

Small Tip for Family Tree Maker Users

by Daniel E. Niemiec
Page 2

Blood Washes Blood

A Book Review
by Larry Olson
Page 7

In The Electronic Section

Moving Data From Web Tables Into an Excel Spreadsheet

by
Beverly Levine Smallwood
Page 8

Creating Word Macros

by
Beverly Levine Smallwood
Page 11

February 21, 2004



Presented by **Deanna Spingola**

Director of the
Naperville Family History Library

RootsMagic is the easiest to use family tree software available for Windows XP, 95, 98, ME, NT, and 2000, yet is also one of the most powerful. It lists for \$29.95

If you are looking for a program that is every bit as easy to use as Family Origins, and every bit as powerful as Family Origins, and written by the same programming team that wrote every version of Family Origins, then RootsMagic is the program for you.

Deanna will demonstrate the features of the RootsMagic program.

March 20, 2004

What's New in 2004?

**New Tools and Technology to
Archive your Family Media!**
Ed Rosenthal

Ed will update us on the latest technological developments in the computer industry and show us how to make our research easier, faster and more fun making your own DVDs.

April 17, 2004

A Peek Into Other Genealogist's File Rooms

Ann Ellen Barr

How do others keep and maintain their files? CAGG-NI members will share with the group how they do things. There are many ways to organize, no right way and it's interesting to see how others do it.

Small Tip for Family Tree Maker Users

By Daniel E. Niemiec

I have been running into the following situation frequently when working with Baptism records: The person was born Vito Domenico Rocco Volpe (multiple Christian names) and was married under the name Rocco Volpe (using a different Christian name than the first). All the children of Rocco and his wife refer to his name as Rocco and not Vito Domenico

Rocco, so when I search the index for Rocco Volpe, won't find him. How do I find this Volpe fellow in my Family Tree Maker file under EITHER Vito or Rocco?

See Figure 1.

I want to be able to find him in the index under either name. In FTM I click on the "More About" icon, the little file cabinet next to "More".

On the right hand side, I click on the Lineage icon and get this screen.

See Figure 2.

In the field called "This person is also known as (aka)" I enter the name he is known as during his married life, Rocco VOLPE. I can enter the aka name for anyone who has a slightly different common name in marriage records than there is in the baptism records. (I don't bother with aka if the first Christian baptism name is the same as the married name....only when they differ.) The trick is that I have to click on the index icon in the left corner to bring up my index of individuals. On the bottom right of that window, I click Options and get this screen.

See Figure 3.

Notice that I clicked "Use aka if available" AND the box below it "As an additional entry". This will place the "aka" names for everyone in the index in addition to their official names on their records. So I can find Vito Domenico Rocco Volpe and Rocco Volpe just as easily and it will bring me to the record of the man married to Anna Francesca Serafina Perrino, aka Francesca Perrino. If I'm looking for the children of Rocco Volpe and Francesca Perrino, it's not easy

when both of them are not listed under index options one time and it will put all those names. I only have to change the aka names in the index.

