

**Online Workshop:
Verifying Your Family Tree**

*Staying the Course: Tips for
Staying Organized and Accurate in
Your Research*

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THE BRUE FAMILY LEARNING CENTER

 **AmericanAncestors**
by NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY

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Organizing in General

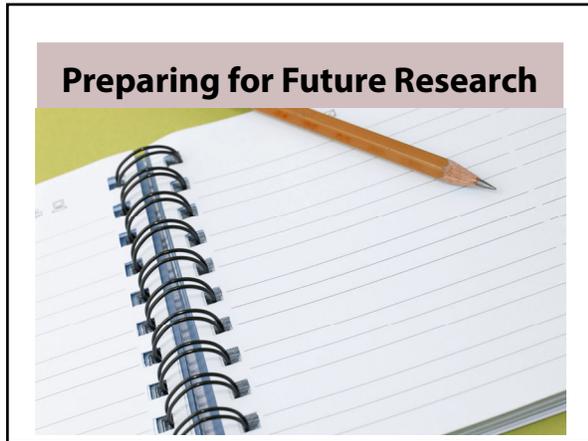
- Organizing All That Research
- Organizing All That Paper
- Organizing All Those Computer Files

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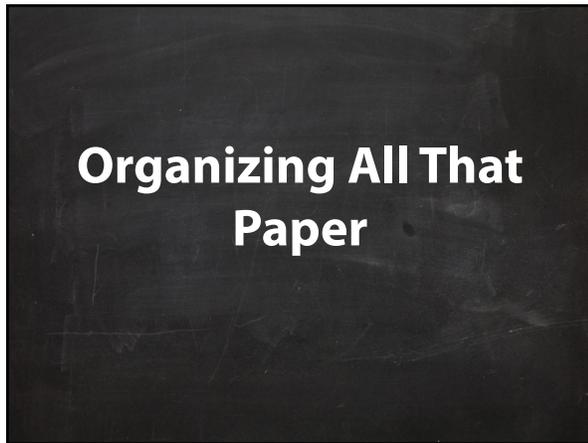
Organizing All That Research

- Research Logs (or research calendars)
- Preparing for Future Research
- Keeping Track of Families

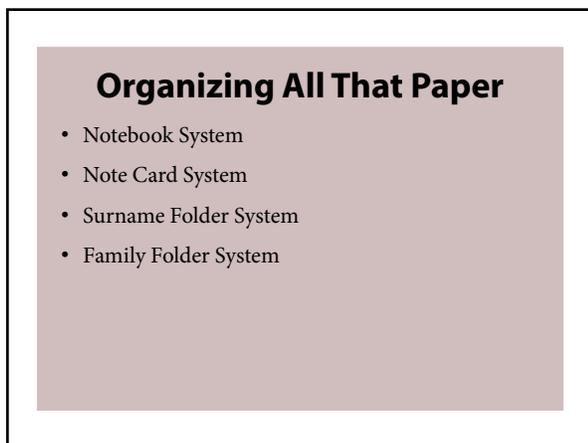
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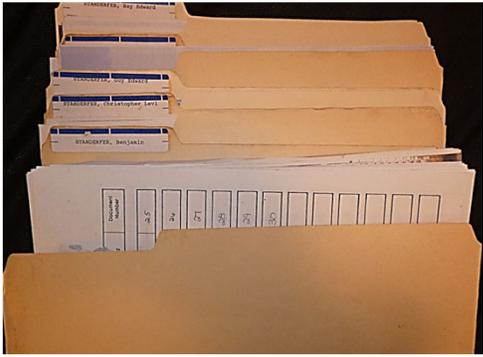


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Family Folder System

- **Research Planning Sheet:**
 - Provides spaces for specific information about a research problem
 - Includes all information about the individual being searched and the source being used
 - Allows the researcher to define the research problem and record the results of the search
- **Research Inventory Sheet:**
 - Used in family folders
 - An index to the holdings of that folder
 - Offers spaces for each document in the folder that reminds the researcher when, where, and what was searched

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Surname Folders

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RESEARCH PLANNING SHEET

ANCESTOR: William Charles Smith RESEARCHER: John Doe
 PLACE: Cheshire, Virginia SOURCE: Local Records DATE OF SEARCH: October 1987
 CALL NO: _____

Definition of Problem
What is the family that descends from William Charles Smith in 1850? Is he the same as the ancestor in the family tree? What is the relationship between the two?

Information Found
See attached search results

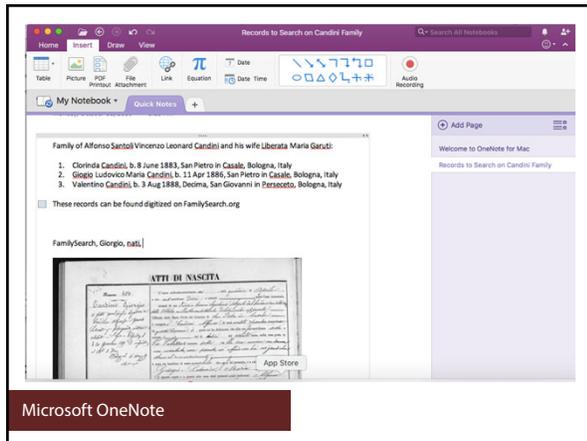
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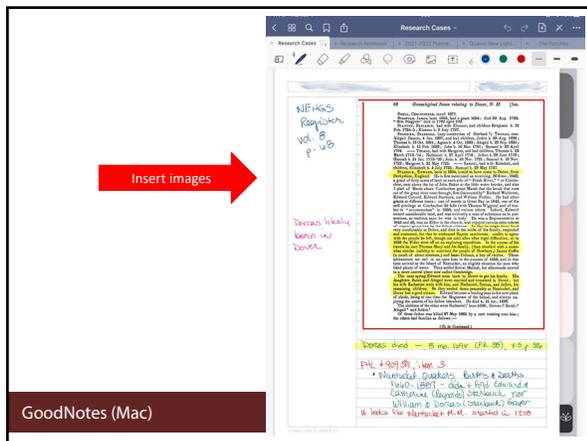
Notebook Software

- Notebook software is another general type of software that can be effective in genealogical research:
 - Microsoft OneNote is part of Microsoft 365
 - If you have Windows 10 then you already have OneNote
 - Adobe Acrobat
 - Goodnotes
 - Notability (Apple only)

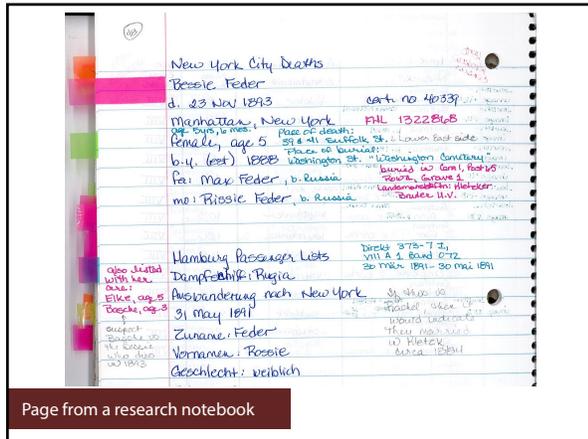
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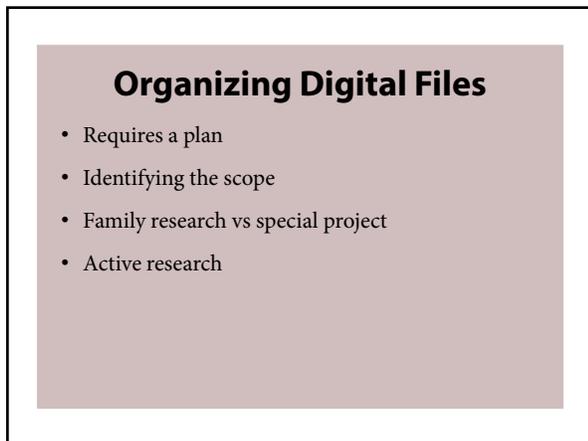


