

Writing and Publishing Your Family History

Class 4: Photos and Illustrations

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Planning

Who is your audience?

- Family
- Scholarly community

Types of images

- People
- Things
- Places
- Charts

Where should you place images?

- Separate photo insert
- Integrated into the text

Get yourself organized

- Sort your paper images into folders according to your TOC
- Sort your digital images into a mast folder according to your TOC

Scanning

Scan in color at 300 dpi; save as .tif or .jpg

Options

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

Determining Resolution

- Divide the pixel dimensions by 300 to find out the maximum printable size in inches
- If you zoom in and crop a photo that is lo-res, it will end up fuzzy

Creating an Art Log

- See the **art log template**

Finding Additional Images

Consult family members, books, institutional collections, and online sources

Best online sources

- Library of Congress
- BPL's Leventhal Map Center
- New York Public Library
- Flickr Commons
- Wikimedia Commons
- FindAGrave.com
- VintagePostcards.com
- David Rumsey Map Collection

Filtering Searches

- Filter first for images only
- Then filter for size, rights, other (color, photo, orientation)



Rights and Permissions

When do you need to get permission?

- Yes, if an image shows living people, is owned by someone else, was taken by a professional photographer after 1928, or if it is in a publication that is under copyright and published after 1928.
- Note if the image was taken by a professional studio before 1928, found in a publication published before 1926, or is from a source in the public domain.

Steps for Obtaining Permission

- Determine who owns the rights
- Request permission in writing
- Track permissions in your art log

Copyright references

- Chicagomanualofstyle.org

Create a Credits Page

Editing Images

What can you change?

- Red eye, brightness, contrast and color, text and graphics, special effects, retouch/repair, size
- Save edited images with a new name

Summary of software for photo editing and the most important features to consider:

- **Adobe Photoshop** is the top of the line and geared toward professionals; it can be a bit overwhelming for casual users.
 - There are paired-down versions for various purposes such as Lightroom (which will help you manage your photos and photo versions in addition to having all the basic editing controls) and Elements (which does not support CMYK [cyan, magenta, yellow, black used for printing], so is intended for digital media).
- Other products have the basic editing capabilities, such as **Corel PaintShop Pro**, for PC only, which offers much of the same functionality as Photoshop, and **ACDSee**, which also costs less.
- **GIMP** is an open-source program that can do what Photoshop does. The interface is a bit confusing but it is free.
- If you use a Mac, **Photos** is built into your computer. It will do some basic things but not allow you to adjust resolution. PhotoScapeX is another Mac product, also free, and more robust than Photos.
- **Google Photos** is more of a photo organizer with limited editing capabilities. Pixlr is a web-based program that has an inexpensive subscription rate; there's also a free version, but be careful: because it is intended for digital output, it will automatically save your files as lo-res.

- This type of software is changing all the time, and more and more web-based options are becoming available. Be sure to check cnet.com or PCMag.com for reviews and recommendations.

Making Charts

Options for charts

- Draw
- Fill in a blank chart by hand
- Make using Word, Excel, Publisher, or other
- Scan blank chart, import into Word to insert text
- Use specialized drawing software
- Export from genealogical software
- Hire a designer
- Engage NEHGS Research Services

Here's a list of possibilities for creating charts yourself:

- **Adobe Illustrator** is a great illustration package, but for simple charts it's a bit of overkill. If you already own it and know how to use it, certainly use it to make charts.
- **SmartDraw** is a great little program; you can download a trial version and see how it works. The nice thing is that it offers several family tree templates, one of which I'll show you in a minute.
- **Word** and **Excel** can also be used to create charts and both are included in Microsoft Office. You can get a pedigree chart template for Excel at vertex42.com. And, as always, Cyndi's List (cyndislist.com/software/tools/charting/) is a great source when you have questions about anything having to do with genealogy.

Free downloadable charts

- AmericanAncestors.org
AmericanAncestors.org/education/learning-resources/download#charts
- Family Tree University
ftu.FamilyTreeMagazine.com/free-family-tree-templates
- Misbach Enterprises (some are free)
<https://www.misbach.org/#/charts>
- For others, see Cyndi's List
CyndisList.com/free-stuff/printable-charts-and-forms/?page=1

