

# Genealogy Workbench

by Thornton and Marty Gale

Note – For a complete explanation of how to design and build genealogy websites, see the book “Getting Started on Your Genealogy Website” available from the [www.genealogyhosting.com](http://www.genealogyhosting.com) website.

We have created three sample genealogy websites at [www.genealogyhosting.com](http://www.genealogyhosting.com) which can be used as examples or as idea generators. These are working genealogy websites which we have created in the course of our own personal genealogy work. There is an article describing each of them available on the [www.genealogyhosting.com](http://www.genealogyhosting.com) website. The three sample websites are:

- Surname website: [www.mannigel.org](http://www.mannigel.org)
- Elusive Ancestor Website: [www.poill27.info](http://www.poill27.info)
- Genealogy Workbench (the subject of this article): [www.martygale.name](http://www.martygale.name)

## A Genealogy Workbench: [www.martygale.name](http://www.martygale.name)

Our example of a genealogy workbench website is [www.martygale.name](http://www.martygale.name). The purpose of a genealogy workbench is not to contain genealogy research but to be a tool for the genealogist to perform genealogical research. A genealogy workbench will contain hyperlinks to frequently accessed genealogy research websites as well as quick reference information used frequently by the genealogist. The genealogy workbench is changed often by the genealogist as his or her research interests evolve.

We have implemented our [www.martygale.name](http://www.martygale.name) genealogy work bench using the “Website Tonight” product of [www.genealogyhosting.com](http://www.genealogyhosting.com). As we’ll see, this is the perfect tool to use to create a genealogy website.

### Contents of the Genealogy Workbench in General

A genealogy workbench can contain anything the genealogist desires to support his or her pursuit of genealogy but will usually consist of the following types of content:

#### **Genealogy Hyperlinks:**

A genealogy workbench should provide hyperlinks to the various genealogy websites used regularly by the genealogist such as:

- Genealogy Favorites: Hyperlinks to favorite genealogy websites ([www.ancestry.com](http://www.ancestry.com), [www.cyndislist.com](http://www.cyndislist.com), etc.).
- Place-name websites of locations where the ancestors of the genealogist came from. The USGenweb websites for various locations are ideal for this type of reference.
- Genealogy Subscriptions: Hyperlinks to websites to which the genealogist subscribes.

### **Reference Material**

A genealogy workbench is the perfect place to put your quick references and “cheat-sheets!” We all create these little ad-hoc aids to our research so we won’t have to keep looking up the same facts over and over – a list of dates in the life of an ancestor, a list of our ancestors who fought in the Civil War with their regiments and details, a list of soundex codes of our surnames, etc. There are two good options available for putting reference information on a genealogy workbench.

- As Files: Upload the actual files (e.g., Microsoft Word, Excel, Works, etc.) to the genealogy workbench. Then put hyperlinks to them on the genealogy workbench web page(s). When you click the hyperlink, the file will be opened in your web browser using the appropriate browser add-on. This should work on any computer you happen to be using. That is, the computers in public institutions such as research libraries will have the browser add-ons installed for all the major applications so this approach will almost always work especially for the common file formats (e.g., Microsoft Word, Excel, Works, etc.).
- As Web Page Content: Put the reference information directly on the web page(s) of the workbench. This would be an alternative to having the reference material as files (above) and would give direct access to them (i.e., you wouldn’t have to open the underlying file but could just view the reference material on its web page).

### **Utilitarian Hyperlinks:**

To the extent possible, the genealogy workbench should contain hyperlinks to useful utilitarian functions such as:

- E-mail Account (i.e., if your e-mail account is web-based – discussed below)
- Search Engines (i.e., hyperlinks to search engines)
- “Online File Folder” (i.e., if you subscribe to this [www.genealogyhosting.com](http://www.genealogyhosting.com) service – discussed in detail below).
- Favorites (i.e., uploaded from your local computer to make them available to you via internet access – discussed in detail below).
- Workbench Update (i.e., if the genealogist subscribes to the [www.genealogyhosting.com](http://www.genealogyhosting.com) “Website Tonight” service – discussed in detail below).

