



FROM PAPER TO DIGITAL (Digitizing photos and records)

1. File types: What is a format?
 - a. .jpg (*Jay-Peg*) Standard format for digital cameras and cell phones. Can lose quality on extreme compression.
 - b. .png (*Ping*) A newer but patent-free version of .gif files which better compression ratio. Unlike .jpg files, it supports transparent backgrounds, motion and has a lossless compression feature.
 - c. .pdf is a file format used to present documents in a manner independent of application software, hardware, and operating systems. Each PDF file encapsulates a complete description of a fixed-layout flat document, including the text, fonts, graphics, and other information needed to display it. Most word processing software, such as Microsoft Word, will open a PDF and can create PDF files.

2. Sources of photos and documents. (Where can I find photos of my ancestors?)
 - a. Grandma's Shoebox
 - b. Other extended family members. Establish a communications link with them.
 - i. Google Search (*Ex. search "Coltrin family photos"*)
 - c. Ancestry.com
 - i. Search public member trees for "Melvina Sherman".
 - ii. Click on the Owens-Berryhill file. Right click on photo and selects "Save As".
 - iii. Genealog.az.gov (*Ex. search for "Sherman, Betty"*)

3. Scan a photo (jpg) in both Cannon native software and in Picasa.
 - a. Download Picasa (Free Google Image Management & Editing Software): <http://picasa.google.com/>
 - b. Picasa Tutorial Video: https://www.youtube.com/watch?v=B_93BwkOyyk

4. Cloud storage
 - a. File sharing and collaboration.
 - i. Cloud storage services allow you to store your documents, photos, videos, and more online. You can share these drives with friends and family around the world so you can easily gather and organize your family photos and stories.
 - ii. Google Drive: 5 GB Free Storage. Additional 25 GB for \$4.99/month. Version control: stores up to 100 revisions of a document or 30 days of versions per document, which counts towards your total storage allowance. Share permissions only setup through web app. Supports more file types.
 - iii. Dropbox: 2 GB Free Storage. Additional 50GB for \$9.99/month. Version control: keeps unlimited versions of your document for 30 days and it doesn't count toward the total storage space you are allowed. Share permissions from desktop app. Supports Linux.

5. Photo and document enhancement
 - a. Photoshop, Picasa, Many other image editing tools