

## First Family Style Sheet Instructions.

All First Family biographies are formatted using a set of custom MS Word styles. there are at least four reasons for this requirement:

1. Visual consistency
2. Simplify reformatting for newsletter publication.
3. Simplify reformatting for web publication.
4. Simplify publication of the biographies in a single volume

All biographies use the ff2StylesUpd.dotx template. Put this file in your templates folder and use it when creating a new biography from scratch or in editing a submitted biography. The **only** styles allowed in a biography are those beginning with ff\_\_ and Word's built in end/foot note styles. Every paragraph must have one of the allowed styles.

Except for **bold** and *Italic* ad hoc character level formatting is not allowed! **Spaces are used only to separate words and must not be used for indenting or tabbing. Word's built in bulleted lists must not be used.**

An annotated biography template is on the next page. Black color indicates boilerplate, red color indicates information to be inserted and blue color indicates explanatory notes

### Biography from Scratch

Create a new document using the ff2StylesUpd.dotx template. Add the information using the template as a guide,

### Biography from Submission

It's virtually impossible to find all the instances of imbedded ad hoc formatting. Following is the easiest way to get a clean biography:

1. Create a new document using the ff2StylesUpd.dotx template and "Select All" then "Delete" to get rid of the template boiler plate.
2. Open the submitted document and "Select All" then "Copy".
3. Move to the new document and "Paste Special" "Unformatted Text".
4. Add in the headings , subheadings and re-paragraph the document as needed to fit the template.
5. Place the cursor in each paragraph and apply the proper ff\_\_ style.
6. Fix the individual and child numbers to follow the NGS Quarterly numbering system.  
These are positioned only by tabs as noted. **No spaces!**
7. Apply bold formatting to the individual name following each individual number (not the children). Apply italic formatting to any quotes.
8. Do any final editing as needed
9. Save the reformatted document.

## Current Surnames (Obsolete Surnames)

### *The Immigrant Name Family*

#### FIRST GENERATION

1. **Individual Full Name** was born on dd Mmm yyyy in place and died on dd Mmm yyyy in place.<sup>1</sup>  
**Individual Given Name** married **Spouse Given Name** on dd Mmm yyyy in place.<sup>2</sup> **Spouse Given Name** was born on dd Mmm yyyy in place and died on dd Mmm yyyy in place.<sup>3</sup>

*Number formatting is: <tab>1.<tab>Individual Full Name.*

*Only give birth, death and marriage information in initial paragraph. For multiple marriages use (1)Spouse Given Name ..., (2)Spouse Given Name, etc. as appropriate. Use given names instead of he or she if there is any possibility of confusing the reference.*

Additional information pertaining to the individual or spouses [see research note a.].

*Use research notes for historical or explanatory information.*

More information pertaining to the individual or spouses.

*All additional information including burial information for Individual and spouse(s) goes in following paragraphs*

Children of **Individual Full Name** and **Spouse Full Name** are:

2. i. **Child Name**, b. dd Mmm yyyy in place, d. dd Mmm yyyy in place,<sup>4</sup> m. **Spouse Full Name** on dd Mmm yyyy in place.

*Number formatting is: <tab>2.<tab>ii.<tab>Child Name.*

Additional information about the child.

*Use additional child paragraphs sparingly. Detailed child information should go in the next generation (see below).*

- +3. ii. **Child Name**, b. dd Mmm yyyy in place, d. dd Mmm yyyy in place.

*Only provide basic birth and death information for child documented in next generation.*

*Use additional Children of sections as needed for multiple spouses.*

#### SECOND GENERATION

3. **Individual Full Name** was born on dd Mmm yyyy in place<sup>5</sup> and died on dd Mmm yyyy in place.<sup>6</sup>  
**Individual Given Name** married **Spouse Full Name** on dd Mmm yyyy in place. **Spouse Given Name** was born on dd Mmm yyyy in place and died on dd Mmm yyyy in place.

Additional information pertaining to the individual or spouses [see research note a.].

Children of **Individual Full Name** and **Spouse Full Name** are:

4. i. **Child Name**, b. dd Mmm yyyy in place, d. dd Mmm yyyy in place,<sup>7</sup> m. **Spouse Full Name** on dd Mmm yyyy in place.

#### RESEARCH NOTES

- a. A note on historical or other information.<sup>8</sup>

*Number formatting is: a.<tab>Note ....*

*Any explanatory information that really doesn't belong in the individual's information or a reference footnote.*

Additional paragraph for note a.

References to this surname are found in OGS GS Newsletters: Vol. 1, #4, p. 20, ...

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<sup>1</sup> Individual 1's birth/death reference (perhaps a church book).

<sup>2</sup> Reference for marriage.

<sup>3</sup> Spouses birth/death reference. (perhaps a church book)

<sup>4</sup> Child Individual 2's death reference.

<sup>5</sup> Individual 3's birth reference.

<sup>6</sup> Individual 3's death reference.

<sup>7</sup> Child Individual 4's death reference.

<sup>8</sup> Research note a's reference.