Custom Report Settings – Individual Narrative

General

Report Title: _____

Language: _____

Surety
- ☐ Threshold 3
- ☐ Threshold 2
- ☐ Threshold 1
- ☐ Threshold 0
- ☐ No Threshold
  - ☐ Include blank

Fonts

Text
Surnames
Given names
Dates
Places
Memos
Exponents
Labels
Titles
Page #s

Page Options

Page Number Location
- ○ None ○ Left
- ○ Top ○ Right
- ○ Bottom ○ Center
- ○ Alt–Odd Left
- ○ Alt–Odd Right

☐ Suppress first page

Text: _____
(e.g. Page [PAGE], p. [PAGE])

Graphic line
☐ Header ☐ Footer

Tabs: _____ spaces

Page Number Style
- ○ 1, 2, 3 …
- ○ a, b, c …
- ○ A, B, C …
- ○ i, ii, iii …
- ○ I, II, III …

Justification
- ○ Left
- ○ Full

Sources
- ○ None
- ○ Footnotes
- ○ Endnotes
  - ☐ Unique
- ○ Embedded
- ○ Embedded w/parens

☐ Suppress citation detail (CD)
☐ Show surety
☐ Show excluded citations
☐ Include name sources
☐ Incl relationship sources
☐ Disable "ibid."
☐ Combine consecutive

Sort By
- ○ Surname
- ○ Soundex of surname
- ○ Given name
- ○ Soundex of given name
- ○ Birth date
- ○ Death date
- ○ ID number
- ○ Reference field

Memos
- ○ None
- ○ Footnotes
- ○ Endnotes
  - ☐ Unique
- ○ Embedded
- ○ Embedded w/parens

☐ Include name memos
☐ Incl relationship memos
☐ Incl from witnessed events

Names
- ○ No caps
- ○ Surname caps
- ○ All caps
- ○ All small caps

Empty name text: _____

Identifiers
- ○ None
- ○ ID number
- ○ Reference field
- ○ ID, Reference
- ☐ Show data set ID

Tags
- ○ None
- ○ All
- ○ Selected

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

- ○ Primary events
- ○ All variations
- ○ All plus witnessed

Custom Report Settings – Individual Narrative

Dates
- ○ mm/dd/yyyy
- ○ yyyy.mm.dd
- ○ dd/mm/yyyy
- ○ dd.mm.yyyy
- ○ dd-mm-yyyy
- ○ Mmm dd, yyyy
- ○ MMM dd, yyyy
- ○ dd Mmm yyyy
- ○ dd MMM yyyy

☐ Months spelled out
☐ Leading zeros

Places
- ○ Use place styles
- ○ Use short place field
- ○ Use selected
  - ☐ [L1] – Addressee
  - ☐ [L2] – Detail
  - ☐ [L3] – City/Town
  - ☐ [L4] – County/Parish
  - ☐ [L5] – State/Province
  - ☐ [L6] – Country
  - ☐ [L7] – Postal code
  - ☐ [L8] – Phone
  - ☐ [L9] – Lat/Long
  - ☐ [L10] – Temple
  - ☐ Commas when missing
    - ☐ Trim leading/trailing
- ☐ Abbrev state/province

Preposition
- ○ At
- ○ In
- ○ (blank)

Miscellaneous
- ☐ Show excluded
- ☐ Show sensitive
  - ☐ with brackets

☐ Page break before each subject
☐ Blanks for missing data
☐ Suppress details for living people
Living text: _____

Narratives:
Non-breaking character:
_____ (ASCII 32)
Spaces between sentences:
_____

Exhibits
(for Word, WordPerfect, RTF, HTML only)
Images
- ○ None
- ○ Footnotes
- ○ Endnotes
- ○ Embedded
- ○ Embedded w/parens

☐ Include (export) internal
☐ Include external
  - ☐ Copy to destination folder
☐ Reference full path names
☐ Center person images
  - ☐ With caption
☐ Include event exhibits

For each person, include:
- ○ Primary
- ○ All

Indexes

People
- ☐ Surname
- ☐ Given name
- ☐ Combined
- ☐ Also use sort template

- ○ No lifespan
- ○ (Year – Year)
- ○ (Date – Date)
- ○ (b. Year – d. Year)
- ○ (b. Date – d. Date)

Places
- ☐ By short
- ☐ By detail/L2
- ☐ By city/L3
- ☐ By county/L4
- ☐ By state/L5
- ☐ By country/L6

☐ Largest first

Marriages
- ☐ By bride
- ☐ By groom
- ☐ Combined

- ○ No marriage date
- ○ (Year)
- ○ (Date)
- ○ (m. Year)
- ○ (m. Date)

Other
- ☐ Indent subheadings
- ☐ Combine people/places
- ☐ Merge all indexes

Publications Tools
- ☐ Table of Contents
  - ☐ Code visible in text
- ☐ Bibliography

Bibliography/Endnotes:

Page number options, Fonts (if different from main report)

Title: _____ **Language:** _____