

**VCGS Self-Publishing**

# **Self-Publishing for Beginners**

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# VCGS Self-Publishing

## Some Admin Housekeeping

- **Thank you for attending this presentation!**
- **Please hold your questions and type into chat**
- **Or Raise Your Hand – the moderator will recognize you**
- **Please stay muted until called upon to speak**

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## More Admin – Some Links:

- Lulu Tutorial: <https://youtu.be/qAraG1J6P8Q>
- Creative Commons Copyright: <https://www.creativecommons.org>
- Libre Office Beginner Tutorial: <https://youtu.be/d-wV7HmileE>
- Open/Libre Office Publishing Format Tutorial:
  - <https://youtu.be/Dsej93edn4w> (Part 1)
  - <https://youtu.be/7LSEnsz4bLQ> (Part 2)
  - <https://youtu.be/GK0mMhHjKRY> (Part 3)
- Lulu Website: <https://lulu.com>

# VCGS Self-Publishing

## What we will cover:

- **Why Self-Publishing for Genealogy?**
- **What to Write?**
- **Writing Your Text**
- **Formatting for Printing**
- **Uploading, Creating a Cover and Ordering**
- **A Sample Book Format Template**

# VCGS Self-Publishing

## Why Self-Publishing for Genealogy?

- **Organization & Context**
- **Dissemination**
- **Preservation**

# VCGS Self-Publishing

## Organization

- **Lots of data collected**
- **The need is for information**
- **Context and narrative arc**



# VCGS Self-Publishing

## Dissemination

- **Books are inexpensive: \$4 to \$8 ea**
- **Inform all your relatives**
- **More book copies – better chance of survival**



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## Preservation

- **Cloud/Web Page - ???**
- **Electronic Document Storage**
  - CDs - 20 to 50 year media life
  - Thumb Drives – 10 years
  - SSD drives – 10 years
  - Hard drives – 3 to 5 years
  - Devices?





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## Preservation

- **The Answer is Paper!**
- **Family Bible – 250 years**
- **Pocket Notepad – 100 years**
- **Average Paper – 300+ years**
- **No Device Needed!**



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## What to Write?

- **Narrative History**
- **Ancestor Diary or Letters**
- **Family Story Collection, Recipes**
- **Transcription of Reminiscences**
- **Old Family Photo Albums**
- **Genealogical Documents**



# VCGS Self-Publishing

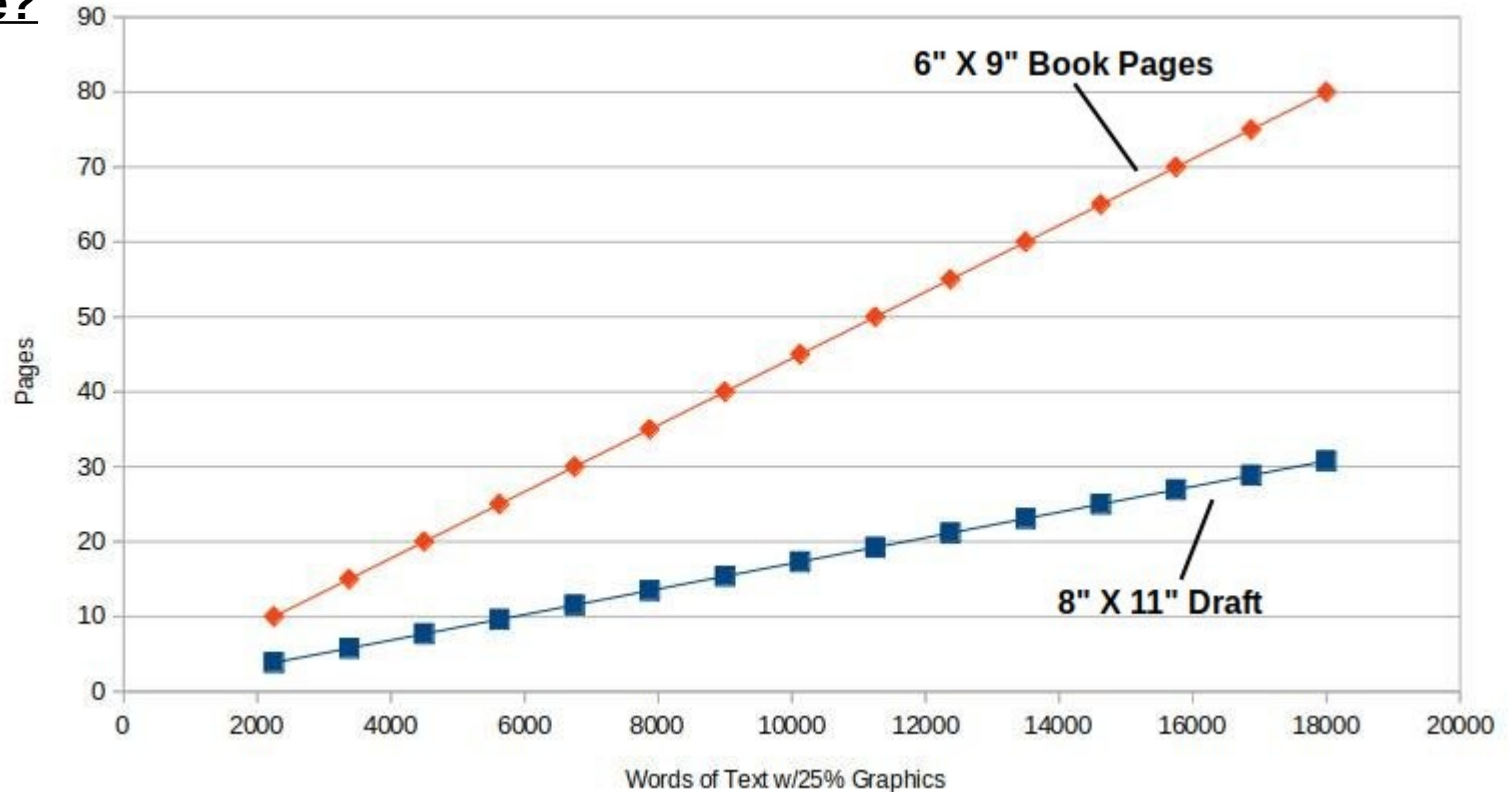
## How Much Do I Write?

