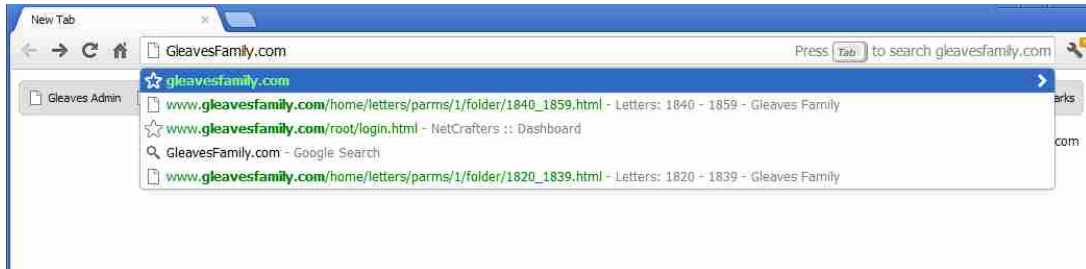


# www.GleavesFamily.com

by Alice S. Hix, site webmaster

## Introduction and Navigating the Home Page

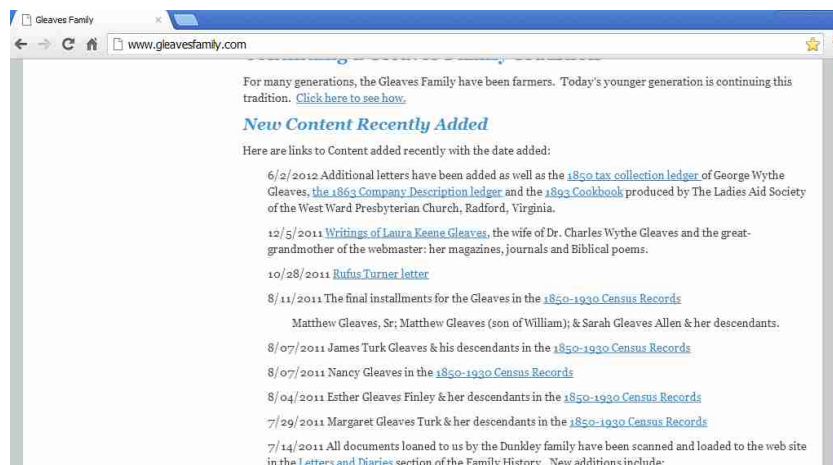
1. To begin in the browser address line, enter "GleavesFamily.com" and press the Enter key



2. This will open the Home page.



3. Here you can find current information for the web site. Scroll down to find the section, 'New Content Recently Added'



4. On the top of the page, you will see a listing of the web site sections



5. Place your cursor over the Family History selection and the items in this section will appear in a list. Hovering over each selection will show the details in that section. Note: Gallery, Links, Miscellaneous, and Contact do not have sub-menus.



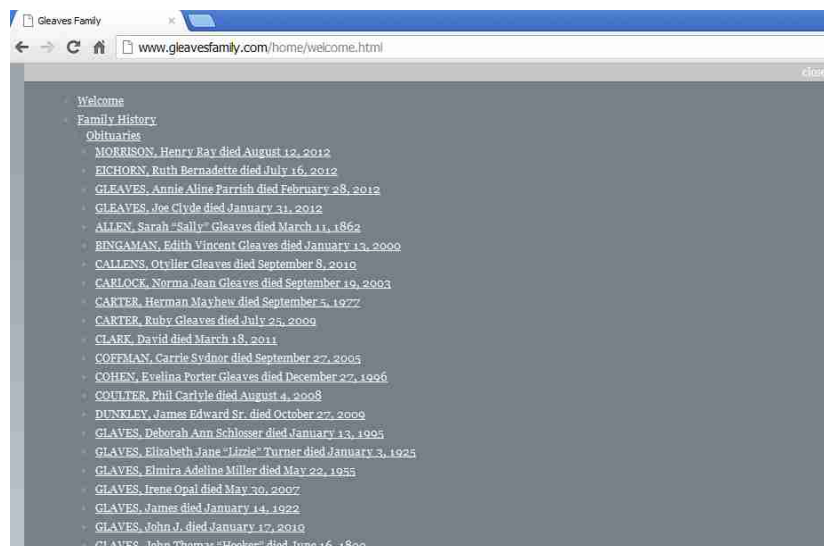
6. Note that each page has a search box, powered by Google. We pay for this search, so use it.



