

# Using Technology in Family History Research

*Organizing Your Digital Files*

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THE BRUE FAMILY LEARNING CENTER



American Ancestors<sup>®</sup>  
by NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY

**Did you say  
organize?!?!**

# Research Logs

- Date of research
- Repository
- Call number
- Description of source
- Comments or results
- Document number
- Misc. fields



NEW ENGLAND HISTORIC  
GENEALOGICAL SOCIETY

## Research Log

Repository: Family History Library - SLC

Date: 20 MARCH 2010

Source Information (title, author, publisher, publication date, etc.)	Call Number (film number, URL, etc.)	Objective	Results
Johnson Co., Nebraska Marriage records Box 1, fol. 1-6 1858-1883	FHL 1941201	Find information on Benjamin STANDERFER family	found marriage of Benjamin STANDEFORD to Mary HOLCOMB, 14 Feb 1872, Vesta, Johnson Co., Neb.
1870 Federal Census Wapello Co., Iowa	FHL 545921	" "	Extracted family of Isaiah STANDERFER found on p. 55 in Center Twp.
Births and deaths of Stevens Co., Washington 1890-1907	FHL 979.723 V2b	" "	Searched for entry of Benjamin STANDERFER, but did not find
"Tombstone Inscriptions, Stevens County, Washington" by Carrie Lartigue (Spokane, WA: n.p., 1976)	FHL 979.723 V3L	" "	Found entry for Benjamin STANDERFER, p. 88. Copied all pages for Addy Cem. where he is buried.

← → ↻ [www.americanancestors.org/downloads/](http://www.americanancestors.org/downloads/) ☆ ☰

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# Download

[Family Charts](#) | [Research Templates](#) | [Writing & Publishing](#) |



Family historians rely on a number of organizational tools, including commonly used forms to record their research efforts and findings. Even though most genealogical software programs will export your findings into such formats, it is important to understand how each works and how they can be organized to best support future research. The following templates will help you organize your research, save you time, and present your information in a consistent and accurate way.

## Family Charts

### Five Generation Family Chart

A multi-generational chart provides a road map of your ancestors and includes basic information about each couple: full name and date and place of birth, death, and marriage. Each person on the chart receives a number. The subject of the chart is number 1; the subject's father is 2, the mother is 3; the father's father is 4, the father's mother is 5; etc. Each chart is assigned a number and cross-referenced to connect charts and generations. Thus, every ancestor receives a unique number that can be used as shorthand or for filing. E.g., 3:6 refers to chart number 3, person number 6. [Download our five generation chart.](#)

## Research Templates

### Family Group Sheet

A family group sheet provides a snapshot of each nuclear family and records pertinent information about each family member. This information may include:

- For father and mother: given and last name(s); birth, death, and marriage date and place; parents' names; other marriages
- For children: sex, given and last name(s); birth, death, and marriage date and place; spouse's name

[Download our family group sheet.](#)

### Research Log

Research logs are an excellent way to keep track of the research you have already accomplished. They contain a list of every source you consulted—and whether your search was successful or not. Handwritten or typed, these logs help prevent duplicate searches and lookups. [Download our research log.](#)

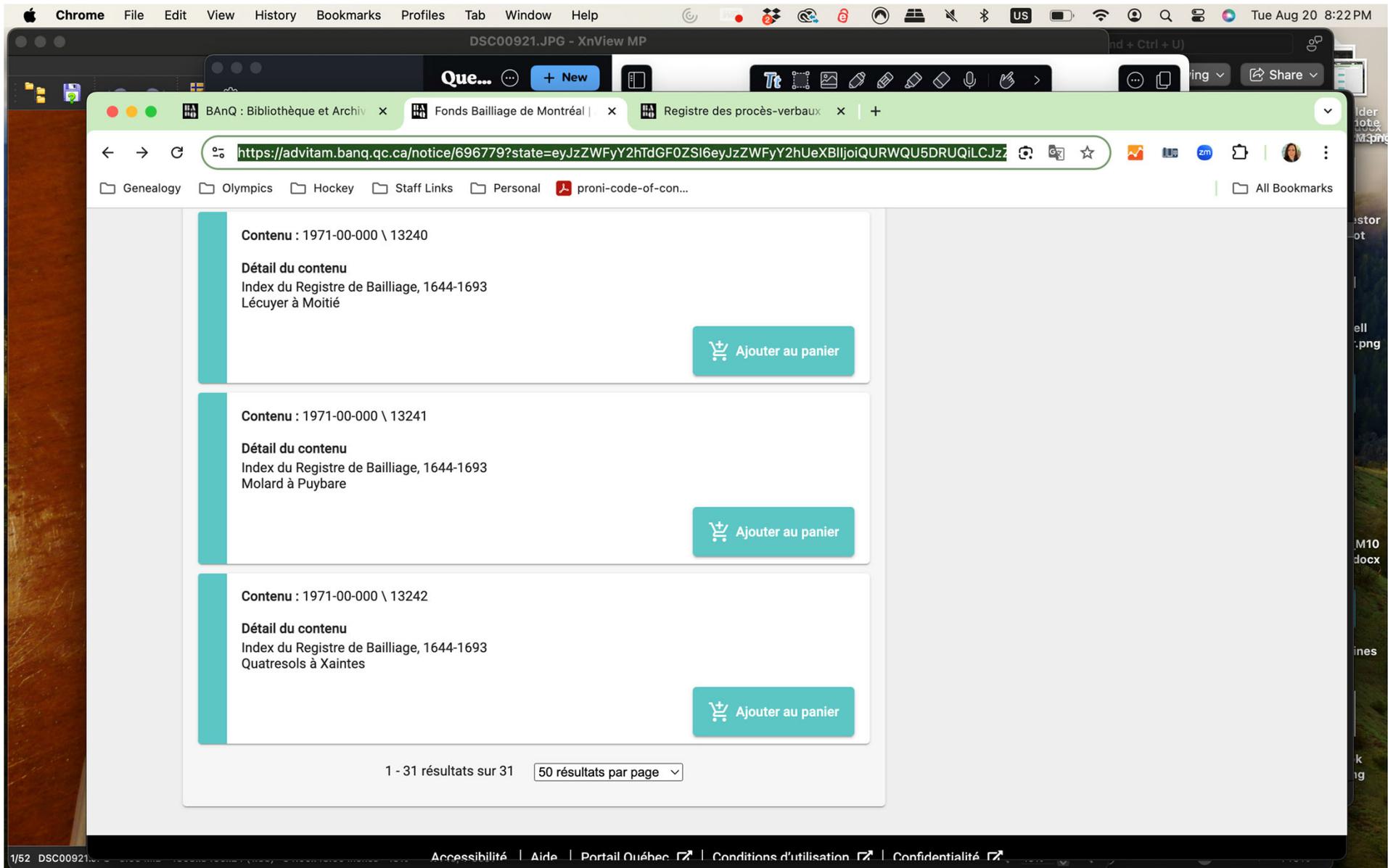
## Writing & Publishing

# AmericanAncestors.org/downloads

# Research Log

Ancestor's name	
Standerfer, Drew, Farmer	
Objectives	Locality
Locate records on these families	IL, IA, NE, WA

Date of Search	Location/ Call number	Description of source (Author, title, year, pages)	Comments (Purpose of search, results, etc)	Copies Made
20 Mar 2000	FHL 1941201	Johnson County, Nebraska Marriage Records Box 1, fol. 1-6 1858-1883	Located the marriage of Benjamin Standeford to Mary Holcomb, 14 Feb 1872 in Vesta, Johnson, Nebraska	2 copies
20 Mar 2000	FHL 545921	1870 Federal Census Wapello County, Iowa	Extracted the family of Isaih STANDERFER found on p. 55 in Center Twp.	
20 Mar 2000	FHL 979.723 V2b	Births and Deaths of Stevens County, Washington 1890-1907	Searched for entry of Benjamin Standerfer who died in 1904 in Addy, Stevens Co., WA but did not find an entry	
20 Mar 2000	FHL 979.723 V2b	<i>Tombstone Inscriptions, Stevens County, Washington</i> by Carrie Lartique and Belva Pederson (Spokane, WA: n.p., 1976)	Located entry for Benjamin Standerfer on p. 88. Copied all pages for Addy Cemetery where he is buried. Also copied p. 43, listing of Highland & Calvary Cemetery with Standerfer entries	6 copies



## Catalog Screen Shot

The screenshot shows a web browser window with several tabs. The active tab is 'Fonds Bailliage de Montréal'. The URL is <https://advitam.banq.qc.ca/notice/696779?state=eyJzZWZlY2htdGF0ZSI6eyJzZWZlY2htUeXBlljoiQRWQU5>. The page displays search results for 'Index du Registre de Bailliage, 1644-1693'. Three results are visible, each with an 'Ajouter au panier' button. The second result is highlighted with a red box. To the right, a 'Results:' section shows a zoomed-in view of the third result, with handwritten notes in blue and green ink. A red arrow points from the red box to this zoomed-in view.

Contenu : 1971-00-000 \ 13240  
Détail du contenu  
Index du Registre de Bailliage, 1644-1693  
Lécuyer à Moitié  
Ajouter au panier

Contenu : 1971-00-000 \ 11695  
Détail du contenu  
Ordonnances en pièces détachées - 1684-1693  
Ajouter au panier

Results:

Contenu : 1971-00-000 \ 13241  
Détail du contenu  
Index du Registre de Bailliage, 1644-1693  
Molard à Puybare  
Ajouter au panier

Contenu : 1971-00-000 \ 13242  
Détail du contenu  
Index du Registre de Bailliage, 1644-1693  
Quatresols à Xaintes  
Ajouter au panier

1 - 31 résultats sur 31 50 résultats par page

Contenu : 1971-00-000 \ 13238  
Détail du contenu  
Index du Registre de Bailliage, 1644-1693  
Danis à Girard  
Ajouter au panier

Results:

*requested*

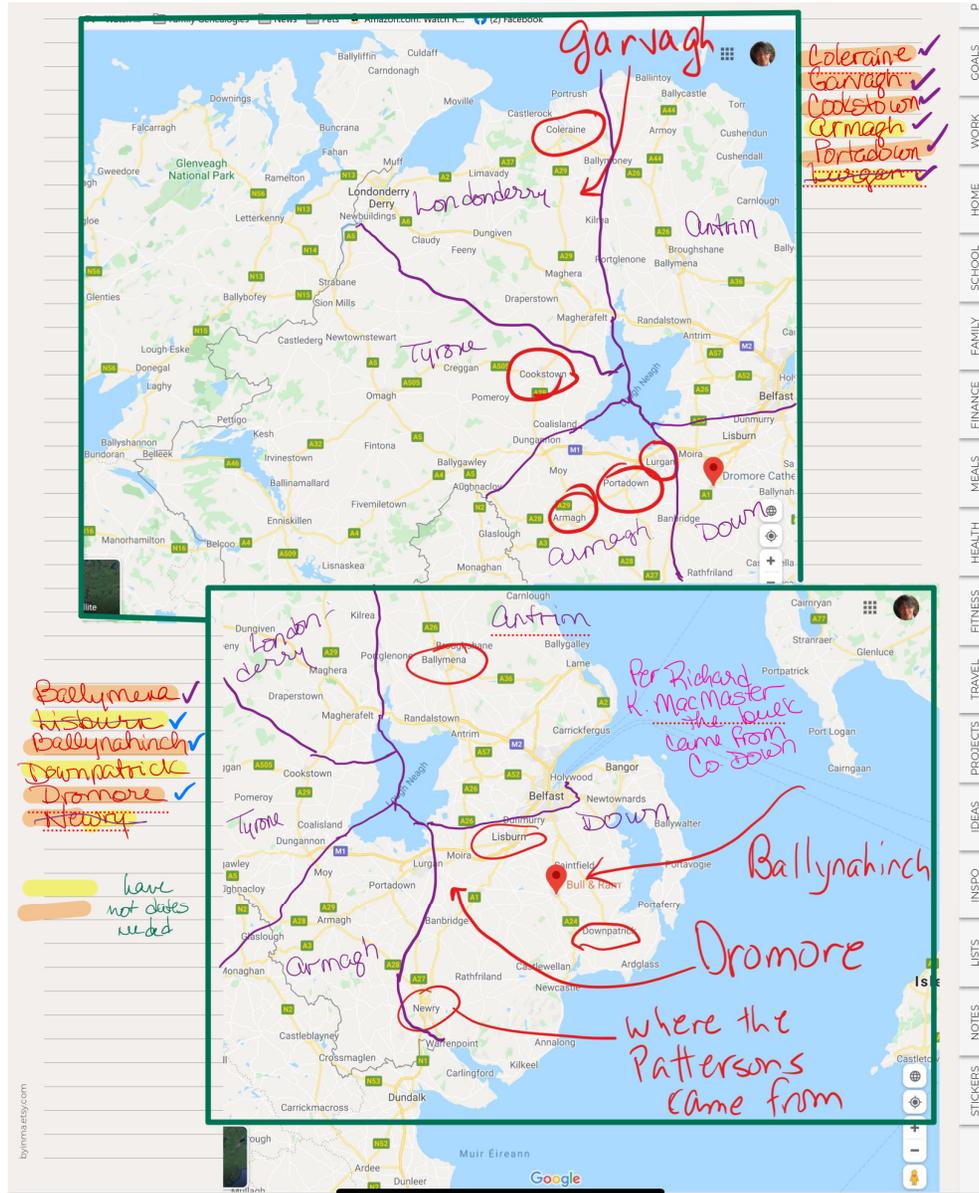
*appears to be an index to just the Bailliage books*

*& Girardeau à Lecours 1971-00-000/13239 nothing for John*

## Research Log – Specific Place

Results:  
Photographed all cards for André & Pierre  
- the cards give me the full dates of the events in the Bailliage books to 1693 - should make it easier to find them in the online volume for the earlier records

Contenu : 1971-00-000 \ 13242 *requested*



Comparing places on the map to church record availability at the Public Record Office of Northern Ireland

## Research Planning

**Cernagh - 1st Presbyterian**  
 Baptisms, 1707-28, 1796-1803 } PRONI MIC 1P/11 *copied*  
 Marriages, 1707-28, 1796-1823 } MIC 36/47-50 p. 75  
 Index to Baptisms, 1707-1803 }  
 Index to Marriages, 1707-1809 }

**Downpatrick - NSP**  
 Memoranda and account books } PRONI T1268 *6 volumes not enough time*  
 c. 1740 - c. 1850 }

**Ballymahinch**  
 1st Ballymahinch Presbyterian } PRONI CR3/69 *not enough time*  
 c. 1696-1832 }

**Newry**  
 Campbell Family of Newry, Co. Down } PRONI D2453/19 *ordered photographed uploaded*  
 Ms. Notes Relating to the  
 Campbell Family, Newry, Co. Down }

**Lurgan**  
 Morris, Coates, and Campbell } PRONI D3156 *Too late re. Campbell family*  
 Family Papers }

**Kilburn - 1st Presbyterian**  
 Baptisms, 1692-1732, 1736-44... } PRONI MIC 1P/159 *not enough time*

MIC 1P/4/1 - Cernagh 1st Presbyterian  
 Marriages, 1707-1729 - p. 3, 7 *copied all pages*  
 Baptisms, 1707-1729 - p. 8, 10, 21, 25, 54, 77, 84

D2453/19 - Campbell Family of Newry *uploaded*  
 DSCO3282.jpg - DSCO3288.jpg

MIC 1P/4/1 *uploaded*  
 DSCO3371 - Title page - marriages  
 DSCO3372 - Marriages, p. 3 - John Coleman & Maryory Campbell 1710  
 DSCO3373 - Marriages, p. 7 - Robert Campbell & Elizabeth Feemster 1719  
 DSCO3374 - Title page - baptisms  
 DSCO3375 - Baptisms, p. 8 - Mary dau. of James Campbell 1708  
 DSCO3376 - Baptisms, p. 10 - Robert son of James Campbell 1711  
 DSCO3377 - Baptisms, p. 21 - Agnes dau. of John Campbell 1711  
 DSCO3378 - Baptisms, p. 25 - William son of John Campbell 1712  
 DSCO3379 - Baptisms, p. 54 - Margaret dau. of John Campbell 1719  
 DSCO3380 - Baptisms, p. 77 - Elizabeth dau. of James Campbell 1725  
 DSCO3381 - Baptisms, p. 84 - Mary dau. of James Campbell 1727

# Research Tracking

# Software Assistance

# 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 the different types of records, but yet keep it all together.
  - Clooz™
- *note taking apps* offer methods of recording your research in easy to search files that in which you can copy and paste things from the web and keep track of questions or hypothesis.

# Census Spreadsheets

Microsoft Excel - bradpitt.xls

File Edit View Insert Format Tools Data Window Help Acrobat eSend

Type a question for help

Copernic Agent in The Web Search

A162

1920 Census - Soundex														
Researcher's Name: Date: 11 Feb 2002														
Microfilm Roll number:														
Soundex Code			Place of Residence				Members of Household				Reference to 1920 population schedule			
1= b, p, f, v			State Subdistrict County				Name Relationship to head Age Place of birth Citizenship				Vol # E.D. # Sheet Line			
2= c, s, k, g, i, q, x, z														
3= d, t														
4= l														
5= m, n														
6= r														
132	D620	AR		Benton	Doris, Tom			45	Arkansas		3	23	11	10
133					Doris, Mda	wife		40	Arkansas					
134					Doris, Bison	daughter		11	Arkansas					
135					Doris, Hazel	daughter		6	Arkansas					
136	D620	AR	Yale	Johnson	Doris, W.J.			65	Arkansas		31	59	5	78
137	D620	AR		Poinsett	Dorris, William			37	Oklahoma		46	209	15	36
138					Dorris, Pearl	wife		30	Arkansas					
139					Dorris, Willie H.	son		12	Arkansas					
140					Dorris, Junie	daughter		11	Arkansas					
141					Dorris, Nellie	daughter		7	Arkansas					
142					Dorris, Charles	son		3	Arkansas					
143	D620	AR	Monticello	Drew	Dorris, William			57	Tennessee		18	59	4	74
144					Dorris, Rose	wife		51	Michigan					
145					Dorris, Henry	son		20	Arkansas					
146					Dorris, Catherine	daughter		18	Arkansas					
147					Dorris, Bruce William	son		14	Arkansas					
148					Dorris, Wallace Frank	son		14	Arkansas					
149					Dorris, Thelma	grand-dau		9	Tennessee					
150					Dorris, A. Clinton	grand-son		5	Texas					
151	D620	AR		Washington	Dorris, William			52	Tennessee		63	132	10	16
152					Dorris, Nancy	sister		62	Tennessee					
153	D620	AR		Ouachita	Dorris, William E.			44	Arkansas		45	143	6	17
154					Dorris, Nannie S.	wife		42	Arkansas					
155					Dorris, Bessie	daughter		21	Arkansas					
156					Dorris, Riley D.	son		18	Arkansas					
157					Dorris, Ellie	daughter		14	Arkansas					
158					Dorris, Herbert	son		11	Arkansas					
159					Dorris, Eula May	daughter		8	Arkansas					
160					Parnell, Sam	bro-in-law		31	Arkansas					
161					Furlow, Lee O.	lodger		18	Arkansas					
162														
163														
164														
Notes: Alice Dorris is enumerated with her cousin Ebbie Laughlin; Ann T. Dorris is enumerated as the mother-in-law of Jas. F. McDougal; Catharine Dorris is enumerated as a boarder in the household of Ray Maxwell; Claude Dorris is enumerated as the son-in-law of John Pickren; Clinton A. Dorris enumerated as the grandson of William Dorris; Edith Dorris is enumerated as the grand daughter of Mary Shepherd; Ethel Dorris enumerated with as sister of Frank Hill; Euva Dorris enumerated as sister-in-law of Thomas A. Dorris; Jessie Dorris enumerated as daughter of														

Ready

Database: Quint-Mason-Millen\_NH.clz - Clooz by Ancestral Systems LLC Information Record Editor --- Tax Record (Tabular) / Document ID: 5

Personal File ID:  Year:

Area of Coverage of taxing authority:

Country:  State/Province:  County:

Parish:  Township:  City:

Date Accessed:  User Rating: ☆☆☆☆ - +

Document Description:

	Page	Line	Surname	Given Name	Property Description	Lot No.	Block No.	Size of Lot
Alexander Millen [3]	512	5	Millin	Alexander	Littleton			
David Millen [6]	512	7	Millin	David	Littleton			
▶ Ananias Millen [4]	512	8	Millin	Annanias	Littleton			
* Samuel Millen [2]	515	5	Millen	Samuel				

Events Source **Family Subject** Tasks Media

Surname  Given Name

Prefix  Suffix

Nickname  Alias

Married Names

Sex  Living?

Alternate IDs

User Field 1

User Field 2

Birth Date  Location

Marriage Date(s)  Location

Death Date

Report  Export to

Subject Type:

Copy selected subject's details

v4.4.0.2 - C:\Users\Rhonda McClure\Documents\Clooz Data\Quint-... Primary External File: None designated Editing: Information Record

# Littleton Taxes - Clooz

**1810 Tax Record (Tabular); Littleton, Grafton, New Hampshire, United States (4 subjects)**

5	1810	United States	New Hampshire	Grafton	Littleton
<i>Clooz ID</i>	<i>Document Year</i>	<i>Country</i>	<i>State / Province/ Region</i>	<i>County / Parish / Department</i>	<i>Township</i>

*Description:* Located in the Town Records book

*Source:* Littleton Town Clerk. Town Records of Littletown, New Hampshire.

**Alexander Millen [3]**

512	5	Millin	Alexander
<i>Page</i>	<i>Line</i>	<i>Surname</i>	<i>Given Name</i>

*Description:* Littleton

1810	2.86	2.53	2.02	1.69	.15
<i>Event Date</i>	<i>Real Property</i>	<i>General Highway Tax</i>	<i>Other Tax</i>	<i>Other Tax</i>	<i>Other Tax</i>

*Remarks:* Town, School, County

**David Millen [6]**

512	7	Millin	David
<i>Page</i>	<i>Line</i>	<i>Surname</i>	<i>Given Name</i>

*Description:* Littleton

1810	2.95	2.56	2.08	1.74	.15
<i>Event Date</i>	<i>Real Property</i>	<i>General Highway Tax</i>	<i>Other Tax</i>	<i>Other Tax</i>	<i>Other Tax</i>

*Remarks:* Town, School, County

**1810 Tax Report from Clooz**

**Ananias Millen [4]**

512	8	Millin	Annanias
<i>Page</i>	<i>Line</i>	<i>Surname</i>	<i>Given Name</i>

Description: Littleton

1810	4.93	4.35	3.41	2.91	.26
<i>Event Date</i>	<i>Real Property</i>	<i>General Highway Tax</i>	<i>Other Tax</i>	<i>Other Tax</i>	<i>Other Tax</i>

Remarks: Town, School, County



**Samuel Millen [2]**

515	5	Millen	Samuel	1810	1.55	1.36	1.09	0.92	.08
<i>Page</i>	<i>Line</i>	<i>Surname</i>	<i>Given Name</i>	<i>Event Date</i>	<i>Real Property</i>	<i>General Highway Tax</i>	<i>Other Tax</i>	<i>Other Tax</i>	<i>Other Tax</i>

Remarks: Town, School, County  
 Samuel identified as non resident  
 "Samuel ^Hutchins or^ Millen



Created on: 11 Sep 2024

Page 2 of 2

# 1810 Tax Report from Clooz

# Note Taking Apps

- Note taking apps are another general type of software that can be effective in genealogical research:
  - Microsoft OneNote
  - Adobe Acrobat
  - Goodnotes (Apple only)
  - Notability (Apple only)

The screenshot shows the Microsoft OneNote for Mac interface. The title bar reads "Records to Search on Candini Family". The ribbon includes "Home", "Insert", "Draw", and "View". The "Insert" ribbon is active, showing options for Table, Picture, PDF Printout, File Attachment, Link, Equation, Date, and Date Time. A search bar at the top right says "Search All Notebooks". The notebook page contains the following text:

Family of Alfonso Santoli Vincenzo Leonard Candini and his wife Liberata Maria Garuti:

1. Clorinda Candini, b. 8 June 1883, San Pietro in Casale, Bologna, Italy
2. Giorgio Ludovico Maria Candini, b. 11 Apr 1886, San Pietro in Casale, Bologna, Italy
3. Valentino Candini, b. 3 Aug 1888, Decima, San Giovanni in Perseceto, Bologna, Italy

These records can be found digitized on FamilySearch.org

FamilySearch, Giorgio, nati, |

An image of a birth record is inserted, titled "ATTI DI NASCITA". The document is numbered "Numero 406" and mentions "Candini Giorgio". The text is handwritten in Italian. An "App Store" logo is overlaid on the bottom right of the image.

