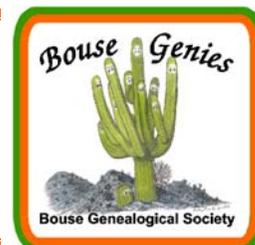


BOUSE GENIES NEWSLETTER

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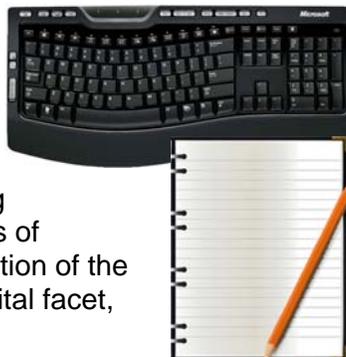
Spring 2015



AN ORGANIZED GENEALOGIST = A SUCCESSFUL RESEARCHER

[From the Spring 2015 SKP Genies Newsletter]

When it comes to searching for our ancestors and learning about the events in their lives, being organized is one of the two most critical aspects of genealogy research. (The Oct-Nov-Dec 2013 edition of the *Bouse Genies Newsletter* focused on the other vital facet, Citing Your Sources.)



Genealogy research generates a lot of paperwork—both hard copies and digital copies. Ideally, as soon as we find new data and source documents we should take time to organize them. However, the reality is when we are visiting repositories or wandering around the Internet we get so excited when we make a discovery we grab what we can and end up with a mess of source documents, photographs and scribbled notes.

We need to correct that messy situation as soon as possible by taking time to organize our findings. Although there are several popular systems designed for genealogists, there is no one specific way to organize your data and materials. Since everyone analyzes problems differently, manages situations differently, and arranges their work-space differently, the system you devise should fit your habits and thinking process.

It will take some studying of various methods, and it will take a concerted effort to devise a system right for you for organizing and maintaining your genealogy data and materials. But if you do, you will be pleasantly surprised for you will

- ...be able to easily file and retrieve your research findings;
- ...have your source documents logically arranged for easy access;
- ...know precisely what information you have for each ancestor;
- ...have a complete list of the data missing for each ancestor;
- ...know exactly what resources you have checked and the results;
- ...have a record of who you contacted and the replies you received;
- ...become a more efficient and effective researcher.

You are probably thinking “that’s fine and dandy, but how do I organize all my genealogy stuff?”

The answer may very well be in this edition of the *Bouse Genies Newsletter*. Within these 25 pages are articles, referenced publications and websites that will give you some great ideas for organizing your research, records, source documents and findings. But in the end, it is you—and you alone—who will decide what methods work for you, match your way of thinking and fit your work environment. ❀

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Bouse Genealogical Society

Electronic Newsletter

Published 4 times a year for the members of the Bouse Genealogical Society

Please send all general correspondence to:

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The Bouse Genies meet every other Friday, October - May, at the Bouse Booster Club. See the meeting schedule in this newsletter.

The Bouse Genies Website is:

FROM THE COMPUTER DESK

BRIGHTEN UP YOUR DESKTOP BY COLOR CODING FOLDERS IN WINDOWS

By Carolyn H. Brown [From the Spring 2015 SKP Genies Newsletter]

Recently I looked at the way I had organized my family history files in my computer. Since I had already color coded my paper files, I wondered if I could use the same color scheme for my computer files. I started color coding my paper files back in the 1980s, and I used more than the four basic colors of blue, red, green and yellow, across my and my husband's ancestral lines. Using the pedigree charts for each of us I organized my computer files by surname.



By doing a Google search I found that I can color code my Windows folders. There is no way to do it in Windows, but there is a free app that can do the job nicely.

To bring a little color to your desktop you can assign any color to your folders with the free Folder Colorizer app from Softonic at <http://folder_colorizer.en.softonic.com/>. Once the app has been downloaded and installed, locate the folder you want to colorize and right click on it. At the bottom of the first section in the pop down window is the option to colorize that folder. You may select a color from their list, add a color to the list, or restore original color. In the pop down window left click on COLOR and it brings up another window where you can pick another color and add it to the list. ✿



WEBSITES THAT MAY HELP YOU GET ORGANIZED

[From the Spring 2015 SKP Genies Newsletter]

In addition to the URLs referenced in articles throughout this edition, there is a plethora of websites and blogs advocating various ways for organizing your research, files and source documents. These may give you ideas for developing a system right for you:

Organizing Your Information, by FamilySearch

https://familysearch.org/learn/wiki/en/Organizing_Your_Information_%28National_Institute%29

Binders, Notebooks or Folders? Organizing Your Genealogy Files

http://genealogy.about.com/cs/organization/a/filing_systems.htm

How I Organize My Genealogy Research Files, Folders & Subfolders

www.drdocyoung.com/digital-research-organization.htm

My Ancestor Family File Folders and File Naming Convention

www.geneamusings.com/2012/10/my-ancestor-family-file-folders-and.html

My Digital Filing System for Genealogy

<http://aremyrootsshowing.jenny-ology.com/2013/05/29/my-digital-filing-system-for-genealogy-windows/>

Facebook Group focused on organizing methods and techniques

www.facebook.com/groups/organizedgenealogist

Organizing Genealogy Research is available as a 38-page PDF download for \$4.99

www.sassyjanegenealogy.com/guides/organizing-genealogy-research/

Genealogist's Guide to Getting Organized is an e-book you can download for \$19.99

www.shopfamilytree.com/genealogists-guide-to-getting-organized?source=igodigital ✿

WORDS: SEQUENTIALLY ORGANIZED



By Barbara A. H. Nuehring [From the Spring 2015 SKP Genies Newsletter]

ENTROPY is the natural tendency of things to decline into disorder and chaos. It takes a conscious effort by individuals—genealogists in particular—to prevent entropy from invading their space.

CLUTTER, the bane of genealogists, is an apt one-word description of a messy collection of “stuff”. In the case of family historians it is the randomness of source documents, research data, photographs, heirlooms, notes, references, how-to books, magazines, and ephemera.

SYSTEM is a combination of related parts organized into a complex whole. Our genealogies are a combination of biologically-related individuals organized into a complex family of direct and collateral line ancestors.

ORGANIZE is the act of arranging components of a collection in a systematic way that creates a useful structure. Genealogical materials that have been organized in a logical manner by the user will result in efficient and effective research methods. One of the first steps in organizing genealogical materials is to purge and merge.

PURGE is the decisive act of removing, destroying or deleting materials that are redundant, obsolete or unnecessary. In the course of our research we have acquired multiple copies of a single source document; have kept instructional materials now obsolete due to technological advances; and have collected reams of paper about general, historic or geographical information that is readily available as an e-publication or on the Internet. Purging our paper and digital files is essential in keeping our genealogy research organized.

MERGE is the combining of related items to form a single entity. This is a good practice. This could also be a dangerous action. I find it effective to merge digital source documents about a single event into one PDF. For original documents you may find it efficient to merge them in one location rather than have copies in folders for each family member. However, arbitrary merging the other lineage databases with yours could be hazardous to the health of your family tree. It is the same with “merging duplicate people” you find in online family trees. Make sure you are proof-positive the individuals should be merged before you hit the SEND key.

SEQUENCE is a series of happenings arranged in a particular order or grouped by a specific connection or affiliation. A sequence can be chronological, alphabetical, numerical, or relational. Knowing the sequence of individual, historic and social events is vital in adding “meat to the bones” of our ancestors.

SYMBOLS, NUMBERS, LETTERS is the sequence Windows uses to organize folder titles and file names. Keep that in mind if you wish to arrange your digital folders and files in a particular order.

LEADING ZEROS are multiple 0-digits that come before the first nonzero digit in a string of numbers. Windows “sees” each number as an individual digit. Using leading zeros will insure your digital folders and files with numbers in the titles will be in organized in ascending order. Without leading zeros, numbers would be sorted by individual character (1991, 3, 323, 87) rather than in the proper order (0003, 0087, 0323, 1991).

CHARTS are diagrams displaying data about our ancestors. Lineage databases will print out Pedigree/Ancestral Charts, Descendant Charts and Family Group Sheets. However, having blank formats may come in handy for organizing your thoughts, work and data and for developing a research plan. Free PDFs or templates are available from Genealogy Bank <<http://blog.genealogybank.com/family-tree-template-free-download>> and Misbach Enterprises <<http://misbach.org/free-pdf-charts.html>>. In addition to the traditional formats, the latter has a variation of a pedigree chart I particularly like. Called *Grandma’s Box Chart*, this six-generation display is arranged with each surname horizontally aligned across the page. Misbach also has a fill-in-the-blanks PDF of a Family Group Sheet if you don’t like the layout or format your database creates.

FORMS are valuable tools for organizing and tracking our research objectives, plans, efforts and results. FamilySearch has a vast number of free forms at <https://familysearch.org/learn/wiki/en/Research_Forms>. The website also has links to external sites having additional forms—some free, some with a fee. Some forms are PDFs and others are spreadsheets/worksheets that can be sorted, filtered and easily updated.

[EDITOR’S NOTE: See Carol’s article “Organize Your Genealogy with Charts and Forms” on page 18 for details and sources of these two valuable organizational tools.] ❀

ORGANIZING YOUR PAPER FILES

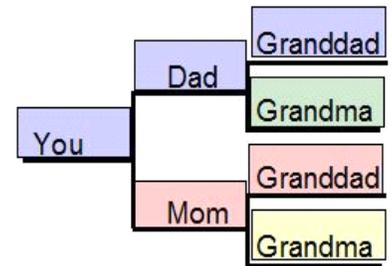
By Carolyn H. Brown [From the Spring 2015 SKP Genies Newsletter]

Several years ago Legacy Family Tree introduced us to the FamilyRoots Organizer System through a webinar by Mary Hill. After watching the webinar I found this is a system that can be used by genealogists at all levels of research. Since no one filing system works for everyone, I modified Mary's filing system a little to meet my needs. You are welcome to modify it to meet your needs as well.

