

VICTORIAN G.U.M.(INC) News

October 2010, Volume 27 No. 3

Cost \$3

Genealogists Using Microcomputers

An Association of family history researchers using computers

www.vicgum.asn.au/

VicGUM[®] MEETINGS AND WORKSHOPS

Tuesday October 5, 6:45 pm,

‘One Great Family’

Presenter: Meg Bate



Wednesday November 3, 6:45 pm,

‘LDS Records Available On-line’

Presenter: Leslie Berry

All the above will be at the GSV Meeting
Room, Level B1,
257 Collins Street, Melbourne.

(enter from Collins Street, turn left near the
bottom of the escalator, go down via the lifts)

If you are running late please ring 9639 2006 to
be let into the building or to access the lifts.
Parking restrictions/metres apply to 8.30 pm

FAMILY TREE MAKER WORKSHOP

Sunday November 28, 10:00 am
(tea/coffee from 9:30) Mt Waverley
Community Centre

Cost \$20 (35 per couple) which includes a
light lunch and morning and afternoon tea.

For more information on Workshops see:
www.vicgum.asn.au/GUM_WorkshopFAQs.pdf

PRESIDENT'S REPORT

Many of us are looking forward to Meg's presentation on *One Great Family*. The information we have is that *One Great Family* is a single, shared family tree built by people all over the world. The *One Great Family Tree* is a powerful genealogy database that is shared and built by people like you. Everyone's genealogy ties into the *One Great Family Tree*.

There is a new Website for *Scotlandspeople*. For the first time customers will be able to plot search results on maps and the Catholic banns, marriages, deaths and burials are also available.

There are no 'Software for Sale' pages in this edition of *Victorian GUM Inc. News*. Please see the GUM Website for the details of the software available for sale.

www.vicgum.asn.au/software.html

Irene M. Fullarton 

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Mouse
in use!





WEBSITE: www.vicgum.asn.au

EMAIL: info@vicgum.asn.au

Reg No: A0023358X **ABN** 47 032 151 571

**B1, 257 Collins Street,
Melbourne VIC 3000.**

**Postal Address:
PO Box 375, FLINDERS LANE
VICTORIA 8009.**

Phone: (03) 9639 2005

Fax: (03) 9639 2006

Office email: gumoffice@optusnet.com.au

NEWSLETTER TEAM

Editor: Irene Fullarton
FTM Column – John Donaldson
LUG Column – Patsy Daly
Acrobat and Win7 Columns – Merv Leeding
Proof Reading – Tricia Parnell, Yvonne Toomey

NEWSLETTER DEADLINES

Final copy for each issue of *Victorian GUM Inc. News* is due with the Editor by the first day of the preceding month. Brief notices and corrections may be received up to the 7th of the preceding month.

NEWSLETTER CONTRIBUTIONS

Copy is preferred in electronic form and may be delivered on CD or DVD to the Editor at PO Box 375, Flinders Lane Victoria. 8009, or via email to imf07@optusnet.com.au. Most file formats can be handled. Hard copy is not required but if graphic files are included please send them separately and indicate their placement in the text.

The preferred graphic formats are: TIF, JPG.

Every effort is made to ensure that the information in this Newsletter is correct, but no responsibility is accepted for errors or omissions. The views expressed are those of the individual contributors.

ADVERTISEMENTS

Non-commercial advertisements, by members, are placed free of charge. Commercial advertising rates should be discussed with the Treasurer.

MEMBERSHIP

The Annual Membership Fee of \$35 (including GST or the overseas fee) is for one year from the 1st of the next month after the date of joining. (There is a Joint Membership Fee of \$40 also available for two people residing at the one address.) Membership includes eleven copies of *Victorian GUM Inc. News*. Overseas membership is \$A35.00 (Newsletter via email only). Membership forms are available from the GUM notice board at the Genealogical Society of Victoria Inc., on the GUM Website or at GUM meetings/workshops. (Existing members please check your Newsletter envelope or accompanying email for your renewal details.) Membership fees can be sent to the Treasurer at the above address or paid online via the GUM Website using credit card via *PayPal* or over the telephone.

COMMITTEE AND HELPER CONTACTS

Position	Name	Phone
President	Irene M. Fullarton	9778 7317
Vice President	Graeme Simpson	9877 1946
Secretary	John Donaldson	9598 6767
Treasurer	Douglas Vollmerhouse	9890 3361
Presentations		
Membership	John Donaldson	9598 6767
Secretary		
Software Sales		9639 2005
& Distribution	Email: sales@vicgum.asn.au	
Newsletter		
- Editor		
- Production	Irene M. Fullarton	9778 7317
Webmaster	Graeme Simpson	9877 1946
Dial Help	Mike Thorne	9873 3742
Committee:		
	Laurie Thompson	9807 3455
	Bubbles Segall	0488066387
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GUMNET MAILING LIST

To join GUMNET see:
www.vicgum.asn.au/gumnet.html

GUM LIBRARY

GUM members may borrow from the Library. See www.vicgum.asn.au/library.html

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ancestry.com
**FamilyTree
 Maker** 2011

Family Tree Maker 2011 – Smart Stories

I thought this month that I would discuss one of the new features that have been introduced to *Family Tree Maker* 2011. The **Smart stories** new feature is one of the interesting book enhancements to *Family Tree Maker*.

Smart Stories

This is a new narrative tool in the Media Workspace—Other. The new Smart Stories feature helps you record family stories. You can compose a story yourself or select facts, sources, and notes you've already entered in your tree and drag-and-drop them into your text. (Smart Story text is linked to the tree so if a fact changes the information in your story **will be updated automatically**). Smart Stories can be saved as Media items so you can print them out, share them with others, or include them in books.

There are two kinds of Smart Stories:

1. Smart Stories (Media items)—Created from Person, Relationship, or Tree Media views. These are actually saved as files on your computer and are linked to the person, relationship, or tree as media items.
2. Smart Story (Text Items)—Created in the Publish workspace. These are not saved as files, but are saved as reports.

A few additional points:

- Both types of stories can be included in a book.
- A "Smart Story" (Text Item) cannot be linked directly to a person as a media item and never appears in the media collection for the tree or for any individual.
- The new "Stories" filter in the Media views will show story files linked as media items, but not stories saved as reports in the Publish workspace.

