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Another Article in the series tackling digital photographic preservation and restoration problems.

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June 19, 2004

Idiot's Guide to Scanning 101 for Dummies

Presented by Larry Olson



Larry will demonstrate the basics he learned about scanning while trying to create an electronic family "album" of photographs and documents. Larry has been working on several projects, each involving scanned images of photos, slides and documents:

- A professional paper regarding the Leopold-Loeb murder case of 1924;
- Recreation of a family album from the early 1900's for sharing with descendants; and
- Creation of a album of photos, slides, and documents for a college reunion.

He will demonstrate what he learned about scanners and scanning techniques.

July 17, 2004

Where in the World Wide Web is Carmen Sandiego's Genealogy?

Presented by Carolyn Meeker

Like Carmen Sandiego, CAGGNI members will have the opportunity to give evidence on the effectiveness of various web sites investigated in the pursuit of our heritage.

August 21, 2004

GEDCOM Files

Presented by Anne Jacobs

GEDCOMs can be used to exchange data, migrate to a new software package and import from a totally different source of information.

Items to be discussed will be why GEDCOM, how to use it and what to look out for.

Taking online search notes using Bygones Notes (continued)

(A "What To Do Next?" topic)

by Larry Olson

I began doing a one-name search in the USGENWEB site in Wood County, West Virginia for my wife's Leach surname, and I found a goldmine of data! Within the Archives link were transcriptions of births, marriages, and tombstone inscriptions from various cemeteries. Each transcription was in a separate file.

First, I did a preliminary search of each file (using "Ctrl F" to find "Leach"). The Birth and Marriage files both held Leach names, but not all of the cemetery files did.

Recording my finds in Bygones (a freeware note-keeping software) to record what I'd found, I made a Bygones "extract" (a page of notes relating to one topic) for each surname and type of event.

For example, in the "Births" file, I searched for Leach children, Leach fathers and Leach mothers. I highlighted this data, copied it, and pasted it into Bygones. The following is an example of an extract for Leach births:

Log File: "Leach family"

Search Objective: "Leach births in Wood Co. WV"

Source Citation: "Wood Co. WV Births (Misc), online at <ftp://ftp.rootsweb.com/pub/usgenweb/wv/wood/vitals/births/birthwood.txt>"

Research Notes: "submitted by burns@asu.edu..."

Name: LEACH George Alexander

Birthdate: Feb 13, 1820

Parents: William/Mary Barnett

Name: LEACH William

Birthdate: Dec 16, 1790

Parents: George/Nancy Begma

[other persons with Leach names that were found after a CTRL+F search for "Leach"]:

Name: BUCKNOR Anthony Leach

Birthdate: July 2, 1811

Parents: JohnAnthony/Catherine Herbert

Name: DYE John Wesley

Birthdate: Sep 25, 1837

Parents: James/Sarah Anna Leach

Name: PAGE Robert Henry

Birthdate: Nov 20, 1820

Parents: Robert/Fannie Leach

Collateral lines

I realized I was coming across a lot of collateral lines of interest, so I also made a Bygones extract for each of those names. The Log Files I used were for the "Barnett family," "Bucknor/Buckner...," "Dawkins...," "Deem...," "Dye...," and "Page family".

Saving the computer files to my desktop in addition to making the individual Bygones extracts under the appropriate families, I decided to save the entire Births file to my computer for posterity. When I was online in the website, I discovered that by clicking the right mouse button, one of the choices was to

"Export to an Excel file." I decided to export the entire file, because once I have an Excel spreadsheet, it's easier to do searches, and to sort and group people. I exported the file to my desktop, and added "online at (the URL)" to one of the cells at the top, as a source citation. Now I had the file handy to do other searches in the future without going online again.

Next, I made extracts for Wood Co. Marriages under each of the "[family name]" Log files.

Then I made extracts for Wood Co. Burials for each cemetery under the appropriate Log file names.

