



Getting Organized

One Paper at a Time

Diana Elder AG®
Familylocket.com

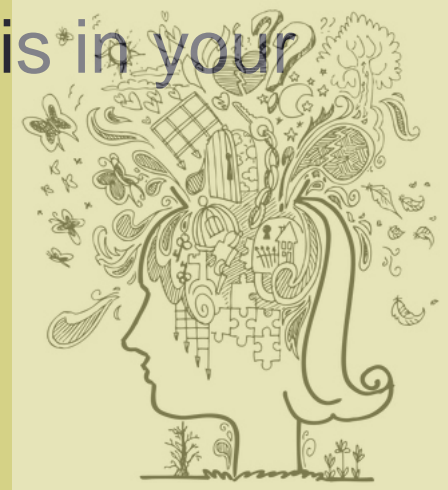
First comes thought;

Then organization of that thought, into ideas and plans;

Then transformation of those plans into reality.

The beginning, as you will observe, is in your imagination.

Napoleon Hill



Getting Started

Whether you're the lucky recipient of years of another's research or looking to get your own papers under control, you can tame your paper jungle with some simple steps.

A page from the 1910 U.S. Census, Howard County, Arkansas, showing a population schedule. The table lists names, birth dates, and other demographic information.

NAME	AGE	SEX	DATE OF BIRTH	PLACE OF BIRTH	EDUCATION	INDUSTRY	RELATIONSHIP
Robert C. Ransom	40	M	1870	Arkansas	High School	Farmer	Head of Household
John C. Ransom	35	M	1875	Arkansas	High School	Farmer	Wife
William C. Ransom	10	M	1900	Arkansas	Common School	School	Son
...

A "STANDARD CERTIFICATE OF DEATH" form from the State of New Mexico, Department of Public Health. It contains fields for name, date of death, cause of death, and other medical information.

3652
STATE OF NEW MEXICO-DEPARTMENT OF PUBLIC HEALTH
STANDARD CERTIFICATE OF DEATH

NAME: Robert C. Ransom
DATE OF BIRTH: 1870
DATE OF DEATH: 1975
PLACE OF BIRTH: Arkansas
CAUSE OF DEATH: ...

A handwritten note on a piece of paper, likely a death certificate or a record, with cursive handwriting. It mentions "Report of C. Ransom" and "Robert C. Ransom".

Do a quick sort

- Divide papers by families
- Create order out of the mess
- Skip if papers are already filed

SHULTS

ROYSTON

HARRIS

FRAZIER

Choose an electronic database



- Where you will be entering the genealogical information you discover.
- One place where only you can edit the information.

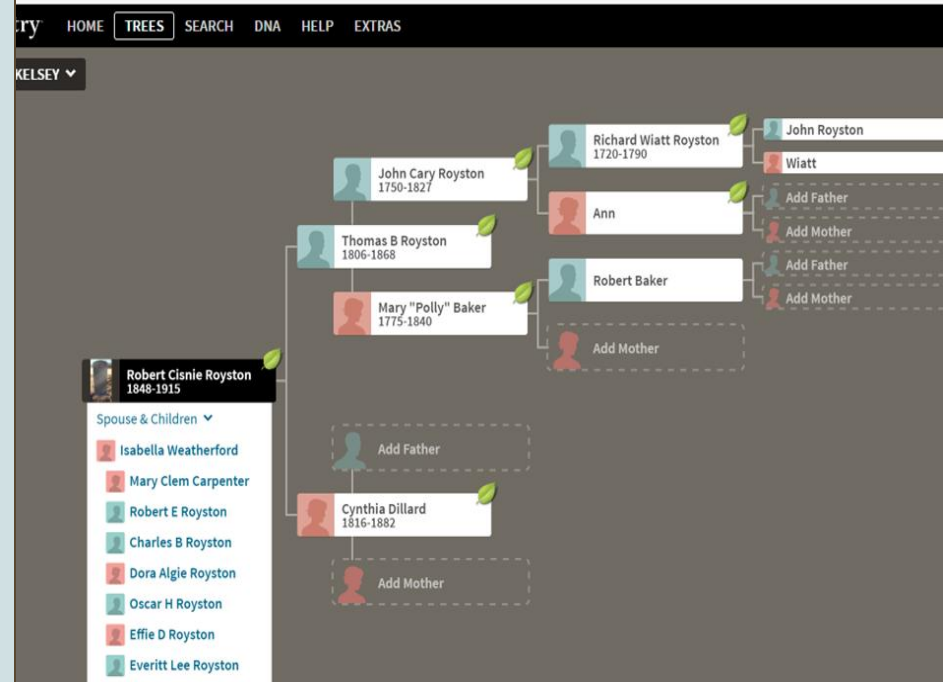
Choose an electronic database

- Don't just rely on the collaborative *FamilySearch* Family Tree.
- Other well-meaning persons can easily do some editing and possibly lose your information.



