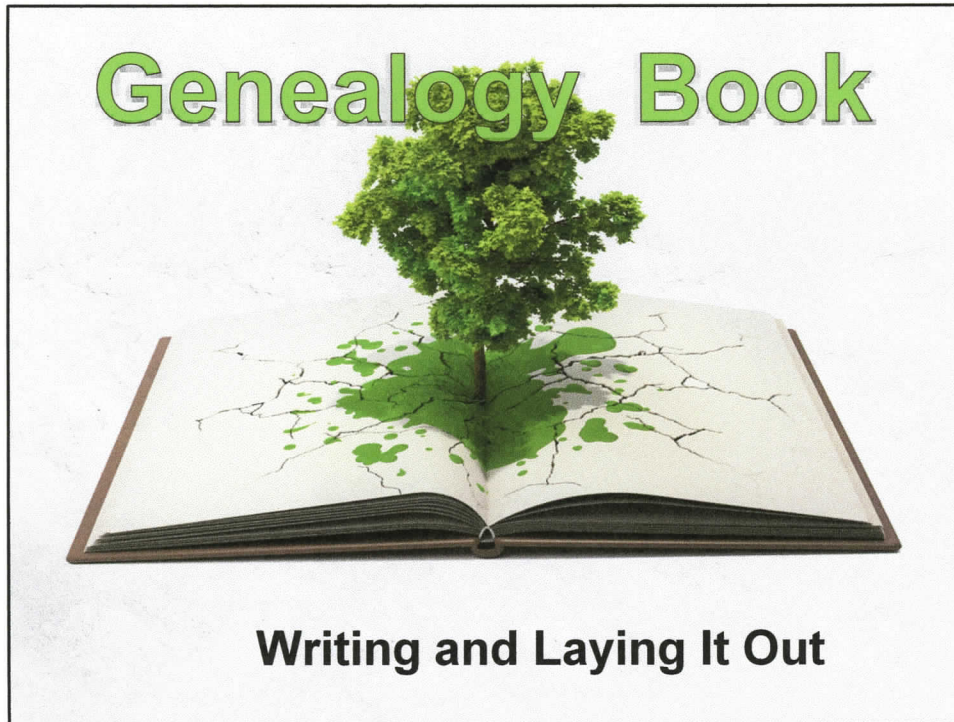


July Book Handout



Last month we talked about the following steps:

Step 1 --- The **type of book** you want and how that can help decide part of your content and format and topic. Whether the book is:

- For You only
- For your relative
- For a library or Genealogy Society
- ETC

Step 2 --- We also talked about picking a **topic** for your book. Is your book about:

- one ancestor that you have a lot of information on
- your direct line to a famous person
- all the relatives that live in the state of ?????
- ETC

Step 3 --- We talked about the **Content** of the book, what you might want to include in that book:

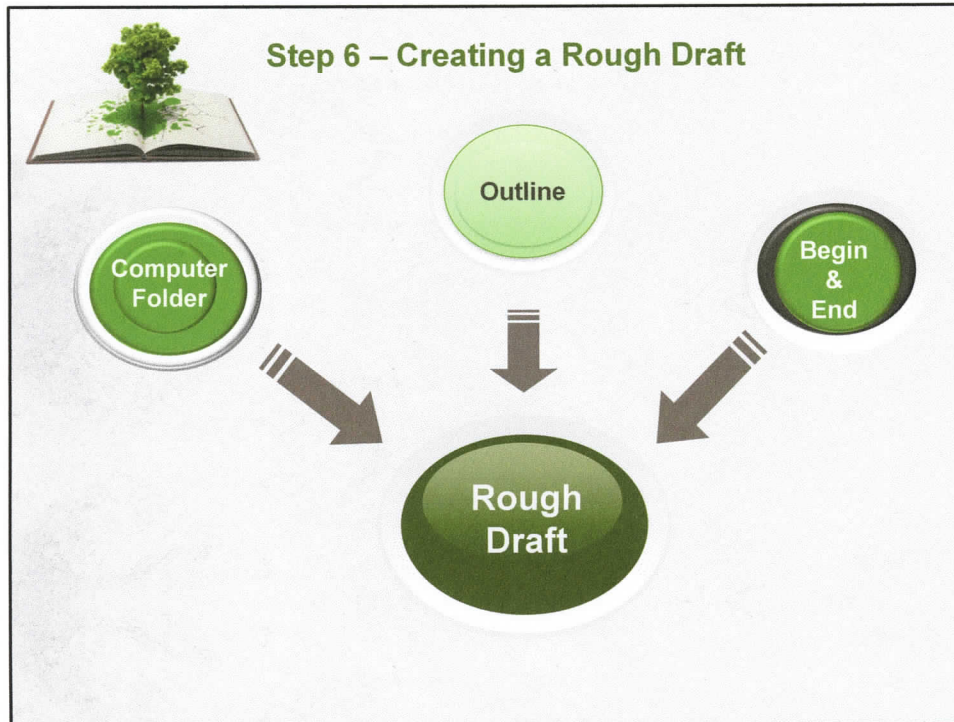
- Just the facts
- Documents you have collected
- Pictures
- Family Stories
- Sources
- ETC

