

Once you begin collecting information you need to organize it or:

- You'll waste time searching through stacks of papers at home,
- You won't remember which sources you've searched,
- You will not be able to cite sources thus contributing to "genie-mythology"
- You will become overwhelmed and
- You'll never see your dining room table again.

**Commonly used genealogical *filing systems* include:**

- By Surname -All papers for an individual surname are filed together.
- By Couple or Family -All papers related to a husband and wife or family unit are filed together. |
- By Family Line -All papers related to a specific family line are filed together. Many genealogists begin by starting with four such ancestral lines -one for each of their grandparents.
- By Event -All papers related to a specific event type (i.e. birth, marriage, census, et .) are filed together.

**Commonly used *file types* include:**

File Cabinets and File Folders

Binders

Computers-used by most researchers with one of the other two options as a backup.