



***READ ME FIRST***

***VERSION 4.0 SUPPLEMENT  
AND COMPREHENSIVE INDEX***

---

**Banner Blue Software Incorporated  
Fremont, California**

---

---

---

© Copyright 1989, 1991, 1993, 1995  
Banner Blue Software Incorporated  
All Rights Reserved

Sixth Edition (February 1995)

## **CREDITS**

### **Family Members**

Thanks to our family members Martin Díaz, James Ewart, Marjorie Ewart, Mark Gonsalves, Igal Ladabaum, Charlie Mullin, Susana Lebreo, Valerie Ljungqvist, Tom Shinn, Judy Shinn, Peter Strelow, Bill Sunshine, Sarna Sunshine, Jennifer Travis, Richard Travis, Cynthia Vanata, Dennis Vanata, and Barry Vaughan. They were supportive and understanding during the hectic months it took to complete this project.

### **Program Design and Coding**

Dan Handalian II

### **Documentation**

Andria Strelow with assistance from Kimberly Mullin

### **Testing and Critiquing**

Amy Larranga, Ted Lee, Kristian Ljungqvist, Michelle Shinn, Andria Strelow, Danielle Sunshine, and Mike Vanata

---

---

## **About Your Family Tree Maker Diskette and Manual**

Banner Blue encourages you to make a back-up copy of Family Tree Maker for your own use. However, the software and manual are protected by United States and International copyright laws. Except for back-up purposes, it is a Federal Crime to make copies of the software for any purpose, including for use by another person.

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

### **Warranty**

Banner Blue warrants that the software substantially conforms to the manual and published specifications. This warranty is in effect for a period of one (1) year following your date of purchase.

Banner Blue also warrants that the physical diskette and manual are free from defects in material and workmanship under normal use for a period of one (1) year. Banner Blue will correct substantial software errors or replace defective diskettes or manuals at no charge. If this is not possible, Banner Blue will refund the amount paid for the product. If you accidentally damage your diskette, notify Banner Blue and we will send you a replacement diskette for a nominal charge.

EXCEPT FOR THE EXPRESS WARRANTIES DESCRIBED ABOVE, BANNER BLUE MAKES NO OTHER WARRANTY, EXPRESS, OR IMPLIED, WITH RESPECT TO THE SOFTWARE AND DOCUMENTATION. THIS INCLUDES, BUT IS NOT LIMITED TO PERFORMANCE, MERCHANTABILITY, OR FITNESS FOR ANY PURPOSE. YOUR EXCLUSIVE REMEDY, AND BANNER BLUE'S ENTIRE LIABILITY, WILL BE REPLACEMENT OF THE DISKETTE OR REFUND OF THE AMOUNT PAID FOR THE PRODUCT. IN NO EVENT SHALL BANNER BLUE BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

This warranty will be governed by the laws of the state of California.

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

510-794-6850 Phone  
510-795-4488 Fax

---

---

# Table of Contents

<b>Introduction</b>	.....Svii	
What's New In Version 4.0 .....	Svii	
If You Are A New Family Tree Maker User .....	Sviii	
If You've Used A Previous Version Of Family Tree Maker .....	Sviii	
<b>Chapter 1</b>	<b>New Family Card Feature.....S1</b>	
	Active Icons On The Family Card .....	S1
<b>Chapter 2</b>	<b>New Printing Options .....</b>	<b>S3</b>
	Two New Tree Styles.....	S3
	Selecting The Primary Individual.....	S7
	Determining The Size Of Your Tree .....	S8
	Getting Ready To Print.....	S10
	Previewing Your Extended Outline Tree .....	S11
	Changing Print Settings.....	S11
	Printing Smaller Box-Style Trees .....	S20
	Two-Line Name Formats .....	S20
	Auto-Fit .....	S21
	Data Errors Report .....	S24
	Logical Errors.....	S24
	Likely Errors .....	S25
	Printing A Data Errors Report.....	S26
<b>Chapter 3</b>	<b>Building Your Family Tree .....</b>	<b>S29</b>
	World Family Tree™ .....	S29
	Details Of Participation .....	S29
	How To Submit Your Card File .....	S32
<b>Index</b>	<b>Includes All Manual And Supplement Topics.....</b>	<b>S35</b>

---

---

# Introduction To Version 4.0

Family Tree Maker has always helped you with your family research by keeping names, dates, facts, stories, and relationships organized at your fingertips. Now with version 4.0, you have more ways to show off the information you've gathered, and you'll find that Family Tree Maker is even easier to use than it was before.

## WHAT'S NEW IN VERSION 4.0

- **Two New Tree Styles** — Two new outline tree styles can print as many as three generations of spouses' ancestors as part of your family's descendant tree. This allows you to see both sides of everyone's lineage together in one compact tree. See page S3.
- **Data Report Checks for Errors** — Family Tree Maker will search your files for possible mistakes in your data and then print a report of all the errors it finds. See page S24.
- **Auto-Fit Command** — When you're printing ancestor, descendant, and direct descendant trees, the Auto-Fit command helps you reduce the overall size of your tree. You can have Family Tree Maker automatically set all options to create the smallest possible tree, or you can set each option yourself. See page S21.
- **Two-Line Name Formats** — For ancestor, descendant, and direct descendant trees, you'll have the option of printing people's names on two lines. The surname can appear on the top line, with the first name (and optionally, the middle name) underneath. See page S20.
- **Active Icons on the Family Card** — When you're on a Family Card, you can tell at a glance whether or not an Individual Card contains information. If there is information, the icon changes from the regular color to the highlight color. See page S1.
- **"World Family Tree" Genealogical Database** — Can you imagine discovering new branches of your family tree without even leaving your computer? With your help, Banner Blue Software wants to make this possible. By sharing your card file with other Family Tree Maker users, you can help collect, and then access, a vast electronic warehouse of genealogical information. See page S29.

---

---

You have two books to help you use Family Tree Maker Version 4.0. The Family Tree Maker Version 3.0 User's Manual is the gray book with family trees and pictures on the cover. In it, you'll find important instructions for installing Family Tree Maker on your computer, along with a tutorial and directions for using most of Family Tree Maker's features. Also, the appendices in the back of your User's Manual contain valuable reference information for doing family research.

The booklet you are reading now is the Family Tree Maker Version 4.0 Supplement. It contains instructions for using all the new features in Version 4.0. The index in this Supplement contains listings for both the User's Manual and this Supplement, so you only need to look in one index to find information in both books.

Read the appropriate section below to find out what to do next.

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

Thanks for choosing Family Tree Maker to help you organize your family information! To learn how to use Family Tree Maker:

1. Read the Introduction in your User's Manual to learn more about what Family Tree Maker can do for you.
2. Read Chapter 1 in your User's Manual to learn how to install and set up Family Tree Maker on your computer.
3. Go through the Tutorial, which is Chapter 2 in your User's Manual. The information you cover in the Tutorial will acquaint you with the basics of Family Tree Maker.
4. Consult the remainder of your User's Manual and this Supplement as needed to find out about Family Tree Maker's many useful features. Use the index in this Supplement to find information in both your User's Manual and this Supplement.

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

The features in Version 4.0 will make using Family Tree Maker even more enjoyable! To install Version 4.0 and learn about the new features:

1. Read Chapter 1 in your User's Manual to learn how to install this new version of Family Tree Maker. Installing Version 4.0 will not affect the card files you've created with earlier versions of Family Tree Maker. You will be able to open and edit the same files, but more features will now be available!
2. Read the remainder of the Supplement to find out about Family Tree Maker's many new features. If you've upgraded directly from Version 1.0 or 2.0, you should also look through your User's Manual to learn about the other new features.
3. Use the index in this Supplement to find topics in both your User's Manual and this Supplement.

---

---

# Chapter 1

## New Family Card Feature

The **Family Card** is the primary screen for entering family information. You use this card to record basic information about each nuclear family: a husband, a wife, and their children. If you are new to Family Tree Maker, be sure to read Chapter 3 in your User's Manual (beginning on page 55) for complete information about the Family Card.

### ACTIVE ICONS ON THE FAMILY CARD

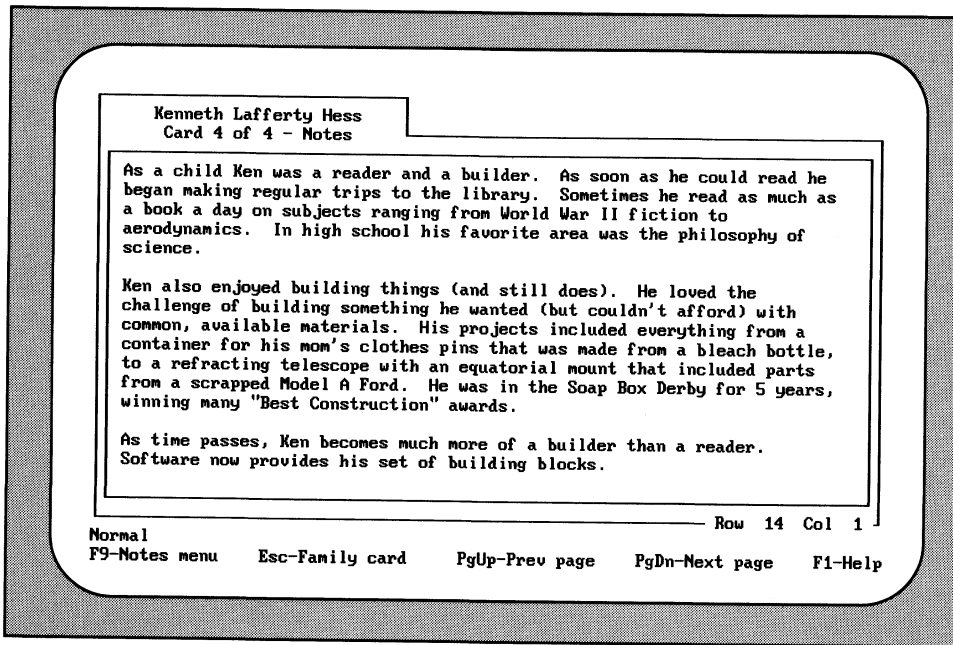
In addition to the Family Card, Family Tree Maker has several screens for entering more details about an individual's life. The names for these screens are the **Marriage Card**, **Source Card**, and **Individual Cards 1, 2, 3, and 4**. As a group, the screens are called "the Individual Cards." They correspond to a row of letters and numbers in the lower right corner of each Family Card. The characters, called "icons," look like this on the screen: **1 2 3 4 M S P**.

To indicate if the Individual Cards contain more information, Family Tree Maker now highlights each icon once you've recorded information on the corresponding card. By simply selecting an individual on his or her Family Card, and looking at the row of icons, you can tell if you have already entered important Event, Marriage, Medical, Source, or Biographical text for that individual.

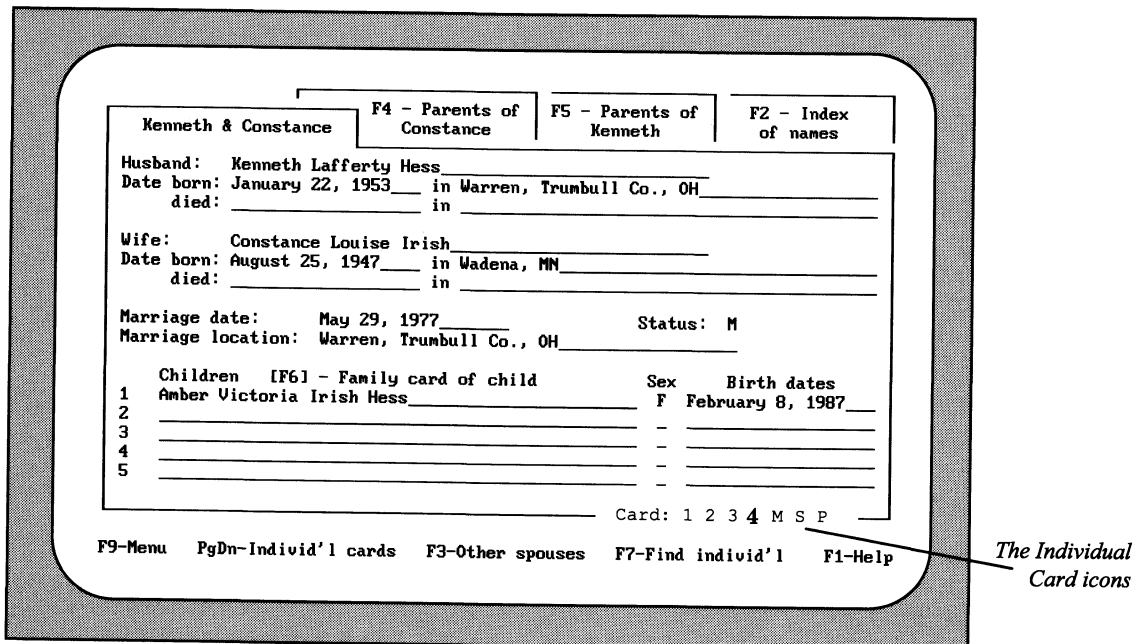
**Note:** Since some information from Family Cards is automatically copied onto corresponding Individual Cards, Family Tree Maker will only highlight the icons for Individual Cards if they contain information not already present on the Family Card.

If you use a mouse with your computer, you can access any of the Individual Cards by clicking the appropriate icon. The last icon, **P**, stands for **Print**; clicking it is a shortcut for printing the current Family Card. For more instructions on using Individual Cards, see page 64 in your User's Manual.

Figures S-1 and S-2 on the following page show how entering information on an Individual Card affects the appearance of the icons on the Family Card.



**Figure S-1. After you enter information on Individual Card 4...**



**Figure S-2. ...the "Individual Card 4" icon on the Family Card will be highlighted**



---

---

# Chapter 2

## New Printing Options

Family Tree Maker now gives you greater control over the way you print your family information. There are two new tree styles to show connections between even more relatives. Family Tree Maker also has new two-line name formats that can help make a wide tree narrower. To further help you print more compact trees, the Auto-Fit command lets you reduce the overall size of some trees. Lastly, Family Tree Maker can print a Data Errors Report for you, showing you where there might be mistakes in your card file.

### TWO NEW TREE STYLES

Printing beautiful family trees is one of Family Tree Maker's greatest features. In all, there are eight different types of trees to choose from. The first six, described on page 109 of your User's Manual, might already be familiar to you.

The two new trees are called the **extended outline tree** and the **extended outline direct tree**. They are very similar to the outline descendant tree and the outline direct descendant tree, respectively, but they also show the ancestors of spouses. Since they combine the information given separately by a descendant tree and an ancestor tree, you can see many different families all in one tree.

