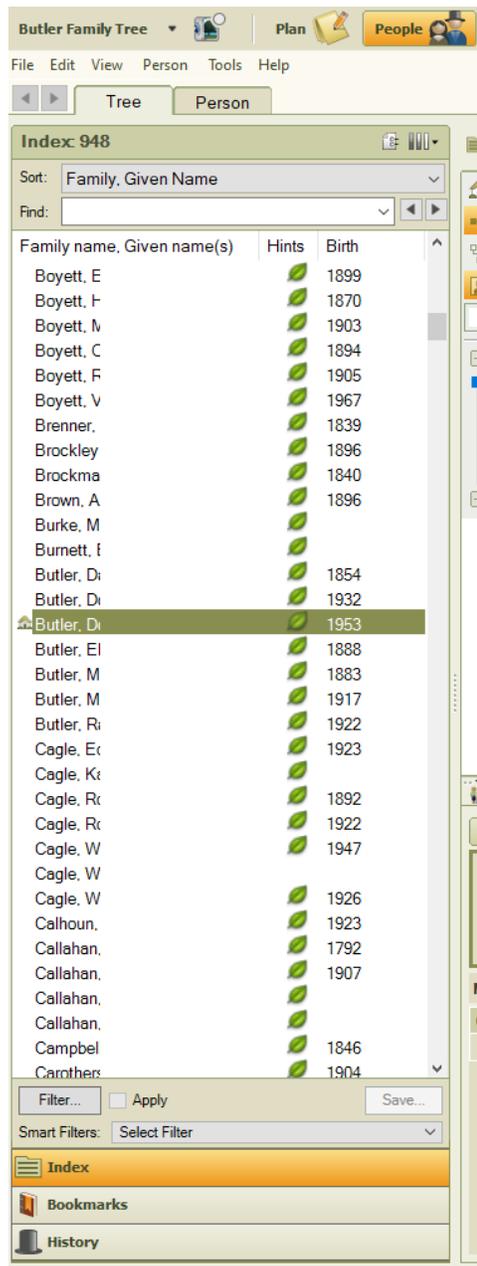


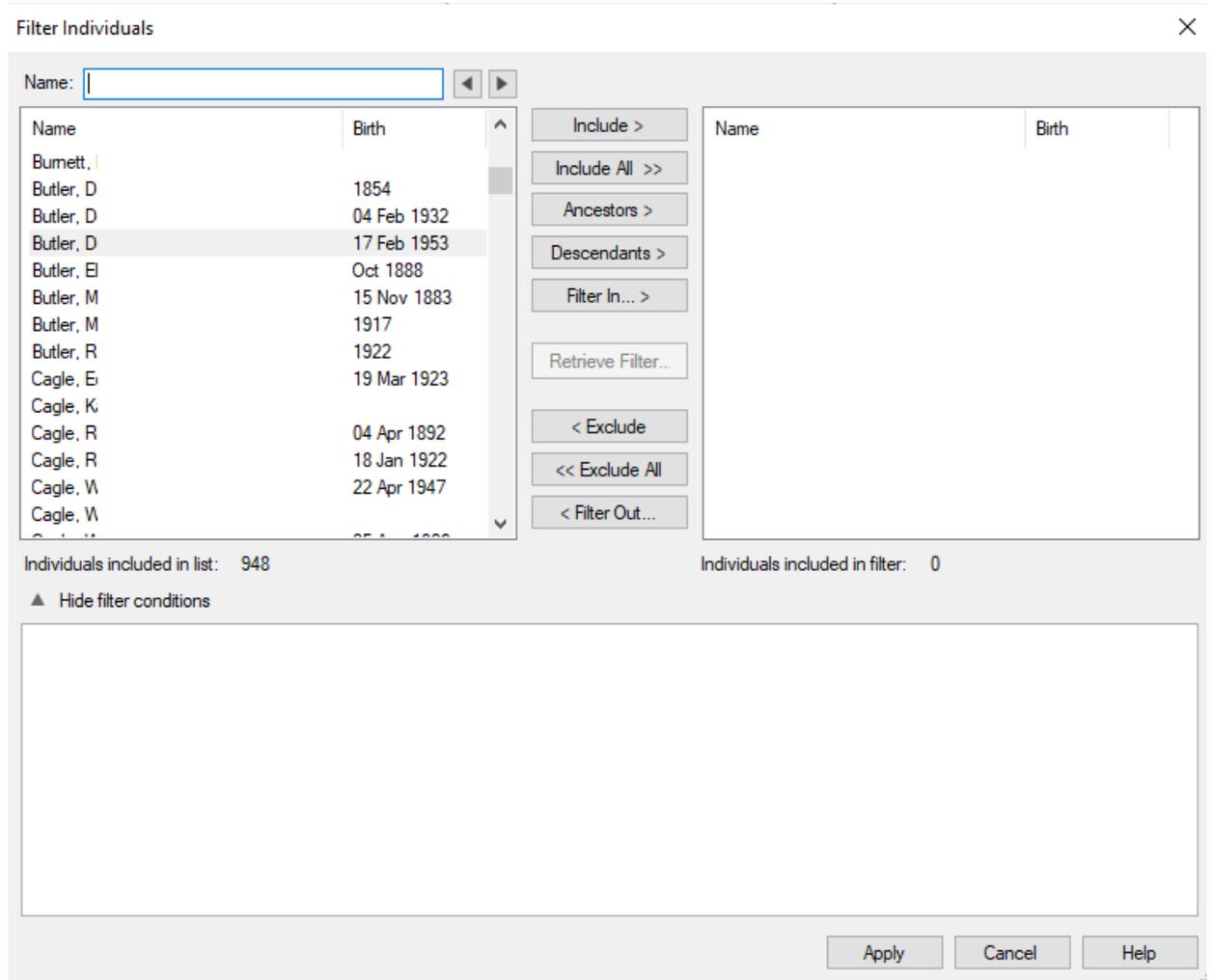
Creating a Family Tree Maker Report of People Likely Appearing in the 1950 U.S. Federal Census.

