

Doug Beahm's Filing System

Presented by
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Charlottesville LDS FHC
2007 Family History Conference



The Basic Requirements

1. Spread Sheet
2. Scanner and/or flash drive
3. Computer folders and files
4. Notebooks or filing cabinets



Folders and Files

Birth

Cemetery

Census

Church

Correspondence

Death

Directory

Land

Legal

Lineage

Marriage

Military

Miscellaneous

Obits

Pictures

Probate

Religion

Research

Reunion

Tax

To Do



Setting Up Files

- **Birth Folder**
 - Birth Announcements, Birth Certificates, Baptism, Birthdays
- **Cemetery**
 - Plot Diagram, Index, Tombstone Pictures
- **Census**
 - 1790, 1800, 1810, 1820, 1830, 1840, 1850, 1860, 1870, 1880, 1890,
 - 1900, 1910, 1920, 1930, Mortality, Indexes
- **Correspondence**
 - Cards, Letters, E-Mail
- **Death**
 - Death Certificates, Death Notices, Death Register, Funeral Cards
- **Directory**
 - City, County, Farm
- **Land**
 - Deeds, Deed Abstracts, Govt Lands, Grantee Index, Grantor Index,
 - Mortgages, Surveys, Warrants

Setting Up Files – Cont.

- **Legal**
 - Chancery Court, Criminal Court, Civil Court
- **Lineage**
- **Marriage (next slide)**
 - Anniversary, Divorce, Engagement, Marriage Bonds, Marriage Certificates,
 - Marriage Invitations, Marriage Licenses, Weddings
- **Military**
 - Revolution, War of 1812, Civil War, Pension Abstracts,
 - WWI Draft, WWII Draft
- **Miscellaneous**
 - Autographs, Graduation, Naturalization, Organizations,
 - passenger Lists, Report Cards, Reunions, Ships,
 - Social Security Applications
- **Obits**



Setting Up Files – Cont.

- **Pictures**
 - Event, Surnames
- **Probate**
 - Letters of Administration, Wills, Will Abstracts, Will Indexes
- **Religion**
 - Bibles, Churches
- **Research**
 - States, Surnames
- **Reunion**
 - Invitations, newspaper Articles, Pictures
- **Tax**
 - State (County), Surname
- **To Do**
 - Exists only in the spread sheet – no folder, no files

Setting Up Your Worksheets

1. Determine how many worksheets you will need.
2. Using the folders we created, you will need 21 worksheets.
3. At the top of each worksheet name each column and assign the following column widths:

Column A – Surname	Width: 11
Column B – First, Middle	Width: 18
Column C – Anc	Width: 4
Column D – Source Location	Width: 20
Column E – Date of Document	Width: 11
Column F – Description	Width: 25
Column G – Item Name	Width: 25
Column H – Comments	Width: 35
Column I – Date Entered	Width: 9

Naming Worksheets

Use the folder subjects to name each of the worksheets on the bottom tabs:

Birth, Cemetery, Census, Correspondence, Death, Directory, Land, Legal, Lineage, Marriage, Military, Misc, Obits, Pictures, Probate, Religion, Research, Reunion, Tax, To Do



What's Next?

- You have now set up your spreadsheet and are ready to begin entering information.
- First - you have to enter information about the document into the spreadsheet.
- Then scan the document into the computer.
- Finally – Hyperlink the two



Example of Entering a Census Page Into Your Spreadsheet

Surname	Patterson
First, Middle	Martin H.
Ancestor	No
Location	Lancaster Co., PA
Date of Document	1930
Description	U.S. federal Census
Item Name	PATT-Martin-1930
Date Entered	03/24/2007

Hyperlink Spreadsheet to Document

The last step is to hyperlink the spreadsheet to the document. Once that is completed, you are just a click away from the 1930 census page for Martin H. Patterson.

Remember to file the paper copy in either your notebook or file cabinet.



