1. Set up spread sheet for locked fhl 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

RM allows you to import Sources, facts, repositories from another database RM. Empty file. **OR** if you are starting new, copy this file and then rename it to what you want the new file to be named.

File>Import Data>Select import lists>select file

Import Lists — Select the lists to import

- ☑ Fact Types
- ☐ Multimedia items
- ☐ Places
- ☑ Repositories
- ☐ Tasks
- ☑ Sources
- ☐ Source Templates

OK   Cancel

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