Page from a research notebook

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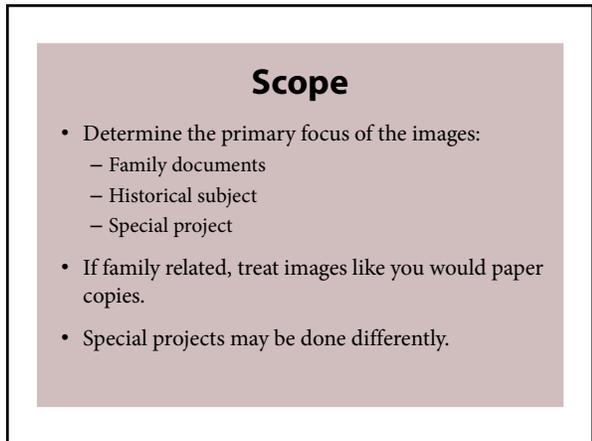
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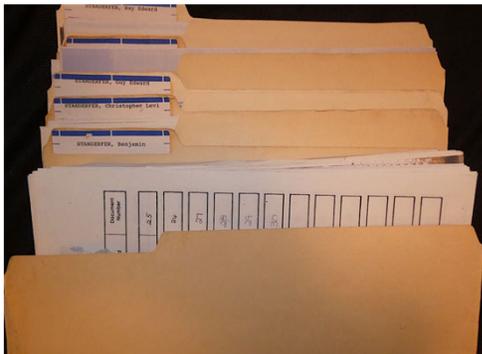


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Paper Files and Computer Files

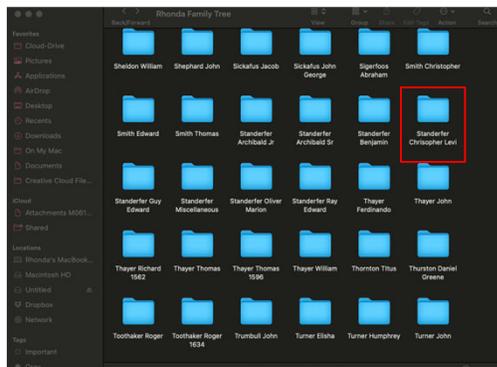
- Consider adopting the same system you use with your paper files and create similar folders on the computer.
- Digitize everything in paper files
- BACK UP digital files (preferably in more than one place)

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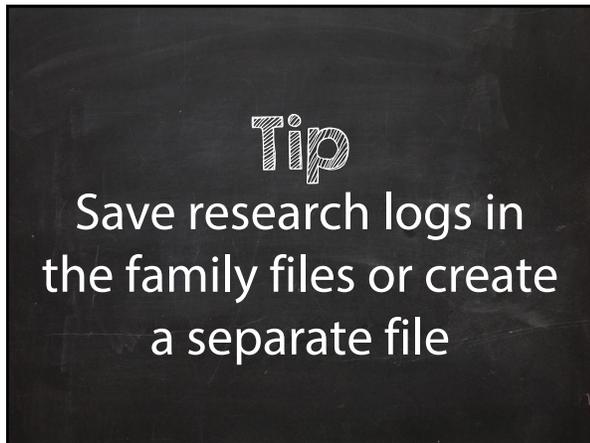
Family Folders

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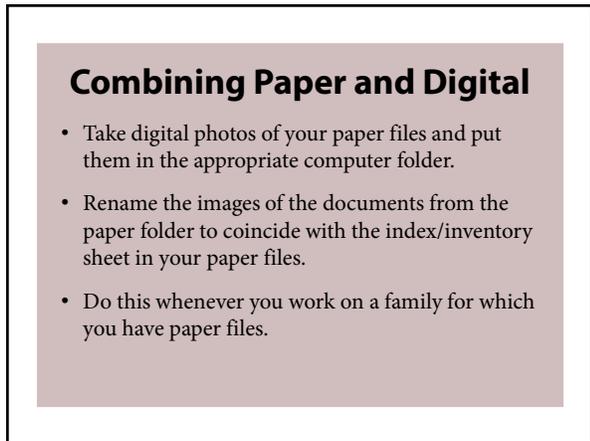


