Paper in the Cloud: A New Way to View Old Information

Genealogists soon find themselves overwhelmed by paper: records, letters, diaries, photographs, maps, and more. Learn a digitization strategy that will preserve for future generations these precious documents you've worked so hard to collect. Explore this digitization strategy through two case studies: a personal collection and a larger multi-year project implemented by a genealogical society.

Tony Hanson

- Email: aehanson@swbell.net
- Website: rayson.us/aehanson

Digitization Strategy

- **Create an Inventory**
    - Initial information may be minimal
    - You will add information about each document throughout the life of the project
- **Protect & preserve the documents**
    - Use archival quality sleeves, folders, paper & Boxes
    - Store materials in a safe location
    - **National Archives** – *Storing Family Papers and Photographs*
    - https://www.archives.gov/preservation/family-archives/storing
- **Begin to look for missing materials**
- **Develop a long-range plan for your vision**
    - Review & Revise periodically
- **Develop a digitization plan**
    - Do it yourself
        - Where will you store the images?
        - Develop and implement a good backup plan
        - Create a file structure
        - Establish a file naming convention
        - Formalize metadata plans
            - XnView MP: https://www.xnview.com/en/xnviewmp/
        - Determine digitization standards
            - **Portal to Texas History**
            - https://library.unt.edu/digital-projects-unit/standards/
        - Need access to suitable scanning device
    - Pay a commercial scanning service

- o Find an archive to do it for you
    - **FamilySearch** - https://www.familysearch.org/en/
        - **Books**
        - **ArchiveGrid** - https://researchworks.oclc.org/archivegrid/
    - **Portal to Texas History** - https://texashistory.unt.edu/
    - **Allen County Public Library** - https://acpl.lib.in.us/donations
- **Publish online**
    - o On an archive server
    - o On your own website
        - See "*How to Create a Personal Website for Free*"
        - https://superbwebsitebuilders.com/how-to-create-a-personal-website/

Case Studies

- My Fathers Letters
    - o https://genealogycenter.info/military/wwii/search_hansonarnold.php
- Dallas Genealogical Society Publications - dallasgenealogy.org
    - o Cloud Publishing Process
        - **Publish** information about the publication
        - **Index** the publication
        - **Digitize** the publication
        - **Link** images to the indexes
        - **Reimagine & Reuse** the images