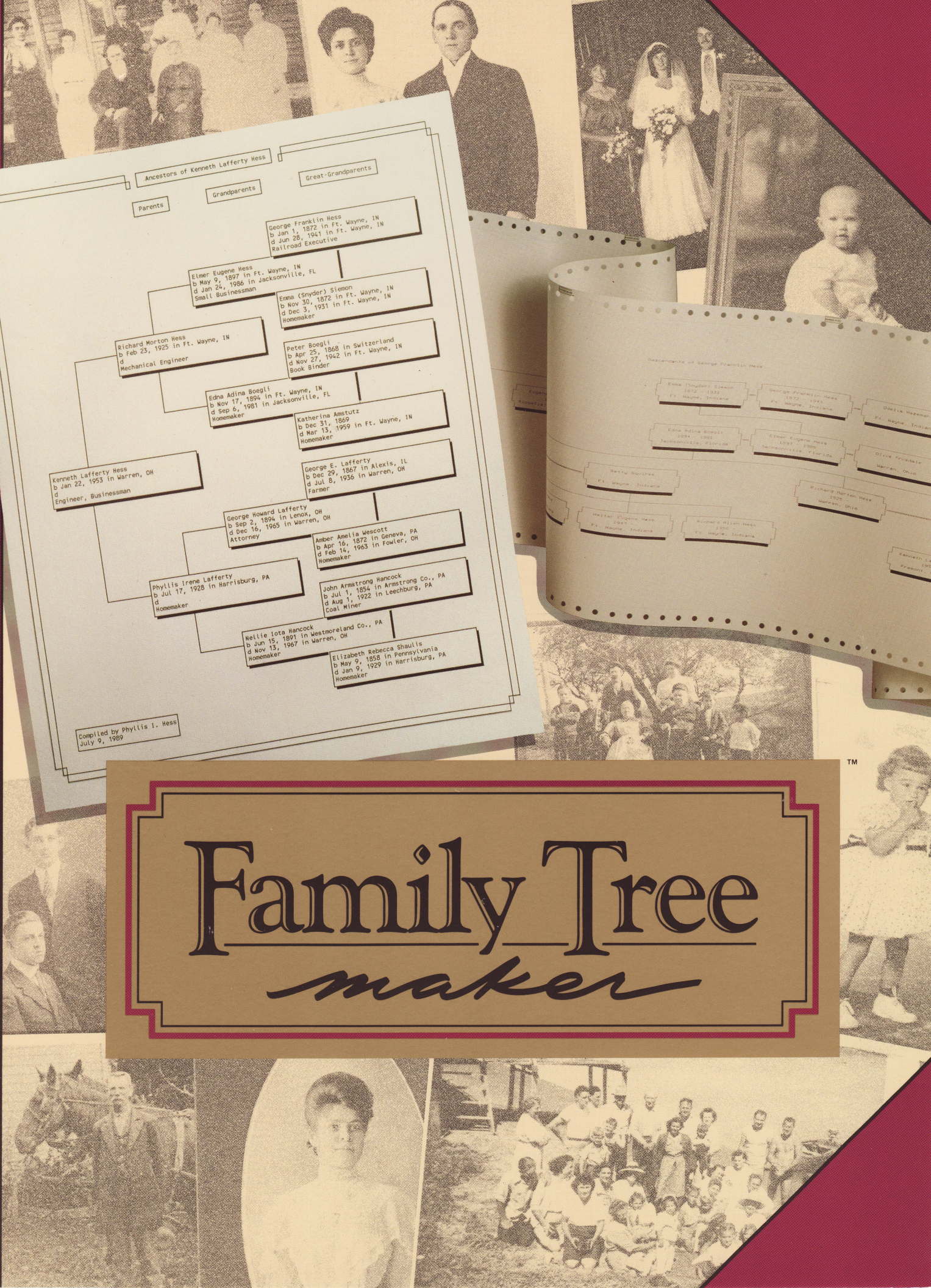


Family Tree *maker*





USER'S TUTORIAL AND REFERENCE MANUAL

Banner Blue Software Incorporated
Fremont, California

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CREDITS

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Thanks to our family members Connie Hess, Amber Hess, Elizabeth Paz, Christine Paz, Jonathan Aaronson, Phyllis Hess, Richard Hess, and Regina St. Jean. They put up with some incredible hours to complete this project.

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It is a Federal Crime to copy the manual in whole or in part without Banner Blue's prior written consent.

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INTRODUCTION



Taken on Christmas Day in 1952, in Woonsocket, Rhode Island, this is Regina (Menard) St. Jean, Normand St. Jean and their dog Mitzi. This was a very happy holiday as Regina was five months pregnant with their first child, Gary. Lori St. Jean, Banner Blue's Program Development Assistant, was born 12 years later.



INTRODUCTION

FAMILY TREE MAKER creates beautiful family trees and gives you a detailed permanent record of your family history.

Family trees are fun to make no matter what information you include. They make fantastic gifts, and they're the perfect conversation piece for your next family gathering.

Family Tree Maker is quick and easy to use. You enter information into the computer about each family member — parents, children, marriages — as if you were filling out a form printed on a note card. Optional cards let you enter more extensive information. Family Tree Maker does the rest of the work.

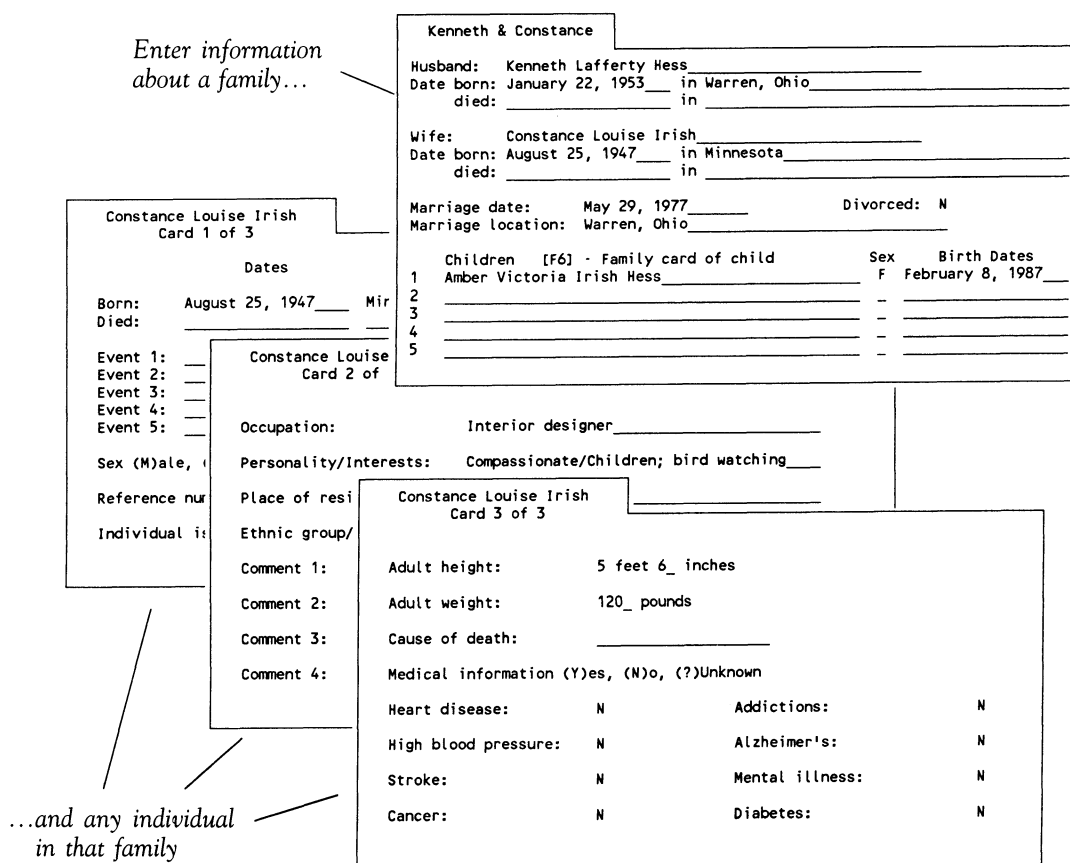


Figure I-1. Family and Individual Cards

THREE KINDS OF TREES

Family Tree Maker assembles the information you provide into family trees. You can print any of three basic styles of tree: ancestor, photo, and descendant (see Figure I-2).

Ancestor trees (sometimes called “pedigree” trees) make great gifts to family members because they show the family roots for any individual. Two parents, four grandparents, eight great-grandparents, and beyond are all printed with perfect spacing.

Photo trees are ancestor trees with spaces for individual photographs.

Descendant trees are ideal for family gatherings and reunions because they show where everyone fits. Starting with a relative in the distant past, a descendant tree shows children, grandchildren, great-grandchildren and so on, generation by generation. Aunts, uncles, and cousins are all included.

CREATE YOUR OWN STYLE

Family Tree Maker places customized information about each individual in a box whose design you control. Then Family Tree Maker precisely draws lines between the boxes to show your family relationships.

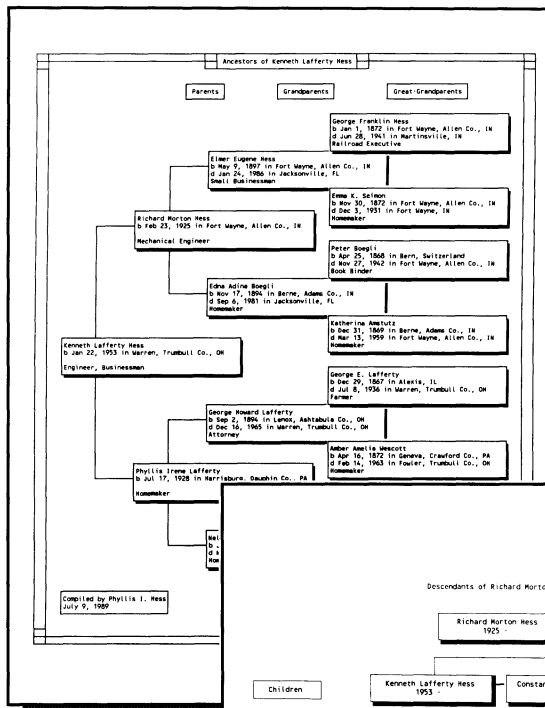
The results are beautiful. And with a typical printer you have your tree in minutes.

Print as many different family trees as you like from the family information you enter just once. Choose from a variety of borders and box styles. Show the ancestors or descendants of different family members.

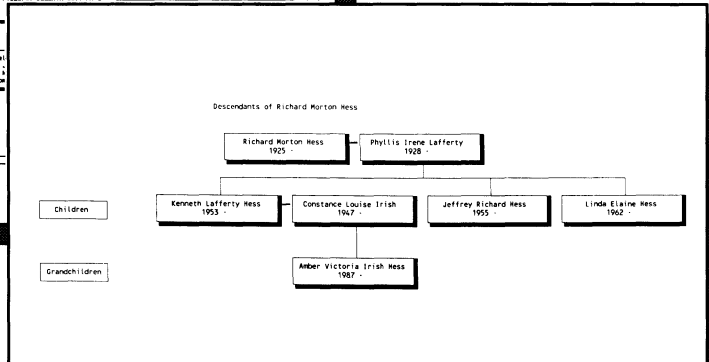
Extend the research on your family to include military service, occupation — even personal characteristics like height, weight, and personality. Family Tree Maker can store this information, then print it in your trees.

Track high blood pressure, heart problems, and other diseases that might be genetically related. Coupled with advice from your doctor, this can help you and future generations decide how to adjust your life styles — exercise, eating habits, and recreation — to lead longer and healthier lives. Whether or not you print this information, it all remains a permanent part of your Family Tree Maker historic record.

To help you do family research, Family Tree Maker can print a list of all the individuals in your family. It can print a Family Group Sheet which shows all the information recorded about a husband, a wife, and their children. It can also print empty trees for you to fill out manually when you don't have your computer handy.



Ancestor trees show a particular person's ancestors



Descendant trees show a person's descendants

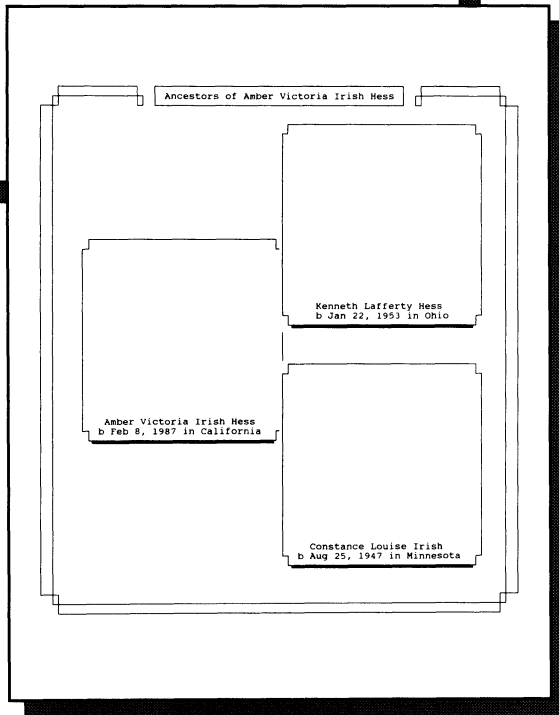


Photo trees show pictures of a person's ancestors (you supply the pictures)

Figure I-2. Types of family trees

The Hess Family	
Name:	Date born:
Amsden, Samuel	UNKNOWN
Amsden, Theresa Jerusa	December 3, 1845
Amstutz, Christian	UNKNOWN
Amstutz, Katherina	December 31, 1869
Amstutz, Ulrich	November 28, 1817
Boegli, Edna Adina	November 17, 1894
Boegli, Peter	May 4, 1838
Boegli, Peter	April 25, 1868
Brindle, Harriet	UNKNOWN
Cynthia	1786
Emmert, Polly	UNKNOWN
Fowler, Cordelia	February 4, 1831
Fowler, Erastus	February 16, 1793
Hancock, Henry	1823
Hancock, John	1787
Hancock, John Armstrong	July 1, 1854
Hancock, Nellie Iota	June 15, 1891
Hess, Amber Victoria Irish	February 8, 1987
Hess, Elmer Eugene	May 9, 1897
Hess, George	UNKNOWN
Hess, George Franklin	January 1, 1872
Hess, Jeffrey Richard	August 12, 1955
Hess, Kenneth Lafferty	January 22, 1953
Hess, Linda Elaine	March 28, 1962
Hess, Phillip Jacob	June 24, 1847
Hess, Richard Morton	February 23, 1925
Hubbard, Clarisa	UNKNOWN
Irish, Constance Louise	August 25, 1947
Klay, Magdalena	UNKNOWN
Kohlbacher, Anna Ma	
Lafferty, Edwin E.	
Lafferty, George E.	
Lafferty, George Ho	
Lafferty, Phyllis I	
Lafferty, Samuel	
Lehman, Barbara	
McDowell, Margaret	
McMichael, Sarah An	
Merrill, Temperance	
Riggle, John	
Riggle, Lavina	
Shaulis, Adam	
Shaulis, Elizabeth	
Shaulis/Shawley, No	
Shutler, Sarah	
Siemon, Emma (Snyde	
Siemon, Paul	
Siemon, Peter	
Sprunger, Elizabeth	
Sprunger, Johannes	
Unknown	
Unknown	
Unknown	
Werner, Eberhart	
Werner, Varolina	
Wescott, Nathan	
Wescott, Amber Amel	
Wescott, Richmond H	
Zimmerman, Conrad	
Zimmerman, Sarah	

Print a list of
all your relatives...

FAMILY GROUP SHEET Page 1

Husband: Richard Morton Hess			
Born: February 23, 1925	Place: Fort Wayne, Allen Co., IN	Event 3:	
Married: December 9, 1951	Place: Warren, Trumbull Co., OH	Event 4:	
Died:	Place:	Event 5:	
Event 1:	Place:	Event 6:	
Event 2:	Place:		
Father: Elmer Eugene Hess			
Mother: Edna Adina Boegli			
Other Wives:			
Wife: Phyllis Irene Lafferty			
Born: July 17, 1928	Place: Harrisburg, Dauphin Co., PA	Event 3:	
Died:	Place:	Event 4:	
Event 1:	Place:	Event 5:	
Event 2:	Place:		
Father: George Howard Lafferty			
Mother: Nellie Iota Hancock			
Other Husbands:			
Sex:	Children	List each child (living or dead)	
W/F		in order of birth	
1. Name: Kenneth Lafferty Hess Spouse: Constance Louise Irish			
Born: January 22, 1953	Place: Warren, Trumbull Co., OH	Event 3:	
Married: May 20, 1977	Place: Warren, Trumbull Co., OH	Event 4:	
Died:	Place:	Event 5:	
2. Name: Jeffrey Richard Hess Spouse: Patricia Ann Berry			
Born: August 12, 1955	Place: Warren, Trumbull Co., OH	Event 3:	
Married: October 25, 1980	Place: West Lafayette, OH	Event 4:	
Died:	Place:	Event 5:	
3. Name: Linda Elaine Hess Spouse:			
Born: March 28, 1962	Place:	Event 3:	
Married:	Place:	Event 4:	
Died:	Place:	Event 5:	
4. Name: Spouse:			
Born:	Place:	Event 3:	
Married:	Place:	Event 4:	
Died:	Place:	Event 5:	
5. Name: Spouse:			
Born:	Place:	Event 3:	
Married:	Place:	Event 4:	
Died:	Place:	Event 5:	
Prepared by:			
Phyllis I. Hess			
2345 South Rd., SE			
Wellisley, Ohio Phone: 216-345-6789			

...or details about a
particular family

Figure I-3. List of Individuals and Family Group Sheet

SYSTEM REQUIREMENTS

Family Tree Maker requires a minimum of 384Kb of RAM (memory) to run. The more RAM you have available to Family Tree Maker, the more names and data you will be able to enter into each card file. If your system has 640Kb or more of RAM, then you will be able to enter approximately 1,000 names into each card file.

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

WHERE TO FIND WHAT YOU NEED TO KNOW

This short manual is your main source of information about Family Tree Maker. Please read it while you use the program.

First, read Chapter 1, "Program Setup," to learn how to set up Family Tree Maker on your computer. (The rest of this manual assumes you've read that chapter and set up the program.)

Chapter 2, "Tutorial," shows you how easy it is to use Family Tree Maker by leading you step-by-step through the experience of creating a family tree.

Chapter 3, "Entering Information," tells you how to enter all the information that you need in order to have Family Tree Maker create complete family trees. It ends with a description of the commands on the Command Menu.

Chapter 4, "Printing," takes you through the simple process of customizing the three different kinds of trees so that they print exactly the way you want them to. This chapter ends with descriptions of how to print summaries of family information in a list format.

Appendix A, "Researching Families," gives lots of tips, sources, and ideas for learning more about your family history. It also includes a bibliography of helpful publications.

Appendix B, "LDS Ordinance Information," tells you how and where to enter LDS ordinance data and how to print a Family Group Sheet with this information.

Appendix C, "Printers and Plotters," describes special settings you might need to set to make your printer or plotter work correctly with Family Tree Maker.

Appendix D, "Common Questions and Problems," covers the most common questions and problems you may have while using Family Tree Maker.

Appendix E, "How to Save Selected Descendants and Join Card Files," describes special utilities that you can use to save a part of your tree to a different card file or combine two card files into one.

The Picture Index has pictures of family trees with words describing the elements of a tree. Look there if you know what you want, but don't know what to call it.

The Index is a list of every important concept and feature that this manual talks about, with page numbers pointing you to the information. Look there to find out about something specific.

Family Tree Maker also has a special help feature which is available when you are running the program. Press **[F1]** at any time to get on-screen help for what you are doing.

CUSTOMER REGISTRATION

Please fill out and return the Registration Card now! We offer registered users the following special benefits:

- Free telephone assistance on using Family Tree Maker.
- A periodic newsletter with tips and suggestions.
- The Banner Blue Product Upgrade Program.

CUSTOMER ASSISTANCE

If you have any problems using Family Tree Maker, take these steps in the order listed:

1. Check the Index in this manual for a listing of the subject you need help on.
2. Review Appendix D, "Common Questions and Problems."
3. Call Banner Blue Product Support. The hours are Monday through Friday, 8:00 AM to 5:00 PM, Pacific time. Our number is:

415-794-6850 (ask for Product Support)

We can help you best if you call while you're at your computer.

The above phone number is for questions dealing specifically with using Family Tree Maker. The person you speak to will not have information on conducting genealogical research. For help in this area, consult Appendix A of this manual or your local library, historical society, or genealogical society.

Note: You are automatically entitled to free assistance when you send in your Registration Card.

PRODUCT UPGRADE PLAN

Periodically we make new versions of our software available to registered owners at substantial discounts. If you return your registration card, we'll notify you about new versions as they become available.

ABOUT MAILING LISTS

We currently don't sell our registration list to other companies, and have no intention to do so. You can be assured that your name will be kept confidential and used only by Banner Blue.

WE WANT TO HEAR FROM YOU!

Banner Blue is committed to continually improving its products. We encourage you to write us and share your ideas about how we can improve Family Tree Maker. Our address is:

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P.O. Box 7865
Fremont, CA 94537

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415-794-9152 Fax

Chapter 1

PROGRAM SETUP



Pictured here is Catherine (Skyles) Fineran—Banner Blue's Technical Support Manager—at age 7. Also pictured are her mother Nedra (Pardee), younger brother William (age 5), and older brother Gregory (age 9). Her father, Robert Skyles, took this picture in 1966 during one of their annual backpacking trips.



PROGRAM SETUP

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

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

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

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

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

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

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

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

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

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

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



Figure 1-1. Family Tree Maker title screen

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

If this is the first time you have used Family Tree Maker, proceed to the section "Program Setup" on page 15.

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

INSTALLING AND STARTING FAMILY TREE MAKER ON A HARD DISK SYSTEM

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

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

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

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

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

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

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

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

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

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

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

PROGRAM SETUP

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

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

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

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

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

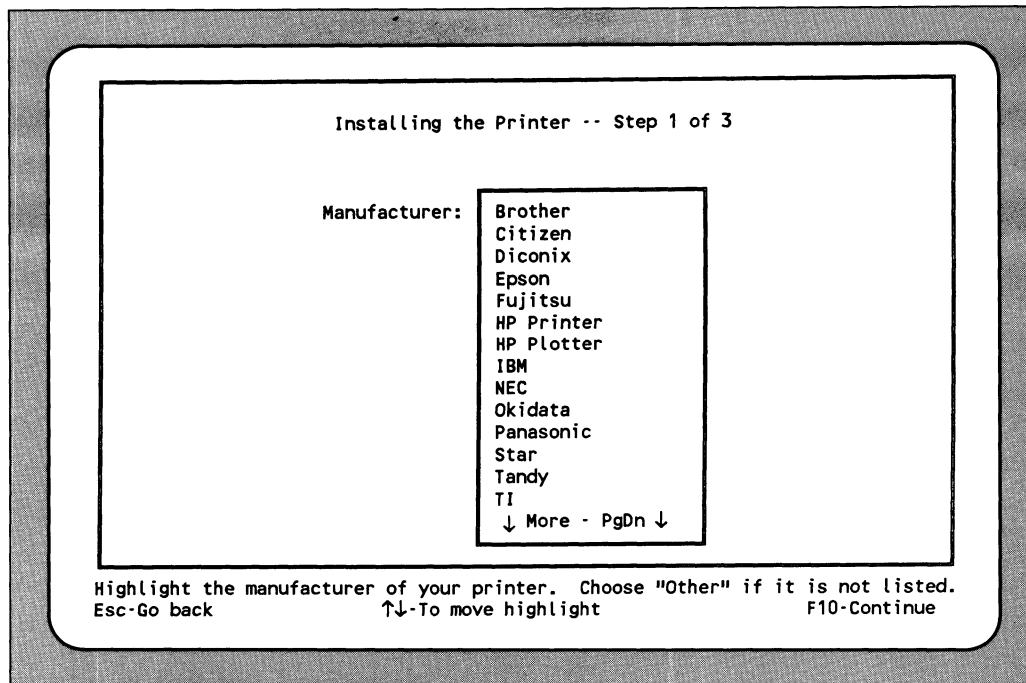


Figure 1-2. Installing the Printer – Step 1 of 3

Installing the Printer – Step 1 of 3

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

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

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

In the unlikely event that your printer is not listed and does not emulate a printer that is listed, select **Other**. For more information see "When You are Not Sure What Printer Setting to Use" on page 123 in Appendix C.

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

Installing the Printer – Step 2 of 3

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

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

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

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

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

Installing the Printer – Step 3 of 3

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

Use or until your choice is highlighted, then press .

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

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

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

For Serial Ports Only

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

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

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

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

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

Defining the Page – Step 1 of 2

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

Use or until your choice is highlighted, then press .

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

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

Defining the Page – Step 2 of 2

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

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

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

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

Use or until your choice is highlighted, then press .

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

Preferences – Step 1 of 3

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

As you enter family information into Family Tree Maker, it creates a card file that you then save on a diskette or hard disk (see page 58 in Chapter 3 for more information on saving files).

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

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

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

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

Preferences – Step 2 of 3

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

Use or until your choice is highlighted, then press .

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

Preferences – Step 3 of 3

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

Use or until your choice is highlighted, then press .

Family Tree Maker now displays “**Final Setup.**”

WHERE TO GO FROM HERE

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

To change any of the choices you have made, from the Command Menu select **File**, then **Change program setup** (see page 60 in Chapter 3 for information on using the Command Menu).

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

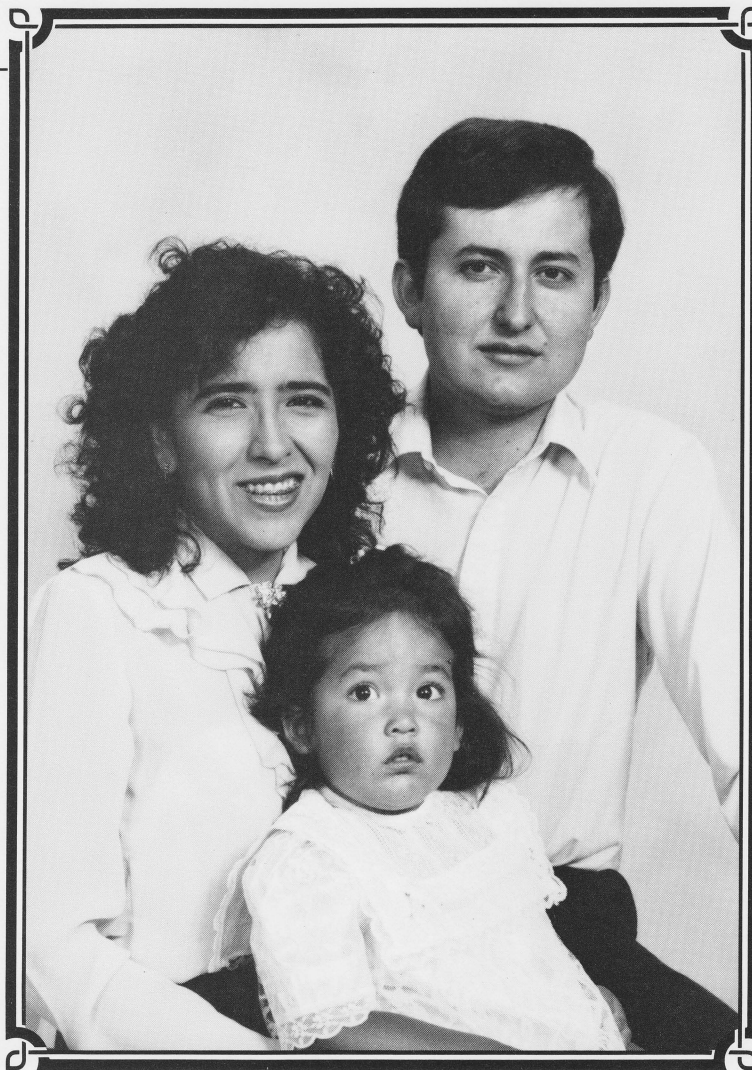
Note: If you have asked Family Tree Maker to save card files to one of the diskette drives on your computer, you will need to have a blank formatted diskette ready before you enter any family information. If you do not have one available, quit Family Tree Maker now and format a blank diskette. To quit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

If you are new to Family Tree Maker, you should look through the rest of this chapter to familiarize yourself with the type of information contained here, then proceed to Chapter 2 for the tutorial. The tutorial will give you step-by-step instructions for entering family information and for printing a sample family tree.

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

Chapter 2

TUTORIAL



Hugo Paz, one of Family Tree Maker's programmers, is pictured here with his family. Hugo, his wife Elizabeth, and his daughter Elizabeth Christine had this picture taken in August 1989.



TUTORIAL

This tutorial shows you how easy it is to use Family Tree Maker by leading you step-by-step through the experience of creating a family tree. It uses as its example the ancestry of Abraham Lincoln, 16th president of the United States of America.

First you will enter information about Abraham Lincoln's family that goes back through his parents and grandparents. Then you'll print an **ancestor** tree, one of the three types of trees you can create with Family Tree Maker. This should take about half an hour.

You will learn about many of Family Tree Maker's most useful commands and options as you go. You'll find out about even more features when you read the other chapters in this manual.

BEFORE YOU START

This chapter assumes a few things:

- You know how to use a typewriter or computer keyboard. (Hunt-and-peck typing is fine!)
- You've already read Chapter 1, "Program Setup."
- Family Tree Maker is set up and installed on your computer.
- The program has been started.

If you haven't done these things, go back and follow the instructions in Chapter 1. When you've done that, you'll be ready to begin the tutorial.

GETTING STARTED

You should see the Family Tree Maker title screen in front of you now. (If you have just completed Program Setup without quitting the program, you are already at an empty family card and you should skip the following two steps.)

- Press **F10** or any other key to start.
- Choose "Create new."

The Family Card appears (see Figure 2-1 on page 24).

