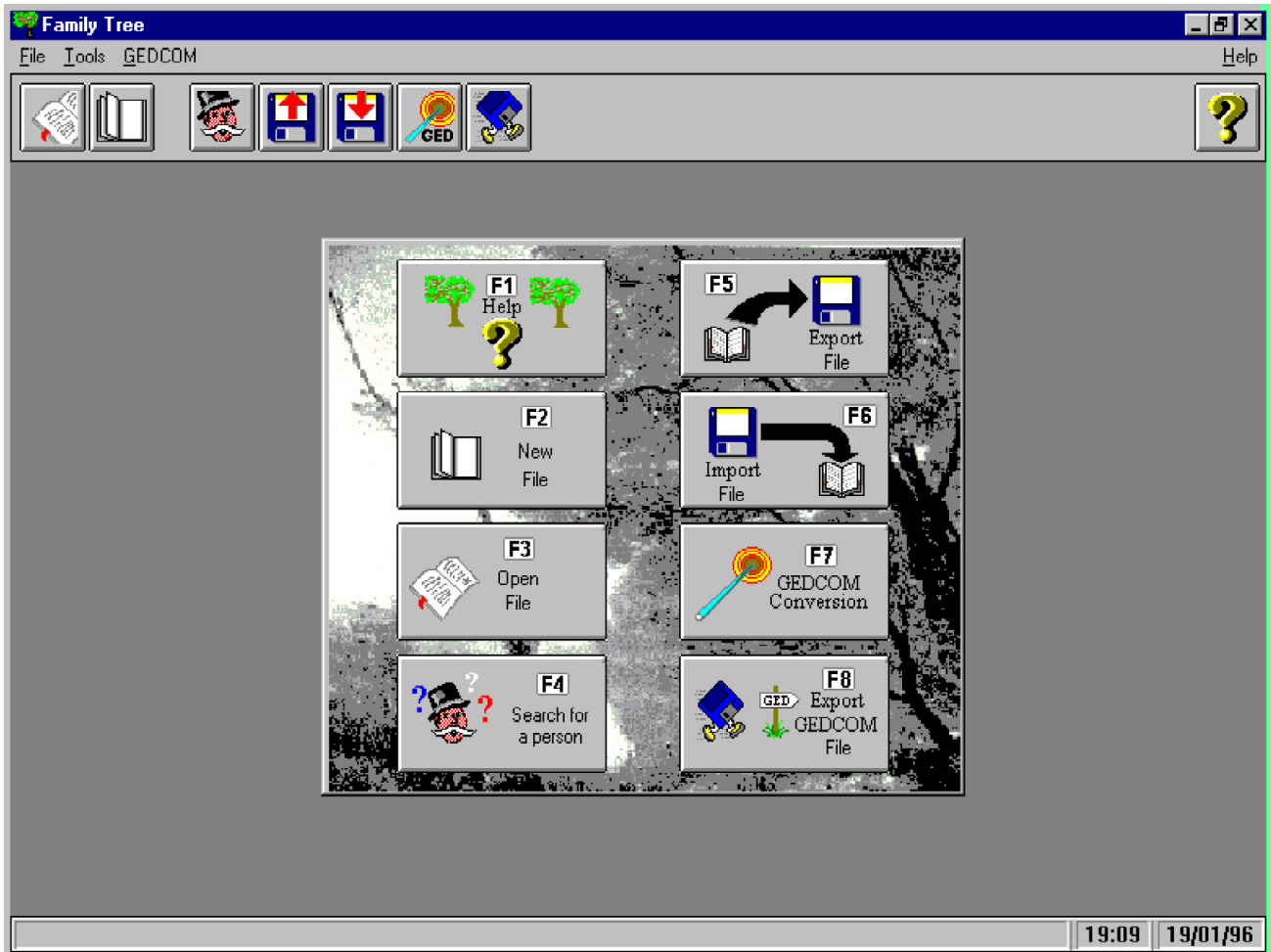# SoftKey Products International Presents
Familly Tree

The software application which provides graphical tools to help you trace your genealogy!!!

Select the topic of your choice from the list of bookmaks on the left, and double-click on it with the **left mouse button** to go directly to that topic.

Family Tree

Welcome to Family Tree, the program that allows you to build up a lasting history of your family by creating family tree drawings that really come to life!

Introduction

Family Tree allows you to create family tree files simply and easily. All of the tools necessary for classifying and sorting all of your genealogical data are contained in the program. **Family Tree** will automatically create a whole range of family tree drawings with a wide variety of style options and statistics available.

Most genealogical programs allow data to be classified and sorted, but it is rare for a program to offer automatically drawn high quality trees. Trees can also be personalized on-screen very easily.

