

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

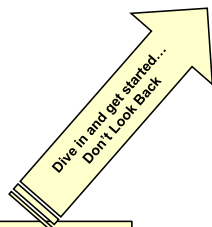
THE SECRET IS IN THE SYSTEM

- 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

S—Start where you are at now

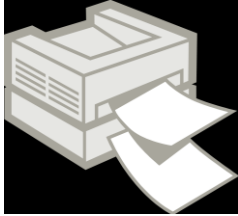


You are Here

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?



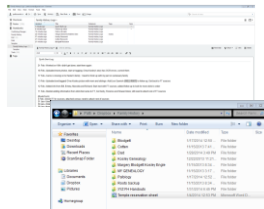
T—Technology as a Tool not a Toy

- 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.



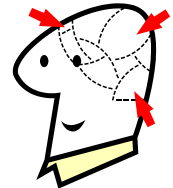
S—Set up destination programs and folders

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




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.



Quick Start Log

- Record what you did and where to Start up again
- Favorite: [Todoist.com](https://www.todoist.com)
- Computer “sticky note”
- Paper -risk of losing it
- **Quick click:** time working and not just maintaining your system
- Not the same as a research log

 **Quick Tip:**
Add new entries to the top of your Start Log

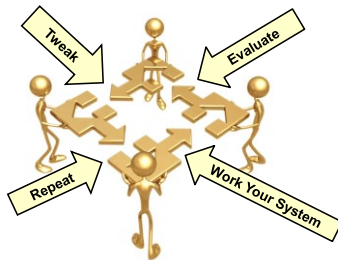


S—Start and Stick to your System

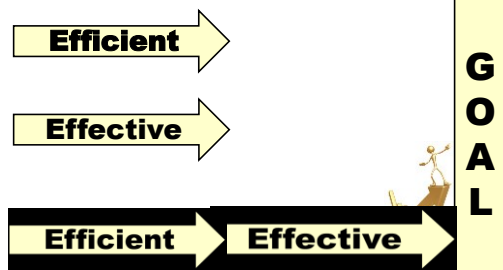
- Stick to it until it comes naturally as a habit or until you realize what isn't working correctly for you.
- Having some sort of system, even if you change it, is better than no system at all.



T—Tweak the system



E—Efficient AND Effective



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 edit
 - Be careful of file name when closing edited files
 - 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 | • BlodgettAlvin-obit-1920-02-14.pdf |
| • Type of Record
Census, Obituary, Vital Record etc. | • BlodgettAlvin-census-Iowa-1900.jpg |
| • Location
Country, State, County, City, Parish/Township
Or
Township/Parish, City, County, State, Country | • Census-1900-IowaLinnJackson.jpg |
| • Reference
General, Location Specific, Methodology | • IowaLinn-digbook-CountyHistory-1901.pdf |
| | • RefGeneral-FileNaming-Patti.rtf |

Y—Your Brain

- **KEEP YOUR SYSTEM AS SIMPLE AS POSSIBLE!**
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- **Use “Cheat Sheets” to keep yourself consistent.**

