

A close-up, slightly blurred photograph of a color chart. The chart consists of numerous small, rectangular color swatches arranged in rows and columns. Each swatch is a different color, ranging from various shades of blue and green to yellow, orange, and red. Some swatches have small white labels with alphanumeric codes, such as 'PANTC 2995', 'PAI 34E', and 'PAI 76'. The overall image has a soft, artistic feel, with a dark, semi-transparent overlay that frames the central text.

# Organize Your Genealogy Research

# Step-by-Step

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- Declutter
- Find a System
- Organize
- Stick to the System!



# Declutter

- **You have to think in terms of long-term value.** When you think of long-term value, you will know how to disperse your family treasures and archives. You will know whether you are the best repository for your documents or if they belong somewhere else.
- Before you sort through the genealogy papers and photos trying to downsize your files, piles, boxes, and rooms full of the source material, you need to decide what family lines you want to spend your time and resources on preserving.

You have:

- 4 – Grandparents 8 – Great-Grandparents 16 – 2nd Great-Grandparents 32 – 3rd Great-Grandparents 64 – 4th Great-Grandparents 128 – 5th Great-Grandparents
- If you retained all applicable genealogy information on these individuals you would have around 254 files, binders, and photo albums. Once you add in files for their children, grandchildren, and the like, you have a sizeable collection.

# Remove Unnecessary Files

- Duplicates
- Miscellaneous
- Illegible/Undiscernible

From the desk of...

Beth Foalk  
four trees

Arden C. M. Case Family

CMS  
1963

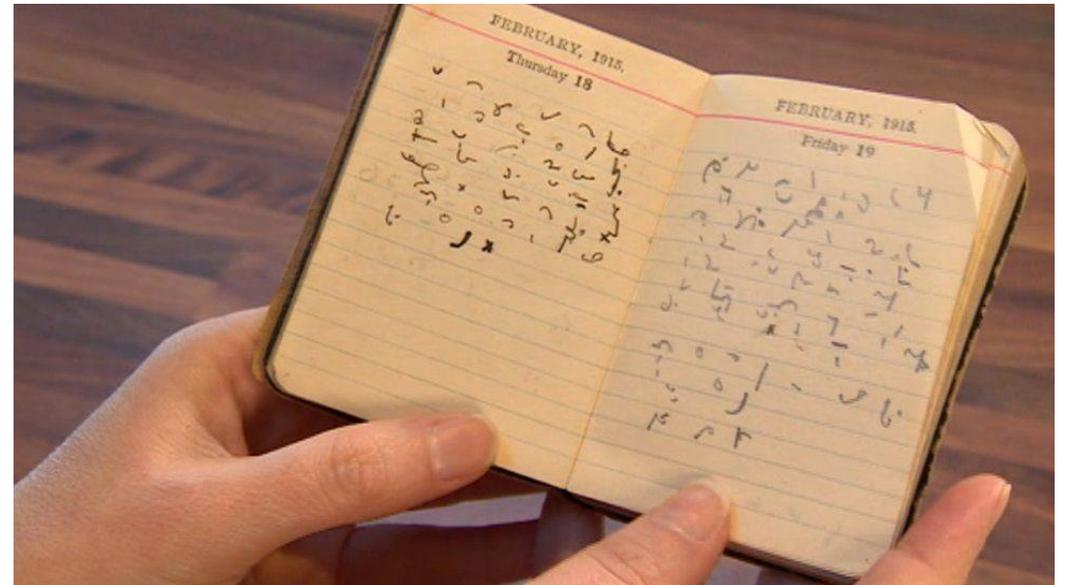
M. B. BARKER  
B 1755

GW Foalk

↳ S 20174

↳ S 155A.e 1807

↳ S 607-1815





## Curation-

the action or process of selecting, organizing, and looking after the items in a collection or exhibition.

- Give yourself permission to just focus on physically curating the lines that interest you most. You are not banishing all of the remaining material to the trash pile. Instead, you are going to find a researcher or a library or archive that will gladly receive your collection and make it available to future researchers!
- That's the key... you're preserving your family history by ensuring records, photos, and artifacts are in the best possible location for long-term preservation.

# Digitization

- Cloud preservation
- Public trees
- Sharing with family
- Social Media

The screenshot shows the Facebook profile of 'Jana's Genealogy and Family History Blog'. At the top left is the Facebook logo. To the right are login fields for 'Email or phone' and 'Password', a 'Log In' button, and a 'Forgot Account?' link. The profile picture is a circular portrait of a woman with curly hair. The cover photo is a collage of historical photographs, including a man in a suit, a woman in a dark dress, a woman in a white dress, a man in a suit, and a woman in a white dress. Below the cover photo is the page name 'Jana's Genealogy and Family History Blog'. Underneath are navigation tabs for 'Posts', 'About', 'Photos', and 'Videos'. The main content area shows an 'Intro' section with the text 'Genealogy and Family History', a page type of 'Page · Personal blog', and a website link 'janasgenealogyandfamilyhistory.blogspot.com'. Below the intro is a 'Photos' section with a 'See all photos' link. To the right is a post from November 7, 2021, featuring a handwritten document snippet with yellow highlights. The text in the snippet includes 'nato a ma 18 de Novembro 3p', 'marcar uma mancha to se so mar', 'utino que ussbe o nome de Ell', 'genio, filho legitimo do declaran', 'te e de sua mulher D. Esther', 'stetuo Webster, agente natural', 'dos Estados Unidos e do do', 'aio, engador. Residante resi', 'dentis nesta cidade. São avo's pa', 'to 18 de Novembro 1891'.

