



October 3, 2011

Tonight's Agenda

Creating a Family History Story
Publishing a Family History Book
Adding Book Contents
Publishing a Family Calendar
Next Meeting Date

References to numbered bracket boxes, ie, [1], in each paragraph are shown in each figure located above or below the numbered paragraphs.

Creating a Family History

FTM 2011 has a new feature called Smart Stories™ that basically creates a family history of your ancestor using existing facts, sources, and notes that you have recorded into this program. Once you have created a family history of your ancestor, you can copy and paste the contents into a book for later publishing.

However, this is a very simple method of creating a family history story. To make your family history interesting to read, I would suggest adding some interesting facts instead of the standard vital facts. Find out more about your ancestor by asking relatives to reveal some interesting stories about your ancestor. Or do some research and find those facts and stories in other sources. Find out if he/she had some interesting achievements in school or on a job, started an interesting career, served in the military or a war, had a family, played sports, volunteered, or travelled abroad.

Starting Smart Stories is simple by selecting the preferred ancestor from the list of individuals, the People Workspace tab, then select the Person tab at the top, then the Media tab at the bottom of the page, then select New, and finally Create New Smart Story.



You can automatically populate the Smart story or select a blank page. If you choose a blank page, then everything is manually done the way you want it.

Once you created an interesting family history, then you can merge all these stories into that person's biography. So that completes one ancestor, then start on another ancestor's history until you've completed as many biographies as you have planned for your book.

Publishing A Family History Book

For many genealogists and family historians, the ultimate goal and reward is to publish a family history book. Family Tree Maker lets users create a quality family history book. Getting started is easy because you can use the facts, photos, charts, and reports already in your family file. Add some personal stories and anecdotes, and you're ready to combine all the pieces together into a book that you can share with family members 1) on a compact disk or flash drive, 2) print locally, or 3) even take to a commercial printer to be printed and bound.

Family Tree Maker gives users several options in publishing a family history book as shown below in figure one. One option is to use [2] Ancestry's MyCanvas™ Publishing tool to create your very own book. MyCanvas can print the book using photographic quality paper or users can print their own book after finishing the project.

The other option require more work on the user's part in publishing a family history book using the [1] FTM book generation tool. Users will have to build and edit the book, then save to the PDF format for either local or commercial printing or saving to a compact disk. No front or back covers are included, so users will have to decide what type of cover is required. Users are responsible for these options concerning the final design and layout. Attend our November class on these additional publishing options.

Before starting any book project, it's assumed that users have completed all the necessary family facts, imported family photos, written the family histories, and completed all the required sources. We'll discuss more about publishing your family history book later.

Using MyCanvas™ Book Publishing Option

The easiest method with some research work required is to select Ancestry's own MyCanvas tool online via the FTM software as shown below in figure one. Selecting the [2] middle icon will allow users to publish a professional family history book. Users can upload their entire family file or selected individuals (recommended) information to MyCanvas to create the book.

