

Publishing Your Family History



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Your Family History Printing Specialists

Production Notes:

The guidebook was written by Mark Rowley and produced by ImagePro Printing & Copying, Inc. Text was prepared and edited in Microsoft Word. Page layout and formatting were done in Adobe InDesign. Original photos were scanned on a UMAX flat-bed scanner and digitally manipulated in Adobe PhotoShop. Stock royalty-free photos were purchased from Fotolia, Dreamstime, and I-Stock. The fonts used are Palatino Linotype and Murray Hill. The printed guidebook was digitally printed on a Xerox 120 Nuvera Digital Printer using archival-quality 24# Hammermill Laser Bond paper. The cover was printed on archival-quality 80# Endurance Gloss Cover using a Xerox 700 Digital Color Printer and Fiery Rip. The booklet was saddle-stitch bound.



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"In all of us there is a hunger, marrow-deep, to know our heritage—to know who we are and where we have come from. Without this enriching knowledge, there is a hollow yearning. No matter what our attainments in life, there is still a vacuum, an emptiness, and the most disquieting loneliness." Alex Haley, *What Roots Means to Me*, *Reader's Digest*, May 1977

You Can Do It!

Writing a family history can seem like a rather daunting task. It needn't be. It can be a highly rewarding activity. Will it be easy? Probably not. Will it take time? Almost certainly. Will it be worth it? Absolutely. You'll not only be saving an important piece of history, but you'll be creating links between the generations that will bring your family closer together.

Looking at the whole process of writing a family history may be discouraging. After all, most of us are not writers, historians, or publishers. But when the process of putting together a family history is broken down into its smaller component parts, it isn't as complicated as it may seem at first glance.

The purpose of this booklet is to break the process down for you and to give you some helpful hints and tricks that will make writing and publishing a family history easier for you. So go ahead, have courage, read on, and then just go to work. You won't be sorry!



It's Worth The Effort

Russ Robison, one of your fellow family history writers put it this way:

"Two and one half years ago I had never scanned a photo, written a family history or anything. I had a very old Mac computer and printer. I had used a Windows® computer at work; but I had not used any of the software needed to create a family history. Then I decided to find out more about one of my grandmothers and her family".

"Learning about my grandmother, her parents, her brothers, her sisters, her grandparents, and her aunts, uncles and cousins, has been one of the most rewarding experiences of my life. I have turned from an introvert to an extrovert. I know several hundred relatives and friends of the family that I did not know three years ago. All of this has now turned into a three volume family history set and thousands of archived photos, documents and personal histories".



Gathering the Information

Your first step in creating a family history book is to gather the information that will go into your book. As you go about this, think about it from the standpoint of those who will be reading the book. Ask yourself how you can help them get to know these individuals on a personal level and what you can do to engage and hold them as a reader.

Obviously, you'll be telling the story of a person's or family's life and how these individuals are connected to one another and to your family now, but perhaps more importantly, you'll want to help your readers understand who these folks really were, not just what they did or where they went, and to whom they were related. Communicating the "flavor" or personality of an individual brings that person "to life" for the reader, and isn't that what you want? Family histories should be more than a collection of dry facts, dates, travelogues, or a daily journal of tasks, although even the right amount of that information can communicate some very important things about the individual and his or her life. Remember too, "a picture is worth a thousand words". Find ways other than just words to communicate interesting things about these people. Use photos, certificates, official documents, and other images liberally.

Detective Work

Finding out what really made the person who her or she was will take some detective work. Russ Robison gives some good advice on getting started.

Russ says, "The most important part of the process is attitude"; he continues:

- ☛ *"Have a strong desire to learn about your ancestor*
- ☛ *Have faith that you will have help in finding important material when you need to find it. Don't worry about learning a new computer program or function until you need to use it. (Just read and study the help section of a program when you want to learn about it.)*
- ☛ *Then go to work even though you only know one or two places where there is or might be information you need. As you work, additional doors of information will be made known to you as fast as you can gather and record the information you have found."*

Kinds of Evidence

As a family history detective, gather up as much "evidence" as you can. Realize right from the start that you're not going to be doing this project alone. You'll need to go to outside resources like relatives, on-line research sites, and already published materials. Here are some ideas on the kinds of information you may want to try to find and include:

- ☛ *Stories, written or verbal accounts of events, thoughts, feelings, experiences*

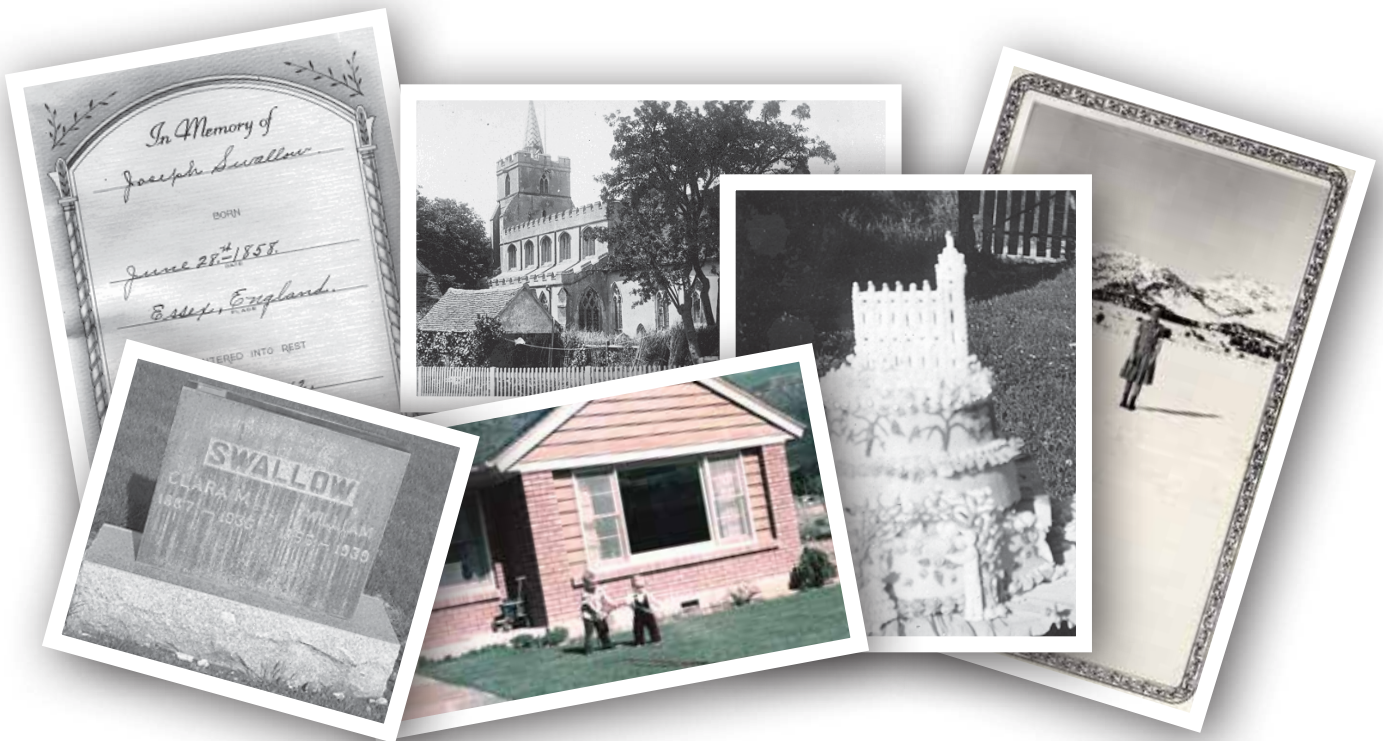




- 🌸 *Autobiographical writings and journals*
- 🌸 *Other published histories*
- 🌸 *Photos of individuals, activities, and places of interest*
- 🌸 *Genealogical charts including pedigree charts and family group sheets*
- 🌸 *Famous (or infamous) quotes or sayings by the individuals*
- 🌸 *Official civic, religious, secular or military certificates*
- 🌸 *Awards or achievements*
- 🌸 *Newspaper articles*
- 🌸 *Postcards, letters & greeting cards*

Start With Relatives

Russ says “Identify who has the material you want to gather and record. One or two people and locations is enough to start. Start with your parents, grandparents, aunts, uncles, great aunts and great uncles. Then go to your parents’ and grandparents’ cousins who are alive. If you have great grandparents go there first. I started with the oldest first and worked my way back to me. Most of the material I have scanned is 50 to 150 years old. Most people say they have little or no material you would want. However, I have found, they all have something I want and seldom is it a duplicate if over 50 years old. Sometimes it takes a couple of personal visits to get them to bring the material out. Sharing your material with them helps a lot.





