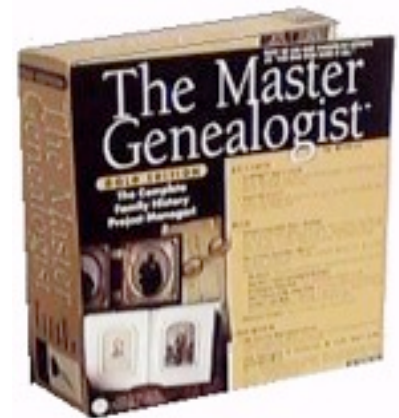


The Ontario Name Index (TONI) and The Master



TMGUG
08 Sep 2012



What is TONI?

A single index of Ontario personal names, indicating where to find information about a person.

TONI will reference “anything” that includes an Ontario name.

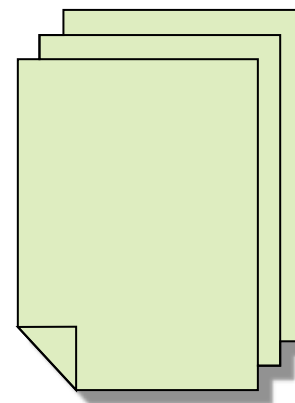
A project of the Ontario Genealogical Society (OGS)

[http://www.ogs.on.ca/integrated/
toni_database1.php](http://www.ogs.on.ca/integrated/toni_database1.php)

Why TONI?

- Direct researchers to available information about a person of interest in Ontario.
 - Location may be OGS Branch/SIG document, web site, microfilm, family history, archive, etc.
 - TONI will go on public part of OGS website so anyone can access it.
- Make Society and Branch/SIG resources more visible, increase membership and revenue.

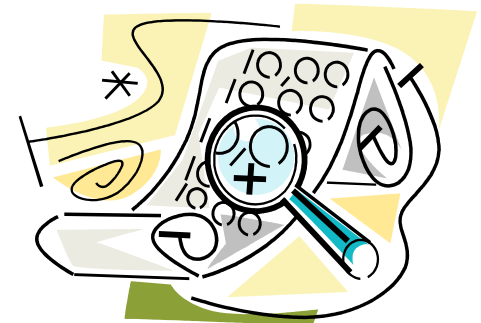
What do we want to include in TONI?



Any genealogical or historical
source that contains a person's
name in Ontario.

TONI Sources

- Converting and importing existing electronic indices of OGS, Branches and other heritage organizations.
- Digitizing & importing existing hard-copy indices.
- Indexing existing electronic & hard-copy documents, e.g. family histories, Tweedsmuir histories, items in OGS and Branch libraries, Branch publications such as transcriptions , newsletters, etc.
- Indexing family websites.



TONI Will Include

- Data already in Ontario Cemetery Ancestor Index (OCAI) is being moved into TONI.
- Names in Ontario Genealogical Society Provincial Index (OGSPI) will eventually be included in TONI which will refer a researcher to OGSPI and then to original source.
- Indexes to digitized documents produced for other organizations may be included with owner's permission.

What TONI is NOT

- TONI is NOT a digitization program.
- TONI will NOT violate any copyrights and will comply with any OGS Privacy Policy.
- TONI is NOT limited to OGS holdings or publications.



What TONI Does

- TONI shows where information can be found.
- TONI is an index.
- TONI may link to the OGS e-Store or to Pay-Per-View.



- To find a specific listing, enter a search term and select 'submit' for name, location or owner.

Firstname:
Lastname:

Total records returned are .

Total records displayed are 100.

[<<Back](#) [Next>>](#)

Lastname	Given Names	Record Type	Date	Location	Details	e-Store	Pay-Per-View	Information
CLAASSEN	Wilhelmina	t		Peterborough Co, Douro Twp		<input type="button" value="Purchase e-Store"/>		<input type="button" value="Information Page"/>
BALAAM	Thomas	t		Wellington Co, Erin Twp		<input type="button" value="Purchase e-Store"/>	<input type="button" value="Purchase PPV \$1.00"/>	Information PDF
BALAAM	Flora Levenia	t		Wellington Co, Erin Twp		<input type="button" value="Purchase e-Store"/>	<input type="button" value="Purchase PPV \$1.00"/>	Information PDF

Sample Infofile

Source: Bowley, S. R. (Ed.). The Grove Cemetery, Second Edition. Guelph, Ontario: Wellington County Branch of the Ontario Genealogical Society, 2008, ISBN 978-0-7779-3881-2

Availability: Publication copies can be purchased from the following sources:

- Wellington County Branch, Ontario Genealogical Society.
- Ontario Genealogical Society e-Store. (<http://www.ogs.on.ca/ogscart/index.php>)

Transcriptions of cemetery inscriptions are also available through Pay-Per-View via the Ontario Genealogical Society website.

