

BOUSE GENIES



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ORGANIZING YOUR GENEALOGY PAPERS FOR SUCCESS

by Barbara A. H. Nuehring & Carolyn H. Brown
[from SKP Genies Newsletter Oct/Nov/Dec 2007]



As George Morgan put it in his *Along Those Lines...*: "No one filing system works for everyone. Your genealogy is a personal thing. Depending on where your research takes you, and how you operate, your filing system will be based on your personal style."

Truer words were never spoken. But regardless of the system you chose, the first step in organizing your data for success is to get rid of the stacks of paper and little tiny notes. Generate an efficient filing system! Without some degree of organization it will be very hard to know what you have found and what you still need to locate.

Organization is necessary and can be done in any one or combination of three ways: file folders; three ring binders; digital images on your computer. (The latter method is addressed in another article starting on page 4).

Separate all of your source documents and research notes by surname. Within the surname, further divide your data by family group. That way when you are interested in an individual they are really easy to locate. Everything about that person and his/her family should be placed in one surname/family folder or section of the surname binder. Once you have determined your top 4 or 8 surnames, color code your file folders or binders to help you identify who belongs to which extended family group. You need to have a system that you can live with. So think about it carefully.

As you are working on your stacks of paper, you will discover that you have some documents that refer to several people. There are three ways to handle this problem:

- (1) Make as many copies of the document as needed and put one in the folder/binder you have for each family group;
- (2) Make a separate folder/binder for all such documents and number the documents, then record that document number on all family group sheets beside the name of the person effected. Make sure you place that number in your computer files;
- (3) Make a separate folder-binder-section for each document type; i.e. Birth Certificates/Notices, Death Certificates/Obituaries, Marriage Certificates/Notes, Wills, Deeds, and so forth. Then number the documents within each folder-binder-section by type; i.e. BC1, BC 2; DC1, DC2; MC1, MC2 and so forth. You will have a lot less paper to contend with and access to the specific document will be easier with this third option. (Continued on page 2)

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BOUSE GENIES Electronic Newsletter

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Please send all general correspondence to:

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The Bouse Genies meet every other Friday from October thru April at one of the members homes. You may email Carol at sidcarol@escapees.com for the time, place and schedule.

The Bouse Genies Website is <http://bousegenies.weebly.com>

(Continued from page 1)

As you are organizing your data it is important to generate a Research Planner or "To-Do" List. This list should be updated as you continue to gather data throughout the life of your research. Create a list form in your wordprocessor with a major heading **Surname**. Use a separate form for each family group or surname, depending on your requirements. Define your objective and area of research. Under this information (using the table option) divide the form into the following columns:

DESCRIPTION OF SOURCE - TYPE OF RECORD, TIME PERIOD OF RECORD, STATE OR COUNTY

OBJECTIVE - WHAT IS SOUGHT OR PERSON'S NAME

TIME - DATE OF EVENT OR PERSON'S AGE & DATES OF SOURCE TO BE SEARCHED

LOCATION OF SOURCE - LIBRARY/REPOSITORY & FILM/CALL NUMBER

REMARKS - INDEX, FILE & COMMENT, OR ID # OF FAMILY

Another option is to create your Research Planner or "To-Do" List on a single spreadsheet on your computer. To give more sorting options you may want to make separate columns for: Surname, Given Name, Objective/Purpose, Repository/Library; Description of Source; Film/Fiche Number; Call Number. You can then sort on one, two or three columns. This is helpful if you should have several events that happened to individuals with different surnames that may be on the same film roll or in the same book.

Whether you use paper, a word processor or a spreadsheet, adding call numbers and film/fiche numbers to your Research Plan is quite easy these days with so many repository and library catalogs on line. It will also save you precious time when at a repository if you have already listed and prioritized the location of the source documents.

It is important to get your research list prioritized. You can organize it by research location, such as Family History Center, National Archives or the repositories you are planning to visit, such as courthouses and special or local libraries.

Once you are organized, and know what you need to search for, the whole process of looking for the desired information will be a lot easier.

Families are like fudge...mostly sweet,
with a few nuts.

HOW TO LOCATE AN ANCESTORS BIRTHPLACE

One of the big problems in doing genealogy is locating the place where an ancestor was born. Following is a list of places to start your search.

1. Obituaries or death notices (check several newspapers in the area)
2. Census records (usually only show state, but some do show city or county)
3. Funeral home records
4. Probate records
5. Gravestones
6. Newspaper marriage announcements
7. Local newspaper stories
8. Community histories (city, county and state)
9. Immigration and Naturalization records
10. Ships passenger lists
11. Assisted Immigration lists (did someone or some organization help pay your ancestors transportation fees)
12. Child Immigrant schemes (Orphan lists)

If you can't find information on your direct ancestor, check the same records for all of that individuals siblings, aunts and uncles.