There are two ways to create a smart story:

- From the People>Person>Media or Relationship Tab View or;
- From the Publish Workspace>Other. Let's start from the People Workspace

To Create a new Smart Story from the Person View

Go to People>Person>Media and Click on the New tab and select Create New Smart Story

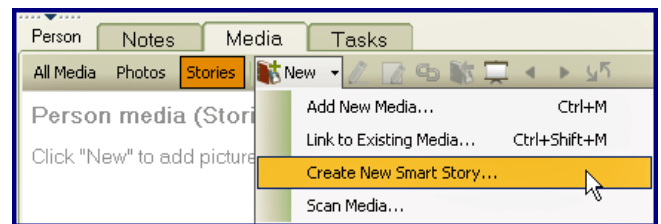


Figure 1 Create New Smart Story-Person View

This opens the auto-populate dialog

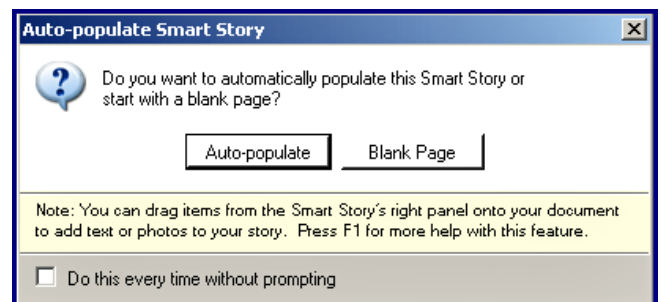


Figure 2: Auto-Populate Smart Story

You have two options. Auto-populate will automatically insert the Note text along with a photo and a title (if the boxes are ticked into the story preview editor).

If you select a blank page the editor opens and you can drag or insert text into the story.

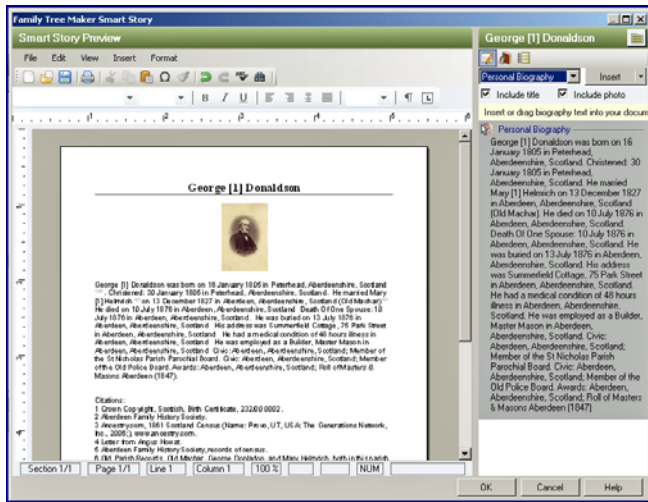


Figure 3: Smart Story Preview

The options are quite extensive. This is what Help notes.

Facts

Options	Description
Personal Biography	Compiles all of the facts for the person into a short biography beginning from birth to death. You can drag the biography to insert it into the text.
Notes	Lists the notes that have been included for the person. Each note is listed separately. You can drag any note to the Text Item to insert it into the text. You can double-click any note to open it in an editor and revise the text.
Facts	Lists each fact entered for the selected person. When you click a fact, <i>Family Tree Maker</i> lists different formats of the fact information that you can drag into the Text Item. The Insert button menu lets you select to include any citations attached to the fact as an endnote in the Text Item. You can double-click a fact or data format to open the person's record to review or edit any facts.
Fact Sources	Lists the facts for the selected person. When you select a fact, all sources for the fact are listed in a drop-down list at the bottom of the pane. Select a source to view the citation text. You can drag the citation text to the Text Item to insert it into the text. The Insert button gives you the option of inserting only the currently selected citation or all citations attached to the selected fact.

Insert	Copies the currently selected text field to the Text Item at the insertion point. For the Fact and Fact Sources options, the Include button includes a menu that lets you specify additional options for inserting the fact fields.
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Media

Options	Description
Insert	Places the selected image in the Text Item at the insertion point.
Insert or drag media into your document	Lists all of the images that are linked to the currently selected person. You can drag an image onto the text item or click Insert to place it in the Text Item at the insertion point.

Timeline

Options	Description
Person	Lists the events from the life of the selected person. When you select an event, <i>Family Tree Maker</i> lists different formats of the event information that you can drag into the Text Item.
Person, Family	Lists the events from the immediate family (parents, spouse(s), siblings, and children) of the selected person. When you select an event, <i>Family Tree Maker</i> lists different formats of the event information that you can drag into the Text Item.
Person, Historical	Lists the personal and historical events that occurred during the life of the selected person. When you select an event, <i>Family Tree Maker</i> lists different formats of the event information that you can drag into the Text Item.
Person, Family, Historical	Lists all of the personal, familial, and historical facts that occurred during the life of the selected person. When you select an event, <i>Family Tree Maker</i> lists different formats of the event information that you can drag into the Text Item.

Smart Story Editor

The Smart Story Editor includes tools for formatting the content of the text in the report, opening a new file, and saving and printing a Smart Story.

Options	Description
New document	Opens a new, blank document in the Smart Story Editor. You will be prompted to replace the existing Smart Story document.
Open document	Lets you open an existing document. You can open any of the following document formats: <ul style="list-style-type: none"> • *.ftms (<i>Family Tree Maker Story</i>) • *.rtf (<i>Rich Text Format</i>) • *.html (<i>Hypertext Markup Language</i>) • *.docx (<i>Microsoft Word 2007</i>) • *.doc (<i>Microsoft Word 97-2003</i>) • *.xml (<i>extensible markup language</i>) • *.txt (<i>plain text or plain Unicode text</i>) You will be prompted to replace the existing Smart Story document.
Save document	Lets you save the current document. How the document is saved depends on how you opened the Smart Story Editor. For more information, see To save the story.
Print document	Sends the current Smart Story to the printer.
Cut	Moves the currently selected text or image to the clipboard.
Copy	Copies the currently selected text or image to the clipboard.
Paste	Copies the contents of the clipboard to the Smart Story document at the insertion point.
Delete	Removes the currently selected

	text or image from the Smart Story document without copying it to the clipboard.
Symbols	Opens the Symbols dialog box so you can insert a character not found on your keyboard into the document.
Format Painter	Copies format of the selected text to apply to other text in the document.
Undo	Reverses the last action you made in the Smart Story document.
Redo	Reverses the last Undo action you made.
Spell Check	Checks the spelling of all the text in the Smart Story document. See To check the spelling in a text item.
Find	Searches the document for the text string you entered. See To find text.
Typeface	Lets you select the font to use for text in the Smart Story document.
Font Size	Lets you select the font size for text in the Smart Story document.
Bold	Switches the selected typeface between bold and normal typeface for the font.
Italic	Switches the selected typeface between italic and normal typeface for the font.
Underline	Switches the selected typeface between underlined and normal text.
Left justify text	Makes the text in the current paragraph flush with the left margin.
Right justify text	Makes the text in the current paragraph flush with the right margin.

