

## Introduction

Welcome to ***Family Tree***, the program that allows you to build a lasting history of your ancestors and descendants by creating trees that really come to life!

With ***Family Tree*** you can produce all manner of records and certificates both quickly and easily. All the necessary tools for classifying and sorting your genealogical data are contained right here.

With this program you will be able to:

- Create records of your family members and establish the relationships between them.
- Create certificates for birth, christening, marriage, death and burial events.
- Attach multimedia sounds and pictures to your family members, and view or print them just like a family photo album.
- Tell the story of family life throughout the years using a unique time line display of your pictures.
- View and print tree diagrams illustrating ascending and descending relationships.
- Gain valuable insight into your family history with statistics of the evolving population, life expectancy, marriages and births.
- Import and export your data in GEDCOM file format.
- Browse the content of example trees, which will help illustrate the full functionality of the program.

In order to make the most efficient use of ***Family Tree*** and its many features you must be familiar with the basics of Windows. Please refer to your Windows documentation for more information.

***Family Tree***

## ***Family Tree* Program Basics**

### ***Files***

The family tree information that you enter into this program will be stored in a file. If you have information for **different** unrelated families, then be advised to record this in separate files.

You can have as many files as you like for different families, but only one can be opened and edited at a time. Additional files can be created using the **New** option, but this is only possible when there are no files already open. Once you've created a new tree file you must save it to your hard disc and assign it a filename using the **Save As** option.

When you are regularly updating a file with new information, always save it at frequent intervals to you avoid losing important data.

### ***The Display***

When you start the program you will be presented with the ***Family Tree*** program window. If this is the first time you've used the program, an example file will be opened automatically to illustrate what you can achieve using the program. Once you create your own file, this will be opened for you instead.



Across the top of the window you'll see a menu bar and directly below it a series of buttons running along a toolbar. At the other end of the window is a taskbar with five oval shaped buttons on it. Between these three areas of the screen you can access all the tools needed to build and research your family tree. You can also use keyboard shortcuts, which are simply combinations of keys pressed in sequence to achieve the same result.

You'll soon discover that the buttons on the toolbar change accordingly with the options you plan to use. As a first example, the options to be able to open or create a new file will only be available to you when a file is not already open. Therefore in order to create a new file you must first close the one currently open.

Throughout this manual you'll notice highlighted areas just like that shown below. These show you all the different ways of selecting an option, which you may want to try out as you become more familiar with the program.

### ***Family Tree***

Example :

Open File		File   Open	Ctrl + O	
Function	Access:	Menu Option	Shortcut	Button

Once a file has been created or opened, other windows will start to appear inside the main application window. Each window will allow you to do different things with your family information including creating tree diagrams and analysing statistics. Each of these actions will be explained in more detail later on in the manual.

### On-line Help

Help	Help   Index	F1	
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The information in this manual is also available in a shorten form through on-line help. If you need specific information about how to do something, simply select **Help | Index** and choose the required task.

If you need help finding out what a button does, place your cursor on it and wait for a few seconds. During this time the button may animate to illustrate it's purpose after which a pop-up hint will appear to tell you what it does.

About Family Tree	Help   About...	
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To discover information about the program and where to obtain technical support, if required, select **Help | About**. Click anywhere on the dialog that appears to remove it.

### Family Tree Windows

As previously mentioned, **Family Tree** presents different information about your family data in separate windows. Technically speaking this is achieved using MDI - Multiple Document Interface. This means that you are can have several different views of a family tree file at the same time (each appearing in a separate window).

### Program Window

When only the Family Tree program window is open you have use of the following options.

**Family Tree**

Create a new tree	<u>F</u> ile   <u>N</u> ew	Ctrl + N	
Open an existing tree	<u>F</u> ile   <u>O</u> pen...	Ctrl + O	
Help	<u>H</u> elp   <u>I</u> ndex	F1	
About Family Tree	<u>H</u> elp   <u>A</u> bout...		

Within this window there are five types of other windows that can appear. These are outlined below, and will be described in more detail later on.

**Main View window**







The Main View window is the first to appear when you create or open a family tree file. Its purpose is to simply indicate that a file is open and to present a pictorial view of your family through images associated with individuals in the file.

Save	<u>F</u> ile   <u>S</u> ave	Ctrl + S	
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**Tree of Descendants window**

This window displays a tree of descendants. Prior to displaying this window you will be asked to select the person who is to be the head of the tree. All this person’s descendants will then be shown in a tree-like structure in a new window. Repeating this process will create more windows.

When a tree of Descendants window is active the toolbar contains the same buttons as when the Main View window is active, with the addition of the following buttons:

Print	<u>F</u> ile   <u>P</u> rint	Ctrl + P	
Zoom tool			
Default Tree Styles			
Individual Tree Styles			
Delete Individual Styles			
Edit Individual			

*Family Tree*



### Tree of Ascendants window

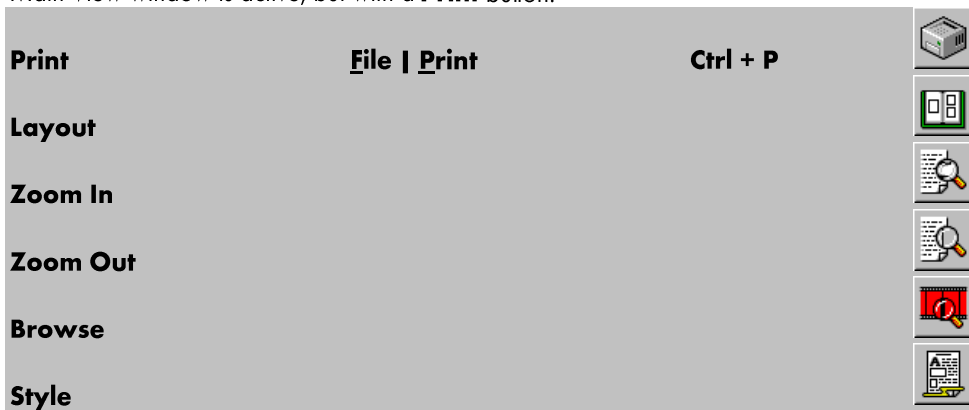
This window displays a tree of ascendants. Prior to displaying this window you will be asked to select the person who is to be the bottom of the tree. All this person's ancestors will then be shown in a tree-like structure in a new window. Repeating this process will create more windows.

When a tree of ascendants window is active the toolbar contains the same buttons as when the tree of descendants window:

### Family Album window

This window displays a Family Album containing photos extracted from a family tree. You may have more than one Family Album window shown at once.

When a Family Album window is active the toolbar contains the same buttons as when the Main View window is active, but with a **Print** button.

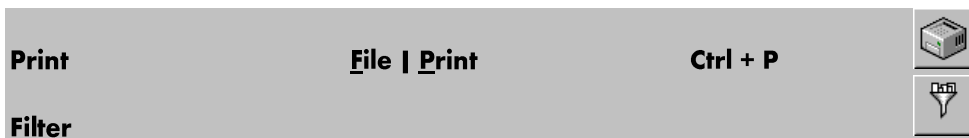


### Statistics window

This window displays a set of family statistics for the current tree. You may have more than one Statistics window shown at once.

*Family Tree*

When a Statistics window is active the toolbar contains the same buttons as when the Main View window is active, but with a **Print** button.



### ***Handling Multiple Windows***

When you have several or all of the above-mentioned windows open the following instructions will prove useful:

To select a single window from many, simply click anywhere on it's visible area. This will bring the window to the front, placing it on top of the others. Alternatively, select it from the Windows menu, or if you have more than 9 windows open, the list provided using the *More Windows* option.

The top line of the active window shows you which family tree you are working with, along with the type of window (eg. *EG\_TREE1.GFT - Main View*). If a window is maximised this information is displayed in the title bar of the program itself within square brackets (eg. *Family Tree - [EG\_TREE1.GFT - Main View]*)

To switch between windows, pressing **Ctrl + Tab** will move to the next window in sequence; **Shift + Ctrl + Tab** will move to the previous window in sequence.

To close a window double-click on its system menu or press **Ctrl + F4**.

The following window commands are available whenever a family tree is open:

#### **Cascade windows      Window | Cascade**

Arrange the windows so they are all the same size and overlapping one another. This allows you quick access to all your windows.

#### **Tile windows      Window | Tile Horizontally**

Arrange windows one above another. If there are too many windows open then the windows will be tiled in a grid. This allows you to compare different statistics displays easily.

#### **Tile windows      Window | Tile Vertically**

Arrange windows one alongside another. If there are too many windows open then the windows will be tiled in a grid. This allows you to compare different tree displays easily.

#### **Arrange icons      Window | Arrange Icons**

Arranges any windows that have been minimised to icons along the bottom of the screen.

### ***Dates***

Dates are entered in the format dd/mm/yyyy, ie. You must specify the year in full. If you just enter the last two digits of the year, eg. 67 instead of 1967, then you are specifying dates in

### ***Family Tree***

the 1st century. Specifying dates from the year 2000 onwards will cause problems if you use the abbreviated form!

