

## Getting Started

Welcome to Getting Started in Family Matters. Family Matters provides you the ability to maintain your detailed family Genealogy information using a Lineage- and Event- Linked Relational Database powered by the Microsoft Jet Database Engine. Family Matters is a Microsoft Access 97 run-time application, with all the necessary run-time programs supplied, supporting Multiuser Genealogical Computing. It provides you (and your workgroup) a variety of means of viewing and accessing the genealogical information vital to your Family History.

Before you begin using Family Matters, you should read this Help topic completely. It will give a good feel for the capabilities of Family Matters, and provide links to other relevant topics in the Help file. If you choose, you can use to browse buttons above to read though every topic in Help.

The first screen you will see upon starting Family Matters will include the Menu and Toolbar. You will be able to drag, resize, and dock the Menu and Toolbar anywhere on the screen. Also, you can customize the contents and appearance of the Toolbar.

Your choice of database file is made by using the File menu on this screen. The File menu also has entries for starting a New database, data Import and Export, database management, and saving a backup of your work. Each file has the capacity to hold an unlimited number of persons, families, spouses, children, and inter-relationships. If you have data from another genealogy program, you can utilize Family Matters' GEnealogical Data COMmunications (GEDCOM 5.5) file import and export.

You may have as many database files as you desire. (Prior to registration Family Matters will limit you to twenty families per file, though without limit to the number of people.) You will want to choose New. Then choose a file name that has meaning to you, like MyFamily.mdb or Genealogy.mdb. Note that Family Matters will remember the file that you last had open, thus obviating the need to perform the File Open again.

You may open any of the data views you like, and have as many open simultaneously as you like. There are no separate windows for data entry; all views support data entry, editing, and browsing. Most of your time will be spent on the Family Group View. This view demonstrates the power of the Linked Relational Database used by Family Matters. The persons shown on this view are linked because they are a family. However, you will be working with the actual data of six persons (primary, spouse, and both their parents), plus all their children; as many as this couple might have had. Additional related views you may use are Family Matter's unique Family, Person, Picture and Event views.

The Options Dialog provides a means to customize the appearance of the Views and the Status Bar, and to set other default behaviors. You may open this from the Tools menu. Of particular import is Family Matters' ability to vary the screen size of view objects to allow you to control the amount of data displayed on the screen resolution you are using. You should do this to strike a compromise between displayed font size and amount of data (e.g., children, notes) displayed. Based on you option settings, as you resize windows, view fields and buttons will automatically resize in accordance with your computer screen resolution.

You will want to begin entering data in the Family Group View, one of the many data views in Family Matters. Enter your own name in the Primary person area. Enter first name (or given

name), then surname on the right. Under that, enter the Relationship that this person is to you (if it is you, enter Self) and then choose either male or female (m, f, or unknown). Later, you'll use the Relationship Calculator to determine the relationship of persons in your family to you.

The next two lines (F and M) are for the birth dates and names of the Father and Mother of the Primary person. You will enter the parents' names before Family Matters will allow their birth date entry. The fifth line is for birth event information. The fields are birth date and place of birth. You would simply enter the date as dd mmm yyyy if you have data indicating the date you are entering is exact. If an estimated date, or one you are not sure of, proceed the date with a qualifier like 'Est' or 'Abt'. The next scrollable section (the event subform) is for the other events associated with this person. There is no limit to the number of events.

The Spouse section fields are arranged the same as for the Primary person. Enter the spouse data in these fields. This would be your own spouse, if you entered yourself as Primary.

In the next section, another embedded scrollable subform allows entry of the events pertaining to this family. A likely event is marriage and the date and place. Again, the drop-down list shows you the event possibilities. Note that you can add to the types of events by using the Event Dictionary. Family Matters provides the capability for an unlimited number of events, and user-defined events, for persons and for families. There is also a unique Event View, where events can be filtered, sorted, and printed every which way.

The Children subform section is arranged similarly. On the first line, enter the birth date, first name, and surname. The second line is for sibling number, place of birth, and sex. Family Matters will display the children in birth order (if birth dates have been entered) or sibling number (if entered) the next time you show this view. Initially, the children will be displayed in the order you enter them. If birth dates are known, there is no need for you to enter a sibling number, unless you wish to. There is no limit to the number of children in a family.

