



Ancestors of Kenneth Lafferty Hess

George Franklin Hess
1872 - 1941
Railroad Executive
Ambitious, work

Elmer Eugene Hess
1897 - 1988
Small Businessman
Founded a grocery store and nursery

Emma
1872
Hon
The

Richard Morton Hess
1925 -
Mechanical Engineer
Always building or making something

Edna Adina Bo
1894 - 1981
maker
alter

Family Tree Maker™

The best way to organize your family information

For Windows

Place of Birth...
Street...

Family Tree MakerTM

USER'S TUTORIAL AND REFERENCE MANUAL

Banner Blue Software Incorporated
Fremont, California

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First Edition (October 1993)

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Home

Family Tree Maker (DOS Version)

Biography Maker

Uncle Sam's Budget Balancer

Banner Blue Movie Guide

Business

Org Plus Advanced

Org Plus for Macintosh

Org Plus for Windows

Brochure Maker

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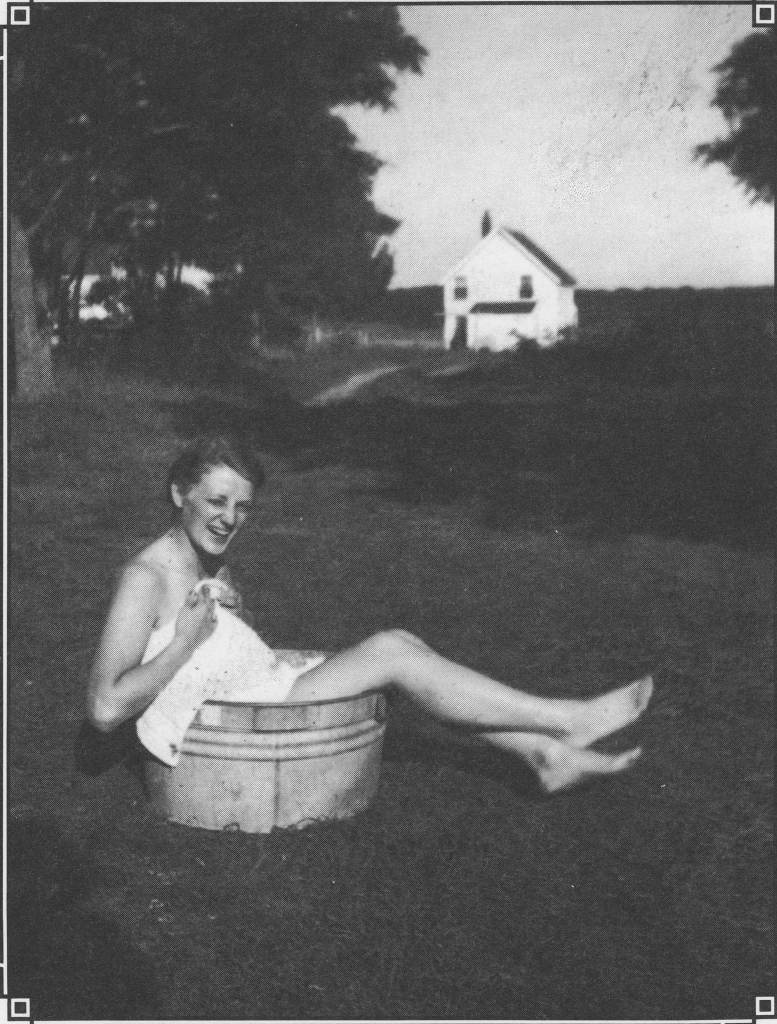
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INTRODUCTION



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

INTRODUCTION

FAMILY TREE MAKER for Windows can store almost any kind of family information, from names and birth dates to priceless family stories.

Family Tree Maker is quick and easy to use. You enter information into the computer about each family member — parents, children, marriages — as if you were filling out a form. Optional screens let you enter more extensive information. Family Tree Maker can then create many different documents from the information you enter — without your having to enter information more than once. Family Tree Maker does the rest of the work.

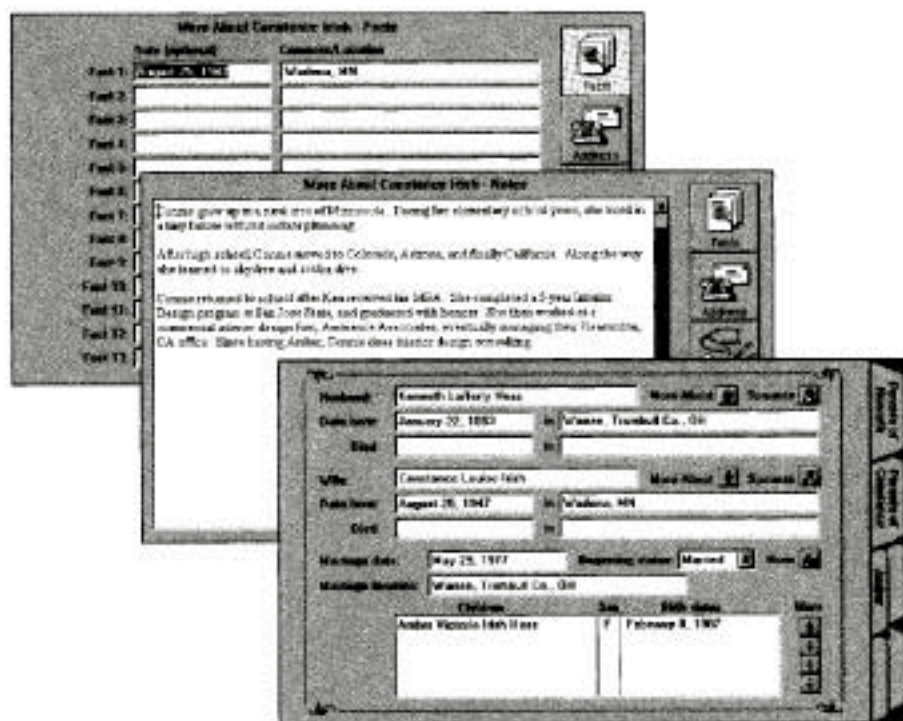


Figure I-1. A few of the places you can enter information

VIEWING YOUR INFORMATION

You may wonder how Family Tree Maker can create several different documents from your family information when you only have to enter the information once. Well, Family Tree Maker creates these items by using **views**.

Views are different ways of looking at the information that you enter into Family Tree Maker. For example, if you want to print an Ancestor tree, Family Tree Maker shows you an Ancestor tree view of your information. Or, if you want a calendar filled with family birthdays and anniversaries, Family Tree Maker shows you a Calendar view of your information.

Views are what make Family Tree Maker so easy to use. You only need to enter your information once, but can look at it in many different ways.

TWO KINDS OF TREES

If you want to print family trees, Family Tree Maker can create them for you. Family Tree Maker creates two kinds of trees: Ancestor trees and Descendant trees. And, there are two varieties of Ancestor trees: Fit to Page Ancestor trees and Custom Ancestor trees.

Ancestor trees (sometimes called “pedigree” trees) make great gifts for family members because they can show the family roots for any individual. Two parents, four grandparents, eight great-grandparents, and beyond are all printed with perfect spacing. You can choose a Fit to Page Ancestor tree to get a one page tree, or instead, choose a Custom Ancestor tree to get a multiple page tree.

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

You can also create photo trees — trees with enough space in the boxes to attach photos. We’ll talk about photo trees more when it’s time to print your trees.

You can print as many different family trees as you like from the family information that you enter just once. The resulting trees are wonderful heirlooms that your family will treasure.

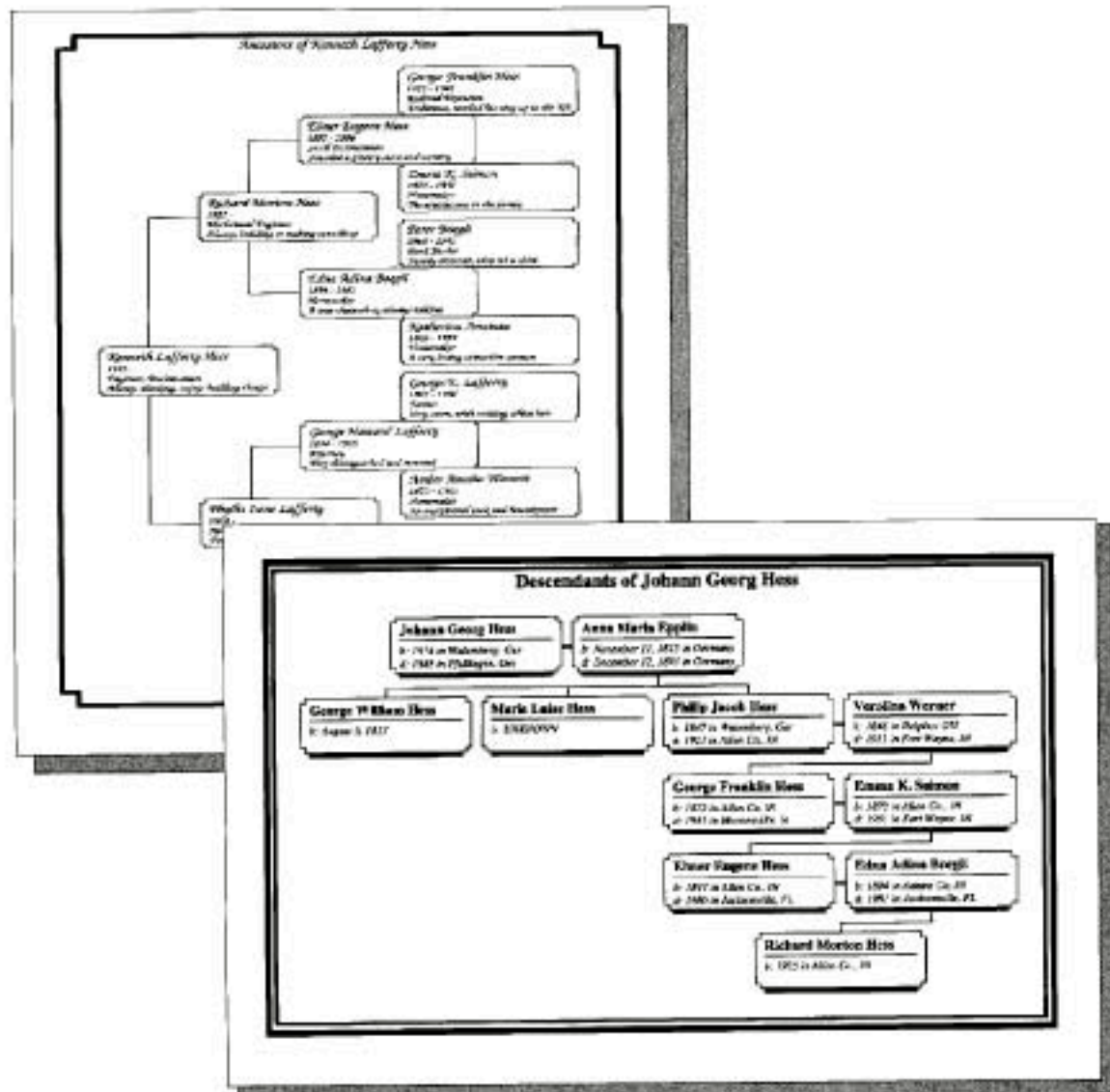


Figure I-2. Types of Family Trees

CREATE YOUR OWN STYLE

Beyond basic information such as names and dates, you can extend your family research to include military service, occupation — even characteristics like height, weight, and personality. Track an individual's medical history, or even write several pages of stories, habits, jokes, and favorite recipes. It's nice to know an individual's name and birth date, but it's the extra information that really makes an individual come alive.

Because Family Tree Maker can print your family information in many different ways, you can assemble several different documents to create your own special family books. For example, you could pair a set of trees with a Kinship report that lists how everyone in your family is related. Even add Family Group Sheets to see all of the information recorded about the individuals in your trees.

With Family Tree Maker's ability to store much information and to let you view your information in so many different ways, the possibilities for creating unique family records are limitless. So experiment, and enjoy!

Family Group Sheet

September 30, 1993

Subject: Eugene Allen Hess	
Born: Feb. 22, 1924	In: Port Wayne, Allen Co., OH
Married: December 8, 1951	In: Mass., Tarrant Co., OH
Died:	In:
Father: Elmer Eugene Hess	
Mother: Ethel Julia Benge	
Other Spouse(s):	
Wife: Phyllis Irene Laflery	
Born: July 11, 1929	In: Harrisburg, Dauphin Co., PA
Died:	In:
Father: George Howard Laflery	
Mother: Nellie Ida Hancock	
Other Spouse(s):	

Child(ren)	
1	Nelva Kayser Laflery Hess
	born: January 22, 1953 In: Warren, Tarrant Co., OH
M	Married: May 28, 1977 In: Warren, Tarrant Co., OH
	Died:
2	Joseph, Constance Louise Hess
	born: August 22, 1955 In: Warren, Tarrant Co., OH
M	Married: October 23, 1980 In: West Lafayette, OH
	Died:
	Spouse: Patricia Ann Derry
3	Margie Linda Elaine Hess
	born: March 28, 1957 In:
F	Married:
	Died:
	Spouse:
4	Melva
	born:
M	Married:
	Died:
	Spouse:
5	Gene
	born:
M	Married:
	Died:
	Spouse:
6	Ann
	born:
M	Married:
	Died:
	Spouse:

July 1993 Birthdays and Anniversaries

McDowell & Johnson Family Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1					1 Selma Vaughan - 7 Nancy McCluskey - 38	2	3
4	4 William H. Erwin - 31 - 58	5	6	7	8	9 Dore G. Haysler and Harry Vaughan - 3	10 Mollie T. Johnson and Michael G. McFennell - 5
11	12 Molly Hecker and William Erwin - 47	13	14 George Wicks - 51	15	16	17	
18	19 John D. Wicks - 13	20	21	22 Martha M. Hertzog - 8	23	24	
25	26	27	28 Fremie Lutz and Jay K. Johnson - 8	29	30 Barbara A. McNeill - 14	31 Kramer L. Vaughan - 2	

Figure I-3. A Family Group Sheet and a Calendar

SYSTEM REQUIREMENTS

Family Tree Maker requires Windows 3.1 or higher, a hard disk with *at least 2* megabytes of free space, *at least 2* megabytes of physical RAM, a VGA monitor, and a Microsoft compatible mouse. Please note that these are the minimum requirements — the more family information you enter, the more free hard disk space and available RAM you will need.

WHERE TO FIND WHAT YOU NEED TO KNOW

This manual is your main source of information about Family Tree Maker. There is also an on-screen help system, described in the next chapter. To get the most out of Family Tree Maker, please use these resources while you're working with the program.

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

Chapter 2, "Tutorial," shows you how easy it is to use Family Tree Maker by leading you step-by-step through the main features of the program.

Chapter 3, "Entering Basic Information," tells you how to enter all the information that you need to complete a Family Page — the place where basic family information such as names and birth and death dates are stored.

Chapter 4, "Moving Around," shows you how to navigate to different individuals' Family Pages, as well as how to create other spouses for individuals who have been married more than once.

Chapter 5, "Entering Detailed Information," shows you how to enter additional information about each individual in your family, such as major lifetime events and medical information.

Chapter 6, "Fixing Relationship Mistakes," shows you how to move individuals around in your Family File when they appear in the wrong place.

Chapter 7, "Creating and Printing Trees," takes you through printing trees, from choosing the tree type to selecting printing options and printing.

Chapter 8, "Other Printing," shows you how to print other documents, such as Family Pages, Family Group Sheets, Calendars, and Kinship reports.

Chapter 9, "Managing Your Files," explains how to backup your Family Files, as well as how to copy your file to other locations.

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

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

Appendix C, "Accessories," tells you about several accessories you can use with Family Tree Maker that are available from Banner Blue.

Appendix D, "Preserving Photographs," gives useful tips and techniques for handling and storing photographs.

Appendix E, "Troubleshooting," describes common problems that users come across when using Family Tree Maker, and how to get around them.

CUSTOMER REGISTRATION

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

- Free telephone assistance on using Family Tree Maker
- The Banner Blue Product Upgrade Plan
- Information on Family Tree Maker accessory programs and services

ABOUT MAILING LISTS

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

CUSTOMER ASSISTANCE

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

1. Check the Index in this manual for the subject you need help with, and then read the appropriate pages. You can also check the Contents of the on-screen help system.
2. Consult Appendix E, "Troubleshooting." This section describes common problems that you may run into and how to solve them.

3. Call Banner Blue Technical Support.

Make sure you call while you're at your computer. It's also useful if you have information about your printer and monitor handy, as well as the release date of your software. To find the release date, from the **Help** menu, select **About**.

The Banner Blue Technical Support lines are open Monday through Friday, 8:00 AM to 5:00 PM, Pacific time. Call 510-794-6850 and ask for Technical Support.

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

PRODUCT UPGRADE PLAN

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

WE WANT TO HEAR FROM YOU!

Banner Blue is committed to continually improving our products. We encourage you to write us and share your ideas on how we can improve Family Tree Maker. You can reach us at:

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

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

Chapter 1

PROGRAM SETUP



Michelle Shinn, one of the manual's writers, was just under a year when her parents took this picture—she seems to be showing an early interest in technology.

PROGRAM SETUP

This chapter tells you how to install Family Tree Maker on your computer, how to start your first new Family File, and also gives you a quick introduction to the on-screen Help system.

Any time you have to type something into your computer, the letters are shown in **bold like this**. Remember — if you have any problems during this or any other part of the program, please consult Appendix E for troubleshooting tips.

INSTALLING FAMILY TREE MAKER

In order to use Family Tree Maker, you must install it on your hard disk. You **cannot** run Family Tree Maker directly from the original program diskettes.

To install Family Tree Maker on your hard disk:

1. Start Microsoft Windows and go to the Program Manager window.
2. Insert the Family Tree Maker program diskette into your diskette drive.

If your system requires 3.5" low density diskettes, there is more than one program diskette. Make sure you insert the diskette labeled "Disk 1" first.

Note: If your computer requires 3.5" low density diskettes, or 5.25" high density diskettes, fill out and return the replacement diskette order form at the front of this manual. The diskette(s) will be quickly sent to you free of charge.

3. From the **File** menu in Program Manager, select **Run**.
4. In the Command Line field, type **A:SETUP**

The "A" in "A:SETUP" stands for drive A. If you are installing from a drive other than drive A, type that letter instead. For example, to install from drive B, type **B:SETUP**

-
-
5. Click **OK** to continue.

Family Tree Maker displays the Family Tree Maker Installation dialog box. Just follow the instructions on the screen. You will be prompted to insert a second diskette if necessary.

6. Once Family Tree Maker has finished installing, you will need to exit Windows and restart your computer.

Note: You *will not* be able to use Family Tree Maker until your computer has been restarted!

Storing Your Family Tree Maker Diskette(s)

When you're finished installing Family Tree Maker, please store the program diskette(s) in a safe place. This way you will be able to reinstall the program if the files on your hard disk are ever damaged or deleted.

GETTING STARTED

Once you've finished installing Family Tree Maker, the fun begins! Just start the program and give your new **Family File** — the file where all of your family information is stored — a name. Then, you'll be ready to start entering your family information.

To start Family Tree Maker after you have installed it to your hard disk:

1. Make sure you're in the Program Manager.
2. From the Program Manager window, double-click the Family Tree Maker program icon.

Family Tree Maker displays the title screen and then the Open Family File dialog box.

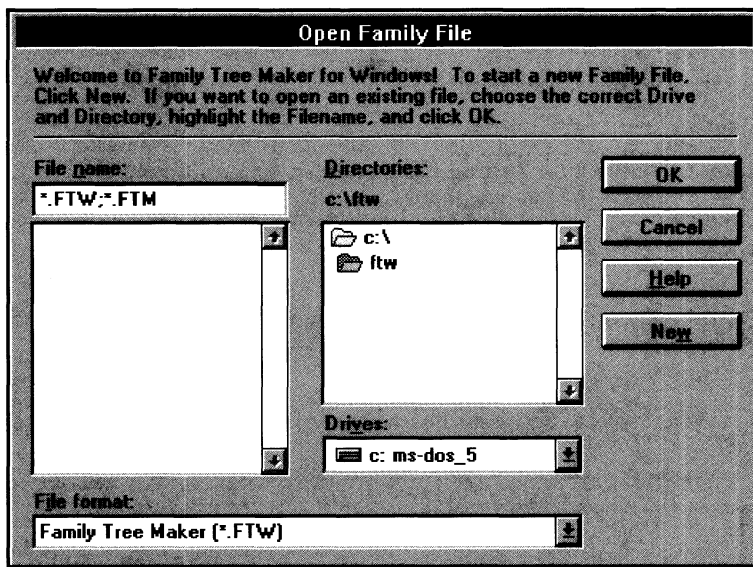


Figure 1-1. The Open Family File dialog box

If you are new to all of the Family Tree Maker products, follow the instructions in the section entitled “If You’ve Never Used A Family Tree Maker Product” below. If you have files from the DOS version of Family Tree Maker that you wish to open, skip that section and proceed to “If You Have Family Tree Maker For DOS Files.”

If You've Never Used A Family Tree Maker Product

1. Since this is the first time you've used Family Tree Maker, click **New** from the Open Family File dialog box.

Family Tree Maker displays the New Family File dialog box. This is where you'll name your new Family File.

2. Type a name in the **File name** field in the New Family File dialog box.

The name of your file must be eight letters or less, plus the extension **.ftw**. For example, you could type **smith.ftw**.

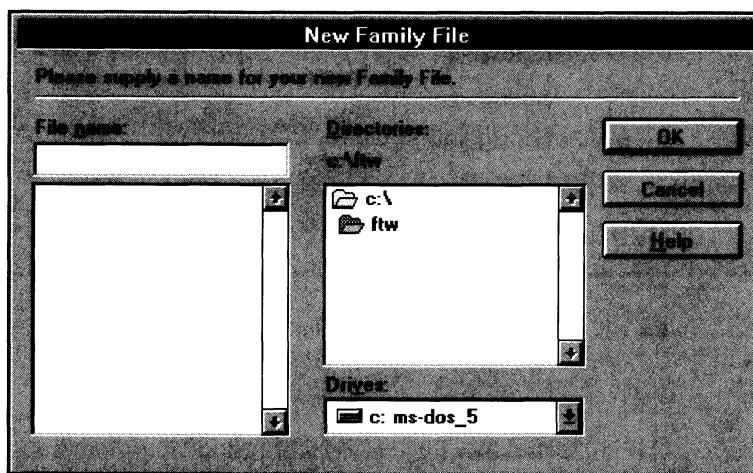


Figure 1-2. The New Family File dialog box

3. Click **OK** when you've entered a name for your new Family File.

Family Tree Maker creates the new Family File for you and then displays the **Family Page**. This is where you'll begin entering information about your family. Skip to "Where To Go From Here" on page 18.

If You Have Family Tree Maker For DOS Files

1. From the Open Family File dialog box, click the down arrow next to the **Drives** field and select the drive where your Family Tree Maker for DOS file is located.

For example, if your file is in drive a: then click "a:"

2. If your file is located in a specific directory on that drive, then you need to select that directory in the **Directories** field. You can select the directory by double-clicking its name in the **Directories** field.
3. Click your file in the list below the **File name** field.
Family Tree Maker displays your file in the **File name** field.
4. Click **OK**.

Family Tree Maker displays the **New Family File** dialog box. Family Tree Maker displays a possible name for your new Family File in the File name field.

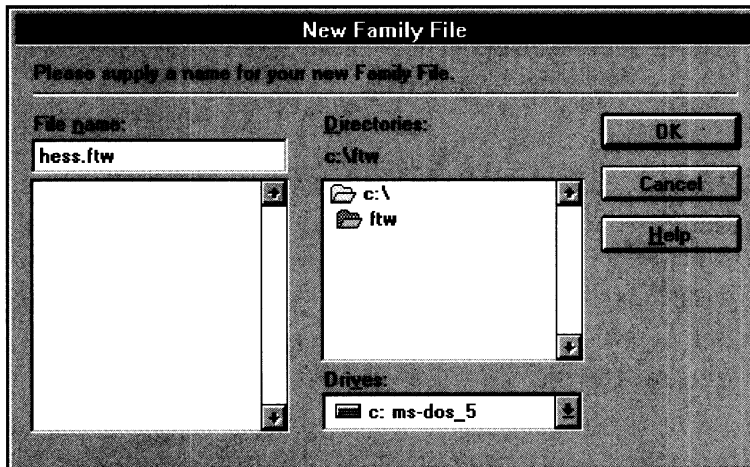


Figure 1-3. The New Family File dialog box

-
-
5. Click **OK** to accept the name for your new file, or type in a different name with a .FTW extension, and then click **OK**.

The name of your file must be eight letters or less, plus the extension **.ftw**. For example, you could type **myfamily.ftw** or **smith.ftw**.

Family Tree Maker creates the new Family File for you and then displays the Family Page. This is where you'll begin entering information about your family.

Note: If you have several Family Tree Maker for DOS files you wish to join together into one large file, see "Combining Files" in Chapter 9.

WHERE TO GO FROM HERE

When you have installed and started Family Tree Maker, you're ready to begin entering your family information. You should go through the tutorial first, however, because it shows you how to use the main features of the program. The tutorial starts on page 27. Also, if the Windows environment is new to you, look through your Windows manual.

Once you've gone through the tutorial, you can move on to Chapter 3, "Entering Basic Information," beginning on page 63.

WINDOWS BASICS AND FAMILY TREE MAKER

If the Microsoft Windows operating system is new to you, look through your Windows manual. To use Family Tree Maker, you should be familiar with basic Windows concepts such as clicking, double-clicking, dragging, and using menus.

The rest of this section points out the important features on the Family Tree Maker for Windows screen.

Family Tree Maker - HESS.FTW

File Edit View People Contents Format Preferences Help

Index Fam Pg Ancest Descend Kinship Calend Fam Grp

Husband: **Kenneth Lafferty Hess** More About Spouses

Date born: **January 22, 1953** in **Warren, Trumbull Co., OH**

Died: in

Wife: **Constance Louise Irish** More About Spouses

Date born: **August 25, 1947** in **Wadena, MN**

Died: in

Marriage date: **May 29, 1977** Beginning status: **Married** More

Marriage location: **Warren, Trumbull Co., OH**

Children	Sex	Birth dates	More
Amber Victoria Irish Hess	F	February 8, 1987	More

Parents of Kenneth

Parents of Constance

Amber

Click here to enter detailed information about Kenneth

Click here to add another spouse for Kenneth

Click here to see Kenneth's parents

Click here to enter another child for Kenneth and Constance

Click here to enter detailed information about Amber

Click here to enter detailed information about Kenneth and Constance's marriage

Click here to see Amber's Family Page

Figure 1-4. Some elements of the Family Page

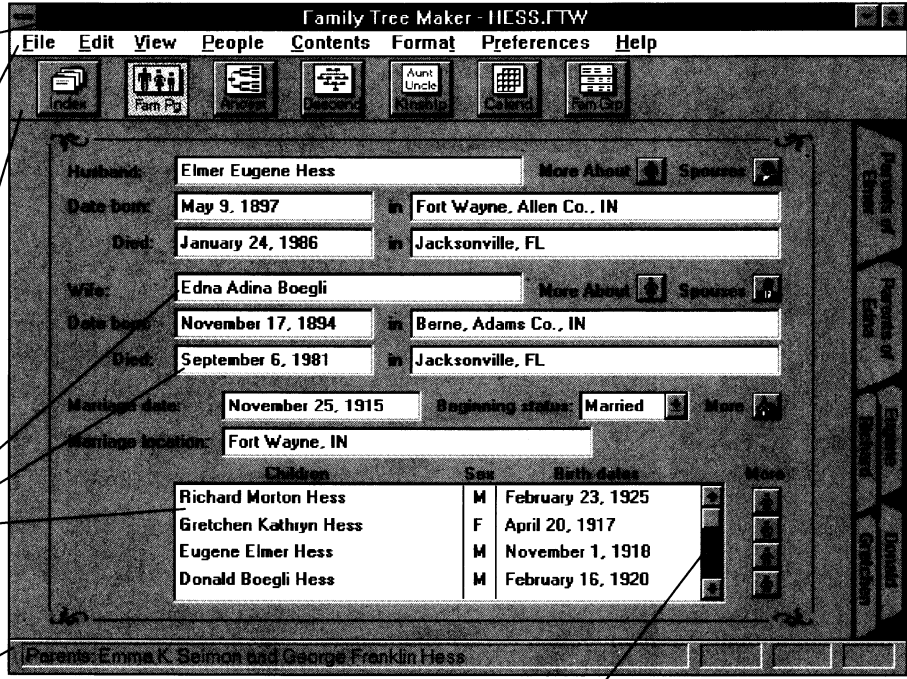
Title bar:
Look here to see which file you're in

Menu bar:
Click here to use the drop-down menus

Toolbar:
Click any of these buttons to change views

Click any field to enter information

Status bar:
Look here for useful information



Click here to scroll to other children

Figure 1-5. More elements of the Family Page

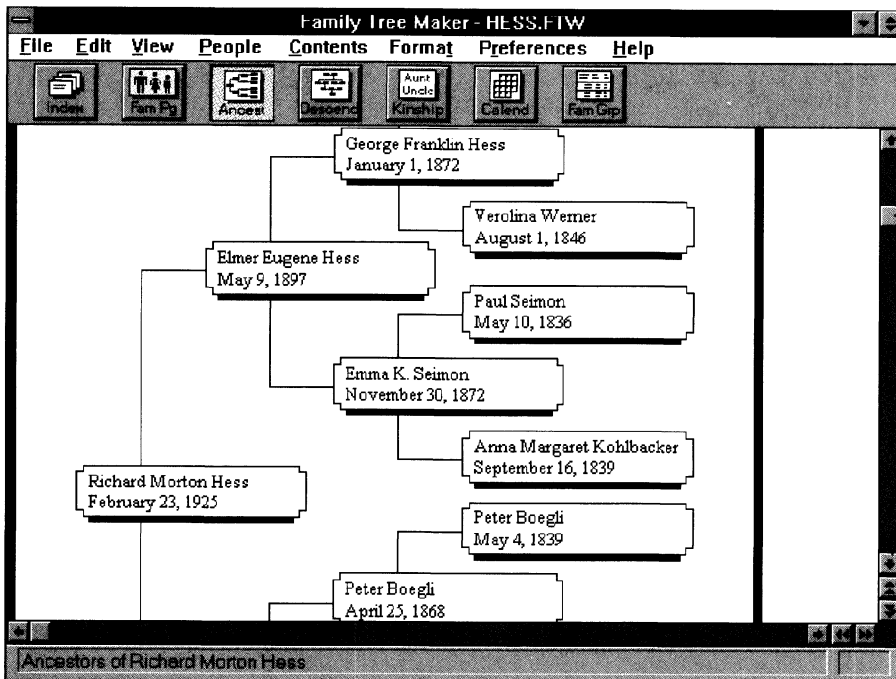
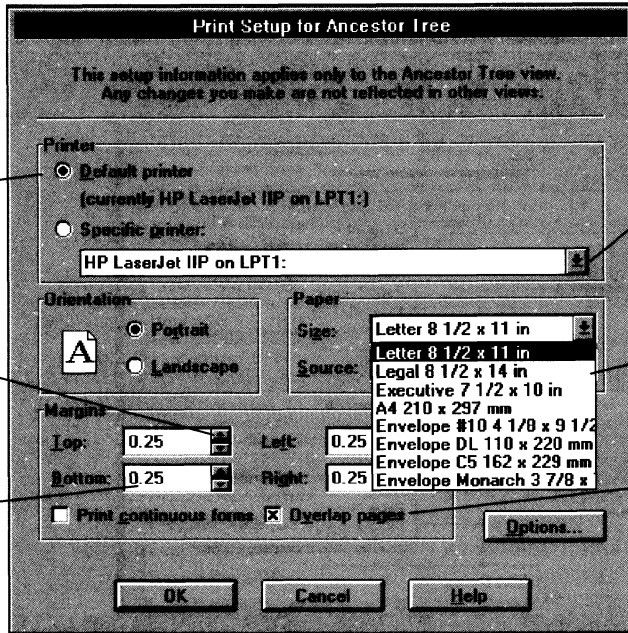


Figure 1-6. Scroll bars

Option buttons:
Select one from
each group

Click the up
or down
arrows to
change the
value in the
box...

...or type
directly into
here



Drop down list:
Click this arrow
to see the list

Drop down list
after being clicked

Check box:
Click once
to select.
Click again
to de-select

Figure 1-7. Basic dialog box elements

GETTING HELP

Like most other Windows products, Family Tree Maker has an on-screen Help system. An on-screen Help system is just like your paper manual, except it is on your computer's hard disk. It can tell you how to do things, and will help you out when you get stuck.

Bringing up the Help system is simple: from the **Help** menu, select **Contents**. Or, you can press **F1**. To get help about a particular command or dialog box, highlight the command on the menu or bring up the dialog box, and then press **F1**. The Help system will take you directly to help related to that command or dialog box.

For a complete description of how to use the Help system, from the **Help** menu, select **How to use Help**.

PREFERENCES — CUSTOMIZING FAMILY TREE MAKER

Using the Preferences menu, you can customize different parts of Family Tree Maker. For example, you can choose the format in which dates appear in the program, or how different fields are labeled.

In this section we'll show you how to set Startup preferences. Startup preferences include the typing mode and the size of the cache available to Family Tree Maker. Preferences for date formats and field labels are described in Chapter 3, where we talk about using dates and field labels.

Startup Preferences

The Startup preferences dialog box lets you choose between the **overwrite** and **insert** typing modes. Overwrite mode lets you type over old text. The old text is lost forever, and the new text is put in its place. Insert mode places new text in front of the old text.

In the Startup preferences dialog box, you can also select the size of the **cache** that Family Tree Maker uses. The cache is the memory where Family Tree Maker stores recently-used information. Accessing information stored in a cache is much quicker than accessing information stored on your computer's hard disk,

so the program will run more efficiently if you make the optimum amount of cache available to Family Tree Maker. If you have large Family Files, you should have a larger cache, but if you have small Family Files, you should have a smaller cache.

To set your Startup preferences:

1. From the **Preferences** menu, select **Startup**.
2. Make your selection between the Overwrite and Insert mode option buttons.
3. Change the size of your cache if you would like.

With larger Family Files, a good rule of thumb for the size of the cache is about one-fourth of your computer's available memory. Family Tree Maker limits the size of the cache to a maximum of four megabytes.

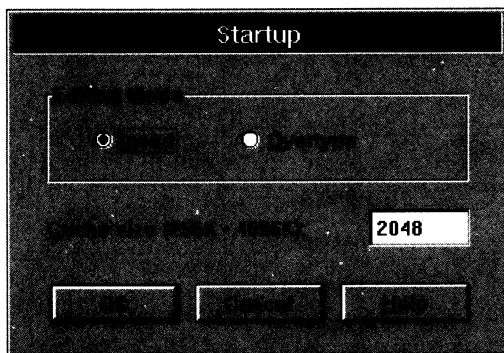


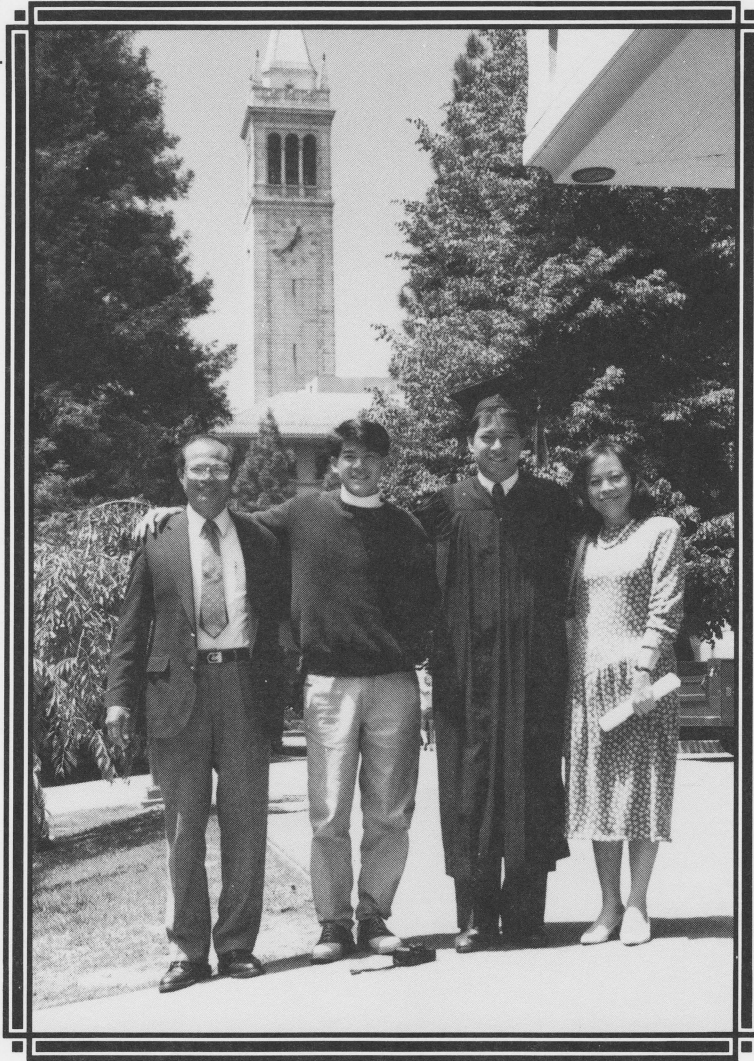
Figure 1-8. The Startup preferences dialog box

4. Click **OK**.

Startup preferences do not take effect right away. Instead, your new preferences will be in effect the next time you start Family Tree Maker. If you want your preferences to go into effect, exit Family Tree Maker now, and restart the program.

Chapter 2

TUTORIAL



Harvey Tang, one of Family Tree Maker's programmers, poses here with his family on graduation day. This picture, which includes his mother Ming, father Sheng, and younger brother Ken, was taken on the University of California's Berkeley campus in May 1989.

TUTORIAL

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

First you will enter information about Abraham Lincoln's family that goes back through his parents and grandparents. Then you'll enter a brief story about Abraham using free-form text. Finally, you'll print a Custom Ancestor tree, just one type of tree you can create with Family Tree Maker. All together, this should take about an hour, but don't feel that you have to do it all at once.

You will learn about many of Family Tree Maker's most useful commands and options as you go through this tutorial, but don't put this manual away once you've done the tutorial! Read the other chapters in the manual as you work with Family Tree Maker — you'll find out about even more features of the program, and become an expert Family Tree Maker user.

BEFORE YOU START

This chapter assumes a few things:

- You know how to use a typewriter or computer keyboard. (Hunt-and-peck typing is fine!)
- You've already read Chapter 1, "Program Setup"
- Family Tree Maker is set up and installed on your computer
- Your printer is correctly installed and configured under Windows

If you haven't done these things, go back and follow the instructions in Chapter 1. If your printer is not properly configured, consult your Windows manual for instructions on setting it up. When you've done that, you'll be ready to begin the tutorial.

GETTING STARTED

First, you need to start Family Tree Maker. Then you can begin learning to use all of the features.

To start Family Tree Maker:

1. Turn your computer on and start Windows.

If you're unsure how to start Windows, refer to your Windows manual.

2. In the Windows Program Manager, double-click the Family Tree Maker icon.

Family Tree Maker appears in a few moments, and unless you've previously worked with Family Tree Maker for Windows, the Open Family File dialog box appears. Click **New**. (If the Open Family File dialog box doesn't appear, from the **File** menu, select **New Family File**.)

3. When Family Tree Maker displays the New Family File dialog box, you need to type a name for the new **Family File** in the **File name** field.

All the information that you enter about all of your relatives is stored in a Family File. Then, Family Tree Maker uses this file to create special documents for you, such as family trees and calendars.

Since we're going to enter information about Abraham Lincoln's family in this tutorial, type **LINCOLN.FTW** in the **File name** field. In general, file names cannot have more than eight letters, plus a three letter extension.

Note: If you want to store your Family File on a drive or directory other than the default, you should make that selection in this dialog box. However, you will not be able to select a floppy diskette drive (or other removable media). The Family File you're currently working on **must** be on your hard disk. You can keep a backup copy on a floppy diskette, but it must be transferred to your hard disk before it can be used.

4. Click **OK**.

Family Tree Maker creates the new Family File for you, and then displays an empty **Family Page**. You are now ready to start entering information for the Lincoln family and all of their relatives.

PART I: ENTERING FAMILY INFORMATION

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

The Family Page is where you enter information about individuals in your family. The Family Page is made up of a series of **labels** and **fields**. A field is a place for you to type information. A label tells the purpose of a field.

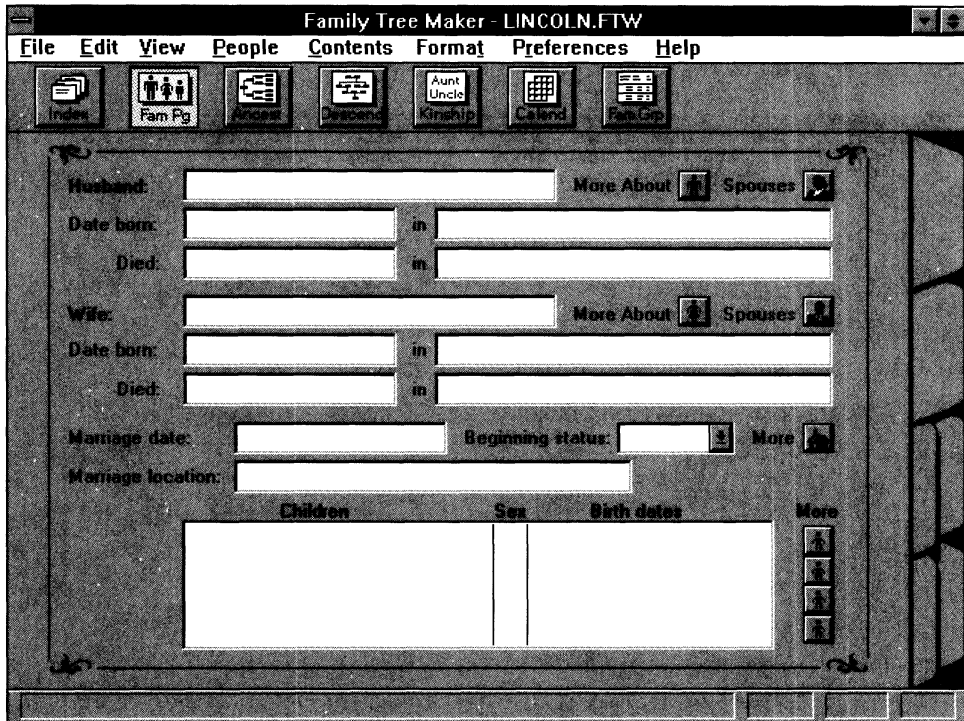


Figure 2-1. An empty Family Page

A line of text across the top of the screen shows the names of the menus that you'll be using. This is called the **menu bar**. When you click one of the words on the menu bar, for example, "Edit," a list of commands appears below it. This list of commands is called a **pull-down menu**. You will choose items from the menu bar and pull-down menus to do things like edit your information and print family trees.

Tabs along the right side of the Family Page name other pages that you'll read about soon. (These tabs are blank now, since you haven't entered anyone yet.) Buttons placed throughout the Family Page will take you to other parts of the program. We'll tell you more about these buttons and tabs later.