If an actual date is unknown you may enter just a month and year: eg. 7/1967 specifies July 1967.

If you are even more uncertain on a date then you may enter just a year: eg. 1967.

### ***Accented Characters***

Accented characters can be entered into all appropriate fields using the standard Windows keystrokes: ie. ALT followed by numbers on the numeric keypad (NUM lock must be ON). A look up table of useful characters can be found towards the back of this manual.

Note that first letters that are accented will appear at the bottom of any sorted lists. Eg.

Edward, Égbert and Frank will appear in the order:

Edward

Frank

Égbert

## Starting From Other Family Tree Products

Data can be imported from other family tree products by using a similar process to that detailed above. Export your family tree in GEDCOM format from your existing application, open that file in ***Family Tree*** and save as a .GFT file.

See the GEDCOM section for more details.



## Starting From Scratch

Before you can begin building your family tree you must create a new file. To do this, close any open files and click on the New button. This will create an empty file and present you with the Main View window complete with an empty picture frame.

<b>Close a open tree</b>	<b><u>F</u>ile   <u>C</u>lose</b>	
<b>Create a new tree</b>	<b><u>F</u>ile   <u>N</u>ew</b>	<b>Ctrl + N</b>



Before entering information into the tree, supply your details, as the author of the tree, using the **File Information** option in the File menu. This displays a dialog box in which you can type your name, address and tree name. Once you've done this click on the OK button. You're now ready to begin building your family tree.

First decide which person you wish to start the tree with. Unless you have in-depth knowledge of all your ancestors it may be wise to start with yourself and your immediate family. Once you've decided, select the *Edit/New Individual* option from the Taskbar.

<b>Edit/Create Individuals</b>	<b><u>E</u>dit   <u>E</u>dit <u>I</u>ndividuals</b>	
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This will present a dialog box, which will eventually list the names of all the individuals in your family tree. Since you've not yet created any individual records, the only option available to you is 'Create New Individual'. Double click on this entry to open a new individual record. Information about creating records can be found in the Individuals section of this manual.

As a general rule the quickest way to build a tree is to follow the family bloodline, travelling as far as possible from your descendants to your ancestors and vice versa. When there are either no more in known existence or they're yet to be discovered, you can begin to expand the tree by introducing each member of their immediate family. The links possible between these individuals are to Fathers, Mothers, Sons, Daughters, Wives and Husbands. Always attempt to connect families a generation at a time before moving into any extended family members. This will help prevent the loss of important links.

With only a very simple record structure you can begin to view tree diagrams of your descendants and ascendants and quickly discover the people you need to investigate next. If you've been thorough about your work and have attached pictures to your records, these will also appear in the trees if you so choose.

As you create your individual records, always try to supply dates of important events such as births and deaths. These are used to calculate statistics about your family and their evolution, which can be analysed using the 'Statistics' option.

Finally, as a way of discovering more about the life of your family and its individual members, you can browse through the programs family photo album and even examine a timeline of their historical events.

The important thing to remember when building your family tree is that its not just about seeing how far your family goes back in history but what you can learn about them on the way there.

***Family Tree***

## Tracing Your Family History

### ***Outline***

**Family Tree** is designed to help you keep track of your family tree; however, as a starting point you must research and gather this information together. This section will give you some pointers on how to proceed with this.

The starting point is easy, start with yourself:

- When were you born?
- Where were you born?
- If you're married, when and where were you married?
- You may have copies (or can get copies) of your birth certificate
- You will have a copy of your wedding certificate (if you're married).

Once you have this information, you can gather together similar information for your spouse, any children you may have, your (and your spouse's) parents and your grandparents.

Try to keep together your information on each individual. Always take copies of any relevant certificates and make notes on where you got the information (ie Family Bible; verbally from uncle John or the General Register Office). Enter your information into Family Tree as and when you obtain it, you don't have to have a complete record on an individual before you add him/her to your tree.

Collecting together photographs for you and your close family should be quite easy; scan them in and keep them in one directory on your PC. Again, keep a track of where they came from - and backup your PC regularly in case you have a hardware failure!

We have included a form at the back of the manual in which you can record the basic information you need for each individual. Feel free to photocopy it and take it along on your research trips. Alternatively, open up the Help Contents page and go to the Printable Information Sheet. You can print this from within the Windows Help system.

Talk to your parents, and grandparents (if possible), and make careful notes of any details they can give you about your relatives. Write down the information you learn and add to it as you go along (with birth dates, wedding dates, etc). Always try to check the information you receive through alternative sources - you don't want to unknowingly accept rumours as fact! Ask for copies of birth, marriage and death certificates if they're available.

### ***Family Tree***

Continue contacting near relatives, explaining what you are doing and trying to widen your knowledge of your family tree. Remember to ask if anyone has done something similar - you might save yourself a lot of work!

As your information gathering spreads and reaches further back in time, you will find a number of organisations who can help you:

- Indexes for birth, marriage and death certificates are held by the General Register Office (address at back of manual). Their records reach from 1837 onwards. You will need to pay for duplicate certificates, and you can apply for these by post. The quality of the information held has improved as time goes on (eg only from 1911 did birth indexes show the Mother's maiden name).
- A more localised source of information, reaching back further in time, are local Parish Records. These are a very valuable source of information, but their records can be patchy during certain periods in history.
- Wills also contain some valuable information - Somerset House holds details of people who have died leaving no will, wills where the executor was deceased and standard wills after 1858. Will information prior to 1858 is available from the Public Record Office.
- The Family History Centres of the Mormons allow you access to the International Genealogical Index, containing details of baptisms and marriages gathered together from parish registers. From here you should be able to find birth, marriage and death certificate information.
- Information on people sharing dwellings can be obtained from the Public Record Office (address at back of manual). Information such as first name, last name, place of birth etc of the people living at a given address can be found. These records are held from 1801 onwards at 10 yearly intervals; although recent census data is not available until it is 100 years old.
- For international research, a copy of the International Genealogy Index (IGI) can be seen at any of the Mormon Family History Centres. Alternatively, a postal service is available from Family Tree Services (see back of manual for details).

The list of potential information sources is endless, and to help you in your search you may want to subscribe to a genealogy magazine, such as Family Tree Magazine (details at back of manual) to give you hints, tips and inspiration! Additionally, you can enlist the help of a professional researcher: check the Association of Genealogists and Record Agents for a list of professional researchers.

## ***Tutorial***

So you've glanced through the manual, loaded the program; and now you'd like to start entering your data. This guide will walk you through the basic steps and help you get a 'hands on' feel of the program - by starting to create your own Family Tree.

## ***Family Tree***

Begin by closing any open files and use the mouse to click on the **New File** button (top left button as you look at the screen). The window that then appears presents an empty picture frame to indicate a file is now open and ready to work with. No pictures will appear until such time as you create individual records and associate pictures with them.

As the author of any tree files you choose to create, you should always supply your details as a point of reference for future generations who may wish to continue building the tree and perhaps expand different branches elsewhere in the world. To do this, select *File Information* from the **File** menu. A dialog will then appear in which you can supply the name of tree as well as your name and address. Once you've done this click on the **OK** button.

To save information on your computer, and ensure you don't lose any by mistake, use the mouse to select Save As from the **File** menu. Once a file has been saved it will be opened automatically for you next time you use the program.

With **Family Tree** you can create as many files as you like but you can only work on one file at a time. Therefore in order to be able to open another file you must close the one you're currently working on.

Here is a list of names, and some information about them, that we shall put into your sample tree:

Roland Ewart Johnson	1902	1954	Grandfather
Margaret Hall Johnson (nee Henderson)	1905	1977	Grandmother
Thomas White Johnson	27/08/1922		Father
Catherine Lilian Johnson (nee Reid)	29/01/1924		Mother
Pauline Elisabeth Howard (nee Johnson)	31/10/1947		Daughter
Heather Johnson	06/05/1952		Daughter

Start your sample tree with information about the father, Thomas White Johnson by clicking on the **Edit/Create an Individual** button on the **Family Tree** taskbar. Select *Create a new individual* by double-clicking on those words, and an individual dialog screen will come up on the screen. Fill in Thomas's surname, then his first names separated by spaces. Now click on the button next to the "birth" box. A small dialog box will come up on the screen for you to fill in details about his birth (enter date as 22/7/1922), time and place of birth. This same procedure is used for his christening or death, for which there is no information, so leave them blank. Then click on the male/female symbol to make sure he is recorded as male (this alternates each time you click on it). You have now completed your first individual record.

