

# Legacy Family Tree

Index View Report

To create Index View Report

Step 1

File Edit Add **View** Reports Tools Search Internet My Toolbar Options Help

New File Open File Close File Save File As... Rename File Import Export Backup File Restore File Delete File File Maintenance File Properties Exit Legacy Exit

Legacy Home Family Pedigree Descendant Chronology **Index**

0 Blocked

Step 2

File Edit Add **View** Reports Tools Search Internet My Toolbar Options Help

Name List Marriage List Master Lists Spouse List Children's Settings Parents List Siblings List To-Do List History List Timelines Trees Go To Ages Focus Group Split Screen Calendar Scrapbook Tips Window Exit Legacy Exit

Legacy Home Family Pedigree Descendant Chronology **Index**

# Name List

#:  Given:  Surname:

First A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Last

RIN	Name	Sex	1	2	3	4	5	6	7	8	9		
1	DANCE, Jeanette Margaret Anne	F											
2	DANCE, Harold Thomas	M											
3	JOHNSTONE, Mabelle Margaret	F											
3 §	DANCE, Mabelle Margaret	F											
4	DANCE, Frank Harold (1962-1993)	M											
5	DANCE, Leonie Joan (1964-1964)	F										1	
6	DANCE, Keith George	M											
7	DANCE, Frank Harold (1901-195	M										6	1

\*Detail \*Edit \*Events Notes \*Family \*Sources

Given: Harold Thomas

Surname: DANCE

Pre:  Suf:

Born:

Memour Queensland, Australia

Can sort details by any of these options

# Name List

#:  Given:  Surname:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

RIN	Name	Sex	1	2	3	4	5	6	7	8	9
1	DANCE, Jeanette Margaret Anne	F									
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3 §	DANCE, Mabelle Margaret	F									
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5	DANCE, Leonie Joan (1964-1964)	F									
6	DANCE, Keith George	M									
7	DANCE, Frank Harold (1901-195	M									
8 §	DANCE, Amelia Cartwright (19	F									
8	NASH, Amelia Cartwright (1912-	F									
9	JOHNSTONE, George Eric (1901	M									
10	PHILLIPS, Lorna Margaret (1918-	F									
10 §	JOHNSTONE, Lorna Margaret (	F									
11	JOHNSTONE, Edwin George (1938	M									
12	JOHNSTONE, Bryan Eric (Cal 194	M									
13	JOHNSTONE, Lawrence James (1	M									
14	JOHNSTONE, Jeanette Dorothy Ar	F									
15	DANCE, John James (Abt 1934-19	M									
16	DANCE, Joan A	F									
17	DANCE, Neville	M									
18	DANCE, Robert Allan	M									
19	DANCE, Heather Ann	F									
20	DANCE, Judith Mary	F									
21	DANCE, Annette Elizabeth	F									
22	DANCE, Carolyn Margaret	F									
23	NUTLEY, Emily Jane (Cal 1861-	F									
23 §	DANCE, Emily Jane (Cal 1861-	F									

\*Detail \*Edit \*Events Notes \*Family \*Sources

Given:  \*AKA

Surname:

Suf:

island, Australia

FSID:  FG#:

relationships and no children

No Tags:  1  2  3  4  5  6  7  8  9

Day Reminder

Death Date Reminder

Anc:

Des:

- Include Alternate Names
- Include Married Names
- Show User ID# in the list
- Select Tags to include in the list...
- Include Hint Results in the list
- Include Potential Problems in the list
- Edit Individual...
- Delete Individual...
- Print...**
- Advanced Deleting...
- Advanced Tagging...
- Advanced Sourcing...
- Set Living...
- Set Bookmark
- Go to Bookmark...
- Customise Display...
- Zoom...

Select Options box to open menu

Select Print to Open Menu

Options

Search

Help

Repeat

Exclude from Potential Problems...

