Portable Computing

- Desktop
- Laptop
- Tablet
- Smartphone

How to file all that stuff

- Use default installation folder for program files
- Place all documents under a single "root" folder
- Nest folders within folders
- Give files logical, specific names, e.g., Surname+Initials_Event_Specifics_Date
- Clear out old files regularly
- Back up files regularly

Equipment

- **Desktop Computers**
- **Laptops**
- **Tablets**
- **Smartphones**
- **Printers**
  - ✓ Black & white and color, high-yield cartridges
  - ✓ Speed (33 ppm b&w; 25ppm color)
  - ✓ Page size capability: 8.5" x 11" | 8.5" x 14" | 11" x 17"
  - ✓ Duplex printing
  - ✓ Wireless printing
- **Scanners - Look for these features:**
  6400 x 9600 dpi for enlargements up to 17" x 22"
  Scan slides, negatives, and medium-format panoramic film
  Built-in transparency unit software that
  - ✓ Removes the appearance of tears and creases from damaged photos
  - ✓ Removes the appearance of dust and scratches from film
  - ✓ Restores faded color photos with one touch - Epson Easy Photo Fix included
- **Film to Digital Converters**
  Video to Digital
  - ✓ VIDBOX Video Conversion Suite $59.00
  - ✓ Elgato Video Capture $85.00
  - ✓ ClearClick Video to Digital Converter 2.0 $150.00

  Scanning and recording services
  - ✓ Forever
  - ✓ LegacyBox
  - ✓ iMemories

  Digital Recording
  - ✓ Windows - Voice recorder
  - ✓ Apple - QuickTime 10 player

- ✓ Smartphone App: Find a single and easy to use audio & voice recorder.
- ✓ Google Play
- ✓ External: SONY ICD-BX140 Digital Voice Recorder

Type with your voice
- ✓ Mac - On your Mac, choose Apple menu > System Preferences, click Keyboard , then click Dictation. Click On. If a prompt appears, click Enable Dictation.
- ✓ Windows – Press Windows logo key+Ctrl+S. The Set up Speech Recognition wizard window opens with an introduction on the Welcome to Speech Recognition page.
- ✓ Smartphone Apps –
  - • Google Docs Voice Typing
  - • Live Transcribe
  - • Voice to Text

- **Software innovations**
  - ✓ **Snipping Tool – Windows system tool** *To open Snipping Tool, type **Snipping Tool** in the search box on the taskbar, and then select **Snipping Tool**.*
  - ✓ **TechSmith Capture (formerly Jing)** *Free download https://www.techsmith.com/jing-tool.html*
  - ✓ PDF Creator: Microsoft Office – Print to PDF included. Most printer software now includes PDF creation

ORGANIZING AND SHARING

- • Evernote https://evernote.com/
- • **Microsoft OneNote (iOS, Android, Mac, Windows, Web)** *https://www.onenote.com*
- • **Google Keep (iOS, Android, Web)** *https://www.google.com/keep/*
- • **Apple Notes (iOS, Mac, Web) -** Free with an Apple device
- • Tribal Pages - You, the owner of your site, decide who can see or modify your family tree. www.tribalpages.com

Choosing A Genealogy Program

With a Genealogy Program You Can:
- • Work without an online connection
- • Share or not share
- • Build a family tree
- • Record information on your ancestors: dates, locations, relationships, etc.
- • Document research sources and link them to your family tree

- Maintain more than one database for multiple family trees
- Print out ancestral charts and reports
- Store photos, audio and video recordings, and scans of your ancestors and documents
- Protect your information through regular backups
- Export your information to other genealogy programs
- Choosing A Genealogy Program

Build Your Tree Online

Ancestry	FindMyPast
FamilySearch	OneGreatFamily
MyHeritage	GenesReunited

Family History Software

RootsMagic 8 https://www.rootsmagic.com/
Legacy 9 https://legacyfamilytree.com/
Family Tree Maker 2019 https://www.mackiev.com/ftm/
Family Historian 7 www.family-historian.co.uk
Family Tree Builder www.myheritage.com

Backup and Storage

- Cloud Storage https://www.pcworld.com/article/407149/online-cloud-backup-services-carbonite-idrive-backblaze-livedrive.html
- Microsoft (OneDrive) https://onedrive.live.com/?id=root&cid=236F27F24BDDC6AA
- Google Drive https://www.google.com/drive/
- DropBox https://www.dropbox.com/
- IDrive (https://www.idrive.com/)
- Backblaze https://www.backblaze.com/
- Carbonite https://www.carbonite.com/

Summing It All Up

1. Tackle one set of files at a time. Work through paper piles steadily; the mess didn't happen in one day.
2. KISS – Keep It Simple, Silly! Use an easy to set up, easy to maintain system.
3. Write down your filing instructions and post them, on paper (!), near your computer, so you don't get lazy.

Additional Resources

- Family Search Tech Tips https://familysearch.org/blog/en/techtips/
- Thomas MacEntee's Blog: Hack Genealogy http://hackgenealogy.com/hack-genealogy/

- Armchair Genealogist https://www.thearmchairgenealogist.com/p/organization.html
- Technology for Genealogy (closed Facebook group) Technology for Genealogy Interest Group
- Google Products http://www.google.com/about/products/
- FamilyTree Magazine https://familytreemagazine.com/organization/organizing-digital-genealogy-files/
- Legacies Untold https://amandaoliviaphotography.com/2020/03/how-to-organize-your-digitized-genealogy-photos/
- Ancestral Findings https://ancestralfindings.com/how-to-organize-your-digital-genealogy/
- Genealogy in Action https://www.genealogyinaction.com/blog/digital-file-organization-for-genealogy

Your Notes