### **Family Tree**

To link up the remaining relations, first click on the **Relations** button at the bottom of Thomas's individual record screen. Confirm that you want to keep the information you've just entered by clicking on OK. You will be presented with a list of relations that you may like to enter - initially there won't be any of these! As we want to enter the mother's details next, and she is the wife of Thomas White Johnson, double-click on *Connect a new wife*. Once more we are presented with a choice of likely relatives - choose *Create a new wife* by double-clicking on those words. The individual dialog box will appear for you to enter Catherine's details (Catherine Lilian Reid). Enter her **maiden name** as her surname (ie Reid) as ALL females MUST be recorded that way, and then all her remaining details in the same way as entering Thomas's details. This record will automatically be shown with a "female" symbol, because it's been selected as a "female" (ie wife) relation.

Again, we want to link in other relations, so click on the "Relations" button. This time, Thomas White Johnson is shown as an existing relation, ie a husband, as it is Catherine's individual record that we're working on at this time. To move up the family tree to Thomas White Johnson's father (ie the grandfather) double-click on Thomas's name in this relations list. This will take us back to Thomas's individual record so that we can enter his father's (the grandfather's) details. You can do this by one of two methods: clicking on the button inside the **Father** box or again going to the **Relations** button. With either route, we are able to choose *Connect a new father* - ie Thomas's father (Roland Ewart Johnson). Again an individual dialogue box appears, only this time it already has the surname filled in for us. You can then fill in the remainder of Roland's details.

To enter the grandmother (Margaret Hall Henderson), go to the relations box shown in the Roland's individual record (the finder dialog screen now shows Thomas recorded as an Existing son, which proves the link between father and son had been made) and choose *Connect a new wife* (the grandmother, Margaret). The list will show you other female's (ie Catherine's) names as 'possible' wives, but we want to select a 'new' wife for Roland, so double-click on *Create a new wife*. Enter Margaret's details in the new individual record, again using her maiden name as her surname.

On looking in Margaret's "Relations" box, she is related to Roland (shown as her husband), but not Thomas her son (since he could have been somebody else's child), so we have to make a link between them. We do not want a "new" son, as Thomas' details are already recorded. Go to the relations box and choose *Connect a new son*. The list will show you all possible (likely and unlikely!) sons. Double click on Thomas to complete this connection. You will now be shown Thomas' record.

Now add the two daughters to your tree. To create the first daughter's record (Pauline Elisabeth Johnson), click on the "Relations" button. You will be shown Thomas's existing relations, and the "new" relations list, from which you choose "connect a new daughter". A

***Family Tree***

short list of "possible" daughters will be shown but we need a "new" daughter. Once again an individual's dialogue box will appear. This time, however, it already has the daughter's father (Thomas) and surname (her maiden name of Johnson) shown in their relevant "father" and "surname" boxes. Now enter the remainder of Pauline's details. Again, on looking in the "Relations" listing from her record, her mother is not shown. We do not want a "new" mother created, as her mother (Catherine) already exists. In this case let's Cancel the "Relations" listing and Pauline's individual record will return to the screen. Click on the button in the "mother" box, and you will be presented with a list of "possible" mothers from which you can choose her mother's (Catherine's) record. This creates the link between mother and daughter.

To enter the second daughter's record (Heather Johnson), go back to Thomas's record and chose a "relation" - another "new" daughter. (Brothers or sisters are not options as relations and are entered as a child of a parent). Again, the surname (maiden name) and father's details are already entered and you can fill in the remainder. (We could have chosen to create Heather's details from her mother's record, but the details of surname and father would not have automatically been entered, and the link to her father would still need to be made.) With the knowledge gained from entering Pauline's details, go to the "mother" box as the last detail of Heather's individual record, and click on the button in this box. You can choose Catherine from the listing to make the mother/daughter link and so complete your sample family tree.

To see what this tree looks like, close the current individual record. The main functions of Family Tree will again be shown on the screen. Click on the "Descending Tree" and choose Roland Johnson's name from the list of individuals, as he is the individual that we want to show as the top of the tree. The screen then shows a "Tree" with the grandfather, and his wife; the father below him, along with his wife (the mother); and the two sisters at the bottom of the tree. This can now be printed out.

Alternatively, you can click on Ascending Tree and use Heather as the base of the tree. This would show Heather, her father and mother, and her grandparents, although it would not show her sister Pauline, as Pauline is of the same generation as Heather and not in ascending line. This can also be printed out.

You are now ready to start your own family tree file using these basic steps. Your own tree can grow and grow as you get further information on relatives; add pictures, photographs or sounds; and create your Family Album.

We hope you enjoy using GSP's Family Tree.

### ***Family Tree***

## GEDCOM

GEDCOM is a standardised file format for swapping files between different family tree programs.

### Import

To import a file, use the open command.

<b>Open an existing tree</b>	<b>File   Open...</b>	<b>Ctrl + O</b>
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In the **List files of type:** drop-down, select All Files (\*. \*). Use the File Open dialog to select the GEDCOM file you wish to load and click on **OK**. To save your file in native *Family Tree* format use the Save As option to save the file. Remember to change the extension of the file you save to **.GFT**. If you just use the Save option, the file will be saved as a GEDCOM file again. GEDCOM files will not store extra formatting information added by *Family Tree*, such as photos and certificates.

The GEDCOM standard is a vastly complicated and extensible specification which has been used (and abused!) by many family tree products in many ways. However, it will allow you to transfer your family tree structure into this program and out to other programs. Extra features offered by this program, such as photographs, are not a necessary part of the GEDCOM standard and you will have to use the .GFT format to keep such information.

If there are any problems during the import of a GEDCOM file you will be given a warning, and the file GEDERR.TXT will be created in the same directory as your GEDCOM file. If you have encountered problems you might be able to use a word processor to adjust the original .GED file and then re-import, eg. Dates that are badly formatted must be reformatted in the proper way. Bad date entries in the GEDCOM file are given a 'zero' date as a placeholder within the tree. Entries such as CIRCA 1867, 1867/1868, ABOUT 1867 are not valid.

Having imported a GEDCOM file you may wish to use the File Information option from the Main View window in order to set the title and author information correctly.

### Export

<b>Export as GEDCOM</b>	<b>File   Export as GEDCOM...</b>
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To export a file in GEDCOM file format, select the export as GEDCOM command.

Select a file name to save the GEDCOM file as and click on **OK**. An exported GEDCOM file does not retain its photographs, certificates, tree styles etc.

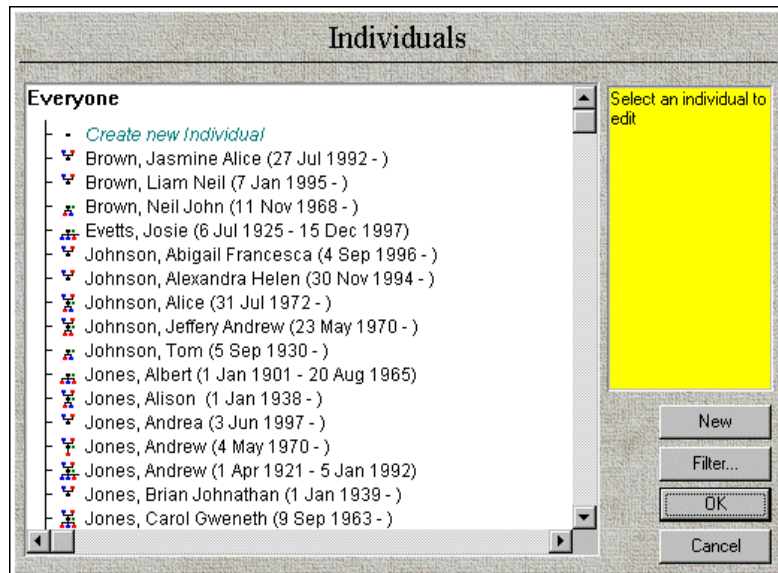
## Individuals

Family trees are based around individuals and the information you know about them. In creating your family tree you will create new individuals and store their dates of birth, dates of death within the program. All the basic information is contained on one dialog within the program, with further information accessible indirectly from that dialog.

**Edit/Create Individual**      **Edit | Edit Individual**



Using this command shows the Finder Dialog.



The Finder Dialog is used extensively throughout **Family Tree** to locate, select and create individuals. The dialog lists all individuals' names that you have entered into the program so far; and can be viewed in different ways by double clicking on the folder at the top of the list.

You can select an individual to edit or *Create New Individual* by clicking on the relevant entry and then clicking on OK, or by double clicking directly on the entry.

If you right click on an entry within the tree you are shown a pop-up menu with some options included on it:

**Edit Person Name:** Shows you the selected person's information. Using this option allows you to move quickly around the tree. This is the same action as selecting the person and clicking on OK.

**Delete:** Deletes the person from the tree.

## Family Tree



## Basic information

When you select an individual, or create a new one, you will see a dialog containing information about that individual.

