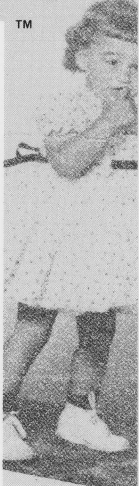


Version 2.0



Family Tree maker



The logo for 'Family Tree maker' is enclosed in a decorative rectangular frame with a double-line border. The words 'Family Tree' are written in a large, black, serif font, with 'Family' and 'Tree' on the same line. Below them, the word 'maker' is written in a smaller, black, cursive script font. A small 'TM' trademark symbol is located at the bottom right corner of the frame.

Family Tree
maker™

USER'S TUTORIAL AND REFERENCE MANUAL

Banner Blue Software Incorporated
Fremont, California

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Fourth Edition (September 1991)

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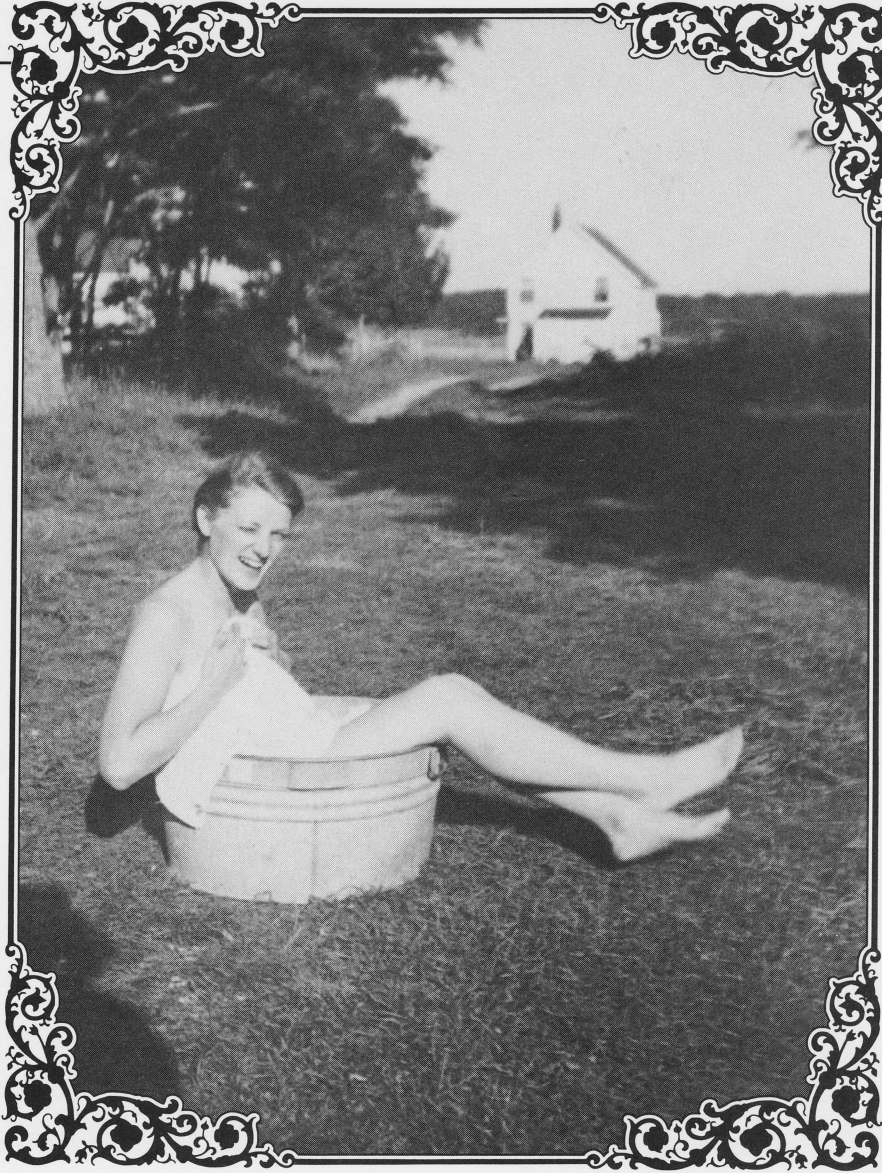
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INTRODUCTION



The maternal grandmother of Dan Handalian, one of this manual's writers, was quite a card in her younger years. Here she is playfully posing in an old clamming bucket during the summer of 1938, in Wareham, Massachusetts. A year later she was married, and to this day remains youthful, spirited, and lots of fun.



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.

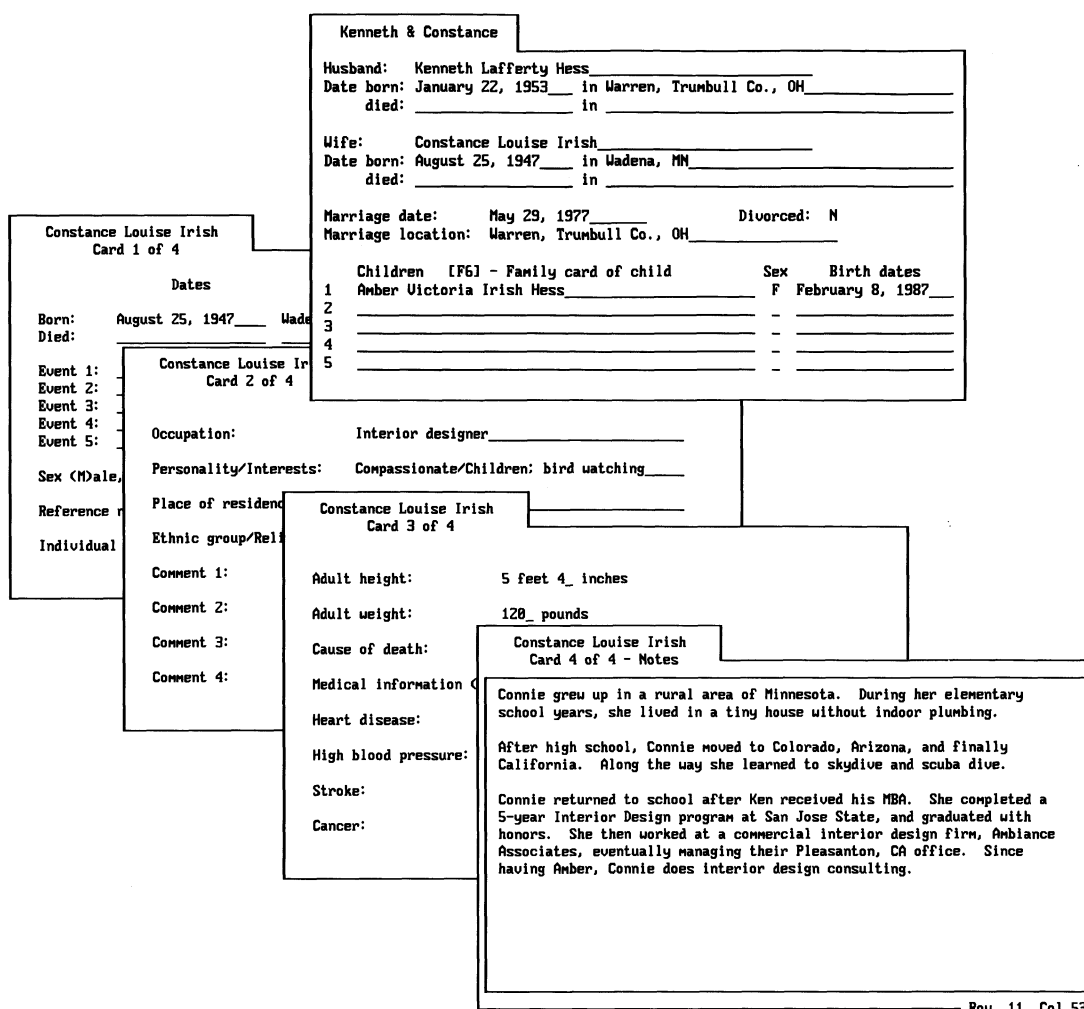


Figure I-1. Family and Individual Cards

FOUR KINDS OF TREES

Family Tree Maker assembles the information you provide into family trees. You can print any of four basic styles of tree: ancestor, photo, descendant, and direct 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.

Direct descendant trees are similar to descendant trees, but they’re much smaller. They start with a relative in the distant past and show the line of descent to a relative in a later generation. Siblings can be shown, but sibling’s spouses, cousins, and others who aren’t direct descendants cannot.

CREATE YOUR OWN STYLE

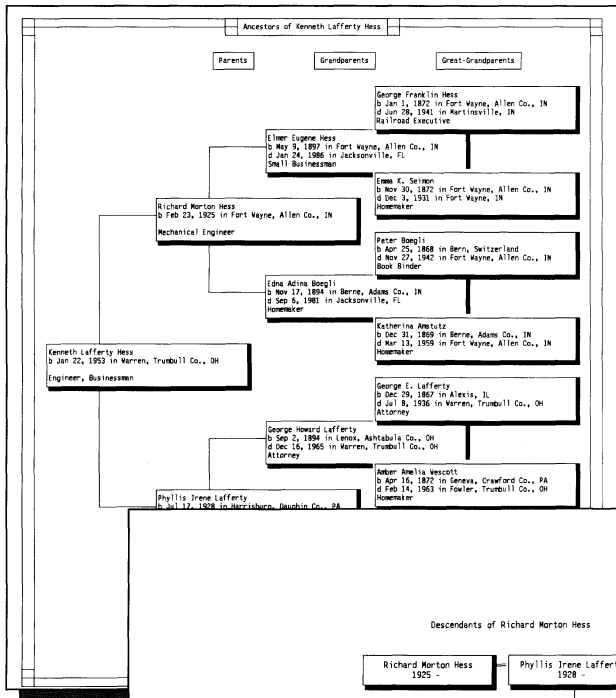
Family Tree Maker places customized information about each individual in a box whose design you control. Then Family Tree Maker precisely draws lines between the boxes to show your family relationships. You can print as many different family trees as you like from the family information you enter just once.

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

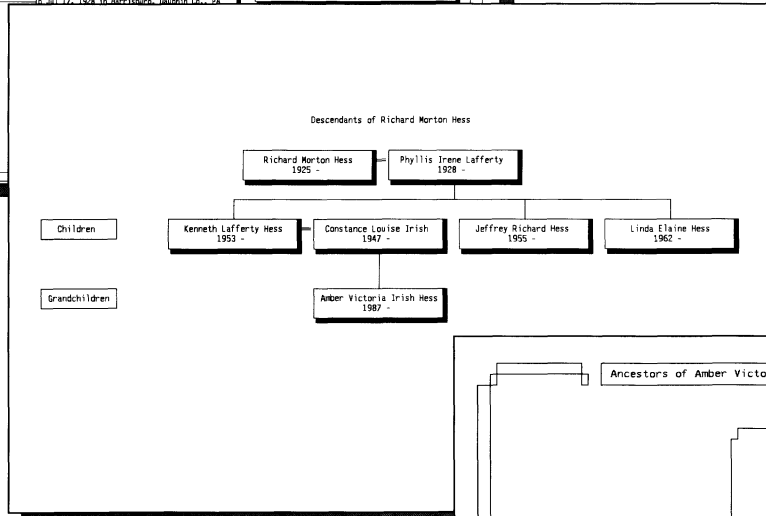
Extend the research on your family to include military service, occupation — even personal characteristics like height, weight, and personality. Or, track high blood pressure, heart problems, and other diseases that might be genetically related. Family Tree Maker can store this information, then print it in your trees.

Perhaps the most exciting information Family Tree Maker can store is free-form notes about a person. You can enter up to 5 printed pages about each individual. It’s nice to know the names and dates, but stories, habits, jokes, and favorite recipes really give you an idea of what your relatives were like in real life. 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 print empty trees for you to fill out manually when you don’t have your computer handy. And it can even print calendars of birthdays and anniversaries so you’ll always know when to call or send cards to family members.



Ancestor trees show a particular person's ancestors



Descendant trees and direct descendant trees show a person's descendants

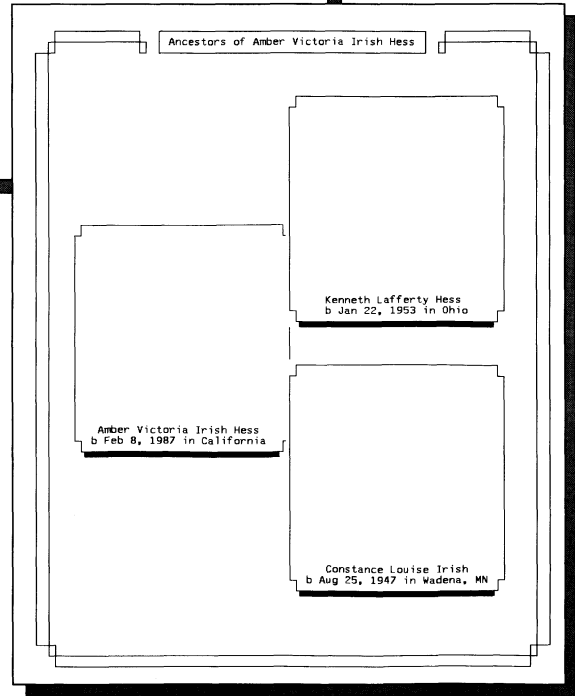


Photo trees show pictures of a person's ancestors (you supply the pictures)

Figure I-2. Types of family trees

Name:	Date born:
Amsden, Samuel C.	June 23, 1822
Amsden, Theresa Jerusa	December 3, 1845
Amstutz, Christian	1802
Amstutz, Katherine	December 31, 1869
Boegli, Edna Adina	November 17, 1894
Boegli, Jakob	June 6, 1865
Boegli, Peter	April 25, 1868
Boegli, Wilbur James	December 12, 1891
Cynthia	1786
Emer, Mary	April 23, 1794
Fowler, Clarissa	UNKNOWN
Fowler, Cynthia	UNKNOWN
Fowler, Erastus	February 16, 1793
Hancock, Henry	1823
Hancock, John	October 11, 1814
Hancock, Nellie Iota	June 15, 1891
Hancock, Percy Deering	May 30, 1884
Hancock, Susannah	1812
Hess, Amber Victoria Irish	February 8, 1987
Hess, Bertha E.	February 12, 1879
Hess, Edna Belle	January 24, 1909
Hess, Elmer Eugene	May 9, 1897
Hess, Franklin Edward	July 14, 1906
Hess, George Franklin	May 13, 1939
Hess, Kenneth Lafferty	January 22, 1953
Hess, Paul Edmund	May 15, 1905
Hess, Philipp Franz	May 30, 1820
Lafferty, George Howard	September 2, 1894
Lafferty, Hiram Hutchins	September 25, 1830
Lafferty, Isabel R.	February 27, 1829
Lafferty, William	ABOUT 1751
MacMichael, Mary	ABOUT 1812
MacMichael, William	March 29, 1808
Merrill, Temperence	1796
Neuenschwander, Elizabeth	
Riggle, John	August 21, 1793
Riggle, Lavina	March 26, 1828
Riggle, Sarah	
Seimon, Lewis J.	
Seimon, Paul	
Shaulis, Susanna	
Sprunger, Barbara	
Sprunger, Catharina	
Sprunger, Margreth	
Unknown	
Unknown	
Unknown	
Werner, Verollina	
Zimmerman, Phillip	
Zimmerman, Rosanna	

Print a list of all your relatives...

...or details about a particular family...

Husbands Richard Horton Hess			
Born:	February 23, 1925	Places Fort Wayne, Allen Co., IN	Event 36
Married:	December 9, 1951	Places Warren, Trumbull Co., OH	Event 41
Died:		Places Warren, Trumbull Co., OH	Event 61
Event 31:		Places Warren, Trumbull Co., OH	Event 61
Father:	Elmer Eugene Hess		
Mother:	Edna Adina Boegli		
Other Wives:			
Wife: Phyllis Irene Lafferty			
Born:	July 17, 1928	Places Harrisburg, Dauphin Co., PA	Event 31
Died:		Places Warren, Trumbull Co., OH	Event 41
Event 31:		Places Warren, Trumbull Co., OH	Event 51
Father:	George Howard Lafferty		
Mother:	Nellie Iota Hancock		
Other Husbands:			
See Children List each child (living or dead) in order of birth			
1. Name: Kenneth Lafferty Hess			
Born:	January 22, 1953	Places Warren, Trumbull Co., OH	Event 31
Married:	May 29, 1977	Places Warren, Trumbull Co., OH	Event 51
Died:		Places Warren, Trumbull Co., OH	Event 51
2. Name: Jeffrey Richard Hess			
Born:	August 12, 1955	Places Warren, Trumbull Co., OH	Event 31
Married:	October 29, 1980	Places West Lafayette, OH	Event 41
Died:		Places Warren, Trumbull Co., OH	Event 51
3. Name: Linda Elaine Hess			
Born:	March 28, 1940	Places Warren, Trumbull Co., OH	Event 31
Married:		Places Warren, Trumbull Co., OH	Event 41
Died:		Places Warren, Trumbull Co., OH	Event 41
4. Name: [Blank]			
Born:		Places Warren, Trumbull Co., OH	Event 31
Married:		Places Warren, Trumbull Co., OH	Event 41
Died:		Places Warren, Trumbull Co., OH	Event 41
5. Name: [Blank]			
Born:		Places Warren, Trumbull Co., OH	Event 31
Married:		Places Warren, Trumbull Co., OH	Event 41
Died:		Places Warren, Trumbull Co., OH	Event 41
6. Name: [Blank]			
Born:		Places Warren, Trumbull Co., OH	Event 31
Married:		Places Warren, Trumbull Co., OH	Event 41
Died:		Places Warren, Trumbull Co., OH	Event 41
7. Name: [Blank]			
Born:		Places Warren, Trumbull Co., OH	Event 31
Married:		Places Warren, Trumbull Co., OH	Event 41
Died:		Places Warren, Trumbull Co., OH	Event 41
8. Name: [Blank]			
Born:		Places Warren, Trumbull Co., OH	Event 31
Married:		Places Warren, Trumbull Co., OH	Event 41
Died:		Places Warren, Trumbull Co., OH	Event 41
Prepared by: Phyllis I. Hess, 2781 South Mt. St, Wellisley, OH Phone: 216-345-XXXX			

January 1991 Birthdays and Anniversaries						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 John P. Lafferty 52	2 Abraham Boegli 21	3	4	5 Hedra Elena Amstutz 70 Howard Lowell Boegli 53
6 George Richard Hess 83 Benjamin Franklin Shaulis 41	7	8 Pamela & William Herbert Friend 19	9 Thomas Amsden 30 Elizabeth & Jakob Sprunger 27	10	11	12
13	14	15	16	17 Nancy Amsden 19	18 Nelson Lafferty 32 Dingus Neese 59	19
20	21	22 Kenneth Lafferty Hess 38	23 Michael Amstutz 21	24 Edna Belle Hess 82	25	26
27	28	29	30 Betty & Carlisa Burdett Hess 48	31		

...or a calendar of their birthdays and anniversaries

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

SYSTEM REQUIREMENTS

Family Tree Maker requires a minimum of 512Kb of RAM (memory) and either two floppy disk drives or a hard disk. 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 1200 names into each card file.

If you want to see how much RAM is available to Family Tree Maker, press **[Alt] + [F1]** from any Family Card to display the Card File Status screen. It 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 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 four different kinds of trees so that they print exactly the way you want them to. Then it describes how to print summaries of family information in a list format. Finally, it shows how to print a calendar of birthdays and anniversaries.

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.

Appendix F, "Using a Mouse," explains how to use a mouse with Family Tree Maker.

Appendix G, "Fixing Files With Duplicates Of The Same Person," describes how you can remove duplicate entries of the same person that may have been created if you were using a previous version of Family Tree Maker.

Appendix H, "Time-Saving Tips," gives a handy list of short-cuts and time-savers that you can use in Family Tree Maker.

Appendix I, "Accessories," tells you about several accessories you can use with Family Tree Maker that are available from Banner Blue. This includes a Data Exchange Utility, a Laser Printer Fonts Diskette, and a Family Tree Maker Parchment Paper Pack.

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.
- The Banner Blue Product Upgrade Plan.

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 Technical Support. The hours are Monday through Friday, 8:00 AM to 5:00 PM, Pacific time. Our number is:

510-794-6850 (ask for Technical Support)

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

The Customer Assistance 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 on how we can improve Family Tree Maker. Our address is:

Banner Blue
Technical Support
P.O. Box 7865
Fremont, CA 94537

510-794-6850 Phone
510-794-9152 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.



INSTALLATION AND PROGRAM SETUP

This chapter tells you how to set up and start Family Tree Maker on your computer and how to make it work correctly with your printer. Any time you'll have to type something into your computer, the letters are shown in **bold like this**.

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. Place a write protect tab on the original Family Tree Maker diskette (on 3.5" diskettes, push the black tab up).
2. 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.

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

Note: If you are installing from a diskette drive other than drive A, do not use the instructions above. To install from drive B, type **B:HD B** and press Enter . (You can substitute another letter for B if you're using a different drive.)

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

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

1. Make sure the DOS prompt for your hard disk (normally C>) is on your screen.
2. If you installed Family Tree Maker into a subdirectory, make this subdirectory the current directory.
3. Type **FTM** and press Enter . After several seconds you see the Family Tree Maker title screen (see Figure 1-1 on page 14).

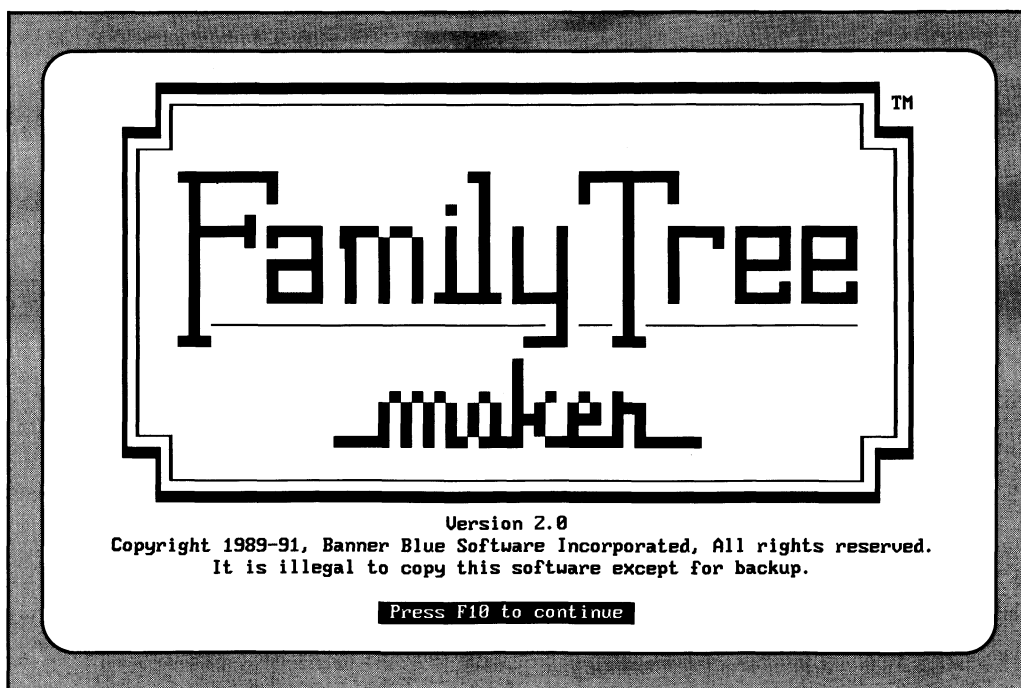


Figure 1-1. Family Tree Maker title screen

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

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

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

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

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

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

1. Place a write protect tab on the original Family Tree Maker diskette (on 3.5" diskettes, push the black tab up).
2. Insert the Family Tree Maker program diskette in drive A.

-
-
3. Insert a blank, formatted, double-sided diskette in drive B.
 4. From the DOS A> prompt, type **BU** and press Enter . This command will copy files from the diskette in drive A to the diskette in drive B.

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

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

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

Note: Before starting Family Tree Maker on a two-diskette drive system, be sure you have a blank, formatted diskette available for saving card files. While using Family Tree Maker, do not take the program disk out of your floppy drive unless instructed to do so.

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

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

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

PROGRAM SETUP

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

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

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

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.

Installing the Printer – Step 2 of 3

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

Not all models are listed. If your printer is made by the manufacturer you have chosen, but the model is not listed, select the closest description. For example, if your printer is an Epson LQ1010, you will not see the specific model number, but there is a choice called **LQ Series**. Since your model number has LQ in it, you should choose this one.