Family Folders

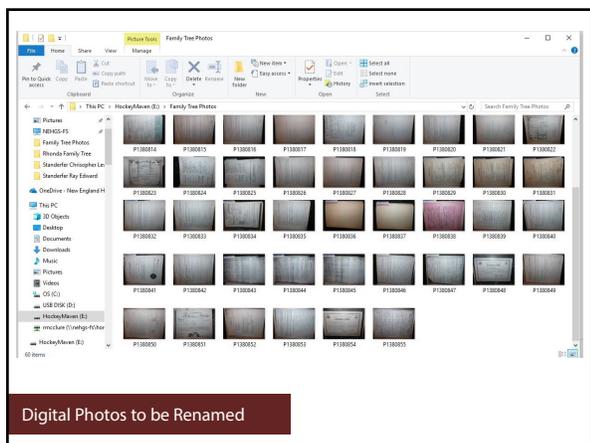
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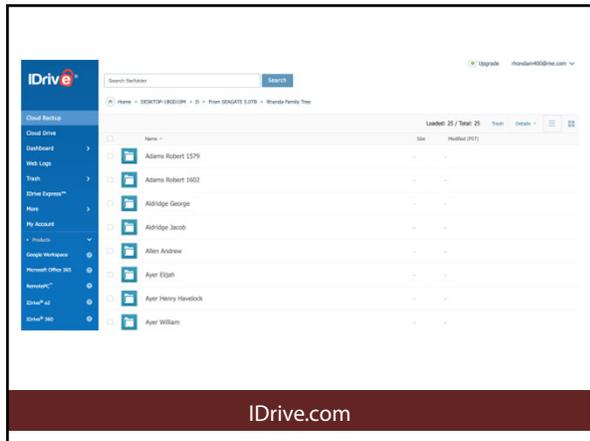
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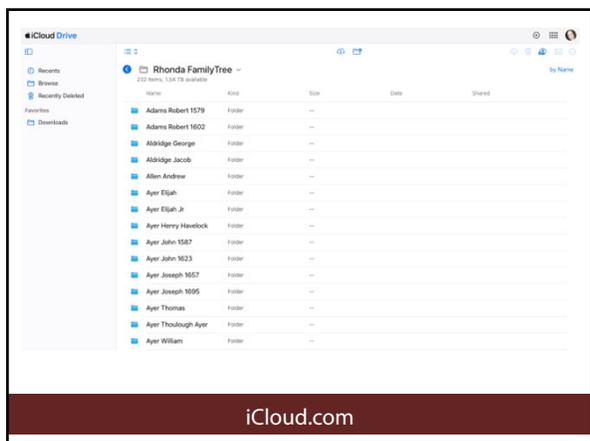
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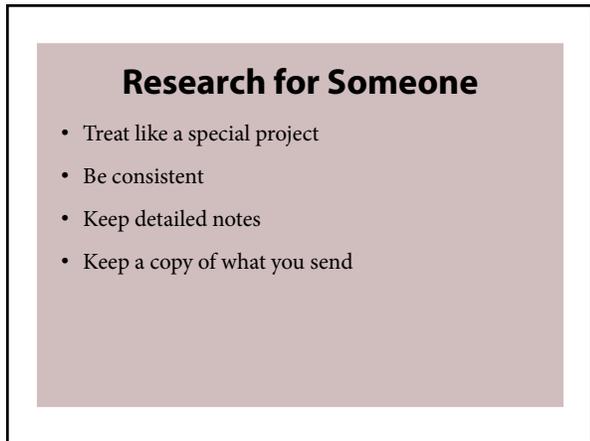
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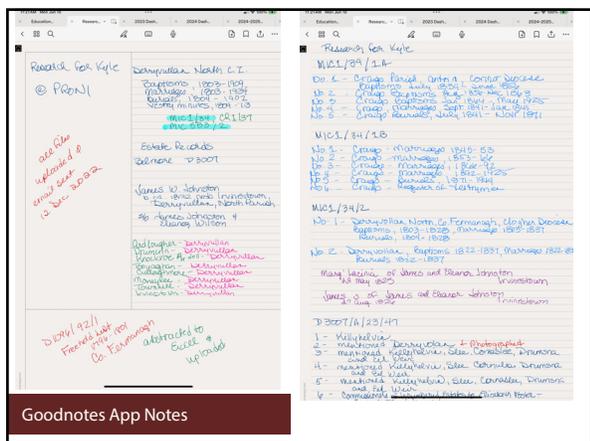
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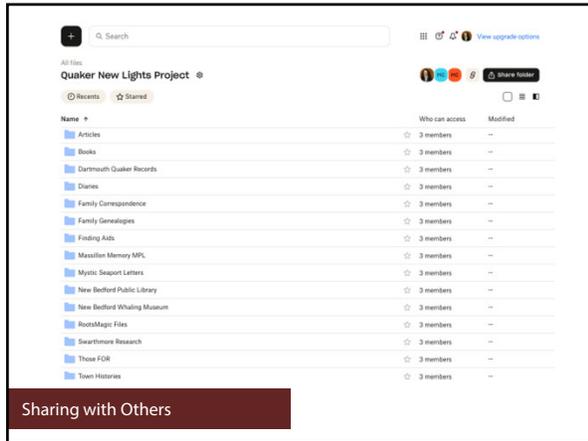
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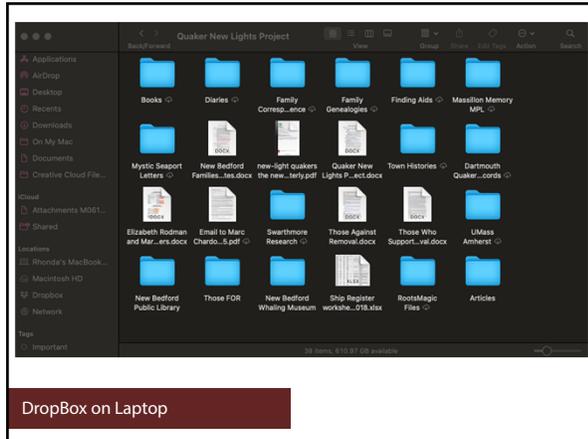