Data in Spreadsheet To Do tab

Microsoft Excel - DBFS-03

File Edit View Insert Format Tools Data Window Help

Type a question for help

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H19 2/13/2007

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<i>Surname</i>	<i>First</i>	<i>Source</i>	<i>Date</i>	<i>State</i>	<i>County</i>	<i>Date Entered</i>	<i>Date Completed</i>								
2	Richards	John	census	1820	VA	Loudon	1/3/2007									
3	Richards	John	census	1830	VA	Loudon	1/3/2007									
4	Richards	John	census	1840	VA	Loudon	1/3/2007									
5	Richards	John	census	1850	VA	Loudon	1/3/2007									
6	Robinson	Amos	census	1800	NY	Oneida	1/3/2007									
7	Robinson	Amos	census	1810	NY	Oneida	1/3/2007									
8	Robinson	Amos	census	1820	VT		1/3/2007									
9	Robinson	Amos	census	1830	VT		1/3/2007									
10	Robinson	Amos	census	1840	VT		1/3/2007									
11	Robinson	Amos	census	1850	VT		1/3/2007									
12	Taylor	Samuel	census	1860	NJ	Mercer	1/3/2007									
13	Taylor	Samuel	census	1870	NJ	Mercer	1/3/2007									
14	Taylor	Samuel	census	1880	NJ	Mercer	1/3/2007									
15	Taylor	Wm	census	1860	NJ	Mercer	1/3/2007	2/13/2007								
16	Taylor	Wm	census	1880	NJ	Mercer	1/3/2007	2/13/2007								
17	Taylor	Wm	census	1900	NJ	Mercer	1/3/2007	2/13/2007								
18	Taylor	Wm	census	1910	NJ	Mercer	1/3/2007	2/13/2007								
19	Taylor	Wm	census	1920	NJ	Mercer	1/3/2007	2/13/2007								
20	Taylor	Ellen	census	1860	NJ	Mercer	1/3/2007									
21	Thompson	Matthew	military	1812	W/ar	PA	Cumberland	1/3/2007								
22	Thompson	William	military	1812	W/ar	PA	Cumberland	1/3/2007								
23	Thompson	Robert	military	1812	W/ar	PA	Cumberland	1/3/2007								
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Ready

Start Spy Sweeper db - Inbox for ... MSN.com - Mic... Barb's Powerp... Microsoft Pow... Microsoft Exc... 3:59 PM

Data in Spreadsheet DBFS Tab

Microsoft Excel - DBFS-03

File Edit View Insert Format Tools Data Window Help

Type a question for help

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112 5/28/2003

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	<i>Surname</i>	<i>First</i>	<i>Mid</i>	<i>Type</i>	<i>Anc</i>	<i>Location</i>	<i>Doc Date</i>	<i>Description</i>	<i>Item Name</i>	<i>Enter Date</i>						
1																
2	Clark	Elizabeth		military	y	PA	13 Apr 1871	widow's pension	CLARK-Eliz-Pension1	6/11/2003						
3	Smith	Samuel Sr		land	y	OH	5 Feb 1811	deed fr Benj Busby	SMITH-SamSr-deed1	4/26/2003						
4	Smith	Samuel Sr		land	y	OH	5 Feb 1811	deed fr Benj Busby	SMITH-SamSr-deed1A	4/26/2003						
5	Smith	Samuel Sr		land	y	OH	24 Sep 1811	deed to Saml Jr.	SMITH-Saml-deedt0Jr2	4/26/2003						
6	Smith	Samuel Sr		land	y	OH	24 Sep 1811	deed to Saml Jr.	SMITH-Saml-deedt0Jr2A	4/26/2003						
7	Williams	Family		P-Directory	n	PA	1898	county directory	WILL-FAM-1898CD	5/23/2003						
8	Page	Family		census	n	PA	1820	census index	PAGE-FAM-1820CJ	06/07/03						
9	Patterson	Family		census	n	PA	1840	census index	PATT-FAM--1840Cindex	06/07/03						
10	Williams	William		census	n	PA	1840	census index	WILL-William-1840Cindex	06/07/03						
11	Wall	John		census	n	PA	1790	census index	WALL-FAM-1790-1830C	06/07/03						
12	Ferguson	William		military	a	PA	1777	militia card	FERG-wm-Militia1	05/28/03						
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Ready

