

# Genealogy Basics –How I Converted a Register Report Formatted Document with Footnotes for the Notes Section of my PAF Software

By Joe Petrie

## INTRODUCTION:

Recently, James L Fleisher, a cousin, sent me two Modified Register Reports that contained footnotes. The first was a three-page report with over thirty footnotes. The second was a two-page report. All pages had footnotes at the bottom. The footnotes were the citations, extremely well documented sources. Kudos to Jim for his attention to detail.

This article is about converting the second report, the two-page report. It contained fourteen footnotes. Usually footnotes can't be copied and pasted as a group. Essentially, each footnote has to be copied into the Word Clipboard. The rest of the document could be copied and pasted into the database record for Jim's grandparents' family.

As an alternative, why not copy and paste and then re-type the footnotes? I feared that I would make errors keystroking the footnotes. (Candidly, I did not want to introduce errors into Jim's fantastic work.)

This article describes the steps that I took to convert the report into a format that I could copy and paste to add the contents to my database document without losing the footnote citations. The conversion was done in Word.

## BACKGROUND:

When I taught the Introduction to Computers course at Mass Bay Community College in Wellesley MA (2001 – 2011), a Microsoft Office software upgrade to include Footnotes in Word was welcomed by all computer software teachers. Previously, we all had to explain how the End Notes software worked. The new software excited the entire college community. Thereafter, the Word section of my quizzes and final examinations always included a footnote

Footnoted Register Reports was a first for me. I thought that I could simply copy and paste the reports "as is" into the Notes section of my PAF database. Wrong! I could not copy the footnotes as is.

## VIEWS OF PARTS OF JIM'S DOCUMENT:

The following is the top of the first page of the two-page report. Please note the screen shows the footnote numbers. There are nine footnote numbers. There also a Header containing the number 1 in the upper left.

Lewis Third Generation (2) [Compatibility Mode] - Word

File Home Insert Design Layout References Mailings Review View Foxit PDF Tell me what you want to do

Clipboard

Paste All Clear All

Click an Item to Paste:

Clipboard empty.  
Copy or cut to collect items.

