
FAMILY TREE MAKER™

Version 3.4 User's Supplement

A Guide to Installing and Getting Started



WHAT'S NEW IN THIS VERSION

This pamphlet is a supplement to the Family Tree Maker for Windows version 3.0 User's Guide. In it, you will find information about new features as well as descriptions of changes to features you may already be familiar with. Please read the sections about installing and setting up a Web browser before installing Family Tree Maker.

The topics covered in this pamphlet include the following:

- Installing and setting up a Web browser to work with Family Tree Maker
- Creating your own home page and publishing your family data on the Family Tree Maker Online Web site
- Creating Genealogy reports

FAMILY TREE MAKER ONLINE

We at the Banner Blue Division of Brøderbund Software, Inc. are dedicated to giving our customers the easiest, most powerful, and most convenient way to research their family history. For this reason, we have created Family Tree Maker Online, a Web site on the Internet where you can access valuable genealogical resources, get expert answers to your Family Tree Maker and genealogy questions, share tips, tricks, and success stories with other users, and stay informed about Family Tree Maker and other products. In this section, you will find information about the following topics:

- The Internet and the World Wide Web
- Installing and setting up a Web browser with Family Tree Maker
- Going to and using the Family Tree Maker Online Web site

Some of this vocabulary may be confusing if you are new to the Internet, so we've also provided a glossary at the end of this pamphlet.

The Basics

With this version of Family Tree Maker, you can access the Family Tree Maker Online Web site by clicking a button in your Family Tree Maker software. In addition, as a Family Tree Maker user, you have the exclusive ability to post free classified ads (through January, 1998), access the Family Tree Maker Online bulletin boards, create a home page with information from your Family File (free through January, 1998), and more. To take advantage of these exciting new features, you will need a modem and *one* of the following:

- Netscape Navigator™ software (version 2.0 or later) and Internet access.
- Microsoft® Internet Explorer software (version 2.0 or later) and Internet access.
- AT&T WorldNetSM Service software (provided free on your Family Tree Maker CD-ROM with 5 hours of free access time for new users). This service provides you with Netscape Navigator software and Internet access.
- An America Online® account with version 2.5 or higher software (version 3.0 is recommended and provided free on your Family Tree Maker CD-ROM, with 10 hours of free access time for new America Online users).

Note: America Online users will need to use version 3.0 in order to access the user-exclusive features of Family Tree Maker Online.

Family Tree Maker Online's one-button access and user-exclusive features currently only work with these Web browsers, although we are working to create compatibility with other Web browsers, too. Of course, if you have a different Web browser and Internet access, you can still go to the Family Tree Maker Online Web site and take advantage of the public features offered there. The URL is **<http://www.familytreemaker.com>**.

Visit the Family Tree Maker Online Web site often! Over time we will add many new features and services to make your family research easier and more enjoyable. You'll want to come back again and again to take advantage of all that Family Tree Maker Online has to offer.

More About the Internet and the World Wide Web

The Internet is made up of interconnected computers from all over the world. It was created by the United States government and universities as a method of communicating and sharing research-related information, such as medical databases. It grew to include businesses, and in recent years, has exploded in popularity among the general population. With the Internet, you can now find almost anything, from famous paintings to Italian recipes.

The World Wide Web is a graphical interface for certain parts of the Internet. Using software called a “Web browser,” you can jump from one Internet location (“Web site”) to another by clicking buttons or textual links on screen. In addition, the Web allows you to view information on screen, so you don’t necessarily have to download files and view them off-line.

When you use a Web browser to go to the Family Tree Maker Online Web site, you will also be able to go from there to any other Web site. As a note of caution, remember that the World Wide Web is a public place. In non-Family Tree Maker Web sites, you may come across information that you don’t agree with or don’t want to see. It is generally easy to avoid these Web sites because their titles give good clues about their contents. In addition, you can ask your local software retailer about software that can block various kinds of information.

