

Writing & Publishing Your Family History

Class 4: Photos and Illustrations

December 2024

THE BRUE FAMILY LEARNING CENTER



American Ancestors®
by NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY

Meet today's presenter



Cécile Engeln
Editorial Director

OVERVIEW

- **Presentation (60 mins.)**
 - Planning
 - Scanning
 - Finding Images
 - Rights and Permissions
 - Editing Images
 - Making Charts

- 1 -

PLANNING



Voice of
Cécile Engeln
Editorial Director

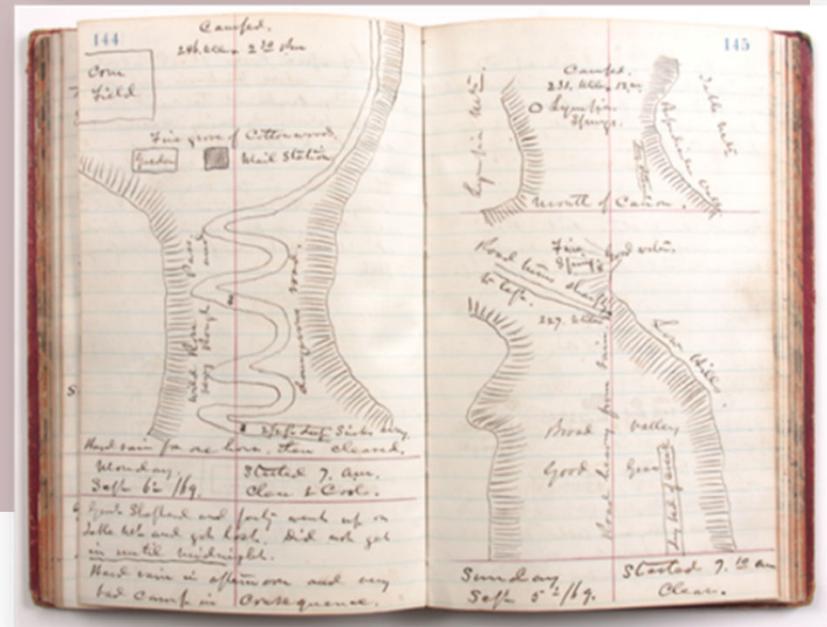
Who is your audience?

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



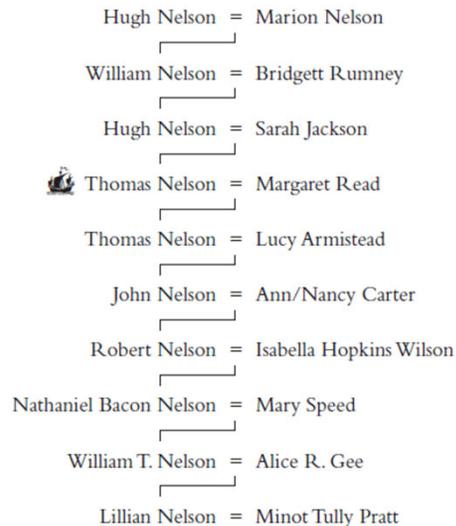
Types of images

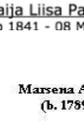
- People
- Places
- Things

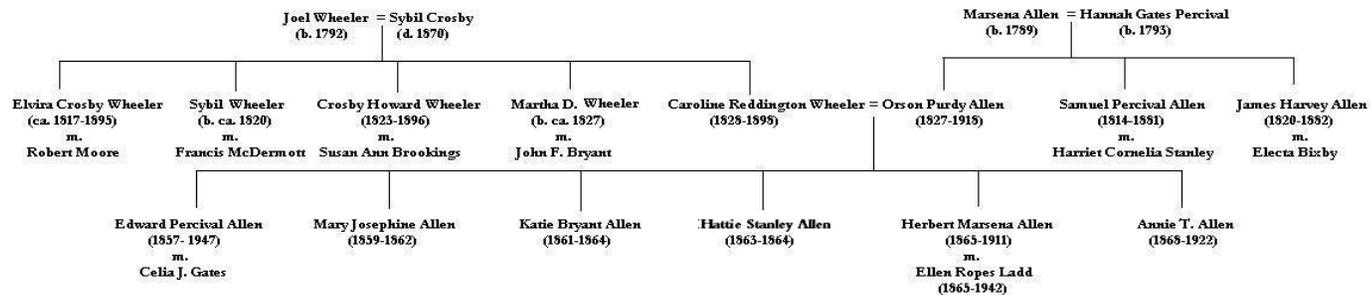


Charts

NELSON ANCESTRY OF LILLIAN NELSON

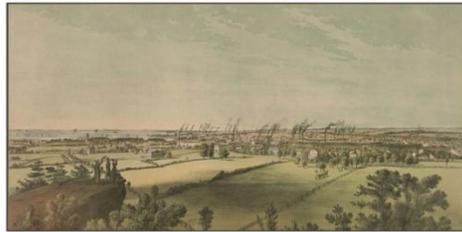


 Pearl Marie "Helmi" (Isaacson) Rohrbach Born 28 Jan 1912 Died 28 May 1961 Sister of Jennie Senja Gomsey, George Lambert Isaacson, Ellen Alexandra Rintala, Aili Regina Lenhart, Ruben Isaacson, Vera Helena Isaacson, Hilda Irene Lampila, Onni Emil Isaacson, Lillian Eliina Pietila and Urho Armas Isaacson Wife of <u>George Samuel Rohrbach</u> Mother of <u>Sandra Mae Rohrbach</u> , <u>Judith Ellen Mather</u> , <u>Georgianne Stein</u> and <u>Penelope Louise Stratton</u>	 Juho Heikki Isaacson (26 Apr 1878 - 01 Mar 1919)	Iisakki Aapraminpoika Panttila (18 Oct 1846 - abt 12 Jan 1915)	Abraham Avysto Panttila (18 Dec 1815 - 20 Jun 1869)	Iisakki Johanson Panttila (14 Mar 1780 - 30 Jan 1837)
		 Serafilla Kaaprielintytar Marttila (15 Aug 1846 - 20 Nov 1899)	Hedwig Hermansdaughter (abt 21 Apr 1813 - 08 May 1892)	Hedwig Johansdotter (06 Sep 1787 - 14 May 1819)
 Aleksandra Elina Matalamaki (19 Aug 1876 - 26 Dec 1960)	 Juho Kaustinen Matalamaki (13 Aug 1841 - 19 Jun 1940)	Kaappo Henriksson Marttila (22 Oct 1804 - 03 Jul 1864)	Maria Henriksdotter (04 Jul 1801 - 24 Jun 1861)	Heikki Kittila Marttila (05 Nov 1760 - 15 Oct 1809)
		Juho Saksa Kaustinen (21 Dec 1808 - 09 May 1870)	Ulriika Fossi (14 Jul 1813 - 12 Apr 1876)	Heikki Uppa (03 Jan 1752 - 24 Jan 1822)
 Maija Liisa Parkki (04 Feb 1841 - 08 Mar 1889)	Juho Kaustinen Matalamaki (13 Aug 1841 - 19 Jun 1940)	Jaakko Henriksson (29 Jun 1814 - 11 Feb 1871)	Jaakko Henriksson (29 Jun 1814 - 11 Feb 1871)	Antti Komi Fossi (12 May 1780 - 22 Jan 1837)
		Liisa Heikkuri (29 Sep 1783 -)	Liisa Rintala (07 Jan 1787 - 05 Mar 1823)	Heikki Henriksson (29 Dec 1782 -)