The Family Card is made up of a series of **labels** and **fields**. A field is a place for you to type information. A label tells the purpose of a field. Tabs at the top of the card (**Family Card 2**, **Family Card 3**, and **F2-Index of names**) name other cards that you'll read about soon. The line at the bottom of the screen (**F9-Menu**, **PgDn-Individual cards**, and so on) names keys you can press to make certain things happen. You'll learn what these keys do as we go along.

Family Card 2 Family Card 3 F2 - Index of names

Family Card 1

Husband: _____
Date born: _____ in _____
died: _____ in _____

Wife: _____
Date born: _____ in _____
died: _____ in _____

Marriage date: _____ Divorced: _
Marriage location: _____

Children	[F6] - Family card of child	Sex	Birth Dates
1	_____	-	_____
2	_____	-	_____
3	_____	-	_____
4	_____	-	_____
5	_____	-	_____

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

Figure 2-1. An empty Family Card

CREATING A NEW FAMILY TREE

You want to create a brand new family tree, so all the fields on the current Family Card should be empty. If the fields aren't all empty, someone might have been working on a family tree before you started this session.

Even if the fields are all blank, you should do these steps just to learn how to create a new family tree using Command Menu choices. When you finish creating a new family tree, you will see a Family Card with blank fields.

Note: Since computer keyboards are not all the same, we can't tell you exactly where to look for the keys you will have to press. But we'll try to give you a general idea where you might find them as we go along.

To create a new family tree:

1. Press **[F9]** to bring up the Command Menu (see Figure 2-2).

[F9] is one of the keys that runs along the left side or across the top of your keyboard.

The Command Menu appears. The Command Menu is a list of commands that you use to tell Family Tree Maker what you want to do.

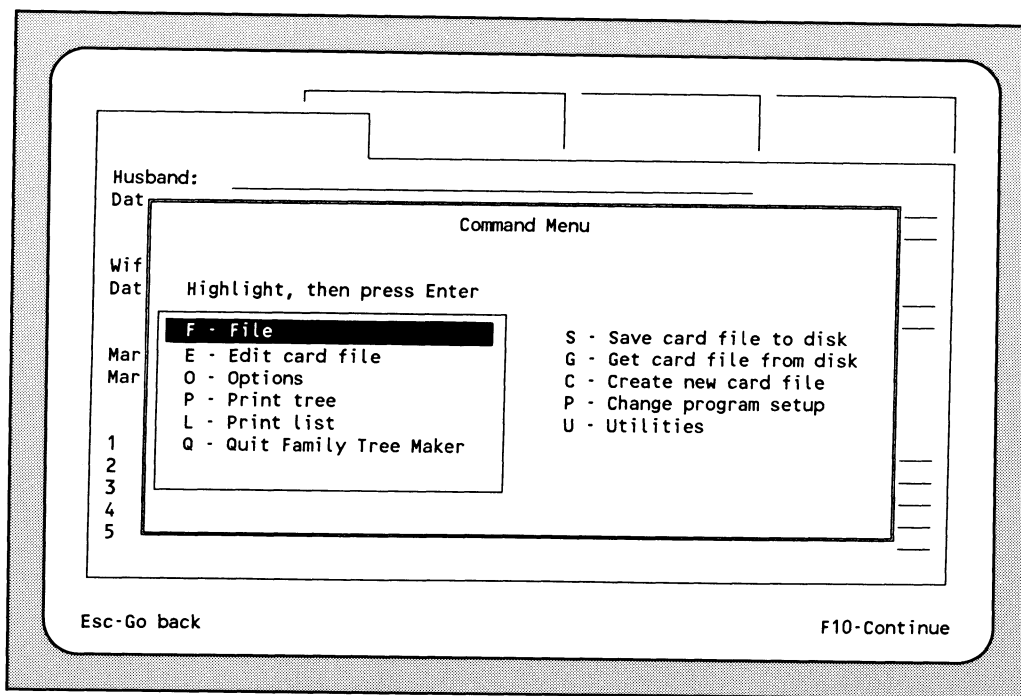


Figure 2-2. Command Menu with File highlighted

The item **F - File** is highlighted — shown in a bright rectangular bar on most computer screens, or in a different shade or color on others. To the right is a **submenu** of file-related commands.

If you see a screen other than the one in Figure 2-2, you probably pressed the wrong key. To go back to the Family Card and try again, press **Esc** (usually located at the top-left or top-right area of the keyboard), then press **F9**.

2. Press **↓** to see what happens.

As you can see, the highlight bar moves over **E - Edit card file**, and the submenu shows editing commands.

You can press **↑** and **↓** to move the highlight over any command in the menu. (Try it!)

To make a **selection** from a menu — to make Family Tree Maker do one of the things listed in the menu — you move the highlight over your choice and press Enter **↵**. Or, you can simply type the first letter of the command. (That's faster.)

3. Press **F** to select **F - File**.

The highlight moves to the first choice in the submenu.

4. Press **C** to select **C – Create new card file**.

A **card file** is the file in which you store all the information about your family, including all your relatives. Family Tree Maker takes all the information from this file to create your family trees.

You end up back at the Family Card, with all the fields empty. You are now ready to start entering information for the Lincoln family.

PART I: ENTERING FAMILY INFORMATION

In this section you'll be entering information about several generations of the Lincoln family. Follow all the steps exactly as outlined here; within half an hour or so, you'll be printing your first family tree!

Filling Out the Family Card

On this Family Card you'll enter some facts about Abraham Lincoln's immediate family (his "nuclear" family, including himself, his wife, and his children), starting with Abraham Lincoln himself.

Figure 2-3 shows what you will end up with. The steps that follow tell you how to get your computer screen to look like the one in the figure.




Abraham & Mary		F4 - Parents of Mary	F5 - Parents of Abraham	F2 - Index of names
Husband:	Abraham Lincoln			
Date born:	February 12, 1809 in Hardin County, Kentucky			
died:	April 15, 1865 in Washington, D.C.			
Wife:	Mary Ann Todd			
Date born:	December 13, 1818 in Lexington, Kentucky			
died:	July 16, 1882 in Springfield, Illinois			
Marriage date:	November 4, 1842			Divorced: N
Marriage location:	Springfield, Illinois			
Children [F6] - Family card of child				Sex Birth dates
1	Robert Todd Lincoln			M November 8, 1843
2	Edward Baker Lincoln			M March 10, 1846
3	William Wallace Lincoln			M December 21, 1850
4	Thomas "Tad" Lincoln			M April 4, 1853
5				- -




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



Figure 2-3. Abraham Lincoln's Family Card, completely filled out




The cursor is already at the start of the “Husband” field. (The cursor is the blinking solid underbar. It marks where the next character that you type will appear.) The letters that you should type are shown in **bold letters like this**.




1. Type **Abraham Lincoln** into the “Husband” field.

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 .

The  arrow key and the  arrow key are usually on the right side of the keyboard; sometimes they’re part of the numeric keypad (the rectangular arrangement of number keys — not the ones across the top of your keyboard). If you press the arrow keys but you get numbers on the screen, press  to put the numeric keypad back into cursor-moving mode.


2. Press Enter  or Tab  and watch the top of the screen.

The Tab  key is usually on the upper left corner of the keyboard next to  or .

If you notice a mistake in the “Husband” field after you have moved the cursor out of it, press +Tab  to back up; then use  to move to your mistake.

As soon as you have provided the husband’s name, Family Tree Maker creates a card for his parents. You will enter information on that card later in this tutorial.

The cursor should now be in the “Date born” field.

3. Type **Feb 12 1809**.
4. Press Enter  and watch what happens.

When you leave a date field, Family Tree Maker automatically converts what you type to a standard date format. You can type the date almost any way that you like; Family Tree Maker can usually figure out what you mean. If it can’t, it puts a message on the screen to let you know. Be sure to type in complete years (as in 2/12/1809, as opposed to 2/12/09); Family Tree Maker can’t know what century you mean unless you tell it.

Your cursor should be in the beginning of the field labeled “in.”

5. Type the place where Lincoln was born — **Hardin County, Kentucky**.
6. Fill out the next two fields with this information: **15 Apr 1865** for the date of his death, and **Washington D.C.** for the location.

Don’t be afraid of making mistakes. This is just a tutorial, nobody’s keeping score, and you can’t hurt the computer by typing something wrong.

-
-
7. Type the following information for Lincoln's wife into the proper fields (refer to Figure 2-3 if you need help):

Mary Ann Todd

born **Dec 13, 1818** in **Lexington, Kentucky**
died **July 16, 1882** in **Springfield, Illinois**.

You fill in the information for a wife the same way you do for a husband, being especially careful to use the wife's maiden name (her last name before she was married).

Remember to press Enter to move on when you've filled in the information for a particular field — don't try to type all that information into the same field! There are five fields worth of information here — "Wife," "Date born," "in" (for birth location), "died," and "in" (for death location).

As with Abraham, Family Tree Maker automatically creates a Family Card for Mary's parents, and reformats dates as you exit the date fields.

8. The Lincolns were wed on **November 4, 1842** — so type that into the "Marriage date" field.

As usual, press Enter to move to the next field.

9. The Lincolns weren't divorced; so you'd type an for "No" in the "Divorced" field.

It turns out that the **default** is N; so you can press Tab to skip over this field. A default is what's already in a field when you come to it. Family Tree Maker puts as many defaults in place as it can to make your work quicker and easier.

If they had been divorced, you'd type a for "Yes."

10. Type **Springfield, Illinois** into the "Marriage location" field; then press Enter to move on.

11. In the field where the cursor now lies (line 1 under "Children"), type **Robert Todd Lincoln** and press Enter .

You enter information in the "Children" fields just like you entered the rest.

12. As soon as the cursor moves to the "Sex" field, an "F" appears: type then press Enter to go on to the "Birth dates" field.

"F" for female is the default value for the "Sex" field.

13. Type **8 Nov 1843** into the "Birth dates" field and press Enter .

Again, Family Tree Maker converts the date you type into a standard date format.

14. Type the following information for the Lincolns' other three sons:

Edward Baker Lincoln	sex	M	born	March 10, 1846
William Wallace Lincoln	sex	M	born	Dec 21, 1850
Thomas "Tad" Lincoln	sex	M	born	April 4, 1853

The name "Tad" appears in quotes because it's a nickname, as opposed to a given name.







Be sure to enter all the information, including their full names (last name included).

As you can see, the information for the children isn't as extensive as the information for the parents — at least, not on this card. Later in this tutorial, you'll see that each child has its own Family Card, where he or she appears as a (potential) husband or wife.

Note: You don't have to enter children in their order of birth as shown here — Family Tree Maker has a special command that will do this for you. You'll find out about the **Arrange by birth date** command in the next chapter.

Saving Information


Congratulations! You've just finished filling out your first Family Card. To make sure all the information is correct, compare your Family Card to Figure 2-3 on page 26.

If any of the information is different, go back and change it. Use Enter , Tab  and  + Tab  to move between fields; use  and  to move around within a field.



If you're comfortable with what we've covered so far, you may want to use other editing keys as well. See Figure 3-2 on page 45 in Chapter 3, "Entering Information," for a complete list of editing and cursor-moving keys.

Now it's time to save the information onto the disk in a **card file** — the file in which you save all the Family and Individual Cards you've filled in. It is not necessary to save after each Family Card is completed, but we'll do it now just to show you how easy it is.

To save the information onto the disk in a card file:

1. Press  to bring up the Command Menu.

The Command Menu appears (refer back to Figure 2-2 on page 25).

2. Press  to select **F – File** and to move the highlight to the top of the File submenu.
3. Press  to select **S – Save card file to disk**.

The Save Card File to Disk **window** appears with the cursor at the start of the "Card file name" field (see Figure 2-4 on page 30). A window is a boxed area on the screen that is used for a special purpose, such as saving card files.

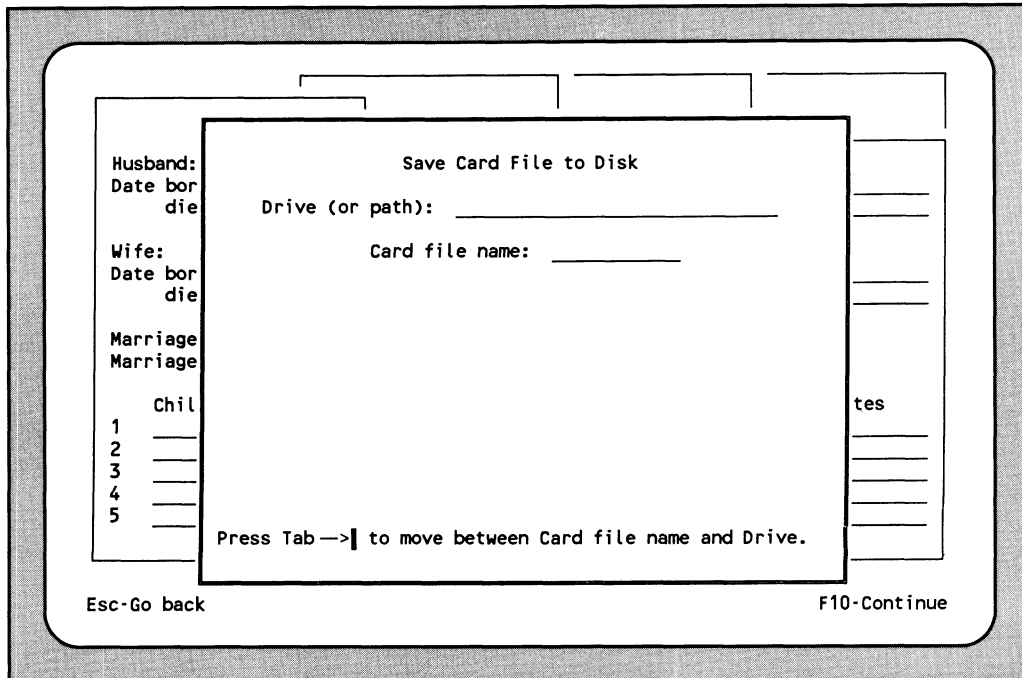


Figure 2-4. Save Card File to Disk window

4. Type **Lincoln** and press Enter

The disk whirs a bit, and your information is now saved onto disk under the name "LINCOLN.FTM." (The letters ".FTM" identify the disk file "LINCOLN" as being part of Family Tree Maker.)

This is just the first of many Family Cards that will be saved in the Lincoln card file. Later in this tutorial we'll save more cards to this card file.

In the future, you can retrieve this information by choosing **G – Get card file from disk** from the File submenu.

You end up back on the Family Card.

Filling Out Other Family Cards

Look at the top of the screen — the tabs now have different information in them. The tab for the **current** Family Card (that is, the one you see in front of you now) says "**Abraham & Mary,**" and the old "**Family Card 2**" and "**Family Card 3**" tabs now say "**F4 – Parents of Mary**" and "**F5 – Parents of Abraham.**"

So the current Family Card is actually the Abraham & Mary Family Card. Each card holds two generations — a husband and wife (after whom the card is named), and their children. To have a real family tree, you need to fill out several Family Cards, going backward or forward in time.

For the purposes of this tutorial, you'll go backward in time and fill out the Family Cards for Abraham Lincoln's parents and grandparents. (To go forward in time, you'd fill out a Family Card for one of his children.) In your own card file you'll do both.

Lincoln's Parents' Family Card

Fill out the Family Card for Lincoln's parents:

1. Press **F5** to go to Lincoln's parents' Family Card.

The Family Card titled "Parents of Abraham" comes up. (That title appears on the tab at the upper-left corner of the screen.)

This Family Card is already partially filled out — one of the lines in the "Children" section has Abraham Lincoln's information already on it. (Family Tree Maker copied the information from the "Abraham & Mary" Family Card.)

2. Fill out information for Thomas Lincoln ("Husband"), Nancy Hanks ("Wife"), and the "Marriage" sections using the following information:

Thomas Lincoln

born **Jan 6 1778** in **Rockingham County, Virginia**

Nancy Hanks

born **Feb 5 1784** in **Campbell County, Virginia**


died **Oct 5 1818** in **Spencer County, Indiana**

Married **12 June 1806**

Thomas & Nancy		F4 - Parents of Nancy	F5 - Parents of Thomas	F2 - Index of names
Husband: Thomas Lincoln				
Date born: January 6, 1778 in Rockingham County, Virginia				
died: _____ in _____				
Wife: Nancy Hanks				
Date born: February 5, 1784 in Campbell County, Virginia				
died: October 5, 1818 in Spencer County, Indiana				
Marriage date: June 12, 1806 Divorced: N				
Marriage location: _____				
Children [F6] - Family card of child				
		Sex	Birth Dates	
1	Abraham Lincoln	M	February 12, 1809	
2	_____	-	_____	
3	_____	-	_____	
4	_____	-	_____	
5	_____	-	_____	

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

Figure 2-5. Filled-out card for Thomas and Nancy

You don't have the information for the death of Thomas Lincoln, or for the location of Thomas and Nancy's wedding, so you could leave those fields blank or type "Unknown" in them. For now, leave them blank and skip over them by pressing Enter . (For this tutorial, you don't need to enter any more information about their children either.) They weren't divorced, so you can leave the "Divorced" field value that's there. If you want, check what you've typed against Figure 2-5 on page 31.

You need to go back one more generation and fill out two more Family Cards — one card for the President's paternal grandparents (the parents of his father, Thomas), and one card for his maternal grandparents (the parents of his mother, Nancy).

Because this is just a tutorial, you won't have to enter a lot of information; but you'll see some things you haven't seen yet.

Lincoln's Paternal Grandparents' Family Card

In this section you'll type brief information about Abraham Lincoln's paternal grandparents, and you'll learn how to add information if either the husband or wife has had additional marriages:

1. Press **F5** to go to Thomas' parents' Family Card.

The Family Card titled "Parents of Thomas" comes up.

2. Enter the information below about Lincoln's grandparents into the appropriate fields.

Lincoln's paternal grandfather was also named **Abraham Lincoln**, and was also born in **Kentucky**. His paternal grandmother was **Bathsheba Herring**. (That's all the available information; leave blank the fields for which you have no information. Ordinarily, however, when you don't know the date of a person's death, you should enter "Unknown" in the date of death field.)

Check what you've typed against Figure 2-6 to make sure it's accurate. If necessary, go back and make changes.

3. Press **F3** to add information about Grandfather Abraham's other wife.

It turns out that Grandfather Abraham was married before. You can enter information about as many spouses of an individual as is necessary in Family Tree Maker. The selection window in Figure 2-7 appears.

4. Press **H** to select **H – Create another spouse** for Abraham.

(The "H" is for "Husband.") The cursor appears in the "Wife" field of a new Family Card.

5. Type in the name of Abraham's first wife, **Mary Shipley**.

There are no children to list on this card because Thomas was the child of Abraham and Bathsheba not Abraham and Mary.

Abraham & Bathsheba

F4 - Parents of Bathsheba F5 - Parents of Abraham F2 - Index of names

Husband: Abraham Lincoln _____
 Date born: _____ in Kentucky _____
 died: _____ in _____

Wife: Bathsheba Herring _____
 Date born: _____ in _____
 died: _____ in _____

Marriage date: _____ Divorced: N
 Marriage location: _____

Children [F6] - Family card of child	Sex	Birth Dates
1 Thomas Lincoln _____	M	January 6, 1778 _____
2 _____	-	_____
3 _____	-	_____
4 _____	-	_____
5 _____	-	_____

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

Figure 2-6. Filled-out card for Abraham and Bathsheba

Husband: Abraham Lincoln _____
 Date born: _____
 died: _____

Wife: Ba _____
 Date born: _____
 died: _____

Marriage date: _____ Divorced: N
 Marriage location: _____

Children [F6] - Family card of child	Sex	Birth Dates
1 Thomas Lincoln _____	M	January 6, 1778 _____
2 _____	-	_____
3 _____	-	_____
4 _____	-	_____
5 _____	-	_____

Spouses

1 - Abraham & Bathsheba

H - Create another spouse for Abraham

W - Create another spouse for Bathsheba

Highlight your choice and press Enter to display a different family card
 Esc-Go back ↑↓-Scroll spouses

Figure 2-7. Spouses selection window showing one Family Card

- Press **F3** again to bring up the “Other spouses” selection window.

The selection window looks different than it did a moment ago — it now lists two Family Cards for Abraham.

Husband: Abraham Lincoln F3-Other spouses

Date born: _____
died: _____

Wife: Ma _____
Date born: _____
died: _____

Marriage date: _____
Marriage location: _____

Children	[F6] - Family card of child	Sex	Birth Dates
1	_____	-	_____
2	_____	-	_____
3	_____	-	_____
4	_____	-	_____
5	_____	-	_____

Highlight your choice and press Enter to display a different family card
Esc-Go back ↑↓-Scroll spouses

Figure 2-8. Spouses selection window showing two Family Cards

- Press **1** to go to the Abraham & Bathsheba Family Card.

Now there’s additional information at the end of the “Husband” field — a new label that says “F3 – Other spouses” to let you know that Abraham has (or had) another wife.

Lincoln’s Maternal Grandparents’ Family Card

In this section you’ll fill in information about President Lincoln’s maternal grandparents, and learn how to go from card to card quickly in Family Tree Maker.

You need to return to the Family Card of the President’s parents first because it’s the parents of Lincoln’s mother, Nancy Hanks, about whom you need to enter information. To do that, you’ll use the **Index of Names**.

- Press **F2** to display the Index of Names.

The Index of Names appears (see Figure 2-9), listing all the names in this card file.

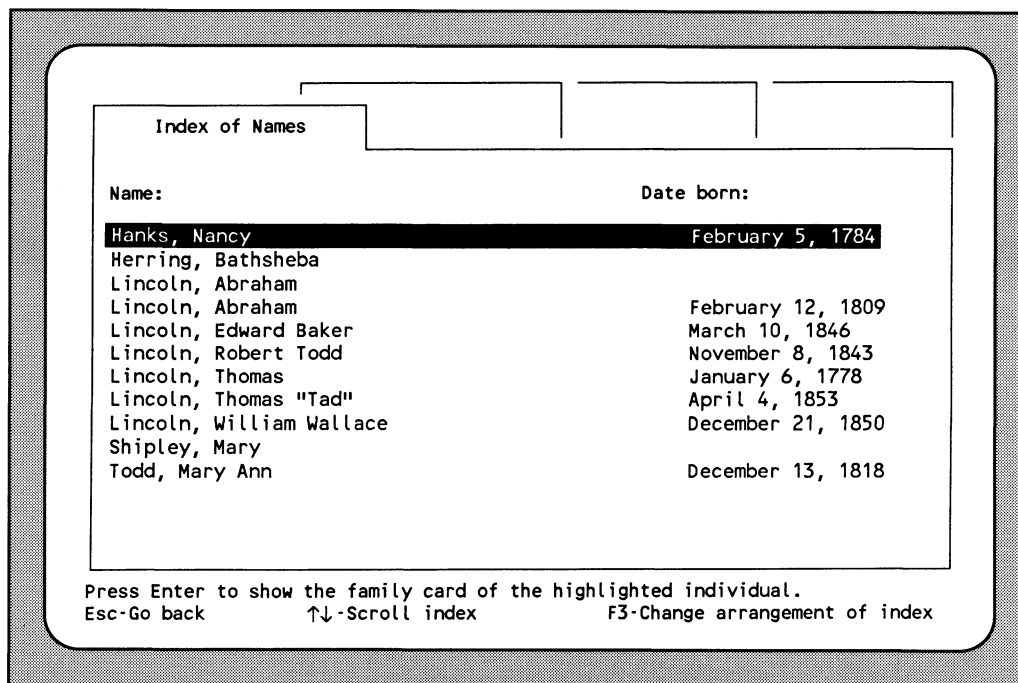


Figure 2-9. Index of Names

2. Press until the name "Hanks, Nancy" is highlighted.

It happens to be the first name on the list — by chance, so you don't have to move at all!

3. Press Enter to go to her Family Card.

The Family Card of Thomas & Nancy appears (see Figure 2-5 on page 31).

Now you're ready to fill in information about the President's maternal grandparents. The only information you have is the name of his maternal grandfather — Joseph Hanks.

1. Press to bring up the Family Card "Parents of Nancy."
2. Type **Joseph Hanks** into the "Husband" field.
3. Use the Index of Names to return to the President's Family Card (two generations earlier).

There are two Abraham Lincolns in the Index of Names; the President is the one who was born in 1809.

You end up back at President Lincoln's Family Card.

Abraham Lincoln
Card 2 of 3

Occupation: _____

Personality/Interests: _____

Place of residence: _____

Ethnic group/Religion: _____

Comment 1: _____

Comment 2: _____

Comment 3: _____

Comment 4: _____

Esc-Return to family card PgDn-Next page PgUp-Prev page F1-Help

Figure 2-11. Individual Card 2 for Abraham Lincoln

4. Type **Rail splitter** into the “Occupation” field.

There’s a third Individual Card for adding more information, but you can come back later to look at it. Right now, you want to go back to the Family Card.

5. Press **Esc** to return to the Family Card.

You end up back at the Family Card of Abraham & Mary, with a family tree ready to be printed.

PART II: PRINTING A FAMILY TREE

Now you’re ready to print the family tree of President Lincoln.

If this were your own family tree, you’d probably want to add more complete information. And if you knew more about your relatives, you’d likely want to go forward or back several more generations as well as fill in information for aunts, uncles, and cousins. But you’ve entered enough information about the Lincoln family to get an idea of what Family Tree Maker can do.

Save Before You Print

You’ve entered a lot of new information on several Family Cards since the last time you saved the LINCOLN.FTM card file. Before you print the tree, save all the infor-

mation on disk again. When re-saving a card file, the new information you just entered is added to the information you saved before.

To save your information to disk again:

1. Press **F9** to bring up the Command Menu.

The Command Menu appears.

2. Press **F** to select **F – File** and to move the highlight to the top of the File submenu.
3. Press **S** to select **S – Save card file to disk**.

The Save Card File to Disk window appears with the cursor at the start of the “Card file name” field, with the name of the current file, LINCOLN.FTM, highlighted.

4. Press Enter **↵** to accept the highlighted name as the name of the file in which you want to save the Lincoln family information. Since you are still working on the same family, you want to add the new information you just entered to what you saved earlier. To do this, you save using the same card file name you used the last time you saved (i.e. LINCOLN.FTM).

The disk whirs a bit once more as your information is saved to disk again. Now the LINCOLN.FTM card file contains all the Family Cards you’ve entered so far.

When it is finished you end up back on President Lincoln’s Family Card.

Now Print the Tree

Follow these steps to print out an ancestor tree. If you make a mistake, press the **Esc** key to go back until you find the screen where you’re supposed to be:

1. Press **F9** from President Lincoln’s Family Card to bring up the Command Menu.
2. Press **P** to select **P – Print tree** and to move the highlight to the top of the proper submenu.
3. Press **A** to select **A – Ancestor tree**.

The screen “**Ancestor Tree – Step 1 of 5**” appears so that you can select the **primary individual**. This is the person whose ancestors will be printed. The name of the current individual is already highlighted — in this case, Abraham himself.

4. Press Enter **↵** to select Abraham as the primary individual.

The screen “**Ancestor Tree – Step 2 of 5**” appears. You can choose to print a tree on one page or across several pages. To keep things simple for this tutorial, you’ll use the default choice, “**Single page**” (already highlighted).

-
-
5. Press **F10** to select the highlighted choice “**Single page**” and to go to the next screen.

The screen “**Ancestor Tree – Step 3 of 5**” appears. Here you decide how many generations you want to have in your printed tree. To keep things simple for this tutorial, you’ll use the default choice, “**3 — Individual through Grandparents**” (already highlighted).

6. Press **F10** to select “**3 — Individual through Grandparents**” and to go to the next screen.

The screen “**Ancestor Tree – Step 4 of 5**” appears. The choices on this screen bring up submenus that you use to customize nearly everything about your tree, from the border that’s printed around the outside edges to the kind and amount of information that’s printed for each individual in the tree.

You can come here and experiment later. For this tutorial, however, you’ll take the quick way out.

7. Press **F10** to preview how the tree will look when you print it on paper.

The Preview screen appears. It is not labeled “**Ancestor Tree – Step 5 of 5**” so as not to take up space on the screen, but previewing is the fifth and final step before printing the tree. This screen gives you the chance to make sure that everything is to your liking before you commit your tree to paper. If you see something you want to change — you don’t like the border, or you forgot to tell Family Tree Maker to print a particular piece of information, or you spelled someone’s name wrong — you get the chance to go back and fix it.

You can press **↑**, **↓**, **←**, **→** to move the preview screen to see other parts of the tree. Try it. You can also hold down the **Ctrl** key and press **←**, **→**, **PgUp**, or **PgDn** to move the screen a little bit at a time. Try that too.

Even if you print a tree with mistakes in it, you can always make corrections later on the Family or Individual Cards and print the tree again. Once a card file is saved on the disk, you can print trees again and again.

8. Turn the printer on if it isn’t on already.
9. 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.)
10. Press **F10** to print the tree.

You may notice that the information is abbreviated in order to get the tree to fit on a single page, as you requested.

The printer starts printing, and in a few minutes you have a beautiful family tree! What’s more, you can print different kinds of trees using the information already contained in the card file. You will learn how to do this in Chapter 4, “Printing.”

What to Do Next

To learn more about Family Tree Maker, read the rest of this brief manual. Go through the various printing screens again, this time trying all the options. Add a few more generations to the Lincoln family and experiment with different print settings.

Finally, start a new family tree — this time using information about your own family. Before you know it, you'll be creating beautiful family trees to send as gifts to everyone in your family.

Chapter 3

ENTERING INFORMATION



This is George Franklin Hess, his son Franklin, and an unknown pilot sometime in the early 1900's. George was an executive with the Wabash Railroad. It was a Wabash passenger train, the Banner Blue Limited, that provided the name for the company that makes this program.



ENTERING INFORMATION

Before you can print a tree, you need to enter information about your family. This chapter describes how to enter and change information, and how to save it on disk. (Chapter 4 describes how to print your family tree.)

This chapter concludes with a brief description of all the commands on the Command Menu. You need to know these to get the most out of Family Tree Maker.

A QUICK OVERVIEW

To enter information, you fill out an electronic “card” (called a **Family Card**) for each family (see Figure 3-1 on page 44).

You can add more details about each family member by filling out a series of **Individual Cards**. There are three cards for each family member.

