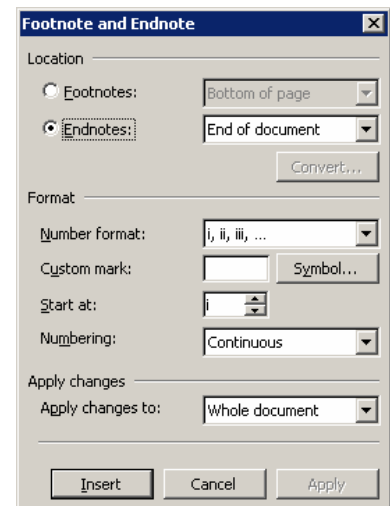


Transfer Narrative Reports or any report from RootsMagic to MS Word/WordPerfect

Created by Annette DeCourcy Towler
St. Cloud, MN

Go to Reports

1. Click on the **report** you want
2. Decide many generations you want in the report, plus Ancestor or Descendant
 - a. Click on **Source** button
 - b. Check the bottom choice of **Bibliography with out citation**
 - c. Check the reference numbers (this will put the Sources at the end of your document)
 - d. [Can change this is MSWord, from **Insert, Reference, Footnote and Endnote, Endnotes, Convert**, if **apply** is dark color, click on it and **x** out the screen]
3. **Print To .rtf** format
4. Will take you to a place to save the file as. **Name it** and save it
5. Software will bring the file into MS Word/Word Perfect,
6. Do not add any page breaks etc
7. I use one font, **Times New Roman 12** So I use the **Control** Key and **A** together to highlight the whole file and change the font and if needed the page setup.
8. Clean up the extra lines (white spaces)
9. I remove the blank line between the words "Children:" and the first child listed, saves several pages. (Use **Control** key+**H** type in **children:^p^p^p** and in the change line **children:^p** click button **replace all**)
10. I also put the information for one person together. RM puts an extra hard returns between the information for the descendant and the marriage. This eventually saves some space and puts the information together.
11. I also check the data to make sure spellings are okay, do not use the spell checker.
12. Also look for mistakes that happen with data entry and correct sentence structures.
13. I use **control +H** to get rid of hard returns **^p**.
14. Insert my pictures in the file,
15. All my pictures are in .jpg format and I use the **Insert, Picture**, from File function, in MSWord.
16. There is a small picture tool bar shows up when you insert the picture. You will find small squares in each corner of your picture, I grab a corner with my mouse and make the picture the size I want and use the **Tight** function on that tool bar to get my picture to stay where I want it on the page. **F1** function in MSWord helps a lot with helps. (What a pun) I use the straight lines to frame my pictures so they look like pictures. You can lighten, darken them from this tool bar. Handy tool bar for pictures in word.
17. Sources are at the end of the document,
18. I do not use footnotes
19. Takes too much page room. RM's automatically puts the numbering system in for Sources
20. Create the Index using **'Insert'** then **'Index and Tables'**
21. using the **Formal** style for the Index (as this does a nice job of two columns).
22. Create a **Table of Contents**, using the **F1** on how to create a Table of Contents in the front of the pages, [Path = **Insert, Reference, Table of Contents** }
23. Create from **View** Menus, **Header and Footers** [can change RM's title to what you want] and page numbers
24. Highlight all the sources listed and make them into two columns [**Format** then **Columns**] (A publishers trick, if in two column format you use less pages, if three column use more less pages)



Transfer Narrative Reports or any report from RootsMagic to MS Word/WordPerfect

Created by Annette DeCourcy Towler
St. Cloud, MN

25. Double review the file and have someone else proof it so everything is okay.
26. Then publish to your printer and take to a copier place for additional copies. Color pages cost more.

Enjoy: