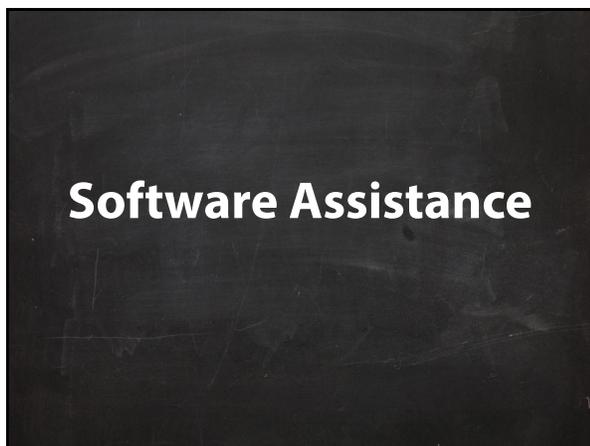




1



2



3

Organizing with Software

- **Spreadsheet programs** offer the ability to extract and record information from the census in a computerized format.
- **Genealogy database programs** can be the best option as they allow the creation of documents for different types of records, yet keep it all together.
 - Check out Ancestor Detective's **Clooz**™!
- **Notebook programs** offer methods of recording your research in easy to search files in which you can copy and paste things from the web and keep track of questions or hypothesis.

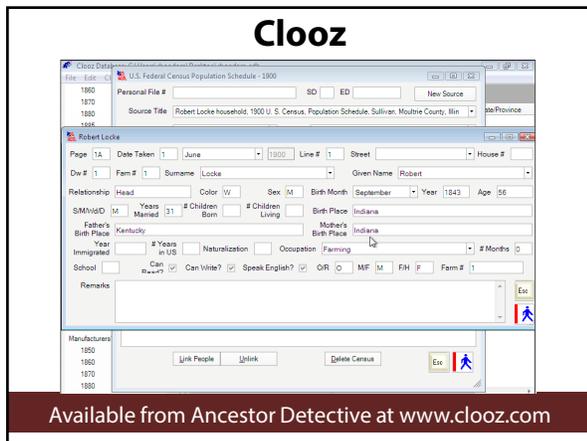
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Census Spreadsheets



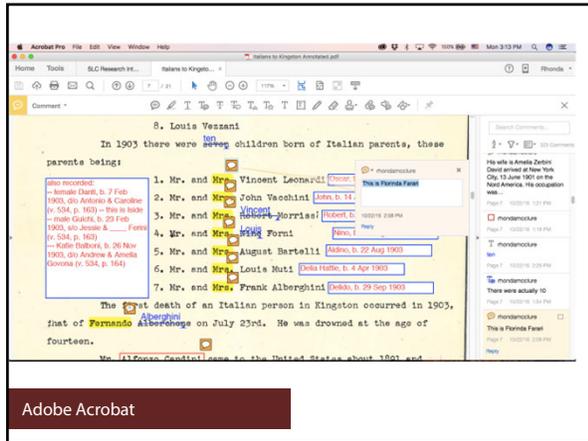
5

Clooz



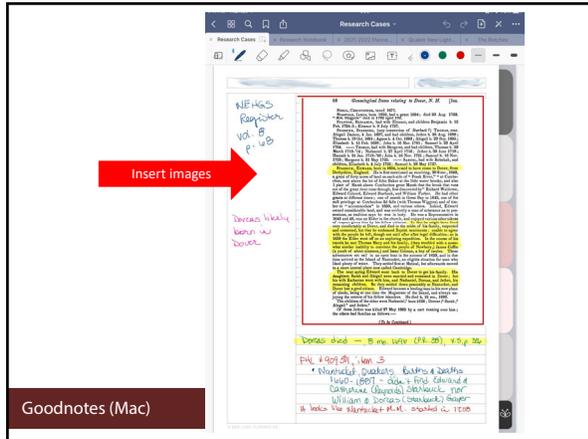
Available from Ancestor Detective at www.clooz.com

