2017 Genies in the Desert Workshop Speakers

The Bouse Genealogical Society is proud to present a one day workshop for both beginners and the more advanced genealogy researchers. Following is information about the speakers.

Carolyn H. Brown
Carolyn has been researching her family since 1979. She has published seven family history books and three genealogy guides. Carolyn is the founder, president, and newsletter editor of the Bouse Genealogical Society, in Bouse, Arizona. She has been presenting seminars and workshops for over 26 years. Carolyn was elected to Who's Who of American Women in 1989. She is the recipient of the 2012 AzGAB Founders Award and the 2013 NGS Award of Merit.

Norman Cutshall
Norman Hollis Cutshall is a retired environmental scientist who specialized in environmental radioactivity. He was born in upstate New York and grew up in Lemon Grove, California and Canyon City, Oregon. He attended Oregon State University where he met and married Cheryl Stephens. He worked 6 years on the OSU faculty and 26 years at the Oak Ridge National Laboratory in Tennessee. While in the latter job he completed approximately 10 years on assignments to Washington, DC with the Atomic Energy Commission and the Department of Energy. Norman and Cheryl are snowbirds, spending May-October in Salem, Oregon and November-April in Bouse, Arizona. They have one daughter, Sandra, a teacher and free-lance writer in Mountain View, California. Since tracking down and meeting his birth family in 2011, Norman has become an avid amateur genealogist. He has tested at all three major DNA testing companies and has confirmed his birth identity using DNA.

Gloria Freemon
Gloria discovered genealogy 20 years ago when 3 family members passed away and realized no one had any past history on the family. In 2005 she joined the Bouse Genealogical Society and currently serves as Secretary and Historian. By researching her Italian ancestors on Italian Genealogy web sites she located relatives in Italy. She has since traveled to Italy to meet her Italian relatives and found during her visit to Celenza, Val Forte, Italy that she had over 22 living relatives! Gloria has shared the process of her Italian research with the Bouse Genies and has expanded her work to include extensive research through social media.

Writing Your Personal Story– By Carol Brown

Everyone has a story to tell. Wouldn't you like to have the story of your ancestors? Learn how to organize your ideas and personal items you will be writing about. Get started one chapter at a time. Including picture of people and things. Are you going to share your story or keep it private/?.

Genetic Genealogy: Using DNA in Your Research – By Norman Cutshall

Your DNA provides a highly reliable record of your ancestry, and can be used to prove or disprove relationships and to identify new relatives. Technical advances over the past few years have made the most useful tests relatively inexpensive and, as more people are tested, more informative. DNA analysis, combined with sound genealogy research, makes genetic genealogy an exciting and enjoyable activity.

Creating a Genealogy To-Go Bag – By Carol Brown

How to prepare for a genealogy road trip for a day, a week, or an extended stay. If you travel in your RV for several months each year, what to make sure you have with you in case you have computer issues on the road.

Researching Your European Roots – By Gloria Freemon

Find where your surname is located. How to search for relatives using the white pages. How to translate documents.

Organizing Your Paper and Computer Files – By Carol Brown

How to quickly find what you are looking for in your genealogy files. Can you tell which family line a file or document belongs to just by looking at the folder or place in which it is filed? Following Mary Hill's color coding system with a twist. Learn how to color your computer folders.

Writing Your Personal Story

By Carolyn H. Brown

GATHERING INFORMATION

Your family genealogy	Other keepsakes
Childhood toys	Old letters
School records	Photographs
Memorabilia	Any previous writing you have done about yourself

CREATE YOUR PERSONAL TIMELINE

Birth to age 6	Age 25 to 30
Grammar school	Age 30 to 40
Junior High School	Age 40 to 50
High School	Age 50 to 60
College and/or early employment	Age 60 to 70
	Over 70

ORGANIZING YOUR INFORMATION & ITEMS

Organize the information and items based on your timeline. Place the documents, photos and notes in individual folders or boxes.

COMPUTER FOLDERS & FILES

Using your word processor, create an outline based your timeline to determine how you want to tell your story. Individual files will be created for each major outline bullet. Create a folder in your computer for your personal story; i.e., "The Life of Carolyn Marguerite Hutchinson". Create sub-folders for any files you have, or will create, based on your outline.

WORKING WITH PHOTOS & GRAPHICS

Place the photos and graphics in the appropriate outline item folder both physical and digital. Scan all photos you have collected for each age group. Convert the .JPG photos to .TIFF file format. Resize the .TIFF files until the final photo size is under 100 kb. Rename the .TIFF file before you save it. Then save the file as a .JPG to the appropriate folder.

SCANNING DOCUMENTS

Depending on the type of document you are scanning: i.e., typed, computer generated, or handwritten, the process may differ.

Typed: Use the OCR (optical character recognition) option of your scanning software. Save the output to the word processor format you are using, or as .RTF (rich text format) file format. Save in a holding file.

Computer generated: If you have the original files, they do not need to be scanned. If not, repeat the process for typed documents above.

Handwritten: Scan as a photograph and transcribe the information to a holding file.

WORKING WITH DIGITAL DOCUMENTS

You probably have saved some of the letters you have written to, or received from, family and friends. Use these documents to enhance your personal story. Copy the information you wish to include in your story to a blank document and save it under the time frame to which it applies. This will become a holding file you can work with before copying the data to your major file.

Change the text in the holding file to be the same font style and size you are using for your final history document. Add the source of the document above the text, and explain anything you wish about the document.

Use *Copy* and *Paste* to transfer the data between files within your word processor, add the information in the modified file to the appropriate outline topic in the story file. Save the modified file in a separate *holding* folder.

WORKING WITH THE OUTLINE

As you are writing your story you will continually add information to your outline. You may wish to add a bullet and record what you want to say about that bullet. Expanding your outline in this manner will help you remember all of the many things you may have forgotten.

DESIGNING THE FINAL FORMAT OF YOUR STORY

Are your going to include an index, table of contents (TOC), footnotes or endnotes in your story? If so, you need to make sure you know how to accomplish this task in your word processor before you get started. It is much easier to perform these tasks as you work. If you try to do them later, you will miss some of these items.

COMPILING YOUR STORY

Write your story one bullet (thing or event) at a time. You can always go back and add more information as your memory is working during the writing process. Keep adding thoughts to your outline and work that updated outline. Complete all mundane processes as you are entering the information; i.e., individual index and TOC marks, as well as footnotes or endnotes.

I have found it helpful to start by writing about an event or thing(s) in your life. These stories should be between one and tree pages in length. By writing about a thing or event, you may find it covers multiple time periods in your life. That is all right. The important part is to get the story of your life on the written page or in a digital file. As you are writing about a thing, Google the item and add a picture of it to your story. Seeing the item or reading a story about the event or thing will bring memories back and it will be easy to write with the picture in front of you.