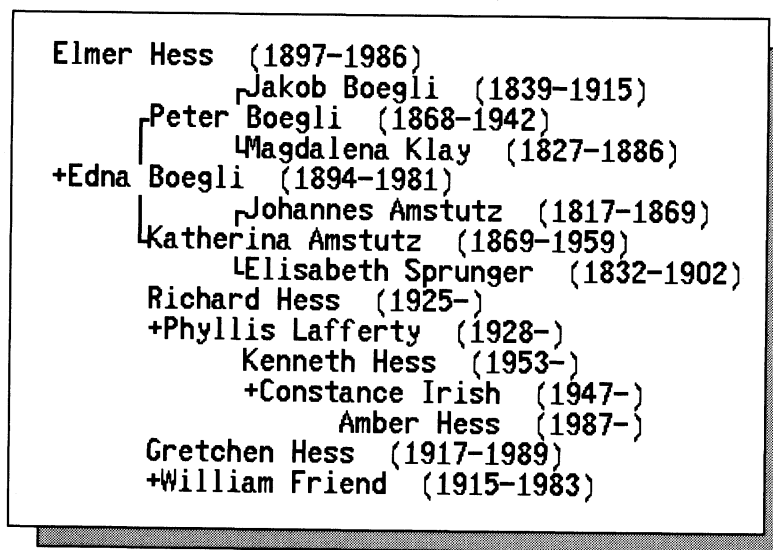
- An **extended outline tree** shows a person and several generations of his or her descendants. If you've entered information about the family of a descendant's spouse, Family Tree Maker also includes up to three generations of that spouse's ancestors. Figure S-4 on page S5 shows an example of an extended outline tree.
- An **extended outline direct tree** is very similar to an extended outline tree, but instead of showing all of the primary individual's descendants, it includes only the direct line of descent from him or her to a specific individual in a later generation. As with the extended outline tree, up to three generations of each spouse's ancestors are also included. Figure S-5 on page S6 shows an example of an extended outline direct tree.

For the remainder of this Supplement, these two tree styles will be referred to together as **extended outline trees**.

Outline-style trees are very compact. They contain exactly the same information as box-style trees, but in outline, rather than boxed-text, form. Because people's names are close together, you can quickly see the relationships between a number of people.

Figure S-3 below shows part of an extended outline tree. The primary individual appears at the top left corner of the tree. His children appear below him indented one level to the right. The rest of the tree follows the same pattern: each generation is indented to the right by one more level than the previous generation. Just by looking at the tree, you can see which people are in the same generation and how the members of other generations relate to them.

On the extended outline trees, spouses' ancestors are also indented towards the right, but their names are connected by line segments that form a tiny ancestor tree. The branches of these tiny trees extend from above and below the spouse's name to show both the paternal and maternal ancestors.



**Figure S-3. A portion of an extended outline tree**

In this example, Family Tree Maker has printed ancestor information for Edna Boegli, the spouse of Elmer Hess. Edna's parents are Peter Boegli and Katherina Amstutz. Edna's paternal grandparents are Jakob Boegli and Magdalena Klay. Edna's maternal grandparents are Johannes Amstutz and Elisabeth Sprunger. For the ancestor portions of extended outline trees, the paternal side always appears above a spouse's name, and the maternal side always appears below a spouse's name.

Figure S-4 on the following page shows an entire extended outline tree, while Figure S-5 on page S6 shows an entire extended outline direct tree.

## Descendants of Peter Sprunger

---

Peter Sprunger (1757-1840)  
 +Anna Rothlisberger (1762-1830)  
 . . Elisabeth Sprunger (1785-)  
 . . Peter Sprunger (1786-)  
 . . Christen Sprunger (1790-)  
 . . Johannes Sprunger (1793-1853)  
     └Hans Lehman (1765-1841)  
 . . +Anna Lehman (-1877)  
     └Ellen Himmel (1768-1848)  
 . . . . Anna Sprunger (1817-)  
 . . . . Barbara Sprunger (1818-)  
 . . . . Peter Sprunger (1820-)  
 . . . . Abraham Sprunger (1822-)  
 . . . . Johannes Sprunger (1824-)  
 . . . . Anna Sprunger (1826-)  
 . . . . Christian Sprunger (1828-)  
 . . . . Jakob Sprunger (1830-)  
 . . . . Elisabeth Sprunger (1832-1902)  
         └Johannes Amstutz  
             └Christian Amstutz (1772-)  
                 └Elizabeth Neuenschwander  
 . . . . +Johannes Amstutz (1817-1869)  
         └Benjamin Nussbaum (1748-)  
             └Katherina Nussbaum (1773-)  
                 └Susana Bries (1749-)  
 . . . . . Lena Amstutz (1860-1948)  
 . . . . . +Jonathan Hirschy (1858-)  
 . . . . . Marianna Amstutz (1861-1914)  
 . . . . . +Samuel Zuercher (1855-1929)  
 . . . . . Jakob Amstutz (1862-1926)  
         └Thomas Habbeggar (1839-1887)  
 . . . . . +Verena Habbeggar (1870-1952)  
         └Dolores Weitten (1847-1882)  
 . . . . . Japhet Amstutz (1865-)  
 . . . . . +Rosa Whener  
 . . . . . Twin Amstutz (1867-)  
 . . . . . Peter Amstutz (1868-1957)  
 . . . . . +Wilhelmina Narr  
 . . . . . Katherina Amstutz (1869-1959)  
         └Jakob Boegli (1805-1884)  
             └Peter Boegli (1839-1915)  
                 └Magdalena Berger (1821-1842)  
 . . . . . +Peter Boegli (1868-1942)  
         └Magdalena Klay (1827-1886)  
 . . . . . Katharina Sprunger (1833-)  
 . . . . . David Sprunger (1836-)  
 . . . . . Marianna Sprunger (1838-)  
 . . . . . Abraham Sprunger (1797-)  
 . . . . . Barbara Sprunger (1799-)

---

This extended outline tree was printed for the  
 Sprunger Family History Library

**Figure S-4. An extended outline tree**

Direct Descendants of Johannes Sprunger

Johannes Sprunger (1793-1853)  
 +Anna Barbara Lehman (-1877)  
 .. Elisabeth Sprunger (1832-1902)  
   Johannes Amstutz  
     Christian Amstutz (1772-)  
       Elizabeth Neuenschwander  
     .. +Johannes Ulrich Amstutz (1817-1869)  
       Katherina Nussbaum (1773-)  
     ... Katherina Amstutz (1869-1959)  
       Jakob Boegli (1805-1884)  
       Peter Boegli (1839-1915)  
         Magdalena Berger (1821-1842)  
       ... +Peter Boegli (1868-1942)  
         Magdalena Klay (1827-1886)  
       ... .. Edna Adina Boegli (1894-1981)  
         Johann Georg Hess (1814-1888)  
         Philip Jacob Hess (1847-1921)  
         Anna Maria Epplin (1815-1893)  
         George Franklin Hess (1872-1941)  
         Eberhart Werner (1813-1856)  
         Verolina Werner (1846-1911)  
         Anna Elisabeth Hoffman (1826-1920)  
       ... .. +Elmer Eugene Hess (1897-1986)  
         Paul Seimon (1836-1913)  
         Emma K. Seimon (1872-1931)  
         Anna Margaret Kohlbacker (1839-1906)  
       ... .. Richard Morton Hess (1925-)  
         Edwin E. Lafferty (1834-1907)  
         George E. Lafferty (1867-1936)  
         Cordelia Fowler (1831-1914)  
         George Howard Lafferty (1894-1965)  
         Richmond Hiram Wescott (1843-1929)  
         Amber Amelia Wescott (1872-1963)  
         Theresa Jerusa Amsden (1845-1934)  
       ... .. +Phyllis Irene Lafferty (1928-)  
         Henry Hancock (1823-1903)  
         John Abraham Hancock (1854-1922)  
         Lavina Riggle (1828-1916)  
         Nellie Iota Hancock (1891-1967)  
         Noah Shaulis (1825-1906)  
         Elizabeth Rebecca Shaulis (1858-1929)  
         Sarah Zimmerman (1826-1903)  
       ... .. Kenneth Lafferty Hess (1953-)  
         Elmer Harold Irish  
       ... .. +Constance Louise Irish (1947-)  
         Kathryn Agnes Scheller (1926-)  
       ... .. Amber Victoria Irish Hess (1987-)

This extended outline direct tree was created especially for Amber Hess, to celebrate her eighth birthday.

Figure S-5. An extended outline direct tree

---

---

Here are the basic steps for printing either of the two extended outline tree styles (details follow):

1. Select the **primary individual** — the person who appears at the head of the tree. Typically, you would select one of your ancestors.
2. Tell Family Tree Maker how big you want your tree to be. This is the only step where the instructions for the two trees will differ.
  - For an **extended outline tree**, you will select the number of descendant generations you want to include.
  - For an **extended outline direct tree**, you will select the **secondary individual**. The secondary individual is the person at the bottom of the tree whose lineage is traced directly from the primary individual.
3. Preview your tree on-screen before you print it on paper. Optionally, you can change print settings such as the border style, and decide what information to print with each person's entry.
4. Tell Family Tree Maker to print your extended outline tree on paper.

If you change your mind at any point, press  to go back to the previous screen. Turn the page to begin with step 1, in the section "Selecting The Primary Individual."

## Selecting The Primary Individual

The first step is to select the primary individual. From any Family Card:

1. Press **F9** to display the Command Menu.
2. Select **P – Print tree**.
3. Select **E – Extended outline tree**, or **X – Extended outline direct tree**, depending on which tree you want to print.

Family Tree Maker displays the first of four screens.

4. Highlight the person you want to be the primary individual. In Figure S-6 below, Susanna Sprunger has been selected as 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. Press **F7** again 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 (for example, type "sm" to find "smith").

5. Press **F10** to confirm your choice and to go on to the next screen.

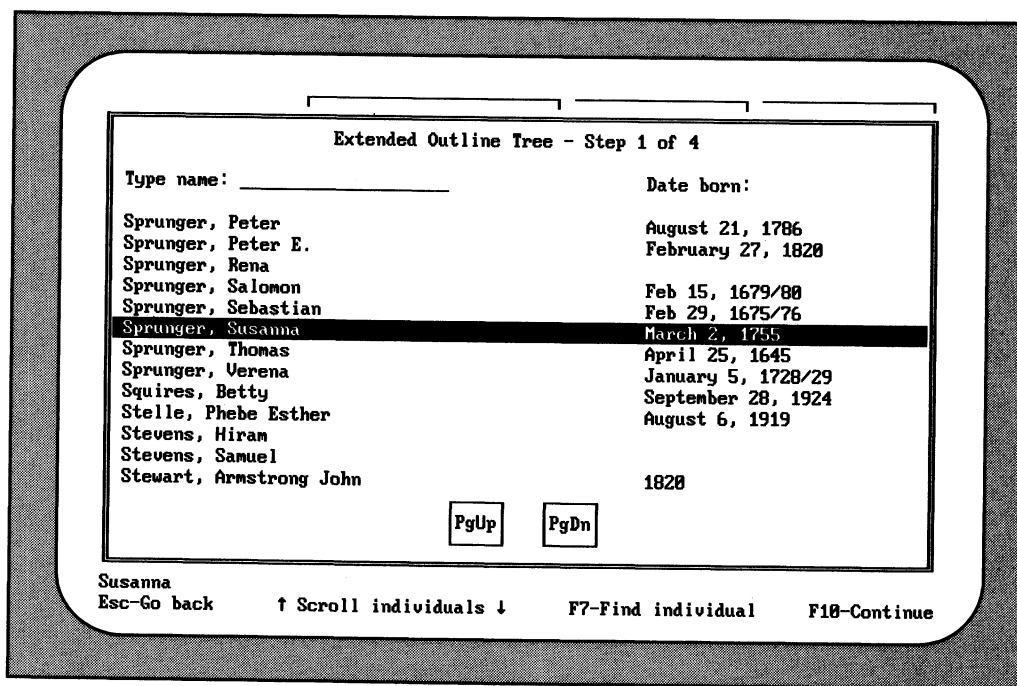


Figure S-6. Selecting the primary individual

---

---




## Determining The Size Of Your Tree

This is the second of the four main steps. While your tree can be any number of pages tall, keep in mind that extended outline trees are limited to one page in width.

The directions for this step differ depending on which of the two trees you are printing. If you're printing an extended outline tree, follow the instructions in the next section, "Extended Outline Tree: Choosing the Number of Generations." Or, if you're printing an extended outline direct tree, skip down to the section at the bottom of this page, titled "Extended Outline Direct Tree: Selecting the Secondary Individual."

### *Extended Outline Tree: Choosing the Number of Generations*

After you have selected the primary individual, Family Tree Maker displays the "Extended Outline Tree – Step 2 of 4" screen. The choice you make here determines the number of generations of descendants that will appear in the tree. Family Tree Maker will automatically include up to three generations of spouses' ancestors. To choose the number of descendant generations:

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


**Note:** For the most readable results, we recommend that you limit your tree to 4 or 5 generations. Remember, extended outline trees can only be one page wide. Since each generation is indented more than the previous generation, your tree can become wide very fast. If you want to print lots of generations, try implementing some of the space saving measures described in Figure S-14 on page S19.

Since the next section only applies to extended outline direct trees, skip to "Getting Ready To Print," page S10. From there on, the instructions are the same for both extended outline tree styles.

### *Extended Outline Direct Tree: Selecting the Secondary Individual*

After you have selected the primary individual, Family Tree Maker displays the screen labeled "Extended Outline Direct 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  to confirm your choice and to go on to the next screen.

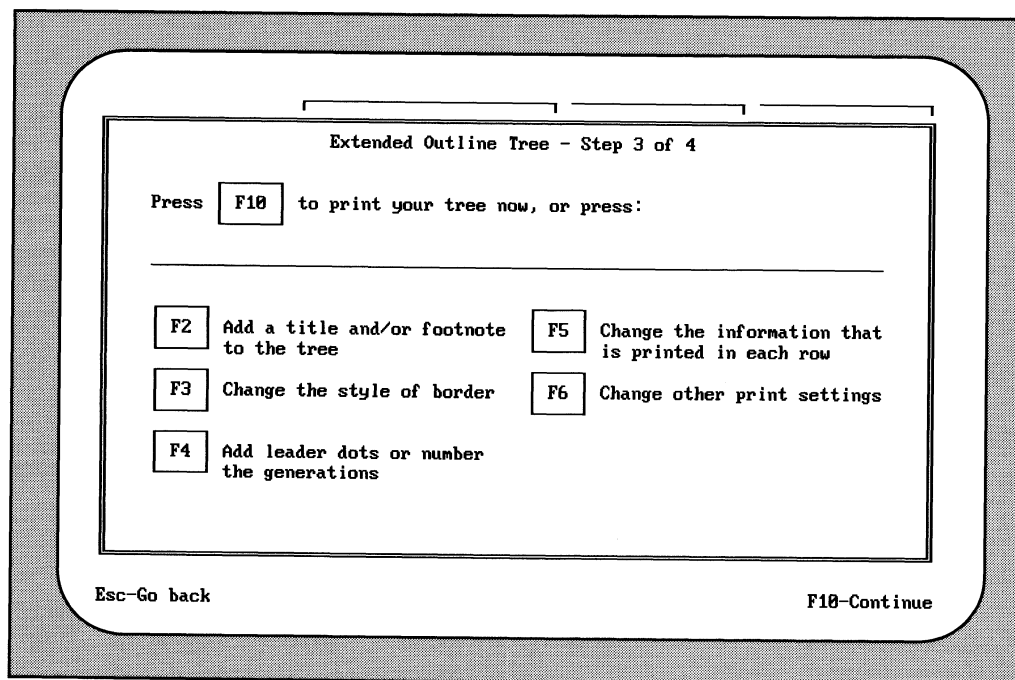
Continue with "Getting Ready To Print," page S10. The remaining instructions are the same for both extended outline tree styles.

---

---

## Getting Ready To Print

Family Tree Maker displays the screen “**Extended outline tree – Step 3 of 4,**” as shown in Figure S-7 below. You can customize the appearance of your extended outline tree by changing the print settings, or you can print your extended outline tree immediately. Instructions for changing the print settings begin on page S11, in the section titled “Changing Print Settings.”



