

File-Name Template Worksheet

To organize your digital files, you'll need a consistent naming system that can accommodate multiple kinds of photos and documents (as well as various types of files). Review the sidebar on page 31 for some options, then record your templates (e.g., *LastName-EventName-DateYYYYMMDD.jpg*) in the worksheet below.

Photos	
of Heirlooms	
of People (single)	
of People (multiple)	
of People (group)	
of People	

Records	
for One Person	
for a Couple	
for a Family	

Other Documents	
Charts	
Family Trees	
Published Histories	
Raw DNA	
of People	

tip

Consider incorporating source information (e.g., that a record image came from Ancestry.com) into your file-naming system.