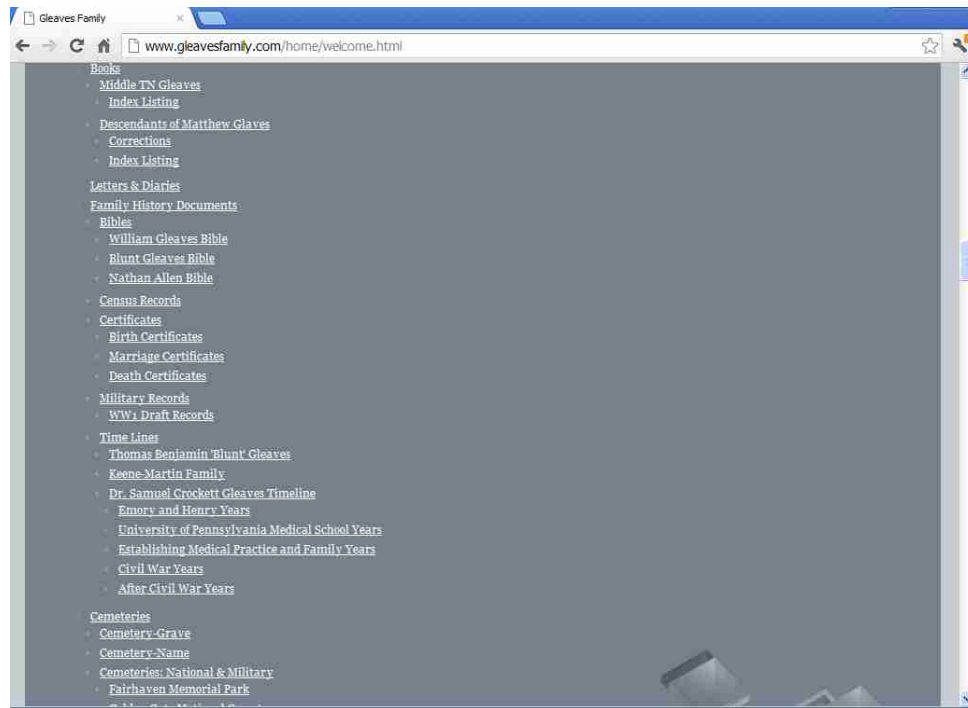
7. When you feel completely lost and cannot find what you are looking for, then 'look under the hood'; by clicking on 'View the site Map'.



8. This is what you will see:



9. Scroll down and you will see more of the site map



10. In this view when you find what you are looking for, just click on the item and you will jump to that screen.. To exit out of this view, either hit the browser back button or scroll all of the way to the bottom and the Home page will be displayed again.



## Navigating the letters section of the web site

1. Place your cursor over the Family History selection and the items in this section will appear in a list



2. Select the Letters & Diaries item, click and you will see this screen



3. Scroll down and you will see the different items available in this section with a brief description.
4. Also notice on the left hand side these same items are listed again. This list will remain visible after you make a selection so you can quickly select a different category without using the back button.

5. Select a category for exploring and click. The letters written from 1820 through 1839 have been selected for this illustration. *Note that the categories are still visible on the left hand side.* On this screen you can scroll down to find a letter to view.
  - The date, the subject, the author and the recipient of each letter is shown while the letters are listed in date order.
  - When a date is followed by 'about', this indicates that the exact date is not known for the document and a best guess was made.
  - A subject listed as 'Letter' followed by a number (the same number as the File #) indicates that this letter has not yet been transcribed and will not be found when a search is done on the site. When the letter is transcribed, the subject will be changed to the subject of the letter's content and the letter can be selected during a search. Even if a letter has not been transcribed, it can be selected for viewing (and for transcribing).
  - The File # (right-most column) was assigned as each document was scanned. If there is a question about the document, this number should be included with the question as it will pin point the exact document being asked about. Remember multiple documents can have the same date, written by, etc, but the file # indicates a unique document.

