

CAGG-NI

<http://www.rootsweb.com/~ilcaggni>

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Computer-Assisted Genealogy Group of Northern Illinois

P. O. Box 59567, Schaumburg, IL 60159-0567
Meetings held at Schaumburg Township District Library
130 S. Roselle Road, Schaumburg, IL
Corner of Roselle and Schaumburg Roads
Third Saturday of each month at 10:30 a.m.

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November, 2003

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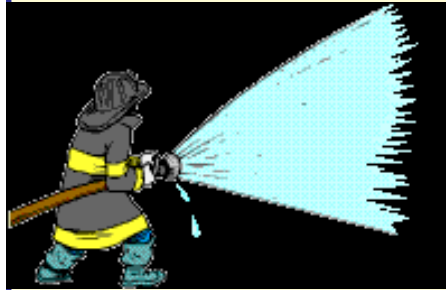
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How to Drink from the Firehose Without Drowning in Data

Presented by Ginny Jenkins

The internet provides us with an incredible amount of information, often more than we can possibly handle. In fact, dealing with all this information has been likened to trying to drink from a firehose.

There are ways to reduce this volume and, in the process, zero in more precisely on what it is you're actually looking for. If you would just like to make more efficient use of your searching time, you will find this a very interesting and useful program.

December 6, 2003

2004 Program Planning Session

All members are welcome to come and help plan next year's program schedule.

Can't make the session? Take the Membership Survey on page 2.



2004 CAGG-NI Slate of Candidates

CAGG-NI has had another good year. We have had some problems which have been handled, as usual. Many members/attendees didn't even realize that there had been a problem. At any rate, our success is due to our active members who have volunteered to serve as an officer, present a program and perform all those big and little tasks which add up to a successful year. All the 2003 officers have contributed to this year's success in one way or another. **Thank you one and all!**

A special "thank you" should be sent to Gerard Czadowski, our new web master. It has been about one year that you have had the benefit of his labor. Although he started working on the website about August of last year, it was not unveiled until sometime late in the year. Our web site is the quality of a professional site. Gerry has continued to search out, investigate and provided new features through out the year. His latest addition is the annual survey (look elsewhere in this newsletter for a discussion of this). He has done an excellent job and we are very lucky to have him.

Elections will be held at the November meeting prior to the presentation. The nominating committee (of one) has searched the "halls" of CAGG-NI membership. Once again, many of the current officers have agreed to serve in the same capacity for another year.

However, there is one open slot which needs to be filled: Refreshments Coordinator. Ideally, the candidate should live around Schaumburg to facilitate transfer of supplies in case the Coordinator cannot attend an upcoming meeting. The duties of the Coordinator are to remind those who volunteered to bring refreshments, bring the refreshment supplies to the meeting, supervise the kitchen before and after the meeting and store and replenish the supplies for the next meeting.

Nominations are always accepted

from the floor. To investigate the office you want to volunteer for, see our website: <http://www.rootsweb.com/~ilcaggni/organization/duties.pdf>

The following is the proposed slate for the upcoming election:

President
Bev Smallwood

Vice President/Program Chairperson
Harve Mankopf

Financial Chairperson
Garth Conley

Secretary
Joe Fiedler

Membership Chairperson/Database Manager
Larry Olson

Newsletter Editor
Jim Cottrell

Webmaster
Gerry Czadowski

Promotions Chairperson
Dan Wertz

Publicity Chairperson
Frank McGovern

Library Manager
Otto Knapp

Archivist
Christine Clark

Refreshments Coordinator
Chris Herrmann

Ways and Means Chairperson
Anne Jacobs

Membership Survey



CAST YOUR VOTE!

CAGG-NI Needs Your Opinions
Many of you have already responded to the 2004 Member's Survey. However, CAGG-NI also needs the opinions of those who have not already taken the survey. As indicated in a recent e-mail, this year the CAGG-NI survey can be taken on-line. Our web master, Gerry Czadowski, has set up a page which contains the survey with click voting. All you have to do is go down the list and click the Yes column for what you want to see next year.

After you are through, there is a section which contains questions about your equipment and your research. Complete this with as much or as little information as you want. If you don't know something, leave it blank or select "don't know".

The third section is to identify yourself. As the e-mail indicated, CAGG-NI caters to its members. Only member's votes will count toward next year's schedule. Other votes will be reviewed but will not determine the topics. After this information is entered, click on the "Submit" button. Not only will CAGG-NI get a copy of your survey, but one will also be sent to the e-mail address you have given. How clever is that!

President's Letter

It's baaaack! Time for elections again. Next month we meet to map out the programs for 2004. If you haven't already done so, get y^e to the CAGG-NI home page and do the survey.

Last month's program inspired me to start editing some of my current video tapes. I'm looking for that "Ken Burns" effect. It isn't part of the free (for XP users) MovieMaker2, but I think it can be downloaded along with some other features for \$20. I'll let you know what I find out about that. If you missed Peg O'Neil's program, you missed a corker. She shared many creative and interesting ideas for visually sharing some of your family history incorporating video, audio, and still photos – then distributing it on DVD.

This month, Virginia Jenkins will show us how to search the internet and limit the results to those things that we actually want to see. I know we all could use some smarter searching tips. Ginny is really good at taking a seemingly complex topic and breaking it down into easy to understand bites.

I hope you all participated in fund raiser last month. I'll publish the fund raising total for the year once all the checks come in. A couple of you sent me some information on computer projectors. We'll have to get serious about specs and models soon. Thank you for your input.

See you at the meeting

Beverly Levine Smallwood

Quick Tip

I have a newer version of Word on my new computer. One of the "features" that drives me batty is that it only shows the most recently used features on the menus. I had to double click on every menu to see the entire menu - nearly every time.

If this "feature" drives you as batty as it does me, you can turn it off. I found it under Tools > Customize > Options Tab - check "Always show full menus".

NOVEMBER

Happy Thanksgiving From CAGG-NI



Officers

President	Beverly Levine Smallwood caggi_bev@yahoo.com
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Historian	Christine Clark

This and That

Viewing Spreadsheet Headings

By Anne Jacobs

I have been compiling the CAGG-NI 2004 Planning Survey results. The most efficient way to do this, which I know of, is to use a spreadsheet.

Figure 1

	A
1	Question/Member
2	Software Demonstrations
3	Ancestral Quest
4	Brother's Keeper
5	Family Origins

When you are using a spreadsheet, as you add rows and columns, you move deeper into the spreadsheet. This means that you are unable to see the column headings and row descriptions. As you work down the list of 51 selections in 8 different categories in the survey, the column headings are moved out of the screen view. As you receive more responses, the selection descriptions disappear off the left side of the screen.

Figure 2

	H	I	J	K
6		1		1
7	1			
8				
9	1			
10				
11	1			

This can create a problem in correctly recording the results. You can be off a column or row, thereby recording a vote incorrectly....kinda like a hanging chad.

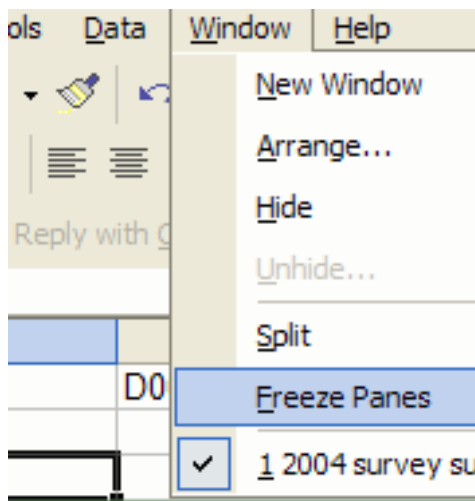
There is a solution for this. You can force the left most columns and topmost rows to remain in the screen view. You do this by freezing the pane. You decide where you want to freeze the frame; then you place the cursor in the rightmost and highest cell (each box in a spreadsheet is referred to as a cell) where you want the "freeze" to begin.

Figure 3

	A	B
1	Question/Member	W010
2	Software Demonstrations	
3	Ancestral Quest	
4	Brother's Keeper	
5	Family Origins	

Once the cursor is placed to conform with your desires, you select Window>>Freeze Panes

Figure 4



Your column and row headings are now frozen on the screen.

