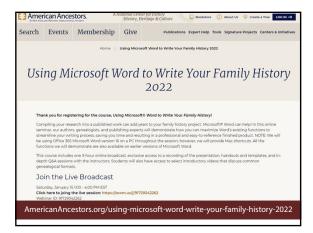




2







5



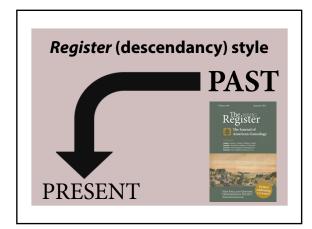


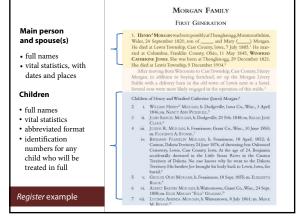
Ten Steps 1 - Shift mental gears 2 - Consider your audience and time frame 3 - Choose a genealogical format 4 - Define your scope and make a TOC 5 - Write and cite! 6 - Review, revise, repeat 7 - Add images 8 - Index 9 - Design 10 - Print or publish

8

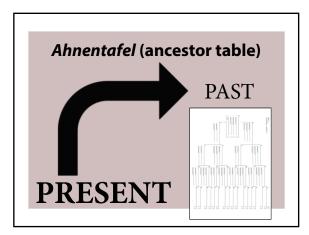
Standard genealogical formats

- *Register* style (descendancy format)
- *Ahnentafel* (ancestor table)

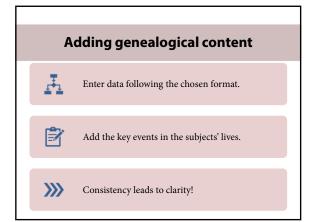




11



Couple • full names • vital statistics, with dates and places	1984. Through Horses, was been clim 1977 and fand a real sings "real series". Nomether 1989, the searced first at threadab. Manachame, 1462. Mery Wills, who doed in 1848. He married could all humalide. Nowember 1868. 1989. Rose () Bleans, who was been circuit 164 and did in 1867. Co. 1989. Rose () Bleans, who was been circuit 164 and did in 1867. Co. 1989. And doed 1989. See the could be seen to the control of the co
Ahnentafel example	Henry first appear at Ipwoich, Massenbuttett, in 1642 but he had settled in Hampton by May 1644, when he owned land there. By 1653 he had settled on the south side of the
l	



14

Vital data

FRANCESCO ROSARIO "FRANK" TAORMINA was born in Partanna, Trapani, Sicily, Italy, 9 September 1891. He died in Pompano Beach, Broward County, Florida, 18 November 1982, and was buried at Brookside Cemetery in Englewood, Bergen County, New Jersey. He married at St. Mary's Church in St. Bernard Parish, Louisiana, 27 October 1926, JOSEPHINE ACCARDO.

Document your facts

- Cite as you write!
- Give sources for everything—footnoting at the end of the relevant sentence, or the end of the paragraph—or giving a list of references.
- Let your audience determine the formality of your citation style.

16

The format is your friend.

The format will guide you as you enter information.

Write:

- generation by generation
- family group by family group



17



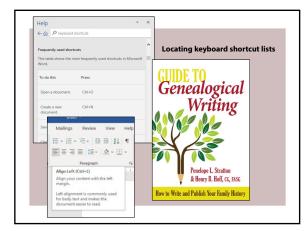




Becoming familiar with the various keyboard shortcuts will help save time as you write.

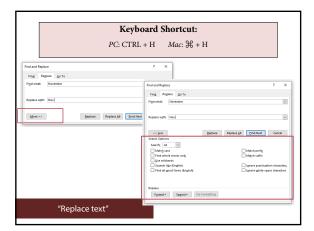
20

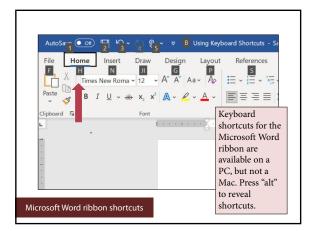
Create a "cheat sheet" Helpful PC and Mac Keyboard Shotcuts | State | State