Creating a Filter of People to Appear in Your Report:

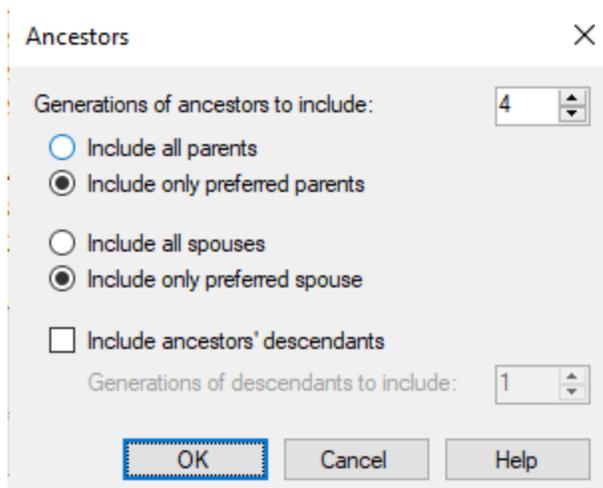
1. Within Family Tree Maker, navigate to the People workspace and select Tree tab (index).



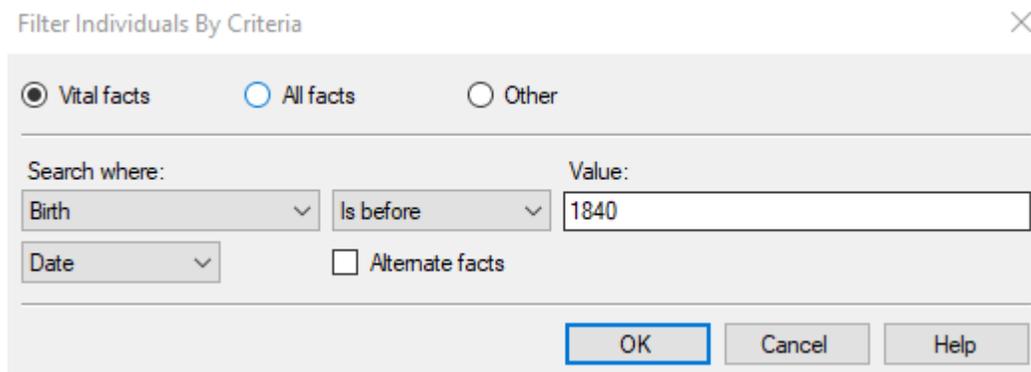
2. Select your name in the index.
3. At the bottom of the index panel, select the “Filter...” button.
4. The Filter Individuals dialog box appears. Near the center of the dialog box, click on the “Ancestors >” button.



5. The Ancestors dialog box will then appear. The Number of generations field for most people should fall in the 2 to 6 range depending on your age and situation. If your ancestors are more recent arrives to the United States, a lower number will suffice. If you are young, you may need a higher number. The number of people matching the criteria in your filter will increase exponentially for every generation added.



