

# Getting the Text Out of You

— Practical steps to getting your text  
out of you so that it can be  
published.

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## Part 1: Getting it Out of You

**It is time to get your book out of you.** You are a unique author, so how you go about doing that will vary.

Perhaps a combination of one, two, or all of the following 5 approaches may best fit your style.

It is important to note that the % beside each approach is a combination of the time spent and the effort involved. It is an indicator MORE of what you as the author can expect to give out in order to get your book ready.

## Approach #1 — doing it yourself (98%)

Many authors have taken the time and spent the effort writing their books themselves. The chapters, titles, content, order, etc. are all there; it just needs to be minimally edited for punctuation, grammar, flow, word choice, and the occasional typo.

Approach #1 is perhaps the most common approach to writing a book, but it has its advantages and disadvantages:

### **Advantages:**

This works well if you:

- are good with words, grammar, word choice, etc.,

- have the time to do all the work by yourself, and
- feel your text “must absolutely be” a certain way (style, word choice, flow, etc.).

If this describes you, then this approach will work best.

### **Disadvantages:**

- An inordinate amount of time is spent getting the content onto paper in a manner that “feels” right, not to mention the time it takes working on sentence structure, flow, grammar, etc.
- This is by far the most time-consuming approach for an author.

- In addition, having an objective individual editing your work will help to minimize potential errors that you may not see yourself.

### **Approach #2 — putting it down on paper (80%)**

Some individuals prefer to dump out all their thoughts and ideas directly onto paper (most likely via a computer). They follow every train of thought and write out every detail until they feel the book is “out” of them and recorded on paper.

There may be no semblance of order, but at least all their thoughts have been written down. The editor, who is required to assemble the ideas into a book format, will help order and organize the content.

Approach #2 also has its advantages and disadvantages:

**Advantages:**

This enables you to:

- get it all out without having to worry about the specifics of writing and editing and
- all the main points, ideas, comments, and bunny trails have been captured.

If you have followed one specific topic with all the recorded material, the editor will simply need to assimilate it and let you to review the structured manuscript.

If you happened to follow multiple topics, the editor will have to separate

it for you, but at least all the content is there to work with.

**Disadvantages:**

- The largest disadvantage is that it will take a substantial amount of time to plan, organize, and write all your thoughts onto paper.

With Approach #2, the editor's job has been minimized because you, the author, have done the majority of the work. If you happened to cover several topics at once (possibly providing content for two or more manuscripts), the editor will be able to bring this to your attention and you can decide how best to fill in the gaps.

**Approach #3 — get it all out in one sitting (40%)**

Because it takes so much time to actually sit down and write a book, some authors choose to speak, preach, or teach it all in one sitting with the editor listening and recording.

By sitting down with the editor and recording your story in this traditional interview setting, you can get all the information for your book recorded in one sitting. The editor can then ask questions to clarify certain points that will help in the book's production.

Later, the editor simply has to begin working from the transcripts. The editing process, which includes submitting versions of the manuscript for your review, will follow naturally from this point. What you wanted said has been said — and captured and recorded.

Approach #3 has more advantages than disadvantages:

### **Advantages:**

- The primary advantage is that the editor hears your heart, style, and passion on the subject first-hand and can translate that into your book. (*Working off CDs, video, or transcripts also works; adding personal comments might be more necessary, but it's minimal.*)
- In addition, the process is relatively quick for you. From a few hours to several sessions in a 2 or 3-day period, there is almost no more time required to fill in the book's content.

- Another advantage is that the content is specific, following one theme, and this helps in the editing process while saving time.

### **Disadvantages:**

- It will take a block of focused time, approximately 20 hours, for a book.
- It may also require meeting face-to-face with the editor, which may mean more time and more cost.

### **Approach #4 — working from transcripts (20%)**

This is by far the easiest approach for you, the author. You can simply gather up a previously recorded series on the subject your book is to be about, have

someone transcribe them word for word, and give the text to the editor.

The editor will then work from transcripts and listen to the recordings as necessary to better understand your style, humor, etc. Any gaps that may appear in the text will be addressed as they appear, most likely over the phone or email.

Approach #4 has its advantages and disadvantages:

### **Advantages:**

- This will take the minimum amount of your time. You can do whatever it is that you do while your editor is at work on your book.

- You can review the whole manuscript and insert/edit anything you'd like.

### **Disadvantages:**

- a certain amount of clarification between you and the editor before the process begins in earnest is required, and
- a certain amount of content may not have been covered in your series of and these blanks will need to be filled in as the book takes shape.