The screenshot shows the website 'Gleaves Family' with a navigation menu and a search bar. The main content area displays a list of letters from 1820-1839. The table below is a representation of the data shown in the screenshot.

Date	Subject	Written By	Addressed To	File #
1820	Cost for adm William Gleaves, Jr. estate	J. P. Mathews, Clerk of Court	Major James Turk Gleaves Sr	437
1820	Court costs for writ of scire facias vs Bell and Sheffey	J. P. Mathews, Clerk of Court	William Gleaves Sr	455
1820	Court costs in suit Wm Gleaves, Jr. vs Bell & Kincanon	J. P. Mathews, Clerk of Court	Major James Turk Gleaves Sr	459
1820	Court costs vs Kincanon & Bell	J. P. Mathews, Clerk of Court	Margaret 'Peggy' Finley Gleaves (Mrs. William Gleaves Jr)	5
1820	Executing warrant vs Bell	William Friel	Major James Turk Gleaves Sr	724
1820	Infant children and Heirs of William Gleaves Jr. Decd., and order to review James T. Gleaves as Executor, versus Bell & Sheffey	J. P. Mathews, Clerk of Court	Margaret 'Peggy' Finley Gleaves (Mrs. William Gleaves Jr)	6
1820	Receipt for serving papers vs Kincannon	James Ward, Deputy Sheriff	William Gleaves Sr	456
1820	Tax for 1820, \$1.81	William Friel	Major James Turk Gleaves Sr	609
1820 about	Furnishing corn to George Jones	H. L. Murphy	Nathaniel Nuckolls	354
1820 about	Receipt for land	Receipt	Margaret 'Peggy' Finley Gleaves (Mrs. William	8

- After finding a letter to view, click anywhere on the highlighted line and a new window will open showing the letter image(s). *Again note the category list is still available on the left.* The heading for the letter shows the same information that was shown on the summary selection line as well as the transcriber.
- Below this heading on the left, you will see a thumbnail image of each page of the letter. To its right will be the transcription. Up to five pages of a letter can be displayed on this screen. If there are more pages to the letter, they will be displayed on the next screen, which you can reach by clicking on 'Next Item' either at the top or bottom of the screen.

Letters: Infant children and heirs of William Gleaves Jr. Decd., and order to review James T. Gleaves as Executor; versus Bell & Sheffey

Home Family History Activities Reunions Gallery Links Miscellaneous Contact

> welcome > family history > letters & diaries > folder: 1820 - 1839  
> Infant children and Heirs of William Gleaves Jr. Decd., and order to review James T. Gleaves as Executor; versus Bell & Sheffey

Previous Item Next Item

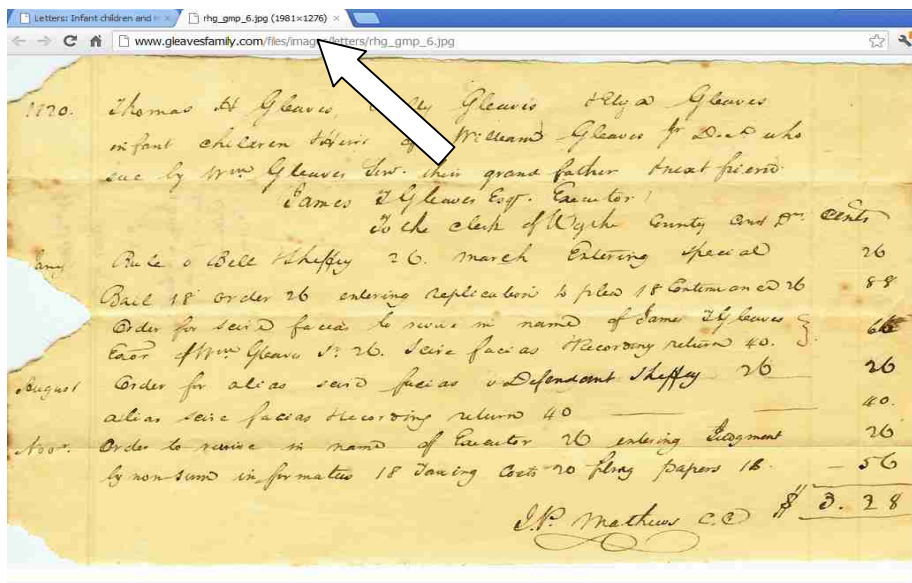
### Infant children and Heirs of William Gleaves Jr. Decd., and order to review James T. Gleaves as Executor; versus Bell & Sheffey

