MIDWEST HISTORICAL & GENEALOGICAL SOCIETY
ALERT

1203 N. Main

P.O. Box 1121

Wichita, KS 67201

316-264-3611

info@mhgswichita.org

mhgswichita.org

Library Hours:

Tuesday and Saturday
10 to 4 pm.

(library@mhgswichita.org)

Inside this issue:

DIGITIZING YOUR PHOTOS

We all have boxes and albums full of precious family photos – or we know someone who does. How do we preserve those and share them with everyone in the family? Digitizing them makes it easy to share, and allows you to put the originals in a safe, dark place where they won't get handled or damaged.

Before scanning
- Clean dust off photos using soft brush or cloth
- Clean dust off scanner glass (don't squirt directly with cleaner!)

Do you need to scan them all?
You don't need to scan obvious duplicates, out of focus shots, or all twelve poses of the giraffe at the zoo. You do want to scan pictures of people and important places and activities – think about illustrating a book about your family and community.

What about photos in albums?
- Black page albums, with nothing covering the pictures? Maybe just scan album pages
- 1970's era magnetic albums? Take photos out (you may find that wiggling a little dental floss behind them helps with sticking,) scan, put in a better album or box
- Archival safe albums? Test scanning both leaving it in the page and taking it out
- Consider getting a shot or scan of the full page at a lower resolution for context, in addition to high quality scans of the individual pictures. I like to make a PDF of the full page scans, so you can duplicate the experience of flipping through the album, and also make individual scans of the important pictures, which can then be edited and shared separately.

Specifics
DPI (more is better. For photos up to 8x10, 600 dpi. For tiny photos, do more if your scanner can.)

File Format
- TIF – loss-less file format, universally recognized. Use for the original master file.
- JPG – lossy file format, meaning some data is lost every time the file is saved. Use for uploading to the web, such as Facebook.
- PNG – smaller and more efficient than TIF, but not as commonly used. Can be used for your master file.

Metadata
- Filename – Most scanners assign names like FILE001; rename using the file naming system you set up for organizing your other digital genealogy files. Some people try to cram a lot of info into the filename (like Langel_Reunion_1950_EA_Jeannette_Ben_Liz) but I find that confusing. I prefer something simple for the filename, and use metadata for everything else.

- Metadata – You can add title, caption, keywords and other information into the properties that are saved in the file. This means the info travels with the file. You can edit this metadata using Windows Explorer, or most photo editing programs. This information is all available for searching, even in Explorer.

Editing
- MS Photo (comes with Windows)
- Lightroom (https://www.adobe.com/products/photoshop-lightroom.html)
- XnView (https://www.xnview.com/en/)
- Google Photos
- Photoshop (https://www.adobe.com/products/photoshop.html)
- DigiKam (https://www.digikam.org/about?q=about/overviewhttps://www.digikam.org/about?q=about/overview
- GIMP (https://www.gimp.org/)

Storage & Backup
Be sure your files are safe! Use the 3-2-1 rule: at least **3** copies, on at least **2** different types of storage media (ie, not both thumb drives) with at least **1** in a different location (ie don't keep all three in a place where the same tornado can destroy them all.)

Should you use a scanning service?
- Pros – The service may have better equipment, and you don't have to learn how to do it
- Cons – Using a service may be expensive, your photos leave your possession, and you still probably have to learn how to edit and work with metadata
- Bring them to MHGS – We have a good scanner, which can handle negatives and slides, and camera stand, which can handle large items. We can help you scan a couple of items, or show you how to scan them yourself. Be sure to bring a flash drive for the digital files.
- Local: Douglas Photographic, Moler's, Snappy Photo
- Distant: Larsen Digital (I've used them to digitize a roll of movie film)

Using your digital files
- Upload to Facebook, etc – This is good way to share with family members, but social media sites strip a lot of data, especially metadata, and reduce the quality level of photos you upload. This is good for working fast on the web, and displays just fine on computer screens, but may mean that photos shared through social media sites won't have important identifying information and won't be high enough quality to print. Don't let Facebook be your primary storage site, and consider making a flash drive with high quality images to share with family members who are really interested in the photos.
- Printing -- Display your images! You can print with your own printer, or take your files to a service like Walgreens or Douglas Photo. Once you're working with duplicates and not originals, you can display your images wherever you like, and it they fade, you just print a new one!
- Genealogy software – Add pizzazz to your genealogy reports and websites with your digital images.