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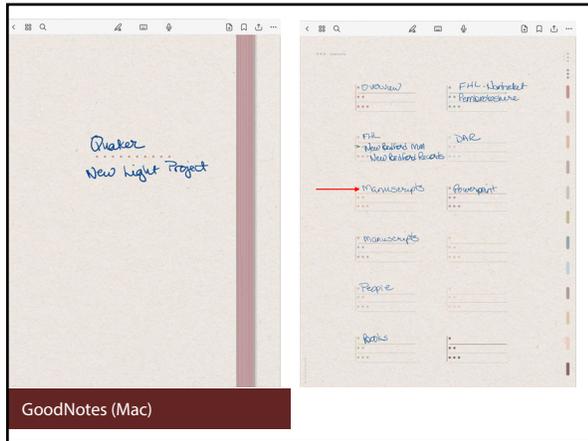
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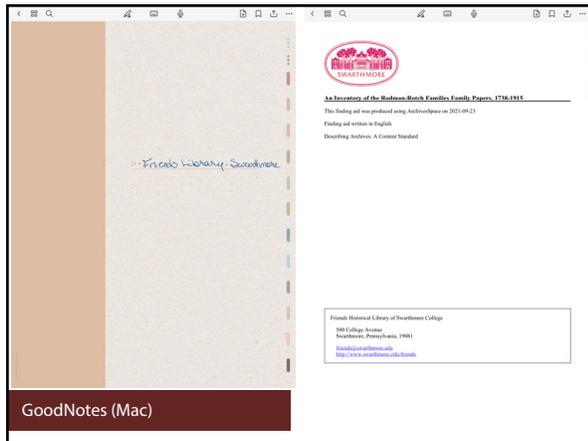
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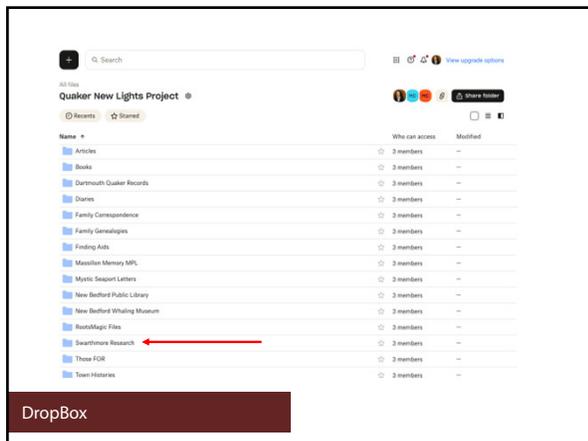
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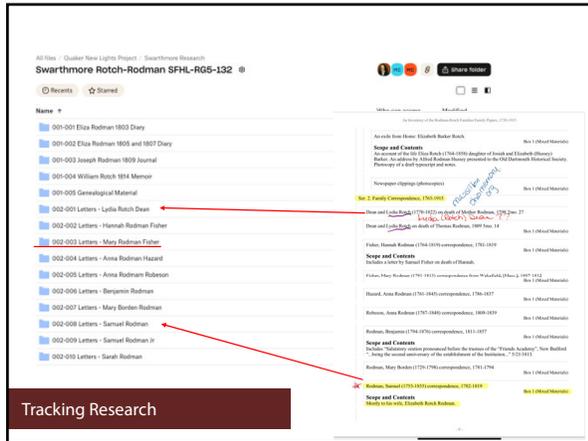
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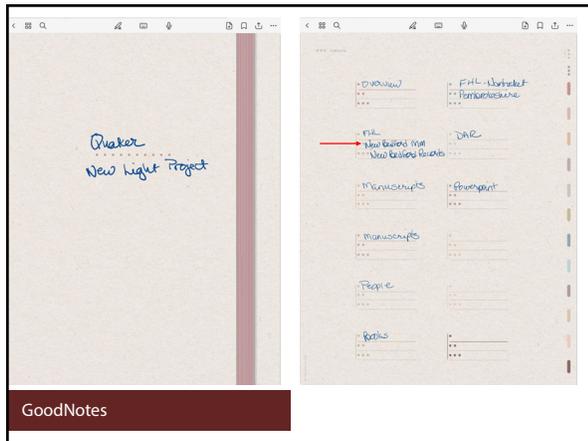
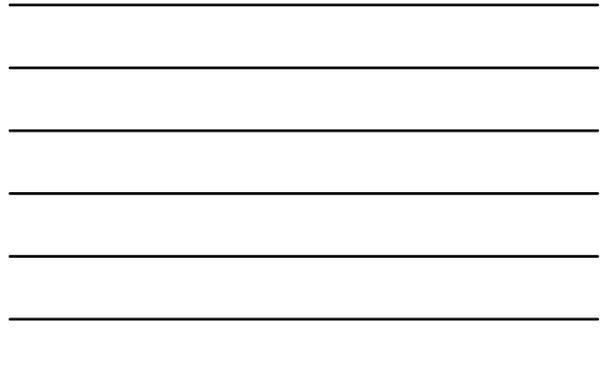
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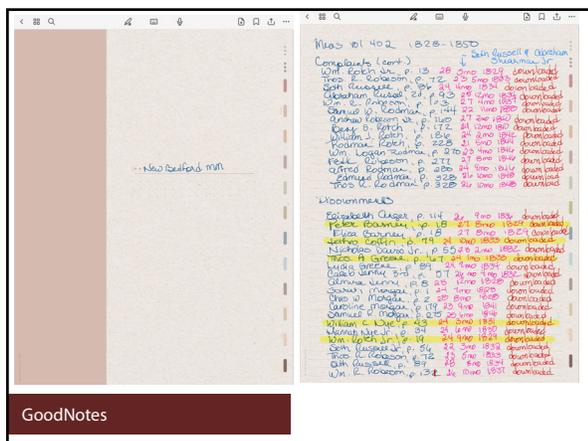
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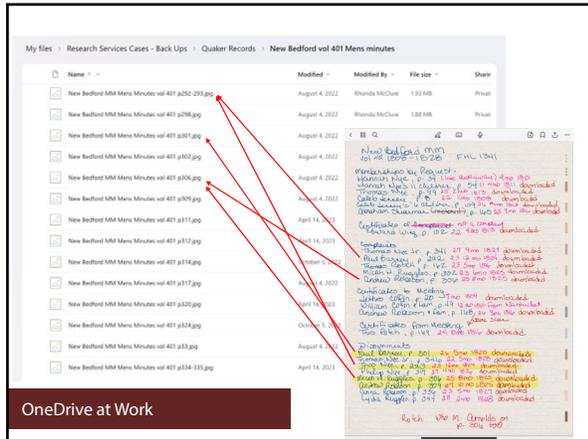


