Writing and Publishing Your Family History

Class 4: Photos and Illustrations

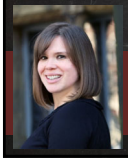
THE BRUE FAMILY LEARNING CENTER

American Ancestors
by New England Historic Genealogical Society

Meet today's presenter

Cécile Engeln
Editorial Director

- 1 -
PLANNING



Voice of
Cécile Engeln
Editorial Director

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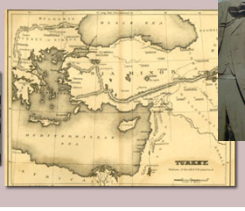
Who is your audience?

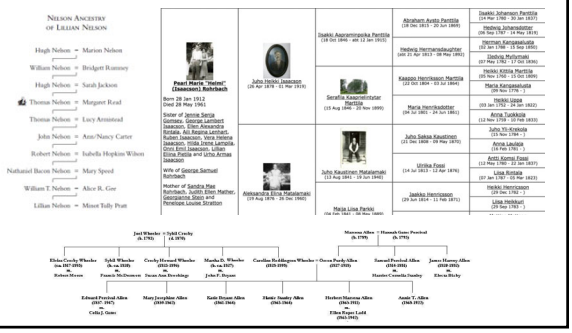
- Immediate family?
- Extended family?
- Scholarly community?



Types of images

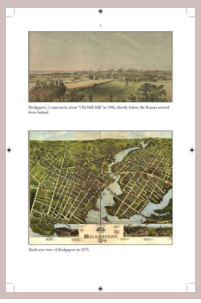
- People
- Places
- Things

Charts



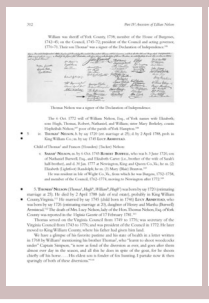
Where should you place images?

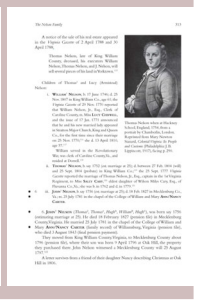
As a separate photo insert…



Where should you place images?

Integrated into the text…





Get yourself organized!

With your table of contents as a guide…

- Organize your paper images
- Organize your digital images

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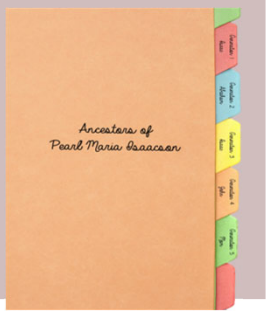
Physical Organization

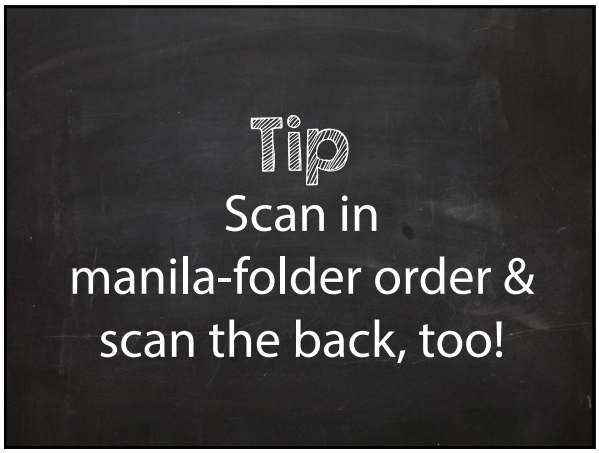
- Label manila file folders to match your table of contents
- Sort images into folders by chapter
- Keep track of any images on loan from relatives



Electronic Organization

- Create a master folder for all images
- Rename images: "04 Kenny chief 2"
- Create subfolders to match TOC
- Move images to subfolders

- 2 -
SCANNING



Scanning for Print Use

- Scan at a minimum of 300 dpi
- Scan in color
- Save as "tiff" (.tif) or "jpeg" (.jpg), not PDF

More info at: blogs.loc.gov/digitalpreservation/2014/03/personal-digital-archiving-the-basics-of-scanning

Options for Scanning

- Desktop scanner
- All-in-one scanner/printer
- Portable scanner
- Do it yourself at a Staples-type store
- Hire a professional

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Tip

Always scan in color.

