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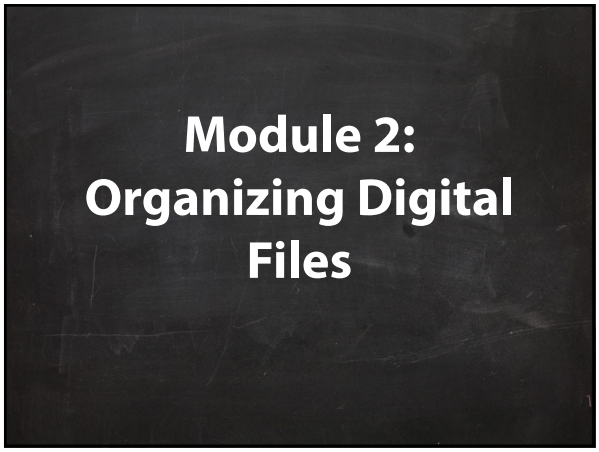

2

Organizing Digital Files

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

3

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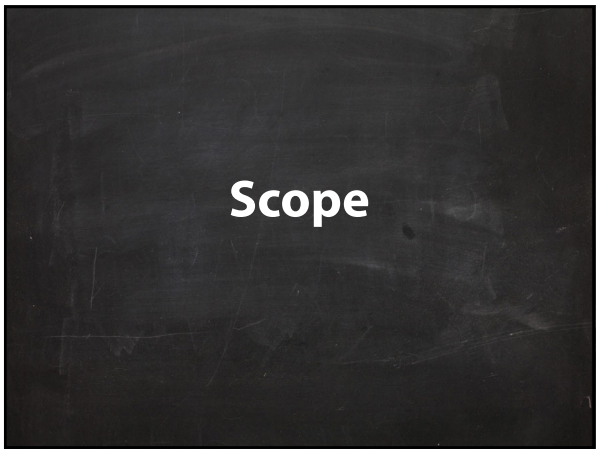

4

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.

5

6

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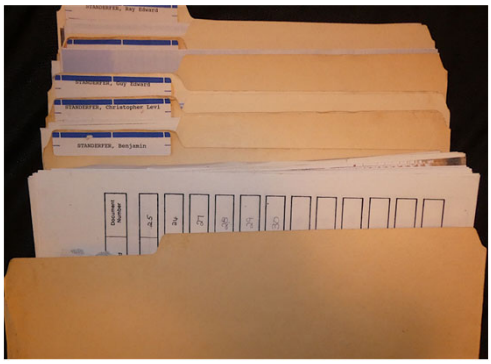
Paper Files and Computer Files

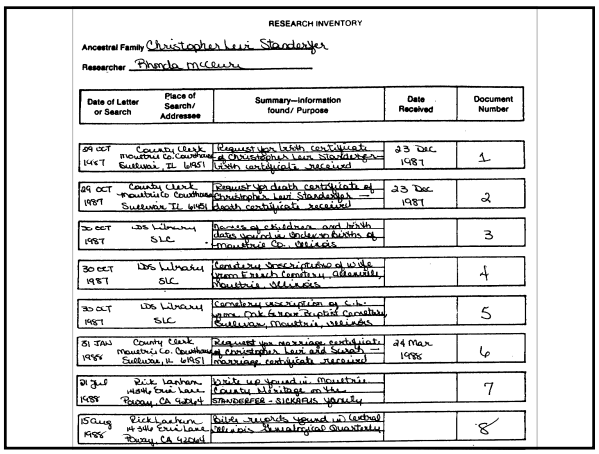
- Consider adopting the same system you use with your paper files and create similar folders on the computer.
- Digitized everything in paper files
- BACK UP digital files (preferably in more than one place)