This system assumes you are starting from scratch and takes some basic preparation. To begin with, you need to have on hand a copy of your four- or five-generation Pedigree Chart. If you are already using a genealogy program, you can print it from the program. If you have not used a genealogy program before, you can download a Pedigree Chart 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.

COLORING YOUR PEDIGREE CHART

Using the Pedigree Chart, take colored pencils or crayons and color code your four grandparents lines. Start with your father's father and color his name **blue** (you can choose other colors, but for this exercise these are the colors I will use), color your father's mother's name **green**, color your mother's father's **red**, and color your mother's mother's name **yellow**. Then color you and your father **blue** and your mother **red**. As you can see, you have changed colors when a female ancestral line changes. These colors will be used to help you identify to which ancestral line your documents pertain.



SORTING DOCUMENTS

You will need five boxes for sorting your documents. Label four boxes with the surname of each your grandparents and color the labels according to your color scheme used on the Pedigree Chart. Label the fifth box RESEARCH.

Sort your documents and photos into the individual boxes according to the family surname to which they apply. You may find you have some documents that apply to more than one surname. For this exercise put them in the surname box the document applies to the most. You will probably find later that you need a copy of some of the pages of the document for another surname box.

In the Research box put other documents such as: (1) documents for unrelated or unlinked family members; (2) location documents and maps; and (3) genealogy study materials.



DEVELOPING A SURNAME FILING SYSTEM

You should have at least two file drawers (or plastic boxes) for this process. You will need at least a dozen hanging file folders, and at least five regular file folders for each surname. Over time you will be adding more hanging file folders and regular file folders. You may want these file folders in the four colors you have chosen for your filing system. Using colored folders makes it easier to readily identify each family. You will definitely need a packet of colored dots and colored file folder labels to match your color scheme.

Starting with the blue labeled box sort the documents in each box, one box at a time, as follows:

Sort the family documents and photos by family group. Set all original documents aside. If you have small note papers, copy them to a letter size paper, or paste them on a blank sheet of paper. Keep them organized by the family group to which they apply.

In the first file drawer set up a hanging file folder and a regular file folder for each of your direct ancestral families. For the hanging folder, create a tab for that surname. The order of the hanging folders should be most recent ancestor's family first. The parents' folder should be followed by the children's folders in birth order.

Mary Hill suggests that each of your four major surname hanging folders should have their tabs on the left of the hanging folder. Place a copy of the color coded ancestry charts for that surname line in the first hanging folder.

The hanging folders for each of your direct ancestor's files should have their tab on the right, and the hanging folders for the non-direct children should have their tab in the middle.

For your ancestor's file folder (if it is not colored) create a folder label in the appropriate color for that surname. If, or when, you have information on the other children of that direct ancestor couple, create a file folder for each of those children. Make sure you use the same color for each of the children. Place non-original documents for each individual family group in the appropriate file folder. If the file folders get too thick for the hanging folder, add a new hanging folder for the children's families.

Example of a label:

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

Note: That both the husband and wife are listed on the label with their respective birth dates. If either had more than one spouse, there should be a separate file folder for each marriage. Put the number of the marriage on each label. The example indicates that Sharon M. Jones had been married twice and this is her second marriage (M2).

Set the original documents aside for each of your surname groups, keeping each group separate from the other color group.

Continue sorting the other three surname boxes and set up the folders for each of those family groups in the surname file drawer following the above instructions.

ORIGINAL DOCUMENTS FILING SYSTEM

All original documents should be preserved in a method whereby they won't be handled with all of the other documents. They should be stored in archival sheet protectors and placed in three-ring binders. You will need one three-ring binder for each of your four surname groups. Color code and label them accordingly.

Working one surname line at a time, sort the original documents by type: birth, marriage, death, census, military, will, deed, probate, court records, letters, and any other type of document you may gather.

Place each document in a plastic archival sheet protector. Depending on the document, you may place two documents in the same sheet protector. The document should be displayed so the information can be read without removing it from the sheet protector, if possible.

Set up a nine-digit coding system for each document group as follows:

The first three digits of the code are the first three letters of the surname (i.e., Smith = Smi). If two surnames start with the same three letters, change the surname code on one so no two surname codes are the same.

The surname on the documents will change as the women marry or an adoption occurs. Though the codes for the surname will change, those documents should still be filed in the top surname binder for that family in alphabetical order. Therefore, you may have a Johnson document filed in the Smith binder if a Smith daughter married a Johnson.

The next three digits apply to the type of document using the first three letters of the document type (i.e., census = Cen). If two document types would generate the same three letters, change the code to ensure they are not coded the same. Use these same codes for all four surname families.

The last three digits are the number of the document (the first document of that type for the surname would be coded as 001). Each successive document for the surname, with the same document type code, would be 002, 003, etc.

Example: The birth certificate codes for the Smith family would be SmiBir001, SmiBir002, etc.

Place the appropriate colored dot and a code label on the sheet protector, not on the document. When referencing the document in your genealogy program add the document code to the source information.

Scan each of the original documents into your computer and label them with the same coding and filing system. This allows you to access the document quickly either in the binder or on the computer. See the article “Color Coding File Folders in Windows” on page 2.

RESEARCH FILE DRAWER

The Research drawer is used to store all of the documents that do not apply to a surname, as well as documents you have gathered for one or more of your surnames that don't apply to your specific family.

Sort the items in the Research box into three stacks: Locations, Research, and Unrelated Surnames.

Setting up Location Folders: Separate the documents in the location stack by country, state, county and city/town. 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 the Research file drawer. Color code these documents and folders with colored dots to reflect each surname group to which they apply.

Setting up Research Folders: Separate the documents relating to how-to-do family history research by topic. Create a standard hanging folder for each group of *Research* topics such as: census, courthouse, military, adoption, library, DNA, websites, or any other topics you may research. This will probably take several hanging folders. Place the folder tabs for *Research* 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.

Setting up Unrelated Same Surname Documents: Separate the unrelated surname stack by surname. Create a hanging folder for each surname for those documents. Use the appropriate colored label for the manila folders and title them with the surname followed by the word “HOLDING”. Place the folder tabs for unrelated same surname documents in the center of the hanging folders. As you connect the people in these documents to your family, move them from this drawer to appropriate surname folders in the surname drawer.

MORE INFORMATION

This is only one system for organizing your paper files and it seems to work well for me; perhaps it will for you. You can watch Mary Hill create her system in the Legacy Family Tree Archived Webinars—Friday, 4 Nov 2011, *FamilyRoots Organizer System* at <www.familytreewebinars.com/archived_webinars.php>.

FamilySearch Guides has a PDF document for *Organizing Your Paper Files Using File Folders* using this system in much more detail than is covered in this article at <http://familyhistoryandtemplework.com/Organization_System/ALL_REF_DOC_-_Organizing_Paper_Files.pdf>. ❀

Tip: If you are researching ancestors who lived in the colonies prior to 1752 don't forget the Julian calendar was in effect and the new year began on 25 March—not 1 January. You should also become familiar with the concept of “Double Dating”. In the 17th and early 18th centuries “Double Dating” was used as a way to show the overlapping dates between 1 January and 24 March on documents, correspondence and tombstones. Our ancestors would record a date in those months with a slash (1722/23) or a suffix denoting the calendar in use—Old Style (1722 OS) or New Style (1723 NS). Record it the same way. Using a dash (1722-23) implies a period of time.



Visit <www.ctstatelibrary.org/node/2218> for a detailed explanation of “Double Dating”. ❀

ORGANIZING YOUR DIGITAL FILES



By **Barbara A. H. Nuehring** [From the Spring 2015 SKP Genies Newsletter]

Most genealogists, including a few Bouse Genies as well as our own Carol Brown, have a room specifically dedicated to their family history research with filing cabinets, bookshelves, ring-binders, stacking archival boxes, a large work area, and walls for displaying family members and trees. However, those of us whose only home has a steering wheel in the living room or a hitch extending from the front of it do not have that amount of space. Or do we?

Although our work-space has a much different look than a 10x12-foot room, our 16x20x8-inch CPU or even smaller laptop computer can hold just as much information—research findings, charts, source documents, photographs, gazetteers/maps, local histories, research plans, reference materials, and instructional guides.

Many source documents are being put online by FamilySearch, the National Archives, state archives, libraries, genealogy societies, web-based genealogy companies, and other repositories. Thus, even those of you with a stick-n-brick genealogy room will still have an assortment of digital documents and images, as well as a lineage software program containing the results of your research. Don't you?

Since our computers provide us with unlimited space, it is just as important to keep digital files as organized as paper files. Naturally, as with any "filing system" you will want to be logical and consistent in the way you maintain your digital folders and files.

Operating systems and software programs have defaults for where created or downloaded documents are placed on the computer. Thus, your first step in organizing your digital files is to discover where your various genealogical material is currently located. Search your computer(s) for anything related to genealogy.

Check MY DOCUMENTS or DOCUMENTS folder and subfolders for text files, digital images, downloaded files, and other genealogy documents.

Look in MY PICTURES, MEDIA FILES and other folders for downloaded records, scanned photos and documents.

