

Leveraging Tech Tools in Family History Research

Section 1: Organizing Your Digital Files

Rhonda R. McClure, Senior Genealogist

THE BRUE FAMILY LEARNING CENTER



American Ancestors[®]

A NATIONAL CENTER FOR FAMILY HISTORY, HERITAGE & CULTURE

Module 3: Organizing for Special Projects

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, 1804-13

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, Connallee, Drumsna and Ed Weir

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

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

6 - Commissioners of Incorporated Estates to Elizabeth Foster -

Goodnotes App Notes

Leveraging Tech Tools in Family History Research, Section 1, Module 3

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. Dane (Paul Dane 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

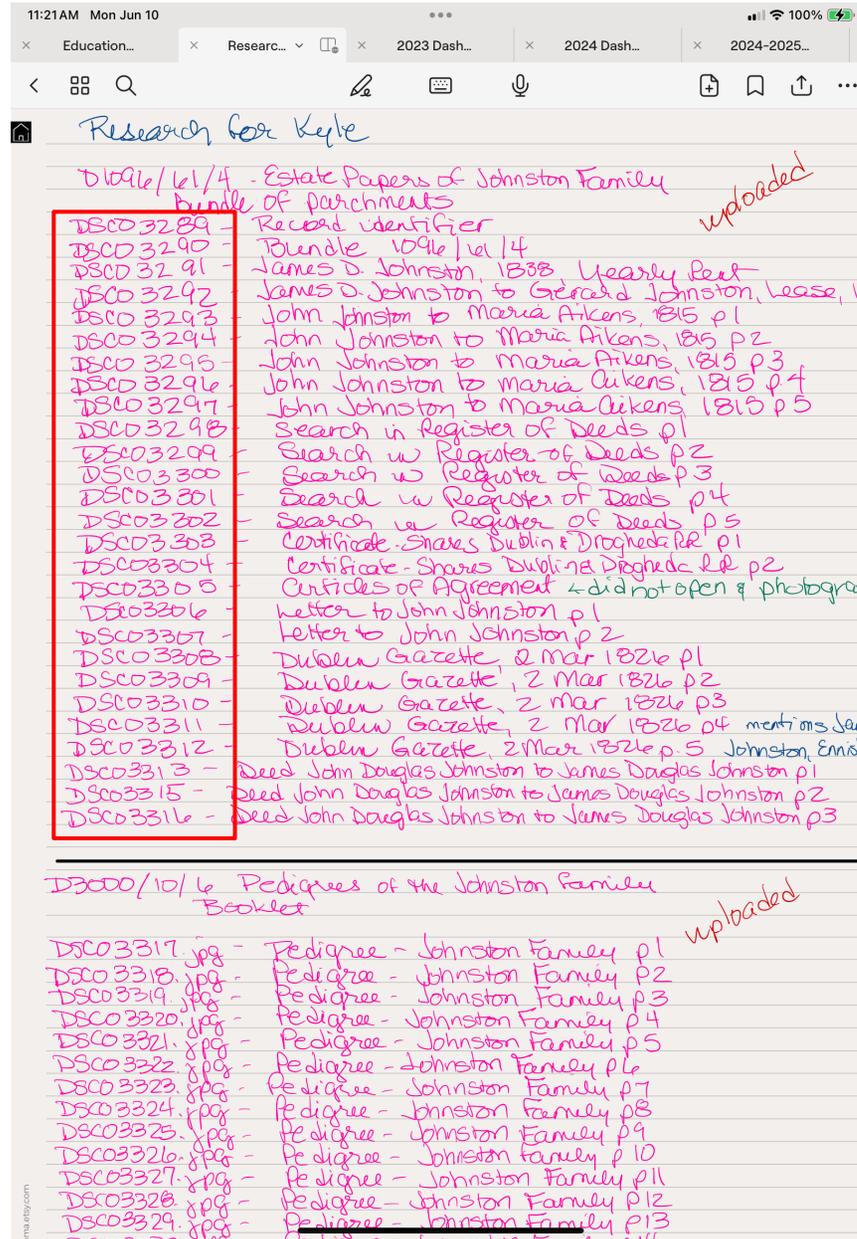
D1702/2/A/1 Rental of the Earl of Enniskillen's estate in Co. Fermanagh, c. 1810-1876

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

DSC03289 - Record identifier

DSC03290 - Tolendle 1096/61/4

DSC03291 - James D Johnston, 1838 Yearly Rent

DSC03292 - James D Johnston to Gerald Johnston, lease, 1838

DSC03293 - John Johnston to Maria Atkins, 1815 p1

DSC03294 - John Johnston to Maria Atkins, 1815 p2

DSC03295 - John Johnston to Maria Atkins, 1815 p3

DSC03296 - John Johnston to Maria Atkins, 1815 p4

DSC03297 - John Johnston to Maria Atkins, 1815 p5

DSC03298 - Search in Register of Deeds p1

DSC03299 - Search in Register of Deeds p2

DSC03300 - Search in Register of Deeds p3

DSC03301 - Search in Register of Deeds p4

DSC03302 - Search in Register of Deeds p5

DSC03303 - Certificate - Shares Dublin & Drogheda RR p1

DSC03304 - Certificate - Shares Dublin & Drogheda RR p2

DSC03305 - Certificate of Agreement - did not open & photograp

DSC03306 - Letter to John Johnston p1

DSC03307 - Letter to John Johnston p2

DSC03308 - Dublin Gazette, 2 Mar 1826 p1

DSC03309 - Dublin Gazette, 2 Mar 1826 p2

DSC03310 - Dublin Gazette, 2 Mar 1826 p3

DSC03311 - Dublin Gazette, 2 Mar 1826 p4 mentions James

DSC03312 - Dublin Gazette, 2 Mar 1826 p5 Johnston, Ennis

DSC03313 - Deed John Douglas Johnston to James Douglas Johnston p1

DSC03315 - Deed John Douglas Johnston to James Douglas Johnston p2

DSC03316 - Deed John Douglas Johnston to James Douglas Johnston p3

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

DSC03317.jpg - Pedigree - Johnston Family p1

DSC03318.jpg - Pedigree - Johnston Family p2

DSC03319.jpg - Pedigree - Johnston Family p3

DSC03320.jpg - Pedigree - Johnston Family p4

DSC03321.jpg - Pedigree - Johnston Family p5

DSC03322.jpg - Pedigree - Johnston Family p6

DSC03323.jpg - Pedigree - Johnston Family p7

DSC03324.jpg - Pedigree - Johnston Family p8

DSC03325.jpg - Pedigree - Johnston Family p9

DSC03326.jpg - Pedigree - Johnston Family p10

DSC03327.jpg - Pedigree - Johnston Family p11

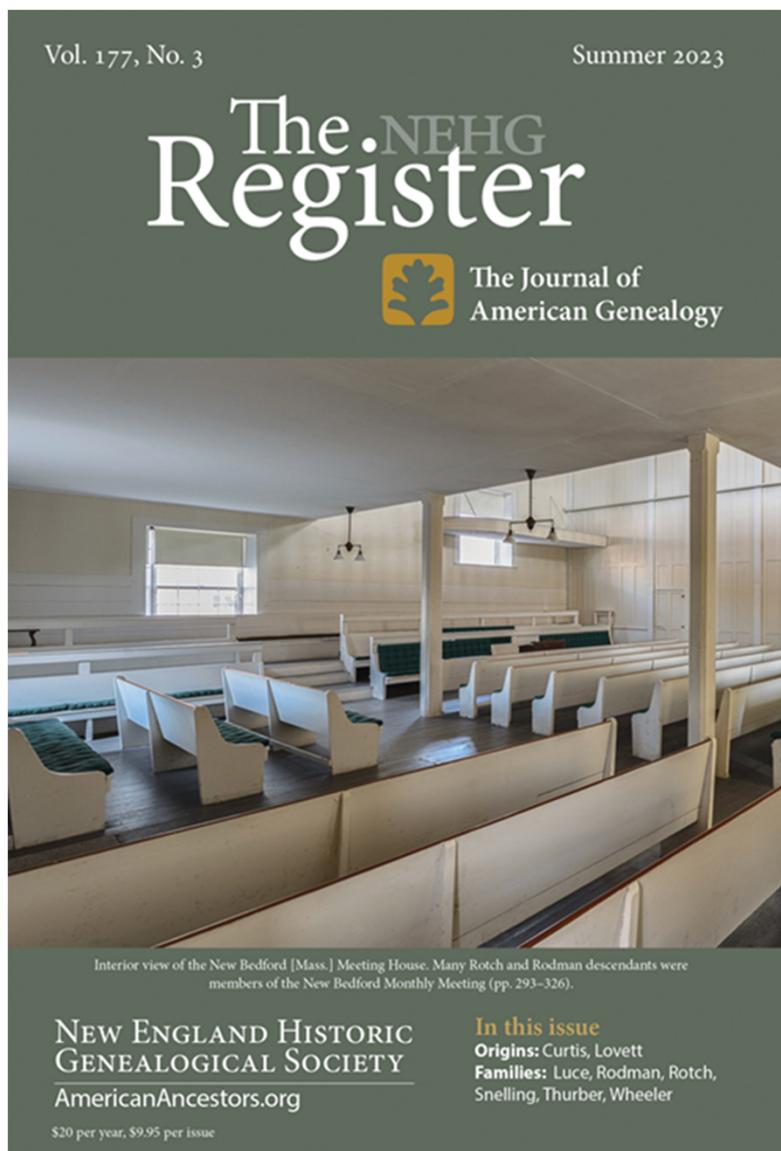
DSC03328.jpg - Pedigree - Johnston Family p12

DSC03329.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.^[1] 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.
¹ *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).

