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October 18, 2003

You Ought to be in the Movies...

How to Tell Your Story Using Your 'Pictures'

Creating a visual family story on DVD
using pictures, scanned documents
and movies.

Presented by Peg O'Neil



After getting your visual mediums into a computer friendly format, what do you do next? Peg has been working on creating a visual history of her family. She will demonstrate how to use movies, pictures, scanned documents to create a visual family story onto DVD. Peg will use Apple software, but most DVD/Movie software will have the similar capabilities. Come and see how creative you can be in telling your story.

November 15, 2003

How to Drink from the Firehose Without Drowning in Data

by Ginny Jenkins

The internet provides us with an incredible amount of information. Ginny illustrates techniques to reduce this volume and zero in more precisely on what you're looking for.

December 6, 2003

2004 Program Planning Session

All members are welcome to come and help plan next year's program schedule.

We are always looking for people to help run our organization. See page 4 for a list of committees that you may want to serve on.

Organizing Your Genealogy Documents *by Caron Brennan*

A “Marriage” of Computer and Paper

I hit another “brick wall”. This time it wasn’t a family research issue but a logistical one. What do you do when someone asks you a question about your family history and all the information is on your computer? Say “come in and look at my computer”? I have a nice collection of information documents, papers and pictures which are all neatly filed away in their appropriate file folder. So how do I share this wealth of information with my family and try to catch their interest?

Last year I attended a genealogy meeting where Marian Schuetz presented her talk on “Brown Bags are Not an Organization System”. I didn’t really think her topic would apply to me, as I was “computerized”, but I was wrong! Her idea of using a binder to put everything in one place was my “take-away” idea – but I put it to use in my own fashion.

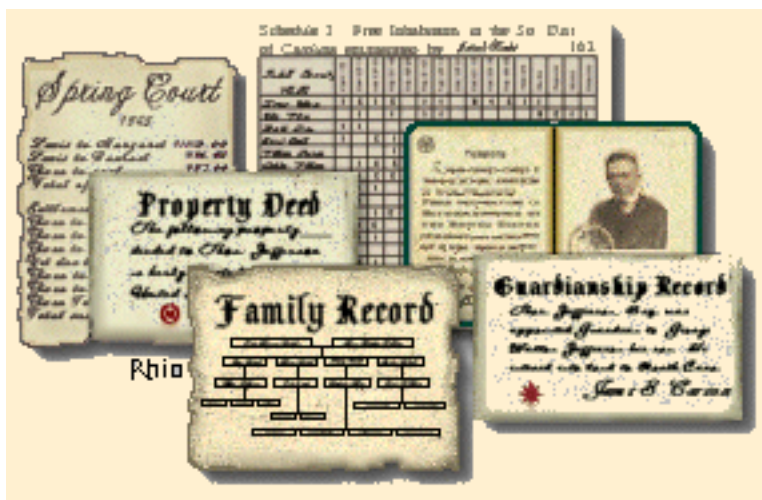
At this point I am not ready (or interested) in trying to write a formal family history. Trying to marry my computer reports with the hard copy documents and pictures was my goal. Here’s what has worked for me, based on Marian’s suggestions. I started with an oversized 3-ring binder (I found them at Office Max with a standard 2” D ring) and extra wide tab dividers (set of 5). Then I found Avery clear archival sheet protectors (I found these in small quantity packages at Office Max and Hobby Lobby, but boxes of 200 were a great price at COSTCO). The oversize binder and dividers are important when using sheet protectors, as standard tab dividers will not be seen behind the protectors. Also the standard binder may not completely cover the protectors. I made labels with all my direct line surnames and put them in alphabetical order on the tab di-

viders.

Using the report generator on The Master Genealogist (TMG), I created Family Group Sheets, customizing them for the book. For instance, I left out the ID numbers as they are significant only to me. I also limited the Tags to the basics: birth, death, marriage with spouse name, and name variations. Using my pedigree as a guide, I printed a Family Group Sheet for each grandparent in my direct lines. Each Family Group Sheet goes in its own sheet protector. Marian suggested starting with the “immigrant”

Other items I have in the binders are copies of pictures of people and locations, letterheads and business cards from family businesses, correspondence from various sources, general histories of surnames, maps, and historical information about locations. Grandmother’s documents and pictures are placed behind the Family Group Sheet she shares with Grandfather. If I have important information to include about a non-direct line relative (aunt, uncle or cousin), I put that information behind the Family Group Sheet they are listed on.

