

# CAGG-NI

<http://www.rootsweb.com/~ilcaggni>

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## Computer-Assisted Genealogy Group of Northern Illinois

P. O. Box 59567, Schaumburg, IL 60159-0567  
Meetings held at Schaumburg Township District Library  
130 S. Roselle Road, Schaumburg, IL  
Corner of Roselle and Schaumburg Roads  
Third Saturday of each month at 10:30 a.m.

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## October 19, 2002 Sharing and Merging Data

Presented by Chris W. Kite

Genealogy programs make sharing data easy to do, perhaps too easy! If you are not careful, you can end up with many duplicates and islands of unconnected data. Chris Kite will go through examples of merging and matching data using PAF with a discussion of comparable features in FTM and TMG. Examples will include data he has received from distant cousins, Ancestral File, and other databases. Please be prepared to give Chris your advice on which young man's pedigree chart he should allow to be merged with his daughter Andrea's chart.

## November 16, 2002 Cite Your Sources Simply

BY LARRY OLSON

Identify your sources without driving yourself crazy. It's not so difficult or time-consuming to cite your sources, and a conscientious genealogist (whether amateur or professional) has learned to do so. Larry Olson will show some basic building blocks for creating any type of source, as well as some popular references with ready-made citations.

## December 7, 2002 2003 Program Planning Session

Please note the change in date. This is the first Saturday instead of the third. We will be planning our programs for next year. Your input is welcomed and invited!

# Using Bookmarks

By Anne Jacobs

Did you know that a full service word processor has a facility to establish bookmarks to assist you in getting around a document? You probably already use bookmarks on the Internet. You may call them “favorites” instead of bookmarks depending on the browser software you use. They perform the same function that a paper bookmark does in a book you are reading; it keeps track of a place in document.

I use bookmarks for a number of reasons. If I am reviewing a document and don’t have time to finish the task, I establish a bookmark named “restarthere” so that I can immediately restart the task where I left off. If there is an instruction or technique I just can’t remember and always have to review, I add a bookmark to the document naming it so I will know what it is. If I have generated a genealogy report from TMG, I can add bookmarks for key individuals so I can go directly to the beginning of that person’s “story”.

Now that I have convinced you that bookmarking is a great technique to use, I bet you are anxious to get started. How do you do it? It is very simple. (These instructions are given for Word but the same steps would be used for any word processing software. The location of the functions may be different.)

1. Place the “entry point” at the point where you want to place the bookmark.
2. Select “Insert” from the dropdown menus at the top of the page. From the menu, select “Bookmark”. A bookmark window opens up. Figure 1.