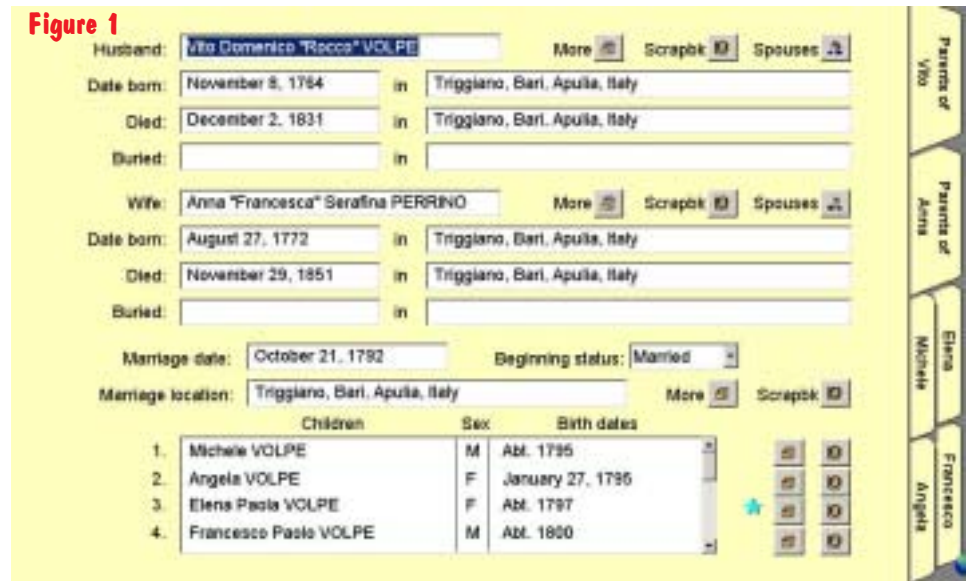


Figure 2

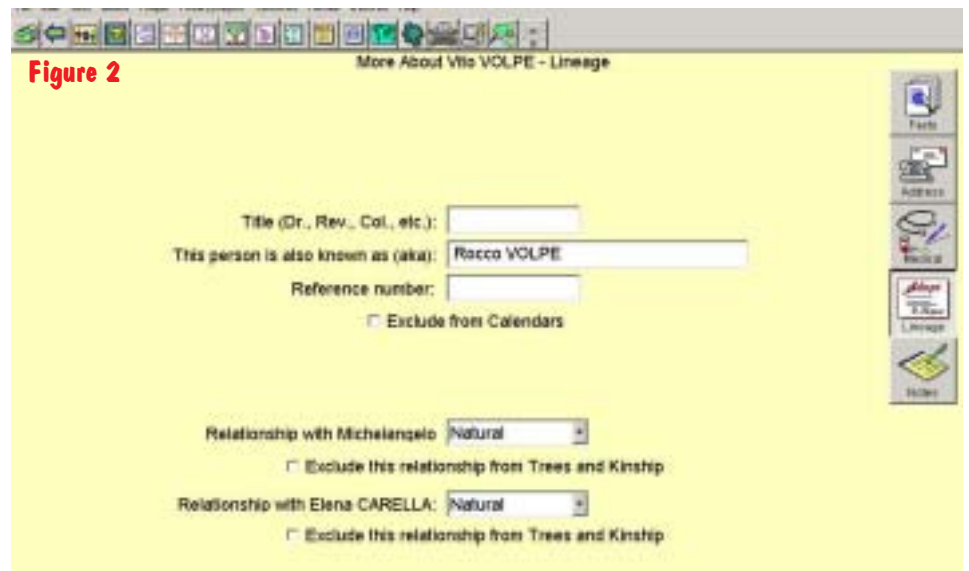
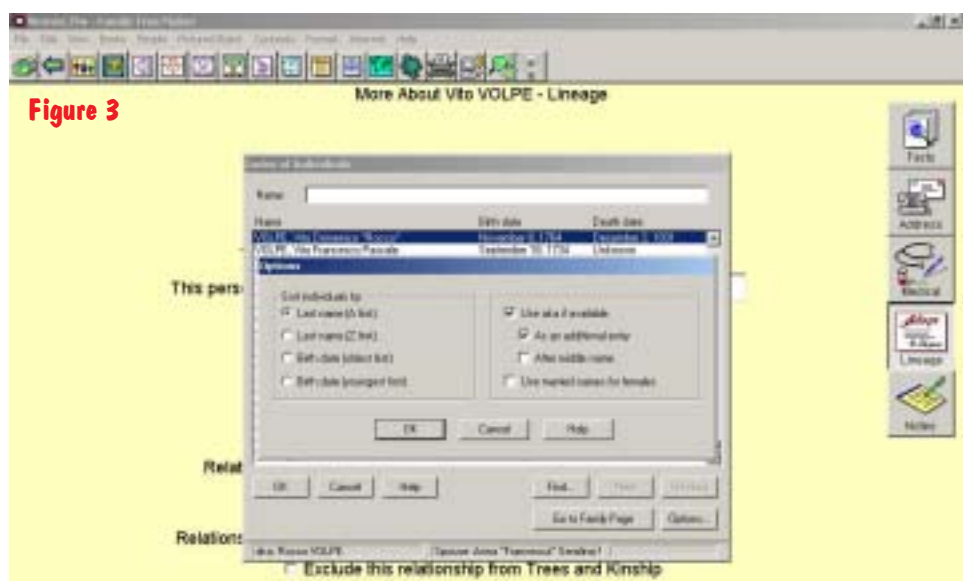


Figure 3



President's Letter

Some of you know that I attended the GenTech conference in St. Louis last month. Lots of exciting topics, vendors to visit, stuff to buy. Where were you? I took in nine lectures over the course of two days. It was almost like cramming nearly a year of CAGGNI into a weekend! I saw lectures about how web sites work, putting databases on the web, video technologies, digital photo albums, building databases, PowerPoint, self-publishing with MS Word, and DNA testing to solve thorny problems. For every lecture I attended, there were four others that I missed. One of the speakers I missed will be at the DuPage County Conference on February 28th. Go to <http://www.dcfgs.org> for details. It's always a good time.

As I mentioned at the January meeting, we will not have our usual meeting room this month. Both the TMG group and the main CAGGNI meetings will be held in the Youth Services Classroom on the first floor. The room is smaller than our usual space. Deanna Spingola will be presenting a demonstration of RootsMagic genealogy software. She will be doing the same lecture the following week at the Naperville FHC, so you have two opportunities to see it.

Next month, we will be back in our usual space with Ed Rosenthal updating us on the latest and greatest in technology. Always a popular topic!

Harve Mankopf, our Program Chairperson, is nailing down the details for the rest of the year, but let me give you a small taste of upcoming topics.

Ann Ellen Barr is putting together a panel discussion on back ups, archiving and filing systems. If you'd like to participate in or contribute to this discussion, please contact us right away. You can send an email to me or to the CAGGNI mailbox and it'll get forwarded to Ann Ellen. Everyone has great ideas on different aspects of this topic, but no one feels they have all the answers. Let's exchange ideas and maybe we'll come up with better solutions for everyone.

I'll be doing a demonstration of uses for Word and Excel in genealogy later this year. An article in the electronic section of this newsletter is one of the things I'll be demonstrating. Give it a shot. If it stimulates any new ideas, I'd be happy to hear them.

Larry Olson will be presenting a session on scanning. Anne Jacobs will explain GEDCOM to us. Carolyn Meeker will be chairing a demonstration of different web sites. Aaron Underwood will demonstrate GenSmarts, which I reviewed in our newsletter last August. He has since made several improvements to the program, including direct import from most major genealogy programs (no GEDCOM required). Everett Butler will be back in the fall with an interesting topic. And, finally, I'll be demonstrating PhotoShop Elements.

Details will be posted to the web site as soon as we get them.

As always, we're looking for your contributions to the

newsletter and web site. Found a great new web site? An online database? Have you a mini-review of a book or video you have recently read/viewed? Whether it's one paragraph or multiple pages, we'd be happy to get it. Got an idea for our web site? Drop us a line. No organization can stand without the support of its membership.

See you soon

Beverly Levine Smallwood



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January Program Notes Using Power Point To Tell Your Family's Story

By Anne Jacobs

Graphics by Gerry Czadowski

At the end of the November meeting, those who stayed after were given an added bonus when Carolyn Meeker demonstrated a slide show she had created for her brother's 35th wedding anniversary. At the January meeting, Carolyn showed how she created the presentation, encouraging us to take the plunge and create a presentation with our treasured pictures.

At this month's CAGG-NI meeting, Carolyn presented a novel use of Microsoft PowerPoint program. Although it has become almost a cliché for business presentations, Carolyn developed a memory "album" for presentation at the wedding of her niece.

