BOUSE GENIES

SHARE !!!

[From the SKP Genies Newsletter Spring 2014]

Seeing our genealogical findings published for the world to read is a goal for many researchers. In fact, the idea of writing our family history is what first motivated some of us to begin our search for information about preceding generations.

Have you reached that milestone? Are you ready to share your family's story? If you answered "yes" or "almost," then it means it's time to investigate the various mediums and decide which one will be the best way to share what you have discovered.

The traditional medium—a commercially printed hard-bound book—still remains a popular option. However, in the past 20-something years computer software programs along with drives/discs, some holding terabytes of data, have made it a much more expedient, easier and cheaper way to share our genealogy research. This is not even mentioning all the various options on the Internet.

Before you start putting pen to paper or fingers to keyboard, there are some questions you should ask yourself:

What medium is best for what I want to share?
—a printed book;
—an e-book;
—articles in genealogical periodicals;
—audio/video presentation;
—personal website/blog;
—contributions to online trees.

What are the publishing fundamentals of the medium I have chosen?

How much outside help should I have to pull it all together?

How much is it going to cost?

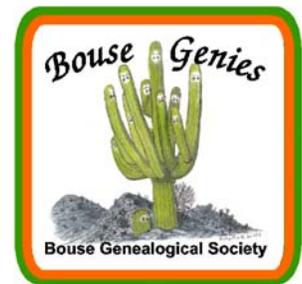Are there new skills or techniques I need to learn?

How do I want to share my family history on the Internet?
—open to anyone;
—by invitation only;
—secure, requiring a password.

Regardless of the avenue you choose for sharing your family history, this edition of the *Bouse Genies Newsletter* has articles and tips to help you answer those questions and create a quality publication.

Researching, documenting and writing your family's story is very time-consuming. Plus, it takes a lot of dedicated, labor-intensive work.

Don't hide your endeavors. Publish your genealogy findings. Share it! ❀

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Contents

Bouse Genealogical Society

Electronic Newsletter

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Please send all general correspondence to:

Bouse Genealogical Society
P.O. Box 624
Bouse, AZ 85325
or e-mail

BouseGenies@gmail.com

The Bouse Genies meet every other Friday at the Bouse Community Building next to the Library. See the meeting schedule in this newsletter.

The Bouse Genies Website is:
http://bousegenies.weebly.com

FROM THE COMPUTER DESK

By Carolyn H. Brown [From the SKP Genies Newsletter Spring 2014]

EVIDENCE EXPLAINED—THE NEW WEBSITE

We have been showcasing the book *Evidence Explained: Citing History Sources from Artifacts to Cyberspace* by Elizabeth Shown Mills in this newsletter since it first hit the book shelves. Most of us looked at the size of it—a full two inches thick—and were intimidated by the shear volume of information it contained. Some of us took one look at the book and decided it was too technical for our tastes. Others purchased a copy, read the first two introductory chapters and put it on the shelf. Then there are those of us who read the introductory chapters, and the leading sections of the remaining 12 chapters, then started putting the citation formats to use while compiling a family history book or writing a case study. My personal copy is dog-eared from the many hours of use while I worked on my certification documents.
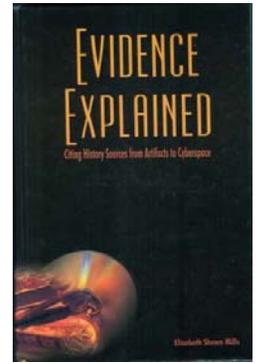
We no longer have to be intimidated by the book. When we want to see how to properly reference a source we can access the website <www.evidenceexplained.com> and download the PDF of any of the 26 *Sample QuickCheck Models* with a click of the mouse. The *QuickCheck Models* show how to cite each type of source in a *Source List, First (Full) Reference Note* and *Subsequent (Short) Note*. The PDF file is a copy of the exact page from the book. These will surely save weight and space in you RV.

Not all pages of the book are available online, however, most of the pertinent information is available through the *Sample Text Pages* tab at the top of the home page. If you have a question, you can read the FAQ page or follow *EE's Forums* or *Quick Tips EE's blog.* You can purchase an electronic version of the book and various *QuickSheets* Mrs. Mills has published from the *Book Store.* Hard copies of *Evidence Explained* and her *Quick Tips* laminated sheets are available from the publisher through a link from the *Book Store* page. For those who wish to study how Mrs. Mills approaches genealogical issues you can access her *QuickLessons* from the website's home page.

If you need to see an example of how to cite your source, it is at your fingertips from anywhere you can get access to the Internet. ❀

ONLINE BOOK PUBLISHERS

[From the SKP Genies Newsletter Spring 2014]

These companies offer assistance with publishing your book. The cost varies depending on the company and the options chosen.

48 Hour Books   http://48hrbooks.com/
   $25 + $1 per 8.5" x 11" book setup fee. 10 minimum book order.

Archway Publishing from Simon & Schuster   www.archwaypublishing.com

Diggypod   www.diggypod.com
   Reasonable rates. Minimum 24 books.

Lightning Press   www.lightning-press.com
   Minimum of 25 books

Lulu   www.Lulu.com
   Limited copies, self publishing, book printing and publishing online. Publish books, eBooks, Photo Books, and Calendars. No minimum per order. Good rates.

My Canvas   www.Mycanvas.com
   Photo books, Calendars.

***Out Skirts Press***   http://outskirtspress.com/selfpublishing.html ❀

WORDS ABOUT THE PRINTED WORD

By Barbara A. H. Nuehring [From the SKP Genies Newsletter Spring 2014]

INTERNATIONAL STANDARD BOOK NUMBER (ISBN) is an assigned number given to books as a unique identifier. Since it is an international number, each country has the responsibility to issue them. In the USA a private company is responsible for issuing them, for a price. An ISBN is assigned to each edition and variation (except reprints) of a book. For example a hardcover book, a paperback, and an e-book will have different ISBNs. Today an ISBN is 13 digits long. Before 1 January 2007 an ISBN had 10 digits. Although not required, if you want your family history book sold on Amazon or in the large chain book stores you will need an ISBN. You can buy an ISBN at <www.myidentifiers.com/get-your-isbn-now>. The price for a single ISBN is $125.00.
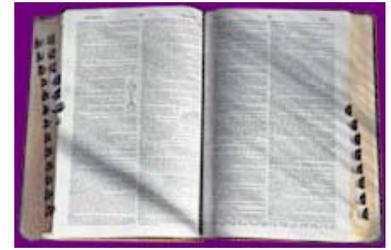
INTERNATIONAL STANDARD SERIAL NUMBER (ISSN) is a unique number divided by a hyphen into two, four-digit numbers used to identify a periodical. Periodicals published in both print and electronic format may have two ISSNs, a print ISSN (p-ISSN) and an electronic ISSN (e-ISSN). ISSNs are assigned by ISSN National Centers, usually located at national libraries. If you are publishing a family newsletter you can buy an ISSN at <www.issn.org/services/requesting-an-issn/>.

PREASSIGNED CONTROL NUMBER (PCN) is a number issued by the Library of Congress in advance of publication to those books that may be added to the Library's collections. To decide whether or not you want a PCN go to <www.loc.gov/publish/pcn/newaccount.html>**.**

LEAF is a sheet of paper in a book often referred to as a page. Actually, a page is only one side of a leaf.

RECTO and **VERSO** are respectively the "front" and "back" sides of a leaf in a bound book. The recto is the right-hand page and the verso the left-hand page in a book.

THROWOUT in a book is a wider than normal leaf folded so the reader can unfold it for viewing. In family history books a throwout can be used for maps or multi-generation pedigree charts that need to be larger than the other leaves of the book.

ERRATA in a book is a list of corrections describing errors, where they occur, and what the correct text or captions should be. It is usually added somewhere in the Front Matter bound into the book or inserted as a separate slip of paper.

FRONTISPIECE or **FRONTIS** is an illustration typically found opposite the title page of the book. In family history books the picture may be a photograph or drawing of the progenitor of the book's subject.

ENDSHEET is a sheet of paper twice the width of a leaf and thicker than the other leaves. Half of the endsheet is pasted to the inside front and back covers, called the **PASTEDOWN,** with the other half forming the first or last page in the book known as a **FLYLEAF**. The endsheets are usually blank but may have a decorative design. For family history books, maps or a pedigree chart make for a nice endsheet design because it spans the width of two pages.

FORE EDGE of a book are the long edges of the leaves opposite of where they are bound to the spine. Fore edges may be painted or gilded or have a ragged edge.

GUTTER is white space between facing pages. Without a gutter, the text on a page would disappear into the binding. Therefore, when setting the margins of your family history book take into consideration the binding method you will use and the amount of gutter you will need on the side of the leaf that will be bound to the spine.

BINDING is the method of attaching leaves and the cover to form a book. There are several different techniques for binding your family history. For a description of the various binding styles see "So...You Think You Are Ready to Publish Your Book?" on page 17.

HINGES are groves in the front and back of hard covers that allow the cover to bend as the book is opened and closed. ✤

GENEALOGICAL STANDARDS:
GUIDELINES FOR SHARING INFORMATION WITH OTHERS

Recommended by the National Genealogical Society

Conscious of the fact that sharing information or data with others, whether through speech, documents or electronic media, is essential to family history research and that it needs continuing support and encouragement, responsible family historians consistently—

♦ respect the restrictions on sharing information that arise from the rights of another as an author, originator or compiler; as a living private person; or as a party to a mutual agreement.

♦ observe meticulously the legal rights of copyright owners, copying or distributing any part of their works only with their permission, or to the limited extent specifically allowed under the law's "fair use" exceptions.

♦ identify the sources for all ideas, information and data from others, and the form in which they were received, recognizing that the unattributed use of another's intellectual work is plagiarism.

♦ respect the authorship rights of senders of letters, electronic mail and data files, forwarding or disseminating them further only with the sender's permission.

♦ inform people who provide information about their families as to the ways it may be used, observing any conditions they impose and respecting any reservations they may express regarding the use of particular items.

♦ require some evidence of consent before assuming that living people are agreeable to further sharing of information about themselves.

♦ convey personal identifying information about living people—like age, home address, occupation or activities—only in ways that those concerned have expressly agreed to.