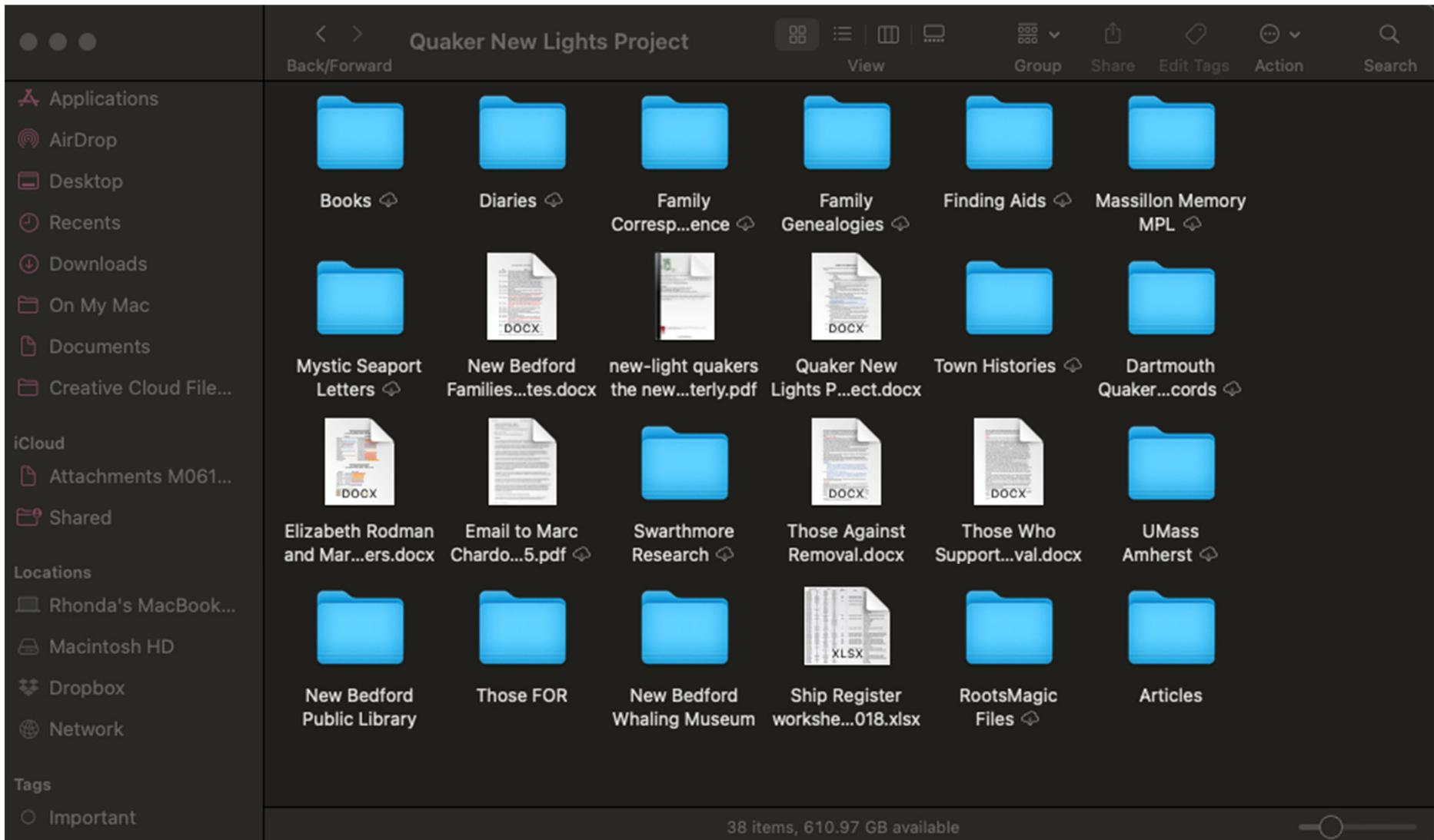
The New England Historical and Genealogical Register 177 (Summer 2023):293–305 (Part 1)

Article(s)

The screenshot shows a Dropbox interface for a shared folder named "Quaker New Lights Project". At the top, there is a search bar and a "View upgrade options" link. Below the folder name, there are tabs for "Recents" and "Starred". The main content is a table listing folders within the project, including "Articles", "Books", "Dartmouth Quaker Records", "Diaries", "Family Correspondence", "Family Genealogies", "Finding Aids", "Massillon Memory MPL", "Mystic Seaport Letters", "New Bedford Public Library", "New Bedford Whaling Museum", "RootsMagic Files", "Swarthmore Research", "Those FOR", and "Town Histories". Each folder entry includes a star icon, the text "3 members", and a "--" in the "Modified" column. On the right side, there are icons for sharing and a "Share folder" button.

