USING A SCANNER FOR THE HOBBY OF GENEALOGY

Set Up Your "New" Scanner

Note: a stand-alone device is usually cheaper in price, but will occupy desk space; an all-in-one device (printer, scanner, copier, fax) occupies a smaller footprint on your working surface and is usually more expensive than a stand-alone device.

1. install, on your computer of choice, the device's software per the "quick start" sheet that came with your scanner
2. connect the scanner's USB plug to the computer and plug in its power cord (unless otherwise instructed by the installation instructions of your software)
3. test the scanner for proper working order (again, follow the recommendations of your device's manual or "quick-start" sheet

Some Ways to Use Your Scanner to Advance Your Hobby of Genealogy

1. create digital copies of your entire family photo collection; such copies are useful for:
   a. create scans that can be saved as JPEGs, GIFs, TIFFs or PINGs
      i. JPEGs are great for photos both b/w or color
      ii. GIFs are great for drawings or b/w photos
      iii. TIFFs and PINGS are great for any kind of media but usually produce a file size larger than that for JPEGs or GIFs
   b. burn the scan collection to a CD for sharing with other family members (or even strangers?)
   c. create images which can become media objects for your preferred genealogy database
2. scan book and/or newspaper contents (observe all copyright laws) to create an image of preference (see 1a above)
   a. single sheet items scan with no problem
   b. thick objects scan with some light issue problems, but may be done if a dark cloth is draped over the scan lid

3. scan text from print media using the OCR capability of your scanner and convert scan result to a word processing format that can be edited
    a. scan only single column text from a multi-column source (scan area must be set (see last section, Steps to Scan Items)
    b. scan only "typed" text as handwritten script does not work with OCR technology
    c. depending on the quality of the type-set of the original source, OCR might produce a product that is about 70% accurate
4. scan an original source and save in the PDF format that is the de facto standard for attachments for emails; items you might wish to email include:
    a. photos
    b. text from newspaper or book
    c. diagrams or drawings

Steps to Scan Items

1. turn on your hardware
    a. with older computers (Windows 98 and earlier), turn on the scanner first and the computer last
    b. with plug-n-play computers (Windows XP and Vista), turn on the devices in any order
2. raise lid of scanner and insert original media source using the guide arrows and marks for proper positioning
3. lower the scanner's lid (cover)
4. press scan button on scanner or initiate the scan from some relevant software package
5. set the scan area and output parameters before completing the scan
6. save the scan file to a relevant folder, preferably in your computer's folder called MY DOCUMENTS
7. when finished with scanning, remove the last original media from the scan bed and turn off the scanner