The screenshot shows a software window titled "Editing 'Jones, Albert'". It contains several input fields and buttons. At the top are "Father" and "Mother" fields with selection arrows. Below are "Last Name" (containing "Jones") and "First Names" (containing "Albert"). To the right of these is an "Editing History" dropdown. Further down are date fields for "Birth" (1 Jan 1901), "Christening" (2 Mar 1905), and "Death" (20 Aug 1965), each with a selection arrow. Below these is a "Sex" field with a male icon. Then a "Profession" field (Carpenter) and an "At" field (Smith & Jones Joinery). To the right of the date fields is a large "Notes" text area. At the bottom are several buttons: "Print...", "New", "Close", "Research...", "Relations...", "Certificates...", and "Multimedia Objects...".

Changing any of this information and clicking on **Close** will show you a message box asking you if you would like to save the changes you have made. Select **Yes** to do so, or **No** to cancel changes you have made to that individual.

*Last, First Names:* store the name for the individual.

**NOTE:** If a person has several names, you should type them in the First Names area separated by spaces.

*Birth, Christening, Death:* these show the date of the relevant event. By clicking on the small button to the right of each field you can enter/edit details of the date, time and place of each event.

**NOTE:** Dates are entered in the format dd/mm/yyyy, ie. You must specify the year in full. If you just enter the last two digits of the year, eg. 67 instead of 1967, then you are specifying dates in the 1st century. Specifying dates from the year 2000 onwards will cause problems if you keep using the abbreviated form!

*Sex:* indicates the sex of the person. Click on the picture shown next to the field to toggle the sex male to female, then female to male.

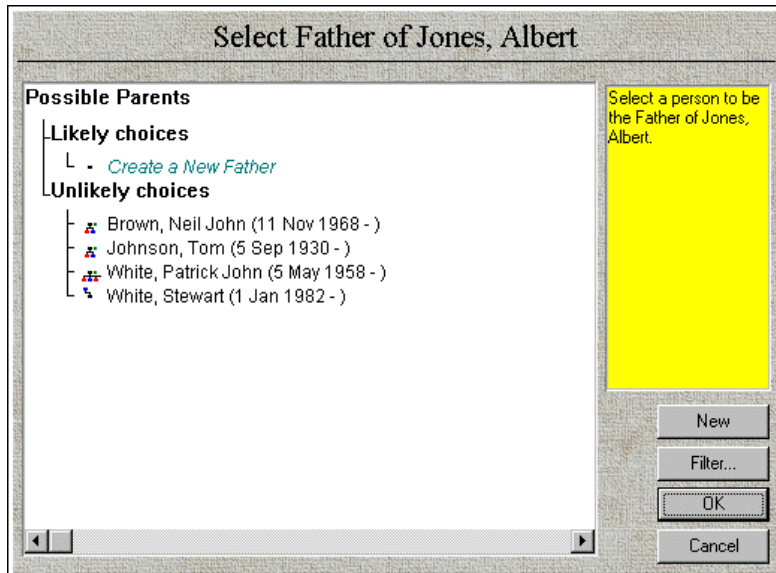
*Profession, At:* store details of what the person does for a living and where.

## Family Tree

Notes: is a free format field, which allows you to store other pieces of textual information about an individual. You might want to include information here about how individuals were named, where they grew up etc.

### ***Father/Mother***

The Father and Mother fields show the first and last names of an individual's father and mother. Clicking on the small buttons to the right of each field will either show you the details for the father/mother (if previously entered), or show the Finder Dialog if one hasn't.



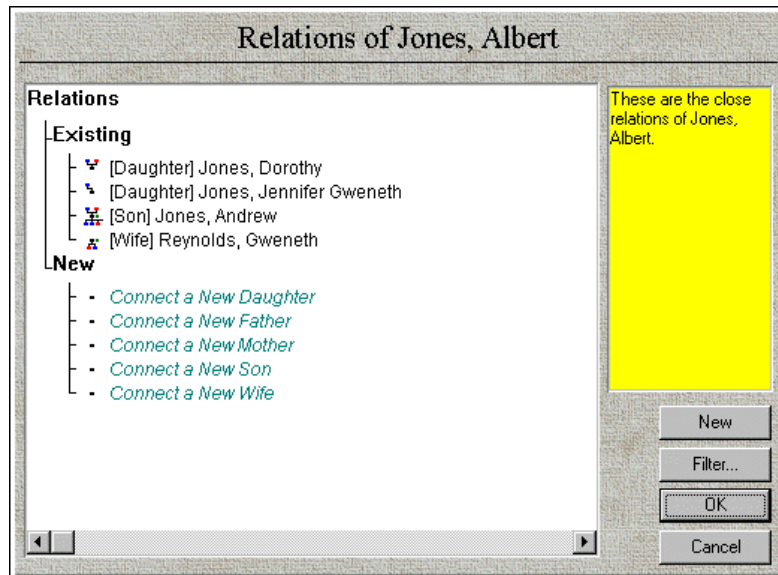
You may select an existing person to be the parent or you may create a new individual who will then be linked up as a parent of the current individual. If you make a mistake and need to change a father or mother, use the Disconnect function in the Relations dialog to break the link.

### ***Relations...***

The Relations button allows you to make connections between individuals in your family tree or to move quickly to individuals that you have already connected.

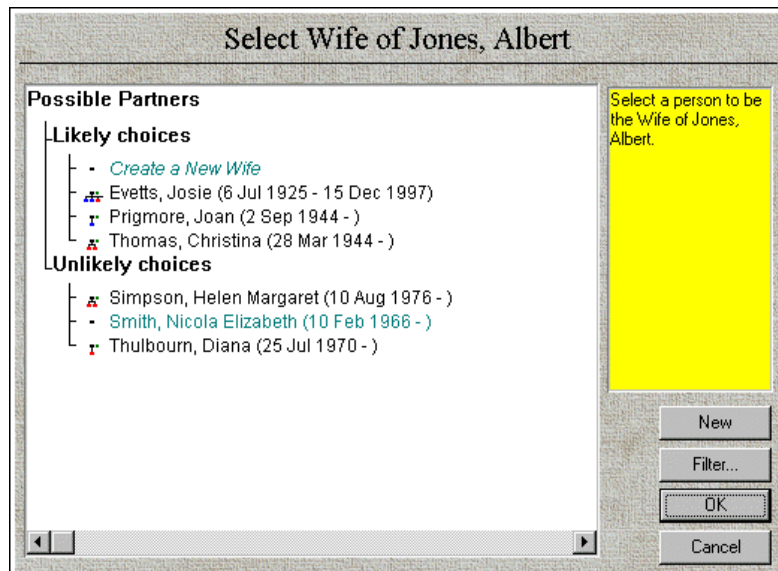
Clicking on this button displays the Finder dialog containing entries for all the relations that you have entered for the current individual, along with entries that allow you to connect further individuals.

### ***Family Tree***



To show an existing relation's information click on the relevant person and then on **OK**, or just double click on the entry.

To connect new mother, father, daughter, son, husband or wife, click on the entries displayed under the New folder. This will replace the contents of the Finder dialog with a list of possible parents, children or partners.



**Family Tree**

Here you may select an existing person to connect to or create a new person already connected to the current individual. The way you use this dialog will vary according to the way you work: some people prefer to create all the individuals in the tree and then connect them together, others will prefer to create the connected individuals as they go along.

**NOTE:** You may connect to multiple wives; allowing for people who have been married more than once. The order in which the marriages are displayed is determined by the date order of the marriage certificates. If the same people are married together more than once then this information must be recorded by creating multiple marriage certificates for those people.

**NOTE:** If you are connecting a parent to a child, the program cannot make the assumption that the parent's partner is also the parent of the child. For example, if person A and B are married, and you edit a son specifying his father as person A, the Mother field for the Son is not automatically filled in with person B. This is to allow for single parent families, and children born to people who have been married more than once (allowing you to connect a son/daughter to the relevant mother).

When you right click on an entry in the Finder dialog a pop-up menu will appear possibly offering the following options:

*Connect New Relation:* Connect a new daughter, son etc..

*Edit Person Name:* Shows you the selected person's information. Using this option allows you to move quickly around the tree.

*Disconnect:* Allows a relationship to be disconnected. The two people's records will still exist, but the link between them will be broken.

**NOTE:** If you disconnect a person, their children may also have to be disconnected within the tree.

### ***Multimedia Objects***

You may wish to add photographs and sounds to the individuals within your tree. The pictures will appear in the trees of ascendants and descendants, and the Family Album window.

Pictures and sounds are accessed through the **Multimedia Objects...** button. Clicking on this button will show the Multimedia Objects dialog.

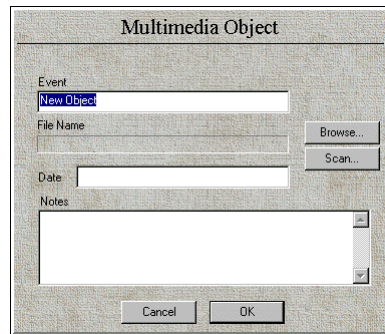


### ***Family Tree***

On the left are listed the names of the multimedia objects linked to the current individual.

On the right is a preview of the currently selected image. If you have added a sound, a small picture of a speaker will appear: double click on the speaker to play the sound file.