Step 4 --- We talked about **the form** of your book:

- Coffee table book
- Library book
- Memory book
- ETC

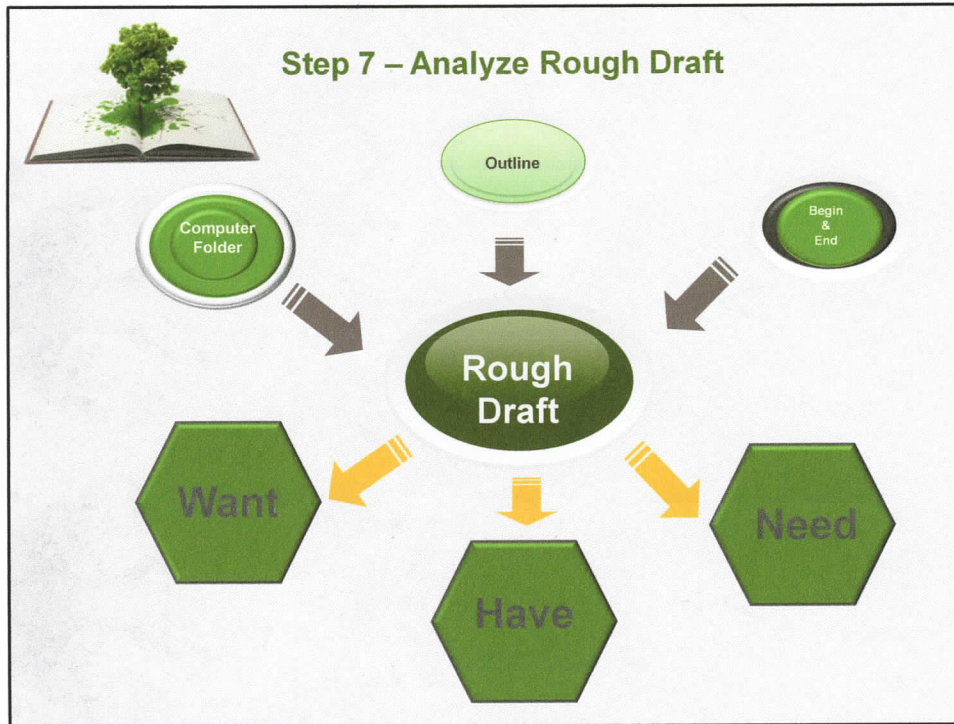
Step 5 --- And we briefly talked about **publication considerations and companies**, giving you a list of different publication companies and their web sites to check out. Hopefully you have done that. If not, be sure to do so. It will give you an idea of costs and formatting, as well as ideas of what kind of book to do, and what you might want to include in it.

This month we are going to talk more specifically about formatting. But before we get into the nitty gritty of using a publisher like Blurb, or Family Tree Maker, or Word, lets put together a **rough draft** of your book. This will be **Step 6**.