On the right side of the OneNote window, there is a sidebar with "Add Page", "Welcome to OneNote for Mac", and "Records to Search on Candini Family".

Microsoft OneNote

Time of John Pulling - OneNote

File Home Insert Draw History Review View Help

Sticky Notes Share

Search Notebooks

Rhonda @ New Engl... Add Page

Time of John Pulling

Year	Life Event (source citation reference)	Comments and Questions
1738	18 Feb: Capt. John Pulling, Jr., born to John Pulling and Martha Mountjoy.	
1767	5 Nov: "John Pulling <del>Scoonr</del> King Fisher from <del>Louisbourgh</del> ." (A Volume of Records Relating to the Early History of Boston, vol. 29 (Boston: Municipal Printing Office, 1900), p. 299).	This appears to be a port arrival.
1768	14 Jan: Married Annis Lee at Manchester	
1770	12 March: "Mr. John Pulling" listed as a Clerk of the Market (Seybolt, Robert Francis, <del>Town</del> Officials of Colonial Boston (Cambridge: Harvard University Press, 1939) p. 335.)	It is unclear if this is John Jr. or his father.
1772	Nov 14: Intention to marry filed for Mr. John Pulling of Boston and Mrs. Sarah <del>McBean</del> of Hingham. (Hingham Town Records, Marriage Intentions, 1772)	
1773	3 Jan: Married Sarah ( <del>Thaxter</del> ) <del>McBean</del> in Hingham (Hingham Town Records, Marriages, 1773)	
1773	24 March: Capt. John Pulling listed as a Warden (Town Officials of Colonial Boston, p. 352)	
1774	14 March: Capt. John Pulling listed as a Fireward (Town Officials of Colonial Boston, p. 355.)	
1775	13 March: Capt. John Pulling listed as a Fireward (Town Officials of Colonial Boston, p. 361)	
1780	John Pulling listed in Ward 5 having paid 1 (Polls) 40 (Rents) in the Assessor's "Taking Books" (Assessors "Taking Books" of the Twelve Wards of the Town of Boston, 1780, p. 20) also there is a John Pulling, Jr., assessed 0 (Polls) and 060 (Rents) in Ward 10 (p. 41)	
1783	3 Sept: John Pulling is listed as having been voted as an assessor. (Boston Town Records, vol. 31, p. 36.)	The date of this is unsure - it is listed as [355] which is likely page 355, but not sure what the date of the meeting was.
1784	10 March: John Pulling chosen as an Assessor for the coming year. (Boston Town Records, vol. 31, p. 8)	
1785	15 March: John Pulling chosen as an assessor for the "ensuing year." (Boston Town Records, vol. 31, p. 55)	

Verify

# Microsoft OneNote

8. Louis Vezzani

In 1903 there were <sup>ten</sup> ~~seven~~ children born of Italian parents, these parents being:

1. Mr. and Mrs. Vincent Leonardi <sup>Oscar, 1</sup>
2. Mr. and Mrs. John Vacchini <sup>John, b. 14</sup>
3. Mr. and Mrs. <sup>Vincent</sup> Robert Morrissi <sup>Robert, b.</sup>
4. Mr. and Mrs. <sup>Louis</sup> Nino Forni <sup>Nino, b.</sup>
5. Mr. and Mrs. August Bartelli <sup>Aldino, b. 22 Aug 1903</sup>
6. Mr. and Mrs. Louis Muti <sup>Delia Hattie, b. 4 Apr 1903</sup>
7. Mr. and Mrs. Frank Alberghini <sup>Delido, b. 29 Sep 1903</sup>

The first death of an Italian person in Kingston occurred in 1903, that of <sup>Alberghini</sup> Fernando Alberghini on July 23rd. He was drowned at the age of fourteen.

Mr. <sup>Alberghini</sup> Alfonso Gandini came to the United States about 1891 and

also recorded:  
-- female Danti, b. 7 Feb 1903, d/o Antonio & Caroline (v. 534, p. 163) -- this is Iside -- male Guichi, b. 23 Feb 1903, s/o Jessie & \_\_\_\_ Ferini (v. 534, p. 163) --- Katie Balboni, b. 26 Nov 1903, d/o Andrew & Amelia Govona (v. 534, p. 164)

Comment sidebar:

- rhondamcclure: This is Florinda Farari
- rhondamcclure: His wife is Amelia Zerbini David arrived at New York City, 13 June 1901 on the Nord America. His occupation was...
- rhondamcclure: There were actually 10
- rhondamcclure: This is Florinda Farari

Adobe Acrobat

The screenshot shows a Goodnotes Mac application window titled "Research Cases". The interface includes a top navigation bar with icons for back, home, search, bookmarks, and share. Below the navigation bar are several open tabs: "Research Cases", "Research Notebook", "2021-2022 Planne...", "Quaker New Light...", and "The Rotches". The main workspace contains a scanned document page from a genealogical register. The document is titled "68 Genealogical Items relating to Dover, N. H. [Jan." and contains several entries. A red box highlights a section of the document, and a red arrow points from the left margin to this section with the text "Insert images". Handwritten notes in blue ink on the left margin read "NEHGS Register vol. 8 p. 68". Handwritten notes in purple ink on the left margin read "Dorcas likely born in Dover". Handwritten notes in yellow ink at the bottom of the page read "Dorcas died - 8 mo. 1696 (P.R. 35), v. 5, p. 326". Handwritten notes in red ink at the bottom of the page read "File # 909 501, item 3". Handwritten notes in green ink at the bottom of the page read "Nantucket, Quakers Births & Deaths 1660-1887 - didn't find Edward & Catherine (Reynolds) Starbuck nor William & Dorcas (Starbuck) Gayer". Handwritten notes in red ink at the bottom of the page read "It looks like Nantucket M.M. started in 1708". The document text includes entries for SNELL, CHRISTOPHER, STAGPOLE, JAMES, STANTON, BENJAMIN, STARBUCK, EDWARD, and STARBUCK, EDWARD, born in 1604. The document ends with "(To be Continued.)".

Goodnotes (Mac)

1:41 PM Thu Nov 4

**NULLA OSTA PER IL MONDO**  
L'emigrazione da Renazzo

**Documenti dell'archivio comunale**  
Registri dell'anagrafe del Comune di Cento

**Fortini Luigi**

Luogo di nascita: **Renazzo**  
Data di nascita: **31/07/1867**  
Genitori: **Fortini Giovanni (fu), Bertocchi Geltrude (fu)**  
Coniuge: **Erminia Pioppi d. w Renazzo?**  
Figli: **4**  
Professione: **Vetturale (?)**  
Paesi per i quali si richiede il passaporto: **America del Nord**  
Data della richiesta: **05/01/1933**  
Note: **going to dau Pia w Somerville**

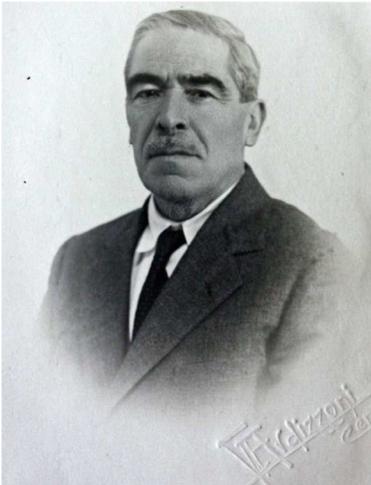
Luogo di morte: **Somerville, Mass.**  
Data di morte: **16 Apr 1949**  
Gr. 84, p. 39

Obit w The Boston Globe  
18 Apr 1949

All born w Renazzo  
Ettore, b. 30 Aug 1892  
Angiolina, b. 31 Jul 1894  
Clara, b. 26 Apr 1898  
Pia, b. 29 Nov 1903  
Norma, b. 16 Nov 1906  
Anthony, b. 15 May 1910

Declaration of Intention  
No. 310691, dated 5 May 1942

Children pre-deceased him:  
Angiolina Borgatti



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Insert full PDFs and build on them (p. 180 of 229)



Notability (Apple)

# Organizing Digital Files

# Organizing Digital Files

- Requires a plan
- Identifying the scope
- Family research vs Special Project
- Active Research

# Scope

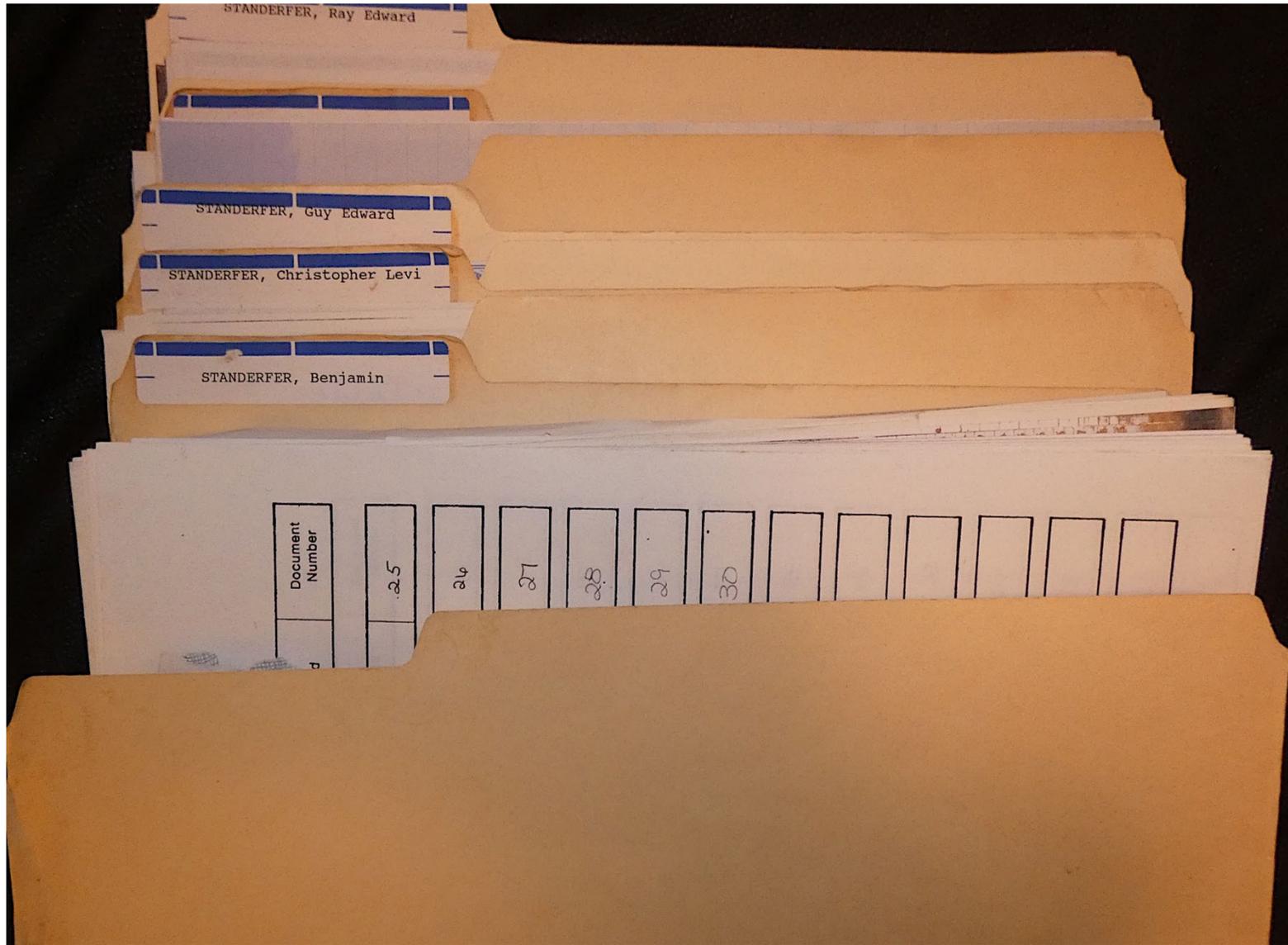
# Scope

- 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.

# Family Research

# 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)



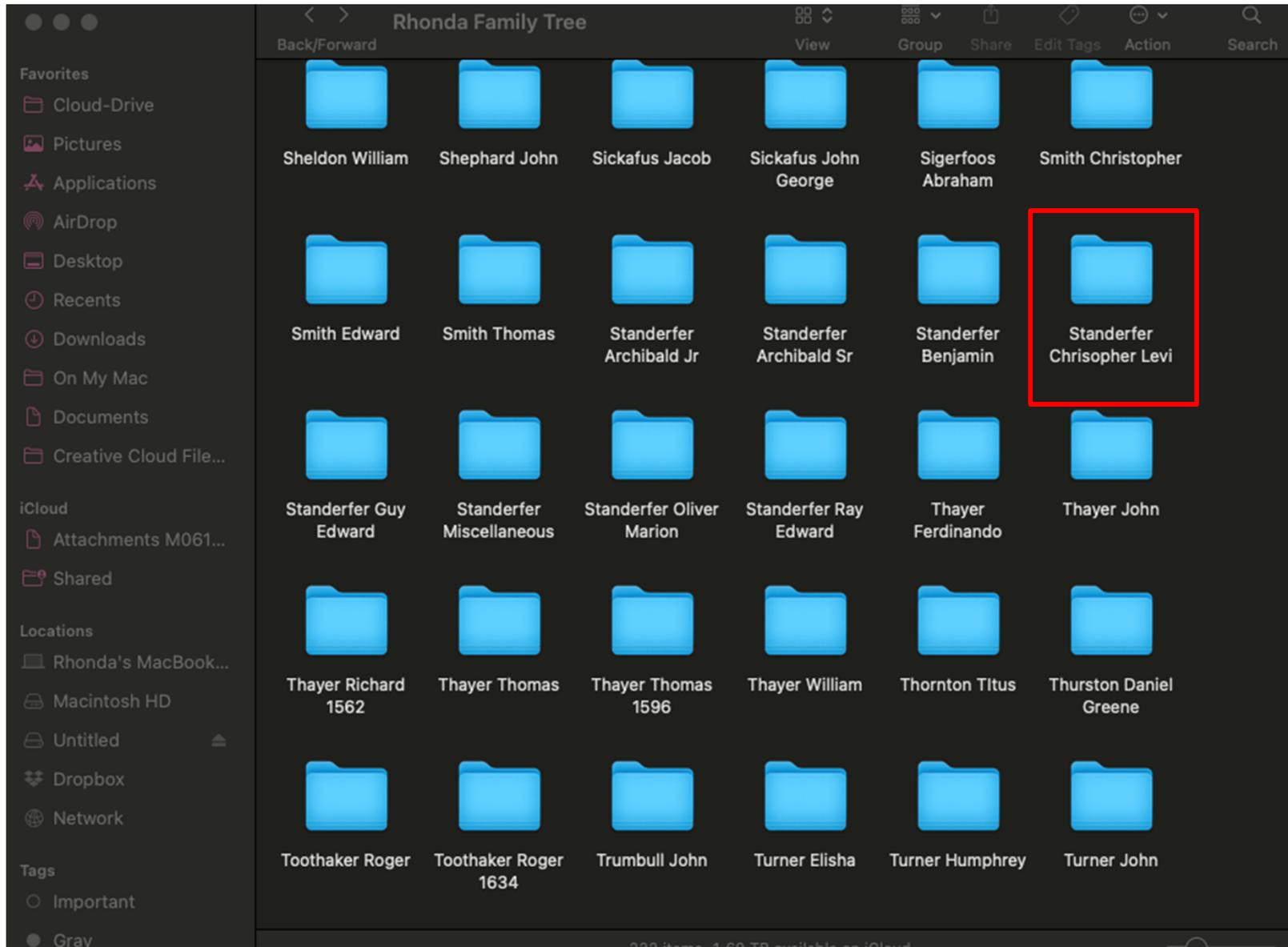
## Family Folders

## RESEARCH INVENTORY

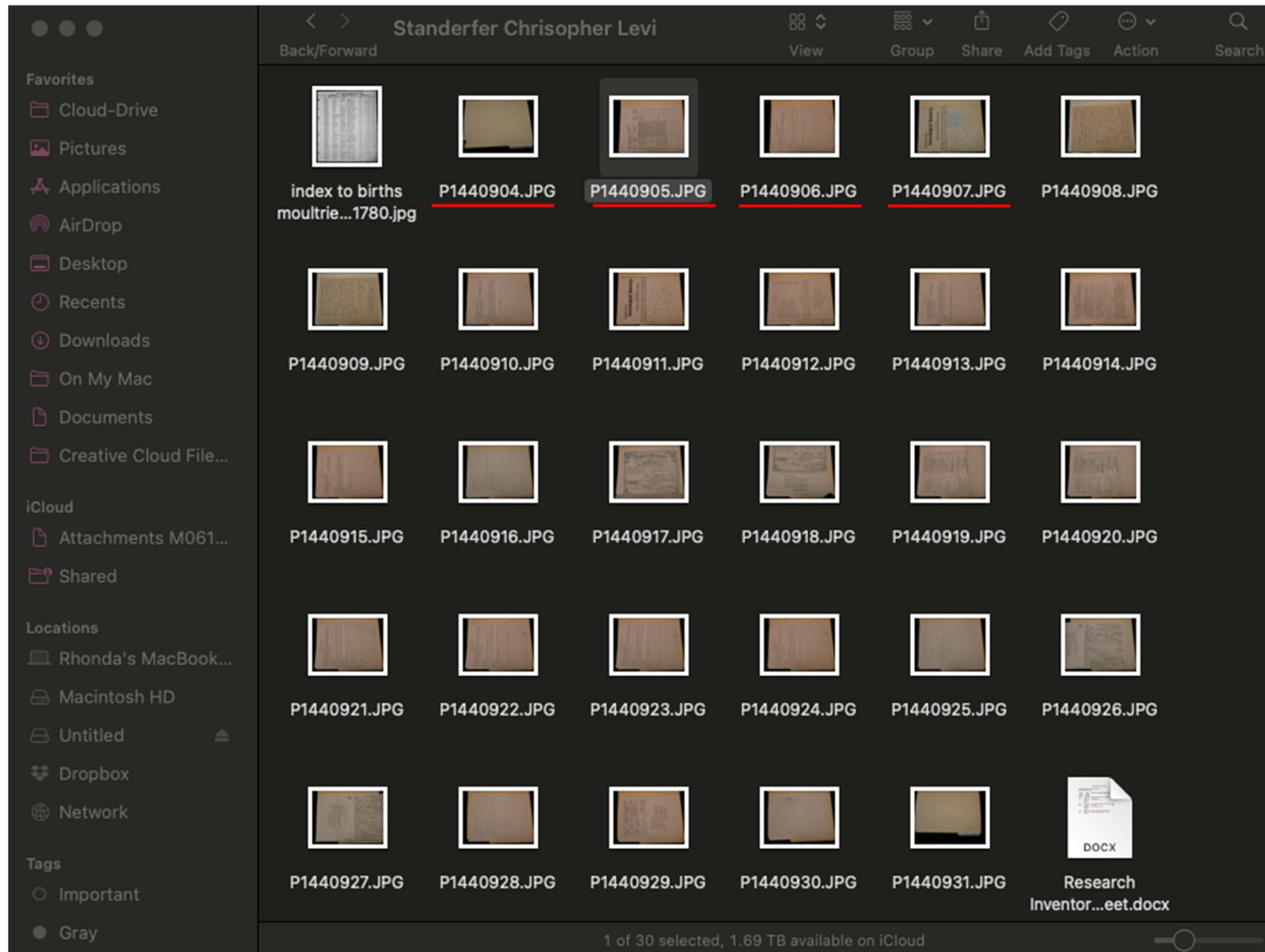
Ancestral Family Christopher Levi StanderferResearcher Phonda McClure

Date of Letter or Search	Place of Search/ Addressee	Summary—Information found/ Purpose	Date Received	Document Number
09 OCT 1987	County Clerk Moutrie Co. Courthouse Sullivan, IL 61951	Request for birth certificate of Christopher Levi Standerfer — birth certificate received	23 Dec 1987	1
29 OCT 1987	County Clerk Moutrie Co. Courthouse Sullivan IL 61951	Request for death certificate of Christopher Levi Standerfer — death certificate received	23 Dec 1987	2
30 OCT 1987	lds library SLC	Names of children and birth dates found in index to births of Moutrie Co., Illinois		3
30 OCT 1987	lds library SLC	Cemetery inscription of wife from French Cemetery, Altonville, Moutrie, Illinois		4
30 OCT 1987	lds library SLC	Cemetery inscription of C.L. from Oak Grove Baptist Cemetery, Sullivan, Moutrie, Illinois		5
31 JAN 1988	County Clerk Moutrie Co. Courthouse Sullivan, IL 61951	Request for marriage certificate of Christopher Levi and Sarah — marriage certificate received	24 Mar 1988	6
21 Jul 1988	Rick Lanham 14346 Eric Lane Poway, CA 92064	Write up found in Moutrie County Heritage on the STANDERFER - SICKAFUS family		7
15 Aug 1988	Rick Lanham 14346 Eric Lane Poway, CA 92064	Bible records found in Central Illinois Genealogical Quarterly		8

