

Reducing the Paper Load in Filing Cabinets



*presented by
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*Ottawa TMG Users Group
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Introduction



This presentation will focus on the thousands of sheets of printed paper that one can easily accumulate over the course of decades of genealogy research, especially when documenting sources. This is especially relevant for those who have chosen to be ‘splitters’ rather than ‘lumpers’ when creating sources.

In my research I have well over 10,500 sources, most of which have been printed from a variety of web sites, such as Ancestry, ScotlandsPeople, American Ancestors, and provincial archives. The task at hand is not as monumental as it might appear, as many sources are not printed pages.

Introduction



I must be clear that I am not suggesting that you scan original documents, then discard them. This exercise deals exclusively with documents of transcriptions or copies of originals.

My problem is compounded by the fact that my genealogy filing cabinet is two floors down from my computer/research room. The original plan many years ago was that I would print a document from the Internet, enter the data into TMG, then trek downstairs at the end of the day to file the printouts in the filing cabinet, sorted by TMG source number.

Introduction

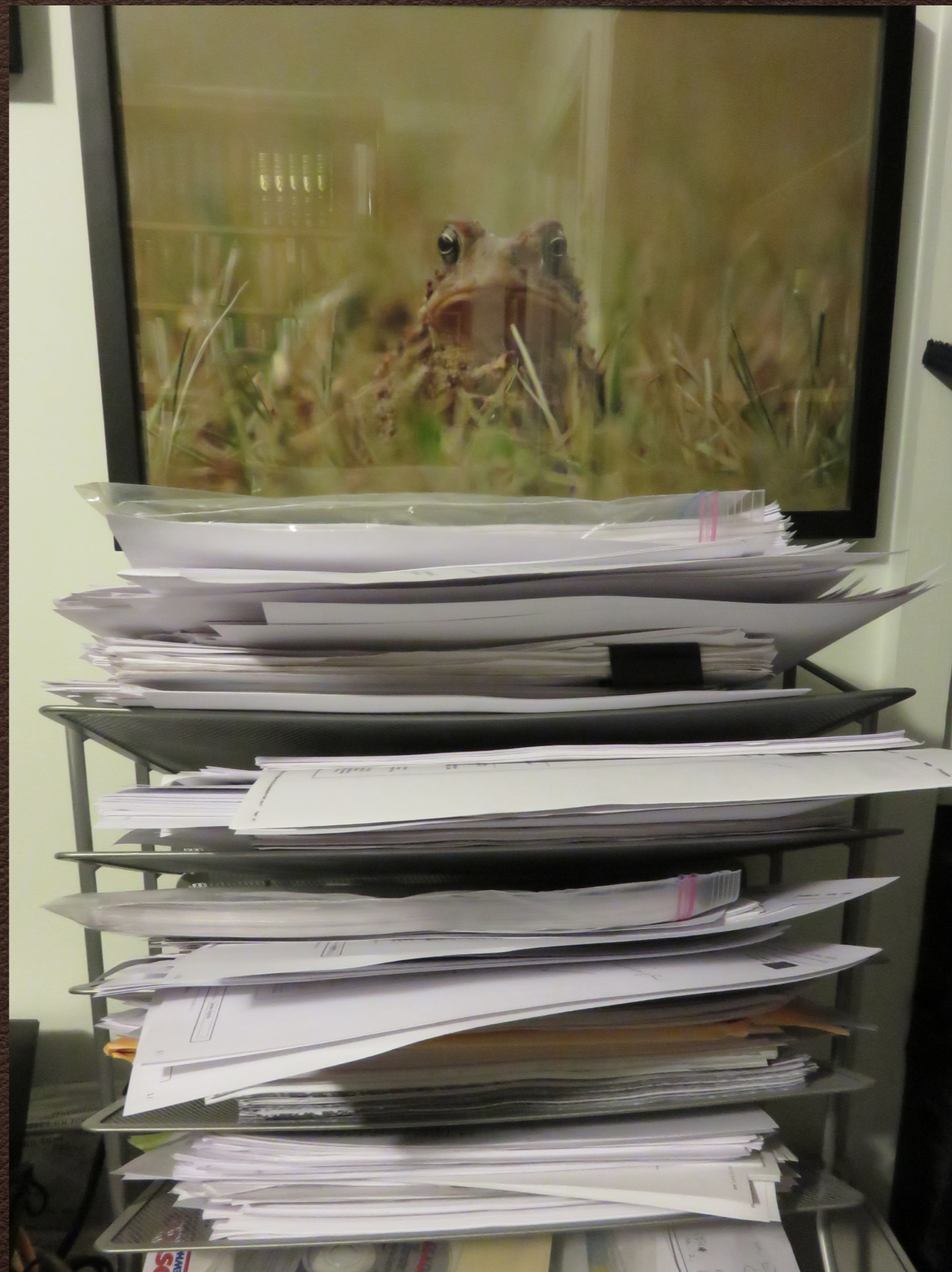


My original thinking was that, when I needed to review a previously recorded source I would go downstairs to the filing cabinet and retrieve said scanned source. All would be fine assuming I actually filed that piece of paper, and in the correct spot. My genealogy filing cabinet is legal size, has four drawers and a depth of 28”.