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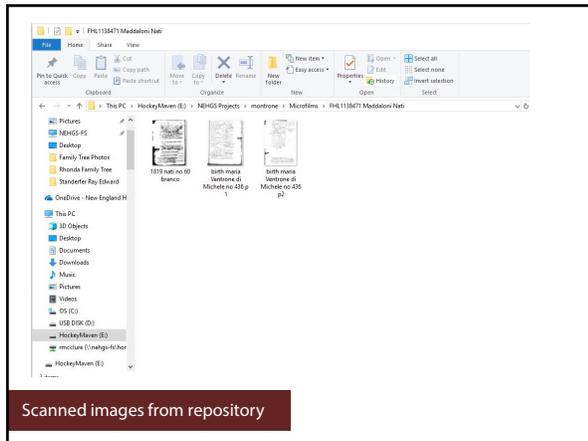
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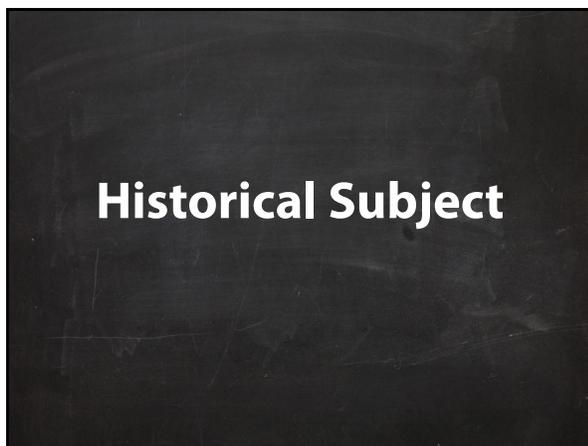
OneDrive at Work