♦ recognize that legal rights of privacy may limit the extent to which information from publicly available sources may be further used, disseminated or published.

♦ communicate no information to others that is known to be false, or without making reasonable efforts to determine its truth, particularly information that may be derogatory.

♦ are sensitive to the hurt that revelations of criminal, immoral, bizarre or irresponsible behavior may bring to family members.

Tip: The New England Historic Genealogical Society has a Webinar available to the public and free of charge. "The Ten Steps to Writing and Publishing Your Family History" is at <www.youtube.com/watch?v=uUpoVyZZrXs>.

It covers the basic steps to a completed publication:

1) Shift mental gears.
2) Consider your audience and time frame.
3) Choose a genealogical format
4) Define your scope and write a table of contents.
5) Create a style sheet.

6) Write!
7) Add narrative and images
8) Read, refine, repeat.
9) Index.
10) Print or publish. ❁

GENEALOGICAL STANDARDS:
# GUIDELINES FOR Publishing Web Pages On The Internet

Recommended by the National Genealogical Society

Appreciating that publishing information through Internet web sites and web pages shares many similarities with print publishing, considerate family historians—

♦ apply a title identifying both the entire web site and the particular group of related pages, similar to a book-and-chapter designation, placing it both at the top of each web browser window using the <TITLE> HTML tag, and in the body of the document, on the opening home or title page and on any index pages.

♦ explain the purposes and objectives of their web sites, placing the explanation near the top of the title page or including a link from that page to a special page about the reason for the site.

♦ display a footer at the bottom of each web page which contains the web site title, page title, author's name, author's contact information, date of last revision and a copyright statement.

♦ provide complete contact information, including at a minimum a name and e-mail address, and preferably some means for long-term contact, like a postal address.

♦ assist visitors by providing on each page navigational links that lead visitors to other important pages on the web site, or return them to the home page.

♦ adhere to the NGS "Standards for Sharing Information with Others" regarding copyright, attribution, privacy, and the sharing of sensitive information.

♦ include unambiguous source citations for the research data provided on the site, and if not complete descriptions, offering full citations upon request.

♦ label photographic and scanned images within the graphic itself, with fuller explanation if required in text adjacent to the graphic.

♦ identify transcribed, extracted or abstracted data as such, and provide appropriate source citations.

♦ include identifying dates and locations when providing information about specific surnames or individuals.

♦ respect the rights of others who do not wish information about themselves to be published, referenced or linked on a web site.

♦ provide web site access to all potential visitors by avoiding enhanced technical capabilities that may not be available to all users, remembering that not all computers are created equal.

♦ avoid using features that distract from the productive use of the web site, like ones that reduce legibility, strain the eyes, dazzle the vision, or otherwise detract from the visitor's ability to easily read, study, comprehend or print the online publication.

♦ maintain their online publications at frequent intervals, changing the content to keep the information current, the links valid, and the web site in good working order.

♦ preserve and archive for future researchers their online publications and communications that have lasting value, using both electronic and paper duplication.
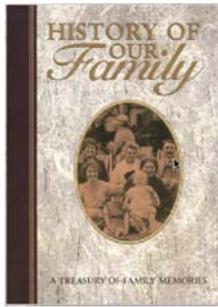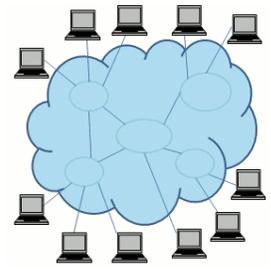
SHARING YOUR GENEALOGY DATA

By Carolyn H. Brown [From the SKP Genies Newsletter Spring 2014]

There are many ways you can share the wonderful information you have gathered about your family and included in your genealogy files. You can send snippets of information within an email, attach a file you have created or extracted from your genealogy program to an email, or post it on a social media website. You can add your genealogy data to My Heritage, Ancestry, FamilySearch, or other such family tree websites. Then again, you can create your own website, which is relatively easy, directly from many of the current genealogy programs. You can also carry this whole idea further by creating and publishing a book about an important member of your family, or a book—or multiple books—about your family genealogy. Some of you have, or will share your research in the future, using many of these methods.

WHAT TO SHARE?

No matter which method you are using, be considerate of others. NEVER put information about living individuals on the Internet, or in a published document, without their permission. Hopefully, the website you are uploading your data to will not put information about possible living individuals online if you fail to exclude them from your file before you upload it, but don't count on it. Almost all genealogy programs today allow the user to select to omit living people from a GEDCOM file, or from the actual file if they are making a direct link to an online tree. See "What's New with Your Online Family Tree" page 15. If you do this, and all of your sources and notes are uploaded as well, make sure you use the tagging capability of your genealogy program to exclude any events or notes which may be unpleasant to living people.

Don't copy and distribute information from works by someone else without their permission, and always give the original creator credit for the work they did. Any information you take from someone else should be accompanied by the sources for each fact. If you don't have the original sources, even with permission, may mean you are duplicating someone else's mistakes.

If the information copied doesn't contain the sources, don't add it to your computer files. It is up to you to prove statements that don't have supporting sources. What you wish to accomplish and who you wish to share the information with will determine which method you will use.

SHARING INFORMATION SNIPPETS

Sharing snippets of information can easily be done on the Internet using a social media website, email, or by writing a letter. If you are making a personal contact, then be selective about what you share. NEVER share, or put anything on the Internet, that can embarrass someone or which can be combined with other information available on the Internet to assist someone in identity theft.

If you are working with another member of the same family line—only share the information on that particular family. Don't overload your helper with all of the 13,000 individuals in your genealogy program, when only a few hundred individuals apply to the family the two of you have in common.

SHARING YOUR ENTIRE GENEALOGY FILE

There is one case where you may wish to share your entire genealogy file, and that is with your children. Generally, though not always, all of the information in the file applies to them. This is a great way to ensure a copy of all of the work you have accomplished will not be lost if your home is involved in a disaster. An offsite backup is very important. You can use a cloud storage company or you can send a DVD or flash drive to one of your family members, or both.

Tip: You may want to include with your genealogy data all of your digitized photographs and a copy of your latest finance files. Even if you have a backup hard drive, it is a good idea to keep a copy away from your computer location. Bad things do occasionally happen to good files.

SHARING YOUR GENEALOGY FILE ON FAMILY TREE WEBSITES

Many people have added a portion of their family tree, or even all of their genealogy file, to online family trees. Most genealogists believe that you have a very good chance to connect with others if you upload your entire genealogy to the online family tree file, minus living people and notes which should be kept secret. Uploading a

file without the sources and notes makes it very hard for others to verify your information. Many people will not click on the link to your tree once they determine that you did not include sources.

GENEALOGY BOOKS AND DOCUMENTS
Family history books and documents come in several formats. There are books about a prominent family member, a large family tree, or a short single family group. Though they are similar they can be quite different.

Books about a Prominent Family Member
When writing a book about a prominent family member, you generally will not include genealogy information about the entire family. However, you may wish to include the person's ancestry and a few generations about their descendants. Here you have some flexibility. You can type in the few generations you want to include along with any other information you wish, or you can save a report directly from your genealogy program and insert in the book.

The story of the person's life will consume as many chapters in front of the document which it takes to record that person's life. The back of the book, often in an appendix, can contain the ancestry and descendants of the prominent person. Sources should be cited in this type of book and are generally placed in a bibliography in the back of the book, right before an every name index.

This type of book is a good candidate for using a publisher. Based on the notoriety of the person you are writing about, it may have a wide audience outside of your immediate family.

BOOKS ABOUT A FAMILY
A book about a single surname or a smaller family unit will have a more limited audience, and only a few copies will be sold versus one about a prominent person. The structure of this type of document will contain a minimal amount of information about each individual, but will usually cover many more generations.

Some books of this nature are based on a single family surname. These formats may contain only the direct male descendants line, or they may contain every known descendent from a single couple in the distant past. Other books which fall in this category contain information about several different ancestral surname lines based on the ancestry of the author.

If you are creating a book with a few generations of a family without using your genealogy program, you will need to write the entire document one page at a time. This format is great for including a lot of photographs and document copies.

If the book will contain a file from your genealogy program, you have flexibility to include your own creative ideas.

CREATING THE MANUSCRIPT
A manuscript is a document created either by hand or typewritten before publication. All books start out as a manuscript. In many cases this is as far as the book will ever get.

Some people choose to write the manuscript with limited structure. You may or may not divide it into chapters. If you plan to publish, chapters help the reader reference back to specific parts of your manuscript. In years past most unpublished, and many published, manuscripts did not contain a table of contents (TOC) or index. If you plan to publish your work, the TOC and an index should be considered. The capabilities of current word processors make this part of the process much easier than ever before.

CONCLUSION
No matter which method you choose to use, make it the best that it can be. We have tried to give you enough information to get you started; now it is up to you to carry through with your own project. ✽
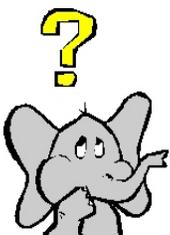
If there's a book you really want to read but it hasn't been written yet, then you must write it. ~Toni Morrison

Writer's block is a disease for which there is no cure, only respite. ~Terri Guillemets ✽

A DIFFERENT MEDIUM FOR SHARING YOUR FAMILY HISTORY

By Barbara A. H. Nuehring and Carolyn H. Brown
[From the SKP Genies Newsletter Spring 2014]

Another means for producing your family history is creating it using a presentation software program. We both find such a program provides us with an easy-to-use layout tool for creating a family photo album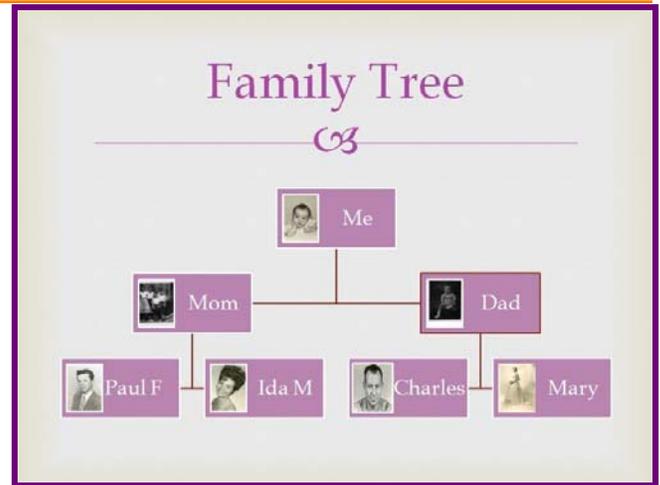 or a family history slide show. Then we can go one step further and convert the production to an online video. Additionally, slides can be inserted within a family history composed on a word processing program after both have been printed as a PDF file.

There are several slide-based software programs: "Presentation" is in Corel's WordPerfect office package; Apple's "Keynote" can be purchased as a stand-alone product or as part of the iWork productivity suite; "Impress" is LibreOffice's and Open Office's presentation creator; Kingsoft's "Presentation Free" can be downloaded from the Internet; and there is "Google Docs" for those who have a Google account. Of course, the most popular program is Microsoft's "PowerPoint" which we both use. It is the focus of this article, although what we are describing can be done with most presentation programs.

A major advantage to using slide-based software is that you can be significantly more creative in the design of each "page" of your publication than you can with a word processor. Slides can be customized with text size, font, attributes, color and direction; graphics and charts; animations; imported images; embedded videos; and audio clips. Actually, PowerPoint's strength is that you are limited only by your imagination.

That doesn't mean you should use all of the features and capabilities of the software. These programs were originally designed, and are still used for promoting a company, product or service; generating enthusiasm in motivation seminars; giving a sales pitch; and adding visual aids to instructional seminars. Today it is used in classrooms from kindergarten to PhD lectures. But as genealogists, we are using it to tell our family's story. Flashy, glitzy, cutesy, or flamboyant slides are not necessarily appropriate. Instead use the KISS method—keep it straightforward and stylish.

It is not difficult to create a very interesting visual display of your family history using a presentation software program. Granted, there are a few features you will discover and new techniques to learn, but with a little experimenting you will find it is fun to make an audiovisual family history.

TEMPLATES AND THEMES

PowerPoint has *Design Templates* and *Color Schemes* for defining slide background color; accent graphics; attributes of charts, graphs, tables and frames; and font size, color and styles for the production. You can also search the Internet for free themes others have created or to purchase a template. But it is quite easy to create your own unique slide design by choosing from an unlimited color chart and pasting a graphic to repeat on every page. These features help the user maintain a consistent look throughout the presentation—an important element in a quality family history.

CREATING THE SLIDES

In a pictorial family history the whole idea is to include as many photos of the people, their activities and the things they owned as you can to tell the story of your ancestors. Individual slides can showcase one person or a family unit. If you are telling the story about an individual, include photos of events throughout the person's life. Wedding photos of the couple in your story are always a hit. Include pictures showing the homes and neighborhoods where the family lived; contemporary fashions; vacations the family took; businesses owned; occupation of individuals; toys children had; and hobbies enjoyed by ancestors. Many of us have photos of the family pets and antidotes about them will bring back wonderful memories for the family.

Inserting photographs is as simple as clicking on an icon and choosing a JPG, TIFF, or BMP file. Naturally, the former is the smallest file. You can arrange photographs in a pedigree chart format (as shown above),

superimposed on a graphic of a tree, symmetrically aligned, randomly placed or as a collage. Once inserted on a slide a photo can be resized, cropped, lightened, and darkened. You can even adjust the contrast and rotate the picture. It never affects the original photo.

Frame your photos. A simple line sets them off nicely, but you can also get specialized frames, such as "corner anchors" we used years ago in photo albums, oval "mats" or a white ragged edge like old photos had. Captions should be included below each photograph or as a footnote on the slide.

Narratives and captions are created in *Text Boxes* that then can be moved and rotated as needed. Stick to easy-to-read fonts such as Arial, Garamond, Tahoma, Lucinda Bright, or Times New Roman. Scripts and fancy fonts can be harder to read on monitors. Use two completely different but complementary fonts—one for headings, another for content. A good rule of thumb is one serif and one sans serif.

ELIZABETH **BUDE**
1868–1936

AUDIO TRACKS ADD THE SOMETHING SPECIAL

If you know your audience has the PowerPoint program or the PowerPoint reader installed on their computer, then sound adds much to the presentation. Use songs associated with the ancestors, or music that was popular at the time when they lived, or their traditional ethnic songs. If you have someone telling a story or replying to an interview question, the audio track can greatly enhance the presentation.

Unfortunately, if you print the presentation as a PDF the sound is lost. However, there is a way to output your PowerPoint presentation to save the sound. The instructions are at <www.dummies.com/how-to/content/convert-powerpoint-files-to-pdf.html>.

SHARE YOUR FAMILY HISTORY PRODUCTION

You can email the PowerPoint file as an attachment, however, if you have embedded a lot of large graphics the size of the file may be too large to send via email. A better way to share the file is via a CD/DVD or flash drive. It is a good idea to include the PowerPoint reader program which is available for free at <www.microsoft.com/ en-us/download/details.aspx?id=13>.

You could also make a video from your PowerPoint created family history. There are detailed instructions on <www.dvd-ppt-slideshow.com/powerpoint-avi-converter/?gclid=CLa2l4nO7bwCFYVafgod7T4AjQ> about converting PowerPoint presentations to an AVI (Audio Video Interleave) file which you can put on a DVD and share with everyone, whether they are computer literate or not.

INSERT SLIDES IN A TEXT DOCUMENT

We have been focusing on creating a family photo album or a family history slide show. However, you can create slides, save them as PDFs and insert them as pages in a PDF created from a word processor document.

There are certain things to keep in mind when creating slides. You will want to match the format of the word processing file (i.e., font style and size; header and footer design, margin widths) for a pulled-together professional look. The default orientation of slides is landscape, so you will have to change them to portrait. In PowerPoint the path is FILE > PAGE SETUP. Under SLIDES SIZED FOR:, select Letter Paper. Note the default margins are a half inch, but you can adjust the width and height. Under ORIENTATION FOR SLIDES, select Portrait. Click OK and save the presentation. It only saves the settings for that one presentation.

TRY THIS MEDIUM

The whole idea is to share the information you have discovered and photographs you have gathered in a way that interests your family. Believe it or not, there are people who are not interested in genealogy! But using a slide-based software program to create a family photo album or a family history slide show just may change their minds. It will certainly grab their attention and tweak their interest in what you have to share.

If you are considering publishing a book or e-book and you want to include pages of photographs, using PowerPoint or another presentation software program will certainly give you more creative flexibility in laying out the pages. Bottom line—try it, you'll like it. We certainly do! ❀

PUTTING YOUR BOOK TOGETHER

By Carolyn H. Brown, SKP 20363

In the last three editions of this newsletter we have dealt with documenting your work using proper source citations, punctuation, and designing your document pages using files created by your genealogy program and creating a master document.

Now that you have decided what your book will include, how it will be laid out, and you have your tools in order, it is time to create the book or individual chapters.

CREATING YOUR BOOK FROM A GENEALOGY PROGRAM

If you are creating your book directly from your genealogy program, now is the time to do so. Take a look at what is produced and make changes within your genealogy program as desired. If you find that you want a slightly different format than your program can produce, it is time to save the output to a format your word processor can open (i.e., MSWord, WordPerfect or a rich text format).

EXPORTING A FILE FROM YOUR GENEALOGY PROGRAM

If you have decided to export the file and import it into your word processor, you have a lot of flexibility as to how the document will look. You can modify the way the chapters are separated, change the chapter titles, change the page headers and footers, and set tags for the chapter titles, charts or photographs to appear in a table of contents. Text boxes, photos, and other graphics can be inserted as desired. Some people like all chapters to start on the right facing page. You will need to add blank or graphic pages where required to make this happen.

BUILDING YOUR BOOK FROM SCRATCH

You may choose not to use the file from your genealogy program. This is true if you are writing a history book about a person or a limited family, rather than a multi-generational family history. No matter which format you plan to use, the following will apply.

USING THE MASTER DOCUMENT OPTION

If you are using the Master Document option of your word processor, make sure your headers and/or footers are placed in the Master Document file only. (See *Bouse Genies Newsletter* Jan-Feb-Mar 2014, page 2 to learn how to "Create a Master Document File in Word.") The page numbers can be placed in the center of the page on all pages, or two headers or footers can be created so that the page number is on the outside corner of the page for the odd and even pages. This is one area where you can get creative and personalize your document.

When using the master document capability, make sure you have identified each sub-file you will be using. You can always add more files, but the work will flow easier if you have most of the files defined according to your plan.

When you save the file from your genealogy program for use in your word processor you may find that the pages from the program may be numbered, but may not fit with the final page numbering you will use. Therefore, if your program has the option to exclude headers and footers, you may want to do so. The following information is designed to be used with the file in your word processor, however some of the information applies to the file in general.

USE YOUR PLAN

Start at the beginning of your layout plan and work towards the back. Some of the information in the beginning chapters will not be completed until the book is done. You might be changing your mind about what you want to say as you go along, but getting these first chapters out of the way will give you a feeling of accomplishment that will build over time.

DESIGN ELEMENTS

♦ **Fonts**

Your book can be personalized by using multiple fonts. In general, you should use standard fonts such as **Arial** (sans-serif) or **Times New Roman** (serif) for the text. Choosing a more unique font for the title and special text like *Old English* will also add character, but don't use more than three or four fonts for the entire

book. If you pick a font that is not part of the standard font set by Microsoft, then you might have problems if someone else is going to be printing your book or you are going to be sharing your book via email or the Internet. They will need the same fonts on their machine as you are using in your document. Otherwise the special fonts will not look as you envisioned. For the header and/or footer it is a good idea to change the size of the font to one or two sizes smaller than the text, using the same font style.

Though you can get more words on a page, using a very small font size can make your book much harder to read. In general, more genealogy-related books use a font size of 9 or 10 points. This newsletter uses Arial at 11 point font size.

If you choose to use non-standard fonts, when you print the document in print document format (PDF) make sure you select the PDF option to embed the fonts in the final product.

♦   INDENTATION
The amount of indentation or tab sets will determine how easy your book is to read. In most word processors the default tab sets are at half -inch (.500") increments. A half of an inch between tabs leaves a lot of white space. However, you can change it to a quarter-inch (.250") without changing what you are trying to convey and may save several pages from the total thickness of your book.

