



Using PowerPoint to Create a Family History Book or Movie

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This handout has the information that will be helpful in planning and creating a book or movie using Microsoft PowerPoint. The class will show example and the application and demonstration of creating parts of them.

Our ancestors were more than the records we seek. Their stories can be found within those records but the stories need to come alive to interest others. Using Microsoft PowerPoint can be the vehicle to share those stories with family by creating a book or movie. This handout will show you what to plan, gathering elements for the visuals and give you resources to learn more. The class will show you how to add visuals, animate them and add sound to put it all together.

Create a What, Who, Why, and When Statement

Do a quick Brain Dump of the project to answer these questions. This will come in handy when the tough days appear and you become discouraged. Then post it where you will see it a lot.

Start with a Plan

- What is Your Scope
 - Event
 - Location
 - About one person or family, surname, family line, or multiple lines
 - How many generation or lines will the project cover?
 - The order
 - Oldest ancestor to the most current
 - Most current to the oldest
 - Divide the project into sections – Estimate what the sections and/ or chapters will be. Should some of them be combine because you have only a little information.
 - Would a pedigree chart or other charts be needed to tie the generations or lines together?
 - Are there others individuals that can or would like to help? Researchers, Proofers, Editors, Voices.
- Keep the End in Mind
 - Microsoft PowerPoint or Google Slides – which will you use, determine pros and cons
 - Create a book
 - Size of the Book
 - Cover art

- Digital or printed
 - Digital – Learn the specifics of creating an E-book
 - Printed
 - Create PDF
 - Printing pages – will you do it yourself, through a company (Staples, etc.), on-line service, publisher
 - Binding – Glued, spiral or 3-ring notebook, making it easy to add pages later.
- Distribution
 - Create a Movie
 - Freestanding or not - Recorded or live narration
 - Who will be the narrator(s), meet to discuss the project, tone & scripting.

Outlining of the Project

Movie

- Title Slide (Title, picture, animation & sound)
- Introduction – Why & What
- Body Slides – Lay out the story – estimate the number of sections
 - Transition Slides
- Closing Slide – Wrap up the story
- Credits
- Last Slide with buttons to replay, select ancestor, order copy, etc.

Book – The scope & length of the book will depend if all of the following are needed.

- Front Matter – Cover, Title Page, Table of Contents, Introduction or Preface
- Body – Lay out the story – Estimate the section & chapters, Wrap it Up
- Back Matter – Family Charts or Narrative, Appendix, Bibliography and Index

Project Style Guide

It will help to be more consistent and keep track of the many decisions you make during the project. You should create a new style guide at the beginning of each project.

Things you might include in the Project Style Guide:

- Type of Project – Book or movie/presentation format
- Determine the dimension of each slide.
 - Books – Portrait 8.5 x 11, Movies – Landscape & choose size
- Margins
 - PowerPoint’s default is a ¼” border on each slide. If you don’t want a border choose “print borderless”.
- Choose a Font - only one for the entire project
 - Serif fonts have extended letter, such as Times New Roman and Garamond
 - San-serif fonts are plain, such as Verdana & Arial
 - Don’t mix serif & san-serif fonts

- Consider the setting - serif fonts for the past, san-serif fonts for current day.
- Learn how to change the default font in PowerPoint
- Consider the Font Size –
 - Libraries use 14pt font. Use no less than 12pt except for captions or endnotes. Remember your audience, do you have older readers? This project may be for those living now and generations to come.
 - Title, Heading and Body font sizes
- Pick a color theme for project – This will help tie the slides together
- When to Underline and when to use Italics
- Text, Paragraphs & Quotes – How you will format them
 - Indented Paragraph? How many spaces?
 - Place story and block quotes in text box
- Choose Number & Date Formats
- Document Consistent Abbreviations to Make Them Consistent
- Punctuation – commas after parentheses, number of spaces after a period, period after initials, etc
- Header & Footer Formatting
- Photos and Image
 - Place a border around the photo or image and determine the color and weight of the line
 - Captions – place in a text box and group with photo or image
- Creating a New Slide
 - Select only “Title Only” or “Blank” Slides
 - Consider what the Title Slide, Section Slides, Body Slides should look like.
- Animations Style (for presentation or movie only)
 - Only use one or two. Choosing more will make your project look too busy and disconnected.
- Adding Text or a Story in a Text Box
 - Put quotes into shape
 - Place an outline around the text box? If so, determine the color and weight of the line.
- Use arrows to identify people, place or things you are referring to.

When Starting a New Style Guide for Each Project.

- List sections you have within your project.
- Fill out the information above for that section.
- Make updates as you work.
- Refer to the Style Guide throughout your project.

Taking the time to create the Style Guide will save you from redo things later, make your project a consistent and cohesive project.

Timeline of Project 1st Draft – Revise over the duration of the project

- Why is a timeline important
 - Remind You of the End of the Project Deadline – Back up the date a few weeks to account for unforeseen problems. Remember to factor printing & circulation. That will be the deadline for the project.
 - Break up the project into smaller projects. Some of the smaller projects will need to be broken down even more
 - Set deadlines for each smaller project – Be realistic
 - If using a narrator and other speaking parts you will need to create a script. Give the readers or narrator time to review and produce their speaking portions to the video. Then calculate time for your review and if need return to the narrator so they can make changes. You will then review again before you can save the final speaking part for the presentation.
 - This all takes time and will need to be included in the timeline
- Brain Dump the Project – Now you have a clearer picture of the project, do a second brain dump of everything you can think of.
- Do you need Help – do it by yourself or enlist help, who will they be?

