

# 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.

Volume 12, Issue 1

January, 2004

### Word Attributes at a Glance

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**Don't Forget to  
Pay Your Dues!**

## In The Electronic Section

### Ask The Retoucher

The first of a new series of syndicated advice columns to help genealogists overcome the problems of digital photo restoration and reservation.

by Eric at Photo Grafix  
Page 8

January 17, 2004



### Tell Your Family Story with a Microsoft® PowerPoint® Presentation

Presented by Carolyn  
Meeker

This meeting will demonstrate how to create a personalized multimedia slide show for family occasions. The basic capabilities of PowerPoint® will be demonstrated along with several of its more advanced features which give your presentation a "professional" look. Included in the demonstration will be how to: import pictures, crop images, insert titles, use clipart to lend color and background, transition from one slide to the next, and animate the objects in your presentation so they appear and disappear. Also, how to record and crop music and coordinate the timing of the slide presentation with the background music will be discussed.

February 21, 2004

### RootsMagic

Deanna Spingola

Director of the

Naperville Family History Library

RootsMagic is the easiest to use family tree software available for Windows XP, 95, 98, ME, NT, and 2000, yet is also one of the most powerful. It lists for \$29.95

March 20, 2004

### What's New in 2004?

New Tools and Technology to  
Archive your Family Media!

Ed Rosenthal

Ed will update us on the latest technological developments in the computer industry and show us how to make our research easier, faster and more fun making your own DVDs.

# Word® Attributes At A Glance

By Anne Jacobs

There are some indicators on the Word® screen, on the status bar, which may be of interest to you. While writing November's column on tracking changes in a document, I was reminded of the indicators at the bottom of the window. There is quite a lot of information held in this area. You can see:

- what page you are on
- what section you are in
- how many pages are in the document
- how deep on the sheet of paper you are
- what line you are on
- what column you are in

All of this is of interest and I refer to it often. Sometimes this information can explain why some behavior is occurring. This is especially true with the "section indicator". All documents have at least one section.

Another section is created when a drastically different format is added to the document. If the section indicator contains a number greater than 1, and you didn't think you had sectioned your document, this may explain why things are not as you think they should be.

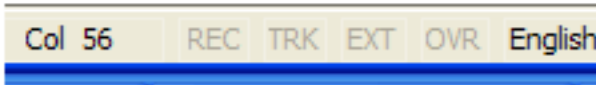
This is all well and good but that is not the focus of this article. To the right of these indicators are the ones I want to discuss. See Figure. The four indicators are dimmed in the figure. (As usual, when I decide to write one of these articles, I learn something. You ought to try it.) Some of these features are mutually exclusive. If you turn one on, some others may automatically turn off. The indicators mean:

- REC – If this is black, it means that you are recording a macro. When it is dim, no macro is being recorded.
- TRK – This is the feature you learned about last time. When this is black, any changes made to the document are marked in a way which indicates that it is a change from the original document. When it is dim, nothing is being tracked.

· EXT – This indicates that you are in extend selection mode. This means that you can change what is being highlighted (selected) by moving the cursor.

· OVR – If this indicator is black, anything typed will overlay what is in the document starting at the cursor position. If it is dimmed, then the text after the cursor will be pushed ahead of the cursor and any typed characters will be inserted at that point.

By double clicking on these codes on the status bar, you toggle the selected feature on and off. "Overtyping" is mutually exclusive with many of the other features. Selecting "Extend Selection" and "Overtyping" seem to be mutually exclusive in function. You can seemingly turn both on but they will not work properly. Trial and error will determine what features you can use together.



Using these toggles on the status bar is simply a

different way to access the selected feature.

# This and That

## How Refreshing

By Anne Jacobs

Here is a refreshing tip. When you insert a different floppy into the drive, it is not automatically read and displayed on your screen. You have to force a "read" of the drive to have this happen. This is simple; just use the F5 key. This is the Windows Refresh Key. By hitting F5 you force a refresh of the current window.

You may sometimes be confused because you have deleted and/or renamed some files displayed in a Windows Explorer window and the screen does not show this. Use the Refresh key and your confusion will be eliminated. The screen will be refreshed to reflect the current contents of that drive/folder.