INSTALLING AND SETTING UP A WEB BROWSER

When you install this version of Family Tree Maker, it will help you set up your connection to the Family Tree Maker Online Web site by checking to see if you already have America Online, Netscape Navigator, Microsoft Internet Explorer, or AT&T WorldNet Service installed. The CD-ROM version of Family Tree Maker comes with America Online and AT&T WorldNet Service, so you can install one of them if you like.

America Online (AOL) is a commercial online service that provides Web browsing software and access to the Internet. AOL subscribers pay a monthly usage fee, although new customers get 10 free hours during their first month. You can stop or start service with AOL in any given month.

Note: If you choose America Online as your Internet service provider, you’ll need to use version 3.0 in order to access the user-exclusive features of Family Tree Maker Online. In addition, you’ll need to download, install, and use the version of Netscape Navigator provided by America Online, as your Web browser software. Please check the Readme file included with Family Tree Maker for more information.

AT&T WorldNet Service is an Internet service provider (ISP) which includes Netscape Navigator as its Web browsing software. Like America Online subscribers, AT&T WorldNet Service subscribers pay a monthly usage fee. AT&T WorldNet Service is a good choice if you are looking for both Web browsing software and an Internet service provider.

Note: If you already have Netscape Navigator installed and you install AT&T WorldNet Service, the AT&T WorldNet Service version of Netscape Navigator will overwrite your existing Netscape Navigator software and some of your software settings may be lost.

Both Netscape Navigator and Microsoft Internet Explorer are Web browsing software programs. They are available in most retail software stores. With either of these programs, you must also sign up with an Internet service provider, just like you would sign up with a long-distance telephone service.

If you already have the latest version of any of these programs installed, you will have the option of connecting Family Tree Maker's **Online** toolbar button to one of them. This will allow you to go to the Family Tree Maker Online Web site directly from Family Tree Maker.

If you have an earlier version of America Online or AT&T WorldNet Service installed, and you're installing Family Tree Maker from a CD-ROM, you may upgrade your current version to the latest version included on the Family Tree Maker CD-ROM. We recommend that you do upgrade, as the latest versions of each of these programs contain features that will allow you to do more things with Family Tree Maker Online. The versions included on the Family Tree Maker CD-ROM are as follows:

- AT&T WorldNet Service version 2.0 which includes Netscape Navigator version 1.22 for Windows 3.1 and version 2.02 for Windows 95
- America Online version 3.0

Note: Please check the Readme file included with Family Tree Maker for the latest version information.

If you don't have any of these programs installed and you're installing Family Tree Maker from a CD-ROM, you may install the free copy of America Online or AT&T WorldNet Service from this Family Tree Maker CD-ROM. These programs will then be connected automatically to the **Online** toolbar button in Family Tree Maker.

GETTING STARTED

Once your Web browser and Internet service provider software are hooked up correctly, the fun begins!

To go to Family Tree Maker Online:

1. Start your Family Tree Maker software if it is not already running. In addition, be sure your modem is on and is connected to your phone line.
2. If you're creating a new Family File, enter at least one individual's name on the Family Page (see "Starting Family Tree Maker" on page 17 in your Family Tree Maker User's Guide).
3. Click the **Online** toolbar button.

Alternatively, from the **View** menu, select **Online**.

Your Web browser opens, and if your modem has a speaker, you will probably hear some dialing and beeping noises. If you're using America Online or AT&T WorldNet Service as a new customer, you may need to enter some information and possibly create a password as part of their sign-up process. Then, after a few moments, the Family Tree Maker Online home page will appear on your screen. If you aren't sure how to use a particular feature of Family Tree Maker Online, check for instructions on the Web site.

How Family Tree Maker Online and Your Family Tree Maker Software Interact

When you open Family Tree Maker Online, your Family Tree Maker software does not shut down, but is still running in the background. This means that you can press **Alt+Tab** to go work in it again while Family Tree Maker Online is still running. Family Tree Maker Online and your Web browser will not shut down when you go back into Family Tree Maker. When you want to return to Family Tree Maker Online, just click the **Online** toolbar button again.

