



**READ ME FIRST**

**VERSION 2.0 SUPPLEMENT**

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Banner Blue Software Incorporated  
Fremont, California

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First Edition (August 1991)

## **CREDITS**

### **Program Design and Coding**

Kenneth L. Hess, Hugo D. Paz, and Steve Sharrock with assistance from  
Brett A. Walter

### **Documentation**

Dan Handalian II

Editing by Brett A. Walter and Alma Rodoni

Thanks also to Cathi Fineran

### **Graphic Arts**

Dan Handalian II and Brett A. Walter

### **Testing and Critiquing**

Corinne Speer, Cheri Barby, Candi Black, Geoffrey Indrajo, gretchen n. jones, Igal  
Ladabaum, John Lee, Timothy Mesa, Leiolani Overton, and Terry Rudy

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Banner Blue  
P. O. Box 7865  
Fremont CA 94537-7865

415-794-6850 Phone  
415-794-9152 Fax

After September 2, 1991:

510-794-6850 Phone  
510-794-9152 Fax

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# Introduction To Version 2.0

Family Tree Maker Version 2.0 can hold more information about your family than ever, while keeping it just as organized and easy to find. And it prints beautiful, much more compact trees. Plus, it supports a mouse for quicker and easier use.

## **IF YOU ARE A NEW USER OF FAMILY TREE MAKER**

1. Read the remainder of this Introduction and then Chapter 1 in this supplement to learn how to install and set up Family Tree Maker.
2. Read the Introduction in the manual and go through the Tutorial (Chapter 2). The Tutorial will acquaint you with the basic operation of Family Tree Maker. Disregard Chapter 1 in the manual. Chapter 1 in this supplement completely replaces Chapter 1 in the manual.
3. Consult the remainder of the manual and this supplement as needed to find out about Family Tree Maker's many useful features. Use the Index in this supplement to find information in both the manual and the supplement. You'll find that Family Tree Maker can do many fun things very easily.

## **IF YOU'VE USED A PREVIOUS VERSION OF FAMILY TREE MAKER**

1. Read the remainder of this Introduction and then Chapter 1 in this supplement to learn how to install this new version of Family Tree Maker.
2. Read the remainder of this supplement to find out about Family Tree Maker's many new features. Use the Index in this supplement to find information in both the manual and the supplement.

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## WHAT'S NEW IN VERSION 2.0

The following list summarizes the new features in Version 2.0 of Family Tree Maker, and tells you where you can find out more about them.

- Organize lengthy biographies, personal stories, favorite jokes and other miscellaneous information about a person. Page S-12.
- Print a direct descendant tree. Page S-39.
- Print calendars of birthdays and anniversaries. Page S-49.
- Find out how two people are related. Page S-33.
- Enter often-used words and phrases automatically. Page S-30.
- Increase the number of individuals in your card file. Page S-29.
- Quickly find information such as names, dates, and places. Page S-34.
- Print statistics, such as age at death, in your family trees. Page S-51.
- Change the margins on your print-outs. Page S-53.
- Use a mouse with Family Tree Maker. Page S-10.
- Change more field labels than ever before. Page S-30.
- Print trees much faster by using draft mode. Page S-54.

## WHAT'S DIFFERENT IN VERSION 2.0

Please take note of the following changes in Family Tree Maker, Version 2.0:

- In earlier versions, you could press **F7** to display the previous sibling of a husband or wife. You must now press **Alt** + **F8** to display the previous sibling. You can still press **F8** to display the next sibling.
- Family Tree Maker now recognizes duplicate individuals. When you enter someone for the second time (in the case of an intermarriage, for example) you can "link" the two entries. See Appendix B for complete details.
- **For floppy disk users:** while using Family Tree Maker, do not take the program disk out of your floppy drive unless instructed to do so.
- **For floppy disk users:** when saving your card file to a different disk, as when making a backup, Family Tree Maker may require you to swap disks. Please simply follow the instructions on the screen.

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# Chapter 1

## Installation And Program Setup

This chapter tells you how to set up and start Version 2.0 on your computer and how to make Family Tree Maker work correctly with your printer.

### 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. To install from drive B, type **B:HD B** and press Enter . (You can substitute another letter for B if you're using a different drive.)

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 1-1 on page S-2).

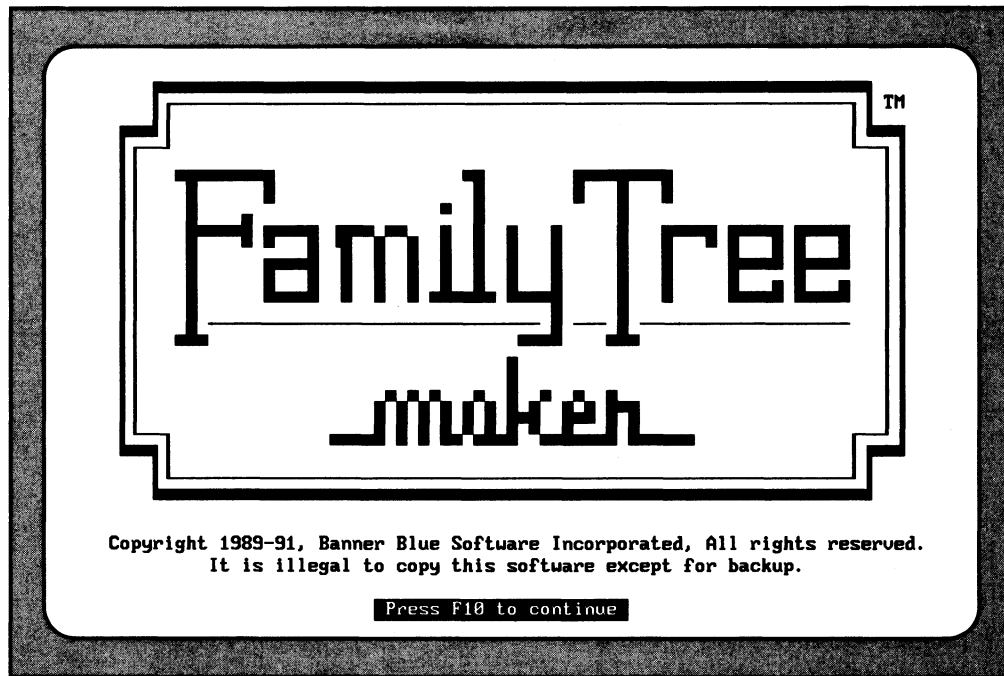


Figure 1-1. Family Tree Maker title screen

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 **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 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.

Have a blank, formatted diskette ready. If your computer uses low-density, 5.25" diskettes, you will need two of them. If you're not sure, have two ready anyway. See your DOS manual for help if you don't know how to format disks.

Proceed with the following steps to make a backup copy of Family Tree Maker on a two-diskette drive system. You can install it on either 3.5" or 5.25" diskettes.

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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 files from the diskette in drive A to the diskette in drive B.

If your computer uses low-density, 5.25" diskettes, you will be asked to remove the diskette in drive B and insert the other blank diskette.

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 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 Family Tree Maker Program Diskette #1 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.

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

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 section for installing and starting the program on your computer.

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



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## 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 LQ1010, 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 an outlet on the back of your computer. This outlet is called a “port.” In this step you tell 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.



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### **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**.

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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 5.**”

### **Preferences – Step 1 of 5**

Step 1 is to tell Family Tree Maker the location to use for saving and retrieving the files you create. You enter this location into the “**Save files to**” field.

As you enter family information into Family Tree Maker, it creates a card file that you then save in a location on a diskette or hard disk (see page 58 in the 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, in the same place as the program. If this is the case, leave this line blank. Then press . If you want to save your card files to a different location on your hard disk, specify the complete drive and path on this line. Never type the file name here.

Family Tree Maker now displays “**Preferences – Step 2 of 5.**”

### **Preferences – Step 2 of 5**

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 5.**”

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### Preferences – Step 3 of 5

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 page 121 in the manual for more information on LDS Ordinance 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 “**Preferences – Step 4 of 5.**”

**Note to Users Without a Mouse:** The following two options are for setting up a mouse. If you aren't using a mouse, press  twice and skip ahead to “Where To Go From Here,” page S-9.

### Preferences – Step 4 of 5

Step 4 is to select which mouse button you will use to perform mouse functions. If you are right-handed, you will probably want to use the left mouse button. Select **Left**. If you are left-handed, use the right mouse button. Select **Right**.

Use  or  until your choice is highlighted, then press .

Family Tree Maker now displays “**Preferences – Step 5 of 5.**”

### Preferences – Step 5 of 5

Step 5 is to select how quickly or slowly you want your mouse cursor to move. You can choose from the following options:

- **Slow2** – your mouse cursor will move very slowly.
- **Slow1** – your mouse cursor will move slowly.
- **Normal** – your mouse cursor will move at an average speed.
- **Fast1** – your mouse cursor will move quickly.
- **Fast2** – your mouse cursor will move very quickly.

Use  or  until your choice is highlighted, then press .

Family Tree Maker now displays “**Final Setup**” to tell you that setup is complete. Press  when you're ready to continue.

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## 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 60 in the manual for information on using the Command Menu).

You are now ready to work on your family tree. Press **F10** 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 **F10**, press **F9**, then press **Q** twice.

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.

### If You Are A New User Of Family Tree Maker

Your program is set up and ready to go. We suggest you follow these steps:

1. Read the Introduction in the manual.
2. Go through the Tutorial (Chapter 2) in the manual. It gives you step-by-step instructions for entering family information and for printing a sample family tree.
3. Read Chapters 3 and 4 in both the manual and this supplement to find out about Family Tree Maker's many features. Use the Index in this supplement to find information in both the supplement and the manual.

### If You've Used A Previous Version Of Family Tree Maker

Your program is now set up and ready to go. Read the rest of this supplement to find out about Version 2.0's many new features. Use the Index in this supplement to find information in both the supplement and the manual.

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





## Chapter 2

# Using A Mouse

In Family Tree Maker 2.0 you can use a mouse to do many of the things you previously had to do with the keyboard. You do not need a mouse to use Family Tree Maker, but many people find it easier to use than a keyboard. If you don't have a mouse connected to your computer, skip ahead to Chapter 3, page S-12.

Use a mouse to:

- Make menu selections
- Move the cursor from one field to another
- Move from screen to screen
- Scroll through a list such as the Index of names

A mouse can make Family Tree Maker much faster and easier to use. For example, to move your cursor into a field, just position the mouse pointer where you want the cursor and click the primary mouse button. This is much faster than using , , , , , or  to move around the screen.

You can also click anywhere you see key names, such as at the bottom of the screen. For example, click anywhere on **F9-Menu** to display the Command Menu. Or click **F1-Help** to display help.

The following figures show some of the different areas of the screen you can click, and what happens as a result. In some cases, you need to double-click (click the mouse button two times in rapid succession). There are many other areas you can click. Feel free to experiment.

Click here to display the parents' Family Cards.

Double-click any name to display that person's Individual Cards.

Single-click a child. Then click here to display the child's Family Card.

Click these arrows to scroll through the list of children.

Click any command, instead of pressing a key.

Click here to display the Index of Names.

Double-click any marriage field to display the Marriage Card.

Click "M" to go to the Marriage Card or "P" to print this Family Card. Or, single-click an individual. Then click a number to go to his/her Individual Cards, or "S" to go to his/her Sources Card.

Figure 2-1. Clicking on a Family Card

Click a name to highlight it. Or, double-click a name to select it.

Click here to display the previous and next screen's worth of names.

Click the arrows to scroll up or down, one person at a time.

Click here to change the arrangement of the list.

Figure 2-2. Clicking in the Index of Names

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# Chapter 3

## Entering Information

This chapter supplements Chapter 3 in the manual. It explains the new features in Version 2.0 that will help you enter your information.

### ENTERING EXTRA INFORMATION

In Version 2.0, Family Tree Maker has a new card for entering biographical information about people in your family. It's called "**Individual Card 4 – Notes.**" There is a separate Individual Card 4 for every individual in your family. On this card you can enter and organize virtually any information you'd like, including a family member's favorite recipes, jokes, or even their complete biography. You can enter up to 5 pages of free-form, type-written text. Then you can print it out on a separate piece of paper for easy filing.