Filling Out The Family Page

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

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

Family Tree Maker - LINCOLN.FTW

File Edit View People Contents Format Preferences Help

Index Fam Pg Ancest Descendants Aunt Uncle Kinship Calend Fam Grp

Husband: Abraham Lincoln More About Spouses

Date born: February 12, 1809 in Hardin County, Kentucky

Died: April 15, 1865 in Washington, District of Columbia

Wife: Mary Ann Todd More About Spouses

Date born: December 13, 1818 in Lexington, Kentucky

Died: July 16, 1882 in Springfield, Illinois

Marriage date: November 4, 1842 Beginning status: Married More

Marriage location: Springfield, Illinois





Children	Sex	Birth dates	More
Robert Todd Lincoln	M	November 8, 1843	
Edward Baker Lincoln	M	March 10, 1846	
William Wallace Lincoln	M	December 21, 1850	
Thomas Lincoln	M	April 4, 1853	




Parents: Nancy Hanks and Thomas Lincoln



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

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

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

If you make a mistake, use  to move the cursor back to the left, and use Backspace  to delete the incorrect characters. The Backspace  key deletes characters as it moves the cursor to the left. If you need to move the cursor back to the right, press .



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

You can also fix mistakes by simply typing over them with the correct information. To do so, press Insert  to turn on overwrite mode. (Because Family Tree Maker defaults to insert mode, pressing insert now turns insert mode off and overwrite mode on.) You know you’re in overwrite mode, because the **status bar** displays the letters “OVER.” The status bar is at the very bottom of your screen. Pressing Insert  a second time turns overwrite mode off again.

2. Click the **Date born** field and watch the tabs on the right side of the screen.

As soon as you have provided the husband’s name, Family Tree Maker creates a Family Page for his parents. The tab of the right side of the page labeled “Parents of Abraham” can take you to their Family Page. You will enter information on that page later in this tutorial.

You can also move between fields by using Tab  or Enter .

If you notice a mistake in the “Husband” field after you have moved the cursor out of it, click the field with your mouse pointer, and then use  or  to move to your mistake.

3. Type **Feb 12 1809** in the **Date born** field.

-
-
4. Click the **in** field and watch what happens.

When you leave a date field, Family Tree Maker automatically converts what you've typed to a standard date format. You can type the date almost any way that you like; Family Tree Maker can usually figure out what you mean. If it can't, it puts a message on the screen to let you know.

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

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

7. Type the following information for Lincoln's wife into the proper fields (refer to Figure 2-2 on page 30 if you need help):

Mary Ann Todd

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

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

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

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

8. The Lincolns were wed on **November 4, 1842** — so type that into the **Marriage date** field.
9. Click the **Beginning status** field when you're done typing in the marriage date.

Family Tree Maker displays a drop-down list of relationship codes when you click this field. It happens that the **default** for the "Beginning status" field is "Married," so you don't need to change anything in this field. A default is

what's already in a field when you come to it. Family Tree Maker uses defaults in several places to make your work quicker and easier.

If they had never been married, you'd be able to select a different relationship code, such as "Unknown." Since the Lincolns don't fall into this category, move on to the next step.

10. Click the **Marriage location** field and type **Springfield, Illinois**

You're through entering basic information about Abraham Lincoln and his wife, Mary, so now we'll move on to their children.

11. Click the first row in the **Children** list.

This list is where you enter the names, sexes, and birth dates for a couple's children.

12. In the field where the cursor now lies (the first row in the **Children** list), type **Robert Todd Lincoln** and press

13. As soon as the cursor moves to the **Sex** field, an "F" appears. Highlight the "F", type **M** then press to go on to the **Birth dates** field.

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

14. Type **8 Nov 1843** into the **Birth dates** field and press .

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

15. Type the following information into the appropriate fields for the Lincolns' other four sons:

William Wallace Lincoln, sex **M**, born **Dec 21, 1850**

Edward Baker Lincoln, sex **M**, born **March 10, 1846**

Thomas Lincoln, sex **M**, born **April 4, 1853**

Tad Lincoln, sex **M**, born **UNKNOWN**

Be sure to enter all the information, including their full names (last name included). Even though the Family Page only displays four children at a time, you can enter up to ninety-nine children for each marriage. Use the scroll bar on the right side of the list of children to display the other children.

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

Sorting Children



If you entered the names and birth dates of the children in the order that we printed them, then they're not in birth order. It's generally a good idea to have the children in birth order, so Family Tree Maker has a special command that will sort the children for you.

To sort the children on a Family Page:

1. From the **People** menu, select **Sort children**.
2. Family Tree Maker displays a message asking you to confirm that you want to sort the children. Click **OK**.
3. Look down at the list of children.

If the children weren't in birth order before, you'll notice that they are now.

Congratulations! You've just finished filling out your first Family Page. To make sure all the information is correct, compare your Family Page to Figure 2-2 on page 30.

If any of the information is different, go back and change it. Just click the fields whose information you need to change, and use  and  to move around within a field.

If you're comfortable with what we've covered so far, you may want to use other editing keys as well. See Figure 3-2 on page 67 and Figure 3-3 on page 69 for a complete list of editing and cursor-moving keys.

Filling Out Other Family Pages

Look at the right side of the screen — the tabs now say “Parents of Mary,” “Parents of Abraham,” and there are also tabs for each child, labeled “Robert,” “Edward,” “William,” and “Thomas.”

Note: Abraham and Mary's fifth child, Tad, is still on this page. You could see him by using the scroll bar on the children list.

Each Family Page holds two generations — a husband and wife, and their children. As you work on your own Family File, you'll fill out many Family Pages, moving both forwards and backwards in time.

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

Lincoln's Parents' Family Page

Fill out the Family Page for Lincoln's parents:

1. Click the **Parents of Abraham** tab to go to Lincoln's parents' Family Page.

Family Tree Maker displays Lincoln's parents' Family Page.

This Family Page is already partially filled out — one of the lines in the “Children” list has Abraham Lincoln's information already on it. (Family Tree Maker copied the information from Lincoln's Family Page to his parents' Family Page.)

2. Enter the following information for Lincoln's father, Thomas Lincoln, his mother, Nancy Hanks, and their marriage:

Thomas Lincoln

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

Nancy Hanks

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

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

Married **12 June 1806**

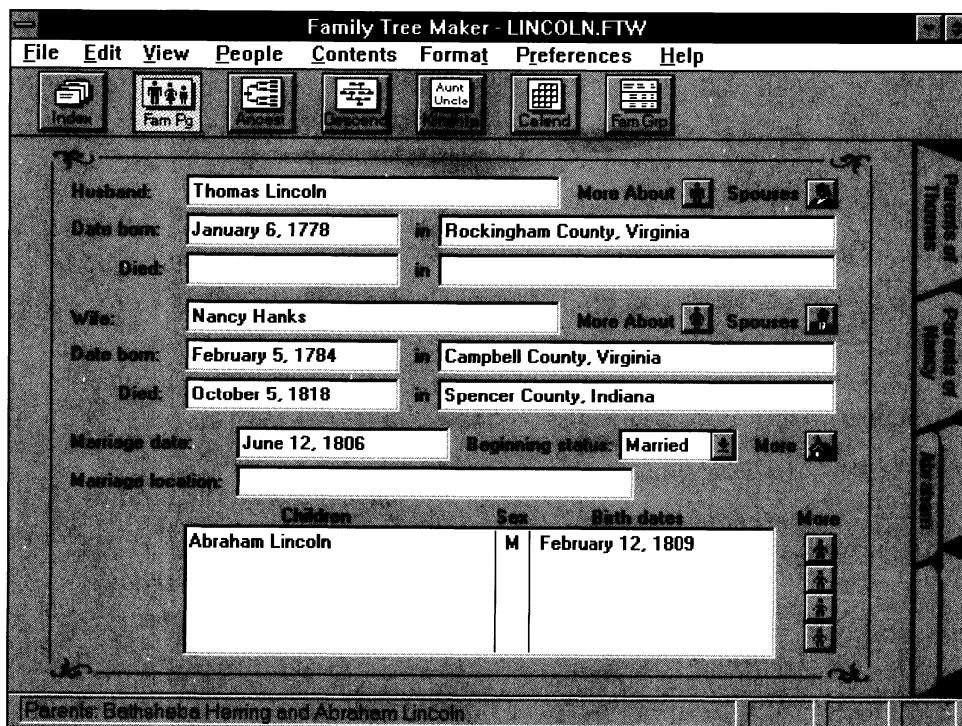


Figure 2-3. Filled-out Family Page for Thomas and Nancy

You don't have the information for the death of Thomas Lincoln, nor for the location of Thomas and Nancy's wedding, so you could either leave those fields blank or type "Unknown" in them. For now, just leave them blank. They were married, so you can leave the "Beginning status" field relationship code that's there. For this tutorial, you don't need to enter any more information about their children. If you want, check what you've typed against Figure 2-3 above.

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

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

Lincoln's Paternal Grandparents' Family Page

In this section you'll learn how to add information if either the husband or wife has been married more than once.

1. On the Family Page that shows Thomas and Nancy as husband and wife, click the **Parents of Thomas** tab.

Family Tree Maker displays the Family Page of Thomas' parents.

2. Enter the following information about Lincoln's grandparents.

Lincoln's paternal grandfather was also named **Abraham Lincoln**, and was also born in **Kentucky**. His paternal grandmother was **Bathsheba Herring**. That's all the available information.

Check what you've typed against Figure 2-4 to make sure it's accurate. If necessary, go back and make changes.

The screenshot shows the Family Tree Maker interface for a family page titled "Family Tree Maker - LINCOLN.FTW". The menu bar includes File, Edit, View, People, Contents, Format, Preferences, and Help. The toolbar contains icons for Index, Fam Pg, Ancest, Descend, Aunt Uncle Kinship, Calend, and Fam Grp. The main form is divided into sections for Husband, Wife, Marriage, and Children. The Husband section is filled out with "Abraham Lincoln" and "Kentucky". The Wife section is filled out with "Bathsheba Herring". The Marriage section shows a date and "Married" status. The Children section has a table with one entry: Thomas Lincoln, M, January 6, 1778. On the right side, there are vertical tabs for "Parents of Abraham", "Parents of Bathsheba", and "Thomas".

Children	Sex	Birth dates
Thomas Lincoln	M	January 6, 1778

Figure 2-4. Filled-out Family Page for Abraham and Bathsheba

Note: Ordinarily, when you don't know the date of an individual's death, you should enter "Unknown" in the date of death field. For the purposes of this tutorial, however, leave blank the fields for which you have no information.

3. It turns out that Grandfather Abraham was married to another woman before he married Bathsheba Herring. To the right of Grandfather Abraham's name, there is a button labeled **Spouses**. Click **Spouses** to add information about Grandfather Abraham's other wife.

Family Tree Maker displays the Spouses dialog box. See Figure 2-5. You have the choice of going to an existing spouse or creating a new spouse. Each individual in Family Tree Maker can have up to 99 spouses.

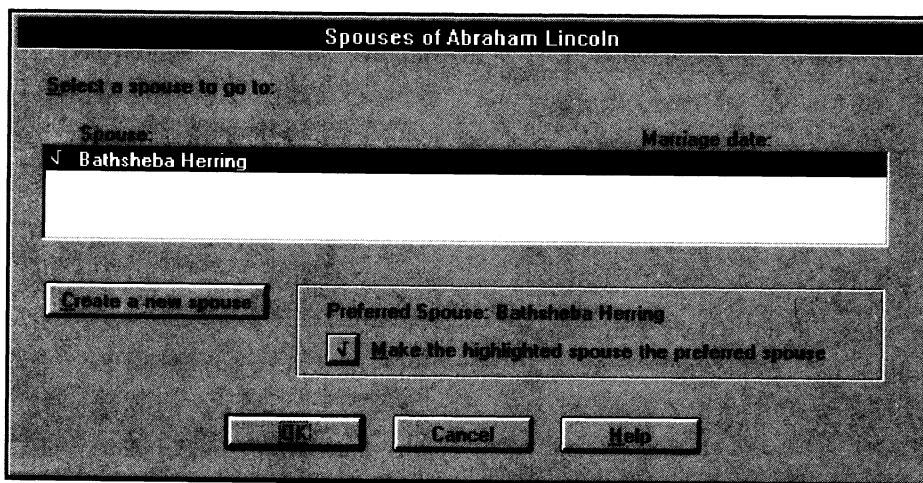


Figure 2-5. Spouses dialog box

4. Click **Create a new spouse**.

Family Tree Maker displays another Family Page containing Grandfather Abraham in the "Husband" field, but the "Wife" field is empty.

5. Type in the name of Grandfather Abraham's first wife, **Mary Shipley** in the wife field. See Figure 2-6.

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

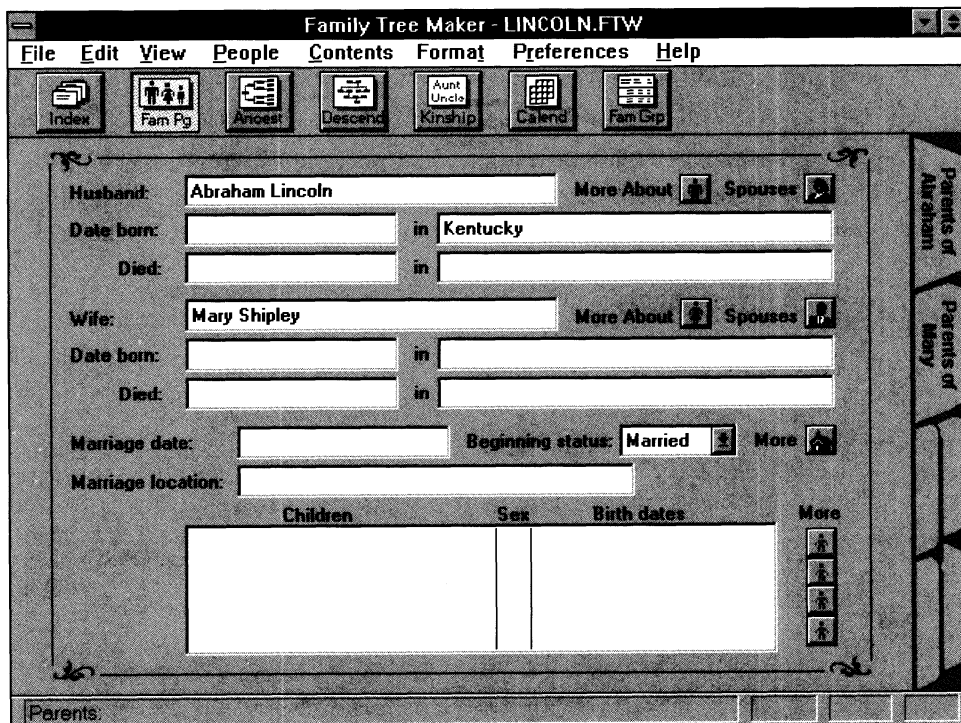


Figure 2-6. Filled-out Family Page with Abraham and Mary

6. Click Grandfather Abraham's **Spouses** button again.

Family Tree Maker displays the Spouses dialog box, which now shows both of Grandfather Abraham's wives.

Note: There is a checkmark next to Bathsheba's name. This mark indicates that she is the preferred spouse of Abraham. This tells Family Tree Maker that you want Bathsheba to be shown when you display Abraham's Family Page, not Mary.

7. In the list of names, click **Bathsheba Herring**.
8. Click **OK**.

Family Tree Maker returns you to the Family Page of Abraham and Bathsheba.

Lincoln's Maternal Grandparents' Family Page

In this section you'll fill in information about President Lincoln's maternal grandparents, and you'll also learn a quick way to move between Family Pages.

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

To find Nancy's Family Page, you'll use the Index of Individuals:

1. From the **View** menu in the menu bar, select **Index of Individuals**. Or, simply click the **Index** button on the toolbar at the top of the screen.

Family Tree Maker displays the Index of Individuals. It lists all of the names that you've entered into this Family File.

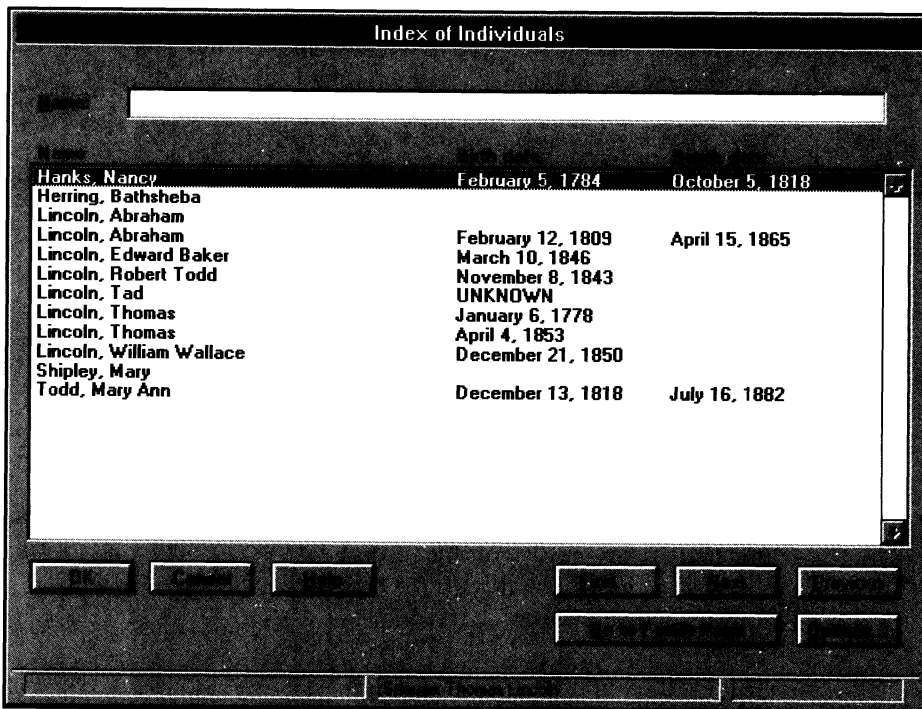


Figure 2-7. Index of Individuals

2. Click **Hanks, Nancy** so that it is highlighted.

3. Click **Go to Family Page**.

Family Tree Maker displays the Family Page of Thomas and Nancy (see Figure 2-3 on page 36).

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

1. Click the **Parents of Nancy** tab on the right side of Thomas and Nancy's Family Page.

Family Tree Maker displays the Family Page of Nancy's parents.

2. Type **Joseph Hanks** into the **Husband** field.

That's all there is to enter for Nancy's parents.

Now we want to return to President Lincoln's Family Page. We'll use a different feature within the Index of Individuals to move to it.

1. From the **View** menu, select **Index of Individuals**. Or, simply click the **Index** button on the toolbar at the top of the screen.

Family Tree Maker displays the Index of Individuals. You can see that Abraham Lincoln is listed twice in the Index of Individuals. The one who was the President is the one who was born in 1809. However, this is a good chance to practice using the Find command.

2. Click **Find** at the bottom of the Index of Individuals.

Family Tree Maker displays the Find Name dialog box.

3. Type **Abraham** in the **Name** field.

4. Click **OK**.

The Find Name dialog box disappears, and Family Tree Maker highlights the first Abraham Lincoln listed in the Index of Individuals. That's President Lincoln's grandfather, so it's not the individual that you want.

5. Click **Next**.

Family Tree Maker highlights the second Abraham Lincoln in the list. That's President Lincoln. It's his Family Page that you want to go to.

6. Click **Go to Family Page**.

Family Tree Maker displays President Lincoln's Family Page.

Removing An Individual From Your File

It's always good practice when doing genealogical research to check your information from time to time. Sometimes you'll find that you have made a mistake. But don't worry — Family Tree Maker has commands that can help. In this case, we checked our records and found that Tad Lincoln was not a separate child, but in fact, "Tad" is Thomas' nickname. To correct this mistake, we'll delete Tad.

To remove Tad from our file:

1. Click the down arrow at the bottom of the scroll bar on the children list.

This scrolls the list of children so that Tad becomes visible.

2. Click Tad's name in the list of children.
3. From the **People** menu, select **Delete Individual**.

Family Tree Maker displays a dialog box asking you to confirm that you want to delete Tad.

4. Click **Yes**.

Tad is now gone from your file. Family Tree Maker returns you to Tad's parents' Family Page.

Note: It's important to remember to use the Delete Individual command whenever you want to remove someone permanently from your file. Using the backspace or delete keys to remove someone only removes their names — it doesn't remove any of their other information or any of their relationships with other individuals.

PART II: THE "MORE ABOUT" DIALOG BOXES

Family Tree Maker provides five other dialog boxes for each individual in your card file. These dialog boxes are collectively called "More About" dialog boxes because they give you the opportunity to enter more information about an individual. In this section, we'll show you some of them.

Entering Facts

Next, we will add a bit more information about President Abraham Lincoln — specifically, that he was a rail splitter in his youth:

1. Click **More About** to the right of Lincoln's name.

The first of five More About dialog boxes appears. This is the Facts dialog box. It contains 13 fields where you can enter short comments about an individual, such as their occupation or interests (see Figure 2-8).

Note: Family Tree Maker always remembers the last More About dialog box you were using. So, if the dialog box you see now is not the Facts dialog box, don't worry. It simply means you were exploring Family Tree Maker before doing this tutorial. To get to the Facts dialog box, just click the Facts button on the top right of the current More About dialog box.

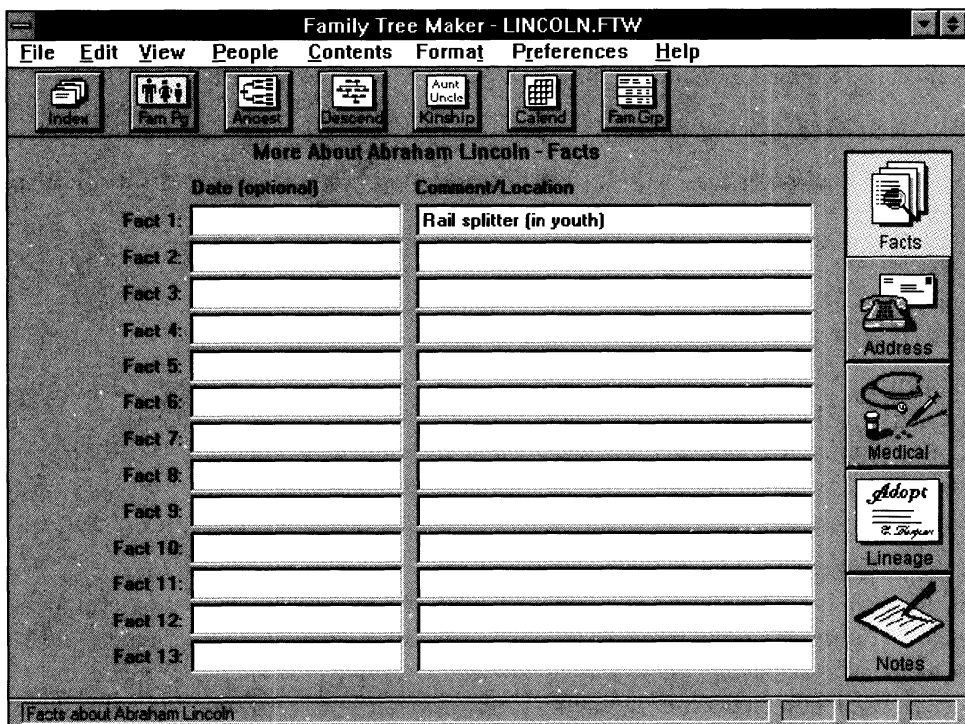


Figure 2-8. Facts dialog box

-
-
2. Type **Rail splitter (in youth)** into the first **Comment/Location** field. Since this isn't something that happened on a specific date, leave the date field blank. The date field is optional, so you don't have to type anything there.

You could continue writing more facts into this dialog box, but for now, we'll just leave it at this one fact.

Changing Field Labels

Although the **field label** for the line we just entered says "Fact 1" right now, we can change it to something that will remind us what "fact" goes in that field for the other individuals in Lincoln's family.

To change the "Fact 1" field label:

1. From the **Preferences** menu, select **Labels**.
2. Click the label which says "Fact 1."
3. Type **Occupation**
4. Click **OK**.

Family Tree Maker returns you to the Facts dialog box. We have now made it so that the first fact field in everyone's Fact dialog box has the label "Occupation." That way, we will be able to remember which facts go where.

The Other More About Dialog Boxes

You'll notice that on the right side of the More About dialog boxes there are five buttons labeled Facts, Address, Medical, Lineage, and Notes. You can click these buttons to take you to the other More About dialog boxes. We won't go through all of these now, but here's a short description of what each of them is about.

In the Medical dialog box you can enter an individual's physical and medical information, such as height, weight, and cause of death. The Address dialog box is for entering an individual's address and phone number. In the Lineage dialog box you can record an individual's nicknames. You can also record special information about that individual's relationship with their parents, for example, you can indicate that they were adopted as a child. Finally there is the Notes dialog box, where you can record several pages of information about an individual. We'll enter some information in the Lineage and Notes dialog boxes in the next section.

Entering Nicknames Into The Lineage Dialog Box

Earlier, we found that there was no Tad Lincoln, but that “Tad” was Thomas Lincoln’s nickname. People frequently have nicknames they prefer to go by. For example, Abraham Lincoln was also known as “Honest Abe.” You can record this information in the Lineage dialog box. This is also a good place to record name changes.

To enter a nickname for Abraham Lincoln:

1. Click **Lineage** at the right side of the Facts dialog box.

This takes you to the Lineage dialog box. We’ll enter Abraham’s nickname here.

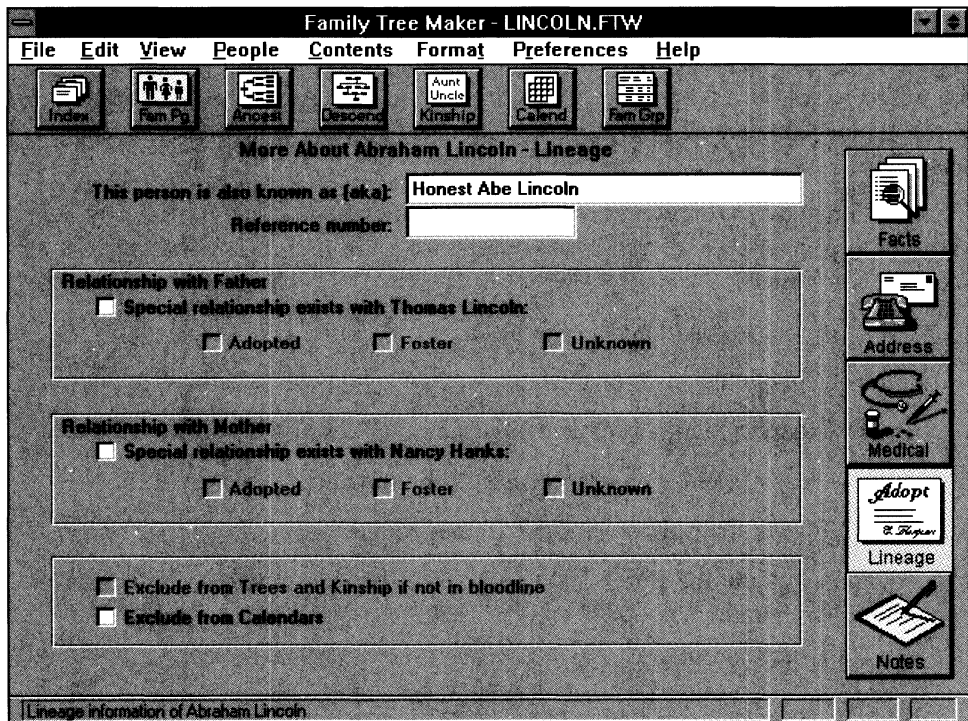


Figure 2-9. Lineage dialog box

2. Click the **This person is also known as (aka)** field.

3. Type **Honest Abe Lincoln**

Notice that you entered Abe's full name, instead of just entering "Honest Abe." This is because Family Tree Maker gives you the option of printing aka (also known as) names instead of given names. If you had just entered "Honest Abe," then it would always print as "Honest Abe," with no last name. Always enter the individual's *complete* name exactly as you wish it to print, not just the nickname.

Now let's look at the Notes dialog box.

Entering Lengthy Information Into The Notes Dialog Box

The Notes dialog box is a mini word processor. On it you can record and organize virtually any information you'd like, including a family member's favorite recipes, jokes, or even short stories. You can enter several pages of free-form, typewritten text. Then you can print it out on a separate piece of paper for easy filing.

This section shows you how easy it is to enter notes by leading you step-by-step through the experience of creating the notes shown in Figure 2-10 on page 48.

You'll learn how to:





- Enter text and make corrections
- Change the style of the text
- Rearrange the order of paragraphs

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

1. Click **Notes** at the right side of the **Lineage** dialog box.



This takes you to the Notes dialog box. We'll enter some more information about Abraham here.

2. Type **He volunteered**


If you make a mistake, use  to move the cursor back to the left, and use Backspace  to delete the incorrect characters. The Backspace  key deletes characters as it moves the cursor to the left. If you need to move the cursor back to the right, press .


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


4. Press the space bar twice.

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

5. Type **He commented afterwards that he saw no live, fighting Indians, but had a good many bloody struggles with the mosquitoes.**

As you can see, if a word doesn't fit at the end of a line, Family Tree Maker automatically moves it to the beginning of the next line. You should only press  when you reach the end of a paragraph.

6. Press  to end the paragraph.

7. Press  to create a blank line.

8. Type the second paragraph:

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

Your screen should now look like the one shown in Figure 2-10 on page 48. Different monitors can fit different amounts of text on each line, so don't worry if yours doesn't look exactly like the figure.

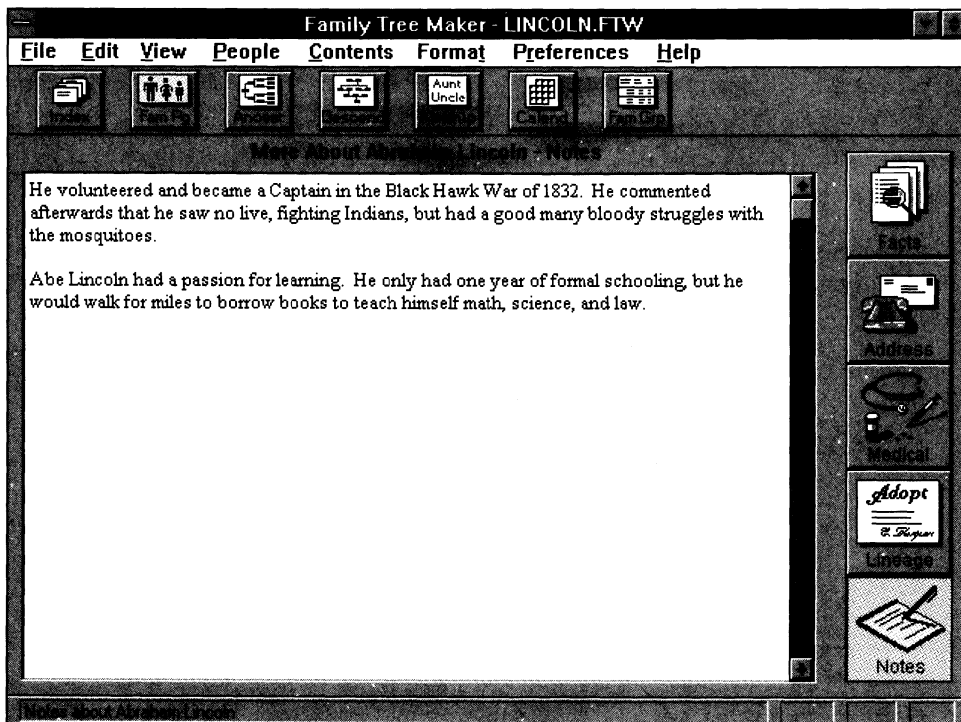



Figure 2-10. Notes for Abraham Lincoln

Changing Text

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

1. Move the mouse pointer in front of the "l" in "learning," and then click the primary mouse button so that the cursor appears in front of the word "learning."

The word "learning" is in the first line of the second paragraph.

2. Type **knowledge**
3. Press Delete  until all of "learning" is deleted.

Family Tree Maker reformats each paragraph for you automatically as you insert or delete words.

Moving Paragraphs

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

1. Move the mouse pointer to the beginning of the second paragraph, in front of the “A” in “Abe.”
2. Press and hold your primary mouse button, and then drag the mouse down to the end of the paragraph. This is called “clicking and dragging.”

Notice that characters become highlighted, or **selected**, as you drag over them.

3. Release the mouse button when you’re at the end of the paragraph, being careful not to press another key.

The second paragraph should be completely highlighted, as shown below. If it isn’t, start over from step 1.

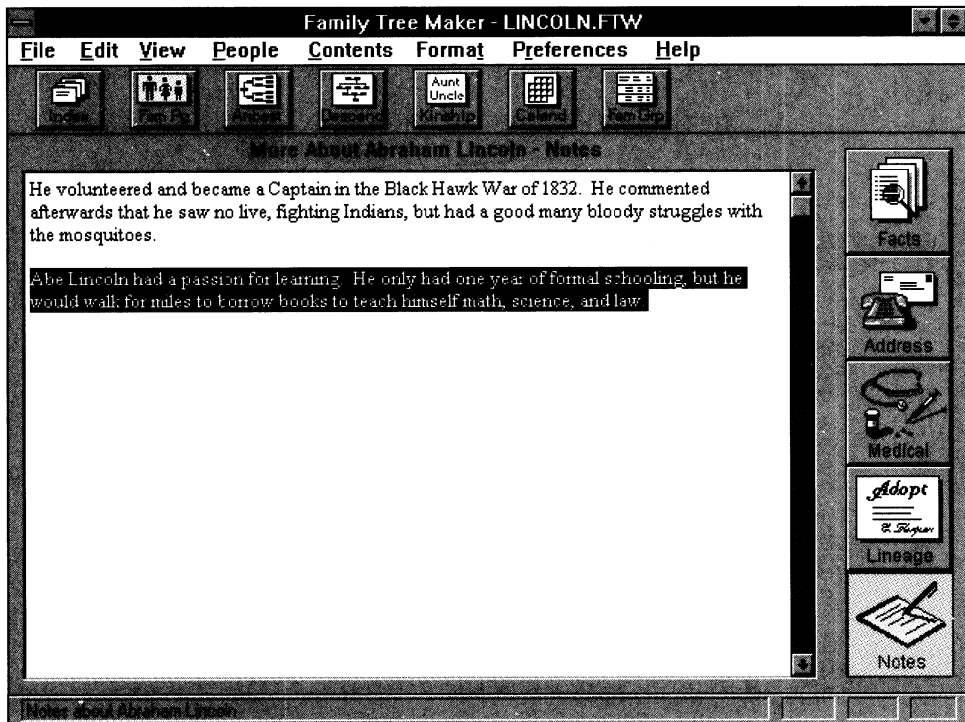




Figure 2-11. A highlighted, or *selected*, paragraph

4. From the **Edit** menu, select **Cut**.

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

5. Move the cursor to the top of the screen, in front of the "H" in "He" by clicking with your mouse.
6. Press  twice to make space for the paragraph you're about to paste in.
7. Press  twice to move the cursor to the top of the screen.
8. From the **Edit** menu, select **Paste**.

Family Tree Maker now pastes the paragraph from the Clipboard into your notes as shown in Figure 2-12. In a few simple steps, you moved an entire paragraph from the end of your notes to the beginning.

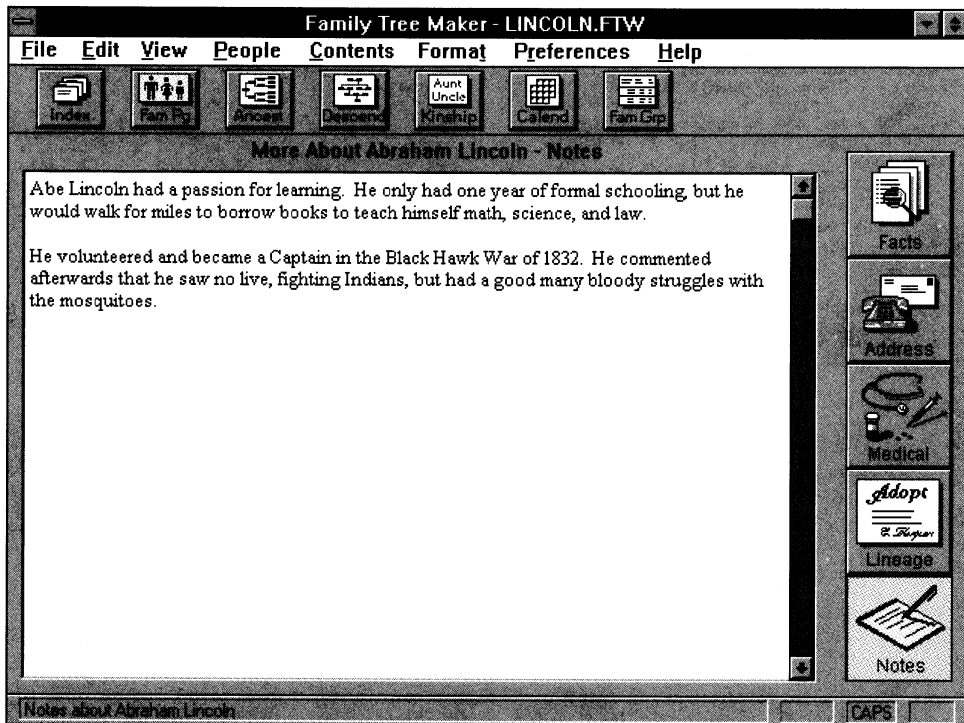


Figure 2-12. Abraham's newly arranged Notes dialog box

Printing Your Notes

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

1. Adjust the paper in your printer so that the print head is at the top of the page. (Ignore this step if you have a paper tray, sheet feeder, or plotter.)
2. Turn your printer on.
3. From the **File** menu, select **Print Notes**.

Family Tree Maker displays the Print Notes dialog box.

4. Click **OK** to begin printing your notes.

The printer starts printing, and in a few moments you'll have a printed copy of your notes on Abraham Lincoln. We're now done entering lengthy text for Abraham, so we will return to his Family Page.

5. From the **View** menu, select **Family Page**. Or, simply click the **Fam Pg** button on the toolbar at the top of the screen.

PART III: PRINTING A FAMILY TREE

You've entered information about several of Abraham Lincoln's family members, so now you can print his family tree.

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

You may remember from the Introduction to this manual that Family Tree Maker can print two types of trees, Ancestor trees and Descendant trees. Family Tree Maker creates these trees using **views**. You enter your family information once, and then Family Tree Maker uses views to show you your information in different ways. For example, when you want an Ancestor tree, Family Tree Maker shows you your information in an Ancestor Tree view. Or, when you want a Descendant tree, Family Tree Maker shows you your information in a Descendant Tree view. We've already used the Family Page view and the Index of Individuals view. All of the possible views are listed on the View menu.

In this section, we'll first look at a Descendant tree. This will give you more practice in changing views. Then, we'll look at an Ancestor tree and print it.

Changing Views

Right now you should be on the Family Page, and Abraham Lincoln should be in the “Husband” field, as shown in Figure 2-13. If you are not currently on Abraham Lincoln’s Family Page, go to the Index of Individuals, find Abraham Lincoln (the one that was born in 1809), and then go to his Family Page. If you don’t remember how to do this, see “Lincoln’s Maternal Grandparents’ Family Page” in this chapter.

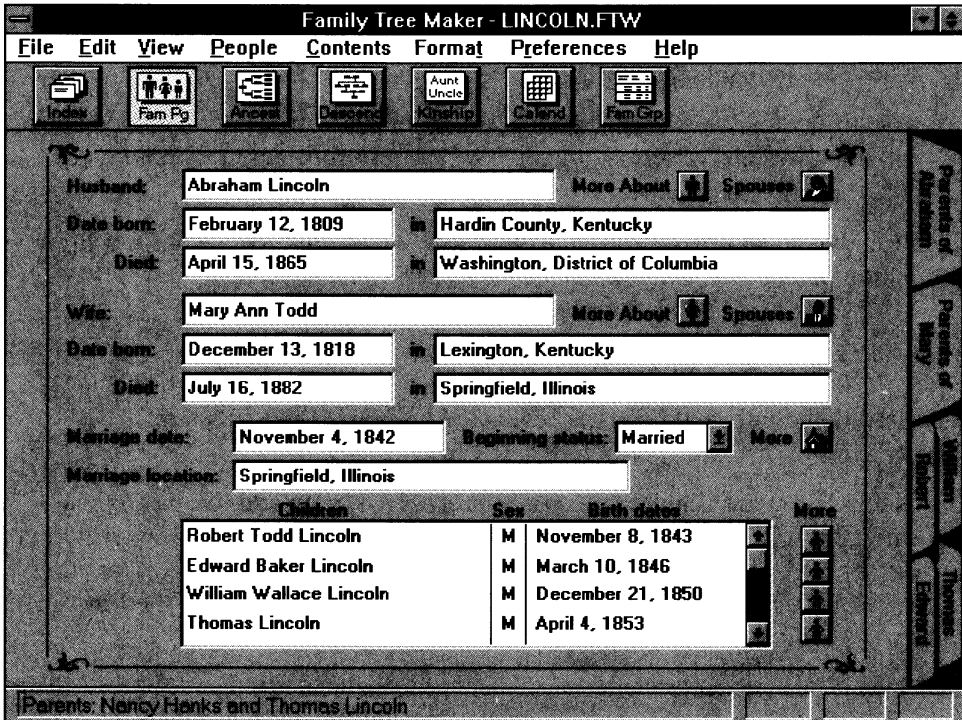


Figure 2-13. Abraham Lincoln’s Family Page

Make sure that the cursor is on Lincoln’s name. By placing the cursor on Lincoln’s name, you are making him the **primary individual**. The primary individual is the main person in the tree. For example if you are creating a Descendant tree, the tree shows the primary individual’s descendants. Or, if you are creating an Ancestor tree, the tree shows the primary individual’s ancestors.

When you have Lincoln's Family Page on the screen, you're ready to change to a Descendant Tree view. This will show the information that you've entered about Lincoln's descendants, except now it will be in a tree format.

To view Abraham's Descendant tree:

1. From the **View** menu, select **Descendant Tree**. Or, simply click the **Descend** button on the toolbar at the top of the screen.

Family Tree Maker displays a Descendant tree on your screen. At the top of the tree there are boxes containing information about Abraham Lincoln and his wife, Mary. Beneath them are boxes containing information about each of their four children.

2. From the **View** menu, select **Zoom**, and then select **Actual Size** from the cascading menu that appears.

Family Tree Maker enlarges Abraham's Descendant tree. This makes it easier to read the text that's in each box while the tree is on your screen. Using the Zoom command does *not* change the size of your tree when you print.

You can use the scroll bars that are along the bottom and right side of your tree to move around and look at different parts of the tree. When you're through looking at the tree, move on to the next step.

3. Now, to see someone else's Descendant tree, let's choose a different primary individual. From the **View** menu, select **Index of Individuals**. Or, simply click the **Index** button on the toolbar at the top of the screen.

Family Tree Maker displays the Index of Individuals.

4. Click **Nancy Hanks**, and then click **OK**.

Family Tree Maker displays a Descendant tree showing the descendants of Nancy Hanks and Thomas Lincoln. If you wanted to print the tree, you would do it from here, but let's print an Ancestor tree instead.