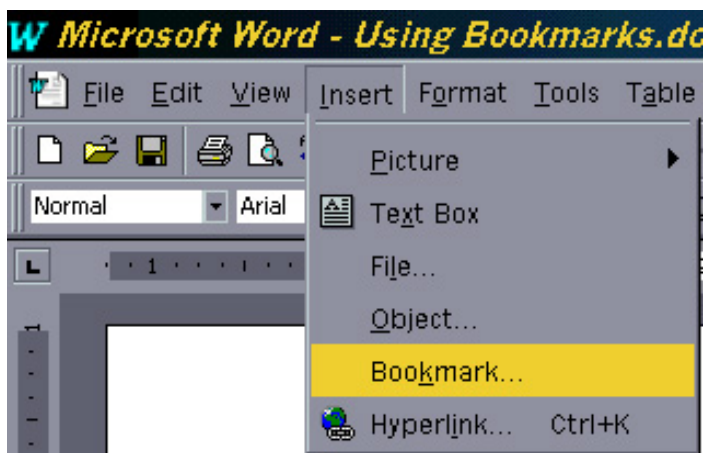


Figure 1

3. Type in the name of the bookmark in the entry slot. Make it a name you will recognize. Click on “Add”. Figure 2.

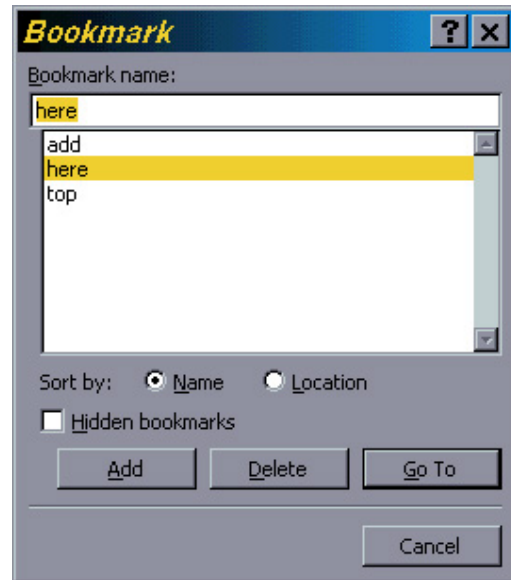


Figure 2

There, you now know how to establish a bookmark. How do you use the bookmark? If you looked around the bookmark window, you may already know.

1. Select “Insert” from the dropdown menus at the top of the page. From the menu, select “Bookmark”. A bookmark window opens up. Figure 1.
2. Double-click the bookmark of interest and close the window; you are there. Or, highlight the bookmark name you are interested in and click on the “Go To” button and close the window. (ESC will also close the window.) Figure 3.

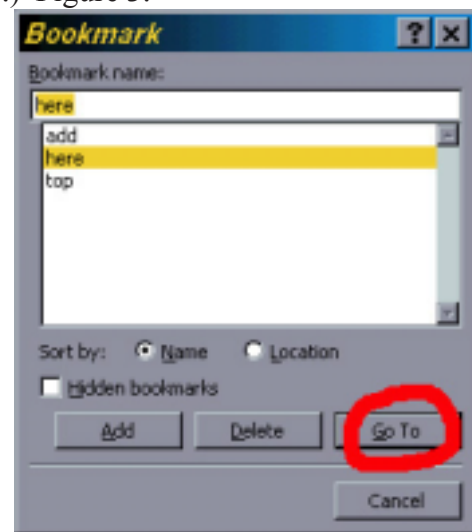


Figure 3

Or if you are a hot key type person, like I am, just hit CTRL-G and a window opens up, select Bookmark from the “Go to what” selection and the bookmark you want from the “Enter bookmark selection” list and hit Enter. Now go bookmarking to your heart’s content.

# President's Letter

Last month's presentation by Eric Curtis Bond was well received. Looking at some of his restoration examples, really demonstrates his artistic talent. In addition, he has generously offered to donate to CAGG-NI 10% of payments for restorations from CAGG-NI members. So, if you have a photo restoration project that is beyond your artistic or computer skills, please consider hiring Mr. Bond. He is the owner of Photo Grafix and can be reached through his website, [www.abetterreality.net](http://www.abetterreality.net), or by mail or phone at: PO Box 992, Evanston, IL 60204; 847/673-7043.

## Looking Ahead

The nominating committee is hard at work on a slate of officers for next year. The election will take place at our November meeting. There is no regular meeting in December, but we will have a planning session on December 7th at our usual location. Everyone is invited to attend and contribute. This is the meeting where we sit down and plan out the meeting topics for the next year. This also is our once-a-year board meeting.

You may have noticed that we are not real sticklers for procedure and protocol. For instance, we just had the books audited for the first time in years, it should and will be done annually, and the auditor made several recommendations. Some of his recommendations make sense which prompted me to read the bylaws for the first time. They need to be updated a bit. You may read the current bylaws on our website. If you have any suggestions, please submit them no later than October 15th. We will discuss these proposed changes at the October meeting and we'll have a vote at the November meeting along with the election of officers.