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

Another choice you may have is called a "draft" setting. An example is the choice called **EX, FX, JX, LX Series – Draft** under the manufacturer **Epson**. This setting prints much more quickly than the other Epson settings, but the output is much less attractive. See "Draft Printing" on page 143 for more details.

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

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

Installing the Printer – Step 3 of 3

Your printer attaches to your computer via a cable connected to an outlet on the back of your computer. This outlet is called a "port." In this step you tell Family Tree Maker which port the cable is connected to.

Use or until your choice is highlighted, then press .

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

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

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

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 5.**”

Preferences – Step 1 of 5

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

As you enter family information into Family Tree Maker, it creates a card file that you then save in a location on a diskette or hard disk (see pages 21 and 85 for more information on saving files).

For a hard disk system: you probably save your card files to the hard disk, in the same place as the program. If this is the case, leave this line blank. Then press . If you want to save your card files to a different location on your hard disk, specify the complete drive and path on this line. Never type the file name here.

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 . Never type the file name here.

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

Preferences – Step 2 of 5

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

Use or until your choice is highlighted, then press .

Family Tree Maker now displays “**Preferences – Step 3 of 5.**”

Preferences – Step 3 of 5

Step 3 is to select whether you want to use the LDS (Church of Jesus Christ of Latter-day Saints) format for your Family Group Sheets (see page 163 for more information on LDS Ordinance Information). Unless you intend to use the Family Group Sheet to submit names for temple ordinance work, you should choose **No**.

Use or until your choice is highlighted, then press .

Family Tree Maker now displays “**Preferences – Step 4 of 5.**”

Note to Users Without a Mouse: The following two options are for setting up a mouse. If you aren’t using a mouse, press twice and skip ahead to “Where To Go From Here,” page 20.

Preferences – Step 4 of 5

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

Use or until your choice is highlighted, then press .

The secondary mouse button, or the button you did not select above, will display the Command Menu – no matter what your mouse cursor is pointing at. Use it just like you would use .

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

Preferences – Step 5 of 5

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

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

Use or until your choice is highlighted, then press .

Note: See Appendix F for instructions on using your mouse with Family Tree Maker.

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

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 **F – File**, then **P – Change program setup** (see page 87 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 **F10**, press **F9**, then press **Q** twice.

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

A Brief Note About Saving Your Information

When you enter information into Family Tree Maker, you will be filling out electronic “cards” about each person and family. When you save these cards on your diskette or hard disk, you will save them in what’s called a “card file.” You will have many cards for different people and families, but you should only have **one** card file. The only exceptions are:

- If you’re starting a new card file for someone who’s completely unrelated to you, such as your neighbor, *or*
- If you have more than 1200 names to enter.

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

To use only one card file, follow these guidelines:

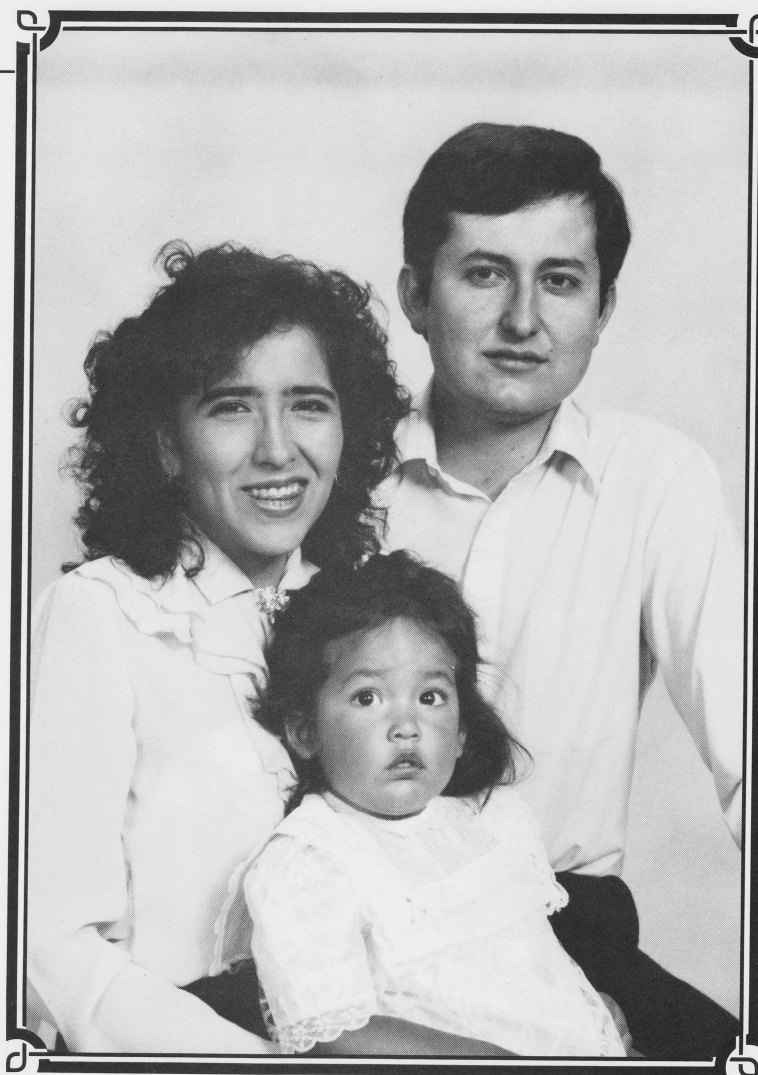
1. When you first start Family Tree Maker, a message appears asking, “Do you want to create a new card file or get an existing one?”

Always choose “Get existing.” Even if you’re adding new names, think of this process as adding new recipes to your existing file. The only time you won’t choose “Get existing” is the very first time you start Family Tree Maker. Every time after this first time, choose “Get existing.”

2. When you save your card file, do not give it a different name. Always choose the name that’s highlighted – the same name you used in “Get existing.”

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 enter a brief story about Abraham using free-form text. Finally, you'll print an ancestor tree, one of the four types of trees you can create with Family Tree Maker. This should take about an hour, so feel free to take a break between sections.

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 26).

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 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-Individ'l cards F3-Other spouses F7-Find individ'l 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 the following steps just to learn how to create a new family tree using Command Menu choices. When you create 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.

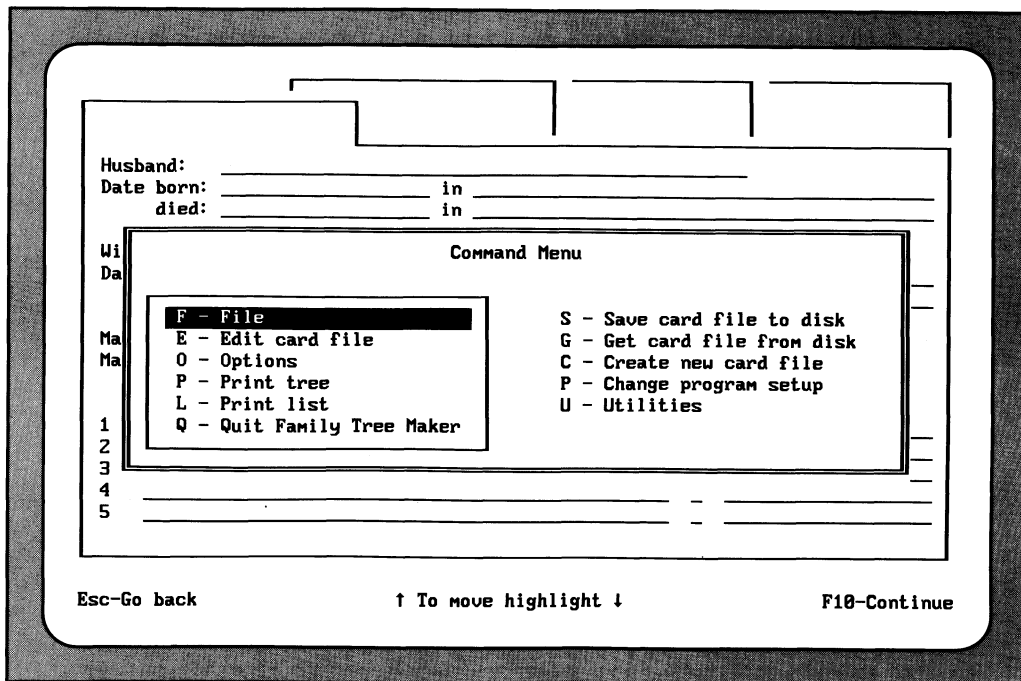


Figure 2-2. Command Menu with File highlighted

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 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, District of Columbia			
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	Eduard Baker Lincoln	M	March 10, 1846
3	William Wallace Lincoln	M	December 21, 1850
4	Thomas "Tad" Lincoln	M	April 4, 1853
5	Robert Todd Lincoln	M	November 8, 1943
More children ↓			
F9-Menu PgDn-Individ'l cards F3-Other spouses F7-Find individ'l 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  and  arrow keys 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.

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, District of Columbia** 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 Enter 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 28.

If any of the information is different, go back and change it. Use Enter , Tab ,  + Tab ,  and  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 53 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 27).

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 32). A window is a boxed area on the screen that is used for a special purpose, such as saving card files.

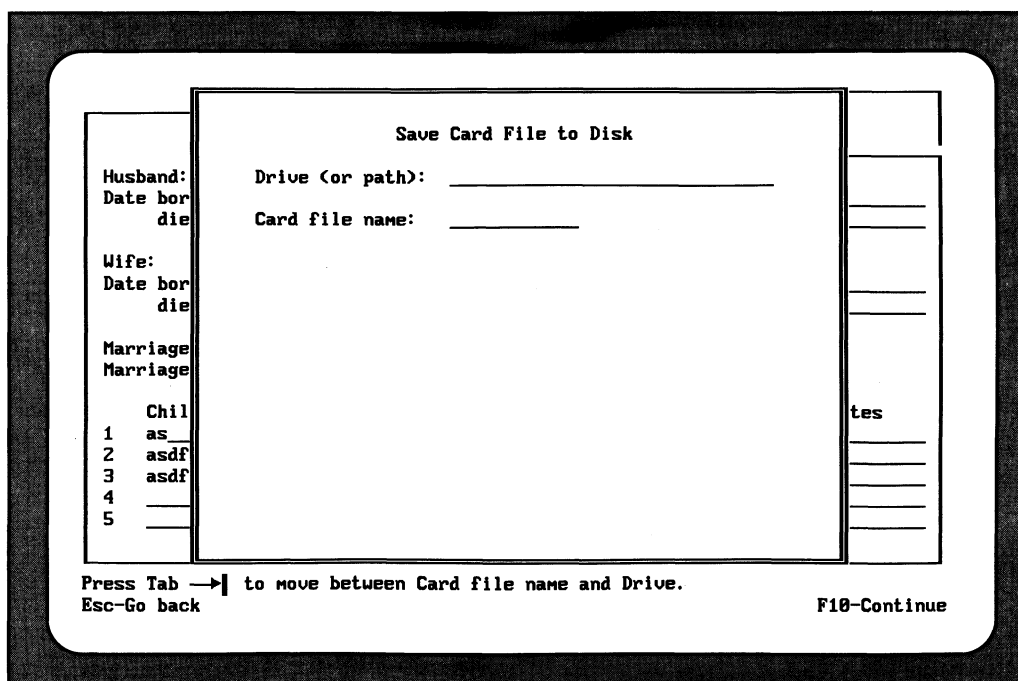


Figure 2-4. Save Card File to Disk window

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.FTM card file. Later in this tutorial we'll save more cards in this same 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: <u>Thomas Lincoln</u>				
Date born: <u>January 6, 1778</u> in <u>Rockingham County, Virginia</u>				
died: _____ in _____				
Wife: <u>Nancy Hanks</u>				
Date born: <u>February 5, 1784</u> in <u>Campbell County, Virginia</u>				
died: <u>October 5, 1818</u> in <u>Spencer County, Indiana</u>				
Marriage date: <u>June 12, 1806</u>		Divorced: <u>N</u>		
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-Individ'l cards F3-Other spouses F7-Find individ'l 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 33.

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 up to 99 spouses for each individual 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-Individ'l cards F3-Other spouses F7-Find individ'l F1-Help

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

Husband: Abraham Lincoln
Date born: _____
died: _____

Wife: _____
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	_____	-	_____

Highlight your choice and press Enter to display a different family card.
Esc-Go back ↑ Scroll spouses ↓ F10-Continue

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. See Figure 2-8, below.

Husband: Abraham Lincoln F3-Other spouses

Date born: _____
 died: _____

Wife: _____
 Date born: _____
 died: _____

Marriage d: _____
 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 ↓ F10-Continue

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.

To enter information about Lincoln’s maternal grandparents, first display the Family Card of his mother, Nancy Hanks. This is because Lincoln’s grandparents are not already entered, and Nancy is the closest relative who is entered.

To find Nancy’s Family Card, 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.

Index of Names	
Name:	Date born:
Hanks, Nancy	February 5, 1784
Herring, Bathsheba	
Lincoln, Abraham	
Lincoln, Abraham	February 12, 1809
Lincoln, Edward Baker	March 10, 1846
Lincoln, Robert Todd	November 8, 1843
Lincoln, Thomas	January 6, 1778
Lincoln, Thomas "Tad"	April 4, 1853
Lincoln, William Wallace	December 21, 1850
Shipley, Mary	
Todd, Mary Ann	December 13, 1818

Nancy Died: October 5, 1818 1st Spouse: Thomas
Esc-Go back ↑ Scroll ↓ F3-Arrangement F7-Find individ'l F10-Continue

Figure 2-9. Index of Names

- 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!

- Press Enter to go to her Family Card.

The Family Card of Thomas & Nancy appears (see Figure 2-5 on page 33).

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.

- Press to bring up the Family Card "Parents of Nancy."
- Type **Joseph Hanks** into the "Husband" field.
- 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 4

Occupation: _____

Personality/Interests: _____

Place of residence: _____

Ethnic group/Religion: _____

Comment 1: _____

Comment 2: _____

Comment 3: _____

Comment 4: _____

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

Figure 2-11. Individual Card 2 for Abraham Lincoln

Abraham Lincoln
Card 4 of 4 - Notes

A Self-Motivated Man

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

He volunteered and became a Captain in the Black Hawk War of 1832. He commented afterwards that he saw no live, fighting Indians, but had a good many bloody struggles with the mosquitoes.

Row 9 Col 48

Normal
F9-Notes menu Esc-Family card PgUp-Prev page PgDn-Next page F1-Help

Figure 2-12. Individual Card 4 - Notes for Abraham Lincoln

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

There’s a third Individual Card for adding physical and medical information, but you’ll skip over it for now. Press **[PgDn]** twice to go to Individual Card 4 – Notes.

Entering Lengthy Information Into Individual Card 4 – Notes

Individual Card 4 is just like a mini word processor. On it you can enter and organize virtually any information you’d like, including a family member’s favorite recipes, jokes, or even their complete biography. You can enter up to 5 pages of free-form, typewritten text. Then you can print it out on a separate piece of paper for easy filing.

This section shows you how easy it is to enter notes by leading you step-by-step through the experience of creating the notes shown in Figure 2-12 on page 39. You’ll learn how to:

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

You’re now ready to enter biographical information about Abraham Lincoln.

1. Type **He volunteered**

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

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

3. Press the space bar twice.

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

4. Type **He commented**

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

5. Type the remainder of the paragraph: **afterwards that he saw no live, fighting Indians, but had a good many bloody struggles with the mosquitoes.**

6. Press Enter **[↵]** to end the paragraph.

7. Press Enter **[↵]** to create a blank line.

-
-
- Type the second paragraph:

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

Your screen should now look like the one shown below.

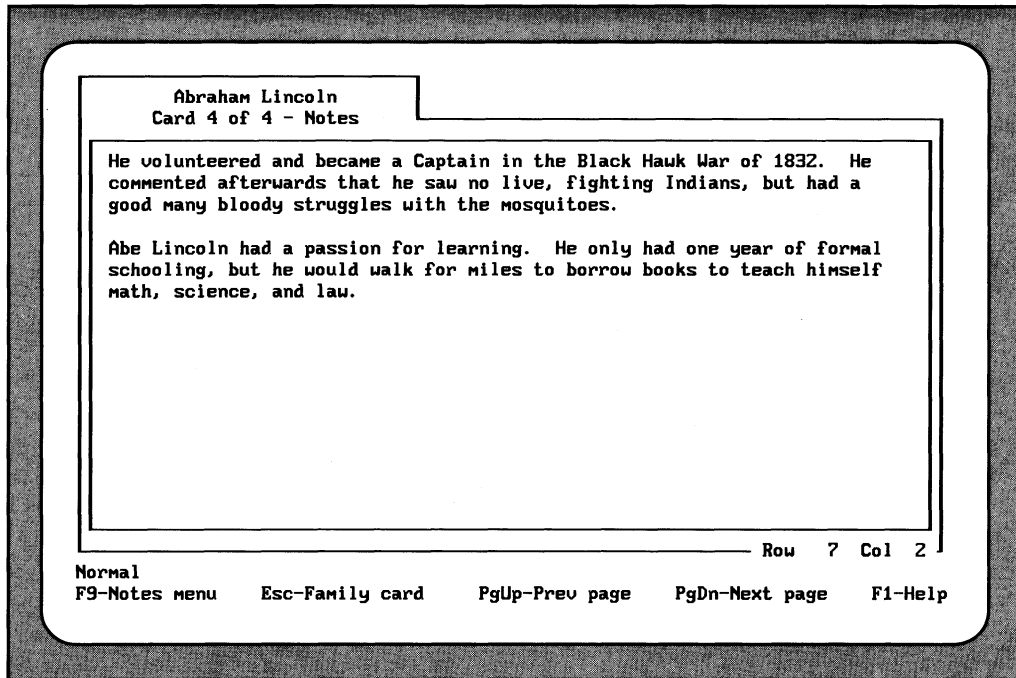


Figure 2-13. Abraham's Individual Card 4 – Notes

Changing Text

You may want to change notes after entering them. In the following steps, you'll make a simple text change and find that Family Tree Maker automatically reformats your notes for you.

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

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

- Press Insert to turn on insert mode.

Notice that the cursor is now larger.

- Type **knowLedge**

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

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

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

Moving Paragraphs

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

1. Press **[←]** to position the cursor at the beginning of the second paragraph, under the "A" in "Abe."
2. Make sure your **[NumLock]** key is off.
3. Press and hold **[⇧Shift]** with your left hand.
4. With your right hand, press **[→]** three times. (Hold down **[⇧Shift]** as you do so.)

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

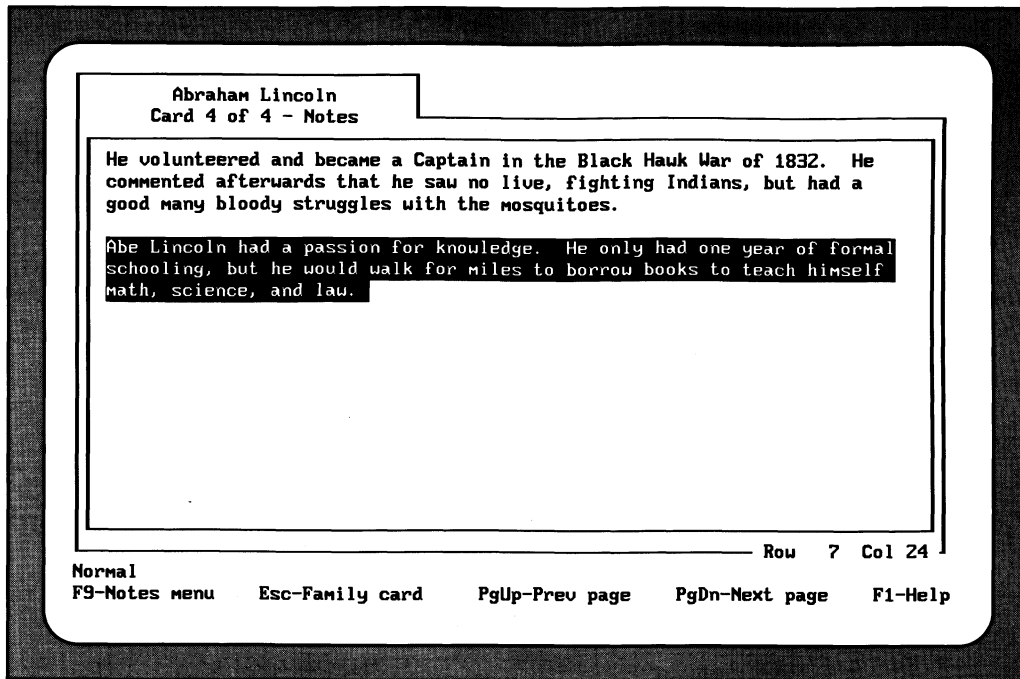


Figure 2-14. A highlighted, or *selected*, paragraph

5. Press **[↓]** two times.
6. Press **[→]** repeatedly, until the cursor appears after the period at the end of the paragraph.

-
-
7. Release **⇧Shift**, being careful not to hit another key.

The second paragraph should be completely highlighted, as shown in Figure 2-14. If it isn't, start over from step #1.

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

8. Press **F9** to display the Notes Menu.
9. Select **E – Edit note**.
10. Select **T – Cut**.

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

11. Press **↑** to position the cursor at the top of the screen, under the "H" in "He."
12. Press Enter **↵** twice to make space for the paragraph you're about to paste in.
13. Press **↑** to move the cursor up one line.
14. Press **F9** to display the Notes Menu.
15. Select **E – Edit note**.
16. Select **P – Paste**.

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

Adding A Title

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

1. Press **↑** to move the cursor to the top of the screen, on the blank line just on top of the first paragraph.
2. Type the title: **A Self-Motivated Man**
3. With your left hand, press and hold **⇧Shift**.
4. With your right hand, press **←** until the title is completely highlighted.
5. Press **F9** to display the Notes Menu.
6. Select **T – Text styles**.

7. Select **B – Bold**.

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

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

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

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

10. Select **A – Align paragraph**.

11. Select **C – Center**.

Your title is now centered.

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

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

Your Individual Card 4 should now look like the one in Figure 2-12, on page 39.

Saving Your Notes

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

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

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

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

2. Select **F – File**.

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

4. 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 and Notes you've entered so far.

Printing Your Notes

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

1. 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.)
2. Turn your printer on.
3. Press **F9** to display the Notes Menu.
4. Select **F – File**.
5. Select **P – Print individual notes**.
6. Press **F10** to begin printing your notes.

The printer starts printing, and in a few moments you'll have a printed copy of your notes on Abraham Lincoln.

7. Press **Esc** to return to Lincoln's Family Card.

PART III: 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.

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 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 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 to preview how the tree will look when you print it on paper.

The Preview screen appears. It isn’t labeled “**Ancestor Tree – Step 5 of 5**,” 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 key and press , , , or 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 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 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 52).

You can add more details about each family member by filling out a series of **Individual Cards**. There are four 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 3-19 on page 86.)

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 72).

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-Individ'l cards F3-Other spouses F7-Find individ'l 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 57.

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	To do this
↑	Move the cursor to the field above the current field
↓	Move the cursor to the field below the current field
←	Move the cursor one character to the left
→	Move the cursor one character to the right
↩ (tab)	Move the cursor to the next field
⇧ Shift + ↩	Move the cursor to the previous field
Home	Move the cursor to the beginning of the current field
End	Move the cursor to the end of the current field
↵ (enter)	Move the cursor to the next field
Ctrl + ←	Move to the previous word
Ctrl + →	Move 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	Delete characters to the right, one by one
Ctrl + T	Delete the word to the right of the cursor
Ctrl + Y	Clear the field

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

Note to Mouse Users: See Appendix F (page 187) for instructions on using your mouse with Family Tree Maker.

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 108 or 124. If Family Tree Maker needs to shorten names to make them fit in the tree when printed, it will take out the middle names. You can change the labels "Husband" and "Wife" to anything you want. See "Change field labels" on page 89.

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

Connie \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. 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, 76	July 4, 1776
4 Jul 1776	July 4, 1776
7-4-1776	July 4, 1776
July 4, 76	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 89 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 estimated 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 estimated dates

Note: You can change the word “about” to anything you want. See “Utilities” on page 89 to change field labels.

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 89, 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 trees 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 Y in the "Divorce" field. You can also type A for annulled.

You can record additional information about a marriage in the Marriage Card. See "The Marriage Card" on page 72.

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.

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 89 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 72).

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.

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 to return to the Family Card.