Occurrences when you may choose to use indentation include when listing children individually under their parents, including multiple related items within the text to set the information off from the rest of the text, and when directly quoting three or more lines from a book or document.

♦   HEADERS AND FOOTERS
Most books have a header and/or footer. The header will appear on the top of each page unless it is turned off, and the footer will appear at the bottom of each page unless it is turned off. In most word processors you can create two headers and two footers in a single document. These can be modified to display information on the left, right or center of the page, and can be turned on and off anywhere within the document.

Because your book will be duplex printed (i.e. double sided), you may choose to create individual headers or footers for the (recto) right or front and (verso) left or back sides of the pages.

♦   FOOTNOTES AND ENDNOTES
Genealogy books often use footnotes to reference the sources for the data on the bottom of the page where the information appears. Footnotes can, where necessary, carry over from one page to the next. In some cases, especially when combining multiple unrelated families in one document, endnotes are used instead of footnotes. Footnotes and endnotes often contain information relevant to the source document which is not relevant to the information being presented in the document text. For instance, the footnote may include the condition of the source if parts were missing or illegible.

BE CONSISTENT
Double check your work for consistency. Create a worksheet defining all of your working formats such as chapter headings, dates, all abbreviations, family numbering system, and family continuation format. Make sure you have abbreviated all words the same. If you are using abbreviations for states, don't mix in state names spelled out with abbreviated state names. Include in the "preface" or "using this document" pages the genealogical abbreviations you have used.

Consistency is very important. Use a standard naming pattern. This is especially true where you don't know the first or last name of a person. If you are highlighting or using all caps for surnames, make sure you don't stray from the selected format. If you have imported someone else's GEDCOM file into your data, you will need to check every entry for consistency with your existing file.

INCLUDING PHOTOGRAPHS AND GRAPHICS
Should you desire to include special charts from your genealogy program or another source in your book, you may be able to save the charts as separate graphic files and insert them where you want. If your software does not allow the option to save the charts as separate files, then you will need to print them and scan them into a digital graphics format such as TIFF or JPG.

You may decide to include an ancestor (Ahnentafel) chart, if you have carried the family quite far back in time. Export the report and then import it into your file.

TABLE OF CONTENTS AND INDEX

Every genealogy book should have a table of contents and an index. If you exported the file from a genealogy program, make sure that the name index tags are carried over with the rest of the data in the file. If the genealogy program you are using can't perform this task, you may want to look at Legacy Family Tree, which automatically exports index tags. If the index tags are not exported with the file, then you would have to go through the entire document and add the tags to every name. In any case, you will have to add the TOC tags for each chapter, chart and photograph in the file. You will also have to add the index tags for each name you add to the file after it is in your word processor, and for all names embedded in text from your file.

After you have created the index using your word processor, go through it and check to see if you have multiple entries for the same person that do not appear together in the index. There are some cases where these different entries are valid, such as in obituaries, wills and deeds where the names are different from the way the person spelled their name or when using nick names, but in other cases it might be just a typo and can be corrected.

BACK IT UP

As you are working on your book make backup copies regularly. Save the file under a different name, but always work on the same original file when adding or modifying data. When you save the file as a backup, exit the file immediately after saving it and open the original file again. It gets very frustrating to realize that you have added data to a backup file, and not the original.

Books can be large files, and they take a while to create. While you are working on the file anything can—and will—happen to it. Without the backups you may have to totally recreate the file.

PROOFREAD, PROOFREAD AND PROOFREAD AGAIN

When you think your are through adding information to your book, review it strictly for layout and formatting issues. Print the book and proofread it. You will find a lot of errors or other items you want to change. If you have planned for the page numbers to be on the outside of the page, check the way it appears when double sided. Make your corrections and proofread it again.

When you feel you have corrected all of the problems you see, it is the time to find two people to proofread the printed book for you. You want someone who will work with you to get it the way you want it. Pick people who will be honest with you and take the time to mark it up and comment on it. I thought one of my cousins would be a good proofreader, however, she read the book, thanked me for the copy and didn't mark any errors, and there were errors in it.

The people you choose need to have the liberty to make any suggestions they want to help make the book better. They will see things about the book that you missed. They will see areas where you wrote something they don't understand, or they think could be said better. Did you leave a whole family out? Did you spell some names wrong? You want your book to be the best it can be, so don't miss this step.

CONCLUSION

Now that the writing is done, it is time to decide how you will go about getting copies of your work out to your family and the public. Will you self-publish, or will you look for a publisher? See "Publishing Your Family History Book" on page 20 for some suggestions. ❀

Tips With a Smile ☺

Do not put statements in the negative form.

And don't start sentences with a conjunction.

If you reread your work, you will find on rereading that a great deal of repetition can be avoided by rereading and editing.

Never use a long word when a diminutive one will do.

De-accession euphemisms.

If any word is improper at the end of a sentence, a linking verb is.

Avoid trendy locutions that sound flaky.

Last, but not least, avoid cliches like the plague.

~William Safire, "Great Rules of Writing" ❀

BETWEEN THE COVERS OF A FAMILY HISTORY

By Barbara A. H. Nuehring [From the SKP Genies Newsletter Spring 2014]

Just as there is a basic structure for pedigree charts when working on your genealogy; and just as there are certain rules of the road when you are driving on US highways, so are there specific ways for organizing the contents of your family history book—whether it is read off paper pages or on an e-reader/tablet.
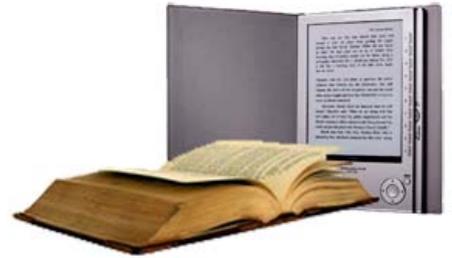
Books are generally divided into three basic components—Front Matter, Body Matter and Back Matter. Each are comprised of certain elements arranged in a specific order, although not all elements are required. Take a look at professionally published family histories, other non-fiction books and novels. You will find hard-bound books, e-books and some paperbacks have these three components.

FRONT MATTER

As the name implies, this section contains technical information about the book and its contents. Page numbering is traditionally in lower case Roman numerals and always starts with the right page. The different number style sets the Front Matter off from the Body Matter. All pages are counted, although no number is placed on the title, copyright or any blank pages. It is not uncommon for there to be blank pages in the Front Matter. This allows certain elements to be on the recto (right) page. Elements found between the covers in the Front Matter include:

Title Page: On the odd-numbered (recto) page, it displays the full title, including a subtitle if there is one; the name of the author; publisher's name and location; and the year of publication. This provides the minimal amount of information a reader needs for a source citation.

Copyright Page: Normally on the verso (back) of the title page, the number of elements depends on the scope of the book:

　—the declaration of the author's copyright;

　—a list of other types of credits (i.e., illustrators, editorial staff, indexer);

　—copyright acknowledgments of reprinted material requiring permissions (i.e., excerpts, quotes);

　—edition number often represented with a number (for instance, the first edition will have the numbers 10 9 8 7 6 5 4 3 2 1; second edition will have the numbers 10 9 8 7 6 5 4 3 2; third edition will have the numbers 10 9 8 7 6 5 4 3; and so on);

　—ISBN (International Standard Book Number) or other identifying number (i.e., the Library of Congress Preassigned Control Number [PCN]).

Dedication: This optional element allows the author to recognize and/or thank those who provided support to the author during his/her endeavors.

Table of Contents (TOC): This is a listing in page number order of all the major divisions including the parts/sections/chapters or other elements found in the Body Matter, as well as the items in the End Matter along with the page number where each starts. If your family history is quite lengthy covering many generations and surnames, you may want to provide a greater level of detail using subsets to help your readers navigate the book.

List of Illustrations: Much like a TOC, this is where you would consecutively list photographs, pedigree charts, family group sheets and other diagrams or tables you have inserted within the Body Matter section.

Foreword: A short piece written by someone other than the author who has experience in the subject matter of the book. It provides a brief description of the work, usually with a subjective statement of the importance of the text. A Foreword is always signed and dated. A Foreword can be removed from future editions without impacting on the content of the book.

Preface: Written by the book's author, it explains how the book came into being and contains relevant information relating to the topic. Although optional, family history writers should include a preface telling how

they were inspired to write about their family; summarizing the amount of time and dedication that went into researching the family's lineage; and explaining the reason for writing the book.

Acknowledgments: This element is where the author can express his/her gratitude for the contributions and help in the creation of the book (i.e., distant relatives that provided personal information not found anywhere else; genealogy or writing mentors; proofreaders; editors; and publishers).

BODY MATTER
This is the nucleus of the book—the narrative the author has written and organized into story about his/her family. Pages are numbered with Arabic numerals beginning with the number "1". The first page is always on the recto (right) page. The largest component of a book, Body Matter consists of three elements:

Introduction: This element is optional, but it gives the family history writer the opportunity to explain his/her research goals; describe the organization and scope of the narrative; and acknowledge that there may be conflicting accounts or that there is still undiscovered or unverifiable data in the book. If you have an introduction, the pagination starts with it.

Parts, Sections and Chapters: These segments break up the text by subject. All books have chapters which contain closely related content. This aids in the understanding of the content. In larger books chapters can be grouped together in sections, and sections can be grouped in parts. This layout is particularly nice for large family histories because it is compatible with the Ahnentafel and Descendancy Narrative formats. Or you can be creative as long as it is logical and easy for the reader to understand. For instance, if your family history consists of individuals' biographies each chapter might be about an individual, in a section about a particular surname, and in a part about a selected lineage.

    Part 1: My Paternal Line
      Section 1: HENKE
        Chapter 1: Leo Edward HENKE
        Chapter 2: Bernard Henry HENKE
      Section 2: BUSCHLE
        Chapter 1: Catherine Louisa BUSCHLE
        Chapter 2: Cornelius BUSCHLE
        Chapter 3: Louisa Katharina DINNIES

    Part 2: My Maternal Line
      Section 1: SCHOBER
        Chapter 1: Nickolas SCHOBER
        Chapter 2: Adam SCHOBER
        Chapter 3: Christian SCHOBER
      Section 2: GEIGER
        Chapter 1: Marie GEIGER
        Chapter 2: Julius GEIGER
        Chapter 3: Elizabeth BUDE

Illustrations: Photographs, charts, copies of source documents, graphics all add to the visual appeal of a family history and when integrated into each page or grouped together in the center of the narrative then they are part of the Body Matter.

