

Organization is More Than a Filing System

by Beverly Levine Smallwood
Page 2

Ask the Retoucher

by
Eric Curtis M. Basir (Bond)
Page 4

Adding Your Genealogy Wishes To Your Last Will And Testament

Page 7

In The Electronic Section

March Meeting Notes What's New in 2004

Page 8

Allen County Library Introduces New Newsletter

Page 8

April 17, 2004



A Peek Into Other Genealogist's File Rooms

Moderated by Ann Ellen Barr

How do others keep and maintain their files? CAGG-NI members will share with the group how they do things. There are many ways to organize, no right way and it's interesting to see how others do it.

May 15, 2004

Word & Excel Tips and Tricks for the Genealogist

by Beverly Levine Smallwood

Beverly will demonstrate how to use these tools to facilitate and enhance your research. She'll demonstrate templates, macros, auto text, auto correct, forms on the fly, form templates, sorting and reformatting of data.

June 19, 2004

Idiot's Guide to Scanning 101 for Dummies

by Larry Olson

Larry will demonstrate the basics he learned about scanning while trying to create an electronic family "album" of photographs and documents.

Organization is More Than a Filing System

by Beverly Levine Smallwood

Beau Sharbrough wrote, "Organization isn't in your papers. It's in you. It's your commitment to yourself to be consistent."¹ He is 100% right. Organization isn't just about filing documents. It's about how you approach and conduct your research. It's about being able to find old research documents when you want to review them. It's about knowing what you need to do next. It's about going to the library with a list of things to do there instead of wandering around aimlessly. It's about not buying the same books or tapes again, or ordering the same death certificate twice.

The first step you must take is all mental. You must decide how you will handle every situation. How are you documenting your positive and negative research? How are you filing your documents? How are you organizing your to-do lists? Where do you put How To books and tapes? What about your notes about how to do research? What are you doing to preserve, protect and share photos and other heirlooms? What about your computer files, emails, bookmarks, and the like? What is your plan to back-up all of the above?

Do you have a place and a plan for everything? Probably not. None of us has thought about everything. Even if we think we have a handle on it, something new and different is bound to turn up and throw us for a loop.

The National Genealogical Society has been publishing a series of books. The topics range from *Genealogy 101* to *Unlocking Your Genetic History*. I picked up the latest book in this series titled *The Organized Family Historian: How to File, Manage, and Protect Your Genealogical Research and Heirlooms* by Ann Carter Fleming, CG, CGL². Ms. Fleming tries to anticipate every question I've listed above, and then some. She offers suggestions on how to handle each situation to help you formulate *your* plan. The book is divided into three parts: Organize Your Heritage Trunk, Organize Your Research, and Organize Your Family History for Publication.

She begins Part 1 by offering some very basic information on using Ancestor Charts, Family Group Sheets, Research Logs and Correspondence Logs to keep your research organized. Chapter two delves into filing systems and tools – though she doesn't endorse any particular scheme. She offers

some very good advice on arranging your workspace. Chapter three offers advice on your home library, including books, tapes, CDs, maps, microforms, etc. and disposition of all this stuff when you can no longer speak for yourself. Next she takes on the one-of-a-kind stuff like photos and other heirlooms. The last chapter in this section covers digital organization: genealogy databases, internet, email, word processors, databases, spreadsheets, serial numbers, passwords and file management.

Part 2 is all about organizing your research. She goes into note taking and to-do lists, but also talks about laptops, PDAs, research reports, surname lists, timelines, and other techniques to organize your research project. She then discusses how to organize various types of research like census, court records, military records, etc. She likes forms, perhaps even more than I do. She likes forms so much that they are in the book and included on the CD that comes with the book.

Part 3 is where all this is headed – final publication. She talks about the various ways you may publish, like electronically or in a traditional, hardbound book. She discusses copyright and documentation. She also recommends developing a style sheet. A style sheet is a set of notes to yourself on all your publication style decisions. You will decide on fonts, when and how to abbreviate things, how names will be presented, how and what things will be indexed, numbers, symbols, and punctuation. Developing your own style sheet will help you be consistent and create a more pleasing final product.

I'm finding her book very interesting. She has some ideas that had never occurred to me, and others that I had already implemented. One thing she does not try to do, though, is force you to do things her way. She seems to understand just how individual we all are and presents her ideas with reason and logic for us to accept and adapt – or reject, if we've got something that works better for us.

Now, here's my advice on getting organized.

√ Forms, like Family Group Sheets and Pedigree Charts, are a great way of not only seeing what you have, but for highlighting what you need to do next.

