



READ ME FIRST PAMPHLET

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Fremont, California

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Read Me First documentation by Cathi Fineran and Lori St. Jean.

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This pamphlet tells you how to set up and start Family Tree Maker on your computer system and how to make Family Tree Maker work correctly with your printer. There is a section that explains how to use Family Tree Maker to produce the correct forms for temple ordinance work (for the Church of Jesus Christ of Latter Day Saints). In addition, there is a section on common questions and problems, and information about the system requirements.

INSTALLING AND STARTING FAMILY TREE MAKER ON SYSTEMS WITHOUT A HARD DISK

Note: Do not run Family Tree Maker from the original Family Tree Maker diskette. Make a backup copy of the diskette and store the original in a safe place.

Place a write protect tab on the original Family Tree Maker diskette (on 3.5" diskettes, push the black tab up) before proceeding with installation.

Follow these steps to make a backup copy of Family Tree Maker on a two-diskette drive system:

1. Insert the Family Tree Maker program diskette in drive A.
2. Insert a blank, formatted, double-sided diskette in drive B.
3. From the DOS A> prompt, type **BU** and press Enter . This command will copy all of the files from the diskette in drive A to the diskette in drive B.

Note: On systems with just one diskette drive, follow the directions above, except use the DOS DISKCOPY command to copy all of the files from one diskette to another in your A drive. Refer to your DOS manual for instructions.

When you have completed the installation process, store the original Family Tree Maker diskette in a safe place.

To start Family Tree Maker from a one- or two-diskette drive system, follow these steps:

Note: Before starting Family Tree Maker on a two-diskette drive system, be sure you have a blank, formatted diskette available for saving card files.

1. Make sure your backup copy of Family Tree Maker is NOT write protected. During **Program Setup**, Family Tree Maker will need to write information to your backup copy of the program diskette.
2. Insert your backup copy of the Family Tree Maker program diskette in the default drive — usually drive A. Place the blank formatted diskette for saving card files in the second drive — usually drive B.
3. At the default DOS prompt (usually A>), type **FTM** and press Enter . After several seconds you see the Family Tree Maker title screen.

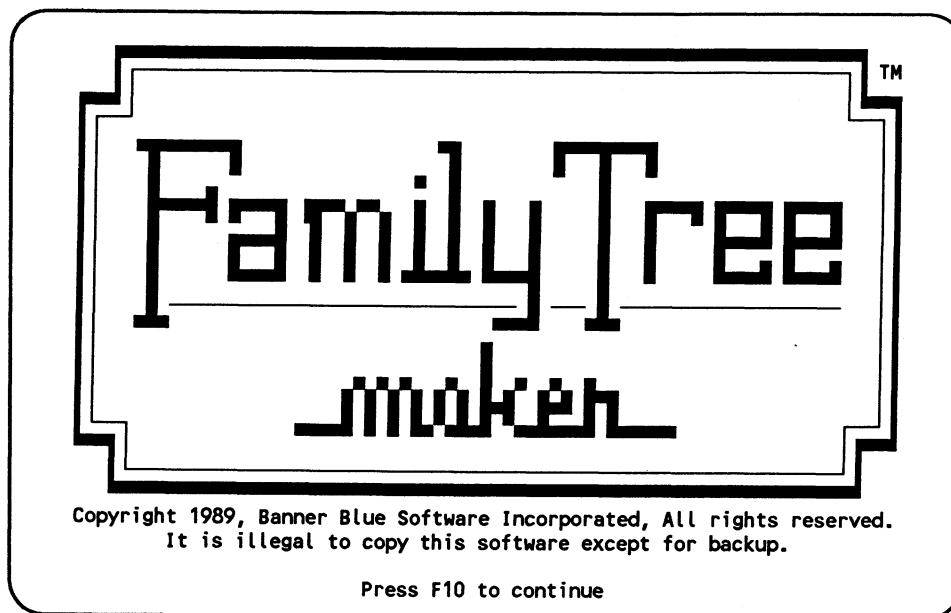


Figure 1. Family Tree Maker title screen

Note: Do not remove the backup copy of the Family Tree Maker program diskette from the diskette drive while you are using the program. Remove it only after quitting the program.

If this is the first time you have used Family Tree Maker, proceed to the section "Program Setup" on page 3.

