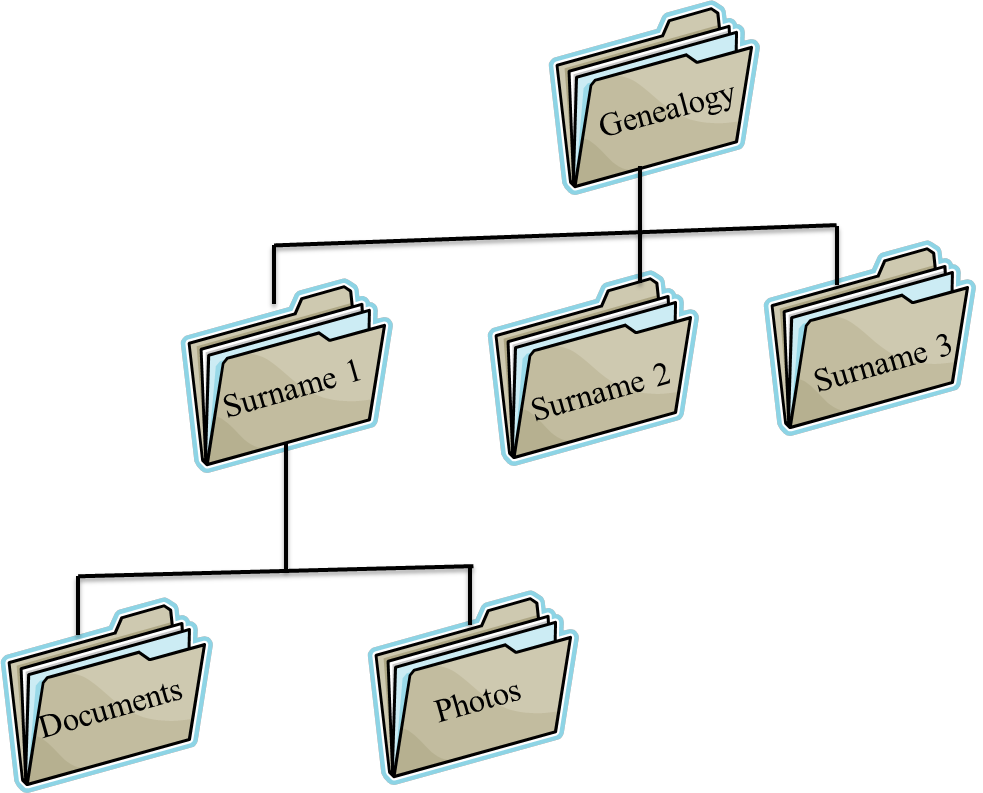
Genealogy Organizing

By

Len Enlow

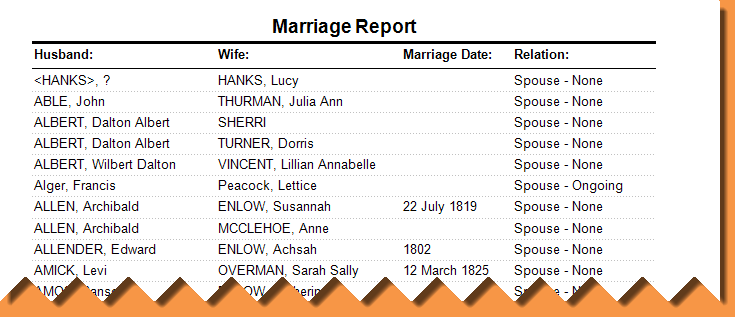
* **Various Storage Techniques:**
  + Computer Hard Drive
  + Filing Cabinets, and File Folders
  + 3-Ring Binders
  + Computer Disks, Flash Drives, CD’s, DVD’s
* **Common Filing Systems**
  + By Surname
  + By Couple
  + By Family Line
  + By Event
    - Birth, death, marriage, etc.
* **You will Probably 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

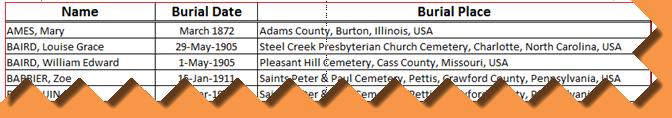
So, I will store scans, of the various items, into these folders. You can also add a folder for photos under each Surname. I choose to make a folder under “**Pictures**” called **Genealogy**, and then under that make subfolders for each surname.

* + - 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**”

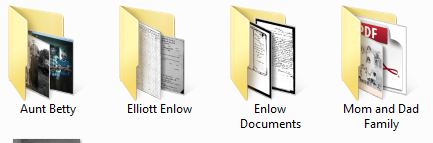
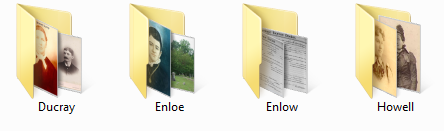
**Lists Help in Organizing**

* 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.

