Family Tree Maker Help Contents

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If you are not familiar with Windows Help systems, you may want to skim through the Windows "How to Use Help" Help system. To open the "How to Use Help" Help system, from the **Help** menu, select **How to Use Help**.

Basic Family File operations

Creating new Family Files
Select this topic to get help about starting a new Family File to hold your family information.   You only want to create a new Family File if you are just beginning to enter family information or if you are starting a Family File for someone who is completely unrelated to your family.   **Do not** create a new Family File each time you have new names to enter into Family Tree Maker.

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Select this topic to get help about erasing files that you no longer need.

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Select this topic to get help about closing Family Tree Maker when you are finished using it.

Creating new Family Files

When you first start Family Tree Maker, you'll create a new <u>Family File</u> where Family Tree Maker will store all of your family information.   In order to create trees, calendars, and other Family Tree Maker documents, all of your family information must be in **one** Family File, so **do not** create a new Family File each time you have new names to enter into Family Tree Maker.   The only time you'll want to create a new Family File is when you're creating a Family File for someone who is completely unrelated to you, such as your neighbor.

To create a new Family File:

1. From the **File** menu, select **New Family File** (ALT, F, N).

   Family Tree Maker displays the New Family File dialog box.

2. Type a name for your file in the **File name** field.

   The name of your file must be eight letters or less and must have the extension .FTW
   For example, you could type `myfamily.ftw` or `smith.ftw`

3. The **Drives** and **Directories** fields list the drive and directory where Family Tree Maker will place your new Family File.   If you want to select a different location for your file, use these fields to select one.

4. Click **OK**.

   Family Tree Maker creates your new Family File and then displays an empty Family Page.

Opening Family Files

With Family Tree Maker for Windows, you can open Family Tree Maker for DOS files, too.   If you want to open a GEDCOM file, see the topic "GEDCOM import and export."

To open a file in Family Tree Maker for Windows:

1. From the **File** menu, select **Open Family File** (ALT, F, O).

   Family Tree Maker displays the Open Family File dialog box.   If you know where your file is, continue with the instructions below.   If you are unsure where your file is located, see the topic "Finding Files."

2. In the **Drives** and **Directories** fields, select the drive and directory where the file you want to open is located.

   Note: You cannot open a Family Tree Maker file (*.FTW) that is stored on a floppy diskette (or other removable media).   The file must be transferred to your hard drive before it can be opened.   Family Tree Maker Backup files can be opened from floppy diskettes, but will be copied to your hard disk.

3. Click the arrow next to the **File format** field and select the format of the file that you want to open.

4. Click the name of your file in the **File name** field, and then click **OK**.

   If you are opening a Family Tree Maker for Windows file, you're ready to start working. Skip step 5.

5. If your file is not a Family Tree Maker for Windows file, Family Tree Maker displays the **New Family File** dialog box.   You must give your file a new name so that Family Tree Maker can make a copy of your original file and convert the copy to a Family Tree Maker for Windows file.

   In the New Family File dialog box, you can either click **OK** to accept the name that Family Tree Maker suggests or type a new name and then click **OK**.   The name for your file must be eight letters or less, and must have the extension .FTW

   Family Tree Maker reloads your file as a Family Tree Maker for Windows file and then displays a Family Page.

See Also

Finding files

Appending Family Files

GEDCOM Import and Export

Opening Family Tree Maker for DOS files

To open a Family Tree Maker for DOS file:

1. From the **File** menu, select **Open Family File** (ALT, F, O).

   Family Tree Maker displays the Open Family File dialog box.   If you know where your file is, continue with the instructions below.   If you are unsure where your file is located, see the topic "Finding Files."

2. In the **Drives** and **Directories** fields, select the drive and directory where the file you want to open is located.

3. Click the arrow next to the **File format** field and select **Family Tree Maker for DOS (*.FTM)**.

4. Click the name of your file in the **File name** field and then click **OK**.

   Family Tree Maker displays the **New Family File** dialog box.   You must give your file a new name so that Family Tree Maker can make a copy of your original file and convert the copy to a Family Tree Maker for Windows file.

5. In the New Family File dialog box, you can either click **OK** to accept the name that Family Tree Maker suggests or type a new name and then click **OK**.   The name for your file must be eight letters or less and must have the extension `.ftw`

6. Click **OK** when you've given your file a new name.

   Family Tree Maker reloads your file as a Family Tree Maker for Windows file, and then displays a Family Page.

See Also

Finding files

Appending Family Files

Saving Family Files

Family Tree Maker does not have a Save command, but a <u>Backup</u> command.   This is because Family Tree Maker is a database program that saves your information regularly while you are using the program, as well as when you quit.   Both of these features reduce the risk of losing your data.

Note: Since Family Tree Maker automatically saves your information, you cannot quit the program without saving.   To get rid of any changes you make, you must fix them manually.   Or, make separate backup files regularly so you can revert to an old file if you need to.   You may especially want to make a separate backup right before you make any major changes to the data in your file.

See Also

<u>Backing up Family Files</u>

<u>Startup preferences</u>

Backing up Family Files

Family Tree Maker does not have a Save command, but a <u>Backup</u> command.   This is because Family Tree Maker is a database program that saves your information regularly while you are using the program, as well as when you quit.   Both of these features reduce the risk of losing your data.

Note: Since Family Tree Maker automatically saves your information, you cannot quit the program without saving.   To get rid of any changes you make, you must fix them manually.   Or, make backup files regularly so you can revert to an old file if you need to.   You may especially want to make a separate backup right before you make any major changes to the data in your file.

When Family Tree Maker automatically creates a backup of your Family File (*.FBK), it places the backup in the same directory as your original Family File (*.FTW).   If you want to make a backup copy of your Family File in a different drive or directory, for example, onto a floppy diskette, you can use the Backup Family File command.

If you would prefer that Family Tree Maker not automatically make a backup copy (*.FBK) of your Family File when you quit, you can turn off this function.   See the topic "Startup Preferences."

To make a backup of your Family File:

1. From the **File** menu, select **Backup Family File** (ALT, F, B).

    Family Tree Maker displays the Backup Family File dialog box.

2. In the **Drives** and **Directories** fields, select the drive and directory where you want your backup located.

    Family Tree Maker copies the information in your Family File to another file that has the same name, except with the extension .FBK

To save your Family File under a completely different name, not just with a different file extension, use the Copy/Export Family File command.

See Also

<u>Retrieving backup copies</u>

<u>Copying/Exporting Family Files</u>

<u>Startup preferences</u>

Opening backup Family Files

If your Family File is accidentally deleted or the data is corrupted in some way, Family Tree Maker cannot open it.   When this is the case, you are given the option of opening a backup copy (*.FBK) of your Family File.   In order to use the backup copy of your Family File, you must give it a name with an .FTW extension that is different from the name of the original Family File.   For this reason, Family Tree Maker displays the Open Backup Family File dialog box.

When Family Tree Maker displays the Open Backup Family File dialog box:

1. In the **File name** field, type a new name for your file.

    The name of your file must be eight letters or less, and must have the extension .FTW In addition, the name must be different from the name of the original file that can no longer be opened.   For example, if the name of the original file was SMITH.FTW, you could rename the backup file SMITH2.FTW

2. The **Drives** and **Directories** fields list the drive and directory where Family Tree Maker will place your new Family File.   If you want to select a different location for your file, use these fields to select one.

3. Click **OK**.

    Family Tree Maker creates your new Family File and then displays an empty Family Page.

Retrieving backup copies

At some time you may need to restore your <u>Family File</u> from a backup copy.

1. From the **File** menu, select **Open Family File** (ALT, F, O).

   Family Tree Maker displays the Open Family File dialog box.   If you know where your file is, continue with the instructions below.   If you are unsure where your file is located, see the topic "Finding Files."

2. In the **Drives** and **Directories** fields, select the drive and directory where your backup is located.

3. Click the arrow next to the **File format** field and select **Family Tree Backup (*.FBK)**.

4. Click the name of your file in the **File name** field and then click **OK**.

   Family Tree Maker displays the New Family File dialog box.   Give your file a new name so that Family Tree Maker can make a copy of the backup file and then convert the copy to a Family Tree Maker for Windows (*.FTW) file.

5. Click **OK** to accept the name that Family Tree Maker suggests or type a new name and then click **OK**.

   The name must be eight letters or less, and must have the extension .FTW

6. Click **OK** when you've given your file a new name.

   You're ready to start working with your restored Family File.

See Also
<u>Finding files</u>

Copying/Exporting Family Files

Occasionally you may want to make a copy of your <u>Family File.</u>   These instructions show you how to do it.   If you want to make a copy of your Family File to use with another genealogical program, such as PAF or Family Tree Maker for DOS, see the topic "Exporting GEDCOM files from Family Tree Maker."

To make a copy of your Family File:

1. From the **File** menu, select **Copy/Export Family File** (ALT, F, C).

   Family Tree Maker displays the Copy/Export Family File dialog box.

2. In the **File name** field, type a new file name.

3. In the **Drives** and **Directories** fields, select the drive letter and directory name where you want your file copied.

4. When you've made your selections, click **OK**.

   Family Tree Maker copies or exports your file to the drive, directory, and file name that you choose.

See Also

<u>Exporting GEDCOM files from Family Tree Maker</u>

GEDCOM Import and Export

GEDCOM is a standard file format for exchanging information between genealogy programs.   The acronym GEDCOM stands for GEnealogical Data COMmunications.   The Family History Department of the Church of Jesus Christ of Latter-day Saints (LDS Church) developed the GEDCOM standard.

You can use GEDCOM to transfer information into Family Tree Maker from another genealogy program that supports GEDCOM and vice versa.   By using GEDCOM, you can avoid retyping all of your family information when you switch from one program to another.

See Also

Importing GEDCOM files into Family Tree Maker

Exporting GEDCOM files from Family Tree Maker

Importing GEDCOM files into Family Tree Maker

If you need to find out what GEDCOM is, see the topic **GEDCOM Import and Export.**

To open a GEDCOM file in Family Tree Maker for Windows:

1. From the **File** menu, select **Open Family File** (ALT, F, O).

   Family Tree Maker displays the Open Family File dialog box.

2. In the **Drives** and **Directories** fields, select the drive and directory where the file you want to open is located.

3. Click the arrow next to the **File format** field and select **GEDCOM (*.GED)**.

4. Click the name of the GEDCOM file in the **File name** field and then click **OK**.

   Family Tree Maker displays the **New Family File** dialog box.

5. You must give the GEDCOM file a new name so that Family Tree Maker can make a copy of the original GEDCOM file and convert the copy to a Family Tree Maker for Windows file.

   In the New Family File dialog box, you can either click **OK** to accept the name that Family Tree Maker suggests or type a new name and then click **OK**.   The name for your file must be eight letters or less and must have the extension .FTW

   Family Tree Maker reloads your file as a Family Tree Maker for Windows file and then displays the **Import from GEDCOM** dialog box.

6. Make your formatting selections.   Each of the options is described below.

   Options   Some programs (like PAF) add an underscore between compound names (for example, St._Germaine).   Select the **Delete underscore from names** check box to replace the underscore with a space.   Some programs also don't put spaces between the city, county, and state in location fields.   Select the **Add spacing in location fields** check box to include the normal space between these words.

   Location   Some programs (like PAF) have longer location fields than Family Tree Maker does.   For example, PAF could hold the location "Warren, Trumbull County, Ohio, United States of America."   Select the **Keep first part if location fields are too long** option button to keep the first part of the location.   For example, "Warren, Trumbull County, Ohio."   Select the **Keep last part if location fields are too long** option button to keep the last part of the location.   For example, "Ohio, United States of America."

7. Now you must tell Family Tree Maker which pieces of information to import from your GEDCOM file.   Family Tree Maker automatically imports an individual's name, sex, and the dates and locations of birth, death, and marriage.   If you have sources for this information, they are also imported.   If this is all of the information you want to import, click **OK** and skip the rest of these instructions.   If you want to import additional information, click **Items to Include**.

   Family Tree Maker displays the **Items to Include in Family File** dialog box.

   There are two lists in this dialog box.   The list on the right, **Fields being imported**, contains two items.   In parentheses are the GEDCOM tags **from** which the information is being imported, and to the right of the tags are the names of the Family Tree Maker fields **into** which the GEDCOM information will be placed.   The list on the left, **Available items**, contains additional Family Tree Maker fields that you can choose to fill with information imported from the GEDCOM file.

8. To fill an additional Family Tree Maker field with GEDCOM information, click the name of the field in the **Available items** list.

9. Click **Include** (the arrow pointing to the right).

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

10. Select a GEDCOM tag that describes the information you selected in step 8, then click **OK**.

11. Repeat steps 8 through 10 until all Family Tree Maker fields that you wish to fill are in the **Fields being imported** list.

12. To remove an item from the **Fields being imported** list, click that item and then click **Remove** (the arrow pointing to the left).

    Family Tree Maker places the item in the **Available items** list.

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

    Family Tree Maker returns to the **Import from GEDCOM** dialog box.

14. Click **OK** again.

    Family Tree Maker creates the Family File.

Exporting GEDCOM files from Family Tree Maker

If you need to find out what GEDCOM is, see the topic **GEDCOM Import and Export.**

To export your Family File to GEDCOM:

1. From the **File** menu, select **Copy/Export Family File** (ALT, F, C).

   Family Tree Maker displays the Copy/Export Family File dialog box.

2. In the **File name** field, type a name for the GEDCOM file.   It must have the extension .GED

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

4. Click the arrow next to the **File format** field and select **GEDCOM (*.GED)**.

5. Click **OK**.

   Family Tree Maker displays the **Export to GEDCOM** dialog box.

6. Make your selections from the dialog box.   Each of the options is described below.

   Location   The **Destination** field allows Family Tree Maker to check for special requirements of the program that will be reading the GEDCOM file.   Click the drop-down list and make a selection.   If the program you are exporting to is not listed, choose PAF.

Select this	To create this type of file
ANSTFILE	Ancestral File of LDS church
NPS	Temple submission to LDS church
PAF	Personal Ancestral file, 2.1 or later
ROOTS	Roots II or Roots III
FTM	Family Tree Maker

   When you make a selection in the **Destination** field, Family Tree Maker makes suggestions for the **GEDCOM** and **Character set** fields.   However, if Family Tree Maker's suggestions are incorrect for your purposes, click on each of those fields and make your own selections.

   Options   Select the **Indent records** check box to make the file more readable in a word processor.   Some programs cannot read indented records, in which case this setting will be ignored.   Select the **Abbreviated tags** check box to use abbreviated tags.   Most programs use abbreviated tags, even though the long form is more readable.

7. Now you must tell Family Tree Maker which pieces of information to export to your GEDCOM file.   Family Tree Maker automatically exports an individual's name, sex, and the dates and locations of birth, death, and marriage.   If you have sources for this information, they are also exported.   If this is all of the information you want to export, click **OK** and skip the rest of these instructions.   If you want to export additional information, click **Items to Include**.

   Family Tree Maker displays the **Items to Include in GEDCOM File** dialog box.

   There are two lists in this dialog box.   The list on the right, **Fields being exported**, contains two items.   In parentheses are the GEDCOM tags **to** which the information is being exported and to the right of the tags are the names of the Family Tree Maker fields **from** which the GEDCOM tags will be filled.   The list on the left, **Available items**, contains additional Family Tree Maker fields that you can choose to export to the

GEDCOM file.

Note: The **Fields being exported** list defaults to contain the most commonly used Family Tree Maker for DOS fields.   If you do not want to export all of this information or if you are exporting the GEDCOM file for use with a different software program, you can remove items from this list.   See step 12 for instructions.

8. To export an additional item to the GEDCOM file, in the **Available items** list, click that item.

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

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

10. Select a tag that describes the information you selected in step 8, then click **OK**.

11. Repeat steps 8 through 10 until all Family Tree Maker fields that you wish to export are in the **Fields being exported** list.

12. To remove an item from the **Fields being exported** list, click that item and then click **Remove** (the arrow pointing to the left.)

   Family Tree Maker places the item in the **Available items** list.

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

   Family Tree Maker returns to the **Export to GEDCOM** dialog box.

14. Click **OK** again.

   Family Tree Maker creates the GEDCOM file.

Appending Family Files

If you have several Family Tree Maker for DOS or GEDCOM files, you can join them into one big file.

To append one file to another:

1. Open the file to which   you want to append the Family Tree Maker for DOS or GEDCOM file.

2. Now you need to open the file that you want to append to the file you opened in step 1. From the **File** menu, select **Open Family File** (ALT, F, O).

   Family Tree Maker displays the Open Family File dialog box.

3. In the **Drives** and **Directories** fields, select the drive and directory where the file you want to append is located.

4. Click the arrow next to the **File format** field and select **Family Tree Maker for DOS (*.FTM)** or **GEDCOM (*.GED)**.

5. Select the **Append file** check box.

6. Click the name of your file in the **File name** field and then click **OK**.

   Family Tree Maker appends the Family Tree Maker for DOS or GEDCOM file to the open file.   When Family Tree Maker appends two files, it doesn't connect the information for you.   For example if you have a set of parents in one file and their child in another, all of the individuals will be in the new file but will not be shown as related.   To fix this, you will need to use the Attach and Detach commands.

See Also

Attach spouse

Detach spouse

Attach child

Detach child

Finding files

There may be times when you need to find an existing file to use with Family Tree Maker. You can begin a search from two different locations:
▪ The Open dialog box, which appears when you select **Open** from the **File** menu (ALT, F, O).
▪ The Insert Picture dialog box, which appears when you choose to **Insert Picture from File** from the **Picture/Object** menu (only available from the Scrapbook view) (ALT, O, F).

From any of those two dialog boxes, take these steps to find your file:

1. Click **Find File**, which appears on the right side of the dialog box.

   Family Tree Maker displays the Find File dialog box.   Now you can tell Family Tree Maker where to look for your file, following steps 2 through 4 below.   Your search will take less time if you enter the most exact locations you know.

2. Click the **File name** field and type in a file name if you already know part or all of it.

   You can type in any valid DOS file name, using the asterisk symbol (`*`) to indicate "any," or a question mark (`?`) to hold the place of characters if you're unsure of exact spelling but know how long a file name is.   For example, you could type `sm?th.*` if you didn't recall whether the Smith Family File used the spelling "Smith" or "Smyth."   If you know that the file you're looking for has a name that is six letters long, you can enter `??????.*` to retrieve a list that excludes all shorter and longer titles.

3. Click the **File format** drop-down list and select a file type.

   The selection of file types will depend on which dialog box you were in when you opened the Find File dialog box.   For example, if you were in the Import Picture dialog box, Family Tree Maker will graphics file formats.   If you don't know which file format your file is saved with, select the last format in the list: **All Files (*.*)**.

4. Click the **Search** drop-down list and select a set of drives for Family Tree Maker to search.

   All of the disk drives on your computer should be listed, as well as any network drives connected to your computer.   The list will give you the choice to select a single drive or a broad combination of drives.   Remember that your search will take more time if Family Tree Maker has to search in many different locations, so don't include a drive in your search if it's very unlikely that your file is stored there.

5. Once you've made your selections, click **Search**.

   Family Tree Maker searches in the designated areas and lists the matching file paths in the **Found files** box.

6. If several file names appear in the box, use the scroll bar to scan the list for the file name you're trying to find.   To open a file in the list, you can either select the file name and click **Open**, or double-click the name in the list.

Deleting files

Family Tree Maker doesn't allow you to delete files, but you can use Windows File Manager if you need to delete files.   See your Microsoft Windows User's Guide for more information about File Manager.

Exiting Family Tree Maker

You should never shut off your machine before quitting Family Tree Maker and Windows.

To quit Family Tree Maker:

1. From the **File** menu, select **Exit** (ALT, F, X).

   Family Tree Maker backs up your information and closes the program.
2. If you're done with your computer, close Windows and shut off the computer.

Entering family information

Entering information in the Family Page
Select this topic to get help about recording basic family facts, such as names, birth dates, death dates, and marriage dates.

Navigating between Family Pages
Select this topic to get help about moving among the screens of facts that you have recorded about each of your family members.

Entering information in the More About dialog boxes
Select this topic to get help about recording the details about each of your family members, such as their address, medical history, nicknames, or even quick facts or several paragraphs of stories.

Entering information in Scrapbooks
Select this topic to get help about creating collections of pictures, video clips, sound clips, and other types of OLE objects for each of your family members.   You will also find information about including these types of items in family trees, Family Group Sheets, and labels and cards.

Using the Other Spouses dialog box
Select this topic to get help about recording multiple marriages for an individual.

Editing information
Select this topic to get help about editing the text that you enter into Family Tree Maker. You will find out about functions such as deleting text, moving text, and undoing your last editing command.   You will also learn to delete and move people when you have accidentally put them in the wrong place.

Adding an unrelated individual
Select this topic to get help about adding an individual to your Family File when you are not exactly sure who that individual is related to.

Entering information in the Family Page

Before you can print a tree, report, or other document, you need to enter information about your family.   To enter basic family information you fill out a <u>Family Page,</u> which is the first screen that you see after you open a Family File. Each <u>nuclear family</u> in your Family File has a Family Page.

<u>Entering names</u>
   Select this topic to get help about how you should record individuals' names in Family Tree Maker.

<u>Entering dates</u>
   Select this topic to get help about how you should record dates in Family Tree Maker. You will also find information about setting a default date format, so that all of the dates that you enter into Family Tree Maker are in the same format.

<u>Entering locations</u>
   Select this topic to get help about how you should record locations in Family Tree Maker. You will also find information about Fastfields, a feature of Family Tree Maker that can save time for you by filling in some fields automatically.

<u>Entering information about a marriage</u>
   Select this topic to get help about recording marriage dates and locations in Family Tree Maker, as well as other information about a couple's relationship.   You will also find information about recording intermarriages.

<u>Entering information about children</u>
   Select this topic to get help about recording the names, sexes, and birth dates of a couple's children.

<u>Rearranging children</u>
   Select this topic to get help about sorting a couple's children so that they appear in the order of their birth.

<u>Recording sources</u>
   Select this topic to get help about recording your sources of family information.

<u>Adding an unrelated individual</u>
   Select this topic to get help about adding an individual to your Family File when you are not exactly sure who that individual is related to.

Entering names

You type individuals' names into the "Husband," "Wife," and "Children" <u>fields</u> on a Family Page.   Include an individual's first, middle, and last name.   Enter names first-name-first, and don't use initials.   Always use a woman's maiden name and be sure to include children's last names.

Note: You can print names differently from the way you enter them.   For example, you can choose to print names last-name-first, or only with a first initial.   You can print nicknames instead of given names, and in calendars, you can print either married names or maiden names.   However, to print names in different ways, you must enter each name completely (first, middle, last), and then let Family Tree Maker do the hard work.

Nicknames   Nicknames should be entered in the Lineage dialog box.

Name changes   Name changes should also be entered in the Lineage dialog box.   For example, if "Johann Smythe" changed his name to "John Smith," you would enter "John Smith" on the Family Page and "Johann Smythe" in the Lineage dialog box.

Unusual last names   If you notice that Family Tree Maker has incorrectly identified someone's last name, place the entire last name between backslash characters: `Connie \ Irish Hess\`

Last names with suffixes   If a suffix is attached to the last name (for example, Jr. or Ph.D.) separate it from the last name by a comma (John Smith, Jr.).

Titles (Mr., Mrs., Dr., etc.)   Family Tree Maker uses titles when you print labels and cards.   Do not enter titles such as "Mr.," "Mrs.," or "Dr." on the Family Page.   You can use the Title preferences dialog box to select titles such as "Mr." or "Mrs." for use with most of the individuals in your Family File.   However, if anyone in your Family File has a special title, such as "Dr." or "Reverend," enter it in their Lineage dialog box.

Missing last names   To show that an individual has no last name, place two backslash characters together without a space between them at the end of the name: `Running Bear\\`

See Also

The Lineage dialog box

Title preferences

Entering dates

The "Date" fields in Family Tree Maker can handle any date after 1/1/100 A.D.   You can enter a date in almost any way and then when you leave the date field, Family Tree Maker puts the date in a standard format.   You can change the standard format using Date preferences.   See the topic "Date format preferences."

There may be events for which you don't know an exact date.   The table below shows how you can handle estimated dates.

You type this	You get this
1776	1776
Jul 1776	July 1776
4 Jul	July 4
est 7/4/1776	Abt July 4, 1776
abt 7/4/1776	Abt July 4, 1776
about 7/4/1776	Abt July 4, 1776
circa 7/4/1776	Abt July 4, 1776
bef 7/4/1776	Bef July 4, 1776
before 7/4/1776	Bef July 4, 1776
aft 7/4/1776	Aft July 4, 1776
after 7/4/1776	Aft July 4, 1776
?	Unknown

Note: You can change the words "abt" and "about" to anything you want using Field label preferences.

If an event hasn't yet happened, leave the date field blank.   If an event has happened, but you don't know the date, type a question mark or the word "unknown."

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

Double dates work as follows: you can type either Jan 1, 1493/4 or Jan 1, 1493/1494; both display as January 1, 1493/94.   If you don't type in both of the years, Family Tree Maker interprets the year you typed as the second year.   For example, if you type January 1, 1494, it's displayed as January 1, 1493/94.

See Also
Date format preferences
Field label preferences

Entering locations

"Location" fields are for entering an individual's place of birth, death, or marriage.   (These fields are preceded by the field label "in.")   Normally you enter the city and state.   You can also enter the county if it's important.   To conserve space, enter the country name only if most members of your family weren't born in that country.

To help you save time when entering locations, Family Tree Maker has a special feature called Fastfields.   The Fastfields feature remembers the names of the last 50 locations that you've entered into any location field.   This means that when you start typing the name of a town that you've previously typed in a location field, Fastfields automatically fills in the rest of the letters for you.   For a more complete description of Fastfields, see the topic "Fastfields."

Sometimes single page trees have limited space for the location fields.   If Family Tree Maker needs to abbreviate a location, it will try to keep the last word in the location field.   So, if you enter a state and a country, it may print the country, but drop the state.

Put commas between the city, county, state, and country names so that Family Tree Maker can abbreviate correctly when necessary.

Note: Your trees will look better if you enter locations consistently.   Either abbreviate states or spell them out.   Don't do both.

See Also

Fastfields

Fastfield preferences

Fastfields

To help you save time when entering family information, Family Tree Maker has a special feature called Fastfields.   Most of the Fastfields in Family Tree Maker are location fields, such as birth location, death location, and marriage location fields.   For this reason, we'll explain Fastfields in terms of location fields.

The Fastfields feature remembers the names of the last 50 locations that you've entered into any location field.   This means that when you start typing the name of a town that you've previously typed in a location field, Fastfields automatically fills in the rest of the letters for you.

For example, say that you have typed the following two birth locations into Family Tree Maker: "Abilene, Louisiana" and "Arlington, Virginia."   Then, you go to another birth location field and type the letter "A."   Fastfields immediately looks for a location beginning with "A" that you've previously typed.   Since "Abilene, Louisiana" is alphabetically the first location beginning with an "A," Fastfields automatically places "Abilene, Louisiana" into the field.   If you then typed an "r" after the "A," Fastfields would replace "Abilene, Louisiana" with "Arlington, Virginia."   If "Arlington, Virginia" wasn't the name that you wanted in that birth location field, you would just continue typing the name that you wanted, such as "Argyle, New York."   In short, Fastfields refines its suggestions as you type, and quits making suggestions when it no longer has any logical choices.

In addition to location fields, "Cause of death," "Picture/Object category," "Sources," and the fields in the Address dialog box are Fastfields.   For these fields, Fastfields also remembers the last 50 entries that you typed into the field.

If you are not comfortable using Fastfields, you can turn them off in the Fastfields preferences dialog box.   See the topic "Preferences for Fastfields."

See Also

Fastfield preferences

Entering information about a marriage

The "Marriage" and "Beginning status" fields on the Family Page are for recording information about a marriage.   Type the date and location of a marriage in the "Marriage" fields.   In the "Beginning status" field, you can choose any of the following terms from the drop-down list: Married, Friends, Partners, Other, Single, and Unknown.   If the individual never married, leave the fields blank.

When you enter "Partner" or "Friend" in the "Beginning status" field, Family Tree Maker automatically substitutes "Meeting date" for "Marriage date" in the records you're keeping about those two individuals.   The Marriage Facts dialog box is where you'll find the "Ending status" field.

You can also enter information about a marriage in each marriage's Scrapbook.   For more information, see the topic "Entering Information in Scrapbooks."

See Also

The Marriage dialog boxes

Recording intermarriage

Entering information in Scrapbooks

Entering information about children

The "Children" list at the bottom of the Family Page is for recording the names, sexes, and birth dates of the children of the parents on that Family Page.   The Family Page appears to allow only 4 children, but when you press Enter after the fourth child, the list scrolls up.   You can enter up to 99 children.

The name and date fields in the "Children" list work just as they do for the husband and wife.   The "Sex" field accepts the letters "M" and "F" for "male" and "female," as well as "?" for cases where the sex is unknown.   The default is Female.   A child's sex determines where he or she appears in family trees, so fill in the sex correctly.

Note: You can change a child's sex by typing over the current sex.   If the child is married, the spouse's sex will **not** change automatically.

There are different ways to enter the names of stepchildren, foster children, or adopted children.   Some people prefer only to record bloodline relationships in their family trees, while others just want to show who makes up the family.

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

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

See Also

Rearranging children

The Lineage dialog box

Rearranging children

These three commands let you rearrange the individuals in a "Children" list on the <u>Family Page.</u>   Always use these commands to rearrange children.   Never attempt to rearrange children by typing over names that are already there.

<u>Using Insert Child</u>
   Select this topic to get help about inserting a new child between two children who are already in the "Children" list.

<u>Using Move Child</u>
   Select this topic to get help about moving a child from one position to another position in a "Children" list.

<u>Using Sort Children</u>
   Select this topic to get help about sorting the children in a "Children" list so that they appear in the order of their birth dates.

Using Insert Child

The Insert Child command lets you add a new child between two existing children on a
<u>Family Page.</u>

To insert a new child:

1. Place the cursor on the row where you want the new child's name to appear.

2. From the **People** menu, select **Insert Child** (ALT, P, I).

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

Using Move Child

With the Move Child command you can move a child from one location to another within the same Family Page.   To move a child from one Family Page to another, use the Detach Child and Attach Child commands.

To move a child within the list of children:

1. In the **Children** list, place the cursor on the name of the child that you want to move.

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

2. From the **People** menu, select **Move Child From** (ALT, P, M).

3. Click **OK** on the confirmation message.

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

    Note: To move a child to another Family Page, use the Detach and Attach Child commands.

5. From the **People** menu, select **Move Child To** (ALT, P, M).

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

See Also

Detach Child
Attach Child

Using Sort Children

With the Sort Children command you can arrange the children in a "Children" list so that they appear in the order of their birth.

To sort the children on a Family Page by birth order:

1. Go to the Family Page where you want to sort the children.

2. From the **People** menu, select **Sort** (ALT, P, S).

3. Click **OK** on the confirmation message.

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

Note: If a child's date field is blank, that child will sort at the top of the list.   If a date field contains a question mark, that child will sort at the bottom.   If you don't know the exact birth date of a child but know that it was born before or after another child, use a Before or After date prefix.

See Also

Entering dates

Recording intermarriage

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

To enter an intermarriage:

1. On the Family Page where each individual appears as a child, enter all of their information.

2. Go to the Family Page of one of the individuals.   Enter only the name and birth date of their spouse.   Don't enter the spouse's parents a second time!

   Make sure that the names and birth dates match the ones you entered in step 1 exactly. Family Tree Maker compares the information on the Family Pages to find out if you have the same individual entered more than once.

3. Family Tree Maker will ask if the two individuals are the same.

   If it doesn't ask, double check to make sure that the names and birth dates are exactly the same and that you didn't enter parents on both Family Pages.

4. Click **Yes**.

   Family Tree Maker "links" the two together.

Recording sources

You should thoroughly document your sources of family information.   That way you can return to the source if you have to and you'll know what sources you've already checked. You can also print source information in your trees.   Printing source information is described in the topic "Formatting items to include in trees."   The following fields can have source information: Birth date/location, Death date/location, Medical information, each of the 13 Facts fields, Cause of death, Marriage date, Marriage ending date/location, Marriage fact date/location.

To record source information for a field:

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

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

2. From the **View** menu, select **Source** (ALT, V, U).

   Family Tree Maker displays the Source dialog box.

3. Type your source information in the field.

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

4. When you're finished, click **OK.**

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

If source information has been entered for a field, Family Tree Maker displays an "s" next to that field.

See Also

Formatting items to include in trees

Navigating between Family Pages

A complete family tree is made up of more than just one nuclear family on one Family Page. Family Tree Maker makes it easy for you to get to other Family Pages so that you can quickly see or change them.

Displaying a parent's Family Page
Select this topic to get help about moving to the Family Page of the parents of the individual whose Family Page you are currently viewing.

Displaying a child's Family Page
Select this topic to get help about moving to the Family Page of the children of the individual whose Family Page you are currently viewing.

Displaying the Family Pages of additional spouses
Select this topic to get help about moving from a Family Page that contains one of an individual's spouses to a Family Page that contains another of an individual's spouses.

Using the Index of Individuals
Select this topic to get help about the Index of Individuals, a list of every individual that is currently in your Family File.   You can use the Index of Individuals to move from information about one individual to information about another individual.

Using Find Individual
Select this topic to get help about the Find command.   You can use the Find command to locate an individual with a particular name.   You can also use this command to locate individuals that are associated with specific facts, such as birthplaces or birth dates.

Displaying a parent's Family Page

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

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

See Also

Using the Index of Individuals

Using Find Individual

Displaying a child's Family Page

To go to the Family Page of a child, click the tab on the left side of the Family Page labeled with that child's name.   You can also click the child's name and press F6.   Family Tree Maker then displays a Family Page with the child listed either as a husband or wife, and a "Children" list where his or her children should be entered.

See Also

Using the Index of Individuals

Using Find Individual

Displaying the Family Pages of siblings

To go to the Family Page of a husband's or wife's sibling:

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

   Family Tree Maker displays the Family Page of the parents.

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

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

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

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

See Also

Using the Index of Individuals

Using Find Individual

Displaying the Family Pages of additional spouses

When an individual has more than one marriage, you must create a separate Family Page for each additional spouse.   The individual with multiple spouses will then be on multiple Family Pages.   If you have not yet added the "additional spouse" to your Family File, see the topic "Using the Other Spouses dialog box."

To see the Family Page of another spouse:

1. On the Family Page, click **Spouses** for the individual whose Spouses dialog box you want to see.   Or, click the name of the individual whose Spouses dialog box you want to see, then press F3.

   Family Tree Maker displays the Spouses dialog box.

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

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

See Also

Using the Other Spouses dialog box

Using the Index of Individuals

Using Find Individual

Using the Index of Individuals

The **Index of Individuals** lists every individual that you've entered in your Family File. You can use the Index of Individuals to find individuals quickly.

To view the Index of Individuals, click **View** on the menu bar and select **Index of Individuals** (ALT, V, I).   Alternatively, you can press F2.   Family Tree Maker displays the Index of Individuals.   The individuals are listed alphabetically by last name and each individual's birth and death dates are listed next to his or her name.

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

Using the arrow keys is one way to scroll up and down through the names in the Index of Individuals.   Quick Search and Find Name offer other quick ways to locate an individual in the Index.   For more detailed information about using the Index of Individuals, select one of the topics listed below.

See Also

Doing a Quick Search

Using Find Name

Changing views from the Index of Individuals

Rearranging the Index of Individuals

Selecting an individual to attach

Doing a Quick Search

With this feature you can find an individual in the Index of Individuals just by typing their name.   If you need more general information about the Index of Individuals, see the topic **Using the Index of Individuals.**

To use the Quick Search feature:

1. Click in the **Name** field at the top of the screen.

2. Start typing the last name of the individual that you want to find.

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

Note: You cannot use this search feature when the Index of Individuals is arranged by birth dates rather than by last names.

See Also

Rearranging the Index of Individuals

Using Find Name

Using the Find Name command is a quick way to locate a specific individual in the Index of Individuals.   If you need more general information about the Index of Individuals, see the topic **Using the Index of Individuals.**

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

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

   Family Tree Maker displays the Find Name dialog box.

2. Type an individual's name.

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

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

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

4. To continue searching through the list of names, click **Next**.

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

   Note: If you didn't find the name you were looking for, try typing a smaller portion of the name.   For example, you could type `sm` to look for the last name "Smith."

Changing views from the Index of Individuals

Once you've found a name in the Index of Individuals, you probably want to change views. This topic describes how to do that.   If you need more general information about the Index of Individuals, see the topic **Using the Index of Individuals.**

You can do one of two things:

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

> If the individual has been married more than once, Family Tree Maker either shows you the Family Page of the first marriage, or, if you have selected a preferred spouse for that individual, Family Tree Maker shows you the Family Page with the preferred spouse.

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

Rearranging the Index of Individuals

You can rearrange the Index of Individuals so that the names are listed either alphabetically or by birth dates.   If you need more general information about the Index of Individuals, see the topic **Using the Index of Individuals.**

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

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

   Family Tree Maker displays a dialog box containing four sorting options.

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

   Note: You can only use the Quick Search feature when the Index of Individuals is sorted by "Last name (A first)."

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

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

Selecting an individual to attach

When you select the Attach Spouse or Attach Child commands, Family Tree Maker displays the Index of Individuals so you can choose an individual to attach.   Just click the name of the individual that you want to attach and then click **OK**.   Family Tree Maker closes the Index of Individuals and displays the Family Page containing the newly attached individual.

Occasionally, you may mistakenly select an "illegal" individual to attach.   An "illegal" individual is someone who, for logical reasons, cannot possibly be attached in the relationship that you are creating.   For example, if Robert Brown was listed as a child on a particular Family Page, you could not attach him as a father on that same Family Page, because it is impossible for someone to be their own ancestor.

Using Find Individual

Using the Find Individual command, you can quickly locate anyone in your Family File.   You can search for individuals using names, dates, comments, or even phrases from the Notes dialog box.

Searching for names

Searching for other items

Searching for names

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

1. From the **Edit** menu, select **Find Individual** (ALT, E, F).

   Family Tree Maker displays the Find Individual dialog box.

2. Click the **Search** field and then select **Name** from the list that Family Tree Maker displays.

3. In the **for** field, type the name of the individual you wish to find.

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

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

   Family Tree Maker displays the Family Page of the first individual who matches your request.   If no matches are found, Family Tree Maker displays a message saying "No individuals found."

   If you like, you can edit any Family Pages that are found and then continue your search by reopening the Find Individual dialog box and clicking "Find Next."   (To reopen the Find Individual dialog box, from the **Edit** menu, select **Find Individual** (ALT, E, F).)

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

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

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

   If you didn't find the name you were looking for, try typing a smaller portion of the name. For example, type `sm` to look for the last name "Smith."

7. To go through the same search again, click **Restart Search**.

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

See Also

Searching for other items

Searching for other items

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

1. From the **Edit** menu, select **Find Individual** (ALT, E, F).

   Family Tree Maker displays the Find Individual dialog box.

2. Click the **Search** field and then choose the field name that you want to search on from the list that Family Tree Maker displays.

   For example, to find an individual with a specific birth date, you would click "Birth date."

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

   For example, if you were searching on the Birth date field and wanted to find individuals born in October, you would type `October`

   Below is a table of searching tips for finding dates.

You type this	Family Tree Maker finds this...
=	All occurrences where that field is empty
!=	All occurrences where that field contains information
<10/2/1988 BEFORE 10/2/1988 BEF 10/2/1988	All dates before October 2, 1988, including dates entered as "Before October 2, 1988"
<=10/2/1988	The date October 2, 1988 and all dates before it, including dates entered as "Before October 2, 1988"
>10/2/1988, or AFTER 10/2/1988, or AFT 10/2/1988	All dates after October 2, 1988, including dates entered as "After October 2, 1988"
>=10/2/1988	The date October 2, 1988 and all dates after it, including dates entered as "After October 2, 1988"
ABOUT 10/2/1988, or CIRCA 10/2/1988, or EST 10/2/1988	All dates entered as "About October 2, 1988," "Circa October 2, 1988," or "Est October 2, 1988"
10/2/1988..10/2/1990, or >=10/2/1988..<=10/2/1990	All dates between October 2, 1988 and October 2, 1990 including those two days

>10/2/1988..<10/2/1990	All dates between October 2, 1988 and October 2, 1990 not including those two days
UNKNOWN or ?	All dates entered as "Unknown" or "?"

If you want to search for numbers, you can use the operators >, <, >=, <=, and >X..<Y, just as they are used with dates in the table above.   For example, if you want to find someone who is older than 82, you would enter **>82**.   If you want to find someone who is six feet or taller, you would enter **>=6**.

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

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

   Family Tree Maker displays the Family Page of the first individual who matches your request.   If no matches are found, Family Tree Maker displays a message saying "No individuals found."

   If you like, you can edit any Family Pages that are found and then continue your search by reopening the Find Individual dialog box and clicking "Find next."   (To reopen the Find Individual dialog box, from the **Edit** menu, select **Find Individual** (ALT, E, F).)

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

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

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

   If you didn't find the Family Page you were looking for, try typing a smaller portion of the information.   For example, you could type **1988** to find "October, 1988."

7. To go through the same search again, click **Restart Search**.

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

See Also
Searching for names

Entering information in the More About dialog boxes

The five More About dialog boxes provide a place for you to record additional information about an individual.   The information that you record in the More About dialog boxes can be printed in trees, Family Group Sheets, labels and cards, and Custom reports.   (There is also a More About dialog box where you can record information about Pictures/Objects. See the topic "The More About Picture/Object dialog box.")