Where should you place images?

As a
separate
photo
insert...



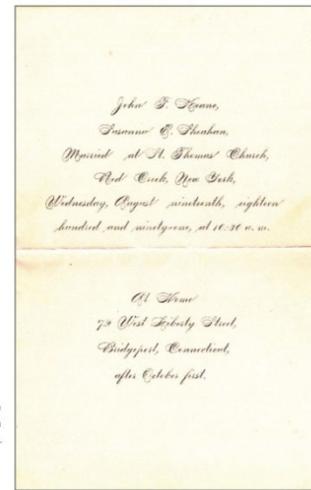
Bridgeport, Connecticut, from "Old Mill Hill" in 1882, shortly before the Keanes arrived from Ireland.



Bird's-eye view of Bridgeport in 1875.



Sepia stereograph of Perkins School for the Blind, South Boston (Dorchester Heights), Massachusetts, ca. 1878, about the time Susan Sheahan entered as a student.



John and Susan (Sheahan) Keane's wedding invitation and at-home card, 1891.

Where should you place images?

Integrated into the text...

312 *Part IV: Ancestors of Lilian Nelson*

William was sheriff of York County, 1738; member of the House of Burgesses, 1742-45; on the Council, 1745-72; president of the Council and acting governor, 1770-71. Their son Thomas² was a signer of the Declaration of Independence.¹⁰⁶



Thomas Nelson was a signer of the Declaration of Independence.

The 6 Oct. 1772 will of William Nelson, Esq., of York names wife Elizabeth; sons Hugh, Thomas, Robert, Nathaniel, and William; sister Mary Berkeley, cousin Hepzibah Nelson;¹⁰⁷ poor of the parish of York Hampton.¹⁰⁸

- 5 iv. **THOMAS² NELSON**, b. by say 1720 (est. marriage at 25); d. by 2 April 1788, prob. in King William Co.; m. by say 1745 **LUCY ARMISTEAD**.

Child of Thomas¹ and Frances (Housden) (Tucker) Nelson:

- v. **SARAH² NELSON**, m. by 6 Oct. 1745 **ROBERT BURWELL**, who was b. 3 June 1720, son of Nathaniel Burwell, Esq., and Elizabeth Carter (i.e., brother of the wife of Sarah's half-brother), and d. 30 Jan. 1777 at Newington, King and Queen Co., Va.; he m. (2) Elizabeth (Lightfoot) Randolph; he m. (3) Mary (Blair) Braxton.¹⁰⁹ He was resident in Isle of Wight Co., Va., from which he was Burgess, 1752-1758, and member of the Council, 1762-1774, moving to Newington after 1772.¹⁰⁹

- 5. **THOMAS² NELSON** (*Thomas¹, Hugh¹, William¹, Hugh¹*) was born by say 1720 (estimating marriage at 25). He died by 2 April 1788 (sale of real estate), probably in King William County, Virginia.¹¹¹ He married by say 1745 (child born in 1746) **LUCY ARMISTEAD**, who was born by say 1726 (estimating marriage at 20), daughter of Henry and Martha (Burwell) Armistead.¹¹² The death of Mrs. Lucy Nelson, lady of the Hon. Thomas Nelson, Esq. of York County was reported in the *Virginia Gazette* of 17 February 1781.¹¹³

Thomas served on the Virginia Council from 1749 to 1776; was secretary of the Virginia Council from 1743 to 1776; and was president of the Council in 1772. He later moved to King William County, where his father had given him land.

We have a glimpse of his favorite pastime and his state of health in a letter written in 1768 by William¹ mentioning his brother Thomas², who "learnt to shoot woodcocks under" Captain Simpson, "is now as fond of the diversion as ever, and goes after them almost ever day in the season, and all this he does in spite of the gout, for he shoots chiefly off his horse. . . . His eldest son is fonder of fox hunting. I partake now & then sparingly of both of these diversions."¹¹⁴

The Nelson Family 313

A notice of the sale of his real estate appeared in the *Virginia Gazette* of 2 April 1788 and 30 April 1788,



Thomas Nelson, late of King William County, deceased, his executors William Nelson, Thomas Nelson, and J. Nelson, will sell several pieces of his land in Yorktown.¹¹⁵

Children of Thomas² and Lucy (Armistead) Nelson:

- i. **WILLIAM³ NELSON**, b. 17 June 1746; d. 25 Nov. 1807 in King William Co., age 61; the *Virginia Gazette* of 29 Nov. 1770 reported that William Nelson, Jr., Esq., clerk of Caroline County, m. Miss **LUCY CHISWELL**, and the issue of 17 Jan. 1771 announced that he and his new married lady appeared in Stratton Major Church, King and Queen Co., for the first time since their marriage on 25 Nov. 1770;¹¹⁶ she d. 13 April 1810, age 57.¹¹⁷ William served in the Revolutionary War, was clerk of Caroline County, Va., and resided at Dorrell.¹¹⁸
- ii. **THOMAS³ NELSON**, b. say 1752 (est. marriage at 25); d. between 27 Feb. 1804 (will) and 25 Sept. 1804 (probate) in King William Co.;¹¹⁹ the 25 Sept. 1777 *Virginia Gazette* reported the marriage of Thomas Nelson, Jr., Esq., captain in the 1st Virginia Regiment, to Miss **SALLY CARY**,¹²⁰ eldest daughter of Wilson Miles Cary, Esq., of Fluvanna Co., Va.; she was b. in 1762 and d. in 1779.¹²¹
- 6 iii. **JOHN³ NELSON**, b. say 1756 (est. marriage at 25); d. 18 Feb. 1827 in Mecklenburg Co., Va.; m. 25 July 1781 in the chapel of the College of William and Mary **ANN/NANCY CARTER**.
- 6. **JOHN³ NELSON** (*Thomas², Thomas¹, Hugh¹, William¹, Hugh¹*), was born say 1756 (estimating marriage at 25). He died 18 February 1827 (pension file) in Mecklenburg County, Virginia. He married 25 July 1781 in the chapel of the College of William and Mary **MARY ANN/NANCY CARTER** (family record) of Williamsburg, Virginia (pension file), who died 3 August 1843 (final pension payment). They moved from King William County, Virginia, to Mecklenburg County about 1796 (pension file), where their son was born 9 April 1796 at Oak Hill, the property they purchased there. John Nelson witnessed a Mecklenburg County will 25 August 1797.¹²²

A letter survives from a friend of their daughter Nancy describing Christmas at Oak Hill in 1806.

Get yourself organized!

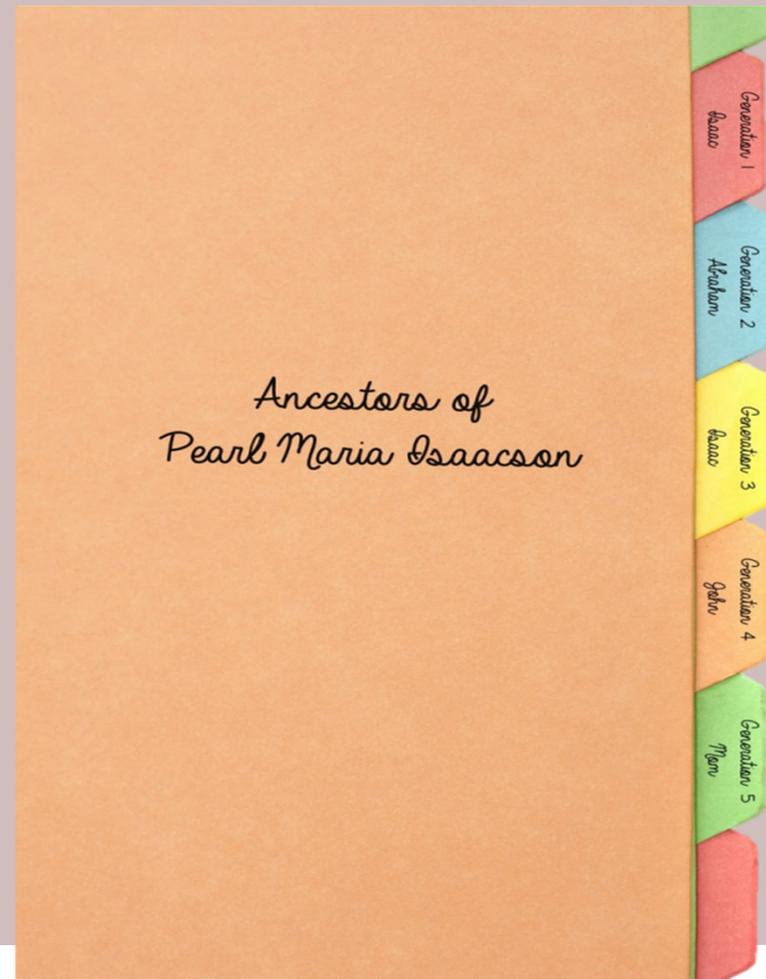
With your table of contents as a guide...

- Organize your paper images
- Organize your digital images



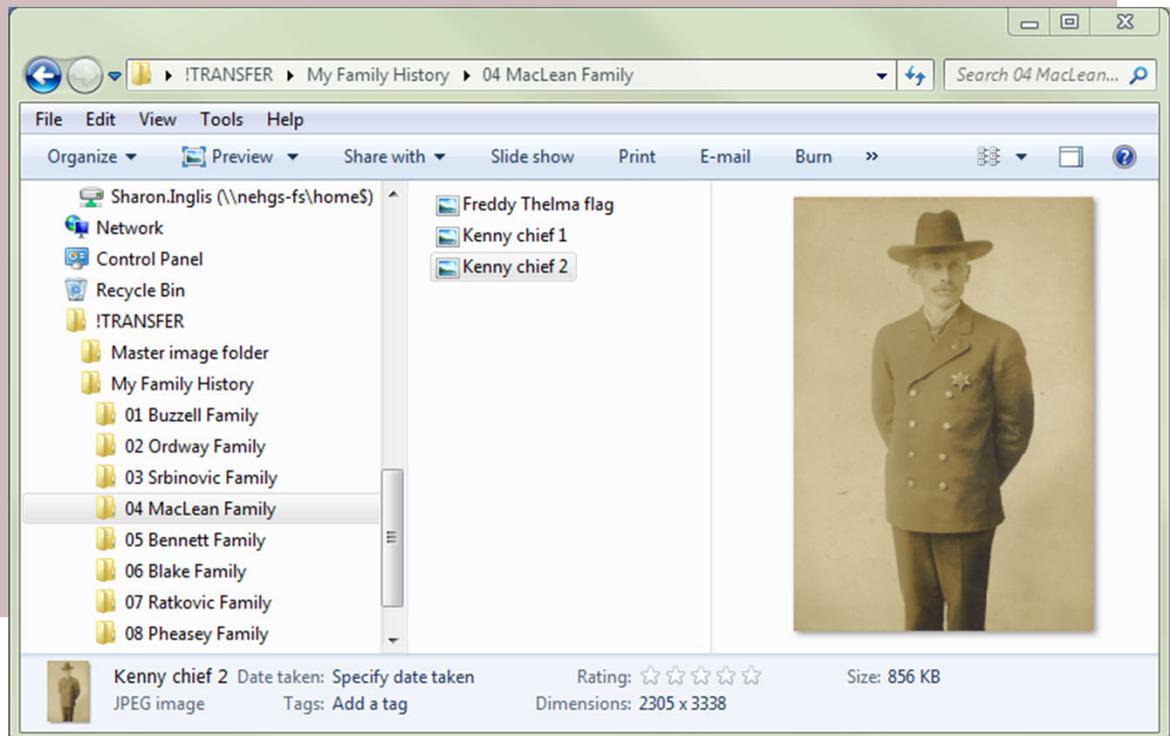
Physical Organization

- 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

Tip

Scan in
manila-folder order &
scan the back, too!