23







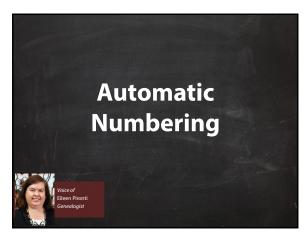
26

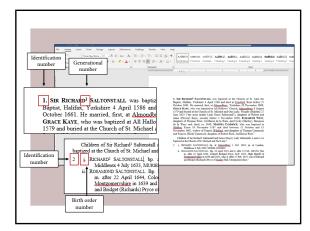


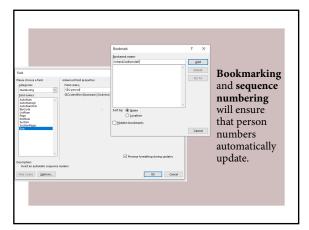




29







32

Three steps to ensure automatic numbering

- Inserting and naming a bookmark in the child list
- 2. Inserting a sequence-numbering field in the child list
- 3. Inserting a sequence-numbering field in the main sketch

Before you begin



Turn off automatic list numbering

- PC: File > Options > Proofing
 Mac: Tools > AutoCorrect
- 2. Select AutoCorrect Options.
- 3. Select AutoFormat As You Type.
- 4. Deselect Automatic numbered lists.

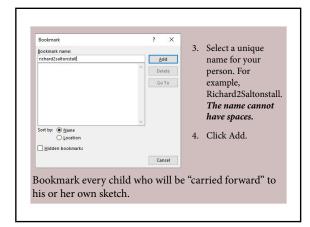
34

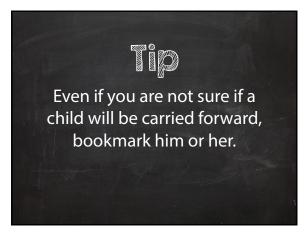
Step 1: Bookmarking

- A bookmark marks a particular location in your document
- You assign a name to the bookmark, which enables you to search for it later by that name.

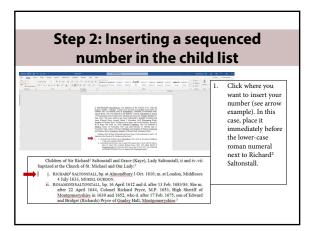
35

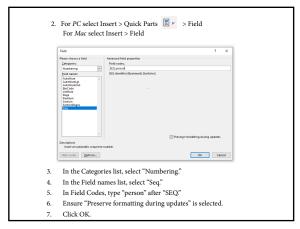
- 1. Highlight the person's name where it appears at the beginning of the sketch.
- PC and Mac: Click Insert > Bookmark. [If you don't see "Bookmark", it may be under the "Links" dropdown.]

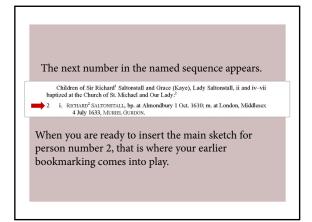




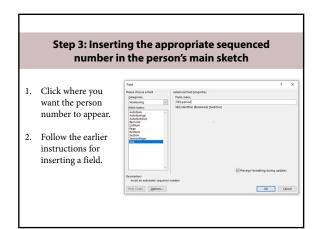
38

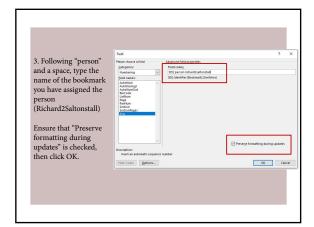


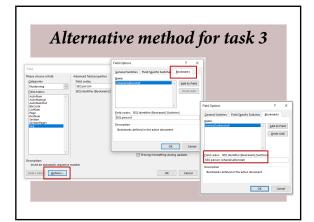




41





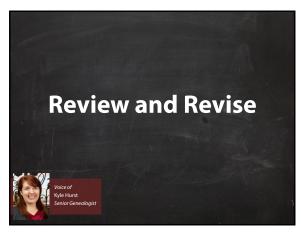


44

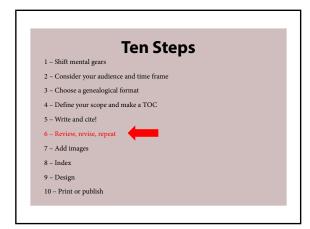
The number appears immediately before the name. Add a period and space after the number.