## CAGG-NI Webmaster

A couple of years ago, Robert Pulse stepped up to the plate and volunteered to replace Anne Jacobs as our webmaster. This was particularly brave as he had no previous experience with html or setting up websites. He spent a great deal of time examining the site as it was and learned "on the job". This last year has seen many new activities in his life such that he is no longer able to accomplish everything that he'd like to. He asked that we try to find someone who would be able to devote more time to the project.

Since Anne keeps the surname lists as part of the membership database, she has resumed updating those pages having recently uploaded all the changes she has received. Please review them and send any additions or changes to her. I generate the library database pages and am uploading those on my own. Gerry Czadowski has agreed to take on responsibility for the rest of the website. We've had some discussions, tossed around some ideas, and I've seen some samples of his work. I believe you'll see some exciting changes in the near future.

## Library Project

Contributions have been made by **Anne Jacobs**, **Gerry Czadowski**, **Larry Olson**, **Mike Karsen**, and **Daniel Niemiec**. Anne has been going wild with this. She made contact with a

newly formed group of genealogy librarians who are very impressed with our database. She'll be representing CAGG-NI at their next meeting. Gerry contributed substantial information about the St. Joseph County Public Library in South Bend. He assures me that this is a day trip for him.

Updates were made for: Aurora, Glenview, Naperville, South Bend, Wheaton, Winnetka, Huntley, Ela Township, Crystal Lake, Elgin, McHenry, and Algonquin Area. Batavia should be uploaded by the time you get this newsletter. If you have a thing or two to add to, or correct on, an existing page, just drop me an email. If you have a new library to add or substantial data, please see the "How to Contribute" link on any of the pages for the desired format.

I hope you are finding these pages useful.

See you soon,

*Beverly Levine Smallwood*



## Officers

President	<b>Beverly Levine Smallwood</b> <a href="mailto:caggn_bev@yahoo.com">caggn_bev@yahoo.com</a>
VP/Program Director	<b>Nancy Stein</b> <a href="mailto:njs6@ChicagoNet.net">njs6@ChicagoNet.net</a>
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Newsletter Editor	<b>Jim Cottrell</b> <a href="mailto:JimboDeuce@Yahoo.com">JimboDeuce@Yahoo.com</a>
Refreshments/Greeters	<b>Janice Wasmer</b>
Computer Mentors	<b>Ken Cramer</b> <b>Anne Jacobs</b> <a href="mailto:Ancestorseeker@attbi.com">Ancestorseeker@attbi.com</a> <b>Robert Pulse</b>
Genealogy Mentors	<b>Larry Olson</b> <b>Geneva Shay</b>

# Photo Preservation and Enhancement

by *Beverly Levine Smallwood*

The first rule of preservation is to never do something that cannot be undone. With that rule in mind, vintage photos should never be cut, trimmed, cropped, glued or taped. In addition, they should be stored in an archival environment — acid free boxes, envelopes, papers, etc. It is suggested that you make a copy of the photo if you wish to trim, include in a scrap book, or hang on the wall.

Photos should be stored or displayed in a stable environment. Avoid temperature and humidity fluctuations, and especially avoid direct sunlight or intense light. This means, don't keep them in the basement or attic. A conservator from the Des Plaines Historical Society pointed out that outside walls, even with the best of insulation, can get cold and damp in the winter. Thus, storing in a closet without outside walls, preferably without plumbing running behind it, and hanging pictures on inside walls where direct sunlight will not fall is best. If you are going to frame and hang a photo, mat or double mat it. This will help prevent the photo from bonding with the glass. Since glue and tape are taboo, if you wish to mount the photo, use archival quality photo corners.

Mr. Bond also pointed out that you shouldn't write on the front or back of a photo. This is true to a certain extent. Inks can bleed through and contain acids that will deteriorate the paper. In addition, a ball point pen can indent the photo. However, this flies in the face of the genealogist's lament, "Why didn't they label the pictures?!" You shouldn't apply an adhesive label for the reasons stated above about glue and tape.