If you have used a word processor, you'll find it very easy to create and edit notes. You can skip the following Tutorial and go directly to the section titled "What You Can Do In Individual Card 4 – Notes" on page S-19

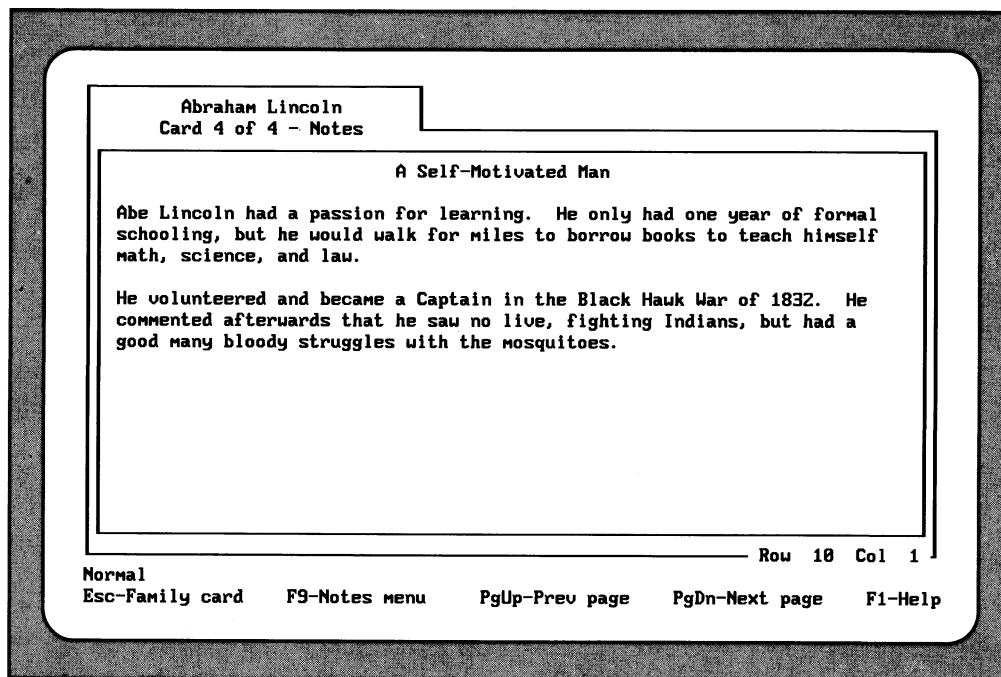


Figure 3-1. Individual Card 4 – Notes

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## A MINI-TUTORIAL FOR INDIVIDUAL CARD 4 – NOTES

This Mini-Tutorial shows you how easy it is to enter notes by leading you step-by-step through the experience of creating the note shown in Figure 3-1. As an example, it uses a story about Abraham Lincoln.

In this Tutorial you'll learn how to:

- Enter text and make corrections
- Make text bold and centered
- Rearrange the order of paragraphs
- Create titles

### Before You Start

This section assumes that you've either gone through the Tutorial in the manual, or that you're already familiar with Family Tree Maker. If you have just started using Family Tree Maker, you should do the Tutorial in the manual, page 23, before continuing with this Mini-Tutorial.

### Getting Started

First, you'll create a new card file, and then you'll make a card for Abraham Lincoln. If you've been working on a different card file before now, be sure to save it (see page 58 in the manual for instructions) and then exit Family Tree Maker. The letters that you should type are shown in **bold letters like this**.

1. From the DOS prompt, type **FTM** to start Family Tree Maker.
2. Press **F10** to proceed past the title screen.

Family Tree Maker now asks you, "Do you want to create a new card file or get an existing one?"

3. Press **→** to highlight "Create new."

If you did the Tutorial in the manual, and if you still have the "LINCOLN.FTM" card file available, you can get it, display Abraham's Family Card, and skip to step 6.

4. Press Enter **↵**.



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You should see a completely blank Family Card, with the cursor on the Husband's field.

5. Type **Abraham Lincoln** into the "Husband" field.

Since at this point we're only concerned with Individual Card 4, we won't waste any time typing in dates. You'll go directly to his Individual Card 4.

6. Press **[PgDn]** to display the Individual Cards selection window.
7. Press Enter **[↵]**.

The first Individual Card for Abraham Lincoln appears.

8. Press **[PgDn]** three more times to get to Individual Card 4 – Notes.

### Entering Information

You're now ready to enter additional information about Abraham Lincoln.

1. Type **He volunteered**

If you make a mistake, use **[←]** to move the cursor back to the left, then type over your error. You can also use Backspace **[←]** (it will delete characters as it moves the cursor to the left). If you need to move the cursor back to the right, press **[→]**.

2. Continue typing on the same line: **and became a Captain in the Black Hawk War of 1832.**
3. Press the space bar twice.

Do *not* press Enter **[↵]**. If you do, press Backspace **[←]** to move the cursor back to the end of the sentence you typed in step 2.


4. Type **He commented**

Notice that when you type the word "commented," it jumps down to the beginning of the second line. As you can see, if a word doesn't fit at the end of a line, Family Tree Maker automatically moves it to the beginning of the next line. You should only press Enter **[↵]** when you reach the end of a paragraph.

5. Type the remainder of the paragraph: **afterwards that he saw no live, fighting Indians, but had a good many bloody struggles with the mosquitoes.**
6. Press Enter **[↵]** to end the paragraph.

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7. Press Enter  to create a blank line.

8. Type the second paragraph:

**Abe Lincoln had a passion for learning. He only had one year of formal schooling, but he would walk for miles to borrow books to teach himself math, science, and law.**

Your screen should now look like the one shown in Figure 3-2.

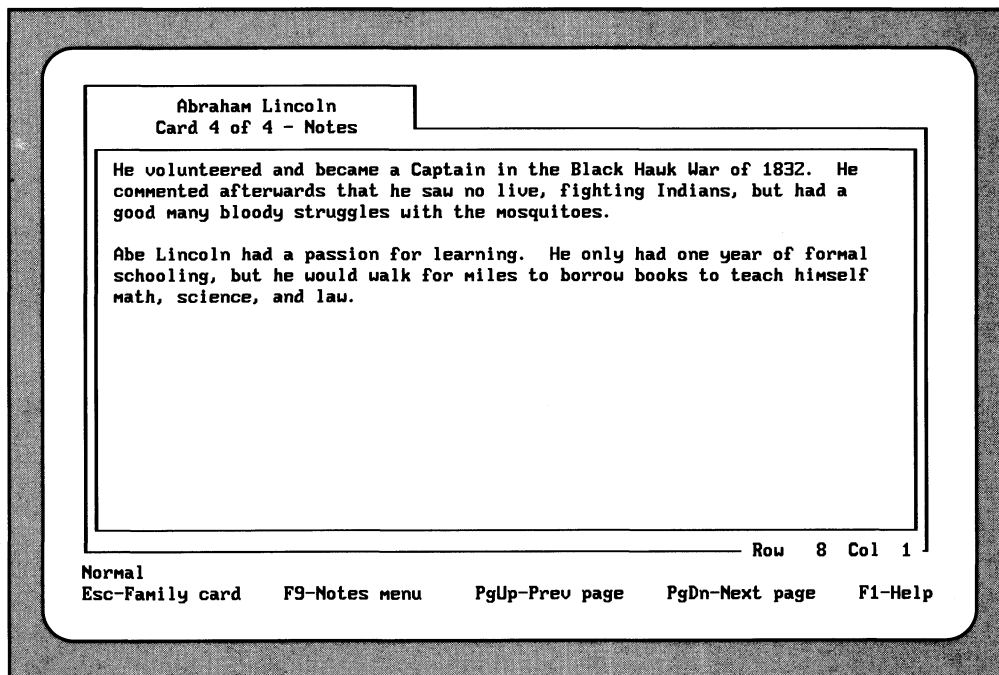



Figure 3-2. Abraham's Individual Card 4 – Notes

## Making Revisions

You may want to change notes after entering them. In the following steps, you'll make a number of revisions to the story about Abraham Lincoln.

1. Use your arrow keys to move the cursor underneath the "l" in "learning."

"Learning" is in the first line of the second paragraph.

2. Press Insert  to turn on insert mode.

Notice that the cursor is now larger.

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3. Type **knowledge**

Notice that the words “of formal” have jumped down to the next line. Family Tree Maker reformats each paragraph for you automatically as you insert or delete words.

4. Press Delete **[Del]** until all of “learning” is deleted.

Since there is now room on the line, the words “of formal” come back up to the current line.

The paragraphs in our example are really in the wrong order. The next few steps show you how to rearrange them.

5. Press **[←]** to position the cursor at the beginning of the second paragraph, under the “A” in “Abe.”

6. Make sure your **[NumLock]** key is off.

7. Press and hold **[⇧Shift]** with your left hand.

8. With your right hand, press **[→]** three times. (Continue holding down **[⇧Shift]** as you do so.)

Notice, that characters become highlighted, or **selected**, as you press **[→]**.

9. Press **[↓]** two times.

10. Press **[→]** repeatedly, until the cursor appears after the period at the end of the paragraph.

11. Release **[⇧Shift]**, being careful not to hit another key.

The second paragraph should be completely highlighted, as shown in Figure 3-3. If it isn't, start over from step #6.

If you have a mouse, you can highlight a paragraph much more easily. Simply move the mouse pointer over the first character you want to select (the “A” in “Abe” in our example). Press and hold the primary mouse button while you drag the mouse until the cursor appears after the period at the end of the paragraph. Release the mouse button. Proceed with the next step.

12. Press **[F9]** to display the Notes Menu.

13. Select **E – Edit note**, and then select **T – Cut**.

The paragraph disappears from the screen, but it's not gone. It's in a temporary storage place in memory called the **Clipboard**. Using the **Paste** command, you can insert the paragraph back into your notes wherever you like.

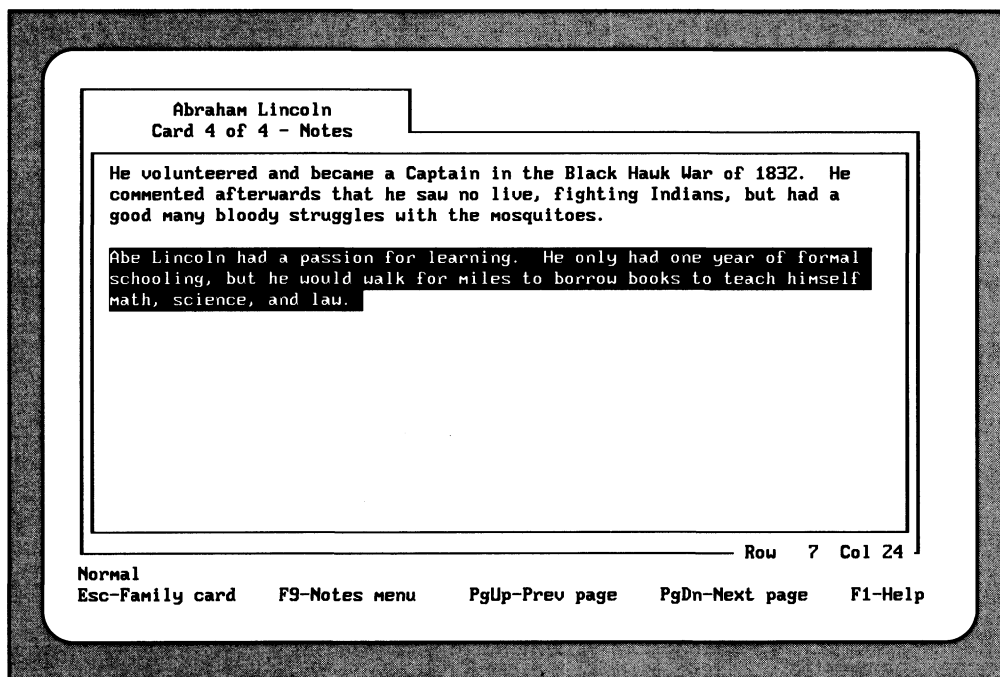


Figure 3-3. A highlighted, or *selected*, paragraph

14. Press **↑** to position the cursor at the top of the screen, under the “H” in “He.”
15. Press Enter **↵** to make space for the paragraph you’re about to paste in.
16. Press **↑** to move the cursor up one line.
17. Press **F9** to display the Notes Menu.
18. Select **E – Edit note**, and then select **P – Paste**.

Family Tree Maker now pastes the paragraph from the clipboard into your notes. In a few simple steps, you moved an entire paragraph from being last to being first.

### Adding A Title

Now let’s add a title, center it, and make it bold. To do this:

1. Press **↑** to move the cursor to the top of the screen, on the blank line just on top of the first paragraph.
2. Type the title: **A Self-Motivated Man**
3. With your left hand, press and hold **⇧Shift**.

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4. With your right hand, press **←** until the title is completely highlighted.

5. Press **F9** to display the Notes Menu.

6. Select **T – Text styles**, and then select **B – Bold**.

Your title is now bold. Centering it is just as easy.

7. Make sure your cursor is still blinking on the line with the title. If it isn't, move it back up there.

8. Press **F9** to display the Notes Menu.

9. Select **A – Align paragraph**, and then select **C – Center**.

Your title is now centered.

10. Press **→** to position the cursor at the end of the current line, just after the "n" in "Man."

11. Press Enter **↵** to add another blank line between the title and the first line of text.

Your Individual Card 4 should now look like the one in Figure 3-1, on page S-12.

**Note:** On color monitors, text styles are shown with colors. On monochrome monitors, all styles are shown with brighter letters. Brighter text may not be visible on your monochrome monitor if it isn't adjusted properly. No matter what type of monitor you have, you can position the cursor under a character and look in the lower left corner of the screen to see what style it has.

### **Saving Your Notes**

It's a good idea to save your work about every half-hour. This way, if you have a power loss or other catastrophe, you'll never lose more than half an hour of work.

To save your notes, just save your card file. Notes are stored in the same card file as the rest of your information. This way, you can keep all of your information in one place.

You don't need to go all the way back to the Family Card to save your notes. From any Individual Card 4:

1. Press **F9** to display the Notes Menu.

2. Select **F – File**.

3. Select **S – Save card file to disk**.

4. Type **LINCOLN** and press Enter **↵**.

Your whole card file, including your notes, is now saved.