To make the book “user-friendly”, I print pictures as large as possible, in color if they were originally, with a caption of the contents (people and place) and date. I try to print everything, except census templates, in portrait orientation with a minimum of 12 point font. After assembling the first book, I made some changes in how I organize things. My maternal line goes back to Jamestown Virginia about



ancestor in every line on through the most current grandfather, placed behind the proper surname tab. This worked for me as I haven’t gotten much beyond the immigrants in each line.

Behind each Family Group Sheet I placed COPIES of all the related material from my files. Using Bev Smallwood’s wonderful Census Templates, I have printed out copies of my census research and placed them in chronological order behind the appropriate Family Group Sheet. I have copied birth, death, and marriage certificates as well as naturalization papers to put into the book. Over the years I have transcribed obituaries, newspaper articles and family letters, so I copied those and put them in protectors and placed them in the proper location. With the transcribed obituaries, I got creative and added pictures of the deceased when I had them.

1621 so that line now has its own book because of the number of pages. My paternal line has its own book and my husband has his own book with both maternal and paternal lines together.

This idea has really worked well for me in several ways. The book is a handy reference if I don’t want to power up the computer. I can take it with me to family gatherings and it is “friendly” enough that people are encouraged to flip through it on their own. The pictures are a big attraction as are the certificates. It causes people to say “I remember...” and relate information that I would have never known or even thought to ask about. Another bonus is that I have been forced to go through my files and have found many “treasures” that I forgot I had!

President's Letter

October is here. As we head into the end of the year, we have all that organizational stuff to get through. Gerry is working on the member survey forms so you can let us know what programs you are most interested in for next year. Next month we'll be having our elections and the month after, we'll be planning out 2004. Our membership year is January through December, so you will be receiving membership renewal forms in the near future. Please take the time to go over your information and verify its completeness and accuracy (address, email, surnames, etc.).

We have another fundraiser coming up October 27th, 28th and 29th with Jewel-Osco. Perhaps that would be a good time to stock up on small candies for local goblins... We received \$57.23 from them for our August fund raiser. Let's do even better on this one. Ok? For those of you who have lost track, the reason we're doing these fund raisers is so that CAGG-NI can purchase its own computer projector. This would reduce our monthly operating costs, expand our meeting room options, and give us mobility should we desire to put on a conference or workshop. In reducing our monthly expenses, we can expand other membership services like our lending library or more flexible web space, and keep our dues from increasing.

Computer projectors are coming down in price now that they are being pitched towards the home theatre market. Can I get a volunteer to do some research on lumens, resolution, etc. and make recommendations?

We've been asking for meeting topic suggestions to include on the annual member's survey. One topic suggested was "Genealogy Magazines – the most beneficial". I've been asked before whether I thought this or that publication was worthwhile. I have even received inspiration for many newsletter article or meeting topics from ideas gleaned from these publications. I am including my list elsewhere in this issue. It is my hope that some of you will contribute your preferences in future newsletters.

As many of you already know, Peg O'Neil and Virginia Jenkins switched months for their presentations. Virginia will be teaching us how to do web searches without being buried under an avalanche of irrelevant hits in November. This month, Peg will be showing us video clips that she has digitized and included in her family research presentations. She was inspired to get started by Ed Rosenthal's presentation of last February. I'm really looking forward to seeing what she's done with this. I'm currently enrolled in a digital video editing class. The class is taught on Mac's with iMovie. I'm messing around at home with Windows Movie Maker 2. Even with my super fast, 2.4 Ghz machine with 512GB of

RAM and Firewire, it takes an astounding amount of time to import or export video. Next step, DVD authoring software... anyone out there with experience?

See ya soon.

Beverly Levine Smallwood



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Magazines, Periodicals and Newsletters

by Beverly Levine Smallwood

This is my answer to “What do you subscribe to and why?”. It is my hope that other members will chime in with their favorites over the coming months. In no particular order:

Eastman's Online Genealogy Newsletter

This one is available in two flavors. The free edition is supported by advertising. The paid edition contains a couple of extra articles each week – and is well worth the price. It arrives in my email box each week with the latest and greatest in software, hardware, websites, and heads-up on scam artists. <http://www.eogn.com/home/>

The National Genealogy Society

has several publications. The magazine and quarterly come with membership. *UpFront with NGS* is an email newsletter which you can subscribe to for free – with or without a membership in the NGS. Send an email message to NGS-L-request@rootsweb.com with only the word “subscribe” in the body. They provide news and the occasional article about using digital cameras and such. I put links to many of those articles in our January 2003 newsletter.

