

## VISTA ROYALE COMPUTER CLUB

Meeting Minutes February 18, 2021

Members: Vicky Getz started up the Zoom and welcomed everyone; we had 13 participants. She announced that our good friend and longtime monitor, Charlie Beck, passed away this past weekend. You can find the death notice here: <https://www.millenniumcremationservice.com/obituaries/charlie-beck/>

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Sandy McKenny was our presenter with the second part of 'Organizing Your Photos'; here are some of the points from her presentation on labeling your vintage photos with 'Metadata'.

Update on the marking of photos:

Label with a soft pencil or with a 'Zig' marker on the back, such as:

Zig 0.7mm Photo Signature Marker, Carded, Black, \$7.49 at Amazon. Not a Sharpie.....

JUST START:

Make a 'PHOTO VAULT' on your laptop, thumb drive, back-up drive, etc. with separate sub-folders for each person, event or year

Presently your scanned photos have names such as: 'scan001', 'Pict0789' which tell you zilch.

Using Windows Explorer, move or copy appropriate photos into those specialized folders after they are scanned

NAME YOUR PHOTOS

Decide how you want to name your photos

Consistency in naming is important when sorting files and locating them

With right software, a 'global' or batch rename works, sample: Haselton-John-Herbert-bMar12-1949

Avoid special characters & use dashes instead of underscores, use a date scheme '1949-Mar-12'

Spaces are not recommended

Then further ID @photo again w/more details, sample: Haselton-John Herbert bMar12-1949-sandbox

Decide how you need to have photos sort!!!! Windows Explorer should index your files such as the following so you can find all the ones belonging to a specific person in a folder:

1901-June-01

Smith-George-b1901-marriage

Smith-George-b1901-death1950

Smith-Mary-marriage

Smith-Sally-graduation

## ORGANIZED

Presumably you now have all your photos in more than one place and have organized them in sub-folders by family, person, event, etc.

Multiple back-up copies of your photos and videos in multiple places are essential. If it's in only one place, it's not backed up.

Have you done a 'global/batch re-name' or re-named them individually?

Now for the next step.....

## WHAT IS METADATA

Metadata is information relating to a file that is embedded in photo files & becomes part of photo

Best-case scenario: this info travels with photo or file when it's stored, shared, copied, or when it's uploaded to a website

Sadly, this is not the case in some instances so that is why new Metadata standards are being created by a task force of experts

Now that everything is digital, Metadata is the equivalent of writing on the back of a photo

## TYPES OF METADATA

### **Exif = Exchangeable image file format**

This is considered 'device data': info that is automatically written to file by camera or scanner when created

It records camera make/model, resolution, exposure, location, etc.

Typically, you will not change or add to any of this section although it is possible when using some software. 'Location' is the one most concerning if the photo is of a small child or something of value..... common concern.

### **IPTC = International Press Telecommunications Council**

This is 'subject data' and usually manually recorded by user; it includes:

Title

Subject

Rating

Tags

Comments

Authors

File

Location

Date acquired

New industry Metadata standards should be done in 2021 so most website & companies will handle it the same way

Pick software that makes adding Metadata easy

If you are going to use it, decide which slots you will use for different information

At least 'tag' each photo and keep an up-to-date list of the tags you use..... i.e.: father, John, holidays, pets, house, Vista, legal, vital record, etc.

HOW TO GET TO METADATA WINDOW:

PC: In Windows Explorer, 'right click' on file name and choose 'Properties' [Mac: select image & open Information with Command-I]

In properties, click on 'details'

There will be several sections, concentrate on the top of this window

You will want to add in your info by clicking on the space **after** each category; you only see it when you move your cursor to the right.....

You should consider what YOU want in each slot by creating a Tag & Metadata Cheat sheet so you have consistency

In the 'General' tab you can rename this file.

TAG & PHOTO NAMING CHEAT SHEET

A cheat sheet is a working document .....print and hang up over your computer and change & improve it as you go along. Mine is a combo of both.

METADATA FILL-IN SLOTS:

Title: similar to a type of caption

Subject: event, location

Rating: ?????? [how important is it to you]

Tags: [use your list, tags are automatically separated by semi-colons]

Authors: if known or your name, e-mail address [**only** if you want to be found by whoever sees the photo]

Tags: key features in photos such as names of people, time period, any unique aspects

Comments: names of all known persons in photo ...starting at front left; indicate any person who is 'unknown' in your list

Date Taken: use what you have if only a month & year [has a calendar which is awkward] [Further down will be supposedly the date created, but remember that it is probably the date it was scanned or loaded onto your computer] If it is obviously wrong, your device may have its internal clock set wrong

Shared with: [if you have done so.....]

Owner: Sandra H McKenny [Vtvista@gmail.com](mailto:Vtvista@gmail.com)

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Sandy is using this software: **FastStone Viewer** <https://www.faststone.org/>

Rated 5 stars by CNET editors at Download.com

FastStone Image Viewer is a fast, stable, user-friendly image browser, converter and editor. It has a nice array of features that include image viewing, management, comparison, red-eye removal, emailing, resizing, cropping, retouching and color adjustments. Its innovative but intuitive full-screen mode provides quick access to EXIF information, thumbnail browser and major functionalities via hidden toolbars that pop up when your mouse touches one of the four edges of the screen. Other features include a high-quality magnifier and a musical slideshow with 150+ transitional effects, as well as lossless JPEG transitions, drop shadow effects, image annotation, scanner support, histogram and much more. It supports all major graphic formats (BMP, JPEG, JPEG 2000, animated GIF, PNG, PCX, PSD, EPS, TIFF, WMF, ICO, CUR and TGA) and popular digital camera RAW formats (CR2, CR3, CRW, NEF, NRW, PEF, RAF, RWL, MRW, ORF, SRW, X3F, ARW, SR2, SRF, RW2 and DNG).