**6" X 9" Page**  
**300 words**

**8.5" X 11" Page**  
**585 words**

**12 pt type face**  
**(No graphics)**

Text vs 6" X 9" Book Size



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## How to Write Your Text

- ***Writing and Formatting are Two Distinct Operations!***
- **Use your favorite word processor for writing**
- **Use separate files and folders for chapters**
- **Keep images in separate folders**
- **Don't worry about layout, etc – *Just the Words!***

# VCGS Self-Publishing

## Formatting Your Book

- **This is Most Challenging Part!**

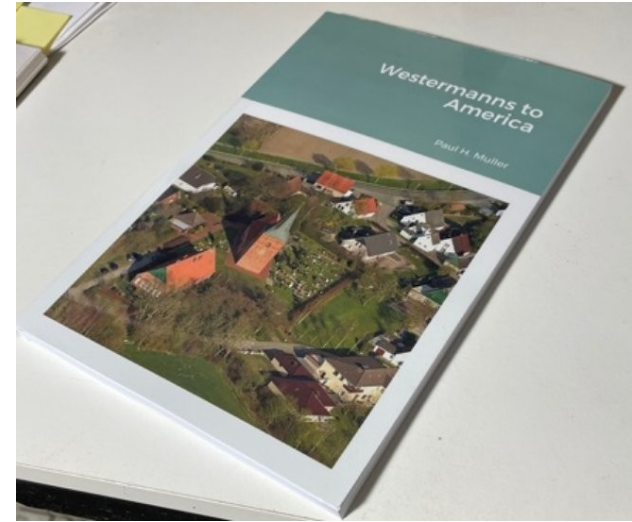
**But Remember...**

- **The Goal is Simply to Create a .pdf Ready for Printing**
- **All the Tools for this are already in your Word Processor**

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## Simplify the Formatting!

- **6" X 9" Bound Format**
- **12 pt Sans Serif Type Face**
- **No Indexing, Simple Table of Contents**
- **No ISBN, CC Copyright, Not for Sale**
- **Just Two Page Styles: Blank and Basic**



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## Formatting Helps

- **Formatted Templates (I have one)**
- **YouTube Tutorials**
- **Self-Publishing Websites**

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## Interior Page Sequence – Front of the Book

- **Title Page**
- **Copyright Page**
- **Dedication/Acknowledgments/Attributions Page**
- **Author's Preface**
- **Table of Contents Page**



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## Front-of-Book Pages Format

- **Create 'Blank' Page Style:**
  - **6" X 9" Page Size**
  - **Right/Left Mirror Pages, Single Column**
  - **1/2" Margins on the Edges**
  - **3/4" Margin at Center**
  - **12 pt Sans Seraph Type Face**
  - **Standard Heading Choices**

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## 'Basic' Style Format for Chapters

- **Same as Blank Page Style – Plus:**
  - R/L Headers w/book title and author name
  - Footer with page numbers
  - Standard Header for Chapter Titles

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## Adding Your Text to Sample Book Template

- **Backspace out sample text from Pre-Chapter pages**
- **Type in Title, Author, Contents, Preface, directly etc**
- **For Chapter Text:**
  - **Copy draft from your Word Processor, paste into Text Editor**
  - **Copy text from Editor and paste into book sample file**
  - **Add in images, captions, etc**

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## Image Considerations

- **JPEG works fine – can be sized to fit on pages**
- **Padding, black border helpful**
- **0.1” Pad on bottom helps caption placement**
- **Brightness/Contrast may need adjustment**

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## Uploading to LuLu, Create Cover and Order

- **Double check interior file format and export to .pdf**
- **Select Book Size, Binding, Page Weight, Colors etc**
- **Create Account, Project, Upload your Interior .pdf File**
- **Create Cover**
  - **Upload your cover image**
  - **Add Title, Author, Back Cover Text**
  - **Download and check Cover, Book Text .pdf Files**

# VCGS Self-Publishing

## Ordering Your Book

- **Double Check .pdf Proof Files**
- **Select Order Quantity, Shipment Method**
- **Pay via Credit Card**
- **Wait - With Patience!**
  - **Order will be immediately acknowledged by email**
  - **Email w/tracking# sent when shipped**
  - **Arrival avg of 20 – 25 days from order date**

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## Simple Sample Book Template File

- **Pre-Formatted – Ready for Your Text**
- **For the Libre/Open Office Word Processor**
  - **Open Source Word Processor**
  - **Free to Download!**
  - **Similar to MS Word**

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**Questions?**

**Email: [phmuller2010@gmail.com](mailto:phmuller2010@gmail.com)**

