



BEGINNING GENEALOGY

2018



**BOOT
CAMP**

Digitally Preserving Your Family History



by Bob Ringo

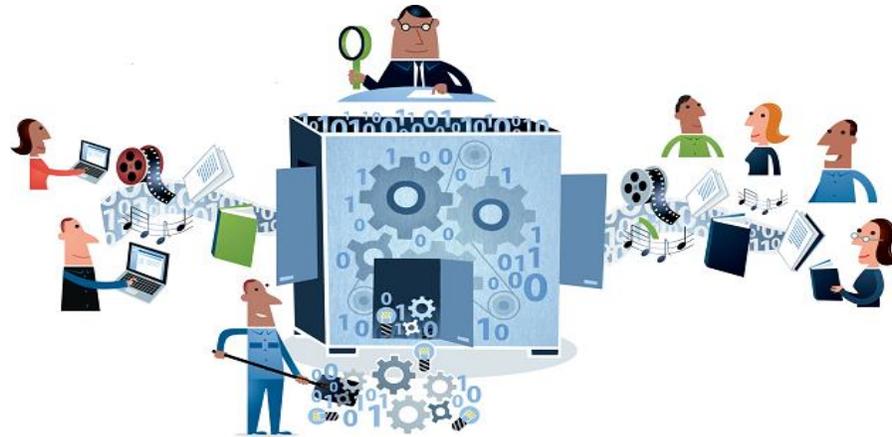
Why Digitize?

- To enhance access,
- To share information,
- To improve preservation.



Preservation Through Digitization

- **Helps Preserve precious materials.**
- **Helps reduce wear and tear on fragile items.**
- **Digital copies can be seen as replacement for original artifact.**
- **Digital files are not permanent: must periodically be transferred to new formats.**

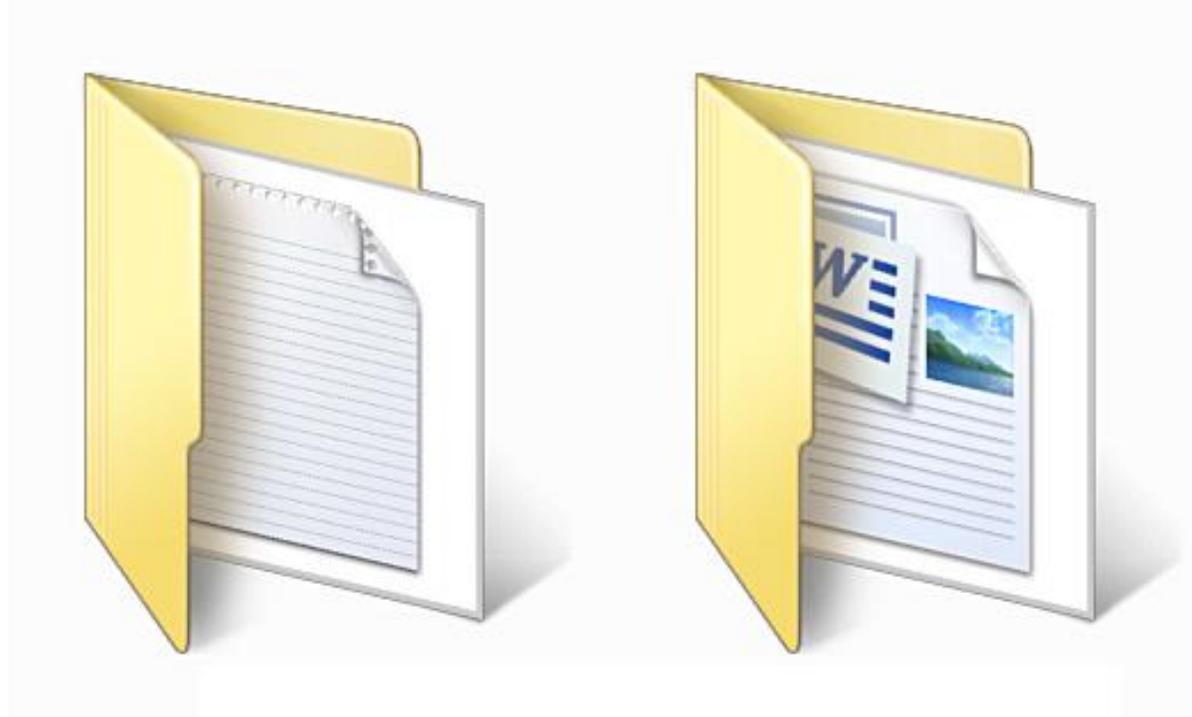


Planning for Digitization

- Who will have access to the material?
- What materials will you digitize and why?
- What is the scope of your digitization project?
- Who has the originals? How will you get them?
- How will you preserve the originals?



Managing Files and Folders



Hey, where did my photos go?



File and Folder Naming Strategy

- **There is nothing more frustrating than spending several hours looking for one image that you really need. Two key strategies will help keep your photos organized: naming your images consistently and sorting them into folders.**



Editing Photographs



Bob's Genealogy Folders

Genealogy

- GENEALOGY (G:)
 - Genealogy
 - (Doc) files
 - CDs
 - Census
 - eBooks
 - Family Tree Maker
 - GenSmart
 - Legacy
 - Letters
 - Lincoln Hills Genealogy Group
 - Periodicals
 - Roots Magic
 - Subscription Sites
 - Vital Statistics
 - Wholly Genes



Bruce Bulletin

Year

- Periodicals
 - BGOGS
 - Bruce Bulletin
 - 2004
 - 2005
 - 2006
 - Discovering Family History
 - Everton's Genealogical Helper
 - Family Chronicle
 - Going Snake Messenger
 - History Magazine
 - Internet Genealogy
 - Nancy Ward Newsletter
 - Nowata County Historical Society Newsletter

Upcoming Meetings and Other Events

March 10, 2006 BCGS Meeting at the Bruce County Museum and Cultural Centre, 1:30 p.m.
Roll Call: Bring an old family picture.
Speaker: Bill Fitzgerald on Paul Kane's visit to Saugeen
Conveners: Beth Slumskie & Audrey Underwood

April 10, 2006 BCGS Meeting at the Bruce County Museum and Cultural Centre, 1:30 p.m.
Roll Call: Bring an old family picture.
Speaker: Bill Fitzgerald on Paul Kane's visit to Saugeen
Conveners: Beth Slumskie & Audrey Underwood

Marilyn Perkins invited everyone to participate in the silent book auction. A very delicious dinner was served by the ladies of the church and appreciation was given by Mary Schwass.

Marie Charbonneau introduced Dennis Mulligan, a noted speaker in Ontario and Michigan, who presented an informative and entertaining talk about Illegitimacy in Genealogy. He explained some of the situations of our ancestors and outlined what to look for in early Christening Records. He

Cemetery File Structure Within RootsMagic

- RootsMagic
 - Cemeteries
 - Country 1
 - Country 2
 - State 1
 - State 2
 - County1
 - County 2
 - Cemetery 1
 - Cemetery 2



Cemetery File Structure within RootsMagic (2)

RootsMagic ▾ 📁 Roots Magic

Cemeteries > 📁 Backup

 ▾ 📁 Cemeteries

 > 📁 Canada

 > 📁 France

Country > 📁 Germany

 > 📁 Luxembourg

 > 📁 Philippines

 > 📁 Scotland

 ▾ 📁 USA

State ▾ 📁 AL

 ▾ 📁 Baldwin County

 📁 Colony Cemetery

 ▾ 📁 Coffee County

Cemetery 📁 Evergreen Cemetery

 > 📁 Madison County



CEM27587411_1
21805038199.jp
g

CEM27587411_1
21805043061.jp
g

CEM27587411_1
21805058568.jp
g

Cemetery Pictures

Burial File Structure Within Roots Magic

- **RootsMagic**
 - **Burial**
 - **Country 1**
 - **Country 2**
 - **State 1**
 - **State 2**
 - **A First Letter of Surname**
 - **B First Letter of Surname**
 - **Surname 1**
 - **Surname 2**
 - **Name 1**
 - **Name 2**



Burial File Structure Within RootsMagic (2)

- ▼ Burial
 - > Canada
 - > Germany
 - ▼ USA
 - > Alabama
 - ▼ Arizona
 - ▼ B
 - ▼ Bozarth
 - ▼ Jesse Paul (1904-1962)
 - > H
 - > M



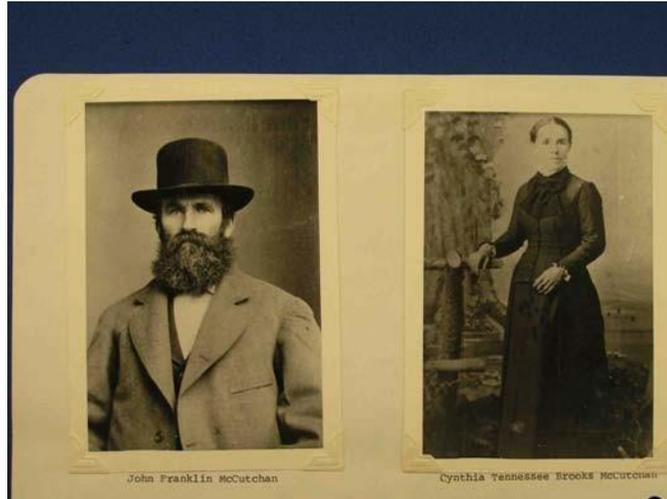
23579658_11987
9166260.jpg

Editing Your Photography

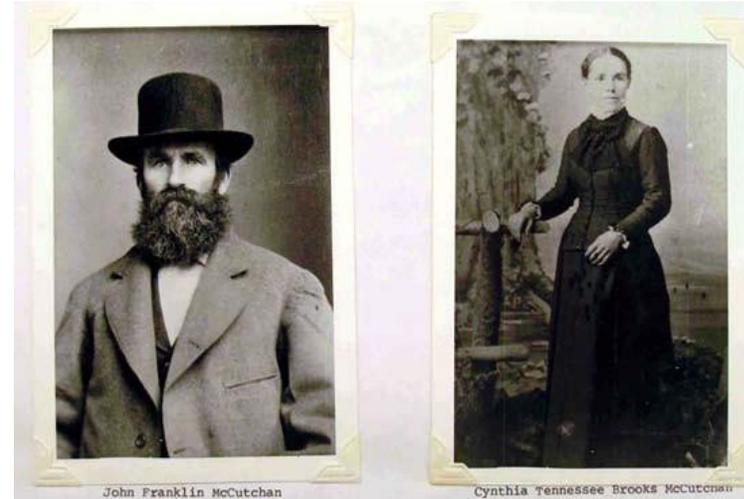
- **Remember: Your original photos are your negatives.**
- **Correct images taken in poor light.**
- **Improve color on faded documents.**
- **Repair damaged documents—cracks in photos.**
- **Crop unwanted areas of image.**
- **Stitch parts of large documents to make a single document.**

