

Family Tree Maker SIG-June

Scrap Book:

FTM can be used to store scanned images

Not just pictures, but documents

Click on the Scrapbook Icon

If it shows pages that means it has entries

If it is a closed book it is empty

Picture/Object Menu:

To insert an image

Go to Picture/Object

Select where you are getting the image

A dialog box will come up click on the arrow in the Look in: box

Locate where the image is stored. It can be on your hard drive, on a floppy or a cd, or you can scan directly into FTM

I prefer to scan and save to my hard drive so I can then burn a cd and have the images backed up separately from my data file, you never know what will happen

After you select where your image is you get this box

Select the image from the file and you can then preview it in the preview box.

If it takes a long time to open the image is too big

Find a way to resize it and make it smaller

FTM will compress the file a little, but if the file is huge to begin with it won't help

Click on open and a dialog box will open where you can do some editing of the image

You can crop it

You can rotate it

When you are through click on OK

The image will be in the Scrap Book

Image Information

Click on the file drawer in the right hand corner of the image box

The next dialog box comes up.

You can select a variety of options for the image to be used for

Make sure you note where you got the image

I note who has possession of the original image

Click on OK when you are through

Note, when you have additional information on an image the file drawer looks like it has papers in it

Double click on the image and you can view it in a larger scale

Deleting or Moving Images

If you find you have put an image in the wrong place you can move it by using the edit menu and cutting out of the place it is in and pasting where you want it

You can also delete an image

Images make your file larger in size, so remember to scale them down

Try to use tiff format on images, you won't lose detail when you resave it

If you delete or move any pictures Ctrl, Alt, C afterwards to clean up your file