Kenneth & Constance		F4 - Parents of Constance	F5 - Parents of Kenneth	F2 - Index of names
Husband: Kenneth Lafferty Hess				
Date born: January 22, 1953		in Warren, Trumbull Co., OH		
died: _____		in _____		
Wife: Constance Louise Irish				
Da _____				
Sources for Kenneth				
Ma	Birth date/location:	_____		
Ma	Death date/location:	_____		
.	Event 1 date/location:	_____		
.	Event 2 date/location:	_____		
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
Esc-Go back		F10-Continue		

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

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 physical, and medical information. You can even record stories, biographies, and other lengthy paragraphs of information. With this and other information of your choice, you can create a concise picture of what the person was like.

There are four Individual Cards. The information on cards 1, 2, and 3 can either print in family trees, or separately. Individual Card 4 always prints separately because there's too much information to fit on a tree.

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 **↵**.

Special Tip: You can go directly from the Family Card to any Individual Card by holding down **Alt** and pressing the number of the Individual Card. For example, position your cursor on an individual and press **Alt** + **3** to go directly to their Individual Card 3.

Each individual has four 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 72.

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

Special Tip: To print a person's first three Individual Cards, display Individual Card 1 for that person and 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**.

To print Individual Card 4, display it and press **Alt** + **P**.

Individual Card 1

Individual Card 1 summarizes all the events recorded about an individual (see Figure 3-6 on page 60). 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.

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 89), 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 110 for information about Ahnentafel numbering.

Kenneth Lafferty Hess
Card 1 of 4

	Dates	Locations
Born:	January 22, 1953	Warren, Trumbull Co., OH
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

Kenneth Lafferty Hess
Card 2 of 4

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
PgUp-Prev page
PgDn-Next page
F1-Help

Figure 3-7. Individual Card 2 filled in

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.

If you enter a letter other than "N," Family Tree Maker displays the message, "Do you want this individual to print in trees and show in relationships (with the Kinship command) as if he/she is a blood relative?" Select **Yes** to treat this individual the same as a natural child in printed trees and when using the Kinship command. Select **No** if you don't want this person to print in trees or to show up when using the Kinship command.

Individual Card 2

Individual Card 2 contains fields to record biographical information (see Figure 3-7). Enter comments or phrases here that you can later print in your trees. If you want to enter larger stories or full biographies to store separately from your trees, see Individual Card 4 on page 62.

When printing some single page trees, Family Tree Maker has limited space for these phrases. If Family Tree Maker needs to abbreviate these fields it will simply shorten them during printing.

Individual Card 3

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

The screenshot shows a window titled "Kenneth Lafferty Hess Card 3 of 4". The fields are as follows:

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

At the bottom of the window, there are navigation options: Esc-Return to family card, PgUp-Prev page, PgDn-Next page, and 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 89). You can also use Individual Card 2 or Individual Card 4 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 147 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.

Individual Card 4 — Notes

Individual Card 4 is just like a mini-word processor. On it you can enter and organize virtually any information you'd like, including a family member's favorite recipes, jokes, or even their complete biography. You can enter up to five pages of free-form, typewritten text. Then you can print it out on a separate piece of paper for easy filing. See Figure 3-9 for a sample Individual Card 4, and see figure 3-10 for a summary of what you can do there.

Note: If you're not familiar with word processors, you'll find it helpful to do Part II of the Tutorial, page 38 in Chapter 2.

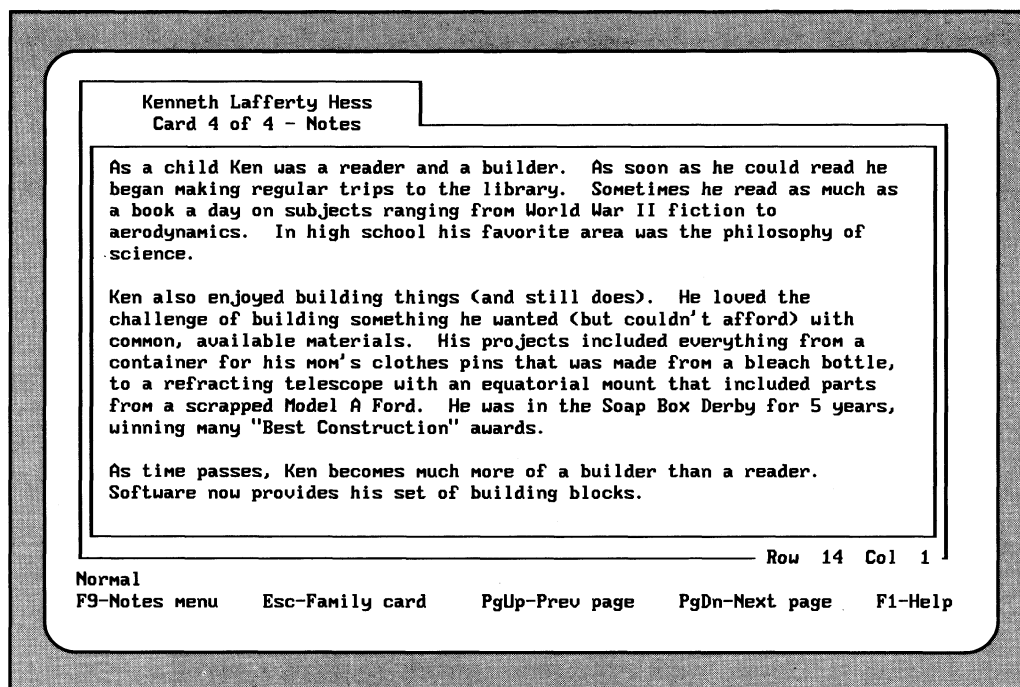


Figure 3-9. A Sample Individual Card 4 - Notes

To do this turn to this section
Use your keyboard or your mouse to move your cursor anywhere in your text	“Moving Around...” page 64
Insert new text, delete old text, and type over existing text	“Editing Text...” page 65
Restore text that you accidentally deleted	“Undeleting Text...” page 65
Rearrange text by cutting it from one place and pasting it to another	“Rearranging Text...” on page 66, and “Moving Text From One Individual Card 4 To Another” on page 67
Avoid retyping information by copying it from one place and pasting it to another	“Copying Text...” page 67
Make titles, names, and other important text stand out by using a text style such as bold, underline, or italics	“Changing Text Styles...” page 69, and “Entering Emphasized Text...” page 69
Center titles or even entire paragraphs. Align paragraphs against the left margin or the right margin	“Aligning Paragraphs...” page 70
Save your notes – and all the other information in your card file – at any time	“Saving Your Notes” page 70
Print your notes on paper	“Printing Your Notes” page 71
Get information you’ve typed into another program, and insert it directly into Individual Card 4 without retyping	“Importing Text From Another Program Into Individual Card 4” page 72

Figure 3-10. A summary of what you can do in Individual Card 4 – Notes

Moving Around In Individual Card 4

You can enter much more text into Individual Card 4 than can appear on the screen at any one time. To edit your text, you'll need to move around the current screen, and to other screens. Figure 3-11 shows all of the keys you can use to move around.

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

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

Figure 3-11. How to move around in Individual Card 4

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

Editing Text In Individual Card 4

You can perform most editing functions with either one key, or a two-keystroke combination. To enter a keystroke combination, press and hold the first key while you press the second one. Figure 3-12, below, summarizes the standard editing operations. Notice that many of these are identical to what you press to edit on the Family Card.

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

Figure 3-12. Keys for editing information

Undeleting Text In Individual Card 4

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

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

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

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

3. Select **E – Edit note**.
4. Select **U – Undelete**.

Your text is now restored.

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

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

Rearranging Text In Individual Card 4

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

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

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

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

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

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

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

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

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

Copying Text In Individual Card 4

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

To copy text in Individual Card 4:

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

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

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

3. Press **F9** to display the Notes Menu.
4. Select **E – Edit note**.
5. Select **C – Copy**.

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

6. Position your cursor where you wish to insert the text.
7. Press **F9** to display the Notes Menu.
8. Select **E – Edit note**.
9. Select **P – Paste**.

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

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

Moving Text From One Individual Card 4 To Another

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

To perform this operation, start with the person who has the text you wish to move:

1. Display that person's Individual Card 4.

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

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

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

4. Press **F9** to display the Notes Menu.
5. Select **E – Edit note**.
6. Select **T – Cut**.

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

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

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

Note: You can use the Find individual command to move quickly to someone's Family Card. See page 75.

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

The first Individual Card for that person appears.

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

You're now at Individual Card 4 – Notes.

12. Position your cursor where you wish to insert the text.
13. Press **F9** to display the Notes Menu.
14. Select **E – Edit note**.
15. Select **P – Paste**.

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

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

Changing Text Styles In Individual Card 4

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

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

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

2. Select the text you wish to change.

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

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

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

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

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

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

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

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

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

6. Select **T** – **Text styles**.

7. Select **N** – **Normal**.

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

You can give text any combination of styles. For example, you can make text both bold and underline. See “Changing Text Styles...” on page 69.

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

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

Aligning Paragraphs In Individual Card 4

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

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

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

Your title is now centered.

To turn off the centering, simply repeat steps 1 through 3 above. Then choose **L** – **Left align**.

Saving Your Notes

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

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

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

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

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

Printing Your Notes

To print your notes for the current individual:

1. Go to Individual Card 4 for the individual whose notes you want to print.
2. 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. Turn your printer on.
4. Press **F9** to display the Notes Menu.
5. Select **F – File**.
6. Select **P – Print individual notes**.

At this point, you have two options to begin printing:

- **F10** will print the current individual's note, with his or her name at the top of each page.
- **Alt + F10** (hold down the **Alt** key and press **F10**) will print the current individual's notes, omitting his or her name from the top of the page.

Choose one of these to begin printing your notes.

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

Special Tip: As a short-cut, press **Alt + P** (hold down the **Alt** key and press **P**) and skip steps 4 through 6.

Importing Text From Another Program Into Individual Card 4

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

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

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

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

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

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

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 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 quickly 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.

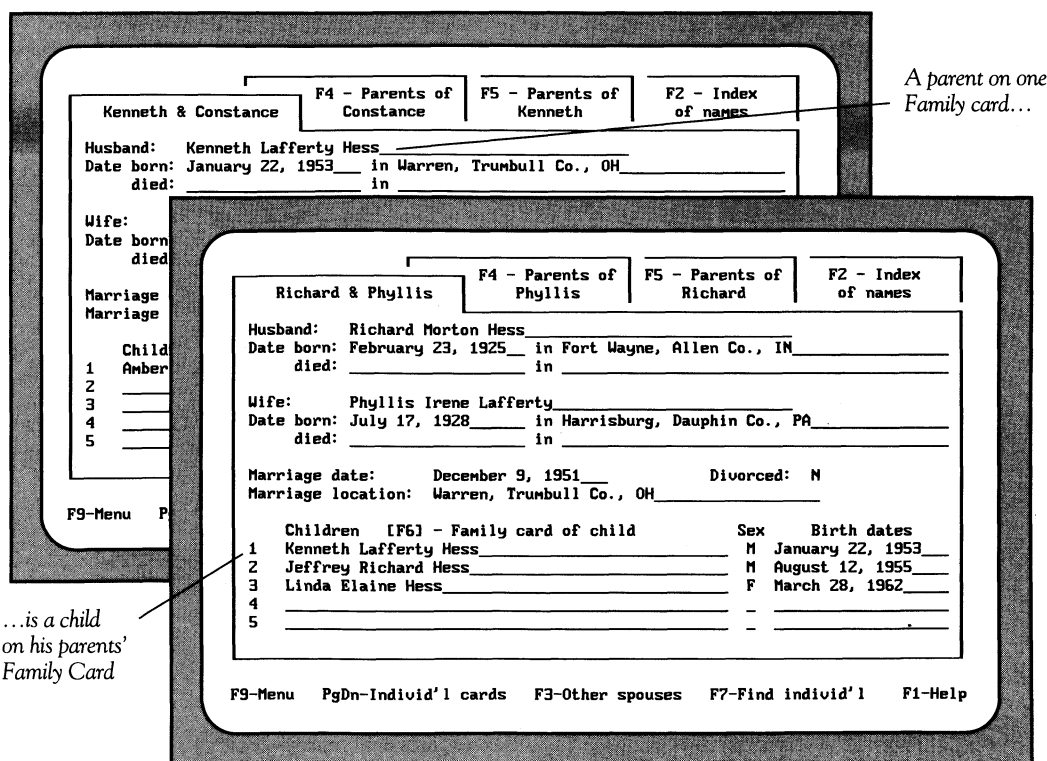


Figure 3-13. An individual is on two Family Cards

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 3-13).

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 step-fathers or step-mothers. For information on how to create additional Family Cards for additional marriages, see "Other Spouses" on page 74.

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 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 **Alt** + **F8** 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 **Alt** + **F8** 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 either the Index of Names, page 80, or Find individual, page 75, to change Family Cards.)
2. Press **F3**.
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.

Find Individual

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

Searching By Name

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

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

Family Tree Maker now displays the “**Find Individual**” screen, shown in Figure 3-14 on page 76.

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

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

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

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

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

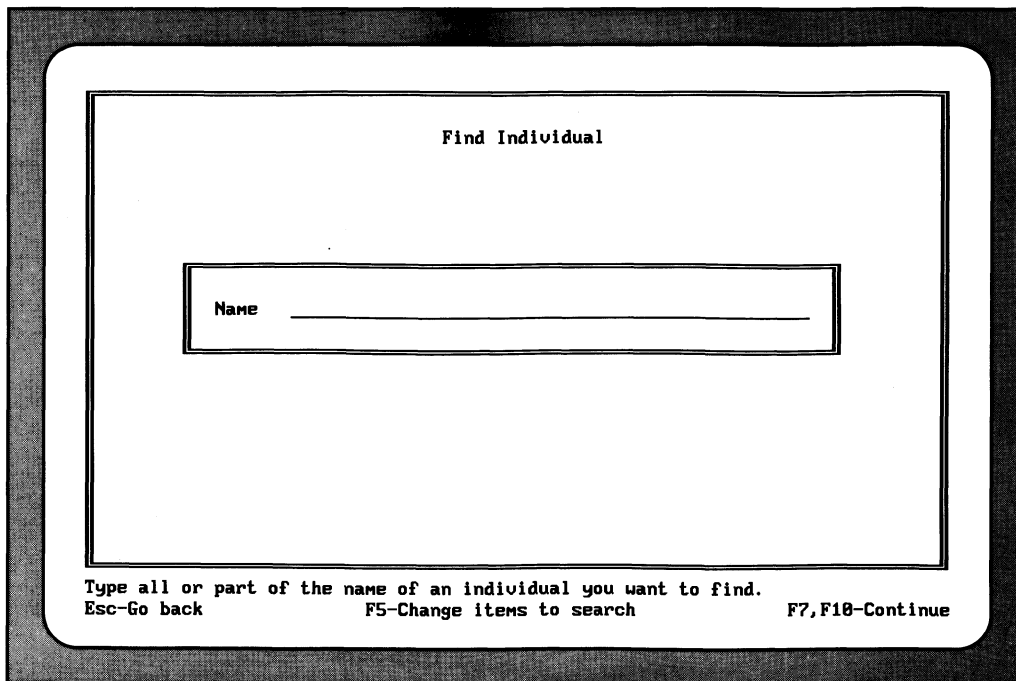


Figure 3-14. The Find Individual screen

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

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

Continue pressing **F7** until you're done searching, or until Family Tree Maker runs out of matches. Or, press **Alt** + **F7** to go back to previous matches.

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

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

Searching For Other Items

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

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

Family Tree Maker now displays the "Find Individual" screen, shown above in Figure 3-14.

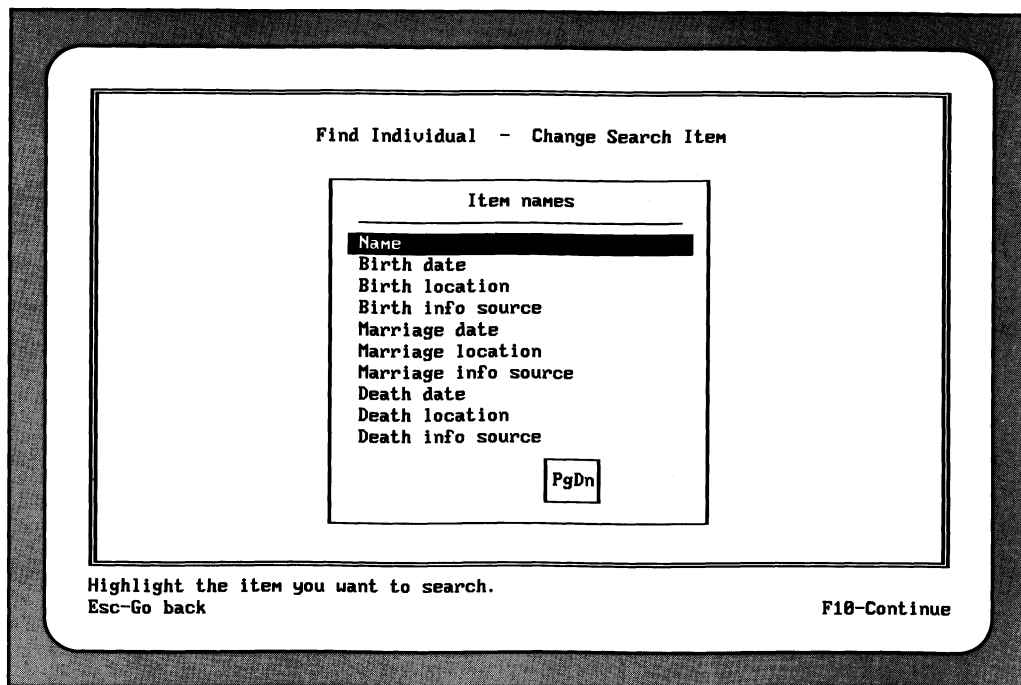


Figure 3-15. Finding other types of information

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

Family Tree Maker now displays the “**Find Individual – Change Search Item**” screen, shown in Figure 3-15.

3. Highlight “Birth date” and press Enter **↵**.

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

4. Type a date.

If you want to find people born in October, type **October**. If you want to find people born before October of 1988, type **<October 1988**. You can type a whole date, or a partial date. See Figure 3-16 on page 79 for other ways to search for dates.

5. Press **F7** to begin searching.

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

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

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

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

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


Searching Tips


- Don't worry about capitalization. Family Tree Maker ignores capitalization when searching.
- Don't worry about punctuation. Family Tree Maker ignores punctuation when searching.
- You can use any allowable date format. Even though we used only one format in Figure 3-16, feel free to experiment with different date formats, and even partial dates. See page 55 for a list of allowable date formats.
- You can use Find individual to find and fill in the empty fields in your card file. Simply type = instead of a name, date, comment, etc. For example, to find all empty marriage date fields, pick "Marriage date" from the "Find Individual - Change Search Item" screen and type = into the field. Then press **[F7]**.
- If you're using a mouse, you can click **←** or **→** in the lower right hand corner of the Family Card to search for the previous or next match.

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

Figure 3-16. Searching for dates




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. The index works much more quickly when names are arranged by last name.

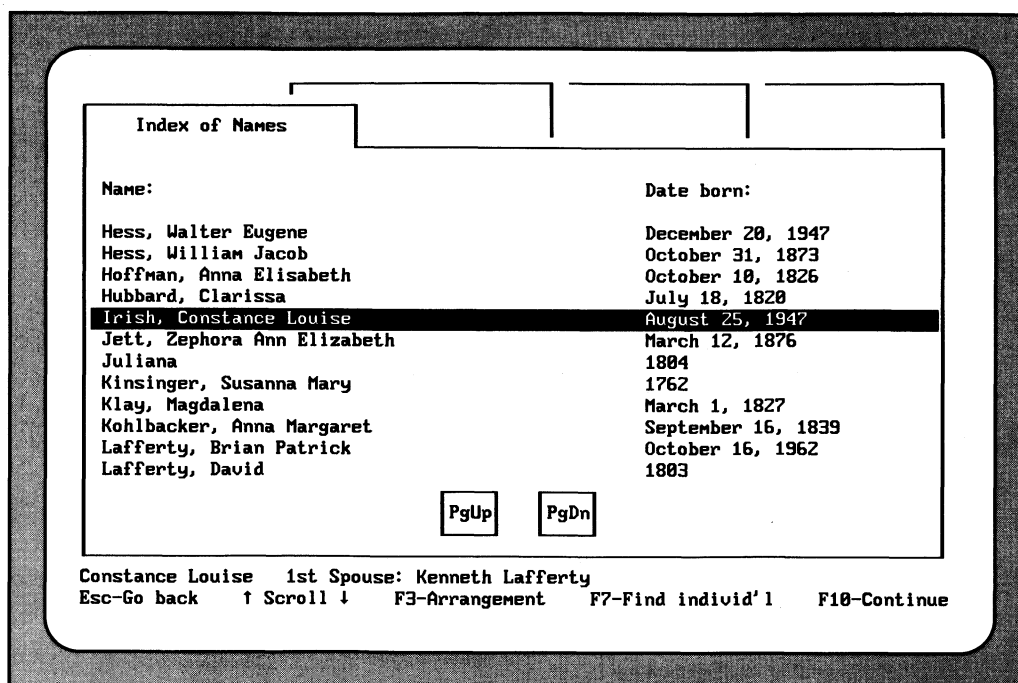


Figure 3-17. The Index of Names

3. Press Enter .

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.

Another way to display an individual quickly is to use the **Find individual** command from within the Index of Names. Using this feature, you can jump right to someone using their full name, or you can use a partial name to help remind you of someone's full name (e.g., if

you forget Ken's last name, you can search through all the all the names with "Ken" in them until you arrive at the one you want – Kenneth L. Hess).

To quickly find an individual's name in your Index of Names:

1. Press **F7**.

The Find individual screen appears, prompting you for a name.

2. Type an individual's name.

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

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

The name of the first individual meeting your request is displayed.

If this is the person you're looking for, you can press Enter **↵** to display his or her Family Card and skip the next step.

4. Press **F7** to continue searching. Or, press **Alt** + **F7** to go back to previous matches.

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

TYPING SAVER

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

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

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

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

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

How To Use The Typing Saver

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

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

The “Typing Saver” screen appears, as shown below.

The screenshot shows a window titled "Typing Saver" with six rows of input fields. Each row is labeled with a function key combination: Shift+F1, Shift+F2, Shift+F3, Shift+F4, Shift+F5, and Shift+F6. A cursor is positioned in the first row. The background shows a form with fields for "Husb Date", "Wife Date", "Marr Marr", and a list of numbers 1 through 5. At the bottom of the screen, there is text: "Type into field. Later, to paste into card, press the key labeling the field. Esc-Go back F10-Continue".

Figure 3-18. The Typing Saver screen

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

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

Next, you'll temporarily delete your name.

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

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

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

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

Special Tips

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

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

A Typing Saver Short-Cut

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

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

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

4. Choose a function key, and press Enter **↵**.
5. Move your cursor to another field where you want to enter this information.

-
-
6. Hold down **⇧Shift** and press that function key.

Family Tree Maker “types” your information for you.

KINSHIP

Use the Kinship feature to see how people are related to each other. All you do is select two people, and Family Tree Maker will tell you how they are related.

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

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

The first of three Kinship screens appears.

4. Select the first of the two individuals whose kinship you want to identify.

If you have trouble finding the individual you’re looking for, use the Find Individual command in this list. Simply press **F7** and type the individual’s name. Press **F7** to find the first match, and again for other matches. If you’re not sure of the exact name, type a smaller portion of it (e.g. type “sm” to find “Smith”).

5. Press **F10** to continue.

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

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

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

Family Tree Maker also displays the degree of the relationship. The degree of a relationship is actually a legal term. It simply refers to the number of “steps” between two people who are related by blood.

Canon law is used in most of the U.S.A. It measures the maximum number of steps from the nearest common ancestor. In a lineal relationship, each generation is one degree. For example, you are 2 direct steps away from your first cousin, so the degree is 2.

The degree in civil law represents the total number of steps through the blood line that separate two individuals. For example, there are 4 steps from you to your grandparent and then back down to your first cousin, so the degree is 4.

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

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

Note: Adopted, foster, and children of “unknown” status will show up in Kinship only if you have selected them to print in trees. See “Individual Card 1” on page 59 for details.

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.

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

- If you’re starting a new card file for someone who’s completely unrelated to you, such as your neighbor, *or*
- If you have more than 1200 names to enter.