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## Capabilities of the Genealogy Workbench

Besides the above content, a genealogy workbench should generally support the following capabilities:

### ***Communications Hotspot:***

To the extent possible, the genealogy workbench should encourage and support communications with fellow genealogists. For example, a genealogy workbench should have one or more of the following communications channels that fellow genealogists can use to communicate with you:

- Contact Page (a web page where visitors can submit their names , e-mail addresses, and comments to you).
- Guestbook Page (a web page where visitors can leave their names and e-mail addresses as well as ask questions or make comments about genealogy topics to you).
- Forum (where members of the forum can hold discussions and post content about an evolving set of genealogy topics).

### ***Privacy***

A genealogy workbench will contain the personal work environment of the owner. Some of the components of the work environment may consist of private information. Therefore, a genealogy workbench must provide the capability of password protected access to any personal information on the genealogy workbench.

### ***Local Search***

A genealogy workbench, like all genealogy websites, should have the capability of being searched by visitors.

## Useful Products and Services of *www.genealogyhosting.com*

Several products and services of *www.genealogyhosting.com* are ideal for a genealogy workbench. You can use these products and services to create your genealogy workbench as well as install very useful features for your genealogy workbench. Briefly:

### **“Website Tonight”**

“Website Tonight” is a service of *www.genealogyhosting.com* that provides the ability to easily build a website without requiring any of the technical knowledge usually required to build a website. With the “Website Tonight” tool, you build your website with templates and online tools. “Website Tonight” is completely web-based and

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nothing else is required to use it beyond a web browser. It provides over 130 professionally designed starter templates. You basically select a template then go through the various wizards to build your site. All you have to do is provide the content - the text and images which makeup your genealogy workbench. The "Website Tonight" system creates your web pages and handles all the technical processes of updating your website. When your website is ready, you press a button to publish your website which means making it active on the internet. Behind the curtain, the HTML and other files of the website are created and the website is made operational transparently to you. This option has proven invaluable for genealogists new to website technology.

No matter what your technical expertise is, "Website Tonight" is the best tool by far for building a genealogy workbench. This is because of the following reasons:

### ***Easily Install Sophisticated Features***

With "Website Tonight", you can easily install sophisticated features which would be very useful for a genealogy workbench. These features would be difficult to learn and install on a standard website. However, with "Website Tonight," these can be installed easily by following the respective wizards and selecting your options in a simple sequence.

- Guestbook (a web page which allows visitors to sign your guestbook, leave their name and e-mail as well as make comments or ask you questions).
- Forum (a web page which provides all the plumbing for a full-blown internet forum).
- Contact Page (an HTML FORM which invites visitors to submit their contact information which is automatically e-mailed to you from the web server).
- Password Protected Web Pages (the capability of password protecting your selected web pages to keep them private so that you can store and access private information on them).

### ***Easily Perform Complex Website Maintenance Activities***

With "Website Tonight", you can easily perform the various website maintenance activities (which are often complex and technically-intense on a standard website). These maintenance chores are performed by following wizards and selecting options in a simple sequence:

- Publish (cause the website files to be generated and made active on the web server—as we'll see in a moment this is a huge advantage for a genealogy workbench since the website can be updated then published via the web from anywhere in the world).
- Backup / Restore (backup the files of the website and restore the website if problems occur).

- Upload Files (upload files then create hyperlinks to them from the web pages of the website).

## **“Online File Folder”**

“Online File Folder” is a service of [www.genealogyhosting.com](http://www.genealogyhosting.com) that provides internet disk space. The “Online File Folder” service has a user friendly interface that is accessed from any web browser to upload, download, and open files. You use the user interface to maintain the files on your “Online File Folder” such as deleting, renaming, or moving files. Your “Online File Folder” is equivalent to having your own internet disk space which is accessible from any web browser wherever you may travel in the world. The “Online File Folder” is the perfect addendum to a genealogy workbench for the following reasons:

### ***Internet File and Web Page Storage***

Web pages and other files can be stored on your “Online File Folder” then opened by hyperlinks from web pages of your genealogy workbench or opened using the “Online File Folder” web-based interface. Thus, these files and web pages are always available no matter where you are in the world.