Hi-res vs. Lo-res

Hi res, 300 dpi

Lo res, 72 dpi

Determining Resolution

1116 × 746 pixels
300 pixels
3.72 in. x 2.49 in.
max. printable size

400 × 278 pixels
300 pixels
1.33 in. x 0.93 in.
max. printable size

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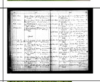
Creating an Art Log

Chapter	Filename	Image	Description/Caption	Source	Permission needed?	Notes
3	Serafia marttila birthplace		Birthplace of Serafia Marttila, Teuva, Finland	Own	No	
4	Johann birth record		Birth record of Juho Iisakkinpoika Panttila	Downloaded from Teuva church records	No—public domain	
4	Pappas grave		Gravestone of Juho Panttila/John Isaacson, Nanty Glo, Pennsylvania	Find a Grave memorial no. 54389032	Yes	Look for photo of Mumma's gravestone
5	Pearl-Lillian		Sisters Pearl and Lillian Isaacson, ca. 1932	Own	Yes	

<<ART: 01JohnSmith — 1720 deed>>

- 3 - FINDING ADDITIONAL IMAGES

From family members

- Ask for paper original or digital files
- If digital, give requirements: 300 dpi, color, TIFF or JPG
- Receive via email, free Dropbox.com or ShareFile.com account, or file-sending service like SendBigFiles,com, WeTransfer.com, or Hightail.com
- Be sure they are OK with you publishing it

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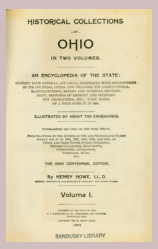
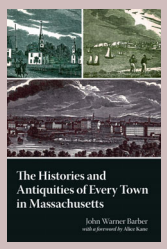
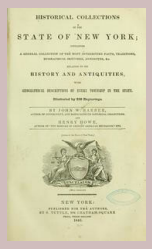
From books







From collections

- Historical societies
- Public libraries
- Schools and universities
- Museums

From online sources

- Image searches via Google, Bing, and other search engines
- Online image collections
- Sharing sites such as Flickr or Wikimedia Commons

See *Select Online Image Resources* handout for more

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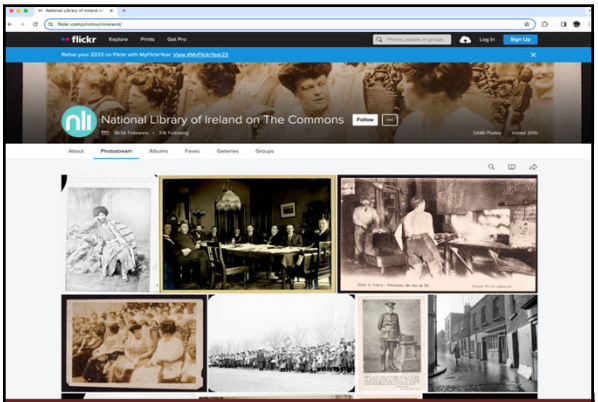
Tip

Be careful with image downloads!

Best Online Sources

- Library of Congress
- BPL's Leventhal Map Center
- New York Public Library
- Flickr Commons
  - National Library of Ireland
  - Smithsonian Institution
  - Library Company of Philadelphia
  - National Archives UK
- Wikimedia Commons
- FindAGrave.com
- VintagePostcards.com
- David Rumsey Map Collection
- North Wind Picture Archives
- National Park Service



National Library of Ireland "photostream" on Flickr

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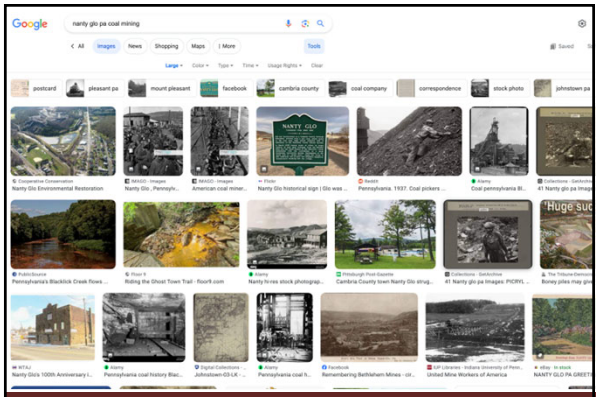
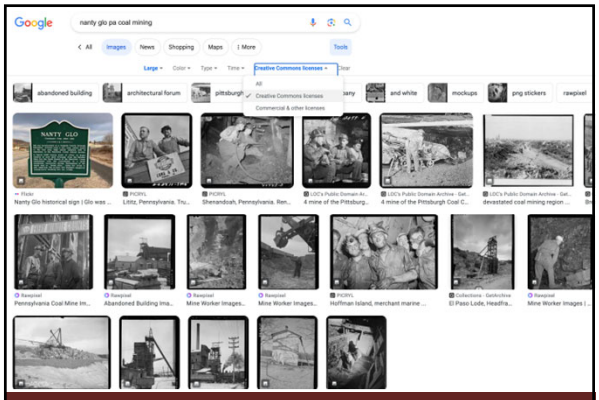
Filtering Searches