From time to time as you’re filling out information, you save the information on disk in a **card file**. A card file is the place on your disk where you store all the family and individual cards that you have filled out on your relatives.

In most cases you will save your information over and over to the same card file. (Saving information is a very fast operation. You should do it often.) (See Figure 3-11 on page 58.)

To save, edit cards, print trees (described in Chapter 4), and perform other program functions you will make selections from the **Command Menu**.

Reminder: You can press **F1** at any time to get on-screen help.

THE FAMILY CARD

The **Family Card** shows all the members of a nuclear family: a husband, a wife, and their children. On this card you add new family members and new information about existing family members. It’s the first screen that you see after the Family Tree Maker title screen, and it’s the primary screen for entering family information.

The Family Card screen shows one card on the screen at a time. At the top of the card you can see the tabs of three other cards, labeled to show what those cards are about.

Note: Even though you see only the tabs for three other cards your card file can contain many others (see “Displaying a Different Family Card” on page 53).

Family Card 1 Family Card 2 Family Card 3 F2 - Index of names

Husband:
 Date born: _____ in _____
 died: _____ in _____

Wife:
 Date born: _____ in _____
 died: _____ in _____

Marriage date: _____ Divorced: _
 Marriage location: _____

	Children	[F6] - Family card of child	Sex	Birth Dates
1	_____	_____	-	_____
2	_____	_____	-	_____
3	_____	_____	-	_____
4	_____	_____	-	_____
5	_____	_____	-	_____

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

Figure 3-1. An empty Family Card

A line at the bottom of the screen shows the names and functions of important keys that you can press.

Special Tip: You can also 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 **[Alt] + [F10]**.

Entering Family Information

You enter information into the Family Card much as you write information on a paper form or card.

Like a paper form, the Family Card consists of labels and blanks to fill with information. The blanks are called **fields** and the labels that describe the blanks are called **field labels**.

You type information into the fields, and you move from field to field using **Tab** **[↵]**, **Enter** **[↵]**, or the cursor keys **[↓]** or **[↑]**. Some fields only allow you to enter certain kinds of information. For example, date fields only allow you to enter a date or a question mark (?). You can try to enter something else, but you won't be able to continue until you type a real date.

When you start a new **card file** — the file in which all Family and Individual Cards are stored — the Family Card appears as it does in Figure 3-1. It is ready for you to start entering family information.

You can start by entering information about your immediate family. Because you probably know them best, you might want to start with your own mother and father. As you will see, every additional person you enter must be a spouse, parent, or child of someone you have already entered. If you are not sure how to enter information about a distant relative, see “Entering Information About Other Relatives” on page 49.

Moving the Cursor and Editing Information

You can move the cursor around the screen using many of the keys on your computer keyboard. Figure 3-2 shows the keys and how they work.

Press this key	This happens
↑	Moves the cursor to the field above the current field
↓	Moves the cursor to the field below the current field
←	Moves the cursor one character to the left
→	Moves the cursor one character to the right
↹ (tab)	Moves the cursor to the next field
⇧ Shift + ↹	Moves the cursor to the previous field
Home	Moves cursor to the beginning of the current field
End	Moves cursor to the end of the current field
↵ (enter)	Moves the cursor to the next field
Ctrl + ←	Moves to the previous word
Ctrl + →	Moves to the next word
← (backspace)	Back up and erase the previous character
Ins	Turn on insert mode for placing characters between those already there; press again to turn insert off
Del	Deletes characters to the right, one by one
Ctrl + T	Deletes the word to the right of the cursor
Ctrl + Y	Clears the field

Figure 3-2. Keys for moving the cursor and editing information

Entering Names

Type a person’s name into the “Husband,” “Wife,” or “Children” fields. In a family tree, one normally uses an individual’s full name including first, middle, and last. Enter names first-name-first. Don’t use initials. When entering the names of women, always use the maiden name (her name before she was married). Be sure to include the last names of children in addition to their first and middle names.

Note: You can **print** names differently than the way you entered them (for example, with the last name first). You can also print the last names in all capital letters. Let the program do the hard work for you. See “Selecting Information to Print” on page 82 or 96. If Family Tree Maker needs to shorten names to make them fit in the tree when printed, it will take out the middle names.

Nicknames: It’s quite acceptable to include nicknames. They should be enclosed in quotation marks to distinguish them from individuals’ legal names. For example:

Laurence “Larry” Stevens

Unusual last names: Family Tree Maker can usually tell the last name from other parts of a person’s name. If at some point you notice that it has incorrectly identified someone’s last name, place the entire last name between back slash characters:

Connie \Irish Hess

In this example, Family Tree Maker interprets the last name as “Irish Hess.”

Last names with suffixes: If a suffix is attached to the last name (for example, Jr. or Ph.D.) be sure to separate it from the last name by a comma (John Smith, Jr.). The comma lets Family Tree Maker know that the suffix is not actually the last name and it will therefore sort the name correctly.

Missing last names: In some cultures last names aren’t used. To show that a person has no last name, place two back slash characters together without a space between them at the end of the name. In this example, the individual Running Bear has no last name.

Running Bear

Entering Dates

The **date fields** in Family Tree Maker are very smart and very flexible, and can handle any date after 100 A.D. You can type a date almost any way you want. When you move the cursor out of the field, Family Tree Maker automatically puts each date in the same format.

If you know the exact year of a date, always enter the full year (“1976” not “76”). Because family trees often extend across several centuries, Family Tree Maker doesn’t know whether “76” is 1976 or 1776.

Figure 3-3 shows some of the ways you can enter date information.

You type this	You get this
7/4/1776	July 4, 1776
Jul 4, 1776	July 4, 1776
4 Jul 1776	July 4, 1776
7-4-1776	July 4, 1776
July 4, 1776	July 4, 1776

Figure 3-3. Different ways to enter dates

Family Tree Maker can display dates with the three letter abbreviation for the month instead of the full spelling, and it can display dates in day-month-year format. See “Utilities” on page 61 if you want to change Family Tree Maker’s date format.

There may be events for which you don’t know an exact date. Or, you may be certain of the year, but not certain of the day and month. Figure 3-4 shows how you can handle uncertain dates.

You type this	You get this
1776	1776
Jul 1776	July 1776
4 Jul	July 4
EST 7/4/1776	ABOUT July 4, 1776
ABT 7/4/1776	ABOUT July 4, 1776
CIRCA 7/4/1776	ABOUT July 4, 1776
BEF 7/4/1776	BEFORE July 4, 1776
AFT 7/4/1776	AFTER July 4, 1776
?	UNKNOWN

When printed, the words ABOUT, BEFORE, and AFTER are sometimes abbreviated.

Figure 3-4. How to handle uncertain dates

If someone is not dead or married, leave the date field for that event blank. Leaving a field blank means the event hasn’t happened. If they died, but you don’t know the date of death, type a question mark [?]. Entering a question mark or “unknown” means you know the event happened but not when it happened.

Family Tree Maker also handles special codes used by the Church of Jesus Christ of Latter-day Saints. See Appendix B, “LDS Ordinance Information,” for details.

Note to Advanced Users: Family Tree Maker can display double dates to account for the crossover between the Julian and Gregorian calendars. If you enter a date that’s earlier than the changeable double date cutoff, described in “Utilities” on page 60, you can specify the second year using one to four digits. For example, you can type either Jan 1, 1493/4 or Jan 1, 1493/1494; both display as January 1, 1493/94. If you don’t enter two years, Family Tree Maker assumes the date you type is the second one. For example, if you type January 1, 1494, it’s displayed as January 1, 1493/94.

Entering Locations

You use **location fields** to enter a person’s place of birth, death, or marriage. (These fields are usually preceded by the field label “in.”) Normally you enter the city and state. You might also want to enter the county if it’s important.

To conserve space, enter the nation name only if it's unusual. For example, if most family members were born in the United States, don't enter the country. You would enter the country for the occasional relative born outside the United States.

When Family Tree Maker prints some single page trees, it has limited space for the location fields. If Family Tree Maker needs to abbreviate a location, it will always try to keep the last word in the location field. If a country is the last word in the field, it prints the country, but may drop the state.

Be sure to put commas between the city, county, state, and country names. Correct punctuation allows Family Tree Maker to abbreviate correctly when necessary.

Note: Your charts will look better if you enter information in a consistent way. For example, either abbreviate states or spell them out — but don't abbreviate in some cases and spell them out in other cases.

Entering Information About Marriages

Marriage fields record the date and location of the marriage. If a couple have divorced, type in the "Divorce" field. You can also type for annulled.

You can record additional information about a marriage in the Marriage Card. See "The Marriage Card" on page 53.

Entering Information About Children

The list of fields at the bottom of the Family Card is for the names, sexes, and birth dates of children. The name and date fields work just as they do for the husband and wife.

The sex field accepts the letters M or F for male or female. The default is Female. Because the sex of a child determines where he or she appears in the construction of family trees, it's important that you fill in the sex correctly.

Important: 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.

Enter only the names of children born to the current husband and wife. Don't enter step-children unless you want the current husband or wife to print in your trees as their parent. You can enter adopted and foster children if you want, but keep in mind that a family tree is usually meant to show an individual's blood line.

When you enter children in a Family Card it's good practice to list them in the order they were born. The oldest child goes first. Sometimes you'll uncover new children that need to go between two already listed. Other times you may find an error in the birth dates of children and need to rearrange their order. Family Tree Maker provides commands (including Move, Insert, and Arrange) that let you adjust the order of children. See "E-Edit card file" on page 62 for details.

You can add up to 99 children on each Family Card. The Family Card appears to only allow 5, but when you press enter after the fifth child, the list scrolls up to reveal space to add more children to that card.

Entering Information About Other Relatives

Family Tree Maker automatically creates Family Cards for the parents and children of every individual you enter on the current Family Card. It doesn't automatically create Family Cards for the cousins, great uncles, and so on. To enter family information for other relatives, you must first fill in the Family Card of your common ancestor, then fill in the cards of your common ancestor's descendants — your relatives.

For example, to enter information about your paternal uncle's family, you first fill in your father's Family Card, then fill in *his* father's (your grandfather's) Family Card. Your grandfather is your father's and your uncle's common ancestor. On your grandfather's Family Card you'll enter your uncle's name as a child. From your grandfather's card, you can then go directly to your uncle's card and enter his family information.

In other words, you can get to any relative's family by going through a parent, spouse, or child of someone already in your card file. Once you have created a card for a relative, you can go directly to their card in other ways (see "Displaying a Different Family Card" on page 53).

Recording Sources

One of the first commandments of genealogy is to thoroughly document the sources of family information. That way you can return to the source if you have to, and you can know what sources you've already checked.

The screenshot shows a software interface for recording source information. At the top, there are four navigation buttons: "Kenneth & Constance", "F4 - Parents of Constance", "F5 - Parents of Kenneth", and "F2 - Index of names". Below these are fields for "Husband: Kenneth Lafferty Hess" and "Date born: January 22, 1953 in Warren, Ohio", with a "died:" field. Below that is "Wife: Constance Louise Irish". A central box titled "Sources for Kenneth" contains fields for "Birth date/location:", "Death date/location:", "Event 1 date/location:", and "Event 2 date/location:". To the left of this box are labels "Ma" and "Da". Below the box is a list of numbers 1 through 5, each followed by a horizontal line. At the bottom left is "Esc-Go back" and at the bottom right is "F10-Continue".

Figure 3-5. Source information screen for a selected individual

You can record a source for most date/location fields. To record a source:

1. Press **Alt** + **S** from anywhere in the Family or Individual Cards to bring up the Sources selection window. (Hold down the **Alt** key while you press **S**.)
2. Use **↑** and **↓** to highlight the name of the person for whom you want to enter sources. (If the cursor is on an individual's name on the Family Card, that person's name is already highlighted in the selection window.) Highlight Marriage Source if you want to enter source information for the marriage.
3. Press Enter **↵** to display the source information screen for the selected person.
4. Use the cursor keys to move to the fields you want to type into.
5. Type your source information into the appropriate fields.
6. When you are finished entering source information, press **Esc** to return to the Family Card.

THE INDIVIDUAL CARDS

The **Individual Cards** are where you place all additional information about a person. You can keep track of events such as a baptism, emigration, or high school graduation. You can record biographical, physical, and medical information. With this and other information of your choice, you can create a concise picture of what the person was like.

To display someone's Individual Cards:

1. From the Family Card, press **PgDn** to bring up the Individual Cards selection window.
2. Use **↑** and **↓** to highlight the name of the person whose cards you want to work with. (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 **↵**.

Each individual has three cards as described below. Use **PgDn** and **PgUp** to move among an individual's cards. The tab in the upper left corner of the screen shows what card you're on, and whose card it is.

You can also use the Individual Cards selection window to go to a special Marriage Card. See "The Marriage Card" on page 53.

To return to the Family Card from any Individual Card, press **Esc**.

Special Tip: To print a person's Individual Cards, first display Individual Card 1 for that person then press **Alt** + **P** (hold down the **Alt** key while you press **P**). To print blank Individual Cards; display any Individual Card 1, press **Alt** + **P**, then press **Alt** + **F10**.

Individual Card 1

Individual Card 1 summarizes all the events recorded about an individual (see Figure 3-6). It includes the birth, death, and sex information that you entered on the Family Card. If you edit any of that information on this card, the changes are automatically entered on the Family Card.

Kenneth Lafferty Hess	
Card 1 of 3	
Dates	Locations
Born: January 22, 1953	Warren, Ohio
Died:	
Event 1:	
Event 2:	
Event 3:	
Event 4:	
Event 5:	
Sex (M)ale, (F)emale:	M
Reference number (optional):	
Individual is (N)atural child, (A)dopted, (F)oster, (?)Unknown:	N

Esc-Return to family card PgDn-Next page F1-Help

Figure 3-6. Individual Card 1 filled in

You can use the “Event” date and location fields on this card to record any events you choose. You can change the field labels if you like (see “Change field labels” on page 62), but keep in mind that the changed field labels appear on the first card for every individual.

Only the first two event fields can have sources (described earlier in this chapter).

The reference number field can contain any number (not letters or leading zeros) that you choose. You might use this number as part of a paper filing system. Its use is entirely optional. Use a comment field if you want to use a numbering scheme that employs letters or leading zeros.

Note to Advanced Users: Ahnentafel numbers can be created automatically when you print ancestor trees. They have nothing to do with what you enter here. See “For Advanced Users” on page 83 for information about Ahnentafel numbering.

The last field on Individual Card 1 records whether the individual is natural, adopted, foster, or unknown. Type the letter **N**, **A**, **F**, or **?** to record your choice. The letter “N” is automatically placed in this field unless you change it.

Note: Individuals who are adopted, are foster children, or whose status is unknown don't appear as descendants in printed descendant trees and their parents don't print as ancestors in a printed ancestor tree.

Individual Card 2

Individual Card 2 contains fields to record biographical information (see Figure 3-7). This is the information that makes genealogy fun for you and your relatives. It's nice to know the names and dates, but a story about your ancestor helps you feel connected with your past.

Kenneth Lafferty Hess
Card 2 of 3

Occupation: Businessman; software developer _____

Personality/Interests: History; physics; trains _____

Place of residence: Fremont, California _____

Ethnic group/Religion: _____

Comment 1: _____

Comment 2: _____

Comment 3: _____

Comment 4: _____

Esc-Return to family card PgDn-Next page PgUp-Prev page F1-Help

Figure 3-7. Individual Card 2 filled in

You can place a single fact in each of the comment fields. You can also write a short paragraph about the individual that continues across all four comment fields. Just type the first part of the comment on the first comment field, the second part on the second comment field, and so on.

When printing some single page trees, Family Tree Maker has limited space for the biographical information. If Family Tree Maker needs to abbreviate these fields it will simply shorten them during printing. You always have the option of printing a larger tree that includes biographical information of any length.

Individual Card 3

Individual Card 3 contains fields where you can record physical and medical information, including cause of death (see Figure 3-8).

Kenneth Lafferty Hess
Card 3 of 3

Adult height: 6 feet 0_ inches

Adult weight: 155_ pounds

Cause of death: _____

Medical information (Y)es, (N)o, (?)Unknown

Heart disease:	N	Addictions:	N
High blood pressure:	N	Alzheimer's:	N
Stroke:	N	Mental illness:	N
Cancer:	N	Diabetes:	N

Esc-Return to family card PgUp-Prev page F1-Help

Figure 3-8. Individual Card 3 filled in

Use these fields to track medical information about your family. You can choose different diseases to track (see “Change field labels,” page 62). You can also use the comment fields on Individual Card 2 to track additional medical information. You might not get a disease just because an ancestor had it, but the odds might be higher. With the advice of your doctor, you might want to adjust your personal habits based on your family history.

The names of some diseases have changed over time. See “Appendix A” on page 112 for more information.

Note: The people who wrote this program are not medical professionals. The listing of a disease on Individual Card 3 isn’t meant to imply that a genetic basis exists for that disease. The diseases shown were chosen based on their rate of occurrence and people’s interest in them.

The Marriage Card

The **Marriage Card** contains fields where you can record information about a marriage event such as a divorce or a special anniversary. You can get to the Marriage Card by pressing **[PgDn]** from the Family Card, and selecting Marriage Card from the Individual Cards selection window.

DISPLAYING A DIFFERENT FAMILY CARD

A complete family tree is, of course, made up of more than just one nuclear family. Once you fill out your first Family Card, you need to continue filling out Family

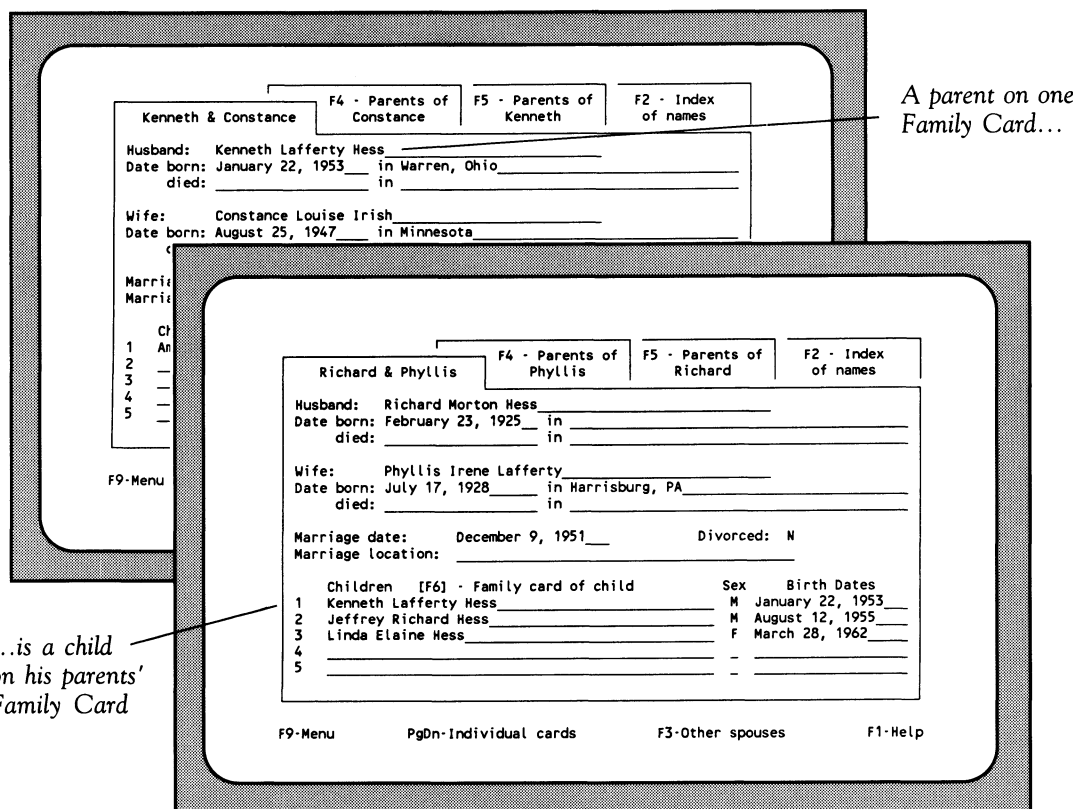


Figure 3-9. An individual is on two Family Cards

Cards to finish describing your ancestors and descendants. Family Tree Maker makes it easy for you to get to other Family Cards so that you can easily see or change them.

Note: Be sure to save all of these Family Cards in one card file so the information contained on them can be printed in the same family tree.

You can display the Family Cards of parents, children, and siblings by pressing keys from any Family Card. There's an index of all the individuals in your card file that you can use to find and display any Family Card almost instantly, no matter how many cards you have. This section tells you how to get to all these cards.

Note: Every individual appears on at least two Family Cards. An individual appears as a child at the bottom of his or her parents' Family Card and also as a husband or wife (or potential husband or wife) on a different Family Card. When you enter an individual on one card, Family Tree Maker automatically places that individual on the other card to make it easy for you to add new information as it's required (see Figure 3-9).

Family Tree Maker doesn't consider someone to be married until you enter a spouse.

An individual appears on additional Family Cards if that individual has had (or currently has) more than one spouse. An individual appears on one additional Family Card for each additional spouse.

Note: An individual who has been married more than once has a separate Family Card for each marriage. Enter children on the Family Cards with their biological parents. Do not enter them on cards with their stepfathers or stepmothers. For information on how to create additional Family Cards for additional marriages, see “Other Spouses” below.

Parents’ Family Card

To add the parents of an individual to your stack of Family Cards, display the parents’ own Family Card.

To display the parents of the wife, press **F4** from her Family Card. To display the parents of the husband, press **F5**.

Child’s Family Card

To see the Family Card of a child:

1. Place the cursor on the name of the child in the list at the bottom of his/her parents’ Family Card.
2. Press **F6**.

If the cursor isn’t on the name of a child, you’ll see the Family Card of the first child listed in the Family Card when you press **F6**. If there is no first child, a message is displayed telling you so.

Siblings’ Family Card

A sibling is an individual’s brother or sister. To move to the Family Card of a husband’s or wife’s sibling:

1. Place the cursor on the name of the husband or wife.
2. Press **F7** to see the previous sibling of the husband or wife.
3. Press **F8** to see the next sibling of the husband or wife.

If there is no next or previous sibling, pressing **F7** or **F8** displays a message.

Other Spouses

When an individual has more than one marriage, you must create a separate Family Card for each additional spouse.

Creating Additional Spouses

To create the Family Card for another spouse:

1. Bring up the Family Card that shows the husband or wife for whom you're creating another spouse. (Use the Index of Names, described below, to change Family Cards if necessary.)
2. Press **F3**. A selection window appears.
3. Select **Create another spouse** for the husband or wife.
4. Enter the name of the new spouse in the new Family Card.

The message "F3-Other spouses" appears following the name of a husband or wife with additional spouses.

Displaying the Family Card of Other Spouses

To see the Family Cards from other marriages:

1. Press **F3** from the Family Card to see the list of spouses for the current husband and wife.
2. Highlight one of the couples on the list and press Enter **↵**. Family Tree Maker displays their Family Card.

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


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


If you enter that individual's information fully on both Family Cards and on both sets of Individual Cards, his/her information will always print correctly no matter what portion of your tree you decide to print. You may also want to use one of the "Comment" fields to reference the intermarriage.





In some cases, you will want to re-enter more than just one individual (the individual's parents or children for example) in order to make ancestor trees print completely. If you decide to duplicate an entire branch Family Tree Maker provides some tools to make this process easier. The **Save selected descendants** function (see Appendix E) allows you to separate an individual and all his/her descendants and then save them to a new card file. The **Join card files** function then allows you to put this branch back into your main card file in a new (or second) location. Using these two functions can save you considerable time.

If you decide not to enter complete information in both places, you can enter the complete information on the card where that individual shows up as a child. Then reference the relationship to the other side of the family using one of the comment fields (or any other field). On the second family card, where the individual shows up as a husband or wife, just enter brief information and again reference the relationship to the other side of the family in the same field that you used for the first entry. That way, if you choose to print that field, your references will show up in both places on the tree. See page 142 in the Picture Index for an example of this.





Index of Names

The **Index of Names** lists every individual in your card file alphabetically by last name. It's often the quickest way to display a different Family Card. Just highlight an individual's name and press Enter .

To bring up the Index of Names, press  from the Family Card.

To move through the list, use , , , and .

To rearrange the list:

1. Press .
2. Use  or  to highlight a different arrangement.
3. Press Enter .

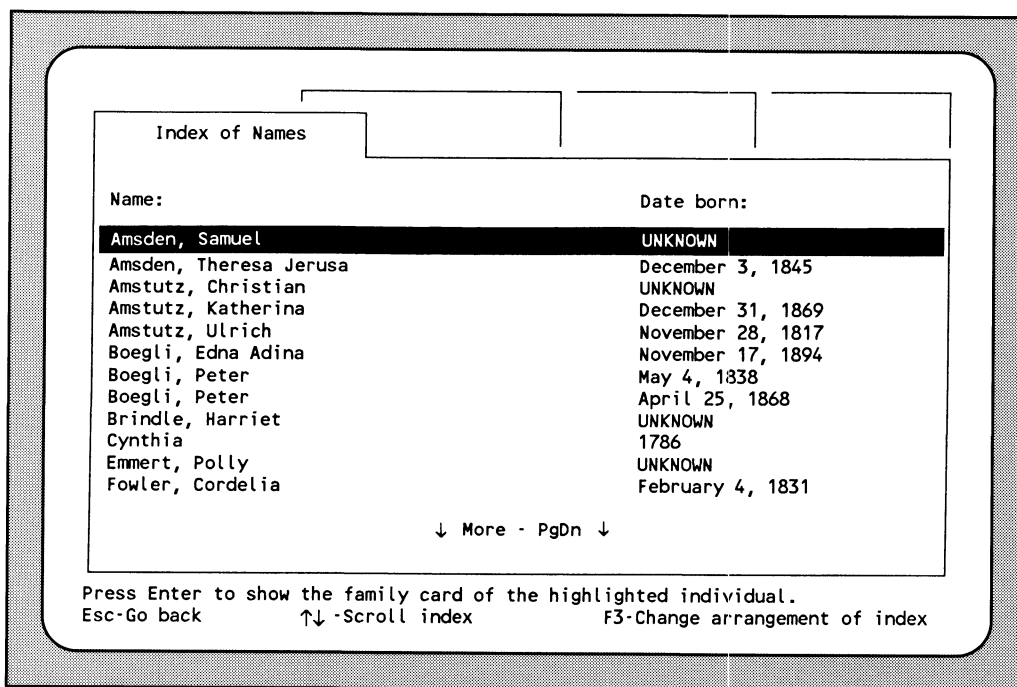


Figure 3-10. The Index of Names

To get to an individual in the list more quickly, press the first letter of the last name. Family Tree Maker shows you the Family Card with the selected individual as a husband or wife. If the individual has been married more than once, Family Tree Maker shows you the Family Card of the first marriage.

SAVING YOUR INFORMATION

You must permanently save your information on your disk before you quit Family Tree Maker or turn off your computer. Once the information is on disk, you can get it again and again. If you take good care of your disk and computer, you'll never have to re-enter the information.

In most cases you will save your cards over and over to the same card file. You will only change your card file name if one of the following conditions exists:

- If you reach the 1,000 name limit (fewer if your system has less than 640Kb of RAM) you must begin a new card file with a new card file name.
- If you create a tree for a completely different family (i.e. your neighbor's family) give it a new card file name.

If you have never saved your information before, follow these steps to safely save your information:

1. Press **F9** from anywhere in the Family Card. The Command Menu appears with **F – File** highlighted. (See page 60 for a complete description of the Command Menu.)
2. Press Enter **↵**. The highlight bar moves to **S – Save card file to disk**.
3. Press Enter **↵**. The Save Card File to Disk screen appears, with the cursor at the beginning of the “Card file name” field (see Figure 3-11). All your family information is stored in a single card file whose name you enter here. (For information on the “Drive (or path)” field see page 60.)
4. Type the name for your new card file in the “Card file name” field. The name must be in the standard DOS file name format (8 letters or numbers or less with no blank spaces). Family Tree Maker automatically adds the letters “.FTM” to all your file names if you don't.

Note: A card file will contain information (Family Cards) on all your relatives, so be sure the card file name you choose is one that makes you think of the whole family.
5. Press Enter **↵**. The file is saved on disk, and you go back to the Family Card you were working on.

If you have saved your card file before, do the following:

1. Press **F9**. The Command Menu appears with **F – File** highlighted.

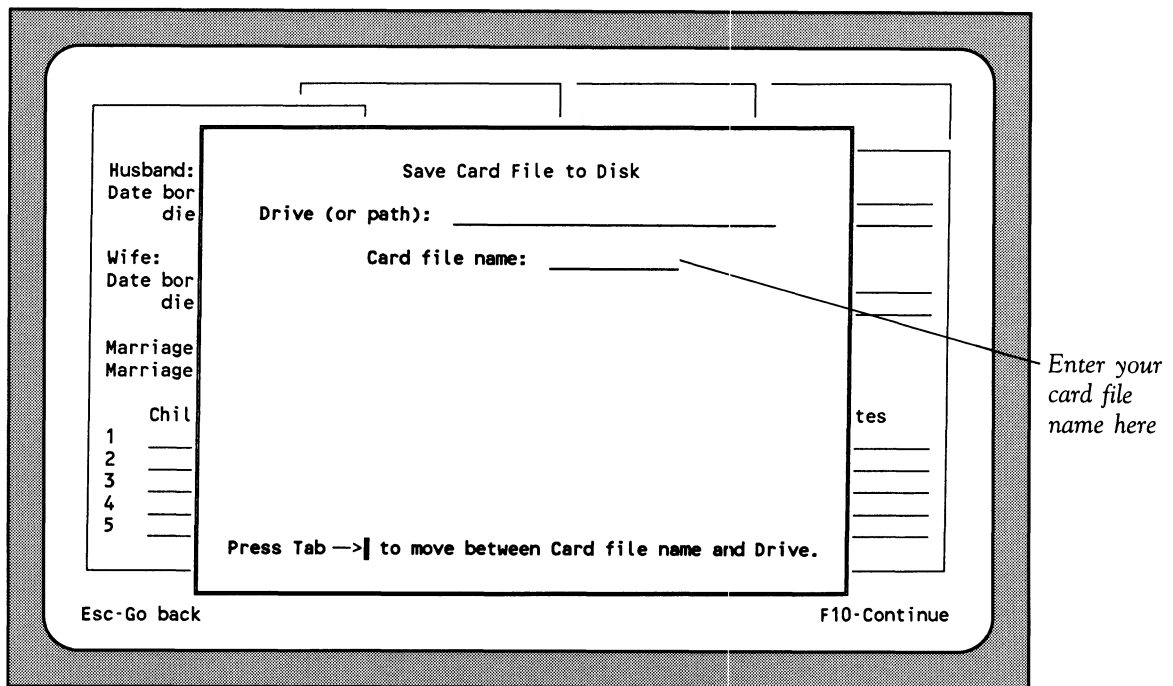


Figure 3-11. Saving your card file

2. Press Enter . The highlight bar moves to S – Save card file to disk.
3. Press Enter . The Save Card File to Disk screen appears, with the cursor at the beginning of the “Card file name” field. The card file you have been working on should be listed here. For information on the “Drive (or path)” field see page 60.