In a future article, I'll describe how I tried to enter all of this data in a methodical fashion.

ily data from source documents appearing on pertinent web sites. She reminded us of her two recent articles in the February 2004 issue of our CAGG-NI Newsletter (available to our members at the CAGG-NI web site):

✓ *Moving Data from Web Tables into an Excel Spreadsheet* (pp 8 to 10)

✓ *Creating Word Macros* (pg 11)

Both sets of macro capabilities are included with these Microsoft products, but only relatively few users have become familiar with their use to save time and to avoid transcription errors. For example, the Ancestry and RootsWeb sites present information in tabular format that cannot be converted directly into genealogy database input format. However, the judicious use of the available MS Excel and Word functions can automate the otherwise error-prone transcription process, and also save much time. Furthermore, it is also essential to use the available capabilities for creating spreadsheet input from text data items separated by "tab" characters.

In addition, a user can create a customized MS Word macro command sequence by defining (that is "memorizing") a series of key strokes as a new macro with a unique identification consisting of three or four characters that can never occur in this particular sequence. After mastering this macro generating technique, a user can create one personal macro (or a series of them) to handle the desired data conversion tasks. Obviously, extreme care will be necessary to avoid the insertion of any improper information into the genealogical database.

During her presentation Bev illustrated the use of several of her personal macros. Since her articles include a number of her examples, no attempt will be made here to demonstrate her dexterous data conversion methods. She also pointed out that these techniques need customizing to match the format of any tabular source information to the format peculiar to the user's genealogy software package and database architecture.

Our audience really appreciated her clever techniques to simplify and systematize the acquisition of genealogical source data.

May Meeting Notes

Helpful MS Word and MS Excel Techniques to Aid Genealogical Research

Presented by Beverly Levine Smallwood

Reported by Joe Feitler

Bev explained several elegant techniques for manipulating tabular information retrieved from certain genealogical source document files, as well as for providing helpful data entry templates for recording fam-

President's Letter

We had a good exchange of Word & Excel ideas and techniques at last month's meeting. In addition to designing your own templates, did you know that you can download some great templates from the Microsoft web site? Take a trip on over to <http://office.microsoft.com/templates/> where you'll find templates for everything from calendars to resumes. I even found one Excel & two Word templates relating to genealogy. The Excel sheet was a 5 generation pedigree chart. The Word templates were a letter requesting materials from a library and a 23 page all-about-my-family book layout. In addition to templates, Microsoft has clip art available for download.

In the process of preparing my lectures for the GIMA conference, I ran across a really great web site explaining everything you could ever want to know about Outlook Express. Tom Koch's *Inside Outlook Express* <http://www.insideoe.tomsterdam.com/> will help you design filters and solve other nagging problems. His page points to a nifty utility you can download to back up your email, address book, and mail rules. The back up utility, *Outlook Express Freebe Backup* is freeware written by Majik (David Guess) and can be downloaded from <http://www.oehelp.com/OEBackup/>.

Want to learn more about Word, Excel, Outlook, PowerPoint, etc.? Just direct Google to look for "Microsoft Word tutorials". You'd be amazed at how many helpful techies are out there creating How-To web pages. I just did a Google search for "Word templates" and Google found over two million web pages. Give it a try.

This month, Larry Olson is going to tell us about the ins and outs of scanning. Don't forget to get your favorite web site in to Carolyn Meeker for the July meeting.

I'll see you then.

Beverly Levine Smallwood

Changing Email Addresses?

If you're changing email addresses, or having the change forced on you by your ISP (attbi.com became comcast.net), you'll need to update the bits and parts you've left posted on the internet.

Rootsweb has a nifty feature to help with this. Go to <http://www.passwordcentral.rootsweb.com> and type in the email address you need to change. Now click on the boxes below to get details of mail list subscriptions, post-ems, GEDCOMS, etc. that are attached to this email address. This will be emailed to the address you entered, so do it before you lose the address.

