



# Taming the Overwhelming: Organizing Your Genealogy Research

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SAGADAHOC HISTORY & GENEALOGY ROOM

PATTEN FREE LIBRARY

# Topics



Color coding



Supplies



Arrangement



Charts & forms



Research plan

# Color Coding

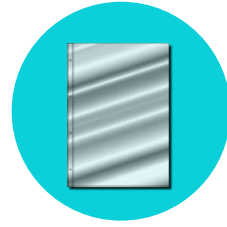
BLUE - ancestors of your paternal grandfather  
(father's father)

GREEN - ancestors of your paternal grandmother  
(father's mother)

RED - ancestors of your maternal grandfather  
(mother's father)

YELLOW - ancestors of your maternal grandmother  
(mother's mother)

# Never ending need for Supplies



Plastic  
Sheet  
Protectors



3 Ring  
Binders



File Folders



Filing  
Cabinet



Notebooks

By Dvortygirl - Own work, CC BY-SA 3.0,  
<https://commons.wikimedia.org/w/index.php?curid=17556906>



# Archival Supplies



Acid Free



Lignin Free

Passed  
PAT Test



# Digital Tools & Storage

- ▶ Evernote
- ▶ OneNote
- ▶ OneDrive

- ▶ Dropbox
- ▶ Google drive

\*allows you to share links to files or entire folders

\*can set to allow editing or only to view and download

# Arrangement

What works best for you?

Name and Arrange files by:

- Surname
- Location
- Topic
- Other

Be consistent!!



Source: Flickr - Texas State Library and Archives Commission  
<https://www.flickr.com/photos/tslac/830772541>

# Information to Include

8

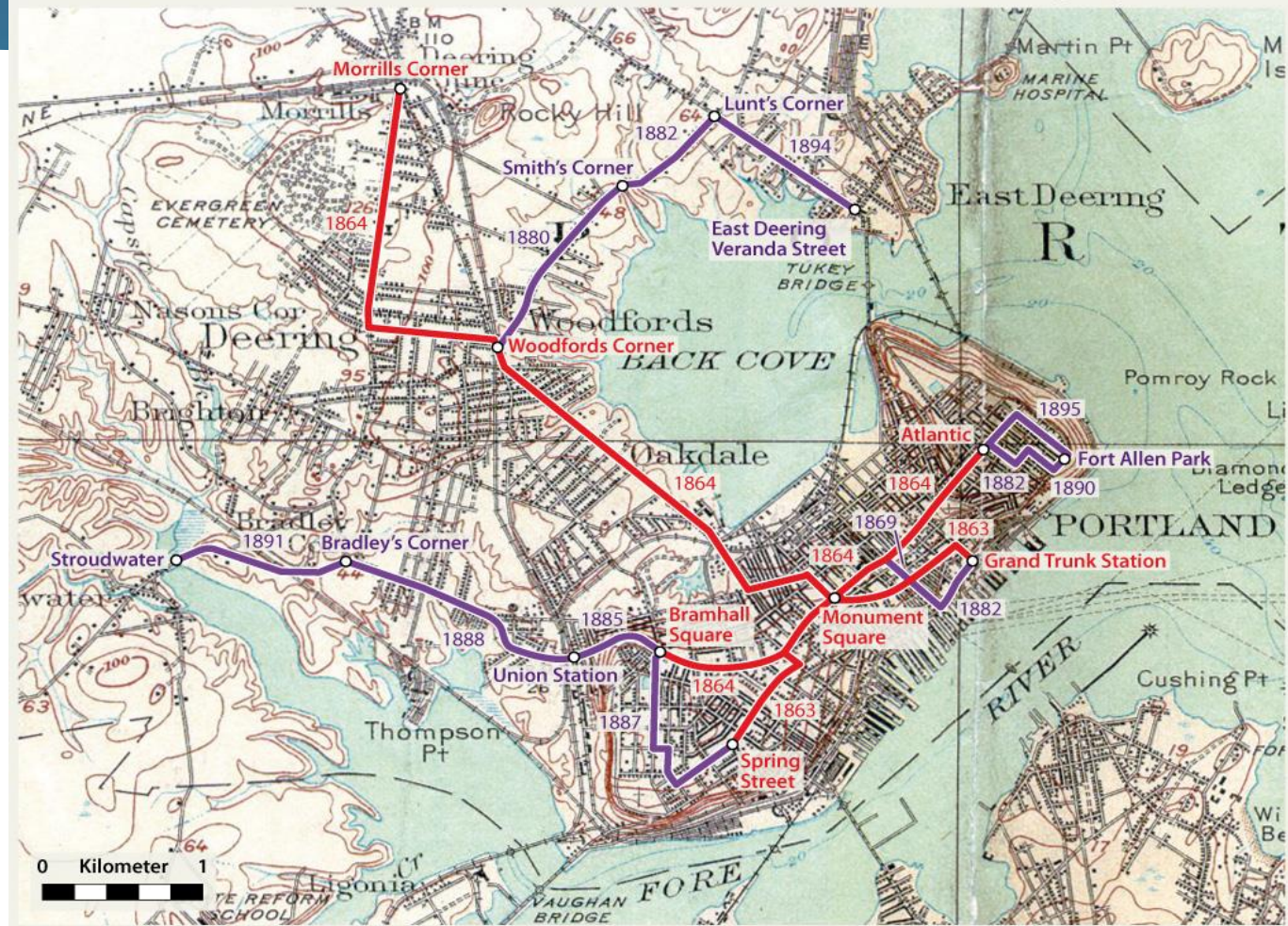
- ▶ Family group sheet
- ▶ To do list
- ▶ Pedigree chart
- ▶ Research log
- ▶ Timeline
- ▶ Research notes
- ▶ Maps

From: Family History Center 2007 Organizing Your Research

Source: By Maximilian Dörrbecker (Chumwa) - Own work, using U.S. Geological Survey Historic USGS Maps of New England & New York as background map, Public Domain, <https://commons.wikimedia.org/w/index.php?curid=9626898>

Portland (Maine) – Pferdebahn 1883 - 1896

— Netz zur Eröffnung 1863/1864  
— Verlängerungen bis 1896





# Charts & Forms

Pedigree charts

Family group sheets

Resource checklist

Research log/worksheet

# Keep in mind...

Always:

- ▶ Use women's maiden names
- ▶ Use date format: 3 June 2017
- ▶ Include full 4 digits of year

# Research Plan



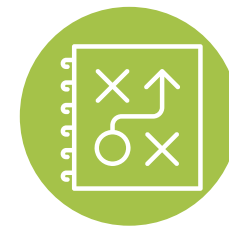
State a specific goal



Determine what you already know



List resources to use



Strategize