BACK MATTER
A family history is not complete unless it includes supporting data. The third component between the covers is comprised of valuable information in the back of the book. The number and type of elements vary by the subject and layout of the book. Those most often found in family histories are:

Appendices: Labeled with alpha characters (i.e., Appendix A, Appendix B) and a descriptive title, appendices contain information clarifying and supporting the statements made in the Body Matter but which would have disrupted the flow of the narrative. Some items genealogists might include are: details augmenting photograph captions; pedigree charts; family group sheets; and copies of source documents. Appendices are good places to insert items of interest that do not necessarily fit in the Body Matter. If you are writing an e-book a table of shortcuts would be a helpful appendix.

Endnotes: This is where you cite the sources you used to arrive at the conclusion and statements you made in the Body Matter if you did not use footnotes. Endnotes are arranged in order of appearance within the narrative. Refer to Elizabeth Shown Mills' *Evidence Explained: Citing History Sources from Artifacts to Cyberspace* for guidance.

Index: One of the first places readers of a family history look is an alphabetical listing of surnames, locations and events with page numbers. This element is absolutely necessary in all family histories. In fact, you may want to have separate indexes for surnames, locations and other subjects.

Notes: If your narrative requires elaboration in specific areas, this is the element where they would be inserted. For example, conflicting statements and defense of your conclusions. Notes are arranged by chapter.

Glossary: This element is a dictionary of words and acronyms used in the Body Matter. This is especially important in family histories. Remember, words familiar to those with genealogical research experience may be incomprehensible to some of your readers. Although you may have provided the definition the first time you used the word/acronym in the Body Matter, the reader may not remember it and this provides a quick reference.

Bibliography or References: Both list the sources for works used in a book. Be sure to arrange the sources alphabetically by the author's last name. See the article in the Winter 2013 edition of the *SKP Genies Newsletter*, "Designing Your Document Pages" on page 9 for a detailed description on the practical use of this element. You may also want to refer to the Chicago Manual of Style.

MORE THAN JUST THE NARRATIVE
There is so much more between the covers than just your family's story. Whether you will be self-publishing or using a publishing house, whether it is a hard-bound book or an e-book, include the necessary components in the right order. It is a major step to making your family history credible and professional looking. ✻

WHAT'S NEW WITH YOUR GENEALOGY PROGRAM AND ONLINE FAMILY TREES

By Carolyn Brown [From the SKP Genies Newsletter Spring 2014]

A lot is happening in the realm of genealogy as it relates to sharing our genealogy files with online websites. Ancestry recently upgraded their search engine to be similar to My Heritage. The search engine of Ancestry now looks at your entire online family tree in Ancestry to make suggestions about possible other documents you should look at. They claim that they now have a 95% probability that the documents suggested are about your individuals.

For a while now the My Heritage program on your computer has been able to directly link to your online My Heritage Family Tree.

The newest version of Family Tree Maker can directly link to your online Ancestry.com Family Tree and you can save the links found to your home computer.

The newest versions of Legacy Family Tree, Roots Magic, and Ancestral File can now link to the new FamilySearch Family Tree and access the links found by FamilySearch Family Tree.

BEWARE
Now it is easier than ever to locate those missing ancestors, but remember, you will be linking to online family trees which are notorious for having incorrect connections and erroneous data. You still need to verify everything before you add it to the genealogy software program on your computer. ✻
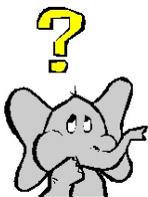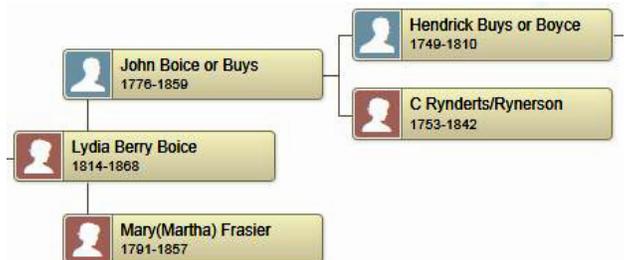
Proofread carefully to see if you any words out. ~Author Unknown

Share your knowledge. It is a way to achieve immortality. ✻

HAVE YOU PUBLISHED YET?

By Carolyn H. Brown [From the SKP Genies Newsletter Spring 2014]

We genealogists love libraries. We also know that every time someone dies, a library dies with them. That lost life contained information which has never been recorded anywhere. So when you die, what will happen to that library of information you have collected throughout your lifetime? Your carefully compiled papers are only in one archive; published they will be in numerous libraries—both brick and mortar, and virtual. By getting the information in your personal library into print, you not only safeguard it you make it easier for those who come after you to locate it.

Do not put off writing your story because you feel you are incapable of doing it. It is really easier than you might think. In the past others made this mistake and the information they had accumulated died with them. It could be the information lost with their death is the missing key to someone's current genealogical problem.

WHERE TO START

Deciding on where to start depends upon what has been previously published; which of your ancestors to start with; and if a published genealogy had errors, can you correct the information? Before you get started you need to answer the following questions concerning the subject you have chosen:

1. Is the subject person remote enough to be historically significant?

2. Is this person close enough for you to deal with him/her factually?

For some of us writing about our family history, this means choosing a subject situated in the 17th to early 18th century. This goes back to the time when many of our ancestors came to America. If you chose someone from this time period, your subject is likely to be of wide genealogical significance.

Depending on the time frame and location of your subject you may not have ventured too far into the past. In this case, your topic will usually require nothing more than the available domestic records to give it credibility. Unfortunately, few of the very early settlers left precise indications identifying the place they originated. If you can't get back to the mother country, that's all right—publish what you have. Don't try to cull unlikely forebears from compendiums such as *Burke's Landed Gentry* or someone's online genealogy, when you have not verified the information contained therein. You could end up in the unfortunate condition of being ludicrous.

If you are not very familiar with using computer programs, then keep it simple. Your skills and expertise will determine how advanced your end product will be. The order of the information you include should follow the subject from their birth, baptism, marriage, military service, parenthood, through old age. You must identify the source for every name, date and place of each event you record.

During the course of your research you may have gathered information which will add "color" to your story; by all means consider including it. The types of items you include should provide additional historical information, such as: Grandpa JONES built the first still in Jackson, Mississippi. Such an anecdote will provide an added dimension to your document.

STUDY HOW OTHERS RECORDED THEIR STORIES

Take time to study published stories in genealogical quarterlies. You can find copies of the *National Genealogical Society Quarterly, The American Genealogist, The Virginia Genealogist, New York Historical Society Quarterly*, and others in many public libraries or genealogical societies. Most genealogical societies produce bulletins or quarterlies.

Look for those who only publish articles with sources. Read several of these quarterlies cover to cover. Pay attention to the way the articles are structured and how the sources are applied. It might help to get a copy of the basic article requirements from some of the quarterlies you like the best.

ORGANIZE YOUR THOUGHTS

After you have gathered the information you have discovered about the person of interest, create an outline of how you want to tell the story. If you have had to prove a relationship where there was not one record to record the connection, then logically describe what you found and your analysis of each document used.

YOU NEED AN EDITOR

Once the facts are written down, a capable editor can give you the additional support you need to get your file ready for publication. Have a friend, or couple of friends, read your article and comment on your writing. They will see problems in your work you don't see. Even the best writers need editors. Don't get upset with the comments you receive. They will only make the end product that much better.

Depending on the format you have chosen for your story, and if you have followed sound documentation principles as well as the choice and treatment of your subject, your document may merit publication in one of the major genealogical publications. ✤
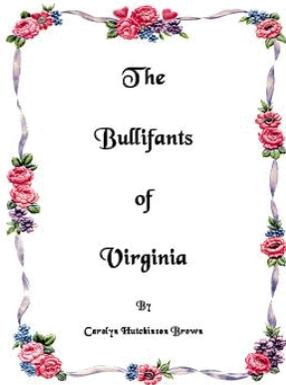
SO...ARE YOU READY TO PUBLISH YOUR FAMILY HISTORY BOOK?

By Carolyn H. Brown   [From the SKP Genies Newsletter Spring 2014]

You have been writing your book for a long time and now you are ready to find a company to publish it for you. Are you really ready to select a publisher? If you have never published a book before you may not know what to do next. The great news is, there are thousands of book publishers to choose from at the click of the mouse. When I searched for "book publishers" I got 125,000,000 hits.

You probably will not need one of the major book publishers, and they won't accept your family history book anyway. A better choice is one of the many online book publishers. However, what they offer varies so much it would be hard to recommend one over the other. Your personal choice should be based on the following options: book size, number of pages, page layout, binding style, paper type, number of color pages, and total cost. If you require support services such as—extensive help with book layout including custom sizes, proofreading, custom cover design, sales promotion, e-books—you will want to make sure the publisher you choose offers the services you require. Naturally, the final cost of your book will be based on your choice of options.

Some publishers have created a book or video tutorial that will teach you how to publish your book. Read several of these how-to books and watch their tutorials before making your choice. In any case, here are some of the things you need to consider before you go much further.

BOOK SIZE

Books come in three standard sizes: (1) 5 ½" x 8 ½"; (2) 6" x 9"; or (3) 8 ½" x 11". Most book publishers offer these three sizes, however, many also offer various custom sizes. The book will be bound according to the size and selected page orientation—portrait or landscape. If you select one of the standard sizes, the cost will be significantly less than a custom size. Whatever you do, the file you submit to the publisher must be in the layout size and oriented to the binding style you choose.

NUMBER OF PAGES

The number of pages in your book may make a difference in the size, layout format and binding style you select. The lesser number of pages the more options you will have. Your book may not be suitable for the smaller book sizes. You may wish to divide your book into two volumes if it contains more than 400 pages.

PAGE LAYOUT

There are several options for the page layout of your book. If your book has numerous photos and digital copies of documents, you will want a page layout which will show these well. You may not know which will be right for you until you have added all of these to your book.

- ♦ Portrait or landscape page orientation: The photographs and document copies you include may determine the page orientation.