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	--

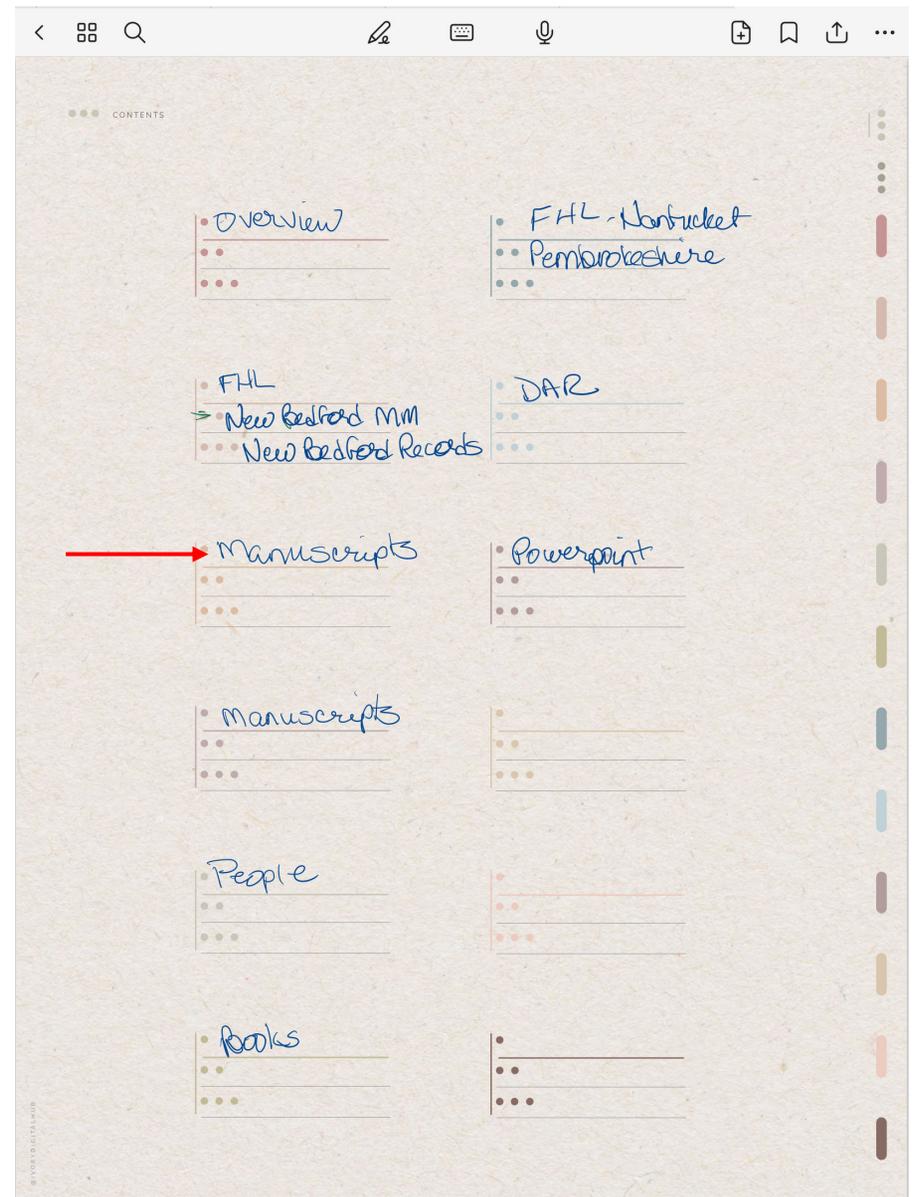
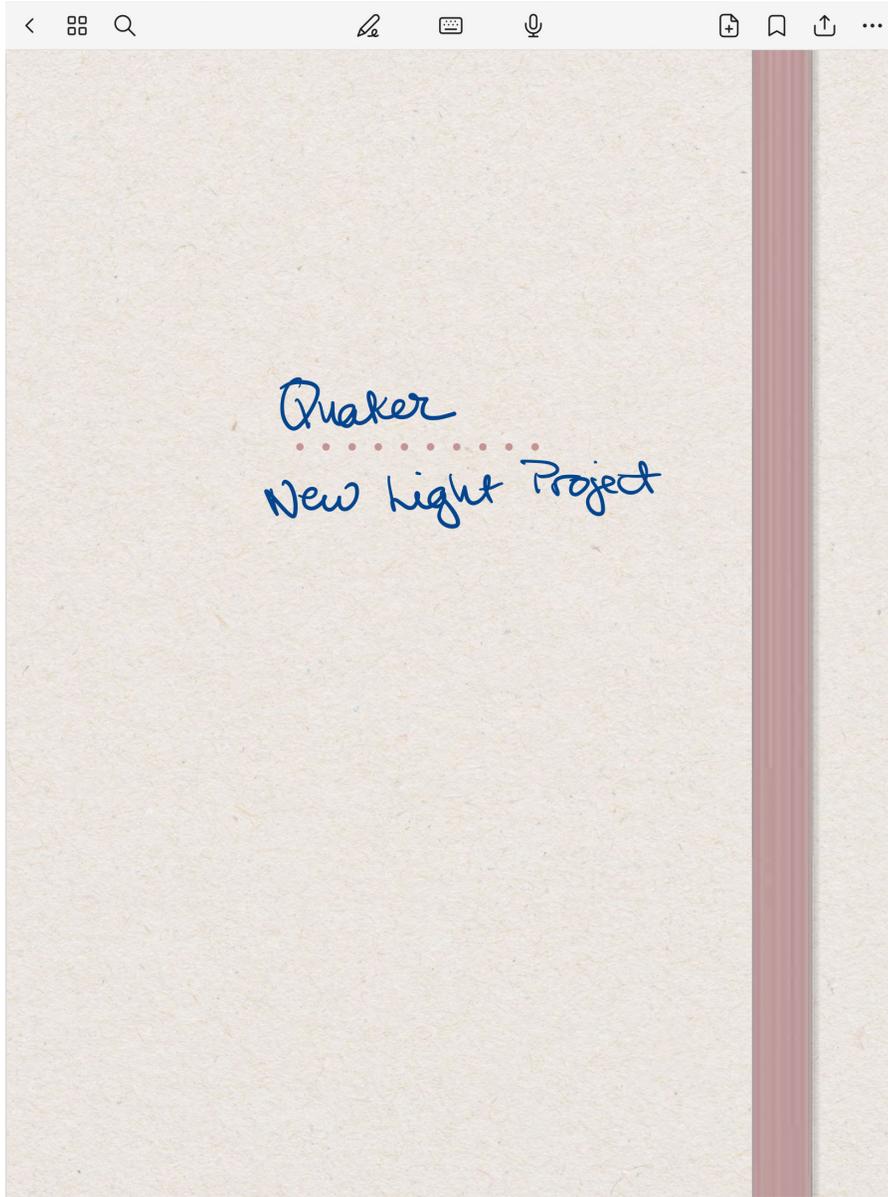
DropBox Shared Folders



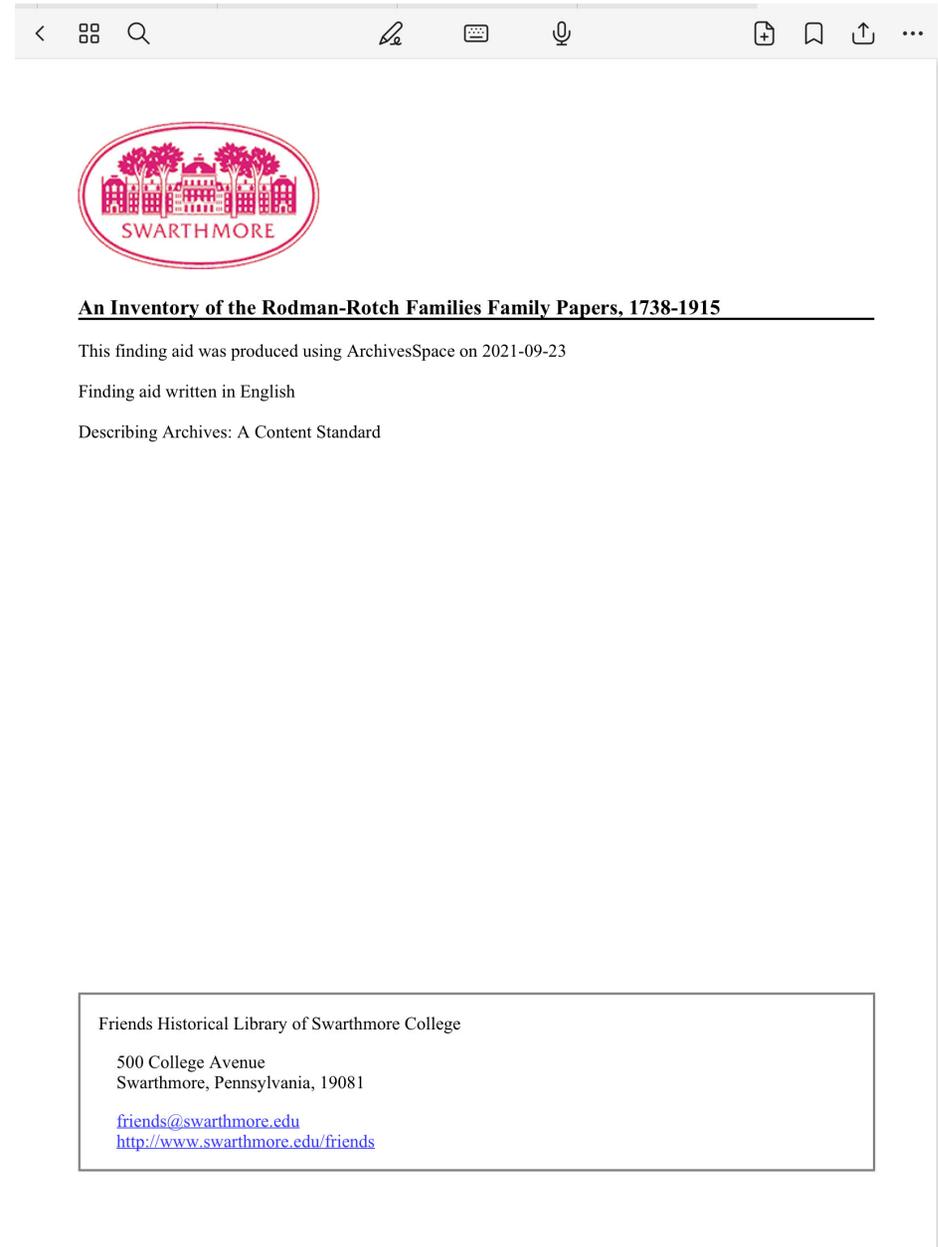
DropBox on Laptop

Tip

Track your research



GoodNotes



Insertion of Finding Aid PDF

+

View upgrade options

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

All files / Quaker New Lights Project / Swarthmore Research

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)

