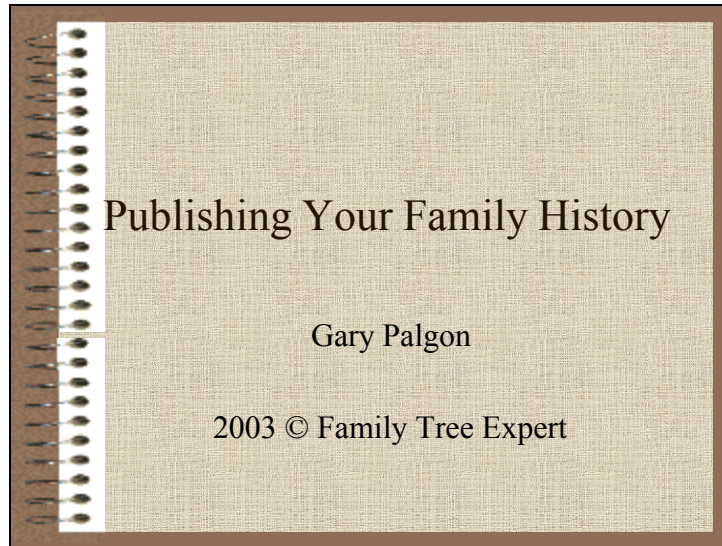


Slide 1



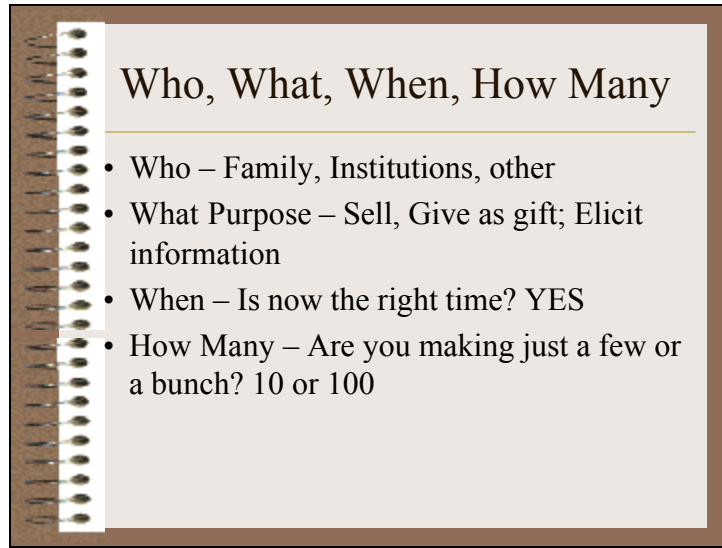
Slide 2

Excuses...Excuses...

- It's too much work to publish it
- I haven't finished yet
- I don't know how to use a computer
- Nobody will read it
- I'm not sure what to include.. or not..

You spent all the time researching,
spend a little time enjoying it!

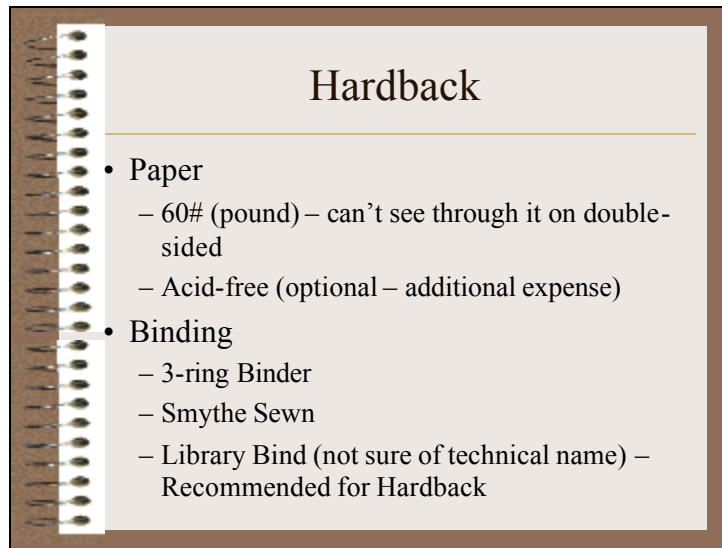
Slide 3



Who, What, When, How Many

- Who – Family, Institutions, other
- What Purpose – Sell, Give as gift; Elicit information
- When – Is now the right time? YES
- How Many – Are you making just a few or a bunch? 10 or 100