Since you are still working on the same family, you want to add the new information you just entered to what you saved earlier. To do this, you choose the same card file name you used the last time you saved.

4. Press Enter to accept the highlighted name as the name of the file in which you want to save your information. The file is saved, and you go back to the Family Card you were working on.



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 a warning message appears. If you select YES to overwrite the file 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.

Important: Save your work often (at least every 1/2 hour). If you suddenly lose electrical power (somebody stumbles over your power cord or lightning takes out a neighborhood power line) you will lose all the information you entered since you last saved your card file.

The Drive (or path) Field

The "Drive (or path)" field is at the top of the Save Card File to Disk screen. It displays the drive and subdirectory you specified, if any, during **Program Setup** (see Chapter 1, page 18).

To save the card file to a different drive (or path):

1. Press Tab  from the "Card file name" field. The cursor moves to the start of the "Drive (or path)" field.
2. Type the correct drive (or path).
3. Press Enter .

If the "Drive (or path)" field is empty, the card file is stored in the same place as the Family Tree Maker program.

The "Drive (or path)" field tells Family Tree Maker where to look for your card file. If you keep your card file on a diskette, you normally won't need to specify a path.

THE COMMAND MENU

The Command Menu is a list of commands that you use to tell Family Tree Maker what you want to do. You bring up the Command Menu by pressing **F9** from any Family Card (see Figure 3-12).

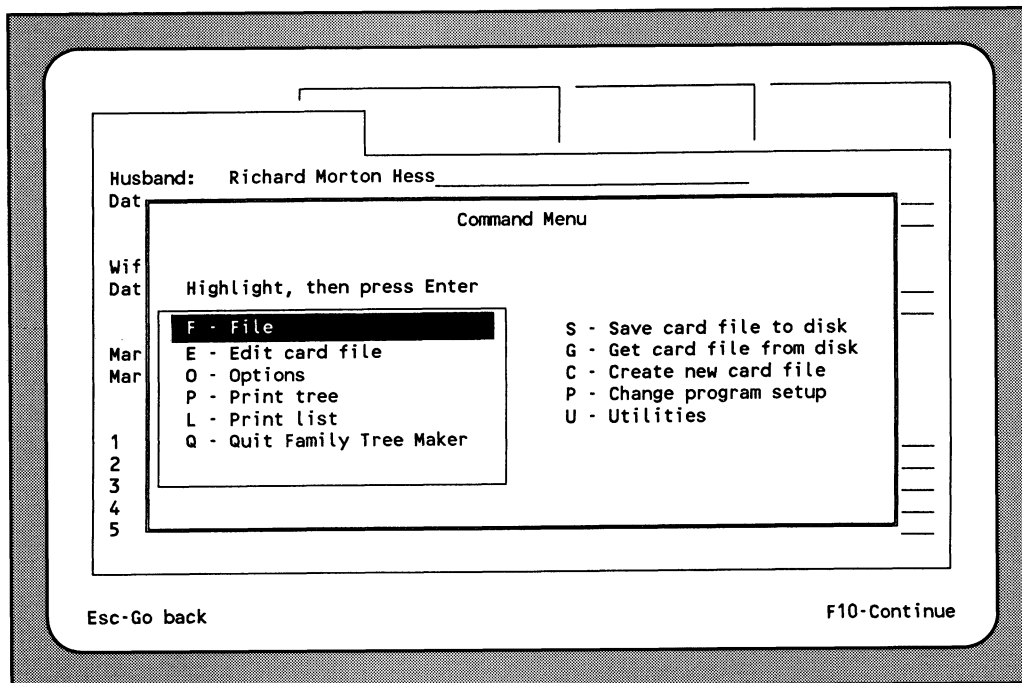


Figure 3-12. The Command Menu with File commands shown

To make Family Tree Maker do something usually takes two steps. For each item on the left there is a group of associated commands in the menu on the right. To make a selection, first select an item from the list on the left, then select from the list on the right. The box always moves to surround the list you are selecting from.

To make a selection from the Command Menu (or from any of the other menus), do either of the following:

- Use and to move the highlight bar until your choice is highlighted; then press Enter .

or

- Press the letter or number in front of your choice.

The fastest way to make a selection is to press the letter or number in front of your choice.

Press to go back and change your previous selection.

The rest of this section tells what each menu command is for.

F – File

Select **File** for commands (described below) that affect the program itself or that affect your card file as a whole.

S – Save card file to disk

A **card file** is the file in which all your family information is stored. Select this command to save your card file to disk. Do this periodically while you're entering information, and always one last time before you quit the program or turn off your computer. For details, see "Saving Your Information" on page 58.

Warning: Never turn your computer off before you've saved the card file to disk!! All information that isn't saved to disk will be lost. Family Tree Maker warns you if you try to quit the program without saving your card file, but it can't help you if you ignore the warning or turn off your computer without first saving.

G – Get card file from disk

Select this to get your family's card file from disk, or to change the card file you're working on. If you've been working on one family's card file, be sure to save it before you get another one. (For information on the "Drive (or path)" field see page 59.)

C – Create new card file

Select this to start a new card file from scratch.

P – Change program setup

Select this to change any of the information you originally told Family Tree Maker about your computer system. For details, see Chapter 1, "Program Setup."

U – Utilities

Utilities let you perform miscellaneous seldom-used tasks such as erasing files from your disk and changing Family Tree Maker's date format and field labels. A menu appears with five choices.

- E – Erase card file:** Select the card file to erase from the list that appears (or type in a file name). Family Tree Maker asks you to confirm the deletion. Once a file is deleted, it's gone forever!
- D – Change date format:** What you select from the list that appears determines what the date looks like in all date fields throughout Family Tree Maker. You can also change the double date cutoff year with this utility. The default cutoff year is 1752, the year that the change was made in Britain and the colonies.
- L – Change field labels:** You can change the field labels for the comment, event, and medical fields that appear on the Individual Cards. 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 of the labels you want to change.
- S – Save selected descendants:** Select this to save part of your family tree to a new card file. See Appendix E for details.
- J – Join card files:** Select this to combine two card files into one. See Appendix E for details.

E – Edit card file

Use **Edit card file** to perform certain editing functions (described below) that you seldom need to do.

A – Arrange by birth date

This command arranges the children on the current Family Card by birth date. To do this:

1. Press **F9** to bring up the Command Menu.
2. Select **E–Edit card file**, then select **A–Arrange by birth date**.
3. A message appears notifying you that the children of this marriage will be arranged in order of birth. Press **F10** to continue or **Esc** to cancel and return to the Family Card.

The oldest child's information appears at the top of the list, and the youngest child's information appears at the bottom. Twins or triplets stay in the order in which you entered them.

Note: If a date field is left blank, that child appears at the top of the list. If a question mark (?) is entered, that child appears at the bottom of the list.

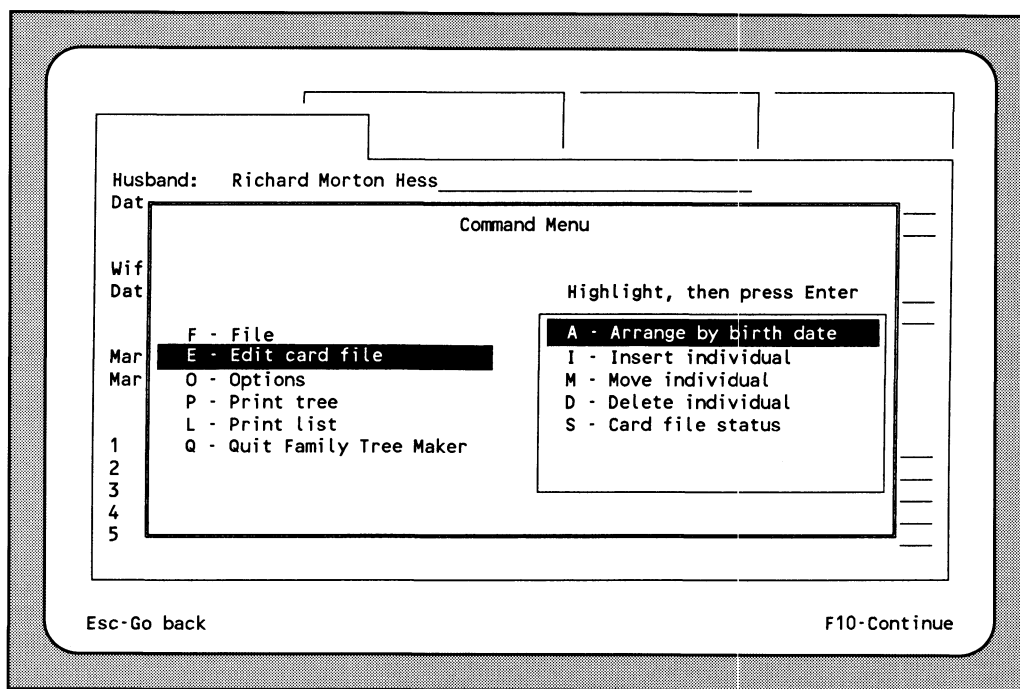


Figure 3-13. The Command Menu with Edit commands shown

I – Insert individual

Use this command to place a new child between two existing children on a Family Card. To insert a new individual:

1. Place the cursor on the row where you want the new child's name to appear.
2. Press **[F9]** to bring up the Command Menu.
3. Select **E–Edit card file**, then select **I–Insert individual**.

The individual whose name the cursor is on moves down (as do the individuals below), leaving the cursor at the beginning of a new empty line. You may now enter the new child's name, sex, and birth date on the new line.

M – Move individual

Use this command to rearrange the children within a Family Card. Moving an individual is a two step process. First you identify the person you want to move. Then you say where you want the person to end up. To move an individual:

1. Place the cursor on the individual's name in the children list on the Family Card.
2. Press **[F9]** to bring up the Command Menu.
3. Select **E–Edit card file**, then select **M–Move individual**. Family Tree Maker displays an asterisk next to the name of the person you want to move.

-
-
4. Place the cursor in the list of children on the Family Card where you want the individual to end up.
 5. Press **F9** to bring up the Command Menu.
 6. Select **E–Edit card file**, then select **M–Move individual** again. Family Tree Maker asks you to confirm the move.

The child whose name the cursor is on moves down (as do the individuals below), and the individual you want to move ends up at the cursor.

Note: To exchange two adjacent children in the list of children on a Family Card, select the lower child as the one to move; then move that child upward.

D – Delete individual

Occasionally you might find that you have added a person to your card file by mistake. **Delete individual** removes people you have added but no longer want in your card file.

Note: If you've made a mistake entering a single piece of information (such as an incorrect name or date), you don't need to use **Delete individual**; just type over the incorrect information.

You can delete only one person at a time. If an individual has children, you must delete the children one-by-one before deleting the individual.

To delete an individual:

1. Place the cursor on the individual to delete.
2. Press **F9** to bring up the Command Menu.
3. Select **E–Edit card file**, then **D–Delete individual**. Family Tree Maker asks you to confirm the deletion.

Sometimes when Family Tree Maker deletes an individual, the current Family Card no longer exists. Family Tree Maker tries to bring up the parents of the deleted individual when this happens. If the individual has no parents, Family Tree Maker picks a card to display from all those in your card file.

S – Card file status

This command brings up summary information about Family Tree Maker, including the version number, the printer selected, and available memory. It was designed to give you the quickest possible service in the unlikely event that you have to use the Banner Blue Product Support telephone number; the Product Support Representative who helps you will ask for the information that this command displays on the screen.

O – Options

Use **Options** to control how lines are drawn (solid or dotted) and to specify plotter pens.

L – Line type

Sometimes you're not completely sure who the children's parents are, but you make the best guess you can. In order to show uncertain lineage in the family tree, you can use **Line type** to draw a dotted line instead of the usual solid one from the parent to the children. You can use Line type again to change the line back to solid if you later confirm your guess about who is the true parent.

To change the line type from a parent to the children:

1. Make sure that the current Family Card has the names of the children on it.
2. Press **F9** to bring up the Command Menu.
3. Select **O–Options**, then select **L–Line type**. A list of all the members on the current Family Card appears. (If the cursor was on the name of an individual on the Family Card, that individual appears highlighted.)
4. Use **↑** and **↓** to highlight the parent whose line type you want to change.
5. Use **←** or **→** to choose the kind of line you want to use.
6. Press Enter **↵**.

The next time you print a tree, the line between that individual and the children will reflect your choice.

P – Plotter pen

Use this command only if you're using a multiple pen plotter to draw trees. You use this command to determine which pen draws lines and boxes, which pen draws text, which pen draws borders, which pen draws enhancements (such as the shading on a box), and whether text is to be slanted (giving it the appearance of italics).

1. Press **F9** to bring up the Command Menu.
2. Select **O–Options**, then select **P–Plotter pen**. A box appears listing pen choices.
3. Use **←**, **→**, **↓**, and **↑** to move through the five items. For each item, choose the pen number to use.
4. Press Enter **↵**.

P – Print tree

Use this command to print your family tree in the style and with the options that you choose. Described briefly here, you'll find details about printing a family tree in Chapter 4.

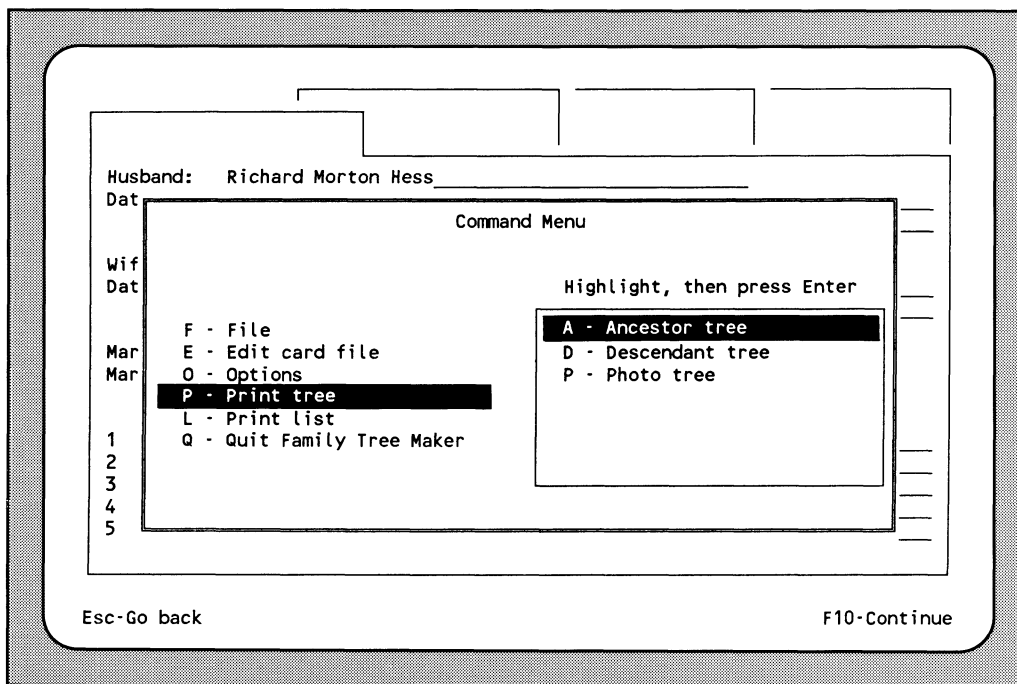


Figure 3-14. The Command Menu with Print commands shown

A – Ancestor tree

Ancestor tree prints a tree showing a person's direct ancestors moving backwards in time. Your own ancestor tree would show you, your parents, grandparents, great-grandparents, and so on. (This type of tree doesn't include your brothers, sisters, aunts, uncles, nieces, nephews, or cousins.) (See Figure 4-1 on page 72.)

D – Descendant tree

Descendant tree prints a tree showing a person's descendants moving forward in time. Your own descendant tree would show you, your children, your grandchildren, and so on. Your great grandfather's descendant tree would show all his descendants — you, your brothers, sisters, aunts, uncles, nieces, nephews, and cousins (see Figure 4-13 on page 88).

P – Photo tree

Photo tree prints an ancestor tree with enough blank space on the page for you to attach photographs of family members (see Figure I-2 on page 5).

L – Print list

Use this command to print lists of family members in varying degrees of detail. Described briefly here, you'll find details about printing lists in Chapter 4.

L – List of individuals

List of individuals produces a list of all the family members in the card file, along with their birth dates. You can sort the list by name or birth date (oldest first or youngest first). (See Figure I-3 on page 6.)

F – Family group sheet

Family group sheet produces a detailed report on a single nuclear family (husband, wife, and children) including names, event dates, and locations (see Figure I-3 on page 6).

Q – Quit Family Tree Maker

Select this to quit Family Tree Maker. If you've made any changes or additions to the cards in the card file since the last time you saved, Family Tree Maker warns you and gives you the chance to save again before quitting. The next time you get that card file, you will see the last Family Card you were working on.

Chapter 4

PRINTING



Alma Cecilia Mazza and Clorindo Joseph Bloom were married on July 22, 1909 at the church of "Our Lady of Lourdes" in Olema, California. Banner Blue's General Manager was named after Alma, her maternal grandmother.

RINTING

Printing beautiful family trees is what Family Tree Maker is all about. You can print an **ancestor tree** that shows a person and that person's parents, grandparents, great-grandparents, and so on. You can print a **photo tree**, which is an ancestor tree with room for photographs of each individual. And you can print a **descendant tree** that shows a person and that person's children, grandchildren, great-grandchildren, and so on.

You can decide what your tree will look like. You can put titles and notes on your tree, choose styles for the tree's border and its boxes, and select what family information you want to print in those boxes. And you can decide whether your tree will be small enough to fit on a single sheet of paper or big enough to cover a wall.

In addition to trees, you can print summary lists of information. The **List of Individuals** is a sorted list of all the family members in the card file, along with their birth dates. The **Family Group Sheet** is a detailed report on a single nuclear family (husband, wife, and children) including names, event dates, and locations.

For information on how to print the Family Card and Individual cards when they are displayed on your screen see pages 44 and 50.

Reminder: You can press **F1** at any time to get on-screen help for what you are doing.

PRINTING AN ANCESTOR TREE

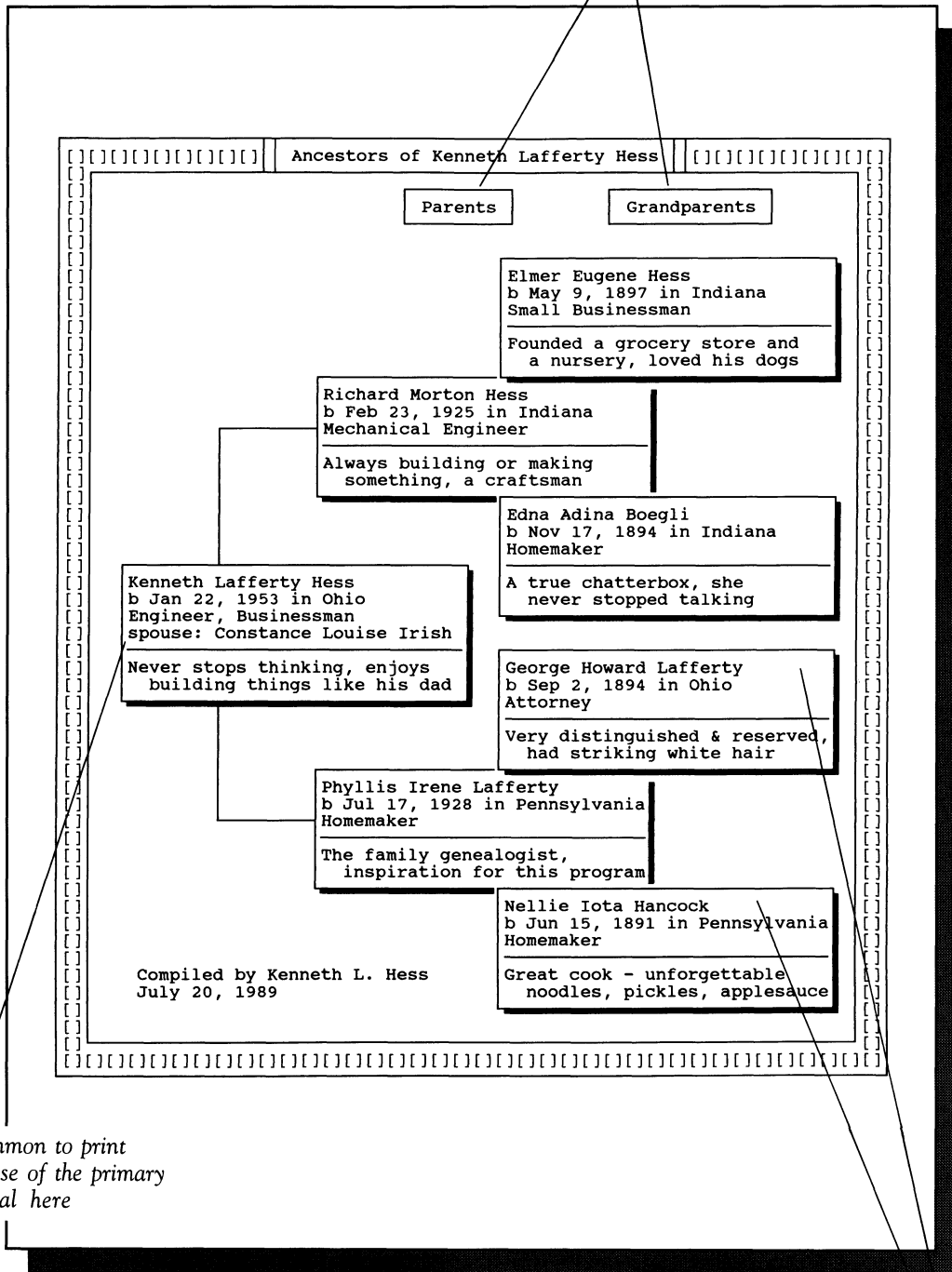
An ancestor tree shows a person's direct ancestors moving backwards in time. Your own ancestor tree would show you, your parents, grandparents, great-grandparents, and so on. (It wouldn't include your brothers, sisters, aunts, uncles, nieces, nephews, or cousins — but a descendant tree, described later in this chapter, would.) A sample ancestor tree is shown in Figure 4-1 on page 72.

Here are the steps to take to print an ancestor tree (details follow):

1. Select the primary individual (the person whose ancestors you want to print).
2. Choose whether you want to print the tree on one page of paper or on more than one.
3. Select the number of generations you want to include.
4. 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.
5. 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.

Each column represents one generation of ancestors, as shown by these column labels



It is common to print the spouse of the primary individual here

Each husband and wife print opposite one another with the husband on top

Figure 4-1. An ancestor tree

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**. The print submenu appears with **Ancestor tree** highlighted.
3. Press Enter **↵** to select **A–Ancestor tree**. The first of five Ancestor Tree screens appears.
4. Highlight the person who is to be the primary individual (see Figure 4-2).
5. Press **F10**.

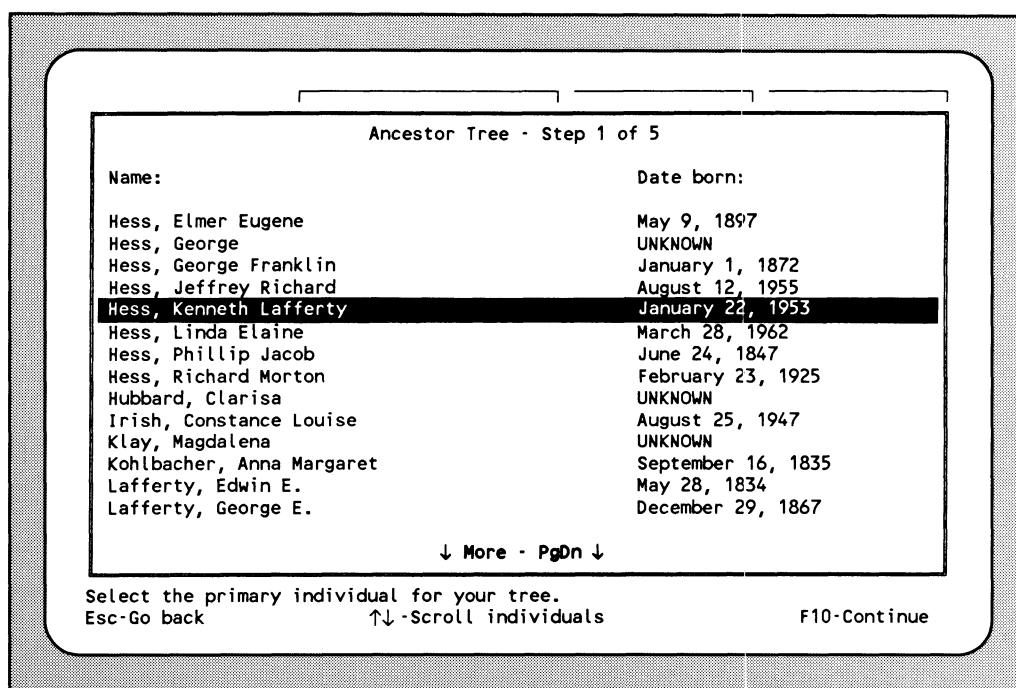


Figure 4-2. Selecting the primary individual

Choosing the Tree Size

When the primary individual is selected, Family Tree Maker displays the second Ancestor Tree screen (see Figure 4-3 on page 74). You are now ready to choose the tree size:

1. Use **↑** and **↓** to highlight the size you want.
2. Press **F10** to confirm your choice and to go on to the next screen.

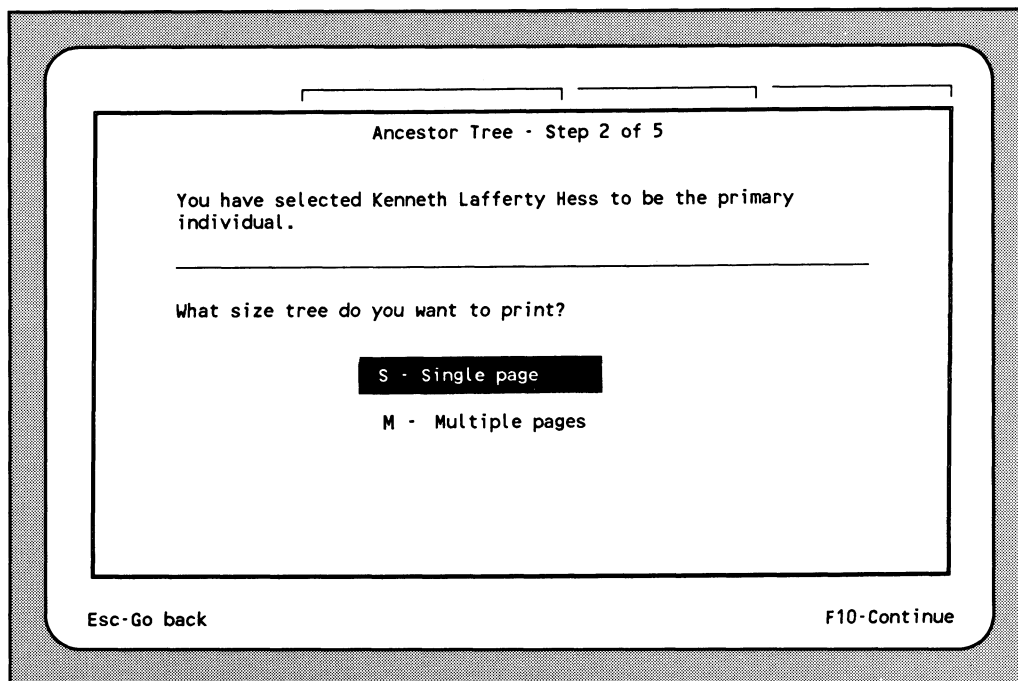


Figure 4-3. Choosing the tree size

Single page trees can show a maximum of 5 generations and a limited amount of information for each person. A single page tree is convenient to handle, but keep in mind that there is a limit to the amount of information that can be shown on one page!

Multiple page trees let you print as much information as you want, going back a maximum of 10 generations. Family Tree Maker prints the tree on as many pages as it takes to show the information you ask for. You can then piece the pages together to create one large, beautiful tree.

Note: Multiple page trees can become quite large. For tips on reducing the height and width of your tree see "Making Your Multiple Page Trees Smaller" on page 84. You can also create a set of small trees instead of one big tree (see "Creating a Set of Trees" on page 76).

Choosing Number of Generations

After you choose the tree size, Family Tree Maker asks how many generations to include in your tree. The screen you see here varies depending on whether you chose **Single page** or **Multiple pages** on the previous screen. See Figures 4-4 and 4-5.

Single page trees can have from three to five generations.

