

Using Microsoft Word to Write Your Family History

January 2022

THE BRUE FAMILY LEARNING CENTER



American Ancestors®
by NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY



AGENDA

Welcome & Introduction, Ginevra Morse

Using *Ahnentafel* Templates and Inserting Citations, Kyle Hurst

Using Keyboard Shortcuts, Eileen Pironti

QUESTIONS

Using *Register* Templates and Inserting Citations, Kyle Hurst

Automatic Numbering, Eileen Pironti

QUESTIONS

Review and Revise, Kyle Hurst

Laying Out Pages and Placing Images, Ginevra Morse

QUESTIONS

Inserting Index Tags and Generating an Index, Eileen Pironti

Creating a Print-Ready PDF, Ginevra Morse

Final Q&A

Kyle Hurst, khurst@nehgs.org

Ginevra Morse, gmorse@nehgs.org

Eileen Pironti, eileen.pironti@nehgs.org



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Using Microsoft Word to Write Your Family History 2022

Thank you for registering for the course, *Using Microsoft® Word to Write Your Family History*!

Compiling your research into a published work can add years to your family history project. Microsoft® Word can help! In this online seminar, our authors, genealogists, and publishing experts will demonstrate how you can maximize Word's existing functions to streamline your writing process, saving you time and resulting in a professional and easy-to-reference finished product. NOTE: We will be using Office 365 Microsoft Word version 16 on a PC throughout the session, however, we will provide Mac shortcuts. All the functions we will demonstrate are also available on earlier versions of Microsoft Word.

This course includes one 3-hour online broadcast, exclusive access to a recording of the presentation, handouts and templates, and in-depth Q&A sessions with the instructors. Students will also have access to select introductory videos that discuss common genealogical formats.

Join the Live Broadcast

Saturday, January 15 1:00 - 4:00 PM EST

Click here to joining the live session: <https://zoom.us/j/91729342262>

Webinar ID: 91729342262

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BEFORE THE SEMINAR . . .

It's important to familiarize yourself with the basic steps of writing and publishing your family history and the standard genealogical formats. We suggest watching—and perhaps rewatching—this presentation *before* our live session on Saturday, January 15.



[The Basics, Slides Worksheet](#)

[The Basics, Slides \(large\)](#)

[The Basics, Handout](#)

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Ten Steps


- 1 – Shift mental gears
- 2 – Consider your audience and time frame
- 3 – Choose a genealogical format
- 4 – Define your scope and make a TOC
- 5 – Write and cite!
- 6 – Review, revise, repeat
- 7 – Add images
- 8 – Index
- 9 – Design
- 10 – Print or publish

Style Templates



Voice of
Kyle Hurst
Senior Genealogist

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Standard genealogical formats

- *Register* style (descendancy format)
- *Ahnentafel*
(ancestor table)

Register (descendancy) style



Main person and spouse(s)

- full names
- vital statistics, with dates and places

Children

- full names
- vital statistics
- abbreviated format
- identification numbers for any child who will be treated in full

Register example

MORGAN FAMILY

FIRST GENERATION

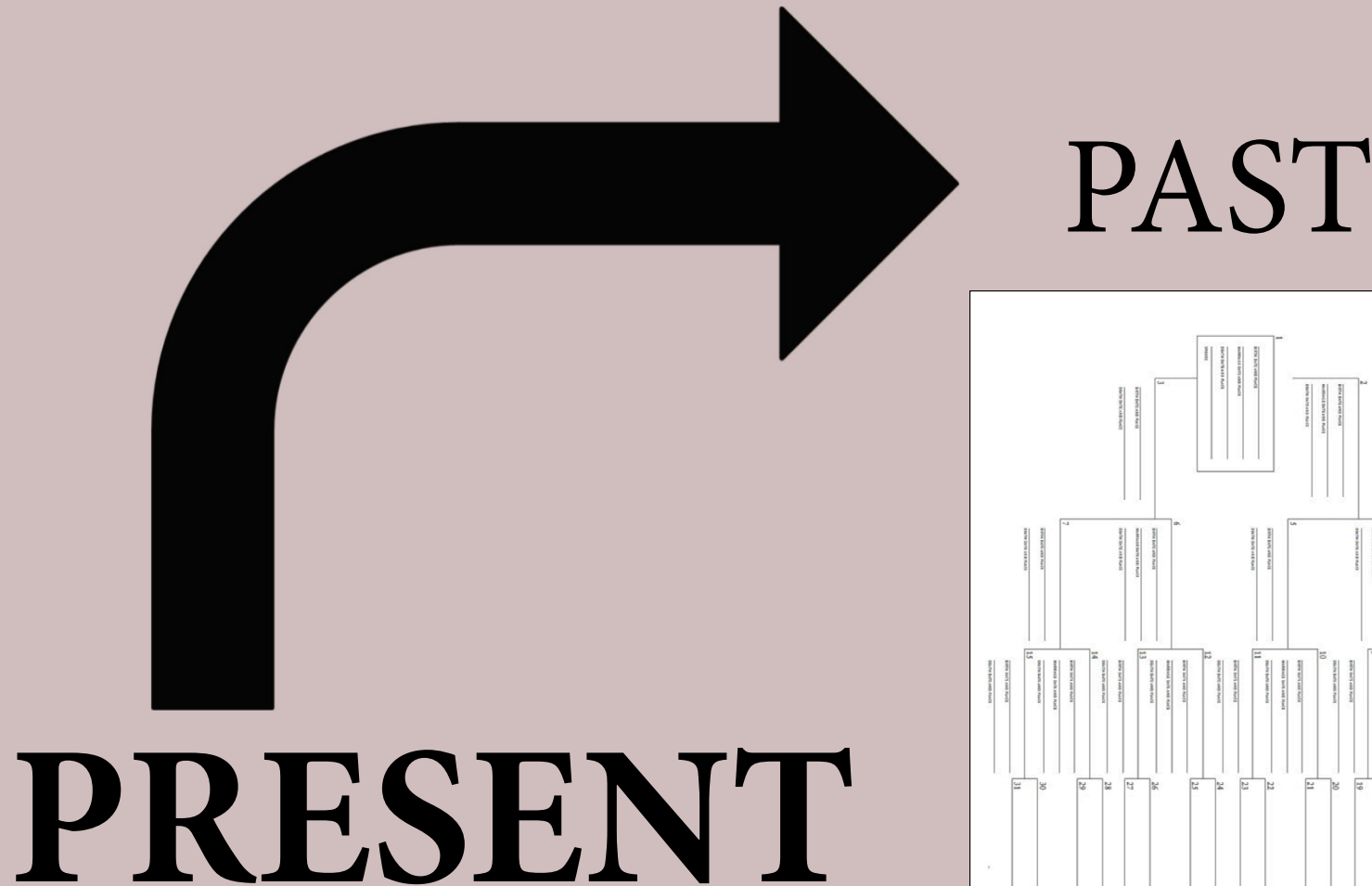
1. **HENRY¹ MORGAN** was born possibly at Thenglenogg, Monmouthshire, Wales, 24 September 1820, son of _____ and Mary (_____) Morgan. He died at Lewis Township, Cass County, Iowa, 7 July 1885.¹ He married at Columbus, Franklin County, Ohio, 11 May 1845, **WINIFRED CATHERINE JONES**. She was born at Thenglenogg, 29 December 1821. She died at Lewis Township, 9 December 1904.²

After moving from Wisconsin to Cass Township, Cass County, Henry Morgan, in addition to buying farmland, set up the Morgan Livery Stable with a delivery barn in the old town of Lewis next to a hotel. Several sons were most likely engaged in the operation of this stable.³

Children of Henry and Winifred Catherine (Jones) Morgan:⁴

- 2 i. **WILLIAM HENRY² MORGAN**, b. Dodgeville, Iowa Co., Wisc., 3 April 1846; m. **NANCY ANN PICKERELL**.⁵
- 3 ii. **JOHN SAMUEL MORGAN**, b. Dodgeville, 20 Feb. 1848; m. **SARAH JANE CLARK**.⁶
- 4 iii. **JOSEPH R. MORGAN**, b. Fennimore, Grant Co., Wisc., 30 June 1850; m. **FLORENCE A. STONER**.⁷
- iv. **BENJAMIN FRANKLIN MORGAN**, b. Fennimore, 18 April. 1852; d. Canton, Dakota Territory, 24 June 1876, of drowning; bur. Oakwood Cemetery, Lewis, Cass County, Iowa. At the age of 24, Benjamin accidentally drowned in the Little Sioux River in the Canton Territory of Dakota. No one knows why he went to the Dakota Territory. His brother Joe brought his body back to Lewis, Iowa, for burial.⁸
- 5 v. **GEORGE OLIN MORGAN**, b. Fennimore, 18 Sept. 1855; m. **ELIZABETH BLACK**.⁹
- 6 vi. **ALBERT BARNES MORGAN**, b. Watterstown, Grant Co., Wisc., 24 Sept. 1858; m. **ELLIE MARIAH "ELLA" GRAHAM**.¹⁰
- 7 vii. **LUCINDA AMENDA MORGAN**, b. Watterstown, 8 July 1861; m. **MARK M. BYRNE**.¹¹

Ahnentafel (ancestor table)



A template for an Ahnentafel (ancestor table) form. It is a grid of boxes for recording names and birth/death dates. The form is organized into four columns and four rows. The first column is for the present generation, and the subsequent columns represent previous generations. The form includes a title "Ahnentafel" and a subtitle "1st to 16th Generation - One Couple per Generation".

16	15	14	13
NAME	NAME	NAME	NAME
DATE OF BIRTH	DATE OF BIRTH	DATE OF BIRTH	DATE OF BIRTH
DATE OF DEATH	DATE OF DEATH	DATE OF DEATH	DATE OF DEATH
12	11	10	9
NAME	NAME	NAME	NAME
DATE OF BIRTH	DATE OF BIRTH	DATE OF BIRTH	DATE OF BIRTH
DATE OF DEATH	DATE OF DEATH	DATE OF DEATH	DATE OF DEATH
8	7	6	5
NAME	NAME	NAME	NAME
DATE OF BIRTH	DATE OF BIRTH	DATE OF BIRTH	DATE OF BIRTH
DATE OF DEATH	DATE OF DEATH	DATE OF DEATH	DATE OF DEATH
4	3	2	1
NAME	NAME	NAME	NAME
DATE OF BIRTH	DATE OF BIRTH	DATE OF BIRTH	DATE OF BIRTH
DATE OF DEATH	DATE OF DEATH	DATE OF DEATH	DATE OF DEATH

Couple

- full names
- vital statistics, with dates and places

Ahnentafel example

3948. **THOMAS HUCKINS** was born circa 1617 and died at sea, being “cast away,” 9 November 1679. He married first at Barnstable, Massachusetts, 1642, Mary Wells, who died in 1648. He married second at Barnstable, 3 November 1648,

3949. **ROSE (____) HILYER**, who was born circa 1616 and died in 1687.⁴²²

→ 3950. **JOHN CHIPMAN** was born at Brinspittle [Bryanspuddle], Dorset, circa 1620, and died at Sandwich, Massachusetts, 7 April 1708, aged 87 years. He married second, circa 1685, Ruth (Sargeant) (Winslow) Bourne, who was born at Charlestown, Massachusetts, 25 October 1642 and died at Sandwich, 4 October 1713, widow of Jonathan Winslow of Marshfield, Massachusetts, and the Rev. Richard Bourne of Sandwich. John married first at Rocky Nook, then a part of Plymouth but now in Kingston, Massachusetts, circa 1646,

→ 3951. **HOPE HOWLAND**, who was born at Plymouth 30 August 1629 and died at Barnstable, Massachusetts, 8 January 1683/84, at 54 years of age.