Editing Your Pictures

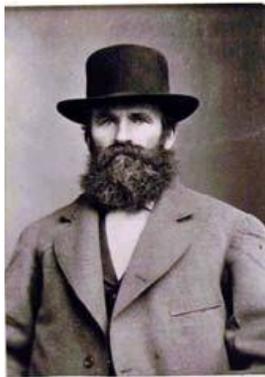
Before Edit



After Edit



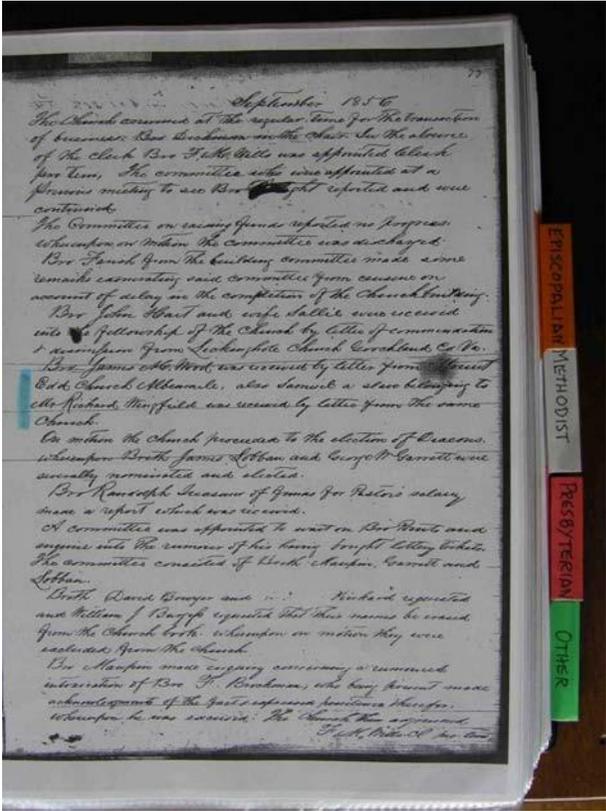
**Images
separated**



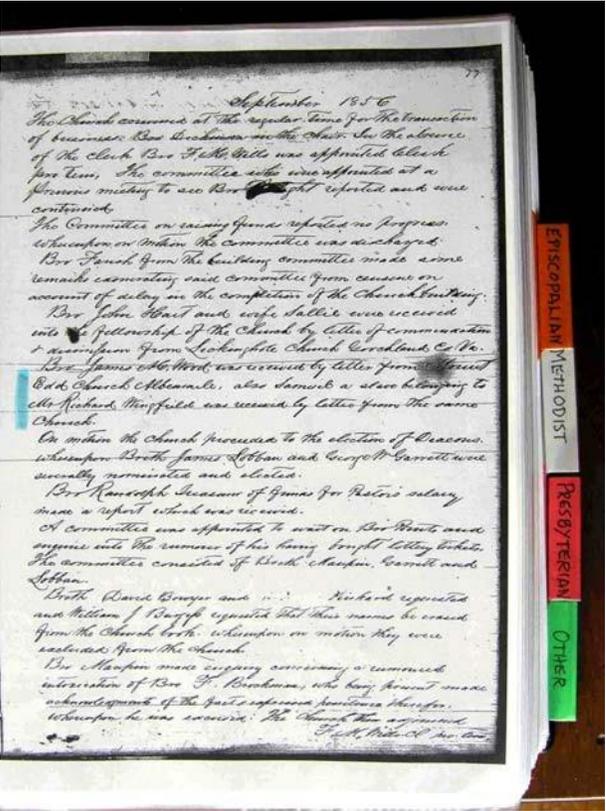
Digitizing & OCR



Editing Your Documents



Before Edit



After Edit

Restoring Color



Eliminating Fog

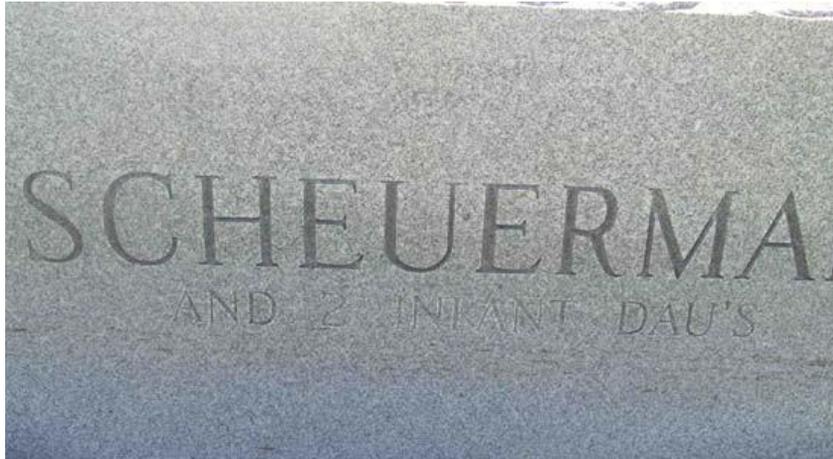


Before Edit

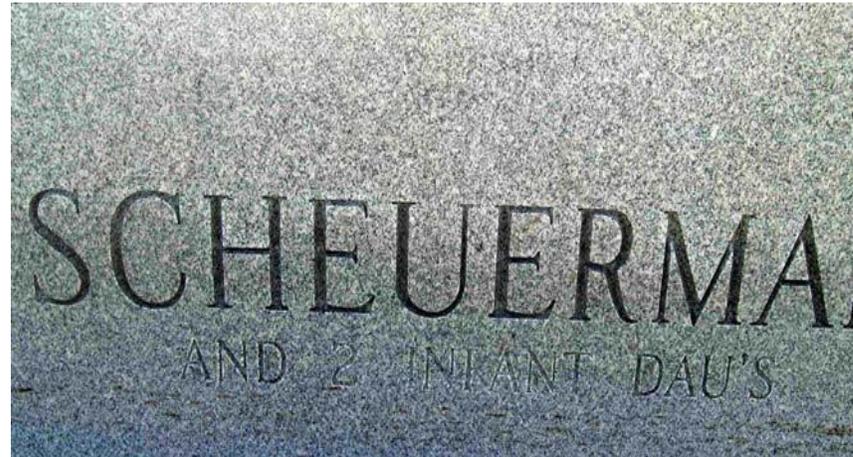


After Edit

Headstone Example



Before Edit



After Edit

Scanning

Photographs

Documents

Artifacts

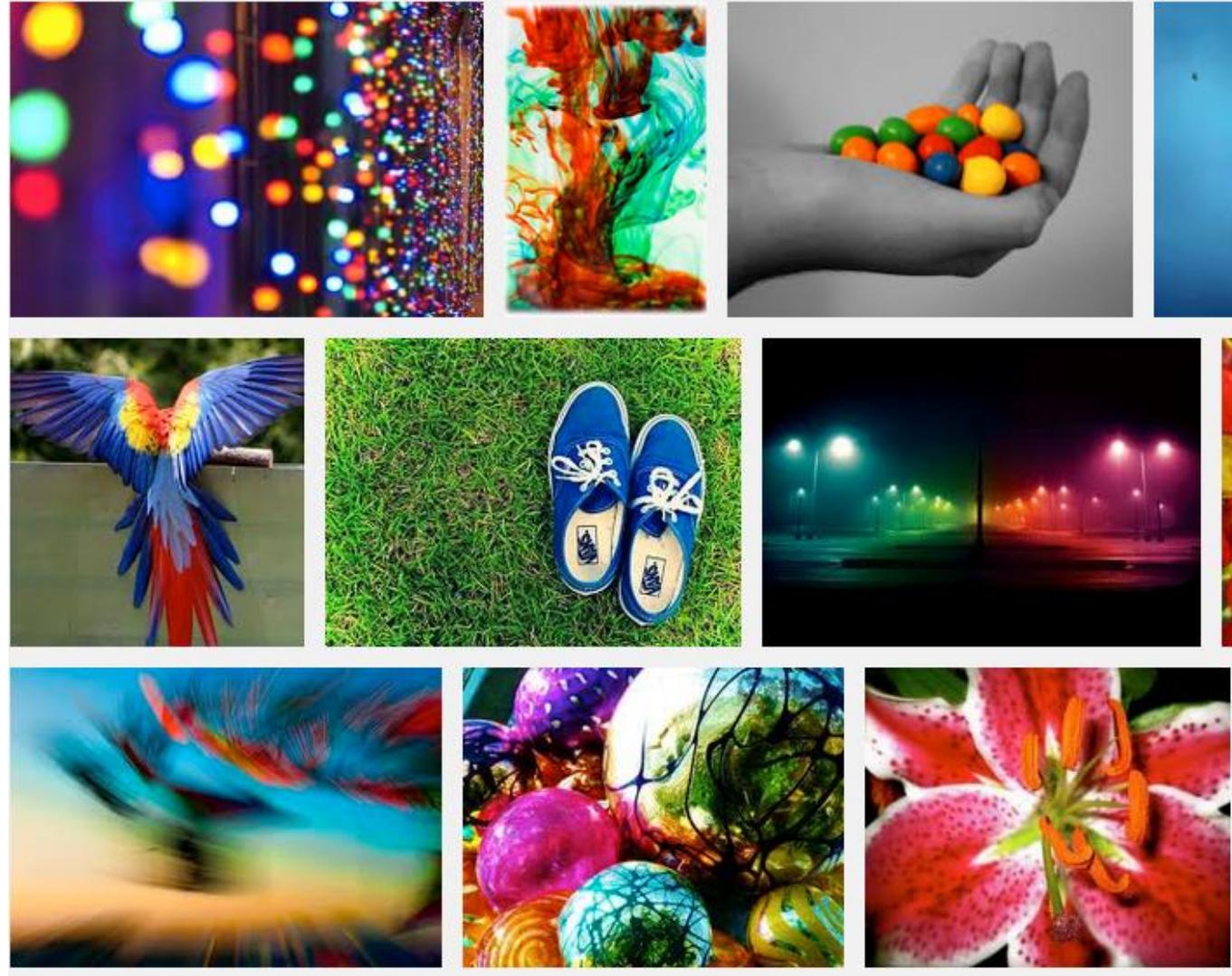


Scanner Buying Tips

- **Don't buy additional software unless you really need it.**
- **Get at least 4800-dpi resolution.**
- **Get USB 3.0 for faster scans.**
- **One-touch buttons are nice.**