**Figure S-7. Customize your extended outline tree or go ahead and print**

To print your extended outline 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). See the next section, “Previewing Your Extended Outline Tree,” for an explanation of the Preview screen.
4. Press **F10** to begin printing if you are happy with the appearance of your extended outline tree.




---





---





## Previewing Your Extended Outline Tree






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


To go to the primary individual, press .

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


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

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

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

If you want to change what you see on the Preview screen, press  to go back to the screen labeled “**Extended Outline Tree – Step 3 of 4**” to make any 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 extended outline tree in a number of ways. As you become familiar with Family Tree Maker, you’ll want to experiment with different print settings.

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

**Note:** Extended outline trees print only in portrait (tall or vertical) orientation.

## Changing Print Settings

Using print settings, you can control the appearance of your tree. For example, depending on your printer, you can choose different border styles and font sizes. Family Tree Maker also lets you choose what information (such as names and birthdates) to print in your tree, and how that information is formatted.

Each of the extended outline trees shares its print settings with its “partner” outline descendant tree:

- The extended outline tree and the outline descendant tree share settings.
- The extended outline direct tree and the outline direct descendant tree share settings.

That means that if you type a special title for your extended outline direct tree, Family Tree Maker will also apply that title to the outline direct descendant tree. It will not apply it to the extended outline tree or to the outline descendant tree, because those two trees share their own settings. For each pair of trees that shares settings, Family Tree Maker simply uses the pair’s most recent settings whenever you print one of them.

---

## Title and Footnote

To modify or examine the title and footnote for your extended outline tree, press **F2** from the “**Extended Outline Tree – Step 3 of 4**” screen. Family Tree Maker displays the “**Extended Outline Tree – Title and Footnote**” screen, shown in Figure S-8.

On this screen, you can type a title that prints at the top center of your extended outline 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 other title you like.

Extended Outline Tree Title and Footnote

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

Footnote:

Printed for the Hess Family Reunion \_\_\_\_\_

Print page numbers?  Yes  No

Starting page number: 1 \_\_\_\_\_

Print footnote on which page: First Last  All

Esc-Go back F10-Continue

**Figure S-8. Creating a title and footnote**

Your footnote can be up to two lines long. It prints left justified at the bottom of your extended outline tree page. You can put the footnote on the first or last page of the extended outline tree, or have it print on every page. If you select page numbers, they will print centered at the bottom of each page of your extended outline tree. You can also choose the starting page number.

To edit any of these settings:

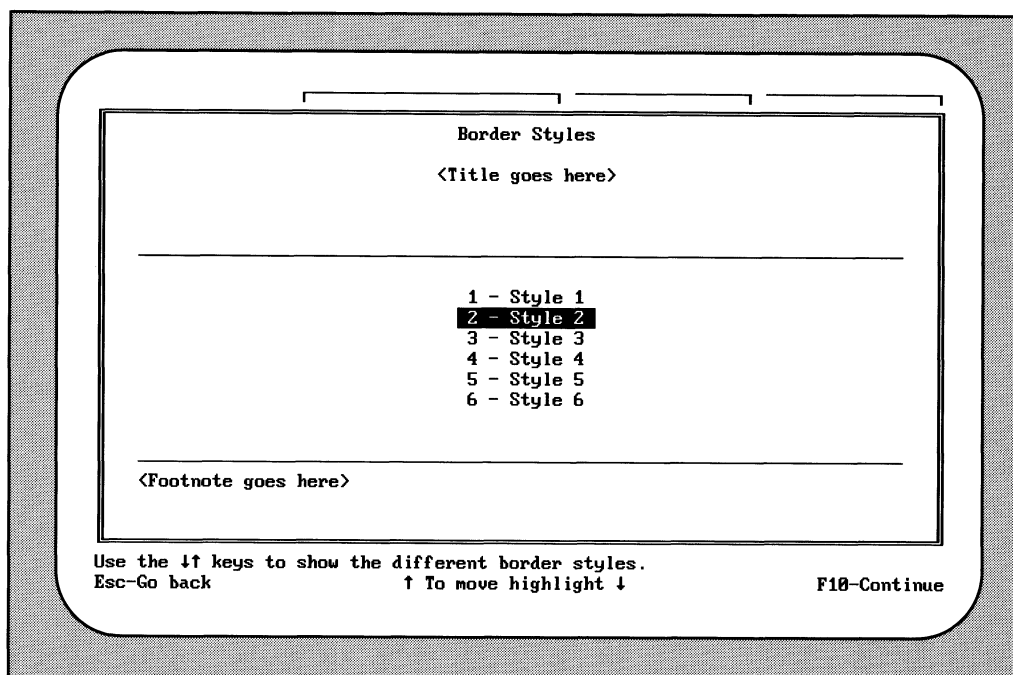
1. Use **↑**, **↓**, **←**, and **→** to move to the line you want to change.
2. If the line requires text, just type it in. If the line requires a selection, use **←** or **→** to move between choices.

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

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

## ***Border Style***

To see or to change the border to be drawn at the top and bottom of each extended outline tree page, press **F3** from the “**Extended Outline Tree – Step 3 of 4**” screen. Family Tree Maker displays the “**Border Styles**” screen, shown in Figure S-9.



**Figure S-9. Choosing a page border for your tree**

To see what different borders look like, use **↑** or **↓**. When you’ve found a border you like, press **F10**. Or press a number, to both choose a border style and confirm your choice with a single keystroke.

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

## ***Leader Dots and Numbering Generations***

To control how Family Tree Maker displays different generations on your extended outline tree, press **F4** from the “**Extended Outline Tree – Step 3 of 4**” screen.

Family Tree Maker gives you three choices to make the organization of your extended outline tree easier to follow: you can precede each person with a series of dots, with a number, or with both. Figure S-10 on page S14 shows examples of how dots and numbers appear on extended outline trees.

```

Elmer Hess (1897-1986)
└Peter Boegli (1868-1942)
+Edna Boegli (1894-1981)
  └Katherina Amstutz (1869-1959)
    . . Richard Hess (1925-)
    . . +Phyllis Lafferty (1928-)
    . . . . Kenneth Hess (1953-)
    . . . . +Constance Irish (1947-)
    . . . . . Amber Hess (1987-)

```

**With Dots Only**

```

1 Elmer Hess (1897-1986)
  └Peter Boegli (1868-1942)
  +Edna Boegli (1894-1981)
    └Katherina Amstutz (1869-1959)
      2 Richard Hess (1925-)
        +Phyllis Lafferty (1928-)
          3 Kenneth Hess (1953-)
            +Constance Irish (1947-)
              4 Amber Hess (1987-)

```

**With Numbers Only**

**Figure S-10. Different ways to show generations**

If you choose to use numbers, Family Tree Maker will precede each individual with a generation number. You can choose a starting number that will be used for the primary individual. Normally, the primary individual will be numbered "1," the primary individual's children will be numbered "2," the primary individual's grandchildren will be numbered "3," and so on.

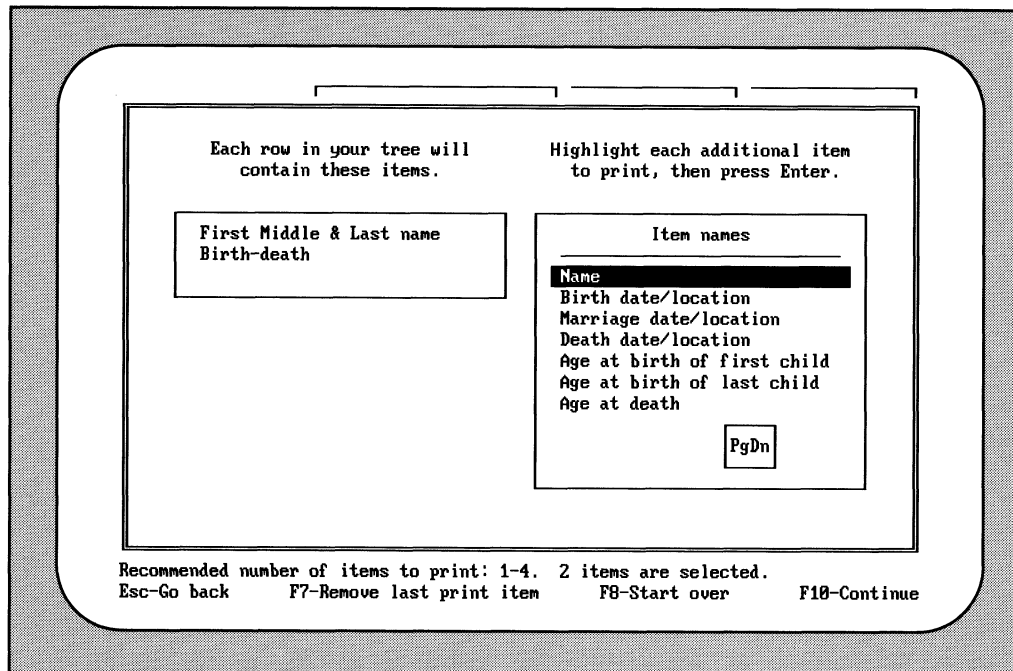
You may also want to choose a starting generation number other than 1. For example, if you are making a set of extended outline trees, you will want the starting generation number on the second tree to follow sequentially from the last number of the first tree.

You don't have to use numbers or dots if you don't want to. If you decide to print an extended outline tree without numbers or dots, the automatic indentation Family Tree Maker applies to each generation will still show you where one generation ends and a new one begins. Note that for extended outline trees, Family Tree Maker does not insert leader dots or numbers in front of the spouses' ancestors.

## Selecting Information to Print

To modify or examine the information to print in your extended outline tree, press **F5** from the “**Extended Outline Tree – Step 3 of 4**” screen. Family Tree Maker displays the screen shown below in Figure S-11.

The box on the left shows the information to be printed and the order in which the items will appear. 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 a recommended number of items per individual.



**Figure S-11. Selecting information to print**

To add an item to print for each individual:

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

Names and dates can appear in a variety of formats and arrangements. Reselect a name or date item to see and/or change its format.

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.”)

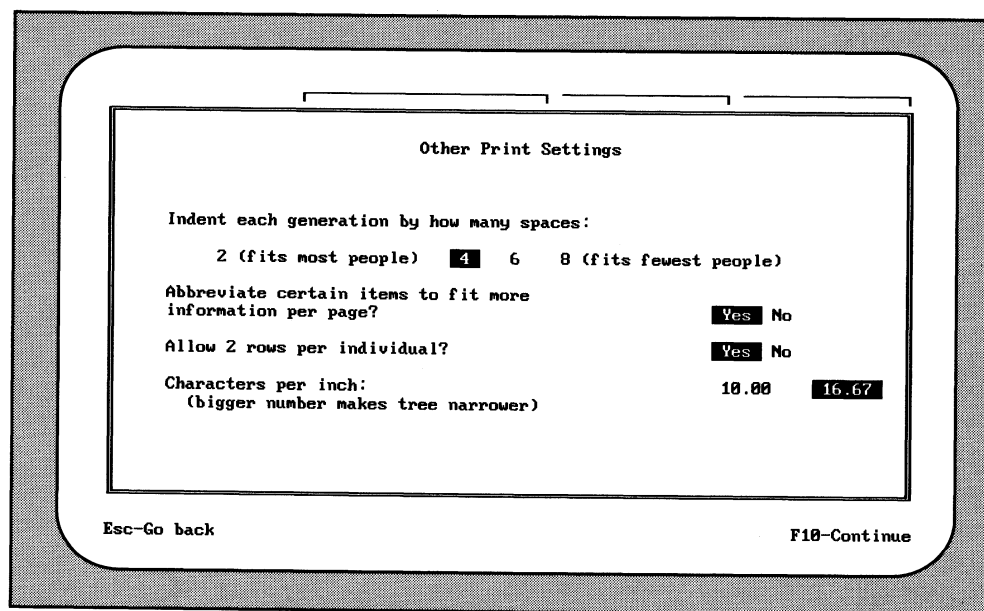
See pages 58-60 in your User's Manual for an explanation of dates, and refer to "Data Errors Report" (beginning on page S24 of this Supplement) to learn how you can have Family Tree Maker find empty dates for you.

**Note:** The extended outline trees comfortably accommodate 3 to 4 items per individual. While you can choose any number of additional items, we recommend you limit the number of items to avoid a crowded appearance. If your choices make your extended outline tree more than one page wide, Family Tree Maker can automatically reduce the width of each row if you've chosen any of the automatic reduction options on the F6 – "Other Print Settings" screen (see "Other Print Settings," below).

Press **F10** once you've finished making changes. You return to the "Extended Outline Tree – Step 3 of 4" screen, where you can either modify other settings or press **F10** to preview your extended outline tree, then print.

### *Other Print Settings*

To modify or examine other print settings, press **F6** from the "Extended Outline Tree – Step 3 of 4" screen. Family Tree Maker displays the "Other Print Settings" screen, giving you several more settings to customize your tree. Figure S-12 shows the "Other Print Settings" screen. Each of the settings is explained on page S17.











**Figure S-12. Other Print Settings**

---

---

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

**Print siblings of direct descendants?** — This option only appears if you are printing an extended outline direct tree. Choose **Yes** if you want to see the siblings of each direct descendant. Choose **No** if you want to keep the tree as compact as possible.

**Indent each generation by how many spaces?** — This option lets you specify how big an indentation you want each generation to have. Choose a smaller number to get the most information on the page. Choose a larger number for clearer differentiation among generations, if you don't mind getting less information on one page.

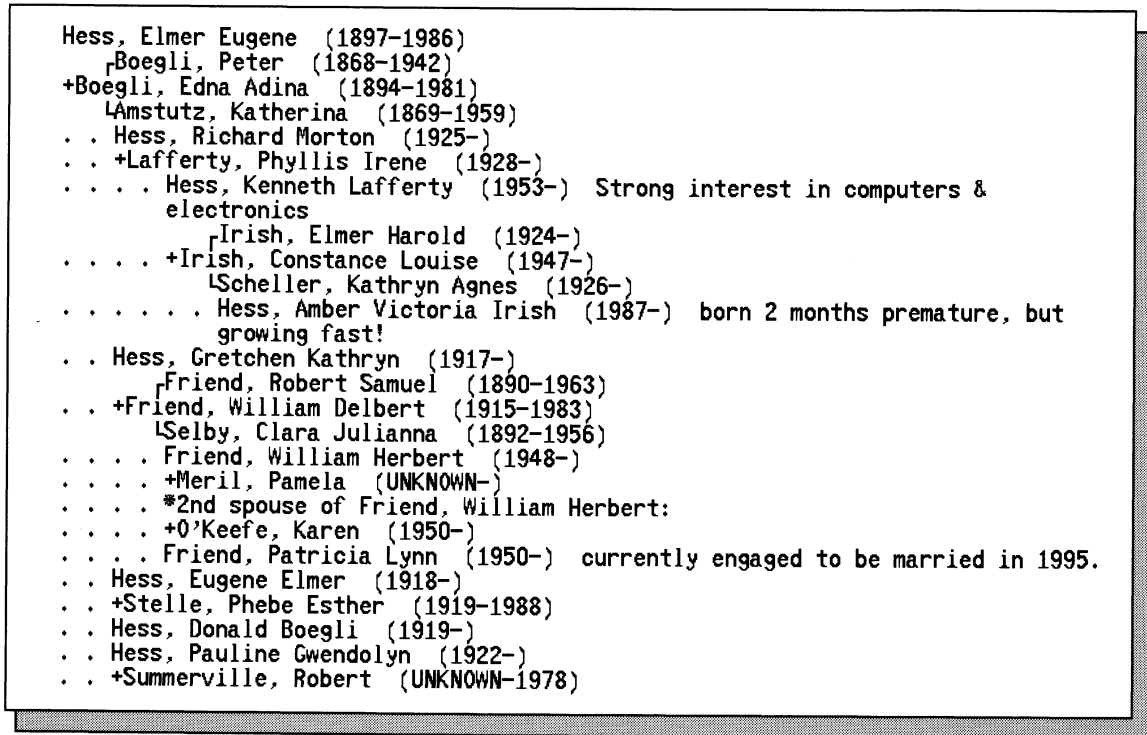
**Abbreviate certain items to fit more information per page?** — This option tells Family Tree Maker to automatically perform space saving measures, such as abbreviating the names of states, so that you can fit more information on each page. If you've selected this option, and Family Tree Maker discovers that the items you've chosen make your extended outline tree more than one page wide, then it performs the following abbreviations:

- First, it changes the dates to the narrowest format.
- Then, if it is still more than one page wide, Family Tree Maker abbreviates locations (so, for example, Minnesota becomes MN).
- Finally, if necessary, Family Tree Maker will try abbreviating names. First it drops the middle name, then if the name is still too big to fit, Family Tree Maker abbreviates it by printing the first name as an initial.