CREATE AN INTRODUCTION DOCUMENT FILE

Create a file for the introduction to the final document. Explain what you plan to accomplish. Explain anything special about the document. You may wish to include top level outline bullet items. Use the font style and size you will be using throughout the process. Insert footnotes or endnotes, index and table of contents markers. Use this formatting for all of the other files. Do not use any other formatting in this file or any of the following files which will make up your final document.

WRITING ABOUT YOUR GRANDPARENTS AND PARENTS

Open a new document file. Copy the font style and size as used in the Introduction file. Begin your story with information about your grandparents, parents and their siblings and stories before you were born. Create separate files for information about your parents and your older siblings before you were born. You will be adding information on these people as they relate to you throughout your life.

YOUR LIFE EVENTS

Organize your "BIRTH TO AGE 6" folder/box chronologically. Take each item in order and write the story about it. Don't advance to the next major outline bullet until you have completed this bullet item. Using the smaller .JPG files, include photos and documents. Look for pictures of items you have owned online.

REPEAT THE PROCESS

For each main topic in your outline, repeat the process. Make a new document file for each outline topic. Scan and resize any photos or documents you have not already modified. Convert them to small .JPG files following the previous instructions. Write the story about the items which belong to the specific outline topic.

SELECTING THE RIGHT COMPUTER PROGRAM

Most wordprocessor programs such as *Microsoft Word* and *WordPerfect*, can be used to write your story in separate files and combine them into one file when ready.

Schribner is a program written especially for writers. It is designed for composing and structuring long and difficult documents while giving the user complete control of the formatting. Schribner is a project management program as well. What makes this program better for writers than a wordprocessor is the capability to see your notes and the written page at the same time. Everything you need for structuring, writing and editing long documents is available in this program.

All of the above programs provide the capability to include footnotes, end notes, table of contents and an index.

COVER PAGE
Design a cover page for your story. Include your full name in the title. Adding a photograph of you or you with your family will add interest to the document.

PUBLISHING YOUR STORY
If you wish to share your story, don't publish it outside of your immediate family. It is your story, and you can put in it what you like. Be aware that stories you included may upset others.

WEBSITES FOR CREATING MASTER DOCUMENT FILES

CREATING MICROSOFT WORD MASTER FILES
http://www.ehow.com/how_5900129_create-master-document-word.html

CREATING WORDPRFECT MASTER FILES
http://wordperfect.helpmax.net/en/working-with-long-documents/using-master-documents/working-with-master-documents-and-subdocuments/

Have fun reliving your life!

Carolyn H. Brown
GenieCarol@gmail.com

Genetic Genealogy: Using DNA in Your Ancestry Searches

By Norman Cutshall

DNA testing is rapidly becoming a primary tool for genealogists. Technical progress and reduced costs are producing an ever-larger reference database for comparison and matching. Online communication allows 'cousins' to conveniently compare their histories and identify common ancestors.

INTRODUCTION

DNA (deoxyribonucleic acid) forms the 'cookbook for life' that every person carries in every cell of their bodies. It directs the growth and function of every organ and system that make up our being. DNA also carries this Information from one generation to the next and therein lays its value to genealogy. By comparing 'markers' or mutations in our individual DNA to those of others, we can determine how closely we are related. DNA comparisons enable proof, or disproof of kinship. In general, the better the match between individuals is, the nearer their biological connection must be. Thus, the highest possible match is between a parent and child because the child receives half of its DNA from each parent. Lesser matches are found for full siblings, aunts, uncles, nieces, nephews and grandparents. Matches for first cousins are still high and become progressively lower for more distant cousins. In the following discussion, we will cover:

1. The fundamental biology of how it works,

2. The types of tests and their uses,

3. Who is doing the tests, and

4. How an individual can make use of DNA testing in their research.

THE BIOLOGY BASICS

Every cell contains a nucleus which holds most of the DNA in 22 chromosome pairs and two sex chromosomes called X and Y. A smaller amount of DNA is contained outside the nucleus in mitochondria (mtDNA). Prior to reproduction so-called gametes are generated by the ovary (egg cells) and testis (sperm cell). Each gamete carries one half the full complement of nuclear DNA that is found in a normal cell. The egg cell also carries mtDNA; the sperm does not. All egg cells contain an X chromosome; sperm have either an X or a Y. Merging of a sperm and an egg generates a complete new combination of chromosomes. If the new cell gets a Y-chromosome, the child will be male. Females have two X chromosomes, one each from the egg and the sperm. The new cell receives mtDNA only from the egg cell. Division and differentiation of the new cell exactly copies the nuclear and mtDNA into every subsequent cell. The copying process is remarkably accurate; only rarely do variations, i.e., mutations occur. Mutations in the ovary or testis are copied into the gametes and become part of the new generation when they are passed on.

By comparing the mutation patterns in the DNA of two individuals it is possible learn how closely they are related. Mutations in mtDNA will be the same in a mother and each of her children. Mutations in the Y-chromosome will be the same in a father and his sons, their sons, etc. Finally, mutations in the remainder of the DNA, the so-called autosomal DNA, are also faithfully passed on to subsequent generations. This is the foundation of genetic genealogy. For a more complete, yet highly readable account see http://stevemorse.org/genetealogy/dna.htm and http://stevemorse.org/genetealogy/beyond.htm.

TYPES OF TESTS AND THEIR USES

Three different tests have been employed. mtDNA tests enable maternal lines of inheritance to be traced. Geneticists recognized clusters or consistent patterns of mtDNA mutations. For Europeans, only seven clusters were initially found. This led geneticists such as Bryan Sykes to propose (The Seven Daughters of Eve) that seven individual women were the ancestors of most modern Europeans. The actual number is no longer seven as more groups have been added for Europe and many others

recognized globally. mtDNA tests are now used to identify which of the clusters or haplogroups an individual belongs to. The modern-day global distribution of haplogroups is used to infer the migration patterns of ancestors over time scales of thousands of years.

Y-chromosome tests form the basis of paternity tests. If the mutation patterns are quite different, paternity is disproven. Identical patterns suggest paternity. Y-tests examine a number of mutations or markers, sometimes as few as 12; more often 37 or more. The greater the number of matching markers, the more probable is the proof of paternity. Inheritance of Y-chromosomes parallels inheritance of surnames in many cultures. Some of the most interesting matches, however, are those where surnames are different. These may indicate an adoption or some other 'non-paternity' event.

Autosomal DNA tests have recently become the most popular for several reasons. The number of people who have tested provides an ever-larger data base for comparison. Relationships besides parent-child can be found. The cost of autosomal tests has plummeted due to new analytical technology and their popularity. Results of tests are reported with names and e-mail addresses of matches. The reports include estimates of ancestral distance based on the number of matching markers and on the length of identical segments. This enables people who match to compare known ancestry and identify their MRCA (most recent common ancestor). When autosomal DNA matches and agreed-upon MRCAs are identified, confidence in the respective family trees is increased.

