

# How to add Cite-Builder citations to RootsMagic

If you want to add the citations you have built using Cite-Builder into your RootsMagic family tree you need to do the following steps.

Let's say we have a baptism entry for a person which gives not only her baptism date, but also her date of birth. It also has the occupation of her father at the time of her baptism. So we have three facts that need the same citation added into RootsMagic.

First, in RootsMagic, go to the **Edit Person** page for the relevant person. (See *Figure 1*.)

Click on the **Source** column for the fact to which you are adding the citation, in this case the Baptism. Note: The source column is designated by a pen icon at the top of the column.

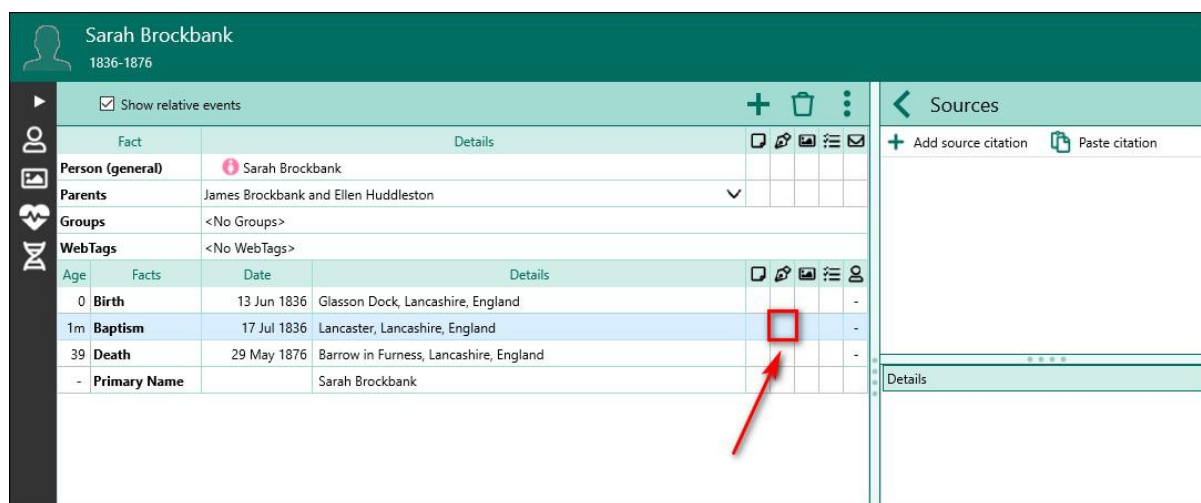


Figure 1

This will open the **Sources** section on the right-hand side. Now click on “+ Add source citation.” (See Figure 2.)

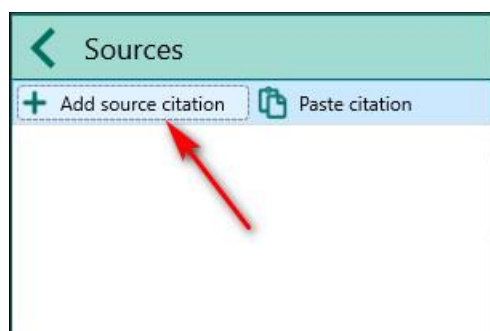


Figure 2

The **Add Source** window will then open. Click on “Add New Source.” (See Figure 3.)

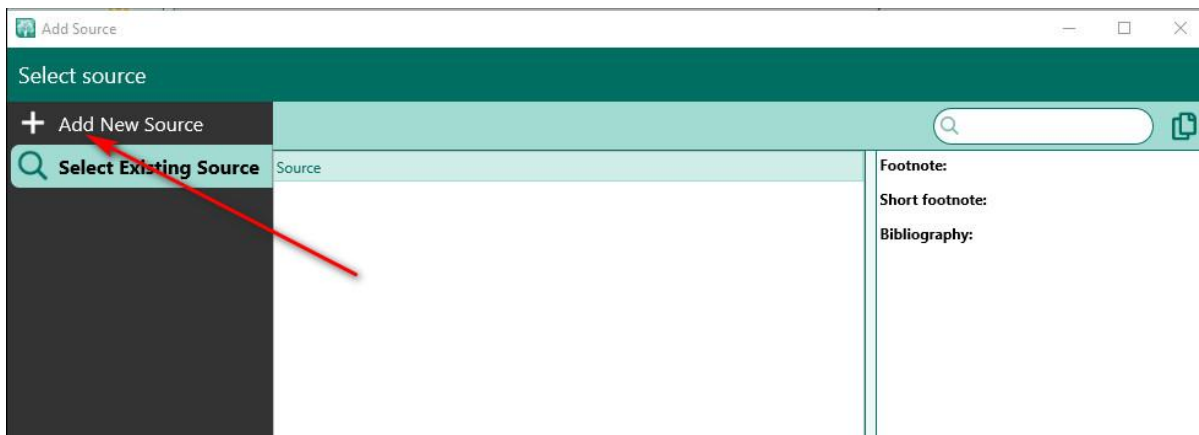


Figure 3

You need to use a **Free Form** source type.

