

The Era of the *Search Engine*

ORGANIZING YOUR STUFF





What's a search engine???



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Why I needed a better method

Things to avoid

- Duplication of effort
- Running out of numbers
- Running out of colors
- Bulging folders
- Expensive materials
- Specialty materials
- Multiple copies

Things to Use

- Search engine
- Key words
- Latest technology

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The Five **E**'s

- **E**asy to Use
- **E**lastic (Versatile / Flexible)
- in**E**xpensive
- **E**xpandable
- **E**ffective

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Easy to Use

- Simple to implement
- Few procedures
- Little to remember
- Fits my skill level
- Works with my work habits

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Elastic

- Versatile
- Flexible
- Multiple media
- Adapts/transfers to new technology

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in**E**xpensive

- Cheap
- Available materials
- Minimal Time
- Optimizes existing technology

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Expandable

- Easily grows with my needs
- No renumbering
- Interchangeable

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Effective

- Makes me *feel* organized
- Materials are accessible
- Sufficiently mobile
- Displayable
- Advances my research

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Elements of My System

- Filing cabinets (lateral)
- Hanging folders and manila folders
- Book cases
- 3-Ring Binders

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Elements of My System

- Clear acid free sheet protectors
- Flash drives
- Wire bound Journals
- Chocolate



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Equipment

- Computer (Laptop & Desktop)
- Printer
- Scanner
- Copier
- External backup drive

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Optional Equipment

- Digital Camera
- Digital Recorder
- Shredder
- PDA
- GPS

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Software

- Genealogy Database
- Word Processor
- Spreadsheet
- Photo / Image Processor
- Backup Manager

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Keys to The System

- NO Significance in the numbering / labeling system
- Use Tagged Notes and Advanced Focus/Filter system in my database
- Avoid using printed reports

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Numbering?????

Ahmentafel

SOSA-STRADONITZ SYSTEM

d'Aboville

Register System

de Villiers/Pama System

Modified Register System

Dollarhide System

Modified Henry System

Henry System

Weird Numbering System

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What is different in my organization system?

Numbering system

color coding

Special equipment

Duplication of effort

to the searching

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What is different in my organization system?

You let your computer do the searching!!!

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The heart of the method

- Your genealogy database is your catalog and/or your index
- It contains a record for every individual and how they are linked to each other
- It provides many different ways to locate every record
- It has a built-in search engine

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The heart of the method

- Why concoct a parallel method for organizing your stuff when you are already maintaining one?
- Its probably superfluous!!!
- Consider carefully any time or effort you spend maintaining organization methods, such as color codes, complex filing rules, etc.

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My Numbering System

- The numbers do **not** mean anything
- Start with 1
- Next comes 2
- Then 3
- Next number is easy
- No codes, no gaps, no inserting
- No significance!

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Filing System

- Files are numbered 00001 to N
- Files
 - a numbered hanging folder
 - a manila folder with same number
 - portable
 - originals in protective sleeves

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Filing System

- If you prefer binders
 - Binders are numbered: Vol 1, 2, 3, 4
 - Dividers are numbered 00001 to N
 - Documents in sleeves
 - + portable
 - Binder labeled with number range within the binder

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Filing System

- New Items
 - Items are digitized (scanned)
 - If necessary, a hard copy is printed
- Old items
 - Same process

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Filing System

- Copied to a Flash Drive
 - no thought about which one
 - except for space considerations
- Flash Drives are kept in a fireproof safe

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Filing System

- Assigned to a folder or divider
 - with little thought about which folder
 - original documents are placed in a sheet protector
 - items used for reference are placed in sheet protectors
 - hard copy documents are labeled in pencil with folder number

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Filing System

- Every item is cataloged in my database according to who it relates to.
- Catalog entry is typed once in the notes screen for the first individual
- Then it is copy and pasted to each additional person's record as needed
- No duplicate copies in different files
- Use meaningful keywords in the catalog entry

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Index entries in the Notes screen

Documentation for Anne Elizabeth Lund-24

INDEX | **NOTES** | Individual Sources* | Marriage 1 Notes* | Marriage 1 Sources* | Marriage 2 Notes | Marriage 2 Sources |

[DISTANCE: Anne divorced Gavin Perseval Bando 19 Mar 1937.

[TODD: Get documentation for Anne Lund's burial details.