The number of generations for which autosomal tests are useful is limited by recombination. This phenomenon occurs as part of the production of the gametes. Before separation of the chromosome pairs the members of each pair undergo a mix-and-match exercise in which they exchange DNA segments. The result is a scrambling that increases the diversity of the species and provides an evolutionary advantage. It also usually limits the reliability of autosomal matches to 5 or 6 generations although occasionally a segment match may persist for 8 or 9 generations.

WHO DOES DNA TESTING?

The International Society of Genetic Genealogy (ISOGG) has provided an excellent reference on current testing companies[1]. Unfortunately, the field is so dynamic that the reliability of such lists fades rapidly although ISOGG appears to be keeping its table updated. At present the biggest choice is between Family Tree DNA (http://www.ftdna.com) with the largest existing database and 23andMe (http://www23andme.com) which also reports a number of health-related results. Some people may be interested only in the genealogical results and for them FTDNA is the better choice. Others may want to see the health-related data and will opt for 23andMe. CeCe Moore, a prominent genetic genealogist, recommends 'fishing in all three ponds', including the third major testing service from Ancestry (http://www.ancestry.com) in her list.

The different companies do not share data at present although there are limited possibilities to mimic sharing across company platforms. FTDNA accepts (for a fee) uploads of data from the other two major companies. An alternative way to compare results across company lines is to use a third-party service such as http://www.gedmatch.com. GEDmatch is a free website that is extremely popular with genetic genealogists. Results from FTDNA, 23andMe or Ancestry can be uploaded and compared against those uploaded by other individuals. Karin Corbeil has written a useful primer for GEDmatch http://www.dnaadoption.com/UsingGEDMatch.aspx.

MAKING USE OF THE RESULTS

DNA test results can be a great help to the genealogist. Brick walls may be surmounted and suspect relationships proven or disproven. Not the least payoff is the potential contact with other genealogists who are researching the same family. Many genealogists and (especially) adoptees are turning to DNA analysis. There are helpful tutorials on the websites of each testing company and web searches for 'genetic genealogy' return many other useful links that can aid the beginner or the expert.

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[1] http://www.isogg.org/wiki/List_of_DNA_testing_companies

By themselves, DNA results usually do not yield much more than curiosity value. Only rarely are ancestors identified without any other effort. The greatest return from DNA results comes when they are applied together with conventional genealogical research. The synergism between DNA testing and genealogical research yields a powerful means to illuminate family history.

RECOMMENDED READING

(This is not a comprehensive list, but it is a beginning.)

Colleen Fitzpatrick and Andrew Yeiser, *DNA and Genealogy* (2005).

Megan Smolenyak and Ann Turner, *Trace Your Roots with DNA*, (2004).

Brian Sykes, *The Seven Daughters of Eve*, (2001); *Adam's Curse*, (2003); *Saxons Vikings and Celts,* (2007); *DNA USA* (2012).

Spencer Wells, *Deep Ancestry: Inside the Genographic Project* (2006) (2nd Ed. 2013?)

An Adoptee's View of Genealogy

By Norman Cutshall

This is a brief update to the story of the discovery and meeting with my birth family. As told in the online blog <http://familyhistorydaily.com/family-history/lottery-winner/>my story began in March 2011 and continues.

For those who have not heard or seen the story, with the help of Bouse Genies, at the age of 72 I located my birth family in upstate New York. At the start I knew just three facts: my birth date, birthplace and my mother's maiden name. Over the course of three days, just 72 hours, I learned who my grandparents were, the names of my siblings and the identity of my father. I began communicating with my brother and two sisters in an exciting exchange that continues today. In July, 2011 we visited them and their large families. Although I have not found anyone living who knew of my existence, all the people we met have welcomed us warmly. Since that highly emotional and exciting time, I have constructed a rudimentary family tree and have studied genetic genealogy in order to gain a better understanding of my ancestry and to validate the tree.

I first opted for the Y-chromosome test that reflects the patrilineal line plus a mitochondrial DNA test that traces the matrilineal line. So far as I know, I was the first of my immediate family to do these tests. The 37-marker Y-test was rewarding in that, while I did not have any exact matches or an identifiable paternal ancestor, my three nearest matches have the <u>same</u> surname (excepting a slight spelling variation) as my father. The mitochondrial test results were interesting but, as yet, have not told me anything about my family.

Autosomal DNA tests (Family Tree DNA's Family Finder) reported several hundred matches to supposed cousins, none closer than 2nd and most of them labeled "distant". Through email comparisons of our family trees, I have established with three of these cousins that we have known common ancestors. Cecilie, my first contact and I are related through our New England Puritan ancestors in a line that entered this country in 1630. Another contact, Karen, had a great grandmother whose little brother was my great grandfather. They emigrated from Germany in 1870 with 6 other siblings and their widowed mother. Vera is a Canadian who descended from parents of my great-great grandmother. It has been great fun for a puzzle lover like me to piece together these relationships. It is also gratifying to gain biological validation of three separate branches of my family tree.

Not totally satisfied because there were no immediate family matches, I persuaded my brother to also take the Family Finder test. His results were exactly what is expected for a full-sibling match. I am now certain that I do belong to my family thanks to the help of Bouse Genies, the Internet, current DNA testing technology and many wonderful people.

Creating a Genealogy To-Go Bag

By Carolyn H. Brown

Over the years things have changed a lot with advent and advancements in electronic tools including: computers, smart phones, tablets, backup hard drives and larger capacity flash drives. Now is the time to start using these wonderful devices.

What you take is determined by:
   Where you are going?
   How long you will be gone?
   What you will be doing?
   How much space you have for extras?

Essential Small Items

Mechanical pencils & extra leads	Paperclips & small snap clips
Pen & highlighter	Small scissors
Small stapler & extra staples	Calculator & magnifying glass
6" ruler	Pad of Post-It Notes & place tabs

Pack all of this in a Ziplock plastic bag, or better yet, the bag pillowcases come in. They are much better constructed and will last for a very long time.

PREPARE BEFORE YOU GO
Using your smart phone and/or electronic tablet, upload you most current Legacy file to the Families App on each device. If you think you will need photos and documents, save the photos in .jpg format and the documents in .PDF format. Upload all of these to your smart phone and/or tablet.

Using the library's online catalog print the list of books & films you plan to search. Make sure you have the film or book notes for each item. Organize the lists by state/county and surname. This is the one set of documents you may want to take with you in paper format.

Never take original documents with you. If you must take a paper documents to share with your family, make sure it is a copy.