### ***Universal File Upload Capability***

Also, files can be easily uploaded to your “Online File Folder” no matter where you are in the world. Files are uploaded using the web-based interface and there is never any restrictions on using the upload function (i.e., from public libraries) because it uses the web browser rather than FTP (i.e., which is usually restricted in public libraries).

### ***Access Your Files and Folders Via Windows Explorer***

You can access the files and folders on your “Online File Folder” from a standard Windows Explorer. Once you have logged onto your “Online File Folder,” you can click the “Open as Web Folders” button from the web-based interface. A Windows Explorer will open on the files and folders of your “Online File Folder.” At that point, you are in your familiar desktop work environment and you can work with your files and folders in the usual way – dragging them to/from folders on your local computer, renaming them, deleting them, etc. Unfortunately, when you are at public libraries and research centers, restrictions may forbid you from opening a Windows Explorer like this. However, for working with the files and folders of your “Online File Folder” at home, it is ideal.

### ***Password Protection:***

The “Online File Folder” provides password protection of files and web pages. Before files and web pages stored on the “Online File Folder” can be opened, the correct user id and password must be supplied in a dialog challenge.

Normally, files and web pages stored on an “Online File Folder” are accessed using the web-based user interface of the “Online Filer Folder” service. This means that before

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files and web pages can be opened by the web-based interface, one must first logon to the "Online File Folder" and satisfy the password challenge.

However, this is not the only way you can access them. As mentioned above, hyperlinks to them can be placed web page(s) such as your genealogy workbench. Then when the hyperlink is clicked a password challenge must be satisfied before the web page or file will be opened. In effect, the web page or file is password-protected.

The password protection capability provided by the "Online File Folder" service is in addition to the password protection capability provided by the "Website Tonight" service described above. In other words, you can have two-level password protection for your really private files.

## Organization of [www.martygale.name](http://www.martygale.name)

We have implemented the [www.martygale.name](http://www.martygale.name) website with most of the content and capabilities discussed above. This website consists of a side menubar and five web pages as follows:

### **Side Menu bar (common to each web page)**

The top part of the side menu bar is the same on each web page of [www.martygale.name](http://www.martygale.name) and contains hyperlinks to each of the web pages of the website.

### **Home Page**

The home page contains the primary tools of our work environment and includes the following sections:

#### ***My Places***

This section contains hyperlinks to the places (i.e., geographic locations) of interest in our current research. For each place, there is a series of hyperlinks to various location tools such as Topozone.com (maps), Google (searching for specific location), and GENWEB (genealogy of the location).

#### ***My Genealogy Favorites***

This section contains hyperlinks to our frequently accessed genealogy websites. This section is updated often depending on our changing research interests.

#### ***Useful Information***

This section contains useful information such as a link to our local weather, an interactive calendar, a hit counter, etc.

## Private Page

The "Private Page" is a password protected web page (i.e., there will be a password challenge issued when there is an attempt to open it). The capability to make a web page password protected is a standard feature of "Website Tonight" which was used to build our genealogy workbench. The "Private Page" contains information to which we don't want to give public access but must have to pursue our daily genealogy efforts (no matter where we might be located at the time):

### ***My Passwords:***

This section contains the hyperlinks and corresponding user ids and passwords to access our various genealogy subscriptions or private internet services including.