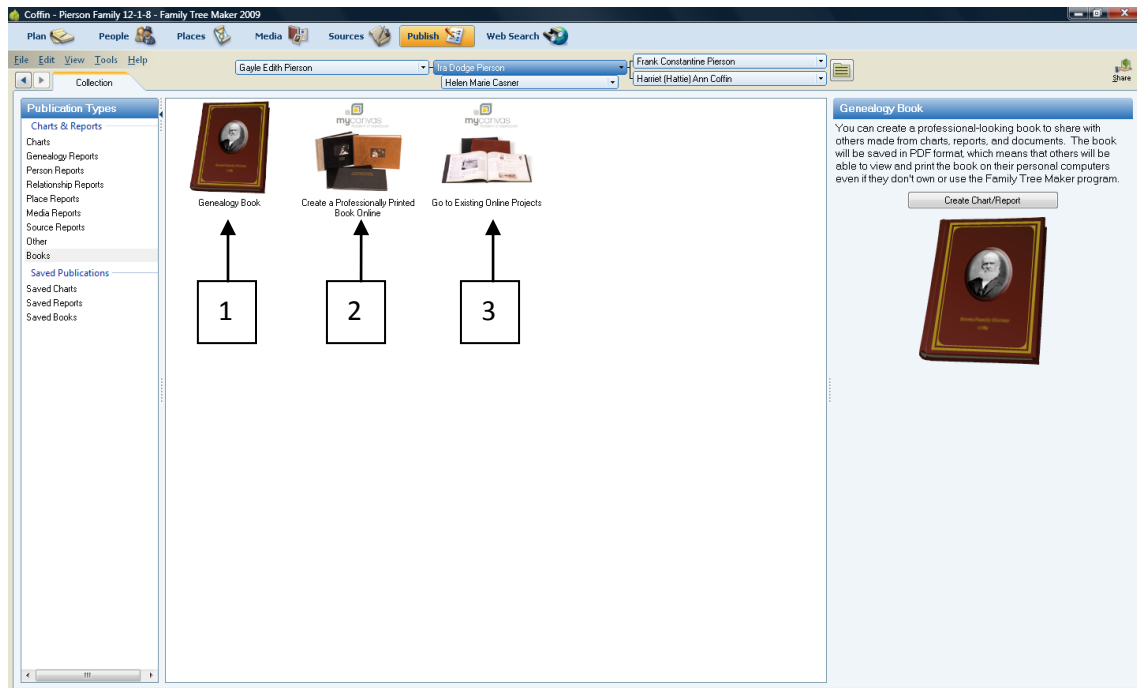


Figure 1. Using the Publishing Tools

The MyCanvas professional book can be a pictorial scrapbook with notations on the different family members or a family history book with pictures. The difference is the amount of stories that you include versus what's included in your family file that you upload to MyCanvas.

MyCanvas gives you multiple editing tools to assemble your family history book depending on the information provided in your family file. Users can preview the final pages before ordering the book or printing it to your local printer.

[3] Users can update the book contents as required and determine the layout of each family and associated pictures. Don't try to finish the book in one sitting, but think about the organization and timeline on how you want to display it in its final form.

Tip: I recommend selecting only certain individuals or specific family lines instead of publishing your entire family file as shown below in figure two. Think about several generations instead of six or more generations. If you have over 200 family members and many surnames, this type of book may be too much information to print. I had over 250 family members divided among 15 chapters and 600 family photos in my personal family history book. I decided to publish my own book, but I took five years to do it.

Be aware of the other boxes that may need to be checked to limit private information on any individuals to be included in your book. If not checked, the information will be imported into your book.

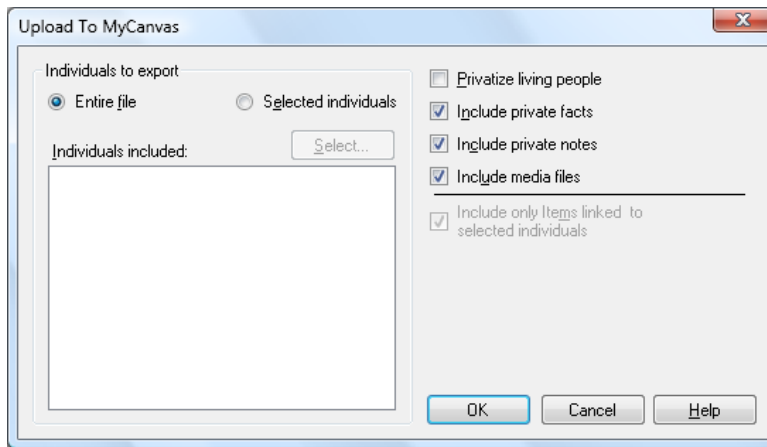


Figure 2. Uploading Family File to MyCanvas

MyCanvas gives multiple cover options including a nice leather bound book at a reasonable cost. Example: \$35 for 20 pages using a standard leatherette cover which may be a bargain as shown below in figure three.

