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)	Anolds a Standard Color	
of People (multiple)	P.ard	
of People (group)		
of People	cione Santaput so taken hi clude the person a name i	

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for One Person		
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for a Family	Note. Here, Fills Film calous up a Fan	

Other Documents	tenedit scheduck IVA Et 69-1887
Charts	
Family Trees	
Published Histories	mbjects-provided, efecture, that an an decode in. To income the charge but see
Raw DNA	os able so interpret your metadans, you follow certain standard goalellabs
of People	ocograma. See the stripper un page in lengths.

tip

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