Carolyn started by playing the wedding slideshow, to demonstrate what can be done to create priceless anniversary and wedding keepsakes. Carolyn's show included pictures of events in the life of bride and of the groom, as well as childhood events in common (e.g., scouting, pets, etc.). The show was accompanied by music she had selected, although it was played by a separate CD player. (Carolyn believes that a future version of PowerPoint will integrate pictures and music. Bev Smallwood, President of CAGG-NI, at the recent convention, GENTECH, was told that this is possible but definitely not easy to accomplish.) The process involved in creating the show is outlined in the following diagram (see Figure A).

After whetting our appetite with this sampling, Carolyn proceeded to show us just how to build a presentation from the beginning. Starting with the simplest type of slide, she created a title page containing text only. Showing how to add color and change the appearance of the text was easily demonstrated.

Next, she added a picture to a slide. Carolyn showed how to create a mat behind the photo by using layers. Slides have layers just as Windows operating system applications can be layered. You can add a box with a color fill, which

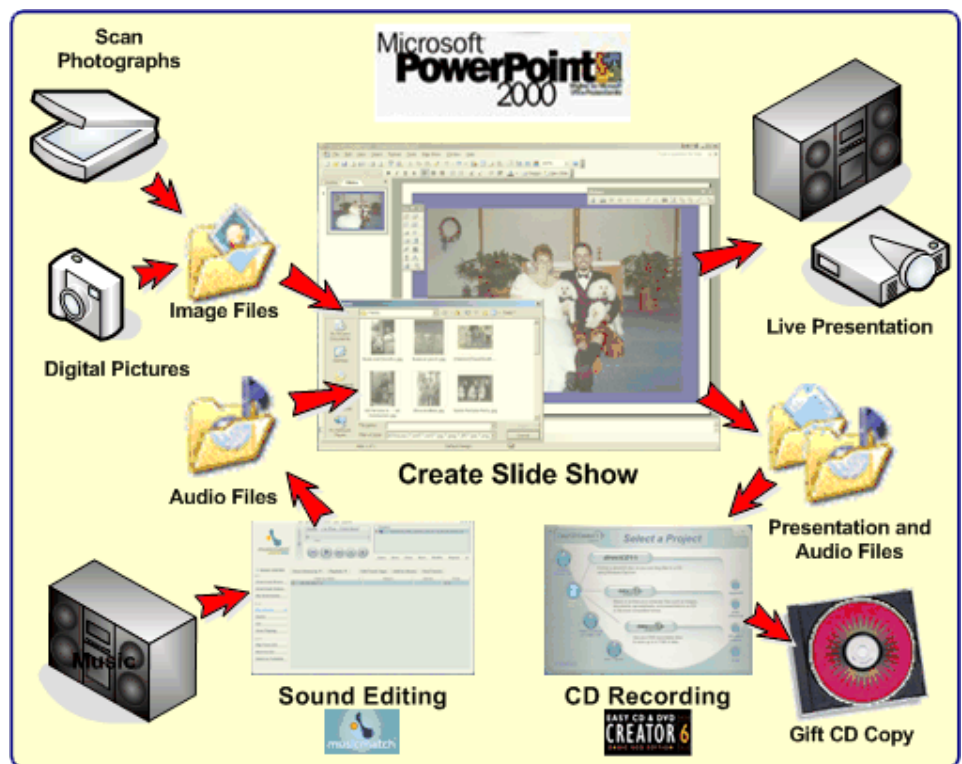


Figure A

will appear to frame a picture. When you initially add the box, it will appear to completely cover the picture, then you move the box backward in the layers, so the picture is in the front. As you include additional items, each layer is added on top of the previous layer. The order of the layers can be changed using one of the draw/order menus. Next, she showed how to add text to the frame to "label" the picture.

Grouping these layers can be helpful in manipulating items for greater effect. Selecting several items by dragging a box around them, you can create a group using the draw menu and the group command. Now anything done will affect all layers in that group. To demonstrate this, Carolyn rotated the items. All layers were rotated the same degrees. To ungroup, use the Ungroup command on the draw menu and the items are separated, as before.

Other movement operations are align, "snap to grid" and nudge. There is an invisible grid which the software uses to align items. Movements are made in relation to this grid. You can "snap to grid" which will move items to align themselves

to the grid's closest co-ordinates. Nudge will move the item(s) a fraction, just as the name implies, to do this you select an item and use the arrow keys on the keypad to nudge the items up/down or sideways.

You can create a slide from several elements (image, clip art, text box, border, word art); all were included in her presentation. She also demonstrated how to animate objects and transitioning from one slide to another. All these elements add interest to the "show".

By adding slides, you create a slide show. You can "play" your slide show manually or automatically, using the slide transition (Advance after n seconds). Each slide is displayed in sequence. After a review, you may decide that a different sequence is desired. You can easily drag a slide to another location in the sequence by using the slide sorter on the view menu. Building the presentation as she did, showed how simple creating a presentation can be.

One helpful feature is to add notes which will accompany the slide but not be displayed. This can be used to help you create a script to accompany your

January Program Notes (Continued)

presentation or you can use it to identify the people in the picture in your slide show. Only you will see this information; it is not displayed on the screen.

There are a number of effects that can add color to text or backgrounds in a predefined manner. Gradient, for instance, will radiate color either from the center of the slide or from the edges to the center. Many other effects are available; just explore them. One really useful concept to remember is EDIT/UNDO. If you do something and don't like it, select edit from the command line and click on undo, to remove the last change you

made.

After discussing the tools available in PowerPoint, Carolyn identified the software and hardware she used in creating the slide show from start to finish. She used Musicmatch Jukebox (<http://www.musicmatch.com>) for sound editing, Roxio EasyCD Creator (<http://www.roxio.com>) for burning the gift CD, and Avery™DesignPro™ (<http://www.Avery.com>) for designing the CD labels and jewel box inserts.

