

Organizing Your Genealogy Files

Presented by: Jerry Manriquez

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Slide show and PDF file can be found at: Genealogy.Manriquez.Net

Use your computer to save your genealogy files.

1. No one filing systems works for everyone.
2. What I show you today is my filing system
3. You can find your files quickly.
4. Everything in one place.
5. You can move and reorganized anytime.
 - a. I have changed my system as I gathered more data, and as I learned more about genealogy
6. You can save large amounts of data.
7. Security – back up your files.
 - a. Another computer
 - b. Flash drive (memory cards)
 - c. External Hard Drive
 - d. CD/DVDs (You might want to store these at a relative's house)
8. Scan pictures and paper documents and save originals in file cabinets.

Naming Files

1. For information I want to save for future reference and use, I create and save the information in folders. I use the letter **A**, a space, then the folder name. When the computer sorts your files, these will come to the top of the sort.
2. My surnames are preceded with **Gen-** e.g. (**Gen-Able Gen-Baker Gen-Lacey, etc.**) These surnames folders will follow the A folders.

3. Within the surname folders, I have folders for common documents that pertain to everyone in that family group, like 01 Birth Records, 01 Census, 01 Death Records, 01 Marriage Records, etc. I use the numbers **01** or **02** to precede the name (This sorts the records before the individual members of the family)
 - a. 01 Census folder. You can open that folder and see all the census records you have found in order by year, then by family or individual. You can concentrate your search on the ones that are missing.

4. For the individuals within the surname group, I use **Last Name, First Name** followed by the **year of birth**.
 - a. I create sub folders for various documents and pictures. E.g. High School, College, Military,

Saving Data to publish or share with others

1. Create folders reports you generate when you use your Genealogy Software. Family Group Sheets, Pedigree Charts, Descendent Reports, Ancestor Reports, books, etc. etc.
 - a. I use the Surname and the date I created it. As the data changes, I can replace my hard copy in my Surname Book and I can email it to relatives who are interested in genealogy research.

2. Write a book using your notes and your analysis of the data you have collected.
 - a. Use Google to find and incorporate maps, name origins, coat of arms, and history of the area where your ancestors lived.
 - b. I write my notes in a word processing program, then as it changes I can upload the text file into my Genealogy Software Program.

3. You can never save enough. When you find something you may want to go back to later, and you don't save it, it may be gone when you do your next search.