To display an individual's More About dialog boxes:

1. Go to the Family Page of the individual whose More About dialog boxes you want to see.

2. Click the **More** button next to that individual's name.   Family Tree Maker displays the More About dialog box you were on last, or the Facts dialog box if this is the first time you've used the More About dialog boxes.   Each More About dialog box has two parts:

▪ On the left, there's an area where you can record information about the individual.
▪ On the right, there are buttons that you click to move to the other four More About dialog boxes.   These buttons appear on each of the More About dialog boxes, so it's easy to move between them.

For a description of each of the More About dialog boxes, select one of the topics listed below.   To return to the Family Page from any More About dialog box, from the **View** menu, select **Family Page** (ALT, V, F), or click the **Fam Pg** button on the Toolbar.

See Also
The Facts dialog box
The Lineage dialog box
The Medical dialog box
The Address dialog box
The Notes dialog box
The Marriage dialog boxes
The More About Picture/Object dialog box

The Facts dialog box

The Facts dialog box contains Fastfields for recording any 13 facts from an individual's life, such as special events, personal characteristics, or favorite activities.   The information that you record in the Facts dialog box can be printed in trees, Family Group Sheets, labels and cards, and reports.   If you need more general information about the More About dialog boxes, such as displaying them or moving among them, see the topic **Entering information in the More About dialog boxes.**

Enter facts in as many of the "Comment/Location" fields as you like.   If there is a specific date related to a fact, you can enter it in the "Date" field.   Otherwise, leave the "Date" field blank.   You can change the field labels for these fields, but keep in mind that the new field labels will appear on every Facts dialog box in Family Tree Maker.   If you imported a Family Tree Maker for DOS file into Family Tree Maker for Windows, some of the Comment/Location field labels will change automatically.

The "Comment/Location" fields can hold up to 80 characters.   If Family Tree Maker needs to shorten these fields when you print them, it will simply truncate them.   To enter longer stories or biographical sketches to store separately from your trees, it's best to use the Notes dialog box.

See Also
Fastfields
The Notes dialog box
Field label preferences

The Lineage dialog box

The Lineage dialog box contains fields for recording nicknames and any special information about the relationship between an individual and their parents, such as an adoption.   The information that you record in the Lineage dialog box can be printed in trees, Family Group Sheets, labels and cards, and Custom reports.   If you need more general information about the More About dialog boxes, such as displaying them or moving among them, see the topic **Entering information in the More About dialog boxes.**

Title (Dr., Reverend, Colonel, etc.)   Some individuals in your Family File may go by a special title, such as "Dr." or "Reverend."   When an individual has a special title, enter it in the **Title** field in the Lineage dialog box.   For all other individuals, leave the **Title** field blank.   Family Tree Maker will use the title that you selected in the Title preferences dialog box for all other individuals.

This person is also known as (aka)   You can choose to print nicknames in family trees and other documents, so it's important to use this field correctly.   Enter them as follows:

In the Family Page, make sure you enter the individual's full name, for example,   `Jonathan Robert Brown`.   Then, in the Lineage dialog box enter the nickname, for example, `John Brown`.   You wouldn't just enter `John` in the Lineage dialog box because then if you chose to print nicknames in trees, that individual would only show up as "John" without any last name.

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

Relationship with Mother and **Relationship with Father**   If a special relationship exists with either parent, record it here.   Select the appropriate parent's check box, and then select "Adopted," "Foster," or "Unknown."

Exclude from Trees and Kinship if not in bloodline   If you don't want an individual who is not part of the bloodline to print in trees or to show up in Kinship reports, select the **Exclude from Trees and Kinship if not in bloodline** check box.   If you decide not to have an individual print in trees, then that individual and their descendants will not print in Descendant trees.   Also, that individual's ancestors will not print in Ancestor trees.

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

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

See Also

Title preferences

The Medical dialog box

The Medical dialog box contains fields for recording physical and medical information about an individual.   The information that you record in the Medical dialog box can be printed in trees, Family Group Sheets, labels and cards, and Custom reports.   If you need more general information about the More About dialog boxes, such as displaying them or moving among them, see the topic **Entering information in the More About dialog boxes.**

Height   If your system is set for metric units, enter the individual's current or adult height in meters.   If your system is set for English units, enter the individual's height in feet and inches.

Weight   If your system is set for metric units, enter the individual's current or adult weight in kilograms.   If your system is set for English units, enter the individual's weight in pounds.

Cause of death   Use this field to record the cause of an individual's death.

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

The Address dialog box

In the Address dialog box, you can record an individual's address and phone number.   The information that you record in the Address dialog box can be printed in trees, Family Group Sheets, labels and cards, and Custom reports.   If you need more general information about the More About dialog boxes, such as displaying them or moving among them, see the topic **Entering information in the More About dialog boxes.**

Recording addresses can be useful if you're planning to send invitations to a family reunion or other family gathering, because this is where Family Tree Maker gets the addresses for printing mailing labels.   For the purpose of mailing labels, you do not have to type an address into each individual's Address dialog box.   This is because individuals can "inherit" addresses from their parents and spouses.   If an individual does not have an address in his or her Address dialog box, Family Tree Maker first checks to see if the individual's spouse has an address.   If the individual's spouse does not have an address, Family Tree Maker uses the address of the individual's parents.   If the parents do not have an address either, the individual has no address.   Family Tree Maker will display a message underneath the address fields when it has found a possible address for this individual.

Street 1 and **Street 2**   Type the building number, street name, and apartment number, if applicable, in the **Street 1** field.   You only need to use the **Street 2** field if the address is particularly long.

Phone(s)   You can enter more than one phone number in this field.

The Notes dialog box

Each individual and each marriage in your <u>Family File</u> has a Notes dialog box.   You can use the Notes dialog box to enter and organize virtually any information, including a family member's favorite recipes, jokes, or even a short biography.   Just start typing -- the Notes page works like a mini-word processor.

You cannot print information from the Notes dialog box in your trees but you can print your Notes on separate pages for easy filing or as a complete Family Group Sheet printout.   If you need more general information about the More About dialog boxes, such as displaying them or moving among them, see the topic **Entering information in the More About dialog boxes.**

Finding text in the Notes dialog box
   Select this topic to get help about locating a word or phrase that you have already typed into a Notes dialog box.

Formatting text in the Notes dialog box
   Select this topic to get help about changing the appearance of the text that you have already typed into a Notes dialog box.

Copying text from another Windows program into Notes
   Select this topic to get help about making a copy of text in another Windows program and placing that copy into a Notes dialog box.

Importing text into Notes from another program
   Select this topic to get help about making a copy of text in a DOS or Windows program and placing it into a Notes dialog box.

Exporting Notes to another Windows program
   Select this topic to get help about making a copy of text in a Notes dialog box and placing it into another Windows program.

Basic text editing
   Select this topic to get help about editing the text that you enter into a Notes dialog box. You will find information about copying text, moving text, deleting text, and undoing your last editing command.

Finding text in the Notes dialog box

Using the Find command, you can locate any text in a Notes dialog box.   If you need other information about the Notes dialog box, see the topic **The Notes dialog box.**

To find text in a Notes dialog box:

1. Make sure you're in the Notes dialog box that you want to search.

2. From the **Edit** menu, select **Find** (ALT, E, F).

3. In the **Find what** field, type the text that you want to find.

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

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

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

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

Formatting text in the Notes dialog box

In the Notes dialog box, when you make formatting choices you are formatting all of the Notes for this one individual.   You cannot format individual words or phrases.   In addition, the formatting choices that you make will not appear on the screen.   They will only be visible when you print the Notes.   If you need other information about the Notes dialog box, see the topic **The Notes dialog box.**

To format text in the Notes dialog box:

1. From the **Format** menu, select **Text Font, Style, & Size** (ALT, T, T).

   Family Tree Maker displays the Text Font, Style, & Size dialog box.

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

   Note: The Notes dialog box can only **display** a single system font.   This means that when you make any font, size, or style changes to your notes, the changes will not appear on screen.   However, when you **print** your notes, the text should be formatted according to the selections that you make in the Text Font, Style, & Size dialog box.   To see what the text in your notes will look like before you print, look at the "Sample" field in the Text Font, Style, & Size dialog box.

   In addition, if you type in any special characters using the ALT key and a number sequence, for example, symbols or foreign characters, they may appear as different characters on the screen.   Again, check them when you print, they should print correctly.

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

Copying text from another Windows program into Notes

You can copy information from a Windows program to the Clipboard and then paste it into Notes.   If you want to transfer information from a DOS program into Family Tree Maker, you must use the Import command.   See the topic "Importing text into Notes from another program."   If you need other information about the Notes dialog box, see the topic **The Notes dialog box.**

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

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

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

2. In Family Tree Maker, go to the Notes dialog box where you want to place the information.

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

4. From the **Edit** menu, select **Paste** (ALT, E, P).

Since the Clipboard is not erased until you use the Copy or Cut command again, you can paste the information multiple times.

See Also

Importing text into Notes from another program

Importing text into Notes from another program

If you've written paragraphs of family information using another software program you may be able to import that information into the Notes dialog box.   To do this, the other program must be able to create an <u>ASCII</u> file.   Check the manual of your other program to see if and how you can export your information to an ASCII file.   If you need other information about the Notes dialog box, see the topic **The Notes dialog box.**

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

1. Go to the Notes dialog box where you want to place the text.

2. Position the cursor where you want to insert the information you're importing.   If you want to replace a section of existing text with the information that you're importing, highlight that text.

3. From the **File** menu, select **Import Text File** (ALT, F, I).

   Family Tree Maker displays the Import Text File dialog box.

4. In the **Drives** and **Directories** fields, select the drive and directory where the file you want to import is located.

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

   In general, DOS programs create ASCII (PC-8) files, and Windows programs create ASCII (ANSI) files.   If you are unsure what type of file your other program created, check the manual for that program.

6. From the **File name** list, select the file that you want to import into the Notes dialog.

7. Click **OK**.

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

Exporting Notes to another Windows program

You can export the text from a Notes dialog box and bring it into another program.   To do this, you create an ASCII text file with Family Tree Maker and open or import it in the other program.   Check the manual of your other program to see if your program can read, or import, ASCII files.   If you need other information about the Notes dialog box, see the topic **The Notes dialog box.**

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

1. Go to the Notes dialog box that has the text you want to export.

2. From the **File** menu, select **Export Notes** (ALT, F, E).

   Family Tree Maker displays the Export Notes dialog box.

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

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

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

5. Type a file name in the **File name** field.

6. Click **OK**.

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

The Marriage dialog boxes

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

To display the More About dialog boxes for a marriage:

1. Go to the Family Page of the couple whose More About dialog boxes you want to see.

2. Click the **More** button next to their marriage.

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

The Notes dialog box for a marriage works exactly like the Notes dialog box for an individual.   However, the Facts dialog box for a marriage is different than the Facts dialog box for an individual.

See Also

The Marriage Facts dialog box

The Notes dialog box

The Marriage Facts dialog box

The left side of the Marriage Facts dialog box has fields for recording facts about a marriage.   The right side has buttons that let you move between the two Marriage dialog boxes.   This topic describes how to use each of the fields on the left.   If you need more general information about the More About dialog boxes for a marriage, such as displaying them or moving between them, see the topic **The Marriage dialog boxes.**

End date/location   If the relationship ended for any reason, type a date and location into these two fields.

Ending status   Click the arrow next to the "Ending status" field and then select one of the relationship codes from the drop-down list.   Your choices include the following: "Annulment," "Death of Spouse," "Divorce," "None," "Ongoing," "Other," "Separation," and "Unknown."

Marriage fact date/location   If the marriage has a significant event or date associated with it, you can use these fields to record it.

Reference number   This field can contain any letters and numbers.   You can use it as part of your own paper filing system.   Its use is entirely optional.

Using the Other Spouses dialog box

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

Creating additional spouses
   Select this topic to get help about creating another spouse for an individual who already has at least one spouse.

Choosing a preferred spouse
   Select this topic to get help about deciding which of an individual's spouses Family Tree Maker should display when you choose to go to an individual's Family Page.

Displaying the Family Pages of additional spouses
   Select this topic to get help about moving from a Family Page that contains one of an individual's spouses to a Family Page that contains another of an individual's spouses

Creating additional spouses

To create a Family Page for another spouse:

1. Bring up the Family Page containing the husband or wife .

2. Click **Spouses** next to the individual for whom you want to create another spouse.

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

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

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

4. Type in the information for the new spouse.

See Also
Choosing a preferred spouse
Displaying the Family Pages of additional spouses

Choosing a preferred spouse

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

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

To select an individual's preferred spouse:

1. On the Family Page, click **Spouses** for the individual whose Spouses dialog box you want to see.   Or, click the individual's name and then press F3.

   Family Tree Maker displays the Spouses dialog box.

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

3. Click the **Make the highlighted spouse the preferred spouse** button.

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

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

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

See Also
Displaying the Family Pages of additional spouses

Displaying the Family Pages of additional spouses

If you need other information about additional spouses, see the topic **Using the Other Spouses dialog box.**

To see the Family Page of another spouse:

1. On the Family Page, click **Spouses** for the individual whose Spouses dialog box you want to see.   Alternatively, you can click the individual's name and then press F3.

   Family Tree Maker displays the Spouses dialog box.

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

   Family Tree Maker takes you to the Family Page containing the spouse that you selected in step 2.

Entering information in Scrapbooks

In Scrapbooks, you can store virtually any type of information about your family, including Kodak Photo CD Pictures; OLE objects such as sound files, video files, text files, and picture files; and non-OLE picture files such as bitmaps, and TIFF files.   Each individual and each marriage in your Family File has a Scrapbook, so you'll have wonderfully complete collections of family information to pass on from generation to generation.

Scrapbook pages allow you to use your creativity.   For example, you could use scanned pictures and school papers, along with video files to create childhood pages in each of your children's Scrapbooks.   Scanned photos of a couple's wedding and anniversary parties combined with special songs would make a beautiful record of a marriage.   With all of the different types of pictures and objects that you can include in Scrapbooks pages, the possibilities are endless!   The topics listed below will help you create your own special Scrapbooks.

Scrapbook basics
Select this topic to get help about opening Scrapbooks and selecting a default resolution and compression for the items that you place in Scrapbooks.   You will also find information about what types of items you can place in Scrapbooks.

Inserting items into Scrapbooks
Select this topic to get help about how to place items such as pictures, sound clips, and video clips into Scrapbooks.

Working with Scrapbooks
Select this topic to get help about recording important information for each of the Pictures/Objects that you place in your Scrapbooks; moving around in Scrapbooks; finding Pictures/Objects in Scrapbooks; viewing Pictures/Objects at full size; playing Scrapbooks; sorting Scrapbooks; editing Pictures/Objects; and controlling the brightness, contrast, resolution, and compression of Pictures/Objects.

Printing Family Tree Maker Documents
Select this topic to get help about printing Scrapbooks.   In addition, you will find information about printing other documents that can contain Pictures/Objects: family trees, Family Group Sheets, and labels and cards.

Scrapbook basics

Opening Scrapbooks
Select this topic to get help about displaying an individual's or a marriage's Scrapbook.

What goes into Scrapbooks?
Select this topic to get help about what types of items you can place in Scrapbooks, such as pictures, sound clips, and video clips.

Scrapbook preferences
Select this topic to get help about selecting a default resolution and compression for the items that you place in Scrapbooks.

Opening Scrapbooks

If you are ready to print a Scrapbook and you do not need to enter any new items into the Scrapbook before you print, do not use these instructions.   Instead, open the Scrapbook using the topic **Displaying Scrapbooks for printing.**   If you would like to enter new items into the Scrapbook, use the instructions below.

You can open Scrapbooks from any view.   However, we'll first explain how to open Scrapbooks from the Family Page.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To display an individual's or a marriage's Scrapbook:

1. Go to the Family Page containing the individual or the marriage whose Scrapbook you want to see.

   Use the Index of Individuals or Find Individual to find an individual's Family Page.

2. On the Family Page, place the cursor either on the name of the individual or on the marriage whose Scrapbook you want to see.

3. From the **View** menu, select **Scrapbook** (ALT, V, S).

   Family Tree Maker displays the individual's or marriage's Scrapbook.   If this is the first time that you have opened a Scrapbook in Family Tree Maker, you will be on the first page of the Scrapbook.   If you have opened a Scrapbook previously, you may be on a page other than the first one.

   The Scrapbook view is a data entry view: it is for placing new items into the Scrapbook and using the More About Picture/Object dialog box to enter information about each Picture/Object.   You cannot use most of the commands on the **Contents** and **Format** menus while you are in the Scrapbook view, because those commands are related to the appearance of a Scrapbook when you print it.   To use the commands on the **Contents** and **Format** menus, you must be in Scrapbook Print Preview.   If you want to use those commands, from the **File** menu, select **Print Preview** (ALT, F, V).

If you want to open a Scrapbook from a view other than the Family Page, simply do step 3 while you are in that view.   Family Tree Maker will display the Individual Scrapbook for the primary individual.

Note: If the Scrapbook that Family Tree Maker displays is not for the correct individual, you can navigate to their Scrapbook easily.   Click **Index** on the toolbar, select the individual whose Scrapbook you want to see, and then click **OK** to see the correct Scrapbook.

See Also
Using the Index of Individuals
Using Find Individual

What goes into Scrapbooks?

As we've said before, you can store virtually any type of family information in a Scrapbook, including your family photographs and any other paper memorabilia that's been **scanned**; **pictures**, and other items that can be pasted to and from the Clipboard; sound clips, video clips, and other **OLE objects**; **Kodak Photo CD pictures**; and **text**.   Once one of these items is stored in a Scrapbook, we refer to it as a **Picture/Object**. If you're uncertain about what these different terms refer to, keep reading.   We'll explain each of them below.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

Note: If you are planning to include large images and video clips in your Scrapbooks, keep the capabilities of your computer in mind.   If you only have the minimum system requirements, your machine will run slowly when you work with large images and video clips.   In fact, if your machine does not have enough RAM, you may not be able to load particularly large files.   In addition, you will need quite a bit of free space on your hard drive to store large images and video clips.   See the topic "Picture Size and Your Computer."

Kodak Photo CD Pictures

A Kodak Photo CD is a CD-ROM disc containing pictures that came directly from your undeveloped film, negatives, or old photos.   Placing your pictures on a Kodak Photo CD is easy to do and a great way to prepare family photos for use with Family Tree Maker.   For more information about creating Kodak Photo CDs, see Appendix C of your manual.

To use Kodak Photo CDs, the only special equipment you need is a CD-ROM player on your computer that can read a Kodak Photo CD (many earlier CD-ROM players cannot).   If you have one of these CD-ROM players, Family Tree Maker can read and import your Photo CD Pictures.

Pictures

"Pictures," sometimes called graphics, are electronic images.   There are many ways to get pictures:
▪ Take your undeveloped film, old photos, or negatives to a Kodak processor and have the images placed on a Kodak Photo CD.
▪ Scan, create, or purchase pictures that you can store on your hard disk in a graphics file. You can create your own pictures using a graphics software program.   Scanning is described in the next section.
▪ Cut or copy an image from another software program, another Scrapbook in Family Tree Maker, or another view in Family Tree Maker and store it temporarily on the Clipboard as a bitmap or metafile.
▪ Cut or copy an image from any OLE server application and store it temporarily on the Windows Clipboard.

Pictures can be stored in many different file formats.   Some common formats are bitmap (.BMP) and Tagged Image File Format (.TIF).   When you have pictures in these or one of several other file formats, you can place them into your Family Tree Maker Scrapbooks. Placing pictures into Family Tree Maker is described in the topic "Inserting Items into Scrapbooks."

Scanning

"Scanning" is making an electronic reproduction of a paper item, such as a photograph, newspaper clipping, birth certificate, or diploma.   In effect, scanning is a way of making your own pictures, just like those described in "Pictures," above.   Scanning is a great way to preserve family memorabilia, because scanned images won't fade or become brittle like

paper and photographs tend to do after many years.   And, once you have a scanned image of an item, you can store it safely on your computer.

To scan an item, you must have a scanner and scanner software.   Family Tree Maker does not scan items for you, nor can it act as scanning software.   There are many different types of scanners, made by many different companies.   Most scanners come with their own software.   If you are interested in scanning your paper memorabilia, the best thing to do is to talk with your local computer dealer.   They should be able to help you choose the scanner that is right for you.   Of course you'll also want to read the manuals for the scanner so that you can correctly create electronic images to place in your Family Tree Maker Scrapbooks.

Object Linking and Embedding (OLE)

Object Linking and Embedding (OLE) is a technology that lets you create items in one software program and place them in another software program.   For example, you can use video capture software to transfer clips of your home videos onto your computer.   Then, with the help of Object Linking and Embedding you can transfer video clips from your video capture software into Family Tree Maker Scrapbooks.

OLE objects are items, such as the video clips described above, that can be transferred from one software program to another.   The types of objects you might want to use in Scrapbooks include sound clips; video clips; still images or pictures; and text objects from a word processor, spreadsheet or database.

An **OLE server** is a software program, such as the video capture software described above, that creates OLE objects.   Any Windows 3.1 (or higher) compatible program **can** be an OLE server.   Not all are, so it is important to read the box carefully before making a purchase. Most software manufacturers will advertise OLE server capability if they have it or you can call the manufacturer to ask before purchasing.

An **OLE client** is a software program, such as Family Tree Maker, into which OLE objects can be placed.   Think of it in terms of a restaurant: the server creates the food and serves it to the client, and the client eats (or stores) it.   For a more thorough description of Object Linking and Embedding, see the index of your Microsoft Windows 3.1 (or later) User's Guide.

Text

While the Notes dialog box is generally where you store text, there may also be cases when you want to store text in the Scrapbook.   For example, if your child used a word processor to write a paper for school or a letter to grandma, you might want to save the word processor file in the Scrapbook.

To store text (word processor files) in the Scrapbook, you cannot just use the Edit menu to copy and paste it into the Scrapbook.   Instead, you need to treat the text as an OLE object. For more information about OLE objects, see "Object Linking and Embedding (OLE)" above.

See Also
Inserting items into Scrapbooks
Picture size and your computer

Inserting items into Scrapbooks

There are five different ways to place Pictures/Objects into a Scrapbook.   The method that you use will depend on what it is that you want to place in the Scrapbook.   Use the table below to help determine which method you should use in each case, then use the list at the bottom of this topic to jump to the information that you need.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

You can place items in a Scrapbook in any order that you wish, but you cannot leave blank spaces; new items must be placed right after the last Picture/Object in the Scrapbook.   In addition, you can insert new items in front of existing Pictures/Objects by selecting the existing Picture/Object and then inserting the new item.

When you have...	Use this method...
A Kodak Photo CD Picture.	Picture/Object: Insert Photo CD Picture
A graphics file, such as a scanned image or clip art, stored on your computers hard disk. Compatible file formats include (*.BMP), (*.GIF), (*.PCX), (*.TIF), (*.JPG), and (*.JFF).	Picture/Object: Insert Picture from File
An OLE object in a file. Also use this method when you want to create a new OLE object and then insert it into the Scrapbook.	Picture/Object: Insert Object
Items that you have cut or copied to the Clipboard, such as an Ancestor tree, or even a Picture/Object that you are copying from one Scrapbook to another.	Edit: Paste
OLE objects on the Clipboard, such as pictures, text, video, and sound.	Edit: Paste or Edit: Paste Special

See Also
Picture/Object: Insert Photo CD Picture
Picture/Object: Insert Picture from File
Picture/Object: Insert Object
Edit: Paste
Edit: Paste Special

Picture/Object: Insert Photo CD Picture

Using the Insert Photo CD Picture command on the Picture/Object menu, you can insert pictures from Kodak CD-ROM discs.   When you insert pictures, keep the capabilities of your computer in mind.   If you insert large picture files, your machine may run slowly.   In fact, if your machine does not have enough RAM, you may not be able to load particularly large files.   In addition, you will need quite a bit of free space on your hard drive to store large images and video clips.   See the topic "Picture Size and Your Computer," for more information.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To insert a Kodak Photo CD picture into a Scrapbook:

1. In the Scrapbook, select the area into which you want to insert the picture.

   If you insert a picture when an empty Picture/Object area is selected, the picture goes into that Picture/Object area.   If you insert a picture when an occupied Picture/Object area is selected, Family Tree Maker moves the Pictures/Objects on that Scrapbook page to the right and inserts a new Picture/Object area for the new picture.

2. From the **Picture/Object** menu, select **Insert Photo CD Picture**.

   Family Tree Maker displays the Insert from Photo CD dialog box.   You have several options.

   First, you can use your computer keyboard to move around and select pictures in this dialog box.   See the topic "Navigating in the Insert Photo CD Picture dialog box" to see which keys you can use to navigate in this dialog box.

   Find   Use this button to locate a particular picture on the Photo CD.   Simply type the number of the picture in the **Find Photo Number** field and then click **OK**.   Family Tree Maker returns you to the Insert from Photo CD dialog box and selects the picture that you chose.

   View   Use this button to display the currently selected picture at full size in the View Picture dialog box.   In the View Picture dialog box you can use the scroll bars and the **Zoom** buttons to get a better look at your picture.   The choices that you make in the View Picture dialog box do not change the Picture; they are only for viewing purposes.   Click **OK** in the View Picture dialog box to return to the Insert from Photo CD dialog box.

   Resolution   Use this button to change the resolution and compression with which this picture will be stored in the Scrapbook.   See the topic "Picture Resolution and Compression" for a complete description of the Compression/Resolution dialog box.   For most cases, you do not need to change the compression and resolution.   However, if you have a reason for altering the resolution, go ahead and do it now.

3. Click **OK** in the Insert from Photo CD dialog box when you are ready to insert a picture.

   Family Tree Maker displays the Edit Picture dialog box where you can select editing options.   The editing options fall into three categories: rotating, flipping, and cropping.   Rotating allows you to re-orient pictures that are sideways or upside down, flipping is for adjusting pictures that are backwards, and cropping allows you to select the area of the picture that you want to place in the Scrapbook.

Note: If you want to edit a picture, this is the best time to do it.   This is because Family Tree Maker compresses images for storage unless you select 1:1 compression.   Once you have placed a picture in the Scrapbook, it must be decompressed and recompressed each time you edit it again.   Decompressing and recompressing a picture multiple times reduces the quality of the picture.   (Family Tree Maker uses the industry standard JPEG compression method.)   Please note that printing and viewing your picture at different sizes does not involve compression and will not reduce the quality of your picture.

The rotation options are:

Rotate L   Use this button to rotate the picture ninety degrees to the left (counter-clockwise).

Rotate R   Use this button to rotate the picture ninety degrees to the right (clockwise).

180   Use this button to rotate the picture 180 degrees.

The flipping options are:

Mirror   Use this button to flip the picture from left-to-right.

Flip   If the items in your picture are upside-down instead of right side up, use this button to flip the picture.

To crop the picture:

1. Move the cursor onto the image.

   The cursor becomes a cross-hair (large plus sign).

2. Position the cross-hair over the exact spot where you want the top left corner of the cropped picture to be.

3. Press and hold the mouse button while you drag diagonally to the exact spot where you want the lower right corner of the cropped picture to be, then release the mouse button.

   The area of the picture that will remain after the picture is cropped will have a box around it.   If you do not like the position of the box, simply repeat steps 2 and 3 to create a new box.

4. When you have a box around the area that you want to keep, click **Crop**.

   Family Tree Maker deletes the part of the picture that you chose to crop off, showing you what the cropped picture will look like.   If you want to remove even more of the original picture, repeat steps 2, 3, and 4.   If you feel that you have cropped too much of the picture, click **Cancel** to start again.

When you click **OK** to leave the Edit Picture dialog box, Family Tree Maker compresses and saves your picture in the Family File.   The picture is now visible in the Scrapbook at a reduced size, called a thumbnail.   The thumbnail's small size allows you to see several different images on the screen at once.   The real, full-size images will be used for printing and viewing.

Once you have inserted a picture into the Scrapbook, you should use the More About Picture/Object dialog box to create a caption and to tell Family Tree Maker in which documents you want the picture to print.   See the topic "The More About Picture/Object Dialog Box."

You can also edit and change the compression of the picture once it's in the Scrapbook. See the topics "Picture Editing" and "Picture Resolution and Compression."

See Also

Picture size and your computer

Navigating in the Insert Photo CD Picture dialog box

The More About Picture/Object dialog box

Editing Pictures/Objects

Picture resolution and compression

Navigating in the Insert Photo CD Picture dialog box

You can use the following keys to navigate through and select pictures in the Insert Photo CD Picture dialog box.

Press this key	To do this
Up arrow	Move to the picture above the currently selected picture
Down arrow	Move to the picture below the currently selected picture
Left arrow	Move to the picture to the left of the currently selected picture
Right arrow	Move to the picture to the right of the currently selected picture
Tab	Move forwards between the buttons in the dialog box
Shift + Tab	Move backwards between the buttons in the dialog box
Home	Move to the first picture on the current screen
End	Move to the last picture on the current screen
Ctrl + Home	Move to the first picture on the CD
Ctrl + End	Move to the last picture on the CD
Page up	Move to the picture one screen up
Page down	Move to the picture one screen down

Picture/Object: Insert Picture from File

Using the Insert Picture from File command on the Picture/Object menu you can insert pictures from files into a Scrapbook.   The Scrapbook accepts the following file formats:
- Windows Bitmap (*.BMP)
- CompuServe Bitmap (*.GIF)
- ZSoft Image (*.PCX)
- Tagged Image Format (*.TIF)
- JPEG Interchange Format (*.JPG, *.JFF)

When you insert pictures, keep the capabilities of your computer in mind.   If you insert large picture files, your machine may run slowly.   In fact, if your machine does not have enough RAM, you may not be able to load particularly large files.   In addition, you will need quite a bit of free space on your hard drive to store large images.   See the topic "Picture Size and Your Computer" for more information.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To insert a picture into a Scrapbook with the Insert Picture from File command:

1. In the Scrapbook, select the area into which you want to insert the picture.

   If you insert a picture when an empty Picture/Object area is selected, the picture goes into that Picture/Object area.   If you insert a picture when an occupied Picture/Object area is selected, Family Tree Maker moves the Pictures/Objects on that Scrapbook page to the right and inserts a new Picture/Object area for the new picture.

2. From the **Picture/Object** menu, select **Insert Picture from File** (ALT, O, F).

   Family Tree Maker displays the Insert Picture dialog box.   If you know where your file is, continue with the instructions below.   If you are unsure where your file is located, see the topic "Finding Files."

3. In the **Drives** and **Directories** fields, select the drive and directory where the picture file you want to insert is located.

4. Click the arrow next to the **List Files of Type** field and select the format of the file that you want to open.

5. Click the name of your file in the **File Name** field.

   When a file name is selected, you have several options:

   Preview Picture   Select this check box to view the picture at reduced size in the "Preview" field.

   View   Use this button to display the picture at full size in the View Picture dialog box. In the View Picture dialog box you can use the scroll bars and the **Zoom** buttons to get a better look at your picture.   Click **OK** in the View Picture dialog box to return to the Insert Picture dialog box.

   Compression   Use this button to change the compression with which this picture will be stored in the Scrapbook.   See the topic "Picture Resolution and Compression" for a complete description of this dialog box.   For most cases you do not need to change the compression.   However, if you have a reason for altering the compression, go ahead and do it now.

6. Click **OK** in the Insert Picture dialog box.

Family Tree Maker displays the Edit Picture dialog box where you can select editing options. The editing options fall into three categories: rotating, flipping, and cropping.   Rotating allows you to re-orient pictures that are sideways or upside down, flipping is for adjusting pictures that are backwards, and cropping allows you to select the area of the picture that you want to place in the Scrapbook.

Note: If you want to edit a picture, this is the best time to do it. This is because Family Tree Maker compresses images for storage unless you select 1:1 compression. Once you have placed a picture in the Scrapbook, it must be decompressed and recompressed each time you edit it again. Decompressing and recompressing a picture multiple times reduces the quality of the picture. (Family Tree Maker uses the industry standard JPEG compression method.) Please note that printing and viewing your picture at different sizes does not involve compression and will not reduce the quality of your picture.

The rotation options are:

Rotate L Use this button to rotate the picture ninety degrees to the left (counter-clockwise).

Rotate R Use this button to rotate the picture ninety degrees to the right (clockwise).

180 Use this button to rotate the picture 180 degrees.

The flipping options are:

Mirror Use this button to flip the picture from left-to-right.

Flip If the items in your picture are upside-down instead of right side up, use this button to flip the picture.

To crop the picture:

1. Move the cursor onto the image.

   The cursor becomes a cross-hair (large plus sign).
2. Position the cross-hair over the exact spot where you want the top left corner of the cropped picture to be.
3. Press and hold the mouse button while you drag diagonally to the exact spot where you want the lower right corner of the cropped picture to be, then release the mouse button.

   The area of the picture that will remain after the picture is cropped will have a box around it. If you do not like the position of the box, simply repeat steps 2 and 3 to create a new box.
4. When you have a box around the area that you want to keep, click **Crop**.

   Family Tree Maker deletes the part of the picture that you chose to crop off, showing you what the cropped picture will look like. If you want to remove even more of the original picture, repeat steps 2, 3, and 4. If you feel that you have cropped too much of the picture, click **Cancel** to start again.

When you click **OK** to leave the Edit Picture dialog box, Family Tree Maker compresses and saves your picture in the Family File. The picture is now visible in the Scrapbook at a reduced size, called a thumbnail. The thumbnail's small size allows you to see several different images on the screen at once. The real, full-size images will be used for printing and viewing.

Once you have inserted a picture into the Scrapbook, you should use the More About Picture/Object dialog box to create a caption and to tell Family Tree Maker in which documents you want the picture to print. See the topic "The More About Picture/Object Dialog Box."

You can also edit and change the compression of the picture once it's in the Scrapbook. See the topics "Editing Pictures/Objects" and "Picture Resolution and Compression."

See Also
Picture size and your computer
Finding files

The More About Picture/Object dialog box
Editing Pictures/Objects
Picture resolution and compression

Picture/Object: Insert Object

With the Insert Object command, you can insert existing OLE objects into the Scrapbook. In addition, you can create new OLE objects and then insert them into the Scrapbook.   OLE objects include pictures, text, spreadsheets, sound clips, and video clips.   When you insert pictures, video, or sound files, keep the capabilities of your computer in mind.   If you insert large files, your machine may run slowly.   In fact, if your machine does not have enough RAM, you may not be able to load particularly large files.   In addition, you will need quite a bit of free space on your hard drive to store large images and video clips.   See the topic "Picture Size and Your Computer," for more information.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

See Also

Picture size and your computer

Creating new objects to insert

Inserting existing objects

Creating new objects to insert

If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To insert an existing OLE object into a Scrapbook with the Insert Object command:

1. In the Scrapbook, select the area into which you want to insert the object.

   If you insert an OLE object when an empty Picture/Object area is selected, the OLE object goes into that Picture/Object area.   If you insert an OLE object when an occupied Picture/Object area is selected, Family Tree Maker moves the Picture/Object areas on that Scrapbook page to the right and inserts a new Picture/Object area for the new OLE object.

2. From the **Picture/Object** menu, select **Insert Object** (ALT, O, O).

   Family Tree Maker displays the Insert Object dialog box.

3. Select the **Create from file** option button.

4. In the **File** field, type the path and name of the file containing the OLE object that you want to insert into the Scrapbook.

   For example, if you had a file called "sound.wav" in the "windows" directory on your C:\ drive, you would type `C:\windows\sound.wav`

   If you do not remember the exact name and location of your file, click **Browse** to display the Browse dialog box.   In the Browse dialog box, use the **Drives** and **Directories** fields to locate your file.   Click **OK** to return to the Insert Object dialog box.

   If you want to view an icon in the Scrapbook instead of the OLE object itself, select the **Display as Icon** check box.   You may want to do this if you are pasting in a text file or some other object that isn't attractive when it's shrunk down to fit into the Picture/Object area.

   When you select this option, you can change the appearance of the icon by clicking **Change icon**.   In the Change Icon dialog box, you can either type the file name for the new icon in the **From File** field or search for an icon file by clicking **Browse.**   Click **OK** to return to the Insert Object dialog box.

5. When the correct file name is in the **File** field, click **OK**.

   Family Tree Maker places the OLE object in the Scrapbook.

Once you have inserted an OLE object into the Scrapbook, you should use the More About Picture/Object dialog box to create a caption and to tell Family Tree Maker in which documents you want the item to print.   See the topic "The More About Picture/Object Dialog Box."

You can also edit an OLE object once it's in the Scrapbook.   See the topic "Editing OLE Objects."

See Also

Picture size and your computer

The More About Picture/Object dialog box

Editing OLE objects

Inserting existing objects

If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To create a new OLE object to insert into a Scrapbook:

1. In the Scrapbook, select the area into which you want to insert the object.

   If you insert an OLE object when an empty Picture/Object area is selected, the OLE object goes into that Picture/Object area.   If you insert an OLE object when an occupied Picture/Object area is selected, Family Tree Maker moves the Pictures/Objects on that Scrapbook page to the right and inserts a new Picture/Object area for the new OLE object.

2. From the **Picture/Object** menu, select **Insert Object** (ALT, O, O).

   Family Tree Maker displays the Insert Object dialog box.

3. Select the **Create new** option button.

4. In the **Object Type** scrolling list, click the name of the OLE object that you want to insert into the Scrapbook.

   Microsoft Windows opens the software program in which you can create the OLE object to insert into the Scrapbook.

5. In the other software program, create the OLE object.

   If you need instructions for using that software program, please refer to its manual.

6. From the **File** menu of that software program, select **Exit and Return to Family Tree Maker**.

   Microsoft Windows closes the software program and returns you to Family Tree Maker. (Windows may also ask you if you want to update or save your information; answer **Yes** or **OK**.)   Family Tree Maker places the OLE object in the Scrapbook.

Once you have inserted an OLE object into the Scrapbook, you should use the More About Picture/Object dialog box to create a caption and to tell Family Tree Maker in which documents you want the item to print.   See the topic "The More About Picture/Object Dialog Box."

You can also edit an OLE object once it's in the Scrapbook.   See the topic "Editing OLE Objects."

See Also
Picture size and your computer
The More About Picture/Object dialog box
Editing OLE objects

Edit: Paste

Using the Paste command on the Edit menu is one of the easiest ways to place items into a Scrapbook.   With the Paste command you can insert Pictures/Objects from other Scrapbooks; OLE objects such as sound and video clips; pictures; or anything else you have on the Clipboard, including items from other software programs.   When you insert pictures, keep the capabilities of your computer in mind.   If you insert large picture files, your machine may run slowly.   In fact, if your machine does not have enough RAM, you may not be able to load particularly large files.   In addition, you will need quite a bit of free space on your hard drive to store large images and video clips.   See the topic "Picture Size and Your Computer," for more information.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To paste an item from the Clipboard into a Scrapbook:

1. Make sure that the item you want to paste into the Scrapbook is on the <u>Clipboard.</u>

   In general, to copy an item to the Clipboard, you first select that item.   Then from the **Edit** menu, select **Copy** (ALT, E, C).   If the item is in a software program other than Family Tree Maker, the process may be slightly different.   Please refer to that software program's manual for instructions.

2. In the Scrapbook, select the area into which you want to paste the item.

   If you paste an item from the Clipboard when an empty Picture/Object area is selected, the item will be pasted into that Picture/Object area.   If you paste an item from the Clipboard when an occupied Picture/Object area is selected, Family Tree Maker moves the Pictures/Objects on that Scrapbook page to the right and inserts a new Picture/Object area for the new item.

3. From the **Edit** menu in Family Tree Maker, select **Paste** (ALT, E, P).

   Family Tree Maker places the item in the Scrapbook.

As you can see, when an item is placed in the Scrapbook, it shrinks to fit into its Picture/Object area.

Once you have pasted an item into the Scrapbook, you should use the More About Picture/Object dialog box to create a caption and to tell Family Tree Maker in which documents you want the item to print.   See the topic "The More About Picture/Object Dialog Box."

You can also edit and change the compression of an item once it's in the Scrapbook.   See the topics "Picture Editing" and "Picture Resolution and Compression."

See Also
Picture size and your computer
The More About Picture/Object dialog box
Editing Pictures/Objects
Picture resolution and compression

Edit: Paste Special

With the Paste Special command, you can insert OLE objects from the Clipboard into the Scrapbook.   OLE objects that can be on the Clipboard include pictures, sound clips, video clips, and word processor documents.   When you insert pictures, video, and sound, keep the capabilities of your computer in mind.   If you insert large files, your machine may run slowly.   See "Picture Size and Your Computer" for more information.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To paste an OLE object from the Clipboard into a Scrapbook:

1. Make sure that the OLE object you want to paste into the Scrapbook is on the Clipboard.

   In general, to copy an OLE object to the Clipboard, you first select that item.   Then from the **Edit** menu, select **Copy** (ALT, E, C).   If the item is in a software program other than Family Tree Maker, the process may be slightly different.   Please refer to that software programs manual for instructions.

2. In the Scrapbook, select the area into which you want to paste the item.

   If you paste an OLE object from the Clipboard when an empty Picture/Object area is selected, the OLE object will be pasted into that Picture/Object area.   If you paste an OLE object from the Clipboard when an occupied Picture/Object area is selected, Family Tree Maker moves the Pictures/Objects on that Scrapbook page to the right and inserts a new Picture/Object area for the new OLE object.