Carolyn recommends adding a PowerPoint viewer to the CD so users without PowerPoint can still see the pre-

sentation. The accompanying diagrams (see Figures B and C) depict the products and equipment that Carolyn used to create this family treasure.

One danger of making this type of production - everyone will want a copy. Carolyn produced multiple copies of the CD for other relatives.

Not related to PowerPoint, another software package for display of pictures is "Flip Album". Carolyn showed us a sample of how you can put music and pictures together for placement on a CD with an executable version of the program.



Figure B



Figure C



2004 Membership Dues Deadline

Don't forget to rejoin CAGG-NI. Membership runs from January through December. This is the last month when you will be e-mailed or mailed the newsletter without a renewal. We would sorely miss you if you did not rejoin! Now is your chance.

Other Group Events *compiled by June Buller*

22 AND 29 FEB. 2004 - 10.30 A.M.
Temple Judea Mizpah
8610 Niles Center Rd., Skokie
Mike Karsen
Discovering Your Jewish Roots
Course No. C202W04
\$10 members; \$20 non-members
e-mail: info@dawnschuman.org or call
847-509-8282 for further information

22 FEB 2004
Temple Judea Mizpah
8610 Niles Center Rd., Skokie
Introduction to Jewish Genealogy
Course No. C202AW04
\$7.50 members; \$12 non-members
e-mail: info@dawnschuman.org or call
847-509-8282 for further information

28 FEB. 2004 - ST. CHARLES
29th Annual Conference
SPEAKERS: PATRICIA REAVES, PAUL MILNER AND JOHN
KONVALINKA
DuPage County Genealogy Society
<http://www.dcgs.org>

29 FEB. 2004
Temple Judea Mizpah
8610 Niles Center Rd., Skokie
Resources for Jewish Genealogy
Course No. C202BW04
\$7.50 members; \$12 non-members
e-mail: info@dawnschuman.org or call
847-509-8282 for further information

1 MAR 2004
LINDA HERRICK
**What Can You Find Between the Covers
of German Books?**
German Interest Group - Wisconsin
<http://www.rootsweb.com/~wigig/>

6 MAR. 2004 - CHICAGO - 1:30 P.M.
Rosalie Lindberg - Polish Genealogy
Chicago Genealogical Society
<http://www.chgogs.org/>

15 MAR 2004 - ZION
NANCY SALMELA AND OTHER MEMBERS
Preparing for a Research Trip
Zion Genealogical Society
[http://wkkhome.northstarnet.org/zion/
zgsmeeting.html](http://wkkhome.northstarnet.org/zion/zgsmeeting.html)

17 MAR. 2004 - WHEATON - 7 P.M.
BROTHER JOSEPH MARTIN
Researching Your Immigrant Ancestors
DuPage County Genealogical Society
<http://www.dcgs.org/>

18 MAR. 2004 - ARLINGTON HEIGHTS - 7:30 P.M.
SANDRA HARGREAVES LUEBKING
Researching Females
Northwest Suburban Council of Genealogists
<http://www.mtprospect.org/nsgs/>

20 MAR. 2004
CAROL KNIGGE
**Searching for Your Ancestors
in Church Records.**
Clues on Using Parish Records of the British Isles
BIGWILL
<http://www.rootsweb.com/~wiilbig/>

20 MAR 2004 - ZION - 1:00 P.M.
TERRY BUNSEN
Creative Memories Workshop
Zion Genealogical Society
[http://wkkhome.northstarnet.org/zion/
zgsmeeting.html](http://wkkhome.northstarnet.org/zion/zgsmeeting.html)

20 MAR 2004 - FORT WAYNE, IN
MICHAEL JOHN NEILL
Finding Your Forebears in the 21st Century
For more info: <mailto:kaufmansusan@uno.com>
Or write ACGSI, POBox 12003, Fort Wayne, IN
46862

25 MAR. 2004 - WHEATON
WAYNE WEBER
**Finding Your Roots in the Billy Graham
Center Archives**
Kane County Genealogical Society
<http://www.rootsweb.com/~ilkcgs/>

26-27 MAR. 2004 - PROVO, UTAH
**BYU Seventh Annual
Computerized Genealogy Conference**
<http://genealogyconferences.byu.edu>

27 MAR 2004 - SOUTH BEND, IN
Michiana Area Genealogy Fair
South Bend Area Genealogical Society
<http://www.rootsweb.com/~insbags/genfair.htm>

Other Group Events

3 APR. 2004 - ST. LOUIS, MO

Annual Genealogical Fair

John Colletta, Speaker

<http://www.stlgs.org>

16-19 APR 2004 - SALT LAKE CITY, UTAH
United Polish Genealogical Societies Conference

Continuing the Challenge

<http://www.pgscs.org>

<http://www.polishroots.org>

23-24 APR. 2004 - OCONOMOWOC

Gene-A-Rama 2004

Featured Speaker - John Philip Colletta

Wisconsin State Genealogical Society

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

19-22 MAY 2004 - SACRAMENTO

NGS Annual Conference and Genealogy Exhibit

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

6 JUNE 2004 - SKOKIE

Full Day Workshop

L'Dor V'Dor / From One Generation to the Next

Jewish Genealogical Society

<mailto:jgsi2004@yahoo.com> for further information

Cyndi Howells of <http://www.cyndislist.com>

will be speaking at the Glenview Public Library on Saturday, March 27th from 10 a.m. to 4 p.m. Registration will start on March 1st for Glenview residents and March 16th for non-residents. The cost is \$8-10 includes lunch and you must register in person at the Information Desk in the library.

The topics will be:

The World Wide Web - Quit Surfing and Start Researching;

10 Commandments of Internet Genealogy A Guided Tour of Cyndi's List Question and Answer Session

For library location and details, see the Day Tripper's Guide To Local Library Resources on the CAGNI web site. Contact: Deena Butta, <mailto:butta@CLSN3046.glenview.lib.il.us>
847-729-7500 x152 with any additional questions.

