SO YOU WANT TO PUBLISH A BOOK?
HOW TO START - WHAT TO INCLUDE - WHERE TO PUBLISH

START by FILLING OUT ANCESTRY FAMILY GROUP SHEETS for each
GENERATION   and/or ENTER information on your Computer:
You may have to adjust to your computer program

I use 2013 MICROSOFT OFFICE - 8 ½ x 11 Word Document - 1" MARGINS all around
TIMES NEW ROMAN- size 12 or 14, also use BOLD and ITALIC

Start with one page for YOUR FATHER
One for YOUR GRANDFATHER and a Page for each of HIS CHILDREN
One for YOUR GREAT GRANDFATHER and a Page for each of HIS CHILDREN
Go back in time as far as you can go
Do the same for your Mother, Her Mother, Grandmother, etc.
I use this format for all my Records
AS YOU ADD EACH GENERATION, MAKE a FAMILY TREE
Just start at the bottom of a page and work upward!
Always search back in time, however, my Books begin with earliest generation I could find.

NOW YOU SHOULD CONSIDER PUTTING THESE PAGES INTO A NOTEBOOK
WITH LOTS OF PLASTIC SLEEVES. MAKING IT IS EASY TO JUST SLIP IN
PICTURES or NOTES that you can scan and add at a later time.

I find it helpful to **SAVE EACH GENERATION as a SEPARATE "WORKING FILE"**
One easy way to **label each one is by birth year and first name: 1878 Max - 1912 Walter**
Eventually all these files will be put together as one large PDF file to be sent to the Publisher
ALWAYS SAVE COPIES OF YOUR FILES

When you Copy and Paste your pictures and documents into your Text Document,
Be sure to right click on EACH picture for FORMAT OPTIONS:
Begin with WRAP TEXT: THROUGH - MOVE WITH TEXT
Drop down boxes also allow you to **CROP, CHANGE SIZE**
In FORMAT PICTURE: "paint can" - SOLID LINE - LINE - 1.25 adds a FRAME

INCLUDE: BIRTH and DEATH INFORMATION, DOCUMENTS
MAPS with HISTORY of the area and/or times
EMIGRATION RECORDS with pictures of the Ships
CENSUS - NATURALIZATION - DRAFT RECORDS - PERSONAL INTERVIEWS
EVERYONE HAS A DIFFERENT STORY TO TELL, WHAT CAN YOU ADD TO YOURS?

PUBLISH: 48hrbooks.com (Akron, Ohio)
I was very happy when I found their ad in Family Tree Magazine
Check out their Web Site for prices, lots of helpful information and telephone number.
THIS IS A STEP BY STEP PROCESS and not as complicated as it might appear!
Violet Eklof

How I Set Up Each Page

My computer has 2013 Microsoft Office. This might take some experimenting as your individual computer may use slightly different commands.

Step One: MARGINS - My book was set up as an 8 ½ x 11 Word Document with margins of 1" all around

Step Two: PICK YOUR FONT STYLE & SIZE
I prefer "Times New Roman" with a size of 12 or 14.
Type in the text you want on your page.

Step Three: INSERT YOUR PICTURES AND COPIES OF DOCUMENTS
(census records, baptism certificates, etc.)
Insert one image at a time using **"Copy" and Paste"**
or by **dragging the image** into your **Word Document**.

Step Four: Once you have inserted a picture,
it needs to be properly FORMATED
On my PC, I RIGHT CLICK the PICTURE and
A DROP DOWN BOX APPEARS WITH * SEVERAL OPTIONS:
VERY IMPORTANT TO BEGIN with
* WRAP TEXT Click and it leads you to another drop down box
click **THROUGH and MOVE WITH TEXT**
This allows you to move pictures and text around as you edit or
add more information to your page

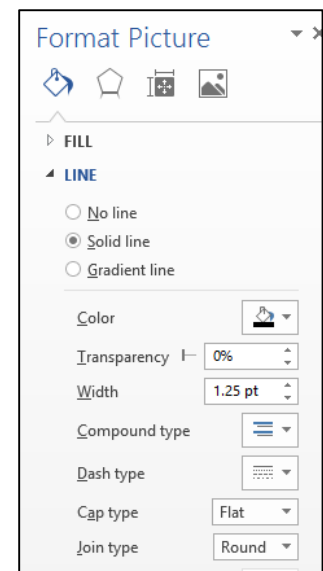*** CROP PICTURE** if you prefer to eliminate any portion
* SIZE lets you adjust size of picture

* FORMAT lets you put a FRAME around selected item.

Click on the "paint can"
then on **Solid Line**

I usually use a **BLACK 1.25 pt. line**,
but you can pick whatever Color and
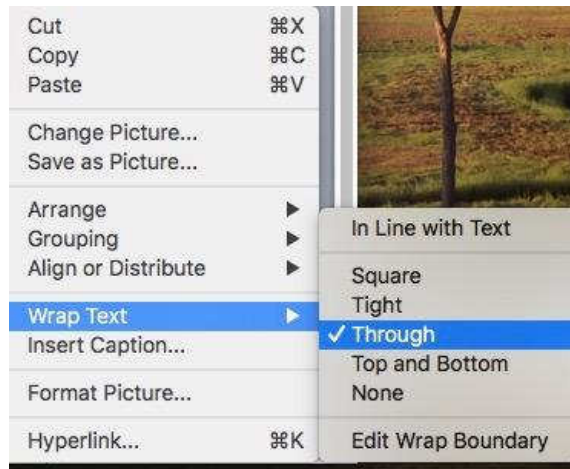Compound Line Type that you prefer.

I like this "FRAME" feature on Microsoft Office Word.
It seems to make the pictures pop!

Step Four:
On my daughter Karen's MacBook Air, she clicks her mousepad with two fingers and the following drop down menu appears.

Click on "WRAP TEXT" and then click on "THROUGH".

For the FRAME
She clicks on **"FORMAT PICTURE"** from the Menu and clicks **"BORDERS and SHADING"** and then **"BOX".**
She can then select color and width of the frame.