Select that from the top of the list of **Sources Types**, then click the **Next** button on the bottom right hand corner of the window. (See Figure 4.)

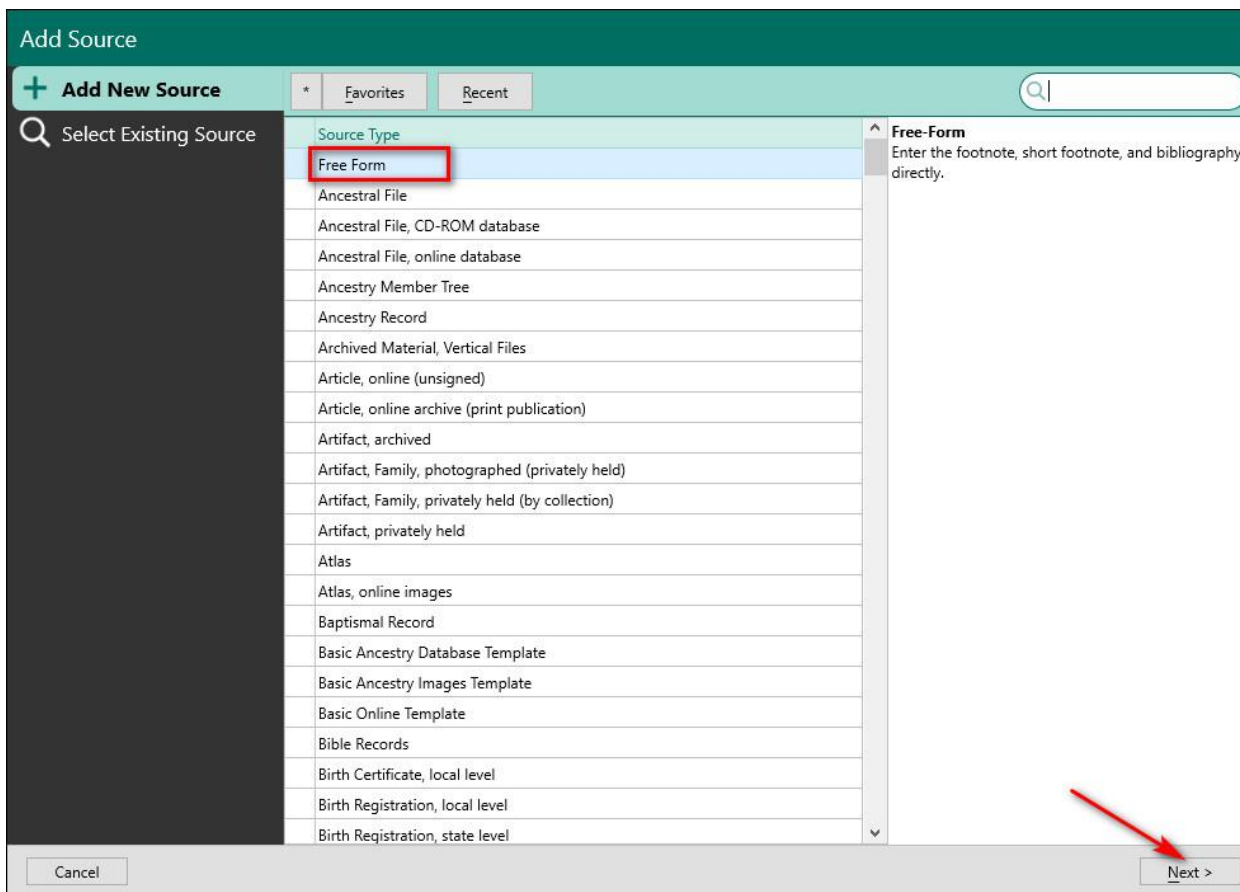


Figure 4

You will need to create a **Source Name**. This will allow you to find this source citation again, and it must be unique. It's up to you what you call it, but we recommend developing your own system or it might be difficult to find it. You might want to start with the person's name, so that all the citations relating to that person are grouped together, or you may want to develop some other system. It's entirely up to you and you should develop a system that works for you. In this case we are going to call it "Baptism Sarah Brockbank 1836" (we add the year in case there is more than one Sarah Brockbank in the family). (See Figure 5.)