Now Print an Ancestor Tree

We want to print an Ancestor tree for President Lincoln showing him, his parents, and his grandparents, so we need to make him the primary individual again, and then switch to the Ancestor Tree view.

We could find President Lincoln just by going to the Index of Individuals and clicking on his name, but this is a good opportunity to try out another feature of Family Tree Maker — quick searching.

To find someone with quick searching:

1. From the **View** menu, select **Index of Individuals**.

Family Tree Maker displays the Index of Individuals. Notice that there is a flashing cursor in the “Name” field at the top of the screen. We’ll use this field to do our search.

2. Type **Lincoln, Abraham**

With each character you type, Family Tree Maker takes the highlight bar closer to the individual you’re looking for. It stops on the first Abraham Lincoln, the President’s grandfather. Notice also that we had you type his last name first. That is because that is how names are displayed in the Index of Individuals. See Figure 2-14 below.

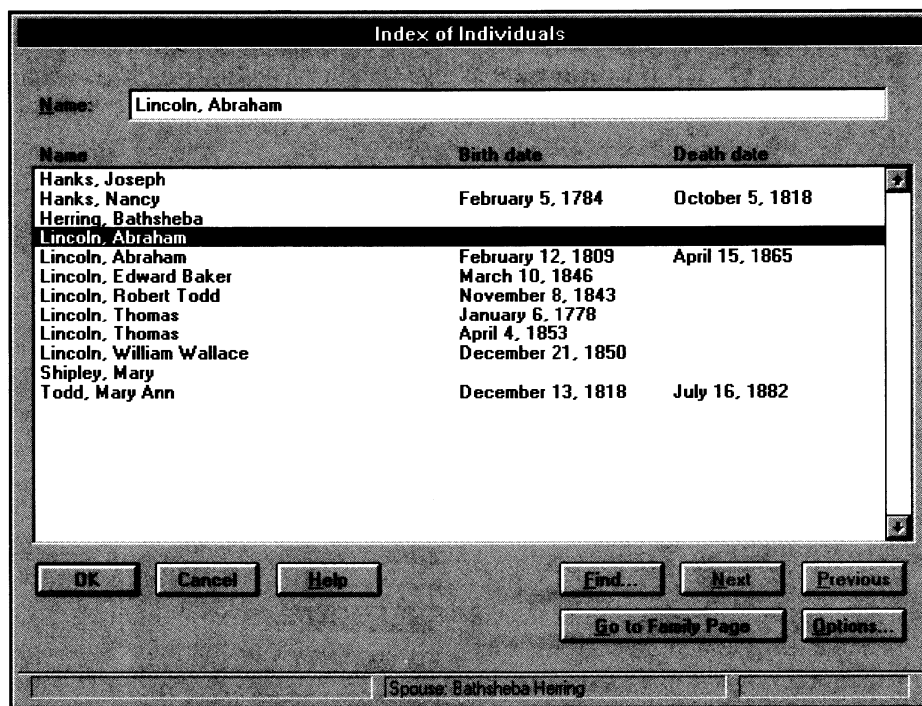



Figure 2-14. Quick searching in the Index of Individuals

3. Press  once to highlight the President.

4. Click **OK**.

Family Tree Maker displays a Descendant tree with Abraham Lincoln as the primary individual. Why did it display a Descendant tree? Because the Descendant Tree view is the view that we were in before we changed to the Index of Individuals view.

When you're in the Index of Individuals, clicking OK returns you to the view that you were in before you opened the Index of Individuals. The name that was highlighted in the Index of Individuals is the name that you will see when you return to the previous view.

5. Now you want to see an Ancestor tree, so from the **View** menu, select **Ancestor Tree**. Or, simply click the **Ancest** button on the toolbar at the top of the screen.

Family Tree Maker displays an Ancestor tree containing Abraham Lincoln, his parents, and his grandparents. His children are not in this tree because they are his descendants, not his ancestors.

6. From the **View** menu, select **Zoom**, and then select **Actual Size** from the cascading menu that appears.

Family Tree Maker enlarges Abraham's Ancestor tree. This makes it easier to read the text that's in each box while the tree is on your screen. Using the Zoom command does *not* change the size of your tree when you print.

Now that you have an Ancestor tree for Abraham, you can change the way it looks and the information it includes to create a tree you like. For now, we'll just show you how to control what information prints in the boxes, but feel free to experiment!

Selecting Items to Include in the Boxes

1. From the **Contents** menu, select **Items to Include**.

Family Tree Maker displays the Items to Include dialog box; it contains two lists. The list on the left is for selecting items to include in the tree's boxes, and the list on the right shows which items are currently selected to be in the tree's boxes.

The items that are currently selected are Name, Birth date and location, Marriage date and location, and Death date and location. Family Tree Maker gives you an idea of how the items will print by giving you examples of what the format will look like. For example, the item that says “First Middle Last” tells you that individuals’ complete names will print. If it just said “First Last,” you would know that middle names wouldn’t print. Family Tree Maker does the same thing for dates.

Just for practice, we’ll take some items out of the boxes of Abraham’s tree.

2. Click **Died:** in the list on the right. (The list labeled “The boxes in your tree contain these items:”)

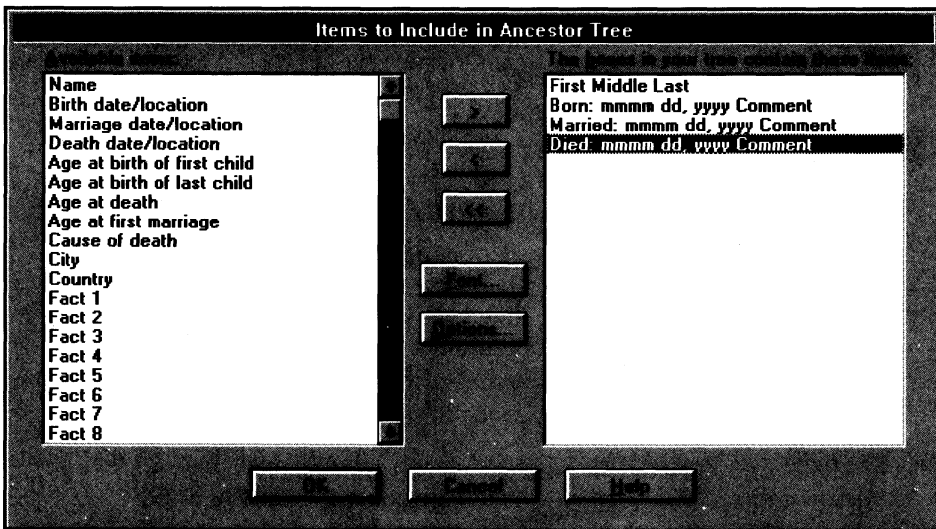


Figure 2-15. The Items to Include dialog box

3. Click the **Remove** button (the arrow that’s pointing to the left).



Figure 2-16. The Remove button

This will remove that item from all the boxes in the Ancestor tree. Now we want to select a new item to include in the tree's boxes: each individual's age at death.

4. In the list on the left (the list labeled "Available items:"), click **Age at death**.
5. Click the **Include** button (the arrow pointing to the right).

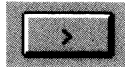


Figure 2-17. The Include button

Family Tree Maker puts the "Age at death" item into the list on the right.

Now let's change the format of one of the items that we're already including in the boxes of Abraham's tree: each individual's name.

1. Click **First Middle Last** in the list on the right.

Family Tree Maker highlights the item to show you it is selected.

2. Click **Options**.

Family Tree Maker displays the Options: Name dialog box. This shows all of the different ways that you can print a person's name.

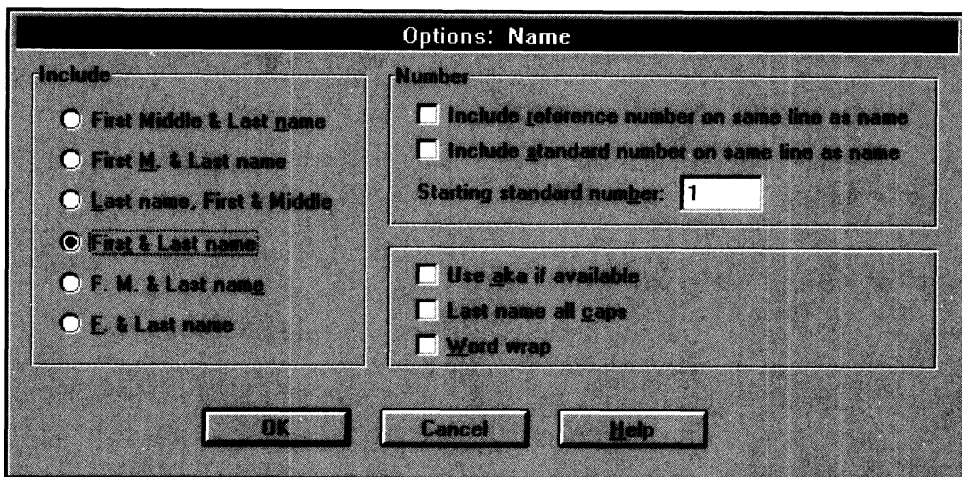


Figure 2-18. The Options: Name dialog box

-
-
3. Select the **First & Last name** option button.

As you can see, there are other options you can choose to format the Name item. For now, we'll just change this one.

4. Click **OK**.

Family Tree Maker takes you back to the Items to Include dialog box with our newly selected name format displayed in the list on the right.

5. In general, you can include many more items in a tree's boxes, but that's all the information we want to include in the boxes of Abraham's tree, so click **OK**.

Family Tree Maker returns to you the Ancestor Tree view with the items you just selected shown in your tree.

Printing a Tree

Now that you have prepared Abraham's tree, you're ready to print it.

To print the tree:

1. Adjust the paper so that the print head is at the top of the page. (Ignore this step if you have a paper tray (as most laser printers do), sheet feeder, or plotter.)
2. Turn your printer on.
3. From the **File** menu, select **Print Ancestor Tree**.

Family Tree Maker displays the Print Ancestor Tree dialog box.

4. Click **OK** to begin printing your tree.

The printer starts printing, and in a few moments you'll have a printed copy of Abraham Lincoln's Ancestor tree.

Saving Information in Family Tree Maker

You may think that it's about time to save your information, but with Family Tree Maker, you don't have to. Family Tree Maker is a database program, so it automatically saves your information while you are working. You won't even notice that it's happening. Family Tree Maker also saves your information right before you quit.

While Family Tree Maker doesn't have a Save command, it does have a Backup command. This command lets you make a copy of your Family File to store in a

safe place. You can also make second copy of your Family File on your hard disk, so it's easy to go back to this copy if something goes wrong. You'll want to use this command frequently — perhaps each time you use the program. The Backup command is described in Chapter 9, “Managing Your Files.”

Quitting Family Tree Maker

Each time you're through using Family Tree Maker, you need to quit the program. Never shut off your machine before quitting Family Tree Maker and then quitting Windows.

To quit Family Tree Maker:

1. From the **File** menu, select **Exit**.

Family Tree Maker saves your information and then closes the program.

2. If you're done using your computer, close Windows and then shut off the computer.

What To Do Next

To learn more about Family Tree Maker, read the rest of this manual. We encourage you to go through all the menus again, particularly the Format and Contents menus from within a tree view. There are many more options to choose from when creating and printing a tree.

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

Chapter 3

ENTERING BASIC INFORMATION



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

ENTERING BASIC INFORMATION

Before you can print a tree or report, you need to enter information about your family. This chapter describes how to do that. (Chapters 7 and 8 describe how to print the information you've entered.)


A QUICK OVERVIEW

To enter basic family information, such as names and birth dates, you fill out an electronic "page," called a **Family Page** (see Figure 3-1 on page 64). It is the first screen that you see after you open a Family File. Each nuclear family (two parents and their children) has a Family Page.

You can add more details about each family member by filling out a series of **More About** dialog boxes. These are described in Chapter 5.

From time to time as you're entering information, Family Tree Maker will automatically save the information in your **Family File**. Your Family File is where all of the family information that you enter into Family Tree Maker is stored.

Since Family Tree Maker saves your information automatically, you don't have to. However, you occasionally will want to make a backup copy of your Family File, perhaps to a floppy disk that you store in a safe place. This way, if your Family Files are accidentally deleted, you won't have to rebuild your files from scratch. To learn how to backup your Family Files, see Chapter 9, "Managing Your Files."

While you're learning to use Family Tree Maker, don't be afraid to experiment. If you get lost, you can press  at any time to get on-screen help.

THE FAMILY PAGE

The **Family Page** is a view that shows all the members of a nuclear family: two parents and their children. This is the main view for entering information about your family. In Family Tree Maker, a view is a way of looking at information. For example, when you look at information on a Family Page, you are looking at the Family Page view. If you choose to see that same information in a Descendant tree, you are looking at the Descendant Tree view.

After you enter information in the Family Page, you can change to different views and look at your information in different ways, such as in an Ancestor tree. We'll talk about changing to a different view later in the manual. In this chapter, we'll just describe how to enter information in the Family Page.

Family Tree Maker shows only one Family Page on the screen at a time, but your Family File can hold many Family Pages, just like an album can have many pages. In Chapter 4, "Moving Around," we'll show you how to move between different Family Pages.

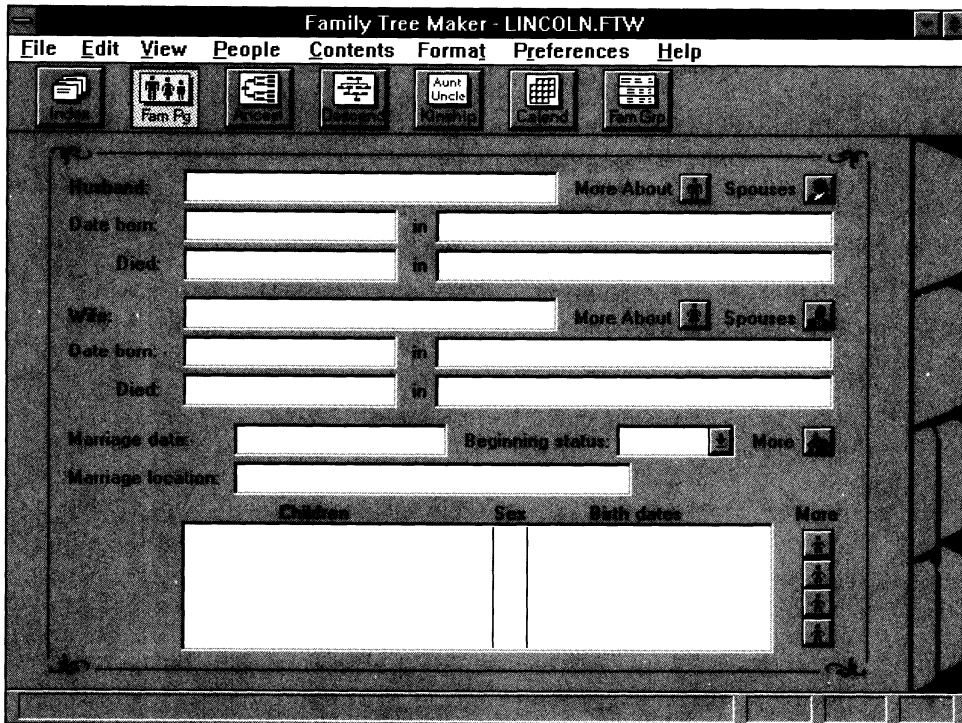


Figure 3-1. An empty Family Page





A line of text across the top of the screen shows the names of the menus that you'll be using. This is called the **menu bar**. When you click one of the words on the menu bar, for example, "Edit," a list of commands appears below it. This list of commands is called a **pull-down menu**. You will choose items from the menu bar and pull-down menus to do things like edit your information and print family trees.

Below the menu bar is the **Toolbar**. It contains a set of buttons that you can click to move around to different views in the program. Again, we'll talk more about changing to different views later in the manual.

Entering Family Information

When you start a new Family File — the place where your family information is stored — the Family Page appears blank as it does in Figure 3-1. It is ready for you to start entering family information.

A Family Page is just like a paper form. It consists of labeled blanks to fill with information. The blanks are called **fields** and the labels that describe the blanks are called **field labels**. Right now, the fields have conventional labels, such as “Husband,” “Wife,” and “Children.” You can change some of these labels if you want to. See “Preferences for Field Labels,” below.

You type information into the fields, and then move from field to field using Tab , Enter , the cursor keys,  and , or by clicking on the field with your mouse pointer. To save typing time, you can also copy and paste information from one field to another. See “Cutting, Copying, and Pasting” on page 68 for more information.

Some fields only allow you to enter certain kinds of information. For example, date fields only allow you to enter a date, the word “unknown,” or a question mark. You can try to enter something else, but you won't be able to continue until you type a date, a question mark, or the word “unknown.”

Preferences for Field Labels

Changing field labels is useful if you want your Family Tree Maker records to match other genealogical records that you have. For example, you can change the label “Fact 1” to “Graduation.” There is also an option to choose field labels that conform to LDS standards.

Note: When you're changing field labels, remember that you're changing the label for each and every individual in your Family File. You cannot change a field label for only one individual.

To change field labels:

1. From the **Preferences** menu, select **Labels**.
2. Type over the old labels with your new, preferred labels.

-
-
3. If you want your field labels to conform to LDS standards, then select the **LDS format** option. Selecting this option will affect the way Family Group Sheets are printed as well. For more information, see Appendix B.
 4. Click **OK** when you've made your changes.

If you later decide that you want to restore the field labels to their initial values, select the **Reset labels to defaults** option.

Moving the Cursor

The fastest way to move around the Family Page is by clicking fields with your mouse. Just move the mouse pointer to the field where you want to enter information, and then click the primary mouse button. The cursor appears in the field.

You can also use your computer keyboard to move the cursor around the Family Page. Figure 3-2 shows which keys work as navigational keys.










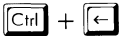
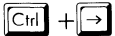
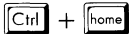
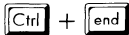


Press this key	To do this
	Move the cursor to the field above the current field
	Move the cursor to the field below the current field
	Move the cursor one character to the left
	Move the cursor one character to the right
 (tab)	Move the cursor to the next field
	Move the cursor to the previous field
	Move the cursor to the beginning of the current field
	Move the cursor to the end of the current field
	Move the cursor to the next field
	Move to the previous word
	Move to the next word
	Move to the husband, or if in Children list, move to first child
	Move to the first empty row in the Children list
	Move up through the list of children
	Move down through the list of children

Figure 3-2. Keys for moving the cursor on the Family Page

Editing Information

Family Tree Maker has the same basic editing commands that most other Windows programs have: cut, copy, paste, and undo. You can cut, copy, and paste any text in Family Tree Maker, including names, dates, locations, causes of death, and addresses. These commands make it easy to move information around, and can help you avoid manual retyping and deleting. Each of these editing functions is described on the next pages.

Note: You should NOT cut and paste an individual's name. Cutting an individual's name DOES NOT delete that individual. To delete someone, use the Delete Individual command described on page 129. Cutting and pasting an individual's name DOES NOT move that individual to another location. To move an individual and all of the information associated with that individual, use the Detach and Attach commands, described in Chapter 6.

Cutting, Copying, and Pasting

To cut and paste or copy and paste text in Family Tree Maker:

1. Highlight the text that you want to cut or copy.
2. From the **Edit** menu, select either **Cut** or **Copy**.

When you cut and paste information, you move it from one location to another. When you copy and paste information, you make a duplicate of it, so that it appears in two different locations.

3. Place your cursor where you want to paste the information. If you want to *replace* a section of existing text with the information that you've just copied or cut, highlight that text.
4. From the **Edit** menu, select **Paste**.

Family Tree Maker pastes your text at the insertion point.

Undo

Using Undo, you can reverse the very last editing command that you performed. For example, if you cut a section of text, selecting Undo right away will restore it.

Note: To undo an editing command, you must select Undo as the very next command, or it will not undo the command that you want to undo.

When you select the Edit menu, you will notice that the Undo command says different things at different times. It may say Undo Paste, or Undo Copy. Whatever the Undo command says, that is what it will undo.

To undo a command:

1. Don't type any new text or perform any other editing commands. If you do, you won't be able to use Undo on the editing command that you want to undo.

-
2. From the **Edit** menu, select **Undo**.

It doesn't matter where your cursor is — Family Tree Maker will remember what it was that you did last, and undo it.

3. If you want to restore the editing command that you've just undone, select **Undo** again immediately before you type or edit.

From time to time you'll probably make a minor mistake when entering information about your family, for example, a spelling error. The following table shows you which keys you can use to edit the information in a field.




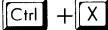
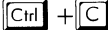

Press this key	To do this
 (backspace)	Back up and erase the previous character
	Switch back and forth between insert and overwrite modes.
	Delete characters to the right, one by one
	Cut highlighted text and place on the Clipboard
	Copy highlighted text and place on the Clipboard
	Paste text from the Clipboard to your Family Page

Figure 3-3. Editing information

Entering Names

You type individuals' names into the "Husband," "Wife," and "Children" fields on a Family Page. In your Family File, it's best to use an individual's full name, including the first, middle, and last name. Enter names first-name-first. Don't use initials. When entering a woman's name, always use her maiden name (her name before she was married). Be sure to include children's last names in addition to their first and middle names. "Name" fields can hold up to 48 characters.

Note: You can *print* names differently from the way you enter them. For example, you can print names with the last name first, or only with a first initial. You can also print last names in all capital letters. With women,

you have the option of printing their married name instead of their maiden name on calendars. And, you can also print nicknames instead of given names. However, to be able to print names in different ways, you must enter each name completely (first, middle, last), and then let Family Tree Maker do the hard work for you.

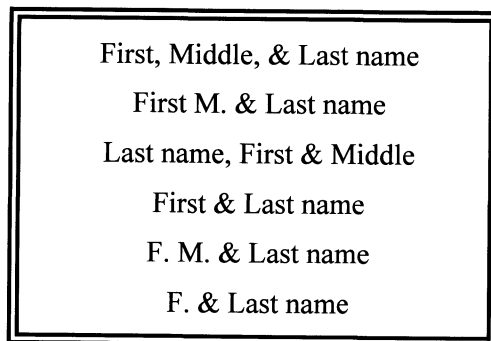


Figure 3-4. Name formats

Nicknames — It's quite acceptable to include nicknames. However, they should be entered in the Lineage dialog box, described on page 107.

Name changes — Over the years, individuals occasionally change names. Any name changes should be entered in the Lineage dialog box, described on page 107. For example, if "Johann Smythe" changed his name to "John Smith," you would enter "John Smith" as his name and record the fact that he was also known as "Johann Smythe" in the Lineage dialog box.

Unusual last names — Family Tree Maker can usually tell the last name from other parts of an individual's name. If at some point you notice that it has incorrectly identified someone's last name, place the entire last name between backslash characters. In the example below, Family Tree Maker interprets the last name as "Irish Hess."

Connie \Irish Hess

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

Names with prefixes — Normally, you wouldn't enter a prefix such as "Mrs." or "Mr.," but if an individual has a special prefix on their name, such as "Reverend," you might want to record it. To enter a prefix correctly, you must put it at the end of the name, separated from the last name by a comma.

John Smith, Reverend

Missing last names — In some cultures, last names aren't used. To show that an individual has no last name, place two backslash characters together without a space between them at the end of the name. In this example, the individual Running Bear has no last name.

Running Bear

Entering Dates

The "Date" fields in Family Tree Maker are very smart and flexible, and can handle any date after 1/1/100 A.D. You can enter a date almost any way you want, but when you move the cursor out of the field, Family Tree Maker automatically puts the date in a standard format. The first time you use Family Tree Maker, the standard format will be the same as the default format that's selected in your Windows Control Panel. You can change the standard format using Date preferences. See "Preferences for Dates" on page 73. "Date" fields can contain up to 49 characters.

Note: You can also show dates in European formats. See "Preferences for Dates" on page 73.

There may be events for which you don't know an exact date. Or, you may be certain of the year, but not certain of the day and month. Figure 3-5 on page 72 shows how you can handle estimated dates and partial dates.

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

Figure 3-5. How to handle estimated dates

Note: You can change the words “ABOUT” and “ABT” to anything you want. See “Preferences for Field Labels” on page 65 to change these labels.

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

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

Double Dates — Family Tree Maker can display double dates to account for the crossover between the Julian and Gregorian calendars. If you enter a date that falls between January 1 and March 25 for any year before 1753, a double date will appear.

You can specify a double date by typing both of the years in the field. For example, you can type either Jan 1, 1493/4 or Jan 1, 1493/1494; both display as January 1, 1493/94. If you don’t type in both of the years, Family Tree Maker assumes that the year you typed is the second year. For example, if you type January 1, 1494, it’s displayed as January 1, 1493/94. See “Double Dates” in Appendix A for more information.

If you would like to change the double date cutoff year to something other than 1752, see “Preferences for Dates,” below.

Preferences for Dates

In the Dates dialog box, you can change the double date cutoff year and the standard date format that appears in all of your fields. Figure 3-6 lists all of the possible date formats. Select the format that you’re most comfortable with, because it’s important not to make mistakes with dates in your family information. If you don’t want double dates to print, set the Double date cutoff year to 0.

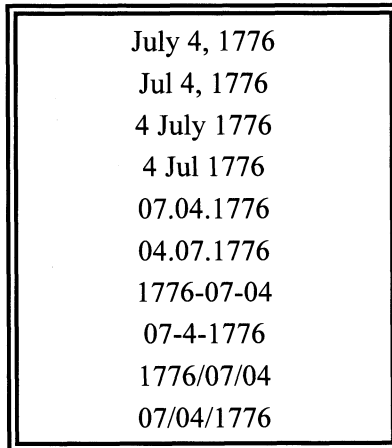


Figure 3-6. Possible date formats

To change date preferences:

1. From the **Preferences** menu, select **Dates**.
2. Make your changes in the Date dialog box. See Figure 3-7 on page 74.
3. Click **OK** when you’ve made your choices.

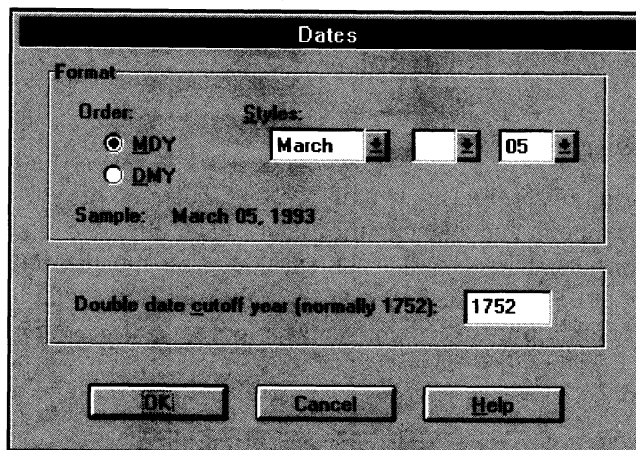


Figure 3-7. The Dates dialog box

Entering Locations

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

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

Sometimes when Family Tree Maker prints single page trees, it has limited space for the location fields. If Family Tree Maker needs to abbreviate a location, it will always try to keep the last word in the location field. This means that if you enter a state and a country in each location field, it may print the country, but drop the state. Location fields can contain up to 80 characters.

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

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

Entering Information About Marriages, Partnerships, and Friendships

The “Marriage” fields record the date and location of a couple’s marriage. You can also record the status of their relationship with the relationship status fields. The “Beginning status” field is on the Family Page, and it records the beginning status of the relationship. For example, if a couple was married, you would choose “Married” from the drop-down list. Or, if it isn’t certain that a couple was ever married, you would choose “Unknown.”

When both a husband and a wife are present, the default for the “Beginning status” field is “Married,” but you can select any of the following terms from the drop-down list: Married, Friends, Partners, Other, Single, and Unknown. If the individual never married, you can leave the field blank. When you enter “Partner” or “Friend” in the “Beginning status” field, Family Tree Maker automatically substitutes “Meeting date” for “Marriage date” in the records you’re keeping about those two individuals.

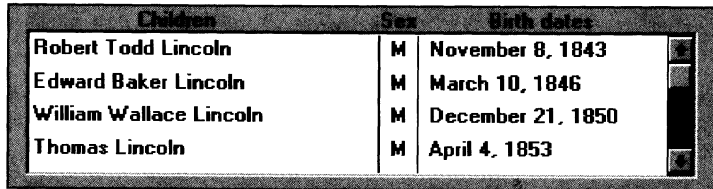


Figure 3-8. The Beginning status field drop-down list

Each marriage has its own set of More About dialog boxes where you can record additional information about a marriage, including special marital events. The More About dialog boxes for a marriage are also where you’ll find the “Ending status” field. Usually, you would only record an ending status if the status of the relationship had changed over time, i.e. the couple was divorced. For more information about entering an ending status, see “The More About Marriage Dialog Box” on page 123.

Entering Information About Children

The “Children” list at the bottom of the Family Page is for recording the names, sexes, and birth dates of the children of the parents on that Family Page. The name and date fields in the “Children” list work just as they do for the husband and wife.



Children	Sex	Birth dates
Robert Todd Lincoln	M	November 8, 1843
Edward Baker Lincoln	M	March 10, 1846
William Wallace Lincoln	M	December 21, 1850
Thomas Lincoln	M	April 4, 1853

Figure 3-9. The Children list


The “Sex” field accepts the letters “M” and “F” for “male” and “female,” as well as “?” for cases where the sex is unknown. The default is Female. Because the sex of a child determines where he or she appears in the construction of family trees, it’s important that you fill in the sex correctly.

Note: You can change a child’s sex at any time by typing over the current sex. Remember — if the child is married, the spouse’s sex will not be changed.

There are different ways that you can enter the names of children who were not born to their parents, such as stepchildren, foster children, or adopted children. Some people prefer only to record bloodline relationships in their family trees, while others just want to show who makes up the family.

If you are interested in tracing your family’s bloodline, only enter the names of children born to the parents on each Family Page. In this case, you should enter stepchildren only as children of their birth parents. In addition, if you want to trace the family bloodline, you probably don’t want to enter adopted and foster children.

If you want to record *everyone* who makes up the family, enter all children as you wish. You can enter adopted and foster children as children of their foster and adoptive parents and leave it at that, or you can use the Lineage dialog box to indicate that they are adopted or foster children (see page 107).

You can add up to 99 children on each Family Page. The Family Page appears to allow only 4, but when you press  after the fourth child, the list scrolls up, revealing space to add more children.

When you enter children on a Family Page, it's good practice to list them in the order they were born. The oldest child goes first. If you are unsure of the exact birth date of a child, but know that the child was born before or after one of his siblings, it's a good idea to give the child an approximate birth date using "Before," "After," "About," "Circa," or "Estimated." This way, the child will sort in the correct birth order. See "Entering Dates" on page 71.

Sometimes you'll uncover new children that need to be inserted between two children that are already listed. Other times you may find errors in the birth dates of children and need to rearrange their order. Family Tree Maker provides commands, including Move Child, Insert Child, and Sort Children that let you adjust the order of children. See "Rearranging Children" on page 79 for details.

Caution: Never attempt to rearrange the order in which children are listed by typing over names that are already there. Use the Sort Children command instead (see page 81).

If you type over a name, all information associated with that name (that individual's spouse and children, More About dialog boxes, etc.) will then be associated with the *new* name you entered. You will quickly end up with brothers married to their sisters-in-law or brothers-in-law! See Figure 3-10 on page 78 and Figure 3-11 on page 79.

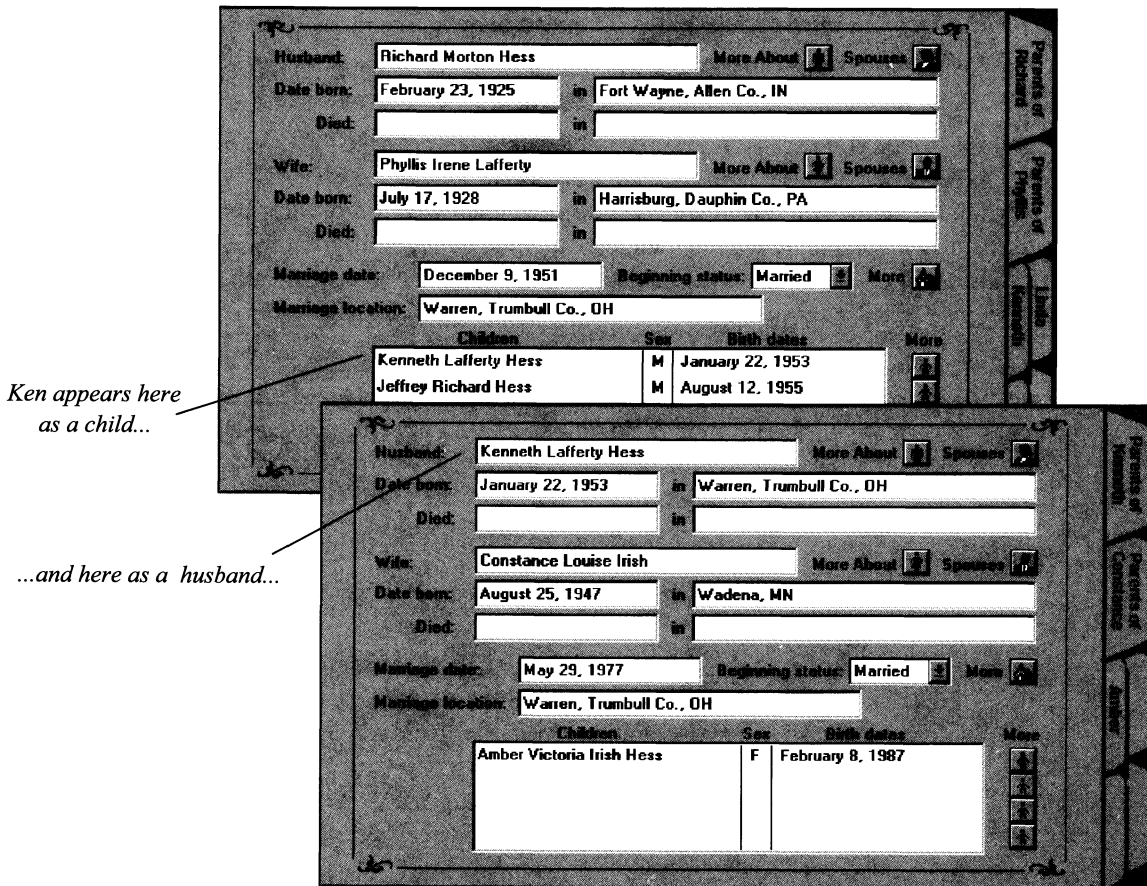


Figure 3-10. If you type over names...

...but if you change the order Ken and Jeffrey are listed in by typing over their names...

...then Jeffrey ends up married to Constance!

The image displays two screenshots of a family tree software interface. The top screenshot shows a family page for Jeffrey Richard Hess. His parents are listed as Richard Morton Hess and Phyllis Irene Lafferty. Jeffrey is married to Phyllis Irene Lafferty, and they have two children: Jeffrey Richard Hess and Kenneth Lafferty Hess. The bottom screenshot shows the same family page for Jeffrey Richard Hess, but now he is married to Constance Louise Irish, and they have one child: Amber Victoria Irish Hess. Annotations with arrows point to the children's names in both screenshots, explaining that the order was changed by typing over their names.

Children	Sex	Birth dates
Jeffrey Richard Hess	M	August 12, 1955
Kenneth Lafferty Hess	M	January 22, 1953

Children	Sex	Birth dates
Amber Victoria Irish Hess	F	February 8, 1987

Figure 3-11. ... you might not like the results!

Rearranging Children

There are three commands you can use to rearrange the individuals in the “Children” list on a Family Page: **Insert Child**, **Move Child**, and **Sort Children**. Insert Child lets you add a new child between two existing children on a Family Page. With Move Child you can move a child from one location to another within the same Family Page. (If you need to move a child to a different Family Page, see “**Detach Child**” on page 131.) Sort Children lets you sort the children by birth order.

Inserting Children

To insert a new child:

1. Place the cursor on the row where you want the new child's name to appear.
2. From the **People** menu, select **Insert Child**.

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

Moving Children

To move a child within the list of children:

1. In the **Children** list, place the cursor on the name of the child that you want to move.
2. From the **People** menu, select **Move Child From**.

Family Tree Maker displays a message asking you to confirm the move.

3. Click **OK**.
4. In the **Children** list on the same Family Page, place the cursor on the row where you want the child to end up.

Note: You cannot move a child to a different Family Page using the Move Child command. If you want to move a child to another Family Page, use the Attach and Detach Child commands described in Chapter 6.

5. From the **People** menu, select **Move Child To**.

The other children on the list move down, and the individual you moved ends up in the row that you selected in step 3.

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

Sorting Children by Birth Order

To sort children by birth order on the Family Page:

1. Go to the Family Page where you want to sort the children.
2. From the **People** menu, select **Sort**.
Family Tree Maker tells you that it is sorting the children.
3. Click **OK** to continue.

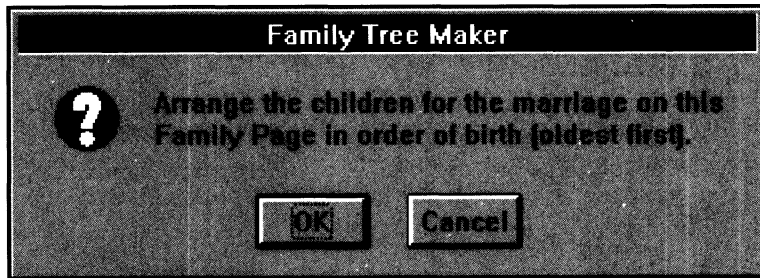


Figure 3-12. The Sort Children confirmation message

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

Note: If a date field is blank, that child will sort at the top of the list. If a date field has a question mark (?), that child will sort at the bottom of the list. If you don't know the exact birth date of a child, but know that it was born before or after another child, use a Before or After date prefix. See Figure 3-5 on page 72 for information on entering estimated dates.

Entering Information About Other Relatives

Family Tree Maker automatically creates Family Pages for the parents and children of every individual you enter on the current Family Page. It doesn't automatically create Family Pages for the cousins, great uncles, and so on. To enter family information about other relatives, you first should fill in the Family Page of the individuals that link the other relatives to the individuals that are already in your Family File.

For example, to enter information about your paternal uncle's family, you first fill in your father's Family Page, and then fill in his father's (your grandfather's) Family Page. On your grandfather's Family Page you'll enter your uncle as a child. You can then go directly to your uncle's page from your grandfather's page, and enter his family information.

In other words, you can get to any relative's family by going through a parent, spouse, or child of someone already in your Family File. Once you have created a page for a relative, you can go directly to their page in other ways (see Chapter 4, "Moving Around," beginning on page 85).

Entering Intermarriages

You may find out that somewhere in your family, a set of cousins got married, or two brothers married two sisters. In these cases, individuals would logically appear twice in your file. Family Tree Maker allows you to enter these individuals without duplicating all of their information.

To enter an intermarriage:

1. On the Family Page where each individual appears as a child, enter all of their information.
2. Go to the Family Page of one of the individuals. Enter only the name and birthdate of their spouse. Don't enter the spouse's parents a second time!

Make sure that the names and birthdates match the ones you entered in step one *exactly*. Family Tree Maker compares the information on the Family Pages to find out if you have the same individual entered more than once.

3. Family Tree Maker will ask if the two individuals are the same. If it doesn't ask, double check to make sure that the names and birth dates are exactly the same, and that you didn't enter parents on both Family Pages.
4. Click **Yes**.

Family Tree Maker "links" the two together.

Chapter 4

MOVING AROUND



Pictured here are Daniel Kraft, who designed the Family Tree Maker dialog boxes, and his two nephews, Neal and Curtis Luitjens in 1978. Daniel (right) and his nephews had just finished romping in a mud puddle on the Kraft family farm near Brewster, Minnesota.


MOVING AROUND

A complete family tree is, of course, made up of more than just one nuclear family on one Family Page. This means that once you've filled out your first Family Page, you need to continue filling out Family Pages to finish describing your ancestors and descendants. Family Tree Maker makes it easy for you to get to other Family Pages so that you can quickly see or change them.

Note: Be sure that you're not creating a new Family File for each new Family Page. All of your Family Pages should be in the same Family File so the information contained on them can be printed in the same family tree. The only exception to this is if you're creating a Family File for someone who is completely unrelated to your family, such as a neighbor.

MOVING BETWEEN FAMILY PAGES

You can display the Family Pages of parents and children by clicking the tabs on the right side of the Family Page. There's also an index of all the individuals in your Family File that you can use to find and display any Family Page almost instantly, no matter how many Family Pages you have. This chapter tells you how to move to all these Family Pages.

Remember, don't be afraid to experiment. If you get lost, you can press  at any time to get on-screen help.

Every individual appears on at least two Family Pages. An individual appears as a child at the bottom of his or her parents' Family Page and also as a husband or wife (or potential husband or wife) on a different Family Page.

When you enter an individual on one page, Family Tree Maker automatically places that individual on the other page to make it easy for you to add new information (see Figure 4-1 on page 86).

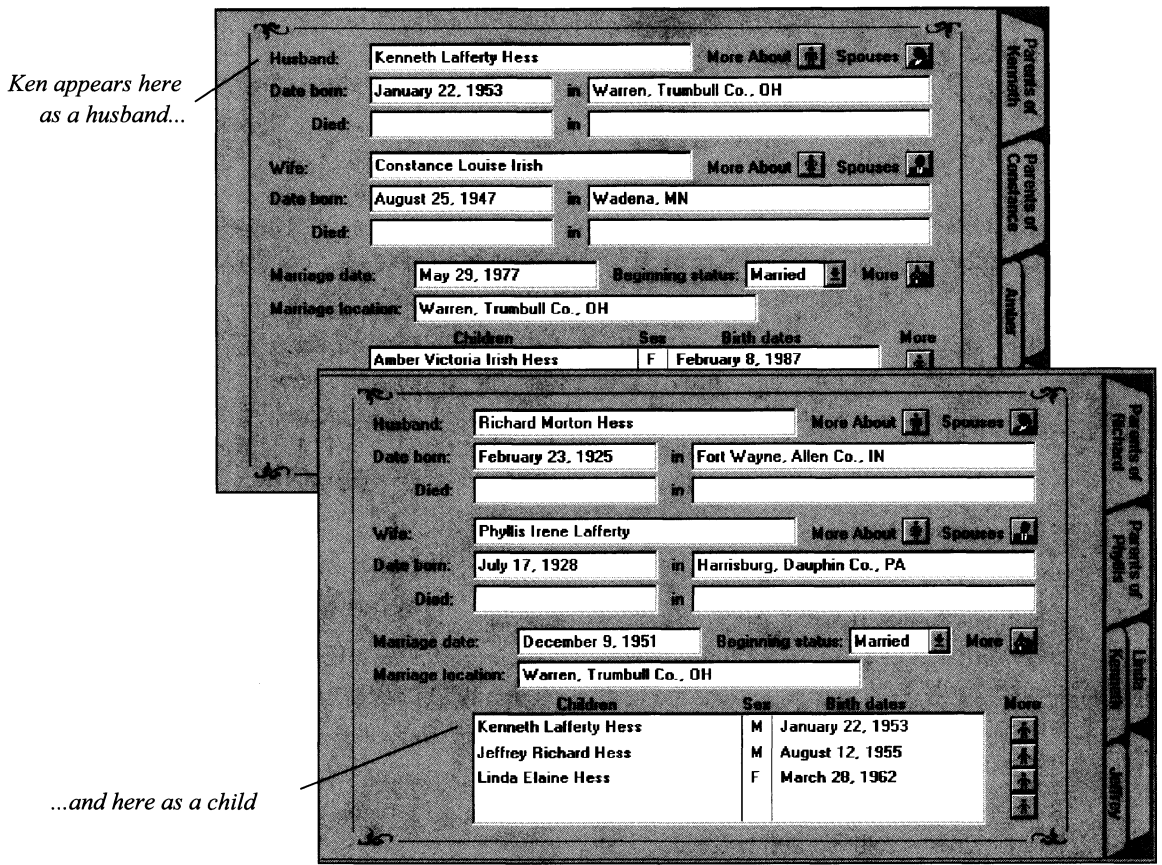


Figure 4-1. An individual is on two Family Pages

An individual appears on more than two Family Pages if that individual has had more than one spouse. For each additional spouse, there is an additional Family Page where you can enter that spouse's name and the names of any children from that marriage. For information on how to create additional Family Pages for additional marriages, see "Other Spouses" on page 89.