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

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

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 Isakkinpoika 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>>

QUESTIONS?

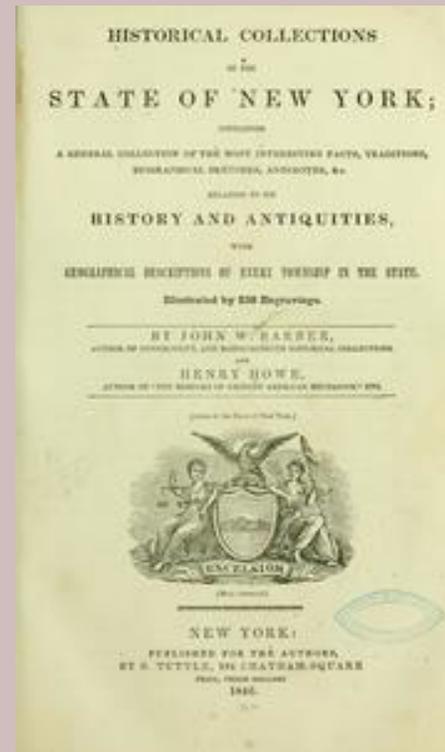
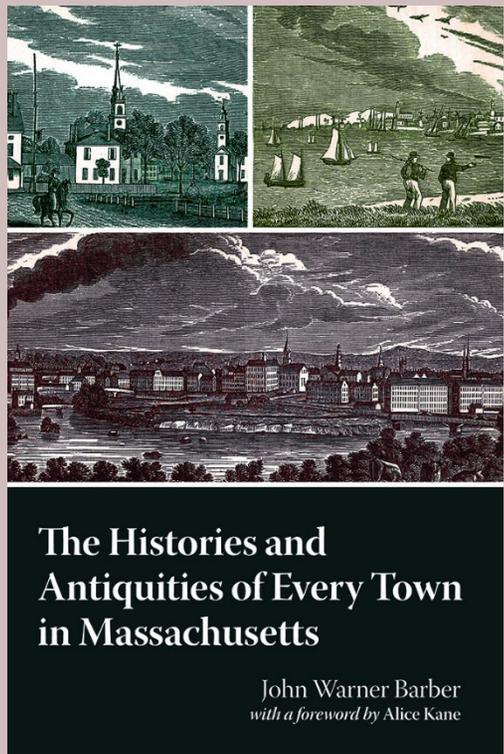
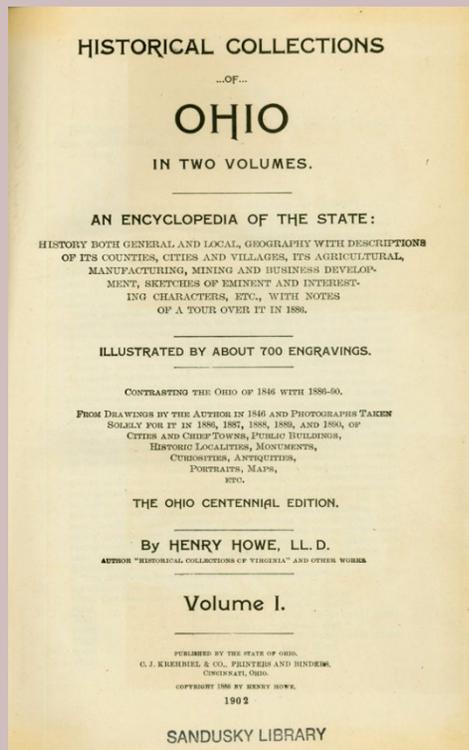
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FINDING ADDITIONAL IMAGES

From family members

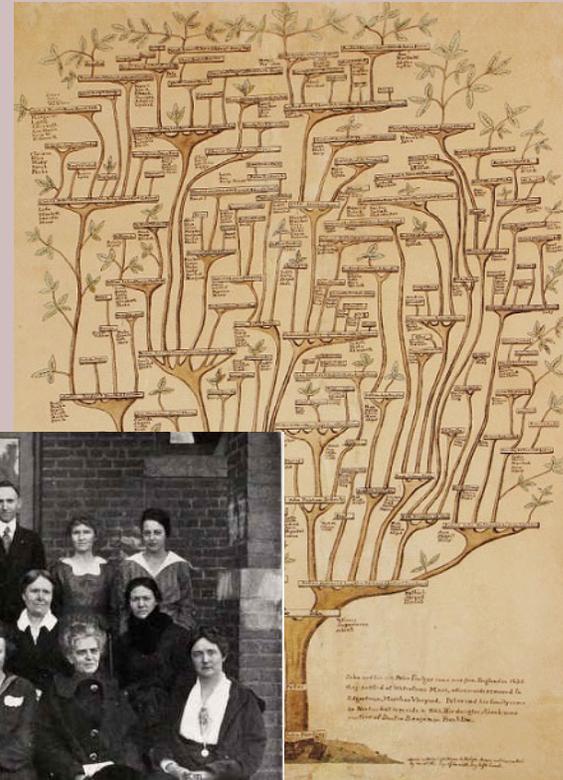
- Ask for paper original or digital files
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- Receive via email, free Dropbox.com or ShareFile.com account, or file-sending service like SendBigFiles.com, WeTransfer.com, or Hightail.com
- Be sure they are OK with you publishing it

From books



From collections

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



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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

Tip

Be careful with image
downloads!

Best Online Sources

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- 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
- National Park Service

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nanty glo pa coal mining



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Tools



Large Color Usage rights Type Any time Advanced Search Clear



Cooperative Conservation
Nanty Glo Environmental Restoration



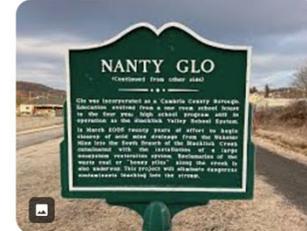
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Reddit
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Google image search, filtered for size

The image shows a Google search interface for the query "nanty glo pa coal mining". The search results are filtered to show only images with Creative Commons licenses. A dropdown menu is open over the "Creative Commons licenses" filter, showing options for "All", "Creative Commons licenses" (which is selected), and "Commercial & other licenses". The search results display a grid of historical photographs and signs related to coal mining in Pennsylvania, including images of miners, abandoned buildings, and historical signs. Each image has a small icon in the bottom left corner indicating its license type.