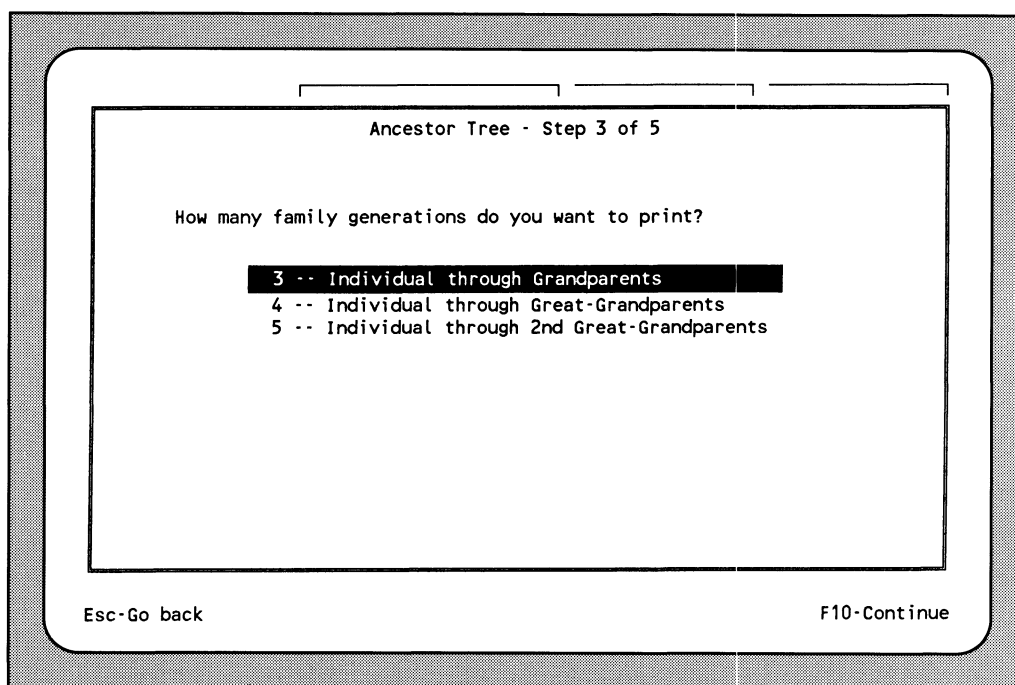


Figure 4-4. Choosing generations for a single page tree

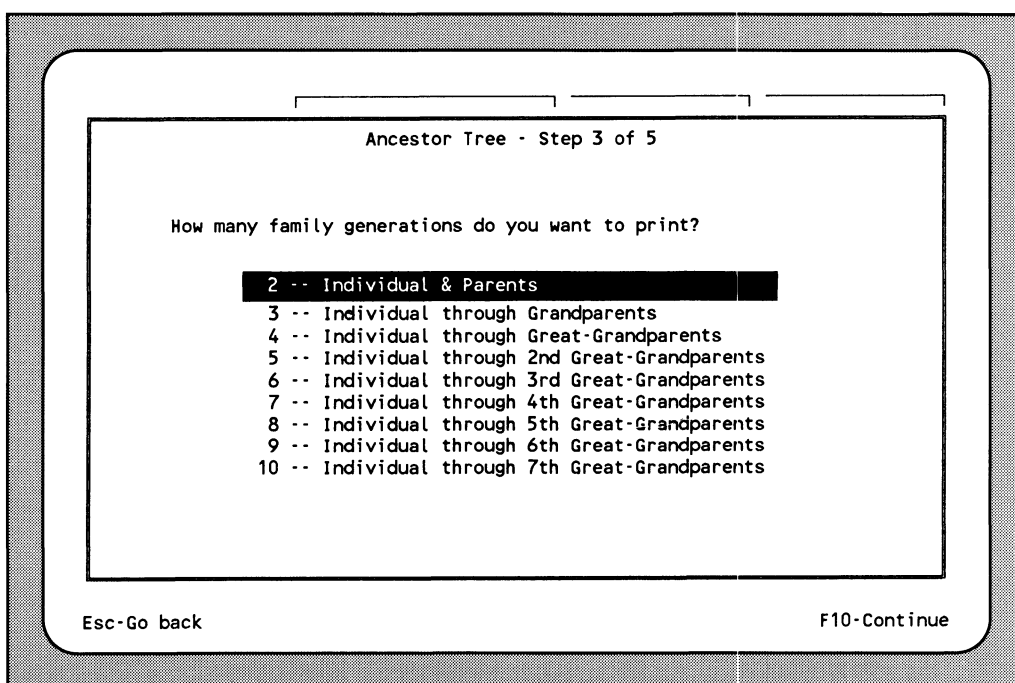


Figure 4-5. Choosing generations for a multiple page tree

Multiple page trees can have up to 10 generations. Trees can get huge because each of us has 512 seventh great-grandparents (assuming no one married a cousin), a 10-generation ancestor tree has 512 boxes in its rightmost column. Each generation makes the tree approximately twice as tall.

To make your choice:

1. Use **↑** and **↓** to highlight the number of generations you want.
2. Press **F10** to confirm your choice and to go on to the next screen.

Occasionally Family Tree Maker may need to abbreviate names, locations, and biographical information to make all the information fit on single page trees (especially in 5-generation trees).

Creating a Set of Trees

Rather than print a tree on multiple pages and then piece the pages together to form a single, large tree, consider printing a set of single page trees. Each single page tree will show 3 generations. Print one tree to show you through your grandparents. Then print additional trees for each grandparent — each going back 3 generations. You will end up with a set of trees showing exactly the same information as you would have had with a single, large tree. See Figure 4-6.

To print a set of single page trees, each showing 3 generations, do the following:

1. Choose **Single page** for the tree size.
2. Choose **3 generations** for the number of generations.
3. Repeat steps 1 and 2 as often as you like, with a grandparent on one tree becoming the primary individual on a succeeding tree.

You end up with a set of trees instead of one big tree.

Getting Ready to Print

Family Tree Maker brings you to the screen labeled “**Ancestor Tree – Step 4 of 5.**” You can customize how your tree will look by changing the print settings (details below), or you can print your tree immediately (see Figure 4-7 on page 78).

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 fifth 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.

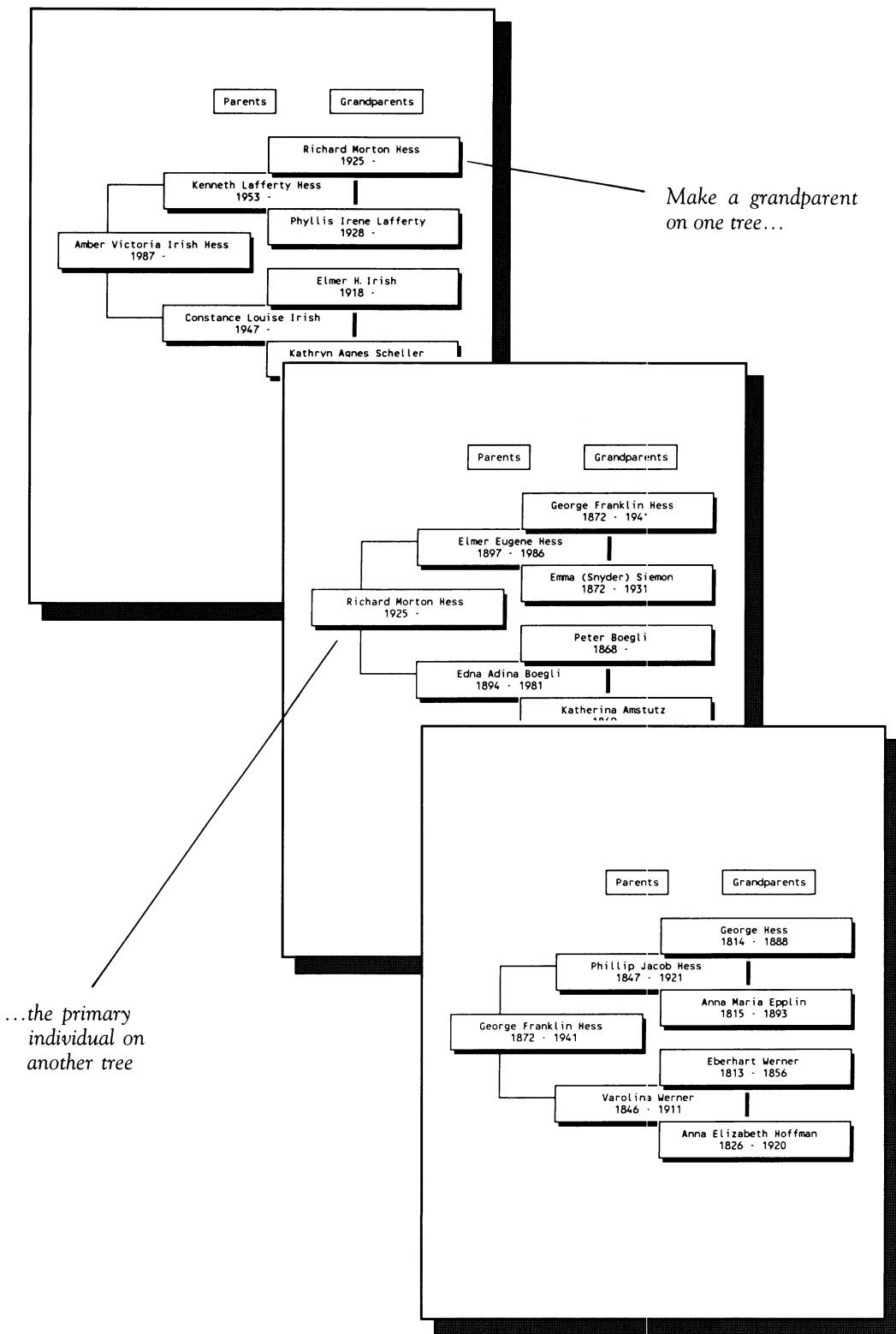


Figure 4-6. A set of ancestor trees

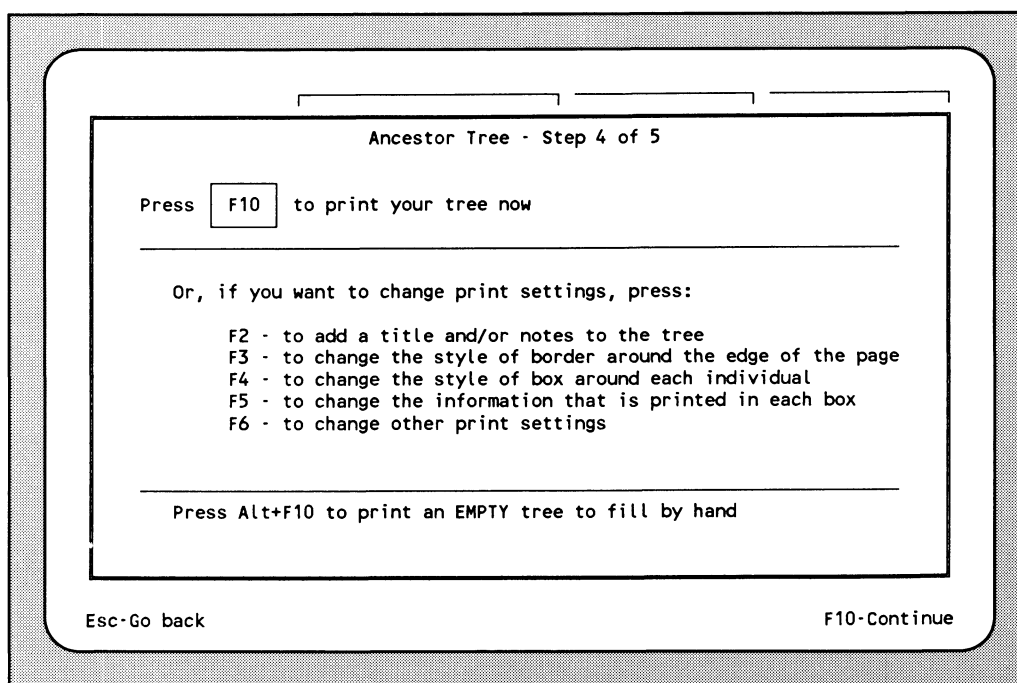


Figure 4-7. Customize your tree or go ahead and print

Note: Family Tree Maker comes with a supply of antique finish parchment paper for printing your trees. If you have a laser printer, tear off the perforated, tractor-feed edges and separate the pages to use them in your printer. You can order more parchment paper from Banner Blue. See the order form inside the back cover of this manual for details.

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.

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**.

To go to the primary individual, press **Home**.

If you want to change what you see here, press **Esc** to go back to the screen labeled “Ancestor Tree – Step 4 of 5” 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 **F10** to print your tree on paper.

Note: When you print some especially large trees, Family Tree Maker might “print” some blank sheets of paper. This is normal; you'll need these blank sheets when you piece together the sheets into one big tree.

Printing an Empty Ancestor Tree

You can also print an empty ancestor tree. An empty ancestor tree is useful when you're doing research — you can fill it in by hand when you don't have your computer with you.

To print an empty ancestor tree, press **Alt** + **F10** from the screen labeled “**Ancestor Tree – Step 4 of 5.**” (Press and hold down **Alt** while you press **F10**.)

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.

You can use these print-setting features to personalize trees that you give as gifts. Each tree can be a little bit different — there are hundreds of combinations.

Note: You can also control the size of multiple page trees with these print-setting features. See “Making Your Multiple Page Trees Smaller” on page 84.

Titles and Notes

To modify or examine the title and notes for your tree, press **F2** from the screen “**Ancestor Tree – Step 4 of 5.**”

You can type a title that prints at the top center of your ancestor trees. The default title is “Ancestors 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.

You can print up to four lines of notes in the lower left corner of your ancestor tree, with or without a box around them.

Column labels identify each generation of your tree as the parents, grandparents, or great-grandparents of the primary individual. These labels appear at the top of each column and make it easy to understand the tree at a glance.

To change any of these settings:

1. Use **↑** or **↓** 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.

Ancestor Tree Title and Notes

Title: Ancestors of *NAME* _____

Notes: _____

Draw box around notes? Yes No

Label columns as "Parents", "Grandparents", etc. ? Yes No

Esc-Go back F10-Continue

Figure 4-8. Creating titles and notes

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 F10-Continue

Figure 4-9. Choosing page borders for your tree

When you've finished making changes, press **F10**.

You end up back at the "Ancestor Tree – Step 4 of 5" screen, where you can either modify other settings or press **F10** 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 **F3** from the screen "Ancestor Tree – Step 4 of 5."

To see what different borders look like, use **↑** or **↓**. When you've found a border you like, press **F10**. 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 "Ancestor Tree – Step 4 of 5" screen, where you can either modify other settings or press **F10** 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 **F4** from the screen "Ancestor Tree – Step 4 of 5."

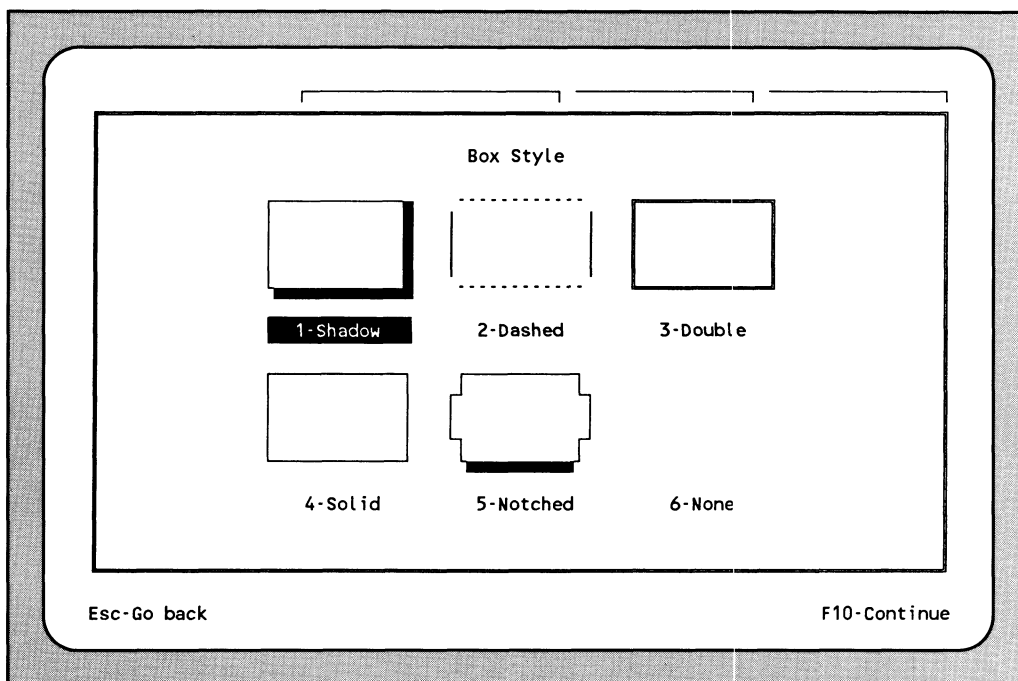


Figure 4-10. Choosing box styles

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

Use **↑**, **↓**, **←**, and **→** to choose a box style you like; then press **F10** to confirm your choice. Or press a number, 1 through 6, both to choose a style and to confirm your choice with a single keystroke.

You end up back at the “**Ancestor Tree – Step 4 of 5**” 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 information to print in each box of your tree, press **F5** from the “**Ancestor Tree – Step 4 of 5**” screen.

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 **↵**.

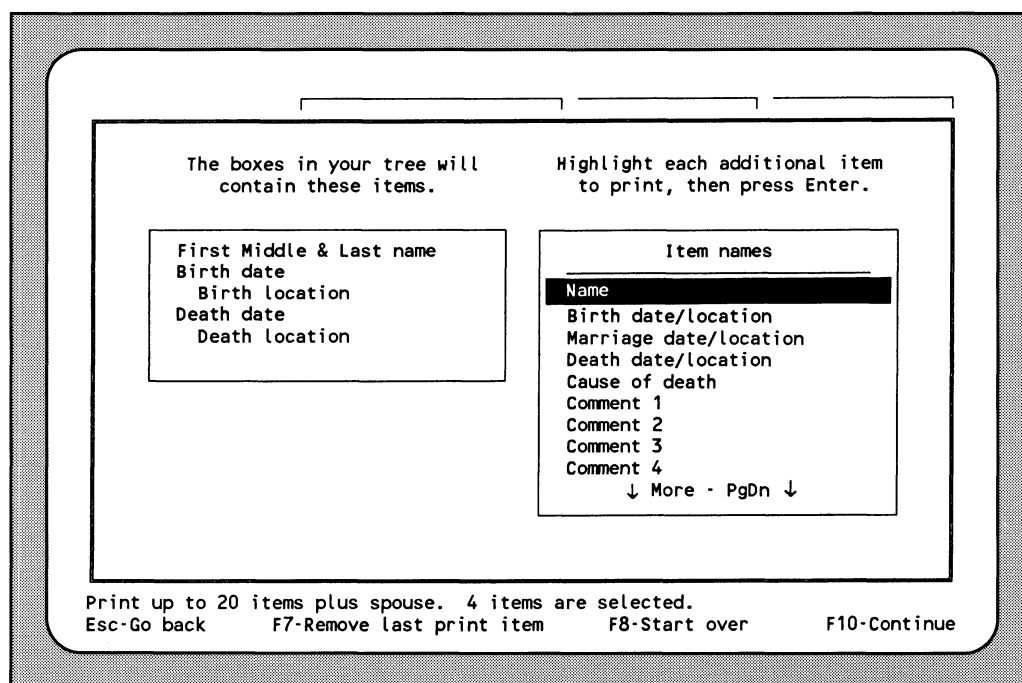


Figure 4-11. Selecting information to print

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] three 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.

Note: The spouse of the primary individual prints in the same box as the primary individual, if you select **Spouse** (it's optional). The spouse of every other individual already appears in its own box. The name of the primary individual's spouse doesn't count in the total number of items you can print.

If **Marriage date/location** is selected, it will print as an item in the Husband's box, and the number of children for that marriage will print as an item in the Wife's box.

Press [F10] when you've finished making changes. You end up back at the "**Ancestor Tree – Step 4 of 5**" screen, where you can either modify other settings or press [F10] to preview your tree, then print.

For Advanced Users: The Reference number and/or Standard number items can appear in front of an individual's name, or a number can have its own separate line. Standard numbers (Ahnentafel numbers) are generated by a formula; they have nothing to do with reference numbers. The formula states that a person's father is twice that person's number, and a person's mother is twice that person's number plus 1. If your Ahnentafel number is 1, your father's number is 2, and your mother's is 3. After choosing **Standard number** from the **Item names** box, you can specify the starting Ahnentafel number for the primary individual; Family Tree Maker calculates the other numbers.

Other Print Settings

To modify or examine other print settings, press [F6] from the "**Ancestor Tree – Step 4 of 5**" screen.

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

Print empty branches – Do this to help you collect information when you are away from your computer. The empty boxes can be filled by hand as you find additional information; later you can transfer the information into your computer.

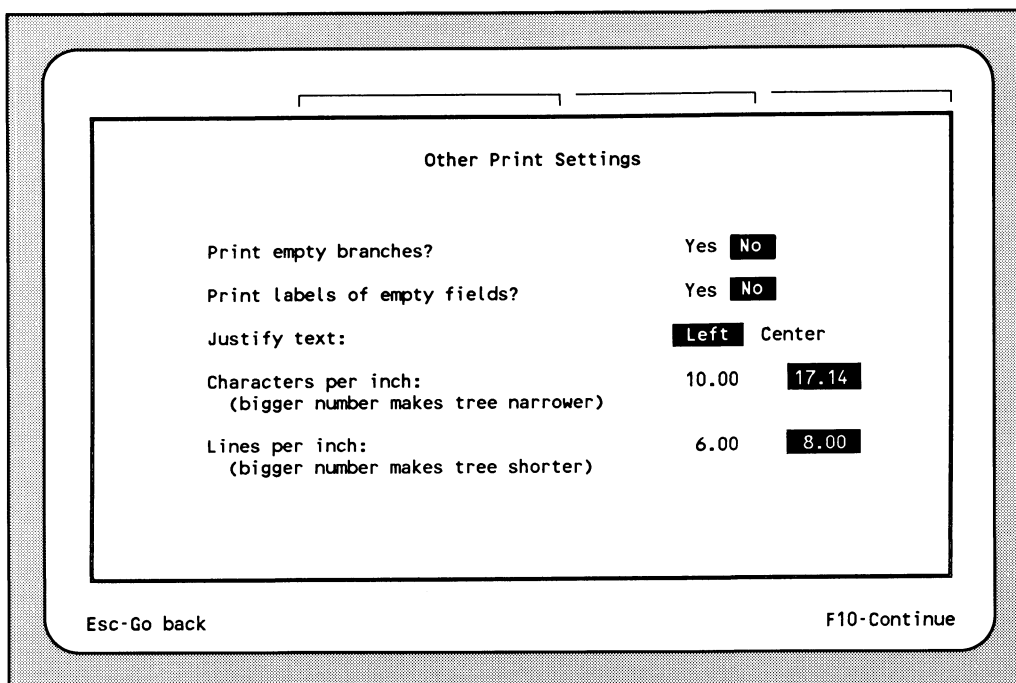


Figure 4-12. Other Print Settings

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 each line of text in the box.

Characters per inch and Lines per inch – If you’ve called for a multiple page tree, you also have the options of choosing both the size and line spacing of the characters your printer uses. (Single page trees control these settings for you automatically.)

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 “**Ancestor Tree – Step 4 of 5**” screen, where you can either modify other settings or press to preview your tree, then print.

Making Your Multiple Page Trees Smaller

You can use the print settings to help control the size of multiple page trees. The longest line of information you print determines the width of the boxes in your tree. The number of items you print in each box determines the height of the boxes. Keeping these facts in mind, a combination of some or all of the following tips will help make your ancestor trees smaller:

-
-
- Choose the largest available number for **Characters per inch** and **Lines per inch** (see “Other Print Settings” on page 84).
 - If you print dates, choose a format that puts the date and location on separate lines or prints the date only (see “Selecting Information to Print” on page 82).
 - Choose a name format that omits middle names (see “Selecting Information to Print” on page 82).
 - If you print “Comment” fields, shortening the information entered in them will make your tree narrower (see “Individual Card 2” on page 52 in Chapter 3).
 - Printing fewer items per box will shorten the height of your tree (see “Selecting Information to Print” on page 82).
 - Omitting borders, titles, and notes also makes your tree smaller (see “Changing Print Settings” on page 79).

PRINTING A PHOTO TREE

Photo trees are special ancestor trees that leave room in each box for photographs. A sample photo tree is shown in Figure I-2 on page 5.

Special Tip: You can create a descendant tree with space for photographs by printing lots of blank rows in your descendant tree. See page 100 for more information.

Here are the steps to take to print a photo tree:

1. Select the primary individual.
2. Select the number of generations you want to include.
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**. The print submenu appears on the right side of the screen.

-
-
3. Select **P – Photo tree**. The first of four Photo Tree screens appears.
 4. Highlight the person whom you want to be the primary individual.
 5. Press **F10**.

Choosing Number of Generations

After you choose the primary individual, you are ready to tell Family Tree Maker the number of generations you want to appear on the page. (Note: Photo trees only print on one page.) Choose **2** for three photos per page; choose **3** for five photos per page.

To choose the number of generations:

1. Use **↑** or **↓** to highlight the number of generations you want.
2. Press **F10** to confirm your choice and to go on to the next screen.

Getting Ready to Print

Family Tree Maker brings you to the screen labeled “**Photo 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.

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.

Note: Family Tree Maker comes with a supply of antique finish parchment paper for printing your trees. If you have a laser printer, tear off the perforated, tractor-feed edges and separate the pages to use them in your printer.

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.

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**.

To go to the primary individual, press **Home**.

If you want to change what you see here, press **Esc** to go back to the screen labeled “**Photo 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 **F10** to print your tree on paper.

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.

You can use these print-setting features to personalize trees that you give as gifts. Each tree can be a little bit different — there are hundreds of combinations.

Titles and Notes

To modify or examine the title and notes for your tree, press **F2** from the screen “**Photo Tree – Step 3 of 4**.”

For detailed information, see “Titles and Notes” on page 79 in the Ancestor Tree section .

Border Style

To see or to change the border to be drawn around the outside edge of your entire tree, press **F3** from the screen “**Photo Tree – Step 3 of 4**.”

To see what different borders look like, use **↑** or **↓**. When you’ve found a border you like, press **F10**. 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 “**Photo Tree – Step 3 of 4**” screen, where you can modify other settings, or press **F10** to preview your tree, then print.

Note: Different borders look better or worse with different printers. Experiment!

Box Style

To modify or examine the style of box for your tree, press **F4** from the screen “**Photo Tree – Step 3 of 4**.”

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

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

You end up back at the “**Photo 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 “**Photo Tree – Step 3 of 4**” screen.

For detailed information, see “Selecting Information to Print” in the Ancestor Tree section on page 82. (But note that the **F6** option, Other Print Settings, isn’t available for Photo trees.)

PRINTING A DESCENDANT TREE

Descendant trees show a primary individual (the progenitor) and all his or her descendants moving forward in time (that is, children, grandchildren, and so on). Assuming you are not the primary individual, this kind of tree shows more of your family than an ancestor tree — nephews, nieces, and cousins included. A sample descendant tree is shown in Figure 4-13.

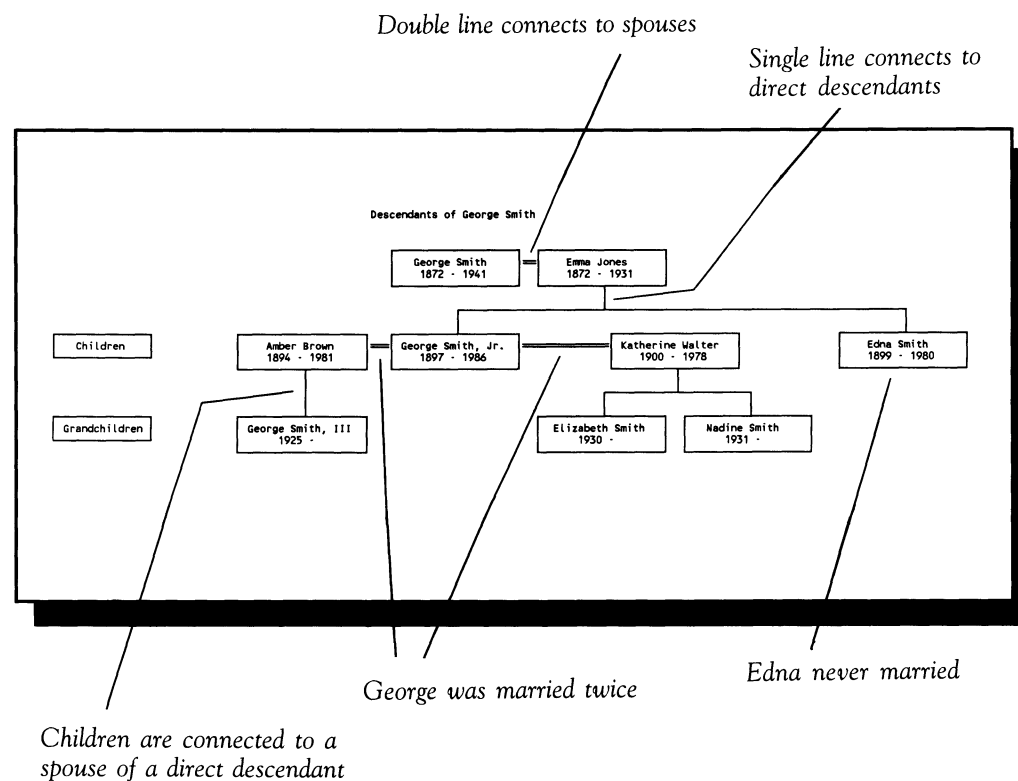


Figure 4-13. A descendant tree

Special Tip: You can create a descendant tree with room for photographs by printing lots of blank rows in your descendant tree. See page 100 for more information.

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

1. Select the primary individual. Typically, you would select one of your ancestors.
2. Select the number of generations you want to include.
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**. The print submenu appears on the right side of the screen.
3. Select **D – Descendant tree**. The first of four screens appears.