Scan Your Color Photographs First

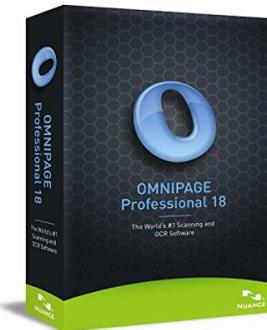
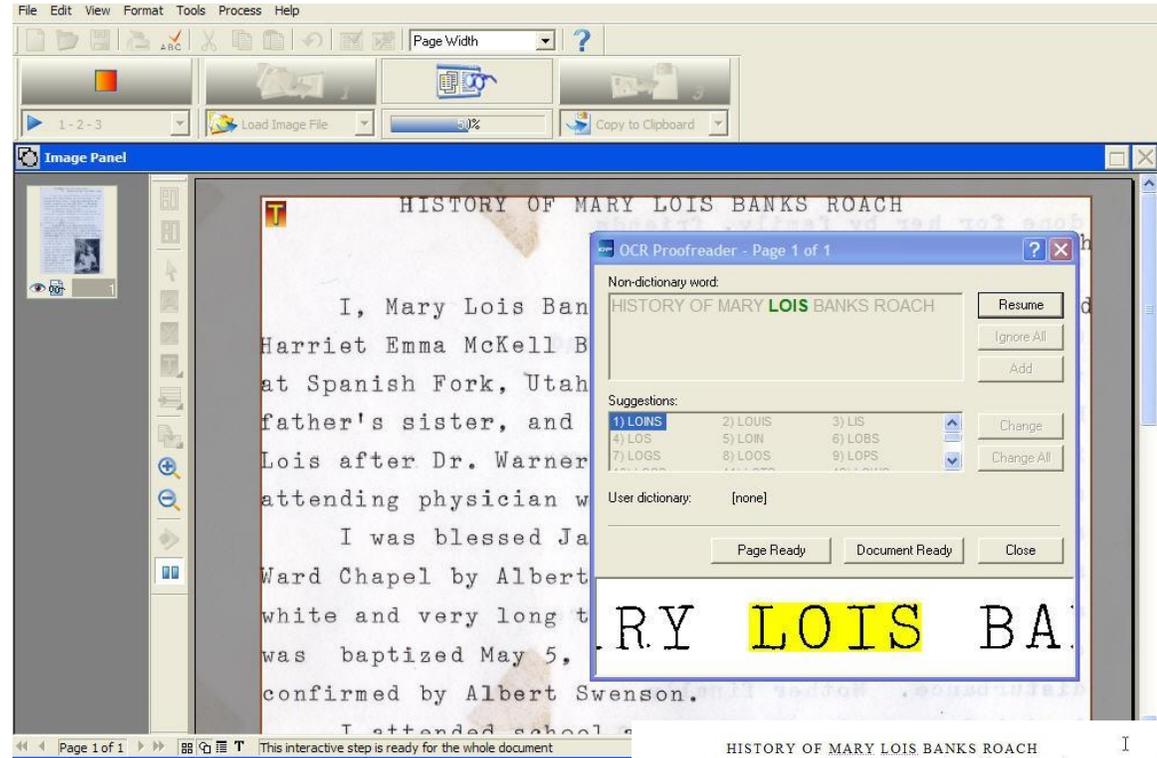


Optical Character Recognition

Turn scanned page into text file to use in family history program.

OCR using Omnipage software

Converts electronic picture of text into MS Word document.



HISTORY OF MARY LOIS BANKS ROACH
Written by Mary Lois Banks Roach

I, Mary Lois Banks, daughter of John Delbert and Harriet Emma McKell Banks, was born November 5, 1909 at Spanish Fork, Utah. I was named Mary after my father's sister, and Aunt Mary Bona. I was named Lois after Dr. Warners' wife. Dr. Warner was the attending physician when I was born.

I was blessed January 2, 1910 at the Fourth Ward Chapel by Albert Swenson. The dress I wore was white and very long trimmed with a lot of lace. I was baptized May 5, 1918 by Gerlad McKell and confirmed by Albert Swenson.

I attended school at what was known as the "Ideal School." It was located where the present Rees School is built. My first teacher was Miss Mary Thomas. The school yard was full of large trees and surrounded by an iron fence so that it reminded me of a castle set back in a forest. At recess were played such games as "Run, Sheepy, Run," and "Hide and Seek." We also played other games among the large trees I went here to school for second grade to Miss Leora Hughes. She surely was a good teacher. I remember the stove in our school room and when the wind blew or there was a there was a

Videotapes



- **If you plan to keep the memories, it is important that your VHS tapes be converted to digital.**

Digitizing Videotapes

- VHS tapes wear down with each playing addition to deterioration due to heat and humidity.
- Converting VHS tapes will stop the deterioration. In addition you can edit footage:
 - Cut out boring,
 - Add music or narration, and
 - Make extra copies for families and friends.



Converting Videotapes to Digital

- **To get started you need:**
 - **DVD burner to transfer files to DVD.**
 - **Video capture device to get the video in and out of your computer.**
 - **A VCR which can play your old videotapes.**
 - **Editing software.**



8mm, Super 8, and 16mm Film



Take your reels to Costco. It is simpler and safer.

Audio Recordings



Recording and Editing Software

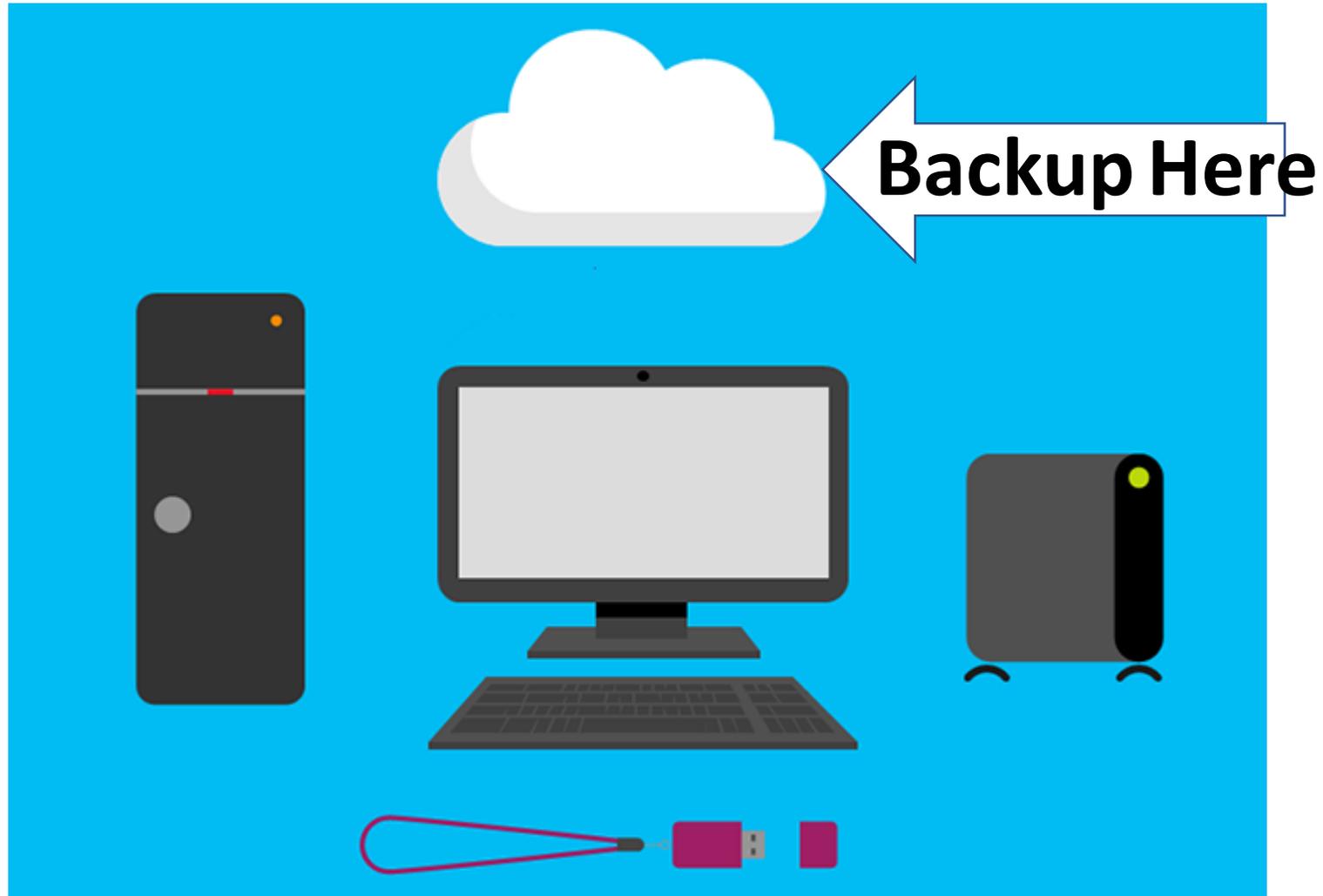
- Most PCs don't come with software to enable you to record to your hard drive.
- A variety of programs are available to record audio ranging from freeware to expensive recording and editing programs.
- Many software programs have limited time free trial periods.
- Rule of thumb: try before buying.



