

# Managing Genealogy Files

Managing Computer Files, Part 2

# What kinds of files?

## Digital files

- Genealogy databases
- Photos
- Documents
- Notes
- Back-ups
- Work files
  - Worksheets
  - Timelines
  - Research logs
  - Charts
  - Correspondence
- Family histories
- Stories
- Biographies
- Slide shows
- Videos
- Temporary
- On-line
- Off-line

# Organizing vs Managing

Organization + Management

Marganizement

# What are the issues?

- What is your “mind-set” for your genealogy
- Where to store files on your computer
- How to categorize or group them
- What to call or name them
- When and where to back them up

# Mind-set

- For your eyes only
- A gift to your children
- A family project
- A public project
- An avocation
- A religious obligation
- A hobby
- A challenge
- A medical purpose

# Where to put them

1. What is your genealogy work technique?

Once in a while .....▶ Every chance I get .....▶ 24/7

2. What kind of computer equipment do you use?

Desktop

Laptop

Pad

Smartphone

# Primary storage device

- Hard drive or the C: drive
- Top level of your file hierarchy
- Typically not removable or external
- Not the memory or RAM
- Very fast access
- Often many gigabytes
  - my laptop has 282 GB
  - my desktop has 918 GB

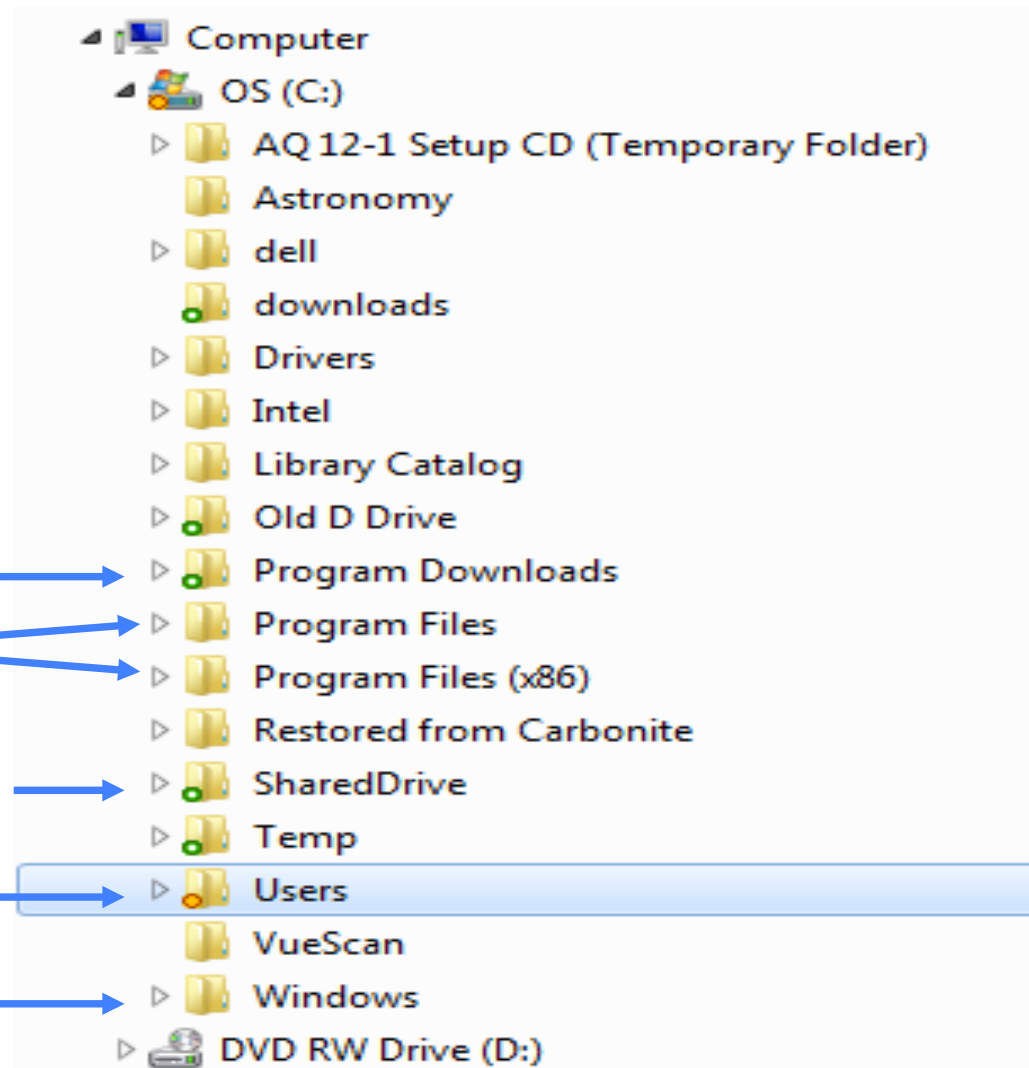
Software installation files

Software programs

Files shared across home network

Guest, Public & Richard

Windows Operating system





▲ Computer

▲ OS (C:)

