Linking Pictures

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. After you have created a digital image and saved it to your hard drive, the next step is to link that picture to the correct person in Legacy.

Pictures are linked in the Media Gallery.

1. Click on the Picture icon to open the **Media Gallery**. Initially the gallery is blank. In the upper left, there is an *Add Media* button. If you have a picture that you want to scan, click on this button, then click on *Scan a Picture*. Your photo digitization software will open where you can scan and save the picture, which will then appear in Legacy.
2. If you have already digitized the picture or document, and now you want to link it to this person, just click on the *Picture* option of the *Add Media* button.
3. Now you need to locate the picture on the hard drive. In other words, in what directory did you save it? If you need to navigate to a different folder, just browse for the desired folder. It is a good idea to save your pictures in one directory and sub-directories as opposed to directories scattered throughout your computer. Once you have highlighted the picture, click on the **OK** button.
4. In this screen you can add a caption, a Date, and any description of the image. Once you've entered the caption information, click on the Close button in the upper right and the picture is now a part of his picture gallery.

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. Click once on the desired picture.
2. Click on the *Options > Set as Preferred.* Now the preferred picture will have an asterisk next to it

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 has to 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 the *Set Regular Picture Options* button you can choose the size of the picture. At the top you can select small, medium, large, or you can define your own size. I suggest to just leave it as medium, and then preview the report. If you'd rather have it bigger or smaller, come back to these options, adjust it, and preview it again.

The *picture reduction width* section*,* 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.

Golden Rules of Digitization

1. Digitize the document/image at a high resolution, between 300 and 600 dots per inch (dpi).
2. When saving an image, save it as an archival-quality file type of TIF.

Webinars on Digital Images

- *Organizing and Sharing Digital Images* by Geoff Rasmussen,
  http://familytreewebinars.com/download.php?webinar_id=66
- *Digital Images for Genealogists and Technologists: scanning, digitizing, editing, and preserving your photos* by Geoff Rasmussen, http://familytreewebinars.com/download.php?webinar_id=70
- *Using Your Digital Camera to Copy Records* by Mary Hill,
  http://familytreewebinars.com/download.php?webinar_id=86
- *Watch Geoff Live: Digital Images*, by Geoff Rasmussen,
  http://familytreewebinars.com/download.php?webinar_id=176

***Digital Imaging Essentials: Techniques and Tips for Genealogists and Family Historians* by Geoff Rasmussen**

PDF or paperback editions: http://legacy.familytreewebinars.com/digital-imaging-essentials-p163.php