Parents' Family Page

To go to the parents of an individual in your Family File, you need to display the Family Page of the parent. For example, to go to the current wife's parents, click the tab on the right side of the Family Page that says "Parents of <wife>." You can also press **F4**. Family Tree Maker then displays a Family Page with the wife listed as a child, and "Husband" and "Wife" fields where her parents should be entered.

To go to the current husband's parents, click the tab on the right side of the Family Page that says "Parents of <husband>." You can also press **F5**. Family Tree Maker then displays a Family Page with the husband listed as a child, and "Husband" and "Wife" fields where his parents should be entered.

The screenshot shows a Family Page for Richard Morton Hess and Phyllis Irene Lafferty. The page includes fields for names, birth dates, and locations. A table lists their children: Kenneth Lafferty Hess (born 1953), Jeffrey Richard Hess (born 1955), and Linda Elaine Hess (born 1962). On the right side, there are three vertical tabs: "Parents of Richard", "Parents of Phyllis", and "Linda Kenneth Jeffrey".

Children	Sex	Birth dates
Kenneth Lafferty Hess	M	January 22, 1953
Jeffrey Richard Hess	M	August 12, 1955
Linda Elaine Hess	F	March 28, 1962

Click here to go to Richard's parents' Family Page...

... or here to go to Phyllis' parents' Family Page

Figure 4-2. Moving to an individual's parents' Family Page

Child's Family Page

To go to the Family Page of a child, click the tab labeled with that child's name. This tab is located on the right side of the Family Page. You can also click the child's name and press **F6**. Family Tree Maker then displays a Family Page with the child listed either as a husband or wife, and a "Children" list where his or her children should be entered (see Figure 4-3).

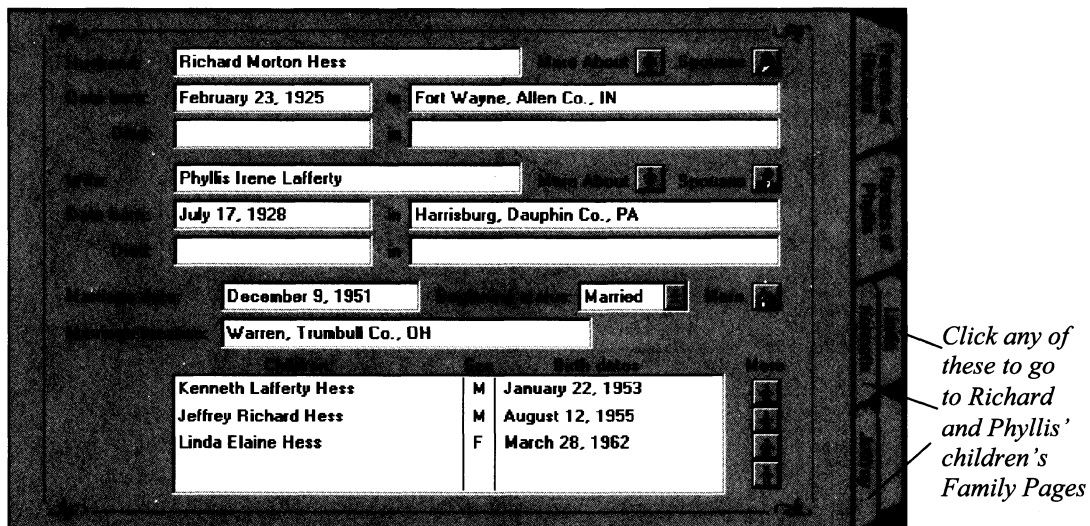


Figure 4-3. Moving to a child's Family Page

Siblings' Family Page

A sibling is an individual's brother or sister. To go to the Family Page of a husband's or wife's sibling:

1. Click the tab for the husband's or wife's parents.

Family Tree Maker displays the Family Page of the parents.

2. On the parents' Family Page, click the tab labeled with the name of the child whose Family Page you want to see.

If the child whose Family Page you want to see is not visible in the "Children" list, use the scroll bar on the right side of the list to scroll through the children.

If you press **F8** when the cursor is in either the "Husband" field or the "Wife" field, Family Tree Maker goes to the Family Page of the husband's or wife's next sibling. (The "next" sibling is the sibling that is listed directly below the individual in the "Children" list on their parents' Family Page.)

If you press **alt** + **F8** when the cursor is in the "Husband" or "Wife" field, Family Tree Maker goes to the Family Page of the husband's or wife's previous sibling. (The "previous" sibling is the sibling that is listed directly above the individual in the "Children" list on their parents' Family Page.)

Husband:		Richard Morton Hess	More About	Spouses
Date born:	February 23, 1925	in Fort Wayne, Allen Co., IN		
Died:		in		
Wife:		Phyllis Irene Lafferty	More About	Spouses
Date born:	July 17, 1928	in Harrisburg, Dauphin Co., PA		
Died:		in		
Marriage date:	December 9, 1951	Beginning status:	Married	More
Marriage location:	Warren, Trumbull Co., OH			
Children		Sex	Birth dates	More
Kenneth Lafferty Hess		M	January 22, 1953	
Jeffrey Richard Hess		M	August 12, 1955	
Linda Elaine Hess		F	March 28, 1962	

Click either of these to go to Linda's siblings' Family Pages

Figure 4-4. Moving to a sibling's Family Page

Other Spouses

When an individual has more than one marriage, you must create a separate Family Page for each additional spouse. The individual with multiple spouses will then be on multiple Family Pages.

Creating Additional Spouses

To create a Family Page for another spouse:

1. Bring up the Family Page that shows the husband or wife for whom you want to create another spouse. (Use either the Index of Individuals, described on page 92, or Find Individual, described on page 97, to change Family Pages.)
2. Click **Spouses** for the individual that you're creating a new spouse for. It's located to the right of that individual's name.

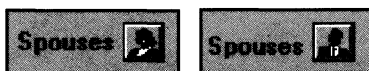


Figure 4-5. The Spouses buttons

Family Tree Maker displays the Spouses dialog box. You have the choice of going to an existing spouse, creating a new spouse, or choosing a preferred spouse.

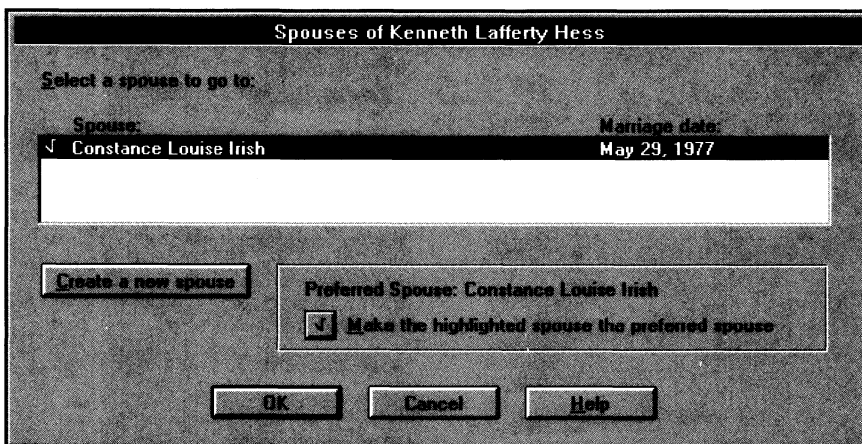



Figure 4-6. The Spouses dialog box

-
-
3. Click **Create a new spouse** to enter information about the new spouse.

Family Tree Maker takes you to a new Family Page showing the individual you were creating a new spouse for, and an empty space to enter the new spouse in.

Displaying the Family Pages of Other Spouses

To see the Family Page of another spouse:

1. On the Family Page, click **Spouses** for the individual whose Spouses dialog box you want to see. Or, click on the name of the individual whose Spouses dialog box you want to see, then press .

Family Tree Maker displays the Spouses dialog box.

2. In the **Select a spouse to go to** list, click the name of the spouse whose Family Page you want to see, and then click **OK**.


Family Tree Maker takes you to the Family Page containing the spouse that you just selected.

Selecting the Preferred Spouse

The Family Page of an individual and that individual's **preferred spouse** is the Family Page that Family Tree Maker will display when navigating to that individual. For example, John has had two spouses, Susan and Mary. Mary is his preferred spouse. When you go to John's Family Page, you will see the Family Page that shows Mary as his wife.

Of course, you can still go to the Family Pages that contain an individual's other spouses, as described in "Displaying the Family Pages of Other Spouses" above.

To select an individual's preferred spouse:

1. On the Family Page, click **Spouses** for the individual whose Spouses dialog box you want to see. Or, click on the name of the individual whose Spouses dialog box you want to see, then press .

Family Tree Maker displays the Spouses dialog box.

2. In the **Select a spouse to go to** list, click the name of the spouse that you want to be the preferred spouse.
3. Click the **Make the highlighted spouse the preferred spouse** button.

-
-
4. Click **OK** when you've made your selection.

Family Tree Maker displays the Family Page containing the preferred spouse.

You can change your preferred spouse selection at any time by repeating the four steps above.

Adding Unrelated Individuals

You can use the **Add unrelated individual** command to add an individual whom you know is somehow related to you, but you're not sure how.

To add an unrelated individual to your Family File:

1. From the **People** menu, select **Add Unrelated Individual**.
2. Family Tree Maker takes you to a blank Family Page. Enter the individual's name, sex, and birth and death dates in the appropriate fields.

Note: Because this individual is not currently related to anyone in your file, you will need to use the Index of Individuals to navigate to any other Family Page.

The individual that you entered is now in your Index of Individuals. They will **not** print in trees or appear in Kinship reports until they are attached to the rest of the family. When you find the link between this individual and your family, you can use the Attach Spouse or Attach Child command, described in Chapter 6, to connect them to the rest of your family.

THE INDEX OF INDIVIDUALS

The **Index of Individuals** is another view of the family information that you've entered into Family Tree Maker. In this view, Family Tree Maker shows a list of the names, birth dates, and death dates of every individual that you've entered in your Family File.

Viewing The Index Of Individuals

To view the Index of Individuals, click **View** on the menu bar and select **Index of Individuals**. Or, press **[F2]**. Family Tree Maker displays the Index of Individuals. The individuals are listed alphabetically by last name, and each individual's birth and death dates are listed next to his or her name.

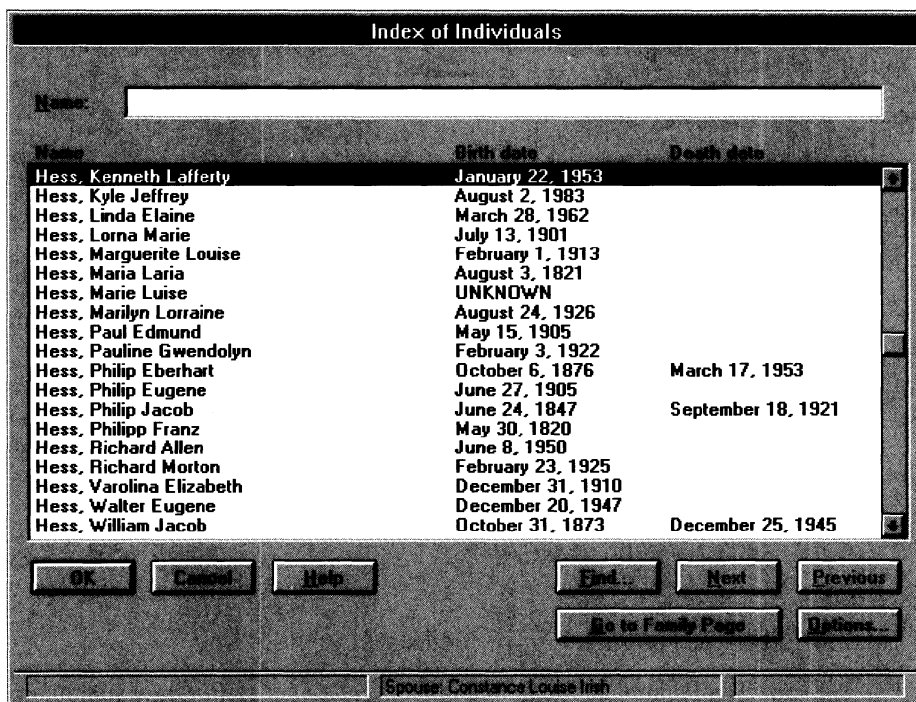










Figure 4-7. The Index of Individuals

Note: You'll see that individuals with nicknames (aka's) appear in the index twice, one entry for each of their names.

Moving Around In The Index Of Individuals

There are three ways to scroll up and down through the names listed in the Index of Individuals. Each of these methods is described below.

Using the Navigational Keys

You can use , , , and  to move up and down through the Index of Individuals. If you press  or , the highlight will move up or down by one name. If you press  or , the highlight will move up or down by a full screen's worth of names.

Doing a Quick Search

With a quick search, you can find an individual in the Index of Individuals just by typing their name.

To use the quick search feature:

1. Click in the **Name** field at the top of the screen.
2. Start typing the last name of the individual that you want to find.

With each character you type, you will get closer to the name you are looking for. You can type part or all of the name, as long as it is in the same format as the Index of Individuals (Last name, First name Middle name).

Note: You cannot use this search feature when the Index of Individuals is arranged by birth dates rather than by last names. If you still want to use this search feature, simply change the arrangement back to Last name. See “Rearranging the Index of Individuals” on page 96.

Using Find Name

To use the Find Name command in your Index of Individuals:

1. Click **Find**. It’s located at the bottom of the Index of Individuals screen.

Family Tree Maker displays the Find Name dialog box.

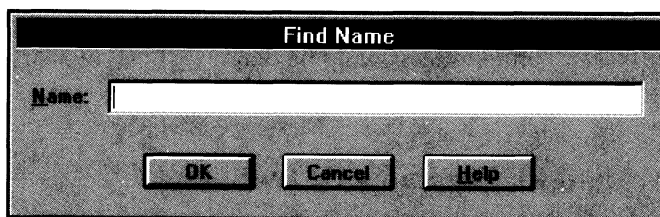


Figure 4-8. The Find Name dialog box

2. Type an individual’s name.

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

-
-
3. Click **OK** to begin searching.

Family Tree Maker highlights the name of the first individual meeting your request. If there are no matches, Family Tree Maker displays a message telling you this.

4. If you want to continue searching through the list of names, click **Next** to move to the next name that meets your request.

Once you have moved past the first match in the list, you can also click **Previous** to go back to previous matches.

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

Moving To Other Views From The Index Of Individuals

Once you find the name of the individual that you are looking for, you can do one of two things.

- Click **Go to Family Page** to go to the Family Page of the individual whose name is highlighted. That individual will be shown as a husband or wife on the Family Page.

If the individual has been married more than once, Family Tree Maker either shows you the Family Page of the first marriage, or, if you have selected a preferred spouse for that individual, Family Tree Maker shows you the Family Page with the preferred spouse. (See "Selecting a Preferred Spouse" on Page 91.)

- Click **OK** to go to the **current view** of the individual whose name is highlighted. The current view is the view that you were looking at before you opened the Index of Individuals. For example, if you were previously looking at an Ancestor tree, clicking OK in the Index of Individuals would take you to an Ancestor tree for the individual whose name is highlighted. Or, if you were previously looking at a Family Page, clicking OK in the Index of Individuals would take you to the Family Page containing the individual whose name is highlighted.

Note: If you are reading through this manual chapter by chapter, you probably aren't familiar with many parts of Family Tree Maker besides the Family Page, so we suggest that you click "Go to Family Page." Later, as you learn more about Family Tree Maker, you will feel more comfortable clicking OK from the Index of Individuals.

Rearranging the Index of Individuals

To rearrange the list of names in the Index of Individuals:

1. Click **Options**, located at the bottom of the Index of Individuals screen.

Family Tree Maker displays a dialog box containing the following three sorting options: "Last name," "Birth date (oldest first)," and "Birth date (youngest first)."

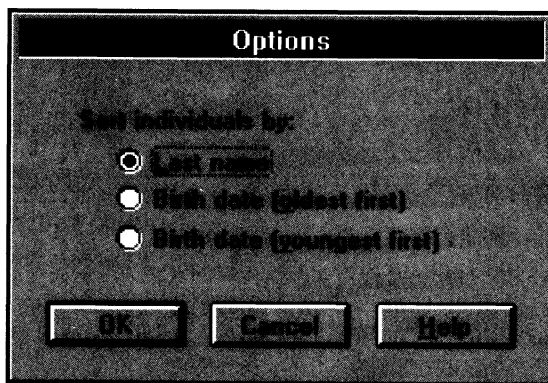


Figure 4-9. Sorting Options dialog box

2. Click the option button for the type of sorting you prefer.

Note: You can only use the quick search feature when the Index of Individuals is sorted by last name.

3. Click **OK** when you've made your selection.

Family Tree Maker sorts the index according the option you chose in step 2.

FIND INDIVIDUAL

Using **Find Individual**, you can quickly locate anyone in your Family File. You can search for individuals using names, dates, comments, or even phrases in the Notes dialog box. You can also search for individuals using parts of information. For example, you can type “jo” and find the name “Jonathan.” Additionally, you can search for all individuals with common information, such as a last name, and you can edit their information along the way.

Searching by Name

To search for an individual in your Family File by name, go to any Family Page and then:

1. From the **Edit** menu, select **Find Individual**.

Family Tree Maker displays the Find Individual dialog box shown in Figure 4-10 on page 98.

2. Click the **Search** field, and then select **Name** from the list that appears.
3. In the **for** field, type the name of the individual you wish to find.

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

4. Click **Find next** to start the search.

Family Tree Maker displays the Family Page of the first individual who matches your request. If no matches are found, the message will say “No individuals found.”

If you like, you can edit this Family Page, and then continue your search by reopening the Find Individual dialog box and clicking “Find Next.” (To reopen the Find Individual dialog box, from the **Edit** menu, select **Find Individual**.)

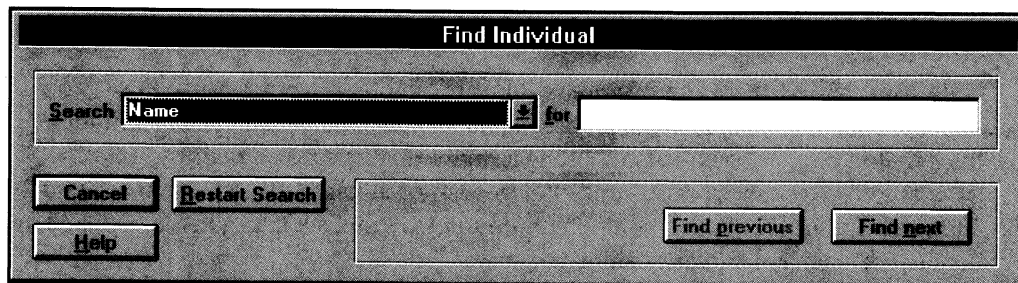


Figure 4-10. The Find Individual dialog box

5. Click **Find next** to continue your search.

Continue clicking “Find next” until you’re done searching or until Family Tree Maker runs out of matches. To go back to previous matches, click “Find previous.”

6. To quit the search, click **Cancel**.

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

7. If you want to go through the same search again, click **Restart Search**.

Family Tree Maker goes back to the beginning of your Family File and searches through it again for the individuals that match your search criteria.

Searching for Other Items

Family Tree Maker can also search for dates, locations, sources, and comments — almost any information that you enter into your Family File. You can also search for parentless, childless individuals to help clean up your Family File. You would want to find parentless, childless individuals in your file so that you can either delete them or attach them to their relatives.

To search on information other than a name, go to any Family Page and then:

1. From the **Edit** menu, select **Find Individual**.

Family Tree Maker now displays the Find Individual dialog box, shown above.

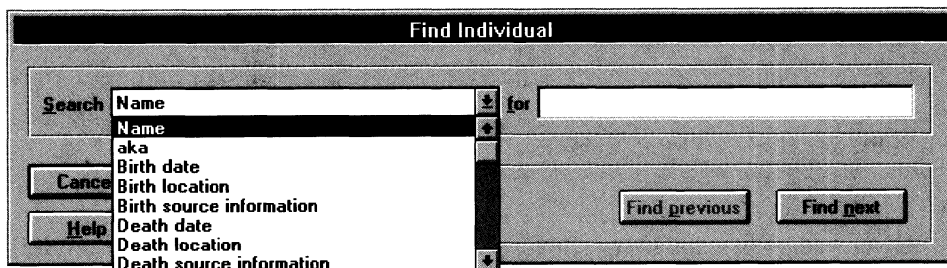


Figure 4-11. Finding other types of information

2. Click the **Search** field, and then choose the item that you want to search on from the list that appears. See Figure 4-11 above.

For example, if you wanted to find an individual with a specific birth date, you would click “Birth date.”

3. In the **for** field, type the information that you want to search for.

For example, if you were searching on the Birth date field and wanted to find individuals born in October, type **October**. Or, if you wanted to find individuals born *before* October of 1988, you would type **<October 1988**. See Figure 4-12 on page 101 for more information.

If the item you are searching for only has certain legal values (such as male, female, and unknown), then a drop-down list may be displayed in the “for” field. If this happens, just choose which of the items listed you want to search for.

4. Click **Find next** to start the search.

Family Tree Maker displays the Family Page of the first individual who matches your request. If no matches are found, the message will say “No individuals found.”

If you like, you can edit this Family Page, and then continue your search by reopening the Find Individual dialog box and then clicking “Find next.” (To reopen the Find Individual dialog box, from the **Edit** menu, select **Find Individual**.)

-
-
5. Click **Find next** to continue your search.

Continue clicking “Find next” until you’re done searching, or until Family Tree Maker runs out of matches. To go back to previous matches, click “Find previous.”

6. To quit the search, click **Cancel**.

If you didn’t find the Family Page you were looking for, try typing a smaller portion of the information. You can search on any part of a word. For example, you could type **1988** to find “October, 1988.”

7. If you want to go through the same search again, click **Restart Search**.

Family Tree Maker goes back to the beginning of your Family File and searches through it again for individuals that match your search criteria.

Searching Tips

- Don’t worry about punctuation. Family Tree Maker ignores punctuation in names when searching.
- You can use any allowable date format. Even though we used only one format in Figure 4-12, feel free to experiment with different date formats, and even partial dates. See page 71 for a list of allowable date formats.
- You can use Find Individual to find and fill in the empty fields in your Family File. Simply type = instead of a name, date, comment, etc. For example, to find all empty marriage date fields, pick “Marriage date” from the “Search” field and type = into the “for” field. Then click “Find next.”
- If you want to search for a specific date, but not in any particular field, choose “Any and all date fields” from the “Search” field.
- If you want to search for a specific set of words, but not in any particular field, choose “Any and all text fields” from the “Search” field.

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

Figure 4-12. Searching for dates

Chapter 5


ENTERING DETAILED INFORMATION



Pictured here are Ted Terashi Nomura and his bride Junko Nakazato. The couple moved to the United States shortly after their wedding in Tokyo, Japan on May 12, 1960. Their daughter, Tina Nomura is Banner Blue's Operations Supervisor.

ENTERING DETAILED INFORMATION

The **More About** dialog boxes provide a place for you to record additional information about an individual. Each individual in your Family File has five More About dialog boxes: the Facts dialog box, the Lineage dialog box, the Medical dialog box, the Address dialog box, and the Notes dialog box. With these dialog boxes, you can keep track of special events, such as baptism or emigration, track your family's medical history, and record all the details that create a concise picture of an individual.

Don't be afraid to experiment while using Family Tree Maker. Remember that if you get lost or have any difficulties, you can press  at any time to get on-screen help.

To display an individual's More About dialog boxes:

1. Go to the Family Page of the individual whose More About dialog boxes you want to see.
2. Click the **More About** button next to that individual's name. Family Tree Maker displays the More About dialog box you were on last, or the Facts dialog box if this is the first time you've used the More About dialog boxes. Each More About dialog box has two parts:
 - On the left, there's an area where you can record information about the individual.
 - On the right, there are buttons that you click to move to the other four More About dialog boxes. For example, to enter medical information, you would click Medical. These buttons appear on each of the More About dialog boxes, so it's easy to move between them.

You'll always know whose More About dialog boxes you're working on, because the top of the dialog box displays the individual's name.

To return to the Family Page from any More About dialog box, from the **View** menu, select **Family Page**, or click the **Fam Pg** button on the Toolbar.

Note: You can also print any or all of the More About dialog boxes. See Chapter 8, "Other Printing."

THE FACTS DIALOG BOX

The **Facts** dialog box can show any 13 facts from an individual's life, such as special events, personal characteristics, or favorite activities. (See Figure 5-1.) Enter this type of information in as many of the "Comment/Location" fields as you like. If there is a specific date related to this information, you can enter it in the "Date" field. Otherwise, leave the "Date" field blank. You can change the field labels (see "Preferences for Field Labels" on page 65), but keep in mind that the new field labels will appear on every Facts dialog box in Family Tree Maker.

Family Tree Maker can print the information contained in the "Comment/Location" field in your trees. If Family Tree Maker needs to shorten these fields it will simply truncate them during printing.

The "Comment/Location" fields can hold up to 80 characters. If you want to enter longer stories or biographical sketches to store separately from your trees, see "The Notes Dialog box" on page 111.

	Date (optional)	Comment/Location
Fact 1:	January 22, 1953	Warren, Trumbull Co., OH
Fact 2:		
Fact 3:		
Fact 4:		
Fact 5:		
Fact 6:		
Fact 7:		
Fact 8:		
Fact 9:		
Fact 10:		
Fact 11:		
Fact 12:		
Fact 13:		

Figure 5-1. The Facts dialog box

THE LINEAGE DIALOG BOX

The **Lineage** dialog box contains fields for recording any special information about the relationship between an individual and their parents, for example an adoption. The Lineage dialog box is also where you enter nicknames. The rest of this section describes how you can use each of the fields in the Lineage dialog box (see Figure 5-2 on page 108).

This person is also known as (aka) — This field is where you enter an individual's nickname. You can choose to print an individual's nickname in family trees and other documents, so it's important to use this field correctly. If an individual has had a nickname, a name change, or a hyphenated married name, you should record it as follows.

In the Family Page, make sure you enter the individual's full name, for example, **Jonathan Robert Brown**. Then, in the Lineage dialog box enter the nickname, for example, **John Brown**. You wouldn't just enter **John** in the Lineage dialog box because then if you chose to print nicknames in trees, that individual would only show up as "John" without any last name. Here's another example: In the Family Page, you could enter the full name **Gerald Charles Jansen**, and then in the Lineage dialog box you could enter the nickname **Bud Jansen**. Then if you chose to print nicknames in trees, this individual would appear correctly as "Bud Jansen," and not just as "Bud."

You can enter up to 48 characters in this field.

For information about including nicknames in your family trees, see "Formatting Items to Include" in Chapter 7.

Reference number — This field can contain any numbers or letters that you choose. You might use this number as part of your own paper filing system. Its use is entirely optional.

Note: Family Tree Maker can create Ahnentafel (standard) numbers automatically when you print Ancestor trees. They have nothing to do with what you enter in the Reference number field. See page 148 for information about Ahnentafel numbering.

Figure 5-2. The Lineage dialog box

Relationship with Mother and Relationship with Father — Use this field to record special parent/child relationships. If a special relationship exists with either parent, select the appropriate parent’s check box. Then, select “Adopted,” “Foster,” or “Unknown.” If the individual is a natural child of the parents, you do not need to use these fields.

Exclude from Trees and Kinship if not in bloodline — Many people only want to include blood relations in family trees and Kinship reports. If you don’t want an individual to print in trees or to show up in Kinship reports, select the “Exclude from Trees and Kinship if not in bloodline” check box. If you decide not to have an individual print in trees, then that individual *and* their descendants *will not* print in Descendant trees. Also, that individual’s ancestors *will not* print in Ancestor trees.

Note: This option is only available if you have selected one of the “Relationship with” check boxes.

Exclude from Calendars — If you don’t want an individual to print in calendars, select the “Exclude from Calendars” check box. Only the individual that you selected is affected. That individual’s ancestors and descendants *will* print in calendars.

THE MEDICAL DIALOG BOX

The **Medical** dialog box contains fields where you can record physical and medical information about an individual, including height, weight, cause of death, and medical history. (See Figure 5-3.) If the individual has more information than will fit here, you can use the Notes dialog box to record additional medical information. You can also use the Facts dialog box if you want to record dates of medical events.

The screenshot shows a dialog box titled "More About Kenneth Hess - Medical". On the left, there are labels for "Height:", "Weight:", "Cause of death:", and "Medical information:". The "Height:" field contains "6" in a box, "ft." in text, "0" in a box, and "in." in text. The "Weight:" field contains "155" in a box, "lb." in text, "0" in a box, and "oz." in text. The "Cause of death:" field is a single-line text box. The "Medical information:" field is a larger multi-line text box. On the right side, there is a vertical toolbar with five icons and labels: "Facts" (document with magnifying glass), "Address" (envelope), "Medical" (stethoscope and pills), "Lineage" (document with "Adopt" and "E. Higgins" written on it), and "Notes" (notepad and pen).

Figure 5-3. The Medical dialog box

Height — Use this field to record an individual’s adult or current height. If your system is set for metric units, enter the individual’s height in meters. If your system is set for English units, enter the individual’s height in feet and inches.

Weight — Use this field to record an individual’s adult or current weight. If your system is set for metric units, enter the individual’s weight in kilograms. If your system is set for English units, enter the individual’s weight in pounds.

Cause of death — Use this field to record the cause of an individual’s death. You can enter up to 80 characters here.

Medical information — You can enter any type of medical information about the individual in this field. You might want to record diseases, allergies, or serious illnesses that the individual had during his or her life.

You might not get a disease just because an ancestor had it, but the odds could be higher. With the advice of your doctor, you might want to adjust your personal habits based on your family history.

Note: The people who wrote this program are not medical professionals. The fact that your family members may have had a particular disease doesn't necessarily mean that a genetic basis exists for that disease. Consult a medical professional for information about specific illnesses.

THE ADDRESS DIALOG BOX

In the **Address** dialog box, you can record an individual's address and phone number. This information can be useful if you're planning to send invitations to a family reunion or other family gathering. Or, sometimes it can be fun to visit old family homes.

More About Kenneth Hess - Address and Phone(s)

Name:	Kenneth Lafayette Hess
Street 1:	P. O. Box 7865
Street 2:	
City:	Fremont
State or province:	CA
Zip or postal code:	94537
Country:	
Phone(s):	(510) 794-6850

Buttons: Facts, Address, Medical, Adopt & Register, Lineage, Notes

Figure 5-4. The Address dialog box

Street 1 and Street 2 — Type the house or apartment number and street name in the “Street 1” field. You only need to use the “Street 2” field if the address is particularly long.

Phone(s) — You can enter more than one phone number in this field. Use whatever method you prefer to separate them, such as a comma, semicolon, or the word “or.”

THE NOTES DIALOG BOX

The **Notes** dialog box is a mini-word processor. You can use it to enter and organize virtually any information, including a family member’s favorite recipes, jokes, or even a short biography. You cannot print information in the Notes dialog box in your trees, but you can print them on separate pages for easy filing. See Figure 5-5 for a sample Notes dialog box, and see Figure 5-6 on page 112 for a summary of what you can do there.

Note: If you’re not familiar with word processors, you’ll find it helpful to do Part II of the Tutorial, page 42 in Chapter 2.

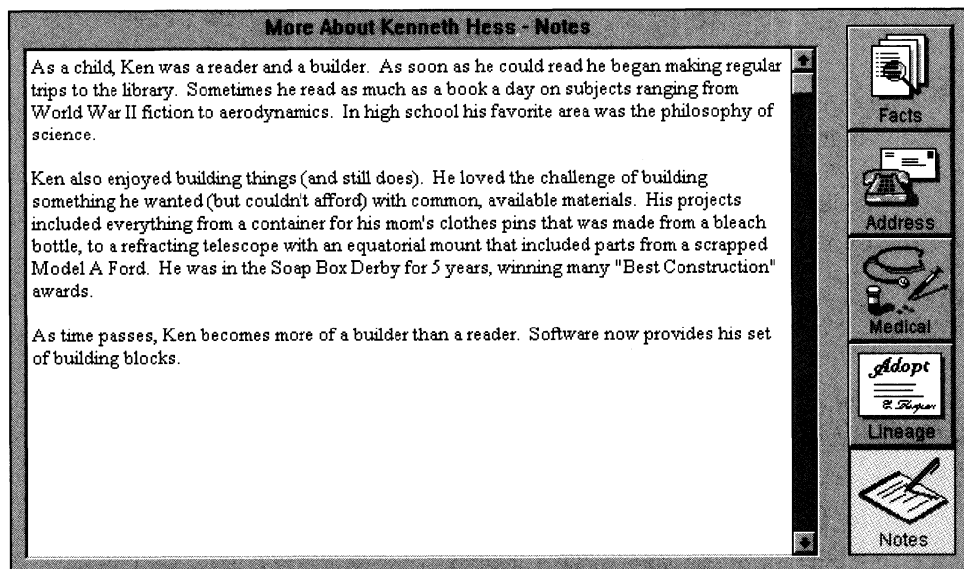


Figure 5-5. The Notes dialog box

Note: If you’d like ideas to help you write about an individual’s life, see page 227 for information about *Biography Maker*, a program designed for Family Tree Maker customers who are interested in writing biographies of their relatives or autobiographies of themselves.

To do this turn to this section
Use your mouse or keyboard to move the cursor anywhere in your text	“Moving Around...” on page 113
Insert new text, delete old text, and type over existing text	“Editing Text...” on page 114
Restore text that you accidentally just deleted	“The Undo Command” on page 114
Rearrange text by cutting it from one place and pasting it to another	“Cutting and Pasting...” on page 115 , and “Moving and Copying Text from One Notes Dialog to Another” on page 116
Avoid retyping information by copying it from one place and pasting it to another	“Copying and Pasting...” on page 116
Change the text in the Notes dialog box to a different font, size, or style	“Formatting Text...” on page 118
Print the text in the Note dialog box	“Printing Your Notes” on page 188
Take information you’ve typed in the Notes dialog box and export it to another program	“Exporting Text...” on page 122
Get information you’ve typed into another program and insert it directly into the Notes dialog box without retyping	“Importing Text...” on page 120

Figure 5-6. A summary of what you can do in the Notes dialog box

Moving Around in the Notes Dialog Box

You can enter much more text into the Notes dialog box than can appear on the screen at any one time, so to edit your text you need to know how to move up and down through your text. The scroll bar on the right side of the screen is the easiest way to do this. Just place the mouse pointer on the scroll box (that's the small square in the scroll bar), hold down your primary mouse button, and drag the scroll box up or down.

You can also use your keyboard to move through your text. Figure 5-7 shows all of the keys you can use to move around.





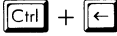

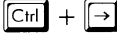





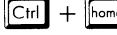

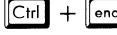

Press this key	To do this
	Move the cursor one character to the left
	Move the cursor one character to the right
	Move the cursor up one line
	Move the cursor down one line
 + 	Move the cursor one word to the left
 + 	Move the cursor one word to the right
	Move up a whole screen's worth of text
	Move down a whole screen's worth of text
	Move the cursor to the beginning of the line
	Move the cursor to the end of the line
 + 	Move the cursor to the beginning of the Notes
 + 	Move the cursor to the end of the Notes

Figure 5-7. How to move around in The Notes dialog box

Editing Text in the Notes Dialog Box

You can perform most editing functions, such as cutting, copying, and pasting, with your mouse. You can also use your keyboard to perform editing functions. Figure 5-8 summarizes the editing keys.










Press this key	To do this
 (backspace)	Delete the character to the left of the cursor.
	Toggle between inserting characters between those already there, and overwriting characters already there.
	Delete the character after the cursor.
 + 	Undo. Reverse your last editing command.
 (tab)	Enter a tab into the text and move the cursor to the next tab stop.
	End a paragraph and move the cursor to the beginning of the next line. At the beginning of a paragraph or blank line,  inserts a blank line. Don't press  at the end of each line.

Figure 5-8. Keys for editing information

The Undo Command

The **Undo** command allows you to reverse your last editing command. You can use Undo to reverse cutting, copying, pasting, deleting, typing, importing, and text formatting.

To undo your last command in the Notes dialog box:

1. Don't type any new text or perform any other editing commands. If you do, you won't be able to undo what you want to undo.

-
-
2. From the **Edit** menu, select **Undo**.

It doesn't matter where your cursor is — Family Tree Maker will remember what your last editing command was and undo it.

Note: If you accidentally deleted text using the Cut command, there is another way to restore it. Simply position your cursor where you wish to replace the text. Then, from the **Edit** menu, select **Paste**.

Cutting and Pasting Text in the Notes Dialog Box

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

To cut and paste text in the Notes dialog box:

1. Highlight the text you want to move.

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

2. From the **Edit** menu, select **Cut**.

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

3. Position your cursor where you want to insert the text. If you want to *replace* a section of existing text with the information that you've just placed to the Clipboard, highlight that text.

4. From the **Edit** menu, select **Paste**.

Family Tree Maker now pastes the text from the Clipboard into your notes, and repositions any existing text, if necessary.

Since the Clipboard is not erased until you use the Copy or Cut command again, you can paste the same text as many different times as you like.

Copying and Pasting Text in the Notes Dialog

You can copy any amount of text and insert it any place you want. This is called **copying and pasting**.

To copy and paste text in the Notes dialog box:

1. Highlight the text you want to copy.

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

2. From the **Edit** menu, select **Copy**.

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

3. Position your cursor where you want to insert the text. If you want to *replace* a section of existing text with the information that you've just copied to the Clipboard, highlight that text.

4. From the **Edit** menu, select **Paste**.

Family Tree Maker now pastes the text from the Clipboard into your notes, and repositions any existing text, if necessary.

Since the Clipboard is not erased until you use the Copy or Cut command again, you can paste the same text as many different times as you like.

Moving or Copying Text from One Notes Dialog Box to Another

You can move or copy sections of text from one individual's Notes dialog box to another individual's Notes dialog box.

To perform this operation, start with the individual who has the text you want to move or copy:

1. Display that individual's Notes dialog box.
2. Highlight the text you want to move or copy.

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

-
-
3. From the **Edit** menu, select **Cut** if you wish to move the text, or select **Copy** if you wish to copy this text to another Notes dialog box.

You can now use the Paste command to insert the contents of the Clipboard into any location in anyone's Notes dialog box.

4. From the **View** menu, select **Index of Individuals**.

Family Tree Maker displays the Index of Individuals.

5. Select the individual whose notes you want to transfer text to and then click **OK**.

Family Tree Maker displays the Notes dialog box for that individual.

6. Position your cursor where you want to insert the text. If you want to *replace* a section of existing text with the information that you've just copied to the Clipboard, highlight that text.

7. From the **Edit** menu, select **Paste**.

Family Tree Maker pastes the text from the Clipboard into the Notes for this individual, and repositions any existing text, if necessary.

Since the Clipboard is not erased until you use the Copy or Cut command again, you can paste the same text as many different times as you like.

Finding Text in the Notes Dialog Box

Using the Find command, you can locate any text in a Notes dialog box.

To find text in a Notes dialog box:

1. Make sure you're in the Notes dialog box that you want to search.
2. From the **Edit** menu, select **Find**. (See Figure 5-9 on page 118.)
3. In the **Find what** field, type the text that you want to find.

If you type the letters "the," you'll locate any word with "the" in it. For example, it would find "there," "These," and "other," as well as "the." If you only want to find the whole word, and not pieces of other words, select the "Match whole word only" check box. If you only want to find words that are capitalized the same way as the text you typed in the "Find What" field, select the "Match case" check box.

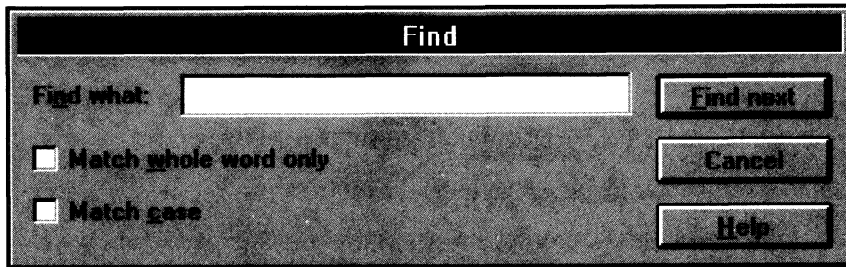


Figure 5-9. The Find dialog box

4. Click **Find next**. Family Tree Maker scrolls down through the text to find what you're searching for.

When Family Tree Maker locates the text, the cursor will stop on it. You can click "Find next" to continue looking or "Cancel" to quit the search.

5. If you didn't start searching at the top, when Family Tree Maker gets to the bottom of your Notes, it will ask if you want to continue the search from the top of the notes. Click **Yes** to continue searching from the top or click **No** to quit the search.

Formatting Text in the Notes Dialog Box

In the Notes dialog box, you can change the font, size, style, and color of the text. However, you cannot format individual words or lines. When you make formatting choices, you are formatting all of the notes for this one individual.

To format text in the Notes dialog box:

1. From the **Format** menu, select **Text Font, Style, & Size**.

Family Tree Maker displays the Text Font, Style, & Size dialog box, as shown in Figure 5-10.

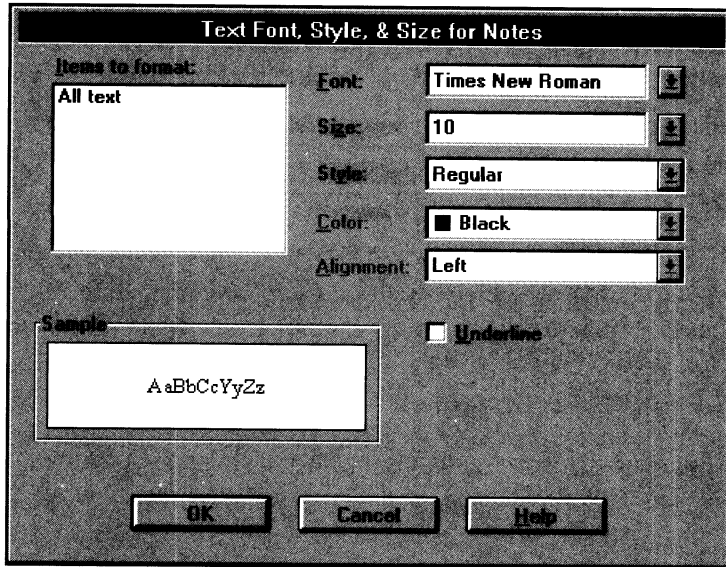


Figure 5-10. The Text Font, Style, & Size dialog box

2. Make your formatting selections from the drop-down lists on the right side of the dialog box.

The “Sample” field shows what your choices will look like.

