

Hierarchy for Organizing Digital Genealogy Files

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<http://www.pastinsight.com>

1. Create a folder "Genealogy"
2. Within Genealogy, create a subfolder "Family Groups"
3. Within Family Groups, create 4 Subfolders, one for each grandparent surname

a. example:

4Rudolph
5Lockwood
6Harrigan
7Hogan

4. within each grandparent folder, create a folder for each surname that joins that line. Optional: include the ahnentafel number for the wife who joined the line (in my example below, Anna Maria Blaz #33 on my family chart married my three-times great-grandfather Franz Anton Rudolph who is #32 on my family chart).

a. example:

4Rudolph
Blaz_33
Dorr_129
Fick_9
Franck_515
Hennig_65
Jager_257
Mueller_131
Rudolph_2
Striffler_17
Ueber_261

5. within each surname folder, create a folder for each Family Group of that surname
- example:

Rudolph_2
a2_WilliamEdward1921_Harrigan_Wilma1926
a4_WilliamEdward1889_Lockwood_Helen1889_m2
a8_WilliamHenry1861_Fick_Katherine1867
b16_FranzEdward1833_Striffler_Barbara1837
b32_FranzAnton1796_m2_Blaz_AnnaMaria1818
b64_JosephAnton1768_m1_Hennig_MariaAnna1763
JosephAnton1768_m2_Seifferth_EvaRegina1785_m2
c128_JohanJ1728_Dorr_Barbara1730

6. Within each Family Group folder, create a folder for the parents and a separate folder for each child
 - a. example

a8_WilliamHenry1861_Fick_Katherine1867
WilliamHenry1861_Fick_Katherine1867
1889WILLIAM EDWARD
1891GladysMarie_m_Streeter
1893HaroldWashington_m1_Dubois_m2_Camp
1897Natalie_m_Burr

- b. example 2:

b64_JosephAnton1768_m1_Hennig_MariaAnna1763
JosephAnton1768_m1_Hennig_MariaAnna1763
JosephAnton1768_m2_Seifferth_EvaRegina1785_m2
Seifferth_m_Buselmayer
1795PhilipJoseph
1796FRANZ ANTON
1801JosephSimon
1820Johan

- c. Note: the direct ancestor is listed in capital letters for easy identification. No spouse is listed, since only records for the ancestor's childhood are included in his parents' Family Group Folder. Any records related to him (or her) as an adult will appear in his/her adult Family Group Folder—including records created as a single adult in his/her own household, records related to his family group with his spouse your ancestor, and records related to his family group with other spouses not your ancestor.
 - d. A separate folder for other spouses not your ancestor will need to be created as subfolders within that ancestor's adult Family Group—whether it is the father or mother who had a second marriage, your link to them and any half-relatives descended from their children is through the adult married Family Group from which you are descended. For example, my Grandmother Helen Lockwood's records related to her first marriage are stored in a subfolder of her Family Group with my grandfather William Edward Rudolph:

a4_WilliamEdward1889_Lockwood_Helen1889
Lockwood_Helen1889_m1_Steele

7. Folder hierarchy:

Genealogy

Family Groups

4Rudolph

Rudolph_2

a2_WilliamEdward1921_Harrigan_Wilma1926

WilliamEdward1921_Harrigan_Wilma1926

1956Jane_m_Smith

1960KATHERINE

1962Margaret

a4_WilliamEdward1889_Lockwood_Helen1889

WilliamEdward1889_Lockwood_Helen1889

Lockwood_Helen1889_m1_Steele

1921WILLIAM EDWARD

1928Mary_m1_Davis_m2_Hammer

1953Davis_Jonathan

1957Davis_Albert

Davis

Markoff

Ross

a8_WilliamHenry1861_Fick_Katherine1867

WilliamHenry1861_Fick_Katherine1867

1889WILLIAM EDWARD

1891Gladys Marie_m_Parker

1958Annabell

1960Dexter

1893Harold Washington_m1_Dubois_m2_Camp

1928Mary Ann

1930John

1940Stella

1897Natalie_m_Burr

b16_FranzEdward1833_Striffler_Barbara1837

FranzEdward1833_Striffler_Barbara1837

1860Emil

1861WILLIAM HENRY

1864Anna

1866Mathilda

1870Edward

1873Louise

b32_FranzAnton1796_Blaz_AnnaMaria1818

FranzAnton1796_Blaz_AnnaMaria1818

1829JosephAlois_m_mnu

1883John_m_mnu

1906_g_EdwardJ

1927_g_Joan

1831MarieLouise

1833FRANZ EDWARD
1834Christina
b64_JosephAnton1768_m1_Hennig_MariaAnna1763
JosephAnton1768_m1_Hennig_MariaAnna1763
JosephAnton1768_m2_Seifferth_EvaRegina1785_m2
Seifferth_Buselmayer
1795PhilipJoseph
1796FRANZ ANTON
1801JosephSimon
1820Johan
c128_JohanJ1728_Dorr_Barbara1730
JohanJ1728_Dorr_Barbara1730