If you have previously completed **Program Setup**, press **F10** to display the Family Card. Family Tree Maker asks if you would like to start a new card file or if you would like to work on a card file that you have previously saved to disk.

INSTALLING AND STARTING FAMILY TREE MAKER ON A HARD DISK SYSTEM

Banner Blue recommends that you install Family Tree Maker in its own subdirectory on your hard disk. When you keep Family Tree Maker in its own subdirectory, you avoid mixing Family Tree Maker's card files with files produced by other programs.

Follow these steps to install Family Tree Maker from drive A to your hard disk:

1. Insert the Family Tree Maker program diskette in drive A.

Note: If you are going to install Family Tree Maker into a subdirectory on your hard disk, make that subdirectory the current directory.

2. From the DOS prompt for your hard disk (normally C>), type **A:HD** and press Enter . A message appears on the screen to tell you that installation is taking place. This procedure copies the files from drive A to the current drive and directory (usually drive C).

Note: If you are installing from a diskette drive other than drive A, do not use the instructions above. Use the DOS COPY command instead. Refer to your DOS manual for instructions.

When you have completed the installation process, store the original Family Tree Maker diskette in a safe place.

Follow these steps to start Family Tree Maker from your hard disk:

1. Make sure the DOS prompt for your hard disk (normally C>) is on your screen.
2. If you installed Family Tree Maker into a subdirectory, make this subdirectory the current directory.
3. Type **FTM** and press Enter . After several seconds you see the Family Tree Maker title screen (see Figure 1).

If this is the first time you have used Family Tree Maker, proceed to the section "Program Setup."

If you have previously completed **Program Setup**, press to display the Family Card. Family Tree Maker asks if you would like to start a new card file or if you would like to work on a card file that you have previously saved to disk.

PROGRAM SETUP

The first time you run Family Tree Maker it asks you questions about your printer and computer. This group of questions is called **Program Setup**. You only answer these questions once. Family Tree Maker remembers this information the next time you use it.

This section assumes you have already installed and started Family Tree Maker as described above. If this is not the case, go back to the sections for installing and starting the program on your computer system.

Press from the title screen. You will see the first screen of **Program Setup**.

Note: As you set up the program, you can always press to go back one step at a time and change any of your answers. Press or Enter to move forward.

Press again and Family Tree Maker will display "Installing the Printer – Step 1 of 3."

Installing the Printer – Step 1 of 3

Step 1 is to select your printer's manufacturer. To make a selection, use or until your choice is highlighted, then press .

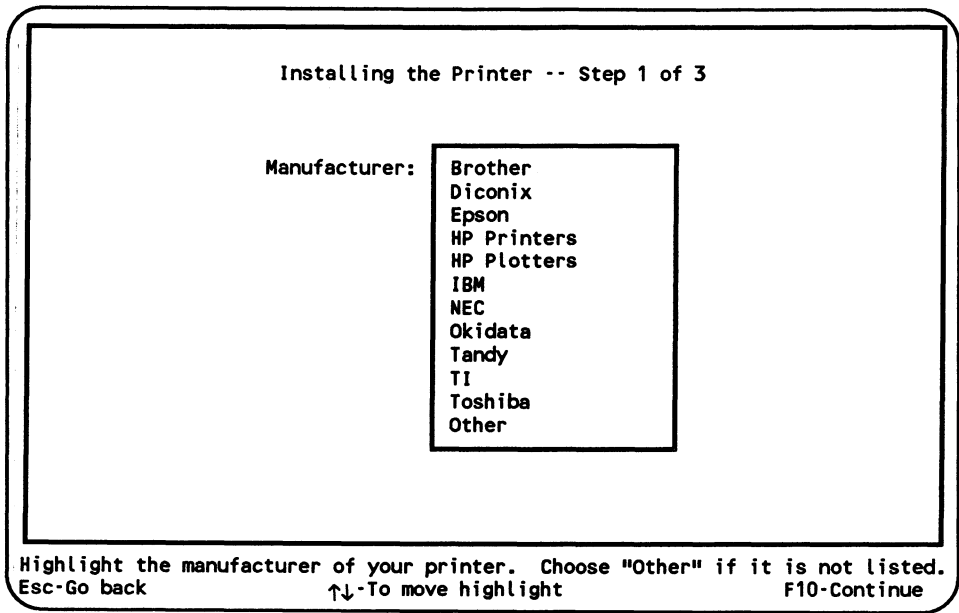


Figure 2. Installing the Printer – Step 1 of 3

Not all manufacturers are listed. However, many printers emulate (behave like) the ones listed. For example, a printer may emulate an Epson FX printer or an IBM Proprinter (just to name two).