If you have never saved your information, follow these steps to safely save your information from any Family Card:

1. Press **F9** to display the Command Menu. (See page 87 for a complete description of the Command Menu.)
2. Select **F-File**.
3. Select **S-Save card file to disk**. The “Save Card File to Disk” screen appears, with the cursor at the beginning of the “Card file name” field (see Figure 3-19 on page 86). 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 87.)
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** to display the Command Menu.
2. Select **F-File**.
3. Select **S-Save card file to disk**. 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 appear here. For information on the “Drive (or path)” field see page 87.

Save Card File to Disk

Drive (or path): _____

Card file name: _____

Husband: Date born die

Wife: Date born die

Marriage Marriage

Children

1 as

2 asdf

3 asdf

4 _____

5 _____

Yes

Press Tab → to move between Card file name and Drive.
Esc-Go back

F10-Continue

Figure 3-19. Saving your card file

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, 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 lightening 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 contains the location where you store your card file; the drive and subdirectory you specified, if any, during **Program Setup** (see Chapter 1, page 19).

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. This is where you want it if you are using a hard disk.

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, just a drive (**B:** for example).

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 3-20 on page 88).

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.

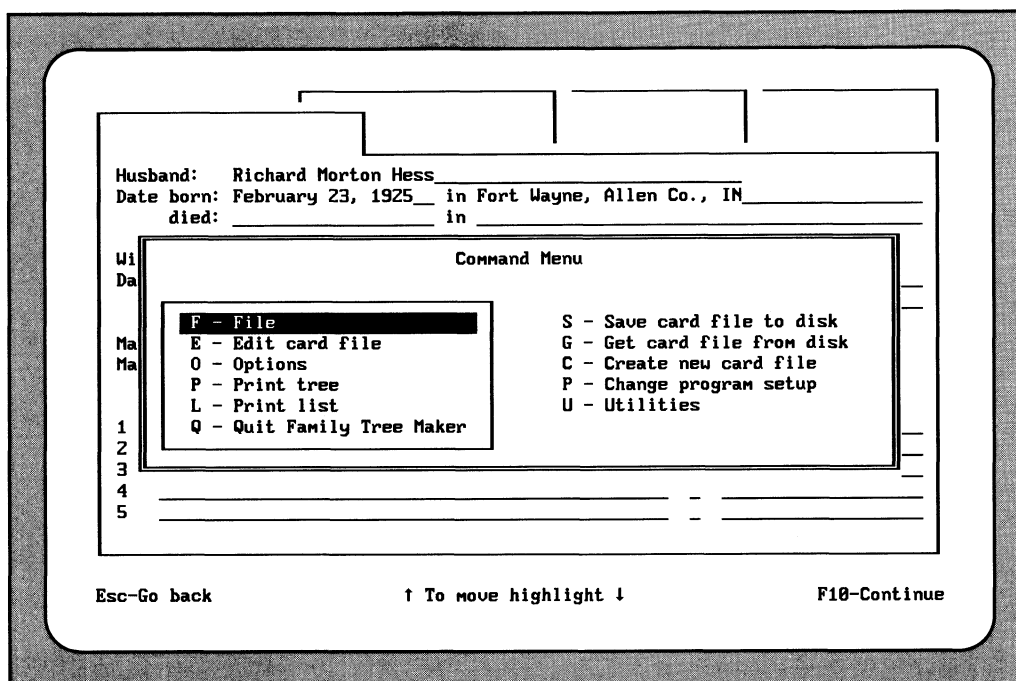


Figure 3-20. The Command Menu with File commands shown

Press **Esc** 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 85.

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 87.)

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. You can also change the labels “about,” “in,” “Husband,” and “Wife.” 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 display 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.

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 display 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.

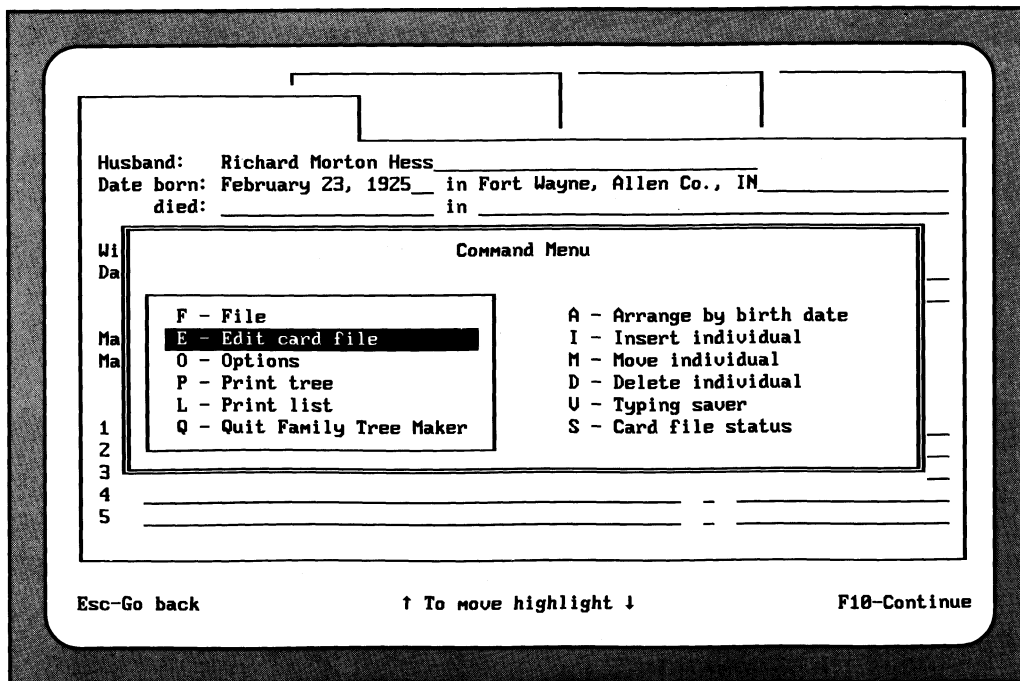


Figure 3-21. The Command Menu with Edit commands shown

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 display 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 display 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 date or location), you don't need to use **Delete individual**; just type over the incorrect information.

You can delete only one person at a time using this command. To delete a whole branch of people, such as an individual who has children, use the Save Selected Descendants feature (see Appendix E, page 177).

To delete an individual:

1. Place the cursor on the individual to delete.
2. Press **[F9]** to display 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.

V – Typing saver

This feature saves you time and helps prevent mistakes by typing common words and phrases for you. See page 81 for details.

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 also displays the number of individuals you've entered so far, and the remaining number you can enter. A quicker way to access this screen is to hold down **[Alt]** and press **[F1]**.

O – Options

Use **Options** to control how lines are drawn (solid or dotted), to specify plotter pens, and to find out how two people are related.

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 display 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 **↵**.

K – Kinship

Use this command to find out how two people are related. You pick two people, and Family Tree Maker will tell you how closely, or distantly, they're related. See page 84 for details.

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.

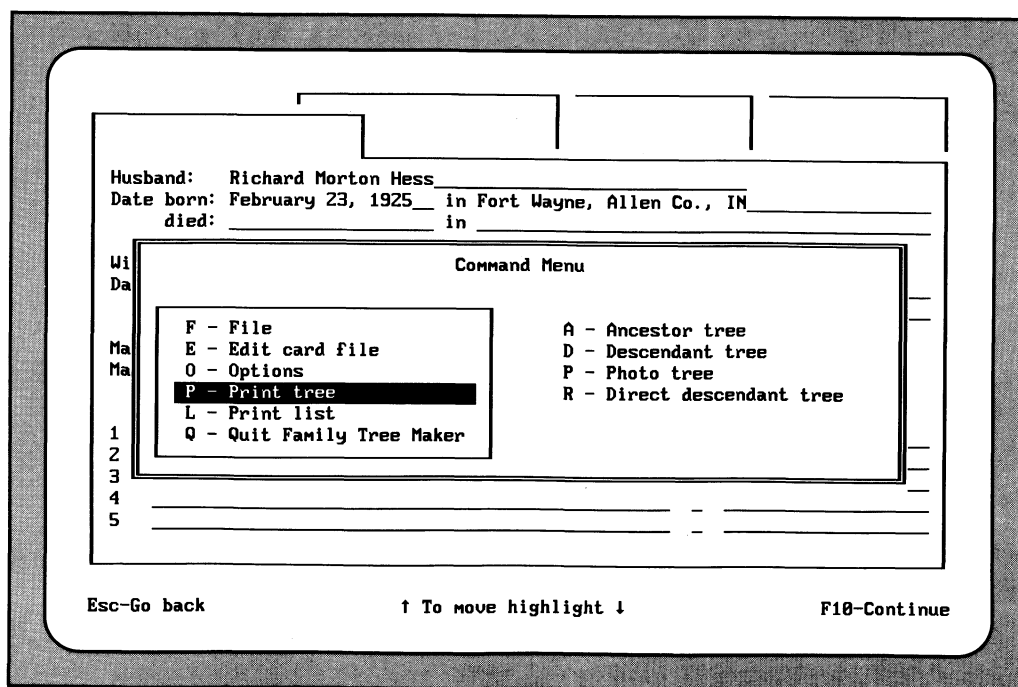


Figure 3-22. The Command Menu with Print commands shown

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 98.)

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 115).

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).

R – Direct descendant tree

Direct descendant tree prints a tree showing a person's direct descendants. These trees are similar to descendant trees, but they're much smaller. They start with a relative in the distant past and show the line of descent to a relative in a later generation. Siblings can be shown, but sibling's spouses, cousins, and others who aren't direct descendants are not (see Figures 4-24 and 4-25 on page 129).

L – Print list

Use this command to print lists of family members, Family Group Sheets and calendars. Described briefly here, you'll find details about printing these items 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).

C – Calendar

Calendar produces a real calendar showing your relatives' birthdays, anniversaries, or both (see Figure 4-34 on page 141).

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.



PRINTING

Printing beautiful family trees is what Family Tree Maker is all about. The four kinds of trees you can print are:

- An **ancestor tree** shows a person and that person's parents, grandparents, great-grandparents, and so on (see below).
- A **photo tree** is an ancestor tree with room for photographs of each individual (see page 112).
- A **descendant tree** shows a person and that person's children, grandchildren, great-grandchildren, and so on (see page 115).
- A **direct descendant tree** is similar to a regular descendant tree, but takes much less space because it shows direct descendants only (see page 128).

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. You can even 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 (see page 138).
- The **Family Group Sheet** is a detailed report on a single nuclear family (husband, wife, and children) including names, event dates, and locations (see page 139).
- A **calendar** shows birthdays and anniversaries, so you'll always know when to send cards or call family members (see page 141).

For information on how to print the Family Card and Individual Cards when they are displayed on your screen (see pages 52 and 59).

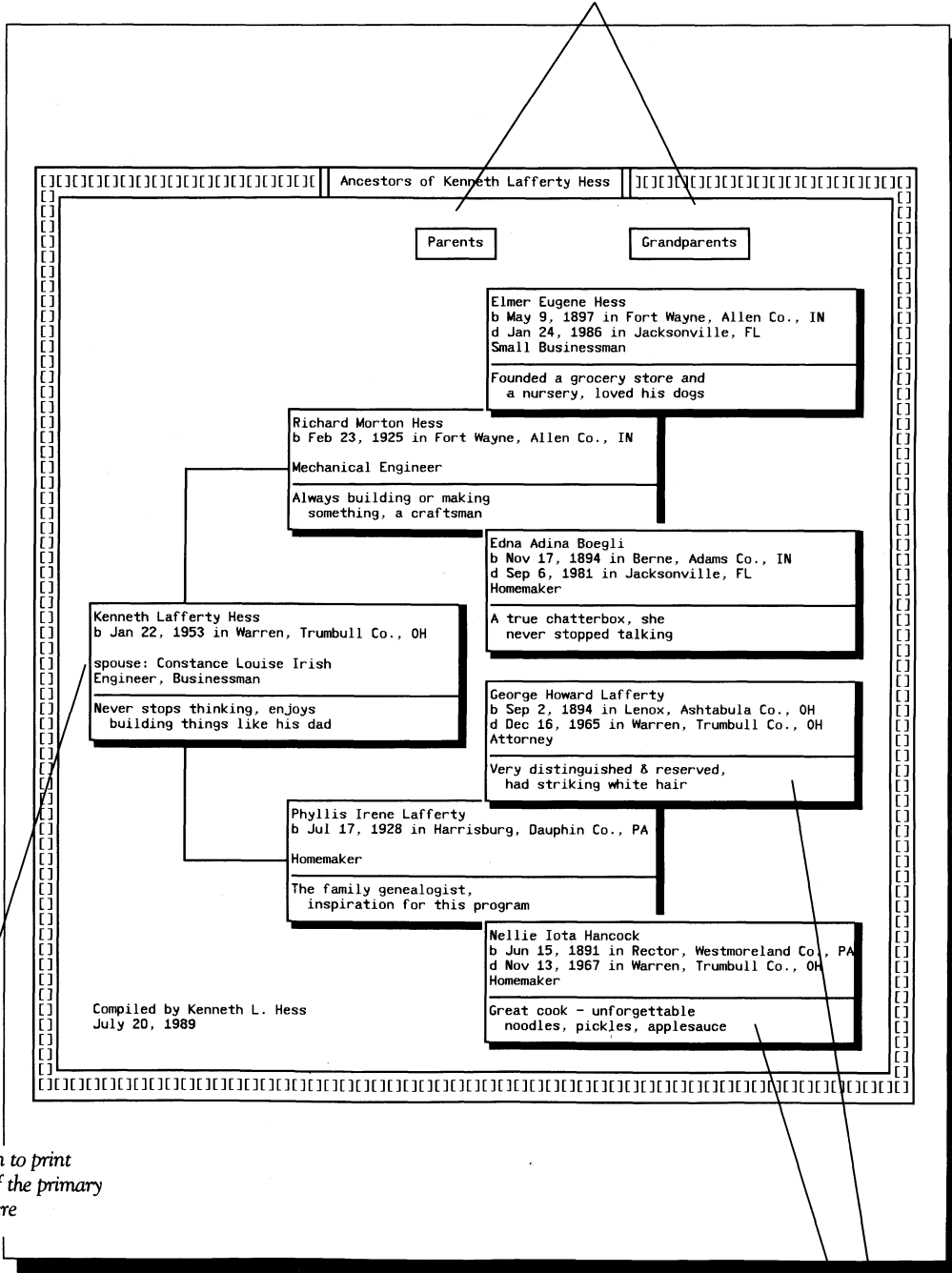
To print trees and lists much faster, see "Draft Printing" on page 143.

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 98.

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

Figure 4-1. An ancestor tree

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

Here are the basic 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.

Selecting The Primary Individual

The first step is to select the primary individual:

1. Press **F9** to display the Command Menu.
2. Select **P – Print tree**.
3. Select **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 on page 100).

If you have trouble finding the individual you're looking for, use the Find individual command in this list. Simply press **F7** and type the individual's name. Press **F7** to find the first match, and again for other matches. If you're not sure of the exact name, type a smaller portion of it (e.g., type "sm" to find "smith").

5. Press **F10**.

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 100). 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.

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!

Ancestor Tree - Step 1 of 5

Name:	Date born:
Hess, Jeffrey Richard	August 12, 1955
Hess, Johann Conrad	April 1, 1787
Hess, Johann Conrad	March 9, 1813
Hess, Johann Conrad	March 19, 1817
Hess, Johann Conrad	July 3, 1824
Hess, Johann Georg	August 23, 1814
Hess, Kenneth Lafferty	January 22, 1953
Hess, Kyle Jeffrey	August 2, 1983
Hess, Linda Elaine	March 28, 1962
Hess, Lorna Marie	July 13, 1901
Hess, Marguerite Louise	February 1, 1913
Hess, Maria Laria	August 3, 1821
Hess, Marie Luise	UNKNOWN

PgUp PgDn

Select the primary individual for your tree.
 Esc-Go back ↑ Scroll individuals ↓ F7-Find individ'l F10-Continue

Figure 4-2. Selecting the primary individual

Ancestor Tree - Step 2 of 5

You have selected Kenneth Lafferty Hess to be the primary individual.

What size tree do you want to print?

S - Single page
 M - Multiple pages

Esc-Go back F10-Continue

Figure 4-3. Choosing the tree size

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 size of your tree, see “Making Your Multiple Page Trees Smaller” on page 111. You can also create a set of small trees instead of one big tree (see “Creating a Set of Trees” below).

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 on page 102).

Single page trees can have from three to five generations. Multiple page trees can have up to 10 generations. Trees can become huge because each of us has 512 seventh great-grandparents (assuming no one married a cousin) so 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 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 on page 103).

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.

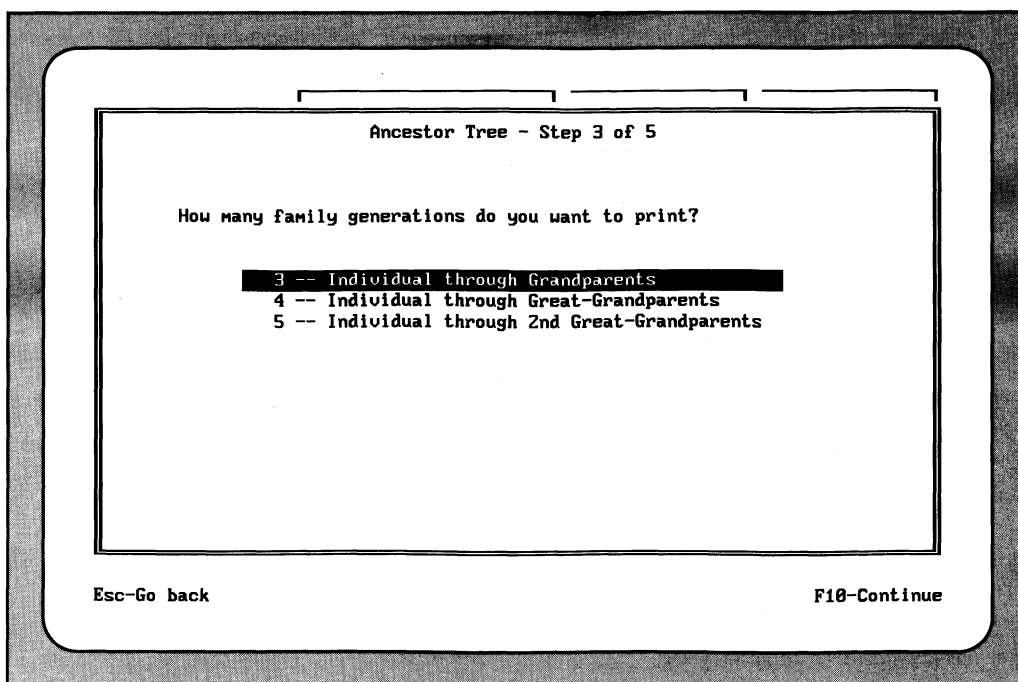


Figure 4-4. Choosing generations for a single page tree

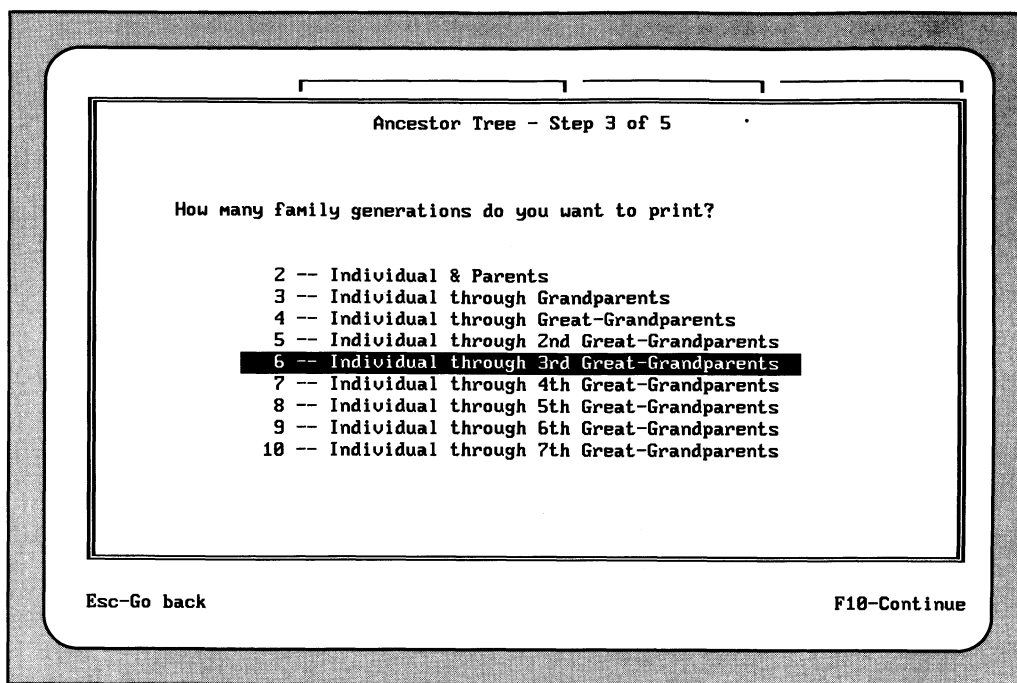


Figure 4-5. Choosing generations for a multiple page tree

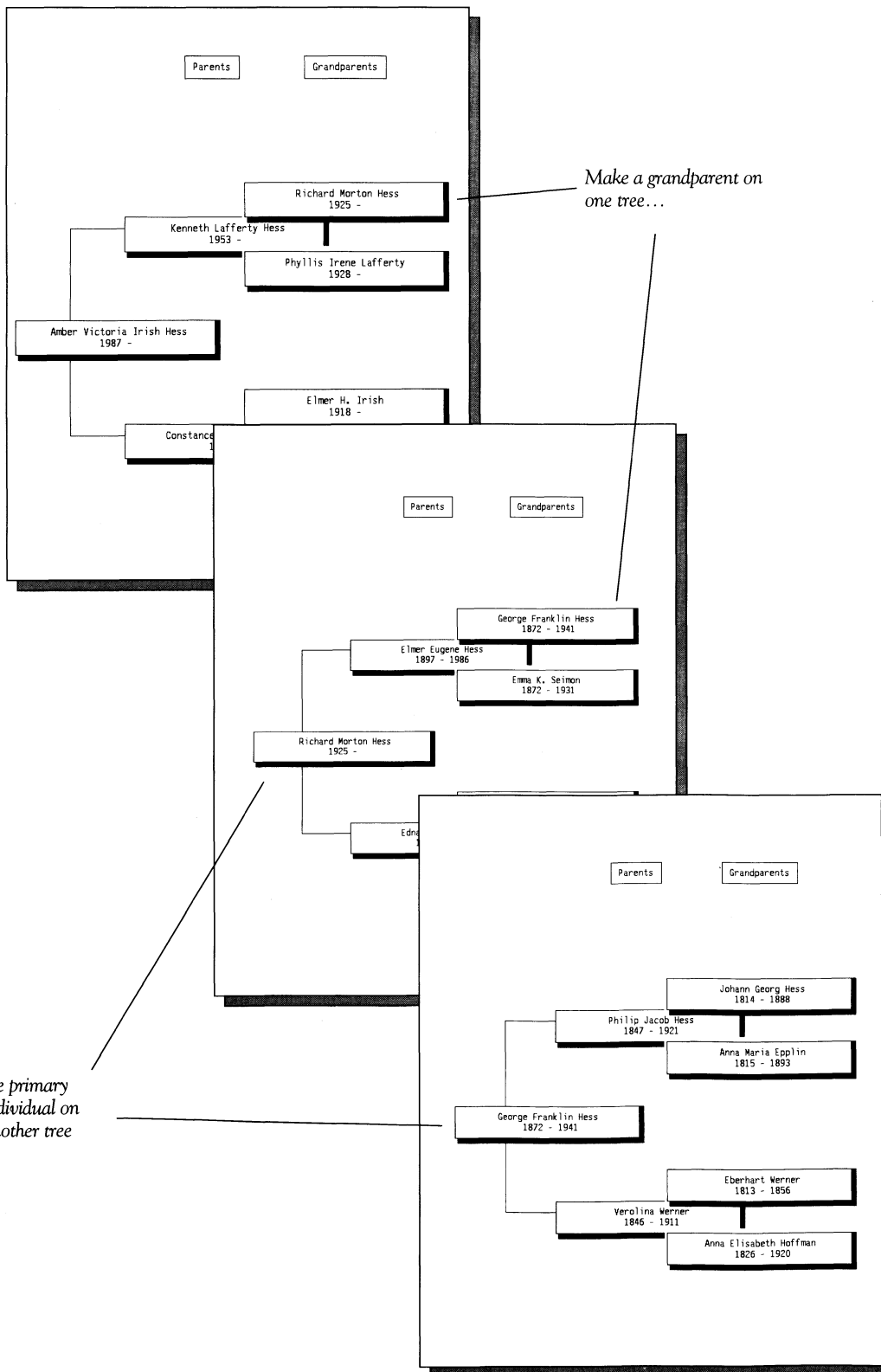


Figure 4-6. A set of ancestor trees

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 (see Figure 4-7), or you can print your tree immediately (details below).