PACKING FOR A DAY IN THE LIBRARY
Take a large canvas zipper bag with your ID tag on it. The Family History Library has created a great canvas bag that works well, or you can use a small roller bag. Pack light by taking only your cell phone, tablet, wallet, ID card, money in small bills for change, one credit card, medical cards, a flash drive, and the essentials bag discussed above. Create your own business cards with the surname you are researching on the back. See sample below.

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RESEARCHING:

Bartmess	Clayton	Hampton	Ore
Boatfield	Conn	Haines	Parcher
Boice/Buys	Cox	Hutchinson	Parks
Brown	Creasey	Martin	Smittkamp
Bugg	Dowdy	Mosteller	Spraggins
Bullifant	Gardner	Nance	Turner
Churchill	Gould	Nay	Walker

NOTEBOOK ITEMS
Most of us like to carry a notebook of some fashion. Prepare the top sheet with your name, contact information and a list of your surnames. Leave the notebook open on the table, so anyone walking by can read your surnames. A sheet of light yellow paper (Mylar is better) to use when trying to read light

images on the microfilm reader. If you don't take a note book, then take extra blank 8.5 x 11 paper for notes.

COMPLETED PAPER FORMS

Many people seem to want to take pounds of paper to the library. Try to keep this stack to the very minimum if you can. Some essential items you will need are your Ancestry Chart for 5 or 10 generations; Family Group Sheets only for the families you will be searching; Ancestry List – sorted by surname; and the library catalog list you created as you were preparing for this trip. If you have these documents digitized, take them on your device(s).

ANCESTRY LIST

If you are not using a genealogy program, then it will help if you have the information you need in paper format. Instead of taking all of your Ancestry Charts with you may wish to create your list of ancestors.

Using your spreadsheet program create your own ancestry list from your Ancestry Chart. If you are using a genealogy program, print out the number of generations you are planning to work on. Each chart should be numbered by the program. Each person will be numbered within each chart. In your spreadsheet program create the following column headings.

   Chart   Person   Last Name   First Name   Spouse   Birth Date   Birth Place   Death Date   Death place

Copy from your Ancestry Charts the information corresponding to each individual in the chart. Once all of the data is entered, sort the fields below the heading by Last Name.

A	A	B	C	D	E	F	G	H	I
1	CHART	PERSON	LAST_NAME	FIRST_NAME	SPOUSE	BIRTH_DATE	BIRTH_PLAC	DEATH_DATE	DEATH_PLAC
2	3	12	---	Ann	Harry Mynors	abt 1580	England		
3	242	7	---	Eleanor	George Wallis	abt 1629		After 1690	Greenland, NH.
4	3	7	---	Ellinor	John Minor	abt. 1600			
5	7	5	---	Joan	William Hampton	ca. 1590	Eng.		VA
6	7	3	---	Joan	Thomas Hampton	abt 1625	Gloucester Co., VA		
7	172	3	---	Sines	Vincent Brown	1802	SC		
8	242	1	Allard	Grace	Elias Parcher	1687	Portsmouth, NH	aft 1714	
9	242	4	Allard	Hugh		abt. 1639	Eng.	aft. 1694	
10	242	2	Allard	James	Honor Wallis	1661	Isle of Shoals, NH	aft. 1722	
11	104	13	Bacon	Rachel	John Pinnell	abt. 1763			

Using this chart you can easily see all of your direct line ancestors by surname, no matter which chart they appear on. You can also sort the list by date or place, allowing you to research one set of records by date and another by place. This chart can be a time saver when you are in a hurry at the library.

BLANK FORMS

Over the years I have found a need for many different forms. All of the forms shown in this handout are available on the Bouse Genies website: (www.bousegeniesaz.org/Resources.html).The ones I use most when researching in a library are:

Each census year (starting in 1790 thru 1940). If you are using the microfilm of the census it also helps to have the forms for the Soundex cards. With Ancestry.com having all of the censuses online, there is little need for these forms. All of the following forms were created in a wordprocessor using the table option.

Book log - The book log lets you know what you plan to do and what you have done.

BOOK LOG

Book Number	Book Location	State or Topic	Book Name	Date Reviewed	Comments

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Microfilm log - This form is used to log every microfilm or microfiche you are planning on viewing. This gives you a list of what you plan to do and what you have done. Keep this list so you won't repeat your research.

MICROFILM LOG

Film Number	Film Location	State or Topic	Film Name	Date Reviewed	Film Comments

Wills and court orders index list - This list is a major time saver when researching wills, probates and court orders from the county books. The county books usually have an index in the front of the book, or the index may be on a separate microfilm reel. Even if the index is in the front of the book this form can save you a lot of time. By extracting the index by surname to this form, you have a list of exactly what you are planning to research by surname, book, and page. It is easy to keep track of what you have done, what you want copies of, and what you have to do.

INDEX TO COURTHOUSE RECORDS - WILLS, COURT ORDERS & OTHERS

Court Record Type: _____ Reel Number: _____ County: _____ State: _____

Surname	Given Name(s)	Spouse	Book	Page	Day	Month	Year	Notes

Deed index list - This list is very similar to the wills and court orders list, except it gives space for both the grantor and grantee. Like the wills and court orders list, you should extract every name in the index for the surname in question, however for deeds you will have to work both indices.

INDEX TO COURTHOUSE RECORDS - DEEDS

County _____ State _____

GRANTOR			GRANTEE								
Given Name(s)	Surname	TO	Given Name(s)	Surname	Book	Page	Day	Month	Year	Notes	

With wills and court orders, and deed index lists, you can find the reel you need, go through it from front to back one time, make your notes and then take the reel to the microfilm printer and print the pages you have selected on the list.

If you are working several surnames in the same county, you may wish to copy all of the surname items in the index of interest at one time. Take the list to your computer and input it into a spread sheet. Sort the file by book and page number and print it. This way you only have to go through the film once, not one time for each surname. Another great time saver.

Internet Login ID & Password Log - This is a log to keep by your computer all the time. Each time you need to create a login ID and password just to use a website, log that information on this page. That way you will never again have little pieces of paper all over your desk with the hundreds of login ID's you have created.

INTERNET LOGIN ID AND PASSWORD LOG

Site Name	Internet Address	Login ID	Password	Notes

It may help if you use the following system for creating login ID's in the first place.

Use a four-letter word that means something to you, e.g., Abcd–first letter in caps to make the password stronger, three or four numeric digits that mean something to you, followed by two or three alpha digits identifying the website, e.g., an for Ancestry.com. As an example: Abcd123an would be the password for Ancestry.com. Now no two passwords are the same, but all are easy to remember.

Note that the four-letter word should be one both you and your spouse can easily remember. Don't use a word that others who know you can possibly guess, i.e., your pet, city, state, street or anything of that nature. The three or four numeric digits should be easy to remember, but not wasy for someone else to guess like 1234, or 0000, etc.