7



Family Folders

8



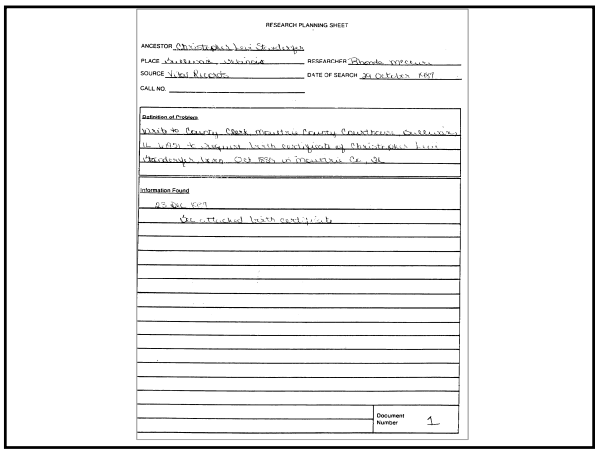
RESEARCH INVENTORY

Ancestral Family Christopher Levi Standerfer

Researcher Rhonda McCleary

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 Sullivan, 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 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 Moultrie Co. Illinois		3
30 OCT 1987	LDS Library SLC	Cemetery inscriptions of wife from French Cemetery, Allenville, Moultrie, Illinois		4
30 OCT 1987	LDS Library SLC	Cemetery inscription of C.L. from Oak Grove Baptist Cemetery, Sullivan, Moultrie, Illinois		5
31 JAN 1988	County Clerk Moultrie 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 Erie Lane Poway, CA 92064	Write up found in Moultrie County Heritage on the STANDERFER - SICKAFUS family		7
15 Aug 1988	Rick Lanham 14346 Erie Lane Poway, CA 92064	Bible records found in Central Illinois Genealogical Quarterly		8

9



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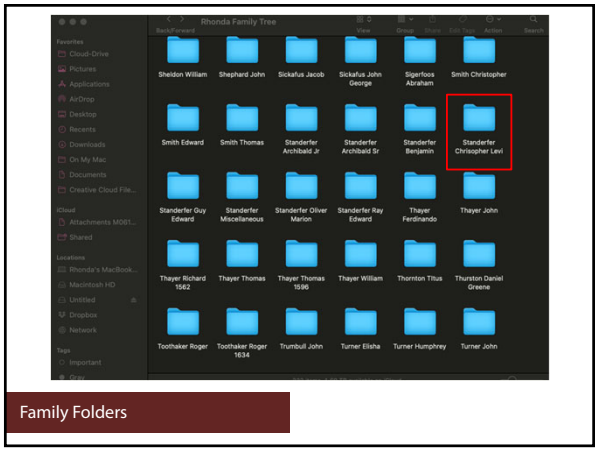
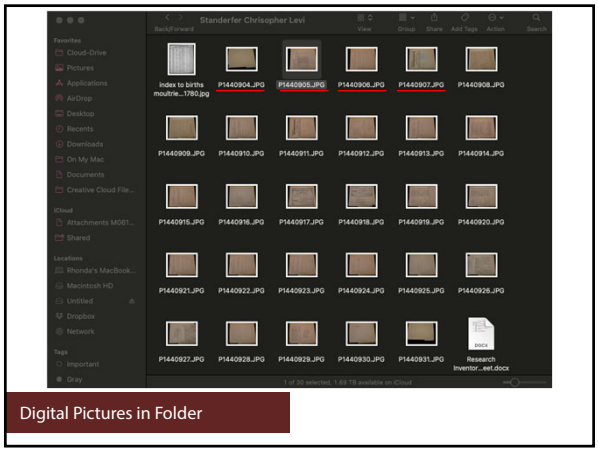


Family Folders

11

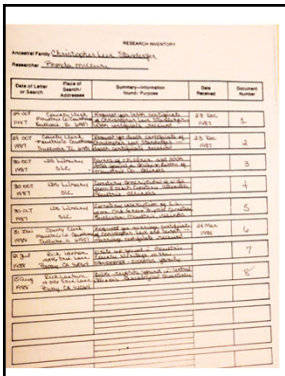


Digital Pictures in Folder

12

First Image Always the Folder

13



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 Birth certificate received	23 Dec 1987	1
29 Oct 1987	County Clerk Moultrie Co. Courthouse Sullivan, IL 61951	Request for death certificate of Christopher Levi Stander Death certificate received	23 Dec 1987	2
30 Oct 1987	Family History Library – SLC 1313780	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 V224 vol. 2	Cemetery inscriptions – wife from French Cemetery, Allenville, Moultrie, Illinois		4
30 Oct 1987	Family History Library – SLC 977.3675 V220 vol. 1	Cemetery inscription of Christopher Levi from Oak Grove Baptist cemetery, Sullivan, Moultrie, Illinois		5
31 Jan 1988	County Clerk Moultrie Co. Courthouse Sullivan, IL 61951	Request for marriage certificate of Christopher Levi and Sarah – Marriage certificate received	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

