

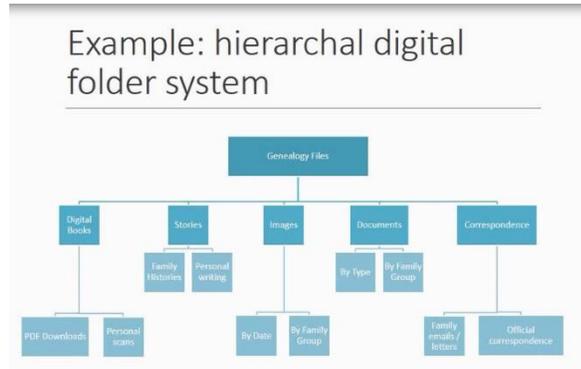


## Organizing Your Digital Genealogy Information— by : Lynn Baker

### You Are the One Responsible

#### Digital Filing – Be consistent

- Set up filing system on computer. Keep it simple. Duplicate the filing system across all systems. (paper, backup Hard files, Evernote, bookmarks, et.)



- Set up a naming pattern to use in your file names – Pick a system that works for you
  - Year Description Ancestor Name source
    - 1930 US Census Delaware, Indiana Orlen BAKER page 216 (myheritage)
  - Surname-firstname\_yyyymmdd\_state-place\_item
    - BAKER, Orlen, 1940 Land Patent, Delaware Co, Indiana, Receipt 13541.pdf
- Name and file as you go: Year and/or date, Record type, Names, Places, Title, Repository

#### Secure Your computer and contents (3 copies, 2 different media, 1 offsite)

- Reliable virus protection
- Good Backup software or service
- An external backup hard drive (or two of three)
- A safe deposit box

Use Abbreviations,  
Germany = GER, Indiana  
= IN

#### Inventory Your Digital Data and Get Organized

- Gather
- Make complete inventory
- Sort and organize
- Make archive backup

Tip: Create a personal  
cheat sheet to record  
your file naming and filing  
system. Post it over desk,  
refer to it often

#### Digitized Photos and Images

- Archive Master Photo Files (scan in TIFF or JPG at 300 or higher dpi)
- File names, labeling photos and data

Sources: (1) [Be Your Own Digital Archivist: Preserve Your Research 2016 – Cyndi Ingle](#)

(2) [Tips and Tricks to Organizing Genealogy – Shannon Combs-Bennett](#)

(3) [The Paper-less Genealogist – Denise May Levenick](#)

(4) [Maintaining an Organized Computer – Cyndi Ingle](#)