Using this method so both you and your spouse can access the same websites with little problem. For your banking sites establish another unique word using this method, however, the numeric digits could be created by combining your ages. Each time one of you has a birthday, change the password for those websites. Thus keeping those accounts more secure.

SOURCE LABELS
Create a page of labels in your wordprocessor for each type of document you will be searching. Save the files to your flash drive and take a few blank labels sheets with you. Place a label on the front of each document you print.

For example:

For a Census copy label:	For a Book copy label:	For a Legal Document copy label:
Year:_____ State: _____	Book Title: _____	Document Type: _____
County: _____ED: _____	Author: _____	Year:_____ State: _____
Township/Town: _____	Page #: ___ Pub. Date: _____	County: _____ Book #: _____
Page #: _____ Film #: _____	Repository: _____	Page #:_____ Film #: _____

SMALL ELECTRONIC DEVICES
Take your smart phone and small electronic device; i.e, Smart phone, tablet and all cords for each device. Make sure you have the appropriate genealogy program applications with a copy of your genealogy files. The Evernote app is the best note application available. It works on your electronic device as well as your computer. With Evernote it is easy to transfer the files you create on the device to your computer. A stylus makes using these small devices easier to type with. If your device needs WiFi, then a wireless Internet connection device like Verizon's MiFi are great to have along. This allows you to have a secure connection to the Internet, rather than using the open access provided by the facility.

PREPARE A FLASH DRIVE
Choose the largest capacity flash drive you have. Hang it on a lanyard around your neck. A flash drive is very easy to lose or forget when you use it in one of the facilities computers. The lanyard is very obvious and a great reminder that you left something behind. The files you put on the flash drive can be printed wherever find a public computer. Files to Include on the flash drive are:

All forms you will need in PDF format.

Any documents you will need for your research in PDF format.

Any family history books you have written, and family photos.

STANDARD COMPUTER ITEMS
Many people like to take their computer to the library, however I have found the smaller the device the easier it is to handle. When taking your laptop computer, take all cords you may need, plus a

laptop computer locking device. Many computers have been stolen in libraries. You should also carry at least one flash drive as explained above. To make using your computer easier, carry along a small mouse. As with the smaller electronic devices I suggest taking your own wireless Internet connection device for your personal security. If you must use the Internet access provided by the facility, make sure your virus software is up-to-date. To make the whole experience better, use a rolling computer bag with a lock on the bag.

PACKING TO TRAVEL FOR A STAY WITH FRIENDS AND FAMILY

Since you are only going to be at your destination a short time, carry the smallest electronic device you have with all of your genealogy files on it as explained above. Make sure you have a flash drive with all forms you may need, a copy of important documents and selected family photos. You can use the flash drive to bring back photos from someone else's collection. Don't forget your essential small items bag, a digital voice recorder with cord, a digital camera with cord, and an extra microchip. You can take photos with your smart phone so make sure you have the proper cords.

PREPARING FOR A FEW MONTHS IN YOUR RV

So you are taking off for an extended trip, which may be a month, to several months, or a life style. You need to make sure your are ready for any computer mishap. You will need a computer backup hard drive with all of your files backed up before you leave. RV parks are famous for bad electric power. When a big rig pulls in next to you and plugs in, your rig will get a power surge. These power surges can blow up the power supply on your electronic devises. For insurance, leave a flash drive (or DVDs) which contain all of your personal files at home or with someone. You will want a printer and scanner for all of those great documents you find. Make sure you have all cords to all hardware you are taking with you.

In case something does go wrong and you need to recover your computer files, you will want a copy of them with you. You will need your backup hard drive so you can recover your personal files. You will also want to include everything listed above for the visit to the library and for a short stay with family. Don't forget to have a supply of extra batteries for all devices, and your wireless Internet access device. I also include a CAT 5 cable, just in case my wireless access device can't make a connection. Then I can take my computer to the park office, which usually has a LAN connection.

COMPUTER RECOVERY BAG

When traveling with your computer for an extended period you should include all of the items it will take to restore your computer should you have a problem. If your computer can't be repaired, or you choose to buy a new one, you need to be prepared. You will need all documentation for any hardware you have with you. Keep all of this in a plastic zipper bag (i.e., sheet bag) with all of the CD's required to restore your computer. You will also need all of the CD's for the programs you have added to your computer – with documentation. Your backup hard drive will take care of your personal files. Today many programs you have on your computer have been installed from a downloaded file. When you download a program save it to the Downloads folder. Before you install it, save a copy of the file in a folder you create especially for that program or vender. Install the program from Downloads, not the copy you saved. This way you have a copy of the file on your computer. Save everything in your Downloads file (including all sub-folders) to your restore backup hard drive and flash drive.

GENEALOGY RELATED ITEMS TO CARRY WITH YOU

Take along those DVD's of classes and webinars you may want to review again. Don't forget the address book of all of the relatives and genealogy buddies you plan to visit on the way. You may want to make sure you have a digital copy of all important documents with you for reference.

Happy Travels!
> **All of us know that the items you leave behind are the ones you will need.**

Researching Your European Roots

By Gloria Freemon

When working on your European research you need to know where your family may have come from. If you do not know, search for the possible places your ancestors may have lived by identifying where the surname may be found. Before you can narrow down the family in Europe, you will need to know the countries, provinces, and regions in Europe.

SURNAME WEBSITES:

The following websites will show you where your surnames are located in Europe.

<https://familysearch.org/wiki/en/Surname_Distribution_Maps>

Country	Website
World (227 countries)	http://www.forebears.co.uk/surnames
World (26 countries)	http://worldnames.publicprofiler.org/
Argentina	http://www.miparentela.com/
Austria	http://christoph.stoepel.net/geogen/en/Default.aspx
Belgium	http://www.familienaam.be/
Canada	http://lastnames.myheritage.com/last-names/
Czech Republic	http://www.kdejsme.cz/
England	http://www.ancestry.com/learn/facts/default.aspx
England	http://gbnames.publicprofiler.org/
England ($)	http://www.rootsuk.com/
France	http://www.geopatronyme.com/
France	http://www.genealogie.com/nom-de-famille/
France	http://www.familleunie.fr/
Germany	http://christoph.stoepel.net/geogen/en/Default.aspx
Germany	http://www.verwandt.de/karten/
Germany	http://www.gen-evolu.de/
Ireland	http://www.irishtimes.com/ancestor/
Italy	http://gens.labo.net/en/cognomi/genera.html
Netherlands	http://www.verwandt.de/karten/
Netherlands	http://www.meertens.knaw.nl/nfb/index.php?taal=eng
Poland	http://www.moikrewni.pl/mapa/
Spain	https://idapadron.ine.es/
Spain	http://www.miparentela.com/Start.action
Spain	http://www.ine.es/daco/daco42/nombyapel/nombyapel.htm?L=0
Switzerland	http://www.verwandt.ch/Start.action
United Kingdom	http://lastnames.myheritage.com/last-names/
United States	http://www.ancestry.com/learn/facts/default.aspx
United States	http://lastnames.myheritage.com/last-names/
Wales	http://www.ancestry.com/learn/facts/default.aspx
Wales	http://gbnames.publicprofiler.org/
Wales	http://www.rootsuk.com/

USING THE WEBSITES

When you select the country you think your ancestors might have come from, the next page displayed will give you the option of putting in the last name of your ancestors. Remember most of these sites are in the language of that particular country. If you don't know the language, see <http://translategoogle.com>.