- ♦ Page size: The page size matches the book size you select. You may decide to start with one book size, then find out that the book you are creating will be better for the reader in another size.

♦ Page margins: We are used to working with 8½" x 11" paper size with one-inch margins. Though these are standard, you can change the margins to suit your needs. When working with the page size you will need to work within the page margin parameters set by the publisher you choose. No matter which page size you use, the margins should be set to accommodate the binding option you have selected. The publisher will provide you with the information you need.

BINDING STYLES

Publishers may offer one or more of the following methods for binding your book.

♦ **HARDCOVER** or **CASE BINDING** has a rigid cover and is stitched in the spine. Until the mid-20th century, covers of mass-produced books were cloth. Most publishers today have adopted clothette, a kind of paper which resembles cloth but is different on close inspection. This is expensive and must be done by professional bookbinders.

♦ **PUNCH AND BIND** systems also called **SPIRAL** or **COMB BINDING**, includes binding with wire, and various forms of plastic designs using a soft cover. Several different binding systems in this category are available for home use. Each of these methods uses punched holes with loose-leaf pages. It is inexpensive while still giving a professional look. Kits are available at many office supply businesses.

♦ **SADDLE-STITCHING** or **STAPLING** is used for booklets, pamphlets and some newsletters. Sheets of double-sized paper are folded in half forming the spine and the publication is either stitched along the fold or multiple staples are placed in the fold. An industrial sewing machine or special stapler are needed for this method.

♦ **THERMALLY ACTIVATED BINDING** is often called soft cover or paper back binding. These systems use a single sheet cover with a spine. This form of binding is great for a limited run of a family history book. The type generally used is **PERFECT BINDING** consisting of various sections of pages with the cover made from heavier paper, held together at the spine with strong adhesive.

PAPER TYPES

The most commonly used paper for a book is light weight (not ultra light weight) and uncoated. You want a weight heavy enough so the image on the back of the page does not bleed through to the front. Because of the very high quality printing available today it is common to use the same paper weight for text and photographs.

For pages of color photographs or special documents you may wish to choose a coated paper of a little heavier weight. If you are making a hard bound book which you consider a "table book", then the heavier weight coated paper is recommended for the entire book.

COLOR PAGES

Any pages using color, no matter how much color they contains, will raise the cost of the book. Though color pages are wonderful in a family history the cost may not be feasible if you are trying to keep the cost down.

You have the option to have copies of your book printed without color, and then make a digital copy available for your family with color if they want to print it themselves.

BOOK COVER

You will need a nice cover for the book. The title should include the major surname(s) included in the book with enough information to identify what the book is about. You can design your own cover, or use the options available on the publishers website to make a plain cover. In most cases you can add a graphic to the cover when you use the cover creator on the publishers website. However, if you want a more professional cover you can have an artist design it for you. In this case you may need someone who has worked with a publisher to help you get the cover to match the required parameters of the publisher and uploaded to the publisher's website. The terms they use can be difficult for a novice to use.

PREPARING THE FILE

After you have decided on the parameters of your book, you will need to get the file converted to PDF format. The fonts you have used need to be imbedded in the PDF file you send to the publisher. If you don't have a program on your computer to do this, you will need to find someone who can do it for you or download a file from the internet with this capability.

When the file seems to be exactly what you want you need to print it double sided. You can't really see what it will look like until you do this. Don't depend on a printout from your word processor; it may be different when converted to PDF. Make any needed changes and print it again. Have someone else look at it. They may see something you missed. You may find that the file size is so large that you can't send it from your home WiFi connection. If you can't send it using your connection, take it to your local library. They usually have a broad band connection which will handle the file.

COST TO PUBLISH

The cost of your book will vary considerably depending on the size of your book, the number of pages, type of paper, type of cover, and number of color pages you have included. Some publishers' websites have an estimated cost per copy calculator. You can plug in the size and number of pages and the calculator will show an estimated cost. Of course the cost these calculators show doesn't include any special options you choose, or the cost of shipping the books to you.

The great advantage of using an online book publisher is you don't need to stockpile a lot of copies and hope they sell. Most online publishers give you a web page on their website which they manage for you. You can advertise your web page any way you want including social media. This web page allows those who want a copy of your book to order it from the publisher and the publisher handles all mailing. However, the publisher will charge a small fee for this service. Depending on the number of copies sold in a month or quarter they will send you a check.

Some publishers offer an e-book option which can be placed on Amazon, eBay or other bookseller websites.

MAKING THE DECISION

Before you make the decision of which publisher to choose and the options you think you want, talk to others who have been through the process. The publisher they used may not be the right one for you, but at least you will have a good idea what to expect. Don't keep putting it off. It isn't as hard as it may seem, and it may be a lot cheaper than you think. ✻

IF YOU HAVE PUBLISHED A FAMILY HISTORY—FLAUNT IT!

By Barbara A. H. Nuehring [From the SKP Genies Newsletter Spring 2014]

You have worked long and hard researching, then writing a story about your family's history. Don't secret it away. Flaunt it. Remember how over-joyed you were when you found a publication about an ancestor by a distant relative on a library shelf? Share that joy.

Donate a digital or hard copy to the Family History Centers, public libraries and genealogy societies' libraries in all the areas where your ancestors had once lived.

Additionally, these four major repositories will also welcome your contribution to their holdings:

Library of Congress
Local History & Genealogy Collection Development
101 Independence Ave., SE
Washington, DC 20540-4660

Allen County Public Library
Genealogy Department
900 Library Plaza
Fort Wayne, Indiana 46802

Family History Library
35 North West Temple Street
Salt Lake City, Utah 84150-3440

Midwest Genealogy Center
3440 South Lee's Summit Road
Independence, Missouri 64055 ✻

Tip: Are you thinking of copying information from a book and don't know whether the work is still under copyright protection or not? Do you know the latest rules for the length of time a work enjoys copyright protection? Cornell University has a page that will answer your questions in a simple, table-oriented manner. You can download the PDF from <http://copyright.cornell.edu/resources/publicdomain.cfm>. ✻

PUBLISHING YOUR FAMILY HISTORY BOOK

By Carolyn H. Brown [From the SKP Genies Newsletter Spring 2014]

Publishing your family history can be a big process. How you publish will be determined by what you have written about, how wide you think your audience will be, and how many copies you think you can sell.

If your book is about a prominent person, you may want to find a publisher who will help you by reviewing the book and working with you to get it to the final stages of publication. If your book is about one family surname, or contains strictly genealogical information with some family history thrown in, and you will sell a limited number of copies then you probably should consider self-publishing.

FINDING A COMMERCIAL PUBLISHER

So you have decided that your book is worth a publisher. Finding a publisher to take on your book can be a daunting process. With all of the publishers available today you will need to do a lot of online research to try to find one which specializes in the type of book you have created.

You will also want to send a sample of your work to several publishers. Send a chapter or two, not the whole document. They will let you know through the information on their website what they want you to send and how they want it packaged. Follow their instructions to the letter. If you don't, it will be trashed.

The process of finding a publisher can take a long time. If you get turned down by one publisher keep trying. Even the best authors have been rejected by more than one publisher.

SELF-PUBLISHING

Self-publishing is the way to go if the book is about a single family surname or you are planning on very limited distribution. You will most likely not sell very many copies of the books in this group. There is no one there to help with the editing other than you and your friends, so use them.

There are two methods of self-publishing:

♦ You can either print the document yourself or have reproductions made at the local copy shop. There are several ways to bind your book. You can put the document in a binder or you can have it bound at the copy shop. Many time these books are comb or spiral bound.

  This method works well for smaller documents under 200 pages.

♦ The second method is to use one of the many online limited copy printing companies.

  If the book contains more that 200 pages or if you want a hard or soft-covered book, then using one of the online limited print options companies will be the better choice. They do a very good job for a much cheaper price than trying to do it yourself.

  One of the great advantages of using an online printer, is the option to have them create an e-book of your document. They can also help you obtain an ISBN, and will make your e-book available on websites like Amazon or other booksellers' websites.

  Many online printers will give your book a web page on their website; thus allowing you to direct people who want to buy a copy to go to the site and purchase the book. The printer handles all of the shipping for you. You can order copies of your book to sell yourself at a discount price.

SETTING THE SALES PRICE

Once you have determined how you will bind your book or if you are going to use an online printer, you need to set the sales price. All of us would like to charge enough for the books to make up for the cost of the research and creating it. However, this is totally unreasonable. You will never get what you think the book is worth.

The cost to print will be increased by the number of color pages you include and anything special you want done with the book. My suggestion is don't use color pages, but make sure you have used high-quality photos. To get high-quality photos, save the photos in TIFF format and do any touch-up required. Then save the photo

to a JPG format before including it in the book. Even in black and white most of the online printers will give you good quality output.

To determine the sales price for your book you need to find out exactly what the book costs to create. This is true no matter which method you choose. The general consensus is to take the cost to create times two. If your book costs $8 to publish, then you can charge between $16 and $20. If you go much higher than that, the number of copies sold will decrease.

WILL YOU GIVE SOME OF YOUR BOOKS AWAY?
All of us want to give some of our books away. Mom, dad and brothers and sisters are the first people we think of. We also need to consider the people who did the proofreading for us, or those who provided us with all of the wonderful information and photographs we would not have without their help. Consider the cost of these giveaways in the final sales price of your book.

YOU PROBABLY WON'T SELL AS MANY AS YOU THINK
We all think we will sell hundreds of books because we have hundreds of extended family members. You will be amazed at the number of family members who won't buy one. Many of them would love to have you give them one. Some people just aren't interested. If the person is someone you usually share Christmas gifts with, then make that your gift one year.

Using the self-publishing comb binding method, I have published seven family histories. I have taken copies to family reunions, contacted all of the cousins I can find, and even put the information about my books on genealogy forums. I have never sold more that 70 copies of any family history book no matter what the cost. Most of these books are now between 15 and 20 years old.

