The Genealogy Workshop

by Les and Cindy Cattin

A FULL FEATURED
GENEALOGICAL RECORD KEEPING
SYSTEM FOR THE TEXAS INSTRUMENTS
99/4A HOME COMPUTER

micro Pal software

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DESCRIPTION

THE GENEALOGY WORKSHOP was created to help maintain some semblance of order in the chaos known as Genealogy Research. As a beginning Genealogist with a computer I knew would help with the paper work; I have tried to hit as many bases as possible. I asked for help from a Professional Genealogist in order to make sure I was creating a program which would serve the pro as well as the beginner.

A disk drive,memory expansion and an eighty column printer are required to get the most out of the package.

FAMILY DATA stores all of the vital information on each individual. Searches can be made to find common birth and death locations. You can also search for a name.

OVERVIEW stores the names and vital dates of each family. There is room for twenty children to be listed with each family. It is useful when a more distant view of the family is needed.

SOURCES stores all of the information coinciding with the sources cited in Family Data. One look at SOURCES will tell you exactly where the information came from and when.

CROSS-REFERENCE FORMS are needed to make proper use of Family Data.They are printed onto any 80 column serial or parallel printer.

FAMILY GROUP SHEETS creates the form I use in my work.These make inexpensive worksheets and are impressive when typed in red ink.

SOURCE SHEETS creates the sheets I use in my notebook to list the sources cited.I also take them with me to keep track of which sources I have searched.

All of the programs include revision ability and give you the option of hard copy or screen display. The Forms will print on any 80 column parallel or serial printer. In addition the forms will begin numbering at any number you specify. Family Group Sheets could be set up on TI-WRITER to produce final copies of the data.

CROSS-REFERENCE FORMS:

These forms are used with "Family Data". Fill in the form as you create each record and you will know which record number to request in order to see that person's data.

To print the forms, simply enter your print device name (no quotes) and the record number you want the form to start with on the proper prompts.

SOURCE SHEETS:

I use these forms in my notebook in order to cite the appropriate source at all times. I list the book, author, and page number. If I want more information on the source I consult my Sources Program.

To print the forms enter your print device name (no quotes) and the source number you want the form to begin with at the proper time.

FAMILY GROUP SHEETS:

These sheets look very good when typed in red ink. They could also be put into TI-WRITER and filled out to produce final copy. I also use them as worksheets.

This program prints 10 sheets at once. Enter your print device name at the appropriate prompt.

FAMILY DATA

ENTERING THE FILENAME:

Enter the filename as shown on the screen. If you are using more than one disk drive be sure to enter the appropriate drive number. Enter the surname you will be working with after the period. Remember a file name can only be ten characters long (no spaces). I like to add the generations covered after the name.

Example: DSK1.CATTIN1-4

The surname I am working with is CATTIN. This file covers generations one thru four.

CREATING THE FILE:

It takes the program approximately four to five minutes to create 300 dummy records.

ADD A NEW NAME:

Record Number: Use a record number between 1 and 300. As you create a new record be sure to add the name to your cross-reference form. If you are having trouble finding an available number consult your form or use the "list unused record numbers" option.

Source Number: Put the number of the source in parenthesis behind each bit of information as you enter it. Do NOT put a source number behind the Full Name, or Birth and Death locations as this will hamper the searches. List the sources for those catagories in the additional information section. The Source number should be the same as the number given in the Source program.

Sheet Number: Enter the sheet number of the person you are entering from their Family Group Sheet. The best way I have found to number people is as follows:

```
                                                4. Clifford PROCTER

                         2. Charles PROCTER
                         :
                         :                      5. Jeannie RAWLINGS
    1. Cindy PROCTER
                         :                      6. Oscar RUTLEDGE
                         :
                         3. Ruth RUTLEDGE
                                                :
                                                7. Edna WILES
```

This is the only simple way to work with direct lines and be able to see the relationship between the generations.

FAMILY DATA

I list children not in my direct line as :

>   Example: 6/4 meaning the fourth child of number six.
>   6/4c meaning the third child of the fourth
>   child of number six.

These are just suggested number formats.Please feel free to
devise your own.

Dates: Genealogists have a very simple and space conserving
way to write dates.

>   Example: 28DEC1700 Means the 28th day of December in
>   the year 1700.

Children: Given for each person is the number of children.
To find the child's name check the overview program or
subsequent records in this program.

Additional Information: Include in this section the sources
for the name,birth and death places given above. Also include
any other pertinent information such as church,land
location,cause of death,occupation,etc..

DELETE AN EXISTING NAME:

This deletes the total record on the disk. The record is
deleted by using the record number,so be sure you give the
correct number to delete.

LIST COMMON BIRTHPLACES:

The place of birth must be entered EXACTLY as it is in your
records,including spaces and punctuation. It takes approximately
ten minutes to search all 300 records. If many records are
active,be prepared to wait a long time.
Printout: If you want a printout of the matching
records,simply enter "Y" on the proper prompt. Enter your device
name when requested.Do not put quotes around the device name.

DISPLAY REQUESTED RECORDS:

This option is self-explanatory. Remember: Do NOT put
quotes around the print device name. If you ask for a
printout,you will continue to get printouts of each subsequent
request until you return to the main menu.

REVISE EXISTING RECORDS:

This option brings up a menu enabling you to change any of
the information located on a record. The options are
self-explanatory. If you ask to revise the wrong record,enter
"16" and the record will remain unchanged.

LIST UNUSED RECORD NUMBERS:

This option searches the disk for inactive records, lists
fifteen either on the screen or also on a printer. You can
continue for more numbers,or return to the main menu.

