Using Online Czech Records/ Opava Land Archives   Sylvie Pysnak, AG ®

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 Land Archives in Opava. 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 called "Archival VadeMeCum". Your choice of language is Czech, English or German. Click the English flag at the top right corner of the page if the website is not displayed in English.

4. There are three places on this page to search for the records. You can enter the locality name into the white search box on the left side of the "Search" button at the top of the page. In the "Specific Filter" find the locality in the dropdown "Originator" menu or type it into the "Choose location" window. The locality name must be spelled correctly or you will not get any results. Click "Search" to see the list of registers available.

5. This is the "Specific Filter" window. If you are expecting a large return of results, for example in the case of a large city, you can modify your search by selecting various criteria from this window. We will review each item separately. Please note that "vše" means "all".

6. The first item is "Originator" or the parish. Choose the locality name from the dropdown menu. Please notice that the locality name is followed by the parish designation such as "římskokat. f.ú." or Roman Catholic parish. If you do not see the locality name on the list, it probably did not have its own parish. Instead, use option 1 or 3 explained earlier.

7. Second item is"Sort". Choose an event from the life of the person, such as birth, from the dropdown menu.

8. The next item is "Type" or the religious affiliation. All abbreviations are explained on your screen. You can leave this item at default because you already chose the religion above when selecting the parish.

9. The "Date range" window lets you enter a time period.

10. If you are only interested in the specific locality within the parish, use the "Choose location" window to enter its name. You will be shown registers that contain records for this locality only. Click "Search". Again, you must be sure that the locality name is spelled correctly.

11. You can also bring up the register by entering its call number or inventory number if known. These are unique numbers assigned by the archives.

12. Let's practice on the following example. We would like to locate birth record for Agnes Krplova who was born about 1865 in the village of Sedliste that was part of the Roman Catholic parish in Bruzovice.

13. Locate Bruzovice in the dropdown menu under "Originator". Select births under "Sort". Select katolicka under "Type" or just leave it at default. Type in the time period from 1860 to 1870 and under "Choose location" type Sedliste. Click the "Search" button.

14. This is the "Results" page. This page shows the registers that are available. Please note that each page displays up to 10 registers. In some cases, there is more than that. Be sure to check just above the list of registers for the total number. Each register is described by the following information: type of the register such as birth, marriage or death register and whether this particular register includes an index. Next is the inventory number and call number of the register. Beneath is

the list of localities covered by the register. The years covered by the register are on the right side of the page. Because we filtered our results we only have to choose from two registers. Let's choose the second register by clicking on the image icon on the right side of the page.

15. Here is the register. The page navigator is located at the top left corner of the page. You may change the page by clicking on the single arrows or by entering the image number, if known, into the box just above the register. Please note that the image number may not be the same as the register page number. The navigation bar located below the register lets you zoom in and out by clicking the plus and minus signs or by using the zoom slider.

16. Here is the birth record of Agnes Krplova. Note the word "save" at the top right corner of the page.

17. 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. Also below the register description is the link to the image. You may copy it and save it for future reference.

18. Digitized Opava 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. Click on "Search".

19. Links to the Historical Record Collections are located on the left side of the page under "Browse by Location" next to the world map.

20. Click on the "Continental Europe" link.

21. Locate the link to the Czech Republic databases on the left side of the page.

22. Here is the list of current Czech databases available through the FamilySearch. Select the link to the Opava Archives.

23. An easy way to find Czech archives websites is through the FamilySearch Research Wiki. Click the "Wiki" tab on "Discover Your Family History" page on familysearch.org.

24. Type "Czech Republic" into the search box.

25. Click on the link for the "Czech Republic" on the Search results page.

26. This is the Czech Republic home page. In the contents box, select "Online Databases", or scroll further down on the page until you see that heading.

27. Click on "Church Books from the Opava Land Archives".

28. This page contains a link to the online images and a brief description of how to access the records and search them.

29. In this presentation we have learned how to access the Opava 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.

30. Good luck using the digitized records of the Land Archives in Opava. You have completed the lesson. Please take a moment to complete a short survey to provide feedback on this lesson. Thank you!