Pricing and Shipping Details						
	PRICING			PROCESSING	SHIPPING	
	BASE PRICE	ADDITIONAL PAGES	OPTIONAL SLIP CASE	TIME (BUSINESS DAYS)	STANDARD (BUSINESS DAYS)	EXPEDITED (BUSINESS DAYS)
Family History & Photo Books (Base price incl. 20 pgs)					*For International shipping, add an additional week to the standard ship time	
8x8 custom cover	\$29.95	\$0.49	NA	5	5-7	2
11x8.5 leatherette	\$34.95	\$0.49	NA	5	5-7	2
11x8.5 custom cover	\$39.95	\$0.49	NA	5	5-7	2
11x8.5 leather	\$44.95	\$0.49	NA	5	5-7	2
11x8.5 padded leather	\$69.95	\$0.49	NA	5	5-7	2
14x11 leatherette	\$54.95	\$0.79	NA	5	5-7	2
14x11 custom cover	\$59.95	\$0.79	NA	5	5-7	2
14x11 leather	\$64.95	\$0.79	NA	5	5-7	2
*8x8 silk spine	\$199.00	\$1.99	\$50.00	10	5-7	2
*8x8 silk	\$249.00	\$1.99	\$50.00	10	5-7	2
*8x8 premium leather	\$349.00	\$1.99	\$50.00	10	5-7	2
*11x8.5 premium velvet	\$199.00	\$1.99	NA	10	5-7	2
*11x8.5 nubuck	\$349.00	\$1.99	NA	10	5-7	2
* Indicates premium book						
Family Tree Poster						
20x16 (4 generation)	\$14.95	NA	NA	5	5-7	2
24x18 (5,6 generation)	\$19.95	NA	NA	5	5-7	2
36x24 (7,8,9 generation)	\$39.95	NA	NA	5	5-7	2
Collage Poster						
16x20	\$14.95	NA	NA	5	5-7	2
18x24	\$19.95	NA	NA	5	5-7	2
24x36	\$39.95	NA	NA	5	5-7	2
Calendars						
11x8.5 (open 11x17)	\$19.95	NA	NA	5	5-7	2

Volume Discounts: Order multiple copies and you'll automatically get a discount of 10% on 2 to 9 copies or 15% on 10-19 copies. Volume discounts are applied to your order in the shopping cart. For orders of 20 or more copies, please call our customer support line (1-800-507-4612) to ask about large volume discounts. Please note that volume discounts may not be combined with any special offer. If you enter a coupon code at checkout, that code will override the volume discount.

Figure 3. MyCanvas Book & Poster 2010 Pricing

As shown above, users can add more pages, add different tree posters and calendars with additional cost. The costs appear to be reasonable compared to a local commercial printer.

Using the FTM Internal Book Generation Tool

FTM has the ability to generate a professional looking book, similar to their genealogy reports, except users can add a title page, introduction, acknowledgement, table of contents, biography pages, photos, bibliography, and an index. Users will need to build each page separately, which requires some organization and creativity in building a book.

Tip: It's recommended to view past family history books that other authors have done in the last five years at a library or online to view different cover designs, organization, and book layout. Consider using different chapters for each family divided into several parts by family lines.

Include as many interesting stories as possible and family or portrait pictures to make the book both appealing and entertaining. The pictures will be important in scanning at 300 dpi or using a digital camera at high resolution for the best printing quality. Otherwise, the pictures will look grainy and can make the book look substandard. If you're planning to sell copies of the finished book to family relatives, I recommend lots of editing and using a grammar checker in producing a quality book. Attend our November class on more technical details on book publishing and what type of book contents and family history stories to include.

As shown above in figure one on page two, select the [1] genealogy book icon in the middle panel, then select genealogy book button in the right panel. A new box appears to allow users to save their new book as shown below in figure four.

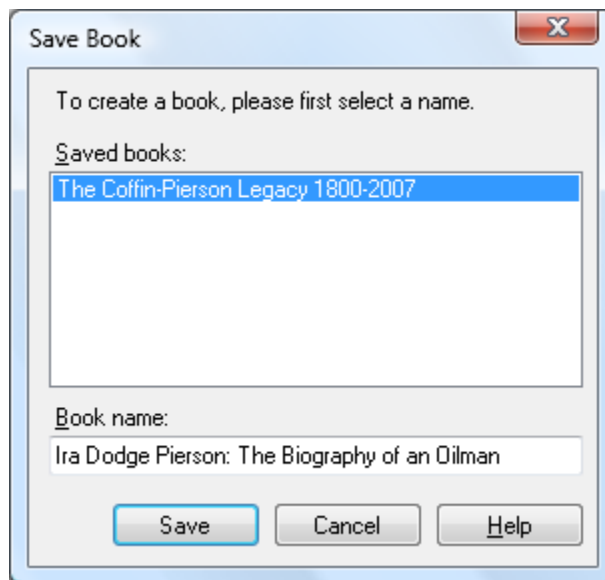


Figure 4. Adding A New Book

Users have different options to select different book contents as shown below in figure five. Users need to select the Other publication type in the left panel, then select the Text Item page in the center panel.

