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your house and your life.  
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organize, manage and pass on  
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only what's important.  
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clippings. Old letters.

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While looking at the family group record for the family, pick a research objective (one person in the family, and one event in that person's life) to research.



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Write that objective on the family research log. Select a source you hope will document that event and write the source footnote data on the research log. Get most of the information for the footnote from the

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catalog of the repository  
where you are working.

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may want to organize by  
family. Place these folders

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in a pest, fire and/or waterproof box (depending on your budget) and keep it a cool, dry location free from dust, light, and pests. An interior closet in your home on an upper floor could work well for this.

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*6 Steps to Organize, Back Up  
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RESEARCH (ONE FAMILY = ONE  
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systems to organize your

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genealogy is to keep one family in one file folder.

For the purposes of this system, one family consists of parents and their children. The file folder contains: Family Group record (required) Pedigree

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Sunny's 6 Tips for  
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Items 1. Take stock of what  
you've got. Gather together

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all the original documents or photos, or take pictures of all your heirlooms, then review the entire collection at the same time.

*6 Tips: How to Organize Your Family History - Genealogy*

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*Gems*  
Organize them by name or location. Later you may add more binders, or graduate to file boxes or filing cabinets as your family history research accumulates. Consider



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indexing each binder to make record retrieval easier. You could also scan all the documents onto your computer and upload them to the cloud (Dropbox or Google Drive) for safe storage.

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Life*

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than one marriage, make a separate folder with a family group record for each other marriage. Each family folder should include all documents and notes from the time of a couple's marriage.

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Control - Use standard 8 ½ x  
11-inch paper for all notes  
and printouts. Stay Single -  
One surname, one locality

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Files: A Practical Approach*

...

I love organizing my family

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history research electronically. As I've mentioned here many times, I try not to print digital documents and instead store everything electronically where I can have easy access to it.. I don't think I have



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been clear when I talk about  
storing my genealogy data  
electronically that I'm not  
talking about storing it as  
a family tree on Ancestry or  
Family Search.

*How I store my genealogy*

*Page 33/101*

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Organizing Genealogy Files

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files by branch. If your file box for the “Jones” family branch is blue, put a blue label on any files in that box, or use blue files.

*Tips for Organizing  
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Organize Your Family  
History. Stay focused and  
happy while exploring your  
roots. October 30 x 30 wrap  
up. October 30, 2020 By  
Janine Adams 2 Comments.  
Another 30 x 30 challenge is

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over! Today marks Day 30.

Please share how it went for you! I had a great month. I managed to research every day except one.

*Organize Your Family History  
- Stay focused and happy ...*

*Page 37/101*

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Enter the Family History folder and create a folder with your name. I prefer to put last name followed by an underscore and then first name (putting last name first will help if you need to search for information

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later). What we're going to do is build a type of family tree right on your computer using these folders.

*Lesson 1 - Get Organized |  
FHQS - Family History Quick  
Start*

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23 Secrets to Organize Your  
Genealogy Free eBook. By  
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goals then set aside an  
afternoon and compile all of  
your genealogy materials.  
Whether you have one small



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box or 10 big boxes, no  
matter. Just pull it all  
into your working space.

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The most common method of  
organization in genealogy is

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In simple terms is one folder per family consisting of a father, mother, and their children. The information in this folder may include the standard genealogy charts specific to this family,

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vital records about the  
family members, photos,  
stories, journals, research  
notes, etc.

*3 Methods for Organizing  
Your Genealogy*

Sort Your Files Digital

*Page 43/101*

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genealogy files are easier to organize if you first get them sorted by type. Spend some time searching your computer files for anything related to genealogy. Look in your My Documents (or Documents) folder and sub-

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folders for text files,  
photos, downloaded files,  
and other genealogy  
documents.

*Organize Your Digital  
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Using social history as a

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content for an ancestor's life can make you family's story much more interesting. The same technique applies to illustrations. Historical photos or paintings or landscapes with provide illustrations when you don't

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have photos of your  
ancestors.

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step, you'll need to create

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an organized structure for  
your family history book.

One way to do this is to  
build a family timeline. Use  
your photos and detail to  
pinpoint major event dates  
such as births, deaths,  
marriages, military service,



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etc. Using your timeline,  
you can organize your album  
chronologically.

Get Your Research in Order!  
Stop struggling to manage

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all your genealogy facts, files, and data--make a plan of attack to maximize your progress. Organize Your Genealogy will show you how to use tried-and-true methods and the latest tech tools and genealogy software

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book's strategies Whether  
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ways of getting organized,  
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Tells how to create a family  
history filing system,

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prepare for research trips,  
set up a home office for  
genealogical work, and  
preserve one's findings

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quickly create mountains of  
paperwork. This book give

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electronically to save space and make them easier to find

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organize your family history research to pass on to future generations

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Get Your Research in Order!

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and understood by all family members. Your research will become faster and more accurate and your family can enjoy the family history. We all have family stories that give insights into the lives our ancestors. Some are

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entertaining and others are more historical in nature. Many others are celebrations of our ethnic and cultural heritage. They all should be saved and repeated for our future generations. However, pieces of these stories are

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lost as families pass them down from generation to generation. Writing a family history will save them for many generations. Writing a family history can seem to be a very challenging project for many people.

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Hopefully, the methods discussed in this book will show the reader a simple format that will make this task much easier. You may be reluctant to write down these stories because you do not consider yourself a

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writer or you cannot see how  
your family history is  
important to save. However,  
it is important for you to  
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and save the oral histories,  
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confirm what the accurate story is and do the research to increase the knowledge of your ancestor's lives. All of our immigrant ancestors contributed to America's history and their stories should be saved for our

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the skills to do this, who in your family can? If you like to do the research, is there someone that can work with you to write it? If you are interested in telling your family stories, I hope that the materials in this

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book help you overcome your  
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will commit the oral  
traditions of your family to  
the written word. I show how  
getting started with brief  
biographical summaries can  
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