Genealogy Organizing

By

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* **Various Storage Techniques:**
	+ Computer Hard Drive
	+ Filing Cabinets, and File Folders
	+ 3-Ring Binders
	+ Computer Disks, Flash Drives, CD’s, DVD’s
* **Common Filing Systems**
	+ By Surname
	+ By Couple
	+ By Family Line
	+ By Event
		- Birth, death, marriage, etc.
* **You will Probably Use Some of Each System**
	+ Binders
	+ Folders
	+ Software
* **Software I Use**
	+ Family Tree Maker 2014
	+ Excel
	+ Word
	+ PowerPoint
	+ Publisher
* **Computer Hard Drive Organization**
	+ Under “**Documents**” make a folder called “**Genealogy**”
	+ Under **Genealogy**, make sub-folders for each **Surname**
	+ Under each **Surname** You can make other subfolders, such as:
		- Birth
		- Census

So, I will store scans, of the various items, into these folders. You can also add a folder for photos under each Surname. I choose to make a folder under “**Pictures**” called **Genealogy**, and then under that make subfolders for each surname.

* + - Death
		- Documents
		- Immigration
		- Land
		- Marriage
		- Military
		- Newspaper
		- Occupations
		- Stories
* Family Tree Software
	+ Family Tree Maker
	+ RootsMagic
	+ Legacy
	+ Family Tree Builder
	+ Master Genealogist
	+ Reunion
* I use Family Tree Maker Software.
	+ That program stores the database in a folder called “**Family Tree Maker 2014**”
	+ It stores all the scans and photo in that folder called “**Media File**”

**Lists Help in Organizing**

* Census Records
	+ Make list of all census records you have
* Names
	+ Make list of all names in your data file
* Family Books
	+ Make book on direct ancestors
	+ Make book of all members
* Lists
	+ Make lists of all people you have cemetery names for
	+ Make Research Journal, Correspondence Log, Online Search Tracker, etc.
	+ Make custom lists/forms



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Digital Photo Organizing

* Thin your pictures out
	+ Delete duplicates
	+ Delete ones you don’t need
* Give them descripting names
	+ Eiffel\_Tower\_May\_2008.jpg
* Do not use special characters in the new file name
	+ / \ < > ^ + =
	+ You can use underscore, period, or dash
* In my genealogy photos I start name with the SURNAME first
	+ enlow-abe\_1790\_pa\_census.jpg
	+ enloes-isaac\_rev\_war\_record.jpg
	+ enlow-charles\_texas\_death\_cert.jpg
	+ enlow-elliott\_backside\_wedding\_doc.jpg
	+ brunot-claude\_headstone.jpg
	+ Pernatt-Roy\_and\_opal\_portrait.jpg
* Create descriptive folders to store them in
	+ In my personal photos my top folder is the year and then I add sub folders under that for events.
	+ In my genealogy I use SURNAME as the top folder and under that I add folders with specific names.