To add an image, click on the **Add...** button.



For every object you add you may enter various pieces of information:

**Event:** The name of the event depicted within the photo/sound. You'll discover in the Family Album that you can filter pictures based on the name of a specific event. Therefore you may like to try and use a standard set of key words within this text box.

**Date:** The date of the event depicted in the photo/sound. In the family album the photos are ordered according to this date; so if you don't know an exact date it is worth trying to enter a rough one to keep your photos displayed in a better order.

**NOTE:** Dates are entered in the format dd/mm/yyyy, ie. You must specify the year in full. If you just enter the last two digits of the year, eg. 67 instead of 1967, then you are specifying dates in the 1st century. Specifying dates from the year 2000 onwards will cause problems if you use the abbreviated form!

**Notes:** This is an area where you can enter some general information about the photo/sound. Try not to write too much information; it is shown below the photos in the family album, and a large amount of text tends to detract from the look of the album (you can of course turn the printing of notes off within the family album!)

**File Name:** This contains the full path to the photo/sound that you wish to place in the album. The easiest way of adding a photo/sound is to use the **Browse...** button to show the standard Windows open dialog. Use this to find the photo/sound that you wish to enter into the family tree. Use the **List files of type:** drop-down to show image or sound file formats allowed.

Photos can be added to your family tree using the following image formats.

Bitmap (**.BMP**), JPEG (**.JPG**), FlashPix (**.FPX**), Photo CD (**.PCD**) and ZSoft Paintbrush (**.PCX**)

## *Family Tree*

**NOTE:** If you intend using bitmap images, ensure your files do not use the RLE encoded sub-format.

Whenever you attach a photo, the program records the location where the image file resides on your hard disc. Images are not embedded inside your family tree file so make sure you don't delete or move them by mistake.

Depending on the display settings of your computer, images and other graphics will appear with varying colour depth and detail. The various icons, buttons and other graphics associated with this program are designed to appear using a palette of 256 different colours. Settings higher than this such as high or true colour are also permitted and may prove more useful if you plan to use photos in your tree files. For more information about display settings please refer to your Windows documentation or Help system.

When using photos, try to restrict their file size as much as possible. Their dimensions and the number of colours they use govern this. Large images will consume more space on your hard disc and will affect the performance of the program and printing. Always consider purpose and appearance of the images within the program and adjust their size and quality accordingly.

As a general rule, images destined to appear within tree diagrams should be rectangular in shape and typically 200 x 150 pixels in size. The orientation is entirely up to you but obviously choose one that best suits the subject – i.e. group or single portrait photo. Images to be viewed in the Family Album can be bigger if the subject requires more detail.

In addition to the physical pixel size of your images you should also consider their colour depth. Using high or true colour display settings will allow images to appear on screen and be saved with a palette of thousands of different colours. The result of this is that a much larger file is created. However, with appropriate graphics software you can easily edit the size and colour of your photos.

You may click on entries within the list of multimedia objects with the right mouse button to show a pop-up menu allowing you to perform various operations:

*Edit:* Allows you to change the event name, date, notes and the photo/sound file. This is done in the same way as creating a new object.

*Delete:* Removes reference to this multimedia object from the family tree. This does NOT remove the photo or sound file from your computer's hard disc!

**NOTE:** This command will be unavailable if a Family Album window is open (check in Browse Windows).

*Show/Don't Show in... [Tree/Album]:* Using these two options you can fine-tune the appearance of your tree diagrams and family photo album by excluding specific images. This can prove useful if you have several pictures associated with a particular individual or simply have pictures without dates that you would like discarded. To toggle between these two settings simply click on the relevant option.

## ***Family Tree***

Regardless of these settings, it's also possible to temporarily hide all pictures from your tree diagrams by selecting Don't Show Picture from the View menu.

### **Getting photos onto your computer:**

If you're not familiar with using digital cameras and scanners they're the quickest and easiest way to get images onto your computer. Scanners are ideal for copying those old photographs you've taken or were handed by past generations. Cameras on the other hand are perfect for capturing and reviewing instantly the latest family events as they happen.

Once you have these images why not share them with your family by email, if you have it, and if they do the same you'll find you can soon accumulate quite a collection of images for your tree.

If you do have either a scanner or a digital camera don't worry. Most film developers offer a service where by images from negatives can be processed and stored on a special format Photo-CD that can be read by most CD-ROM drives. The Photo-CD format actually offers a choice of settings enabling you to choose smaller size/number of colours to ensure you don't fill up your computer's hard disk!

The images on these CD's are generally very large in terms of file size but their special format permits you to specify image settings for size and quality.

### **Getting sounds onto your computer:**

Transferring sound recordings onto your computer may prove a little more difficult than your photos. You will need access to the original recording from a device with a special sound output (a Line Out, as offered by many video and cassette recorders) and a sound card with input facilities (with a Line In, as offered by most sound cards). Connect the two together and use the software that comes with your sound card, or the Sound Recorder application that comes with Windows, to 'capture' the recording into a .WAV file. You will have to adjust your recording settings and try a few samples to make sure the recording is loud enough and yet not distorted. Unless you want top quality recordings, choose settings to give you the lowest possible file size. This stops your hard disk filling up rapidly (sound recordings can occupy a surprising amount of space), and makes access to the sounds quicker. Try using settings such as 11kHz 8 bit Mono.

### ***Certificates***

Certificates allow you to store extra information about individuals within your family tree. These include Birth, Christening, Civil Marriage, Religious Marriage, Death and Burial certificates.

Clicking on the certificates button displays the certificates dialog.



This lists all the certificates that currently exist or which can be created for an individual.

The Birth, Christening, Death and Burial certificates behave simply as information containers: you can choose to fill them in or not.

From these dialogs further ones are accessible which allow the entry of further information for relevant individuals at that time, e.g. the occupation, age and notes on the Father at the time of the birth certificate.

Civil and Religious marriage certificates, however, can only be created for any individuals that have been connected as wives/husbands within the tree. It is therefore possible to have more than one marriage certificate listed for one person, and you may even have more than one marriage between two individuals. You may also delete a marriage certificate: right click on its entry in the certificates dialog and select **Delete**.

**NOTE:** The ages on the certificates are the ages at the time of the events; not the current age of that individual.

The certificates have been designed for printing on A4 paper in landscape orientation. This will be automatically set by the program, provided the default setting is left on 'Portrait'. If certificates start to appear different than expected, please check your printer settings.

## ***Research***

Research, as its name suggests, allows you to keep records of sources you've discovered, tasks to be completed and related documents you've scanned for a specific individual. For more information about this particular feature please turn to relevant section in this manual.

## ***Printing***

Clicking on the Print button allows you printout a form containing all the information currently known about the selected individual. These forms can then be collated for the family members you're investigating and be taken with you to the places you plan to research their past.

You can choose to print these forms in bulk using the *Print Forms* option in the **File** menu. Selecting this option will allow you to print single blank forms, forms for everyone in the current tree diagram or forms for everyone in the tree file.

## ***Family Tree***



## Research

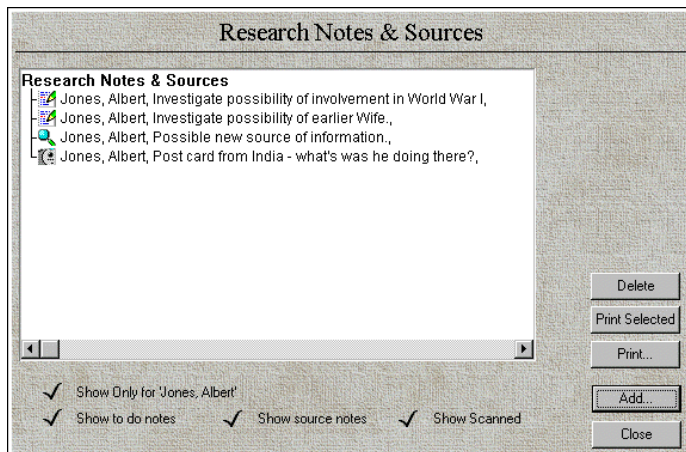
In order to help you investigate your family, a research feature has been included in the program, which will allow you to keep records for sources you've discovered, tasks to be completed, and related documents you've scanned for specific individuals.

There are a couple of different ways you can find this feature.

- Click on the *Research* button within a specific individual's record.
- Select the **Research...** option from the **File** menu.

The difference between these two approaches is that one lists the notes for a specific individual, whilst the other lists notes for everyone in the tree.

Selecting either of these options will present you with the dialog shown below.



Listed are the record entries for all research notes so far entered. There are three different types of record each one represented by different icon.



Tasks to do.



Sources to investigate.



Documents scanned.

These can be filtered by clicking on the different Show references at the bottom of the dialog. If you've opened the Research feature from an individual's records, an extra reference will appear restricting the records to only the current individual. Removing the tick against this reference will list all the records currently available.