Center justify text	Centers the text in the current paragraph between the right and left margins.
Fully justify text	Stretches the spaces between words so that the text is flush with both the left and right margins.
Zoom	Enlarges or shrinks the document text to the percentage you specify.
Format Codes	Displays or hides the format codes for elements that normally are not visible. For example, a hard return is displayed as a paragraph marker (¶), a space is a dot (·), and a tab is an arrow (→).
Tab alignment	Cycles through the tab alignments so you can select one to assign to a tab stop on the ruler. See To insert and manage tabs.

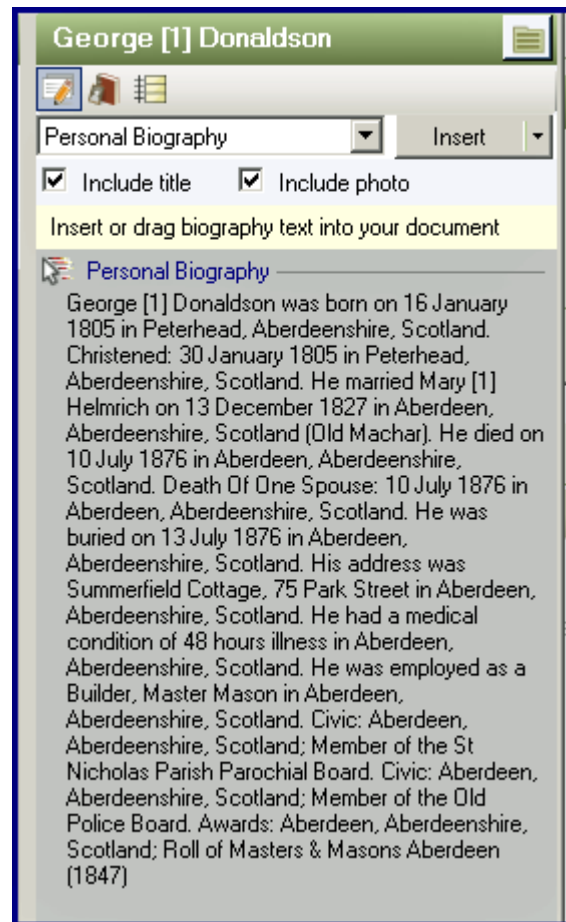


Figure 4: Insert Personal Biography

Inserting a Short Biography

This is as simple as placing the cursor where you want to add the biography and choosing personal biography from the drop down list in the smart story toolbar, simply drag the text into the story editor. This can be mixed with other text inserted [say] by copying and pasting or typing in new text. If you move your cursor over the text the smart story text will be highlighted.

Inserting Facts

To insert Facts use the drop down list. Notice how you have a number of pre-constructed sentences to use with your Facts.

Select the fact you want to insert and drag it and also use the pre-constructed sentences if you choose. (Figure 5)

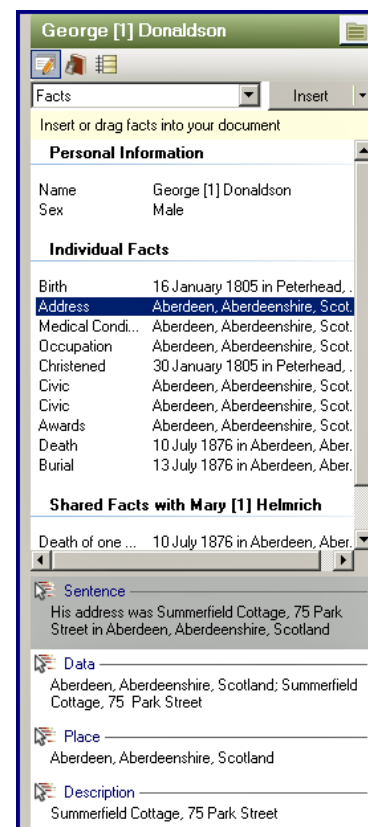


Figure 5: Insert Facts

Inserting Notes

This as you would expect follows the same pattern as before. Place your cursor where you want to add a person note that you have added to *Family Tree Maker* and choose **Notes** from the drop down list. Drag the text or click Insert.

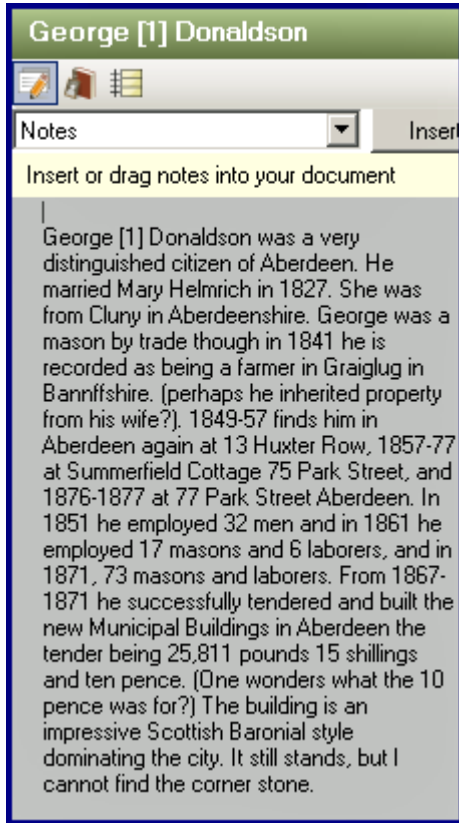


Figure 6: Insert Note

Inserting Sources, Media or a Timeline Event

Again, this is similar in concept. Select the event you want to insert into your smart story and drag it to your story editor. You will see with timeline events as with facts, you have some pre-constructed sentences.