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## Printing Your Notes

Now you're ready to print these notes about Abraham Lincoln. To do this:

1. Turn your printer on.
2. Adjust the paper so that the print head is at the top of the page. (Ignore this step if you have a laser printer, sheet feeder, or plotter.)
3. Press **[F9]** to display the Notes Menu.
4. Select **F – File**, and then select **P – Print individual notes**.

You have now completed the Mini-Tutorial on Individual Card 4 – Notes. Read through the rest of this section to find out more about this new feature.

## WHAT YOU CAN DO IN INDIVIDUAL CARD 4 – NOTES

Individual Card 4 has many features to help you enter exactly the information you want. You can:

- Use keyboard commands or your mouse to move your cursor anywhere in your text. See “Moving Around...” on page S-20.
- Insert new text, delete old text, and type over existing text. See “Editing Text...” on page S-21.
- Replace text that you accidentally deleted. See “Undeleting Text...” on page S-22.
- Rearrange text by **cutting** it from one place and **pasting** it to another. See “Rearranging Text...” on page S-23, and “Moving Text From One Individual Card 4 To Another” on page S-24.
- Avoid retyping information by **copying** it from one place and **pasting** it to another. See “Copying Text...” on page S-24.
- Make titles, names, and other important text stand out by using a **text style** such as bold, underline, or italics. See “Entering Emphasized Text...” on page S-26, and “Changing Text Styles...” on page S-27.
- Center titles or even entire paragraphs. You can also align paragraphs against the left margin or the right margin. See “Aligning Paragraphs...” on page S-27.

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- Save your notes – and all the other information in your card file – at any time. See “Saving Your Notes” on page S-28.
  - Print your notes on paper and keep them, or give them away as gifts. See “Printing Your Notes” on page S-28.
  - Get information you’ve typed into another program, and insert it directly into any Individual Card 4 without retyping. See “Importing Text From Another Program Into Individual Card 4” on page S-29.

### How To Get To Individual Card 4

To display someone’s Individual Card 4:

1. From the Family Card, press **[PgDn]** to bring up the Individual Cards selection window.
2. Highlight the name of the person whose Individual Card 4 you wish to edit.

If the cursor is on an individual’s name on the Family Card, that person’s name will be highlighted in the selection window.

3. Press Enter **[↵]**.

The first Individual Card appears.

4. Press **[PgDn]** three more times to skip through Cards 2 and 3.

You are now in Individual Card 4 – Notes. Simply type any biographical information you wish to store about this person. When you’re finished, there are two ways of exiting:

- Press **[Esc]**. This action will take you back to the Family Card.
- Press **[PgUp]** from the top line of your notes. This action will take you back to Individual Card 3.

### Moving Around In Individual Card 4

Depending on how much memory is available in your computer, you may be able to enter much more text into Individual Card 4 than can appear on the screen at any one time. Figure 3-4 shows all of the keys you can use to move around.

**Note to Mouse Users:** You can move your cursor directly to any character in your text simply by clicking it with your mouse. You can also click the words “PgUp–Prev page” and “PgDn–Next page” at the bottom of the screen to move up or down a screen’s worth of text.

Press this key	To do this
← or Ctrl + S	Move the cursor one character to the left.
→ or Ctrl + D	Move the cursor one character to the right.
↑ or Ctrl + E	Move the cursor up one line.
↓ or Ctrl + X	Move the cursor down one line.
Ctrl + ← or Ctrl + A	Move the cursor one word to the left.
Ctrl + → or Ctrl + F	Move the cursor one word to the right.
PgUp	Move up a whole screen's worth of text. If the cursor is at the top of Individual Card 4, PgUp will take you to Individual Card 3.
PgDn	Move down a whole screen's worth of text.
Home	Move the cursor to the beginning of the line.
End	Move the cursor to the end of the line.
Ctrl + Home	Move the cursor to the beginning of Individual Card 4.
Ctrl + End	Move the cursor to the end of Individual Card 4.

**Figure 3-4. How to move around in Individual Card 4**

**Note:** The **Ctrl** key is a key that's always used in combination with another key. To use it, press and hold it while you press the other key. For example, "**Ctrl** + **X**" means press and hold down **Ctrl** while you press **X**.

### Editing Text In Individual Card 4

You can perform most editing functions with either one key, or a two-keystroke combination. To enter a keystroke combination, press and hold the first key while you press the second one. Figure 3-5, on page S-22, summarizes the standard editing operations. Notice that many of these are identical to what you press to edit on the Family Card.



Press this key	To do this
Ctrl + T	Delete the word above the cursor.
Ctrl + Y	Delete the entire line above the cursor.
← (backspace)	Delete the character to the left of the cursor.
Ins	Toggles between inserting characters between those already there, and overwriting characters already there.
Del	Delete the character above the cursor.
Alt + ← (backspace)	Undelete. Restore the text you just deleted.
↵ (tab)	Enter a tab into the text and move the cursor to the next tab stop.
↵ (enter)	End a paragraph and move the cursor to the beginning of the next line. At the beginning of a paragraph or blank line, Enter inserts a blank line.

Figure 3-5. Keys for editing information

### Undeleting Text In Individual Card 4

You can replace text that you accidentally deleted, by using the **undelete** command.

To undelete text that you've just deleted in Individual Card 4:

1. Don't type any new text. If you do, you won't be able to undelete anymore.
2. Press **F9** to display the Notes Menu.

It doesn't matter where your cursor is – Family Tree Maker will remember where your text was and will put it back in the correct location.

3. Select **E – Edit note**, and then select **U – Undelete**.

Your text is now replaced.

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**Note:** To replace text that you accidentally deleted using the “Cut” command, position your cursor where you wish to replace the text, and choose “**P – Paste**” from the “**E – Edit note**” submenu.

**Note:** You can also recover deleted text by holding **[Alt]** while you press **[←]** (Backspace).

### **Rearranging Text In Individual Card 4**

You can move any amount of text from one place in your text to another. This is referred to as **cutting and pasting**.

To cut and paste text in Individual Card 4, do the following:

1. Position your cursor at the beginning of the text you wish to move.
2. Select the text you wish to move.

To select text with the keyboard, first make sure that your **[NumLock]** key is off. Then press and hold **[⇧Shift]** while you press **[→]** or any other arrow key until all the text is highlighted. If you want to select large amounts of text, you can use **[PgUp]** and **[PgDn]** as well as **[→]**.

To select text with a mouse, simply move the mouse pointer over the first character you want to select. Press and hold the primary mouse button while you drag the mouse until the last character you want is highlighted. Release the mouse button.

3. Press **[F9]** to display the Notes Menu.
4. Select **E – Edit note**, and then select **T – Cut**.

The paragraph disappears from the screen, but it’s not gone. It’s in a temporary storage place in memory called the **Clipboard**. You can use the Paste command to insert the contents of the Clipboard back into your notes wherever you like.

5. Position your cursor where you wish to insert the text.
6. Press **[F9]** to display the Notes Menu.
7. Select **E – Edit note**, and then select **P – Paste**.

Family Tree Maker now pastes the text from the Clipboard into your notes, and reformats text as necessary.

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## Copying Text In Individual Card 4

You can copy any amount of text and insert it any place you want.

To copy text in Individual Card 4:

1. Position your cursor at the beginning of the text you wish to copy.
2. Select the text you wish to copy.

To select text with the keyboard, first make sure that your **NumLock** key is off. Then press and hold **⇧Shift** while you press **→** or any other arrow key until all the text is highlighted. If you want to select large amounts of text, you can use **⇧PgUp** and **⇧PgDn** as well as **→**.

To select with a mouse, simply move the mouse pointer over the first character you want to select. Press and hold the primary mouse button while you drag the mouse until the last character you want is highlighted. Release the mouse button.

3. Press **F9** to display the Notes Menu.
4. Select **E – Edit note**, and then select **C – Copy**.

A copy of the selected text is placed in a temporary storage place in memory called the Clipboard. You can use the Paste command to insert the contents of the Clipboard back into your notes wherever you like.

5. Position your cursor where you wish to insert the text.
6. Press **F9** to display the Notes Menu.
7. Select **E – Edit note**, and then select **P – Paste**.

Family Tree Maker now pastes the text from the Clipboard into your notes, and reformats text as necessary.

Since the clipboard is not erased until you cut (or copy) more text onto it, you can paste the same text as many different times as you like.

## Moving Text From One Individual Card 4 To Another

You can move or copy any amount of text from one person's Individual Card 4 to another person's Individual Card 4.

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To perform this operation, do the following:

1. Display Individual Card 4 of the person who has the text you wish to move.
2. Position your cursor at the beginning of the text you wish to move.
3. Select the text you wish to move.

To select text with the keyboard, first make sure that your **NumLock** key is off. Then press and hold **⇧Shift** while you press **→** or any other arrow key until all the text is highlighted. If you want to select large amounts of text, you can use **PgUp** and **PgDn** as well as **→**.

To select with a mouse, simply move the mouse pointer over the first character you want to select. Press and hold the primary mouse button while you drag the mouse until the last character you want is highlighted. Release the mouse button.

4. Press **F9** to display the Notes Menu.
5. Select **E – Edit note**, and then select **T – Cut**.

Or, select **C – Copy** if you wish to copy this text to another Individual Card 4.

You can now use the Paste command to insert the contents of the Clipboard back into anyone's Individual Card 4 wherever you like.

6. Press **Esc** to exit this person's Individual Cards.
7. Move to the second person's Family Card.

**Note:** You can use the Find individual command to move quickly to someone's Family Card. See page S-34.

8. Press **PgDn** to display the Individual Cards selection window.
9. Highlight the person you want and press Enter **↵**.

The first Individual Card for that person appears.

10. Press **PgDn** three more times to skip through Cards 2 and 3.

You're now at Individual Card 4 – Notes.

11. Position your cursor where you wish to insert the text.
12. Press **F9** to display the Notes Menu.

- 
- 
13. Select **E – Edit note**, and then select **P – Paste**.

Family Tree Maker now pastes the text from the Clipboard into the notes for this person, and reformats text as necessary.

Since the clipboard is not erased until you cut (or copy) more text onto it, you can paste the same text to other people's Individual Card 4 as many times as you like.

### **Entering Emphasized Text (Bold, Underline, Italics) Into Individual Card 4**

If you know beforehand that you want text to be emphasized, you can select a **text style** first and then enter the text. You can make names, titles, and other important text stand out by using bold, underline, or italics. (If you want to emphasize text you've already entered, see "Changing Text Styles..." on page S-27.)

To select a text style first, from Individual Card 4:

1. Pause just before you type the text you want to be emphasized.
2. Press **[F9]** to display the Notes Menu.
3. Select **T – Text styles**, and then select the style you want (**B – Bold**, **U – Underline**, or **I – Italics**).
4. Type the text you want to emphasize.
5. When you're finished entering the text, press **[F9]** to display the Notes Menu.
6. Select **T – Text styles**, and then select **N – Normal**.

You can also select the text and choose the text style a second time to turn it off.

You can give text any combination of styles. For example, you can make text both bold and underline. See "Changing Text Styles..." on page S-27.

**Note:** Not all printers will print italics. On some it will appear as an outline style (like *this*) and on others it will appear normal.

**Note:** On color monitors, text styles are shown with different colors. On monochrome monitors, all styles are shown with brighter letters. Brighter letters may not be visible on your monochrome monitor if it isn't adjusted properly. No matter what type of monitor you have, you can position the cursor under a character and look in the lower left corner of the screen to see what style it has.

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## Changing Text Styles In Individual Card 4

You can give text multiple text styles (such as **bold and underline**), change existing styles back to normal, or replace existing styles with different ones. From Individual Card 4:

1. Position your cursor at the beginning of the text whose style you want to change.

The text can be anything from a few letters to a few words to a few paragraphs or more.

2. Select the text you wish to change.

To select text with the keyboard, first make sure that your **NumLock** key is off. Then press and hold **⇧Shift** while you press **→** or any other arrow key until all the text is highlighted. If you want to select large amounts of text, you can use **PgUp** and **PgDn** as well as **→**.

To select with a mouse, simply move the mouse pointer over the first character you want to select. Press and hold the primary mouse button while you drag the mouse until the last character you want is highlighted. Release the mouse button.

3. Press **F9** to display the Notes Menu.
4. Select **T – Text styles**, and then select a style.

Select **N – Normal** if you want to remove any styles from the selected text.

You can apply as many styles to the selected text as you wish. For example, you can make the selected text bold, underline, and italics by repeating steps 1 through 4 above for each text style you want.

## Aligning Paragraphs In Individual Card 4

Family Tree Maker allows you to align your paragraphs against the left margin, against the right margin, or centered between the two margins. You can also use this command to center titles.

For example, to center a title in Individual Card 4:

1. Position your cursor anywhere on the line you wish to center.
2. Press **F9** to display the Notes Menu.
3. Select **A – Align Paragraph**, and then select **C – Center**.

Your title is now centered.

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To turn off the centering, simply repeat steps 1 through 3 above. Or, you can turn off the centering by choosing “**Left align.**”

### **Saving Your Notes**

It’s a good idea to save your work about every half-hour. This way, if you have a power loss or other catastrophe, you’ll never lose more than half an hour of work.

To save your notes, just save your card file. Notes are stored in the same card file as the rest of your information. This way, you can keep all of your information in one place.