Options

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### Third Generation

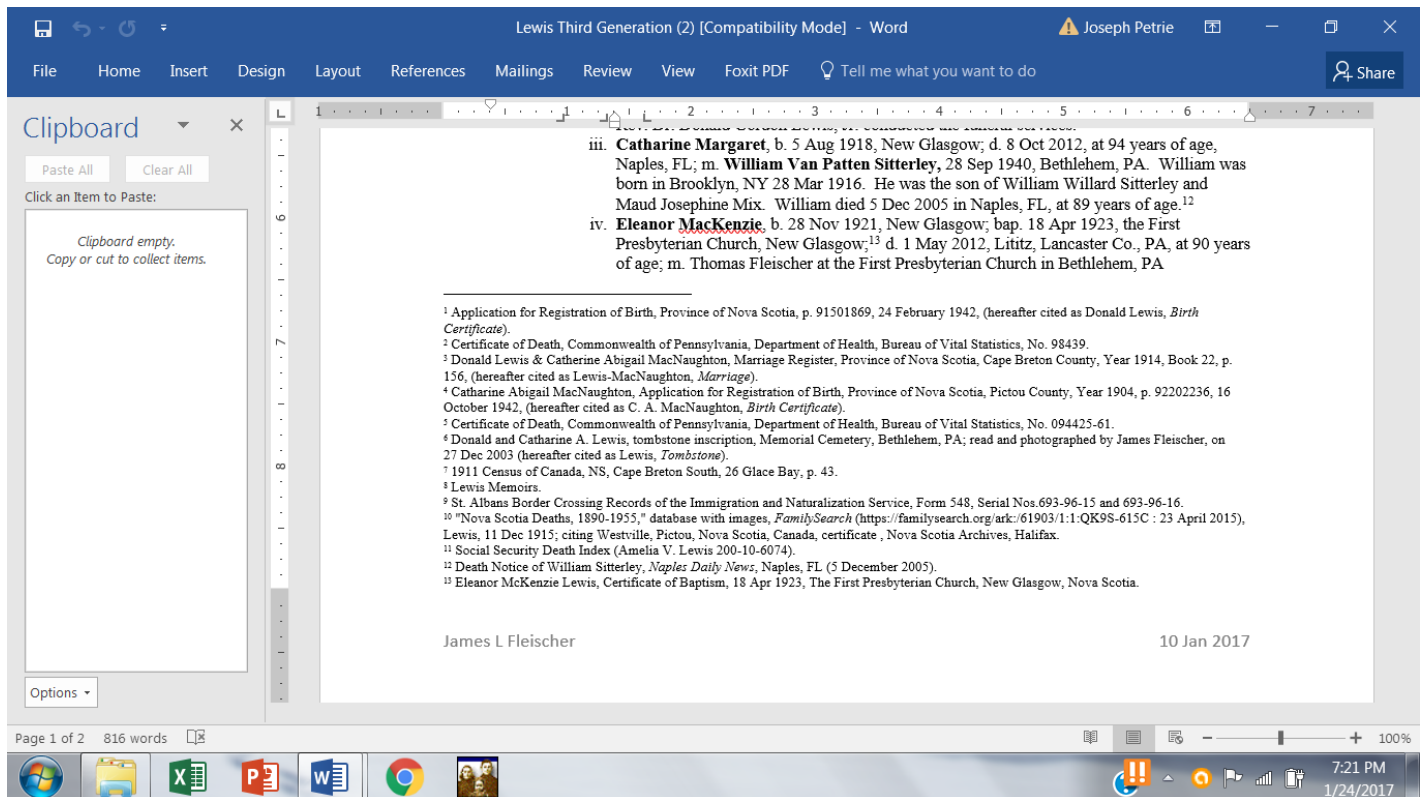
4. Donald Lewis (Seymour Hammond, Joseph Henry, George, Henry Philip) was born in Glace Bay, 27 Oct 1891.<sup>1</sup> Donald died of carcinoma of the prostate 27 Nov 1949 in Bethlehem, Northampton Co., PA, at 58 years of age.<sup>2</sup> He married Catharine Abigail MacNaughton in the Knox Presbyterian Church, Glace Bay, Canada, 28 Sep 1914.<sup>3</sup> Catharine was born in Westville, Pictou, NS 30 May 1891.<sup>4</sup> Catharine was the daughter of John Angus MacNaughton and Catharine Margaret Skinner. Catharine died of carcinoma of the colon 9 Oct 1961 in Bethlehem, PA, at 70 years of age.<sup>5</sup> Both Donald and Catharine Abigail Lewis are buried in Bethlehem Memorial Park Cemetery, 1851 Linden Street, Bethlehem, PA. They are interred beneath a marker bearing the family name. On the lower left of the marker is "Donald 1891 - 1949" on the lower right is "Catharine A 1891 - 1961".<sup>6</sup>

When Donald's mother passed away, he and one of his brothers were raised by one of his aunts. Sometime before 1911 the MacNaughtons moved to Glace Bay where Donald and Catherine met and married.<sup>7</sup> He became Chief Draughtsman for the Dominion Iron and Steel Company and then Chief Engineer of the Nova Scotia Steel and Coal Company.<sup>8</sup> He immigrated to the United States in about 1923 and was employed in the Mining Department at Bethlehem Steel. He established residence at 63 E. North Street, Bethlehem, PA. The rest of the family immigrated 13 Aug 1923. They crossed the border on the Canadian Pacific Railroad at Vanceboro, ME.<sup>9</sup> The family later moved to 852 Media Street in Bethlehem. Donald worked for Mack Truck Company in Allentown, PA. He left Mack for a brief stint at Bathurst Power and Paper in Bathurst, NB and subsequently returned to Mack Truck. At the time of his death his was the Plant Engineer at Mack Truck in Allentown.

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The following is the screen print of the bottom of the first page of Jim's report. Please note that: the 13 footnotes are in a different font size; and the footnotes have a software generated line to separate then footnotes from the text above. At the bottom of the screen is a footer with Jim's legal name and the date that the report was produced. The second page is not shown. It contains: a header, a foote, three lines of text and one footnote.