Every time somebody dies it
is like a library burning down.

Ken Burns - film maker



THE BRAIN IS A MARVELOUS WORK OF CREATION!

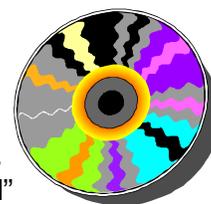
Instructions: Just read the sentence straight through without really thinking about it.

Acocdrnig to an elgnsih unviesitry sutdy the oredr of letetrs in a wrod dosen't mtttaer, the olny thng thta's iopmrrantt is that the frsrit and lsat ltteer of eevry word is in the crcreot ptioison. The rset can be jmbueld and one is stliil albe to raed the txet wiohtut dcflftfuii.

From the Internet

FROM THE COMPUTER DESK

by Carol Brown



NEW PRINTER PROTOCOL? [from the SKP Genies Newsletter Mar/Apr 2004]

Many of us have discovered that if most of our output is in black ink we are replacing inkjet ink cartridges quite often. It is therefore cheaper to buy a laser printer for most of our printing. The difference is that an inkjet printer cartridge usually gets close to 300 pages of output per cartridge and the price for an inkjet cartridge runs about \$30 each when purchased individually. A laser cartridge costs about \$70 each and gets between 3000 and 4000 pages per cartridge. That means that you get about 10 times more printout from one laser cartridge. *A big saving wouldn't you say?*

Knowing this I wanted to replace my old HP4L Laser printer (300dpi - 3ppm - \$600) with the new HP 1012 Laser printer (1200dpi - 12ppm - \$199). I am working on a fairly new machine (purchased Dec. 2002) with Windows XP operating system. My main wordprocessor is WordPerfect Office 2002. I figured that any new printer would work just fine with the new operating system and fairly new programs. **Well!!! It doesn't!** That's because the printer world has come up with a new printer protocol. Previously all printers for Windows machines used what is called Printer Control Language (PCL) protocol. All of our older software is designed to use this protocol and there has never been a problem.

Since the release of Windows XP the printer suppliers have been able to create a new protocol for printers

that is strictly Windows based. This new protocol is called "Host Based" protocol. PCL protocol works with DOS, Windows and most MAC's. Host Based printers do not support DOS or most MAC's. **Programs** that support only PCL printers won't work with the new Host Based printer without an upgrade/patch to the software.

I bought the HP 1012 and loaded the software for it on my system. The first thing I noticed was my WordPerfect program would lock up each time I tried to print anything. I had to uninstall the software that came with the new printer and totally reload Windows before my existing printers would function. I returned the HP 1012 Host Based machine and will purchase a new PCL based laser printer when I am at a place where I have good internet access and a land line for phone calls. WordPerfect was the only problem I found so far, and the patch they have should solve the problem, but I don't think I am ready to take a chance on the new protocol at this time

If you are using a lot of old software and plan to purchase a new printer make sure you have installed the updates to your existing software **before** purchasing a new Host Based printer or just stick with the old PCL protocol for now. Also, **backup all of your personal data** that you don't want to lose. Reloading Windows could cause you to lose some of your files.



Articles and Aids for Organizing Your Genealogy Files

Web sites come, move and go on a regular basis.

These URLs were current at the time of publication and are subject to unannounced changes.

In a Pile or a File

Numbering Systems in Genealogy

Clooz - A Digital File Cabinet

CD of 52 Genealogical (PDF) Forms

<http://timeforitnow.knotsindeed.com/>

www.acorn.net/gen/numbering.html

www.clooz.com/ (software -- \$40.00)

sidcarol@escapees.com (\$7.00 + S/H)

2007 - 2008 MEETING SCHEDULE

Meetings are held every other Friday from September to May at 10:00 a.m. in the building next to the library.

November 2, 16, & 30, 2007

December 14, 2007

January 4 & 18, 2008

February 1, 15 & 29, 2008

March 14 & 28, 2008

April 11 & 25, 2008

May 9 & 23, 2008

ORGANIZING YOUR FILES



ON YOUR COMPUTER

by Barbara A. H. Nuehring
& Carolyn H. Brown

[from SKP Genies Newsletter
Oct/Nov/Dec 2007]

Files on your computer cover a lot more topics than just your genealogy files. You probably have numerous letters and other document types you created or will be creating over the course of your life on your computer, so you may as well get organized (or reorganized) now.