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Scanned images from repository

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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

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RESEARCH INVENTORY

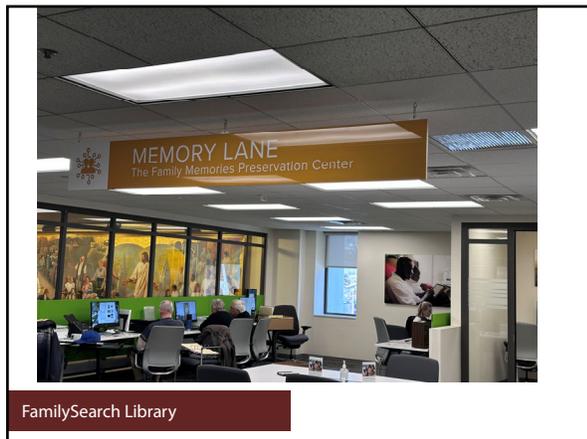
Date of Birth	Place of Birth	Summary-Information Found / Page(s)	Date Acquired	Doc. No.
11.20.1868	Massachusetts	Marriage record of Elizabeth Weston and James Ayer in Weston, Massachusetts. (10 records: 1868-1870) (1868-1870) (1868-1870) (1868-1870) (1868-1870) (1868-1870) (1868-1870) (1868-1870) (1868-1870) (1868-1870)		Single file
23.06.1869	Massachusetts	Obituary of James Ayer in the Boston Herald, 1870. (1870) (1870) (1870) (1870) (1870) (1870) (1870) (1870) (1870) (1870)		Single file
12.20.1869	Massachusetts	Death of the 1861 Canadian Census for the family of James Ayer in Weston, Massachusetts. (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861)		Single file
11.20.1868	Massachusetts	Search for 1861 Canadian Census for household of James Ayer in Weston, Massachusetts. (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861)		Single file
12.20.1869	Massachusetts	Search for 1861 Canadian Census for household of William James Ayer - Boston, Mass. (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861)		Single file
12.20.1869	Massachusetts	Search for 1861 Canadian Census for household of James Ayer in Weston, Massachusetts. (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861)		Single file
12.20.1869	Massachusetts	Search for 1861 Canadian Census for household of James Ayer in Weston, Massachusetts. (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861)		Single file
12.20.1869	Massachusetts	Search for 1861 Canadian Census for household of James Ayer in Weston, Massachusetts. (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861) (1861)		Single file