Search your DOWNLOADS folder for items you copied or grabbed off the Internet.

Open your genealogy software program to learn where those data files are stored. They may be in the same folder as your genealogy software program (often under PROGRAM FILES). Any reports you've created or photos or documents you've imported into your software program may also be in this location.

Once you've located your digital genealogy files, you must determine where you want to keep them. You can leave them in their original locations or you can move them into a more central location.

LEAVE THEM WHERE YOU FOUND THEM

If you prefer to leave your files in their original locations on your computer, then you will need to develop a method so you can find a particular item when you want it. Some may find leaving the data, documents and images in the default location to be an easy system for organizing their genealogy materials. They feel they don't have to worry about where things end up. But they do—if they want to find them.

Although Windows does have a search/find feature, leaving files at the computer's or software's default location still requires an additional step—a cross-reference log that must be kept current.

Using the table feature in your word processing program, a spreadsheet program or a database program, create a cross-reference log. In order to be able to search or sort by various fields (which simplifies locating a specific photograph, digitized document or other genealogy material) include columns for the following:

File Name

Extension

Date (file was created/downloaded)

File Location (full path starting with the hard drive letter/name)

Description (summary of the file's content)

Surname, name (of the primary individual[s] in the file) or separate columns for surname and given name

Geographical Area (largest to smallest, i.e., Country, State, County, Town)
Location of original (if applicable).

REORGANIZE THE FILES ON YOUR COMPUTER

If maintaining a cross-reference file is too tedious, there is another option for keeping track of your digital genealogy files—manually reorganize them on your computer. I find keeping my genealogy files “my way” not the “computer’s way” makes it easier to locate files quickly, and simplifies the recommended monthly backup process of my genealogy files.

Everyone has their own way of organizing their files. The best system is based on what is logical for the user. Some people prefer to organize documents and images by the type of file (database, text, spreadsheet, PDF, photo). Others, including yours truly, prefer to arrange digital files by subject matter regardless of format.

Reorganizing your files is relatively simple. Whether you use a separate external drive, a partitioned drive, or the MY DOCUMENTS LIBRARY to house your files, create a folder called GENEALOGY to contain all of your research and reference documents and images. Within the main folder you can create as many subfolders and sub-subfolders as you wish.

Genealogy Files

- 1 Family Specific - Barbara's Lines
 - BUSCHLE Family Line
 - GEIGER Family Line
 - HENKE Family Line
 - SCHOBBER Family Line
 - BRINSINGER
 - GERHARD
 - GERSTLER
 - GLOCK
 - GOTTHOLD
 - HERZOG
 - MEIER/MEYER
 - SCHOBBER
 - 1 Documents Pending
 - 2 Source Documents Posted
 - 1 Direct Line Ancestor
 - SCHOBBER Adam (012)
 - SCHOBBER Christian (050)
 - SCHOBBER Elizabeth HENKE (003)
 - SCHOBBER Nickolas (001)
 - 2 Collateral Lines
 - 3 Census
 - Correspondence
 - Photographs
 - Reference Material
 - Leads
 - Maps
 - Unrelated People
 - STRAUSS
 - STUMPF
 - VOGELMANN
 - WEICKLE
- 2 Family Specific - Lee's Lines
- 3 Databases
 - RootsMagic 6
 - TMG 8
 - Images Linked
- 4 Reports, Charts & Logs
- 5 Location Specific
- 6 Instructional Material

My digital files are arranged in much the same manner as described in *Organizing Your Paper Files* on page 4. The examples to the left and on the next page are small abstracts from my filing system.

Since Windows arranges folders and files in numeric and then alphabetical order, I number some folders or get creative with folder names so they line up the way I want them.

My FAMILY SPECIFIC folders contain surname files which are arranged by my grandparents’ family lines. In each line I have a folder for every surname and, within it, subfolders of various topics as needed for that particular surname. For instance, I only have photos of the most recent SCHOBBERs in the SCHOBBER family line. The photos I have of the ancestral villages are in a subfolder under LOCATION SPECIFIC since several families lived in the same community.

DOCUMENTS PENDING contains any item I have collected doing onsite research, spending time at the FHL or other repositories or downloaded and haven’t yet analyzed. The files will shortly end up in the appropriate folder or subfolder. Basically, it has evaluations waiting to be done.

SOURCE DOCUMENTS POSTED are those documents and images I’ve evaluated and entered the facts into my database.

DIRECT LINE ANCESTORS has a subfolder for each ancestor. I include the ID number assigned by my database in order to separate like-named individuals. Files about the women in my family are kept in the surname folder of their maiden name, but I add their married name(s) to the file name.

The COLLATERAL LINES folder holds files for other family members. When there are a significant number of files for a particular surname I make a separate subfolder for them.

I changed the default settings in my lineage databases so the files are in my GENEALOGY FILES folder, DATABASES subfolder—not in the program files. Pedigree Charts, Family Group Sheets, Research Logs, and blank genealogy forms are files I am most likely to print on paper. It makes it convenient when they are all in one folder.

Since censuses name everyone in the family I keep them in separate

2 Source Documents Posted

1 Direct Line Ancestor

SCHOBER Adam (012)

SCHOBER Adam (012) Birth.pdf
 SCHOBER Adam (012) Death.pdf
 SCHOBER Adam (012) Death Burial.pdf
 SCHOBER Adam (012) Death Tombstone.jpg
 SCHOBER Adam (012) Employment.pdf
 SCHOBER Adam (012) Employment Guild.pdf
 SCHOBER Adam (012) Marriage 1 MEIER.pdf
 SCHOBER Adam (012) Marriage 2 MEIER.pdf
 SCHOBER Adam (012) Naturalization.pdf
 SCHOBER Adam (012) Will.pdf
 SCHOBER Adam (012) Will Probated.pdf

SCHOBER Christian (050)

SCHOBER Christian (050) Birth.pdf
 SCHOBER Christian (050) Death.pdf
 SCHOBER Christian (050) Marriage STUMPF.pdf

SCHOBER Elizabeth HENKE (003)

SCHOBER Elizabeth (003) Baptism.pdf
 SCHOBER Elizabeth (003) Birth.pdf
 SCHOBER Elizabeth (003) Marriage HENKE.pdf
 SCHOBER Elizabeth HENKE (003) Death.pdf
 SCHOBER Elizabeth HENKE (003) Death Burial.pdf
 SCHOBER Elizabeth HENKE (003) Death Tombstone.jpg

SCHOBER Nickolas (001)

SCHOBER Nickolas (001) Baptism.pdf
 SCHOBER Nickolas (001) Birth.pdf
 SCHOBER Nickolas (001) Marriage 1 GEIGER.pdf
 SCHOBER Nickolas (001) Marriage 1 GEIGER Divorce.pdf
 SCHOBER Nickolas (001) Marriage 2 BARNETT.pdf
 SCHOBER Nickolas (001) Military Draft WW1.pdf
 SCHOBER Nickolas (001) Military Draft WW2.pdf
 SCHOBER Nickolas (001) Military Pension.pdf
 SCHOBER Nickolas (001) Military Service Records.pdf
 SCHOBER Nickolas (001) Orphanage Records.pdf
 SCHOBER Nickolas (001) Passenger List.pdf

2 Collateral Lines

SCHOBER Adam (023) Birth.pdf
 SCHOBER Adam (023) Death.pdf
 SCHOBER Adam (023) Marriage KUNZ.pdf
 SCHOBER Christian (086) Birth.pdf
 SCHOBER Hans Jakob (095) Baptism.pdf
 SCHOBER Hans Jakob (113) Baptism.pdf

3 Census

SCHOBER Adam (012) 1900 IL.pdf
 SCHOBER Adam (012) 1910 IL.pdf
 SCHOBER Adam (023) 1910 IL.pdf
 SCHOBER Adam (023) 1920 WI.pdf
 SCHOBER Adam (023) 1930 SD.pdf
 SCHOBER Adam (023) 1935 SD.pdf
 SCHOBER Adam (023) 1940 OR.pdf
 SCHOBER Eleonora (014) 1910 IL Student.pdf
 SCHOBER Eleonora ZIERER (014) 1920 FL Wife.pdf

subfolders by surname.

The LOCATION SPECIFIC folder is further subdivided by country, then state or province. (File names further identify the specific location and subject matter.) The folder INSTRUCTIONAL MATERIAL has subfolders for FHL research guides, conference syllabuses, e-books, e-magazines, articles by subject matter, glossaries, foreign word lists and anything that will improve my research skills.

NAMING DIGITAL FILES

Part of organizing your digital files—whether you leave them where you found them or reorganized to where you want them—is setting up a standardized way of naming files. Here again, consistency is vital.

Everyone has their own way of naming files. It is best to devise a format that is intuitive and logical to you—then it will be easier to maintain.

I use “Inventory Control” nomenclature-style file names. In Windows there doesn't seem to be a limit on the number of characters in a file name. Spaces and punctuation does affect the sorting of files. I leave one space between each word for readability. The only punctuation I use is parenthesis around the ID number which has leading zeros to insure proper numeric order.

Thus, my file names are: SURNAME, given names, (ID number), event, sequence number (if needed) and modifier(s). Although the events are not in chronological order, sources of like events are. I seldom use terms like certificate and record which results in the main source document being the first of the similar events.

Census naming can be challenging—there are so many names on one document. Because I keep the census in a separate subfolder I use the head of household's name, ID number, the enumeration year, then state. Thus, I can easily see which census I am missing for each family. (I don't include the words federal or state since the year implies which jurisdiction took the census.)