Most people tend to save their files under a folder in *My Documents*. Others prefer to save their files on a partitioned or external hard drive. Whichever way you chose, you will want to separate your files by creating folders. Again, you have several choices.

Some prefer to place all files created by any given software program under a folder by that program name: i.e. MSWorks, MSWord or WordPerfect; Excel or Quattro Pro; etc. However, even under these larger headings you will want to create more folders to separate your genealogy from your finances, from your general letters, etc. Under your finances you might want to separate your banking documents from your taxes, etc. In *Windows Explorer* your file folder structure may look something like Figure 1. As you can see you have a lot of choices here, but if you know what kind of file you are looking for you can easily find it. Your folders can be nested several folders deep.



Figure 1

On the other hand, some people find it more convenient to group files within folders and sub-folders by subject matter. In this case, regardless of the format—doc, wpd, jpg, tif, pdf, xls, est, html—or the program used to create the file, all that are related to a particular subject or subsets of that subject are filed together. Therefore, in *Windows Explorer* your file folder structure may look something like Figure 2.

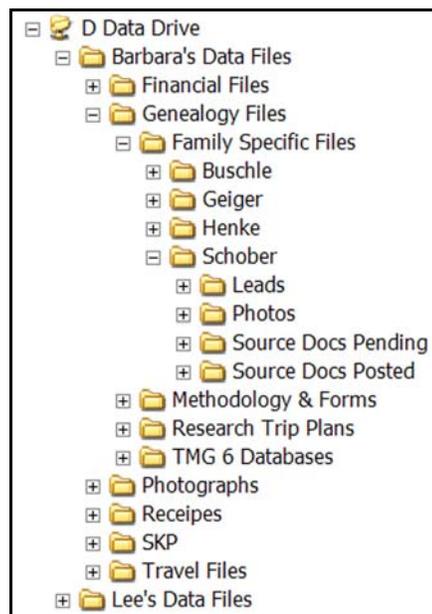


Figure 2

In most programs today, the default location for saving files is the *My Documents* folder. If you have created subfolders under *My Documents* or on another drive—during the save routine, you can specify into which folder you want the file placed. Some older programs will automatically store the files you create within the program's file. You can change the default location by looking under such menu items as *Preferences*, *Options*, or *Tools*. If you can't find where to change the default location, send a query to the SKP Genies Mail List or to a mail list of users of that program.

To help you know what a file contains, when you save the file, name it by person, family, and date. That is, when you write a letter to Aunt Sue Wood on Feb. 10, 2008 you may wish to name the file *Wood Sue 2008 02 10*. Thus the documents will sort by surname then date and you can easily tell it from a letter to someone else or one you wrote to Aunt Sue at an earlier date. Also by adding *to* or *from* following the date, it will help you find the appropriate correspondence—whether you save e-mails in your word processor or scan the letters that you get by snail-mail.

WORLD WAR I DRAFT REGISTRATION CARDS

[from the SKP Genies Newsletter Mar/Apr 2004]

If you are missing information on a male ancestor or relative who was between the age of 21 and 31 between 1917 and 1919, you might find some information on him in the records created by the Selective Service System. Approximately 24,000,000 men completed these cards. That's about one quarter of the population of the United States.

Not all men were drafted to service, and for those that were these records do not contain their service records. Not all draft boards requested the same information but most of the cards do contain the following information about the registrant:

First Name, Middle Name, and Last name
Address at the time of Registration
Age Birth date Citizenship
Race Occupation Marital Status
Number of Dependents
Employer - Name and Address
Next of Kin - Name and Address

The back of the card usually contained the registrant's physical description.

A copy of the card(s) can be obtained from:

NARA Southwest Region
1557 St. Joseph Ave.
East Point, GA 30344

A form is not required, however you can request the "World War I Draft Registration Card Request" Form by writing to the above address. The cost is \$10.00 per card. Make sure you request a copy of both sides of the card(s). You must request each card individually, though multiple requests can be submitted in one envelope. When requesting a copy (or copies) of a card (or cards), you must provide the following information about the registrant:

Name (as full as possible) and Race
Street address (or draft board district)
City, County & State

These cards are very difficult to locate, since so

many people had the same or similar names. Therefore, include as much information concerning the address or next of kin as you can to assist the search personnel.

Ancestry.com has these on line, but you must have an Ancestry.com account to access them. At present only a limited amount of cards for specific cities are currently available.

[Editors note: Our own Bouse Library has Ancestry.com available to all visitors to the library.]