Google image search, filtered for usage rights

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Videos Index on TIME.com
1891 Pennsylvania Coal ...



Google image search, detail of specific photo

- 4 -

RIGHTS AND PERMISSIONS

When do you need to get permission?

YES

- If photo shows living people
- If image is owned by a friend or relative
- If image is 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

NO

- 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.

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The video tutorial [finding digital surrogates](#) [☐] provides a quick overview of how to find materials in the American Antiquarian Society catalog that have digital surrogates.

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Ordering Images

Step 1

Tip

Copyright law is
complicated.

See [ChicagoManualofStyle.org](https://www.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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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: 5: Peter Small; 6: Courtesy of the Dedham Historical Society & Museum, Dedham, Massachusetts; 7: Peter Small; 8: Pinimg.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.

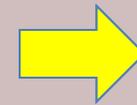
QUESTIONS?

- 5 -

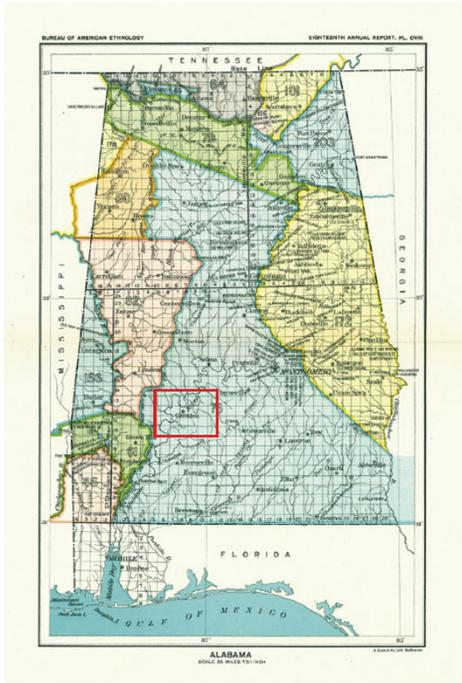
EDITING IMAGES

What can you change?

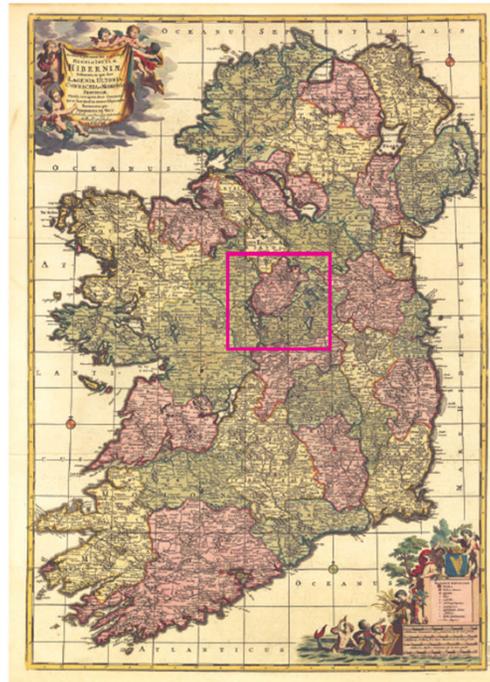
- Red eye
 - Brightness
 - Contrast & color
 - Text & graphics
 - Special effects
 - Retouch/repair
 - Resolution?
- Size/cropping



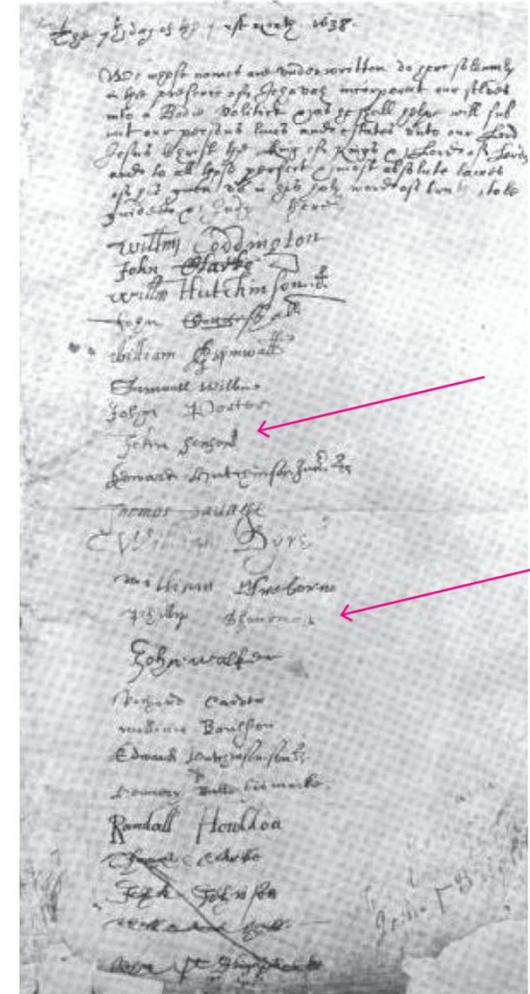
Note that resolution is now very poor.



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.