Sometimes these sites have an English version. Look for the UK or US map found on that site.

Type the surname of your family in the field and press enter.

The screen will display the map of the country with the selected name pinpointed on the map. Scroll down to see how many provinces or regions where your name might be located.

If you click on any of the pinpointed areas on the map, it will display the region or province where your surname is located. This will help you in researching your surname in different regions of that country.

WHITE PAGES

To find the White Pages for your specific country, try googling white pages (your county). You will need the exact spelling of the surname. Then you may research the province or region. You can limit the research by village, town, province or region of origin

An example of finding possible Italian relatives using Italian white pages use the website: <http://www.paginebianche.it/index>.

Once you have found the White Pages, and have located possible relatives, then write a letter to every person, or household, with the same last name. It's worth the effort and postage to write to almost everyone in the list. You never know which one will be the one you are looking for.

LETTER WRITING

There are some things you will need to learn before writing a letter to a possible relative in the country of your ancestors.

To obtain foreign documents, and to find possible family connections, you will need to learn how to write a letter in the language of the country to which you are sending the letter.

Write as much detail about your family as you know, including names, dates and names of other family members. Omit personal stories.

Include a picture of yourself to show good faith—meaning that you are not some nut!

Include a family tree—a picture speaks a thousand words!

Explain why you are looking for your family in that particular place.

Include your email address.

Keep a copy of the letter sent both in English and the language the original letter is written.

Include a self-addressed envelope (no stamps).

WRITE LETTERS BEFORE YOU GO

Who you are writing to determines what to include in your letter.

When writing to a family member - Start by tell them who you are, and then go into your family information. Ask if there is a time and place you can meet? Ask other specific questions you may have. NEVER ask for everything they have about whomever... That doesn't fly anywhere you go.

When writing to a government office - Sending the family information won't get you much. They probably will not look up anything until you arrive, then they will give you the books of documents based on the information you ask for. Don't expect much help and if you get it be really nice to the person.

If you want to know what records you need to look for, and where they will be found, then ask those questions. This will ensure you are going to the right office. Anything without a date (at least the year) means nothing to them. In most cases, everything is filed by year.

You may want to let them know that you speak English and a little Italian (or their language). As they may wish to have someone there to help guide you.

You have given them the date you will arrive, so make sure it is not a some sort of holiday for them. Ask if they will be open that day and what hours they are open? Also, ask where the record types for the place and date of your interest are housed?

If you want to give the family surname dates of interest that will be ok, just not the given names.

SAMPLE LETTER

Celenza Valfortore City Hall
Via San Nicola, 15 –
71035 Celenza Valfortore - ITALY

Dear Sir:

I am researching my family members who were born in Celenza Val Fortore and will be coming to Celenza on Sept 19th in the hopes that I can find more information on my great grandparents and my grandparents.

These are the family members that I hope to research:

Michele Nicola Cianciulli	Born in Celenza Val Fortore
Lucia Angelicola	Born Feb13 in Celenza Val Fortore
Died Jan 14 1901	

They had 5 children:
Nicola Michele	Born August 5th 1978
Vito	Born Feb 13 1891
Mariannina Angelicola	Born July 26 1886
Maria Philemonia	Born April 4 188
Natelina	Born Dec 24th 1888

Michael Bruno	Born unknown
Maria Louisa Fabale	Born Feb 3 1846

Antonio Fabale
Anela Cartocchia

They had 4 children
Francesco	Born Feb 26 1880
Dora	
Louise	
Antionette	

I look forward to my visit to Celenza and thank you in advance for your help.

Sincerely,

PREPARING TO VISIT THE HOME COUNTRY

Locate the website for the province or region and for the city or town you plan to visit.

Google the town and look for the information on the City Hall in that particular town.

When you have the information of the City Hall, write a letter explaining who you are and what you would like to research when you arrive. Give them the date of your arrival.

If not available on the website, ask what time and days the City Hall will be opened.

Take a copy of the letter you have mailed with you both in their language and in English.

Download the Families App to your phone or tablet prior to your visit, and insure that all the information you will be researching is in that app.

MAKE A LIST OF QUESTIONS TO ASK

It is too easy to get to the place your are going, and forget what you wanted to ask. Be prepared with a list of those questions. Do you have a family member who can go with you to help translate? See if you can find someone.

Family - Make a list of questions about these families you want answered. If there is something really important to you, have a list of questions specific to that issue. As you are gathering information you need to look at the children's dates and make corrections.

Government - Make a list of the document types you are interested in as well. Order your questions to yourself by surname.

Remember to ask questions like—Do you have specific records for people born in said town??? between date — date —?

VISITING CITY HALL

On the day you plan to visit the City Hall have the letter with you. If you are in luck, they will have the same copy that you previously sent them.

Plan on being there for a few hours. Most officials are more than willing to help you. If necessary, you might need to return so the official can gather the information on his or her own time.

VISITING THE TOWN OF YOUR ANCESTORS

Take the time while in the city or town of your ancestors to walk around and take pictures.

Visit the local cemetery and take pictures of tombstones with the same last name as your ancestors. Do this even if you have not attached them to your family. Your may contact them later.

If you do not know anyone in the town you are visiting, look up your surname in the local phone book.

If possible, contact the person who might be living in the same town as your ancestors.

Visit into the local stores and mention your ancestor's name. If the town is a small town, you may have luck locating someone who knows about, or is related to, your ancestor.

Do your home work and your leg work.

Organizing Your Paper & Computer

By Carolyn H. Brown

BASIC PREPARATION FOR PAPER FILES

The first step to getting organized is to have the right tools. At this point don't think about the documents, think about what you will need to achieve the task. Some of the items in the following list you probably already have. What you don't have, you will need to purchase before you start working with the documents you have gathered.

To begin with, you need to have on-hand a copy of your four or five generation Pedigree/Ancestry Chart. If you are already using a genealogy program, you can print it from the program. If you have not used one before, you can download one from <www.ancestry.com> or <http://FamilySearch.org>. Complete the form as far as you can. Hopefully, you will have enough information to identify your great-grandparents on both your mother's and father's side. This will help you understand the color coding process better. But don't worry, you can do this without all of that information.