Nu? What's New?

News about Jewish Genealogy from Avotaynu – Even if you have no Jewish research, editor, Gary Mokotoff, provides great information about web sites and indexes – much of which is of interest to all researchers. This free newsletter arrives by email. Subscribe at <http://www.avotaynu.com/nuwhatsnew.htm>

Print magazines

Heritage Quest <http://www.heritagequestmagazine.com> and *Family Tree Magazine* <http://www.familytreemagazine.com>. Both have articles on general and more specific topics. HQ is older and has more,



and longer, articles. Family Tree Magazine is published by Betterway Books and tends to cross promote their other publications – but it has its appeal.

Genealogical Computing: A Quarterly Journal.

Reviews and articles. For news, a quarterly cannot ever be cutting edge, but the articles are quite good. Both Arlington Heights Memorial Library and the Schaumburg Township District Library have subscriptions you can look over. It's published by Ancestry so please use the link at the bottom of the CAGG-NI website, select Shop Ancestry.com and search for “Genealogical Computing”. That way, CAGG-NI will get a small commission.

PCWorld

is a monthly computer magazine. I get great tips and tricks to get my computer working better, small utilities, program reviews, hardware reviews and more. I look here first before making purchases. It's on the newstands, cheaper by subscription, and some articles and reviews are available on the web site: <http://www.pcworld.com/>

PCPhoto

gives product announcements, reviews, techniques, and how-to articles for digital cameras. Scanners, cd/dvd burners, etc. are covered as well. Check it out at your local newstand. Sample articles are on the web: <http://www.pcphotomag.com/>

So, what do you read?

Planning for 2004

As Bev's column indicates, it is that time of year again; the few administrative items which we undertake each year need to be addressed. We need to plan for the upcoming year by choosing our next year's leadership. In preparation, we are soliciting for members who are interested in volunteering. The offices are:

- President**
- Vice President/Program Chair**
- Financial Chair**
- Secretary**
- Membership Chair/Database Manager**
- Newsletter Chair**
- Webmaster**
- Promotions Chair**
- Publicity Chair**
- Library Manager**
- Archivist Librarian**
- Refreshments Coordinator**
- Ways and Means Chair**

The duties of each office are listed in a pdf at the website <http://www.rootsweb.com/~ilcaggni/organization/duties.pdf>

The nominating committee is forming. If you are interested in participating, please send an e-mail to the CAGG-NI mailbox <cagg_ni@yahoo.com> or contact an officer. Their e-mail addresses can be found in this newsletter.

Some of the officers from this year will be continuing next year. However, we need new active members willing to participate in maintaining and improving our organization. I know CAGG-NI has helped you with your research; now is the time to return the favor. Volunteer for one of the offices or the nominating committee.

