

GenSig News

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Other Sites about Organizing

The following links to other sites about organizing can be found on at https://wiki.familysearch.org/en/Organizing_Your_Files

FamilySearch:

[Organizing Your Paper Files](#). A step-by-step video that shows how to collect and sort genealogy materials from your home and family; ideas on how to store and use paper files and documents in relation to a computer genealogy management program.

[Organize Your Records](#). A '5-Minute Genealogy' video on organizing your records. Describes how to create a document storage system that allows quick access to notes you have already gathered and preserves your material for the next generation.

[Organizing Files](#). After you set up a basic filing system to organize your family lines, you may want to supplement the basic system for various special needs.

Other Sites:

[Cyndi's List: Organizing Your Research](#). Links to dozens of Internet sites about organizing genealogical research files.

[Family Roots Organizer](#) related to FamilySearch pages above. Discusses color codes and pedigree charts.

[Ancestry's Get It Together Archive](#). Articles about getting organized.

[DiviFile](#) empowers you with Faceted Classification, an organization method used by librarians, in organizing your research.

[Organizing Your Family Records in Beginner's Guide to Family History Research](#). Deals with a computer program filing system, family group records, research notes, correspondence, supplies and photography.

[Color Genealogy Filing System found on Link](#). This is Mary Hill's system which is widely used by many genealogists.

Websites:

<http://www.TheFamilyCurator.com>.

<http://www.fileyourpapers.com/>

<http://blog.dearmyrtle.com/2009/01/finally-get-organized-jan-2009.html>

https://wiki.familysearch.org/en/Organizing_Your_Files

<http://www.youtube.com/watch?v=mrWf6VmKVCs&feature=related>

GenQuote:

**"Family faces are magic mirrors.
Looking at people who belong to us,
we see the past, present and future."
-- Gail Lumet Buckley**

GenTips:

Ten Tips for Organizing Genealogy Research

1. Sheet Control – Use standard 8 ½ x 11-inch paper for all notes and printouts.
 2. Stay Single – One surname, one locality per sheet for easy filing.
 3. No Repeats – Avoid errors; write legibly the first time.
 4. Dating Yourself – Always write the current date on your research notes.
 5. Be Color Clever – Distinguish family lines with different colored folders, binders, tabs.
 6. File First – File one research trip or effort before starting the next one.
 7. Ask Directions – Write your own filing instructions; a big help when you take a long break.
 8. Supply Closet – Keep a stash of folders, plastic sleeves, tabs, printer ink.
 9. One File at a Time – Work through paper piles steadily; the mess didn't happen in one day.
 10. KISS – Keep It Simple, Silly! Use an easy to set up, easy to maintain system.
- Tips from article on The Family Curator Website. "Four Tried and True Systems for Organizing Genealogy Research".