Managing Genealogy Files

Managing Computer Files, Part 2

What kinds of files?

Digital files

- Genealogy databases
- Photos
- Documents
- Notes
- Back-ups
- Work files
  - Worksheets
  - Timelines
  - Research logs
  - Charts
  - Correspondence

- Family histories
- Stories
- Biographies
- Slide shows
- Videos
- Temporary
- On-line
- Off-line

Organizing vs Managing

Organization **+** **Management**

Marganizement

What are the issues?

- What is your "mind-set" for your genealogy

- Where to store files on your computer

- How to categorize or group them

- What to call or name them

- When and where to back them up

Mind-set

- For your eyes only
- A gift to your children
- A family project
- A public project
- An avocation
- A religious obligation
- A hobby
- A challenge
- A medical purpose

Where to put them

1. What is your genealogy work technique?

Once in a while ·················▶ Every chance I get ···················▶ 24/7

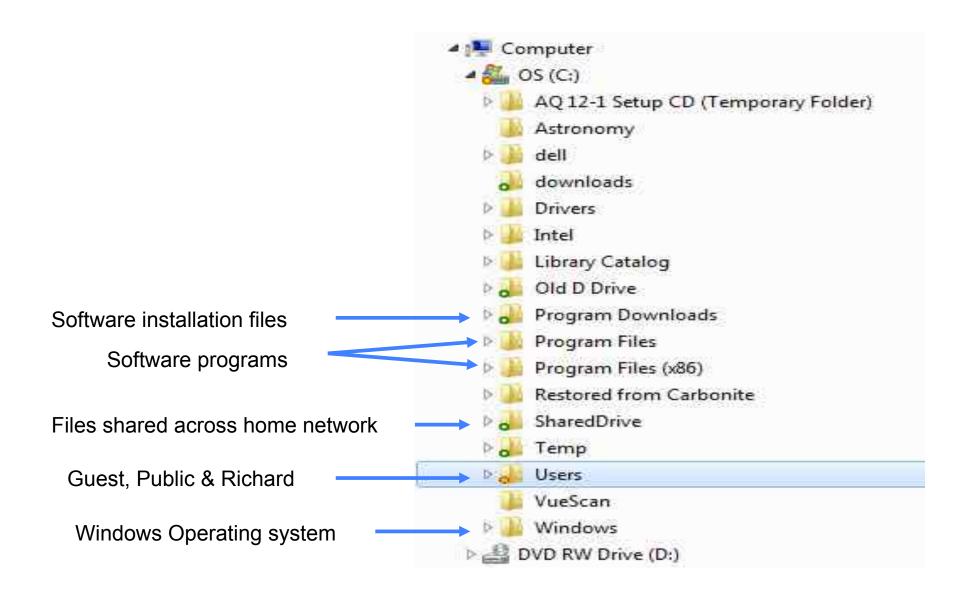2. What kind of computer equipment do you use?

Desktop
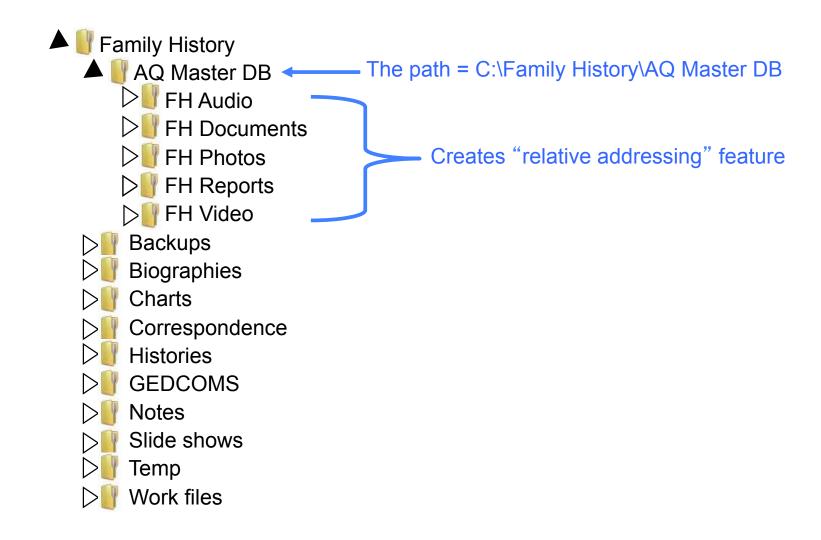
Laptop

Pad

Smartphone

Primary storage device

- Hard drive or the C: drive

- Top level of your file heirarchy

- Typically not removable or external

- Not the memory or RAM

- Very fast access

- Often many gigabytes
  - my laptop has 282 GB
  - my desktop has 918 GB

```
⊿ 🖥 Computer
  ⊿ 💾 OS (C:)
      ▷ 📁 AQ 12-1 Setup CD (Temporary Folder)
         📁 Astronomy
      ▷ 📁 dell
         📁 downloads
      ▷ 📁 Drivers
      ▷ 📁 Intel
      ▷ 📁 Library Catalog
      ▷ 📁 Old D Drive
      ▷ 📁 Program Downloads
      ▷ 📁 Program Files
      ▷ 📁 Program Files (x86)
      ▷ 📁 Restored from Carbonite
      ▷ 📁 SharedDrive
      ▷ 📁 Temp
      ▷ 📁 Users
         📁 VueScan
      ▷ 📁 Windows
    ▷ 💿 DVD RW Drive (D:)
```

Software installation files ——→ Program Downloads

Software programs ——→ Program Files / Program Files (x86)