As always, remember this tip and try it with other software. It may work! For instance, forcing a refresh of an Internet screen display is accomplished using this trick. Professional software developers use standard conventions and mostly know the standard key assignments. They use them. It is a sign of professionalism and saves them (and you) additional work.

## CAGG-NI 2004 Fund Raising Campaign

For the past two years, we have taken advantage of a program offered by two grocery chains to raise money for a computer projector. The campaign has been a good fundraiser. In 2002, we raised \$426.49 and in 2003, the total was \$408.01. That means that we are \$834.50 closer to our goal. Again this year, we will be participating in the program. Naturally, we hope that more members and friends will participate topping the 2002 total. This year's fund raising campaign

begins with a January 19-21 start. Below is the complete list of dates during which you can help by remembering to shop and shop big during these time periods. Mark them on your calendar!

January 19-21	Dominicks
March 22-24	Jewel
April 19-21	Dominicks
May 17-19	Dominicks
June 28-30	Jewel
October 25-27	Jewel

## President's Letter

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Happy 2004! We all have gotten a little sidetracked through the holidays and now we have a fresh new year to get back on track. Let's take a moment to reflect on what we'd like to accomplish. Are you itching to digitize your photo collection? How about organizing your piles of stuff? Want to distribute video productions of the old home movies? We had some pretty inspiring programs last year.

We kick off 2004 with Carolyn Meeker showing us how she uses Microsoft PowerPoint to create family slideshows. Some of you may have stuck around to see her finished product a few months back. Many of you have the software on your computer, but have never even looked at it. This is but one of many methods you may use to share your love of genealogy with your family.

Sadly, we will not have our usual meeting space in February. We will be meeting on the first floor in the somewhat smaller youth services room. Our speaker, Deanna Spingola, is the director of the Naperville Family History Library. She will be demonstrating RootsMagic (<http://www.rootsmagic.com/>). If you live out in that direction, she will be doing the same demonstration at the Naperville FHC on February 25<sup>th</sup>. RootsMagic was written by the same people who created Family Origins in the early 1990s.

Ed Rosenthal will be back in March to update us on the latest and greatest. Ann Ellen Barr has agreed to moderate our April meeting where we'll be having an Organization and Archiving panel discussion. I'll share more details on these two programs as they get firmed up.

I've been doing a little hardware updating in preparation for some projects. I added a DVD burner and an external hard drive. I selected the DVD burner based on several reviews I read, including one sent by Ed Rosenthal. (Thanks, Ed.) The external hard drive I selected will hold 120GB of files and attaches by either firewire or USB2. That means I can use it with either my laptop or my desktop.

So, now I have lots of space to store the files and a way to distribute the finished product. Now I need to get the software to do the job. I've been playing with MovieMaker2 (a free download for Windows XP), but am looking for something else. Frankly, after Peg O'Neil's demonstration I would find it tough to settle for any software that didn't include the "Ken Burns Effect". Evidently I can download an additional package for \$20 that adds the "pan and scan" feature to MovieMaker. Has anyone used that?

The DVD burner came with some video editing and DVD creation software. I'm not sure it is powerful enough for my needs. It also didn't have the KBE! I put "video editing software" and "review" into google and got over 30,000 hits. Evidently, I'm not the only one interested in the topic.

I've only had time to read through one review and investigate the software a bit. Sony's Screenblast Movie Studio

3.0 looks good. It has the KBE, comes with DVD authoring software built in, and outputs in many popular formats. The list price is \$99.99. I'll let you know as I investigate others.

Many of you renewed your memberships already. Thank you. Your membership dollars and the fundraisers we've been engaging in have put CAGG-NI on solid ground. If you haven't yet renewed, please bring your check to the January meeting. There just might be a membership only drawing that I know you won't want to miss out on.

See you then

*Beverly Levine Smallwood*



## Officers

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Librarian	<b>Otto Knapp</b> <a href="mailto:OKnapp@Juno.com">OKnapp@Juno.com</a>
Archivist	<b>Christine Clark</b> <a href="mailto:clc1040@aol.com">clc1040@aol.com</a>
Refreshments	<b>Chris Herrmann</b> <a href="mailto:ucherm@yahoo.com">ucherm@yahoo.com</a>

# November Program Notes *by Joe Feitler - Graphics by Gerry Czadowski*

## How to Drink from the Firehose Without Drowning in Data

*Presented by Virginia ("Ginny") Jenkins*

### Speaker's Abstract

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 many 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 like to make more efficient use of your searching time, you will find this a very interesting and useful program.