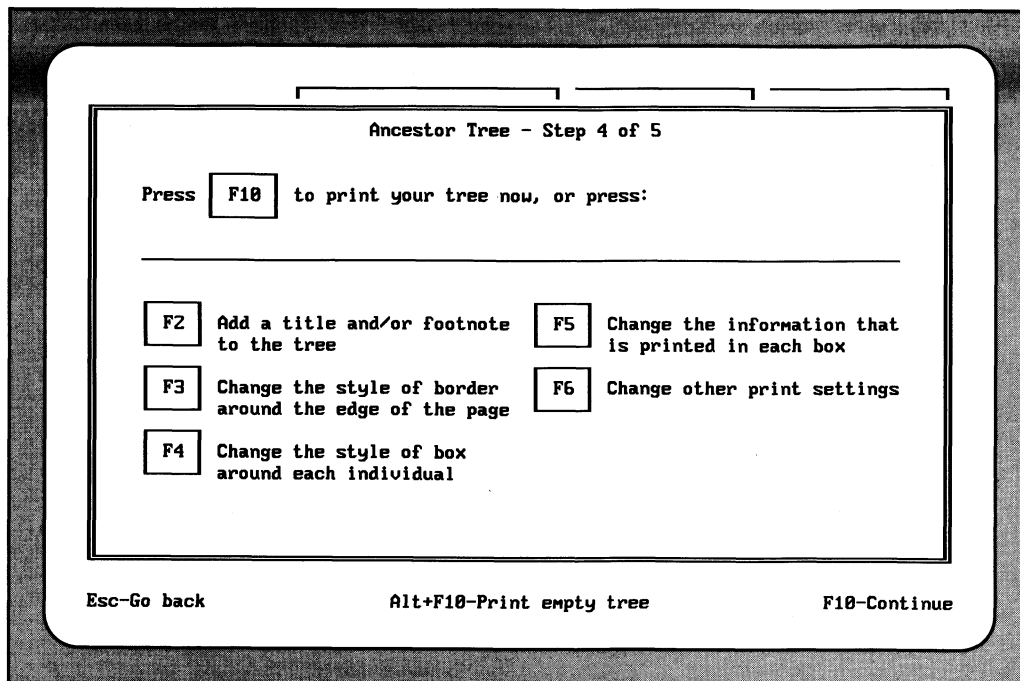


Figure 4-7. Customize your tree or go ahead and print

To print your tree immediately:

1. 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.)
2. Turn your printer on.
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.

Note: If you are using antique finish parchment paper and you have a laser printer, tear off the perforated, tractor-feed edges of the paper. Then separate the pages to use them in your printer. To order the antique finish parchment paper, see page 195 and the order form inside the back cover of this manual.

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

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**.

Note to Mouse Users: To move a little bit in any direction, hold down the **Ctrl** key and click **↑**, **↓**, **←**, or **→**.

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 111.

Title and Footnote

To modify or examine the title and footnote 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.

Your footnote can be up to four lines long. It prints in the lower left corner of your ancestor tree, with or without a box around it.

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.

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.

Ancestor Tree Title and Footnote

Title: Ancestors of *NAME* _____

Footnote: _____

Draw box around footnote? Yes No

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

Esc-Go back **F10-Continue**

Figure 4-8. Creating a title and footnote

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: Different borders look better with different printers. Experiment!

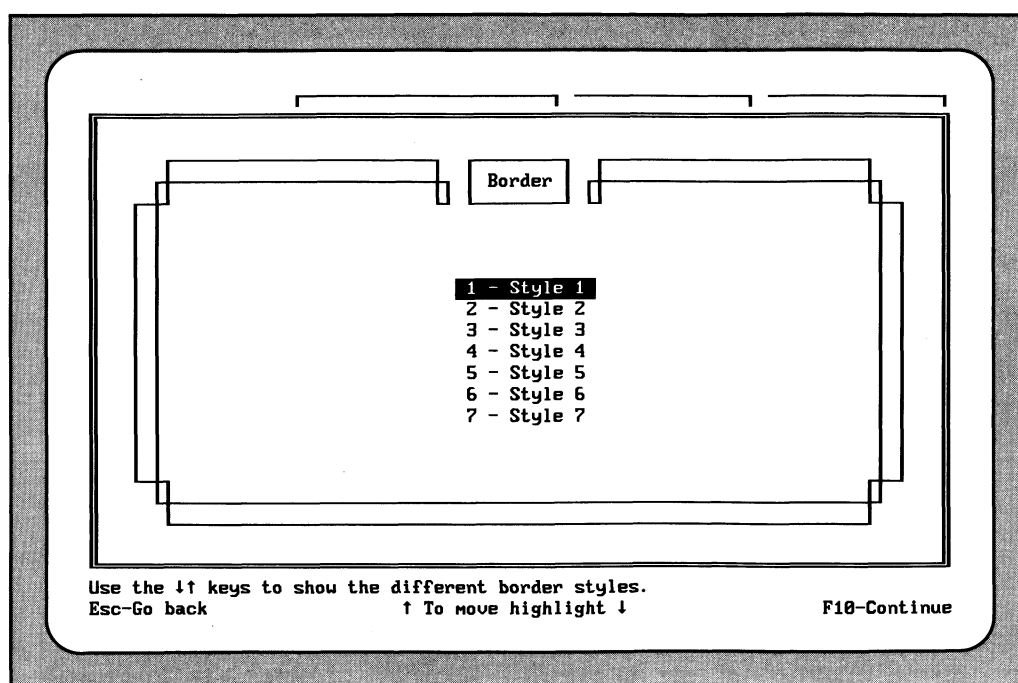


Figure 4-9. Choosing page borders for your tree

Box Style

To modify or examine the style of box for your tree, press **F4** from the screen “Ancestor Tree – Step 4 of 5.”

Each individual in your tree appears in the box style that you choose. See Figure 4-10.

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.

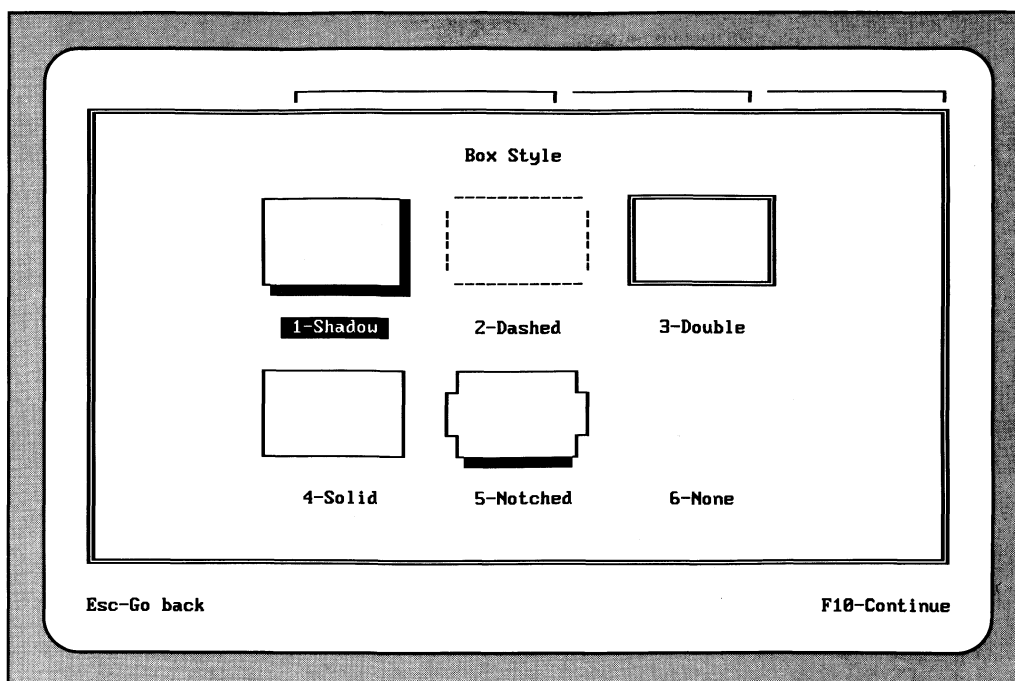


Figure 4-10. Choosing box styles

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 **↵**.

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.

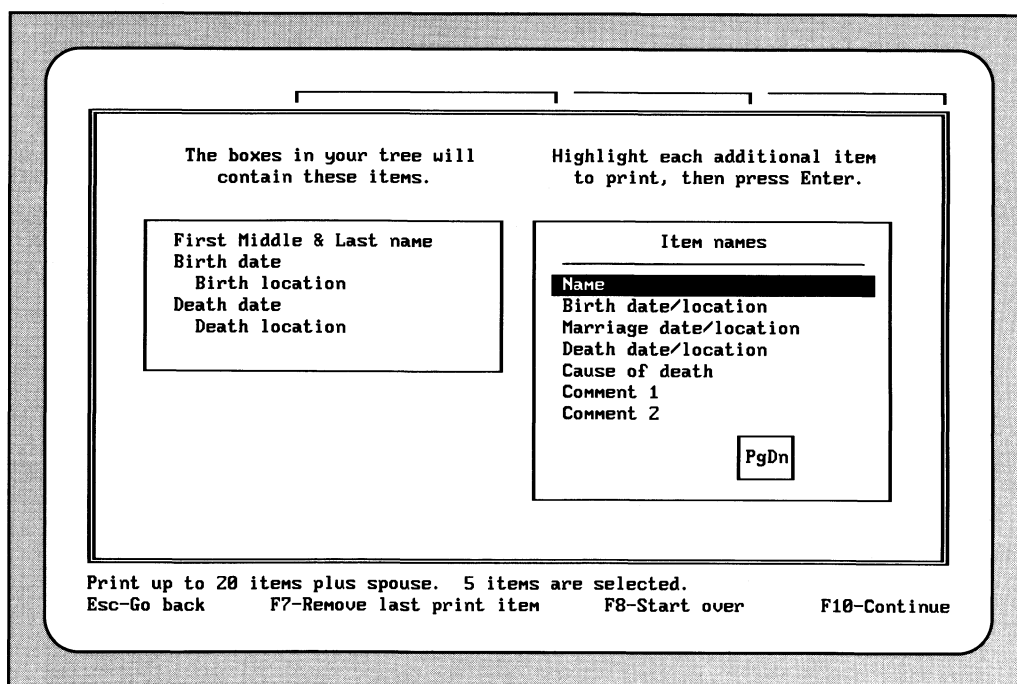


Figure 4-11. Selecting information to print

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

Statistics, such as age at birth of children, age at death, and age at first marriage, always print with their field labels (for example, “Age at death: 40”). If a “?” prints, it means that there is no information in a date field. If “est” prints, as in “Age at death: 40 est,” it means that a date was uncertain. (A date that is uncertain contains a modifier such as “about,” “before,” or “after.” As always, you should enter an uncertain date instead of nothing.)

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

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.

The screenshot shows a window titled "Other Print Settings" with the following options and values:

Option	Current Value	Highlighted Value
Print empty branches?	Yes	No
Print labels of empty fields?	Yes	No
Justify text:	Left	Center
Characters per inch: (bigger number makes tree narrower)	12.00	17.14
Lines per inch: (bigger number makes tree shorter)	6.00	8.00

At the bottom left of the window is the text "Esc-Go back" and at the bottom right is "F10-Continue".

Figure 4-12. Other Print Settings

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

Print labels of empty fields – Field labels for birth, death, marriage, event, medical, location, source, and statistical 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 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 110).
- 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 109).
- Choose a name format that omits middle names (see “Selecting Information to Print” on page 109).
- If you print “Comment” fields, shortening the information entered in them will make your tree narrower (see “Individual Card 2” on page 61 in Chapter 3).
- Printing fewer items per box will reduce the height of your tree (see “Selecting Information to Print” on page 109).
- Omitting borders, titles, and footnotes also makes your tree smaller (see “Changing Print Settings” on page 105).

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 descendant trees with space for photographs by printing lots of blank rows in your descendant tree. See page 138 for more information.

Here are the basic 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.
4. Tell Family Tree Maker to print your tree on paper.

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

Selecting The Primary Individual

The first step is to select the primary individual:

1. Press **F9** to display the Command Menu.
2. Select **P – Print tree**.
3. Select **P – Photo tree**. The first of four Photo Tree screens appears.
4. Highlight the person you want to be the primary individual.

If you have trouble finding the individual you're looking for, use the Find individual command in this list. Simply press **F7** and type the individual's name.

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. Choose 2 for three photos per page; choose 3 for five photos per page. Photo trees only print on one 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. 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.)
2. Turn your printer on.
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: If you are using antique finish parchment paper and you have a laser printer, tear off the perforated, tractor-feed edges of the paper. Then 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 go to the primary individual, press **Home**.

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**.

Note to Mouse Users: To move a little bit in any direction, hold down the **Ctrl** key and click **↑**, **↓**, **←**, or **→**.

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.

Title and Footnote

To modify or examine the title and footnote for your tree, press **F2** from the screen “**Photo Tree – Step 3 of 4.**” For detailed information, see “Title and Footnote” on page 106 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 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, both 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 108. (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 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.

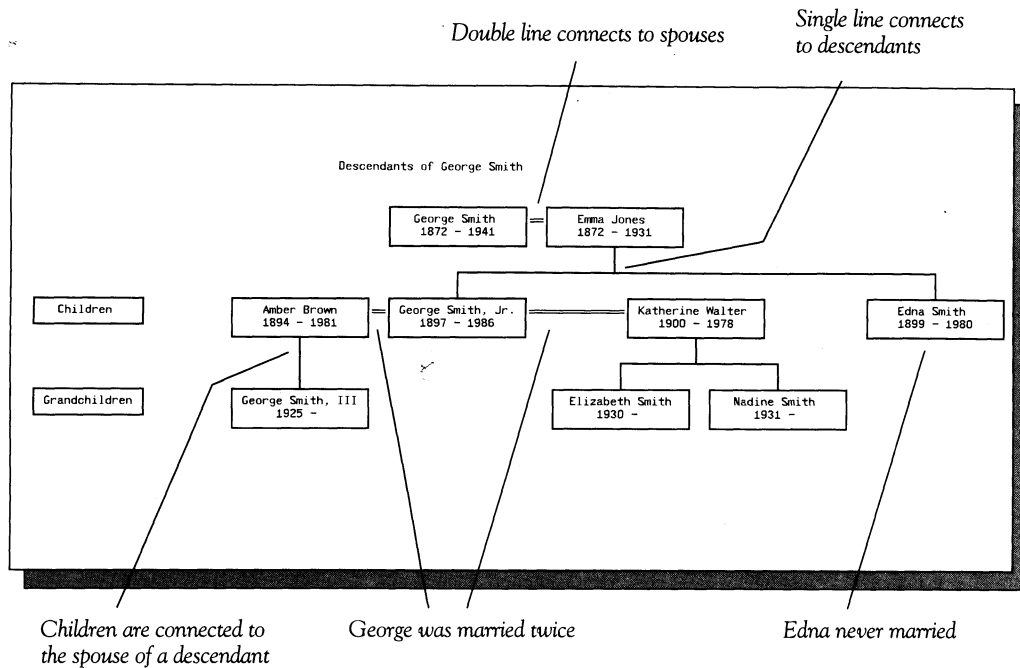


Figure 4-13. A descendant tree

Special Tip: You can create a descendant tree with room for photographs by printing lots of blank rows in your descendant tree. See page 138 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**.
3. Select **D – Descendant tree**. The first of four screens appears.
4. Highlight the person you want to be the primary individual (see Figure 4-14).

If you have trouble finding the individual you're looking for, use the Find individual command in this list. Simply press **F7** and type the individual's name. Press **F7** to find the first match, and again for other matches. If you're not sure of the exact name, type a smaller portion of it (e.g., type "sm" to find "smith").

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.

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 on page 118).

If you want to print one tree instead of a set of trees see "Making Your Descendant Trees Smaller" on page 127 for tips on reducing the size of your tree.

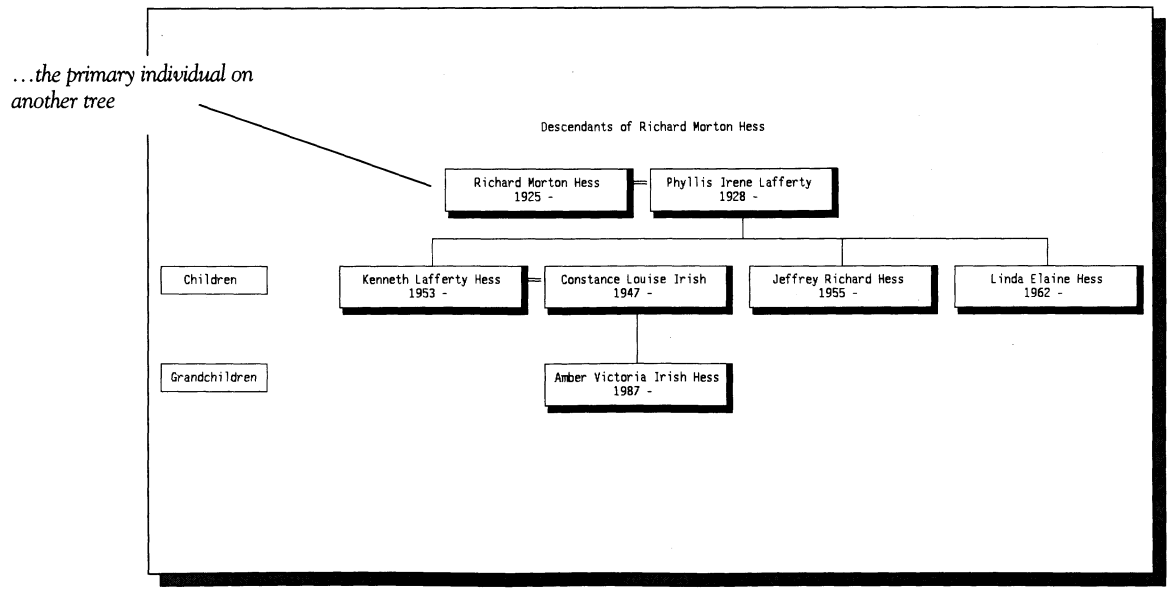
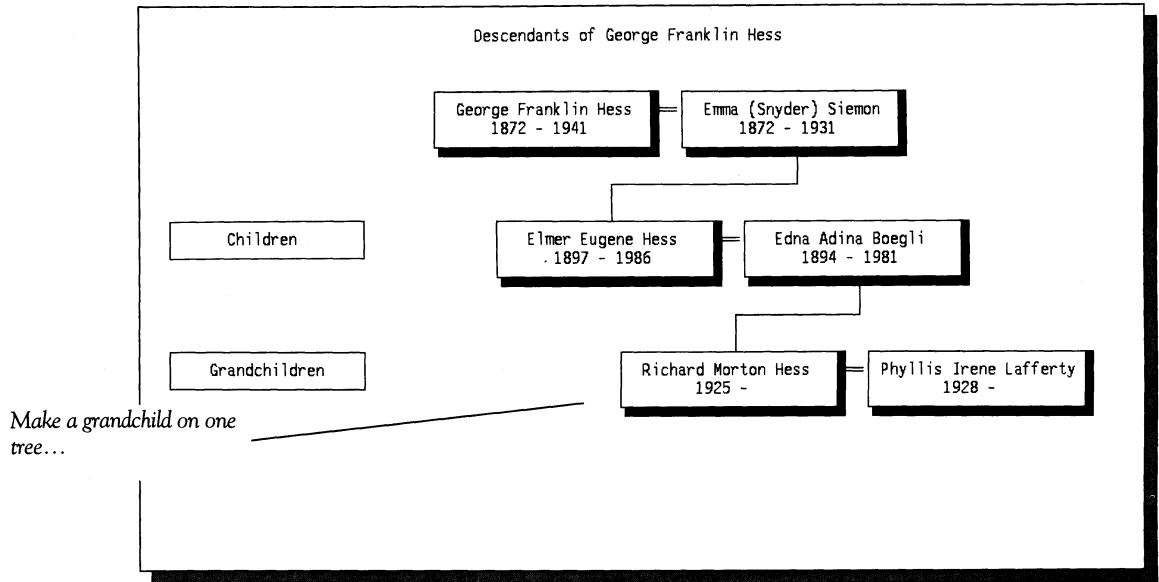


Figure 4-16. A set of descendant trees

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.

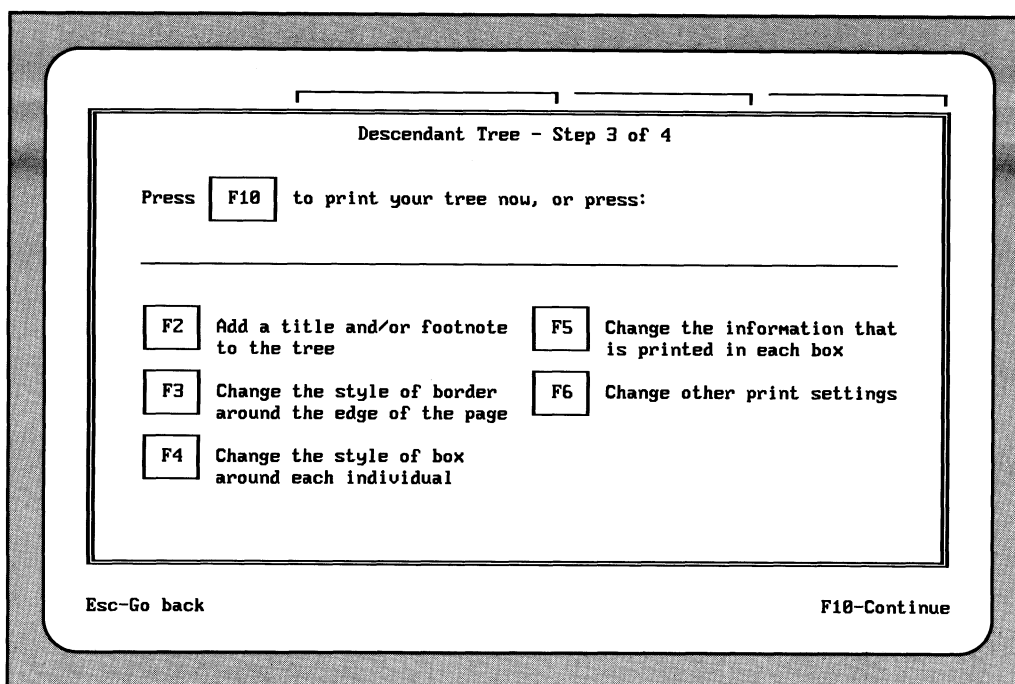


Figure 4-17. Customize your tree or go ahead and print

To print your tree immediately:

1. 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.)
2. Turn your printer on.
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 go to the primary individual, press **[Home]**.

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]**.

Note to Mouse Users: To move a little bit in any direction, hold down the **[Ctrl]** key and click **[↑]**, **[↓]**, **[←]**, or **[→]**. 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 **[Esc]** 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 127.

Title and Footnote

To modify or examine the title and footnote for your tree, press **[F2]** from the “**Descendant Tree – Step 3 of 4**” screen (see Figure 4-18).

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.

Descendant Tree Title and Footnote

Title: Descendants of *NAME* _____

Subtitle: _____

Footnote: _____

Draw box around footnote? Yes No

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

Esc-Go back F10-Continue

Figure 4-18. Creating a title and footnote

Border

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

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

Figure 4-19. Choosing page borders for your tree

Your footnote can be up to four lines long. It prints in the lower left corner of your descendant tree, with or without a box around it.

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

To edit any of these settings:

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

When you've finished making changes, press .

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

Border Style

To see or to change the border to be drawn around the outside edge of your entire tree, press from the "Descendant Tree – Step 3 of 4" screen (see Figure 4-19 on page 121).

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

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

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

Box Style

To modify or examine the style of box for your tree, press from the "Descendant Tree – Step 3 of 4" screen.

Each individual in your tree appears in the box style that you choose (see Figure 4-20).

Use , , , or to choose a box style you like, then press 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 to preview your tree, then print.