So in essence, a smart story is a method of pre-populating text items for books etc., with **the data that you already have** in various forms in *Family Tree Maker*. An important point to note is that it works by **linking** and is therefore **dynamic**. If you change an item linked to a smart story, it will be automatically updated.

Note that when you have finished editing on your smart story you can save it.

Now remember at the beginning of this article I noted that there were **two types of smart stories** in *Family Tree Maker* 2011.

Smart Stories (Media items)—Created from Person, Relationship, or Tree Media views. These are actually saved as files on your computer and are linked to the person, relationship, or tree as media items.

We have been focusing on the smart story created from the Person menu, which are saved as files.

But there is also the other version of a Smart Story (Text Items)—Created in the Publish workspace. These are not saved as files, but are saved as reports. To use this go to the Publish Workspace>Other and click on Smart Story.

The smart story editing page is very similar to the one in the Person area. The difference essentially is the way the smart story is saved and used in Books.

A few additional points about Smart Stories

You can **Edit** a note by simply right clicking on it in the RH editing panel. Note that you have a fair range of formatting options, roughly akin to *WordPad*. You can also designate the Note as private if you wish.

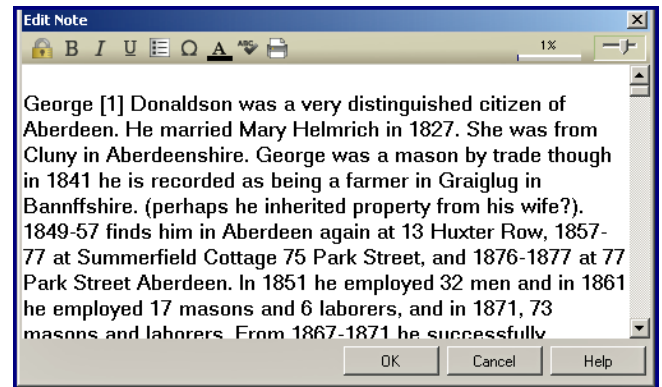


Figure 7: Edit Note

Similarly, if you right click on Inserting Facts you can also include a source.

Summary

This enhancement is designed to save you work especially when constructing books. The only drawback that really disappoints is that like Books (and the editor appears to be the same) you still cannot wrap text around a Media item. In this day and age I think this is a significant disappointment to an otherwise excellent feature.

Did You Know? A 340 page Companion Guide now ships with *Family Tree Maker* 2011, as a printed manual in the Deluxe and Platinum Editions and as a PDF file on the CD as well.

John Donaldson 

SELF-HELP GROUPS

Dead Persons Society – Bundoora

Genial genealogists share genealogy.
Meets fourth Sunday each month at Bundoora
Community Hall 12.30 - 4.30.

Family Tree Maker

Held at Wadham House, 52 Wadham Parade,
Mt Waverley the third Monday of the month at 7.00
pm onwards for a 7.30 start. *Melway*® 70 E1; cost \$2
Email: FTMusers@vicgum.asn.au

Legacy Family Tree

Held in the GSV Meeting Room, B1 257 Collins St
Third Wednesday in the month 10.30 am to 12.30
(**Beginners** at 10.00 am)
Cost \$3.
Email: Judy Wardlaw jwardlaw@netspace.net.au

Melbourne PAF User Group

Second Friday at 8.00 pm at the Blackburn Family
History Centre.
<http://home.vicnet.net.au/~mpug/>

Melbourne PC Users Genealogy SIG

Third Sunday at 1.00 pm to 3.30 pm
Vermont South Community Centre
Karobran Drv, Vermont South *Melway* 62 G7
Convenors: Andrea Roberts assisted by
Robert Swindley
Email: geneast@melbpc.org.au

Melbourne PC Users North East Group

Allan Medforth 9410 9034 first Tuesday at
10.00 am at the Uniting Church Hall, 3 Seddon St,
Ivanhoe. *Melway*® 31 F8.
<http://member.melbpc.org.au/~negen/>
Email: almed@bigpond.net.au

Mornington Peninsula PC User Group

An interest group of Melbourne PC User Group
Genealogy Group meets on the Third Monday
from 2.30pm to 4.30 at the Mornington Info. Centre,
320 Main Street, Mornington.
Email: Ian Thomson iaroth@netspace.net.au

Reunion/Generations (RAGUG)

There will be no October Meeting.
Email: Robyn Fisher robfish@ozemail.com.au

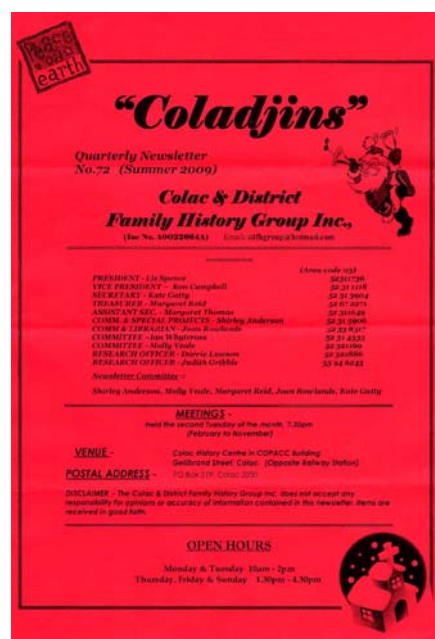
The Master Genealogist User Group

The fourth Wednesday of the month at 7.30 pm
Held at Janice Cornwell's place, 9885 0957
Email: tmgusers@vicgum.asn.au



FROM THE GUM LIBRARY

Colac is a two hour drive south west of Melbourne.
The Colac & District Family History Group Inc. keeps
in touch with its members with a quarterly Newsletter
named *Coladjins*. It is a small Newsletter consisting of
three A4 sheets. The Summer 2009 issue has articles
on – Christmas Traditions and Australian Christmas
Traditions.



