RULES FOR WRITING A GENEALOGY BOOK

Build-up process:

- Use FTM 2005-6 to start constructing the book.
- Write the book in "Word".   Could use Office Star for a free download of a Word program.
- Can use any Photoshop program that can crop a photo.

Steps:

- Put all genealogy data into a genealogy program (i.e. FTM or Legacy etc.)
- Combine all families in the one FTM Tree
- Put any stories about an individual in the "Notes" file for that person.   Put them in chronological order.
- Put Husband and Wife stories under the marriage notes.
- Write to relations and ask them to write stories about their life, their children etc.   Always write in the 3rd person
- Make prompting notes on how to start paragraphs – hobbies, sports, eye colour and anything personal about a person
- Ship arrival dates.
- Birth, Marriage and Death certificates
- Census data.
- Scan all written material, photos etc. and put in a separate folder in "Documents".   Can use a camera for this.   Put items in a 3-sided box, to avoid shadows.   (Erect camera on a tripod, or similar).

Filing:

- Create a surname folder (say, Kendall) then sub-folders for each individual.
- Store photos in the hard-drive in your computer.
- put the person you are descending from at the top of the Children list.   (Need to put back in correct order before printing trees).
- Do not put title – Dr. Sir, Prof. etc. in the name area – this goes in the "aka" section.
- Put nickname in round brackets in name space, e.g. Margaret (Myra)
- Do not use "unknown" – better to use question mark - ?
- There is a "gedcaps" program to convert surnames from caps to small case.   (Make your own choice on whether to have surnames written in capital or lower case.

Images:

- Scan photos at 300 to 400 dpi in colour and crop the photos.
- Download "easy thumbnails – Go to Fookes Software 2.8 :- http://www.fookes.com/ezthumbs/?2.8
- This program creates each photo at 800 x 800 pixels = 2 inches wide – put all thumb size photos on a separate memory stick or own file in the computer.
- Images, data and stories should all be filed in a separate place.

Rules:

- In FTM decide if surnames are to be written in upper or lower case and then be consistent.
- Use ? rather than "unknown".
- Use Times New Roman, 12pt.
- Write interesting stories in Times New Roman, 10pt.
- Put 1pt. black line around all images
- Type title under image in Times New Roman, Italic, red, 9pt.

- Type the name and year the person was born in the box under their image.
- Use a lot of white space – balance photos that are colour and B & W – alternate all pages.
- Type major titles in Times New Roman, bold, 16pt. (use Italic if wanted but be consistent).
- Sub-titles – 14pt. bold.

Page Numbering:

- Put page number in the centre at the bottom of the page.

Text:

- Justify all text left and right.
- Poems – centre on the page.
- Type major headings of each family group in the centre.
- Type major Chapter 18pt., bold, "Descendant of John Smith".
- Put Family Crest for each family at the beginning.
- Place portrait of person heading the family at the top of first page.
- Surname etymology – surname meaning.
- Put chart of your direct line at the beginning of the book. Sort children.
- Put direct descendancy chart immediately after the Crest, then go into the story.   Include origins of town, history for that period, etc.   Use maps.
- Look here for website links to surnames and meanings, Family Crests,

Fonts:

- Use one font only per book.   Times New Roman is the best.

Colours:

- Use only 3 colours – Black to type text.
- Red for images (Italics if liked).
- Blue if writing a story not directly related to main story – could use Italics in blue.

Process of creating a Book:

- Write the paternal line down, then paternal to female line down (but you can set your own rules here).

Reports:

- Include Genealogy report – click on how many generations you want – say 1, 2 or 3.
- Click on Edit – copy genealogy report – go to Word, set 25% - add pages by holding down control and hitting enter several times.
- Start at page 4, click on top of page, Control V to paste.
- Click Edit, Select all, justify left and right, percentage page width to bring up each page.
- Centre Title.

Formatting:

- Insert picture from file.   Go to folder already set up for thumbnails.
- Put black line around each photo.
- Wrap each photo "square".
- Resize image and position on page.
- Bring up text box and type whatever in box – resize box and move under image – use red, Italics, 9pt. upper or lower case, centre inside box, tick "no line" around box, square.

Use Internet to Google images.   Click on basic version at bottom of page then drag the image down to an open Word document in bottom bar which opens the document and still holding the mouse down move up to the document and let go.

Or, you could click on large size image and copy and paste – or, use Save as and save to, say, desk top.

A method to bring in an image from the Internet:-

- Open a Word document and minimize.
- Bring image up in "Google Images" and click on "full size". To get a full size image, right key with mouse, Copy, Control C, go back to Word and press Control V to paste into Word.
- Drag image down to the Word icon at bottom which opens the document and still holding the mouse down, drag up to document and let go.
- Tap image with left key to put a text around the picture.
- Tap with the right key and "format picture" comes up.   Square wrap – click on colours and lines, tick "no line" around text box.   Choose black 2pt. line around photo.
- In FTM family view, direct line from, say, Joseph to you, click charts – descendant chart.
- Click contents, individuals to include, change secondary individual, click on person, OK.
- Format, chart format, make text the same size.   Edit, copy descendants tree, go to Word and paste it on page.

Put Trees across the page – never put them in the vertical view.

Break charts to fit on the one page

Timeline:

- To fit history in its own space at the bottom of the page, click on Headers and Footers and push margin up at the bottom.
- Bring image down of timeline from "Through the Generations", "History of key events, "People through the ages" and "History through the ages".

Special thanks to Beryl Parker for recording these notes and preparing them for publishing to this website.