If your printer manufacturer is not listed, but your printer emulates one that is, select that manufacturer. You can usually find this information in your printer manual.

In the unlikely event that your printer is not listed and does not emulate a printer that is listed, select **Other**. For more information see "When You are Not Sure What Printer Setting to Use" on page 9.

Family Tree Maker now displays "Installing the Printer – Step 2 of 3."

Installing the Printer – Step 2 of 3

Step 2 is to select your printer's model. To make a selection, use or until your choice is highlighted, then press .

Not all models are listed. If your printer is made by the manufacturer you have chosen, but the model is not listed, select the closest description. For example, if your printer is an Epson LQ1500, you will not see the specific model number, but there is a choice called **LQ Series**. Since your model number has LQ in it, you should choose this one.

Note: Sometimes there will be more than one choice that will work correctly with your printer. Usually these other choices are for special purposes. For example, there is a choice called **LQ Tiny Font** under the manufacturer **Epson**. This selection can be used by any Epson LQ series printer. It will cause the print to be much smaller (more characters per inch) than the print with **LQ Series**.

After you have made your selection, you will sometimes see a special window containing information that is important for the choice you made. Please read this information carefully. It will often explain other steps you must take to make your printer work correctly with Family Tree Maker.

Family Tree Maker now displays “Installing the Printer – Step 3 of 3.”

Installing the Printer – Step 3 of 3

Your printer attaches to your computer via a cable connected to a port on the back of your computer. This step tells Family Tree Maker which port the cable is connected to.

Use or until your choice is highlighted, then press .

If you don't know which connection to use, try **LPT1**. **LPT1** is the most commonly used port for printers.

If you are using a plotter (or a serial printer), try **COM1**. **COM1** is the most commonly used port for plotters.

If you select a serial port (**COM1**, **COM2**, **COM3**, or **COM4**), Family Tree Maker asks additional questions under Step 3.

For Serial Ports Only

The next four choices will only come up if you have selected one of the serial ports. **Baud rate**, **Parity**, **Data bits**, and **Stop bits** are communication parameters that help the computer “talk” to the plotter (or serial printer).

These four settings must match the settings your plotter or printer uses. The preset values (9600, None, Eight, and One) are common ones. Check your plotter or printer to make sure these values match the ones selected there.

As with previous choices, use or until your choice is highlighted, then press .

Note: If you have an HP 7470A, 7475A, or ColorPro plotter, Family Tree Maker displays an image of the plotter's switch block. The switches on the plotter should match the image on the screen.

After you have completed making your selections here, Family Tree Maker will display “Defining the Page – Step 1 of 2.”

Defining the Page – Step 1 of 2

Step 1 is to select the size of paper that is currently in your printer.

Use or until your choice is highlighted, then press .

Note: If you are using a large format HP plotter (models 7580B, 7585B, 7586B, DraftPro, or DraftMaster) you must use D-size paper or larger.

Family Tree Maker now displays “Defining the Page – Step 2 of 2.”

Defining the Page – Step 2 of 2

Step 2 is to tell Family Tree Maker whether or not you are using continuous forms. If you select **No**, it will pause between printing each page to allow you to insert a new sheet of paper in your printer. If you select **Yes**, it will print from one page to the next without pausing.

If you are using continuous form paper (each sheet of paper connects to the next one), select **Yes**.

Or, if your printer has a tray that automatically loads the next sheet of paper (like most laser printers), select **Yes**.

If you must manually insert single sheets of paper into your printer or plotter, select **No**.

Use or until your choice is highlighted, then press .

Family Tree Maker now displays “Preferences – Step 1 of 3.”

Preferences – Step 1 of 3

Step 1 is to tell Family Tree Maker the drive (or path) to use for saving and retrieving the files you create.

As you enter family information into Family Tree Maker, it creates card files that you then save on a diskette or hard disk (see page 45 in the Instruction Manual for more information on saving files).

