

A detailed botanical illustration in a light, sketchy style serves as the background. It features various plants, including a large, broad-leafed plant on the left, a fern frond in the upper right, and a large palm frond at the bottom. A small butterfly is depicted in flight near the center. The overall tone is light and naturalistic.

Ancient City Bulletin

Monthly Newsletter of the St. Augustine Genealogical Society

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Contents

The Society Page	3
Notes Management In A Digital World	4
National Archives Guide for Genealogists and Family Historians	7
Society Services	10
Publishing Guidelines	11

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The Society Page

July's meeting celebrates the society's anniversary with a tribute to our founder, Virginia Hasselflu. Shirley Thomson will present the tribute along with a DAR presentation. It will be followed by our anniversary celebration.

Check-in begins at 12:45pm and the meeting will be called to order at 1:00pm.



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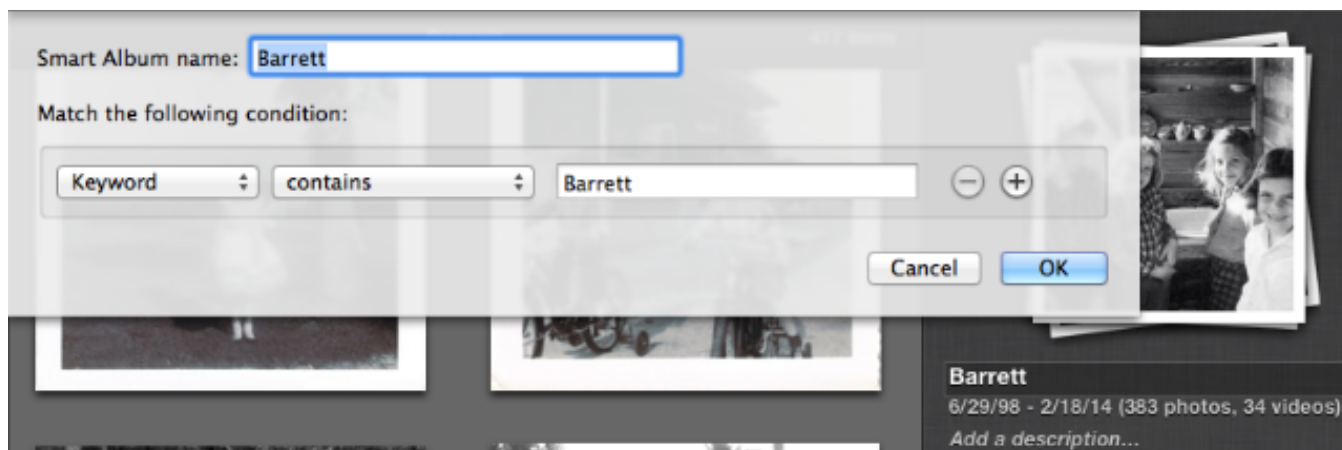
Notes Management In A Digital World

Research Toolbox

My first experience with serious research was in high school. Here I learned that research management was best done with the help of index cards. Each fact I discovered would be documented on its own card which would also include the source citation for that fact. As my research progressed, those cards could be arranged and re-arranged on the dining room table to show me both what I had discovered and what questions still needed to be answered. Later, when I was ready to begin writing my paper, those cards could once again be arranged to help me build the outline and later the narrative.

This system has served me well in business and in my family research. It also migrated fairly smoothly as my analog world moved more and more into the digital world. But, in the last few years, a growing number of developers have been thinking outside of the analog box and began building apps that fully take advantage of the opportunities the digital world can offer. My first experience with this was iPhoto.

At that time iPhoto was the photo-management app that came with my first Mac computer. It was my first real experience with digital's virtual world. In iPhoto, one photo file could be in any number of places at the same time. Once a photo file was imported into iPhoto, it could be included in any number of albums without having to make copies of the actual file. Yes, this was magic – just more in the sleight-of-hand category. In actuality, iPhoto was adding metadata to the photo file so the app's internal search function could keep track of everything. At the time, the term "metadata" was not part of my vocabulary, but it didn't take me long to realize that iPhoto's keywords feature was my new best friend.



Creating a smart album in Photos

My next digital milestone was also an iPhoto feature – “smart” albums. While I had to physically drag photos into a regular iPhoto album, the smart album was populated using a search of the metadata included in the photo files. Now, all I had to do was create smart albums for each of my families, their localities and any other topic I wanted. I added the appropriate keywords to the photos as I added them to iPhoto and now one family photo magically appears in my Barrett album, my Olson album and my Moultrie Creek album.