# What's the Difference?

## Cloud Storage

- Purpose: productivity
- Access storage on all devices
- Sync files to multiple devices
- File sharing & collaboration
- Integrates with online document creation software



## Online Backup

- Purpose: disaster recovery
- Retains file system structure and lets you restore your hard drive the way it was
- Schedule backups continuously or only at night



# Cloud Storage

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- Cloud genealogy isn't just about storing your work away as a backup in case something happens to your working copies. Programs like Evernote and Google Drive allow you to store and access records, take notes, even create sources!
- Note that there can be public clouds and private clouds
- Most cloud services offer free plans to get you started, these free plans are often limited.



# Surname Folders

- Create a folder for each surname
- Create subfolders for each individual with that surname
- Use maiden names for women
- Each person mentioned in the document gets a copy in their folder

Drive

New

- My Drive
- Computers
- Shared with me
- Recent
- Starred
- Trash
- Backups
- Storage  
361.4 GB of 2 TB used  
[UPGRADE STORAGE](#)

Search Drive

My Drive > Family History > Dyer ▾

Name ↑

- Dyer, Augustus Washington
- Dyer, James Glenn
- Dyer, James Wesley
- Dyer, Joel H.
- Dyer, John and Melvinnie Morton
- Dyer, John James
- Dyer, John Robert
- Dyer, Lewis
- Dyer, Mary
- Dyer, Richard F.
- Dyer, Robert of Grainger, died bef. 1829

SERVICE:	<i>Late rank, Co. A, 1 Regt Tenn. Cav.</i>			
TERM OF SERVICE:	<i>Enlisted, 1 Discharged, 1</i>			
DATE OF FILING:	CLASS:	APPLICATION NO.	LAW:	CERTIFICATE NO.
<i>1877, Aug. 31</i>	<i>Invalid, Widow, Minor,</i>	<i>241,305</i>		<i>J 285,727</i>
ADDITIONAL SERVICES:	<i>K 4 Tenn. Inf.</i>			
REMARKS:	<i>500 PH Died Jan 1, 1921, at Passaic, Tenn.</i>			

Dyer, Richard F - pension index civil war.jpg

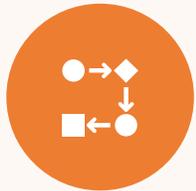
Nicole Dyer

Is the application number used in ordering the pension file?

Viewers of this file can see comments and suggestions.

[Comment](#) [Cancel](#)

# Create a system



Can you find it again?



Do you remember the information (or that you've found it, if not the details)?



Do you remember where it is?

# Numbering systems

Caveat:

Some people prefer to file their documents away as document 1001, 1002 and 1003, or census 1001, census 1002, census 1003. One man's document #1001 is another's document #4509.

# Ahnentafel- ancestor table

root individual

father (1 x 2)

mother (1 x 2 +1)

paternal grandfather (2 x 2)

paternal grandmother (2 x 2+1)

maternal grandfather (4 x 2)

maternal grandmother (4 x 2+1)

paternal grandfather's father - great grandfather (4 x 2)

paternal grandfather's mother - great-grandmother (4 x 2+1)

paternal grandmother's father - great-grandfather (5 x 2)

paternal grandmother's mother - great-grandmother (5 x 2+1)

maternal grandfather's father - great-grandfather (6 x 2)

maternal grandfather's mother - great-grandmother (6 x 2+1)

maternal grandmother's father - great-grandfather (7 x 2)

maternal grandmother's mother - great-grandmother (7 x 2+1)