### Handling Record Entries

To add an entry to the list, click on the *Add...* button. This will display a small pop-up menu offering you three choices - Source, To Do and Scanned documents. Select the desired option and an appropriate record dialog will appear in which you can supply the details.

### Family Tree

You're permitted to enter a title describing the entry plus any additional notes you feel are necessary to fully understand it. Once you've supplied these, click on the OK button.

If you're adding an entry for a scanned document you can choose either to browse the hard disc for an image already created or launch your scanners dedicated software and scan a completely new document.

Record entries can be deleted at any time by highlighting them within the list and clicking on the Delete button. Confirmation will be given before the entry is permanently removed.

### ***Printing Record Entries***

Record entries can be printed out and taken with you on your visits to investigate family history. Using the **Print** and **Print Selected** buttons you can choose either to print the details of all the current entries or a single entry, which you must select first.

To print all the record entries currently available click the **Print** button. To print a single entry, select it from the list using your mouse pointer and click on the **Print Selected** button.

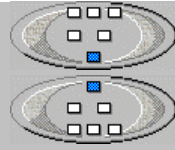
### ***Family Tree***

## Tree Displays

One of the main purposes of gathering together your family tree data is to enable you to produce tree diagrams showing all the connections between members of your family. Two ways of doing this are included in this program.

### Tree of Ascendants

### Tree of Descendants



A tree of descendants traces the descendants of a particular person: showing all sons and daughters for that person, and their sons and daughters in turn etc.

A tree of ascendancy traces the ancestors of a particular person: showing the mother and father of a given person, and their mother and father and so on.

Clicking on the Tree of Descendants or Tree of Ascendants area on the Family Tree Taskbar will display the Finder Dialog.

Use this dialog to select the person whose descendants or ascendants you wish to view. These will then appear in a new window. You can look at different trees in different windows at the same time if you desire.

## Display Modes

Tree diagrams can be viewed in two different modes; these are 'Research' and 'Print Preview'. The difference between them is that one enables you to view your tree diagram, as it will appear on paper – if you print it. The other will display only the basic tree structure. In the 'Print Preview' mode you can customise the trees appearance by adding borders, changing fonts and colours and using backgrounds. Choose the mode which best suits how you want to view the tree and for what purpose it'll be used.

## Tools

Depending on the mode your tree diagram is displayed in, there are different tools you can use to view it. Some of these are duplicated on both the toolbar and menubar, whilst others can be found on right-click popup menus. As your files and tree diagrams expand you may want to experiment with these.

### Tree Detective

This tool is very useful in quickly telling you the relationship between any two individuals in the tree. Simply select an individual, place the pointer over another and in a few seconds a hint will appear informing you of their relationship.

## Family Tree

### Zooming

Large tree diagrams can't always be viewed clearly at certain sizes. Often information becomes very small and too illegible to read. For this reason it is possible to increase the view of the tree and examine specific branches and individuals in more detail.

There are several methods of doing this, which have their different uses and advantages.

<b>Zoom In</b>	<b><u>V</u>iew   <u>Z</u>oom In</b>
<b>Zoom Out</b>	<b><u>V</u>iew   <u>Z</u>oom <u>O</u>ut</b>

Once up close, if you want to quickly see the entire diagram again, select 'View Entire Tree' from the right-click pop-up menu.

Rather than magnifying the diagram one step at a time you can also use the 'Zoom' tool.

### **Zoom Tool**



Clicking on this presents a small preview of the entire tree, in which you click and draw frames around the areas you wish to examine. The dialog in which the preview appears can be moved anywhere on the screen by clicking and dragging it there.

### Record Editing

In both the Research and Print Preview modes you can edit and create records for your family tree. If you double click on an individual within the tree, their details will be shown. You can then make changes and save them if you want. If you double click on a blank area of the tree, an empty individual details dialog appears for you to create a new person.

### Pop-up Menu

Depending on the mode your tree is displayed in and the position of your pointer, pressing your right mouse button will present a pop-up menu of different options. These include:

*Edit:* Allows you to edit the information held on this individual.

*Delete:* Removes this individual from the tree. Removing an individual will break links in the tree.

*Hide Sub-Tree:* A sub-tree can be described as a branch of the tree showing a single individual and any descending/ascending individuals connected to them. Selecting this option will remove these individuals from the diagram and replace them with a symbol to indicate their hidden presence. To show these individuals again right click on the sub-tree symbol and select Show Sub-Tree. Hiding a sub-tree isn't a permanent action; it's unique to the current diagram and will not be saved as a setting with the tree file. This function is mainly used to restrict the size of a tree before printing it. Symbols representing hidden subtrees will not appear in any printouts you produce.

*Edit Default Style/Create Individual Style:* These options are only available when you are viewing your tree diagrams in Print Preview mode. Styles are used to let you personalise the look of your tree and its appearance on screen and in printouts. Using these options you can add borders and backgrounds, change text and information and save these settings in unique styles.

### ***Family Tree***

## Styles

Family Tree can customise the way in which trees are displayed in a number of different ways.

All individuals appearing in a tree use the settings of the default style. Changing the default style changes all individuals in the tree; (although there are separate options within the default style for males and females). By right clicking on an individual in the tree and selecting Create Individual Style, a different set of styling options can be created for one individual. Having created an individual style you can then use Edit Individual Style to change it, or Delete Individual Style to return it to the default style.

**NOTE:** Although styles can be saved, whom these styles are applied to cannot; because multiple tree views can be made on an overlapping set of individuals. Setting individual styles is therefore best used for highlighting key individuals prior to printing, rather than customising every individual in a tree!

The tree style dialog offers you a number of options.



The top right of the dialog shows previews of how male and female members of the tree will appear. You'll notice there's a frame around one of these to indicate which one will be affected by any changes you make. To swap between male and female members, click on the appropriate preview. With a gender selected the following settings can be changed.

Events: The events check boxes refer to both Male and Female entries:

- No Events shows just an individual and their partner's names.
- Short Events shows name, date of birth and date of death.
- Long Events shows name, date & place of birth, and date & place of death.

Texture File: Use the **Browse...** button to select a texture to display underneath the tree area. Select appropriate bitmaps for your display (256 colour or 16 Million colour accordingly). Several texture files have been supplied with **Family Tree**, see the section **Included With**

## Family Tree

**The Package** for more details. To no longer display the texture (which will give you quicker performance), select the path that appears within the Texture File edit box and delete it.

Print Texture: Allows you to choose whether the texture you select above appears on printouts of the tree or not.

Specific to Male/Female: All items grouped within this box apply to male or female entries only; according to the current selection at the top of the dialog.

- Name Colour/Spouse Name/Other Text Colour: Clicking on the button to the left of these fields allows the various text colours to be changed. The dialog shown is the standard Windows colour selector.
- Font: Selects the font to use for all items of text.
- Line Colour: sets the colour of the lines used to connect individuals within a tree.
- Border: Selects the border to place around an individual's box. Choose from a selection of borders that we have included in the product, or None to give the default square box.
- Colour One, Two, Three: The borders have all been designed to allow you to change the colour elements within them. Clicking on one of these buttons shows the standard Windows colour selector dialog with the current colour highlighted.

Click on the **Apply** button to update the tree diagram with the changes specified. Alternatively, click on the **Close** button to cancel the changes and leave the tree diagram in it original style.

The changes you've specified will be saved and used next time you want to create a tree diagram. If you find you're changing the style of your diagrams on a regular basis you may like to save them individually. To do this click on the **Save** button, in the bottom right corner of the style dialog, and specify a name for the style in the text box provided. You can delete styles at any time by selecting them from the drop-down list and clicking on the **Delete** button.

Once you have saved a style you can use it in any tree window (ascendants and descendants) as a default or an individual style; and at any time in the future.

## ***Printing***

In order to print your tree diagrams you must be viewing them in Print Preview mode. This enables you to view them identically as they'll eventually appear on paper. In this mode there are several options, which will allow you to optimise the diagram for printing. These are available using the right-click pop-up menu.

Fit to one page: As it suggests this option will position the diagram to best fit on a single page. Bear in mind that depending on the shape of your tree, whether it's tall or wide, you should consider changing the orientation of the page to either landscape or portrait.

Fit to current page selection: This option is best used when you've changed the page size and quantity using the buttons around the virtual page. Selecting this option will automatically resize the diagram to best fit the pages you've specified.

## ***Family Tree***

Auto paginate: This option takes the difficulty out of quantifying and sizing pages by automatically defining them for you. This option guarantees the printout will be at optimum size and easily readable.

Set up border: In addition to placing borders around individuals, you can also add a border around the edge of the entire tree diagram. This option will help you set one up.

You'll notice in this particular mode of display, a virtual page can be seen beneath the tree diagram itself. Surrounding this page are three buttons, which act as handles and allow you to adjust the size and number of pages the diagram will be printed on. To adjust these, click and drag them in the appropriate direction.

You can also adjust the position of the virtual pages themselves by clicking and dragging them around inside the window.