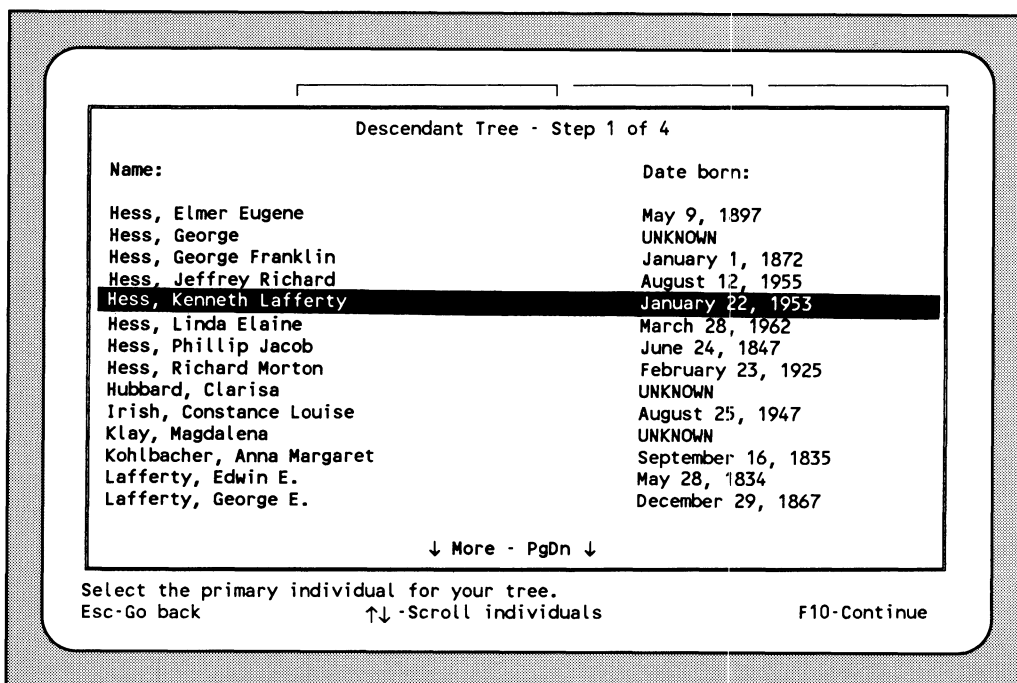


Figure 4-14. Selecting the primary individual

4. Highlight the person whom you want to be the primary individual (see Figure 4-14).
5. Press **F10**.

Choosing Number of Generations

After you have selected the primary individual, Family Tree Maker displays the second Descendant Tree screen (see Figure 4-15). You are now ready to choose the number of generations.

The choice you make here determines the number of generations that will appear in the tree. To choose the number of generations:

1. Use **↑** or **↓** to highlight the number of generations you want.
2. Press **F10** to confirm your choice and to go on to the next screen.

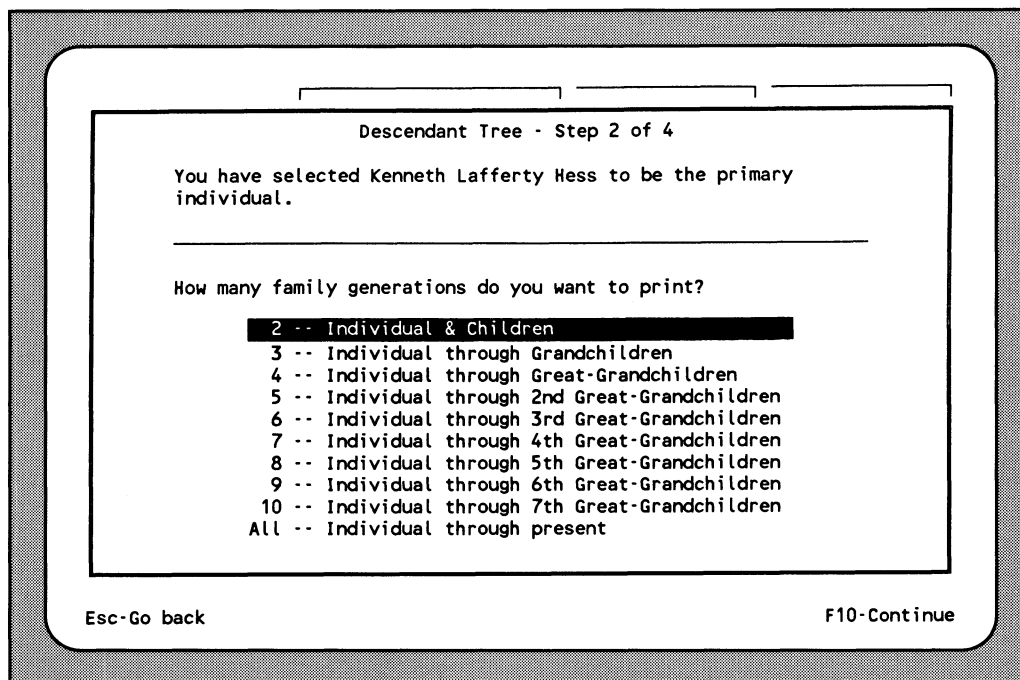


Figure 4-15. Choosing the number of generations to print

Note: Descendant trees are wide, Wide, WIDE. Each generation can triple or quadruple the width of the tree. Giant, wide trees are fun for family reunions, but they're really unwieldy for research. To keep your descendant trees manageable, print just a few generations at a time. A set of small descendant trees may suit your needs better than one giant descendant tree (see Figure 4-16).

If you want to print one tree instead of a set of trees see "Making Your Descendant Trees Smaller" on page 99 for tips on reducing the height and width of your tree.

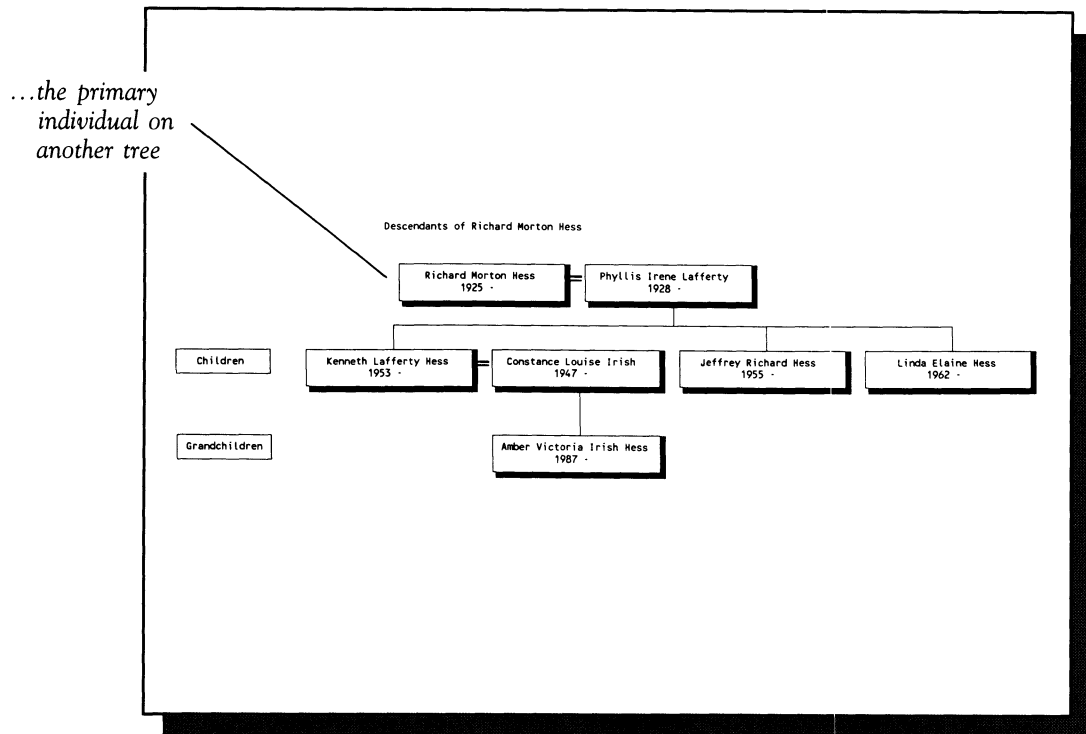
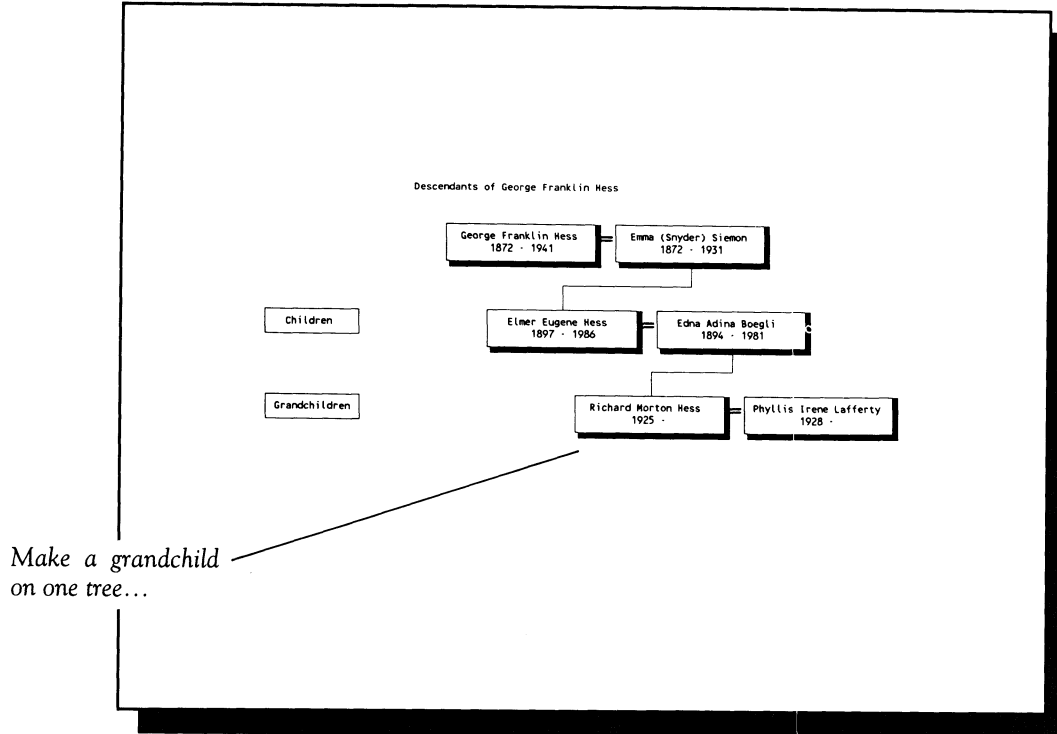


Figure 4-16. A set of descendant trees

Getting Ready to Print

Family Tree Maker displays the screen labeled “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.

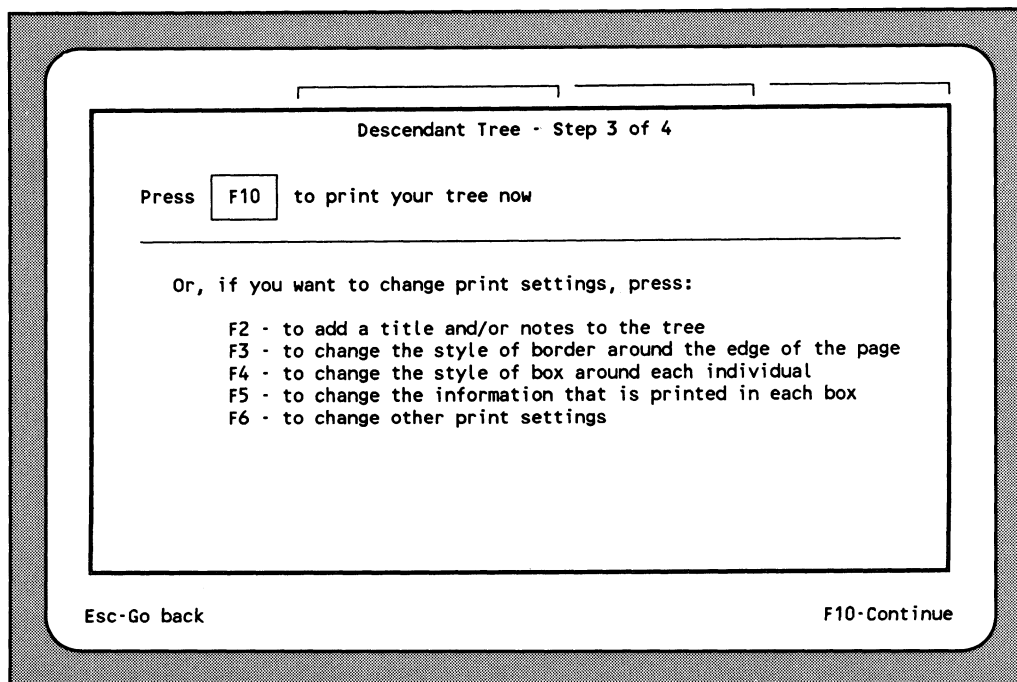


Figure 4-17. Customize your tree or go ahead and print

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.

Note: Family Tree Maker comes with a supply of antique finish parchment paper for printing your trees. If you have a laser printer, tear off the perforated, tractor-feed edges and separate the pages to use them in your printer. You can order more parchment paper from Banner Blue. See the order form inside the back cover of this manual for details.

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 **Ctrl** + **←** or **Ctrl** + **→** .

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

To go to the primary individual, press **Home** .

If you want to change what you see here, press **Esc** to go back to the screen labeled **“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 **F10** to print your tree on paper.

Note: Tall descendant 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.

Note: You can also use these settings to control the size of your descendant trees. See “Making Your Descendant Trees Smaller” on page 99.

Titles and Notes

To modify or examine the title and notes for your tree, press **F2** from the screen **“Descendant Tree – Step 3 of 4.”** See Figure 4-18 on page 94.

You can type a title (up to two lines) that prints at the top center of your descendant tree. The default title is “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.

You can print up to four lines of notes 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.

Descendant Tree Titles and Notes

Title: Descendants of *NAME* _____

Subtitle: _____

Notes: _____

Draw box around notes? Yes No

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

Esc-Go back F10-Continue

Figure 4-18. Creating titles and notes

Borders

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 F10-Continue

Figure 4-19. Choosing page borders for your tree

-
-
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 **F10**.

You end up back at the "Descendant Tree – Step 3 of 4" screen, where you can either modify other settings or press **F10** 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 **F3** from the "Descendant Tree – Step 3 of 4" screen (see Figure 4-19).

To see what different borders look like, use or . When you've found a border you like, press **F10**. 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 "Descendant Tree – Step 3 of 4" screen, where you can either modify other settings or press **F10** 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 **F4** from the "Descendant Tree – Step 3 of 4" screen.

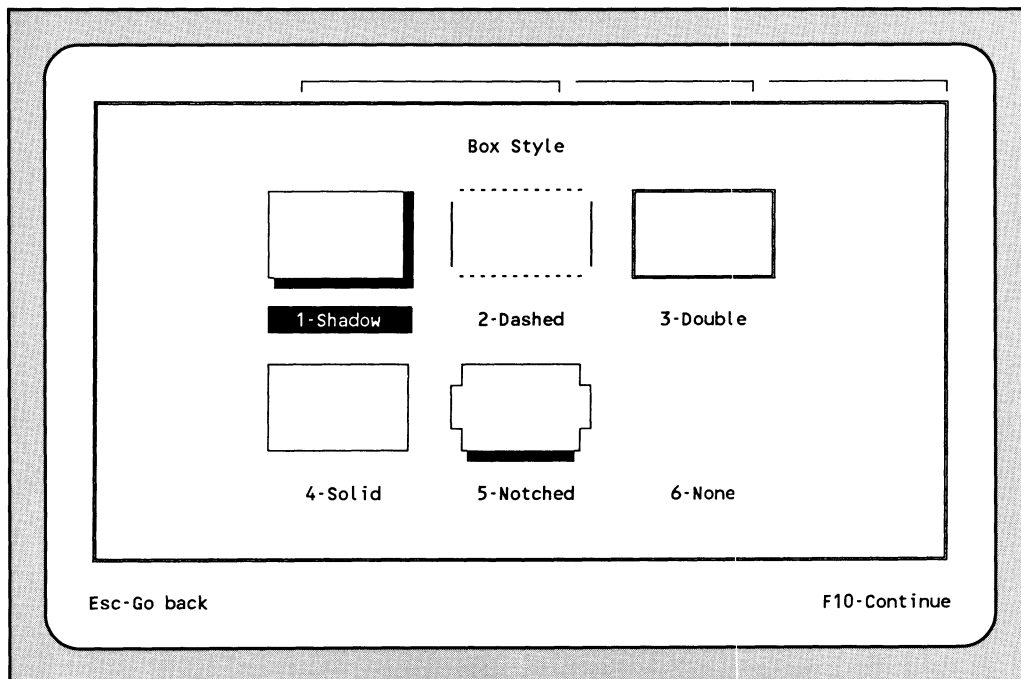


Figure 4-20. Choosing box styles

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 “**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 “**Descendant Tree – Step 3 of 4**” screen.

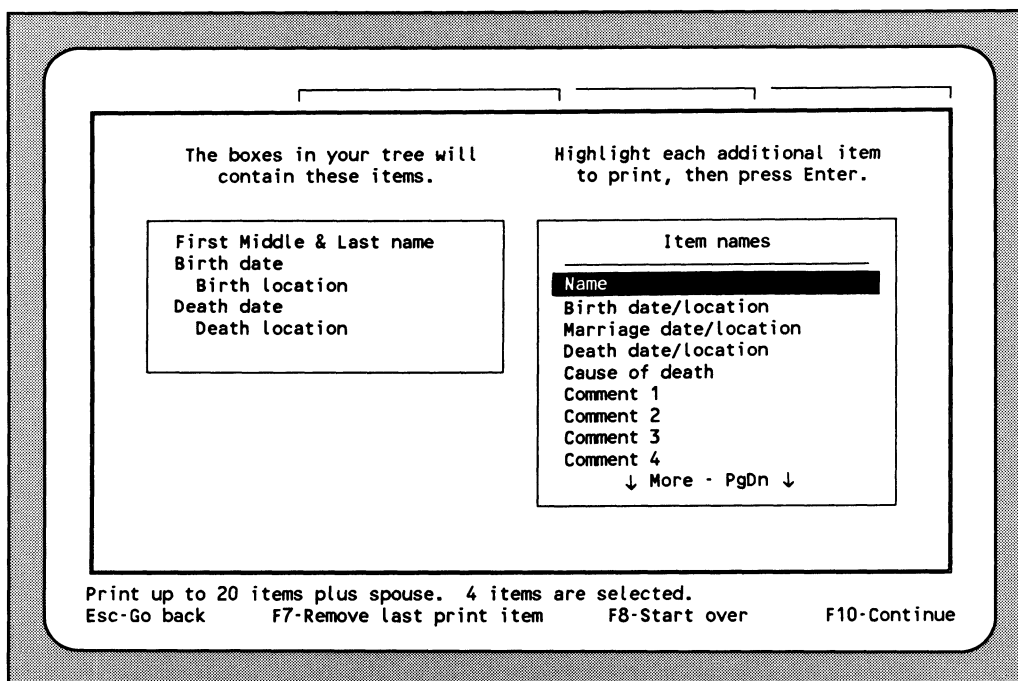


Figure 4-21. Selecting information to print

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]** 3 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.

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 "**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 "**Descendant Tree – Step 3 of 4**" screen.

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

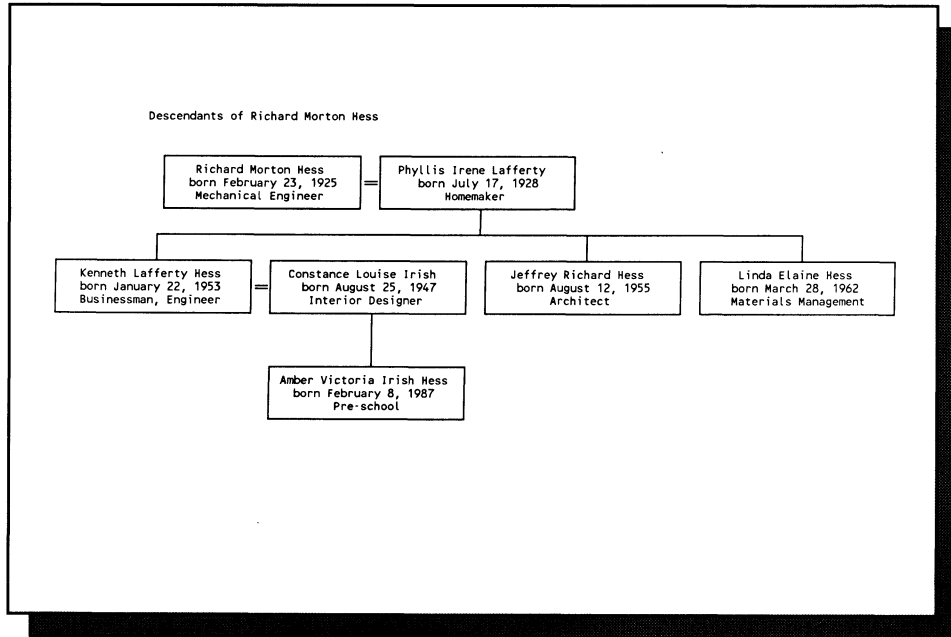
The screenshot shows a window titled "Other Print Settings" with a list of options and their current values. The options are:

- Print labels of empty fields? Yes **No**
- Justify text: Left **Center**
- Omit some info to make tree smaller? (prints name only for some individuals) Yes **No**
- Characters per inch: (bigger number makes tree narrower) 10.29 **14.40**
- Lines per inch: (bigger number makes tree shorter) 6.00 **8.00**

At the bottom left, it says "Esc-Go back" and at the bottom right, it says "F10-Continue".

Figure 4-22. Other Print Settings

With information



With information omitted

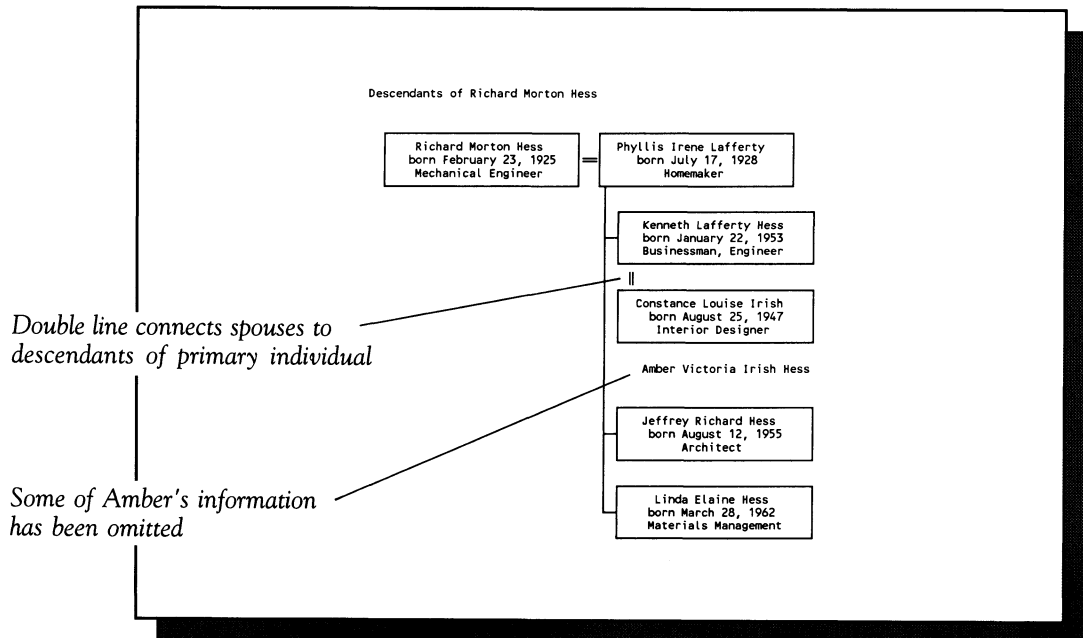








Figure 4-23. Making trees narrower by omitting information



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.

Omit some info – This choice directs Family Tree Maker to (1) put some boxes in a columnar arrangement, with some siblings placed on top of one another instead of side by side; and (2) put some children in a list under their parents, with only the child’s name printed. Your tree ends up much narrower and somewhat taller than it ordinarily would be (see Figure 4-23).

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 “**Descendant Tree – Step 3 of 4**” screen, where you can either modify other settings or press  to preview your tree, then print.

Making Your Descendant Trees Smaller

You can use the print settings to help control the size of descendant trees. The longest line of information you print determines the width of the boxes in your tree. The number of items you print in each box determines the height of the boxes. Keeping these facts in mind, a combination of some or all of the following tips will help make your descendant trees smaller:

- Choose Yes for “Omit some info” (see “Other Print Settings” above). This puts your tree in a more compact format.
- Choose the largest available number for Characters per inch and Lines per inch (see “Other Print Settings” above).
- If you print dates, choose a format that puts the date and location on separate lines or prints the date only (see “Selecting Information to Print” on page 96).
- Choose a name format that omits middle names (see “Selecting Information to Print” on page 96).
- If you print “Comment” fields, shortening the information entered in them will make your tree narrower (see “Individual Card 2” on page 52 in Chapter 3).
- Printing fewer items per box will shorten the height of your tree (see “Selecting Information to Print” on page 96).
- Omitting borders, titles, and notes also makes your tree smaller (see “Changing Print Settings” on page 93).

Making a Descendant Tree with Room for Photographs

Family Tree Maker automatically prints a photo tree for ancestors (see page 85). But, there may be times when you will want to put pictures on your descendant trees. The steps below describe how to make descendant trees with enough space on them to include photographs.

1. Follow the steps for printing a descendant tree as described on pages 88-99 in Chapter 4.
2. When you get to “**Descendant Tree – Step 3 of 4**,” select **F5** to change the information that is printed in each box.
3. Press **F8** to clear previous selections.
4. Choose **Blank rows** (experiment to see how many), then choose **Name** and any other information you want to print.
5. Press **F10** to save your choices.

Finish printing the descendant tree as you normally would.

Note: Be careful – descendant trees get big very fast. You may want to print fewer generations when making a descendant tree with room for photographs.

PRINTING THE LIST OF INDIVIDUALS

The **List of Individuals** is a list of all the family members and their birth dates. You can sort the list by name or birth date (oldest first or youngest first). It looks very much like the Index of Names (described on page 57) that you see when you press **F2** from any Family Card. See the sample in Figure I-3 on page 6.

To print a list of all the individuals in your card file:

1. Start from any Family Card.
2. Press **F9** to display the Command Menu.
3. Select **L – Print list**. A submenu appears on the right side of the screen.
4. Select **L – List of Individuals**. The List of Individuals screen appears. Optionally, enter a title for your list and/or sort the list by highlighting your choice of sorts.
5. Turn your printer on.
6. 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.)
7. Press **F10** to move to the Preview screen, where you can review the list before it prints on paper.
8. Press **F10** again to print your list on paper, or press **Esc** to go back to make changes.

PRINTING A FAMILY GROUP SHEET

A **Family Group Sheet** is a detailed report on a single nuclear family (husband, wife, and children) including names, event dates and locations. See the sample in Figure I-3 on page 6.

To print the Family Group Sheet:

1. Press **F9** to display the Command Menu.
2. Select **L – Print list**. A submenu appears on the right side of the screen.
3. Select **F – Family group sheet**.
4. Highlight the husband or wife of the family whose information you want to print.
5. Press Enter **↵**. If the individual you selected has a spouse or spouses, Family Tree Maker displays a list of couples. If the individual you selected has no spouses, the “**Family Group Sheet – Step 2 of 3**” screen appears, and you should skip to step 7.
6. Select the husband and wife couple of the family whose information you want to print. The “**Family Group Sheet – Step 2 of 3**” screen appears (see Figure 4-24).
7. Fill in the information that Family Tree Maker asks for. Also, decide whether you want field labels for sources and fields from Individual Card 2.

Family Group Sheet - Step 2 of 3

Your name: _____

address: _____

phone: _____

date: _____

Print field labels ? Yes No

Esc-Go back Ctrl+F10-1st Part Alt+F10-Empty Sheet F10-Continue

Figure 4-24. The Family Group Sheet – Step 2 of 3 screen

-
-
8. Turn your printer on.
 9. 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.)

At this point you 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. This listing is two or more pages long depending on the number of children and the capabilities of your printer.
- Press **Ctrl** + **F10** to print just the first part of the Family Group Sheet (hold down the **Ctrl** key and press **F10**). This listing contains just the information from the Family Card and Individual Card 1. It can be one or more pages long depending on the number of children and the capabilities of your printer.
- 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 now displays the Preview screen, where you can review the sheet before it prints on paper.

10. Press **F10** to print the sheet on paper.

If you selected **Yes** to use the LDS format for reports in **Program Setup**, several new fields will be added to the Family Group Sheet. See Appendix B, page 121, for details.

APPENDICES



Phyllis Irene (Lafferty) Hess, mother of Banner Blue's founder, leaning against her future husband's 1949 Ford. This picture was taken in 1950.



RESEARCHING FAMILIES

This appendix gives you an overview of how to gather information to make your family tree. It includes brief descriptions of the following:

- Note-taking
- Types of forms
- Filing
- Research sources
- Requesting information
- Things to watch for

At the end of this appendix is a list of genealogical information sources for each state.

Regardless of how far back you want to study your family tree, certain techniques will help you collect and organize your findings. Family Tree Maker makes the organization and presentation of your findings easy and efficient.

NOTE-TAKING

As you begin to collect your information, there are several basic note-taking techniques that you should keep in mind.

1. Write everything down. The information you collect will grow rapidly. If you try to rely on your memory, you may easily forget or become confused. This also applies to those who insist that they will “write it down later” — which often leads to more errors.
2. Don’t use home-spun abbreviations. Abbreviations are often confusing when you go back to review your notes. They also can lead to inaccurate information. Use standard abbreviations (**b** for **born**, **d** for **died**, **m** for **married**).
3. Record your sources. If you have the name, location, and date searched for each source, you can easily return to that source later. You also know what sources you’ve already checked. It’s helpful to keep a different list of sources for each person (or each last name) in your family tree. Family Tree Maker includes an optional sources/notes field for most dates and events that you record.
4. Keep a copy of all letters. It’s very likely that you’ll have to write to relatives or send away for information. Copies act as a record of what information you requested, from whom, payment sent (if any), and date sent. You should also note what you receive back. See the section on requesting information for what to include in your letters.
5. Record each person’s name in full. It’s especially important to list a woman’s maiden name. Be sure to avoid abbreviations here; you may have more than one J. Smith within your family. If a person has a nickname, put it between quotation marks (e.g., “Tip”).