# With these numbers, I can sort my ancestors and leave spaces for the missing

Grandparents	Great Grandparents	2nd Great Grandparents	3rd Great Grandparents	4th Great Grandparents	5th Great Grandparents
4	8	16	32	64	128
04 Pietro Iamarino	08 Francesco Iamarino	16 Pietro Giorgio Iamarino	32 Giuseppantonio Iamarino	064 Francesco Iamarino	128 Giovanni Iamarino
05 Lucy Iamarino	09 Libera Pilla	17 Liberantonia Zeolla	33 Giovannangela d'Emilia	065 Cristina Iapozzuto	129 Libera Pilla
06 Adamo Leone	10 Pasquale Iamarino	18 Gennaro Pilla	34 Teofilo Gioacchino Zeolla	066 Ferdinando d'Emilia	<b>130 father of Cristina Iapozzuto</b>
07 Maria Carmina Sarracino	11 Maria Rosa Caruso	19 Maria Giuseppa Liguori	35 Serafina Marino	067 Arcangela Marino	<b>131 mother of Cristina Iapozzuto</b>
	12 Giovannangelo Leone	20 Michele Arcangelo Iamarino	36 Saverio Pilla	068 Nicolangelo Zeolla	132 Giuseppe d'Emilia
	13 Marianna Iammucci	21 Lucia Rosa diPaola	37 Maria Giovanna Basile	069 Giovannangela Pozzuto	133 Orsola Mascia
	14 Giovanni Sarracino	22 Francesco Saverio Caruso	38 Francesco Saverio Liguori	070 Francesco Marino	134 Giuseppe Marino
	15 Maria Rosa Saviano	23 Maria Luigi Girardi	39 Anna Donata Cerrone	071 Lucia Piacquadio	135 Giovannangela Palmiero
		24 Nicoladomenico Leone	40 Pasquale Iamarino	072 Gennaro Pilla	<b>136 paternal grandfather of Teofilo Gioacchino Zeolla</b>
		25 Caterina Piscioti	41 Maria Giuseppa Nigro	073 Marianna Palmieri	<b>137 paternal grandmother of Teofilo Gioacchino Zeolla</b>

- The mathematical formula in play is that a person's father is double their number and the person's mother is double plus 1

Generation	Relationship to subject	Ahnentafel or A-numbers	Worked example of with A- number plus
1	(Subject)	1	1: 01
2	Parents	2-3	Father = 2 <i>or</i> 2: 02
3	Grandparents	4-7	Maternal grandmott <i>or</i> 3: 07
4	Great grandparents	8-15	Mother's Father's Fat = 12 <i>or</i> 4: 12
5	GG grandparents	16-31	FMFF = 20 <i>or</i> 5: 20
6	GGG grandparents	32-63	MMMMM = 63 <i>or</i> 6: 63
7	GGGG grandparents	64-127	FFFMMF = 70 <i>or</i> 7: 70
8	5xG grandparents	128-255	FFFFFFF = 128 <i>or</i> 8: 128
9	6xG grandparents	256-501	MFMFFFMF = 418 <i>or</i> 9: 418
10	7xG grandparents	502-1103	FMMMMFMF = 738 <i>or</i> 10: 738
etc			

Cons:

- Pedigree Collapse
- Re-assigning numbers if wrong
- Does not take in account adopted parents