The three Notes sections are typical of these types of areas in Family Matters. The three on the Family Group View are associated with the Primary, the Spouse, and the Family. Each can hold over 2-billion characters of free-form text. You can put any data in these sections that suits you. Below the Notes fields, you can include photographs of families and family members.

You are now ready for the first automatic feature of Family Matters. Decide for whom you will next enter data. Choose a person for whom you have entered the first name and surname for on this view. This will be either a child, or either the Primary person's parent or Spouse's parent.

When you click the button to the left of the name of a child or parent, Family Matters will take you to (will display) the family record for the chosen person. Since this family record doesn't yet exist, Family Matters will next ask you if you wish to create a family record for that person. Click on Yes. The newly created record will present the same information that was displayed currently, but arranged from the point of view of the person whose button you just clicked.

In this way, Family Matters will assist you in navigating among family members and in creating records of new family members. You have thus begun the creation of the Family Matters database of lineage-linked persons and families. You will have sequential, lineage, and random access of families and family members.

You can copy and paste persons and events in Family Matters. This is facilitated by the right-button mouse shortcut menus. When a person-oriented field has the focus, there will be person

link copy and paste choices available to you. The action of pasting a copied person link does not actual create another person, but rather links that person into a new relationship. On the other hand, the act of copying and pasting events does in fact create a new event, but now associated with a different person or family. Likewise, persons and events can be deleted and unlinked though the use of the shortcut menus.

You can link pictures stored in your computer to the persons in your database. Each person can be linked to an unlimited number of pictures, and each picture can be linked to an unlimited number of persons. The [Picture View](#) is where the pictures are displayed, and where the links to and from persons are managed. Every view in Family Matters with a person supports the Show Picture action. Choosing it from the right-button menu causes the Picture View to select all the pictures linked to that person.

When you have data you would like to include, but it applies to a location, or a period of time, the [Chronicles](#) database is what you need. Perhaps you'll want to describe your ancestors way of life in Europe, and what caused them to emigrate. Maybe you want a place for the origins of your family name. Perhaps you want a place to accumulate everything you know about region around the Rhine and Alsace-Lorraine and Baden-Württemberg, because that's where your roots are. Family Matters' Chronicles database is exactly what you need. You can even designate parts of this database to become a part of your Web Site, along with your ancestors.

You can also document your Source data, and the Repositories in which it is kept. The [Source View](#) and the [Repository View](#) provide the means to do this. Source data is the actual data that you have uncovered in an old family bible, from census records, birth certificates, or any other source. This is the data upon which you have made decisions about the relationships and events of the people you have placed in you database.

You will want to generate printed reports of your work. The [Reports and Print](#) dialog provides a means to both preview and print all of the reports available in Family Matters. You may open this dialog by use of the Print entry on the File menu, or the Printer button on the Toolbar. Additionally, use the Reports menu item, and many data views contain Quick-Print buttons to print the current record or records displayed.

Other features of Family Matters that will assist your research and use of Family Matters. Include the [Web Site Generation](#) with Gendex distributed Internet database capability, the powerful [search and replace](#) functions, including the use of extensive [wildcards](#), the ability to QuickSort on any displayed field view in any displayed view, and the use of the built-in [genealogical tools](#) such as the Soundex, birth date, and relationship calculations.

To read more about the other features of Family Matters, click the highlighted links above, or click on the '>>' button above to advance to the next topic, and the '<<' button to return to the previous topic.

# Customizing Your Environment

Use these options to set the characteristics of your Family Matters environment. The Options dialog is available from the Tools Menu. Also from Options, on the Tools menu, you can customize the appearance of your toolbar. Specifically, you can choose which view-open buttons appear, and their appearance. Depending on your screen size and resolution, you may desire fewer buttons, or the button names to be either brief or verbose.

## General Tab

**Show Status Bar:** Yes or No. Displays or doesn't display the status bar. When on, the field data entry messages will appear. Also, the right hand sections shows the status of CAPS, INS, and NUM.

**Confirm Deletes and Unlinks:** Yes or No. Displays or doesn't display a confirmation message box when you Delete or Unlink persons. If the person you are operating on has other linkages in the database, not currently displayed, an additional confirmation will be requested, with the number and types of linkages (spouse, father, mother). If this option is set to yes, this confirmation is always displayed.