14

Tip

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

15

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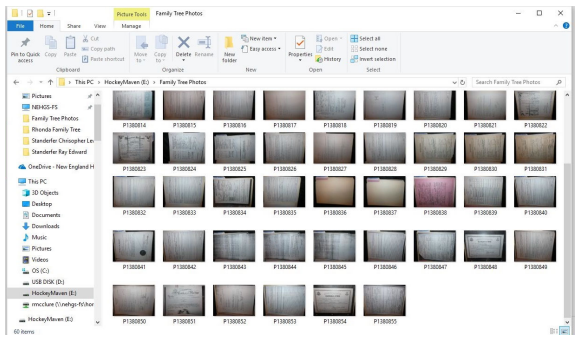
Combining Paper and Digital

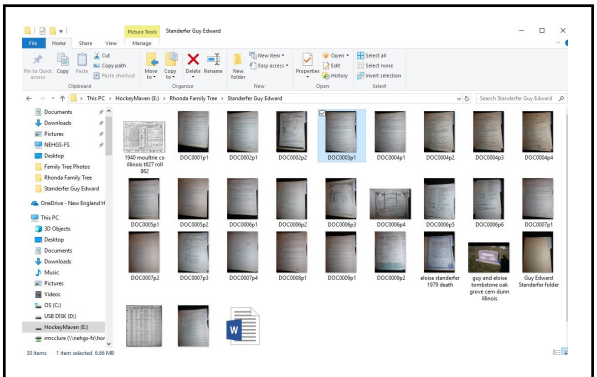
- Take digital photos of your paper files and put them in the appropriate computer folder.
- Rename the images of the documents from the paper folder to coincide with the index/inventory sheet in your paper files.
- Do this whenever you work on a family for which you have paper files.

16



Digital Photos to be Renamed

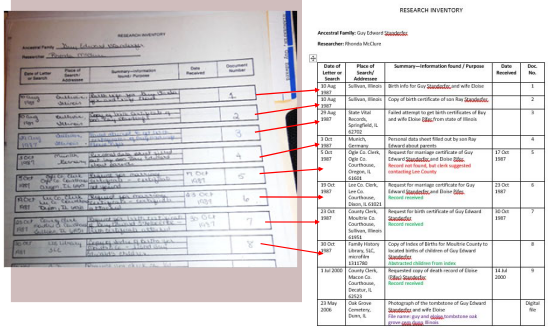
17



Digital folder for Guy Standerfer

18

Paper and Digital



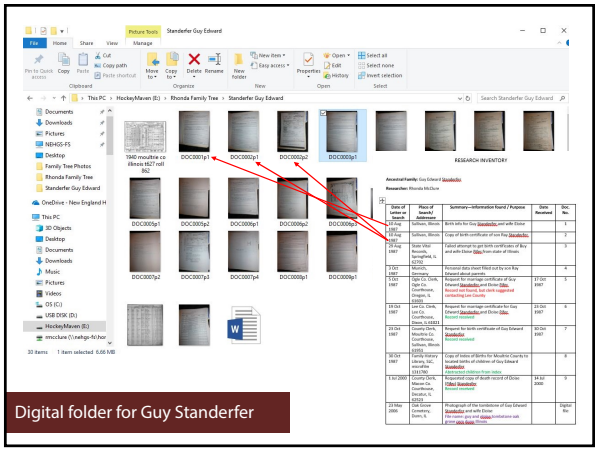
RESEARCH INVENTORY

Ancestral Family: Guy Edward Standerfer

Researcher: Rhonda McClure

Date of Letter or Search	Place of Search/ Addressee	Summary—Information Found / Purpose	Date Received	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 Ray and wife Eloise Riley from state of Illinois		3
1 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 61061	Request for marriage certificate of Guy Edward Standerfer and Eloise Riley. 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 Standerfer and Eloise Riley. 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, Utah 111700	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 (Riley) 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 standerfer oak grove cem Dunn Illinois		Digital file