It didn't take long before I was seeing keywords – also called “tags” – showing up everywhere. Blogs have them, Flickr has them, Evernote has them, my Day One journal has them. Keywords and other metadata can be embedded in word-processing documents, spreadsheets and many other user-created files. And now Mac systems includes tags in their file management app, Finder. Wooohooo!

These tools have made organizing and managing my stuff a whole lot easier, but it's taken longer to break some of my old analog habits. When I first started working with Evernote, for example, I was building notebooks for each of my surnames. At one point I felt like I had more notebooks than notes. Just wading through the list of notebooks to find the one where I wanted to save a note was taking forever. It wasn't until I adapted my iPhoto experience to Evernote that I really saw its advantages. Now I have one notebook – Family Research – and a simple tag schema along with Evernote's amazing search capabilities take care

of the rest. iPhoto's smart albums are called saved searches in Evernote but they put everything I ask for on my desktop in the blink of an eye.

Currently I'm working through my photo archive on Flickr – reducing the number of albums in my collection and adding more tags to make organization and discovery much easier. With something like 17,000+ photos, this will take a while. Fortunately, both the online tools and the mobile apps are quite helpful.

How about digital documents? I use [Yep!](#) [Mac – \$24] to organize my household records. It manages documents in much the same way iPhoto did for photos. I'm keeping my household paperwork and my research files in separate "libraries" and let the app keep things organized so I can easily find them when I need them.

And, there are more organizational projects waiting to be tackled . . .

Although many of the organization and management systems I learned in my analog days have become more cumbersome than useful, there's one thing that hasn't changed. One note should only contain one fact – and its source. That's true now for a digital note as it has been for an index card note.

Originally published at [Moultrie Creek Gazette](#) and republished here with permission of the author.

National Archives Guide for Genealogists and Family Historians

In the Archives

The [National Archives Catalog](#) contains descriptions for NARA's nationwide holdings in the Washington, DC area; regional facilities; and Presidential Libraries. The catalog is a work in progress and currently contains descriptions for 95% of our records.

Keep in mind that the catalog does not contain descriptions for all files or items that include individuals' names; but, the National Archives still might have records about your ancestors.

The online catalog contains many descriptions of records that genealogists and family historians will find interesting, including:

- applications for enrollment in Native American tribes
- court records
- fugitive slave cases
- land records
- military personnel records
- naturalization records

The online catalog contains descriptions of the records held by the National Archives. Researchers can use keyword and filtered searches in the catalog find particular records.

To perform a simple keyword search:

- a. Go to <http://www.archives.gov/research/catalog/>.
- b. Enter *your search terms* in the Keywords box in the center of the page. For example: "bounty land"
- c. Press the **Search** button.
- d. Your search results will be grouped in categories – online holdings and/or description only. Select "View all Online Holdings" or "View all Description Only".
- e. In either category, view the full result of your hit by selecting the Title link.