3. From the **Edit** menu in Family Tree Maker, select **Paste Special** (ALT, E, S).

   Family Tree Maker displays the Paste Special dialog box.

4. In the **As** list, click the data type that you want to paste into the Scrapbook.

   If you want to view an icon in the Scrapbook instead of the OLE object itself, select the **Display as Icon** check box.   You may want to do this if you are pasting in a text file or some other object that isn't attractive when it's shrunk down to fit into the Picture/Object area.

   When you select this option, you can also change the appearance of the icon by clicking **Change icon**.   In the Change Icon dialog box, you can either type the file name for the new icon in the **File name** field, or search for an icon file by clicking **Browse.**   Click **OK** to return to the Paste Special dialog box.

5. Click **OK**.

   Family Tree Maker places the OLE object in the Scrapbook.

Once you have pasted an OLE object into the Scrapbook, you should use the More About Picture/Object dialog box to create a caption and to tell Family Tree Maker in which documents you want the item to print.   See the topic "The More About Picture/Object Dialog Box."

You can also edit an OLE object once it's in the Scrapbook.   See the topic "Editing OLE Objects."

See Also
Picture size and your computer
The More About Picture/Object dialog box
Editing OLE objects

Working with Scrapbooks

The More About Picture/Object dialog box
Select this topic to get help about the More About Picture/Object dialog box.   This dialog box is where you create a caption for each item that you place in a Scrapbook.   You also use this dialog box to help you select which items from the Scrapbooks will appear in which printed documents and whether or not an item will appear when you play a Scrapbook.

Moving around in a Scrapbook
Select this topic to get help about moving among and selecting the items that you have placed in a Scrapbook.

Finding Pictures/Objects in Scrapbooks
Select this topic to get help about locating an item that you have placed in a Scrapbook.

Viewing Pictures/Objects at full size
Select this topic to get help about seeing an item in the Scrapbook at full size, instead of at the reduced thumbnail size that appears in the Scrapbook.

Playing OLE objects
Select this topic to get help about calling up the OLE servers for an OLE object in a Scrapbook and playing that object.

Playing a Scrapbook
Select this topic to get help about displaying each of the items in a Scrapbook on your computer screen one at a time.

Sorting Scrapbooks
Select this topic to get help about rearranging the order in which items are placed in a Scrapbook.

Editing Pictures/Objects
Select this topic to get help about cropping, rotating, or flipping a picture that is in a Scrapbook.

Picture/Object brightness and contrast
Select this topic to get help about changing the coloring of the pictures that are in a Scrapbook.

Picture resolution and compression
Select this topic to get help about changing the clarity with which a picture is displayed in a Scrapbook and the amount of space that it takes to store that picture on your computer's hard disk.

Moving or copying Pictures/Objects between Scrapbooks
Select this topic to get help about taking a picture that is in one Scrapbook and moving that picture, or a copy of it, to another Scrapbook.

Removing Pictures/Objects from Scrapbooks
Select this topic to get help about permanently deleting a picture from a Scrapbook.

The More About Picture/Object dialog box

Each Picture/Object has its own More About Picture/Object dialog box.   This dialog box is for recording captions and other important information about your Pictures/Objects, such as what they are and when they were created.   Another very important function of this dialog box is that you use it to select **in which documents** you want your Picture/Object to print. The More About Picture/Object dialog box is also for indicating whether or not you want each Picture/Object to be included when the Scrapbook is played.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To record captions and other information about your Pictures/Objects:

1. Make sure you're in the Scrapbook and the Picture/Object that you want to record information about is selected.

2. From the **Picture/Object** menu, select **More About** (ALT, O, A).   You can also press Ctrl + M or click the downward-pointing arrow next to the Picture/Object.

   Family Tree Maker displays the More About Picture/Object dialog box.   A reduced-size image of your Picture/Object should be in the upper right-hand corner of the dialog box. Make sure that it's the Picture/Object that you want to record information about.   You now have several selections to make, each of which is described below.

   Caption   Type a caption for your Picture/Object in this field.

   Category   Type a category of your own creation into this field.   Categories are useful when it's time to print or search for a Picture/Object.   For example, if you wanted to look at all of the Pictures/Objects related to birthdays, and you had given all of the childhood birthday Pictures/Objects the category "Childhood Birthday," you'd be able to locate all of these birthday pictures easily.

   Put some thought into the creation of your categories; you will find that it pays off when you print documents in which you want to include Pictures/Objects.   Think about the types of documents you will want to print in the future.   Will you want family trees containing a portrait of each individual as an adult?   How about creating a special anniversary address labels that contains a couple's wedding picture?   Thinking about the types of documents that you want to print should help you create your categories.

   Depending on the number of Pictures/Objects that you place in Scrapbooks, you may want your categories to be fairly specific.   For example, if you have several different portraits for each individual, you wouldn't want to put them all in the category "Portrait." Instead, it would be a good idea to create categories such as "Portrait - Childhood," "Portrait - Teen," and so on.

   Date of origin   Type the date on which the original item was created.   For example, the date when the original photograph was taken.

   Type   Click the arrow next to this field to display a list of Picture/Object types.   When the list of types appears, click the type that applies to the currently selected Picture/Object.   If the currently selected Picture/Object is a Kodak Photo CD picture or a picture inserted from a file, Family Tree Maker has already selected the type for you.

   Description   Type a description of the Picture/Object in this field.   You can include more detailed information than in the caption.

   Include in show   Select this check box if you want Family Tree Maker to include this Picture/Object in shows of this Scrapbook.   For more information about shows, see the topic "Playing a Scrapbook."

   Include in printed Scrapbook   Select this check box if you want Family Tree Maker to print this Picture/Object when you print the Scrapbook.   Items that you might not want to print include sound clips, because they will only print as icons.

Preferred Picture/Object #1 - #3 for Trees   When you print trees, you can include Pictures/Objects for each individual.   Family Tree Maker allows you to select in advance the three Pictures/Objects that you are most likely to print for each individual.   You can designate your three choices using the "Preferred Picture/Object for trees" check boxes.

For example, if you picked each individual's birthday photo as the "Preferred Picture/Object #1 for trees" and told Family Tree Maker to include "Preferred Picture/Object #1 for trees" when you printed a tree, the tree would contain each individual's birthday photo.

Please note that for each Scrapbook, you can only designate one Picture/Object as the "Preferred Picture/Object #1 for trees."   The same holds for "Preferred Picture/Object #2 for trees" and so on.   This means that if you already have selected one picture as the "Preferred Picture/Object #1 for trees" and then select a second picture as the "Preferred Picture/Object #1 for trees," the first picture is no longer the "Preferred Picture/Object #1 for trees."

Although Family Tree Maker only allows you to designate three preferred Pictures/Objects for trees, you can include any other Picture/Object in a tree by using Categories, described above, when it is time to print.

Preferred Picture/Object for Labels/Cards   When you print labels or cards, you can include Pictures/Objects for each individual.   Family Tree Maker allows you to select in advance the one Picture/Object that you are most likely to print for each individual.   You can designate your choice using the "Preferred Picture/Object for Labels/Cards" check box.

All of the same rules apply to "Preferred Picture/Object for Labels/Cards" as for "Preferred Picture/Object for trees," described above.

Preferred Picture/Object for Fam Grp Sheets   When you print Family Group Sheets, you can include one Picture/Object for each individual.   Family Tree Maker allows you to select in advance the one Picture/Object that you are most likely to print for each individual.   You can designate your choice using the "Preferred Picture/Object for Fam Grp Sheets" check box.

All of the same rules apply to "Preferred Picture/Object for Fam Grp Sheets" as for "Preferred Picture/Object for trees," described above.

CD#, Photo#, Resolution   When the currently selected Picture/Object is a Kodak Photo CD picture, Family Tree Maker displays this information.

See Also
Playing a Scrapbook

Moving around in a Scrapbook

You can move around in a Scrapbook to look at and/or edit your Pictures/Objects.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

One way to move around the Scrapbook is with your mouse.   Just move the mouse pointer to the Picture/Object you want to select and then click the primary mouse button.   Family Tree Maker selects the Picture/Object

To turn Scrapbook pages with the mouse, click the page turning buttons in the lower right- and left-hand corners of your screen.   When you're on the first page of the Scrapbook, the backward page turn button will not work.   When you're on the last page of the Scrapbook, the forward page turn button will not work.

You can also use your computer keyboard to move around in a Scrapbook.   The table below shows which keys work as navigation keys.

Press this key	To do this
Up arrow	Move to the Picture/Object above the currently selected Picture/Object
Down arrow	Move to the Picture/Object below the currently selected Picture/Object
Left arrow	Move to the Picture/Object to the left of the currently selected Picture/Object. Family Tree Maker turns the page if the next Picture/Object is on the next page.
Right arrow	Move to the Picture/Object to the right of the currently selected Picture/Object. Family Tree Maker turns the page if the next Picture/Object is on the next page.
Tab	Move to the next Picture/Object. Family Tree Maker turns the page if the next Picture/Object is on the next page.
Shift + Tab	Move to the previous Picture/Object. Family Tree Maker turns the page if the next Picture/Object is on the next page.
Home	Move to the first Picture/Object on the current page
End	Move to the last Picture/Object on the current page
Ctrl + Home	Move to the first Picture/Object on the first page of the Scrapbook
Ctrl + End	Move to the last Picture/Object on the last page of the Scrapbook
Page Up	Move one page forward in the Scrapbook
Page Down	Move one page backward in the Scrapbook
Ctrl + M	Display the More About Picture/Object dialog box for the currently selected Picture/Object

Finding Pictures/Objects in Scrapbooks

Using the Find Picture/Object command, you can locate a Picture/Object in the Scrapbook

that is currently open.   If you want to search all of the Scrapbooks in your Family File at the same time, you must use the Find Individual command.   See the topic "Using Find Individual."   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To find a Picture/Object in a Scrapbook:

1. Make sure you're in the Scrapbook that you want to search.

2. From the **Edit** menu, select **Find** (ALT, E, F).

   Family Tree Maker displays the Find Picture/Object dialog box.

3. Click in the **Search** field.   From the drop-down list that Family Tree Maker displays, select the field that you want to search.

4. In the **for** field, type the information that you want to search for.   If the field that you are searching only has certain legal values (such as "yes" or "no"), then a drop-down list may be displayed in the "for" field.   Just choose the item you want to search for.

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

   Family Tree Maker goes to and selects the first Picture/Object that matches your request. If no matches are found, Family Tree Maker tells you so.

   If you like, you can edit this Picture/Object and then continue your search by clicking **Find next**.

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

   Continue clicking **Find next** until youre done searching or until Family Tree Maker runs out of matches.   To go back to previous matches, click **Find previous**.

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

   If you didn't find the Picture/Object you were looking for, try again with a less restrictive request.   For example, search for a piece of a caption rather than a complete caption.

See Also

Using Find Individual

Viewing Pictures/Objects at full size

Although pictures appear in Scrapbooks at a reduced size, called a thumbnail, you can view them at full size.   This only applies to non-OLE pictures.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To view a picture at full size:

1. In the Scrapbook, select the Picture/Object that you want to view.

2. From the **Picture/Object** menu, select **View Picture** (ALT, O, V).   You can also double-click the Picture in the Scrapbook.

   Family Tree Maker displays the View Picture dialog box.   Use the **Zoom** buttons to view your picture at larger or smaller sizes.   When your whole picture is not visible in the dialog box, Family Tree Maker places scroll bars on the bottom and right sides of the picture.   You can use these scroll bars to view different sections of your picture.

3. Click **OK** to close the View Picture dialog box.

   Family Tree Maker returns you to the Scrapbook view.

Playing OLE objects

Once you have placed OLE objects in a Scrapbook, you can "play" them.   For example, you can hear sound files and watch video files.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To play an OLE object:

1. Double-click the Picture/Object that you want to play.

   What happens after you double-click depends on the OLE object's server.   In most cases, video and sound files will play.   Picture files will most likely appear at full size, while spreadsheets will open.

2. If the OLE server opened, you can return to Family Tree Maker by closing the server. From the **File** menu of the server, select **Exit and Return to Family Tree Maker**.

Note: If the software program does not have a menu choice such as "Exit and Return" or "Update," refer to that software program's manual for instructions.

Playing a Scrapbook

Once you have Pictures/Objects in a Scrapbook, you can easily create a show to display each of the Pictures/Objects in sequence.   All you need to do is indicate which Pictures/Objects you want to include in the show and how much time you want between each Picture/Object.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To create a show from a Scrapbook:

1. Open the Scrapbook for which you want to create a show.   Do **not** go into Scrapbook Print Preview.

2. Decide which Pictures/Objects you want to include in the show.   Anything that is in the Scrapbook can be included, whether it is a picture, sound, video, or other item.

3. Open the More About Picture/Object dialog box for each of the Pictures/Objects that you want to include in the show.   You can do this by clicking the downward-pointing arrow next to each Picture/Object.   Make sure that the **Include in show** check box is selected for each of the Pictures/Objects.

   You may also want to ensure that the **Include in show** check box is **not** selected for those Pictures/Objects that you do not want in the show.

4. Make sure that the Pictures/Objects are in the order in which you want them to appear in the show.   If not, you can move them.   See the topic "Moving or Copying Pictures/Objects Between Scrapbooks" or "Sorting a Scrapbook."

5. From the **Picture/Object** menu, select **Play Scrapbook** (ALT, O, P).

   Family Tree Maker displays the Play Scrapbook dialog box.

6. Enter a number in the **Time between Pictures/Objects** field.

   You can enter from 1 to 999 seconds.   The number that you enter is the number of seconds for which Family Tree Maker will display pictures on the screen during the show.

7. Click **OK**.

   Family Tree Maker begins the show.   Each Picture/Object is centered on the screen for the number of seconds that you selected.   Pictures/Objects that can be "played," such as sounds and videos, are played.   If you click on the screen while a picture is displayed, Family Tree Maker will skip the time delay and move on to the next Picture/Object.

See Also

Sorting Scrapbooks

Moving or copying Pictures/Objects between Scrapbooks

Sorting Scrapbooks

You may want the Pictures/Objects in your Scrapbook in a particular order.   You can choose the order quickly and easily with Family Tree Maker's sorting feature.   When you choose a sorting order, it only affects the Scrapbook that is currently open.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To sort a Scrapbook:

1. From the **Format** menu, select **Sort Scrapbook** (ALT, T, S).

   Family Tree Maker displays the Sort Scrapbook dialog box.

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

   You can sort on captions, categories, or dates.   For captions or categories, Family Tree Maker sorts alphabetically on the first word.

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

   Family Tree Maker sorts the current Scrapbook according to the option you chose in step 2 and returns you to the Scrapbook view.

Editing Pictures/Objects

Editing a picture after it has been placed in the Scrapbook involves decompressing and recompressing it.   Unless you selected 1:1 compression when you initially imported the picture, repeated decompression and recompression reduce the quality of the picture. (Family Tree Maker uses the industry standard JPEG compression method.)   For this reason, Family Tree Maker asks you to retrieve the original picture before you edit it.   Please note that printing and viewing your pictures at different sizes does not involve compression and will not reduce the quality of your picture.

With Family Tree Maker, you can rotate, flip, and crop your pictures.   Each of these editing functions is described in the topics listed below.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

See Also

Preparing to edit a picture

Rotating a picture

Flipping a picture

Cropping a picture

Editing OLE objects

Preparing to edit a picture

To open a picture for editing:

1. In the Scrapbook, select the picture that you want to edit.

2. From the **Picture/Object** menu, select **Edit** (ALT, O, E).

3. Family Tree Maker asks if you want to open and edit the original file.   In general, editing the original file will give you the best quality picture.   If you click **Yes**, go to step 4.   If you click **No**, Family Tree Maker displays your picture for editing.   Skip the remainder of this section and begin editing now.

   Note: If the picture is black and white, if it is a Kodak Photo CD picture, if you stored the picture using 1:1 compression, or if the picture was pasted into Family Tree Maker, you will not need to get the original file.   Skip the remainder of this section and begin editing now.

4. Family Tree Maker displays the Insert Picture dialog box.   Select the name of your file.

5. Click **OK**.

   Family Tree Maker displays your picture in the Edit Picture dialog box.   To rotate, flip, or crop the picture, see one of the topics below.

See Also
Rotating a picture
Flipping a picture
Cropping a picture

Rotating a picture

Sometimes when you scan a picture, newspaper clipping, or other paper memorabilia, the image in the file will turn out sideways or upside down.

To rotate a picture after it has been placed in a Scrapbook:

1. If you are not already in the Edit Picture dialog box, follow the instructions in the topic "Preparing to Edit a Picture."

2. Click one of the three following buttons:

   Rotate L   Use this button to rotate the picture ninety degrees to the left (counter-clockwise).

   Rotate R   Use this button to rotate the picture ninety degrees to the right (clockwise).

   180   Use this button to rotate the picture 180 degrees.

3. If you are finished editing the picture, click **OK** to have Family Tree Maker place the newly-rotated picture into the Scrapbook.

See Also

Preparing to edit a picture

Flipping a picture

To flip a picture after it has been placed in a Scrapbook:

1. If you are not already in the Edit Picture dialog box, follow the instructions in the topic "Preparing to Edit a Picture."
2. You can flip the picture using two different buttons:

   Mirror   Use this button to flip the picture from left-to-right.

   Flip   If the items in your picture are upside-down instead of right side up, use this button to flip the picture.
3. If you are finished editing the picture, click **OK** to have Family Tree Maker place the newly-flipped picture into the Scrapbook.

See Also
Preparing to edit a picture

Cropping a picture

Cropping pictures allows you to perfect them for your Scrapbook.   For example, you may have a picture with people against a very large background that you want to crop out.   Or, you may have a family photograph and want to use it to make individual pictures for each family member.

To crop a picture after it has been placed in a Scrapbook:

1. If you are not already in the Edit Picture dialog box, follow the instructions in the topic "Preparing to Edit a Picture."

2. Move the cursor onto the image.

   The cursor becomes a cross-hair (large plus sign).

3. Position the cross-hair over the exact spot where you want the top left corner of the cropped picture to be.

4. Press and hold the mouse button while you drag diagonally to the exact spot where you want the lower right corner of the cropped picture to be, then release the mouse button.

   The area of the picture that will remain after the picture is cropped will have a box around it.   If you do not like the position of the box, simply repeat steps 2 and 3 to create a new box.

5. When you have a box around the area of the picture that you want to keep, click **Crop**.

   Family Tree Maker deletes the part of the picture that you chose to crop off, showing you what the cropped picture will look like.   If you want to remove even more of the original picture, repeat steps 2, 3, and 4.   If you feel that you have cropped too much of the picture, click **Cancel** to start again.

6. If you are finished editing the picture, click **OK** to have Family Tree Maker place the newly-cropped picture into the Scrapbook.

   Family Tree Maker permanently crops the picture and places the new cropped version in the Scrapbook.

See Also

Preparing to edit a picture

Editing OLE objects

Family Tree Maker does not control the editing of OLE objects.   Instead, you edit the objects in the software program that originally created the object.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To edit an OLE object:

1. Select the Picture/Object, and then from the **Picture/Object** menu, select **Edit** (ALT, O, E).

   Microsoft Windows opens the software program in which the Object was originally created.   If Family Tree Maker cannot find the correct software program, check to see that you have not deleted the software program or moved it to a new location.

2. Edit the object as you need to.

   For instructions, please refer to the manual for that software program.

3. From the **File** menu of that software program, select **Exit and Return to Family Tree Maker**.

   Note: If the software program does not have a menu choice such as "Exit and Return" or "Update," refer to that software program's manual for instructions.

   Microsoft Windows closes the software program and returns you to Family Tree Maker. (Windows may also ask you if you want to update or save your information; answer **Yes** or **OK**, unless you don't want to save your changes.)   Family Tree Maker places the edited OLE object in the Scrapbook.

Picture/Object brightness and contrast

The Brightness and Contrast controls allow you to change the color shading in the non-OLE pictures that you have placed in your Scrapbooks.   You can change the contrast for individual pictures or brightness for all pictures at once.   You would want to change the contrast of an individual picture if the color in that picture wasn't quite right.   You would want to change the brightness for all pictures at once if, for example, your printer tended to print Pictures/Objects too darkly.   See the two topics listed below for more information.   If you need other information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

See Also
Changing the contrast for a single Picture/Object
Changing the brightness for all Pictures/Objects

Changing the contrast for a single Picture/Object

If you need more general information about contrast, see the topic **Picture/Object brightness and contrast.** If you need more general information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To change the contrast setting for a single Picture/Object:

1. Select the picture whose contrast you want to change.
2. From the **Picture/Object** menu, select **Contrast** (ALT, O, N).

   Family Tree Maker displays the Contrast dialog box.
3. Place the mouse pointer on the scroll box in the **Contrast** scroll bar.
4. Click and drag the mouse to move the scroll box and change the contrast.
5. Click **OK** when you have made your selection.

   Family Tree Maker returns you to the Scrapbook.

Changing the brightness for all Pictures/Objects

When you change the brightness setting for all Pictures/Objects at once, you are changing it for a specific view, not for all views.   For example, if you are printing an Ancestor tree and you change the brightness setting while you're in the Ancestor Tree view, every Ancestor tree that you print afterwards will have the same brightness setting.   However, Descendant trees would not have this brightness setting.   If you wanted your Descendant trees to have the same brightness setting as your Ancestor trees, you would need to switch to the Descendant Tree view and change the brightness setting there, too.

If you need more general information about contrast, see the topic **Picture/Object brightness and contrast.**   If you need more general information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To change the brightness setting for all Pictures/Objects:

1. Make sure you are in a view that can print Pictures/Objects, such as the Scrapbook view or the Ancestor Tree view.
2. From the **File** menu select **Print Setup** (ALT, F, R).

   Family Tree Maker displays the Print Setup dialog box.
3. Click **Brightness**.

   Family Tree Maker displays the Brightness dialog box.
4. Click and drag the mouse to move the scroll box and change the brightness.
5. Click **OK** when you have made your selection.

   Family Tree Maker returns you to the Print Setup dialog box.
6. Click **OK** to close the Print Setup dialog box.

Picture resolution and compression

With Family Tree Maker, you can select the degree of compression for your color and grayscale pictures.   This gives you control over the tradeoff between the quality of your pictures and the amount of hard disk space they take up.   You can also control the resolution of Kodak Photo CD pictures.   You cannot change the compression of black and white pictures: black and white pictures are always compressed because compression does not change their quality.   If you need more general information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

You can change the compression of a picture from several places:
▪ from the Insert Picture dialog box when you are placing a picture into the Scrapbook from a file.
▪ from the Insert from Photo CD dialog box when you are placing a new Photo CD Picture in the Scrapbook.
▪ from the Change Compression/Resolution dialog box whenever you are in the Scrapbook.

In addition, if you want to set a default compression or resolution for all pictures that you place in the Scrapbook in the future, see the topic "Preferences for Scrapbooks."

To change compression or resolution:

1. Select the picture whose compression or resolution you want to change.

2. Open the Compression/Resolution dialog box.   How you open this dialog box depends on where you are:

    If you are in the Import from Photo CD dialog box, click **Resolution**.

    If you are in the Import Picture dialog box, click **Compression**.

    If you are in a Scrapbook, from the **Picture/Object** menu, select **Compression/Resolution**.   If Family Tree Maker displays a message telling you to get the original picture, click **OK** in that message.   In the Insert Picture dialog box, select the picture whose compression you want to change and click **OK**.

3. You can now change the compression and/or resolution.   Each of your options is described below.

    Degree of Compression   Select the option button corresponding to the degree of compression that you want for your picture.   Higher ratios give you a greater loss in picture quality, but the pictures will take up less space on your hard disk.   (Family Tree Maker uses the industry standard JPEG compression method.)   Lower ratios give you pictures with less loss in quality, but will take up the most disk space.   The "1:1" setting will not reduce the quality of your picture at all, but will take up the most space on your hard disk.

    In general, the "Recommended" setting is a good balance between quality loss and disk space.   However, if you're importing a file that contains a lot of text, such as a scanned article or birth certificate, you may want to use a compression that's lower than the recommended level.   It will make the text easier to read.

    Resolution   This option is only available for Kodak Photo CD Pictures.   Select the option button corresponding to the resolution that you want for your picture.   "Resolution" refers to the size of your picture.   A higher resolution will create a larger picture, and a larger picture will be sharper and have more detail.   If a particular resolution is not available for the image that you are currently working with, the option button will not be available.

    Choosing resolutions higher (larger) than the recommended "256 x 384" will use up large amounts of your hard disk space.   In addition, you may not be able to load a picture at a very high resolution if your computer does not have a sufficient amount of RAM

(memory).   You only need to use high resolutions when you want to print large, very high-quality images on a high-quality printer or when you plan to crop a small part of the picture.   See the topic "Picture Size and Your Computer," for more information.

Disk Space Needed   Shows the approximate disk space needed to store the picture that you are currently working with.   Each time you change one of the options in this dialog box, the numbers in the Disk Space Needed field will change.   Note that this is an approximation: the actual size may vary slightly when the picture is actually compressed.

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

Family Tree Maker changes the compression and/or resolution of the picture and places it in the Scrapbook.

See Also

Picture size and your computer

Preferences for Scrapbooks

Moving or copying Pictures/Objects between Scrapbooks

You can move or copy Pictures/Objects within a Scrapbook and also from one Scrapbook to another Scrapbook, as long as the two Scrapbooks are in the same Family File.   When you edit a Picture/Object that is in more than one Scrapbook, you can choose whether or not your edits affect all of the copies of the Picture/Object or just the copy in the Scrapbook that is currently open.   If you need more general information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To move or copy a Picture/Object, start with the Scrapbook containing the Picture/Object you want to move or copy:

1. Open the Scrapbook.

   If you need help opening the Scrapbook, see the topic "Opening Scrapbooks."

2. Select the Picture/Object that you want to move or copy.

3. From the **Edit** menu, select **Cut** (ALT, E, C) if you wish to move the Picture/Object completely.   Select **Copy** (ALT, E, P) if you wish to copy the Picture/Object to another Scrapbook.

   Because the Picture/Object is now on the Clipboard, you can use the Paste command to insert the Picture/Object into any location in a Scrapbook.

   If you want to place the Picture/Object in a new location in the **same** Scrapbook, select the new location.   Then from the **Edit** menu, select **Paste** (ALT, E, P).   You can skip the rest of these steps.

   If you want to place the Picture/Object in a **different** Scrapbook, continue with step 4.

4. Go to the Family Page containing the individual or the marriage whose Scrapbook you want to paste the Picture/Object into.

   You can use the Index of Individuals or Find Individual to find the individual's Family Page.

5. On the Family Page, place the cursor either on the name of the individual or on the marriage whose Scrapbook you want to open.

6. From the **View** menu, select **Scrapbook** (ALT, V, S).

7. From the **Scrapbook** submenu, select either **Individual** or **Marriage**, depending on which type of Scrapbook you want to go to.

   Family Tree Maker displays the individual's or marriage's Scrapbook.

8. Select the area where you want to paste the Picture/Object.

9. From the **Edit** menu, select **Paste** (ALT, E, P).

   Family Tree Maker pastes the Picture/Object from the Clipboard into the Scrapbook, and repositions any existing Pictures/Objects, if necessary.

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

See Also

Opening Scrapbooks

Using the Index of Individuals

Using Find Individual

Removing Pictures/Objects from Scrapbooks

You cannot delete a Picture/Object by selecting it and attempting to insert a new Picture/Object in its place.   This will only move the Picture/Object that you wanted to delete to the right and create a space for the new Picture/Object.   If you need more general information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To remove Pictures/Objects from the Scrapbook:

1. Select the Picture/Object that you want to remove.

2. Press Delete or Backspace to permanently remove the Picture/Object from the Scrapbook.   Or, from the **Edit** menu, select **Cut** (ALT, E, C) to cut the Picture/Object to the Clipboard.

   Family Tree Maker asks for confirmation.   If you really want to delete the Picture/Object, click **OK**.   Otherwise, click **Cancel**.

   Family Tree Maker removes the Picture/Object from the Scrapbook, as well as any information in its More About Picture/Object dialog box. The Pictures/Objects remaining in the Scrapbook move to the left to fill up the empty space.

If you accidentally delete the wrong Picture/Object, from the **Edit** menu, select **Undo** immediately (ALT, E, U).

Editing information

There are two types of editing in Family Tree Maker: text editing and family structure editing.   When you need to edit textual information with commands such as cut, copy, and paste, select the first option, "Basic text editing."   When you need to edit the structure of your family, e.g. "fix relationship mistakes," select any of the other five options.

Basic editing
   Select this topic to get help about moving, copying, and deleting text and other items. You will also find information about undoing your last editing command.

Delete Individual
   Select this topic to get help about permanently removing an individual from your Family File.

Detach Spouse
   Select this topic to get help about "divorcing" two individuals whom you mistakenly entered as a couple in Family Tree Maker.

Attach Spouse
   Select this topic to get help about "marrying" two individuals who are in your Family File and are a couple in real life, but are not shown as a couple in Family Tree Maker.

Detach Child
   Select this topic to get help about removing a child from a "Children" list when the child is with the wrong parents.

Attach Child
   Select this topic to get help about attaching a child to a set of parents when the child and parents are already in your Family File, but are not attached to each other correctly.

Basic editing

You can cut, copy, and paste text or most any other item in Family Tree Maker, such as trees, Family Group Sheets, and Pictures/Objects.   However, you should **not** cut and paste an individual's name.   Cutting and pasting an individual's name **does not** move that individual to another location.   To move an individual and all of the information associated with that individual, use the Detach and Attach commands.   To get information about the Detach and Attach commands, see the topic **Editing information.**

Cutting and pasting text and other items
Select this topic to get help about moving text and other items from one location to another.

Copying and pasting text and other items
Select this topic to get help about making a copy of text or another item that is in one location and placing that copy in another location.

The Undo command
Select this topic to get help about reversing your last editing command.   For example, replacing text that you just cut.

Cutting and pasting text and Pictures/Objects

You can move any amount of text from one place to another. You can also move Pictures/Objects from one Scrapbook to another, as long as both Scrapbooks are in the same Family File. This is called **cutting and pasting**. For information about other editing commands, see the topic **Editing information.**

To cut and paste text and Pictures/Objects:

1. Select the text or Picture/Object you want to move.

2. From the **Edit** menu, select **Cut** (ALT, E, T).

   The text or Picture/Object disappears from the screen, but it's not gone. It's on the Clipboard. You can use the Paste command to insert the contents of the Clipboard wherever you like.

3. Position your cursor where you want to insert the text or Picture/Object.

   If you want to replace a section of existing text with text that you've just placed on the Clipboard, highlight that text before moving on to the next step.

   If you want to insert a Picture/Object between two existing Pictures/Objects, select the Picture/Object on the right before moving on to the next step

4. From the **Edit** menu, select **Paste** (ALT, E, P).

   Family Tree Maker now pastes the text or Picture/Object from the Clipboard and repositions any existing text or Pictures/Objects if necessary.

Since the Clipboard is not erased until you use the Copy or Cut command again, you can paste the same text or Picture/Object multiple times.

Copying and pasting text and other items

You can copy any amount of text and insert it any place you want.   You can also copy and insert other items, such as Pictures/Objects, family trees, Custom reports, and Kinship reports.   This is called **copying and pasting**.   For information about other editing commands, see the topic **Editing information.**

To copy and paste text and other items:

1. Highlight the text or item you want to copy.

2. From the **Edit** menu, select **Copy** (ALT, E, C).

   A copy of the text or other item is placed in a temporary storage place called the Clipboard.   You can use the Paste command to insert the contents of the Clipboard wherever you like.

3. Position your cursor where you want to insert the text or other item.   If you want to replace a section of existing text or an existing item with the information that you've just copied to the Clipboard, highlight that text or item before moving on to the next step.

4. From the **Edit** menu, select **Paste** (ALT, E, P).

   Family Tree Maker now pastes the text or item from the Clipboard and repositions any existing text or items if necessary.

Since the Clipboard is not erased until you use the Copy or Cut command again, you can paste the same text or item multiple times.

The Undo command

You can use **Undo** to reverse cutting, copying, pasting, deleting, typing, importing, and formatting.   For information about other editing commands, see the topic **Editing information.**

To undo your last command:

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

2. From the **Edit** menu, select **Undo** (ALT, E, U).

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

Delete Individual

If you've added an individual to your Family File by mistake, you can use the Delete Individual command to remove that individual.

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

To delete an individual:

1. Go to the Family Page of the individual that you want to delete and place the cursor on the individual's name.
2. From the **People** menu, select **Delete Individual** (ALT, P, D).

    Family Tree Maker asks you to confirm the deletion.

Note: It's important to remember that the Delete Individual command severs all ties that the deleted individual created between any other individuals in your tree. This means that when you've deleted an individual, you may have to reconnect other individuals in your tree. For example, if you delete a single parent, you've disconnected all of that parent's children from the rest of their relatives.

See Also
Detach Spouse
Attach Spouse
Detach Child
Attach Child

Detach Spouse

If Family Tree Maker shows two individuals as spouses when they were actually never married, use the Detach Spouse command to separate them from each other.

To detach someone from his or her spouse:

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

   Note: You must be on the Family Page where the individual you want to detach appears as a husband or wife, not as a child.

2. Place the cursor on the spouse you want to detach.

3. From the **People** menu, select **Fix Relationship Mistakes** (ALT, P, F).

4. From the **Fix Relationship Mistakes** submenu, select **Detach Spouse**.

   Family Tree Maker asks you to confirm the detachment.

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

See Also

Attach Spouse

Attach Spouse

If two individuals who are married are in your Family File but aren't shown as married to each other, use the Attach Spouse command to join them. If only one of the individuals is already in your Family File, just enter the other spouse's name on the Family Page of the individual who already is in the Family File.

Note:　　Before you can attach a spouse, you must have an opening on the Family Page for it. If you already have two spouses shown on the Family Page, you will need to create a spot for the one you're attaching by using the Create additional spouse dialog box. See the topic "Creating additional spouses."

To attach two individuals as spouses:

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

   Note: You must be on the Family Page where the individual to whom you want to attach a spouse appears as a husband or wife, not as a child.

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

2. From the **People** menu, select **Fix Relationship Mistakes** (ALT, P, F).

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

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

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

5. Click **OK**.

   Family Tree Maker asks you to confirm your selection.

See Also
Selecting an individual to attach
Creating additional spouses

Detach Child

If a child in your Family File appears with the wrong parents, you can use the Detach Child command to separate the child from those parents.

To detach a child from his or her parents:

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

   Note: You must be on the Family Page where the individual you want to detach is shown in the "Children" list.

2. Place the cursor on the child you want to detach.

3. From the **People** menu, select **Fix Relationship Mistakes** (ALT, P, F).

4. From the **Fix Relationship Mistakes** submenu, select **Detach Child**.

   Family Tree Maker asks you to confirm the detachment.

   If the child has siblings, Family Tree Maker asks if the siblings should be detached as well. Select **Yes** to detach all of them, select **No** to leave them with the parents.

To reattach this individual to the tree, use the Attach Child command.

See Also

Attach Child

Attach Child

If an individual and his or her parents are in your Family File, but the individual does not appear on the parents' Family Page, use the Attach Child command.   If the child is not in the Family File, just type his or her name on the appropriate Family Page.

To attach a child to his or her parents:

1. Go to the Family Page where you want the individual to appear as a child (e.g., the page that shows the child's parents as spouses).

2. From the **People** menu, select **Fix Relationship Mistakes** (ALT, P, F).

3. From the **Fix Relationship Mistakes** submenu, select **Attach Child**.

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

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

   If you click the name of an individual that, for logical reasons, could not possibly be the child of the individual, Family Tree Maker displays an error message and asks you to select another individual.

5. Click **OK**.

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

See Also

Selecting an individual to attach

Adding an unrelated individual

With the Add Unrelated Individual command you can add an individual to your Family File when you know that the individual is somehow related to you, but you're not quite sure of the exact relationship.

To add an unrelated individual to your Family File:

1. From the **People** menu, select **Add Unrelated Individual** (ALT, P, U).

2. Family Tree Maker takes you to a blank Family Page.   Enter the individual's information.

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

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

See Also
Attach Spouse
Attach Child

Creating and printing Family Tree Maker documents

Family trees
   Select this topic to get help about creating a family tree and printing it.

Family Group Sheets
   Select this topic to get help about creating a Family Group Sheet and printing it.

Labels and cards
   Select this topic to get help about creating labels or cards, such as mailing labels or postcards, and printing them.

Calendars
   Select this topic to get help about creating a monthly calendar and printing it.

Kinship reports
   Select this topic to get help about creating a list of individuals who are all related to one particular individual and printing it.

Family Pages
   Select this topic to get help about printing the facts that are contained on a particular Family Page.

Custom reports
   Select this topic to get help about creating a report of any type of information that is contained in Family Tree Maker and printing it.

Scrapbooks
   Select this topic to get help about formatting Scrapbook pages and printing them.

More About dialog boxes
   Select this topic to get help about printing the facts that are contained in an individual's More About dialog boxes (Lineage, Facts, Medical, Address, and Notes).

Batch printing
   Select this topic to get help about printing one type of document for multiple people all at once.

Creating family books
   Select this topic to get help about putting together your own personalized collections of family information.

Print setup
   Select this topic to get help about selecting the printer type, paper source, paper orientation, and margins for printing.

Family trees

The following topics will help you create and print your trees.

Selecting the primary individual

Selecting and displaying a type of tree

Zooming

Using a mouse with trees

Customizing your tree

Reducing the size of a tree

Printing a tree

Printing large trees on plotters

Selecting the primary individual

If you need other information about family trees, see the topic **Family trees.**

To select the primary individual for your tree:

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

   When you change to a tree view, the individual that has the cursor on his or her name will be the primary individual in the tree.

Selecting and displaying a type of tree

In Family Tree Maker, there are three tree views, the **Ancestor Tree** view, the **Descendant Tree** view, and the **Outline Descendant Tree** view. With the Ancestor Tree view, you can create two varieties of Ancestor trees: Fit to Page Ancestor trees and Custom Ancestor trees. With the Descendant Tree view, you can create Descendant trees and with the Outline Descendant Tree view, you can create Outline Descendant trees. This means that you can print a total of four different trees. Each type of tree is described below. If you need other information about family trees, see the topic **Family trees.**

A **Fit to Page Ancestor tree** is a one page ancestor tree. Ancestor trees show an individual and that individual's parents, grandparents, great-grandparents, and so on. It does not show that individual's aunts, uncles, nieces, nephews, or cousins.

Print a Fit to Page Ancestor tree when you want a single page Ancestor tree. However, remember that because Fit to Page Ancestor trees are limited to one page, you have less control over your tree's appearance.

A **Custom Ancestor tree** is an Ancestor tree that you can customize completely. It can be a single page tree or a tree with many pages; you make the selections that determine this. Print a Custom Ancestor tree when you want more control over the appearance of your Ancestor tree.

A **Descendant tree** shows an individual and that individual's children, grandchildren, great-grandchildren, and so on. It also shows brothers, sisters, aunts, uncles, etc. Because Descendant trees include so many individuals, they grow to several pages very quickly. With Descendant trees you can have up to 50 generations, all types of information in your boxes, and many other formatting options.

An **Outline Descendant Tree** shows an individual and that individual's children, grandchildren, great-grandchildren, and so on. It also shows brothers, sisters, aunts, uncles, etc. However, instead of showing each individual in a box, Family Tree Maker displays the individuals in outline form, with each individual and their information on a separate line, and with each generation indented slightly more than the one before it. An individual's spouse is directly below that individual and has a plus sign (+) in front of their name. With Outline Descendant trees, you can have up to 250 generations, generation numbers, and many other formatting options.

To choose a tree:

1. From the **View** menu, select a tree view, either **Ancestor Tree**, **Descendant Tree,** or **Outline Descendant Tree** (ALT, V, A), (ALT, V, D), (ALT, V, O).

   Family Tree Maker displays your tree.

   If you've chosen to view an Ancestor tree, Family Tree Maker automatically displays a Fit to Page Ancestor tree. Continue with step two.

   If you've chosen to view a Descendant tree, you can skip the rest of these steps. You might want to read the topic "Choosing the layout and box connections for trees."

   If you've chosen to view an Outline Descendant tree, you can skip the rest of these steps. You might want to read the topic "Selecting formatting options for Outline Descendant trees."

2. From the **Format** menu, select **Tree Format** (ALT, T, F).

   Family Tree Maker displays the Tree Format dialog box. It contains the option buttons for selecting either Fit to Page or Custom Ancestor tree. These two types of trees are described above.

3. In the **Type** field, select the option button for the type of tree that you want to create.

Note: If you choose Fit to Page Ancestor tree when you already have a Custom Ancestor tree on the screen, Family Tree Maker modifies your tree so that it can fit on a single page.   Typically, Family Tree Maker will decrease the number of generations and the size of the text in the boxes.   There may be other changes, too.

4. Click **OK** to close the dialog box.   Or, you can choose the <u>tree layout</u> and <u>box connections.</u>   These are described in the topic "Choosing the layout and box connections for trees."

Family Tree Maker displays your tree.