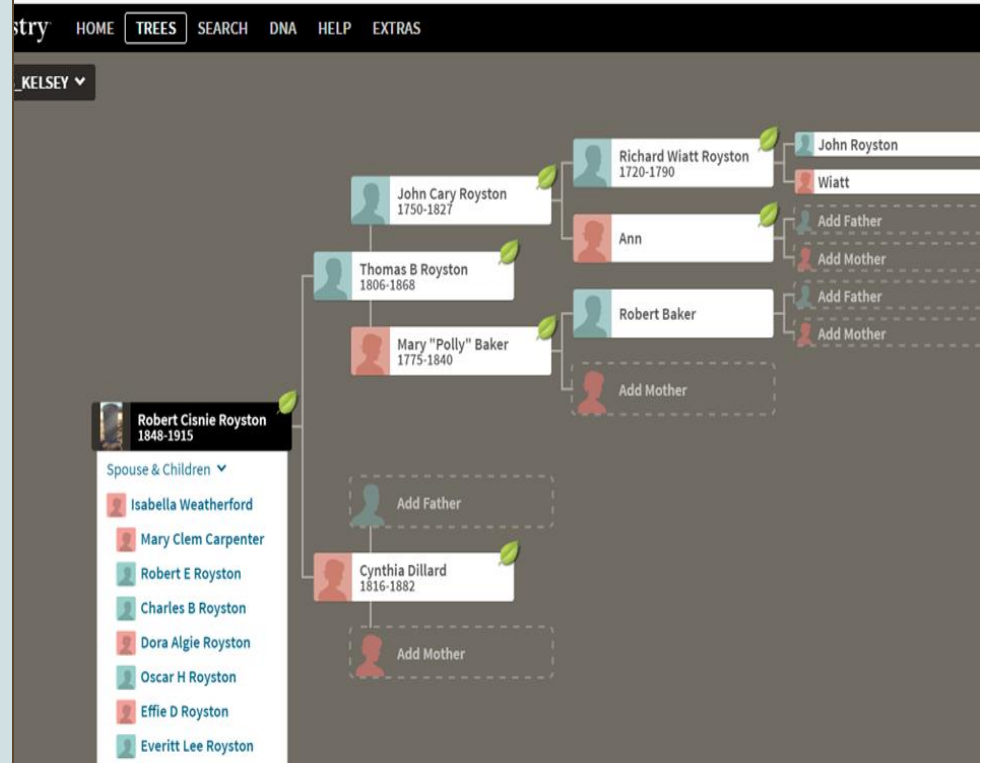
Advantages to an Electronic Database on *Ancestry*

- Syncs with *FamilySearch*
- Can choose to make your tree public or private.
- Easily save records



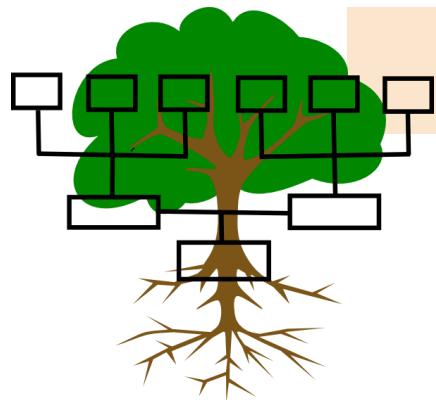
Advantages to an Electronic Database on *Ancestry*

- Hints do research for you
- Cannot be changed by anyone but you
- Find cousin matches to your DNA test



Advantages to an Electronic Database in a Desktop Computer Program

- Powerful features for reports and research tools
- Ability to store information for living relatives



- Available without internet access
- Publish and share your tree
- Full control of your data

- **RootsMagic**
- Syncs with Ancestry and FamilySearch
- Mobile App
- Publish online



RootsMagic and Ancestry: Working Together at Last

Recently, the genealogy world was rocked with the news that Ancestry would be parting with their "Family Tree Maker" (FTM) genealogy software. Thousands of FTM users have since [made the switch](#) to RootsMagic. But the question everyone has been asking has been, "Will any other software be able to search and share data with Ancestry?"

Today, we finally have an answer to that question- "Yes!" We're pleased to announce that [we will be working with Ancestry](#) to bring these features to RootsMagic in the near future.

What does this mean for you?

- **Legacy Family Tree**
- Syncs with FamilySearch
- Stories & Hinting
- Online backup



Legacy 9.0
Family Tree

Setting a New Standard in Genealogy Software



Standard Edition
FREE! [Download Now](#)

- **Hinting** - Legacy 9 searches through billions of records from key websites - FindMyPast, FamilySearch, GenealogyBank, and MyHeritage.
- **Stories** - Preserve the stories of your ancestors or your own. The new Stories tool lets you record, organize and print multiple stories for any of your ancestors.
- **Hashtags** - Create unlimited hashtags to describe your ancestors. Then search for or print a report of everyone who shares that hashtag.
- **FindAGrave.com Searching** - One-click access to your ancestor's Find A Grave memorial. Create a list of people in your tree with or without Find A Grave IDs.
- **And much, much more!**
- [Click here to learn more](#)



- **Ancestral Quest**
- Syncs with FamilySearch
- Memories Manager
- Collaboration