Other Group Events *compiled by June Buller*

24-25 OCT 2003 - SPRINGFIELD

**Images and Information:
Past, Present and Future
Illinois State**

Genealogical Society Conference

<http://www.rootsweb.com/~ilsgs/projects/2003falconf.pdf>

26 OCT. 2003 - NILES PUBLIC LIBRARY

**Genealogical Resources of the
Hebrew Immigrant Aid Society**

SUZANNE FRANKLIN

Jewish Genealogical Society of Illinois

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

01 Nov 2003 - GRAYSLAKE

HELEN HINCHLIFF, SANDRA LUEBKING, & MICHAEL JOHN NEILL

Lake County

Genealogical Society Conference

<http://www.rootsweb.com/~illcgs/lcigs/workshop2003.htm>

01 Nov 2003 - NEWBERRY LIBRARY

Becky Higgins - Orphan Trains

Chicago Genealogical Society

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

08 Nov 2003 - SCHAUMBURG 10:30 A.M.

Dan Niemiec - My Trip To Triggiano

POINTers In Person

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

9 Nov. 2003 - CONG. BNAI EMUNAH

9131 Niles Center Road

**Researching the Ellis Island Database
w/Fewer Tears**

STEPHEN P. MORSE

Jewish Genealogical Society of Illinois

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

15 Nov 2003

PAUL MILNER

**Tips and Tools for Researching
English Probate Records**

BIGWILL

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

17 Nov 2003 - 7 PM

Nancy Salmela - Migration Trails

Zion Genealogical Society

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

19 Nov. 2003 - WHEATON

The Scots of Chicago

WAYNE RETHFORD

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

20 Nov. 2003 - ARLINGTON HEIGHTS 7:00 P.M.

Share Your Heirloom

Northwest Suburban Council of Genealogists

<http://www.mtprospect.org/ngsg/>

22-24 JAN 2004 - ST LOUIS

National Genealogical Society

GENTECH Division

<http://www.eshow2000.com/ngsgentech/>

Illinois Statewide Vital Records Databases

Three databases of interest to Illinois researchers can be found on the Illinois State Archives web pages: <http://www.cyberdriveillinois.com/departments/archives/databases.html>.

Illinois Statewide Death Index (1916-1950).

An index created by the Illinois Department of Public Health – it was previously only available on microfiche. Read the instruction pages that indicate how to order death certificates.

Illinois Statewide Marriage Index 1763-1900.

An ongoing project of the Illinois State Archives and the Illinois State Genealogical Society. Most counties don't start that early and some have no entries at all. Others extend beyond 1900. Read the introductory pages to see what has been covered.

Illinois Statewide Death Index, Pre-1916.

An ongoing project of the Illinois State Archives. This is a brand new project as a quick trip to the counties and date spans will show you. Over time, though, this will be a great resource.

What Do I Do Next?

Genealogy 101

By Anne Jacobs

I thought of a series which might be useful to our membership. It is explained in the title of this article. This may be the only column in the series. After this beginning issue, the column will have to be carried on by your submissions. The idea is to give our membership a forum to tell how they do their research. For instance, once they get this document/piece of information, the next step they take is.... I am certainly not the genealogy guru of the group but in discussions with various members, a need has surfaced which indicates that members would like to have clues of what to do next. That said, here goes.

SSDI to Where?

After finding a new record on the Social Security Death Index, my next step frequently is to check for an obit. I am lucky as much of my research is local so local papers are more available than with some others. However, with the emergence of newspaper sites on the Internet, this locality limitation is becoming less of a barrier. The SSDI may give the following information which I record in my genealogy software: location of issuance of SSN, location of last benefit mailing, approximate or exact birth date, approximate or exact death date.

The SSDI has given me a finite date range to look for an obituary. If the death benefit was received at a different location than the family traditionally lived, it gives me another location to look for obits. An obit will give me other family names which will verify or eliminate the person as one of my relatives. The obit also gives the wives maiden names as well as siblings married names. Another benefit of the obit is to give some affiliations

that the person and family were involved in.

I recently found an obituary which states that an ancestor was the past president of the Sons of St. George. I happen to have a child's drinking cup with an inscription on it "Sons of St. George Convention, 1910". I now know who that belonged to, where the Sons of St. George were located and why they had it.



The SSDI to obit route is not the only route but is frequently a useful one.

Coming in November



This and That

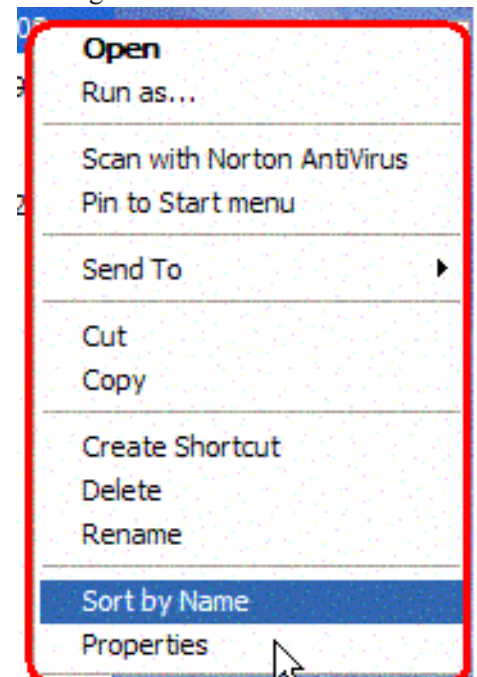
Organizing Your Program Start List

By Anne Jacobs

If you read Ancestry Daily (or Weekly) News, you have already read an article on this topic. That is where I learned of this technique. I don't know about you but I like to have things organized so I can find them. Programs should be listed alphabetically instead of in the order of installation or any other random order.