Copyright

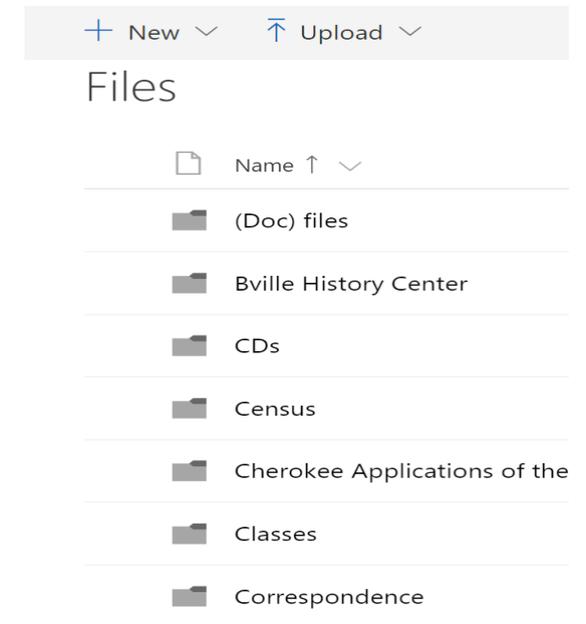
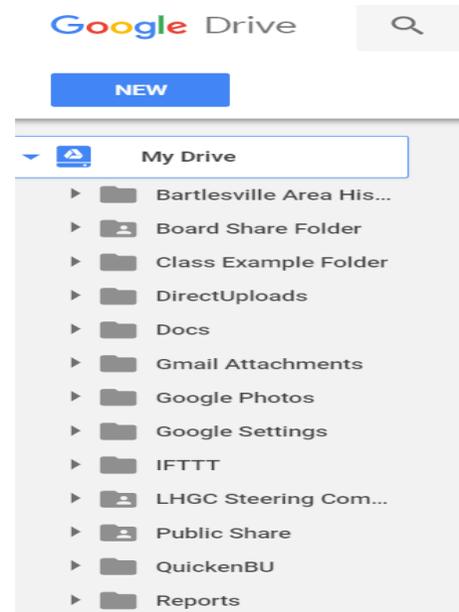
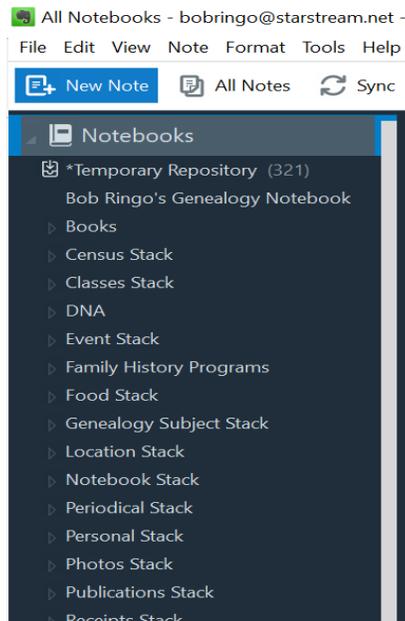
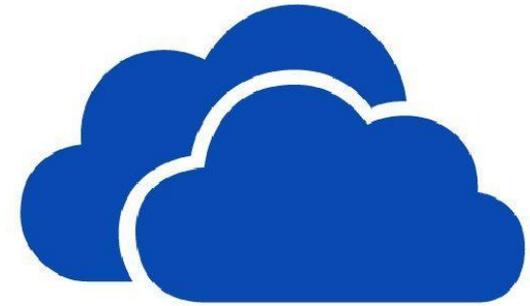
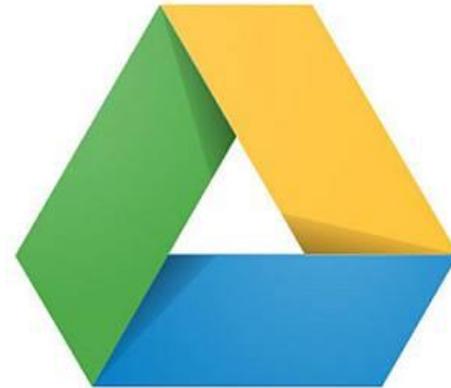
- **When you digitize make certain you don't violate copyright laws.**
- **You can make copies or records for backup and your own use.**
- **It's not legal to sell copies of your records or post them on a web site.**
- **It's not legal to copy a record and later sell the original.**





Please Backup Your Valuable Data ASAP

Bob's Cloud Storage





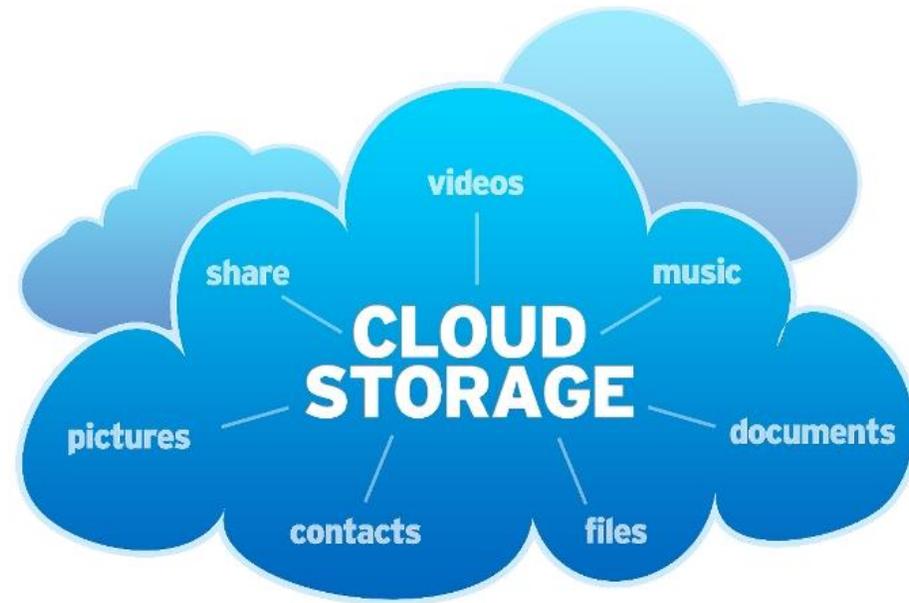
File History Backup







Managing Your Cloud Data



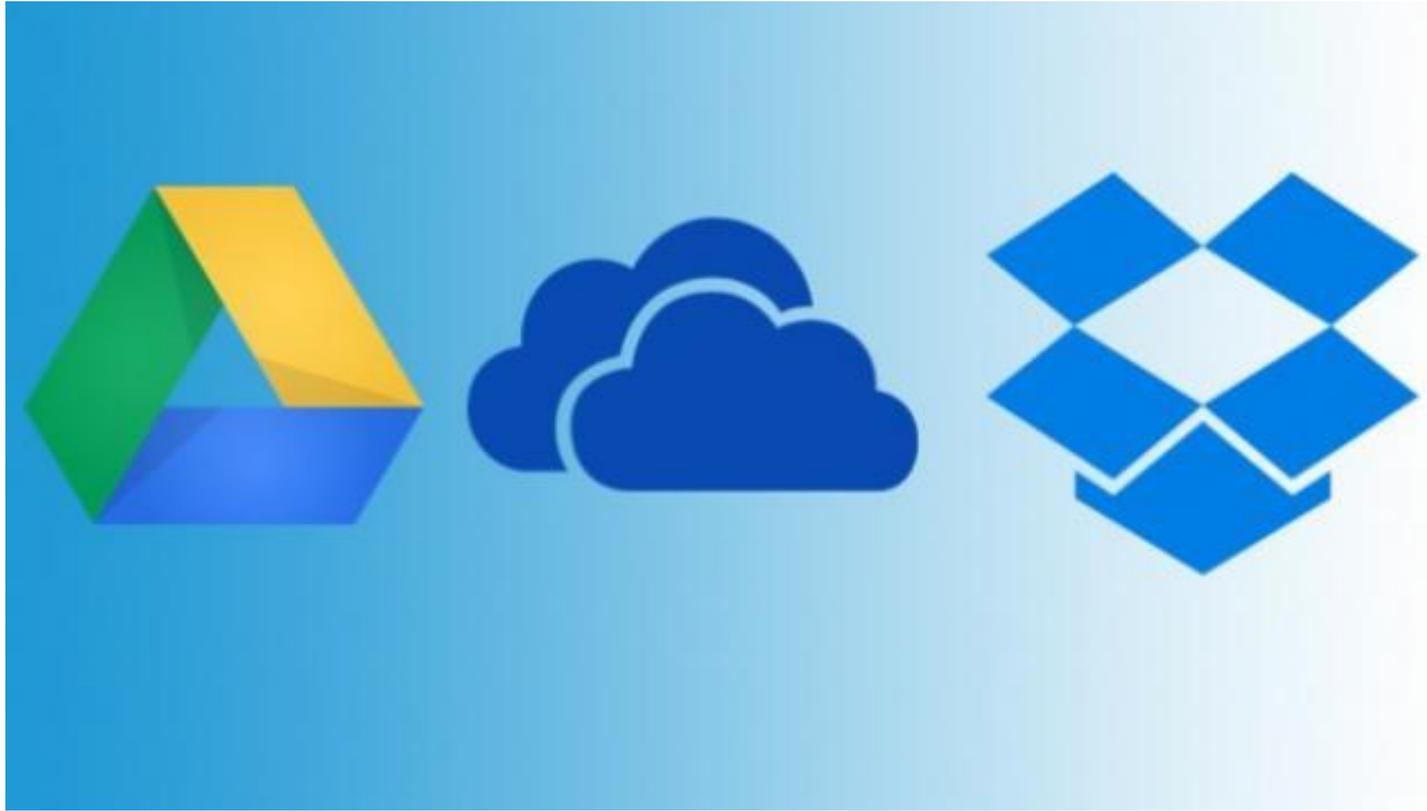
by Bob Ringo

Web-Based Applications

- Online applications or web applications are becoming more popular, particularly since broadband Internet access has become more common and more available. With online applications and services, you do not need to download and install them in your computer to use them—you just need to open up your browser and access them online.



