Using Pictures with Legacy Family Tree

by Geoff Rasmussen

Pictures can add a lot to your genealogy. Legacy is a great place to organize your digital pictures. They can be printed on numerous reports, slide shows, and even displayed in an ancestor's scrapbook.

In this class, you will learn how to:

- Add pictures to Legacy
- Print reports with pictures
- Create charts with pictures
- Optimize the size of pictures for best printing in reports and charts
- Locating missing pictures
- Choose the right resolution and file type when digitizing pictures
- Backup your Legacy pictures

To add a picture to an individual:

1. In the Family View, click the Media Gallery icon in the person's toolbar. The Media Gallery appears.
2. Click the Add Media button near the upper-left and select Picture.
3. Locate and select the name of the picture you want to add.
4. If the picture is *not* where you want it on your hard drive, select the first option to "Copy this file to the Media folder and link to it there." If the picture *is* where you want it on your hard drive, select the second option to "Leave this file where it is and link to it there." Click OK. The picture is loaded and appears in the Display Picture window.
5. Add a caption, date, and description if desired. You can also change other aspects of the picture if you like.
6. Click the Close button to return to the Media Gallery.
7. You can continue adding new pictures by clicking the Add Media button.
8. When you are finished, click the Close button on the Media Gallery screen to return to the Family View.

How to set the default picture

If you have more than one picture in a person's gallery, you can choose which will be the default picture. Most reports, such as a pedigree chart, only have room to display one picture.

1. Right-click once on the desired picture and click on **Set As Preferred**.

Whichever picture has the asterisk next to its number is the preferred picture.

Pictures in Reports

Probably the pinnacle of your research is to be able to print reports to share with your family that includes pictures of your ancestors.

The first thing to remember is that most of these reports only have room to include one picture. Previously we discussed the preferred picture. This is the picture that will be used. So before printing your family group records or book reports, verify that the picture you want to use has been marked as the preferred picture.

To print a report with pictures:

1. Click on the **Reports** tab. Then select the desired report.
2. To include pictures, that option must be turned on. Click on the **Report Options** button.
3. Click on the **Pictures** tab. Select which pictures you want to print.

In the *Pictures to Print* section, you can narrow down the pictures that you want to include. By default, *All Preferred* is selected. In most cases this will probably be fine. However, if the only picture you've ever been able to find for an ancestor is their signature, you might not want it to print on the report. So, in his picture gallery, simply untag the picture. Then in the *Pictures to Print* section you can select *Only tagged preferred* pictures, and then only those pictures that are marked as preferred, *and* that are tagged, will be included.

Next, in some reports you can choose the size of the picture by clicking on the "Set Regular Picture Options" button. At the top you can select small, medium, large, or you can define your own size.

The last section, *picture reduction width,* is a bit confusing, unless you read the help file. If your original picture is saved in a very high resolution, and its file size is very large, Legacy is sometimes overwhelmed when previewing the report. When this happens, the pictures will appear in the preview screen as empty white boxes. If you run into this problem, just select one of the alternative sizes in the *picture reduction width* section. You shouldn't run into the problem again. Since the pictures in the report are usually printed in a much smaller size than the large original files, there is no apparent loss of clarity when printed.

To include pictures in Legacy Charting:

1. On the Appearance tab, click on the Box Items button.
2. Click on the Picture label on the left, then click on the Right arrow. Click OK.

Optimize the size of pictures for best printing in reports and charts

Some charts will look much better when the pictures are first cropped to be the same size.