19



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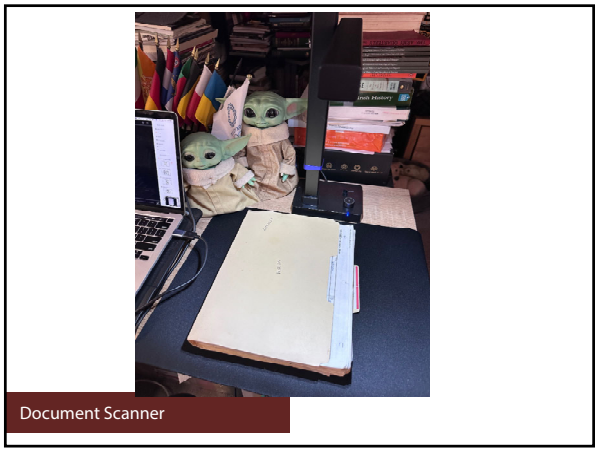

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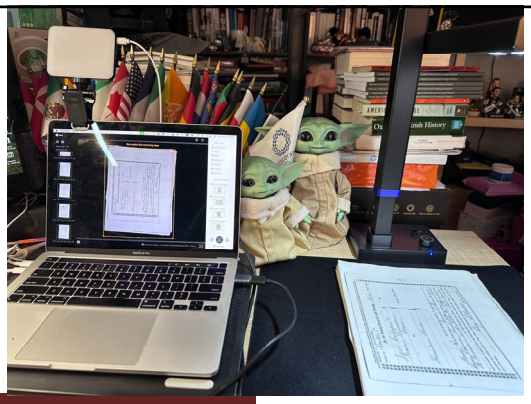
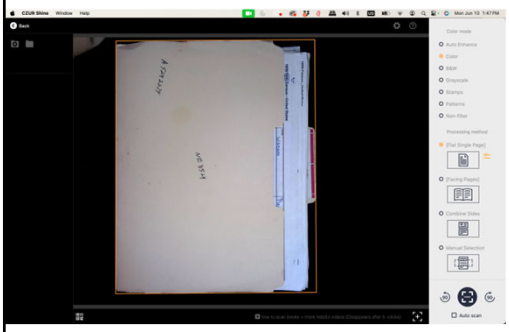


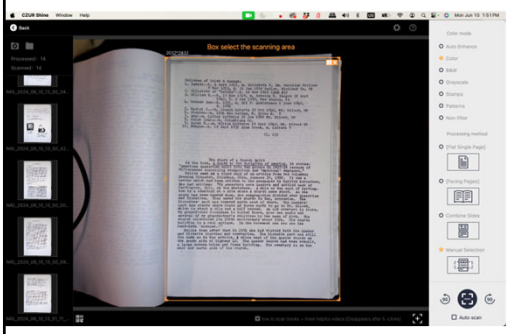
Document Scanner

22



Document Scanner Software

23



Scanning Paper Files

24

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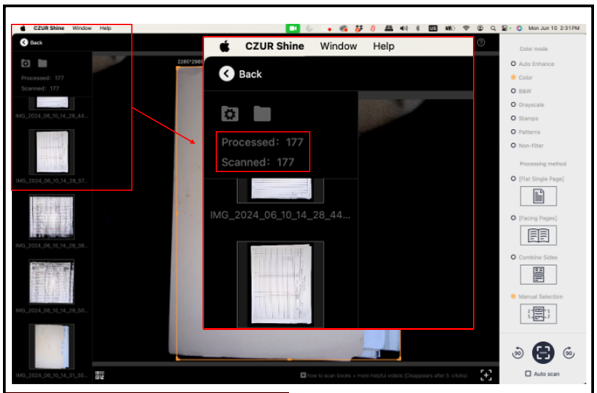
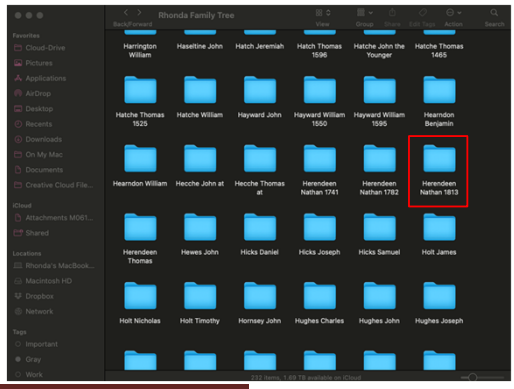