If I don't care about the head of household, just specific members in it, I use the individual's name and enter an identifier (e.g., boarder, student, nanny, handyman, servant, sometimes it may be the wife.)

It may seem strange to you that I have not included multiple source documents for a single event. That is because most of my files are PDFs and I can combine several documents in one file. In the case of Nickolas' birth I have copies of the county's register page, the issued certificate, and indexes from websites.

These are some ideas on how I name documents. Think, what would make the most sense to you? Perhaps the census year, then the head of household's name; or subfolders for events under the surname folder; or copies of the censuses under the folders for everyone on the population schedule.

HAVE A PLAN "B" FOR YOUR ORGANIZED FILES

Let's face it. The blue screen of death suddenly happens. Unexpected calamities happen. Think of the genealogists whose homes did not survive Sandy or the west coast mud slides. There may be a time when you have to quickly leave your RV and hide in a tornado-proof building. Hardware and software are replaceable—your data isn't.

Have a plan "B". Have a backup plan to keep from losing your data when stuff happens. Since you have organized your digital files where you can find them instantly, regularly back up your data files on a storage device outside your computer. Many software programs have backup procedures but where are they putting those backups—somewhere else on the same drive?

Part of organizing your digital files must be a procedure of periodically copying your data onto an external device and storing it someplace other than your home—whether it has wheels or not. There are any number of places you could leave a copy of your backup files (a family member's home, a safety deposit box) or you could use one of the online backup services. Just get a copy out of your RV or house!

THE KEYS FOR SUCCESS

Regardless of what organizational structure you devise, remember to be consistent with file names and arrangement. On the other hand, your system should be capable of expansion since you are working with a growing collection of ancestors, source documents and genealogy materials. These two concepts are not mutually exclusive. Just take them into consideration as you design your organizational system.

The folders and files structure should be simple for you to use, because you must keep it up to date. You never want your equivalent of my DOCUMENTS PENDING file to get too large. That certainly will not help you find a recent genealogy discovery.

If the majority of your genealogy materials are kept in hard-copy files, then you will want to name your digital folders the same as your paper folders, notebook dividers and file boxes—or the reverse. It is all about consistency.

My system for organizing my digital files is right for me, right for the type of documents I have for my ancestors and right for my research methods. I can find what I want, when I want it. It won't necessarily work for you, but hopefully you will get some good ideas for devising a structure for your genealogy files.

Remember, organization of digital files is a personal thing and must be logical for you and fit your researching goals and methods to be effective. ✿

Tips & Hints

Photographs in newspapers are great sources of information about our ancestors. Since newsprint is fragile paper and was only meant as a temporary medium, scanning the newspaper is the best way to preserve it.

However, images in newspapers are reproduced quite differently from photographic prints. They are reduced to a series of small dots. Thus, when they are scanned you can easily get an interference pattern between the dots on the original and the dots scanned. This is called moiré.

Some scanners allow you to "descreen" the moiré effect by blurring the dot pattern so it appears more like a photograph. This process is very effective and is far better than trying to overcome the screen or patterning in your photo enhancement software.

Also, start with the cleanest possible scan by checking the scanner glass for fingerprints, smudges or dust. Use a lint-free pad to thoroughly clean the glass. Anything sold as "safe for cleaning camera lenses" will work for your scanner. You can use standard household glass cleaner—but spray it directly on the cloth before wiping, not on the glass surface. ✿



CASE STUDY: ORGANIZING MY RESEARCH PLAN

By Carolyn H. Brown

In the 1980s, when I had first started researching my ancestors, my research plan consisted of making copies of documents I already had concerning the individuals I was researching at the time. The list of documents included a family group sheet with as much information as I had on the family and an ancestry chart. Back then, the information available from my family went no further back than some basic facts about four of my great-grandparents. The only source was my family, and I didn't

bother to record who gave me what. Therefore, I had no sources. It wasn't long before more names were being added to my ancestry chart and I was creating more family group sheets.

Truth is, I didn't have a plan. I had a list of names, some even had dates and places, organized by my surname and my mom's maiden surname. Yep, I started with two folders. I had never heard about genealogical societies, nor seen a how-to book to give me guidance. I didn't know I should contact the library or courthouse to determine when they were open and what records they might have.

As time passed, I became better at finding information on my two family lines. Quickly those two folders became 20, then 50, and eventually over 200 folders. Looking back on it, those were the simple times. Now, with thousands of people in my genealogy program, and over 500 sources cited, I organize my research plan differently.

Since I was going to be in Richmond, Virginia, for the 2014 National Genealogical Society Conference, my goal was to focus on my Virginia ancestors. I started by asking myself some questions:

- Where am I going to be?
- Who and what am I looking for?
- What is my plan?
- What records should I search?
- Where are those records housed today?

WHERE AM I GOING TO BE?

Because my destination had already been established, I didn't need to study my research to decide where I should go. All I had to do was pick my subject person or family from my vast array of Virginia ancestors. All of my ancestors on my maternal side were from Virginia. The conference was held two blocks from the Library of Virginia (LVA). Knowing there wouldn't be time on this trip to visit the counties where my ancestors had lived, I focused on the records which might be housed at LVA.

Using the conference schedule, I decided to fly out a few days early and spend two days before the conference researching in the LVA.

WHO AND WHAT AM I LOOKING FOR?

The first question I asked myself was, "What am I looking for?" If I didn't know what I wanted to find, how would I know where to find it? There is some information missing on every line I am researching. I established my list of missing information based on what was of interest to me concerning my Virginia ancestors. I had options such as: (1) will I work on a dead end; (2) try to fill in a family; (3) or is there someone in my family I have never been able to locate after birth?

For this trip I chose to work on a dead end. I had been searching for years for the parents of my 2nd great-grandfather Charles Washington WOOD, 1827-1909. From previous research, I knew he was probably born in Bedford or Amherst counties, Virginia. I had already looked online, so now it was time to go back to Virginia to look for records which aren't on the Internet.

Based on family lore, I was trying to prove or disprove information passed down about Charles' grandfather. I didn't know who his parents were, so couldn't prove the story about his grandfather until I found that information.

BUILDING A TIME LINE

In order to determine where to look, I reviewed Charles' time line. I knew when and possibly where he was born, so that became my starting point. I had input all of the known significant events in his life into my Legacy file, so I printed his time line from the program in PDF format and loaded it on my iPad. Based on early family information he was probably born in Bedford County, Virginia, so that's where I started. I knew if I didn't find his parents there, I would have to move on to researching in Amherst County and then to other surrounding counties.

WHAT RECORDS DO I WANT TO SEARCH?

The first records I needed to locate were Bedford County court records. I wanted to look for any court documents referring to any WOOD family living there in 1827. Since I didn't have any information concerning his parents, every WOOD family was a possibility.

I considered that there may also be information in the county historical or genealogical society. But that would have to wait for another time, since they were about 100 miles away from the Richmond area.

WHERE ARE THOSE RECORDS HOUSED TODAY?

I knew many Virginia counties sent their court records prior to 1900 to the Virginia State Archives, which is housed in the LVA in Richmond. I also knew the Library has their index online. So, I checked to see if the county records I wanted were there or still in Bedford or Amherst. I found several microfilm reels of interest, plus several books and manuscripts. I recorded every book, reel and manuscript that might provide information on the WOOD family in both counties about 1827.

If copies of the records had not been in LVA, I would have to make another trip to Virginia and go to the counties. In that case, I would have to locate exactly where the records I wanted to search are housed, and anything I would need to know about the holding facilities.

PREPARING FOR MY TRIP

The list of reels, books and manuscripts from the LVA index was in my computer. I saved it to a PDF file and uploaded it to my iPad. The Legacy Family Tree file was already saved in the Families app on my iPad. I added to my iPad the time line for Charles, and a book I had compiled many years ago in PDF format on the WOOD family. I saved some of the original documents I had gathered for Charles to PDF and put them on my iPad as well. I do this in case I missed recording information in the other documents which might be helpful.

RESEARCHING IN THE LVA

The Library of Virginia is huge. They have most of their microfilm reels and books in open areas, but there are some which had to be obtained from a check-out counter. My trusty index list made it clear where the reels, books and manuscripts were located in the Library, so that part went smoothly.

Visiting a large library while a major genealogical conference is being held nearby isn't the best of times, since they had limited the use of the microfilm readers to one hour at a time. Each time I had to change readers, I looked for more microfilm to search. I started working Bedford County, and when I finished searching those reels on my list, I moved to the Bedford County books, then to the manuscripts. By the time the two days were over I was dead tired, but I had completed everything I had prepared to search for Bedford County. There wasn't enough time to work on the Amherst County records.

RESULTS

I still have the list I created for researching in both counties. Using the list I have for my Bedford County research, I know exactly what I have already viewed. This will help me know what to look for the next chance I get to go to Bedford County. The list for Amherst County will have to be updated before I start my search there.

Unfortunately, I didn't find the information I was seeking, however, I was able to cover many more documents than I could have using my original research plan. ✿

There is a fine line between a packrat and a serious family historian.

GENEALOGY ORGANIZED BY THE NUMBERS

By **Barbara A. H. Nuehring** [From the Spring 2015 SKP Genies Newsletter]



By the time we trace just one line back eight generations we have 1,024 ancestors—and those are just the direct-line ancestors. Now include descendants and collateral line ancestors and the number becomes astronomical! How in the world do we keep track of all those people and where they fit on the family tree?

Actually, we take a tip from the social security system—we give them an identification number. Some researchers devise their own numbering system, or let their lineage database number the people as they are entered into the program. Although the numbering system may be understandable to the researcher, it may be difficult to comprehend by others. Therein lies the problem.