Step 6 – Creating a Rough Draft. There are three ways you can create Rough Draft for your book

1. You can use a **Computer Folder** in which you drag and dump documents, pictures, narratives, etc into it. Everything you want to include in your book. These files that you dump here should be copies... don't use originals. From this folder, you go into it and create sub-folders to organized the documents that you put into the larger folder. Depending upon your Topic, you may have this organized into sub-folders by person, or place, or date, or ??? Whatever. By creating these sub-folders (which will be your Chapters in your book) and organizing their contents, you have created a Rough draft of your book.
2. Maybe you are not the computer type and like to see things in black and white. Then you want to create an **outline**. In your Outline you will have your Title on the first line. On the second line, Indent in to A. and write in the Person, Place or date you want to start with. This is your Chapter 1. On the third line and indented a little further list all the items you want to include in this chapter. Be specific. List each item on a separate line so that when you glance at it, you know how much "stuff" you want in this chapter. Also, beside each item make an indication as the whether you have this item or need to research for it. Continue with B or Chapter 2 and do the same. Continue on with each person, place or date you want in your book with each of these items being a Chapter. You now have an Outline of your rough draft for your book, as well as the Chapters and the "stuff" you want in each chapter.
3. Now maybe you have a topic that you are just not sure where Chapters will be place or named. At this point however, you must have a **beginning and ending**. You can use this method if you don't plan on having Chapters. So on the computer in a word processing program or on a piece of paper, write down in as much detail as you can right now, a beginning and what you want to include in that beginning. On a separate sheet, do the same for your ending. Take some blank sheets and put them between the beginning and ending. Set it aside for awhile and come back later to re-read what you have written. How are you going to get to the end? Write some ideas on those blank middle sheets. You now have a Very rough draft for your book.



Once you have your Rough draft, written out or organized in the computer folder, or outline on paper, you need to analyze it. **Step 7 is to Analyze.** That is analyze the contents of the book and chapters as far as **what you want, what you have** already, and **what you need** to research.

Obviously you can always do more research but given the items you want to include do you have some gaps, missing people, facts or documents that are critical to the book's topic and content?

Use your genealogy software programs' report features and make some reports on the person or place that your book covers. Don't worry about format or where or if this report will be included in your book. Just print it out for the information and rough draft of your book.

If you haven't used your reports feature in your genealogy program go home and play with it. It can give you ideas for your book.

Analyze it further as to:


Does this rough draft fit the type of book you want?

Does it cover the topic you chose?

Does it cover the items you want to include in the content of the book?

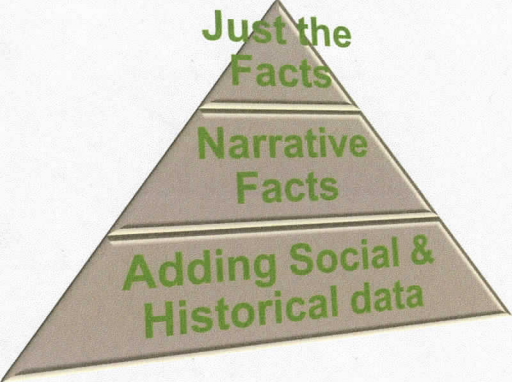
Is it going to fit in the form of the book you chose to do?

Will it publish and look like you want it to, using the publishing company you may use?



Step 8 – Writing the Content

- Three ways to write your book content



The diagram is a pyramid divided into three horizontal sections. The top section is the smallest and contains the text 'Just the Facts'. The middle section is larger and contains 'Narrative Facts'. The bottom section is the largest and contains 'Adding Social & Historical data'.

Now that you have analyzed your chapters and content, let's get into writing the book, to make it flow and come alive. Step 8 is Writing the Content of your book.

There are 3 main ways to write a genealogy book.

1. You can just write the facts only – doesn't take too much time or space
2. You can write the facts in a more narrative format. Takes a little more time and space.
3. You can add social and historical data, as little or as much as you want. This takes more research, time and pages in your book.

Let's look at some examples....



Step 8 - Writing the content

• Just the Facts

Gardner GILES

Born: 3 December 1842

**Married: 12 January 1867 to Sarah Lee
THAYER**

Died: 4 August 1930

Children: Martha Gertrude Giles



Step 8 - Writing the content

- **Narrative Paragraph**

Gardner GILES, my 2nd great grandfather was born on 3 December 1842. He married Sarah Lee Thayer on 12 January 1867. They had one child named Martha Gertrude Giles. Gardner died in 4 August 1930 in Wisconsin.