√ Source citation³ is essential in your research notes, genealogy database, and all publication or distribution of information.

√ Research logs are necessary to keep track of what sources you've looked at and whether you found anything in them. Negative research is important too and should be tracked.

√ To-Do lists should be a standard part of your research cycle. As you review data or add new data, analyze what you have for potential new sources to look for. Add these ideas to your To-Do list. If possible, be specific about the source and where that source might be found.

As many of you know, I use Bygones to supplement my genealogy database, The Master Genealogist (TMG)⁴. In addition to taking notes and generating updated research logs, Bygones keeps track of my contacts, emails, correspondence, and much, much more. Bygones is also free. Go to its web site to learn more or to download the program: www.bygonessoftware.com.

TMG does a great job with other organizational type ideas. I can pull a list of every person born in Chicago between 1871 and 1916 to check the birth indexes. I can color code people based on Flags I've set to tell me where they were born or whether I've found them on the 1930 census. I can create special To-Do lists based on where I'm going (a library) or on the surname, or location of the events. It also will help me with final publication of my research.

Learn more about how to use your software. I'll bet it has features you can use to help you stay on top of your research. This goes not only for genealogy databases, but also for email, browsers, word processors, spreadsheets, and more.

(Footnotes)

¹ Beau Sharbrough, "Rootsworks: Electronic Organization" *Ancestry Daily News* (13 Mar 2003) <http://www.ancestry.com/library/print/news/articles/6950.htm>

² Ann Carter Fleming, *The Organized Family Historian* (Nashville, TN: Rutledge Hill Press, 2004)

³ I recommend: Elizabeth Shown Mills, *Evidence! Citation & Analysis for the Family Historian*, (Baltimore: Genealogical Publishing Co., 1997)

⁴ To learn more about TMG, please visit <http://www.whollygenes.com> or attend our CAGGNI/TMG user group on the 2nd Saturday of the month at the Schaumburg Township District Library.

President's Letter

Well, it's spring! Time to think about spring-cleaning. Right?

Ann Ellen Barr is moderating a discussion of filing systems and organization this month. Several of us will be on the panel and we hope to get a good exchange of ideas from attendees as well. If it works for you, it's a good system. Please keep in mind though, just because something works for someone else, doesn't mean it will work for you. I've found that filing and organizing is a very individual fit. Your system has to work for the way you think and the type of research you are doing. Getting and staying organized is also a commitment to follow through with the "boring stuff" – like filing.

Ed Rosenthal gave us a lot to think about with last month's presentation. It's hard to decide on a purchase when you know something bigger, faster, smaller, better, is just around the corner though. In keeping with Ed's presentation from last year, I've been working on organizing all my parents' and grandparent's 8-mm films to ready them for digitization. I'll report back on that later.

Next month, I'll be showing you how to use two non-genealogical tools, Word & Excel, to enhance your genealogical tasks.

The CAGGNI board had a meeting last month to decide on certain actions. We approved the purchase of a projector to be used for our meetings and CAGGNI related events. It was suggested that one thing we might do is take CAGGNI on the road to the other society meetings and libraries in an effort to increase our exposure, and, hopefully, our membership. Ed Rosenthal is helping us pick out a projector. We also had some discussions on a mission statement and settled on "*Helping genealogists become familiar with the use of computer tools and technology in support of their research.*"

We also tossed around some ideas on increasing our membership numbers. What do you think? If you have ideas, we'd like to hear them – click on the email links in the officer section and drop us a line. One idea that I keep coming back to is for each one of us to just talk about what a great group CAGGNI is to our genealogical buddies. We all know people from other societies who have never come to a CAGGNI meeting. Invite them to come to a meeting sometime!

While we approved the projector purchase, the fundraising will continue. Even after the purchase, there will be expenses like replacement of bulbs, wear and tear, maintenance, etc. Ideally, we'll have enough set aside to replace it when that time comes. Additionally, I'd like to see some more additions to our CAGGNI lending library. We have a Dominick's Benefit Days this month, so save your heavy shopping for April 19th through the 21st – and give your friends coupons handed out at the meeting or on our website!

Lastly, please take a look at Gerry's latest edition to our website. *Headlines from Genealogy Blogs* (Blog = web log)

has joined *Headlines from Research Buzz* in the right hand column of our home page. From here you can learn about all the newest online sources and databases – like online city maps... Check it out for yourself!

See you soon.