John arrived at Plymouth in May 1637, when 16 years of age, with his older cousin, Richard Derby, serving as Richard’s servant. He worked in Plymouth as a carpenter until 1642, when he apparently returned to Dorset, perhaps to comply with the law requiring all men to swear fidelity to the king in the Protestation Returns of 1641–42, in order to protect their rights to inherit property there. He soon returned to Plymouth. By 1649 John and Hope had moved to Barnstable. They owned eight acres of land, bounded on the north by the County Road (now Route 6A), on the east by the road to Hyannis, on the south by the commons, and on the west by the homestead of George Lewis Sr. About 1659, the Chipmans moved to the Great Marshes (West Barnstable, near the Sandwich line). He served Barnstable both as representative to the Colonial Court and as selectman. After his second marriage, he moved to Sandwich. He died testate. Hope is buried at Lothrop Hill Cemetery in Barnstable. John and his second wife are buried in the Bourne lot at the Old Town Cemetery in Sandwich.⁴²³

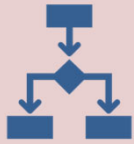
3952–4031. ____.

4032. **HENRY GREEN** was born circa 1619–22 (age about 30 in 1652, about 40 in 1659, and about 54 in 1673), and died at Hampton, New Hampshire, 5 August 1700, aged above 80 years. He married second at Hampton, 10 March 1690/91, Mary (Hussey) Page, who died 21 January 1733, widow of Thomas Page. (She married third Capt. Henry Dow.) Henry Green married first,

4033. **MARY** ____, who died at Hampton 26 April 1690.

Henry first appears at Ipswich, Massachusetts, in 1642 but he had settled in Hampton by May 1644, when he owned land there. By 1653 he had settled on the south side of the

Adding genealogical content



Enter data following the chosen format.



Add the key events in the subjects' lives.



Consistency leads to clarity!

Vital data

FRANCESCO ROSARIO “FRANK” TAORMINA was born in Partanna, Trapani, Sicily, Italy, 9 September 1891. He died in Pompano Beach, Broward County, Florida, 18 November 1982, and was buried at Brookside Cemetery in Englewood, Bergen County, New Jersey. He married at St. Mary’s Church in St. Bernard Parish, Louisiana, 27 October 1926, **JOSEPHINE ACCARDO.**

Document your facts

- Cite as you write!
- Give sources for everything—footnoting at the end of the relevant sentence, or the end of the paragraph—or giving a list of references.
- Let your audience determine the formality of your citation style.

The format is your friend.

The format will guide you as you enter information.

Write:

- generation by generation
- family group by family group



DEMO

Using Keyboard Shortcuts



Voice of
Eileen Pironti
Genealogist



Becoming familiar with the various keyboard shortcuts will help save time as you write.

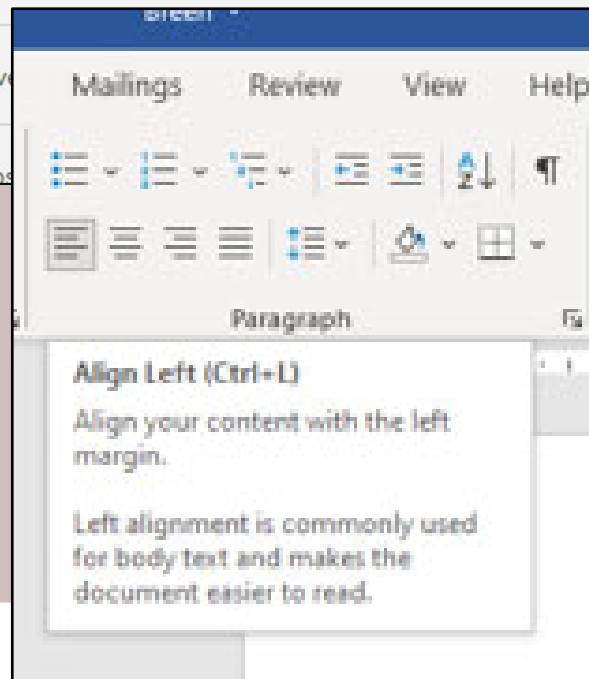
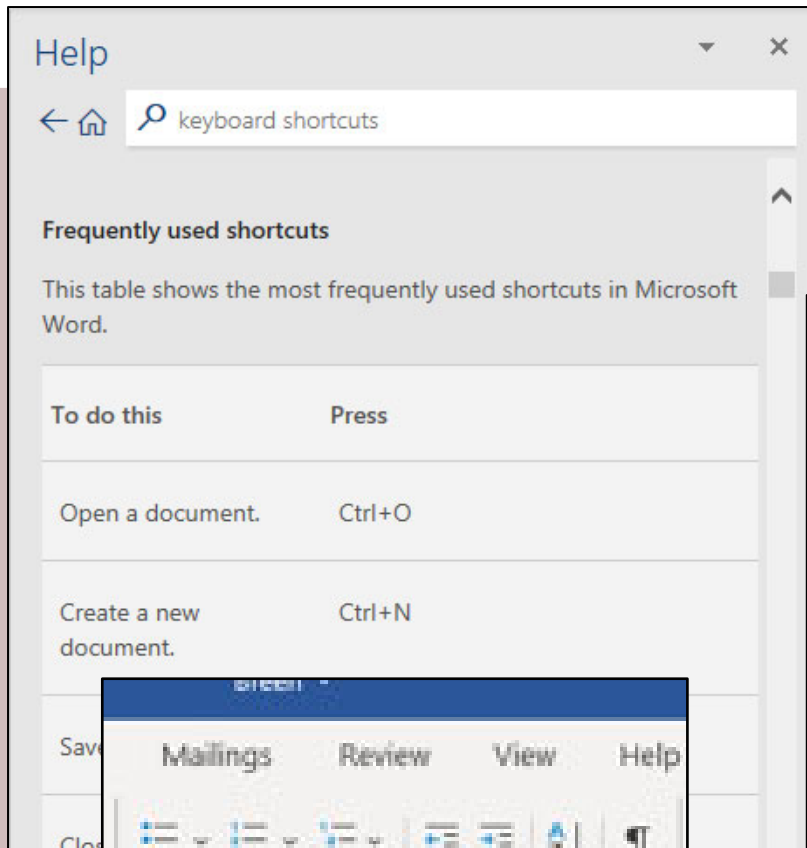
Create a “cheat sheet”

Helpful PC and Mac Keyboard Shortcuts

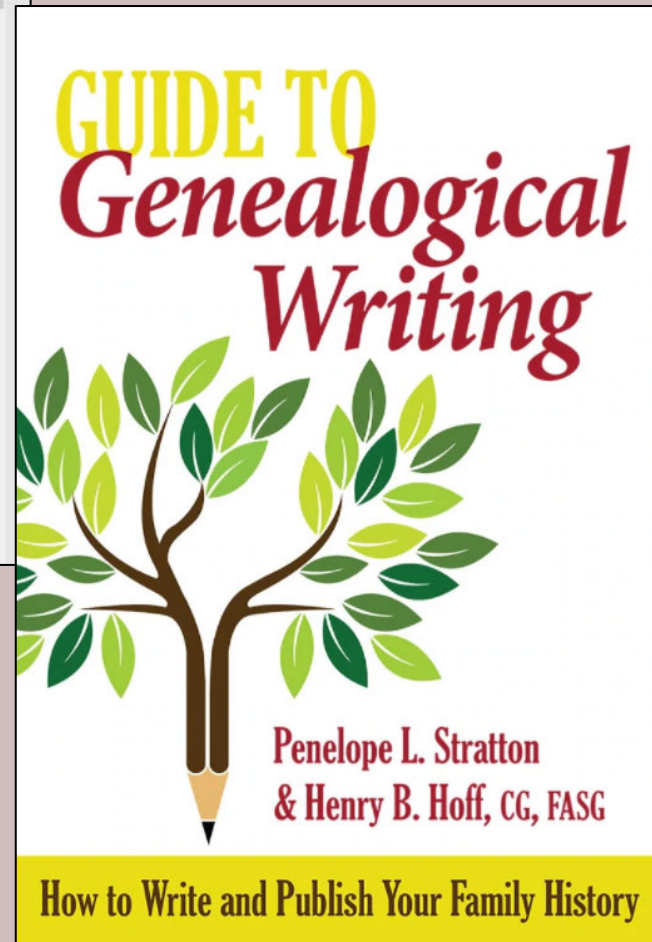
TASK	PC	MAC**
Open new Word document	CTRL + N	⌘ + N
Save Word document	CTRL + S	⌘ + S
Copy selected text/graphic	CTRL + C	⌘ + C
Cut selected text/graphic	CTRL + X	⌘ + X
Paste selected text/graphic	CTRL + V	⌘ + V
Print	CTRL + P	⌘ + P
Find a word or phrase	CTRL + F	⌘ + F
Replace text	CTRL + H	⌘ + H
Undo the last action	CTRL + Z	⌘ + Z
Apply bold formatting	CTRL + B	⌘ + B
Apply italic formatting	CTRL + I	⌘ + I
Underline text	CTRL + U	⌘ + U
Apply superscript formatting	CTRL + SHIFT + PLUS SIGN	⌘ + SHIFT + PLUS SIGN
Format letters as all capitals	CTRL + SHIFT + A	⌘ + SHIFT + A
Format letters as small capitals	CTRL + SHIFT + K	⌘ + SHIFT + K
Insert a footnote	CTRL + ALT + F	⌘ + OPTION + F
Insert an endnote	CTRL + ALT + D	⌘ + OPTION + E
Insert non-breaking space	CTRL + SHIFT + SPACEBAR	OPTION + SPACEBAR
Move one word to the left	CTRL + LEFT ARROW	OPTION + LEFT ARROW
Move one word to the right	CTRL + RIGHT ARROW	OPTION + RIGHT ARROW
Move one paragraph up	CTRL + UP ARROW	⌘ + UP ARROW
Move one paragraph down	CTRL + DOWN ARROW	⌘ + DOWN ARROW
Move to beginning of document	CTRL + HOME	⌘ + HOME
Move to the end of document	CTRL + END	⌘ + END
Select the entire document	CTRL + A	⌘ + A
Close Word document	CTRL + W	⌘ + W

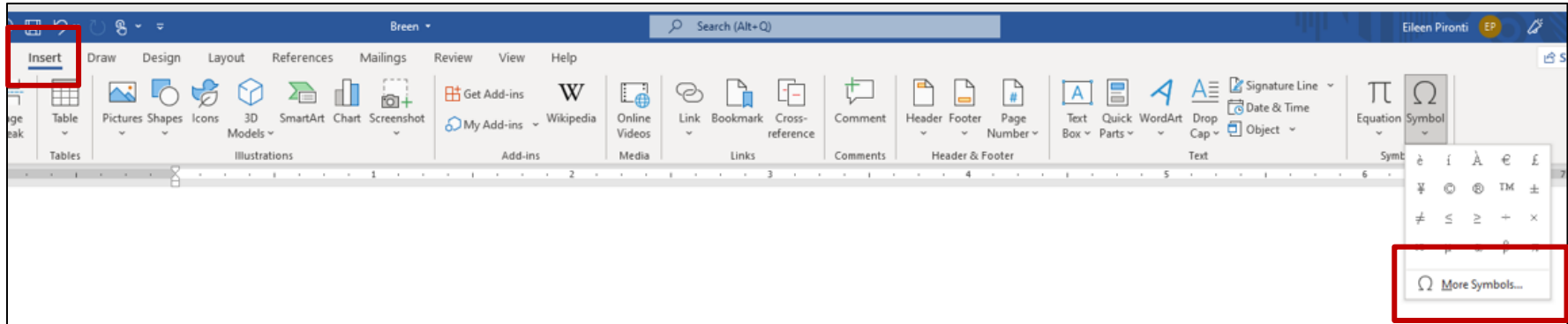
** For Mac users, ⌘ key is also known as the Cmd (Command) key; Option key is also known as the Alt key.