### List Report Options

Options Row 1 \*Row 2 Row 3

Spread Proportionately Across One Page

**Grid Fields**

- RIN
- Surname, Given names
- Sex
- Tag 1
- Tag 2
- Tag 3

**Optional Fields**

- Born
- Chr
- Died
- Buried
- Father
- Mother
- \*Spouse
- \*Marr

Width: (cm) Justify L C R

Field	Width (cm)	L	C	R
RIN	1.42	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Surname, Given names	3.96	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sex	0.91	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Born	3.96	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Died	5.60	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Buried	5.60	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Marr	5.80	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Buttons: Preview, Print, Close, Help, Change Fonts..., Page Setup..., Printer Setup..., Privacy Options..., Report Settings (Load..., Save..., Reset), Report Destination (Screen/Printer, CSV file)

Row 1, 2 & 3 can all be used to get extra fields and they can be included on the report by selecting box to include.

### Name List Fields

Customise

Field Name	Names to Display
Birth Date/Place	Born
Christening Date/Place	Chr
Death Date/Place	Died
[;Burial:;Cremation] Date/Place	[;Buried:;Crem.]
Father	Father
Mother	Mother
Marriage: Preferred, Spouse Name	*Spouse
Marriage: Preferred, Date/Place	*Marr

Buttons: Close, Cancel, Defaults, Help, Load..., Save...

### Field Names to Display

- Address: Phone 2
- Address: E-mail Address
- Address: Internet Address
- Age At Death
- Ancestral File Number
- Birth Date/Place
- Birth Date
- Birth Place
- Birth Lat/Long
- Birth (or Christening)
- [;Burial:;Cremation] Date/Place
- Burial Date
- Burial Place
- Burial Lat/Long
- Cause of Death
- Christening Date/Place

Buttons: Select, Cancel, Help

Tick the box for field want displayed in report. Grid fields can't be altered.

### List Report Options

Options Row 1 \*Row 2 Row 3

Spread Proportionately Across One Page

**Grid Fields**

	Width: (cm)	Justify L C R
<input checked="" type="checkbox"/> RIN	1.42	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input checked="" type="checkbox"/> Surname, Given names	3.98	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input checked="" type="checkbox"/> Sex	0.91	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input type="checkbox"/> Tag 1		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input type="checkbox"/> Tag 2		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input type="checkbox"/> Tag 3		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

**Optional Fields** Customise...

<input checked="" type="checkbox"/> Born	3.98	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input type="checkbox"/> Chr		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input checked="" type="checkbox"/> Died	5.60	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input checked="" type="checkbox"/> Buried	5.60	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input type="checkbox"/> Father		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input type="checkbox"/> Mother		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input type="checkbox"/> *Spouse		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input checked="" type="checkbox"/> *Marr	5.60	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

**Preview** **Print**

**Close** **Help**

**Change Fonts...**

**Page Setup...**

**Printer Setup...**

**Privacy Options...**

**Report Settings**

**Load...**

**Save...**

**Reset**

**Report Destination**

- Screen/Printer
- CSV file
- PDF File

Select Preview to get idea of what report will look like.