3. When you’re finished making your selections, click **OK** to return to the Notes dialog box.

Copying Text from Another Windows Program into a Notes Dialog Box

If you have family information in another Windows program, you can copy it to the Clipboard and then paste it into the Notes dialog box. Using the Clipboard to transfer information into Family Tree Maker from another software program only works if the other program is a Windows program. If you want to transfer information from a DOS program into Family Tree Maker, see “Importing Text from Another Program into a Notes Dialog Box” on page 120.

To transfer information from another Windows program into Family Tree Maker:

1. In the other Windows program, copy the information to the Clipboard.

If you need assistance with this, consult the documentation that came with the other program.

2. In Family Tree Maker, go to the Notes dialog box where you want to place the information.
3. Position your cursor where you want to insert the information. If you want to *replace* a section of existing text with the information that you've just copied to the Clipboard, highlight that text.
4. From the **Edit** menu, select **Paste**.

Since the Clipboard is not erased until you use the Copy or Cut command again, you can paste the same information as many different times as you like.

Importing Text from Another Program into a Notes Dialog Box

If you've written paragraphs of family information using another software program such as a word processor, you may be able to import that information into the Notes dialog box and avoid retyping. To do this, the other program must be able to export, or transfer, your information to an ASCII file. ASCII files are generic text files that many programs can read and create. DOS programs create "PC-8" ASCII files, while Windows programs create "ANSI" ASCII files. Check the manual of your other program to see if and how you can export your information to an ASCII file. Look under "ASCII," "PC-8," "ANSI," or "Export" in the index of the other manual.

Once you've created the ASCII file in the other program, you can import its contents into an individual's Notes dialog box. To do this:

1. Go to the Notes dialog box where you want to place the text.
2. Position the cursor where you want to insert the information you're importing. If you want to *replace* a section of existing text with the information that you're importing, highlight that text.
3. From the **File** menu, select **Import Text File**.

Family Tree Maker displays the Import Text File dialog box.

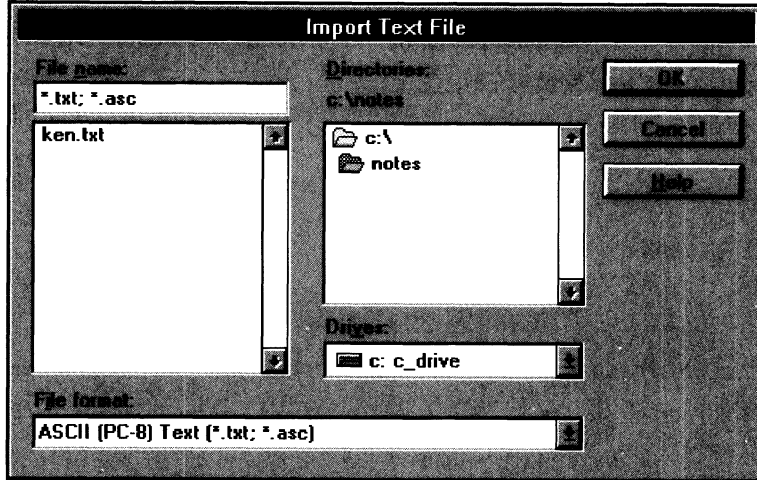


Figure 5-11. The Import Text File dialog box

4. In the **Drives** and **Directories** fields, select the drive and directory where the file you want to import is located.
5. Select the correct file type from the **File format** drop-down list box.
6. From the **File name** list, select the file that you want to import into the Notes dialog.
7. Click **OK**.

Family Tree Maker inserts a copy of the information into the Notes dialog box.

Note: To export your notes to an ASCII file for use in *Biography Maker* or another program, see “Exporting Text from the Notes Dialog into Another Program” on page 122.

Exporting Text from the Notes Dialog Box into Another Program

You can export the text from a Notes dialog box and bring it into another program, such as a word processor. To do this, you create an ASCII text file with Family Tree Maker, and open or import it in the other program. ASCII files are generic text files that many programs can read and create. DOS programs create “PC-8” ASCII files, while Windows programs create “ANSI” ASCII files. Check the manual of your other program to see if your program can read, or import, ASCII files. Look under “ASCII,” “PC-8,” “ANSI,” or “Import” in the index.

To create an ASCII file containing the information in an individual’s Notes dialog box:

1. Go to the Notes dialog box that has the text you want to export.
2. From the **File** menu, select **Export Notes**.

Family Tree Maker displays the Export Notes dialog box.

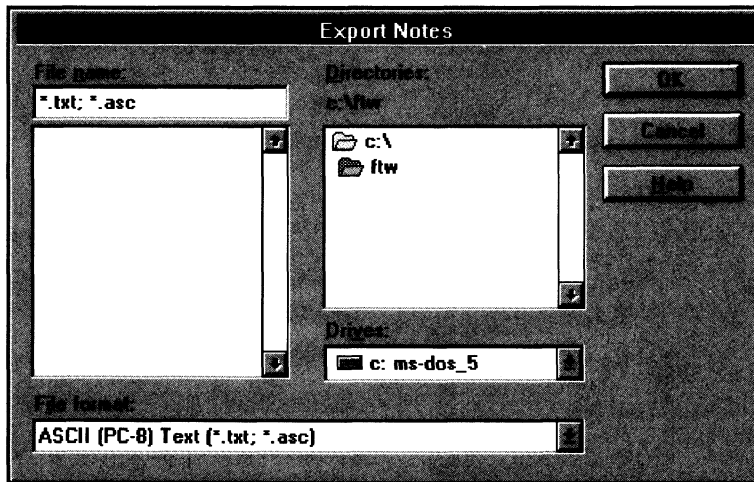


Figure 5-12. The Export Notes dialog box

3. In the **Drives** and **Directories** fields, select the drive and directory where you want to place the file you’re creating.

-
4. Select the correct file type from the **File format** drop-down list box.

See the manual of your other program to find out which type of file you need to create, either ANSI or PC-8. In general, Windows programs can import ANSI files, and DOS program can import PC-8 files.

5. Type a file name in the **File name** field.
6. Click **OK**.

Family Tree Maker creates an ASCII file that you can open with your other program.

THE MORE ABOUT MARRIAGE DIALOG BOX

Each marriage in Family Tree Maker has its own set of More About dialog boxes: a Facts dialog box and a Notes dialog box. You can use these to record information about a specific marriage, such as a special anniversary or something that the couple liked to do together. If the status of the relationship changed over time, you can also record the ending status of the marriage.

To display the More About dialog boxes for a marriage:

1. Go to the Family Page of the couple whose More About dialog boxes you want to see.
2. Click the **More** button next to their marriage.

Family Tree Maker displays whichever of the dialog boxes you used last. If you haven't accessed the More About dialog boxes for a particular marriage yet, then the Facts dialog box will be displayed.

Entering Information in the Facts Dialog Box for a Marriage

On the left side of the Facts dialog box, there are several fields for recording facts about the marriage. On the right, there are two buttons that let you switch between the Facts dialog box and the Notes dialog box for the marriage. We'll talk about the fields on the left first.

End date/location — If the relationship ended, type a date and location into these two fields. If the relationship did not end or is still ongoing, leave these two fields blank.

Ending status — You will want to record an ending status for a marriage if the status of the relationship changed over time. To select an ending status, click the arrow next to the “Ending status” field and then select one of the relationship codes from the drop-down list. For example, if a couple is divorced, you would choose “Divorced.”

Marriage fact date/location — If the marriage has another significant event or date associated with it, you can use these fields to record it. For example, the date of the couple’s engagement, or of a special anniversary.

Reference number — This field can contain any number that you choose, including letters. You might use this number as part of your own paper filing system. Its use is entirely optional.

More About Marriage of Constance Louise With and Kenneth Lafferty Hess - Facts

Ending status: Ongoing

Ending location: [Text Input]

Marriage fact date: [Date Input]

Marriage fact: [Text Input]

Reference number: [Text Input]

Facts

Next

Figure 5-13. A sample More About Marriage Facts dialog box

Entering Information in the Notes Dialog Boxes for a Marriage

To display the Notes dialog box for a marriage, just click the Notes button at the right side of the screen while in the More About Marriage Facts dialog box.

The Notes dialog box associated with a marriage works exactly like the Notes dialog box associated with an individual. If you are unsure how to use the Notes dialog box, see “The Notes Dialog Box” on page 111.

From the **View** menu, select **Family Page** to return to the Family Page.

RECORDING SOURCES FOR YOUR INFORMATION

One of the first commandments of genealogy is to thoroughly document your sources of family information. That way you can return to the source if you have to, and you can know what sources you’ve already checked. If source information has been entered for a field, then there is an “s” next to that field. Source information can be printed in your trees.

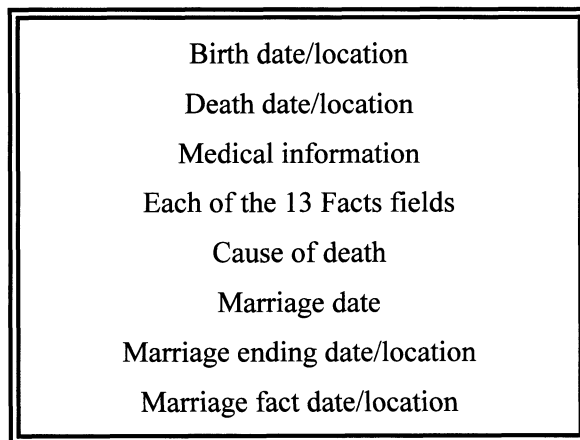


Figure 5-14. Fields that have sources

To record source information for a field:

1. Place your cursor on the field that you want to record source information for.

Note: Each set of date and location fields (such as birth date and birth location) has one source.

-
-
2. Press **Ctrl** + **S** to bring up the Source dialog box for that field.

It contains a field where you can record source information.

3. Type the source information in the field.

For example, if your source of information was an individual, type that individual's name in the field. If your source of information was a church's records, you could enter the type of record used and name and location of the church.

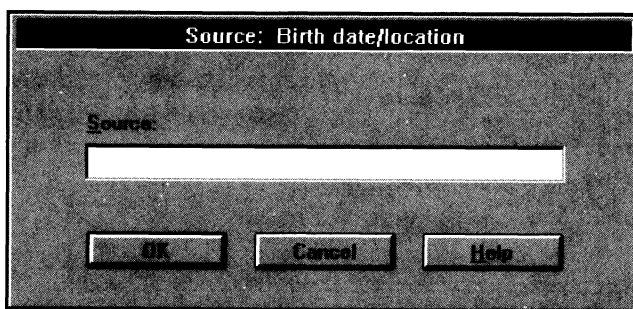


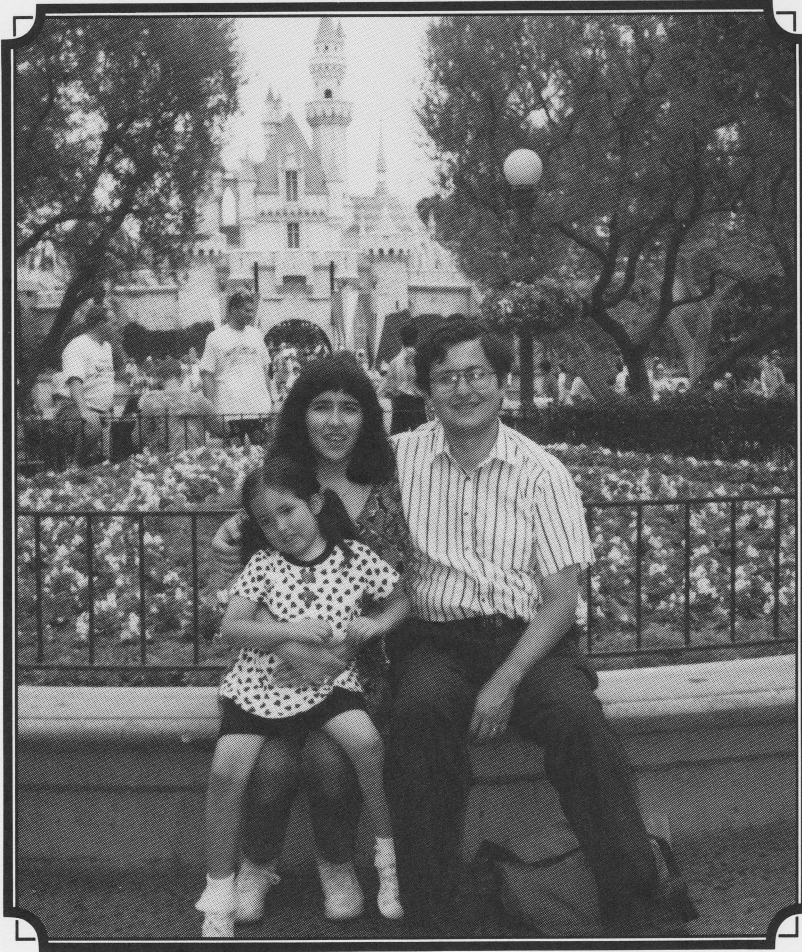
Figure 5-15. The Source dialog box

4. When you're finished entering source information, click **OK**.

Family Tree Maker returns you to the field for which you recorded sources.

Chapter 6

FIXING RELATIONSHIP MISTAKES



Hugo Paz, one of Family Tree Maker's programmers, is pictured here with his family. Hugo, his wife Elizabeth, and his daughter Elizabeth Christine posed for this picture at Disneyland in 1992.

FIXING RELATIONSHIP MISTAKES

From time to time you may find that you've accidentally married someone to the wrong individual or given someone the wrong parents. You may even discover that an individual doesn't belong in your Family File at all. The commands described in this section allow you to modify the relationships you've already created in Family Tree Maker.

DELETE INDIVIDUAL

If you find that you've added an individual to your Family File by mistake, you can use the **Delete Individual** command to remove that individual. You can only delete one individual at a time using this command.

Note: If you've made a mistake entering a single piece of information, such as an incorrect date or location, you don't need to use Delete Individual; just type over the incorrect information. Do NOT type over an individual's NAME unless you are just changing the spelling. If you need to MOVE an individual to a different Family Page, use the Attach and Detach commands described later in this chapter.

To delete an individual:

1. Go to the Family Page of the individual that you want to delete and place the cursor on the individual's name.
2. From the **People** menu, select **Delete Individual**.
Family Tree Maker asks you to confirm the deletion.

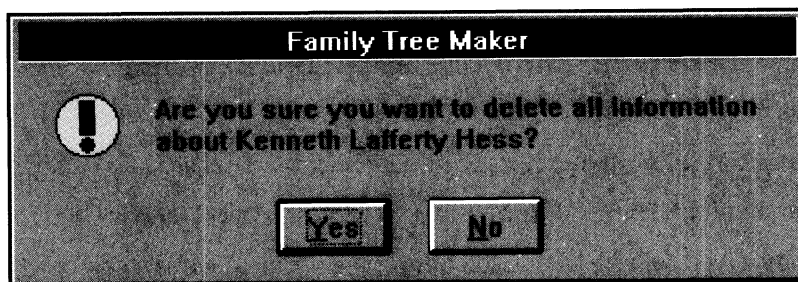


Figure 6-1. The Delete Individual confirmation dialog box

Sometimes when Family Tree Maker deletes an individual, the current Family Page no longer exists. Family Tree Maker tries to bring up the parents of the deleted individual when this happens. If the individual has no parents, Family Tree Maker picks another Family Page to display.

Note: It's important to remember that the Delete Individual command severs all ties that the deleted individual created between any other individuals in your tree. This means that when you've deleted an individual, you may have to reconnect other individuals in your tree. For example, if you delete a single parent, you've disconnected all of that parent's children from the rest of their relatives. Since children are related to other family members only through the parental connection, you must re-attach children to a parent to re-establish their family ties. See "Attach child" on page 132 for information on how to do this.

The following four commands allow you to change relationships you have created in your Family File without removing anyone from the file.

DETACH CHILD

If a child in your Family File appears with the wrong parents, you can use the **Detach Child** command to separate the child from those parents. If the individual you are detaching has children, those children will remain with the detached individual. Only the relationship between the individual that you detach and his or her parents will be severed.

To detach a child from his or her parents:

1. Go to the Family Page of the individual you want to detach.

Note: You must be on the Family Page where the individual you want to detach is shown in the "Children" list. If you're on a page where the individual appears as a husband or wife, go to the Family Page where the individual appears as a child. You can do this by clicking the tab for the Family Page of the individual's parents.

2. Place the cursor on the child you want to detach.
3. From the **People** menu, select **Fix Relationship Mistakes**.
4. From the **Fix Relationship Mistakes** submenu, select **Detach Child**.

Family Tree Maker asks you to confirm the detachment.

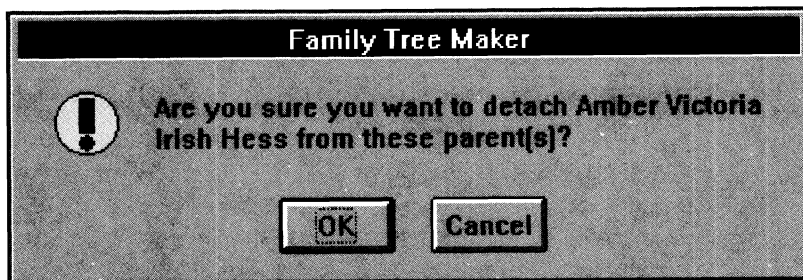


Figure 6-2. The Detach Child confirmation dialog box

If the child has siblings, Family Tree Maker asks if the siblings should be detached as well. If you select **Yes**, Family Tree Maker will detach all siblings from the parents at once and they will remain together as siblings. If you select **No**, only the selected individual will be detached.

To reattach this individual somewhere else in the tree, see “Attach Child,” described on page 132.

DETACH SPOUSE

If Family Tree Maker shows two individuals as married when they actually aren't, use the **Detach Spouse** command to separate them from each other. If these spouses have children listed on their Family Page, the children will remain with the spouse who is not being detached. Use the **Detach Child** command (described on page 130) if you also need to detach the children from the remaining spouse.

To detach someone from his or her spouse:

1. Go to the Family Page of the individual you want to detach.

Note: You must be on the Family Page where the individual you want to detach appears as a husband or wife, not as a child. If you're on a page where the individual is shown in the “Children” list, go to the Family Page where the individual appears as a spouse. You can do this by clicking the tab for the individual.

2. Place the cursor on the spouse you want to detach.
3. From the **People** menu, select **Fix Relationship Mistakes**.
4. From the **Fix Relationship Mistakes** submenu, select **Detach Spouse**.

Family Tree Maker asks you to confirm the detachment.

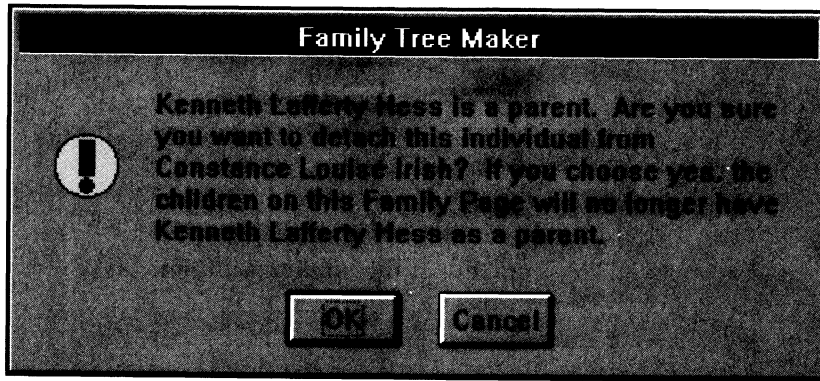


Figure 6-3. The Detach Spouse confirmation dialog box

If the individual you are detaching has children, the children will remain with the spouse who was not detached.

To reattach this individual somewhere else in the tree, see “Attach Spouse” described on page 133.

ATTACH CHILD

If an individual and his or her parents are in your Family File, but the individual does not appear on the parents’ Family Page, use the **Attach Child** command. You only need to use this command when both the child and parents are already in your Family File. If one of them is not in the Family File, just type his or her name on the appropriate Family Page (see “Entering Family Information” on page 65 for more information).

To attach a child to his or her parents:

1. Go to the Family Page where you want the individual to appear as a child (i.e., the page that shows the child’s parents as spouses).
2. From the **People** menu, select **Fix Relationship Mistakes**.
3. From the **Fix Relationship Mistakes** submenu, select **Attach Child**.
Family Tree Maker displays a list of everyone in your Family File.
4. Click the name of the individual that you want to attach as a child.

If you click the name of an “illegal” individual, Family Tree Maker displays an error message and asks you to select another individual. An “illegal” individual is someone that, for logical reasons, could not possibly be the child of the individual. For example, you could not attach an individual’s mother as their child. Anyone who already has parents entered is also “illegal.”

5. Click **OK**.

If the child has siblings, Family Tree Maker will ask if you want to attach all of the siblings to the new parents as well. If you select **Yes**, Family Tree Maker will attach all siblings to the parents at once. If you select **No**, only the selected individual will be attached.

ATTACH SPOUSE

If two individuals are in your Family File, but aren’t married to each other, use **Attach Spouse** to join them. You only need to use this command if both spouses are already in your Family File, but are not married to each other. If only one of the individuals is already in your Family File, just enter the other spouse’s name on that individual’s Family Page (see “Entering Family Information” on page 65 for more information).

Note: Before you can attach a spouse, you must have an opening on the Family Page for it. If you already have two spouses shown on the Family Page, you will need to create a spot for the one you’re attaching by creating an additional spouse. See “Creating Additional Spouses” in Chapter 4.

To attach two individuals as spouses:

1. Go to the Family Page where one of the individuals appears in the husband or wife field.

Note: You must be on the Family Page where the individual to whom you want to attach a spouse appears as a husband or wife, not as a child. If you’re on a page where the individual is shown in the “Children” list, go to the Family Page where the individual appears as a spouse. You can do this by clicking the tab for that individual’s Family Page.

In order to ensure that the children from this marriage will appear on the same Family Page as their parents, make sure that you are on the Family Page where the children and one of the parents appear. That way, Family Tree Maker knows to keep the children with the marriage you are creating.

2. From the **People** menu, select **Fix Relationship Mistakes**.
3. From the **Fix Relationship Mistakes** submenu, select **Attach spouse**.

Family Tree Maker displays a list of everyone in your Family File.

4. Click the name of the individual that you want to attach as a spouse.

If you click the name of an “illegal” individual, Family Tree Maker displays an error message and asks you to select another individual. An “illegal” individual is someone that, for logical reasons, could not possibly be the spouse of the individual. For example, you can’t attach someone as a spouse if doing so would make them their own parent.

5. Click **OK**.

Family Tree Maker asks you to confirm your selection.

Chapter 7

CREATING AND PRINTING TREES



Posing as a Greek goddess in 1906 is Grace Irene Porter, age sixteen. Grace was an artist, whose career included painting gowns for the couturière Madame Jeanette in the 1920's. Grace is the great grandaunt of Kimberly Mullin, one of Banner Blue's technical writers.

CREATING AND PRINTING TREES

Printing beautiful family trees is one of the most rewarding features of Family Tree Maker. When you print a family tree, you have an easy way to see a portion of the information that you've entered into Family Tree Maker.

And, printing family trees is easy. You create a tree by choosing to view your family information as a tree, just as you can choose to view your information on a Family Page or in the Index of Individuals.

TWO TYPES OF TREES

There are two tree views, the **Ancestor Tree** view and the **Descendant Tree** view. These are listed on the View menu. And, the Ancestor Tree view can create two varieties of Ancestor trees: Fit to Page Ancestor trees and Custom Ancestor trees. This means that you can print a total of three different trees.

Each type of tree is described below. Read the descriptions so that you know what each type of tree is all about. There is also a quick reference table on page 140 that summarizes the features of each tree.

Fit to Page Ancestor Trees

A **Fit to Page Ancestor tree** is a one page ancestor tree. Ancestor trees show an individual and that individual's parents, grandparents, great-grandparents, and so on. It does not show that individual's aunts, uncles, nieces, nephews, or cousins — but a Descendant tree, described later in this chapter, does. A sample Ancestor tree is shown in Figure 7-1 on page 138.

Print a Fit to Page Ancestor tree when you want a single page Ancestor tree. However, remember that because Fit to Page Ancestor trees are limited to one page, you have less control over what your tree looks like. For example, the number of generations you can print on a single tree is limited. In addition, Family Tree Maker controls things like the size of the text that prints in the boxes and the tree's layout.

Custom Ancestor Trees

A **Custom Ancestor tree** is an Ancestor tree that can have any number of pages and that you can customize completely. It can be a single page tree or a tree with many pages. You make the selections that determine this.

Choose to print a Custom Ancestor tree when you want more control over the appearance of your Ancestor tree. You can have up to 12 generations, any size text, any size boxes, any tree layout, and many other options. Use these formatting options to personalize trees for yourself and trees that you give as gifts. Each tree can be a little bit different — there are hundreds of combinations.

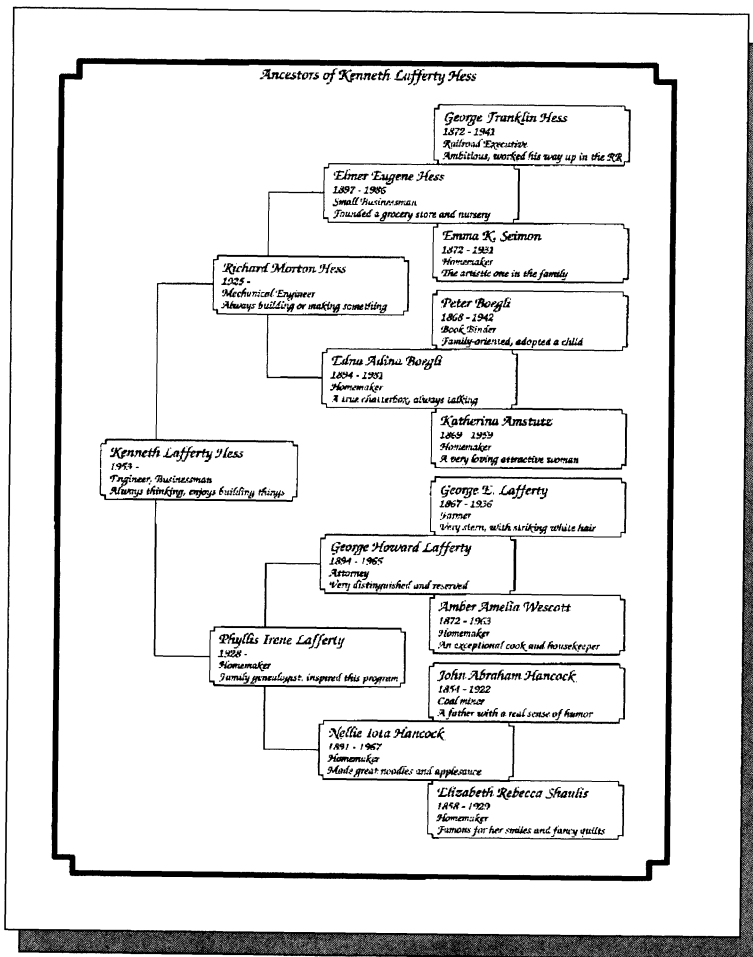


Figure 7-1. An Ancestor tree

Descendant Trees

A **Descendant tree** shows an individual and that individual's children, grandchildren, great-grandchildren, and so on. It also shows brothers, sisters, aunts, uncles, etc. Because Descendant trees include so many individuals, they grow to several pages very quickly.

With Descendant trees you can have up to 50 generations, all types of information in your boxes, and many other formatting options. A sample Descendant tree is shown in Figure 7-2.

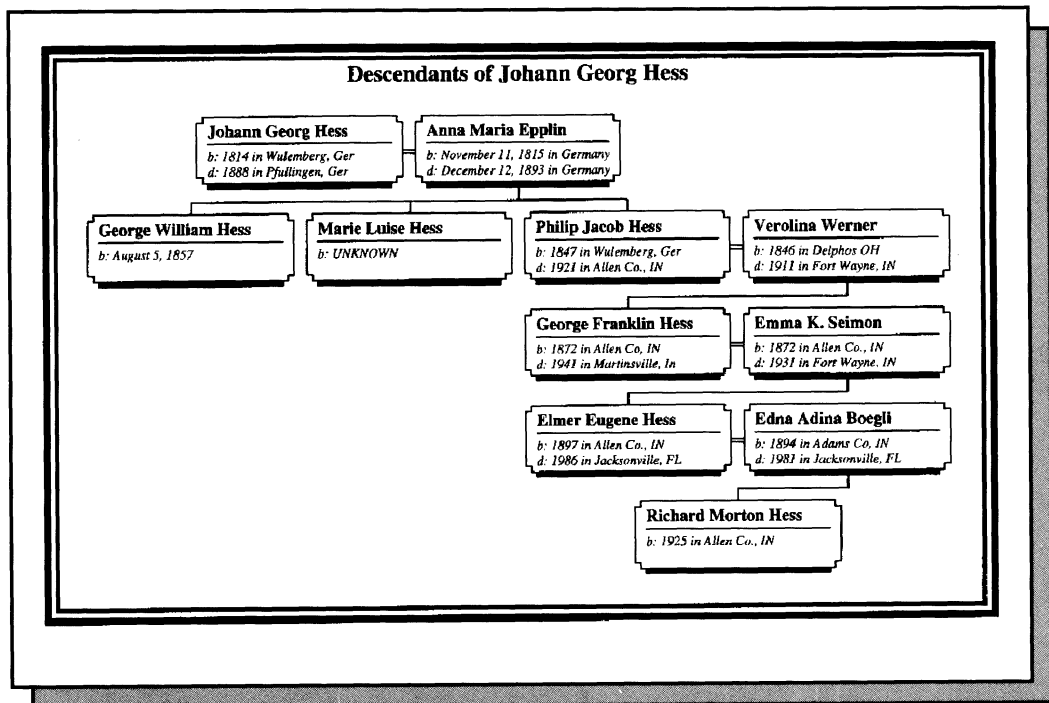


Figure 7-2. A Descendant tree

This tree type...	Has these features...
Fit to Page Ancestor tree	<ul style="list-style-type: none"> • One page <i>only</i> • Limited number of generations • Limited number of fields in each box • Can print Ahnentafel numbers • Limited text size and box size, no word wrapping • No control over tree layout and box width • No control over the way the boxes are connected • Choose box, line, and border styles • Add a title and footnotes • Print column labels, empty branches
Custom Ancestor tree	<ul style="list-style-type: none"> • Any number of pages; up to 110" x 110" • Up to 12 generations • Unlimited number of fields in each box • Can print Ahnentafel numbers • Choose box, line, and border styles • Add a title and footnotes • Print column labels, empty branches • Control over text size and box size • Control over tree layout and box width • Control over the way the boxes are connected
Descendant tree	<ul style="list-style-type: none"> • Any number of pages; up to 110" x 110" • Up to 50 generations • Unlimited number of fields in each box • Choose box, line, and border styles • Add a title and footnotes • Print row labels • Control over text size, box size, and box width • Control over tree layout, but not box connections


Figure 7-3. Characteristics of each type of tree

CREATING A TREE

With Family Tree Maker, your trees can be as simple or as detailed as you wish. They can contain just basic information, such as names and dates, or you can add titles, footnotes, borders, and all kinds of interesting family information to print. You can even control the size of your tree by choosing different items to include in it. It can be small enough to fit on a single sheet of paper or big enough to cover a wall.

There are four main steps to creating trees:

1. Select the primary individual for your tree.
2. Choose the view of the tree that you want to create, either the Ancestor Tree view or the Descendant Tree view.
3. Customize your tree with items such as borders, titles, and footnotes.
4. Print your tree.

Don't be afraid to experiment while you are creating your tree. Remember, if you get lost, you can press  at any time to get on-screen help.

SELECTING THE PRIMARY INDIVIDUAL

In a family tree, the primary individual is the main individual in the tree. For example, in a Descendant tree, the primary individual is the individual at the top of the tree from whom everyone else in the tree descends.

To select the primary individual for your tree:

1. Display the Family Page of the individual that you want to be the primary individual.

Use the Index of Individuals or Find Individual to find that individual's Family Page. The Index of Individuals is described on page 92. Find Individual is described on page 94.

2. Place the cursor on the name of the individual that you want to be the primary individual in your tree.

CHOOSING AND VIEWING YOUR TREE

Once you've located the primary individual for your tree, you need to choose the type of tree you want to create. This is a two step process. First, you'll select a tree **view**, and then, a tree **type**.

To choose a tree:

1. From the **View** menu, select a tree view, either **Ancestor Tree**, or **Descendant Tree**. The following table shows which views to choose for which types of trees.

Choose this view...	To create this kind of tree...
Ancestor Tree view	Fit to Page Ancestor tree (described on p. 137)
	Custom Ancestor tree (described on p. 138)
Descendant Tree view	Descendant tree (described on p. 139)

Figure 7-4. Which view to choose

2. From the **Format** menu, select **Tree Format**.
Family Tree Maker displays the Tree Format dialog box.
3. In the **Type** field, click the option button for the type of tree that you want to create. Your choices will vary, depending on which view you selected in step 1.
Note: If you choose Fit to Page Ancestor tree when you have a Custom Ancestor tree on the screen, Family Tree Maker modifies your tree so that it can fit on a single page. Typically, Family Tree Maker will decrease the number of generations and the size of the text in the boxes. There may be other changes too.
4. Click **OK** to close the dialog box.
Family Tree Maker displays your tree.

Zooming

When you select a tree view, Family Tree Maker displays the entire tree on the screen. With the Zoom command, you can make your tree appear larger, so it's easier to read the text.

To use the Zoom command:

1. From the **View** menu, select **Zoom**.

A cascading menu appears.

3. Make a size selection from the cascading menu.

Size to Window is the default setting; it fits your entire tree on the screen. Actual Size makes boxes the size they are when they print. 200% is the largest size. When your whole tree is not visible on the screen, Family Tree Maker places scroll bars on the bottom and right sides of the tree. You can use these scroll bars to view different sections of your tree.

Showing Page Lines

You can control whether or not dotted lines appear on the screen to show you where your margins are set. These lines will not appear on your printout. From the **View** menu, select **Show Page Lines**. If this option has a check next to it, then page lines will display. Otherwise, they won't.

PRINT NOW, OR CUSTOMIZE YOUR TREE

If you're happy with the way that your tree looks, you can print your tree now. See "Printing Your Tree" on page 162.

If you want to customize your tree, continue with the rest of the sections in this chapter. Each section describes a way that you can modify your tree, such as changing the text style, adding borders, or changing what information is included in your tree. You can go through these sections in any order you want, so experiment with the options until you find a tree that suits your tastes. Then, when you're happy with your tree, go to "Printing Your Tree" on page 162.

CHOOSING THE LAYOUT AND BOX CONNECTIONS

The tree **layout** refers to the placement of the boxes on a page. **Box connections** refer to the way that your tree's boxes are connected to each other. Selecting certain layouts and box connections can be a good way to save space in your tree.

Note: Layout options are only available for Custom Ancestor trees and Descendant trees, not for Fit to Page Ancestor trees.

To choose your tree layout or box connections:

1. Make sure you're in a tree view — there should be a tree on your screen.
2. From the **Format** menu, select **Tree Format**.
Family Tree Maker displays the Tree Format dialog box.
3. Click the buttons that show the layout and connections that you want in your tree.
Experiment! Find the layout and connections that suit your tree best.
4. Click **OK** when you've made your selections.
Family Tree Maker returns you to the tree view.

CHOOSING THE NUMBER OF GENERATIONS

Family Tree Maker lets you choose how many generations are included in your tree. The number of generations that you can have depends on the type of tree that you choose. Fit to Page Ancestor trees can only have up to 6 generations, but all other trees can have many more.

Remember, the more generations you add, the bigger your tree will be. For example, a 10-generation ancestor tree can have 512 boxes in its rightmost column because each of us has 512 seventh great-grandparents (assuming no one married a cousin).

To choose the number of generations to include in your tree:

1. From the **Contents** menu, select **# of Generations to Show**.
Family Tree Maker displays the # of Generations to Show dialog box.
2. Select the number of generations that you want to include in your tree.

3. Click **OK** when you've made your selection.

Family Tree Maker returns you to the tree view.

When you look at a Fit to Page Ancestor tree, you may notice that Family Tree Maker needed to abbreviate some of the names, locations, and biographical information to make all the information fit on a single page. This can happen especially with trees that have 5 or more generations.

SELECTING INFORMATION TO PRINT

With Family Tree Maker, you can choose which information to include in your trees. Each item that you choose to include appears in your tree's boxes.

From the **Contents** menu, select **Items to Include**. Family Tree Maker displays the Items to Include dialog box. It contains two lists. See Figure 7-6, page 146. The list on the right shows which items will be included in each box in your tree. The scrolling list on the left shows which items you can add to the list of items to include in your trees. You can add and delete items to and from the list on the right as often as you like. Remember, however, the more items you choose to include in your tree, the fewer individuals will fit on a page.

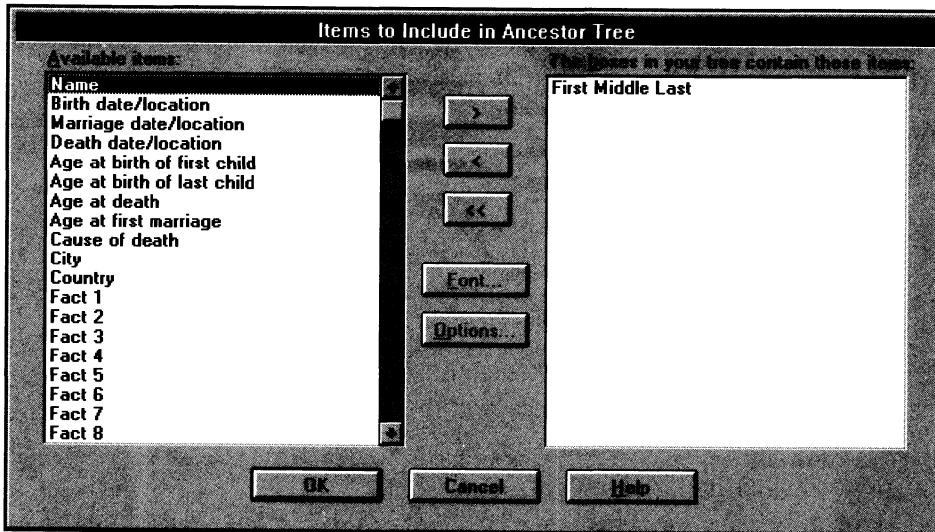


Figure 7-6. Selecting fields to appear in boxes

Select the items that you want to include in your tree's boxes in the order that you want them to appear in the boxes. For example, you would choose **Name** first if you wanted each individual's name to be the first item in your tree's boxes. You would choose **Death date/location** last if you wanted each individual's death date to be the last item in your tree's boxes.

You can place lines and blank rows in your tree's boxes by selecting **Line** or **Blank Row** from the list on the left. You can put many lines and blank rows in each box. In fact, if you want to manually attach photos to your trees after you've printed them, you can add enough blank rows to the list on the right to leave space for the photos. The number of blank rows that you will need to add depends on the size of your photos.

You can also print sources for your information in each box. See "Formatting Items to Include," on page 149.

To add an item to include in each box in your tree:

1. Select an item in the list on the left by clicking it.

Family Tree Maker highlights that item. You can include up to fifty items per box.

-
-
2. Click the **Include** button (the arrow pointing to the right).

The item appears in the list on the right.

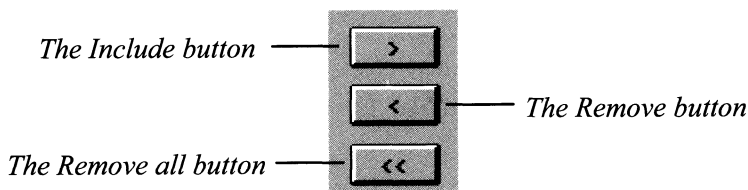


Figure 7-7. The Include, Remove, and Remove all buttons

Instead of selecting an item in the list on the left and then clicking the include button, you can just double-click the item in the list on the left. Double-clicking automatically places the item in the list on the right.

Some items, such as names and dates, require you to make formatting choices. When you need to make a formatting choice, Family Tree Maker automatically displays a dialog box that asks you to make a formatting choice. For more information about making formatting choices for the items in your tree's boxes, see "Formatting Items to Include" on page 149.

You can also format the text that appears in your trees. See "Text Font, Style, & Size: Formatting the Text in Your Tree" on page 153.

3. Click **OK** when you've made your selections.

Family Tree Maker returns you to the tree view.

To remove an item from the list on the right:

1. Select the item in the list on the right by clicking it.

Family Tree Maker highlights the item.

2. Click the **Remove** button (the arrow pointing to the left).

The item disappears from the scrolling list on the right. It will not be included in your tree's boxes.

To delete all items from the list on the right, just click the **Remove all** button (the double arrow that points to the left).

3. Click **OK** when you've made your selections.

Family Tree Maker returns you to the tree view.

Notes about Ancestor Trees

- If you are printing a Fit to Page Ancestor tree and choose more items to print than will fit on one page, Family Tree Maker will automatically remove some items to make it fit.
- With Ancestor trees, you can optionally choose to print the primary individual and the primary individual's spouse in the same box. To do this, select **Spouse (primary individual only)** as an item to print. The spouse of every other individual already appears in his or her own box.
- Reference numbers and Standard numbers can either appear in front of an individual's name or on their own separate lines in Ancestor trees. Reference numbers are numbers that you can create for your own filing system. Standard numbers (Ahnentafel numbers) are automatically generated by a formula. The formula states that an individual's father is twice that individual's number, and an individual's mother is twice that individual's number plus 1. If your Ahnentafel number is 1, your father's number is 2, and your mother's is 3. When you choose to include Standard numbers in your tree, you can specify the starting number for the primary individual; Family Tree Maker calculates the rest for you.
- If you include **Marriage date/location** in Ancestor trees, it will only appear in the Husband's box.

Notes about Descendant Trees

- Reference numbers can either appear in front of an individual's name or on their own separate line in Descendant trees. Reference numbers are numbers that you can create for your own filing system. Standard numbers (Ahnentafel numbers) cannot appear in Descendant trees.
- If you include **Marriage date/location** in Descendant trees, the date will appear in the box of the bloodline descendant's spouse.

FORMATTING ITEMS TO INCLUDE

When you're in the Items to Include dialog box, selecting items to include in your tree's boxes, sometimes a Format dialog box appears. The Format dialog box contains formatting options for the items that you want to include in your tree. Not all items have formatting options, so the Format dialog box does not appear every time you select an item to include in your tree. When the Format dialog box does appear, make your formatting selection and then click **OK**.

Using different formatting options can be a good way to control the size of your tree. For example, some date formats allow you to print the date and location on the same line (making the box shorter but wider) and others allow you to print them on separate lines (making the box taller but thinner).

When you choose to include names in your tree, the **Options: Name** dialog box appears. Along with name formatting options, there is a **Use aka if available** check box. Select this check box if you want individuals' nicknames to appear in trees. If you want reference numbers to print on the same line as the name, select the appropriate check box.

