete a short survey to provide feedback on this lesson. Thank you!