- Date: 1820
- Subject: Infant children and Heirs of William Gleaves Jr. Decd., and order to review James T. Gleaves as Executor; versus Bell & Sheffey
- Written By: J. P. Mathews, Clerk of Court
- Addressed To: Margaret 'Peggy' Finley Gleaves (Mrs. William Gleaves Jr)
- Transcriber: Lois Gleaves
- File # 6

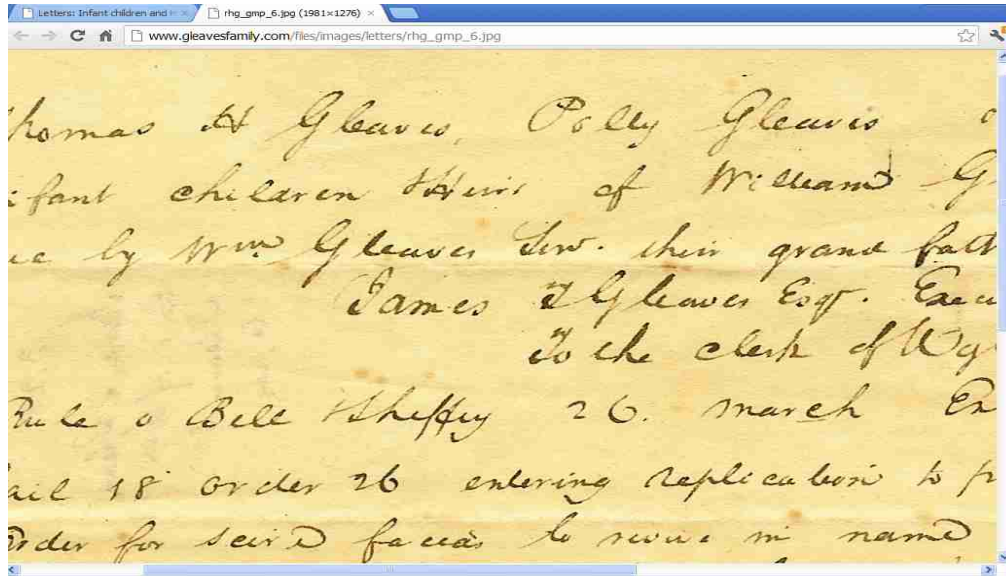
Page 1

1820	Thomas H. Gleaves, Polly Gleaves & Eliza Gleaves infant children and Heirs of William Gleaves Jr. Decd. Who sue By Wm. Gleaves Senr. this grandfather & next friend.		
	James T. Gleaves Esq. Executor		
	To the Clerk of Wythe County Court	Do	Cents
Jan'y	Rule vs Bell & Sheffey 26 March Entering special	26	
	Bail 18 Order 26 entering replication to plea 18 continuance	88	

- To view a larger image of the letter, click on the letter image and a larger resolution image will be viewable in a new tab



9. Clicking anywhere in this window will present an even larger view of the image. Use the bottom and/or right scroll bars to view all parts of the image. Clicking anywhere again in this window will return the image to the original size. You can click back and forth on the image to enlarge/decrease the image size as many times as you like. Once you have finished viewing this image, close the tab and return to the detail letter images.



10. Navigation available in this window:

- The back browser button will return you to the previous screen
- The previous letter or the next letter may be viewed by using the 'Previous item'/'Next item' at the top or bottom of this window. The arrow is pointing to this option.
- The Category list on the left may be used to return to the same category or a new category.
- The 'bread crumbs' at the very top of the window, next to the lightning bolt, may be used to quickly 'jump back' to a 'higher' selection on the web path.



## Other Useful Information

### ***The Family History Section***

This section contains all things associated with the Gleaves Family History.