6. Select either “preferred parents” or “all parents”. If you select “all parents” your filter will include stepparents, adopted parents, and so on, for each of your people.
7. Select either “all spouses” or “preferred spouses”. If you select “preferred spouses” it will only include the designated preferred / first / last spouse.
8. If you would like to include the descendants of ancestors, you may click the checkbox. If the checkbox is marked, you will need to select how many generations of descendants you would like to include. Again, the higher the number of generations you include, the larger your resulting list will increase exponentially. Click the “OK” button when you have finished making your selections.
9. Click on the “< Filter Out...” button. We will now filter out those individuals born prior to 1840.
10. Fill out the dialog box to match this example and click the “OK” button.



11. Click the “Filter Out” button again to create another filter for people who had died before 1 April 1950. Fill out the dialog box to match the following example and click the “OK” button.

Filter Individuals By Criteria ✕

Vital facts
 All facts
 Other

Search where: Value:

Death Is before 1 Apr 1950

Date Alternate facts

12. Click the “Filter Out” button yet again to create another filter for people born after 1 April 1950. Fill out the dialog box to match the example below and click the “OK” button.

Filter Individuals By Criteria ✕

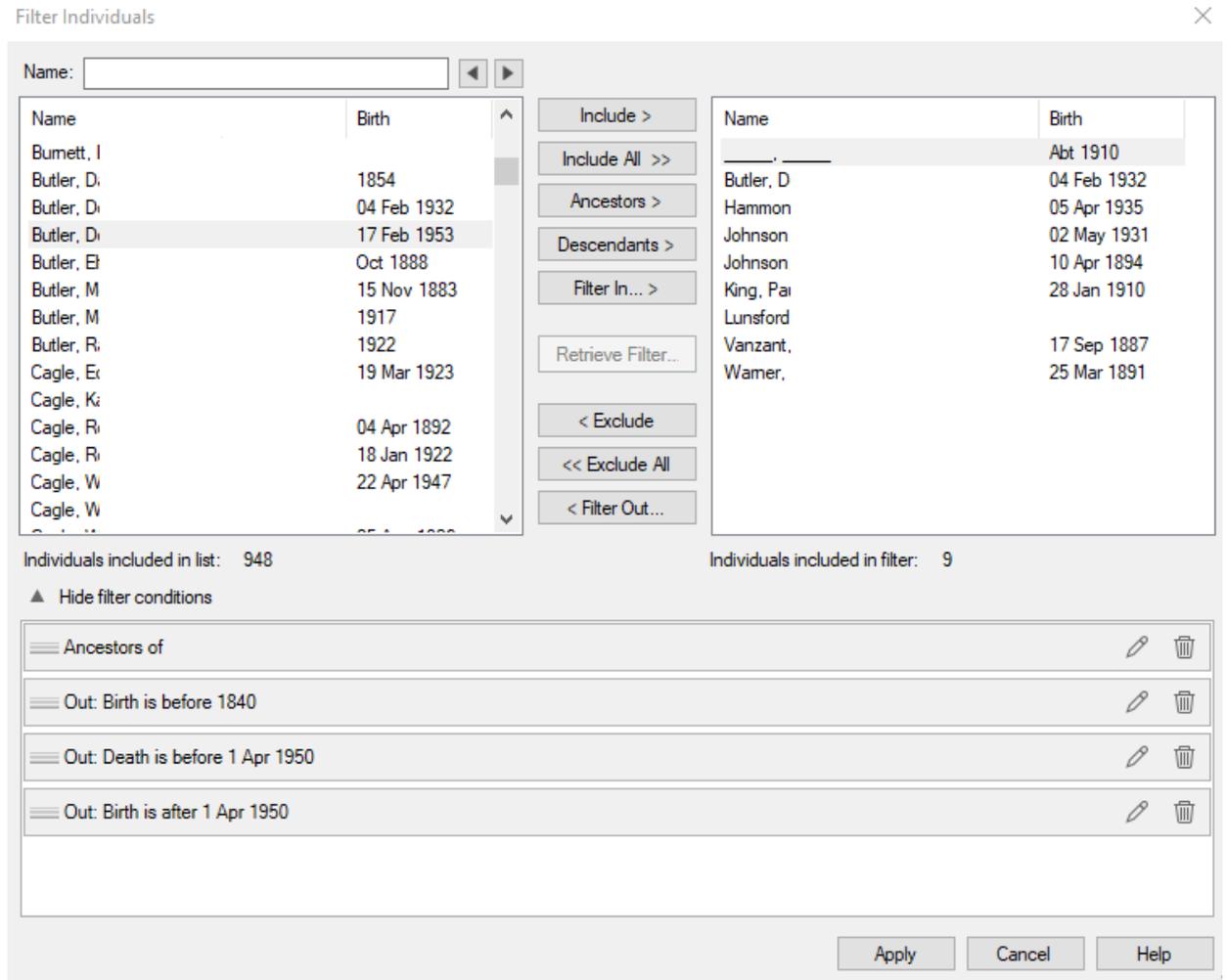
Vital facts
 All facts
 Other

Search where: Value:

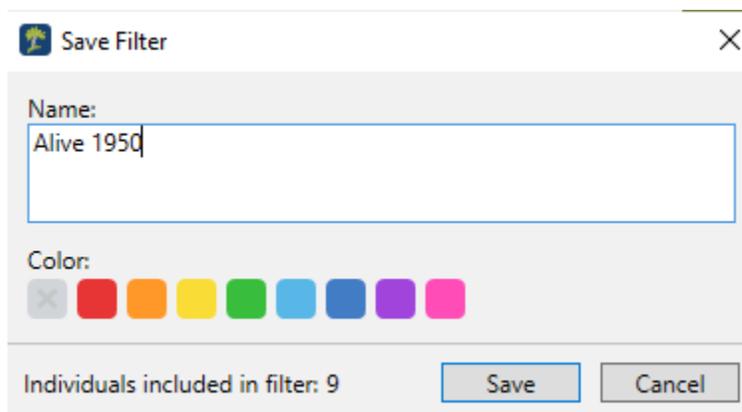
Birth Is after 1 Apr 1950

Date Alternate facts

13. The list of people that will appear on the report will be displayed in the upper-right. This list can be modified further by choosing additional buttons in the center column or by selecting the pencil icon (edit) in the panel toward the bottom of the dialog box.
14. Modify the options until you get a desired list that is also manageable. When you have finished, click Apply.