However, if you use an Internet service provider that charges you an hourly fee, you probably won't want to open Family Tree Maker Online and then let it run while you do work in Family Tree Maker that can be done off-line — that could be expensive! It's probably best to open Family Tree Maker Online, find the information you want, and then close it down by exiting your Web browser. When you exit your Web browser (by selecting **Exit** from your Web browser's **File** menu), Family Tree Maker reappears.

Navigating Between Web Pages and Using Your Browser

When you first start Family Tree Maker Online, you will register as a Family Tree Maker Online user and then will see the Family Tree Maker Online home page. This is the main Web page for our Web site. You can think of it as a table of contents, because it contains links to each of the main sections of Family Tree Maker Online.

To move from one section of Family Tree Maker Online to another, click the colored, underlined text on the screen. Sometimes there are also buttons that you can click. If you want to return to the home page, you can click the **Home** button in Family Tree Maker Online at any time. Your Web browser may also have buttons such as **Back** and **Forward**. You can use these two buttons to retrace your steps.

Because you navigate by clicking links, you won't need to work with your Web browser software very much. The most important thing to know about your Web browser is how to close it when you are finished so that you don't incur unnecessary phone or Internet service provider charges. You can do this by selecting **Exit** from the Web browser's **File** menu. Your Web browser may also let you create "bookmarks," so you can jump directly to your favorite Web pages in Family Tree Maker Online. Of course, each Web browser works slightly differently, so the best way to learn about it is to use its Help system.

Changing Your Online Setup

If you install a new Web browser or move your current Web browser to a different location, Family Tree Maker must know about it. To tell Family Tree Maker, you need to re-install it so it can auto-detect your new online configuration. Simply follow the appropriate set of installation instructions in Chapter 1 in your Family Tree Maker User's Guide. Family Tree Maker setup will provide you with the option of installing or updating your browser software.

CREATING YOUR OWN HOME PAGE

With this version of Family Tree Maker you can create your own Internet home page within the Family Tree Maker Online Web site. It will have a direct link from the Family Tree Maker Online Web site so other Family Tree Maker Online users can easily find it and see what family lines you are researching.

To create your own home page on Family Tree Maker Online:

1. Start your Family Tree Maker software if it is not already running. In addition, be sure your modem is on and is connected to your phone line.
2. If you're creating a new Family File, enter at least one individual's name on the Family Page (see "Starting Family Tree Maker" on page 17 in your Family Tree Maker User's Guide).
3. Click the **Online** toolbar button.

Alternatively, from the **View** menu, select **Online**. Your Web browser opens and displays the Family Tree Maker Online home page.

4. Click the **User Home Page** button.
5. Click the **Create or edit your home page** link.
6. Click the **Create a new home page** link.

Family Tree Maker Online displays a form for you to fill in. Family Tree Maker Online will use this information to create your home page.

Note: Please keep in mind that the Internet is a public forum. Any information you provide will be available to anyone who has access to the Internet.

7. Click the **Create Home Page Now** button once you've completed the form.

Family Tree Maker Online displays a message confirming that your home page has been created.

Now that you have created a basic home page, you can make a report with the information in your Family File and link it to your home page. To find out how to do this, continue reading the next section.

Publishing a Report on the Internet

At this point, your home page probably contains general information about you and your family research. To that general information, you can add a report that gives details from your Family File. You can choose to display any amount of information and it can be in one of 3 formats: **Outline Descendant tree**, **Columnar report** (choose from any of the report formats available in the Report view), or **Genealogy report** (choose from any of the formats available in the Genealogy Report view). For example, you can choose to display a simple Outline Descendant tree showing only your immediate family or you can choose to display something as elaborate as a multiple-column custom report showing information about all of the individuals in your Family File.