You don’t need to go all the way back to the Family Card to save your notes. From Individual Card 4:

1. Press **F9** to display the Notes Menu.
2. Select **F – File**, and then select **S – Save card file to disk**.
3. If you are saving your card file for the first time, type the name of your card file and press Enter **↵**. Otherwise, simply press Enter **↵**.

Your whole card file, including your notes, is now saved.

### **Printing Your Notes**

To print your notes for the current individual:

1. Go to Individual Card 4 for the individual whose notes you want to print.
2. Turn your printer on.
3. Adjust the paper so that the print head is at the top of the page. (Ignore this step if you have a laser printer, sheet feeder, or plotter.)
4. Press **F9** to display the Notes Menu.
5. Select **F – File**, and then select **P – Print individual notes**.

Press **F10** to begin printing your notes.

You may notice that a text style you chose is not appearing on your print-out. This is because some printers cannot print every type of text style.

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## Importing Text From Another Program Into Individual Card 4

If you've entered information about your family into another program such as a word processor, you may be able to copy that information into Individual Card 4 without retyping. To do this, the other program must be able to copy, or **export**, your information to an ASCII file. An ASCII file is a generic file that many programs can read and create. Check the manual for your other program to see whether and how you can export your information for an individual to an ASCII file. Look under "ASCII" or "Export" in the Index of the other program's manual.

Once you've created the ASCII file from the other program, you can import its contents into someone's Individual Card 4. To do this:

1. Go to that person's Individual Card 4.
2. Position the cursor where you want to insert the information you're importing.
3. Press **F9** to display the Notes Menu.
4. Select **F – File**.
5. Select **I – Import text file**.

Family Tree Maker now displays the "**Import Text File from Disk**" window.

6. Select the ASCII file that you want to import into your Notes.
7. Press Enter **↵**.

Family Tree Maker inserts a copy of the information in the ASCII file into Individual Card 4.

## ENTERING MORE THAN 1000 NAMES INTO ONE CARD FILE

Family Tree Maker is now able to hold more than 1000 names in one card file. The exact number depends on your computer's memory and configuration. To check how many names you can store in each card file, from any Family Card hold down **Alt** and press **F1**. The "Card File Status" window displays the number of names you've entered, and how many more you can enter.

If you need to put more names into one card file, you may want to consider upgrading to DOS Version 5.0. DOS, or the Disk Operating System, is the set of instructions your computer follows when you first turn it on. Using Version 5.0 of DOS, you can get more names in each card file. Additionally, if you have 640Kb of RAM, you can take advantage



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of the new memory handling features of DOS 5.0. See your DOS manual for instructions on the "Loadhigh" command to get even more names.

If you don't know which version of DOS you have, check your DOS manual. If you have an earlier version (indicated by a smaller number, such as DOS 3.3), and you're interested in getting DOS 5.0, call your local computer store.

## FIELD LABEL CHANGES

In earlier versions of Family Tree Maker, you could change the field labels for the comment, event, and medical fields that appear in the Individual Cards. In addition to these, you can now change the labels "about," "in," "Husband," and "Wife."

To change field labels in Family Tree Maker, start from any Family Card. Press **F9** for the Command Menu, and select **F – File**. Then select **U – Utilities**, followed by **L – Change field labels**. Press **PgDn** or **PgUp** to move between the lists of field labels. Move the cursor down the list until you come to the label you want to change; then type over the old label. Repeat this for all the labels you want to change.

## TYPING SAVER

One of the best ways to save time and avoid making mistakes is to let Family Tree Maker do some of your typing for you. Using the **Typing saver** feature, you can assign the words or phrases that you type repeatedly to function keys (**F1**, **F2**, etc). Thereafter, you simply hold down **⇧Shift** and press the function key whenever you want Family Tree Maker to type the word or phrase for you. It's perfect for names and locations that are common in your family.

Here are the basic steps needed to use the Typing saver (details follow):

1. Choose **Typing saver** from the **Edit card file** submenu.
2. Enter the words or phrases that you want to have Family Tree Maker type for you.
3. Escape back to the Family Card.
4. Position your cursor where you want your text to appear.

This can be on any field in any card: a Family Card, an Individual Card, a Marriage Card, etc.

5. Press and hold down **⇧Shift** while you press the function key (**F1**, **F2**, etc) for the word or phrase you want to enter.

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## How To Use The Typing Saver

The following example shows how to use the Typing saver to enter a last name automatically. From any Family Card:

1. Press **F9** to display the Command Menu.
2. Select **E – Edit card file**.
3. Select **V – Typing saver**.

The “Typing Saver” screen appears, as shown in Figure 3-6.

Husb  
Date

Wife  
Date

Marr  
Marr

1  
2  
3  
4  
5

Typing Saver

Shift+F1 \_\_\_\_\_

Shift+F2 \_\_\_\_\_

Shift+F3 \_\_\_\_\_

Shift+F4 \_\_\_\_\_

Shift+F5 \_\_\_\_\_

Shift+F6 \_\_\_\_\_

s  
87

Type into field. Later, to paste into card, press the key labeling the field.  
Esc-Go back F10-Continue

Figure 3-6. The Typing Saver screen

Notice that your cursor is blinking in the field labeled “Shift+F1.”

4. Type your last name.
5. Press **F10** to exit the Typing saver.
6. Display the Family Card where you are the husband or wife.
7. Position the cursor under your name.

Next, you’ll temporarily delete your name.

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- 
8. Hold down **Ctrl** and press **Y**.

Your name should disappear. Now you'll see how easy it is to enter information using the Typing saver. Please follow the next steps **exactly**, and **do not** press Enter **↵**.

9. Type your first name.
10. Press the space bar once.
11. Hold down **⇧Shift** and press **F1**.

Presto! Your last name appears automatically. Once you enter text into the Typing saver, you can have Family Tree Maker "type" it for you as many times as you like.

### Special Tips

Once you've entered information into the Typing saver, there are a few things to note as Family Tree Maker "types" that information for you:

- If you're in overwrite mode (if your cursor is small), the text that Family Tree Maker "types" for you will write over any text to the right of your cursor
- If you're in insert mode (if your cursor is larger), the text that Family Tree Maker "types" for you will be inserted between your cursor and any text to the right
- If the text that Family Tree Maker is trying to "type" for you won't fit between the cursor and the end of your line, Family Tree Maker will "type" as much text as possible, leaving off any characters that don't fit

### A Typing Saver Short-Cut

To save time, you can insert information into the Typing saver without actually going to the "Typing Saver" screen. To do this:

1. Position your cursor in a field containing information you need to type repeatedly.
2. If the field is empty, type your information now.
3. When the information is correct, hold down **Ctrl** and press **F1**.

This step replaces going to the "Typing Saver" screen. Family Tree Maker asks you to assign the information in the current field to a function key.

4. Choose a function key, and press Enter **↵**.

- 
- 
5. Move your cursor to another field where you want to enter this information.
  6. Hold down **⇧Shift** and press that function key.

Family Tree Maker “types” your information for you.

## KINSHIP

**Kinship** is a new feature that you can use to see how people are related to each other. All you do is select two people, and Family Tree Maker will tell you how they are related.

To see how two people are related, from any Family Card:

1. Press **F9** to display the Command Menu.
2. Select **O – Options**.
3. Select **K – Kinship**.

The first of three Kinship screens appears.

4. Select the first of the two individuals whose kinship you want to identify.
5. Press **F10** to continue.

The screen “**Kinship – Step 2 of 3**” appears.

6. Select the second of the two individuals whose kinship you want to identify.
7. Press **F10** to continue.

Family Tree Maker displays the relationship between the two people. If they are related in more than one way, Family Tree Maker displays each relationship separately. For example, if cousins marry, they are both cousins and spouses.

Family Tree Maker also displays the degree of the relationship. If you don’t track this information, you don’t have to worry about it. It simply shows the distance between two people who are related, under both Civil Law and Canon Law.

8. When you are done, press **F10**.

Or, if you wish to see how a different person is related to the primary individual, press **Esc** and repeat steps 6 and 7 above.

**Note:** Adopted, foster, and children of “unknown” status will show up in Kinship only if you have selected them to print in trees. See page S-60 for details.

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## FIND INDIVIDUAL

Using the **Find individual** feature, you can quickly find anyone in your card file. You can search for individuals using names, dates, events, comments, or even phrases in Individual Card 4 – Notes. You can also search for individuals using parts of information. For example, you can type “jo” and find the name “jonathan.” Additionally, you can search for all people with common information, such as a last name, and you can edit their information along the way.

### Searching By Name

To search for a certain person’s name in your card file, from any Family Card:

1. Press **F7** to choose Find individual.

Family Tree Maker now displays the “**Find Individual**” screen, shown in Figure 3-7.

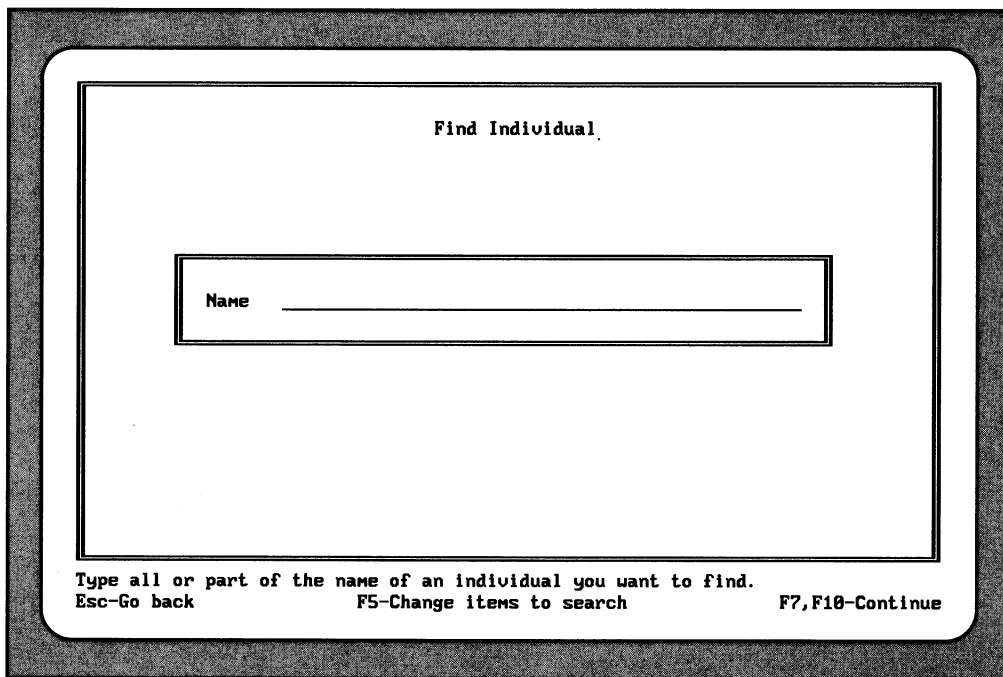


Figure 3-7. The Find Individual screen

2. Type the name of the person you wish to find.

If you’re not sure of the exact name, type any part of the name. Family Tree Maker will find any name containing those same letters. For example, if you type **hess**, Family Tree Maker will find “Kenneth Hess,” “Hessel Smith,” “George Chess, III,” and so on.

- 
- 
3. Press **F7** to begin searching.

Family Tree Maker displays the “FOUND!” message, and the Family Card of the first person who matches your request.

If you like, you can edit this Family Card, and then continue your search by pressing **F7** twice.

In fact, you can do anything in the program — move to different Family Cards, print trees, display the Index of Names, etc. No matter what editing you do, Family Tree Maker will always continue the search from the last match found when you press **F7** twice.

4. Press **F7** to find the next match.

Continue pressing **F7** until you’re done searching, or until Family Tree Maker runs out of matches.

5. Press **Esc** to quit searching.

If you didn’t find the name you were looking for, try typing a smaller portion of the name. You can search on any part of a word. For example, type “sm” to look for the last name “Smith.”

### Searching For Other Items

Family Tree Maker can also search for dates, locations, and comments. For example, to search for all individuals born at a certain time, from any Family Card:

1. Press **F7** to choose Find individual.

Family Tree Maker now displays the “**Find Individual**” screen, shown above in Figure 3-7.

2. Press **F5** to change the item you wish to search.

Family Tree Maker now displays the “**Find Individual – Change Search Item**” screen, shown in Figure 3-8, on page S-36.