### Summary

Our speaker was ably assisted by her son Steve, a graduate student at Dominican University in River Forest who is focusing on database technology.

In many cases, the typical information search starts with the point when we ask, "Who dumped the books?" Usually, this information has been saved on some storage media (for example, on disk drives) on many different computers, and without any universal structure for classifying and storing the data. The urgent need to search for some desired information led to several significant academic and industry efforts to systematize the search and classification techniques for information already stored, as well as to be saved. McGill University in Montreal developed a scheme named ARCHIE; the University of Minnesota created GOPHER. There were also VERONICA and JUGHEAD. But they needed some prior knowledge where the desired information had been stored. But these efforts also led to the development of the MOSAIC browser for displaying the information (at the University of Illinois). After a period of time they were overtaken by the World-Wide Web (WWW) that originated at CERN, the major high-energy physics laboratory in Geneva, Switzerland. This

added the essential ability to have the Web search its accessible resources by an automated scheme, a "Web Spider" created at MIT. This technique depends on selecting a particular document and then listing each citation of another relevant document found during this search. This search will be repeated for every other cited document. This process creates a large series of citations that are then converted in to "hot links" where clicking on a given "hot link" will transfer the searcher to the cited document until this person's "thirst for knowledge" has been satisfied. The concept of the "Web Spider" [more recently termed a "Web Crawler" – JF] is still in use. In fact, the term "Search Engine" (such as ALTAVISTA, GOOGLE, ASK JEEVES) will display its search results by using the number of "hot links" to show the retrieved references in a descending sequence based on the frequency of citation (except for paid citations that are usually clearly identified as such). The people at CERN created the Universal Record Locator ("URL"). This URL defines at least a specific web site, but can also include one (or more) subordinate pages for this site in the proper hierarchical sequence, or the entire path [that is the folder(s) and file name] to identify a particular document stored at this web site. [Note: If someone moves or deletes this document after this URL has been listed, the search for this document will fail, normally with a "404" error message.]

These search engines will retrieve unmanageable numbers of potentially relevant citations unless their available search capabilities are used wisely. For example, the use of a single word as a search argument tends to lead to a flood of retrievals. Therefore, each popular search engine (either generally open to public or a proprietary one used on a fee basis) normally offers several types of search strategies. For example, GOOGLE has a fairly simple search ability where the user enters one (or more) words as a single search argument; per-

haps it can appear within quotes (") if a letter space is used (for example, "John Doe"). Or the user can create a much more elegant search argument with the aid of Boolean Algebra (to be covered below). Or a user may click on GOOGLE's "Advanced Search" button to devise a more complex search argument without any knowledge of Boolean Algebra. Here Ginny demonstrated these search techniques with several online examples to explain the use of the available "Advanced Search" fields.

She also showed how to use the two available "Wild Card" symbols:

— The asterisk (\*) placed at the end of a word to denote that any character(s) are allowable as a suffix; for example:

John\* will find John, Johnathan, Johnson, Johnston, Johnny, Johnnie

— The question mark (?) placed within a word to denote that any character is allowable in this position; for example:

M??se will find Mouse, Moose, Manse, Morse, Mxyse

Ginny then outlined the basic concepts of Boolean Algebra for systematically creating powerful search arguments to limit the number of "irrelevant" items very drastically. She started by defining a set as a "collection of things". She used a series of eight Venn Diagrams to explain the interrelations between Boolean Algebra and sets.

Figure A describes a Universe (a rectangle) containing one set of having a particular characteristic (a shaded circular area located within this rectangle called NORMAN); then the unshaded area of this rectangle refers another set of "things" not having the same characteristic (that is, NOT NORMAN).

Figure B shows the same type of Universe (a rectangle) occupied by two different sets (two circular areas called NORMAN and SWEDEN) that overlap partially. This overlapping area is NORMAN AND SWEDEN. Furthermore, this Universe also has an area not covered by either set (that is, NOT NORMAN AND NOT SWEDEN).