To publish a report from your Family File on the Internet:

1. Start your Family Tree Maker software if it is not already running. If you are already at the Family Tree Maker Online Web site, you can either press **Alt+Tab** to switch back to Family Tree Maker, or select **Exit** from your Web browser's **File** menu to close the connection to the Internet (and avoid additional charges while you prepare your report).
2. From the **View** menu in Family Tree Maker, select the view that you want to use to create your report (either Report, Genealogy Report, or Outline Descendant Tree).
3. Using any of the features available on the **Contents** or **Format** menus, select individuals and make formatting choices. We recommend however, that you focus more on the content of your report than the formatting. Due to the current limitations of the HTML "language" used to display information on the Web, the format of your report may look very different on the Web than it does within Family Tree Maker. Some formatting options available in Family Tree Maker, like colors and borders, may not transfer to the Web at all.

Note: Please keep in mind that the Internet is a public forum. The information you provide will be available to anyone who has access to the Internet.

4. Click the **Online** toolbar button. Skip this step if you still have an open connection to the Internet (from step 1 above) and go to step 6 below.

Family Tree Maker takes you to the Family Tree Maker Online Web site. You need to do this step to establish an open connection to the Internet.

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5. Press **Alt+Tab** to switch back to Family Tree Maker.

Family Tree Maker returns you to the report or tree view that you've prepared for publishing your report online.

6. From the **File** menu, select **Publish Report on Internet**.

Family Tree Maker uses the Internet connection you established in step 4 above to transfer the report to the Family Tree Maker Online Web site. Family Tree Maker displays a confirmation dialog box when the transfer is complete.

7. When you're finished reading the message, Click **OK**.

Family Tree Maker returns you to the previous view in Family Tree Maker.

To view your report on the Internet, press **Alt+Tab** to return to the Family Tree Maker Online Web site and go to your home page. On your home page, Family Tree Maker Online will now display the title of your report as a link. Simply click the link to view your report.

GENEALOGY REPORTS

A **Genealogy report** is a detailed listing of family information presented in a narrative format, just like a book. Included are the basic facts about each family member as well as the biographical information you've entered in your Family File.

Family Tree Maker creates three different types of Genealogy reports: **Register**, **NGS Quarterly**, and **Ahnentafel**. The Register and NGS Quarterly formats are both descendant-ordered; they present information about your family starting with an ancestor and moving forward in time to that individual's descendants. The Register format is the format which is accepted by the New England Historic Genealogical Society, one of the oldest genealogical societies in the country. The Register format dates back to 1870 and is used to establish "pedigree." The NGS Quarterly format is the preferred genealogical report of the National Genealogical Society. The format dates back to 1912. The two reports are quite similar, although they use slightly different numbering and symbol systems. The Ahnentafel format is ancestor-ordered; it starts with one individual and moves backward in time to that individual's ancestors. It's not used as frequently as the other two formats for formal presentations of pedigree because it records two family lines in the same report. As with family trees, you choose the primary individual, the number of generations to include, and many of the formatting options for each of these report types.

Creating a Genealogy Report

To create a Genealogy report:

1. In any view, highlight the name of the individual who you want to be the primary individual. For example, you could highlight the individual's name on a Family Page or in the Index of Individuals.

The "primary individual" will be the first individual listed in your Genealogy report.

2. From the **View** menu, select **Genealogy Report**.
3. From the **Format** menu, select **Genealogy Report Format**.
Family Tree Maker displays the Genealogy Report Format dialog box.
4. Select either **Register (Descendant Ordered)**, **NGS Quarterly (Descendant Ordered)**, or **Ahnentafel (Ancestor Ordered)**.
5. You can either print your Genealogy report right away or customize it and then print.

Customizing Genealogy Reports

Once you've created a basic Genealogy report, you can customize it by selecting the number of generations, adding a specific title, selecting different fonts and font styles and much more. A complete list is below. You can go through these sections in any order you want, so experiment with the options until you find a look you're comfortable with. When you're happy with the appearance of your Genealogy report, you can either print it (see "Printing Your Genealogy Report" on page 15) or publish it on your home page on the Family Tree Maker Online Web site (see "Publishing a Report on the Internet" on page 8).