My filing system worked well in early times. Then I became less attentive to filing my printed pages at the end of the day. Piles of paper accumulated in my research room.

This project was conceived after reading of one of Dick Eastman’s newsletters.

Mr. Toad is not amused about my accumulation of paper.



The Scanning Project Begins



My New Year's resolution began early, mid-December 2015. Most days, while consuming one or two cups of coffee I set about scanning what had become a mountain of paper.

My scanner of choice for this project is a Canon LiDe 210.

My file naming is simple - S-xxxxx, where 'S' refers to 'Source'. Although my current source list is a bit shy of 10,600, I don't anticipate that I will reach 99,999, which is why I decided on a 5 digit naming scheme.

The Workflow

My workflow consists of scanning the document, saving it to a WD MyCloud drive on our home network, with a backup copy uploaded to the server that hosts my genealogy web site.



Canon Lide 210
scanner



Desktop
computer

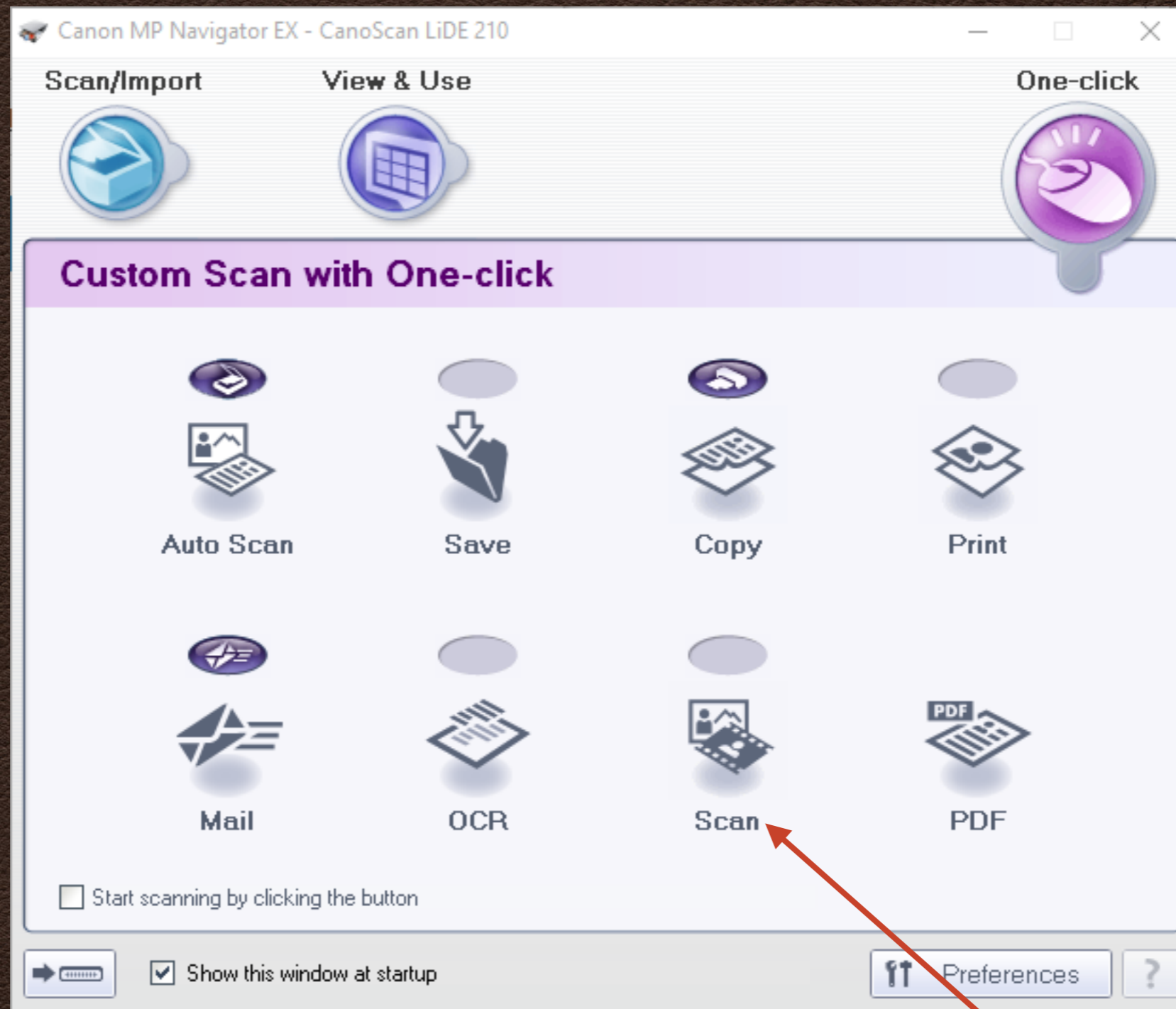


WD 4TB
MyCloud



MidPhase server in Utah

Scanning Process



From the Canon menu select Scan

Scan

Scan photos or documents and open them with the registered application.