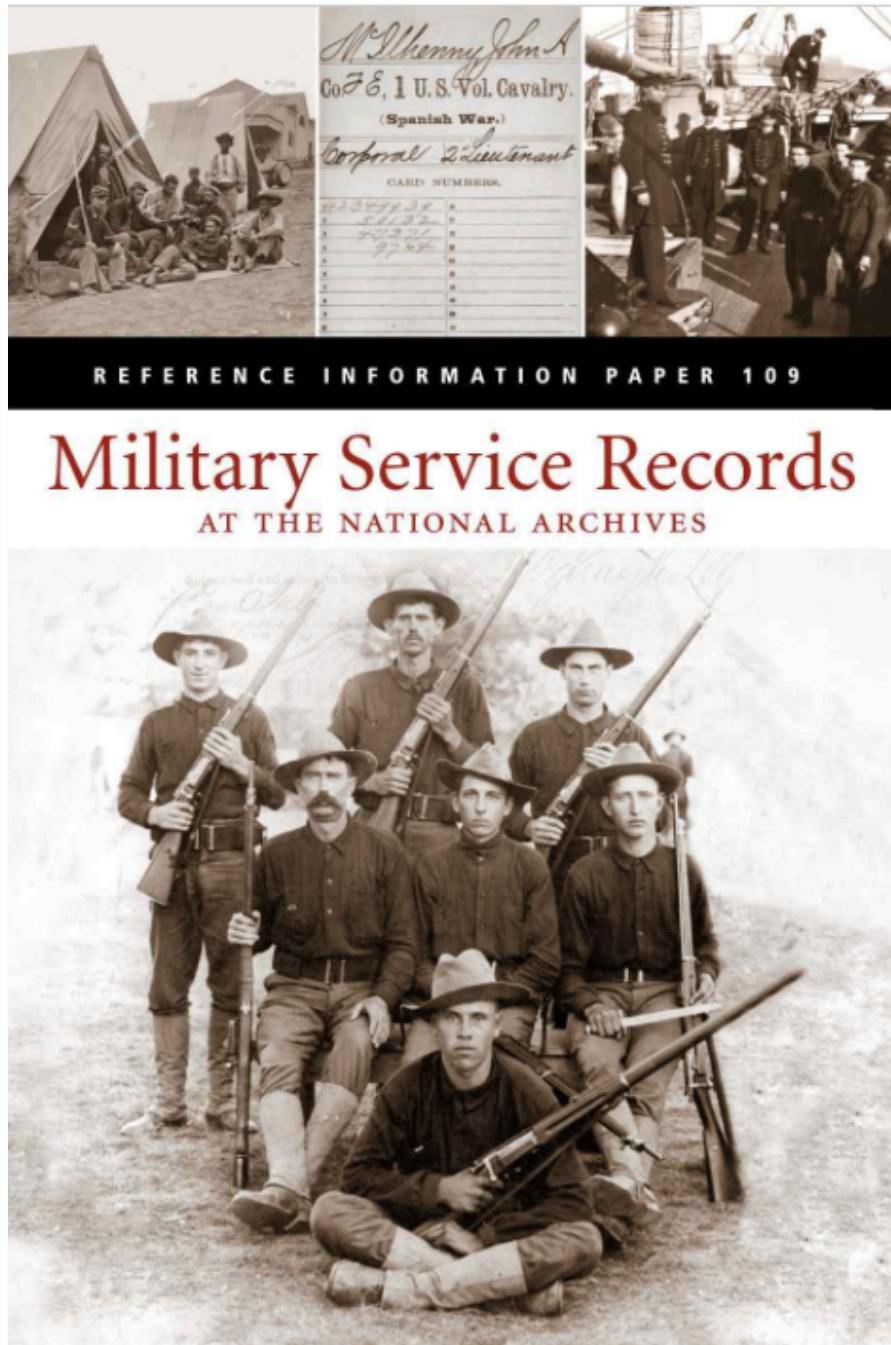
Tips for Searching for an Individual's Name

- Search on *the person's full name* in first name-last name order.
- Search on *the surname only*. The records might only include a first initial or a variant spelling of the first name.
- Search on *variant spellings of the surname*, for example: Luchetti OR Lucetti.
- Search on *variant spellings of the first name*, including "Americanized" versions, for example: Joseph Maggio OR Guiseppe Maggio.

Keep in mind that the National Archives Catalog does not contain descriptions for all file units and items that include individuals' names. However, the National Archives still might have records about your ancestors.

Did you know that you can now order many records online? This includes census pages, court records, naturalization records, military service and pension records, and World War I draft registration cards. You'll find details and order information at the [Record Reproductions and Microfilm](#) page.

You'll also find a number of guides available as Kindle books at [amazon.com](https://www.amazon.com). These include the 71-page guide *Using Civilian Records for Genealogical Research in the National Archives* (\$2.99) and *Military Service Records at the National Archives* (\$2.99) - a 193-page guide, along with several collections of letters from WWI.



Society Services

The Research Help Desk supports our members with research assistance either at meetings or via email. Members can complete a research help request form at any meeting or email your request to Sue Gill at suecarl@aol.com. The Research Committee will respond with suggestions on search options and sources.

Members with research experience are encouraged to volunteer on the Research Committee.

There are a number of ways SAGS members can connect online. These include:

- [SAGS Online](#) - The society's public web site and records archive.
- [SAGS Support](#) - The society's members-only site offers weekly news updates, research support, 24/7 access to our publications library along with social networking features making it easy for members to stay connected between meetings.
- [SAGS Facebook Page](#) - A public page offering upcoming society meetings and events along with genealogy news updates.
- [SAGS Facebook Group](#) - This is a public group and once you join, you can set it to notify you when items are posted to the group. It's a great place to share useful research resources, ask questions or share a success story.

Publishing Guidelines

We accept articles related to genealogy, family history and research methodology from our members for publication in the Ancient City Bulletin.

Submissions should be sent as an electronic file in either rich text format (.rtf) or MS Word (.docx) format via email to sags.publications@gmail.com. Please keep formatting to a minimum as the article will need to be styled to match the Bulletin's design. The article title should be on a separate line at the top of the page with the author's name listed immediately below. Photos included as part of the article are welcome, but please also send a copy of each photo as a separate file. Captions are always welcome and please include the photographer's name for proper credit. Including a list of sources is also encouraged.

Articles will be edited for grammar and style and any edits will be reviewed with the author prior to publication.

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