There are just a few commonly-accepted numbering systems used by genealogy researchers and by family history writers. Additionally, some genealogy organizations and publishing companies require a particular numbering system to be used in submitted manuscripts. Thus, while organizing your files you should be aware of the various numbering systems and which one(s) match your genealogy goals and practices.

AHNENTAFEL, a numbering system based on the structure of a pedigree chart, identifies direct-line ancestors' relationships within the family hierarchy in a sequential manner. The person selected as the starting point of the genealogy (usually yourself) is Number 1; then each block in the following columns is given a sequential number. Thus, except for Number 1, each male in the family has an even number and each female has an odd number (a plus-one of her spouse). For a detailed explanation of the system you can download William Dollarhide's article "An Awful Ahnentafel" (meaning awe inspiring—not awfully bad) as a PDF at www.genealogical.com/newsletters/genealogy_pointers_12-4-07.pdf.

The REGISTER NUMBERING SYSTEM follows the descendants of a progenitor couple and was developed by the New England Historical and Genealogical Society (NEHGS) for those who submit their family histories for publication in the *England Historical and Genealogical Register*. In this system, the progenitor is assigned Number 1. His or her children are then listed in birth order, indented and identified by lower-case letters (a, b, c, etc.) or lower case roman numerals (i, ii, iii, etc.). Only the children who have documented descendants are then assigned an Arabic number to the left of their birth order letter. For instructions on using the Register Numbering System, borrow or buy:

Leclerc, Michael J., and Henry Bainbridge Hoff. *Genealogical Writing in the 21st Century: A Guide to Using Register Style and More*. Boston, MA: New England Historic Genealogical Society, 2006.

The MODIFIED REGISTER SYSTEM, as the name implies, is a revised version of NEHGS's system. It was established by the National Genealogical Society (NGS) and is used in their *National Genealogical Society Quarterly* as well as other family history publications. Also known as the NGSQ SYSTEM it assigns numbers to all children in each family unit, whether or not they have documented descendants. A plus-symbol (+) before the birth-order number is used to indicate lines later carried on within the publication. An example of the Modified Register System along with some advantages and disadvantages of the system is at www.saintclair.org/numbers/nummr.html. However, the definitive guide of the system is:

Curran, Joan F., Madilyn Coen Crane, and John H. Wray. *Numbering Your Genealogy: Basic Systems, Complex Families, and International Kin*. Arlington, VA: National Genealogical Society, 2008. It also describes numbering for adoptions, cousin marriages, stepkin and more complex family relationships.

The HENRY SYSTEM is quite different. Identification numbers are all Arabic. The series of digits indicates the birth order and the number of generations an individual is removed from the progenitor. This makes the numbers in the Henry System more meaningful, because by looking at a person's number the position in the descendancy can be determined. A good explanation of the Henry System is at www.dummies.com/how-to/content/assign-numbers-to-family-members-with-the-henry-sy.html.

These four numbering systems are currently the most commonly used. However, there is another that may soon be added to this list and even surpass the others in popularity and usage. It is the creation of respected genealogist William Dollarhide. The DOLLARHIDE SYSTEM allows for the numbering of both ancestors (based on

the Ahnentafel system) and descendants (based on the Henry system). The system also allows for the inclusion of collaterals, in-laws, multiple spouses, half-siblings, and more. A description can be found online in Eastman's *Encyclopedia of Genealogy* at <www.eogen.com/DollarhideSystem>. However, for detailed explanations of the Dollarhide System the go-to publication is:

Smith, Brian R. *Dollarhide Numbering For Genealogists - An Authorized Guide For The Serious User*. Orting, WA: Family Roots Publishing Co., 2011

Another genealogist, Terry Cole, has made some slight modifications to the Dollarhide System and written a tutorial incorporating those modifications. You can read it at <<https://sites.google.com/site/genealogycole/my-techniques/numbering>>.

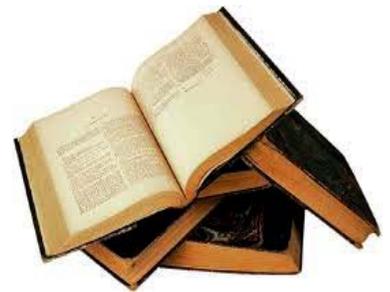
Ultimately, whichever system you adopt is a matter of personal choice. However, you really should take the time to evaluate the various numbering systems to determine which one is best suited to your research methods, organizational structure and writing goals. ✿

HELPFUL PUBLICATIONS

By Barbara A. H. Nuehring [From the Spring 2015 SKP Genies Newsletter]

There are many books written about organizing files, projects, closets, cabinets, even your RV. However, they don't really meet the needs of family history researchers.

These few books do. Written by genealogists, for genealogists, they are geared toward those of us who want to de-clutter our research results, source documents, files, photographs, and notes. Check them out from the local library or add them to your library.



Carmack, Sharon DeBartolo. *Organizing Your Family History Search: Efficient & Effective Ways to Gather and Protect Your Genealogical Research*. Cincinnati, OH: Betterway Books, 1999.

Dollarhide, William. *Managing a Genealogical Project: A Complete Manual for the Management and Organization of Genealogical Materials*. Baltimore, MD: Genealogical Pub. Co, 1999.

Fleming, Ann. *The Organized Family Historian: How to File, Manage, and Protect Your Genealogical Research and Heirlooms*. Nashville, TN: Rutledge Hill Press, 2004.

Taylor, Maureen Alice. *Preserving Your Family Photographs: How to Organize, Present, and Restore Your Precious Family Images*. Cincinnati, OH: Betterway Books, 2001.

Whitaker, Beverly DeLong. *Beyond Pedigrees: Organizing and Enhancing Your Work*. Salt Lake City, UT: Ancestry, 1993. ✿

IDEAS FOR ORGANIZING TRANSLATIONS

By Barbara A. H. Nuehring [From the Spring 2015 SKP Genies Newsletter]

If your documents are in binders, rather than putting the translation of a document behind the original in a document protector, arrange them on facing pages so the original or facsimile is on the left-hand page opposite your typed transcription on the right-hand page. Try to keep the same layout and format of the text when transcribing the document.

If your document copies are PDFs, write the translation on a "sticky note". Use a "sticky note" for each paragraph or column entry. You can do this using the new Adobe Reader XI. The free download is at <www.adobe.com/products/reader.html>.

Whether paper or digital, you will be able to view the original and the translation simultaneously. ✿

UNCLUTTER YOUR GENEALOGY FILES

By Carolyn H. Brown [From the Spring 2015 SKP Genies Newsletter]

I dare say most of us keep many more genealogy-related documents, books and magazines than we will ever use again. Have you ever not gotten rid of something figuring you will never use it again? I sure have! I finally decided to look at what I have kept and see if I can downsize my genealogy files and bookcase.

If you followed the process in “Organizing Your Paper Files” on page 4, you are now ready to tackle getting rid of some of those papers and books you just filed away.

Start with your family files and go through each folder one at a time. Did you store a copy of a document you placed in one of the “Original” documents binders? Then you don’t need the copy. “Oh no!” you say, “I really need a copy with this individual.” “Why?” I ask. “No you don’t *need* it. You just *need* to record where the original is filed, and put that information in the individual’s folder.”

So let’s get started. The way to organize the information you need to access the individual document whenever you want is in a spreadsheet/worksheet file. Set-up a folder in the appropriate surname folder on your computer where you want to save this list. Note: If you are not comfortable using a spreadsheet program you can create your list in a word processing document using a table feature.

CREATE A SPREADSHEET/WORKSHEET FOR THE DOCUMENTS LIST

Open a blank spreadsheet and give it a title referencing the person to whom the documents belong.

Label the column headings as follows:

Binder color: Indicate the binder where the original document is stored. If you are not using colored binders, then you will need a code for locating the appropriate binder.

Surname document code: The code you used for that surname when you filed the original document; e.g., Smith = Smi.

Document type code: The code you used for that specific type of document when you filed the original document; e.g., Census - Cen.

Document number: The number assigned to that specific document—001, 002, etc.

Person or persons: To whom the original document applies in relationship to this persons’ folder.

Open the three-ring binder where you stored the original document. Locate that original and record the information in the appropriate columns as set-up above. Do this for each document copy you find that has already been set-up in your “Originals” binders. If you come across a document that you now believe needs to be in an “Originals” binder, move it to the appropriate binder and set-up the document code for the new document.

Each time you find a duplicate of an original document, record the information in the list for that person and then trash the document copy.

When you have completed recording all of the documents for that individual, print the list, put it in the folder you are working on, and save the file as described above. You will continue to add documents to this list each time you find another document that applies to this person.

Continue this process for every person for whom you have copies of original documents in your possession.

USING THE DOCUMENT LIST IN YOUR RESEARCH

Over time you will find more information for many of the people in your files. When you acquire a new document, determine if it should be in an “Originals” binder. It definitely should be if it applies to more than one person, or is a document you don’t want to lose. In which case, scan it, record the information in your computer, and enter it in the document list for each individual to whom it applies. If that person doesn’t have a list, create one.



I can see you now saying, “What do I do when I want to work on a specific individual or family and I want to see all of the applicable documents?” The answer to that is, take the originals out of the binder (not out of the sheet protectors), and spread them out. When you are finished with each document, put it back in proper order in the binder it came from. You really don’t need that copy.