Blood Washes Blood:

A True Story of Love, Murder and Redemption Under the Sicilian Sun

Frank Viviano, Washington Square Press, 2001, 270 pages

Reviewed by Larry Olson

This book was highly recommended by a co-worker, Tom Bushery (who spoke at CAGG-NI several years ago). Truthfully, the copy he loaned me sat on my desktop literally for months. I don't have Italian ancestors (but neither does he) and frankly, my knowledge of/interest in anything Sicilian was previously limited to "the Godfather, Part I."

Once I began the book, however, I was very pleasantly surprised, and found it hard to put down. Frank Viviano, a foreign correspondent for the San Francisco Chronicle, is struggling to solve the late nineteenth-century murder of his great-great-grandfather, a possible highwayman known as "the Monk." Frank's mission began as a result of some end-of-life remarks made by his grandfather (the namesake of the Monk, whose name Frank also shares).

Frank settles in Terrasini, Sicily, the village of his ancestors, between assignments in Bosnia and Iraq. His experiences there provide excellent lessons in doing research "at the source" in a foreign land. He encounters stonewalling by civil servants, librarians, and church officials, and attempts to gain the confidence of suspicious locals who supposedly know stories of the old days.

Frank learned that interwoven with his grandmother's fables were actual events in Sicilian history, including the battle for independence under Garibaldi, and the rise of the Mafia. (Fortunately, pedigree charts, plus maps of Sicily and the province of Palermo are included, which helped me to keep the names and places straight.)

Part history, travelogue, autobiography, mystery story, and genealogy, I found it to be a very enjoyable as well as informative read.

Chicagoland Family History Centers

Buffalo Grove FHC News (Cook, Lake Counties)

15 East Port Clinton Road

(Corner of Prairie & Port Clinton Roads)

1-847-913-5387

Hours: Wed., Thurs.

10:00am-2:00pm and 7:00pm-9:30pm

Sat. 10:00am-2:00pm

Closed Sunday, Monday, Tuesday and Friday

The Buffalo Grove Family History Center now has some exciting new tools to assist our patrons with their genealogy. This includes a Canon imaging scanning microfilm reader/printer and free high speed access to the Internet. In addition to all Church sites, we also have free access to Ancestry.com. and many more sites.

All are invited to attend the monthly training meetings held on the 3rd Tuesday of the month. For additional information and to sign up, contact the Family History Center.

Moving Data From Web Tables Into an Excel Spreadsheet

by Beverly Levine Smallwood

Have you ever gone on a fishing expedition, gathering everything on a particular surname? Web sites like Ancestry and RootsWeb present search results in tables. I'd like to get the results onto my computer in an Excel spreadsheet so that I can sort it in more meaningful order. I can type them in if there are just a couple of hits, but what if there are 20 or 50 or hundreds? The more hits you get, the more you need the power of Excel to sift and sort them, but I don't want to type in hundreds of entries.

Excel needs data in a uniform format in order to successfully import. It likes each row to end with a paragraph mark and each column to be separated by a delimiter. The best delimiter is a tab since commas can be contained within a column's data. Thus, any collection of data formatted in this fashion can be easily imported into Excel. Unfortunately, html tables don't fit this description.

I did a search in the SSDI on RootsWeb for this example. If I selected the table and copied it to the Windows clipboard (CTRL+C), then pasted it (CTRL+V) into an empty spreadsheet, Excel may or may not put the data into the appropriate rows and columns.

In my SSDI example, Excel put it into rows and columns, but each line from the Results Table actually created four rows in Excel. Whenever a cell in the html table contained multiple lines, Excel put each line in a separate row. You can go through and clean them up manually, but if you are copying and pasting a lot of records, that could take a great deal of time. I'm going to use the power of my computer to speed up the process.

I often use Word to reformat data for Excel. However, opening a blank document and pasting the same table just gives me a blob of data. Reformatting this manually would be an even bigger nightmare than fixing it in Excel. Time to approach the problem from another direction. The results table displayed in html wasn't giving me what I needed, so I decided to examine the raw html for

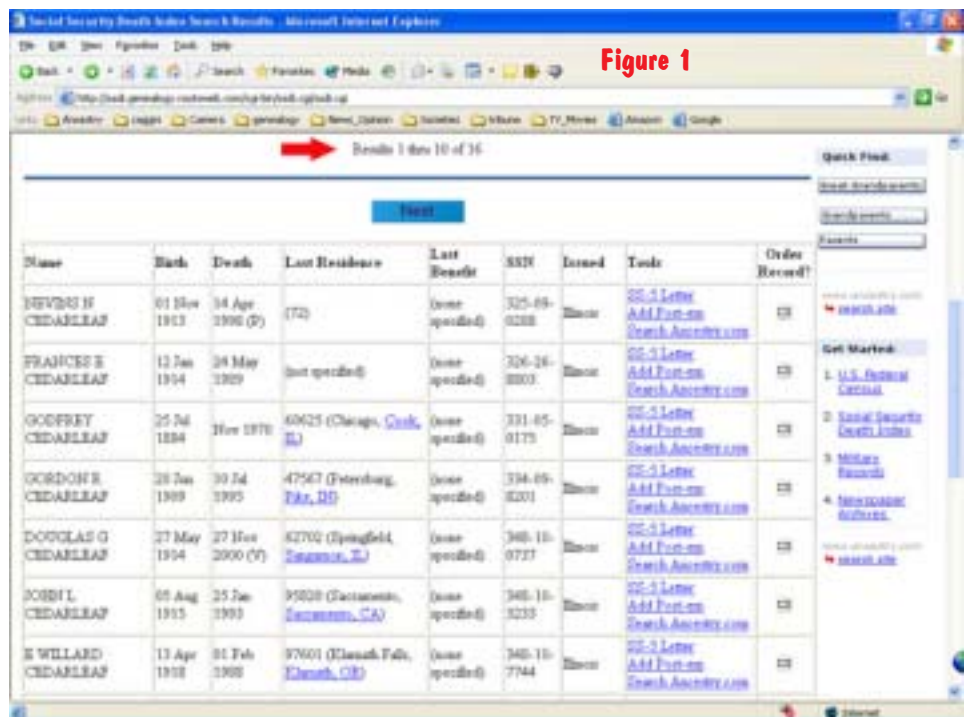


Figure 1

consistent patterns I could manipulate.