- A wide variety of useful shortcuts are available
- Keep a list of keyboard shortcuts handy as you work



Locating keyboard shortcut lists





Keyboard Shortcut:

PC: CTRL + SHIFT + SPACEBAR
SPACEBAR

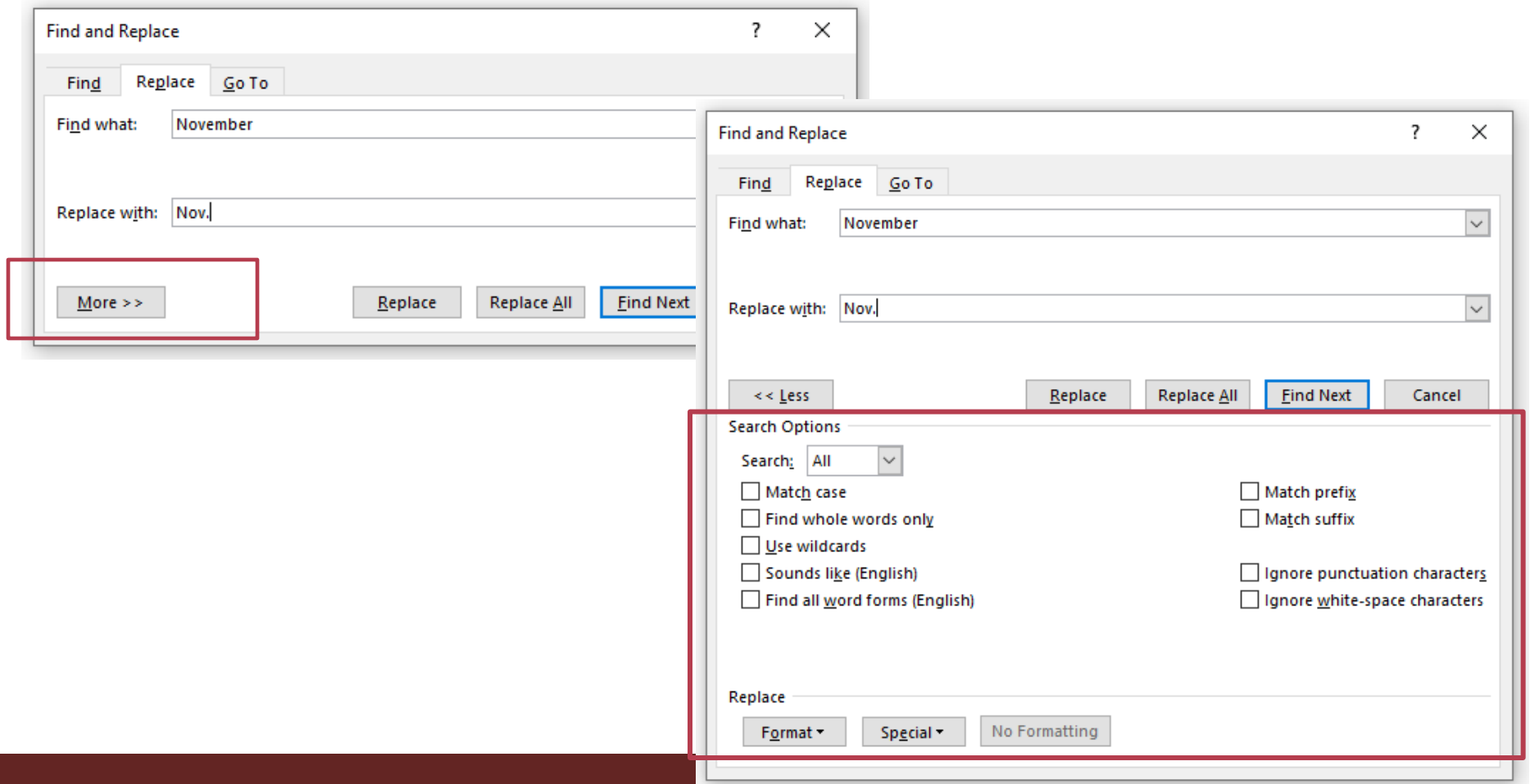
Mac: OPTION +

25^o November 1950

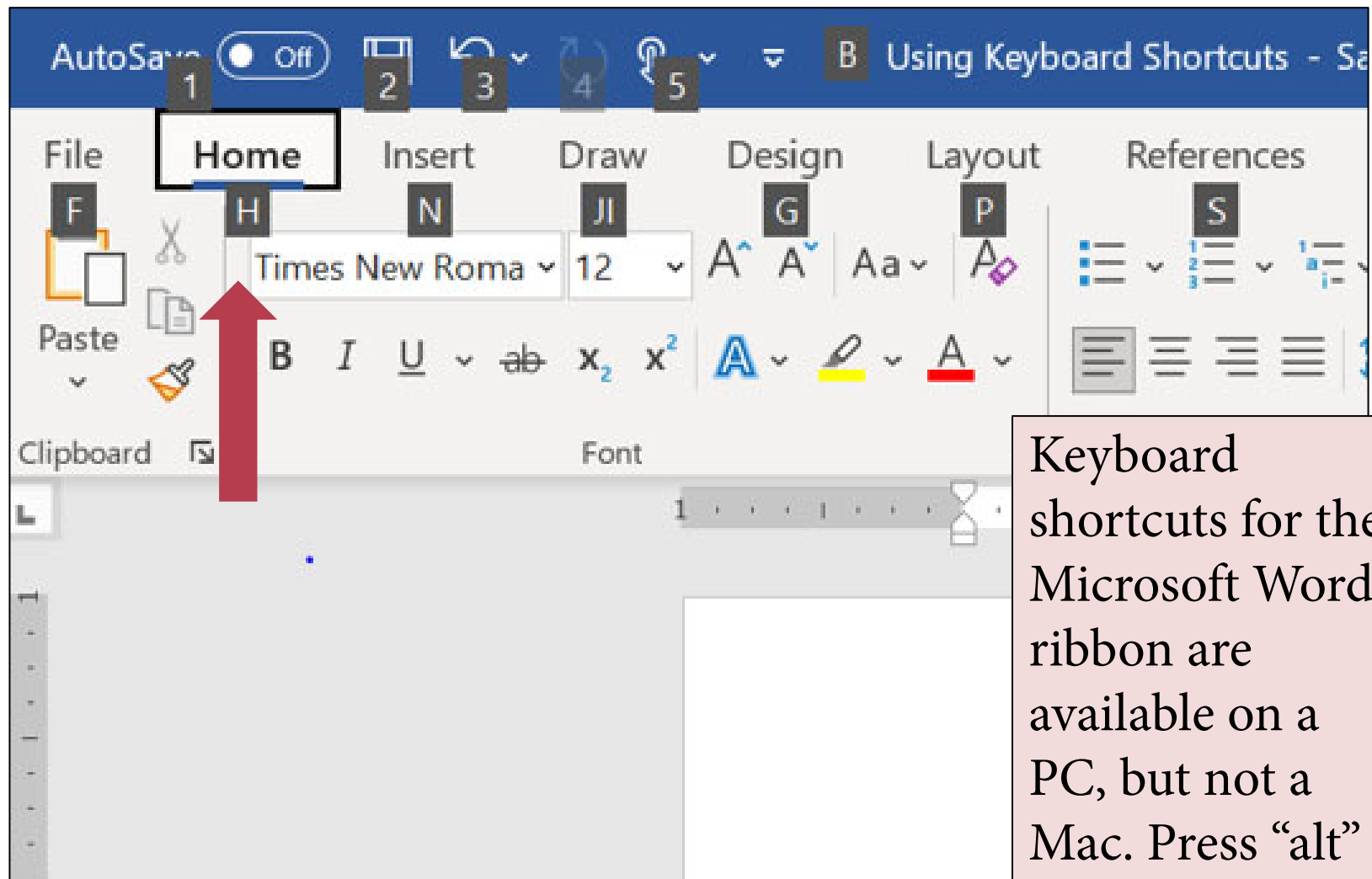
“Insert non-breaking space”

Keyboard Shortcut:

PC: CTRL + H Mac: ⌘ + H



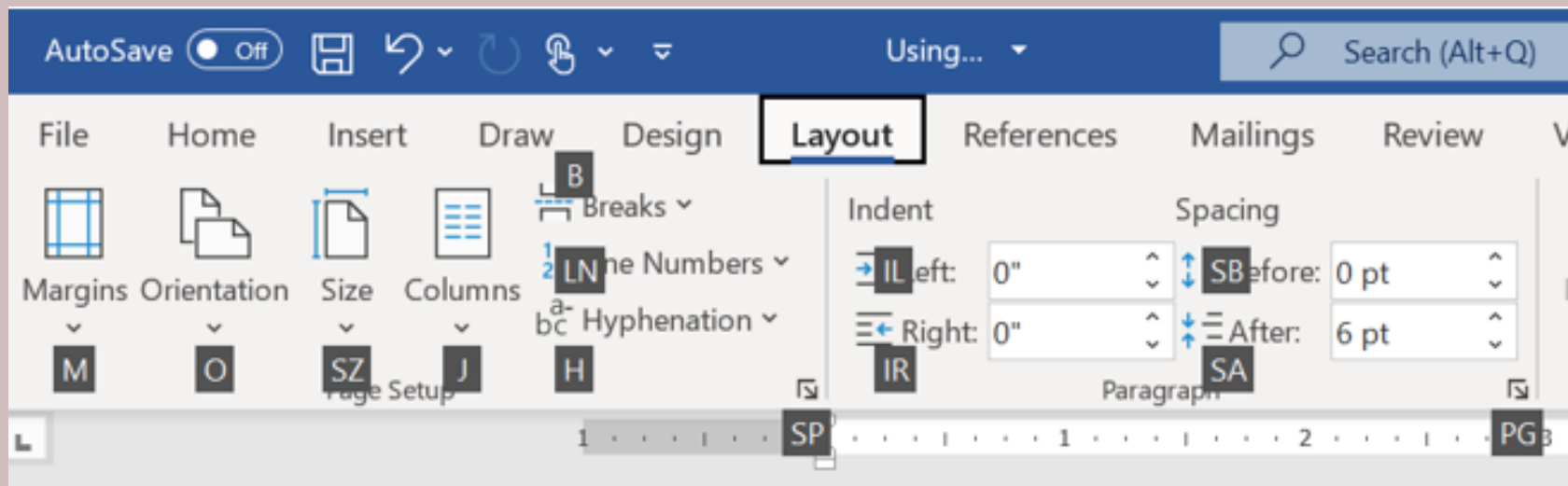
“Replace text”



Keyboard shortcuts for the Microsoft Word ribbon are available on a PC, but not a Mac. Press "alt" to reveal shortcuts.

Microsoft Word ribbon shortcuts

Keyboard Shortcut Options for Layout Tab



QUESTIONS?

A large audience of people is seated in rows of chairs, facing a stage. The stage features a large presentation screen displaying a slide with a photograph. The room has a high ceiling with recessed lighting. The overall atmosphere is that of a formal presentation or lecture.

Register Template



Voice of
Kyle Hurst
Senior Genealogist

DEMO

Automatic Numbering



Voice of
Eileen Pironti
Genealogist

Identification number

Generational number

Identification number

Birth order number

Children of Sir Richard¹ Saltonstall and Grace (Kaye), Lady Saltonstall, ii and iv-vii baptized at the Church of St. Michael and Our Lady:²

i. RICHARD² SALTONSTALL, bp. at Almondbury 1 Oct. 1610; m. at London, Middlesex 4 July 1633, MURIEL GURDON.

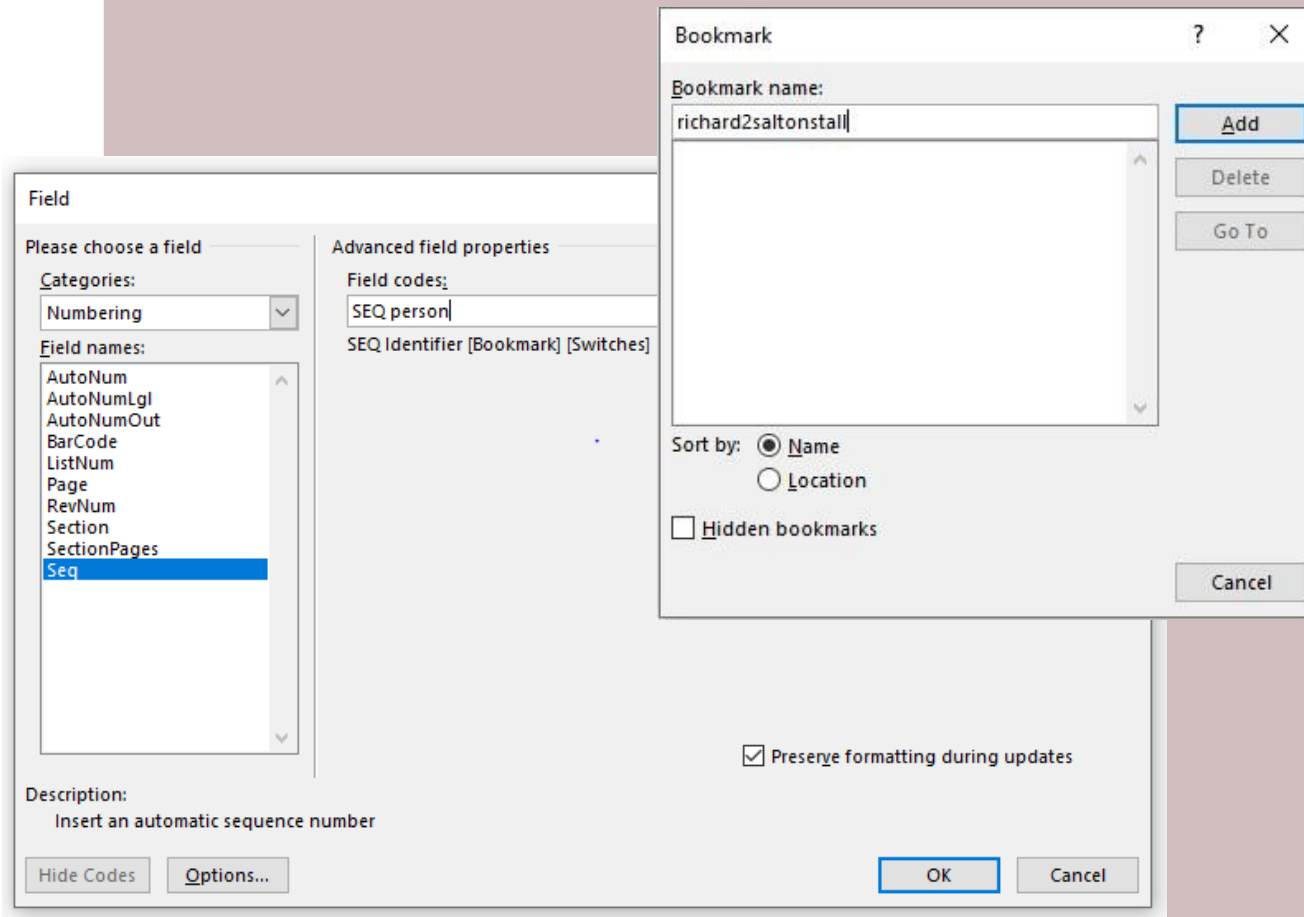
ii. ROSAMOND SALTONSTALL. Bp. 16 April 1612 and d. after 13 Feb. 1683/84. She m. after 22 April 1644, Colonel Richard Pryce, M.P. 1653, High Sheriff of Montgomeryshire in 1639 and 1652, who d. after 17 Feb. 1675, son of Edward and Bridget (Richards) Pryce of Gunley Hall, Montgomeryshire.³

1. SIR RICHARD¹ SALTONSTALL was baptized at the Church of St. John the Baptist, Halifax, Yorkshire 4 April 1586 and died at Crayford, Kent before 25 October 1661. He married, first, at Almondbury, Yorkshire 28 November 1609, GRACE KAYE, who was baptized at All Hallows' Church, Almondbury 8 August 1579 and buried at the Church of St. Michael and Our Lady, Wragby (Halifax) 27 June 1625 ("the most saintly Lady Grace Saltonstall"), daughter of Robert and Anne (Flower) Kaye; second, before 5 November 1628, ELIZABETH WEST, daughter of Thomas West, 3rd Baron de la Warr, and Cecily (Shirley), Baroness de la Warr; and, third, ca. 1640, MARTHA CAMMOCK, who was baptized at Maldon, Essex 16 November 1587 and died between 15 October and 11 November 1662, widow of Francis Wilsford, and daughter of Thomas Cammock and Frances (Rich) Cammock, daughter of Robert Rich, 2nd Baron Rich.¹

Children of Sir Richard¹ Saltonstall and Grace (Kaye), Lady Saltonstall, ii and iv-vii baptized at the Church of St. Michael and Our Lady:²

i. RICHARD² SALTONSTALL, bp. at Almondbury 1 Oct. 1610; m. at London, Middlesex 4 July 1633, MURIEL GURDON.

ii. ROSAMOND SALTONSTALL. Bp. 16 April 1612 and d. after 13 Feb. 1683/84. She m. after 22 April 1644, Colonel Richard Pryce, M.P. 1653, High Sheriff of Montgomeryshire in 1639 and 1652, who d. after 17 Feb. 1675, son of Edward and Bridget (Richards) Pryce of Gunley Hall, Montgomeryshire.³



Bookmarking and sequence numbering will ensure that person numbers automatically update.

Three steps to ensure automatic numbering

1. Inserting and naming a bookmark in the child list
2. Inserting a sequence-numbering field in the child list
3. Inserting a sequence-numbering field in the main sketch

Before you begin

Turn off automatic list numbering



1. *PC*: File > Options > Proofing
Mac: Tools > AutoCorrect
2. Select AutoCorrect Options.
3. Select AutoFormat As You Type.
4. Deselect Automatic numbered lists.

Step 1: Bookmarking

- A bookmark marks a particular location in your document
- You assign a name to the bookmark, which enables you to search for it later by that name.

1. Highlight the person's name where it appears at the beginning of the sketch.
2. *PC and Mac:* Click Insert > Bookmark. [If you don't see "Bookmark", it may be under the "Links" dropdown.]

Bookmark

Bookmark name:
richard2saltonstall

Add
Delete
Go To

Sort by: ☒ Name
☐ Location

☐ Hidden bookmarks

Cancel

3. Select a unique name for your person. For example, Richard2Saltonstall. ***The name cannot have spaces.***

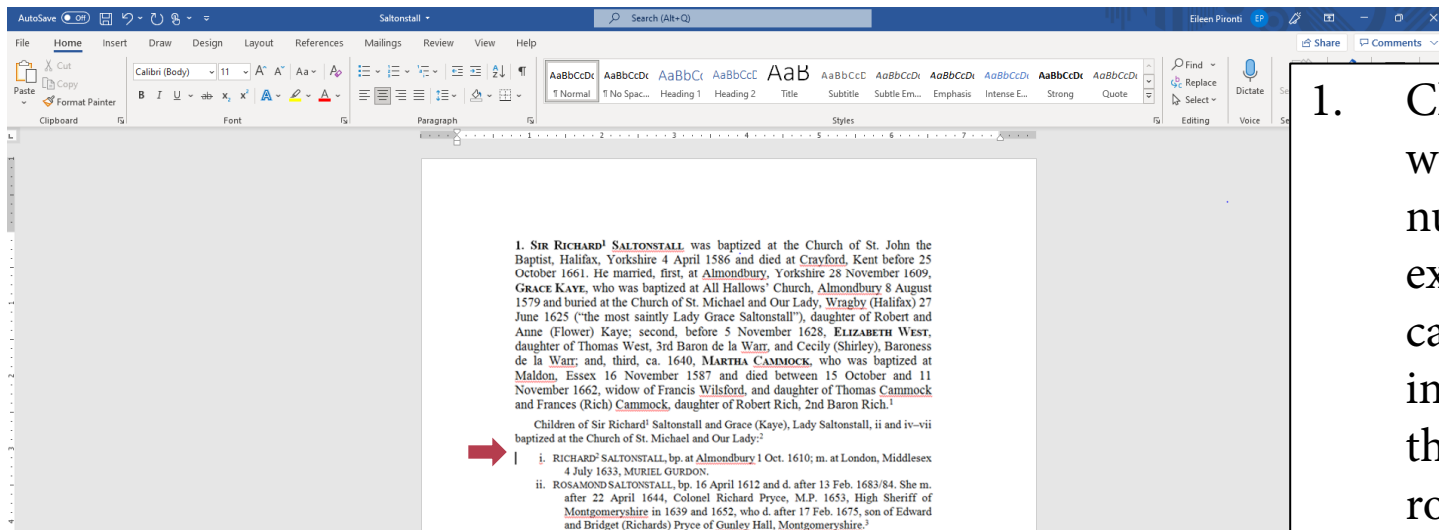
4. Click Add.

Bookmark every child who will be “carried forward” to his or her own sketch.

