

# Třeboň Archive Online

## Czech Republic “How to” Guide, Beginner Level: Instruction

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### GOAL

This guide will teach you how to locate and navigate church records from the Czech Republic on the Třeboň archive website.

### INTRODUCTION

The majority of church records from the Czech Republic have been digitized and put online for the use of the public. Each archive has its own website and you will need to learn how to use each individual archive. If the records you need are at the Třeboň archive, the instructions here will help you find and use the records online. **You will need to know the name of the town or parish** where your ancestors lived and their **religion**.

You may want to consult the following “How to” Guides before continuing:

- [GenTeam Gazetteer](#)
- [Germany-German Script Tutorial Online](#)
- [Inserting Special Characters](#)

### HOW TO

The directions for using this website were written using the web browser Google Chrome. Other browsers such as Explorer or Firefox may function slightly differently.

The website for the Třeboň archive is found at: <https://digi.ceskearchivy.cz>. The website is available in English, Czech, and German; choose English by clicking on the EN within the red box in the lower right corner of the introduction page of the website.

The website may default to the Folder Tree page before you click on EN. This page functions as the main navigation page. In the upper left corner of the website, underneath the red DA logo, you should see the words “Folder Tree” in a white tab. You may change the language to English by clicking on the EN in the small red box in the upper right corner of the website.

### Creating an account

Before you can use many features of this website, you must create an account. The website is free and does not ask for any financial information. To create an account, click on the tab marked “User” along the tab bar. From this screen, click on the words “New user registration” found in the upper left corner of the website. From this screen, enter at least your Username, your Name and Surname, your email, and your country of residence. Type in your password twice in the blanks provided. Then enter in the numeric code and click on OK. If you have

entered your information correctly, you will have created an account, and be returned to the Secured user login page. Enter in the username and password you just created, and click on the box labeled “User Login”. Then click back on the tab labeled “Folder Tree”.

## Viewing the website

From this page, there are two ways to view the website:

### Folder tree view

1. To access the church records, look on the left side of the website page under the heading “Digitalized Materials”. Click on “Parish registers”.
2. A new submenu will appear, listing the different types of parish registers. The Třeboň archive is organized by religion. The largest collection of records available are the Roman Catholic Church records; click on this option.
3. Now you should see another submenu show up on the left side, as well as a clickable alphabet menu box appear in the center of the page. Choose the first letter of the parish name. Note that Czech has letters with special marks, called diacritical marks. These letters appear after the letter without the diacritical mark. Thus, the parish of Římov appears after the parish of Rynarek. Keep in mind these letters are separate letters in Czech; to learn how to insert them, click [here](#). To follow along, click on the letters R/Ř. Here you can choose the parish name. In this instance, choose the parish Římov. Now the page listing the books available for the parish of Římov appears.
4. The top information is a description of the parish, and contains information that may be valuable to your research. You may use a web translator such as [translate.google.com](https://translate.google.com) to copy the text, paste it into the website, and translate the entries. For example, translation of the line “Note” shows that prior to 1786, the area comprising the parish of Římov belonged to the parishes of Doudleby, Kamenný Újezd, and Velešín.
5. The section labeled “Explanatory” contains terms that explain the types of records available in the books, as well as indicating the existence of any computerized indexes. Most volumes are not digitally indexed, but do contain indexes either at the back of the volume or in a separate volume. If there is a separate volume of indexes, it will appear in the list of volumes. If the volume has an index at the back, you will see the words “s indexem” in the “Note” section of the entry.
  - Note: In the “Note” section, you may see a small red icon of a quote bubble with three dots in it. These are notes added by users who are logged in. If you click on these notes, you will see other users’ inputs. They may vary from individual extractions to indications of where indexes or years are. If you register with the website, you can add your own notes as you research.
6. Typically, the parish page is divided into two tables, both with red headings: digitized books, appearing first, and non-digitized books, appearing last. The location of these records may also be given; in this case, the records of the four non-digitized registers are held at the Registry Office in Kamenný Újezd. Look at the list of the nine digitized

books. To view a specific book, click on the book's entry in the table.

