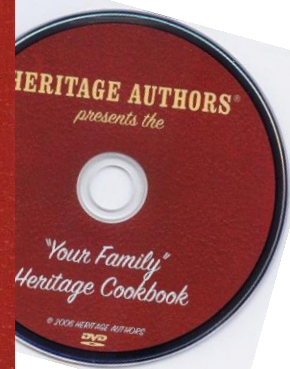
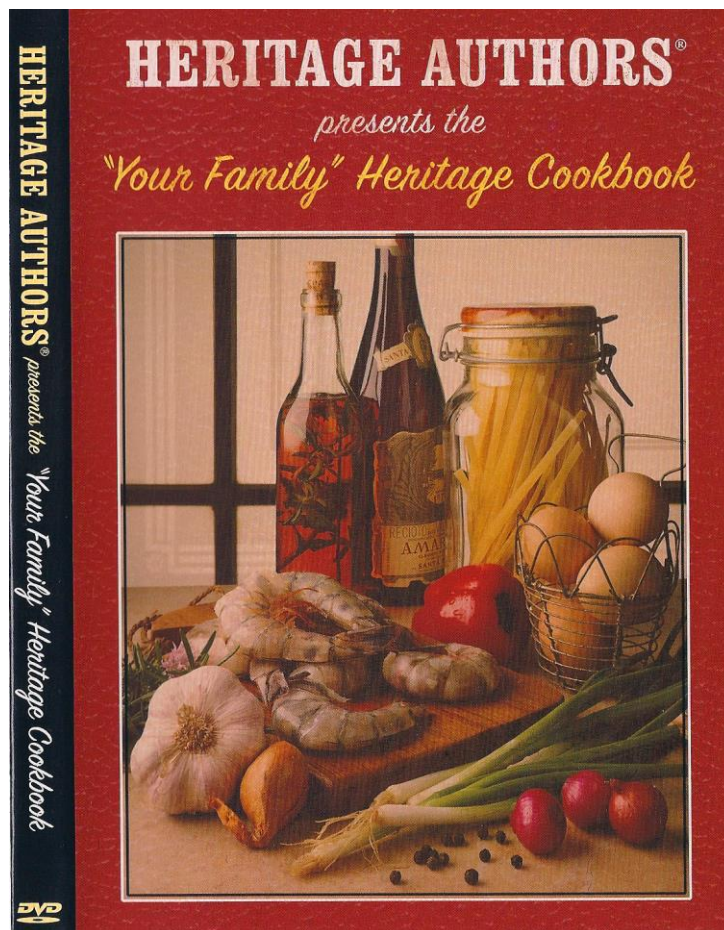


Writing and Editing Your Heritage Authors® Family Cookbook



*A Do-It-Yourself Guide
from Heritage Authors®
by Janet Cunningham*

Table of Contents

Letter of Welcome	3
Preface	6
Introduction	8
Your Vision	9
Setting Your Intention	10
Organizing	14
Determining Your Timeline	14
Contacting Participants	14
The Pros and Cons of a Group Endeavor	14
Adding Photos and Other Documents	17
Gathering Information and Recipes	16
Determining Categories	16
Making Recipes Easy to Locate	16
From Shoebox to Computer	16
Adding Photos and Other Documents	17
Writing	18
Be Yourself	19
Nice Additions	19
Editing and Printing	20
Formatting	21
Dedication and Acknowledgments Page	21
Copyright, ISBN, and Bar Code	22

A Letter of Welcome from Heritage Authors President, Janet Cunningham

Hello, and Welcome to the *Do-It-Yourself Guide for Writing and Editing a Family Cookbook*.

This Guide has been created for the person who:

- ◇ has a desire to gather and document great family recipes
- ◇ has a creative mind which always desires an outlet
- ◇ becomes excited and fulfilled when involved in a valuable project
- ◇ prefers a hand-made gift to the latest gimmick touted on television

If the above points apply to you, I had you in mind during the writing of this Guide. I am happy now to have you join me, as we explore the various ways of creating your Heritage Cookbook.