See Also
Choosing the layout and box connections for trees
Selecting formatting options for Outline Descendant trees

Showing page lines

To control whether or not dotted lines representing page margins appear on the screen, from the **View** menu, select **Show Page Lines** (ALT, V, S).   If there is a check mark, the lines will appear on the screen, otherwise, they won't.   The lines will not appear on your printed documents.   To change your page's margins, see the topic "Print setup."   If you need other information about family trees, see the topic **Family trees.**

See Also

Print setup

Zooming

When you select a view, such as Ancestor Tree or Calendar, Family Tree Maker displays the document on your screen.   With the Zoom command and Zoom buttons, you can change the size in which your document is displayed.   If you need other information about family trees, see the topic **Family trees.**

To use the Zoom command:

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

To use the Zoom command:

1. From the **View** menu, select **Zoom** (ALT, V, Z).

   Family Tree Maker displays the Zoom dialog box.

2. From the **Zoom** submenu, select a size.

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

Instead of choosing a size from the View menu, you can also just click the Zoom buttons on the toolbar.   The **Zoom In** button will make your document larger, and the **Zoom Out** button will make it smaller.

Using a mouse with trees

In Tree views, clicking in a tree's boxes allows you to do two different things.   First, you can navigate through Family Tree Maker, moving to different views and making different individuals the primary individual.   Second, you can activate your Pictures/Objects, either viewing pictures at full size or "playing" OLE objects.   What you do depends on what you click on in the box, and whether you double-click or single-click.   The tables below describe each of the functions.   If you need other information about family trees, see the topic **Family trees.**

Do this...	To do this...
Click once anywhere in a box or click an individual's name in an Outline Descendant tree	Select the individual. You can now use the menus or the Toolbar to change to any view. The selected individual becomes the primary individual
Double-click any text in a box or an individual's name in an Outline Descendant tree	Go to the individual's Family Page
Double-click a Picture/Object in a box (not available for Outline Descendant trees)	If the Picture/Object is an OLE object, Family Tree Maker opens the OLE server and "plays" the object. For example, it plays sound and video files, and opens pictures and displays them at full size.

If the Picture/Object is a not an OLE object, Family Tree Maker displays the Picture/Object in the View Picture dialog box. |

See Also
Selecting information to include in trees

Customizing your tree

Selecting the layout and box connections for trees
Formatting options for Outline Descendant trees
Selecting the number of generations
Selecting information to include in trees
Formatting items to include in trees
Formatting text in trees
Selecting styles for boxes, lines, and tree borders
Adding a title and footnote to a tree
Limiting the width of boxes
Other printing options for trees

Selecting the layout and box connections for trees

The tree <u>layout</u> is the placement of the boxes on a page.   <u>Box connections</u> are the way that your tree's boxes are connected to each other.   If you need other information about family trees, see the topic **Family trees.**

Note: These options do not apply to Outline Descendant trees because they do not use boxes to display each individual's information.

To choose your tree layout or box connections:

1. Make sure you're in a tree view; there should be a tree on your screen.

2. From the **Format** menu, select **Tree Format** (ALT, T, F).

   Family Tree Maker displays the Tree Format dialog box.   If you were in a Descendant tree in step 1, the Tree Format dialog box will only contain buttons for selecting a tree layout. Connections options are not available for Descendant trees.

   If you were in an Ancestor tree in step 1, the Tree Format dialog box will contain option buttons for choosing a tree type, as well as buttons for selecting a tree layout and box connections.   If the Layout buttons are grayed out, you are in Fit to Page mode and cannot choose a layout.   This is because Family Tree Maker chooses a layout for you when you are in Fit to Page mode.   If you want to select a layout for your Ancestor tree, you must select the **Custom** option button at the top of the dialog box.   However, if you select Custom, your tree may grow larger than one page.

3. Click the buttons that show the layout and/or connections that you want in your tree. Remember, not all of these options are available for all trees.

   When you're choosing Connections, the "Detached" button will give you the largest tree and the "Fishtail" button the smallest tree, while trees with "Overlap" connections are in the middle.

   When you're choosing a Layout, the "Perfect" button creates the largest tree, the "Squished" button creates the smallest tree, and the "Collapsed" button will give you a tree somewhere in the middle.

   In general, a larger tree has more space between the boxes, and tends to look more elegant.   When you choose to create a tree that takes less space, you can fit more on a page, but the tree will look slightly more crowded.   Experiment!   Find the layout and connections that suit your tree best.

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

   Family Tree Maker returns you to the tree view.

See Also
Selecting and displaying a type of tree

Formatting options for Outline Descendant trees

Outline Descendant trees have special formatting options because they don't use boxes to display each individual's information.   These formatting options **only** apply to Outline Descendant trees.   If you need other information about family trees, see the topic **Family trees.**

To format an Outline Descendant tree:

1. From the **Format** menu, select **Tree Format** (ALT, T, F).

   Family Tree Maker displays the Tree Format dialog box.

2. Select the formatting options that you want for your tree.   Each of the options is described below.

   Indentation   In Outline Descendant trees, each generation is indented slightly more than the generation above it.   Some people find it easier to distinguish between generations when there are leader dots (........) extending from the left margin of the page to each individual's name.   If you want leader dots in your tree, enter a period (.) into the **Indent with which character** field.   If you don't want leader dots, leave this field blank.   If you want to indent with a character besides leader dots, enter that character into the field.

   To increase or decrease the size of each generation's indentation, click the up arrow or down arrow in the **Indent each generation by** field.   When you change the size of the indentation, you are changing it for all generations.   You cannot change the indentation for only some of the generations.

   Generation Numbers   Generation numbers can help you see who belongs to which generation.   They are especially helpful when your tree includes many generations.   To include generation numbers, select the **Place a generation number before each descendant's name** check box.

   Normally, "1" would be the first generation number in a tree.   However, you can enter any number in the **Starting generation number** field, up to 9999.   You may want to enter a number other than 1 if you are creating a series of trees.

   Size & Spacing   If you choose to include several items of information for each individual in your tree, each individual's information may not fit on a single line.   To allow an individual's information to wrap to more than one line, enter a number greater than 1 in the **Maximum height (in rows) for each individual** field.   If you want each individual's information on one line only, enter "1" in the **Maximum height (in rows) for each individual** field.

   Blank lines between each individual's information can make Outline Descendant Trees easier to read, but they will also decrease the amount of information you can fit on a single page.   To include blank lines between individuals in your tree, enter a number greater than 0 in the **Number of blank lines between individuals** field.

   Selecting the **Always one page wide** check box means that Family Tree Maker will always fit each individual's information on one page only.   If the individual's information is too wide to fit on one page, Family Tree Maker will try reducing the point size to make the information fit.   You can avoid having the point size reduced by increasing the number in the **Maximum height (in rows) for each individual** field.

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

   Family Tree Maker returns you to the tree view.

Selecting the number of generations

If you need other information about family trees, see the topic **Family trees.**

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

1. From the **Contents** menu, select **# of Generations to Show** (ALT, C, G).

   Family Tree Maker displays the # of Generations to Show dialog box.

2. Click the up or down arrows to increase or decrease the number of generations that will be included in your tree.

   Descendant trees can have up to 50 generations, Custom Ancestor trees can have up to 12 generations, Fit to Page Ancestor trees can have up to 6 generations, and Outline Descendant trees can have up to 250 generations.

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

   Family Tree Maker returns you to the tree view.

When you look at a Fit to Page Ancestor tree, you may notice that Family Tree Maker needed to abbreviate some of the names, locations, and biographical information to get the tree to fit on a single page.   This happens most often with trees of 5 or more generations.
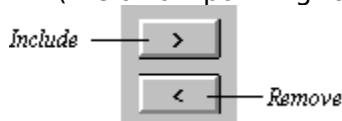
Selecting information to include in trees

With Family Tree Maker, you can choose which information to include in your trees.   You can also format the text and the items that appear in your trees.   If you need other information about family trees, see the topic **Family trees.**

From the **Contents** menu, select **Items to Include** (ALT, C, I).   Family Tree Maker displays the Items to Include dialog box.   It contains two lists.   The list on the right shows which items will be included in your tree.   The scrolling list on the left shows which items you can add to the tree.   There is a default group of items that are already included.   However, you can add and delete items to and from the list on the right as often as you like.   When you're done selecting information, click **OK**.   Family Tree Maker will return you to the Tree view.

To add items to or remove items from a tree:

1. Click the name of the item in the list on the left if you want to add the item.   Click the name of the item in the list on the right if you want to remove the item.

2. Click either the **Include** button (the arrow pointing to the right) or the **Remove** button (the arrow pointing to the left).

If you chose to add the item, it is added to the list on the right.   If you chose to remove the item, it is removed from the list on the right.
Instead of selecting an item and then clicking "Include" or "Remove," you can just double-click the item's name.   Double-clicking items in the list on the left automatically adds them.   Double-clicking items in the list on the right automatically removes them.   In addition, if you want to delete all items from the list on the right, just click the **Remove all** button (the double arrow pointing to the left).
Some items, such as names and dates, require you to make formatting choices.   Family Tree Maker automatically displays a dialog box that asks you to make a formatting choice when it is necessary.   For example, if you have placed Pictures/Objects in each individual's Scrapbook, you can include them in your trees.   Simply select **Picture/Object** from the list on the left.   Family Tree Maker will display the Options: Picture/Object dialog box.   In this dialog box you can select which Picture/Object will be included in each individual's box.   If an individual does not have a Picture/Object, Family Tree Maker will insert a small graphic in the box instead.   For more information about substitute graphics and other items that need to be formatted, see the topic "Formatting items to include in trees."   You can also format the text that appears in your trees.   See the topic "Formatting text in a tree."
Using the **Custom Field** item, you can add up to 80 characters of text to each box.   What you type in this field will appear in every box that you print.   If you want extra space in your boxes, select the item **Blank row** as many times as you like.   You can also add lines to your boxes by selecting the item **Line in box**.

See Also
Formatting items to include
Formatting text in a tree

Formatting items to include in trees

When you're selecting items to include in your tree's boxes, sometimes a Format dialog box appears.   You can use the dialog box to control the appearance of the information in your tree.   If you need other information about family trees, see the topic **Family trees.**

When you choose to include names in your tree, Family Tree Maker displays the Options: Name dialog box.   Select a name formatting option, and if you want to print individuals' nicknames, select the **Use aka if available** check box.

Some fields, such as Phone number and Facts, have an option called **Include source information**.   Select this check box to include the source information for that field in your tree.

If you choose to print Standard numbers, Family Tree Maker displays the   Options: Standard number (Ahnentafel) dialog box.   The number that you type in the **Starting number** field will be the starting Ahnentafel number for the primary individual in your tree. Normally you would just type "1" in this field.   However, if you have a set of trees and you want the Ahnentafel numbers to be sequential from tree to tree, choose an appropriate starting number to type in the field.   Ahnentafel numbers are only available in Ancestor trees.

When you choose to include Pictures/Objects in your tree, Family Tree Maker displays the Options: Picture/Object dialog box.   For more information about this dialog box, see the topic "Formatting Pictures/Objects."

To change the formatting of an item that's already in the list on the right side of the Items to Include dialog box:

1. From the **Contents** menu, select **Items to Include** (ALT, C, I).

   Family Tree Maker displays the Items to Include dialog box.   It contains two lists.

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

   Family Tree Maker highlights the item.

3. Click **Options.**

   Family Tree Maker displays an Options dialog box.

   Note: If you select an item in the scrolling list on the right, and **Options** remains grayed out, that item does not have any formatting options.

4. Make your formatting selections, then click **OK**.

   Some formatting options are not available for certain types of trees.   For example, "Word Wrap" is not available for Outline Descendant trees.   When an option is not available, it is grayed out.

   When you have finished formatting and selecting fields to include in your tree's boxes, click **OK** in the Items to Include dialog box.   Family Tree Maker returns you to the view of your tree.

See Also

Recording Sources

Formatting Pictures/Objects in trees

Formatting Pictures/Objects in trees

You can include Pictures/Objects in your Ancestor trees and Descendant trees, but not in Outline Descendant trees.   If you need other information about family trees, see the topic **Family trees.**

If you choose to include Pictures/Objects, Family Tree Maker displays the Options: Picture/Object dialog box.   This is where you choose which of each individual's Scrapbook Pictures/Objects will appear in the tree.   Select one of the **Preferred Picture/Object** option buttons to include a Picture/Object that you chose as a "Preferred Picture/Object for trees" in the More About Picture/Object dialog box.   For more information, see the topic "The More About Picture/Object dialog box."

Instead of using the "Preferred Pictures/Objects," you can choose to include a Picture/Object of a particular **category** and **type**.   You use the More About Picture/Object dialog box to assign categories and types to Pictures/Objects.   Categories are classifications that you create.   For example, you could create a "Birthday" category in which to place birthday pictures.   Or, you could create a "Child Portrait" category in which to place portraits that were taken when the individuals were young.   Types are chosen from a drop-down list in the More About Picture/Object dialog box.   They describe what Pictures/Objects are, such as "Pictures" or "Sound Clips."

The **By Category** and **and Type** fields work together to find the Pictures/Objects that you want to place in your tree.   For example, if you choose the category "Birthdays" and the type "Picture," Family Tree Maker searches for Pictures/Objects that fulfill **both** requirements.   However, both of the fields have an "Any" option, which, in effect, allows you to search only one of the two fields.   If the category that you assigned to a Picture/Object does not appear in the "By Category" drop-down list, just type it into the field.   When there is more than one Picture/Object in the category that you select, Family Tree Maker uses the first one.

If you wish to add the Picture/Object's caption or date, select the **Include caption** or **Include date** check box.   You can also limit the size of the Pictures/Objects that you include in your trees.   See the topic "Limiting the Width of Boxes and Pictures/Objects."

Missing Pictures/Objects

You may not have a Picture/Object for all of the individuals that you are including in the tree.   When this is the case, Family Tree Maker substitutes a graphic where the Picture/Object normally would be.   To choose the substitute graphic, click **Missing Pictures/Objects**.   Family Tree Maker displays the Missing Pictures/Objects dialog box. You can do one of the following:
▪ Select the button for the graphic that you prefer and then click **OK** to return to the Options: Picture/Object dialog box.
▪ Choose to use your own picture file as a substitute graphic.   The graphic can be in any of the following file formats: Windows Bitmap (*.BMP), CompuServe Bitmap (*.GIF), ZSoft Image (*.PCX), Tagged Image Format (*.TIF), JPEG Interchange Format (*.JPG, *.JFF).   To choose your own picture, click **Choose Picture**.   Family Tree Maker displays the Import Picture from File dialog box.   If you need instructions, see the topic "Pictures/Objects: Insert Picture from File."   When you are finished selecting a picture to insert, click **OK** to return to the Options: Picture/Object dialog box.

See Also
Limiting the width of boxes

Pictures/Objects: Insert Picture from File

The More About Picture/Object dialog box

Formatting text in trees

Each text item that appears in your tree can be formatted differently.   For example, you might want to bold individuals' names or even print them in a larger point size than the other text in your tree.   If you need other information about family trees, see the topic **Family trees.**

To format items that appear in your tree's boxes:

1. From the **Format** menu, select **Text Font, Style, & Size** (ALT, T, T).

   Family Tree Maker displays the Text Font, Style, & Size dialog box.

2. In the **Items to format** list, select an item that you want to format, such as **Name**.

   Each of the formatting options is described below.   The "Sample" field shows what your choices will look like.

   Font   Use this field to select a font for that item.

   Size   Use this field to select a point size for that item.

   Note: The Size option is not available for Fit to Page Ancestor trees.   Family Tree Maker automatically sizes text in these trees for you.

   Style   Use this field to select a text style, such as bold or italics, for that item.

   Color   Use this field to select a color for that item.

   Alignment   Use this field to select an alignment option, such as "Centered," for that item.

   Note: The Alignment option is not available for Outline Descendant trees.

   Underline   Select this check box to underline the item.

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

   Family Tree Maker returns you to the tree view.

Selecting styles for boxes, lines, and tree borders

Each family tree that you print can have a different style and color of boxes, lines, and borders.   You can also choose a background color for the entire tree.   If you need other information about family trees, see the topic **Family trees.**

To select formatting options for boxes, lines, and borders:

1. From the **Format** menu, select **Box, Line, & Border Styles** (ALT, T, B).

   Family Tree Maker displays the Box, Line, & Border Styles dialog box.   If you are formatting an Outline Descendant tree, this dialog box is labeled "Line & Border Styles."

2. Make your selections by clicking the buttons with the pictures of the borders, boxes, and lines that you like.   Each tree can only have one border style, one box style, and one line style.   Of course, Outline Descendant trees don't have box style options.

3. You can also choose colors for each of these elements.   Click the arrow next to the color field for the element whose color you wish to change and then select a color from the list that is Family Tree Maker displays.

   The colors will only print if you have a color printer.   Otherwise, the colors will print in shades of gray.

   A "fill" color is the color that your boxes are "filled in" with.   A "background" color is the color behind your tree.   A "shadow" color is the area of color that appears on the outside edge of the bottom two box styles.

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

   Family Tree Maker returns you to the tree view.

Adding a title and footnote to a tree

Each family tree that you print can have a personalized title and footnote.   If you need other information about family trees, see the topic **Family trees.**

To add a title or footnote to your tree:

1. From the **Contents** menu, select **Title & Footnote** (ALT, C, T).

   Family Tree Maker displays the Title & Footnote dialog box.

   Title   Select the **Automatic title** option button to get a title such as "Ancestors of Jane Smith."   To create your own title, select the **Custom title** option button and type your title in the field provided.   Titles print at the top center of your tree.   With Outline Descendant trees, you can select the **Print title on every page** check box to include the title on each page of your tree.

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

   Note: This option is only available for Outline Descendant trees.

   Footnote   Type your footnote in the field provided.   It can be up to four lines long and will print in the lower left corner of your tree.   Select the **Draw box around footnote** check box if you want Family Tree Maker to draw a box around your footnote.

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

   Family Tree Maker returns you to the tree view.

Limiting the Width of Boxes and Pictures/Objects

Setting a maximum box width and a maximum Picture/Object width can often help you fit more information on a single page.   This option is not available for Fit to Page Ancestor trees because Family Tree Maker automatically controls this setting for you.   If you need other information about family trees, see the topic **Family trees.**

To set a maximum width for your tree's boxes and Pictures/Objects:

1. From the **Format** menu, select **Maximum Width for Each Box & Picture/Object** (ALT, T, W).

   Family Tree Maker displays the Maximum Width for Each Box & Picture/Object dialog box.

2. Enter a number in the **Maximum box width** field.   To get a smaller tree, enter a smaller number.   You can enter any width between .1 and 99.99 inches.

3. Enter a number in the **Maximum Picture/Object width** field.   To allow the Pictures/Objects to fit inside their boxes, this number must be slightly smaller than the number in the "Maximum box width" field.   If it is too large, Family Tree Maker will display an error message.

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

   Family Tree Maker returns you to the tree view.

Note: If necessary, Family Tree Maker will abbreviate your information to make it fit in the box size you specify.   For example, if you select a very long name format, but a small maximum box width, Family Tree Maker may have to change the name format to a smaller one.

Other printing options for trees

Select the topic for the type of tree that you are currently printing.

Ancestor tree printing options

Descendant tree printing options

Outline Descendant tree printing options

Ancestor tree printing options

To display the special printing options for Ancestor trees, go to the Ancestor tree view. Then, from the **Contents** menu, select **Options** (ALT, C, O).   If you need other information about family trees, see the topic **Family trees.**

Label columns as "Parents," "Grandparents," etc.   Column labels identify each generation of your tree as the parents, grandparents, great-grandparents, etc., of the primary individual.   These labels appear at the top of each column.

Include duplicate ancestors each time they appear   If you have an instance of intermarriage (for example, a cousin marrying back into the family), you will have duplicate individuals in your tree.   Select this check box if you want these individuals to print more than once.

Include Siblings of Primary Individual   Usually an Ancestor tree doesn't contain the siblings of the primary individual.   However, you can select this option to include them. With Fit to Page Ancestor trees, the siblings will be left out if there is not enough space.

Include empty branches Select this option to print trees with empty branches.   This can be useful if you are going to do some research.   You can just print a tree with "typical" branches and fill in any information you find.   Then, when you return home, you can transfer your hand-written information to Family Tree Maker.

Descendant tree printing options

To display the special printing options for Descendant trees, go to the Descendant tree view.   Then, from the **Format** menu, select **Options** (ALT, C, O).   If you need other information about family trees, see the topic **Family trees.**

Label rows as "Children," "Grandchildren," etc.   Row labels identify each generation of your tree as the children, grandchildren, great-grandchildren, etc., of the primary individual.   These labels appear at the left margin of the page.

Include duplicate descendants each time they appear   If you have an instance of intermarriage (for example, a cousin marrying back into the family), you will have duplicated individuals in your tree.   Select this check box if you want these individuals to print more than once.

Outline Descendant tree printing options

To display the special printing options for Outline Descendant trees, go to the Outline Descendant tree view.   Then, from the **Format** menu, select **Options** (ALT, C, O).   If you need other information about family trees, see the topic **Family trees.**

Print spouses   Select this check box to include each individual's spouse in your Outline Descendant tree.   An individual's spouse appears directly below that individual with a plus sign (+) in front of his or her name.

Include duplicate descendants each time they appear   If you have an instance of intermarriage (for example, a cousin marrying back into the family), you will have duplicated individuals in your tree.   Select this check box if you want these individuals to print more than once.

Reducing the size of a tree

Making a tree shorter
Making a tree narrower

Making a tree shorter

Experiment with the following options to help control the size of your tree.   If you need other information about family trees, see the topic **Family trees.**

▪ Choose a format that puts the date and location on the same line or prints the date only.
▪ Choose to include fewer generations in a single tree.   Print multiple trees instead.
▪ Print fewer items for each individual.
▪ Omit borders, titles, and footnotes.
▪ Don't label columns as parents, grandparents, etc.
▪ Omit empty branches and siblings of the primary individual.
▪ Select a smaller font size, a smaller font, and the font style "Regular."
▪ For Outline Descendant trees, reduce the number of rows per individual.
▪ Try switching Print Setup to Portrait.

See Also

Formatting items to include in trees

Selecting information to include in trees

Selecting the number of generations

Selecting the layout and box connections for trees

Adding a title and footnote to a tree

Other printing options for trees

Formatting text in trees

Selecting styles for boxes, lines, and tree borders

Formatting options for Outline Descendant trees

Print setup

Making a tree narrower

Experiment with the following options to help control the size of your tree.   If you need other information about family trees, see the topic **Family trees.**

- Choose a format that puts the date and location on separate lines or prints the date only.
- Choose a name format that omits middle names.
- Choose to include fewer generations in a single tree.   Print multiple trees instead.
- If you print "Fact" fields, shorten the information entered in them.
- Omit borders, titles, and footnotes.
- Don't label rows as children, grandchildren, etc.
- Omit empty branches and siblings of the primary individual.
- Select a smaller font size, a smaller font, and the style "Regular."
- Reduce the width of the boxes with the Maximum Box Width option.
- For Outline Descendant trees, select the "Always One Page" option.
- Try switching Print Setup to Landscape

See Also

Formatting items to include in trees

Selecting information to include in trees

Selecting the number of generations

Selecting the layout and box connections for trees

Adding a title and footnote to a tree

The Facts dialog box

Limiting the width of boxes and Pictures/Objects

Other printing options for trees

Formatting text in trees

Selecting styles for boxes, lines, and tree borders

Formatting options for Outline Descendant trees

Print setup

Printing a tree

Once you have created your tree, you're ready to print it.   If you need other information about family trees, see the topic **Family trees.**

To print a tree that you've created:

1. Make sure you're in a tree view; there should be a tree on your screen.
2. Turn your printer on.
3. From the **File** menu, select **Print Tree** (ALT, F, P).

   Family Tree Maker displays the Print dialog box where you can select printing options.

   Note: You can control items such as paper orientation, paper size, margins, and which printer prints your tree.   If you want to change any of these items, see the topic "Print setup."

   Print range   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 in the **From** field and the page number of the last page in the **To** field.   If you want to print only one page, type the number in both the **From** and **To** fields.

   Print quality   The higher the print quality you choose, the darker and sharper your printed materials will be.   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 print your tree to a file and send it to your printer at a later time, select this check box.   This option is useful if you want to print on a printer owned by someone who doesn't have Family Tree Maker.   When you print, you will need to provide an output file name.

   Note: Make sure you change the settings in the Print Setup dialog box to match the printer you will be using.

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

   Print empty   Select this check box to print an empty tree.

   Note: This option is not available for Outline Descendant Trees.

   Print color   Select this check box to print in color if you have a color printer or in grayscale if you don't have a color printer.

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

   Family Tree Maker prints your tree.

See Also

Print setup

Printing large trees on plotters

If you can get access to a large plotter, you can print your tree on a poster-size piece of paper.   To find a plotter, check with engineering and architectural service bureaus in your area.   When you find a service bureau that can plot your tree, follow the instructions below.   If you need other information about family trees, see the topic **Family trees.**

1. Find out what type of plotter they use and then install that plotter's printer driver in Windows on your computer.   For information about installing printer drivers, see your Windows manual.

2. Change the settings in Family Tree Maker's Print Setup dialog box so that they match the plotter on which you will print your tree.

3. Create your tree.

4. Put a floppy disk in your disk drive.

5. From the **File** menu, select **Print** (ALT, F, P).

   Family Tree Maker displays the Print dialog box.

6. Select the **Print to file** check box.   Also make sure to select **Print color** if you want the tree printed in color and have selected appropriate colors in the process of creating your tree.

7. Click **OK**.

   Family Tree Maker displays the Print to File dialog box.

8. In the **Output file name** field, type the letter of the drive where your floppy disk is located and a name for the tree.

   For example, if your floppy disk was in drive a:\ and you were creating a tree for the Ball family, you might type something like `a:\balltree.prn`   Remember, the file name must be no longer than eight characters with a three letter extension.

9. Click **OK**.

   Family Tree Maker prints your tree to your disk.

You can now take the floppy disk to the service bureau and they can print your tree.   The service bureau does not need a copy of Family Tree Maker to print your tree.   They will simply copy the file directly to the plotter.   For example, if the plotter was connected to LPT 1 and your floppy disk was in drive a:\ of their computer, they would type `copy /b A:\ balltree.prn LPT1`

Family Group Sheets

The following topics will help you create and print Family Group Sheets.

Displaying a Family Group Sheet

Selecting information to include in Family Group Sheets

Formatting items to include in Family Group Sheets

Formatting the text in Family Group Sheets

Adding a title and footnote to a Family Group Sheet

Family Group Sheet format

Printing Family Group Sheets

Displaying a Family Group Sheet

If you need other information about Family Group Sheets, see the topic **Family Group Sheets.**

To create a Family Group Sheet:

1. Go to the Family Page of the individual whose Family Group Sheet you want to see.

   Make sure you go to the Family Page of the husband and wife for whom you want to print a Family Group Sheet.   If the Family Page shows a spouse other than the one that you want, you can navigate to the correct spouse by clicking the **Spouses** button next to the individual that you do want in your Family Group Sheet.

2. From the **View** menu, select **Family Group Sheet** (ALT, V, G).

   Family Tree Maker displays the Family Group Sheet.

   You can move around in your Family Group Sheet with the scroll bars and arrow keys.   You can also use the Zoom command to enlarge it on the screen.   From the **Edit** menu, select **Zoom** (ALT, E, Z), and then choose a size from the dialog box.   The larger the percentage, the bigger your Family Group Sheet will be on screen.   You can also use the **Zoom In** and **Zoom Out** buttons on the Toolbar to view your Family Group Sheet at different sizes.

   Note: The Zoom command does not control how large your Family Group Sheet will be when you print.

   To control whether or not dotted lines representing page margins appear on the screen, from the **View** menu, select **Show Page Lines** (ALT, V, S).   If there is a check mark, the lines will appear on the screen, otherwise, they won't.   The lines will not appear on your printed documents.

3. You can either print your Family Group Sheet right away or customize it and then print.

See Also
Selecting information to include in Family Group Sheets
Formatting text in Family Group Sheets
Printing Family Group Sheets

Selecting information to include in Family Group Sheets

With Family Tree Maker, you can choose which information to include in your Family Group Sheets.   You can also format the text and the items that appear in your Family Group Sheets.   If you need other information about Family Group Sheets, see the topic **Family Group Sheets.**

From the **Contents** menu, select **Items to Include** (ALT, C, I).   Family Tree Maker displays the Items to Include dialog box.   It contains two lists.   The list on the right shows which items will be included in your Family Group Sheet.   The scrolling list on the left shows which items you can add to the list of items to include.   You can add and delete items to and from the list on the right as often as you like.

One page of your Family Group Sheet can contain the basic information; this page is called the Standard Page.   You can also choose to include information from the More About dialog boxes.   This information will appear on additional pages.   If you have placed Pictures/Objects in Scrapbooks, you can include them on the Standard Page -- one for each individual and one for the marriage.   Simply select **Standard Page with Pictures/Objects** from the list on the left.   If a marriage or an individual does not have a Picture/Object, Family Tree Maker will insert a graphic instead.   For more information about substitute graphics, see the topic "Standard Page with Pictures/Objects."   Please note that this option is not available if you selected the LDS option in the Labels dialog box (see the topic "Field label preferences").

To remove an item from the list on the right:

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

   Family Tree Maker highlights the item.

2. Click the **Remove** button (the arrow pointing to the left).
▪
The item disappears from the scrolling list on the right.
To delete all items from the list on the right, click the **Remove all** button (the double arrow that points to the left).   To change the order in which items print, you need to remove all items, then add them back in the order in which you want them to print.

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

   Family Tree Maker returns you to the Family Group Sheet view.

To add an item to include in your Family Group Sheet:

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

   Be sure to select the items that you want to include in your Family Group Sheet in the order in which you want them to print.

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

   The item appears in the list on the right.   Sometimes when you select an item to include, you need to make a formatting choice.   If this is the case, Family Tree Maker automatically displays a dialog box asking for your formatting choice.   Just make your selections and click **OK**.   Your formatting options are described more completely in the topic "Formatting items to include in Family Group Sheet."

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

   Family Tree Maker returns you to the Family Group Sheet view.

See Also
Formatting items to include in Family Group Sheets
Standard Page with Pictures/Objects

Field label preferences
Formatting text in Family Group Sheets

Formatting items to include in Family Group Sheets

If you need other information about Family Group Sheets, see the topic **Family Group Sheets.**

To change the formatting of an item that's already in the list on the right of the Items to Include dialog box:

1. From the **Contents** menu, select **Items to Include** (ALT, C, I).

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

3. Click **Options.**

   Family Tree Maker displays an Options dialog box.

   If you selected the Standard Page, you will have the following options:

   Include labels of empty fields   Select this check box to print labels for fields which contain no information.

   Include blank rows for additional children   Select this check box to print empty rows so you can fill in information about more children.

   Spouses   Select the **Include all spouses** option button to list all spouses on the Family Group Sheet.   If you want only the preferred spouse to print, select **Include preferred spouse only**.

   If you selected the Standard Page with Pictures/Objects, you have several options.   For more information, see the topic "Standard Page with Pictures/Objects."

   If you selected information from any of the More About dialog boxes, you will have the following options:

   Include labels of empty fields   Select this check box to print labels for fields which contain no information.

   Include source information   Select this check box to print source information along with the More About information.

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

When you have finished formatting and selecting items to include in your Family Group Sheet, click **OK** in the Items to Include dialog box.   Family Tree Maker returns you to the Family Group Sheet view.

See Also

Standard Page with Pictures/Objects

Standard Page with Pictures/Objects

If you need other information about Family Groups Sheets, see the topic **Family Group Sheets.**

If you choose to include the Standard Page with Pictures/Objects in your Family Group Sheet, Family Tree Maker displays the Options: Standard Page with Pictures/Objects dialog box.   Select the **Preferred Picture/Object** option button to include the Picture/Object that you chose as the "Preferred Picture/Object for Fam Grp Sheets" in the More About Picture/Object dialog box.   The Picture/Object that you chose in the Marriage Scrapbook will appear at the top of the Family Group Sheet and the Picture/Object that you chose in the Individual Scrapbooks will appear next to each individual.   For more information about the More About Picture/Object dialog box, see the topic "The More About Picture/Object dialog box."

Instead of using the "Preferred Pictures/Objects," you can choose to include a Picture/Object of a particular **category** and **type**.   Categories are classifications that you create.   For example, you could create a "Birthday" category in which to place birthday pictures.   Or, you could create a "Child Portrait" category in which to place portraits that were taken when the individuals were young.

Types are chosen from a drop-down list in the More About Picture/Object dialog box.   They describe what Pictures/Objects are, such as "Pictures" or "Sound Clips."   Categories and types are assigned to each Picture/Object in the More About Picture/Object dialog box.

The **By Category** and **and Type** fields work together to find the Pictures/Objects that you want to place on your Family Group Sheet.   For example, if you choose the category "Birthdays" and the type "Picture," Family Tree Maker searches for Pictures/Objects that fulfill **both** requirements.   However, both of the fields have an "Any" option, which, in effect, allows you to search only one of the two fields.   If the category that you assigned to a Picture/Object does not appear in the "By Category" drop-down list, just type it into the field.   When there is more than one Picture/Object of the category and type that you select, Family Tree Maker uses the first one.

Missing Pictures/Objects

You may not have a Picture/Object for all of the individuals that you are including in the Family Group Sheet.   When this is the case, Family Tree Maker substitutes a graphic where the Picture/Object normally would be.   To choose the substitute graphic, click **Missing Pictures/Objects**.   Family Tree Maker displays the Missing Pictures/Objects dialog box. You can do one of the following:
▪ Select the button for the graphic that you prefer and then click **OK** to return to the Options: Picture/Object dialog box.
▪ Choose to use your own picture file as a substitute graphic.   The graphic can be in any of the following file formats: Windows Bitmap (*.BMP), CompuServe Bitmap (*.GIF), ZSoft Image (*.PCX), Tagged Image Format (*.TIF), or JPEG Interchange Format (*.JPG, *.JFF).   To choose your own picture, click **Choose Picture**.   Family Tree Maker displays the Import Picture from File dialog box.   If you need instructions, see the topic "Picture/Object: Insert Picture from File."   When you are finished selecting a picture to insert, click **OK** to return to the Options: Picture/Object dialog box.

See Also
The More About Picture/Object dialog box

Formatting text in Family Group Sheets

You can change the text font, style, and size in Family Group Sheets.   If you need other information about Family Groups Sheets, see the topic **Family Group Sheets.**

To format text on the Family Group Sheet:

1. From the **Format** menu, select **Text Font, Style, & Size** (ALT, T, T).

   Family Tree Maker displays the Text Font, Style, & Size dialog box.

2. In the **Items to format** list, click an item that you want to format, such as **Standard Page**.

   Each of the formatting options is described below.   The "Sample" field shows what your choices will look like.

   Font   Use this field to select a font for that item.

   Size   Use this field to select a point size for that item.

   Style   Use this field to select a text style, such as bold or italics, for that item.

   Color   Use this field to select a color for that item.

   Underline   Select this check box to underline the item.

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

   Family Tree Maker returns you to the Family Group Sheet view.

Adding a title and footnote to a Family Group Sheet

Each Family Group Sheet that you print can have a personalized title and footnote.   If you need other information about Family Groups Sheets, see the topic **Family Group Sheets.**

To add a title or footnote to your tree:

1. From the **Contents** menu, select **Title & Footnote** (ALT, C, T).

   Family Tree Maker displays the Title & Footnote dialog box.

   Title   Select the **Automatic title** option button if you want Family Tree Maker to create a title for you.   To create your own title, select the **Custom title** option button and type your title in the field provided.   Titles print at the top center of the page.

   Name, Address, Phone, and **Date**   Enter your personal information and the date in these fields so that people who look at the Family Group Sheet will know who prepared it. This information prints as a footnote.

   Include page number   Select this check box to print page numbers at the bottom of each page.   You can choose the starting page number.

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

   Family Tree Maker returns you to the Family Group Sheet view.

Family Group Sheet Format

When you print your Family Group Sheets, you can choose whether or not each individual's information begins on a new page.   If you need other information about Family Groups Sheets, see the topic **Family Group Sheets.**

To select a Family Group Sheet printing format:

1. From the **Format** menu, select **Format** (ALT, T, F).

   Family Tree Maker displays the Format dialog box.

2. If you want each individual's information to begin on a new page, select the **Begin each person on a new page** check box.   Otherwise, do not select the check box.

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

   Family Tree Maker returns you to the Family Group Sheet view.

Printing Family Group Sheets

When you have finished creating your Family Group Sheet, you're ready to print.   You can also use these instructions to print an empty Family Group Sheet.   If you need other information about Family Groups Sheets, see the topic **Family Group Sheets.**

To print your Family Group Sheet:

1. Make sure you're in the Family Group Sheet view.
2. Turn your printer on.
3. From the **File** menu, select **Print Family Group Sheet** (ALT, F, P).

   Family Tree Maker displays the Print dialog box where you can select printing options.

   Print range   If you want to print the entire Family Group Sheet, select the **All** option button.   If you only want to print part, type the number of the first page that you want to print in the **From** field and the number of the last page in the **To** field.   To print only one page, type the number of that page in both the **From** and **To** fields.

   Print quality   The higher the print quality you choose, the darker and sharper your printed materials will be.   If your printer does not support different print qualities, this option will not be available to you.

   Print color   Select this check box to print text in color if you have a color printer, or in black, white, and gray if you don't have a color printer.

   Copies   In this field, type the number of copies that you want to print.

   Collate copies   Select this check box if you are printing multiple copies of a Family Group Sheet and want to print complete sets.   De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

   Print to file   If you want to print your Family Group Sheet to a file and send it to your printer at a later time, select this check box.   This option is useful if you want to print on a printer owned by someone who doesn't have Family Tree Maker.   When you print, you will need to provide an output file name.

     Note: Make sure you change the settings in the Print Setup dialog box to match the printer you will be using.

   Print empty   To print an empty Family Group Sheet, click this check box.

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

   Family Tree Maker prints your Family Group Sheet.

Labels and cards

Labels and cards have all kinds of valuable uses.   For example, you can print address labels when it's time to send out invitations or holiday greetings.   Making "Hello, my name is..." stickers for large family reunions can help everyone get acquainted, and printing rolling index cards allows you to keep family phone numbers close at hand.   You can even print addresses directly onto postcards when it is time to do a family mailing or onto address book pages for your personal use.   By printing on regular 8 1/2" x 11" paper, you can also use this printing feature to print block-style lists of family members.

Family Tree Maker allows you to select a group of individuals for whom to print labels or cards so that you don't have to print everyone in your Family File.   In addition, each time you print, Family Tree Maker lets you choose whether to print one label or card for each household or for each individual.   For example, if you are printing address labels for holiday cards, you probably only want to print one label per household.   If you are printing name tags, you would want to print one for each individual.

Because Family Tree Maker recognizes the relationships between the individuals in your family tree, the labels and cards printing function is that much more powerful.   For example, if you choose to print one address label per household, Family Tree Maker realizes that not everyone fits into the precise mold of a nuclear family.   This means that it would print address labels that said "The John and Jane Doe Family" for any nuclear families, "John and Jane Doe" for any couples without children, and "Jane Doe" or "John Doe" for any single adults.   No one is excluded just because they aren't part of a household that has two parents and children.   The topics below will help you create your labels and cards.

See Also

Displaying labels and cards

Using your mouse with labels and cards

Print setup and label size

Selecting individuals to print

Selecting items to include on labels and cards

Formatting items to include on labels and cards

Formatting text on labels and cards

Selecting box, border, and line styles for labels and cards

Selecting a width for Pictures/Objects

Other printing options for labels and cards

Sorting labels and cards

Printing labels and cards

Displaying labels and cards

If you need other information about labels and cards, see the topic **Labels and cards.**

To create labels or cards:

1. From the **View** menu, select **Labels/Cards** (ALT, V, L).

   Family Tree Maker displays a sheet of labels or cards.   Their size and shape will depend on the type of labels or cards that are currently selected in the Print Setup dialog box.   The default is an 8 1/2" x 11" sheet of address labels.   We will show you how to change the label or card size in the topic "Print Setup and label size."

   You can move around in your labels and cards with the scroll bars and arrow keys.   You can also use the Zoom command to enlarge it on the screen.   From the **Edit** menu, select **Zoom** (ALT, E, Z) and then choose a size from the dialog box.   The larger the percentage, the bigger your labels or cards will be on screen.   You can also use the **Zoom In** and **Zoom Out** buttons on the Toolbar to view your labels or cards at different sizes.

   Note: The Zoom command does not control how large your labels and cards will be when you print.

   To control whether or not dotted lines representing page margins appear on the screen, from the **View** menu, select **Show Page Lines** (ALT, V, S).   If there is a check mark, the lines will appear on the screen, otherwise, they won't.   The lines will not appear on your printed documents.

3. You can either print your labels and cards right away, or customize them and then print.

See Also
Using your mouse with labels and cards
Print setup and label size for labels and cards
Selecting individuals to print
Selecting items to include on labels and cards
Formatting items to include on labels and cards
Formatting text on labels and cards
Selecting box and line styles for labels and cards
Selecting a width for Pictures/Objects
Other printing options for labels and cards
Sorting labels and cards
Printing labels and cards

Using a mouse with labels and cards

In the Labels/Cards view, clicking in an individual's name allows you to navigate through Family Tree Maker, moving to different views and making different individuals the primary individual.   What you do depends on whether you double-click or single-click the individual's name.   The table below describes each of the functions.   If you need other information about labels and cards, see the topic **Labels and cards.**

Do this...	To do this...
Click an individual's name once	Select the individual in the box. You can now use the menus or the Toolbar to change to any view. The selected individual becomes the primary individual
Double-click an individual's name	Go to the individuals Family Page

Print setup and label size for labels and cards

Labels and cards have their own special Print Setup dialog box where you can choose the label size, paper source, and which printer to use.   Print setup for all other documents is described in the topic "Print Setup."   If you need other information about labels and cards, see the topic **Labels and cards.**

To change the print setup for labels or cards:

1. From the **File** menu, select **Print Setup** (ALT, F, R).

   Family Tree Maker displays the Print Setup dialog box where you can select your Print Setup options.   Each of these options is described below.