Back in the browser, just above the results table is the phrase "results 1 thru 10 of 16" which is marked with a red arrow in Figure 1. Highlight that and copy it. Now we're going to look at the source of the web page. In Internet Explorer, select Source from the View Menu. [In Netscape, select Page Source from the View Menu.] This opens up a file in Notepad containing all the data and the html tags. Don't panic. You don't have to understand all the html stuff. In Notepad, press CTRL+F to open the Find dialog box, which can also be accessed via the Edit Menu. In the box next to "Find what" paste the phrase you copied from the clipboard and press enter [Figure 2]. This drops you down to the phrase that you know appears immediately before the table.

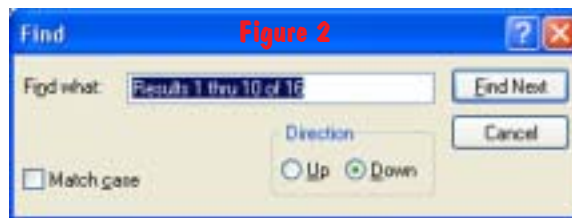


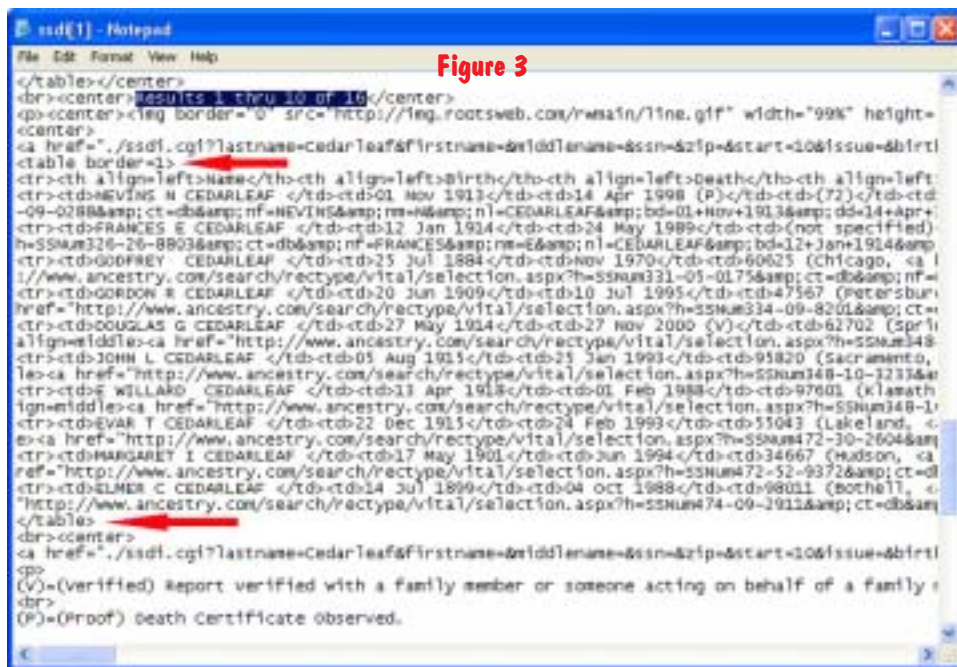
Figure 2

Html defines each table beginning with <TABLE> and ends each table with </TABLE>. These tags may or may not

be in all caps. Look for the beginning of the table. In this case, the beginning is marked with some additional formatting. I've marked the beginning and ending of the Results Table with red arrows in Figure 3. Select everything on the lines between the <table> and the </table> and copy it to the clipboard. Now open a word document and paste it.

Remember that Excel likes rows to end with a paragraph mark and column data to be separated. Html starts each table row with <tr> and ends it with </tr>. Each table column within the row starts with <td> and ends with </td>. We are going to use Word's Search & Replace function to put a tab between each column and a paragraph mark at the end.

Open the Replace function either from the Edit Menu or by pressing CTRL+H. Type </tr> into the "Find what" box and tab to the "Replace with" box. Now click on the "Special" button, select "Paragraph Mark", and then click on "Replace All". [Figure 4] If the Special button doesn't show, click on the "More" button on the right side. In this case, each </tr> was already followed by a paragraph mark. We can remove the extras by



“Finding” two paragraph marks and replacing them with a single paragraph mark. To separate the columns with a tab character, “Find” `<td>` and replace it with Special ► Tab Character.

Now we need to get rid of the extra junk. Do individual Searches for `<tr>`, and any formatting stuff like `
` making sure that the “Replace with” box is empty. Now Word will remove them since they are being replaced with nothing. In this example, the column headers were separated by `<th align=left>` or `<th>` and `</th>`. We want to remove `<th align=left>` and `<th>` and replace `</th>` with a tab character. If your table contains additional formatting items like `<bold>`, ``, ``, etc., you will need to remove them as well. The goal is to remove all the special html formatting and end up with pure search results data in a format that Excel will import.

Once you’ve finished cleaning up the data, select all (CTRL+A), copy it, and go to Excel to paste it. You can resize your columns now to see the pasted data. It’s better, but there are still some problems we can fix.

If you look at the date columns, you’ll see some of the dates were imported just the way they appeared on the web page (25 Jul 1884) and others were converted by Excel into a date (12-JAN-14). That

is because Excel doesn’t recognized dates prior to 1900 and is treating it as text. In order for this to sort properly we need to reformat the dates ourselves into something Excel can consistently understand.

