

# Saving Your Genealogy Treasures

## Discussion of Tools, Hardware, Software

### Len Enlow 2018<sup>©</sup>



- **Naming Your Items**
  - Don't use spaces or special characters (\*? < > + : / \ ^)
  - Use underscore, period, dash
  - You are allowed many characters to name a file
  - The filename can contain up to 256 characters on a PC. They can be numbers, letters or spaces. There cannot be any symbols used.
  - Who remembers that "HPIM0007.jpg" is the wonderful sunset on your honeymoon?
  - Give descriptive names to your photo.
    - Maui\_Honeymoon\_October\_1999.jpg
    - Enlow-abe\_1790\_pa\_census.jpg
    - Enloes-isaac\_rev\_war\_record.jpg
    - Enlow-charles\_texas\_death\_cert.jpg
    - Enlow-elliott\_backside\_wedding\_doc.jpg
    - Brunot-claude\_headstone.jpg
    - Pernatt-Roy\_and\_opal\_portrait.jpg
  
- **Storing your Treasures (Backup)**
  - Hard Drive on computer
  - External Hard Drive
  - CD/DVD
  - Thumb Drive
  - SD Card
  - Cloud
  
- **What is meant by Backup?**
  - Your genealogy files, photos, etc. are on the hard drive of your computer [one copy].
  - You need to have more than one copy of your valuable information.
  - Therefore you "Backup" (i.e. copy) those files to somewhere else.
    - Preferably not in the same house.
    - Preferably not on the same media.
  
- All external hard drives come with backup software.
  - You set it up to back up your information at certain times, or have it continually update every time you change a document.
  
- You can do it manually yourself by copying the information from your hard drive to the other storage device.

- **Scanner**
  - Flatbed, all-in-one, wand, Flip Pal, Smart phone, Camera
  - Scanning Software (comes with scanner)
- **Photo software (Free)**
  - Windows Live Photo
  - Paint
  - Microsoft Office 2010
  - Gimp – VERY GOOD PHOTO EDITOR
  - Fotoflexer
  - Paint.Net
  - Canva (photo-editor.canva.com)
  - Pixlr (<https://pixlr.com/editor/>)
  - PicMonkey (<https://www.picmonkey.com>)
- **Software \$\$**
  - Photoshop Elements
  - Photoshop
  - Corel
  - PaintShop Pro

Storage Longevity

STORAGE	CAPACITY	LONGEVITY	PROS	CONS
CD/DVD	CD: 650MB DVD: 4.7GB	2 to 5 years	inexpensive, handy, good for photo archive	requires burning software; large transfer may require multiple CDs/DVDs
M-DISC archival DVD	4GB to 25GB	1,000 years	longest rated archival disc media	requires special burning software
SD media card	varies	depends on read/write cycles	ultra-compact, high-speed transfer, portable, solid state storage	expensive, impractical for large amounts of data
USB 2.0/3.0 flash drive	4GB to 1TB	depends on read/write cycles	inexpensive, good for travel, quick backups, stores personal data	easy to lose, high cost per GB, limited storage capacity
external hard drive	500GB to 8TB	3 to 5 years	ultra-portable or desktop models, all sizes and prices, USB, FireWire, or Thunderbolt connection	can be dropped and damaged
cloud storage	infinite	indefinite	inexpensive, accessible from anywhere, good disaster backup	must maintain subscription; Internet security poses risks

Scanning

RESOLUTION	USED FOR:
72 DPI	Publishing anything on Web
150 DPI	Scanning half-tones like newspapers
200 DPI	Line art to go to a printer
300 DPI	Print photos without resizing
600 DPI	Print photos to be enlarged up to 4x
1200 DPI	Print photos to be enlarged greater than 4x

SOURCE: Levenick, Denise May, "How to Archieve Fammily Photos," Family Tree Books, Cincinnati, Ohio

## DIGITAL SCANNING EQUIPMENT OPTIONS

	FLATBED SCANNER	ALL-IN-ONE SCANNER	FLIP-PAL MOBILE SCANNER
Best for ...	any photo or film that will fit on the flatbed	photo prints	4x6 or smaller prints or scanning on the go
Scan saved to ...	computer hard drive	computer hard drive	SD card
Portable	some models	no	yes
Permitted in many research archives	yes	not applicable	yes
File formats	TIFF, JPG, PDF,	TIFF, JPG, PDF	JPG
Maximum scanning size (in inches)	8.5x11 8.5x14	8.5x11 8.5x14	4x6*
Resolution (in pixels)	50 to 12,800	75, 100, 200, 300, 600, 1,200	300, 600
Speed	average	average	average
Photo prints	yes	yes	yes
Negatives/film/slides	with carrier	no	no

## DIGITAL SCANNING EQUIPMENT OPTIONS

	WAND SCANNER	SMARTPHONE/ TABLET	DIGITAL CAMERA
Best for ...	scanning text; not recommended for photos	on-the-go digitizing of photos	oversize photos (use a tripod and shutter remote)
Scan saved to ...	internal memory or SD Card	internal memory or SD card	SD card
Portable	yes	yes	yes
Permitted in many research archives	some	yes	yes
File formats	JPG, PDF	JPG (PDF with apps)	JPG, RAW
Maximum scanning size (in inches)	varies	varies	varies
Resolution (in pixels)	300, 600, 900	varies	varies
Speed	average	fast	fast
Photo prints	yes	yes	yes
Negatives/film/slides	no	no	no

SOURCE: Levenick, Denise May, "How to Achieve Family Photos," Family Tree Books, Cincinnati, Ohio








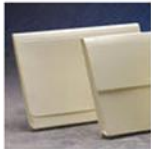








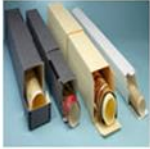
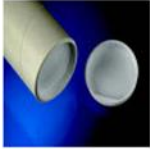
# Archival Material Companies

HollingerMetaledge.com

Gaylord.com

Archivalmethods.com

Lightimpressionsdirect.com

			
<a href="#">Reinforced Tab File Folders</a>	Unreinforced File Folders	Box, Print & Map Folders	Drop Front Box Folders
			
Expanding Document Files	Expansion Folders	File Folder Labels	Hanging File Folders
			
Heavy-Weight 20 Pt. File Folders	Manuscript Folders	Oversize Document Case File Folders	Oversized Map Folder Boxes
			
Paper File Folder Inserts	SafeCare® Rolling and Storage Tubes	Single Roll Storage Boxes	Storage Tube Caps









## Photo, Print & Negative: Envelopes, Folders, Pages & Sleeves 2 Mil Archival Polyester Envelopes

More affordable than our 4mil polyester envelopes, yet they also protect papers from damage during handling and storage while keeping the information visible. Crystal clear archival polyester envelopes provide support and protection for letters, documents, photos, comics, pamphlets and all other types of ephemera. Sealed on three sides. Inherent static electricity keeps documents from shifting or falling out. Most envelopes open on the short side.



PASSES STANDARD PHOTO ACTIVITY TEST (P.A.T.)

\*\*Please note: Sizes are outside dimensions.\*\*

			
PORTFOLIOS & CASES	BOXES	BINDERS & ALBUMS	ENCLOSURES
			
KITS & ACCESSORIES	DIGITAL STORAGE	FRAMES	BOARD & PAPER