No Adware. No Spyware. Free for Home Users  
Version 7.5 2020-03-10

Free for personal use

Shows thumbnail of photos in Windows Explorer instead of icons

Better for moving or identifying photos

Re-names, global rename, tags, metadata

Also: crops, resizes, rotates, scan, emails, prints, selects areas, slide show, clones/heals, compare, screen capture, smooths, effects, red eye removal

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You might be interested in one of these:

Adding Metadata to Your Digital Photos'

<https://www.rootstech.org/blog/adding-metadata-to-your-digital-photos?lang=eng>

Part 2:

<https://www.rootstech.org/blog/metadata-basics-how-to-keep-your-stories-alive-digitally?lang=eng>

Yandex' Reverse Image Search <https://www.youtube.com/watch?v=nWESkqcKsys> [Vicky will discuss this at a later date]

Maureen Taylor, The Photo Detective: Adding Metadata to Your Digital Photos'

<https://www.rootstech.org/blog/adding-metadata-to-your-digital-photos?lang=eng>

Part 2:

<https://www.rootstech.org/blog/metadata-basics-how-to-keep-your-stories-alive-digitally?lang=eng>

Family History Metadata Working Group chaired by Christopher Desmond is working on a set of standards to enable us to embed metadata, share it, and download it.

<https://maurentaylor.com/metadata-and-family-photos/>

## METADATA STANDARDS

...to develop standards that will be adopted by the industry, not only for the genealogy industry, but even bigger than that, dealing with the Googles and the Amazons plus all these other major companies

..., a user can go in there and identify or edit it when you export a photo from your platform, we are providing the specific IPTC XMP fields that we recommend the mapping of the metadata to so that it can be read and viewed in future platforms and always ... passes with the photo

...Facebook, Ancestry, My Heritage, Google all have certain aspects; they will read some fields and not read others

Denise May Levenick, The Family Curator: book: How to Archive Family Photos

Check it out from Indian River Co Library or buy at Ancestry \$21.66. Sandy will also lend her copy.

Informational with lots of Fun projects

## PHOTO SOFTWARE:

Know how the different ones work, especially for you; use what you are comfortable with

'Picasa' by Google is now gone

Viva-Pix in conjunction w/Memory Web is on cutting edge of Metadata

FastStone Image Viewer so you can see your photos [not icon] in Windows Explorer

Gimp is a full-blown graphics software

Windows has PhotoPaint.... it is a joke!

Lots of other apps you can purchase

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REMEMBER: ALWAYS KEEP A 'PRISTINE' COPY OF YOUR ORIGINAL, only 'fix' a **copy** of your photo and then indicate in the new name such as: cottage2001-edited.jpg

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Sandy wanted to remind everyone interested in genealogy that RootsTech <https://www.rootstech.org/?lang=eng> from Salt Lake City is only a week away and sessions are available during the whole week of RootsTech, February 22nd-27th. REGISTER FOR FREE and watch as much or as little as you wish. Looks like some interesting DNA sessions.

Next Zoom

Watch your email for your zoom invitation for February 25, 2021 at 9:30..... Vicky will do editing and fixing your photos.

Regards, Sandy McKenny, sec.

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#### RE CANDIDATE RESUMES

Sandy also mentioned that those owners who chose to electronic vote in Vista election were **not** mailed, sent or given a location of the resumes of the candidates. Apparently, you can get copies if you call the office OR his is how you can find them.

Click on the vote link in the email sent to you from the Association office that looks like this:

*2021 Annual Meeting and Election*

*If you have not voted, please take the time to log in and vote. Thank you so much for using the electronic voting system!*

*Logon to your community's site by clicking this link:*

<https://vista-royale.myhoast.com>

You get the log-in page here: <https://vista-royale.myhoast.com/.....> Log On

You see: 'Log on to Vista Royale' which you do, then hit blue 'Log on' button

My Votes page: There is a test survey and then the light blue box Meeting: Annual Meeting asking you to vote for up to 3 candidates. Below the light blue box there is: General proxy provided so you have to Click to sign/un-sign and follow those directions on the next page, remember to 'sign' in the darker blue box at the bottom of this page.

This takes you back to the previous page to the light blue box again so you can 'Click here to vote' to take you to the 'Cast Vote' page. If you want to see the candidates' resumes, click on the darker long button above the list of candidates: 'Click Here to View the Attachment'. A pdf file called 'Candidate\_intent\_and\_Bio\_Sheets.pdf will open for you to read, digest, save.....

Go back to the previous page to put your check marks in the candidate boxes that you wish to vote for. Also check the 'I am \_\_\_\_' box and "I agree to submit this ballot" box. Lastly, hit the dark blue VOTE box and a box appears at the top of page to CONFIRM your vote. You are done. You will get an email that an electronic ballot has been submitted by you, another notice of the Annual Meeting and who you voted for.

Perhaps in the future, we will be allowed to reasonably find this information in an easier and quicker way.

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We are planning a meeting on SMART HOME technology, and would love to get more people to contribute if you are using smart devices we'd love to hear from you.

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