**Allow 2 rows per individual?** — Choose **Yes** to let Family Tree Maker automatically wrap text to a second row. This option lets an individual have two rows of information. The second row begins directly below the beginning of the first, so it's clearly a second row, not a new generation (which would be indented).

**Note:** If you choose **Yes** for “Abbreviate certain items to fit more information per page?” AND “Allow two rows per individual,” Family Tree Maker will only do these things if necessary in order to make your tree fit on one page wide. In that case, Family Tree Maker will first use 2 rows per individual only for those individuals whose rows don't fit. Then, if an individual's information still doesn't fit, Family Tree Maker will start implementing the abbreviations.

**Characters per inch** — Choose the size characters you want your printer to use. A larger number makes a smaller tree, and a smaller number makes a larger tree.



**Figure S-13. Example of Other Print Settings choices**

Figure S-13 above shows how print settings affect the appearance of your tree. The dots signal new people, while the indentations signal new generations. In this example, leader dots have been selected instead of numbers. The absence of dots on the fourth line means that the text refers to Kenneth Lafferty Hess, since each person's record is allowed to wrap onto a second line. From the indentation on lines twelve and thirteen, you can tell that Amber Victoria Irish Hess is the child of Kenneth Lafferty Hess and Constance Louise Irish. Spouses, those individuals who marry into the main family line of a descendant tree, are printed with a plus sign (+) in front of their names. Bracket-shaped lines connect spouses to the branches of their own ancestor trees.

If you find that your extended outline trees are larger than you would like them to be, see the table which follows in Figure S-14. It contains some useful suggestions for making your extended outline trees smaller.



---

---

You can use the print settings to help control the size of your extended outline trees. Some of the settings can make the items you've selected for each row more compact, thus allowing you to fit more information per individual. Other settings will help you fit the most individuals on a single page as well.

- Choose the largest available number for **Characters per inch** so you can fit more individuals and information on a page (see "Other Print Settings" on page S16).
- Choose to allow two rows per individual so you can fit more information per individual on a page (see "Other Print Settings" on page S16).
- Choose a smaller indentation between generations, so you can fit more information about each individual on a row (see "Other Print Settings" on page S16).
- Don't leave a blank line between rows, so you can fit more individuals and information on a page (see "Other Print Settings" on page S16).
- If you print dates, choose a format that prints the date only, so you can fit more individuals and information on a page (see "Selecting Information to Print" on page S15).
- Choose a name format that omits middle names, so you can fit more individuals and information on a page (see "Selecting Information to Print" on page S15).
- Omit borders, titles, and footnotes so you can fit more individuals and information on a page (see "Changing Print Settings" on page S11).
- Choose fewer generations for your tree. This may eliminate the need for using 2 rows per individual, thus allowing you to fit more individuals on a page (see "Determining The Size Of Your Tree" on page S9).
- Choose fewer items to print in your tree so you can fit more individuals on a page (see "Selecting Information to Print" on page S15).
- Print an extended outline direct tree so you can fit more bloodline descendants on a page (see "Two New Tree Styles" on page S3).

**Figure S-14. Making your extended outline tree smaller**

These suggestions should help you decrease the printed size of your extended outline trees. The next section, "Printing Smaller Box-Style Trees," explains two new features that help you make smaller ancestor, descendant, and direct descendant trees.

---

---

## PRINTING SMALLER BOX-STYLE TREES

The features described in this section will help you decrease the size of your ancestor, descendant, and direct descendant trees. All three of these tree styles print text in boxes, and they can become quite large. The two-line name formats can help to make a wide tree narrower, which is especially useful for descendant trees. The Auto-Fit feature, handy for any box-style tree, brings all of Family Tree Maker's space saving options together on one screen, where you can make selections yourself or have Family Tree Maker do the work for you.

### Two-Line Name Formats

Previous versions of Family Tree Maker had six different formats for printing people's names. All six of these formats print the full name on one line, which can make trees wide. Now, when you print ancestor, descendant, and direct descendant trees, you will have two additional name formats to choose from, both of which print the name on two short lines instead of one long line. Styles 7 and 8 in Figure S-15 below represent the two new name formats.

1	-	Style 1	First Middle & Last name
2	-	Style 2	First Middle & LAST NAME
3	-	Style 3	Last name, First & Middle
4	-	Style 4	LAST NAME, First & Middle
5	-	Style 5	First & Last name
6	-	Style 6	F. & Last name
7	-	Style 7	Last name First & Middle
8	-	Style 8	Last name First

**Figure S-15. Name formats available for all box-style trees**

Two-line name formats are especially useful for descendant and direct descendant trees, which print each generation's boxes in one horizontal row. The wider people's names are, the more pages your tree will span. Changing people's names to a two-line format can reduce the width of your tree, which usually means it will take fewer pages to print.

When you're printing an ancestor, descendant, or direct descendant tree, you have two opportunities to select a two-line name format. First, you can format people's names while you are selecting what information to include in your tree (see "Selecting Information To Print" on page 137 of your User's Manual). Second, you can choose a new format while you are using the Auto-Fit command (see "Using The Auto-Fit Command" on page S22 of this Supplement). If you select a name format in either of those steps, Family Tree Maker uses that same format each time you print that tree style, until you change it again.

---

---

## Auto-Fit

As you collect more and more information, your trees will grow in size. Unless you own a paper mill, you'll probably be interested in minimizing the number of pages required to print your trees! Family Tree Maker now has a feature called **Auto-Fit**. It consolidates all of your formatting options onto one screen, and can automatically make the changes needed to reduce the overall size of your trees.

Auto-Fit is available for all three box-style trees: descendant trees, direct descendant trees, and multiple-page ancestor trees. When you are printing any of these styles, the Auto-Fit command always appears on the next-to-last print screen.

To use the Auto-Fit command, you go through these two basic steps (details follow):

1. Set up a tree with the individuals and formatting selections of your choosing.
2. Use the Auto-Fit command to change the settings which affect the printed size of your tree.

### *Setting Up Your Tree*

Remember that Auto-Fit is available only for descendant trees, direct descendant trees, and multiple-page ancestor trees. If you're not already familiar with the steps you take before printing a tree, read the appropriate section in your User's Manual:

- **Descendant Trees** — Read "Printing A Descendant Tree," beginning on page 128 of your User's Manual. Switch to reading the Supplement section below titled "Using the Auto-Fit Command" as soon as you reach the "**Descendant Tree – Step 3 of 4**" screen, where the Auto-Fit option now appears.
- **Direct Descendant Trees** — Read "Printing A Direct Descendant Tree," beginning on page 142 of your User's Manual. Switch to reading the Supplement section below titled "Using the Auto-Fit Command" as soon as you reach the "**Direct Descendant Tree – Step 3 of 4**" screen, where the Auto-Fit option now appears.
- **Ancestor Trees** — Read "Printing An Ancestor Tree," beginning on page 109 of your User's Manual. Switch to reading the Supplement section below titled "Using the Auto-Fit Command" as soon as you reach the "**Ancestor Tree – Step 4 of 5**" screen, where the Auto-Fit option now appears.

With ancestor trees, Auto-Fit is only available if you choose to print a multiple page tree, so you should select **M – Multiple pages** from the "**Ancestor Tree – Step 2 of 5**" screen. Read "Choosing The Tree Size" on page 111 of your User's Manual for a comparison of single page ancestor trees with multiple page ancestor trees.

---

---

### Using The Auto-Fit Command

1. Start from one of the following screens, depending on which tree you are printing:
  - **Descendant Tree – Step 3 of 4**
  - **Direct Descendant Tree – Step 3 of 4**
  - **Ancestor Tree – Step 4 of 5**
2. Select **F7** – **Auto-Fit**.

Family Tree Maker displays the “Auto-Fit” screen, shown below in Figure S-16.

Auto-Fit

Name format: **First Middle & Last name**

Date format for all dates: **born: January 8, 1907  
in Ohio**

Maximum box width: 25 characters 30 characters 35 characters **Unlimited**

Box style: **Shadow**

Border style: **Style 1**

Tree style: **Style 1 (wide)** Style 2 Style 3 Style 4 (narrow)

Page orientation: Portrait **Landscape**

Characters per inch: 10.00 **10.00**







Lines per inch: 6.00 **6.00**


Your tree is currently (in pages): 7 x 2  
Esc-Go back **F8-Make tree smallest** **F10-Continue**


**Figure S-16. The Auto-Fit screen**

The current page count (number of pages wide by number of pages tall) will always be displayed in the lower left corner of the Auto-Fit screen. That count can help you determine which changes to make in order to reach the desired tree size.


3. At the bottom of the Auto-Fit screen, you’ll see a message that says “**F8 – Make tree smallest.**” If you want Family Tree Maker to make changes for you automatically, press **F8**. Family Tree Maker knows which settings work best with the type of tree and number of generations you have chosen, so it can do the work for you. Or, if you’d rather change the Auto-Fit options one at a time, they are all explained next in step 4.


- 
- 
- To change any of the Auto-Fit settings individually, use  or  to move to the line you want to change. From the available choices, use , , , and  to highlight your choice.

**Name Format** — Press  to have Family Tree Maker display the full list of options. This screen lists eight different ways of printing people's names. You can save space by using initials, using a two-line name format, or not printing middle names. Figure S-15 on page S20 shows all eight name formats.

**Date Format** — Press  to have Family Tree Maker display the full list of options. This screen lets you determine how dates will be printed in each person's box. Style 5, which prints only the year, will produce the most compact tree.

**Maximum Box Width** — This option tells Family Tree Maker what the largest allowable box size is. Pick a smaller number for a smaller tree. Family Tree Maker will abbreviate the information in your boxes to accommodate the number you set here. The narrowest option is 25 characters.

**Box Style** — Press  to have Family Tree Maker display the “**Box Style**” screen. This screen lets you choose the look of the boxes in your tree. There are five different box styles and a sixth option of “None.”




**Border Style** — Press  to have Family Tree Maker display the “**Border Style**” screen. This screen lets you choose from among the border styles that Family Tree Maker can draw around the edge of your entire tree. There are six different border styles and a seventh option of “None.” A sample of the currently selected style appears on the screen.

**Tree Style** — This option controls the amount of space between generations in your tree. Style 4 will give you the narrowest tree. Note that this option is not available for ancestor trees, which automatically print with minimum spacing.

**Page Orientation** — This option specifies whether your tree prints in portrait (vertical) or landscape (horizontal) orientation. Note that this option is not available for ancestor trees, which always print in portrait orientation.

**Characters Per Inch** — This option gives you the opportunity to choose the width of the text in your tree's boxes. For a narrower tree, choose the biggest number available. If your printer cannot vary the number of characters per inch, then the two choices will be identical.

**Lines Per Inch** — This option allows you to adjust the height of the text in your tree's boxes. A greater number of lines per inch will let you print more information on fewer pages.

- When all of the options appear as you like them, press  to preview your tree. If you're pleased with the preview, press  again to print your tree. Otherwise, press  to go back and make more changes in the Auto-Fit settings.

---

---

## DATA ERRORS REPORT

Because collecting your family information involves tracking down so many dates, names, and other facts, there may be occasions when the information entered in your card file is incorrect or incomplete. While Family Tree Maker cannot determine the accuracy of specific biographical information — such as the spelling of your relatives' names — it is now able to identify facts that conflict with other information in your card file. You can have Family Tree Maker generate a list of such potential errors by printing a Data Errors Report.

This new feature helps you re-evaluate the information you've entered. Some of the errors are certain, such as a person's marriage date being listed as prior to his birth date. Finding these errors is based on logic: as in the above example, a person cannot be married before being born. There are other types of potential errors that might simply be unusual situations, instead of actual mistakes.

Most of the mistakes found in a Data Errors Report result from incorrect dates or inaccurate sources. If Family Tree Maker finds several mistakes in your card file, you may find Appendix A, "Researching Families" (page 223 in your User's Manual), to be helpful in correcting those mistakes. You'll find explanations of the logical errors in the section "Logical Errors" below, while the other possible errors appear in the section "Likely Errors," page S25.

### Logical Errors

This section lists the mistakes Family Tree Maker finds when information is logically incorrect. Each report message is followed by a brief explanation and a suggestion for how to correct the mistake.

#### ***"BIRTH DATE after mother's death date"***

According to the dates in your card file, this person was born after the death date of his or her mother. Verify the birth and death dates, then make sure you have the correct relationship between the mother and child.

#### ***"Born too long after father's death"***

This person's birth date is more than 10 months after the father's date of death. Verify that the child is the natural child of the indicated father, and that their birth and death dates are correct.

#### ***"DEATH DATE before birth date"***

This person's listed death date indicates that he died prior to his birth date. These two dates may simply have been entered in reverse order.

---

---

### ***“EVENT DATE is empty”***

Family Tree Maker has found a date field that contains no text or numbers. Since events always correspond to a date, this indicates a current gap in your research. For events where you do not know an exact date, you may want to use an estimated date or type **unknown** in the date field. If you don't need a list of the empty dates in your card file, you can have Family Tree Maker ignore all empty date fields by following the instructions in step 4 of “Printing A Data Errors Report,” page S26.

### **Likely Errors**

This section lists the mistakes Family Tree Maker finds when information is likely to be incorrect, but may instead simply be an unusual situation. Each report message is followed by a brief explanation and a suggestion for how to correct the possible mistake.

#### ***“Death more than 120 years after birth”***

Your card file indicates that this individual had a life span of more than 120 years. Verify both the birth and death dates, making sure that the correct century is entered.

#### ***“EVENT DATE not within lifetime”***

An event that you have recorded for this person is dated prior to his birth date or after his date of death. Some events, such as burial, actually can happen outside of one's lifetime, so find out what type of event Family Tree Maker found by looking at the individual's record. If the event must have occurred during the individual's lifetime, verify the date of the event with another source.