Memories of our childhood and growing years include favorite foods that were a part of celebrations as well as day-to-day life. Whether it was mother's company dinner, grandmother's favorite pie, or the dessert that Aunt Henrietta brought, these enjoyable "food-memories" need to be documented and shared among family and friends.

Time is of the essence! As families become more and more mobile, we easily lose contact with the cousins, aunts and uncles with whom we grew up. In addition, each move creates a *cleaning out* of papers and old items that, at the time, seem to be another thing to pack, lift, transport, and store at the new location.

It is easy for old recipes and other such mementos to be tossed aside and thought to be no longer appropriate to hold onto any longer. It's not uncommon for a person to be seeking those same recipes or items in the next several years. Unfortunately, as time passes, it is sometimes impossible to retrieve these favorite *feel good memories* and/or wonderful recipes of the past.

The purpose of this Guide is to supply some necessary and valuable pointers to assist you in creating and editing your own Family Cookbook. In my work with

Heritage Authors®, I have found that there are some simple and easy tips that will make this endeavor a fun and enjoyable experience for you.

I have also observed people who have undertaken such projects and gotten overwhelmed, never completing them. There are many reasons why some people never finish their Cookbook, yet the most common explanations seem to be:

- not having a vision of the overall project
- inability to “see” the finished product (completed Cookbook)
- lack of organization in gathering and collecting material from family
- inability to set reasonable goals and deadlines for oneself and others
- staying focused with the undertaking; what/why/when/where/how

I'll help you with each of these pitfalls, as we tackle your project together.

Today's computer technology can make such a project easy and enormously creative. In addition, you will find yourself engaging in communication with relatives with whom you have lost touch. Perhaps this is the most rewarding piece of all! I expect that you will hear some fascinating family stories that took place around the stove or kitchen table—the centerpiece of family gatherings.

I'm quite certain that you will learn much in this endeavor: about your extended family - about the cultural and diverse foods and eating patterns from your own ancestral background - and about yourself. When you hold your completed, printed and bound *Family Cookbook*, in your hands, you will feel so pleased and proud that you took the time and energy to create this family memento for all to share.

My best wishes to you - and let's get busy!

Janet Cunningham, Ph.D., President
Heritage Authors®

Note: This is a complete self-help guide for your creativity and expertise.

However, if you desire additional help in organizing, writing, publishing in an informal book format--or videotaping -- contact us directly. Tell us about your project and your needs:

janetcunningham@heritageauthors.com
for writing, editing, book publishing

Preface

Creating a *do-it-yourself guide for writing and editing your family's cookbook* was birthed from the ongoing documentation and storytelling in our company, *Heritage Authors®*. We realized that, for many of us, the "stories" of our lives have connections and memories to the celebrations and special occasions of family gatherings...and food!

These family gatherings are sometimes centered around holidays, birthdays, and other special events. At other times, our childhood or early years come alive with the memories of the aromas, tastes, safety and security of a time past, as we came home from school and found our mother, aunt or grandmother in the kitchen.

The comfort of a favorite snack, dessert or a favorite meal, brings these good feelings back into our minds and hearts.

It is with this understanding, that creating your own *Heritage Cookbook* is so valuable. It goes beyond the task of gathering recipes, typing, and sharing them. You are actually recreating the positive and loving memories of a time past!

These memories—and the recipes, photos, handwriting, and stories—can help to lift one's spirits during challenging times in life. Your *Heritage Cookbook* can take several directions, depending upon your intentions:

- A "healing tool" to pick up during stressful times,
- A "historical documentation" of family gatherings,
- A "teaching tool" for new brides in the family,
- A "memory lane" book filled with lovely memories of people who are no longer with us.

