Guidelines for Capturing Images from a Family Bible

The goal of the GFO Bible project is to make family history information available to researchers through our website. The information must be captured in a way that is legible. Images should be made of the following:

> Cover
> Title page
> Page with the publication or copyright date (might be the title page, the following page, or the page before New Testament)
> Family register pages with records of marriages, births, and deaths. Include blank register pages.
> Other pages with signatures or handwritten notes (inside front and/or back cover, other blank pages)
> Any inserts in the Bible related to family history (funeral cards, school programs, photos, other memorabilia)

Scanning the Pages

Using a scanner yields the best images. If this is feasible, create images that are at least 300 dpi. Save the images you plan to submit to the GFO as JPEG files. If you plan to archive these images, you can scan them again as TIFF files.

Do you want GFO to scan your Bible?

We invite you to bring your Bible to GFO where we can scan it. We have book scanners designed to scan from above without putting undue stress on bindings. Contact us at byob@gfo.org to arrange a time.

Photographing the Pages

Most of us do not have access to the professional equipment mentioned on photography how-to sites. You can take perfectly usable photographs with a home camera or the one included on newer phones. Again, the goal is for the handwriting to be clear.

Photograph the entire page. If needed, you can zoom in and take additional, overlapping photos, to increase detail. Take as many as you need, then send us the best ones!

Tips:

Avoid Glare! Photograph in bright, indirect light. Place the book on a matte surface – a towel, carpet, etc. If possible, turn off your flash.
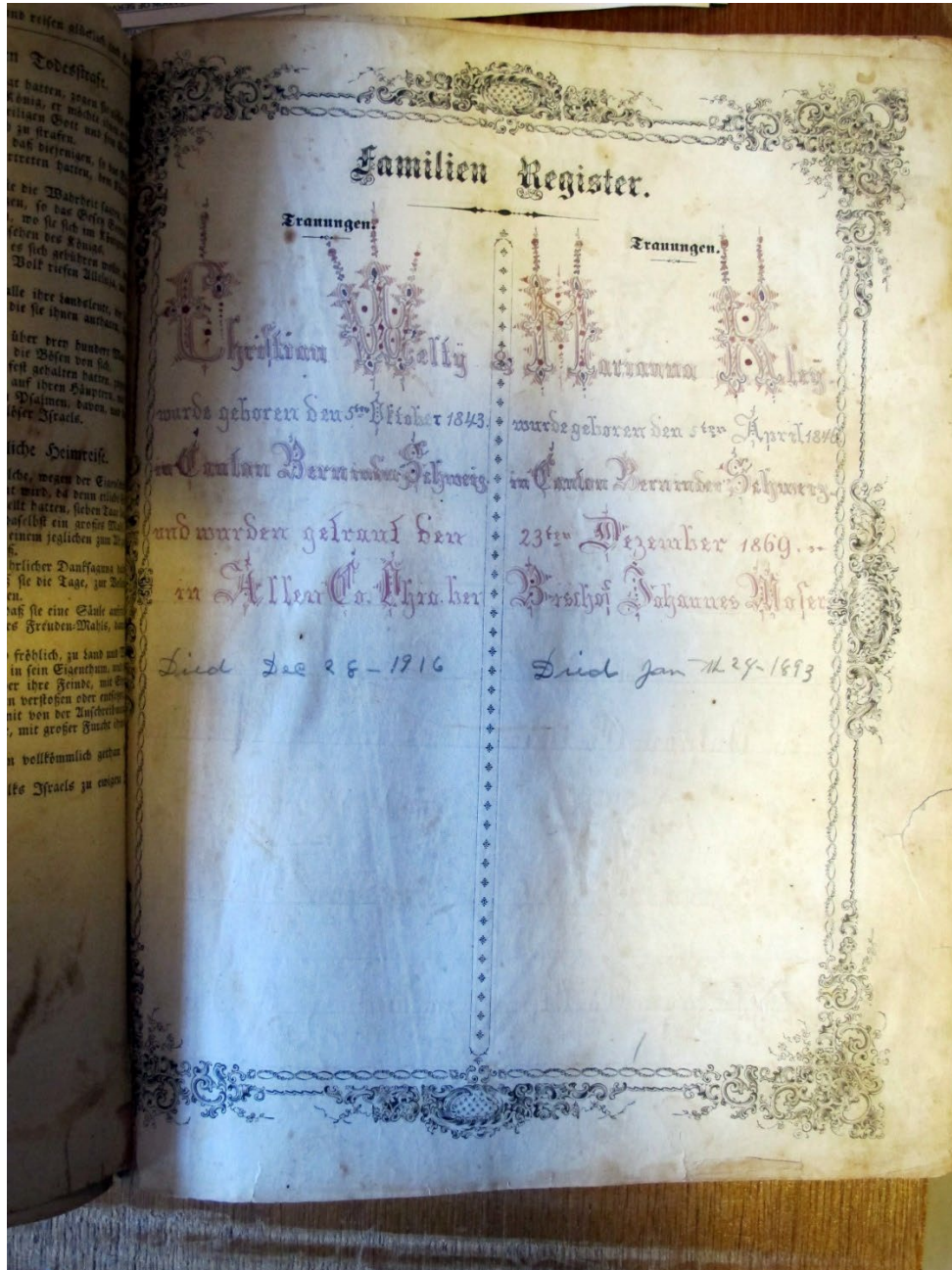
Make sure there isn't a shadow across your image.

Hold camera level with the book.

You may need to prop the book open to capture writing near the spine of the book. The eraser end of a pencil works well. If you don't have a second set of hands, other objects can be used if they don't block the text. This may require more than one photo of each page.

Curvature is a natural part of photographing pages in a bound book. It's okay as long as the text is legible.

Bottom line: do your best!

Example where photographer did not incorporate the above tips. But the information is still legible.

Births.

Father, in Law's Family.	
Charles, Fredrick, William,	at Nauen, Prussia, Ger.
Maier,	Oct, 3,rd 1828,
Mother in Law,	
Mary, Sofia, Fredericka,	at Nauen, Prussia, Ger,
Maier, Maiden, Name Bertz.	Oct, 15,th 1828,
daughter	
Mary, Sofia, Fredericka,	at Nauen, Prussia Ger,
Maier.	23,rd Dec, 1852,
son	
John, Maier,	Williamsburg N.J. 1855.
Daughter	
Mary, Sofia, Fredericka, Maier.	Williamsburg N.J. 23rd Nov, 1857.
Daughter	
Elizebeth, Laura, Maier.	Williamsburg N.J. 18th March, 1860
Daughter	
Annie, Elizebeth, Maier.	Williamsburg N.J. 7th Sept, 1862
son	
Charles, Fredrick, William, Maier,	Williamsburg N.J. 30th Nov, 1864,
Daughter	
Sofia, Fredericka, Maier,	Williamsburg N.J. 8th April 1866
Mary Henrietta Fredericka Meier	Cambridgeport Mass 30th March 1873
Family of Chs & Ed. M Williamsurther.	
Paulina Rosina Willhelmina	Strunk Holler Eaglecreek
or Bean Creek.	
	Vally Co. Nebraska March 2 1875.
Blumenrother	
Frantz Henry Blumenrother	Valley Co. Nebraska Oct 24/8
son of Chs Ed M. Blumenrother	
Rubi Mei Blumenrother	Prosper Cos Co Oregon November 2nd
Daughter of T.J.E. Blumenrother	