The presentation of the family trees is very flexible. At any time, the user can modify all aspects of the frames: color, style, shadow and layout. Vertical or horizontal layout styles are also available.

Additional files can be added to your tree, from text files to sound files.

Finally, **Family Tree** allows you to import and export genealogical files in **GEDCOM** format, the international standard.

Using Windows

To use **Family Tree,** you must be familiar with **Microsoft Windows**. Refer to your Microsoft Windows User's Guide for further details

Using the Help

You can obtain help about most dialogs by pressing **F1**.

Quick keys

ESC	Closes a dialog; equivalent to **ALT F4**.
RETURN	Saves, confirms or zooms, depending on which dialog is active.
DEL	Deletes the selected line from **a list.**
F1	Opens the help.
TAB	Moves from one text

Installing Family Tree

Family Tree is installed from **Windows**, therefore it is necessary to run **Windows** before starting the installation procedure. Please note that to run **Family Tree**, the minimal system requirements are **Windows 3.1** or above, 4MB of Ram and 4MB of hard disk space.The following instructions assume that the floppy disk drive you use to install **Family Tree** is drive **A:** and the hard disk you are installing to is drive **C:**. If your disk drives are represented by different letters, substitute the correct drive letters in the instructions that follow:

Installation of Family Tree:

- Insert the **Family Tree** Program disk into drive **A:**.

- Select **Run** from the **Program Manager File** menu to display the **Run** dialog box.

- Enter **A: \Install** in the **Command Line** box, then click on **OK**.

Follow the instructions which appear on screen until the installation is complete. Upon completion of the installation, there will be a new program group called "**GSP STAR Collection**" and within this program group will be a program icon entitled "**Family Tree**".

My First Steps with Family Tree

This example helps you to get off to a start straight away. First of all, create a new file by clicking on **New File** in the opening screen or press **F2** and enter the required information. We're now going to enter a few records for our tree. Click on the **Enter a new individual record** icon. In the blank record that appears type *Smith* for the **Surname** field and *John* in the **First name** field. Then place the cursor or tab to the **Date of birth** field and type *13/4/1946*. In the **Place of birth** field type *Timbuktu*. In a similar fashion, enter the **Date of death** as *3/2/1980* and the **Place of death** as *Timbuktu* as well. *John Smith* has been married once to *Mary Jones*, so we are going to enter her details. In the field **Marriage x1** type Jones and for the **First name** *Mary*. Lastly, in the **Date of marriage** field enter *25/1/1969* and in the **Place of marriage** field enter *Cambridge*. Finally, click on **OK** to save the record. A new blank record will now appear.We are now going to enter details of *John Smith's* children. The first child is *Nicholas Smith*, born *12/2/1970* in *Huntington*. To enter the name of his father simply click with the right mouse button on the **Father's Surname** field. A list of people known to the file will appear. Select **John Smith** and press **OK**. Carry out the same operation for the mother, **Mary Jones**, then save this new file by clicking on **OK**. Repeat the same steps for the daughter, *Jane Smith*, born on the *1/5/1972* in *Huntington* and died on *8/10/1990* in *London*. Don't forget to change the sex of the child by clicking on **OK** to signify a girl. Finally click on **OK** to save the file. Close the new blank record by clicking on **Exit**.

We are now going to see the results of our data entries graphically. Lets draw the tree of descendants for John Smith. Click on the icon **"Draw a table of descendants"** and select *John Smith* as the root of your tree. You should then see a tree resembling the one below.
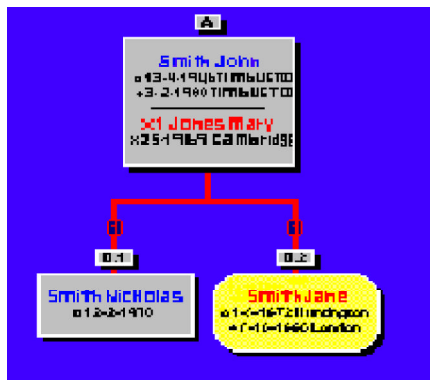
Using the **Magnify** tool you can zoom closer by clicking with the **left mouse button**. To draw additional trees, click on the **"Draw a table of ancestors"** icon, for example and click on Nicholas Smith. In the same manner, you can try out wheels of ancestry, and mixed trees of ancestors and descendants. All the trees available are accessible via the menu bar.

The Toolbar

The **Toolbar** gives rapid access to the main functions of **Family Tree** without having to use the drop down menus.

Enter a new individual record. Allows you to enter a new record for an individual.

Enter a new birth certificate. Enter a new birth record, relative to a member of your family.