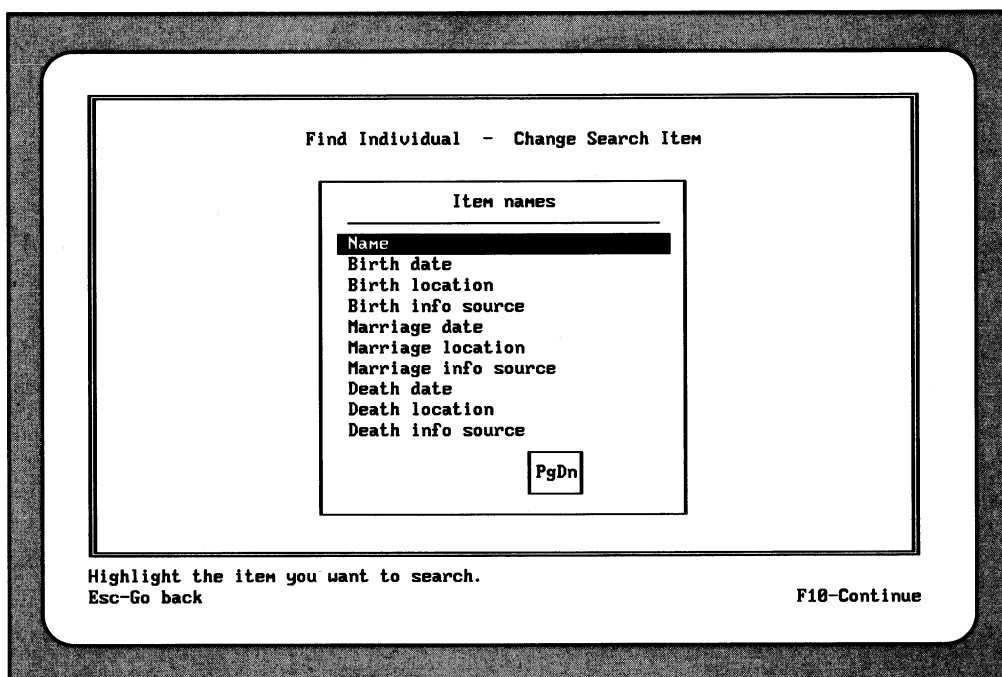


Figure 3-8. Finding other types of information

3. Highlight "Birth date" and press Enter .

Family Tree Maker now displays the "Find Individual" screen again. It's very similar to the screen in step 1, except now it prompts you for a birth date instead of a name.

4. Type a date.

If you want to find people born in October, type **October**. If you want to find people born before October of 1988, type **<October 1988**. You can type a whole date, or a partial date. See Figure 3-9 on page S-38 for other ways to search for dates.

5. Press  to begin searching.

Family Tree Maker displays the Family Card of the first person born on the date or dates you specified. The bottom of the screen shows the "FOUND!" message, and counts the number of people who have been found so far.

If you like, you can edit this Family Card, and then continue your search by pressing  twice.

6. Press  to find the next match.

Unless there is only one person meeting your request, the second person's Family Card is displayed.

- 
- 
7. When you're done editing, press **F7** to find the next match.
  8. Continue searching for individuals until Family Tree Maker displays the message, "FOUND! This is the last one."
  9. Press **Alt** + **F7** to go back to previously found cards, or press **Esc** to quit searching.

### **Searching Tips**

- Don't worry about capitalization. Family Tree Maker ignores capitalization when searching.
- Don't worry about punctuation. Family Tree Maker ignores punctuation when searching.
- You can use any allowable date format. Even though we used only one format in Figure 3-9, feel free to experiment with different date formats, and even partial dates. See page 46 in the manual for a list of allowable date formats.
- You can use Find individual to find and fill in the empty fields in your card file. Simply type = instead of a name, date, comment, etc. For example, to find all empty marriage date fields, pick "Marriage date" from the "Find Individual – Change Search Item" screen and type = into the field. Then press **F7**.



You Type This	Family Tree Maker Finds This In The Field You Specify
=	All occurrences where that field is empty
10/2/1988	All occurrences of the date, "October 2, 1988"
<10/2/1988, or BEFORE 10/2/1988, or BEF 10/2/1988	All dates before October 2, 1988, including dates entered as "Before October 2, 1988"
<=10/2/1988	The date "October 2, 1988" and all dates before it, including dates entered as "Before October 2, 1988"
>10/2/1988, or AFTER 10/2/1988, or AFT 10/2/1988	All dates after October 2, 1988, including dates entered as "After October 2, 1988"
>=10/2/1988	The date "October 2, 1988" and all dates after it, including dates entered as "After October 2, 1988"
ABOUT 10/2/1988, or CIRCA 10/2/1988, or EST 10/2/1988	All dates entered as "About October 2, 1988," "Circa October 2, 1988," or "Est October 2, 1988"
10/2/1988..10/2/1990, or >=10/2/1988..<=10/2/1990	All dates between October 2, 1988 and October 2, 1990 including those two days
>10/2/1988..<10/2/1990	All dates between October 2, 1988 and October 2, 1990 not including those two days
UNKNOWN	All dates entered as "Unknown" or "?"

Figure 3-9. Searching for dates

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# Chapter 4

## Printing

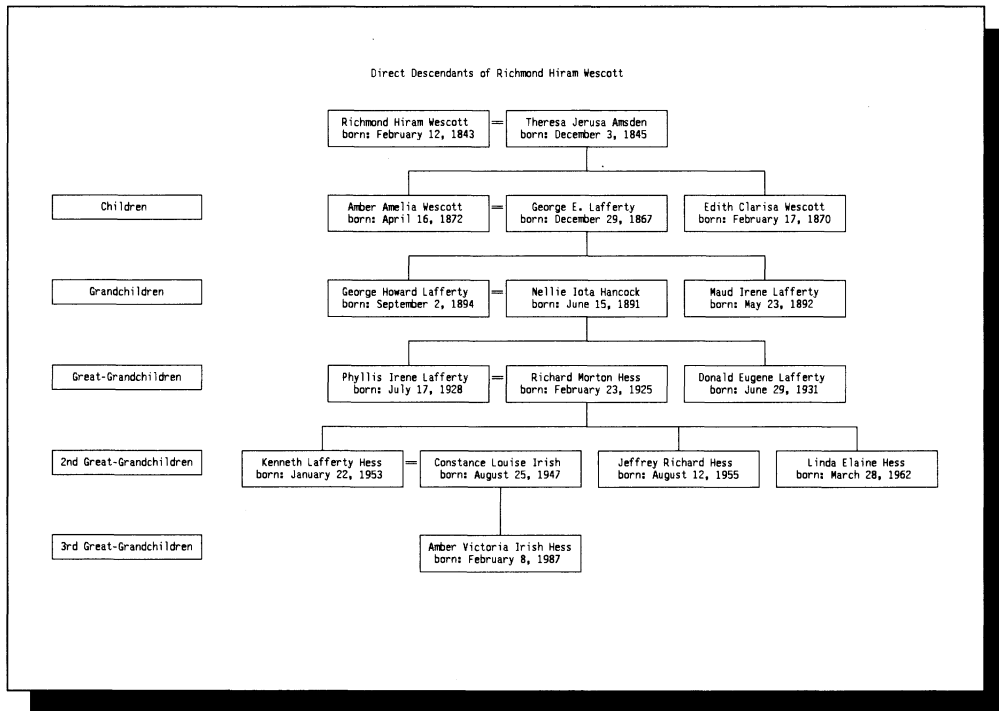
This chapter describes the new printing features in Version 2.0. It supplements Chapter 4 in the manual.

Version 2.0 gives you several new printing options. You can:

- Print a **direct descendant tree**, which is similar to a regular descendant tree, but takes much less space because it shows direct descendants only. See “Printing A Direct Descendant Tree” below.
- Print a **calendar** showing birthdays and anniversaries, so you’ll always know when to send cards or call family members. See “Printing A Calendar” on page S-49.
- Print **statistics** about a person in any kind of tree. See “Printing Statistics” on page S-51.
- Change the margins on your print-outs, so you can store your information in three-ring binders. See “Changing Margins” on page S-53.
- Print much faster trees by using draft mode. See “Draft Printing” on page S-54.
- View much more of your tree on the screen before you print, if you have a high-resolution monitor. See “43/50 Line Preview Mode” on page S-55.

### PRINTING A DIRECT DESCENDANT TREE

Direct descendant trees are similar to regular descendant trees, but require less space. A regular descendant tree shows a primary individual and all his or her children, grandchildren, and so on. A direct descendant tree shows the direct line of descent from the primary individual to a secondary individual in a later generation. Family members not in the direct line of descent (such as a sibling’s spouse) do not appear in the tree. A sample direct descendant tree is shown in Figure 4-1, on page S-40.



**Figure 4-1. A direct descendant tree**

To print a direct descendant tree you go through the following steps:

1. Select the primary individual. This is the person at the top of the tree, and is typically one of your ancestors.
2. Select the secondary individual. This is the person at the bottom of the tree.
3. Preview your family tree on-screen before you print it on paper. Optionally, you can change print settings for border style, box style, information to print in each box, and more.
4. Tell Family Tree Maker to print your tree on paper.

If you change your mind at any point, press **Esc** to go back to the previous screen.

### Selecting The Primary Individual

The first step is to select the primary individual:

1. Press **F9** to display the Command Menu.
2. Select **P – Print tree**.

3. Select **R – Direct descendant tree**. The first of four screens appears.
4. Highlight the person you want to be the primary individual (see Figure 4-2).
5. Press **F10** to continue.

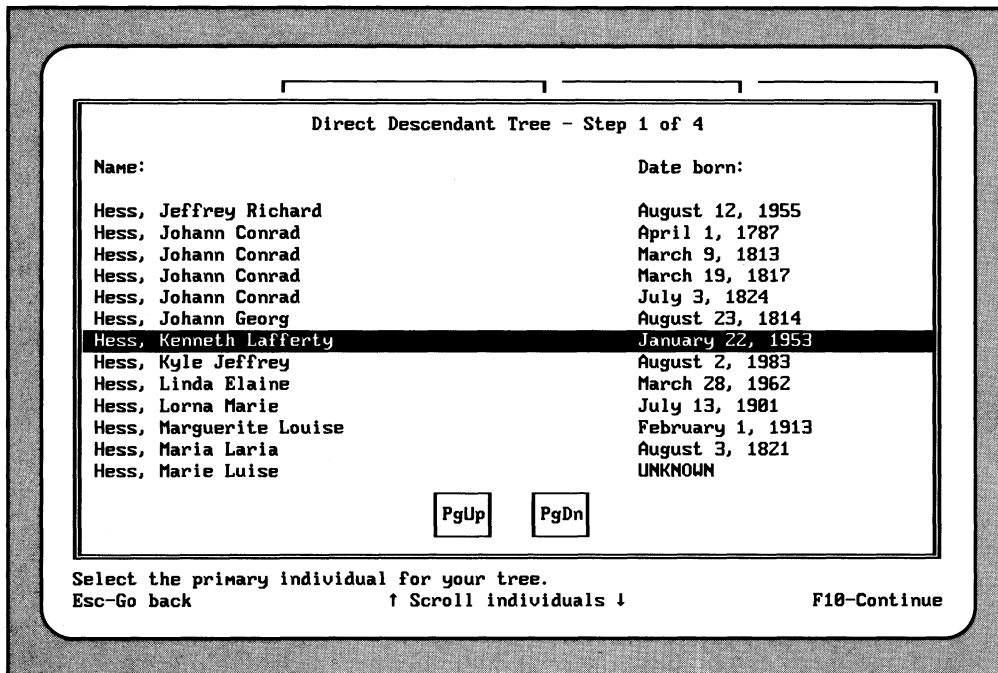


Figure 4-2. Selecting the primary individual

### Selecting The Secondary Individual

After you have selected the primary individual, Family Tree Maker displays the screen labeled “**Direct Descendant Tree – Step 2 of 4.**” This screen is very similar to the “Step 1 of 4” screen, except that only the people who are direct descendants of the primary individual will be listed as possible choices.

To pick the secondary individual:

1. Highlight the person you want to be the secondary individual.
2. Press **F10** to continue.

---

## Getting Ready To Print

Family Tree Maker displays the screen labeled “Direct Descendant Tree – Step 3 of 4.” You can customize how your tree will look by changing the print settings (details below), or you can print your tree immediately.

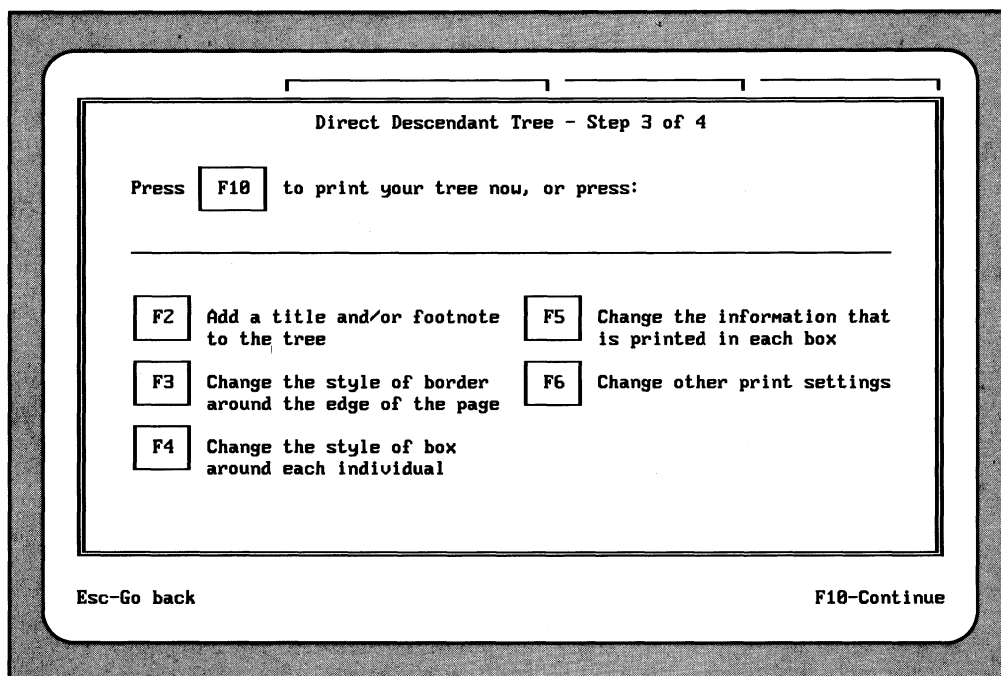


Figure 4-3. Customize your tree or go ahead and print

To print your tree immediately:

1. Turn your printer on.
2. Adjust the paper so that the print head is at the top of the page. (Ignore this step if you have a laser printer, sheet feeder, or plotter.)
3. Press **F10**. The Preview screen appears (the fourth and final step before printing on paper). You preview your entire tree before printing (details follow).
4. Press **F10** to begin printing if you are happy with the appearance of your tree.





