NEWSLETTER

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A UGUST 9, 2017
O THER G ENEALOGICAL P ROGRAMS

Roots Magic

By

Bob Tatalovich

Legacy

By

Bruce Butterfield

Next Meeting is August 9, 2017

Klemmer's Banquet Center

10401 West Oklahoma Avenue

Milwaukee, WI 53227

File Management by Bob Heck
Summarized by Louise Stack

Some of us genealogists need more help with technology than others. We collect information from various sources including the internet, emails, scanned documents and pictures, etc., but then what? Bob Heck was the first presenter of the evening with his guide on how to use file management or what he called "Back to the Basics". He asked who had ever lost a file and commented that if you had not raised your hand you were a liar as we all have lost files at one time or another. He also asked who was uncomfortable about deleting files. This presentation would help with both of those issues among others such as moving, renaming, and finding files as well as the difference between 'save' and 'save as' and more.

To make it simple, think of your computer as a file cabinet. Think of the drawers in the file cabinet as drives which are physical storage devices. Within the drive (storage device) there are folders. Each folder contains files. Not to complicate things, but there can also be folders within folders, sometimes referred to as sub folders. Here is an example he used with **C:\Programs\FamilySearch\PAF.exe.** Breaking it down, **C:\ is your drive, Programs is your folder, FamilySearch is a sub folder and PAF.exe is a file.**

When you write a paper, make a spreadsheet or even draw a picture on your computer, your work is saved in RAM (random access memory), but this is not necessarily permanently saved. You could lose your work in the event of a power failure and you will not be able to get it back. However, if you actually save it, meaning copy it to a hard drive or flash drive where it is saved as a file, you will not lose it when the power goes out. You've done all that work so you really don't want to lose it.

So now you have saved your work and made a file, next it will need a name. There are rules for everything and this is no exception. You can only have 260 characters for a file name in Windows – really, who would have that many anyway? Bob recommends keeping the name short because even though Windows allows that many characters others may not. You can use spaces, numbers and letters but several characters are not allowed. Did you know that this character | is called a pipe? – not allowed along with \ / : * ? " < >.

Following the file name there is an extension which you are probably familiar with even if you didn't know it was called that. Examples of extensions are: .doc .xls .paf .pdf .zip and so on. File extensions give you a clue as to what is in the file and tell the computer what program should be used to open the file. You do not want to change an extension though as your computer will not be able to open the file then. Some systems hide the extension which makes it a bit harder to find or determine what is in the file, but you can change that on your computer by unchecking Hide Extensions.

Remember that a drive is a storage device. The different types of drives used have an alphabetical designation starting with A for floppy Disk which is rarely used anymore. C is your hard drive, D is for DVD/CD although newer computers do not have this, E for flash drive and F for external hard drive all the way to Z for other removable devices. You can move your data from one drive to another. You can rename, copy, move and delete. Bob showed an example using a picture of himself fishing. Somehow the photo magic showed up again as he added a fish from another file to the end of his line where there once had been a tangle of seaweed.

What happens if you saved or downloaded a file and you didn't see where it was saved? Click on downloads and you should be able to find it. Now if you don't remember where you put a file when you saved it, try using the search bar and enter part of the file name, the extension or both. If you have Windows 10 you can use voice commands and ask Cortana. Deleted a file and want it back? Here's a helpful tidbit - it can be restored from the recycle bin (wastebasket icon) if it was deleted from the C drive.

To explain "save versus save as" Bob shared how he does it when working on genealogy files. He changes the file name by adding a date and then using "save as". If you just use "save" it will overwrite a file with the same name. His advice is that using "save as" is the way to go. You could also use "drag and drop" which is another way to move a file from one folder to another in the same drive.

Can you see your computer as a file cabinet now? Don't forget that it really is a simple concept and it is important to understand the structure: Drives (drawers) contain folders, maybe subfolders, and folders contain files.

Bob's tip: Be sure to back up your files often!

Gizmos and Gadgets
Summarized by Louise Stack

Sam Colon gave the second hour presentation with the intent of taking some of the mystery out of all those technological things you have around your house. He is our resident computer geek so he came prepared with 5 pages of information for us. This summary might not even do it justice so you'll probably want to get your hands on the meeting handout. Sam's presentation focused on The Cloud, flash drives, external drives and scanners.

Let's start with The Cloud. We've all heard the term and perhaps know that is a form of information storage, but maybe aren't sure what it really is. According to Sam it is nothing more than the worldwide web; the cloud links all of us on the web. Using it can be advantageous because you can access your files from any device that's connected to the internet (phones, tablets or computers). Think of it as your PC connected to a main frame.

Sam says the cloud is easy to use but you do have to do your homework when choosing a service because not all are created equal. Some things to consider are: security and privacy, cost, space and data caps and what operating systems are supported. You will also want to look at whether it is a well-established company with some longevity. You'll also have to ask yourself what you need as far as storage. Some of the cloud storage services Sam covered are: One-Drive, Dropbox, Google Drive and Box. Sam did recommend that you have an alternative back-up device as well, just in case.

Another storage option is the external hard drive which connects to your computer with a USB port. Sam suggested that a personal cloud back-up hard drive is more cost effective and makes more sense because it can be connected to your home router and be accessed from any remote computer via the internet. Your family can access it with permission and the proper password. These devices vary in size and cost.

