

# Note taking - One Digital Page at a Time

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**Note Taking is one part of being organized. Moving your notes to a digital platform will decrease your time and struggle to keep everything together. We will discuss using a Digital Note system with our other tools.**

**One digital page at a time** is about finding a working system for you and then digitizing as you get comfortable and love the system you create.

**There is no perfect or best system** - think about how you take notes now. What works for you? Don't insist on a brand new style if it isn't how you think.

**Start today** with the tools we talk about. Don't try to catch up -- Don't try to digitize all at once - You can add one page at a time after you get a system but starting is key.

## Tools

**A Database for Family History** - you are already using this but think about a place to keep track of your family where your research and notes won't be undone. Online trees work well at Ancestry, MyHeritage, FindmyPast or in software tree programs. My criteria -no fear of the company/software going away, work can't be changed, syncs with FamilySearch so effort isn't duplicated.

**Electronic files** -- Make a place for digital files.

Setup the following--

- Cloud Storage (like Google Drive or DropBox) for current research.

- Hard drive folder system for all files.

- External Drive as a backup for safety.

Start a naming system that makes sense to you. See examples in class.

**Paper Filing System** - some items should be kept even after digitizing. Any originals or items that can't be replaced. Possible future uses include DNA testing.

**Digital Note Taking program** so that your work is searchable and with you on every device and makes you an effective researcher. Options include Evernote, OneNote, MS Word, Trello, Google Keep and many more.

- My criteria when deciding on a note taking program was -

- Digital so it can be with me everywhere.

- Accessible on more than one device across many platforms.

- Inexpensive. I would prefer free.

- Longevity - confidence it will be a viable solution for a long time.

Easily convertible to a document that will work in other programs.  
It needs to be more descriptive than bookmarking websites.  
Easy to use on all devices.

The Chrome extension for browsers, IOS app, and the ability to access anywhere when logged into my Google account helped in deciding on Keep after using other programs. Google Keep can also extract text from images with OCR and voice recordings are transcribed quickly. It also works the way I think.

## Notes and Research

Integrate your note keeping system with your digital files, research logs and preservation efforts.

My system -

**Original items** are digitized, named, electronically filed, backed up and some added to Memories in FamilySearch.

**Research** is tracked and processed in a research log then electronically filed.

**Found information** is sourced and added to Familysearch and Ancestry.

**Notes** are created and kept on Google Keep. My notes are then copied with a click of a button to a .doc file and added to the ancestors folder.

## DIGITAL NOTE TAKING

Advantage to digital notes is the ability to quickly search all content, easily file, speed in writing, and options to add pictures and hyperlinks.

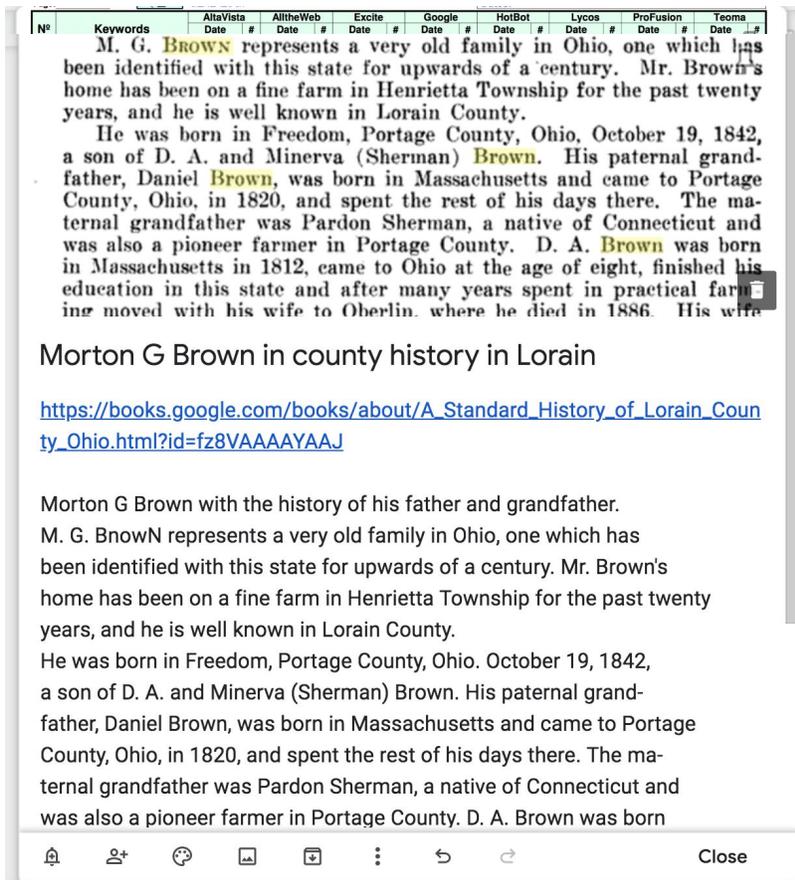
**Notes for Family History help -- we will go through the steps in class to easily create...**