## STEPS;

1. I changed the downloaded Word document from protected so that I could edit it.
2. I deleted the values in the header, footers and title.
3. I used format/page setup to change the six margins settings to .5 inches. The result as a one page document with fourteen footnotes.
4. I saved my document to Plain Text (.TXT) format. I selected Other Encoding in the Dialog Box.
5. Saving to TXT resulted in default margin changes. In the TXT version, I used format/page setup to change the six margins settings to .5 inches.
6. I added “ (See Footnote “ before each footnote number in the text using the clipboard. After I typed “ (See Footnote “ in the first footnote, I copied it from the first footnote and pasted it into the others.
7. I added a “.)” after each footnote number in the text. After I typed “ ) “ in the first footnote, I copied it from the first footnote and pasted it into the others.
8. I edited the first text paragraph in the text document TXT and used Format Painter to make the second paragraph consistent.
9. I edited the first child's paragraph and used Format Painter to make the siblings records consistent.
10. I added a Footnote sin the line above the fourteen footnotes. I spell-checked the document.
11. I deleted extra lines after the footnotes. I saved the document. I updated my genealogy database.

## CONVERSION RESULTS;

Donald Lewis (Seymour Hammond, Joseph Henry, George, Henry Philip) was born in Glace Bay, 27 Oct 1891. (See Footnote 1.) Donald died of carcinoma of the prostate 27 Nov 1949 in Bethlehem, Northampton Co., PA, at 58 years of age. (See Footnote 2.) He married Catharine Abigail MacNaughton in the Knox Presbyterian Church, Glace Bay, Canada, 28 Sep 1914. (See Footnote 3.) Catharine was born in Westville, Pictou, NS 30 May 1891. (See Footnote 4.) Catharine was the daughter of John Angus MacNaughton and Catharine Margaret Skinner. Catharine died of carcinoma of the colon 9 Oct 1961 in Bethlehem, PA, at 70 years of age. (See Footnote 5.) Both Donald and Catharine Abigail Lewis are buried in Bethlehem Memorial Park Cemetery, 1851 Linden Street, Bethlehem, PA. They are interred beneath a marker bearing the family name. On the lower left of the marker is "Donald 1891 - 1949" on the lower right is "Catharine A 1891 - 1961". (See Footnote 6.)

When Donald's mother passed away, he and one of his brothers were raised by one of his aunts. Sometime before 1911 the MacNaughtons moved to Glace Bay where Donald and Catherine met and married. (See Footnote 7.) He became Chief Draughtsman for the Dominion Iron and Steel Company and then Chief Engineer of the Nova Scotia Steel and Coal Company. (See Footnote 8.) He immigrated to the United States in about 1923 and was employed in the Mining Department at Bethlehem Steel. He established residence at 63 E. North Street, Bethlehem, PA. The rest of the family immigrated 13 Aug 1923. They crossed the border on the Canadian Pacific Railroad at Vanceboro, ME. (See Footnote 9.) The family later moved to 852 Media Street in Bethlehem. Donald worked for Mack Truck Company in Allentown, PA. He left Mack for a brief stint at Bathurst Power and Paper in Bathurst, NB and subsequently returned to Mack Truck. At the time of his death his was the Plant Engineer at Mack Truck in Allentown.

Donald Lewis and Catharine Abigail MacNaughton had the following children:

- i. female infant, b. stillborn 11 Dec 1915, Westville, Pictou Co., NS; bur. St. Philip's Cemetery, Westville. (See Footnote 10.)
- ii. Donald Gordon, b. 17 Mar 1917, New Glasgow, Pictou Co., NS 17 Mar 1917; bap. 7 Sep 1917, the First Presbyterian Church, New Glasgow by Rev. Dr. E. H. Ramsey; d. 17 Jul 2001, at 84 years of age, Hatboro, Montgomery Co., PA; m. Amelia Sally Victory Beal, 14 Mar 1940, Bethlehem, PA. Amelia was born 22 Jun 1919. Amelia died in Cincinnati, OH 23 Aug 2008, at 89 years of age. (See Footnote 11.) Their bodies were interred in the Neshaminy Warwick Presbyterian Church Cemetery, Hartsville, Bucks Co., PA. Their son, Rev. Dr. Donald Gordon Lewis, Jr. conducted the funeral services.
- iii. Catharine Margaret, b. 5 Aug 1918, New Glasgow; d. 8 Oct 2012, at 94 years of age, Naples, FL; m. William Van Patten Sitterley, 28 Sep 1940, Bethlehem, PA. William was born in Brooklyn, NY 28 Mar 1916. He was the son of William Willard Sitterley and Maud Josephine Mix. William died 5 Dec 2005 in Naples, FL, at 89 years of age. (See Footnote 12.)
- iv Eleanor MacKenzie, b. 28 Nov 1921, New Glasgow; bap. 18 Apr 1923, the First Presbyterian Church, New Glasgow; (See Footnote 13.) d. 1 May 2012, Lititz, Lancaster Co., PA, at 90 years of age; m. Thomas Fleischer at the First Presbyterian Church in Bethlehem, PA 15 Aug 1942. Thomas was born Camden, Camden Co., NJ 01 Sep 1920. Thomas was the son of George Charles Frederick Fleischer and Helen MacGregor. Thomas died 26 Feb 2005 in Lititz, PA, at 84 years of age. (See Footnote 14 .)

## FOOTNOTES

- 1 Application for Registration of Birth, Province of Nova Scotia, p. 91501869, 24 February 1942, (hereafter cited as Donald Lewis, Birth Certificate).
- 2 Certificate of Death, Commonwealth of Pennsylvania, Department of Health, Bureau of Vital Statistics, No. 98439.
- 3 Donald Lewis & Catherine Abigail MacNaughton, Marriage Register, Province of Nova Scotia, Cape Breton County, Year 1914, Book 22, p. 156, (hereafter cited as Lewis-MacNaughton, Marriage).
- 4 Catharine Abigail MacNaughton, Application for Registration of Birth, Province of Nova Scotia, Pictou County, Year 1904, p. 92202236, 16 October 1942, (hereafter cited as C. A. MacNaughton, Birth Certificate).
- 5 Certificate of Death, Commonwealth of Pennsylvania, Department of Health, Bureau of Vital Statistics, No. 094425-61.
- 6 Donald and Catharine A. Lewis, tombstone inscription, Memorial Cemetery, Bethlehem, PA; read and photographed by James Fleischer, on 27 Dec 2003 (hereafter cited as Lewis, Tombstone).
- 7 1911 Census of Canada, NS, Cape Breton South, 26 Glace Bay, p. 43.
- 8 Lewis Memoirs.
- 9 St. Albans Border Crossing Records of the Immigration and Naturalization Service, Form 548, Serial Nos. 693-96-15 and 693-96-16.
- 10 "Nova Scotia Deaths, 1890-1955," database with images, FamilySearch (<https://familysearch.org/ark:/61903/1:1:QK9S-615C> : 23 April 2015), Lewis, 11 Dec 1915; citing Westville, Pictou, Nova Scotia, Canada, certificate , Nova Scotia Archives, Halifax.
- 11 Social Security Death Index (Amelia V. Lewis 200-10-6074).
- 12 Death Notice of William Sitterley, Naples Daily News, Naples, FL (5 December 2005).
- 13 Eleanor McKenzie Lewis, Certificate of Baptism, 18 Apr 1923, The First Presbyterian Church, New Glasgow, Nova Scotia.
- 14 Thomas Fleischer, Death Certificate.

## **SUMMARY:**

I converted Jim Fleisher's document to a format that I could use to add to his grandfather Donald Lewis's record Notes section in my database.

Also, I added records for Donald's wife and children in my database.

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Your corrections, comments and suggestions are appreciated. Please Email me at [joe-apg@norwoodlight.com](mailto:joe-apg@norwoodlight.com).

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