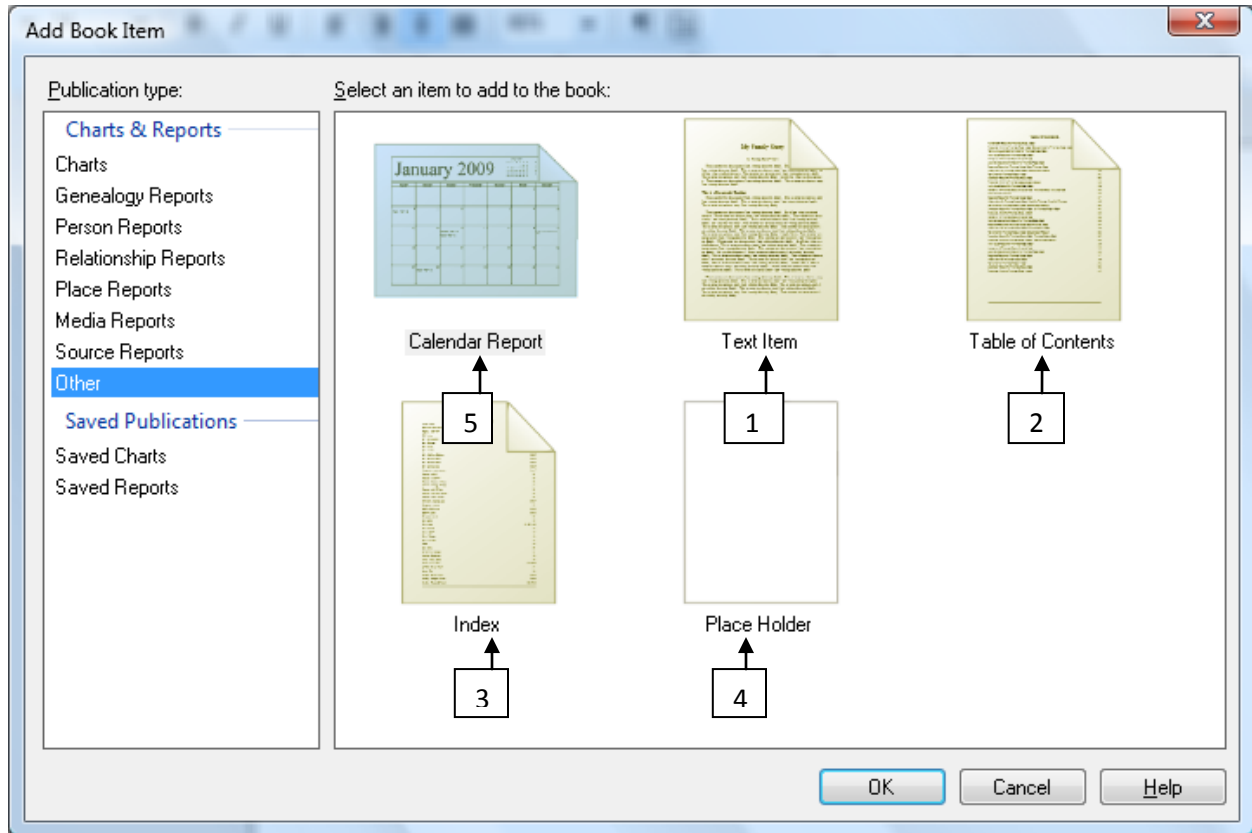


Figure 5. Adding Book Contents

Selecting [1] Text Items allows users to create biographies and special pages such as copyright, acknowledgements, preface, introduction, divider pages, etc. Selecting [2] creates a table of contents, but users need to add the names of the chapters and sections. Page numbers are inserted automatically. Selecting [3] the index is the last item to complete, but is done automatically after the book contents is completed. Page numbers are inserted automatically. Selecting the [4] placeholder inserts a blank page and saves it for later use, such as adding a special map, photo, etc, but must be inserted before the index is completed.

Selecting the [5] calendar report allows users to create a pictorial calendar separate of the book publishing process. Photos of your family members can be included for each month of the calendar.