## **Tree Borders**

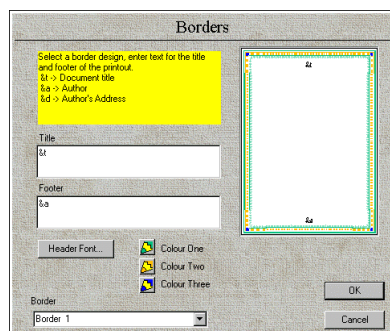
Border: From the Border drop-down list select the design of the border that you want. You will see a small preview of the border in the top right-hand corner of the dialog. Depending on the complexity of the design you may need to preview it in the tree diagram itself before making any decisions to use it.

Colour One, Two, Three: The borders have all been designed to allow you to change the colour elements within them. Clicking on one of these buttons shows the standard Windows colour selector dialog with the current colour highlighted.

Header font: Selecting this allows you to change the font style used in the title header and footer.

Title/Footer: These text areas are printed at the top and bottom of the printout respectively. If you have printed across several pages they appear in the very middle of your printout: they do not appear on every page.

Once you're happy with the border and settings you've specified, click on the OK button otherwise click Cancel.



Your tree diagram should now be ready to print. Click on the appropriate toolbar button or select Print from the File menu.

## **Family Tree**

## Family Albums

The Family Album window within *Family Tree* gathers together photographs from throughout the family tree and allows them to be printed in the style of a photo album.



Pictures that have been selected as Don't Show in Album from an individual's Multimedia Objects dialog will not appear in this window. See the Multimedia Objects section for details of how to add pictures to your family tree.

All photos are shown in date order from top to bottom on pages running left to right across the screen. If no dates are given for a photo it will appear on the far left of the album.

Right clicking within this window will show a pop-up menu containing several options:

*Layout:* selects the number of pictures to display per page.

**NOTE:** You can change the way a page looks and prints by changing the printer setup through the **File | Print Setup** menu entry. Selecting landscape printing for the current printer can produce a different style. Select the Layout option after having changed the printer setup in order to update the screen.

**NOTE:** You are not allowed to delete pictures from the tree if a Family Album window is open.

*Zoom In/Out:* shows you more or less detail of the family album. If you resize the family album window it will rescale the display to fit exactly within the height of the window.

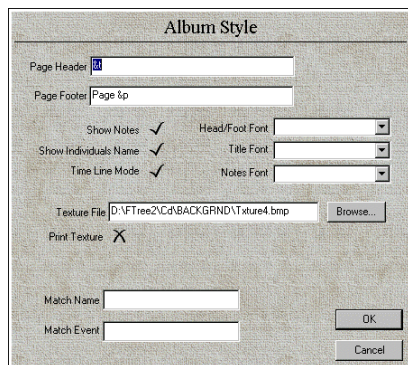
### Family Tree



**Browse:** shows a dialog similar to the individual's Multimedia Objects dialog. ALL multimedia objects are shown in the list to the left of the dialog; those in bold will appear in the album. By right clicking on any entry you may select Don't Show in Album, or edit the entry.

**Style:** shows a dialog box allowing you to change the way your family album appears.

The Style Dialog allows you to adjust the way your Family Album will appear on screen and when printed out.



The various fields that appear on this dialog are as follows:

**Page Header:** Appears on the top of every page when the time line display is off.

**Page Footer:** Appears on the bottom of every page when the time line display is off. Placing **&t** will place the title of the family tree into the header or footer fields, **&p** will place the current page number into the header or footer fields.

**Show notes:** When this is ticked the notes that have been entered for a multimedia object will be displayed along with the photo. Click on the tick to turn this off.

**Show individuals name:** When ticked, the individual's name to which a photo was attached will appear underneath that photo.

**Show Time Line:** When this is ticked (the default) a special time line style is used. This places a pattern behind the pages of the album with large headers and footers indicating the starting and ending years of photos on a page. If no years were specified for a photo the header or footer may appear blank. If there is a change in year on any one page, the background colour will change to emphasise this. This style gives a clear view of your photos over time.

**Fonts:** There are three font options to allow you to change the various fonts within areas of the Family Album display.

**Texture File:** Use the **browse** button to select a texture to display underneath the album area. This will appear behind the time line background if you have that selected. Several texture files have been supplied with **Family Tree**, see the section **Included With The Package** for more details. To no longer display the texture (which will give you quicker performance), select the path that appears within the Texture File edit box and delete it.

**Family Tree**

*Print Texture:* Allows you to choose whether the texture you select above appears on any printed versions of the Family Album.

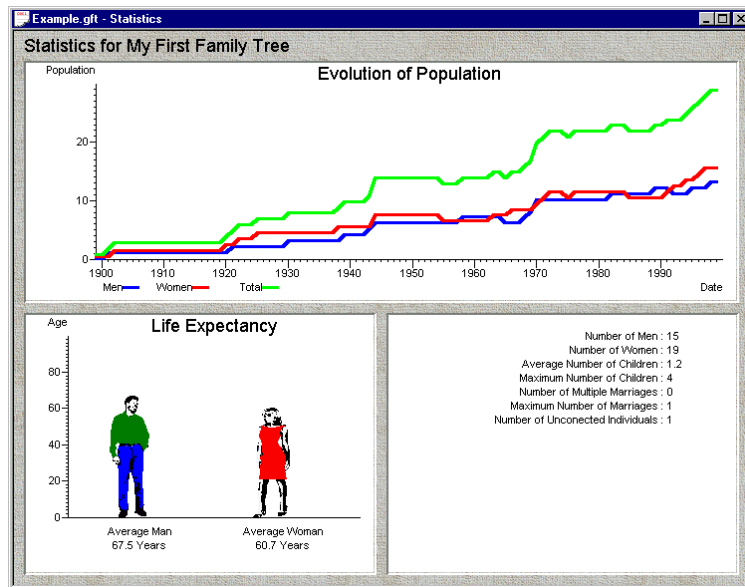
*Match Name/Match Event:* The text entered into these fields is matched against the event description and individual's name of every photo; only matching entries are displayed. If you entered "Wedding" into the event field it would display only wedding photos (eg. "Brian & Jacqueline's Wedding", "Wedding of Mike & Delia"). It is worth bearing this in mind whilst you enter event descriptions for your photographs. Entering information into the Match Name field has the same effect on individuals' names.

Having chosen the style of the Family Album and what to include within it, it can be printed from the Print command.

### ***Family Tree***

## Statistics

The Statistics window shows some interesting information gathered from the information you have entered about your family tree.



The top part of the window shows the evolution of the population for your family tree: that is the total number of living individuals at a given time in history.

In the bottom left-hand corner of the window is a graphic depiction of the average life expectancy of male and female family members. Individuals who have no date of birth or no date of death given are not taken into account here.

Finally in the bottom right-hand corner of the window are some statistics about the family data that you have entered.

*Number of men, number of women:* the total numbers of each sex in your family tree.

*Average number of children:* this is based on the total number of individuals in the tree. If you enter one couple with one son into the tree the average number of children per person is  $1/3$ , or 0.3.

*Maximum number of children:* the greatest number of children from any individual within the family tree.

*Number of multiple marriages:* the number of individuals who have married more than once.

*Maximum number of marriages:* the greatest number of marriages that any individual has had.

## Family Tree

The statistics can be gathered for the whole tree (the default), or by filtering selected data. Right clicking within the statistics window shows a pop-up menu with a **Filter** option in it. Click on this to enter some text to match against individual's first and last names. Statistics will be gathered only for matching individuals, and the title at the top of the window will indicate this. You can use multiple statistics window to compare information from different sides of your family etc.

The statistics data can be printed out for reference off line; use Print Setup to select landscape or portrait printouts.

## Included With The Package

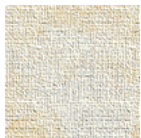
### Fonts

Included with the program are 10 classic fonts that will help you perfect the appearance of your tree diagrams. These fonts are installed together with the program files and copied into the appropriate Windows folder. If you choose to remove them from your system afterwards, you can install them again individually from the fonts folder on your **Family Tree** CD-Rom. Please see your Windows documentation for details of how to install fonts.