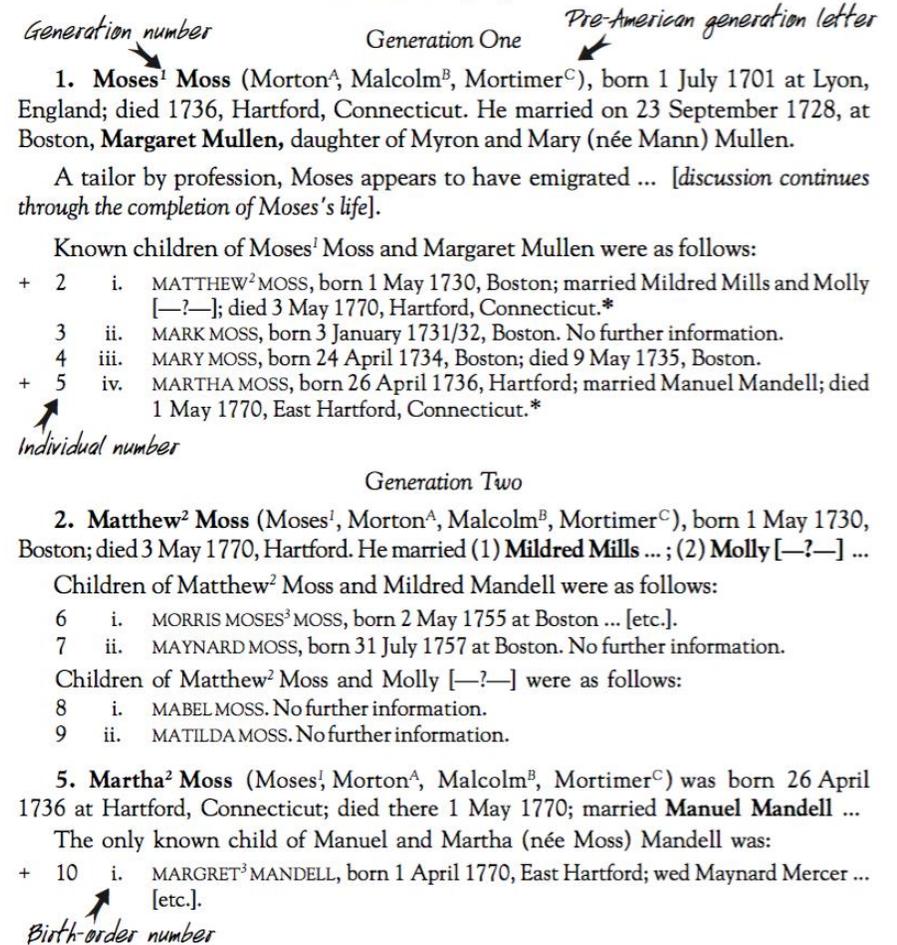
# The Henry System

# NGSQ ("Modified Register")

The starting person is given the number 1. His first child is numbered 11, his second child is 12, his third child is 13, etc. The children of 12 are 121, 122, 123, 124, 125, etc. Each person's number starts with his parent's number and adds a digit to represent his position in the family. Thus if a person has the number 142835, he is in the sixth generation (there are six digits), and he is the fifth child of the third child of the eighth child of the second child of the fourth child of the starting person.

If there are more than 9 children in a family the numbering continues on with capital letters in the alphabet, A to Z, where A is 10, B is 11, C is 12, etc.

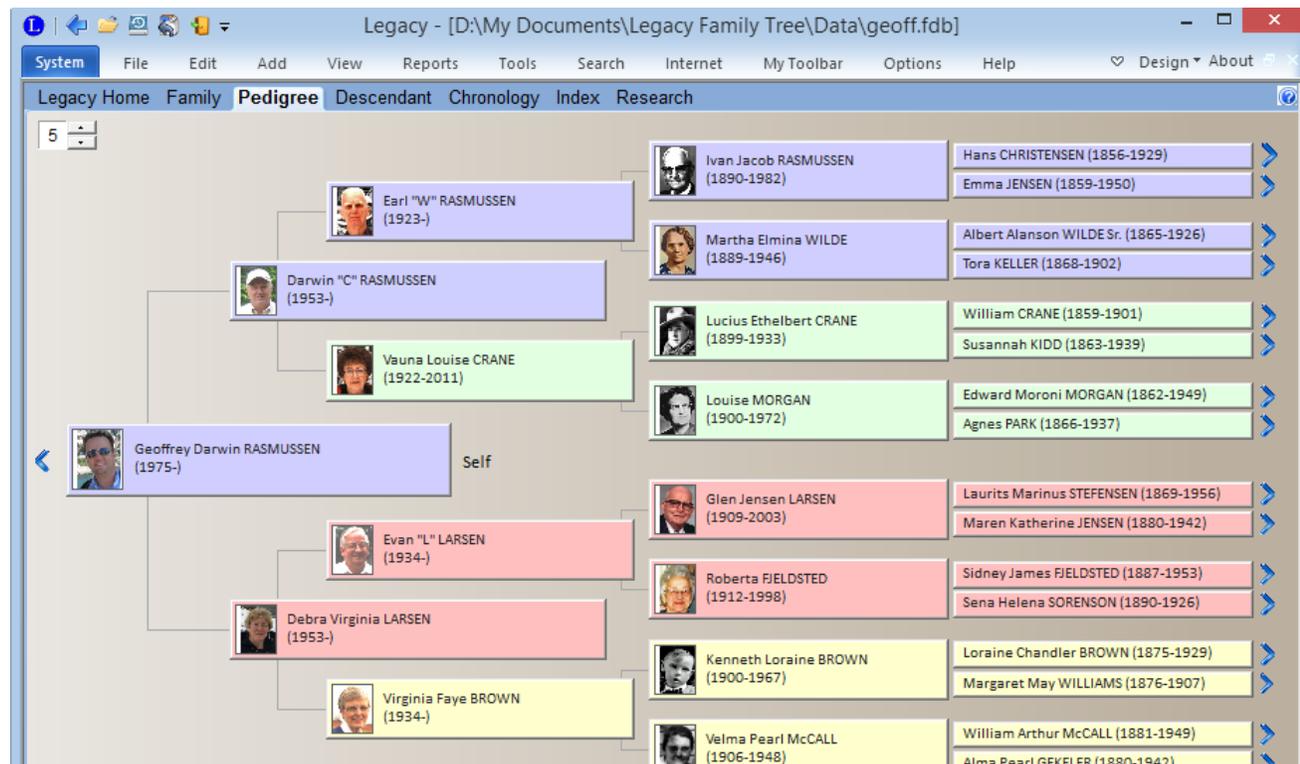
Figure 1  
NGSQ Quarterly System



- 1 Progenitor
  - 11. Child
    - 111. Grandchild
      - 1111. Great-grandchild
      - 1112. Great-grandchild
      - 1113. Great-grandchild
      - 1114. Great-grandchild
      - 1115. Great-grandchild
      - 1116. Great-grandchild
      - 1117. Great-grandchild
      - 1118. Great-grandchild
      - 1119. Great-grandchild
      - 111X. Great-grandchild
        - 111X1. Great- great-grandchild
        - 111X2. Great-great-grandchild
        - 0 Great-great-grandchild
    - 112. Grandchild
  - 12. Child
    - 121. Grandchild
    - 122. Grandchild