- 🌿 *Poems & songs*
- 🌿 *Reproductions of artwork such as paintings or sculptures*
- 🌿 *Favorite recipes*
- 🌿 *Maps*
- 🌿 *Examples of advertising, products, cars, and clothing from the period*
- 🌿 *Important world events, people, innovations, and other general time-period specific information*

Other Resources

There are some great resources to use in researching your family history besides personally interviewing relatives. Searching on-line using the internet can open doors to some very valuable information that can go beyond just names and dates. You'll find there some good articles, tutorials and helps to guide you as you begin.

Some very good on-line resources can be found at: www.FamilySearch.org, www.NewFamilySearch.org, www.Ancestry.com and <http://genealogy.about.com>. These sites will also have helpful links to other valuable resources. Also, you can find free, personalized help at Family History Centers that are run by the Church of Jesus Christ of Latter-day Saints. To find the center nearest you, go to the FamilySearch.org web site. These services are available to anyone, whether you are a member of the LDS church or not. See the inside of the back cover for more handy on-line resources.

Asking the Right Questions

A good detective knows what questions to ask. In other words, what to look for when doing research. From documents, journals and diaries, personal interviews or other research, try to answer the who, what, where, why, and how of his or her life. Some of these springboard questions might include:

- 🌿 ***Birthdays & Holidays:*** *How did he or she celebrate special events like birthdays, anniversaries and holidays? What were some particularly memorable special events?*
- 🌿 ***Music, Arts & Literature:*** *What types of music, art, drama, or other entertainment did her or she like? What was his or her favorite book or type of book to read? Did he or she have special talents? Did he or she play a musical instrument, sing, dance, paint, act, or write?*
- 🌿 ***Hobbies:*** *What did he or she do in his or her spare time? What hobbies did he or she have?*





Examples of the kinds of “background information” images you can use in your family history.

- ❁ **Sports:** Was he or she active in athletics? What experiences did he or she have in sports and what did he or she learn from these experiences? Was he or she a fan of a particular sport or team or player?
- ❁ **Religion:** What was his or her religious and spiritual background? Did he or she have any faith-promoting experiences? How did he or she “practice” his or her religious or moral beliefs? Did he or she serve in his or her church? What significant religious events occurred such as baptism, confirmation, marriage, etc?
- ❁ **Significant Events:** Did he or she have any “life changing” events or turning points that altered the course of his or her life?
- ❁ **Health:** Were there accidents or significant health problems in the person’s life? How did he or she cope with those challenges?
- ❁ **Family Relationships:** What were his or her key familial relationships? How did he or she live his or her roles as a son or daughter, brother or sister, husband or wife, mother or father, grandmother or grandfather, uncle or aunt? How important were these relationships and what experiences, stories or other evidences portray this?
- ❁ **Family Activities and Traditions:** What family traditions were created or honored? What kinds of activities did he or she engage in regularly.
- ❁ **Legacy:** If you had to boil down his or her life’s “legacy”, or in other words, his or her lasting imprint on others, what would that legacy be? What do most people think of first when they think of this person?
- ❁ **A Changing World:** How did the world change during his or her lifetime? What significant inventions or

What If I Can't Find Much Personal Information?

If you're trying to write a family history and include information about someone whom you have not been able to find out much specific information, do not despair. By including background information about the areas he or she lived in, the events of his or her day, notable or famous contemporaries and the circumstances in which he or she would have lived, you can fill in interesting facts that will keep your readers interested and help them have a better idea of who this person may have been and what kinds of challenges he or she would have faced.

This contextual material is great to give added “flavor” to the cold, hard facts. Doing an internet search for a year or period of time will yield some interesting facts and images that you can use in building up your family history background information.



technological advances occurred in the person's life? How did he or she respond and how did it impact his or her daily living?

- ❁ **Education:** Where did he or she go to school? Were there teachers that had an impact? What was his or her attitude toward learning in general? How did he or she continue to learn outside of the classroom? What subjects were particular favorites, or particularly hard, or were least favorites of the person?
- ❁ **Sacrifices:** What did he or she give up in his or her life for someone or something he or she felt had great worth? How did that impact his or her life and the lives of others?
- ❁ **Death:** How did he or she die? What was his or her attitude towards death? During his or her life, whom did he or she lose close to him or her and how did he or she deal with the loss of these loved ones?
- ❁ **Travel and Vacations:** Where did he or she travel? How did he or she like to spend his or her vacation time? What were the most memorable trips taken and why?
- ❁ **Friends:** Who were his or her childhood friends? What activities would they do together? Who were his or her adult friends? How did they help one another? What activities were they involved with?
- ❁ **Community & Political:** How did he or she interact with his or her community? Did he or she perform community service or participate in civic clubs or organizations? What was his or her political affiliation, if any? Did he or she ever run for office or work on a campaign? Did he or she have strong opinions about political issues?
- ❁ **Military Service:** Was he or she a member of the military? What rank was held? Where and how did he or she serve? What experiences did he or she have? How did that impact his or her life and the lives of others?
- ❁ **Romantic Life:** Who was his or her first love? Who did he or she date and what kinds of dates did he or she go on? How did the person meet his or her spouse or spouses? How did he or she show his or her love? Were there any letters, poems, gifts, or other evidences of his or her love?
- ❁ **Employment:** What types of jobs were held? What was his or her first job? What type of career training was obtained? What jobs did he or she particularly like? Which were not liked? How did his or her chosen vocation mold his or her life?
- ❁ **World Events:** What significant world events occurred during his or her life such as wars, conflicts, natural disasters, financial upheavals and political changes? How did he or she respond to them, or was impacted by them?
- ❁ **Positive Attributes:** What were his or her best personal attributes? How were they acquired? What events or actions showed off these attributes? To whom did he or she look as an example? Who looked up to him or her?
- ❁ **Personal Struggles:** What character traits or personal challenges gave him or her the most trouble in him? How did he or she deal with these difficulties? How did it impact others?
- ❁ **Home:** Where did he or she live as a child? What was the community and neighborhood like? What was home life like as a child? Where did they move and how did that change opportunities and life choices? Where did they live as an adult and what was that home life like?
- ❁ **Pets:** Did he or she have any pets that were an important part of his or her life?





Writing Your Family History

Once you have a good start on the process of gathering your information, you'll have to start planning how you're going to organize all this material into a publication. The first step is to start getting it all into the computer.

Getting the Information Into the Computer

With the advances in technology, especially with computers and digital printers, the process of compiling and printing family histories has become substantially easier. You can now enter and edit text easily; you can scan and place photos and other documents into your book; and finally, you can print even small quantities of high quality books relatively easily and much more cost effectively than previously possible. So whether you like it or not, embracing this new technology is the way to go. Don't let fear of something new stop your project. Thousands of others just like you have stepped into the unknown and become proficient at harnessing the power of technology in producing their family histories. Anyway, if you get stuck, you can always call on your children or grandchildren for technical help. For the cost of a plate of brownies, you'll probably get the help you need.

Organizing the Writing

You can organize your history chronologically from earliest to latest, or the other way around. You can organize it by specific family lines. Or you can organize it by subjects, like "Ranching", "Our Religious Heritage", "A Legacy of Loyalty", "Hard Working Hands", etc. Or you can do a combination of all of them. Use whatever system of organization makes most sense to you and best fits the goals of your family history.