### Add New Source

**+ Add New Source**

Q Select Existing Source

Master Source -	
Source Type	Free Form
• Source Name	Baptism Sarah Brockbank 1836
Footnote	>
Short Footnote	>
Bibliography	>
Master Source text, media, etc	
Source Text	>
Source Comment	>
Source Ref#	

Figure 5

Now you need to create the citation in Cite-Builder.

After completing the appropriate template in Cite-Builder, and clicking the **Build Citation** button, you then click on the clipboard at the end of the 1<sup>st</sup> Footnote field. This copies the footnote into your clipboard. (See Figure 6.)

Church Name: St Mary

Place: Lancaster, Lancashire

Birth Date: 13 June 1836 Note: Dates are not validated

Baptism Date: 17 July 1836 Note: Dates are not validated

Person Name: Sarah Brockbank

Register Title: Register of Baptisms

Date Range of Register: 1831-1837

Entry Location: p. 255

Website Title: Findmypast

URL: https://www.findmypast.co.uk/

Access Date: 6 July 2025 Note: Dates are not validated

Source of Data: Lancashire Record Office, reference PR 3262/1/20  
Fields highlighted with dashed borders are optional for this style.

Build Citation

Save As Personal Template

Citation built in **Evidence Explained 4th Edition** style...

1st Footnote:  
 St Mary (Lancaster, Lancashire), "Register of Baptisms," 1831-1837, p. 255, Sarah Brockbank, baptized 17 July 1836, born 13 June 1836, imaged Findmypast (https://www.findmypast.co.uk/ : accessed 6 July 2025), citing Lancashire Record Office, reference PR 3262/1/20.

Subsequent Footnote:  
 St Mary (Lancaster, Lancashire), "Register of Baptisms," p. 255, Sarah Brockbank, baptized 17 July 1836.

Bibliography:  
 St Mary (Lancaster, Lancashire), "Register of Baptisms." 1831-1837. Imaged. Findmypast. https://www.findmypast.co.uk/ : 2025.

Figure 6

Go back to RootsMagic and click on the **Footnote** field. The **Edit Note** box will open up, and you paste (hold down the Control or Command key and press V) the 1<sup>st</sup> Footnote citation into the **Edit Note** box in RootsMagic.

Repeat to copy the **Subsequent Footnote** citation from Cite-Builder to the **Short Footnote** field in RootsMagic.

Repeat once more to copy the **Bibliography** citation from Cite-Builder to the **Bibliography** field in RootsMagic. You will now have these fields filled in. (See Figure 7.)

Now you should have something like the picture below. Click the **Next** button at the bottom right of the window.

The screenshot shows the 'Add New Source' window. On the left is a dark sidebar with a search icon and the text 'Select Existing Source'. The main area is titled 'Master Source -' and contains several fields:

- Source Type: Free Form
- Source Name: Baptism Sarah Brockbank 1836
- Footnote: St Mary (Lancaster, Lancashire), "Register of Baptisms," 1831-1837, p. 255, Sarah Brockbank, baptized 17 July 183...
- Short Footnote: St Mary (Lancaster, Lancashire), "Register of Baptisms," p. 255, Sarah Brockbank, baptized 17 July 1836.
- Bibliography: St Mary (Lancaster, Lancashire). "Register of Baptisms." 1831-1837. Imaged. Findmypast. <https://www.findmypast...>

Below these fields is a section titled 'Master Source text, media, etc' with fields for Source Text, Source Comment, and Source Ref#. At the bottom of the window are three buttons: 'Cancel', '< Back', and 'Next >'. A red arrow points to the 'Next >' button.

Figure 7

You have now created your citation, and you need to add it to the fact.

In the **Add Citation** window that comes up, enter something in the Citation Name field. In this example, we're going to make it the same as the Source Name. You can see the footnote, short footnote and Bibliography in the bottom section of the window. (See Figure 8.)

### Add Citation

Baptism Sarah Brockbank 1836

- Master Source - Baptism Sarah Brockbank 1836
- Master Source text, media, etc

Citation Details

- Citation Name: **Baptism Sarah Brockbank 1836**
- Page Number:

Citation Detail text, media, etc

Research Note: >

Detail Comment: >

Detail Ref#:


---

Footnote Customize

**Footnote:** St Mary (Lancaster, Lancashire), "Register of Baptisms," 1831-1837, p. 255, Sarah Brockbank, baptized 17 July 1836, born 13 June 1836; imaged *Findmypast* (<https://www.findmypast.co.uk/> : accessed 6 July 2025); citing Lancashire Record Office, reference PR 3262/1/20.

