

# Publishing for Posterity

## Saving Your Research for Future Generations

### 1. Types of Materials to Protect

Materials handed down to you, Genealogy books purchased, Photocopies, Notes from your research, Computer genealogy files, Photographs, Digital image files, Videos - films, tapes, DVDs and digital, Interviews - audio files and transcriptions, Final "published" products, Web sites, Newspaper Clippings, Memorabilia

### 2. Permanent vs. Temporary - questions to determine

- a. Can someone else use it?
- b. Will it help them continue research?
- c. If this was lost, what is the impact?

### 3. General Concepts

- a. Make copies/backups
- b. Use different physical locations
- c. Make all storage as secure as possible

### 4. Paper Records - What You're Up Against

- a. Non-archive quality paper
- b. A lot of computer ink/toner degrades
- c. "Pulp" Books
- d. Newspaper clippings
- e. Poor Condition of Originals
- f. Excessive humidity and dryness
- g. Fungus, mold and bugs
- h. Excessive heat and cold
- i. Storage that is not safe and secure
- j. Disasters - fire, flood, tornados

### 5. Paper Records – Solutions

- a. Use archive quality paper (Lignin and acid free)
- b. Permanent ink/toner for printing
- c. Ensure proper storage and preservation
- d. Temperature and humidity control
- e. Blocked from light damage
- f. Storage containers large enough to avoid bending, folding, etc.
- g. Consider fire-proof safes/safe-deposit boxes

<http://www.archives.gov/preservation/family-archives/preserving-family-papers.html>

- h. Create copies and share!
- i. Print your family tree and genealogy file info
- j. Mail copies to friends and relatives
- k. Place copies in off-site storage (safe deposit box, desk at work, etc.)
- l. Donate published works to libraries / societies
- m. Utilize digital on-demand publishing when you print
- n. Print to a PDF and share - can be printed to paper at any time
- o. Convert existing paper documents to digital and print digitally
- p. Make photocopies on archival quality paper and share

### q. Use a digital camera for one-of-a-kind materials

- i. Take digital pictures of books, pictures, documents, etc.
- ii. Store pictures in multiple places
- iii. Take high enough quality pictures to allow reprinting

### r. Unique ways to share

- i. Custom cards
- ii. Bookmarks
- iii. Photo calendars
- iv. Christmas letters
- v. Holiday Cards
- vi. Posters

### 6. Securing Your Digital Files

- a. Become proficient in your computer
- b. Stay Current with hardware and software (operating system & application software)
- c. Perform Regular Backups
- d. Share and Distribute backups and digital files
- e. Publish/Print Digital Files

### 7. Operating System and Application Software

- a. Good rule of thumb- no more than one version back

### 8. Take Regular Backups

- a. System Backups -data and system
- b. System Repair Disks
- c. Data backups - system-wide

### 9. Can use built-in or 3<sup>rd</sup> party programs

- a. Windows Backup and Restore
- b. Mac "Time Machine"

### 10. The Cloud

- a. Get a free account
  - i. Dropbox ([http:// www.dropbox.colrr--i-](http://www.dropbox.colrr--i-))- 2 GB free
  - ii. OneDrive (<http://onedrive.live.com>) – 7 GB free
- b. Use the Cloud as one of your multiple backups
  - i. Main genealogy file
  - ii. Published works
  - iii. Photo backup (if you have space)
  - iv. Store other documents as space permits
- c. Photo Storage and Backup
  - i. Snapfish - <http://www.snapfish.com>
    1. Unlimited storage with “active participation”
  - ii. Flickr - <http://www.flickr.com>
    1. 1 TB Free
  - iii. Google Plus / Google Drive - <https://accounts.google.com/signup>
    1. 15 GB of free storage to share between all Google apps

### 11. Share and Distribute

- a. Copy important files to removable media, backup media and cloud sites
- b. Give copies to relatives and friends
- c. Place copies in secure locations (work desk, safe deposit box, etc.)

- d. Make sure you distribute backups outside of your home
  - e. Create a refresh schedule!
12. Publish/ Print
- a. Version your publication - republish when necessary
  - b. Digital On-Demand Publishing allows you to publish quickly and cheaply
13. Planning for your Death
- a. Start involving your successor
  - b. If no clear successor, make a list of possibilities and start discussions
  - c. Document your donations in your will
  - d. Conduct pre-work with library, genealogy society or historical society
14. Tell YOUR Story!
- a. Interview Scripts
    - i. <http://genealogy.about.com/cs/oralhistory/a/interview.htm>
    - ii. <http://oralhistory.library.ucla.edu/familyhistory.html>
    - iii. <http://www.deseretnews.com/article/865595932/Genealogy-150-questions-to-ask-family-members-about-their-lives.html?pg=all>
  - e. Keep your records organized so your successor can "step in"
  - f. Inventory your genealogical records, documents and publications and their location - do you really know what you have?
  - g. Create (and keep updated) a list of all genealogy accounts, cloud storage, email accounts, Facebook accounts, photo accounts and all related passwords to be opened upon your death
  - h. Make sure you include your computer password and the location and description your computer files and photos