

# Thoughts on Computer Filing

Computer Files that mimic your paper files makes your retrieval systems cohesive

For instance:

I store my paper files by Family Group so my computer files are by surname and then within that file folder are subfolders for each family group

If I had my files stored by event then similar event files would be on my computer- Smith Census records, Smith deeds in Alabama, Smith Civil War records

All of these files are in \*My Documents

- \*My Family

- \*Surname

- \*Family Group, Event, Location, Type