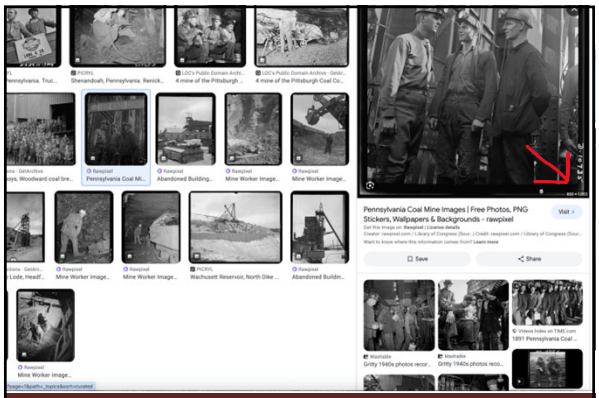
- Filter first for images only
- Then filter for
  - Size (large = hi-res)
  - Rights (free reuse, public domain)
  - Other: color vs black & white, photo vs line drawing, vertical/tall vs horizontal/wide (Bing only)



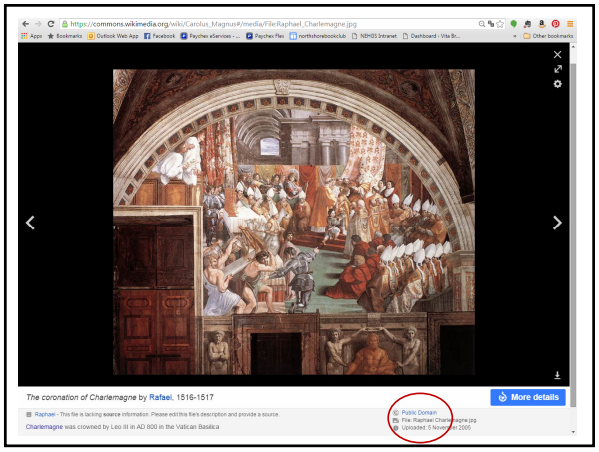
Google image search, filtered for size



Google image search, filtered for usage rights



Google image search, detail of specific photo



- 4 -
RIGHTS AND PERMISSIONS

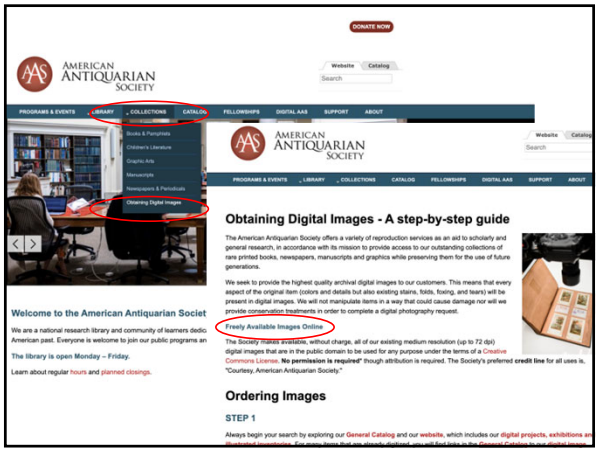
When do you need to get permission?

YES	NO
• If photo shows living people • If image is owned by a friend or relative • If image in owned by a museum, library, or other repository • If photo was taken by a professional studio after 1928 • If image is found in a publication that is under copyright and published after 1928	• If photo was taken by a professional studio before 1928 • If image is from a publication that was published before 1928 • If image is from a source in the public domain

1928 is the key year

Steps for Obtaining Permission

- Determine who owns the rights to the image.
- Request permission in writing via letter or email *even if the owner is a relative.* Ask how they would like to be credited.
- You may have to pay a fee to a museum or other collection for permission and/or to obtain a high-resolution file.
- Many repositories use online forms found on their websites.
- Track permissions status in your art log.