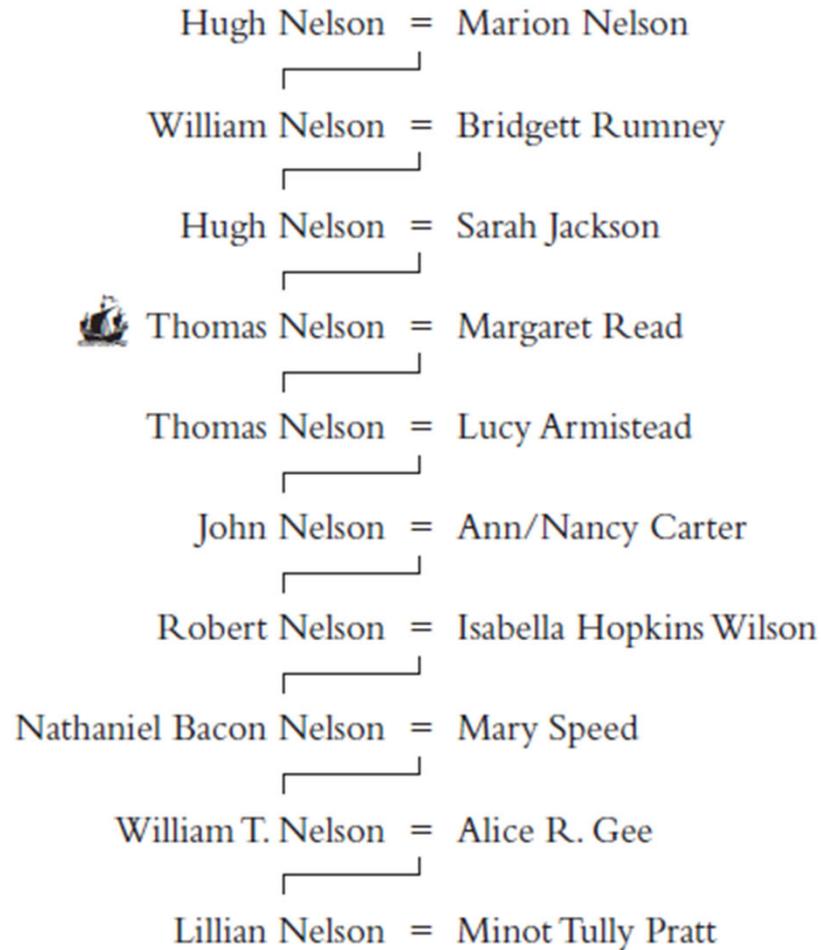
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MAKING CHARTS

Options for Charts

- Draw them if you have that talent.
- Fill in a blank chart by hand and scan.
- Make charts 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.
- Hire American Ancestors Research Services.

NELSON ANCESTRY OF LILLIAN NELSON



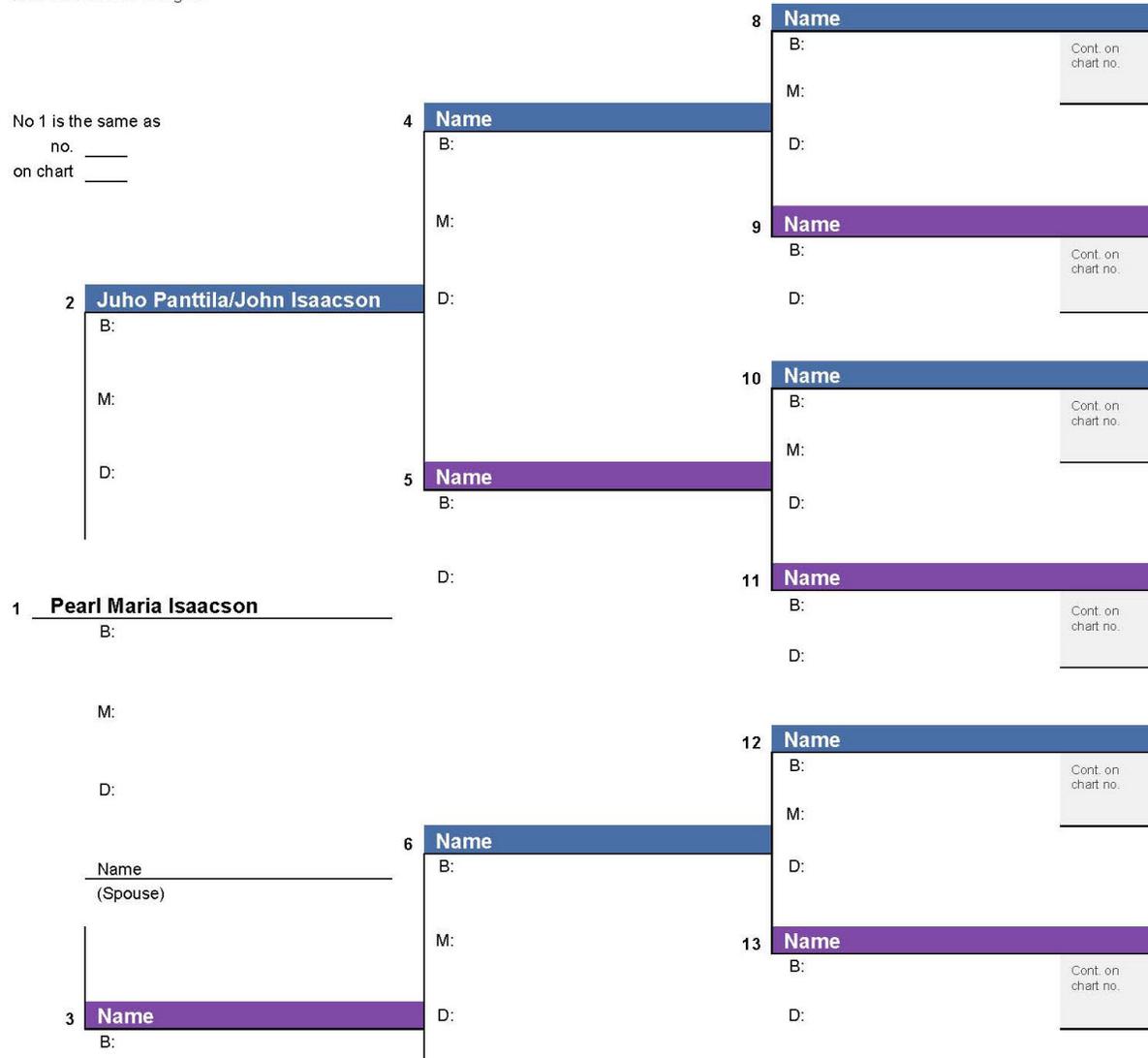
Drop chart created in Word

Family Tree Chart

Four-Generation Pedigree

Chart no.