Enter a new civil marriage certificate. Allows you to enter a new record of marriage.

Enter a new death certificate. Allows you to enter a new record of a death in the family.

Enter a new christening certificate. Allows you to enter a new record of a christening.

Enter a new religious marriage certificate. Allows you to enter details of a church wedding.

Enter a new burial certificate. Allows you to enter burial details.

Draw a table of descendants. The tree will be drawn in picture form starting from a given person. To change the layout of your tree, use the buttons on the Vertical **Toolbar.**

Draw a table of ancestors. Draws a tree of ancestors starting from a given child. To change the presentation of your tree, use the commands in the Text menu.

Statistics on records entered. Statistics relating to the current file that are displayed visually on screen with the option of printing them out.

Notes linked to file. This allows notes to be made while a file is open

Family Tree help file.

The Vertical Toolbar

This toolbar, on the right-hand side of the **Family Tree** window contains tools which allow modification of all files, records and trees.

Add a child to a couple. This tool allows a child, or children to be added to a selected person or couple. Drag the icon over to the person selected, and click on the **Left mouse button** for a boy and the **Right mouse button** for a girl. To enter a list of children, press **SHIFT** while clicking on the person selected.

Magnify This allows you to zoom in or out from a tree. To zoom in, click on the **magnify-icon**, then click the **Right mouse button**. To zoom out, click on the **Left mouse button**. If you click on a date while using the magnify function you can swap between the Gregorian and Republican calendars.

Frame Options. This allows the current tree to be modified. Frames, colors and contours can all be modified with this tool.

Tree Specifications The previous tool changes the visual properties of the tree. This tool changes the calculation fields of the tree.

Screen image. This tool allows a portion of the screen to be captured, and saved as a bitmap (.BMP)

Next record or-certificate allows you to advance to the next individual record, or certificate.

Previous record or certificate Similar to previous button, except this button goes back to the previous record.

Go to last record or certificate. Allows you to advance straight to the last record.

Go to first record or certificate. Similar to previous button, except this button goes back to the first]

Go to a record. This allows you to go straight to a specific record.
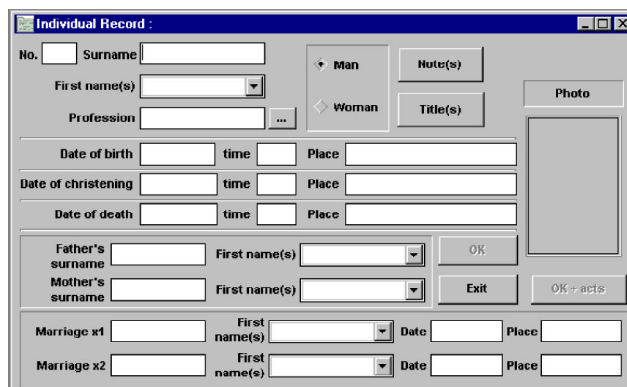
Add a Windows object to a record. This tool allows you to attach a windows object to an individual record.

Print. Prints a certificate, individual record *tree*
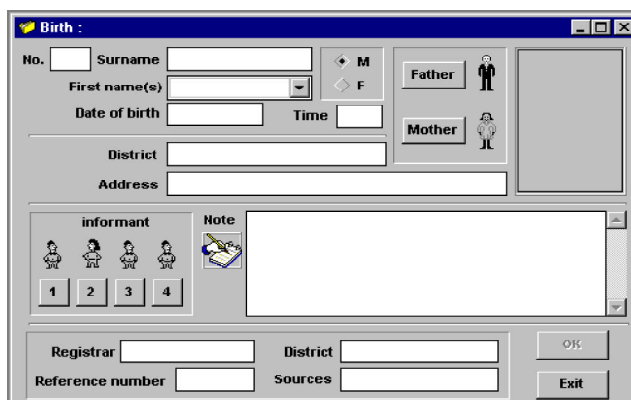
Individual Record

This dialog allows the majority of a person's details to be entered into a single document as follows:

- Enter the surname and Christian names of the person in the relevant boxes.

- Enter the names of the person's parents and spouses if applicable.

- Enter the dates, times and places of birth, christening and death of the person, if known.

To enter notes or titles for the person, click on the corresponding button. To associate a photo (.BMP) with the record, click on the photo frame with the **Right mouse button**.

To save the record, click on **OK** or **OK + acts.** The former saves the record, whilst the latter saves the record and simultaneously creates the corresponding birth, christening and death certificates.

Birth Certificate

This dialog allows a range of information regarding a person's birth to be entered. The steps are as follows:

- Enter the surname and Christian names of the person.