**Short footnote:** St Mary (Lancaster, Lancashire), "Register of Baptisms," p. 255, Sarah Brockbank, baptized 17 July 1836.

**Bibliography:** St Mary (Lancaster, Lancashire). "Register of Baptisms." 1831-1837. Imaged. *Findmypast*. <https://www.findmypast.co.uk/> : 2025.



Cancel < Back OK


Figure 8

Click the **OK** button, which will take you back to the person window. You can see there is now a pen-nib icon in the source column and that there is a citation in the **Sources** box. (See Figure 9.)

### Sarah Brockbank

1836-1876

Show relative events

Fact	Details				
<b>Person (general)</b>	Sarah Brockbank				
<b>Parents</b>	James Brockbank and Ellen Huddleston				
<b>Groups</b>	<No Groups>				
<b>WebTags</b>	<No WebTags>				
Age	Facts	Date	Details		
0	<b>Birth</b>	13 Jun 1836	Glasson Dock, Lancashire, England		-
1m	<b>Baptism</b>	17 Jul 1836	Lancaster, Lancashire, England		-
39	<b>Death</b>	29 May 1876	Barrow in Furness, Lancashire, England		-
-	<b>Primary Name</b>		Sarah Brockbank		

Sources

+ Add source citation Paste citation

Citation	Baptism Sarah Brockbank 1836	>
	Baptism Sarah Brockbank 1836	

Details

Date edited: 6 Jul 2025 Close

Figure 9

Now, in this example, we need to add that same citation to the birth date fact, because that information came from the same source.

Click in the empty box in the source column for the birth fact.

You will see the **Sources** box for that fact. Click on “+ Add source citation”. (See Figure 11.)

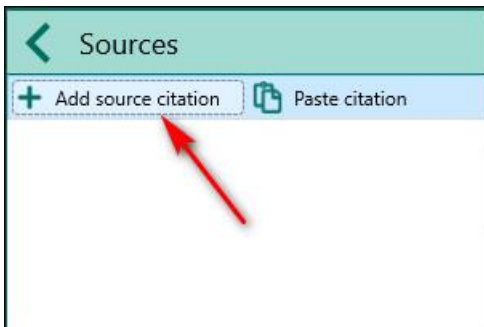


Figure 10

You will see a new window with the existing sources you have created. (See Figure 11.) In this case there is only one, but you will probably have more. If you do have more, make sure the one you have just created is highlighted, then press the **Next** button.