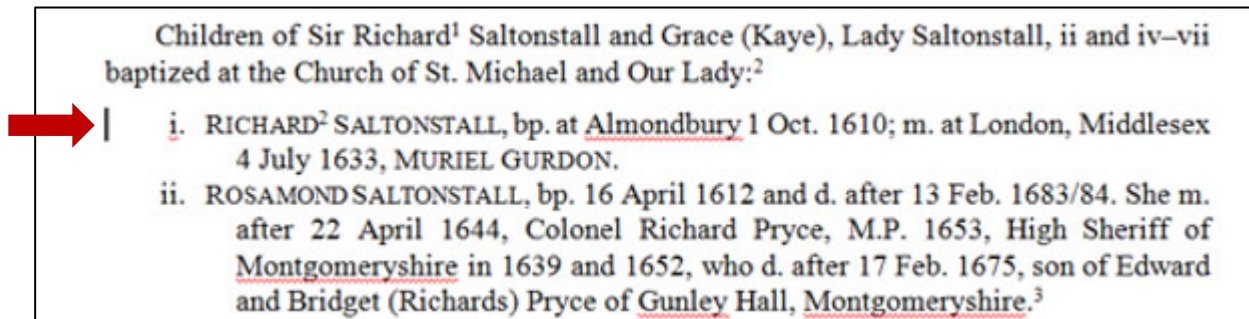
Tip

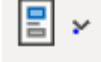
Even if you are not sure if a child will be carried forward, bookmark him or her.

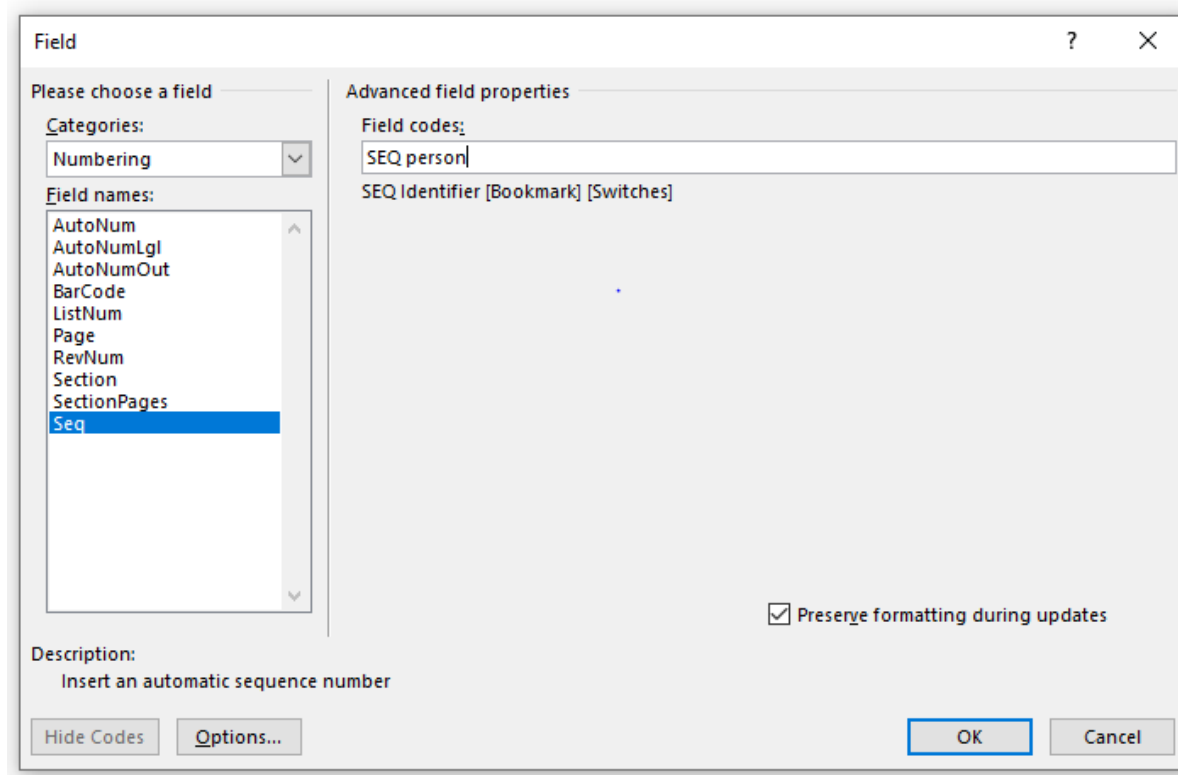
Step 2: Inserting a sequenced number in the child list



1. Click where you want to insert your number (see arrow example). In this case, place it immediately before the lower-case roman numeral next to Richard² Saltonstall.




2. For *PC* select Insert > Quick Parts  > Field
For *Mac* select Insert > Field



3. In the Categories list, select “Numbering.”
4. In the Field names list, select “Seq.”
5. In Field Codes, type “person” after “SEQ.”
6. Ensure “Preserve formatting during updates” is selected.
7. Click OK.

The next number in the named sequence appears.

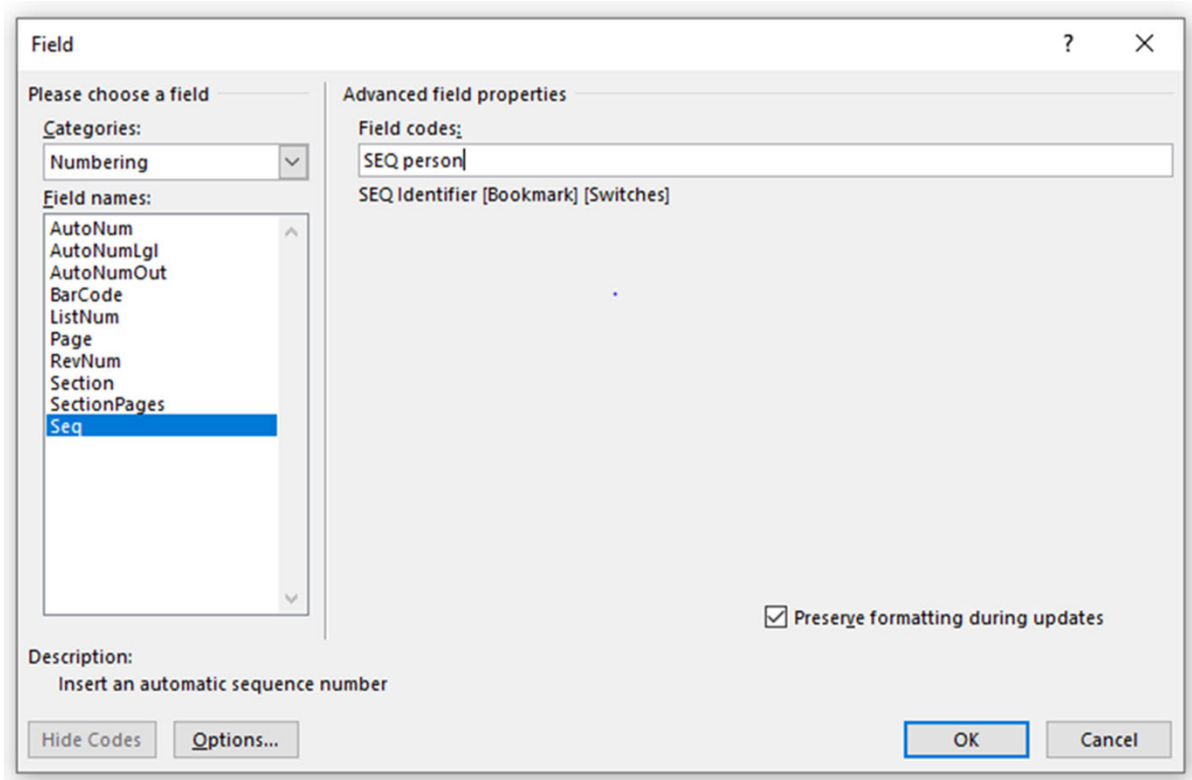
Children of Sir Richard¹ Saltonstall and Grace (Kaye), Lady Saltonstall, ii and iv–vii
baptized at the Church of St. Michael and Our Lady:²

 2 i. RICHARD² SALTONSTALL, bp. at Almondbury 1 Oct. 1610; m. at London, Middlesex
4 July 1633, MURIEL GURDON.

When you are ready to insert the main sketch for
person number 2, that is where your earlier
bookmarking comes into play.

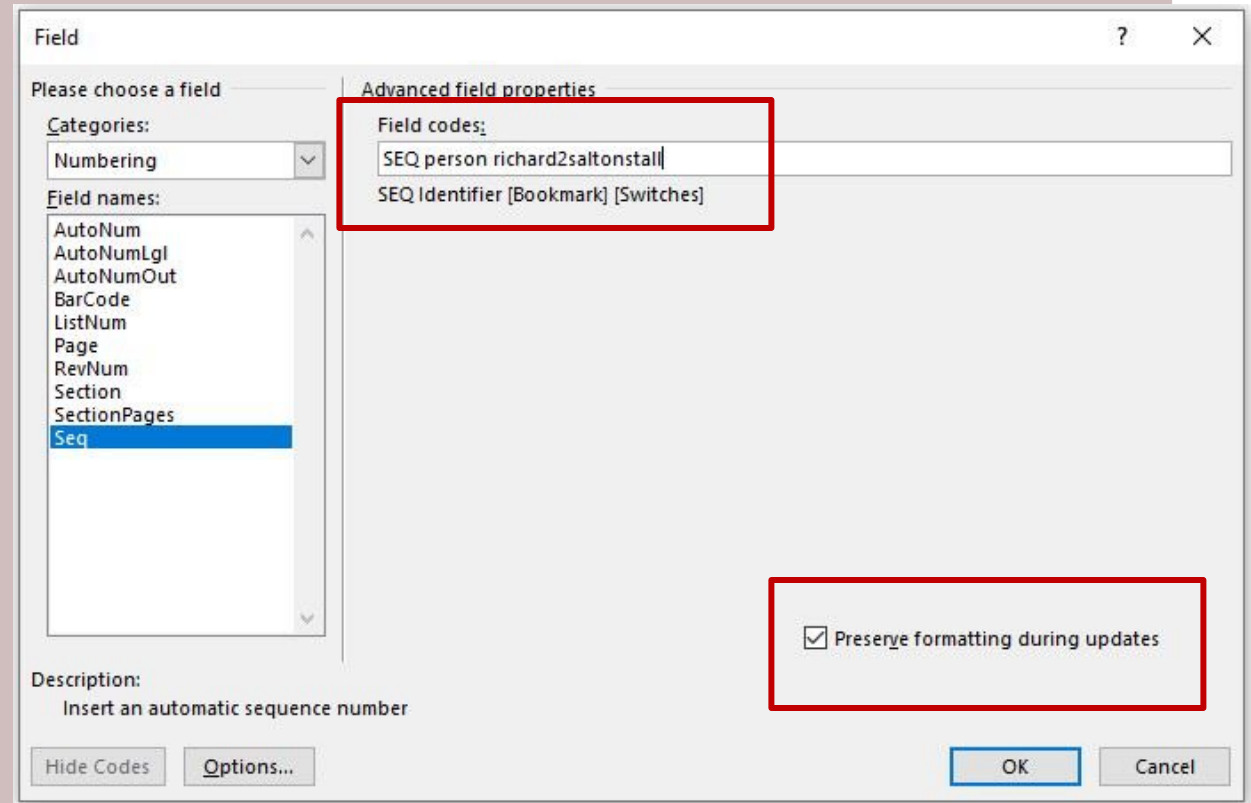
Step 3: Inserting the appropriate sequenced number in the person's main sketch