Scan Settings

Document Type: Document

Color Mode: Grayscale

Document Size: Letter

Resolution: 300 dpi

Use the scanner driver

Specify...

Save Settings

Automatically save the image to your computer after scanning it

File name: S-09174

Save as type: JPEG/Exif

Save in: \\WDMYCLOUD\David\Documents\Gene

Save to a Subfolder with Current Date

Save the JPEG/Exif file in AdobeRGB

Open the save dialog box after scanning the image (Input Exif information)

Application Settings

Open with: None (Open the [View & Use] dialog box)

Reset Set...

Start scanning by clicking the one-click button

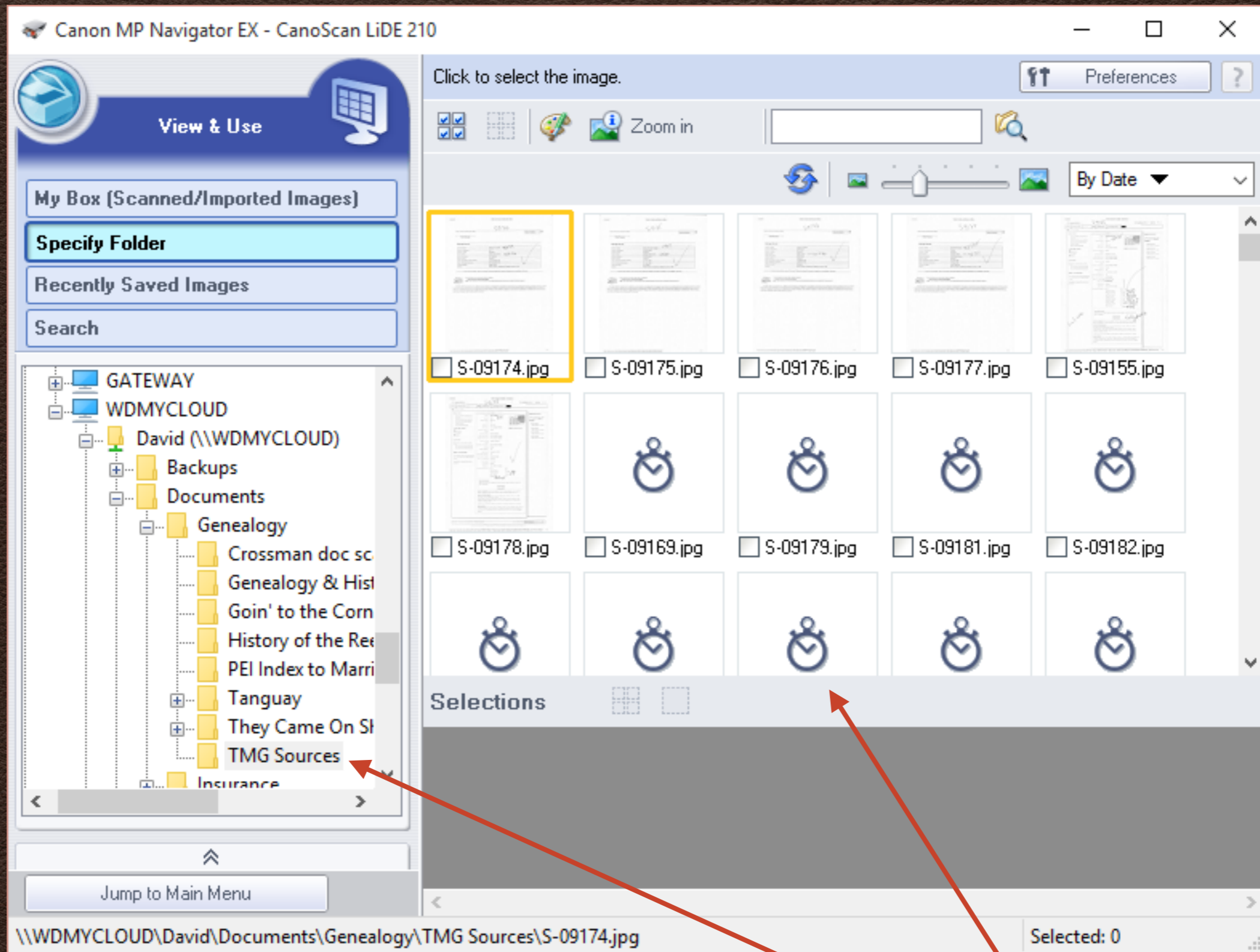
Apply Cancel Defaults Scan

1. Select 300 dpi for printed text, 600 dpi for certificates

2. Enter the filename for the current scan

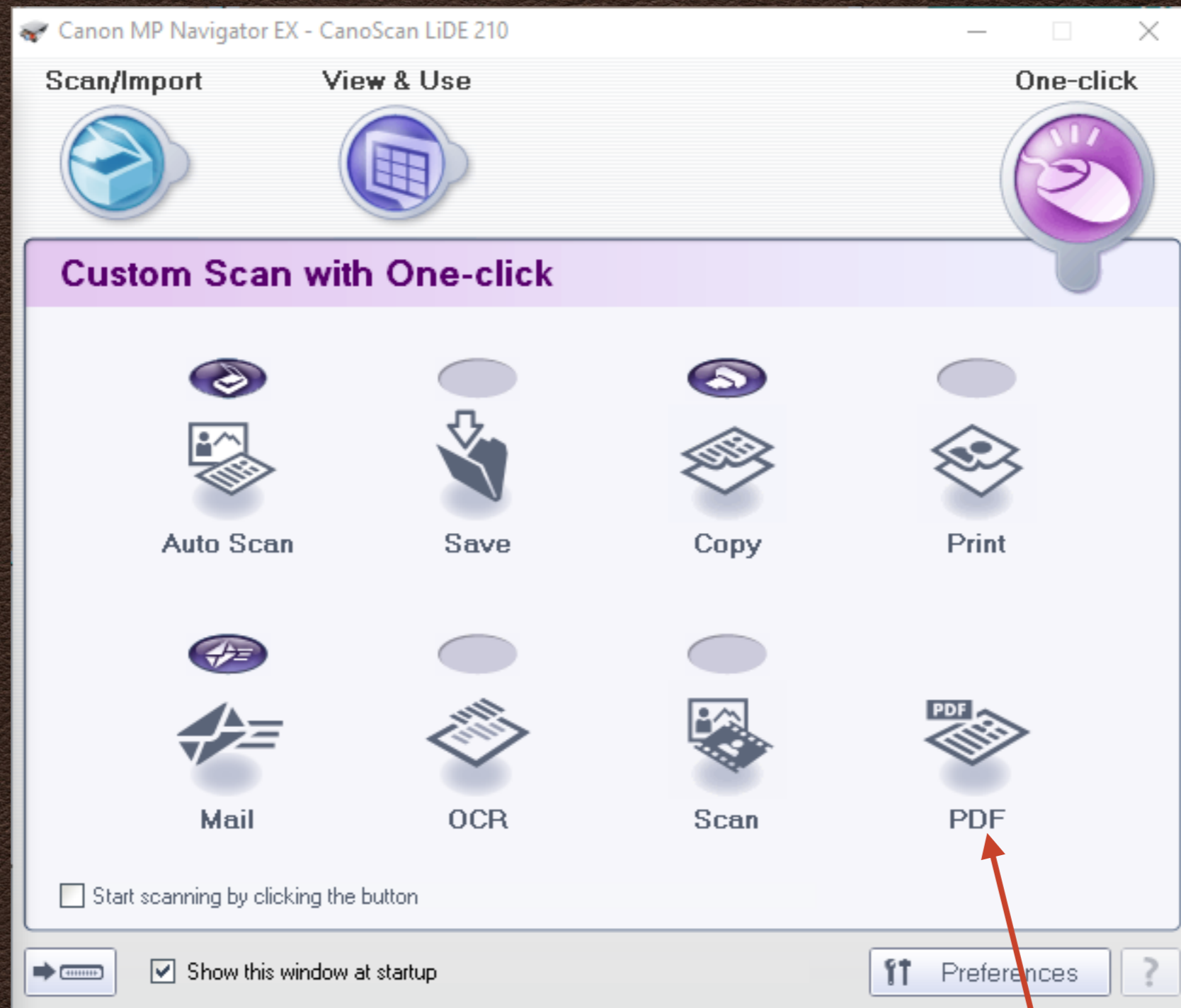
3. Browse to the drive & folder to save the scans

4. Press Scan



Once the scan is complete a second window will display the path & library of scans.

Scanning multiple pages of a source



If you have multiple pages for a single source, select the PDF scan option.

PDF



Scan photos or documents and save them as PDF files.

Scan Settings

Document Type: Document

Color Mode: Color

Document Size: Letter

Resolution: 600 dpi

Display the Settings Dialog Box when Scanning with Scanner Buttons on the Scanner Specify...

Save Settings

Automatically save the image to your computer after scanning it

File name: S-05611

Save as type: PDF(Multiple Pages) Set...

Save in: \\WDMYCLOUD\David\Documents\Gene Browse...

Save to a Subfolder with Current Date

Open the save dialog box after scanning the image

Application Settings

Open with: None (Open the [View & Use] dialog box)

Reset Set...

