

Saving your memories



How to digitally archive your family documents, photos, and mementos

Introduction

- We all have items that, if lost, would devastate us. Here are some examples.
- Photos are especially important, as they hold so many memories and, in many cases, are irreplaceable.
- How do we protect these memories, short of physically duplicating every photo and storing them off site?

Personal digital archiving

""Personal digital archives' is a formal term for the digital stuff we create and save every day."¹

- term can be expanded to include physical items that have been scanned in order to preserve them.

¹Redwine, Gabriela, and Neil Beagrie. "Personal Digital Archiving." DPC Technology Watch Series. Digital Preservation Coalition, December 14, 2015. <https://doi.org/10.7207/twr15-01>. Page 7.

Why create a personal digital archive?

- back up
- ease of sharing
- prolong life of images from negatives/slides
- include in scrapbooks and other projects

Organization

- most important part = most challenging
- there's no one correct system
- consistency is key
- work in small batches
- use pencil and paper to design system
- sort by surname or document type most common
- back-up = VITAL
- more than one form of back-up!

Where do I start?

- prioritize – what is most important?
- items that are frail
- vital records (birth, marriage, death)
- religious records (baptism, burial)
- wills/land deeds
- personal correspondence
- old photos – out of frames/albums if possible
- flatbed scanner is best

Items to scan

- loose photos/slides/negatives
- photo albums
- mementos
- post cards
- documents (birth/marriage/death certificates)
- children's art work
- needlework

Scanners

- scanners range from \$70-\$1000
- regular flatbed (Epson, Canon etc)
- portable flatbed scanner (FlipPal, Doxie etc)
- sheet-fed photo scanners (not recommended)
- phone or tablet (with or without an app)

Using the Epson Scanner (photos/slides/negatives)

- available on computer in magazine area
- sign on with library card or guest pass
- double-click Epson folder
- double-click Epson Scan icon
- choose Office Mode
- configure resolution, image type, image format
- select Save location

Using the Epson Scanner

(photos/slides/negatives)

- lift cover & place item on scan deck**
- click Preview
- select scan area with mouse
- click Scan
- confirm result when destination folder opens
- repeat as needed

**Ask staff for slide/negative holders at Desk

Using the Epson Scanner (documents)

- available on computer in magazine area
- sign on with library card or guest pass
- double-click Epson folder
- double-click ABBY icon
- select Scan Destination:
 - MS Word
 - MS Excel
 - PDF
 - email

Using the Epson Scanner (documents)

- select TWAIN device = scanner
- configure scanner and paper size settings
- click Preview
- select scan area with mouse
- click Scan
- either place another page or select Close to complete
- confirm result when destination program or email client opens
- start again, click "Select task" at top left

Tips

- Definition: Marquee - the scan selection tool in the Preview window.
- documents will often work better scanned as photos
- if you click the bottom left box under Marquee in the Preview window, it automatically finds what it thinks you want to scan, you can then adjust by hovering the mouse over the corners or sides until you see a double arrow - this allows you to change the size of the marquee
- to move the marquee, hover over the middle until a hand appears - this allows you to click and drag with the mouse until it's in the spot you want it - most useful after you've reduced the marquee to the approximate size you want it if moving from a full page scan to a smaller section scan.

Creating a Home Archive

(storage etc.)

- make a plan
- archival albums, sleeves, and folders are best (acid/lignin free)
- archival boxes also work
- organize by family, event, or chronologically – what makes sense to you
- create an index
- label albums, boxes etc.
- store away from water sources (basement/attic/outside walls)
- do NOT use sticky albums
- Brodart.ca / www.globalgenealogy.com/archival/index.htm

Resources

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