With computers, your task has become infinitely easier. In addition, with today's exciting new technology, your *Heritage Cookbook* can also be presented with the full visual ability to see and hear your father, mother, grandparent, and others share stories of their favorite meal or food.

Using video cameras or smart phones to create your own DVD or putting your document onto a family website is possible.

It is our sincere desire that you will have a fulfilling and enjoyable creative experience during your own writing and editing. Our best wishes to you in this exciting endeavor.

Heritage Authors®

Janet Cunningham, Ph.D., President

Introduction

The Do-it-Yourself Guide for Writing and Editing Your Family's Heritage Cookbook is intended to be a simple guide for your own creativity.

This guide will lead you through the process of setting your goal or intention, organizing, gathering information and recipes, and other steps that will apply to the overall process of writing and editing. And, according to your own expertise, it will create the background for your videography.

Approach this project with an attitude towards fun and purpose. You will enjoy and be surprised at how your cookbook develops, perhaps in ways that you didn't expect. Be open to the surprises, shifts, and changes...as long as they feel right and appropriate to your overall purpose.

Your Vision

It has been said that if you can't see or imagine yourself doing something, you will never be able to accomplish it. Therefore, your first task—before writing the first sentence—is to “see” the completed project in your mind's eye.

“How is that possible?” you ask, “I don't even know who will be participating or the direction that this project will take.” Of course, you are correct. I'm not speaking of the details. I'm speaking of the ability to *know within yourself* and to *see your book* as a project that you are capable of completing.

Imagine your book, held in your hands, and joyfully showing it to others. Get a sense of the size, weight, and covering you would like. Will your book include photographs? Let your free-flowing thoughts consider the various black and white and/or color images of your family members and friends.

Is this book to focus on the great-tasting recipes in your family? Will the focal point be on the cooks? Will the spotlight be on holiday gatherings?

Will you be making copies for other contributors? Feel how good that will feel to you...and to them. After you have thoroughly internalized the “feel” of your vision, it's time to get down to some details.

Recognize that your book will likely have many shifts and changes as you move through the process. Nevertheless, it is important to have a plan and intention.

Setting Your Intention

It's time to get down to specifics. What is the intention for your book? Write in pencil, because your ideas and concepts may change as the project moves forward.

What size do you want your book to be?

An 8½ x 11 inch book is most convenient for obvious reasons:

- ✓ You can print it on your own computer, using standard paper.
- ✓ There is no expertise required with formatting for different sized paper.

A smaller book, such as 6x9 inch, may be your choice:

- ✓ It is a comfortable cookbook size, and will fit on the shelf with other books easily. In addition,
- ✓ It can give a more "polished" and professional look.

Each choice will have pros and cons, depending upon the text, graphics, and photographs that you wish to include. Make a determination—write the size on the line above—and begin working with that intention. If needed, you can change it later.

What is the weight of your book; i.e. how many pages do you want to have in it?

This, too, will depend upon how many people participate in your venture. Nevertheless, it is important to set your goal in order to follow through with staying *in charge* of the project.

How do you wish to cover your book? What will the title page look like?

Will your book include photographs? Will you scan them in or have either a friend or local office supply store handle this task?

What is your intention in writing this book? What is its focus?

As mentioned previously, it could be the favorite recipes of your family, remembering the cooks, or memories and stories around holiday gatherings.

Who do you intend to invite to participate in this venture? Write down all the names:

Will you be making copies for these contributors? How many copies?

Do you have a plan for the cost of printing? Will you pay for the entire cost, or will others contribute towards their copy?

The cost of printing is relatively inexpensive, and you have many choices...from a quality hand-bound, hard-cover book to a spiral binding from your local office store. Keep in mind that the spiral binding at office stores is not inexpensive. You may also want to consider a 3-hole binder for distribution.

Most recently *on-demand publishers* have become popular on internet. Be sure that you research any outside publisher carefully before committing to a final decision or contract.