Start scanning by clicking the one-click button

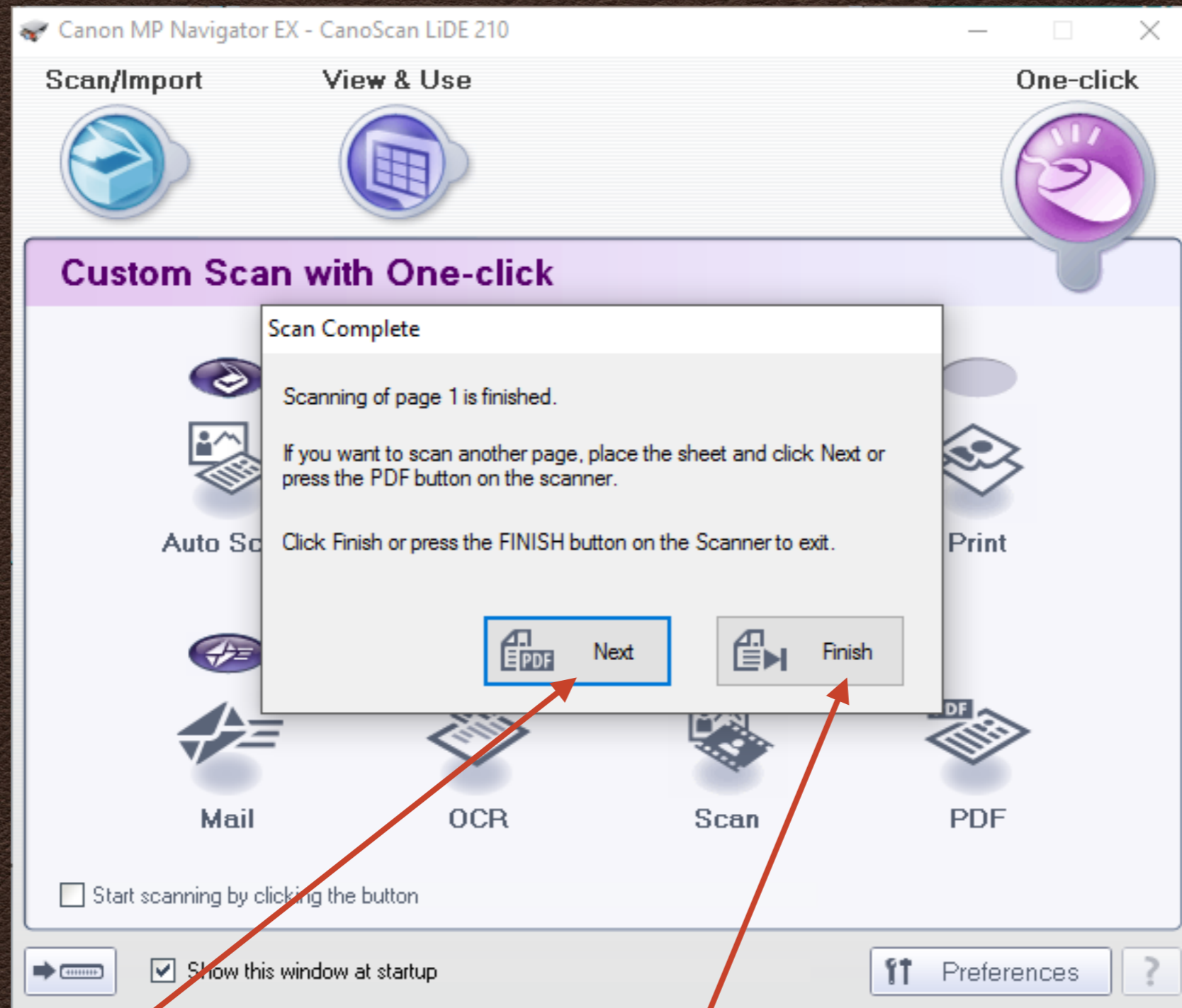
Apply Cancel Defaults

Scan

Enter the filename for the source PDF is set by default
Set the path to save the file

Select Scan

Scanning multiple pages of a source



Select Next for additional pages, then Finish when all pages have been scanned.