The screenshot shows the homepage of the Ancestral Quest website. At the top, the "ANCESTRAL QUEST" logo is displayed in blue, next to a small black and white photo of a family and a Google search bar. Below the logo is a navigation menu with links: "Products", "Store", "Product Info", "Support", "Resources", "Search", "Press", and "Contact Us". The main content area features a large banner for "ANCESTRAL QUEST VERSION 15 NOW AVAILABLE", which includes a background image of a family tree and a large yellow "15". To the right of the banner, there are three promotional boxes: "Brand New Version 15 Just released!", "Ancestral Quest for Mac Now available!", and "Ancestral Quest Basics Absolutely Free!". Below the banner, there is a "PAF Users, Welcome Home!" section with a "Click for Info" link, and a "FamilySearch CERTIFIED" section with a "Click for Details" link. At the bottom, a pink banner reads: "We welcome those that are migrating from Family Tree Maker! [Click here for special information.](#)"

How To Choose?

Download the free versions and see which seems the most intuitive to you.



Like buying a car, you can choose the features that fit your needs.

Create an electronic filing system on your computer's hard drive for your documents and back it up.



- Flash drive
- External hard drive
- Cloud backup programs

Google Backup and Sync



- A cloud-based program keeps your genealogy files online so that you can access your documents on all of your devices.
- A copy of your files is stored on your computer's hard drive.
- Very easy to setup and use, your first 15GB is free and 100GB is just \$1.99 per month.

Dropbox

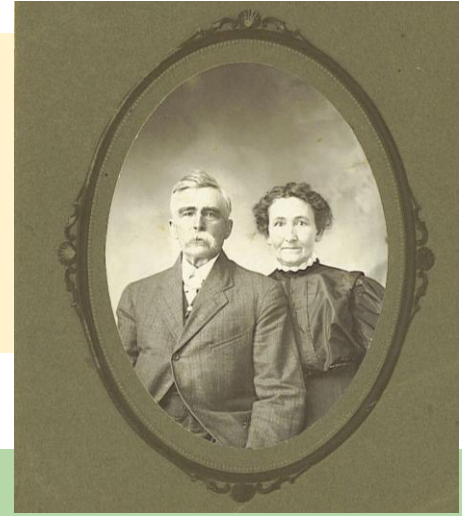


- A cloud-based website that allows you to store files online and that can be accessed by any device.
- Stores files on your hard drive.
- You have 2GB for free and 1TB for \$9.99 a month.

Organizing your computer files

- Create a file for each surname
- Create subfolders for each individual with that surname
- Use maiden names for women

- Each person mentioned in the document gets a copy in their folder.



ROYSTON (surname folder)

ROYSTON, Robert Cisney born 1848 in AL
subfolder)












ROYSTON, Thomas Beverly born 1805 in
GA (subfolder)

Sub folders in the ROYSTON surname folder

Women listed under their maiden name.

Individuals identified by birth year and place.

Collateral line spouses listed with main line individuals.

-  ROYSTON, Adeline b. 1841 in AL
-  ROYSTON, Alice Amanda b. 1870 in AL
-  ROYSTON, Alonza b. 1871 in AL
-  ROYSTON, Benjamin b. 1846 in AL
-  ROYSTON, Beulah b. 1899 in TX
-  ROYSTON, Bruce b. 1907 in TX
-  ROYSTON, Campbell L. b. 1889 in AL
-  ROYSTON, Caroline Amanda
-  ROYSTON, Charles Baldwin b. 1839 in AL
-  ROYSTON, Charles Baldwin b. 1880 and Belle Smith
-  ROYSTON, Charles Bascun b. 1913 and Bessie Mullhin

Choose a naming protocol for your electronic documents.

- Use the date first to create a timeline of your documents as you add them to an ancestor's electronic file folder.
- Use - and _ to separate information.

EXAMPLE

1850-Census_Thomas-B-Royston_Chambers-AL

[illegible]

Documents for Robert Cisnie Royston



✓
1906-1909 Land
Patent File New
Mexico



✓
4 Generation
Royston
Timeline.gsheet



✓
1850 Census p.2
Robert in Thomas
B Royston
Household Cha...



✓
1860 Census
Robert C. in Thos
B Royston
household Cha...



✓
1880 census
Robert C Royston
Precinct 1.jpg



✓
1880 Census Robt
Royston Johnson
Co TX Prec 3.jpg



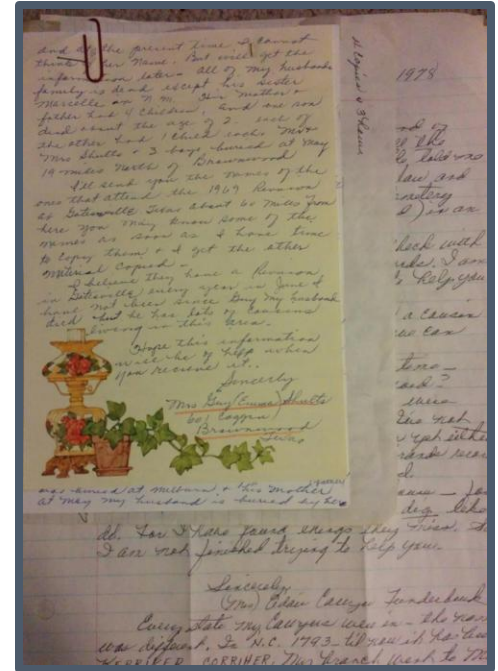
✓
1880 Census,
Robert C Royston
Precinct 1,
Johnson Count...