File References

File #	File Name	File Type	Description
0002_01	F0002	Photo	Box of Remembrance Cover with Photos Age 20 & Age 40
0002_02	F0002	Photo	Box of Remembrance Page with Photos of Robert Bando and William Bando (twins)
0002_03	F0002	Document	Marriage Certificate for Anne E Lund and Gavin F. Bando
0002_04	F0002	Photo	Anne Elizabeth Lund (date unknown) Studio Lady elouise
0002_05	F0002	Photo	Anne Elizabeth Lund Age 20
0002_06	F0002	Photo	Anne Lund and diving bell
0002_07	F0002	Photo	Anne and Oscar back to back
0002_08	F0002	Photo	Anne Lund Abiqui in Halloween costume
0002_09	F0002	Photo	Anne Agency, Robert Bando, William Bando, and Gary Bando
0002_10	F0002	Photo	Anne Agency, Robert Bando, William Bando, and Gary Bando with Willie cat
0002_11	F0002	Photo	Anne Elizabeth Lund with bel and dai (opt unknown)

Key words

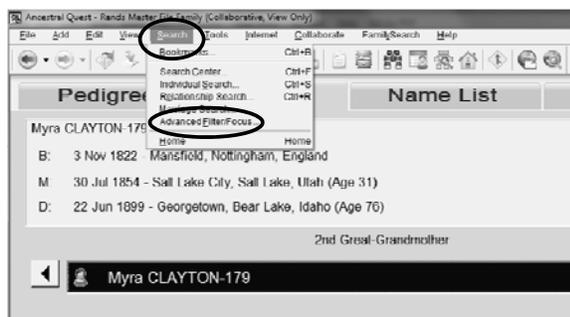
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Searching for Info

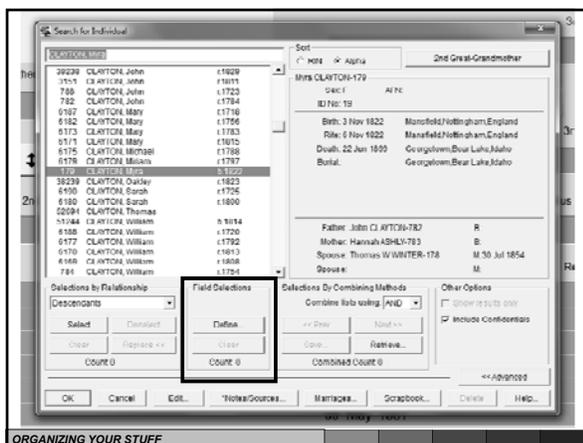
- Use Computer to search keywords
 - Advanced Focus/Filter (PAF / AQ)
- An Individual's record will list all items with relevant info
- Keywords can cross-reference
- Keywords can link to descriptions

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Search > Advanced Filter/Focus



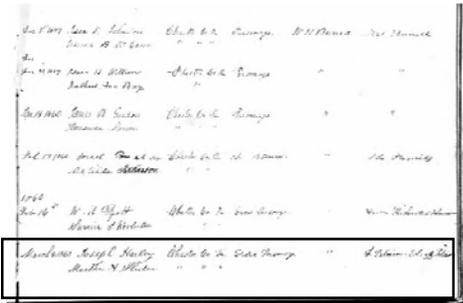
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Let's review the process

I have located a marriage record for Joseph Harley and Martha Slider in 1860 in Chester Co., Pennsylvania.



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Let's review the process

And I have located a census record for the family of Joseph and Martha Harley in 1880 in East Coventry, Chester Co., Pennsylvania.

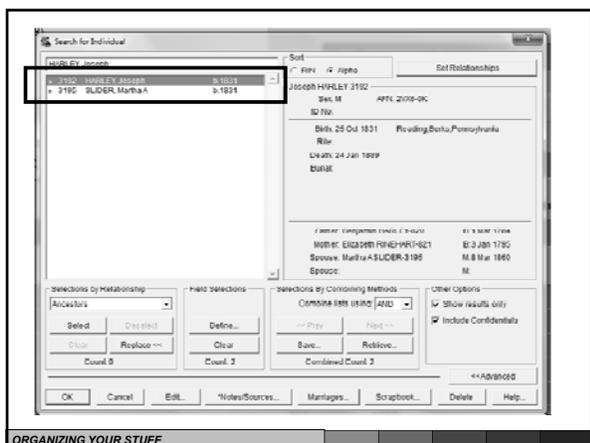


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Let's review the process

- A hard copy of both documents were printed on acid free paper and a description written on each one
- Labeled as: File No. 00015-02 and 00015-03 and then placed in folder 00015
- Digital copies were put on Flash Drive No. FD0005
- Both items are cataloged in the database

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