Digital photographs of each tombstone have been recorded and the originals are held by the Wellington County Museum & Archives.

Grove Cemetery:

OGS Cemetery ID: 0879

Location: Erin-Garafraxa Townline Road Con 12, Lot 1, East Garafraxa Township, Dufferin County

Status: Active – Inscriptions last recorded: August 2007.

History: (optional) The name was derived from the grove of black walnut trees which surrounded the site of the original church-yard. The cemetery was associated with the Methodist New Connexion Congregation that was first organized in 1846. ...

Who's Who?

- TONI Provincial Coordinator:
 - Overall Coordination of Project.
 - TONI Instruction Manuals:
 - Indexer.
 - Coordinator.
 - TONI Input Spreadsheet.
 - Final review and Input into TONI Database.
 - Indexing at Provincial level.
 - Coordination with non OGS groups.
 - e-mail: toni@ogs.on.ca.



Branch & SIG TONI

- Branch and SIG TONI coordinators:
 - Seek, encourage and assist volunteers to index Branch holdings, both hard copy and electronic.
 - Assign file names for TONI.
 - Ensure that the file are completed correctly.
 - Forward Branch submissions to the Provincial Office.
- Contact the TONI Coordinator for the area that your source document covers.

Locally (8 Sep 2012)

- Ottawa Branch volunteers have:
 - added 300,000 names to TONI.
 - 76 cemetery transcriptions.
 - 11 Pedigree charts from our library.
 - 14 family histories.
 - 4 scrapbooks.
 - 3 publications (2 vols Carp Review, Ottawa BMDs).
 - 1 family website.
- UOVGG: 9 cemetery transcriptions.
- L&G Branch: 39 cemetery transcriptions.

TONI Indexer Instructions

- Provides direction to Indexers on how to index a source for inclusion in TO
– Use MS Excel or compatible program
– Version 9.01 issued 17 Jul 2012.
- Used in conjunction with the TONI ...
Spreadsheet dated 9 Jul 2012.



Available at:

<http://ogsottawa.on.ca/the-ontario-name-index-toni/>

TONI for TMG

- If you have a family website with names of people from Ontario, it can be added to TONI.
- Contact toni@ogs.on.ca or your Branch/SIG TONI Coordinator

TMG to TONI #1

1. Produce the TMG Output:
 - a. Use the List of People Report;
 - b. Filter it for:
 - a. Names on your family website (omit if all names);
 - b. Living = N;
 - c. Surname is not empty;
 - c. Output columns:
 - a. Surname (Sort 1);
 - b. Given Names (Sort 2); and
 - d. Save to MS Excel (.xls).

TMG to TONI #2

2. Finalize the Spreadsheet:

- a. Open TONI Input Spreadsheet.xls;
- b. Copy your Surnames into the lastname column;
- c. Copy your Given Names into the firstname column;
- d. Convert lastname to All Capitals;
- e. Fill record type column with fhb;
- f. Fill sourcefile column with your website url;
- g. Follow Indexer's Instructions to clean up Names;
- h. Sort on Lastname and firstname; and
- i. Convert spreadsheet to Arial 10 and Text;

TMG to TONI #3

3. Produce the InfoFile:

- The Infofile can NOT be more than one page in length and must be in PDF format.
- The Infofile must contain:
 - o Source Information that can be used as a citation, i.e. Author. Main Title: Subtitle. Edition Data. Place of publication: publisher, year, ISBN;
 - o Availability (both purchase and library locations, with call number should be included when available); and
 - o History (if possible).

TMG to TONI #4

4. Sample InfoFile for website submission:

Related file: OTTX9000.xls

Source:

Ottawa Branch of the Ontario Genealogical Society. Descendants of the Immigrant Roger Billings of Milton Mass. <http://www.ogsottawa.on.ca/billings/>

Availability:

The website is maintained by volunteers of the Ottawa Branch of the Ontario Genealogical Society and is updated regularly. The date of the latest update is listed in the title on the website. The website may contain more individuals than included in the current input to TONI.

History:

Braddish BILLINGS, a son of Dr Elkanah BILLINGS, was one of the first settlers in what is now the capital of Canada. Braddish's house was left to the city by one of his...

TMG to TONI #5

5. Finalize Submission:

- a. Fill infofile2 column with name of the related Infofile i.e. INFOOTTX9000.pdf;
- b. Fill owner column with Owner number (if known); and
- c. Submit the two files to the local TONI Coordinator.

Not Sure?

- If you are not sure what to do and the Instructions do not cover it:
 - Contact your Branch Coordinator.
 - Contact the Provincial Coordinator.
 - Consider what would be best for a researcher.

Finishing

- Send file to Branch Coordinator for the area that the source document covers.



Questions?

