1. **What is the purpose of your book?**
   a. Who is the book meant for? Who is going to read/look at the book? (This will drive all other decisions. This is another tough decision to make. It may change at any point. You may have more than one reason and therefore more than one book
   b. Personal use only
   c. Relatives to view
   d. Genealogical societies
   e. Libraries
   f. Family reunions
   g. Other- Maybe you have no one to pass on all the information you have collected. So you put it into a book and then do what with the book?

2. **Select a topic for your book – This is one of the hardest and most time consuming tasks when creating a book. For your first book, try and keep it very simple with only a few pages. You can do a bigger book once you know how it all goes together and the work involved. Here are some Ideas:**
   a. Person – one person of interest in your family tree
   b. Branch of the family tree – maybe start with a great grand father or mother
   c. One side of the family – father's side? Mother's side? This may get huge!
   d. Direct line only – only the men or women in one line of the family
   e. Direct line to a famous person or Society individual
   f. Family Reunion
   g. Relatives that live in the state of _____
   h. Subject
        i. Family Immigrants
       ii. Family Military Men
      iii. Civil War Relatives
       iv. Revolutionary War Relatives
        v. Person Report of facts collected
       vi. Family Stories and Scandals
      vii. Volume Book Subjects
            1. Vital Records and Pictures of your relatives
            2. Family Group Sheets you've collected
            3. Military Records of relatives
            4. Land Records of relatives
            5. Census Records of relatives
            6. Cemetery records of relatives

3. **What do you want to include? While facts may be boring, it does pass on information that you know. Add pictures and it gets more interesting. When you start to add stories and historical events it can get lengthy and may not be best for your first book.**
   a. Facts
   b. Documents
   c. Pictures
   d. Family stories
   e. Stories of the individual
   f. Sources
   g. Historical events or social life, info and pictures

4. **What do you have and what do you need?**
   a. Are there gaps in your pictures, documents, or facts that you need to fill or research?
   b. Remember you will never finish so share what you have now
   c. Make a folder or computer folder and start dumping documents and pictures into it. Things that you want to include.
   d. Gather pictures of historical events or social life that you might want to include
      i. A lot of information and images can be found online but watch for copyright and check sources
   e. Once you get a fair amount in your folder, organized it so you can see what you have and what you need
   f. Is the file too big? Do you have too much for the size book you want? Now is the time to really focus in on what your topic is all about. If it's too big, you may never get it to the finish line. Keep it simple.
   g. Re-evaluate your topic and stuff you want to include.

5. **What form do you see your book taking at this stage of the process**? (Don't worry about sizes.) Circle all that might apply.
   a. Coffee table books - mostly narrative vs. mostly charts. Some pictures.
   b. Bookshelf books of varying sizes and bindings.
   c. Non-books such as papers printed and stapled and just left in a file
   d. Internet
   e. Photo album – memory book. (With or without stories, charts, etc.)
   f. Other _____
   g. Undecided.

6. **What do you want in your book? Circle all that apply**
   a. Descendant charts. (Boxes with connecting lines.)
   b. Descendant outline charts. (Outline of names, relationships, dates, etc.)
   c. Pedigree charts.
   d. Fanfold (expandable) charts
   e. Cover page. (The outside covers – front and back.)
   f. Title page. (Title, author, date, etc.)
   g. Forward. (Credits, thanks, what the book includes, etc.)
   h. Table of contents (TOC)
   i. Narratives or stories.
   j. Biographies
   k. Sources. (Source name, how/where to find it, details.)
   l. Pictures
   m. Copies of documents (Birth, death, marriage, land records, immigration or naturalization papers, ship manifests, cemetery records, etc.)
   n. List of names for everyone in your book. Use maiden names and married names?
   o. Other _____

7. **Publication** items to start <u>THINKING</u> about. <u>NO DECISIONS</u>. <u>JUST THINKING ABOUT</u>. But start making forming ideas and plans.
    a. How is the book going to be organized?
        i. Chronological
            1. Pedigree chart
            2. Descendant chart
            3. Mix
        ii. Family Line
        iii. Area
        iv. Historical events
        v. ???????
    b. Size?
    c. Margins.
    d. Font type(s) and size(s).
    e. Type of cover (hard, soft, card stock, etc.)
    f. Special bindings (if any).
    g. Special paper or color.
    h. Clip art.
    i. Background pictures.
    j. Page layout. How to combine text and pictures balanced against white space
    k. Headers, footers, page numbers, etc.
    l. Superscripts and subscripts for source notation.
    m. Who will print the book?
    n. What charts and reports are available in your genealogical software program?
    o. How does your genealogical software export charts and reports?
    p. Where to place source notes. (At the end of each chapter/section vs. all at the end.)
    q. How to treat two or more people with the same name?
    r. Different ways to publish the book. (Professional vs. personal.)

8. **What program to use?** Visit these different sites and see which one you like to work with and can afford. We will talk more in July on the first 4 in this list. But check them all out.

    a. www.Blurb.com
    b. Word
    c. www.Ancestry.com
    d. Family Tree Maker
    e. www.Bookemom.com
    f. www.Lulu.com
    g. www.Mixbooks.com
    h. www.FreezeFramePublishing.com
    i. www.GenealogyBookPrinting.com
    j. www.GenealogyPrinting.com
    k. www.CreativeContinuum.com
    l. www.FamilyHeritagePublishers.com
    m. www.FamilyHistoryPublisher.com
    n. www.FamilyLearn.com
    o. www.Gatewaypress.com
    p. Desktop publishing like Aldus or MS Office Publisher