ITEMS NEEDED TO SET UP YOUR FILING SYSTEM

1. Two file boxes - sturdy plastic boxes designed for use with hanging file folders with lids.
2. Colored letter size hanging file folders - with colored tabs in blue, green, red, yellow, with 1/5th cut.
3. Standard drab green letter size hanging file folders - with clear tabs, with 1/5th cut.
4. 50 manila folders with 1/3rd cut tabs, and reinforced tops. (Colored folders as listed above may be used.)
5. Labels for folders with permanent adhesive, with blue, green, red, yellow and white stripes on the top.
6. Colored dots blue, green, red, and yellow.
7. Highlighter pens - one each colored: blue, green, red, and yellow.
8. Felt tip pens with permanent ink and ultra fine point.
9. Pedigree Chart as identified above.
10. Binders - blue, green, red, yellow and divider sheets 1/5th cut.
11. Archival protector sheets.

SETUP FILE BOX 1

Step 1 - Pedigree Chart Color Coding

In the first file box, place a standard green hanging folder with one manila folder labeled Ancestry Charts. In this folder you will place a copy of all of your Pedigree/Ancestry Charts.

Using the first Pedigree Chart and the individual highlighters, color code the chart as follows:

Blue - You, your father, your father's father, your father's paternal grandparents, and his father's grandparents.
Green - Your father's mother, her parents, and grandparents.
Red - Your mother, her father, her paternal grandparents, and great-grandparents.
Yellow - Your mother's mother, her parents, and grandparents.

You will be using this colored Pedigree Chart to color code all of the surname files you will be working with.

Step 2 - Set Up 16 Hanging folders

Put four hanging folders of each color behind the Pedigree folder. That is four blue, four green, four red, and four yellow hanging folders. Place tabs and folder labels on the left.

Step 3 - Label Colored Surname Hanging Folders

Using your color coded Pedigree Chart, create blue labels with each of the four surnames of your ancestors from your father's father's side. Create green labels for each of the four surnames for your father's mother's ancestors. Create red labels for each of the four surnames for your mother's father's

ancestors. Create yellow labels for each of the four surnames of your mother's mother's ancestors. Place the tabs on the left side of the appropriate colored hanging folders.

Make 16 copies of your Pedigree Chart and color four with the blue line, four with the green line, four with the red line and four with the yellow line. Put one of these individually colored copies in each of the corresponding colored hanging folders.

Step 4 - Color Label Manila Folders

Using the colored-strip file folder labels, create a label for each of your four great-grandfathers according to their color on the first chart you colored. Place these labels on manila folders with the tabs on the right. Write all surnames in caps, include their birth date, if multiple marriages for either person, include the number of marriage,

Example:

Colored Strip
SMITH, John J.   b 1965
JONES, Sharon M. b. 1967 M2

Putting the birth date on the label allows you to identify individuals who have the same name by birth date.

Step 5 - Filing the family folders

Group the manila folders by color and sorted by surname, then by first name and birth date.

Insert these folders in the appropriate colored folders by surname. Because you will have more in some colored hanging folders than in others. You may need to add additional hanging folders.

You should have all of your blue Jones's and red Smith's grouped in the individual surname folders together.

For information on working with Scandinavian, Asian, American Indian and Polynesian families, they should be filed by location by birth date. See <http://familyrootsorganizer.com> for tips and helps with Patronymics.

Step 6 - Documents in Family Folders

In each family folder place the appropriate Family Group Sheet for that family. If the person had more than one marriage with children, create a separate folder for that individual and add "M1" or "M2" behind their birth date on the label. Keep the records for both families separated.

Step 7 - Sorting your documents

Gather the documents you have found so far. Using four cardboard boxes, one for each of your for grandparents, color code and label these boxes by surname according to your color coded Pedigree Chart. Use another box for your research materials labeled Research. Use another box for documents relating to locations labeled Location. Place all original documents in another box labeled Originals.

You will be working one box at a time. Start with your father's father's side first, and work down the Pedigree Chart by color.

Separate the documents in each of the four colored boxes by surname, then by family group. Place the documents in the appropriate manila folder for each individual family. Place the manila folders in the appropriate colored hanging folder. Hold the original documents for last, as they will be placed in the Original Documents Binder.

As you are working with your research you will be adding your research log for that family, the time line for the individuals in the family, a to-do list, research notes, maps, and other documents pertaining only to that family.

Step 8 - Filing documents for children not your direct line ancestor

You will have documents on the siblings of your ancestors. Using the standard hanging folders, and the appropriate colored tabbed manila center tab file folders, create a folder for each of the children who married and had children. If they did not have children, their documents may remain in their parents folder unless that folder gets too full. File these folders by the child's birth order directly

behind their parents. Put an appropriate colored dot on right-hand side of their folder to identify them as non-direct-line children.

SETUP FILE BOX 2

Step 1 - Setting up location folders

You have already sorted the location documents into the Location box. Now separate the documents in the location box by country, state, county and city/town.

Use the second storage file box for your location documents and maps. Use standard hanging file folders (not the colored ones). Create a tab for each state or country based on the documents you have. Place the title tab on the left side of the hanging folder. These will be the first folders in box 2.

Using the left tab manila folders, create a folder for each group of documents. Depending on the documents you have gathered so far, you will need to expand these folders as you are working in the future. Color code these folders with colored dots to reflect each surname group to which they apply.

Step 2 - Setting up reference folders

Within box 2 store the documents relating to how-to-do family history research. Create a standard hanging folder for groups of research topics such as: census, courthouse, military, adoption, library, DNA, websites, and the many other topics you will research. This will probably take several hanging folders. Place the folder tabs for reference topics on the right side of the hanging folders.

Create a right tabbed manila folder for each individual topic. Use plain white tabs for everything in this part of the box.

Step 3 - Setting unrelated same surname documents

When you have found information on a surname you are researching, but the information does not yet apply to your family, create a "HOLDING" standard hanging folder for those documents. Use the appropriate colored label for the manila folders. Use a colored hanging folder tab with the surname followed by the word "HOLDING" on it. Place the folder tabs for unrelated same surname documents in the center of the hanging folders directly behind the surname hanging folder. As you connect the people in these documents with your family, move them from this box to File Box 1, and sort them within the appropriate surname.

SETTING UP ORIGINAL DOCUMENTS BINDER(S)

It is important that all of your original documents are well maintained. Using a binder for each surname, you can create a safe place for these documents and have them readily available.

Following is the setup for one binder. This setup procedure applies to all four colored binders.

Step 1 - Label the binder

Start by creating a cover sheet for this binder. With the surname and the types of documents you place in the binder. The documents you will place in this folder are the birth, marriage, death, military, census, deed, will or any other vital or multiple family documents.