This can be accomplished so easily. All you have to do is open the Start menu, select the program list and right-click¹. From this point, select the "Sort by Name". At first it may not seem to work. The result is actually two alphabetical lists. All the folders are listed alphabetically followed by all the single documents listed alphabetically.

Figure 1



After performing this operation, you should be able to find programs easily.

¹ This screen shot and instructions are for Windows XP but the technique may work in other Windows platforms.

September Meeting Notes *by Marilyn Alton*

This month's topic was "Find That Book Using Librarian Resources (WorldCat)" presented by **Tony Kierna**, Research Librarian from the Schaumburg Township District Library. The Schaumburg Library may not be your first thought when you are thinking where should I go for genealogical help. However, the library has many resources to help us. Tony brought with him many books and passed them around for us to examine.

The main reason he wanted to call our attention to these resources was to show us what we should be looking for on-line at Schaumburg and other libraries. All of these are examples of aids which will further our search for our ancestors. The following is a listing of books, journals, videos, non-electronic aids and electronic aids. How many have you used?

Books

ALA 2 Volume Library Directory; County Histories; PERSI; Illinois Census Indexes for 1820, 1830, 1840 and 1870; local town history books include Schaumburg Township, Hoffman Estates, Elk Grove and Hanover Park.

Journals

These can be found on magazine shelves in alphabetical order by journal name. Some of these can be subscribed to your own e-mail account. By reviewing them at the libraries, you can decide if you want to subscribe personally or continue to use them at the library.

Ancestry; Avotaynu; Everton's Family History Magazine; Family Chronicle; Genealogical Computing; Heritage Quest; Illinois State Genealogical Society Quarterly; Illinois State Genealogical Society Newsletter; National Genealogy Society Quarterly and the NGS News Magazine.

VIDEOS

Schaumburg has approximately 60 in the collection including the following:

Finding Your Family History in the Attic

Introduction to Family Tree Maker 9 Master Genealogist – Getting Started Personal Ancestral File (PAF) 5

Preserving Your Family History with Multimedia

Reading Early American Handwriting

Video Guide to the Salt Lake City Family History Library

Windows for Genealogists

Search the catalog with the search terms Genealogy and Video.

Audio Tapes

There are approximately 100 in the collection in 929.1 – 929.4 in Audio Visual Department on 1st floor.

Non-Electronic Special Items

St. Peter's Lutheran Church on microfilm

Illinois Death Index on microfiche or use the Online Version from the Illinois Secretary of State Web Site at <http://www.cyberdriveillinois.com/GenealogyMWeb/deathsrch.html>

1930 Chicago Street Conversion to Enumeration Guide on Microfilm.

1930 Enumeration District Maps for all Illinois Counties on Microfilm

Electronic Aids (subscription databases via Internet):

Includes Ancestry Plus; WorldCat (Nationwide Catalog of Library Holdings); Liaison (North Suburban Library System Catalog of NSLS Members Holdings); Newspapers Online 1985-current and Local History.

If you have a Schaumburg library card, many of these can be accessed from home.

Services

Include InterLibrary Loan; Monthly Genealogy Program; Census Film Service and Microfilm Readers.

In addition, Tony recommended a number of web sites. Have you tried the following websites which give full text book information online?

Project Gutenberg
<http://promo.net/pg>

Online Books Page
<http://digital.library.upenn.edu/books/lists.html>

Internet Public Library
<http://www.ipl.org>

Buffalo Full Text
<http://www.buffaloresearch.com/fulltext.html>

Full Text Books Online
<http://www.lib.uconn.edu/online/fulltext/etests.html>

Amazon.com
www.amazon.com

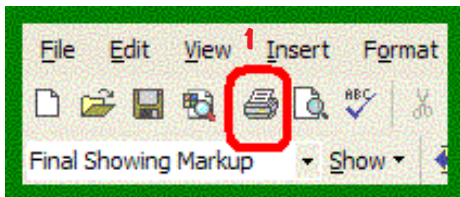
Tony stated that Google was a good search engine. When using it or any other search engine, use search terms such as "full text online books" and "historical" and "Illinois" as one sample to produce results.