When creating a biography chapter, users can copy and paste from other sources such as the notes section for any individual in your family file or create a new biography from scratch as shown in figure six below.

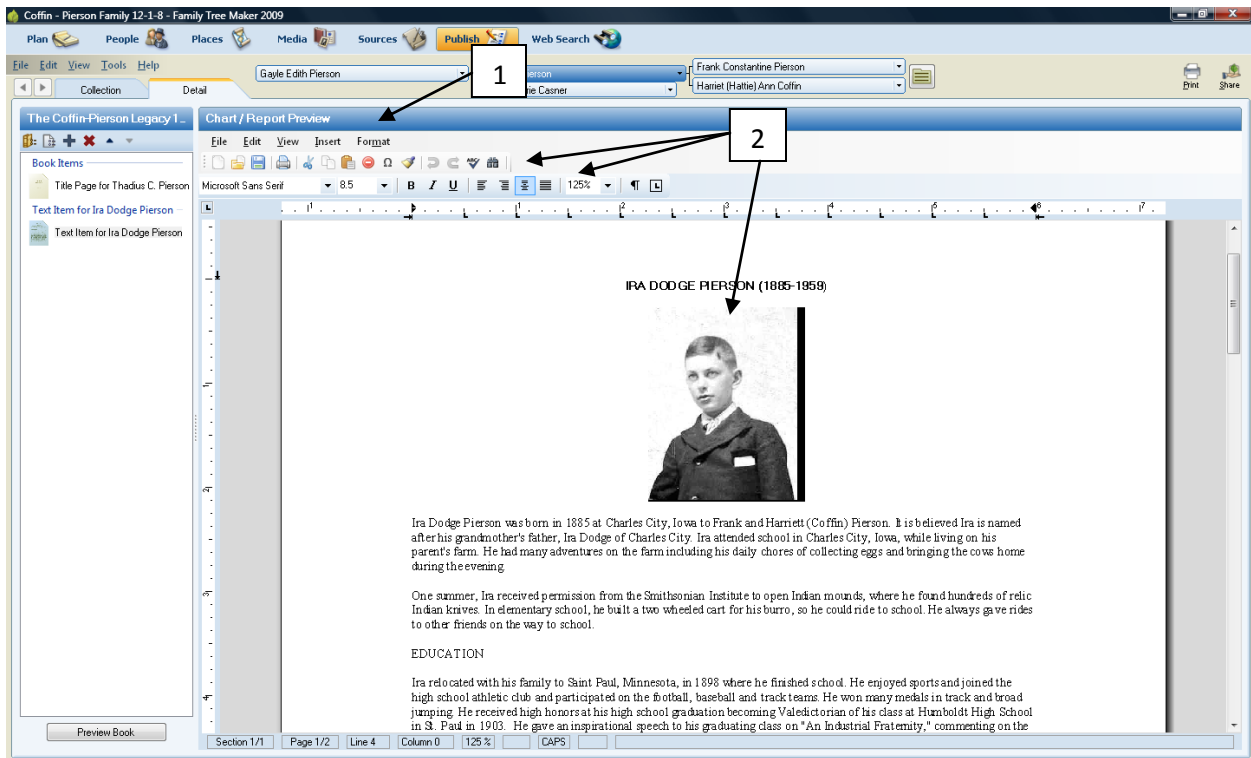


Figure 6. Creating A Biography Page

As shown above, a word processor application is used for the biographies which includes all the popular tools that are included in most word processors as shown in [1] the menu bar shown above. The [2] editing tool bars allows users to edit the text or add graphics as needed.

Inserting photos is easily done by Inserting an Image from the Media Collection pull down menu in the above [1] edit tool bar. Photos still have to be imported into the media collection from the My Pictures folder of the computer.

Tip: For better photo organization, use subfolders in the My Pictures folder to separate the family photos for different surnames. If users have too many photos (usually 24 or more for each surname, then add more subfolders to divide each surname by family lines or even given names. Can you imagine having over 100 photos in one folder and trying to review them often?

Adding [1] different types of book contents appears in the left panel as shown below in figure seven. The book contents can include as many book pages that users want to have in a typical family history book. Adding biography pages and charts for each relative can be done by individual chapters if using different family lines. Users can even divide the book by Parts or Sections to separate different major family lines.

