

# **PBJGS: Organize Your Research**

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## **Research Step by Step**

1. Contact Family, Gather Documents & Photographs & Read about Genealogy
2. Make a Tree...by hand or by computer; use question marks liberally
3. Get Census, Drafts, Vital Records...summarize the basic data
4. Organize: One Page Research
5. Make a Table of What you Know/Don't Know...and possible sources
6. Go to Archives (online or on-site)

## **One Page Per Branch**

1. Goals
2. Objectives & ToDo List
3. Family Tree (birth, marriage, emigration, death – date/place)
4. Research Summaries: Census, Vital Records, Manifests etc.
5. Tables as Needed

## **Where to Keep your Notes: In Software**

1. Word and/or Genealogical Software Programs
  - a. Which Genealogical Programs to consider:
  - b. Sourcing: A very important Lesson
2. What is a File? Answer: everything on your computer
  - a. File Name and File Type – what are these?
  - b. Downloading and Searching for Files
3. Software Functions you Need to Understand
  - a. Highlight, Copy and paste
  - b. Files and folders; naming conventions
  - c. Advanced: change the file type of any file
  - d. Search
4. Help Key

## **WORD tables to describe our RESEARCH**

1. Set Up the Table (columns, rows)
2. Format the Table (type size, bold type)
3. Use Headers and Footers
4. Name your File and Save your File
5. Going Backwards (escape key and back arrow)
6. Sort the table
7. Moving around the table (tabs and scrolling)