Ancestors of Geoffrey Darwin Rasmussen
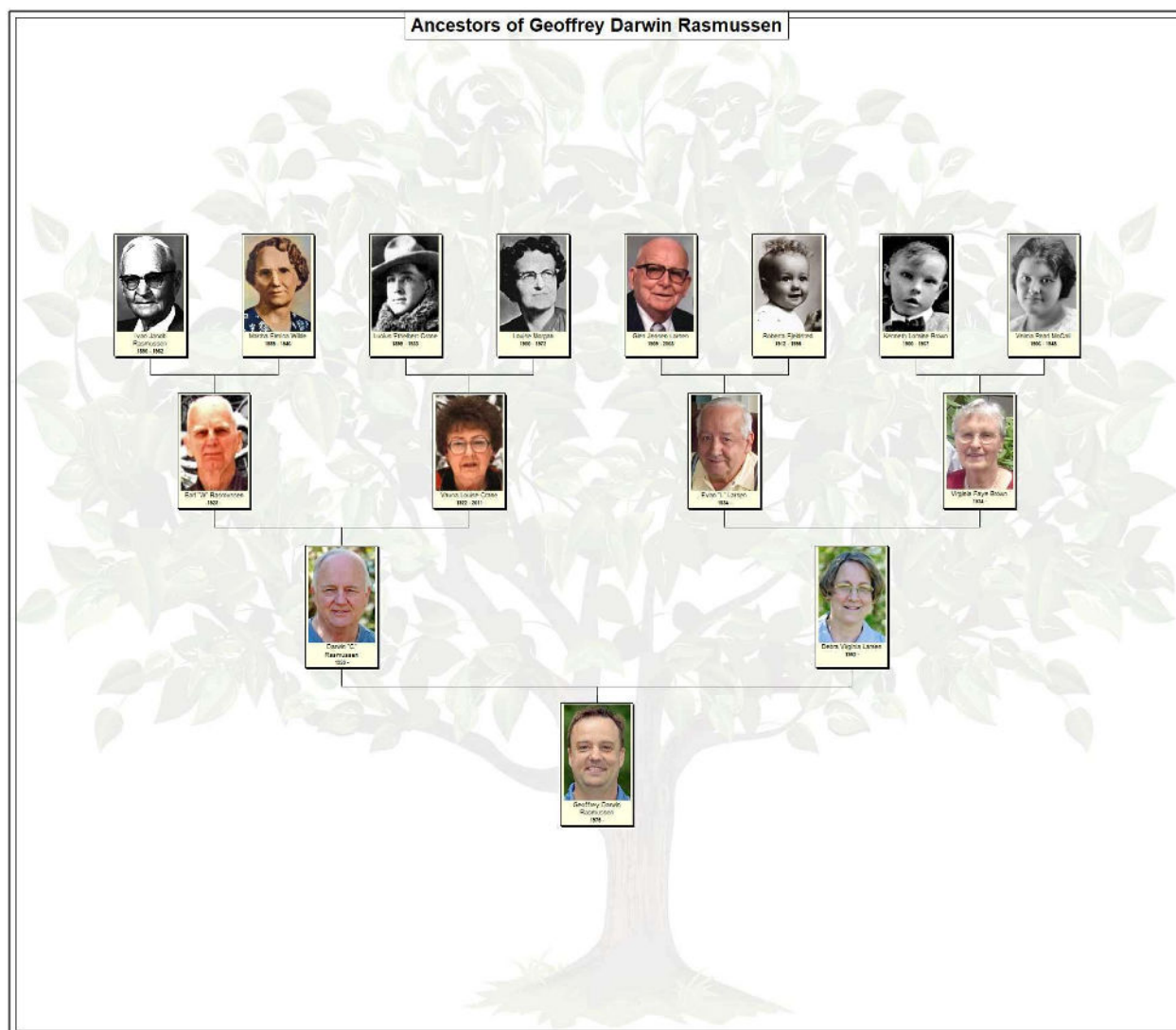
I recommend locating your original digital image, make a copy of it, and then decide on a width/height ratio that you like. Mine have always been 161 pixels wide by 231 pixels tall. There is no magic on those dimensions. A long time ago I must have just settled on that, and then for all future "mug shots" I've cropped the copy of the original so they are each consistent. I use Photoshop Elements for the cropping. If I were to start over, I'd probably at least double these dimensions so the pictures never appear pixelated when I'm enlarging them for a large chart.

To Location Missing Pictures:

Go to Tools > Tools section > Media Relinker.

Choose the right resolution and file type when digitizing pictures

If you have old documents (wills, obituaries, marriage records) they will first need to digitized using a scanner or a scanning app. Read recent scanner reviews at http://www.pcmag.com/article2/0,2817,2373832,00.asp. Two important rules to remember when digitizing:

- The higher resolution the better. When scanning you should have the option to select the resolution (known as dots per inch – dpi or pixels per inch – ppi). Anywhere between 300 and 600 dpi is usually sufficient, but lean towards higher so you can digitize for future technologies.
- Save the digital original as an archival-quality file type such as .tif. OR, if you save as .jpg (uses lossy compression) just remember to only make editing changes to a copy of the digital original.

Backup your Legacy pictures

Use a number of backup strategies to ensure the safety of your digital pictures. I use Backblaze.com. It's about $5 a month and backs up all of my data files and pictures.

I also periodically use the Backup to Legacy Cloud option in Legacy (File > Backup File), but at this time, it only backs up the data files.

To overcome this, select the first option, "Backup to My Computer" and ensure that "Media Files" is checked. Using the "Change" link, you can adjust where the files will be backed up. This will make a backup of all media files that are linked to the family file. You should probably back it up to external media (flash drive) or to an off-site medium.