Beverly Levine Smallwood



President	Beverly Levine Smallwood caggni_bev@yahoo.com
VP/Program Director	Harve Mankopf waterlooboogaloo@yahoo.com
Financial	Garth Conley G.Conley@Prodigy.net
Secretary	Joe Feitler j.feitler@ieee.org
Membership	Larry Olson LOlson@mountprospect.com
Promotion	Dan Wertz Wertz.mail@comcast.net
Publicity	Frank McGovern mcgovern342003@yahoo.com
Ways & Means	Anne Jacobs
Newsletter Editor	Jim Cottrell Jim@JCottrell.com
Webmaster	Gerry Czadowski GerryCzadowski@Covad.net
Librarian	Otto Knapp OKnapp@Juno.com
Archivist	Christine Clark clc1040@aol.com
Refreshments	Chris Herrmann ucherm@yahoo.com

Ask The Retoucher

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 for future Ask The Retoucher columns. You can learn more about Eric and his work online at www.abetterreality.net.

Fred asks:

Is scanning at 300 ppi (pixels per inch), the same as 300 dpi (dots per inch)?

The computer graphics industry uses pixels per inch (ppi) and dots per inch (dpi) interchangeably. For example, Adobe Photoshop and Photoshop Elements accurately shows “ppi” and my own slide scanner software somewhat inaccurately shows “dpi.” Basically, “ppi” and “dpi” are the same thing to your home computer software, scanners, printers and digital cameras.

Here's the facts: Pixels per inch is literally defines how many pixels are found per inch on a computer monitor, how a digital camera captures an image, or how a scanner translates film and prints to a computerized/digital format.

Dots per inch literally defines how many ink dots are found in one square inch after the ink is laid on paper.

For example, if you send your family history book text and photos to a professional printing facility, they will reproduce the photos using a tiny pattern of dots. From afar, your photos look like normal—or continuous tone—pictures. From up close—using a magnifying glass—the picture will be indistinguishable: You will see dots at various sizes (and colors if the pictures are in color).

To revisit a past question, one may ask how does one figure dpi and ppi when



A side-by-side comparison of a 300 ppi and a 72 ppi image. Notice the softness of the 72 ppi image on the right. This is the result of not having enough pixel detail in each square inch. If we simply add resolution, forcing the ppi to 300, we will see no difference in quality. The 300 ppi sample on the left contains the most detail. Some may consider this as a “minor detail.” However, genealogists have a great responsibility for maintaining family records in the best condition possible. Details must be preserved.

putting your information in a Microsoft Publisher, Quark or other document to be printed at home or at a professional printing facility?

When printing to the average inkjet or laser printer—the Epsoms, HPs and Canons—they need no more than 300 ppi to give you the best picture they can produce. Unless you're doing a “on the

cheap” or draft picture, never print pictures whose files are less than 150 ppi. To prevent confusion, always keep the higher resolution version in your archives. Lower resolution versions should be discarded after they are sent or printed.