The email message will contain links to update each Post-em along with your password. Just click the link, type in the

Email (continued)

password, and update your email address. For mail lists, it will contain the list name, the address for posting messages, and the address to subscribe and unsubscribe. Click on the unsubscribe link. This will open an email addressed to the list admin. It is important that the "From:" matches the email address you are subscribed under. Now type "unsubscribe" in the body of your message and click send. When you're finished unsubscribing, either change accounts or forward the message to your new email address and click on that same link. Now type "subscribe" in the body of the message, making sure that the "From:" is your new email address.

If your old email address is no longer available to you, follow the link for "dead" email addresses. This will bring you to instructions for the various areas.

Now, if only Ancestry would make it this easy to update



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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/Taylor) 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 <mailto:questions@abetterreality.net> for future Ask The Retoucher columns. You can learn more about Eric and his work online at the web site: <http://www.abetterreality.net>.

Paul asks:

“First, is it better to scan in color, if possible, even when the original is a black/white photo?

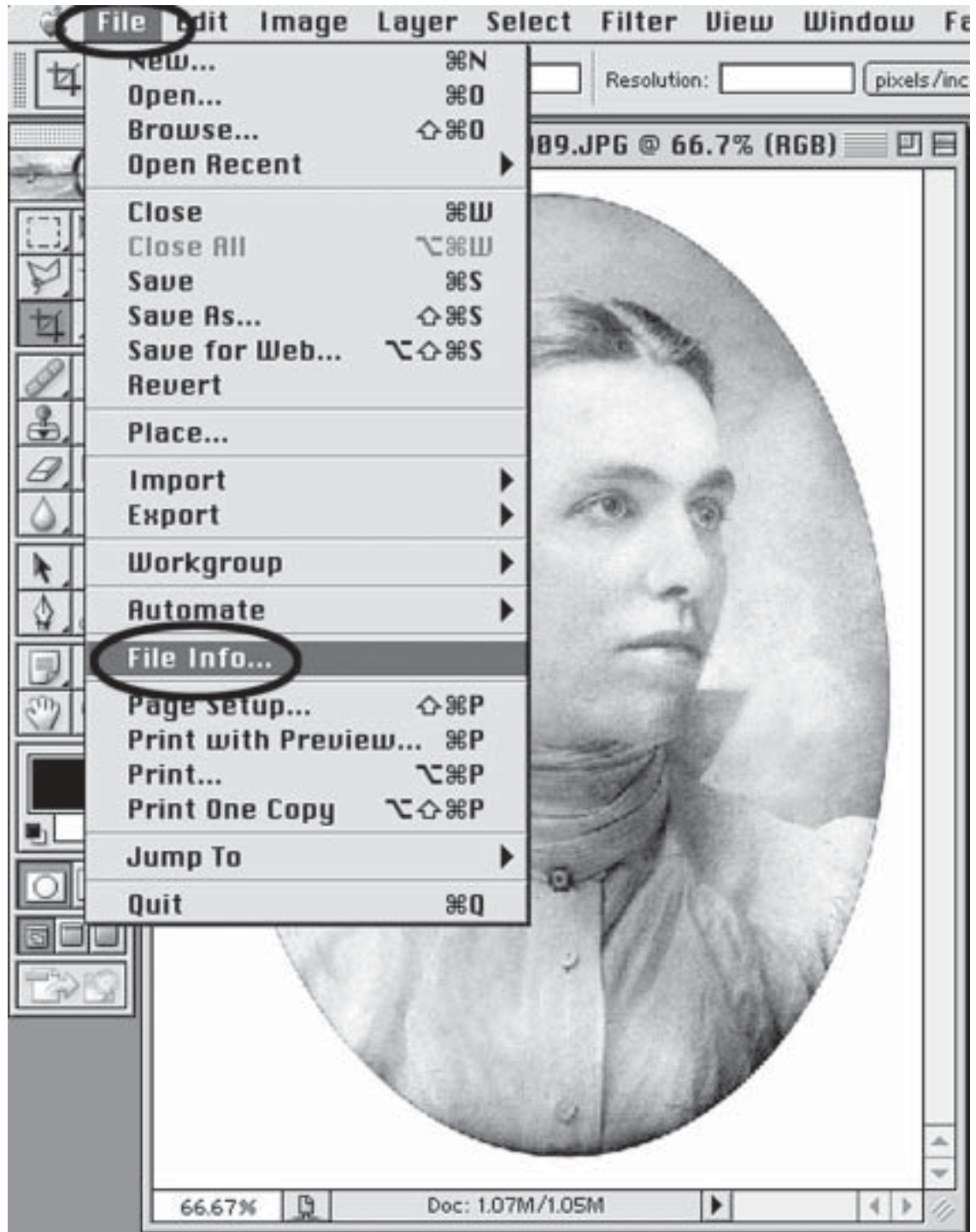
Second, I have not yet found a way to enter information into the Author, Keywords, Comments, Title and Subject boxes of a .TIF image. How is this done? I am using an IBM compatible Compaq Presario and Windows 98. Scanning is done under Kodak Imaging for Win-