Buckingham	<b>ABCDEFGHIJabcdefghij</b>
CasqueOpenFace	ABCDEFGHIJabcdefghij
Cornet	<i>ABCDEFGHIJabcdefghij</i>
GuntherCalligraphic	ABCDEFGHIJabcdefghij
HandStroke	<i>ABCDEFGHIJabcdefghij</i>
Manuscript Open	<i>ABCDEFGHIJabcdefghij</i>
OldEnglish	<b>ABCDEFGHIJabcdefghij</b>
Penchant	<b>ABCDEFGHIJabcdefghij</b>
Ramona	ABCDEFGHIJabcdefghij
Scogin	ABCDEFGHIJabcdefghij

### Textures

Included with this program are six custom designed backgrounds for use as textures within your family tree. These can be found in the Texture folder within the **Family Tree** install directory (ie. C:\Program Files\FamTree\Textures by default)



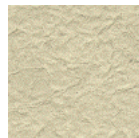
CANVAS.BMP



CRUMPLED.BMP



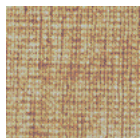
DIALOG.BMP



PARCH.BMP



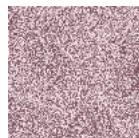
PARCH2.BMP



WEAVE.BMP

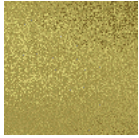


STIPPLED1.BMP

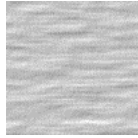


STIPPLED2.BMP

**Family Tree**



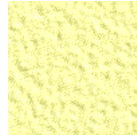
STIPPLED3.BMP



ROLLED.BMP



TEXTURED1.BMP



TEXTURED2.BMP



CLOUDS.BMP

## ***Examples***

When you first start using ***Family Tree***, an example file will be opened automatically for you. This is designed to illustrate the features of the program and to allow you to experiment with a fictitious tree before you begin creating your own.

In addition some other examples have been included with the program, which can be loaded if you wish to view and analyse them. These particular trees relate to *The Bible* and *The British Royal Family*. Although it's unlikely you'll be able to use them as a basis for your own tree's they're great for analysing all the same.

## ***Family Tree***

## Hints & Tips

**Installation problems:** Ensure that you are NOT running any other applications at the time of installation as these may interfere with the installation process. If you have problems try temporarily disabling screen savers, toolbars (e.g. MS Office™ toolbar) etc, restarting Windows and then trying installation again. This program has not been tested with Windows shell replacements such as 'Tabworks'.

One of the biggest causes of installation problems is poor machine housekeeping. If you experience problems please run CHKDSK or SCANDISK and then DEFRAG. See your Windows documentation for more details.

**Backups:** Family Tree automatically creates backup files when you save your tree. If you are working on the file NAME.GFT, the old version of that file will be saved as NAME.BAK. You can turn this facility off by changing the line **Backup=True** in the C:\WINDOWS\FREE.INI file to **Backup=False**.

**Images don't display correctly 1:** Check that you are not using bitmaps that have more colours within them than your screen can handle (eg. True colour images on a 256 colour screen).

**Images don't display correctly 2:** Check that you are not using the RLE encoding format within your BMPs. This format is relatively rare, but seems to cause problems in most applications!

**Can't do something?:** This program makes extensive use of the right mouse button: if you can't see how to do something try to right click on entries/windows and you'll often find what you need appear in a pop-up menu.

**Connecting Individuals:** If you are connecting a parent to a child, the program does not make the assumption that the parent's partner is ALSO the parent of the child. For example if person A and B are married, and you edit a son specifying his father as person A, the Mother field for the Son is not automatically filled in with person B. This is to allow for single parent families, and children born to people who have been married more than once (allowing you to connect the mother as the relevant wife!).

**Dates:** Dates are entered in the format dd/mm/yyyy, ie. You must specify the year in full. If you just enter the last two digits of the year, eg. 67 instead of 1967, then you are specifying dates in the 1st century. Specifying dates from the year 2000 onwards will cause problems if you use the abbreviated form!

**Dates:** If an actual date is unknown you may enter just a month and year: eg. 7/1967 specifies July 1967.

**Dates:** If an actual date is unknown you may enter just a year: eg. 1967.

**Default texture:** The .BMP file used for the default texture within trees of descendants and ascendants is set in the FREE.INI file within the Windows directory. The line starting Default Texture= defines the location of this background file.

*Family Tree*

**GEDCOM:** Information that you cannot expect to import from a GEDCOM file include photographs and some certificate information.

**GEDCOM:** If dates are not being imported at all for certain fields it could possibly be due to the way in which the exporting application is presenting that information. For example, dates stored in the following formats will not be imported: "Before 1967", "Around 1967". Search for such dates in the exporting application and replace them with just the year information "1967".

**Hidden Subtrees:** Lost the hidden subtrees that you have applied to a tree? This information is not saved in the tree data (since you may have two or more views of the tree open simultaneously that you would like to appear different to one another). If you make any changes to the tree the display must be regenerated from the tree data, thus losing the subtree information. Hiding subtrees is best used just before printing.

**Individual Styles:** Lost the individual styles that you have applied to individuals in a tree? These styles are not saved in the tree data (since you may have two or more views of the tree open simultaneously that you would like to appear different to one another). If you make any changes to the tree the display must be regenerated from the tree data, thus losing the individual style information. Individual styling is best used to highlight key individuals etc.. just before printing.

**Lost your photos?:** If you have changed the place where you keep your photos, or have given a copy of your tree to somebody who has put their tree somewhere else on their hard disk, then the photos will no longer appear. If the program cannot find the photos you have given it, it will look in the MM subdirectory of the program. Eg. C:\GSP\FTREE2\MM. You can therefore gather together all your photos and place them in this directory to fix the problem.

This second place in which files are looked for is set through the MMLIB line in the FTREE.INI file within the Windows directory. You may change it as long as it points to a valid path, and ends in a backslash, eg.

MMLIB=C:\PHOTOS\

**Photos:** The program stores a reference to where your photographs are; they are not stored directly within the family tree itself. You should therefore not delete them or move them, or they will not appear within the tree. You can, however, edit them (eg. To change brightness) using other applications.

**Speed:** Family Tree automatically creates backup files when you save your tree; this takes extra time. You can turn this facility off by changing the line **Backup=True** in the C\WINDOWS\FTREE.INI file to **Backup=False**.

**Speed:** Want to make your tree displays quicker? Try turning off the Texture File from within the default style, and set Draft Mode and Don't Show Pictures from the View menu.

**Window Tiling:** Tiling windows is best used for viewing several trees of descendants or ascendants alongside one another. Generate the views you want, minimise the Main View and then tile the windows horizontally or vertically.

## ***Family Tree***



**???:** If when you attempt to run the program a window appears with no buttons along the toolbar and with a heading of ???, the program cannot find its .INI file. The file FTREE.INI is placed in the WINDOWS directory during installation. If this has been moved/deleted, you will need to re-install ***Family Tree***.

## Accented Characters

Accented characters can be entered into all appropriate fields using the standard Windows keystrokes: ie. ALT followed by numbers on the numeric keypad (NUM lock must be ON).

À	ALT + 0192	à	ALT + 0224
Á	ALT + 0193	á	ALT + 0225
Â	ALT + 0194	â	ALT + 0226
Ä	ALT + 0196	ä	ALT + 0228
Ç	ALT + 0199	ç	ALT + 0231
È	ALT + 0200	è	ALT + 0232
É	ALT + 0201	é	ALT + 0233
Ê	ALT + 0202	ê	ALT + 0234
Ë	ALT + 0203	ë	ALT + 0235
Ì	ALT + 0204	ì	ALT + 0236
Í	ALT + 0205	í	ALT + 0237
Î	ALT + 0206	î	ALT + 0238
Ï	ALT + 0207	ï	ALT + 0239
Ò	ALT + 0210	ò	ALT + 0242
Ó	ALT + 0211	ó	ALT + 0243
Ô	ALT + 0212	ô	ALT + 0244
Õ	ALT + 0214	õ	ALT + 0245
Ö	ALT + 0217	ö	ALT + 0246
Ù	ALT + 0218	ù	ALT + 0249
Ú	ALT + 0219	ü	ALT + 0252
Û	ALT + 0220	ú	ALT + 0250
Ü	ALT + 0221	û	ALT + 0251
Ý		ý	ALT + 0253
		ÿ	ALT + 0255

## Family Tree

## Useful Addresses

You may find the following addresses useful in tracing your ancestry.

### Family Tree Magazine

61 Great Whyte, Ramsey, Huntingdon, Cambridgeshire, PE17 1HL.

Telephone (01487) 814 050

### Birth, Marriage and Death Certificate Enquiries

General Register Office

PO Box 2, Southport, Merseyside, PR8 2JD.

Telephone (01704) 569 824

### Professional Research Agencies

Association of Genealogists and Record Agents (AGRA)

29 Badger's Close, Horsham, West Sussex, RH12 5RU.

### Census Information

Public Record Office

Ruskin Avenue, Kew, Richmond, Surrey, TW9 4DU.

Telephone (020) 8 876 3444

### Will and Last Testament Enquiries

Public Record Office

Somerset House, Strand, London, WC2 1LP.

Telephone (020) 8 876 3444

### General Record Information

Metropolitan Archives Greater London Record Office

40 Northampton Road, London, EC1R 0HB.

Telephone (020) 7 332 3820

Guildhall Library

Aldermanbury, London, EC2P 2EJ.

Telephone (020) 7 322 1863

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**Specialist Genealogy Library**

Society of Genealogists

14 Charterhouse Buildings, Goswell Road, London, EC1M 7BA.

Telephone (020) 7 251 8799

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