Tip

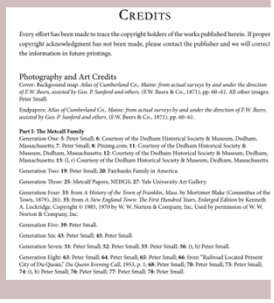
Copyright law is complicated.

See ChicagoManualofStyle.org

4: Rights, Permissions, and Copyright Administration

Creating a Credits Page

- Account for every page with an image.
- Organize by part or chapter.
- Consult your art log for credit lines.



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Photography and Art Credits

Cover: Background map: *Atlas of Cumberland Co., Maine: from actual surveys by and under the direction of F.W. Beers, assisted by Geo. P. Sanford and others.* (F.W. Beers & Co., 1871), pp. 60–61. All other images Peter Small.

Endpapers: *Atlas of Cumberland Co., Maine: from actual surveys by and under the direction of F.W. Beers, assisted by Geo. P. Sanford and others.* (F.W. Beers & Co., 1871), pp. 60–61.

Part I: The Metcalf Family

Generation One: **1**: Peter Small; **6**: Courtesy of the Dedham Historical Society & Museum, Dedham, Massachusetts; **7**: Peter Small; **8**: Printing.com; **11**: Courtesy of the Dedham Historical Society & Museum, Dedham, Massachusetts; **12**: Courtesy of the Dedham Historical Society & Museum, Dedham, Massachusetts; **13**: (l, r) Courtesy of the Dedham Historical Society & Museum, Dedham, Massachusetts.

Generation Two: **19**: Peter Small; **20**: Fairbanks Family in America.

Generation Three: **25**: Metcalf Papers, NEHGS; **27**: Yale University Art Gallery.

Generation Four: **33**: from *A History of the Town of Franklin, Mass.* by Mortimer Blake (Committee of the Town, 1879), 261; **35**: from *A New England Town: The First Hundred Years, Enlarged Edition* by Kenneth A. Lockridge. Copyright © 1985, 1970 by W. W. Norton & Company, Inc. Used by permission of W. W. Norton & Company, Inc.

Generation Five: **39**: Peter Small.

Generation Six: **43**: Peter Small; **45**: Peter Small.

Generation Seven: **51**: Peter Small; **52**: Peter Small; **55**: Peter Small; **56**: (t, b) Peter Small.

Generation Eight: **63**: Peter Small; **64**: Peter Small; **65**: Peter Small; **66**: from "Railroad Located Present City of Du Quoin," *Du Quoin Evening Call*, 1953, p. 1; **68**: Peter Small; **70**: Peter Small; **73**: Peter Small; **74**: (t, b) Peter Small; **76**: Peter Small; **77**: Peter Small; **78**: Peter Small.

- 5 -
EDITING IMAGES

What can you change?

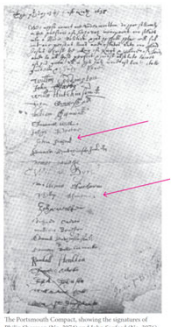
- Red eye
- Brightness
- Contrast & color
- Text & graphics
- Special effects
- Retouch/repair
- Resolution?

- Size/cropping

Note that resolution is now very poor.

Map of Alabama from the Eighteenth Annual Report of the Bureau of American Ethnology to the Secretary of the Smithsonian Institution, 1896–1897. The numbers indicate the location of each cession during the Indian Removal Act of 1830. Charles Groom (No. 32) received a land grant in the boxed area above.

De Wit's 1700 map of Ireland, original home of William and Deborah (Woodworth) Halliday (Nos. 466 and 467).



The Portsmouth Compact, showing the signatures of Philip Sherman (No. 3974) and John Sanford (No. 3976).

Tip

Save edited images with a different name.

- 6 -

MAKING CHARTS

Options for Charts

- Draw them if you have that talent.
- Fill in a blank chart by hand and scan.
- Make them using Word, Excel, Publisher, or other.
- Scan a blank chart; import into Word, Publisher, or another program to insert text.
- Use specialized drawing software, such as SmartDraw.
- Export from your genealogical software.
- Hire a designer or illustrator or engage a professional firm such as FamilyChartMasters.com.
- Engage NEHGS Research Services.