   Default/Specific Printer   Use this field to select a printer.   The default printer is the printer that is normally used by all of your Windows programs.   Under the "Specific printer" field there is a list of other printers connected to your computer.   Select the **Specific Printer** option button if you want to select a printer other than the default printer.

   Note: If the printer you wish to use is not shown, then you will need to install that printer's driver.   Consult your Microsoft Windows User's Guide for information on installing printer drivers.

   Portrait/Landscape   If you want your document to print with the short edge of the paper at the bottom (as a letter normally prints) click the **Portrait** option button.   If you want your document to print with the long edge of the paper at the bottom (sideways), click the **Landscape** option button.

   Source   Click the arrow next to the **Source** field to choose a paper source.

   Avery products   Use this field to select the type and size of the label or card on which you will print.   Family Tree Maker supports dozens of different label and card sizes, including address labels, name badges, rotary cards, video cassette labels, index cards, address book pages, and many more.   The card and label types are based on the Avery line of office products, although you can use any brand.   You can even print on plain 8 1/2" x 11" paper if you just want to print block-style reports.

   Family Tree Maker indicates the product number, style, and size of each label or card so that you can get a general idea of the label's or card's appearance.   If you want a better

idea of a label's or card's appearance, select the label type in the **Avery products** field and click **OK**.   Family Tree Maker will draw the label or card on your screen.   If you do not like the style of the label or card, simply re-open the Print Setup dialog box to select a new label or card style.

Brightness   Use this button to display the Brightness dialog box.   In the Brightness dialog box you can control the color level for all of the Pictures/Objects in your Scrapbooks.   The Brightness level that you select through the Print Setup for Labels/Cards dialog box will only apply to Pictures/Objects that are printed on labels or cards.   When you have selected a brightness setting, click **OK** in the Brightness dialog box to return to the Print Setup dialog box.

Options   Use this button to display the Options dialog box.   The options available to you depend on your printer.   Make your selections from this dialog box, and then click **OK** to return to the Print Setup dialog box.

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

Family Tree Maker returns you to the Labels/Cards view.

See Also

Print setup

Selecting individuals to include on labels and cards

When you print labels or cards, you can choose to print one label or card for each household or for each individual.   For example, if you are printing address labels for holiday cards, you probably only want to print one label per household.   If you are printing name tags, however, you would want to print one for each individual.   If you need other information about labels and cards, see the topic **Labels and cards.**

As you create your list of individuals to print, make sure to include **all** of the individuals whose names you want to appear on a label or card.   If you are printing labels or cards for individuals, make sure that you don't leave any individuals off of the list, otherwise a label or card won't print for that individual.   If you are printing labels or cards for households, make sure to include all of the individuals in the household (unless you purposely want to leave a member of the household out).   If you accidentally leave out a member of a household, the information on the label or card may not print as you want it to.

Once you have created your list of individuals to print, you will be able to tell Family Tree Maker whether you want to print your labels or cards separately for each individual or whether you want to print one label or card for each household.   To make this choice, you will use the Options dialog box on the Contents menu.   This dialog box is described completely in the topic "Other Printing Options for Labels and Cards."

You will also be able to select name formats for your labels and cards.   The name formatting choices let you control how formal or informal your labels or cards are.   For example, you can choose to use titles such as "Mr." and "Mrs." or you can just choose to use first names.   You also can control how the names in a household print.   For example, you may choose a name format such as "Mr. & Mrs. Doe and Family."   On the other hand you may prefer to list out all of the names of the individuals in the household.   There are many other selections to choose from; the choice that you make will probably depend on the reason why you are printing your labels or cards.   To make this choice, you will use the Options: Name dialog box, described in the topic "Formatting information that prints."

To create a list of individuals to include:

From the **Contents** menu, select **Individuals to Include** (ALT, C, N).   In the Include dialog box, choose **Selected individuals** and then click **Individuals to Include** to create a new group of individuals.   Family Tree Maker displays the Individuals to Include dialog box.   In this dialog box you can create a group of individuals to print.   If you later decide that you want to print all individuals in your Family File, go back to the Include dialog box and choose **All individuals** instead of **Selected individuals**.

The Individuals to Include dialog box contains two lists.   The list on the right shows the group of individuals who will be printed.   The scrolling list on the left shows which individuals you can add to the group.   The individuals in the list on the left are in alphabetical order by last name.   Nicknames (aka's) are not included on the same line as given names.   To locate an individual in the list on the left quickly, click in the **Name** field at the top of the list and type the individual's name in the following format: Last name, First name Middle name.   With each character you type, you will get closer to the name you are looking for.

You create a group of individuals to print by selecting individuals and adding them to or removing them from the list on the right.   You can add and remove individuals in three ways: using the "Include" and "Remove" buttons, using the "Include All" and "Remove All" buttons, and using the "Find and Include" and "Find and Remove" buttons.   The table below summarizes how each of these buttons work.   Each of these methods is described below in more detail.

Use this button...	To do this...
"Include" or "Remove"	Include or remove individuals one-by-one.
"Include All" or "Remove All"	Include all of the individuals currently in your Family File or remove all of the individuals currently in the group.
"Find and Include" or "Find and Remove"	Choose categories of individuals to include or remove all at once.

You can use any combination of these methods to create your group.   When you're done creating the group, click **OK**.   Family Tree Maker will return you to the Labels/Cards view.

Note: There is **one** Individuals to Include dialog box for all views in Family Tree Maker.   The group of individuals that you create in one view, such as Labels/Cards, is available to you in the other views that allow you to choose groups: Custom reports and Batch print.   Even if you quit Family Tree Maker, the group that you create in the Individuals to Include dialog box will remain the same until you change it again.   Of course, if you make changes to the group in one view, such as the Report view, the group will change in all other views as well.

In general, you do not need to worry about the order in which you add individuals because Family Tree Maker can sort them for you later.   The sorting orders include "Last name (A first)," "Last name (Z first)," "Birth date (oldest first)," and "Birth date (youngest first)."   If you want individuals in an order other than those offered in the Sort dialog box, you need to add them to the list on the right in that order.   Then, in the Sort dialog box, select the **Don't sort individuals** option button.

Using the "Include" and "Remove" Buttons

With the "Include" and "Remove" buttons you can add and remove individuals to and from the group one at a time.

To create a group using the "Include" and "Remove" buttons:

1. If you want to add an individual to the group, click his or her name in the list on the left.   If you want to remove an individual from the group, click his or her name in the list on the right.
2. Click either the **Include** button (the arrow pointing to the right) or the **Remove** button (the arrow pointing to the left).

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If you chose to add the individual, his or her name is added to the list on the right and the "Number included" increases by one.   If you chose to remove the individual, his or her name is removed from the list on the right, and the "Number included" decreases by one. Instead of selecting an individual and then clicking "Include" or "Remove," you can just double-click the individual's name.   Double-clicking names in the list of the left automatically adds them to the group.   Double-clicking names in the list on the right automatically removes them from the group.

Using the "Include All" and "Remove All" Buttons

With the "Include All" button, one click adds all of the individuals currently in your Family File to the group.   With the "Remove All" button, one click removes all of the individuals from the group.

The best time to use the "Include All" button is when you want to create a group that

includes almost all of the individuals that are currently in your Family File.   For example, if there are only a few people that you don't want to include in the group, click the **Include All** button (the double arrows pointing to the right) to move all of the individuals to the list on the right.   Then use the **Remove** button (the arrow pointing to the left) to remove the few individuals that you don't want in the group.   This is much faster than including all of the individuals one by one.

If you want to include all of the individuals in your Family File, don't use the "Include All" button.   Instead, from the **Contents** menu, select **Individuals to Include**.   Then, in the **Include** dialog box, select **All Individuals**.   This way, individuals that you add to your Family File later will be included automatically.   If you use the "Include All" button to include everyone, individuals that are added to your Family File later will **not** be added to the group automatically.

The best time to use the "Remove All" button is when you already have several individuals in the group and you want to start over.   Click the **Remove All** button (the double arrows pointing to the left) to remove all of the individuals from the group.   Then use the **Include** button (the arrow pointing to the right) to begin adding individuals to the group again.

Using the "Find and Include" and "Find and Remove" Buttons

With the "Find and Include" and "Find and Remove" buttons, Family Tree Maker will search your Family File for individuals, such as those who were born before a certain date or those who are ancestors of a particular individual, and add them to the group or remove them from the group.

To create a group using the "Find and Include" and "Find and Remove" buttons:

1. Decide which individuals you want to add to or remove from the group.   For example, do you want to add all of your ancestors?   Do you want to add all of the individuals who were born in a particular town?   Do you want to remove all of the individuals who were born before a particular date?

   If you want to add or remove a group of individuals that are ancestors or descendants of a particular individual, make sure to highlight the name of that individual in the list on the left before moving on to step 2.   For example, if you wanted to add all of your ancestors, you would highlight your name.

2. Click either the **Find and Include** ("Find" with the arrow pointing to the right) or **Find and Remove** button ("Find" with the arrow pointing to the left).

   Family Tree Maker displays either the Add Individuals or Remove Individuals dialog box. In this dialog box you specify which individuals you want Family Tree Maker to find and add to the group or remove from the group.

3. Click in the **Search** field.

   If you want to find individuals who are all ancestors or descendants of a particular individual, choose either "Ancestors," or "Descendants," from the drop-down list (you may have to scroll upwards to do this).   Family Tree Maker automatically fills the "of" field with the name of the individual that was highlighted in step 1.   Skip to step 5.

   If you want to find individuals who have information in common, such as a birth location, use the drop-down list to choose the name of the field that contains that information. For example, if you want to find all individuals who were born in a particular place, you would select "Birth location."   When you've selected a field, go to step 4.

4. In the **for** field, type the information that you want to search for.   If the field that you are searching only has certain legal values (such as "male," "female," and "unknown"), then a drop-down list may be displayed in the "for" field.   Just choose the item you want to search for.

   For example, if you chose "Birth location" in step 3, and you wanted Family Tree Maker to

find everyone that was born in Cleveland, Ohio, then you would type `Cleveland, Ohio` in the "for" field.

5. Click **OK**.

Family Tree Maker searches through your Family File for individuals who match your request.   If no matches are found, Family Tree Maker tells you so.   If you chose to add the individuals, their names are added to the list on the right and the "Number included" increases.   If you chose to remove the individuals, their names are removed from the list on the right, and the "Number included" decreases.

See Also

Formatting items to include on labels and cards

Other printing options for labels and cards

Selecting items to include on labels and cards

You can include any type of information that you want on labels and cards, including Pictures/Objects.   If you need other information about labels and cards, see the topic **Labels and cards.**

When you're printing labels or cards that include addresses, you should know that Family Tree Maker takes addresses from the Address dialog box, described in the topic "The Address dialog box."   You do not have to type an address into each individual's Address dialog box, because individuals can "inherit" addresses from their spouses or parents.   If an individual does not have an address in his or her Address dialog box, Family Tree Maker first checks to see if the individual's spouse has an address.   If the individual's spouse does not have an address, Family Tree Maker uses the address of the individual's parents.   If the parents do not have an address either, then the individual has no address.   You can tell when an address has been inherited because the label has a dotted line around it.   (The dotted line will not print on the label or card.)

Adding and Removing Items to and from labels and cards

From the **Contents** menu, select **Items to Include** (ALT, P, I).   Family Tree Maker displays the Items to Include dialog box.   It contains two lists.   The list on the right shows which items will be included on each label or card.   The scrolling list on the left shows which items you can add to the labels or cards.   There is a default group of items that are already included.   However, you can add and delete items to and from the list on the right as often as you like.   Remember, though, you don't want to include more items than will fit attractively on the labels or cards.   When you're done selecting information, click **OK**. Family Tree Maker will return you to the Labels/Cards view.

To add items to or remove items from labels or cards:

1. Click the name of the item in the list on the left if you want to add the item.   Click the name of the item in the list on the right if you want to remove the item.

2. Click either the **Include** button (the arrow pointing to the right) or the **Remove** button (the arrow pointing to the left).

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If you chose to add the item, it is added to the list on the right.   If you chose to remove the item, it is removed from the list on the right.
Instead of selecting an item and then clicking "Include" or "Remove," you can just double-click the item's name.   Double-clicking items in the list on the left automatically adds them. Double-clicking items in the list on the right automatically removes them.   In addition, if you want to delete all items from the list on the right, just click the **Remove all** button (the double arrow pointing to the left).
Some items, such as names and dates, require you to make formatting choices.   Family Tree Maker automatically displays a dialog box that asks you to make a formatting choice when it is necessary.   For example, if you have placed Pictures/Objects in each individual's Scrapbook, you can include them on your labels or cards.   Simply select **Picture/Object** from the list on the left.   Family Tree Maker will display the Options: Picture/Object dialog box.   In this dialog box you can select which Picture/Object will be included on each individual's label or card.   If an individual does not have a Picture/Object, Family Tree Maker will insert a small graphic in the box instead.   For more information about substitute graphics, and other items that need to be formatted, see the topic "Formatting items to include on labels and cards."   You can also format the text that appears in your labels and cards.   See the topic "Formatting text on labels and cards."
Using the **Custom Field** item, you can add up to 80 characters of text to your labels or cards.   What you type in this field will appear on every label or card that you print.   The **Custom Field** item is most useful for adding phrases such as "Hello, my name is..." or

"Holiday Greetings for" the top of name tags or address labels.   Also useful for labels and cards is the item **City State   Zip**.   This item allows you to print addresses in the correct format.   If you tried to create a label using the three separate items **City**, **State**, and **Zip**, they would print on three separate lines instead of on one line.

See Also

Formatting items to include on labels and cards

Formatting text on labels and cards

Formatting items to include on labels and cards

When you're selecting items to include on your labels or cards, sometimes Family Tree Maker displays an Options dialog box where you can select a format for the information that you are including.   If you need other information about labels and cards, see the topic **Labels and cards.**

When you choose to include names on your labels or cards, Family Tree Maker displays the Options: Name dialog box.   For more information about this dialog box, see the topic "Formatting names in labels and cards."

Some fields, such as Phone number and Facts, have an option called **Include source information**.   Click this check box to include the source information for that field in your tree.

When you choose to include Pictures/Objects in your tree, Family Tree Maker displays the Options: Picture/Object dialog box.   For more information about this dialog box, see the topic "Formatting Pictures/Objects in labels and cards."

To change the formatting of an item that's already in the list on the right side of the Items to Include dialog box:

1. From the **Contents** menu, select **Items to Include** (ALT, C, I).

   Family Tree Maker displays the Items to Include dialog box.   It contains two lists.

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

   Family Tree Maker highlights the item.

3. Click **Options.**

   Family Tree Maker displays an Options dialog box.

   Note: If you select an item in the scrolling list on the right and **Options** remains grayed out, that item does not have any formatting options.

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

   When you have finished formatting and items to include on your labels or cards, click **OK** in the Items to Include dialog box.   Family Tree Maker returns you to the Labels/Cards view.

See Also

Formatting names in labels and cards

Formatting Pictures/Objects in labels and cards

Formatting names in labels and cards

When you choose to include names in your labels or cards, Family Tree Maker displays the Options: Name dialog box.   In this dialog box, you can choose the format in which all names print on labels or cards.   If you need other information about formatting items on labels and cards, see the topic **Formatting items to include on labels and cards.**

Note: There may be a few individuals in your Family File who use different titles.   For example, some individuals may use the title "Dr." or "Reverend" instead of "Mr." or "Mrs."   You can create a special name format for an individual in that individual's Lineage dialog box.   See the topic "The Lineage Dialog Box" for more information.   However, the majority of the individuals in your Family File will get their name formats from the Options: Name dialog box.

There are two different name formats that you can set in this dialog box: one when the individuals are printed on a label or card as part of a household, and one when the individuals are printed as individuals.   Each of these name formats has multiple parts that work together to create the whole printed name.

Before you begin making your selections, here are a few examples:

To get	Begin with	name	end with
The John B. Doe Family	The	John B. Doe	Family
John & Jane Doe and Children	(Blank)	John & Jane Doe	and Son/Daughter/ Children
Mr. and Mrs. Doe	Mr. and Mrs.	Doe	N/A
Ms. Jane S. Doe	Mr./Mrs./Ms.	First M. Last name	N/A

To set the name format:

1. Click in the **Households/Begin with** field.   You can either type in your own word(s), leave the field blank, or select an item from the drop-down list.

   The drop-down list generally uses the titles "Mr." and "Mrs."   However, if you prefer different titles, you can change them in the Titles dialog box.   For more information, see the topic "Title preferences."

2. Click in the **Households/name** field.   Select an appropriate name format from the drop-down list.

3. Click in the **Households/end with** field.   You can either select an item from the drop-down list or type in your own word(s).

   This field is only available for Households.

4. Repeat steps 1 and 2 for the **Individuals** field.

5. If you would like Family Tree Maker to print nicknames when they are available, select the **Use aka if available** check box.   If you would like all last names printed in capitals, select the **Last name all caps** check box.   To allow long name formats to wrap onto two lines, select the **Word wrap** check box.

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

See Also

The Lineage dialog box
Title preferences

Formatting Pictures/Objects in labels and cards

If you choose to include Pictures/Objects on your labels or cards, Family Tree Maker displays the Options: Picture/Object dialog box.   This is where you choose which of the individual's Scrapbook Pictures/Objects will appear on the label or card.   If you need other information about formatting information on labels and cards, see the topic **Formatting items to include on labels and cards.**

Select the **Preferred Picture/Object #1** option button to include the Picture/Object that you chose as the "Preferred Picture/Object for Labels/Cards" in the More About Picture/Object dialog box.   For more information about the More About Picture/Object dialog box, see the topic "The More About Picture/Object dialog box."

Instead of using the "Preferred Pictures/Objects," you can choose to include a Picture/Object of a particular **category** and **type**.   Categories are classifications that you create.   For example, you could create a "Birthday" category in which to place birthday pictures.   Or, you could create a "Child Portrait" category in which to place portraits that were taken when the individuals were young.

Types are chosen from a drop-down list in the More About Picture/Object dialog box.   They describe what Pictures/Objects are, such as "Pictures" or "Sound Clips."   Categories and types are assigned to each Picture/Object in the More About Picture/Object dialog box.

The **By Category** and **and Type** fields work together to find the Pictures/Objects that you want to place on your labels or cards.   For example, if you choose the category "Birthdays" and the type "Picture," Family Tree Maker searches for Pictures/Objects that fulfill **both** requirements.   However, both of the fields have an "Any" option, which, in effect, allows you to search only one of the two fields.   If the category that you assigned to a Picture/Object does not appear in the "By Category" drop-down list, just type it into the field.   When there is more than one Picture/Object of the category and type that you select, Family Tree Maker uses the first one.

If you wish to add the Picture/Object's caption or date, select the **Include caption** or **Include date** check box.   You can also limit the size of the Pictures/Objects that you include in your trees.   See the topic "Limiting the width of Pictures/Objects."

Missing Pictures/Objects

You may not have a Picture/Object for all of the individuals that are being printed.   When this is the case, Family Tree Maker substitutes a graphic where the Picture/Object normally would be.   To choose the substitute graphic, click **Missing Pictures/Objects**.   Family Tree Maker displays the Missing Pictures/Objects dialog box.   You can do one of the following:

▪ Select the button for the graphic that you prefer and then click **OK** to return to the Options: Picture/Object dialog box.

▪ Choose to use your own picture file as a substitute graphic.   The graphic can be in any of the following file formats: Windows Bitmap (*.BMP), CompuServe Bitmap (*.GIF), ZSoft Image (*.PCX), Tagged Image Format (*.TIF), or JPEG Interchange Format (*.JPG, *.JFF).   To choose your own picture, click **Choose Picture**.   Family Tree Maker displays the Insert Picture dialog box.   If you need instructions, see the topic "Picture/Object: Insert Picture from File."   When you are finished selecting a picture to insert, click **OK** to return to the Options: Picture/Object dialog box.

See Also

The More About Picture/Object dialog box

Selecting the width of Pictures/Objects

Picture/Object: Insert Picture from File

Formatting text on labels and cards

Each text item that appears in your labels and cards can be formatted differently.   For example, you might want to bold individuals' names, or even print them in a larger point size than the other text on your labels or cards.   If you need other information about labels and cards, see the topic **Labels and cards.**

To format items that appear on your labels or cards:

1. From the **Format** menu, select **Text Font, Style, & Size** (ALT, T, T).

   Family Tree Maker displays the Text Font, Style, & Size dialog box.

2. In the **Items to format** list, select an item that you want to format, such as **Name**.

   Each of the formatting options is described below.   The "Sample" field shows what your choices will look like.

   Font   Use this field to select a font for that item.

   Size   Use this field to select a point size for that item.

   Style   Use this field to select a text style, such as bold or italics, for that item.

   Color   Use this field to select a color for that item.

   Alignment   Use this field to select an alignment option, such as "Centered," for that item.

   Underline   Select this check box to underline the item.

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

   Family Tree Maker returns you to the Labels/Cards view.

Selecting box, border, and line styles for labels and cards

Family Tree Maker has several different box and line styles for labels and cards.   In addition, you can select colors for different elements in your labels and cards, such as the background and borders.   The box is drawn around the outside edge of the label or card.   Choosing not to have a box will give you the most space for text on your label or card.   The line color that you select will be the color with which the box is drawn.   The fill color will be inside the box.   If you need other information about labels and cards, see the topic **Labels and cards.**

To select these formatting options:

1. From the **Format** menu, select **Box & Line Styles** (ALT, T, B).

   Family Tree Maker displays the Box & Line Styles dialog box.

2. Make your selections by clicking the buttons with the styles that you like.

   You may only choose one style for each element.   For example you can only choose one border style per document.

3. You can also select colors for various parts of your document, depending on which document it is.   Click the arrow next to the color field for the element you wish to change and then select a color from the list Family Tree Maker displays.   The colors will only print if you have a color printer, otherwise they will print in grayscale.

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

   Family Tree Maker returns you to the Labels/Cards view.

Selecting a width for Pictures/Objects

When you choose to include Pictures/Objects on your labels or cards, setting a maximum width can help you fit more information on each label or card.   If you need other information about labels and cards, see the topic **Labels and cards.**

To set a maximum width for Pictures/Objects on labels and cards:

1. From the **Format** menu, select **Maximum Width for Each Picture/Object** (ALT, T, W).

2. Enter a number in the **Maximum Picture/Object width** field.   To get a smaller Picture/Object, enter a smaller number.   You can enter any width between 0.1 inch and 99.99 inches.   Your Pictures/Objects will fit into a square with sides of that length.

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

   Family Tree Maker returns you to the Labels/Cards view.

Note: If necessary, Family Tree Maker will abbreviate your information to make it fit in the label or card size you specify.   For example, if you select a very long name format, but a small label or card, Family Tree Maker may have to change the name format to a smaller one.

Other printing options for labels and cards

Labels and cards have other important printing options.   To display the dialog box where you choose special printing options, from the **Contents** menu, select **Options** (ALT, P, O). Each of these options is described below.   If you need other information about labels and cards, see the topic **Labels and cards.**

Use Name Format for   When you print labels or cards, you must decide if you want to print one label or card for each household or for each individual.   For example, if you are printing address labels for holiday cards, you probably only want to print one label per household.   If you are printing name tags, however, you would want to print one for each individual.

If you select **Individual**, Family Tree Maker will use the "Individuals" name format you selected in the Options: Name dialog box to print a label or card for each individual in your list of Individuals to Include.   If you select **Household**, Family Tree Maker will use the "Household" name format you selected in the Options: Name dialog box to print a label or card for each group of individuals who share the same address.   Family Tree Maker is smart enough to adjust the name format for all different types of households:

▪ A family group, such as parents and children, that shares the same address will print on one label with the "Household" name format you have selected.   For example "Mr. and Mrs. Doe and Family."

▪ A couple that shares the same address will print on one label with a variation of the "Household" name format.   For example "Mr. and Mrs. Doe"

▪ A single individual with a unique address will print alone on a label with another variation of the "Household" name format.   For example, "Ms. Doe."

That way, all of your labels and cards have the same basic style and formality, but are suitable to the type of household.   The exact name format that is printed on your labels or cards will depend on your selections in the Options: Name dialog box, described in the topic "Formatting names in labels and cards."

Print blank rows when fields are empty   When the **Print blank rows when fields are empty** check box is selected, Family Tree Maker will insert a blank row in the label or card when it comes across an empty field.

See Also
Formatting names in labels and cards

Sorting labels and cards

When you print labels and cards, you can select the order in which the names print.   If you need other information about labels and cards, see the topic **Labels and cards.**

To select a sorting order:

1. From the **Format** menu, select **Sort** (ALT, T, S).

   Family Tree Maker displays the Sort dialog box.

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

   If you want the individuals to print in the order in which you added them to the group in the Individuals to Include dialog box, select the **Don't Sort Individuals** option button. This is especially useful for printing individuals in Ancestor or Descendant order.

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

   Family Tree Maker returns you to the Labels/Cards view.

Printing labels and cards

Once you have created your labels and cards, you are ready to print. If you need other information about labels and cards, see the topic **Labels and cards.**

To print a labels and cards:

1. Make sure you're in the Labels/Cards view.
2. Turn your printer on.
3. From the **File** menu, select **Print** (ALT, F, P).

    Family Tree Maker displays the Print dialog box where you can select printing options. Each of these options is described below.

    Note: You can also control items such as paper orientation, label/card size, and which printer prints your labels or cards. If you want to change any of these items, see the topic "Print Setup and label size."

    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 print 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 on a printer or plotter owned by someone who doesn't have Family Tree Maker. When you print, Family Tree Maker will ask for an "Output File Name."

    Note: If you intend to print the file on a printer other than your own, you will need to change the settings in the Print Setup dialog box to match the printer you will be using. See the topic "Print Setup and label size."

    Collate copies   Select this check box if you are printing multiple copies of your document and want to print complete sets instead of several copies of the first page, then several copies of the second page, and so on.

    Print color   If you have a color printer, select this check box to print in color.   If you have a black and white printer, select this check box to print in grayscale.   De-select this check box if you just want to print in black and white.   If you have a black and white printer, color Pictures/Objects will always print in grayscale.

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

    Family Tree Maker prints your labels and cards.

See Also

Print setup and label size

Calendars

When you choose the Calendar view, Family Tree Maker creates a basic calendar for you. You can modify the chart to your liking and then print it.

Displaying a calendar

Selecting information to include in calendars

Formatting text in calendars

Selecting border and line styles for calendars

Adding a subtitle and footnote to calendars

Printing calendars

Printing calendars with pictures

Displaying a calendar

To create a calendar, from the **View** menu, select **Calendar** (ALT, V, C).   Family Tree Maker displays a calendar with your family's birthdays and anniversaries.   If there are too many birthdays or anniversaries to fit on a particular day, a second page of that month will print with the overflow.   If you need other information about calendars, see the topic **Calendars.**

You can move around in your calendar with the scroll bars and arrow keys.   You can also use the Zoom command to enlarge it on the screen.   From the **Edit** menu, select **Zoom** (ALT, E, Z), and then choose a size from the dialog box.   The larger the percentage, the bigger your calendar will be on screen.   You can also use the **Zoom In** and **Zoom Out** buttons on the Toolbar to view your calendar at different sizes.

Note: The Zoom command does not control how large your calendar will be when you print.

To control whether or not dotted lines representing page margins appear on the screen, from the **View** menu, select **Show Page Lines** (ALT, V, S).   If there is a check mark, the lines will appear on the screen, otherwise, they won't.   The lines will not appear on your printed documents.

If you notice that anyone is missing from your calendar, go to the Lineage dialog box for that individual and check to see that they are selected to appear in calendars.

See Also
The Lineage dialog box

Selecting information to include in calendars

You can include different types of information in your calendars, such as birthdays and anniversaries.   If you need other information about calendars, see the topic **Calendars.**

To choose information to include in your calendar:

1. From the **Contents** menu, select **Items to Include** (ALT, C, I).

   Family Tree Maker displays the Items to Include dialog box.

2. Select the items that you want to print in your calendar.

   Year   Use this option to control which year prints.

   Month   Choose a particular month if you only want to print that month.   To print a full year, choose **All**.

   Name format   Use this option to choose the format in which each individual's name appears.   For example, you could choose to include only first and last names, but not middle names.

   Use aka if available   Select this check box to use individuals' nicknames instead of given names.

   Use married names for female family members Select this check box to use women's married names instead of maiden names.

   Print only if still alive   Select this check box to exclude information about those individuals for whom you have entered death dates.

   Event Items to Include   Use these options to indicate whether you want birthdays, anniversaries, or both included in your calendar.

   To have Family Tree Maker calculate individuals' ages and the number of years that they have been married, select the "Include age for birthdays & years for anniversaries" check box.   This number will appear next to their names.   If a "?" prints, it means that there is no information in the associated date field.   If "est" prints, it means that you entered an uncertain date.   (A date that is uncertain contains a modifier such as "about," "before," or "after.")

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

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

   Family Tree Maker returns you to the Calendar view.

Formatting text in calendars

You can format the text for each item that prints in your calendar.   If you need other information about calendars, see the topic **Calendars.**

To format text in a calendar:

1. From the **Format** menu, select **Text Font, Style, & Size** (ALT, T, T).

   Family Tree Maker displays the Text Font, Style, & Size dialog box.

2. In the **Items to format** list, click an item that you want to format, such as **Month names**.

   Each of the formatting options is described below.   The "Sample" field shows what your choices will look like.

   Font   Use this field to select a font for that item.

   Size   Use this field to select a point size for that item.

   Style   Use this field to select a text style, such as bold or italics, for that item.

   Color   Use this field to select a color for that item.

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

   Family Tree Maker returns you to the Calendar view.

Selecting border and line styles for calendars

A border is a design that Family Tree Maker draws around your entire calendar.   The fill color appears inside the box for each day and the background color surrounds the entire month.   If you need other information about calendars, see the topic **Calendars.**

To change border, background, or fill colors on your calendar:

1. From the **Format** menu, select **Box, Line, & Border Styles** (ALT, T, B).

   Family Tree Maker displays the Box, Line, & Border Styles dialog box.

   Box & Line Style   Click one of the buttons to choose a line style for the boxes in your calendar.

   Border Style   Click one of the buttons to choose a border style for your calendar.

   Line color   Click the arrow next to this field to see a list of colors.   Click one of the colors to change the color of the lines in your calendar.

   Fill color   Click the arrow next to this field to see a list of colors.   Click one of the colors to fill your calendars boxes with a color.

   Border color   Click the arrow next to this field to see a list of colors.   Click one of the colors to change your calendars border color.

   Background color   Click the arrow next to this field to see a list of colors.   Click one of the colors to change your calendars background color.

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

   Family Tree Maker returns you to the Calendar view.

Adding a subtitle and footnote to a calendar

In calendars, the month automatically prints as a title, but you can add a subtitle and footnote.   The footnote will appear in the lower right corner of the page.   If you need other information about calendars, see the topic **Calendars.**

To add a subtitle or footnote:

1. From the **Contents** menu, select **Title & Footnote** (ALT, C, T).

   Family Tree Maker displays the **Title & Footnote** dialog box.

   Subtitle If you wish to have a subtitle in your calendar, type one in this field.

   Footnote   Use this field to include a footnote in your calendar.

   Draw box around footnote   Select this check box to draw a box around your footnote.

2. Click **OK** when you're done creating your title and footnote.

   Family Tree Maker returns you to the Calendar view.

Printing calendars

When you have finished creating your calendar, you're ready to print.   If you need other information about calendars, see the topic **Calendars.**

To print your calendar:

1. Make sure you're in the Calendar view.
2. Turn your printer on.
3. From the **File** menu, select **Print Calendar** (ALT, F, P).

   Family Tree Maker displays the Print dialog box where you can select printing options.

   Note: You can also control items such as paper orientation, paper size, margins, and which printer prints your calendar.   To change any of these items, see the topic "Print setup."

   Print range   To print all of the pages, select the **All** option button.   To print a range of pages, type the number of the first page in the **From** field and the number of the last page in the **To** field.   To print only one page, type the number in both the **From** and **To** fields.

   Print quality   The higher the print quality you choose, the darker and sharper your printed materials will be.   If your printer does not support different print qualities, this option will not be available to you.

   Print color   If you have a color printer, select this check box to print text in color or in black, white, and gray if you don't have a color printer.

   Copies In this field, type the number of copies that you want to print.

   Collate copies   Select this check box if you are printing multiple copies of a calendar and want to print complete sets.   De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

   Print to file   If you want to print your calendar to a file and send it to your printer at a later time, select this check box.   This option is useful if you want to print on a printer owned by someone who doesn't have Family Tree Maker.   When you print, you will need to provide an output file name.

   Note: If you intend to print the file on a printer other than your own, make sure you change the settings in the Print Setup dialog box to match the printer you will be using.

   Print empty   Select this check box to print an empty calendar.

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

   Family Tree Maker prints your calendar.

See Also

Print setup

Printing calendars with pictures

Using your Scrapbook images, you can print a year-long calendar with pictures accompanying each month.   You'll start by printing a complete calendar for the year and then make printouts of the twelve different Scrapbook images you'd like to feature.

To start making the calendar, search through your Family Tree Maker Scrapbook files and select one image to show alongside each month.   Choose images which reflect the seasonal and holiday themes of that month or which feature an individual or family who is celebrating a special occasion that month.   If you'd like to have two or more pictures featured in a particular month, make a note of which images to include in that combination. Then, when you reach step 6 below, follow the special instructions in the note.

1. First, customize and print a calendar with your choice of fonts, borders, and colors.

   For more information about printing calendars, see the topic "Calendars."

   Next, you'll print each one of your images using the same color and font scheme that you used for the calendar.   Start here with your picture for January.

2. Go to the Scrapbook page containing a picture you would like to feature.

3. From the **File** menu, select **Print Preview** (ALT, F, V).

   Family Tree Maker will take a few seconds to display your picture the way it will appear on a printed page.

4. From the **Format** menu, select **Scrapbook Format** (ALT, T, F).

   Family Tree Maker displays the Scrapbook Format dialog box.   It contains options for arranging several pictures on one page.

5. Since you will probably only want one picture per page, select **Custom Layout** and click **Edit**.

   Family Tree Maker displays the Edit dialog box.

6. In the Edit dialog box, enter 1 in the **Across** field and 1 in the **Down** field.

   Note: If you have selected multiple images for a particular month, enter the dimensions of your desired layout: for example, for a printout with two pictures side by side, enter 2 in the **Across** field and 1 in the **Down** field.   If you need more information about combining pictures from two different individuals' Scrapbooks, see the topic "Moving or Copying Pictures/Objects Between Scrapbooks."

7. Click **OK** once you've selected the dimensions you want.

   Family Tree Maker returns to the Scrapbook Format dialog box.   Custom Layout should still be selected.

8. Click **OK** to exit the Scrapbook Format dialog box and return to Scrapbook Print Preview.

9. If you like, you can include a title at the top of the Scrapbook page.   The Automatic title "Scrapbook of," followed by the individual's name, will appear at the top of the page unless you change it.   To change the title, from the **Contents** menu select **Title & Footnote** (ALT, C, T).   Click the **Custom Title** option button and enter the title you prefer or leave it blank if you don't want a title.

10. Click **OK** when you've finished creating the title.

    Family Tree Maker returns you to Scrapbook Print Preview.

11. To choose captions or dates to include underneath each picture, from the **Contents** menu select **Items to Include with each Picture/Object** (ALT, C, I).   For each item you would like to include, click the item name in the list on the left and then click the **Include** button (the arrow pointing to the right) to move the item to the list on the

right.   The items will appear on your printout in the same sequence that you add them to this list.

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

Family Tree Maker returns you to Scrapbook Print Preview.

13. Your Scrapbook page is ready to print.   Click **Print** at the top of the Print Preview screen, or from the **File** menu select **Print Scrapbook** (ALT, F, P).

Family Tree maker displays the Print dialog box where you can select printing options. For a complete description of the Print dialog box, see the topic "Printing Your Document."

14. Click **OK** to print your Scrapbook page.

15. Repeat steps 2 through 14 for each of the other eleven months.

Once you have printed all twelve of your Scrapbook pages, combine them with the calendar pages.   You can use a wall calendar you already own as a model: glue the calendar from January to the back of the picture from February, the calendar from February to the back of the picture from March, and so on.   Punch holes in the pages along the center seam, and bind all the pages together with ribbon.   If you need a sturdier calendar, paste each of the pages to a piece of cardboard, and bind the cardboard together at the seam.

See Also

Calendars

Moving or copying Pictures/Objects between Scrapbooks

Printing a Scrapbook

Kinship reports

When you look at a Kinship report, you will see four columns.   The first one lists the names of each of the primary individual's relatives.   The second column shows the exact relationship of that individual to the primary individual.   The third column shows the individual's Civil relationship to the primary individual, and the fourth column lists that person's Canon relationship to the primary individual.

Adopted children, foster children, and children of unknown status will appear in Kinship reports unless they are selected to be excluded.

Displaying a Kinship report

Using a mouse with Kinship reports

Finding an individual in a Kinship report

Formatting text in Kinship reports

Adding a title and footnote to a Kinship report

Selecting borders for Kinship reports

Printing Kinship reports

Displaying a Kinship report

If you need other information about Kinship reports, see the topic **Kinship reports.**

To create a Kinship report:

1. Select the primary individual for the Kinship report.

   A quick way to do this is to highlight the individual's name in the Index of Individuals and then click **OK**.

2. From the **View** menu, select **Kinship** (ALT, V, K).

   Family Tree Maker displays the Kinship report.   To get a better look at the report, you can move around using the scroll bars and arrow keys.   With the Zoom command, you can make the Kinship report bigger and easier to read on screen.   From the **Edit** menu, select **Zoom** (ALT, V, Z) and then choose a size from the dialog box.   The larger the percentage, the bigger your Kinship report will be on screen.   You can also use the **Zoom In** and **Zoom Out** buttons on the Toolbar to view your calendar at different sizes.

   Note: The Zoom command does not control how large your Kinship report will be when you print.

   You can also control whether or not dotted lines representing page margins appear on the screen, from the **View** menu, select **Show Page Lines** (ALT, V, S).   If there is a check mark, the lines will appear on the screen, otherwise, they won't.   The lines will not appear on your printed documents.

Using a mouse with Kinship reports

In the Kinship view, clicking in an individual's name allows you to navigate through Family Tree Maker, moving to different views and making different individuals the primary individual.   What you do depends on whether you double-click or single-click the individual's name.   The table below describes each of the functions.   If you need other information about Kinship reports, see the topic **Kinship reports.**

Do this...	To do this...
Click an individual's name once	Select the individual in the box. You can now use the menus or the Toolbar to change to any view. The selected individual becomes the primary individual
Double-click an individual's name	Go to the individuals Family Page

Finding an individual in a Kinship report

You can find an individual in your Kinship report with the Kinship Quick Search feature. This helps you quickly find the relationship between two people.   If you need other information about Kinship reports, see the topic **Kinship reports.**

To find an individual in a Kinship report:

1. Make sure a Kinship report is on the screen.

2. In the **Type name** field, Start typing the last name of the individual that you want to find.

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

When there are letters in the **Type name** field, pressing Esc once clears the field.   Pressing it a second time clears the highlight bar from the Kinship report.

See Also

Displaying a Kinship report

Formatting text in Kinship reports

You can format the text in your Kinship report.   If you need other information about Kinship reports, see the topic **Kinship reports.**

To format the text and title in a Kinship report:

1. From the **Format** menu, select **Text Font, Style, & Size** (ALT, T, T).

   Family Tree Maker displays the Text Font, Style, & Size dialog box.

2. In the **Items to format** list, click an item that you want to format, such as **Title**.

   Each of the formatting options is described below.   The "Sample" field shows what your choices will look like.

   Font   Use this field to select a font for that item.

   Size   Use this field to select a point size for that item.

   Style   Use this field to select a text style, such as bold or italics, for that item.

   Color   Use this field to select a color for that item.

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

   Family Tree Maker returns you to the Kinship view.

Adding a title and footnote to a Kinship report

You can add a title and footnote to Kinship reports.   The footnote will appear in the lower right corner of the page.   If you need other information about Kinship reports, see the topic **Kinship reports.**

To add a title or footnote:

1. From the **Contents** menu, select **Title & Footnote** (ALT, C, T).

   Family Tree Maker displays the **Title & Footnote** dialog box.

   Title If you wish to have a title on your Kinship report, type one in this field.   With Kinship reports, you can select the **Print title on every page** check box to include the title on each page of your tree.

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

   Footnote   Use this field to include a footnote on your Kinship report.

   Draw box around footnote   Select this check box to draw a box around your footnote.

2. Click **OK** when you're done creating your title and footnote.

   Family Tree Maker returns you to the Kinship view.

Selecting borders for Kinship reports

A border is a design that Family Tree Maker draws along the top and/or bottom edge of your Kinship report.   The background fills the background of your report.   If you need other information about Kinship reports, see the topic **Kinship reports.**

To select formatting options for borders:

1. From the **Format** menu, select **Box, Line, & Border Styles** (ALT, T, B).

   Family Tree Maker displays the Line & Border Styles dialog box.