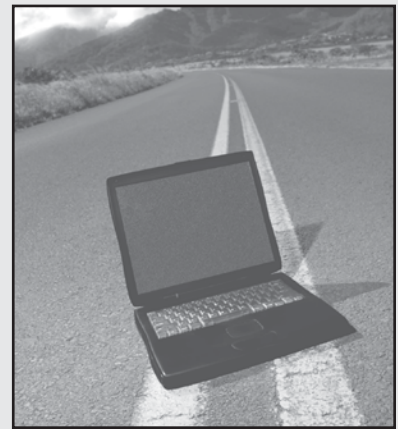
Entering Text

As you're working on your first drafts of the manuscript, it is neither necessary nor desirable to do much formatting of the text or to include photos or other illustrative material. Just enter in the text. Making it look pretty and adding the fun stuff will come later. When working on your computer save often and save backups of your files to an external storage device of some kind in the event you experience a computer problem that loses your original data and all your hard work.

Choosing the Software for Entering & Editing Text

Your first order of business at this point is to choose the software you will use to enter the text. Any good word processing program will do. Microsoft Word and Corel WordPerfect are the most commonly used programs. Open Office is a free

Taking It on the Road



You may want to take your production "on the road" by taking a laptop computer with a scanner as you visit your relatives. That way you can scan their documents right there. (Sometimes it is difficult to get them to give you the originals to take with you to scan.) A digital camera can also be an effective tool in your traveling arsenal. It can be used to record three-dimensional objects or oversized material such as paintings, sculptures, and grave markers.



software suite that includes a word processing program similar to Word and Word Perfect, and can be downloaded for free from the internet at www.openoffice.org.

You may want to use two different software packages to complete the book. One will be for entering the text and one for the actual page layout of the book. (See the section on formatting for details on why software used for that function might be different than the one you use to key in your text and what software we recommend).

Using Chapters or Sections

When inputting text, construct your book using chapters or sections and save each one as a separate file. We find this works best because large files are difficult to work with. They can cause your computer to crash; they take a long time to print and any text re-flowing that occurs is much harder to correct because a single page's re-flow can change each subsequent page through to the end of the document. (Text re-flowing means having text or graphics intended for one page being erroneously moved over to the next page by the software as you're trying to print a document on a printer other than the one on which it was created. This can cause a cascading change of page content throughout the document).

Proofreading

Make sure that you proofread your manuscript carefully. Running spell check in your word processing program is your first step and a good start, but it won't catch everything. In fact, even when you proofread every word carefully you won't catch everything, that's why it's a good idea to give your work to others to check as well. Ask friends and family for input on grammar, clarity, and spelling. Make sure to double check dates and names, as these are where the most common and least forgivable errors occur. Finally, accept the fact that no matter how hard you try, there will likely be a few errors in your book. Even professionally published books by large book publishers have errors. Perfection is hard!



Quick Tips for Entering Text

The following are some quick tips on entering text that can cause formatting problems later on:

- ❁ Do not use "hard returns" at the end of lines (except paragraph endings). Allow the software to do this automatically as you type.
- ❁ Do not center text using the space bar or tab keys. Use the centering formatting option only.
- ❁ Do not indent first lines of paragraphs using the space bar. Use a tab or the indent function or better yet, insert an "Em" space (in Word go to "insert", "symbol", "special character", and choose "Em space" and consider defining a shortcut key for that function.)
- ❁ Let page breaks happen automatically unless you're starting a new chapter or section.



Formatting Methods

Formating is the step where photos, documents, and other graphic elements are inserted. It is where font sizes, type styles, margins, page numbers, headers and footers are all incorporated with your text to create a functional and attractive document. You may be so happy just to have the book written that you are tempted to slight the process of formatting and layout. Resist that temptation and give it some thought, time and energy. It is like framing a nice painting; it will make a difference and will even improve the readers' acceptance of the contents and increase its readability.

You will need to decide who will be doing the formatting and layout of your book. You have two options; you can try to do it yourself, or you can have a graphic designer provide that service. Obviously, doing it yourself will save money; but you'll have to decide if you have the expertise or the necessary time and desire to acquire that expertise.

Choosing a Graphic Design Professional

If you are considering having professional help with the formatting of your book, talk with those under consideration to publish your book; they often have graphic design professionals on staff that can provide this service. Explain what you will provide and what you'd like as an end result; they can give you an estimate of what the formatting work will cost. It may be less than you think and worth your consideration.

Once you've determined to have them do the work, take them the text files, photos, scans, and other materials. The graphic artist can take your text files and flow them into a professional page layout program like Quark or InDesign. He or she will marry your photos, illustrations and documents together with your words to create a truly professional-looking publication.



Choosing to Do It Yourself

Choosing to do the page layout and formatting yourself will save you some money and give you more creative control over your book. Just be aware that there may be some potential pitfalls in this process that can cause you and your publisher a few headaches.

Before beginning, make sure you contact the company doing your printing to get information on what kinds of software they can work with, whether they support Mac, PC, or both computer platforms, as well as the best methods for saving your layout, associated graphics, and font files for them. The sooner you do this the less time you may have to spend in correcting problems that could have been avoided. A good printing company will be happy to help you prepare your files correctly.

The Layout Software

If you're doing the page layout yourself, you'll need to carefully choose the computer software for doing the page layout of your family history.



Word Processing Programs and Layout

You may want to use your word processing program to do page layout and formatting. After all, you already own it, at this stage your text is already entered in it, and you're familiar with its use. Even with all that in its favor, doing layout using your word processing program may not be the best choice – for several reasons. First, these programs are designed to do word processing, not to layout complex pages. Because of this they can be cumbersome to work with



if you intend to do anything but basic formatting, or you want photos scattered throughout the text. Secondly, they do not handle large files well. Since files can quickly become rather large as you import photos, and since large files can make the program unstable, family history files can have a tendency to crash. Thirdly, these programs are notorious for “re-flowing” your text and automatically substituting fonts when you take your file to be printed on any printer other than the one on which it was created. Re-flowing means having text or graphics intended for one page being erroneously moved over to the next page causing a cascading change in the document. Finally, when you place photos and other scanned files into a word processing document they become part of the document and are very difficult to remove or edit by your publisher.

Now, with those caveats said, you may still want to go ahead and use these programs. That's fine, just pay particular attention to the section on saving and transporting your work to your publisher and follow the guidelines there in preparing files so that problems will be minimal.

Page Layout Programs

There are some good page-layout software options available. They will import and flow the text you created in your word processing program either as native files or exported text-only files so you don't have to duplicate your text entry. They will allow you to easily place, move, and size scanned material. Page layout programs are specifically designed to handle the intricacies of mixing text and graphics; they can handle large file sizes well, and they have many features that can help make formatting and layout of your pages more attractive. And you'll love the creative freedom and flexibility of moving items anywhere on the page independently and having the text wrap around those items as you move them.

Microsoft has a good page layout software on the lower end of the pricing spectrum called Microsoft Publisher for about \$140, less for older versions. You can buy it from Microsoft.com or Amazon.com, or you or possibly at a local store. If you want to try it out first, go to Microsoft.com and download a 60-day free trial version of Office Professional Suite, which includes Publisher. Serif also makes a good product called PagePlus at \$49 from Amazon.com or \$99 from Serif.com (if you download the free starter version at serif.com, you will be offered an upgrade for just \$49). On the Mac side, Apple Pages 4.2 is both a word processor and page layout application. It has good reviews and at \$19 is a pretty good Mac option. These programs can do most anything you would need in formatting a basic family history and are fairly easy to learn.

For either Mac or PC, the high-end page layout software packages like QuarkXPress, and Adobe InDesign are used by design and print professionals. They have high price tags at \$700 to \$850 and a rather steep learning curve. They may be more than you want to deal with.



Putting It All Together

You're going to have a diverse mix of items that need to be included in your publication such as genealogical charts, photos, letters, etc. You'll need to get them ready for you or the publisher to format. That means creating compatible and importable graphic files.

Using Genealogical Information

If you have family group sheets, family trees or pedigree charts in software packages like PAF, or Family Tree Maker and want them included in your book, you'll need to get them into a format compatible with your layout software, or one your publisher can use in compiling the book. Printing the sheets out, scanning them and then placing them into your document is one way. Some genealogy software packages also have export capabilities to create PDF files that can then be imported by some layout programs or merged with finished documents.