ADD YOUR PHOTOGRAPH INFORMATION TO THE DOCUMENT LIST

This method also works well for your photographs. I used to keep a copy of the photos for each family in my family folders. If I had used the coding system back then, I would have a reference code to access those photos in my photo storage binder.

UNCLUTTER YOUR REFERENCE DOCUMENTS AND BOOKS

Your research leads to both location documents and reference materials which may also be cluttering up your filing system. Have you been saving a magazine that you thought would help you in later research? Maybe it is time to get rid of some of those as well. If a magazine contains one or two articles you are interested in, then scan those pages and take your magazines to your local genealogy group or the local library and see if they can use them. How many books have you purchased that you know you will not use again? Donate them.

By looking at each item you have gathered over the years, you may find some of the information is way out of date. Are you still holding onto articles about Y2K and the expected problems? Why? Isn’t it time to clean out those files, both paper and digital?

TRAVELING WITH YOUR DOCUMENTS

For years we were taught not to take our original documents with us to the library or courthouse when we were researching, as we might leave them behind by accident. That is probably why many of the document copies were originally created. These days you don’t have to take a paper copy of your original documents with you. If you have followed the other articles in this newsletter you have already scanned what you need and stored them on your computer, so it is time to transfer them to your smart phone or tablet. I use FileApp Pro on my iPhone and iPad.

The FilePro may be purchased for \$0.99 at <<https://itunes.apple.com/us/app/fileapp-file-manager-document/id297804694?mt=8>>. If you save your documents to PDF format, you can read them on your Android devices using any one of several available applications online.

You can even download your entire genealogy database to your smart phone or tablet, since there are apps for that as well. The genealogy program you are using (either on your computer or in the cloud) will have a list of apps for smart phones and tablets on their website. You never need to carry paper copies of your ancestry charts or family group sheets again. You don’t have to carry along a note pad either; you can use the free Evernote app at <www.evernote.com>. It is a wonderful tool which you can use to take notes and transfer them directly to your computer or the cloud. One small electronic device can take the place of all of that paper and eliminate all that clutter.

ARE YOU UNCLUTTERED YET?

Just think of how nice it will be to get rid of all of the unnecessary genealogy paper baggage. In any case, it will give you more space to save all of the new documents you will gather as you continue your search. ✿



To help you stay organized while doing onsite research, get a special spiral notebook for note-taking and jotting down ideas as you discover new resources to check.

Make separate pages for each surname—don’t intermix them on one sheet. The notes will eventually have to be filed separately and it is much easier if you have them on separate sheets from the beginning.

Use the left margin for recording the given name of the individual for which a comment pertains. (If the note is relevant to a group of people use the word “Family” or a special symbol in the margin.)

Leave a blank line between notes to set it off from the ones before and after it. Don’t forget to fully annotate the source of the information. ✿

ORGANIZING E-MAIL CORRESPONDENCE



By **Barbara A. H. Nuehring** [From the Spring 2015 SKP Genies Newsletter]

In the course of your genealogy research you may be fortunate enough to make personal contact with cousins and others who are researching your surnames or ancestral locations; or you may subscribe to mail lists or groups. The resulting message traffic may be a fountain of information or contain clues that will lead to valuable data. Regardless, they will be e-mails and postings you will want to keep—and keep organized.

There are several ways to organize your e-mail correspondences.

- ◆ Keep the messages on your mail server (i.e., Gmail, Yahoo, Hotmail) or in your e-mail client (Outlook, Outlook Express, Windows Live Mail, Thunderbird). Establish a GENEALOGY FOLDER within your account and then create subfolders for surnames as needed. I suggest you use the same folder hierarchy and titles as you do for your paper or digital files. Move both sent and received messages to the appropriate folder as you create or read them. You may also be able to set up a filter so messages from a particular individual or list go directly to a specific folder/subfolder.
- ◆ Copy and paste received and sent e-mails into a word processing document. Remember to include the address blocks, subject line and date. You may want to put all the messages of a thread in one document in chronological order. I suggest you separate each message by a horizontal line or start a new page for each message. File the document in the appropriate digital file.
- ◆ Print the e-mail directly on paper. If there is a running thread, clip or staple the messages together in chronological order. File the message in the appropriate file, folder, binder or box.

In all three methods, make sure you download and save/print any attachments. These methods are not mutually exclusive. For instance, if you receive a digital reproduction of an original source document, you may want to print it or save it to a digital file—depending on where and how you maintain your source documents—in addition to keeping the message on your server/client.

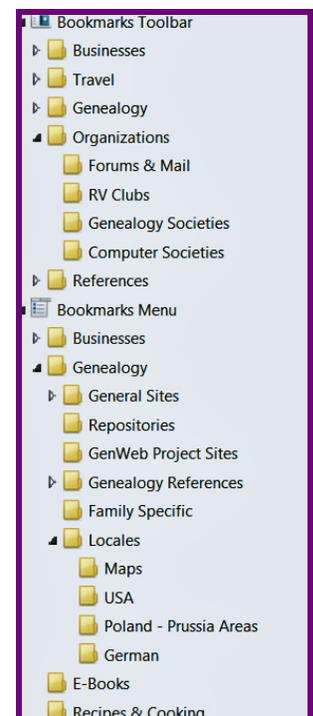
As with all genealogy “paperwork,” you will want to be consistent in the way you organize and maintain the correspondence you send and receive via e-mail. ✿

ORGANIZING WEBSITES ON YOUR BROWSER

By **Barbara A. H. Nuehring** [From the Spring 2015 SKP Genies Newsletter]

The Internet is a wonderful source of information—a vast world-wide repository right in our RVs. For the genealogist it means easily accessible digital images of primary source documents; historical maps and gazetteers; archaic photographs; e-books of county and family histories; old newspapers; instructional videos; how-to articles; translation/transliteration programs; date calculators; reference materials; and searchable indexes of a myriad of records. If we can't find what we want we just “Google” a few keywords. It doesn't take long to accumulate a massive clutter of URLs.

Browsers give us the ability to “bookmark” our “favorites” so we can visit them quickly when the need arises. Internet Explorer, Firefox and Google Chrome also provide a means for organizing websites we want to save by using a filing method with folders and subfolders and sub-subfolders. There are two options for organizing sites you want to revisit. A TOOLBAR or TABS will be at the top of the browser for those you visit frequently and a drop down MENU for other websites you want to save. Make use of them for all the same reasons you organize your genealogy, although the folder hierarchy and titles may be different than those you have for your paper or digital files. Just arrange them logically so you can find that special site when you want it. ✿



ORGANIZE YOUR GENEALOGY WITH FORMS AND CHARTS

By Carolyn H. Brown [From the Spring 2015 SKP Genies Newsletter]

One lesson we all learn when we begin our genealogy search is “forms and charts are important,” whether it is to view our ancestral lines, individual family groups, record census data, or court record indexes. We have our to-do list, Internet logins and passwords list for all of those websites we love to search, as well as logs to remind us what documents we have already located. We use forms to record unique information we find along the way. Genealogists are definitely forms and charts keepers.

The lists, forms, charts, and logs we use come in three formats: 1) lists of information; 2) genealogy-related fill-in-the-blanks forms, logs and charts; and 3) computer-related fill-in-the-blanks forms and logs.

You may find a similar form or chart by a different name containing different information. In the following list each form is followed by a reference number indicating where you will find the list, form, log or chart:

- 1 - Family Tree Magazine <www.familytreemagazine.com/FreeForms>.
- 2 - FamilySearch <https://familysearch.org/learn/wiki/en/Research_Forms>.
- 3 - Ancestry <www.ancestry.com> – Forms are linked to the Wiki page of the various record type.
- 4 - Baileys Free Genealogy Forms <<http://dept.cs.williams.edu/~bailey/genealogy/>>.
- 5 - Carol Brown's Forms on CD (\$) – E-mail <GenieCarol@gmail.com>.

LISTS OF INFORMATION

Lists make great analytical tools which help in evaluating a myriad of data.

Birth Calculations From Census – Helps you determine the most probable birth-range for a person when the birth data is unknown. (5)

Period Approximation Chart – Provides the formulae which may be used to approximate the date of birth, marriage and death dates of an individual based on known dates. (5)

Records an Individual Might Generate – It is important to have an idea about what records an individual might have generated during his or her lifetime. This list is organized by type of records which may be available for each person at various stages of their life. (5)

Relationship Chart – Helps you determine the relationship between any two family members. Is Cousin John my first cousin or my second cousin once removed? Or is he just related to me by marriage, with no blood relationship at all? Just how close is our relationship? Can I use him for a DNA sample of my SMITH line or not? (1,4,5)

Time Capsules - Create your own time capsule from these sample questions. (1)

USA Map – This map of the United States may be used to plot the migration of a family. It shows when each state joined the Union, so you know when to start looking for records in that state. (5)

Vital Records Chart - Lists the time frame when each of the states mandated keeping birth, marriage and death records. (1)

ANCESTRY CHARTS AND FAMILY GROUP SHEETS

The first forms you use for your genealogy are the Ancestry Chart and Family Group Sheet. These forms come in various formats. They can be found on almost every genealogy website and can be printed from all genealogy programs.

Ancestry Charts – Also called Pedigree Charts—show you how your direct ancestors are linked to you and each other. There are many forms of this basic chart. (1,2,3,4,5)

Pedigree Fan Chart - A simple chart which holds 8 generations or 255 people. (4)

Adoptive Family Tree – Used for recording both a person's biological and adoptive parents. (1)

Stepfamily Tree – Used for recording information about step-families in your ancestry. (1)

Family Group Sheets – Identify every member in each of your family units. Forms may vary based on the organization supplying the form. (1,2,3,4,5)

GENERAL GENEALOGY-RELATED FORMS

Most of the forms were created as worksheets for you to fill-in-the-blanks based on information you find concerning an individual, family group, or topic. Some forms come in multiple formats using the same or similar names, with a particular focus and use.