In the **Obituaries section**, recent deaths are listed at the top of the section in the Current Year Obituaries. At the end of the current calendar year, these will be moved to the Prior Years Obituaries where they will be listed alphabetically. If you know of a recent death or find an old obituary of a family member, use the Contact page and sent it to the web master for posting.

The **Books section** contains the complete listings of the family history books written about the Gleaves. Today these consist of *Gleaves Families in Middle Tennessee* by Hilda Barnes and *Descendants of Matthew Glaves – The Glaves/Gleaves Family in America* by Dennis Glaves. Each book can be viewed by complete book or by chapter. The index of each book is also listed for quicker searching. After finding a person in the index, note the page numbers for the person. The chapter listings will show the page numbers included in that chapter. Using the page numbers from the index, the appropriate chapter(s) can be selected for opening. When using a chapter rather than the entire book, the response time and navigation will be quicker.

The **Letters & Diaries section** contains letters, ledgers, journals & diaries written by earlier Gleaves family members. If you have items to add that would be of interest and add to our understanding of our ancestors, use the Contact page and let the web master know.

The **Documents** section is a collection of documents relating to the family consisting of:

- Bibles
- Census Records
- Certificates: birth, marriage, death
- Military Records, such as WW1 and WW2 draft records, Civil War pension records
- Time Lines: contains the stories of family members lives as told by date and documents with the documents linked for viewing.

The **Cemeteries section** has listings and information about cemeteries where Gleaves are buried including the Gleaves buried there. Included in this section are:

- *Cemeteries by Grave Name* shows all of the grave names alphabetically that are included in the cemetery listings with a link to the cemetery detail.
- *Cemeteries by Alphabetic Name* shows all of the cemeteries listed in this section with a quick link to the cemetery detail.
- *Cemeteries by Location* shows first National and Military cemeteries and then cemeteries by state and county location.

- For each cemetery, the following may be listed:
  - Address of the cemetery
  - Directions to the cemetery
  - The Gleaves family graves in the cemetery, including name, birth date, death date, and family relationship
  - Notes on the cemetery
  - Directions via Google Maps and Google Street view of the cemetery entrance
  - Cemetery Relationships includes a family tree chart showing the family members in the cemetery and their relation to each other
  - Pictures of the cemetery and/or graves

**The Research section** contains stories, articles, and other types of research that add to our knowledge of the Gleaves

**The Resources section** lists places for researching the Gleaves Family and types of information contained there.

### ***The Activities Section***

Whereas the Family History section contains the history of the Gleaves family, the Activities section contains information for today's Gleaves family members.

**The Business section** contains information relating to the running of the Gleaves Family Association. Here you will find information about the association officers and their duties; business meeting minutes from the reunions and most importantly of all, financial reports. At the close of each month, the treasurer sends the web master the current financial report which is posted here with the previous months reports. If you want to see the financial status of the organization and how our money is being spent, this is the place to look.

**The Members section** highlights what is going on in the lives of today's members such as what they are doing, what they are interested in, and their accomplishments. This is your section to let us know about you. If you have a story of interest, use the Contact page to let the web master know and we will get it posted. When an item is first posted, it is highlighted on the Home page. After a period of time, the news will be maintained on this page.

### ***The Reunions Section***

Information for up coming reunions is listed in this section. Here you will find schedules, registration forms and information about the next reunion as it is being planned.

Also, you can find highlights, photos, stories, etc about previous reunions.

### ***The Gallery Section***

This section is a collection of different photo albums. It contains pictures of reunion attendees, cemetery work, collections of family photos. This is the place to share (and backup) all of the old family photos. Use the Contact page to let the webmaster know about photos you want to share so they can be added.

### ***The Links Section***

This section contains links to external web sites with information featuring the Gleaves family. If you have a personal or interesting web site that you think would be of interest of the Gleaves family, contact the web master.

### ***The Miscellaneous Section***

This section contains information of a general nature such as how to clean tombstones and how to access and use PDF files.

### ***The Contact Section***

This is the section used to get in touch with the web master to ask questions, share information, or just let us know what is on your mind. This could be our most valuable section as it has helped us find new family members and new Gleaves information.