Click on Privacy Options to hide any records of living etc

Screen/Printer & PDF – gives exactly what seen in preview

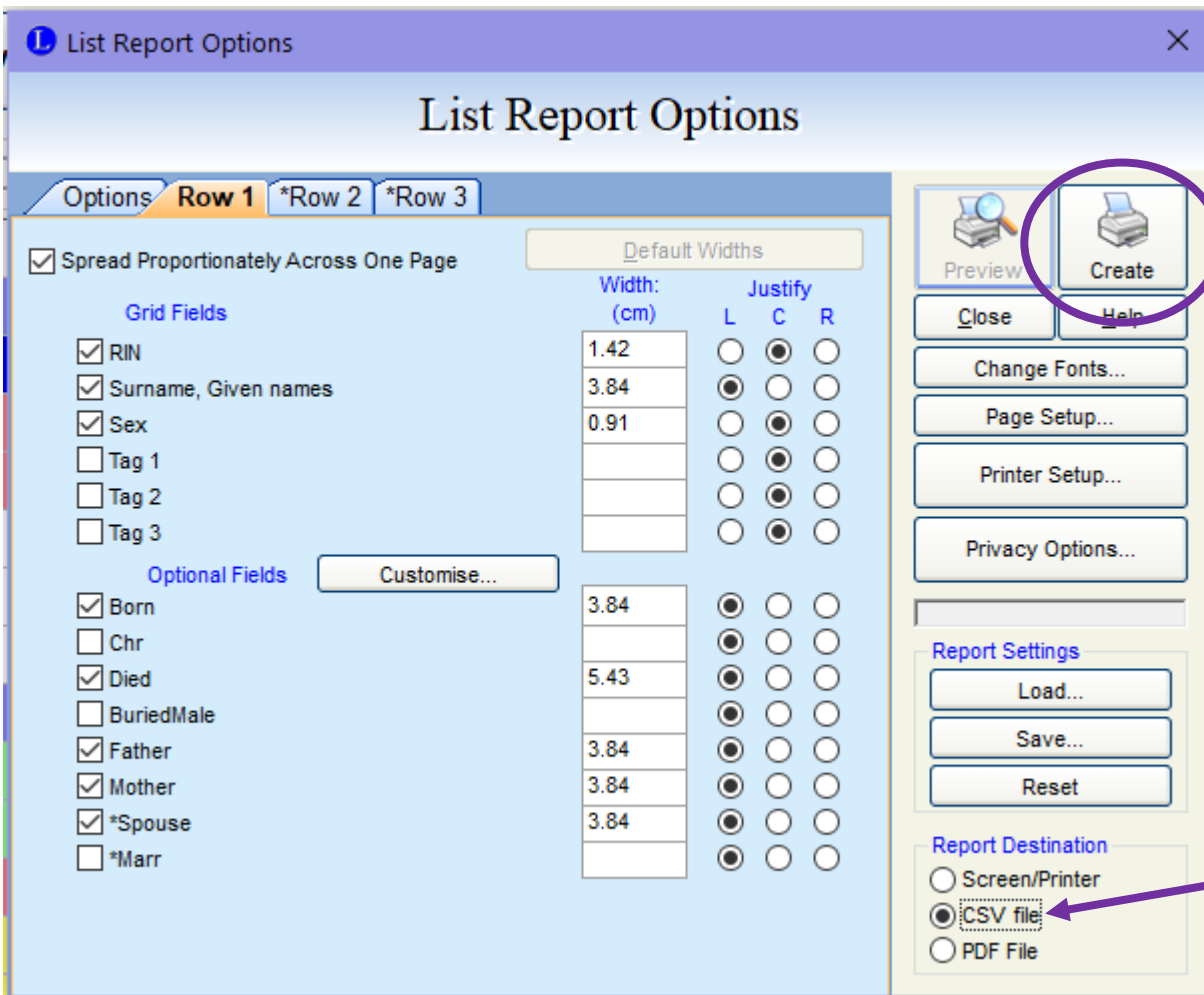
This is the result of PDF/Screen Print Option

## Index Report

1

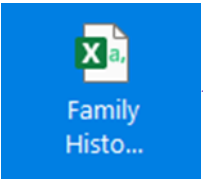
RIN	Surname, Given names	Sex	Born	Died	Father	Mother	*Spouse
Age At Death	Never Married	Event: Military Service					
General Notes							
1	Private	F					
2	Private	M					
3	Private	F					
3	Private	F					
4	DANCE, Frank Harold	M	1 May 1962, Ipswich, Queensland, Australia	1 Feb 1993, Meadowbrook, Queensland, Australia	Harold Thomas DANCE	Mabelle Margaret JOHNSTONE	
30	Never Married						
5	DANCE, Leonie Joan	F	20 Aug 1964, Ipswich, Queensland, Australia	27 Aug 1964, Herston, Queensland, Australia	Harold Thomas DANCE	Mabelle Margaret JOHNSTONE	
< 1	Never Married						