CONCLUSION
No matter which method you use to publish your book, or how much time you spend making it happen, you will come away from the experience satisfied that you did it. It is something that no one can take from you. Twenty years from now your great-great-grandchildren may even be thanking you. ❀

Spel Chek   *DEW KNOT TRUSS YORE SPELL CHEQUER TO FINED AWL YOU'RE AIRS*

By Barbara A. H. Nuehring [From the SKP Genies Newsletter Spring 2014]

When we sit down to write our book, compose an article for a periodical or share our genealogical findings via the written word on websites we want to make a favorable impression. While we should definitely strive for a good-looking family history, it is the syntax that speaks volumes about us as a researcher and the credibility of our work.

Contemporary rules of writing are many and they can be quite confusing. However, we do have help from several different sources.

The *Chicago Manual of Style*. Yes, it is a big book, but you will find everything you need to know about grammar and punctuation. It is a reference book, thus it is not meant to be read cover-to-cover no more than you would read a dictionary from cover-to-cover. The *Chicago Manual of Style* has an online version at <www.chicagomanualofstyle.org/home.html>. The print version, now in its 16th edition, offers expanded information on producing electronic publications. It costs between $30.00 and $40.00.

The website *Writing for Business and Pleasure* by Stephen Wilber at <www.wilbers.com> has always been a favorite reference of mine. In addition to being able to look up a particular question about punctuation or grammar, he offers writing classes by email, weekly exercises and a free monthly "writing tip" email.

I just discovered *Quick and Dirty Tips For Better Writing* at <www.quickanddirtytips.com>. This "Grammar Girl" website is clear and easy to use. You can view all of her short podcasts or select individual categories, plus transcripts of the podcasts are on line.

The Guide to Grammar and Writing, sponsored by the Capital Community College Foundation in Hartford, Connecticut, is another helpful website. It is at <http://grammar.ccc.commnet.edu/grammar/index.htm>.

These are just a few of the guides you will find on the Internet—there are many more. But website user

beware: English grammar, punctuation and spelling are not the same in all English speaking countries. British English is quite different than American English.

Now, having shared these sources with you, I must say the very best resource you can have is a proofreader that knows the rules. I don't know what I would do without Jeanette Fisher proofing what I've written. I certainly would not have the confidence I do, nor would Carol get the articles she does. You have read it in other articles in this edition of the *SKP Genies Newslette*r, but it bears paraphrasing: Being your only proofreader is the worse-case scenario there is. (Yes, this is a grammatical no-no, but it emphasizes my point.)

That doesn't mean you should just compose your family history and send it to your proofreader. Before it leaves your desk review your material as though you have never seen it before. Let it age overnight or a few days, then read it in a different format. After being away from it awhile, without reading it I convert my word processing document to a PDF which gives it the look the publisher will see. Then I read the PDF out loud. You could also print it on paper and then read it. By reading it word-for-word out loud I find errors I had overlooked the many times I read it as I wrote it. I am often amazed at the number of errors I find that my spell checker missed! ❀

GINGER – GREAT ENGLISH NATURALLY

Ginger is a free spell checker program and a whole lot more. It is available at <http://www.gingersoftware.com/>.

The software has four options:

Grammar Checker: Fixes your grammar and spelling according to the context of your text.

Sentence Rephraser: Displays enhanced variations of your text.

Text Reader: Reads your text out loud so that you know how it should sound.

Personal Trainer: Helps you boost your English skills with personalized practice sessions based on your own mistakes. ❀

PRINT DOCUMENT FORMAT (PDF) WRITER PROGRAMS

By Barbara A. H. Nuehring and Carolyn H. Brown [From the SKP Genies Newsletter Spring 2014]

For publishing electronic versions of your family history a PDF writer is absolutely necessary. The premiere PDF writer is Adobe Acrobat <www.adobe.com/products/acrobatstandard/features.html>. Newer versions of Microsoft Word, WordPerfect and many lineage databases have the ability to print or save a document as a PDF. Additionally, there are some free or shareware PDF conversion programs you can download from the Internet. Some of these can be found at:

www.pdf995.com
www.primopdf.com
www.exp-systems.com/PDFreDirect/Features.htm?1

For a very good PDF conversion program which can take almost any file type and convert it to a PDF, or take a PDF and convert it to other file formats, there is Corel PDF Fusion. The program is available at <www.corel.com/corel/product/index.jsp?pid=prod4100140 > for download or in box form for $24.99. Most of the features found in Adobe Acrobat are available in this program for a lot less money. In the ASSEMBLY VIEW you can insert, extract, delete, reorder, rotate pages and merge documents. In the PAGE VIEW you modify the text in an existing PDF with a list of text tools, read the document, and create bookmarks and comments. Using the drag and drop feature you can exchange pages between files. In the FLICK VIEW you can browse, visually search and read the document. ❀
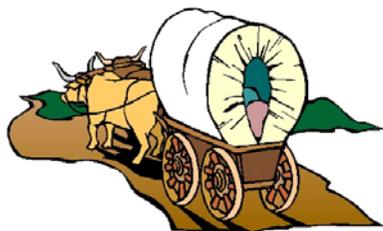
GREAT JOURNEYS INTO THE PAST

MY PUBLISHING EXPERIENCE

By Carolyn H. Brown [From the SKP Genies Newsletter Spring 2014]

Over my years of doing genealogy research I have published several family history books, and genealogy and computer how-to books.

When I first started publishing there were no short-run online publishers. Fortunately, there were personal computers and copy or printing companies where I could have my book printed with the exact number of copies I wanted.

If I had used a professional printer, I would have had to pay a setup fee when they printed a run of books for me. If I continued to have copies made there would be a time when the setup had to be recreated. These fees are not cheap. Using a printer I could have had them make and bind my books. Of course there is a separate setup fee for the cover and the cost of binding is very expensive.

However, by using a copy shop, I simply take a PDF of my book in and they print as many copies as I want. I can have the copy shop make the covers or I can make my own. The copy shop can also bind my book with spiral or comb binding. The cost for binding is usually about $1 per copy.

I found that it was cheaper for me to buy a comb binder, have the pages copied double sided at the copy shop and then create the covers on my home computer and bind them myself for about $0.50 each, saving several dollars on each run I had printed. All of the books I have created are in 8.5" x 11" format.

In 2001 I created a family history containing over 400 pages. Home binding doesn't work for a book that thick. If there were a short-run online printers at the time I had never heard of them, so I contacted friends and found a printer in Utah who would print a hardbound short-run of my BOATFIELD family history book. The company had a price break of $1 a book if I ordered over 50 copies. I thought I could easily sell that many copies based on the number of family members in the US, England and Australia whom I had located to help me compile the genealogy of the family. Unfortunately, not everyone who offered help bought a book. The books cost me $45 each which I had to pay up front. I held a pre-sale of the books for $50 each, and I set the price after the pre-sale at $55 plus shipping. Thirteen years later I still have two copies to sell.

In 2012 I co-authored *Bouse, Then and Now*, which is book about the Arizona town where I live. We worked on the book for two years. My co-author, a long-time resident of Bouse, gathered all of the information for the book, and I took her loose papers, copies of newspaper articles, photographs from her family and other residents and compiled the 100-page book. It is full of photographs.

We wanted a softbound book, so I started asking others who had created softbound books which book publisher they had used. The best answer I got was from Geoff Rasmussen, a manager at Legacy Family Tree. He has created several books that fit what we wanted from our publisher. Geoff suggested Lulu Online Publishing.

I found that working with an online publisher can be as easy or as hard as I wanted to make it. If I could do all of the work myself, we could get by relatively inexpensively. Since I had done so many other books before, and we had a good group of people here in town to proofread for us, we opted not to use those extra services from Lulu. I also found that the cost of printing color pages is much more than we were willing to pay, so we opted for all pages to be black and white. The quality of printing is such that it didn't present a problem for us.

Also, my co-author and I wanted a nice graphic for the cover. As luck would have it we happen to have a professional computer graphic artist here in town. I contacted him and he offered to design the cover for us for free if we gave him credit for the artwork in the front of the book.

Though I could create the book in my word processor, working with the cover took additional software and more expertise than I have. The artist sent me the front and back files in PDF for the book cover, but when I

tried to upload them to the website they always came out wrong. I finally had to have him make the cover one sheet, and set all of the parameters to meet the requirements of Lulu. He sent me a new PDF file of the cover which worked perfectly.

I found that creating a PDF for the book required a PDF creator program where I could embed the fonts in the file when I saved it. That way I am assured the printed copies will exactly match the copy I see on the screen or in my printout. I learned long ago I needed to print out the PDF file of the book before sending the file to the publisher to ensure the pages start on the right side of the page, and nothing runs over to the next page where I don't want it.

What I really like about using Lulu as a publisher is they allow me to buy one copy or as many copies as I want of my book. I can order them anytime I want and they are delivered in a reasonable time-frame. Lulu also has special offers for discounts when I place an order of 50 copies or more. They give us a web page on their website which we can keep private or make public. They obtained the ISBN for the book at no extra cost and will also print the barcode on the back of the book.

With Lulu we set the sales price and they will sell and ship the book from their website. When someone orders a copy, Lulu charges our pre-set sales price and Lulu keeps a percentage of the sale for handling everything for us. Depending on the number of orders made by others from their website, they send a check once a quarter.

When we want to buy copies and sell them ourselves, Lulu has a price break for us, but we have to log in using the same log in we first used to upload the book to Lulu. Any other log in will be charged the full sales price.

It is a general practice to set the sales price of the book close to double the actual cost, which we did. In the case of the *Bouse Then and Now* book, we buy 50 copies at a time and place them in the local grocery stores and museum. We give these businesses a small price break and we make money from each of their sales.

WILL I GET RICH?

I won't get rich selling the history of a small town or my family history. I'll never sell that many copies, even with an Internet presence. There aren't that many people who will buy no matter what the price. We have sold over 200 copies of the town history, and we have covered all costs and made a few bucks. But get rich... NO. ❁

BOUSE GENIES NEWS

SPECIAL SPEAKER EMILY AULICINO VISITS BGS

Thanks to Nornam Cutshall for sending our Chairman, Carol Brown, an e-mail he had received from Emily Aulicino, the author of Genetic Genealogy: The Basics and Beyond, in March. Carol noticed that Emily would be passing through Bouse on Friday, March 28, which was our regular meeting day. Carol contacted Emil and made arrangements for Emily to stop as she passed through and give a presentation on "Autosomal DNA Part1: The Basics." We determined that the BGS would pay for her presentation and make it available to the genealogy community for free. Joanne Jensen and Carol sent out a blitz of advertising to the newspapers, other genealogy societies and the LDS in the area.