Biographical Outline – Used to record information on events in an ancestor's life such as education, military service, marriage and children. (1)

Cemetery Records – If you are like most genealogists you love cemeteries and love to take photos and attach them to the individuals in your genealogy program. However, you may get home and find that the information on the tombstone can't be read from the photo. This form may be used to record everything about the cemetery and its location. (1,5)

City Directory Lists – When following your ancestors through city directories it helps to keep track of which directories you have searched. By recording the individual information on the *City Directory Records - Household* form you can see each time they moved and where they went. The *City Directory Records - Business* is used to follow the history of a business and its owners. (5)

Conflicting Data Report and Analysis – As you gather documents concerning your family members you may come across conflicting information. It can be hard to decide what is most likely to be true versus information which may be or can't be true. Being able to define each bit of data and perform a comparison may help you decide what is probably right and what is not. These forms make it clear what you should record about an individual and what you need to explain in notes about information you believe to be correct and why. (2,5)

Customs Lists – Keep track of the customs lists you have viewed and the information found when searching for your immigrant ancestors. (1)

Health Record – Used to identify the parents, grandparents, siblings, spouse and children of a living individual to see what diseases the family member had. This will help the living individual understand their chances of acquiring a disease or malady. (1)

Oral History Interview Record – Use this form to record pertinent information about oral history interviews you conduct. (1)

Passenger Lists – Used to record information found on the various passenger lists. (1)

Research Worksheet – Record all of the basic information you have found on an individual. (1)

Photograph Forms : Cased Photos – Use to track who is in the photo, where it was taken and when, and other information about the photograph unique to cased photos—meaning any photo encased in a frame which can't be removed, most often tintypes. (5)

Photograph Forms : Print Photos – Use to track who is in the print photo, where it was taken and when, and other information about the photograph. (5)

Time Lines – Establish the time line for an individual to determine what was happening in the country and the world which may or may not have affected the individual. Most of the current genealogy programs do an excellent job of generating a time line for the individuals you have entered. (1,2,5)

Tradition Recording Form – Record information about your family's tradition and folklore. (1)

COURT AND GOVERNMENT RECORDS

There are various types of court record forms which are based on the format of the specific record type.

Court Records: Probates, Court Orders, Criminal and Civil Records – This form may be used for extracting information in indexes in court books for most general court records. (5)

Deeds Index: Grantor and Grantee – These forms are used to record the indexes for deed books. (1,5)

Deed Plotting: Metes & Bounds and Rectangular System – These forms are used to record the information found in deeds, or for recording land descriptions found in wills and probates. (5)

Military Biography Form - Record service information as well as genealogical information and add a photograph if you own one. (1)

Military Service Records – Each of our ancestors who served in the military generated a number of different

records concerning their military service. These forms will help you keep track of what you have found and how to consolidate it for your family story. (1,5)

Military Pension – Used to extract the most important information from the pension record to tell the story of your ancestor. (5)

Statewide Marriage Index – Record names of brides and grooms you find in a centralized statewide marriage index. (1)

Tax Records: Simple Taxes and Extended Taxes – Use these forms to records ancestral tax information. (5)

CENSUS FORMS

British Census Worksheet – A general form for recording the British censuses. (2)

Canada Census Forms – There are forms for the Canadian censuses 1851-1881. (2)

Census Check List – Note which US censuses you have researched for each ancestor. There are multi-page forms showing every census an individual appears in throughout his life. (1,5)

Census Forms USA – There are census forms for each US Federal Census from 1790 thru 1940. These forms provide space to record each line item for the individual of interest in the census. (1,2,3,5)

Census Forms USA State and Other – Record the data found in State or special censuses. (5)

Census Forms for Soundex and Miracode – Record the information found on Soundex and Miracode cards. (5)

GENEALOGY CHECK LISTS

Articles Reading List – Catalog genealogy articles you want to read or refer to later. (1)

Artifacts and Heirlooms – Keep track of details about family artifacts and heirlooms in your possession, and in the possession of others. (1)

Books Wish List – Make a list of genealogy books you'd like to buy or borrow. (1)

Correspondence Log – Keep track of general research requests you sent to libraries and archives. (1)

Family Correspondence Log – Organize research requests sent to and received from family members. (1)

Heirloom Inventory – Describe the original of your heirlooms for better integration with your family history. (1)

Microfilm Log – When visiting a library it is important to know which microfilms you want to research. When you finish each film, you can record what you found or didn't find. (5)

Book Log – When visiting a library it is important to know which books you want to research. When you finish each book, you can record what you found or didn't find. (5)

Personal Records Inventory – Keep track all of your own or someone else's personal records. (1)

Repository Checklist – Plan a research trip by recording details about the archives or library you intend to visit. (1)

Records I Already Have – Used to organized information so you can see at a glance the record types you have already researched for each family member on one page. (5)

Research Calendar – Keep track of the archives and library you have researched at and when. (1)

Research Checklist for Books – List books you want to study for your ancestor's names. (1)

Research Log – Used for each person you have researched and identifies what research you have already accomplished so you don't repeat the search at a later date. (1,2)

Research Planner or To-do List or Journal – The research planner or to-do list is designed for use with the index for a library you plan to visit. Information about the book, microfilm, or document you wish to search can be identified before going to the library to eliminate the need to search the library index after your arrival. These forms are designed such that you know where to start your search and when you have completed the list of documents for a specific surname or location for that facility. (1,2,5)

Sources Check List – Used for both husband and wife, and is an excellent reminder of what you have and what you need. (5)

Table of Contents – List the documents in a file folder so you can find them quickly. (1)

COMPUTER LOGS

There are several computer-related logs that make keeping track of what you do on line a little easier. These logs are easy to create in your word processor where you can use them to fill in the blanks and easily keep them updated.

Genealogy Friends E-mail and Phone Log – Used to ensure you always know how to contact the people with whom you have been sharing your genealogy. (5)

E-mail Log – Keep track of the people you sent a particular e-mail or file to and when you sent it. This log will let you know when you need to send your family an update of your genealogy program data. (5)

Internet Login ID and Password Log – By keeping this log updated you will never again lose your password for any website. (5)

Internet Website Log – Used to record genealogy-related website URLs for those sites you don't use enough to put in your FAVORITES or BOOKMARKS, but you want to remember for later research. (5)

Podcasts, Tutorials & Webinars Log – Record the podcasts, tutorials, and webinars you have watched. May also be used to record the webinars and tutorials you plan to watch in the future as well. (5)

Program File and Password Log – Maintain a list of the registration numbers or pass codes of your various software programs in one location. Many lineage databases use a pass code to turn on advanced features. It is important to record those codes so if you ever have to re-install the program you have the code to complete the install. (5)

Queries Posted On Line Log – Keep track of which websites you posted to and how to get back to your posts to keep them current. (5)

OTHER FORMS

There are many more forms available than have been addressed here which may be of interest to you depending on the problem you are facing. The best way to find them is through Cyndi's List at <www.cyndislist.com>, or by creating the form yourself to meet your needs.

Organization in genealogy research is very important and forms are a great tool for helping you get and keep organized. No one will ever use every one of these forms, but knowing where to find them when you need them is half the battle. ✿

ORGANIZING YOUR FAMILY HISTORY PHOTOGRAPHS

BY CAROLYN H. BROWN [From the Spring 2015 SKP Genies Newsletter]

Most of us have numerous photographs. They fall in one of four basic categories: people, places, things or animals. It is almost impossible to preserve ALL of them in an organized manner for your genealogy, so you need to be selective in the ones you want to save and scan into your computer.

Paper photos should be kept in a dry place with a moderate temperature, not in a storage shed, garage or attic where the temperature can fluctuate considerably and the moisture level may be high. Over time photos may fade, mildew, curl, or disintegrate. Therefore, all photographs you want to save need to be digitized.

Be sure to include some of the houses, family members and your favorite animals, cars, hobbies or other items of interest to you and your family.

SORTING AND CODING ORIGINAL PHOTOGRAPHS

Sort photographs and slides into the four surname boxes you used for your documents. Work with them one box at a time.

Select the type of container you want to store them in. You may want them mixed with the other documents in the "originals" binders, or in separate binders, or in an archival container. They should be stored in such a way to insure they won't stick together. Archival photo sheet protectors work well.



Decide on the coding method you want use to identify each photo. I recommend you use the same coding format you used for your surname documents. Start with the surname of the family line you are working on (i.e., Smith = Smi), followed by a three digit number (i.e., Smi001). Follow this code with information about the photo. Names of the people in the photo—including the location and year—will help you quickly identify each individual photo. Create a label which you can attach to the back of the photo. Do not write on the photo, as ink may bleed through, and pressing hard to add information to the back of the photo may cause an indentation.

SCANNING AND SAVING DIGITAL PHOTOS

Working with one surname group at a time as you did for your documents, scan all of the selected photos in TIFF format. Name the file with the same information used for the corresponding photo label. Save the photo into a PHOTO folder for that family on your computer. In general, photos of places—not people—should be saved with the location or person to which they apply.

There are two digital photo files basic formats:

Lossless: A lossless compression algorithm discards no information. It looks for more efficient ways to represent an image, while making no compromises in accuracy. Lossless photo formats save files which do not lose pixels when the file is re-saved. The two most popular lossless file formats are TIFF and PNG. There are other formats which fall into this category, however, they are used by specific programs and are not good formats for saving photos. PNG is the only lossless format used in web browsers.