Web Based Applications



Google Drive, Microsoft OneDrive, and Dropbox are each cloud-based data storage providers.

Do You Really Care Where Your Computing is Performed or Where Your Software and Data are Stored?



Cloud Data Storage Defined

CLOUD Data Storage is the practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than on a local server or a personal computer.



Cloud Data Storage **Simpler Definition**

- The **CLOUD** is nothing more than a figure of speech for the Internet, or more literally, the vast array of storage servers around the globe that comprise it. When a file is stored in the **cloud**, it simply means the file resides on one of those servers and can be accessed through an Internet connection.



Key to Cloud Data Storage



High Speed Broadband Internet Service

Advantages of Cloud Computing for Home Users

- You can access your files/programs from any device anywhere you have an Internet connection.
- Program updates, support, and maintenance are done by your online service provider.
- Scalability
- Lower cost.



There are Many Cloud Data Storage Providers



“Backing Up” Definition

“Backing up” means to manually or automatically copy files from one location to another, usually from one physical drive to another, although it could also be to a cloud location.



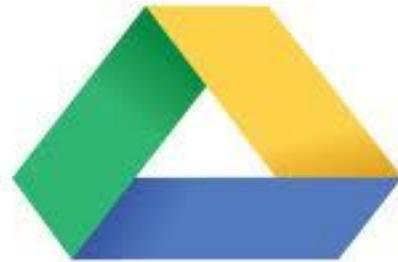
“Syncing” Definition

“Syncing” means to manually or automatically copy or delete files as needed to ensure that two or more locations have an identical set of files. Syncing is quicker than backing up but carries a greater risk.

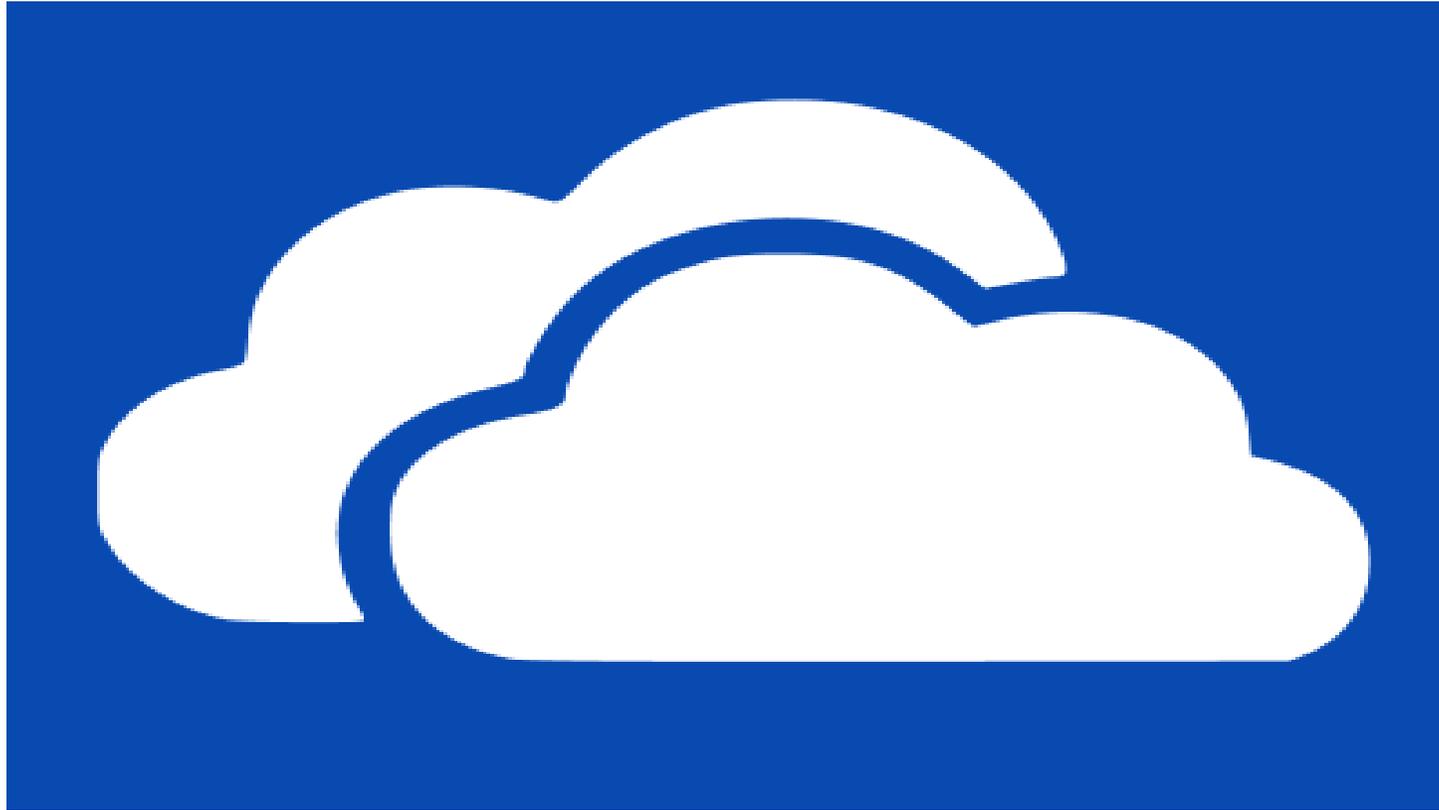


Google Drive

Google Drive is the home to access Google Docs including documents, presentations, spreadsheets. It allows you to easily create, share and edit files in real time online, or upload an existing file to the system with 15 GB of free storage.



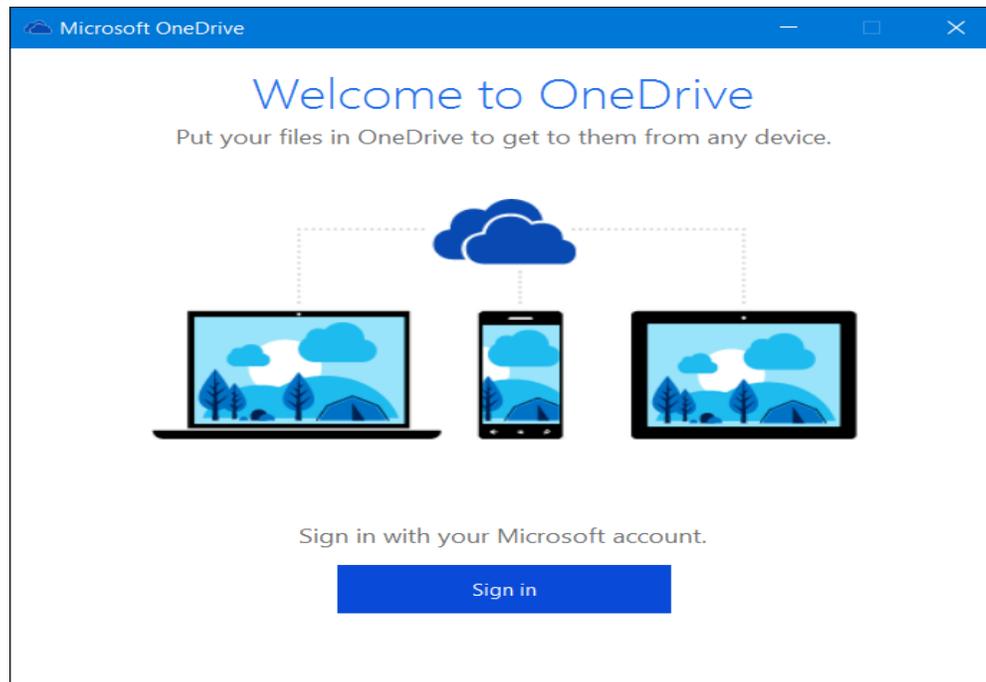
Google Drive



MS OneDrive is a file hosting service that allows you to upload and sync your files to cloud storage and then access them from a Web browser or your local device.

OneDrive Account

To start using OneDrive, go to OneDrive.com , and sign in to your account. If you don't have a Microsoft account, click "Sign Up," and sign up for free.



Accessing Google Drive and OneDrive

There are several ways to access Google Drive and OneDrive. For the most flexibility, get their apps for all of your computers and all of your mobile devices.



Option 1: Using a Browser

drive.google.com

onedrive.com



drive.google.com

The screenshot shows the Google Drive web interface. At the top left is the Google logo. To its right is a search bar labeled "Search Drive" with a magnifying glass icon. Further right, the user's name "Bob" is displayed next to a grid icon, a notification bell, and a profile picture. Below the search bar, the "Drive" logo is on the left, and "My Drive" is selected with a dropdown arrow. To the right of "My Drive" are icons for sharing, adding people, deleting, and a menu. Further right are icons for view, sorting (AZ), info, and settings. On the left side, a sidebar shows a "NEW" button and a list of folders under "My Drive", including "Board Share Folder", "Class", "Class Example Folc", "DirectUploads", "Docs", "Gmail Attachments", "Google Settings", and "IFTTT". The main area displays a table of files and folders. The "DirectUploads" folder is highlighted in blue. The table has columns for Name, Owner, Last modified, and File size.