✓
1880 Census,
Robert C Royston
Precinct 1,
Johnson Count...

Create a paper filing system for archival documents

- Archival documents include any scenario where you want to keep the original after scanning.
- Photographs, letters, certificates, etc. for example.



Create a paper filing system for archival documents

- File folders in a filing box or cabinet.
- Plastic sleeves in binders.
- Use archival quality plastic sleeves or file folders for one-of-a-kind items.



Choose a paper-filing system that makes sense to you.

- Surname based system
- Family-line color coded system
- Numbering system
- Records based system



Choose one paper – Death Certificate

Examine the document carefully.
Try to understand what it means
and what information it holds
and for whom.

3682 STATE OF NEW MEXICO—DEPARTMENT OF PUBLIC HEALTH
BUREAU OF COMMERCE STANDARD CERTIFICATE OF DEATH File No. _____
Registrar's No. _____

1. PLACE OF DEATH: (a) County QUAY (b) City or town CHUMICARI N. M. (c) State OKLAHOMA (d) County CARTER
(If outside city or town limits, write RURAL.) (If outside city or town limits, write RURAL.)

(e) Name of hospital or institution: /// (f) Street No. /// (g) If foreign born, how long in U.S.A.? /// years
(If not in hospital or institution write street number or location) (If rural give location)

(d) Length of stay: In hospital or institution /// (Years, Months, Days) (e) Citizen of foreign country? /// (Yes or No)
(c) Length of stay: In this country 21 days (Years, Months, Days) (f) If Yes, name country ///

2. USUAL RESIDENCE OF DECEASED: (a) State OKLAHOMA (b) County CARTER
(c) City or town ARDMORE, Okla. (d) Street No. /// (e) If foreign born, how long in U.S.A.? /// years
(If outside city or town limits, write RURAL.) (If rural give location)

(c) Length of stay: In hospital or institution /// (Years, Months, Days) (d) Citizen of foreign country? /// (Yes or No)
(f) If Yes, name country ///

3(a) FULL NAME ISABELLE ROYSTON
3(b) If veteran, name war No 3(c) Social Security No. NO
4. Sex Female 5. Color or race White 6(a) Single, widow, married, divorced Widow
6(b) Name of husband or wife /// 6(c) Age of husband or wife if alive /// years
7. Birth date of deceased Mar. 4th, 1859 (Month) (Day) (Year)
8. AGE: Years 65 Months 2 Days 3 If less than one day hr. min.
9. Usual Occupation None
10. Industry or business None
11. Birthplace ? ? Missouri.
12. Name ? ? Weatherford.
13. Birthplace ? ? Missouri. (City, town, or county) (State or foreign country)
14. Maiden name ? ? Cline,
15. Birthplace ? ? Missouri. (City, town, or county) (State or foreign country)

16(a) Informant's own signature Thomas D. Cline 16(b) Address Thomas D. Cline, New Mexico.
(c) Address Thomas D. Cline, New Mexico. (d) Date thereof 4-9-59 (Month) (Day) (Year)
(Burial, cremation, or removal) (e) Place: burial or cremation ///
17(a) Signature of funeral director /// (b) Address ///
(c) Licensed embalmer /// No. ///
(Date received local registrar) (Registrar's signature)
(c) Was Burial or Removal Permit issued? ///

STATE OF NEW MEXICO
COUNTY OF SANTA FE
I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT
WITH THE VITAL RECORDS UNIT, NEW MEXICO HEALTH
REPOSITORY FOR SUCH RECORDS, SIGNED AND SEAL
(Not valid without raised seal)
BY Thomas D. Cline
DEPUTY STATE REGISTRAR

94 MEDICAL CERTIFICATION
20. Date of death: Month 5 - Day 8 - Year 1959
hour 9 minute 30 A.M.
21. I hereby certify that I attended the deceased from 5-4 to 5-4 1959 that I last saw him alive on 5-4 and that death is said to have occurred on the date and hour stated above.
Immediate cause of death Myocardial Infarction
Due to Coronary Arteriosclerosis
Other conditions /// (Include data of pregnancy ending within 3 months of death)
Major findings: /// Of operation /// (date)
Physician /// Underlying the cause which death should be ///
Where was death pronounced? ///
Who was the attending physician? ///
22. If (a) Acc. (b) Dat. (c) Wh. (d) Did. (e) Yr. (f) Sign.

CERTIFICATE MUST BE FILED BEFORE BURIAL OR REMOVAL

Father ? ? Weatherford
Birthplace ? ? Missouri
Mother ? ? Cline
Birthplace ? ? Missouri

Locate the individual in your database, the *FamilySearch* Family Tree, or *Ancestry*.

Learn more about the individual.

Examine family relationships, birth, death, and marriage dates and places.