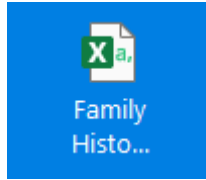
Select Create to create spreadsheet

Select CSV file to export so can manipulate in spreadsheet. Then select Create

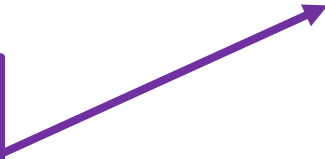


I generally save to Desktop first and this is what icon looks like. Will have .csv in file name





Open CSV file and save as an excel file before manipulating.



RIN	Surname, Sex	Born	Died	Father	Mother	*Spouse	Age At Dea	Never Mari	Event: Milit	General No
1	Private, F									
2	Private, M									
3	Private, F									
3	Private, F									
4	DANCE, F M	1 May 196	1 Feb 199	Harold Thc	Mabelle Margaret JOH		30	Never Married		
5	DANCE, L F	20 Aug 19	27 Aug 19	Harold Thc	Mabelle Margaret JOH	< 1		Never Married		
6	Private, M									
7	DANCE, F M	6 Oct 190	14 Apr 195	James DA	Emily Jane Amelia Cai		55			
8	§ DANCE, F	3 Jun 191	21 Jun 201	John Jame	Amelia Lou Frank Harc		103			Dept Justic
8	NASH, Am F	3 Jun 191	21 Jun 201	John Jame	Amelia Lou Frank Harc		103			Dept Justic
9	JOHNSTO M	16 Jul 190	15-Aug-99	Osborne J	Eliza Ann (Lorna Marc		98		Military Ser	Birth Certifi
10	PHILLIPS, F	15 Mar 191	16 Nov 197	Bryan Nath	Dorothy Ar George Eri		57			
10	§ JOHNST F	15 Mar 191	16 Nov 197	Bryan Nath	Dorothy Ar George Eri		57			
11	JOHNSTO M	12-Apr-38	16 Feb 19	George Eri	Lorna Margaret PHILL		53			
12	JOHNSTO M	Cal 24 Dec	24 Oct 194	George Eri	Lorna Margaret PHILL		1	Never Married		
13	JOHNSTO M	#####	20 Sep 20	George Eri	Lorna Margaret PHILL		72	Never Married		
14	JOHNSTO F	Brisbane, Queenslan		George Eri	Lorna Margaret PHILLIPS					
15	DANCE, Jc M	Abt 1934	3 Jan 1991	Frank Harc	Amelia Cartwright NASH		57			
16	DANCE, Jc F			Frank Harc	Amelia Cartwright NASH					
17	DANCE, N M			Frank Harc	Amelia Cartwright NASH					
18	DANCE, R M			Frank Harc	Amelia Cartwright NASH					
19	DANCE, H F			Frank Harc	Amelia Cartwright NASH					
20	DANCE, Jc F			Frank Harc	Amelia Cartwright NASH					
21	DANCE, Af F			Frank Harc	Amelia Cartwright NASH					
22	DANCE, C F			Frank Harc	Amelia Cartwright NASH					
23	NUTLEY, EF	Cal 1861		Thomas NUTLEY	James DANCE					
23	§ DANCE, F	Cal 1861		Thomas NUTLEY	James DANCE					
24	DANCE, Jc M	Cal 1859		John DANCE	Emily Jane NUTLEY					
25	NASH, Joh M	Cal 1877, Bungeet, Vi		Edward N/	Margaret C Amelia Louisa WOOD					Birth
26	Private, F									
26	Private, F									
27	Private, M									
28	Private, F									
29	Private, M									
30	§ DANCE, F					Keith George DANCE				
30	WILLIAMS, F					Keith George DANCE				
31	WOOD, Af F	Cal 1884, Darge High		Alfred WO	Mary Jane	John James NASH				