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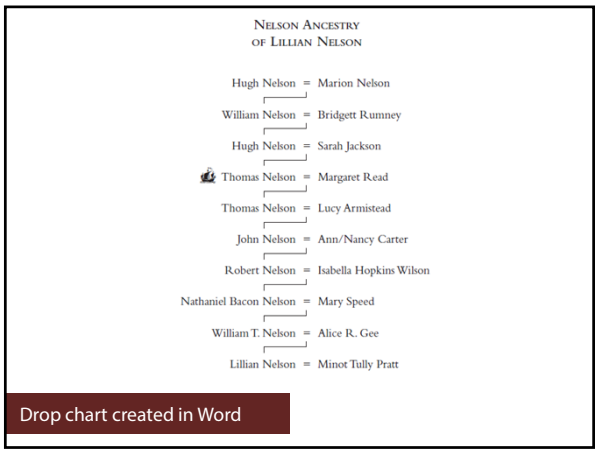
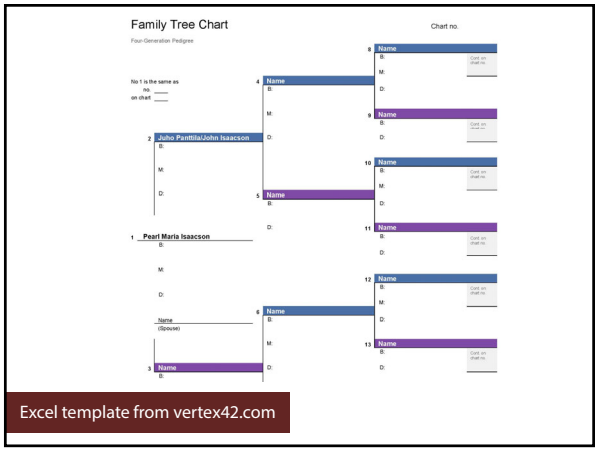


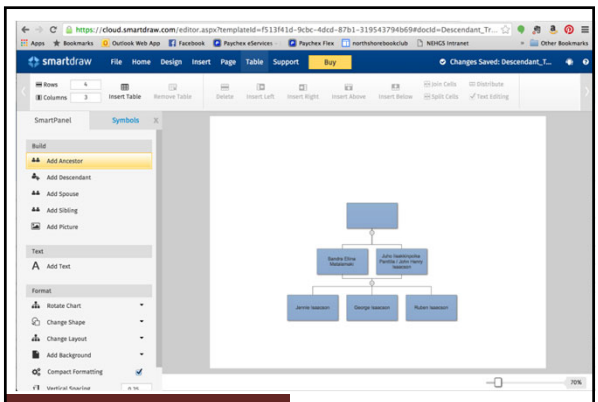
NELSON ANCESTRY
OF LILLIAN NELSON

Hugh Nelson = Marion Nelson
William Nelson = Bridgett Rumney
Hugh Nelson = Sarah Jackson
Thomas Nelson = Margaret Read
Thomas Nelson = Lucy Armistead
John Nelson = Ann/Nancy Carter
Robert Nelson = Isabella Hopkins Wilson
Nathaniel Bacon Nelson = Mary Speed
William T. Nelson = Alice R. Gee
Lillian Nelson = Minot Tully Pratt

