

Field Variables - Principals	
[person]	Current person in focus
[spouse]	Spouse of person in focus
[husband]	Male of couple in focus
[wife]	Female of couple in focus
[couple]	Current couple in focus

Field Variables – Witness/Shared	
[thisPerson]	The witness in focus
[otherPersons]	All witnesses to an event in fact sentence; excludes ThisPerson in role (witness) sentence
[roles]	All witnesses with the specified role
[role#]	Reference to a specific witness by number [son(2)]
[role1, role2,...]	Combine witnesses into a single group [heir1,heir2]

Fact/role sentence variables	
[date]	Date field
[place]	Place field
[placeDetails]	Place details field
[desc]	Description field

Field Switches <...>	
<...[field1] ... [field2]>	Simple test for data in a field
<...[role1] ... [role2]>	Simple test for a role
<...[roles1] ... [roles2]>	Simple test for a group of roles
<?[field] >	Test for Value of a field
<?[roles] >	Test for Value of one or more roles
<% M F U>	Gender of subject
<%roles% M F U #M #F mixed>	Test for gender of one or more people in "roles" (witness NOT in file = unknown)
<@ living not living>	Checks living status of subject
<@roles@ all living 1+ not living>	All people in roles living , or 1 or more not living
<#roles# Single Plural none>	Plural switch checks for number of people assigned to a "role" or to multiple "roles"
<! private not private>	Controlled by Private option in source

Abbreviation option (source template)	
:NoAbbrev	(default) use text up to
:Abbrev	Look for and use text after

Capitalization – any field	
:NoCaps	Default – no changes
:Caps	Caps on first character
:Upper	Change to ALL CAPS
:Lower	force to all lower case
:Proper	Initial Caps All Words

Date options	
:InOn	Default for fact sentences, i.e. on 21 May 1894 or in 1894
:Plain	Full date, no "in" or "on", i.e. 21 May 1894 (default for sources)
:Year	Year only, i.e. 1894
:DayOfWeek	Show DOW with the date, i.e. Monday 21 May 1984
:Commas	Add commas to the date, i.e. Monday, 21 May, 1984 or 21 May, 1894

Name parts (can use 1 or more)	
:Full	Default (all parts) i.e. Dr. John Jacob "Jack" van Ryan, Sr.
:Reverse	Surname first, i.e. van Ryan, Dr. John Jacob "Jack" Sr.
:Given	All given names, i.e. John Jacob
:First	First name, i.e. John
:Surname	Surname, i.e. van Ryan
:Prefix	Prefix, i.e. Dr.
:Suffix	Suffix, i.e. Sr.
:Nickname	Nickname, i.e. Jack
:Casual	Nickname, if known, else first name

Person name cycling	
:Cycle	Prints name then cycles between he / she / they and casual name. Default for [person], [couple], [ThisPerson]
:NoCycle	Prints name as specified

Person options (in fact/role sentences)	
:Name	Name of pople in a role (except [person])
:HeShe	Use He/She/They
:HisHer	Use His/Her/Their
:HimHer	Use Him/Her/Them
:Poss	Possessive, i.e. John's
:Age	Age at time of event
:Role	Role of person in fact
:Count	# of people In group

Age options	
:Plain	No prefix
:At	"at the age of Age", default for fact/role sentences
:Commas	", age Age,"

Fact/Role Place options	
:Original	As entered in place field, e.g. "Erin, Wellington County, Ontario, Canada"
:Short	Abbreviated place name as set in Edit Place, e.g. "Erin, Ontario"

Place/PlaceDetails options (in fact/role sentences or source templates)	
:Full	Erin, Wellington, Ontario, Canada (default)
:Reverse	Canada. Ontario. Wellington. Erin.
:ReverseComma	Canada, Ontario, Wellington, Erin
:First	Erin
:Last	Canada

Place, PlaceDetails and Description Prefix Options	
:Plain	No prefix. Default for source templates and Description fields
:In	"in Text", default for Places in fact/role sentences
:At	"at Text", default for PlaceDetails in fact/role sentences
:A	Insert "a" or "an" (in Desc field), i.e. "a passage" or "an expression"

Formatting codes	
<i>...</i>	italics
...	bold
<u>...</u>	underline
<sc>...</sc>	Small caps
^{...}	superscript
_{...}	subscript
{ ... }	Private note
/ ... /	Indicate multi-part surname, i.e. /van Ryan/
[]	Denotes field name (fact/role or source)
< >	Conditional field switch
/	Escape character for use with: [] { } < > /

Bill's Suggested Folder setup	
... \Documents\ (Vista) [My Documents (XP)]	
RM_Data\	
Data_files\	
Backups\	
Media\ *	
Bienia\	[1 folder / family line]
Pics\	[photos]
Docs\	[images & transcripts]
AV\	[files & transcripts]
All\	[generic items for all]
GEDCOMs\	
Reports\	
Websites\	[optional suggestion]
*If you use long file names for media items, consider C: \RM_Media	

Qualitative modifiers (no auto sort date modifier – no particular order)	
abt	about
appar	apparently
ca	circa
calc	calculated
cert	certainly
est	estimated
lkly	likely
maybe	maybe
poss	possibly
prhps	perhaps
prob	probably
say	say