6



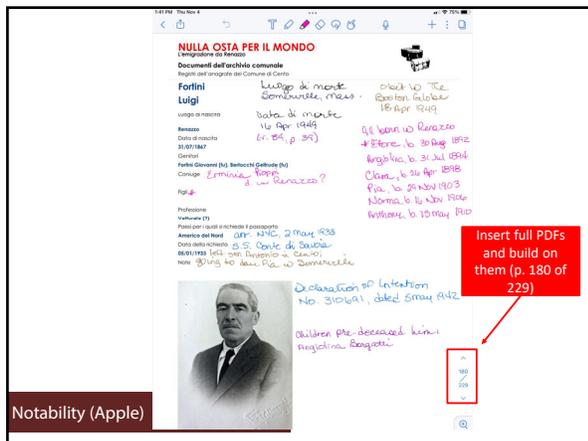
Adobe Acrobat

10



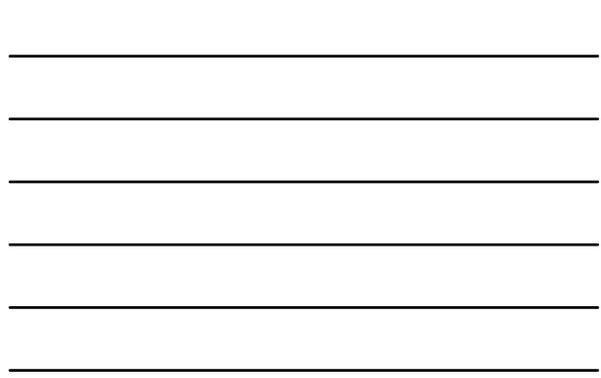
Goodnotes (Mac)

11



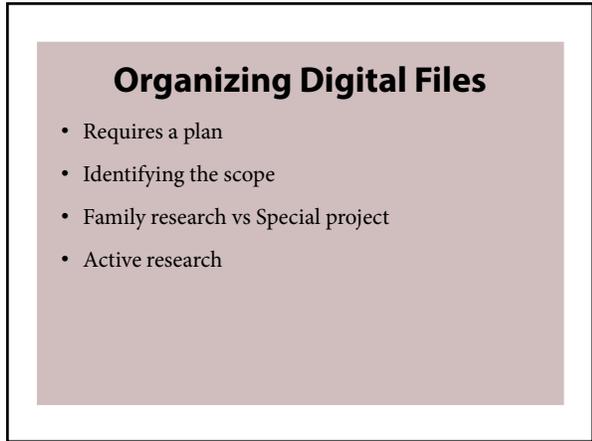
Notability (Apple)

12





13



14



15

Scope

- Determine the primary focus of the images:
 - Family documents
 - Historical subject
 - Special project
- If family related, treat images like you would paper copies.
- Special projects may be done differently.

16

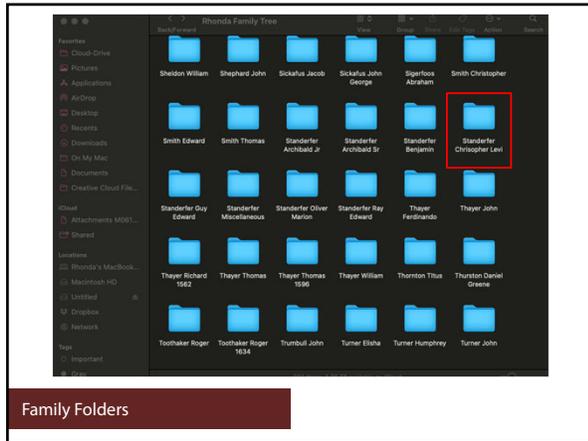
Family Research

17

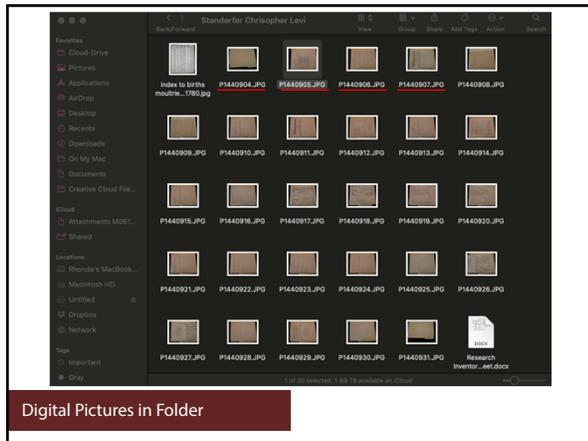
Paper Files and Computer Files

- Consider adopting the same system you use with your paper files and create similar folders on the computer.
- Digitized everything in paper files
- BACK UP digital files (preferably in more than one place)