# November Program Notes (Continued)

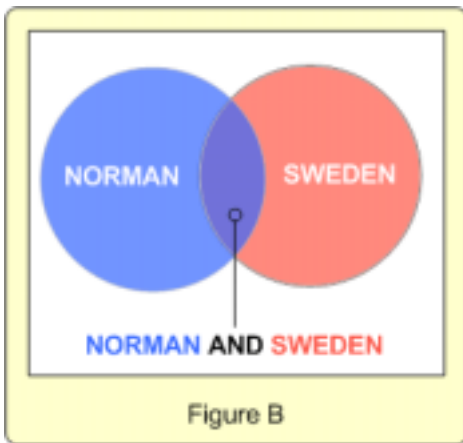
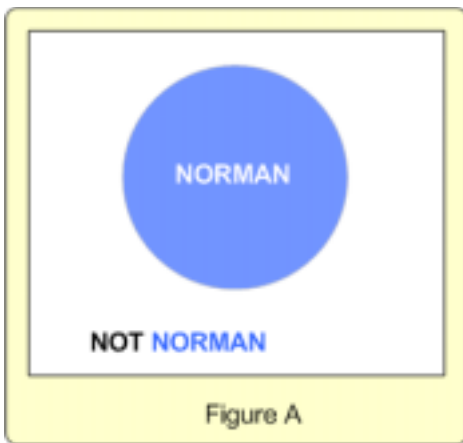


Figure C illustrates three sets that overlap partially. Note that each pair of sets has a separate overlapping area; in addition, there is a dark area where all three sets overlap (NORMAN AND SWEDEN AND GENEALOGY).

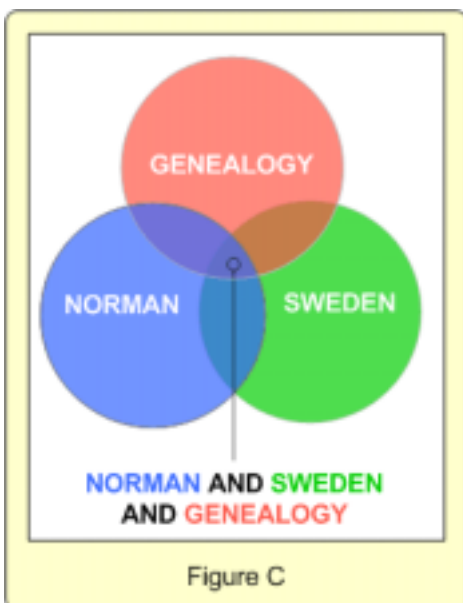


Figure D shows two partially overlapping areas (NORMAN, ENGLAND), but the NORMAN area minus the overlapping area is called NORMAN NOT ENGLAND.



Figure E (the same sets shown in Figure C) depicts the shaded area as NORMAN AND SWEDEN NOT ENGLAND.

