
Family Tree Maker™

User's Guide Supplement

This supplement contains updated information on current Family Tree Maker features as well as information on several new features. Be sure to read this information before using the Family Tree Maker software.

FEATURE UPDATES

Increasing the Limit of Names that can be Entered

The minimum required memory needed to run Family Tree Maker remains at 384Kb. If your system has 640Kb or more of RAM you can now enter approximately 1,000 names into each card file (increased from 500).

Changing the Sex of an Individual

On page 36 of the User's Guide, under "Entering Information About Children," the "Important" note should read as follows:

You can only change a person's sex if he or she is not married or has only one spouse who also has no other marriages. This is because when you change the sex of one spouse the sex of the other is automatically changed also.

Moving an Individual

The first paragraph under "M – Move individual" on page 50 of the User's Guide incorrectly states that you can move a person from one Family Card to another. This command is only used to rearrange children within the same Family Card.

Saving New Information in an Existing Card File

In most cases, you will save all information about one family in the same card file. When you add information to a card file that already exists (one that you created and saved before) you want to save the card file using the same name you gave it the last time you saved.

Step 4 on pages 26 and 46 of the User's Guide describes the file overwrite warning message. This message used to occur every time you saved your card file (even files you had saved before). Now, this message only occurs if you select one of the other names (different from the one you are working on) listed on the "Save Card File to Disk" screen. If you save using the same card file name the message does not appear.

If you want to save your card file using one of the other names listed on the "Save Card File to Disk" screen, select YES on the file overwrite warning screen. Remember, everything in that file will be replaced with what you are currently working on. Selecting NO returns you to the "Save Card File to Disk" screen to save under a different name.

Printing the Family Group Sheet

Printing a Family Group Sheet is described on page 87 of the User's Guide. You now have three choices for how the Family Group Sheet prints:

- Press **F10** to print the complete Family Group Sheet. There are two parts; the first part contains information from the Family Card and Individual Card 1, the second part contains information from Individual Cards 2 and 3.
- Press **Ctrl** + **F10** to print just the first part of the Family Group Sheet (hold down the **Ctrl** key and press **F10**).
- If you want to print an empty Family Group Sheet to fill out by hand, press **Alt** + **F10** (hold down the **Alt** key and press **F10**).

Family Tree Maker then displays the Preview screen, where you can review the sheet before it prints on paper. From here you can press **F10** to print the sheet on paper or **Esc** to back up and change your selection.

NEW FEATURES

Printing the Family Card

The line at the bottom of the Family Card screen shows the names and functions of important keys that you can press. In addition, you can now press **Alt** + **P** (hold down the **Alt** key while you press **P**) to print the current Family Card. To print a blank Family Card, first press **Alt** + **P** then press **F10**. See page 31 of the User's Guide for more information on the Family Card.

Printing the Individual Cards

You can now print the information from a person's Individual Cards. To do this, first display Individual Card 1 for that person then press **Alt** + **P** (hold down the **Alt** key while you press **P**). To print a blank Individual Card, display any Individual Card, press **Alt** + **P** then press **F10**. See page 38 of the User's Guide for more information on Individual Cards.

Saving Selected Descendants to a New Card File

This function allows you to take a section of the information contained in a card file (a branch) and save it as a new card file. You might want to do this if you've reached the program's limit on the number of people who can be in one card file. (On a computer with 640Kb of RAM, you can enter 1000 names in each card file.) You could then use this "branch" as a starting point for a new family tree.

Just pick an individual from your current card file and Family Tree Maker makes a new card file. The new card file contains just that individual and as many generations of his or her descendants as you wish. The original card file remains the same (all the people are still there).

Note: The term “descendants” includes spouses of blood line descendants.

To Save selected descendants, first save your current card file (see page 58 for information on saving), then do the following:

1. From any Family Card, press **F9** to display the Command Menu.
2. Select **F-File**, then select **U-Utilities**.
3. From the Utilities Menu, select **S-Save selected descendants**. Family Tree Maker displays the screen “Save selected descendants - Step 1 of 4.”
4. Highlight the person who is to be the primary individual (the person whose descendants you want to save as a new card file).
5. Press **F10**. Family Tree Maker now displays the screen “Save selected descendants - Step 2 of 4.”
6. Use **↑** or **↓** to select the number of generations you want to save.
7. Press **F10** to confirm your choice and to go to the next screen. The preview screen appears (it’s really “Save selected descendants - Step 3 of 4,” it’s just not labeled).