#### ***“MARRIAGE DATE before s/he turned 13”***

This individual was twelve years old or younger on the date of his or her marriage. Consult a municipal record for the marriage to ensure that you're using the most reliable source. Also double-check your original source for the marriage date and the birth dates of both spouses.

#### ***“NO PARENTS and NO CHILDREN”***

Make sure you haven't omitted the individuals to whom this person is related. If you don't yet know who they are, you'll at least know where to start your research! In some instances, you may have inadvertently unlinked an individual in order to fix a relationship mistake. The section “Correcting Relationship Mistakes,” found on pages 247-251 in your User's Manual, can help you link people back to their family members.

#### ***“Older than 60 at child's birth”***

This message pertains to a woman who was at least 60 years old on the birth date of one of her children. The listed child might instead be a grandchild, or there could be a special circumstance such as adoption.

---

---

***“Older than 75 at child’s birth”***

According to the dates in your card file, this man was at least 75 years old on the birth date of one of his children. The listed child might instead be a grandchild, or there could be a special circumstance such as adoption.

***“Parent(s) under age 13 on BIRTH DATE”***

According to the dates in your card file, this individual was born before one (or both) of the parents reached the age of 13. This includes children whose birth dates are entered as being prior to their parents’ birth dates. The dates in question may simply have been entered in reverse order.

***“Possible DUPLICATE individual”***

Family Tree Maker has found two people with identical names, sex, and birth dates. Make sure that the individuals actually are distinct people. If you accidentally created more than one record for the same person, you can eliminate the excess record by following the steps in Appendix G, “Fixing Files With Duplicates Of The Same Person,” beginning on page 275 in your User’s Manual.

***“Spouses’ BIRTH DATES 30 years apart”***

Family Tree Maker has found a couple whose birth dates are separated by thirty or more years. Verify that the relationship between these two people is correct, and then check their birth dates in another source.

***“Used MARRIED instead of MAIDEN name”***

Family Tree Maker has found a Family Card where the same surname has been entered for both the husband and the wife. Even though women usually assume their husbands’ last names, most genealogists record women with their maiden (or family) surname instead of their married surname. Using this standard is helpful for tracking maternal lineage and for distinguishing between a man’s sisters and his spouses. If you have deliberately used married names for women, you can tell Family Tree Maker not to report that as a mistake by following the instructions in step 4 of “Printing A Data Errors Report,” below.

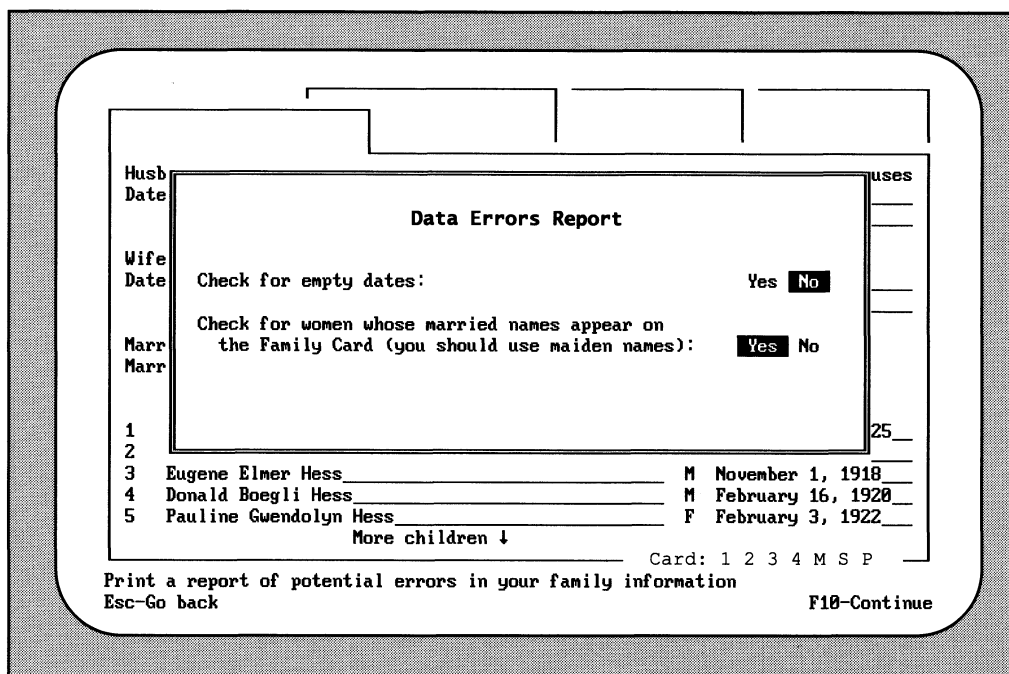
## **Printing A Data Errors Report**

To have Family Tree Maker print a Data Errors Report for you:

1. From any Family Card, press **F9** to display the Command Menu.
2. Select **L – Print list**.
3. Select **D – Data errors report**.

Family Tree Maker displays the “**Data Errors Report**” screen.





**Figure S-17. The Data Errors Report screen**

- Select your preferences for the two options given in this screen. Use , , , and to move to the line you want to change. Then use or to highlight your choice on a given line.

**Check for empty dates** — Select **Yes** if you are at a point in your research where it would be useful to know which individuals still have empty date fields in their records. Select **No** if you don't want a list of empty date fields. Fields containing estimated or "unknown" dates are not considered empty.

**Check for women's married names** — Most genealogists record women with their maiden (or family) surname instead of their married surname. Using this standard is helpful for tracking maternal lineage and for distinguishing between a man's sisters and his spouse(s). Select **Yes** to report occurrences where a woman's surname is identical to her husband's, or select **No** to have Family Tree Maker ignore those cases.

Family Tree Maker searches for all the other types of data errors automatically.

- Press to print your report.

The sections "Logical Errors" and "Likely Errors," above, can help you understand the report and start fixing any legitimate mistakes that Family Tree Maker finds.

---

---

# Chapter 3

## Building Your Family Tree

### WORLD FAMILY TREE

Banner Blue Software is inviting all Family Tree Maker customers to participate in a remarkable genealogical opportunity — the World Family Tree™ project. With over 375,000 copies sold, Family Tree Maker has been used by people just like you to collect information on hundreds of thousands of families. Now, in response to our customers' many requests, we've invested the equipment and know-how needed to compile all of those family trees into a massive database of family information from all over the world.

With your participation, the World Family Tree could become the largest genealogical database in existence! Once we collect a substantial number of our customers' family trees, we will make the World Family Tree available by various electronic means. Imagine uncovering new information about your family tree without even leaving your computer — you'll be able to do that by finding just one shared ancestor among the millions of records available.

#### Details Of Participation

As you consider adding your family information to the World Family Tree, there are some important issues to think about. You may have questions about the benefits of participating, be concerned about privacy, or wonder how Banner Blue is going to make it all work. The following sections might answer some of your questions.

#### *Benefits of Sharing Your Card File*

Adding your family tree to the World Family Tree could benefit both you and other family historians. Here's how:

- **Millions of linked names** — You could increase the size of your tree by accessing the files of others who share your ancestry.

Your family information could even help people who are your distant relatives! Likewise, if your distant relatives have contributed their own family information, you stand to gain by accessing their data. After finding a common ancestor in the World Family Tree, you can then easily attach the newfound branches of your family to your own Family Tree Maker card file.

- 
- 
- **Safely store your research** — Your family tree will be part of a readily accessible database, to be archived at the Library of Congress.

By publishing your card file in the World Family Tree, you won't ever need to worry about your family information being lost or destroyed. After all the time and energy you put into building your own family tree, it's a relief to know that an archived copy of your family data could always be available. But rather than gathering dust in a safe deposit box, your family tree can be actively helping family historians everywhere.

- **Help other genealogists** — By allowing access to your family tree, you may help others increase the size of their family trees.

As a family history enthusiast, you know the joy and importance of discovering and preserving information about your family. It would be nice, however, if all of that genealogical information could be found in one place — then other researchers could be spared some of the hard work involved in tracking down their ancestors. Some of those genealogists will undoubtedly turn out to be your own distant relatives.

- **For future generations** — Your family history data will be preserved so that your descendants can access it.

You can eliminate the need for your descendants to repeat all of your hard work by including your tree in the World Family Tree project. We will preserve your tree in archival form, protecting your family memories forever. All of your family's genealogical information will be conveniently available to your descendants. What a wonderful gift for posterity!

### ***Protecting Your Privacy***

In the interest of privacy, we suggest that you review the contents of your family tree before submitting it. If there is any information that you want to keep confidential, make a copy of your card file, delete the information that you don't want to share with others, and then send the new, edited version of the file to the World Family Tree project. When you are ready to send in your card file, Family Tree Maker gives you the option of including all fields or including only the vital statistics (name along with birth, death, and marriage dates) for each individual in the file.

Ultimately, the more information we're able to include in the database, the better your chances are for linking family trees together, since you'll have more clues to connect individuals to your own family. Another great reason to leave complete information in the database is the possibility of meeting your unknown relatives. You may end up with an expanded family reunion invitation list, not to mention a larger family tree!

When you send in your card file, you will include your own name and address, and can include your phone number if you wish. By including that information, you give Banner Blue permission to publish it in association with the family data you submit. We urge you to let us know if your address changes so that Banner Blue and the family history enthusiasts using the World Family Tree will always know how to get in touch with you regarding your family tree.

---

---

### ***Ensuring Quality of the Database***

We realize that much of the information in your family tree was probably collected by speaking with relatives. For this reason, we do not expect complete documentation of your family information. If you did get your information from sources outside of your family, however, we encourage you to record those sources in Family Tree Maker's Source fields (see "Recording Sources" on page 63 of your User's Manual).

We also understand that the potential for data errors exists, even in the most careful genealogist's family tree. Family Tree Maker can help you find possible errors (see "Data Errors Report" on page S24), but it's still up to you to correct the mistakes. We urge all participants to research their family information carefully, and to try to avoid submitting confusing or misleading information. By the same token, when you use the World Family Tree, you should recognize that it is meant to be a research tool, not a source of completely error-free material. The genealogical information in the World Family Tree should be a starting point from which you continue your research.

Anyone who accesses the World Family Tree is welcome to send documented corrections to family trees, including the family trees of other submitters. By accepting documented corrections, we hope to maintain the quality of the information at the highest possible level. As an added benefit, if a correction to your family tree is submitted, you may be able to make valuable changes to your own card file.

### ***Your Participation is Important***

Most genealogists don't ever feel that their work is done, but we assure you that your family tree is valuable to other researchers, no matter how large or small, complete or incomplete. Whether you have just begun your family tree or you are looking to add more branches, submitting your family tree immediately is important to the creation of the World Family Tree. Even after all the card files have been received, Banner Blue's software engineers will need to spend several months building and testing the database, then merging all the records. The sooner the database is available, the sooner you will be able to use it to add more names to your own family tree! You can always send additions or changes to us at a later date; we will regularly modify the database and make updated versions available.

We intend to explore many different delivery mechanisms, such as CD-ROM, floppy disks and an on-line service. These will be available at the very affordable prices typical of other Banner Blue products. We are sincerely excited about creating these opportunities for our customers. But don't forget, none of this can happen unless you submit your card file!

---

---


## How To Submit Your Card File


Family Tree Maker has a special screen that can help you store your family tree on a floppy disk that you can send to Banner Blue. Before you begin, you should have an empty, formatted disk ready to use. You can use either a 3.5" or 5.25" disk, depending on what is convenient for you. The disk should be labeled with your name, address, and the present date; use a standard disk label sticker if you have one.

To include a copy of your card file in the World Family Tree:

1. From any Family Card, press **F9** to display the Command Menu.
2. Select **F – File**.
3. Select **B – Submit to World Family Tree**.
4. Family Tree Maker displays a message that asks if you want to print a Data Errors Report. This report can help you find mistakes in your card file, so the data you share can be as accurate as possible. To learn more about the Data Errors Report, see page S24.
  - Select **Yes** if you want Family Tree Maker to print a Data Errors Report for you. Selecting Yes tells Family Tree Maker that you want to print a Data Errors Report instead of continuing with the file submission process. Once your report is printed and you've corrected the mistakes, you can begin again with step 1 above. Simply select **No** instead of **Yes** when you reach step 4, and you will be able to finish submitting your card file.
  - Select **No** if you have already printed a Data Errors Report and corrected the mistakes, or if you are reasonably sure your card file is free of inaccurate information.
5. If you selected No in step 4, Family Tree Maker displays the "**Submit Card File**" screen. You use this screen to record information that Banner Blue and Family Tree Maker need in order to process your card file.
  - **Name, address** — Banner Blue will need your name and address in case there is a problem with your card file and we need to contact you. Family Tree Maker cannot finish the rest of the process until you have filled in your first name, last name, street address (or P.O. Box), city, state, and zip. If your address is in a country other than the United States, Family Tree Maker does not require the state and zip fields to be completed. However, please fill out the entire address needed to ensure delivery of mail.
  - **Phone (optional)** — If you want Banner Blue and other World Family Tree users to be able to contact you by phone, you can choose to include your phone number. Don't forget your area or country code!

- 
- 
- **Today's date** — Family Tree Maker uses the date from your computer's internal calendar. If the date is incorrect, please change what currently appears on this line. In case you later send us an updated or corrected version of your card file, it's important to have the dates recorded with each one.
  - **Information to submit** — Here, you can choose how much information is included for each individual. Submitting the complete contents is the most helpful, but if you don't want to share all of the fields, you can choose to include only the vital statistics: name along with birth, death, and marriage dates.
  - **Save to floppy drive** — Family Tree Maker needs to know what size disk you're using (3.5" or 5.25") before it can save your card file. You will need to have an empty, formatted disk ready to insert in the floppy drive you select here.

When all of the information is complete, press .

6. Family Tree Maker displays a message asking you to insert a floppy disk. Once you've inserted it in the indicated drive, press  to begin copying your card file.
7. When the copying is complete, Family Tree Maker displays Banner Blue's address so that you can mail your disk. Make sure the disk label has your name, address, and the date clearly written on it. If the disk gets damaged in transit, the data on the disk will be useless and the disk label is the only way we'll be able to know whose disk it is. Seal the disk in a sturdy envelope and send it to:

Banner Blue Software  
World Family Tree Project  
P.O. Box 7865  
Fremont, CA 94537-7865

Thank you for contributing to what will be a remarkable and unequaled source of linked genealogical data.