Blarney — Irish Ancestry Group

Blarney
Irish Ancestry Group

A Genealogical Service Group of the GSV Inc. ABN 66 647 000 608 # 800002010
Level B1027 Centre Street Melbourne VIC 3000 Tel: 039397 3000 Fax: 039397 3000 Email: blarney@vicgum.asn.au

NEWSLETTER

Happy St Patrick's Day
to all our members

NEW MEMBERS

SAD MILE FAIRIE
The following new members are welcome to
the Irish Ancestry Group

NEW MEMBERS
Ms Peter CLARKE
Ms Lorna COOKE
Ms Sue EGERT
Ms Janet HANLON
Ms Patricia HANLON
Mrs Doreen HANLON

YOUR BLARNEY SERVICE
New additions, as well as renewals, may be
made at any of the Irish Ancestry Group meetings
or you may pay at GSV reception. Payment
together with the group form, can also be sent to
our unit addressed to the Irish Ancestry Group.
Please remember, however, to make all payments
and make them payable to
THE GENEALOGICAL SOCIETY OF VICTORIA

When a payment is sent which is intended to
cover several items, the amount of GSV
membership due (in excess of Irish Ancestry Group
subscriptions) will be added to the bill for each
month. The breakdown of the payments must be
clearly shown.

Membership forms can also be downloaded from
the GSV website. Click on 'new member'.

Subscription including GST is \$6.00

LAG DIARY DATES FOR 2010
Contact details of dates of meetings of the unit in
the meeting room of the Society's premises on
Level B1027 Centre Street Melbourne.

Rule 1: Quarterly meetings. Dates open from
10.00am to welcome you for a friendly chat.
Rule 2: Complete meetings are conducted at
12.00pm.
Rule 3: Welcome speeches commencing at 10.00am.

While every care is taken to ensure the accuracy of the contents of the Newsletter, the Irish Ancestry Group cannot accept responsibility
for errors or omissions. The correct telephone no. will be 039397 3000 unless otherwise stated.

The Irish Ancestry Group
is a “Genealogical
Service Group of the
GSV Inc.”. Details about
it can be found on the
GSV Inc. Website
www.gsv.org.au. Look
under Links/Special
Interest Groups for the
Irish Ancestry Group.

As you would expect
there are articles of
interest to people of Irish
descent. There are also
articles of interest to
researchers with no Irish blood.

Janice Cornwell

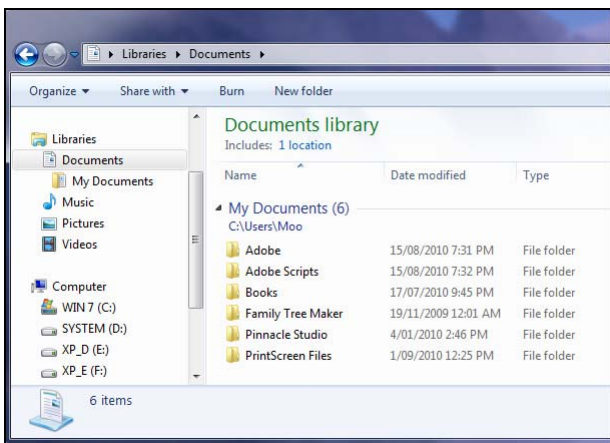
MAKE USE OF WINDOWS 7 LIBRARIES

Since *Windows 95*, Microsoft have made changes to key folders in each version to encourage users to organise their folders and files in a particular fashion. Having used Windows from version 1, and DOS much earlier, I preferred my own approaches, mainly because I have always favoured keeping data off the system (C) drive for safety. However I have been pleasantly surprised with the new libraries concept in *Windows 7*.

I included this topic in my 'Windows & Gems' talk but it would be all too easy for users to notice the libraries and to continue to use My Documents and similar folders without realising the greater flexibility that is on offer. I have not found web tutorials on libraries that really do them justice.

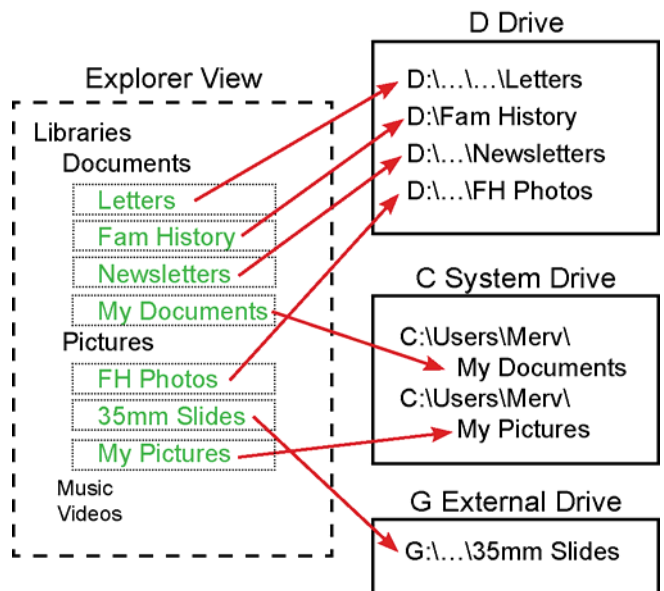
What is a Library?

In the screen capture of *Windows Explorer* below, the libraries have a dominant position but their role is not clear. They look like an extra level of folders with the old My Document folder appended to Documents. And Microsoft could not resist renaming Shared Documents to Public Documents to keep us on our toes.



Some writers talk about libraries being 'collections' of folders and others talk of the libraries being 'virtual'. I suggest you think of them as library catalogues which direct you to the books (files & folders) that you want to access. These libraries do not contain folders, i.e. have folders 'inside' them. They have lists of folders that can be anywhere in your hard drives, internal or external.

The next diagram is designed to illustrate this. Folders are not moved into libraries; their locations are stored as lists in libraries. The lists point to *locations* so that when you click on a library folder item, you select and open the real folders elsewhere on your computer. We will see later that those listed folders need not even be on your computer.



Why have Libraries?

They have two major functions: organising folders and files to make them easier to use; and they can enhance the search process. This article majors on that first function.

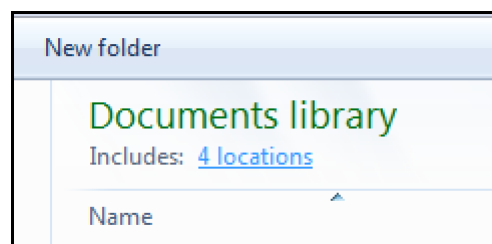
In previous *Windows* versions, folders on separate drives could not easily be used together for access, searching or file operations. If you wanted to keep a group of folders in close proximity you had to put them near each other on a drive. Even then, if you wanted to search two folders simultaneously you were forced to search the whole drive or make both sub-folders of a parent folder.

