

1. Hello and welcome. My name is Sylvie Pysnak, and our presentation is part of the series on Using Online Czech Records.
2. Today we will focus on how to access and search the collection of digitized vital records of the State Regional Archives in Plzeň. This service is provided free of charge and there is no need to register. Registration is only required if you wish to post comments on the message board, use the bookmark option, write notes, or network with other researchers. Three other archives share this website, but each has a separate entry point.
3. Enter www.actapublica.eu as shown on your screen into the address bar of your internet browser. This is the welcome page of the archives. Your choice of language is Czech or German. To change the language to German, click the German flag at the top left corner of the page. There are three ways to enter the database.
 - You can click on the book image and you will be taken to the Search screen
 - You can click on the magnifying glass symbol at the top left corner of the page and you will be taken to the Search screen
 - You can also use the first brown tab at the top right side of the page that reads “Vyhledávání”, which is the Czech word for Search.
4. Hover your cursor over that tab and scroll down the dropdown menu to SOA Plzeň. This is the entry point for the Plzeň Archives.
5. This is the Search screen. Please be sure that the name of the Plzeň archive is displayed at the top of the search box. If you do not see “Státní oblastní archiv v Plzni”, which is the name of the archive in Czech, please click the orange arrow and make an appropriate selection from the dropdown menu. Type the locality name into the search box. Click the “Hledat” or “Search” button. The locality name must be spelled correctly or the display will not show any results.
6. This is the description page. This page shows the registers that are available for the locality. Information about each register is organized into columns. We will discuss what each column represents later. Each page displays up to 20 registers. In case of a larger city, there may be more than that. You will be able to tell how many registers there are by looking at the bottom of the screen. There are two boxes. The first box shows the total number of registers on the left and the total number of screens on the right. Use the second box to proceed to the next page.
7. On the description page, the first column gives the inventory number of the register. This is a unique number assigned by the archive. The second column is the district. The third column is helpful if more than one locality is recorded in the register. If you put your cursor over the blue number next to the word “Obce”, which is the Czech word for Villages, a list of villages included in that register will be displayed. The fourth column is the place of the record keeping jurisdiction, such as parish or civil registration office.
8. The next three columns show births, marriages and deaths. The years covered by each register are listed under each event. There is also a column indicating if this particular register includes an index.

Star symbol indicates the birth index, circle symbol indicates the marriage index and the cross symbol indicates the death index. The next column lists the number of images for that register. And finally, the last column has a magnifying glass symbol. Clicking on the symbol will open the register. If you already know the image number you need, you can enter it into the little box. Please note that this is not the register page number, but the image number.

9. Here is the register. The navigation bar is located at the top left side of the page. Let's take a closer look at it.

10. The place name including the inventory number is followed by the page navigator. You may change the page by clicking on the green arrows on either side of the box, or by entering an image number. You can zoom in and out by clicking the plus and minus signs or by using the seek bar. Now you can start looking for your ancestor.

11. An easy way to find Czech archives websites is through the FamilySearch Research Wiki. Click the "Learn" tab on familysearch.org.

13. Select "Research Wiki" at the bottom of the page.

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

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

16. This is the Czech Republic home page.

17. In the contents box, select "Online Databases", or scroll further down on the page until you see that heading.

18. Click on "Church Books from the Plzeň Regional Archives".

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

20. In this presentation we have learned how to access the Plzeň archive online record collection, search for your parish, and select the appropriate register. We have also learned an easy way to find Czech archives websites through the FamilySearch Research Wiki.

21. Good luck using the digitized records of the State Regional Archives in Plzeň.