- Enter the date, time and place of birth.

- Enter information about the person's parents by clicking on the buttons indicating Mother and Father.

Notes and a photo may be added in the same way as in the **Individual Record.** Up to four informants or witnesses may be entered by clicking on buttons 1 to 4. Finally, the boxes at the bottom of the dialog can be filled in allowing the source of the information to be traced e.g. Local archives.

Click on **OK** to save the information or on **Exit** to exit without saving.

Civil Marriage Certificate

This dialog allows entry of all of the details pertaining to a marriage as follows:

- Enter the surnames and Christian names of the couple in the relevant boxes.

- Enter the date and place of marriage.

- Click on the **Bride** or **Groom** button to enter information about the couple and their parents.

Notes and references can also be entered. Information pertaining to a marriage contract, or prenuptial agreement (if it exists) can be entered. The status of a child with regard to legitimacy can also be specified.

Death Certificate Dialog

This dialog allows entry of information pertaining to a person's death.

- Enter the person's surname, Christian names and profession.

- Details can be entered concerning their parents by clicking on the **Mother** or **Father** button.

- Enter the person's age.

- Enter, if known, the deceased's place, date and time of death.

As with the **Birth Certificate,** details of up to four informants or witnesses can be entered.

Christening Certificate

This dialog allows entry of information pertaining to the christening of a person. It is similar to the **Birth Certificate** but has extra boxes for additional information. Enter the name of the person and the time and date of the christening in the relevant boxes.

There is also a check box **labeled Death as child.** This means that the christening certificate can act as a burial record if the child should unfortunately die in infancy.

The **Unofficial Baptism** check box covers a blessing given to a child who is at risk of dying, by a layperson.

Religious Marriage Certificate

This dialog is very similar to the **Civil Marriage Certificate** and contains many of the same boxes. It also contains reference to the publication of **banns**. Dispensing of the **banns** allows the marriage to be speeded up if necessary for any reason. Check the opposition to marriage box if anyone opposes the marriage.

Burial Certificate

This certificate is similar to the **Death Certificate,** but it also has a box for the spouse's name, instead of date of birth details. Official records rarely provide great details of burials. Parents' details are often missing, which doesn't make research any easier! Therefore, this dialog may often contain more fields than official records from archives.

The Trees

Family Tree is very graphically-based. It allows you to view various on-screen layouts of your family trees. These are: tables of descendants, tables of ancestry, wheels of ancestry, circles of descendants and finally, mixed descendants and ancestral trees.

It is also possible to view trees in a text file format (ASCII file) which enables you to export **Family Tree** files. All trees can be modified and personalized by altering their content and style. These changes will be detailed in the following pages.

Tree Specifications

This dialog allows you to modify the specifications of your trees. To change your tree specifications:

- Select the **Tree Specifications** button (the tree icon). The cursor will alter to show a small tree.

- Click on your tree to change the specifications using the above dialog.

Dates

Dates can be shown in two different formats:

Simple format:

- o 12-2-1947 London

- b 15-1-1948 Cambridge

- + 3-10-1987 Manchester

NOTE:

o   represents the date of birth

b   represents the date of baptism

+   represents the date of death

Combined format:

In this format, the dates of birth and death. or the date of christening if the date of birth is unknown are depicted as follows. (12-2-1947 - 3-10-1987)

Names

An individual's identity can be shown in different ways. Their surname alone can be used if the **1st Christian name** and the **Al1 Christian names** check boxes are not checked. If the **1st Christian name** check box is checked, then just the first Christian name will be displayed. If a person you are entering has more than one Christian name, then check the **All Christian names** check box in order to see them all.

Numbering

Two main forms of numbering are used in genealogy. These are, **Sosa-Stradonitz** and **Aboville**. The former is usually used for trees of ancestry, and the latter for trees of descendants. The **Starting number** box allows you to specify the number from which you want your tree to start. For more information, see the on-line help in the program.

Blood line

If this check box is checked, then your tree will only include blood relations.

Implexes

If the same parents appear in several places in a tree, then this implies that there have been marriages between cousins. Therefore, they are related by law even before their marriage. The **Implexes** box shows the relationship between two such partners.

Type of Presentation

Vertical presentation is useful for both trees of ascendancy and descendancy. Horizontal presentation is useful for reducing the size of a tree.

Fixed View

If the **Fixed view** check box is checked, then **Family Tree** will calculate the size of the tree so that it is all visible on screen at once. If this box is not checked, then you can zoom in and out from the tree using the **Magnify** tool.

Zoom

Zoom is activated by clicking on the magnifying glass on the vertical toolbar. The zoom values range from 1 (no zoom) to 50 (maximum zoom). We recommend that you increase the zoom a little at a time, as a zoom of 10 is already high for a moderately sized tree.