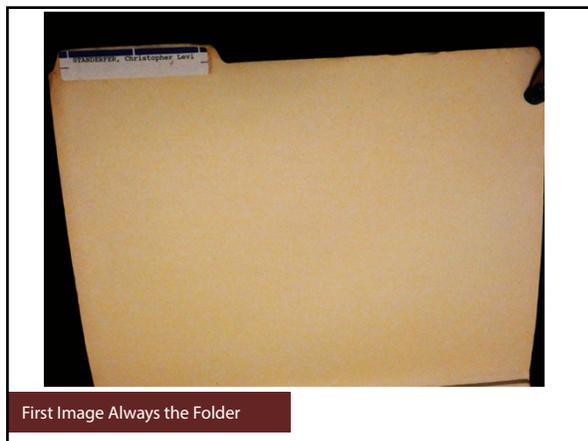
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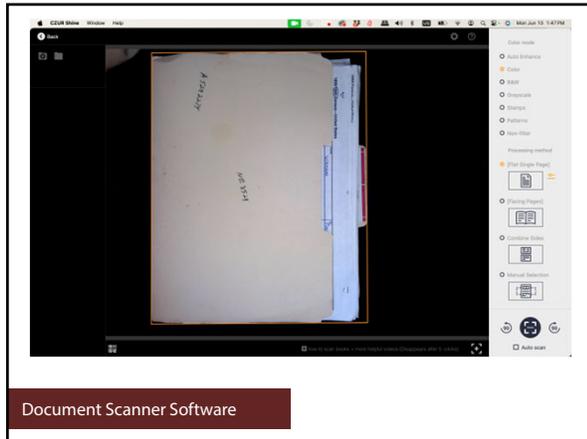
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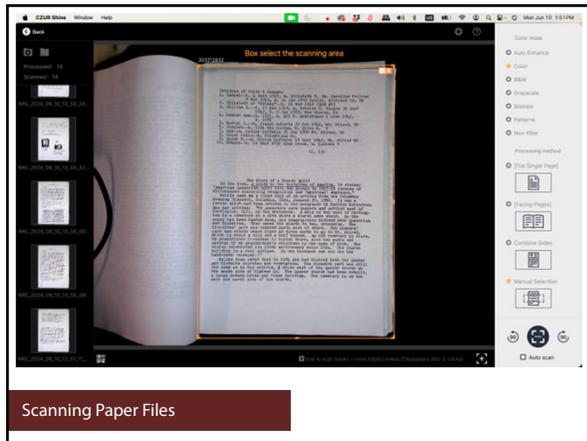
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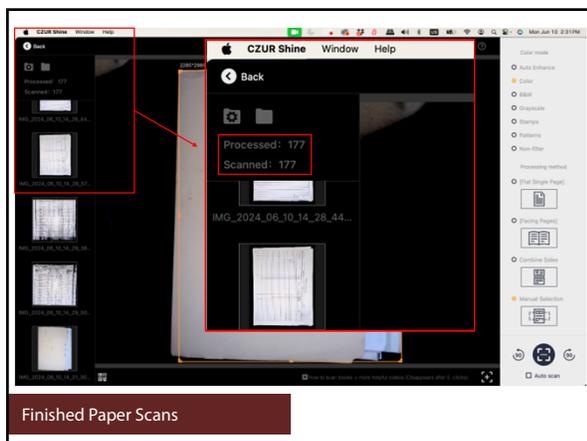
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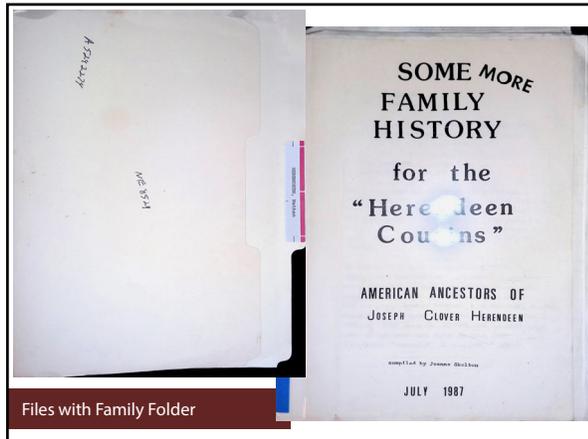
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35