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


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
## Previewing Your Tree


Before printing to paper, Family Tree Maker gives you a “preview” of the tree on the screen. The Preview screen shows you exactly what your tree will look like when printed so that you can make adjustments if necessary before printing and save paper. Notice that spouses are connected by double lines, direct descendants by solid lines.

To move a full screen in any direction, press , , , or .


To move a little bit to the left or right, press  +  or  + .

To move a little bit up or down, press  +  or  + .

To go to the primary individual, press .

If you want to change what you see here, press  to go back to the screen labeled “Direct Descendant Tree – Step 3 of 4” to make the proper adjustments.

Family Tree Maker uses the most recent print settings unless you decide to change them. Print settings, described in the next section, determine the appearance of your tree in a number of ways. As you become familiar with Family Tree Maker, you’ll want to experiment with different print settings.


When you’re satisfied with what you see on the Preview screen, press  to print your tree on paper.

**Note:** Tall trees may print in several passes on your printer. Be patient, printing these trees can sometimes take time!

## Changing Print Settings

You can control various aspects of the appearance of your trees. You control graphic elements like borders and box styles, as well as what information to print.

### *Titles and Footnotes*

To modify or examine the title and footnotes for your tree, press  from the screen “Direct Descendant Tree – Step 3 of 4.” See Figure 4-4 on page S-44.

You can type a title (up to two lines) that prints at the top center of your descendant tree. The default title is “Direct Descendants of \*NAME\*.” (When Family Tree Maker sees \*NAME\* in the title, it automatically substitutes the name of the primary individual.) You can have any title you like.

Direct Descendant Tree Title and Footnote

Title: Direct Descendants of \*NAME\* \_\_\_\_\_

Subtitle: \_\_\_\_\_

Footnote: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Draw box around footnote?  Yes  No

Label rows as "Children," "Grandchildren," etc. ?  Yes  No

Esc-Go back F10-Continue

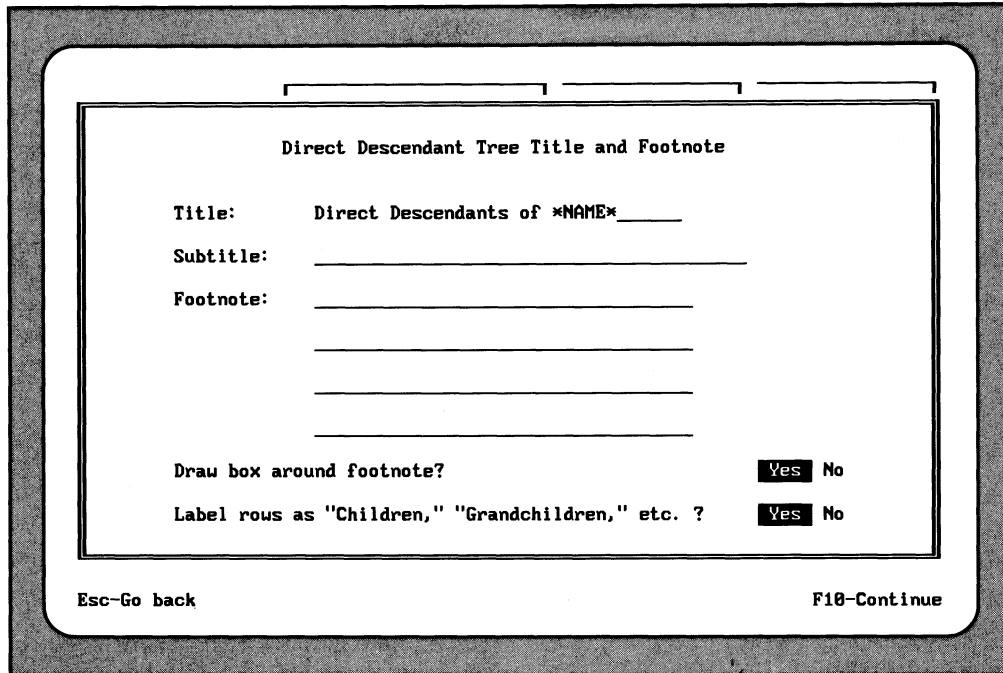


Figure 4-4. Creating titles and footnotes

Border

- 1 - Style 1
- 2 - Style 2
- 3 - Style 3
- 4 - Style 4
- 5 - Style 5
- 6 - Style 6
- 7 - Style 7

Use the ↓↑ keys to show the different border styles.  
Esc-Go back ↑ To move highlight ↓ F10-Continue

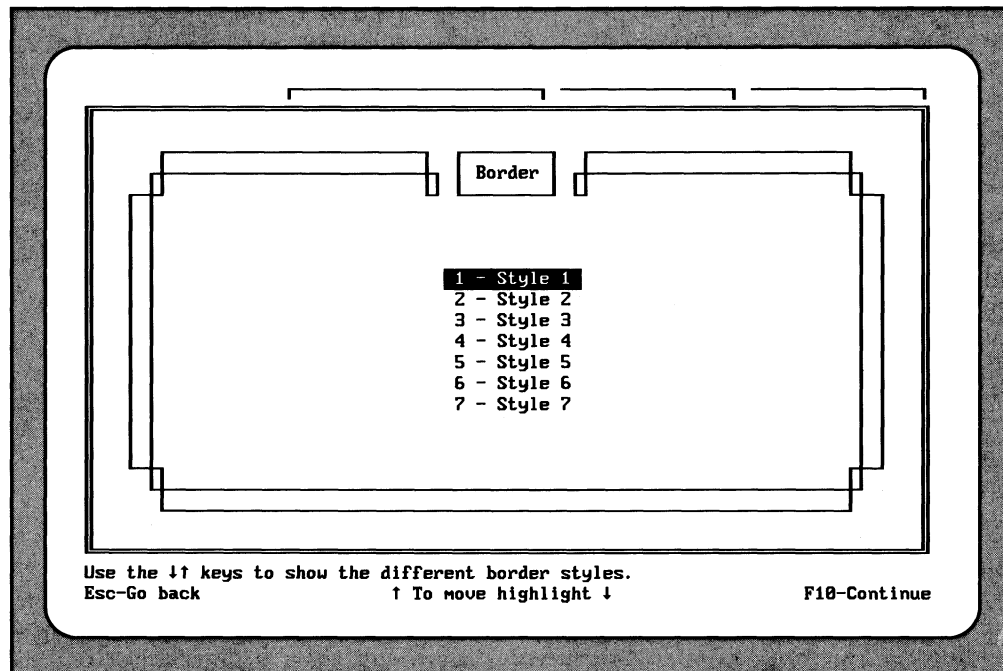


Figure 4-5. Changing page borders for your tree

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You can print up to four lines of footnotes at the lower left corner of your descendant tree, with or without a box around them.

Row labels identify each generation of your tree as the children, grandchildren, or great-grandchildren of the primary individual. These labels appear at the beginning of each row and make it easy to understand the tree at a glance.

To edit any of these settings:

1. Use , , , and  to move to the line you want to change.
2. If the line requires text, just type it in. If the line requires a yes-no answer, use  or  to move between choices.

When you've finished making changes, press .

You end up back at the "Direct Descendant Tree – Step 3 of 4" screen, where you can either modify other settings or press  to preview your tree, then print.

### ***Border Style***

To see or to change the border to be drawn around the outside edge of your entire tree, press  from the "Direct Descendant Tree – Step 3 of 4" screen (see Figure 4-5).

To see what different borders look like, use  or . When you've found a border you like, press . Or press a number, both to choose a border style and to confirm your choice with a single keystroke.

You end up back at the "Direct Descendant Tree – Step 3 of 4" screen, where you can either modify other settings or press  to preview your tree, then print.

**Note:** Some borders look better than others with different printers. Experiment!

### ***Box Style***

To modify or examine the style of box for your tree, press  from the "Direct Descendant Tree – Step 3 of 4" screen. (See Figure 4-6 on page S-46.)



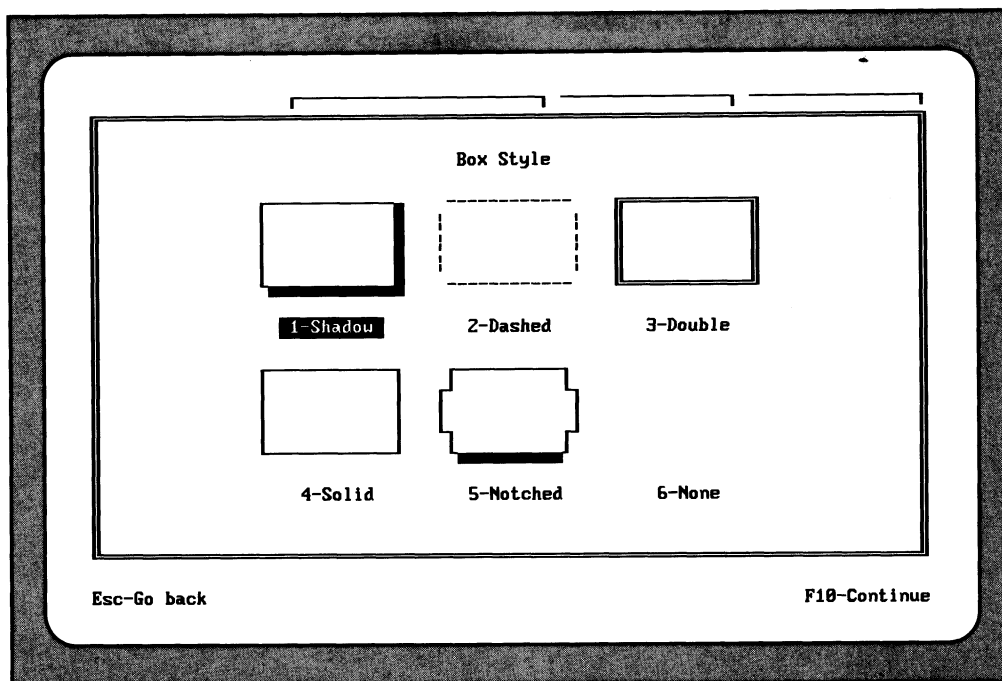


Figure 4-6. Choosing box styles

Each individual in your tree appears in the box style that you choose.

Use **↑**, **↓**, **←**, or **→** to choose a box style you like, then press **F10** to confirm your choice. Or press a number, both to choose a style and to confirm your choice in a single keystroke.

You end up back at the “Direct Descendant Tree – Step 3 of 4” screen, where you can either modify other settings or press **F10** to preview your tree, then print.

### *Selecting Information to Print*

To modify or examine the items printing in your tree, press **F5** from the “Direct Descendant Tree – Step 3 of 4” screen. (See Figure 4-7.)

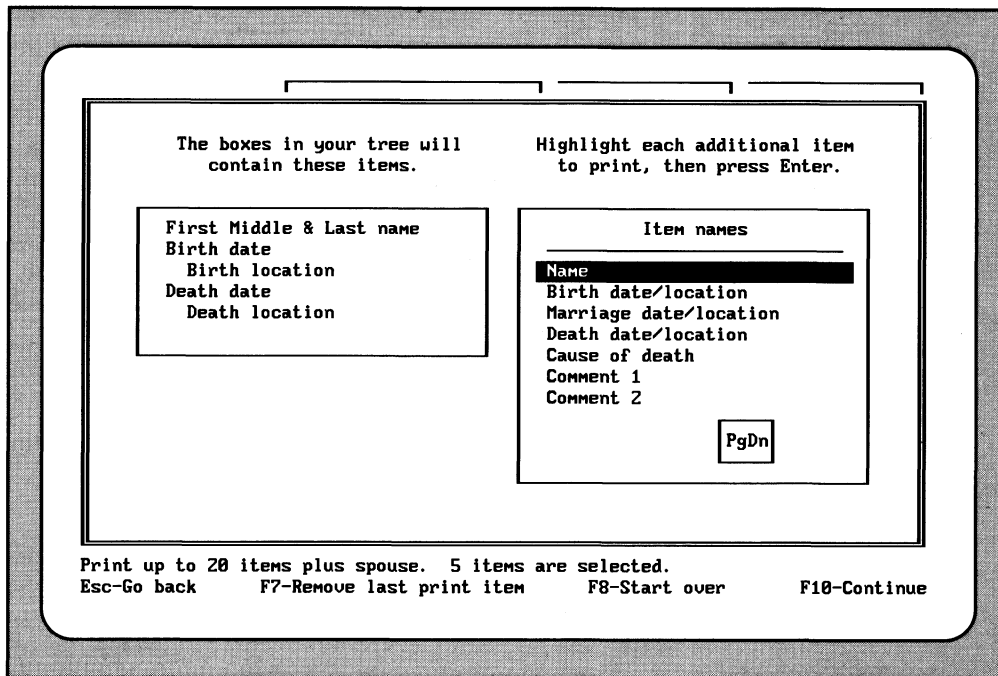


Figure 4-7. Selecting information to print

The box on the left shows the information to be printed. You can add items to this list or delete them, one at a time, by pressing **[F7]**. You can also erase them all and start over by pressing **[F8]**. The message line at the bottom of the screen shows you how many items you can have in total.