The **magnification box** indicates the degree by which the zoom is increased or decreased. To use the zoom:

- Click on the zoom button (magnifying glass)

- Click on the part of the tree that you want to zoom in on or out from. If you click the left-hand mouse button, then you will zoom in. The right-hand button zooms out.

Photo

This allows you to indicate whether or not the associated photos should be displayed.

Jan, Feb, Mar

The dates are displayed in the form dd/mm/yyyy by default. If this check box is checked, then the dates will be displayed in the form 12 February 1947.

Republican months

This allows you to display the date using months from the **Republican** calendar if these are applicable to the period being worked on.

Frame Options
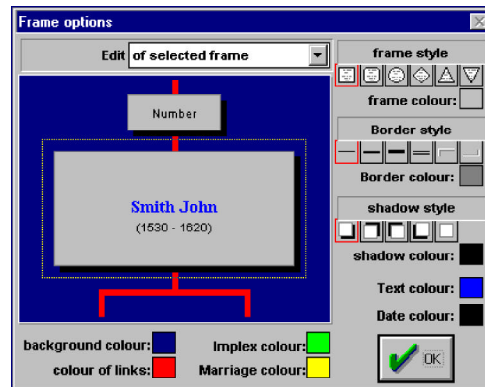
After a tree is displayed, the type of frame used for an individual or a group of individuals can be customised. Also, the color of the frames can be edited, along with the style and color of the borders, and shadows. The style of the **number** box cannot be changed. To edit the color and style of a tree:

- Click on the **Frame Options** button in the vertical toolbar. The cursor becomes a small spanner.

- Using the new cursor, click on which ever part of the tree you want to edit. The **Frame Options dialog** appears.

- Use the drop-down list box to choose which aspect of the tree you want to modify.

If, initially, you clicked on a tree (using the spanner cursor), but outside any individual frame, then **Edit the entire tree** will appear in the drop-down box. If, however, you clicked on an individual frame, then that choice will appear in the drop-down box. The dotted frame shown on the **Frame Options dialog** indicates which frame the modifications apply to. To select a different frame to edit, simply click on it.

To edit the style, color, border, or shadow, simply click on the color or style you want. The four color options at the bottom of the dialog change the background color, color of links, implex color and marriage color. You can toggle between objects for editing and also between frames using the drop-down list box.

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Statistics

The following statistics are available on screen and can also be printed:

- The average life expectancy of the men and women that have been entered into **Family Tree.**

- The number of men and women in the database and statistics on the average number of children, the maximum quantity of children from one set of parents, the average age when married, the number of multiple marriages and the maximum number of marriages.

- Finally, a graph shows the number of men, women and a total over the period of time that the information you have entered covers. i.e. you can see how many people were living at any point in time. This shows trends, and certain events can be picked out, such as wars, diseases, etc.

Insertion of a Windows Object

As well as photo files (.BMP), other documents can be associated with records or certificates, e.g. sound files, word processed documents. To insert an object:

- Open a person's record.

- Click on the **Object** button (a small gift icon) in the vertical toolbar. The cursor alters to show a present.

- Position this cursor on the chosen record and click the left-hand mouse button

A new dialog appears allowing you to add or remove objects. These objects will run using the program associated with the specific type of object.

Printing

Records, Certificates and Family Trees can all be printed. To print:

- Select the document that you wish to print, i.e. open the record, draw the tree. etc.

- Click on the **Print** button. The cursor becomes a small printer.

- Position the cursor over the dialog that you want to print.

If a **Record or a Certificate** is being printed, then printing will begin immediately. If you are printing a tree, then the **Print Tree** dialog appears. To print a tree:

- Use the check-boxes to select whether you want to print the whole tree or just the portion visible on the screen.

- If you are printing a large tree or the zoom is high, then if you click on **Cut pages, Family Tree** will display how many pages will be needed to print the entire tree.

The **Orientation** option allows you to decide which way up the paper should be when printing.

Contacting Technical Support

If you have questions about the programs, consult this manual and the program's on-line Help system. If you're still experiencing difficulty, gather the following information:

- The name of the program you have a question about.
- Amount of RAM in your system.
- A description of your problem, including any error messages.
- A list of the steps required to replicate the problem.

Technical Support may be contacted at (770) 428-0008 9:00 am to 8:00 pm Mon - Friday (EST).

Send correspondence to **SoftKey International Technical Support** at 450 Franklin Road, Suite 100,Marietta, GA 30067. Send FAXES marked **ATTN: Technical Support** to (770) 427-1150.