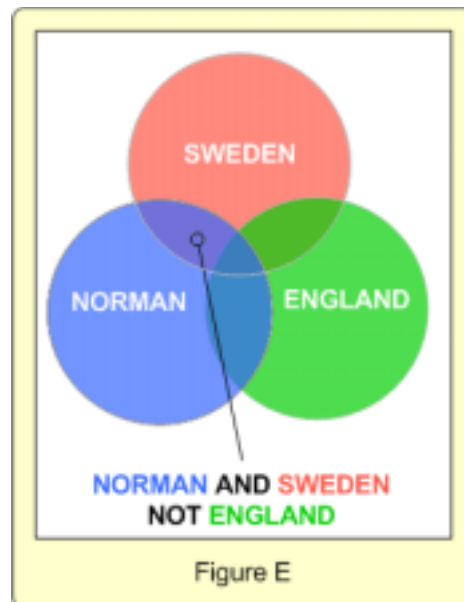
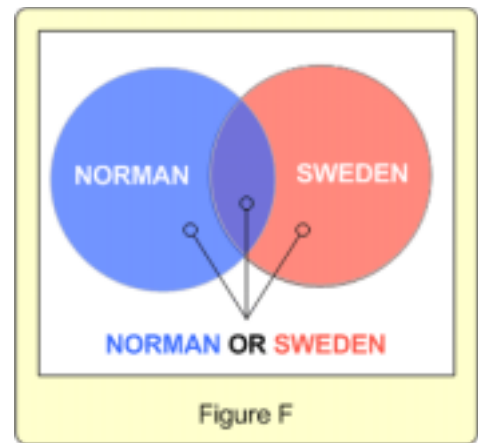
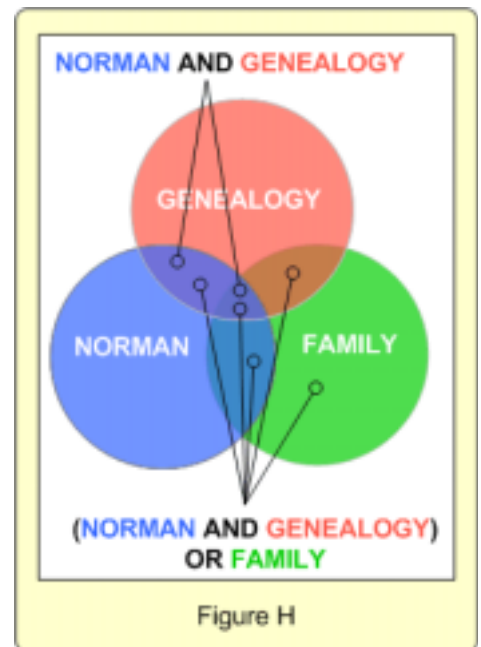
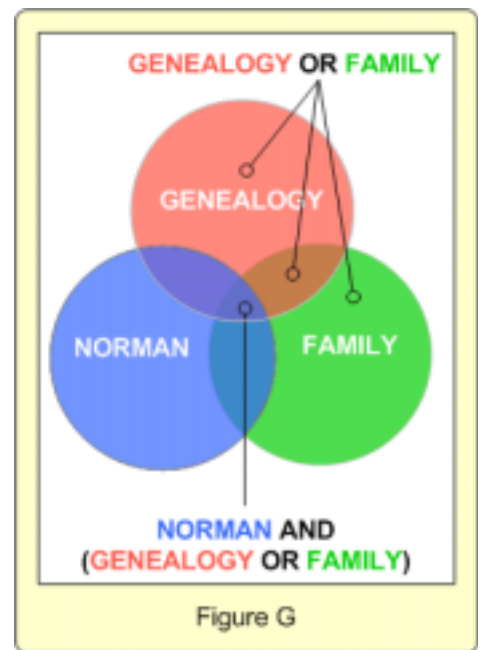


Figure F shows the “OR” case as shaded: NORMAN OR SWEDEN.



Figures G and H illustrate several possible combinations of “AND” and “OR” cases.

Then Ginny provided a short table for comparing some essential features of various Search Engines, as well as some web sites that can provide additional information.



## Other Group Events *compiled by June Buller*

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18 JAN 2004 - SKOKIE

**Beginner's Workshop with Judith Frazin**  
Jewish Genealogical Society of Illinois  
<http://www.jewishgen.org/jgs/meetings.htm>

19 JAN 2004 - ZION

DEBBIE MIESZALA

**U.S. Passport Applications: Hidden Gems**  
Zion Genealogical Society  
<http://www.wkkhome.northstarnet.org/zion/>

21 JAN. 2004 - WHEATON 7 P.M.

WAYNE WEBER

**Genealogical Resources of the  
Billy Graham Center**  
DuPage County Genealogical Society  
<http://www.dcgcs.org>

22-24 JAN 2004 - ST. LOUIS

**National Genealogical Society**  
GENTECH Division  
<http://www.eshow2000.com.ngsgentech/>

22 JAN. 2004 - ST. CHARLES - 7:15 P.M.

KATHRYN BARRETT

**Records of the Civilian Conservation Corp.**  
Kane County Genealogical Society  
<http://www.rootsweb.com/~ilkcgs>

22 JAN 2004 - DARIEN - 1:00 P.M.

MARY KREKELBERG, IPL GENEALOGY MATERIALS  
INDIAN PRAIRIE LIBRARY REFERENCE LIBRARIAN

**Indian Prairie Library Genealogy Group**  
This is a new group. For further info try  
[SWT39@juno.com](mailto:SWT39@juno.com)