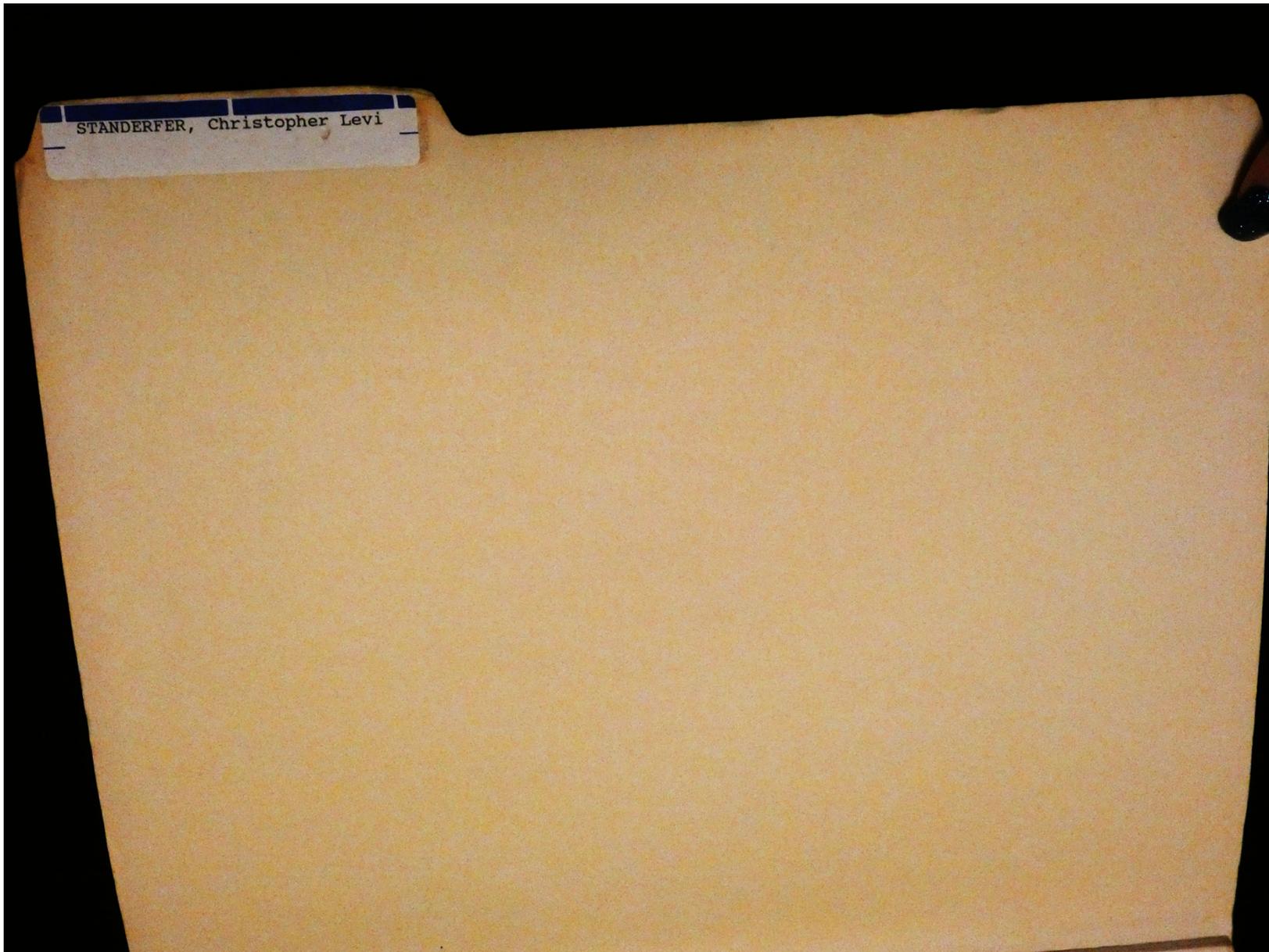




## Family Folders



# Digital Pictures in Folder



First Image Always the Folder

RESEARCH INVENTORY

Ancestral Family Christopher Levi Standerfer  
 Researcher Rhonda McClure

Date of Letter or Search	Place of Search/ Addressee	Summary—Information found/ Purpose	Date Received	Document Number
29 OCT 1987	County Clerk Moultrie Co. Courthouse Sullwan, IL 61951	Request for birth certificate of Christopher Levi Standerfer — Birth certificate received	23 Dec 1987	1
29 OCT 1987	County Clerk Moultrie Co. Courthouse Sullwan IL 61951	Request for death certificate of Christopher Levi Standerfer — death certificate received	23 Dec 1987	2
30 OCT 1987	WDS library SLC	Names of children and birth dates found in Index to Births of Moultrie Co., Illinois		3
30 OCT 1987	WDS library SLC	Cemetery inscriptions of wife from French cemetery, Allenville, Moultrie, Illinois		4
30 OCT 1987	WDS library SLC	Cemetery inscription of S.W. from Oak Grove Baptist Cemetery, Sullwan, Moultrie, Illinois		5
31 JAN 1988	County Clerk Moultrie Co. Courthouse Sullwan, IL 61951	Request for marriage certificate of Christopher Levi and Sarah — marriage certificate received	24 Mar 1988	6
21 Jul 1988	Rick Lanham 14346 Erin Lane Poway, CA 92064	Write up found in Moultrie County Heritage on the STANDERFER-SICKAFUS family		7
15 Aug 1988	Rick Lanham 14346 Erin Lane Poway, CA 92064	Bible records found in Central Illinois Genealogical Quarterly		8

RESEARCH INVENTORY

Ancestral Family: Christopher Levi Standerfer  
 Researcher: Rhonda McClure

Date of Letter or Search	Place of Search/ Addressee	Summary—Information found / Purpose	Date Received	Doc. No.
29 Oct 1987	County Clerk Moultrie Co. Courthouse Sullivan, IL 61951	Request for birth certificate of Christopher Levi Standerfer <b>Birth certificate received</b>	23 Dec 1987	1
29 Oct 1987	County Clerk Moultrie Co. Courthouse Sullivan, IL 61951	Request for death certificate of Christopher Levi Standerfer <b>Death certificate received</b>	23 Dec 1987	2
30 Oct 1987	Family History Library – SLC 1311780	Names of children and birth dates found in Index to Births of Moultrie Co., Illinois		3
30 Oct 1987	Family History Library – SLC 977.3675 V22d vol. 2	Cemetery inscriptions – wife from French Cemetery, <u>Allenville</u> , Moultrie, Illinois		4
30 Oct 1987	Family History Library – SLC 977.3675 V22d vol. 1	Cemetery inscription of Christopher Levi from Oak Grove Baptist cemetery, Sullivan, Moultrie, <u>Illinois</u>		5
31 Jan 1988	County Clerk Moultrie Co. Courthouse Sullivan, IL 61951	Request for marriage certificate of Christopher Levi and Sarah – <b>Marriage certificate received</b>	24 March 1988	6
21 Jul 1988	Rick Lanham 14346 Erin Lane, Poway, CA 92064	Write up found in Moultrie County Heritage on the STANDERFER-SICKAFUS family		7
15 Aug 1988	Rick Lanham 14346 Erin Lane Poway, CA 92064	Bible records found in Central Illinois Genealogical Quarterly		8

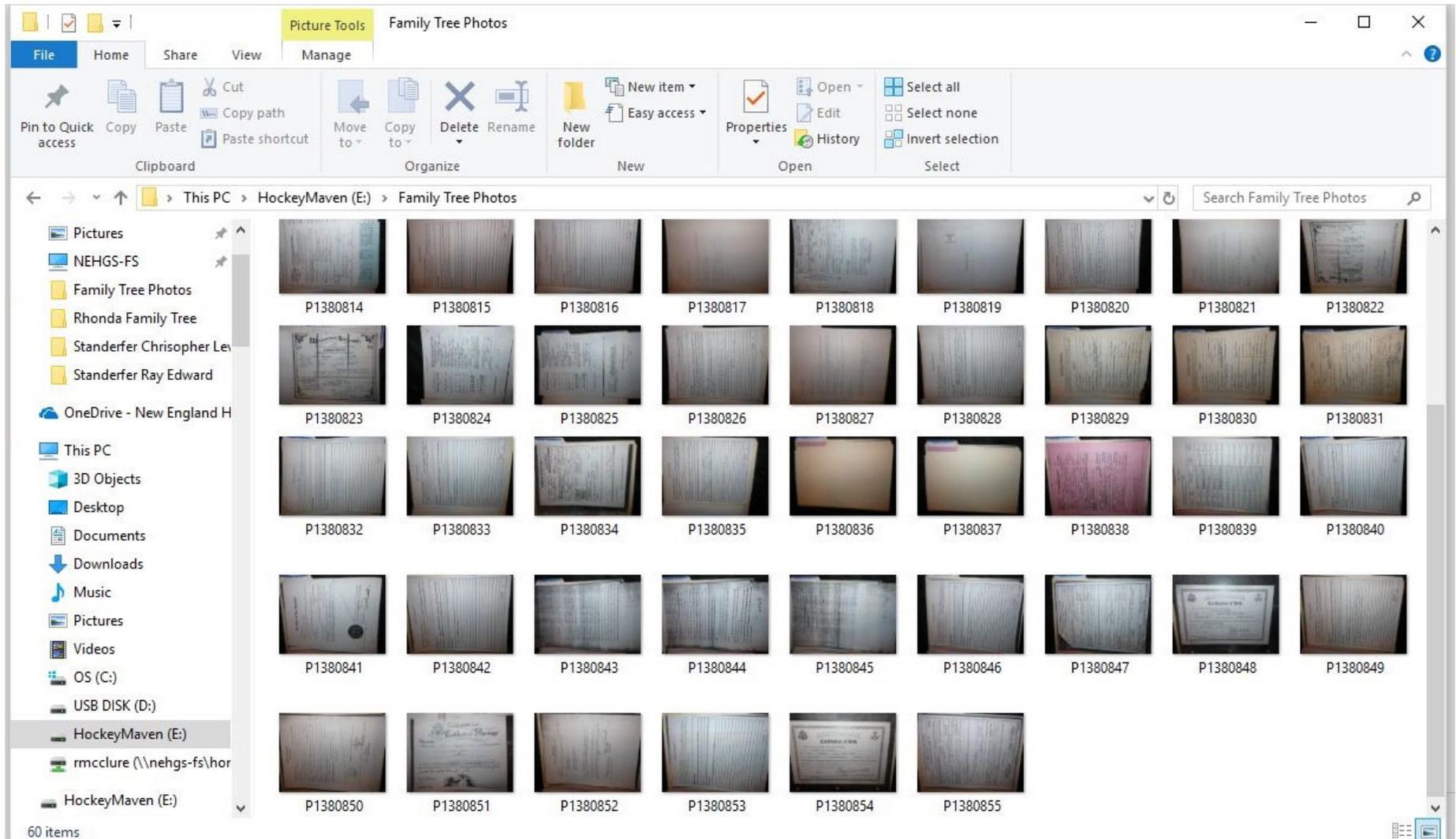
Electronic Inventory

Tip

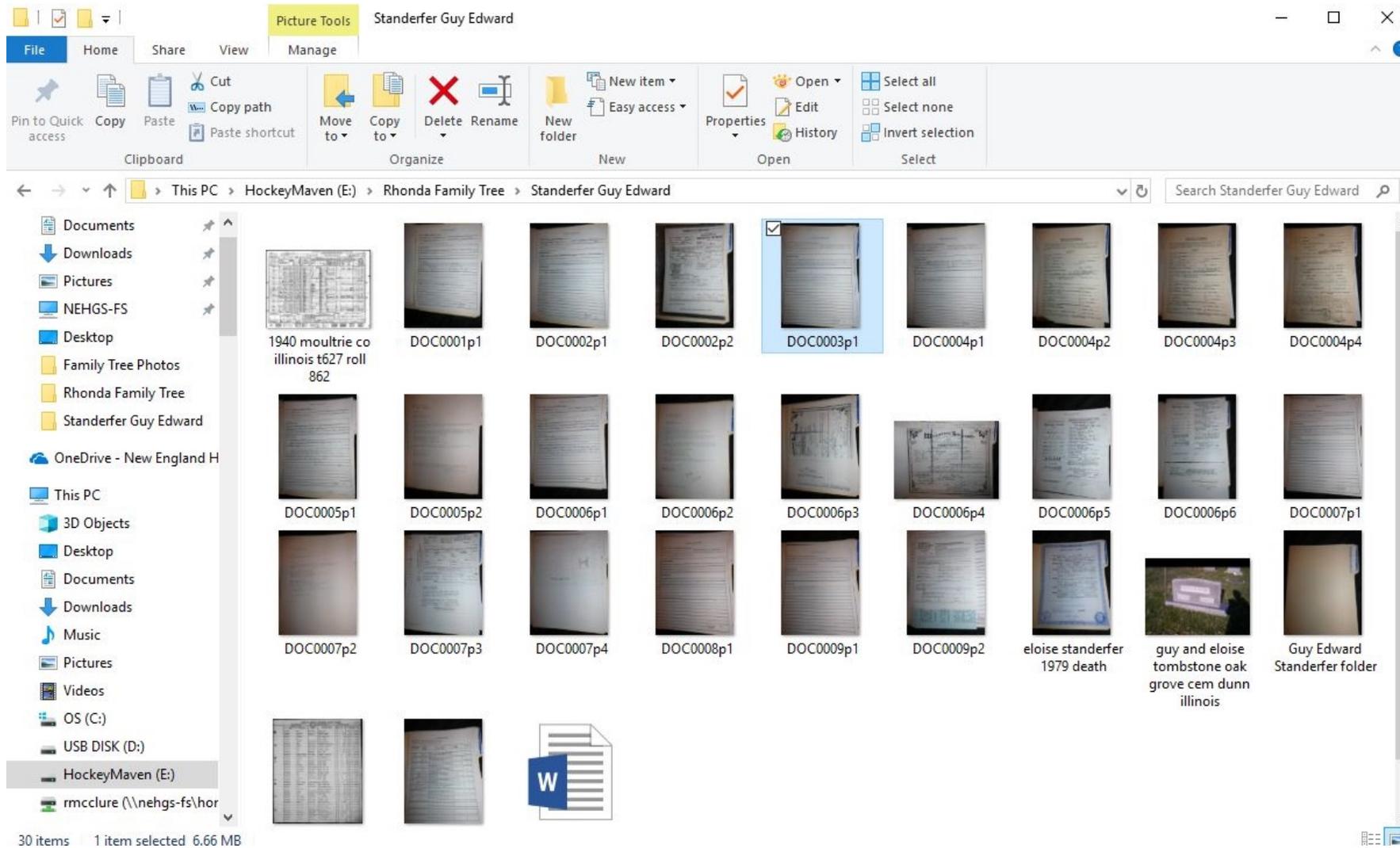
Save research logs in  
the family files or create  
a separate file

# Combining Paper and Digital

- Take digital photos of your paper files and put them in the appropriate computer folder.
- Rename the images of the documents from the paper folder to coincide with the index/inventory sheet in your paper files.
- Do this whenever you work on a family for which you have paper files.



# Digital Photos to be Renamed



# Digital folder for Guy Standerfer

# Paper and Digital

RESEARCH INVENTORY

Ancestral Family Guy Edward Standerfer  
 Researcher Rhonda McClure

Date of Letter or Search	Place of Search/ Addressee	Summary—Information found/ Purpose	Date Received	Document Number
10 Aug 1987	Sullivan, Illinois	Birth info for Guy Standerfer and wife Eloise		1
10 Aug 1987	Sullivan, Illinois	Copy of birth certificate of son Ray Standerfer		2
29 Aug 1987	State Vital Records, Springfield, IL 62702	Failed attempt to get birth certificates of Guy and wife Eloise Pifer from state of Illinois		3
3 Oct 1987	Munich, Germany	Personal data sheet filled out by son Ray Edward about parents		4
5 Oct 1987	Ogle Co. Clerk, Ogle Co. Courthouse, Oregon, IL 61601	Request for marriage certificate of Guy Edward Standerfer and Eloise Pifer. Record not found, but clerk suggested contacting Lee County	17 Oct 1987	5
19 Oct 1987	Lee Co. Clerk, Lee Co. Courthouse, Dixon, IL 61021	Request for marriage certificate of Guy Edward Standerfer and Eloise Pifer. Record received	23 Oct 1987	6
23 Oct 1987	County Clerk, Moultrie Co. Courthouse, Sullivan, Illinois 61951	Request for birth certificate of Guy Edward Standerfer. Record received	30 Oct 1987	7
30 Oct 1987	Family History Library, SLC, microfilm 1311780	Copy of Index of Births for Moultrie County to located births of children of Guy Edward Standerfer. Abstracted children from index		8
1 Jul 2000	County Clerk, Macon Co. Courthouse, Decatur, IL 62523	Requested copy of death record of Eloise (Pifer) Standerfer. Record received	14 Jul 2000	9
23 May 2006	Oak Grove Cemetery, Dunn, IL	Photograph of the tombstone of Guy Edward Standerfer and wife Eloise. File name: guy and eloise tombstone oak grove cem dunn Illinois		Digital file

RESEARCH INVENTORY

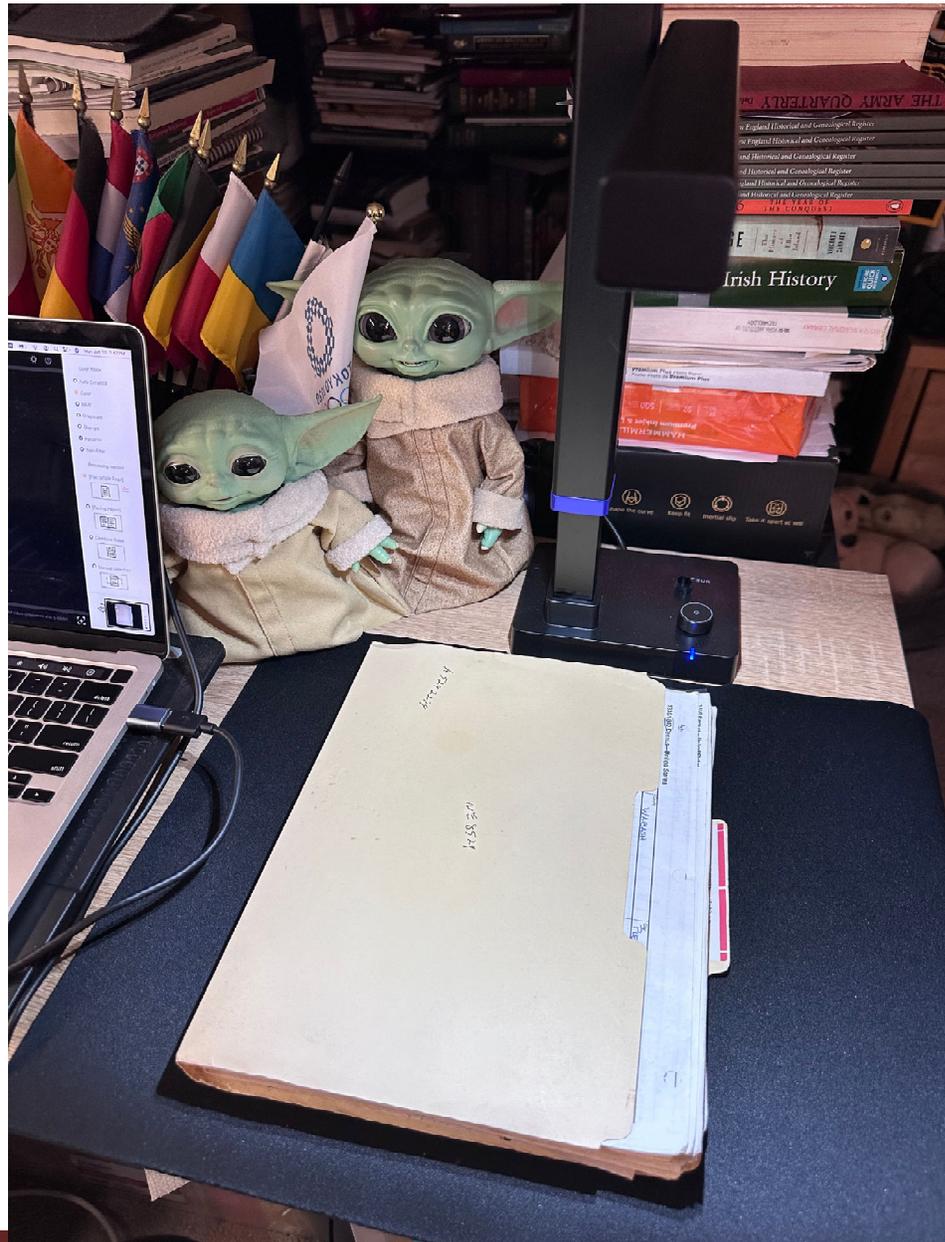
Ancestral Family: Guy Edward Standerfer  
 Researcher: Rhonda McClure

Date of Letter or Search	Place of Search/ Addressee	Summary—Information found / Purpose	Date Received	Doc. No.
10 Aug 1987	Sullivan, Illinois	Birth info for Guy Standerfer and wife Eloise		1
10 Aug 1987	Sullivan, Illinois	Copy of birth certificate of son Ray Standerfer		2
29 Aug 1987	State Vital Records, Springfield, IL 62702	Failed attempt to get birth certificates of Guy and wife Eloise Pifer from state of Illinois		3
3 Oct 1987	Munich, Germany	Personal data sheet filled out by son Ray Edward about parents		4
5 Oct 1987	Ogle Co. Clerk, Ogle Co. Courthouse, Oregon, IL 61601	Request for marriage certificate of Guy Edward Standerfer and Eloise Pifer. Record not found, but clerk suggested contacting Lee County	17 Oct 1987	5
19 Oct 1987	Lee Co. Clerk, Lee Co. Courthouse, Dixon, IL 61021	Request for marriage certificate of Guy Edward Standerfer and Eloise Pifer. Record received	23 Oct 1987	6
23 Oct 1987	County Clerk, Moultrie Co. Courthouse, Sullivan, Illinois 61951	Request for birth certificate of Guy Edward Standerfer. Record received	30 Oct 1987	7
30 Oct 1987	Family History Library, SLC, microfilm 1311780	Copy of Index of Births for Moultrie County to located births of children of Guy Edward Standerfer. Abstracted children from index		8
1 Jul 2000	County Clerk, Macon Co. Courthouse, Decatur, IL 62523	Requested copy of death record of Eloise (Pifer) Standerfer. Record received	14 Jul 2000	9
23 May 2006	Oak Grove Cemetery, Dunn, IL	Photograph of the tombstone of Guy Edward Standerfer and wife Eloise. File name: guy and eloise tombstone oak grove cem dunn Illinois		Digital file

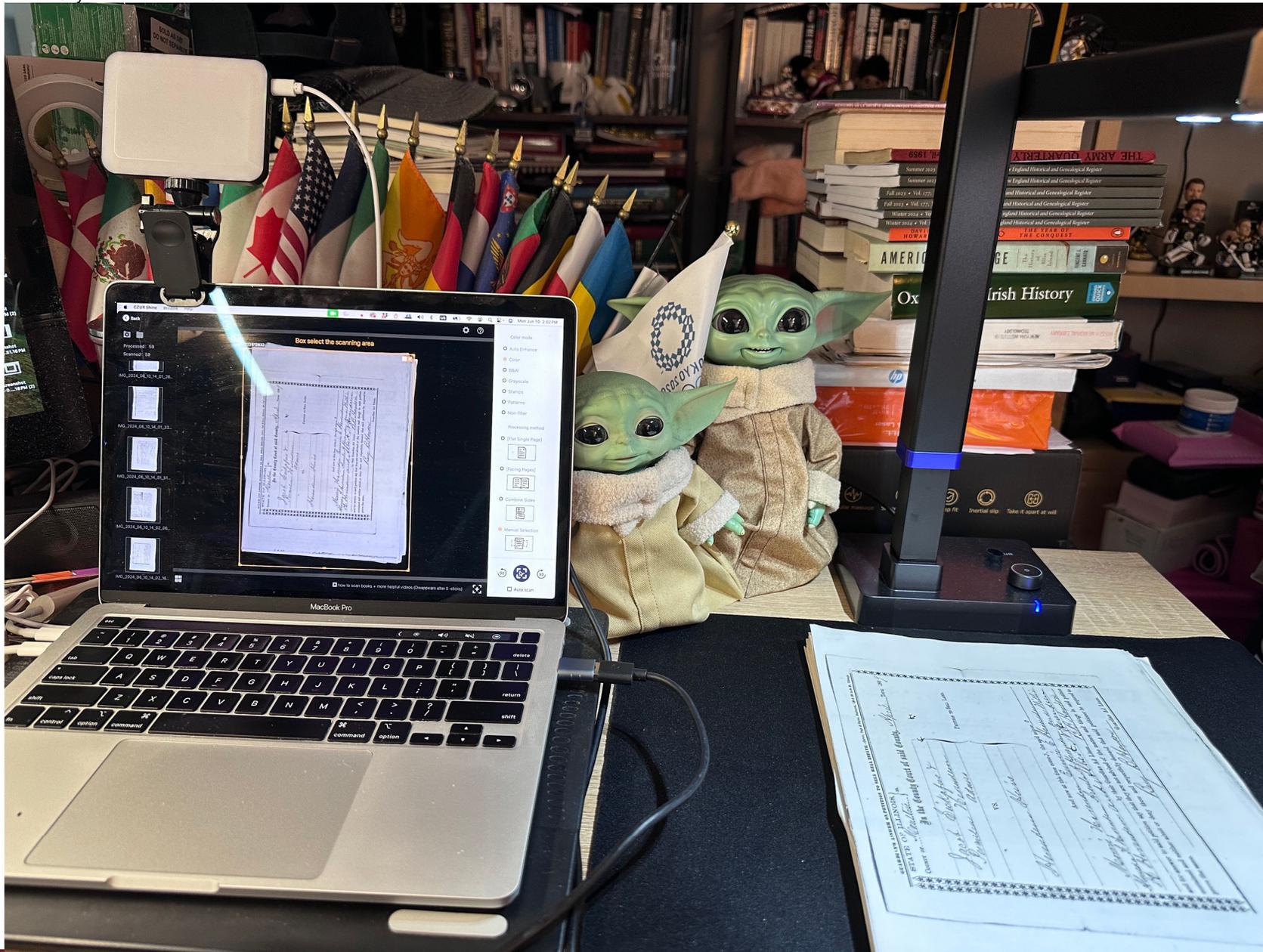
The screenshot shows a Windows File Explorer window titled 'Standerfer Guy Edward'. The address bar indicates the path: This PC > HockeyMaven (E:) > Rhonda Family Tree > Standerfer Guy Edward. The left sidebar shows the folder structure, including 'HockeyMaven (E:)' and 'rmcclure (\\nehgs-fs\hor)'. The main pane displays a grid of document thumbnails, including a '1940 moultrie co illinois t627 roll 862' and several 'DOC0001p1' through 'DOC0009p1' files. A 'RESEARCH INVENTORY' table is visible in the bottom right corner, with red arrows pointing from specific document thumbnails to rows in the table. The table contains the following data:

Date of Letter or Search	Place of Search/ Addressee	Summary—Information found / Purpose	Date Received	Doc. No.
10 Aug 1987	Sullivan, Illinois	Birth info for Guy <del>Standerfer</del> and wife Eloise		1
10 Aug 1987	Sullivan, Illinois	Copy of birth certificate of son Ray <del>Standerfer</del>		2
29 Aug 1987	State Vital Records, Springfield, IL 62702	Failed attempt to get birth certificates of Guy and wife Eloise <del>Difes</del> from state of Illinois		3
3 Oct 1987	Munich, Germany	Personal data sheet filled out by son Ray Edward about parents		4
5 Oct 1987	Ogle Co. Clerk, Ogle Co. Courthouse, Oregon, IL 61601	Request for marriage certificate of Guy Edward <del>Standerfer</del> and Eloise <del>Difes</del> . Record not found, but clerk suggested contacting Lee County	17 Oct 1987	5
19 Oct 1987	Lee Co. Clerk, Lee Co. Courthouse, Dixon, IL 61021	Request for marriage certificate for Guy Edward <del>Standerfer</del> and Eloise <del>Difes</del> . Record received	23 Oct 1987	6
23 Oct 1987	County Clerk, Moultrie Co. Courthouse, Sullivan, Illinois 61951	Request for birth certificate of Guy Edward <del>Standerfer</del> . Record received	30 Oct 1987	7
30 Oct 1987	Family History Library, SLC, microfilm 1311780	Copy of Index of Births for Moultrie County to located births of children of Guy Edward <del>Standerfer</del> . Abstracted children from index		8
1 Jul 2000	County Clerk, Macon Co. Courthouse, Decatur, IL 62523	Requested copy of death record of Eloise ( <del>Difes</del> <del>Standerfer</del> ). Record received	14 Jul 2000	9
23 May 2006	Oak Grove Cemetery, Dunn, IL	Photograph of the tombstone of Guy Edward <del>Standerfer</del> and wife Eloise. File name: guy and eloise tombstone oak grove cem dunn illinois		Digital file

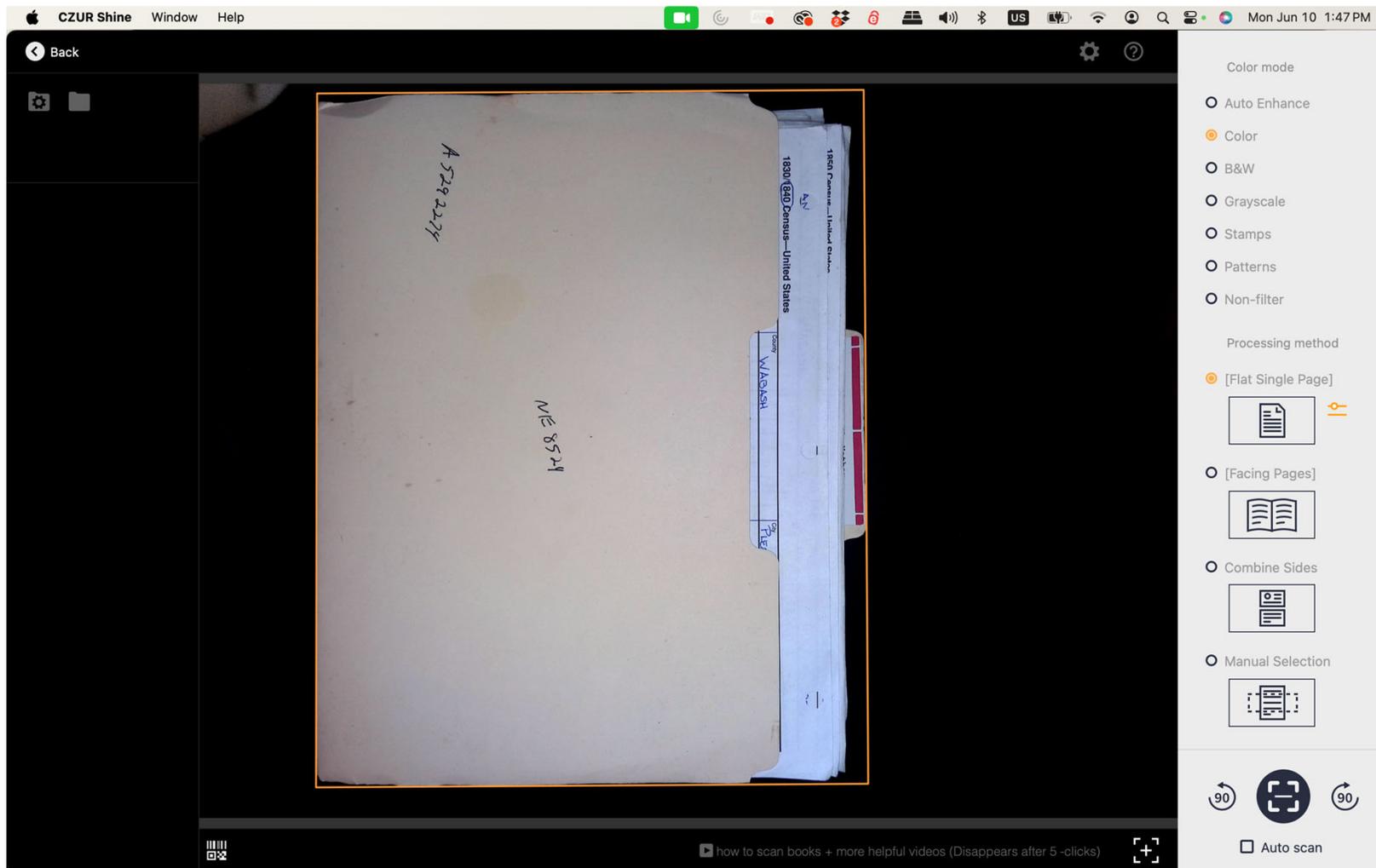
# Digital folder for Guy Standerfer



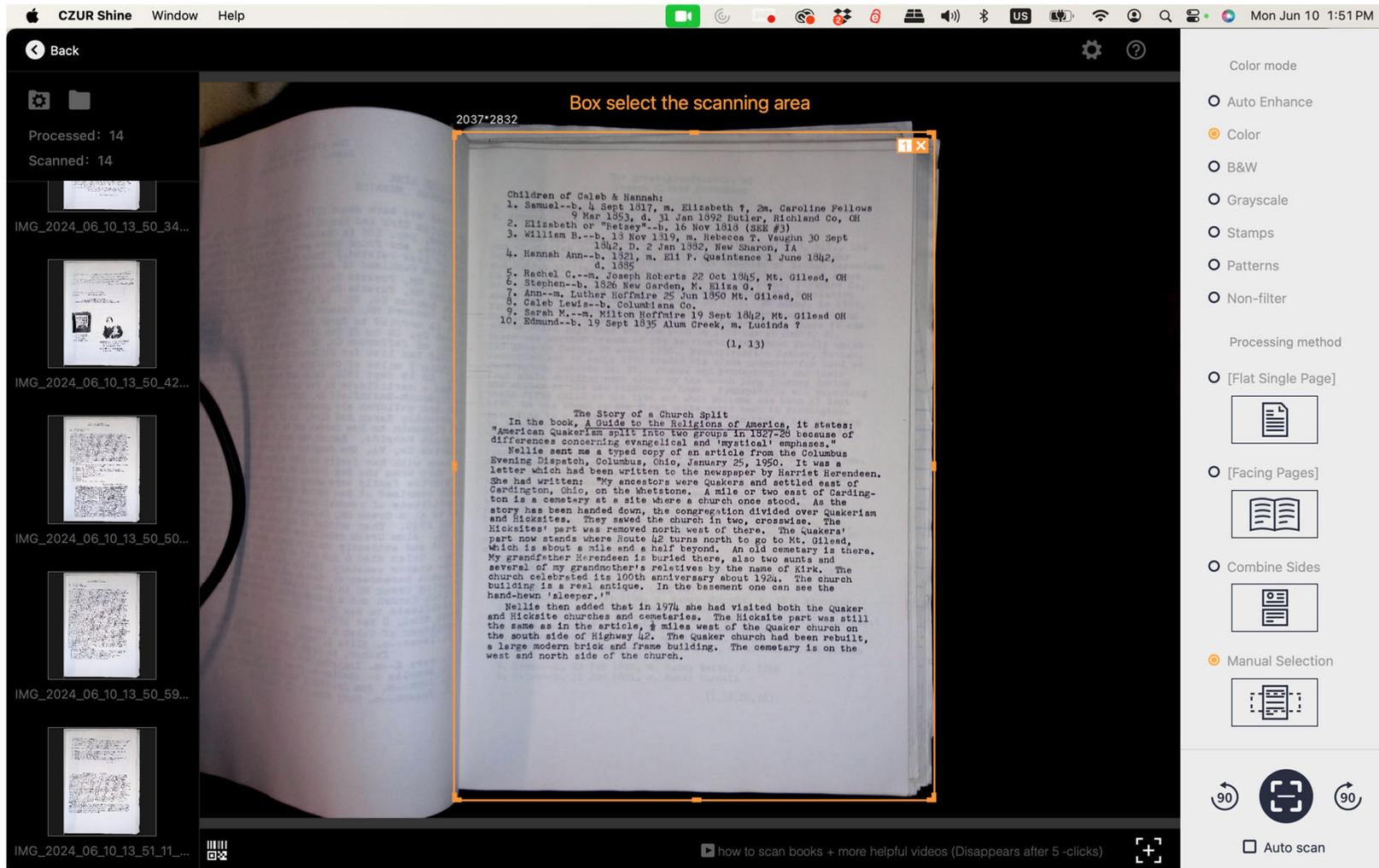
## Document Scanner



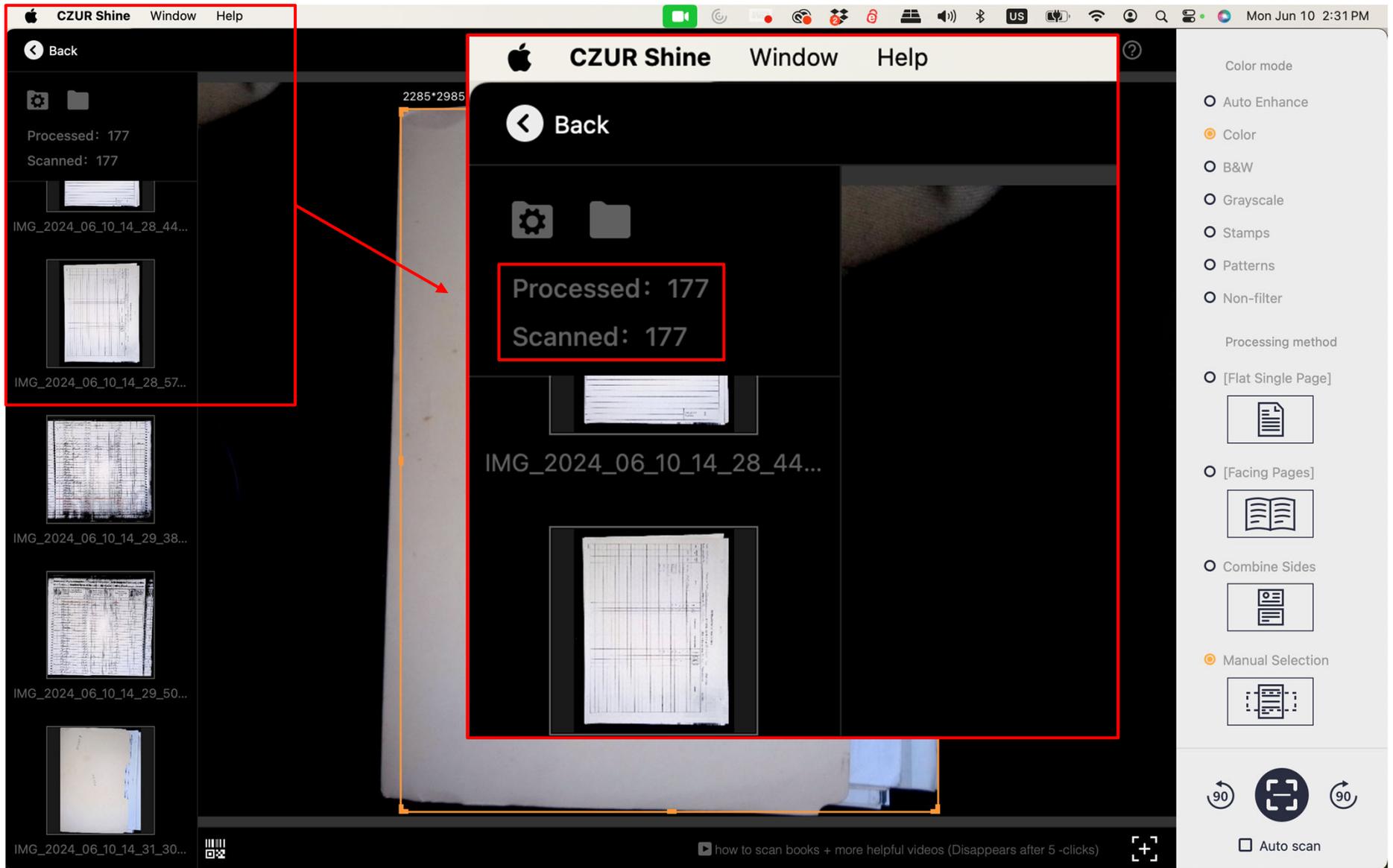
## Document Scanner



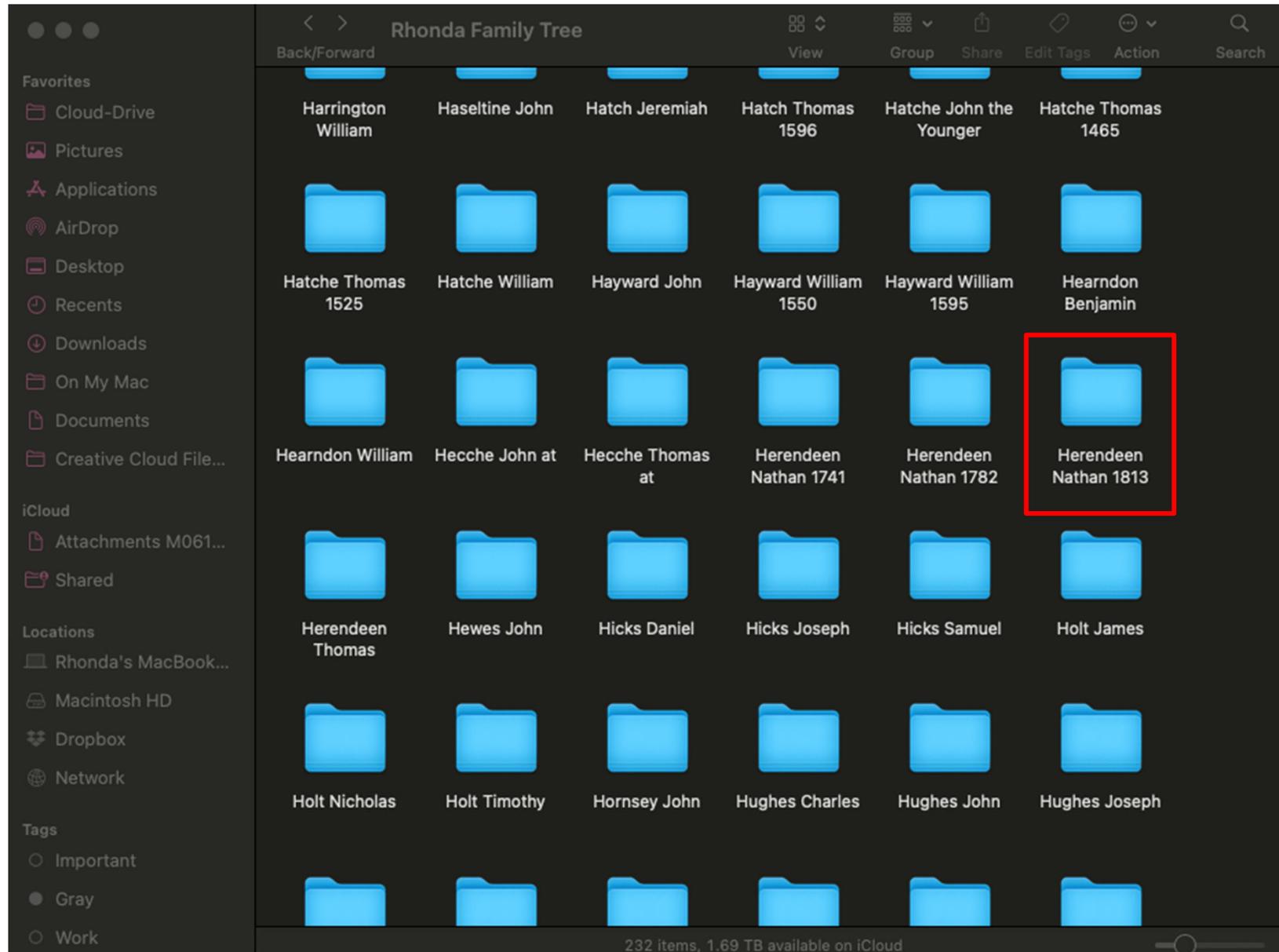
# Document Scanner Software



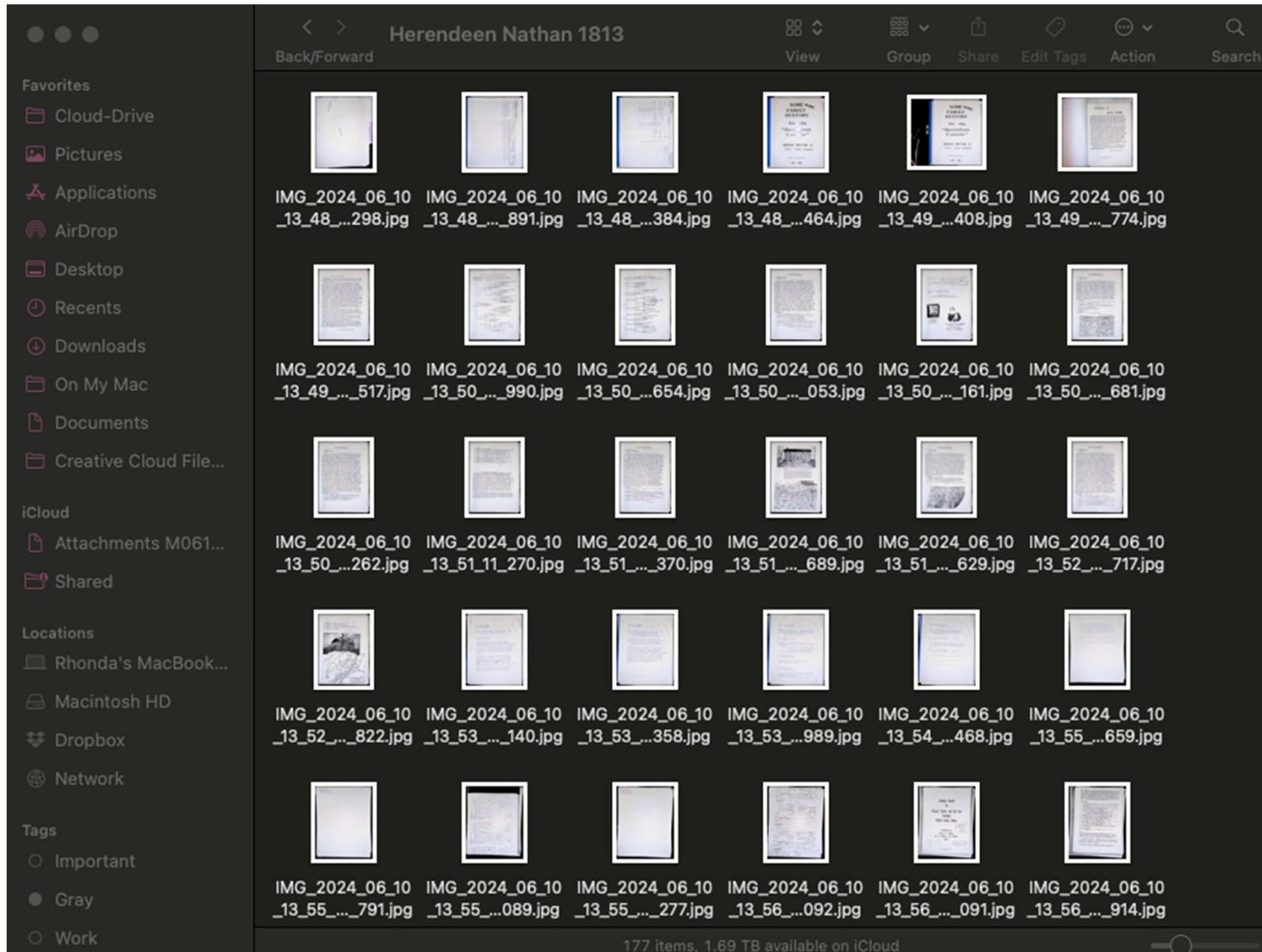
## Scanning Paper Files



## Finished Paper Scans



## Family Folders



# Document Scanner Files

RESEARCH INVENTORY

Ancestral Family Nathan Herendeen  
 Researcher Rhonda McClure

Date of Letter or Search	Place of Search/ Addressee	Summary—Information found/ Purpose	Date Received	Document Number
20 NOV 1987	O.P.L. Orlando	1850 Federal extraction of census		1
18 NOV 1987	Marta McCabe 43778 Westminister Way Canton, MI 48187	Copy of HARRINGTON-HERENDEEN line to JOSEPH CLOVER HERENDEEN	24 NOV 1987	2
16 NOV 1987	Joanne Skelton 1060 E. Harrison Cottage Grove, OR 97424	Request for info on HERENDEEN line - helpful letter received	28 NOV 1987	3
16 NOV 1987	Glen Herendeen 928 Kenwood Ft. Wayne, IN 46805	Request for info on HERENDEEN line - no assistance found	25 NOV 1987	4
JUN 1988	MARTA MCCABE on GENIE	Possible census lead for Nathan Herendeen	JUN 1988	5
20 JUN 1988	Marta McCabe 43778 Westminister Way Canton, MI 48187	Misc. info possibly pertaining to my Nathan	20 JUN 1988	6
16 March 1989	Elsie Nance Butt 419 S. Washington Box 210 Bethany, IL 61914	Request for help on Nathan Herendeen		7
16 March 1989	Joanne Skelton 1060 E. Harrison Cottage Grove, OR 97424	Request for help on Nathan Herendeen	30 March 1989	8
Apr 1989	FHL Salt Lake	Checked 1840 Marion Co, OH for Nathan		9
15 May 1989	JISTOKES on GENIE	A search of Quaker records at Swazmere Cottage	15 MAY 1989	10
17 Oct 1989	Betty Ford Snyder 1675 Beach Point Blvd Foster City, CA 94404	Request for search of 14 census on HERENDEEN and THURSTON	25 OCT 1989	11
29 JUL 1990	K. WILLARD on GENIE	HERENDEEN's from "The Quaker Records of 1828" by Loren V. Fay	29 JUL 1989	12