Action Items





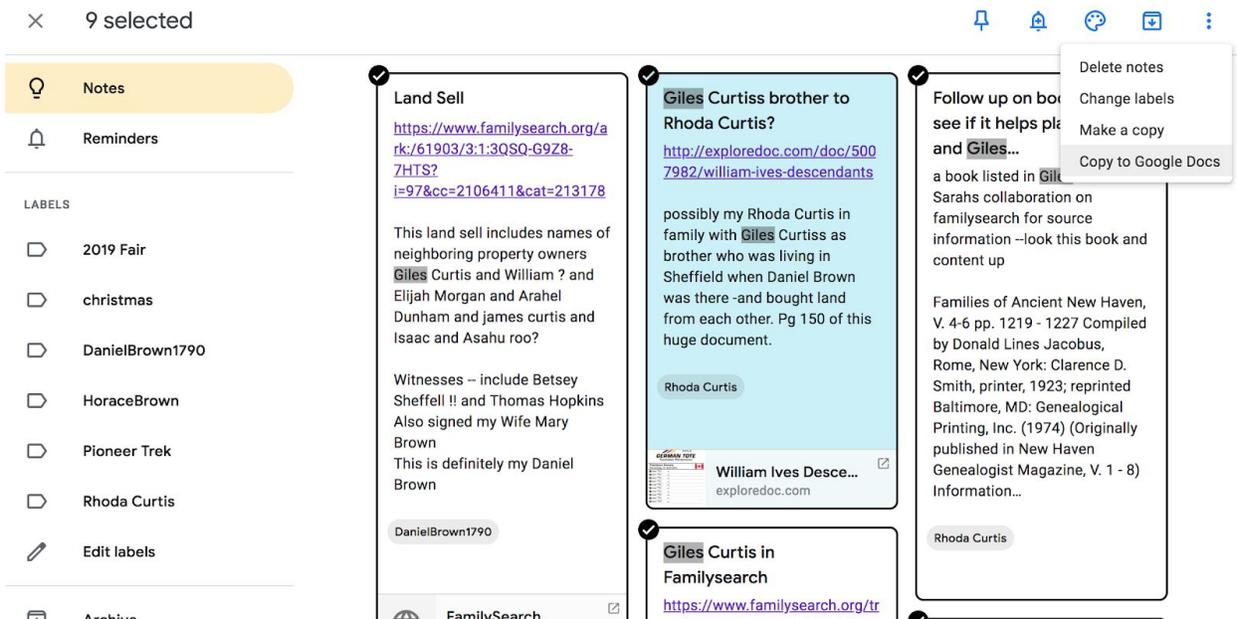
Extract text from an image or screenshot.



Audio note transcribed from phone to desktop automatically. Notes can be color-coded and/or labels added for organization.

## Move Notes to an Ancestor File easily

Select notes to file - this can be done as a batch or individually



Click the three horizontal buttons in the right corner then click Copy to Google Docs  
Selected notes are copied to a document. Title and save to electronic file system.

Google Keep Document ☆ 📁

File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

100% Normal text Arial 11 B I U A

**Giles Curtis Notes 2018.12.12**

**Land Sell**

<https://www.familysearch.org/ark:/61903/3:1:3QSQ-G9Z8-7HTS?i=97&cc=2106411&cat=213178>

This land sell includes names of neighboring property owners Giles Curtis and William ? and Elijah Morgan and Arahe! Dunham and james curtis and Isaac and Asahu roo?

Witnesses -- include Betsey Sheffell !! and Thomas Hopkins  
Also signed my Wife Mary Brown  
This is definitely my Daniel Brown

**Giles Curtiss brother to Rhoda Curtis?**

<http://exploredoc.com/doc/5007982/william-ives-descendants>

possibly my Rhoda Curtis in family with Giles Curtiss as brother who was living in Sheffield when Daniel Brown was there -and bought land from each other. Pg 150 of this huge document.

**Follow up on book to see if it helps place Rhoda and Giles in same family.**

docs.google.com/document/?authuser=0&usp=docs\_web

Google Keep Document ☆ 📁

File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

Share... Normal text Arial 11 B I U A

New

Open... ⌘O

Make a copy...

Download as

- Microsoft Word (.docx)
- OpenDocument Format (.odt)
- Rich Text Format (.rtf)
- PDF Document (.pdf)
- Plain Text (.txt)
- Web Page (.html, zipped)
- EPUB Publication (.epub)

Email as attachment...

Version history

Rename...

Move to...

Move to trash

Publish to the web...

Email collaborators...

Document details...

Language

Page setup...

Print ⌘P

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**Land Sell**

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How to start with Google Keep-  
Open a Google Account  
Log In  
Move Keep to your dashboard  
Add Keep Chrome extension  
Download Keep App to devices from app store  
Login with the same account.  
Start your first note!

Link for learning to use Google Keep  
<https://gsuite.google.com/learning-center/products/keep/#/>

Link for starting with the Google Keep app -this is specific to android but works well to understanding IOS as well.  
<https://www.androidcentral.com/google-keep>

Happy Note Taking- You are on your way to being digitally organized!