EMILY AULICINO & CAROL BROWN

We had 18 members and 14 visitors, not including Emily and her husband Gary, attend the presentation. Emily captured our attention for an hour and a half, and was available after the presentation for questions. Members brought cookies, ice chest and ice, and helped make the day a very pleasant occasion.

A TABLE FULL OF GOODIES

Our guests came from Goodyear, Yuma, Lake Havasu City, Brenda, Salome, Quartzite, and Parker. Three of our guests took the opportunity to joined The Bouse Genealogical Society. We wish to welcome our new members Sue Black from Goodyear, and Chuck and Candie Newbill from Quartzsite.

CHANGES TO THE MEETING SCHEDULE CALENDAR

It is that time of year when many of our members start leaving Arizona for the northern climes. Most of our winter visitors will be gone by the end of April, and those of us who live in Arizona full time will be traveling in May and September. Therefore, it has been put to the membership to change the Spring meetings to end in April rather than in May which we have previously done. Therefore, the last meeting for Spring 2014 will be 25 April 2014.

The winter visitors do not start returning until sometime in October. Therefore we will resume our regular meetings again after the beginning of October. The By-Laws will be updated to reflect this change. Meetings will resume on the ever-other-week schedule on 10 October 2014.

The Genealogy Study Group will have their last meeting of the season on 21 April 2014 and will reconvene on 20 October 2014. Attached to this newsletter is the new BGS 2014-2015 Calendar.

We hope all of you have a safe trip north and we are looking forward to seeing you back with us in the fall,

2014 Genealogy Workshop - 15 February 2014

The Genies in the Desert Genealogy Workshop co-hosted with the Lake Havasu City LDS Church was another big success for the Bouse Genealogical Society. We had 140 people registered, however, only about 130 showed up. This was huge undertaking for the Society, and those who worked on it were worn out by the time it was over. We had a few hiccups, but for the most part it went very smoothly. We received a lot of accolades in the Workshop Evaluation sheets and from people who met us in the hallways.

The workshop speakers from the Bouse Genies all were exceptional and they deserve our praise and thanks for a job well done. We started something new this year by training our own members to be workshop speakers. We want to get as many of our members to share their expertise in the fields they are studying for their research, which others in the group have not delved into yet. If you have been researching in a special set of records, i.e., Canadian research; a particular state or region of the country; a foreign country; a particular set of records; or have tips and tricks for research, please share your expertise with us. We will continue working with our speakers to help them learn to use PowerPoint, write a syllabus handout or any other part of public speaking they need help with.

We didn't gain even one new member from the workshop, and since we had to split the profits with the LDS, we didn't gain enough financially out of it to make it worth our effort. We had so few people actually doing the work, that if we do another workshop in the future, we need more people to work. One of the big issues is the LDS does not want to do it again next year, and for what our society got out of it we do not feel it is worth our effort to have a workshop next season. We will revisit having a workshop in the 2015-2016 season.

GENEALOGY STUDY GROUP

The Bouse Genealogical Society - Genealogy Study Group (GSG) will be studying an article from the National Genealogical Quarterly at each meeting. By understanding how professional genealogists gather, analyze, and record information concerning a particularly difficult genealogical problem, we can learn how to become better genealogists ourselves.

The next meeting will be on 21 April 2014, which is the third Monday of the month, from 10 AM-12 NOON at the Bouse Community Building. This group is open to all members. The topic for April is *"Cherchez La Femme! Looking for Female Ancestors."* If you wish to join, please contact us at the Bouse Genies e-mail address: <BouseGenies@gmail.com>. ❀

NEW BOUSE GENIES NEWSLETTER CD UPDATED THROUGH 2013

We have a new update to the *Bouse Genies Newsletters* CD. Everything is in one PDF file. The file opens to the Cover Page followed by the Index pages. These include an Explanation of the Indexing System; listing of the Newsletter Themes (a modified edition table of contents); Article Topic Table of Contents; and the Article Index. Each article in each edition has been indexed by subject. Following the index are the individual editions of each volume. By using the BOOKMARKS option of Adobe Reader you can quickly access each volume or

individual edition. If you have difficulty finding the article you are interested in, don't forget to look under *Brick Walls & Dead Ends* and the *General* topic heading in the index... Buy yours today and enjoy! ❀

Bouse Genies Newsletters 2007–2013

All 7 volumes on one CD and Indexed ~ Order Yours Today for $8.00 including shipping
Send Your Order with Check Payable to:
Bouse Genealogical Society, PO Box 624, Bouse, Arizona 85325-0624
Please be sure to include the address where you want the CD to be sent.

From the Editor's Desk

By Carolyn H. Brown

Every issue of the Bouse Genies Newsletter we ask you, our members, to help the newsletter staff by submitting a tip or hint, an article explaining how you overcame a dead end, or just share your expertise in any of the many topics within the genealogy learning process. We know there is a lot of knowledge among the BOF membership and we really want you to share your ideas with us.

Have we missed something in a previous issue you would like to help us expand upon? Did something genealogy related happen to you that made a big difference in your personal research? Have you discovered a new set of records to use in your research? You don't need to be a fantastic writer, since we have a small staff to help you should you want or need it. However, we can't help you if you don't ask.

Since we started using themes, a lot has changed in the world of genealogy research. We have already revisited the theme of Census Records, and we will consider repeating a theme when there is enough new or updated information to warrant a repeat of a theme. If you have any ideas of what topics you would like to have us address, drop an email to me at <GenieCarol@gmail.com>.

July-August-September 2014: *Published Sources and References*. Looking for articles about published pedigree charts; family histories; biographies; county/local histories; lineage society application packets; periodicals; journals; NUCMC; PERSI; World Cat and inter-library loans; academic works; Google Books; finding out-of-print books; pluses/minuses of transcriptions and abstractions; citation formats for published sources; and validating information found in published sources. (Deadline is 1 June 2014.)

October-November-December 2014: *Names and Naming patterns.* Looking for articles about surnames—the development of surnames; patronymics of various countries; and spelling variations. Also articles on given names—types used in previous centuries; naming conventions of previous generations; and problems when cousins have the same name, including articles on source documents for finding names. (Deadline is 1 September 2014.)

January-F+ebebruary-March 2014: *Self-Improvement.* Looking for articles about online Wikis; podcasts; blogs; chat rooms; apps on mobile devices; local, state, and national conferences; genealogical standards; published books and scholarly journals; community-college and university courses; and annual institutes. (Deadline is 1 December 2014.) ❀

Everyone has ancestors and its only a question of going back far enough to find a good one. — Howard Kenneth Nixon

If we aren't counting dollars, accomplishments, calories or pounds, we're counting ancestors. ❀

BOUSE GENIES ADMINISTRATIVE TEAM

Send general correspondence, membership renewals and address/email changes to:

> **BOUSE GENEALOGICAL SOCIETY**
> **PO BOX 624**
> **BOUSE, AZ 85325**

or email them to: BouseGenies@gmail.com

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BOUSE GENIES REMAINDER OF WINTER 2014 GENERAL MEETING SCHEDULE

All meetings are held in the Bouse Community Building from 9:30 AM -2 PM unless otherwise specified.

Last meetings of the season: **11 & 25 April 2014.** ❋

GENEALOGY STUDY GROUP REMAINDER OF WINTER 2014 MEETING SCHEDULE

All meetings are held in the Bouse Community Building from 10 AM -12 NOON unless otherwise specified

Last meeting of the season: **21 April 2014.** ❋

WHAT'S HAPPENING?

Spring into action. Register for a genealogy learning experience during your travels in the next few months:

NGS 2014 Family History Conference
7–10 May in Richmond, Virginia
Registration Brochure PDF: http://goo.gl/KwHTix
Conference Info: http://conference.ngsgenealogy.org/

Family History Expos
2–3 May in Sacramento, California
16–17 May in Rapid City, South Dakota
6–7 June in Colby, Kansas
27–28 June in Casper, Wyoming
12–13 September in Kearney, Nebraska
27–31 October in Salt Lake City, Utah
Info for all at: www.familyhistoryexpos.com/expos

Southern California Genealogy Jamboree
Family History and DNA: Genetic Genealogy
5 June in Burbank, California
Golden Memories: Discovering Your Family History
6–8 June in Burbank, California
Info for both at: www.genealogyjamboree.com/

National Institute on Genealogical Research
14–18 July at NARA in Washington, DC
Info at: www.rootsweb.ancestry.com/~natgenin/

Family History and Genealogy Conference
29 July–1 August in Provo, Utah
Info at: https://ce.byu.edu/cw/cwgen/

Washington State Genealogical Conference:
Improved Genealogy Through Better Methodology
14–16 August in Arlington, Washington
Info at: www.wsgs2014conference.com ❋

Laws of Genealogy

Your great, great, grandfather's obituary states that he died, leaving no issue of record.

The will you need is in the safe on board the "Titanic".

The critical link in your family tree is named "Smith".

Ink fades and paper deteriorates at a rate inversely proportional to the value of the data recorded. ❋

Bouse Genealogical Society
September 2014 - August 2015

September 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

BGS Meeting 10th 9:30-2:00

GSG Meeting 20th 10-12
BGS Meeting 24th 9:30-2:00

November 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

BGS Meeting 7th 9:30-2:00

GSG Meeting 17th 10-12
BGS Meeting 21st 9:30-2:00

December 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

BGS Meeting 5th 9:30-2:00

GSG Meeting 15th 10-12
BGS Meeting 19th 9:30-2:00

January 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

BGS Meeting 2nd 9:30-2:00

BGS Meeting 16th 9:30-2:00

GSG Meeting 19th 10-12

BGS Meeting 30th 9:30-2:00

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

BGS Meeting 13th 9:30-2:00

GSG Meeting 16th 10-12

BGS Meeting 27th 9:30-2:00

March 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BGS Meeting 13th 9:30-2:00

BGS Meeting 27th 9:30-2:00

April 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

BGS Meeting 10th 9:30-2:00

GSG Meeting 20th 10-12
BGS Meeting 24th 9:30-2:00

May 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Events Notes:
BGS–Bouse Genealogical Society   **GSG**–Genealogy Study Group