Note the slightly darker lines serve to separate the frozen cells from the moveable cells. You can tell what is now going to move and what will remain stationary because of these darker lines. Anything to the left or above these lines will not move. Anything to the right and below these darker lines will move.

Figure 5

	A	B	C
1	Question/Member	W010	D005
2	Software Demonstrations		
3	Ancestral Quest		
4	Brother's Keeper		
5	Family Origins		

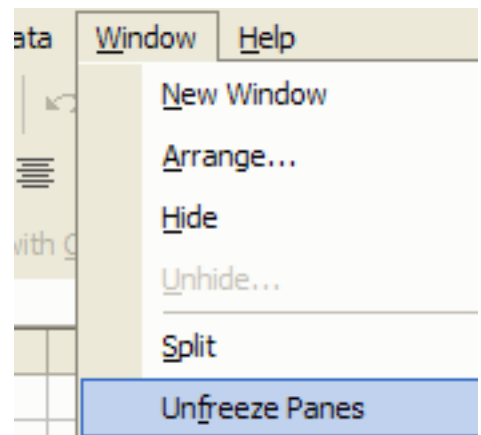
Figure 6

	A	Y
1	Question/Member	P005
2	Software Demonstrations	
21	The Master Genealogist	
22	Other	
23		

Note in this figure that cell Y21 is the first cell of data showing, instead of B2, and you can still see the descriptions.

To undo this "freeze", simply Unfreeze Panes.

Figure 7



Now the spreadsheet will move as a unit again.

Using this feature of spreadsheets can really make working with them easier and more attractive.

TMG Witness Roles, 1810-1840 Censuses

by Larry Olson

During the September TMG meeting, I demonstrated how I set up witness roles for the censuses before 1810-1840.

The U.S. censuses before 1850 enumerate only the name of the head of the household and the number of persons in each of certain age ranges.

In the 1810 and 1820 censuses, the age ranges for free white males and females are:

- under 10 years of age
- 10 years and under 16
- 16 years and under 26
- 26 years and under 45
- 45 years and upwards

[Note: there are age categories for slaves as well]

In the 1830 and 1840 censuses, the age ranges for free white males and females are:

- under 5 years
- of 5 years and under 10
- of 10 years and under 15
- of 15 years and under 20
- of 20 years and under 30
- of 30 years and under 40
- of 40 years and under 50
- of 50 years and under 60
- of 60 years and under 70
- of 70 years and under 80
- of 80 years and under 90
- of 90 years and under 100

I constructed the roles as follows:

Witness role:

male, under age 5

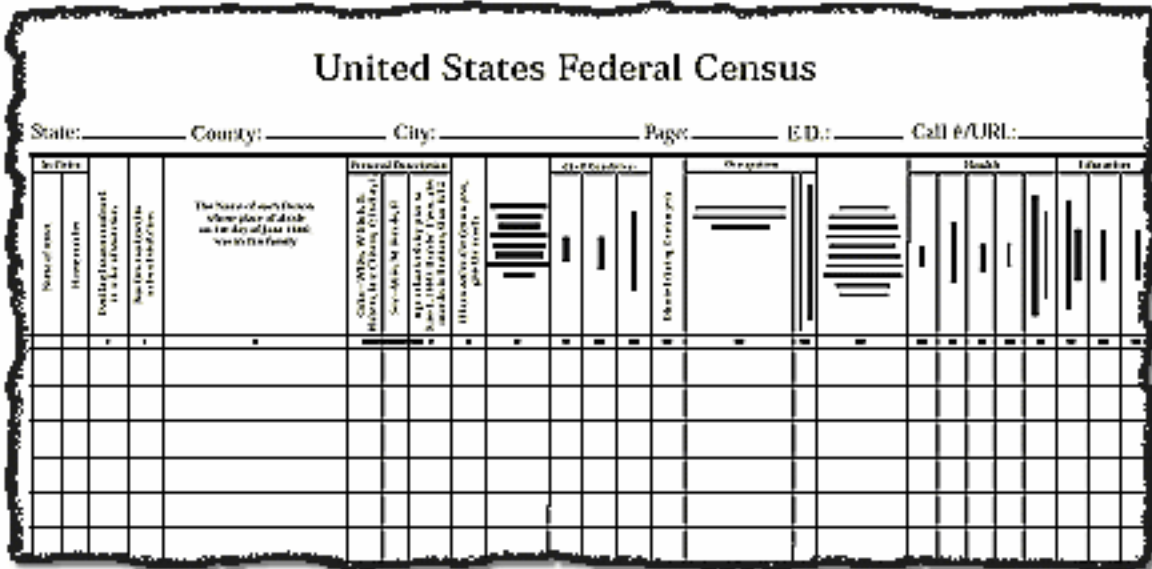
Male sentence structure:

“[R: male, under age 5] <was|were> likely enumerated in the "male, under age 5" category on the census <of [D]> in the household of [P] <in [L]>”

male, age 5-10

[R: male, age 5-10] <was|were> likely enumerated in the "male, age 5 to under 10" category on the census <of [D]> in the household of [P] <in [L]>

Just substitute “female” for “male”, and modify for the other age groups...



Other Group Events *compiled by June Buller*

- 15 Nov. 2003
Paul Milner
**Tips and Tools for Researching English
Probate Records**
BIGWILL
<http://www.rootsweb.com/~willbig/>
- 15 Nov. 2003 - VALPARASIO
Day of Research
Lake County Genealogical Society
<http://www.indgensoc.org/>
- 17 Nov. 2003 - BEACH PARK - 7 P.M.
Nancy Salmela - Migration Trails
Zion Genealogical Society
<http://wkkhome.northstarnet.org/zion/>
- 19 Nov. 2003 - WHEATON
The Scots of Chicago
WAYNE RETFORD
DuPage County Genealogical Society
<http://www.dcgsg.org/>
- 20 Nov. 2003 - ARLINGTON HEIGHTS
Share Your Heirloom
Northwest Suburban Council of Genealogists
<http://www.mtprospect.org/nsgs/>
- 20 Nov. 2003 - GAIL BORDEN LIBRARY
ELGIN - 7 P.M.
**Fred Egloff - Great Western Trails and
Other Stopping Off Places**
Elgin Area Genealogical Society
<http://www.elginarea.org/egs/>
- 23 Nov. 2003 - HIGHLAND PARK
AUTHORS LON GROVE AND LAURA KAMEDULSKI
**Chicago's Maxwell Street
A Pictorial History of old
Maxwell Street Area**
Jewish Genealogy Society
<http://www.jewishgen.org/jgsi/meetings.htm>
- 6 Dec. 2003 - CHICAGO - 1:30 P.M.
**Round Table Discussion
Breaking Down Those Brick Walls**
Chicago Genealogical Society
<http://www.chgogs.org/>
- 13 Dec. 2003 -HAZEL CREST - 10 A.M.
**Lorraine Schwass - "Clothing of Working
Women in 19th Century Illinois"**
South Suburban Genealogical Society
<http://www.rootsweb.com/~ssgs>
- 3 JAN. 2004 - CHICAGO - 1:30 P.M.
Kenan Heise - Chicago Neighborhoods
Chicago Genealogical Society
<http://www.chgogs.org/>
- 12-16 JAN 2004 - SALT LAKE CITY
9th Annual Salt Lake Institute of Genealogy
<http://www.infouga.org>
- 22-24 JAN 2004 - ST. LOUIS
National Genealogical Society
GENTECH Division
<http://www.eshow2000.com.ngsgentech/>
- 28 FEB. 2004 - ST. CHARLES
29th Annual Conference
SPEAKERS: PATRICIA REAVES, PAUL MILNER AND JOHN
KONVALINKA
DuPage County Genealogy Society
<http://www.dcgsg.org>
- 11-15 JULY 2004 - SPRINGFIELD
**10th Annual Genealogical Institute of Mid
America (GIMA)**
Illinois State Genealogy Society
<http://www.rootsweb.com/~ilsigs/index.html>
- 23-24 APR. 2004 - OCONOMOWOC
Gene-A-Rama 2004
FEATURING JOHN PHILIP COLLETTA
Wisconsin State Genealogical Society
<http://www.rootsweb.com/~wsgs>
- 19-22 MAY 2004 - SACRAMENTO
**NGS Annual Conference
and Genealogy Exhibit**
<http://www.ngsgenealogy.org/>

October Meeting Notes

by Marilyn Alton

You Ought to be in the Movies — How to tell Your Story Using Your “Pictures”

Due to circumstances, the previously scheduled November and the October presentations had to be switched. We regret it if you missed (or will miss) the program you wanted to see but hope that you can make it to both of these programs.

