

# Clooz

## A Document-Based Software Companion

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Clooz is a:

- Document Management program
- Research & analysis tool
- Alternate way to add data into family tree programs

### Concept Differences between Clooz and Legacy

- Legacy
  - Family Tree-based (*Parent/Child relationships*)
  - People have events
  - Sources cited for names and events
  - More difficult to maintain source documents for people not connected to the main family tree of interest
- Clooz
  - Document-based (*Documents are the focus*)
  - People attached to documents
  - Enter details for each person in document
  - No overall family tree

## Document Management Approach

- Clooz
  - Know what documents you have
  - Know where you placed the document
  - Have information describing where you found the document
- Some other possible approaches
  - Print a copy and throw in the to-be-considered basket
  - Save copy of image on computer
  - Save as an Evernote item or other cloud-based storage
  - Build spreadsheets
  - Place sticky note on wall

## Using Clooz with Legacy

- Collect all documents having any chance of being relevant
  - *No constraints for being the proper or related person*
- Capture the source citation information
- Attach image or other digital media files
- Add people listed in the document
- Transcribe details presented for each person
- Compare information presented in multiple documents
- Draw conclusions
- Export document to Legacy

## Clooz Demonstration

- Basics
- Quick capture of an online resource
- Analysis: The Composite View
- Legacy Interface
  - *Import / Export using the Data Transfer Manager*
  - *Document Export*

## Benefits of using Clooz

- Manage your collection of documents
- Quickly capture essential information regarding a document
- Alternate form of data entry into your family tree
- Keep Legacy database clean of extra unrelated people
- Can improve quality of research when used for initial data entry
  - *Avoids rush to enter into family tree (more analysis)*
  - *Encourages more attention to document details*

## Examples where Clooz could be beneficial

- Overall Document Management
  - *Newspaper article index*
  - *Indexing of files / notebooks / scrapbooks*
- Surname studies
- Cluster or Group studies (ex., ship lists)
- Research involving lots of documents

## For additional information

- Description and technical specifications:
  - *legacyfamilytree.com Add-Ons page*
  - *clooz.com*
- User handbook can be downloaded from Clooz.com (see downloads page)
- Video tutorials available on the library page for this presentation on familytreewebinars.com, or on Clooz.com (youtube.com)