How can you satisfy the desire to identify without causing damage? I've been using a stabilo pencil. These pencils have a very soft, acid neutral, lead. As long as you put the photo on a hard surface and write gently, you should have no indentation problems. You may also choose to mount the photo with acid free photo corners and write elsewhere on the page using archival pens or inks. Another option would be to write on the outside of an archival envelope using archival inks, before putting the photo in it.

The conservator I mentioned before also showed us that photo emulsions will bleed from one to another when stacked together. She recommended that they have an archival safe buffer between them. She also recommended, as did Mr. Bond, that they be handled by the edges only or preferably only while wearing white, lint free cotton gloves to avoid transferring the oils from your fingertips to the emulsion. Lots to think about,

no?

How can we use a computer for photo preservation, enhancement, and labeling? Obviously, the computer will not help preserve the original photo, but it can preserve the image for the future. Once digitized, it can be easily shared and duplicated without loss of detail. If all your cousins have a CDROM with your digitized photos, it's like having back-ups stored all around the country. If your home is destroyed by fire, flood, tornado, hurricane, etc., the photo may be lost forever, but the image can be recovered from one of your many "back-up" CDs.

As said previously, bright light accelerates deterioration and that includes the light in your scanner. That is why I try to keep scanning to a minimum. If you want to post a photo online, you would want to scan at 72 to 100 ppi (pixels per inch). If you want to print, 300 dpi (dots per inch) is generally considered sufficient. If you want to enlarge the photo or a portion of it, you'll need even more pixels. I've also found it easier to clean up or fix a scan if I start with more pixels than I need. This gives me the ability to zoom way in and clean up small details. Now, if you want to do all these things to the same picture, are you going to scan it over and over?

I generally scan at the highest resolution possible, given the size of the original, the size of the file it will create, the amount of memory I have and the amount of hard disk space available. I have decided to save the archival file in an uncompressed TIFF format. This initial scan is burned to a CD as is. Next, I do the clean up. Remove scratches, improve contrast, smooth folds, fix tears, and the like. This copy is also saved to CDROM, using the same file name with a "b" appended to the end. Now, using a copy of version b, I start cropping. Sometimes a single crop, sometimes multiple pictures are cropped out of the original. For example, I had a picture of an elderly couple with portraits of their much younger selves hanging on the wall behind them. I saved a cropped copy of the original photo, as well as two blow ups of the wall portraits. I wouldn't have been able to do that if I hadn't scanned at 1200 ppi to start with.

# Photo Preservation

These three cropped versions of version b are saved at 300 ppi JPEGs as versions c, d & e. If I'm posting to the web, I also save them as 72 ppi JPEGs as versions f, g & h. If I later decide to do something else, I can open either my archived original version "a" or the cleaned up version "b", without having to scan the photo again.

What about labeling the picture? One idea is to create a text file with the same name as the photo. Another idea is to take the photo into image software like PhotoShop and to make the "canvas" larger than the photo. You would then add a text box to this canvas for the purpose of describing the photo and saving it as another version. If your program uses layers, you could put the text on another layer so as not to alter the photo. The problem with this method is that you generally must save it in the program's native format rather than in the more universal formats like JPEG or TIFF.

I've seen a photo set up on a computer such that when you paused your mouse over a person, a "tool tip" would pop up to identify the person and clicking on them would take you to their page. This was in some sort of album or scrapbook software, not in html according to the demonstrator. If you know how to do this, especially in html, I would love to hear from you.

What are your ideas?

## Resources

Preservation Products Unlimited (800) 648-7329.

Light Impressions (800) 828-6216 <http://www.lightimpressionsdirect.com/>

University Products Inc. (800) 336-4847. <http://www.universityproducts.com/main2.html>

The Hollinger Corporation (800) 634-0491; Fax: 1-800-947-8814; <http://www.hollingercorp.com/>

Craig A. Tuttle, *An Ounce of Preservation: A Guide to the Care of Papers and Photographs*, (Highland City, FL: Rainbow Books, Inc., 1995).