Lossy: Lossy algorithms accept some degradation in the image in order to achieve smaller file size. Each time a lossy file is saved the file is further compressed and loses pixels. The file is not as crisp and will become quite grainy when saved several times. The most often used lossy file format is JPG.

The size of photos in TIFF format can be quite large. Therefore, once the photos have been scanned and saved, they may need to be re-saved in JPG format for use in other programs. Some may even need to be resized for the file to be small enough to send through e-mail. More information concerning digital photo formats is available at: <<http://users.wfu.edu/matthews/misc/graphics/formats/formats.html>>. I use the free program *Irfanview* on my computer to resize photos <www.irfanview.com/>.

PHOTOS IN YOUR GENEALOGY PROGRAM

Photos will definitely need to be saved in JPG format and often resized for use in your genealogy program. Once you have your photos scanned and saved in your family folders (see “Organizing Your Digital Files” on page 7), resize and save them in a folder titled *Media* located in the same file path where your genealogy program saves your family data. Your genealogy program may have created a *Media* folder when it was installed. If the *Media* folder does not exist, you will need to create it. Having the media folder in the same location as your genealogy program makes it easier for you to locate and back up all files on a regular basis.

Linking to photos in another folder may cause a problem if you change the folder path, rename or move any folder in the path, move the file or change the file name.

As you are linking the photos to your genealogy program, use the same name-coding convention you used for scanning the photos. Take time as you are linking each photo to the person, to record in the media notes area all of the information you can provide about the photo. Include such information as “John’s 16th birthday party held 10 April 2014 at the La Paz County RV Park. There were 35 people in attendance.” You can expand the text to include the names of the people present, what the day was like, who came the farthest to attend the event, or anything you want to remember about the photo. If the digital copy of the photo is one you received from someone else, you may wish to include the name of the person who owns the original paper copy.

BE PREPARED

Storing your selected photos with the original genealogy documents will make is easier to find them if something happens and you only have a few minutes to save your genealogy. Sharing your digital photos with family members is great way to preserve them. ✿

Don't argue with an idiot; people watching may not be able to tell the difference.

BOUSE GENIES NEWS

By Carolyn H. Brown

BOUSE PUBLIC LIBRARY COMPUTER ISSUES

We have received word that the Internet problem in the Bouse Public Library may not be resolved before the end of summer. The county is having major issues with the intermediary Internet supplier.

GENEALOGY STUDY GROUP

The Genealogy Study Group (GSG) will meet in the library the third Monday of the month from 10am-12 noon. Our last meeting for the season will be held on 20 April in the Library. If you wish to join the group, please contact us at the Bouse Genies e-mail address: <BouseGenies@gmail.com> and we will e-mail you a copy of the article to be discussed at the next meeting. The GSG will have their first meeting in the Fall on October 19 in the Library.

GENEALOGY BOOKS IN THE LIBRARY

Over the last several months Gloria Freeman, Nikki Cowel-Mackey, and Carol Brown have worked to reorganize the books on the genealogy shelves in the library. The filing system previously used was not standardized and did not meet the needs of the society. It is their hope that all of the books will be on the shelves by late spring.

BOUSE GENIES GO DARK FOR SUMMER

We will have our last two meetings for this season on 10 April in the Booster Building and 24 April in the Library. We will resume our regular meeting schedule on October 9 in the Booster Building unless the Bouse Community Build is ready for our use. We will keep you informed of any location changes.

GENEALOGY WORKSHOP 2016

The La Paz County Future Focus Group has asked for our participation in their 2016 plans for the county. They are trying to encourage the organization of some special events to take place in each community during late February and early March time frame to try to keep more winter visitors in the area at that time. We have all noticed that our winter visitors have been leaving the area earlier each year, and this is an effort on the part of the county to provide reasons for the snowbirds to stay with a little later in the year.

We voted to plan a workshop for late February or early March 2016 here in Bouse. The preliminary plan is to utilize our own Bouse Genies speakers to present five classes for this event. We are planning to provide a salad lunch. By having the event here in Bouse we can keep the admission fee for the workshop to a minimum for members and guests. ✿



Going Over the Error Limit

The book I purchased about my possible ancestors contained no index. It was almost 300 pages long. So I decided to type up my own index, which turned out to be more than 80 pages because I put in much more information than just the page number. Like so many researchers, I was working on it about two or three o'clock in the morning. The spell-checker was going crazy with all the family names, and then it produced a notice on about page 50 of the index indicating that "There were too many errors in this document and if I wanted any more words corrected, I would have do it myself."

I doubled up with laughter, trying to keep it down as others were sleeping--no more red lines under my words.

– Dorothy McCombs ✿

From the Editor's Desk

By Carolyn H. Brown and Barbara A. H. Nuehring

[From the Spring 2015 SKP Genies Newsletter]



If you started reading this edition of the *Bouse Genies Newsletter* from the front page back, then by now you have noticed there are a few major changes in the appearance of the newsletter and maybe you have even spotted a few covert changes.

This is the 9th volume of the newsletter. Over the past few years we have been growing in the quality of the content and the look of the newsletter. So now that we are a sophisticated nine, we are dressing the part. We have modified the title structure on the front page. Every page now shows the total number of pages in the newsletter, as well as the full name of the newsletter and the edition date.

BEHIND THE SCENES THERE ARE A FEW CHANGES—THE EDITORIAL STAFF IS GROWING.

Carol BROWN is the Editor which means she makes things happen. Carol takes the lead on writing articles, editing submitted articles, developing themes for future editions, determining content of each edition, coordinating the work flow, and distribution of the newsletter.

Barbara NUEHRING a major part of our Editorial Staff. She will continue to author the front page article which introduces the theme of the edition, write articles and features.

Nikki COWEL-MACKEY and Jeanette FISHER are our indispensable Assistants. They are in charge of proofing each and every article we use from the Bouse Genies Newsletter, to insure it is grammatically correct and properly punctuated. They also makes sure that what we say is what we mean and that it will be understandable to our readers. The quality of the content wouldn't be at the level it is if it were not for these ladies.

SOME THINGS HAVE NOT CHANGED—WE STILL NEED CONTRIBUTORS.

We still want our members to contribute articles for publication. There is a vast pool of genealogy research experience within our member base. Everyone has knowledge in a particular facet of genealogy research—please share it with other Bouse Genies!

Share your stories with us which you may have with a few “cousins” or hidden away in your desk for your descendants to discover after you are gone. So there is material out there perfect for “Great Journeys Into the Past” and just waiting to be sent to Carol at <GenieCarol@gmail.com>. Dig it out of the bottom of that drawer you stuffed it in eons ago. You don't even have the “dust it off” if you don't want to. Just attach it to an e-mail in any word processing format you have, or scan it and e-mail it, or drop it in the snail-mail. We'll be waiting for it.

We have found using themes for the newsletter editions helps us focus and thus write about the many facets and resources of a particular topic. It also helps us ask you for articles where you have had experience. The following are the themes selected for the next couple of editions and a list of subjects that we wish to cover.

SUMMER 2015 EDITION: *On-site Research vs Online Research.* We would like articles about online library catalogues; indexes and databases; accessing digital reproductions of various source documents; published family histories; what brick-n-mortar repositories are putting online; and finding onsite sources by using online resources. Please send articles by the deadline of 1 June 2015.

FALL 2015 EDITION: *Institutional Records.* There is an abundance of institutional records available to genealogists. We are asking for articles about records and publications along with where to find them (churches, schools, hospitals, asylums, prisons, orphanages, poor houses, banks, businesses, unions, fraternal organizations, sports teams, musical bands, and social club gatherings). Please send articles by the deadline of 1 September 2015. ✿

Thank You Bouse Genies

Thank all of you for the honor of being your genealogy mentor. Your recent generous donation to my continuing education is very welcome. I look forward to sharing with you how it was used. — Carol Brown ✿

BOUSE GENIES ADMINISTRATIVE TEAM

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WHAT'S HAPPENING?

There are many educational opportunities this Spring. Use one as a springboard to master a new skill:

Ohio Genealogical Society Conference
 9–11 April in Columbus, Ohio
 Info: www.ogs.org/conference2015/index.php

A Conference for all of New England
 15–19 April in Providence, Rhode Island
 Info: <http://nergc.org/>

Indiana Genealogical Society Conference
 25 April in Terre Haute, Indiana
 Info: www.indgensoc.org/conference.php

National Genealogical Society
 13–16 May in St. Charles, Missouri
 Info: www.ngsgenealogy.org/cs/home

Southern California Genealogy Jamboree
 5–7 June in Burbank, California
 Info: www.genealogyjamboree.com/

Palatines to America 2015 National Conference
 26–27 June in Harrisburg, Pennsylvania
 Info: www.palam.org/palam_update/resources/1413998069-2015-conf-flyer.pdf

Family History and Genealogy Conference
 28–31 July at BYU in Provo, Utah
 Info: <https://ce.byu.edu/cw/cwgen/> ❀



Do you wander through rows and rows of tombstones with your significant other or another genealogist? I would suggest that to make good use of the time you have you should divide up the territory and prowl different sections. And when you make a discovery, or find that you are on your knees and need assistance to get up, you don't you have to yell loud enough to wake the dead. Think about what you do in Walmart and using your two cell phones. They make an excellent communications device and you won't disturb your ancestors. ❀

BOUSE GENIES NEWSLETTERS 2007–2013

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