WD My Cloud

WD My Cloud

WDMyCloud

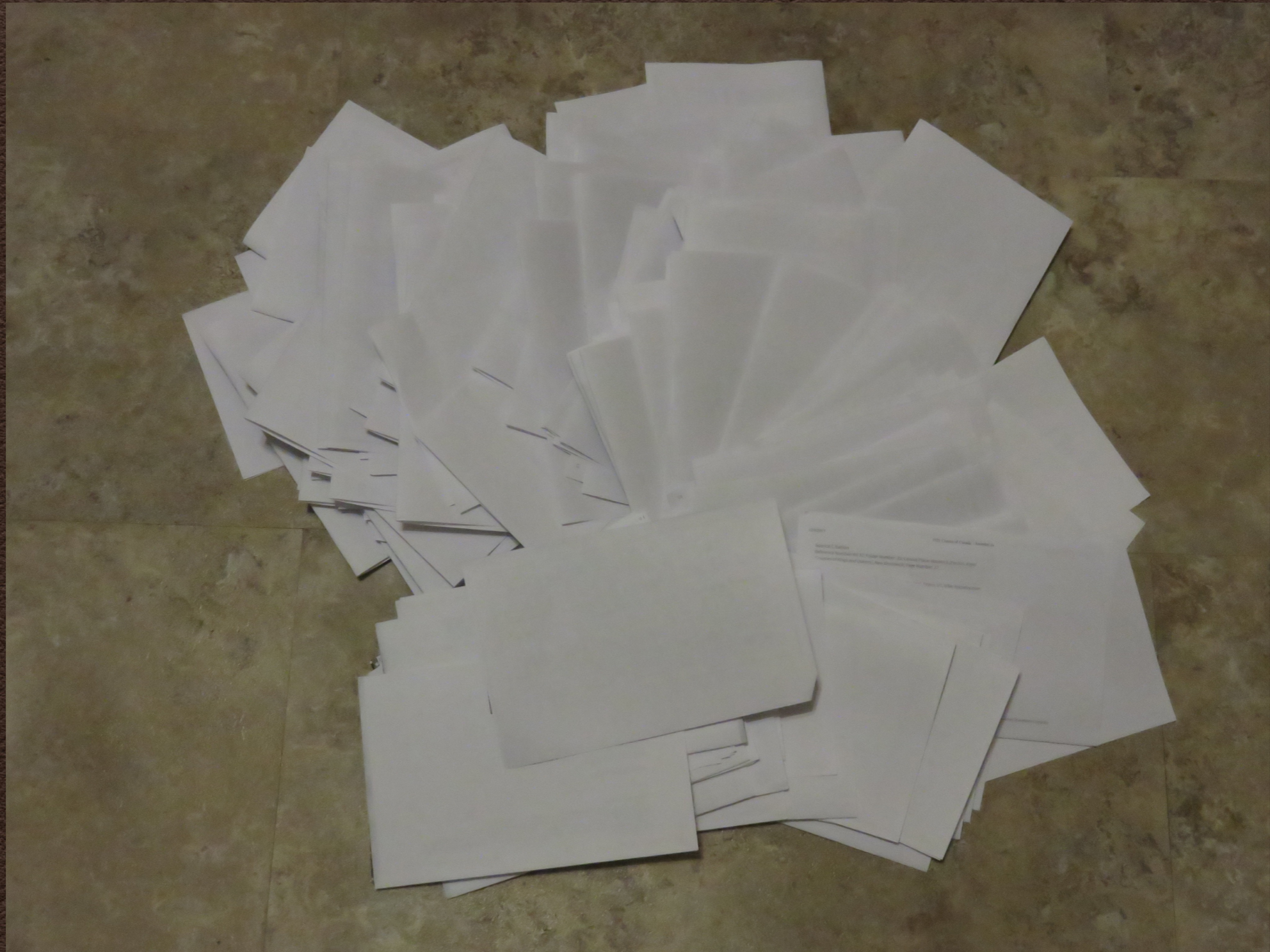
David > Documents > Genealogy > TMG Sources

★ Favorites

- David
 - Backups
 - Documents
 - Genealogy
 - Crossman doc scanned
 - Genealogy & History of...
 - Goin' to the Corner Vol...
 - History of the Reed Fa...
 - PEI Index to Marriages
 - Tanguay
 - They Came On Ships
 - TMG Sources**
 - Insurance
 - Presentations
 - Recipes

Name	Size	Date Modified
S-09174.jpg	814.3 KB	12/13/2015 10:35...
S-09175.jpg	851.3 KB	12/13/2015 10:35...
S-09176.jpg	809.5 KB	12/13/2015 10:33...
S-09177.jpg	817.7 KB	12/13/2015 10:33...
S-09155.jpg	1.2 MB	12/13/2015 10:32...
S-09178.jpg	1.2 MB	12/13/2015 10:31...
S-09169.jpg	1.1 MB	12/13/2015 10:31...
S-09179.jpg	1.1 MB	12/13/2015 10:30...
S-09181.jpg	813.2 KB	12/13/2015 10:29...
S-09182.jpg	1008.1 ...	12/13/2015 10:29...
S-09186.jpg	869.8 KB	12/13/2015 10:28...
S-09190b.jpg	2.5 MB	12/13/2015 10:28...
S-09190a.jpg	613.0 KB	12/13/2015 10:27...