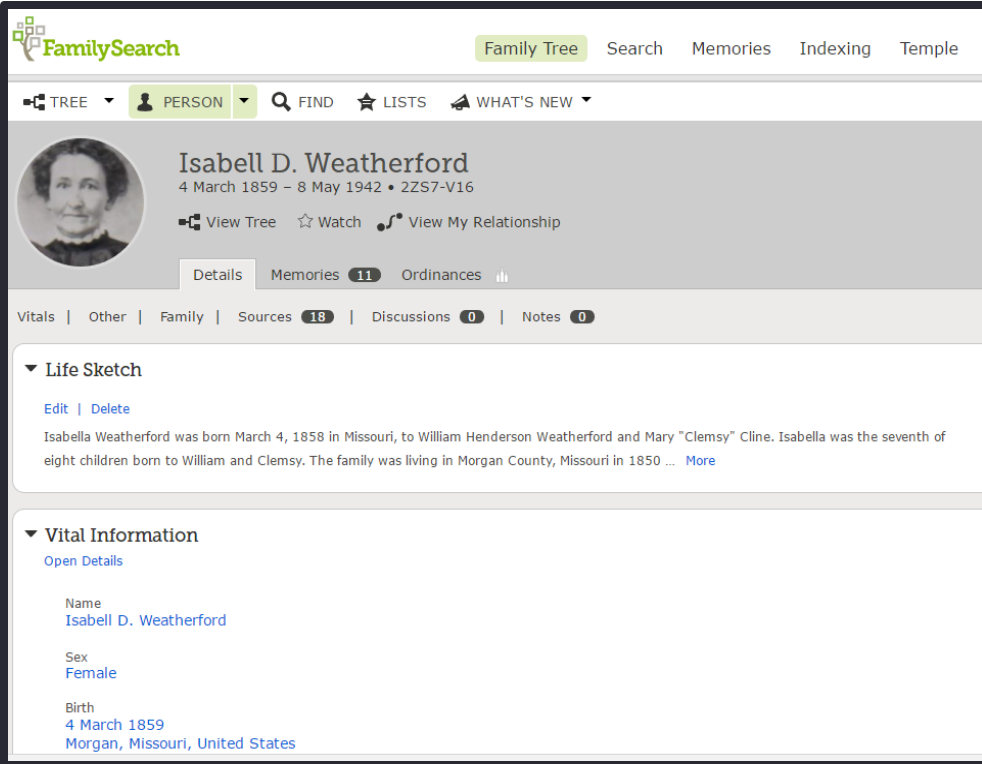
Locate the individual in your database, the *FamilySearch* Family Tree, or *Ancestry*.

Check to see if the document is already referenced as a source.

Does the document seem to match the information on the online tree?

Isabell D. Weatherford on *FamilySearch*

Checking the information on the death certificate against Isabell's details on *FamilySearch*, all of the information matches.







The screenshot shows the FamilySearch website interface. At the top, there's a navigation bar with 'FamilySearch' logo and links for 'Family Tree', 'Search', 'Memories', 'Indexing', and 'Temple'. Below this is a secondary navigation bar with 'TREE', 'PERSON', 'FIND', 'LISTS', and 'WHAT'S NEW'. The main profile section for 'Isabell D. Weatherford' (4 March 1859 – 8 May 1942 • 2ZS7-V16) includes a portrait photo and buttons for 'View Tree', 'Watch', and 'View My Relationship'. Below the profile header are tabs for 'Details', 'Memories' (11), and 'Ordinances'. A horizontal bar below the tabs shows 'Vitals | Other | Family | Sources' (18) | 'Discussions' (0) | 'Notes' (0). The 'Life Sketch' section contains a paragraph about her birth and family, with 'Edit' and 'Delete' links. The 'Vital Information' section is partially visible, showing 'Name: Isabell D. Weatherford', 'Sex: Female', and 'Birth: 4 March 1859, Morgan, Missouri, United States'.

FamilySearch

Family Tree Search Memories Indexing Temple

TREE PERSON FIND LISTS WHAT'S NEW

 **Isabell D. Weatherford**
4 March 1859 – 8 May 1942 • 2ZS7-V16

 View Tree  Watch  View My Relationship

Details Memories 11 Ordinances

Vitals | Other | Family | Sources 18 | Discussions 0 | Notes 0

▼ Life Sketch

[Edit](#) | [Delete](#)

Isabella Weatherford was born March 4, 1858 in Missouri, to William Henderson Weatherford and Mary "Clemsy" Cline. Isabella was the seventh of eight children born to William and Clemsey. The family was living in Morgan County, Missouri in 1850 ... [More](#)

▼ Vital Information

[Open Details](#)

Name
Isabell D. Weatherford

Sex
Female

Birth
4 March 1859
Morgan, Missouri, United States

Make a decision

Once you've checked out that paper, decide what to do with it. Don't be tempted to put it aside and deal with it later.



Throw away duplicate records or papers of no genealogical use.