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FamilySearch Library

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

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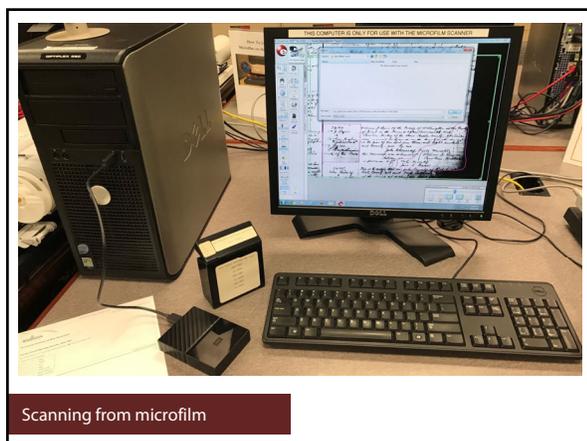


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Keep in mind

- 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

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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?

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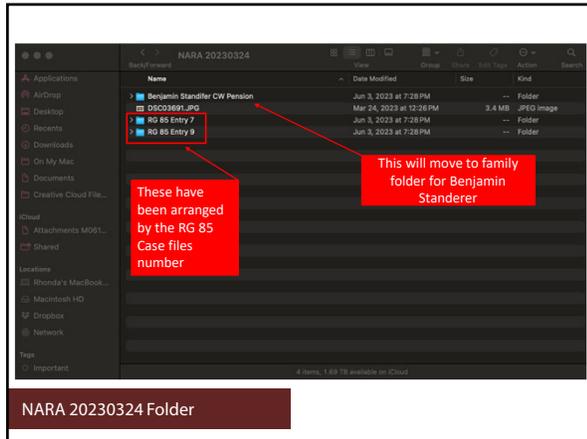
Archives/Repositories

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

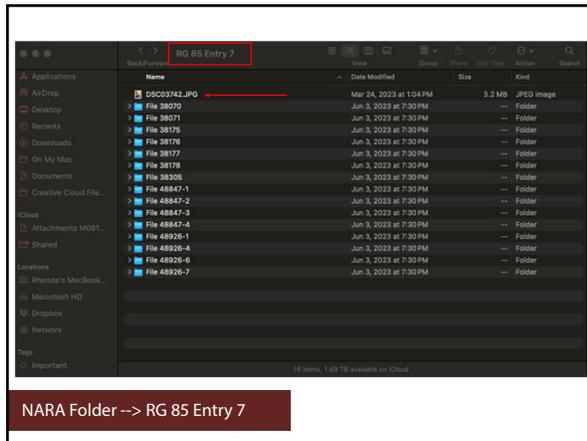
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Identifying Repositories

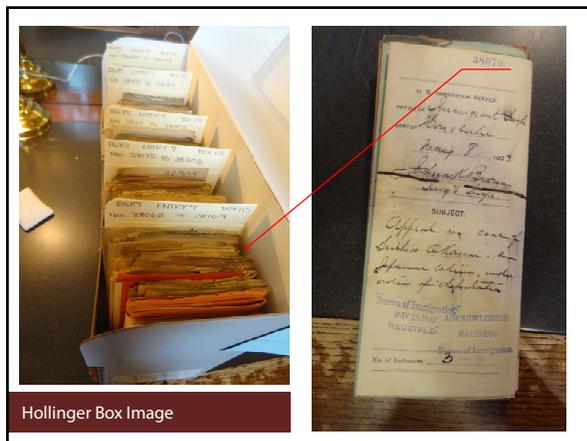
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Keep in mind

- 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)

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