- "Online File Folder":

There are hyperlinks to private files stored in our "Online File Folder" service. This makes these important files double-password protected (i.e., there will be a second password challenge to access our "Online File Folder" in addition to the initial "Private" web page password challenge of "Website Tonight"):

- PAF – Our Personal Ancestor File genealogy databases. We do not want this to be generally available to the public so we put it in our "Online File Folder."
- Favorites - Our favorites uploaded from our local computer. We also don't want our favorites to be generally available to the public since there are many hyperlinks to our financial, family, and business web pages. We will discuss uploading and accessing favorites in detail below (see "Favorites," page 11).
- Genealogy Database "Mini Website" – We have exported our PAF genealogy database to a series of HTML pages (in effect, a "mini website.") We do not want the general public to view this but we must have access to it especially on genealogy research trips. So we uploaded our genealogy "Mini Website" to our "Online File Folder" in order to password-protect it. We will discuss creating and uploading the genealogy database as a "mini website" in detail below (see "Personal Ancestral File "Mini-Website"," page 12).

- e-Mail Accounts:

There are hyperlinks to the logon screens of our web based e-mail accounts. We will discuss how to integrate your web-based e-Mail account into your genealogy workbench below (see "E-Mail," page 12).

- Our Subscriptions:

There are hyperlinks to our various genealogy subscriptions (e.g., ancestry.com, World Vital Records, etc).

- Build Website

There is a hyperlink to the "Website Tonight" Site Builder on [www.genealogyhosting.com](http://www.genealogyhosting.com) which we use to update our genealogy workbench website from anywhere in the world that has internet access. When clicked, the user

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id and password challenge dialog to update our "Website Tonight" website appears which when entered leads to the "Website Tonight" Site Builder for our genealogy workbench. At this point, we can update our genealogy workbench then republish it so that the changes are instantly available.

- Side Menu Bar Additions

The side menu bar on the "Private" web page includes some additional items:

- Build Favorites

This is a hyperlink to the free program "favtool.exe." This little program would be invoked from our home computer to convert our favorites in the local browser to an HTML file which can be uploaded to our "Online File Folder." We have a detailed explanation of creating and uploading our favorites to our genealogy workbench below (see "Favorites," page 11). Using the "favtool.exe" program is much handier than using the "Import and Export..." function from our web browser to create the HTML file of our favorites (i.e., just click a button rather than go through the export dialog). Once uploaded to our "Online File Folder," it can be accessed as a web page to provide full access to our favorites as explained below.

## Guestbook Page

The guestbook web page invites visitors to sign the guestbook in order to initiate the genealogy communications process. The underlying guestbook web application is a standard feature of "Website Tonight."

## Contact Page

The contact web page invites visitors to submit their contact information so that they may be put on our contact list for future communication on genealogy topics of mutual interest. With "Website Tonight," it is very easy to install a contact page on the website.

## Forum Page

The forum web page supports a full-blown internet forum. Once visitors register with the forum and sign-in, they may participate in free-wheeling genealogy discussions as well as introduce new threads of discussion. The underlying forum web application is a standard feature of "Website Tonight."

# Implementation of [www.martygale.name](http://www.martygale.name)

## Domain Name:

We chose our personal name of "MartyGale.name" as the domain name of our genealogy workbench. Using your personal name is ideal for a genealogy workbench. It emphasizes the personal nature of the workbench and is easy to remember and it is



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very compatible with the idea of your genealogy workbench as a communication hotspot to you.

## Website Authoring Application

We used the “Website Tonight” service provided by *www.genealogyhosting.com* to build the *www.martygale.name* website. As we have seen, it is perfect for building a genealogy workbench. “Website Tonight” provides many features that would be useful to a genealogy workbench. Also, we can update our genealogy workbench from anywhere (i.e., since the “Website Tonight” is accessed via the web, it does not depend on the our local computer as the other website authoring applications do).

Thus, if we are on a genealogy trip and we discover a new website to which we would like to have a permanent hyperlink, we can just update our genealogy workbench directly from any web browser that is handy (e.g., local libraries, research centers, etc.). We would just log on to our “Website Tonight” account at *www.genealogyhosting.com* (i.e., by clicking the “Manage Web Site” button in our genealogy workbench) and make the changes using the “Website Tonight” Site Builder and the changes would be available instantly.

