

## List Window & Reports



### Agenda

#### 1. Help

- Click on Help, Contents, then Click on "List Window"

#### 2. Find "Milwaukee" destination for trip

- Use advanced Search to search for "Milwaukee"
- Search in Places... Birth, Marriage, Death, Burial with "OR"
- Unmark everyone, then Mark people in Results Window
- In Results window click on the List Icon
- Set number of fields to 8
- Add Birth, Marriage, Death, Burial Place Fields

#### 3. Create Report

- Click Share Result icon at bottom of List Window
- Set destination to Pages
- Click Open with Pages
- Change page size for viewing

#### 4. Create Text File Readable by Spreadsheet

- Return to Family Card with list of people in results window
- Click File | Export | Text
- Fields: Select fields (First, Last, B-D, BP, MP, DP, BurialP)
- Who: Marked People
- Sort: Last Name, First Name, Middle Name
- Field Separator: Tab & "Put Field in Quotes"
- Convert Return Character to ASCII 32 (Space) | **not sure** |
- Click Export
- Open file with Spreadsheet