▷ Brute Force Inc

▷ Calendar

▷ Family History (or Genealogy)

▷ Outlook

▷ Personal Finances

▷ Photo Albums

▷ Program Downloads

▷ Program Files

▷ Program Files (x86)

▷ Quilting

▷ Taxes

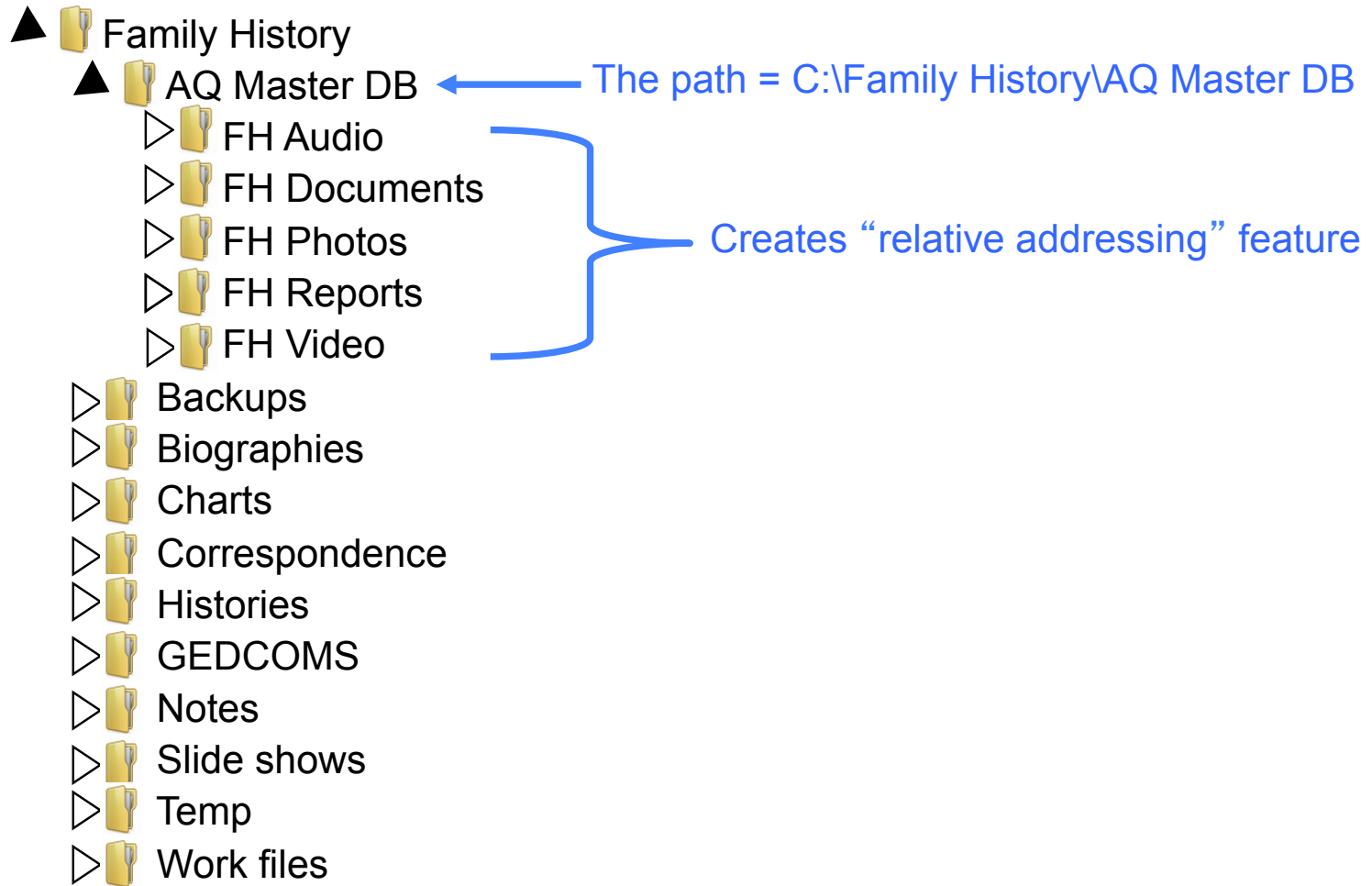
▷ Temp Files

▷ Users









▷ Windows

▷ DVD RW Drive (D:)