Your Genealogy report customization options include the following:

- Selecting the number of generations to include, page 11
- Formatting text, including font, size, and style, page 12
- Adding a title and selecting page numbering options, page 13
- Selecting notes, sources, and generation numbering options, page 13

Other options include the following: viewing your Genealogy report at different sizes on the screen (see "Zooming" on page 11) and showing or hiding the lines that indicate where the page breaks are (see "Showing Page Lines" on page 11).

Zooming

With the **Zoom** command, you can make your Genealogy report appear larger on screen so it's easier to read the text. You can also shrink it down so you can see an entire page at once. Please note that the **Zoom** command doesn't control how large your Genealogy report is when you print.

To use the **Zoom** command:

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

Family Tree Maker displays the **Zoom** dialog box.

2. Select the option button for the size that you prefer.

"Size to Window" fits an entire page on the screen. "Actual Size" makes the text the approximate size that it is when it prints. "200%" is the largest size at which you can view your Genealogy report.

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

When an entire page of your report is not visible on the screen, Family Tree Maker places scroll bars on the bottom and right sides of the page. You can use these scroll bars to view different sections of the page.

Showing Page Lines

You can control whether or not dotted lines indicating page margins appear on the screen. From the **View** menu, select **Show Page Lines**. If this option has a check next to it, the page lines will be visible. Otherwise, they won't be. Page lines never appear on your printed documents.

Choosing the Number of Generations

Family Tree Maker lets you choose how many generations of descendants (for either the Register or NGS format) or how many generations of ancestors (for the Ahnentafel format) to include in your Genealogy report.

To choose the number of generations to include in your Genealogy report:

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

Family Tree Maker returns you to the Genealogy report view.

Formatting Text

The text for each element of your Genealogy report can be formatted differently. For example, you can make the Children Lists a smaller size, or perhaps even a different font style than the rest of the text in the Genealogy report.

To format the text items in your Genealogy 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 on the left, select 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 how your formatted text will appear.

Font — Click this field to display a list of fonts and then click the name of the font you want.

Size — Click this field to display a list of text sizes and then click the size you want.

Style — Click this field to display a list of text styles, such as “Bold” or “Italic,” and then click the style you want.

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

Family Tree Maker returns you to the Genealogy report view.

Adding a Title

Adding a title to your Genealogy report gives it a personal touch.

To add a title to your report:

1. From the **Contents** menu, select **Title & Footnote**.

Family Tree Maker displays the Title & Footnote dialog box. Each of your options is described below.

Title — Titles print at the top center of each page. Select the **Automatic title** option button if you want Family Tree Maker to create a title for you, such as “Descendants of Jane Smith” where Jane Smith is the primary individual. If you want to create your own title, select the **Custom title** option button and type your title in the field provided.

Page Number — Select the **Include page number** check box to include page numbers at the bottom of each page of your report. Click the up and down arrows on the **Starting number** field to change the starting page number.

2. Click **OK** when you’ve made your selections.

Family Tree Maker returns you to the Genealogy report view.

Other Printing Options

Family Tree Maker provides options for including individual and marriage notes, printing source information, and choosing the method used for numbering each generation.

To display the special printing options for Genealogy report:

1. From the **Contents** menu, select **Options**.

Family Tree Maker displays the Options for Genealogy Report dialog box. Each of your options is described below.

Notes — If you’ve entered notes for individuals or marriages in the Notes dialog boxes, you can choose to include them in your Genealogy report. Select the **Include individual notes** check box to include the notes for individuals. Select the **Include marriage notes** check box to include the notes for marriages.

Source Information — You can choose to include source information for the facts contained in your Genealogy report. If you prefer to have the source information appear at the end of the report for all of the items in the report, select the **Include source information as endnotes** option button. If you wish to include source information within the body of the text, directly after the piece of information to which it refers, select the **Include source information as inline notes** option button. If you prefer to leave the source information out of your Genealogy report, select the **Do not include source information** option button. For more details about entering source information, see “Recording Sources for Your Information” on page 101 in your Family Tree Maker User’s Guide.