Scanning the Photos & Other Artwork

One of the beauties of today's technology is the ability to scan and place photos, documents and other illustrative material into a family history. Since scanning is not a difficult thing to learn and since it can save you a significant amount of money over having the publisher do it, we think it's a good do-it-yourself project. Just understand that it takes some practice to become really adept at manipulating the scanned images to improve contrast, to crop, and to digitally repair damaged photos. But don't worry, you'll quickly get the hang of it as you go along. Using the trial-and-error education system will give you valuable experience. Refer to our Crash Course in Scanning section for a quick education in scanning techniques and tricks of the trade.

Scanners

Most flatbed scanners available now will do a good job of scanning your photos and documents. It's our experience that a moderately-priced scanner will be perfectly adequate for the purposes of scanning photos and documents for a family history. In fact, the most common problems leading to poor scanning results are not due to the scanning hardware itself, but to the lack of experience and training of the person doing the scanning. If you take some time to learn how to use your scanner and the scanning software, most scanners will exceed your expectations.

Photo Editing Software

Since you'll want to edit what you scan, you'll need photo editing software. Your scanner may come with a photo editing software package. If so, try it out and see if it's adequate. If not, Adobe Photoshop Elements is a good choice at \$60-\$90 for the current version and less for older ones. It will probably be all the software power you'll need for this type of work. You can purchase at Adobe.com, Amazon.com or possibly from a local store. You can download a 30-day trial version free at Adobe.com to see if you want to purchase it.

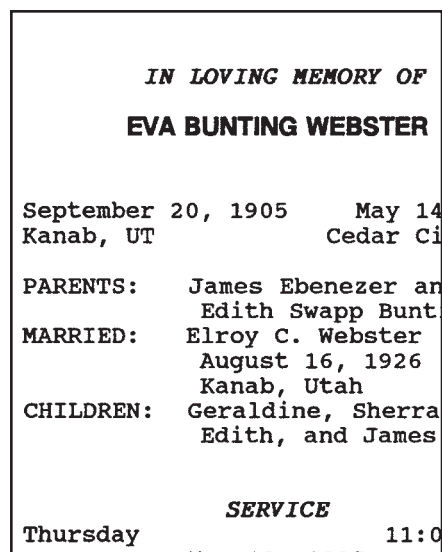


A Crash Course in Scanning

If you're not already experienced in scanning you'll need at least some basic instruction to produce top-quality scans. First, you should familiarize yourself with the operation of your particular scanner and scanning software. Second, you will need to understand some basics about the different kinds of originals you may be scanning as well as the optimum file formats and resolutions that should be used in producing your family history.

Line Art & Continuous-Tone Scans

There are two basic types of scans; these categories are based on the kind of original you are dealing with: 1) line art, and 2) continuous tone gray scale or color art. Differentiating between these is important so that you can determine the best mode to use when scanning the artwork. As shown below, the first piece of art is a page of typewritten text. It is categorized as line art because there is only solid black or white; there are no shades of gray. The second piece of art shown is a typical gray scale photo example. All photographs are continuous tone being either gray scale or color. The third example shows an example of a mixed scan containing both line art and continuous tone. This is most commonly found in certificates, postcards and photo pedigree charts.



Example 1
Line Art Scan



Example 2
Continuous Tone Scan



Example 3
Mixed Scan

Scanning Line Art

When scanning line art, use the line art or black & white mode in your scanning software. It is necessary to scan at much higher resolution when scanning line art than when scanning continuous tone artwork. (Refer to page 15 for more information of suggested scanning resolutions.) Line-art scans result in much smaller file sizes than gray scale or color scans, so even the higher resolution scans will result in relatively small files.



Scanning Gray Scale and Color Artwork

When scanning gray scale or color artwork you will use either the gray scale or color scanning modes in your software. Resolutions here do not need to be as high as with line art. (Refer to page 15 for more information of suggested scanning resolutions.) Scan color photos in color if you want to archive them in color or print them in color. If you are printing the photos in black and white only, color scans result in much larger files that can waste disk space and computer processing time. Instead, you may want to change your color scans to gray scale in your photo editing software and save the new gray version for your publishing project, or simply scan your color photos as gray scale from the start.

Scanning a Mixed Original

When you have both line art and continuous tone objects in the same document scan at the higher resolution used for line art, but use the gray scale or color scan modes. This will produce the best of both worlds. File sizes will be larger, but will yield the best results.

Sizing Your Scans

Size and resolution work together to create the capacity for the printing quality of your scans. It is important to understand that resolution guidelines for scanning are based on size-for-size reproduction of the original in your publication. For example, if you have an 8 x 10" photo that will be reproduced at about an 8 x 10" size in your publication, you may scan using the standard recommended resolution. (See the resolution recommendation chart on page 15). If you plan on enlarging, reducing or cropping the photo in your publication, you'll need to make allowances for that in your scan.



Original scan at 100% with a resolution of 200 dpi. At this size the quality is excellent



Original scan at 200 dpi and enlarged and cropped in page layout software to 270%. Note the loss of quality. This has the same effect as having scanned at only 74 dpi.



Original scan at 200 dpi with enlargement of 270% and cropping at the time of scanning. Note that there is no visible loss of quality.



The simplest way to make allowances for sizing changes is to let your scanning software re-size the scan at the time you're scanning.

As an example, if you need to reproduce a 4 x 5" photo as an 8 x 10" you can set the software to re-size the scan to 200% of the original size (see the formula below to figure percentages). Using the standard recommended resolution, the software will re-size the photo to 8 x 10" while keeping the correct resolution. If you look at the sample scans on the previous page, you'll see the quality differences resulting from the size settings at which you scan your photograph.

Be aware that the scan size of your photo should be based on the size the photo will be used for printing after cropping. So if you're only using one person from a group photo, re-size the scan based on the finish size for printing that single individual. Avoid doing any significant enlarging in your layout program as this will result in poor quality printing due to inadequate resolution since re-sizing in your layout program does not increase resolution. If you're not sure exactly what size you'll need, err on the side of enlargement just to be sure.

Formula for Sizing

To figure percentages of enlargement or reduction, use this formula:

Desired width ÷ original width = % enlargement or reduction

So, if you need to print a photo at approximately 4 x 5" and it is currently an 8 x 10" you would figure the percentage as follows: $4 \div 8 = .5$ or 50%.

Alternately, you can use the same formula, but substitute the desired length and original length for the respective width figures.

Scanning Resolutions

One of the most critical decisions made in the scanning process is choosing the optimal scanning resolution. Scanning resolution has a direct impact on file size. The higher the resolution, the larger the resulting file size will be. Further, resolution also has direct impact, up to a point, on the print quality of your artwork. So, if you scan at too low a resolution, you'll have a small file, but the resulting printed output will not be of adequate quality. On the other hand, if you scan at too high a resolution, the printer will simply dump the extra scan information that is beyond its quality capabilities and you will have wasted scanning and processing time as well as disk space. Optimally scanned artwork produces quality printouts without wasted file size. This table shows how quickly file sizes can grow based on resolution and scan type.

Scanned File Size Comparisons

	200 dpi	300 dpi	600 dpi	1200 dpi
<i>Scan Type</i>	<i>Resulting File Size</i>			
3 x 5 Line art			0.6 megs	2.6 megs
3 x 5 Gray scale	0.6 megs	1.3 megs	5.3 megs	21.2 megs
3 x 5 Color	2.4 megs	5.3 megs	21.2 megs	84.7 megs
8 x 10 Line art			3.4 megs	13.7 megs
8 x 10 Gray scale	3.0 megs	6.8 megs	27.2 megs	108.6 megs

File sizes are based on tiff files without any compression.



Viewing vs. Printing

Do not judge printable quality by what you see on the screen. It requires a much higher resolution to print files than to view them. A photo scanned at 72 dpi will look good on a computer monitor because that's as much information as is needed for viewing. When printing that same 72 dpi scan, however, the result will be a very poor quality, jagged-looking, pixilated printed reproduction because a photo should be 200 or 300 dpi for printing.



This scan was done at 72 dpi and looked good on the monitor, but prints poorly. Notice the lack of clarity.



Same photo as on the left but this one was scanned at 200 dpi. Notice the improvement in print quality.

Optimal Scanning Resolution

To determine optimal resolution for scanning, you'll need to know the end use, or uses, of the scanned material. Remember, scanning for the purpose of inclusion in your family history book may be only one of the potential uses of that scan. You may also want to use a scan for later projects or simply to archive it for posterity. If that is the case, scan at the highest resolution you can afford to based on your disk storage space. This is especially true if you only have one chance to scan the document. Here are some points to consider in determining scan resolution.

Scan Resolution Recommendations Based on Intended Output or Use

Intended Output or Use	Line Art Scan Resolution	Continuous Tone Gray Scale or Color Scan Resolution	Mixed Continuous Tone and Line Art
<i>Screen Viewing Only</i>	200 dpi	72 dpi	200 dpi
<i>Ink Jet or Home Laser Printer</i>	600 dpi	200 dpi	600 dpi
<i>High Quality Laser Printers</i>	1200 dpi	300 dpi	1200 dpi
<i>Offset Printing</i>	1200 dpi	400 dpi	1200 dpi
<i>Archival</i>	1200 dpi	600 dpi	1200 dpi

Above table shows recommendations based on size-for-size reproduction without cropping. Increase scan percentage size or resolution if the object will be enlarged for output or cropped.



1. *Figure out the size requirements for printing the photo or artwork. If it is to be enlarged, you'll need higher resolution. If it is to be reproduced smaller, you don't need as much resolution. Still, the easiest way of dealing with this problem is to re-size during the scanning process itself, rather than in changing resolutions to account for the change in size (see page 13).*
2. *Determine the quality requirements of the printing device being used to produce the publication. Each printer has different quality capabilities. If you're not sure about the method of reproduction, or you'll be using multiple methods, you should choose the higher resolutions recommended for the printing methods you might use to publish your history.*
3. *Decide if there might be other uses for the same scan at a later date. These other uses may require photo enlargement or may need to be output to a printer using higher resolutions than what you need right now. In this case, you may want to scan to maximize quality and allow for multiple uses of the same scans. If this is the case, scan on the high side of what you think might be necessary later. If using these "over scanned" files becomes a problem in your publication due to file size, you might want to re-size a copy of the file in your photo editing software while leaving the original higher quality scan unchanged for archival purposes.*



Err on the side of too much resolution but remember, upping the size of the scan or the resolution will always result in larger file sizes. Consider saving your scans on CD or DVD disks or on an external hard drive for archiving purposes, as back ups, or just to free up hard drive space.

File Types

While there are many types of files that can be created when scanning, we recommend scanning to a tiff (.tif) file. This type of file is more universally accepted by publishing companies and produces the highest quality output. Jpeg (.jpg) files have become very popular because they compress the scanned data into smaller file sizes. However, because they use a compression formula that results in a loss of quality each time you re-save your scanned file, albeit a small amount, the quality when reproducing jpeg files is not as good. If a jpeg file is the only file you have to start with, (digital cameras often only save as jpeg files) immediately save it as a tiff file before editing the file and re-saving it. You may resave your tiff to a jpeg when you are finished editing the image. Jpeg files are fine to use if you are not editing them.

Scanning Printed Materials (Newspapers & Magazines)

When scanning artwork that has already been printed, such as newspaper or magazine articles, you may run into some quality problems in the form of an unattractive pattern in the scanned photo when it is re-printed. This is because in order for that original to be printed the first time, it had to be screened (you can see a series of dots if you look very closely). When you re-scan and print it again, it will have a new screen added on top of the original one. These two screens will conflict with one another creating the unwanted pattern or texture. To avoid this you can try a couple of tricks. First, if it has a fairly large dot pattern (like newspaper), try scanning it as line art at 600 dpi instead of gray scale. The line art scan will not add a new pattern and it may pick up the original pattern well enough to reproduce the photo. For photos with smaller patterns, or if the line scan method doesn't work, scan the photo using gray scale or color mode, and look for an option in your scanning software to blur or de-screen while scanning. This option will help to eliminate the original dot pattern. This can also be accomplished after scanning in many photo editing software packages. You may want to experiment with these options to get the best scans.



Reproducing Your Book

Choosing how the book will be reproduced will not only change the way it looks, but also the way you prepare your family history. If you are going to print off a couple of copies on your ink jet or laser printer by yourself at home, the task of preparing the files will be much easier. If someone else is going to output your files, you'll need to do some homework and make some decisions up front to make that process run smoothly.

Printing Methods

There are a number of ways to get your book reproduced. Each one has pros and cons that should be considered.



Reproduction Method	Suggested Uses	Pros	Cons	Where to get it done
Ink Jet Printing	Very small quantities with emphasis on full color	Generally fairly good quality reproductions	Very slow. Cost per copy can be high because of ink cartridge cost.	At home
Laser Printing	Very small quantities usually for black & white only	Generally fairly good quality reproductions	Can be rather slow and cost per copy can be expensive because of toner cartridge cost.	At home
High Speed Digital Laser Printing	Small to larger quantities of black and white pages. Usually quantities of 5 to 1000 copies.	Quality is very good. Quick production times. Wide range of printable stocks. (This booklet was reproduced using this method)	Toner based; is not as long-lasting as offset printing.	Copy and Quick Printing Shops
High Speed Digital Full Color Laser Printing	Color pages. Use sparingly and group full color photos on the same pages due to expense of process	Very good quality reproduction of full-color photos	Substantially more expensive than high speed laser printing	Copy and Quick Printing Shops
Offset Printing	Very high quantities. Usually you'll need over 500 books before this is a cost effective option	Ink is longest lasting. Quality is excellent. Not as "user" friendly for customer-provided files.	High set-up costs make this prohibitive except on high volumes	Quick Printing and Commercial Printing Companies



Two important choices you'll make in reproducing the book are the paper on which it will be printed and the type of binding to be used.

Paper

Ask your printer to show you paper sample options. You should look for a good quality paper that is acid-free, also called archival quality (so it won't yellow or become brittle over time). Choose a paper that will be opaque enough to prevent the image from the back side showing through to the front side. While the choice of white paper is the most common, most readable and will most faithfully reproduce photographs, you're not limited to it. A pastel ivory, cream or gray, or even slightly speckled sheet can add some class and personality to your book.

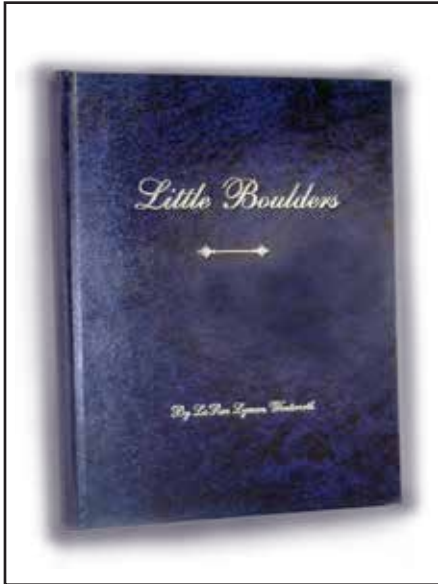
Archival-quality papers to consider:
 24# *Hammermill Laser Bond*
 60# *Hammermill Accent Opaque Offset*
 80# *Endurance Silk Coated Text*

Binding

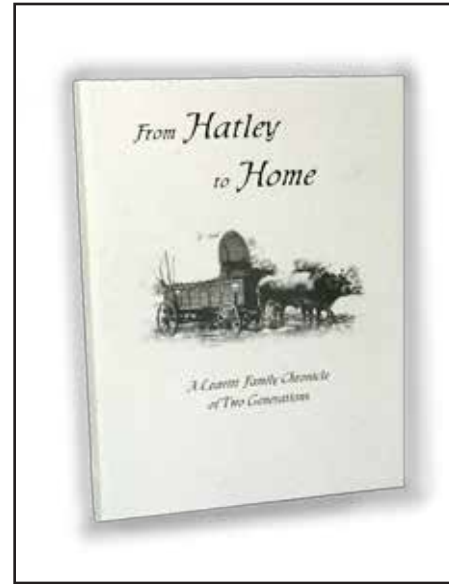
Deciding how to bind your book is a decision that will not only impact the price of the book, but will also have the greatest visual impact. The following is a summary of types of binding available to you.

