



Fundamentals of Genealogy® textbook series

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“Make the *Genealogy Organizational Challenge* Work For You”

Naperville Public Library on 20 October 2018 with Marsha Peterson-Maass

Digitizing – Learn Some Camera and Scanning Options (Tools pp.54-57)

- 📱 There's an app and databases to explore from home! (Tools textbook pp.39-42)
- 📱 Ancestry.com Library Edition (on premises)
- 📱 Scan with a **desktop scanner** or **portable handheld scanner** or a **scanning service** . . .
 - ✦ Search **Eastman's Online Genealogy Newsletter** <https://blog.eogn.com> for scanner recommendations
 - ✦ **FedEx Kinko's Scanning Services** <https://www.fedex.com/en-us/office/in-store-services.html>
- 📱 Use your **Smartphone's Camera** or another **Digital Camera** to make jpeg images
 - ✦ Transfer the jpg images to other devices with **Dropbox** or email or a Lightning plug flash drive
 - ✦ **CamScanner** <https://www.camscanner.com/> Tutorial at https://www.youtube.com/watch?v=H_fr2OYU65k
 - ✦ **Evernote** <https://evernote.com/> **OneNote** <https://products.office.com/en-us/onenote/digital-note-taking-app>
- 📱 Customized archival quality solutions at www.Gaylord.com and www.ExposuresOnline.com

* ORGANIZATIONAL CHALLENGE * (Basics pp.82-87; Tools pp.54-57)

- 📱 Tackle your “unorganized circumstance” ONE TASK at a time
- 📱 **#1 – PREP WITHIN A FRAMEWORK – clean up & maintain organization**
 - ✦ Fundamentals of Genealogy's “Organizational Challenge Style Sheet” (Basics textbook p.83)
 - CHART → Organizational System Summarizing the LOCATION of your Paper + Digital Items
 - CHART → Make an Inventory of the Paper + Digital Items to Organize
- 📱 **#2 – CLEAN-UP AND MAINTENANCE WITHIN A FRAMEWORK**
 - ✦ PROCESS STEP ONE = “INITIATING” → TWO = “PLANNING” → PROCESS STEP THREE = “EXECUTING” → PROCESS STEP FOUR = “MONITORING & CONTROLLING” → PROCESS STEP FIVE = “LATHER-RINSE-REPEAT”

General Advice for “Special Paper” – Family Heirlooms & Photos

- 📱 Inventory all of your family heirlooms (and if possible, your relatives' family heirlooms)
- 📱 Recommendations from the Newberry Library's Director of Conservation & Preservation Department
 - ✦ Treat ALL of your documents like family heirlooms.
 - ✦ You CAN do your own “limited” EMT work. → → →

Tips from Newberry Library's “9-1-1 Books EMT”

- Paper should never be stored in excessive light.
- Paper should be kept in protective archival sleeves.
- Only touch paper with clean hands or GLOVES.
- Don't—tape, glue, staple, paper clip, rubber band
- Recommended list of Archival Supplies

Ideas to Help with your Digital Photos (Tools pp.59-61)

- ❖ **FamilySearch Compare-A-Face Tool** <https://www.familysearch.org/discovery/>
- ❖ **Picture Keeper Photo Storage** <https://picturekeeper.com/> . . . flash drive with photos “finder” and more
- ❖ **CVS Online Photo Books** <https://www.cvs.com/photo/>
 - ✦ Move digital photos from your smartphone to www.Dropbox.com with the Dropbox App

Further Reference for Genealogical Paper Organization

Fleming, Ann Carter. *The Organized Family Historian*. Nashville, Tennessee, USA: Rutledge Hill Press, 2004.

Levenick, Denise May. *How to Archive Family Keepsakes*. Cincinnati, Ohio, USA: Family Tree Books, 2013.

Library of Congress Preservation Home www.loc.gov/preservation/index.html FAQs www.loc.gov/preservation/about/faqs/index.html

Peterson-Maass, Marsha. *Fundamentals of Genealogy®: Basics for Everyone*. Lulu Publishing Company www.Lulu.com 2017.

Scott, Kerry. *How to Use EVERNOTE for Genealogy*. Cincinnati, Ohio, USA: Family Tree Books, 2015.

Smith, Drew. *Organize Your Genealogy: Strategies and Solutions for Every Researcher*. Cincinnati, Ohio, USA: Family Tree Books, 2016.

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