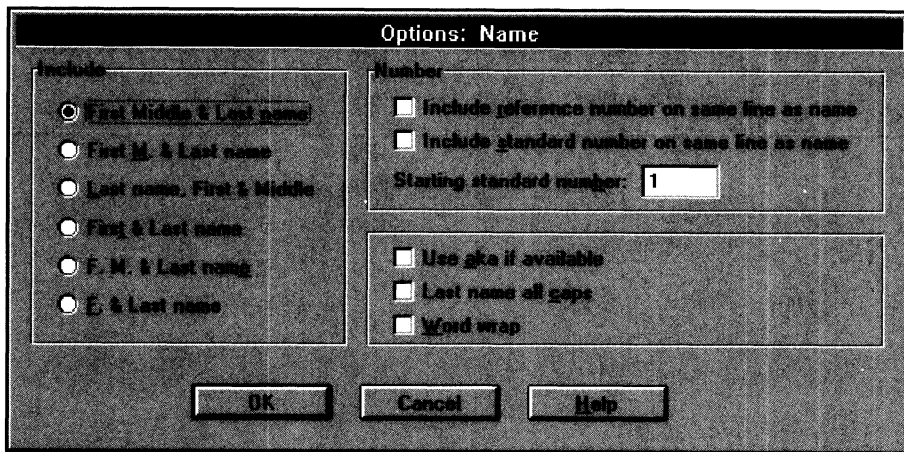


Figure 7-8. The Options: Name dialog box

If you choose to include facts in your tree, the **Options: Fact** dialog box appears. This box gives you several options for formatting your fact fields, including whether you want field labels to print and how you want them to print. If you want to include source information for facts in your tree, select the **Include source information** check box.

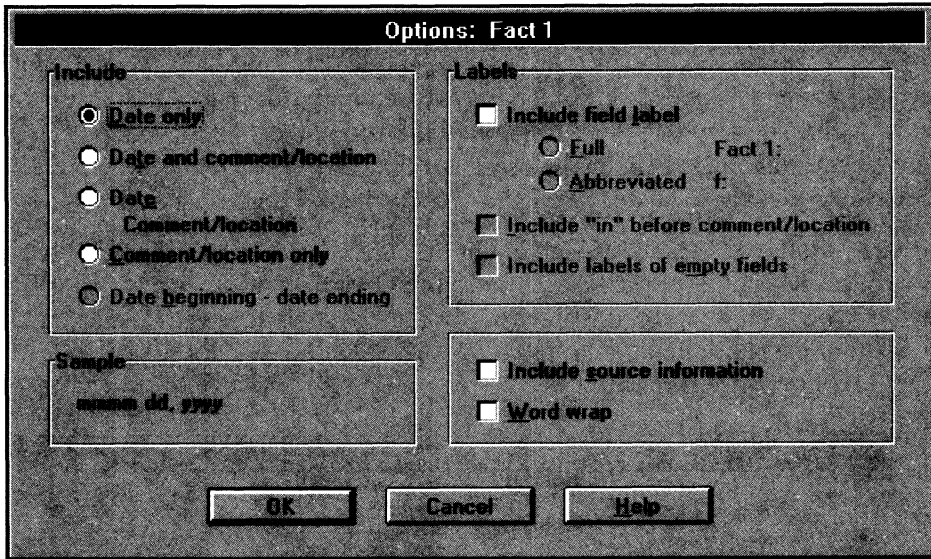


Figure 7-9. The Options: Fact dialog box

Some fields, such as phone number, also have options like including source information. Click the check boxes which correspond to the options you wish to use.

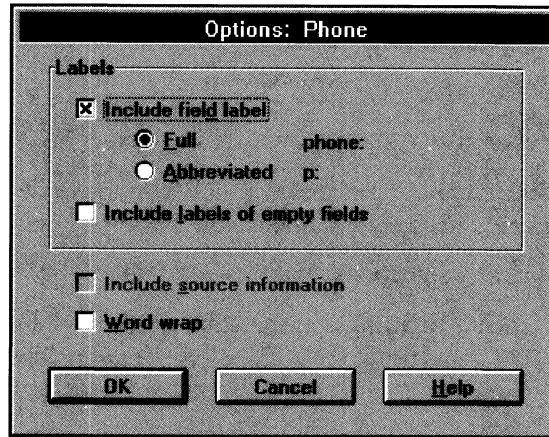


Figure 7-10. The Options: Phone dialog box

If you choose to print Standard numbers, the **Options: Standard number (Ahnentafel)** dialog box will appear. This setting allows you to print standard, or Ahnentafel, numbers on your trees. Since Ahnentafel numbering is calculated based on an individual's position in an Ancestor tree, this setting only applies to Ancestor trees.

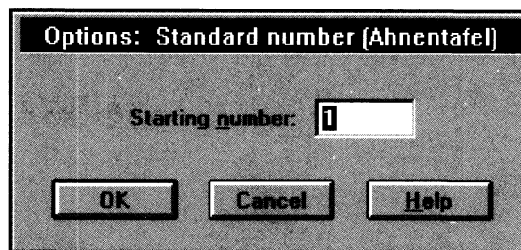


Figure 7-11. The Options: Standard Number dialog box

To change the formatting of an item that's already in the list on the right of the Items to Include dialog box:

1. Select the item in the list on the right by clicking it.

Family Tree Maker highlights the item.

2. Click **Options**.

Family Tree Maker displays an Options dialog box.

Note: If you select an item in the scrolling list on the right, and **Options** stays grayed out, that item does not have any formatting options.

3. Make your formatting selections, and then click **OK**.

When you have finished formatting and selecting fields to include in your tree's boxes, click **OK** in the Items to Include dialog box. Family Tree Maker returns you to the view of your tree.

Statistics, such as age at death, or number of children, do not have formatting options. They 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. (Entering an uncertain date is always better than entering nothing.)

You can also change the text font, size, or style for any or all of the items you choose to print.

1. Select the item in the list on the right by clicking it. Or, select several items at once by clicking the first item, then holding down the Shift key while you select the others.

Family Tree Maker highlights the items you selected.

2. Click **Font**.

Family Tree Maker displays the Text Font, Style & Size dialog box, described in the next section.

TEXT FONT, STYLE, & SIZE: FORMATTING THE TEXT IN YOUR TREE

Each item that appears in your tree, including the title, footnote, and column labels, can be formatted differently. Among other options, you can choose the font, style, and size. For example, you might want to bold individuals' names, or even print them in a larger point size.

To format items that appear in your tree's boxes:

1. From the **Format** menu, select **Text Font, Style, & Size**.

Family Tree Maker displays the Text Font, Style, & Size dialog box.

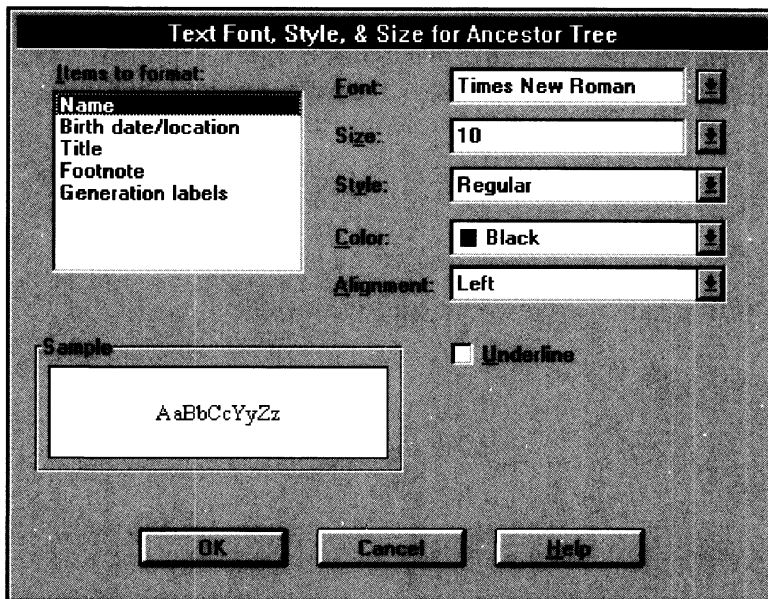


Figure 7-12. The Text Font, Style, & Size dialog box

2. In the **Items to format** list, select an item that you want to format, such as **Name**.

When an item is selected, you can choose formatting options for it. Each of the formatting options is described below. The “Sample” field shows what your choices will look like.

Font — Click the arrow next to this field to display a list of fonts. When the list of fonts appears, click the name of the font that you want for that item.

Size — Click the arrow next to this field to display a list of text sizes. When the list of sizes appears, click the size that you want for that item.

Note: The Size option is not available for Fit to Page Ancestor trees.
Family Tree Maker automatically sizes text in these trees for you.

Style — Click the arrow next to this field to display a list of text styles, such as bold or italics. When the list of styles appears, click the style that you want for that item.

Color — Click the arrow next to this field to display a list of colors. When the list of colors is displayed, click the color that you want for that item.

Alignment — Click the arrow next to this field to display a list of text alignments, such as centered. When the list of possible alignments appears, click the alignment that you want for that item.

Underline — Select this check box if you would like the item to be underlined.

3. Click **OK** when you've made your selections.

Family Tree Maker returns you to the tree view.

CHOOSING STYLES FOR BOXES, LINES, & TREE BORDERS

Family Tree Maker has several different styles of boxes and tree borders. You can choose fill and shadow colors for the boxes in your tree. (A “fill” color is the color that your boxes will be “filled in” with.) You can also choose border and background colors for your entire tree.

To select formatting options for boxes, borders, and lines:

1. From the **Format** menu, select **Box, Line, & Border Styles**.

Family Tree Maker displays the Box, Line, & Border Styles dialog box.

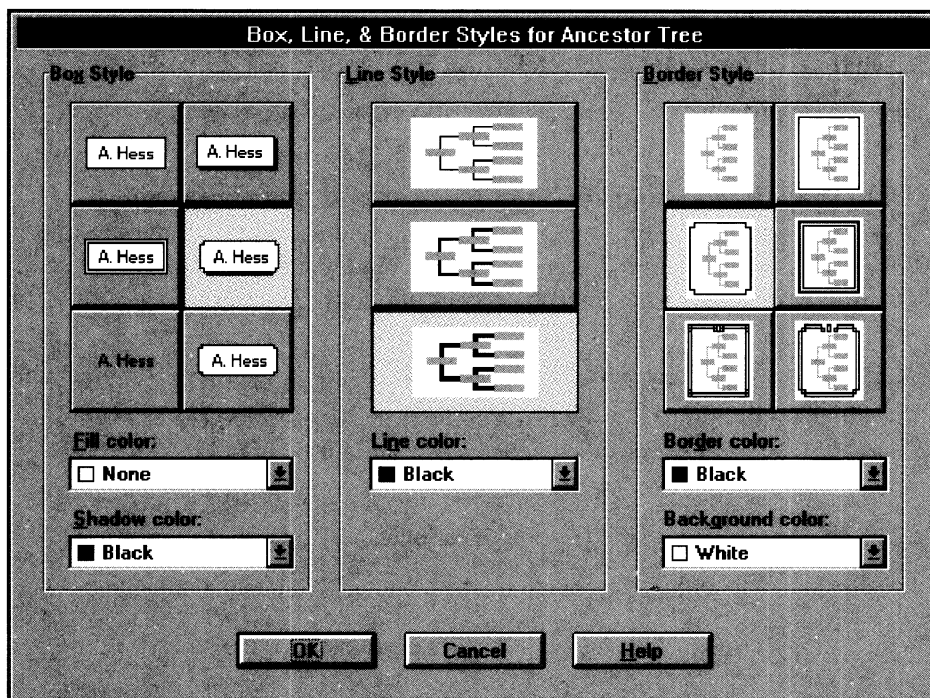


Figure 7-13. The Box, Line, & Border Styles dialog box

2. Make your selections by clicking the buttons with the pictures of the borders and boxes that you like. Each tree can only have one box style and one border style. See Figure 7-13 above.

-
3. You can also choose colors for each of these elements. Click the arrow next to the color field for the element you wish to change, and then select a color from the list that is displayed. The colors will only print if you have a color printer.
 4. Click **OK** when you've made your selections.
Family Tree Maker returns you to the tree view.

ADDING A TITLE AND FOOTNOTE

Adding a title and footnote to your tree gives it a personal touch. However, if you're trying to save space, you might want to skip these options.

To add a title or footnote to your tree:

1. From the **Contents** menu, select **Title & Footnote**.

Family Tree Maker displays the Title & Footnote dialog box. See Figure 7-14. Your options for this dialog box are described below.

Title — Select the **Automatic title** option button if you want Family Tree Maker to create a title for you. An automatic title would be something like "Ancestors of Jane Smith." If you want to create your own title, select the **Custom title** option button and type your title in the field provided. Titles print at the top center of your tree.

Footnote — Type your footnote in the field provided. It can be up to four lines long and will print in the lower left corner of your tree. Select the **Draw box around footnote** check box if you want Family Tree Maker to draw a box around your footnote.

2. Click **OK** when you've made your selections.
Family Tree Maker returns you to the tree view.

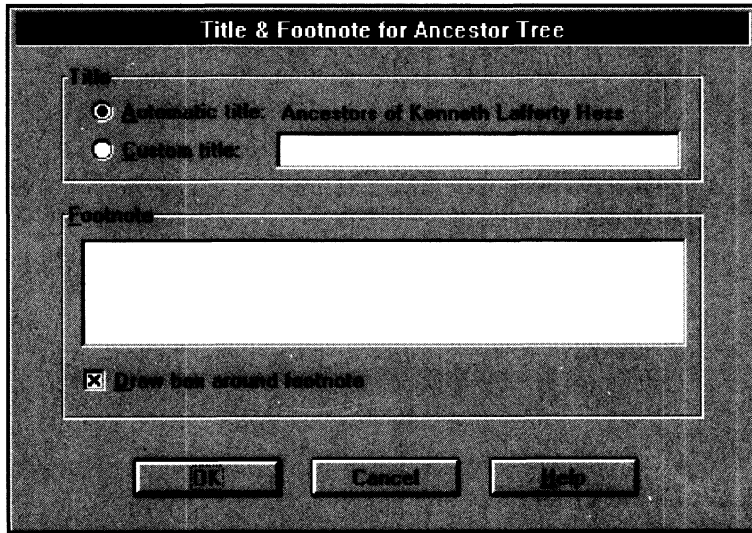


Figure 7-14. Creating a title and footnote

LIMITING THE WIDTH OF BOXES

Setting a maximum box width can often help you fit more information on a single page. This option is not available for Fit to Page Ancestor trees because Family Tree Maker automatically controls this setting for you.

To set a maximum width for your tree's boxes:

1. From the **Format** menu, select **Maximum Width for Each Box**.
2. Enter a number in the **Maximum box width** field. To get a smaller tree, enter a smaller number. You can enter any width between .1 inch and 99.99 inches. See Figure 7-15 on page 158.
3. Click **OK** when you've made your selection.

Family Tree Maker returns you to the tree view.

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

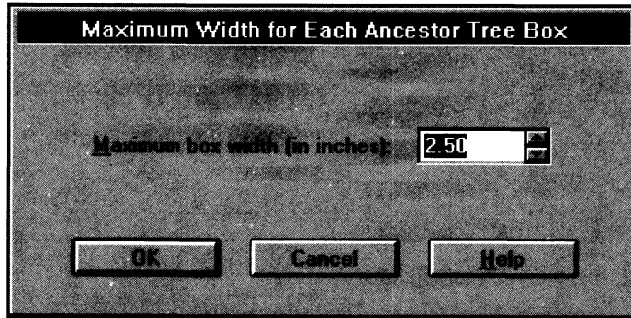


Figure 7-15. The Maximum Box Width dialog box

OTHER PRINTING OPTIONS

Each type of tree has its own set of special printing options. To display these special printing options, from the **Format** menu, select **Options**. These options are described below.

Ancestor Tree Options

All of these options are available for both Fit to Page Ancestor trees and Custom Ancestor trees.

Label columns as “Parents,” “Grandparents,” etc. — Column labels identify each generation of your tree as the parents, grandparents, great-grandparents, etc., of the primary individual. These labels appear at the top of each column and make it easy to understand the tree at a glance.

Include duplicate ancestors each time they appear — If you have an instance of intermarriage (for example, a cousin marrying back into the family), you will have duplicated individuals in your tree. Select this check box if you want them to print in both places in your tree.

Include Siblings of Primary Individual — Usually an ancestor tree doesn’t contain the siblings of the primary individual. Instead, it only shows the ancestors of the primary individual. However, you can select this option to print the primary individual’s siblings. With Fit to Page Ancestor trees, the siblings will be left out if there is not enough space.

Include empty branches — You can print empty branches so that you can collect information when you are away from your computer. You can fill out the boxes by hand and transfer the information into your computer later.

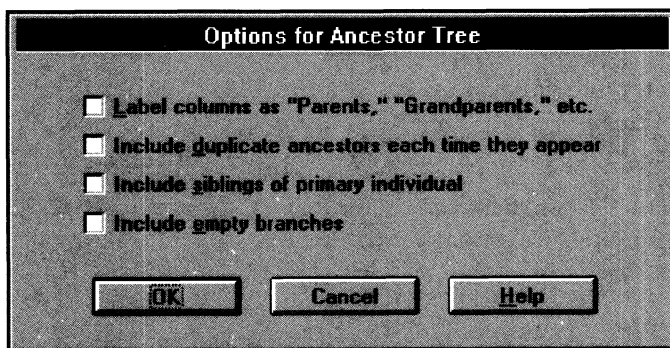


Figure 7-16. Ancestor Tree Options

Descendant Tree Options

Label rows as “Children,” “Grandchildren,” etc. — Row labels identify each generation of your tree as the children, grandchildren, great-grandchildren, etc., of the primary individual. These labels appear at the left margin of the page next to each row, and make it easy to understand the tree at a glance.

Include duplicate descendants each time they appear — If you have an instance of intermarriage (for example, a cousin marrying back into the family), you will have duplicated individuals in your tree. Select this check box if you want them to print in both places in your tree.

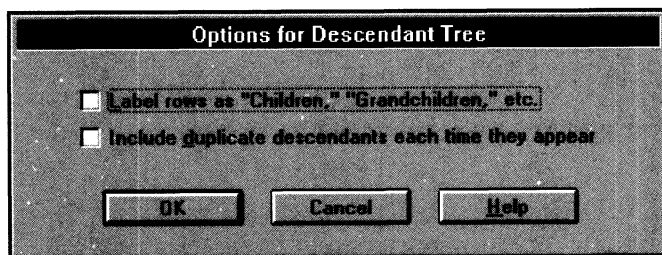


Figure 7-17. Descendant Tree Options

TREE SIZE

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

If you want to try to reduce the size of your tree, look through the two tables below “If your tree is too tall,” and “If your tree is too wide.” In addition, if you want just single page trees, see “Creating a Set of Trees” on page 162.

There are several ways to help control the size of your trees. Experiment with the following options to see what works best for you and your tree.

If your tree is too tall...

- If you print dates, choose a format that puts the date and location on the same line or prints the date only. (See “Selecting Information to Print” on page 145.)
- Choose to include fewer generations in a single tree. Print multiple trees instead. (See “Choosing the Number of Generations” on page 144.)
- Print fewer items per box. (See “Selecting Information to Print” on page 145.)
- Omit borders, titles, and footnotes. (See “Choosing Styles for Boxes, Lines, and Tree Borders” on page 155 and “Adding a Title and Footnote” on page 156.)
- Don’t label columns as parents, grandparents, etc. (See “Other Printing Options” on page 158.)
- Omit empty branches and siblings of the primary individual. (See “Other Printing Options” on page 158.)
- Select a smaller font size, a smaller font, and the style “Regular.” (See “Text Font, Style, & Size” on page 153.)
- Try switching Print Setup to Portrait. (See “Print Setup” on page 199.)

Figure 7-18. Making tall trees shorter

If your tree is too wide...

- If you print dates, choose a format that puts the date and location on separate lines or prints the date only. (See “Selecting Information to Print” on page 145.)
- Choose a name format that omits middle names. (See “Selecting Information to Print” on page 145.)
- Choose to include fewer generations in a single tree. Print multiple trees instead. (See “Choosing the Number of Generations” on page 144.)
- If you print “Fact” fields, shortening the information entered in them will make your tree narrower (see “The Facts Dialog Box” on page 106 in Chapter 5.)
- Omit borders, titles, and footnotes. (See “Choosing Styles for Boxes, Lines, and Tree Borders” on page 155 and “Adding a Title and Footnote” on page 156.)
- Don’t label rows as children, grandchildren, etc. (See “Other Printing Options” on page 158.)
- Omit empty branches and siblings of the primary individual. (See “Other Printing Options” on page 158.)
- Select a smaller font size, a smaller font, and the style “Regular.” (See “Text Font, Style, & Size” on page 153.)
- Reduce the width of the boxes with the Maximum Box Width option. (See “Limiting the Width of Boxes” on page 157.)
- Try switching Print Setup to Landscape (see “Print Setup” on page 199.)

Figure 7-19. Making wide trees thinner

CREATING A SET OF TREES

Rather than printing a tree on multiple pages and then piecing the pages together to form a single, large tree, consider printing a set of smaller trees. Print one tree that shows you through your grandparents (in the case of an Ancestor tree) or grandchildren (in the case of a Descendant tree). Then print additional trees for each grandparent (or grandchild) spanning a few more generations. You will end up with a set of trees showing exactly the same information as you would have had with a single, large tree.

To print a set of small trees:

1. Choose a small number of generations. For Ancestor trees, you'll usually want to print about three generations. For Descendant trees, you'll probably be able to fit two. Experiment to find out how much you can fit on a page.
2. Repeat step 1 as often as you like, with a grandparent or grandchild on one tree becoming the primary individual on a succeeding tree.

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

PRINTING YOUR TREE

Once you have created your tree using the steps on pages 137-161, you're ready to print it.

To print a tree that you've created:

1. Make sure you're in a tree view — there should be a tree on your screen.
2. Turn your printer on.
3. From the **File** menu, select **Print Tree**.

Family Tree Maker displays the Print dialog box where you can select printing options (see Figure 7-20). Each of these options is described below.

Note: You can also control items such as paper orientation, paper size, margins, and which printer prints your tree. If you want to change any of these items, see the section titled "Print Setup," page 199.

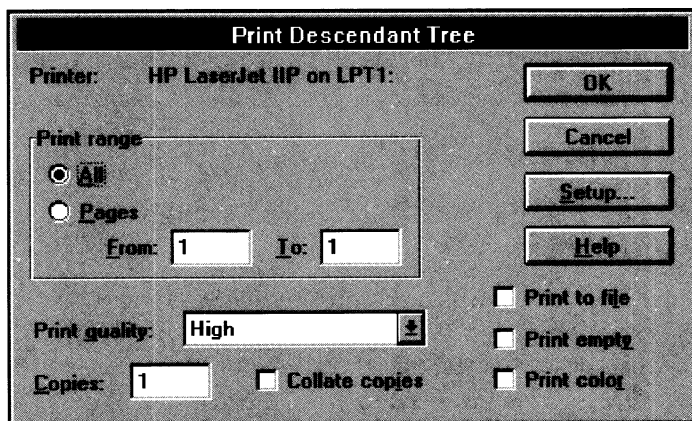


Figure 7-20. The Print Descendant Tree dialog box

Print range — Use this option to select the pages to print. If you want to print all of the pages, select the **All** option button. If you want to print a range of pages, type the page number of the first page that you want to print in the **From** field, and type the page number of the last page you want to print in the **To** field. If you want to print only one page, type the number of that page in both the **From** and **To** fields.

Print quality — Use this option to select the quality of your printed materials. The higher the print quality you choose, the darker and sharper your printed materials will be. However, items printed in high print quality also take longer to print. If your printer does not support different print qualities, this option will not be available to you.

Copies — In this field, type the number of copies that you want to print.

Print to file — If you want to be able to print your tree to a file and send it to your printer at a later time, select this check box. This option is especially useful if you want to be able to print your tree on a printer or plotter owned by someone who doesn't have Family Tree Maker. When you print, Family Tree Maker will ask for an "Output File Name."

Note: If you intend to print the file on a printer other than your own, you will need to change the settings in "Print Setup" to match the printer you will be using. See "Print Setup" in Chapter 9.

Collate copies — Select this check box if you are printing multiple copies of a multiple page tree, and want to print complete trees instead of several copies of the first page, then several copies of the second page, and so on.

Print empty — Select this check box if you want to print an empty tree. Empty trees are useful when you're doing research away from your computer. You can write in the empty boxes, and then enter the information into your computer later.

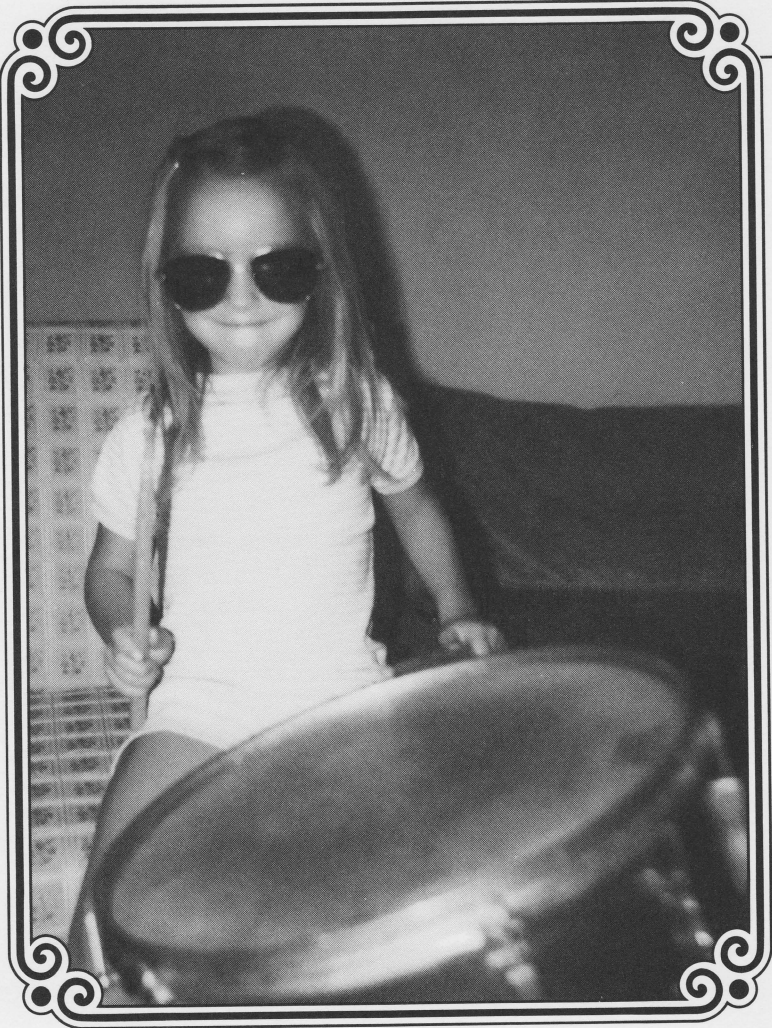
Print color — If you have a color printer, select this check box to print in color. De-select it if you just want to print in black and white. If you have a black and white printer, select this check box to print in black, white, and gray. De-select it if you just want to print in black and white.

4. When you're done making your selections, click **OK**.

Family Tree Maker prints your tree.

Chapter 8


OTHER PRINTING



Courtney Kermeen, Family Tree Maker's Product Manager, is pictured here playing with a family friend's sunglasses and drum in 1974. The picture was later sent to her grandfather, who played drums in a Dixieland band.

OTHER PRINTING

With Family Tree Maker, you can create and print many other documents besides family trees: calendars, Family Group Sheets, and Kinship reports. You can also print the information contained on your Family Pages and More About dialog boxes. This chapter tells you how to print each of these items.

Printing documents such as calendars can be a lot of fun, so don't be afraid to experiment! Remember, if you get lost, you can always press  to get on-screen help.

FAMILY GROUP SHEETS

A Family Group Sheet is a detailed report on a single nuclear family (two parents and their children) including names, birth, death, and marriage dates, and more.

Creating a Family Group Sheet

You create and print a Family Group Sheet by choosing the Family Group Sheet view, just as you can choose the Family Page view or the Ancestor Tree view. When you choose the Family Group Sheet view, Family Tree Maker creates a basic Family Group Sheet for you. You can then make some modifications or print it right away.

To create a Family Group Sheet:

1. Go to the Family Page of the individual whose Family Group Sheet you want to see.

To find the individual quickly, you can use the Index of Individuals or the Find Individual command. See Chapter 4, "Moving Around."

Make sure you go to the Family Page of the husband and wife you want to print a Family Group Sheet for. If either of them was married more than once, make sure that the Family Page is showing the spouse that you want to include. If the Family Page shows a spouse other than the one that you want, you can navigate to the correct spouse by clicking **Spouses**.

2. From the **View** menu, select **Family Group Sheet**.

Family Tree Maker displays the Family Group Sheet.

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3. To get a better look at your Family Group Sheet, you can move around using the scroll bars and arrow keys. You can also make it bigger and easier to read on screen by using the Zoom command. From the **Edit** menu, select **Zoom**, and then choose a size from the cascading menu. The larger the percentage, the bigger your Family Group Sheet will be on screen.

Note: The Zoom command does not control how large your Family Group Sheet will be when you print.

4. You can control whether or not dotted lines appear on the screen to show you where your margins are set. These lines will not appear on your printout. From the **View** menu, select **Show Page Lines**. If this option has a check next to it, then page lines will display. Otherwise, they won't.
5. You can either print your Family Group Sheet right away (see "Printing a Family Group Sheet" on page 173), or customize it and then print (see "Customizing a Family Group Sheet" below).

Customizing a Family Group Sheet

On a Family Group Sheet, you have several printing options including which information prints, how the text is formatted, and how information is labeled. Each of these options is described below.

Selecting Information to Include

You can choose what information prints in your Family Group Sheets. One page of your Family Group Sheet can contain the basic information; this page is called the Standard Page. You can also choose to include information from the More About dialog boxes, which will appear on additional pages. The default setting is to print all items, but you can remove any of them or change the order in which they print.

From the **Contents** menu, select **Items to Include**. Family Tree Maker displays the Items to Include dialog box. It contains two lists. See Figure 8-1.

The list on the right shows which items will be included in your Family Group Sheet. The scrolling list on the left shows which items you can add to the list of items to include. You can add and delete items to and from the list on the right as often as you like.

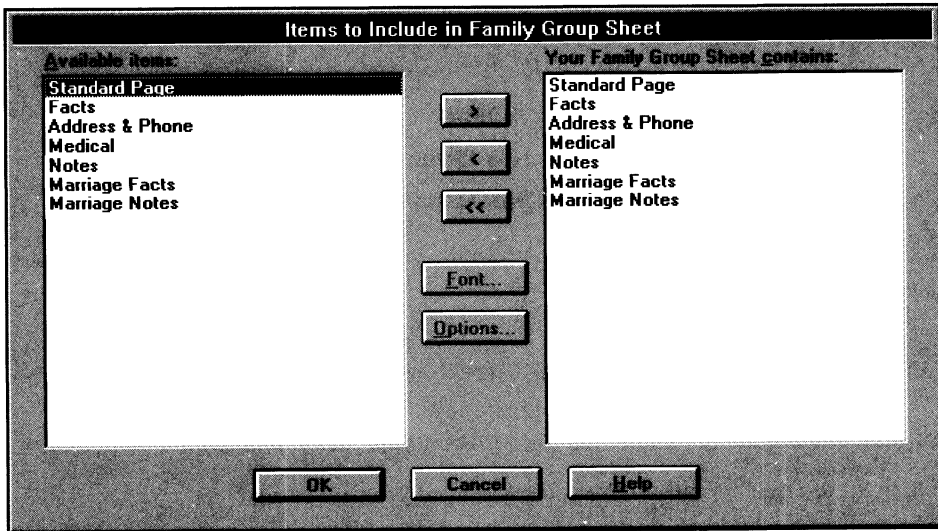


Figure 8-1. Items to Include in Family Group Sheet dialog box

To remove an item from the list on the right:

1. Select the item in the list on the right by clicking it.
Family Tree Maker highlights the item.
2. Click the **Remove** button (the arrow pointing to the left).

The item disappears from the scrolling list on the right. It will no longer be included in your Family Group Sheet.

To delete all items from the list on the right, just click the **Remove all** button (the double arrow that points to the left). If you want to change the order items print, you will need to first remove all items, then add items back in the order you want them to print.

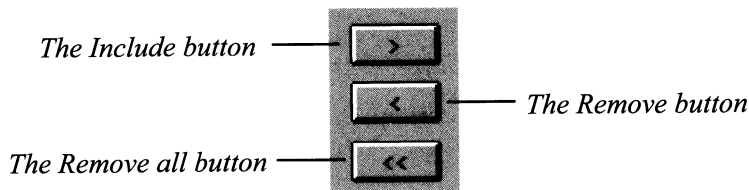


Figure 8-2. The Include, Remove, and Remove all buttons

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3. Click **OK** when you've made your selections.

Family Tree Maker returns you to the Family Group Sheet view, which has been updated to reflect your changes.

To add an item to include in your Family Group Sheet:

1. Select an item in the list on the left by clicking it.

Family Tree Maker highlights that item. Be sure to select the items that you want to include in your Family Group Sheet in the order that you want them to appear.

Note: The Standard Page can itself be one or more pages, depending on the number of children and the capabilities of your printer. So if you want to include it, we suggest you make it either the first or last item.

2. Click the **Include** button (the arrow pointing to the right).

The item appears in the list on the right.

Instead of selecting an item in the list on the left and then clicking the include button, you can just double-click the item in the list on the left. Double-clicking automatically places the item in the list on the right.

3. Click **OK** when you've made your selections.

Family Tree Maker returns you to the Family Group Sheet view, which has been updated to reflect your changes.

Formatting Items to Include

To change the formatting of an item that's already in the list on the right of the Items to Include dialog box:

1. Select the item in the list on the right by clicking it.

Family Tree Maker highlights the item.

2. Click **Options**.

Family Tree Maker displays an Options dialog box.

If you selected the Standard Family Group Sheet, you will have the following options:

Include labels of empty fields — Select this checkbox if you want to print labels for fields which have no information. This could be useful when you're doing research away from your computer. You can write the information in, and then enter it into your computer later.

Include blank rows for additional children — Select this checkbox if you want to have empty rows print so you can fill in information about more children.

Spouses — Select the “Include all spouses” option button if you want to list all spouses on the Family Group Sheet. If you want only the preferred spouse to print, select “Include preferred spouse only.”

If you selected information from any of the More About dialog boxes, you will have the following options:

Include labels of empty fields — Select this checkbox if you want to print labels for fields which have no information. This could be useful when you're doing research away from your computer. You can write the information in, and then enter it into your computer later.

Include source information — Select this checkbox if you want source information to print along with the More About information.

3. Make your selections, and then click **OK**.

When you have finished formatting and selecting items to include in your Family Group Sheet, click **OK** in the Items to Include dialog box. Family Tree Maker returns you to the view of your Family Group Sheet.

Formatting Text

You can control the appearance of your Family Group Sheet by changing the text font, style, and size. Please note that you cannot change the size of the font on the Standard Page.

To format text on the Family Group Sheet:

1. From the **Format** menu, select **Text Font, Style, & Size**.

Family Tree Maker displays the Text Font, Style, & Size dialog box.

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2. In the **Items to format** list, click an item that you want to format, such as **Standard Page**.

When an item is selected, you can choose formatting options for it. Each of the formatting options is described below. The “Sample” field shows what your choices will look like.

Note: When you include Notes in your Family Group Sheet, any formatting selections that you choose for Family Group Sheets will not affect the Notes. Instead, the Notes appear as they were formatted in the Notes dialog box.

Font — Click the arrow next to this field to display a list of fonts. When the list of fonts appears, click the name of the font that you want for that item.

Size — Click the arrow next to this field to display a list of text sizes. When the list of sizes appears, click the size that you want for that item.

Note: The Size option is not available for the Standard Page. Family Tree Maker automatically sizes the text on this page.

Style — Click the arrow next to this field to display a list of text styles, such as bold or italics. When the list of styles appears, click the style that you want for that item.

Color — Click the arrow next to this field to display a list of colors. When the list of colors appears, click the color that you want for that item.

Underline — Select this check box if you would like the item to be underlined.

3. Click **OK** when you’ve made your selections.

Family Tree Maker returns you to the Family Group Sheet view.

Adding a Title and Footnote

Adding a title and footnote to your Family Group Sheet gives it a personal touch.

To add a title or footnote to your Family Group Sheet:

1. From the **Contents** menu, select **Title & Footnote**.

Family Tree Maker displays the Title & Footnote dialog box. Your options for this dialog box are described below.

Title — Select the **Automatic title** option button if you want Family Tree Maker to create a title for you. If you want to create your own title, select the **Custom title** option button and type your title in the field provided. Titles print at the top center of the page.

Name, Address, Phone, and Date — Enter your personal information and the date in these fields so that people who look at the Family Group Sheet will know who prepared it. This information prints as a footnote.

Include page number — Select this checkbox if you want Family Tree Maker to print page numbers at the bottom of each page. If you select this option, you will also be able to enter the starting page number in the “Starting page number” field.

2. Click **OK** when you’ve made your selections.

Family Tree Maker returns you to the Family Group Sheet view.

Printing a Family Group Sheet

When you have finished creating your Family Group Sheet, you’re ready to print. You can also use these instructions to print an empty Family Group Sheet.

To print your Family Group Sheet:

1. Make sure you’re in the Family Group Sheet view.
2. Turn your printer on.
3. From the **File** menu, select **Print Family Group Sheet**.

Family Tree Maker displays the Print dialog box where you can select printing options (see Figure 8-3 on page 174). Each of these options is described below.

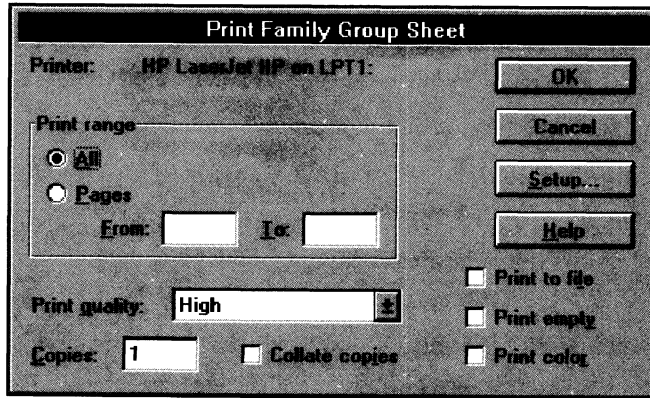


Figure 8-3. The Print dialog box

Print range — Use this option to select the pages to print. If you want to print the entire Family Group Sheet, select the **All** option button. If you only want to print part of the Family Group Sheet, type the page number of the first page that you want to print in the **From** field, and type the page number of the last page you want to print in the **To** field. If you want to print only one page, type the number of that page in both the **From** and **To** fields.

Print quality — Use this option to select the quality of your printed materials. The higher the print quality you choose, the darker and sharper your printed materials will be. However, items printed in high print quality also take longer to print. If your printer does not support different print qualities, this option will not be available to you.

Print color — Select this check box to print text in color. De-select it if you just want to print in black and white. If you have a black and white printer, select this check box to print in black, white, and gray. De-select it if you just want to print in black and white.

Copies — In this field, type the number of copies that you want to print.

Collate copies — Select this check box if you are printing multiple copies of a Family Group Sheet, and want to print complete sets. De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

Print to file — If you want to be able to print your Family Group Sheet to a file and send it to your printer at a later time, select this check box. This option is especially useful if you want to be able to print your Family Group Sheet on a printer or plotter owned by someone who doesn't have Family Tree Maker. When you print, Family Tree Maker will ask for an "Output File Name."

Note: If you intend to print the file on a printer other than your own, you will need to change the settings in "Print setup" to match the printer you will be using. See "Print setup" in Chapter 10.

Print empty — If you want to print an empty Family Group Sheet, click this check box. Empty Family Group Sheets can be useful when you're doing research away from your computer. You can write the information in, and then enter it into your computer later.

4. When you're done making your selections, click **OK**.

Family Tree Maker prints your Family Group Sheet.

KINSHIP REPORTS

With the Kinship view, you can find out how individuals in your Family File are related. For example, you can answer questions such as, "Are Cora Jane and Emily Ann first cousins once removed, or second cousins?" You just choose the primary individual, and Family Tree Maker lists the names and relationships of all of the primary individual's relatives.

The Kinship report displays the names, relationships, and relationship degrees of the primary individual's blood relatives, spouses of blood relatives, and blood relatives of the primary individual's spouse(s). Adopted children, foster children, and children of unknown status will appear in Kinship reports unless they are selected to be excluded. See "The Lineage Dialog Box" on page 107 for details.

If two individuals are related in more than one way, Family Tree Maker displays each of the relationships. For example, if two cousins marry, each of the relationships between them would be included.

Kinship reports also list the degree of a relationship. The degree of a relationship is a legal term. It refers to the number of "steps" between two individuals who are blood relations. The degree in Canon law measures the maximum number of steps from the nearest common ancestor. In a lineal relationship, each generation is one degree. For example, you are 2 direct steps away from your first cousin, so the degree is 2. Canon law is used in most of the United States.

The degree in civil law represents the total number of steps through the bloodline that separate two individuals. For example, there are 2 steps from you to your grandparent and then back down to your first cousin, so the degree is 4.

Creating a Kinship report

To create a Kinship report:

1. Select the primary individual for the Kinship report.

A quick way to select the primary individual is to highlight that individual's name in the Index of Individuals and then click OK. Another way is to select that individual's name on a Family Page.

2. From the **View** menu, select **Kinship**.

Family Tree Maker displays the Kinship report. To get a better look at the report, you can move around using the scroll bars and arrow keys. You can also make the Kinship report bigger and easier to read on screen by using the Zoom command. From the **Edit** menu, select **Zoom**, and then choose a size from the cascading menu. The larger the percentage, the bigger your Kinship report will be on screen.

Note: The Zoom command does not control how large your Kinship report will be when you print.

3. You can also control whether or not dotted lines appear on the screen to show you where your margins are set. These lines will not appear on your printout. From the **View** menu, select **Show Page Lines**. If this option has a check next to it, then page lines will display. Otherwise, they won't.

To display a Kinship report for a different individual when you're in the Kinship view:

1. From the **View** menu, select **Index of Individuals**.

Family Tree Maker displays the Index of Individuals.

2. Highlight the individual whose Kinship report you want to see.
3. Click **OK** when you've made your selection.

Family Tree Maker displays the Kinship report for the new individual.

Customizing a Kinship report

You can choose the text font, size, and style for the text and title in a Kinship report.

To format the text and title in a Kinship report:

1. From the **Format** menu, select **Text Font, Style & Size**.

Family Tree Maker displays the Text Font, Style & Size dialog box.

2. In the **Items to format** list, click an item that you want to format, such as **Title**.

When an item is selected, you can choose formatting options for it. Each of the formatting options is described below. The “Sample” field shows what your choices will look like.

Font — Click the arrow next to this field to display a list of fonts. When the list of fonts appears, click the name of the font that you want for that item.

Size — Click the arrow next to this field to display a list of text sizes. When the list of sizes appears, click the size that you want for that item.