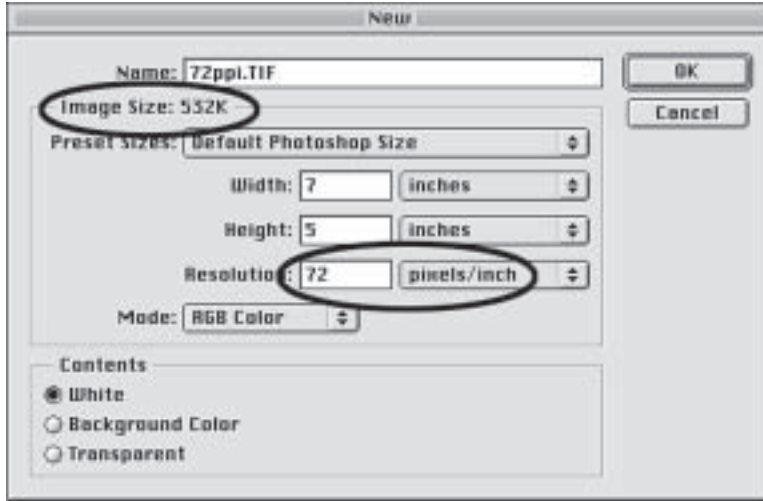
When you work with a professional

Continued on page 5

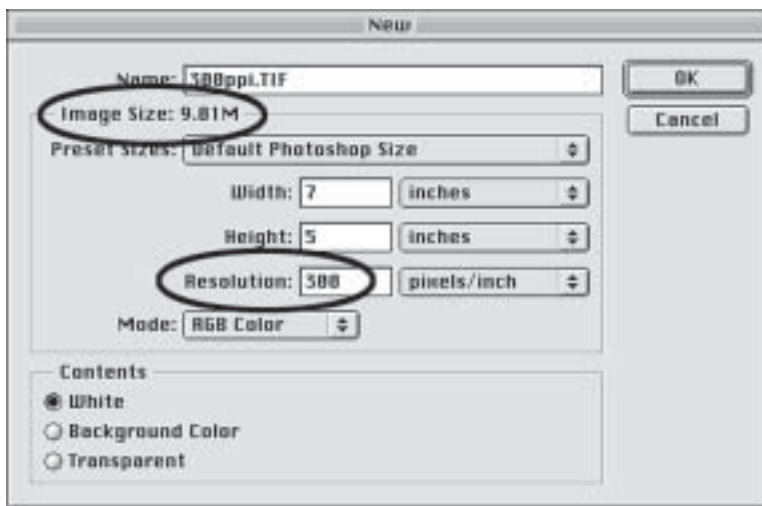
Ask The Retoucher

printer, you will need to find out at which ppi your scanned or digital images should be prior to handing them off. Ideally, if you do not have experience with photo reproduction, you should send your origi-

nal pictures to the printer so he or she can duplicate them properly for the press. This will make their job easier and your book will look beautiful.



Adobe Photoshop Elements 2.0 Image Size setting for a 72ppi image. Notice the small file size. Unless the image scanned is 30" x 50" in size, this is not an ideal resolution for your archives. More importantly, never scan or use images at a small size and then enlarge it by adding more resolution or increasing the dimensions. Although it's tempting to keep your archived images small, avoid making the mistake. Scan big. If you need a smaller or lower resolution version, make a copy. Then you can send it to whoever needs



Adobe Photoshop Elements Image Size setting for a 300 ppi image. As more pixels are packed per inch, we see an extreme difference in file size (by over 8 Megabytes or 8 floppy disks!)



**Benefit Days for
CAGG-NI
April 19th thru 21st**
Coupons are available at the
CAGG-NI Web Site and will be
passed out at the meeting.

New Archival Research Center to Open April 20

On Tuesday, April 20, a new Archival Research Center will open for public use at 8:00 a.m. The Archival Research Center is located adjacent to the eastern parking lot of the National Archives and Records Administration--Great Lakes Region, 7358 South Pulaski Road, Chicago, IL 60629. The entrance is marked by a burgundy awning. Two archival research rooms for records in original or microfilm formats, formerly separated within the facility, will now be located in the same research center.

The new telephone number for the Archives will be (773) 948-9001. The current number of (773) 948-9000 will remain in use by the Federal Records Center, a separate part of the National Archives and Records Administration.

The archives director and staff regret the temporary inconvenience of closing on Friday, April 16, and Monday, April 19, but invite you to visit our new Archival Research Center beginning Tuesday, April 20. For more information, please contact (773) 948-9000 before April 20 or (773)948-9001 beginning April 20.

Other Group Events *compiled by June Buller*

21 APR. 2004 - WHEATON - 7:00 P.M.

VIRGINIA LESS AND CAROLE MAGNUSON

**Clarify, Verify and Pass It On - Insights
To Documenting and Sharing Your Family
Stories**

DuPage County Genealogical Society
<http://www.dcgsg.org/>

22 APR. 2004 - ST. CHARLES

**Peter Bunce - Finding Your Family History
Within the Federal Court Records**

Kane County Genealogical Society
<http://www.rootsweb.com/~ilkcgs/>

22 APRIL - ELGIN - 7:00 P.M.

Nancy Salmela - Migration Trails

Elgin Area Genealogical Society
<http://www.elginarea.org/egs/>

23-24 APR. 2004 - OCONOMOWOC

Gene-A-Rama 2004

FEATURED SPEAKER - JOHN PHILIP COLLETTA
Wisconsin State Genealogical Society
<http://www.rootsweb.com/~wsgs>

24 APRIL 2004 - CHICAGO - 9:00 A.M.

TONY BURROUGHS AND TONY HOSKINS

**Your Family History:
Do It Right, Do It Better**

Friends of Genealogy, The Newberry Library
[http://www.newberry.org/nl/genealogy/
L_3gfriends.html](http://www.newberry.org/nl/genealogy/L_3gfriends.html)

