

British Isles Family History  
Society of Greater Ottawa  
**Desktop Publishing  
Workshop:  
A personal view**

Saturday 1st May 2010  
9.30 am - 4.30 pm

Library & Archives Canada  
Wellington St, Ottawa

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Hugh Reekie will host an all-day workshop of 4 hours total - for BIFHSGO members and any others who are interested.

*Find out some of the choices available with present-day DTP software and printers.*

*Make your Family History research look attractive and informative to a wider viewing group.*

*No prior DTP experience required*

Hugh has been editing and publishing newsletters for over thirty years; he has seen the changes and three years ago, with a new computer, moved into DTP intensively, with colour images and pdf files. *This workshop will suit attendees with a wide range of experience - from those with no DTP knowledge but have had either a little experience with text documents or images - to those who have produced many DTP documents.*

There will be hands-on explanations and demonstrations as to how Hugh does things. He will use his own computer and selected programs. But the workshop will not show, in any detail, how those programs are used, as the processes will be performed quickly with minimal explanation. It will however, expose opportunities and methods that can be selectively used - with either the software presently used - or with new software contemplated.

Each attendee will get a small paper package of topics and examples; interruptions and questions as the workshop proceeds are expected. What software you are using, or considering, does not matter. After each session there will be an opportunity to peruse books, pamphlets & magazines relevant to the workshop topics.

*The first session* will give an overview of the history of printing - from early manuscripts and Caxton's presses - to the modern features of

letterpress. The advent of the rotary press completely changed both the newspaper and book publishing businesses. Further technical changes from the 1970s to the present day permitted publishers and editors to create newer, more exciting, pages with minimal increases in cost. Laser printing describes the present state of fast-evolving technologies. There will be comments on page layout - columns, text justification, and the range of type faces. Ligatures will also be mentioned, in passing.

*The second session* will explain the philosophical and practical reasons for the page layout that Hugh has selected for his family history booklets. Topics include: type faces, fonts and page layout options • reasons for selecting specific fonts • creating an attitude, environment or image • special fonts for headlines, tables, and overheads • maintaining readability and hyphenation • text flush left, centered and justification • condensed fonts and horizontal scaling • squeezing text into a confined space • text processing for use with images • column sizing and text placement • consistency, master fonts and master pages • footnotes, references and specialist information.

Also, comments on the use of the internet, especially image selection and the use of "Google Books" will be given.

The two sessions in the afternoon will demonstrate the processes already described, with the creation of some samples of complex printable pages.

**Topics covered:** The acquisition of photographs, scanned images and their placement within documents.

- taking photos in the field
- downloading from a digicam (pitfalls and processes)
- image storage on your computer and finding them
- image processing and placement on the page: size and cropping
- cleaning up images: contrast, brightness and transfer curves
- “unskew” processes
- photo captions and composite treatments
- overlay captions
- image boxes for presentations
- pdf file creation and file sizes
- the convenience of “screen grabs”
- jpg image creation and email attachments
- storage for end-user downloads - eg CDs, DVDs, and specialist web sites
- philosophical summary & software selection.

What will *not* be discussed is how you select and write your material. You have to decide your audience, and then manage your time and your budget to do that!!

enquiries? - send an email to Hugh:  
[h.reekie@ieee.org](mailto:h.reekie@ieee.org)

### Fees:

**\$40** - BIFHSGO members

**\$45** - non-members

walk-ins - **\$10** surcharge,  
course notes may not be available

### Presentation times:

9.30 - 10.30; 11.00 - noon;

1.30 - 2.30; 3.00 - 4.00pm

There will be a 10-minute Q & A after each session

Bring a 3-ring binder with you (optional) - for the course notes. Bring a brown bag lunch or visit a nearby restaurant. Refreshments (juice, cookies) will be served in the intermissions, when samples, books, magazines will be available for perusal. Attendees will be seated at tables for this workshop - **Room 156, ground floor**. Please park in the large lot to the east of the building.

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Society of Greater Ottawa

**BIFHSGO**

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**British Isles Family History Society of Greater Ottawa - BIFHSGO**  
**Desktop Publishing Workshop - A personal view by Hugh Reekie**  
**Saturday 1st May 2010 -- 9.30 am - 4.30 pm**

**Fees:** \$40 BIFHSGO members \$45 non-members;

Registration fee includes morning & afternoon snacks, course notes (punched with 3 holes) but **NO** binder.

**Make cheques payable to: BIFHSGO** Applications and cheque must arrive by 24th April - or a \$10 surcharge applies.

Name ..... phone .....

Address .....

..... email .....

I plan to brown-bag for lunch yes/no (please circle) I plan to eat out for lunch yes/no

mail application (with cheque) to Hugh Reekie, BIFHSGO, 164 Bayswater Ave., Ottawa, ON, K1Y 2G3

- enquiries? - [h.reekie@ieee.org](mailto:h.reekie@ieee.org) - 613-728-5343

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