

POCATELLO FAMILY HISTORY CENTER

[HTTP://WWW.PRFHC.ORG/](http://www.prfhc.org/)



QUICK TIPS

Look for the Neighbors - I had trouble finding my great-grandparents in the 1920 census. They were listed in the same house in 1910 and in 1930, so instead of searching for them, I entered their neighbors' names. There they were, right where they should have been only with a completely different spelling. The enumerator's handwriting was such that when someone read it, it went from Thacker to Thoeper. ---Linda Creeden, "Your Quick Tips", 25 Feb 2008, 24-7 Family History Circle

- SCOTLAND RESEARCH SITES.
- GENUKI - genuki.org.uk/big/sct/
- Scotland GenWeb - scotlandgenweb.org/news.php
- General Register Office - gro-scotland.gov.uk
- Scottish Record Office - nas.gov.uk
- Scotland Genealogy Links - genealogylinks.net/uk/scotland/index.html
- George & Paul's Scottish Link - georgeandpaula.com/scotland.htm
- Scotland's People - scotlandsp eople.gov.uk

Internet websites:

<http://www.freegenealogylookups.com>

Nara just made available: A list of Passengers who arrived during the 19th century at the ports of Baltimore, Boston, New Orleans, New York, and Philadelphia

<http://aad.archives.gov/aad/index.jsp>.

Before you visit a library, visit it online. - This can help you save time in three ways:

- First, check the basic information about the facility, including its location and hours. You don't want to plan a trip for the wrong time.
- Second, if the Web site contains an overview of the collection, it may help you determine if the library is one you actually wish to visit.
- Finally, you may be able to access the library's card catalog through their Web site.

Searching the catalog from home before your trip may save significant amounts of on-site research time, allowing you to spend more time with the materials you came to see. ---"Time-Saving Tips for Genealogists", by Michael John Neill

ORGANIZING YOUR GENEALOGY COMPUTER FILES.

Family History Library patron class

Have you ever been frustrated because you couldn't find something you know you have. It can happen in your paper filing and well as on your computer. Here are some ideas that might help you.

BEFORE YOU ORGANIZE:

When you create a filing system for your computer, treat the files and folders on your hard drive in much the same way you treat the files and folders in your filing cabinet. Make the two systems similar and moving from one system to the other will become much easier.

Your computer is much like the filing cabinet standing in a corner in your home. It has the same two basic capabilities:

- Filing systems store information so you can access it easily at a later date.
- Filing systems organize information so you can access it easily at a later date.

TIPS ON SAVING FILES:

When you save a file, you choose to give that file two vital pieces of information that are crucial to finding that file in the future. Make sure you choose the location in which you save your file and make sure you choose the name you give your file.

When it comes time to save a file, make sure to save the file where you will look for it later. The best way to do this is to stop and ask yourself, "When I am looking for this file in six months, where will I look?"

LOCATION, LOCATION, LOCATION

- Use "My Computer" to view and work with all of your computer files regardless of file extension.
- Sort your files by topic. It's easier to search for files by topic than trying to remember which program you used to create the file.
- Think of your system as an outline. Sort files by general topics and create subfolders to better separate the files.
- If there are more than ten files in a folder, think about creating subfolders to better separate the files.
- Build a flexible system capable of expanding over time.

Treat all files the same regardless of file type. Digital images are files with image extensions and can be sorted into your filing system like any other file.

TIPS FOR ORGANIZING GENEALOGY RELATED COMPUTER FILES:

Understanding how to organize most files does not always help when trying to sort genealogical documents. One of the best things you can do to organize genealogical files is to adapt your current paper filing system to your computer filing system.

COLOR CODING YOUR COMPUTER FILES:

There is free downloadable software that can change the colors of your computer files. Once you have downloaded and installed the following software, highlight the folder in "My Computer" go to the file Menu and choose the color label menu. You can download free software at: [icolorfolder](http://icolorfolder.com), sourceforge.net or try googling "Folder Colors".