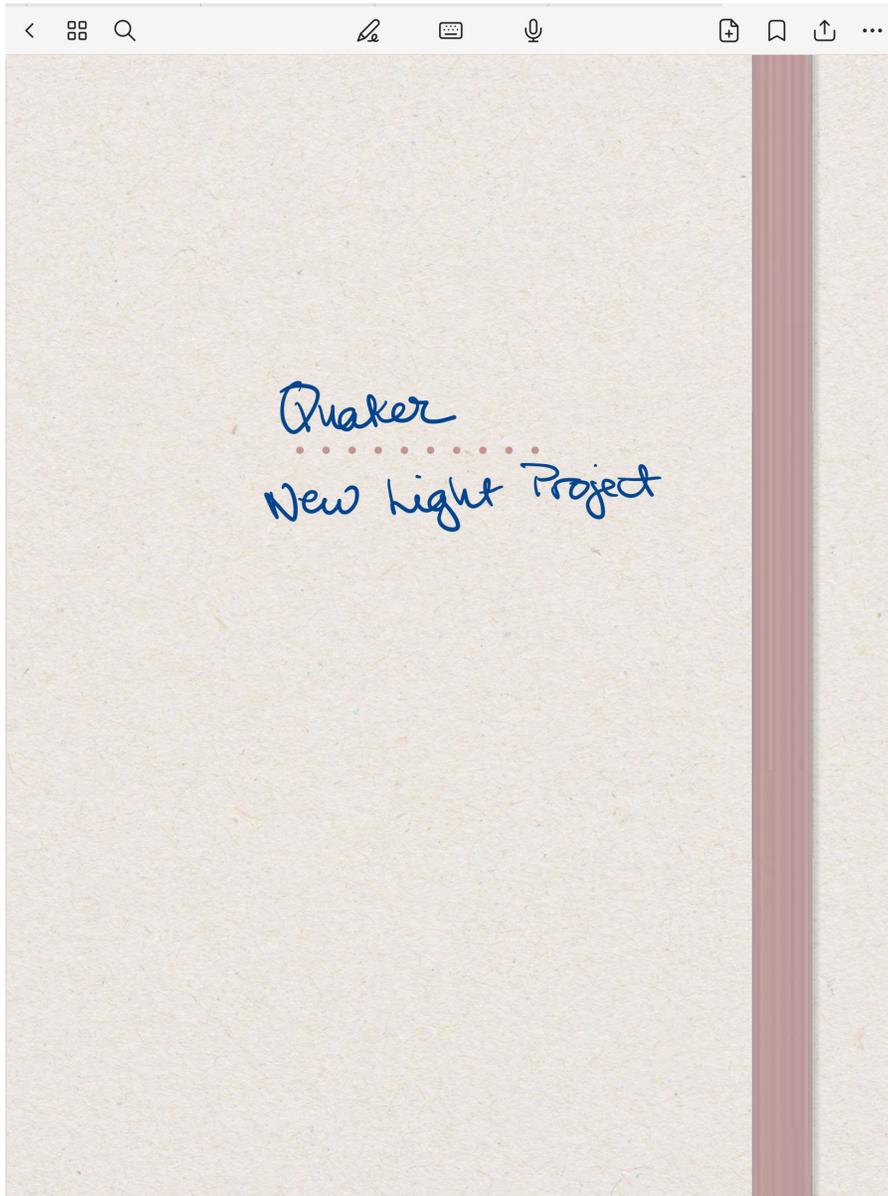
Scope and Contents
Includes "Salutatory oration pronounced before the trustees of the "Friends Academy", New Bedford "...being the second anniversary of the establishment of the Institution..." 5/21/1813.

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

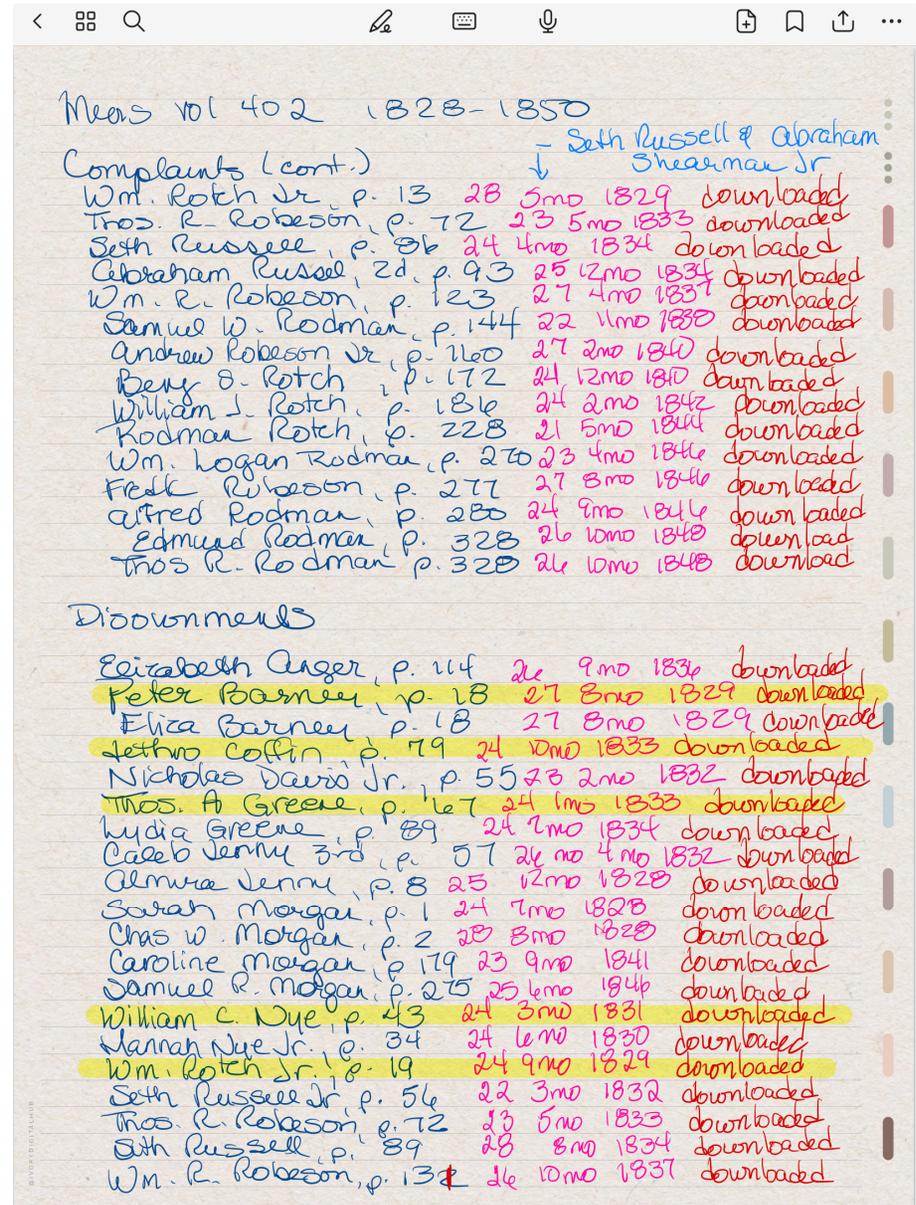
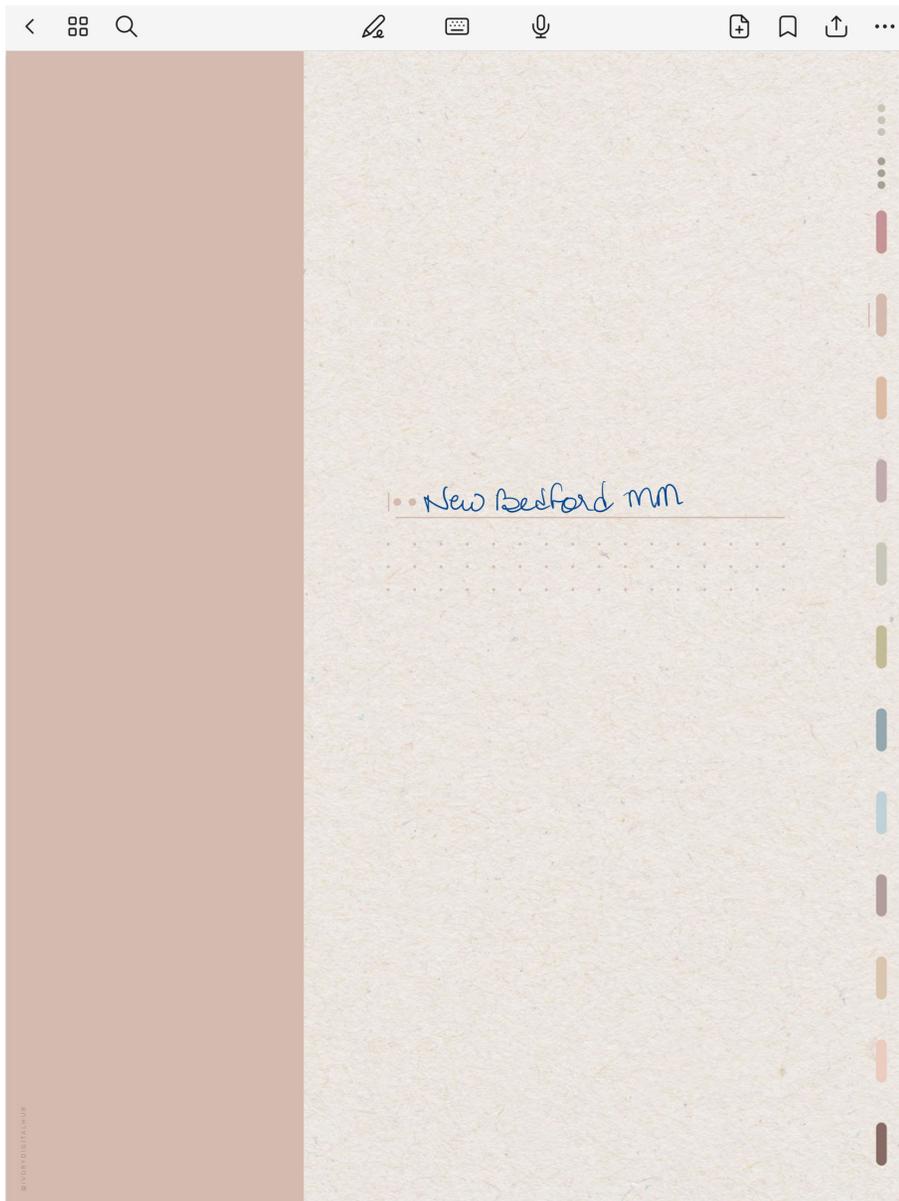
Rodman, Samuel (1753-1835) correspondence, 1782-1819 Box 1 (Mixed Materials)