The Library is at Plainfield and Clarendon Hills  
Roads, Darien

25 JAN. 2004 - SKOKIE

**Ask the Experts**

Jewish Genealogical Society  
<http://www.jewishgen.org/jgsi/meetings.htm>

29 JANUARY 2004 - CHICAGO - 6:00 P.M.

PATRICIA REAVES

**Routes to Your German Roots**  
Friends of Genealogy, The Newberry Library  
[http://www.newberry.org/nl/genealogy/  
L3gfriends.html](http://www.newberry.org/nl/genealogy/L3gfriends.html)

2 FEB 2004 - JANESVILLE, WI

DEB CASE

**Learning to Use AncestryPlus on the  
Internet**

German Interest Group of Wisconsin  
<http://www.rootsweb.com/wigig/index.html>

2 FEB. 2004 - 7:00 P.M. - SHOREWOOD WI

UMW EMERITUS PROFESSOR VICTOR GREENE

**The Ellis Island Experience**  
Irish Genealogical Society  
<http://my.execpc.com/~igsw/>

3 FEB 2004 - ELGIN - 9:30 A.M.

**Wayne Weber - Finding Your Family Roots  
in the Billy Graham Center Archives**  
Elgin Area Genealogical Society  
<http://www.elginarea.org/egs/>

7 FEB. 2004 - CHICAGO - 1:30 P.M.

**Diane Gonzales - House Genealogies**  
Chicago Genealogical Society  
<http://www.chgogs.org/>

8 FEB 2004 - CHICAGO - 2:00 P.M.

BECKY STEWART HIGGINS

**Genealogy & the Computer**  
Polish Genealogical Society of America  
<http://www.pgsa.org/>

10 FEB 2004 - SCHAUMBURG - 7:30 P.M.

Schaumburg Library Genealogy Group  
**Effective Use of E-mail  
and Message Boards**  
Call Tony Kierna at 847-923-3390 for information

16 FEB 2004 - ZION

DICK AMMANN

**Using Newspapers in Genealogical Research**  
Zion Genealogical Society  
<http://www.wkkhome.northstarnet.org/zion/>

19 FEB. 2004 - ARLINGTON HEIGHTS - 7:30 P.M.

**Mike Karsen - Write Your Family History**  
Northwest Suburban Council of Genealogists  
<http://www.mtprospect.org/nsgs/>

## Other Group Events *compiled by June Buller*

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19 FEB 2004 - ELGIN - 7:00 P.M.

CORONER CHARLES H. WEST

### **Coroner's Records in Kane County**

Elgin Area Genealogical Society

<http://www.elginarea.org/egs/>

22 FEB. 2004 - ARLINGTON HEIGHTS

### **Introduction and Overview of the Library's Extensive Genealogical Resources**

Jewish Genealogical Society

<http://www.jewishgen.org/jgsi/index.htm>

28 FEB. 2004 - ST. CHARLES

### **29th Annual Conference**

SPEAKERS: PATRICIA REAVES, PAUL MILNER  
AND JOHN KONVALINKA

DuPage County Genealogy Society

<http://www.dcgsg.org>

29 FEB-1 MAR, 2004 CHARLESTON S.C.

### **Seminars in Historic Places**

National Genealogical Society

<http://www.ngsgenealogy.org/>

This is the first of the "Seminars in Historic Places"

26-28 Sept 2004 – will be in Salem, Massachusetts

In Oct 2004, Bethlehem PA will be the location.

1 MAR 2004

LINDA HERRICK

### **What Can You Find Between the Covers of German Books?**

German Interest Group - Wisconsin

<http://www.rootsweb.com/wigig/index.html>

26-27 MAR. 2004 - PROVO, UTAH

### **BYU Seventh Annual**

### **Computerized Genealogy Conference**

<http://genealogyconferences.byu.edu>

27 MAR 2004 - SOUTH BEND, IN

### **Michiana Area Genealogy Fair**

South Bend Area Genealogical Society

<http://www.indgensoc.org/>

3 APR. 2004 - ST. LOUIS, MO

### **Annual Genealogical Fair**

John Colletta, Speaker

<http://www.stlgs.org>

23-24 APR. 2004 - OCONOMOWOC

### **Gene-A-Rama 2004**

FEATURED SPEAKER - 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/>

11-15 JULY 2004 - SPRINGFIELD

### **10th Annual Genealogical Institute of Mid America (GIMA)**

Illinois State Genealogy Society

<http://www.rootsweb.com/~ilsrgs/index.html>

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## 6th Annual Genealogy Computing Workshops

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Carl Sandburg College, Galesburg, IL

Michael John Neill, columnist for Ancestry Daily News, is giving a series of workshops March 8th through 13th from 9 a.m. until 3 p.m. Registration is \$35 per day and is available on a first-come, first-served basis. As these classes are hands-on, attendance is limited to the number of computers available.