Directional modifiers Sort Order (these appear in sort date)	
Bet ... and ...	Between / and
From ... to ...	From / to
... – ...	“dash”
... or ...	or
Bef ...	before
By ...	by
To ...	to (alone)
Until ...	until
No modifier or qualitative modifier	(see above list)
From ...	from (alone)
Since ...	since
Aft ... (or a ...)	after

Tip: Sort facts on same date (use dash dates – Note: sorts before plain date)	
Fact 1	12 Jul 1894–12 Jul 1894
Fact 2	12 Jul 1894–13 Jul 1894
Fact 3	12 Jul 1894–14 Jul 1894

Sort Dates based on a partial, irregular or double date	
If you enter this date...	You get this sort date...
1867	1867
Sorts before	1 Jan 1867
Mar 1867	Mar 1867
Sorts before	1 Mar 1867
21 ??? 1867	21 ??? 1867
Sorts before	1 Jan 1867
enter 16 Mar 1867 –16 Mar 1867 into sort date	16 Mar 1867–16 Mar 1867
Sorts before	16 Mar 1867
15 Jan 1743/4 (double date)	15 Jan 1744
an invalid date or no date	none – must enter your own sort date

Quaker dates vs. sort dates	
15da 1mo 1743 (up to 1752)	15 Mar 1743
15da 1mo 1743/4 (Quaker dbl date)	15 Mar 1744
15da 1mo 1763 (1752 & onward)	15 Jan 1763

Character Shortcut key codes	
Alt+0162	¢ (cent)
Alt+0163	£ (pound)
Alt+0128	€ (euro)
Alt+0150	– (“en” dash)
Alt+0151	— (“em” dash)
Alt+0160	Non-breaking space
Alt+0173	Non-breaking hyphen
Alt+0167	§ (section)
Alt+0134	† (dagger)
Alt+0135	‡ (double dagger)
Alt+0233	é (as in née)
Ctrl+T	Character map (in Name, Desc, Place, PlaceDetails fields)

General Shortcut keys	
I or Shift+I	Add individual
C or Shift+C	Add Child
P or Shift+P	Add Parents
S or Shift+S	Add spouse
Enter	Edit a person
Del	Delete a person
F7	Spell check (global)
Ctrl+Del	Delete a family
Ctrl+Home	Go to Home person
Ctrl+B	Bookmark a person
Ctrl+C	Color coding
Ctrl+F	Find a person (Explorer)
Ctrl+Shift+F	Find Family
Ctrl+H	Search & Replace
Ctrl+L	LDS ordinances
Ctrl+N	Create a New file
Ctrl+O	Open an existing file
Ctrl+P	Print a report
Ctrl+W	Create a Website
Ctrl+V	Show family sidebar
Alt+S,H	Show History sidebar
Ctrl+←/→	Back/Forward (history)
Alt+S,B,→,M	Show Bookmark s-bar
Alt+V,S	View/hide sidebar
Ctrl+F4	Close database
Ctrl+F6	Cycle thru open db

Edit Person Window shortcut keys	
Alt+A	Add fact
Alt+D	Delete fact
Alt+H	Share fact
Alt+M	Media Album
Alt+N	Notes
Alt+O	Close window
Alt+P	Options menu
Alt+R	Person/Family Address
Alt+S	Citation Manager
Alt+T	Person/Family To-Do

Edit Person text field shortcut keys	
Ctrl+T	Character map
Ctrl+Z	Undo
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Shft+End	Select from here to end
Shft+Home	Select from here to start

Notes Editor shortcut keys	
Enter key	At start, middle, or end to force a new paragraph. One starts on a new line; two inserts a blank line.
Ctrl+Z	Undo
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+B	Bold
Ctrl+I	Italics
Ctrl+U	Underline
Ctrl+F	Find
Ctrl+R	Replace
Ctrl+O	Open file (to insert)
Ctrl+S	Save (to file)
F7	Spell check
Shift+F7	Thesaurus
Ctrl+T	Character map

Notes in Narrative Reports	
The order which the various individual fact/role notes, family fact notes and general person and family notes appear in narrative reports is:	
<i>First paragraph</i>	
<ul style="list-style-type: none"> person's facts/roles and associated fact/role notes person's general note 	
<i>Second paragraph</i>	
<ul style="list-style-type: none"> family facts (engagement, census, marriage, residence, divorce, etc.) each with associated fact notes family general note spouse's facts/roles and associated fact/role notes spouse's general note 	
<i>Third paragraph</i>	
<ul style="list-style-type: none"> child list introductory sentence indented child list 	
Family facts, spouse information and respective child lists (second and third paragraphs) for multiple marriages appear in the order in which the spouses are arranged.	
* CR in sentence starts paragraph	

Privacy (suppress information on people from the output)	
To privatize...	You would...
Some or all of the text in a note	Add { } around the text – don't place { } within { } (<i>expect unexpected results</i>)
A fact	Use <input checked="" type="checkbox"/> Private fact checkbox
(suppress) names of living people from a GEDCOM file, report, chart, or book	Export a GEDCOM, set Privacy options for Living people. For reports, etc., import privatized GEDCOM into a new file then create outputs.
A web site	Set Privacy options in the WebWizard