Step 8 - Writing the content

- **Historical and Social Content**

Gardner GILES, my 2nd great grandfather was born on 3 December 1842. By 1842 his parents had seen all the Indians removed from New Hampshire, segregating yet another race from white people. Already there was the Underground Railroad used by many slaves to escape from the southern plantations and slavery was becoming a hot issue in the northern states.



Step 8 - Writing the content

As the years past, Gardner took a job on the Thayer Farm in Wisconsin. Here he met his wife to be, Miss Sarah Lee Thayer. However, their marriage would have to wait until after the Civil War, as Gardner felt a strong duty to his country and volunteered in the Wisconsin Infantry. Finally on 12 January 1867 Gardner and Sarah were married. They had one child named Martha Gertrude Giles. Gardner died on 4 August 1930 in Wisconsin, after losing his farm in the 1929 crash.

While adding social and historical content takes more pages, it adds a time line and places your ancestors into the history and development of the United States.



Step 9 – Physical Rough Copy

- **Create a physical rough copy**
 - Visual idea of looks and content
 - Too much, too little
 - Not the topic you wanted to get across
 - Possible formatting problems
 - Changes needed

When you are done collecting and analyzing your rough draft, and you have written up some of your facts, print out the contents and put the book together in a rough form. Step 9 is to create a physical rough copy of your book.

This gives you a physical rough copy of your book so you have a visual idea of what your book will look like and the contents.

This will really show you, what you like and don't like. How much "stuff" you have and whether it is getting to be too many pages.

It will show you whether you are covering the topic/title of your book. Have you gone off course? Do your documents, facts and pictures support your book title?

Knowing what publishing program you may use, will you have some problems with the layout?

What changes are needed to get this book published?

You may print and review several rough copies before you get a final copy ready for the publisher/printer. Don't be surprised at this. After all, it is a book with your name as the author. You will want it as perfect as possible. It's a reflection of you and your research ethics and effort.



Step 10 – Before You Print

• Review and Check

- **Dates and Numbers correct and consistent**
 - 06-12-2012 June 12, 2012 13 June 2012

- **Names correct and consistent**
 - Gardner A. Giles
 - Gardner Alvin Giles
 - G.A. GILES
 - GILES, Gardner Alvin
 - Women's Maiden names

Whether you have a physical print out or a copy of your rough draft on the computer before you print out the published book you will want to do some reviewing and checking. Step 10 is about reviewing, checking and double checking.

Here are some items to look for:

Dates and numbers are correct and consistently written the same way through out your book. Same goes for names – making sure you use women's maiden names.

Lots of authors have been consistent except for the one little paragraph or footnote that they missed re-reading. So review carefully.



Step 10 – Before You Print

- **Review and Check**

- **Places correct and consistent**

- Silverton, Marion, Oregon
- Silverton, Marion County, OREGON

- **Nouns and Pronouns**

- I
- You
- We

Places, just like names and dates should be consistently spelled and formatted the same throughout the book.

If you do a narrative, make sure that the view point you are writing from is always the same. Sometimes you need to read your book several times, each time looking for one type of mistake.



Step 10 – Before You Print

- **Review and Check**
 - **Copyright**
 - **Sources**
 - **Living Family members permission**
 - **Review by 2 other people**
 - One with genealogy knowledge
 - One without genealogy knowledge

Make sure that if you quote, use a picture from a book or the web, that you are not infringing on any copyright laws and that you cite the source

If you are going to have sources, and I personally feel sources are a must if you put something to print, make sure they are correct. Double check them. Make sure you are listing your sources correctly.

Check with living family members. Tell them you are going to publish a book about the family– even if it is for yourself. They may have an objection to some of the information or stories you have included. Always use “Living” for the first name of any relative that is alive. Do not include their personal information. Have living relatives look at your draft to make sure they are okay with it being published. Maybe they would like a copy?

Have 2 other people review your book before publishing it. Preferably one with genealogy knowledge that can look for those consistency problems and incorrect dates. We don’t want Mom having kids at age 3! The second reviewer should be a lay person without a genealogical background. This person can tell you if your book makes sense, easy to follow and read. Can they figure out who belongs to who?



