








Organizing Your Digital Genealogy Files








Identify the files you want to organize

-  Word processing and spreadsheet documents (DOC, RTF, TXT, WPS, XLS).
-  Adobe PDF documents (PDF).
-  Images (BMP, GIF, JPG, JPEG, PCX, TIF).
-  E-Mail correspondence - (See below for more information).











Locate your files

-  Look in "My Documents" (PC) or "Documents" (Mac) folders and their respective subfolders.
-  Look in "My Pictures" (PC) for any pictures or other scanned photos or documents.
Open your genealogy software program to determine where those files are stored. This may be in the same folder as your genealogy software, usually under "Program Files". Don't forget the photos or reports that your genealogy software created.
-  If you have downloaded any files, they may be in a folder called "Downloads."

Once you've located your digital genealogy files you have a couple of choices.

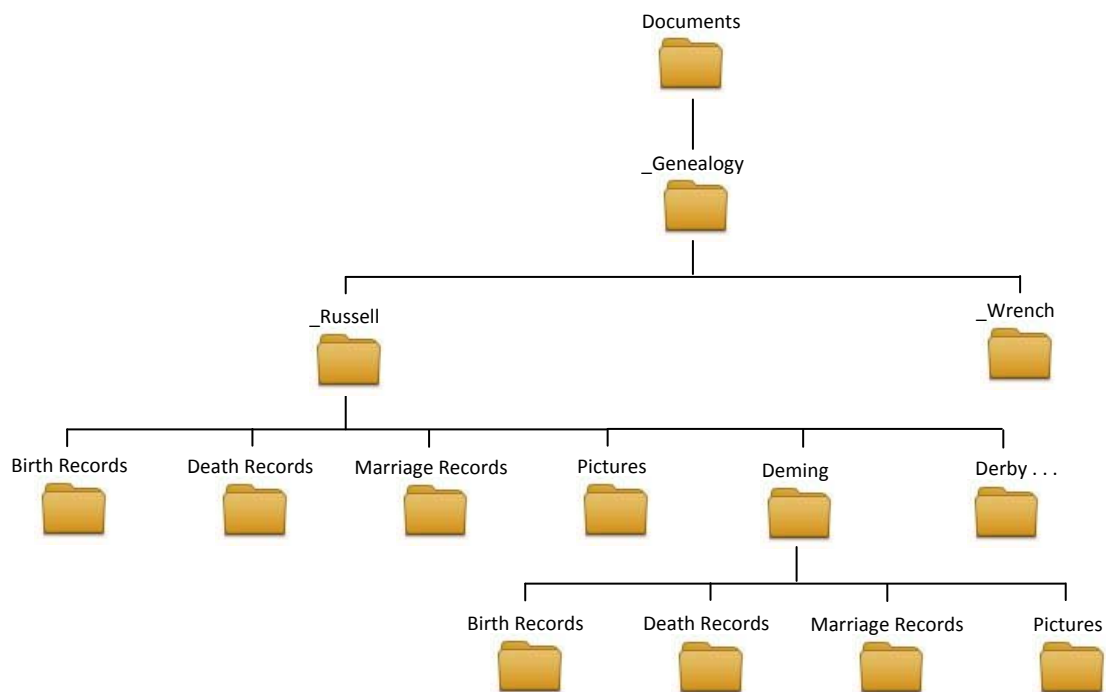
-  You can choose to leave them in their original locations and create an organization log to keep track of the files.
 -  For the super-organized.
 -  Must maintain where your files are being stored and update the log when you make changes.
-  You can copy or move them into a more central location (Recommended).
 -  Create a "_Genealogy" folder within the "Documents" folder.
 -  For the more visual-type person.
 -  Allows you to see visually where all of your files are located.

E-Mail Correspondence

-  Keeping your e-mail with your mail server (i.e. Gmail, Hotmail, Yahoo, ATT, etc)
 -  Sign into your e-mail account.
 -  Create a "Folder" within your account for each family name.
 -  "Move" your e-mail to the appropriate folder.
-  Copying and pasting your e-mail to word processing document.
 -  Sign into your e-mail account.
 -  Open a word processing document (i.e. Word, WordPerfect, etc).
 -  "Copy" the text you want to and "Paste" it into the document.
 -  Remember to "Copy" in the e-mail address of the person who sent the e-mail, date, and Subject Line.
 -  Name the document so that you will know contents (i.e. same as the Subject Line).



Example



NOTE: Don't go over-board when naming your folders and building folder structure. There is a maximum path length depending on if you're on a PC or Mac, 32 or 64 bit Operating System.