RESEARCH INVENTORY

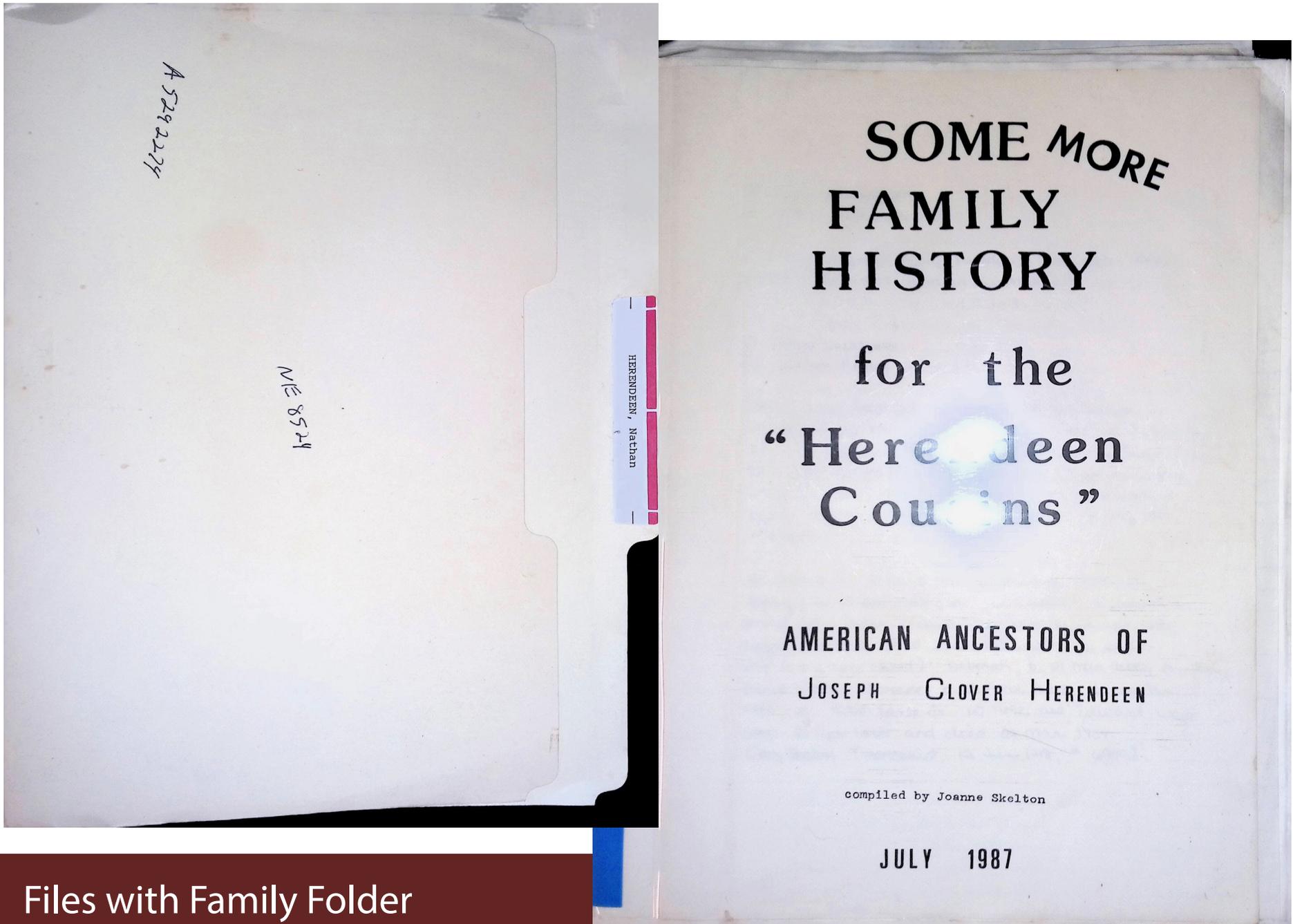
Ancestral Family: Nathan Herendeen, b. 1813

Researcher: Rhonda McClure



Date of Letter or Search	Place of Search/ Addressee	Summary—Information found / Purpose	Date Received	Doc. No.
20 Nov 1987	O.P.L. Orlando	1850 Federal extraction of census		1
18 Nov 1987	Martha McCabe 43778 Westminister Way Canton MI 48187	Copy of HARRINGTON-HERENDEE in America line to Joseph Clover HERENDEEN	24 Nov 1987	2
16 Nov 1987	Joanne Skelton 1060 E. Harrison Cottage Grove, OR 97424	Request for info on HERENDEEN line - helpful letter received	28 Nov 1987	3
16 Nov 1987	Glen Herendeen 928 Kenwood Ft. Wayne, IN 46805	Request for info on HERENDEEN line - no assistance found	25 Nov 1987	4
Jun 1988	MARTA.MCCABE on GENIE	Possible census lead for Nathan Herendeen	Jun 1988	5
20 Jun 1988	Martha McCabe 43778 Westminister Way Canton, MI 48187	Misc. info possibly pertaining to my Nathan	20 Jun 1988	6
16 March 1989	Elsie Nance Butt 419 S. Washington Box 210 Bethany, IL 61914	Request for help on Nathan HERENDEEN		7
16 March 1989	Joanne Skelton 1060 E. Harrison Cottage Grove, OR 97424	Request for help on Nathan HERENDEEN	30 March 1989	8
Apr 1989	FHL Salt Lake City	Checked 1840 Marion County, Ohio for Nathan		9

# Creation of Electronic Inventory



Files with Family Folder

Tip

Have BACK-UP files in  
the cloud

The screenshot shows the IDrive.com web interface. On the left is a blue sidebar with navigation options: Cloud Backup, Cloud Drive, Dashboard, Web Logs, Trash, IDrive Express™, More, My Account, and Products. The main area displays a search bar and a breadcrumb path: Home > DESKTOP-1BGD10M > D > From SEAGATE 5.0TB > Rhonda Family Tree. Below the path is a table of files. The table has columns for Name, Size, and Modified (PST). The files listed are folders named after individuals: Adams Robert 1579, Adams Robert 1602, Aldridge George, Aldridge Jacob, Allen Andrew, Ayer Elijah, Ayer Henry Havelock, and Ayer William. The status 'Loaded: 25 / Total: 25' is shown at the top right of the table area.

	Name ^	Size	Modified (PST)
<input type="checkbox"/>	Adams Robert 1579	-	-
<input type="checkbox"/>	Adams Robert 1602	-	-
<input type="checkbox"/>	Aldridge George	-	-
<input type="checkbox"/>	Aldridge Jacob	-	-
<input type="checkbox"/>	Allen Andrew	-	-
<input type="checkbox"/>	Ayer Elijah	-	-
<input type="checkbox"/>	Ayer Henry Havelock	-	-
<input type="checkbox"/>	Ayer William	-	-

IDrive.com

The screenshot shows the iCloud Drive interface. The left sidebar contains navigation options: Recents, Browse, Recently Deleted, Favorites, and Downloads. The main area displays a folder named 'Rhonda FamilyTree' with 232 items and 1.54 TB available. The folder is sorted by Name. Below the folder name is a table listing 15 subfolders.

Name	Kind	Size	Date	Shared
Adams Robert 1579	Folder	--		
Adams Robert 1602	Folder	--		
Aldridge George	Folder	--		
Aldridge Jacob	Folder	--		
Allen Andrew	Folder	--		
Ayer Elijah	Folder	--		
Ayer Elijah Jr	Folder	--		
Ayer Henry Havelock	Folder	--		
Ayer John 1587	Folder	--		
Ayer John 1623	Folder	--		
Ayer Joseph 1657	Folder	--		
Ayer Joseph 1695	Folder	--		
Ayer Thomas	Folder	--		
Ayer Thoulough Ayer	Folder	--		
Ayer William	Folder	--		

iCloud.com

# Special Project

# Research for Someone

- Treat like a special project
- Be consistent
- Keep detailed notes
- Keep a copy of what you send

11:21AM Mon Jun 10

Education... Researc... 2023 Dash... 2024 Dash... 2024-2025...

Research for Kyle  
@ PRON1

all files uploaded & email sent 12 Dec 2022

Derryvullan North C.I.  
Baptisms, 1803-1909  
Marriages, 1803-1934  
Burials, 1804-1902  
Vestry minutes, 1804-73

MIC 1/34, CR 1/37  
MIC 583/2

Estate Records  
Belmore D3007

James W. Johnston  
b. ca. 1832 proba Irvinestown,  
Derryvullan, North Parish

3/6 James Johnston &  
Eleanor Wilson

Ardlougher - Derryvullan  
Drumartin - Derryvullan  
Knockroe Ardell - Derryvullan  
Boyaghnan - Derryvullan  
Cullaghmore - Derryvullan  
Moneykee - Derryvullan  
Townhill - Derryvullan  
Irvinestown - Derryvullan

D 1096/92/1  
Freehold list 1796-1801  
Co. Fermanagh abstracted to  
Excel & uploaded

11:21AM Mon Jun 10

Education... Researc... 2023 Dash... 2024 Dash... 2024-2025...

Research for Kyle

MIC 1/34/1A

No. 1 - Craig Parish, Antrim, Connor Diocese  
Baptisms July 1839 - June 1856

No. 2 - Craig Baptisms Aug 1856 - Dec 1863

No. 3 - Craig Baptisms Jan 1864 - May 1875

No. 4 - Craig Marriages Sept 1841 - Jan 1845

No. 5 - Craig Burials, July 1841 - Nov 1871

MIC 1/34/1B

No. 1 - Craig - Marriages 1845-53

No. 2 - Craig - Marriages, 1853-1861

No. 3 - Craig - Marriages, 1861-92

No. 4 - Craig - Marriages, 1892-1925

No. 5 - Craig - Burials, 1871-1944

No. 6 - Craig - Register of Testamen

MIC 1/34/2

No. 1 - Derryvullan North, Co. Fermanagh, Clogher Diocese  
Baptisms, 1803-1828, Marriages 1803-1837  
Burials, 1804-1828

No. 2 - Derryvullan, Baptisms 1822-1837, Marriages 1822-1837  
Burials 1822-1837

Marg' Letitia of James and Eleanor Johnston  
29 May 1825 Irvinestown

James of James and Eleanor Johnston  
27 Aug 1826 Irvinestown

D 3007/A/23/47

1 - Killyhelvin

2 - mentioned Derryvullan & Photographed

3 - mentioned Killyhelvin, See, Connally, Drumsna and Ed Weir

4 - mentioned Killyhelvin, See Connally, Drumsna and Ed Weir

5 - mentioned Killyhelvin, See, Connally, Drumsna and Ed Weir

6 - Commissioners of ~~unsubstantiated~~ Estates to Elizabeth Foster -

# Goodnotes App Notes

11:21AM Mon Jun 10

Education... Researc... 2023 Dash... 2024 Dash... 2024-2025...

Research for Kele  
D3007/A/23/47

- 7 - ordered yesterday .11/29
- 8 - mentions Drumcree - **photographed**
- 9 - mentions marriage of James Jasper Macaldu and Mary Jane Kernaghan - 12 Aug 1846 on unnumbered estate
- 10 - opinion of J.C. Kobby, Esq. concerning purchase by Lord Belmore and judgments against Mr. Dene (Paul Dene of Killynevin)

11:21AM Mon Jun 10

Education... Researc... 2023 Dash... 2024 Dash... 2024-2025...

Research for Kele

Items already suggested - Johnston

D1062/4/A/9 lease - 1693 - Drumcree

D238/19 bond - 1812 - Crosson, Co. Tyrone

D1390/47/10 Drapa's acct bk - 1841-1858 - howthabrown

**D3000/10 - Genealogical papers - Johnston - Co. Tyrone & Fermanagh - ordered D3000/10/1**

**D3007/A/23/47 - leases, etc. 1839-1860 - Co. Fermanagh**

D1390/51/25 sale - 1902 - D'Arcy Irvine estate - Co. Fermanagh

---

Items to consider

D4131/A/12/4 leases of... Cullaghmore 1771-1781

**D1096/16/4 Estate papers of the Johnston family 1815-1867**

DR1/30/D/1 Baptisms & Marriages - St. Mary's Drumcree 1802-1813

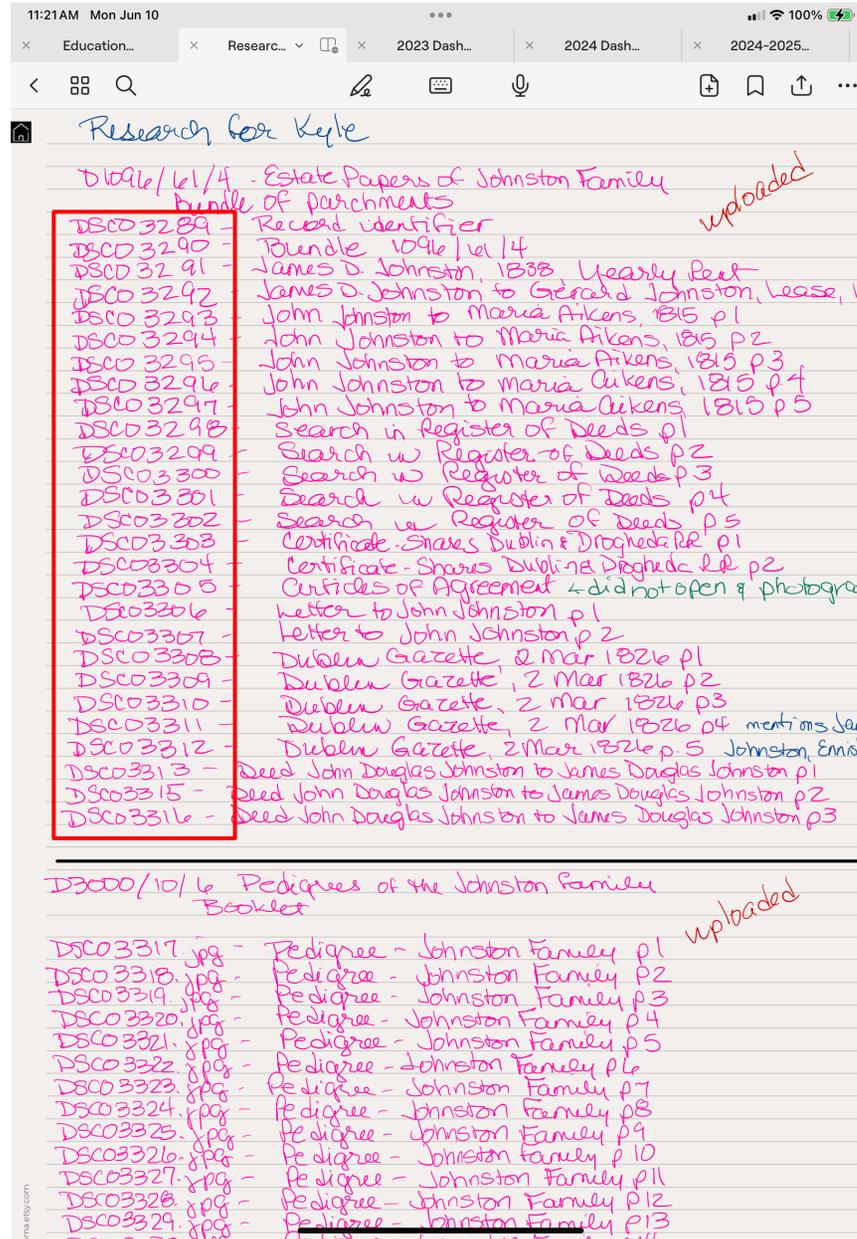
D1702/2/A/1 Rental of the Earl of Enniskillen's estate in Co. Fermanagh, c. 1810-1876

D1627/21 Rental & acct book - Blessingbourne Est., Co. Tyrone 1769-1866

**"Only Piece Items can be ordered" ??**

D3000/10/1 - Genealogical table of the Rankin/Johnston/Bumpson Families, Tyrone/Fermanagh area c. 1700-1966  
emailed a request for this file

## Goodnotes App Notes



# Digital Files

My files > Research Services Cases - Back Ups > PRONI Research

 Name ↑ ▾	Modified ▾	Modified By ▾	File size ▾	Sharing ▾	Activity
 D1096-61-4 Estate Papers of Johnston Fa...	December 12, 2...	Rhonda McClure	27 items	Private	
 D1096-92-1 Freehold List Co Fermanagh 1...	December 12, 2...	Rhonda McClure	1 items	Private	
 D2453-19_Campbell Family of Newry	December 12, 2...	Rhonda McClure	7 items	Private	
 D3000-10-1 Genealogical Table of Rankin ...	December 12, 2...	Rhonda McClure	2 items	Private	
 D3000-10-6 Genealogical Papers of Johnst...	December 12, 2...	Rhonda McClure	33 items	Private	
 D3007-A-23-47-2 Leases Co Fermanagh	December 12, 2...	Rhonda McClure	12 items	Private	
 D3007-A-23-47-6 Leases Co Fermanagh	December 12, 2...	Rhonda McClure	5 items	Private	
 D3007-A-23-47-7 Leases Co Fermanagh	December 12, 2...	Rhonda McClure	14 items	Private	
 D3007-A-23-47-8 Leases Co Fermanagh	December 12, 2...	Rhonda McClure	6 items	Private	
 MIC1P-31-1 2nd Coleraine Presbyterian C...	December 12, 2...	Rhonda McClure	7 items	Private	
 MIC1P-4-1_Armagh_1st_Presbyterian	December 12, 2...	Rhonda McClure	11 items	Private	
 Research in PRONI on James Johnston.docx	December 12, 2...	Rhonda McClure	20.8 KB	Private	

# Backups of Files

My files > Research Services Cases - Back Ups > PRONI Research > D1096-61-4 Estate Papers of Johnston Family

Name	Modified	Modified By	File size	Sharir
Johnston Family Estate Records - James D Johnston 1838 Yearly Rent.JPG	December 12, 2...	Rhonda McClure	3.06 MB	Privat
Johnston Family Estate Records Articles of Agreement.JPG				
Johnston Family Estate Records Bundle.JPG				
Johnston Family Estate Records Deed John Douglas Johnston to James Douglas ...				
Johnston Family Estate Records Deed John Douglas Johnston to James Douglas ...				
Johnston Family Estate Records Deed John Douglas Johnston to James Douglas ...				
Johnston Family Estate Records Dublin and Drogheda RR shares p1.JPG				
Johnston Family Estate Records Dublin and Drogheda RR shares p2.JPG				
Johnston Family Estate Records Dublin Gazette 2 Mar 1826 p1.JPG				
Johnston Family Estate Records Dublin Gazette 2 Mar 1826 p2.JPG				
Johnston Family Estate Records Dublin Gazette 2 Mar 1826 p3.JPG				
Johnston Family Estate Records Dublin Gazette 2 Mar 1826 p4.JPG				

11:21 AM Mon Jun 10

Research for Keyle

D1096/61/4 - Estate Papers of Johnston Family  
bundle of parchments *uploaded*

- DSCO3289 - Record identifier
- DSCO3290 - Tolendle 1096/61/4
- DSCO3291 - James D Johnston, 1838 Yearly Rent
- DSCO3292 - James D Johnston to Gerald Johnston, lease, 1838
- DSCO3293 - John Johnston to Maria Atkins, 1815 p1
- DSCO3294 - John Johnston to Maria Atkins, 1815 p2
- DSCO3295 - John Johnston to Maria Atkins, 1815 p3
- DSCO3296 - John Johnston to Maria Atkins, 1815 p4
- DSCO3297 - John Johnston to Maria Atkins, 1815 p5
- DSCO3298 - Search in Register of Deeds p1
- DSCO3299 - Search in Register of Deeds p2
- DSCO3300 - Search in Register of Deeds p3
- DSCO3301 - Search in Register of Deeds p4
- DSCO3302 - Search in Register of Deeds p5
- DSCO3303 - Certificate - Shares Dublin & Drogheda RR p1
- DSCO3304 - Certificate - Shares Dublin & Drogheda RR p2
- DSCO3305 - Articles of Agreement - did not open & photograp
- DSCO3306 - Letter to John Johnston p1
- DSCO3307 - Letter to John Johnston p2
- DSCO3308 - Dublin Gazette, 2 Mar 1826 p1
- DSCO3309 - Dublin Gazette, 2 Mar 1826 p2
- DSCO3310 - Dublin Gazette, 2 Mar 1826 p3
- DSCO3311 - Dublin Gazette, 2 Mar 1826 p4 mentions Jane
- DSCO3312 - Dublin Gazette, 2 Mar 1826 p5 Johnston, Ennis
- DSCO3313 - Deed John Douglas Johnston to James Douglas Johnston p1
- DSCO3315 - Deed John Douglas Johnston to James Douglas Johnston p2
- DSCO3316 - Deed John Douglas Johnston to James Douglas Johnston p3

---

D3000/10/6 Pedigrees of the Johnston Family  
Booklet *uploaded*

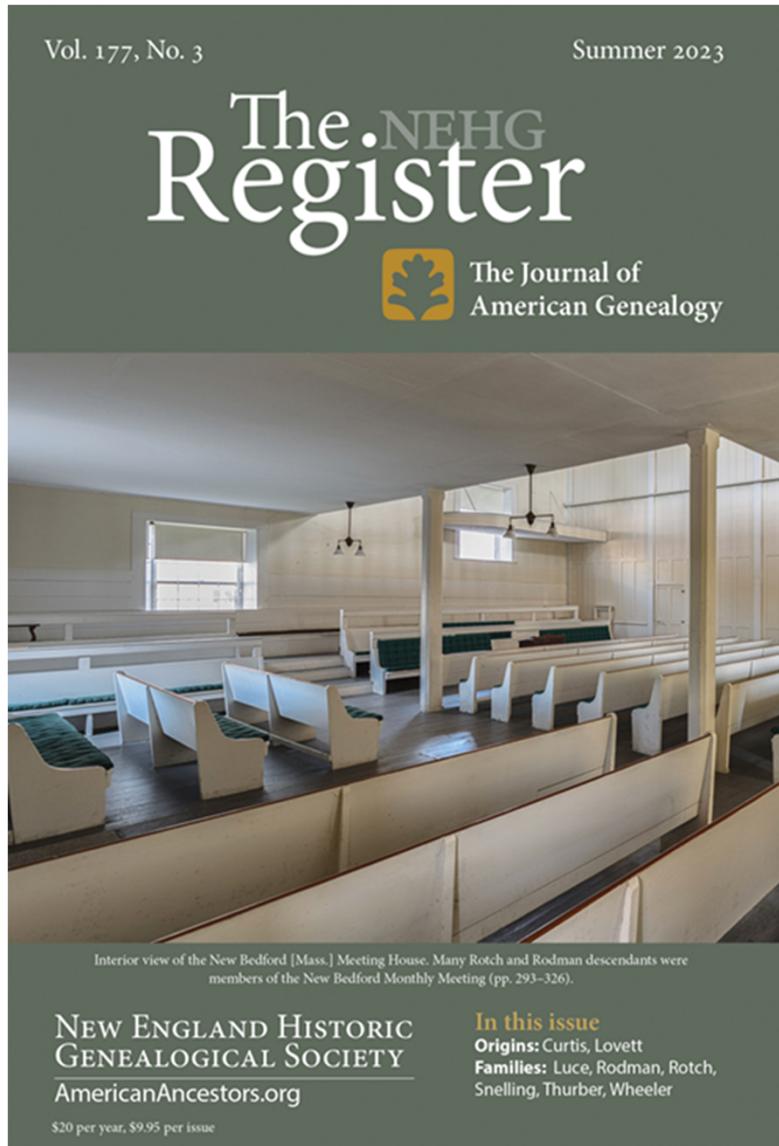
- DSCO3317.jpg - Pedigree - Johnston Family p1
- DSCO3318.jpg - Pedigree - Johnston Family p2
- DSCO3319.jpg - Pedigree - Johnston Family p3
- DSCO3320.jpg - Pedigree - Johnston Family p4
- DSCO3321.jpg - Pedigree - Johnston Family p5
- DSCO3322.jpg - Pedigree - Johnston Family p6
- DSCO3323.jpg - Pedigree - Johnston Family p7
- DSCO3324.jpg - Pedigree - Johnston Family p8
- DSCO3325.jpg - Pedigree - Johnston Family p9
- DSCO3326.jpg - Pedigree - Johnston Family p10
- DSCO3327.jpg - Pedigree - Johnston Family p11
- DSCO3328.jpg - Pedigree - Johnston Family p12
- DSCO3329.jpg - Pedigree - Johnston Family p13



# Renamed Files

# Article Research

- Assess the scope of the article(s)
- Arrange folders for different resources
  - Published volumes
  - Repositories
  - Genealogies
  - Types of records
- Access required by others



## The Rotches and the Rodmans A Tale of New Bedford Quakerism

Rhonda R. McClure

### Project Origins and Support

Originating as a research project, the story of the Rotches and the Rodmans evolved into a four-part, extended tale that was supported by a generous contribution from Marc Chardon. The four articles\* are:

- Part 1 — Quakers in New England
- Part 2 — Rotch and Rodman Families
- Part 3 — “New Lights” vs. Old Lights
- Part 4 — The Fall Out

The original work on these families began as a research project to verify a maternal line that had been taken back to Emily Morgan, daughter of Charles Waln and Sarah (Rodman) Morgan. Emily was born 13 December 1821 in New Bedford, Bristol County, Massachusetts, and had married there 24 May 1842 William J. Rotch.<sup>11</sup> In reviewing the abstracted marriage record, the couple were married in the First Congregational Church; however, it was well known that the Rotches and Rodmans were early Massachusetts Quaker families. Had Emily Morgan and/or William J. Rotch left the Society of Friends? If so, was there a way to identify what had happened? And what did that mean to their families?