Also, remember that you get a free five-page “Website Tonight” website when you register a domain name at *www.genealogyhosting.com*. This free website is ad-supported. It would be the perfect way to have a genealogy workbench for simply the small yearly fee of a domain name. This is how we implemented *www.martygale.name*.

## Implementation Issues

The genealogy workbench introduces several implementation issues which will require some special considerations as follows:

### Accessing Externally Created Web Pages in Your “Website Tonight” Genealogy Work Bench

Many functions or features that you will want to implement on your genealogy workbench will require that you upload HTML files created from an external source. For example, you will want to upload the “mini-website” exported from your genealogy software program containing the HTML version of the genealogy database for access from your genealogy workbench. We will discuss putting the “mini-website” on your genealogy workbench in a moment (see “Personal Ancestral File “Mini-Website”,” page 12). For now, let’s look at the general problem of HTML files and “Website Tonight.”

Unfortunately, for a “Website Tonight” based genealogy workbench, some special procedures will be required to access externally created HTML files. This is because “Website Tonight” does not allow you to upload HTML files directly to your website. Since “Website Tonight” completely controls the generation of HTML files of the website, it does not permit the co-mingling of other HTML files which it has not created.

In order to have externally created web pages on your genealogy workbench, you have to have access to a standard (i.e., non-“Website Tonight”) server.

- For example, purchase another domain name and select a standard hosting plan for your free website that comes with the domain name. This will give you gigs of space on a standard web server for the small price of a domain registration!
  - Upload the HTML file(s) to the standard hosting plan using the standard website publishing procedures (i.e., a file copy based on FTP).
  - Put a hyperlink to the target HTML file on one of the web pages of the “Website Tonight” website in the usual way pointing at the file(s) on the other server.
  - In this way, when you click the hyperlink from a web page of the “Website Tonight” genealogy workbench, then the HTML file on the other server will be opened in the usual way
- Or purchase an “Online File Folder” (see “Online File Folder”, page 5). This is the approach we took with our *www.martygale.name* genealogy workbench).
  - Upload files using the procedures documented for the “Online File Folder” product (i.e., access help articles from the *www.genealogyhosting.com* “Help Center.”)
  - Notice that once you are logged on to your “Online File Folder,” you can use the “Open as Web Folder” button to switch to a standard Microsoft Windows Explorer as explained above (see “Access Your Files and Folders Via Windows Explorer,” page 5) and upload files in the usual way by dragging them from your local computer to the Windows Explorer opened on your “Online File Folder.”
  - Once uploaded, insert a hyperlink on the applicable web page(s) of the “Website Tonight” genealogy workbench pointing at the target web page on the “Online File Folder.” We have some notes below (see “Hyperlink Mechanics,” page 13) on how to determine the text of the URL of a hyperlink.
  - Then when you click the hyperlink from the “Website Tonight” web page, a password challenge must be satisfied but then the web page will open in the usual way.

## Copying and Pasting HTML code in a “Website Tonight” Web Page

It will be necessary to paste HTML code into the web pages(s) of your genealogy workbench. For example, this would be done to insert the HTML code for the search FORM (discussed in “Search FORM,” page 12). For a “Website Tonight” based genealogy workbench, you will paste the HTML code using the “Website Tonight” Site Builder. Here is how this would be done:

- In the “Website Tonight” Site Builder, create a content block where you want the external HTML code to appear on the target web page using the “Add Content” function.
- Once created, open the target content block with “Advanced Edit” and click the HTML button to expose the HTML window of the content block (at this point it will probably be empty).

- Then on your local computer, copy the HTML code to be pasted to the clipboard. For example, copy it from the search engine vendor's website, or open the file containing the external HTML code using a text editor such as Notepad. Then copy the HTML code to the clipboard (mark it then copy it with CTL-C)
- Back on the content block of the target web page, paste the HTML code on the clipboard to the HTML window of the content block.
- Close the content block. The newly pasted HTML will appear on the web page depending on its content.

## Favorites

One of the handiest resources you can have on your genealogy workbench is your favorites from your local web browser. Having access to one's favorites would be especially useful when using the public computers in a library or research center when on a genealogy trip. Your favorites are housed on your local computer and this requires some special processing of exporting your favorites to an HTML file then making them available on your genealogy workbench website.