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dows and UMAX's Vistascan 3.55 software. I can display the Author, Keywords, Comments, Title and Subject boxes by right-clicking on the filename of a tiff image and then clicking on properties. All the boxes appear, but they are blank and won't accept text even though

a blinking cursor is visible. I have no image editing software of any kind except for Microsoft Paint which comes with Windows.”

Answering the first question, scanning B&W prints, negatives and slides in

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In Adobe Photoshop and Adobe Photoshop Elements, you can access IPTC data fields by choosing "File Info" in the "File" drop-down menu.

Retoucher (continued)

color is always best. Why? Simply put, a scanner set to "color" instead of "grayscale" captures three channels of photographic detail known as Red, Green and Blue (RGB). If the scanner is set for "grayscale," it captures only one channel of photographic detail (Gray).

Although image size increases by three and you may notice a heavy color cast, retouching and archiving the images will be much easier. If you'd like, go

ahead and convert the image to grayscale within your program later, after it's retouched and archived.

This question sometimes leads to the 8-Bit or 16-Bit (Hi-Bit) debate. As good family archivists, we know the importance of buying the best quality scanner available. Along with owning a fancy and expensive device, we also end up with confusing extra features. Hi-Bit RGB scanning is one of those features you may

have noticed.

The Hi-Bit feature doubles the bits per RGB channel, reportedly increasing detail and tonal spectrum. It also bloats the file size and locks out certain editing commands with some programs, including Adobe Photoshop and Adobe Photoshop Elements.