For a two-diskette system, typically you use your backup copy of the program diskette in drive A and store your card files on a diskette in drive B. If this is the case, type **B**: then press .

For a hard disk system, you probably save your card files to the hard disk (normally, drive C). If this is the case, type **C**: to indicate that Family Tree Maker should save your card files to the current directory on drive C (the hard disk). Then press .

Once you have told it the drive (or path), Family Tree Maker will always go to this location to save or retrieve your card files.

Family Tree Maker now displays “Preferences – Step 2 of 3.”

Preferences – Step 2 of 3

Step 2 is to select the palette of colors for your computer display. On some computer displays, all palettes look the same. If this is the case for your computer, Family Tree Maker tells you so.

Use or until your choice is highlighted, then press .

Family Tree Maker now displays “Preferences – Step 3 of 3.”

Preferences – Step 3 of 3

Step 3 is to select whether you want to use the LDS (Church of Jesus Christ of Latter Day Saints) format for your Family Group Sheets (see the section “LDS Ordinance Information” on page 8 for more information). Unless you intend to use the Family Group Sheet to submit names for temple ordinance work, you should choose No.

Use or until your choice is highlighted, then press .

Family Tree Maker now displays “Final Setup.”

WHERE TO GO FROM HERE

When you have completed the setup process, your choices are automatically saved. The Program Setup screens do not appear the next time you use the program.

To change any of the choices you have made, from the Command Menu select **File**, then **Change program setup** (see page 47 in the Instruction Manual for information on using the Command Menu).

You are now ready to work on your family tree. Press to display the Family Card.

Note: If you have asked Family Tree Maker to save card files to one of the diskette drives on your computer, you will need to have a blank formatted diskette ready before you enter any family information. If you do not have one available, quit Family Tree Maker now and format a blank diskette. To quit Family Tree Maker, press , press , then press twice.

If you are new to Family Tree Maker, you should look through the rest of this pamphlet to familiarize yourself with the type of information contained here, then proceed to Chapter 1 of the Instruction Manual for the tutorial. The tutorial will give you step by step instructions for entering family information and for printing a sample family tree.

The next time you start Family Tree Maker, the first screen you will see is the title screen. On the second screen, Family Tree Maker asks if you would like to start a new card file or if you would like to work on a card file that you have previously saved to disk.

LDS ORDINANCE INFORMATION

If you selected **Yes** to use the LDS format for reports on “**Preferences – Step 3 of 3**” in **Program Setup**, several new fields will be added to some Family Tree Maker screens.

1. The event field labels on “**Individual Card 1 of 3**” are automatically changed to the ordinances baptism, endowment, and seal to parents.
2. The field labels of the **Marriage Card** now ask for the sealing date and location.
3. The “**Family Group Sheet – Step 2 of 3**” screen will provide space for entering the submitter’s stake and unit number as well as his or her relationship to the individuals listed on the sheet.
4. The location and date fields will accept temple codes and several special date codes. These codes can be spelled out or abbreviated.

<i>Special Date Codes</i>
BIC (born in the covenant)
Canceled or CAN
Child or CHI
Cleared or CLE
Completed or COM
DNS (do not seal)
Infant or INF
See notes
Stillborn or STI
Submitted or SUB
Uncleared or UNC

The Family Group Sheet will reflect these changes:

1. Ordinance data is now listed along the right hand side of the sheet.
2. Last names are printed in capital letters.
3. All dates are automatically formatted — Day/Month/Year — with the month abbreviated (10 Sep. 1988).
4. The submitter’s name, address, stake, and unit number are included at the bottom of the page.
5. Space is provided for entering information about proxies.
6. The relationship of the submitter to the husband or wife is listed at the very bottom left corner of the page.
7. Source information for all items on the Family Group Sheet is printed on additional pages.

MORE INFORMATION ABOUT PRINTERS AND PLOTTERS

This section describes special settings you might need to set to make your printer or plotter work correctly with Family Tree Maker.

When You are Not Sure What Printer Setting to Use

If you do not find your printer's manufacturer listed on "Installing the Printer – Step 1 of 3," it will still work correctly with Family Tree Maker.

1. Check your printer manual to see if your printer emulates (behaves like) any of the manufacturers listed. If it does, try that one first.