Let's start with creating the HTML file of favorites. In summary, any modern web browser (e.g., Internet Explorer and Netscape Navigator) can export its favorites to an HTML file. If your web browser can't, then you can use the free utility "favtool.exe." This handy little program exports the favorites on your home computer to an HTML file. To obtain a copy of this little program, do a Google search on "favtool.exe." Thus, it's easy to create the HTML file of favorites.

Next, you must make the favorites HTML file available on your genealogy workbench website. Since the exported favorites file is an HTML file, it can be uploaded to a standard website then opened by a hyperlink. However, as we explained above (see "Accessing Externally Created Web Pages in Your "Website Tonight" Genealogy Work Bench", Page 9) this approach won't work for a website which is built using the "Website Tonight" product such as *www.martygale.name*. This is because "Website Tonight" does not allow uploading of HTML files directly (i.e., the point of "Website Tonight" is to generate the HTML files so foreign HTML files are incompatible with the basic idea of it). So we uploaded our favorites HTML file to our "Online File Folder" using the procedures on Page 9.

Also the favorites file is password-protected when it is housed on an "Online File Folder." That is, when the hyperlink to the favorites file on the *www.martygale.name* genealogy workbench is clicked to expose all the favorites, there is an immediate password challenge. The favorites file will not be opened unless the correct user id and password are entered. Notice that this is a second password challenge in addition to the initial password challenge provided by "Website Tonight."

From time-to-time, especially before a genealogy trip, we repeat the exporting and uploading of the favorites to our "Online File Folder" to refresh the file there.

## Personal Ancestral File “Mini-Website”

Another extremely useful resource you can have on a genealogy workbench is your genealogy database (i.e., the file updated by your genealogy software program such as PAF, TMG, Family Tree Maker, etc.). The easiest way to satisfy this requirement is to export your genealogy database to what we call a “mini-website” (we call this series of exported HTML files a “mini-website” since it is, in effect, a self contained website and it can be browsed independently as such). Virtually all genealogy software programs will be capable of exporting the genealogy database to a “mini-website.”

We exported our PAF genealogy database to a “mini-website” on our home computer using PAF’s “Tools -> Create Web Page...” function. However, since our *www.martygale.name* genealogy workbench uses “Website Tonight,” we have the restrictions mentioned above (see “Accessing Externally Created Web Pages in Your “Website Tonight” Genealogy Work Bench, Page 9). That is, “Website Tonight” does not allow uploading of HTML files directly. So instead, we uploaded the folder containing our “mini-website” to our “Online File Folder” using the procedures on Page 9. Then we put a hyperlink to the “home page” of this “mini-website” on the “Private Page” of our genealogy workbench.

In this way, our genealogy database is available to us wherever we travel and can be accessed from any computer in the world that has internet access. It is password protected since it is on our “Online File Folder” (actually it is double password-protected since the hyperlink to it is on our “Private” web page. Also, we have found that this “mini-website” with its hypermedia structure is a very efficient way to access the information of our genealogy database. From time-to-time, we repeat the export and upload of this “mini-website” to our “Online File Folder” to refresh the information especially just prior to a genealogy trip.

## E-Mail

The genealogist needs easy access to his or her e-mail system. Any e-mail accounts hosted at *www.genealogyhosting.com* can be accessed via our web-based e-mail system (similar to hotmail.com or msn.com, etc.). That is, even if you use an e-mail application such as Outlook Express to access your e-mail account at *www.genealogyhosting.com*, you can also access your e-mail account via any web browser. Both methods (web access and e-mail application) can co-exist. A hyperlink to the logon screen of the e-mail system can be put in a genealogy workbench for easy access. Also, see the detailed explanation of using *www.genealogyhosting.com* e-mail accounts on the road in the article “The Genealogy Road Warrior,” available on the *www.genealogyhosting.com* website. In summary, our web-based e-mail accounts can import your e-mail address book from your home computer if you use an e-mail application such as Outlook Express. You would do the import of your address book just prior to the genealogy research trip.

