

Simple Guide to Publish your Genealogy Book

We have created a step by step process for you to follow on how to publish your genealogy book. Follow these simple steps and you will have a wonderful product for you and your family to enjoy for years to come!

Step #1

How do I know what computer program I should use?

Those who have undertaken the task of writing a genealogy book will often say that computer software posed a significant challenge to them. This is why at the outset, we recommend using software that is user friendly but still compatible with what they are trying to accomplish. Below is a list of commonly used software for this type of project.

Software	Comments
Microsoft Word	Most common 90% use this program
Microsoft Works	Similar to Word - not as stable with large file sizes
Microsoft Publisher	Serious text re-flowing problems - very unstable
Adobe PageMaker	Large learning curve - Problems in transferring files
Adobe InDesign & Quark	Large learning curve - the best, but also the most expensive
Corel Draw	Large learning curve - great for graphics, not so great for text Least expensive

Step #2

Editing your project

Editing is a term which simply means to prepare (written material) for publication, as by correcting, revising, or adapting. We strongly advise having your file edited before you submit your project to be produced. This is to avoid

delays in printing due to last minute corrections and the added cost of printing several proofs. First, as a cost saving measure, we would suggest a friend or family member who is qualified to do the editing. A second option is to hire a professional editor. Although we do not provide an editing service, we would be happy to recommend a qualified editor.

Step #3

Choosing a binding style for your book

The most common page size for a genealogy book is the 8 1/2 x 11" format. This is the easiest format for placing a combination of text and photographs on a page. It also allows a choice of a single or double column page layout. The second most popular size is the 5 1/2 x 8 1/2" format. This format is usually used when there are a minimal number of photographs and the two column layout is not required.

The two most common binding styles for a genealogy book are hardcover and paperback binding with hardcover being the most popular. While our paperback books are the highest quality available, our hardcover books are specifically designed to out-last all other types of binding and to be passed down from generation to generation. We offer many other binding services as well, if you are interested in those please feel free to contact us.

Step #4

Page Layout

The information found in this step is designed for those who wish to produce their own page layout.

Page layout is a term which refers to the way in which text and images are situated on a page. The layout of your manuscript should be adjusted to look exactly the way you want to see it in print. Quite often people will look at previously bound books for their ideas. Sample genealogy or reunion memory book layouts are very helpful for showing how to set headers, position page numbers, set margin width, or choose a font style. In order for your book to have a professional look and feel, there are four basic principles to follow.

Contrast

In order for your page layout to be visually appealing and to keep the readers interest, you should have contrast on your pages. Use a contrasting font for headings, keeping the headings very different from the body font. Don't go

overboard, use one type for the body copy and a different one for the headings. Consider a newspaper and how the headings are larger and bolder.

Alignment

Choose one justification and stick to it. As a rule, center justification will give the page layout a formal look. It is commonly used for wedding invitations, formal announcements, etc. Left justification will give a more conservative professional look. Full justification within the layout will give your pages a clean orderly look. With full justification, your headings could be either left, right, or centered on the page.

Repetition

Create a sense of unity to your book by adding a few visual elements that you like, and then repeating them throughout. Look through some of your favorite books to see what they have used on their pages, you may get some inspiration. Perhaps a decorative ornament under the heading of each chapter, or a decorative drop cap to start each chapter might give your book a special look.

Proximity

Organize your type properly by grouping things together that relate to each other. Compare these two examples:

Les Hooper,
Graphic Design and Layout
801-397-1826

Les Hooper,

Graphic Design and Layout

801-397-1826

The second example is more appealing because of its organization and contrast.

Margins, Header/Footers

When setting the margins for your pages, it is important to not set them less than $\frac{3}{4}$ " to ensure that proper space between the printing and the edge of the page remains at the binding edge. We recommend that when choosing a margin setting for your page layout, you should allow $\frac{1}{8}$ " extra for the binding edge. For example, if you have selected a margin setting of $\frac{3}{4}$ " for the top, bottom, and right side of the page, the left hand, or binding edge should be set at $\frac{7}{8}$ ". This makes the text appear balanced on the page when the book is bound. Microsoft Word uses a measurement which is referred to as a gutter. When using the

gutter, margins should all be set at $\frac{3}{4}$ " with a gutter measurement of .2". Care should also be taken when placing information in the headers or footers, such as chapter heading or page numbers that sufficient room remains between the edge of the print and the edge of the page. A header/ footer measurement of $\frac{1}{2}$ " is common setting for a standard page payout.

Choosing a Font

Choosing font styles for your book is very important for both the appearance and for transferring files for printing. The most common fonts used for books are the Oldstyle fonts, as they are easily readable for large body copy. Among the most common are Times Roman, Goudy, Garamond, and Baskerville. Remember to choose a contrasting font for your headings. A sans serif font such as Arial is a common choice. A sans serif is one without the "hooks" at the ends of each letter. These "hooks" help to guide the eye from one letter another making the text easily readable. This is why sans serif fonts such as Arial should never be used for the main body of the text. Children's books are commonly set in a slab serif font, because of their clean straight lines. Some common Slab serif fonts are New Century Schoolbook, classic SSK, and Clarendon.

