

Custom Report Settings – List of _____

General

Report Title:		List of ... <input type="radio"/> Citations <input type="radio"/> Events <input type="radio"/> Names <input type="radio"/> People <input type="radio"/> Places <input type="radio"/> Repositories <input type="radio"/> Sources <input type="radio"/> Tag Types <input type="radio"/> Tasks <input type="radio"/> Witnesses
Language:		
List Type (Sources) <input type="radio"/> Abbreviation <input type="radio"/> Titles <input type="radio"/> Bibliographic form <input type="checkbox"/> Show dataset ID List Type (Repositories) <input type="radio"/> Abbreviations <input type="radio"/> Names <input type="checkbox"/> Show dataset ID	List of Citations <input type="checkbox"/> Include sureties <input type="checkbox"/> Include tag memos	

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

Fonts

Text _____
 Titles _____
 Page numbers _____

Names

(Citations, Tasks)

- No caps
 Surname caps
 All caps
 All small caps

Empty name text: _____

Identifiers

- None
 ID number
 Reference field
 ID, Reference
 Show data set ID

Dates

(Tasks only)

- 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

(Citations, Events, Rep, Sources, Tasks, Witnesses)

- 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