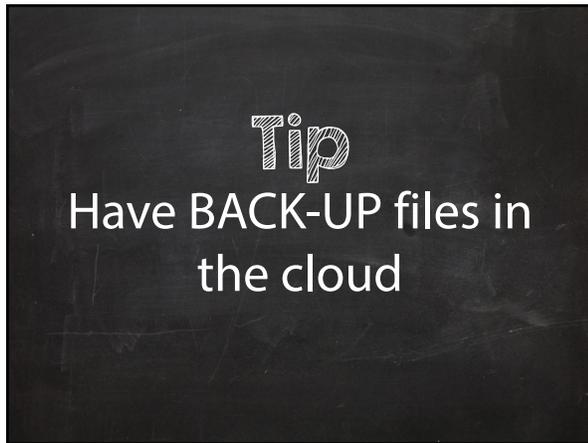


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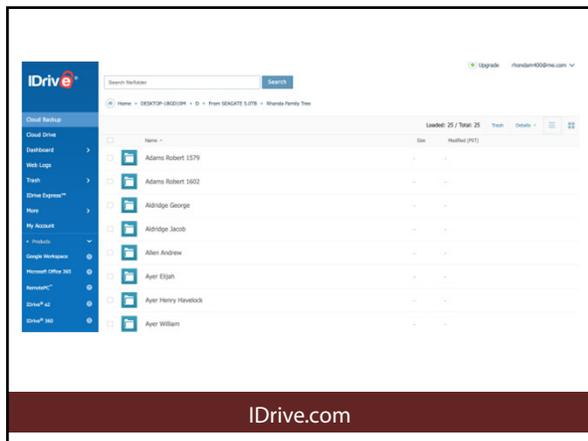


Files with Family Folder

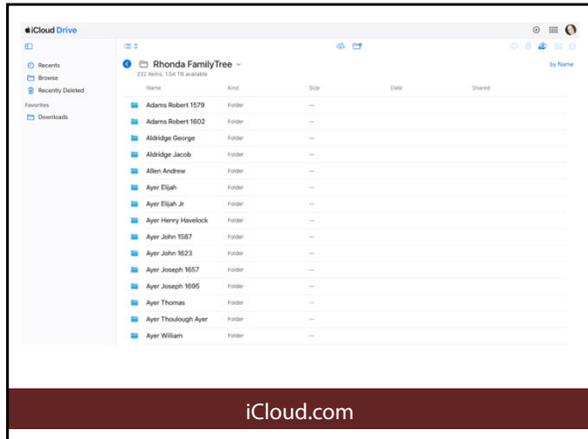
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41