Organizing

Once you have a clear picture and plan, it is time to get organized. The steps you need to take include:

- Determine your timeline.
- Decide how you will contact others for recipes and stories.
- Set a deadline by which all material must be submitted.
- Decide on the format which you will use for each recipe and story.

Determining your timeline:

Your typing or computer expertise—and whether or not you will be doing this alone or with help from others—is the first consideration in thinking about how much time you need for completion.

Also, what are your other obligations: Are you retired, a mother with young children, working full time, caretaker to elderly parents?

Contacting participants:

Today, e-mail is the simplest and most efficient way to communicate with people, whether they are local or in another country. If you are not comfortable with e-mail, telephone calls and/or writing is certainly appropriate, although those choices may not bring the responses that you desire.

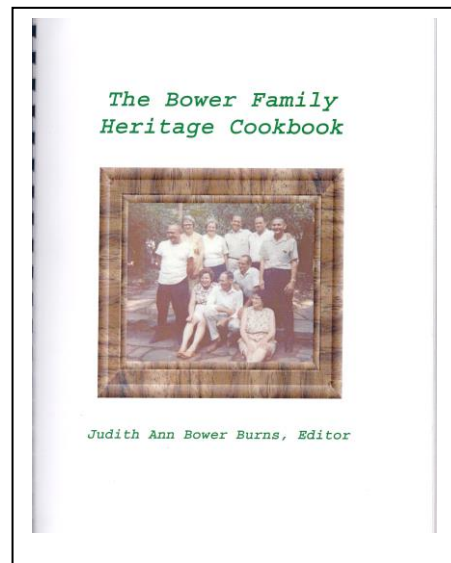
Pros and Cons of a "group endeavor":

Pros:

- Gathering family members and friends to participate in your *Heritage Family Cookbook* can be great fun.
- Memories that you'd forgotten, or not have been aware of, make this project into a wonderful venture of honoring the memories of parents, grandparents, aunts and uncles and friends through their recipes - and the reminiscences of family gatherings.
- Your book or DVD becomes a memoir to share pieces of peoples' lives that are so valuable to document.

Several years ago, my sister and I conspired to create a cookbook prior to a family reunion. These relatives had not gathered for a reunion in approximately 30 years. A lot of the suggestions in this *Guide* came out of that experience...and I have my sister, Judy, to thank for a wonderful cookbook that our entire extended family enjoys.

The thing that I want to emphasize most was how much fun it was. We live in separate states, so getting together required some effort. We decided to make the project as easy as possible; we had a deadline to meet. Much was handled via computers and email. After gathering recipes from everyone who was willing to



contribute, we set about to create the Family Cookbook. We chose not to print back to back in order to allow space for writing notes or improvements to the recipes on the back page. Due to that decision, it ended up being 161 pages. We printed it with a spiral binding to lay flat. Judy and I were able to meet our deadline - and give one copy per family as a gift at our reunion.

Cons:

- Working with several people may bring different visions as to the purpose, direction, content, and finished product. You may not all agree.
- Gathering recipes can be challenging when they are received in hard-to-read handwriting, incomplete ingredients, no instructions, products that no longer exist, or written in pencil on a brown paper bag many years ago.

Gathering Information and Recipes

Determining Categories:

As you are gathering recipes, determine the categories you will use. What are the categories that *you* prefer? Some possibilities include:

- Breakfast - Lunch Ideas - Main Course - Dessert
- Fast and Easy - Romantic Dinners - Healthy for Kids - Picnics
- Appetizers - Soups & Stews - Grains - Poultry - Meat - Fish, etc.

Making Recipes Easy to Locate:

We suggest that you group pages in a **Table of Contents** at the front of the book. For example:

Desserts.....pages 102-111

At the end of the book, you can create an **Index** with exact page numbers: E.g.,

Pineapple Upside -Down Cake-Aunt Jean's Favorite.....page 106

From Shoe Box to Computer:

It's highly possible that your recipes will be on various index cards, old note paper, and on the back of an envelope scribbled by Uncle Henry before leaving the family reunion 20 years ago. That's okay -- just collect. Initially, just collect all of those old papers that you've been holding onto; you don't need to make decisions--just gather content.

