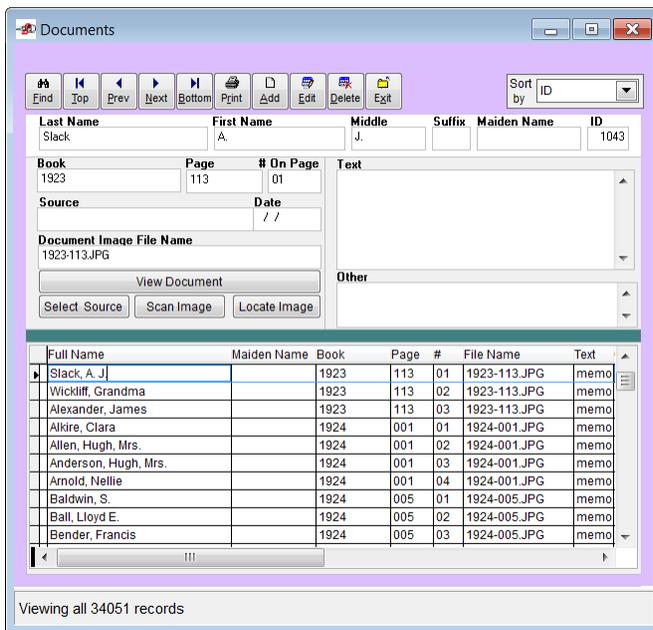


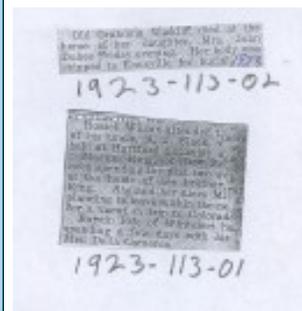
Dwight McCormick and Dennis Allen developed this Program to scan in and organize obituaries, with a little modification we believe it could be used to organize other documents as well. You are welcome to try this program. If you find it of value please consider a donation to the Warren County Historical Society P.O. Box 256 Indianola, IA 50125. If you are unable to download or install the program, we will send you an installation CD for a minimum donation of \$20, \$5 if you are a member in good standing of the WCHS. We are in the process of writing a manual for this program and a help screen for it. There are many features to this program, I will not get in to many of them here.

We have over 35,000 obituaries that were cut from county newspapers going back to the 1800's. Our volunteers have been indexing them and scanning them in using this program. The program was developed to catalog and scan them in. I believe it should work for you also. I don't know if the numbering system will need to be changed.

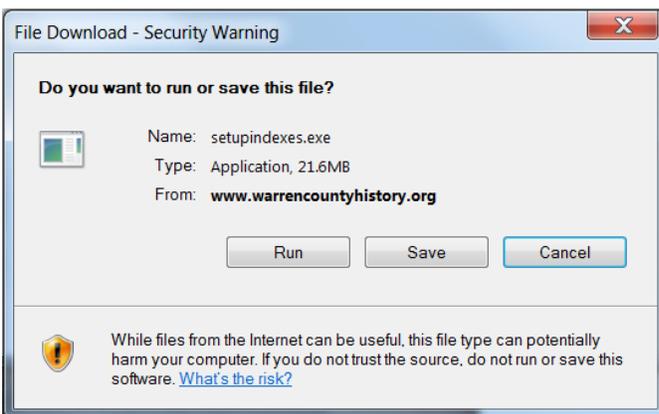
Our obituaries are pasted into books, the pages of the book are numbered and there may be multiple obituaries pasted on a page. Our books are typically named by the year the obituary was published or unknown for ones we can not date. The system we use to identify each obituary is (Book-page-# on page). This is an alpha numeric system, you may enter letters as well as numbers. Since it is alpha numeric it will be indexed as such. We pad with leading zeros in the page and # columns. Since we have no pages numbered over 999, three digits are enough for pages. We pad to two digits on the # column as we may have more than 10 but not more than 19 obituaries on a page. Without the leading zeros pages 11, 110, 111, etc. would come after 1 and before 2. You may need to adjust how many leading zeros, depending what you anticipate your maximum will be.