### Part 1 — Quakers in New England

#### Beginnings of the Society of Friends

While most think of William Penn and Pennsylvania when the Quakers are mentioned, the Society of Friends, more commonly referred to as the Quakers, trace back to the mid 1600s and George Fox of England. Fox is considered the founder of the Society of Friends. After seeking insight from non-con-

\* The author wishes to thank Caroline White, Archives & Manuscript Librarian, Robert S. Cox Special Collections and University Archives Research Center, University of Massachusetts, Amherst; Jordan Landes, Curator, Friends Historical Library, Swarthmore College; Jody Goodman, Special Collections Librarian, Special Collections|History Room, New Bedford Free Public Library; Mark D. Procknik, Librarian, Grimshaw-Gudewicz Reading Room, New Bedford Whaling Museum; and Paul O’Pecko, Vice President of Collections and Research, Mystic Seaport.

<sup>11</sup> *Vital Records of New Bedford Massachusetts to the Year 1850*, 3 vols. (Boston: New England Historic Genealogical Society, 1932), vol. 1, p. 332 (birth); vol. 2, p. 377 (marriage).

*The New England Historical and Genealogical Register* 177 (Summer 2023):293–305 (Part 1)

Article(s)

+

Q Search

⋮
?
🔔
👤
View upgrade options

All files

## Quaker New Lights Project ⚙️

🕒 Recents

★ Starred

👤

MC

MC

🔗 Share folder

Name ↑

Who can access

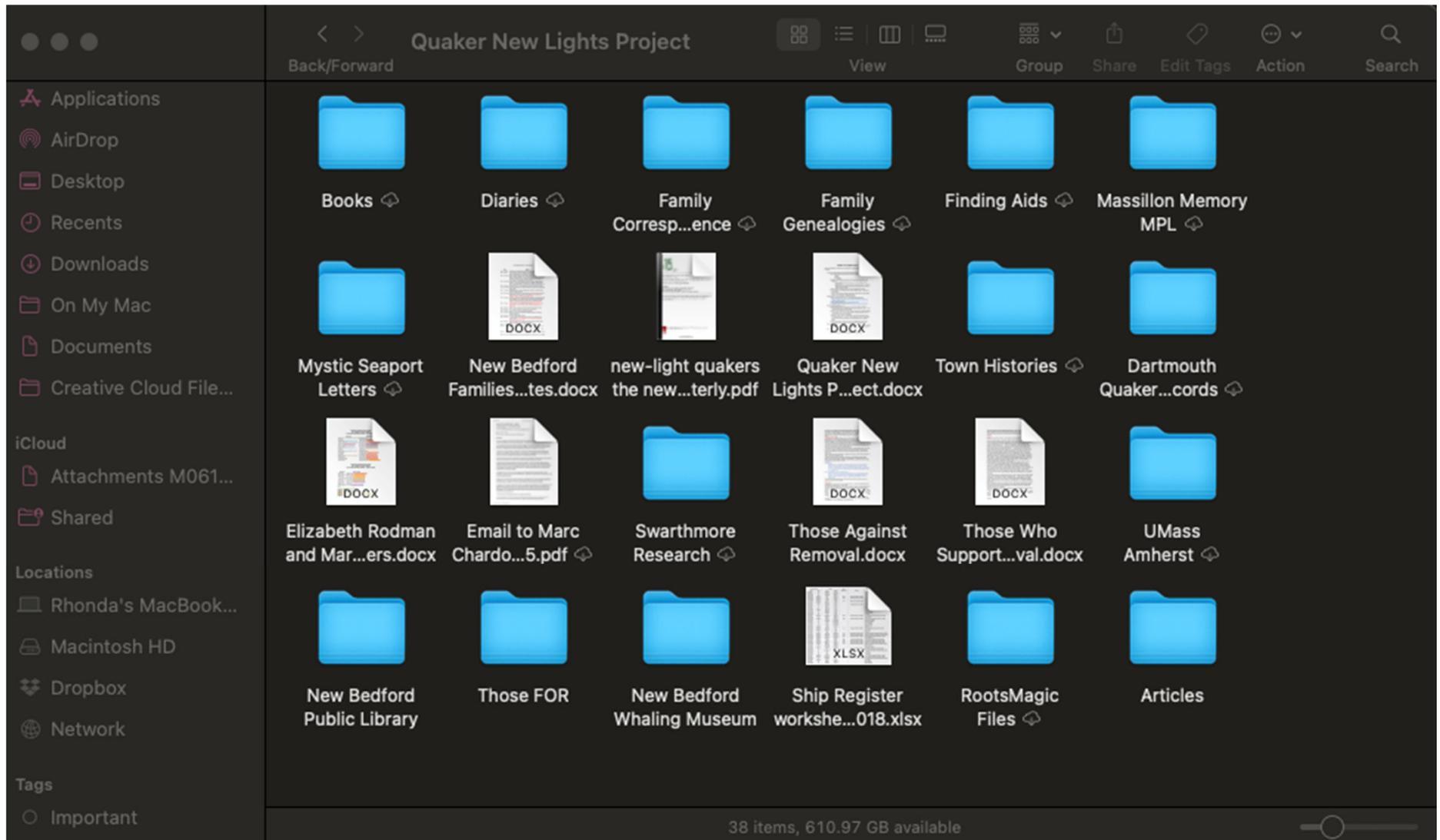
Modified

Articles	☆ 3 members	--
Books	☆ 3 members	--
Dartmouth Quaker Records	☆ 3 members	--
Diaries	☆ 3 members	--
Family Correspondence	☆ 3 members	--
Family Genealogies	☆ 3 members	--
Finding Aids	☆ 3 members	--
Massillon Memory MPL	☆ 3 members	--
Mystic Seaport Letters	☆ 3 members	--
New Bedford Public Library	☆ 3 members	--
New Bedford Whaling Museum	☆ 3 members	--
RootsMagic Files	☆ 3 members	--
Swarthmore Research	☆ 3 members	--
Those FOR	☆ 3 members	--
Town Histories	☆ 3 members	--

# DropBox Shared Folders

©New England Historic Genealogical Society, AmericanAncestors.org; produced by The Brue Family Learning Center

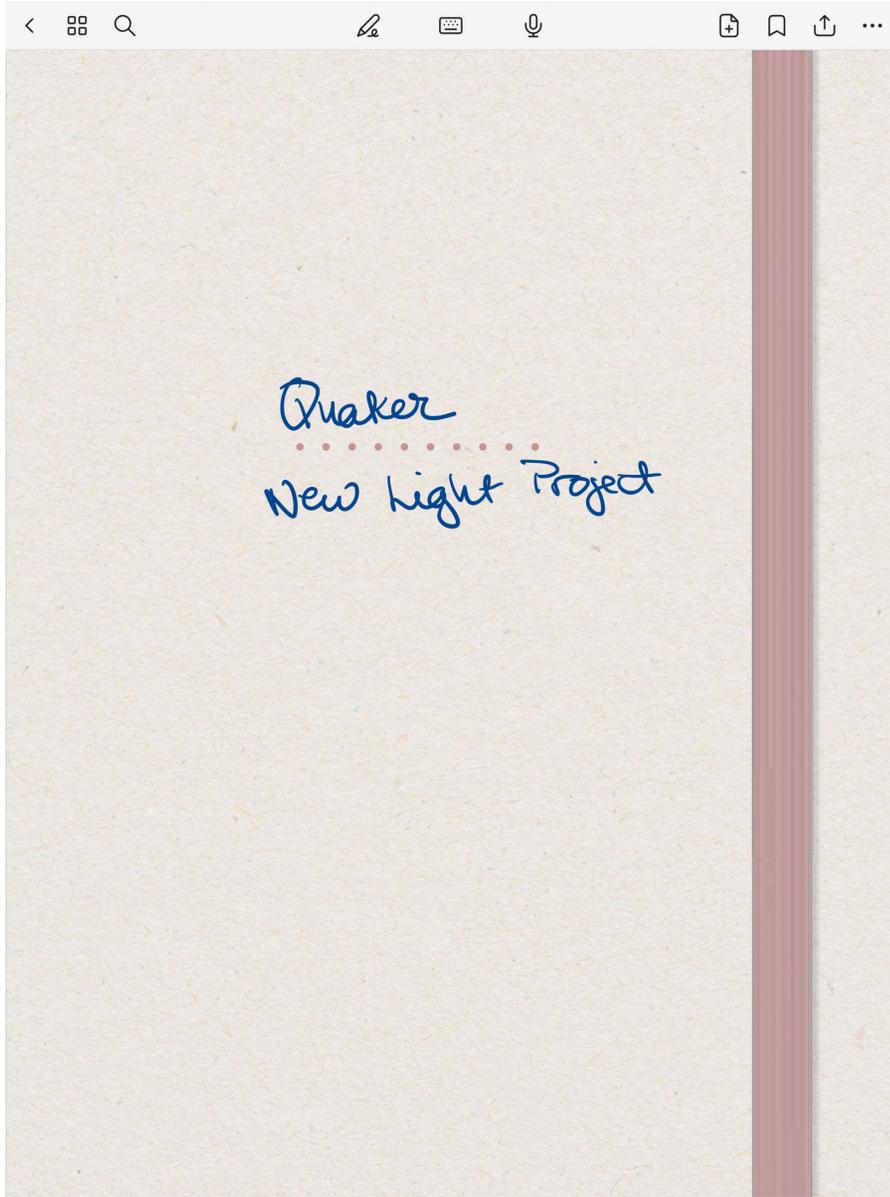
63



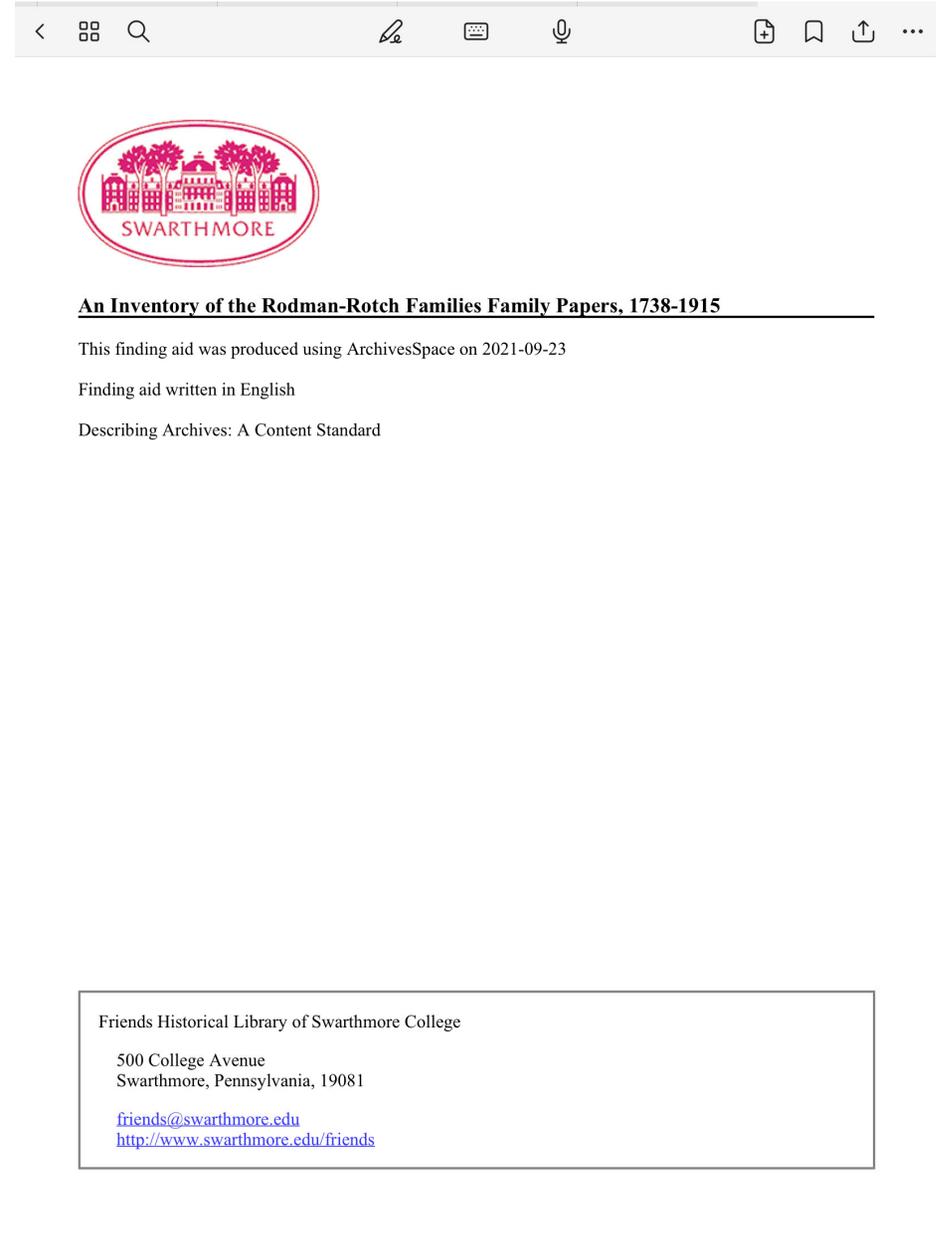
## DropBox on Laptop

Tip

Track your research



GoodNotes



Insertion of Finding Aid PDF

+ Search

All files

### Quaker New Lights Project

Recents Starred

Share folder

Name ↑	Who can access	Modified
Articles	☆ 3 members	--
Books	☆ 3 members	--
Dartmouth Quaker Records	☆ 3 members	--
Diaries	☆ 3 members	--
Family Correspondence	☆ 3 members	--
Family Genealogies	☆ 3 members	--
Finding Aids	☆ 3 members	--
Massillon Memory MPL	☆ 3 members	--
Mystic Seaport Letters	☆ 3 members	--
New Bedford Public Library	☆ 3 members	--
New Bedford Whaling Museum	☆ 3 members	--
RootsMagic Files	☆ 3 members	--
Swarthmore Research	☆ 3 members	--
Those FOR	☆ 3 members	--
Town Histories	☆ 3 members	--

# Dropbox Shared Folders

### Swarthmore Rotch-Rodman SFHL-RG5-132

Recents Starred

Name ↑

- 001-001 Eliza Rodman 1803 Diary
- 001-002 Eliza Rodman 1805 and 1807 Diary
- 001-003 Joseph Rodman 1809 Journal
- 001-004 William Rotch 1814 Memoir
- 001-005 Genealogical Material
- 002-001 Letters - Lydia Rotch Dean
- 002-002 Letters - Hannah Rodman Fisher
- 002-003 Letters - Mary Rodman Fisher
- 002-004 Letters - Anna Rodman Hazard
- 002-005 Letters - Anna Rodman Robeson
- 002-006 Letters - Benjamin Rodman
- 002-007 Letters - Mary Borden Rodman
- 002-008 Letters - Samuel Rodman
- 002-009 Letters - Samuel Rodman Jr
- 002-010 Letters - Sarah Rodman

Share folder

An Inventory of the Rodman-Rotch Families Family Papers, 1738-1915

An exile from Home: Elizabeth Barker Rotch. Box 1 (Mixed Materials)

**Scope and Contents**  
An account of the life Eliza Rotch (1764-1858) daughter of Josiah and Elizabeth (Hussey) Barker. An address by Alfred Rodman Hussey presented to the Old Dartmouth Historical Society. Photocopy of a draft typescript and notes.

Newspaper clippings (photocopies) Box 1 (Mixed Materials)

Ser. 2. Family Correspondence, 1763-1915

*Massillon Ohio Memoir.org*

Dean and Lydia Rotch (1770-1822) on death of Mother Rodman, 1798 2mo. 27  
*Lydia (Rotch) Dean ???*

Dean and Lydia Rotch on death of Thomas Rodman, 1809 5mo. 14 Box 1 (Mixed Materials)

Fisher, Hannah Rodman (1764-1819) correspondence, 1781-1819 Box 1 (Mixed Materials)

**Scope and Contents**  
Includes a letter by Samuel Fisher on death of Hannah.

Fisher, Mary Rodman (1781-1813) correspondence from Wakefield, [Mass.], 1807-1812 Box 1 (Mixed Materials)

Hazard, Anna Rodman (1761-1845) correspondence, 1786-1837 Box 1 (Mixed Materials)

Robeson, Anna Rodman (1787-1848) correspondence, 1809-1839 Box 1 (Mixed Materials)

Rodman, Benjamin (1794-1876) correspondence, 1811-1857 Box 1 (Mixed Materials)

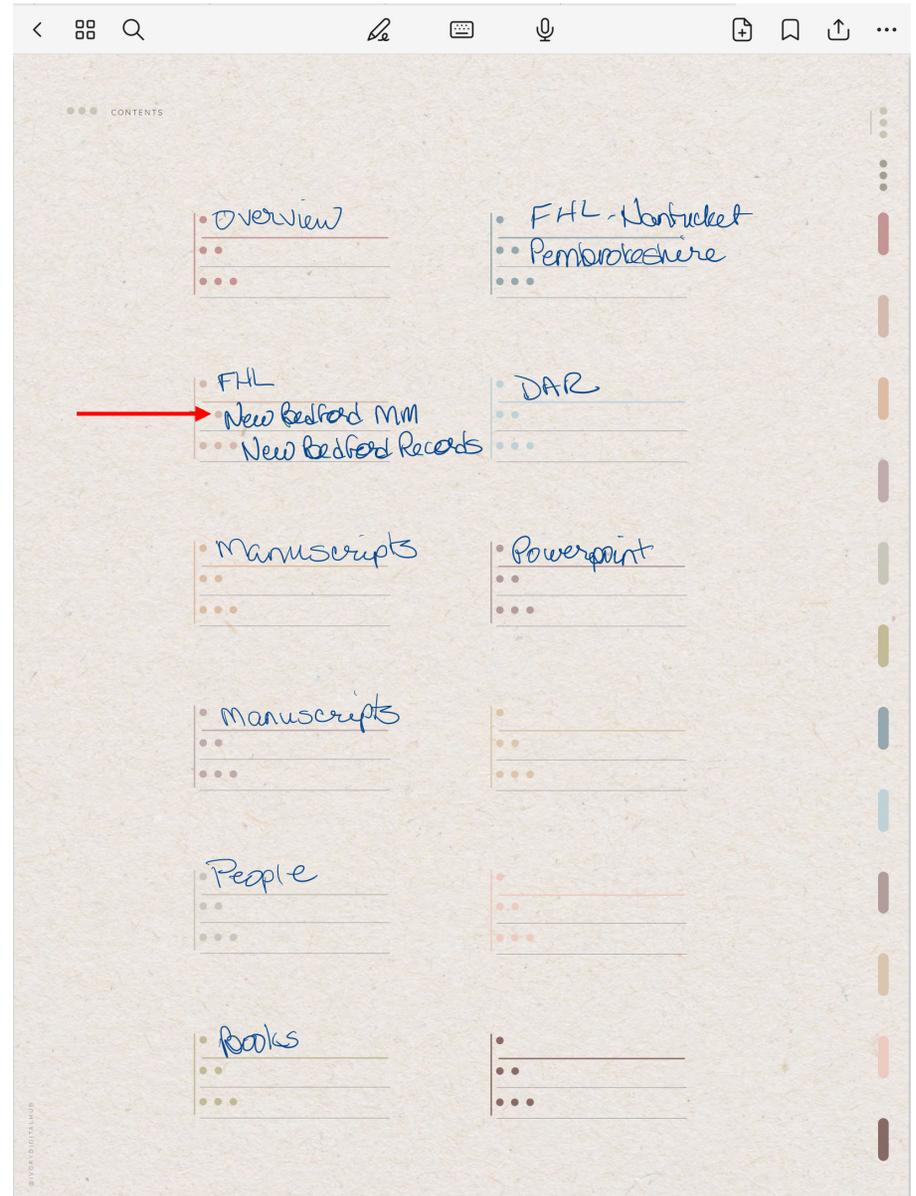
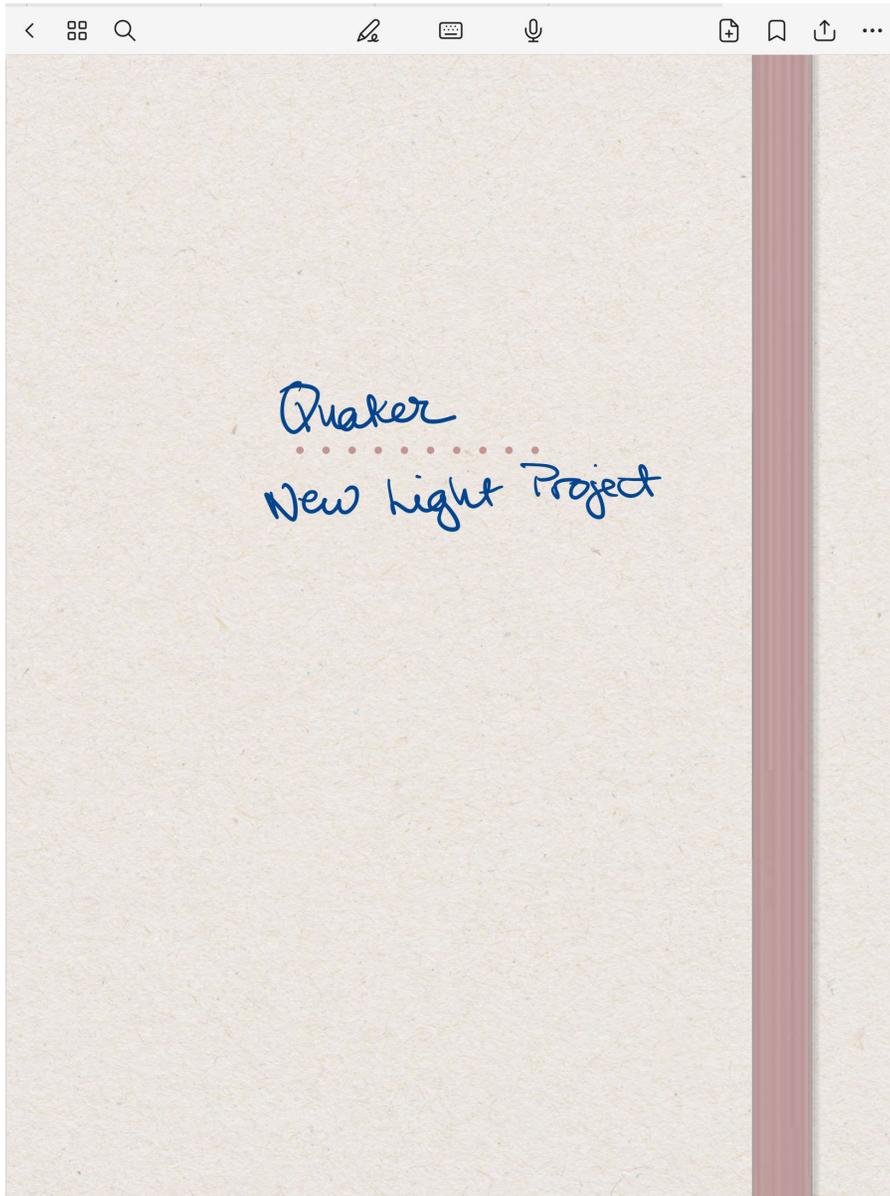
**Scope and Contents**  
Includes "Salutatory oration pronounced before the trustees of the "Friends Academy", New Bedford "...being the second anniversary of the establishment of the Institution..." 5/21/1813.