Thanks Tony for jogging our memories and reminding us of all the information available to us.

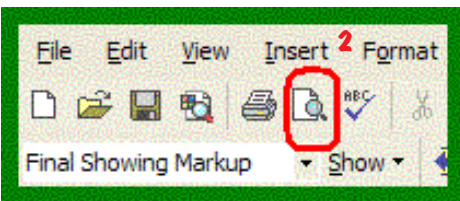
Saving Paper by Looking Ahead *By Anne Jacobs*

Many people would rather have a hardcopy of e-mail, a web page or other reading material than read it on a computer monitor. They find it easier to absorb the material by reading it away from the computer. However, printing can use up a lot of paper with many pages containing only a few lines of print.

As people learn one way of doing things and tend not to explore other methods, I thought this might give you additional techniques to use. Many use the Print icon on the toolbar to print all documents (see Figure 1). This is a quick



method however, it eliminates controlling printout. Using the Print Preview feature of software will help you determine how much paper will be used (see Figure 2). Most software, which has a print-

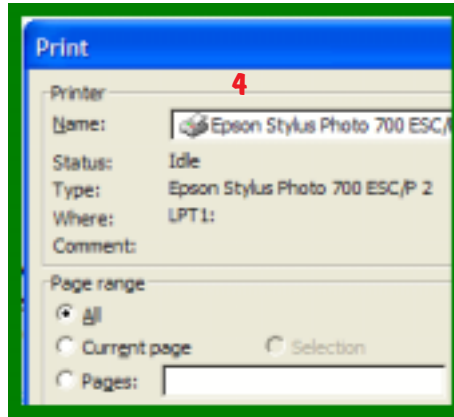


ing facility, provides these facilities. If not found as an icon on a toolbar, they are usually within the "File" dropdown menu (see Figure 3).

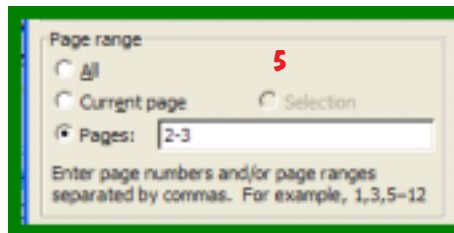


By first looking at what you will be printing (previewing the print), you can see how much paper it will use. Sometimes this will lead to a desire to change the formatting. If you see that there are page breaks in the document which would cause a lot of blank paper to be used, you can eliminate these breaks and fill up the pages. If you are printing the document only for your own review and don't care about the format, this is a good solution.

Another solution is controlling the pages to be printed. If you are printing an e-mail, sometimes much of the beginning and ending of the message is of no interest. You can request only certain pages be printed by using the "Page range" parameters of the Print dialog window. You can do this by selecting the Print from the File menu (see Figure 3). The window which opens looks, in part, like Figure 4. By changing the se-

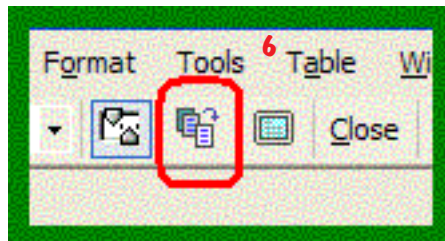


lection from "All" to "Pages:" as indicated by Figure 5, you can selectively





print pages, including single pages, page ranges as well as combinations of these selections.

One final way if you are using Word® is to use the "Shrink to fit" feature. This is accomplished by clicking on the "Shrink to fit" icon on the "Print Preview" window (see Figure 6). The way that this is



accomplished is to change the size of the font(s) used. You could also do this your-

self. Just use a "hot key" combinations you learned in previous articles.

 +  highlights the entire document's text. Then you can change the font size for all this selected text by using the pull-down size selection at the top of your screen (see Figure 7).



Try this also for web pages. Look for a link to "Print this article" or "Printer Friendly" or something similar. Click on it. This should generate a web page without most of the advertising, headers, sidebars, etc. Use the "print preview" to make sure that the last page is more than just a single line. You can sometimes click on setup and change your margins. Then print.

Why Should I Use A Table?

