

## Article Title

**(Part Number if a continuing article, delete this line if not)**

Author or Transcriber, any credentials (e.g., CG<sup>®</sup>)

Begin typing your article here. The style is Body Text Indent. Hit <return> to start new paragraphs.

This is another paragraph in Body Text Indent style.

For quoted text that is several lines long, use this Quotation style, which indents left and right and uses a smaller font. You don't need quotation marks. You can copy and paste this Quotation style paragraph to other locations in the text as needed.<sup>1</sup>

Article continues here in Body Text Indent style. Just hit <return> to start new paragraphs.

If your article includes a family genealogy, use the format below.

### GENEALOGICAL SUMMARY

#### *Generation One*

1. **FIRSTNAME LASTNAME**, of your main person, with a summary of his/her relevant vital events: birthplace/date, parentage, death place/date, marriage place/date, **FIRSTNAME LASTNAME** of spouse(s) and vital information. This paragraph is in Normal style.

Additional information about this main person (Person Number 1) follows here, in Body Text Indent style. Just hit <return> to start new paragraphs.

Children of Person Number 1 and his/her spouse (this line is in Kids Intro style):

2.
  - i. **FIRST CHILD'S FIRSTNAME LASTNAME**, followed by their birthplace/date and **FIRSTNAME LASTNAME** of spouse(s) in Kids style. In this example, the Person Number "2" at the beginning of the line indicates that this person will be covered in a subsequent sketch, rather than here.
  - ii. **SECOND CHILD'S FIRSTNAME LASTNAME**, followed by information about their birth, death, marriage, and **FIRSTNAME LASTNAME** of spouse(s) and vital information, in Kids style. Note that this child is covered here

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<sup>1</sup> Use Microsoft Word's footnoting capability. Click "References" in the Ribbon and then click "Insert Footnote."

rather than in a subsequent sketch and therefore has not been given a Person Number.

More information on this child goes here, in Kids More Text style. Just hit <return> to write more paragraphs in this style.

- iii. **THIRD CHILD'S FIRSTNAME LASTNAME**, followed by relevant vital events as for the second Child above, in Kids style. This is another example of a child that is covered here, rather than in a subsequent sketch. For this child, and others not covered in a subsequent sketch, their own children are not included.

More information on Child iii, in Kids More Text style.

- 3 iv. **MORE CHILDREN'S NAMES**, following the above pattern. The Person Number "3" indicates that this child will be followed in a subsequent sketch, so only birthplace/date and **FIRSTNAME LASTNAME** of spouse(s) are given here, in Kids style. Additional children can be added to this Child list by copying this block of information for Person 3, pasting it in on the line below, and adjusting the numbering for the next child.

#### *Generation Two*

- 2. **FIRSTNAME LASTNAME**, of the person labelled Person Number 2 above, then a summary of vital events, as for your main person above, in Normal style.

Additional biographical information about Person Number 2 follows here, in Body Text Indent style. Just hit <return> to start new paragraphs.

Children of Person Number 2 and his/her spouse:

- i. Child list as for Person Number 1 above, using the appropriate styles.

- 3. **FIRSTNAME LASTNAME**, of the person labelled Person Number 3 above, with vital events, additional biographical information, and children formatted as for Persons 1 and 2 above.

This example should provide you with all of the formats and styles you need to create an article with a genealogical summary.