Types of Binding	Pros	Cons
Hard Binding (Case Binding)	Most Durable and attractive. Gives your book the most professional look. Covers are all foil stamped.	Most expensive process. Contents cannot be updated. Fewer options in cover material. Somewhat limited in design as photos cannot be used.
Perfect Binding (Paperback, or Soft Cover Binding)	Fewer limitations in design – can use photos and multiple colors and wider selection of cover materials. Moderately priced. Very cost effective on larger runs.	Not as durable or as classy as hard bound. Book does not lay flat when open. Contents cannot be updated.
Spiral or Plasticcoil Binding	Very cost effective on small quantities. Books lay flat when open. Contents can be updated.	Less attractive than hardbound.
Comb Binding	Very cost effective on small quantities. Books lay flat when open. Contents can be updated.	Less attractive than hardbound.
Saddle-Stitching or Stapling	Least expensive binding option. Saddle-stitched publication lay flat (side-stapled do not). Contents can be updated.	Less attractive than hardbound. Limited to small number of sheets. Larger publications cannot be stapled.
Loose-leaf Binders	Contents can be updated. Moderate cost.	Less attractive than hardbound. Pages can tear out easily.

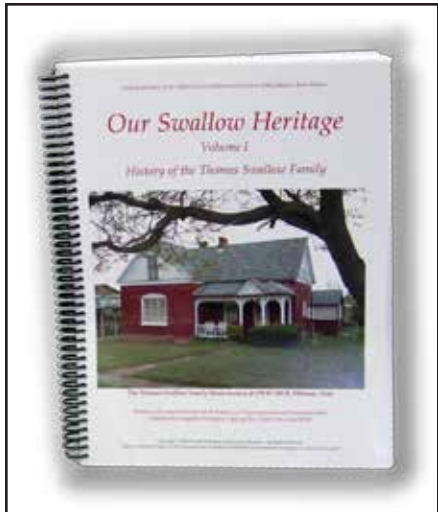
Visual samples of each of these binding types follow on the next page.



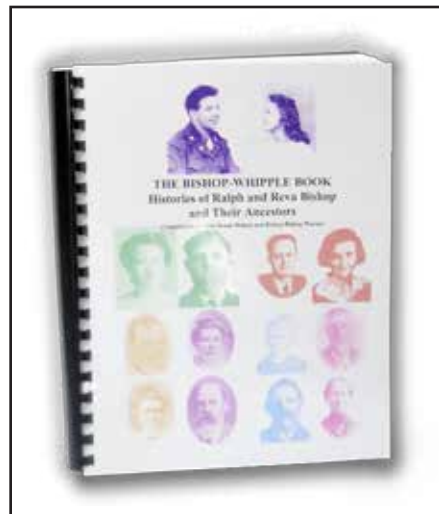
**Hard Binding
(Case Binding)**



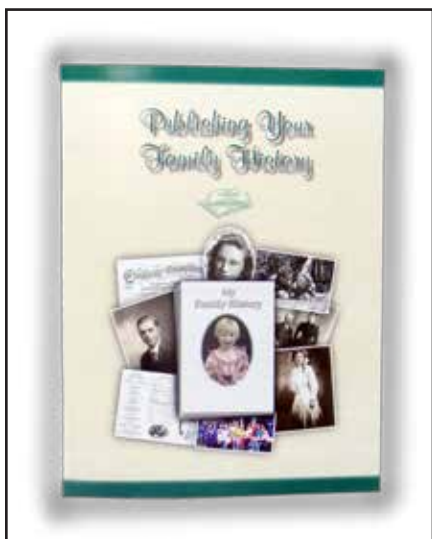
**Perfect Binding
(Paperback)**



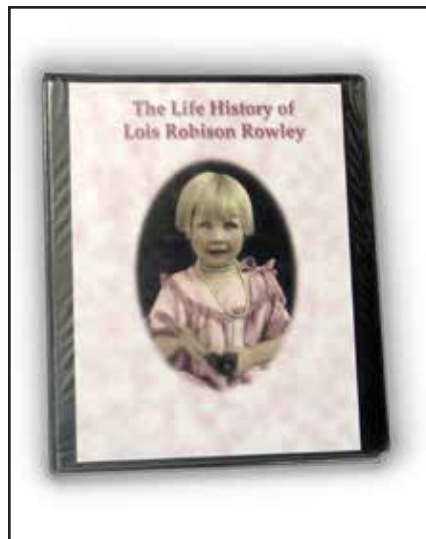
**Plasticoil
(Spiral Binding)**



Comb Binding



**Saddle Stitch
(Just like this
booklet you're
reading)**



**Loose Leaf
Binder**



Formatting & Layout Tips

A family history should be functional. Obviously its purpose is to communicate important information about your family. However, it need not be boring or look amateurish. A little planning and attention to detail along with an infusion of some creativity can really add to the attractiveness, utility and appeal of your history.

Page Size

The most common page size for family histories is 8.5 x 11. This is because it is the most economical size to reproduce for most printing companies especially on smaller quantity orders. However, you may not be limited to that size. Check with your printer to see what options you may have on page size. Also, you should be aware that the finish size of the book might be slightly smaller than the printed size due to necessary final trimming that occurs with some binding options.

Font Usage

You probably have a significant number of fonts and styles available on your computer. Be careful in choosing the fonts you'll be using. Keep the number of different fonts to a minimum. Two or three different fonts are the most you should use, but definitely use variations of those fonts, like regular, bold, italic, and bold italics. The font you choose for the bulk of the text (the body) should be a very readable font. Serif fonts – like Times New Roman, Palatino, Garamond, and Century are good choices. These are the most readable. Sans serif fonts like Arial, and Helvetica are OK, but not as good as the old standby serif fonts. Keep the type size large enough to be easily read, probably no smaller than 10 or 11 point, and use standard single spacing or a little more between the lines (called leading). Take the time to learn how to use and set up style definitions available in any software program to maintain consistency, make formatting faster, and to make later layout changes much easier. This booklet uses Palatino 12 point for most of the text. The bullet lists are done using 11 point Palatino italic.

Good Serif Fonts

Times New Roman
Palatino
Garamond
Century

Good Sans Serif Fonts

Arial
Helvetica

General Page Layout

Your general page layout should be consistent throughout the book. Take a look at other books and see how their pages are formatted and then mimic what you liked in them in your own book. Once you've determined how you'd like the pages to look, create a template or master of that page so that any subsequent pages you do will match the master page design. Take some time at the beginning to establish this template if you're doing your own design. It's much easier to modify the layout when you have only 5 pages, rather than 500 pages completed. These are some items you should consider when creating your general page layout.

- ❁ **Page Margins.** You should have adequate page margins. You may be tempted to get the most use out of the paper by having small page margins. This might save you some money, but may detract from the usefulness and appeal of your book. Always remember to allow for the binding you'll be using when setting margins.



Remember that because of binding, left hand pages will probably have different margins than right hand pages. As a rule, allow about ¼" extra for the gutter (inside margins of pages) for binding.

- ✿ **Page Numbers.** You need to have page numbers in your publication. Remember that odd pages should always be right handed pages and even pages, left handed pages. Use the automatic page numbering features of the software.
- ✿ **Headers & Footers.** Consider having graphic elements (like lines), chapter titles or the book title in the header or footer of each page.
- ✿ **Chapter Pages.** You may want the first page of each chapter or heading to have a little different look, such as starting lower on the page, or to have a larger capital letter on the first letter of the first paragraph, or to include a graphic element, like an ornamental flourish. Consider making chapter pages right hand pages.

Adding Photos, Documents and Other Artwork

The family histories that get the most attention and are most read are probably those with the most photographs and other artwork. Straight text is uninviting; photos pull readers in and peak their interest. If you intersperse your text with photos, especially when the photo is described in the text, you will really increase a reader's enjoyment. This is like adding spices to a recipe. It makes all the difference.

The process of mixing photos and text is more challenging when using a word processing program than a page layout program, but it can be done. Besides photos, consider adding scans of actual letters or postcards, certificates of achievement, diplomas, military records, newspaper articles, pedigree charts and family trees, reproductions of paintings, quilts and illustrations. Also consider putting the words to songs, or poems or adding some favorite recipes.