Rodman, Mary Borden (1729-1798) correspondence, 1781-1794 Box 1 (Mixed Materials)

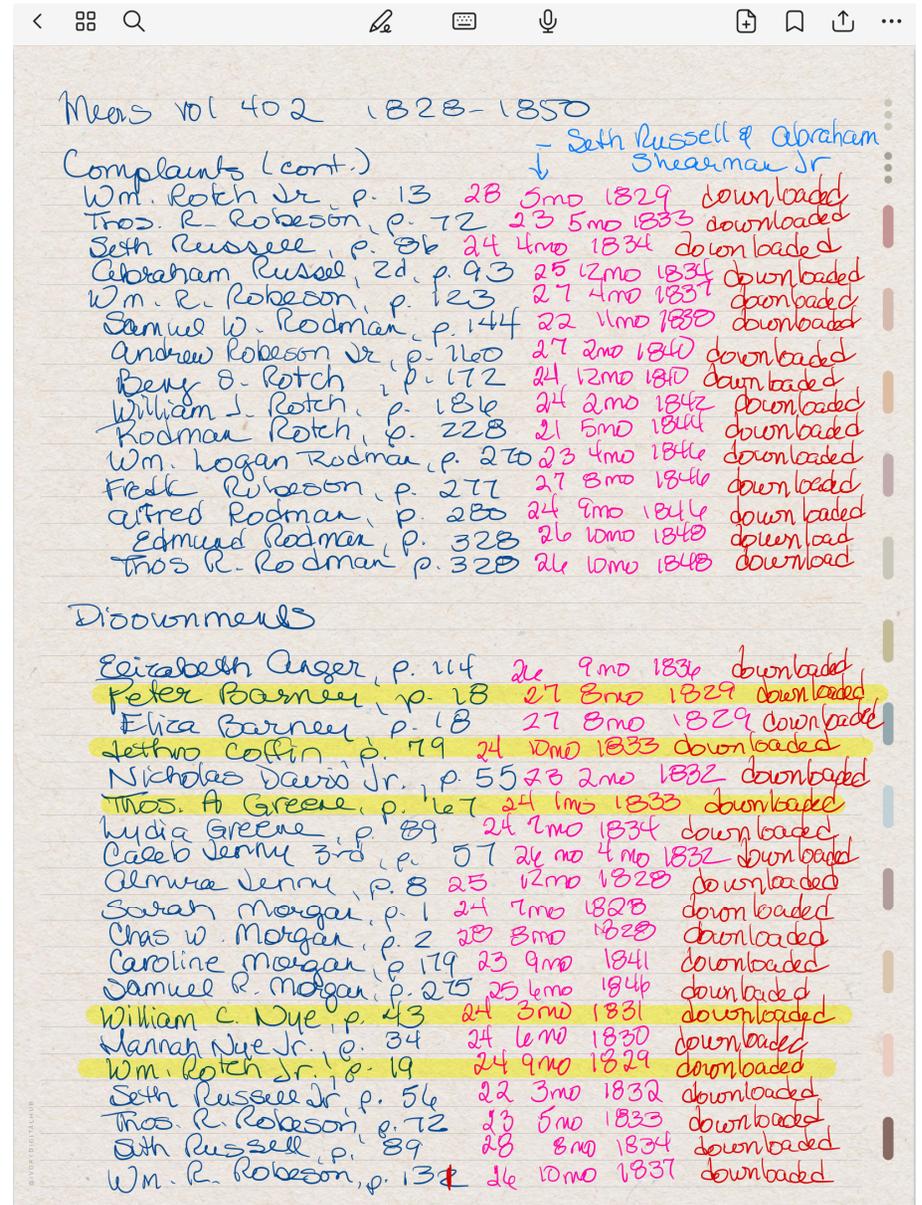
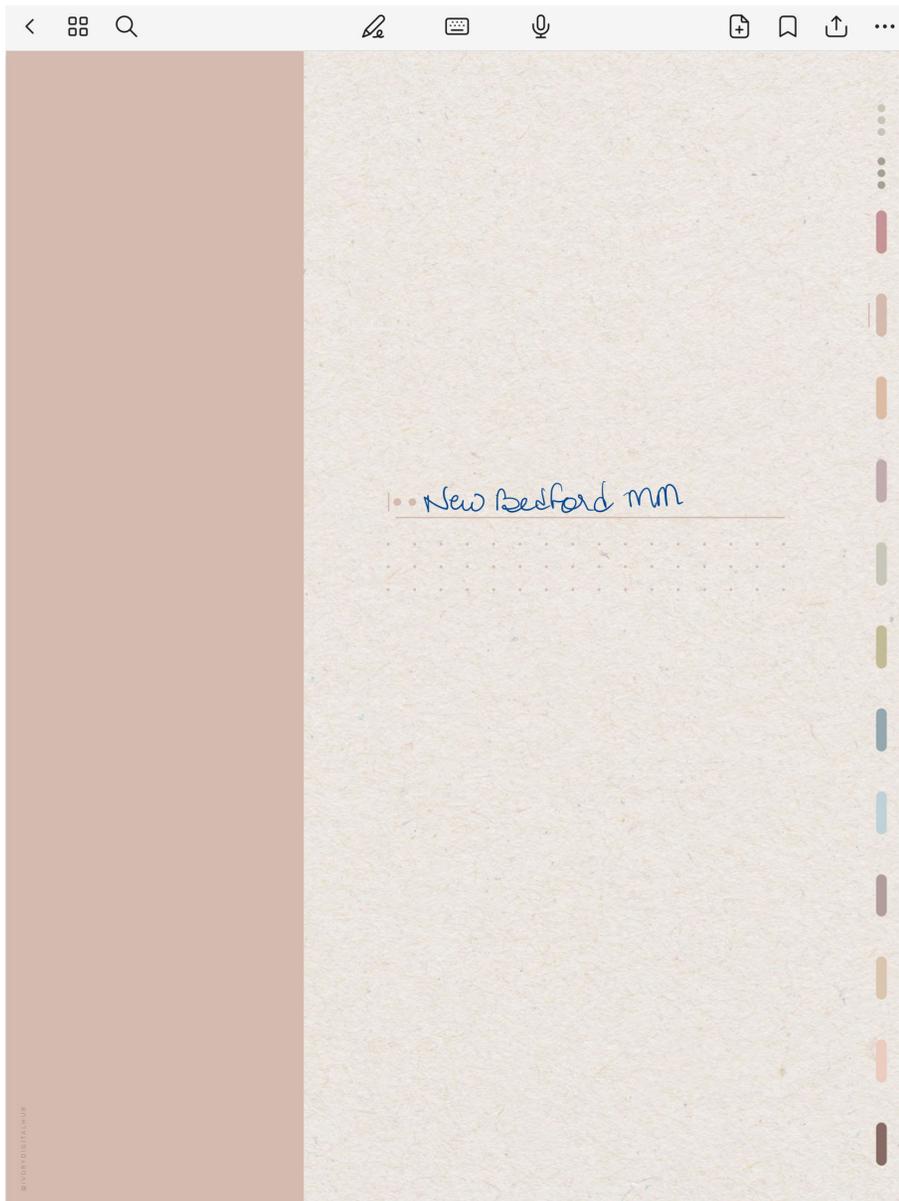
Rodman, Samuel (1753-1835) correspondence, 1782-1819 Box 1 (Mixed Materials)

**Scope and Contents**  
Mostly to his wife, Elizabeth Rotch Rodman.

Finding Aid to Digitized Files



GoodNotes



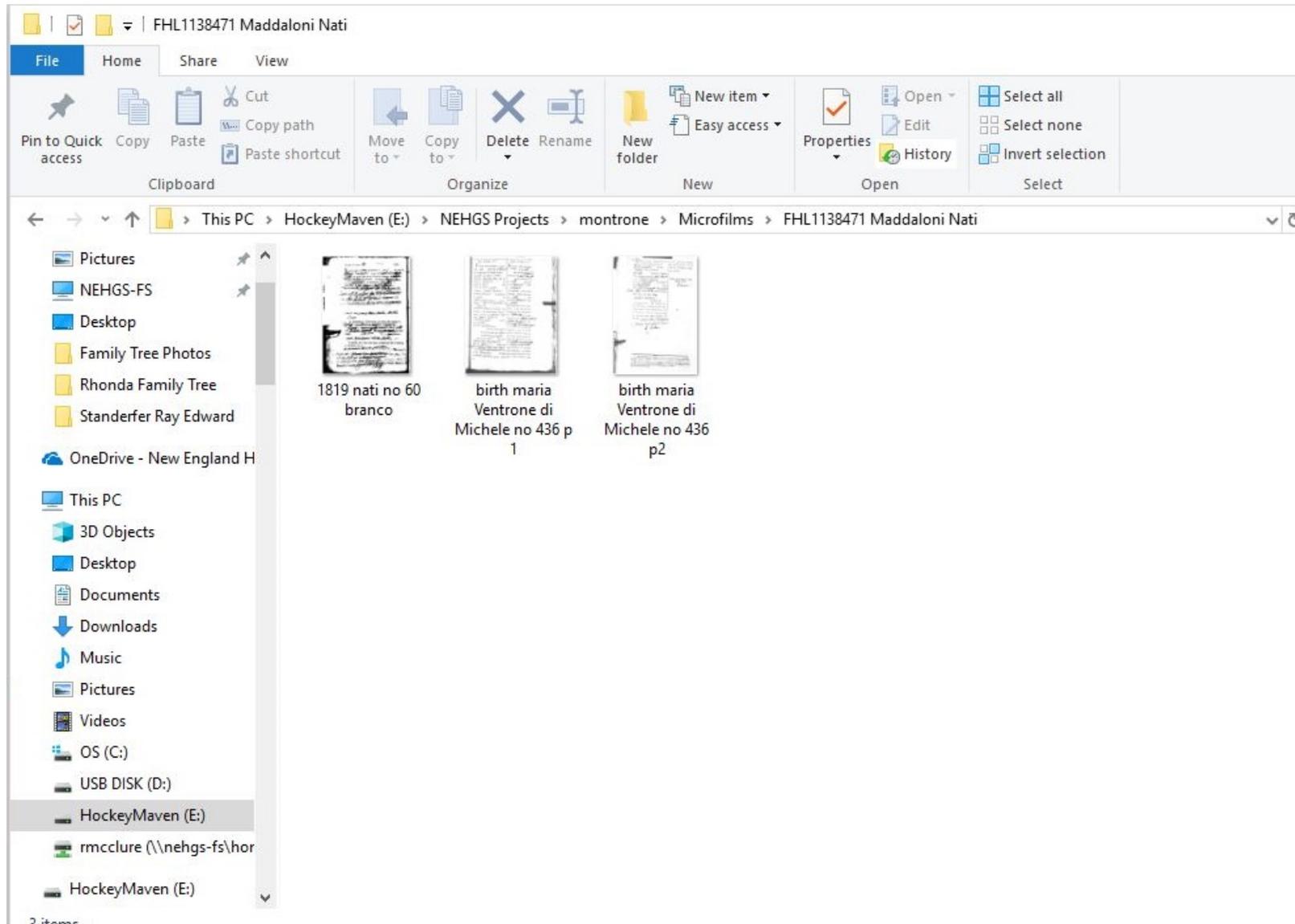
GoodNotes

My files > Research Services Cases - Back Ups > Quaker Records > New Bedford vol 401 Mens minutes

Name ↑	Modified	Modified By	File size	Share
New Bedford MM Mens Minutes vol 401 p292-293.jpg	August 4, 2022	Rhonda McClure	1.93 MB	Private
New Bedford MM Mens Minutes vol 401 p298.jpg	August 4, 2022	Rhonda McClure	1.88 MB	Private
New Bedford MM Mens Minutes vol 401 p301.jpg	August 4, 2022			
New Bedford MM Mens Minutes vol 401 p302.jpg	August 4, 2022			
New Bedford MM Mens Minutes vol 401 p306.jpg	August 4, 2022			
New Bedford MM Mens Minutes vol 401 p309.jpg	August 4, 2022			
New Bedford MM Mens Minutes vol 401 p311.jpg	April 14, 2023			
New Bedford MM Mens Minutes vol 401 p312.jpg	April 14, 2023			
New Bedford MM Mens Minutes vol 401 p314.jpg	October 5, 2022			
New Bedford MM Mens Minutes vol 401 p317.jpg	August 4, 2022			
New Bedford MM Mens Minutes vol 401 p320.jpg	April 14, 2023			
New Bedford MM Mens Minutes vol 401 p324.jpg	October 5, 2022			
New Bedford MM Mens Minutes vol 401 p33.jpg	August 4, 2022			
New Bedford MM Mens Minutes vol 401 p334-335.jpg	April 14, 2023			

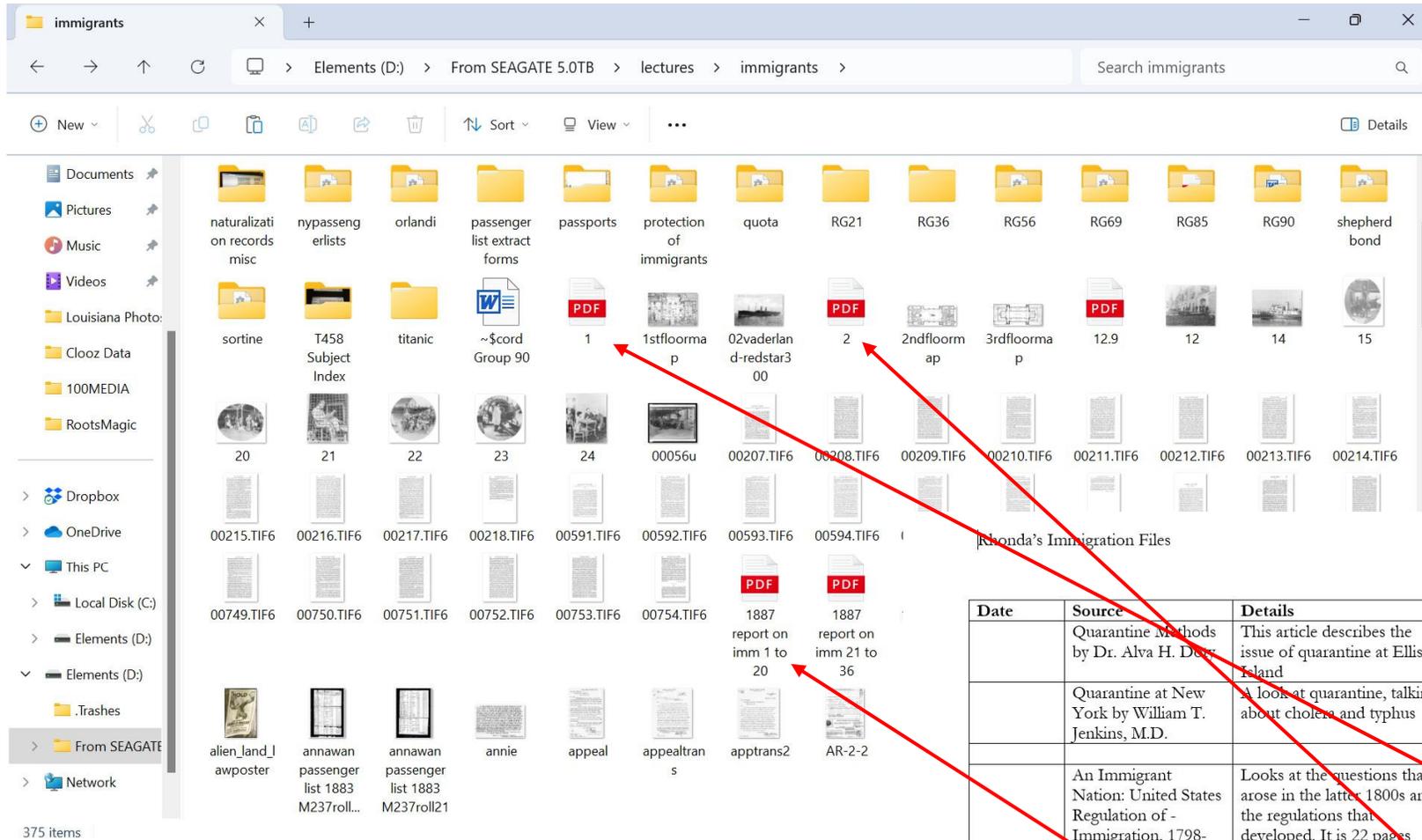


# OneDrive at Work



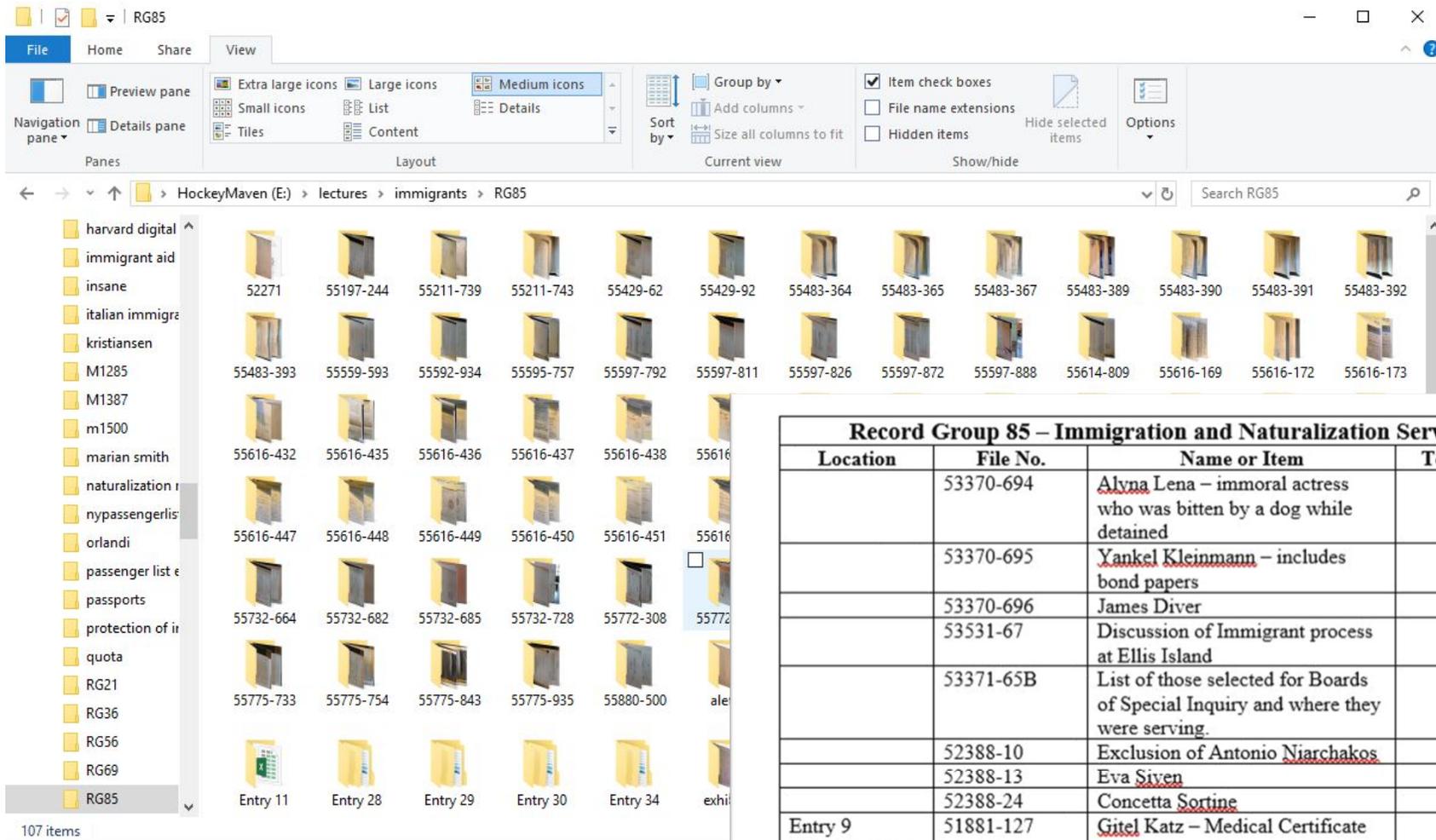
# Scanned images from repository

# Historical Subject



Date	Source	Details	File Name(s)
	Quarantine Methods by Dr. Alva H. Dewey	This article describes the issue of quarantine at Ellis Island	00207.TIF6.gif - 00218.TIF6.gif
	Quarantine at New York by William T. Jenkins, M.D.	A look at quarantine, talking about cholera and typhus	00591.TIF6.gif - 00745.TIF6.gif
	An Immigrant Nation: United States Regulation of Immigration, 1798-1991	Looks at the questions that arose in the latter 1800s and the regulations that developed. It is 22 pages long, and is the first part of this publication.	1.pdf
	An Immigrant Nation: United States Regulation of Immigration, 1798-1991	Picks up this publication on page 21 and looks at "Amendments & Reform in the Late 20 <sup>th</sup> Century" beginning with amending the 1952 Act	2.pdf
	Ellis Island: A Historical Perspective by Andrea Temple and June F. Tyler	This is not a complete file. It includes only pages 1, 2, 7, 8, 16, 17 and aerial views shown on the back cover.	12.9.pdf
	1887 Report on Immigration	This is the first part of this report and includes a copy	1887 report on imm 1 to 20.pdf

# Immigration Subject



Record Group 85 – Immigration and Naturalization Services			
Location	File No.	Name or Item	Total Pages
	53370-694	<u>Alyna Lena</u> – immoral actress who was bitten by a dog while detained	14
	53370-695	<u>Yankel Kleinmann</u> – includes bond papers	25
	53370-696	James Diver	26
	53531-67	Discussion of Immigrant process at Ellis Island	24
	53371-65B	List of those selected for Boards of Special Inquiry and where they were serving.	14
	52388-10	Exclusion of <u>Antonio Niarchakos</u>	12
	52388-13	<u>Eva Siven</u>	
	52388-24	<u>Concetta Sortine</u>	22
Entry 9 17W3/14/11/5 Box 277	51881-127	<u>Gitel Katz</u> – Medical Certificate	1
“	51881-128	<u>Leie Kwarczinsky</u> – Trachoma	Entire file
“	51881-129	<u>Theodore Kelch</u> – Misc. documents & letters	6
“	51881-132	Benjamin Roth – Affidavit and Telegram	3
“	51881/136	<u>Basse &amp; Srul Silberstein</u>	1
“	51881-139	<u>Evelyn Jeffery</u> – Medical Certificate to Board of Special Inquiry	1
“	51881-140	<u>Felice Moreno</u> – Findings of	2

# Historical Subject

# Active Research

# Active Research

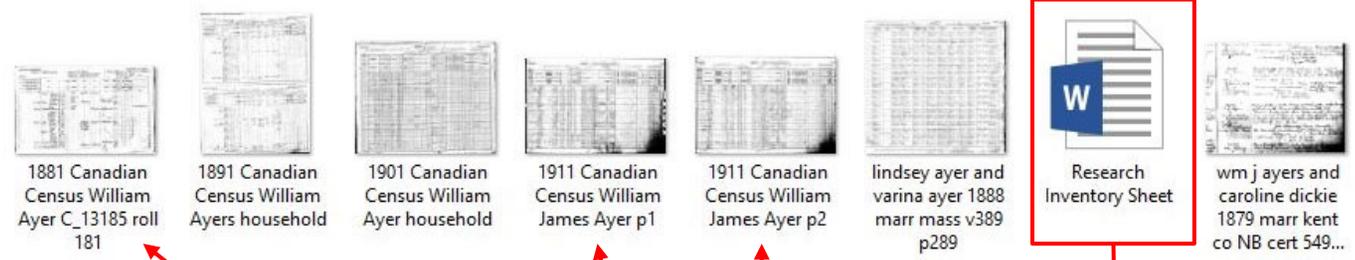
- Researching online from home
- Research trip to FamilySearch Library
- Research trip to archive/repository

# 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

Windows File Explorer interface showing the path: HockeyMaven (E:) > Rhonda Family Tree > Ayer William James. Search bar contains "Search Ayer William James".