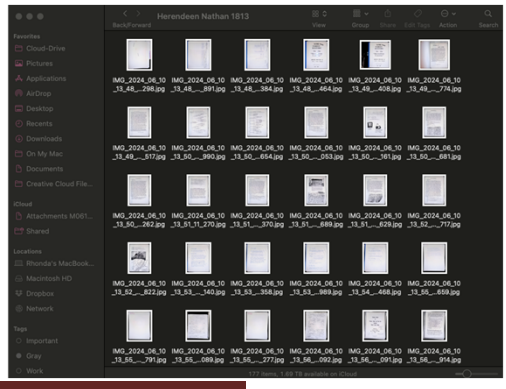
Finished Paper Scans

25



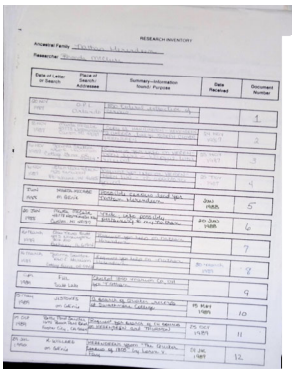
Family Folders

26



Document Scanner Files

27



RESEARCH INVENTORY

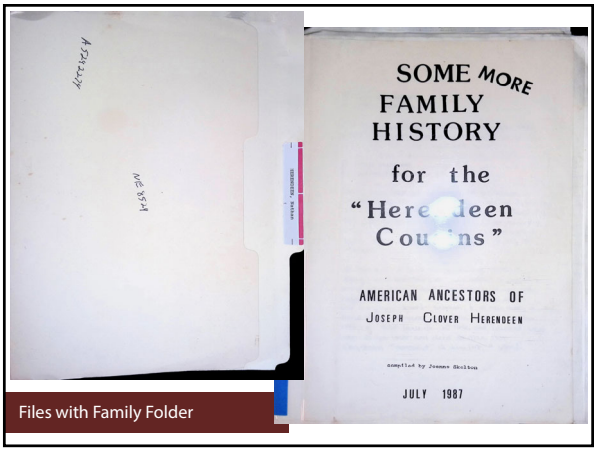
Ancestral Family: Nathan Herendeen, b. 1813

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 Westminster 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 Westminster 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

28



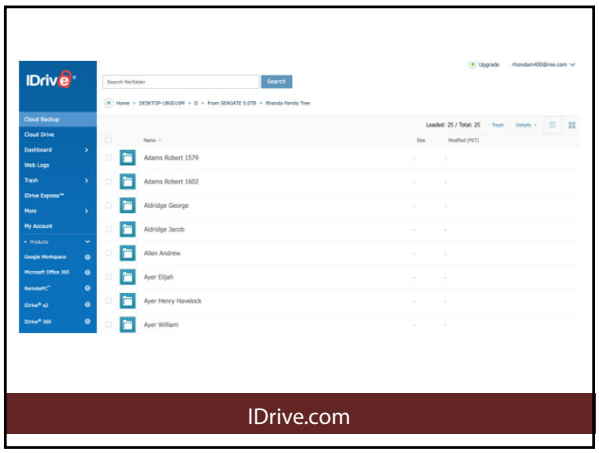
Files with Family Folder

29

Tip

Have BACK-UP files in the cloud

30



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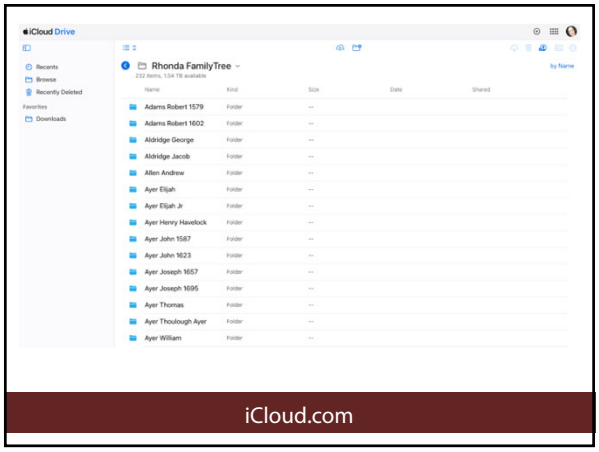

32

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33