2. Make your selections by clicking the buttons with the pictures of the borders and lines that you like.   Each Kinship report can only have one border style and one line style.

3. You can also choose colors for each of these elements.   Click the arrow next to the color field for the element you wish to change, and then select a color from the list that is displayed.   The colors will only print if you have a color printer.   Otherwise, the colors will print in shades of gray.   A "background" color is the color behind your kinship report.

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

   Family Tree Maker returns you to the Kinship report view.

Printing Kinship reports

When you have finished creating your Kinship report, you're ready to print.   If you need other information about Kinship reports, see the topic **Kinship reports.**

To print your Kinship report:

1. Make sure you're in the Kinship view.

2. Turn your printer on.

3. From the **File** menu, select **Print Kinship report** (ALT, F, P).

   Family Tree Maker displays the Print dialog box where you can select printing options.

   Print range   To print all of the pages, select the **All** option button.   To print a range of pages, type the number of the first page in the **From** field and the number of the last page in the **To** field.   To print only one page, type the number in both the **From** and **To** fields.

   Print quality   The higher the print quality you choose, the darker and sharper your printed materials will be.   If your printer does not support different print qualities, this option will not be available to you.

   Print color   If you have a color printer, select this check box to print in color.   If you don't have a color printer, select this check box to print in grayscale.

   Copies In this field, type the number of copies that you want to print.

   Collate copies   Select this check box if you are printing multiple copies of a Kinship report and want to print complete sets.   De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

   Print to file   If you want to print your Kinship report to a file and send it to your printer at a later time, select this check box.   This option is useful if you want to print on a printer owned by someone who doesn't have Family Tree Maker.   When you print, you will need to provide a name for the output file.

   Note: If you intend to print the file on a printer other than your own, make sure the settings in the Print Setup dialog box match the printer you will be using.

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

   Family Tree Maker prints your Kinship report.

Printing information contained in the Family Page

To print the information contained in a Family Page:

1. Go to the Family Page containing the information you want to print.
2. Turn your printer on.
3. From the **File** menu, select **Print Family Page** (ALT, F, P).

   Family Tree Maker displays the Print dialog box where you can select printing options.

   Print range   To print all of the pages, select the **All** option button.   To print a range of pages, type the number of the first page in the **From** field and the number of the last page in the **To** field.   To print only one page, type the number in both the **From** and **To** fields.

   Print quality   The higher the print quality you choose, the darker and sharper your printed materials will be.   However, items printed in high print quality take longer to print.   If your printer does not support different print qualities, this option will not be available to you.

   Copies In this field, type the number of copies that you want to print.

   Collate copies   Select this check box if you are printing multiple copies of a Family Page and want to print complete sets.   De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

   Print empty   Select this check box to print an empty Family Page.
4. Click **OK w**hen you've made your selections.

   Family Tree Maker prints your Family Page information.

Custom reports

A report contains the names, birth dates, and death dates of each individual in your Family File.   Printing a report is a quick way to see who is included in your Family File.

Displaying a report

Using a mouse with reports

Selecting individuals to include in reports

Selecting items to include in reports

Formatting items to include in reports

Formatting text in reports

Selecting borders for reports

Adding a title and footnote to a report

Sorting reports

Printing reports

Displaying a report

If you need other information about Custom reports, see the topic **<u>Custom reports.</u>**

To create a report:

1. From the **View** menu, select **Report** (ALT, V, R).

   Family Tree Maker displays the report.   To get a better look at it, you can move around using the scroll bars and arrow keys.   With the Zoom command, you can make the report bigger and easier to read on screen.   From the **Edit** menu, select **Zoom** (ALT, V, Z) and then choose a size from the dialog box.   The larger the percentage, the bigger your report will be on screen.   You can also use the **Zoom In** and **Zoom Out** buttons on the Toolbar to view your calendar at different sizes.

   Note: The Zoom command does not control how large your report will be when you print.

   You can also control whether or not dotted lines representing page margins appear on the screen, from the **View** menu, select **Show Page Lines** (ALT, V, S).   If there is a check mark, the lines will appear on the screen, otherwise, they won't.   The lines will not appear on your printed documents.

Using a mouse with reports

In the Report view, clicking in an individual's name allows you to navigate through Family Tree Maker, moving to different views and making different individuals the primary individual.   What you do depends on whether you double-click or single-click the individual's name.   The table below describes each of the functions.   If you need other information about Custom reports, see the topic **Custom reports.**

Do this...	To do this...
Click an individual's name once	Select the individual in the box. You can now use the menus or the Toolbar to change to any view. The selected individual becomes the primary individual
Double-click an individual's name	Go to the individuals Family Page

Selecting individuals to include in reports

From the **Contents** menu, select **Individuals to Include** (ALT, C, N).   In the Include dialog box, choose **Selected individuals** and then click **Individuals to Include** to create a new group of individuals.   Family Tree Maker displays the Individuals to Include dialog box.   In this dialog box you can create a group of individuals to print.   If you later decide that you want to print all individuals in your Family File, go back to the Include dialog box and choose **All individuals** instead of **Selected individuals**.

The Individuals to Include dialog box contains two lists.   The list on the right shows the group of individuals who will be printed.   The scrolling list on the left shows which individuals you can add to the group.   The individuals in the list on the left are in alphabetical order by last name.   Nicknames (aka's) are not included on the same line as given names.   To locate an individual in the list on the left quickly, click in the **Name** field at the top of the list and type the individual's name in the following format: Last name, First name Middle name.   With each character you type, you will get closer to the name you are looking for.

You create a group of individuals to print by selecting individuals and adding them to or removing them from the list on the right.   You can add and remove individuals in three ways: using the "Include" and "Remove" buttons, using the "Include All" and "Remove All" buttons, and using the "Find and Include" and "Find and Remove" buttons.   The table below summarizes how each of these buttons work.   Each of these methods is described below in more detail.

Use this button...	To do this...
"Include" or "Remove"	Include or remove individuals one-by-one.
"Include All" or "Remove All"	Include all of the individuals currently in your Family File or remove all of the individuals currently in the group.
"Find and Include" or "Find and	Choose categories of individuals

Remove"   to include or remove all at once.

You can use any combination of these methods to create your group.   When you're done creating the group, click **OK**.   Family Tree Maker will return you to the Report view.

Note: There is **one** Individuals to Include dialog box for all views in Family Tree Maker.   The group of individuals that you create in one view, such as Custom reports, is available to you in the other views that allow you to choose groups: Labels/Cards and Batch print.   Even if you quit Family Tree Maker, the group that you create in the Individuals to Include dialog box will remain the same until you change it again.   Of course, if you make changes to the group in one view, such as the Report view, the group will change in all other views as well.

In general, you do not need to worry about the order in which you add individuals because Family Tree Maker can sort them for you later.   The sorting orders include "Last name (A first)," "Last name (Z first)," "Birth date (oldest first)," and "Birth date (youngest first)."   If you want individuals in an order other than those offered in the Sort dialog box, you need to add them to the list on the right in that order.   Then, in the Sort dialog box, select the **Don't sort individuals** option button.

Using the "Include" and "Remove" Buttons

With the "Include" and "Remove" buttons you can add and remove individuals to and from the group one at a time.

To create a group using the "Include" and "Remove" buttons:

1. If you want to add an individual to the group, click his or her name in the list on the left.   If you want to remove an individual from the group, click his or her name in the list on the right.

2. Click either the **Include** button (the arrow pointing to the right) or the **Remove** button (the arrow pointing to the left).

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If you chose to add the individual, his or her name is added to the list on the right and the "Number included" increases by one.   If you chose to remove the individual, his or her name is removed from the list on the right, and the "Number included" decreases by one. Instead of selecting an individual and then clicking "Include" or "Remove," you can just double-click the individual's name.   Double-clicking names in the list of the left automatically adds them to the group.   Double-clicking names in the list on the right automatically removes them from the group.

Using the "Include All" and "Remove All" Buttons

With the "Include All" button, one click adds all of the individuals currently in your Family File to the group.   With the "Remove All" button, one click removes all of the individuals from the group.

The best time to use the "Include All" button is when you want to create a group that includes almost all of the individuals that are currently in your Family File.   For example, if there are only a few people that you don't want to include in the group, click the **Include All** button (the double arrows pointing to the right) to move all of the individuals to the list on the right.   Then use the **Remove** button (the arrow pointing to the left) to remove the few individuals that you don't want in the group.   This is much faster than including all of the individuals one by one.

If you want to include all of the individuals in your Family File, don't use the "Include All" button.   Instead, from the **Contents** menu, select **Individuals to Include**.   Then, in the **Include** dialog box, select **All Individuals**.   This way, individuals that you add to your

Family File later will be included automatically.   If you use the "Include All" button to include everyone, individuals that are added to your Family File later will **not** be added to the group automatically.

The best time to use the "Remove All" button is when you already have several individuals in the group and you want to start over.   Click the **Remove All** button (the double arrows pointing to the left) to remove all of the individuals from the group.   Then use the **Include** button (the arrow pointing to the right) to begin adding individuals to the group again.

Using the "Find and Include" and "Find and Remove" Buttons

With the "Find and Include" and "Find and Remove" buttons, Family Tree Maker will search your Family File for individuals, such as those who were born before a certain date or those who are ancestors of a particular individual, and add them to the group or remove them from the group.

To create a group using the "Find and Include" and "Find and Remove" buttons:

1. Decide which individuals you want to add to or remove from the group.   For example, do you want to add all of your ancestors?   Do you want to add all of the individuals who were born in a particular town?   Do you want to remove all of the individuals who were born before a particular date?

   If you want to add or remove a group of individuals that are ancestors or descendants of a particular individual, make sure to highlight the name of that individual in the list on the left before moving on to step 2.   For example, if you wanted to add all of your ancestors, you would highlight your name.

2. Click either the **Find and Include** ("Find" with the arrow pointing to the right) or **Find and Remove** button ("Find" with the arrow pointing to the left).

   Family Tree Maker displays either the Add Individuals or Remove Individuals dialog box. In this dialog box you specify which individuals you want Family Tree Maker to find and add to the group or remove from the group.

3. Click in the **Search** field.

   If you want to find individuals who are all ancestors or descendants of a particular individual, choose either "Ancestors," or "Descendants," from the drop-down list (you may have to scroll upwards to do this).   Family Tree Maker automatically fills the "of" field with the name of the individual that was highlighted in step 1.   Skip to step 5.

   If you want to find individuals who have information in common, such as a birth location, use the drop-down list to choose the name of the field that contains that information. For example, if you want to find all individuals who were born in a particular place, you would select "Birth location."   When you've selected a field, go to step 4.

4. In the **for** field, type the information that you want to search for.   If the field that you are searching only has certain legal values (such as "male," "female," and "unknown"), then a drop-down list may be displayed in the "for" field.   Just choose the item you want to search for.

   For example, if you chose "Birth location" in step 3, and you wanted Family Tree Maker to find everyone that was born in Cleveland, Ohio, then you would type `Cleveland, Ohio` in the "for" field.

5. Click **OK**.

   Family Tree Maker searches through your Family File for individuals who match your request.   If no matches are found, Family Tree Maker tells you so.   If you chose to add the individuals, their names are added to the list on the right and the "Number included" increases.   If you chose to remove the individuals, their names are removed from the list on the right, and the "Number included" decreases.

Selecting information to include in reports

You can select which information you want to include in your Custom reports.   If you need other information about Custom reports, see the topic **Custom reports.**

In Custom Reports, the items that you choose appear in columns, from right to left.   Select the item that you want in the leftmost column first.   For example, you would choose **Name** first if you wanted each individuals name to be the leftmost column.   You would choose **Death date** last if you wanted this information to appear in the rightmost column.   You can include up to one hundred items per report, limited by paper size, however.

From the **Contents** menu, select **Items to Include** (ALT, C, I).   Family Tree Maker displays the Items to Include dialog box.   It contains two lists.   The list on the right shows which items will be included in your report.   The scrolling list on the left shows which items you can add to the report.   There is a default group of items that are already included.   However, you can add and delete items to and from the list on the right as often as you like.   When you're done selecting information, click **OK**.   Family Tree Maker will return you to the Report view.

To add items to or remove items from a report:

1. Click the name of the item in the list on the left if you want to add the item.   Click the name of the item in the list on the right if you want to remove the item.

2. Click either the **Include** button (the arrow pointing to the right) or the **Remove** button (the arrow pointing to the left).

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If you chose to add the item, it is added to the list on the right.   If you chose to remove the item, it is removed from the list on the right.
Instead of selecting an item and then clicking "Include" or "Remove," you can just double-click the item's name.   Double-clicking items in the list on the left automatically adds them.   Double-clicking items in the list on the right automatically removes them.   In addition, if you want to delete all items from the list on the right, just click the **Remove all** button (the double arrow pointing to the left).
With Custom reports, you need to make formatting choices for names.   Family Tree Maker automatically displays a dialog box that asks you to make a formatting choice when it is necessary.   For more information, see the topic "Formatting items to include."   You can also format the text that appears in your report.   See the topic "Formatting text in a report."

See Also

Formatting items to include in reports

Formatting text in reports

Formatting items to include in reports

In Custom reports, you can only format names.   For all other items, Family Tree Maker automatically chooses the format that is best for the report.   If you need other information about Custom reports, see the topic **Custom reports.**

When you choose to include names, aka's, or spouses in your Custom report, Family Tree Maker displays the Options: Name dialog box.   In this dialog box, you can choose the format in which the names print in your report.   When you've made your formatting selections, click **OK**.

To change the formatting of an item that's already in the list on the right side of the Items to Include dialog box:

1. From the **Contents** menu, select **Items to Include** (ALT, C, I).

   Family Tree Maker displays the Items to Include dialog box.   It contains two lists.

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

   Family Tree Maker highlights the item.

3. Click **Options.**

   Family Tree Maker displays an Options dialog box.

   Note: If you select an item in the scrolling list on the right, and **Options** remains grayed out, that item does not have any formatting options.

4. Make your formatting selections, then click **OK**.

   When you have finished formatting and items to include on your labels or cards, click **OK** in the Items to Include dialog box.   Family Tree Maker returns you to the Report view.

Formatting text in reports

You can format the text in your Custom report.   If you need other information about Custom reports, see the topic **Custom reports.**

To format the text and title in a report:

1. From the **Format** menu, select **Text Font, Style, & Size**.(ALT, T, T)

   Family Tree Maker displays the Text Font, Style, & Size dialog box.

2. In the **Items to format** list, click an item that you want to format, such as "Title."

   Each of the formatting options is described below.   The "Sample" field shows what your choices will look like.

   Font   Use this field to select a font for that item.

   Size   Use this field to select a point size for that item.

   Style   Use this field to select a text style, such as bold or italics, for that item.

   Color   Use this field to select a color for that item.

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

   Family Tree Maker returns you to the Report view.

Adding a title and footnote to a report

With reports you can add a title and footnote.   The footnote will appear in the lower right corner of the page.   If you need other information about Custom reports, see the topic **Custom reports.**

To add a title or footnote:

1. From the **Contents** menu, select **Title & Footnote** (ALT, C, T).

   Family Tree Maker displays the **Title & Footnote** dialog box.

   Title If you wish to have a title on your Report, type one in this field.   Select the **Print title on every page** check box to include the title on each page of your tree.

   Page Number   Select the **Include page number** check box to place 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.

   Footnote   Use this field to include a footnote on your Custom report.

   Draw box around footnote   Select this check box to draw a box around your footnote.

2. Click **OK** when you're done creating your title and footnote.

   Family Tree Maker returns you to the Report view.

Selecting borders for reports

A border is a design that Family Tree Maker draws along the top and/or bottom edge of your report.   The background fills the background of your report.   If you need other information about Custom reports, see the topic **Custom reports.**

To select formatting options for lines and borders:

1. From the **Format** menu, select **Box, Line, & Border Styles** (ALT, T, B).

   Family Tree Maker displays the Line & Border Styles dialog box.

2. Make your selections by clicking the buttons with the pictures of the borders and lines that you like.   Each report can only have one border style and one line style.

3. You can also choose colors for each of these elements.   Click the arrow next to the color field for the element you wish to change, and then select a color from the list that is displayed.   The colors will only print if you have a color printer.   Otherwise, the colors will print in shades of gray.

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

   Family Tree Maker returns you to the Report view.

Sorting reports

When you print Custom reports, you can select the order in which the names print.   If you need other information about Custom reports, see the topic **Custom reports.**

To select a sorting order:

1. From the **Format** menu, select **Sort** (ALT, T, S).

   Family Tree Maker displays the Sort dialog box.

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

   If you want the individuals to print in the order in which you added them to the group in the Individuals to Include dialog box, select **Don't Sort Individuals**.   This is especially useful for printing individuals in an Ancestor or Descendant order.

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

   Family Tree Maker returns you to the Report view.

Printing reports

When you have finished creating your report, you're ready to print.   If you need other information about Custom reports, see the topic **Custom reports.**

To print your report:

1. Make sure you're in the Report view.

2. Turn your printer on.

3. From the **File** menu, select **Print Report** (ALT, F, P).

   Family Tree Maker displays the Print dialog box where you can select printing options.

   Print range   To print all of the pages, select the **All** option button.   To print a range of pages, type the number of the first page in the **From** field and the number of the last page in the **To** field.   To print only one page, type the number in both the **From** and **To** fields.

   Print quality   The higher the print quality you choose, the darker and sharper your printed materials will be.   If your printer does not support different print qualities, this option will not be available to you.

   Print color   If you have a color printer, select this check box to print in color.   If you do not have color printer, select this check box to print in grayscale.

   Copies   In this field, type the number of copies that you want to print.

   Collate copies   Select this check box if you are printing multiple copies of a report and want to print complete sets.   De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

   Print to file   If you want to print your report to a file and send it to your printer at a later time, select this check box.   This option is useful if you want to print on a printer owned by someone who doesn't have Family Tree Maker.   When you print, you will need to provide a name for the output file.

   Note: If you intend to print the file on a printer other than your own, make sure the settings in the Print Setup dialog box match the printer you will be using.

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

   Family Tree Maker prints your report.

Scrapbooks

Printed Scrapbook pages are great documents to add to family books or other collections of printed family information.   You can print Scrapbook pages with as many or as few Pictures/Objects per page as you like.   To personalize them, you can add a title and decorative borders, too.

Selecting items to include in Scrapbooks

Formatting text in Scrapbooks

Adding a title and page numbers to a Scrapbook

Selecting styles for boxes, borders, and lines in Scrapbooks

Selecting the Scrapbook page layout

Selecting which Pictures/Objects to print

Sorting Scrapbooks

Printing Scrapbooks

Displaying Scrapbooks for printing

If all of the Pictures/Objects that you want to print are not in the Scrapbook yet, open it using the instructions in the topic "Opening Scrapbooks."   If you do not need to place new Pictures/Objects into the Scrapbook before you print, use the instructions below to open the Scrapbook.

To display an individual's or a marriage's Scrapbook for printing:

1. Go to the Family Page containing the individual or the marriage whose Scrapbook you want to print.

   Use the Index of Individuals or Find Individual to find an individual's Family Page.

2. On the Family Page, place the cursor either on the name of the individual or on the marriage whose Scrapbook you want to print.

3. From the **View** menu, select **Scrapbook** (ALT, V, S).

   Family Tree Maker displays the individual's or marriage's Scrapbook.

4. From the **File** menu, select **Print Preview** (ALT, F, V).

   Family Tree Maker changes to Scrapbook Print Preview.   You must be in Scrapbook Print Preview to use most of the Scrapbook formatting commands on the **Contents** and **Format** menus.   However, you will not be able to insert new items into the Scrapbook.   To insert new items, you must be in the Scrapbook view, **not** in Scrapbook Print Preview.

   You can move around in your Scrapbook with the scroll bars and arrow keys.   You can also use the Zoom command to enlarge it on the screen.   From the **Edit** menu, select **Zoom** (ALT, E, Z) and then choose a size from the dialog box.   The larger the percentage, the bigger your Scrapbook will be on screen.   You can also use the **Zoom In** and **Zoom Out** buttons on the Toolbar to view your Scrapbook at different sizes.

   Note: The Zoom command does not control how large your Scrapbook will be when you print.

   To control whether or not dotted lines representing page margins appear on the screen, from the **View** menu, select **Show Page Lines** (ALT, V, S).   If there is a check mark, the lines will appear on the screen, otherwise, they won't.   The lines will not appear on your printed documents.

5. You can either print your Scrapbook right away or customize it and then print.

   To change the print setup, click **Print Setup**.   To print the Scrapbook, click **Print**.   If you want to leave Scrapbook Print Preview, click **Scrapbook**.   Family Tree Maker will return you to the Scrapbook view.

See Also

Opening Scrapbooks

Selecting items to include in Scrapbooks

The items you can include on a printed Scrapbook include the caption, the description, the date, and more.   However, the more information you include, the smaller the Pictures/Objects will be.   In addition, if you choose to include more items than can fit on each Scrapbook page, Family Tree Maker simply will not print those items that do not fit, starting with the last item you choose.   If you need other information about printing Scrapbooks, see the topic **Scrapbooks.**

The items that you choose to include will be printed in "blocks."   For example, if you chose to include "Picture/Object" and "Picture/Object Caption," each Picture/Object would print with its caption directly beneath it.

From the **Contents** menu, select **Items to Include** (ALT, C, I).   (You must first be in Scrapbook Print Preview.)   Family Tree Maker displays the Items to Include dialog box.   It contains two lists.   The list on the right shows which items will be included in your printed Scrapbook.   The scrolling list on the left shows which items you can add to the printed Scrapbook.   There is a default group of items that are already included.   However, you can add and delete items to and from the list on the right as often as you like.   When you're done selecting information, click **OK**.   Family Tree Maker will return you to Scrapbook Print Preview.

To add items to or remove items from a printed Scrapbook:

1. Click the name of the item in the list on the left if you want to add the item.   Click the name of the item in the list on the right if you want to remove the item.

2. Click either the **Include** button (the arrow pointing to the right) or the **Remove** button (the arrow pointing to the left).

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If you chose to add the item, it is added to the list on the right.   If you chose to remove the item, it is removed from the list on the right.
Instead of selecting an item and then clicking "Include" or "Remove," you can just double-click the item's name.   Double-clicking items in the list on the left automatically adds them.   Double-clicking items in the list on the right automatically removes them.   In addition, if you want to delete all items from the list on the right, just click the **Remove all** button (the double arrow pointing to the left).
You can also format the text that appears in your report.   See the topic "Formatting text in Scrapbooks."

See Also

Formatting text in Scrapbooks

Formatting text in Scrapbooks

You can format the text in your Scrapbook report.   If you need other information about printing Scrapbooks, see the topic **Scrapbooks.**

To format the text and title in a Scrapbook:

1. From the **Format** menu, select **Text Font, Style, & Size** (ALT, T, F).   (You must first be in Scrapbook Print Preview.)

   Family Tree Maker displays the Text Font, Style, & Size dialog box.

2. In the **Items to format** list, click an item that you want to format, such as **Title**.

   Each of the formatting options is described below.   The "Sample" field shows what your choices will look like.

   Font   Use this field to select a font for that item.

   Size   Use this field to select a point size for that item.

   Style   Use this field to select a text style, such as bold or italics, for that item.

   Alignment   Click the arrow next to this field to display a list of text alignments, such as "Centered."   When the list of possible alignments appears, click the alignment that you want for that item.

   Color   Use this field to select a color for that item.

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

   Family Tree Maker returns you to Scrapbook Print Preview.

Selecting styles for boxes, borders, and lines in Scrapbooks

With Scrapbooks, you can select a border style, a box style, and a line style.   The border is drawn around the outside edge of each page and the boxes are drawn around each Picture/Object.   The border color that you select will be the color with which the border is drawn and the background color will cover the entire background of each Scrapbook page. The line color that you select will be the color with which the boxes are drawn around each Picture/Object, and the fill color will be inside each box.   If you need other information about printing Scrapbooks, see the topic **Scrapbooks.**

To select these formatting options:

1. From the **Format** menu, select **Box, Line, & Border Styles** (ALT, T, B).   (You must first be in Scrapbook Print Preview.)

   Family Tree Maker displays the Box, Line, & Border Styles dialog box.

2. Make your selections by clicking the buttons with the styles that you like.

   You may only choose one style for each element.   For example you can only choose one border style per document.

3. You can also select colors for various parts of your Scrapbook.   Click the arrow next to the color field for the element you wish to change and then select a color from the list that is displayed.   The colors will only print if you have a color printer, otherwise they will print in grayscale.

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

   Family Tree Maker returns you to Scrapbook Print Preview.

Adding a title and page numbers to a Scrapbook

With Scrapbooks you can add a title and page numbers.   If you need other information about printing Scrapbooks, see the topic **Scrapbooks.**

To add a title or page numbers:

1. From the **Contents** menu, select **Title & Footnote** (ALT, C, T).   (You must first be in Print Preview.)

   Family Tree Maker displays the Title & Footnote dialog box.

   Title   Select the **Automatic title** option button if you want Family Tree Maker to create a title for you.   If you want to create your own title, select the **Custom title** option button and type your title in the field provided.   If you would like the title to print on every page, select the **Print title on every page** check box.

   Page number   Select the **Include page number** check box to include page numbers on your Scrapbook pages.   To set the starting page number, type the number for the first page in the **Starting number** field.

2. Click **OK** when you're done creating your title and footnote.

   Family Tree Maker returns you to Scrapbook Print Preview.

Selecting the Scrapbook page layout

The "layout" refers to the placement of each Picture/Object on a Scrapbook page.   If you need other information about printing Scrapbooks, see the topic **Scrapbooks.**

To choose the Scrapbook page layout:

1. From the **Format** menu, select **Scrapbook Format** (ALT, T, F). (You must first be in Scrapbook Print Preview.)

   Family Tree Maker displays the Format for Printed Scrapbook dialog box.

2 Click the button that shows the layout of Pictures/Objects that you want on your Scrapbook pages.

   If you want to create your own special Scrapbook page layout, click **Edit**.   In the Custom Layout dialog box that Family Tree Maker displays, enter the number of Pictures/Objects you want across and down each page.   You can choose from 1 to 50.   Remember, however, the more Pictures/Objects on each page, the smaller they will be.   Click **OK** to return to the Format for Printed Scrapbook dialog box.

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

   Family Tree Maker returns you to the Scrapbook Print Preview.

Selecting which Pictures/Objects to print

Scrapbooks have other important printing options.   To display the dialog box where you choose special printing options, from the **Contents** menu, select **Options** (ALT, P, O).   (You must first be in Print Preview.)   These options are described below.   If you need other information about printing Scrapbooks, see the topic **Scrapbooks.**

When you print Scrapbook pages, Family Tree Maker does not print every single item in an individual's or marriage's Scrapbook.   Instead, only the Pictures/Objects that are marked to include in printed Scrapbooks will print.   However, the default is to include **all** Pictures/Objects.   If there are some Pictures/Objects that you wish to exclude from the printed Scrapbook pages, such as sound clips, you can indicate this in the More about Picture/Object dialog boxes for those Pictures/Objects.   In the Options for Printed Scrapbook dialog box, you can further control which Pictures/Objects print on the Scrapbook pages.

If you wish to print all Pictures/Objects that are marked for printing, select the **All** option button.   Alternatively, you can choose to include Pictures/Objects of a particular **category** and **type**.   Categories are classifications that you create.   For example, you could create a "Birthday" category in which to place birthday pictures.   Or, you could create a "Child Portrait" category in which to place portraits that were taken when the individuals were young.

Types are chosen from a drop-down list in the More About Picture/Object dialog box.   They describe what Pictures/Objects are, such as "Pictures" or "Sound Clips."   Categories and types are assigned to each Picture/Object in the More About Picture/Object dialog box.

The **By Category** and **and Type** fields work together to find the Pictures/Objects that you want to place in your Scrapbook.   For example, if you choose the category "Birthdays" and the type "Picture," Family Tree Maker searches for Pictures/Objects that fulfill **both** requirements.   However, both of the fields have an "Any" option, which, in effect, allows you to search only one of the two fields.   If the category that you assigned to a Picture/Object does not appear in the "By Category" drop-down list, just type it into the field.

Sorting Scrapbooks

You can select the order in which Pictures/Objects are arranged in Scrapbooks.   Please note, however, that when you choose a sorting order in Scrapbooks, it only affects the Scrapbook that is currently open.   If you need other information about printing Scrapbooks, see the topic **Scrapbooks.**

To select a sorting order:

1. From the **Format** menu, select **Sort** (ALT, T, S).

   Family Tree Maker displays the Sort dialog box.

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

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

   Family Tree Maker returns you to the Scrapbook view.

Printing Scrapbooks

When you have finished creating your Scrapbook, you're ready to print.   If you need other information about printing Scrapbooks, see the topic **Scrapbooks.**

To print your Scrapbook:

1. Make sure you're in the Scrapbook view or in Scrapbook Print Preview.

2. Turn your printer on.

3. From the **File** menu, select **Print** (ALT, F, P).

   Family Tree Maker displays the Print dialog box where you can select printing options.

   Print range   To print all of the pages, select the **All** option button.   To print a range of pages, type the number of the first page in the **From** field and the number of the last page in the **To** field.   To print only one page, type the number in both the **From** and **To** fields.

   Print quality   The higher the print quality you choose, the darker and sharper your printed materials will be.   If your printer does not support different print qualities, this option will not be available to you.

   Print color   If you have a color printer, select this check box to print text in color.   If you don't have a color printer, select this check box to print in grayscale.

   Copies   In this field, type the number of copies that you want to print.

   Collate copies   Select this check box if you are printing multiple copies of a Scrapbook and want to print complete sets.   De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

   Print to file   If you want to print your report to a file and send it to your printer at a later time, select this check box.   This option is useful if you want to print on a printer owned by someone who doesn't have Family Tree Maker.   When you print, you will need to provide a name for the output file.

   Note: If you intend to print the file on a printer other than your own, make sure the settings in the Print Setup dialog box match the printer you will be using.

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

   Family Tree Maker prints your Scrapbook.

Printing information contained in the More About dialog boxes

To print the information contained in your More About dialog boxes:

1. From the Family Page of the individual whose More About information you want to print, click **More About**.

   Family Tree Maker displays one of the More About dialog boxes.

   If you are on an individual's Notes dialog box, you can only print that individual's Notes. If you go to any of the other More About dialog boxes, you can print the information contained in all of the dialog boxes except Notes.

2. Turn your printer on.

3. From the **File** menu, select **Print** (ALT, F, P).

   Family Tree Maker displays the Print dialog box where you can select printing options.

   Print range   To print all of the pages, select the **All** option button.   To print a range of pages, type the number of the first page in the **From** field and the number of the last page in the **To** field.   To print only one page, type the number in both the **From** and **To** fields.

   Print quality   The higher the print quality you choose, the darker and sharper your printed materials will be.   If your printer does not support different print qualities, this option will not be available to you.

   Copies In this field, type the number of copies that you want to print.

   Collate copies   Select this check box if you are printing multiple copies of the More About dialog boxes and want to print complete sets.   De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

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

   Family Tree Maker prints your More About information.

Batch printing

When you want to print a lot of information, Family Tree Maker gives you a convenient way to produce and organize it.   The Batch Print command lets you specify what document you want to print and also provides page numbering functions to help you keep track of the information that you print.   Batch printing is available for Family Group Sheets, Notes dialog boxes, and Scrapbooks.

Here are the basic steps to start a batch print:

1. Choose what type of document you want to print.

2. Choose the individuals you want to print the documents for.

3. Specify the print settings.

4. Tell Family Tree Maker to print the documents.

To find out the details about each of these steps, read the topics below in the order in which they are listed.

See Also

Selecting and setting up the document type

Selecting individuals to print

Selecting print settings

Special uses for Batch printing

Selecting and setting up the document type

With batch printing, you first need to decide what document you want to print.

To select and set up a document for batch printing:

1. Go to the document that you want to print.

   To print Family Group Sheets, from the **View** menu, select **Family Group Sheet** (ALT, V, G).

   To print Notes for individuals or for marriages, place the cursor on either the individual or the marriage on a Family Page.   Then from the **View** menu, select **More About** (ALT, V, M).   From the submenu, select **Notes** (N).

   To print Scrapbooks for individuals or for marriages, place the cursor on either the individual or the marriage.   Then from the **View** menu, select **Scrapbook** (ALT, V, S).

2. Use the commands on the **Contents** and **Format** menus to set up the document for printing.

   For example, use the **Items to Include** command to choose which items you want to include in all of the documents.   You also might want to format the text in the documents using the **Text Font, Style, & Size** command.

3. At this time, you may also want to check your print setup, which controls items such as paper orientation, paper size, and margins.   If you want to change any of these items, see the topic "Print Setup."

See Also

Print Setup

Selecting individuals to print

After you've chosen the type of document you want to print, you're ready to select a printing order and choose individuals to print.   If you need other information about Batch printing, see the topic **Batch printing.**

From the **File** menu, select **Batch Print** (ALT, F, A).   Family Tree Maker displays the Individuals to Include dialog box.   In this dialog box you can create a group of individuals to include in the batch print.   However, you first need to select a printing order.

To select a printing order:

1. Click **Sort order**.

   Family Tree Maker displays the Sort Batch Print dialog box.

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

   If you want individuals to print in the order in which you will choose them in the Individuals to Include dialog box, select **Don't sort individuals** in this dialog box.

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

   Family Tree Maker returns you to the Individuals to Include dialog box.   Now you can choose the individuals to print.

The Individuals to Include dialog box contains two lists.   The list on the right shows the group of individuals for whom your documents will be printed.   The scrolling list on the left shows which individuals you can add to the group.

The individuals in the list on the left are in alphabetical order by last name.   Nicknames (aka's) are not included on the same line as given names.   To quickly locate an individual in the list on the left, click in the **Name** field and type their name in the following format: Last name, First name Middle name.   With each character you type, you will get closer to the name you are looking for.

You create a group of individuals to print by selecting individuals and adding them to or removing them from the list on the right.   You can add and remove individuals in three ways: using the "Include" and "Remove" buttons, using the "Include All" and "Remove All" buttons, and using the "Find and Include" and "Find and Remove" buttons.   The table below summarizes how each of these buttons work.   Each of these methods is described in more detail below the table.

Use this button...	To do this...
"Include" or "Remove"	Include or remove individuals one-by-one.
"Include All" or "Remove All"	Include all of the individuals currently in your Family File or remove all of the individuals currently in the group.
"Find and Include" or "Find and Remove"	Choose categories of individuals to include or remove all at once.

You can use any combination of these methods to create your group.   When you're done creating the group, click **OK**.   Family Tree Maker will return you to the document view.

Note: There is **one** Individuals to Include dialog box for all views in Family Tree Maker.   The group of individuals that you create in one view, such as Labels/Cards, is available to you in the other views that allow you to choose groups: Reports and Batch

Print.   Even if you quit Family Tree Maker, the group that you create in the Individuals to Include dialog box will remain the same until you change it again.   Of course, if you make changes to the group in one view, such as the Report view, the group will change in all other views as well.

Using the "Include" and "Remove" buttons

With the "Include" and "Remove" buttons you can add and remove individuals to and from the group one at a time.

To create a group using the "Include" and "Remove" buttons:

1. If you want to add an individual to the group, click his or her name in the list on the left.   If you want to remove an individual from the group, click his or her name in the list on the right.
2. Click either the **Include** button (the arrow pointing to the right) or the **Remove** button (the arrow pointing to the left).
   ▪
If you chose to add the individual, his or her name is added to the list on the right and the "Number included" increases by one.   If you chose to remove the individual, his or her name is removed from the list on the right, and the "Number included" decreases by one.
   Instead of selecting an individual and then clicking "Include" or "Remove," you can just double-click the individual's name.   Double-clicking names in the list on the left automatically adds them to the group.   Double-clicking names in the list on the right automatically removes them from the group.

Using the "Include All" and "Remove All" Buttons

With the "Include All" button, one click adds all of the individuals currently in your Family File to the group.   With the "Remove All" button, one click removes all of the individuals from the group.

The best time to use the "Include All" button is when you want to create a group that includes almost all of the individuals that are currently in your Family File.   For example, if there are only a few people that you don't want to include in the group, click the **Include All** button (the double arrows pointing to the right) to move all of the individuals to the list on the right.   Then use the **Remove** button (the arrow pointing to the left) to remove the few individuals that you don't want in the group.   This is much faster than including all of the individuals one by one.

If you want to include all of the individuals in your Family File, don't use the "Include All" button.   Instead, from the **Contents** menu, select **Individuals to Include**.   Then, in the **Include** dialog box, select **All Individuals**.   This way, individuals that you add to your Family File later will be included automatically.   If you use the "Include All" button to include everyone, individuals that are added to your Family File later will **not** be added to the group automatically.

The best time to use the "Remove All" button is when you already have several individuals in the group and you want to start over.   Click the **Remove All** button (the double arrows pointing to the left) to remove all of the individuals from the group.   Then use the **Include** button (the arrow pointing to the right) to begin adding individuals to the group again.

Using the "Find and Include" and "Find and Remove" Buttons

With the "Find and Include" and "Find and Remove" buttons, Family Tree Maker will search your Family File for individuals, such as those who were born before a certain date or those who are ancestors of a particular individual, and add them to the group or remove them from the group.

To create a group using the "Find and Include" and "Find and Remove" buttons:

1. Decide which individuals you want to add to or remove from the group.   For example, do you want to add all of your ancestors?   Do you want to add all of the individuals who were born in a particular town?   Do you want to remove all of the individuals who were born before a particular date?

   If you want to add or remove a group of individuals that are ancestors or descendants of a particular individual, make sure to highlight the name of that individual in the list on the left before moving on to step 2.   For example, if you wanted to add all of your ancestors, you would highlight your name.

2. Click either the **Find and Include** ("Find" with the arrow pointing to the right) or **Find and Remove** button ("Find" with the arrow pointing to the left).

   Family Tree Maker displays either the Add Individuals or Remove Individuals dialog box.   In this dialog box you specify which individuals you want Family Tree Maker to find and add to the group or remove from the group.

3. Click in the **Search** field.

   If you want to find individuals who are all ancestors or descendants of a particular individual, choose either "Ancestors," or "Descendants," from the drop-down list.   (You may have to scroll upwards in the drop-down list.)   Family Tree Maker automatically fills the "of" field with the name of the individual that was highlighted in step 1.   Skip to step 5.

   If you want to find individuals who have information in common, such as a birth location, use the drop-down list to choose the name of the field that contains that information.   For example, if you want to find all individuals who were born in a particular place, you would select "Birth location."   When you've selected a field, go to step 4.

4. In the **for** field, type the information that you want to search for.   If the field that you are searching only has certain legal values (such as "male," "female," and "unknown"), then a drop-down list may be displayed in the "for" field.   Just choose the item you want to search for.

   For example, if you chose "Birth location" in step 3, and you wanted Family Tree Maker to find everyone that was born in Cleveland, Ohio, then you would type `Cleveland, Ohio` in the "for" field.

5. Click **OK**.

   Family Tree Maker searches through your Family File for individuals who match your request.   If no matches are found, Family Tree Maker tells you so.   If you chose to add the individuals, their names are added to the list on the right and the "Number included" increases.   If you chose to remove the individuals, their names are removed from the list on the right, and the "Number included" decreases.

Selecting print settings

After you click **OK** in the Individuals to Include dialog box, Family Tree Maker displays the Batch Print dialog box.   This is where you can select options for page numbering and print quality.   If you need other information about Batch printing, see the topic **Batch printing.**

1. Select your options in the Batch Print dialog box.   Each option is described below.

   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.

   Page numbering   Select the option button for the page numbering scheme that you want for your batch print.   If you choose to have page numbers, enter a starting number in the **Starting number** field.   Please note that when you print Notes, the **Don't number pages** option button is not available.   In addition, when you print Notes, you cannot select a starting number; all Notes start on page 1.

   Print color   Select this check box to print text in color.   De-select it if you just want to print in black and white.   If you have a black and white printer, select this check box to print in black, white, and gray.   De-select it if you just want to print in black and white.

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

   Family Tree Maker begins printing.

Special uses for Batch printing

Batch printing comes in handy when you are doing family research.   For example, you can batch print a set of Family Group Sheets to send to relatives so that they can verify the information.   After printing the Family Group Sheets, you can easily switch to the Labels/Cards view and print mailing labels for the same group of people!   This is because Family Tree Maker saves the group that you select in the Individuals to Include dialog box until you change it again.

Batch printing is also especially useful when you want to make family books.   You can choose who to print the documents for and how to number the pages.   You can also select the order in which the documents print -- alphabetically, chronologically, or virtually any order you want!   Many people like to print their documents in Ancestor or Descendant order, so we're including general instructions here:

To batch print in Ancestor or Descendant order:

1. When you first open the Individuals to Include dialog box, click the **Remove all** button (double arrows pointing to the left.)
2. Click **Sort order**.

   Family Tree Maker displays the Sort Batch Print dialog box.
3. Select the **Don't sort individuals** option button and then click **OK**.

   Family Tree Maker returns you to the Individuals to Include dialog box.
4. Select the individual whose ancestors or descendants you want to add, and click **Find and Include**.

   Family Tree Maker displays the Add Individuals dialog box.
5. In the **Search** field, select either **Ancestors** or **Descendants**.
6. Click **OK**.

   Family Tree Maker returns you to the Individuals to Include dialog box
7. Click **OK**.

   Family Tree Maker displays the Batch Print dialog box.
8. Make your selections in the Batch Print dialog box.
9. Click **OK**.

   Family Tree Maker begins printing.