The preview screen allows you to view on screen all the individuals you’ll save to the new card file. Use the cursor keys (see page 93) to move around the screen and see who is there. If you need to change something, just press **Esc** to go back and change the primary individual and/or the number of generations.

8. When you’re satisfied with what you see on the preview screen, press **F10** to display the “Save selected descendants - Step 4 of 4” screen.
9. The cursor is at the beginning of the field labeled “Card file name.” You can now type in a new card file name or use **↑** and **↓** to select a name from the list of existing card files.

Caution: If you select a card file name from the list, the contents of your new card file will REPLACE the one you selected. Family Tree Maker will display a message warning you about this.

Usually, you’ll want to type in a new name for this new card file.

10. Press **F10** to confirm your selection. Family Tree Maker brings you back to the Family Card you were working on when you began the Save selected descendants function.

To work with the new card file, press **F9** to display the Command Menu, then select **F-File** and finally, **G-Get card file from disk** (see page 48 for more details).

Joining Card Files

This function allows you to combine the entire contents of two card files into one new card file. You might want to do this if you have two card files that contain different branches of the same family or if you need to duplicate a branch in your card file because of an intermarriage (see page 56 for information about intermarriages).

Note: Family Tree Maker won't allow you to join two card files if the combined number of individuals exceeds the program's limit. In a system with 640Kb of available memory, the maximum is 1000 individuals.

When joining two card files, Family Tree Maker uses the same rules it uses for entering new individuals. This means that you can only join the card files at a place where an individual in one card file is the child, parent, or spouse of someone in the other card file. There are three joining methods to choose from:

1. Join a parent in the first card file to a child in the second card file.
2. Join a child in the first card file to a parent in the second card file.
3. Join a person in the first card file to their spouse in the second card file.

There are a few things you should know before you join two card files:

- This function combines the ENTIRE CONTENTS of the two card files.
- It won't overlap information from one card file to the other, it simply joins the information. So if an individual is in both card files, that individual will appear in the new combined card file TWICE.
- The "child" in a parent/child joining (1 or 2 above) CANNOT have parents in the card file the "child" is already in. This is because an individual can't have two sets of parents in the combined card file.

You may want to edit the card files slightly before joining them. You may even want to use the **Save selected descendants** function to save just a portion of one card file before joining it with the other card file.

Let's use an example:

In the tutorial you created a card file that contained information about Abraham Lincoln and his family. Let's assume that instead of creating one card file, you really created two card files.

The first card file, LINCOLNA.FTM contains just the information on Abraham & Mary's Family Card (see Figure 1-3 on page 14 of the User's Guide). And the second card file, LINCOLNB.FTM, contains just the information on Thomas & Nancy's Family Card (Abraham's parents). See Figure 1-5 on page 19 of the User's Guide.

To join the two card files, you make Abraham the child of Thomas and Nancy (using Join child in LINCOLNA.FTM to parent in LINCOLNB.FTM).

But first, the entry for Abraham that is already on Thomas & Nancy's Family Card needs to be deleted (using the **Delete individual** command). If you don't, Abraham will be entered twice in the combined card file. Remember, Family Tree Maker doesn't overlap the information, it just combines it. In your own card files, it will be very obvious which two people you will use to join the card files and what their relationship is (husband and wife or parent and child). You must be careful that the two card files do not already duplicate each other (unless you are intentionally duplicating a branch).

Note: You might want to experiment with this function using sample card files (LINCOLN.FTM or small portions of your own card files). Make sure you understand what the results will be before using it on your real card files.

Now that you have an idea of what this function does, here briefly, are the steps (details follow):

1. Before you begin, make sure both card files have been saved to disk.
2. Get one of the card files (so that it is displayed on your screen as the current card file).
3. Select the Join card files function, which steps you through:
 - Selecting the other card file
 - Selecting the method of joining the two card files
 - Selecting the individuals from each card file to be joined
4. Save the new combined card file under a new card file name.

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

Saving the Original Card Files

Be sure to save both card files to disk before proceeding with this function (see page 45 of the User's Guide for information on saving). The resulting combined card file will contain ALL of the information from the original two card files.