Name ↑	Owner	Last modified	File size
Board Share Folder	Lincoln Hills	Feb 19, 2016	—
Class	me	Sep 25, 2015	—
Class Example Folder	me	Mar 24, 2014	—
DirectUploads	me	Oct 1, 2013	—
Docs	me	Aug 27, 2014	—
Gmail Attachments	me	Mar 6, 2016	—
Google Settings	me	Nov 19, 2014	—
IFTTT	me	Mar 20, 2015	—
Public Share	me	Oct 1, 2013	—
QuickenBU	me	Mar 6, 2016	—
Sheets	me	Jun 24, 2014	—
Slides	me	Sep 9, 2014	—

onedrive.live.com

The screenshot shows the OneDrive web interface. At the top, there is a navigation bar with the OneDrive logo, a search bar, and buttons for 'New', 'Upload', 'Sort', and 'Info'. The left sidebar shows a navigation menu with 'OneDrive' and 'PCs' sections. The main area displays a list of files and folders.

✓	Name	↑	Date modified	Sharing	Size
	(Doc) files		1/21/2015		11.24 MB
	CDs		1/21/2015		3.03 GB
	Census		3/1/2015		307.14 MB
	Cherokee Applications of the U.S...		1/21/2015		402.05 MB
	Classes		1/21/2015		24.93 MB
	Correspondence		1/21/2015		1.01 MB
	Dell XPS 400 Backup Set		2/24/2015		421.14 GB
	Documents		7/23/2014		546.87 MB

Option 2: Using an Android or iPhone/iPad App

Android Google Drive APP

iPhone/iPad Google Drive App

Android OneDrive App

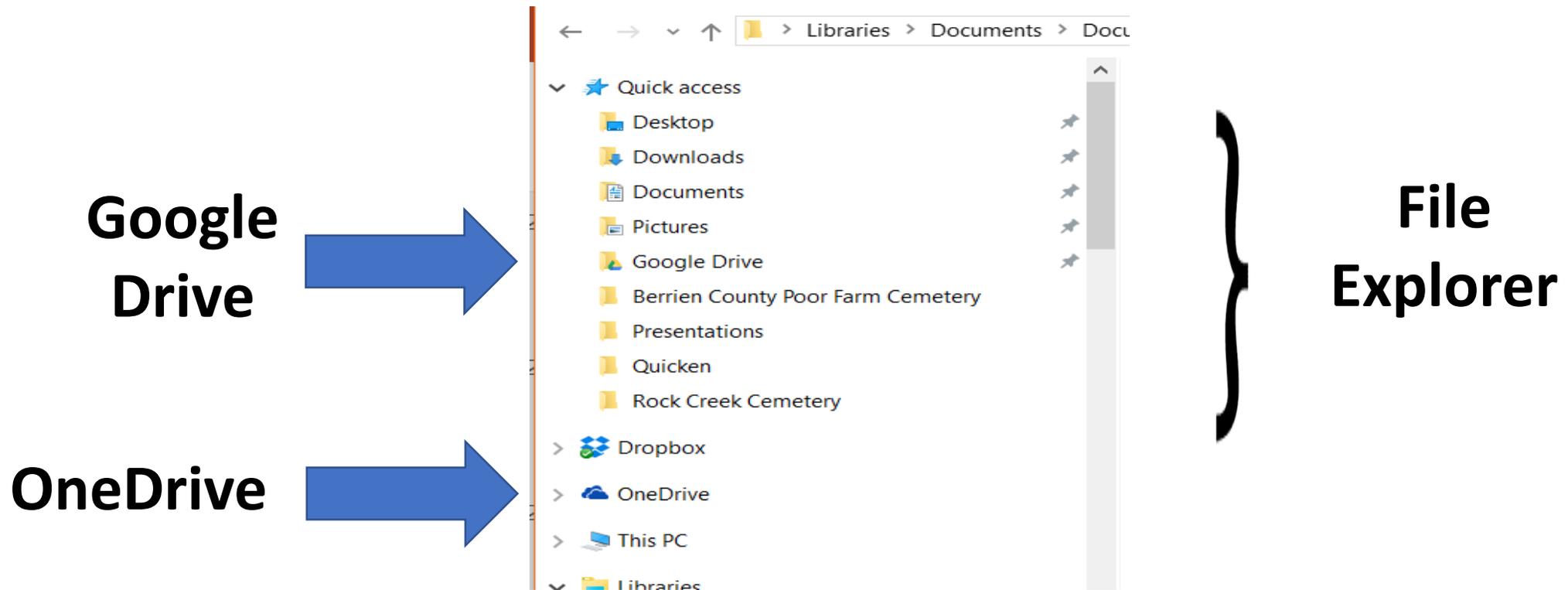
iPhone/iPad OneDrive App



Option 3: Using Your Desktop

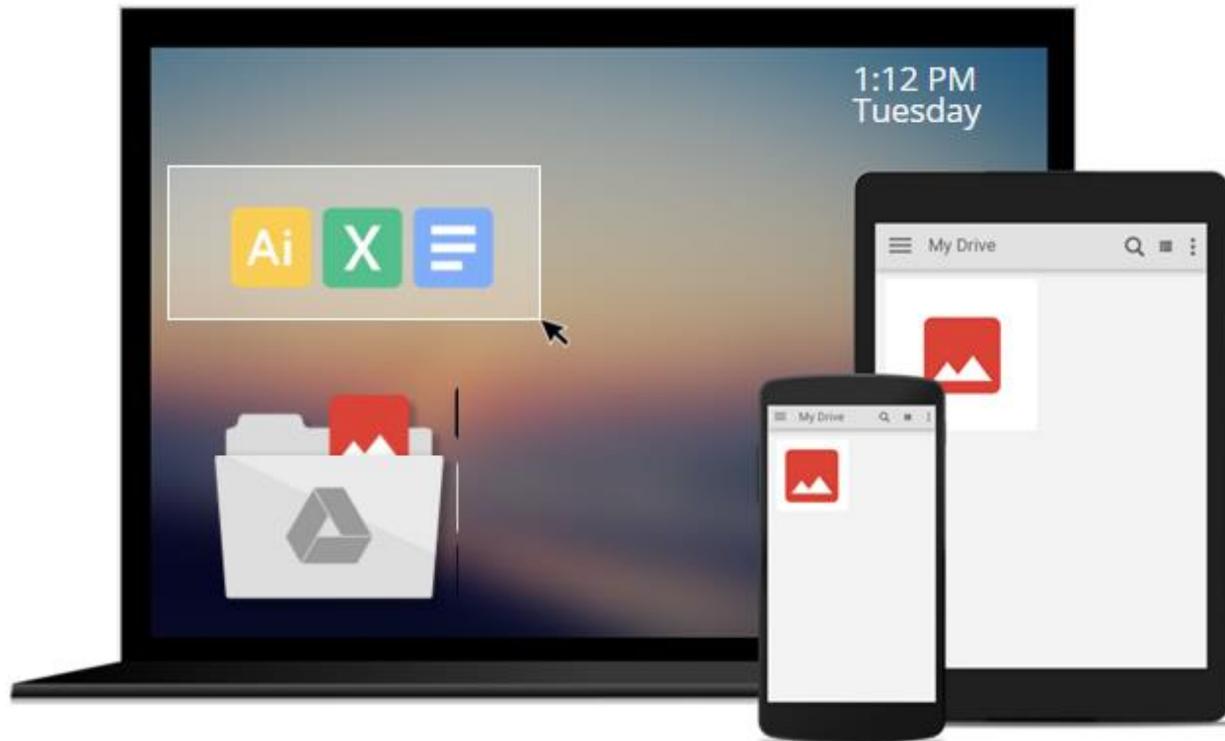
Download the Google Drive Desktop App

OneDrive Built into Windows 10 File Explorer



Download Google Drive for PC

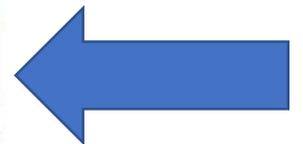
Meet Drive U



Get Drive Everywhere

Add files to Drive from your PC and they sync with your other devices — automatically.

[Download for PC](#)



Uploading Files to Your Cloud Drive

To save files in Your Cloud Drive, you can:

