

Custom Report Settings – List of _____ (v7)

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"/> Columnar <input type="radio"/> Indented <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 Type (Citations) <input type="radio"/> Columnar <input type="radio"/> Indented <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 _____
 Surnames _____
 Given names _____
 Dates _____
 Places _____
 Memos _____
 Exponents _____
 Labels _____

Fonts

- Title _____
 Text _____
 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

Publication Tools

- Table of Contents
 Code visible in text

Miscellaneous

- Show excluded
 Show sensitive
 with brackets

(Tasks)

- Task stages
 Keywords
 Expenses
 Memo
 Blanks when missing
 Event memos

Custom Report Settings – List of _____

Sort By

(People)

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

(Repositories)

- Repository ID#
- Abbreviation
- Name

(Sources)

- Source ID
- Abbreviation
- Bibliography
- Default Surety

(Tasks)

- Type/Person name
- Designed
- Planned
- Begun
- Progress
- Completed
- Keyword
- Task name

Places

(does not apply to Lists of Names, Places, Tag Types)

- 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 (for Citations)

- At
- In
- (blank)

Secondary Output

- Change flag

For:

- P1
- P2
- Both
- Other witnesses
- All witnesses
- Role _____

Flag: _____

Set to ____

- Suppress printing

(List of People)

- Create new project
- Create new data set
- Lock timelines
- Unlock timelines
- Change a flag _____
to ____
- Suppress printing

Output Columns

(Citations, Events, Names, People, Places, Tag Types, Witnesses)

Sort order	Column Type	Heading	Width