Barbara Sgraves, *A Preservation Guide: Saving the Past and the Present for the Future*, (Ancestry, 1995).

*Conservation and Preservation Services and Supplies* by SoliNET (revision date 01-17-2002) [http://www.solinet.net/preservation/leaflets/leaflets\\_templ.cfm?doc\\_id=110](http://www.solinet.net/preservation/leaflets/leaflets_templ.cfm?doc_id=110)

Wayne Fulton. *A few scanning tips*. © 1997-2002 <http://www.scantips.com/>

More links can be found at <http://www.CyndisList.com/preservation.htm> and <http://www.CyndisList.com/photos.htm>



## Dominick's Benefit Days

CAGG-NI's Dominick's Benefit days are **Monday, Tuesday, and Wednesday, October 21st thru 23rd**. If you shop on one of those three days and turn in a coupon to the cashier, Dominick's will make a donation to CAGG-NI at no cost to you. Coupons will be distributed at the meeting and are available to print from our website at <<http://www.rootsweb.com/~ilcaggni/share.htm>>.

Please give coupons to friends, family and neighbors, but do not hand them out in or near the store.

Shopping ideas: Halloween candy, supplies for Thanksgiving, Christmas, Hanukkah, and New Year's celebrations like canned goods, flour, sugar, brown sugar, spices, etc. Go through your cabinets, do an inventory, and consider some of the non-perishable things you'll be needing between now and the end of the year. What about cleaning supplies? Are you going to do a big cleaning before company comes?

This is our last fund raiser of the year, so let's really make it count. Thank you.



# Other Group Events *Compiled by Beverly Levine Smallwood*

21 OCT 2002 - 7PM

## **Military Records - Craig Pfankuche**

Zion Genealogical Society

<http://nsn.nslsilus.org/wkkhome/zion/index.html>  
Beach Park Village Hall,  
11270 Wadsworth Rd, Beach Park

23 OCT 2002 - 7 PM - NAPERVILLE FHC

## **Cryptic Clues in the Bone Yard**

BY KAREN LEWIS

Register for this class by email:

[deanna@spingola.com](mailto:deanna@spingola.com) or call 505-0233

26 OCT 2002 - 2 PM - GLENVIEW PUBLIC LIBRARY

## **Maureen E. Brady - Getting the Most of the LDS CD-ROM Collection**

North Suburban Genealogy Society

<http://www.wpld.alibrary.com/nsgs.htm>

27 OCT 2002 - 2 PM - HIGHLAND PARK PUBLIC LIBRARY

GRACE DUMELLE OF HEARTLAND HISTORICAL RESEARCH SERVICE

## **Uncovering your Past in Land Records**

Jewish Genealogical Society of Illinois

<http://www.jewishgen.org/jgsi/meetings.htm>

02 Nov 2002 - ALL DAY

## **Lake County Fall Conference**

FEATURING LLOYD BOCKSTRUCK

<http://www.rootsweb.com/~illcgs/lcigs/workshops.htm>

02 NOV 2002 - 1:30 PM NEWBERRY LIBRARY

MARIAN SCHUETZ

## **Brown Bags are not an Organizational System**

Chicago Genealogical Society

<http://www.chgogs.org/calendar.html>

6 Nov 2002 - 7 PM - NAPERVILLE FHC

## **Family Origins, the Genealogy Program**

BY DEANNA SPINGOLA

Register for this class by email:

[deanna@spingola.com](mailto:deanna@spingola.com) or call 505-0233

07 Nov 2002

JENNIFER HOLIK-URBAN

## **Organizing Our Materials for Display/Sharing**

Tinley Moraine Genealogists

Tinley Park High School

6111 W 175th Street

09 Nov 2002 - 10:30AM

## **TMG (The Master Genealogist) User Group Meeting**

Schaumburg District Library

130 S. Roselle Road

<http://www.rootsweb.com/~ilcaggni/>

09 Nov 2002 - 2PM

## **POINTers in Person Chapter #27 Italian Genealogy Group**

Schaumburg District Library, 130 S. Roselle Road

<http://www.rootsweb.com/~itappcnc/>

12 Nov 2002 - 7:30 PM

## **German American Research Sources**

PATRICIA REEVES

Schaumburg Township District Library

Genealogy Group

18 Nov 2002 - 7PM

## **Using the Internet - Jeff Bockman**

Zion Genealogical Society

<http://nsn.nslsilus.org/wkkhome/zion/index.html>

Beach Park Village Hall

11270 Wadsworth Rd, Beach Park

20 Nov 2002 - 7PM

## **Donna J. Freymark Exploring Ancestry.com**

DuPage Genealogical Society

<http://www.dcgsg.org/>

# September Meeting Notes *By Anne Jacobs*

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## Photo Preservation and Digital Restoration

*Presented by Eric Curtis Bond*

Our September meeting featured our only guest speaker of the year. Eric Bond is a young gentleman who has worked for newspapers as a photographer and is currently building a clientele for his digital photo retouching studio. His web site, <http://www.abetterreality.net>, displays examples of his work and what can be done with photos. There are examples of restoring photos which have been damaged, removing imperfections from a photo such as a nervous hand, improving artistic composition of a photo by tightening up a group photo and creating something which never existed like combining elements of various photos into a new image.

He provided a handout with tips on how to handle and preserve photos so that no restoration would be required. However, many family photos have already sustained damage which leads one to seek the services offered by Eric's Photo Grafix. For this, Eric's handout provided us with a series of questions to ask prior to entrusting these damaged but priceless images to any retouching service for work.

Due to an incompatibility between the speaker's Mac computer and the library's computer projector, it was not possible for Eric to give a live demonstration of how to retouch a photo. Instead, he discussed the techniques he uses to correct damaged photos. The equipment and software he uses is listed on the CAGG-NI website, on the September 2002 meeting page.

He began by discussing some basic considerations when dealing with photos, such as:

- Always work with a copy, never the original scan.
- Expose photos to as little light as possible which means that you should limit scanning to one time instead of multiple scans for multiple reasons.

Eric then threw the meeting open so people could ask specific questions. One question asked was in what format and at what detail should you use to save a scanned image. The answer to this question is a question: "What are you trying to do with the image?" If you are scanning for a web page, 90 dpi (dots per inch) is sufficient and JPG or GIF is the proper format. If you want to print the image, you certainly don't need any more dpi than your printer can print. If this is your "one"

scan of this photo, scan it in more detail and save it in an uncompressed format.

After the presentation, many attendees reviewed the many examples of his work on display and informally discussed this topic. As an added bonus to the presentation, Eric has offered to help CAGG-NI's fund raising efforts in a mutually beneficial arrangement. Any work which he receives from a CAGG-NI member will result in a 10% contribution to CAGG-NI. This is a great way to help our treasury and get your photos restored by a local vendor.

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## Family Story Question of the Month:

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How are you and your community preserving documents for later generations?

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## Tag Line:

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Genealogy - Chasing your own tale!

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## October Puzzler:

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How do I ensure that a paragraph's contents remain together? Or, the reverse: The bottom margins of my document's pages vary because paragraphs are causing premature page breaks. How can I override this?

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## October Puzzler Answer:

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This phenomenon is caused by "widow and orphan" control. A widow is a single final line of a paragraph which appears at the top of a page by itself. An orphan is the first line of a paragraph which appears at the bottom of a page by itself. Word processors have a facility which will prevent "widows and orphans". Look for Format with sub-grouping of Paragraph and there will be a selection for Widow and Orphan control within this section. In order to force paragraphs remain intact, check the selection. To allow single lines of paragraphs at the top or bottom of pages, uncheck the selection. You can also apply this control only to portions of your document by highlighting the text and turn on (or off) "widow and orphan" control for selected text.