---

---

# Index

- 3-hole punch
  - changing margins for, 245
- 43/50 line preview mode, 245
  
- Abbreviated text
  - in ancestor trees, 123
  - in Custom reports, 196
  - in direct descendant trees, 151
  - in extended outline trees, S17
  - in outline descendant trees, 164
  - in outline direct descendant trees, 177
  - See also* Selecting information to print
- Accessories, 287-288
  - antique finish parchment paper, 288
  - Biography Maker, 287
  - Laser Font Diskette, 287
- Active icons on Family Card, S1
- Adopted children
  - entering, 61, 65
- Age
  - calculating statistics, 121, 137, 150, 162, 175, S15
  - possible mistakes in a person's, S24-S27
  - printing in trees, 121, 137, 150, 162, 175, S15-S16
  - printing in Custom reports, 190
- Ahnentafel numbering, 65, 122
- Aligning Paragraphs
  - in Individual Card 4 – Notes, 76
- Alphabetizing
  - Index of Names, 86
  - List of Individuals, 182-183
- Ancestor trees
  - changing print settings of, 117-123
  - defined, 109
  - examples of, 5, 110, 115
  - photo tree, 125
  - previewing, 116-117
  - print command, 102
  - printing, 109-124
  - printing empty, 117
  - printing (in Tutorial), 49-51
  - printing smaller, S20-S23
  - printing spouse of primary individual, 121
  - printing with Auto-Fit, S21-S23
  - sets of, 113
- Anniversaries
  - in calendars, 186
- Annulments
  - recording, 61
- ANSEL, 215
- ANSTFILE, 214, 215
- Antique finish parchment paper, 288
- Arrange children by birth, 97, 254-255
  
- Arranging information to print.
  - See* Selecting information to print
- ASCII
  - exporting card files to, 216-219
  - exporting Notes from DEU, 218
  - importing into Individual Card 4, 77-78
  - table, 256-257
- ASCII table
  - defined, 256-257
  - using, 256-257
- Attach child, 250
- Attach spouse, 250
- Aunts, 62
- Auto-Fit (the command), Svii, S21-S23
  - availability, S21
  - border style, S23
  - box style, S23
  - characters per inch, S23
  - date format, S23
  - defined, S21
  - lines per inch, S23
  - maximum box width, S23
  - name format, S23
  - page orientation, S23
  - tree style, S23
  - using, S22-S23
  
- Backup copy
  - making, 16-17, 251-252
  - retrieving, 252-253
- Baptism
  - entering, 64
- Batch printing, 198-203
  - index for, 202-203
- Baud rate
  - for large format plotters, 242
  - setting, 21
- Bibliography (genealogy books), 233
- Biography Maker, 287
- Birth date
  - arranging by, 97, 254
  - changing format, 96, S15, S23
  - entering, 58
  - in calendars, 186
  - in List of Individuals, 182-183
  - in reports, 191
  - possible mistakes in, S24-S27
- Birth status, 65
- Blank cards, printing
  - Family Card, 56, 181
  - Individual Cards, 64, 182

- Blank rows
  - in ancestor & photo trees, 121, 127
  - in descendant trees, 137
  - in direct descendant trees, 150
  - in reports, 196
  - to make room for photos, 152
- Blood line, 65
- Book style page numbering, 202
- Border styles
  - choosing with Auto-Fit, S23
  - in ancestor trees, 119
  - in Custom reports, 195
  - in descendant trees, 135
  - in direct descendant trees, 148
  - in extended outline trees, S13
  - in outline descendant trees, 160
  - in outline direct descendant trees, 172-173
  - in photo trees, 127
- Box around footnotes
  - in ancestor & photo trees, 118
  - in descendant trees, 133-135
  - in direct descendant trees, 146-148
- Box styles
  - choosing with Auto-Fit, S23
  - in ancestor trees, 119
  - in descendant trees, 135
  - in direct descendant trees, 148
  - in photo trees, 127
- Box width.
  - See* Width
- Brother
  - entering, 61-62
  - See also* Siblings
- Burial, recording.
  - See* Event fields
- Cable
  - connecting to your printer, 21
  - damaged, 259
- Calculating
  - age statistics, 121, 137, 150, 162, 175, S15
  - Ahnentafel numbers, 122
- Calendars
  - changing print settings of, 186-187
  - example of, 7, 187
  - printing, 7, 187
- Canon Laser Printer
  - additional fonts, 287
- Card file
  - creating new, 56, 96
  - defined, 32, 55
  - editing, 96-98
  - getting, 95
  - index of, 86
  - joining, 264-271
  - keeping all info in one, 253
  - saving, 25, 75-76, 92-94, 268
  - saving (in Tutorial), 35-36
  - searching for errors in, Svii, S24-S27
  - status, 99
  - submitting to World Family Tree, S29-S33
- Card file status
  - command, 99, 260
  - using to check memory, 260
- Cards
  - Family Card, 32, 55-56, S1
  - Individual Cards, 64-78, S1
  - Marriage Card, 78, S1
  - of Other spouses, 80-81
  - Source Card, 63, S1
- Cause of death
  - recording, 66
- Census Records, 227
  - See also* Records
- Centering text
  - in ancestor trees, 123
  - in descendant trees, 138
  - in direct descendant trees, 151
  - in Individual Card 4 – Notes, 76
- Changing
  - date format, 96, S15, S23
  - field labels, 96
  - program setup, 19-24
  - sex of an individual, 61
  - See also* Editing
- Character set
  - ANSEL, 215
  - international, 256-257
  - using the ASCII table, 256-257
- Characters per inch (CPI)
  - choosing with Auto-Fit, S23
  - in ancestor trees, 123, S23
  - in Custom reports, 197
  - in descendant trees, 139, S23
  - in direct descendant trees, 151, S23
  - in extended outline trees, S17
  - in outline descendant trees, 165
  - in outline direct descendant trees, 178
- Children
  - adopted, 61, 65
  - displaying Family Card of, 80
  - entering, 61-62
  - foster, 61, 65
  - inserting in child list, 98
  - listing in correct order, 97, 254
  - moving in child list, 98
  - rearranging, 97, 254
  - step, 61
- Choosing information to print
  - in ancestor trees, 120-123
  - in Custom reports, 190-192
  - in descendant trees, 137-139
  - in direct descendant trees, 150-152
  - in extended outline trees, S15-S16
  - in outline descendant trees, 162-165
  - in outline direct descendant trees, 175-178
  - in photo trees, 127



- Choosing number of generations
  - for ancestor trees, 113
  - for descendant trees, 129
  - for extended outline trees, S9
  - for outline descendant trees, 156
  - for photo trees, 125
- Choosing paper size.
  - See* Paper
- Christening
  - entering in Event fields, 64
- Church of Jesus Christ of Latter-day Saints.
  - See* LDS ordinance information
- Church records.
  - See* Records
- Clipboard
  - copying to, 73
  - cutting to, 72
  - defined (in Tutorial), 47
  - pasting from, 72, 73, 74
- Color monitor
  - text styles on, 76
- Colors.
  - See* Palette
  - See also* Plotter pen
- Column labels
  - printing, 118, 197
- COM ports
  - selecting, 21
- Combining
  - card files, 263-271
  - duplicate individuals, 275-277
- Command Menu
  - defined, 94-105
  - figure of, 95
  - using (in Tutorial), 30-31
- Command Menu: Edit card file, 97-99
  - Arrange children by birth, 97
  - Card file status, 99
  - Delete individual, 98
  - Insert child in child list, 98
  - Modify family structure, 99
  - Move child in child list, 98
  - Typing Saver, 99
- Command Menu: File, 95-96
  - Change program setup, 96
  - Create new card file, 96
  - Get card file from disk, 95
  - Save card file to disk, 95
  - Utilities, 96
- Command Menu: Options, 100-101
  - Kinship, 101
  - Line type, 100-101
  - Plotter pen, 101
- Command Menu: Print List, 104-105
  - Batch print, 105
  - Calendar, 104
  - Data Errors Report, S24-S27
  - Family Group Sheet, 104
  - List of individuals, 104
  - Custom reports, 105
- Command Menu: Print Tree, 102
  - Ancestor tree, 102
  - Descendant tree, 103
  - Direct descendant tree, 103
  - Extended outline direct tree, S3
  - Extended outline tree, S3
  - Outline descendant tree, 103
  - Outline direct descendant tree, 103
  - Photo tree, 102
- Command Menu: Quit Family Tree Maker, 105
- Comment fields
  - entering, 66
  - printing. *See* Selecting information to print
- Compatible printers
  - setting up, 241
- Computer system
  - telling Family Tree Maker about, 19-24
- Computing age statistics
  - in calendars, 186
  - in trees, 121, 137, 150, 162, 175, S15
- Continuous Forms
  - using, 22
- Copying.
  - See* Diskette
- Copying text
  - in Individual Card 4 – Notes, 73
  - See also* Typing saver
- Correcting relationship mistakes, 247-251
- Cousins
  - entering, 62
  - intermarriage, 275
- CPI.
  - See* Characters per inch (CPI)
- Create new card file, 25, 31, 56, 96
- Creating
  - additional spouses, 80-81
  - new card file, 25, 56, 96
- Cursor Movement, 57, 70
- Custom reports
  - printing, 188-197
- Customer registration, 10
- Customer support.
  - See* Product support
- Cut sheet feeder
  - using, 244
- Data bits, 21, 259
- Data Errors Report, Svii, S24-S27
  - explanation of report messages, S24-S26
  - printing, S26-S27
- Data Exchange Utility (DEU), 207-220
  - ANSEL, 215
  - ANSTFILE, 214, 215
  - export to ASCII, 216-220
  - export to GEDCOM, 213-215
  - exporting Notes from, 218-219
  - import from GEDCOM, 209-212
  - installing, 15-18
  - medical fields, 215

- Data Exchange Utility (DEU), *continued*
  - NPS, 215
  - program setup, 207-209
  - sample GEDCOM Notes, 211
  - starting, 208
  - submitter information, 214
  - tags, 210, 213
  - view file, 220
- Date field(s), 58-60
  - recording sources, 63
- Date format, 58-60, 96, 229
- Date(s)
  - choosing format with Auto-Fit, S23
  - different formats, 58-60, 96, 229
  - double, 58-60, 96, 229
  - entering, 58-60
  - estimated, 59, 254
  - finding discrepancies in, S24-S27
  - printing two years, 60, 229
  - reformatting using Auto-Fit, S23
  - selecting print format, 120, 137, 150, 162, 175, S15
  - uncertain, 59, 254
- Defining
  - ancestor tree, 4, 109
  - Auto-Fit command, S21
  - batch printing, 198
  - calendars, 186
  - card file, 55-56
  - Command Menu, 94
  - Custom reports, 188
  - descendant tree, 4, 126
  - direct descendant tree, 4, 142
  - extended outline direct tree, S3
  - extended outline tree, S3
  - Family Card, 32, 55
  - outline descendant tree, 153
  - outline direct descendant tree, 167
  - page size, 22
  - pedigree tree, 4, 109
  - photo tree, 4, 125
- Deleting
  - branches, 263-264
  - card file, 96
  - individuals, 98, 247-248
  - individuals with children, 263-264
  - information, 57, 71
- Descendant trees
  - changing print settings of, 133-141
  - defined, 4, 126
  - different styles of, 139-140
  - direct, 142-152
  - examples of, 5, 128, 131
  - previewing, 126
  - print command, 103
  - printing, 128
  - printing smaller, S20-S23
  - printing with Auto-Fit, S21-S23
  - selecting orientation for, 138
  - sets of, 131
  - styles of, 140
- Detach child, 248
- Detach spouse, 249
- Determining the size of trees
  - ancestor trees, 124, S20-S23
  - box-style trees, S20-S23
  - descendant trees, 141, S20-S23
  - extended outline trees, S19
  - outline descendant trees, 166
- Direct descendant trees
  - changing print settings of, 146-152
  - defined, 4, 142
  - example of, 143
  - previewing, 146
  - print command, 103
  - printing, 142-152
  - printing smaller, S20-S23
  - printing with Auto-Fit, S21-S23
  - selecting orientation for, 151
- Disease(s)
  - recording, 66-67
  - outdated terminology, 231
- Disk.
  - See* Hard disk
- Diskette
  - making a backup to, 251-252
  - write protecting, 15
- Diskette drives
  - installing Family Tree Maker on, 17-18
  - saving card files to, 25
  - World Family Tree submission, S33
- Display
  - choosing colors for, 23
  - highlighted icons on Family Card, S1-S2
  - text styles on, 75-76
- Displaying
  - a different family card, 78-87
  - children in correct order, 254
  - Individual Cards, 64, S1
  - marriages in correct order, 254
  - other spouses, 80-81
- Divorces
  - recording, 61, 78
- Document style page numbering, 203
- DOS
  - file name format, 92
- Dotted line(s), 100
- Double date
  - changing cutoff, 96
  - defined, 60, 229
  - entering, 60
  - example of, 229
- Draft printing, 203
- Drive for saving files, 22
- Drive (or directory)
  - changing, 22, 94
  - defined, 22
  - “entered incorrectly” message, 260

- 
- Duplicate individuals
    - finding in card file, S24-S27
    - on Data Errors Report, S26
    - removing from card file, 275-277
  - Edit card file (the command), 97-99
    - Arrange children by birth, 97
    - Card file status, 99
    - Delete individual, 98
    - Insert child in child list, 98
    - Modify family structure, 99
    - Move child in child list, 98
    - Typing saver, 99
  - Editing
    - card file, 97-99
    - fields, 57
    - in Individual Card 4 – Notes, 71-74
    - See also* Changing
  - EGA (Enhanced Graphics Adaptor)
    - defined, 245
    - using, 245
  - Emphasizing text, 75-76
  - Empty branches
    - in ancestor trees, 123
  - Empty dates
    - finding in your card file, S24-S27
  - Empty, printing
    - ancestor trees, 117
    - Family Cards, 56
    - Family Group Sheets, 185
    - Individual Cards, 64
  - Emulation.
    - See* Printer
  - Entering
    - comments, 66
    - dates, 58-60
    - double dates, 60
    - estimated dates, 59
    - events, 64, 65
    - extra information, 68
    - information about children, 61-62
    - information about other relatives, 62
    - into Family Card (in Tutorial), 32-35
    - into Individual Cards (in Tutorial), 42-45
    - last names with suffixes, 58
    - locations, 60
    - marriage information, 61
    - medical information, 66-67
    - missing last names, 58
    - names, 58
    - nicknames, 58
    - Notes, 68
    - personal information, 66-68
    - stories, 68
    - unusual last names, 58
  - Erasing
    - card file, 96
    - See also* Deleting
  - Error messages, 260-261
  - Errors in data, S24-S27
  - Ethnic group/Religion field.
    - See* Individual Card 2
  - Event fields
    - entering, 64-65
    - printing. *See* Selecting information to print
  - Ex-husband
    - status field, 61
    - See also* Other: spouses
  - Ex-wife
    - status field, 61
    - See also* Other: spouses
  - Exiting
    - from Family Tree Maker (Quit), 105
    - from Individual Cards, 64
  - Exporting
    - Notes, 218-219
    - to ASCII, 216-219
    - to GEDCOM, 213-215
  - Extended outline direct tree, S3-S19
    - changing print settings of, S11-S19
    - defined, S3
    - example of, S6
    - previewing, S11
    - printing, S7-S19
  - Extended outline tree, S3-S19
    - changing print settings of, S11-S19
    - defined, S3
    - example of, S5
    - previewing, S11
    - printing, S7-S19
  - Family Card
    - defined, 55
    - displaying a different, 78-87
    - entering information, 56-57
    - example of, 30
    - finding, 81-84
    - highlighted icons on, Svii, S1
    - printing, 56, 181
    - printing blank, 181
    - printing several at once. *See* Batch printing
    - searching for, 81-84
    - “src” printing on, 181
    - using a mouse with, 273-274
  - Family Group Sheet
    - defined, 181, 184
    - example of, 7
    - print command, 102
    - printing, 184-185
    - printing empty, 185
    - printing several at once. *See* Batch printing
  - Family tree
    - creating new, 29, 30-31, 96
  - Father.
    - See* Parents
  - Female.
    - See* Sex