To add an item to print in each box of your tree:

1. Use **[↓]** or **[↑]** to highlight your choice in the box on the right side of the screen.
2. Press Enter **[↵]**.

Names, dates, and locations can appear in a variety of formats and arrangements. Reselect the name or date item to see and/or change its format. Some formats allow you to print the date and location on the same line (making the box height shorter but the width wider) and others allow you to print them on separate lines (making the box taller but thinner). By carefully choosing the date/location format, you can help control the height and width of your trees.

(Event 3, Event 4, Event 5, and Event 6 dates always print on the same lines with their locations.)

You can even place lines between items by selecting **Line across box**, or blank rows between items by selecting **Blank row**. Both choices are near the bottom of the Item names box – press **[PgDn]** several times to see them. You can have as many lines or blank rows in a box as you like. All other items can appear only once.

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**Note:** If Marriage date/location is selected, it will print as an item in the box of the bloodline descendant's spouse. In addition, the number of children for all marriages of the bloodline descendant will print in his/her box.

Press **F10** when you've finished making changes. You end up back at the "Direct Descendant Tree – Step 3 of 4" screen, where you can either modify other settings or press **F10** to preview your tree, then print.

### Other Print Settings

To modify or examine other print settings, press **F6** from the "Direct Descendant Tree – Step 3 of 4" screen.

The "Other Print Settings" screen gives you several choices.

**Other Print Settings**

Print labels of empty fields?	Yes	No		
Justify text:	Left	Center		
Maximum box width (bigger number makes tree wider):	25 characters	30 characters	35 characters	Unlimited
Characters per inch: (bigger number makes tree narrower)	10.00	16.67		
Lines per inch: (bigger number makes tree shorter)	6.25	8.33		

Esc-Go back F10-Continue

Figure 4-8. Other Print Settings

**Print labels of empty fields** – Field labels for birth, death, marriage, event, medical, location, and source fields always print if there is information in the field. Choose this if you want the field label to print when the field is empty.

**Justify text** – "Left" lines text up in a column along the left edge of the box. "Center" centers text in the box.

**Maximum box width** – This choice tells Family Tree Maker what the largest allowable box size is. Pick a smaller number for a smaller tree.

**Note:** If necessary, Family Tree Maker will abbreviate your information to make it fit in the box size you specify. For example, if you select a very long name format, but a small maximum box width, Family Tree Maker may have to change the name format to a smaller one.

**Characters per inch and Lines per inch** – You can also choose both the size and line spacing of the characters your printer uses. To change any of these settings:

1. Use , , , and  to move to the line you want to change.
2. Use  or  to highlight your choice on a given line.

Press  when you've finished making changes. You end up back at the "Direct Descendant Tree – Step 3 of 4" screen, where you can either modify other settings or press  to preview your tree, then print.

## PRINTING A CALENDAR

You can print monthly calendars to help you keep track of family members' birthdays and anniversaries. You can even include their ages and how long they've been married. A sample calendar is shown in Figure 4-9.

January 1991 Birthdays and Anniversaries						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 John P. Lafferty 52	2 Abraham Boglii 21	3	4	5 Medelena Anstutz 76 Howard Lewellyn Boegli 93
6 George Richard Hess 83 Benjamin Franklin Shullis 41	7	8 Pamela & William Herbert Friend 19	9 Thomas Ansdan 30 Elsbeth & Jakob Sprunser 27	10	11	12
13	14	15	16	17 Nancy Ansdan 19	18 Nelson Lafferty 32 Dingus McGee 59	19
20	21	22 Kenneth Lafferty Hess 38	23 Michael Anstutz 21	24 Edna Belle Hess 82	25	26
27	28	29	30 Betty & Corliss Burdett Hess 48	31		

Figure 4-9. A sample calendar

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To print a calendar, from any Family Card:

1. Press **F9** to display the Command Menu.
2. Select **L – Print list**.
3. Select **C – Calendar**.

If all the settings are to your liking, you can continue to the next screen by pressing **F10**. Otherwise, change what you want to (details follow), and then proceed.

4. The Preview screen now appears. You can preview your entire calendar before printing (details below).
5. If you're happy with the appearance of your calendar press **F10** to begin printing. If not, press **Esc** to go back to the screen labeled "**Calendar – Step 1 of 2**" to make changes.

### Previewing Your Calendar

Before printing to paper, Family Tree Maker gives you a "preview" of your calendar on the screen. The Preview screen shows you exactly what it will look like when printed so that you can make adjustments if necessary before printing and save paper.

To move a full screen in any direction, press **↑**, **↓**, **←**, or **→**.

To move a little bit to the left or right, press **Ctrl** + **←** or **Ctrl** + **→**.

To move a little bit up or down, press **Ctrl** + **PgUp** or **Ctrl** + **PgDn**.

If you want to change what you see here, press **Esc** to go back to the screen labeled "**Calendar**" to make the proper adjustments.

Family Tree Maker uses the most recent print settings unless you decide to change them. Print settings, described in the next section, determine the appearance of your calendar in a number of ways. As you become familiar with Family Tree Maker, you'll want to experiment with different print settings.

When you're satisfied with what you see on the Preview screen, press **F10** to print your calendar on paper.

### Changing Print Settings

You can control many aspects of the calendar's printing to suit your liking. The following paragraphs describe the print settings for the calendar.

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**Print** – Use this option to tell Family Tree Maker what you want printed in the calendar. You can print birthdays, anniversaries, or both. If too many events fall on a single day, “\*\*More\*\*” prints at the bottom of the day and the rest of the events will print on the next page.

**For the year:** – Use this option to tell Family Tree Maker which year you wish to print.

**For the month:** – Use this option to choose the months you want to print.

**Print age for birthdays, years of marriage for anniv.** – You can have Family Tree Maker automatically calculate the age of the birthday person, or the number of years the couple has been married. This number will be displayed next to the names in parentheses. If a “?” prints, it means that there is no information in a date field. If “est” prints, as in “Bonnie Anderson (85 est),” it means that you entered an uncertain date. A date that is uncertain contains a modifier such as “about,” “before,” or “after.”

Events that fall on February 29th will show on February 28th if the calendar is not for a leap year. Anniversaries of divorced or annulled couples will not print.

**Print only if still alive** – Use this option to print birthdays and anniversaries for everyone in your card file or only those who are still living.

To edit any of these settings:

1. Use , , , and  to move to the line you want to change.
2. Use  or  to move between choices.

When you’ve finished making changes, press  to preview your calendar on the screen, then print.

## PRINTING STATISTICS

Family Tree Maker can include statistics about each person in any kind of tree. The statistics you can include are:

- Age at first marriage
- Age at birth of first child
- Age at birth of last child
- Age at death

---

To include one or all of these in a tree:

1. Begin the print procedure as you normally would for the type of tree you want to print.
2. Proceed to the options screen.

The options screen for descendant trees is shown in Figure 4-10.

The options screen for ancestor trees is step 4 of 5.

The options screen for direct descendant trees is step 3 of 4.

3. Press **F5** to change the information that is printed in each box.

Your screen should now look like Figure 4-11.

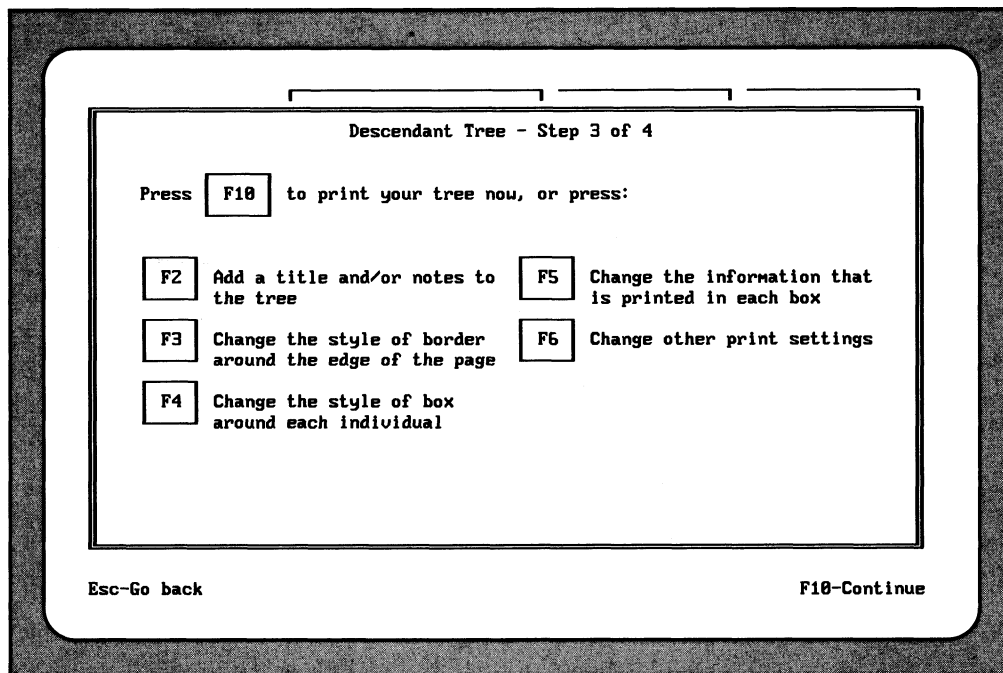


Figure 4-10. Options screen for a descendant tree

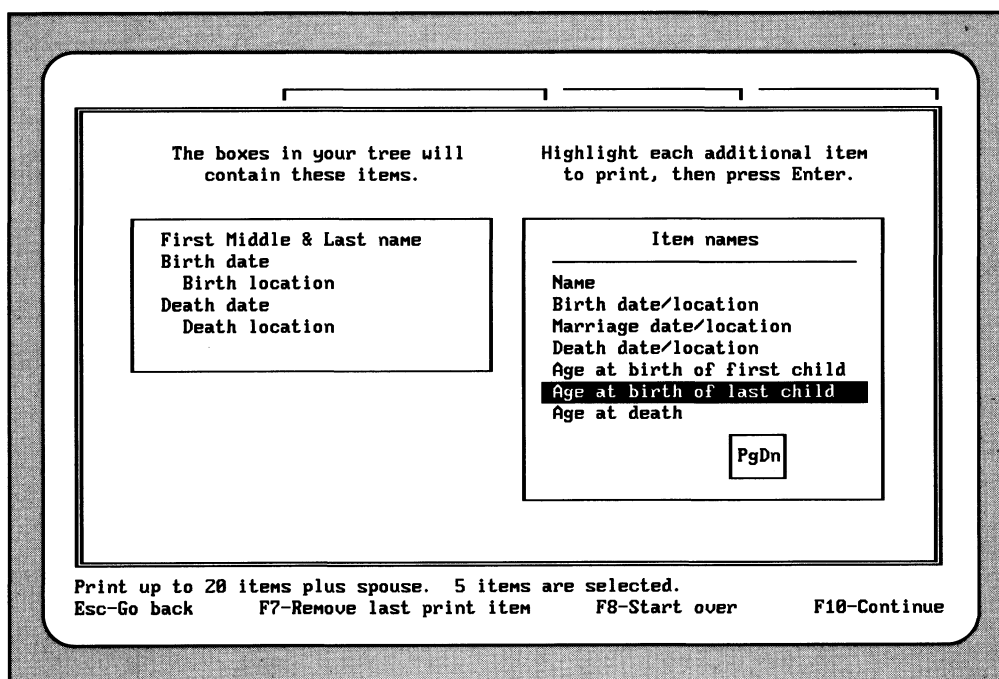


Figure 4-11. Selecting information to print

4. Use  or  to highlight the first statistic that you want in the boxes and press Enter .

Repeat this step for each statistic you want to include in the chart.

If a “?” prints, it means that there is no information in a date field. If “est” prints, as in “Age at death: 40 est,” it means that a date was uncertain. A date that is uncertain contains a modifier such as “about,” “before,” or “after.”

**Note:** Field labels for these statistics always print (for example: “Age at death: 40”).

## CHANGING MARGINS

Family Tree Maker now allows you to change the margins on your print-outs. A great time to use this is when you want to three-hole punch your print-outs to put them into a notebook.

To change your margins:

1. Press  +  from any Family Card.

Family Tree Maker now displays the “Special Setup” screen.



- 
- 
2. Position your cursor in the field next to the margin you wish to change.
  3. Type in the number of inches you want your margin to be.

This number must be a decimal. For example, type **0.5** to indicate one half inch.

**Note:** All printers have a built-in margin. This margin varies from printer to printer, so a margin that you set to one inch may actually look bigger than one inch. If this happens, simply reduce the size of your margin (for example, to 0.5 inches).

These settings will affect all of your print-outs. If you want certain settings for a Family Group Sheet, and then different ones for an ancestor tree, come back to this screen and change them.