Users may notice [2] the index below follows the family group charts and charts, but not the biographies. If users want the biographies included in the index, a manual index is required.

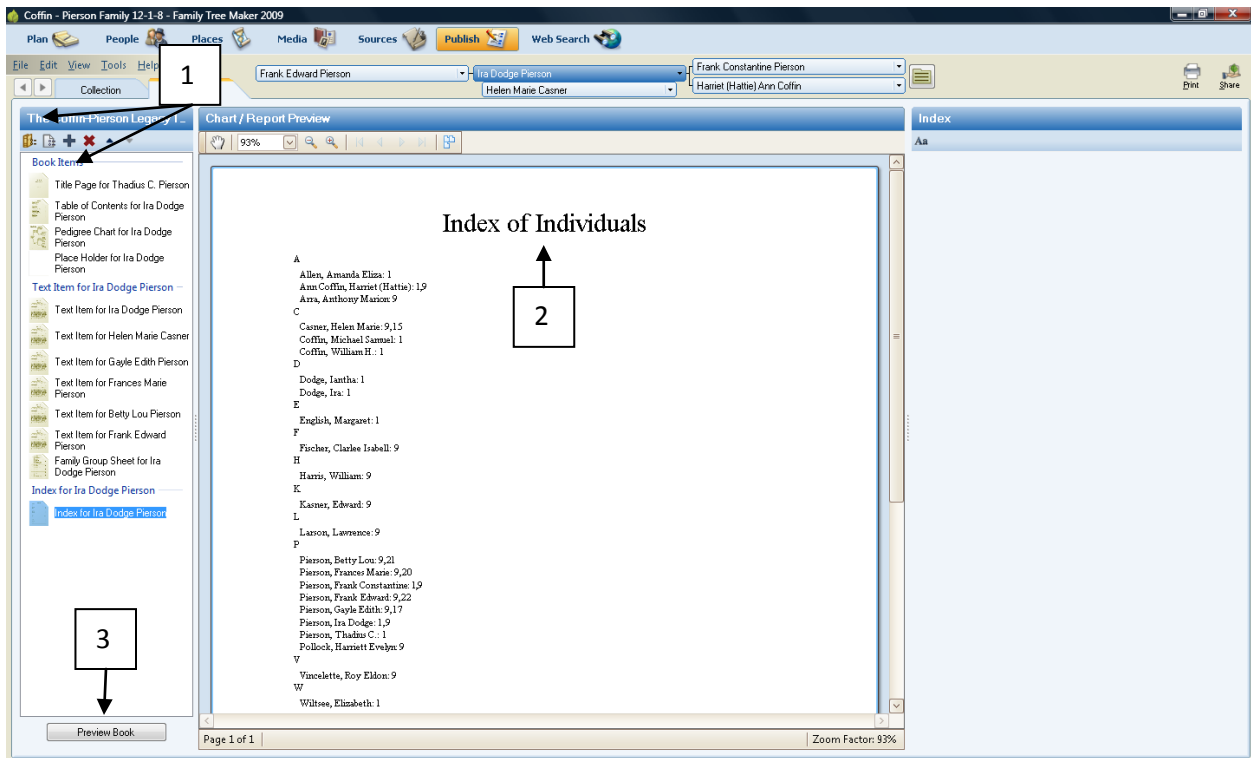


Figure 7. Finalizing The Book

Modifying Book Pages

Users can modify the book property and book item property pages by [1] adding or changing the book title including [2] the first page as a chapter, including headers (book titles) and footers (page numbers) for each page as examples as shown below in figure eight.