After you see what recipes you have, it might shift the vision of your *Heritage Family Cookbook*. For example, your initial idea might have been focused on the recipes, giving credit to the person who made the dish. After you look at the

collection that you have, you might shift to another idea, such as:

- Uncle Charlie's Fabulous Cookouts
- Meals from Grandmother Alice's Garden
- Christmas Memories Around the Table

Remember, this is *your cookbook*, and you can create it any way that you wish.

After you have a general concept of how you want to proceed, it is time to type the data into your computer. This is the most tedious and important task; you want the data to be correct and accurate!

We strongly recommend that you have a second person go over each recipe to check for typos or missing ingredients. In fact, we recommend that you have 3-5 people read the recipes, preferably out loud to check for accuracy and inconsistencies. Keep in mind that even if your typing is accurate, Aunt Susie may have forgotten to list flour in her delicious dessert. Study each recipe with the eyes and experience of an experienced chef, for that is what you are.

Adding Photos and Other Documents

In spite of the fact that you want the recipes to be typed and easy to read, holding your deceased mother's recipe in her handwriting makes your heart feel good. We suggest that, in addition to the typed recipe, you might want to scan in the image of the old, torn recipe in her handwriting.

The recipe for S'mores from your daughter shares "so much more" with a photo of her Girl Scout troop circled around a campfire.

The photo of your uncle holding the *big fish* adds volumes to the memories of how he loved to fish...alongside his recipe for lemon trout.

Don't know what to do with your grandparents' marriage license, yet hesitant to toss it into the trash? Why not scan it into your cookbook and put it alongside a recipe that would be appropriate, such as "Confetti Wedding Cake"?

Writing

Whereas writing one's memoirs can be daunting, creating a *Heritage Family Cookbook* can flow much easier for the writer. Let the recipes lead you to the stories, from Aunt Ethel's disasters in the kitchen (assuming that Aunt Ethel participates in her part of this story and has a sense of humor) to the acknowledged chef in the family.

And while we're talking about stories about other people, we want to give a very strong caution: Do not write anything negative about a person, or reveal any private information or hidden family secrets.

Strive to make your *Heritage Family Cookbook* one that is fun, uplifting, and filled with wonderful stories, pictures, and delicious time-tested recipes. Every recipient will treasure the valuable book or DVD that you have created and return to it again and again.

In your writing, *be yourself*. Don't try to copy or imitate someone else's style. What is your nature?

- serious minded, efficient with an expertise for details?
- the matriarch of the family...filled with memories of all the nieces, nephews and grandchildren?
- sociable, easy to talk to person with a great sense of humor?

Of course, the above are simply examples of personalities and yours might combine some of these qualities or be quite different. It's not important; the point we want to emphasize is to

Be Yourself.

Your "voice" should come through loud and clear - let yourself *speak* through the messages and stories that you share.

Your experiences and memories are a valuable addition to your *Heritage Family Cookbook*. Is there a valuable life lesson that you've learned through life's journey? Share it, being cautious not to *preach* or *judge*. Write from your heart's wisdom.

Nice Additions:

In addition to the suggestions that we've given under *Adding Photos and Other Documents*, here are a few other nice additions, some of which our clients have done in their cookbooks:

- You might want to add the poem that you wrote for a 6th grade literature contest.
- Your son's drawing of a tree at age 2.
- A heart-felt letter from an Aunt honoring your father (her brother) at his death.
- A photo of your son's *Eagle Scout Award*.
- A family photo of your favorite vacation together.
- Occasional photos of the appetizer, chicken dish, or ice cream pyramid is fun and adds variety and interest to your cookbook.