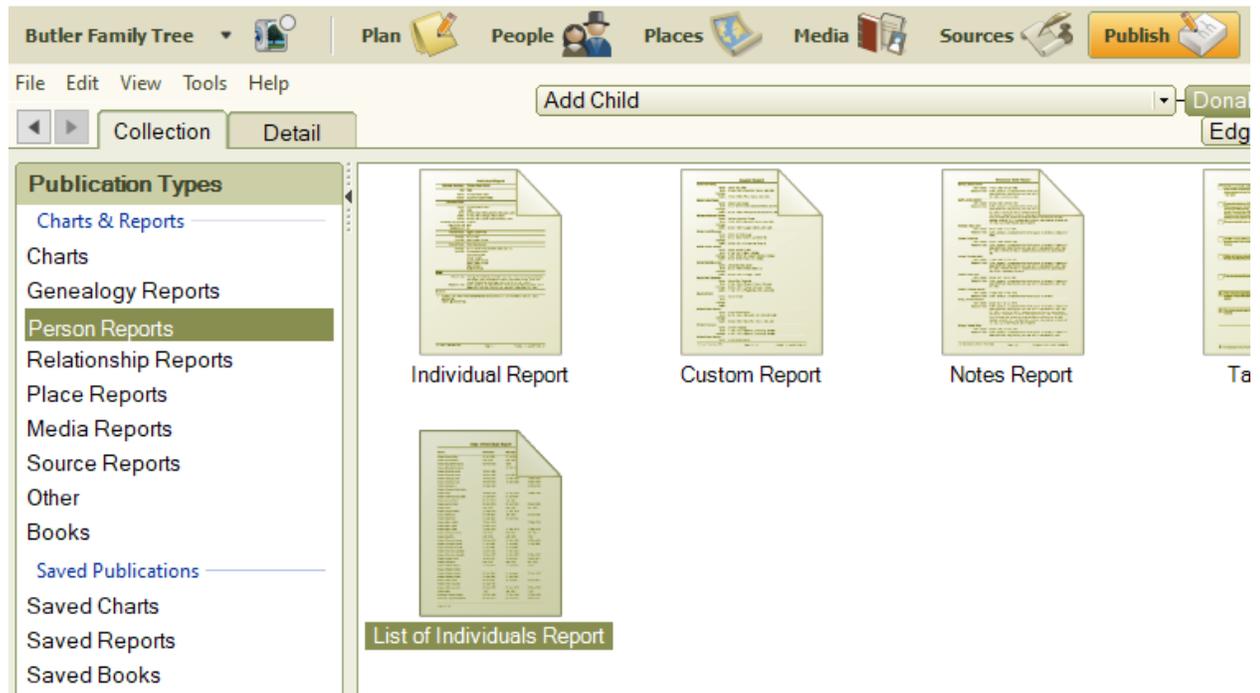


- The ancestors to search will appear in the Index panel on the left. Now click the “Save...” button that appears toward the bottom of the Index panel.
- Name your newly created filter and click the Save button. In this example we will call your new filter “Alive 1950”.



Generate the Report:

17. Click on the “Publish” Workspace.
18. On the left panel will be the list of Publication Types. Click on the Person Report and then on the List of Individuals Report.