- matt
  - Military
  - mooney
  - morello
  - MoviePro
  - NEHGS
  - NEHGS Projects
  - Now We Become Ourselv
  - NSP for SLC
  - PAF
  - Panasonic Lumix
  - photos
  - pictures
  - Pictures from Mac
  - PinkPuck
  - pulling
  - Pulling aperture vault
  - pulling newman research
  - Recycled
  - Research Services
  - Rhonda Family Tree
- 8 items



RESEARCH INVENTORY

Ancestral Family: William James Ayer  
 Researcher: Rhonda McClure

Date of Letter or Search	Place of Search/ Addressee	Summary—information found / Purpose	Date Received	Doc. No.
1 Nov 2018	Ancestry.com	Marriage record of daughter Varina Ayer to Lindsay Ayer in Woburn, Massachusetts File name: <del>lindsay ayer and varina ayer 1888 marr mass v389 p289</del>		Digital file
20 Nov 2018	NEHGS, Boston, MA	Digitizing of the marriage of William J. Ayer and Caroline Dickie, 1879 Kent Co., New Brunswick File name: <del>wm j ayers and caroline dickie 1879 marr kent co NB cert 5494 p417 film15483</del>		Digital file
12 Dec 2018	Ancestry.com	Search of the 1881 Canadian Census for the family of William James Ayer to see if he indeed did marry a second time to Caroline (Wood) Dickie File name: 1881 Canadian Census William Ayer C_13185 roll 181		Digital file
12 Dec 2018	Ancestry.com	Search the 1891 Canadian Census for household of William James Ayer File name: 1891 Canadian Census William Ayers household		Digital file
12 Dec 2018	Ancestry.com	Search the 1901 Canadian Census for household of William James Ayer – does his birth date match what prior research shows? <b>Yes, birth matches</b> File name: 1901 Canadian Census William Ayer household		Digital file
12 Dec 2018	Ancestry.com	Prior information from family indicates that William died about 1904? Can you locate the family in the 1911 Canadian Census? <b>Yes, living in the household of step son, birth matches 1901</b> File name (1): 1911 Canadian Census William James Ayer p1 File name (2): 1911 Canadian Census William James Ayer p2		Digital files

## Digital folder of William James Ayer

# FamilySearch Library

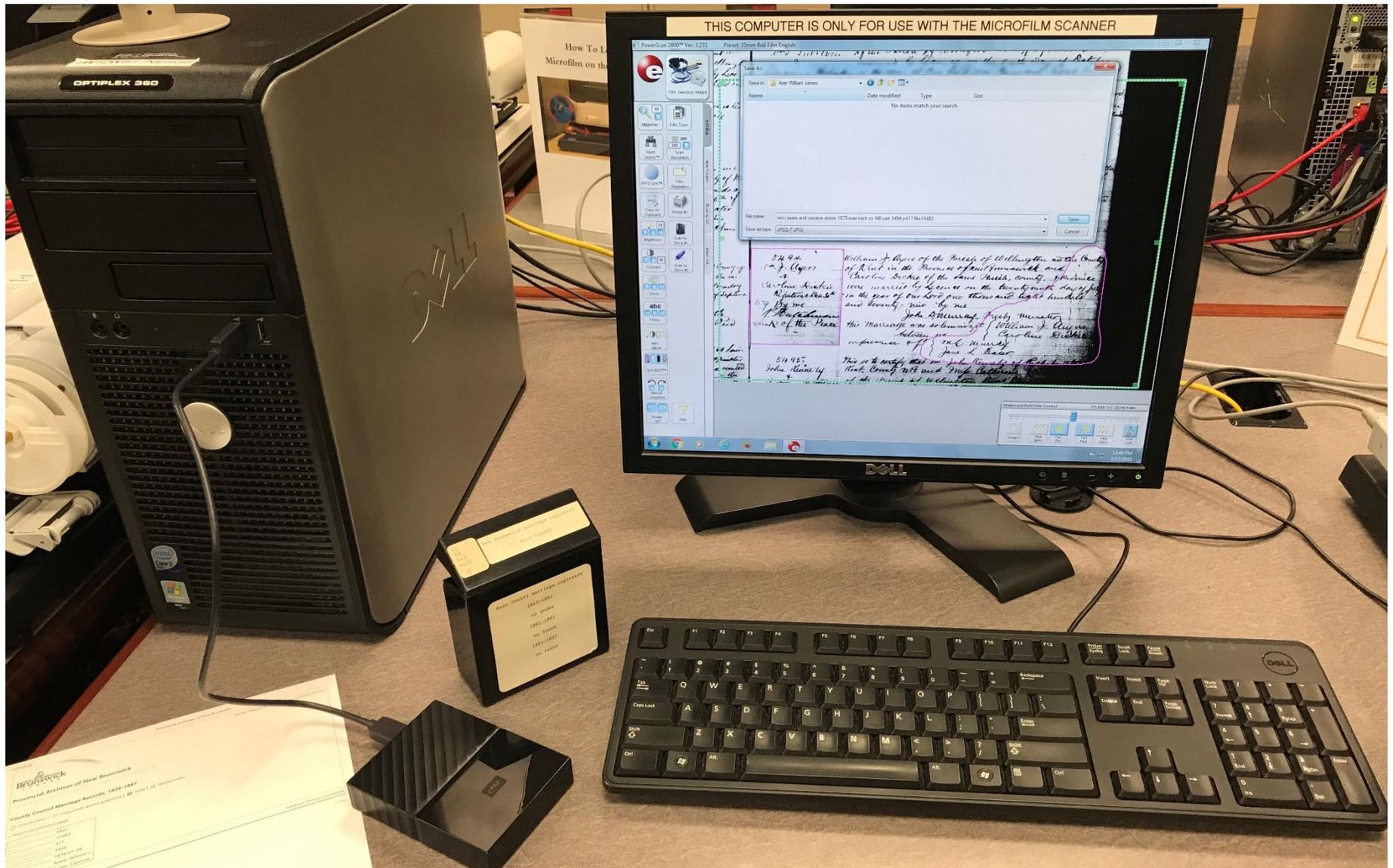
- Access to digitized images not available at home
- Computers with microfilm scanners
- Book scanners
- Digitize negatives, etc. in Memory Lane



# FamilySearch Library

# 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



## Scanning from microfilm

# 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?

# Archives/Repositories

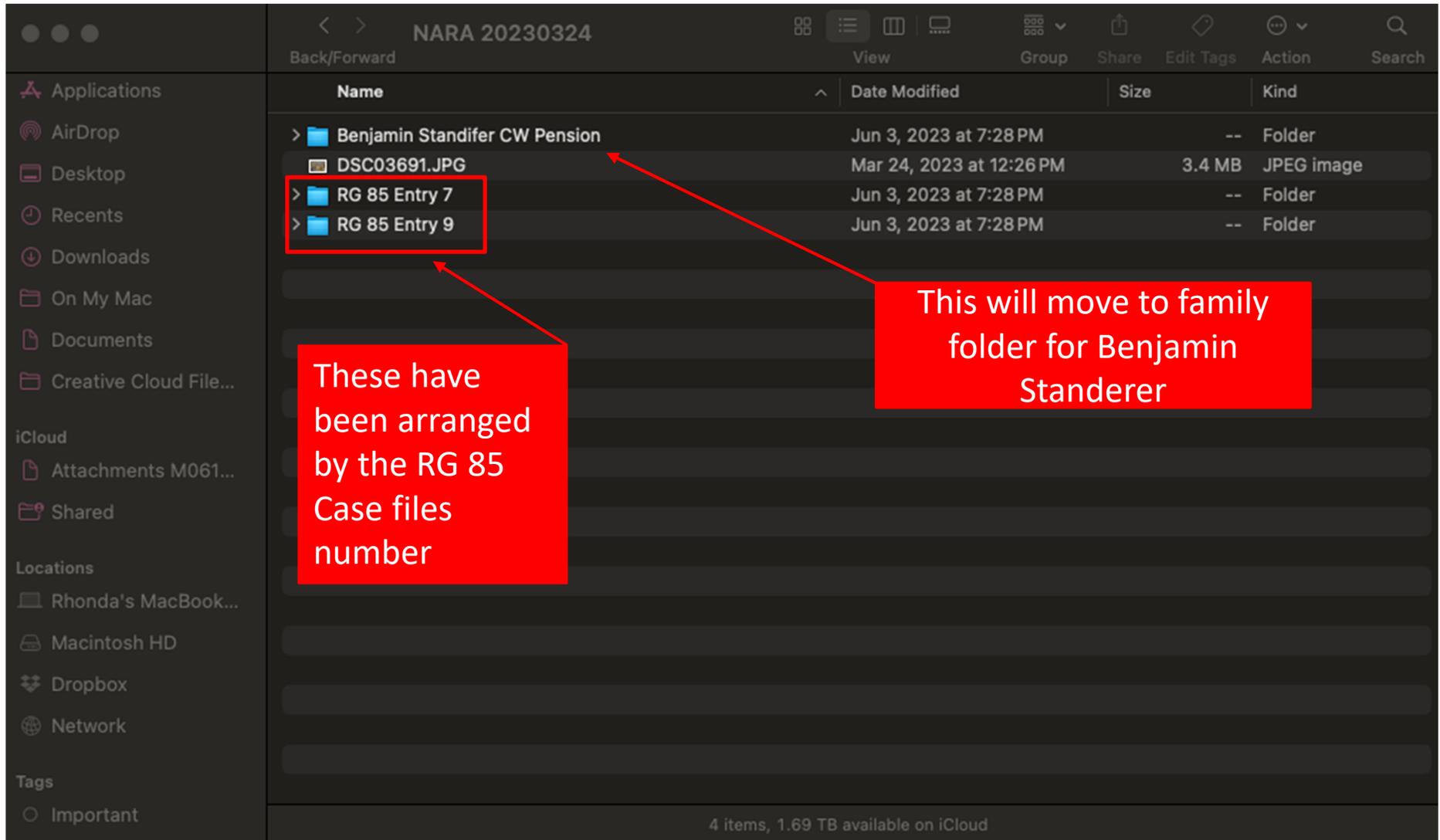
- Have goals and a research plan
- Name files so you can identify them when you return home.

The screenshot shows a macOS Photos application window. The left sidebar contains navigation options like Applications, Desktop, Downloads, and iCloud. The main area displays a list of items in a table format. The table has columns for Name, Date Modified, Size, and Kind. Two folders, 'Dino Birthday' and 'LOC Digitized Records', are highlighted with red lines. Below the folders, a list of image files is shown, including 'rhonda with green screen in zoom' and several 'DSCN' files.

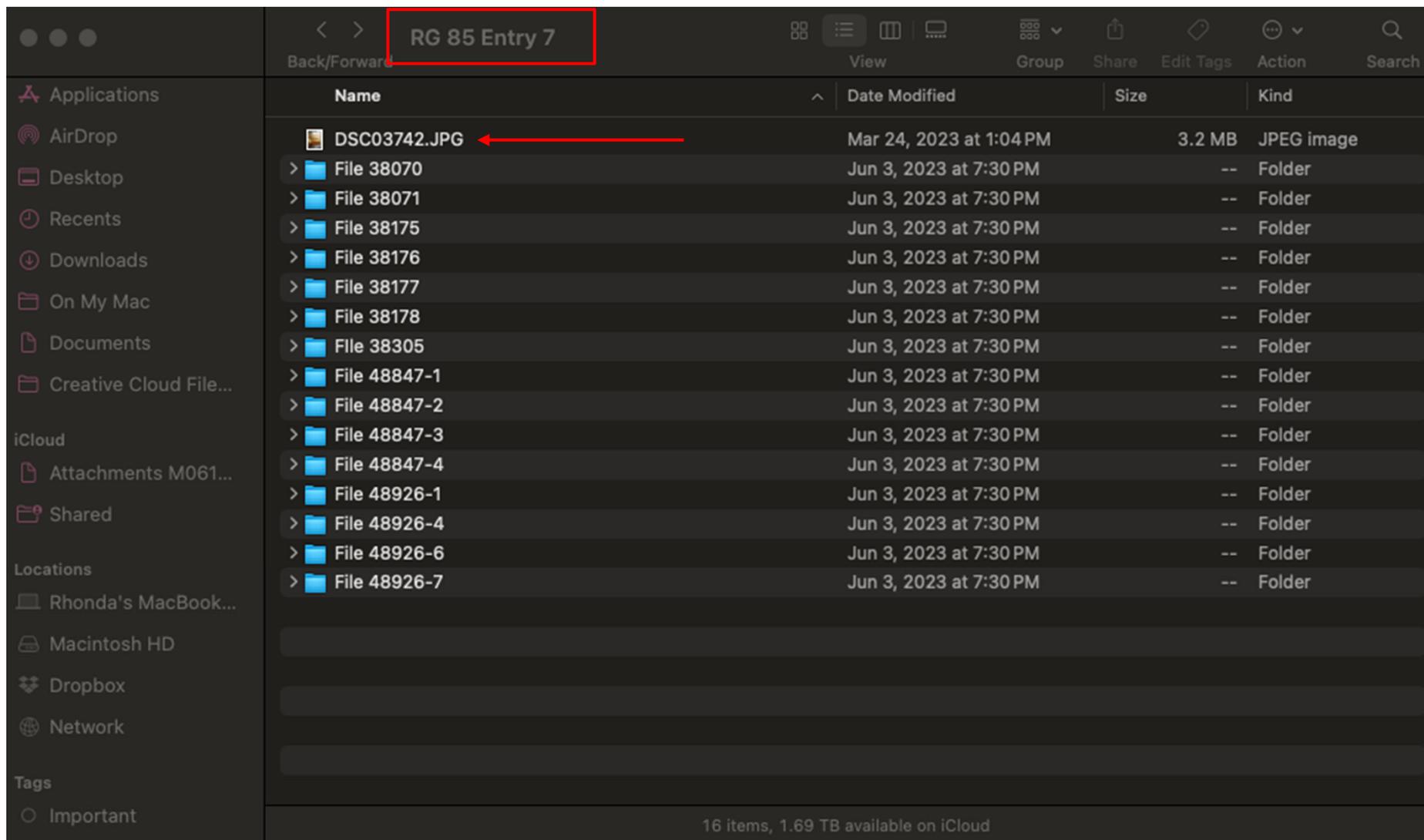
Name	Date Modified	Size	Kind
> Camera Card 2	Jun 3, 2023 at 7:27 PM	--	Folder
> DAR Digitized Records	Jun 3, 2023 at 7:27 PM	--	Folder
> <b>Dino Birthday</b>	Jun 3, 2023 at 7:27 PM	--	Folder
> <b>LOC Digitized Records</b>	Jun 3, 2023 at 7:27 PM	--	Folder
> NARA 20230324	Jun 3, 2023 at 7:27 PM	--	Folder
> Olympics - Photos	Jun 3, 2023 at 7:27 PM	--	Folder
> open house	Jun 3, 2023 at 7:27 PM	--	Folder
> Panasonic Lumix	Jun 3, 2023 at 7:27 PM	--	Folder
> Photo Mechanic Photos	Jun 3, 2023 at 7:27 PM	--	Folder
> Providence Bruins 2015-16	Jun 3, 2023 at 7:27 PM	--	Folder
> SD Card Nov 2017	Jun 3, 2023 at 7:27 PM	--	Folder
> WJC	Jun 3, 2023 at 7:27 PM	--	Folder
rhonda with green screen in zoom	Apr 23, 2020 at 1:59 PM	999 KB	PNG image
boyle-higgins-jhayes.jpg	Jul 15, 2016 at 9:12 PM	141 KB	JPEG image
boyle-grzelcyk-adams.jpg	Jul 15, 2016 at 8:34 PM	160 KB	JPEG image
huskies vs minutemen.jpg	Feb 19, 2016 at 7:46 PM	1.6 MB	JPEG image
ryan ruck huskies.jpg	Feb 19, 2016 at 7:42 PM	99 KB	JPEG image
bu vs uml2.jpg	Feb 19, 2016 at 7:10 PM	1.3 MB	JPEG image
bu vs uml1.jpg	Feb 19, 2016 at 7:07 PM	1.2 MB	JPEG image
DSCN0264.jpg	Jun 15, 2005 at 11:43 AM	486 KB	JPEG image
DSCN0263.jpg	Jun 15, 2005 at 11:43 AM	634 KB	JPEG image
DSCN0262.jpg	Jun 15, 2005 at 11:42 AM	632 KB	JPEG image
DSCN0261.JPG	Jun 15, 2005 at 11:42 AM	904 KB	JPEG image

24 items, 1.69 TB available on iCloud

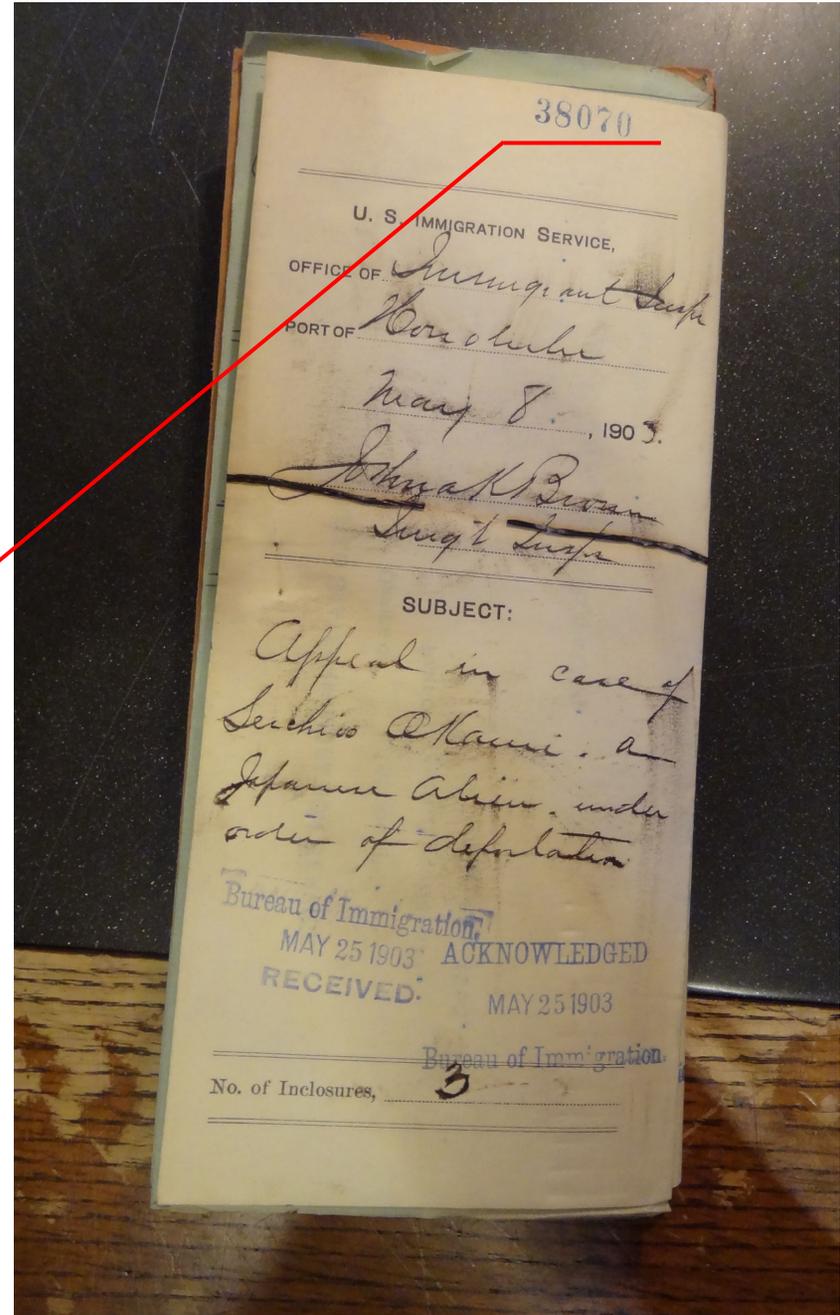
# Identifying Repositories



## NARA 20230324 Folder



NARA Folder --> RG 85 Entry 7



Hollinger Box Image

# 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)

# Keep in mind

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

# QUESTIONS?

**Hire Research Services**

*research@nehgs.org*

**Chat with a Genealogist**

*AmericanAncestors.org/chat*



# THANK YOU!

AmericanAncestors.org



NEW ENGLAND HISTORIC  
GENEALOGICAL SOCIETY

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AmericanAncestors.org

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