| 2Richard² Saltonstall (Sir Richard⁴) was baptized at All Hallows' Church, Almondbury, Yorkshire 1 October 1610, died at Hulme, Lancashire 29 April, and was buried at 8t. James' Church, Didsbury, Lancashire 2 May 1694. He married at the Church of Allballows, Honey Lane, London 4 July 1633, Murele Gurdon, who died at Hulme 21/22 April and was buried at 8t. James' Church 25 April 1688, daughter of Brampton and Muriel (Sedley) Gurdon. Substitute of Brampton and Substitute of Brampton and Substitute of Brampton and Substi





47



Editing: why, when, who?

Why?

- Automatic spell checker is not enough. No one can write perfectly the first time through.

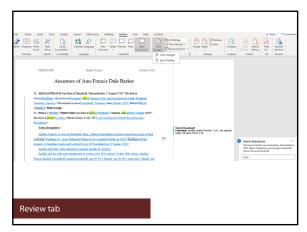
You've written over a period of years.

When?

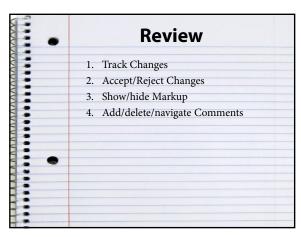
- You have a draft of some or all chapters.
- You have put the document in a different format.
- You've had a break from writing.

- You, because you know your content better than anyone
- Someone else, because you are too close to what you know better than anyone else.

49



50







53

Why, when, who?

Why?

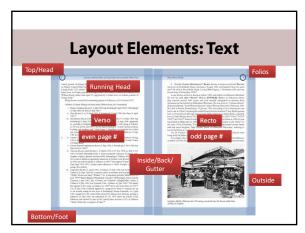
- Design helps clarify structure.
- Font must be easily readable.
- $\bullet \quad \text{Margins must be adequate if printing.}$

When?

- Your manuscript is edited and complete.
- All images are in hand.

Who?

- You, if you are feeling creative
- Designer or publisher



Decisions to Make

- Trim size (dimensions)
 6 × 9, 7 × 10, 8.5 × 11, etc.

 Determined by look you want; length of book; capabilities of printer; cost
- Photos interspersed with text or in a photo insert?
- Narrative treatment?

56

Design Tips

- Full justification looks neater than unjustified text, but can lead to odd spacing between words
- Keep line length between 63 and 72 characters for easiest reading; for 8.5×11 books, use two columns
- Use a serif typeface for text; sans serif is difficult to read in long blocks
- Use a font size of 12 or 11 points
- Limit yourself to one or two typefaces
- Margins:
 - + 6 x 9 book the gutter margin at least ¾", preferably 1"; all other ½"
 - For larger trim size (ex: 8.5 x 11), use 1" margins all around

Word as a Layout Program

- It's not!
- Can do the basics and key elements we've discussed
- Hire a designer if you want more

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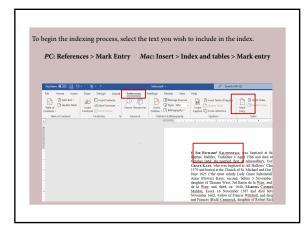




Inserting index tags

Index tags may be added when writing or later as a separate process. It is advisable to wait, ideally once you know your text is final and not likely to change again.

62



This popup menu will appear Under "Main entry," type the surname. Under "Subentry," type the person's name. For multiple people with same name, include the superscript generational number. You also can style a page number, choosing "Bold" to indicate to the reader where the main sketch is located, or "Italic" to indicate the location of images pertaining to that individual. When finished, click "Mark."	Mark Index Entry ? X Index Ind
---	--