Note: If you want the combined card file to have the same name as one of your original card files, then save the original file under a different name before starting this function.

When you are done, you'll have three card files: the original two card files and the new combined card file, each with its own name.

Selecting One of the Card Files to be Joined

Before you can join two card files, you must have one of them displayed on the screen. If you are already working in one of them right now, skip to the section labeled "Selecting the Join Card Files Function."

If you just started Family Tree Maker, or if you are working in a completely different card file now, use the **Get card file from disk** function to get and display one of the card files:

1. From any Family Card, Press **F9** to display the Command Menu.
2. Select **F-File**.
3. Select **G-Get card file from disk**.
4. Use **↑** and **↓** to highlight the name of one of the card files you want to join.
5. Press **F10** to confirm your selection.

Family Tree Maker now displays a Family Card in the card file you selected.

Selecting the Join Card Files Function

1. From any Family Card in the current card file, Press **F9** to display the Command Menu.
2. Choose **F-File**, then **U-Utilities**.
3. From the Utilities Menu, select **J-Join card files**.

Family Tree Maker will display the screen labeled **“Join, Step 1 of 5 - Card File to Join with file_a.ftm”** (where *file_a.ftm* is the name of your current card file).

Selecting the Second Card File to be Joined

1. Use **↑** and **↓** to highlight the card file you want to join with the current card file.
2. Press **F10** to confirm your selection and to move to the next screen.

Family Tree Maker now displays **“Join, Step 2 of 5 - Joining method.”**

Selecting the Joining Method

The first two choices are for joining parents to children. The one you select determines which card file the child comes from and which card file the parents come from.

The third choice is for joining a person to his or her spouse.

1. Use **↑** and **↓** to highlight the method you would like to use to join the two card files.
2. Press **F10** to confirm your selection and to move to the next screen.

The next two steps differ slightly depending on the choice you just made. The joining spouses method is described in detail here. In this case, Family Tree Maker now displays **“Join, Step 3 of 5 - Possible spouses in file_a.ftm”** (where *file_a.ftm* is your current card file name). See the Special Note on page 7 of this supplement for more information on the other two methods.

Selecting the Correct Individual From the Current Card File

Now that you've told Family Tree Maker that you want to join an individual in each card file as spouses, a list of all possible spouses in the current card file is displayed. All the individuals in this card file are possible spouses even if you've entered a spouse for them already.

Note: Be sure that the spouse you're going to join to in the second card file is NOT entered as their spouse already in the first card file. Family Tree Maker won't know that it's the same person in both card files, so they will be listed twice in the combined card file.

1. Use and to highlight the correct individual.
2. Press to confirm your selection and to move to the next screen.

Family Tree Maker now displays "Join, Step 4 of 5 - Possible spouses in *file_b.ftm*" (where *file_b.ftm* is your other card file).

Special Note

If you selected one of the parent/child joining methods, you'll notice the following differences from the spouses method:

- When you select the parents, you'll first be asked to select just one of the parents (either the man or the woman), then a special "Parents" window will be displayed asking you to confirm the exact set of parents.

In the case where the selected individual has two spouses, you'll be asked to select the correct set of parents from the ones displayed.

- When you select the child, Family Tree Maker will display a list of all the possible children. Only those individuals for whom you have not already entered parents will be displayed (see page 4 of this supplement for more information).

Selecting the Correct Individual From the Second Card File

Family Tree Maker now displays a list of all the possible spouses in the second card file. This list won't contain all the names in the second card file. It will just list those individuals who are the opposite sex of the individual you selected on the previous screen.

1. Use and to highlight the correct individual.
2. Press to confirm your selection and to move to the next screen.

Family Tree Maker now displays "Join, Step 5 of 5 - Confirmation."

Note: If you selected one of the parent/child joining methods, see the Special Note above.

Confirming the Relationship and Joining the Files

A message is displayed asking you to confirm that the correct individuals are going to be joined. Select YES if the individuals and their relationship are described correctly. Select NO if they are not.

If you select NO, Family Tree Maker takes you back to the Family Card that was displayed in the original card file before you started the **Join card files** function.

If you select YES, Family Tree Maker completes the joining process and then displays a special message window. Press **F10** to display the Family Card of the joined individuals.

You are now working on the new combined card file.

Note: We strongly recommend that you immediately save this new combined card file with a different card file name than either of the original card files.