## DRAFT PRINTING

You can print trees much faster by printing without graphics. Printing solid boxes, borders, and lines are what take the most time, so leaving them out will reduce printing time substantially.

To print in draft mode, from any Family Card:

1. Press **F9** to display the Command Menu.
2. Select **F – File**.
3. Select **P – Change program setup**. At the first screen, “**Installing the Printer – Step 1 of 3**” select your regular printer.
4. At the second screen, “**Installing the Printer – Step 2 of 3**” select the “**Draft**” mode for your printer. For example, if you are using an Epson printer, the draft mode is called “EX, FX, JX, LX Series – Draft.”

**Note:** Not all printers have a specific draft mode available. If this is the case for your printer, you can print faster by selecting “**Other**” in step 3, and one of the “**Plain Vanilla**” settings in step 4.

With this printer selection, all of your trees will print faster, but they won't be as pretty. To go back to higher quality printing, simply repeat steps 1 through 4, substituting your regular printer setting for the draft mode. You can change back and forth as many times as you like.

**Note:** In the faster print setting, descendant trees print in portrait orientation. That is, while they normally print sideways on the paper, they'll now print “normally” on the paper (the way you hold the paper when you're reading a letter from a friend).

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## 43/50 LINE PREVIEW MODE

Family Tree Maker previews your tree on the screen just before you print it. Ordinarily, you can only preview 25 lines worth of text and graphics at a time. Some monitor types, specifically EGA (Enhanced Graphics Adaptor) and VGA (Video Graphics Adaptor) monitors, have the ability to show more than 25 lines on the screen at one time.

Family Tree Maker Version 2.0 automatically reads your monitor type. It shows you as much of your tree on the screen at one time as possible, so you don't have to do anything to take advantage of this new feature.

In the unlikely event that Family Tree Maker does not correctly identify your particular monitor, you may not be able to see your tree properly when it is previewed. To correct this problem, simply turn this feature off, as described below:

1. Press **Ctrl** + **F5** from any Family Card.

Family Tree Maker now displays the Special Setup screen.

2. Select **No** for the **43/50 line preview mode** option.

---

---

# Appendix A

## Common Questions And Problems

This section covers the most common questions and problems you may have while using Family Tree Maker. Additional questions and problems are addressed in Appendix D in the manual.

### Avoiding Information Loss

To avoid accidental loss of information, take the following precautions:

- Save your card file frequently while using Family Tree Maker
- Make a backup copy of your card file on a separate disk at the end of every day

If you take these precautions, you won't have to retype a lot of information if you lose power or have a disk problem.

To make a backup copy of your card file on a separate disk:

1. Format a blank floppy disk and label it "Card File Backup Diskette."
2. Start Family Tree Maker and get your card file.
3. Press **F9** to display the Command Menu.
4. Select **F – File**.
5. Select **S – Save card file to disk**.
6. Press Tab **↵** to move up to the "Drive (or path)" line.
7. Hold down **Ctrl** and press **Y**.
8. Type **A:** to specify disk drive A.
9. Insert your backup diskette into drive A.
10. Press Tab **↵** to move down to the "Card file name" line.
11. If your card file name does not appear at your cursor, type it now.

It's best to use the name you always use.

- 
- 
12. Press Enter .

You now have a backup copy of your data.

13. Quit Family Tree Maker.

**Note to floppy disk users:** When making backups from one floppy disk to another, Family Tree Maker may require you to swap disks. Please simply follow the instructions on the screen.

### **Keeping All Your Information In A Single Card File**

Always save your family information in a single card file. The only exceptions are:

- If you're starting a new card file for someone who's completely unrelated to you, such as your neighbor, *or*
- If you have more names than will fit in one card file. See "Entering More Than 1000 Names Into One Card File" on page S-29 for more information.

A card file is like a box of recipe cards. You write your recipes on 3 x 5" cards and keep them all together in a single box so you can find them easily. In the same way, you should keep all your family cards together in a single card file so that you can find your family members easily. Everyone in your family, whether they're related by blood or by marriage, whether they're closely related or very distantly related, should be stored together in one card file.

To use only one card file, follow these guidelines:

1. When you first start Family Tree Maker, a message appears asking, "Do you want to create a new card file or get an existing one?"

Always choose "Get existing." Even if you're adding new names, think of this process as adding new recipes to your existing file.

2. When you save your card file, do not give it a different name. Always choose the name that's highlighted – the same name you used in "Get Existing."

### **You Have Entered The Drive (Or Path) Incorrectly**

This section will help if you sometimes get the message, "You have entered the Drive (or path) incorrectly" when you try to save (or get) your files.

---

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This message means that Family Tree Maker doesn't understand where you want to save the file; you've specified a location that it doesn't recognize. In most cases, you can simply leave the "Drive (or path)" line blank and you will have no problems saving your files.

To clear the "Drive (or path)" line :

1. Position your cursor on the "Drive (or path):" line.

If your screen currently displays the "Invalid Drive/Path Message," just press **F10**.

2. Press **Ctrl** + **Y** to clear the line.
3. Press Tab **↹** to move to the "Filename" line.
4. Enter your filename.
5. Press Enter **↵** to save (or get) your file.

### **Listing Children And Marriages In The Correct Order**

To prevent children from appearing in the wrong order, always include a birth date, even if it's only an estimated birth date. You can indicate that the date is estimated by typing any of the following words before the date:

- **est** (e.g., est 7/4/1776)
- **after** (e.g., aft 7/4/1776)
- **before** (e.g., bef 7/4/1776)
- **about** (e.g., abt 7/4/1776)
- **circa** (e.g., circa 7/4/1776)

**Note:** For more information about entering dates, see page 46 in the manual.

**Note:** You can change the word "about" to be anything of your liking. See page S-30.

Figure A-1 shows an example of why you should estimate birth dates. In this family, Jon is the oldest, Joel is the middle child, and Susanne is the youngest. We know when Jon and Joel were born, but do not know when Susanne was born. We only know that she was born after Joel, so her birth date was left blank.

Harvey & Joan		F4 - Parents of Joan	F5 - Parents of Harvey	F2 - Index of names
<b>Husband:</b> Harvey Bines _____				
<b>Date born:</b> December 12, 1840 in Brookline, Massachusetts _____				
<b>died:</b> _____ in _____				
<b>Wife:</b> Joan Wallace _____				
<b>Date born:</b> October 25, 1843 in Medford, Massachusetts _____				
<b>died:</b> _____ in _____				
<b>Marriage date:</b> June 30, 1860 _____		<b>Divorced:</b> N		
<b>Marriage location:</b> Medford, Massachusetts _____				
<b>Children [F6] - Family card of child</b>		<b>Sex</b>	<b>Birth dates</b>	
1	Susanne Bines _____	F	_____	
2	Jon Bines _____	M	October 9, 1868 _____	
3	Joel T. Bines _____	M	July 7, 1870 _____	
4	_____	-	_____	
5	_____	-	_____	

F9-Menu PgDn-Individ'l cards F3-Other spouses F7-Find individ'l F1-Help

Figure A-1. Children listed in the wrong birth order

When you ask Family Tree Maker to arrange the children by birth date, or when you print a Family Group Sheet, Family Tree Maker shows the children with no birth date first.

Using an estimated date solves the problem. Entering "After July 7, 1870" as Susanne's birth date causes her to be shown last on the Family Card, and on Family Group Sheets, which we know is correct. See Figure A-2, on page S-60.

Using an estimated date instead of no date solves the same problem when marriages appear in the wrong order.

Harvey & Joan	F4 - Parents of Joan	F5 - Parents of Harvey	F2 - Index of names
---------------	-------------------------	---------------------------	------------------------

Husband: Harvey Bines  
Date born: December 12, 1840 in Brookline, Massachusetts  
died: \_\_\_\_\_ in \_\_\_\_\_

Wife: Joan Wallace  
Date born: October 25, 1843 in Medford, Massachusetts  
died: \_\_\_\_\_ in \_\_\_\_\_

Marriage date: June 30, 1860 Divorced: N  
Marriage location: Medford, Massachusetts

Children [F6] - Family card of child	Sex	Birth dates
1 Jon Bines	M	October 9, 1868
2 Joel T. Bines	M	July 7, 1870
3 Susanne Bines	F	AFTER July 7, 1870
4 _____	-	_____
5 _____	-	_____

F9-Menu      PgDn-Individual cards      F3-Other spouses      F1-Help

Figure A-2. Children listed in the correct birth order

### Printing Adopted And Foster Children

Individuals who are adopted, are foster children, or whose status is unknown can now be treated as natural children in printed trees. You can have Family Tree Maker print these children in descendant trees, and you can print ancestor trees with them as primary individuals. You can also display their relationships to other people using the Kinship command.

To print these children in trees:

1. From the Family Card, press **[PgDn]** to bring up the Individual Cards selection window.
2. Select the individual you wish to print in your trees, and press Enter **[↵]**.

Family Tree Maker displays "Card 1 of 4."

3. Position your cursor in the field labeled, "Individual is (N)atural child, (A)dopted, (F)oster, (?)Unknown."
4. Type the letter representing the relationship between this child and the parents listed on the Family Card.

For example, if that child is adopted, type **A**

- 
- 
5. Press tab .

Family Tree Maker displays a message asking if you want to treat this individual the same as a natural child in printed trees and for the Kinship command.

6. Select **Yes** and press Enter .

This individual will now print in all trees, and will show up when using the Kinship command.



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# Appendix B

## Fixing Files With Duplicates Of The Same Person

In previous versions of Family Tree Maker, you may have created duplicate family cards for individuals who, through intermarriage or for other reasons, appear multiple times in a printed family tree.

In Version 2.0, you no longer need to duplicate information – Family Tree Maker can keep a single copy of the individual's information, and show that information wherever it needs to be repeated.

This appendix describes how you can remove duplicates you created with previous versions of Family Tree Maker. You are not required to remove duplicates; but doing so will free up room for other individuals and reduce data entry errors.

This appendix will be important to you if:

- You were previously using version 1.0 or 1.01 of Family Tree Maker, *and*
- You have the same person entered more than once in your card file, *and*
- You want to remove the duplicates

### REMOVING DUPLICATES FROM YOUR CARD FILE


Follow the steps presented in this section to remove duplicate information entered into a card file with previous versions of Family Tree Maker.

1. Display any one of that person's Family Cards.

If you have trouble finding one, use the Find individual command. See page S-34.

2. Position your cursor in the birth date field.

If it's empty, enter the birth date now. Otherwise, continue with step 3.

3. Press Tab .

At this point, Family Tree Maker will recognize that there are duplicate entries for this person in your card file, and it will ask you to verify that these entries are really the same person. Figure B-1 displays a sample message.

The screenshot shows a software window with a title bar and several menu options: "Kenneth & Constance", "F4 - Parents of Constance", "F5 - Parents of Kenneth", and "F2 - Index of names".

The main area contains a form with the following fields:

- Husband: \_\_\_\_\_
- Date born: J \_\_\_\_\_
- died: \_\_\_\_\_
- Wife: C \_\_\_\_\_
- Date born: A \_\_\_\_\_
- died: \_\_\_\_\_
- Marriage dat \_\_\_\_\_
- Marriage loc \_\_\_\_\_

In the center, a dialog box is open with the text: "Is this Kenneth Lafferty Hess spouse of Constance Louise Irish the same as Kenneth Lafferty Hess child of Richard Morton Hess?". Below this text are two radio buttons, "Yes" and "No". The "Yes" button is selected.

Below the dialog box, there is a section for "Children" with a table:

Children	Birth dates
1 Amber Victoria Irish Hess _____	F February 8, 1987 _____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____

At the bottom of the window, there are two buttons: "Esc-Go back" on the left and "F10-Continue" on the right.

Figure B-1. Recognizing duplicate entries

4. Select Yes.

This person will now only appear once in your card file, but he or she may print more than once in some trees. When this happens, there will be a number in brackets next to the person's name, indicating that their name is printed elsewhere in the tree (e.g., "Kenneth L. Hess [1]"). Every occurrence of that person will have the same number, so you can easily locate him or her.

## WHAT TO DO IF FAMILY TREE MAKER DOESN'T RECOGNIZE A DUPLICATE ENTRY

If you're sure that a person is entered more than once in your file, but Family Tree Maker doesn't seem to be recognizing him or her, check this list:

1. Make sure you're currently using Version 2.0 of Family Tree Maker. Check the Card File Status to find out: press **[F9]**, then choose **E - Edit card file**, then choose **S - Card file status**.
2. Go through the section above, "Removing Duplicates From Your Card File."
3. Make sure the individual's name is spelled *identically* in both places. If it isn't, Family Tree Maker will not recognize that there are two entries for the same person.

- 
- 
4. Make sure the sex of both entries is the same.
  5. Make sure the birth date for both entries is identical. If one entry says, "July 23, 1968" and the other says, "About July 23, 1968" Family Tree Maker will not recognize the two entries as the same person.
  6. Make sure no more than one entry of the person has parents. It's okay for one entry to have parents, but if two or more entries of the same person have parents, Family Tree Maker will not realize that they're the same.
  7. It's possible that you already told Family Tree Maker that these two names are not the same person, even though they are. To tell Family Tree Maker that they're the same, delete a letter in their name and retype it. Then, start from step 1 in the section above, "Removing Duplicates From Your Card File."

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