Styles — Click the arrow next to this field to display a list of text styles, such as bold or italics. When the list of styles appears, click the style that you want for that item.

Color — Click the arrow next to this field to display a list of colors. When the list of colors appears, click the color that you want for that item.

3. Click **OK** when you’re done making changes.

Family Tree Maker returns you to the Kinship view.

Printing a Kinship report

When you have finished creating your Kinship report, you’re ready to print.

To print your Kinship report:

1. Make sure you’re in the Kinship view.
2. Turn your printer on.

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3. From the **File** menu, select **Print Kinship report**.

Family Tree Maker displays the Print dialog box where you can select printing options. Each of these options is described below.

Print range — Use this option to select the pages to print. If you want to print all of the pages, select the **All** option button. If you want to print a range of pages, type the page number of the first page that you want to print in the **From** field, and type the page number of the last page you want to print in the **To** field. If you want to print only one page, type the number of that page in both the **From** and **To** fields.

Print quality — Use this option to select the quality of your printed materials. The higher the print quality you choose, the darker and sharper your printed materials will be. However, items printed in high print quality also take longer to print. If your printer does not support different print qualities, this option will not be available to you.

Print color — If you have a color printer, select this check box to print text in color. De-select it if you just want to print in black and white. If you have a black and white printer, select this check box to print in black, white, and gray. De-select it if you just want to print in black and white.

Copies — In this field, type the number of copies that you want to print.

Collate copies — Select this check box if you are printing multiple copies of a Kinship report, and want to print complete sets. De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

Print to file — If you want to be able to print your Kinship report to a file and send it to your printer at a later time, select this check box. This option is especially useful if you want to be able to print your Kinship report on a printer or plotter owned by someone who doesn't have Family Tree Maker. When you print, Family Tree Maker will ask for an "Output File Name."

Note: If you intend to print the file on a printer other than your own, you will need to change the settings in "Print Setup" to match the printer you will be using. See "Print Setup" in Chapter 9.

4. When you're done making your selections, click **OK**.

Family Tree Maker prints your Kinship report.

CALENDARS

You can print monthly calendars to help you keep track of family members' birthdays and anniversaries. You can even include their ages and how long they've been married.

Creating a Calendar

You create and print a calendar by choosing it as a view, just as you can choose to view an Ancestor tree or a Family Page. When you choose the Calendar view, Family Tree Maker creates a basic calendar for you, which you can modify to your liking and then print.

To create a calendar, from the **View** menu, select **Calendar**. Family Tree Maker displays a calendar with your family's birthdays and anniversaries. If there are too many birthdays or anniversaries to fit on a particular day, a second page of that month will print with the overflow.

To get a better look at your calendar, you can move around using the scroll bars and arrow keys. You can also make it bigger and easier to read on screen using the Zoom command. From the **Edit** menu, select **Zoom**, and then choose a size from the cascading menu. The larger the percentage, the bigger your calendar will be on screen.

Note: The Zoom command does not control how large your calendar will be when you print.

You can also control whether or not dotted lines appear on the screen to show you where your margins are set. These lines will not appear on your printout. From the **View** menu, select **Show Page Lines**. If this option has a check next to it, then page lines will display. Otherwise, they won't.

If you notice that anyone is missing as you scroll through your calendar, it may be that you set that individual not to appear in calendars. Go to the Lineage dialog box for that individual, and check to see that they are selected to appear in calendars. For more information, see "The Lineage Dialog Box" on page 107.

You can either print your calendar right away (see "Printing a Calendar" on page 185), or customize it and then print (see "Customizing a Calendar" below).

Customizing a Calendar

With calendars, you have several printing options, including which information to include, how the text is formatted, and whether or not the calendar has a footnote. Each of these options are described below.

Selecting Information to Include

To choose information to include in your calendar:

1. From the **Contents** menu, select **Items to Include**.

Family Tree Maker displays the Items to Include dialog box.

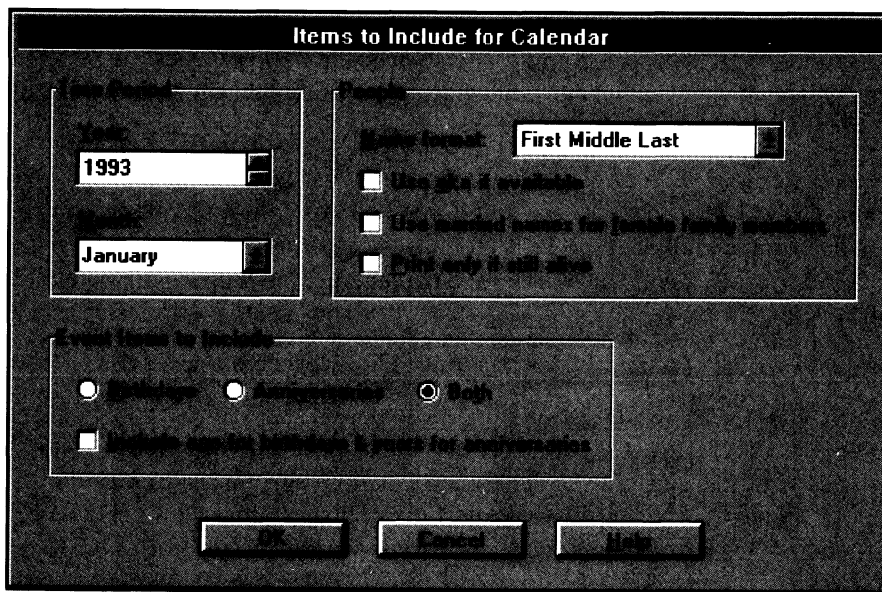


Figure 8-4. Items to Include for Calendar dialog box

2. Select the items that you want to print in your calendar. Your options include the following:

Year — Use this option to control which year prints.

Month — Use this option to choose the months you want to print. Choose a particular month if you only want to print that month. If you want to print a full year, choose **All**.

Name format — Use this option to choose the format in which each individual's name appears. For example, you could choose to include only first and last names, and not middle names.

Use aka if available — Select this check box if you want to use individuals' nicknames instead of given names.

Use married names for female family members — Select this check box if you want to include women's married names instead of maiden names in your calendar.

Print only if still alive — Select this check box to include information about those individuals that you haven't entered death dates for. If you don't select this check box, Family Tree Maker will include information about everyone in your Family File. This allows you to see how old a deceased individual would be in the year for which the calendar is printed, and which ancestors have the same birthdays as your living relatives.

Event Items to Include — Use these options to tell Family Tree Maker whether you want birthdays, anniversaries, or both included in your calendar. If there are too many events to fit on a particular day, a second page of that month will print with the overflow.

You can also have Family Tree Maker calculate individuals' ages and the number of years that they have been married. To do so, select the "Include age for birthdays & years for anniversaries" check box. This number will appear next to their names. If a "?" prints, it means that there is no information in the associated date field. If "est" prints, as in "Bonnie Anderson – 85 est," it means that you entered an uncertain date. (A date that is uncertain contains a modifier such as "about," "before," or "after.")

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

3. Click **OK** when you've made your selections.

Family Tree Maker returns to you the Calendar view.

Formatting Text

You can format the text for each item that prints in your calendar, such as day names and footnotes.

To format text in a calendar:

1. From the **Format** menu, select **Text Font, Style & Size**.

Family Tree Maker displays the Text Font, Style & Size dialog box.

2. In the **Items to format** list, click an item that you want to format, such as **Month names**.

When an item is selected, you can choose formatting options for it. Each of the formatting options is described below. The “Sample” field shows what your choices will look like.

Font — Click the arrow next to this field to display a list of fonts. When the list of fonts appears, click the name of the font that you want for that item.

Size — Click the arrow next to this field to display a list of text sizes. When the list of sizes appears, click the size that you want for that item.

Style — Click the arrow next to this field to display a list of text styles, such as bold or italics. When the list of styles appears, click the style that you want for that item.

Color — Click the arrow next to this field to display a list of colors. When the list of colors appears, click the color that you want for that item.

3. Click **OK** when you’re done making changes.

Family Tree Maker returns you to the Calendar view.

Borders, Background Colors, and Fill Colors

A border is a design that Family Tree Maker draws around your entire calendar. You can choose from one of several optional borders. The fill color is the color that appears inside the box for each day in your calendar. The background color is the color that surrounds the entire month.

To change border, background, or fill colors on your calendar:

1. From the **Format** menu, select **Box, Line, & Border Styles**.

Family Tree Maker displays the Box, Line, & Border Styles dialog box (see Figure 8-5 on page 184). You have the following options:

Box & Line Style — Click one of the buttons in this group to choose a line style for the boxes in your calendar.

Border Style — Click one of the buttons in this group to choose a border style for your calendar.

Line color — Click the arrow next to this field to see a list of colors. Click one of the colors to change the color of the lines in your calendar.

Fill color — Click the arrow next to this field to see a list of colors. Click one of the colors to fill your calendar's boxes with a color.

Border color — Click the arrow next to this field to see a list of colors. Click one of the colors to change your calendar's border color.

Background color — Click the arrow next to this field to see a list of colors. Click one of the colors to change your calendar's background color.

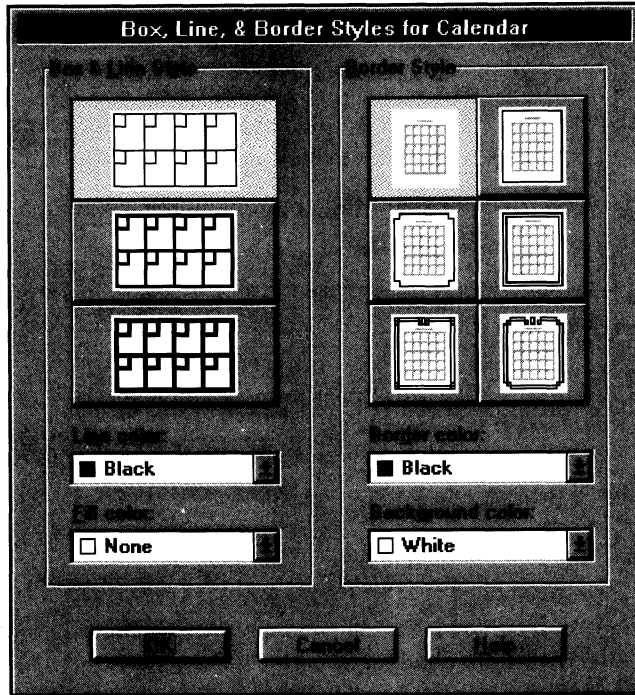


Figure 8-5. Box, Line, & Border Styles for Calendar dialog box

2. Click **OK** when you're done making your selections.

Family Tree Maker returns you to the Calendar view.

Adding a Subtitle and Footnote

Family Tree Maker's calendars automatically come with the month printed as a title, but you can add a subtitle and footnote. The subtitle will appear beneath the title, and the footnote will appear in the lower right corner of the page.

To add a subtitle or footnotes:

1. From the **Contents** menu, select **Title & Footnote**.

Family Tree Maker displays the **Title & Footnote** dialog box. You have the following options:

Subtitle — If you wish to have a subtitle in your calendar, type one in this field.

Footnote — Use this field to include a footnote in your calendar.

Draw box around footnote — Select this check box to draw a box around your footnote.

2. Click **OK** when you're done creating your title and footnote.

Family Tree Maker returns you to the Calendar view.

Printing a Calendar

When you have finished creating your calendar, you're ready to print.

To print your calendar:

1. Make sure you're in the Calendar view.
2. Turn your printer on.
3. From the **File** menu, select **Print Calendar**.

Family Tree Maker displays the Print dialog box where you can select printing options. Each of these options is described below.

Note: You can also control items such as paper orientation, paper size, margins, and which printer prints your calendar. If you want to change any of these items, see the section titled "Print Setup," page 199.

Print range — Use this option to select the pages to print. If you want to print all of the pages, select the **All** option button. If you want to print a range of pages, type the page number of the first page that you want to print in the **From** field, and type the page number of the last page you want to print in the **To** field. If you want to print only one page, type the number of that page in both the **From** and **To** fields.

Print quality — Use this option to select the quality of your printed materials. The higher the print quality you choose, the darker and sharper your printed materials will be. However, items printed in high print quality also take longer to print. If your printer does not support different print qualities, this option will not be available to you.

Print color — If you have a color printer, select this check box to print text in color. De-select it if you just want to print in black and white. If you have a black and white printer, select this check box to print in black, white, and gray. De-select it if you just want to print in black and white.

Copies — In this field, type the number of copies that you want to print.

Collate copies — Select this check box if you are printing multiple copies of a calendar, and want to print complete sets. De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

Print to file — If you want to be able to print your calendar to a file and send it to your printer at a later time, select this check box. This option is especially useful if you want to be able to print your calendar on a printer or plotter owned by someone who doesn't have Family Tree Maker. When you print, Family Tree Maker will ask for an "Output File Name."

Note: If you intend to print the file on a printer other than your own, you will need to change the settings in "Print Setup" to match the printer you will be using. See "Print Setup" in Chapter 9.

Print empty — Select this check box to print an empty calendar.

4. When you're done making your selections, click **OK**.

Family Tree Maker prints your calendar.

FAMILY PAGES AND MORE ABOUT DIALOG BOXES

The Family Page and More About dialog boxes contain all of the biographical data about an individual and his or her family. Family Tree Maker lets you print this information in a few concise reports. You can also print out blank forms to help you with your research.

Printing Family Page Information

To print the information contained in a Family Page:

1. Go to the Family Page you want to print the information for.
2. Turn your printer on.

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3. From the **File** menu, select **Print Family Page**.

Family Tree Maker displays the Print dialog box where you can select printing options. Each of these options is described below.

Print range — If a couple has many children, their Family Page information can be more than one page long. Use this option to select the pages to print. If you want to print all of the pages, select the **All** option button. If you want to print a range of pages, type the page number of the first page that you want to print in the **From** field, and type the page number of the last page you want to print in the **To** field. If you want to print only one page, type the number of that page in both the **From** and **To** fields.

Print quality — Use this option to select the quality of your printed materials. The higher the print quality you choose, the darker and sharper your printed materials will be. However, items printed in high print quality also take longer to print. If your printer does not support different print qualities, this option will not be available to you.

Copies — In this field, type the number of copies that you want to print.

Collate copies — Select this check box if you are printing multiple copies of the Family Page information, and want to print complete sets. De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

Print empty — Select this check box to print an empty Family Page. Empty Family Pages can be useful when you're doing research away from your computer. You can write the information on the Family Page, and then enter it into your computer later.

4. When you're done making your selections, click **OK**.

Family Tree Maker prints your Family Page information.

Printing “More About” Information

To print the information contained in your More About dialog boxes:

1. From the Family Page of the individual whose More About information you want to print, click **More About**.

Family Tree Maker displays one of the More About dialog boxes.

If you are on the Notes dialog box for an individual, you will only be able to print that individual’s Notes. If you go to any of the other More About dialog boxes, you can print a report of the information contained in all of the dialog box except Notes.

2. Turn your printer on.
3. From the **File** menu, select **Print More About Individual**. (If you are printing Notes, it will say “Print Notes.”)

Family Tree Maker displays the Print dialog box where you can select printing options. Each of these options is described below.

Print range — Use this option to select the pages to print. If you want to print all of the pages, select the **All** option button. If you want to print a range of pages, type the page number of the first page that you want to print in the **From** field, and type the page number of the last page you want to print in the **To** field. If you want to print only one page, type the number of that page in both the **From** and **To** fields.

Print quality — Use this option to select the quality of your printed materials. The higher the print quality you choose, the darker and sharper your printed materials will be. However, items printed in high print quality also take longer to print. If your printer does not support different print qualities, this option will not be available to you.

Copies — In this field, type the number of copies that you want to print.

Collate copies — Select this check box if you want to print multiple copies of this information, and want to print complete sets. De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

4. When you’re done making your selections, click **OK**.

Family Tree Maker prints your More About information.

CREATING FAMILY BOOKS

Like most programs designed for Microsoft Windows, Family Tree Maker allows items to be copied from Family Tree Maker to the Windows Clipboard and then pasted into other Windows applications. This opens up many creative possibilities. For example, a family tree from Family Tree Maker could be pasted right into a book of family stories being written in a Windows word processor. Or, using a Windows desktop publishing program, you could create pages for a unique family album. Family trees, calendars, and text from Family Tree Maker could be combined with scanned-in photographs, clip art, or other items.

Copying Items to Other Applications

You can place a copy of most items in Family Tree Maker, such as trees and calendars, into other Windows applications. When you copy one of these items, a **metafile** image is placed on the **Clipboard**, which is a temporary storage space in Windows. A metafile is a graphics file format that many Windows word processors and graphics programs can read. Check the manual of your other software programs to see if they can read metafiles.

To copy and paste an item from Family Tree Maker into another Windows application:

1. Display the image that you want to copy.
2. From the **Edit** menu, select **Copy**.

Family Tree Maker places a metafile image of what you had displayed on the Clipboard.

3. Go to your other program that can read metafiles, and make any preparations that it requires.
4. From the **Edit** menu of that program, select **Paste**.

An image will appear in that program.

Chapter 9

MANAGING YOUR FILES



Showing an early interest in music, Steve Stanko, one of Family Tree Maker's programmers, is pictured here at the age of two. To this day, music is one of Steve's primary interests.

MANAGING YOUR FILES

This chapter describes basic things that you do with Family Files as a whole: creating new files, opening existing files, as well as backing up files and exporting files to use with another program.

CREATING NEW FAMILY FILES

To create a new Family File:

1. From the **File** menu, select **New Family File**.

Family Tree Maker displays the New Family File dialog box.

2. Type a name for your file in the **File name** field.

The name of your file must be eight letters or less, and must have the extension **.ftw**. For example, you could type **myfamily.ftw** or **smith.ftw**.

3. Click **OK**.

Family Tree Maker creates your new Family File and then displays an empty Family Page.

OPENING FILES THAT ALREADY EXIST

In addition to opening Family Tree Maker for Windows files, you can open Family Tree Maker for DOS files.

To open a file in Family Tree Maker for Windows:

1. Start Family Tree Maker for Windows.
2. From the **File** menu, select **Open Family File**.

The Open Family File dialog box appears, as shown in Figure 9-1 on page 194.

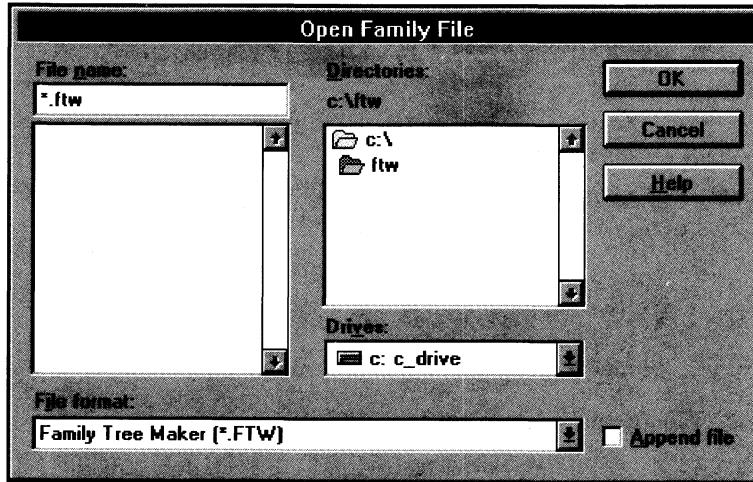


Figure 9-1. The Open Family File dialog box

3. In the **Drives** and **Directories** fields, select the drive and directory where the file you want to open is located.

Note: You cannot open a Family Tree Maker file (*.FTW) which is stored on a floppy diskette (or other removable media). The file must be transferred to your hard drive before it can be opened. Family Tree Maker Backup files can be opened from floppy diskettes.

4. If your file is not a Family Tree Maker for Windows file, click the arrow next to the **File format** field, and select the format of the file that you want to open.

For example, if you want to open a Family Tree Maker for DOS file, select **Family Tree Maker for DOS (*.FTM)**.

5. Click the name of your file in the **File name** field, and then click **OK**.

If you are opening a Family Tree Maker for Windows file, you're ready to start working, so skip to step 7.

6. If your file is not a Family Tree Maker for Windows file, Family Tree Maker displays the **New Family File** dialog box. You must give your file a new name so that Family Tree Maker can make a copy of your original file and then convert the copy to a Family Tree Maker for Windows file.

In the New Family File dialog box, you can either click **OK** to accept the name that Family Tree Maker suggests, or type a new name and then click **OK**.

The name must be eight letters or less, and must have the extension **.ftw**

7. Click **OK** when you've given your file a new name.

Family Tree Maker reloads your file as a Family Tree Maker for Windows file, and then displays a Family Page containing one or more individuals from your file. You're ready to start working with your new Family File.

Note About GEDCOM: For information about GEDCOM, see the README.TXT file.

COMBINING FILES

If you have several Family Tree Maker for DOS files you want to join together into one large file, you can join them using the **Append** command.

To append one file to another:

1. Open the file you want to append the Family Tree Maker for DOS file to.
2. From the **File** menu, select **Open Family File**.
Family Tree Maker displays the Open Family File dialog box.
3. In the **Drives** and **Directories** fields, select the drive and directory where the file you want to append is located.
4. Click the arrow next to the **File format** field, and select **Family Tree Maker for DOS (*.FTM)**.
5. Select the **Append file** check box.

The "Append file" check box is in the lower right corner of the Open Family File dialog box (see Figure 9-2 on page 196).

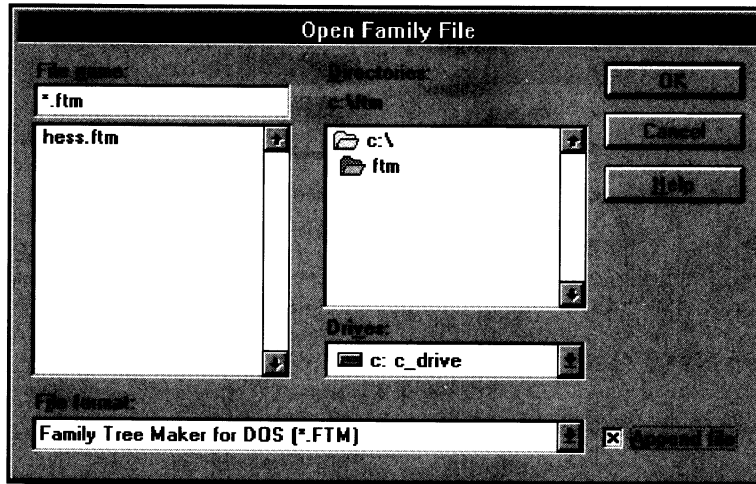


Figure 9-2. Open dialog box with Append file selected

6. Click the name of your file in the **File name** field, and then click **OK**.

Family Tree Maker appends the Family Tree Maker for DOS file to the open file. When Family Tree Maker appends two files, it doesn't connect the information for you. For example, if you have a set of parents in one file, and their child in another, all of the individuals will be in the new file but will not be shown as related. To fix this, you will need to use the Attach and Detach commands described in Chapter 6, "Fixing Relationship Mistakes."

FILE BACKUP

Family Tree Maker does not have a Save command, but a Backup command instead. This is because Family Tree Maker is a database program that saves your information regularly while you are using the program, as well as when you quit.

Note: Since Family Tree Maker automatically saves the information that you enter, you cannot quit the program without saving to get rid of your latest changes. To get rid of any changes you make, you must fix them manually. Or, make backup files regularly so you can revert to an old file.

Although you don't need to "save" your information manually, you should back it up from time to time. A **backup** is an exact copy of your Family File, but with a slightly different name. The backup is stored separately from the Family File that you regularly work with, either on your computer's hard disk or on a floppy disk. Making regular backup copies of your Family File can help ensure that you won't lose all of your genealogical information if something ever happens to the Family File that you work with regularly. It's a good idea to backup as often as once every half hour — you never know when you will have a power failure!

1. From the **File** menu, select **Backup Family File**.

Family Tree Maker displays the Backup Family File dialog box.

2. In the **Drives** and **Directories** fields, select the drive and directory where you want your backup located.

Family Tree Maker copies the information in your Family File to another file that has the same name, except with the extension **.FBK**. For example, if you backed up a file named **SMITH.FTW** Family Tree Maker would create a file called **SMITH.FBK**.

If you want to save your Family File under a completely different name, and not just with a different file extension, use the "Copy Family File" command, described on page 198.

RETRIEVING BACKUPS

You may find that, for one reason or another, you need to restore your file from your backup copy. This process will create a new file.

1. From the **File** menu, select **Open Family File**.

Family Tree Maker displays the Open Family File dialog box.

2. In the **Drives** and **Directories** fields, select the drive and directory where your backup is located.
3. Click the arrow next to the **File format** field, and select **Family Tree Backup (*.FBK)**.
4. Click the name of your file in the **File name** field, and then click **OK**.

Family Tree Maker displays the New Family File dialog box. You must give your file a new name so that Family Tree Maker can make a copy of your original file and then convert the copy to a Family Tree Maker for Windows file.

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5. Click **OK** to accept the name that Family Tree Maker suggests, or type a new name and then click **OK**.

The name must be eight letters or less, and must have the extension **.ftw**

6. Click **OK** when you've given your file a new name.

Family Tree Maker loads your file as a Family Tree Maker for Windows file, and then displays a Family Page containing one or more individuals from your file. You're ready to start working with your restored Family File.

COPYING YOUR FILE

Occasionally you may want to make a copy of your Family File. To copy your Family File to another name, you must use the Copy Family File command.

To make a copy of your Family File:

1. From the **File** menu, select **Copy Family File**.

Family Tree Maker displays the Copy Family File dialog box.

2. In the **File name** field, type a new file name.
3. In the **Drives** and **Directories** fields, select the drive letter and directory name where you want your file copied.
4. When you've made your selections, click **OK**.

Family Tree Maker copies or exports your file to the drive, directory, and file name that you choose.

FINDING YOUR FILES

If you ever have difficulty locating your files, you can use **File Manager** (an application which comes with Windows) to help you find them. File Manager has a search option which will allow you to locate your files. To find your Family Files, run File Manager. Then, search for ***.FTW**. To find Family Tree Maker for DOS files, search for ***.FTM**. To find backup files, search for ***.FBK**. See your Microsoft Windows User's Guide for more information on using File Manager.

DELETING YOUR FILES

Although Family Tree Maker doesn't allow you to delete files, you can use Windows File Manager if you need to delete files. First, find the file you want to delete using the method described above. Then use File Manager's Delete command to delete it. See your Microsoft Windows User's Guide for more information on using File Manager.

PRINT SETUP

With Print Setup, you can control the following items: paper orientation, paper size, paper source, margins, whether or not your pages overlap, which printer prints your documents, and other printer specific options. Changing these settings can affect the number of pages that are used when you print a multiple page tree. Normally, you won't have to change any of these settings because Family Tree Maker uses the same print setup as all of your other Windows applications.

When you change Print Setup, you are changing it for a specific view, not for all views. For example, if you are printing an Ancestor tree and you change the print setup while you're in the Ancestor Tree view, every Ancestor tree that you print afterwards will have the same setup. However, Descendant trees would not have this setup. If you wanted your Descendant trees to have the same setup as your Ancestor trees, you would need to switch to the Descendant Tree view and change the print setup.

To change Print Setup:

1. From the **File** menu, select **Print Setup**. Or, if you're in the Print dialog box, click **Setup**.

Family Tree Maker displays the Print Setup dialog box (see Figure 9-3 on page 200).

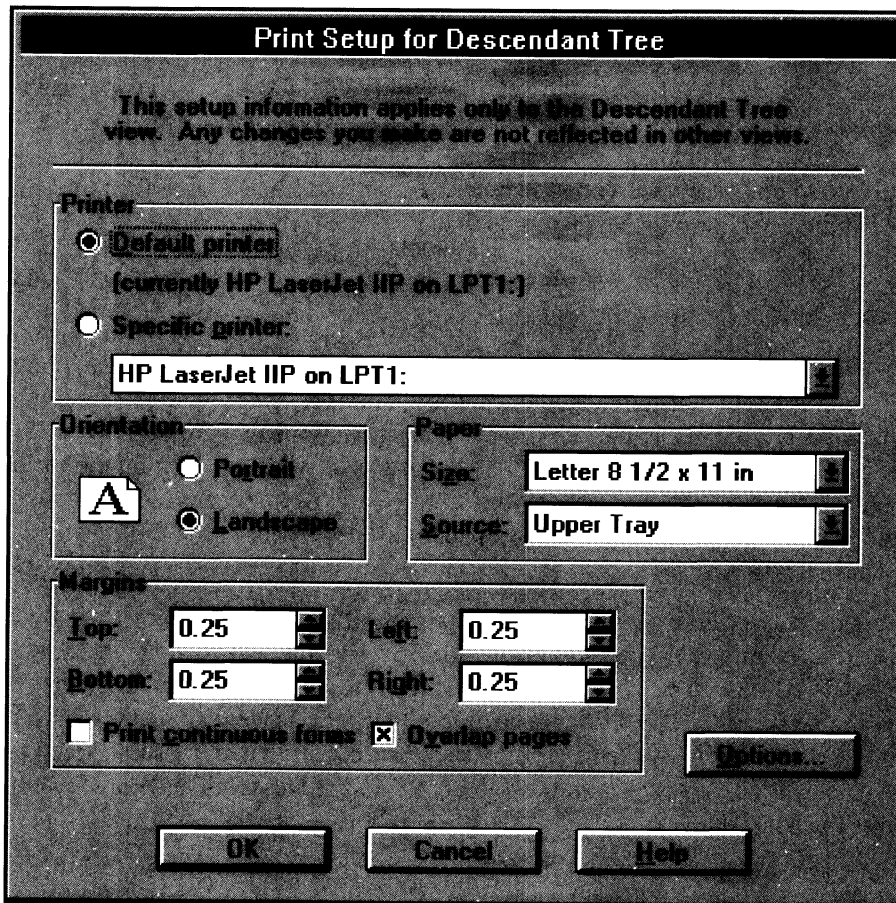


Figure 9-3. The Print Setup dialog box

Default/Specific Printer — Use this field to select a printer. The default printer is the printer that is normally used by all of your Windows programs. Select the **Default printer** option button to use the default printer. Under the “Specific printer” field there is a list of other printers connected to your computer. Select the **Specific printer** option button if you want to select a printer other than the default printer.

Note: If the printer you wish to use is not shown, then you will need to install that printer’s driver. Consult your Microsoft Windows User’s Guide for information on how to do this.

Portrait/Landscape — If you want your document to print with the short edge of the paper at the bottom (as a letter normally prints) click the **Portrait** option button. If you want your document to print with the long edge of the paper at the bottom (sideways), click the **Landscape** option button. Ancestor trees usually take fewer pages in portrait orientation, and Descendant trees usually take fewer pages in landscape orientation. This option is not available to printers using 14" x 11" paper.

Size/Source — Click the arrow next to the **Size** field to choose a paper size, and **Source** to choose your paper source.

Margins — Use the **Top**, **Bottom**, **Left**, and **Right** fields to change the margins on your pages.

Print continuous forms — If your printer uses continuous forms, you can select this check box to tell Family Tree Maker to print across the perforations in your paper. This does not apply to laser printers that automatically feed in single sheets of paper.

Overlap pages — If you want information on the edge of one page to be repeated on the edge of the next page so that it's easier to tape pages together, select this check box.

Options — Click this to go to the Options dialog box. The options available to you depend on your printer. Make your selections from this dialog box, and then click **OK** to return to the Print Setup dialog box.

2. Click **OK** when you've made your selections.

Family Tree Maker returns you to the current view.

APPENDICES



Admiring Easter cakes made by their grandmother's sister, are Jessica Cornette and her brother Justin. This picture was taken at their grandmother's home in Kentucky, when Jessica, one of this manual's editors, was six.

RESEARCHING FAMILIES

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

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

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

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

NOTE-TAKING

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

1. Write everything down. The information you collect will grow rapidly. If you try to rely on your memory, you may easily forget or become confused. This also applies to those who insist that they will “write it down later” — which often leads to more errors.
2. Don’t use home-spun abbreviations. Abbreviations are often confusing when you go back to review your notes. They also can lead to inaccurate information. Use standard abbreviations (**b** for **born**, **d** for **died**, **m** for **married**).
3. Record your sources. If you have the name, location, and date searched for each source, you can easily return to that source later. You also know what sources you’ve already checked. It’s helpful to keep a different list of sources for each person (or each last name) in your family tree. Family Tree Maker includes an optional sources/notes field for most dates and events that you record.

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4. Keep a copy of all letters. It's very likely that you'll have to write to relatives or send away for information. Copies act as a record of what information you requested, from whom, payment sent (if any), and date sent. You should also note what you receive back. See the section on requesting information on page 212 for what to include in your letters.
 5. Record each person's name in full. It's especially important to list a woman's maiden name. Be sure to avoid abbreviations here; you may have more than one J. Smith within your family. If a person has a nickname, put it between quotation marks (e.g., "Tip").
 6. Most genealogists use a day/month/year date format. The actual format you use is not as important as remembering to spell out the month and to use the complete year. Dates can be ambiguous, you can interpret the date 4/7/76 as April 7 or 4 July 1976 (or 1876, or 1776, etc.). Writing out the month and year reduces the chance of misinterpreting dates no matter what format you use. Family Tree Maker will automatically convert all dates to the style you choose. It will also accept double dates. See "Things To Watch For" on page 213 for an explanation of double dates.
 7. Copy information — especially dates, locations, and last names — exactly as you find it. You can interpret your findings later when you have time to review your notes and make comparisons with other information. This is particularly important when copying down last names. Over time they often take on many spellings. In general, never change information to what you think it ought to be.
 8. Take notes in such a way that they'll be understandable to you, or anyone else, when reviewed later. The hastily written note often makes sense at the time you write it, but can be really confusing when you look at it days later.

TYPES OF FORMS

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

Standardize the size of the paper you'll be using. Nothing will confuse you faster than trying to find a vital piece of information written on a tiny piece of scrap

paper. The most commonly used size is the standard 8.5 by 11 inch 3-hole punch. This size is easy to find and to place into a loose-leaf binder. Binders are preferable to regular wire-bound notebooks because binders are more sturdy, and it's easy to add to or remove paper from them.

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

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

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

FILING

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

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

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

RESEARCH SOURCES

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

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

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

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

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

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

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

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

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

Local Records

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

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

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

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

National Records

Census Records – Since 1790, the United States has conducted a population census every ten years. The amount and type of information collected in each census has differed, and the information is not always accurate (especially in the earlier census schedules). Starting with the 1850 census, you'll find every person in the household listed by name. To use these records, you must know the state

and county in which the person lived. The 1790 through 1910 census schedules are open to the public. In addition to the National Archives (see note below), many state and local libraries keep census records on microfilm.

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

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

Note: The main branch of The National Archives is located in Washington D.C. There are also 12 branches of the National Archives, all of which allow access to their records and answer written or oral requests for information. For more information contact the National Archives Reference Services at (202) 501–5402 or consult one of the branches from the following list.

Anchorage, AK	654 West Third Ave., 99501	Tel: (907) 271-2441
Chicago, IL	7358 South Pulaski Rd., 60629	Tel: (312) 581-7816
Denver, CO	P.O. Box 25307, 80225	Tel: (303) 236-0817
East Point, GA	1557 St. Joseph Ave., 30344	Tel: (404) 763-7477
Fort Worth, TX	P.O. Box 6216, 76115	Tel: (817) 334-5525
Kansas City, MO	2312 East Bannister Rd., 64131	Tel: (816) 926-6272
Laguna Niguel, CA	24000 Avila Rd., 92656	Tel: (714) 643-4241
New York, NY	201 Varick St., 10014	Tel: (212) 337-1300
Philadelphia, PA	9th and Market St., Rm. 1350, 19107	Tel: (215) 597-3000
San Bruno, CA	1000 Commodore Dr., 94066	Tel: (415) 876-9009
Seattle, WA	6125 Sand Point Way NE, 98115	Tel: (206) 526-6507
Waltham, MA	380 Trapelo Rd., 02154	Tel: (617) 647-8100

Figure A-1. Branches of the National Archives

Church Records

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

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

REQUESTING INFORMATION

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

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

THINGS TO WATCH FOR

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

Double Dates

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

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

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

Figure A-2. Double dates

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

Marriage Banns

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

Death and Burial Dates

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

Incorrect Documents

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

Word Meanings

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

Location Names and Boundary Changes

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

Outdated Medical Terminology

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

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

Figure A-3. Outdated medical terminology

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

THE FINAL PRODUCT

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

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

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

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Blockson, Charles L. and Fry, Ron. *Black Genealogy*. Englewood Cliffs, NJ, 1977.

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- Rottenberg, Dan. *Finding Our Fathers: A Guidebook to Jewish Genealogy*. Baltimore: Genealogical Publishing Co., Inc., 1986.
- Stryker-Rodda, Harriet. *How to Climb Your Family Tree*. Baltimore: Genealogical Publishing Co., Inc., 1987.
- Williams, Ethel W. *Know Your Ancestors: A Guide to Genealogical Research*. Rutland, VT: Charles E. Tuttle Company, 1975.

GENEALOGICAL INFORMATION SOURCES

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

NATIONAL SOURCES

African-American Genealogy Group, P.O. Box 1798, Philadelphia, PA, 19105,
(215) 572-6063

Afro-American Historical and Genealogical Society, Inc., P.O. Box 73086, Washington, DC 20056
Local History and Genealogy Reading Room, Library of Congress Annex, 1st St. & Independence
Ave. SE, Washington, DC 20540-5554, (202) 707-5537

National Archives and Records, Records Administration, 7th and Pennsylvania Ave., Washington,
DC 20408, (202) 501-5402

National Genealogical Society, 4527 Seventeenth Street North, Arlington, VA 22207-2399,
(703) 525-0050

National Society of Daughters of the American Revolution, 1776 D Street, NW, Washington, DC
20006-5392, (202) 628-1776

STATE SOURCES

Alabama

Alabama Archives and History Dept., 624 Washington Ave., Montgomery, AL 36130,
(205) 242-4152

Alaska

Alaska Historical Collections, P.O. Box 110571, Juneau, AK 99811-0571, (907) 465-2925
Kenai Community Library, 163 Main St. Loop, Kenai, AK 99611, (907) 283-4378

Arizona

Arizona Dept. of Library Archives & Public Records, 1700 W. Washington St., Phoenix, AZ
85007, (602) 542-3942

Arizona State Genealogical Society, 500 S. Langley, Tucson, AZ 85710, (602) 298-0905

Arkansas

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

California

California Genealogical Society, P.O. Box 77105, San Francisco, CA 94107-0105,
(415) 777-9936

California Historical Society, 2909 Pacific Ave., San Francisco, CA 94109, (415) 567-1848

California State Archives, 201 N. Sunrise Ave., Roseville, CA 95661, (916) 773-3000

California State Library, 914 Capitol Mall, Sacramento, CA 95814, (916) 654-0261

Los Angeles Westside Genealogical Society, P.O. Box 10447, Marina del Rey, CA 90295

Napa Valley Genealogical & Biographical Society, P.O. Box 385, Napa, CA 94559,
(707) 252-2252

Orange County Genealogical Society, 7111 Talbert Ave., Huntington Beach, CA 92648

San Diego Genealogical Society, 2925 Kalmia St., San Diego, CA 92104, (619) 284-7017

San Luis Obispo Genealogical Society, Inc., P.O. Box 4, Atascadero, CA 93423-0004

Southern California Genealogical Society, P.O. Box 4377, Burbank, CA 91503, (818) 843-7247

Sutro Library, 480 Winston Drive, San Francisco, CA 94132, (415) 731-4477

Colorado

Colorado Genealogical Society, P.O. Box 9218, Denver, CO 80209, (303) 571-1535

Colorado State Archives and Public Records, 1313 Sherman St., Rm. 1B-20, Denver, CO 80203,
(303) 866-2390

Connecticut

Connecticut State Library, 231 Capitol Ave., Hartford, CT 06106, (203) 566-3692

The Stamford Historical Society, 1508 High Ridge Rd., Stamford, CT 06903, (203) 329-1183

Delaware

Delaware Genealogical Society, 505 Market Street Mall, Wilmington, DE 19801, (302) 995-2783

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

Florida

Miami-Dade Public Library, Genealogy Dept., 101 West Flagler St., Miami, FL 33130,
(305) 375-5580

State of Florida, Bureau of Archives, Tallahassee, FL 32399-0250, (904) 487-2073

Tampa Public Library Special Collections, 900 North Ashley Dr., Tampa, FL 33602,
(813) 273-3628

Georgia

Atlanta History Center, 3101 Andrews Dr. NW, Atlanta, GA 30305, (404) 814-4000

Georgia Department of Archives and History, 330 Capitol Ave., Atlanta, GA 30334,
(404) 656-2350

Hawaii

Hawaii State Library, 478 S. King St., Honolulu, HI 96813, (808) 586-3500

Hawaiian Historical Society, 560 Kawaiahao St., Honolulu, HI 96813, (808) 537-6271

Idaho

Idaho Genealogical Society, 325 W. State St., Boise, ID 83705-2867, (208) 384-0542

Idaho State Historical Society Genealogical Library, 450 North 4th St., Boise, ID 83702-6027,
(208) 334-2305

Illinois

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

Indiana

Allen County Public Library, 900 Webster St., Ft. Wayne, IN 46801, (219) 424-7241
Indiana Historical Society, 315 West Ohio Street, Indianapolis, IN 46202, (317) 232-1882
Indiana State Library, 140 North Senate Ave., Indianapolis, IN 46204, (317) 232-3675

Iowa

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

Kansas

Kansas State Historical Society, 120 West 10th, Topeka, KS 66612, (913) 296-4774
Kansas State Historical Society Library, 120 West 10th, Topeka, KS 66612, (913) 296-4775
Midwest Historical & Genealogical Library, 1203 N. Main St., Wichita, KS 67212,
(316) 264-3611 (open Tuesday & Saturday)

Kentucky

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

Louisiana

Louisiana Genealogical and Historical Society, P.O. Box 3454, Baton Rouge, LA 70821
Louisiana State Library, 760 N. 3rd St., Baton Rouge, LA 70802, or P.O. Box 131, Baton Rouge,
LA 70821-0131, (504) 342-4914

Maine

Maine Historical Society, 485 Congress Street, Portland, ME 04101, (207) 774-1822
Maine State Library, Cultural Building, State House Station 64, Augusta, ME 04333,
(207) 287-5600

Maryland

Maryland Genealogical Society, 201 West Monument St., Baltimore, MD 21201, (410) 685-3750
Maryland Historical Society, 201 West Monument St., Baltimore, MD 21201, (410) 685-3750

Massachusetts

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

Michigan

Archives and Regional History Collections, Western Michigan University, Kalamazoo, MI
49008-5081, (616) 387-8490

Detroit Public Library, Burton Historical Collections, 5201 Woodward Ave., Detroit, MI 48202,
(313) 833-1480

Michigan State Library, 717 W. Allegan St., P.O. Box 30007, Lansing, MI 48909,
(517) 373-5400

Minnesota

Minnesota Genealogical Society, P.O. Box 16069, St. Paul, MN 55116, (612) 645-3671
The Prairieland Genealogical Society, Southwest State University, Marshall, MN 56258

Mississippi

Mississippi Dept. of Archives and History, P.O. Box 571, Jackson, MS 39205, (601) 359-6876
Mississippi Genealogical Society, P.O. Box 5301, Jackson, MS 39236-5301

Missouri

Heart of America Genealogical Society, c/o Public Library, 311 East 12th St., Kansas City, MO
64106, (816) 221-2685

Missouri State Genealogical Association, 4302 Barth Drive, St. Louis, MO 63125

Montana

Montana Historical Society Foundation, P.O. Box 863, Helena, MT 59624, (406) 449-3770
Yellowstone Genealogy Forum, c/o Parmlly Billings Library, 510 North Broadway, Billings, MT
59101, (406) 657-8257

Nebraska

Eastern Nebraska Genealogical Society, c/o Clare Mares, 1722 E. 19th St., Fremont, NE 68025,
(402) 721-9553

Nebraska State Historical Society Library, P.O. Box 82554, Lincoln, NE 68501, (402) 471-4751

Nevada

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

New Hampshire

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

New Jersey

New Jersey State Archives, 185 West State Street, CN 307, Trenton, NJ 08625, (609) 292-6260
New Jersey State Library, 185 West State Street, CN 520, Trenton, NJ 08625, (609) 292-6220

New Mexico

Albuquerque Public Library, Special Collections Branch, 423 Central Ave. NE, Albuquerque, NM
87102, (505) 848-1376.