19. On the far-right panel click on the “Create Report” button.

20. In the List of Individuals Report Options panel, the Individuals to include field needs to have the “Selected Individuals” selected.

List of Individuals Report Options

Aa [Icons]

Report title: Index of Individuals

List type: Index of Individuals

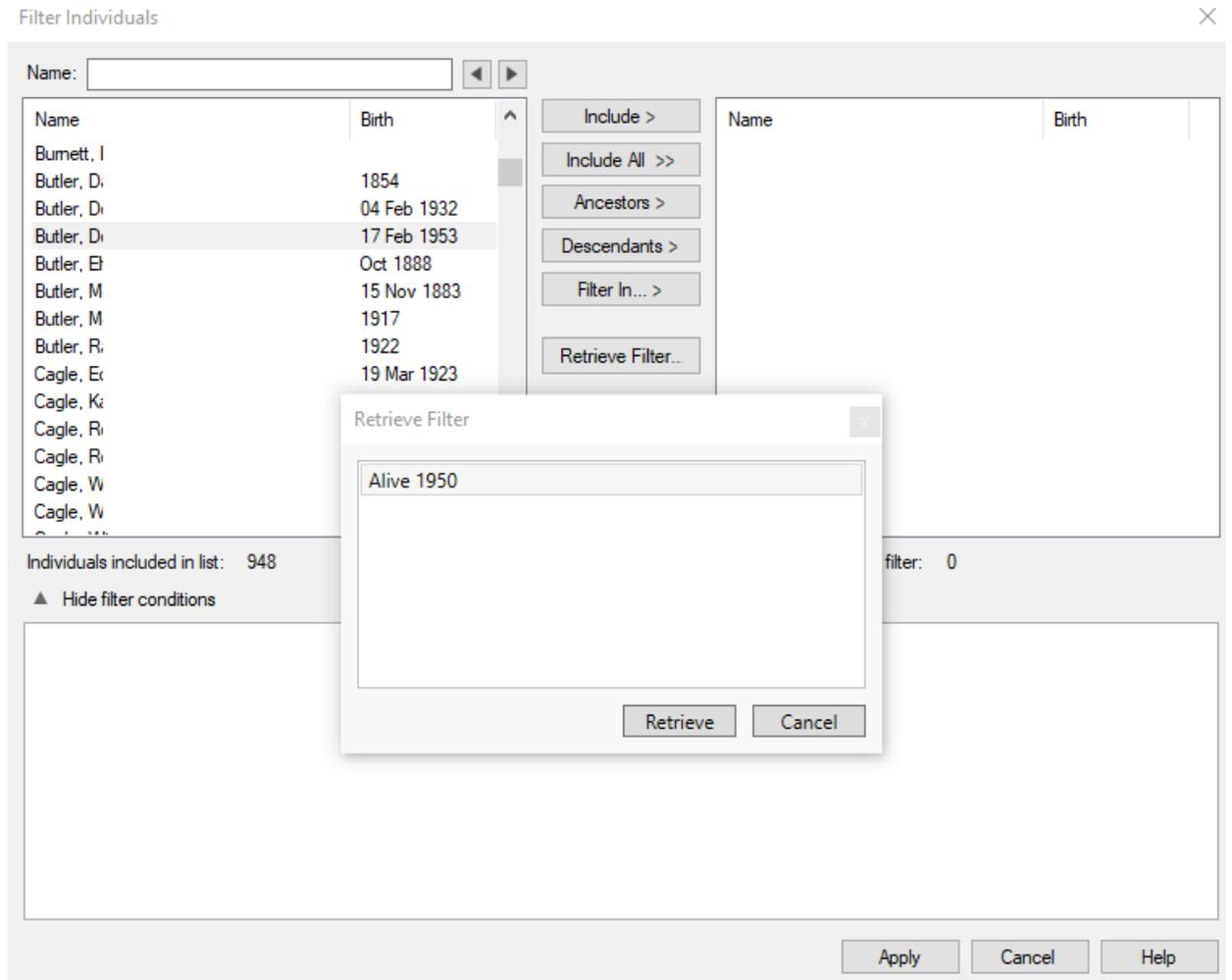
Background: None
50 % transparent Center