Locate the document online

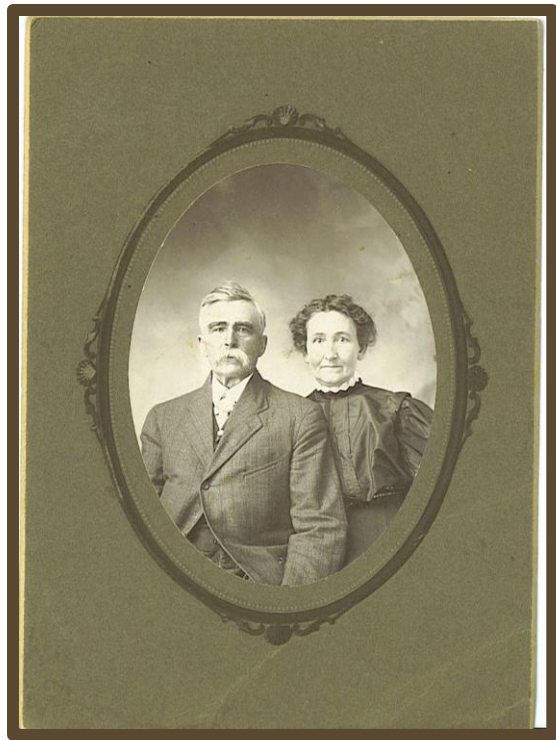
Isabell [Weatherford] and Robert Royston, 1910 census. Married for 31 years, mother of 7 children, 7 living.

A census or other record that has been digitized?

Download the record and save in your electronic files then discard the paper.

1910 U.S. Census, Howard County Arkansas, population schedule, Dillard township, enumeration district (ED) 24, sheet 13B (penned), dwelling 251, family 256, Robert C. Royston household; digital image, *FamilySearch*, (<https://familysearch.org>; accessed 29 April 2016); citing NARA microfilm publication T624, roll: 1254.

Scan all photos or documents not already digitized online and save in your electronic database.



No need to save family group sheets or pedigree charts once the information has been verified and added to your tree.

Save photos in separate folders or with documents, or both!

Robert and Isabell Royston, circa 1905

Add the document or photo to your paper files

Archive: Documents such as an original marriage certificate, land deed, or personal letter

No need to file census records anymore because they are readily available online.



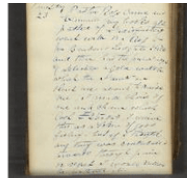
Consider Donating Collections to a Library or Archive



"Journal of William Henry Kelsey" #10 July 30, 1859 - October 6, 1859



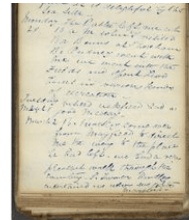
"Journal of William Henry Kelsey" #15 August 6, 1860 - November 24, 1860



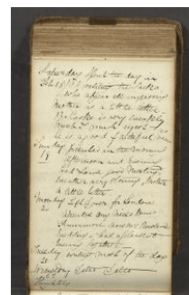
"Journal of William Henry Kelsey" #7 December 21, 1858 - February 26, 1859



"Journal of William Henry Kelsey" #12 December 8, 1859 - February 15, 1860



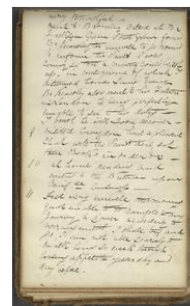
"Journal of William Henry Kelsey" #8 February 27, 1859 - May 13, 1859



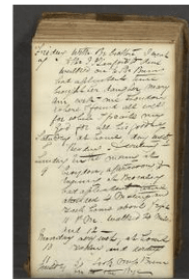
"Journal of William Henry Kelsey" #13 February 18, 1860 - May 6, 1860



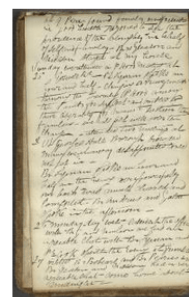
"Journal of William Henry Kelsey" #9 May 14, 1859 - July 29, 1859



"Journal of William Henry Kelsey" #14 May 9, 1860 - August 3, 1860



"Journal of William Henry Kelsey" #11 October 7, 1859 - December 6, 1859



"Journal of William Henry Kelsey" #14 May 9, 1860 - August 3, 1860

Use the paper as evidence

If the document contains genealogical evidence such as birth, death, marriage, land ownership, military service, etc, it is a source document and you'll want to take the following steps after scanning and adding it to your electronic filing system.

Add the information to your database - whether an Ancestry family tree or genealogy software.

Pedigree	Family	Name List	Individual	Timeline
Isabell D. WEATHERFORD-884 (4 Mar 1858 - 8 May 1942)				
Event	Date	Age	Place	
Born ^{1,2,3,4,5,6,7,8,9,10}	4 Mar 1858		Springfield, Greene, Missouri, United States	
Christening				
Died ⁹	8 May 1942	84	Tucumcari, Quay, New Mexico, United States	
Buried ^{11,9}	9 May 1942	84	Tucumcari Memorial Park, Quay, New Mexico, United States	
Pension ¹²	6 May 1929	71	Duncan, Stephens, Oklahoma, United States	
Confederate pension record for Isabell, widow of Robert C. Rosyton				

Source citation and notes
for Isabell Royston's death
certificate.

Ancestral
Quest
record for
Isabell

Source Citation for Isabell D. WEATHERFORD: Birth Event

Source

New Mexico Department of Public Health, death certificate
Records Unit, New Mexico Health and Social Services Department

Enter any comments pertinent to the detailed reference of the source.