25 APR 2004 - NILES PUBLIC LIBRARY

DAVID HELLER

My Trip to Slovakia in Search of My Roots

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

28 APR 2004 - WAUKESHA - 7:00 P.M.

CRAIG PFANNKUCHE

Researching Railroad Records

Waukesha County Genealogical Society
<http://www.rootsweb.com/~wiwcgs/>

1 MAY 2004 - CHICAGO - 1:30 P.M.

Patricia Keeney Geyh - Irish Emigration

Chicago Genealogical Society
<http://www.chgogs.org/>

3 MAY 2004

Sarah Litzer - Reading Old German Script
German Interest Group - Wisconsin
<http://www.rootsweb.com/~wigig/index.html>

4 MAY 2004 - ELGIN - 9:30 A.M.

JOAN MURRAY

The Spirit of Antje Demarest

A COSTUMED PRESENTATION ABOUT HER 4TH GREAT-GRANDMOTHER
Elgin Area Genealogical Society
<http://www.elginarea.org/egs/>

8 MAY 2004 - HAZEL CREST

**Clarice Boswell - Freedom of Slaves
Through the Underground Railroad
Pre-Civil War Quilts - The Hidden Code**
South Suburban Genealogical Society
<http://www.rootsweb.com/~ssghs/sscal.htm>

8 MAY 2004 - 10:30 A.M. - SCHAUMBURG

Dan Niemiec - Italian Cemeteries
POINTERS In Person Italian Genealogy Group
<http://www.rootsweb.com/~itappcnc/>

11 MAY 2004

BEVERLY MILLARD

**Using Historical Societies
For Genealogical Research**

Lake County (IL) Genealogical Society
<http://www.rootsweb.com/~illcgs/index.htm>

15 MAY 2004

ROBERT KELLY, HONORARY PRESIDENT

North American Manx Association

**Isle of Man - Doing Your Research There
Adding Culture and History of the Isle of Man**

WILLBIG
<http://www.rootsweb.com/~wiilbig/meet.htm>

17 MAY 2004 - ZION

SANDRA HARGREAVES LUEBKING

Circumventing Blocked Lines

Zion Genealogical Society
<http://wkkhome.northstarnet.org/zion/>

19 MAY 2004 - WHEATON - 7 P.M.

**Daniel Niemiec - Methods For Finding
Catholic Church Records in Chicago**

DuPage County Genealogical Society
<http://www.dcgsg.org/>

Other Group Events

20 MAY 2004 - 7:30 P.M.

Grace Dumelle - If Your House Could Talk
Northwest Suburban Council of Genealogists
<http://www.mtprospect.org/nsgs/>

19-22 MAY 2004 - SACRAMENTO

**NGS Annual Conference
and Genealogy Exhibit**
<http://www.ngsgenealogy.org/>

23 MAY 2004 - NILES PUBLIC LIBRARY

**Rabbi Victor Mirelman - Sephardim after
the Expulsion from Spain in 1492**
Jewish Genealogical Society
<http://www.jewishgen.org/jgsi/future.htm>

6 JUNE 2004 - SKOKIE

**Full Day Workshop - L'Dor V'Dor
From One Generation to the Next**
Jewish Genealogical Society
Program is now posted on their website
<http://www.jewishgen.org/jgsi/meetings.htm>

19 JUNE 2004 - DES MOINES

SPEAKER - ROGER MINERT

**German Interest Group of the
Iowa Genealogy Society Summer Conference**
<http://www.iowagenealogy.org/>

23 June 2004 - Albany, NY

Palatines to America National Conference
Palatine Footprints
RICHARD PAWLING AND JOHN HUMPHREY, PRESENTERS
<http://www.palam.org/events.htm>

10 JULY 2004 - WHITEWATER WI

Full Day Workshop
Insights in Your German Past
Roger Minert, A.G.
German Interest Group-Wisconsin
<http://www.rootsweb.com/~wigig/index.html>

11-15 JULY 2004 - SPRINGFIELD

**10th Annual Genealogical Institute
of Mid America (GIMA)**
Illinois State Genealogy Society
<http://www.rootsweb.com/~ilsgs/index.html>

Adding Your Genealogy Wishes To Your Last Will And Testament

Genealogical Codicil to My Last Will and Testament

To my spouse, children, guardian, administrator and/or executor:

Upon my demise it is requested that you DO NOT dispose of any or all of my genealogical records, both those prepared personally by me and those records prepared by others which may be in my possession, including but not limited to books, files, notebooks or computer programs for a period of two years.