- Family Tree Maker (2 days, \$70) – March 8th and 9th
- Online Genealogy Techniques – March 10th
- The "Big" Genealogy Sites: Ancestry.com, RootsWeb.com, FamilySearch.org & Genealogy.com – March 11th
- Research in Europe Online – March 12th
- Genealogy Potpourri: Online Trip Planning, Census Work Online, and Maps Online – March 13th

Details and registration may be had at <http://www.rootdig.com/sandburg.html> or [mneill@sandburg.edu](mailto:mneill@sandburg.edu) or (877) 236-1862 extension 5337 or by mail: Michael John Neill, CSC, 2400 Tom L. Wilson Blvd., Galesburg, IL 61401.

# Ask The Retoucher

by *Eric Curtis M. Basir (Bond)*

He's worked in darkrooms, both digital and conventional, newspapers and studios. He runs Photo Grafix, a humble photo retouching studio in Evanston, Illinois, helping genealogists restore and preserve photos and documents with their computers. If he doesn't know the answer, he won't rest until he finds it. Eric Curtis M. Basir (Bond) is at your service: With each Ask The Retoucher column, he'll help you successfully tackle your digital photographic preservation and restoration problems.

Please send your questions—and genealogical society affiliation if appropriate—to [questions@abetterreality.net](mailto:questions@abetterreality.net) for future Ask The Retoucher columns. You can learn more about Eric and his work online at <http://www.abetterreality.net>.

## Tess asks:

"I have been assigned to scan and archive thousands of photos from my organization's history. I know very little about photography, but am comfortable with computers, which is why I was given the assignment.

I am confused by the conflicting information on the web about the best way to go about scanning the photos. Since the files are for archive purposes, I am assuming that they may be needed for producing prints at some later date, and I want to make sure that I don't set the scanner resolution too low.

Most of the photos are in B&W and some are color. Is 300 ppi good enough? I tried scanning a couple at 600 ppi and it took forever (I'm assuming because the files are so large). Do you have any insight here?"

## Answer:

I haven't used PhotoImpact, nor have I found a demonstration copy on which to try it. So I'll need to skip anything dealing with that program (Possibly, one of our experienced readers would submit a

brief review). However, there are fundamentals that span all programs.

LaserSoft Imaging Silverfast SE is something you can use to replace the software that came with your Epson scanner. It helps you scan and export images to PhotoImpact. Unless the Epson driver software is too troublesome, I wouldn't worry about it.

Disclaimer: Since you haven't had full-time experience with photography and retouching, I would advise you to consult with a professional and price out services. I say this because you are dealing with a huge archive that will be used for generations to come. It must be done correctly. So my advice is based on mostly conjecture. I will help you best I can. But I must be forthright (smile).

That said, I will share some general figures on scanning dimensions (magnified size) and resolution (dots or—more correctly—pixels per inch). These are generally accepted standards. However, as you see, opinions vary greatly.

Yes, 600 ppi can be quite large—especially when you have a large original.

All slides and negatives should be scanned in color at the highest resolution your Epson software will input (1333 to 3200 pixel minimum). Color scans provide the most detail. The grayscale setting does not provide as much detail. Do not touch the magnification or output size readings and controls.

I recommend that prints smaller than 5x7 should be scanned at 300ppi. Magnification or output size should be 200%. 8x10 and larger prints should be scanned at 300 ppi at 100%.

Do not engage any sharpening, filters or color correction tools within the Epson scanner software. One exception are the de-screening filters which help you make a scan from printed images without moire or swirling patterns. Any cor-

rections should be done in PhotoImpact.

Save the images as .TIF (PC compatible) without compression. Follow-up with a redundant archiving scheme. For example, when I archive my work, I write them to two separate CD-ROMs. Subsequently, I'll have a duplicate of the archive in case one of the disks become corrupt and unusable.

## Wilber asks:

"Do you have any information from the classes you teach on Adobe Photoshop Elements? I am trying to learn how to use these programs."