What do you do with the originals after scanning?
Store in archival safe albums or boxes. Boxes might be more space efficient – you don't need ready access to your photos because you have the digital versions!

Julia Langel

THANK YOU, VINCE!

Vince Hancock, our computer technology coordinator, has resigned his position. We would like to thank him for his many years of volunteering at MHGS, and wish him the best with his future projects.

NEW FAMILY TREE MAKER SPECIAL INTEREST GROUP!

Donna Londeen has agreed to coordinate a special interest group on the genealogy software Family Tree Maker. Yay! Our first session will be January 20 at 2 pm, and will repeat on the third Saturday of every month. There will be a brief presentation on a special feature, and time to ask questions about the software.

Thanks Donna!

VOLUNTEERS STILL NEEDED!

Are you looking for something fun to do? We can always use more volunteers at the library!

We have some volunteers who are looking for help. Jim would like an assistant treasurer, Micki needs articles for the Alert newsletter, and Ann would like someone to help publish the Register (we use Microsoft Word.) We have been operating without a Building and Ground chairperson for more than a year and the building and grounds definitely show it! With Vince's resignation, we could also use a Technology person or persons to help with computers and web stuff.

We also have some projects we'd like to do. We may have an opportunity to digitize newsletters from a local community organization that is celebrating 100 years next year, and are thinking about doing some oral history projects. We are doing a lot of digitizing these days, and Julia can use help with getting digital images ready to put online (involving a spreadsheet, a little Google research, and maps.)

We'd like to add some new special interest groups to our schedule. We currently have a Genealogy Roundtable, the Photo Mysteries group, and a DAR research group. We miss our African-American group and would love to restart it. We're also open to new groups, if you've got an idea. Would anyone be interested in an Artificial Intelligence for Genealogy group? Group leaders just need to do some organizing; they don't have to be particular experts.

Please email Julia at library@mhgswichita.org or stop by the library if you are interested in helping us out. We have a good time, and provide an important community service.

LIBRARY CLOSING FOR HOLIDAYS

The library will be open on Tuesday, December 19 and then closed until Tuesday, January 2. If you have a genealogy "emergency" and need access to the library, email Julia at library@mhgswichita.org and we'll work something out.

BOARD OF DIRECTORS 2023-2024

President: Rex Riley (president@mhgswichita.org)	Alert Editor: Micki Wright Stephans (alert@mhgswichita.org)
Vice President: Micki Wright Stephans (vp@mhgswichita.org)	Building & Grounds: Open
Treasurer: Jim Scharnhorst (treasurer@mhgswichita.org)	Computer Technology: Open
Secretary: Twila Ackley Brown (secretary@mhgswichita.org)	Publicity: Francene Davis Sharp (publicity@mhgswichita.org)
Librarian: Julia Langel (library@mhgswichita.org)	Register Editor: Ann Hathaway Boll (register@mhgswichita.org)
	Membership: Kathy Kirk (members@mhgswichita.org)

Library open Tuesday & Saturday 10 – 4   Email library@mhgswichita.org

Please see the Google calendar or our Facebook page for more information

MHGS Library will be closed Saturday, December 23 through Saturday, December 30. We will reopen on Tuesday, January 2

GENEALOGY ROUNDTABLE SPECIAL INTEREST GROUP	FAMILY TREE MAKER SPECIAL INTEREST GROUP
Second Tuesday @ 1:30 to 3 pm **Led by Julia Langel**	**Third Saturday @ 2 pm** **Led by Donna Londeen**
PHOTO MYSTERIES	DAUGHTERS OF THE AMERICAN REVOLUTION AND SONS OF THE AMERICAN REVOLUTION
Third Tuesday @ 1:30 to 3 pm **Led by Rex Riley**	**Fourth Tuesday @ 1:30 pm** **Led by Twila Ackley Brown**

Midwest Historical and Genealogical Society

P.O. Box 1121

Wichita, Kansas 67201

Change Service Requested