Microsoft Word Template for *Register* Style

# Main Text

The first paragraph under a heading is set flush left. The Word style is “Normal.”

Subsequent paragraphs are indented. The Word style is “Body Text Indent.”

Here is another paragraph styled with “Body Text Indent.” To learn more abut how to write content into *Register* format, see the forthcoming *NEHGS Guide to Genealogical Writing.* 1

This file contains all the “styles” you need for creating a basic Register-style document.

For extracted material, usually something that will be five lines of text or more, you might want to use this “Quotation” style, which indents left and right and puts the extract in a smaller typeface. Don’t use quotation marks.

# Writing a Family Sketch Using Styles

1. Firstname1 Lastname, usually in small caps, in “Main Person” character style. If you select the name and click “Main Person,” the style will be applied. The entire paragraph, though, is “Normal.”

Additional information about the person: “Body Text Indent.”

Children of Main Person and Spouse of Main Person is in the “Kids Intro” style.

i. First Child. For this list, we are using “Kids” style; the child’s name is in “Child Name” character style. The point size is smaller. You would put relevant vital statistics here.

2 ii. Second Child. The lower-case Roman numerals are automatically set to align on the right.

iii. Third Child. Vital statistics here.

A new paragraph is in “Kid More Text” style.

1. First Grandchild. “Grandkids” style for the paragraph, with name in “Grandkid Name” character style. Vital statistics here.

2. Second Grandchild.

3. Third Grandchild.

3 v. Fourth Child. Vital statistics here.

You will find a few other styles in this document that you might like to use. To save it as a blank template, delete all the content here and save it under a new name, such as “blank Register template.” Then begin writing and save your document under a new name.

1 Penelope L. Stratton and Henry B. Hoff, *NEHGS Guide to Genealogical Writing* (Boston: NEHGS, 2014). Thanks to Helen Schatvet Ullmann, who inspired these instructions with her helpful online article “Register Style Template: A Template and Suggestions for Writing in Register Style in Microsoft Word,” online at AmericanAncestors.org/register-template. This footnote text style is applied automatically.