

Family Tree Maker SIG-April



Custom Reports

Formats



- From the Format Menu click on Report Format or the Icon
- A dialog box comes up
- Choose the type of report you want
- Click on ok and the report will generate

Items to Include



Same as for Charts

Select the Individual



- From Contents select Individuals to include in Report from or click on the icon
- A dialog box will come up
- Click on Individuals to Include and another dialog box will come up
- To clear the names in the right hand box click on the <<
- You can select individuals at a time by finding them and clicking on the >
- You can include the ancestors of a person by selecting them and clicking on ancestors>
- You can include the descendants of a person by selecting them and clicking on descendants>

Use Reports to find Information

- Use the find> function to locate any fact you have listed
- If you need a list of people buried in a certain cemetery (and you have that information entered in a labeled field)
- Find the field and type the name or partial name in the for and click on ok

Copy Individuals in Report

- You can copy or export individuals in the report by going to file and Copy/Export Individuals
- This is useful if you only want to give part of, but not all of your information to a person

Size the Columns

- Go to format and clicking on Maximum width for each column
- A dialog box will come up
- Click on Choose widths manually

Sort Report

- Click on Sort Report from the Format menu
- A dialog box will come up
- You can sort by two facts you have entered in ascending or descending order
- Once you have made your selection, click ok

Change Text Font, Style, & Size



Same as for Charts

Genealogy Report

Formatting options

- Register, NGS Quarterly, Ahnentafel

Number of generations & Font

Same as for Charts

Options

- Things to include in report
 - Notes
 - Facts
 - Sources

Outline Descendant Tree

Format

- Spacing and numbering

Items to Include

Same as Custom Reports

Select the Individual

- From Contents select Individuals to include in Report from or click on the icon
- A dialog box will come up
- All Descendants or Descendants from one individual to another

Number of generations & Font

Same as for Charts

Options

- Who to include and print