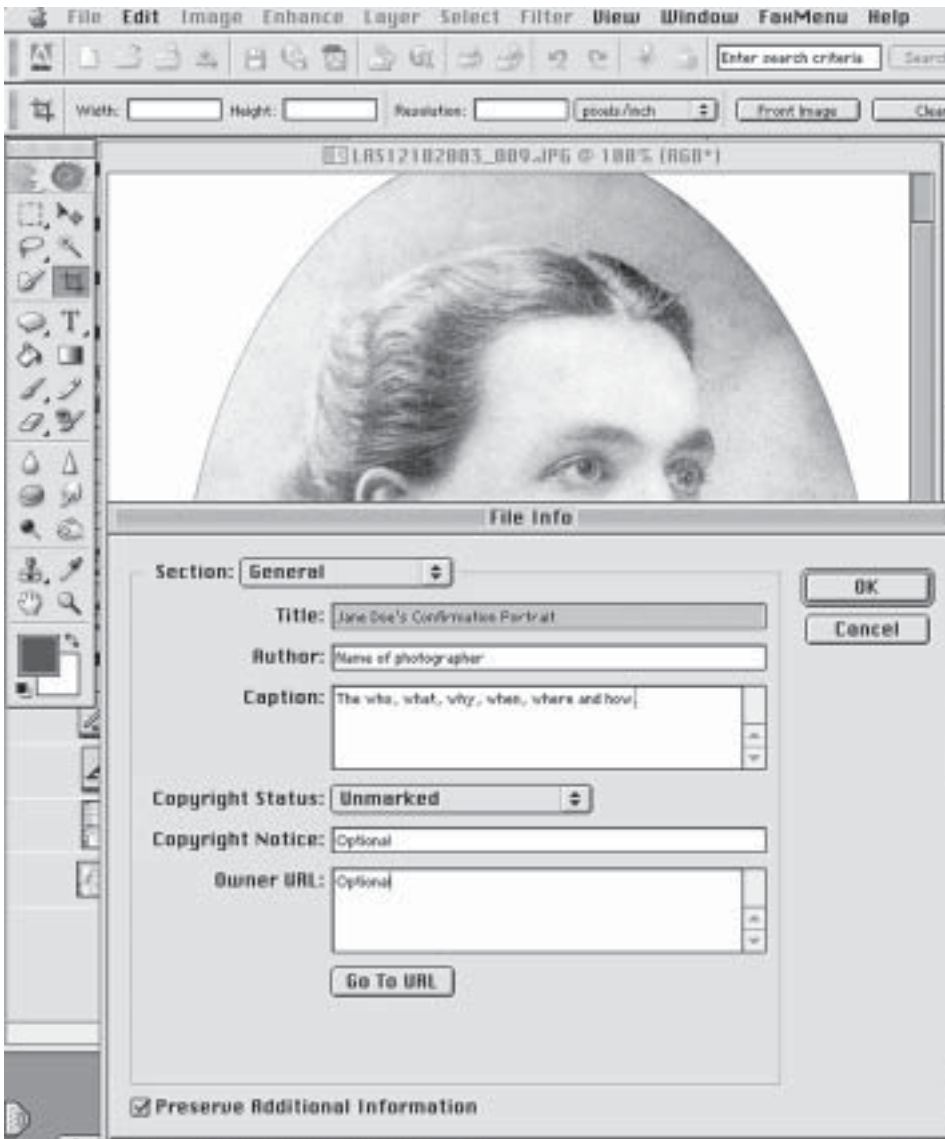
Personally, I refuse to engage in any debates about Hi-Bit scanning and editing. It's as touchy as the abortion and weapons of mass destruction debates! For those interested in the subject, there are tomes of data regarding Hi-Bit scanning and editing on the internet.

Now I'll try to put the lid back on this can of worms!

Regarding your second question, the "Author, Keywords, Comments, Title" fields you mentioned are known as IPTC fields. These fields are perfect for the genealogist and photographic hobbyists that understand the importance of organizing.

The acronym stands for International Press Telecommunications Council (<http://www.iptc.org>). The United Kingdom-based IPTC was founded in 1965 primarily to help news organizations to preserve and organize information through the standardization for interchanging data between various media. When I worked as a photojournalist at various newspapers, we always used the IPTC fields to embed caption information within our scanned images prior to sending them to the page layout department.

I was unable to confirm if the software you use allows the user to embed IPTC data within the files or not. It appears that you can view the data. However, if you want the ability to enter or modify IPTC data, I highly recommend that you purchase Adobe Photoshop Elements 2. If you want to go further into organizing your images, Extensis Portfolio (<http://www.extensis.com/portfolio/>) will extract IPTC data as it catalogs them. Moreover, it allows you to



How to use the fields is completely up to the user. If you want to follow the Associated Press or a conservationist protocol, there is plenty help at www.controlledvocabulary.com and other internet sites. My suggestions are shown. Elements limits you to one section as shown. However, Photoshop CS and earlier versions provide more sections. For digital camera users, both programs provide a second section with technical information such as resolution, software and color space.