Remember floppy disks? The flash drive, AKA thumb drives, are the modern-day version and are also designed for storage and the transfer of files. They are small, easy to transport and unlike floppy disks are not affected by magnets. However, you may not have known that they have a finite life, will degrade over time and can be damaged by temperature extremes and humidity. Like the external hard drives, they vary in storage size and cost. Flash drives work on any computer with a USB port, but you may need a special cable if you want to use it on your smartphone or tablet. When you are finished using your flash drive, you must disconnect it properly to avoid damaging the files on it. Did you know it carries 5 volts of power?

Last but certainly not least Sam discussed the use of scanners which he referred to as the genealogist's best friend. A scanner captures images from a variety of sources including photographs and documents and makes sharing these images with family a breeze. It can also save you money that you would have spent on color copies and mailing. Sam's personal favorite is the scanner mouse because it is an efficient mouse AND a portable hand-held scanner that connects to any PC or laptop.

Sam's tip: Like NASA's redundant systems you should have back-ups of back-ups

Upcoming Programs

September 13, 2017
Victorian Mourning & Funeral Practices (Steve Person)
Funeral Home Research (TBA)

October 11, 2017 – Terminology & Stuff
What You'll Find in the US Census & City Directories (Cathy Dailey)
Research Land Records (Gary Haas)

October 21, 2017
FREE Genealogy Workshop at the Family History Center, 9600 West Grange Avenue. 8:00 AM – 4:00 PM

November 8, 2017
Courthouse Research (Guy Porth)
Researching Will & Probate Records On-Line (Bob Heck)

December, 2017 – No Meeting
Do NOT forget, there is **NO** meeting in December

About This Newsletter

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Meeting Bits and Bytes

Bob Heck greeted everyone at this steamy July meeting with "Welcome to a warm and wet summer!" It was the usual start time of 7:00PM at Klemmer's Banquet Hall. There were 114 attendees, however Bob noted that our members from the Burlington area were not present most probably due to the flooding they were experiencing there. In fact, the Fox River wasn't due to crest until the following day so Bob suggested we keep those members in our thoughts.

There were 5 guests/new members at this meeting including the new director of the Family History Center, John Canapa and his wife Terri. An additional announcement regarding the FHC was a reminder that after July 31st it would no longer be possible to order microfilms as the records are in the process of being digitized.

Bob mentioned he has received complaints that his meeting opener questions have been way too easy so he promised that this month's questions were tougher than usual. His first question was tough as promised because he was asking why he didn't catch any fish last month. A member actually got the answer even though it had been an obscure mention buried in an email Bob had sent out. The answer was that he had been busy using the Rworld email system.

The next two questions involved the cost of copying or renting microfilms, copying being pricey at $85 a roll. Clearly, it was more difficult to answer what the difference between that and renting the microfilm was. The answers came like at an auction - $67.50! $77.25! $77.50! $78! Well, the correct answer was $77.50 because the rental fee is $7.50.

Question 4 was apparently the most difficult because no one was able to answer it. And what a loss because the prize was for a Cadillac which will now have to be saved for a later date. This question was from the July newsletter and asked for what background music you would hear if you found something in your attic you didn't know you had – the Twilight Zone theme song.

Everyone seemed to know in question 4 that you should always scan in color even if the photo was black and white. The last question again was a bit trickier as it was asking for the number of prizes awarded at last month's 25th anniversary meeting. It seems there should have been 25 as some members thought, but the total was actually 19, 14 of which were surprise items because of the anniversary.

Help with PAF

Call us if you need assistance in using PAF, or if you have question about MPAFUG
We're here to help!

NAME	PHONE	E-MAIL Address
Bruce Butterfield	414-462-6097	Babtrfld-mke@wi.rr.com
Sam Colon	414-327-2133	genrschr@gmail.com
Bob Heck	414-421-7143	bheck@voyager.net
Bob Tatalovich	414-897-8280	bobt3725@gmail.com
Jane Orne	262-938-9371	orne@Rworld.net
Guy Porth	414-510-0563	guyporth9@yahoo.com
Earl Capps	414-327-4327	elcapps@yahoo.com

MPAFUG Key Information

The Steering Committee

Steering committee meetings are held on the 3rd Wednesday of every month except December. The meetings start at 7:00 pm at Bob Heck's house (4910 Steeple Drive, Greendale, WI). The Steering Committee is an informal group of members who get together to plan the general agendas for future meetings. All MPAFUG members are welcome to attend and participate in the meetings.

Our Web Page: http://mpafug.org

We invite you to visit our web page and even print a copy of this and the previous month's newsletter. We also have a surname section where you can see who is working on your family line. Members of MPAFUG have access to a members-only web page which contains past newsletters and handouts from our meetings.

Resources Available:

In addition to our monthly meetings and website, we offer 3 CD's that are available to members for purchase. CD's are $5 each if picked up at a meeting, or an additional $2.50 for shipping/handling. Contact Lynn Thrasher - MPAFUG Treasurer, PO Box 14222, West Allis, WI 53214-0222.
- MPAFUG Newsletters – December 1991 thru December 2013
- MPAFUG Handouts – 1999 thru 2013
- MPAFUG Utilities CD – contains 16 useful programs including PAF, Picasa, GenViewer, Open Office, Adobe Reader, PDA to Palm OS, FastStone, IRFAN Viewer/Plugins, FamilySearcher and more

Membership Information

Membership in MPAFUG is open to anyone interested in learning more about computer genealogy. Membership is $12 per calendar year for an individual or family. Dues are $6 for the balance of a year if you join after June 30th. To join, send a check made payable to "MPAFUG" to: Lynn Thrasher – MPAFUG Treasurer, PO Box 14222, West Allis, WI 53214-0222.

Questions about MPAFUG?
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