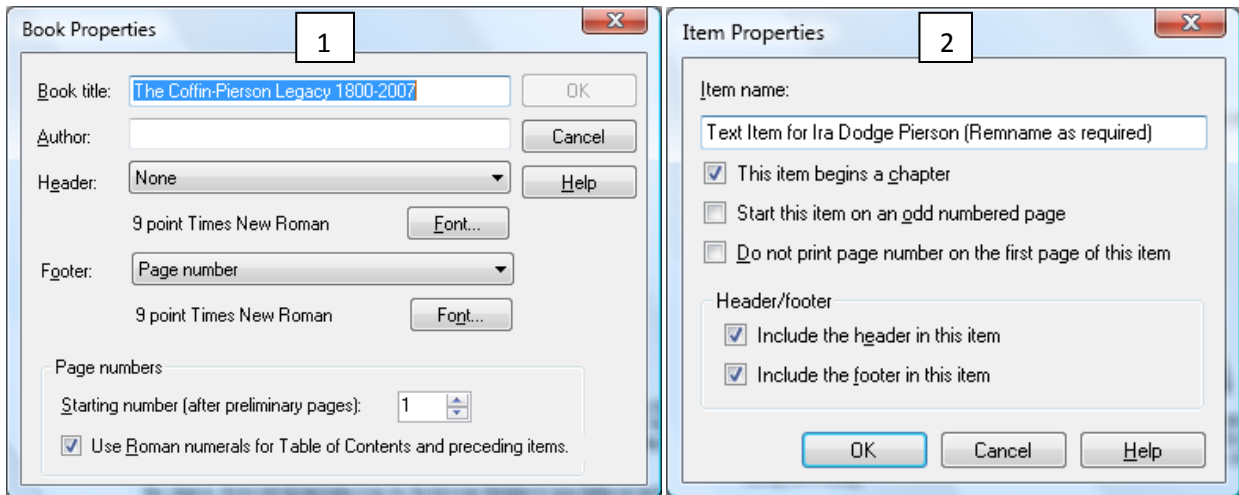


Figure 8. Modifying Book Pages

Exporting A Book

Users can finalize their book by selecting [3] Preview Book as shown in figure seven above, which converts the final book into a PDF (portable document format) file. Users can use the Adobe Reader program to preview the book, then have four options of 1) printing a book on their own printer, 2) sending a PDF file to a commercial printer for printing and binding a book, 3) simply sending a book on a CD or 4) sending as an attachment in an email. All of these options are easily done by converting the finished book into a PDF file. Then deliver the PDF file to the required commercial printers or relatives.

Publishing a Family Calendar

The calendar feature nice to use for listing all the relatives birthdays and anniversaries. It's simple to use and easy to print. Afterwards, send copies of the calendar to your relatives as a nice reminder of all the important dates.

Select the Publish workspace button at the top, then select the Other menu item in the left panel, and finally double click the calendar to begin creating your custom calendar as shown below in figure nine. Select [1] the several tools to navigate the pages of the calendar or [2] include several options, page setup or save the calendar for later use. Users can [3] modify which individuals can be included in the calendar besides changing the background options. And finally, select [4] Generate Report to display the calendar before [5] printing it.

