Reunion for the Mac
January 2014

Source to Source

Courthouses can be lots of fun. Imagine your GGrandfather walking up those same steps, through those same doors to purchase a piece of property. You get to open that very same ledger and see the same words. He watched as they were written and now you are going to be reading them and copying the image to show the next generation.

Scan

Copy

Photograph

iPhoto

Pages

❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋ ❋
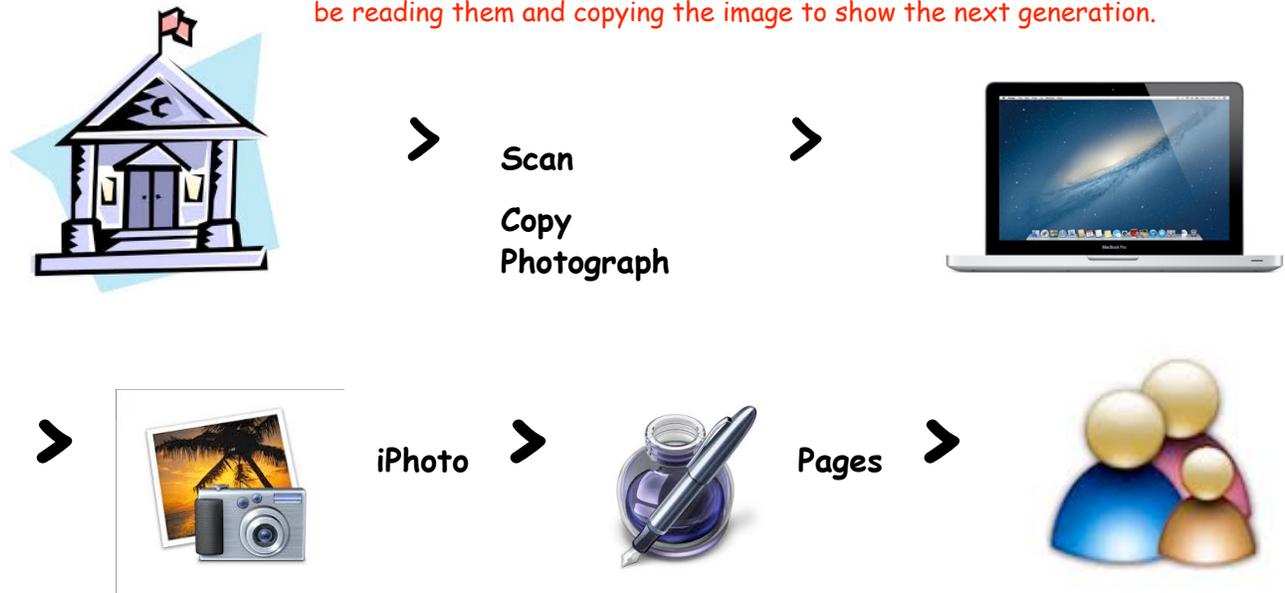
Courthouses

I recently had the opportunity to visit a number of courthouses and collect images from a mountain of documents realated to my family. Getting those images from the courthouse into Reunion is going to be a monumental task. Here I will describe the path of taking information from original documents to your database where it will be useful in developing your family history. THIS SAME PROCESS WORKS FOR ORIGINAL DOCUMENT IMAGES TAKEN FROM THE INTERNET.

Scan / Copy / Photograph

Flip-Pal – Use a mobile scanner to copy documents. "Stitch" images together when the original is larger than 4x6. Easy. Will scan at 600dpi (somewhat less when stitched together).

Copy – Use the copier in the Courthouse office. Many of the books and ledgers are large and cumbersome so great care must be taken to ensure that minimal damage it done to these historical items.

Photograph – A camera is essential on a research trip. When the ledger is too awkward for the copy machine and the Flip-Pal cannot get into the corners, an iPhone or camera can be used to capture the image(s).

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iPhoto (or other photo processing program)

Label – Use your photo program to include metadata detailing where and when you captured the images. (The following instructions are for the iPhoto program.)

1. Import images into iPhoto. They will sort according to your preferences. Default is by date for individual Events.

2. **Select All > Photos > Batch Change > Title**   Enter a title for your images, ie: Carroll County, Georgia Courthouse. You can change the label as you go through each image. **> OK**

3. **Select All > Photos > Batch Change > Description**   Enter a date, place, ie: 3 Jul 2013. Carroll County, Georgia. Probate Court **> OK**   Click on **Info** (bottom right) to see results of change in the Description box.

4. Change the date, **Photos > Change Date and Time...**

Here is a good website to get more details on how to do these things, especially on how to Export your images to include the metadata (Title and Description):

http://scanyourentirelife.com/how-get-photos-out-export-iphoto-titles-descriptions/

5. Go through each image, one at a time. Add additional detail, Book number, page number, names, etc.

Edit – Not all of your images will be perfect. Use the Edit function to correct or enhance.

1. Click on **Edit** (bottom right). Use arrow keys to tab through, Rotate, Enhance, Straighten, Crop each image.

2. Switch from Quick Fix to Adjust to tweek each image.

Pages (or other word processing program)

Open a new page from your wordprocessor. Pull that page up alongside your iPhoto screen. (If you have two screens, lucky you, enlarge each one) Transcribe or abstract the information from your original document. You can Copy/Paste this text directly into your R10 file.

Reunion 10

Entering Data – Each of the people mentioned in the document will need to have the information included on their family card.

1. **Sources (left sidebar) > + > enter data > Done** (instead of the +, you can select an existing source and then select the hammer –lower right– and Duplicate, then just alter the data for this document)

2. Add a new card for people who are not already in your database or add the information to existing persons.

3. **Add Source** to appropriate fields. Drag from Sources sidebar or Select the Add Source button. Once you have used a source the first time, you can Cmd-R for each usage thereafter.