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

Finding Aid to Digitized Files



GoodNotes



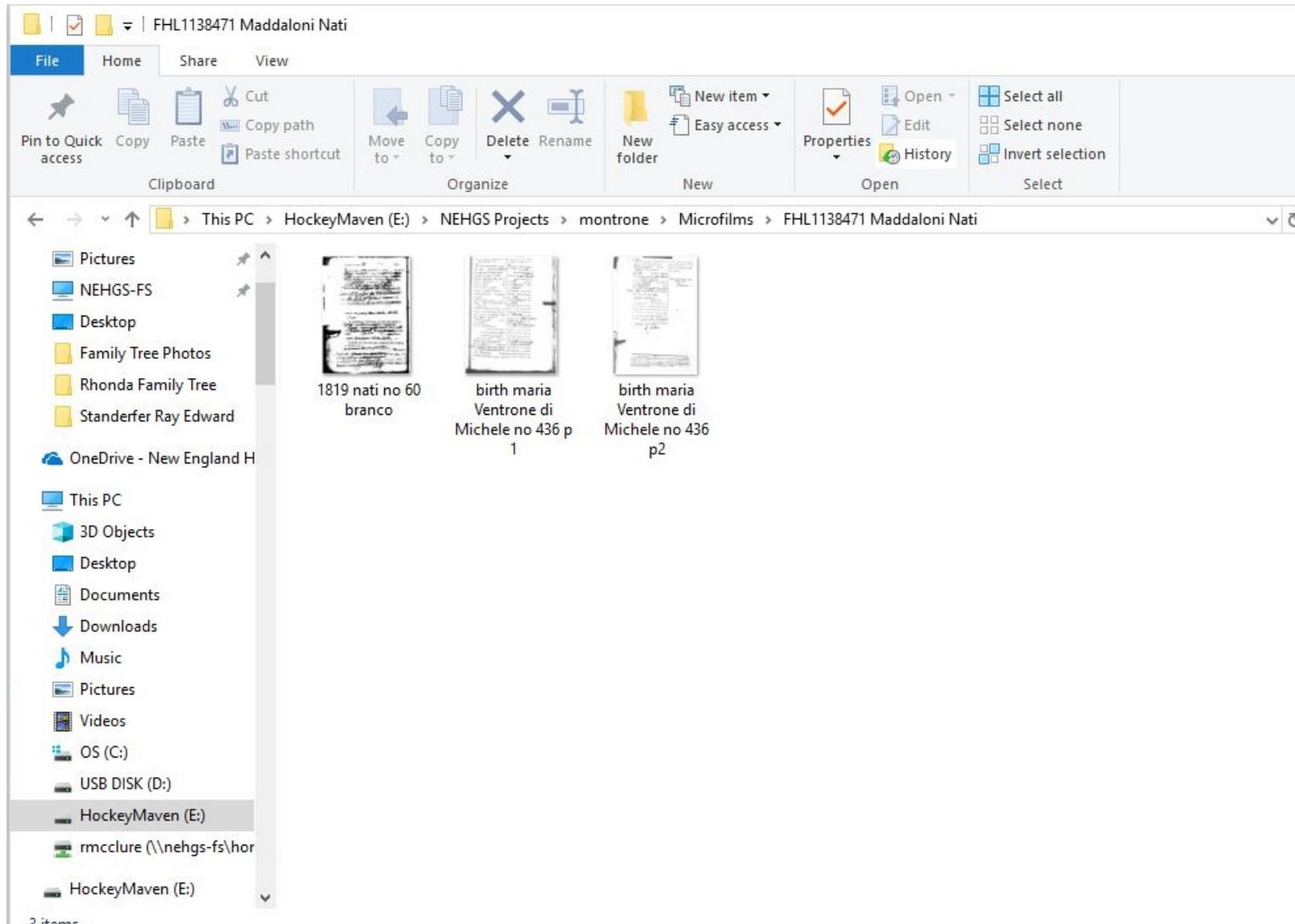
GoodNotes

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			

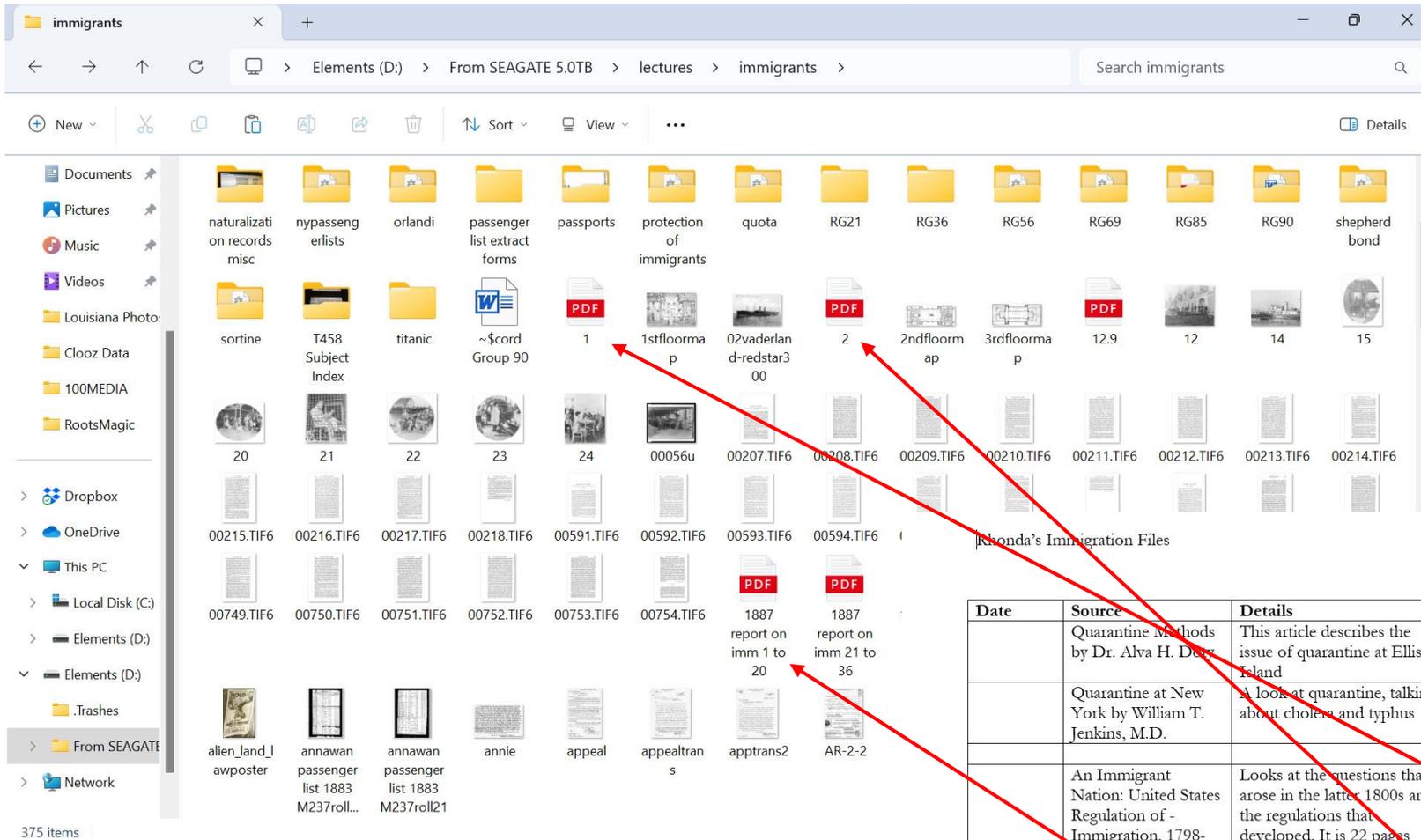


OneDrive at Work



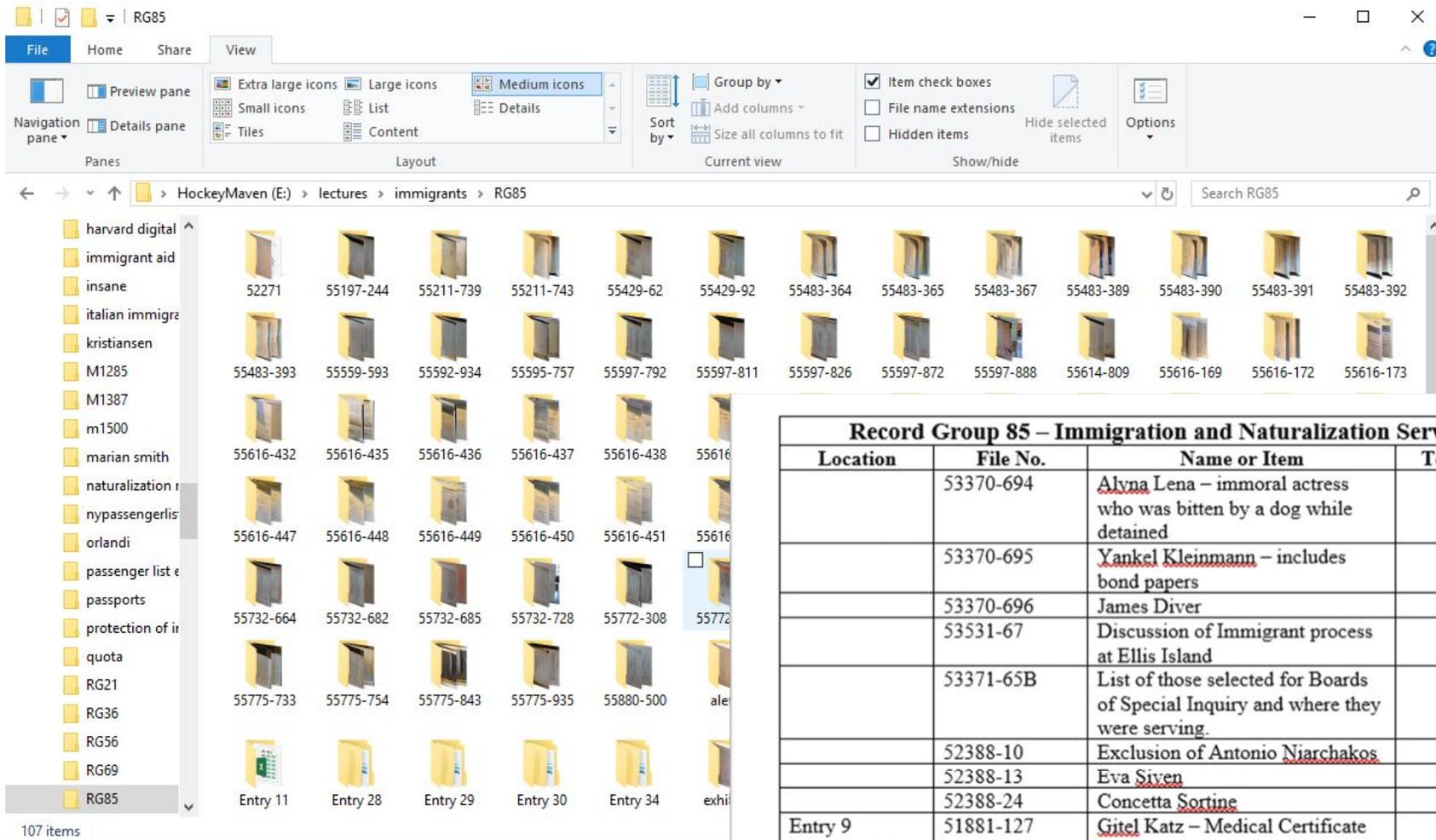
Scanned images from repository

Historical Subject



Date	Source	Details	File Name(s)
	Quarantine Methods by Dr. Alva H. Dew	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 th 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 cop	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 & 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

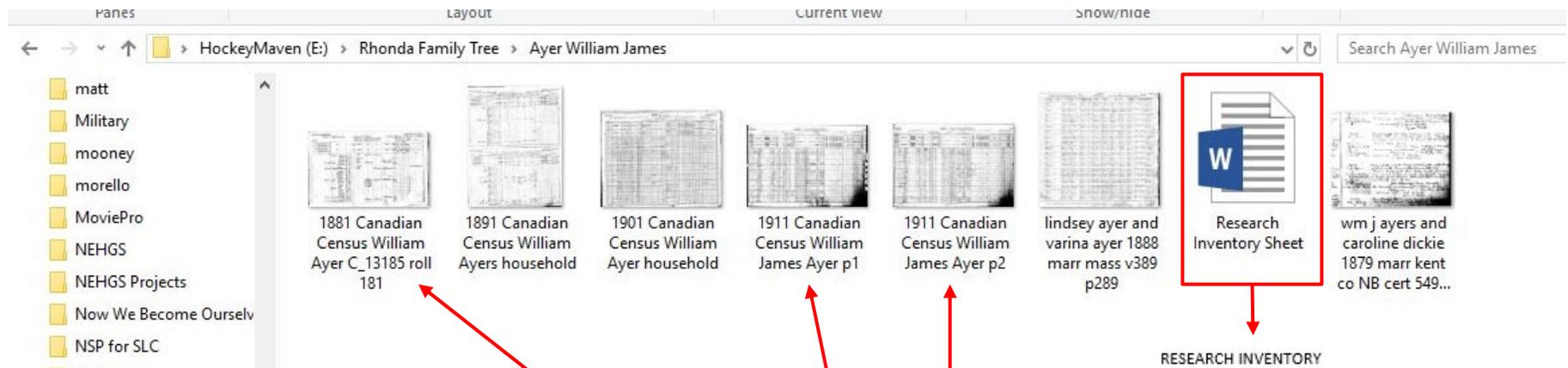
Active Research

