EZITREE Plus

Family History Software

Port Macquarie Users Group
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Welcome to the September 2009 meeting of the EZITREE users group. Yvonne and I both hope you had a good break since the last meeting which was nearly three months ago!

Upcoming User Group Meetings
As previously advised by email, the next meeting will be on Saturday, 3rd October 2009 with the final meeting of this year on the 7th November 2009.

Today's Topics
Continuing from the May meeting, there will be a further "How To…" session, with a good discussion and demonstration of how to add images to your family history. In addition, the following topics will be discussed as long as time permits:

1. Recent changes –
    a. The Group Code field has been standardised for mixed case input.
    b. Improvements have been made in the automatic setting of the age of a person and their year of birth.
    c. The date and place of cremated children will now appear in the Narrative Family Group Chart.
    d. A new 'Data Sharing' version of Ezitree is now available for download from the website.
    e. Research Diary now has a 'Select' navigation button to allow selection of a person's record.
    f. Full Source Details now appear as a 'Tool Tip' if truncated.
    g. The 'Find Basic' function now saves the last 20 searches.
    h. Multimedia now allows a signature to be displayed on the main Event View
    i. In Quick Sources, the 'RefNo/Page' field has been increased in length from 60 to unlimited.
    j. Fixed missing parent marriage details from Quick Children window.
    k. Added names of unlinked children, ancestors, etc, to web page index.
    l. Added birth and death information to Research Diary window and reports.
2. Using the Audit Log – what is it and how can it help me.
3. What can the Group Code field be used for → 'Unrelated'
4. Handling multiple source records for events such as births
5. An Introduction to the Family Tree Book.

Remember, this is your opportunity to ask questions and explanations, and these will take precedent.

Useful Computer Tips:

Free Downloadable Genealogy Charts and Forms
If you are looking for blank forms or charts, you may want to check out this site which has heaps of free, downloadable, high quality blank forms including basic charts, research trackers, census forms, immigration forms and record worksheets: http://www.familytreemagazine.com/forms/download.html

1911 Census of Ireland
Many thanks go to Maggie Heffernan for providing the link to the recently released 1911 census of Ireland. It is located at http://www.census.nationalarchives.ie/. This is a great site with a very easy to use search engine. There are rumours that the 1901 Irish Census will also be made available in the near future.

The Ezitree 'How To…'
How to Add and Display Images in Ezitree (Including Signatures)

Create the Image

The first thing you must do is to get a digital copy of the image either by scanning or digital camera. You might also copy an image from an email or have copied or downloaded a digital image from the internet.

When scanning images, I recommend you set the scanner to colour (regardless whether the original is coloured or not) and 300 dpi (dots per inch). It is suggested that all images linked into Ezitree are of 'JPG' type. If the image is not of this type, you can easily convert the image to 'JPG' using most Image Editing programs. Also, remember that you can also scan objects that are not 'flat' such as medals.

The Image Editing software that I use is called 'IrfanView' and it is a freeware from the internet. It allows you to scan images, save them, convert images to different types and even repair images.
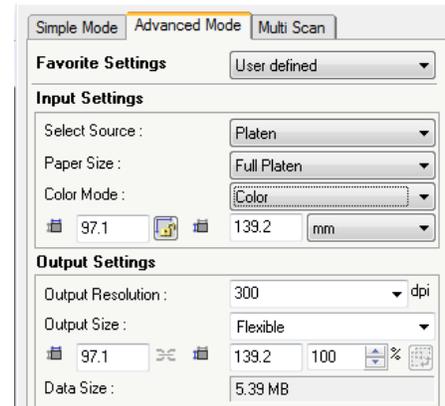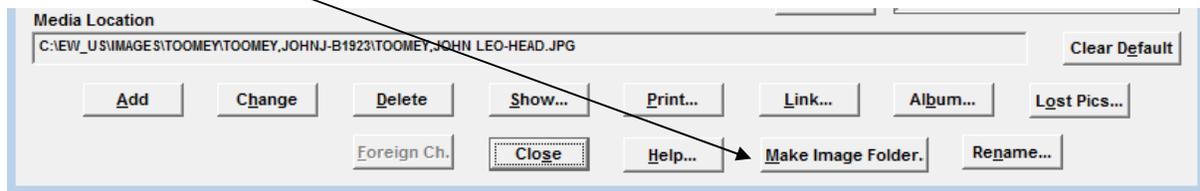
Save the Image

You now need to save the image to your hard disk drive but first you need to name the image file. I recommend that you name the file with as much information as possible to allow you to easily identify it later. My suggestion is the name of the person or place as 'Smith,JohnH' followed by a description of what is in the picture such as 'Obituary', 'Headstone', with the place and date where appropriate. I prefer to separate these items using an underline as in the following examples:

Smith,JohnH_Headstone_PortMacquarieGeneralCemetery → picture of a headstone in a cemetery
Smith,JohnH_Obituary_SMH_12Feb1895p34d → obituary in a newspaper
Smith,JohnH_Birth_3Jan1904   → for a birth certificate
Smith,JohnH_HornsbyNSW_c1920   → for a portrait

Even though you may find this process a little onerous, I have found it the best way to name images especially when you have a lots of images (I have over 3,000 images linked into Ezitree).