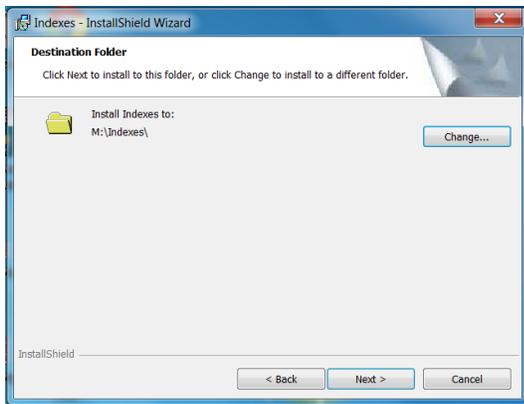
Here is a screen shot from our program. The bottom half of the screen is a browse window showing multiple entries. Notice that A. J. Slack's obit is in book 1923, page 113, #01 on page. Grandma Wickliff's is on the same book and page but #02 on page. Also notice they both have the same file name. We started scanning in individual obituaries, but found that too time consuming. We now use the same document for all obits on the same page.



Our volunteers number the obits on the page so when you view the document it is easy to identify the one that goes with that person.



The first thing you need to do is get the program. I have created a self extracting installation file named setupindexes.exe that will (should) install everything you need. It is available from our website <http://www.warrencountyhistory.org/>. You will need to disable your Antivirus Auto-Protect first as it will prevent you from downloading an exe file. Once you have done that you need to click on the [Obituaries](#) link in the Software available article. You should choose Save rather than Run. It doesn't matter where you save it to as long as you can find it later.



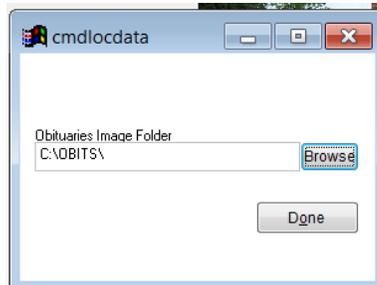
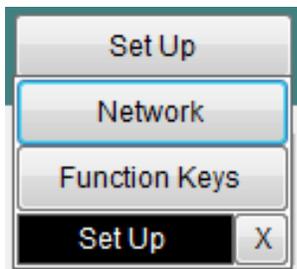
Once you get it downloaded you can run the file. It will give you the option to change the installation location. You can install it on any drive available to the computer. If you change the installation directory, keep the new name and path short with no spaces or special characters. I like to install it in the root directory of the drive you choose i.e. C:\NewName as opposed burying it in your documents somewhere or another long path name with spaces. If you must use spaces use the \_ instead i.e. C:\New\_Name .

The install program will make a short cut for you on your desk-top, it will also create an entry in your program directory called mccormick-allen. If you decide to uninstall it you can do so from the control panel as with most other programs.

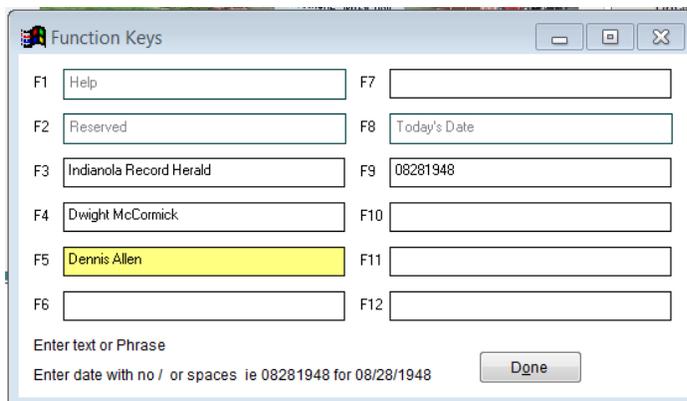


You can start the program from the short cut, the programs menu or by browsing to the directory created during installation and running the indexes.exe file. You will get a splash screen while the program is loading. It disappears after ten seconds or faster if you press a key. You will then get the main menu screen. You can grab the top bar of the screen and drag it where you want it.

Before you start scanning in documents you need to decide which directory you want to store them in. Once again keep it short and no spaces or special characters. You can put it in a subdirectory of the program directory i.e. c:\indexes\images or make a new subdirectory of it i.e. c:\indexes\images\obits. I put ours in c:\obits, keeping it simple and easy to find. In any case the directory needs to exist as the browse doesn't let you create it. This directory can be moved later if you decide to.

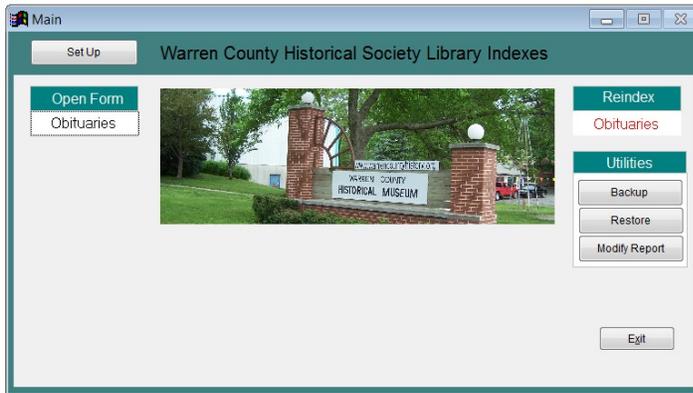


To choose the directory click the Set Up button, this will open a drop down menu. From the drop down menu click the Network button. From there you will be able browse to the directory you want to store the documents. Click done to go back to Set Up drop down menu.