If you had major collections of some files, such as photos, that you wanted to keep on external drives, you had to accept a lot of navigating up and down the vertical hierarchy to access them.

The Library Structure

Firstly, the folders 'placed' in a library are not moved there. Their *location* is recorded in a library. Their location can even be listed in more than one library. So instead of adding folders you *add the locations* of folders.

To do this you open the Library Locations dialog box for the particular library clicking on the blue line showing the number of locations.



Click the **Add** button and navigate to the folder you want to include in the library.

Secondly, they can be in any order so you can have the most used near the top. My Documents is no longer the king of the heap, unless of course you want it to be. Moving them up and down will be covered later.

Thirdly, there are no mandatory locations. I have left My Documents there though I use it rarely now. I did remove Public Documents because I never used Shared Documents and see no need for it. If there are multiple users of a PC or several PCs on a home network you would probably find it useful.

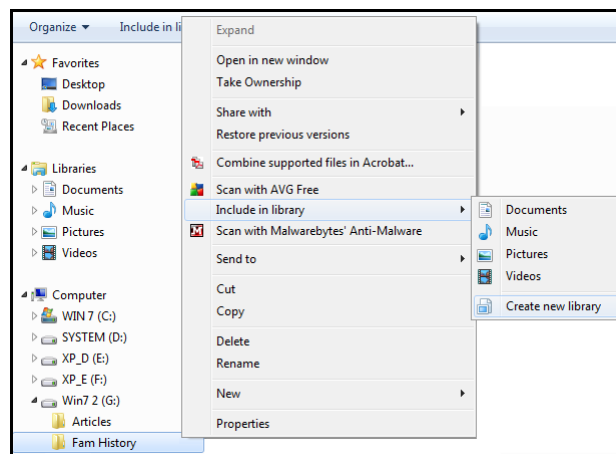
Fourthly, the locations can be on any drive or partition in the PC, on an external drive or even elsewhere on a network. The only difference in that latter case is that if you search a library it does not include in the search any network locations. This is because searching involves indexing library contents and it would have been more complex to cover that. Locations cannot, however, be on a USB thumb drive.

Set a Location's Library

This is the reverse of adding locations to a library but achieves the same result. You can right click on a folder and choose an existing library but with one major difference. There is also the option to create a new library at the same time.

When you do you will be asked what type of library you want to create. You have the choice of the four default types (documents, pictures, music and video) but can also choose General.

Not surprisingly General means any locations regardless of the file types they contain. The implication is that if you were planning to add locations with music files to say, an 'MP3 Music' library, then you would choose a music type of library. That would make sense but is not mandatory. You could choose the document type. You could put music locations in a picture type library but it would be hard to think of a good reason.



So why is the library type important?

Explorer offers a very large range of column headings in addition to the well-known file size, date created, type of file such as artist, album, genre and a great list of metadata items. The four default categories of documents, pictures, music and videos come with what Microsoft believes are the most useful column headings for the particular library type.

Remember though, that the column headings and their order on the top bar can be changed to suit.

Library Arrangements

There are infinite possibilities but as a further example the diagram below illustrates the use of the library approach where you have a specific project to cover, in this case a book writing project.

In this scenario you need to have quick access to items such as the working book files, reports and charts from a genealogy program and photos. The reports and charts folders may be conveniently located near the database files and the photos may be in one area where they are linked to the database as well as other useful photos on one or more external drives.

Thus one hypothetical arrangement might be as shown, the interview folder either for access to information or for part of a multimedia book.

External Drives

I have made several mentions of external drives and some will be wondering what happens when the drive is not connected. Obviously you have to connect a drive for its locations to be accessed. However you are not left in a vacuum. The library remembers the location where it would normally show the external drive and refers to it as not available. You can then plug it in.

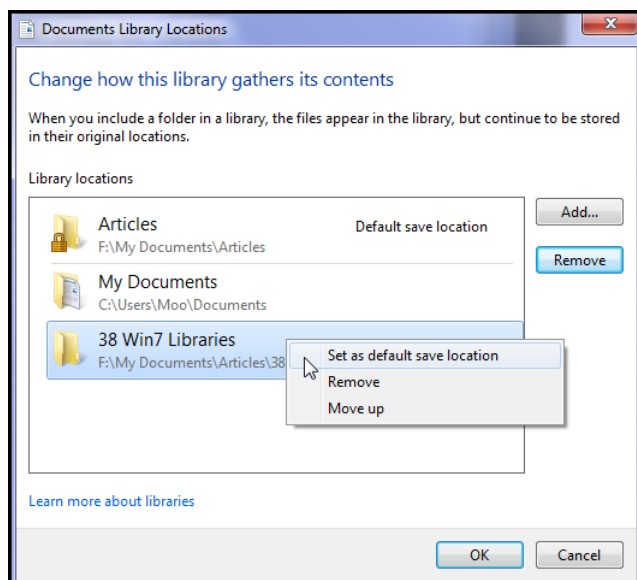
Short Term Locations

Suppose you return from a holiday or research trip and want to enter a great deal of data or scan many photos. Or more likely transfer and name your digital photos. You can save time by temporarily adding a location to say, the documents library, and put that location at the top for quick access. When you have finished that work, the location can be removed from the library.

That brings us to the dialog window where you can add and order the locations as well as making another very important changes that can save you time.

Library Management

The Library Locations folder is again opened by clicking on the blue line giving the number of locations. The screen-view below shows a set of three locations where one is selected and the right click options shown. The options to remove a location or move up in the list are self explanatory.



Now why is one option **Set as default save location**?

While some programs (genealogy programs, *Word*) allow the user to set a preferred open/save folder to avoid the constant need to navigate to a desired folder, many programs do not. Some remember the last used open or saved folders.

Many default each time they are opened to the ‘special’ My Documents folder even if that folder is moved to another drive. Whether users loved or hated that practice, it probably forced many to make that folder the starting point of their data structure. Since that folder contained My Pictures, My Music and My Video folders, the whole collection from My Documents down often became unwieldy and users

spent a lot of time navigating up and down.

Libraries can eliminate that effort.

In each library the user can choose any of its locations to be the default “special” save folder. The save location can be changed from time to time to suit changing needs.

For example, suppose you had to spend many days scanning a large batch of photos and your scanner repeatedly wanted to save the files in My Pictures at the start each day. With the ability to set the default save location—regardless of which library you favour for that work—you can avoid that hassle.