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Other Group Events *compiled by June Buller*

24 JUNE 2004

Glen Longacre - National Archives

Indian Prairie Library Genealogy Computer Group
401 Plainfield Road, Darien
http://www.indianprairie.lib.il.us/genealogy_group.htm

24-26 JUNE 2004 - ALBANY, NY

Palatines to America National Conference Palatine Footprints

RICHARD PAWLING AND JOHN HUMPHREY, PRESENTERS
<http://www.palam.org/events.htm>

8 JULY 2004 - McHENRY - 7:00 P.M.

A MATERNAL ANCESTOR OF ONE OF THE MEMBERS
WILL BE THEIR GUEST

McHenry County Genealogical Society
<http://mcigs.org/>

10 JULY 2004 - WHITEWATER WI

FULL DAY WORKSHOP

Insights in Your German Past

ROGER MINERT, A.G.

German Interest Group-Wisconsin

SASE to German Interest Group-Wisconsin

PO Box 2185, Janesville, WI 53547-2185

for registration brochure

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

10 JULY 2004 - SCHAUMBURG - 10:30 A.M.

DR. DOMINIC CANDELORO - HIS BOOK

Chicago's Italians, Immigrants, Ethnics, Americans

POINTers In Person Italian Genealogy Group
<http://www.rootsweb.com/~itappcnc/>

11-15 JULY 2004 - SPRINGFIELD

10th Annual Genealogical Institute of Mid America (GIMA)

Illinois State Genealogy Society

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

11-17 JULY 2004 - WASHINGTON, D.C.

National Institute on Genealogical Research

ANNUAL WEEK-LONG STUDY PROGRAM

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

13 JULY 2004 - SCHAUMBURG - 7:30 P.M.

PAUL VALASEK

Immigrant Steamships 1890-1950

Schaumburg Township Library Genealogy Group

FOR INFORMATION CALL TONY KIERNA

(847) 985-4000 OR (847) 923-3390

13 JULY 2004 - MUNDELEIN - 7:00 P.M.

JEFF BASSETT - THE BASSETT FAMILY

y-chromosome DNA testing project A case study

Lake County (IL) Genealogical Society

<http://www.rootsweb.com/~illcgs/meetings.htm>

15 JULY 2004 - CHICAGO

MAUREEN BRADY

Getting the Most From the LDS Website

Friends of Genealogy, The Newberry Library

<http://www.newberry.org/nl/genealogy/L3gfriends.html>

15 JULY 2004 - ELGIN - 7:00 P.M.

HELEN SCLAIR

Chicago Gangsters and Their Burial Places: How the Cemetery Lady Dug Them Up

Elgin Area Genealogical Society

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

17 JULY 2004

MARY STORBECK

Making Your Own British Isles Library at Home

BIGWILL

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

19 JULY 2004 - ZION

STEPHANIE TODD

Using Land Records to Problem Solve

Zion Genealogical Society

<http://wkkhome.northstarnet.org/zion/zgsmember.html>

22 JULY 2004 - ST. CHARLES

DeNelda Davis, INTERNATIONAL ORDER OF ODD FELLOWS

Records of the International Order of Odd Fellows

Kane County Genealogical Society

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

22 JULY 2004 - DARIEN - 7:00 P.M.

KARL MOORE

The Illinois Regional Archives Depositories (IRAD) System

Indian Prairie Library Genealogy Computer Group

http://www.indianprairie.lib.il.us/genealogy_group.htm

Other Group Events

25 JULY 2004 - NILES - 2:00 P.M.

**Discussion of the IAJGS
Conference Report from Israel**
Jewish Genealogical Society
<http://www.jewishgen.org/>

8-11 SEPT. 2004 AUSTIN, TX

**Legends Live Forever: Researching
the Past for Future Generations**
Federation of Genealogical Societies
<http://www.fgs.org>