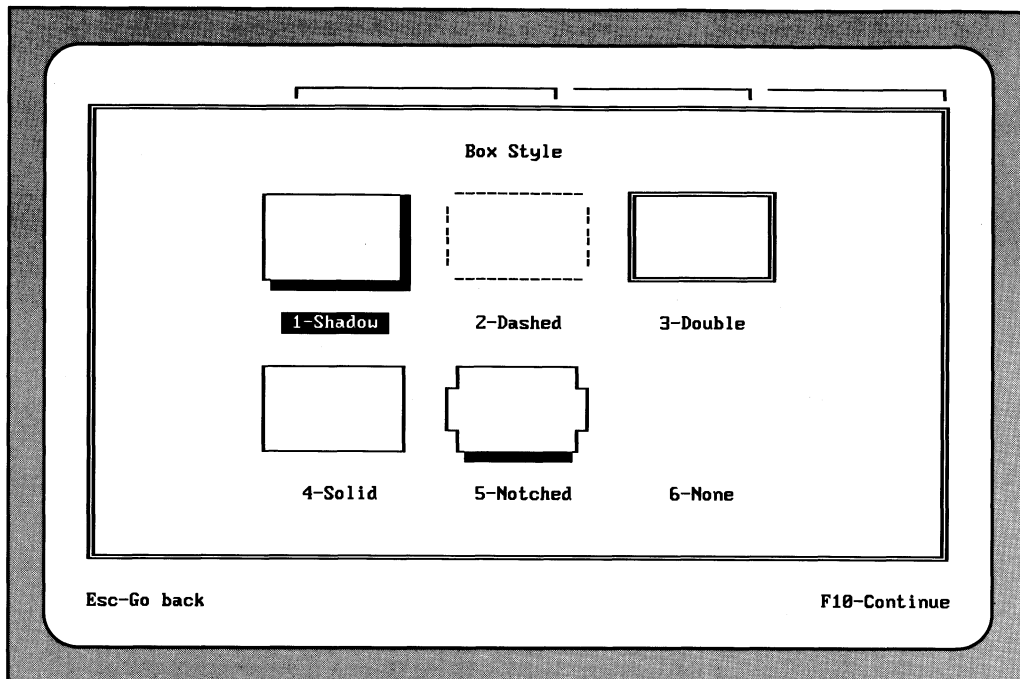


Figure 4-20. Choosing box styles

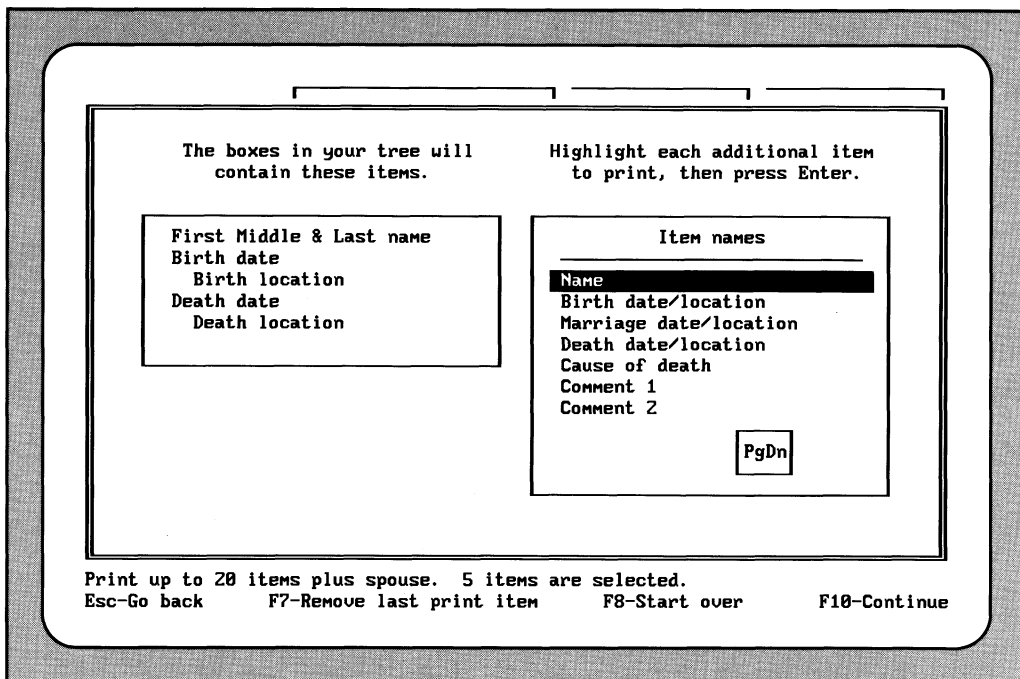


Figure 4-21. Selecting information to print

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 (see Figure 4-21 on page 123). 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.

Statistics, such as age at birth of children, age at death, and age at first marriage, always print with their field labels (for example, “Age at death: 40”). If a “?” prints, it means that there is no information in a date field. If “est” prints, as in “Age at death: 40 est,” it means that a date was uncertain. (A date that is uncertain contains a modifier such as “about,” “before,” or “after.” As always, you should enter an uncertain date instead of nothing.)

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

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.

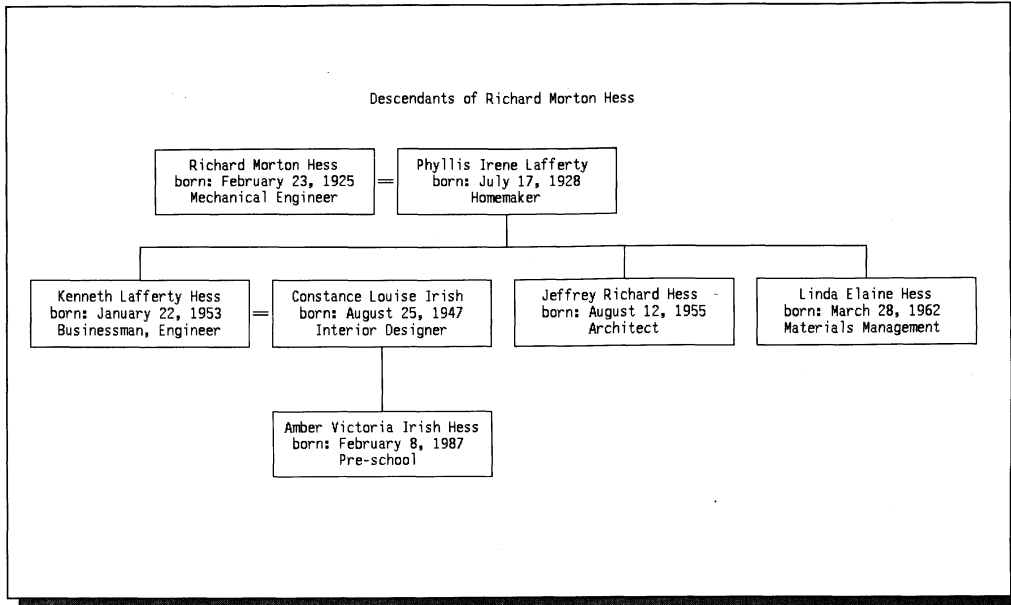
Press **F10** when you’ve finished making changes. You end up back at the “**Descendant Tree – Step 3 of 4**” screen, where you can either modify other settings or press **F10** to preview your tree, then print.

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 (see Figure 4-22).

Style 1 (widest)



Style 4 (narrowest)

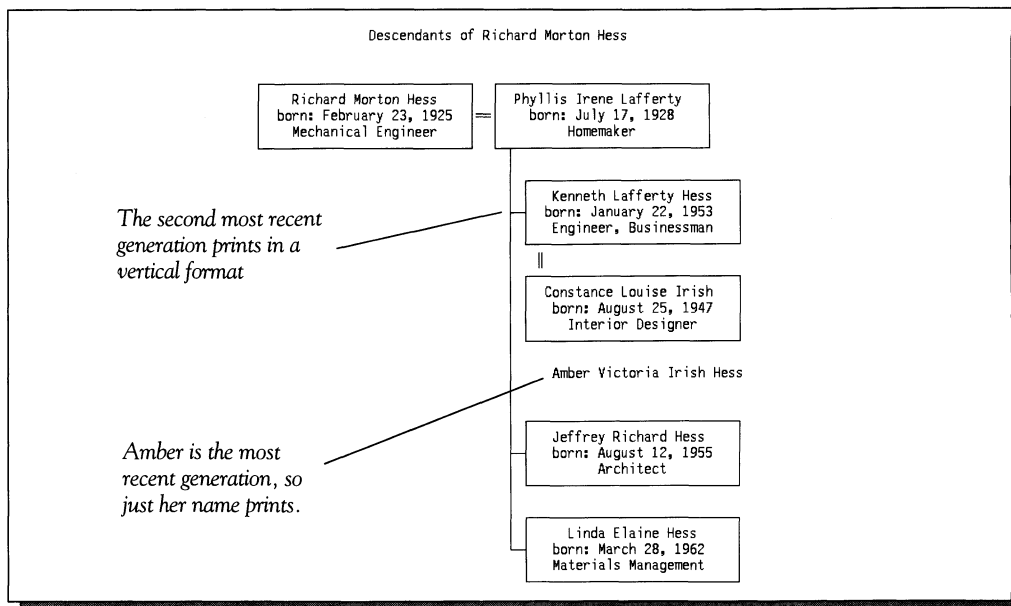


Figure 4-23. Choosing different descendant tree styles

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 all boxes in your tree. The number of items you print in each box determines the height of all boxes. Keeping these facts in mind, a combination of some or all of the following tips will help make your descendant trees smaller:

- Choose Descendant Tree Style 2, 3, or 4 (see "Other Print Settings" on page 124). 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" on page 124).
- 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 124).
- Choose a name format that omits middle names (see "Selecting Information to Print" on page 124).
- If you print "Comment" fields, shortening the information entered in them will make your tree narrower (see "Individual Card 2" on page 61 in Chapter 3).
- Printing fewer items per box will shorten the height of your tree (see "Selecting Information to Print" on page 124).
- Omitting borders, titles, and notes also makes your tree smaller (see "Changing Print Settings" on page 120).
- Printing a Direct Descendant Tree will reduce the size considerably, because fewer people will be on the tree (see "Printing a Direct Descendant Tree" on page 128).

PRINTING A DIRECT DESCENDANT TREE

Direct descendant trees are similar to regular descendant trees, but require less space. A regular descendant tree shows a primary individual and all his or her children, grandchildren, and so on. A direct descendant tree shows the direct line of descent from the primary individual to a secondary individual in a later generation. Family members not in the direct line of descent (such as a sibling's spouse) do not appear in the tree. Even siblings can be excluded, making your trees extremely compact (see Figures 4-24 and 4-25).

Special Tip: You can create a descendant tree with room for photographs by printing lots of blank rows in your descendant tree. See page 138 for more information.

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

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

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

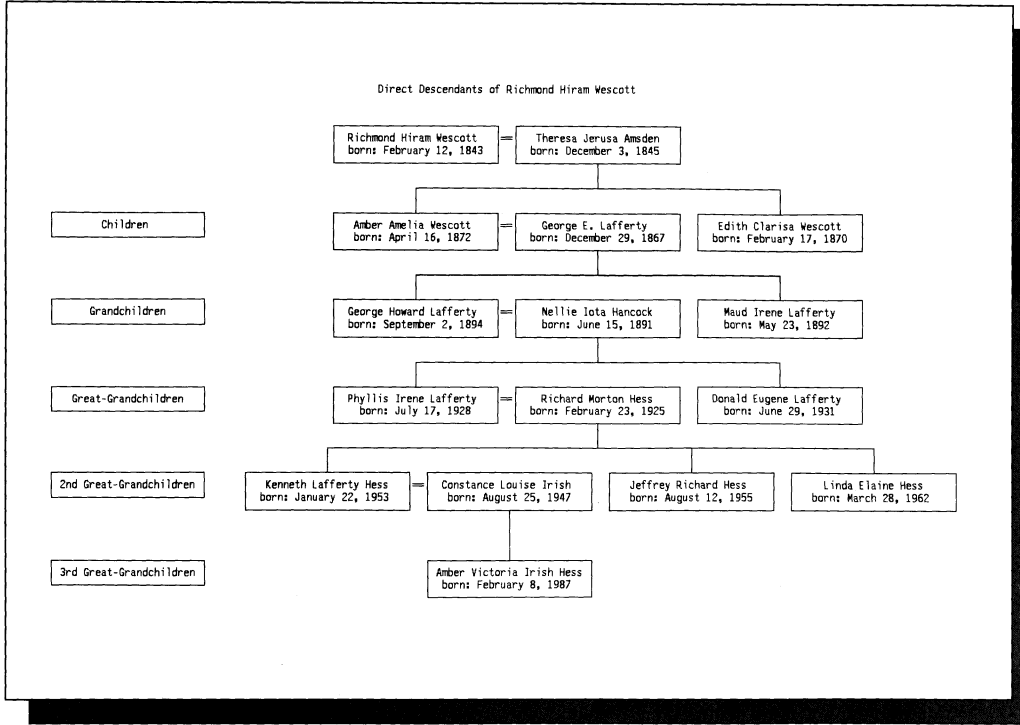


Figure 4-24. A direct descendant tree with siblings

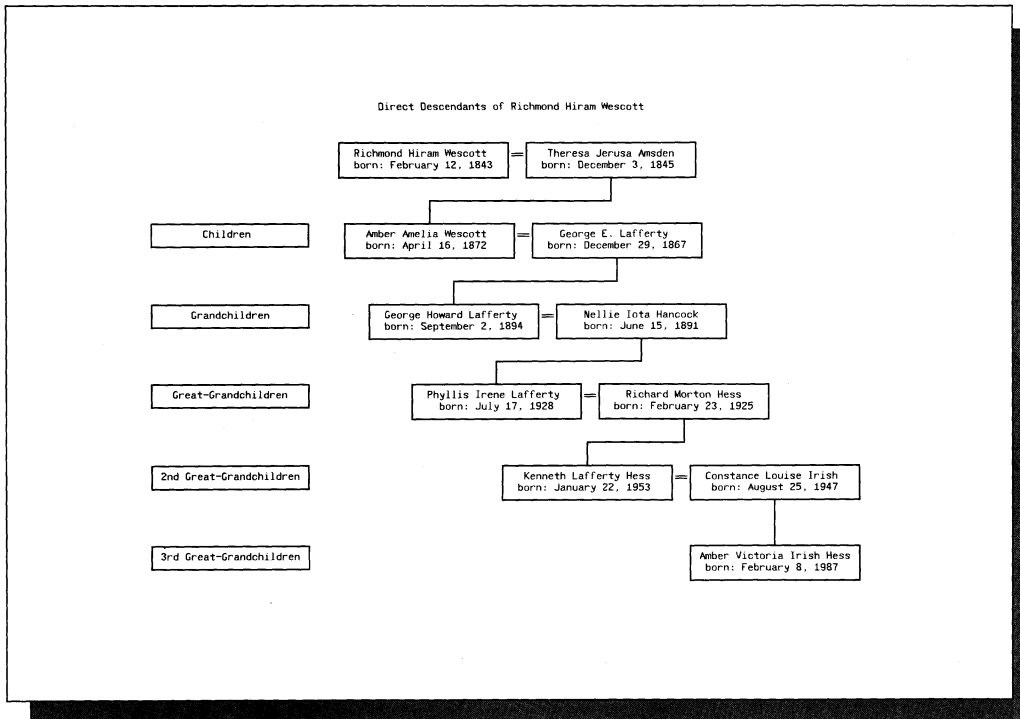


Figure 4-25. A direct descendant tree without siblings

Selecting The Primary Individual

The first step is to select the primary individual:

1. Press **F9** to display the Command Menu.
2. Select **P** – Print tree.
3. Select **R** – Direct descendant tree. The first of four screens appears.
4. Highlight the person you want to be the primary individual (see Figure 4-26).

If you have trouble finding the individual you're looking for, use the Find individual command in this list. Simply press **F7** and type the individual's name. Press **F7** to find the first match, and again for other matches. If you're not sure of the exact name, type a smaller portion of it (e.g., type "sm" to find "Smith").

5. Press **F10** to continue.

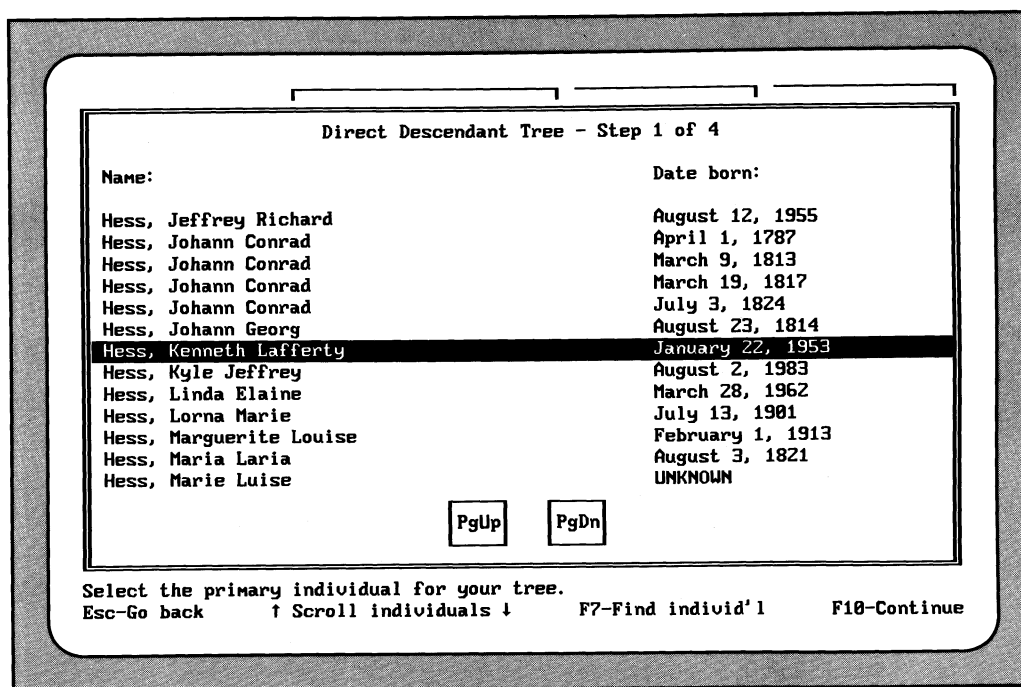


Figure 4-26. Selecting the primary individual

Selecting The Secondary Individual

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

To select the secondary individual:

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

Getting Ready To Print

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

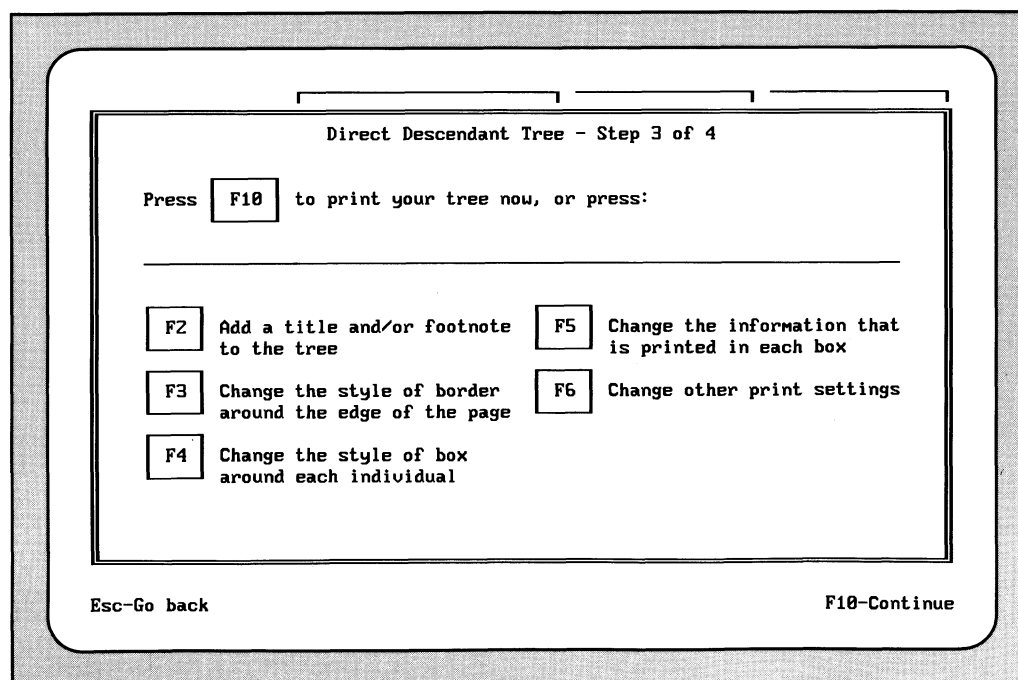


Figure 4-27. Customize your tree or go ahead and print

To print your tree immediately:

1. 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.)
2. Turn your printer on.

-
-
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.

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, descendants by solid lines.

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

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**.

Note to Mouse Users: To move a little bit in any direction using your mouse, hold down, the **Ctrl** key and click **↑**, **↓**, **←**, or **→**.

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

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

When you’re satisfied with what you see on the Preview screen, press **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.

Title and Footnote

To modify or examine the title and footnote for your tree, press **F2** from the “Direct Descendant Tree – Step 3 of 4” screen (see Figure 4-28).

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

Your footnote can be up to four lines long. It prints in the lower left corner of your direct descendant tree, with or without a box around it.

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

To edit any of these settings:

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

When you've finished making changes, press .

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

Border Style

To see or to change the border to be drawn around the outside edge of your entire tree, press from the "Direct Descendant Tree – Step 3 of 4" screen (see Figure 4-29 on page 133).

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

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

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

Box Style

To modify or examine the style of box for your tree, press from the "Direct Descendant Tree – Step 3 of 4" screen (see Figure 4-30).

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

Use , , , or to choose a box style you like, then press to confirm your choice. Or press a number, both to choose a style and to confirm your choice in a single keystroke.

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

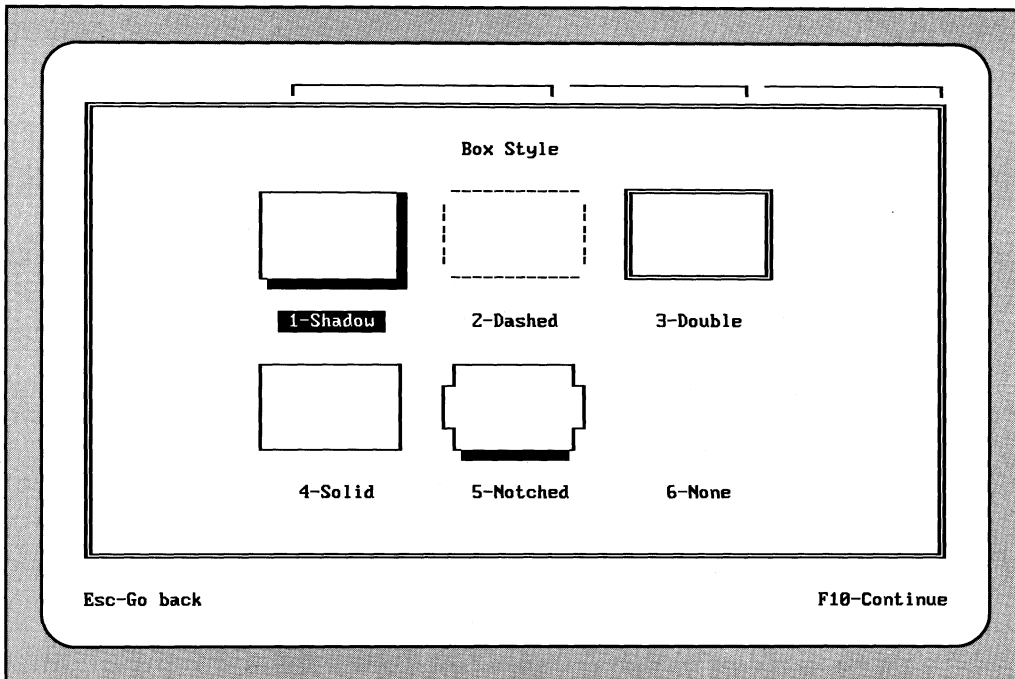


Figure 4-30. Choosing box styles

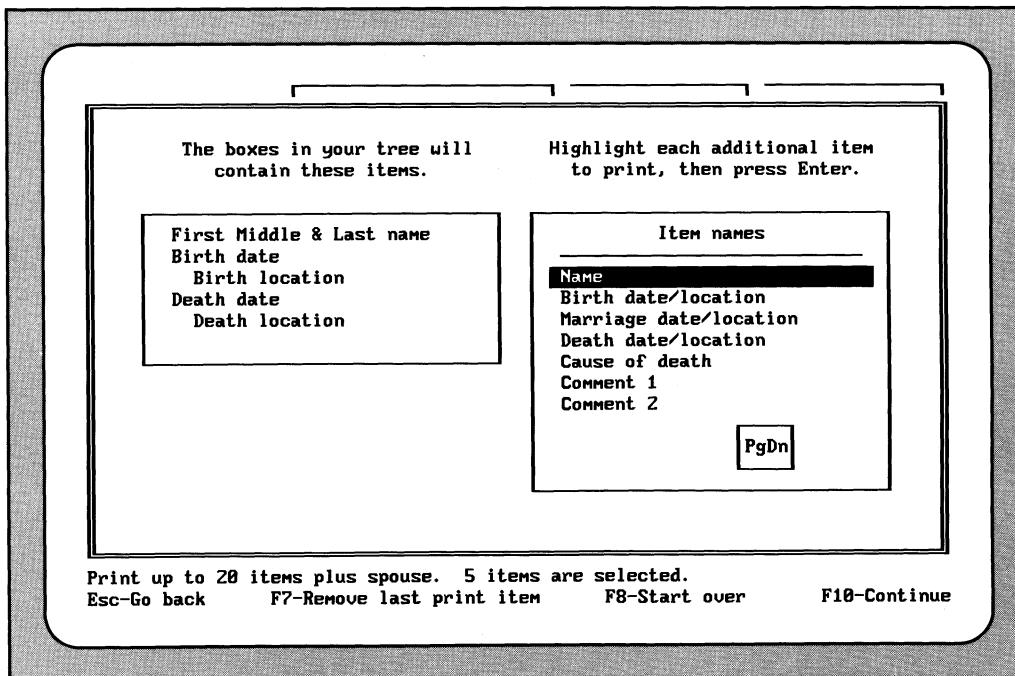


Figure 4-31. Selecting information to print

Selecting Information to Print

To modify or examine the items printing in your tree, press **F5** from the “Direct Descendant Tree – Step 3 of 4” screen. (See Figure 4-31 on page 135.)