-
-
6. Most genealogists use a day/month/year date format. The actual format you use is not as important as remembering to spell out the month and to use the complete year. Dates can be ambiguous, you can interpret the date 4/7/76 as April 7 or 4 July 1976 (or 1876 or 1776, etc.). Writing out the month and year reduces the chance of misinterpreting dates no matter what format you use. Family Tree Maker will automatically convert all dates to the style you choose. It will also accept double dates. (See the section “Things to Watch For” for an explanation of double dates.)
 7. Copy information— especially dates, locations, and last names — exactly as you find it. You can interpret your findings later when you have time to review your notes and make comparisons with other information. This is particularly important when copying down last names. Over time they often take on many spellings. In general, never change information to what you think it ought to be.
 8. Take notes in such a way that they’ll be understandable to you, or anyone else, when reviewed later. The hastily written note often makes sense at the time you write it, but can be really confusing when you look at it days later.

TYPES OF FORMS

You can make your own forms or print out blank forms from Family Tree Maker. In either case, it’s important to keep things simple and consistent enough for anyone to understand.

Standardize the size of the paper you’ll be using. Nothing will confuse you faster than trying to find a vital piece of information written on a tiny piece of scrap paper. The most commonly used size is the standard 8.5 by 11 inch 3-hole punch. This size is easy to find and to place into a loose-leaf binder. Binders are preferable to regular wire-bound notebooks because binders are more sturdy, and it’s easy to add to or remove paper from them.

An empty ancestor tree form is commonly used for gathering and organizing information. Filling in portions of a tree allows you to see what information you have and what you still need to get. This is helpful when you are doing research and don’t have immediate access to your permanent files or to your computer.

Another common form is the family group sheet. It shows an entire family unit at a glance. This sheet lists the dates and locations of births, deaths, and marriages for a husband, wife, and their children. Each of your direct ancestors can appear on one sheet as a child and on another sheet as an adult.

To aid you in your note-taking, Family Tree Maker prints out blank copies of these forms.

FILING

The two most important things to consider when filing your notes and finished forms are location and order.

Wherever you decide to locate your notes (binders, filing cabinet, etc.) be sure they are easy to get to, orderly, and safe from damage. An old shoe box on the floor is probably not a good idea.

You must decide in what order to file your notes. The most common way is to organize them alphabetically by surname with a folder or section for each individual. This folder will include any family group sheets that you've collected for a particular individual. You can also include any other documentation such as wills, photos, or certificates. For documents that you want to store somewhere else, insert a page into your files noting the name of that document, its content, and current location.

RESEARCH SOURCES

Now that you are familiar with filing and note-taking techniques, you are ready to begin gathering your information. Start with yourself and your family. From memory, write down all you know about your family. Use Family Tree Maker to make an ancestor tree; this will help you see what information you have and what you don't have.

When you've recorded what you know about your family, it's time to question other family members. To save time and energy, ask your relatives if anyone else has done research on your family.

Some information you get may not give definite answers to your questions. Most however, provides clues to direct your search. Many sources in your own home fall into this category. For example, people often refer to births, deaths, and marriages in family bibles, diaries, scrapbooks, photos, letters, newspaper clippings, or legal documents. Elderly relatives carry with them a wealth of information and stories that could be valuable to your search.

Your family research should give you enough information to decide which side of your family to follow first. It's important to have a clear picture of what research you need to do and to proceed in an orderly manner. The further back you search, the more names and information you'll collect. When you research both sides of your family at the same time, it's easy to confuse names and other information. To avoid this, set goals for your research and keep track of which goals you've achieved.

After searching family documents and talking to relatives, it's time to turn to outside sources. One of the first places to visit is your local library. Your state or local historical and genealogical societies will know what libraries have genealogy sections. They can also tell you where to find libraries dedicated completely to genealogy. The Church of Jesus Christ of Latter-day Saints (the Mormons) founded the largest genealogy library. The main branch is located in Salt Lake City, Utah, with branches all across the country. If one is near you, it's worth visiting.

Genealogy sections of libraries can contain family histories, census records, genealogy books, magazines, or other local records. The extent and variety will vary with the library. (Some libraries combine their genealogy and history sections.) At the very least, your local library will provide you with valuable reference books. These can include encyclopedias, almanacs, atlases, and local history books.

Additionally, libraries usually have many books that deal with specific types of research. You can find books on researching specific areas of the country, finding certain types of records, doing foreign research, and researching particular ethnic groups. (A brief list of how-to books follows this appendix.)

Learning local history in the library can give you many clues to direct your search. You may discover that a town or county that was once in your state now belongs to another state. You could also discover that many of the people living in your state moved there from a particular state or country.

Your research will inevitably lead you out of the library and into local, government, and church records. Below is a brief description of some of these sources.

Local Records

Vital Records – These include birth, death, and marriage certificates. These are the most reliable sources of information. Keep in mind, however, that no type of document is error proof. You should continue to be skeptical even of these documents, especially if they conflict with other information. You'll find these documents in local and state government offices, or in local or state archives.

Probate Records – Most important of these records is the last will and testament, often an excellent source for finding the names of a person's spouse and children. Locating a will depends on what county and in which court that particular state files these documents. You should call the county clerk's office for more information.

Land Records – Deeds to land or homes can show where a person lived at a particular time. Such deeds often list the spouse of the buyer, as well as the name of the seller (possibly another relative). Older records occasionally list where the person was moving from or to. You'll most likely find these records in the county clerk's office having jurisdiction over that land.

Contact the state or city where you will be searching and ask for information on their particular filing practices. The United States Department of Health and Human Services has a pamphlet entitled *Where to Write for Vital Records: Births, Deaths, Marriages, and Divorces*, for sale at U.S. Government bookstores (or write to the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402).

National Records

Census Records – Since 1790, the United States has conducted a population census every ten years. The amount and type of information collected in each census has differed, and the information is not always accurate (especially in the earlier census schedules). Starting with the 1850 census, you'll find every person in the household listed by name. To use these records, you must know the state and county in which the person lived. The 1790 through 1910 census schedules are open to the public. In addition to the National Archives (see note below), many state and local libraries keep census records on microfilm.

Land Records – Land records were kept not only for private transactions, but also for land granted to citizens by the government. Beginning with the American Revolution, war veterans were given land grants. Later, the pioneers moving west were granted land. As with local land records, these transactions can confirm that a person was in a particular place at a particular time. The National Archives stores these records.

Military Records – Military records consist of service and benefit records. These records are available starting with the American Revolution. In general, the more recent the record the more information it contains. Military records commonly list at least name, rank, unit, and sometimes home state. Local libraries often keep records of servicemen from their state. The National Archives is another source for these records.

Note: The main branch of The National Archives is located in Washington D.C. There are also 11 branches of the National Archives, all of which allow access to their records and answer written or oral requests for information. For more information contact the National Archives Reference Services at (202) 532-3220 or consult one of the branches from the following list.

Bayonne, NJ	Military Ocean Terminal, Bldg. 22, 07002	Tel: (201) 823-7545
Chicago, IL	7358 South Pulaski Rd., 60629	Tel: (312) 581-7816
Denver, CO	P.O. Box 25307, 80225	Tel: (303) 236-0818
East Point, GA	1557 St. Joseph Ave., 30344	Tel: (404) 763-7477
Forth Worth, TX	P.O. Box 6216, 76115	Tel: (817) 334-5525
Kansas City, MO	2312 East Bannister Rd., 64131	Tel: (816) 926-6272
Laguna Niguel, CA	24000 Avila Rd., 92677-6719	Tel: (714) 643-4241
Philadelphia, PA	9th and Market Sts., Rm. 1350, 19107	Tel: (215) 597-3000
San Bruno, CA	1000 Commodore Dr., 94066	Tel: (415) 876-9009
Seattle, WA	6125 Sand Point Way NE., 98115	Tel: (206) 526-6507
Waltham, MA	380 Trapelo Rd., 02154	Tel: (617) 647-8100

Figure A-1. Branches of the National Archives

Church Records

Vital Records – Churches usually keep records of all births, deaths, and marriages occurring among their members. They also keep track of people entering and leaving the church. This sometimes includes where they were coming from or going to. To find these records, try to locate the particular church your ancestors attended. If it no longer exists, other local churches of the same religion may be able to help you. Occasionally, local libraries have published archives of some of the local church records. Unfortunately, these church records can be some of the most difficult to find.

Cemetery Records – People often bury relatives in parish cemeteries. It's not uncommon to find whole families buried next to one another. Even if the church no longer exists, its cemetery may still be there. If you have difficulty finding the church burial records, you may still be able to locate the grave stone of your ancestor. Inscriptions often contain valuable genealogical information.

REQUESTING INFORMATION

It's very likely that you will need to write letters requesting information for your family tree. The following is a list of guidelines to follow when requesting information.

1. Keep the letter short. There's no need to go into a lengthy explanation of why you are doing your research. You're more likely to get a reply to a short, clearly written letter. This is especially true when sending away for vital records. The clerks working in such offices are very busy and don't have the time or desire to read a long letter.
2. Make your request specific. The easier it is to understand your request the more likely you are to get a response. Be sure to clearly state the following:
 - the kind of record you want
 - the full name of the person you are searching for
 - the date of the event (birth, death, etc.)
3. Enclose a self-addressed stamped envelope with your letter. The person receiving your request will appreciate your thoughtfulness and be more likely to respond.
4. Enclose a small payment for any copying costs. Unless there's a specific fee, a check for a few dollars should cover any expenses required to answer your request. You should also offer to pay any additional fees you didn't know about.
5. Remember to say thank you. There is no need to apologize for making your request, but a simple thank you acknowledges that you appreciate the effort someone is making for you.

THINGS TO WATCH FOR

Below are descriptions of several potentially confusing situations that can occur during your research.

Double Dates

The practice of double dating resulted from the switch from the Julian to the Gregorian calendar. The Julian calendar (named for Julius Caesar) declared March 25 as the first of the year and a solar year to be 365 days and 6 hours long. In 1582 Pope Gregory XIII determined that the Julian calendar was off by 11 minutes and 14 seconds. The new Gregorian calendar resolved the discrepancy and declared January 1 as the first of the year.

Not all countries accepted this calendar at the same time. England and the American colonies didn't accept it until 1752. Before that date, the government observed March 25 as the first of the year, but most of the population observed January 1 as the first of the year. So many people wrote dates falling between January 1 and March 25 with both years, as in the following examples.

<u>Julian or Old Style</u>	<u>Gregorian or New Style</u>	<u>Double Date</u>
December 25, 1718	December 25, 1718	December 25, 1718
January 1, 1718	January 1, 1719	January 1, 1718/19
February 2, 1718	February 2, 1719	February 2, 1718/19
March 20, 1718	March 20, 1719	March 20, 1718/19
March 25, 1719	March 25, 1719	March 25, 1719

Figure A-2. Double dates

By the time England and the colonies adopted the new calendar, the discrepancy between the calendars was eleven days. To resolve the discrepancy, the government ordered that September 2, 1752 be followed by September 14, 1752. Some people also added 11 days to their birth dates (a fact which is not noted on their birth certificates).

Marriage Banns

Church records often list the date on which a couple makes the announcement that they intend to marry (the marriage banns). Don't misinterpret this as the actual wedding date.

Death and Burial Dates

Church and cemetery records often contain the date of the funeral in addition to the date of death. Don't confuse the burial date with the date of death.

Incorrect Documents

In the past, people occasionally recorded information incorrectly on vital records, especially for marriage and death certificates. One reason for this was that people often recorded information several days or even weeks after the fact and forgot actual dates and names. People also occasionally altered the facts. This usually occurred with birth dates. (For example, a husband might lie about his birthday in order to appear older than his bride.) By far the most common error was name misspellings. Because many people couldn't read or write, the clerk or official wrote the name down the way it sounded. You can see that no source is totally reliable and you must constantly cross-check your findings.

Word Meanings

Some of today's most familiar words had different meanings during colonial times. This usually occurred in words referring to social relationships. For example, the word "cousin" meant niece or nephew; and the title "Mrs." showed high social status, not marital status. So you must be cautious deciding how people were related when you use some of the older documents as your source.

Location Names and Boundary Changes

Many cities, counties, and states didn't always have the names and boundaries we associate with them today. (For example, New Amsterdam is now called New York City.) Some sections of a city were at one time its suburbs. You may find it difficult to locate someone born in a territory before it became a state — a person's records could be in any one of the states that territory became. In short, it may be helpful to learn the history of boundary changes in the area where you suspect that a person lived.

Outdated Medical Terminology

Over time, many disease names have changed. Below is a list of some of the old terms you may come across in your research and their current names.

<u>Outdated Term</u>	<u>Current Term</u>
apoplexy	stroke
bad blood	syphilis
blood poisoning	septicemia (overwhelming bacterial infection)
Bright's disease	glomerulonephritis (serious kidney disease)
consumption	tuberculosis, pulmonary
cretinism	hypothyroidism, congenital
dropsy	congestive heart failure
fatty liver	cirrhosis
glandular fever	mononucleosis
grippe	influenza (flu) – killed lots of people in 1918
jail fever	typhus
lock jaw	tetanus
lung fever	pneumonia
lung sickness	tuberculosis
plague/black death	Bubonic plague
podagra	gout
Pott's disease	tuberculosis of the spinal vertebrae
quinsy	streptococcal tonsillitis
scrofula	tuberculosis (of the neck lymph nodes)
toxemia of pregnancy	eclampsia (high blood pressure & seizures)

Figure A-3. Outdated medical terminology

Note: Genealogy “how-to” books (see the list at the end of this appendix) repeatedly stress the need to find reliable sources for all your findings. Finding good sources becomes more important the further back in time your search takes you. Documents, relatives' recollections, and hearsay become less reliable with older information. Whenever possible, cross-confirm your findings.

THE FINAL PRODUCT

Genealogy is not just finding out how you relate to your ancestors. It's also discovering what these people were like, how they lived, and how that might affect you. Occupation, education, military service, hobbies, and residences are just some of the interesting details you may discover about your ancestors. The trees and forms produced with Family Tree Maker will let you produce many different combinations of this information.

Family Tree Maker offers a practical use for your family tree. Individual Card 3 includes medical information for each person. More and more doctors are using family trees to record medical history patterns in some of their patients. They find that it's often easier for patients to see and understand how a disease runs in a family when they see it presented in the form of a family tree.

Genealogy can be a challenging task requiring patience and good problem-solving skills. But what you learn along the way and the results you produce with Family Tree Maker will be quite rewarding. You will find yourself learning much more than just names and dates. At the very least, you'll gain a better perspective on how you and your family came to be who you are today.

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GENEALOGICAL INFORMATION SOURCES

NATIONAL SOURCES

Genealogical Department, Library of Congress Annex, First St. & Independence Ave. SE,
Washington, DC 20540
National Archives and Records Service, Pennsylvania Ave. at 8th St. NW, Washington, DC 20408
National Genealogical Society, 4527 Seventeenth Street North, Arlington, VA 22207-2363
National Society of Daughters of the American Revolution, 1776 D Street, NW,
Washington, DC 20006

STATE SOURCES

Alabama

Alabama Archives and History Dept., 624 Washington Ave., Montgomery, AL 36130
Birmingham Genealogical Society, P.O. Box 2432, Birmingham, AL 35201

Alaska

Alaska Division of State Libraries, P.O. Box G, Juneau, AK 99801
Kenai Totem Tracers, c/o Kenai Community Library, 163 Main St. Loop, Kenai, AK 99611

Arizona

Arizona Dept. of Library Archives & Public Records, 1700 W. Washington St., Phoenix, AZ 85007.
Arizona State Genealogical Society, P.O. Box 42075, Tucson, AZ 85733

Arkansas

Arkansas Genealogical Society, P.O. Box 908, Hot Springs, AR, 71902
Arkansas History Commission, One Capital Mall, Little Rock, AR 72201

California

California Genealogical Society, P.O. Box 77105, San Francisco, CA 94107-0105
California Historical Society, 2090 Jackson St., San Francisco, CA 94109
California State Archives, 1020 "O" Street, Rm. 130, Sacramento, CA 95814
California State Library, 914 Capitol Mall, Sacramento, CA 95814
Los Angeles Westside Genealogical Society, P.O. Box 10447, Marina del Rey, CA 90295
Napa Valley Genealogical & Biographical Society, P.O. Box 385, Napa, CA 94559
Orange County Genealogical Society, 7111 Talbert Ave., Huntington Beach, CA 92648
San Diego Genealogical Society, 2925 Kalmia St., San Diego, CA 92104
Southern California Genealogical Society, P.O. Box 4377, Burbank, CA 91503
San Luis Obispo Genealogical Society, Inc., P.O. Box 4, Atascadero, CA 93423-0004.
Sutro Library, 480 Winston Drive, San Francisco, CA 94132

Colorado

Colorado Genealogical Society, P.O. Box 9671, Denver, CO 80209
Colorado State Archives and Public Records, 1313 Sherman St., Rm. 1B-20, Denver, CO 80203

Connecticut

Connecticut State Library, 231 Capitol Ave., Hartford, CT 06106
Stamford Historical Society, 1508 High Ridge Rd., Stamford, CT 06903

Delaware

Delaware Genealogical Society, 505 Market Street Mall, Wilmington, DE 19801
Historical Society of Delaware, 505 Market Street Mall, Wilmington, DE 19801

Florida

Miami-Dade Public Library, 101 West Flagler St., North Miami, FL 33130
State Library of Florida, R.A. Gray Building, Tallahassee, FL 32301
State of Florida, Bureau of Archives, Tallahassee, FL 32399-0250
Tampa Public Library, 900 North Ashley St., Tampa, FL 33602

Georgia

Atlanta Historical Society, 140 Peach Tree St. NW, Atlanta, GA 30303
Georgia Department of Archives and History, 330 Capital Ave., Atlanta, GA 30334

Hawaii

Hawaiian Historical Society, 560 Kawaiahao St., Honolulu, HI 96813
Library of Hawaii, 478 South King St., Honolulu, HI 96813

Idaho

Idaho Genealogical Society, 610 North Julia Davis Drive, Boise, ID 83702
Idaho Historical Society, 610 North Julia Davis Drive, Boise, ID 83702

Illinois

Chicago Genealogical Society, P.O. Box 1160, Chicago, IL 60690
Illinois State Archives, Archives Bldg., Springfield, IL 62756
Illinois State Genealogical Society, P.O. Box 10195, Springfield, IL 62791
Illinois State Historical Library, Old State Capitol, Springfield, IL 62701

Indiana

Allen County Public Library, 900 Webster St., Ft. Wayne, IN 46801
Indiana Historical Society, 315 West Ohio Street, Indianapolis, IN 46202
Indiana State Library, 140 North Senate Ave., Indianapolis, IN 46204

Iowa

Iowa Historical and Genealogical Library, Iowa Dept. of History and Archives, Des Moines, IA 50319
Iowa State Archives, 6th and Locus St., Des Moines, IA 50319

Kansas

Kansas State Historical Society, 120 West 10th, Topeka, KS 66612
Kansas State Historical Society Library, 120 West 10th, Topeka, KS 66612

Kentucky

Kentucky Historical Society, P.O. Box H, Frankfort, KY 40602
Kentucky State Library and Archives, 300 Coffee Tree Rd., P.O. Box 537, Frankfort, KY 40602-0537

Louisiana

Louisiana Genealogical and Historical Society, P.O. Box 3454, Baton Rouge, LA 70821
Louisiana State Library, P.O. Box 131, Baton Rouge, LA 70821-0131

Maine

Maine Historical Society, 485 Congress Street, Portland, ME 04101
Maine State Library, Cultural Building, State House Station 64, Augusta, ME 04333

Maryland

Maryland Genealogical Society, 201 West Monument St., Baltimore, MD 21201
Maryland Historical Society, 201 West Monument St., Baltimore, MD 21201

Massachusetts

Massachusetts Historical Society, 1154 Boylston St., Boston, MA 02215
Massachusetts State Library, State House, Rm. 341, Boston, MA 02155
New England Historic Genealogical Society, 101 Newbury Street, Boston, MA 02116

Michigan

Archives and Regional History Collections, Western Michigan University,
Kalamazoo, MI 49008-5081
Detroit Public Library, 5201 Woodward Ave., Detroit, MI 48202
Michigan State Library, 717 W. Allegan St., P.O. Box 30007, Lansing, MI 48909

Minnesota

Minnesota Genealogical Society, P.O. Box 16069, St. Paul, MN 55116
The Prairieland Genealogical Society, Southwest State University, Marshall, MN 56258

Mississippi

Mississippi Dept. of Archives and History, P.O. Box 571, Jackson, MS 39205
Mississippi Genealogical Society, P.O. Box 5301, Jackson, MS 39236-5301

Missouri

Heart of America Genealogical Society, c/o Public Library, 311 East 12th St., Kansas City, MO 64106
Missouri State Genealogical Association, 4302 Barth Drive, St. Louis, MO 63125
Missouri State Library, P.O. Box 387, Jefferson City, MO 65102

Montana

Montana Historical Society, 225 North Roberts St., Helena, MT 59620
Yellowstone Genealogy Forum, c/o Pamly Billings Library, 510 North Broadway, Billings, MT 59101

Nebraska

Nebraska State Genealogical Society, c/o Keene Memorial Library, 1643 N. Nye, Fremont, NE 68025
Nebraska State Historical Society Library, P.O. Box 82554, Lincoln, NE 68501

Nevada

Nevada State Historical Society Library, 1650 N. Virginia, Reno, NV 89503
Northeastern Nevada Genealogical Society, P.O. Box 1903, Elko, NV 89801

New Hampshire

New Hampshire Historical Society Library, 30 Park Street, Concord, NH 03301
New Hampshire State Library, 20 Park Street, Concord, NH 03301

New Jersey

New Jersey State Archives, 185 West State Street, CN 307, Trenton, NJ 08625
New Jersey State Library, 185 West State Street, Trenton, NJ 08625

New Mexico

New Mexico Genealogical Society, 423 Central NE, Albuquerque, NM 87102
New Mexico State Library Commission, 325 Don Gasper, Santa Fe, NM 87503

New York

Buffalo and Erie County Public Library, Laffayette Square, Buffalo, NY 14203
Central New York Genealogical Society, P.O. Box 104, Covin Sta., Syracuse, NY 13205
The Brooklyn Historical Society, 128 Pierrepont St., Brooklyn, NY 11201
New York Genealogical and Biographical Society, 122-126 East 58th Street, New York, NY 10022
New York State Historical Association, P.O. Box 800, Cooperstown, NY 13326
New York State Library & Cultural Education Center, Albany, NY 12230

North Carolina

The North Carolina Genealogical Society, P.O. Box 1492, Raleigh, NC 27602
North Carolina State Library, 109 East Jones Street, Raleigh, NC 27611

North Dakota

State Historical Society of North Dakota, 612 East Blvd., Bismarck, ND 58505
State Library, Liberty Memorial Bldg., 604 East Blvd., Bismarck, ND 58505-0800

Ohio

Ohio Genealogical Society, 419 West Third Street, P.O. Box 2625, Mansfield, OH 44906
Ohio Historical Society Library, 1982 Velma Avenue, Columbus, OH 43211
Ohio State Library, c/o Genealogy Section, Rm. 308, 65 South Front Street, Columbus,
OH 43266-0334
Warren -Trumbull County Public Library, History & Genealogy Room, 444 Mahoning Ave. NW,
Warren, OH 44483
Western Reserve Historical Society, 10825 East Blvd., Cleveland, OH 44106

Oklahoma

Oklahoma Historical Society, Historical Bldg., Lincoln Blvd at NE 19th St., Oklahoma City,
OK 73105
Oklahoma State Library, 109 Capitol, Oklahoma City, OK 73105

Oregon

Oregon Genealogical Society, P.O. Box 10306, Eugene, OR 97440
Oregon State Library, State Library Building, Salem, OR 97310
Portland Library Association, 801 SW 10th Ave., Portland, OR 97205

Pennsylvania

Carnegie Library, Pennsylvania Room, 4400 Forbes Ave., Pittsburgh, PA 15213
Pennsylvania Genealogical Society, 1300 Locust Street, Philadelphia, PA 19107
Pennsylvania Historical and Museum Commission, Division of Archives and Manuscripts, Box 1026,
Harrisburg, PA 17108
Pennsylvania State Library, Walnut and Commonwealth Ave., Education Bldg., Harrisburg, PA 17126

Rhode Island

Rhode Island State Historical Society, 110 Benevolent St., Providence, RI 02906
Rhode Island State Library, 82 Smith, State House, Providence, RI 02903

South Carolina

South Carolina Historical Society, 100 Meeting Street, Charleston, SC 29401
South Carolina State Library, 1500 Senate Street, P.O. Box 11469, Columbia, SC 29211

South Dakota

State Historical Society Library, 900 Governors Dr., Pierre, SD 57501-2217
Tri-State Genealogical Society, 905 Fifth Avenue, Bell Fourche, SD 57717

Tennessee

Tennessee Genealogical Society, P.O. Box 11249, Memphis, TN 38111-1249
Tennessee State Library and Archives, 403 7th Avenue North, Nashville, TN 37219

Texas

Dallas Genealogical Society, P.O. Box 12648, Dallas, TX 75225
Texas State Genealogical Society, 2507 Tannehill, Houston, TX 77008
Texas State Historical Association, 21306 Richardson Hall, University Station, Austin, TX 78712
Texas State Library, Box 12927, Austin, TX 78711

Utah

Genealogical Society of the Church of Jesus Christ of Latter-day Saints, 35 North West Temple
Street, Salt Lake City, UT 84150
Utah Genealogical Association, P.O. Box 1144, Salt Lake City, UT 84110
Utah Historical Society Library, 300 South Rio Grande, Salt Lake City, UT 84101

Vermont

Genealogical Library, Bennington Museum, West Main St., Bennington, VT 05201
Vermont Historical Society, Pavilion Office Bldg., 109 State Street, Montpelier, VT 05602

Virginia

Virginia Historical Society, P.O. Box 7311, Richmond, VA 23211-0311
Virginia State Library, 11th at Capitol Square, Richmond, VA 23219

Washington

Seattle Genealogical Society, P.O. Box 1708, Seattle, WA 98111
Washington State Library, State Library Bldg., Olympia, WA 98504-0111

West Virginia

Division of Archives and History, Cultural Center, Charleston, WV 25305
West Virginia Historical Society, Cultural Center, Charleston, WV 25305

Wisconsin

Milwaukee Public Library, 814 West Wisconsin Ave., Milwaukee, WI 53233-2385
Wisconsin Genealogical Society, c/o Mrs. John Irvin, 2109 20th Ave., Monroe, WI 53566
Wisconsin State Library, 816 State St., Madison, WI 53706

Wyoming

Wyoming State Archives, Museum & Historical Dept., Barrett Bldg., Cheyenne, WY 82002
Wyoming State Library, Supreme Court & Libraries Bldg., Cheyenne, WY 82002



DS ORDINANCE INFORMATION

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

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

Special Date Codes

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

If your printer is capable of printing 132 characters across a page the Family Group Sheet will reflect these changes:

1. Ordinance data is now listed along the right hand side of the sheet.
2. Last names are printed in capital letters.
3. All dates are automatically formatted — Day/Month/Year — with the month abbreviated (10 Sep. 1988).
4. The submitter’s name, address, stake, and unit number are included at the bottom of the page.
5. Space is provided for entering information about proxies.

-
-
6. The relationship of the submitter to the husband or wife is listed at the very bottom left corner of the page.
 7. Source information for all items on the Family Group Sheet is printed on additional pages.



PRINTERS AND PLOTTERS

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

When You are Not Sure What Printer Setting to Use

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

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

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

2. If you can't find the printer your printer emulates and it is a dot matrix printer, try the following settings in the order listed:

- a) **Graphics Printer** under the manufacturer, **IBM**.
- b) **IBM Compatible** under the manufacturer, **IBM**.

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

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

Plain vanilla printer settings work with almost any printer. They use regular underscore and vertical dashed lines to draw boxes, rather than using graphics characters. Therefore, your output will appear as in Figure C-1.

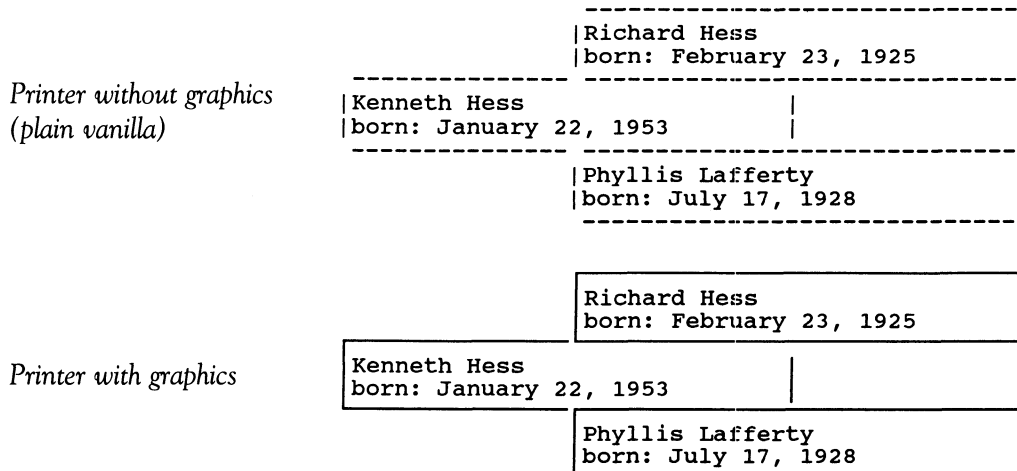


Figure C -1.