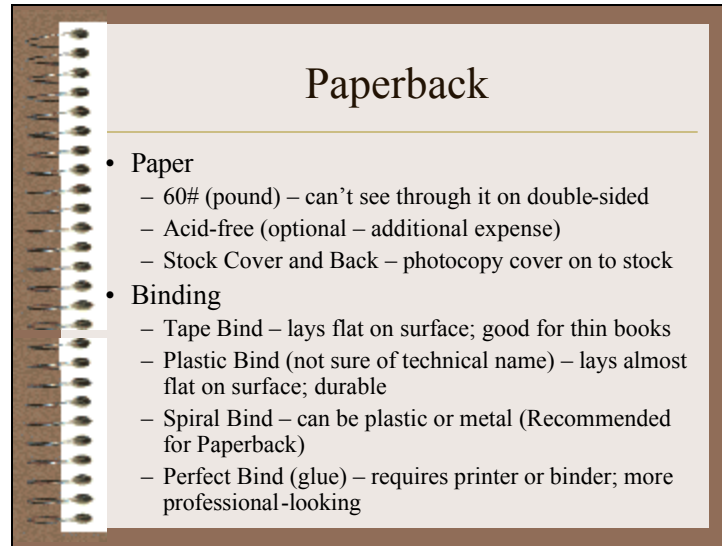
Slide 4



Hardback

- Paper
 - 60# (pound) – can't see through it on double-sided
 - Acid-free (optional – additional expense)
- Binding
 - 3-ring Binder
 - Smythe Sewn
 - Library Bind (not sure of technical name) – Recommended for Hardback

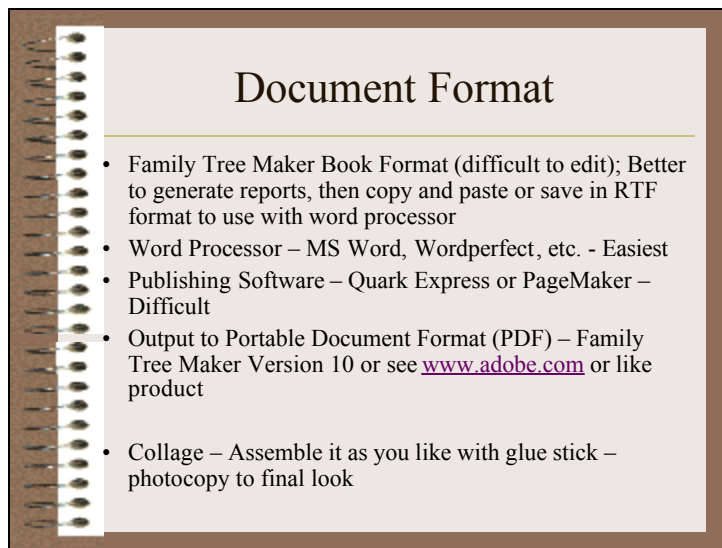
Slide 5



Paperback

- Paper
 - 60# (pound) – can't see through it on double-sided
 - Acid-free (optional – additional expense)
 - Stock Cover and Back – photocopy cover on to stock
- Binding
 - Tape Bind – lays flat on surface; good for thin books
 - Plastic Bind (not sure of technical name) – lays almost flat on surface; durable
 - Spiral Bind – can be plastic or metal (Recommended for Paperback)
 - Perfect Bind (glue) – requires printer or binder; more professional-looking

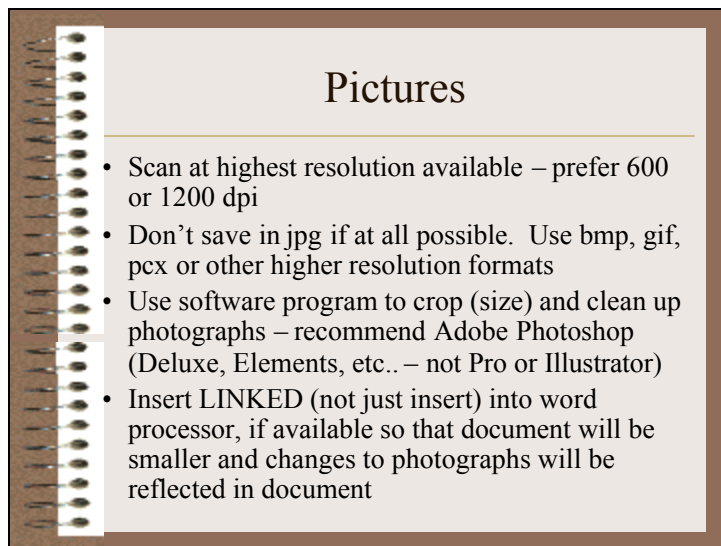
Slide 6



Document Format

- Family Tree Maker Book Format (difficult to edit); Better to generate reports, then copy and paste or save in RTF format to use with word processor
- Word Processor – MS Word, Wordperfect, etc. - Easiest
- Publishing Software – Quark Express or PageMaker – Difficult
- Output to Portable Document Format (PDF) – Family Tree Maker Version 10 or see www.adobe.com or like product
- Collage – Assemble it as you like with glue stick – photocopy to final look