When including any of these kinds of items, consider adding captions to them. It may not be clear to the reader what the photo or document represents, or of its significance to the family.

Tables of Contents, Indexes, Appendices & Footnotes

Your book should have a table of contents so that readers can quickly find their way to sections of particular interest.

You may also want to consider adding an index to the back that would be more detailed than a table of contents and would include page references to key individuals as well as list photographs, documents, and other inclusions. This can be rather a large task, but can add to the utility of the publication.

Some like to include family group sheets, stories of interest that are not part of the regular history, or extra photos and documents to an appendix.

Footnotes that provide information about your sources can also be helpful and add credibility to your work. Footnotes or reference information can be added on each page or at the end of chapters or sections.



Getting Your Work To the Publisher

Once you have all of this wonderful work done you'll need to get it to a printing company so they can publish it. In this section you'll find some helpful hints for properly saving and transporting your files with the fewest problems. This section can be rather technical and may be a little intimidating to you if you haven't had some computer experience. Don't worry too much about understanding everything here. Just read over the information and remember where it is if you need to refer back to it later. And remember, the best way to coordinate this effort is to simply talk with your printer about the process.

Providing Hard Copy Originals vs. Digital Files

If you choose to print out a copy of your family history and provide that copy as an original to a printer, they can generally take those hard copies and reproduce them. While that is perhaps the easiest solution, it is the least desirable from a quality standpoint. Reproductions from hard copies will be inferior to reproductions from electronic files. This is especially true of photographs.

Providing your book on disk may create some challenges, but in the end the resulting quality will probably far outweigh the disadvantages.

Saving and Transporting Electronic Files

The way you save your files, and what you include when you save them will be the single most important thing you do to ensure quality and consistency in reproducing what you've created. Always include a hard copy printout of your work and never give away your only copy of the electronic file you have. Always save it on your own hard drive and have an extra backup copy besides the one you give the printer.

It is important that you save and transport the files to the printing company in a way that is acceptable and workable for them. It is critical that you talk about this with the printer before you do all the work if you want to avoid some stress. Here are some general guidelines to consider.

Saving Text Only Files

If you've just keyed in raw text for formatting later by the publisher, saving the files is easy and straightforward. Simply save the Microsoft Word or Corel WordPerfect files normally on a transporting disk of some kind. Also, as a secondary option, do a "save as" to create a text only file. Choose "Rich Text Format" if you have

Transporting files



There are a number of media and transfer options available for getting your files from your computer to the publisher of your family history. Most companies can handle the following media:

- CD (700-meg capacity)
- DVD (4-gig capacity)
- USB Flash Drive also known as Jump Drive or Thumb Drive (various capacities)

In addition, they may offer FTP or e-mail services for transfer of files via the Internet.



the option. This resulting text-only file is even more universally readable and will be easily imported into the publisher's layout program.

Saving Layout Files in Word Processing Programs

If there is no editing to be done by the printer, it is best to create a PDF file of your work for their use. PDFs are self-contained files that include all of your text, photos, and fonts, and thus can be printed independently of your original software program. This eliminates a number of problems associated with doing the layout in a word processing program. On the down side, however, making changes or editing the PDF files themselves is difficult and editing options are very limited. You should contact your printer for more specific help and instruction on creating these files.

Take a sample file of your first finished chapter to the printing company as a trial run. They can make sure the system you're using will work for them and help you correct any deficiencies in the file creation process right from the beginning. Some general guidelines for creating these files follow.



Making PDF Files Using Adobe Acrobat

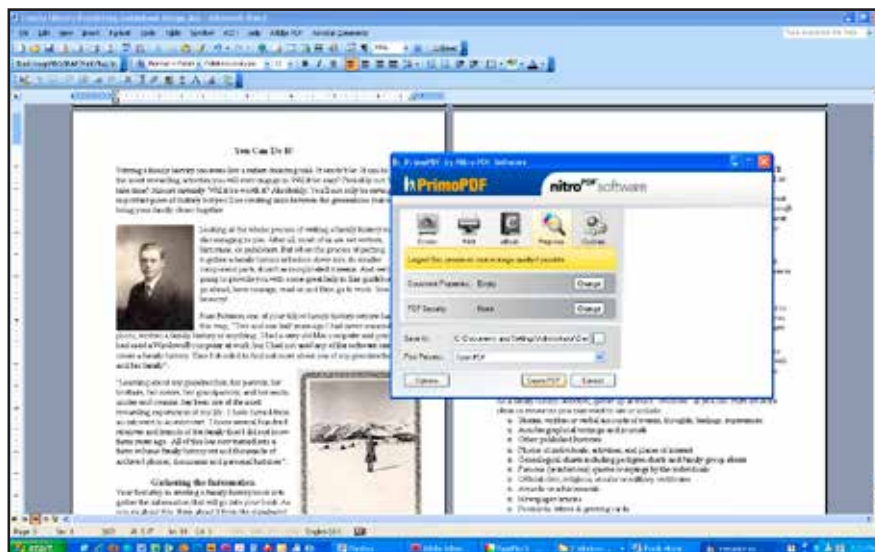
If you have a full version of Adobe Acrobat, and not just the free Acrobat Reader version, you can easily create a PDF of your native application files. We recommend "printing" to PDF in this situation. PDF files made using the automatic PDF creator are less reliable than those done by printing to PDF.

Printing to PDF is easy. Go to "File" and choose "Print" just as you normally would to print a hard copy of the file. When given the chance to choose a printer, select Adobe PDF as the printer. Choose the "Properties" button and select the "Adobe PDF Settings" tab. Select "Press Quality" as the default setting. (This will give the highest-quality printing file). Hit "OK" and the properties window will close. Hit "OK" again and it will create a PDF file of your work. If you have done several files, one for each chapter as we recommended, repeat the same process for each chapter. If you experience problems in creating the PDF files it may be due to having too large a file for the amount of RAM on your computer; consider breaking the file into smaller documents. If the text re-flows when creating the PDF file, do a "Save As" and create a new version of the file, select Adobe PDF as printer, close the print window and edit as needed to correct the re-flow, then print to the PDF printer.



Making PDF Files Using Free Cute PDF Writer or PrimoPDF Writer

If you don't have Adobe Acrobat Standard or Pro versions and don't want to buy it, you may want to try this second option for creating PDF files. You can download a free PDF writing utility program called Cute PDF writer or another called PrimoPDF. Either will work well and both are free! They can be downloaded from the Internet using either of the respective addresses. For Cute PDF go to www.cutepdf.com.



For PrimoPDF use www.primopdf.com. Once your chosen program is installed, just follow the same basic instructions as those on the previous page for using Adobe Acrobat to create a PDF file, only choose the Cute PDF or PromoPDF printer instead.

It is crucial to the quality of your final printed product that you select the correct quality options in the printer driver windows while saving your file using these programs. These programs, like Adobe Acrobat will not only save your file in the universally accepted PDF format, but will also optimize it so that the resulting file size is as small as possible, depending on your quality needs. If you're new to creating PDF's don't be intimidated by the process. It's really quite simple and can make getting your history to the printing company much easier.

Saving Native Word Processing Files

Save your Microsoft Word or WordPerfect files in the normal way on a CD, USB Flash Drive or DVD disk. Take a hard copy of the file with you so the publisher can use it as a reference in checking for text re-flow and other formatting problems. If possible, include all the original electronic files (scans) for photos, etc, that you have imported into the document in case independent editing of any photos is required. If possible, include the font files as well.

If your publisher has problems with the text re-flowing in your document, try installing the printer driver on your computer for the output device they will use. Select this new printer, and then cancel the printing. This will cause the document to re-flow as though it were going to be printed on that device. Correct the re-flow problems and "Save As" a new document. Take this new version to the publisher for output. This should eliminate most of the re-flow problems.

Saving Native Serif™ PagePlus Files

PagePlus 9 and PagePlus X4 both include a PDF publishing feature to easily create quality PDF's of your history. This is the best method for saving PagePlus files. Few printing companies support PagePlus, so you will need to check with them first before sending a native file. Because of this fact and because gathering up all the necessary files for high quality printing is not automatic,



PDF creation of PagePlus files is the best method for this software. If you find your printer can support PagePlus files and want to give them the native files please follow these guidelines.

