

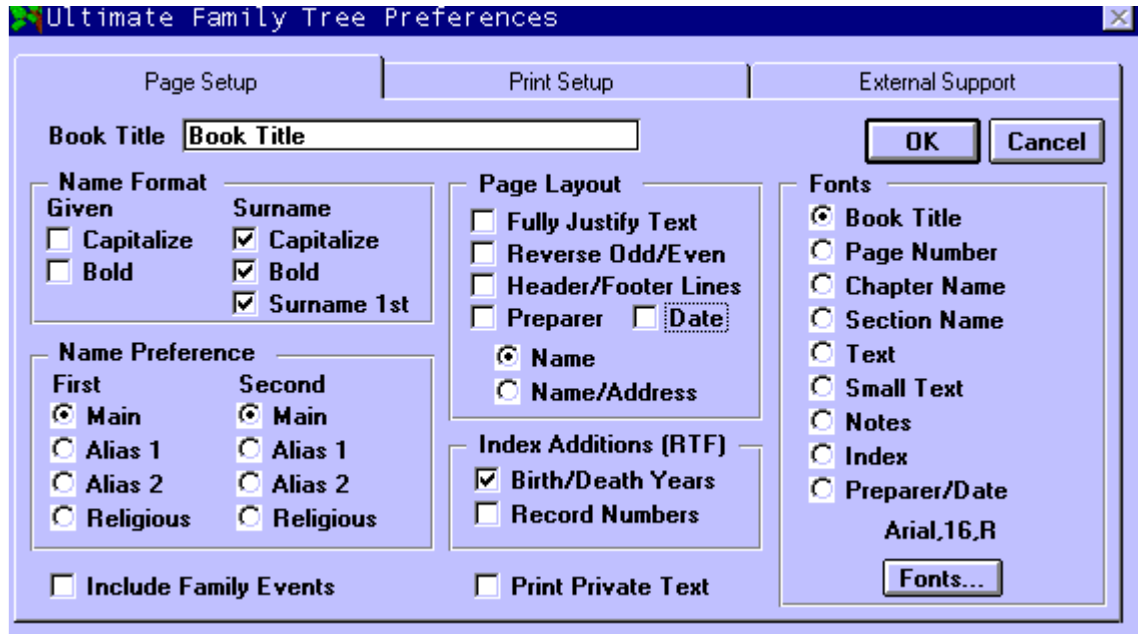
How to Print an Alphabetical List

(As demonstrated in the July 1999 meeting)

Preparing your list

To get any desired listing to sort by last name under each category, rather than by first name follow these steps:

1. go to the File/Print Setup



2. Under Page Setup, check Surname 1st. [using Bold and All Caps also makes the print out easier to read.

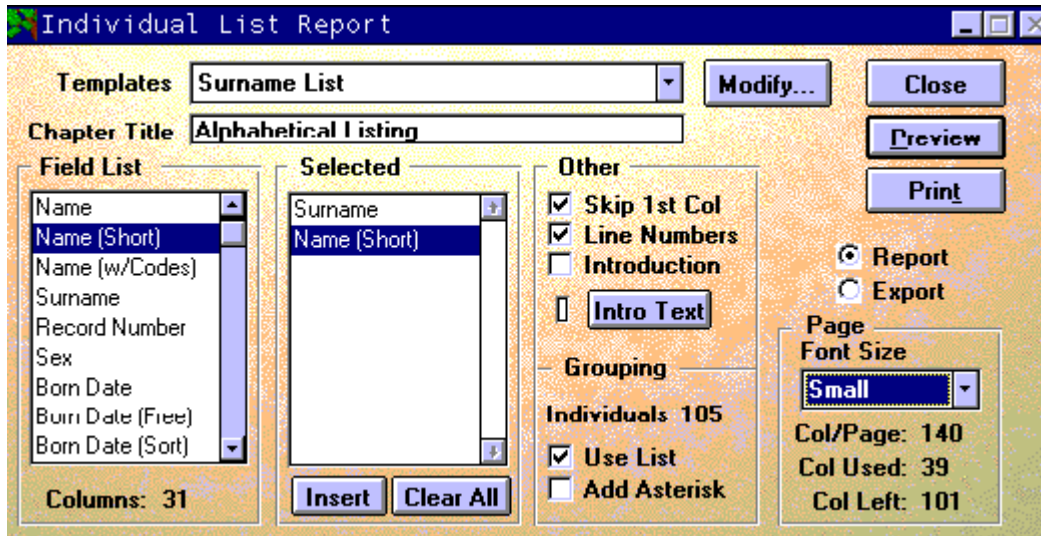
Creating the list

From the Reports menu, choose Lists and whatever type of list you desire. (For our demonstration we chose to print a list of people in a certain area for a research trip. For that list, we chose Individuals/Presence and chose a place). Prior to selecting the fields you desire in your report, click on Clear All. This will just give you a fresh start.

[Some tips on selecting fields: If one field is highlighted and you want another field above it, simply select the field from the field list and click Insert. If you want a field listed in order of choice, double click on it. To remove a selected field, double click it. To clear all selected fields, click on Clear All.]

3. Double Click on Surname, then name (short)

This allows the sort to be by surname, but won't print the name twice if you choose SKIP FIRST COLUMN



4. Choose your other field options.
5. Check Line Numbers if you want a "count" (or numbered list) of people on the list.
6. Make sure to click on SKIP FIRST COLUMN. That way it will sort on the surname, and won't give the name twice.
7. If you want to print a list from a grouping you've already made, select Use List.

Watch the Page Font size. Small enables more columns to a page. The Col/Page and Col Used area will show what space has been allocated and what columns are left to use.

1. If you want to save this as a Report Template to recreate it later, click Modify and name the template.
2. Print the report.

The figure on the right shows a portion of the alphabetical listing created from the Kennedy sample database, so you can see how it comes out.

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AUCHINCLOSS, Hugh D.
AUCHINCLOSS, James Lee
AUCHINCLOSS, Janet Jennings
AUCHINCLOSS, Nina
BAKER, Hazel Elizabeth
BAKER, Julius
BENNETT, Candace
BENNETT, Harry Wiggin
BENNETT, Virginia Joan
BLACK, Emily Ruth
BOUVIER, Caroline Lee
BOUVIER, Eustache
BOUVIER, Francois
BOUVIER, George
BOUVIER, Jacqueline Lee
BOUVIER, John Vernou
BOUVIER, John Vernou, III
BOUVIER, John Vernou, Jr.
BOUVIER, Michel
BOUVIER, Michel
BOUVIER, William Sergeant
BRANNACK, Ann
BURKE, Charles Joseph
BURKE, Charles Joseph, Jr.
BURKE, Margaret Louise

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