Old Style Slab Serif Arial

In regard to printing, it is important to ensure that all fonts being used are resident in your Windows font folder. This includes both bold and italicized versions of each font. Simply using the bold or italicize commands on the toolbar may not necessarily ensure the font is available. For example, Microsoft Works will manufacture its own version of a font if it is not already installed on your computer. If this is done, the bold font will appear to be two images side by side when printed on a high quality digital press. The italicized versions may not print at all. The simple solution to font problems is to avoid unusual fonts such as Wing Dings and Symbol, and stay with more common book fonts such as Times New Roman and Garamond.

Copyright, ISBN

Copyright, ISBN, CIP, and Library of Congress information should be placed on the page directly after the title page. This page is commonly known as the copyright page. If you have decided to produce your own page layout, we will check to make sure all the necessary information is included on this page. We can also provide you with an ISBN number and barcode for a one time of \$75.00 (for ISBN) and \$35.00 (for barcode).

Page Numbers/ Chapter Headings

The title page and chapter headings should always be placed on a right hand page. It may be necessary to leave a left hand page blank in order to start a chapter as a right hand page. Inserting a section break at the end of each chapter will automatically force the following chapter to begin in the proper right hand position. If you are not comfortable adding page numbers, or do not want to do so until your project is complete, we are happy to do this for you at no additional charge.

When numbering the pages in your book, you should also keep in mind that right hand pages are always odd number pages while left hand pages are even numbers. It is also common to number the pages preceding the first chapter with roman numerals.

Scanning

If you are planning to add photographs to your genealogy book, they must first be scanned. For those who prefer not to scan their own photographs, we offer a complete scanning service which includes photo touch-up and adjustment for overexposed or underexposed images. These services are charged at an hourly rate of \$40.00/ hour.

There are many brands of scanners available on the market. Even the most inexpensive scanner will be able to produce the high quality images needed for printing.

For best results, photos should be scanned at 300 DPI. Then saved as TIFF or JPEG files.

Some scanners automatically default to 72 DPI between uses so be careful. Photos scanned and printed at 72 DPI would NOT be considered acceptable for printing.

Higher resolution is not necessarily better. A resolution over 300 DPI will only increase your file size (sometimes dramatically) and cause your computer to run more slowly.

Step #5 Cover Design

In Step 3, we touched on the fact that most genealogy books are produced in the hardcover format. If you have selected to paperback format for your genealogy book, our designers will incorporate any images you provide (or we can create

new ones for you) into the cover design. Our price of \$40.00/ hour applies to the cover design as well.

If you have selected the hardcover format for your genealogy book, there are several options available when it comes time to decide on what style to choose for your book cover. The most common styles are:

- Linen or leatherette finish with gold or silver lettering. This option is most economical and the most popular. Any artwork that you would like on the cover of the hardcover option must have a die created for the stamping, which is an additional one time charge. The average die costs \$250.00-\$350.00 per die.
- Linen or leatherette finish book with dust jacket. Dust jackets are printed in either grayscale or full color. Our designers can create this for you if you don't want to do it yourself.

Step #6 Submitting Your file for Printing

Once you have completed the long process of getting your book onto the computer, there is one more thing you need to do before you bring your file to us to print. You need to convert your file (whether it is in Work, Works, or Word Perfect etc) into a PDF file. The reason for this is to ensure that your document stays exactly the same when brought from your computer to ours. When bringing other files from one computer to another, problems such as reflow or font changes tend to cause some unnecessary headache for you and your printer.

If you are not sure how to do this please follow the steps below to help you correctly do this. If you still feel that you need help, feel free to call our office and anyone of our staff can walk you through converting you file into a PDF right over the phone.

The easy way to do this though is to download Cute pdf writer as it is free off the net or from our web site. This program will install as a new printer on your computer so you just open your application and print it like you would if you were printing the book by selecting cute pdf writer in the print dialog.

The difference is that it will ask you for a name to save the file it will create and will save that file on you computer, and then you can copy it off to a cd rom or flash drive and bring it to us.

There is little options when printing as long as it is not set to "web" as this will produce a low quality print.

Pricing

Each book that we print varies so much that it is very hard to give general pricing. We have no minimum orders, and the price per book goes down with the more books you order. Here is a sample quote for a pretty general book, for more specific pricing please fill out our request for bid form, or call us for a quote.

Genealogy book pricing

Quantity: 50 8 ½ x 11"

Pages: 200 1/1 (black & white only) 24# paper

Hardcover binding with leatherette cover and foil lettering

Price \$21.50 Each