Editing and Printing

As indicated previously, we strongly urge you to have 3 or 4 people read your manuscript before printing or publishing. You don't want someone to call you up 3 months after your book is printed to inform you that they made a main course for company and it tasted horrid!

And, remember that a recipe written in the 1940s might contain ingredients that are no longer on grocery shelves. For example, Grandmother Smith's recipe might call for Oleo or Crisco. Your daughter or granddaughter will ask "What is that?" You can change the recipe to your taste, using butter or margarine. You could also honor the time and original recipe by writing it as it was given to you...and add a recommendation. E.g.:

2 Tbs. Oleo (substitute 2 Tbs. butter)

Consistency in Recipe Titles and Acknowledgments

If you give credit to the person who gave you a recipe, be consistent in the way you acknowledge that person. E.g.,

- Named in the title of the recipe, such as *Aunt Jane's Strawberry Cake*, or
- Named after the recipe, such as

Strawberry Cake
by Jane Smith

- You could have 2 names involved, such as:

Strawberry Cake
Jane Smith's recipe provided by her daughter, Marie Smith Alexander

Be consistent in recipe content. You have choices in the way you prefer to see a recipe written, but once your decision has been made, be certain that all recipes follow the same format.

- Tablespoon can be written as T or Tbs.
- Teaspoon can be written as t or tsp.
- ounce can be written as ounce or oz.

- cup can be written as cup or c.
- quart can be written as quart or qt.
- pounds can be written as pound or lbs.
- a can should indicate the size; e.g. (14 oz. can)

Formatting

Give focused attention to formatting:

- Be certain of margin space around the entire document for binding.
- Select an easy-to-read font and font size for the entire book.
- Keep all titles in the same font and font size.
- Keep all similar categories in the same format, such as italics or bold.
- If you put a border around one photo, be consistent. You can use different borders and sizes, if you desire; however, frame all of them in some manner.
- Create each page to be attractive, whether it contains a large recipe or a small recipe with an image.
- Use spell check - and then read carefully to be certain that the words that have been checked are appropriate to the context of your story. Spell check cannot always tell the difference between the meaning of to, two, or too in a sentence.
- Go sparingly--very sparingly--with the use of exclamation points. Consider limiting yourself to 5 exclamation points in your entire book.

Dedication and Acknowledgments Pages

A Dedication page in a book isn't necessary. Nevertheless, if you would like to dedicate your book to someone, write a brief statement from the heart. This is a separate page.

An Acknowledgments Page, also, is not necessary. However, if there have been people who have helped you in the project, you might want to name them and indicate how they have assisted.

Acknowledgments can be written with the most helpful person first in line - or in alphabetical order. It is also common to list one's spouse, if appropriate, at the last of Acknowledgments.

Again, this is *your* book...and you can acknowledge anyone who you wish. In fact, we know of a colleague who listed her pet, Amtrak, and Hershey's Kisses as helpers in getting a book completed.

Copyright, ISBN and Bar Codes

You can create your own Cookbook with the information in this Guide. After typing all the information in your computer and editing, simply print the manuscript with your printer. Share with your one-of-a-kind and unique *Heritage Family Cookbook* with family and friends.

Recipes cannot be copyrighted; however your *Heritage Family Cookbook* can be copyrighted. The common, and least expensive (no expense) way to copyright your manuscript is to put the copyright symbol and date on the copyright page, immediately following your title page.

Your publisher's name and address can appear on the copyright page.

Please note: If you intend to use information that another person has said or written, such as a poem or song, you *must get their written permission!* Not to do so is *copyright infringement* and against the law.

If your *Heritage Family Cookbook* is intended for family and friends, you do not need an ISBN number. An ISBN number is needed only if you intend to sell your Cookbook. If you seek a publisher and/or need an ISBN number or Bar Code for your Cookbook, contact us. We will be glad to assist you.

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