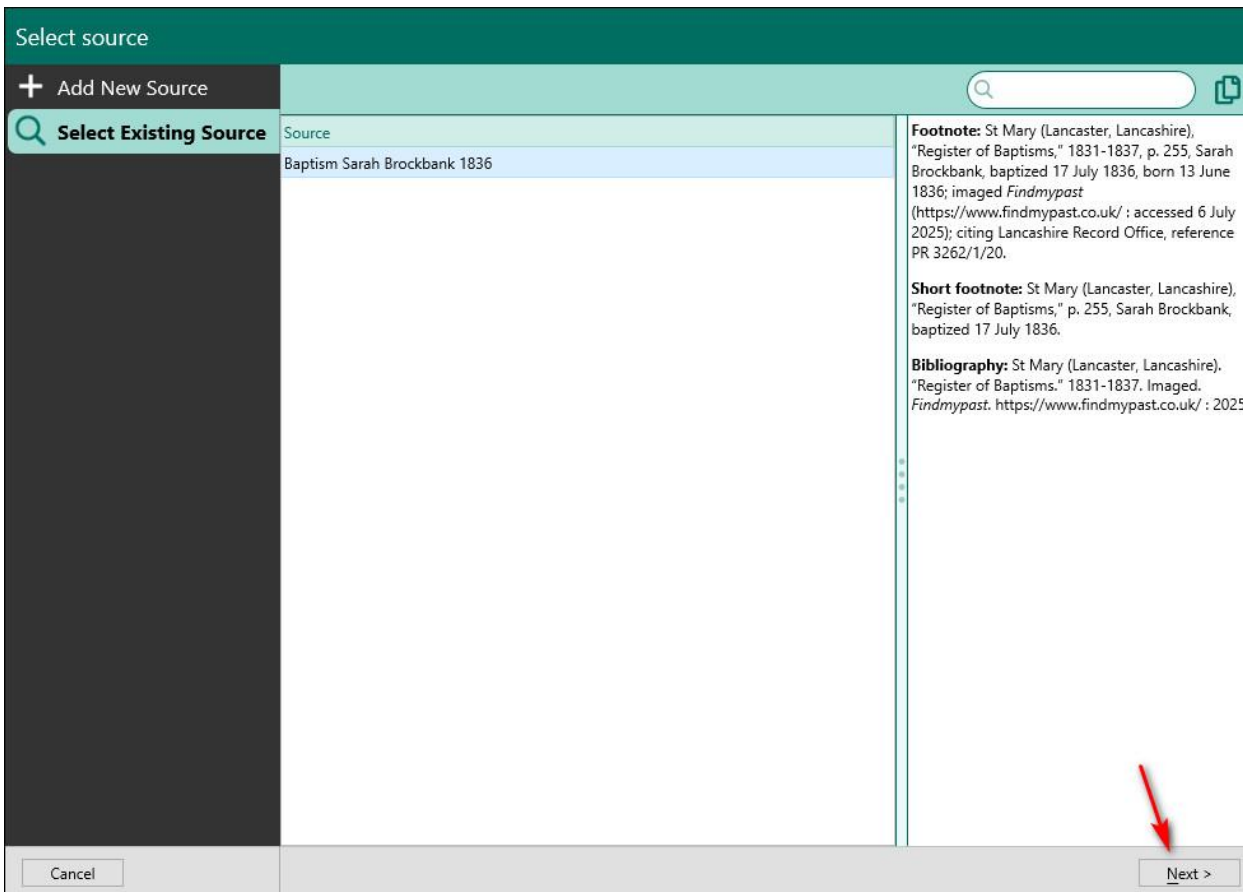


Figure 11

You will see an **Add Citation** window. It will be asking you to add details of the new citation, but in this case ignore that, and click on **Select Existing Citation**. (See Figure 12.)

## Add Citation

Baptism Sarah Brockbank 1836

**+ Add New Citation**

**Q Select Existing Citation**

Master Source - Baptism Sarah Brockbank 1836

Master Source text, media, etc

Citation Details

Citation Name

Page Number

Citation Detail text, media, etc

Research Note

Detail Comment

Detail Ref#

Footnote

**Footnote:** St Mary (Lancaster, Lancashire), "Register of Baptisms," 1836; imaged *Findmypast* (<https://www.findmypast.co.uk/> : access

**Short footnote:** St Mary (Lancaster, Lancashire), "Register of Bapt

**Bibliography:** St Mary (Lancaster, Lancashire). "Register of Baptism

Figure 12

You will see a window very like the one asking you to select the source, except that it is now asking you to select or create a citation. Select the citation we have just created and click the **OK** button. (See Figure 13.)

## Select Citation

Baptism Sarah Brockbank 1836

**+ Add New Citation**

**Q Select Existing Citation**

Citation

Baptism Sarah Brockbank 1836

**Footnote:** St Mary (Lancaster, Lancashire), "Register of Baptisms," 1831-1837, p. 255, Sarah Brockbank, baptized 17 July 1836, born 13 June 1836; imaged *Findmypast* (<https://www.findmypast.co.uk/> : accessed 6 July 2025); citing Lancashire Record Office, reference PR 3262/1/20.

**Short footnote:** St Mary (Lancaster, Lancashire), "Register of Baptisms," p. 255, Sarah Brockbank, baptized 17 July 1836.

**Bibliography:** St Mary (Lancaster, Lancashire). "Register of Baptisms." 1831-1837. Imaged. *Findmypast*. <https://www.findmypast.co.uk/> : 2025.

Cancel

Figure 13

Now in the example, we want to add her father's occupation, which we saw on Sarah's baptism record, as a fact associated with him. Once we have done that, we click the empty section in the source column and then add a citation in the same way we did for Sarah's birth. (See Figure 14.)

James Brockbank  
1810-1888

Show relative events

Fact	Details				
<b>Person (general)</b>	James Brockbank				
<b>Spouse</b>	Ellen Huddleston				
<b>Groups</b>	<No Groups>				
<b>WebTags</b>	<No WebTags>				
Age	Facts	Date	Details		
0	<b>Birth</b>	11 Nov 1810	Pennington, Lancashire, England		-
23	<b>Marriage</b>	8 Feb 1834	Dalton in Furness, Lancashire, England Ellen Huddleston		-
26	<b>Occupation</b>	1836	labourer		-
77	<b>Death</b>	13 Feb 1888	Barrow in Furness, Lancashire, England		-
-	<b>Primary Name</b>		James Brockbank		

Source panel: Sources

+ Add source citation Paste citation

Date edited: 6 Jul 2025

Close

Figure 14

And now we've added citations to all the facts that this source shows us.