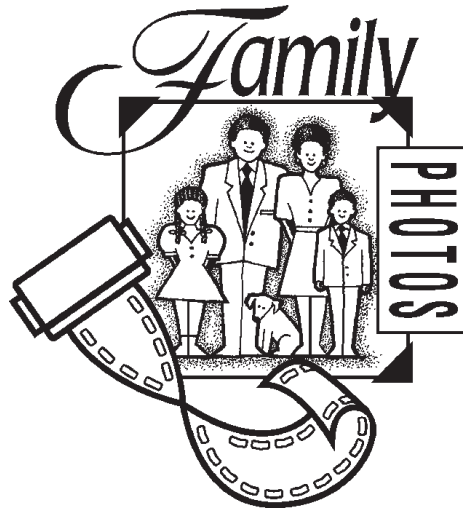
Peg O’Neil provided the program on October 18, 2003. Her presentation demonstrated what you could do with various types of images of different formats. Would you like to convert your old movies? How many years will our families be able to view them in their current format? We all know with the technology today that can change over the years but we have to keep this in mind.

Peg found the web site www.integratedphoto.com which is a company which converts image formats. They converted her movies to digital images returning them on a DVD.

She demonstrated a number of methods and effects you can use to create an interesting presentation of your photos. She used the “Ken Burns effect” to create her show. Before she could even start her presentation, this was the question: “What is the Ken Burns effect?”

Ken Burns is a veteran (over 20 years) film maker who has been shown on Public Broadcasting System as well as other venues. If you have seen “Brooklyn Bridge” or “The Civil War”, you have experienced the Ken Burns effect. The

Ken Burns pan and zoom effect is panning and zooming while your picture is on display. It brings still images to life by slowly panning and zooming over portions of the pictures. To customize the panning path, select the beginning point and the ending point and the speed and



then preview the effect. This may be a trial and error process before you are satisfied with the results. Basically, this method is making still pictures come to life by adding a panning effect. Different elements can be added to a Ken Burns effect image – music, titles, and chapters.

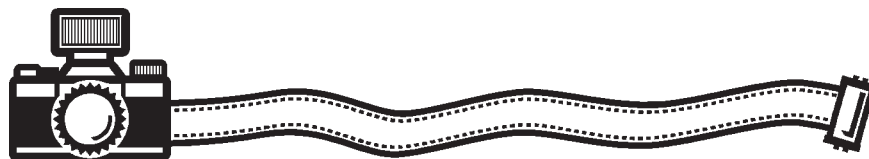
You can import movies from your digital camera, from mini DV tape or VCR. After you have this “master” on your computer, you can be creative. You can stop it to divide up the film into smaller clips. Be sure to SAVE your original off the DVD for safekeeping and work with a copy.

Adding titles on these clips (Ken Burns effect photos or other mediums) allows you to add names and other information to identify the location and the people in the pictures. Don’t forget to use documents to tell your stories, also. You can mix video with pictures within a track in any order and mix background music into the video. You select the start and end segments; selective random effects; customizable transition effects; and controls for fading and looping of background music.

The limit of your creativity is based on the software you select. Peg selected iMovie which is a product for the Apple/Macintosh computers. As this type of computer is famous for its visual mastery, Peg purchased one for this phase of her genealogy. There are many other products which may be selected for the PC line of computers.

Always test DVD burning and viewing with a small sample before burning your final DVD. Take this “test” version and play it on different DVD players to make sure that it works on different equipment. Some say, at this stage of DVD players, the cheaper models play the best or at least as well as the expensive ones.