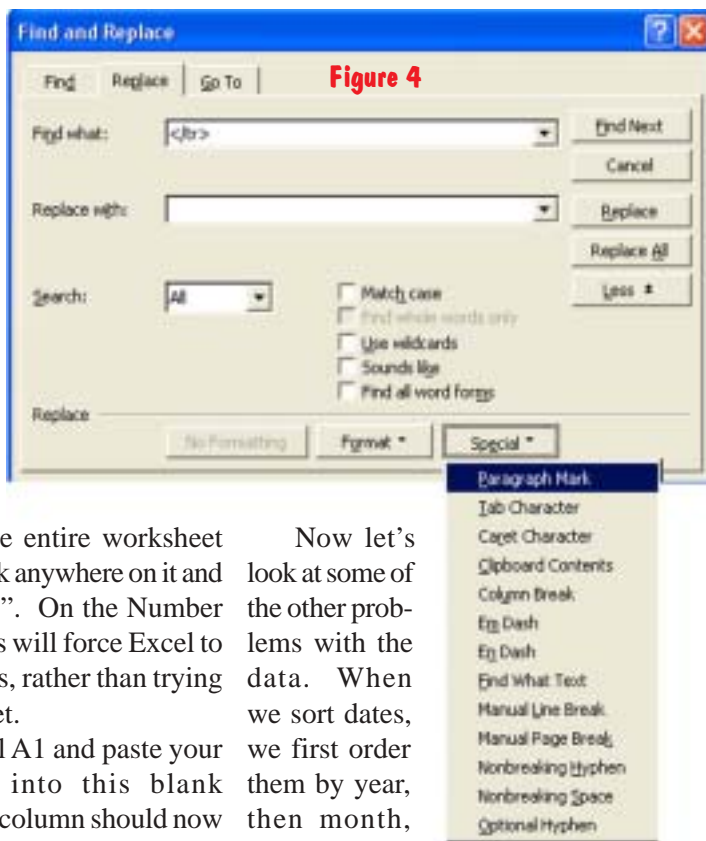
First, go to a blank worksheet in Excel. Select the entire worksheet by clicking on the box in the upper left-hand corner to the left of “A” and above “1”. With the entire worksheet highlighted, right click anywhere on it and select “Format Cells”. On the Number Tab, select Text. This will force Excel to accept all entries as is, rather than trying to convert or interpret.

Now click in cell A1 and paste your stuff from Word into this blank worksheet. The date column should now contain text that looks just like the web page. We’ll come back to this in a second.

Go get the rest of the data from the web results pages by clicking on “Next”, opening the source, and repeating the process of reformatting in Word, and past-

ing to the first blank row and cell in Excel. Do this for each results page. To really speed things up, we can create a macro in Word so that all reformatting will be done with a single click. I’ll cover Macros in a separate article.

Now that your spreadsheet is populated with data, let’s clean it up a bit more. The last two columns of the SSDI table contain hot links to various web functions to write letters or add “post its”, etc. We don’t need them, so select the columns by clicking on the “H” and dragging the mouse to “I” before releasing it [Figure 5]. Now select “Delete” from the Edit Menu. Pressing the delete key will only empty the columns, not remove them. Since they are the end columns, emptying is the same as deleting but it makes a difference if you want to remove a column between two others.



Now let’s look at some of the other problems with the data. When we sort dates, we first order them by year, then month, and then day.

The dates in this table are day-month-year. Sorting in this fashion will put the 20 Dec 1890 before 25 Jan 1875. In order for Excel to sort text as though it were dates, it must be in Year-Month-Day order.

Excel (Continued from page 9)

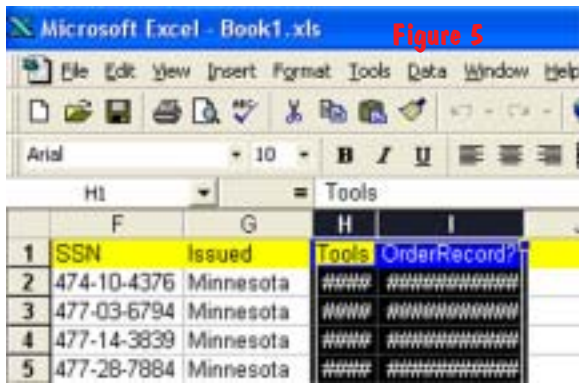


Figure 5

To reformat the birth dates, select the column by clicking on the “B” above it, copy it, then paste it in a blank Word document. This creates a single column table in Word, but we need it to be text. Click anywhere in the table and choose “Select Table” from the Table Menu. Now that the table is selected, choose “Convert Table to Text” from the Table Menu and click “OK”. Making sure that your cursor is at the beginning (CTRL+Home) and Replace each space (just press the space bar once) with Special > Tab Character. Select All and copy. Go back to Excel, move to the first empty column in row 1, and paste. Since we earlier selected the entire worksheet and told it to treat everything as text, we will not lose the leading zeros on dates between the 1st and 9th of the month.

We now have the Day, Month, and Year in three different columns, but still in the wrong order. Select the Day column and cut it (CTRL+X), arrow to the right of the Year column and press enter. Now select the Year column, cut it, arrow to the left of the Month column (the blank space left by the day column), and press enter. Select the empty column between Month and Day and delete it using Edit Menu > Delete.

Now that the columns are in the correct order, select the Year, Month, and Day columns, copy, go to Word, and paste. Select the table as described previously and convert it to text, making sure that Tabs is selected under “Separate Text with”. If there are extra Tabs in front of the header “Births”, remove them now. Replace Tabs with a dash “-”. Lastly, we need to replace the month text with

numbers, making sure to use the leading zeros for January through September. Replace “Jan” with “01”, etc. Since this is something you might need to do often, it should be recorded as a macro (see next article). When you’ve finished, the dates should look like “1903-01-23”. Select all, go to Excel, select the Birth column, and paste. Re-

peat these steps to reformat the Death column. The only hitch here is that you will need to put a tab in front of any Month for which there is no day of death to hold the Day column open [Figure 6]. You may choose whether to keep the (V) or (P) after the date, together with the date, in a separate column or not at all.