# Links Around the World

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By Frank McGovern

I would like to propose a newsletter feature which would appear on a bi-monthly (or as contributions determine) timeframe. It would provide CAGG-NI members with links that they may not have uncovered in their research. It could cover the following areas of interest:



- \* LIBRARIES AND ARCHIVES
- \* BOOKS
- \* ATLASES AND MAPS
- \* SEARCHABLE DATA BASES
- \* SEARCH ENGINES
- \* FESTIVALS
- \* MISCELLANEOUS INFORMATION
- \* GENEALOGICAL SOCIETIES AND ORGANIZATIONS

I will compile the contents of the column from input you send me as well as links I discover. My research is mainly Irish which will comprise the majority of the ethnic links I find. So this will be a universal column, please submit your own ethnic links and any other links you find which help in your genealogy research. Send your

contributions to [cagg\\_ni@yahoo.com](mailto:cagg_ni@yahoo.com) for inclusion in the next column.

I hope you find the following links of interest:

<http://www.vitalrec.com/> Researchers can obtain U.S. birth, death, and marriage statistics. This information is given state by state. This site also has many related links. \*fee required

<http://www.one-name.org> "The Guild of One Name Studies" A one-name study researching all occurrences of a surname as opposed to specific pedigree. \*fee required

<http://www.stcatherinesirishfest.com> Last month we reviewed the Milwaukee Irish Fest. Now we have a local Irish Fest at Saint Catherine of Siena in West Dundee, IL. Next year's fest will be September 12th thru 14th. Please check webpage for more information.

<http://www.seanruad.com> A great search engine to determine the connection between Irish town lands, baronies, civil parishes and counties. The author of this site passed away, April 7, 2001. This web site will be available as a memorial to John Broderick (aka SeanRuad.) Review the guest book for interesting insights into how people have used his web page.



**In December we will be planning a new program schedule for the coming year. All members are invited to attend. If you have suggestions for the types of programs you want to see, come to the meeting or please contact one of the CAGG-NI officers.**

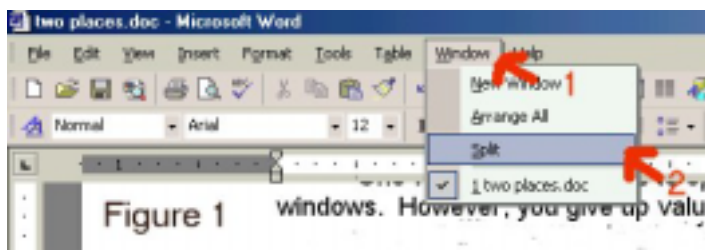
# Viewing a Document in Two Places at Once

By Anne Jacobs

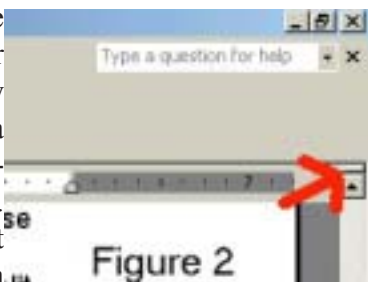
Sometimes I want to see two different sections of a document at the same time. Let's say that I am writing a piece that has a synopsis of each section at the beginning of the document followed by each section's detail. I can look at the synopsis and also look at the detail for that section. I have also found it useful in keeping track of newsletter tag lines. At the beginning of my Monthly Tag Line document, I have all the tags I have already used, each one dated with the newsletter it appeared in. Following this section is a collection of possible tag lines. I have a bookmark marking the place where the next tag line should be inserted (see the Using Bookmarks article.) I can then look at the "already used tag" section and the "candidate tag" section at the same time to be sure that I don't use a similar tag. This started when I used the same tag within months of each other. I believe Word's ability to split views has been a Puzzler in the past, but I find it such a unique feature that I am repeating it in greater detail here. When a need arises in your projects, I hope you remember this tool and give it a try.