- 1 Leonard Higdon
  - 11. Leonard Higdon
    - 111. William Huffman Higdon
      - 1111. Martha Jane Higdon
      - 1112. Joseph Hoffman Higdon
      - 1113. William Washington Higdon
      - 1114. Eva Higdon
      - 1115. Elizabeth Higdon
      - 1116. Margaret Higdon
      - 1117. Samuel A. Higdon
      - 1118. Joshua Higdon
      - 1119. Clementine Elender Higdon
      - 111X. Thomas Bragg Higdon
        - 111X1. Major Higdon
        - 111X2. Alfred Rich Higdon
        - 111X3. John Wannamaker Higdon
    - 112. Eleazer Elijah Higdon
  - 12. Nancy Higdon
    - 121. Susan Jones
    - 122. Leonard Jones

# Legacy and FamilyTree Maker



- Quickly and easily build your family tree
- Single click synchronization with Ancestry.com<sup>®</sup>
- Hints from Ancestry and FamilySearch
- View family history timelines and interactive maps

# MRIN and RIN

- The Marriage Identification Number or MRIN (for short) ties the family together. Every individual has their own unique record ID number (RIN), but it is the family group record number where everyone is tied together.
- The H:1 means that the husband's record identification number, or RIN is 1.
- The number next to the W is the wife's RIN.
- M stands for marriage.
- If the MRIN is 13, documents, photographs, and other associated research items that pertain to this couple, would be filed in your notebook behind the tab which is labeled 13.
- \*not recommended for paper filings\*

The screenshot shows the Legacy software interface with a marriage record for Reverend Nathan R. BROWN (about 1817-1897) and Levi C. WILLIAMS (Cal 1825-After 1870). The record is dated 16 Sep 1867 in Winona County, Minnesota, United States (Divorced). The husband's name is Lorenzo D. BROWN, born 17 Aug 1842 in Warren County, Pennsylvania, and died 18 Jul 1921 in Fairfield, Clay, Nebraska, United States. The wife's name is Clarinda Ann WILLIAMS, born about 1853 in Boston, Suffolk, Massachusetts, and died after 1890. The record is associated with MRIN 13. The interface includes a menu bar, a toolbar, and a navigation pane.

Legacy - [C:\... geoff]

File Edit Add View Reports Tools Search Internet Window Options Help

Home Back Name List Marr List Add Search Reports Merge Internet Charting Mapping Exit

Legacy Home | Family | Pedigree | Descendant | Chronology | Index | Research Guidance

Reverend Nathan R. BROWN (about 1817-1897)+  
Anna C. (Cal 1821-1890)

Levi C. WILLIAMS (Cal 1825-After 1870)  
Mary Jane BURNETT (Cal 1828-After 1870)

Half 1st cousin 4 times removed  
Wife of Half 1st cousin 4 times removed

Husband  
Lorenzo D. BROWN  
Born 17 Aug 1842, , Warren County, Pennsylvania, Un  
Chr  
Died 18 Jul 1921, Fairfield, Clay, Nebraska, United Sta  
Bur 20 Jul 1921, Fairfield, Clay, Nebraska, United Sta  
DthCau

Wife  
Clarinda Ann WILLIAMS  
Born about 1853, Boston, Suffolk, Massachusetts, Un  
Chr  
Died After 1890  
Bur  
DthCau