Once you have a name for the image, you need to save it to a central location where you keep your family history images; this is so that you have a way of finding them easily.

Ezitree has an easy option for saving images using the systematic approach of a general folder (such as 'images'), with a sub-folder of the family name, followed by a further sub-folder of the family name, comma, given names, hyphen and then the year of birth. If you have adopted this approach, go into Ezitree first and locate the person (or create them if they do not exist in Ezitree) and add their year of birth (or an estimate). Then go to the Multimedia window and click the 'Make Image Folder' button.

Now you need to save your image to the designated image folder whether it is the one created by Ezitree or one of your own choosing. When saving 'JPG' images you have an option of reducing the size of the image file by compression. I usually leave this at 100% however there are times when I will reduce the percentage to reduce the image file size. My recommendation is to keep most images below 500 kilobytes.

Linking the Image into Ezitree

From inside of Ezitree, locate the record of the person to whom you are going to link the image. Next, open the Multimedia window from the toolbar or the Menu → Record → Multimedia.

This will open the Multimedia window.
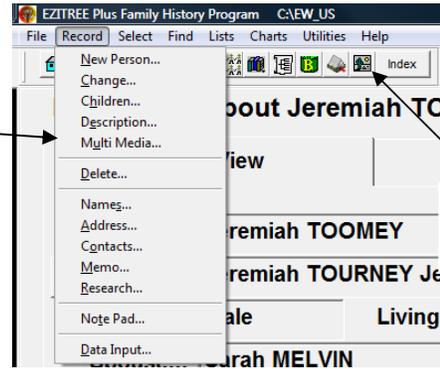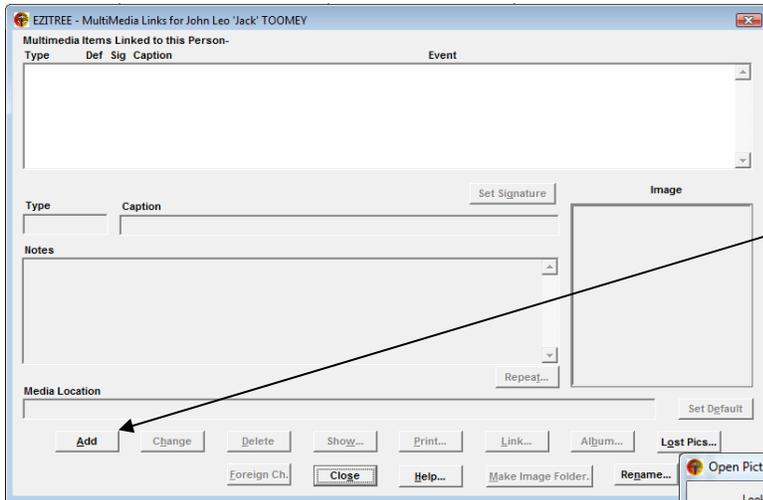
Toolbar Icon

Click the 'Add' button to add a new image to this person. This will open the Windows option to select an image. If you are using the Ezitree approach, the program will attempt to locate the image folder you created and be ready to select the image you saved there.

Once the image has been selected, the Ezitree Multimedia Item Event Selection window will be opened. This window allows you to select the event to which the image will be linked. If the event does not exist, you may create the event with the standard Ezitree Event creation window with all the attributes of an event available to you to add.