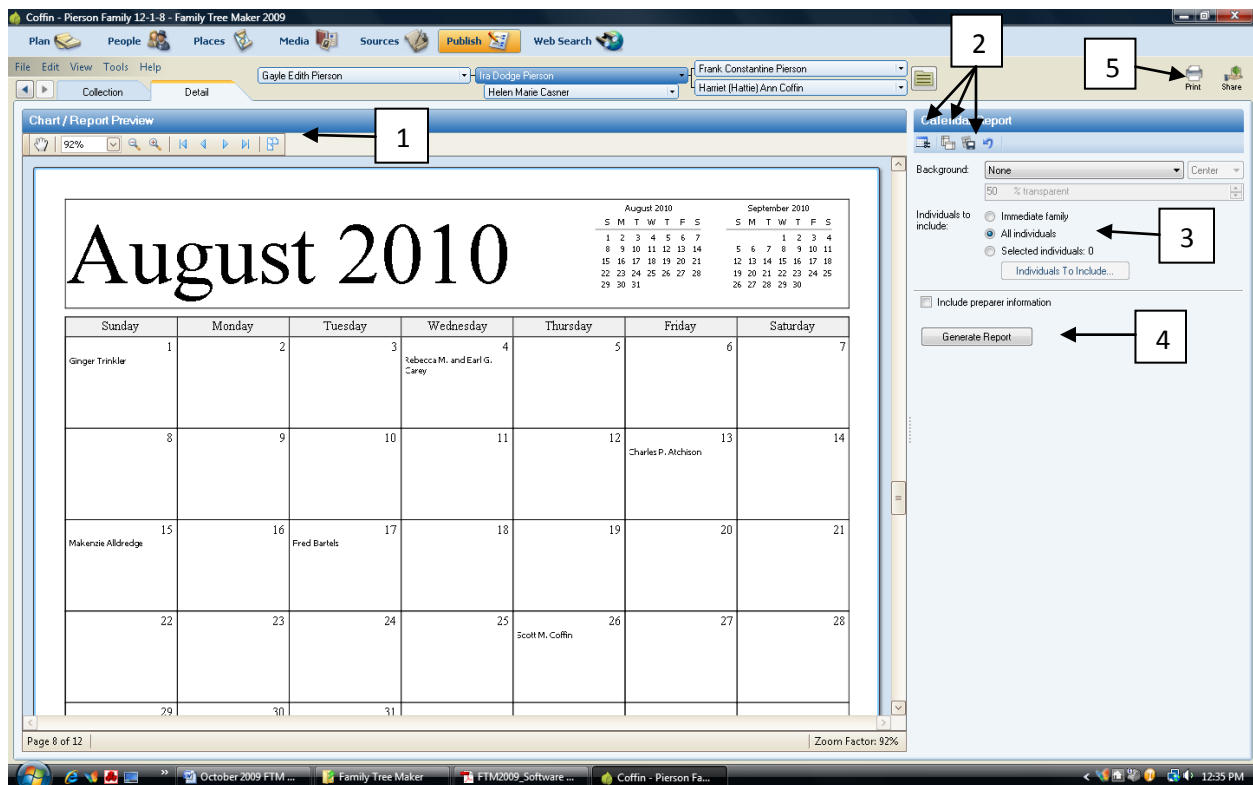


Figure 9. Creating A Family Calendar

Users can select [4] several more options to customize the calendar to include which month and year, using married or maiden names for females, which dates to include, and print only living or all relatives as shown below in figure ten.

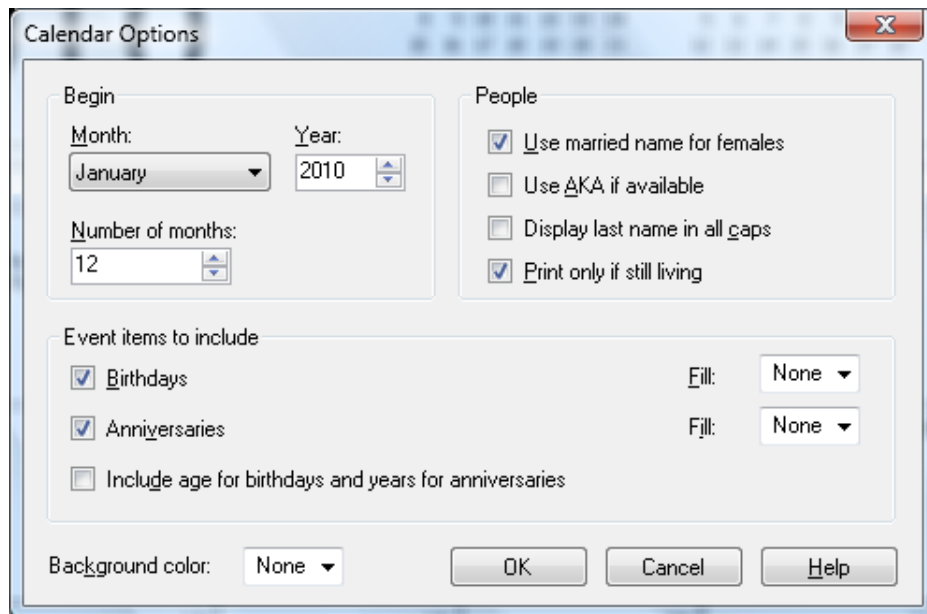


Figure 10. Customizing The Calendar

Latest Updates

Don't forget to get the latest FTM 2010 updates. The latest update is 19.0.0.206. To verify, select the Help menu item at top, the select About Family Tree Maker, then look at the version number.

Homework Assignment

Try these new features at home. Generate a genealogy report or book using the publishing tool of your choosing.

Next Meeting

Our next User Group meeting will be held on Monday, November 7 at the Harmony Public Library at 7:00 pm. Four speakers will discuss creating and publishing family histories using different software..

This and past handouts are also available in the Family Tree Maker section of our website at www.lcgsco.org.

If you have any problems, email me at FTM@lcgsco.org.

Happy Trails!