During this time period, please attempt to identify one or more persons who would be willing to take custody of the said materials and the responsibility of maintaining and continuing the family histories. [If you know whom within your family or friends are likely candidates to accept these materials, please add the following at this point: "I suggest that the persons contacted regarding the assumption of the custody of these items include but not be limited to" and then list the names of those individuals at this point, with their addresses and telephone numbers if known]

In the event you do not find anyone to accept these materials, please contact the various genealogical organizations that I have been a member of and determine if they will accept some parts or all of my genealogical materials. [List of organizations, addresses and phone numbers at bottom; include local chapters, with their addresses, phone numbers and contact persons if available as well as state/national contact information and addresses]

Please remember that my genealogical endeavors consumed a great deal of time, travel, and money. Therefore it is my desire that the products of these endeavors be allowed to continue in a manner that will make them available to others in the future.

Signature _____ Date _____

Witness _____ Date _____

Witness _____ Date _____

March Meeting Notes

What's New for 2004 presented by Ed Rosenthal

While displaying several examples of new recording media, Ed pointed out that the techniques for converting from old media (8mm film, records recorded at 78, 33 and 45 rpm, glass and film negatives) are still evolving into the latest MPEG (MPEG-3, MPEG-4) and DVD standards. Furthermore, 3½-inch diskettes are starting to disappear now; PCs using the even older 5-inch and 8-inch diskettes seem to have vanished. In fact, the ability of copying 8mm films without losing image quality since needs to await the "imminent" availability of MPEG-4 style DVDs.

There seems to be an increasing trend of using "hardware on the outside, software on the inside". Also, the growing use of digital camera images via PCs implies the need for at least 512MB of RAM and high-speed CPUs. The price of PCs has been decreasing steadily. More servers are being used with our PCs, in conjunctions with scanners and cameras. Combinations of CD-ROM and DVD readers and burners have arrived at progressively lower prices. Additional storage media are available to supplement disk storage, but appear as an extra disk drive to the PC; some of them are shared with digital cameras. Windows 98 is starting to fade out in favor of Windows XP. In many cases, the older Windows versions will not work with some of the newer software packages.

Software techniques are now being used for editing movies instead of film media.

Most DVDs used to accept only about 52 minutes of video; some newer techniques provide for about three hours per DVD.

Some of the cameras shown at the Consumer Electronics Show (CES) in Las Vegas offer the ability to take still pictures as well as video. Many more High-Definition TV (HDTV) sets will be appearing; in fact, very soon all of the TV stations operating in the VHF band will be moved into the UHF band.

Ed offered several tables from Consumer Union and other technical magazines to show ratings for several competing products of current interest to us.

Ed then offered the following "Rules of Thumb" for collecting image information for your genealogy records:

1 — Start small to determine which techniques will satisfy your needs

2 — Have a definite goal in mind for completing your project (e.g., a special anniversary)

3 — Start immediately after defining your personal implementation plan

4 — Plan to use only one image format (perhaps TIFF or JPEG or MPEG-?)

5 — Publish your results based on your chosen deadline

Our appreciative audience followed up with several interesting comments.

Be sure to understand the difference between "WI-FI" (the ability to share a single Internet port among several local PCs) and "Blue-Tooth" (the ability to replace the cable between a CPU and its keyboard or a nearby printer with a wireless communication link). Apparently both these schemes share the same frequency.

The number and the type of devices used with PCs are still growing at a crazy pace.

Joe Feitler Secretary

Genealogy Gems

Addicted to Genealogy? Love libraries and research? Interested in learning about new resources?

The Allen County Public Library Historical Genealogy Department in Fort Wayne, Indiana is pleased to announce their electronic newsletter, "*Genealogy Gems: News from the Fort Wayne Library.*"

If the above describes you, sign up for our newsletter and read about one of the major genealogy research libraries in the nation.

Each month, learn about new collections, department special events, source highlights, new acquisitions, websites...and much more! Learn what is going in the Genealogy Department of the Allen County Public Library.

We will keep you up to date on our outstanding temporary location, where the books are on open stacks, available for your perusal.

Information about the construction at the old library site, and our plans for moving back in 2-3 years will also be included.

To subscribe to this mailing list send a message with ACPL NEWSLETTER SUBSCRIBE in the subject line to: kspears@acpl.lib.in.us. You will NOT receive a confirmation message; you will just begin to receive the newsletters, which are scheduled to be published approximately once a month.

Sue Kaufman, Librarian
Allen County Public Library
Historical Genealogy Department
PO Box 2270
200 E. Berry
Fort Wayne, IN 46801-2270

260-421-1225
260-421-1386 (fax)
<http://www.acpl.lib.in.us>