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



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: lindsay ayer and varina ayer 1888 marr mass v389 p289		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: wm j ayers and caroline dickie 1879 marr kent co NB cert 5494 p417 film15483		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? Yes, birth matches 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? Yes, living in the household of step son, birth matches 1901 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

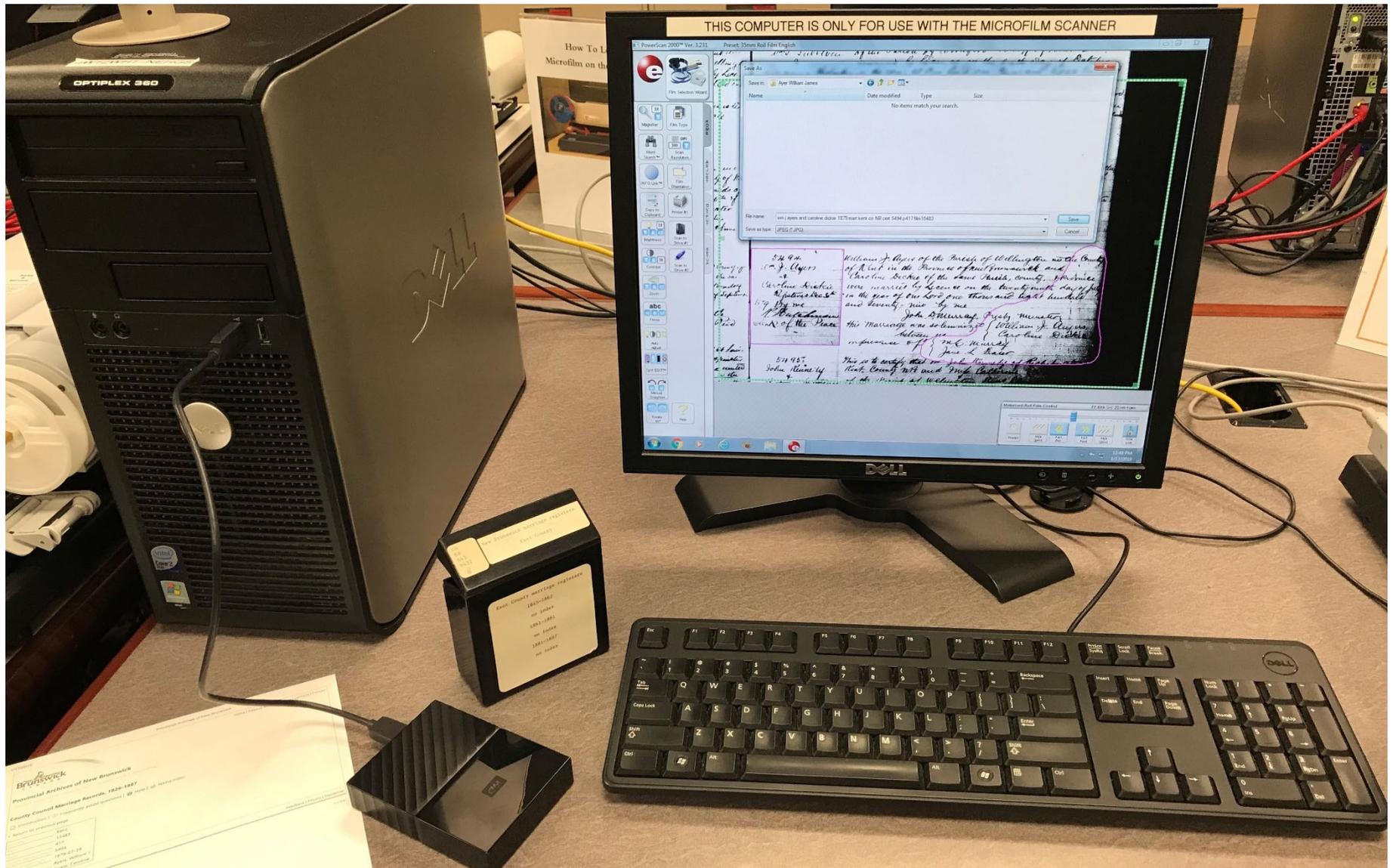
- Access to digitized images not available at home
- Computers with microfilm scanners
- Book scanners
- Digitize negatives, etc. in Memory Lane