In this example, a Photograph Event has been selected and is ready to receive the linked image.
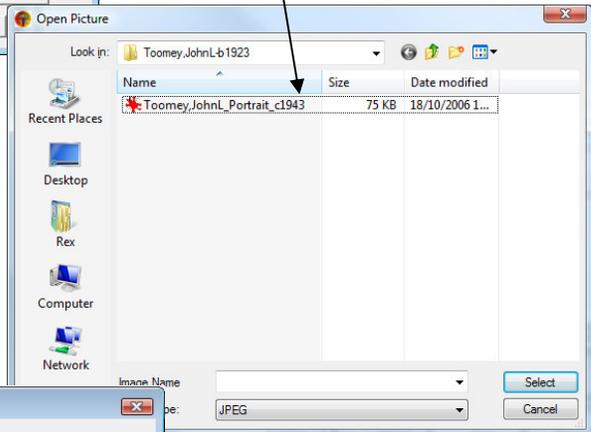
Once the event is selected, the main Multimedia window is opened with a thumbnail of the image and a caption automatically generated from the name of the person. You may edit these as required. I find it very useful to use the Notes field to add where the photograph came from. Once the 'Save' button is clicked, you will be asked to confirm and the image will be linked.
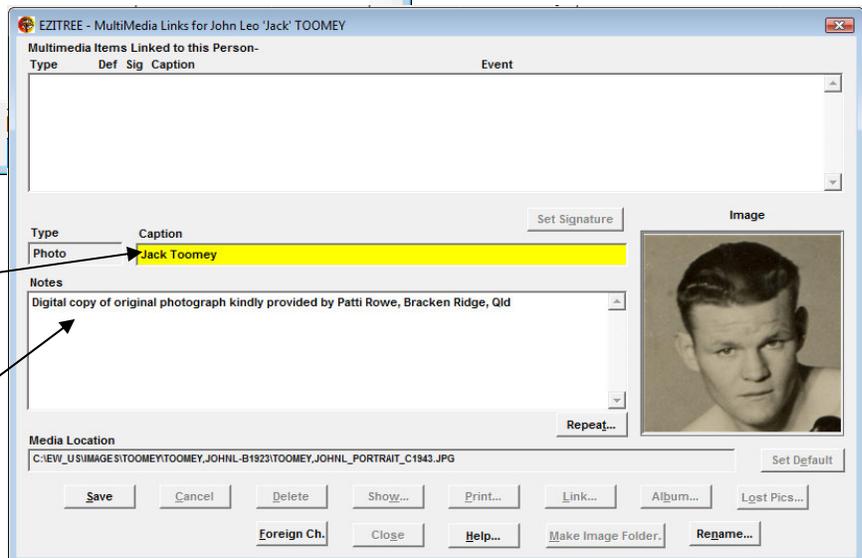
Postscript – Adding a Person's Signature to the Event View window

A signature (from Latin signare, "to sign") is a handwritten (and sometimes stylised) depiction of someone's name, nickname or even a simple "X" that a person writes on documents as a proof of identity and intent. Signatures are a useful addition to your family history because they give evidence of the provenance of a document (that is the 'identity') and the intention (will) of an individual with regard to that document (Wikipedia – Signature).

Recently, I added a new feature that allows you to display a person's signature on the Event View screen in Ezitree. However, before deciding to add a signature to a person's record, you need to consider whether it is appropriate to do so if the person is still living.

To add an image of a signature to a person, you need to follow the steps above and create a digital copy of the person's signature and save it to your hard disk drive. I would name this file similar to "Smith,JohnH_Signature_12Jun1945". Before saving the signature image I would have used my Image Editing software to crop the image to the proportions of 1:3 which is the height should be around one third of the width. I normally try and get the signature to be 100 pixels high by 300 pixels wide.
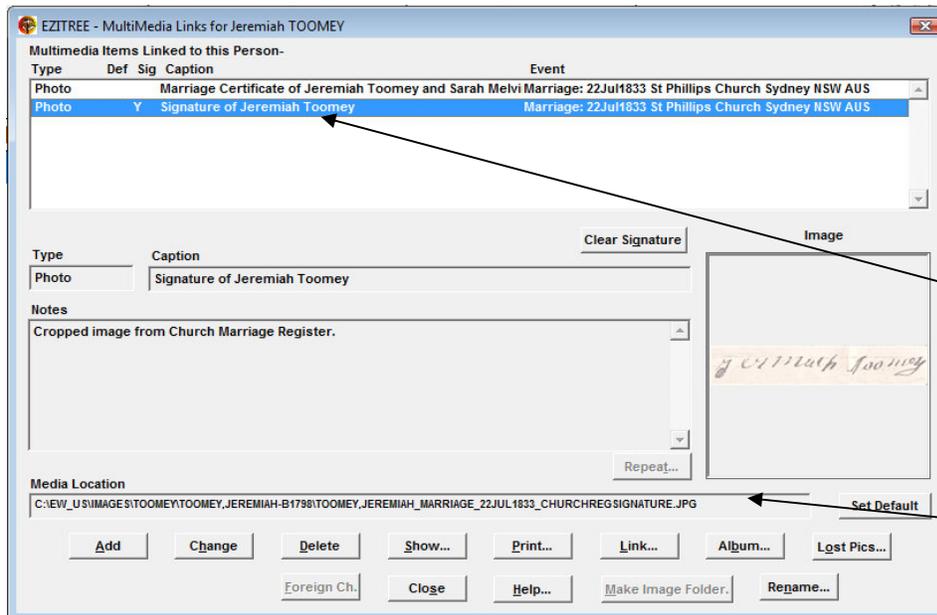
Once the image is saved and appears in the 'Multimedia Items Linked to this Person' list on the Multimedia window, you just need to click the 'Set Signature' button.

This will set the 'Y' flag in the list under 'Sig' and allows the person's signature to appear in the event View window.

Note the filename

When you close the Multimedia window and return to Event View, you will see the signature displayed.