Thanks Peg for encouraging us to take our photos, keepsake them and be creative. This program gave us ideas and samples of what can be done. Lots of time, patience and desire is required to get the project started and completed.



Writing a Document by Committee

By Anne Jacobs

Let's say you want to create a family Christmas letter¹ to which everyone contributes. You want to manage the project; have everyone contribute and prevent duplication by giving everyone a copy so they will know what everyone else is saying. Full featured word processing packages provide a facility which can be used to create a document using suggestions from an entire group of contributors.

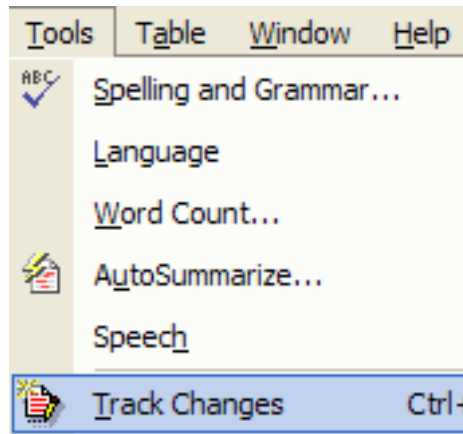
This tool keeps track of the changes made to the original document for your review and acceptance/rejection. This is the facility which many contributors to this newsletter use to solicit corrections/improvements to their articles. The article remains intact for the original author with suggestions added in highlighted style for their acceptance or rejection.

I would recommend that you keep it simple until you understand the tool. There are features which may be confusing while you are learning this feature. In deciding to do this article, I discovered some capabilities which I didn't realize were available. Using the tool in its simplest form would be best at first.

Back to that Christmas letter. Cycle a document through the family one person at a time. Start with your contribution. Hand this off to the next person with your word processor set to keep track of changes. Once you get it back, review the changes and accept or reject them one at a time. This causes the changes to be incorporated into the document as if they were always there; the article will be pristine again, ready for the next person's additions/revisions. Repeat this process until everyone has had their say. After everyone has contributed, send the document around to everyone again for a final look/revision.

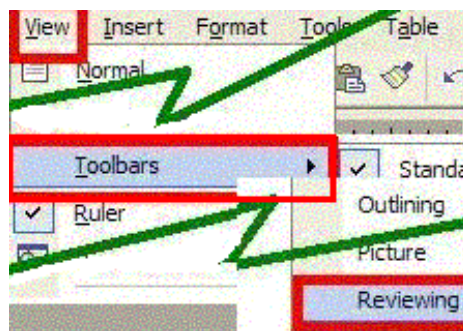
Now, how can you use your word processing package to manage this? You use the "Track Changes" Tool². To activate this feature, you select "Track Changes" from the Tools menu.

Figure 1



Another way to find this feature is to use the View>>Toolbars>>Reviewing path. Using this method, you will then have to click on the Track Changes icon (see Figure 4).

Figure 2

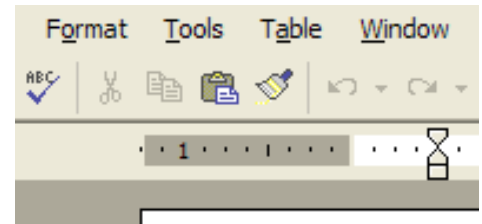


¹ I will be using a prior article for the screen captures instead of a Christmas letter.

² This is written using Microsoft Word 2002. The facility may be found in different areas of the package you use (if it is a full featured word processing package) but looking in Tools is a good starting place.

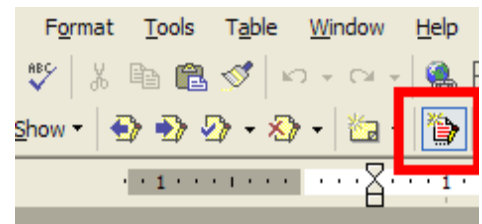
Before setting this feature on, the visible tool bars are as below:

Figure 3



After setting the feature, the tool bars look like this:

Figure 4



You will note that an additional set of icons are added with the last one (boxed in red) indicates that changes will now be tracked because it is highlighted³. Click this icon a couple of times to see how it changes appearance.