LIST COMMON DEATHPLACES:

This option operates the same as Common Birthplaces.
Remember: The deathplace must be entered exactly as it appears
in your records.
Look at the Birthplace option for more detail.

SEARCH FOR A NAME:

The name must be entered exactly as it appears on the
record,including spaces and punctuation.

NOTE:
The most common mistake I made when working with this
program was not getting the exact wording for the sorts. Be very
consistant when entering information. If you still have trouble
getting information try inserting a space behind the name or
place.

OVERVIEW

CATALOG:

This shows you exactly which families are on the disk. You may make a printout of the catalog if you like.

CREATE A NEW FILE:

Sheet Number: Corresponds to Family Group Sheet number.

Names: Give Full names. For the children list first names only or married names.

Dates: List as Birth to Death dates. Example: 1700-1782

There is room for up to 20 children per file.You may stop adding children at any of the screen prompts.

FILENAME:

I like to use my sheet number as the filename because I know there will be no duplicates this way. See the section on numbering in the Family Data text for more information on how to number your files.

ADD A NEW FAMILY:

This is the same as the "create a new file" option at the beginning of the program.

DELETE:

This option deletes the entire file.

DISPLAY AND REVISE:

I feel these options are self-explanatory.

SOURCES PROGRAM

ADD A SOURCE:

Source Number: Corresponds to the number given behind each entry in "Family Data".

Date: Enter the day,month,and year you got this information.

Place: Library,Courthouse,person's home,etc. where this information was found.

Location: Address or directions to the place named above.

Source: Name of Record,book,person,etc. in which you found the information.

Author: In case the information was found in a book,the author and call letters may be given here.

Pages: Page number or numbers containing the information.

DISPLAY:

This option displays the requested source either on the screen or also on a printer.

DELETE:

This option deletes the source record from the disk.

DISK NO. _____   FILENAME:_____

RECORD NUMBER CROSS-REFERENCE FORM

RCD.   FULL NAME

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	

SOURCE SHEET

| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |
| 9 |
| 10 |
| 11 |
| 12 |
| 13 |
| 14 |
| 15 |
| 16 |
| 17 |
| 18 |
| 19 |
| 20 |
| 21 |
| 22 |
| 23 |
| 24 |
| 25 |
| 26 |
| 27 |
| 28 |

FAMILY GROUP

No._____ _____

Husband's Full Name:			

VITAL DATA	day month year	town	county	state
Birth				
Marriage				
Death		Cause:		
Cemetery		Military:		
Father:		Mother:		

Wife's Full Maiden Name:			

VITAL DATA	day month year	town	county	state
Birth				
Death		Cause:		
Cemetery:				
Father:		Mother:		

CHILDREN

	name	birth	death	marriage to:
1				
2				
3				
4				
5				
6				
7.				
8				
9				
10				

Remarks:

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LIMITED WARRANTY

Microsphere, Inc. warrants that the recording media is free from defects, and will provide no-cost replacement of defective disks for a period of 90 days after purchase. To obtain replacement, a completed warranty card must be on file.

Microsphere does not warrant that programs will be error free, nor that the programs will be suitable for the customer's use. Microsphere, Inc. shall not be liable for indirect, special, or consequential damages caused by the use of this software. The entire risk as to the quality and performance of the system is assumed by the purchaser.

Damage caused by neglect, accident, or misuse, will void this limited warranty. This warranty gives you specific rights, and you may have other rights which vary from state to state.

To obtain replacement of a defective disk, please return it and a copy of your sales receipt to:

Micropal Software
14009 E. Jefferson Blvd.
Mishawaka, IN 46545

You may also obtain replacement of a program disk after your warranty period has expired. Send your disk and $7.00 to the same address.

BACKUP DISKS

It is highly recommended that backup copies be made of all file disks whenever data is added or changed. While this involves a few minutes of effort, it is surely less time consuming than re-typing hundreds of records, should a disk become damaged or unreadable. Even with adequate backup procedures hard copy data should still be retained; this program's purpose is the organization of data rather thatn archival storage of data.

CORRESPONDENCE

Comments and suggestions are welcome; the form included with this documentation may be used. Correspondence may also be directed to:

Cindy Cattin
163 W. 3rd St.
Peru, IN 46970

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WARRANTY REGISTRATION

- IMPORTANT _

Please complete this immediately and send it to the address given below!
You will receive updated documentation when produced as well as notifi-
cation of any program "bugs" in the unlikely event they should be encoun-
tered. If you don't send this in, we won't know who you are!

Name _____

Address _____

_____

Date of Purchase _____
Purchased From _____

I spend about _____ hours a week on activities related to genealogy.

Comments _____

_____

_____

_____

Note: Please mail immediately to:

A comment form is also provided for you to provide comments and suggestions
after you have had an opportunity to use the software.

USER COMMENTS

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Performance	( ) Poor	( ) Fair	( ) Good	( ) Excellent
Ease of Use	( ) Poor	( ) Fair	( ) Good	( ) Excellent
Documentation	( ) Poor	( ) Fair	( ) Good	( ) Excellent
Overall Usefulness	( ) Poor	( ) Fair	( ) Good	( ) Excellent

Comments _____
_____
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_____

Suggestions for Improvement _____
_____
_____
_____
_____
_____
_____

Optional: Name_____
            Address_____
            _____

            Approximate time used _____ weeks or _____ months

Mail to: Micropal Software
           14009 E. Jefferson Blvd.
           Mishawaka, IN 46545

Thank you for helping us improve our products!