For Oh So Many Reasons

By Anne Jacobs

CAGG-NI is beginning an indexing project as mentioned in a recent newsletter. The newsletters will be indexed so you can find an article you have read in the past or you may find answers to questions you have. One of the participants in the project and I had a discussion of how to approach this project. I suggested that the indexing be entered into a table. This led to further discussion.

An observation was made that many of the power computer users in CAGG-NI use tables for almost everything. Why is this? It is because tables, by nature, are a standard uniform format. There are a set number of columns in each row of any table even if some entries (cells) are empty. Computers require

Continued on page 9

As I explained at the TMG User's Group meeting on 13 Sept., while recording events in the life of George Leach, my wife's ancestor who was a Revolutionary War veteran, I found the need for some tags dealing with pension events. Here are some custom tags I created:

Pension Applied for (PensApp)

Type Custom
Tag Group Other
Abbrev. pens.
GEDCOM PENS
past tense pension applied for

PensApp Sentence

[P] applied for a pension< on/in [D]>< in [L]>< [M]>.< Attorney [R:Attorney] represented [P].>< [R:Witness] witnessed the claim.> {NOTE: I used "on/in" because I might prefer either preposition, depending upon the date entered, e.g., "on 7 Jul 1832," but "in 1832." I figured it would be easier to detect during proofreading, so I could delete the inapplicable one in the actual narrative.}

Witness Sentence

[W] witnessed the pension claim of [P]< and [PO]>< [D]>< [L]>

Attorney

"double exclusion marks" i.e., no sentence

Example Sentence:

He applied for a pension on/in 7 Jul 1832 in Wood County, Virginia (now West Virginia). Bailey Rice (6293) and Thomas Leach (6294) witnessed the claim.

{NOTE: I entered the state as "Virginia (now West Virginia)" for all events occurring in Wood County before 1863, when WV became a state.}

Pension Received (PensRec)

Type Custom
Tag Group Other
Abbrev. pens.
GEDCOM PENS
past tense pension received

Sentence

<As of [D], >[P] was placed on the pension roll< in [L]>< [M]>

Witness Sentence

[W] witnessed the pension claim of [P]< and [PO]>< [D]>< [L]>

Example sentence:

As of 19 Sep 1832, George Leach (1521) was placed on the pension roll in Wood County, Virginia (now West Virginia), for service as a bombardier in the Virginia continental army. He received an annual allowance of 108 dollars.

Bounty Land Applied For (BtyLndApp)

Type Custom
Tag Group Other
Abbrev. bty.
GEDCOM PENS
past tense land application

Sentence

<On [D], >[P]<, resident of [L],> applied for bounty land <[M]>.

Witness Sentence

[W] witnessed the bounty land application of [P] < and [PO]> < [D]> < [L]>

Example Sentence:

On 12 Mar 1855, Ann Leach, resident of Jackson County, Ohio, applied for bounty land under the Act of Mar. 3, 1855. She received Bounty Land Warrant no. 3764 for 160 acres of land, for the Revolutionary War service of her husband, George.

a very precise format; a table is a precise format. Once data is in a table, it can be used in many different software packages. Computer programs understand this fixed uniform format.

Software programs frequently offer an "import" option. The fixed format of a table is one format which many software packages understand and can import. If not, the data can be easily transformed into another format which can then be imported, like a comma-delimited or tab-delimited file which is easily imported into many other software packages.

Another reason to enter (store) data in a table is because navigation is simplified. If you are typing data into a free form document, using spaces, commas or tabs to separate data, you can quickly get out of whack without realizing it. If this happens, using the data in another form (another piece of software) can be difficult or impossible (taking too much time to correct to make it worthwhile). Navigating from cell to cell is done by using the tab key which skips to the next entry position.

By storing data in a table, it can easily be sorted. Sorting data in a non-standard format can be disastrous.

A spreadsheet is automatically a table. It has rows and columns by definition. So using this software for your data entry automatically creates a table. The most well-known spreadsheet software is Excel and Lotus 1-2-3 as well as the unnamed spreadsheet facility in suites of software such as Microsoft Works and Corel.

You can add/start a table to a Word® document by selecting the Table>>Insert>>Table option (see Figure 1). Look for a similar option in your software if you don't use Word.

So, in conclusion, when in doubt, use a table.