## Answer:

Yes. But my handouts are in outline fashion, and guide the student as I instruct them. So they would be somewhat useless for you if you couldn't drive up to Evanston, IL (USA) once a week!

However, I require them to purchase a book called "Teach Yourself Visually Adobe Photoshop [or Photoshop Elements]" by Woolridge. It's a wonderful book. It's brief, full of diagrams and photos. It's just the basics, but perfect for beginners. You can find the book almost anywhere books are sold.

Just so you know, you can download free trials of Adobe Photoshop and Adobe Photoshop Elements at <http://www.adobe.com/support/downloads/main.html>.

## Edith asks:

"What is the difference between a TIFF, BITMAP, EPS and JPG? Why would you save something as one over the other? For example, you scan in a photo or drawing into photoshop what format do you save it in and why?"

## Answer:

These are all different formats to save photos or other artwork for various types

## Ask The Retoucher (Continued)

of output or publication.

TIFF or TIF is a reliable format to save photos in. It retains all detail and is universally understood by graphic software programs worldwide. Although it offers a loss-less compression scheme, the file size tends to be large. However, don't let large file size determine if you plan to save in .TIF. I personally recommend that everyone archive their work using this format.

Bitmap—the file format—is similar to TIF, but it's the standard file format for Windows and DOS compatible computers. Various sub-settings are offered, including a loss-less compression scheme called RLE. However, unless you completely understand the difference between Indexed Color, RGB, 4-bit and 8-bit, don't change the settings. Bitmap—the image mode—is different in that it gives the photo the appearance of a heavily contrasted photocopy.

EPS is a format used for photos and drawings to be used in page layout programs for publications. The format allows fonts and crisp lines without jagged edges. This format is good for artwork created in “vector” and layout creation software.

JPG is used for photos that need to be sent through the internet or displayed on web pages. It makes files very small and fast to send. However it compresses the detail and color, causing damage to the photo. It can be dangerous to archive photos in .JPG format. I recommend .TIF for archives.

Did you know some of these file for-

mat names are actually acronyms?

TIF: Tagged Imaged File Format.

EPS: Encapsulated Postscript.

JPG: Joint Photographic Experts Group.

### BJ asks:

“I am considering archiving about 2,000 pictures in digital format. My goal is to save them (i.e. have a backup copy), put them in online computer albums for sharing and emailing. I don't know much about scanners. I don't want to scan 2,000 by hand.

I have heard that some scanners have “photo feeders” much like a copy machine does. Can you recommend some scanners (under \$200) which would fit all of the above. I get confused when I read about PPI, etc. I hear this OCR technology for regular documents is good too.

“What's a good printer to buy (something that does not run out of ink fast and can make photos that look like real photos).”

### Answer:

If you desire quality and less problems, you are probably going to spend a bit of money. Otherwise, it will be like installing your own plumbing with no professional experience, wasting time and cash, only to see the pipes leaking and making a worse mess that only forces you to call the plumber anyway (speaking from personal experience).

Microtek and Agfa make good scanners for negatives, slides and prints together. To get the most detail and resolution, Nikon makes high-quality dedicated

35mm slide and negative scanner. Of course, I haven't seen anything that beats a laser drum scanner. But at an average price of \$50 per scan, most consumers cannot afford one. Nevertheless, I highly recommend that you spend money to get good quality.

I don't know anything to feed film automatically on the consumer level. I suggest you call a computer mail order place or some photo labs and ask how they may be able to help. However, if you dedicate an hour daily to scanning, you may find scanning one at a time to be quite simple over a period of months.

Minimum resolution should be 300 ppi for archival work. You can print out with 150 ppi with a good Epson photo printer. 72 ppi is good for internet stuff. But always start at 300 ppi and make a separate file for lower ppi. Avoid keeping the lower ppi versions and you'll avoid unnecessary duplicates and confusion.

OCR is great for extracting text from documents. I wouldn't suggest using it for handwriting and documents that have artwork you want to keep. Use the regular reflective scanning process. If a scanner has OCR software, you will find it useful for extracting data. It's not perfect! Be sure to do a spell check afterwards.

As far as the digital camera goes, I can't help much. But you should try the following sites:

<http://www.dpreview.com>

<http://www.shortcourses.com>

