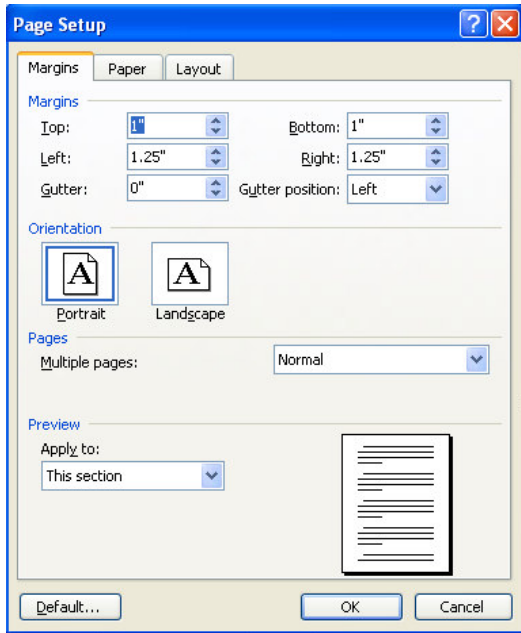


Reports and Word

Format Genealogy report the way you want it with the items to include and the format you want to work with. Choose the font style and size you want for each area.

From the file menu export the report in RTF format. Remember what you name it and where you saved it.



Open Word. From the file menu go to open and find your saved file. Open it. Then do a save as in a word document format.

Go to page setup from the file menu and set your margins and paper size. **(Figure 1)**

To have Word do your Table of Contents you will need to do some format editing in the document. You will need to make Headings out of the generations use the same one for all of them! **(Figure 2)** Each section can be a new chapter if you want to format it that way.

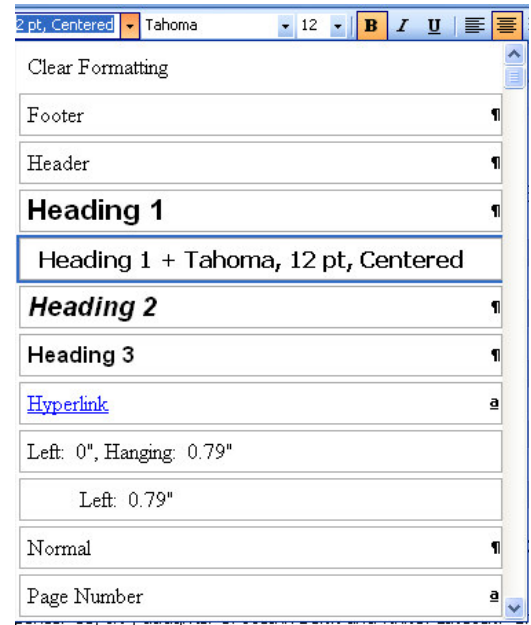


Figure 1

Figure 2

Insert a page break by selecting break from the Insert menu. **(Figure 3)** Remember to do "saves" at frequent intervals so you don't lose any of your work.

To put a Table of Contents in your document place the cursor where you want it to go. From the insert menu click on i references, then Index and Tables... **(Figure 4)** This window opens choose the Table of Contents tab **(Figure 5)**

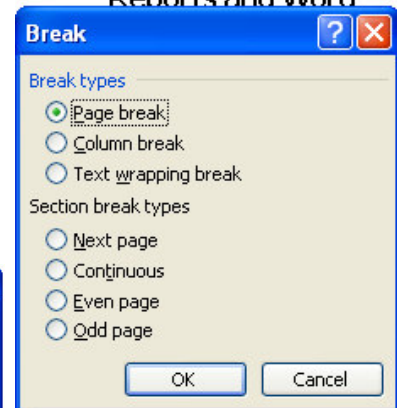


Figure 3

Select the style you want the contents to have and click ok. Insert a section break by the same procedure as a page break, but chose section break instead. You will now

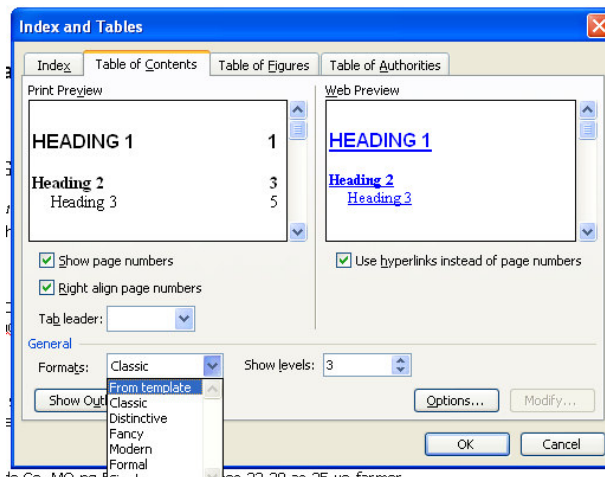
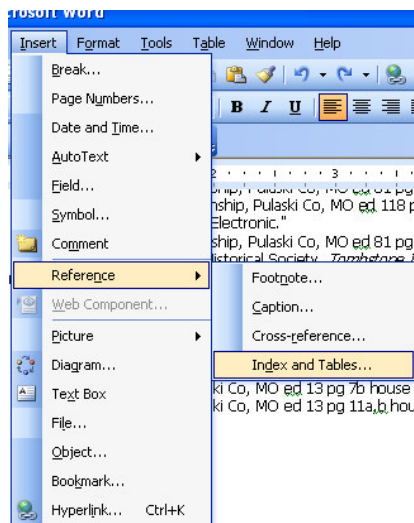


