

## Individual Class Material

### **10:00 – 11:00 Sessions**

### Portable Genealogy and Disaster Prevention

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#### **Definition**

- Portable Genealogy is creating or saving your genealogy data in such a way that it can be easily transported from one place to another.
- Disaster Prevention is ensuring that the genealogy information you've compiled doesn't get lost or damaged as a result of some sort of disaster, such as fire or water damage.

#### **Scenario**

You have been asked by several people to present the family genealogy and history at your family reunion, which is in another city and state. How do you compile the information in such a way so that you can easily transport it and present it?

#### **EQUIPMENT NEEDED BEFORE YOU BEGIN**

##### **Hardware**

The following hardware/equipment is needed at home to assist you with gathering your information:

- Laptop computer (with CD/DVD Burner--or detachable CD/DVD Burner)
- Scanner (thin and light-weight)
- Digital Camera or camcorder
- Microphone
- Blank Cds and DVDs

##### **Software**

The following computer software is recommended to assist you with gathering your information:

- Genealogy database software (e.g., ancestry.com; family tree maker, etc.)
- Scanning software (comes with scanners)
- Video playback software (e.g., intervideo, windows media player, etc.)
- Audio recording software (e.g., Cool Edit/Adobe)

#### **COMPILING THE INFORMATION**

***Gather and compile the information you need. Here's some examples:***

- Scan genealogy documents
- Take pictures of family members with digital camera
- Make video recordings using digital camera or camcorder
- Record audio interviews of relatives electronically using Cool Edit software

### **ORGANIZING INFORMATION**

***How do you organize the information once you have compiled it?***

- Scanned documents can be uploaded into genealogy database software (e.g., Ancestry.com)
- Digital camera photos and videos can be saved to your laptop and then uploaded into the genealogy database software
- Printed photographs can be scanned and uploaded into the genealogy database software as well
- Audio interviews, once recorded in Cool Edit, can be saved as .MP3 or .WAV files and uploaded into the genealogy database software

### **TRANSPORTING AND PRESERVING THE DATA**

***The information has been uploaded into the genealogy database software. Now you can easily transport that information in one of the following ways:***

- Save the genealogy database to a CD or to your flash drive.
- Make a backup copy of the genealogy database on a CD and lock it in a fire proof/water proof safe, in case of natural disaster.

### **PRESENTING THE INFORMATION**

***Once you arrive at your destination, you can easily recall and present the information:***

- Insert the CD into the CD drive of a laptop and access the genealogy database.
- Insert the flash drive into the USB drive of the laptop and access the genealogy database.
- Ensure laptop is connected to Video projector so everyone in the room can see the information. You're ready to make your presentation.

### **SHARING THE INFORMATION**

***If other family members would like the genealogy information you've compiled:***

- Make copies of the genealogy database for all family members.
- You can include photographs individually or as uploaded items in the database.