One way to see double is to open the document twice, in two different windows. However, you give up valuable screen "real estate" and not all word processors will allow it. Word has a better way.

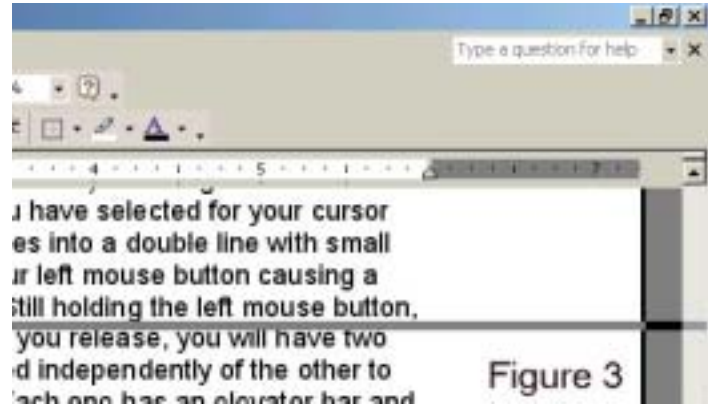
Word provides two ways to split the views in a document. You may use the "Split" feature from the "Window" menu (see figure 1), moving the split to the desired loca-



tion and clicking; or you may use the split box to split the screen. The split box is at the top of the elevator bar (slide bar) at the right of the screen. (See figure 2.) Move your arrow (or whatever you have selected for your cursor icon) to above the up-arrow until the icon changes into a double line with small arrows pointing up and down. Now depress your left mouse button causing a black line to appear between the double-lines. Still holding the left mouse button, drag the split bar to the desired position. (See figure 3.) When you release, you will have two document windows, each of which can be moved independen-



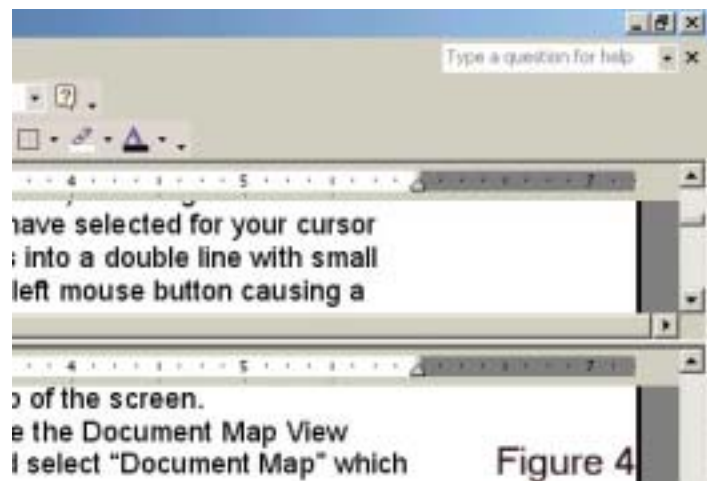
dently of the other to display different parts of the same document. Each one has an elevator bar (see figure 4) and the active screen is selected by clicking your mouse in that "frame". You can determine which is the active window is because the cursor changes to an "entry point" icon in the



active window and an arrow in the inactive window.

You can remove the split by reversing the drag operation or selecting "Remove Split" from the "Window" menu at the top of the screen.

If this does not work in Word, you may have the Docu-



ment Map View selected. To remove this, select "View" menu and select "Document Map" which acts as an "on-off" view switch. The screen display is quite different between these views so you will notice a difference in the display. Once the "map" view is off, you should be able to split your document view.

By the way, I found this facility when I noticed that the cursor shape changed when I moved it above the top of the arrow on the elevator bar at the right side of the screen. After observing this, I investigated and discovered this cool feature. Keep your eyes open and when you notice something unusual, investigate it. What "hidden" features have you found in your software?