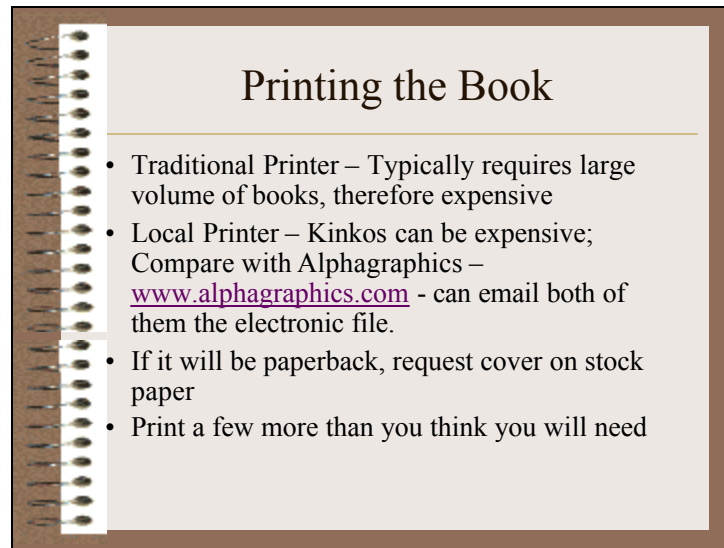
Slide 7

A graphic of a spiral-bound notebook with a light brown cover and a white page. The page is titled "Pictures" and contains a bulleted list of instructions for scanning and saving images.

Pictures

- Scan at highest resolution available – prefer 600 or 1200 dpi
- Don't save in jpg if at all possible. Use bmp, gif, pex or other higher resolution formats
- Use software program to crop (size) and clean up photographs – recommend Adobe Photoshop (Deluxe, Elements, etc.. – not Pro or Illustrator)
- Insert LINKED (not just insert) into word processor, if available so that document will be smaller and changes to photographs will be reflected in document

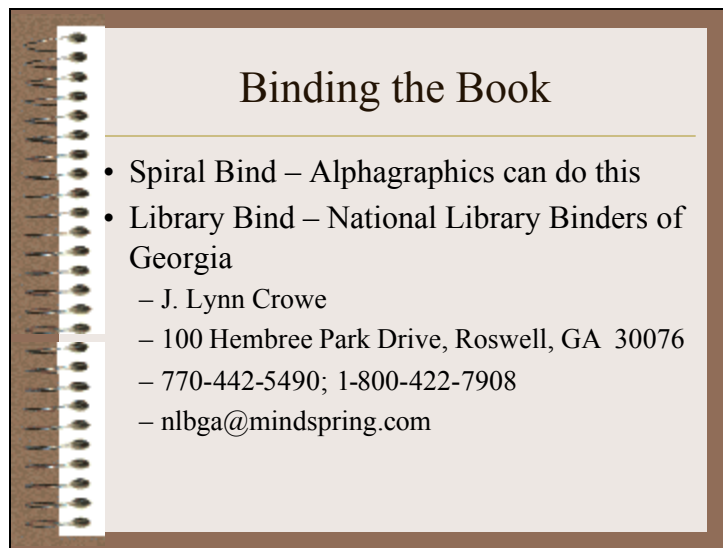
Slide 8

A graphic of a spiral-bound notebook with a brown cover. The page is white and contains the title 'Printing the Book' and a bulleted list of printer-related advice.

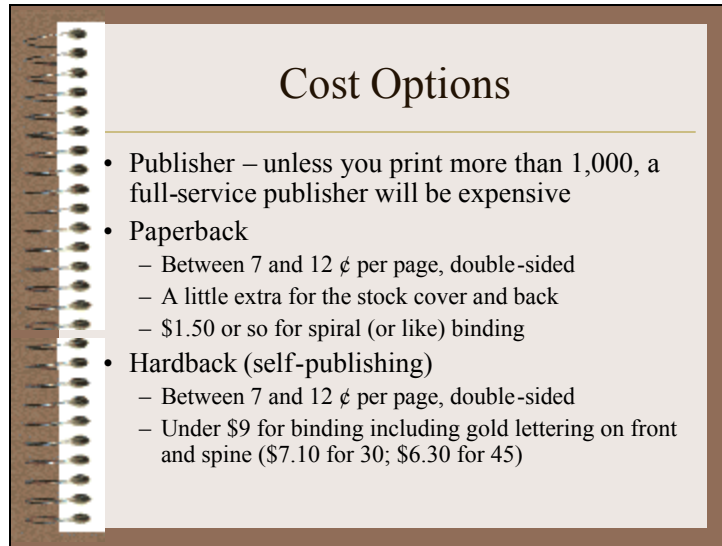
Printing the Book

- Traditional Printer – Typically requires large volume of books, therefore expensive
- Local Printer – Kinkos can be expensive; Compare with Alphagraphics – www.alphagraphics.com - can email both of them the electronic file.
- If it will be paperback, request cover on stock paper
- Print a few more than you think you will need