← The path = C:\Family History

















The path = C:\Family History\AQ Master DB

Name	Date modified	Type	Size
 FH Audio	7/1/2012 6:56 PM	File folder	
 FH Documents	9/12/2011 9:05 AM	File folder	
 FH Photos	12/20/2012 10:56 AM	File folder	
 FH Reports	4/12/2012 12:34 PM	File folder	
 FH Video	3/9/2011 7:09 AM	File folder	
 Parry DB.aq	2/28/2013 4:45 PM	Ancestral Quest DB	16,601 KB
 Rands Master DB.aq	3/4/2013 6:32 PM	Ancestral Quest DB	49,344 KB
 Winter DB.aq	1/30/2013 9:35 PM	Ancestral Quest DB	12,806 KB

The path = C:\Family History\AQ Master DB\Rands Master DB.aq

The path = C:\Family History\AQ Master DB\FH Documents\Rands Documents

Name	Date modified	Type	Size
 Rands_EdwardP_1900Census_Oregon.jpg	11/24/2009 4:36 PM	JPEG image	1,292 KB
 Rands_EdwardP_BountyLand_Iowa_1860....	11/24/2009 12:11 ...	GIF image	66 KB
 Rands_EdwardP_CashLand_1855.gif	11/24/2009 12:24 ...	GIF image	89 KB
 Rands_EdwardP_CongregationalChurch_...	11/27/2009 7:38 PM	DOC File	77 KB
 Rands_George_Will1853.pdf	3/29/2011 8:53 PM	Adobe Acrobat D...	290 KB
 Rands_Harry_1911Census.jpg	2/13/2011 9:17 PM	JPEG image	193 KB
 Rands_Hyrum_1870USCensus.doc	8/20/2008 2:10 PM	DOC File	33 KB
 Rands_Hyrum_1900Census.jpg	10/22/2008 2:07 PM	JPEG image	1,294 KB
 Rands_Hyrum_1910Census.jpg	10/22/2008 2:09 PM	JPEG image	489 KB
 Rands_Hyrum_Deathcert.tif	5/1/2008 3:42 PM	TIFF image	6,752 KB
 Rands_Hyrum_FGS_Handwritten.jpg	8/20/2008 2:51 PM	JPEG image	1,382 KB
 Rands_Hyrum_FGS_Typewritten_pg1.jpg	8/20/2008 2:55 PM	JPEG image	1,130 KB
 Rands_Hyrum_FGS_Typewritten_pg2.jpg	8/20/2008 3:03 PM	JPEG image	565 KB
 Rands_Hyrum_obituary.jpg	4/8/2008 4:10 PM	JPEG image	150 KB

# Relative Addressing

Where the database resides

The path = C:\Family History\AQ Master DB\FH Documents\Rands Documents\Rands\_George\_Will1853.pdf



Any files in sub-folders to where the database resides, will be given a path relative to the database folder

This is what is stored in the database

... \FH Documents\Rands Documents\Rands\_George\_Will1853.pdf

Wherever the database is moved to is inserted here...



Resulting in...

C:\Genealogy\AQ Master DB\FH Documents\Rands Documents\Rands\_George\_Will1853.pdf

Copy and paste from  
Familysearch.org gives  
you this

<https://familysearch.org/pal:/MM9.1.1/V6PB-4JX>  
Name: Daniel Smith  
Event Place: Perry, Alabama  
Event Date: 1855  
Page: 42  
GS Film number: 1686107  
Digital Folder Number: 4254846  
Image Number: 74  
Collection: Daniel Smith, "Alabama, State Census, 1855"

Screen capture gives this

## Daniel Smith, "Alabama, State Census, 1855"

No image available

Name: **Daniel Smith**  
Event Place: Perry, Alabama  
Event Date: 1855  
Page: 42  
GS Film number: 1686107  
Digital Folder Number: 4254846  
Image Number: 74

### Citing this Record

"Alabama, State Census, 1855," index, *FamilySearch* (<https://familysearch.org/pal:/MM9.1.1/V6PB-4JX> : accessed 09 Mar 2013), Daniel Smith, 1855.