Another Example

If you were researching a family line and preparing a book you could create a general library called *YourBook* and add locations for the folder area such as:

- Datafile
- Reports
- Charts
- Photos
- Interviews
- Letters
- Miscellaneous

This would give you access to all the material in one window at the top of *Explorer*.


(Microsoft and *Word* are registered trade marks.)

Merv Leeding mleeding@melbpc.org.au 

(*Windows, Vista, Ghost and Acronis* are registered trade marks.)

WHAT’S NEW AT THE AIGS

The AIGS now has a subscription on five computers to the *British Origins* Website.

British Origins offers access to a large number of British Resources, including Apprenticeship Records, Marriage Licence Allegations, *Boys Marriage Index*, Teacher Registrations, London burial Index and Dorset Marriage Index. 



START NOW TO HAVE YOUR BOOK READY FOR THE CHRISTMAS 2012 MARKET!

I seem to spend a great deal of time thinking about how to enter my data into *Legacy*. And not much time revisiting how I wish to see that data presented. So Vaughan Duggan's presentation on how to prepare for publication was indeed most interesting. And highly appropriate for Spring. Vaughan formatted his presentation in a series of lists.

We have seen in the past reports generated under the Books tab in *Legacy*. There are several options including Reports of Ancestors or Descendents, Charts and further items may be included or identified under the Publication Centre. With little manipulation a *Legacy* page can become a professional page in a book. Note how the black and white photograph accentuates the colours on the purse in the right hand photo of treasured possessions:



The Publishing Centre may also be used to top and tail a *Legacy* report. That is, place holders and special text entries may be used to include a cover page, dedication, abbreviations and to indicate where further pictures may be included. And of course *Legacy* may produce reports that contain tables of contents, indexes and sources.

There are some simple enhancements that may be made to *Legacy* reports by using a word processor or other software. For example, a graphic designer may improve a *Legacy* report by using professional *Adobe* software to change the default report font to a font which gives a more professional look.

Also, *Legacy* may be used to generate a web page or pages.

Vaughan suggests starting with lists. List everything. List even the things that may have simple solutions.

Whichever is our starting point, the first list we have is to consider all aspects of a book:

- the front section
- the content
- the back section
- support available in preparing the book
- distribution options and
- the cost.

Let's look at each of these book elements in a little more detail. The front section may contain the following considerations:

- a title and sub-title for the front cover. This appears to take the greatest time as everyone has a view as to how a cover should look
- the design and style of the cover. Should the cover be hard or soft?
- the title page which is a variation of the front cover
- the reverse side of title page
- the dedication
- the contents page. What will be the extent of the detail contained in the contents?
- finding a suitable person to write the preface. The more notable the person the better.
- an introduction to be written by the author. Include your objectives.

- a glossary and a list of any abbreviations used.

The reverse side of the title page may include:

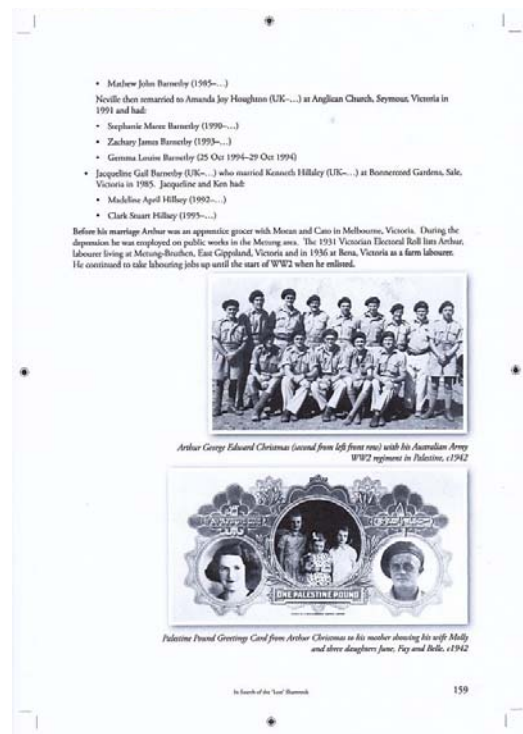
- the edition details
- a copyright clause
- the National Library Australia Cataloguing-in-Publication (C-I-P) information. The National Library Australia keeps a bibliographic record of all books published in Australia. This record may lead to additional book sales. An application for C-I-P may be completed online (see www.nla.gov.au) and the form may then be forwarded to the National Library.
- There is also a legal obligation under the Copyright Act 1968 to deposit a copy of your book with the National Library Australia and with your State Library. Copyright is granted automatically in Australia and is also extended to website versions.
- the International Standard Book Number or ISBN. The purpose of the ISBN is to provide a unique number for your book for worldwide ordering. An ISBN in itself is not mandatory but it is required for C-I-P. An ISBN is available from Thorpe-Bowker, Melbourne. The application is available on line (see www.thorpe.com.au) but the hard copy needs to be forwarded together with the application fee of \$55. The bar code for the ISBN may also be included. This is particularly useful if your book is going to be available through bookshops.
- the price
- the Dewey Number
- an author statement
- information about the designer and printer
- information about the publisher. This of course may be the author if the book is self published.

If all of this information is included on the page then the page does become quite dense:

In Search of the 'Lost' Shamrock
 The Duggan (O'Dubbagain) Family of Ireland and Related Families
 Limited edition first published in 2010 by Vaughan Duggan,
 24 Headline Road, Glen Iris VIC 3146, Australia
 Copyright © Vaughan Duggan 2010
 Photographs © Vaughan Duggan 2010
 All rights reserved. Without limiting the rights under copyright above, no part of this publication shall be reproduced, stored in or introduced into a retrieval system or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without the prior permission of the copyright owner.
 National Library of Australia, Cataloguing-in-Publication data:
 Author: Duggan, Vaughan.
 Title: In search of the lost shamrock: the Duggan (O'Dubbagain) family of Ireland and related families.
 ISBN: 9780646513690
 Notes: Includes contents, select bibliography and index.
 Notes: Related families including Midgley, Christmas, Heighan, Papp, Newland, Rosenberg, Scitnicki, McEwen, Wall, Mori, Takacska and Inoue.
 Subjects: Duggan family.
 O'Dubbagain family.
 Australia--Genealogy.
 Ireland--Genealogy.
 Dewey Number: 929.2
 Printer: BFA, Burwood, Victoria
 Price is \$65 (Australian)
 Post and packaging costs per book are \$20 (Australian)
 Payment by cheque to Vaughan Duggan, 24 Headline Road, Glen Iris VIC 3146 Australia. Orders can be lodged through lost.shamrock@duggan.jp
 Every effort has been made to trace the original source material and include accurate information contained in this book. Where the attempt is believed to be unsuccessful, the author would be pleased to consider rectifying any omission or inaccuracy.
 The author welcomes additional information on families included and observations about any findings or conclusions from readers via email lost.shamrock@duggan.jp