Note: Most genealogy societies require that you include source information if you submit your family pedigree to them.

Generation Numbering — You can choose one of two different methods for numbering the generations in your Genealogy report. Select **Automatically find the oldest ancestor** if you want Family Tree Maker to begin the generation numbering from the oldest male ancestor in the same blood line as the primary individual you have chosen for your report. For example, if you select yourself as the primary individual for the report, and your Family File contains information going back to your father, but no further, then your father would be assigned generation number 1 and you would be assigned number 2. Since you’re the primary individual, your Genealogy report would begin the generation numbering with the number 2, next to your name. Select **Assume the primary individual is the immigrant ancestor** if you would like the numbering on your report to start with “1” regardless of how many generations precede the primary individual. The previous generations (older than the primary individual) will be “numbered” A, B, C, D, etc. This is the style of numbering traditionally used for ancestors who did not immigrate to the United States.

Printing Your Genealogy Report

Once you've created your Genealogy report using the options listed above, you're ready to print it.

To print a Genealogy report:

1. Make sure you're in the Genealogy Report view.
2. Turn on your printer.
3. From the **File** menu, select **Print**.

Family Tree Maker displays the Print dialog box, where you can select from the printing options described below.

Note: You can also control items such as paper orientation, paper size, margins, and which printer prints your Genealogy report. If you want to change any of these items, see "Print Setup" on page 266 in your Family Tree Maker User's Guide.

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 Genealogy 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 print your Genealogy 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." For general instructions for printing to a file, see page 265 in your Family Tree Maker User's Guide.

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” on page 266 in your Family Tree Maker User’s Guide.

Collate copies — Select this check box if you are printing multiple copies of a multiple-page Genealogy report and want to print complete reports instead of several copies of the first page, then several copies of the second page, and so on.

4. Click **OK** when you’ve made your selections.

Family Tree Maker prints your Genealogy report.

GLOSSARY OF INTERNET TERMS

America Online (AOL) America Online is a commercial online service that provides a Web browser and access to the Internet, as well as many other services. America Online subscribers pay a monthly usage fee.

AT&T WorldNet Service AT&T WorldNet Service is a commercial service provided by AT&T to access the Internet. It also includes a Web browser (Netscape Navigator). AT&T WorldNet Service subscribers pay a monthly usage fee.

Browser *See* Web browser.

Home page The main or introductory page of a Web site. You can think of it as a table of contents that shows you what you'll find on other pages of the site.

Host *See* Web site.

Internet A network of computers from all over the world. It allows individuals, companies, and universities to share information.

Internet service provider (ISP) A company that has a connection to the Internet and sells connection time to individuals. Choosing an Internet service provider to use with your modem and Web browser is similar to choosing a long-distance phone service for your telephone.

Link Text or graphics that you click to go to a different section of a Web site.

Modem A device that allows your computer to send and receive information over telephone lines. It can either be a component inside your computer (internal modem) or a small box that sits outside of your computer (external modem).

Netscape Navigator Web browser software that you can purchase at most software retail stores.

Online When your computer is actively connected to the Internet via your modem. Being "online" is similar to being "on the phone."

Off-line When your computer is disconnected from the Internet. Being "off-line" is similar to being "off the phone."

Site *See* Web site.

URL This acronym stands for Universal Resource Locator. It is the unique address for each Web page on the Internet. The Family Tree Maker Online Web site home page has a unique URL, just like your house has a unique street address. The Family Tree Maker Online Web site home page URL is <http://www.familytreemaker.com>.

Web *See* World Wide Web.

Web browser Software that allows you to view the information in the World Wide Web.

Web page One section of a Web site. It may contain text that you can read, links to other Web pages, pictures to look at, files to download, or other types of information.

Web site A section of the Internet organized by a specific individual or group. It contains information related to a particular topic or company. Family Tree Maker Online is a Web site.

World Wide Web The part of the Internet that has a graphical interface and is accessible through your Web browser software. You access it mainly by clicking links, instead of typing commands.