Citation Detail

Vol./Page/Film #:

Quality:

Actual Text of Citation:

Isabelle Royston born 4 March 1859 in Missouri, died 8 May 1942 in Tucumcari, Quay, New Mexico, father Weatherford of Missouri, mother, Cline of Missouri; cause of death pulmonary hemorrhage due to tuberculosis; burial 9 May 1942 in Tucumcari Memorial Park

Comments about Citation:

Entry Date:

Reference:

Citation Image:

Attach

View

Remove

<< Previous *Attach to Other Events... Next >>

9 of 10

OK Cancel Add New Delete Memorize Use Memorized... Help...

Create a source using the document on *FamilySearch*

Upload the document - if it is multipage, first scan it in PDF format.



Add the source citation.



Isabell D. Royston, Widow's Pension File Part 1, 1929-1934, Oklahoma

Close

[View](#) | [Edit](#) | [Detach](#) | [Report Abuse](#) | [Tag](#) 2

Attached Memory



[View Memory](#)

Citation

Isabell D. Royston, widow of Robert C. Royston, application no. 6942, 1929-1942, pension no. P5893, Record Group 5, Commissioner of Confederate Pensions, Oklahoma State Archives, Oklahoma Department of Libraries, Oklahoma City, OK.; digital images, Oklahoma, "Confederate P.

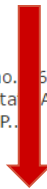
[More](#)

Notes

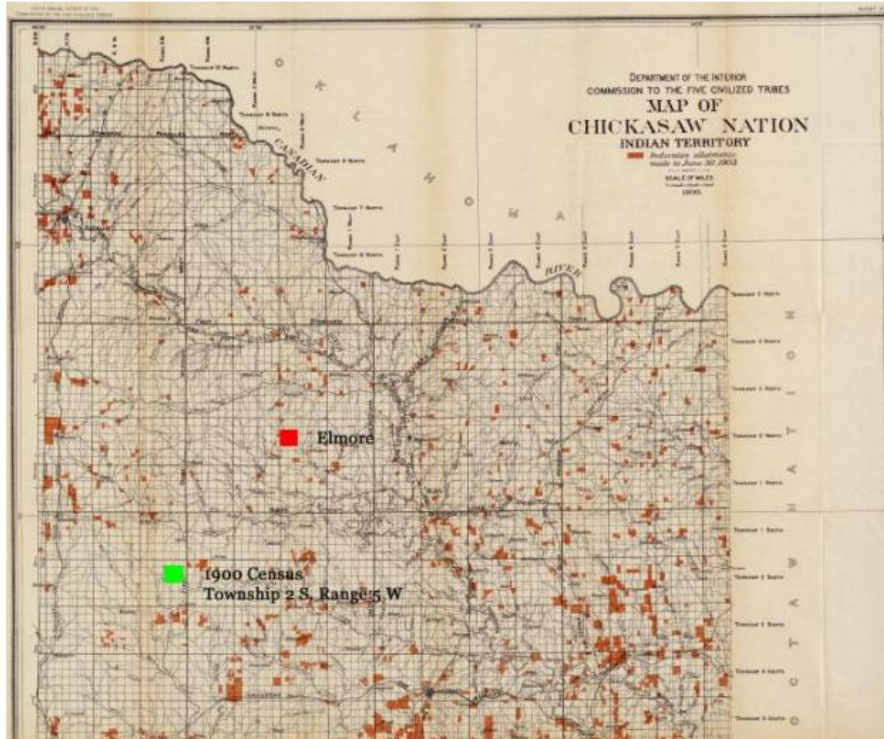
Isabelle's case file includes her original application dated 6 May 1929, residence as Duncan, Stephens, Oklahoma, resident of Oklahoma for 48 years, born in Springfield MO, age 72, housewife, husband, Robert C. Royston, marriage 16 January 1877, Decater Tex, his date of deat...

[More](#)

Add notes summarizing the record details.



Research aids



- Maps, family group sheets, class handouts or any other paper that you need for research purposes can be scanned and saved in an electronic file or added to your paper files.
- Create folders like: "Texas Maps" or "Census Helps"

Add documents and research aids to a notetaking program

OneNote and Evernote are powerful note taking programs.

- Download to your desktop
- Sync with all devices
- Replace sticky notes and tame your paper jungle



Add documents and research aids to a notetaking program

Advantages:

- Make your genealogical documents word searchable
- Attach tags, then sort by surname, location, record, type, etc.
- Save information directly from the web with a click.