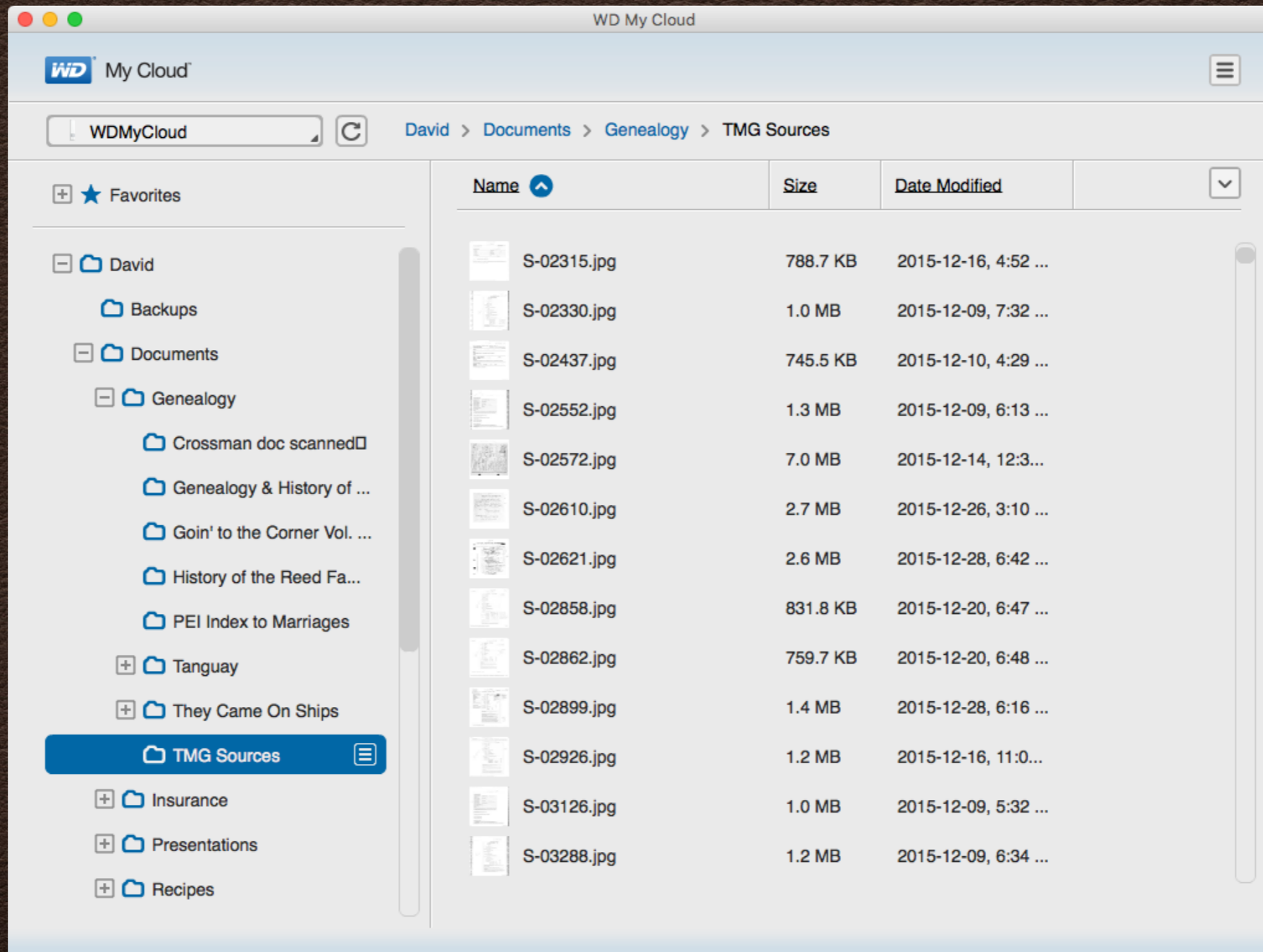
The WD MyCloud menu shows the same path and library of scans.



Two cups of coffee later ~ several sheets
of paper are recycled for writing notes.

Accessing Source Scans

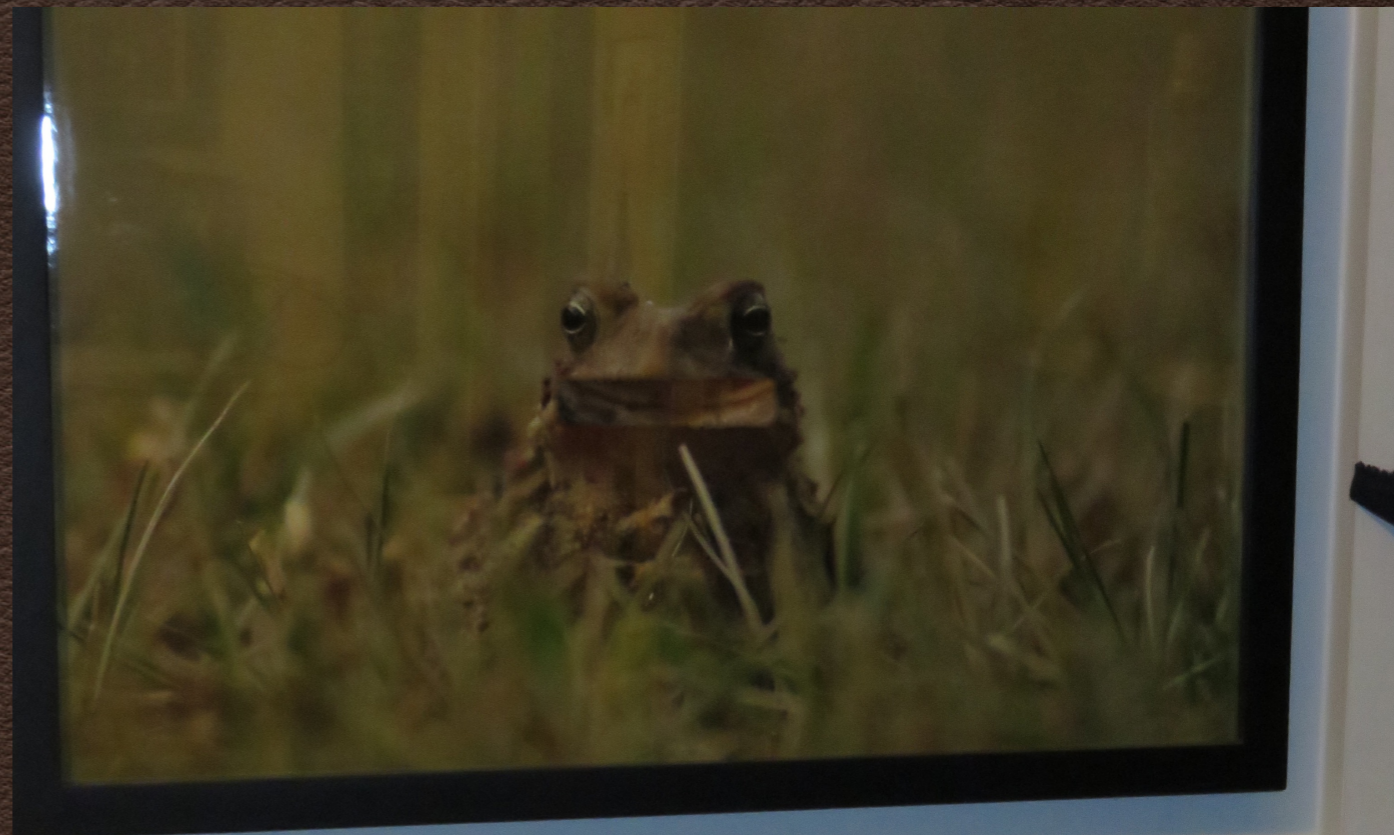
Regardless of where I am, at home or at a research facility, I have ready access to my scanned sources, whether it be from a desktop or notebook computer, iPad or Android tablet.