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.

Statistics, such as age at birth of children, age at death, and age at first marriage, always print with their field labels (for example, “Age at death: 40”). If a “?” prints, it means that there is no information in a date field. If “est” prints, as in “Age at death: 40 est,” it means that a date was uncertain. (A date that is uncertain contains a modifier such as “about,” “before,” or “after.” As always, you should enter an uncertain date instead of nothing.)

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

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

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

Other Print Settings

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

The “Other Print Settings” screen (see Figure 4-32) gives you several choices.

To change any of these settings:

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

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

MAKING DESCENDANT TREES WITH ROOM FOR PHOTOGRAPHS

Family Tree Maker automatically prints a photo tree for ancestors (see page 112). But, there may be times when you will want to put pictures on your descendant and direct descendant trees. The steps below describe how to make descendant trees with enough space on them to include photographs.

1. Follow the steps for either printing a descendant tree (described on page 115) or a direct descendant tree (described on page 128).
2. When you get to the option screen ("Step 3 of 4" on both trees) select to change the information that is printed in each box.
3. Press 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 to save your choices.

Finish printing the descendant tree as you normally would.

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 80) that you see when you press 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 to display the Command Menu.
3. Select **L – Print list**.

-
-
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. 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.)
 6. Turn your printer on.
 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**.
3. Select **F – Family group sheet**.
4. Highlight the husband or wife of the family whose information you want to print.

If you have trouble finding the individual you're looking for, use the Find individual command in this list. Simply press **F7** and type the individual's name. Press **F7** to find the first match, and again for other matches. If you're not sure of the exact name, type a smaller portion of it (e.g., type "sm" to find "Smith").
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 4-33 on page 140).
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.
8. 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.)
9. Turn your printer on.

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-Print empty sheet F10-Continue

Figure 4-33. The Family Group Sheet – Step 2 of 3 screen

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 163, for details.

PRINTING A CALENDAR

You can print monthly calendars to help you keep track of family members' birthdays and anniversaries. You can even include their ages and how long they've been married. A sample calendar is shown in Figure 4-34.

To print a calendar, from any Family Card:

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

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

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

January 1991 Birthdays and Anniversaries

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 John P. Lafferty 52	2 Abraham Boegli 21	3	4	5 Magdalena Amstutz 76 Howard Lewellyn Boegli 83
6 George Richard Hess 83 Benjamin Franklin Shaulis 41	7	8 Pamela & William Herbert Friend 19	9 Thomas Amsden 30 Elisabeth & Jakob Sprunger 27	10	11	12
13	14	15	16	17 Nancy Amsden 19	18 Nelson Lafferty 32 Dingus McLee 59	19
20	21	22 Kenneth Lafferty Hess 38	23 Michael Amstutz 21	24 Edna Belle Hess 82	25	26
27	28	29	30 Betty & Corliss Burdett Hess 48	31		

Figure 4-34. A sample calendar

Previewing Your Calendar

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

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

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**.

Note to Mouse Users: To move a little bit in any direction using your mouse, hold down, the **Ctrl** key and click **↑**, **↓**, **←**, or **→**.

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

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

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

Changing Print Settings

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

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

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

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

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

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

Print only if still alive – Use this option to print birthdays and anniversaries for everyone in your card file or only those who are still living. Choose **Yes** to print only those people who are still alive. Choose **No** to see how old a deceased individual would be in the year for which the calendar is printed, or to see which ancestors have the same birthdays as your living relatives.

To edit any of these settings:

1. Use , , , and to move to the line you want to change.
2. Use or to move between choices, or type in any necessary text.

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

DRAFT PRINTING

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

To print in draft mode, from any Family Card:

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

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

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

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

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 “Things To Watch For” on page 152 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) 501-5402 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) 236-0817
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 St., 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

Note: These addresses and phone numbers were verified at the time of this manual's printing. It is possible that they have since changed. If you have trouble reaching any of these places, dial 1+ (area code) + 555-1212 for information.

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, (205) 242-4152
Birmingham Genealogical Society, P.O. Box 2432, Birmingham, AL 35201

Alaska

Alaska Historical Library, P.O. Box G, Juneau, AK 99811, (907) 465-2925
Kenai Community Library, 163 Main St. Loop, Kenai, AK 99611, (907) 283-4378

Arizona

Arizona Dept. of Library Archives & Public Records, 1700 W. Washington St., Phoenix, AZ 85007,
(602) 542-3942
Arizona State Genealogical Society, P.O. Box 42075, Tucson, AZ 85733, (602) 298-0905

Arkansas

Arkansas History Commission, One Capital Mall, Little Rock, AR 72201, (501) 682-6900

California

California Genealogical Society, P.O. Box 77105, San Francisco, CA 94107-0105, (415) 777-9936
California Historical Society, 2090 Jackson St., San Francisco, CA 94109, (415) 567-1848
California State Archives, 1020 "O" Street, Rm. 130, Sacramento, CA 95814, (916) 445-4293
California State Library, 914 Capitol Mall, Sacramento, CA 95814, (916) 322-4570
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, (707) 252-2252
Orange County Genealogical Society, 7111 Talbert Ave., Huntington Beach, CA 92648
San Diego Genealogical Society, 2925 Kalmia St., San Diego, CA 92104, (619) 284-7017
San Luis Obispo Genealogical Society, Inc., P.O. Box 4, Atascadero, CA 93423-0004.
Southern California Genealogical Society, P.O. Box 4377, Burbank, CA 91503, (818) 843-7247
Sutro Library, 480 Winston Drive, San Francisco, CA 94132, (415) 731-4477

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,
(303) 866-2390

Connecticut

Connecticut State Library, 231 Capitol Ave., Hartford, CT 06106, (203) 566-3692
The Stamford Historical Society, 1508 High Ridge Rd., Stamford, CT 06903, (203) 329-1183

Delaware

Delaware Genealogical Society, 505 Market Street Mall, Wilmington, DE 19801
Historical Society of Delaware, 505 Market Street Mall, Wilmington, DE 19801, (302) 655-7161

Florida

Miami-Dade Public Library, Genealogy Dept., 101 West Flagler St., Miami, FL 33130, (305) 375-2665
State of Florida, Bureau of Archives, Tallahassee, FL 32399-0250, (904) 487-2073
Tampa Public Library, 900 North Ashley Dr., Tampa, FL 33602, (813) 223-8865

Georgia

Atlanta Historical Society, 3101 Andrews Dr. NW, Atlanta, GA 30305, (404) 261-1837
Georgia Department of Archives and History, 330 Capital Ave., Atlanta, GA 30334, (404) 656-2350

Hawaii

Hawaiian Historical Society, 560 Kawaiahao St., Honolulu, HI 96813, (808) 537-6271
Library of Hawaii, 634 Pensicola St., Honolulu, HI 96814, (808) 586-3500

Idaho

Idaho Genealogical Society, 610 North Julia Davis Drive, Boise, ID 83702, (208) 384-0542
Idaho Historical Society Genealogical Library, 450 North 4th St., Boise, ID 83702, (208) 334-2305

Illinois

Chicago Genealogical Society, P.O. Box 1160, Chicago, IL 60690, (312) 725-1306
Illinois State Archives, Archives Bldg., Springfield, IL 62756, (217) 782-4682
Illinois State Genealogical Society, P.O. Box 10195, Springfield, IL 62791, (217) 789-1968
Illinois State Historical Library, Old State Capitol, Springfield, IL 62701, (217) 524-7216

Indiana

Allen County Public Library, 900 Webster St., Ft. Wayne, IN 46802, (219) 424-7241
Indiana Historical Society, 315 West Ohio Street, Indianapolis, IN 46202, (317) 232-1882
Indiana State Library, 140 North Senate Ave., Indianapolis, IN 46204, (317) 232-3675

Iowa

State Historical Society of Iowa, 600 East Locus St., Des Moines, IA 50319, (515) 281-6200

Kansas

Kansas State Historical Society, 120 West 10th, Topeka, KS 66612, (913) 296-4774
Kansas State Historical Society Library, 120 West 10th, Topeka, KS 66612, (913) 296-4775

Kentucky

Kentucky Historical Society, P.O. Box H, Frankfort, KY 40602, (502) 564-3016
Kentucky State Library and Archives, 300 Coffee Tree Rd., P.O. Box 537, Frankfort, KY 40602-0537,
(502) 875-7000

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, (504) 342-4914

Maine

Maine Historical Society, 485 Congress Street, Portland, ME 04101, (207) 774-1822
Maine State Library, Cultural Building, State House Station 64, Augusta, ME 04333, (207) 289-5600

Maryland

Maryland Genealogical Society, 201 West Monument St., Baltimore, MD 21201, (301) 685-3750
Maryland Historical Society, 201 West Monument St., Baltimore, MD 21201, (301) 685-3750

Massachusetts

Massachusetts Historical Society, 1154 Boylston St., Boston, MA 02215, (617) 536-1608
Massachusetts State Library, State House, Rm. 341, Boston, MA 02133, (617) 727-2590
New England Historic Genealogical Society, 101 Newbury Street, Boston, MA 02116, (617) 536-5740

Michigan

Archives and Regional History Collections, Western Michigan University, Kalamazoo, MI 49008-5081,
(616) 387-8490
Detroit Public Library, 5201 Woodward Ave., Detroit, MI 48202, (313) 833-1480
Michigan State Library, 717 W. Allegan St., P.O. Box 30007, Lansing, MI 48909, (517) 373-5400

Minnesota

Minnesota Genealogical Society, P.O. Box 16069, St. Paul, MN 55116, (612) 222-6929
The Prairieland Genealogical Society, Southwest State University, Marshall, MN 56258

Mississippi

Mississippi Dept. of Archives and History, P.O. Box 571, Jackson, MS 39205, (601) 359-6876
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,
(816) 221-2685
Missouri State Genealogical Association, 4302 Barth Drive, St. Louis, MO 63125

Montana

Montana Historical Society Foundation, 225 North Roberts St., Helena, MT 59620, (406) 449-3770
Yellowstone Genealogy Forum, c/o Parmly Billings Library, 510 North Broadway, Billings, MT 59101,
(406) 657-8257

Nebraska

Nebraska Genealogical Society, c/o Keene Memorial Library, 1643 N. Nye, Fremont, NE 68025,
(402) 727-2694
Nebraska State Historical Society Library, P.O. Box 82554, Lincoln, NE 68501, (402) 471-4751

Nevada

Nevada Historical Society, 1650 N. Virginia, Reno, NV 89503, (702) 688-1190
Northeastern Nevada Genealogical Society, P.O. Box 1903, Elko, NV 89801

New Hampshire

New Hampshire Historical Society Library, 30 Park Street, Concord, NH 03301, (603) 225-3381
New Hampshire State Library, 20 Park Street, Concord, NH 03301, (603) 271-2144

New Jersey

New Jersey State Archives, 185 West State Street, CN 307, Trenton, NJ 08625, (609) 292-6260
New Jersey State Library, 185 West State Street, Trenton, NJ 08625, (609) 292-6220

New Mexico

New Mexico Genealogical Society, 423 Central NE, Albuquerque, NM 87102
New Mexico State Library, 325 Don Gasper, Santa Fe, NM 87503, (505) 827-3800

New York

The Brooklyn Historical Society, 128 Pierrepont St., Brooklyn, NY 11201, (718) 624-0890
Buffalo and Erie County Public Library, Laffayette Square, Buffalo, NY 14203, (716) 858-7103
Central New York Genealogical Society, P.O. Box 104, Covin Sta., Syracuse, NY 13205
New York Genealogical and Biographical Society, 122-126 East 58th Street, New York, NY 10022,
(212) 755-8532
New York State Historical Association, P.O. Box 800, Cooperstown, NY 13326, (607) 547-2509
New York State Library & Cultural Education Center, Empire State Plaza, Seventh Floor, Albany, NY
12230, (518) 474-5355

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, (919) 733-7222

North Dakota

State Historical Society of North Dakota, 612 East Blvd., Bismarck, ND 58505-0830, (701) 224-2666

Ohio

Ohio Genealogical Society, 34 Sturges Ave., P.O. Box 2625, Mansfield, OH 44906, (419) 522-9077
Ohio Historical Society Library, 1982 Velma Avenue, Columbus, OH 43211, (614) 297-2510
Ohio State Library, c/o Genealogy Section, Rm. 308, 65 South Front Street, Columbus, OH 43266-0334,
(614) 644-6966
Warren-Trumbull County Public Library, History & Genealogy Room, 444 Mahoning Ave. NW,
Warren, OH 44483, (216) 399-8807

Oklahoma

Oklahoma Historical Society, Historical Bldg., Lincoln Blvd at NE 19th St., Oklahoma City, OK 73105,
(405) 521-2491

Oregon

Multnomah County Library, 801 SW 10th Ave., Portland, OR 97205, (503) 248-5234
Oregon Genealogical Society, 223 North A St., Suite F, Springfield, OR 97477, (503) 746-7924
Oregon State Library, State Library Building, Salem, OR 97310, (503) 378-4277

Pennsylvania

Carnegie Library, Pennsylvania Room, 4400 Forbes Ave., Pittsburgh, PA 15213, (412) 622-3154
Pennsylvania Genealogical Society, 1300 Locust Street, Philadelphia, PA 19107, (215) 545-0391
Pennsylvania Historical and Museum Commission, Division of Archives and Manuscripts, Box 1026,
Harrisburg, PA 17108-1026, (717) 783-3281
State Library of Pennsylvania, P.O. Box 1601, Harrisburg, PA 17105, (717) 783-5991

Rhode Island

Rhode Island State Archives, 337 West Minster St, Providence, RI 02903, (401) 277-2353
Rhode Island State Historical Society Library, 121 Hope St., Providence, RI 02906, (401) 331-8575

South Carolina

South Carolina Historical Society, 100 Meeting Street, Charleston, SC 29401, (803) 723-3225
South Carolina State Archives, 1430 Senate St., Columbia, SC 29211, (803) 734-8596
South Carolina State Library, 1500 Senate Street, P.O. Box 11469, Columbia, SC 29211,
(803) 734-8666

South Dakota

State Historical Society, 900 Governors Dr., Pierre, SD 57501-2217, (605) 773-3458
Tri-State Genealogical Society, 905 Fifth Avenue, Bell Fourche, SD 57717

Tennessee

Tennessee Genealogical Society, P.O. Box 111249, Memphis, TN 38111-1249, (901) 327-3273
Tennessee State Library and Archives, 403 7th Avenue North, Nashville, TN 37243, (615) 741-2764

Texas

Texas State Library, Box 12927, Austin, TX 78711, (512) 463-5455

Utah

Genealogical Society of the Church of Jesus Christ of Latter-day Saints, 35 North West Temple Street,
Salt Lake City, UT 84150, (801) 240-3707
Utah Genealogical Association, P.O. Box 1144, Salt Lake City, UT 84110

Vermont

Genealogical Library, Bennington Museum, West Main St., Bennington, VT 05201, (802) 447-1571
Vermont Historical Society, Pavilion Office Bldg., 109 State Street, Montpelier, VT 05602,
(802) 828-2291

Virginia

Virginia Historical Society, P.O. Box 7311, Richmond, VA 23211-0311, (804) 358-4901
Virginia State Library, 11th at Capitol Square, Richmond, VA 23219, (804) 786-2306

Washington

Seattle Genealogical Society, P.O. Box 1708, Seattle, WA 98111, (206) 682-1410
Washington State Library, State Library Bldg., Olympia, WA 98504-0111, (206) 753-4024

West Virginia

West Virginia Historical Society, Cultural Center, Charleston, WV 25305, (304) 348-0220

Wisconsin

Milwaukee Public Library, 814 West Wisconsin Ave., Milwaukee, WI 53233-2385, (414) 278-3000
Wisconsin Genealogical Society, c/o Mrs. John Irvin, 2109 20th Ave., Monroe, WI 53566
Wisconsin State Historical Library, 816 State St., Madison, WI 53706, (608) 262-3421

Wyoming

Department of Commerce, Historical Research Unit, Barrett Bldg., Cheyenne, WY 82002,
(307) 777-7018

CANADIAN SOURCES

Archives Nationales du Québec, Service Au Public, 1210 Avenue du Seminaire, Saint-Foy, Qué.,
G1V 4N1, (418) 643-1322
Archives of the Northwest Territories, Prince of Wales Northern Heritage Centre, Yellowknife, N.W.T.,
X1A 2L9, (403) 873-7698
Archives of Ontario, 77 Grenville St., Queen's Park, Toronto, Ont., M7A 2R9, (416) 327-1600
National Archives of Canada, 395 Wellington St., Ottawa, Ont., K1A 0N3, (613) 995-5138
Provincial Archives of Alberta, 12845 - 102 Ave., Edmonton, Alta., T5N 0M6, (403) 427-1750
Provincial Archives of British Columbia, 655 Belleville St., Victoria, B.C., V8V 1X4, (604) 387-5885
Provincial Archives of Manitoba, 200 Vaughan St., Winnipeg, Man., R3C 1T5, (204) 945-3971
Provincial Archives of New Brunswick, P.O. Box 6000, Fredericton, N.B., E3B 5H1, (506) 453-2122
Provincial Archives of Newfoundland and Labrador, Colonial Building, Military Road, St. John's Nfld.,
A1C 2C9, (709) 729-3065
Public Archives of Nova Scotia, 6016 University Ave., Halifax, N.S., B3H 1W4, (902) 424-6060
Public Archives of Prince Edward Island, P.O. Box 1000, Charlottetown, P.E.I., C1A 7M4,
(902) 368-4290
Saskatchewan Archives Board, Regina Office, University of Regina, Regina, Sask., S4S 0A2,
(306) 787-4068
Saskatchewan Archives Board, Saskatoon Office, University of Saskatchewan, Saskatoon, Sask.,
S7N 0W0, (306) 933-5832
Yukon Archives, P.O. Box 2703, Whitehorse, Y.T., Y1A 2C6, (403) 667-5321



DS ORDINANCE INFORMATION

If you selected **Yes** to use the LDS format for reports on “**Preferences – Step 3 of 5**” in **Program Setup**, several new fields will be added to some Family Tree Maker screens.

1. The event field labels on **Individual Card 1** 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're 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 Printer – Other**.

b) **IBM Compatible** under the manufacturer, **IBM Printer – Other**.

If your printer is a laser printer, try any of the "No cartridge req'd" settings under the manufacturer, **HP LaserJet II, III**.

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.

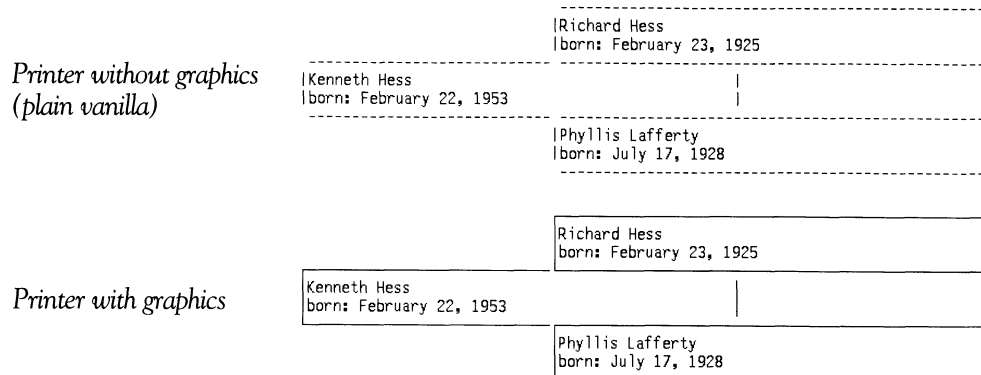


Figure C-1.

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 HPGL plotter** under the manufacturer **HP Plotter**. When you make this selection, Family Tree Maker will ask you how many pens there are on your plotter. (See page 92 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 Rate 9600
Data bits Eight
Stop bits One
Parity None

Special Setup

Special 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.

43/50 Line Preview Mode

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

Select **Yes** to take advantage of an EGA or VGA monitor. Select **No** if your monitor isn't one of these, or if you do not see your tree properly when it is previewed. (Sometimes incompatibility problems make it impossible to use the 43/50 line preview.)

Top, left, right, and bottom margins

Use these settings to control the size of the margins on your printed output. Choosing larger numbers will give you bigger margins, helpful for things like three-hole punching a Family Group Sheet. Choosing smaller numbers will reduce the size of your margins, getting as much information as possible onto a page (on trees, for example). The numbers represent parts of an inch (i.e., ".5" means one half inch; ".2" means one fifth of an inch).

Note: All printers have a built-in margin. This margin varies from printer to printer, so a margin that you set here will be added to your printer's built-in margin.

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



COMMON QUESTIONS AND PROBLEMS

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

ENTERING INFORMATION

Avoiding Information Loss

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

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

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

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

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

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

12. Press Enter .

You now have a backup copy of your data.

13. Quit Family Tree Maker.

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

Keeping All Your Information In A Single Card File

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

- If you're starting a new card file for someone who's completely unrelated to you, such as your neighbor, *or*
- If you have more than 1200 names to enter.

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

To use only one card file, follow these guidelines:

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

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

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

Listing Children And Marriages In The Correct Order

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

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

Note: For more information about entering dates, see page 54.

Note: You can change the word "about" to be anything you like. See page 89.

Figure D-1, on page 172, shows an example of why you should estimate birth dates. In this family, Jon is the oldest, Joel is the middle child, and Susanne is the youngest. We know when Jon and Joel were born, but do not know when Susanne was born. We only know that she was born after Joel, so her birth date was left blank.

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

Using an estimated date solves the problem. Entering "After July 7, 1870" as Susanne's birth date causes her to be shown last on the Family Card, and on Family Group Sheets, which we know is correct. See Figure D-2, on page 172.

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

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

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

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

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

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

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

PRINTING

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-3 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're Not Sure What Printer Setting to Use" on page 165 in Appendix C to select the correct printer setting for your printer.