10-12 SEPT. 2004 - SCHAUMBURG-MARRIOTT
UPDATED INFORMATION

Annual Conference
Polish Genealogical Society
<http://www.pgsa.org/2004ConfFlier.pdf>
For program schedule

25 SEPT 2004 - ANNUAL CONFERENCE

PAUL MILNER AND BROTHER JOSEPH MARTIN, SPEAKERS
Hopping the Pond...and Back
Fox Valley Genealogical Society
<http://www.rootsweb.com/~ilfvgs/index.htm>

30 SEPT - 2 OCT. 2004 - CLARION, IOWA
CINDY HOWELLS AND LELAND MEITZLER

Using the "Net" On Your Family
Iowa Genealogy Society
<http://www.iowagenealogy.org/>

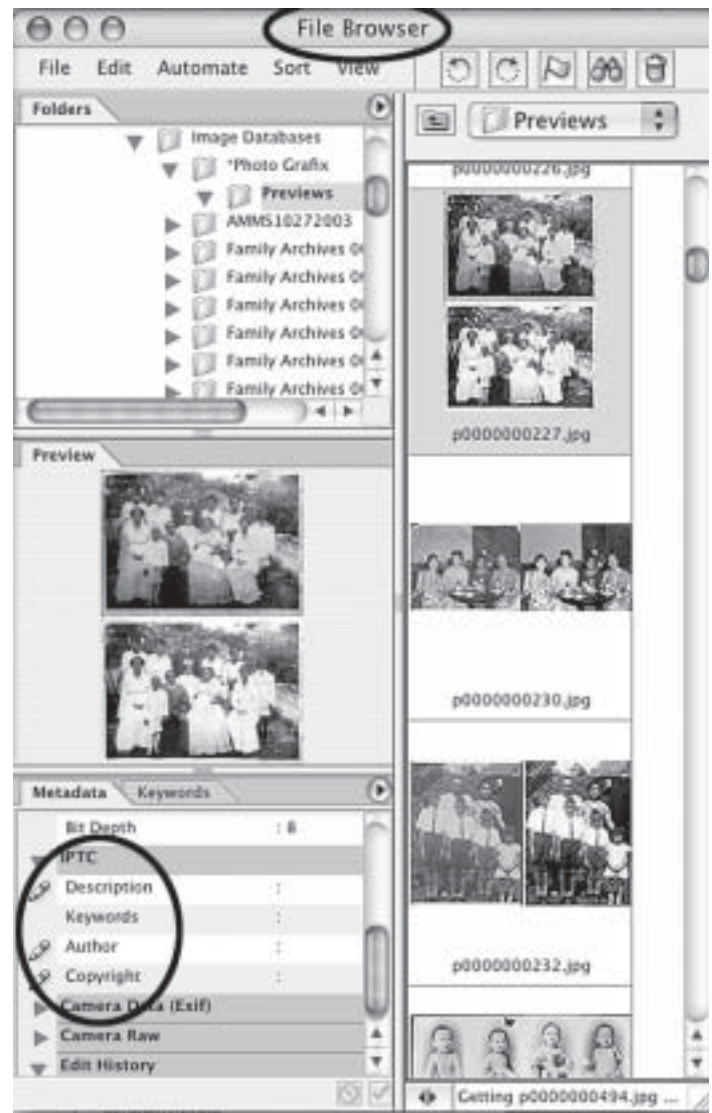
6 NOV. 2004 - COLLEGE OF LAKE COUNTY
Sandra Luebking, Beverly Smallwood
Daniel Niemiec

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

Retoucher (continued)

modify how the IPTC fields are used and modify the information within the program. Fancy stuff!

Visit my favorite IPTC websites at <http://www.controlledvocabulary.com> for more information about managing image data.



Adobe Photoshop CS (the most recent version of Adobe Photoshop as of this writing) has an improved "File Browser" interface that allows you to view and modify IPTC data, as well as some other useful archiving information.