7. You should now see the digital image viewer, with the book cover as the first image. There are many features in the toolbar located at the bottom of the screen. When you hover your mouse over an icon, its function will appear in a small pop-up bubble. Below are described the essential features to navigate the website:
  - **Selecting an image:** find the page selector, located in the lower left corner of the screen, labeled in a drop-down box with the words "Image 1". Click on the box, and a list of image numbers will pop up. Use this pop up list to navigate between images. You can also right-click on the box, and type in a specific image number you would like to view.
  - **Zooming:** the zoom feature is located in the toolbar at the bottom of the screen in between the two magnifying glass icons. You can click on the magnifying glass icons or slide the triangle along the bar to zoom in and out.
  - **Saving and Printing:** You must be logged in to use this feature. Right-click on the image. Select the option "Export/Print" from the pop-up window. A new pop-up window will appear where you can choose from a range of options what you want the document to appear. When you are done, click on "Export". A new pop-up window will appear with the formatted document. To save or print it, click on the appropriate icon that appears in the upper right corner when you move your mouse over the document.
  - **Linking:** To get the website link for your image, right-click on the image. Select the option "Link to image" from the pop-up window. The weblink will appear in a new pop-up window. Right-click on the link, or hold down the Ctrl key and hit the C key to copy the link. You can now paste the link as a source citation in a genealogy program or website such as FamilySearch's Family Tree.
8. To return to the list of parish records, click on the tab marked "Folder Tree" in the upper left corner.

## Search view

1. While in the Folder Tree view, click on the tab at the top of the screen labeled "Search".
2. A new search screen will appear. Click on the box next to the heading "Material type" located on the left side of the page. From the popup box, Choose "Parish registers" located in the left column under the heading "Digitalized materials".
3. In the box next to the heading "Search for", type in the name of your town (you do not have to use diacritics). Note that in this view, you do not need the name of your parish. Each parish entry contains the names of all the villages within the parish, and these are searchable from this screen. As you type in the name of your town, a pop-up list will appear showing all locations that begin with the letters you have entered. This list shows the diacritics of the place name. Select your place name from this list. Try typing in the town of Branišovice. Once you have selected it, click on the "Search" box.

4. On the right side of the page, a list of parish book entries will now appear, including the name of the parish, the type of record (B=birth, M=marriage, D=death) and time periods, and villages contained within the parish record. It also shows the first digitized image of each parish book. Keep in mind that a maximum of ten parish entries are shown on each page; to see subsequent pages, arrow forward or type in the page number in the upper right corner of the website. When you have found the book you are interested in, click on the entry.
5. This will take you to the image viewer. For instructions on how to use this viewer, view step 8 in the list above.

## PRACTICE

Now, do the following steps to become more familiar with the Třeboň archive website:

1. Go to the website for the Třeboň website, located at <https://digi.ceskearchivy.cz>. Choose your language. In the column on the left side of the page, click on “Parish registers” underneath the heading “Digitalized Materials”. When the submenu appears, click on “Roman Catholic Church”.
2. Select the letter “K” from the alphabet that appears, and choose the parish of Kamenice nad Lipou. Notice that in the “Notes” section of each book, there are a few with quote bubbles. Click on the quote bubble in Book 1, B (births) 1793-1823. Here you should see that under the description of image one, each village in the parish is listed, along with the beginning image number of the section of the book containing that village. According to this note, the town of Včelnička begins on image 360. To return to the books view, click on the tab marked “Folder Tree” in the upper left corner of the website.
3. Now, click on Book 1 to view the first book of the parish. Go to image 360 by clicking on the drop-down menu in the lower left corner and selecting image 360. The records for the town of Včelnička begin on the right side of this page, as was indicated in the user notes. Right click on the image. Click on Export/Print, use the preset settings, and click on “Export”. From this screen, you can save or print the image by clicking on the appropriate icon that appears above the document when you move the mouse on it.
4. Close the document by clicking on the X in the upper right corner of the popup window. Now, click on the “Search” tab in the upper left corner of the website.
5. Click on the box next to “Material type”, and select “Parish registers” in the left column. In the “Search for” box, begin typing in the name of the village Včelnička, and select the village name from the locations that appear. Then click on “Search”. Notice that there are four pages of church registers, and the same church book we saw in step 3 above is listed.

## ACTIVITY

Now, test your skills you have learned in this “How to” Guide. The Activity is a way to check your knowledge and let you know you’ve mastered the Guide! [Click here](#) to try out the Activity.