Setting Up a Large Format Plotter

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

If your plotter is not an HP plotter, select **Other HP-GL plotter**. When you make this selection, Family Tree Maker will ask you how many pens there are on your plotter. (See page 65 in Chapter 3 for information on using each pen.) Then follow the directions below for the model of HP plotter that your plotter emulates.

Paper Size

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

Configuring the Plotter

The methods for configuring the various plotters differ.

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

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

For the HP DraftPro, set the switches as follows:

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

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

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

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

In Family Tree Maker

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

Select a COM port
Baud Rate9600
ParityNone
Data bitsEight
Stop bitsOne

Special Printer Setup

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

Reverse paper orientation?

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

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

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

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

This is only possible on wide carriage printers.

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

Shorten print area on page?

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

Always reset printer?

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

Roman-8 character set?

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



COMMON QUESTIONS AND PROBLEMS

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

Text is Printing Out of the Boxes

This occurs when the printer is using a different character spacing than the printer setting you chose in Family Tree Maker. If your tree appears as shown in Figure D-1 below, try the following:

1. Sometimes other software can leave the printer in a state that Family Tree Maker can't override. Reset the printer (turn the power off, then on) and try printing again.
2. If the text still prints out of boxes, check the character spacing your printer uses to make sure it matches the character spacing of the printer setting selected in **Program Setup**. From the Command Menu select **File**, then select **Change program setup** to check your printer setting. Then follow the steps in "When You are Not Sure What Printer Setting to Use" on page 123 in Appendix C to select the correct printer setting for your printer.

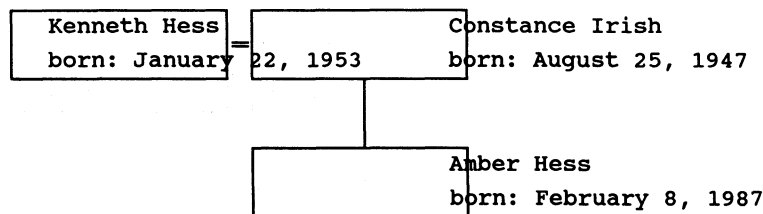


Figure D-1. Text printing out of boxes

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

This symptom indicates that the paper size specified in **Program Setup** is wider than the maximum width that the printer can handle. For example, if you have a narrow carriage printer and you select a paper size of 14x11 inches, the tree will wrap. In some cases, this problem also appears to cause extra vertical spaces between lines of the tree (see Figure D-2).

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

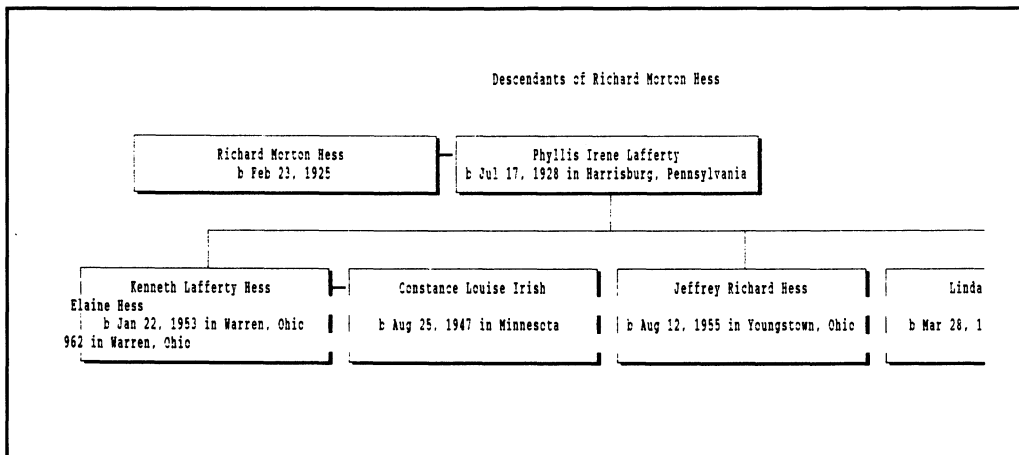


Figure D-2. Tree wrapping

Garbage Characters are Printing on the Tree

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

1. Make sure to select the correct printer type in **Program Setup**. From the Command Menu, select **File**, then select **Change program setup** to check which setting you have chosen and to change it if necessary. (See page 60 in Chapter 3 for help in using the Command Menu.)
2. If you are using a printer that has several printer emulations, make sure you select the same setting in **Program Setup** as you have selected on the printer itself.

Refer to the section “When You are Not Sure What Printer Setting to Use” on page 123 in Appendix C for more information on how to set up your printer.

3. If your printer is connected to a serial port (COM1, COM2, etc.), make sure you specify the same baud rate, parity, data bits, and stop bits in **Program Setup** that your printer uses. (See “**Installing the Printer – Step 3 of 3**” on page 17 in Chapter 1 for more information.)
4. Make sure you do not have a bad cable. Your printer may work correctly with software programs that do not print graphics, (like a word processor), but not with Family Tree Maker. This is because your cable may have a bad pin in it that is only used for sending graphics characters. Try using another cable.

Error Messages

“Out of memory. Cannot hold more information.”

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

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

“Your printer or plotter is not responding.”

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

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



HOW TO SAVE SELECTED DESCENDANTS AND JOIN CARD FILES

This appendix describes how to use two special features in Family Tree Maker. Both of these features allow you to manipulate the information in your card files.

SAVE SELECTED DESCENDANTS

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 69 for more details).

JOIN 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 (see Figure E-4 on page 137):

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 E-1). And the second card file, LINCOLNB.FTM, contains just the information on Thomas & Nancy's Family Card (Abraham's parents). See Figure E-2 on page 134.

Note: Figures E-1 and E-2 are descendant trees showing the information from the Family Cards displayed in Figure 2-3 on page 26 and Figure 2-5 on page 31.

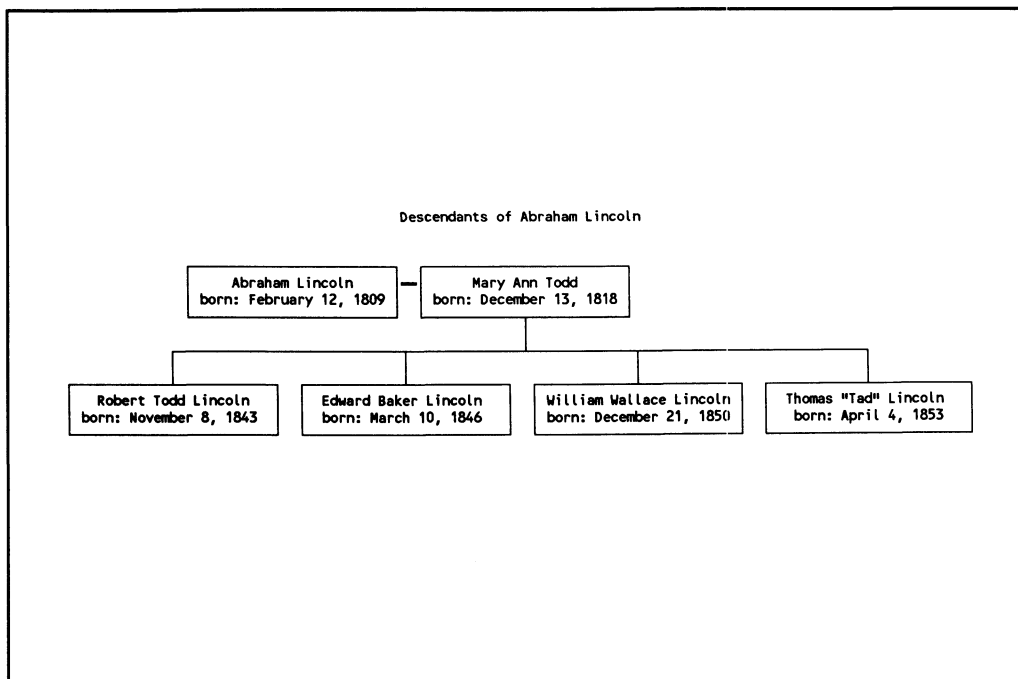


Figure E-1. Contents of the LINCOLNA.FTM card file

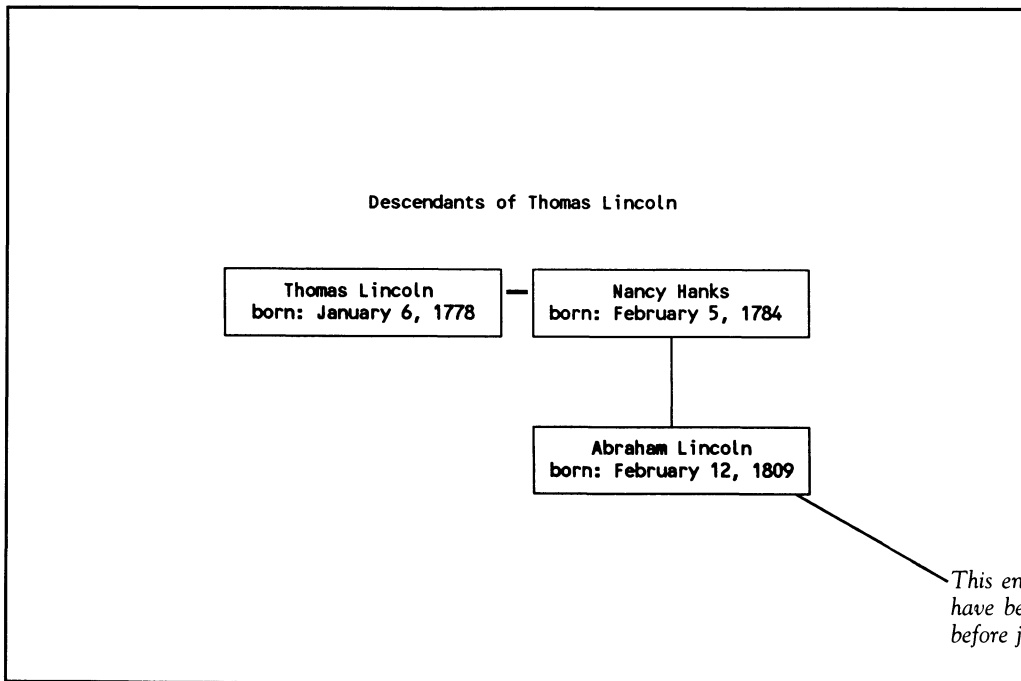


Figure E-2. Contents of the LINCOLNB.FTM card file

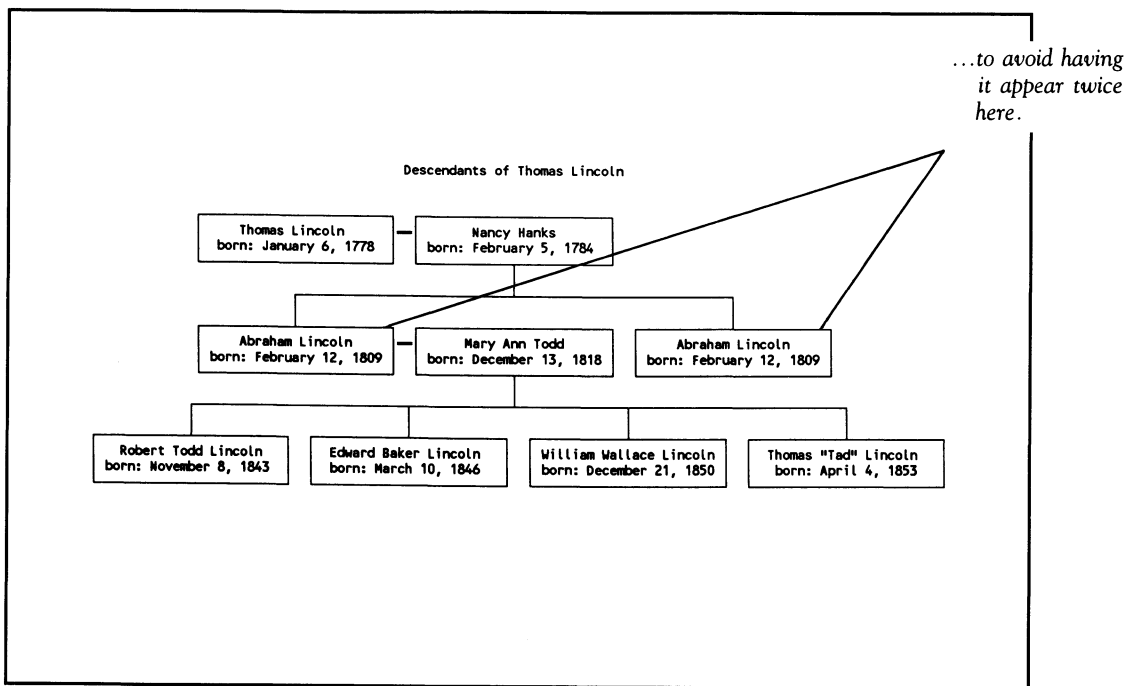


Figure E-3. Oops! Abraham appears twice in the combined card file

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). See Figure E-4 on page 137.

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 (see Figure E-3). 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 58 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.

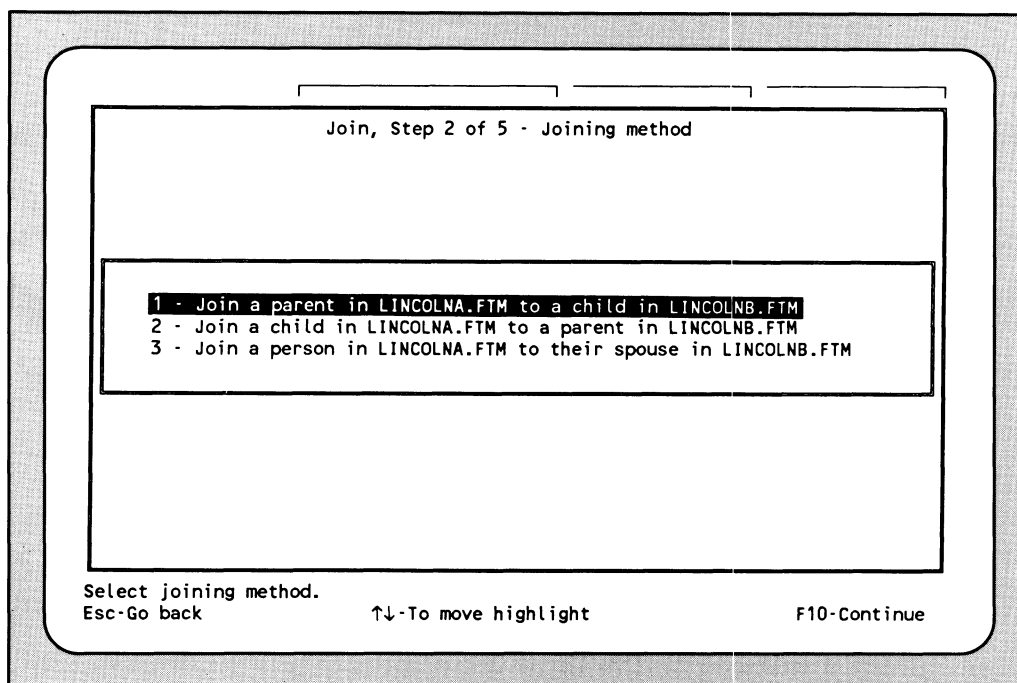


Figure E-4. Join, Step 2 of 5 - Joining method screen

1. Use and to highlight the method you would like to use to join the two card files.
2. Press 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 (see choice 3 in Figure E-4). 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 138 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 133 in this appendix 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 to display the Family Card of the joined individuals.

You are now working on the new combined card file.

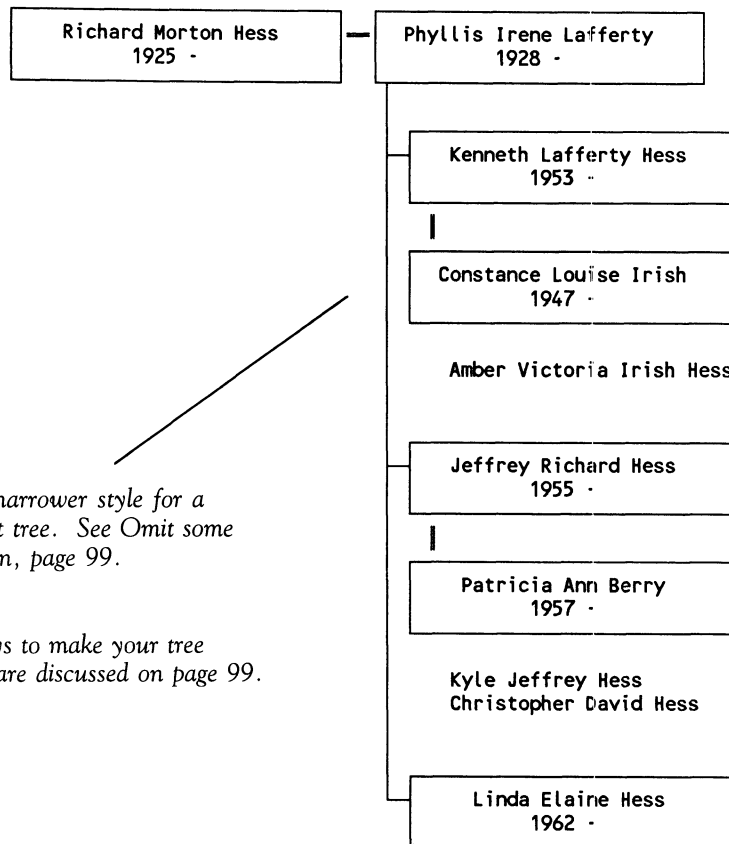
Note: We strongly recommend that you immediately save this new combined card file with a different card file name than either of the original card files.



ICTURE INDEX

Look here if you know what you want, but don't know what to call it.

Descendants of Richard Morton Hess



A taller, narrower style for a descendant tree. See Omit some information, page 99.

Other ways to make your tree narrower are discussed on page 99.

Ancestors of Lavina Riggle

RIGGLE, John
b UNKNOWN
m BEFORE 1828
d UNKNOWN

When you select to print the name you can choose to have Family Tree Maker print it in all caps and/or last name first. See pages 82 and 96.

RIGGLE, Lavina
b 20 Mar 1828 in Pennsylvania
m 29 Nov 1849
d UNKNOWN in Armstrong Co., PA

Change date format to day-month-year. See page 62.

SHUTLER, Sarah
b UNKNOWN
Number of children: 1
d UNKNOWN

Unknown date of death distinguishes from people not yet dead. See page 47.

Ancestors of Kenneth L. Hess

b
source:
hs grad:

To print empty branches, see page 83.

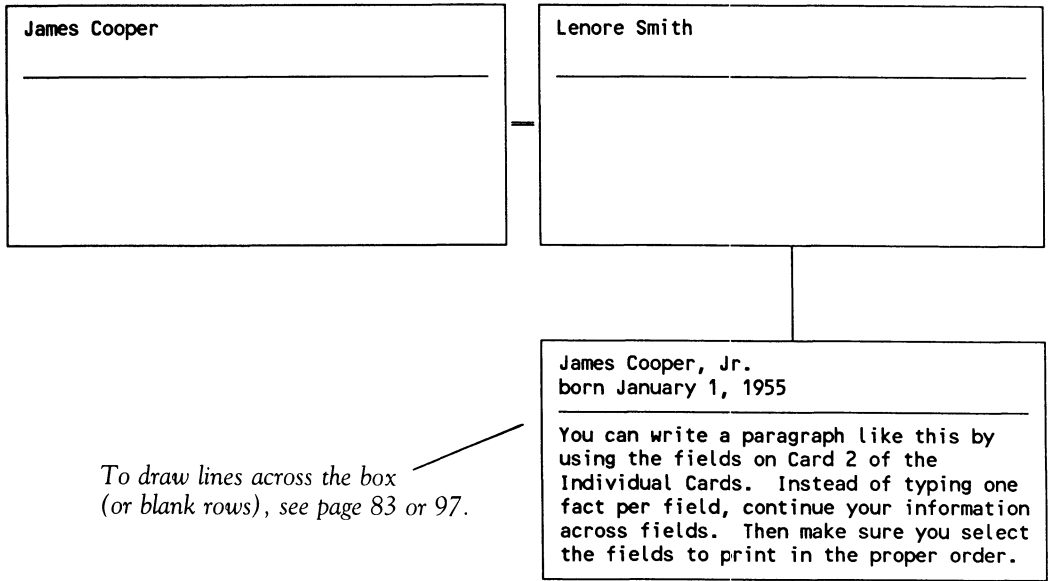
Kenneth L. Hess
b Jan 22, 1953
source: Birth certificate
hs grad: June 1971

To record sources for your information, see page 49.

b
source:
hs grad:

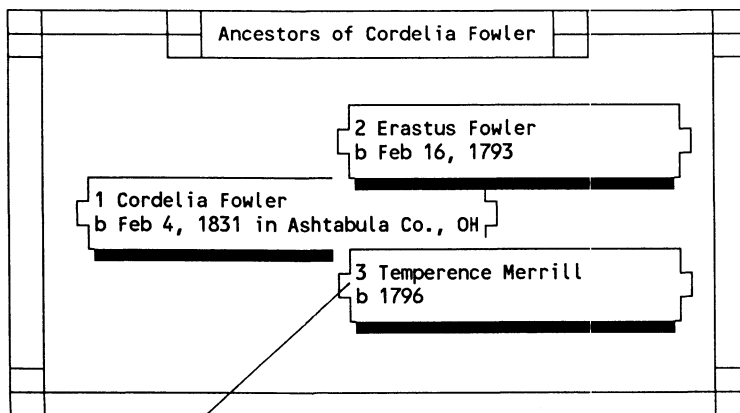
To change "Event" field labels, see page 62.

Descendants of James Cooper



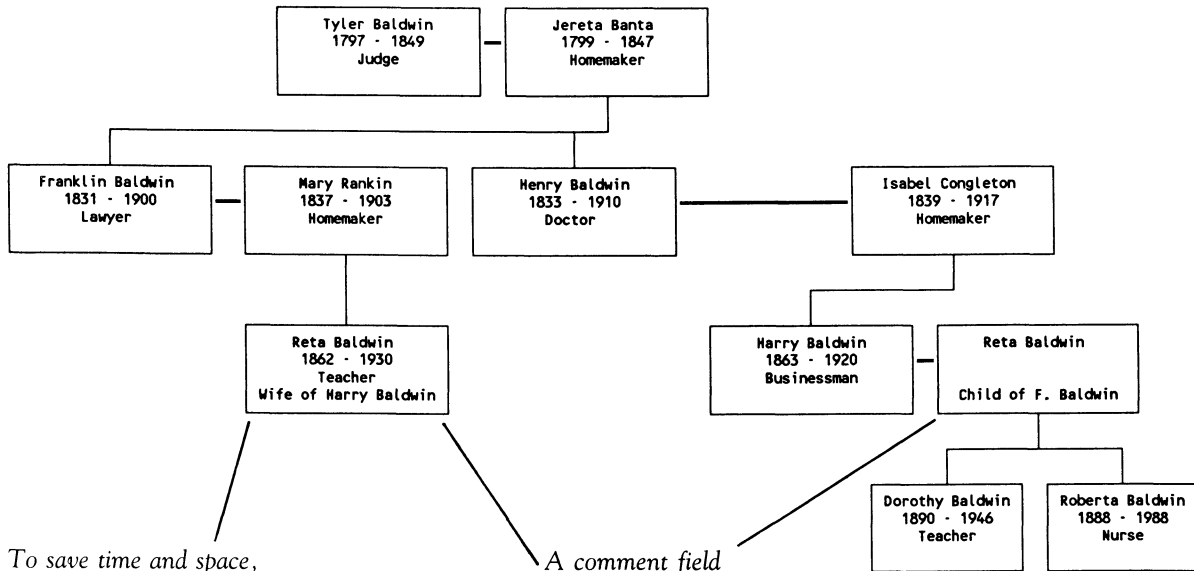
To draw lines across the box
(or blank rows), see page 83 or 97.

To print a paragraph of
information, see page 52.



Standard (Ahnentafel) numbers,
see page 83.

Descendants of Tyler Sewell Baldwin



To save time and space,
Reta's detailed information
is entered only once, on
her Family Card of birth.
See page 56.

A comment field
was used to reference
the double entry. See
pages 52 and 56.

Reta Baldwin appears on this tree twice because of a marriage
between cousins. To accomplish this, her information was entered
twice. See page 56.



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Shipping & Handling			\$ 2.00
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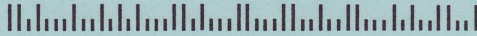
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Simply enter information about parents, children, and marriages into the family card screen. It's just like filling out a note card.

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Your family trees are rewarding and enlightening no matter what information you include. As you collect information you'll talk to people you haven't contacted in years. And, what a great way to pass your findings on to future generations.

FEATURES

- ✿ Ancestor trees up to 10 generations (prints on multiple pages if necessary)
- ✿ Descendant trees up to 99 generations (prints on multiple pages if necessary, automatically prints sideways if you have a dot matrix printer)
- ✿ Each box in an ancestor or descendant tree can contain up to 20 lines of information you choose
- ✿ Photo trees up to 3 generations (user must supply and attach the photos)
- ✿ Prints a list of all individuals or a family group sheet that summarizes information about an individual and their immediate family
- ✿ Capacity to record information for hundreds of relatives (depends on memory available)
- ✿ Each individual can have up to 99 spouses and 99 children
- ✿ Instruction manual includes tips and sources to help you research your family

SYSTEM REQUIREMENTS

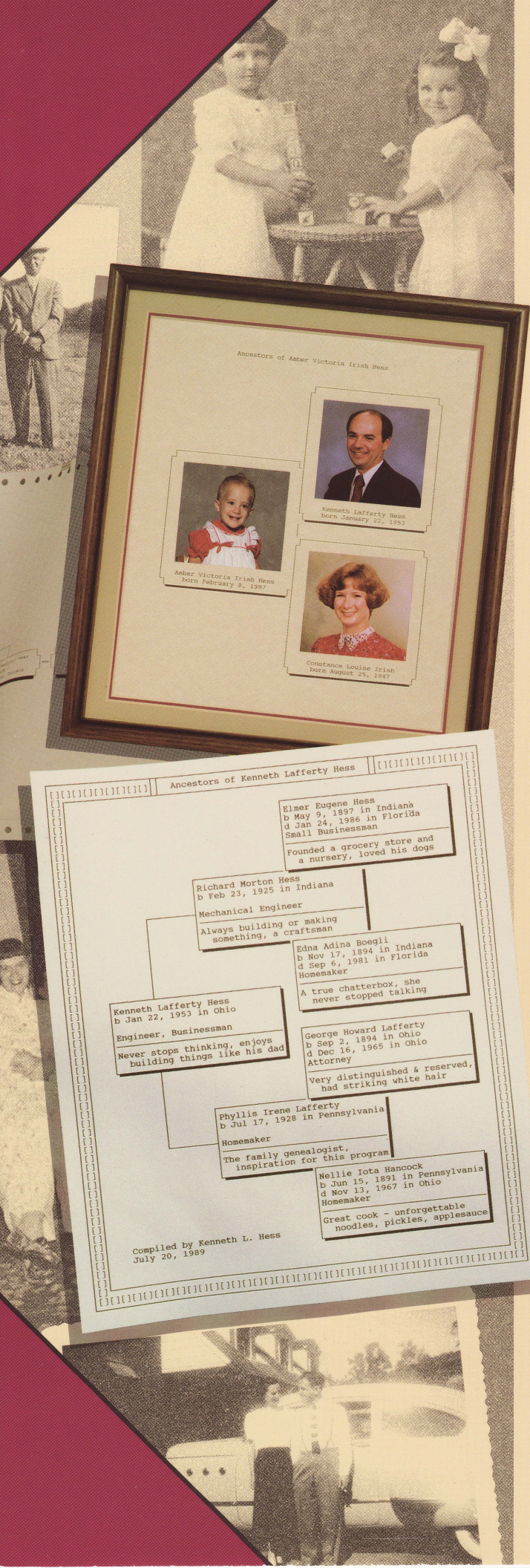
- IBM PC, XT, AT, PS/2, or 100% compatible
- Minimum of 384Kb of memory, 512Kb recommended
- 80 column display: monochrome, color (CGA), EGA, VGA, or Hercules
- DOS version 2.0 or higher
- Use any printer or an HP compatible plotter
- Two diskette drives or one diskette drive and one hard disk



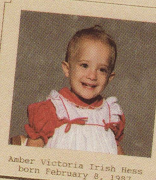
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Note: The trees in the photograph were printed on an HP DeskJet, HP LaserJet, and NEC P6 printer. Frame is not included. Ancestor photographs must be supplied and attached by the user.

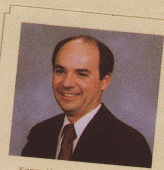
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Ancestors of Amber Victoria Irish Hess



Amber Victoria Irish Hess
born February 8, 1987



Kenneth Lafferty Hess
born January 22, 1953



Constance Louise Irish
born August 25, 1947

Ancestors of Kenneth Lafferty Hess

Elmer Eugene Hess
b May 9, 1897 in Indiana
d Jan 24, 1986 in Florida
Small Businessman
Founded a grocery store and
a nursery, loved his dogs

Richard Morton Hess
b Feb 23, 1925 in Indiana
Mechanical Engineer
Always building or making
something, a craftsman

Edna Adina Boegli
b Nov 17, 1894 in Indiana
d Sep 6, 1981 in Florida
Homemaker
A true chatterbox, she
never stopped talking

Kenneth Lafferty Hess
b Jan 22, 1953 in Ohio
Engineer, Businessman
Never stops thinking, enjoys
building things like his dad

George Howard Lafferty
b Sep 2, 1894 in Ohio
d Dec 16, 1965 in Ohio
Attorney
Very distinguished & reserved,
had striking white hair

Phyllis Irene Lafferty
b Jul 17, 1928 in Pennsylvania
Homemaker
The family genealogist,
inspiration for this program

Nellie Iota Hancock
b Jun 15, 1891 in Pennsylvania
d Nov 13, 1967 in Ohio
Homemaker
Great cook - unforgettable
noodles, pickles, applesauce

Compiled by Kenneth L. Hess
July 20, 1989