No 1 is the same as
no. _____
on chart _____



Excel template from vertex42.com

Tools

- Select
- Shape
- Line
- Text

Build

- Add Ancestor
- Add Descendant
- Add Spouse
- Add Sibling
- Add Picture

Chart Layout

Spacing

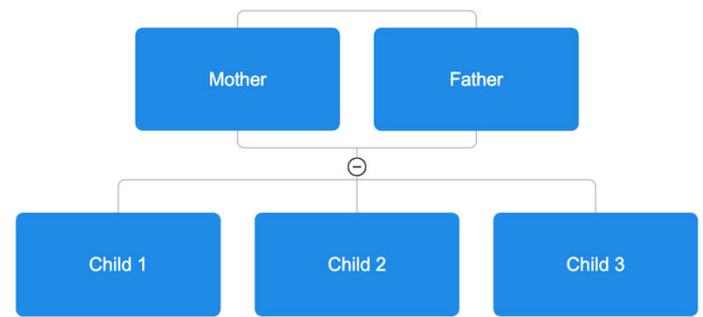
Symbols

Search for symbols... More

Standard Shapes

Page 1

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RootsMagic 9 - C:\Users\harri\Documents\~DB Programs\~RootsMagic-9\Leroy Harris\LeroyHarris.rmtree

LeroyHarris

4 Find everywhere

Leroy Leander Harris-1

1879-1965
Self

Details Parents: 1 Spouses: 1

Edit

Birth 26 Nov 1879 (age 0)
Queensbury, Warren, New York, United States

Residence 1880 (age 1)
Relation to Head of House: Son, Six months ol...

Marriage 6 Sep 1899 (age 19)
Queensbury, Warren, New York, United States

Misc 1917 (age 38)
had a lightning strike that burned his barns,...

Index

Show Everyone

Name	Born	Died
Harris, Capt. Leander F.	1832	1930
Harris, Lena Bettie	1911	1980
Harris, Leroy Leander	1879	1965
Harris, Lifelet	1811	1889
Harris, Louisa D.	1816	1886
Harris, Lovina	1788	1859
Harris, Lucretia	1767	1811
Harris, Luther	1770	
Harris, Lydia	1802	1885
Harris, Margare	1657	1750

Leroy Leander Harris-1

7

Pedigree

5 generations

LeroyHarris

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Descendant Chart

Books

+ New Book
Create a new book

My Cool Book
2 months ago

Online

MyRootsMagic
Your personal online tree

HTML Website
Create HTML website

USB Drives and CDs

Shareable Drive
A copy of RootsMagic and your data to share with others

5

RootsMagic

Pedigree Chart - Wendy Harwood

10 February 20

Chart no. _____
No. 1 on this chart is the same as no. _____ on chart no. _____



Pedigree Chart

Choose report settings, then click "Generate Report"

Settings

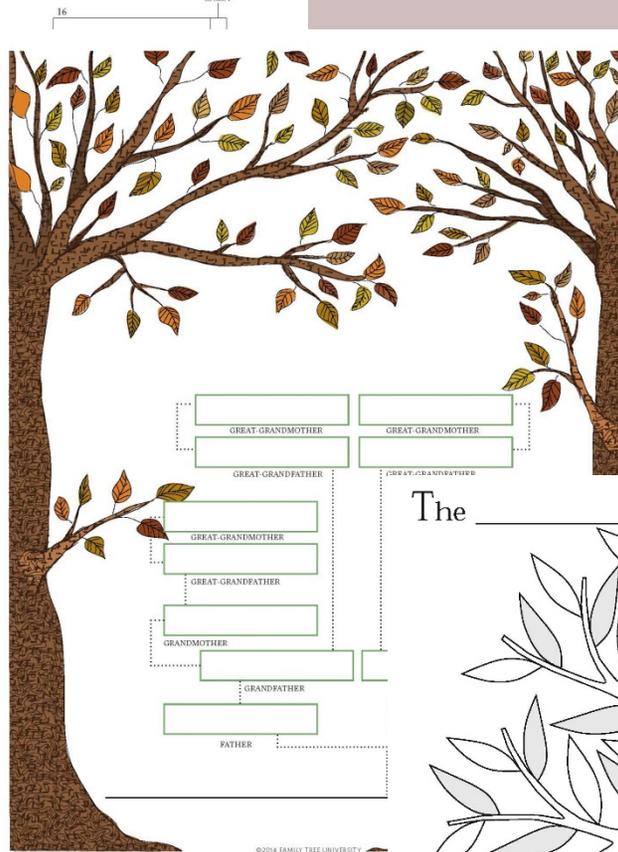
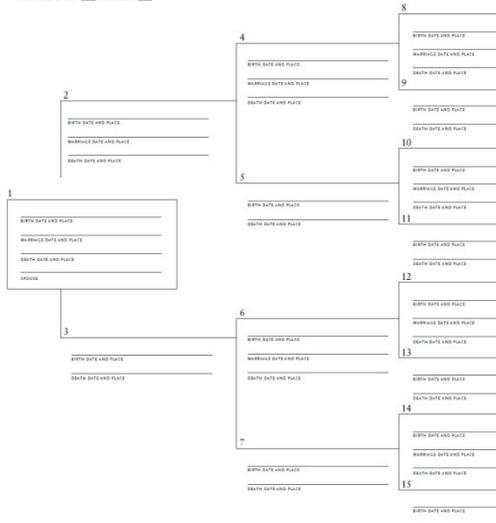
Title	Pedigree Chart - Leroy Leander...	>
Start person	Leroy Leander Harris-1	>
Generations per page	5 - Five	
First chart #	1	<input type="range"/>
Start person same as on chart	1	<input type="range"/>
Cascading charts	<input type="checkbox"/> Print cascading charts	
Continuation chart	2	<input type="range"/>
Total generations	10	<input type="range"/>
Color coding	<input checked="" type="checkbox"/> Print color coding	
Private facts	<input checked="" type="checkbox"/> Print private facts	
Preparer	<input checked="" type="checkbox"/> Print preparer info	
Layout		
Page	Letter (8.50"x11.00")	>
Header/Footer	Header and Footer	>
Appearance		
Styles	Styles and Fonts	>
References		
Index	Name and Birth; Reverse Place	>
Sources	Endnotes	>
Generate Report		

Pedigree chart from RootsMagic



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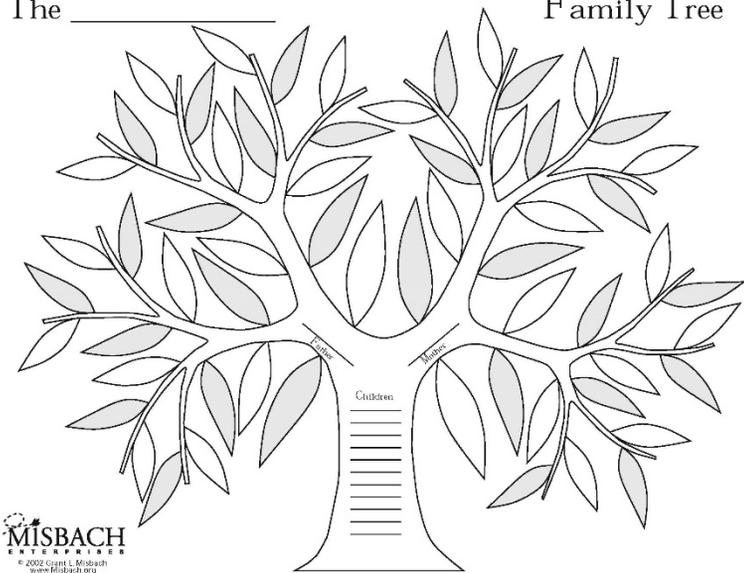
Chart # ____
1 on this chart= ____ on chart # ____



