

## **Organize your Genealogy Records into Family Heirloom Books, Focus on Stories**

Letty Rodella

### **Slides 1-3 Introduction**

- Webster defines an Heirloom, “A valued family passion handed down from generation to generation
- Step by Step: research, organize, and create

### **Slides 4-9 Guidelines**

- Personalize your book
- Source your data
- Use your Family Tree Charts as a visual “map” of the family tree
- Use Family Group Sheet facts to tell the story about each family member

### **Slides 10-18 Researching**

- Research documents/records: church, civil historical, census, immigration, military, etc.
- Print & source these as you find them
- File, in folders, all documents according to family name or unit, use a separate file folder for separate family surnames
- Study the documents, they DO tell a story
- From Church Records, write a story (sample shown in presentation)
- From Census Records, write a story (sample shown in presentation)
- From Family Group Sheets, write a story (sample shown in presentation)
- From Military Records, write a story (sample shown in presentation)

### **Slides 19-21 Organizing Your Research**

- Decisions to make:
  - The “span” of a book
  - How many families per chapter?
  - How many chapters per book?
- Chapter 1, these pages are taken from your file folders:
  - A Family Tree Chart, the “Map” of what is in that chapter
  - Include the Family Group Sheet
  - Review the Notes Page; each member of the family has a story
  - Review each fact, be sure it is sourced
  - Include copies of any documents for this family
- Remaining Chapters, these are also taken from your file folders:

- Choose the next family unit
- Again start with a “Family Tree Chart” for each chapter, your reader sees the “Map” of what is in *that* chapter
- Repeat the same process as in Chapter I
- You determine the range/span/chapters of your book

### **Slides 22 Supplies Needed to Create an Heirloom Book**

- 3 ring binder w/ insert for cover page & spine
- Acid-free sheet protectors
- Cover page and Spine
- Notebook Tab Dividers, match the number of tabs to the same number of Chapters

### **Slides 23-25 From Folders to Heirloom Books**

- Organize file folders from one generation to another in descending order
- Insert each chapter in the notebook starting with a Family Tree Chart, Family Group Sheets, Notes/Story & Documents
- Write the Table of Contents when you finish inserting the chapters
- Print an Ancestral Chart for the entire book
- Print and insert Cover page a & Spine
- ENJOY!