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



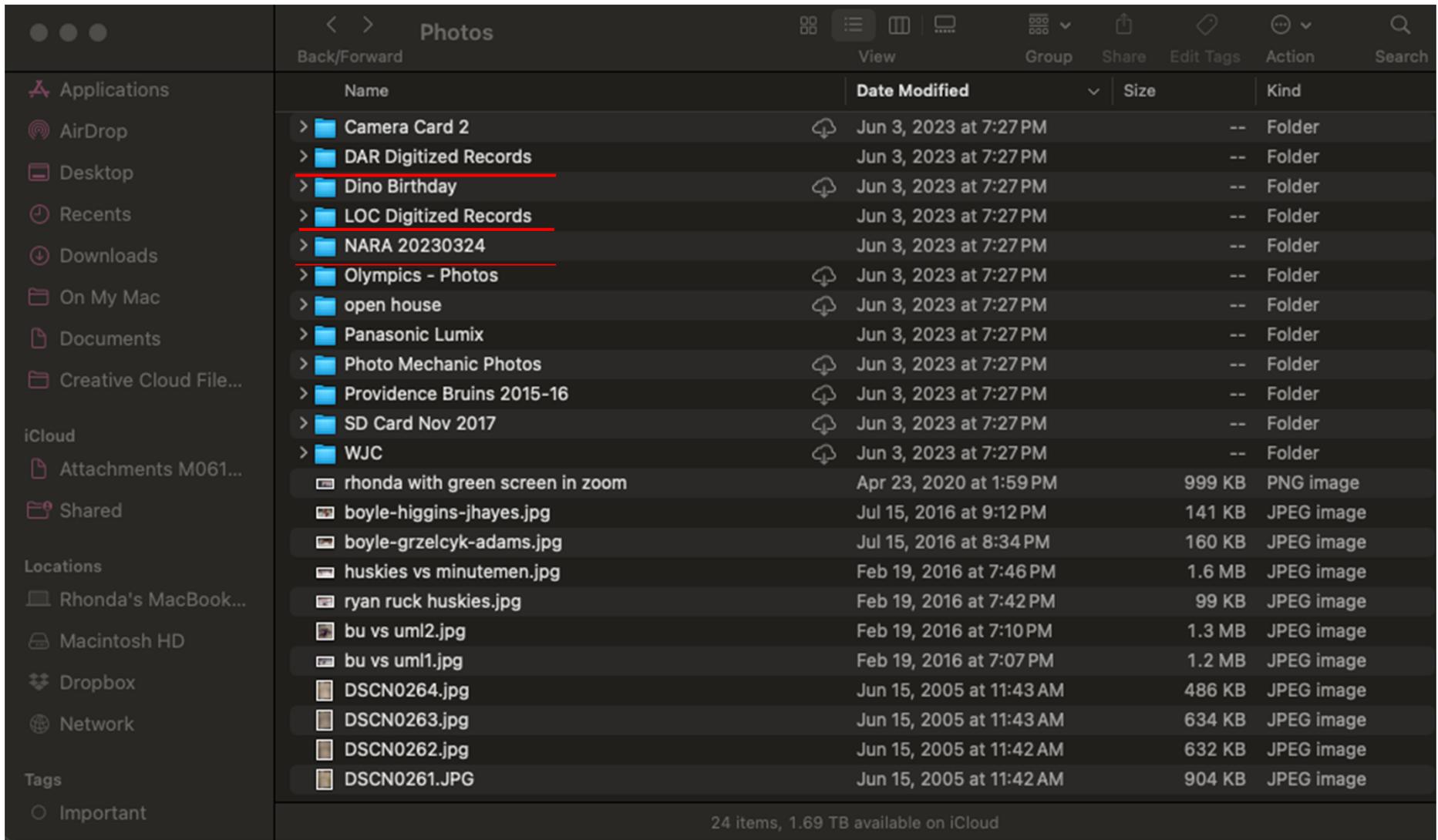
Scanning from microfilm

Archives/Repositories

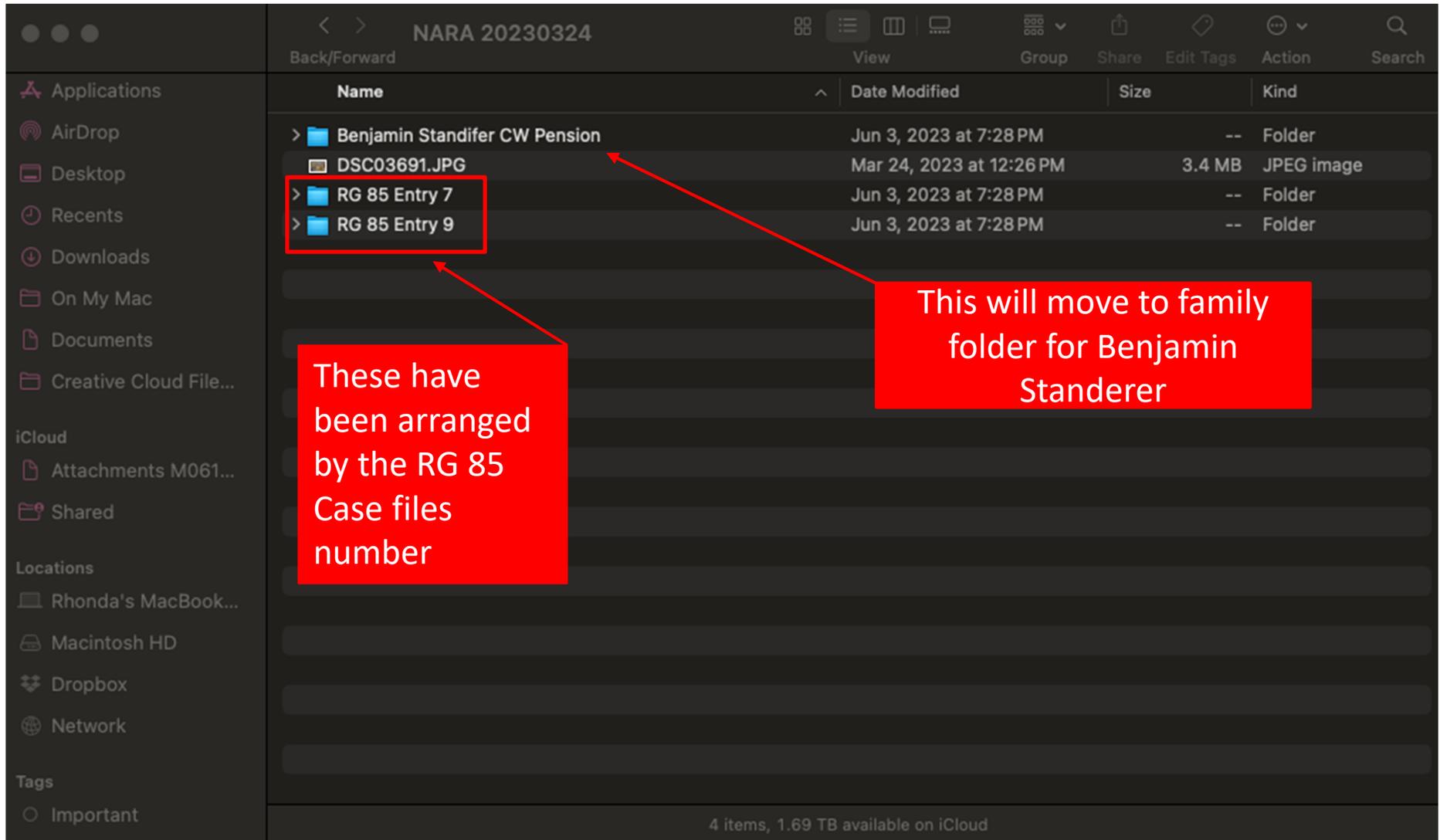
- What are the digital options?
 - Digital camera allowed?
 - Scanner on site?
 - Document scanner allowed?
- How long is the trip?
- What are you taking?