### **Approach #5 — ghostwriting (5%)**

This is a common approach where the editor writes 95% - 100% of the material and then affixes your name to

it. This works well where you have absolutely no time (or possibly interest) to devote toward the book project and its required research.

The editor does all the work, and you may only have to review the text as you go. The occasional correction, direction, or help is possible.

Here are the advantages and disadvantages of **Approach #5:**

### **Advantages:**

- The lack of time requirement is the obvious winner, but also
- You don't have to concern yourself with the writing, editing, reviewing, etc.

### **Disadvantages:**

- This will cost more, since the editor is doing research in addition to writing and editing.
- Also, the editor will be learning your style or heart as the book progresses.

### **Approach Summary:**

You as the author are not bound to a certain Approach or percentage of effort and time involved, but because the total time spent on a book will always equal 100%, *any effort not spent by you will be spent by the editor.*

The expense for the editing process is based entirely on this percentage.

For most authors, Approach #3 and Approach #4 seem to be the best fit.

## Part 2: Getting it Done

This is the point where you, the author, begin to compile the information in a manner that will eventually result in your desired book.

### **Getting it done for Approach #1 — doing it yourself (98%)**

Doing the work yourself will take considerable time because it includes everything, from the collecting of data to the editing of the final version of the manuscript. With that in mind, this is a long-range goal that will take constant effort.

One of the best ways to compile the necessary data is to simply get a box or folder and begin to put any and every related item into it.

Then at certain intervals, open the box or folder and organize what you have into sections or chapters. A tape could be transcribed, hand-written notes could be typed out, and all data could be saved on a computer. This is not a time to be too detailed — simply dump the material in the appropriate section. You will have ample time later to edit.

As time progresses, you will notice certain gaps (i.e. — a desired chapter that is virtually empty). Work to fill those gaps.

By keeping the material organized and updated into your computer, you will know quite accurately the proper

sequence as well as what might be missing.

After many additions, organization efforts, attempts, changes, etc., you will have a rough manuscript from which to begin the editing process.

This is the time where you focus on content, flow, etc., working your way down to grammar, punctuation and word usage. Then, when you feel your manuscript is ready, it's off to an editor just before it goes to the printer.

### **Getting it done for Approaches #2, #3, and #4 (80%, 40%, and 20%)**

**Note:** *Because Approach #2 (getting it down on paper [80%]), Approach #3 (getting it all out in one sitting [40%]), and Approach #4 (working from*

*transcripts [20%]) all work from the same premise of getting the material "out" and letting an editor take it from there, all three will be discussed together.*

Technically, this process is the same as with Approach #1, except that the editor takes over when you — the author — feel that all the material is sufficiently down on paper or in the computer.

This is often good for authors who started with Approach #1 but ran out of time to finish the book themselves.

This approach can be much easier because it simply requires that you record the material in some format.

Many authors have the basis or framework of what they want in their

book already on tape (i.e. — from a previous speaking engagement, sermon, training, etc.). When the content of the desired book is “out” and recorded, the editor then takes over.

If you don't have your content recorded, do so. Once the material is on paper, your editor takes it from there.

### **Getting it done for Approach #5 — ghostwriting (5%)**

You don't have much work to do with this Approach #5, but you can be involved as much as you want to.

Some authors like to see chapters, one at a time, and they can edit or add as the book takes shape.

You can decide what you do and don't want to do with this approach.

### **Getting it Done Summary:**

The secret to getting it done is following up on the approach that feels most natural to you.

If, for example, you hate to type but love to talk, then sitting in front of a computer would be the LAST thing you'd want to do.

Getting it done is all about finding your groove ... and then staying with it until you are finished.

## Part 3: What Is Next?

The bottom line with each Approach and its corresponding “getting it done” step is that you as the author can do whatever works best for you.

So what is next? We suggest that you:

1. Choose the Approach you prefer,
2. Follow the corresponding “getting it done” method, and
3. Contact The Publishing Hub ([www.thepublishinghub.com](http://www.thepublishinghub.com)) when you need an editor and/or are ready to go to press.

When your manuscript is complete and has been edited and/or prepared to your level of approval, the text will need to be laid out in a format that printers can accept. Also, your cover will need to be created and finalized.

We will be happy to discuss these and other details, including marketing options, with you as your book progresses.

Email The Publishing Hub directly at:  
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**We look forward to serving you.**