1. Click where you want the person number to appear.
2. Follow the earlier instructions for inserting a field.

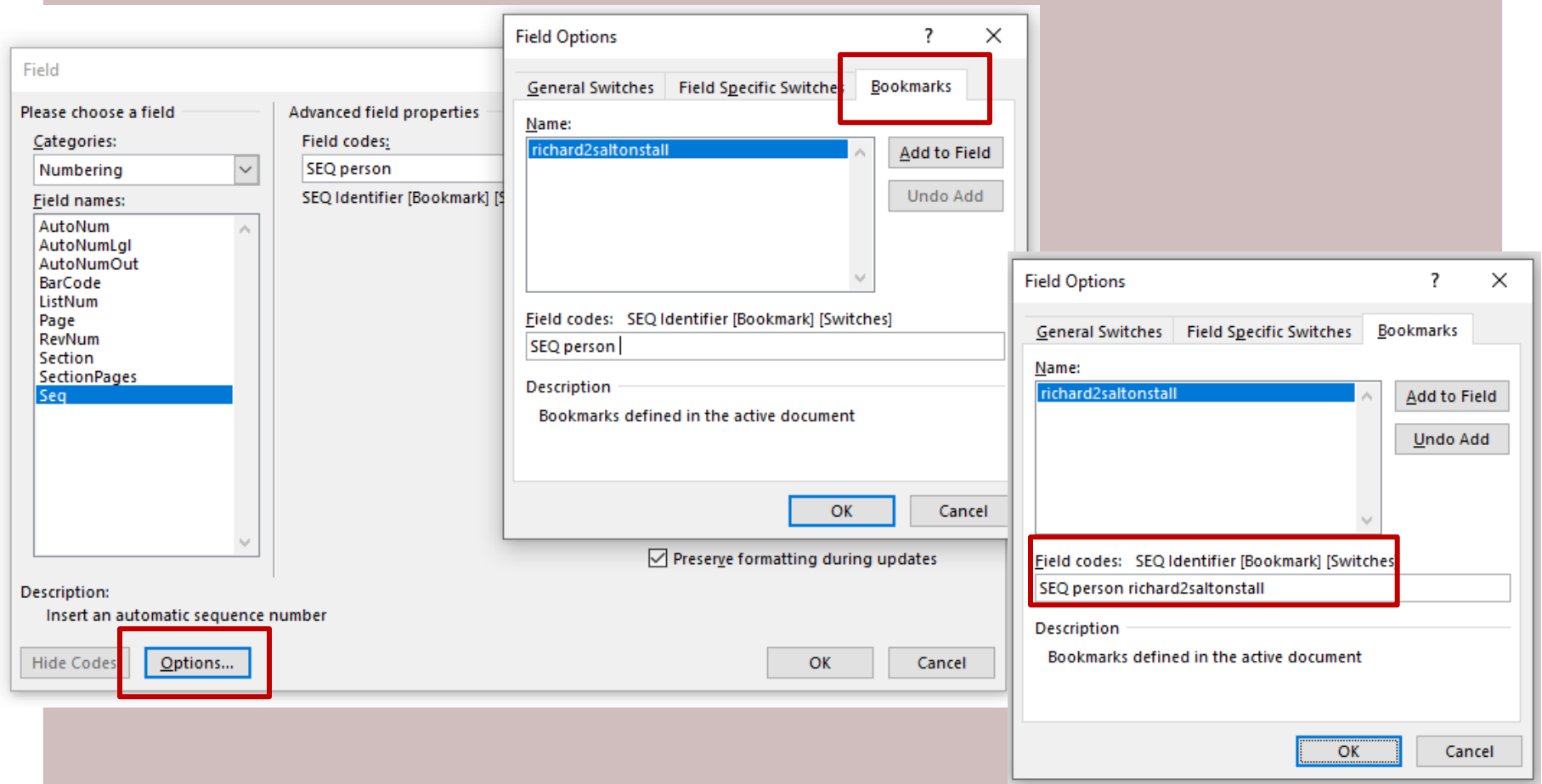


3. Following “person” and a space, type the name of the bookmark you have assigned the person (Richard2Saltonstall)

Ensure that “Preserve formatting during updates” is checked, then click OK.



Alternative method for task 3



The number appears immediately before the name. Add a period and space after the number.

2RICHARD² SALTONSTALL (*Sir Richard¹*) was baptized at All Hallows' Church, Almondbury, Yorkshire 1 October 1610, died at Hulme, Lancashire 29 April, and was buried at St. James' Church, Didsbury, Lancashire 2 May 1694. He married at the Church of Allhallows, Honey Lane, London 4 July 1633, **MURIEL GURDON**, who died at Hulme 21/22 April and was buried at St. James' Church 25 April 1688, daughter of Brampton and Muriel (Sedley) Gurdon.¹⁵

When inserting the numbers as you type or “retrofit” an existing manuscript, the numbers won't automatically change until you officially update all fields.

PC: Ctrl + A, F9 Mac: Command + A, Option + 9

QUESTIONS?

A large audience is seated in a conference hall, viewed from behind. The audience is filling the room, and a presentation screen is visible at the front. The word "QUESTIONS?" is overlaid in large white text.

Review and Revise



Voice of
Kyle Hurst
Senior Genealogist

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- 10 – Print or publish



Editing: why, when, who?

Why?

- Automatic spell checker is not enough.
- No one can write perfectly the first time through.
- You've written over a period of years.

When?

- You have a draft of some or all chapters.
- You have put the document in a different format.
- You've had a break from writing.

Who?

- You, because you know your content better than anyone else.
- Someone else, because you are too close to what you know better than anyone else.

The screenshot shows the Microsoft Word interface with the **Review** tab selected. The ribbon includes options for **Track Changes**, **Show Markup**, **Reviewing Pane**, **Accept**, **Reject**, **Previous**, **Next**, **Compare**, **Block Authors**, **Restrict Editing**, **Hide Ink**, and **Resume Assistant**. A dropdown menu for **Track Changes** is open, showing **Track Changes** and **Lock Tracking**.

The document content is as follows:

NEHGS/NSP Barker Project October 2020

Ancestors of Ann-Francis Dale Barker

22. APOLLOS FRANCIS was born at Mansfield, Massachusetts, 2 August 1793.¹ He died at [Norton Windham, Massachusetts Vermont, date 28 January 1856, and was buried in South Windham Cemetery, Jamaica](#).² He married at [place Townshend, Vermont, date 4 January 1827, POLLY POLLY "MARY" WHITCOMB](#).³

23. POLLY "MARY" WHITCOMB was born at [place Townshend, Vermont, date about 6 August 1809](#).⁴ She died at [place Providence, Rhode Island, 6 July 1873, and was buried at North Burial Ground, Providence](#).⁵

Notes for narrative:

[Apollos Francis, Jr. was of Mansfield, Mass., when he purchased a seventy-seven acres piece of land in Acton, Windham Co., from Nathaniel Rollins for five hundred dollars in 1826.⁶ Apollos sold this property to Jonathan Austin and Lodawich Low of Townshend on 17 January 1837.⁷](#)

[Apollos and Mary were married by minister Joseph M. Graves.⁸](#)

[Apollos and his wife were enumerated in Acton in the 1830 census.⁹ In the 1840 census, Apollos Francis headed a household comprising himself, age 40-49, 1 female, age 40-49, 1 male and 1 female, age](#)

Valerie Beaudrault
Formatted: Justified, Indent: First line: 0.25", Line spacing: single, Tab stops: Not at 0.25"

VB Valerie Beaudrault ...
 The town of Acton was annexed by Townshend in 1841. <https://legislature.vermont.gov/assets/All-House-Documents/A.pdf>
 Reply

Review tab

Review

1. Track Changes
2. Accept/Reject Changes
3. Show/hide Markup
4. Add/delete/navigate Comments

DEMO

Design & Layout



Voice of
Ginevra Morse
VP of Education &
Programming

Why, when, who?

Why?

- Design helps clarify structure.
- Font must be easily readable.
- Margins must be adequate if printing.

When?

- Your manuscript is edited and complete.
- All images are in hand.

Who?

- You, if you are feeling creative
- Designer or publisher

Layout Elements: Text

Top/Head

Folios

4

Ancestors and Descendants of George Rufus Brown and Alice Nelson Pratt

Running Head

Philip Brown received his citizenship papers in Defiance on 14 October 1873.

Children of Johann Philipp and Anna Maria (Wehn) Braun, all b. Biedenkopf:

i. MARIA CATHERINA BRAUN, b. 2 April 1822; bap. Biedenkopf 4 April 1822;⁸ d. Biedenkopf 12 May 1855; bur. there 14 May 1855.⁹

ii. ELISA BRAUN, b. ca. 30 April 1823; d. Biedenkopf 19 April 1840; bur. there 21 April 1840.¹⁰

iii. **MAGDALENA BAUM**, known as **Maggie**, b. 12 May 1824; bap. Biedenkopf 21 May 1824; d. 13 Aug. 1895. Apparently never married. Probably in Maryland in 1870 (as above) and 1880.¹⁴ (In his diary, Rhinehart L. "Riney" Brown mentions boarding and working with "Uncle Baum.") Magdalena accompanied her mother and young sister, **MARY**, to Baltimore 10 Sept.

2 IV. LUDWIG C. BROWN, b. 26 Aug. 1826; d. M. "ANNIE" OTTELIA [OTILLIE] ERNST.

v. JOHANN PHILIPP RHEINHARDT BRAUN, b. May 1828; d. Biedenkopf 23 Nov 1828; bur. there 26 Nov. 1828.¹⁴

vi. GEORGE BRAUN LATER BROWN, b 15 March 1831; d 27 Dec 1892; m. after 3 Oct 1860 LOUISE HEINZERLING, b. Hesse-Darmstadt, Germany, 19 March 1841, daughter of Justice [Justus?] and Anna (Plitt) Heinzerling; d. Defiance 29 June 1892. He is seen in Baltimore, apparently unmarried, in brother Louis Brown's 1860, and with his family at Defiance in 1880-16. His nephew "Riney" diary, kept 1873-1877, contains many references to Uncle George's co-
goings. [See sidebar.]

vii. REINHARD BRENN, b. 2 June 1841; d. Defiance 19 Sept. 1924, bur. River Defiance, 22 Sept. 1924, his occupation given as merchant and his parents "Phillip" Brown and Mary "Wesken";¹⁷ m. in Maryland, probably Baltimore, by 15 June 1870¹⁸ EMILIE [EMELIA] WILHELMINE CURDUS, b. Wetztersingen, Hesse-Cassel, Germany 5 June 1847, dau. of Henry and "Henretta" (Klingelhofen) Curdus, d. Defiance 18 July 1940, bur. Riverside Cem., Defiance, 20 July 1940.¹⁹ The family first appears in the census at Defiance in 1880²⁰ and is also found there in 1900.²¹ On 25 June 1908, Reinhard applied for a passport for travel to Germany for up to six months, stating he was born at Biederkopf, Hessen-Darmstadt, on 2 June 1841; emigrated to the United States aboard the *Johanne* from Bremen, arriving at Baltimore 10 Sept. 1855; was naturalized 28 Oct. 1872 before the District Court, Baltimore; had resided 52 years in the United States, and since 1873, at Defiance, "where I follow the occupation of baker."²²