New Mexico Genealogical Society, P.O. Box 8283, Albuquerque, NM 87198

New Mexico State Library, 325 Don Gasper, Santa Fe, NM 87503, (505) 827-3800

New York

The Brooklyn Historical Society, 128 Pierrepont St., Brooklyn, NY 11201, (718) 624-0890
Buffalo and Erie County Public Library, Laffayette Square, Buffalo, NY 14203, (716) 858-7103
Central New York Genealogical Society, P.O. Box 104, Covin Sta., Syracuse, NY 13205
New York Genealogical and Biographical Society, 122 East 58th Street, New York, NY
10022-1939, (212) 755-8532
New York State Historical Association, P.O. Box 800, Cooperstown, NY 13326, (607) 547-2509
New York State Library & Cultural Education Center, Empire State Plaza, Seventh Floor, Albany,
NY 12230, (518) 474-5355

North Carolina

The North Carolina Genealogical Society, P.O. Box 1492, Raleigh, NC 27602
North Carolina State Library, 109 East Jones Street, Raleigh, NC 27601-2807, (919) 733-7222

North Dakota

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

Ohio

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

Oklahoma

Oklahoma Historical Society, 2100 N. Lincoln Blvd., Oklahoma City, OK 73105-4997,
(405) 521-2491

Oregon

Multnomah County Library, 801 SW 10th Ave., Portland, OR 97205, (503) 248-5234
Oregon Genealogical Society, 223 North A St., Suite F, Springfield, OR 97477, (503) 746-7924
(answering machine, Monday & Friday, 10 - 2)
Oregon State Library, State Library Building, Salem, OR 97310, (503) 378-4277

Pennsylvania

Carnegie Library, Pennsylvania Dept., 4400 Forbes Ave., Pittsburgh, PA 15213, (412) 622-3154
Pennsylvania Genealogical Society, 1300 Locust Street, Philadelphia, PA 19107, (215) 545-0391
Pennsylvania State Archives, P.O. Box 1026, Harrisburg, PA 17108-1026, (717) 783-3281
State Library of Pennsylvania, P.O. Box 1601, Harrisburg, PA 17105, (717) 783-5991 (answering
machine only)

Rhode Island

Rhode Island State Archives, 337 Westminster St., Providence, RI 02905, (401) 277-2353
Rhode Island State Historical Society Library, 121 Hope St., Providence, RI 02906,
(401) 331-8575

South Carolina

South Carolina Historical Society, 100 Meeting Street, Charleston, SC 29401, (803) 723-3225
South Carolina State Archives, 1430 Senate St., P.O. Box 11669, Columbia, SC 29211,
(803) 734-8596
South Carolina State Library, 1500 Senate Street, P.O. Box 11469, Columbia, SC 29211,
(803) 734-8666

South Dakota

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

Tennessee

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

Texas

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

Utah

Family History Library, 35 North West Temple Street, Salt Lake City, UT 84150, (801) 240-2364
Utah Genealogical Association, P.O. Box 1144, Salt Lake City, UT 84110, (801) 241-4196

Vermont

Genealogical Library, Bennington Museum, West Main St., Bennington, VT 05201,
(802) 447-1571
Vermont Historical Society, Pavilion Office Bldg., 109 State Street, Montpelier, VT 05609-0901,
(802) 828-2291

Virginia

Central Rappahannock Regional Library, 1201 Caroline St., Fredericksburg, VA 22401-3798
College of William and Mary, Earl Gregg Swem Library, Williamsburg, VA 22903-2498
George M. Jones Library Association, Jones Memorial Library, 2311 Memorial Ave., Lynchburg,
VA 24501
Handley Library P.O. Box 58 100 West Picadilly St., Winchester, VA 22604
Jefferson-Madison Regional Library, 201 East Market St., Charlottesville, VA 22902-5287
Lloyd House, 220 N. Washington St., Alexandria, VA 22314
Norfolk Public Library, Kirn Memorial Library, 301 East City Hall Avenue, Norfolk, VA
23510-1775
Thomas Balch Library, 208 West Market Street, Leesburg, VA 22075
University of Virginia, Alderman Library, Charlottesville, VA 22903-2498
Virginia Historical Society, P.O. Box 7311, Richmond, VA 23221-0311, (804) 358-4901
Virginia Room, Fairfax City Regional Library, 2915 Chain Bridge Road, Fairfax, VA 22030
Virginia State Library, 11th St. at Capitol Square, Richmond, VA 23219, (804) 786-2306

Washington

Seattle Genealogical Society, 1405 5th Avenue, Ste. 210, P.O. Box 1708, Seattle, WA 98111,
(206) 682-1410

Washington State Library, P.O. Box 42475, Olympia, WA 98504-2475, (206) 753-4024

West Virginia

West Virginia Historical Society, Cultural Center, 1900 Kanewha Blvd E., Charleston, WV
25305-0300, (304) 558-0220

Wisconsin

Milwaukee Public Library, 814 West Wisconsin Ave., Milwaukee, WI 53233-2385,
(414) 278-3000

Wisconsin Genealogical Society, c/o Mrs. John Irvin, 2109 20th Ave., Monroe, WI 53566,
(608) 325-2609

Wisconsin Jewish Genealogical Society, 9280 N. Fairway Dr., Milwaukee, WI 53217

Wisconsin State Historical Society Library, 816 State St., Madison, WI 53706, (608) 264-6534

Wyoming

Department of Commerce, Historical Research Unit, Barrett Bldg., 2301 Central Avenue,
Cheyenne, WY 82002, (307) 777-7018

CANADIAN SOURCES

Archives Nationales du Québec, Service Au Public, P.O. Box 10450, 1210 Avenue du Séminaire,
Saint-Foy, Qué., G1V 4N1, (418) 643-1322

Archives of Ontario, 77 Grenville St., Queen's Park, Toronto, Ont., M7A 2R9, (416) 327-1600

National Archives of Canada, 395 Wellington St., Ottawa, Ont., K1A 0N3, (613) 995-5138

Northwest Territories Archives, Department of Educational, Cultural, & Employment Programs,
Government of the Northwest Territories, Yellowknife, N.W.T., X1A 2L9, (403) 873-7698

Provincial Archives of Alberta, 12845 - 102 Ave., Edmonton, Alba., T5N 0M6, (403) 427-1750

Provincial Archives of British Columbia, 655 Belleville St., Victoria, B.C., V8V 1X4,
(604) 387-5885

Provincial Archives of Manitoba, 200 Vaughan St., Winnipeg, Man., R3C 1T5, (204) 945-3971

Provincial Archives of New Brunswick, P.O. Box 6000, Fredericton, N.B., E3B 5H1,
(506) 453-2122

Provincial Archives of Newfoundland and Labrador, Colonial Building, Military Road, St. John's
Nfld., A1C 2C9, (709) 729-3065

Public Archives, 6016 University Ave., Halifax, N.S., B3H 1W4, (902) 424-6060

Public Archives of Prince Edward Island, P.O. Box 1000, Charlottetown, P.E.I., C1A 7M4,
(902) 368-4290

Saskatchewan Archives Board, Regina Office, University of Regina, Regina, Sask., S4S 0A2,
(306) 787-4068

Saskatchewan Archives Board, Saskatoon Office, University of Saskatchewan, Saskatoon, Sask.,
S7N 0W0, (306) 933-5832

Yukon Archives, P.O. Box 2703, Whitehorse, Y.T., Y1A 2C6, (403) 667-5321

LDS ORDINANCE INFORMATION

If you choose to use the LDS format, some field labels and the Family Group Sheet will be changed to conform to LDS standards. See “Preferences for Field Labels” in Chapter 3 on page 65 for instructions on selecting LDS format.

1. The Comment/Location field labels on the Facts dialog box are automatically changed to the ordinances baptism, endowment, and seal to parents.
2. The field labels of the More About Marriage — Facts dialog box now asks for the sealing date and location.
3. The location and date fields will accept temple codes and several special date codes. These codes can be spelled out or abbreviated.

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

Figure B-1. Special Date Codes

The Family Group Sheet will reflect these changes:

1. Ordinance data is now listed along the right hand side of the sheet.
2. Last names are printed in capital letters.
3. All dates are automatically formatted — Day/Month/Year — with the month abbreviated (10 Sep 1988).
4. The Title & Footnote dialog box for Family Group Sheets will provide space for entering the submitter's name, address, stake, and unit number. See "Adding a Title & Footnote" on page 173.
5. Space is provided for entering information about proxies.
6. Space is provided for entering the relationship of the submitter to the husband or wife.
7. The title will change to "Family Group Record."

ACCESSORIES

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

If you would like to be notified of any new programs, accessories, or services, please be sure that we have your current address. Send in your registration card or the handy change of address card located in the front of this manual.

BIOGRAPHY MAKER

This clever program makes it easy and fun to write biographies about your relatives or yourself. *Biography Maker* quickly and easily creates a customized list of writing ideas for each individual you write about.

For example, if you are writing about someone who was a teen during the Roaring Twenties, *Biography Maker* gives you writing ideas that capture the spirit of those times. It reminds you of the invention of radio, the reign of Al Capone, Prohibition, and much more. With the research done for you, you can concentrate on the most important part of your biography: telling the story.

The program contains more than 5,500 writing ideas that fall into over 80 different topic categories. All the important personal topics of the typical human life are covered, such as Ancestry and Marriage. And there are hundreds of detailed writing ideas on the historical events that shaped individuals' lives, such as World War II and The Great Depression. A special, built-in word processor displays pertinent writing ideas on-screen while you write.

With customized writing ideas to guide you along while you write, you won't forget to include anything. Do an overview of a relative's whole life or just concentrate on some of the major events. It's up to you! *Biography Maker* is the perfect tool for helping you capture all those old family stories you want your grandchildren to enjoy. (See the last page of this manual for even more details about this extraordinary program.)

PARCHMENT PAPER

Banner Blue Software offers antique finish parchment paper you can use to print your trees. You can use the paper in tractor-feed printers or in laser printers. See the order card at the front of this manual for details.

OTHER PRODUCTS BY BANNER BLUE SOFTWARE

For more information on any of the following products or to order them, call Banner Blue at (510) 794-6850 or write Banner Blue Software, P.O. Box 7865, Fremont, CA 94537.

Family Tree Maker (DOS Version)

Family Tree Maker is available for DOS users, too. A veteran member of the Banner Blue Software family, the DOS version of Family Tree Maker has been the #1 selling program for organizing family information since its first version was released in 1989. By July of 1993, over 200,000 copies had been sold. Respected by users for its high quality and ease of use, the DOS version of Family Tree Maker comes with a number of distinct features. For information about variations between Family Tree Maker for Windows and the DOS version of Family Tree Maker, contact Banner Blue Software.

Uncle Sam's Budget Balancer

Uncle Sam's Budget Balancer makes it easy for ordinary citizens to try their hand at balancing the federal budget. Users can modify the President's current fiscal year budget with over 300 options researched and documented by the Congressional Budget Office. Options for spending and revenue changes are described, including the pros and cons of implementing each one. Print out your budget plan to discuss with others or send it to your congressperson or senator. The program also contains educational information on the budget process.

Banner Blue Movie Guide

This is the ultimate gift for video renters and movie buffs! *Banner Blue Movie Guide* contains information on over 10,000 movies, including stars, directors, plot descriptions, and awards. Perform searches for movies starring your favorite actor, or search to see whether or not a comedy has ever won the Oscar for Best Film. Play the entertaining trivia game, or even print lists of movies you want to see. The *Banner Blue Movie Guide* makes an excellent gift for anyone who ever goes to the video store!

Brochure Maker

This Windows program provides a revolutionary new way to create professional-looking, low-cost, color brochures in just four quick and easy steps: 1) Choose a design; 2) Type in your text; 3) Send us your disk and photos; and 4) We professionally print your brochures in color and deliver them to you fast!

Advertisers know that color attracts more readership, so with *Brochure Maker's* aggressive printing prices, you can't afford not to print in full color.

Org Plus

Org Plus automatically draws organization charts and tree diagrams. Also use it to generate reports such as phone lists or salary summaries directly from your charts. Available for DOS, Windows, and Mac, it's an indispensable tool for managers in all types of businesses. In fact, over 400 of the Fortune 500 companies use *Org Plus*!

PRESERVING PHOTOS

For more than a century, people have enjoyed the ability to capture a special moment in time with a photograph. People enjoy seeing pictures of their parents and grandparents when they were young. Many take it for granted that their children and grandchildren will someday enjoy the pictures they take today.

However, you probably have experienced yellowing, cracking, and fading of some of your photographs. Still others are destroyed or simply lost. Although some photographs last for generations, none of them are immune to the effects of time. This appendix provides tips that can help you preserve your photographic treasures.

WHAT A PHOTOGRAPH IS MADE OF

Photographs are made up of several layers of materials. The top layer contains the image suspended in gelatin (purified animal protein). It is called the emulsion layer. This layer is coated on to a base layer of photographic paper or film. A middle layer of adhesive is used to make the emulsion stick to the base.

The materials used to form the image depend on the type of photograph. The image for black and white photographs is made up of light-sensitive silver salts (silver halides).

Color photographs and slides are made up of dyes instead of silver deposits. Like all dyes, those used in photography fade and/or change color over time. Since most of the photographs taken today are made in color, researchers continue to work on dye stability. With proper care you can expect your color prints to last for decades, but in general, they do not preserve as well as black and white images.

CAUSES OF DETERIORATION

Many factors can contribute to the deterioration of photographs. Since photos are made up of layers of material, damage to any one layer can ruin the image. Often, it is a combination of factors causing the damage. The following are some of the most destructive influences.

High temperature and relative humidity

These factors by themselves are damaging and together they are the most destructive factors that affect photographs. Temperatures above 70°F and relative humidity above 60% for long periods should be avoided. Daily, drastic temperature changes (such as occur in an attic) and continuously damp areas (such as basements) should also be avoided. At the other extreme, very low humidity, under 25%, is also damaging. It causes the emulsion layer to crack and the base material to curl.

Because the emulsion layer is composed of organic materials (the gelatin), heat and high humidity promote the growth of mold and fungi on it. The gelatin also softens and becomes sticky as it begins to retain moisture. Heat and humidity also make base materials deteriorate quickly. Cold temperatures (refrigeration) are preferable, especially for color photos, but only if humidity can also be controlled. Standard refrigerators have a high relative humidity and are NOT a good place to store photographs. Air-conditioning used with a dehumidifier helps control the effects of temperature and humidity when refrigeration is not an option.

Residual processing chemicals

Damaging chemicals can be left on photographs if they are not processed correctly. In black and white photographs, these chemicals are made up of sulfur and silver compounds which react with the silver of the image to turn it a yellowish brown color. Over time, the silver compounds can become silver sulfide which will not only discolor the photograph, but also fade the image. Residual chemicals also increase the effect of external influences such as heat and humidity. For these reasons it is important that you have your film developed by reputable professionals or, if you develop your own, that you follow processing procedures precisely as the manufacturer suggests.

Air pollutants

All kinds of airborne substances can be damaging to photographs. Those people living in cities with high pollution levels will find this especially true. Oxidizing gases containing sulfur compounds, paint and varnish fumes, cleaning agents (chlorine and ammonia), tobacco smoke, auto exhaust, salty sea air, and dust are some of the most troublesome pollutants. Photos should not be stored in areas where these pollutants are present. For example, avoid closets that also contain cleaning products and remove photos from rooms freshly painted with an oil based paint for at least a month (latex paint is safe).

Nitrate based film

This type of film base was common in the early 1900's. It is relatively unstable and decomposes rapidly. It is also flammable and in large quantities is considered a fire hazard. During decomposition it produces oxidizing gases such as nitric oxide and nitrogen dioxide. These by-products of decomposition also speed up the decomposition process and are damaging to other negatives and photographs that may be stored near them. If possible, have pictures on nitrate based film converted to newer, safer film. At the very least, store nitrate based film away from your other photographs.

Ultraviolet light

Direct sunlight and fluorescent light can be very damaging to the image on a photograph. This is particularly true of the dyes in color photos which will fade rapidly when exposed to light. For all types of photographs, it is best to avoid prolonged exposure to direct sunlight and to use ultraviolet filters on fluorescent lights. Tungsten lights are much safer than fluorescent lights.

Mishandling

Much of the damage to photos comes from the way we handle them. Always try to avoid touching the emulsion surface. Some other obvious things to avoid are bending, cutting, or scratching photographs. Less obvious dangers are such common household items as ink, staples, paper clips, glue, and tape. These products all contain substances harmful to photographs. The next section (Proper Storage Methods and Materials) will list products safe to use with photographs.

Natural Disasters

There are a few things you can do to protect your photographs from flood, fire, and other natural disasters. Storing them up off the floor is relatively simple and can help tremendously in case of minor flooding. Storage in an enameled steel file cabinet can prevent photographs from being crushed and offers some safety from water and fire damage. You may want to consider a safe deposit box for extremely valuable photographs. It is also wise to give copies of special photographs to relatives to avoid having them all in one place in case of a disaster.

PROPER STORAGE METHODS AND MATERIALS

In addition to avoiding the conditions mentioned in the previous section, using specialized storage methods and materials helps prolong the life of photographs. The storage environment is very important. Heat, relative humidity, light, and air pollutants should be maintained as close to acceptable levels as possible. The two places photographs are most often stored, attics and basements, do not provide the best conditions.

When storing prints and negatives, a general rule is never store them in contact with one another. Prints and negatives can stick to each other. Also, any print with residual processing chemicals could affect the prints around it as it begins to decay. Each should be stored in a separate paper or plastic enclosure. If you have mounted prints, be sure to place a sheet of paper or plastic (interleaving sheets) between them during storage. The prints and negatives within their enclosures can be stored in acid-free storage boxes on a shelf or in enameled steel file cabinets.

If you prefer the convenience of a photograph album, take great care in choosing it. Ironically, many mass produced photograph albums are made from photo-damaging materials. Albums can be safe if made of proper materials.

On the next page is a list of do's and don'ts when choosing storage materials and locations. Also, the next section lists the names of two catalogs where you can order the proper materials. You should also be able to find these materials in photographic supply stores.

SOURCES OF SAFE STORAGE AND DISPLAY MATERIALS

Light Impressions, P.O. Box 940, Rochester, NY 14603-0940, (800) 828-6216

Archival Quality Materials, University Products Inc., P.O. Box 101, 517 Main Street, Holyoke, MA 01041, (800) 628-1912

ADDITIONAL PRESERVATION TECHNIQUES

Another method for preserving your photographs is to have copies made of them while they are still in good condition. It is also wise to display these copies instead of the originals.

For black and white photographs, toned prints tend to be more stable. The toning process changes the metallic silver of the image to a form that is more resistant to oxidizing gases. The toning is performed during the developing process and

results in the photograph having a brownish or purplish tone to it. This process is not recommended for old prints.

For color prints, consider having black and white negatives and prints made since these tend to last longer. There is a method which produces black and white separation masters. These separate the different layers of color into a black and white format which can be recombined and colored at a later time if desired. However, this procedure is costly and difficult.

As you can see, there are several relatively simple things you can do to help your photographs last longer. By carefully choosing the mounting materials, storage materials, and storage location for your photographs, you can preserve memories for generations to enjoy.

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Weinstein, Robert A. and Booth, Larry. *Collection, Use and Care of Historical Photographs*. Nashville: American Association for State and Local History, 1977.

TROUBLESHOOTING

Although we hope you never have any problems while using Family Tree Maker, sometimes things just go wrong. If you are having a problem with Family Tree Maker, try to locate your problem in the tables below. If you see the problem listed, try the suggestions in the “Possible solution” column. If you have tried all of the suggestions and none of them solved the problem, contact Banner Blue Technical Support for further assistance.

Note: Family Tree Maker requires Windows 3.1 or higher, a hard disk with *at least 2 megabytes* of free space, *at least 2 megabytes* of physical RAM, a VGA or better monitor, and a Microsoft compatible mouse. If your system does not meet these requirements, then *we cannot guarantee the program will function correctly*. You will need to upgrade your system to meet these requirements if you wish to use Family Tree Maker.

INSTALLATION

Problem	Possible solution
A message appears which says “Cannot find a:setup (or one of its components). Check to be sure the path and filename are correct and that all required libraries are available.”	<ul style="list-style-type: none">• You may have entered something other than a:setup in the Command Line field. Check what was entered.• You may have entered a:setup, but put the diskette in your b: diskette drive. Try typing b:setup or putting the diskette in the a: diskette drive.• Your diskette drive may not be able to read high density diskettes. See “Disk Type” on page 241.• The disk may be damaged. Contact Banner Blue Technical Support for assistance.
A message appears which says that you don’t have enough disk space to install	<ul style="list-style-type: none">• You may be out of space on the drive you’re attempting to install to. See “Disk Space” on page 242.

INSTALLATION, *continued*

Problem	Possible solution
System locks up during installation	<ul style="list-style-type: none">• Something on your system may be interfering. See “Doing a Clean Boot” on page 245.

PRINTING

Problem	Possible solution
Printing garbage characters	<ul style="list-style-type: none">• Your printer may be confused. Reset the printer by turning it off, then back on.• You may be using the wrong printer driver. See “Print Setup” on page 243.• You may have incorrect port, baud rate, or parity settings in Print Setup. See “Print Setup” on page 243.• You may have a bad cable. Try using a new one.• Your computer may be running low on memory or resources. See “Memory & Resources” on page 242.• Your printer may not be able to handle all the information being sent to it. Check for error messages on the printer and consult your printer manual for possible solutions.• Something on your system may be interfering. See “Doing a Clean Boot” on page 245.

PRINTING, *continued*

Problem	Possible solution
Printing slowly	<ul style="list-style-type: none">• Printing from Windows, especially when printing graphics, can be slow. If you want it to print faster, you can try printing at lower quality, but the output won't look as nice.• Windows Print Manager may be slowing it down. Try disabling it.
Printing boxes without text	<ul style="list-style-type: none">• Family Tree Maker provides options to print without text. Check the Contents:Items to Include dialog box. Also make sure you haven't selected the "Print empty" option on the File:Print dialog box.• Your computer may be running low on memory or resources. See "Memory & Resources" on page 242.
Printing text without boxes	<ul style="list-style-type: none">• Family Tree Maker provides the option to print trees without boxes. Check the Format:Box, Line, & Border Styles dialog box.• Your computer may be running low on memory or resources. See "Memory & Resources" on page 242.
Letters are replaced with symbols	<ul style="list-style-type: none">• You may be using a symbol font, such as Fences or Wingdings. Try switching to a TrueType font such as Arial.

PRINTING, *continued*

Problem	Possible solution
Text is printing outside boxes	<ul style="list-style-type: none">• You may be using the wrong printer driver. See “Print Setup” on page 243.• Your printer may be using the wrong character spacing. Set up your printer so that the software is in control of what size character is printed, instead of having the printer set to only do one size.• You may be using a font that is not scaling correctly. Try using a TrueType font such as Arial.• Something on your system may be interfering. See “Doing a Clean Boot” on page 245.
Absolutely nothing prints at all	<ul style="list-style-type: none">• Your printer may not be hooked up correctly. Check to see if it’s turned on, online, and connected to the computer.• You may have incorrect settings in Print Setup. See “Print Setup” on page 243.• Your computer may be running low on memory or resources. See “Memory & Resources” on page 242.• Your printer may not be able to handle all the information being sent to it. Check for error messages on the printer and consult your printer manual for possible solutions.• Something on your system may be interfering. See “Doing a Clean Boot” on page 245.

OTHER

Problem	Possible solution
A message appears which says that you don't have enough disk space to save or to run	<ul style="list-style-type: none">• You may be out of space on the drive Windows is installed on, the drive you're attempting to save to, or the drive your temporary directory is on. See "Disk space" on page 242.
A message appears which says you need to load "share" Your system locks when running; generates a General Protection Fault, or generates an Application Error	<ul style="list-style-type: none">• Share is not installed. See "Share" on page 248.• Your computer may be running low on memory or resources. See "Memory & Resources" on page 242.• Something on your system may be interfering. See "Doing a Clean Boot" on page 245.

DISK TYPE

Family Tree Maker is shipped on high density (Double Sided High Density), 1.44 megabyte 3.5" diskettes. If you normally use low density (Double Sided Double Density) 3.5" diskettes, then it is likely that your computer will not be able to read the high density diskette. If this is the case, or if your system does not have a 3.5" diskette drive, then you will not be able to use the disk you received. Banner Blue Software will provide you with either 3.5" low density or 5.25" high density replacement diskettes at no charge. (Please note that 5.25" low density disks are *not* available.) To get replacement diskettes, simply fill out and return the coupon at the front of this manual.

DISK SPACE

In Windows programs, many operations such as printing and saving require disk space. If you see a message warning that you don't have enough disk space, you should check the following:

- Disk space available on the drive Windows is installed on. You need to have at least 1 megabyte of disk space available. If you have less than this amount, then there won't be enough room for Windows to operate properly.
- Disk space available on the drive where Family Tree Maker is saving your Family File. You generally need to have 3 times the size of your file available because of the way many Windows programs (including Family Tree Maker) save files. For example, if your file is 400,000 bytes, you actually need 1,200,000 bytes (1.2 Mb) available to save it.
- The existence of a directory on your hard drive for temporary files. You can check this by exiting to DOS and typing **set**. There should be a line that says something like **temp = c:\temp**. If you don't have such a line, then you should set up a temp directory for Windows to use. See "Using the TEMP Environment Variable" in your Windows 3.1 manual for information about doing this.

MEMORY & RESOURCES

If either your available memory or available resources falls too low, then your computer may behave unpredictably. To check your available memory and resources, do the following:

1. Make sure you are running Family Tree Maker.
2. Hold down **Ctrl** while you hit **Esc**. This will bring up the Windows **Task List**.

The Task List is a list of every program which is currently running. Each program takes up resources. If anything other than Program Manager and Family Tree Maker are listed, you may be running more programs than you have resources for.

3. Highlight **Program Manager** and select **Switch to**.
4. From the **Help** menu, select **About Program Manager**.

Windows displays the About Program Manager dialog box. The most important items on it are Memory and System Resources.

Family Tree Maker requires that you have at least 2 megabytes (2000 KB) of physical memory in your computer. Of this, there must be at least 1 megabyte (1000 KB) free to run. If the number next to Memory is less than 1000 KB, then you need to free up more memory. You may be able to do this by closing other programs. If all other programs have been closed and you still don't have enough memory available, you should try doing a clean boot. See "Doing a Clean Boot" on page 245. If you have less than 1 megabyte of memory free after doing a clean boot, then you don't have enough memory available to run Family Tree Maker. Try consulting your DOS and Windows manuals for details about making more memory available, or consider buying more memory for your computer.

Microsoft Windows requires that your system resources be at least 40% just to run Windows alone. Each program you are running takes up some of your resources. So the more you want to run at one time, the more you need available. If you are running Family Tree Maker and your resources are less than 50%, you don't have enough. You can free up more resources by closing other programs or doing a clean boot, described on page 245. If you have tried this and still are low on resources, contact Microsoft for information on how to get more resources.

PRINT SETUP

One of the nicest things about Windows is that it handles all printing. You don't have to install your printer over and over again in different programs — once your printer is installed in Windows, it should work with all Windows programs. If you're having trouble printing from Family Tree Maker, it probably is because of an incorrect setting in your **Print Setup**.

1. Make sure that your selection in **Print Setup** *exactly* matches the kind of printer you have. From the **File** menu, select **Print Setup**. Using a driver other than the one specifically designed to work with your printer can cause unpredictable results. If you don't have the correct printer driver, contact your printer manufacturer or Microsoft for information on how to get one.
2. Family Tree Maker allows you to have different settings in Print Setup for each view. For example, you could choose legal size paper and 1 inch margins for your Ancestor trees, but letter size paper and half inch margins for your Descendant trees. You could also select completely different printers for each tree! If you find that you can print correctly from one view, but not from another, compare the settings in Print Setup for each view to determine what is different between the two.

-
-
3. Try printing from another Windows program, such as Write or Notepad. If you experience the same problem, then the problem lies somewhere in either your printer or Windows setup. Contact Microsoft or your printer manufacturer for assistance.
 4. Check your settings in Program Manager's **Control Panel** to verify that they match your system. You should have a Control Panel icon in your Main group in Program Manager. If you don't, from the **File** menu in Program Manager, select **Run**. Type **control** in the Command Line field and click **OK**. This will bring up the Control Panel. Double click the **Printers** icon to access printer information.

The Printers dialog box will tell you which port Windows is printing to. (A port is the place on your computer that the printer plugs into.) Check the documentation which came with your computer to find out which port your printer is connected to. This should be the one shown in the Printers dialog box.

In particular, if you are printing through a COM port (i.e. COM1), make sure that the settings for baud rate, parity, and stop bits match those set on your printer. If you aren't sure what they should be set to, consult your printer manual. You may also want to try decreasing the baud rate. Sometimes there's simply too much going on for Windows to be able to talk to your printer at a high speed. Decreasing the speed will usually solve the problem.

5. Make sure you're using the most current driver available for your printer. You can check the version by going to the **File** menu and selecting **Print Setup**. The Print Setup dialog box will appear. Click **Options**. This will bring up a screen specific to your printer. There is usually a button labeled "About" which will give information about the driver, including the version. If there isn't a button, then the version number may appear somewhere else in the dialog box. Check with your printer manufacturer to see if you have the latest driver. (They can also tell you how to find out which version you have, if you aren't sure.) Also, make sure that the printer driver is for the version of Windows that you're using. A driver from Windows 3.0 probably won't work correctly in Windows 3.1.

DOING A CLEAN BOOT

A “clean boot” is the process of starting your computer and Windows with only the essential elements your computer and Windows need to run. To do this, you must edit your WIN.INI, CONFIG.SYS and AUTOEXEC.BAT files in order to prepare your system for the clean boot. The editing steps outlined assume that you do not have any TSR (Terminate & Stay Resident) programs that your system requires in order to function properly. (A disk doubling program would be an example of such a TSR.) If you are using any such TSRs, then you will need to identify which lines belong to the TSR in your AUTOEXEC.BAT and CONFIG.SYS files and make sure that you do **not** modify these lines. Refer to documentation provided by your TSR programs to determine if you need them. If you aren't sure, leave them alone.

Note: Please make notes of the changes you make. If you need to contact Banner Blue Technical Support after you have tried the clean boot, we will need to know *exactly* what you have tried so far.

To edit your files:

1. While running Windows, bring up the Program Manager.
2. From the **File** menu, select **Run**.
3. Click the **Command Line** field and type **sysedit**
4. Click **OK**.

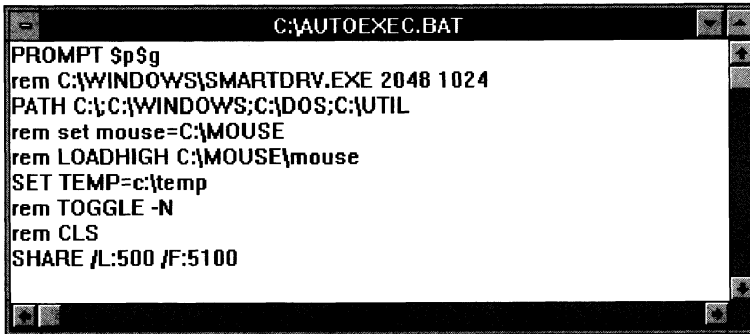
This will bring up the System Configuration Editor, along with your SYSTEM.INI, CONFIG.SYS, AUTOEXEC.BAT, and WIN.INI files. You should not change your SYSTEM.INI file.

5. Click on the window titled AUTOEXEC.BAT.
6. Type **REM** at the beginning of each line in the AUTOEXEC.BAT file except for the lines that include the following:

path
prompt
share
set temp

Note: Typing “REM” at the beginning of a line temporarily prevents the computer from running that line.

Figure E-1 shows a sample AUTOEXEC.BAT file that has been edited for a clean boot.



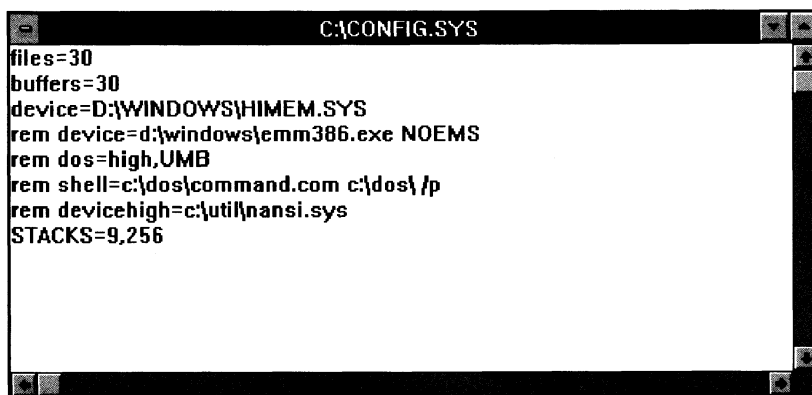
```
C:\AUTOEXEC.BAT
PROMPT $p$g
rem C:\WINDOWS\SMARTDRV.EXE 2048 1024
PATH C:\;C:\WINDOWS;C:\DOS;C:\UTIL
rem set mouse=C:\MOUSE
rem LOADHIGH C:\MOUSE\mouse
SET TEMP=c:\temp
rem TOGGLE -N
rem CLS
SHARE /L:500 /F:5100
```

Figure E-1. Sample AUTOEXEC.BAT file

7. Click on the window titled CONFIG.SYS.
8. Type **REM** at the beginning of each line of the CONFIG.SYS file except for the lines which start with the following entries:

files=
buffers=
stacks=
device=<path>himem.sys

Figure E-2 shows a sample CONFIG.SYS file that has been edited for a clean boot.



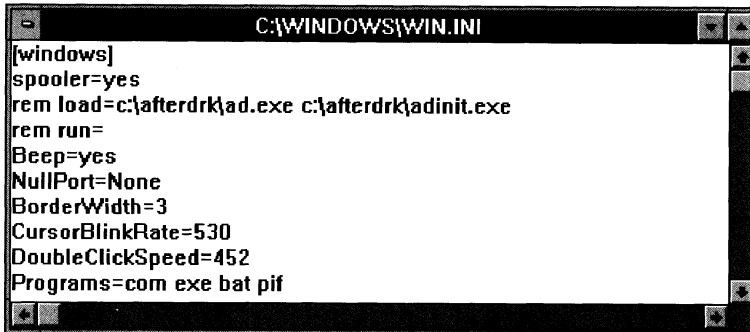
```
C:\CONFIG.SYS
files=30
buffers=30
device=D:\WINDOWS\HIMEM.SYS
rem device=d:\windows\emm386.exe NOEMS
rem dos=high,UMB
rem shell=c:\dos\command.com c:\dos\ /p
rem devicehigh=c:\util\nansi.sys
STACKS=9,256
```

Figure E-2. Sample CONFIG.SYS file

-
-
9. Click the window titled WIN.INI.
 10. Type **REM** at the beginning of each line in the WIN.INI file that starts with:


run=
load=

Figure E-3 shows a sample WIN.INI file that has been edited for a clean boot.



```
C:\WINDOWS\WIN.INI
[windows]
spooler=yes
rem load=c:\afterdrk\ad.exe c:\afterdrk\adinit.exe
rem run=
Beep=yes
NullPort=None
BorderWidth=3
CursorBlinkRate=530
DoubleClickSpeed=452
Programs=com exe bat pif
```

Figure E-3. Sample WIN.INI file

11. From the **File** menu, select **Save**.
The System Configuration Editor saves the changes you have made.
12. Exit Windows.
13. Restart your computer. At this point, you are doing a “clean boot.”
14. Start Windows. When you start Windows, hold down the Shift key. This will prevent any programs in the Startup Program Group from loading.
Note: If Windows normally starts automatically when you turn your computer on but doesn’t now, you can start it by typing **win** at the C:\> prompt and pressing .
15. Start Family Tree Maker and make sure it functions properly.

If your program functions properly after you do a clean boot, then you know that one of the items you “REM”ed out of your AUTOEXEC.BAT, CONFIG.SYS, or WIN.INI file was causing the problem. If this is the case, you can try to isolate which line it was by running Sysedit again, removing one “REM” (to add that item back in), restarting your computer, and trying again. Once you isolate which line was causing the problem, contact the manufacturer of that program.

If the clean boot did not solve your problem, there is a good chance that the problem you are experiencing is being caused by your computer hardware or an error in the program itself. Please call Banner Blue’s Technical Support for further assistance.

SHARE

Share is a DOS program that must be running in order for Family Tree Maker to run.

Family Tree Maker will modify your AUTOEXEC.BAT file automatically during installation to ensure that Share is loaded each time your computer is turned on. If you chose not to have Family Tree Maker do this, then you will either need to run Share manually *before* running Windows (when you want to use Family Tree Maker), or modify your AUTOEXEC.BAT file now, so that Family Tree Maker will run.

To run Share manually:

1. Exit Windows.
2. From the C:\> prompt, type **share /l:500 /f:5100**
3. Start Windows.
4. Start Family Tree Maker.

To modify your AUTOEXEC.BAT file now:

1. While running Windows, bring up the Program Manager.
2. From the **File** menu, select **Run**.
3. Click the **Command Line** field and type **sysedit**
4. Click **OK**.

This will bring up the System Configuration Editor, along with your SYSTEM.INI, CONFIG.SYS, AUTOEXEC.BAT, and WIN.INI files. You should not change anything other than your AUTOEXEC.BAT file.

5. Click on the window titled AUTOEXEC.BAT.

6. Add a line which says

SHARE /L:500 /F:5100

7. From the **File** menu, select **Save**.

The System Configuration Editor saves the changes you have made.

8. Exit Windows.

9. Restart your computer.

10. Start Windows.

11. Start Family Tree Maker.

Family Tree Maker should function correctly now. If it doesn't, contact Banner Blue's Technical Support for assistance.

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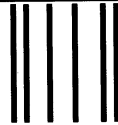
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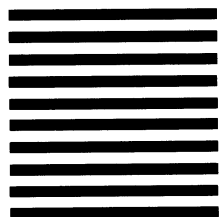
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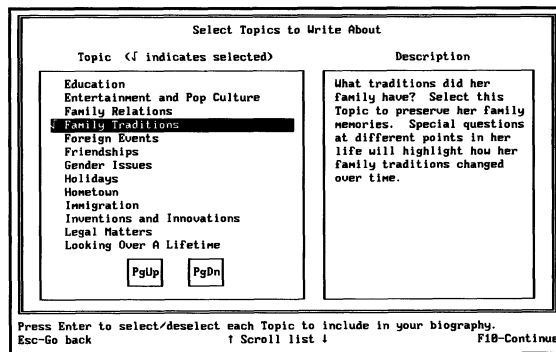
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| Relationships and Dating | Personal Politics |
| Education | Entertainment |
| Wall Street Crash | Personality and Values |
| Great Depression | Religion |
| U.S. Expansion | Medical History |
| U.S. Exploration | Ancestry |
| JFK's Assassination | Natural Disasters |
| World War I | and many more! |
| Foreign Events | |

Features

- Autobiographies, too!
- Imports text files (in ASCII)
- Exports text files (in ASCII)
- Built-in word processor
- Automatic Table of Contents creation
- Writes scripts for video or audio histories
- Automatic cover page design
- User's Guide that includes writing tips and inspiration

(continued on other side)

Enter Information Once... Print Many Different Ways

Print Ancestor (pedigree) and Descendant Trees

with your choice of box, font, and border styles. Supports color and black & white printers.

Print your choice of information

up to 50 lines in each person's box. Most other programs only print birth, marriage, and death information.

Remember special family occasions with

Calendars, automatically printed with birthdays and anniversaries filled in.

Make Family Albums or Books

by pasting family trees, calendars, and more from Family Tree Maker into other Windows applications using the Windows clipboard. Shown here: a family tree pasted into a Microsoft Word document.

#1 Selling and Best Value

With over 200,000 copies sold, Family Tree Maker™ has proven itself as the best way to organize your family information. For ease of use, flexibility, and overall quality, you won't find a better value than Family Tree Maker for Windows.

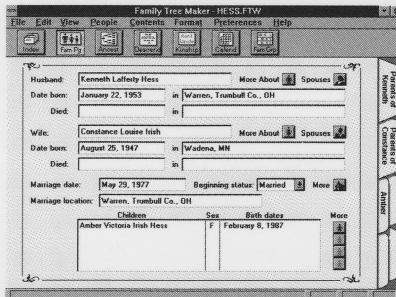
Quick And Easy

Start by entering basic information about parents, children, and marriages into the Family Page view. Then, a simple click on the toolbar takes you to different views of your family information.

To see a family tree, just click the Descendant or Ancestor Tree button.

To see a birthday and anniversary calendar, click the Calendar button. Trees and calendars appear on-screen instantly! And you can use existing files if you have them:

- Imports Family Tree Maker (DOS version) files
- Supports GEDCOM



Just enter your information into the Family Page. Each person can have up to 99 spouses and 99 children.

Organize Your Family Information

Enter up to one MILLION relatives per Family File! Extend your family research to include any type of information you choose:

- Dates and locations for birth, marriage, death, and other events
- Education, occupation, and much more
- Personal characteristics such as height, weight, and medical history
- Even free-form notes, like favorite family stories — up to 15 printed pages per person

Then print your choice of information in your family trees. Your family trees are rewarding and enlightening no matter what information you include. And, what a great way to pass your findings on to future generations!

Family Trees Are Great Gifts

Ancestor trees make especially good gifts because they show a person's roots. Parents, grandparents, and beyond are all printed with perfect spacing.

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

A Variety Of Creative Ways To Print Your Information

- **Ancestor and Descendant Trees** print in more than 10 different styles with your choice of family information
- **Birthday and Anniversary Calendars** show your family's special dates
- **Family Group Sheets and Individual Summaries** detail an individual or a family
- **Kinship Reports** show relationships like "first cousin, twice removed"
- **Decorative** box styles, border styles, and colors enhance your trees and reports
- **Use any style or size Windows font** to make your trees even prettier
- **Copy Family Trees** into other Windows programs using the clipboard

Everything You Need To Make Your First Family Tree

- **Comprehensive Instruction Manual** with information on how to research your family and a complete list of national and state genealogy sources
- **\$5 Discount Coupon** towards the purchase of antique-finish parchment paper
- **Free Telephone Support**