1. Sir-Richard XXE "Saltonstall: Richard!" 38 ALTONSTALL was baptized at the Church of St. John the Baptist, Halifax, Yorkshire 4 April 1586 and died at
Crayford, Kent before 25 October 1661. He married, first, at Almondbury, Yorkshire 28 November 1609, GRACE XE "Kaye:Grace" XE
"Saltonstall: Grace (Kaye)" [KAYE, who was baptized at All Hallows Church, Almondbury 8 August 1579 and buried at the Church of St. Michael and Our
Lady, Wragby (Halifax) 27 June 1625 ("the most saintly Lady Grace
Saltonstall"), daughter of Robert § XE "Kaye:Robert" and Anne (Flower) § XE "Flower:Anne" § XE "Kaye:Anne (Flower)" & Kaye; second, before 5 November
1628, ELIZABETH { XE·"West:Elizabeth" } XE·"Saltonstall:Elizabeth (West)" WEST, daughter of Thomas { XE·"West:Thomas" { West, 3rd Baron de la Warr,
and Cecily \(\frac{1}{2}\) XE "Shirley: Cecily" \(\frac{1}{2}\) XE "West: Cecily (Shirley)" \(\frac{1}{2}\)(Shirley)" \(\frac{1}\)(Shirley)" \(\frac{1}{2}\)(Shirley)" \(\frac
XE: "Wisford: Martha: (Cammock)": XE: "Saltonstall: Martha: (Cammock): (Wilsford)" *CAMMOCK: who was baptized at Maldon. Essex 16 November 1587.

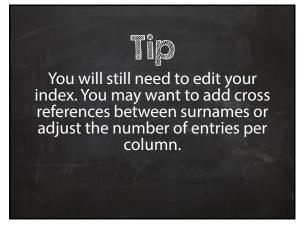
65

Tagging the names of married women 1. SR-RICHARD \$\frac{1}{2}\text{E}\$ "Saltoustall: Richard" \$\frac{1}{2}\text{SALTONSTALL}\$ was buptized at the Church of \$1. John the Baptist, Halifax, Yorkshire \$-4\$ April : 1866 and died at Crayford, Kent before \$2. October 1661. He married, first, at Almoubury, Yorkshire \$-18\$. Nonember, 1609. GRACE \$\frac{1}{2}\text{KE}\$ "Saltoustall Finer (Kapye)" \$\text{Kaye}\$, who was bupinzed at All intalius Church, Almondsury, \$8\$ August 1579 and buried at the Church of \$5\$. Michael and Our Lady, Wraghy (Halifax) \$2\$ June: 1625. (When most saintly Lady Grace Saltoustall"), daughter of Robert \$\frac{1}{2}\text{KE}\$ "\frac{1}{2}\text{Mex} Polent" \text{Saltoustall Halifay} \$\text{Caree}\$ Above (Flower) \$\frac{1}{2}\text{KE}\$ "\text{Thourset Anne (Flower) \$\frac{1}{2}\text{KE}\$ "\text{Saltoustall Elizabeth" \$\frac{1}{2}\text{KE}\$ "\text{Mex} \text{Coslive (Shirley)" \$\frac{1}{2}\text{KE}\$ "\text{Saltoustall Marrial (Cammock)" \$\frac{1}{2}\text{KE}\$

I. Once you complete tagging the entries, go to the page where you want the index to appear. 2. PC: References > Insert > Index and Tables > Inde

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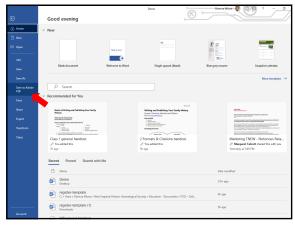


Ready to print?

- Make PDFs: one for text, one for cover, another for (optional) photo insert(s).
- Complete online form or send list of instructions to printer.
 - Print quantity
 - Trim size (dimensions)
 - Number of pages, with blanks identified

 - Paper
 Jacket/cover: glossy or matte lamination?
 - Shipping instructions
- Upload

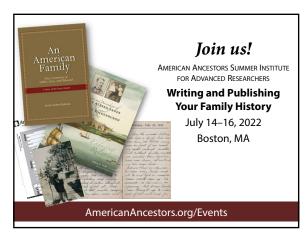
71

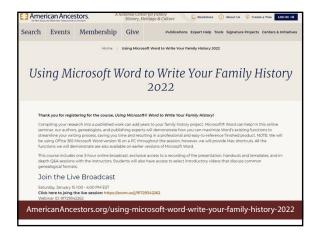






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