## Search FORM

Every web page of every genealogy website should have a search FORM in which a visitor can perform a search of the contents of the website. This requirement can easily

be satisfied using one of the many free website search engine services. These services provide a free website search feature in exchange for putting advertising on the search results page. The ads aren't particularly annoying and these free search engines are the perfect solution.

In summary the author of the genealogy website selects one of the many free search engines and establishes an account. This will cause the target website to be indexed by the search engine spider to create a private index of the website. Then the author copies the HTML code of the vendor's search FORM to each web page of the website. When the "Submit" button of the search FORM is clicked, the vendor's search engine server performs a search using the private index and displays the corresponding web pages of the website on a search results page.

For *www.martygale.name*, we have selected the free search engine of *www.freefind.com*. We inserted the HTML of the vendor's search FORM on each web page of the website. The actual mechanics of inserting HTML in a "Website Tonight" website such as *www.martygale.name* is very easy and all one does is copy and paste the HTML code to the target web page using the "Website Tonight" Site Builder. We explained above (see "Copying and Pasting HTML code in a "Website Tonight" Web Page," page 10) how to do this.

## Hyperlink Mechanics

Most of a genealogy workbench will consist of useful hyperlinks to various websites. The hyperlinks are usually very specialized with URLs which point at logon screens, search engines with hard-coded search arguments, or other weird URLs. The question is how does one actually determine the text of the URL of these weird hyperlinks to be inserted in the various buttons or text strings of the workbench?

### ***How to Capture a URL***

The easiest way is to navigate to the exact web page in question in your web browser then copy the URL from the address bar at that point and paste it into the hyperlink. For example, if you want to create a Google hyperlink to do a search for the Genweb locality of Rock County, MN in your "My Places" section of your genealogy workbench then:

- Enter "rock county mn genweb" in the Google search text box (to do a search for the Rock County, MN Genweb website)
- Let Google do its search
- Once on the search results page, copy the URL that is then in the address bar at the top of the browser.
- Paste this as the URL in the hyperlink of the button or text string in question.
- The result will be that when the hyperlink is clicked, Google will be invoked with that exact search argument and the next thing you will see is the Google search results page of that search. One of the top entries on the search results page will be a hyperlink to the actual Rock County, MN Genweb website.

- Notice that this technique of doing a Google search rather than just putting a direct hyperlink to the Rock County, MN Genweb website is that the hyperlink will never become out-of-date (i.e., in case the good folks maintaining the Rock County, MN Genweb website happen to change the URL to it).

### ***How to Capture a Hyperlink to an “Online File Folder” HTML file***

The technique outlined above will also work to capture the hyperlink to an HTML file stored on your “Online File Folder:” In summary, just open the HTML file on your “Online File Folder” in your web browser and then copy the resulting URL from the address bar and paste it in the hyperlink.

- Logon to your “Online File Folder” from your web browser in the usual way.
- Click the “Open as Web Folders” button to open a standard Windows Explorer on the “Online File Folder” as explained in “Access Your Files and Folders Via Windows Explorer,” page 05. Respond once again to the password challenge.
- At this point, the “Online File Folder” will be opened in a familiar Windows Explorer window. Navigate to the HTML file in question in the usual way.
- Double click the HTML file (such as the “home page” to your genealogy database “mini-website” or your favorites HTML file) to open it in your web browser.
- Once opened, the HTML file will open as a standard web page in your web browser.
- The HTML file’s URL will be in the address bar. Copy it to the clipboard.
- Past the URL on the clipboard to the hyperlink.

### **Access:**

We have set up *www.martygale.name* as our default web page on our home computer. (i.e., the web page that is first displayed when we start our web browser on our home computer). In this way, our genealogy workbench is always available to us as we do our daily genealogy research. Also, it is always at the forefront of our attention and thus, we are constantly being reminded to update it as new resources are revealed.