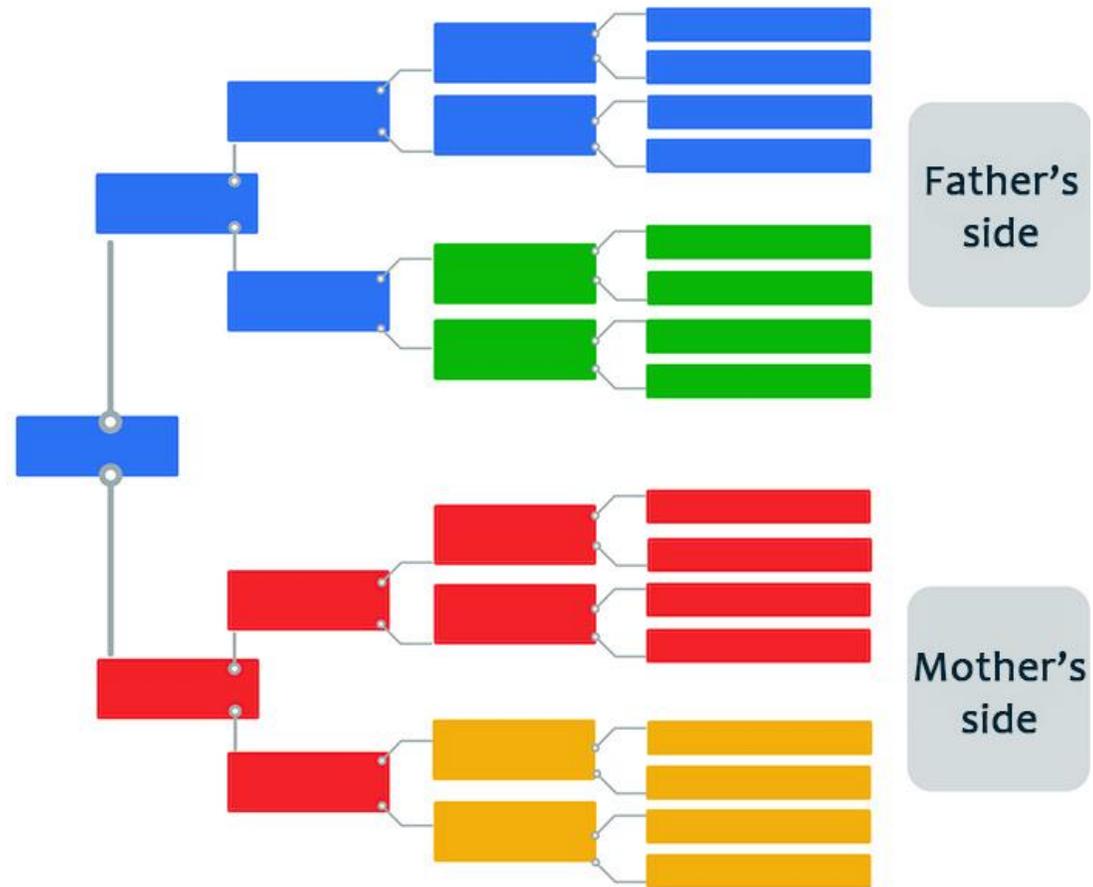
16 Sep 1867 - , Winona County, Minnesota, United States (Divorced)

1 William Henry BROWN (1875-1948)+  
2 Clarinda BROWN (about 1881-After 1921)§  
3 %Mabel BROWN (about 1896-After 1921)+ (Lottie)

1 Geoffrey Darwin RASMUSSEN 2 Nathan BROWN 3 Joshua SMART

Display Internet Features 1:42 H:7990 ± M:8758 ± W:22379 ± 11/16/11

# COLOR CODING SYSTEMS



# Files



- ❑ Manila folders
- ❑ Black pens - ultra fine, permanent ink
- ❑ Book highlighters
- ❑ Labels for file folders
- ❑ Dots - semitransparent



