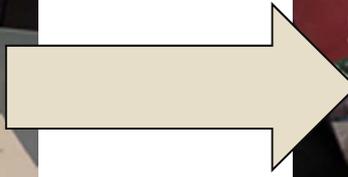


History Tips



The Zonta Club of Perth in Western Australia turned its archives into a readable history and learned a lot in the process. 'A History of the Zonta Club of Perth Inc' is available in hard cover, soft cover, E-book and pdf formats from www.blurb.com and the Zonta Club of Perth's website at www.zontaperth.org.au. Here are some tips we'd like to pass on...

- **Don't be afraid!** The hardest part is writing the first words. Remember that words can be shaped and moulded – so don't get hung up on getting the 'right' words.
- **Have a good small team around you** to share the load and keep you motivated. It took us two years to put our book together. We have full time jobs, families and other Zonta responsibilities too – so don't be in a hurry!
- **How big do you want the book to be?** This depends on who you want your audience to be and what you want the book to achieve. The Perth book is aimed at Zontians (old and new) to tell a 'story' of 40 years of history in a colourful, READABLE format. It was designed to be a useful addition to the State library contributing to the social history of Western Australia. The final book will fit into a large handbag – it was also a good size to convert easily to an E-book format.
- **What are you going to leave out?** If you put everything from the archives in the book it will be too big to read. Focus on what is important as every story has to earn its place.
- **Have a method of getting the information.** We worked through the annual reports itemising each activity by year, category and description. We then sorted the information by year and category.
- **How are you going to organise the information?** Our book covered 40 years, so we had a chapter for each decade with subheadings for each category i.e. service projects, advocacy, awards, fundraising, fellowship and organisation. We chose a feature project from each decade that was described in more detail. This made it possible to show the breadth and depth of club activities.
- **Double the pictures halve the words** – readers will look at the photos first, so make sure the captions tell a story and keep photos on the same page as the text relating to them.
- **The appendices.** We included lists of all the members, award winners and clubs started by our club. These have proved to be very useful references!

For more information about
*A History of the Zonta Club of
Perth Inc* contact:
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Perth is here



- **Get the photos and text ready.** We created the text in Word so we could refine it using track changes. Many photos and news clippings were in albums and scrap books. We took high resolution digital photos of them as we found it was much easier than scanning. We sorted photos into years/activities.
- **Layout and design.** We didn't have much experience with this so we downloaded the free Booksmart program from www.blurb.com. It was very easy to use.
- **Put it together.** We transferred all the photos into BookSmart and selected a layout for each page. These contained blank boxes for text and images. We copied and pasted the text and photos into the appropriate boxes. The program could resize the photos so we could zoom in where necessary to make faces larger or centre photos.
- **Publication.** BookSmart prompted us to create the various book formats that can be ordered direct from Blurb –you can order one book or a thousand with discounts for the more you buy. It was cheap and easy to create the E-book version. We also made a free pdf version available from our club website at www.zontaperth.org.au .
- **Profit or information?** We decided not to add any money onto the Blurb printed price or charge for the E book but asked readers to donate to the ZI Foundation if they enjoyed the read.

Distribution. We launched the book at the District 23 Conference and have links on our website to buy copies. We have donated two books to the State library, one to the Zonta International library, have a couple for the club and emailed links to members. We don't anticipate selling many copies. If members and friends enjoy reading about Zonta by handing the books round or downloading the E-book or pdf formats then we have achieved our aim. We just want to record our history and have it available to inspire others to do the same.

- **Flexibility.** The beauty of BookSmart is that we can refine the book if we want to at a later date. We can create interactive pages on the E-Book version and include videos and talks - we only have to change the book title to save it as a new version. So in ten years' time, we can update the book and call it the First Fifty Years....

Have fun turning your archives into a readable history!

View our *How to Create a Club History* PowerPoint at www.zonta.org

