

Get Organized!!!

Where do you start?

Devise a filing system for:

1. Storage on your computer
2. Storage in a file drawer
3. Storage in your e-mail

Organize the Folders in your Computer

Put Your Genealogy Documents in the Appropriate Folder

Genealogy Folders

Some folders you may want to make under Genealogy would be:

1. Pictures (Then divide out by family name).
2. Documentation (Also divide out by family name.)
3. Eastman news articles
4. Cemetery information
5. Maps

Make a folder for each family name and put it in a designated place in your directory.

I personally put all the documentation in dropbox and my photos on my hard drive. Photos take more space and dropbox will fill up fast if you put them in dropbox. (unless you want to pay for dropbox.)

1. I scan every piece of documentation I receive.
2. I then put it in my Dropbox folder on my computer.
3. Why? So I can access it from either computer, my i-pad, or my phone. Wherever I am at the time!
4. Go back and reread obituaries. As you learn more about each person, more clues are likely to pop out at you.

Filing on your computer

1. In your directory, set up a folder for every name in your family tree.
2. Then file each piece of documentation under the correct family name.
3. Be consistent in the way you label each piece of documentation. This will save time in the future. Example – Obituary John J Schmidt 1891

Marriage record John J Schmidt

Even Pictures are Scanned and filed on your computer

1. I started putting my pictures in Dropbox also, but it filled up too fast. (There are other cloud sites where you can put your pictures).
2. I keep all the pictures on my computer.
3. I even uploaded them to facebook at one time.

Computer Backups

There are several companies who you can pay to back up your computer daily.

1. Carbonite (backs up daily)
2. Mozy (backs up daily)
3. Look online and read about others.
4. Also keep a flash drive with your genealogy on it just in case your computer crashes.
5. **Back up at least monthly.**

Physical Filing

What do you do with the document after it is scanned and safely put into your computer folder?

For documentation you want to keep?

1. Use a file cabinet or file box.
2. Label folders by family names.
3. After scanning the document, file it “alphabetically” in the appropriate family folder. This helps you to find quickly if you want to take it out again.

Organize your e-mail

When you receive an e-mail about a person in your family tree, you want to keep it. You may go back and look at this 5 to 10 years down the road.

Set up folders in your e-mail account. Example:

1. Gen - Bowman
2. Gen - Hahn
3. Gen - Schmidt, etc.

Organize your research

1. Keep a research log – this keeps you from repeating your research.
2. Keep a To-Do-List (what are you looking for next?)
3. Put all data into your genealogy program and “be sure to note your sources.”
4. Put any notes in your genealogy program also.

Your goal is to: **Be able to find what you know you have seen before and locate it quickly.**

Not repeat looking for the same thing over and over. This can be eliminated by keeping a research log.

Good Luck!