Files shared across home network ——→ SharedDrive

Guest, Public & Richard ——→ Users

Windows Operating system ——→ Windows

▲ 🖥️ Computer
　　▲ 🪟 OS (C:)
　　　　▷ 📁 Brute Force Inc
　　　　▷ 📁 Calendar
　　　　▷ 📁 Family History (or Genealogy) ⟵———— The path = C:\Family History
　　　　▷ 📁 Outlook
　　　　▷ 📁 Personal Finances
　　　　▷ 📁 Photo Albums
　　　　▷ 📁 Program Downloads
　　　　▷ 📁 Program Files
　　　　▷ 📁 Program Files (x86)
　　　　▷ 📁 Quilting
　　　　▷ 📁 Taxes
　　　　▷ 📁 Temp Files
　　　　▷ 📁 Users
　　　　▷ 📁 Windows
　　▷ 💿 DVD RW Drive (D:)

▲ 📁 Family History
  ▲ 📁 AQ Master DB ← ─────── The path = C:\Family History\AQ Master DB
    ▷ 📁 FH Audio ⎫
    ▷ 📁 FH Documents ⎪
    ▷ 📁 FH Photos ⎬ ─── Creates "relative addressing" feature
    ▷ 📁 FH Reports ⎪
    ▷ 📁 FH Video ⎭
  ▷ 📁 Backups
  ▷ 📁 Biographies
  ▷ 📁 Charts
  ▷ 📁 Correspondence
  ▷ 📁 Histories
  ▷ 📁 GEDCOMS
  ▷ 📁 Notes
  ▷ 📁 Slide shows
  ▷ 📁 Temp
  ▷ 📁 Work files

The path = C:\Family History\AQ Master DB

Name	Date modified	Type	Size
📁 FH Audio	7/1/2012 6:56 PM	File folder	
📁 FH Documents	9/12/2011 9:05 AM	File folder	
📁 FH Photos	12/20/2012 10:56 AM	File folder	
📁 FH Reports	4/12/2012 12:34 PM	File folder	
📁 FH Video	3/9/2011 7:09 AM	File folder	
🖼 Parry DB.aq	2/28/2013 4:45 PM	Ancestral Quest DB	16,601 KB
🖼 Rands Master DB.aq	3/4/2013 6:32 PM	Ancestral Quest DB	49,344 KB
🖼 Winter DB.aq	1/30/2013 9:35 PM	Ancestral Quest DB	12,806 KB

The path = C:\Family History\AQ Master DB\Rands Master DB.aq

The path = C:\Family History\AQ Master DB\FH Documents\Rands Documents

Name	Date modified	Type	Size
Rands_EdwardP_1900Census_Oregon.jpg	11/24/2009 4:36 PM	JPEG image	1,292 KB
Rands_EdwardP_BountyLand_Iowa_1860....	11/24/2009 12:11 ...	GIF image	66 KB
Rands_EdwardP_CashLand_1855.gif	11/24/2009 12:24 ...	GIF image	89 KB
Rands_EdwardP_CongregationalChurch_...	11/27/2009 7:38 PM	DOC File	77 KB
Rands_George_Will1853.pdf	3/29/2011 8:53 PM	Adobe Acrobat D...	290 KB
Rands_Harry_1911Census.jpg	2/13/2011 9:17 PM	JPEG image	193 KB
Rands_Hyrum_1870USCensus.doc	8/20/2008 2:10 PM	DOC File	33 KB
Rands_Hyrum_1900Census.jpg	10/22/2008 2:07 PM	JPEG image	1,294 KB
Rands_Hyrum_1910Census.jpg	10/22/2008 2:09 PM	JPEG image	489 KB
Rands_Hyrum_Deathcert.tif	5/1/2008 3:42 PM	TIFF image	6,752 KB
Rands_Hyrum_FGS_Handwritten.jpg	8/20/2008 2:51 PM	JPEG image	1,382 KB
Rands_Hyrum_FGS_Typewritten_pg1.jpg	8/20/2008 2:55 PM	JPEG image	1,130 KB
Rands_Hyrum_FGS_Typewritten_pg2.jpg	8/20/2008 3:03 PM	JPEG image	565 KB
Rands_Hyrum_obituary.jpg	4/8/2008 4:10 PM	JPEG image	150 KB

Relative Addressing

Where the database resides

The path = C:\Family History**AQ Master DB**\FH Documents\Rands Documents\Rands_George_Will1853.pdf

Any files in sub-folders to where the database resides, will be given a path relative to the database folder

This is what is stored in the database

… \FH Documents\Rands Documents\Rands_George_Will1853.pdf

Wherever the database is moved to is inserted here…

Resulting in…

C:\Genealogy**AQ Master DB**\FH Documents\Rands Documents\Rands_George_Will1853.pdf

Copy and paste from Familysearch.org gives you this →

https://familysearch.org/pal:/MM9.1.1/V6PB-4JX
Name: Daniel Smith
Event Place: Perry, Alabama
Event Date: 1855
Page: 42
GS Film number: 1686107
Digital Folder Number: 4254846
Image Number: 74
Collection: Daniel Smith, "Alabama, State Census, 1855"

Screen capture gives this →

Daniel Smith, "Alabama, State Census, 1855"

No image available

Name:	**Daniel Smith**
Event Place:	Perry, Alabama
Event Date:	1855
Page:	42
GS Film number:	1686107
Digital Folder Number:	4254846
Image Number:	74

Citing this Record

"Alabama, State Census, 1855," index, *FamilySearch* (https://familysearch.org/pal:/MM9.1.1/V6PB-4JX : accessed 09 Mar 2013), Daniel Smith, 1855.