- ❑ **Manually Upload Your Files**
- ❑ **Automatically Sync Your Files**

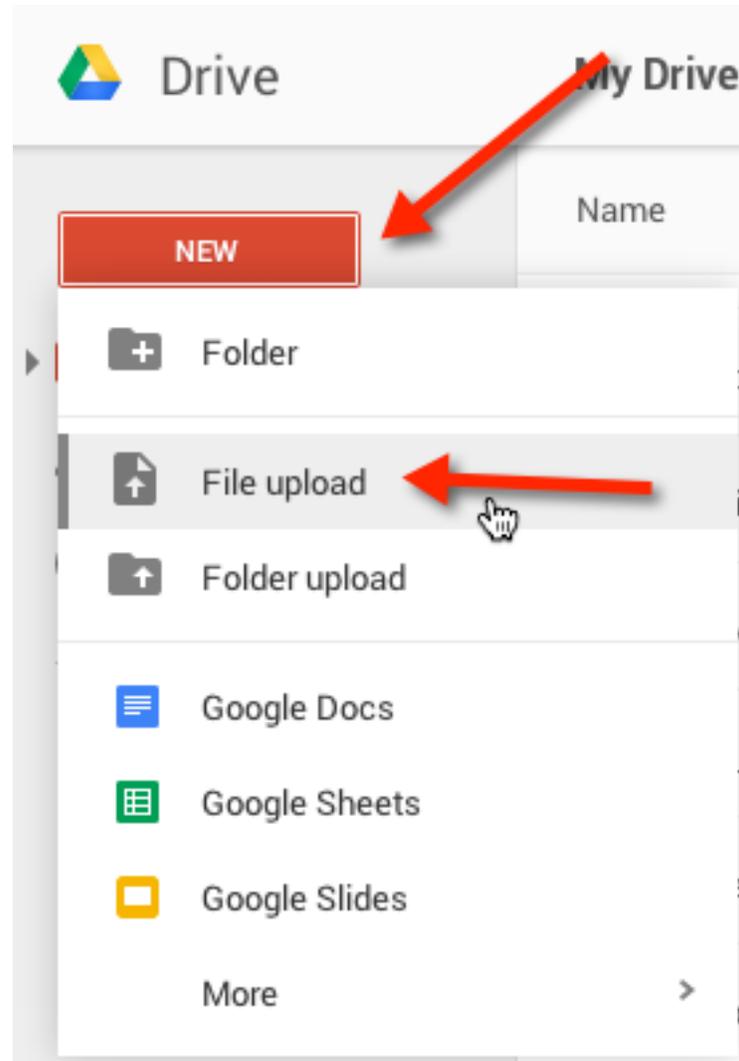


Drag & Drop Files and Folders to Google Drive & OneDrive

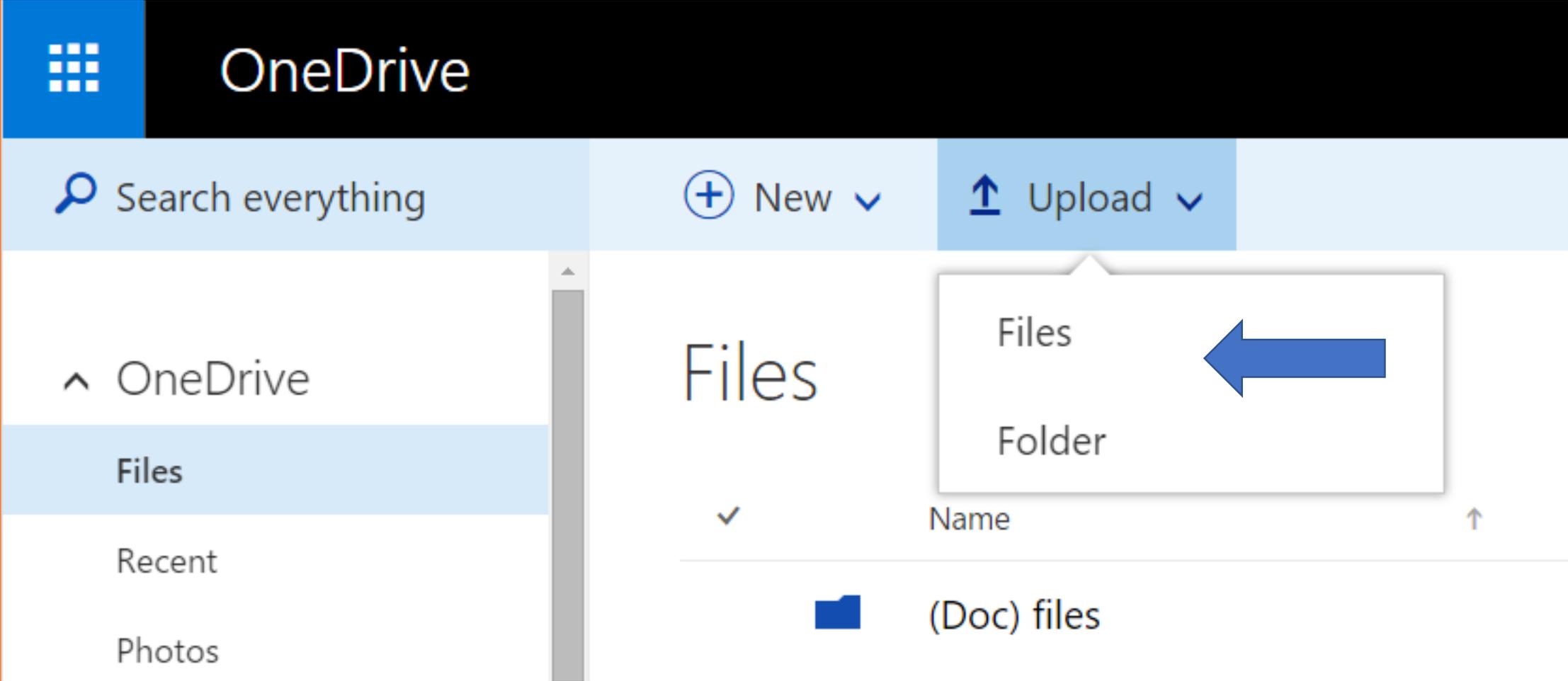
The image shows a Windows File Explorer window. On the left, the navigation pane lists various locations: Desktop, Downloads, Documents, Pictures, Google Drive, Old FTM Files, Presentations, Presentations, Quicken, Dropbox, OneDrive, and This PC. Two large blue arrows point from the 'Google Drive' and 'OneDrive' folders in the navigation pane towards the main file list. In the main pane, a file named 'Pgm-Presentation Mar 2016. Rev 2.xlsx' is selected and highlighted in blue. A mouse cursor is positioned over the file name. The file list has columns for 'Name' and 'Date modified'. Other files listed include 'ftm2005se.exe', 'Pgm-Presentation Mar 2016. Rev 2 (2).xlsx', 'Pgm-Presentation Mar 2016. Rev 2 (1).xlsx', 'advisorinstaller.exe', 'KenT.pdf', 'email (1).mht', 'email.mht', 'Genealogy Club Survey 2016.pdf', 'Slide 10 - Map.jpg', 'Slide 9 - Eagle 2.jpg', 'Slide 8 - Eagle 1.jpg', and 'Slide 7 - Legal.jpg'.

Name	Date modified
ftm2005se.exe	3/7/2016 1:43 PM
Pgm-Presentation Mar 2016. Rev 2 (2).xlsx	3/6/2016 8:31 AM
Pgm-Presentation Mar 2016. Rev 2 (1).xlsx	3/4/2016 5:05 AM
Pgm-Presentation Mar 2016. Rev 2.xlsx	3/4/2016 5:05 AM
advisorinstaller.exe	2/28/2016 8:56 AM
KenT.pdf	2/25/2016 10:19 PM
email (1).mht	2/25/2016 8:57 PM
email.mht	2/25/2016 8:51 PM
Genealogy Club Survey 2016.pdf	2/25/2016 5:21 PM
Slide 10 - Map.jpg	2/25/2016 12:41 PM
Slide 9 - Eagle 2.jpg	2/25/2016 12:41 PM
Slide 8 - Eagle 1.jpg	2/25/2016 12:41 PM
Slide 7 - Legal.jpg	2/25/2016 12:40 PM

Uploading Files & Folders to Google Drive



Uploading Files & Folders to OneDrive



Selectively Sync Your Cloud Data

Both Google Drive and OneDrive let you be selective about which files you bring down from the cloud to your desktop. This means you can leave some stuff in your cloud drive and only download it when necessary.



Which OneDrive Files are Online and Which are Offline?

There's a "Status" column that appears only in the OneDrive folder. This shows you the status of your files and folders—whether they're **"Available when online"** (the cloud icon), **"Available on this device"** (the green checkmark), or **"Syncing"** (the blue refresh icon or progress bar). You can also mouse-over these icons to see a tooltip explaining what they mean.

OneDrive Status Icons

Name	Status	Date modified	Type
 Documents		3/6/2016 1:23 PM	File folder
 Favorites		3/6/2016 1:20 PM	File folder
 Music		3/6/2016 1:19 PM	File folder
 Periodicals		3/6/2016 11:46 PM	File folder
 Pictures		3/6/2016 1:17 PM	File folder
 Quicken BU		3/6/2016 1:22 PM	File folder
 Roots Magic Backups		1/3/2018 9:13 PM	File folder
 RootsMagic Full Backup		1/3/2018 6:03 PM	File folder

Sync Individual Folders in Google Drive

Everything in "**My Drive**" will sync to your Google Drive folder, unless you choose to sync individual folders.

1. **Organize** your files into folders that you plan to sync.
2. On your desktop, click the Google Drive icon .
 - On a Mac, the icon is usually found in the menu bar at the top right of your desktop screen.
 - On a PC, the icon is usually found in the taskbar in the bottom right of your desktop screen.
3. In the top right, click the overflow menu .
4. Select **Preferences**.
5. Check the box next to "Only sync some folders to this computer."
6. Select which folders you'd like to sync to your Google Drive folder.
7. Click **Apply changes**.

Bob's Synced Google Drive Folders

Sync options Account Advanced

Sync everything in My Drive

Sync only these folders...

- All folders in Google Drive
- Board Share Folder
- Class
- Class Example Folder
- DirectUploads
- Docs
- Goale Settinas

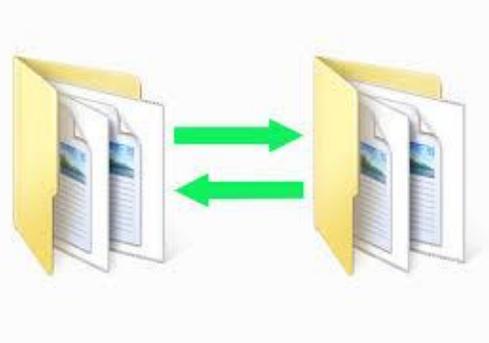
Files in Google Drive which are not in a folder will always sync.

[Visit Shared with me](#)

To sync files shared with you, drag files from "Shared with me" into My Drive at Google Drive on the web.