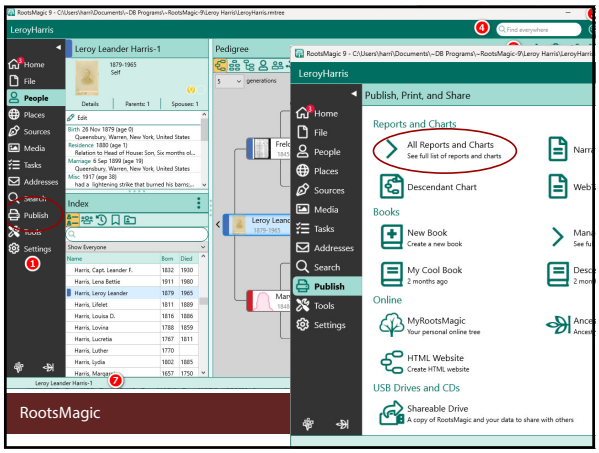
Drop chart created in Word

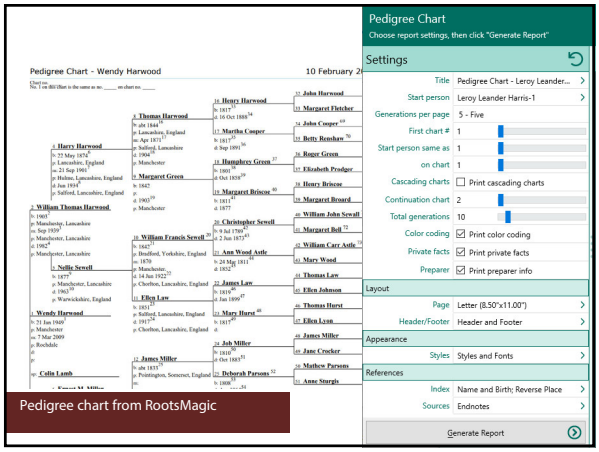


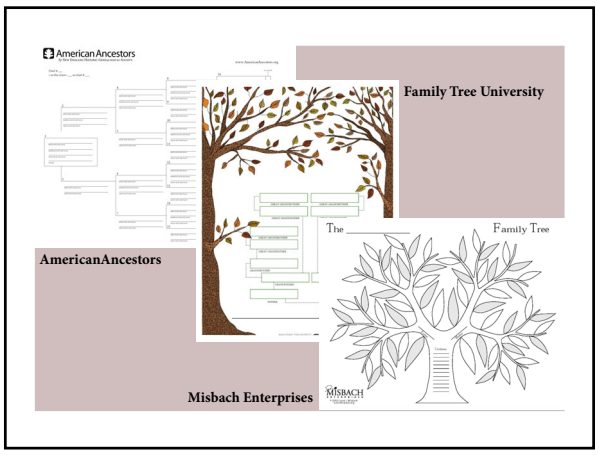
Excel template from vertex42.com



SmartDraw.com







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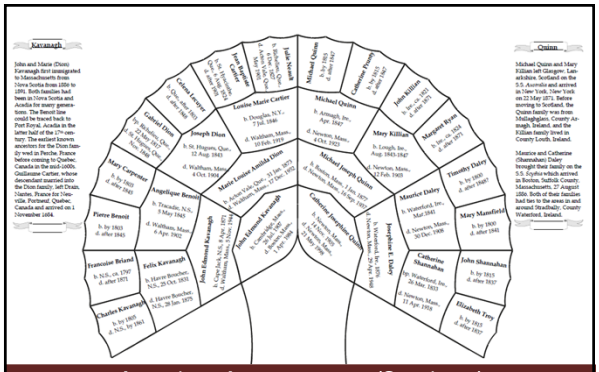
shop.AmericanAncestors.org/collections/charts-and-gifts



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Hire-a-Researcher/research@nehgs.org

Review — Key Points

- **Two important numbers to remember:**
  - Always scan at **300** dpi.
  - The year **1928** is the cutoff for copyright protection.
- **Two file-naming reminders:**
  - Give image files useful, clear names.
  - Give edited images a different name.
- **Your art log is your friend:**
  - Use it for all images, even charts.
  - Update it if you move something to another chapter or eliminate something.
  - Use it to determine if you have a good balance.
  - Use it to track permissions.
- **Keep image files and text files separate:**
  - Identify where an image goes with a note in your manuscript.
  - Word files will behave better if you keep images separate till the very end.
  - If you are working with a vendor, you will hand over hi-res images files separately.

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THANK YOU!
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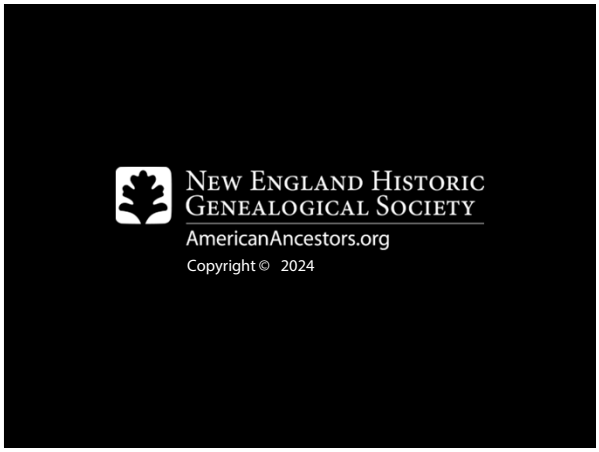
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