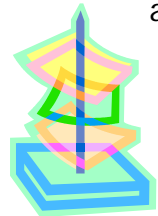


Folders, Binders, Cards: Organization!

TIP: Use colours to help your system work!



I'm not normally a detail kind of person, but to keep track of information for myself and my clients, I have learned it is **essential** to have a workable system.

Post-it notes stuck on a desk don't work! I suspect you've realized the same thing!

Here are a few ideas. Example: On your computer, make a new folder titled something like *My family tree* or *My genealogy*. Make several subfolders which could be titled *Censuses*, *BMD (birth, marriage, death records)*, *Stories*, *Photographs*, *Newspapers*, *Maps*. Or you could have subfolders based on specific surnames in your family lines – you will need about 8 or more (I have 15 at this point in time). You could also have paper files or binders of your documents, again usually filed by surname.

Also, keep sheets handy labeled *Research Results* or *Questions* – one for each surname or person, or perhaps a Research sheet related to a specific geographical area, *Scotland*, *New Brunswick*, *Maine*, etc. These contain items I still need to confirm, or research. Examples: 1911 Dublin Census for an aunt I'm still looking for, Wills and Land Deeds in New Brunswick, a newspaper obituary in Washington state, and so on.

Some amateur genealogists find that a box of 3x5 (or 4x6) inch cards is very helpful: one card with the basic family, followed by one card for each individual with their documents listed. Again, keep your Master List handy and use individual parents' numbers to help keep names straight. Remember it was common to have the same names running through families, so there may be five George Osborne individuals with different birthdates (oh my goodness!). Your basic numbering system will help you keep it under control.

Take a look at your Ancestor surnames, and decide what system you would prefer to use: binders, paper files, cards in a box, computer folders. Then, use it!

Questions? Email Celia@RootsBasic.com

TIP: Google one ancestor's birthplace and date: e.g., "map, 1885, County Armagh Ireland". Copy to your desktop, then move to a computer folder, or print out.