Step 10 – Before You Print

• **How many books to Print?**

- **Talk to family members**
 - Immediate or extended
 - Gifts or buy themselves

- **Outside the family**
 - Postings on surname message boards

- **Figure the costs**

When you talk to family members check to see if they would like to buy a book. Or are you going to give some as gifts for birthdays or Christmas?

And outside your family, how many distant relatives would like a copy because part of their family is listed? You would be surprised how many you might sell. If your family has a surname web page, post the book information on the message board. You can also post on other message boards. Cyndi's List has a list of message boards.

And of course you want to figure your costs. Per book and total that you will be spending.



Ten Steps

1. Type of Book
2. Topic of Book
3. Content
4. Form
5. Publication Considerations & Companies
6. Rough Draft
7. Analyze Rough Draft
8. Writing the Content
9. Physical Rough Draft
10. Before You Print

Okay, as a quick review. In June we talked about

1. Type of Book you want – is this only for you or are you sharing with a library or genealogical society
2. Choosing a Topic for your book – so much to choose from
3. Content – what do you want to include
4. Form – coffee table book, library book
5. Preliminary publication considerations and the list of different publishing companies on the web.

Today we have talked about

6. Making a rough draft – the three ways of doing this
7. Analyzing the rough draft – what you have, want and need
8. Writing the Content – Just the Facts, Narrative Facts, or adding historical and social data
9. Making a physical rough copy of your book for further analysis
10. What to review and double check before sending off to the printers



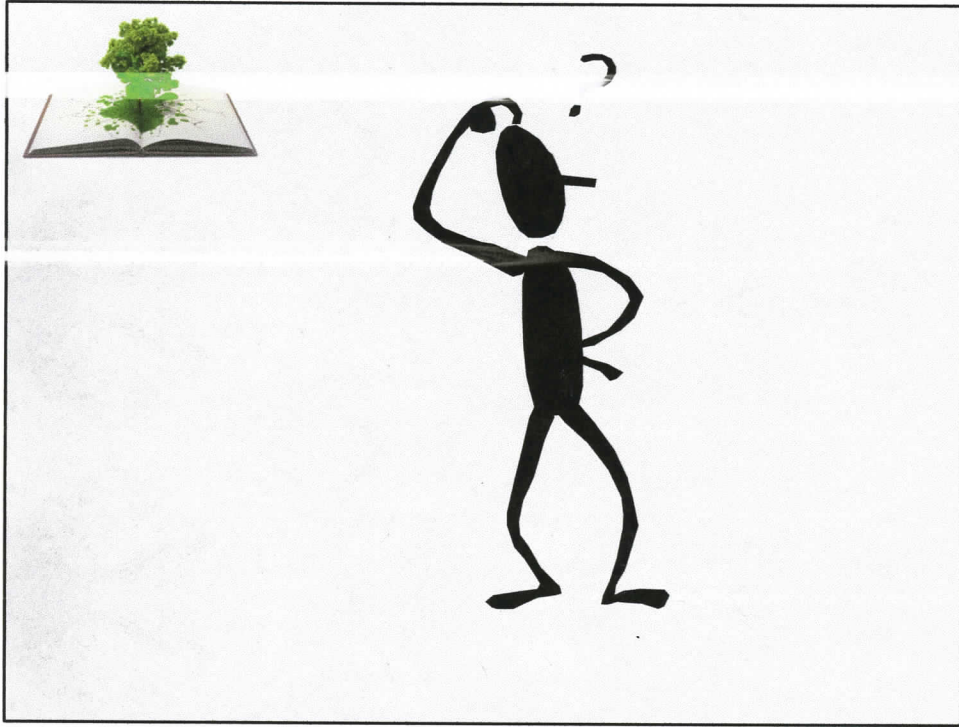
Step 11 - Publishing

- Publishing in Blurb
- Publishing in Family Tree Maker
- Using Word

Step 11 is pretty much the finally. Publishing your book. This is where formatting and editing come into play to make that perfect book.

Next Sarah Williams will take us through using Blurb to publish a book. Blurb is one of the easiest publishers on the web.

Then Dave Stewart will take us through using the Family Tree Maker publishing process and using Word for narratives.



Questions? Contact Roxanne Walstrom: roxinsj@hotmail.com or 503-873-0102