Creating family books

Like most programs designed for Microsoft Windows, Family Tree Maker allows items to be copied to the Clipboard and then pasted into other Windows applications.   This opens up many creative possibilities.   For example, a family tree from Family Tree Maker could be pasted right into a book of family stories being written in a Windows word processor.

You can place a copy of most Family Tree Maker items, such as trees, Family Group Sheets, Kinship reports, and calendars, into other Windows applications.   When you copy one of these items, a **metafile** image is placed on the Clipboard.   A metafile is a graphics file format that many Windows word processors and graphics programs can read.   Check the manual of your other software programs to see if they can read metafiles.

To copy and paste an item from Family Tree Maker into another Windows application:

1. Display the image that you want to copy.

2. From the **Edit** menu, select **Copy** (ALT, E, C).

   Family Tree Maker places a metafile image of what you had displayed on the Clipboard.

3. Go to your other program that can read metafiles, and make any preparations that it requires.

4. From the **Edit** menu of that program, select **Paste** (ALT, E, P).

   The image will appear in that program.

Print setup

When you change your print setup, you are changing it for a specific view, not for all views. For example, if you change the print setup while you're in the Ancestor Tree view, every Ancestor tree that you print afterwards will have the same setup. However, Descendant trees would not have that setup.

To change your print setup:

1. From the **File** menu, select **Print Setup** (ALT, F, R). Or, if you're in the Print dialog box, click **Setup**.

   Family Tree Maker displays the Print Setup dialog box.

   Default/Specific Printer The default printer is the printer that is normally used by your Windows programs. Select the **Default printer** option button to use the default printer. Select the **Specific printer** option button if you want to select a printer other than the default printer.

   Note: If the printer you wish to use is not shown, then you will need to install that printer's driver. Consult your Microsoft Windows User's Guide for more information.

   Portrait/Landscape If you want your document to print with the short edge of the paper at the bottom (as a letter normally prints) click the **Portrait** option button. If you want your document to print with the long edge of the paper at the bottom (sideways), click the **Landscape** option button. Ancestor trees usually take fewer pages in portrait orientation, and Descendant trees usually take fewer pages in landscape orientation. This option is not available to printers using 14" x 11" paper.

   Size/Source Click the arrow next to the **Size** field to choose a paper size and **Source** to choose your paper source.

   Margins Use the **Top**, **Bottom**, **Left**, and **Right** fields to change the margins on your pages.

   Print continuous forms If your printer uses continuous forms, you can select this check box to tell Family Tree Maker to print across the perforations in your paper. This does not apply to laser printers that automatically feed in single sheets of paper.

   Overlap pages If you want information on the edge of one page to be repeated on the edge of the next page so that it's easier to tape pages together, select this check box.

   Options Click this to go to the Options dialog box. The options available to you depend on your printer. Make your selections from this dialog box, and then click **OK** to return to the Print Setup dialog box.

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

   Family Tree Maker returns you to the current view.

The FamilyFinder Index: what it is & how to use it

Please note that the FamilyFinder Index is only available on the CD-ROM version of Family Tree Maker.

The Basics

Many of the <u>records</u> that you use for genealogical research, such as census records and marriage records, have been indexed.   These <u>indexes</u> can help you save time by telling you exactly where to go to get the record that you are searching for.   The CD-ROM version of Family Tree Maker for Windows comes equipped with the best index of them all -- the FamilyFinder Index.   This index is special because it works like a "Super Index" to existing <u>archives</u>.   The FamilyFinder Index contains approximately 100 million names of individuals whose names appear in U.S. census records, selected state marriage records, selected state land records, all publicly available social security death benefits records, and many other archives.   The FamilyFinder Index is an index of actual names.   It can tell you within seconds exactly where to go to obtain more detailed information about each listed person.

Using the FamilyFinder Index

One of the best parts about the FamilyFinder Index is that you can use it without even leaving your computer.   To use the FamilyFinder Index, follow these simple steps.   From the **FamFinder** menu in Family Tree Maker, select **FamilyFinder Index** (ALT, A, F).   Family Tree Maker displays the FamilyFinder Index dialog box.   The entries in the FamilyFinder Index are listed alphabetically by last name.   Next to each entry is a description of the Archive disc which contains information about that name.

Archive discs are CD-ROMs that you can use in selected libraries or purchase from Banner Blue Software.   The Archive disc contains the actual index or archive (marriage index, census index, land record archive, etc.) that the name in the FamilyFinder Index was taken from, and gives you more information about the record that the Index refers to.   Often, you won't need to go to the actual record itself, because the Archive disc will give you all of the information that you need.   However, if you do want to see the actual record, the Archive disc gives you information about how to find it.   For example, if you are looking for a census record, the Archive disc will tell you on which microfilm roll the record is located.   You then just need to go to a National Archives branch or a library that has the census on microfilm.

To find a name in the FamilyFinder Index, all you need to do is type it in at the top of the screen.   (There are several ways to search for names in the FamilyFinder Index.   Complete instructions for using the FamilyFinder Index are in the topics listed at the bottom of this screen.)   If this name is included in the FamilyFinder Index, Family Tree Maker will find it for you, and then you know for certain that a particular record containing that name exists.   The FamilyFinder Index tells you on which Archive disc you can find the name.   You can then go to that Archive disc to get more information about the individual with that name.   You will also find out where the actual record is located.   The process is actually quite easy, <u>click here</u> to see an example.

There are a number of options after you find your ancestor's name in the FamilyFinder Index.
▪ You can contact Banner Blue and actually purchase the Archive disc containing the index on which the name is listed.   These Archive discs are specially discounted for Family Tree Maker customers.   And, even better, they can be accessed right from your own computer! You won't have to go to a library and search for the correct index.   In addition to directing you to the actual record, these Archive discs contain a wealth of genealogical information -- so much that you may not even need the actual record.   (More about accessing these Archive dics is in the topic "All About Archive CD-ROM Discs.")

▪ You can visit a good public or genealogy library or a National Archives branch in your area. These institutions may have the indexes that you need in bound, microfilm, or CD-ROM form.
▪ You may be able to go straight to the actual record after using the FamilyFinder Index.   It all depends on the type of record that you are searching for.

It is possible that you will not find your ancestor's name in the FamilyFinder Index.   See the topic What if I can't find my ancestor's name for more information.

Where do the Archive discs come from?

The Archive discs were created by Automated Archives, a research company in Utah. Banner Blue Software has a special agreement with Automated Archives to sell Archive discs to Family Tree Maker customers.   For more information about Archive discs, call Banner Blue Software at 800-387-2158 or 716-871-7637.   The fax number is 716-873-0906.   Lines are open 24 hours a day, 7 days a week.   You can also write to (please include your address and phone number so that we can contact you):

Banner Blue Software
PO Box 119
Buffalo, NY 14207-9965

Select one of the topics below to get instructions for using the FamilyFinder Index.   For a more complete description of the Archive discs and where you can access them, see the topic "Accessing Archive CD-ROM discs."

You should also know about research issues regarding the FamilyFinder Index, Archive CD-ROM discs, and genealogical records in general.   These issues are described in the Genealogy "How-To" Guide.   To read about these issues, from the **FamFinder** menu, select **Genealogy "How-To" Guide** (ALT, A, F).   On the first screen of the Genealogy "How-To" Guide, select **FamilyFinder Index.**   At the bottom of that topic, select the jump to "Issues with using the FamilyFinder Index (and Archive CD's)."

See Also
Setting search options
Doing a FamilyFinder Quick Search
Using FamilyFinder Find Name
Printing the results of your FamilyFinder Index search
Getting more information about a record
Accessing Archive CD-ROM discs

What if I can't find my ancestor's name?

It's possible that the name you are looking for will not be found in the FamilyFinder Index. If this occurs, don't despair!   There are two things you should realize before giving up:

First, it is possible that the name really is in the FamilyFinder Index but has been disguised by errors or name changes.   As you look through the FamilyFinder Index, don't rule out entries that are similar, but not exact matches of the names that you are looking for. Because the FamilyFinder Index is composed from many different sources, including hand-written census records more than a century old, there are spelling errors, misinterpretations of names, transpositions of first and last names, first initials being used instead of first names, abbreviations being used instead of full or middle names (like Edw. Wm. instead of Edward William), and other errors.   Even name changes may play a part in "hiding" a name you are looking for.   For example, if you are looking for the name of a female in the Social Security Death Benefits Index, most likely you should be looking under her married name rather than her maiden name.   For advice and more examples of exactly what types of errors you should be aware of, see the important topic "Issues with using the FamilyFinder Index (and Archive discs)."

Second, even if you can't locate your ancestor's name in the FamilyFinder Index, it is still possible that a record with your ancestor's name exists.   It just happens that the record was not not in an index that is available electronically, and therefore couldn't be included in the FamilyFinder Index.

There are other important research issues regarding the FamilyFinder Index, Archive discs, and genealogical records in general.   It is important to know about these issues before you begin your genealogical research.   To read about them, from the **Help** menu, select **Genealogy "How-To" Guide** (ALT, H, G).   On the first screen of the Genealogy "How-To" Guide, click **FamilyFinder Index.**   At the bottom of that topic, select the topic "Issues with using the FamilyFinder Index (and Archive discs)."

If you want to return to the topic that you were reading previously, click the Back button at the top of this screen.

A sample search

Joseph Bradley is searching for information about his great-grandfather, Thomas Franklin Bradley, who was from Missouri.   Before he begins to look through microfilm indexes and records at his local genealogy library, he uses the FamilyFinder Index that's on the CD-ROM version of Family Tree Maker for Windows.   Joseph gives the name of his great-grandfather to the FamilyFinder Index, and it goes to work.

After quickly searching through 100 million names, the FamilyFinder Index highlights the name "Thomas Franklin Bradley."   Next to it reads "Census: Iowa, Illinois, Missouri, Michigan, Minnesota, Wisconsin (1850)."   Since Joseph's grandfather was from Missouri and the time frame seems plausible, this looks like a possible match.   From the FamilyFinder Index, Joseph can see that this particular census index is contained on Archive disc number 47.   This may be an Archive disc that he wants to look at.

First, Joseph decides to find out a little more about the contents of Archive disc number 47. He'd like to know as much as he can about the index that may contain information about his great-grandfather.   He clicks **More About** and this is what he finds out: Archive CD 47 contains about 900,000 total entries.   It is an almost complete index of all of the counties that existed in those states in 1850.   He also finds out that he can get the following information from the Archive disc: the township where this individual named Thomas Franklin Bradley lived at the time of the census, the microfilm page number where the census record exists, the Soundex code for Thomas Franklin Bradley's name, and notes indicating the number and age of males, females, and slaves in the household at the time of the census enumeration.   It's incredible how much information Joseph can get just from the Archive disc that contains the census index itself!   Joseph decides to order Archive disc number 47 from Banner Blue so that he can access the information listed above.   All of this information will help him determine if this Thomas Franklin Bradley is actually his great-grandfather.

Once he gets the Archive disc, he can look at all of the information that is in this census index.   If he likes, he can also go further and actually acquire a copy of the census record. Now getting a copy of the census record will be easy because the Archive disc tells him the exact microfilm page number where the census record exists.   He only needs to go to a branch of the National Archives or a library that has the 1850 census on microfilm.

If you want to return to the topic that you were reading previously, click the Back button at the top of this screen.

Setting search options

Please note that the FamilyFinder Index is only available on the CD-ROM version of Family Tree Maker.

The FamilyFinder Index contains over 150 million entries.   That's a lot of names to search through, so it can take some time.   In many cases, however, you will be able to limit your search to include fewer entries by selecting which Archive discs to include in the search. When you limit your search to a certain group of Archive discs, you can narrow in on specific types of records, such as census records or land records.   If you need other information about the FamilyFinder Index, see the topic **The Family Finder Index: what it is & how to use it**

To limit the number of Archive discs in a particular FamilyFinder Index search:

1. Make sure you are in the FamilyFinder Index dialog box.   If you are not, from the **FamilyFinder** menu, select **FamilyFinder Index** (ALT, A, F).

2. Click **Archives**.   This button is located at the bottom of the FamilyFinder Index dialog box.

   Family Tree Maker displays the Archives dialog box.   It lists seven different categories of Archive discs.   When the check box next to a category is selected, the Archive discs in that category will be included in the next search.

3. Read through the list of categories.   When you come to a category that you want to include in your next search, make sure that the check box next to that category is selected.   If you want to include all categories in your next search, you can click **Select all**.   When you come to a category that you **don't** want to include in your next search, make sure that the check box next to that category is **not** selected.   For the FamilyFinder Index to perform a search, at least one category must be selected.

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

   Family Tree Maker returns you to the FamilyFinder Index dialog box.   Now you can perform a search using the set of Archive discs you just selected.

Family Tree Maker remembers which categories of Archive discs are selected during your Family Tree Maker session until you change them again.   You do not need to re-select the categories each time you perform a search.

See Also
Doing a FamilyFinder Quick Search
Using FamilyFinder Find Name

Doing a FamilyFinder Quick Search

Please note that the FamilyFinder Index is only available on the CD-ROM version of Family Tree Maker.

With this feature you can find an individual in the FamilyFinder Index just by typing their name.   If you need other information about the FamilyFinder Index, see the topic **The Family Finder Index: what it is & how to use it**

To use the quick search feature of the FamilyFinder Index:

1. Click in the **Name** field at the top of the FamilyFinder Index dialog box.

2. Start typing the last name of the individual that you want to find.

   With each character you type, you will get closer to the name you are looking for.   You can type part or all of the name, as long as it is in the following format: Last name, First name Middle name.   As you move through the index, you may notice some unusual characters in some names, such as * or $.   These are simply typos -- with tens of millions of names, it's hard to be perfect!

   The following characters may be included in your search: A-Z, a-z, and accented characters.   However, be careful with accented characters.   All accents were purposefully removed from the names in the FamilyFinder Index.   If your family name has an accent in it, search for the name without the accent.   You may still see a few accents in the Index, but they are accidental.

   Some other characters, such as apostrophes, dashes, commas, periods, and the underscore character are regarded as spaces by Find Name.   This means that if you type a name such as Jean-Luc Marchand, the FamilyFinder Index will interpret the name as three words, and ask you to reduce your search to two words.   In addition, you **cannot** include the following characters: !, *, ?, [,], \, |, (,), and &.

   If you are unable to locate your ancestor's name under the spelling that you know, try a few different spellings.   Because the FamilyFinder Index is composed from many different sources, including hand-written census records over a century old, there are bound to be spelling errors, misinterpretations of names, missing middle names, transpositions of first and last names, first initials being used instead of first names, abbreviations being used instead of full or middle names (like Edw. Wm. instead of Edward William), and other errors.   Even name changes may play a part in "hiding" a name you are looking for.

   When you come to an index entry of interest to you, double-click that entry or click **Name** while the entry is highlighted.   This places a check mark to the left of the entry.   To remove a check mark, just double-click the entry again or click **Name** again.   If you want to remove all check marks from the FamilyFinder Index, select **Clear all**.   When you are done with your search, you can print a list of the entries that you have marked to print and use the list as a guide for further research on those names, such as a list of names to look up on an Archive disc or in bound indexes that you might find in your local genealogy library.   Please note that if you click **Cancel** to leave the dialog box, all of your check marks will be lost.   If you need to leave the FamilyFinder Index dialog box and want to save your check marks, make sure to click **OK**.

   At any time while you are searching you can find out what type of information a particular Archive disc contains.   Simply highlight the entry and click **More About**.

3. When you reach the end of your search, select **Print** if you want to print all of the entries that you have marked for printing.   For a description of the Print dialog box, see the topic "Printing the results of your FamilyFinder Index search."

4. Click **OK** to leave the FamilyFinder Index dialog box.

See Also

Setting search options

Using FamilyFinder Find Name

Printing the results of your FamilyFinder Index search

Getting more information about a record

Accessing Archive CD-ROM discs

Using FamilyFinder Find Name

Please note that the FamilyFinder Index is only available on the CD-ROM version of Family Tree Maker.

Using Find Name is a quick way to locate a specific name in the FamilyFinder Index.   It's especially useful if you only know an individual's first name, because you don't need to search in the "Last name, First name Middle name" format.   In fact, you can search on as little as the first four letters of either the first, middle, or last name.   If you need other information about the FamilyFinder Index, see the topic **The Family Finder Index: what it is & how to use it**

To use the Find Name command in the FamilyFinder Index:

1. Click **Find**. It's located at the bottom of the FamilyFinder Index dialog box.

   Family Tree Maker displays the Find Name dialog box.

2. Decide which type of search you want to do, either a partial word or whole word search.

   With whole word searches, the FamilyFinder Index will only find whole words that match the letters you type in the **Name** field.   For example, if you type `Smith` in the **Name** field, the FamilyFinder Index will find all entries where the individual's first, middle, or last name was "Smith."   FamilyFinder would **not** find names such as "Smithson," "Smithy," or "Nesmith."   To do a whole word search, make sure that the **Search for whole words** check box is selected.

   With partial word searches, the FamilyFinder Index will find any index entry that has a first, middle, or last name whose beginning letters are the same as the letters that you typed into the **Name** field.   For example, if you type `blan`, the FamilyFinder Index will find "Ken Blannard," "Blanche Smith," "George Blane Smith, III," and so on.   It will **not** find names such as "Robert Kirbland" or "Seablane Williams" because the "blan" is not at the beginning of one of the names.   To do partial word search, make sure that the **Search for whole words** check box is **not** selected.

   If you don't find your ancestor's name by using an whole word search, you may want to try searching on a portion of the name using a partial word search.   It may be the case you don't have the correct spelling of your ancestor's name, or that the individual who created the records made a spelling error.   In addition, try a few different spellings. Because the FamilyFinder Index is composed from many different sources, including hand-written census records over a century old, there are bound to be spelling errors, misinterpretations of names, missing middle names, transpositions of first and last names, first initials being used instead of first names, abbreviations being used instead of full or middle names (like Edw. Wm. instead of Edward William), and other errors. Even name changes may play a part in "hiding" a name you are looking for.

3. Type an individual's name in the **Name** field.

   With whole word searches, you may type no more than two words in the **Name** field, and neither word may be more than 15 characters long.   The FamilyFinder Index will find any index entry containing the words that you type in the **Name** field.   For example, if you type `Robert Wilson`, the FamilyFinder Index will find "Robert John Wilson," "Wilson Robert Smith," and "Robert A. Wilson."

   With partial word searches, each word that you type must be from 4 to 15 characters long, and you may type no more than two words.

   The following characters may be included in your search: A-Z, a-z.   Searches in the Find Name dialog box cannot include accented characters.   Some other characters, such as apostrophes, dashes, commas, periods, and the underscore character are regarded as

spaces by Find Name.   This means that if you type a name such as Jean-Luc Marchand, the FamilyFinder Index will interpret the name as three words, and ask you to reduce your search to two words.   In addition, you **cannot** include the following characters: !, *, ?, [,], \, |, (,), and &.

4. Click **OK** to begin searching.

Family Tree Maker returns to the FamilyFinder Index dialog box and highlights the first index entry that meets your request.   If there are no matches, Family Tree Maker displays a message telling you this.   As you move through the index, you may notice some unusual characters in some names, such as * or $.   These are simply typos -- with tens of millions of names, it's hard to be perfect!

When you come to an index entry of interest to you, double-click that entry or click **Name** while the entry is highlighted.   This places a check mark to the left of the entry. To remove a check mark, just double-click the entry again or click **Name** again.   If you want to remove all check marks from the FamilyFinder Index, select **Clear all**.   When you are done with your search, you can print a list of the entries that you have marked to print and use the list as a guide for further research on those names.   Please note that if you click **Cancel** to leave the dialog box, all of your check marks will be lost.   If you need to leave the FamilyFinder Index dialog box and want to save your check marks, make sure to click **OK**.

At any time while you are searching you can find out what type of information a particular Archive disc contains.   Simply highlight the entry and click **More About**.

5. To continue searching through the list of index entries, either click **Next** or **Previous**.

The FamilyFinder Index does not begin each new search from the beginning of the index. Instead, it starts each new search from the last index entry that was highlighted.   This means that the first match that the FamilyFinder Index shows you may be in the middle of the FamilyFinder Index, not at the beginning.   For this reason, even when you're on the very first match that the FamilyFinder Index shows you, you can still click **Previous** and move backwards through the index.

Please note that once you reach the end of the FamilyFinder Index, it will tell you that there are no more matches.   However, if you started your search in the middle of the index, there still may be some matches in the first half of the index that you have not already seen.   You must click **Previous** to go backwards, or you can simply move to the top of the index by dragging the scroll box to the top of the scroll bar.   Then you can search through the remaining matches in the first half of the index.   You cannot move from the very end of the index (the Z's) to the very beginning of the index (the A's) by clicking **Next**.

6. When you reach the end of your search, select **Print** if you want to print all of the entries with check marks next to them.   For a description of the Print dialog box, see the topic "Printing the results of your FamilyFinder Index search."

7. Click **OK** to leave the FamilyFinder Index dialog box.

See Also

Doing a FamilyFinder Quick Search

Setting search options

Printing the results of your FamilyFinder Index search

Getting more information about a record

Accessing Archive CD-ROM discs

Printing the results of your FamilyFinder Index search

Please note that the FamilyFinder Index is only available on the CD-ROM version of Family Tree Maker.

As you are looking through the FamilyFinder Index, you may see several index entries that you want to look up on the Archive discs.   Instead of writing down each index entry, you can print a list of them when you've finished your search.   For each index entry that you marked while searching, Family Tree Maker will print the individual's name, the Archive disc date range, the Archive disc title, and the Archive disc number.   If you need other information about the FamilyFinder Index, see the topic **The Family Finder Index: what it is & how to use it**

To print the results of your FamilyFinder Index search:

1. You should have already performed a search in the FamilyFinder Index and marked at least one index entry for printing.   If not, see either "Using Find Name," or "Doing a Quick Search."

2. Turn your printer on.

3. Select **Print**.   This button is located at the bottom of the FamilyFinder Index dialog box.

   Family Tree Maker first reminds you how to change the text formatting, click **OK** to clear the message.   Family Tree Maker then displays the Print Selected FamilyFinder Index Entries dialog box where you can select printing options.

   Print range   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 in the **From** field and the page number of the last page in the **To** field.   If you want to print only one page, type the number in both the **From** and **To** fields.

   Print quality   The higher the print quality you choose, the darker and sharper your printed materials will be.   If your printer does not support different print qualities, this option will not be available to you.

   Copies In this field, type the number of copies that you want to print.

   Collate copies   Select this check box if you are printing multiple copies of a report and want to print complete sets.   De-select this check box if you want multiple copies of the first page, multiple copies of the second page, and so on.

   Print to file   If you want to print your report to a file and send it to your printer at a later time, select this check box.   This option is useful if you want to print on a printer owned by someone who doesn't have Family Tree Maker.   When you print, you will need to provide a name for the output file.

   Note: If you intend to print the file on a printer other than your own, make sure the settings in the Print Setup dialog box match the printer you will be using.

   Print color   Select this check box to print in color, or in black, white, and gray if you don't have a color printer.

4. When you're done making your selections, click **OK**.

   Family Tree Maker prints the results of your FamilyFinder Index search.   Use the list as a guide when you are looking at an Archive disc.

See Also

Formatting text in FamilyFinder Index print-outs

Doing a FamilyFinder Quick Search

Using FamilyFinder Find Name

Accessing Archive CD-ROM discs

Formatting text in FamilyFinder Index print-outs

Please note that the FamilyFinder Index is only available on the CD-ROM version of Family Tree Maker.

You can use the text format settings in the Report view to change the text formatting in FamilyFinder Index print-outs.   If you need other information about the FamilyFinder Index, see the topic **The Family Finder Index: what it is & how to use it**

To format the text and title in a FamilyFinder Index print-out:

1. If you are in the FamilyFinder dialog box, click **OK** to save your check marks.   Then go to the Report view by clicking **Report** on the button bar at the top of the Family Tree Maker screen.   Please note that if you click **Cancel** to leave the FamilyFinder dialog box, all of your check marks will be lost.

2. From the **Format** menu, select **Text Font, Style, & Size** (ALT, T, F).

   Family Tree Maker displays the Text Font, Style, & Size dialog box.

3. In the **Items to format** list, click an item that you want to format, such as **Title**.

   Each of the formatting options is described below.   The "Sample" field shows what your choices will look like.

   Font   Use this field to select a font for that item.

   Size   Use this field to select a point size for that item.

   Style   Use this field to select a text style, such as bold or italics, for that item.

   Color   Use this field to select a color for that item.

4. Click **OK** when you're done making changes.

   Family Tree Maker returns you to the Report view.

5. You can now return to the FamilyFinder Index and print the results of your FamilyFinder Index search.   To return to the FamilyFinder Index, from the **FamilyFinder** menu, select **FamilyFinder Index** (ALT, A, F).

Getting more information about a record

Please note that the FamilyFinder Index is only available on the CD-ROM version of Family Tree Maker.

As you move through the list of index entries in the FamilyFinder Index, you can find out what type of information a particular Archive disc contains.   Simply highlight the name of the Archive disc and select **More About**.   Family Tree Maker displays a Help window with a description of the Archive disc.   If you need other information about the FamilyFinder Index, see the topic **The Family Finder Index: what it is & how to use it**

Remember, the Archive discs are available to you in two ways: you can find them at selected libraries throughout the country, or you can purchase them from Banner Blue Software.   Then, once you have access to the Archive disc that you need, you can locate your ancestor's name on that disc.   From that Archive disc, you will find out exactly where your ancestor's record is.   For example, if FamilyFinder indicated that your great-grandmother's name was in a census Archive disc, that Archive disc would tell you a microfilm roll number, page number, or other information that would lead you directly to the actual census record.

When you are finished reading the description of the record, you can close the Help window: from the **File** menu in the Help window, select **Exit** (ALT, F, X).

Accessing Archive CD-ROM discs

Please note that the FamilyFinder Index is only available on the CD-ROM version of Family Tree Maker.

The Archive discs were created by Automated Archives, a research company in Utah. Banner Blue Software has a special agreement with Automated Archives to sell Archive discs to Family Tree Maker customers.   For more information about Archive discs, call Banner Blue Software at 800-387-2158 or 716-871-7637.   The fax number is 716-873-0906.   Lines are open 24 hours a day, 7 days a week.   You can also write to (please include your address and phone number so that we can contact you):

Banner Blue Software
PO Box 119
Buffalo, NY 14207-0119

Purchasing the CD's for use in your home will allow you to locate ancestors without even leaving your computer.   In addition, you avoid the time limits that libraries often must impose on computer use.   Contact Banner Blue Software for more purchasing information today!

You can also find the discs created by Automated Archives at selected libraries around the country.   Check with your local libraries for more information about their CD-ROM index collection.

Using the FamilyFinder Index and the Archive discs are really a convenient way to find your ancestors, because these resources give you access to millions of names from several different types of records all in one place.   Without the FamilyFinder Index and Archive discs, you would need to spend hours finding out what types of indexes existed, and searching through all of the indexes by hand.   In addition, it's possible that your local libraries wouldn't even have the indexes that you need.

The Toolbar and menu commands

Toolbar
Select this topic to get help about the row of buttons underneath the main menu in Family Tree Maker.

File menu
Select this topic to get help about each of the commands listed on Family Tree Maker's File menu.

Edit menu
Select this topic to get help about each of the commands listed on Family Tree Maker's Edit menu.

View menu
Select this topic to get help about each of the commands listed on Family Tree Maker's View menu.

People menu
Select this topic to get help about each of the commands listed on Family Tree Maker's People menu.

Picture/Object menu
Select this topic to get help about each of the commands listed on Family Tree Maker's Picture/Object menu.

Contents menu
Select this topic to get help about each of the commands listed on Family Tree Maker's Contents menu.

Format menu
Select this topic to get help about each of the commands listed on Family Tree Maker's Format menu.

Preferences menu
Select this topic to get help about each of the commands listed on Family Tree Maker's Preferences menu.

FamFinder menu
Select this topic to get help about each of the commands listed on Family Tree Maker's FamFinder menu.   (This menu is only available if you have a CD-ROM version of Family Tree Maker.)

Help menu
Select this topic to get help about each of the commands listed on Family Tree Maker's Help menu.

Toolbar

The Toolbar contains buttons that you can click to move to different views in Family Tree Maker.   To change views, just click the button corresponding to the view that you want to see.   For example, if you want to see the Index of Individuals, click the button on the left that is labeled "Index."

From left to right, the tool bar buttons will take you to the following views: Index of Individuals, Family Page, Ancestor Tree, Descendant Tree, Outline Descendant Tree, Kinship, Calendar, Family Group Sheet, Report, and Labels/Cards.   These views are also accessible from the View menu.

In addition, depending on which view you are in, there may be Zoom In and Zoom Out buttons on the Toolbar.   You can use these to view your document at larger and smaller sizes.   The Zoom buttons do **not** affect the size that your documents will be when you print them.

See Also
View menu

File menu

New Family File   Allows you to create and name a new Family File (ALT, F, N).

Open Family File   Opens an existing Family File, Family Tree Maker for DOS file, or Backup file.   You can also use this dialog box to append files (ALT, F, O).

Import Text File   Allows you to import a text file from another program into the Notes dialog box.   This command is only available while you are in Notes.   (ALT, F, I)

Backup Family File   Makes a backup copy of an existing Family File.   It will have the same name as the original file, with the extension **.FBK** (ALT, F, B).

Export Notes   Allows you to export your Notes from the Notes dialog box into a program that reads ASCII files.   This command is only available while you are in Notes.   (ALT, F, E)

Copy/Export Family File   Lets you make a copy of an existing Family File.   You can copy it to any drive or directory and give it a new name (ALT, F, C).

Print Preview   Changes from the Scrapbook view to Scrapbook Print Preview.   You must be in Scrapbook Print Preview to make formatting changes to Scrapbook pages that you want to print.   This command is only available while you are in the Scrapbook view.   (ALT, F, V)

Print   Prints the current document (ALT, F, P).

Batch Print   Allows you to print Family Group Sheets, Scrapbooks, and Notes dialog boxes for multiple people all at once (ALT, F, A)

Print Setup   Allows you to change the paper orientation, margins, etc. for your printed documents (ALT, F, R).

Exit   Closes the program and ends your Family Tree Maker session (ALT, F, X).

Note: Family Tree Maker does not have a Save command.   For more information, please see the topic "Saving Family Files."

See Also

Saving Family Files

Edit menu

Undo   Reverses the last editing command.   Words are added to "Undo"   to describe what will be undone.   For example, "Undo Cut" tells you that the item you cut will be replaced (ALT, E, U).

Cut   Deletes the highlighted item and places it on the Clipboard (ALT, E, T).

Copy   Makes a copy of the highlighted item and places it on the Clipboard (ALT, E, C).

Paste   Takes whatever is on the Clipboard and places a copy of it where the cursor or is located (ALT, E, P).

Find   Displays a dialog box where you can type information.   Family Tree Maker will locate the individual(s) that the information is associated with (ALT, E, F).

Picture/Object   Displays a list from which you can select editing commands to use with Pictures/Objects.   The commands will vary depending on the type of Picture/Object that is selected when you choose this command (ALT, E, O).

View menu

Index of Individuals   Lists the names, birth dates, and death dates of each individual contained in your Family File (ALT, V, I).

Family Page   Displays the Family Page: the "page" for entering names, birth dates, and death dates for each member of a nuclear family (ALT, V, F).

More About   Displays a cascading menu from which you can select once of the More About dialog boxes (Facts, Notes, Address, Lineage, and Medical) to go to.   You will go to a More About dialog box for the primary individual (ALT, V, M).

Source   This command is only available for selected fields.   It displays a dialog box in which you can enter the name of the source where you found the information that you entered into the currently selected field (ALT, V, U).

Scrapbook   Displays the Scrapbook for the currently selected individual.   If the cursor is on a marriage field, it will display the Scrapbook for the marriage (ALT, V, S).

Ancestor Tree   Displays an Ancestor tree with the current individual as the primary individual (ALT, V, A).

Descendant Tree   Displays a Descendant tree with the current individual as the primary individual (ALT, V, D).

Outline Descendant Tree   Displays an Outline Descendant tree with the current individual as the primary individual (ALT, V, O).

Kinship   Creates a list of all of the individuals related to the current individual, and describes their relationship.

Calendar   Creates a calendar containing the anniversaries and birthdays of every individual in the Family File (ALT, V, C).

Family Group Sheet   Creates a document summarizing all of the information about a nuclear family, including each member's name, birth date, death date, and spouse(s).   Can also include the information contained from the More About dialog boxes (ALT, V, G).

Report   Creates a list of the names, birth dates, and death dates of every individual contained in your family file (ALT, V, R).

Labels/Cards   Displays a set of labels or cards that contain information about a selected set of individuals (ALT, V, L).

Zoom   Allows you to change the size in which a document is displayed on screen (ALT, V, Z).

Show Page Lines   Turns on and off the dotted lines on screen that indicate where a page's margins are (ALT, V, S).

People menu

Add Unrelated Individual   Displays an empty Family Page where you can enter information about an individual who you know is related to you, but you're unsure how (ALT, P, U).

Fix Relationship Mistakes   Shows a cascading menu containing Attach Spouse, Detach Spouse, Attach Child, and Detach Child: commands that allow you to modify the structure of your Family File (ALT, P, F).

Insert Child   Creates a blank row between two children in the "Children" list on the Family Page so you can add another child (ALT, P, I).

Move Child   Allows you to change a child's placement in the "Children" list on a Family Page (ALT, P, M).

Delete Individual   Allows you to remove an individual, and all of the information associated with that individual, from your Family File (ALT, P, D).

Sort Children   Sorts by birth order the children listed on a single Family Page (ALT, P, S).

Picture/Object menu

Note: The commands on this menu are only available when you are in the Scrapbook view.   In addition, some of the commands may not be available, depending on the type of Picture/Object that is currently selected in the Scrapbook.

Insert Photo CD Picture   Displays the Insert from Photo CD dialog box where you can select pictures to insert into the current Scrapbook (ALT, O, C).

Insert Picture from File   Displays the Insert from File dialog box where you can select pictures to insert into the current Scrapbook (ALT, O, F).

Insert Object   Displays the Insert Object dialog box where you can select items to insert into the current Scrapbook (ALT, O, O).

More About   Displays the More About Picture/Object dialog box where you can enter information, such as a caption and description, about the currently selected Picture/Object.   In addition, this is where you indicate to Family Tree Maker in which documents you may want to include the currently selected Picture/Object (ALT, O, A).

Brightness   Displays the Brightness dialog box where you can adjust the coloring for all of the Pictures/Objects in the currently selected Scrapbook (ALT, O, B).

Contrast   Displays the Contrast dialog box where you can adjust the coloring for the currently selected Picture/Object (ALT, O, N).

Edit   Allows you to open the currently selected Picture/Object for editing (ALT, O, E).

Compression/Resolution   Allows you to open the currently selected Picture/Object and select a new compression or resolution for it (ALT, O, R).

View   Allows you to view the currently selected Picture/Object at full size (ALT, O, V).

Play Scrapbook   Displays each of the Pictures/Objects in the current Scrapbook in sequence.   You can select the amount of time that each Picture/Object is displayed (ALT, O, P).

Contents menu

Items to Include   Allows you to select and de-select information to include in your trees, calendars, and other documents.   You can also choose the format in which information prints, as well as select the text style in which it prints (ALT, C, I).

Individuals to Include   Allows you to chose which individuals are included in your document.   This command is only available in the Labels/Cards view, the Report view, and for labels and cards (ALT, C, N).

Title & Footnote   Displays a dialog box where you can create a title and footnote to add to trees, calendars, and other documents (ALT, C, T).

# of Generations to Show   Lets you select the number of generations for your trees (ALT, C, G).

Options   Displays a dialog box where you can select various printing options for trees, depending on the tree type (ALT, C, O).

Format menu

Tree Format   Displays a dialog box where you can select the layout and box connections for your trees.   With Ancestor trees you also can choose between Fit to Page and Custom Ancestor tree (ALT, T, F).

Scrapbook Format   Displays a dialog box where you can select the number of Pictures/Objects that will appear on printed Scrapbook pages (ALT, T, F).

Maximum Width for Each Box   Allows you to limit the size of the boxes in your trees (ALT, T, W).

Sort   For Scrapbooks, Sort allows you to select the order in which the Pictures/Objects appear in the current Scrapbook.   For Custom reports, labels and cards, and Batch printing, Sort allows you to choose the order in which individuals print (ALT, T, S).

Box, Line, & Border Styles   Lets you select the styles and colors for the boxes, lines, and borders in your documents (ALT, T, B).

Text Font, Style, & Size   Displays a dialog box where you can select the formatting for the text in your documents, including point size, color, font, style, and alignment. Not all options are available for all documents (ALT, T, T).

Prefs menu

Startup   Allows you to choose between Insert and Overwrite typing modes, as well as set the size of the cache available to Family Tree Maker (ALT, R, U).

Labels   Displays a dialog box where you can globally change many field labels in Family Tree Maker (ALT, R, L).

Dates   Lets you select the standard date format that Family Tree Maker displays in date fields (ALT, R, D).

Titles   Displays a dialog box where you can select default titles, such as "Mr." and "Mrs." to use with all of the individuals in your Family File (ALT, R, T).

Fastfields   Displays a dialog box where you can choose which fields in Family Tree Maker act as Fastfields (ALT, R, F).

Pictures/Objects   Displays a dialog box where you can select default compression and resolution levels for any pictures that you import into Scrapbooks in the future (ALT, R, P).

FamFinder menu

Please note that this menu is only available if you have a CD-ROM version of Family Tree Maker.

FamilyFinder Index   Displays the FamilyFinder Index dialog box in which you can search an index of 150 million names for your ancestors' records (ALT, A, F).

Genealogy "How-To" Guide   Opens the Family Tree Maker Genealogy "How-To" Guide, a Help system that guides you through the genealogy research process.   It includes a step-by-step guide for finding information such as birth dates, maiden names, family addresses, and much more.   The Genealogy "How-To" Guide also gives research tips, such as what to watch for in older records, how to keep a correspondence log, and how to use Soundex.   You'll find hundreds of addresses for libraries, genealogy societies, archives, and vital records offices, as well as abstracts to print for census records and other printable forms (ALT, A, G).

Help menu

Contents   Displays the Contents screen of the Family Tree Maker on-screen Help system (ALT, H, C).

Search for Help on   Lets you search for a specific topic in the Family Tree Maker on-screen Help system (ALT, H, S).

How to Use Help   Gives basic information about using an on-screen Help system (ALT, H, H).

Family File Status   Shows you the name and size of the Family File you're working on, where it's located, as well as the number of individuals it contains.   You can also see information about your system memory, temp directory, and video driver (ALT, H, S).

About Family Tree Maker   Displays the version number and date of your Family Tree Maker program diskettes (ALT, H, A).

Using the mouse and keyboard

Using the mouse
   Select this topic to get help about using your mouse to navigate and enter information in Family Tree Maker.

Using the keyboard
   Select this topic to get help about using shortcut keys to navigate through Family Tree Maker and editing keys to edit the information that you enter into Family Tree Maker.

Using the mouse

Using a mouse is one of the easiest ways to move around in Family Tree Maker.   Just click on a field where you want to enter or edit information.   The cursor will move to that field and you can start typing.   You can also use the mouse to select items from the Menu Bar and drop-down menus.   Just click one of the words on the Menu Bar at the top of the screen and then click one of the items that appears on the drop-down menu.

Another thing that you can do with your mouse is navigate through your Family File using trees, Kinship reports, Custom reports, and labels and cards.   In trees that have boxes, simply click the text in an individual's box choose another view using the pull-down menus or the Toolbar.   Family Tree Maker will take you to that view.   The individual whose box you selected will now be the primary individual.   If you double-click the text in an individual's box, Family Tree Maker will take you to that individual's Family Page.   If you double-click a Picture/Object in an individual's box, Family Tree Maker will either play the object or display it at full size, depending on the type of Picture/Object.

You can do the same with Outline Descendant Trees, Kinship reports, Custom reports, and labels and cards.   Simply select an individual's name and then choose another view using the pull-down menus or the Toolbar.   Family Tree Maker will take you to that view.   The individual whose name you selected will now be the primary individual.   If you double-click an individual's name, Family Tree Maker will take you to that individual's Family Page.

You'll also find many different ways to use the mouse in dialog boxes.   Experiment!   Just try clicking an item that you want to use.

Using the keyboard

<u>Function keys</u>
Select this topic to get help about using the keyboard to navigate through Family Tree Maker.

<u>Editing keys</u>
Select this topic to get help about using the keyboard to edit the information you enter into Family Tree Maker.

Function keys

Press this	To do this
Ctrl + S	Display the Sources dialog box
F1	Display the Contents screen of the Family Tree Maker on-screen Help system
Shift + F1	Display the on-screen Help topic most relevant to your current activity
F2	Display the Index of Individuals, a list of all individuals in your Family File
F3	From the Family Page, display the Other Spouses dialog box for the current individual
F4	From the Family Page, display the Family Page for the parents of the wife
Alt + F4	Exit Family Tree Maker
F5	From the Family Page, display the Family Page for the parents of the husband
F6	From the Family Page, display the Family Page of either the first child in the list, or of the child that the cursor is on
F8	From the Family Page, display the Family Page of the next sibling of the current individual. The "next" sibling is the child listed below the current individual on the Family Page where the current individual appears as a child
Alt + F8	From the Family Page, display the Family Page of the previous sibling of the current individual. The "previous" sibling is the child listed above the current individual on the Family Page where the current individual appears as a child

Editing keys

Press this key	To do this
Backspace	Erase the character to the left of the cursor
Insert	Switch back and forth between insert and overwrite modes
Delete	Delete characters to the right, one by one
Ctrl +X	Cut highlighted text and place on the Clipboard
Ctrl +C	Copy highlighted text and place on the Clipboard
Ctrl +V	Paste text from the Clipboard to where the cursor is located

Customizing Family Tree Maker

Startup preferences
   Select this topic to get help about changing how Family Tree Maker saves your Family File.