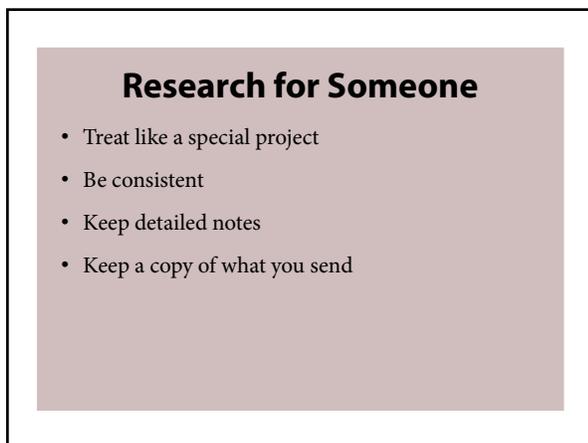
42



43



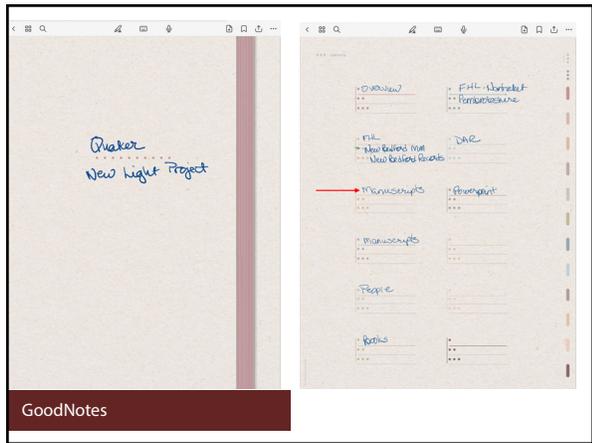
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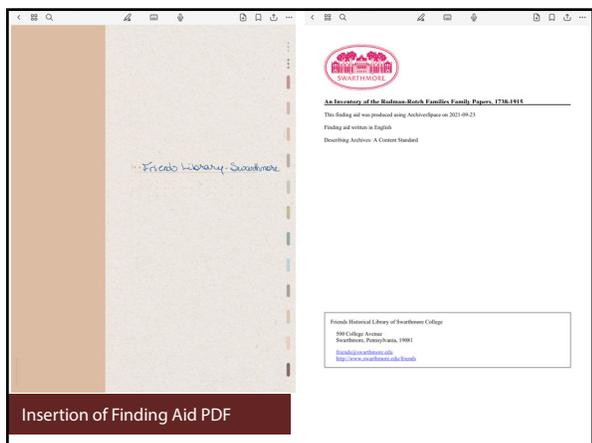
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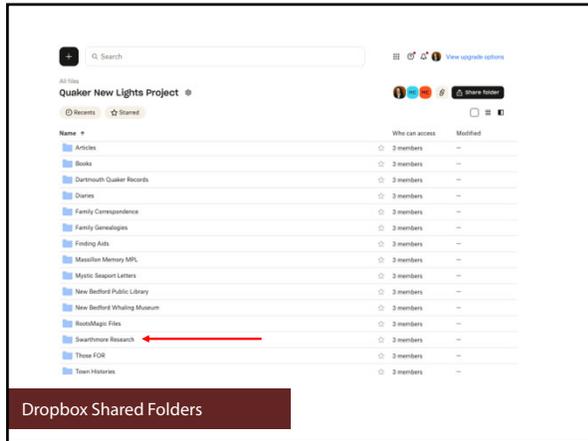
55