31	§ NASH, Af F	Cal 1884, Darge High		Alfred WO	Mary Jane	John James NASH				
32	§ PHILLIPS F	10 Aug 18	12 Jun 197	James SN	Jane Anne	Bryan Nath	84			
32	SNARE, D F	10 Aug 18	12 Jun 197	James SN	Jane Anne	Bryan Nath	84			
33	PHILLIPS, M	23 Nov 18	17-Jun-46	Hyam Hen	Margaret N	Dorothy Ar	61			9/7/1915 w
34	PHILLIPS, F	13 Oct 19	23-Feb-38	Bryan Nath	Dorothy Annie SNARE		4			
35	PHILLIPS, M	Cal 1847, (20 May 19		Nathaniel F	Rose-Ann Margaret N		67			9th July 19
36	NASH, Mar F	Cal 1854, Orange, Ne		Thomas N	Margaret F Hyam Henry PHILLIPS					
36	§ PHILLIPS F	Cal 1854, Orange, Ne		Thomas N	Margaret F Hyam Henry PHILLIPS					
37	§ STEVEN F	4 Jan 1916, Goulburn,		Bryan Nath	Dorothy Ar Leonard Duncan STEVENS					
37	PHILLIPS, F	4 Jan 1916, Goulburn,		Bryan Nath	Dorothy Ar Leonard Duncan STEVENS					
38	DANCE, Tf F	20 Feb 1975, , Queen		Robert Alla	Unknown					
39	DANCE, C F			Unknown	Jeanette Dorothy Ann JOHNSTONE					
40	SNARE, M F	Cal 1892		James SN	Jane Anne PEPPER					Married na
41	SNARE, E M	Cal 1897		James SN	Jane Anne PEPPER					
42	§ RUSSEL F	28 May 19	22-Feb-04	Bryan Nath	Dorothy Ar M. A. RUS		84			born Comr
42	PHILLIPS, F	28 May 19	22-Feb-04	Bryan Nath	Dorothy Ar M. A. RUS		84			born Comr
43	PHILLIPS, F	16-Jun-26		Bryan Nath	Dorothy Annie SNARE					
44	PHILLIPS, F	21-Aug-29		Bryan Nath	Dorothy Annie SNARE					
45	SNARE, Af M	Cal 1890		James SN	Jane Anne PEPPER					Bafors Cre
46	RUSSELL, M		25-Jan-70		Mona Eileen PHILLIPS					Army detail
47	JOHNSTO M	Cal 1855, , 6 Dec 193		John JOHN	Jane BOW Eliza Ann (		76			
48	§ JOHNST F	Cal 1860, 14 Nov 194		William Jol	Mary Ann (Osborne J		82			
48	GRAY, Eliz F	Cal 1860, 14 Nov 194		William Jol	Mary Ann (Osborne J		82			
49	JOHNSTO M	16 Jan 18	14 Sep 19	Osborne J	Eliza Ann GRAY		83			
50	JOHNSTO M	4 Feb 189	1927	Osborne J	Eliza Ann GRAY		37			
51	JOHNSTO F	8 Sep 1896, , Queens		Osborne J	Eliza Ann GRAY					
52	JOHNSTO M	25 Feb 18	18-Apr-18	Osborne J	Eliza Ann GRAY		24			Source - Qld BDM Historical Records

## Summary Page

1. Click on Index tab –
2. Click on View Tab –
3. Select Name List –
4. Decide on how want to sort
5. Select Options -
6. Select Print –
7. Preview Options Tab
8. Set up fields required in Rows 1 – 3 deciding which ones require in current report
9. Select Preview to see what output will look like
10. Select Privacy Options
11. Select CSV file in Print Destination area
12. Select Create
13. Name file and decide where to locate
14. Open CSV file and save as Excel file before manipulating.