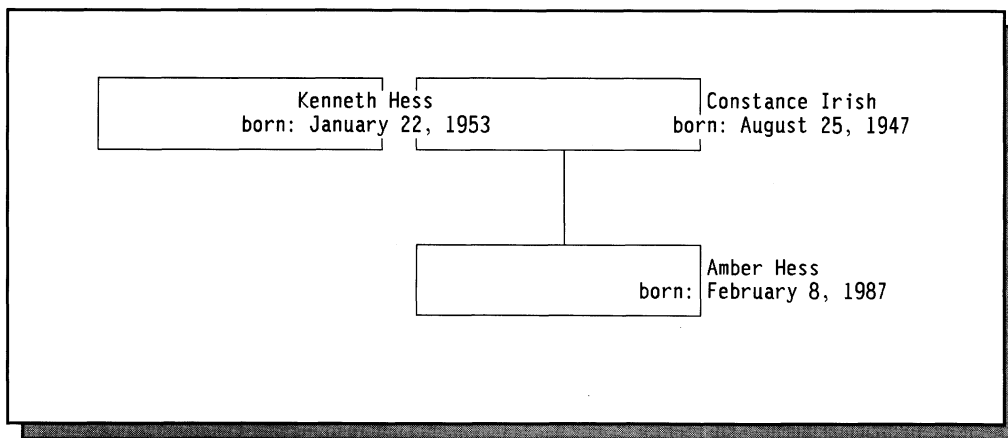


Figure D-3. Text printing out of boxes

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-4 on page 174).

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.

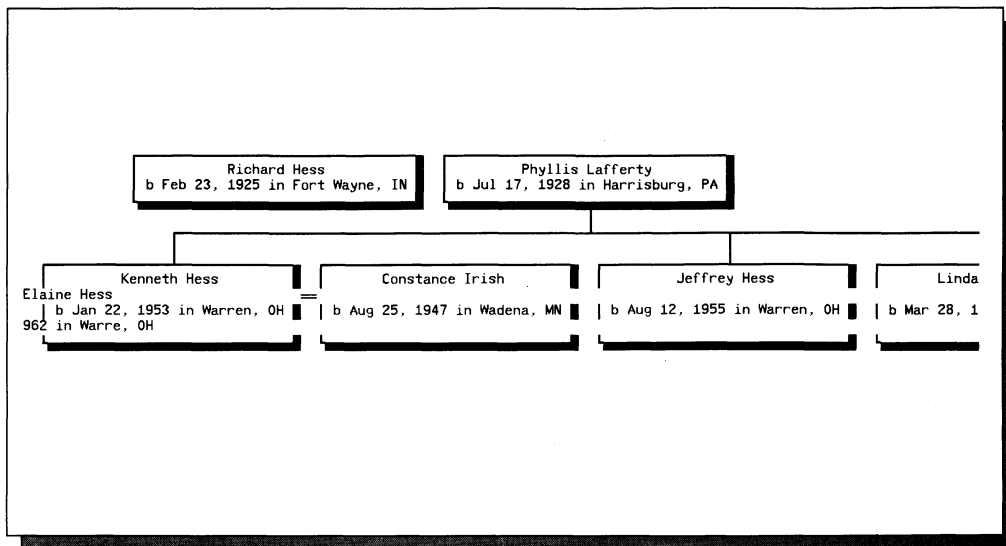


Figure D-4. Tree wrapping

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 87 in Chapter 3 for help 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're Not Sure What Printer Setting To Use" on page 165 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 any Family Card, press **Alt** + **F1** 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. (See page 87 in Chapter 3 for help using the Command Menu.)
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.

“You have entered the drive (or path) incorrectly”

This message means that Family Tree Maker doesn’t understand where you want to save the file; you’ve specified a location that it doesn’t recognize.

To fix this problem:

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

If your screen currently displays the “Incorrect drive (or path)” message, just press **F10**.

-
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2. **If you're using a hard disk**, press **Ctrl** + **Y** to clear the line. A blank line is perfectly fine for hard disk users.

If you're using a floppy disk, type the letter of the drive followed by a colon and a backslash. In most cases, this would be **B:**

3. Press Tab **[↹]** to move to the "File name" line.
4. Enter your filename.
5. Press Enter **[↵]** to save (or get) your file.



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 1200 names in each card file.) You could then use this "branch" as a starting point for a new family tree.

This function also allows you to delete more than one person at a time, such as someone with children, or even an entire branch. Just before Family Tree Maker saves your selected descendants, you are given the option to delete them.

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 can remain the same (all the people are still there) or you can choose to remove the selected descendants.

Note: The term "descendants" includes spouses of blood line descendants.

To Save selected descendants, first save your current card file (see page 85 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 5."
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 5."
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 5," 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 120) 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 5" 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. You will see the screen, "Save selected descendants - Step 5 of 5."
11. Family Tree Maker now gives you the option of permanently deleting these individuals from your card file, or leaving your card file unchanged.

Choose "No change" to leave these descendants in your card file.

Choose "Delete descendants" to permanently delete these descendants from your card file.

Family Tree Maker brings you back to the Family Card you were working on when you began the **Save selected descendants** function. If you chose to delete that Family Card, a different Family Card will be shown.

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 88 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.

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 1200 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 183):

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.

What follows is an example.

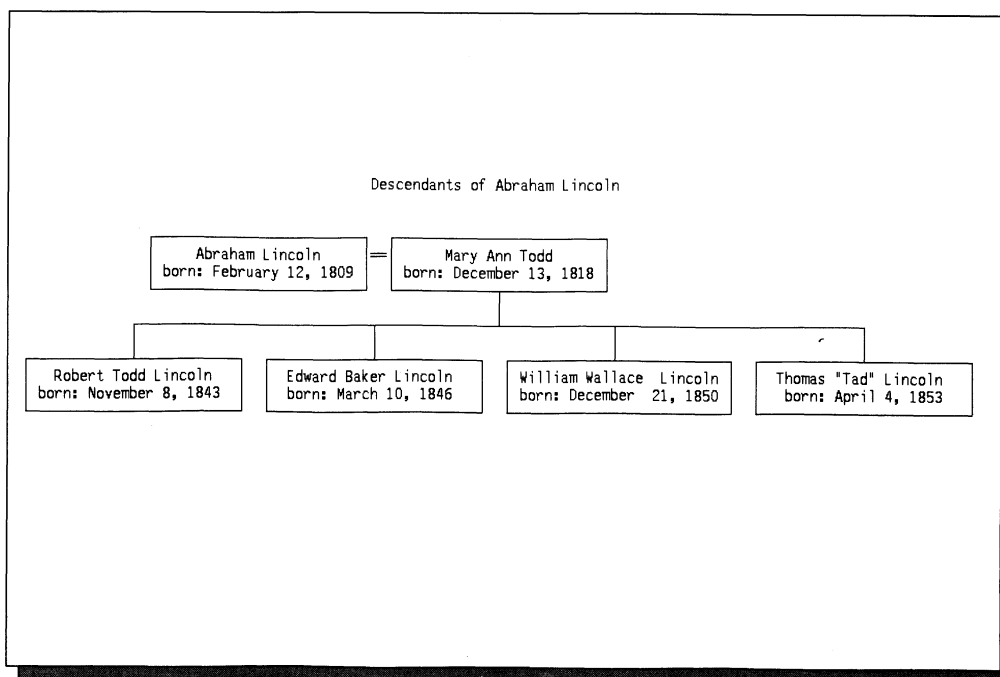


Figure E-1. Contents of the LINCOLNA.FTM card file

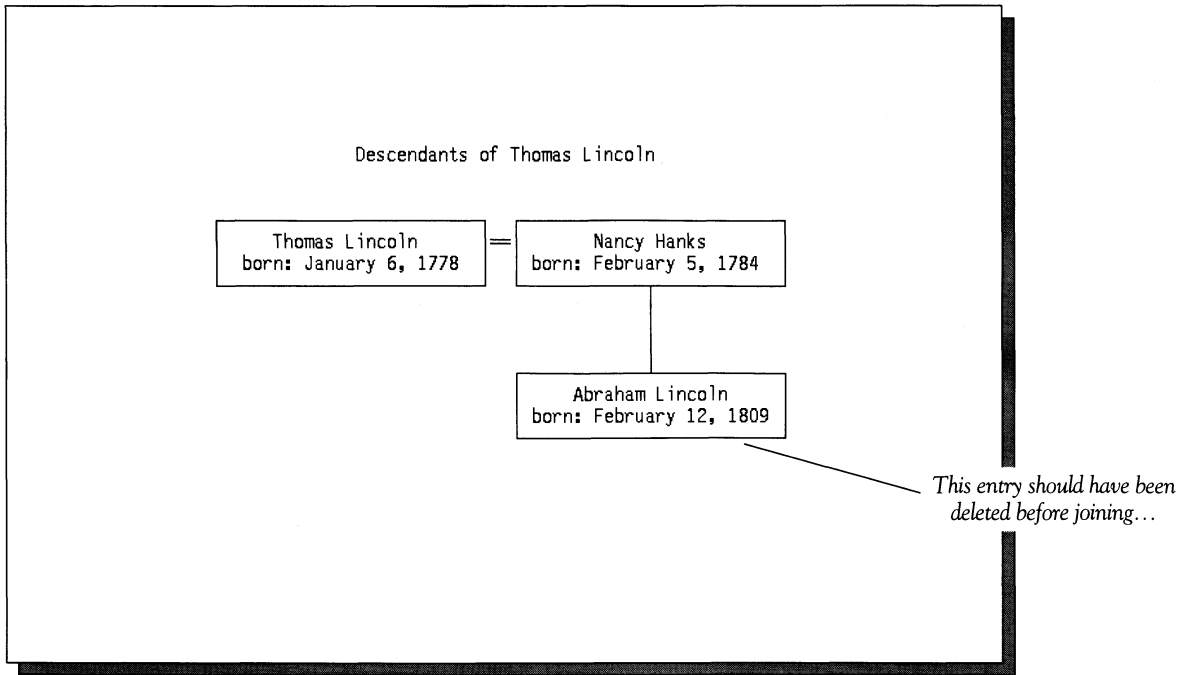


Figure E-2. Contents of the LINCOLNB.FTM card file

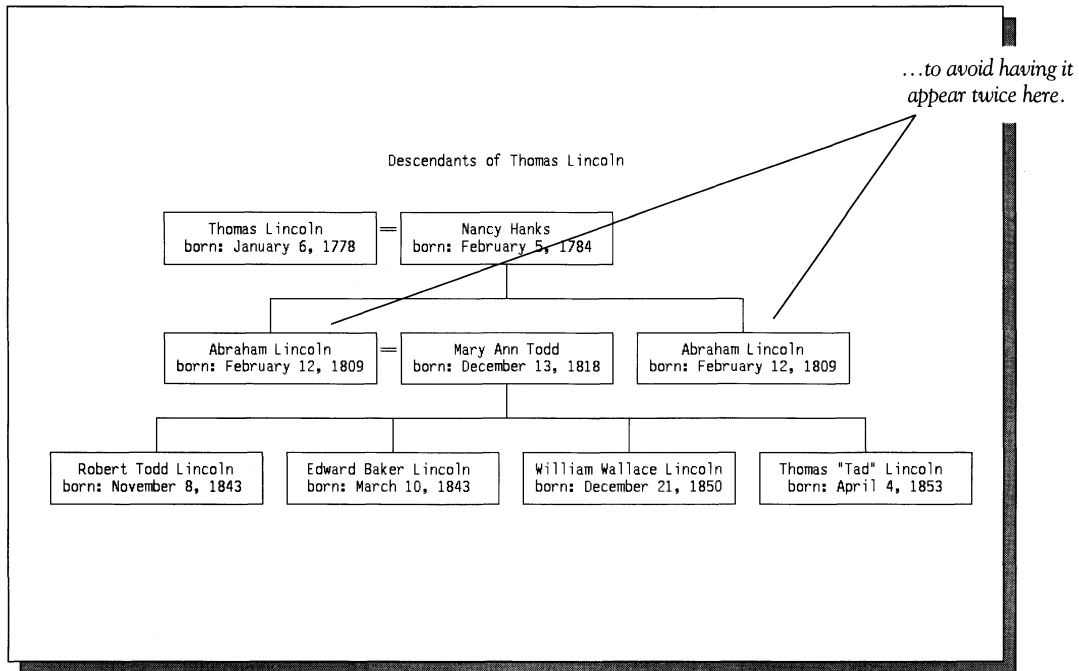


Figure E-3. Oops! Abraham appears twice in the combined card file

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.

Note: Figures E-1 and E-2 are descendant trees showing the information from the Family Cards displayed in Figure 2-3 on page 28 and Figure 2-5 on page 33. 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 183.

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 85 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.

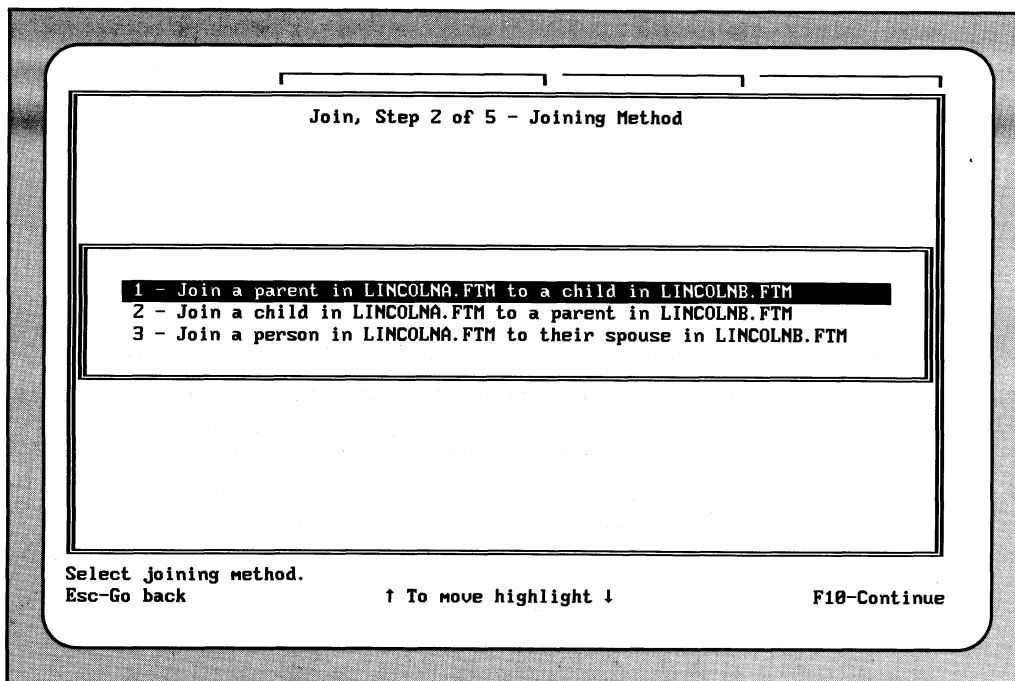


Figure E-4. Join, Step 2 of 5 - Joining method screen

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

The next two steps differ slightly depending on the choice you just made. The joining spouses method is described in detail here (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 184 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 179 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 **F10** to display the Family Card of the joined individuals.

You are now working on the new combined card file.

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








SING A MOUSE



In Family Tree Maker 2.0 you can use a mouse to do many of the things you previously had to do with the keyboard. You do not need a mouse to use Family Tree Maker, but many people find it easier to use than a keyboard.

Use a mouse to:

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

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

You can also click anywhere you see key names, such as at the bottom of the screen. For example, click anywhere on **F3-Other Spouses** to create or view other spouses. Or click **F1-Help** to display help.

When using the Find individual command from a Family Card (see page 75) or from the Index of Names (see page 80) you can click  or  in the lower right hand corner of the screen to search for the previous or next match.

The secondary mouse button always displays the current menu. For example, from anywhere on the Family Card you can click the secondary button to quickly display the command menu. Similarly, you can display the Notes Menu from within Individual Card 4. Anytime you can press **F9** to display a menu, you can click the secondary mouse button to display it more quickly.

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

Click here to display the parents' Family Cards.

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

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

Click these arrows to scroll through the list of children.

Click any command, instead of pressing a key.

Click here to display the Index of Names.

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

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

Figure F-1. Clicking on a Family Card

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

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

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

Click here to change the arrangement of the list.

Click here to find an individual in the list.

Figure F-2. Clicking in the Index of Names



FIXING FILES WITH DUPLICATES OF THE SAME PERSON

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

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

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

This appendix will be important to you if:

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

REMOVING DUPLICATES FROM YOUR CARD FILE

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

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

If you have trouble finding one, use the Find individual command (see page 75).

2. Position your cursor in the birth date field.

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

3. Press Tab .

At this point, Family Tree Maker will recognize that there are duplicate entries for this person in your card file, and it will ask you to verify that these entries are really the same person. Figure G-1, on page 190, displays a sample message.

The screenshot shows a software window with a title bar containing three buttons: "Kenneth & Constance", "F4 - Parents of Constance", and "F5 - Parents of Kenneth". To the right of the title bar is a button labeled "F2 - Index of names".

The main area of the window contains a form with the following fields:

- Husband: _____
- Date born: J _____
- died: _____
- Wife: C _____
- Date born: A _____
- died: _____
- Marriage date: _____
- Marriage location: _____

A large dialog box is overlaid on the form, containing the text: "Is this Kenneth Lafferty Hess spouse of Constance Louise Irish the same as Kenneth Lafferty Hess child of Richard Morton Hess?". Below this text are two radio buttons labeled "Yes" and "No".

Below the dialog box, there is a section for children:

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

At the bottom left of the window is the text "Esc-Go back" and at the bottom right is "F10-Continue".

Figure G-1. Recognizing duplicate entries

4. Select Yes.

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

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

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

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

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



TIME-SAVING TIPS

Here's a summary of the short-cuts and time-savers that you can use in Family Tree Maker.

Entering Information

- Let the Typing saver save you from typing common words and phrases over and over (see page 81).
- Use **Ctrl** + **F1** to insert information from the current field into the Typing saver instantly.
- Use “quick keys” to edit the Family Card (see page 53) and Individual Card 4 – Notes (see pages 64 and 65).
- Press **Alt** + **F1** to display the Card File Status to see how full or empty your card file is, and to check your printer settings.
- Press **Alt** + **S** to enter source information from the Family Card.
- If you're familiar with DOS, use the Copy command to make backups of your data. Consult your DOS manual. (If you're not familiar with DOS, but want to make backups, see page 169.)

Moving Around

- Go directly from the Family Card to any Individual Card by holding down **Alt** and pressing the number of that Individual Card (i.e., press **Alt** + **3** to go from the Family Card to Individual Card 3).
- Use the Find individual command to quickly find an individual's Family Card (see page 75).
- In the Index of Names, type the first letter of the last name you're looking for to go to that section of the alphabet immediately.
- Use the Find individual command in the Index of Names (or any other list of names!) to find someone much faster than having to **PgUp** or **PgDn** many times.
- If you're using a mouse, click the icons in the lower right corner of the Family Card (see appendix F, page 187).

Printing

- Print trees, Family Group Sheets, and virtually everything else faster by using a draft setting for your printer (see page 143).
- Hold down **Alt** and press **P** to print the Family Card or the Individual Cards.



ACCESSORIES

The following accessories can be purchased using the order card at the back of this reference manual or by calling Banner Blue.

DATA EXCHANGE UTILITY

The Data Exchange Utility is a program that converts Family Tree Maker card files to GEDCOM or ASCII format. It also converts GEDCOM files to Family Tree Maker card files.

You can choose all or a portion of the items recorded about each person to be included in the converted files.

GEDCOM is a standard file format for exchanging information between genealogy programs. Use it to transfer information (without retyping) into Family Tree Maker from another genealogy program that supports GEDCOM. Then you can print beautiful family trees not possible in the other program.

When used with other software, ASCII files let you prepare detailed reports not possible within Family Tree Maker. Use ASCII files to create a tabular list of information that can be loaded into your word processor. The Data Exchange Utility can also prepare a comma delimited ASCII file that can be loaded into most database and spreadsheet programs.

LASER PRINTER FONTS

This diskette contains additional fonts for HP, Canon, and compatible laser printers. These sans serif fonts are smaller than those built into your printer, allowing more information to fit on a single page.

PARCHMENT PAPER

This high-quality parchment paper is 8.5" x 11 inches and has removable, tractor-feed edges. Each pack contains 75 perforated, continuous-form sheets. Its light beige color and subtly mottled appearance give it an antique look. When you order, don't forget to use the \$5.00 discount coupon included in the Family Tree Maker box.

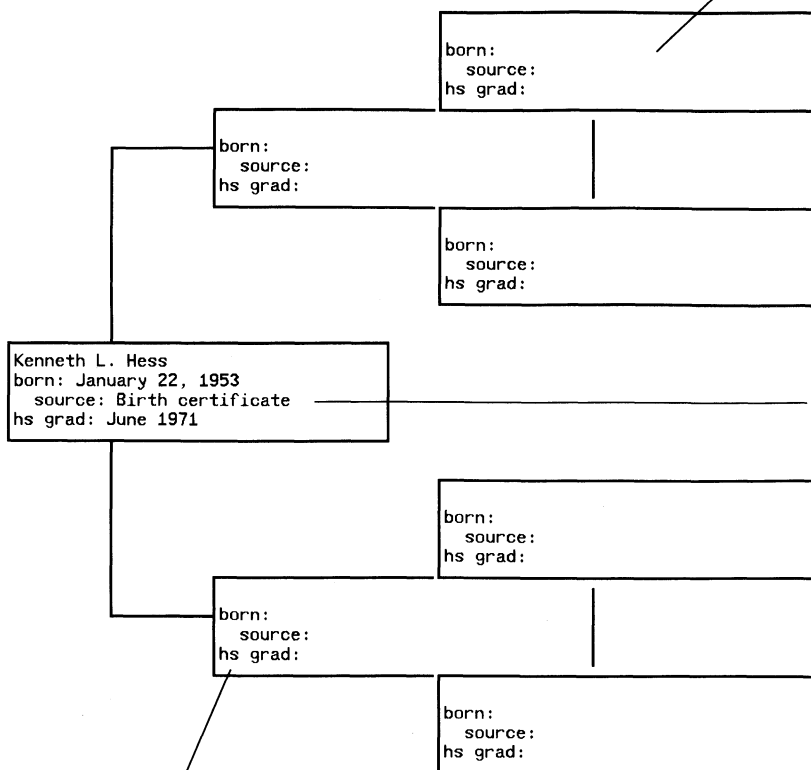


ICTURE INDEX

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

To print empty branches,
see page 110.

Ancestors of Kenneth L. Hess

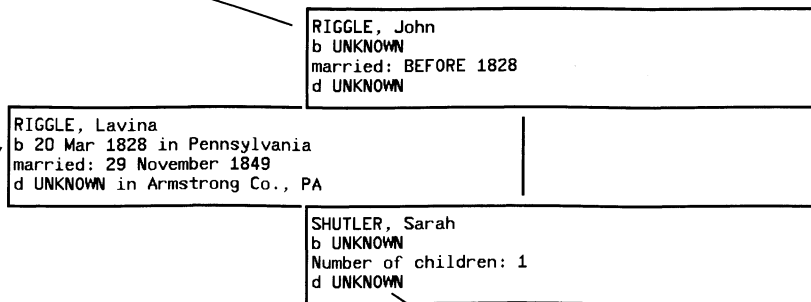


To record sources for
your information, see
page 57.

To change event field labels, see page 89.

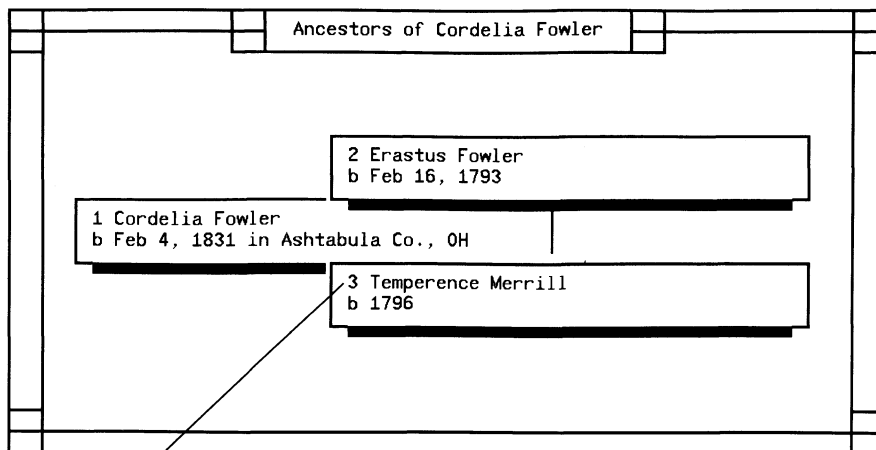
When you select to print the name you can choose to have Family Tree Maker print it in all caps and/or last name first. See page 114, 124, and 136.

Ancestors of Lavina Riggle



Change date format to day-month-year. See page 89.

Unknown date of death distinguishes from people not yet dead. See page 55.



Standard (Ahnentafel) numbers, see page 110.



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