Figure 3

Figure 2 have a format option for a table of contents heading. **(Figure 6)**

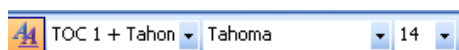


Figure 4

Place your cursor before the table of contents center it and type Table of Contents

You can add footers and headers by going to view on the menu bar and clicking on Header and Footer



(Figure 7)

Figure 5

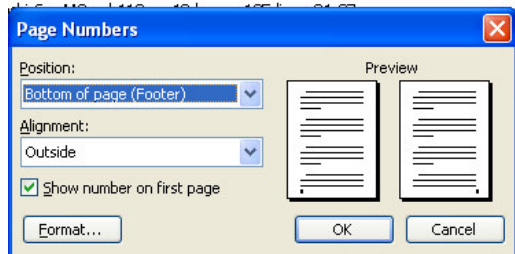


Figure 6

Insert page numbers where you want them by going to insert on the menu bar and selecting where you want the numbers to be placed, other wise the page number will be in the middle of header of footer. **OR** you can do it from the header/footer menu bar. (Figure 8)

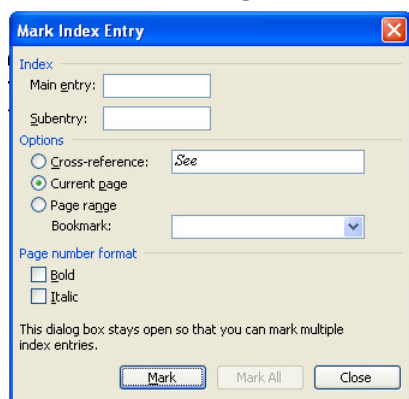


Figure 7

To index the names place your cursor at the end of the name. Make sure you can see the formatting marks. If you can't see the marks click on the ¶ icon on the tool bar. Click the alt, shift, and x keys at the same time and your will get the window in **Figure 9**. You can enter names in a multiple of ways. If you want all of a last name under one heading enter the last name in the Main Entry and the given name in the Subentry. If you want the last name in all caps or a mix you can do either. The way you enter it will be the way it shows up in the index. If you want the last name to print out with each given name put both in the main entry.

To expedite indexing I try to do all of one surname at a time. I copy the surname so I can paste it in the main entry each time.

Once you are through indexing everything close the formatting marks by clicking on the ¶

To Index the text put your cursor where you want the index to begin. From the same heading as your chapters, type Index.

From Insert on the menu bar click on references, then Index and Tables... Select the index tab. You can select the number of columns you want in the index and the format (Figure 10)

Click on ok once you have made all your selections and the index will be done.

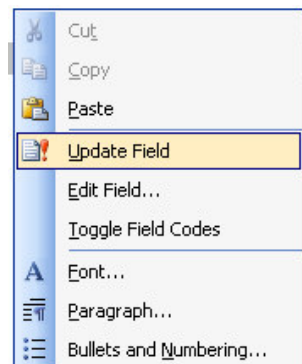


Figure 9

To update the table fields, right mouse click on the table and select update field. In the index it will update the page numbers. In the table of contents it will give you options to update the fields or the table. Chose table if you've added additional 'chapters'. (Figure 11)

You are now ready to insert pictures.

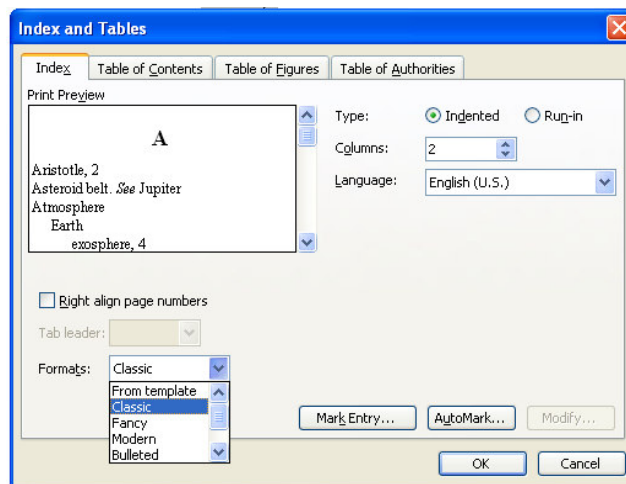


Figure 8