- 
- 
- Field label(s)  
  changing, 96  
  defined, 56  
  in ancestor trees, 123  
  in Batch printing, 198  
  in descendant trees, 138  
  in direct descendant trees, 151  
  in extended outline direct trees, S15  
  in extended outline trees, S15  
  in Family Group Sheets, 184  
  in outline descendant trees, 155  
  in outline direct descendant trees, 167
- Field(s)  
  abbreviated when printed, 66, S17  
  children, 57, 61  
  comment, 66  
  date, 58, 56  
  defined, 56  
  drive (or directory), 94  
  editing, 57  
  event, 65  
  husband, 61  
  labels, 56, 96  
  location, 60  
  marriage, 61  
  name, 58  
  reference number, 65  
  sex, 61  
  status (marriage), 61  
  wife, 57
- Fields, printing.  
  *See* Selecting information to print
- File (the command)  
  Change program setup, 96  
  Create new card file, 96  
  Get card file from disk, 95  
  Save card file to disk, 95  
  Submit Card File, S32  
  Utilities, 96
- Filename  
  format, 92
- Filing  
  genealogical data, 225  
  location, 225  
  order, 225
- Finding individuals  
  Find Individual command, 81-85  
  in the Index of Names, 86  
  primary individuals, 111, 125, 129, 144, 155, 168, S8
- Fonts  
  additional laser printer fonts, 287
- Footnote.  
  *See* Title and footnote
- Foreign letters  
  inserting, 256-257
- Formatting  
  dates, 96, S15, S23  
  field labels, 96  
  names, 58, 120, 137, 150, 162, 175, S15, S20, S23  
  information to print. *See* Information to print
- Forms  
  continuous, 22
- Foster children  
  entering, 61, 65  
  in printed trees, 65
- FTM command, 16, 18  
FTM file extension, 92
- Garbage printing, 259
- GEDCOM  
  exporting files using the DEU, 213  
  importing files using the DEU, 209  
  LDS church standard, 207
- Genealogical Information Sources.  
  *See* Records
- Generation numbers (printing)  
  in extended outline trees, S13-S14  
  in outline descendant trees, 160-161  
  in outline direct descendant trees, 173-174
- Generations, number of  
  in ancestor trees, 113-115  
  in descendant trees, 129  
  in extended outline trees, S9  
  in outline descendant trees, 156  
  in photo trees, 125
- Get card file from disk, 95  
Get Roots III file, 96, 281-282  
  *See also* Roots III
- Getting  
  card files, 95  
  help (on screen), 55
- Grandchildren.  
  *See* Parents' Family Card
- Grandparents.  
  *See* Parents' Family Card
- Graphics characters  
  printers that don't print, 241
- Great aunts  
  entering, 62
- Great grandparents.  
  *See* Parents' Family Card
- Great uncles  
  entering, 62
- Hard disk  
  installing Family Tree Maker on, 15-16  
  saving files to, 22
- Help  
  on-screen, 55
- HP LaserJet  
  additional laser printer fonts, 287
- HP plotters, 21, 22, 242-244
- HPGL (Hewlett Packard Graphics Language)  
  plotters that use, 242-244
- Husband field  
  entering information into, 57  
  finding mistakes in, S24-S27

- 
- Icons on Family Card, S1-S2
  - Illogical dates and relationships
    - finding in your card file, S24-S27
    - types found by Data Errors Report, S24-S26
  - Importing
    - ASCII text files, 77-78
    - from GEDCOM, 209-212
    - from PAF, 209
    - from Roots III, 209, 281-282
    - text into Individual Card 4 – Notes, 77
  - Incorrect
    - child, 247-251
    - documents, 230
    - drive (or directory) message, 260
    - information in card file, S24-S27
    - marriage shown as first, 254
    - spouse, 247-251
  - Index, 202-203
    - See also* Batch printing
  - Index of Names
    - defined, 86
    - example of, 41, 86
    - sorting, 86
    - using (in Tutorial), 40
    - using a mouse with, 273
    - using Find individual with, 87
  - Individual Card 1, 64-65
    - Birth date/location field, 64
    - Birth status field, 65
    - Death date/location field, 64
    - Event date/location field, 65
    - icon on Family Card, S1
    - Reference number field, 65
    - Sex field, 64
  - Individual Card 2, 66
    - Comment fields, 66
    - Ethnic group/Religion field, 66
    - icon on Family Card, S1
    - Occupation field, 66
    - Personality/Interests field, 66
    - Place of residence field, 66
  - Individual Card 3, 66-67
    - Adult height field, 67
    - Adult weight field, 67
    - Cause of death field, 67
    - icon on Family Card, S1
    - Medical information fields, 67
  - Individual Card 4 – Notes, 68-78
    - aligning paragraphs in, 76
    - centering text in, 76
    - changing text styles in, 75
    - copying text in, 73
    - cutting text in, 72
    - editing text in, 71
    - emphasizing text in, 75
    - example of, 68
    - exporting to ASCII, 218-219
    - icon on Family Card, S1
    - importing text from another program into, 77-78
    - moving around in, 70
    - moving text in, 73
    - pasting text into, 72
    - printing, 77, 182
    - printing (in Tutorial), 49
    - rearranging text in, 72
    - saving, 76
    - text styles in, 75
    - tutorial for, 44-49
    - undeleting text in, 71
    - what you can do in, 68
  - Individual Cards
    - defined, 64, 181
    - entering information (in Tutorial), 42-48
    - examples of, 65-68
    - icons on Family Card, Svii, S1
    - printing, 64, 181-182
    - printing blank, 64, 182
    - See also* Batch printing
  - Individual(s)
    - deleting, 98
  - Information
    - avoiding the loss of, 251-253
    - backing up your, 251-252
    - combining duplicate, 275-277
    - possible mistakes in, S24-S27
  - Information to print
    - in ancestor and photo trees, 120
    - in calendars, 186-187
    - in descendant trees, 137
    - in direct descendant trees, 143-146
    - in extended outline trees, S15
    - in outline direct descendant trees, 167-168
    - in outline descendant trees, 155-158
    - in photo trees, 125
  - Inserting
    - child in child list, 98
    - text, 57, 71
  - Installing
    - Data Exchange Utility, 15-18
    - Family Tree Maker, 15-18, Sviii
    - printers, 20-22, 241-245
  - Intermarriage
    - fixing duplicates because of, 275
  - International character set, 256-257
  - International characters
    - on HP printers, 244
    - on IBM printers, 244, 256-257
  - Item names.
    - See* Information to print
  - Items to print.
    - See* Information to print
  - Join card files, 264-271
  - Justifying text
    - in ancestor trees, 123
    - in descendant trees, 138
    - in direct descendant trees, 151
    - in Individual Card 4 – Notes, 76

- 
- 
- Kinship, 65, 90-91, 101
- Labels  
field, 56, 96
- Land Records, 226  
*See also* Records
- Large format plotters  
setting up, 242-244
- Laser fonts diskette, 287
- Laser printers  
additional fonts for, 287
- Last name  
entering, 58  
mistakes in women's, S26
- LDS  
choosing format, 23  
GEDCOM standards, 207  
ordination information, 239-240
- Leader dots  
in extended outline trees, S13-S14  
in outline descendant trees, 160  
in outline direct descendant trees, 173
- Length of paper, 244
- Libraries, 225-226, 234-238
- Line across box  
in ancestor and photo trees, 121  
in descendant trees, 137  
in direct descendant trees, 150
- Line type, 100-101
- Lines  
printers that use dashes, 241
- Lines per inch  
choosing with Auto-Fit, S23  
in ancestor trees, 123, S23  
in descendant trees, 139, S23  
in direct descendant trees, 151, S23
- List of Individuals  
defined, 181  
example of, 7  
print command, 104  
printing, 182-183  
sorting, 182-183
- Loading.  
*See* Installing
- Local records, 226
- Location fields  
defined, 60
- Location names and boundary changes, 230
- LPT1, 21
- Maiden names  
checking for proper usage, S27  
when to use, 58
- Making backup copies of your card file, 251-252
- Male.  
*See* Sex
- Manufacturer of printer.  
*See* Printer
- Margins  
changing, 245
- Marriage  
Card, 78, S1  
fields, 61  
intermarriage (between cousins), 275  
listing in order, 254  
multiple, 79, 80-81  
other spouses, 79, 80-81
- Married name  
entered instead of maiden name, S26, S27  
printing on calendars, 186
- Maximum box width, 122, 138, 151  
choosing in Auto-Fit, S23
- Medical information  
exporting from DEU, 215  
printing, 120, 137, 150, 162, 175, 181, 184, 190, S15  
recording, 66-67
- Medical terminology  
outdated, 231
- Memory available  
display of, 99  
error message, 260
- Messages  
error, 260-261  
on Data Errors Reports, S24-S26
- Military Records, 227  
*See also* Records
- Mistakes  
data entry, 62  
finding with Data Errors Report, S24-S27  
in card file, S24-S27  
relationship, 247-251  
*See also* Troubleshooting
- Model of printer.  
*See* Printer
- Modify family structure (the command), 99, 248-251  
Attach child, 99, 250  
Attach spouse, 99, 250-251  
Detach child, 99, 248-249  
Detach spouse, 99, 249
- Monitor.  
*See* Display
- Mother.  
*See* Parents
- Mouse  
primary button, 23, 273  
secondary button, 23, 273  
setup, 23-24  
speed, 24  
using, 273-274
- Moving  
child in child list, 98  
cursor, 57  
paragraphs (in Tutorial), 46-47  
text in Individual Card 4 - Notes, 72-74  
two adjacent children, 98, 254-255  
*See also* Correcting relationship mistakes

- 
- 
- Moving around  
  between fields, 57  
  between Family Cards, 78-87  
  between Family Card and Individual Card, S1  
  in Individual Card 4 – Notes, 70  
  in Preview, 116, 126, 133, 146, 158, 171, 193, S11
- Multiple page trees  
  ancestor trees, 111-113, 122  
  printing smaller box-style trees, S20-S23  
  printing smaller outline-style trees, S19
- Name(s)  
  choosing format with Auto-Fit, S23  
  entering, 58  
  searching for. *See* Find individual  
  format, 120, 137, 150, 162, 175, 186, 191, S15, S20  
  two-line formats, S20
- National Archives  
  list of branches, 227
- National Genealogical Sources, 227
- National Records, 227  
  *See also* Records
- Natural children  
  entering, 65
- New features in version 4.0  
  active icons on Family Card, S1-S2  
  Auto-Fit Command, S21-S23  
  Data Errors Report, S24-S27  
  extended outline trees, S3-S19  
  summarized, Svii  
  two-line name formats, S20  
  World Family Tree, S29-S33
- Note-taking, 223-224
- Notes.  
  *See* Individual Card 4 – Notes
- NPS, 215
- Nuclear family  
  defined, 55, 181  
  entering information for, 56-62
- Numbers  
  Ahnentafel, 65, 122  
  generation, 160, 173  
  page. *See* Page numbering  
  reference, 65  
  standard, 64, 122
- Options (the command), 100-101  
  Kinship, 101  
  Line type, 100-101  
  Plotter pen, 101
- Order of children  
  arranging, 97-98, 254-255
- Order of multiple marriages  
  arranging, 254
- Other  
  relatives, 62  
  spouses, 79, 80-81
- Outdated Medical Terminology, 231
- Outline descendant trees  
  defined, 4, 153  
  example of, 6, 154  
  previewing, 158  
  print command, 103  
  printing, 153-166
- Outline direct descendant trees  
  defined, 4, 167  
  example of, 6  
  previewing, 171  
  print command, 103  
  printing, 167-178
- Overwrite file message  
  explained, 93
- Page  
  defining, 22  
  orientation, 138, 151, S23  
  size, 22
- Page numbering  
  book style, 202  
  document style, 203  
  in batch printing, 202-203  
  in Custom reports, 194  
  in Family Cards, 181  
  in Family Group Sheets, 184  
  in Individual Cards, 182  
  in outline descendant trees, 158-160  
  in outline direct descendant trees, 171-172
- Palette  
  selecting screen color, 23  
  selecting screen color for DEU, 209
- Paper  
  reversing dimensions, 244  
  selecting size, 22
- Parallel printer port  
  selecting, 21
- Parchment paper, 288
- Parents  
  biological, 61, 65, 79  
  foster, 65, 61  
  mistakes in age entered, S24-S26
- Parents' Family Card  
  entering information (in Tutorial), 37  
  how to get to, 79-80, 273-274
- Parity, 21
- Pedigree tree  
  defined, 4  
  *See also* Ancestor trees: defined
- Personal information  
  printing. *See* Selecting information to print
- Phone numbers  
  technical support fax, 11, Siii  
  technical support phone, 10, 11, Siii
- Photo trees  
  changing print settings of, 127  
  defined, 4, 109  
  descendant style, 152  
  example of, 5

- 
- 
- Photo trees, *continued*
    - previewing, 126
    - print command, 102
    - printing, 125-127
  - Photographs
    - bibliography, 286
    - causes of deterioration, 283-285
    - preserving, 283-286
    - storage methods and materials, 285
  - Physical information
    - recording, 66
  - Pictures.
    - See* Photo trees
  - Places.
    - See* Location field(s)
  - Plain vanilla printer settings, 241
  - Plotter
    - large format, 242-244
    - “not responding” message, 260
    - pen, 101
    - setting up, 19-21
  - Plotter pen
    - changing, 101
  - Ports, selecting
    - parallel (LPT), 21
    - serial (COM), 21
  - Preferences (Program Setup)
    - selecting, 22-24
  - Preserving photographs, 283
  - Previewing
    - ancestor trees, 116-117
    - Custom reports, 193
    - descendant trees, 133
    - direct descendant trees, 146
    - extended outline trees, S11
    - Family Group Sheets, 185
    - List of Individuals, 183
    - outline descendant trees, 158
    - outline direct descendant trees, 171
    - photo trees, 126
    - problems, 245
    - setting preview mode, 245
  - Primary individual
    - selecting for ancestor trees, 111
    - selecting for descendant trees, 129
    - selecting for direct descendant trees, 144
    - selecting for extended outline trees, S8
    - selecting for outline descendant trees, 155
    - selecting for outline direct descendant trees, 168
    - selecting for photo trees, 127
  - Primary mouse button, 23
  - Print list (the command), 104-105
    - Batch print, 105
    - Calendar, 104
    - Custom report, 105
    - Data Errors Report, S24-S27
    - Family Group Sheet, 104
    - List of individuals, 104
  - Print settings, changing
    - automatically to shrink trees, S21-S23
    - in ancestor trees, 117-123
    - in batch print, 202-203
    - in calendars, 186-187
    - in Custom reports, 194-196
    - in descendant trees, 133-139
    - in direct descendant trees, 146-152
    - in extended outline trees, S11-S19
    - in outline descendant trees, 158-165
    - in outline direct descendant trees, 171-178
    - in outline trees (shared settings), S11
    - in photo trees, 127
    - when using Auto-Fit, S23
  - Print tree (the command), 102-103
    - ancestor tree, 102
    - descendant tree, 103
    - direct descendant tree, 103
    - extended outline direct tree, S8
    - extended outline tree, S8
    - outline descendant tree, 103
    - outline direct descendant tree, 103
    - photo tree, 102
  - Printer
    - changing selection, 19-21
    - “not responding” message, 260
    - resetting, 244
    - selecting draft print mode, 203
    - selecting manufacturer of, 20
    - selecting model of, 20
    - setting up, 19-21
  - Printer selected
    - display of, 99
  - Printing
    - adopted children, 65
    - age in trees, 121, 137, 150, 162, 175, S15
    - Ahnentafel numbers, 122
    - ancestor trees, 109-124
    - batches, 198-203
    - blank Family Cards, 56, 181
    - blank Individual Cards, 64, 182
    - calendars, 186-187
    - children in correct order, 254
    - column labels, 118, 197
    - complete Family Group Sheets, 184
    - Custom reports, 188-197
    - Data Errors Report, S26-S27
    - descendant trees, 128-141
    - descendant trees with photos, 152
    - direct descendant trees, 142-151
    - draft mode, 203
    - empty ancestor trees, 117
    - empty branches, 123
    - empty Family Group Sheets, 185
    - extended outline trees, S7-S19
    - Family Cards, 55, 181
    - Family Group Sheets, 184-185
    - faster, 203