Step 2 - Create divider sheets

You will need a divider sheet for every type of document you have. Label the tabs on these divider sheets according to the type of documents to be filed behind the specific tab. You will be adding more divider sheets later.

Step 3 - Using archival protector sheets

Place each document in an archival protector sheet and file them behind the appropriately labeled tab. If the document is single-sided, place two single-sided documents within one protector sheet. If the document is double sided, or contains more than one sheet, place the entire document in one individual protector sheet.

Step 4 - Numbering the document

Each document should be numbered so you can reference it on the individual family group sheets you placed in the family surname box and within your computer program. In the example below, I have created binders tabs in order of birth, marriage, death, military, census, deed, will, etc. Order yours however is best for you.

Start each individual group with the first three letters of the surname the document applies to: i.e., Smi; Bro; Jon; Joh. This is followed by the first three letters of the document type; i.e.; Bir; Mar; Dea; Mil; Dee; Wil; etc. You may wish to alphabetize the tabs by document type, but realize that you will be adding more document types as you go, and the tabs will not remain in the location you first set-up.

The document number follows the surname identifier and document type. The numbers should be in ascending order, i.e.: 01, 02, 03, to 99. The documents will then appear as: SmiBir 01; SmiBir 02; SmiBir 03; etc., for each surname/document type.

Place these identifying document numbers in pencil on the front top of each document, and place a label on the outside of the protector sheet reflecting the document number(s) inside the sheet.

Record the document number on each family group sheet, and in your genealogy program in the source area. If you reference the document anywhere in your computer program, use this number to identify where the document is filed. Using this technique you only need one copy of any of the major documents you have located. This saves a lot of storage space, and if you have to take things with you, these are the first documents to be moved.

SETTING UP YOUR COMPUTER GENEALOGY FILES

Many of us have the same problem organizing files on our computer as we do with our paper files. Once you have the paper in order, it is much easier to organize the same documents in your computer.

Step 1 - Setting up computer folders for family

Start by creating a folder under Documents (or My Documents) for all of your family genealogy files. I would call this folder something like GENEALOGY-FAMILY.

Under the GENEALOGY-FAMILY folder, create a folder for each of your four major surnames. These are the same surnames used to establish your color coding in your paper files.

Under the GENEALOGY-FAMILY – SURNAME 1, create individual folders for each of the different surnames linked to SURNAME 1. If SURNAME 1 had a Jones family associated with it, then that folder would be labeled JONES. You may have multiple families with the same surname, but they would probably be associated with a different SURNAME 1.

Below each surname level1 folder, you will need a surname level 2 folder for the same surname to help keep the documents in the proper place; i.e., surname level 1 will be Jones; surname level 2 will also have a Jones folder.

The surname level 2 folder may also contain a folder for each of the children of the level 1 surname. You may chose to create individual folders for BROWN SIDNEY A., BROWN STEPHEN P., etc. You will need to determine just how you want to separate the documents you have gathered at this level.

Step 2 - Create folders by file type

Under each of the surname level 2 or lower folders, create folders to store the many different document types you will be storing. They may be something like; Vital Records (birth, marriage death), Censuses, Military, Letters, E-mails, Photographs, etc. This list may be different for each level 2 or lower folder.

Step 3 - Scan documents in the Original Documents Binders

Scan every document you have placed in the Original Documents Binders. Give each of the digital document files a title such as: BROWN SIDNEY A - BIRTH BROBIR 01, BROWN STEPHEN P - DEATH BRODEA 05, or whatever identification number that particular document has in your Original Documents Binder. By using this naming system you can see who the document is about, what type of document it is, and where that specific original paper document in stored.

Step 4 - Working with documents not in the Original Document Binder

When you save letters, emails, or other documents not in your OD Binder, make sure you label those so you can radially find them by their file name. If the document is about a specific family, place the surname first, followed by the first name of individual to whom it applies, followed by the type of document and date (if it applies). Example: HUTCHINSON MARK E LETTER 5-12-2013. The surname may be in caps.

You will be saving a lot of the documents you find online, and you may not need to place a copy of them in your binder. Those document files should be titled similar to the example above. If you download a family tree from online, you may title it: SMITH TREE– ANCESTRY 6-20-2014. You may file a printed copy of this document in the SMITH surname folder.

Step 5 - Working with photographs

You may take lots of photographs, but when they are transferred from your camera, cell phone or scanned into your computer they end up with very strange file names. Each of these images need to be re-titled. Don't put this off for that rainy day when you have more time, as you may never do it.

You are welcome to create your own naming system, but I have found that the following order works best for me. Create the title in this order—SURNAME–FIRST NAME (or names of individuals) and DATE. If you have more than one photo of the same event or person they would normally get the same title, be creative so you can tell which one is which when you want to send them to someone. File these photos under the appropriate SURNAME–PHOTO folder.

Step 6 - Linking the documents and photos to your genealogy program

Once you have your genealogy paper and photographs organized in your computer, you are ready to link them to your genealogy program. You will first need to downsize the files as they will be very large when using your camera, phone or scanner. Start by identifying the files you want to link to your program. You may make a list to begin with, or do the following process immediately as you identify the digital files.

You will need a program similar to the free digital graphics program IRFANVIEW, If you do not have a program that can convert graphic file types, download IRFANVIEW free from <www,irfanview.com> for this process.

Open the digital file which is most likely a JPG or TIFF file format. If the file is a JPG, immediately save it without modification to TIFF format. Once you have the file in TIFF format, use the RESIZE option to save it. The final file size should be between 50 KB and 100 KB. Large files will take up too much space in your genealogy program. The more photos you put in the genealogy program the longer it takes to load.

SETTING UP COMPUTER FOLDERS FOR GENERAL GENEALOGY

Create General Genealogy folders

Under Documents (My Documents) create a folder for GENEALOGY–GENERAL. Under that folder create all the folders by topic for your other genealogy related topics

Example: LETTERS (those not pertaining to a family or location), SOCIETIES, WEBINARS, RESEARCH, DNA, ETC. All of your genealogy related documents not related to one of your surnames goes under this folder.

GENEALOGY PROGRAMS AND SOURCES

LEGACY FAMILY TREE - www.legacyfamilytree.com
ROOTS MAGIC -   www.rootsmagic.com
REUNIONS (MAC) -   http://leisterpro.com

Organizing Your Paper Files Using File Folders -
http://familyhistoryandtemplework.com/Organization_System/ALL_REF_DOC_-_Organizing_Paper_Files.pdf

Legacy Family Tree Archived Webinars - Friday, 4 Nov 2011, *FamilyRoots Organizer System* by Mary Hill
http://www.familytreewebinars.com/archived_webinars.php

Contact me at: geniecarol@gmail.com

Notes