The screenshot displays the WD My Cloud web interface. The breadcrumb path is David > Documents > Genealogy > TMG Sources. The left sidebar shows a tree view of folders, with 'TMG Sources' selected. The main area shows a table of files with columns for Name, Size, and Date Modified.

Name	Size	Date Modified
S-02315.jpg	788.7 KB	2015-12-16, 4:52 ...
S-02330.jpg	1.0 MB	2015-12-09, 7:32 ...
S-02437.jpg	745.5 KB	2015-12-10, 4:29 ...
S-02552.jpg	1.3 MB	2015-12-09, 6:13 ...
S-02572.jpg	7.0 MB	2015-12-14, 12:3...
S-02610.jpg	2.7 MB	2015-12-26, 3:10 ...
S-02621.jpg	2.6 MB	2015-12-28, 6:42 ...
S-02858.jpg	831.8 KB	2015-12-20, 6:47 ...
S-02862.jpg	759.7 KB	2015-12-20, 6:48 ...
S-02899.jpg	1.4 MB	2015-12-28, 6:16 ...
S-02926.jpg	1.2 MB	2015-12-16, 11:0...
S-03126.jpg	1.0 MB	2015-12-09, 5:32 ...
S-03288.jpg	1.2 MB	2015-12-09, 6:34 ...

*Mr. Toad is now smiling
at the reduction of paper.*

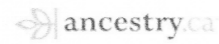


Conclusion

I can hear a question ~ “Why don’t you just save as an image or pdf file from the Internet?”



Answer ~ I like to add notes to the printed page, then scan



name 2858

Français

1901 Census of Canada

Name:	George M Price
Gender:	Male
Marital Status:	Married
Age:	78
Birth Day & Month:	4 Oct
Birth Year:	1822
Birthplace:	Pe
Relation to Head of House:	Head
Racial or Tribal Origin:	English
Nationality:	Canadian
Religion:	Presbyterian
Occupation:	Farmer
Province:	Prince Edward Island
District:	Prince (East/est)
District Number:	133
Sub-District:	Summerside (Town/Ville)
Sub-District Number:	A-3
Neighbors:	View others on page

TMG ID Numbers

see mark

A note that a digital copy of the original census page was downloaded

A check after all data is recorded

Birth dates recorded from the digital copy of original census page

Notes to confirm relationships

Household Members:	Name	Age
	George M Price	78
	Mary Price	75
	Maud Price	15
	William Mutch	35
	Agness Mutch	37
	Harry Mutch	9
	John Mutch	6
	Wilford Mutch	4
	Eva Mutch	2
	George Mutch	1

4 Oct 1822
25 Oct 1825
29 Oct 1825
5 Aug 1865
27 May 1863
1 Dec 1891
26 May 1894
8 May 1896
19 Sep 1898
18 Feb 1900

grand kids

son-in-law
daughter-in-law
probly down

Source Citation: Year: 1901; Census & Place: Summerside (Town/Ville), Prince (East/est), Prince Edward Island. Page 1, Family No: 3.

Source Information: Ancestry.com. 1901 Census of Canada [database on-line]. Provo, UT, USA: Ancestry.com Operations Inc, 2006.

Original data: Library and Archives Canada. Census of Canada, 1901. Ottawa, Ontario, Canada: Library and Archives Canada, 2004. <<http://www.collectionscanada.gc.ca/databases/census-1901/index-e.html>>. Series RG31-C-1. Statistics Canada Fonds. Microfilm reels: T-6428 to T-6556.

End