---

---

## Printing, *continued*

- foster children, 65
  - general List of Individuals, 182
  - in Tutorial, 49-51
  - index with Batch printing, 202-203
  - Individual Card 4 – Notes, 64, 77, 182
  - Individual Cards, 64, 181-182
  - labels of empty fields, 123, 138, 151
  - List of Individuals, 182-183
  - many items at a time, 198
  - marriages in correct order, 254
  - Notes, 77
  - outline descendant trees, 153-166
  - outline direct descendant trees, 167-178
  - partial Family Group Sheets, 185
  - people's names narrower, S20
  - photo trees, 125-127
  - problems with, 257-259
  - row labels, 135
  - smaller box-style trees, 124, 141, S20-S23
  - smaller outline-style trees, S19
  - specific List of Individuals, 183
  - Standard numbers, 122
  - with Auto-Fit, S21-S23
- Printing several documents at a time.  
*See* Batch printing
- Probate Records, 226  
*See also* Records
- Product support  
how to get, 10, Siii
- Progenitor, 128
- Program setup  
Data Exchange Utility, 207-209  
Family Tree Maker, 19-24

- Quit Family Tree Maker  
menu command, 105

## RAM.

*See* Memory

## Rearranging

- order of children, 97-98, 254-255
  - order of marriages, 254
- See also* Sorting

Recording sources, 63

## Records

- Cemetery, 228
- Census, 227
- Church, 228
- Land, 226, 227
- Local, 226
- Military, 227
- National, 227
- Probate, 226
- Vital, 226, 228

Reference number  
field, 65

## Relationships

- identifying, 90-91
- mistakes in entering, S24-S26

## Removing.

*See* Deleting

## Reorganizing.

*See* Sorting

## Reports

- Data Errors Report, Svii, S24-S27
- See also* Custom reports

Requesting Information, 228-229

## Requirements

system, 8

## Research

- sources, 225-228
- tips for, 229-230

Reset printer, 244

Retrieving backups, 252

Retrieving card files, 95

## Roots III

- importing files from, 96, 212, 215, 281-282
- See also* Data Exchange Utility (DEU)

## Save selected descendants

- explained, 263-264
- menu command, 96

## Saving

- a branch. *See* Save selected descendants
- card file (in Tutorial), 35
- card file to disk, 25, 92-94
- in a single card file, 25, 253
- Individual Card 4 – Notes, 76-77
- Notes, 76-77
- your information, 25, 92-94

## Saving card files

- choosing a drive (or directory) for, 94
- for sending to World Family Tree, S32-S33
- to disk, 25, 92-94

## Screen.

*See* Display

## Searching

- for mistakes in card file, S24-S27
- for names, 81
- for other items, 83
- for primary individuals, 111, 125, 129, 144, 155, 169, S8
- in Index of Names, 86

## Secondary individual

- selecting for direct descendant trees, 144-145
- selecting for extended outline direct trees, S9
- selecting for outline direct descendant trees, 169

Secondary mouse button, 23, 273

## Selecting

from the Command Menu, 94-105

## Selecting information to print

- in ancestor trees, 120-122
- in batch printing, 198-199
- in calendars, 186-187
- in Custom reports, 190-192

- 
- 
- Selecting information to print, *continued*
- in descendant trees, 137
  - in direct descendant trees, 150
  - in extended outline trees, S15-S16
  - in outline descendant trees, 162-163
  - in outline direct descendant trees, 175
  - in photo trees, 127
- Selecting text, 72-74
- Selecting the primary individual
- in ancestor trees, 111
  - in descendant trees, 129
  - in direct descendant trees, 144
  - in extended outline trees, S8
  - in outline descendant trees, 155
  - in outline direct descendant trees, 168-169
  - in photo trees, 125
- Selecting the secondary individual
- in direct descendant trees, 144-145
  - in extended outline direct trees, S9
  - in outline direct descendant trees, 169
- Separations
- recording, 61
- Serial
- See* Ports
- Sets of trees
- ancestor trees, 113, 115
  - descendant trees, 129, 131
- Setting up
- Data Exchange Utility (DEU), 207-209
  - Family Tree Maker, 19-24
  - large format plotters, 242-244
  - printers, 20-22, 241-245
- Sex
- changing, 61
  - recording, 61
- Sharing your card file, S29-S33
- Shrinking your tree
- ancestor trees, 124
  - descendant trees, 141
  - extended outline trees, S19
  - using Auto-Fit, S21-S23
  - using two-line name formats, S20
- Siblings
- defined, 80
  - Family Card of, 80
- Single page trees
- ancestor trees, 111-113
  - set of, 113, 115, 129, 131
- Single sheet paper
- using, 22
- Sister
- entering, 61
  - See also* Siblings
- Size
- defining paper, 22
  - See also* Tree size
- Smaller trees
- ancestor, 124
  - box-style, S20-S23
  - descendant, 141
  - extended outline, S19
  - printing with Auto-Fit, S21-S23
- Solid line, 100-101
- Sorting
- children, 97-98, 254-255
  - in Custom reports, 191
  - Index of Names, 86
  - List of Individuals, 183
  - marriages, 254
- Sources
- for date fields, 63
  - for event fields, 63
  - for location fields, 63
  - genealogical information, 225-228
  - icon on Family Card, S1
- Special setup, 244-245
- Spouses
- creating multiple (in Tutorial), 38-40
  - more than one, 80-81
- “src”
- printing on Family Cards, 181
- Standard numbers (Ahnentafel), 64, 122
- See also* Selecting information to print
- Starting Family Tree Maker
- hard disk system, 16
  - two-diskette drive system, 17-18
- State Genealogical Sources, 234-238
- Statistics
- in calendars, 186
  - printing in trees, 121, 137, 150, 162, 175, S15
- Status field, 61
- Status of card file, 99
- Stepchildren
- entering, 61
- Stepparents.
- See* Creating: additional spouses
- Stop bits, 21, 243
- Subdirectory
- saving files to, 22, 94
  - See also* Drive (or directory)
- Submitting card file to World Family Tree, S29-S33
- Surname.
- See* Last name
- Switches
- setting plotter, 21, 243
- System requirements, 8
- Technical support
- how to get, 10
- Text.
- See* Individual Card 4 – Notes

- 
- 
- Text justification  
  in ancestor trees, 122-123  
  in descendant trees, 138  
  in direct descendant trees, 151  
  in Individual Card 4 – Notes, 76
- Text printing out of boxes, 257
- Text size.  
  *See* Characters per inch (CPI)
- Text styles  
  bold, 75-76  
  changing, 75-76  
  displaying, 75-76  
  entering, 75-76  
  italics, 75-76  
  normal, 75-76  
  underline, 75-76
- Three-hole punch  
  changing margins for, 245
- Title and footnote  
  in ancestor trees, 118  
  in Custom reports, 194  
  in descendant trees, 133-135  
  in direct descendant trees, 146-148  
  in extended outline trees, S12  
  in outline descendant trees, 158-160  
  in outline direct descendant trees, 171-172  
  in photo trees, 127
- Transferring data  
  in ASCII format, 77  
  into Individual Card 4 – Notes, 77  
  *See also* Data Exchange Utility (DEU)
- Tree size  
  controlling for ancestor trees, 111-113, 124  
  controlling for box-style trees, S20-S23  
  controlling for descendant trees, 141  
  controlling for extended outline trees, S19  
  controlling for outline descendant trees, 166  
  reducing with Auto-Fit, S21-S23
- Triplets.  
  *See* Arrange children by birth
- Troubleshooting, 247-261
- Tutorial, 29-51
- Twins.  
  *See* Arrange children by birth
- Two-diskette drive system  
  installing Family Tree Maker on, 17-18  
  saving files on, 22
- Two-line name formats, S20
- Types of forms, 224
- Types of trees, 4, S3
- Typing Saver, 88-90
- Uncertain  
  dates, 59, 254, S24-S27
- Uncles  
  entering, 62
- Unknown.  
  *See* Uncertain
- Unlinked individuals  
  how to create records for, 248-249  
  finding with Data Errors Report, S24-S27
- Upgrade plan, 11
- Using  
  a mouse, 273-274  
  Index of Names (in Tutorial), 40-41
- Utilities (the command), 96  
  Change date format, 96  
  Change field labels, 96  
  Erase card file, 96  
  Get Roots III file, 96, 281-282  
  Join card files, 96, 264-271  
  Save selected descendants, 96, 263-264
- Version number  
  displaying, 99
- VGA (Video Graphics Adaptor)  
  defined, 245  
  using, 245
- Vital Records  
  finding, 226, 228  
  *See also* Records
- Width  
  of all box-style trees, S20  
  of boxes in ancestor trees, 123  
  of boxes in descendant trees, 138  
  of boxes in direct descendant trees, 151  
  reducing with Auto-Fit, S21-S23
- Wife field  
  entering information into, 58  
  finding mistakes in, S24-S27
- Women's last names  
  in genealogy, S27
- World Family Tree, Svii, S29-S33  
  details of participation, S29-S31  
  submitting instructions, S32-S33
- Word Processor.  
  *See* Individual Card 4 – Notes
- Wrapping  
  entire printed tree is, 258  
  text in outline descendant trees, 165  
  text in outline direct descendant trees, 177

# Family Tree Maker for Windows

Available on Floppy Diskette and CD-ROM — Upgrade Today!

Family Tree Maker for Windows Features	Floppy Diskette	Deluxe CD-ROM
Stores any information including photos, video clips, audio clips, and more	Yes!	Yes!
Supports both dot matrix and laser printer mailing labels and name tags	Yes!	Yes!
Indexes 100 million names from the U.S. Census of the 1700's to 1900's	No	Yes!
Includes the Genealogy "How-To" Guide, an on-line research tool	No	Yes!
Upgrade price for Family Tree Maker for DOS customers	\$29.99	\$34.99

**Store up to Two Million Individuals** — Enter up to two million individuals per family file in Family Tree Maker for Windows.

**Create More Compact Trees** — The new tree formats offer a variety of tree layouts to make your family trees more compact. Descendant trees can be up to two times smaller and ancestor trees can be up to 20 times smaller than the DOS version trees.

**Add Pizzazz to Your Printouts** — Using Windows fonts, styles, sizes, and colors, you can customize *each item* in your trees and calendars.

**Record More Family Information** — Family Tree Maker for Windows includes 13 event fields, each with a source field and date field. Plus, record up to 15 pages of free form notes about each individual and each marriage.

**Print Mailing Labels and Name Tags** — Supports over 100 Avery® label formats including over 80 address labels, name tag formats, rotary style card formats, video and audio cassette labels, and more. Supports both laser and dot matrix printers.

**DOS Files Transfer Easily** — All your Family Tree Maker for DOS card files transfer easily into Family Tree Maker for Windows. **No need to retype information!**

**Easily Include Photos — No Scanner Required!** Include cherished photos in your family tree. There's no need for sophisticated equipment or additional software. There's built-in support for Kodak Photo CDs.™ Just ask your photo developer to place your photos on a CD. Insert the CD and select pictures to print in your trees.

**Organize Thousands of Family Photos** — Store up to 16,000 photos or images in a person's Scrapbook. Enter captions, dates, and descriptions for easy searching, sorting, and rearranging of photos. Crop, flip, rotate, and adjust the brightness of photos. If you have a scanner, import scanned documents with ease. Supports .BMP, .GIF, .JFF, .JPG, .PCX, and .TIF file formats.

**Include Home Video Clips** — Capture your precious memories on video cassette tapes and insert clips into the Scrapbook. Special equipment is needed.

**Indexes 100 Million Names from U.S. Census Records!** The FamilyFinder™ lists the names of 100 million deceased people who appear in state and federal sources dating back to the 1600's. It's designed to speed your research by weeks! Although the FamilyFinder doesn't contain actual records, it tells you **exactly where to find more information** for a particular individual.

**Simplify Research with the "How-To" Guide** — The Genealogy "How-To" Guide is an on-line, step-by-step guide that helps you determine which questions to ask, where to search, and how to find important facts about your ancestors. It even provides tips on what to do when you reach a dead-end. Both beginning and expert genealogists will find this guide useful.

**System Requirements** — 386 IBM PC or compatible, Windows 3.1 or higher, 4 MB RAM (8 MB recommended), 7 MB free disk space (10 MB recommended), VGA display, Mouse, CD-ROM Drive (for CD-ROM version and for Photo CD use). Optional: Video capture board and sound board (for storing video or audio clips) and a scanner.

**To Order Call  
1-510-795-4490**

Monday - Friday  
7 am to 5 pm Pacific Time  
**or Fax: 1-510-795-4488**

24 hours a day, 7 days a week

Banner Blue Software  
P.O. Box 7865  
Fremont, CA 94537

Allow 7-10 days for delivery.

## Family Tree Maker for Windows Upgrade Certificate

Product	Price	Qty	Total
Family Tree Maker for Windows (Specify diskette size)	\$29.99	_____	_____
<input type="checkbox"/> 3.5" High Density <input type="checkbox"/> 5.25" High Density <input checked="" type="checkbox"/>			
Family Tree Maker for Windows (Deluxe CD-ROM Edition)	\$34.99	_____	_____
CD-ROM includes the FamilyFinder feature and the "How-To" Guide			
<b>30 Day Money-Back Guarantee</b> 100% money-back guarantee! If you're not completely satisfied with Family Tree Maker for Windows, simply return it within 30 days of purchase for a full refund.			
Shipping & Handling			6.00
Outside Continental US add \$3.00			_____
Subtotal			_____
Tax (CA add 7.25% tax)			_____
<b>Total</b>			<b>\$ _____</b>

Name \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Visa  MC  AmEx  Check (drawn on a US Bank in US Funds only)

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

# How to Order Your Replacement Disk

If you are unable to use the 3 1/2" high density disk included in this package because you have a 3 1/2" low density disk drive or a 5 1/4" high density disk drive, you can order a replacement disk for Family Tree Maker free of charge by following these easy instructions:

1. Complete the order form below (originals only) and your registration card, if you haven't already sent it in.
2. Clip and mail your completed order form and registration card together in a stamped envelope to:

Banner Blue Software  
P.O. Box 7865  
Fremont, CA 94537

## Family Tree Maker Replacement Disk Order Form

Yes, I am unable to use the 3 1/2" high density disk included in this package. Please send my replacement immediately in the size indicated.

3 1/2 "  (Low Density)

5 1/4 "  (High Density)

(Low Density available upon request)

Serial Number \_\_\_\_\_  
(This number is located on your registration card. Please copy it legibly here.)

Name \_\_\_\_\_

Shipping Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Your order will be shipped within 48 hours of receipt at Banner Blue.

FM0195