

Blank Census Templates Instructions

[Print out for easy reference]

Thank you for volunteering to help OGW in this great endeavor. We value you as a volunteer and want you to know that if you have any questions, comments or concerns please go to the main OGW Census page at:

<http://users.rootsweb.com/~ongenpro/census/>

C O N T E N T S :

- Page 1 - General Census Template Instructions
(please read regardless of what census year you are transcribing)
- Page 2 - 1842 Census Template Instructions
- Page 3 - 1848 Census Template Instructions
- Page 4 - 1851 Census Template Instructions
- Page 5 - 1861 Census Template Instructions
- Page 6 - 1871 & 1881 Census Template Instructions
- Page 7 - 1891 Census Template Instructions
- Page 8 - 1901 Census Template Instructions

Template Instructions

[The first line of each Template features an example of census information]

1. Print out the census template you need onto 8½" x 14" {legal size} paper (for 1842 or 1848) or 8½" x 11" {letter size} paper (for 1851 - 1901). You may need several copies of this page, so print at least two and keep one 'clean' copy for photocopy purposes.
2. Fill in each column
3. Once Transcription is complete, please contact the Census Project for further information about sending your templates to a proofreader.

The column headings listed below are the ones we are requesting. You are welcome to add more columns and information *provided that it appears as it does in the census* and that you let us know which columns were added.

Otherwise please use the 'Remarks' column to add information that will not fit into a column. Please also use the 'Remarks' column for

- Spelling corrections (ALWAYS use the spelling used in the original census. If you feel it's incorrect, make note in the 'Remarks' column only)
- Other corrections (Again, do not change what the original census states. Place your correction in the 'Remarks' column only)

1842 Census Template Instructions

***The Census Template will have to be printed on 8½" x 14" sized paper**

Column Meanings:

- ♦ P - Page Number
- ♦ H - Household Number
- ♦ Name of Head of Family (Last Name / First Name) - Fill in Surname, First Name of Head of Household
- ♦ Occupation - May be listed as 'Trade or Profession' on microfilm
- ♦ # of Natives of - For each listed Nativity fill in the number of family members from that country
- ♦ # Years Non-Natives in Province - How many years have individuals not born in Ontario lived here
- ♦ # of Aliens Non-Naturalized - How many of these not born in Ontario are not yet Naturalized
- ♦ # of Ages - How many Males (M), How many Females (F) between the ages of 0-5 and 5-14
- ♦ # of Males Ages - How many Males between the ages listed. Here 'M' means married; 'S' means Single
- ♦ # of Females Ages - How many Females between the ages listed. Here 'M' means married; 'S' means Single
- ♦ Religion - In the original census (on microfilm) this column is 16 columns wide. In order to conserve space it was made one column wide for this template. If there is more than one religion in one family use a ; to separate each religion, and if need be use the Remarks page.
- ♦ Remarks - For anything that does not fit in the columns provided. The Remarks are provided as a separate page. Be sure that the Line, House and Page Numbers are identical to the Line, House and Page Numbers of the family you are making remarks about

1848 Census Template Instructions

**** The Census Template will have to be printed on 8½" x 14" sized paper**

Column Meanings:

- ♦ P - Page Number
- ♦ H - Household Number
- ♦ Name of Head of Family (Last Name / First Name) - Fill in Surname, First Name of Head of Household
- ♦ Occupation - May be listed as 'Trade or Profession' on microfilm
- ♦ # of Natives of - For each listed Nativity fill in the number of family members from that country
- ♦ # Years Non-Natives in Province - How many years have individuals not born in Ontario lived here
- ♦ # of Aliens Non-Naturalized - How many of these not born in Ontario are not yet Naturalized
- ♦ # of Ages - How many Males (M), How many Females (F) between the ages of 0-5 and 5-14
- ♦ # of Males Ages - How many Males between the ages listed. Here 'M' means married; 'S' means Single
- ♦ # of Females Ages - How many Females between the ages listed. Here 'M' means married; 'S' means Single
- ♦ Religion - In the original census (on microfilm) this column is 16 columns wide. In order to conserve space it was made one column wide for this template. If there is more than one religion in one family use a ; to separate each religion, and if need be use the Remarks page.
- ♦ Remarks - For anything that does not fit in the columns provided. The Remarks are provided as a separate page. Be sure that the Line, House and Page Numbers are identical to the Line, House and Page Numbers of the family you are making remarks about