When the document is revised with the feature turned on, the changes will be displayed and explained. If you add something, it appears in a different color than the normal text.

Figure 5

Mailing Lists and News (A New Adventure)

By Anne Jacobs

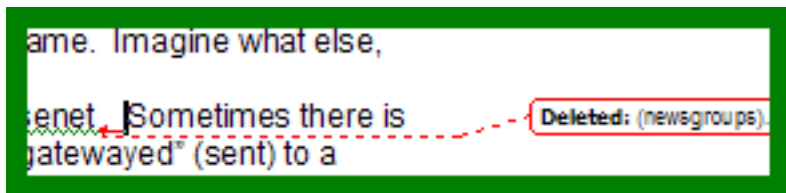
have known about Newsgroups (L tern. Newsgroups are the precurs

inning of the Internet (back in the c ge sharing was devised. This distr io named because they performed and grocery stores, impersonally d /ou would log onto a bulletin board to to you. You could search for an

If you delete something, it appears either as a strikethrough inline (in Print Layout View-see Figure 7, pink box):

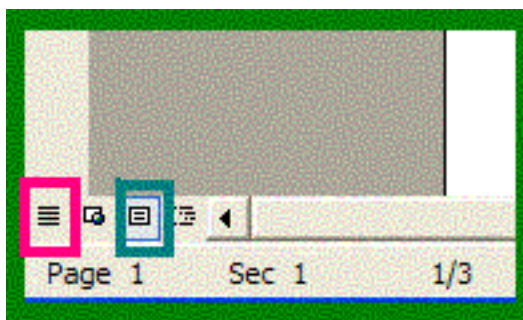
Writing a Document by Committee

Figure 6



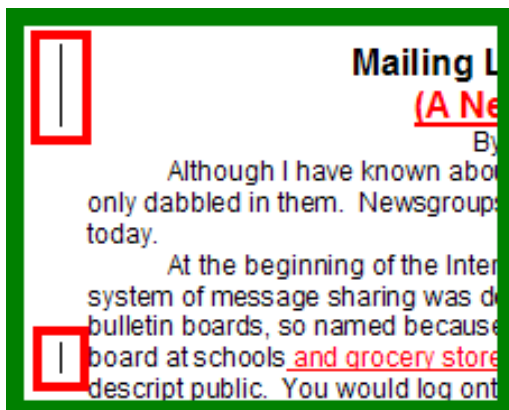
or it is explained in the margin with an arrow showing from where it was deleted (Normal View-see Figure 7, turquoise box).

Figure 7



Additionally, you can set up the display options to call attention to the updates by adding a “changed lines” indicator (boxed in red) in a margin⁴.

Figure 8



You can even select the margin where the indication will be displayed and its color. To customize the way changes will be displayed in your document, look at Tools>>Options>>Track Changes tab.

Okay, so far we have written something and had one person add their comments and changes. Of course, you would not want to send your letter out with these changes in their current state. You want to accept or reject each change. This is

done using some of the icons found on the newly displayed toolbar. (See Figure 4.) Doing a “mouse over” (moving the cursor over an icon) will cause an explanation balloon to appear. The right-pointing arrow would cause you to move to the next change. The left-pointing arrow would cause you to move to the previous change.

The checkmark icon causes the current highlighted change to be accepted incorporating it into the document as if that was the way it was originally written. The X icon rejects the change throwing it away.

3 The tool bars which appear on your screen depends on what you have set. Your screen might look different depending on your settings.

4 As a sidebar, I have frequently used this revision indicator by itself to indicate where changes are in a document. This method is especially helpful when writing a user manual or a manual. Throughout the document, users can scan it looking for the bar in the margin which would indicate where changes are from the previously issued version.

After completing your review and accepting or rejecting each change, you are ready to give it to the next person on your list.

Some features not discussed here are marking each reviewer’s changes individually and displaying the reviewing pane. You can also add Comments – text or voice. And you can blanket accept or reject all changes en masse.

I have found this tool extremely valuable and hope you do too. It is just one of the great frequently under-used tools available in a full featured word processing package.