Slide 9



Slide 10



Cost Options

- Publisher – unless you print more than 1,000, a full-service publisher will be expensive
- Paperback
 - Between 7 and 12 ¢ per page, double-sided
 - A little extra for the stock cover and back
 - \$1.50 or so for spiral (or like) binding
- Hardback (self-publishing)
 - Between 7 and 12 ¢ per page, double-sided
 - Under \$9 for binding including gold lettering on front and spine (\$7.10 for 30; \$6.30 for 45)

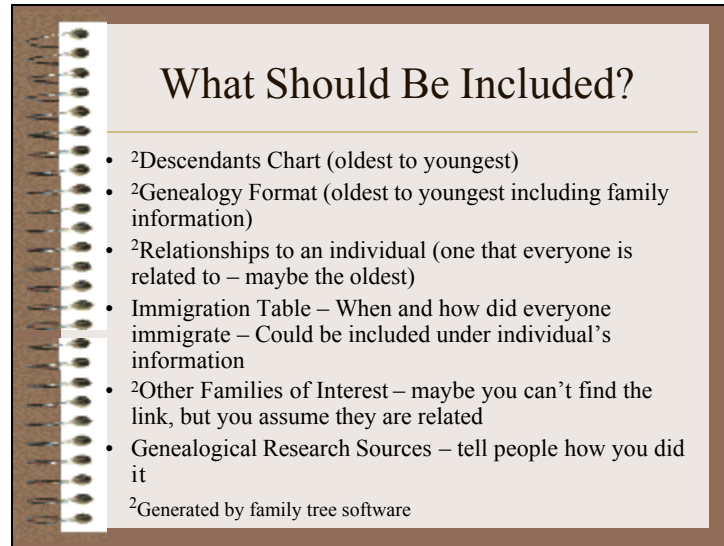
Slide 12

What Should Be Included?

- Cover
- Publishing Information (Library of Congress Card Catalog Number) <http://cip.loc.gov/cip/ecip1.html>
- ¹Table of Contents (index)
- ¹Documents and Photographs (index)
- Dedication – Who are you dedicating it to?
- Introduction – Your thoughts on writing it
- Victims of the Holocaust – Memorialize those who perished
- Summary of Family Tree Charts – explain the concepts behind the formats of the included trees

¹Generated by word processing software

Slide 13

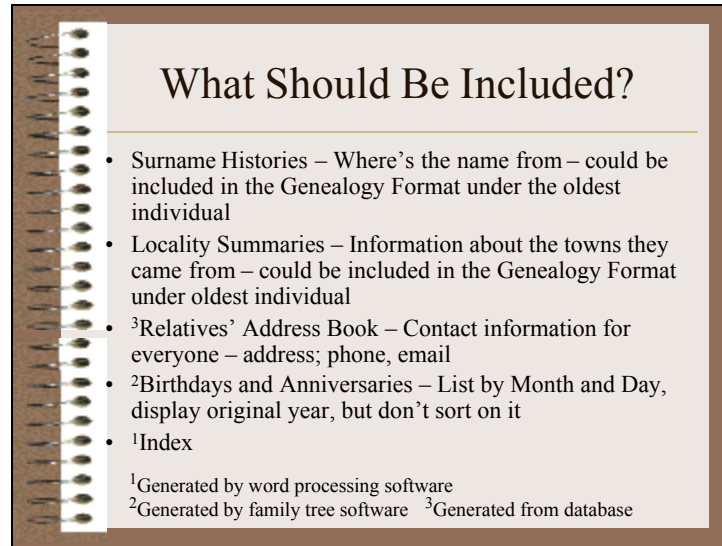


What Should Be Included?

- ²Descendants Chart (oldest to youngest)
- ²Genealogy Format (oldest to youngest including family information)
- ²Relationships to an individual (one that everyone is related to – maybe the oldest)
- Immigration Table – When and how did everyone immigrate – Could be included under individual’s information
- ²Other Families of Interest – maybe you can’t find the link, but you assume they are related
- Genealogical Research Sources – tell people how you did it

²Generated by family tree software

Slide 14



Slide 15

Software Hints

- Don't use all of the individual fields in your family tree software program (i.e. Immigration Date). Write up as part of the text (biography, comments, etc.). Just use the standard BMD.
- When you find a document, write the narration then. Make a note to INCLUDE PICTURE abc123.bpm and scan it in.
- Don't put pictures in your family tree software program – just embed them when you publish (if you're going to publish often, then embed)
- Backup your files often

Slide 16