Individuals to include:
 Immediate family
 Extended family
 All individuals
 Selected individuals: 0
Individuals To Include...

Include only living people
 Sort by Month/day
 Show divider between individuals
 Include preparer information

Generate Report

21. Click the “Retrieve Filter...” button.



22. Select the “Alive 1950” filter you just created and click the “Retrieve” button.
23. The results of your filter will appear in the right upper panel. Click the “Apply” button.

Filter Individuals

Name:

Name	Birth
Bumett, I	
Butler, D	1854
Butler, D	04 Feb 1932
Butler, D	17 Feb 1953
Butler, El	Oct 1888
Butler, M	15 Nov 1883
Butler, M	1917
Butler, R	1922
Cagle, E	19 Mar 1923
Cagle, K	
Cagle, R	04 Apr 1892
Cagle, R	18 Jan 1922
Cagle, W	22 Apr 1947
Cagle, W	

Include >
 Include All >>
 Ancestors >
 Descendants >
 Filter In... >
 Retrieve Filter...
 < Exclude
 << Exclude All
 < Filter Out...

Name	Birth
_____	Abt 1910
Butler, D	04 Feb 1932
Hammon	05 Apr 1935
Johnson	02 May 1931
Johnson	10 Apr 1894
King, Pa	28 Jan 1910
Lunsford	
Vanzant,	17 Sep 1887
Warner,	25 Mar 1891

Individuals included in list: 948 Individuals included in filter: 9

▲ Hide filter conditions

- ≡ Ancestors of
- ≡ Out: Birth is before 1840
- ≡ Out: Death is before 1 Apr 1950
- ≡ Out: Birth is after 1 Apr 1950

Apply Cancel Help

24. A preview of the report will appear in the large Preview panel.

Index of Individuals

Name	Birth	Marriage	Death	Spouse Name
_____	Abt 1910			King, P
Butler, D	04 Feb 1932	01 Jun 1952	28 Oct 1952	Johnson, J
Hammon	05 Apr 1935	09 Jun 1960		Johnson, J
Johnson, J	02 May 1931	01 Jun 1952		Hammon
Johnson, Ro	10 Apr 1894	Abt 1914	14 Aug 1967	Warner, N
King, P	28 Jan 1910	18 Sep 1939	28 Aug 1964	_____
Lunsford, A		14 Sep 1854		Clark, N
Vanzant, M	17 Sep 1887	11 Apr 1909	24 Dec 1964	King, Z
Warner, N	25 Mar 1891	Abt 1914	19 Jan 1971	Johnson, R

25. When you are finished with the Preview window, click the “Generate Report” button at the bottom of the List of Individuals Report Options panel.

The screenshot shows the 'List of Individuals Report Options' panel. At the top, there is a title bar with the text 'List of Individuals Report Options' and a toolbar with icons for text formatting (Aa), printing, and other functions. Below the title bar, the panel contains several input fields and options:

- Report title:** A text box containing 'Index of Individuals' with a refresh button to its right.
- List type:** A dropdown menu set to 'Index of Individuals'.
- Background:** A dropdown menu set to 'None', with a secondary dropdown set to '50 % transparent' and a 'Center' dropdown.
- Individuals to include:** A group of radio buttons with the following options:
 - Immediate family
 - Extended family
 - All individuals
 - Selected individuals: 9A button labeled 'Individuals To Include...' is located below these options.
- Include only living people:** An unchecked checkbox.
- Sort by:** A dropdown menu set to 'Month/day'.
- Show divider between individuals:** A checked checkbox.
- Include preparer information:** An unchecked checkbox.

At the bottom of the panel is a large button labeled 'Generate Report'.

26. Print and/or Share your new report by clicking on the appropriate button in the upper right portion of your Family Tree Maker software.