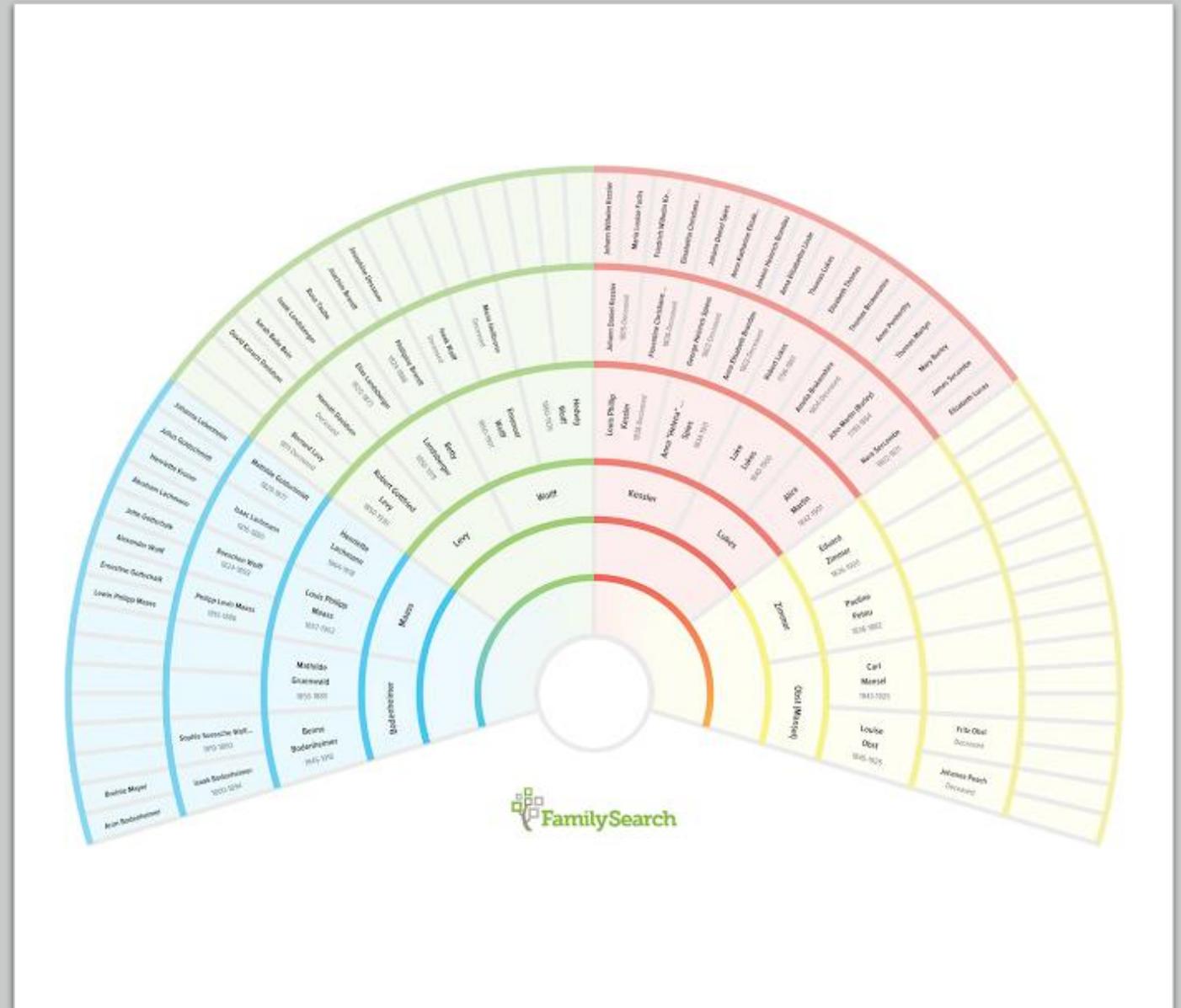
## Surname tabs on the left side

### Pedigree Chart

	Chart no.
1 Mary Erety "Marety" Vassel B: 28 Jan 1941 P: Norwalk, Fairfield, Connecticut M: 28 Jun 1963 (Div) P: Idaho Falls, Bonneville, Idaho D:	14 Hans Antoine S Vassel B: 11 Aug 1809 M: 16 Jun 1843 D: 26 Mar 1846
2 Bruno Vassel (2) B: 17 Oct 1908 P: Allahabad, Uttar Pradesh, India M: 6 Sep 1936 P: Oak Bluffs, D, M, Massachusetts D: 19 Mar 1992 P: Sandy, Salt Lake, Utah	15 Gustav Leon Alfred Vassel B: 14 Jun 1845 P: Berlin, Brandenburg, Prussia M: 30 Oct 1872 P: Lusenstädtkirch, B, B, Prussia D: 2 Nov 1906
3 Mary Erety ELMER B: 16 Jun 1908 P: Brooklyn, Kings, New York D:	16 Mag Helene H E Schmidt B: 24 Oct 1814 D: 1894
4 Bruno Vassel (1) B: 17 Jan 1875 P: Schoeneberg, B, B, Germany M: 14 Sep 1905 P: Berlin, Brandenburg, Prussia D: 21 Aug 1948 P: Toledo, Lucas, Ohio	17 Carl Julius Albert Harkung B: 14 May 1823 M: 2 Nov 1851 D: 15 Mar 1869
5 Elisabeth Anna Marie Leist B: 23 Nov 1882/1883 P: Berlin, Brandenburg, Prussia D: 4 Aug 1976 P: Sao Paulo, Sao Paulo, Brasil	18 Helmine V A Dreeke B: 23 Feb 1819 D: 1900
6 Samuel Lewis ELMER B: 23 Mar 1877 P: Bridgeton, C, New Jersey M: 3 Aug 1904 P: Bridgeton, C, New Jersey D: 11 Mar 1967 P: New York City, NY, New York	19 Johann George Leist B: 23 Oct 1803 M: 25 May 1842 D: 17 Aug 1866
7 Helen SHOEMAKER B: 8 Aug 1878 P: Bridgeton, C, New Jersey D: 27 Jul 1936 P: Oak Bluffs, D, M, Massachusetts	20 Johanna C D Seidelmann B: 8 Oct 1806 D: 1865
8 Keith "K" HILL (Deceased of ill.)	21 H T Liebermann B: 14 Mar 1818 M: 5 Dec 1848 D: 26
9 Lucie Rowe RICHMOND B: 23 Jul 1845 P: Bridgeton, C, New Jersey D: 6 May 1916 P: Brooklyn, Kings, New York	22 Mathilde Clotilde A Greine B: 27 May 1829 D: 1895
10 Mary Elizabeth ERETY B: 11 Jul 1833 P: Philadelphia, P, Pennsylvania D: 16 Mar 1895 P: Bridgeton, C, New Jersey	23 G. ELMER B: 15 Oct 1810 M: 13 Oct 1836 D: 5 Aug 1895
11 Aline Marie A Liebermann B: 26 May 1854 P: SAR, Sachsen, Prussia D: 14 Feb 1926 P: Berlin, Friedenau, B, Prussia	24 Mary POWELL B: 1818 D: 1883
12 J. Newton ELMER B: 15 Mar 1848 P: Fairton, C, New Jersey M: 21 Jul 1875 P: Salem, Salem, New Jersey D: 18 Feb 1912 P: 2nd Ward, B, C, New Jersey	25 Samuel RICHMOND B: 16 Nov 1816 M: 11 Nov 1843 D: 13 Mar 1899
13 Helen SHOEMAKER B: 8 Aug 1878 P: Bridgeton, C, New Jersey D: 27 Jul 1936 P: Oak Bluffs, D, M, Massachusetts	26 Rachael GRAHAM B: 10 Oct 1821 D: 1872
14 Horace B SHOEMAKER B: 15 May 1822 P: Deerfield, C, New Jersey M: 24 Nov 1853 P:	27 Green SHOEMAKER F B: 1821 M: 15 Mar 1821 D: 3 Jul 1863
15 Mary Elizabeth ERETY B: 11 Jul 1833 P: Philadelphia, P, Pennsylvania D: 16 Mar 1895 P: Bridgeton, C, New Jersey	28 Ann FLEMING B: 12 Nov 1798 D: 1880
16 Keith "K" HILL (Deceased of ill.)	29 Sarah ERETY Jr. B: 20 Oct 1806 M: 4 Nov 1826 D: 10 Aug 1867
17 Helen SHOEMAKER B: 8 Aug 1878 P: Bridgeton, C, New Jersey D: 27 Jul 1936 P: Oak Bluffs, D, M, Massachusetts	30 Sara M. PERRY B: 19 Mar 1806 D: 24 Mar 1856