In PagePlus you have two options for storing photos and other imported elements. You can embed the images, which includes the whole imported file in the PagePlus file, or you can link the image to the original image file. We recommend linking the files so that changes made to the native graphic files can be easily updated and so that the PagePlus file remains smaller in size. But whichever method you use, it is important that you include all of your native image files separately when saving the PagePlus file to transport to the printer so that they can edit the image files and will be able to print with the full resolution available in the original graphic files. To facilitate this process, put all graphics files used in your history in a file folder or file folders inside a parent file folder that also contains the PagePlus file. If your files are linked, go to the resource manger and make sure you update any modified files before saving and transporting your final files.

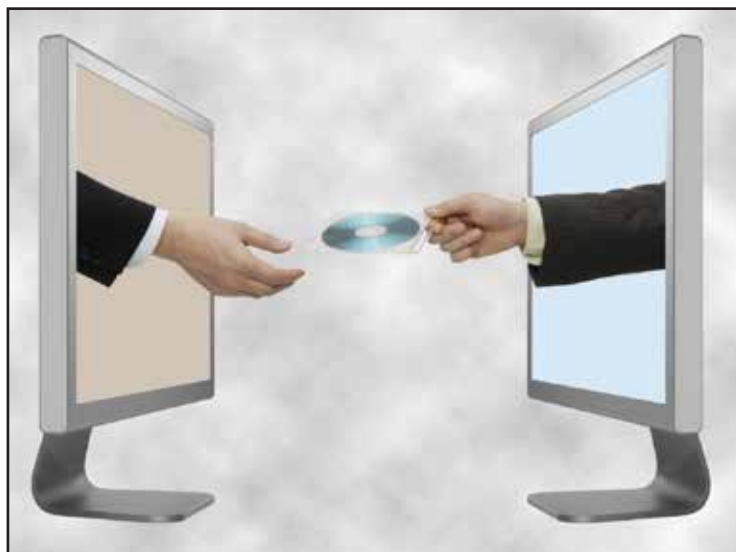
You will also need to save all the fonts used in creating the file.

Saving Native Microsoft Publisher Files

If you are using Microsoft Publisher version 2000 or later, use the pack-and-go feature to prepare your files to take to the publisher. Under the "File" menu, select "Pack and Go" and then "Take to a Commercial Printing Service". Choose a location for saving your files. Check the boxes to include all fonts and graphics. This will create a file that can be taken to your printer and will include everything necessary to open and print your publication as long as they support Microsoft Publisher. Take a hard copy of your book as well for comparison.

Saving Native Quark or Adobe InDesign Files

Call your printer for specific instructions on saving these types of files. In general you'll want to make sure all fonts and graphics are included on your disk(s). There are rather simple ways to "gather" all the necessary files for printing.





Working With Printing Companies

You may not have had a great deal of previous experience in dealing with printing companies. That's OK. Here are a few helpful hints you should know to make your interaction with printing companies a successful one.

Professional Printing & Copying Services

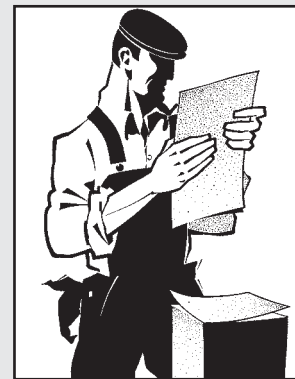
You'll want to find a reputable printing company. Some quick printing companies and larger commercial printing companies offer services that include family history publishing. Find one that has experience and really wants to work with you on the project. Ask to see samples of their work. You should realize that some companies simply don't specialize in this kind of printing, or have much experience in this arena.

Contact potential printing companies early in the process of writing the history, they can provide invaluable help so that the work you do will be of the appropriate kind and quality. Don't be afraid to ask questions and to get advice from them. They can present options for you to consider as far as paper, types of binding and even different methods of reproduction that will best fit your needs and your budget.

Estimating

Always get written estimates and make sure they list specifics about what is included in the price. Be clear with your printer about what you will provide to them, such as electronic files, hard copies, scanned artwork, etc. The printer can only estimate with accuracy when you provide accurate and adequate information up front. Ask for an updated estimate after you have actually taken your material to them. If there have been changes in the specifications since the

Things You Should Know Before Talking With Printing Companies



- ❁ *The quantity range you're looking at for finished books. Do you want 10-15 books or 500 to 600 books? Bid several quantities as there are usually price breaks in larger quantities.*
- ❁ *Approximate number of pages that will be in the book. (Make sure you are both talking about the same definition of page. A page is generally considered to be one side of a finished size sheet).*
- ❁ *Approximate number of full-color pages vs. black & white only pages and whether the color pages are together or interspersed throughout the book.*
- ❁ *Kind of cover and binding you might want.*
- ❁ *The type of software you'll be using for creating the book*

Armed with this information, you and your printer will be prepared to start estimating costs, turn-around times, and methods for reproducing your book.



original estimate (like the number of pages), or if the estimate has expired (most are only good for 30 days), you'll want an updated price.

Scheduling Production and Estimating Turnaround Times

Production time for family histories can vary depending on the amount of work the publisher is doing, the size of the order, the method of binding used, and the workload of the company. Suffice it to say that most publications take weeks to produce. Talk with the printer up front about your deadlines and turnaround times.

Proofing

Proof your material carefully before giving it to the printer. Changes made by them after handing off the files and other materials will be charged to you and will likely slow down the production process.

Always ask to see a final proof from the printer before it goes into final production. Proof this carefully as well. Printers will generally not be held responsible for errors that you do not find at the time of final proof, even if they are the ones that made the mistakes. You'll likely have to sign something to that effect at the time of proof, so take your time and make sure you look at everything carefully. This is your last chance to find and fix errors. Look for both overall quality and for typographical errors.

Over Runs and Under Runs

Discuss with your printer what their policy is on over and under runs before starting production. It is not uncommon for printing companies to have a policy allowing delivery of up to 10% over the ordered quantity and then charging you for the over run. Their policy may also allow delivering up to 10% under the ordered quantity at an adjusted price.

Pricing

The cost of reproducing your book will be dependent on several factors. Here are a few:

- ♣ *The number of pages in the book. The more pages you have, the higher the price per book will be.*
- ♣ *The number of copies of the book. There is an economy of scale. The more copies of the book you do, the lower the cost per book will be.*
- ♣ *Color pages vs. black and white pages. Full color pages are beautiful, but add to the cost of the book.*
- ♣ *The type of binding. The method you choose for binding your book will have the single biggest influence on its final price.*
- ♣ *The amount of work the printer has to do in formatting, scanning and correcting your material.*



Conclusion

We hope you have found the information contained in this booklet to be helpful. We also hope that you find writing and publishing a great family history is something you'll want to do, and that you will feel more comfortable doing it now that you've read *Publishing Your Family History*. So go to work and catch the family history bug. You'll find that it's infectious, addictive and immensely rewarding. If you have questions, please call us at ImagePro, we'll be glad to help. Good luck!



On-line Resources

General Family History & Research Help

<http://genealogy.about.com> *General family history resource*
www.genealogy.com/genehelp.html *Genealogy learning center*
www.familysearch.org *Genealogy & family history search site (free to use)*
www.new.familysearch.org *For LDS Church members*
www.ancestry.com *Genealogy & family history search site (some services cost)*
www.cyndislist.com *A list with links to 282,000 genealogy sites*
www.timelineindex.com *Historical information by year*
www.infoplease.com/yearbyyear *Historical information by year*

Software

www.adobe.com *Adobe Photoshop Elements, photo editing software*
www.microsoft.com *Microsoft Publisher, layout software*
www.serif.com *Serif PagePlus, layout software for PC*
www.apple.com/apps/pages *Apple Pages, layout software for Mac*
www.openoffice.org *Open Office, word processing software (freeware)*
www.primopdf.com *Primo PDF Writer (freeware)*
www.cutepdf.com *Cute PDF Writer (freeware)*

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