Running Head

Verso

even page #

Inside/Back/ Gutter

Braun/Brown Family

(

2. LUDWIG CASPAR RHEINHARDT² BRAUN, known in America as LOUIS² BROWN, was born at Biedenkopf, Hesse, Germany, 3 August 1826 and baptized there the same day.²³ He died at Moorefield, Hardy County, West Virginia, 1 November 1896 and was buried there 4 November 1896.²⁴

Louis Brown arrived in America before 1850 and settled in Baltimore, Maryland. He met his wife, ANN "ANNIE" OTELIA [OTTILIE] ERNST, in Bakimore, where they married around 1849. Annie had only recently immigrated to America from Germany and had settled in Milwaukee, Wisconsin. She was born in "Cattennorthen" [Kaltennordheim], "Sacke Weimer Eisenach" [Saxe-Weimar-Eisenach] 4 February 1826. She died at Beaver, Pennsylvania, 19 January 1902. According to her obituary, she was laid to rest in Olivet Cemetery, Moorefield, beside her late husband.²⁵ Ann Ernst's parents have not been found, although she was most likely related to an Adam Ernst, a tinsmith born in Saxe-Weimar about 1821.²⁶ In 1850,²⁷ 1860,²⁸ 1870,²⁹ 1880,³⁰ and 1900,³¹ when he state naturalized at Milwaukee in 1855.³² He was present in the 1860s.³³ In the early 1870s, R.inehart "Riss" exchanged several letters with this man's daughter, "Miss Theckia Ernest of Milwaukee Wisconsin," referring to her several times as a cousin.³⁴

On 28 October 1911, Annie was living with his father and Annie were

According to the 1880 census, the family consisted of Lewis Bro

Recto

odd page #



Lexington Market, Baltimore, late 19th century, around the time the Browns settled there.
(Library of Congress)

Outside

Bottom/Foot

Decisions to Make

- Trim size (dimensions)
 6×9 , 7×10 , 8.5×11 , etc.
Determined by look you want; length of book;
capabilities of printer; cost
- Photos interspersed with text or in a photo insert?
- Narrative treatment?

Design Tips

- Full justification looks neater than unjustified text, but can lead to odd spacing between words
- Keep line length between 63 and 72 characters for easiest reading; for 8.5 × 11 books, use two columns
- Use a serif typeface for text; sans serif is difficult to read in long blocks
- Use a font size of 12 or 11 points
- Limit yourself to one or two typefaces
- Margins:
 - 6 x 9 book the gutter margin at least $\frac{3}{4}$ ", preferably 1"; all other $\frac{1}{2}$ "
 - For larger trim size (ex: 8.5 x 11), use 1" margins all around

Word as a Layout Program

- It's not!
- Can do the basics and key elements we've discussed
- Hire a designer if you want more

DEMO

QUESTIONS?

A large audience of people is seated in rows of chairs, facing away from the camera towards a presentation screen at the front of a large hall. The room has a high ceiling with recessed lighting and patterned wall panels. The word "QUESTIONS?" is overlaid in large white text on the center of the image.

Inserting Index Tags and Generating an Index



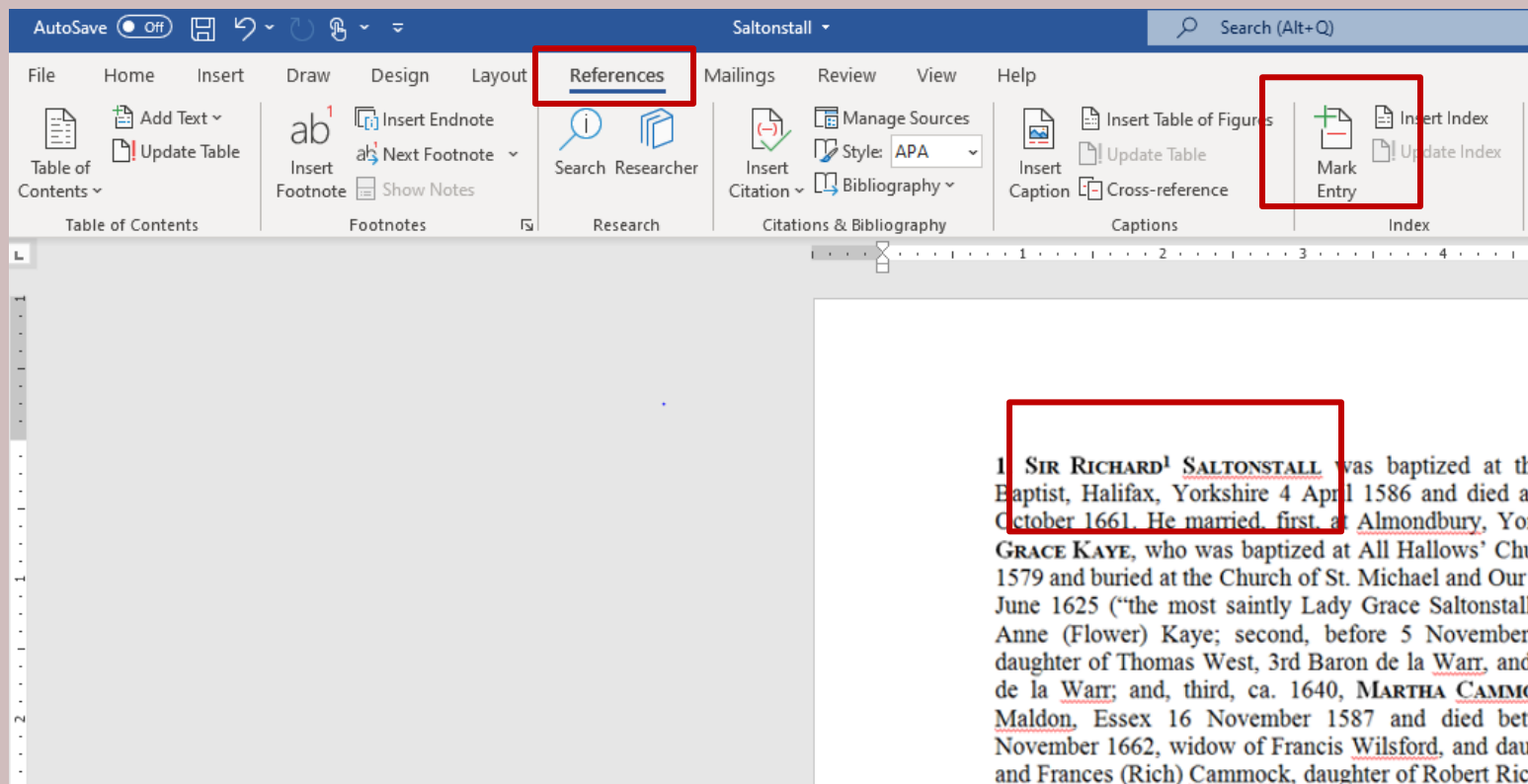
Voice of
Eileen Pironti
Genealogist

Inserting index tags

Index tags may be added when writing or later as a separate process. It is advisable to wait, ideally once you know your text is final and not likely to change again.

To begin the indexing process, select the text you wish to include in the index.

PC: References > Mark Entry **Mac: Insert > Index and tables > Mark entry**



This popup menu will appear

- Under “Main entry,” type the surname.
- Under “Subentry,” type the person’s name. For multiple people with same name, include the superscript generational number.
- You also can style a page number, choosing “Bold” to indicate to the reader where the main sketch is located, or “Italic” to indicate the location of images pertaining to that individual.
- When finished, click “Mark.”

Mark Index Entry

Index

Main entry: Saltonstall

Subentry: Richard¹

Options

☐ Cross-reference: See

☒ Current page

☐ Page range

Bookmark: [dropdown]

Page number format

☐ Bold

☐ Italic

This dialog box stays open so that you can mark multiple index entries.

Mark Mark All Cancel

When you click “Mark,” your view of the text will change, showing hidden characters and the index tag. Tags like the one marked in red below can be seen throughout the example.

1. **SIR RICHARD** ¶ XE "Saltonstall:Richard" ¶ **SALTONSTALL** was baptized at the Church of St. John the Baptist, Halifax, Yorkshire 4 April 1586 and died at Crayford, Kent before 25 October 1661. He married, first, at Almondbury, Yorkshire 28 November 1609, **GRACE** ¶ XE "Kaye:Grace" ¶ XE "Saltonstall:Grace (Kaye)" ¶ **KAYE**, who was baptized at All Hallows' Church, Almondbury 8 August 1579 and buried at the Church of St. Michael and Our Lady, Wragby (Halifax) 27 June 1625 ("the most saintly Lady Grace Saltonstall"), daughter of Robert ¶ XE "Kaye:Robert" ¶ and Anne (Flower) ¶ XE "Flower:Anne" ¶ XE "Kaye:Anne (Flower)" ¶ Kaye; second, before 5 November 1628, **ELIZABETH** ¶ XE "West:Elizabeth" ¶ XE "Saltonstall:Elizabeth (West)" ¶ **WEST**, daughter of Thomas ¶ XE "West:Thomas" ¶ West, 3rd Baron de la Warr, and Cecily ¶ XE "Shirley:Cecily" ¶ XE "West:Cecily (Shirley)" ¶ (Shirley), Baroness de la Warr; and, third, ca. 1640, **MARTHA** ¶ XE "Cammock:Martha" ¶ XE "Wilsford:Martha (Cammock)" ¶ XE "Saltonstall:Martha (Cammock) (Wilsford)" ¶ **CAMMOCK**, who was baptized at Maldon, Essex 16 November 1587.

Placenames, key topics, etc. can also be tagged for the index.

You can toggle back and forth between views by clicking the paragraph symbol under the Home menu.