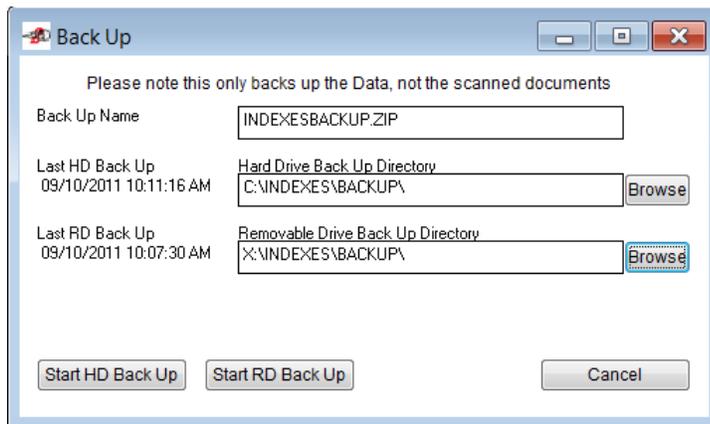
You can assign values to the function keys by clicking the Function Keys button on the Set Up drop down menu. You may want to do this if you are entering the same data in multiple records. For instance if you are going to be entering "Indianola Record Herald" as a source in several records you could assign that text to the F3 key, saves typing and makes the entries more consistent. Just press the function key where you would otherwise type. Click the done button to close the Function Keys form.

To close the drop down menu press the X button next to the Set Up tag.



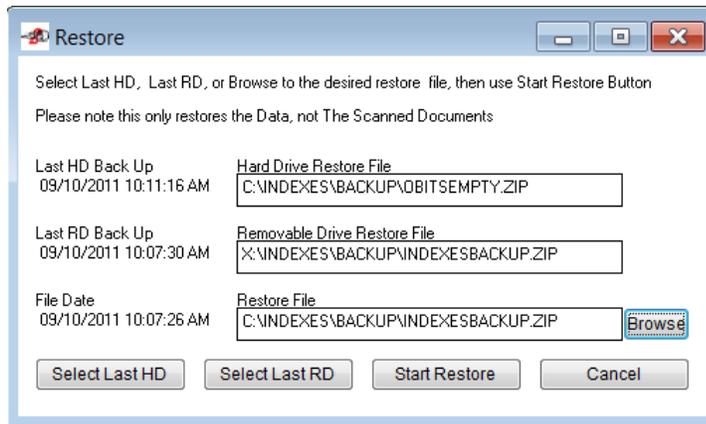
You may occasionally need to re index the data base. You will need to re index to permanently delete records that you have marked for deletion. It is a good practice to re index after restoring a data base. It is unlikely that the indexes will get corrupted other wise. How ever it never hurts to re index. To re index click Obituaries button under the Reindex heading.

The backup and restore buttons are Under the Utilities Header. They will back up the data base or restore the data base.



This is a screen shot of the Back Up form. The default name of the back up file is the name of the directory you installed the program in plus backup (one reason to keep the directory name short and meaningful). You can change the name of the back up file if you wish, be sure to leave the .zip extension. It is a good idea to save the back up file to a different drive than you have your program installed. You can browse to the disk and directory you want to save the back up to. The only difference between the Hard Drive (HD) and the Removable Drive (RD) Back Up is the HD back keeps the last 10 Back Up's. It appends a number 1 thru 9 to the Name, 1 is newest, 9 is oldest.

This does not back up the scanned in documents, you need to back them up manually or with back up software.



This is a screen shot of the Restore Screen. It will restore the file listed in the restore File Box. You can browse to a different Restore File. The Last HD Back up and last RD Back up box are for information only unless you Select one of them.

I have included an empty data base OBIT-EMPTY.ZIP in the backup sub directory of the installed directory. This is in case you want to start over, you can load it.

The back up and restore is nice if you have this program on multiple computers. If you edit on one, you can back up to a thumb drive and restore on the other ones.

The modify report button will let you edit the report form printed from the print button (located on the Obituaries form shown at the top of page 1).

If you get this far please feel free to play with the program and see what you can get it to do, just click on the Obituaries button under the Open Form Header on the main menu.