

# If I Only Knew Then What I Know Now Doing Genealogy, The Right Way

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## Back Up

Multiple copies in multiple medias. Save it in multiple places: Home, office, relatives, including the cloud.

Eastman's Online Genealogy Newsletter ([www.eogn.com](http://www.eogn.com)) has a monthly reminder to do or update your back-up.

## Naming files

When naming a document try to be as precise as possible in a way that the name will tell you what the file contains the name of the person or family the place and date relevant to your research. You have 255 characters to use in a file name or folder name. Total path length is limited to 32,000 characters.

Use the family LASTNAME (in capitals) first name, date, and place to name a file.

Use folders for records and files from each archive or cemetery, inside each family folder.

## People's names and titles

You can record the name of a person as accurate as possible with the title, prefix, first or given name, middle name, last name (father's side and mother's side), aka or nickname, religious name, legal name, and suffix.

## Digitizing images

JPG & PDF are the most common as they work for Mac & Win, in a resolution between 300 – 600 dpi.

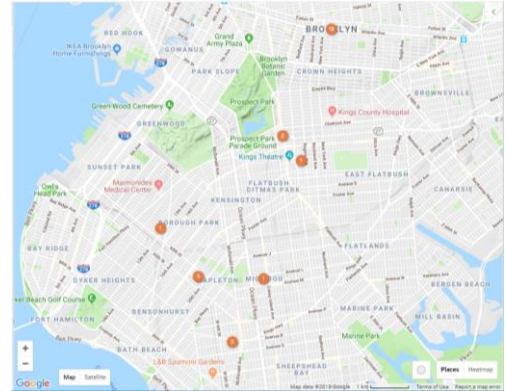
Use TIFF with 1200 dpi for original images as they have no compression.

PDF is great for multi pages documents

## Where do we use “locations” in genealogy research?

- Birth
- Death
- Residence
- Businesses
- Schools
- Cemeteries

But actually, every fact you register in your research should have a location. Everything happened at a specific time and a specific place.



## How you should record a location

Always try to go from the most specific to the most general detail. It's fine to have only a country, but if you know the state, or even the city, it's always best to include them.

Countries should be recorded as they are currently named. This will allow you — and certain technologies — to use maps to pinpoint the exact location. Follow the example of addressing a snail-mail letter:



## Identifying places

When studying a location, have the places you already know your family was associated with in mind. Years ago, people did not travel or move so much, and families always wanted to stay together and close by. Chances are, they all lived, worked, and died in the same area — unless a major migration occurred. Take historical events into consideration as well — they may indicate incentives to migrate.