Note: Each time you try a different printer setting, be sure to reset your printer (turn it off, then back on) before printing.

2. If you can't find the printer your printer emulates and it is a dot matrix printer, try the following settings in the order listed:
 - a) **Graphics Printer** under the manufacturer, **IBM**.
 - b) **IBM Compatible** under the manufacturer, **IBM**.

If your printer is a laser printer, try the setting **LaserJet Plus No cartridge** under the manufacturer, **HP Printers**.

3. If these options don't work correctly, try the manufacturer **Other** on "Installing the Printer – Step 1 of 3." Make sure that the **Plain vanilla** setting you select on "Installing the Printer – Step 2 of 3," has the same cpi (characters per inch) that your printer is using.

Plain vanilla printer settings work with almost any printer. They use regular underscore and vertical dashed lines to draw boxes, rather than using graphics characters. Therefore, your output will appear as in Figure 3.

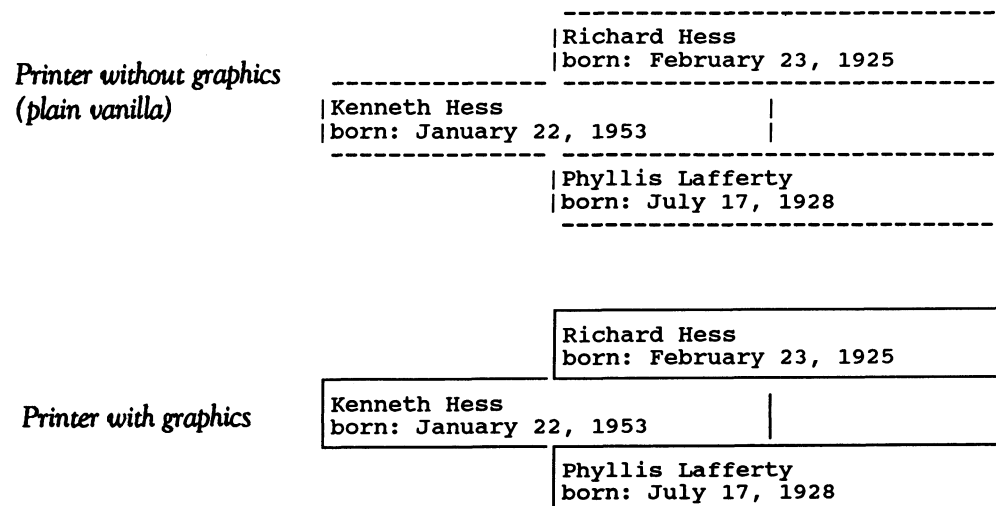


Figure 3.

Setting Up a Large Format Plotter

This section gives instructions for using Hewlett-Packard 7580B, 7585B, 7586B, DraftPro, and DraftMaster drafting plotters and their compatibles.

If your plotter is not an HP plotter, select **Other HP-GL plotter**. When you make this selection, Family Tree Maker will ask you how many pens there are on your plotter. (See page 52 in the Instruction Manual for information on using each pen.) Then follow the directions below for the model of HP plotter that your plotter emulates.

Paper Size

You must use D-size (22 x 34") or A1-size (594 x 841mm) or larger paper. If you use smaller paper, your tree will print out of limits.

Configuring the Plotter

The methods for configuring the various plotters differ.

For the 7580B, 7585B, and 7586B, set the switches as follows:

Interface Mode	RS-232
Emulate/Normal	Normal
Expand/Normal	Normal
Stand-alone/Eavesdrop.....	Stand-alone
Monitor Mode/Normal	Normal
Local/Normal.....	Normal
Parity On/Off.....	Off
Even/Odd.....	Odd
Duplex	Full
Hardwire/Modem	Hardwire
DTR-Bypass	Normal
Baud Rate	9600

For the HP DraftPro, set the switches as follows:

Eavesdrop 6	Off (Stand-alone)
Odd 5	Off (Even)
Parity 4	Off
Baud 3	On (9600)
2	Off
1	On
0	Off

For the HP DraftMaster, use the front panel menu to configure the plotter:

Press **Next Display** until you see the Group/Sort/HP-IB/Serial menu.
Select **Serial** and make sure the four selections are set as follows:

Dataflow	REMOTE and STAND-ALONE
Baud Rate	9600
Parity.....	0
Hardwire	ON

In Family Tree Maker

On "Installing the Printer – Step 3 of 3" make sure your selections are set as follows to match the settings on the plotter:

Select a COM port
Baud Rate9600
Parity.....None
Data bitsEight
Stop bits.....One

Special Printer Setup

Special Printer Setup contains options that change the way Family Tree Maker sends information to the printer. To access the options available here, press **Ctrl+F5** from any Family Card (hold down the **Ctrl** key while you press **F5**).