The content of the book includes the bulk of the information and may include:

- the objective of the book
- does the book relate to just one family individual or does it relate to your family as a whole?
- setting the book in its historical context or time



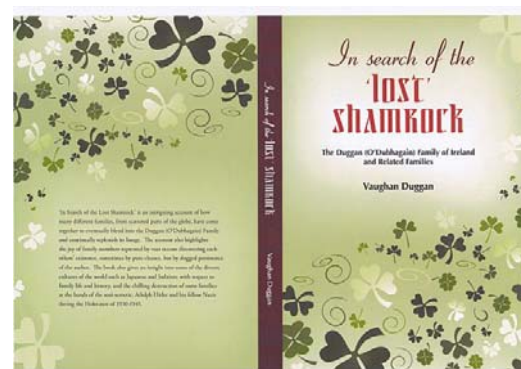
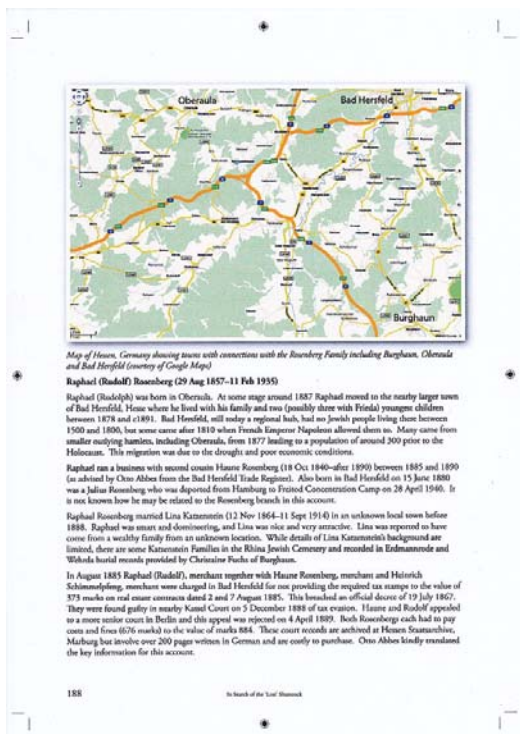
- documenting family research undertaken

- considering the audience for the book. Will it just be shared with family members or will it have a wider audience?
- checking examples of similar publications in various libraries
- see *Ancestor* (published by the Genealogical Society of Victoria) for articles on style and other hints particularly articles published in 2007 and 2008. Also consult the *Style Manual*
- taking courses in creative writing which may include sessions in style, interest and themes
- sources and referencing including footnotes to academic standards
- personal approvals of information
- consultation, particularly with family members. This can be time consuming.
- protecting the privacy of the living. Show years only.
- including non text material such as maps, charts, tables, crests and photos. Consider, for consistency, using maps from the one source (Google?) with relevant locations highlighted:

- It's time consuming, but do ensure you stay with the same style throughout.

The back section follows the book's content and should include:

- a select bibliography listed in alphabetical order
- any notes collected by chapter
- picture credits should be acknowledged overall as well as under each picture
- those people who have helped along the journey should be recognised in acknowledgements
- family charts or similar information. Alternatively these may be tailored for inclusion in the content of the book or consider having a complete chart up to a metre high. Laminate it and have it available at your book launch or family reunion.
- information about the author with a picture
- space for family to write notes
- an index of family names as well as a general index. People like to see their name or the name of their ancestors.
- the back cover should include a summary of book or testimonials. Also consider wrapping the photograph on the front cover round to the back cover or, as Vaughan has done, repeat elements of the front cover on the back cover:



Support for the publishing endeavour may come from a range of people including:

- Consider restoring photos to publishing quality. 300 dpi seems to be standard.
- including the chapter title at top of each page and
- including book title at bottom of each page

- an editor. Take care you receive adequate briefing on the role of the editor.
- an editorial panel if family is involved
- a preface writer

- assistance with cover design and internal layout
- a printer and binder
- index compiler as this task can be very tedious
- and a publisher if the book isn't self published.

Consider the distribution for your book as this will determine the size of your print run:

- family. Will they share costs or give you a donation?
- significant contributors
- other interested parties such as local or special interest history groups:



- commercial outlets
- various libraries
- including information on your web site as this may generate further sales!
- have a book launch or write the book for a family reunion.

Costs are always a major consideration for short run prints. Examples Vaughan gave were:

- design \$5,000
- editor \$2,000
- printing \$3,000 for a short run
- publisher unknown

This gives a cover price of \$100 for a print run of 100 copies.

There are some final tips:

- plan, plan and plan your book
- check many samples of what you would like to achieve at the GSV, AIGS and other libraries
- be consistent in every aspect
- establish system and order
- be rigorous with sourcing
- assign plenty of time. For example expect to use loads of time over a couple of years. Start now to have your book ready for the Christmas 2012 market.
- be determined over what can be a torturous journey
- be positive in text. Preserve reputations and avoid defamation.
- complete each stage of production according to a timetable
- avoid numerous drafts and re-edits at all stages. This leads to time and cost overruns as well as over writing. Get it right. Then give your book to a graphic designer and then to the printer.
- select your support team very wisely.
- enter your book in awards such as the Henderson Award given by the AIGS and local history awards
- consider making your book a master's thesis. Monash has a suitable course.
- go to VicGUM[®]'s Scanning and Digital Imaging Workshop (held early in the year)
- consider taking a year out to up skill at CAE, in *Legacy* (check out Ron Ferguson's tutorials at www.fergys.co.uk and consider borrowing CDs from our user group), attending a writers' group (such as the GSV's Writers' Circle) or revisiting VicGUM[®] Newsletters.

That is, basically employ project management principles in your endeavour. And don't travel your journey alone.

A final word. Publish! In ten or fifty years who will search your hard disk for their story?

Patsy Daly 