Warning: DON'T PRINT—
You are...

Going Digital with Your Genealogy

Advantages of Going Digital:

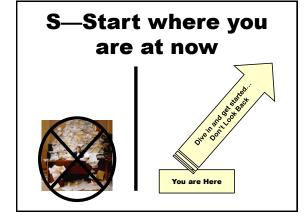
- Information is available wherever you are on multiple devices
- Takes up less space
- · Easier to share information
- Ready to upload to FamilySearch and other locations
- · Not limited by storage space

THE SECRET IS IN THE SYSTEM

- **S**—Start where you are at now
- **E**—Equipment needed
- C—Commit to not generating new papers unnecessarily
- **R**—Realize there will still be some paper involved
- E—Evaluate your current system
- **T**—Technology as a Tool not a Toy

is in the

- S—Set up destination programs and folders
- Y-Your brain
- S-Start and Stick to your System
- **T**—Tweak the system
- E—Efficient AND Effective.
- M-Maintain and backup



E—Equipment needed

- Scanner (s)
 - -Sheet Feed VS Flatbed
- Note Taking Program
- Accessible Storage
- · Optional: Digital Camera
 - -Smart Phone with Scanner App

C—Commit to not generating new papers unnecessarily

- Do you still want a hard-copy file?
- Create new documents digitally.
- Digitize older items as you have time or as you access them.
- Digital Dumping is Epidemic.

R—Realize there will still be some paper involved



E—Evaluate your current system

What's working in your present system?

What isn't working in your present system?

Can your present system be adapted to a digital system?

How many originals do you need to preserve?



T—Technology as a Tool not a Toy

 If you are constantly trying to find the latest and greatest technology or the perfect program, you won't be actually accomplishing family history work. Work only with technology that you are comfortable with.



S—Set up destination programs and folders

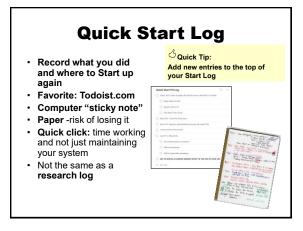
 The success of your digital system depends on being consistent in how you save and record information!

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Y—Your Brain

- KEEP YOUR SYSTEM AS SIMPLE AS POSSIBLE!
- Ask: "Could someone else step in and follow my system?"
- Use "Cheat Sheets" to keep yourself consistent.



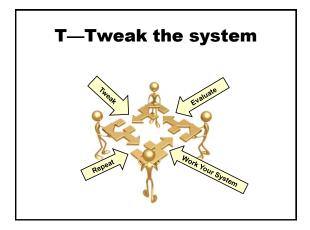


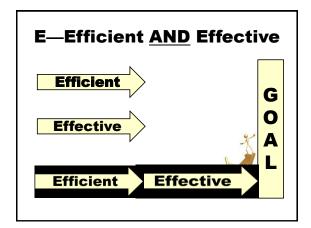
S—Start and Stick to your System

 Stick to it until it comes naturally as a habit or until you realize what isn't working correctly for you.



 Having some sort of system, even if you change it, is better than no system at all.





M—Maintain and backup

- THE MOST IMPORTANT PART OF MAINTAINING A DIGITAL SYSTEM IS BACKING UP YOUR DATA.
- Make sure you have multiple copies of your data stored on current technology and in different physical locations.

Specifics

- Proprietary Software must be available on all devices used...Word, Excel, OneNote, Photoshop etc.
 - Use standard file formats
 - JPEG vs. TIFF vs. PDF
- · Cross Platform Products
 - Google Keep and Docs, Apache OpenOffice, LibreOffice and NeoOffice
 - Todoist and similar programs
 - On Android

Specifics

- Accessing Files
 - USB flash drive or portable hard drive
 - Dropbox or similar programs
- Original photo files folder
 - Make copy of original then move, upload or
 - Be careful of file name when closing edited
 - Mixed recommendations on using editing capabilities of a scanner

Specifics

- · Standard note taking procedures
 - Include images or not?
 - ALWAYS save information in addition to **URL links.**
 - WayBack Machine-www.archive.org
 - Separate list of most used Web-links
- Standard folder procedures
 - Working files and archive files
 - Reference: general and location specific

Specifics

File types:

Surname

Type of Record

Location

Reference

Naming Folders:

Do not rely on folder name as part of file ID...will mess you up if file gets moved

Specifics

- Use a Standard File Naming Procedure
 - Spaces: use dashes
 - Non-Alphanumeric Character
 - A-Z and 0-9
 - Case Sensitivity
 - YEAR-MONTH-DAY- 19200214 OR 1920-02-14
- Where do they go?
 - Women: Maiden Name, With Father or Husband?
 - Children of non-direct line ancestor?

File Naming Examples

Surname

SurnameGiven-Description-Year-Month-Day.extension

Type of Record

Census, Obituary, Vital Record etc.

Location

Country, State, County, City, Parish/Township • IowaLinn-digbook-

Or
Township/Parish, City, County, State, Country

• RefGeneral-

Reference

General, Location Specific, Methodology

- · BlodgettAlvin-obit-1920-02-14.pdf
- · BlodgettAlvin-censuslowa-1900.jpg
- · Census-1900-lowaLinnJackson.jpg
- CountyHistory-1901.pdf
- FileNaming-Patti.rtf

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