

1. Set up spread sheet for locked fhI images
2. Set up Family Folder where you store your family data. To keep separate the information for this family
3. In it add a folder named Surname Media for the images you find for this research project
4. In it set up your category of folders
 - a. Bible
 - b. Bios
 - c. Books
 - d. Census
 - i. A file for each census year
 - ii. State i.e. New York, Kansas
 - iii. A file for each non United States country i.e. England, Germany
 - iv. School
 - v. Non population
 - vi. Slave
 - vii. Mortality
 - e. Church
 - f. Correspondence
 - g. Court
 - h. Directories
 - i. Education
 - j. Family Records
 - k. Funeral
 - l. Headstones
 - m. Histories
 - n. Homes
 - o. Land
 - p. Maps
 - q. Military
 - r. Naturalizations
 - s. New – where I put all new images until they are linked.
 - t. Newspapers
 - u. Obits
 - v. Passenger Records
 - w. Passports
 - x. Photos
 - y. Probate
 - z. Signatures
 - aa. Special
 - bb. Stories
 - cc. Tax
 - dd. Town
 - i. Birth
 - ii. Marriage
 - iii. Death
 - iv. Land
 - v. Probate
 - vi. Tax
 - vii. Misc
 - ee. Vitals
 - i. Birth
 - ii. Marriage
 - iii. Death
5. When you create your new database, this is where you save it.
6. Open your software

Empty file. If you are starting new, copy this file and then rename it to what you want the new file to be named. There is one name in this file that you will need to edit with the name of your starting person. The name is Delete.