Family Tree University

AmericanAncestors

The _____ Family Tree



Misbach Enterprises

Showing 1 - 15 of 19 result

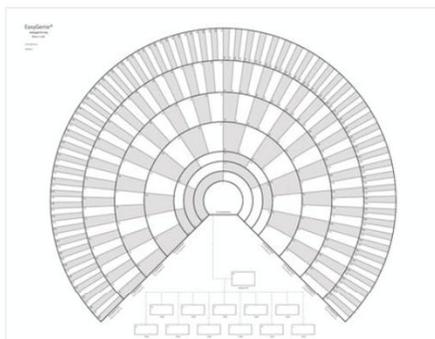
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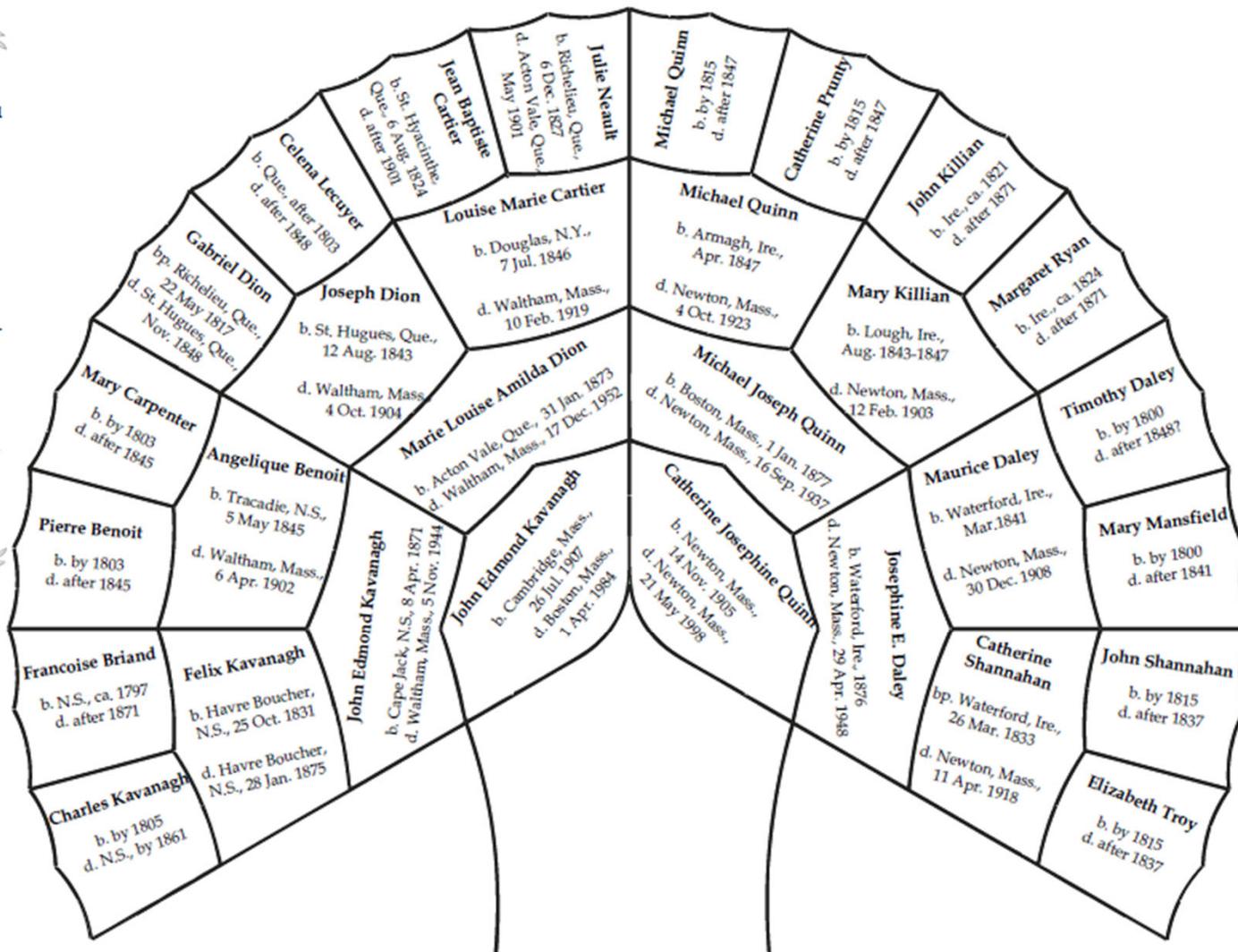
Kavanagh

John and Marie (Dion) Kavanagh first immigrated to Massachusetts from Nova Scotia from 1886 to 1891. Both families had been in Nova Scotia and Acadia for many generations. The Benoit line could be traced back to Port Royal, Acadia in the latter half of the 17th century. The earliest known ancestors for the Dion family wed in Perche, France before coming to Quebec, Canada in the mid-1600s. Guillaume Cartier, whose descendant married into the Dion family, left Drain, Nantes, France for Neuville, Portneuf, Quebec, Canada and arrived on 1 November 1684.

Quinn

Michael Quinn and Mary Killian left Glasgow, Lanarkshire, Scotland on the S.S. *Australia* and arrived in New York, New York on 22 May 1871. Before moving to Scotland, the Quinn family was from Mullaghglass, County Armagh, Ireland, and the Killian family lived in County Louth, Ireland.

Maurice and Catherine (Shannahan) Daley brought their family on the S.S. *Scythia* which arrived in Boston, Suffolk County, Massachusetts, 27 August 1886. Both of their families had ties to the areas in and around Stradbally, County Waterford, Ireland.



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Review — Key Points

- **Two important numbers to remember:**
 - Always scan at **300** dpi.
 - The year **1928** is the cutoff for copyright protection. (**1929** on January 1, 2025!)
- **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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