Reverse paper orientation?

Choose **Yes** to tell Family Tree Maker that the paper is turned sideways in the printer. Normally, paper feeds through the printer with the following dimensions:

	<u>Width</u>	<u>Length</u>	(in inches)
Letter	8.5	11	
Legal	8.5	14	
Computer	14	11	

If you plan to put the paper in with the reverse dimensions (see table below), you need to tell Family Tree Maker.

	<u>Width</u>	<u>Length</u>	(in inches)
Letter	11	8.5	
Legal	14	8.5	
Computer	11	14	

This is only possible on wide carriage printers.

Note: This setting is ignored if your printer is an HP Deskjet, a laser printer, or a plotter.

Shorten print area on page?

Choose **Yes** if your printer has a cut sheet feeder. This will allow Family Tree Maker to adjust for the way the paper is fed into the printer.

Always reset printer?

Choose **Yes** if you are printing through a local area network to a shared printer. This option will reset the printer for every tree or list that you print.

Roman-8 character set?

Family Tree Maker normally uses the IBM International Character Set to print international characters. Many Hewlett-Packard printers use the Roman-8 character set for international characters. Choose **Yes** to use this character set.

COMMON QUESTIONS AND PROBLEMS

This section covers the most common questions and problems you may have while using Family Tree Maker.

Marriages Between Cousins (Individuals Who Appear in Two Places on Trees)

Sometimes you will have a family member who needs to be linked to two branches in the tree. For example, the individual may be an ancestor on your father's side of the tree who married an individual on your mother's side of the tree. When this happens you will need to enter that individual's information twice; once on the Family Card of birth and again on another Family Card as a husband or wife of the individual he/she married.

If you enter that individual's information fully on both Family Cards and on both sets of Individual Cards, your trees will always print correctly.

Text is Printing Out of the Boxes

This occurs when the printer is using a different character spacing than the printer setting you chose in Family Tree Maker. If your tree appears as shown in Figure 4 below, try the following:

1. Sometimes other software can leave the printer in a state that Family Tree Maker can't override. Reset the printer (turn the power off, then on) and try printing again.
2. If the text still prints out of boxes, check the character spacing your printer uses to make sure it matches the character spacing of the printer setting selected in **Program Setup**. From the Command Menu select **File**, then select **Change program setup** to check your printer setting. Then follow the steps in "When You are Not Sure What Printer Setting to Use" on page 9 to select the correct printer setting for your printer.

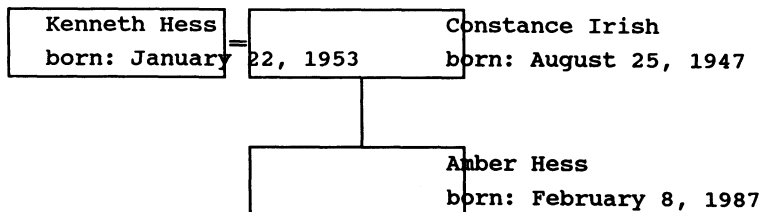


Figure 4. Text printing out of boxes

The Information from the Boxes on the Right Side of the Tree is Printing on the Left Side of the Page

This symptom indicates that the paper size specified in **Program Setup** is wider than the maximum width that the printer can handle. For example, if you have a narrow carriage printer and you select a paper size of 14x11 inches, the tree will wrap. In some cases, this problem also appears to cause extra vertical spaces between lines of the tree (see Figure 5).

Use a ruler to check the actual width and length of your paper. Then from the **Command Menu** select **File**, then select **Change program setup** to make sure the page size you selected in **Program Setup** is not larger than this.