# Digital Color Coding

- As an example, consider the program Folder Marker, because it allows you to not only change the color of yellow folders with one click, but also has a special set you can use to create whole schemes for color-coding and organization of folders.
- The basic concept is to choose 4 colors one for each of your grandparents. Then you divide that into four tabbed sections one for each of your great-great grandparents. Finally you create a file for each of your direct line ancestors and their children. The direct ancestor is on the right tab and their children have middle tab folders.
- You file documents in the family folder the person was living at at the time of the event. For example a birth certificate is filed with the parents but an individuals death certificate would be filed in the folder with them as an adult. (I will explain more later)



# Naming Protocol for Files

- Name files with the date first and sort by name to create a timeline
- Date YYYY-MM-DD Record Type Names - Place
- Example: 1850-08-29 Tax List Robert Dyer - Hawkins County, TN

# Supplies

- Be sure to obtain “oversized” divider tabs, made specifically for 3-ring binders where sheet protectors are used to hold documents and photos. Since the sheet protectors stick out about ½ inch more than a typical printed page, the regular-width dividers will get buried and it will be harder to navigate through your family history notebook.
- Designate a mystery-photo folder.
- Put ephemera in sheet protectors



# Good Habits

- Sheet Control – Use standard 8 ½ x 11-inch paper for all notes and printouts.
- Stay Single – One surname, one locality per sheet for easy filing.
- No Repeats – Avoid errors; write legibly the first time.
- Dating Yourself – Always write the current date on your research notes.
- Be Color Clever – Distinguish family lines with different colored folders, binders, tabs.
- File First – File one research trip or effort before starting the next one.
- Ask Directions – Write your own filing instructions; a big help when you take a long break.

# Legacy vs. Family Tree Maker

- You can display up to seven views of a Family File and have up to two different files opened at the same time.
- You can tell if a person has more than one set of parents by the highlighted Parents button on the screen.
- Allows up to 60 children for each family. 10 or 15 children are shown on the Family View at once.
- Display the Child List window and then just highlight the child to move and press the UP and DOWN arrows to reposition.
- You can link sound files to individual pictures. This lets you create a narrated slide show. You can also record sound files from within Legacy.
- The relationship between a specified Source person and all other related individuals in the Family File is shown on the Family View.
- You can assign a source citation to all records imported from either a GEDCOM or PAF file. This way you can tell where the records came from.
- Legacy has full integration with FamilySearch which allows you to prepare and print ordinance cards to take to the Temple.
- Only one Family Page can be displayed.
- The only way to tell if a person has more than one set of parents is to pull down the People menu and select the Other Parents. button.
- Allows up to 99 children but only shows four children at a time.
- For each child to move, click on the child. Select the Move Child From option from the People Menu. Click in the list where you want the child to go. Select the Move Child To option from the People Menu.
- You can link sound files to an individual but not to specific pictures.
- No relationship feature.
- No source information can be attached during an import. After you import records, you will have no indication as to where they came from.
- You can export a GEDCOM file to be read by Temple- Ready but that is as far as they go. No marking of records is done at all.

# Gedcom Files

GEDCOM files are text files that contain the information and linkages necessary to exchange genealogical data between two entities. The entities may use the same or different software application. Examples of these exchanges would include:

- Between two users of the same application - One family member sending new information from Legacy to another family member using Legacy.
- Between users of differing applications - A RootsMagic genealogist receiving information from someone using Family Tree Maker.
- From an Internet site to a local application - Downloading information from an internet site to your genealogical program which supports GEDCOM formatted files.
- Downloading information from FamilySearch to a genealogical program via third-party software certified by FamilySearch can be found in the FamilySearch Solutions Gallery.
- Uploading information from a genealogical program to FamilySearch and Ancestry by using Upload Your Tree