SEARCHING IN THE REVOLUTIONARY WAR PENSION RECORDS

by Carol Brown

[from the SKP Genies Newsletter Mar/Apr 2004]

The Revolutionary War Pension Records can contain a lot of useful genealogical information. One set of records I researched stated the date and place of birth, marriage and death of the soldier. It also listed his wife's full name, every place he lived, when he moved and every battle he fought in.

If you have found an ancestor who fought in the American Revolutionary War, you have probably searched the pension records for information. But, did you know that there are two sets of these records.

- *Publication M804, Revolutionary War Pension and Bounty-Land-Warrant Application Files* - 2,670 rolls of microfilm and is three times larger than M805. It is available in its entirety at NARA regional archives, as rentals from the National Archives, at the Family History Center in Salt Lake City, and on loan through family history centers across the country.
- *Publication M805, Selected Records From Revolutionary War Pension and Bounty-Land-Warrant Application Files* - 898 rolls. A maximum of 10 sheets of paper from the file (some are filmed front and back) are contained in this series. This series has been purchased by several libraries.

If you have looked at the M805 records and have not looked at the M804 records you could have missed a lot of very significant information.

Bouse Genies News

I hardly know where to begin as so much has happened since the last newsletter.

We have had three meetings and appointed two interim officers until our first meeting in November when we elect our regular officers for 2007-2008. Carol Brown is the interim Chairman and Nikki Mackey is the interim Treasurer. Dennis Chapman is the Webmaster and Carol Brown is the Newsletter Editor. These last two are stand position, and not up for election. Carol has been filling in for the secretary since our difficult experience at the first meeting. The person who was going to do it did not and she is no longer with us.

Eleven members have paid their 2007-2008 dues and Nikki Mackey paid for three years dues. If you have not paid your dues, please try to do so as soon as possible. We will be able to accept checks made out to the Bouse Genies shortly after the first November meeting.

The group has reviewed the Constitution and By-Laws and made corrections as noted. The Memorandum of Agreement with the Friends of the Bouse Public Library has been scraped and will be replaced with an agreement with the Genies and the Bouse Librarian. Once our new officers are in place that agreement will be finalized.

Carol Brown, and others, attended both the Bouse Boosters and Bouse Chamber of Commerce monthly meeting for October and requested help to pay for Ancestry.com to cover what we owe to the Friends of the Bouse Public Library and to pay for Ancestry.com for next year. The Bouse Booster gave us \$1000 for Ancestry for next year. They have agreed to pay half of the following year, and request that we see if the Chamber will pay the other half. The Chamber could not vote on the issue as they did not have three board members present at the meeting. We will have to approach them again in November.

Roberta has completed the Logo, and Dennis put the lettering and border on it. All members were asked to vote on the one they wanted and it will be the one with the large orange inside and small green outside. The logo appears on the top of this newsletter. It will be placed on all other Bouse Genies documents. Thanks to Roberta and Dennis for such a great job.

New membership cards have been printed for 2007-

2008. All paid members will receive a new card. After November 1, 2007 the old temporary cards are invalid.

We will have a booth at the Bouse Founders Day Event November 10, 2007. We need someone to help Carol man the booth. Carol will have her books for sale and \$1 from each book sale will go to the Genies.

The first meeting was held September 21 at Carol Brown's home. We had a nice salad luncheon so we could work most of the afternoon finishing up the major business we had to cover after being gone for the summer. This was strictly a business meeting and lasted until after 2:00 p.m. A lot was accomplished which leaves us open to have more interaction on our own research at future meetings. Also we will have our officers who will be doing most of the work we had to do at the meeting without officers .

Our second meeting was meeting for October 5 and was held at the Bouse community center. The community center provided us with coffee and tea, which was really nice. Since the meeting it has been suggested that we purchase coffee, tea and supplies for our meeting in the other building. A coffee pot is available.

At the October 5 meeting Nikki Mackey showed us a flyer she had received from Ancestry.com offering us a 45% reduction on some books. It was voted upon and passed that we purchase "*The Official Guide to Ancestry.com*" and "*Red Book*". These are definitely two books we should have in our library collection and we won't get a better price. Carol agreed to charge them to her account and we will repay her. The cost of these two books is \$44.46. They have been ordered, but have not arrived yet.

The Genealogy class and the Computer classes are going to be given again this year by Carol. The classes will start in December and go thru the second week of February. There will be 10 classes each One class a week. Computers on Wednesday morning at 9:30 in the Library and The genealogy classes on Thursday mornings at 9:30 in the building next to the Library. Please sign up so we know how many handouts to make. Computer class space is limited.

The October 19th meeting was attended by five members. They had a good discussion group.

The Friends of the Bouse Public Library have been paid the \$321 we owed them.