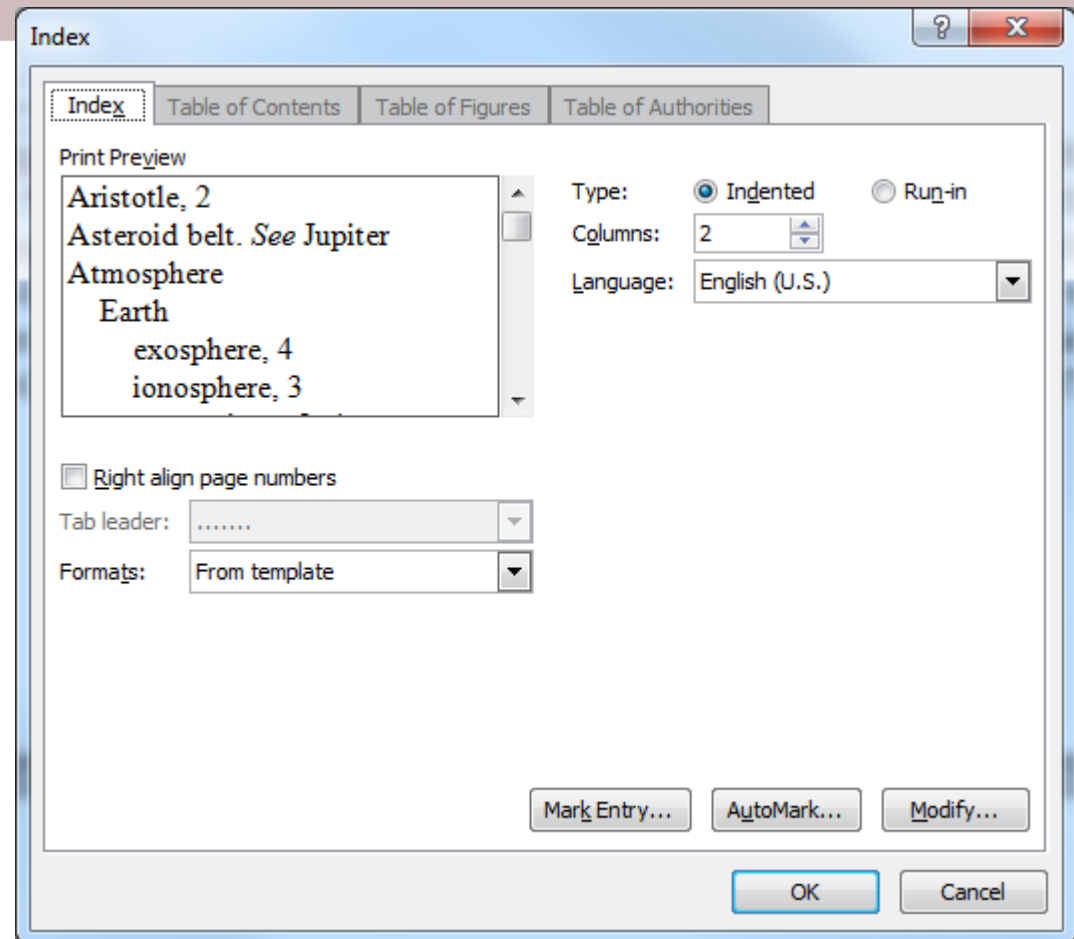
Tagging the names of married women

1. **SIR RICHARD**¹ { XE "Saltonstall:Richard¹" } **SALTONSTALL** was baptized at the Church of St. John the Baptist, Halifax, Yorkshire 4 April 1586 and died at Crayford, Kent before 25 October 1661. He married, first, at Almondbury, Yorkshire 28 November 1609, **GRACE** { XE "Kaye:Grace" } { XE "Saltonstall:Grace (Kaye)" } **KAYE**, who was baptized at All Hallows Church, Almondbury 8 August 1579 and buried at the Church of St. Michael and Our Lady, Wragby (Halifax) 27 June 1625 ("the most saintly Lady Grace Saltonstall"), daughter of Robert { XE "Kaye:Robert" } and Anne (Flower) { XE "Flower:Anne" } { XE "Kaye:Anne (Flower)" } Kaye; second, before 5 November 1628, **ELIZABETH** { XE "West:Elizabeth" } { XE "Saltonstall:Elizabeth (West)" } **WEST**, daughter of Thomas { XE "West:Thomas" } West, 3rd Baron de la Warr, and Cecily { XE "Shirley:Cecily" } { XE "West:Cecily (Shirley)" } (Shirley), Baroness de la Warr; and, third, ca. 1640, **MARTHA** { XE "Cammock:Martha" } { XE "Wilsford:Martha (Cammock)" } { XE "Saltonstall:Martha (Cammock) (Wilsford)" } **CAMMOCK**, who was baptized at Maldon, Essex 16 November 1587.

Married women need at least two tags: one with maiden name as the main entry, and one with married surname as main entry. The subentry will be given as the name plus maiden name within parentheses.

Generating an index

1. Once you complete tagging the entries, go to the page where you want the index to appear.
2. *PC:* References > Insert Index *Mac:* Insert > Index and Tables > Index
3. In the dialog box that appears, you can adjust the number of columns in the index, etc. For the most part you'll keep the defaults as is.
4. Click OK.



- If you make later edits to your document, **be sure to add index tags for any new names or places and be sure to delete index tags for items you delete.**
- If your pagination changes, the index tags will ensure that your index can always be generated with the correct page numbers. After you've added new tags, update your index:

PC: F9 Mac: Option + F9

Tip

You will still need to edit your index. You may want to add cross references between surnames or adjust the number of entries per column.

Getting ready to Print!



Voice of
Ginevra Morse
VP of Education &
Programming

Ready to print?

- Make PDFs: one for text, one for cover, another for (optional) photo insert(s).
- Complete online form *or* send list of instructions to printer.
 - Print quantity
 - Trim size (dimensions)
 - Number of pages, with blanks identified
 - Paper
 - Jacket/cover: glossy or matte lamination?
 - Shipping instructions
- Upload

Demo

Ginevra Morse

Good evening

←

Home

New

Open

Info

Save

Save As

Save as Adobe PDF

Print

Share

Export

Transform

Close

Account

▼ New

Blank document

Welcome to Word

Single spaced (blank)

Blue grey resume

Snapshot calendar

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Basics of Writing and Publishing Your Family History

Planning & Organizing

Decide Who is your audience?

Choose a publication type and genealogical format

Printed: Ring, Paperback book, Hardcover book

Webster: Photo book, Calendar, Journal or magazine article

Look at other family history publications to get ideas.

Register style and Abner style are genealogical formats, not every book has to follow a.

Class 1 general handout

You edited this

7h ago

Writing and Publishing Your Family History

Session 2: Structure, Sketches, and Citations

Kyle Hunt, khunt@outsp.org

Keep In Mind

1. Audience
2. Table of Contents
3. Consistency leads to clarity?
4. What do you want to tell your readers?
5. What do you want to write about?

Genealogical Formats

Register style Abner style

2 Formats & Citations handout

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5h ago

[TNEW PAGE]

NOTORIOUS RELATIONS

Monday, March 25, 2025 10:05:15 PM

5%

An Online Conversation Course with Best-selling Author and International Journalist, TNEW's Chief Genealogical Researcher, and Biographer Kelly Appleton

Most of us have "black sheep" in our families, some have relatives who wandered further, outside the law, leaving little trace of their activities, places, and for living whereabouts. They pursued fame and fortune in dark corners, in secret, their motives were not clear. Still, we want to know. From investigations to Broadway warblers, pretty there's something mysterious, murderous, mad, even to celebrate "traditions," the influence can be found.

This online conversation course brings together professionals from a variety of fields to discuss researching outside the law. How to take up the task and techniques of a detective to access odd sources, newspaper coverage to fill files, and connect with friends and family.

Marketing TNEW - Notorious Rela...

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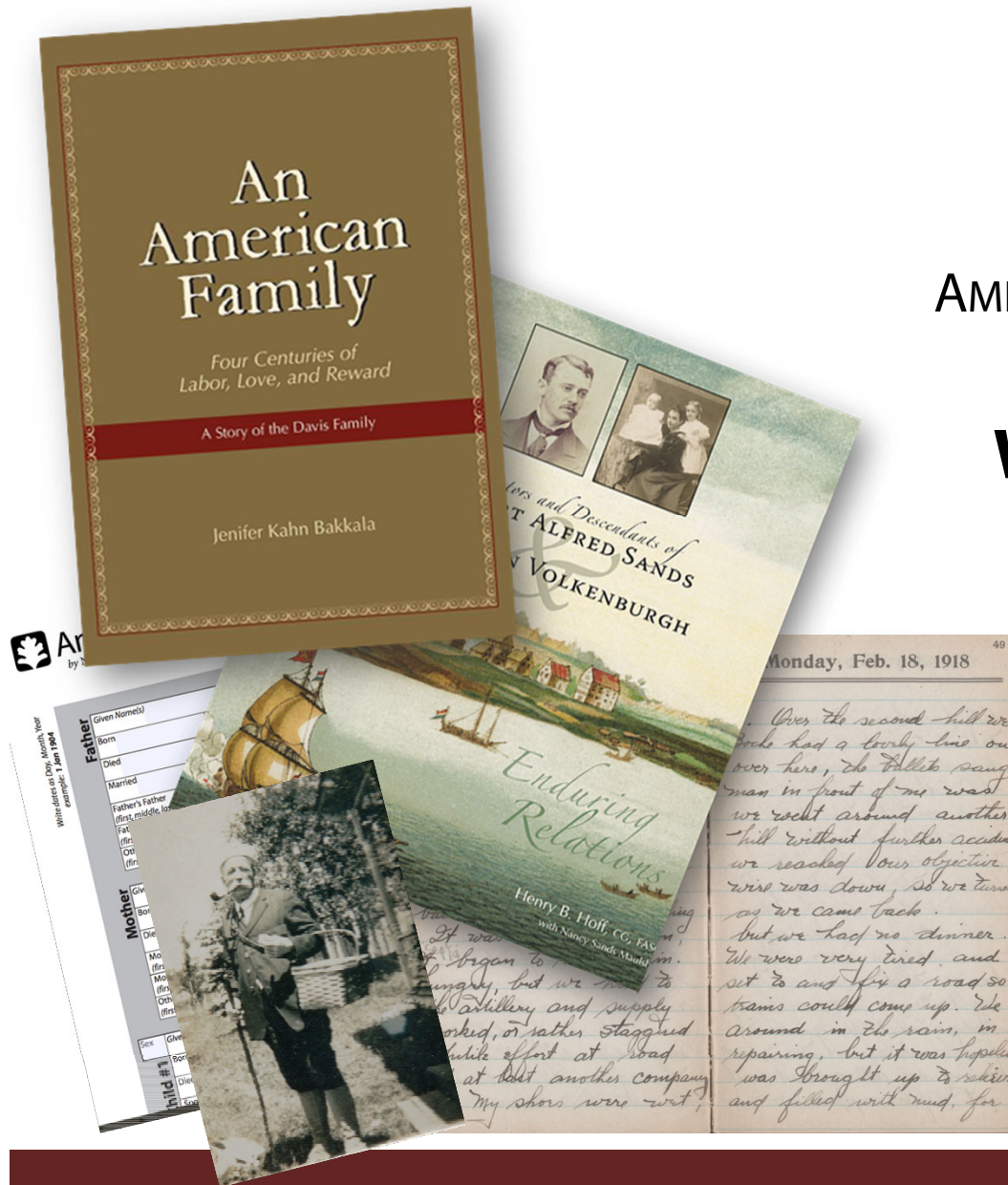
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72

Congratulations!

QUESTIONS?

A large audience of people is seated in rows of chairs, viewed from behind, looking towards a stage. The stage features a large presentation screen displaying a slide with a photograph. The room has a high ceiling with recessed lighting and a patterned wall behind the stage. The entire image is overlaid with a semi-transparent reddish-brown filter.



Join us!

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Using Microsoft Word to Write Your Family History 2022

Thank you for registering for the course, *Using Microsoft® Word to Write Your Family History*!

Compiling your research into a published work can add years to your family history project. Microsoft® Word can help! In this online seminar, our authors, genealogists, and publishing experts will demonstrate how you can maximize Word's existing functions to streamline your writing process, saving you time and resulting in a professional and easy-to-reference finished product. NOTE: We will be using Office 365 Microsoft Word version 16 on a PC throughout the session, however, we will provide Mac shortcuts. All the functions we will demonstrate are also available on earlier versions of Microsoft Word.

This course includes one 3-hour online broadcast, exclusive access to a recording of the presentation, handouts and templates, and in-depth Q&A sessions with the instructors. Students will also have access to select introductory videos that discuss common genealogical formats.

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