1851 Census Template Instructions

**** The Census Template will print on 8½" x 11" sized paper**

Column Meanings:

- ♦ P - Page Number
- ♦ L - Line Number
- ♦ H - Household Number
- ♦ Last Name
- ♦ First Name
- ♦ Occupation
- ♦ Place of Birth
- ♦ Religion
- ♦ Residence if outside limits
- ♦ Age
- ♦ Sex - M = Male; F = Female
- ♦ Marital Status - M = Married; S = Single; W = Widowed)
- ♦ # Family Member - How many Male Family Members (M) and how many Female Family Members (F) living in the house
- ♦ # Non-Family Member - How many Males (M) and how many Females (F) who are NOT Family living in the house
- ♦ # of Births during the past year - How many Males (M) and how many Females (F)
- ♦ Remarks - Use this column to include information that does not fit into the spaces allotted on the census page or does not have a column on the census page

1861 Census Template Instructions

**** The Census Template will print on 8½" x 11" sized paper**

Column Meanings:

- ♦ P - Page Number
- ♦ L - Line Number
- ♦ H - Household Number
- ♦ Last Name
- ♦ First Name
- ♦ Occupation
- ♦ Place of Birth
- ♦ Married During Year
- ♦ Religion
- ♦ Residence if outside limits
- ♦ Age
- ♦ Sex - M = Male; F = Female
- ♦ Marital Status - M = Married; S = Single; W = Widowed)
- ♦ # Family Member - How many Male Family Members (M) and how many Female Family Members (F) living in the house
- ♦ # Non-Family Member - How many Males (M) and how many Females (F) who are NOT Family living in the house
- ♦ # of Births during the past year - How many Males (M) and how many Females (F)
- ♦ Remarks - Use this column to include information that does not fit into the spaces allotted on the census page or does not have a column on the census page

1871-1881 Census Template Instructions

**** The Census Template will print on 8½" x 11" sized paper**

Column Meanings:

- ♦ P - Page Number
- ♦ L - Line Number
- ♦ F - Family Number
- ♦ Last Name
- ♦ First Name
- ♦ Sex - M = Male; F = Female
- ♦ Age
- ♦ Born within year - Born within the past 12 months
- ♦ Birth Place
- ♦ Religion
- ♦ Origin - English/British, Scottish, Irish, German, etc.
- ♦ Occupation
- ♦ Marital Status - M = Married; S = Single; W = Widowed)
- ♦ Married Within Year - Married within the past 12 months
- ♦ Remarks - Use this column to include information that does not fit into the spaces allotted on the census page or does not have a column on the census page

1891 Census Template Instructions

**** The Census Template will print on 8½" x 11" sized paper**

Column Meanings:

- ♦ P - Page Number
- ♦ L - Line Number
- ♦ F - Family Number
- ♦ Last Name
- ♦ First Name
- ♦ Sex - M = Male; F = Female
- ♦ Age
- ♦ Marital Status - M = Married; S = Single; W = Widowed)
- ♦ Relationship to Head of Family - Wife; Daughter; Son; Servant; etc.
- ♦ Place of Birth
- ♦ French Canadian - (check if)
- ♦ Father's Place of Birth
- ♦ Mother's Place of Birth
- ♦ Religion
- ♦ Occupation
- ♦ Remarks - Use this column to include information that does not fit into the spaces allotted on the census page or does not have a column on the census page

1901 Census Template Instructions

**** The Census Template will print on 8½" x 11" sized paper**

Column Meanings:

- ♦ P - Page Number
- ♦ L - Line Number
- ♦ H - House Number
- ♦ F - Family Number
- ♦ Last Name
- ♦ First Name
- ♦ Sex - M = Male; F = Female
- ♦ Colour - W = White; B = Black; I = Indian
- ♦ Relationship to Head of Family - Wife; Daughter; Son; Servant; etc.
- ♦ Marital Status - M = Married; S = Single; W = Widowed)
- ♦ Month & Day of Birth
- ♦ Year of Birth
- ♦ Age
- ♦ Place of Birth
- ♦ Year of Immigration
- ♦ Year of Naturalization
- ♦ Origin - English/British, Scottish, Irish, German, etc.
- ♦ Nationality
- ♦ Religion
- ♦ Occupation
- ♦ Remarks - Use this column to include information that does not fit into the spaces allotted on the census page or does not have a column on the census page