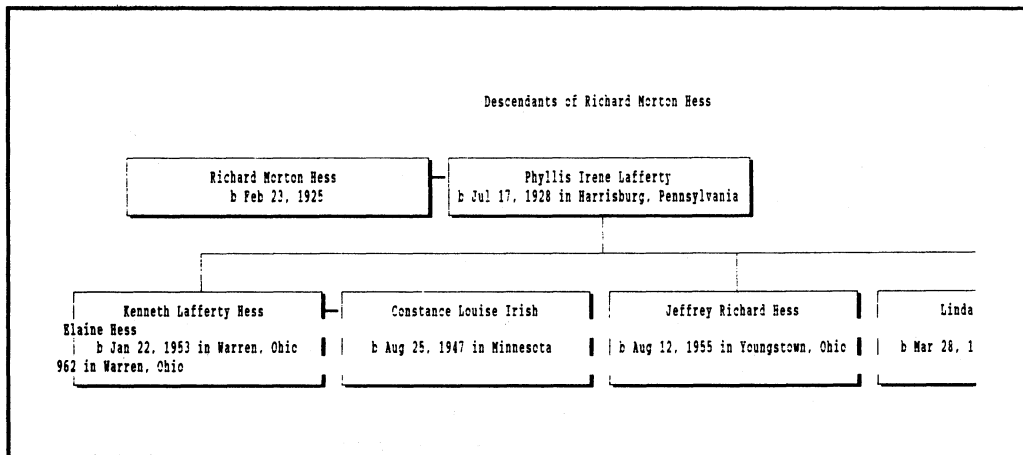


Figure 5. Tree wrapping

Garbage Characters are Printing on the Tree

Usually, a printer prints garbage characters instead of lines, boxes, or text because you selected the wrong printer setting in **Program Setup**.

1. Make sure you select the correct printer type in **Program Setup**. From the **Command Menu**, select **File**, then select **Change program setup** to check which setting you have chosen and to change it if necessary. (See page 47 in the **Instruction Manual** for help in using the **Command Menu**.)
2. If you are using a printer that has several printer emulations, make sure you select the same setting in **Program Setup** as you have selected on the printer itself.

Refer to the section "When You are Not Sure What Printer Setting to Use" on page 9 for more information on how to set up your printer.

3. If your printer is connected to a serial port (COM1, COM2, etc.), make sure you specify the same baud rate, parity, data bits, and stop bits in **Program Setup** that your printer uses. (See "Installing the Printer – Step 3 of 3" on page 5 for more information.)

-
-
4. Make sure you do not have a bad cable. Your printer may work correctly with software programs that do not print graphics, (like a word processor), but not with Family Tree Maker. This is because your cable may have a bad pin in it that is only used for sending graphics characters. Try using another cable.

Error Messages

“Out of memory. Cannot hold more information.”

This may mean your card file has used all the memory available on your computer, or it may mean your card file has reached the maximum allowable number of records.

1. From the Command Menu, select **Edit**, then select **Card file status** to see how much memory is available to Family Tree Maker and to see how many records are still available.
2. If you have a network or any other memory-resident software loaded, (like a menu program), you can make more memory available to Family Tree Maker. Save your card file, then quit Family Tree Maker and re-start your computer without loading the memory-resident programs.

“Your printer or plotter is not responding.”

This message happens when Family Tree Maker detects an error while sending the information to the printer. It can be caused by several different things:

1. You chose the wrong port on “Installing the Printer – Step 3 of 3.” From the Command Menu, select **File**, then select **Change program setup** to try a different port.
2. Your cable is bad or just not connected securely at both ends. Check the cable connections and/or try a different cable.
3. You have a switch box, external buffer or other hardware device between the computer and the printer. To determine if the problem is being caused by one of these devices, temporarily remove the device and try printing again.
4. You are plotting a very large tree on one of the large format plotters. This is probably because the software “timed out” and is not a cause for concern. Select **Yes** to resume plotting.

SYSTEM REQUIREMENTS

Family Tree Maker requires a minimum of 384Kb of RAM (memory) to run. The more RAM you have available to Family Tree Maker, the more names and data you will be able to enter into each card file.

If you want to see how much RAM is available to Family Tree Maker, from the Command Menu, select **File**, then select **Card file status**. This screen will display total RAM on your computer system and the amount of RAM available to Family Tree Maker.

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