Collect What You Want to Use and Put in One File

- Information & Data (**the facts**) – Do additional research; decide what do you still need to know. Add this to the timeline too.
- Pictures – Ones you know of and those you need to find
 - Photos & Document – Summarize all these you hope to find
 - Missing family photos? Use generic images from silhouettes, clipart, occupation symbols and images, buildings, the city or town where they lived, society history images, etc.
 - Make sure they are not under copyright – get a signed release for the use of the project if needed
- Newspaper Articles & Images – Older newspapers may have articles, drawings and images that pretend to be your ancestors.
- Stories – Color the facts with stories from your family, social history or created from records, pictures, books or the web. Remember don't plagiarize, summarize in your own words.
- Charts from genealogy software programs - Pedigree Chart can tie the generations or lines together
- Maps – These can anchor & tie the people, events and locations together
- On-line images of images, paper, embellishments, etc.
 - Free paper and embellishments can be found on the internet
 - Google “Digital Scrapbook” paper (paper, embellishments, clipart, etc) to locate free materials
 - Keep track of where you downloaded each item
 - Take a picture of scrapbook paper or family heirloom items
- Sounds & Music – Great for the movies or PPT presentations
 - Look for copyright free sounds & music

- Use a variety of tones and volume levels for difference parts of the movie

Tools You May Need

- PowerPoint (Microsoft Office) software or Google Slides
- Snip-It tool - SnagIt \$\$, free Snip & Sketch app from Microsoft or other source
- Project Style Guide, Outline and Timeline

How Can I Share It?

- Movie - Export as a PPTX file
- Book – Save a working file, also save as a non-alterable file when done
 - Digital – how to distribute.
 - Print – Save as a PDF
 - Printed yourself
 - At a store such as Staples
 - Online service, such as Shutterfly (JPGE)
 - Binding – Hard or soft cover; glued, spiral or 3-ring notebook

Learn More About Microsoft PowerPoint

When learning Microsoft PowerPoint webinars and videos show how it is done. You can watch them over and over again, making this the best way to learn how to use PowerPoint. There are many out there but these are some that I recommend.

Family Tree Webinar – This is a subscription site. With over 2,000 webinars and the ability to access and download the handouts it is well worth the money. Try it for a year and you will be hooked.

- **PowerPoint Videos** <https://familytreewebinars.com/> watching this series you will be an expert.
 - Eight Series by Seema Kenney
 - 1. Introduction to and Overview of Microsoft PowerPoint
 - 2. Formatting PowerPoint Text
 - 3. Graphics in Microsoft PowerPoint
 - 4. Charting in Microsoft PowerPoint
 - 5. From Presentation to Movie: Adding Motion to PowerPoint
 - 6. Advanced Formatting Options in PowerPoint
 - 7. Advanced Tools in Microsoft PowerPoint
 - 8. Presenting with Microsoft PowerPoint
 - Bonus Webinars – members only webinars
 - How to Add a Screen Recording to a PowerPoint Presentation by Amie Bowser Tennant
 - How to Insert Video into a PowerPoint Presentation by Amie Bowser Tennant
 - Bring PowerPoint to Life with Animations

YouTube Videos – It is always a good option to find videos on your topic

- Microsoft PowerPoint for Beginners - Complete Course - <https://www.youtube.com/watch?v=KqgyvGxISxk>
- How to Turn a PowerPoint into an E-Book - <https://www.youtube.com/watch?v=FD5WUnA4B2g>
- Creating eBooks with Google Slides – YouTube - <https://www.youtube.com/watch?v=aMjHkuefveE>
- How to add Background Music for all slides in PowerPoint <https://www.youtube.com/watch?v=C7NnbSNDgco>
- How to Add Background Music to your PowerPoint Slides https://www.youtube.com/watch?v=h_7fYaUGyas
- Make Your Photos 🌿 COME TO LIFE 🌿 PowerPoint Tutorial - <https://www.youtube.com/watch?v=3OOry37K7bk>
- How to make Realistic Book Design in PowerPoint <https://www.youtube.com/watch?v=8HQm0RSfnYs>
- [TUTORIAL] How to Turn a GOOGLE SLIDE Presentation Into a VIDEO (2 Easy Ways!) - https://www.youtube.com/watch?v=sDiGi_TaJ-w
- Making a Digital Scrapbook Using PowerPoint

Remember: You don't have to be perfect. Create many smaller projects instead of one huge one. Later put the smaller projects together as chapters of a book or episodes in a movie series. Involve your family; your ancestors are also theirs. As they get involved in small ways that they like, it may develop excitement to learn more.

Making a book or movie can be a daunting task but with good planning and realistic deadlines you can do it. Do your best. It is better to start than never to document what you know in a format that interests others. Your family will be most grateful for your efforts as they discover their ancestors.