The next problem we need to deal with is the Last Benefit & Last Residence columns. RootsWeb has helpfully inserted hypertext links to each county’s respective web page [Figure 7]. Select the Last Residence column, copy, then paste it into Word. Select the table and convert it into text. There are two bits we

set off with “<>” symbols. We can replace these symbols with tabs, copy everything into a spreadsheet, delete the column, then copy the two remaining columns back to Word. After converting the table to text, simply Replace the Tabs with nothing to rejoin the two parts of the field. Then select all and paste it back to its original location in Excel. Repeat the process with the Last Benefit column.

Your finished spreadsheet will look something like Figure 8. You may now sort on any column or combination of columns. You can add columns that would have meaning to you, like cross-referencing the ID numbers from your genealogy program. Obviously, there are a lot of steps involved in reformatting, much of which can be automated using Macros. Once the Macros are in place, you can quickly gather hundreds of records from web searches into Excel.

I will be demonstrating this process and some others at a CAGGNI meeting later this year. If you aren’t an expert by then, bring this newsletter so you can follow along.

C	D
Death	Last Residence
1904-05-10-	34867 (Hudson, Pasco, FL)
1990-01-25-(V)	55112 (Saint Paul, Ramsey, MN)
1969-08-	55401 (Brainerd, Crow Wing, MN)
1990-09-12-(V)	55043 (Lakeland, Washington, MN)

Figure 7

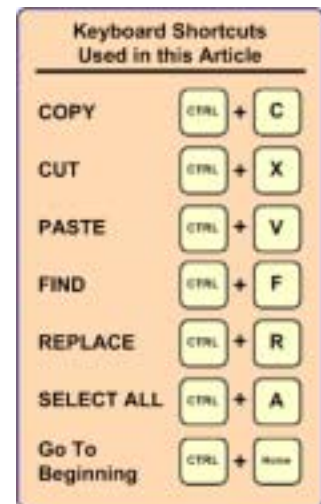
	A	B	C	D	E	F	G
	Name	Birth	Death	Last Residence	Last Benefit	SSN	Issued
1	GEOFFREY CEDARLEAF	1888-02-05	1970-01-	60625 (Chicago, Cook, IL)	(none specified)	331-05-0176	Illinois
2	MABEL CEDARLEAF	1896-09-07	1990-03-	98011 (Bohler, King, WA)	(none specified)	531-07-0840	Washington
3	ELMER C CEDARLEAF	1889-07-14	1988-10-04-	98011 (Bohler, King, WA)	(none specified)	474-09-2811	Minnesota
4	MARGARET I CEDARLEAF	1901-05-17	1994-06-	34867 (Hudson, Pasco, FL)	(none specified)	472-52-8972	Minnesota
5	ESTHER CEDARLEAF	1902-06-05	1989-05-	55401 (Brainerd, Crow Wing, MN)	(none specified)	477-14-3839	Minnesota
7	CLIFFORD G CEDARLEAF	1903-12-13	1984-05-10	34867 (Hudson, Pasco, FL)	(none specified)	474-10-4376	Minnesota

Figure 8

need to remove. The can be removed with a simple Replace with nothing. The other part is variable depending on the county, but looks something like this: . You’ll note that it is

Death	Birth
10	Jun → 1994¶
25	Jan → 1998 → (V)¶
	Aug → 1969¶
12	Sep → 1996 → (V)¶
	Apr → 1981¶
	Mar → 1990¶
14	Apr → 1998 → (P)¶
24	May → 1989¶

Figure 6



Creating Word Macros

by Beverly Levine Smallwood

Macros are a good way to automate repetitive tasks. To quote the Word help file: "A macro is a series of Word commands and instructions that you group together as a single command to accomplish a task automatically." In "Moving Data from Web Tables into an Excel Spreadsheet" I gave many steps to edit data that you would have to repeat for each web table that you were going to import. A macro would be a way to get those steps down to a single mouse click.

Macros are actually quite easy to create. Simply choose Macro à Record New Macro... from the Tools Menu. Give your Macro a name and choose whether you want a toolbar macro or a keyboard macro. My preference is toolbar, because I have trouble remembering what combination of keys I pick.

I am going to create a Macro to replace all month names with numbers as I did to reformat dates for Excel in the other article, so I'll call it Months and click on Toolbars. Once I click "Close" a small box comes up with a square and a circle preceded by two vertical lines [figure 1].



This is the Stop and Pause record. From the time you close the dialog until the time you click on the square to

stop it, the Macro Recorder is keeping track of all your actions. You'll also note that your cursor now has a cassette tape attached to it to indicate that you are recording a macro.

I like to start all macros by positioning my cursor at the top with a CTRL+Home. Now do all your Replace entries to change "Jan" to "01", "Feb" to "02", etc. and click on the stop record button when you've finished. The Months macro is now recorded and can be played by going to Tools à Macro à Macros ... or with ALT+F8, then clicking on "Months" and then on Run. To make that more convenient, let's add it to our toolbar.

Right click on an empty area on the toolbar and select Customize... Click on

the Commands tab, and select Macros in the Categories box. Locate "Months" to the right, click on it and drag it to the toolbar. Once in place, select Modify Selection. From here you can choose whether your toolbar button will be text, an image (Default Style), or both an image and text. I prefer just an image so I'll click on Default Style. [Figure 2] Clicking on Change Button Image will bring up a small set of button images you may use. You may also copy buttons from other programs or design your own 16x16 pixel buttons.

Now clicking on a button will change

all your months from three letters into two numbers. Suppose, however, that the month is spelled out as January rather than "Jan". You could record another macro, but I would simply edit the existing one. Try fiddling around with the Visual Basic. I don't think you'll find it that difficult to copy and edit.

Your next macro project is all the search and replace entries needed to reformat the html table source into something that Excel can import easily as described in my other article. Once you begin playing with macros, you'll see all kinds of tasks you could automate.