56

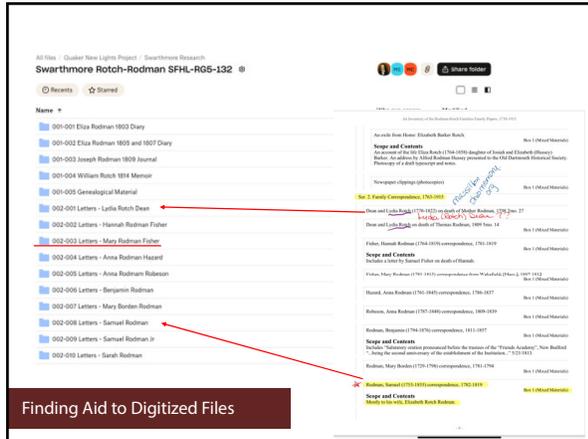


57



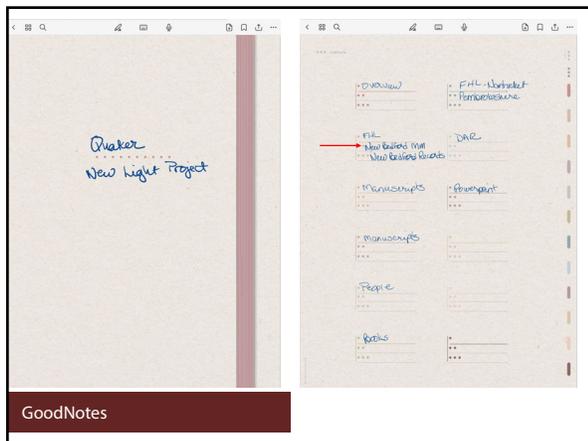
Dropbox Shared Folders

58



Finding Aid to Digitized Files

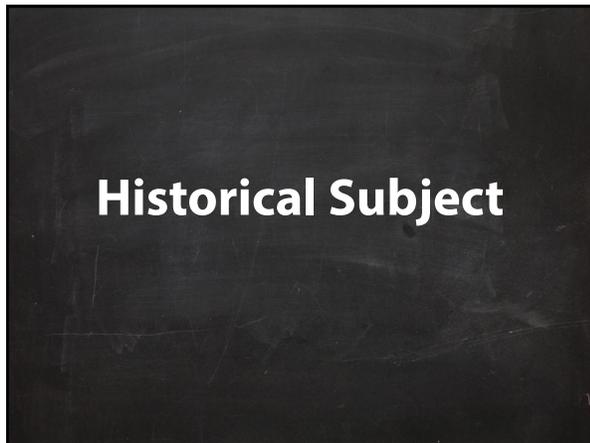
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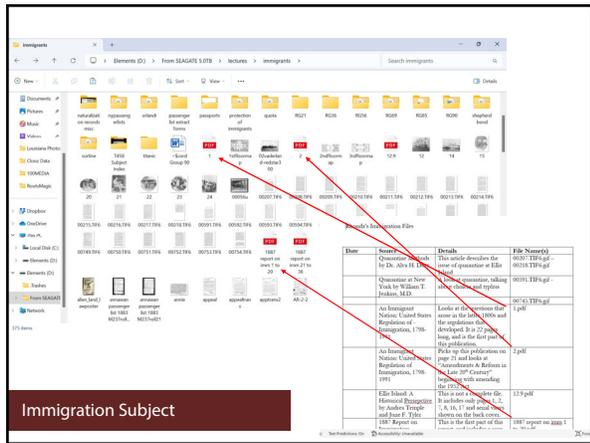
GoodNotes

60

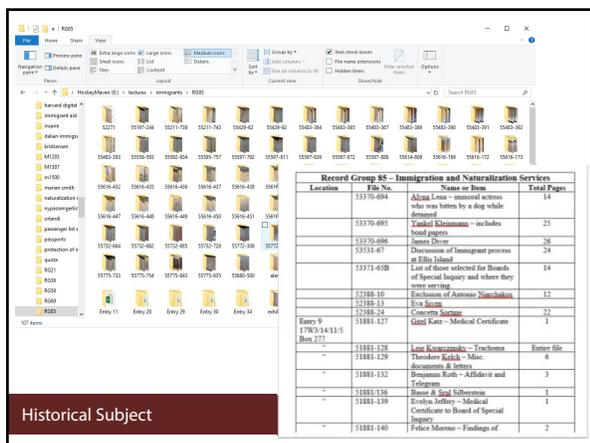




64



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67

Active Research

- Researching online from home
- Research trip to FamilySearch Library
- Research trip to archive/repository

68

Online Research from Home

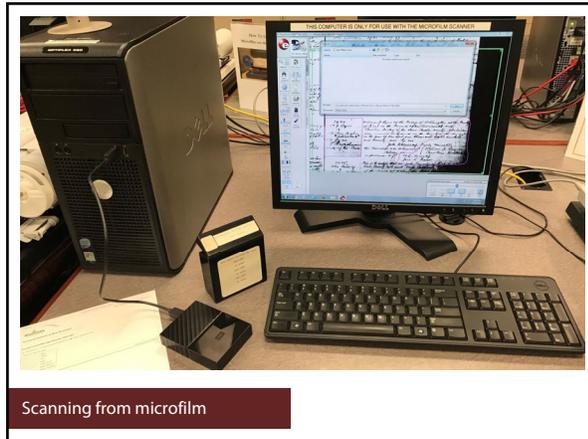
- After downloading image:
 - Rename immediately
 - Move to appropriate folder on computer
 - Make note in research log or folder inventory
- Don't download lots of images and then go back to rename
- Rely on info of online site for source citation