Start Spy Sweeper db - Inbox for ... MSN.com - Mic... Barb's Powerp... Microsoft Pow... Microsoft Exc... 3:59 PM

Data in Spreadsheet Military Tab

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - DBFS-03". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	<i>Surname</i>	<i>First Middle</i>	<i>Anc Location</i>	<i>Doc Date</i>	<i>Description</i>	<i>Name</i>	<i>Date Entered</i>									
1	Clark	Elizabeth	y	Washington DC	13 Apr 1871	widow's pension	CLARK-Eliz-Pension	6/11/2003								
3	Ferguson	William	n	PA	1777	militia card	FERG-w/m-Militia	05/28/03								
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The spreadsheet is displayed in a window titled "Microsoft Excel - DBFS-03". The active cell is H3, containing the date "05/28/03". The status bar at the bottom shows "Ready" and the taskbar includes icons for Start, Spy Sweeper, db - Inbox for ..., MSN.com - Mic..., Barb's Powerp..., Microsoft Pow..., and Microsoft Exc... The system clock shows 4:00 PM.

Data in Spreadsheet Census Tab

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - DBFS-03". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	<i>Surname</i>	<i>First</i>	<i>Middle</i>	<i>Anc</i>	<i>Location</i>	<i>Doc Date</i>	<i>Description</i>	<i>Name</i>	<i>Date Entered</i>								
1	Page	Family	n	PA	1820	census index	PAGE-FAM-1820C	06/07/03									
2	Patterson	Family	n	PA	1840	census index	PATT-FAM--1840Cindex	06/07/03									
3	Williams	William	n	Philadelphia	1840	census index	WILL-William-1840Cindex	06/07/03									
4	Wall	John	n	PA	1790	census index	WALL-FAM-1790-1830C	06/07/03									
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The spreadsheet is displayed in the "Census" tab of a workbook named "DBFS". The status bar at the bottom shows "Ready" and the system tray includes icons for Start, Spy Sweeper, db - Inbox for ..., MSN.com - Mic..., Barb's Powerp..., Microsoft Pow..., and Microsoft Exc... The system clock shows 4:01 PM.

Document Example

War of 1812.
DECLARATION OF A WIDOW
FOR PENSION.

CLAIM OF

Mrs. *Elizabeth Clark*
Widow of *John Clark*
of *Captain John Putnam Co.*
Co., *3* Regt.
1st Brig. *Pennsylvania* Div.

FILED BY

William S. Amory
Lawrence Co.
Pennsylvania

Printed and sold by W. H. Moore, 611 11th st., Washington, D. C.



Document Example 2



ARIAS
PENNSYLVANIA'S DIGITAL STATE ARCHIVES

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Item

Print

		Active Duty Militia	
Ferguson, W ^m		Rank	Priv.
County	Cumberland	Township	
Unit	7th Bn.	1st Co.	Class 1st
Time of service	Order from Council Dated July 20, Mes.		Days
Company or Commander	Capt. James Fisher		1777. Militia
Bounty \$	Pay \$	Allowances \$	Total \$
Duty	Served		
Fine Book of John Carothers, Cnty. Lt., p. 21.			
Authority: Unit Records Militia Operations (Year _____), "Military Accounts," Records of the Comptroller General, or Auditor General, at P. R.			
24.6-4-1324 THE BASIC RECORD PROVES ACTIVE DUTY.			

Item

Print

		Inactive Duty Militia	
Ferguson, W ^m		Rank	Priv.

To Recap

1. Enter Document into Spreadsheet
2. Scan Document into Computer
3. Place Document into Appropriate File
4. Hyperlink
5. Place Paper Copy in Notebook/File Cabinet



Dedicated to the Memory of
Doug Beahm
1954 - 2007

