

Organize Your Genealogy In Evernote In 10 Easy Steps

Genealogy is a fascinating endeavor that allows us to uncover stories from our past and gain insight into our family history. With the advancement of technology, organizing and preserving genealogical data has become much easier. One of the most powerful tools available for this purpose is Evernote, a versatile note-taking app that can help you organize and manage your genealogy research efficiently. In this article, we will explore how to effectively organize your genealogy data in Evernote in 10 easy steps.

Step 1: Create a Dedicated Genealogy Notebook

The first step is to create a dedicated notebook in Evernote that will serve as your main repository for all your genealogy-related notes and data. This will help keep your research organized and easily accessible. Give your notebook an appropriate name, such as "My Genealogy Research," for easy identification.

Step 2: Set Up Notebooks for different Surnames or Family Lines

To further streamline your genealogy research, create separate notebooks within your main genealogy notebook for different surnames or family lines you are investigating. This will allow you to compartmentalize your data and easily locate specific information when needed.

Organize Your Genealogy in Evernote in 10 Easy Steps

by Lorine McGinnis Schulze(Kindle Edition)

★★★★☆ 4.2 out of 5



Language	: English
File size	: 1068 KB
Text-to-Speech	: Enabled
Screen Reader	: Supported
Enhanced typesetting	: Enabled
Word Wise	: Enabled
Print length	: 21 pages



Step 3: Utilize Tags for Enhanced Organization

Tags are a powerful feature in Evernote that can greatly enhance the organization of your genealogy data. Assign relevant tags to your notes such as names, locations, documents, or any other relevant criteria. This will make it easier to search and filter through your notes based on specific tags, allowing for efficient retrieval of information.

Step 4: Create a Master To-Do List

Organizing your genealogy research involves more than just storing and categorizing data. It also requires keeping track of tasks, next steps, and research goals. Create a master to-do list within Evernote to keep yourself organized and on track. Break down larger tasks into smaller manageable ones and assign due dates to ensure steady progress in your research.

Step 5: Utilize Evernote Web Clipper

Evernote Web Clipper is a browser extension that allows you to quickly and easily save web pages, articles, and research findings directly to your Evernote account. When conducting online research, use Evernote Web Clipper to save relevant information, websites, and sources. This will help you centralize all your research materials in one easily accessible location.

Step 6: Scan and Save Documents

Genealogy often involves gathering various documents such as birth certificates, marriage records, and photographs. Scan these documents and save them in your Evernote genealogy notebook. By doing this, you'll have digital copies of important documents that can be accessed anytime, from any device, and they won't be subject to degradation or loss.

Step 7: Create Research Logs

Research logs are essential for keeping track of your research progress and documenting your findings. Create a template within Evernote for your research logs and use it to record the date, source, details of your research, and any new discoveries made. This will help you stay organized and prevent duplication of efforts.

Step 8: Utilize Evernote's Audio Recording Feature

Evernote allows you to record audio directly within the app. This feature can be handy for recording interviews with family members or capturing your own thoughts and reflections on your family history. By utilizing this feature, you'll have an audio record of valuable insights and stories that can accompany your genealogical research.

Step 9: Sync Evernote Across Devices

To ensure seamless access to your genealogy research and data, make sure to sync Evernote across all your devices. Whether you're working on your desktop, laptop, tablet, or smartphone, having your research synchronized will allow you to pick up where you left off and stay organized no matter where you are.

Step 10: Regularly Backup Your Evernote Data

Lastly, it is crucial to regularly backup your Evernote data to prevent the loss of important genealogy research. Evernote provides options for data backup, both locally and through cloud services. By making regular backups, you ensure that your valuable research is protected from accidental loss or data corruption.

, Evernote is a powerful tool that can enhance your genealogy research and help you stay organized throughout your journey. By following these 10 easy steps, you can effectively organize your genealogy in Evernote and unlock the true potential of your family history. Happy researching!



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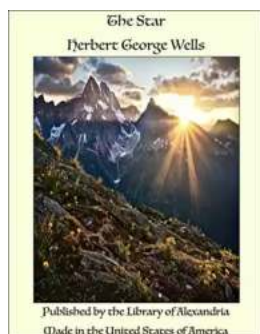
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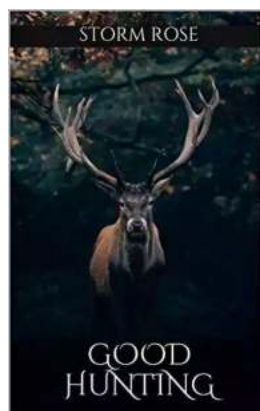
This book is a step by step guide to using Evernote to organize your genealogy files in 10 easy steps. You will learn how to create notes, how to create stacks, how to set up a hierarchical structure for tags, how to create virtual genealogy binders, easy ways to transfer your computer files into an Evernote Note, and more.

You will be able to follow each step to create your own Genealogy Binders full of your research (documents, photos, audio files, and more) on all your ancestors. Your Genealogy files will be organized, easily accessible and readily available to share with others if desired.



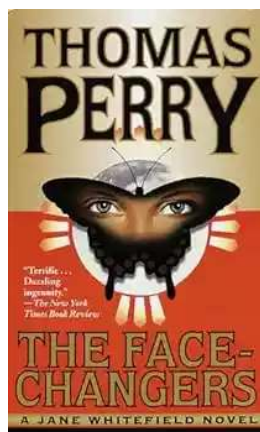
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