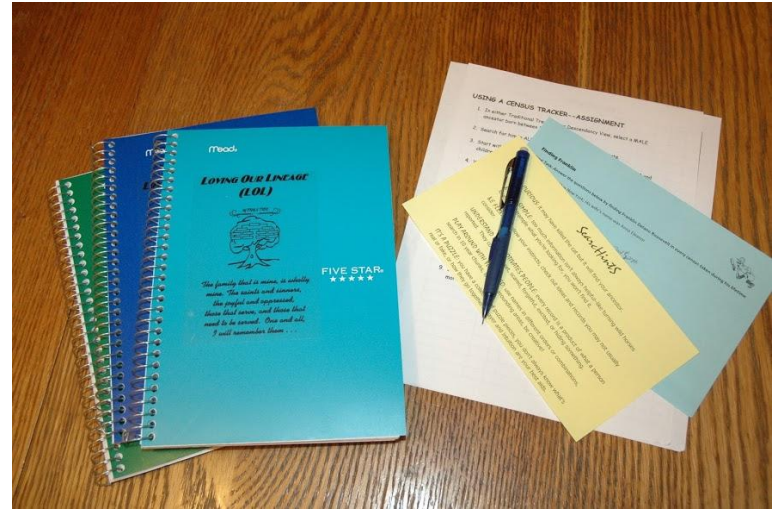
OneNote



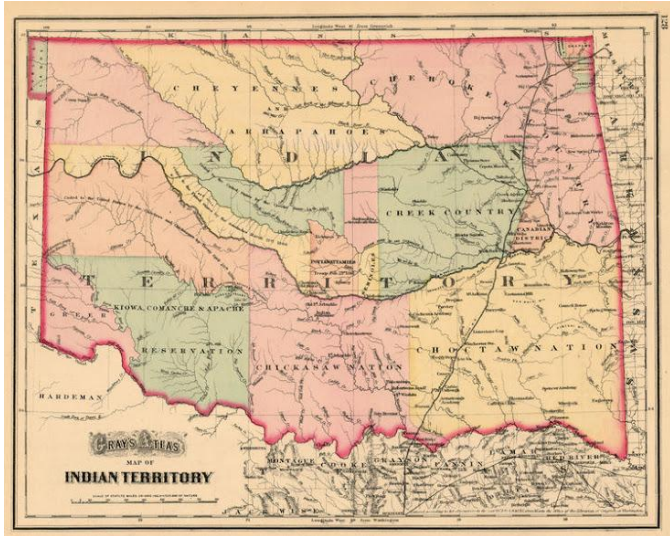
EVERNOTE

Set up “notebooks” to organize your data.

- Create an electronic notebook.
- Create a “note” within a notebook.
- Add a title to the note and tags.



Ideas for electronic notebooks



- Maternal and paternal genealogy research
- Research helps such as maps, history, geography, timelines
- Conference or webinar notes

List of
notebooks

List of
notes
within the
Shults
Genealogy
notebook

Evernote

Selected note

The screenshot displays the Evernote web interface. On the left, a sidebar shows a list of notebooks: Client Research, Genealogy Conferences, BYU Conference on F..., RootsTech 2016 (174), RootsTech 2017 (74), Genealogy Education, 31 Days to Better Ge... (31), 31 Days To Better Ge... (32), All About Genealogy (247), DNA (10), Family Locket Blog (129), National Genealogica... (7), Research Logger (71), Genealogy Research, England Research (1), Kelsey Genealogy Rese..., Shults Genealogy Rese..., Welch Family Rese... (14), If South, Gulf South States Re... (66), Record Types for Gul... (25), me and Church, 3rd Ward Genealogy (8), ADHD (17), Happiness Project (1), Hawaii (1), Home and Garden (39), LDS (4), and Recipes (2). A red arrow points from the 'List of notebooks' text to this sidebar.

The center pane shows a list of notes within the 'Shults Genealogy Research' notebook. The notes include: 'Letter to Dallas County TX requesting m...', '8/10/2016 Dallas County, Letters Mailed to Dallas County Clerk: August 10, 2016 fee \$10 \$09 Main St. 2nd floor Suite ...', 'Gedmatch DNA kit nu...', '8/8/2016 ... Pic... 408 KB', 'Letter to Stephens County Genealogical ...', '8/4/2016 Newspaper Research, Stephens... delder999@gmail.com Letter to Stephens County Genealogical Society Comments...', 'R.C. Royston, ju...', '8/4/2016 I... seq... 541 KB', 'Methodist Church: ELMO...', '8/4/2016 Church Record...', 'Sign up for e-news Diana Elder <delder999@gmail...', 'Stephens Co. Genealogical Society Webs...', '7/18/2016 Genealogical Society, Oklaho...', 'Sent letter 18 July 2016 requesting research in newspapers for obituaries and death n...'. A red arrow points from the 'List of notes within the Shults Genealogy notebook' text to this list.

The right pane displays a selected note titled 'R.C. Royston, juror in Pauls Valley Court'. The note content is a scanned page from 'The Daily Ardmoreite' newspaper, dated Thursday Evening, November 3, 1893. The newspaper page includes various advertisements such as 'FIRST NATIONAL BANK', 'DRY GOODS and GROCERIES', 'Bought for Spot Cash in St. Louis.', 'Hard Time Prices', 'Honest weights and measures. Come and see me before you buy.', 'B. T. DALLAS.', 'Kentucky Whiskey Depot', 'GREAT BARGAIN SALE', and 'What You Do..'. A red arrow points from the 'Selected note' text to this note.

Organizing is what you do before you do something, so that when you do it, it is not all mixed up. ~ A.A. Milne

For every minute spent organizing, an hour is earned.
~ Benjamin Franklin