Sync Individual Folders in OneDrive

- **On your desktop, right click the OneDrive icon.**
- **Click Settings.**
- **Click the Account tab.**
- **Choose “folders to Sync on this device.”**
- **Check folders you wish to sync.**



Bob's Synced OneDrive Folders

Sync your OneDrive files to this PC

The files you sync will take up space on this PC

Sync all files and folders in my OneDrive

Sync only these folders

-  Files not in a folder (68.7 KB)
- >  (Doc) files (11.2 MB)
- >  CDs (847.2 MB)
- >  Census (307.1 MB)
- >  Cherokee Applications of the U.S. Court of Claims, 1906-1909 (402.0 MB)
- >  Classes (24.9 MB)
- >  Correspondence (1.0 MB)
- >  Dell XPS 400 Backup Set (421.1 GB)
- >  Documents (546.8 MB)
- >  eBooks (2.0 GB)
- >  Family Tree Maker (35.0 MB)
- >  Favorites (22.8 MB)

Selected: 195.4 GB

Remaining space on C: 609.0 GB



Organizing Your Cloud Drive Files

Rename files

Create, move, or delete files and folders

Search for and sort your files

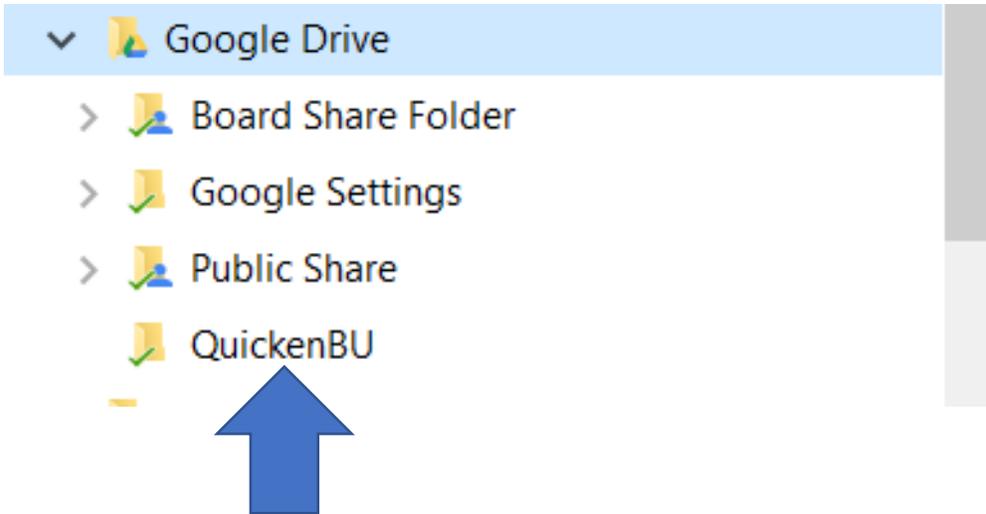


Sharing Your Cloud Storage Files

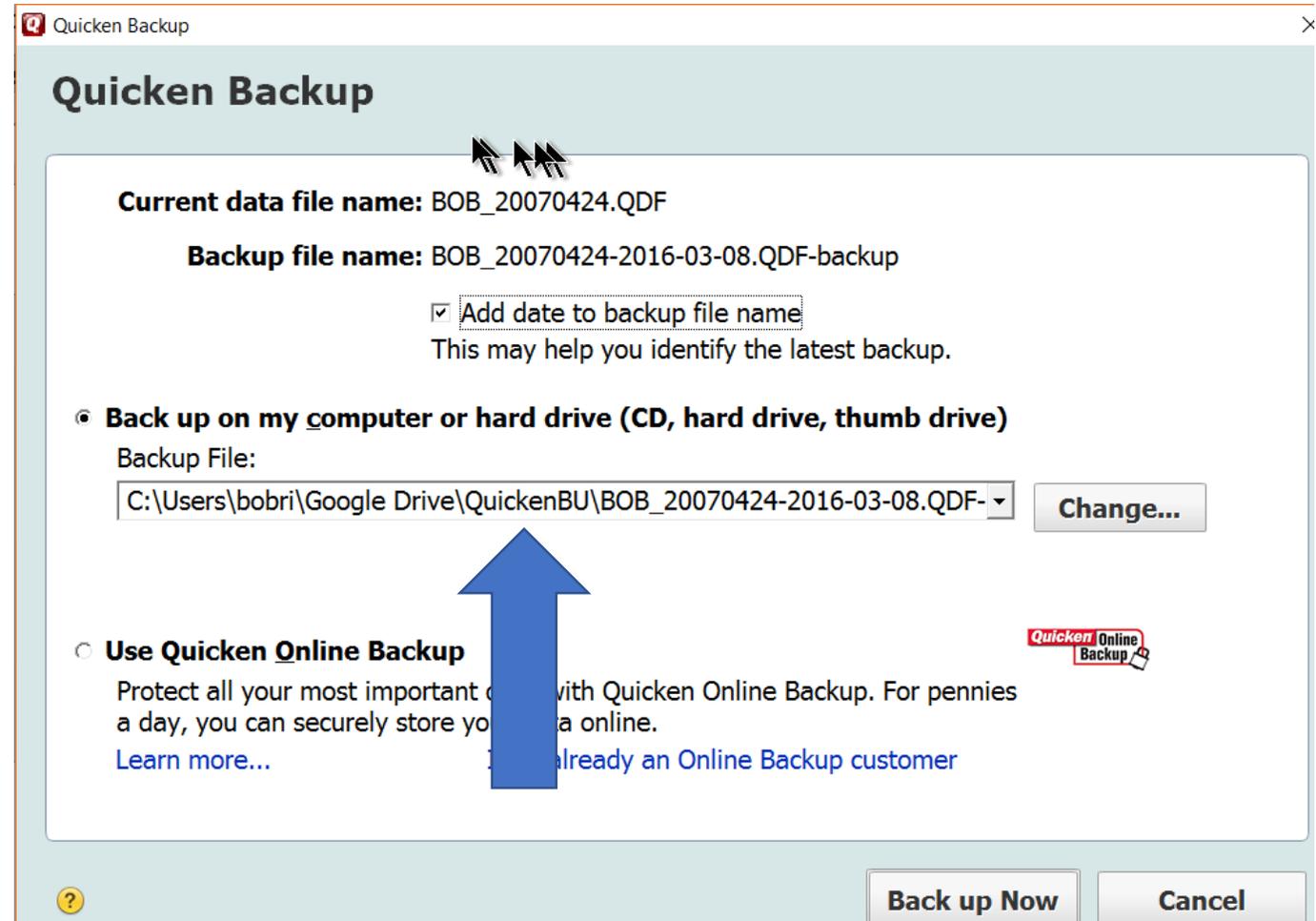
You can share your **Cloud** files and folders so other people can edit, view, or comment on them.



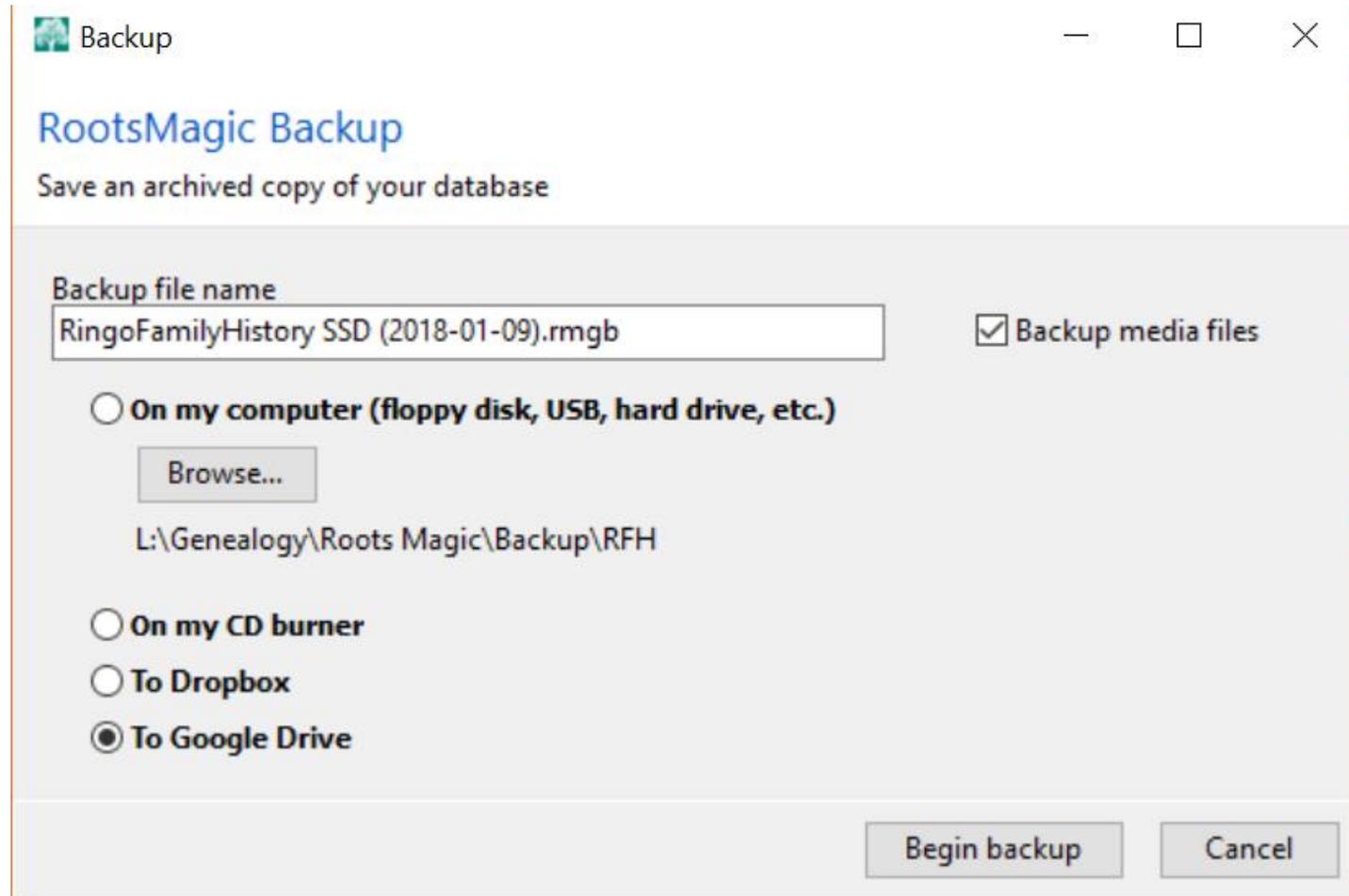
To Back Up an Application



1. Create Backup Folder in Cloud Drive.
2. Backup Application to Backup Folder



Backing Up **RootsMagic** to Google Drive





Thank you!