Date format preferences
   Select this topic to get help about selecting a default date format for the dates that you enter into Family Tree Maker.   You will also find information about using Double Dates.

Title preferences
   Select this topic to get help about selecting a default title, such as "Mr." or "Mrs.," to use with the majority of the individuals in your Family File.

Field label preferences
   Select this topic to get help about changing the names of any field labels that you don't like, or about using LDS format field labels.

Fastfield preferences
   Select this topic to get help about choosing which fields in Family Tree Maker help you save time by automatically filling in information for you.

Picture/Object preferences
   Select this topic to get help about selecting at which resolution and compression Family Tree Maker will store any pictures that you bring into Family Tree Maker in the future.

Startup preferences

To set your Startup preferences:

1. From the **Preferences** menu, select **Startup** (ALT, R, U).

2. Make your selection between the Overwrite and Insert typing mode option buttons.

   Insert mode places new text in front of the old text.   Overwrite mode lets you type over the existing text.

3. By default, Family Tree Maker is set to protect your files from loss: "Automatically backup Family File" is selected and "Allow replacing existing files" is not selected. There may be times, however, when you want to change these options.   Please do so only if you are sure you need to.   Each of the options is described below.

   Automatically backup Family Files Normally, Family Tree Maker saves an exact copy of your Family File when you exit the program.   The backup file has the same name as the original file, but with the extension *.FBK.   You can use this backup file if your original file is ever lost or damaged.   However, since the backup file takes up space in your computer's memory, you may want to de-select this option if your computer's free memory space is limited.

   Allow replacing existing files   Normally, Family Tree Maker does not allow you to replace an old file with a new file of the same name.   If you select this option, Family Tree Maker will only give you a warning message before it writes over an existing file. Any files that you elect to overwrite will be permanently lost.

   To protect your Family Files as much as possible, make sure that **Automatically backup Family Files** is selected and **Allow replacing existing files** is not selected.

3. Change the size of your cache if you would like.

   The cache is the memory where Family Tree Maker stores recently used information. The program will run more efficiently if you make the optimum amount of cache available to Family Tree Maker.   If you have large Family Files, you should have a larger cache, but if you have small Family Files, you should have a smaller cache.   With larger Family Files, a good rule of thumb for the cache size is about one-fourth of your computer's available memory.   The maximum cache size is four megabytes.

4. Click **OK**.

   Startup preferences do not take effect until you exit Family Tree Maker and then restart the program.

Title preferences

With Family Tree Maker, you can use the Labels/Cards view to print address labels, name tags, rolling index cards, post cards, address book pages, and much more.   When you print these types of items, you may often want to use titles in front of people's names, such as "Mr." and "Mrs."   The Title dialog box, where you can select the titles that are used with people's names, is described below. However, if anyone in your Family File uses a title that is different from everyone else's, you can enter that title in that individual's Lineage dialog box.   The Lineage dialog box is described in the topic "The Lineage dialog box."   For more general information about entering people's names into Family Tree Maker, see the topic **Entering names.**

To change title preferences:

1. From the **Prefs** menu, select **Titles** (ALT, R, T).

   Family Tree Maker displays the Titles dialog box.

2. Make your changes in the Titles dialog box.   Your options are described below.

   Married Males/Married Females   The title that you type here will appear on labels and cards for all men and women who are currently married or have ever been married.   The defaults are "Mr." and "Mrs."

   Not married Males/Not married Females   The title that you type here will appear on labels and cards for all men and women who have never been married.   The defaults are "Mr." and "Ms."

   Children Males/Children Females   The title that you type here will appear on labels and cards for all children.   The defaults are to have no title.

   Children are individuals younger than X years old   All individuals under the age that you type in this field will appear on labels and cards with the "Children" title.   All individuals this age and over will appear on labels and cards with either the "Married" or the "Not married" title.

   Use defaults   Use this button to reset the title and the cutoff age to their default values.

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

See Also

The Lineage dialog box

Date format preferences

In the Dates dialog box you can change the standard date format that appears in all of your date fields.   The possible date formats are listed below.   You can also change the <u>double date</u> cutoff year.   If you don't want double dates to print, set the double date cutoff year to zero.   For more general information about entering dates in Family Tree Maker, see the topic **Entering dates.**

To change date preferences:

1. From the **Prefs** menu, select **Dates** (ALT, R, D).

2. Make your changes in the Date dialog box.

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

**Date format
   choices**
July 4, 1776
Jul 4, 1776
4 July 1776
4 Jul 1776
07.04.1776
04.07.1776
07-4-1776
07/04/1776

Field label preferences

You can change field labels so that your Family Tree Maker records match other genealogical records that you have.   For example, you could change "Fact 1" to "Graduation."   There is also an option to choose field labels that conform to LDS standards.

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

To change field labels:

1. From the **Prefs** menu, select **Labels** (ALT, R, L).

2. Type over the old labels with your new, preferred labels.

3. To make field labels conform to LDS standards, select the **LDS format** option. Selecting this option will affect the way Family Group Sheets are printed as well.

4. Click **OK** when you've made your changes.

To restore field labels to their initial values, select **Reset labels to defaults**.

Fastfield preferences

In the Fastfields dialog box, Family Tree Maker allows you to choose which fields work as Fastfields.   This way, if you are not comfortable using Fastfields, you can turn them off.

To change Fastfields preferences:

1. From the **Prefs** menu, select **Fastfields** (ALT, R, F).

   Family Tree Maker displays the Fastfields dialog box.

2. Select the check boxes for the fields that you want to act as Fastfields, or deselect the fields that you don't want to act as Fastfields.   Click **All** to select all of the check boxes. Click **None** to deselect all of the check boxes.

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

Picture/Objects preferences

In the Preferences for Scrapbook dialog box, you can set a default degree of compression and resolution for any pictures that you bring into Scrapbooks.   After you set a default, you can still change the settings for individual pictures at any time.   In addition, you can change the default settings at any time.   For more general information about Scrapbooks, see the topic **Entering information in Scrapbooks.**

To set default compressions and resolutions for pictures:

1. From the **Prefs** menu, select **Pictures/Objects** (ALT, R, P).

   Family Tree Maker displays the Change Compression/Resolution dialog box.

2. You can now select the default compression and/or resolution.   Each of your options is described below.

   Degree of Compression   Select the option button corresponding to the degree of compression that you want for your picture.   Higher ratios give you a greater loss in picture quality, but the pictures will take up less space on your hard disk.   (Family Tree Maker uses the industry standard JPEG compression method.)   Lower ratios give you pictures with less loss in quality, but will take up the most disk space.   The "1:1" setting will not reduce the quality of your picture at all, but will take up the most space on your hard disk.   In general, the "Recommended" setting is a good balance between quality loss and disk space.

   Photo CD   This option is only available for Kodak Photo CD Pictures.   Select the option button corresponding to the resolution that you want for your picture.   "Resolution" refers to the size of your picture.   A higher resolution will create a larger picture, and a larger picture will be sharper and have more detail.   If the default resolution that you choose here is not available for one of the images that you import, Family Tree Maker will import it at the next available lower resolution.

   Choosing resolutions higher (larger) than the recommended "256 x 384" will use up large amounts of your hard disk space.   In addition, you may not be able to load a picture at a very high resolution if your computer does not have a sufficient amount of RAM (memory).   See the topic "Picture Size and Your Computer," for more information.

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

   Family Tree Maker remembers your selections until you change them again.

See Also

Picture size and your computer

Other information

Technical support
　Select this topic to get help about contacting Banner Blue Software's technical support lines.

Family File Status
　Select this topic to get help about the size of your Family File.

System information
　Select this topic to get help about your computer's setup and available resources.

The README file
　Select this topic to get information reading the README file, which contains last-minute information that didn't make it into the program manual.

The Data Exchange Utility (DEU)
　Select this topic to get help about using the Data Exchange Utility with Family Tree Maker for Windows.

Genealogy research sources
　Select this topic to get help about researching your family.

Preserving photos
　Select this topic to get help about safeguarding your precious family photographs.

Picture size and your computer
　Select this topic to get help about the resources that are required to import pictures into Scrapbooks

Technical support

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

1. Check the Index of your manual for the subject you need help with, and then read the appropriate pages.   You can also check the Contents of the Family Tree Maker on-screen Help system.

2. Consult Appendix E, "Troubleshooting," in your manual.   This section describes how to solve common problems.

3. Call Banner Blue Technical Support.

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

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

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

Family File Status

The Family File Status dialog box contains information about the number of individuals in your Family File.   If you call our technical support lines, this is information that technical support may ask for.

To display the Family File Status dialog box:

▶ From the **Help** menu, select **Family File Status** (ALT, H, F).

   Family Tree Maker displays the Family File Status dialog box.

When you're finished looking at the information, click **OK**.

System information

System Information is a dialog box that gives you information about the environment that you're working in, such as the amount of memory available to your computer and the display type.   It also tells you the size and location of your Family File.   If you call our technical support lines, this is information that technical support may ask for.

To display the System Information dialog box:

▶ From the **Help** menu, select **System Information** (ALT, H, I).

 Family Tree Maker displays the System Information dialog box.

The **Run** option on this dialog box also allows you to access standard Windows system editors.

When you're finished using this dialog box, click **OK**.

Genealogy research sources

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

National Sources

African-American Genealogy Group, P.O. Box 1798, Philadelphia, PA, 19105, (215) 572-6063

Afro-American Historical and Genealogical Society, Inc., P.O. Box 73086, Washington, DC 20056

Local History and Genealogy Reading Room, Library of Congress Annex, 1st St. & Independence Ave. SE, Washington, DC 20540-5554, (202) 707-5537

National Archives and Records, Records Administration, 7th and Pennsylvania Ave., Washington, DC 20408, (202) 501-5402

National Genealogical Society, 4527 Seventeenth Street North, Arlington, VA 22207-2399, (703) 525-0050

National Society of Daughters of the American Revolution, 1776 D Street, NW, Washington, DC 20006-5392, (202) 628-1776

State Sources

Alabama

Alabama Archives and History Dept., 624 Washington Ave., Montgomery, AL 36130, (205) 242-4152

Alaska

Alaska Historical Collections, P.O. Box 110571, Juneau, AK 99811-0571, (907) 465-2925

Kenai Community Library, 163 Main St. Loop, Kenai, AK 99611, (907) 283-4378

Arizona

Arizona Dept. of Library Archives & Public Records, 1700 W. Washington St., Phoenix, AZ 85007, (602) 542-3942

Arizona State Genealogical Society, 500 S. Langley, Tucson, AZ 85710, (602) 298-0905

Arkansas

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

California

California Genealogical Society, P.O. Box 77105, San Francisco, CA 94107-0105, (415) 777-9936

California Historical Society, 2909 Pacific Ave., San Francisco, CA 94109, (415) 567-1848

California State Archives, 201 N. Sunrise Ave., Roseville, CA 95661, (916) 773-3000

California State Library, 914 Capitol Mall, Sacramento, CA 95814, (916) 654-0261

Los Angeles Westside Genealogical Society, P.O. Box 10447, Marina del Rey, CA 90295

Napa Valley Genealogical & Biographical Society, P.O. Box 385, Napa, CA 94559, (707) 252-2252

Orange County Genealogical Society, 7111 Talbert Ave., Huntington Beach, CA 92648

San Diego Genealogical Society, 2925 Kalmia St., San Diego, CA 92104, (619) 284-7017

San Luis Obispo Genealogical Society, Inc., P.O. Box 4, Atascadero, CA 93423-0004

Southern California Genealogical Society, P.O. Box 4377, Burbank, CA 91503, (818) 843-7247

Sutro Library, 480 Winston Drive, San Francisco, CA 94132, (415) 731-4477

Colorado

Colorado Genealogical Society, P.O. Box 9218, Denver, CO 80209, (303) 571-1535

Colorado State Archives and Public Records, 1313 Sherman St., Rm. 1B-20, Denver, CO 80203, (303) 866-2390

Connecticut

Connecticut State Library, 231 Capitol Ave., Hartford, CT 06106, (203) 566-3692

The Stamford Historical Society, 1508 High Ridge Rd., Stamford, CT 06903, (203) 329-1183

Delaware

Delaware Genealogical Society, 505 Market Street Mall, Wilmington, DE 19801, (302) 995-2783

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

Florida

Miami-Dade Public Library, Genealogy Dept., 101 West Flagler St., Miami, FL 33130, (305) 375-5580

State of Florida, Bureau of Archives, Tallahassee, FL 32399-0250, (904) 487-2073

Tampa Public Library Special Collections, 900 North Ashley Dr., Tampa, FL 33602, (813) 273-3628

Georgia

Atlanta History Center, 3101 Andrews Dr. NW, Atlanta, GA 30305, (404) 814-4000

Georgia Department of Archives and History, 330 Capitol Ave., Atlanta, GA 30334, (404) 656-2350

Hawaii

Hawaii State Library, 478 S. King St., Honolulu, HI 96813, (808) 586-3500

Hawaiian Historical Society, 560 Kawaiahao St., Honolulu, HI 96813, (808) 537-6271

Idaho

Idaho Genealogical Society, 325 W. State St., Boise, ID 83705-2867, (208) 384-0542

Idaho State Historical Society Genealogical Library, 450 North 4th St., Boise, ID 83702-6027, (208) 334-2305

Illinois

Chicago Genealogical Society, P.O. Box 1160, Chicago, IL 60690, (312) 725-1306

Illinois State Archives, Archives Bldg., Springfield, IL 62756, (217) 782-4682

Illinois State Genealogical Society, P.O. Box 10195, Springfield, IL 62791, (217) 789-1968

Illinois State Historical Library, Old State Capitol, Springfield, IL 62701, (217) 524-7216

Indiana

Allen County Public Library, 900 Webster St., Ft. Wayne, IN 46801, (219) 424-7241

Indiana Historical Society, 315 West Ohio Street, Indianapolis, IN 46202, (317) 232-1882

Indiana State Library, 140 North Senate Ave., Indianapolis, IN 46204, (317) 232-3675

Iowa

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

Kansas

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

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

Midwest Historical & Genealogical Library, 1203 N. Main St., Wichita, KS 67212, (316) 264-3611 (open Tuesday & Saturday)

Kentucky

Kentucky Historical Society, P.O. Box H, Frankfort, KY 40602, (502) 564-3016

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

Louisiana

Louisiana Genealogical and Historical Society, P.O. Box 3454, Baton Rouge, LA 70821

Louisiana State Library, 760 N. 3rd St., Baton Rouge, LA 70802, or P.O. Box 131, Baton Rouge, LA 70821-0131, (504) 342-4914

Maine

Maine Historical Society, 485 Congress Street, Portland, ME 04101, (207) 774-1822

Maine State Library, Cultural Building, State House Station 64, Augusta, ME 04333, (207) 287-5600

Maryland

Maryland Genealogical Society, 201 West Monument St., Baltimore, MD 21201, (410) 685-3750

Maryland Historical Society, 201 West Monument St., Baltimore, MD 21201, (410) 685-3750

Massachusetts

Massachusetts Historical Society, 1154 Boylston St., Boston, MA 02215, (617) 536-1608

Massachusetts State Library, State House, Rm. 341, Boston, MA 02133, (617) 727-2590

New England Historic Genealogical Society, 101 Newbury Street, Boston, MA 02116, (617) 536-5740

Michigan

Archives and Regional History Collections, Western Michigan University, Kalamazoo, MI 49008-5081, (616) 387-8490

Detroit Public Library, Burton Historical Collections, 5201 Woodward Ave., Detroit, MI 48202, (313) 833-1480

Michigan State Library, 717 W. Allegan St., P.O. Box 30007, Lansing, MI 48909, (517) 373-5400

Minnesota

Minnesota Genealogical Society, P.O. Box 16069, St. Paul, MN 55116, (612) 645-3671

The Prairieland Genealogical Society, Southwest State University, Marshall, MN 56258

Mississippi

Mississippi Dept. of Archives and History, P.O. Box 571, Jackson, MS 39205, (601) 359-6876

Mississippi Genealogical Society, P.O. Box 5301, Jackson, MS 39236-5301

Missouri

Heart of America Genealogical Society, c/o Public Library, 311 East 12th St., Kansas City, MO 64106, (816) 221-2685

Missouri State Genealogical Association, 4302 Barth Drive, St. Louis, MO 63125

Montana

Montana Historical Society Foundation, P.O. Box 863, Helena, MT 59624, (406) 449-3770

Yellowstone Genealogy Forum, c/o Parmly Billings Library, 510 North Broadway, Billings, MT 59101, (406) 657-8257

Nebraska

Eastern Nebraska Genealogical Society, c/o Clare Mares, 1722 E. 19th St., Fremont, NE 68025, (402) 721-9553

Nebraska State Historical Society Library, P.O. Box 82554, Lincoln, NE 68501, (402) 471-4751

Nevada

Nevada Historical Society, 1650 N. Virginia, Reno, NV 89503, (702) 688-1190

Northeastern Nevada Genealogical Society, P.O. Box 1903, Elko, NV 89801

New Hampshire

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

New Hampshire State Library, 20 Park Street, Concord, NH 03301, (603) 271-2144

New Jersey

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

New Jersey State Library, 185 West State Street, CN 520, Trenton, NJ 08625, (609) 292-6220

New Mexico

Albuquerque Public Library, Special Collections Branch, 423 Central Ave. NE, Albuquerque, NM 87102, (505) 848-1376.

New Mexico Genealogical Society, P.O. Box 8283, Albuquerque, NM 87198

New Mexico State Library, 325 Don Gasper, Santa Fe, NM 87503, (505) 827-3800

New York

The Brooklyn Historical Society, 128 Pierrepont St., Brooklyn, NY 11201, (718) 624-0890

Buffalo and Erie County Public Library, Laffayette Square, Buffalo, NY 14203, (716) 858-7103

Central New York Genealogical Society, P.O. Box 104, Covin Sta., Syracuse, NY 13205

New York Genealogical and Biographical Society, 122 East 58th Street, New York, NY 10022-1939, (212) 755-8532

New York State Historical Association, P.O. Box 800, Cooperstown, NY 13326, (607) 547-2509

New York State Library & Cultural Education Center, Empire State Plaza, Seventh Floor,

Albany, NY 12230, (518) 474-5355

North Carolina

The North Carolina Genealogical Society, P.O. Box 1492, Raleigh, NC 27602

North Carolina State Library, 109 East Jones Street, Raleigh, NC 27601-2807, (919) 733-7222

North Dakota

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

Ohio

Ohio Genealogical Society, 34 Sturges Ave., P.O. Box 2625, Mansfield, OH 44906, (419) 522-9077

Ohio Historical Society Library, 1982 Velma Avenue, Columbus, OH 43211, (614) 297-2510

Ohio State Library, c/o Genealogy Section, Rm. 308, 65 South Front Street, Columbus, OH 43266-0334, (614) 644-6966

Warren-Trumbull County Public Library, History & Genealogy Room, 444 Mahoning Ave. NW, Warren, OH 44483, (216) 399-8807

Oklahoma

Oklahoma Historical Society, 2100 N. Lincoln Blvd., Oklahoma City, OK 73105-4997, (405) 521-2491

Oregon

Multnomah County Library, 801 SW 10th Ave., Portland, OR 97205, (503) 248-5234

Oregon Genealogical Society, 223 North A St., Suite F, Springfield, OR 97477, (503) 746-7924 (answering machine, Monday & Friday, 10 - 2)

Oregon State Library, State Library Building, Salem, OR 97310, (503) 378-4277

Pennsylvania

Carnegie Library, Pennsylvania Dept., 4400 Forbes Ave., Pittsburgh, PA 15213, (412) 622-3154

Pennsylvania Genealogical Society, 1300 Locust Street, Philadelphia, PA 19107, (215) 545-0391

Pennsylvania State Archives, P.O. Box 1026, Harrisburg, PA 17108-1026, (717) 783-3281

State Library of Pennsylvania, P.O. Box 1601, Harrisburg, PA 17105, (717) 783-5991 (answering machine only)

Rhode Island

Rhode Island State Archives, 337 Westminster St., Providence, RI 02905, (401) 277-2353

Rhode Island State Historical Society Library, 121 Hope St., Providence, RI 02906, (401) 331-8575

South Carolina

South Carolina Historical Society, 100 Meeting Street, Charleston, SC 29401, (803) 723-3225

South Carolina State Archives, 1430 Senate St., P.O. Box 11669, Columbia, SC 29211, (803) 734-8596

South Carolina State Library, 1500 Senate Street, P.O. Box 11469, Columbia, SC 29211, (803) 734-8666

South Dakota

State Historical Society, 900 Governors Dr., Pierre, SD 57501-2217, (605) 773-3458

Tri-State Genealogical Society, 905 Fifth Avenue, Bell Fourche, SD 57717

Tennessee

Tennessee Genealogical Society, P.O. Box 111249, Memphis, TN 38111-1249, (901) 327-3273

Tennessee State Library and Archives, 403 7th Avenue North, Nashville, TN 37243, (615) 741-2764

Texas

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

Utah

Family History Library, 35 North West Temple Street, Salt Lake City, UT 84150, (801) 240-2364

Utah Genealogical Association, P.O. Box 1144, Salt Lake City, UT 84110, (801) 241-4196

Vermont

Genealogical Library, Bennington Museum, West Main St., Bennington, VT 05201, (802) 447-1571

Vermont Historical Society, Pavilion Office Bldg., 109 State Street, Montpelier, VT 05609-0901, (802) 828-2291

Virginia

Central Rappahannock Regional Library, 1201 Caroline St., Fredericksburg, VA 22401-3798

College of William and Mary, Earl Gregg Swem Library, Williamsburg, VA 22903-2498

George M. Jones Library Association, Jones Memorial Library, 2311 Memorial Ave., Lynchburg, VA 24501

Handley Library P.O. Box 58 100 West Picadilly St., Winchester, VA 22604

Jefferson-Madison Regional Library, 201 East Market St., Charlottesville, VA 22902-5287

Lloyd House, 220 N. Washington St., Alexandria, VA 22314

Norfolk Public Library, Kirn Memorial Library, 301 East City Hall Avenue, Norfolk, VA 23510-1775

Thomas Balch Library, 208 West Market Street, Leesburg, VA 22075

University of Virginia, Alderman Library, Charlottesville, VA 22903-2498

Virginia Historical Society, P.O. Box 7311, Richmond, VA 23221-0311, (804) 358-4901

Virginia Room, Fairfax City Regional Library, 2915 Chain Bridge Road, Fairfax, VA 22030

Virginia State Library, 11th St. at Capitol Square, Richmond, VA 23219, (804) 786-2306

Washington

Seattle Genealogical Society, 1405 5th Avenue, Ste. 210, P.O. Box 1708, Seattle, WA 98111, (206) 682-1410

Washington State Library, P.O. Box 42475, Olympia, WA 98504-2475, (206) 753-4024

West Virginia

West Virginia Historical Society, Cultural Center, 1900 Kanewha Blvd E., Charleston, WV 25305-0300, (304) 558-0220

Wisconsin

Milwaukee Public Library, 814 West Wisconsin Ave., Milwaukee, WI 53233-2385, (414) 278-3000

Wisconsin Genealogical Society, c/o Mrs. John Irvin, 2109 20th Ave., Monroe, WI 53566, (608) 325-2609

Wisconsin Jewish Genealogical Society, 9280 N. Fairway Dr., Milwaukee, WI 53217

Wisconsin State Historical Society Library, 816 State St., Madison, WI 53706, (608) 264-6534

Wyoming

Department of Commerce, Historical Research Unit, Barrett Bldg., 2301 Central Avenue, Cheyenne, WY 82002, (307) 777-7018

Canadian Sources

Archives Nationales du Québec, Service Au Public, P.O. Box 10450, 1210 Avenue du Seminaire, Saint-Foy, Qué., G1V4N1, (418) 643-1322

Archives of Ontario, 77 Grenville St., Queen's Park, Toronto, Ont., M7A 2R9, (416) 327-1600

National Archives of Canada, 395 Wellington St., Ottowa, Ont., K1A 0N3, (613) 995-5138

Northwest Territories Archives, Department of Educational, Cultural, & Employment Programs, Government of the Northwest Territories, Yellowknife, N.W.T., X1A 2L9, (403) 873-7698

Provincial Archives of Alberta, 12845   102 Ave., Edmonton, Alba., T5N 0M6, (403) 427-1750

Provincial Archives of British Columbia, 655 Belleville St., Victoria, B.C., V8V 1X4, (604) 387-5885

Provincial Archives of Manitoba, 200 Vaughan St., Winnipeg, Man., R3C 1T5, (204) 945-3971

Provincial Archives of New Brunswick, P.O. Box 6000, Fredericton, N.B., E3B 5H1, (506) 453-2122

Provincial Archives of Newfoundland and Labrador, Colonial Building, Military Road, St. John's Nfld., A1C 2C9, (709) 729-3065

Public Archives, 6016 University Ave., Halifax, N.S., B3H 1W4, (902) 424-6060

Public Archives of Prince Edward Island, P.O. Box 1000, Charlottetown, P.E.I., C1A 7M4, (902) 368-4290

Saskatchewan Archives Board, Regina Office, University of Regina, Regina, Sask., S4S 0A2, (306) 787-4068

Saskatchewan Archives Board, Saskatoon Office, University of Saskatchewan, Saskatoon, Sask., S7N 0W0, (306) 933-5832

Yukon Archives, P.O. Box 2703, Whitehorse, Y.T., Y1A 2C6, (403) 667-5321

Preserving photos

For more than a century, people have enjoyed the ability to capture a special moment in time with a photograph.   People enjoy seeing pictures of their parents and grandparents when they were young.   Many take it for granted that their children and grandchildren will someday enjoy the pictures they take today.

However, you probably have experienced yellowing, cracking, and fading of some of your photographs.   Still others are destroyed or simply lost.   Although some photographs last for generations, none of them are immune to the effects of time.   This appendix provides tips that can help you preserve your photographic treasures.

What A Photograph Is Made Of

Photographs are made up of several layers of materials.   The top layer contains the image suspended in gelatin (purified animal protein).   It is called the emulsion layer.   This layer is coated on to a base layer of photographic paper or film.   A middle layer of adhesive is used to make the emulsion stick to the base.

The materials used to form the image depend on the type of photograph.   The image for black and white photographs is made up of light-sensitive silver salts (silver halides).

Color photographs and slides are made up of dyes instead of silver deposits.   Like all dyes, those used in photography fade and/or change color over time.   Since most of the photographs taken today are made in color, researchers continue to work on dye stability. With proper care you can expect your color prints to last for decades, but in general, they do not preserve as well as black and white images.

Causes Of Deterioration

Many factors can contribute to the deterioration of photographs.   Since photos are made up of layers of material, damage to any one layer can ruin the image.   Often, it is a combination of factors causing the damage.   The following are some of the most destructive influences.

High temperature and relative humidity

These factors by themselves are damaging and together they are the most destructive factors that affect photographs.   Temperatures above 70F and relative humidity above 60% for long periods should be avoided.   Daily, drastic temperature changes (such as occur in an attic) and continuously damp areas (such as basements) should also be avoided.   At the other extreme, very low humidity, under 25%, is also damaging.   It causes the emulsion layer to crack and the base material to curl.

Because the emulsion layer is composed of organic materials (the gelatin), heat and high humidity promote the growth of mold and fungi on it.   The gelatin also softens and becomes sticky as it begins to retain moisture.   Heat and humidity also make base materials deteriorate quickly.   Cold temperatures (refrigeration) are preferable, especially for color photos, but only if humidity can also be controlled.   Standard refrigerators have a high relative humidity and are NOT a good place to store photographs.   Air-conditioning used with a dehumidifier helps control the effects of temperature and humidity when refrigeration is not an option.

Residual processing chemicals

Damaging chemicals can be left on photographs if they are not processed correctly.   In black and white photographs, these chemicals are made up of sulfur and silver compounds which react with the silver of the image to turn it a yellowish brown color.   Over time, the silver compounds can become silver sulfide which will not only discolor the photograph, but also fade the image.   Residual chemicals also increase the effect of external influences such as heat and humidity.   For these reasons it is important that you have your film

developed by reputable professionals or, if you develop your own, that you follow processing procedures precisely as the manufacturer suggests.

Air pollutants
All kinds of airborne substances can be damaging to photographs.   Those people living in cities with high pollution levels will find this especially true.   Oxidizing gases containing sulfur compounds, paint and varnish fumes, cleaning agents (chlorine and ammonia), tobacco smoke, auto exhaust, salty sea air, and dust are some of the most troublesome pollutants.   Photos should not be stored in areas where these pollutants are present.   For example, avoid closets that also contain cleaning products and remove photos from rooms freshly painted with an oil based paint for at least a month (latex paint is safe).

Nitrate based film
This type of film base was common in the early 1900s.   It is relatively unstable and decomposes rapidly.   It is also flammable and in large quantities is considered a fire hazard.   During decomposition it produces oxidizing gases such as nitric oxide and nitrogen dioxide.   These by-products of decomposition also speed up the decomposition process and are damaging to other negatives and photographs that may be stored near them.   If possible, have pictures on nitrate based film converted to newer, safer film.   At the very least, store nitrate based film away from your other photographs.

Ultraviolet light
Direct sunlight and fluorescent light can be very damaging to the image on a photograph.   This is particularly true of the dyes in color photos which will fade rapidly when exposed to light.   For all types of photographs, it is best to avoid prolonged exposure to direct sunlight and to use ultraviolet filters on fluorescent lights.   Tungsten lights are much safer than fluorescent lights.

Mishandling
Much of the damage to photos comes from the way we handle them.   Always try to avoid touching the emulsion surface.   Some other obvious things to avoid are bending, cutting, or scratching photographs.   Less obvious dangers are such common household items as ink, staples, paper clips, glue, and tape.   These products all contain substances harmful to photographs.   The next section (Proper Storage Methods and Materials) will list products safe to use with photographs.

Natural Disasters
There are a few things you can do to protect your photographs from flood, fire, and other natural disasters.   Storing them up off the floor is relatively simple and can help tremendously in case of minor flooding.   Storage in an enameled steel file cabinet can prevent photographs from being crushed and offers some safety from water and fire damage.   You may want to consider a safe deposit box for extremely valuable photographs.   It is also wise to give copies of special photographs to relatives to avoid having them all in one place in case of a disaster.

Proper Storage Methods and materials
In addition to avoiding the conditions mentioned in the previous section, using specialized storage methods and materials helps prolong the life of photographs.   The storage environment is very important.   Heat, relative humidity, light, and air pollutants should be maintained as close to acceptable levels as possible.   The two places photographs are most often stored, attics and basements, do not provide the best conditions.

When storing prints and negatives, a general rule is never store them in contact with one another.   Prints and negatives can stick to each other.   Also, any print with residual processing chemicals could affect the prints around it as it begins to decay.   Each should be stored in a separate paper or plastic enclosure.   If you have mounted prints, be sure to place a sheet of paper or plastic (interleaving sheets) between them during storage.   The prints and negatives within their enclosures can be stored in acid-free storage boxes on a

shelf or in enameled steel file cabinets.

If you prefer the convenience of a photograph album, take great care in choosing it. Ironically, many mass produced photograph albums are made from photo-damaging materials.   Albums can be safe if made of proper materials.

On the next page is a list of dos and don'ts when choosing storage materials and locations. Also, the next section lists the names of two catalogs where you can order the proper materials.   You should also be able to find these materials in photographic supply stores.

Sources Of Safe Storage And Display Materials

Light Impressions, P.O. Box 940, Rochester, NY 14603-0940,   (800) 828-6216

Archival Quality Materials, University Products Inc., P.O. Box 101, 517 Main Street, Holyoke, MA 01041, (800) 628-1912

Additional Preservation Techniques

Another method for preserving your photographs is to have copies made of them while they are still in good condition.   It is also wise to display these copies instead of the originals.

For black and white photographs, toned prints tend to be more stable.   The toning process changes the metallic silver of the image to a form that is more resistant to oxidizing gases. The toning is performed during the developing process and results in the photograph having a brownish or purplish tone to it.   This process is not recommended for old prints.

For color prints, consider having black and white negatives and prints made since these tend to last longer.   There is a method which produces black and white separation masters. These separate the different layers of color into a black and white format which can be recombined and colored at a later time if desired.   However, this procedure is costly and difficult.

As you can see, there are several relatively simple things you can do to help your photographs last longer.   By carefully choosing the mounting materials, storage materials, and storage location for your photographs, you can preserve memories for generations to enjoy.

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The Polaroid Corporation.   Storing, Handling and Preserving Polaroid Photographs: A Guide. 1983.

Weinstein, Robert A. and Booth, Larry.   Collection, Use and Care of Historical Photographs. Nashville: American Association for State and Local History,

The README file

The README file contains last minute information that couldn't be included in the manual. The README file is in the form of a Help system, just like the file that you're reading right now.   It was installed in the same directory as Family Tree Maker, and is called README.HLP.   To see the README file, return to the program manager and double-click the FTW Read Me icon.

The Data Exchange Utility (DEU)

The Data Exchange Utility is no longer needed to export information to GEDCOM and to import information from GEDCOM.   Family Tree Maker for Windows can do this automatically.   "GEDCOM Import and Export" gives instructions on transferring data between Family Tree Maker and GEDCOM.

See Also

GEDCOM Import and Export

Picture size and your computer

Family Tree Maker cannot import a Kodak Photo CD picture file that is larger than the amount of **physical** RAM available on your machine.   Physical RAM refers to the size of the memory chips that are in your computer.   Keep in mind that once Windows is running, some of your computers physical RAM is already in use and is not available for importing pictures.

The higher the resolution of a particular picture, the larger the picture file will be.   If your machine is unable to handle a picture at a higher resolution, try importing it at a lower resolution.   Please note that the compression that you choose for a picture does not affect whether or not Family Tree Maker can import it.   This is because compression takes place after a picture has been imported.

The table on the next page should give you an idea of approximate picture sizes before compression.   For example, if you wanted to import a picture at the 1024 x 1536 resolution, you would need 4.7 MB of physical RAM available, no matter what compression you chose for the picture.   Please keep this limitation of your computer hardware in mind when you work with Kodak Photo CD pictures.

Photo CD Picture Resolution	Approximate Required Physical RAM
64 x 96 (thumbnail)	36K
128 x 192	73K
256 x 384 (recommended)	295K
512 x 768	1.2 MB
1024 x 1536	4.7 MB
2048 x 3072	18.9 MB

The Merge Fields dialog box

When you have entered the same person twice, Family Tree Maker attempts to merge that person's information together.   In this process, occasionally Family Tree Maker will have to ask you which of two sets of information is correct.   In this case, Family Tree Maker will display the Merge Fields dialog box.   When it appears, select the information that you want to keep in your Family File.   Family Tree Maker will discard the incorrect information.

When your report is too big

Your report may become too big for different reasons.   For example, you may have included too much information in the report.   If Family Tree Maker displays this error message, try the following:

▪ Use the Items to Include in Reports dialog box to reduce the number of items that you have selected to include in the report.

▪ Reduce the size of the font that you have selected for your report.

Backup file

A backup is an exact copy of your Family File, but with a slightly different name.   The backup is stored separately from the Family File that you regularly work with, either on your computer's hard disk or on a floppy disk.   Making regular backup copies of your Family File can help ensure that you won't loose all of your genealogical information if something ever happens to the Family File that you work with regularly.   It's a good idea to save as frequently as once every half hour, you never know when you will have a power failure!

Family File

A Family File is where Family Tree Maker stores all of the information that you enter about your family.   Each Family File will contain multiple Family Pages with information about multiple nuclear families.

Family Page

The Family Page is where you enter basic information, such as a name and birth date, about each individual in your family.   Each nuclear family (two parents and their children) in your Family File has a Family Page.   In addition, each person in your Family File appears on two Family Pages: each individual is shown as a child on his or her parents' Family Page and also as an adult on his or her own Family Page.

Nuclear family

A nuclear family is simply two parents and their children.   Your entire family is made up of several nuclear families, and each nuclear family has its own Family Page.

Fields

Fields are the places in Family Tree Maker where you enter information. For example, the Family Page consists of several fields where you enter the names of a husband, a wife, and their children, as well as all of their birth dates.   You type information into the fields and then move from field to field using Tab, Enter, the cursor keys, or by clicking on the field with your mouse pointer.   Some fields only allow you to enter certain kinds of information. For example, date fields only allow you to enter a date, the word "unknown," or a question mark.

Sibling

A sibling is an individual's brother or sister.   Siblings should be listed in the same "Children" list if they were born to the same parents.

ASCII

ASCII files are generic text files that many programs can read and create. DOS programs create PC-8 files, while Windows programs create ANSI files. Check the manual of your other program to see if and how you can export your information to an ASCII file. Look under "ASCII," "PC-8," "ANSI," or "Export" in the index of the other manual.

Clipboard

The clipboard is a temporary storage space in Windows.   When you use an editing command like Copy, Windows stores the copied   information on the Clipboard.   You can then paste the information from the Clipboard to another location.   A piece of information stays on the Clipboard until you cut or copy new information to it.

Primary individual

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

Ancestor tree

Ancestor trees (sometimes called "pedigree" trees) show the family roots for any individual. For example, if you created your own Ancestor tree, it would show your two parents, four grandparents, eight great-grandparents, and so forth.   In Family Tree Maker, you can choose to create a Fit to Page Ancestor tree to get a one page tree, or instead, choose a Custom Ancestor tree to get a multiple page tree.

Descendant tree

Descendant trees show where everyone fits in the family.   Starting with a relative in the distant past, a Descendant tree moves to the present, showing the primary individual's children, grandchildren, great-grandchildren and so on, generation by generation.

Outline Descendant tree

Outline Descendant trees, like Descendant trees, show where everyone fits in the family. Starting with a relative in the distant past, an Outline Descendant tree moves to the present, showing the primary individual's children, grandchildren, great-grandchildren and so on, generation by generation.

The difference between an Descendant tree and an Outline Descendant tree is that Outline Descendant trees don't use boxes to display each individual's information.   Instead, the information is displayed in outline format, with each individual on a separate line, and each generation indented slightly more than the one before it.

Standard (Ahnentafel) numbers

Ahnentafel numbers are a numbering scheme used to identify each individual in a family tree.   The formula states that an individual's father is twice that individual's number, and an individual's mother is twice that individual's number plus 1.   If your Ahnentafel number is 1, your father's number is 2, and your mother's is 3.

Civil and Canon relationships

When you're in a Kinship report, you can see two columns labeled "Civil" and "Canon." These words, "Civil" and "Canon" refer to the degree of a relationship.   The degree of a relationship is a legal term.   It refers to the number of "steps" between two people who are related by blood.

Canon law is used in most of the United States.   It measures the maximum number of steps from the **nearest common ancestor**.   For example, you would be 2 direct steps away from your fist cousin because your nearest common ancestor is one of your grandparents.   So in this case, the degree is 2.

The degree in civil law represents the total number of steps through the blood line that **separate two individuals**.   For example, there are 2 steps from you to your grandparent, and then 2 more steps back down to your first cousin, so the degree is 4.

Double dates

The practice of double dating resulted from the switch from the Julian to the Gregorian calendar.   The Julian calendar declared March 25 as the first of the year, and a solar year to be 365 days and 6 hours long.   In 1582, Pope Gregory XIII determined that the Julian calendar was off by 11 minutes and 14 seconds.   The new Gregorian calendar resolved the discrepancy and declared January 1 as the first of the year.

Not all countries accepted this calendar at the same time.   In fact, England and the American colonies didn't accept it until 1752.   Before that date, the government observed March 25 as the first of the year, but most of the population observed January 1 as the first of the year.   So, many people included both years when writing dates falling between January 1 and March 25, as in the following examples.

Julian or Old Style	Gregorian or New Style	Double Date
December 25, 1718	December 25, 1718	December 25, 1718
January 1, 1718	January 1, 1719	January 1, 1718/19
February 2, 1718	February 2, 1719	February 2, 1718/19
March 25, 1719	March 25, 1719	March 25, 1719

Layout and connection

The tree **layout** is the placement of the boxes on a page.   For example, in Family Tree Maker you can choose between three different types of layouts: Perfect, Squished, and Collapsed.   Selecting Perfect gives you a tree with the most space between the boxes.   Squished, on the other hand, creates the smallest tree by pushing the boxes closer together.

Box connections are the way that the boxes on the lowest level of your tree are connected to the tree.   For example, Detached attaches the boxes by placing lines between them.   Fishtail, on the other hand, places the boxes against the right edge of the box on the left.

Object Linking and Embedding (OLE)

Object Linking and Embedding (OLE) is a technology that lets you create items in one software program and place them in another software program.   For example, you can use video capture software to transfer clips of your home videos onto your computer.   Then, with the help of Object Linking and Embedding you can transfer video clips from your video capture software into Family Tree Maker Scrapbooks.

Archive

A group of records, such as a land record archive or death record archive.

Record

A set of information, usually pertaining to one individual.   For example, death records, birth records, or marriage records.

Index

A guide to a set of records.   An index can help you locate the information that you need, without having to look through all of the individual records.