Archives/Repositories

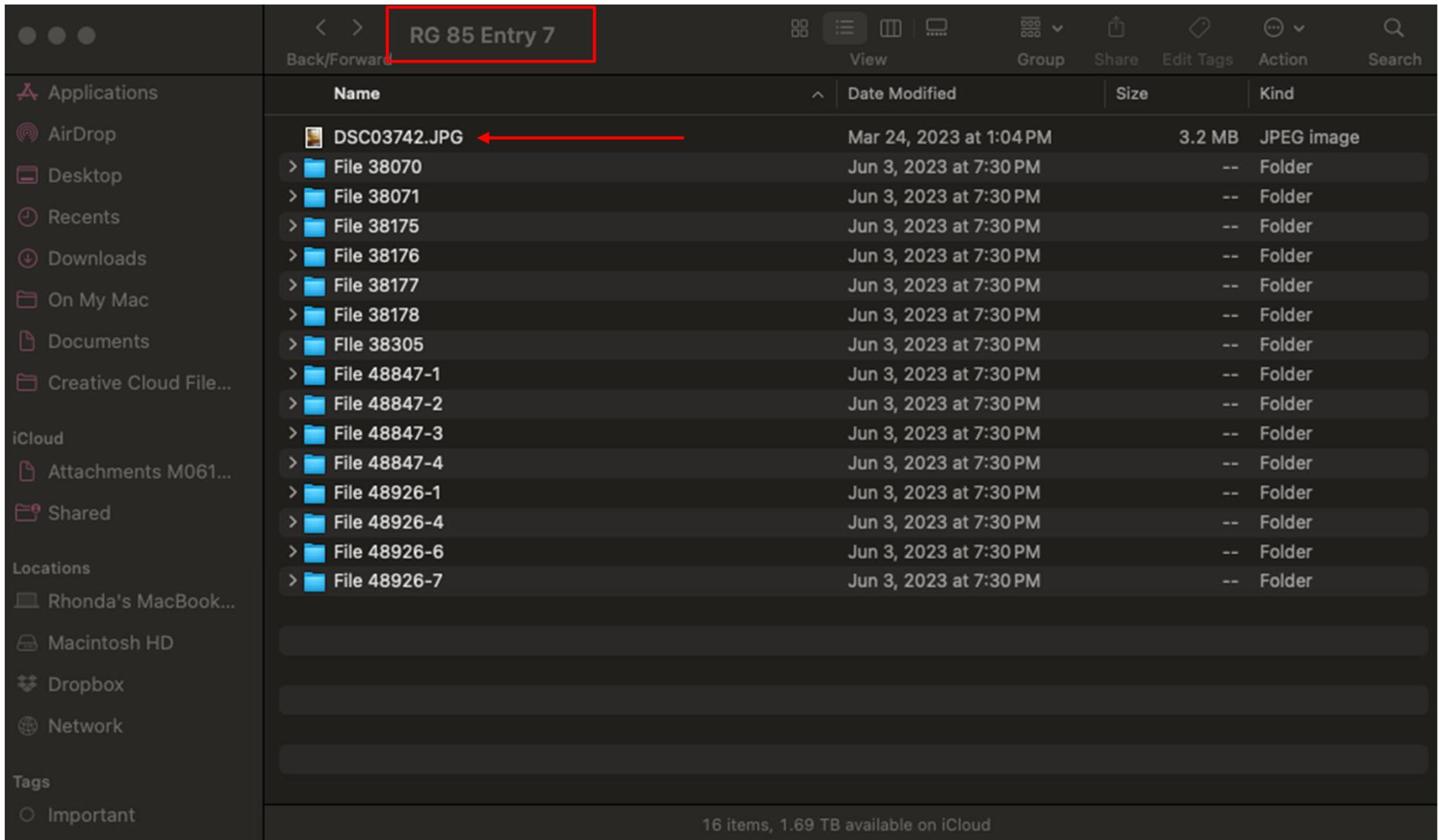
- Have goals and a research plan
- Name files so you can identify them when you return home.



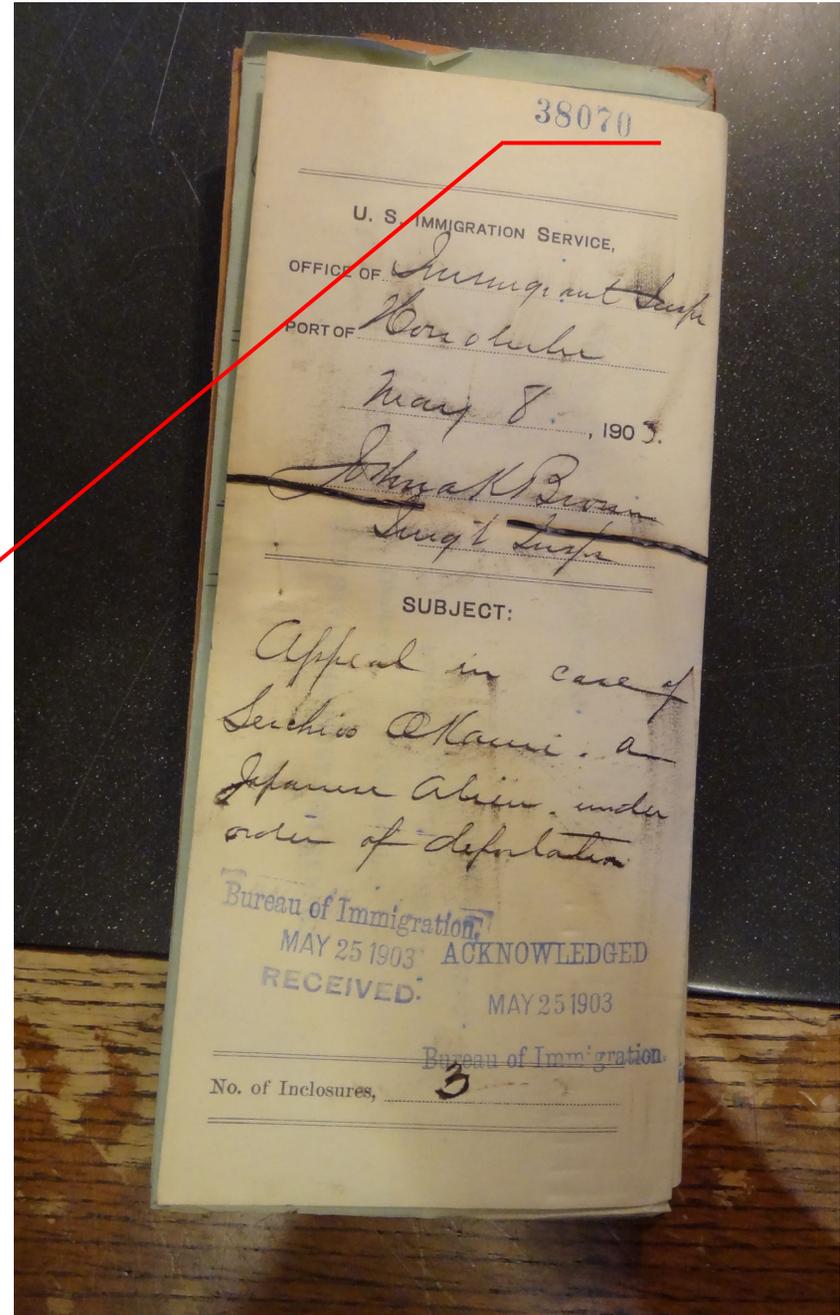
Identifying Repositories



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)



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