69

Keep in mind

- What you are digitizing
- Scanners save to computers attached
- Files need to be moved to thumb drives
- Name files so you know what it is

73



74

Archives/Repositories

- What are the digital options?
 - Digital camera allowed?
 - Scanner on site?
 - Document scanner allowed?
- How long is the trip?
- What are you taking?

75

Archives/Repositories

- Have goals and a research plan
- Name files so you can identify them when you return home.

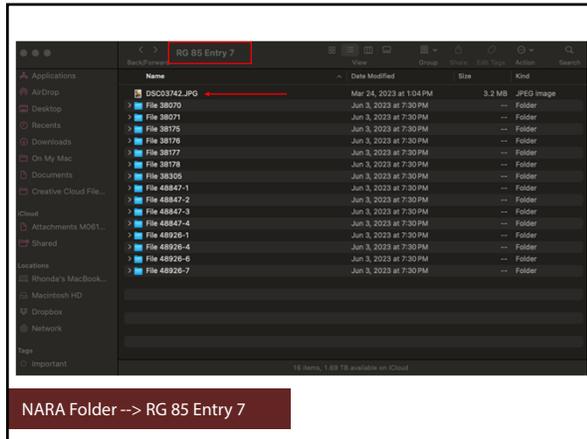
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Identifying Repositories

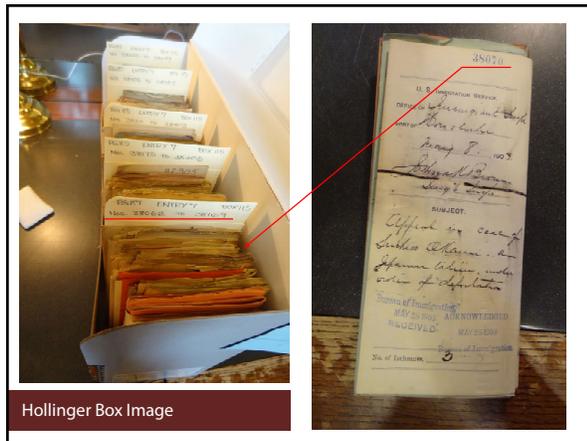
77

NARA 20230324 Folder

78



79



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Repositories

- May require you to print items from computer or microfilm
- Consider photographing printouts back at hotel room
- Have a research log of copies (for file naming later)

81

Keep in mind

- Different projects may need different digital structure
- Keep research logs and folder inventories
- Digitize your paper files as your work on your families
- Move thumb drive files to computer nightly when traveling (so they can get backed up)

82

QUESTIONS?

Hire Research Services
research@nehgs.org

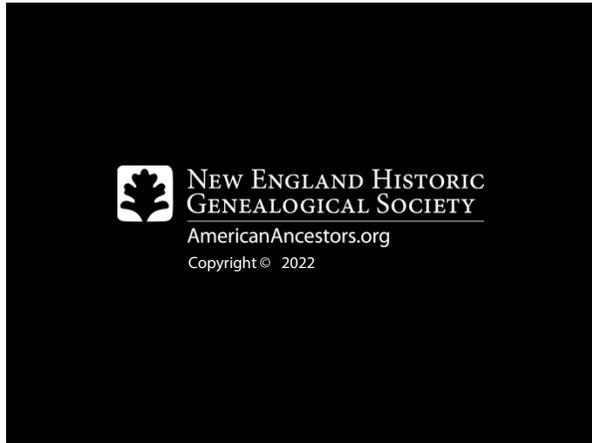
Chat with a Genealogist
AmericanAncestors.org/chat

83

THANK YOU!

AmericanAncestors.org

84



85