**Default Search Behavior:** Fast Search, General Search, or Start of Field. Sets the default behavior for find and replace operations. Fast Search searches the current field and matches the whole field. Start of Field matches against just the first characters in the field. General Search searches all fields and matches any part of the field. Changes made to this setting don't take effect until the next time you start. To change the behavior for a specific find or replace operation, choose Find or Replace from the Edit Menu, or the Toolbar, and then set the appropriate options in the dialog box.

**Text Editor:** Write, NotePad, WordPad, or any other. The choice of which editor you would prefer to use can be modified here. External text files can be edited and cut or pasted into or out of Family Matters.

## Views Tab

**Vertical Scale Factor:** 60% to 110%. Sets the vertical display scale factor on many of the data views such as the Chronicle, Event, Family, Group, Person, and Repository. You can, for instance, maximize the number of children displayed to you on the Family Group View by setting this value smaller.

The most desirable settings for a 1024 x 768 resolution display, at 96 logical dots per inch (dpi), is 100% scaling, and 10 point font. If you have a VGA (640x480) or SVGA (800x600) display, Family Matters has initially set these to lower values. Generally, to maximize the amount of data displayed, you should adjust the font to the smallest value you can comfortably view. You should then adjust the corresponding Vertical Scale Factor to the smallest value that properly displays your chosen font size.

**Font Size:** 6 to 11. Sets the text font size on the data views other than the Pedigree View. Additionally, the Picture, Source, Person List and Family List views will resize themselves based upon this setting.

**Date Field Width:** Set displayed width. With your cursor in this field, use your up and down arrow keys to increase and decrease the space used for date displays on the data views other than the Pedigree View.. Also, you may use any sample date text you choose to verify your setting.

**Pedigree Vertical Scale Factor:** Auto, and 60% to 110%. Sets the vertical display scale factor on the Pedigree View. You can fix the scaling to a value you feel comfortable with, or set it to Auto, which will resize the view's objects whenever you vertically resize the window it's displayed in.

**Pedigree Font Size:** 6 to 11. Sets the text font size on Pedigree View.

**Pedigree Date Field Width:** Set displayed width. With your cursor in this field, use your up and down arrow keys to increase and decrease the space used for date displays on the Pedigree View. Also, you may use any sample date text you choose to verify your setting.

**Show Navigation Buttons:** The Record Navigator bar, if enabled, provides another way for records to be browsed. It is located at the bottom of a number of the data Views.

**Use System Colors:** Family Matters gives you the option of using the Windows system colors you have chosen for all your screens and applications, or use a set of colors known as the FM Classic colors.

## **Toolbar Tab**

You can choose which view-open buttons appear, and their appearance. Depending on your screen size and resolution, you may desire fewer buttons, or the button names to be either brief or verbose. The first column is where you indicate whether or not you want the button to be visible. In the second column you indicate the button text. Note that changes you make are immediately visible on the toolbar.

# Using The Keyboard

## Editing and Control Keys

<b>Press</b>	<b>To</b>
Ctrl+C	Copy the selection onto the Clipboard.
Ctrl+F	Open the Find dialog box.
Ctrl+H	Open the Replace dialog box.
Ctrl+V	Paste the contents of the Clipboard at the insertion point.
Ctrl+X	Cut the selection and copy it onto the Clipboard.
Ctrl+Z or Alt+Backspace	Undo typing.
Esc	Undo changes in the current field or current record; if both have been changed, press Esc twice to undo changes; first in the current field and then in the current record.
Backspace	Delete the selection or the character to the left of the insertion point.
Delete	Delete the selection or the character to the right of the insertion point.

## Function Keys

<b>Press</b>	<b>To</b>
F1	Display context-sensitive Help related to the active window.
Shift+F1	Display the question mark pointer. Move the pointer to the window you want help on, and click for context-sensitive Help.
F2	Switch between editing mode (with insertion point displayed) and navigation mode.
F4	Open a combo box or list box.
Shift+F4	Find the next occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed.
Ctrl+F4	Close the active window.
Alt+F4	Quit Family Matters, or close a dialog box.
F6	Cycle forward through the data section, list section, and footer of a window such as the Person View.
Shift+F6	Cycle backward through the header, data, and footer sections of a window.
F7	If you have Microsoft Office 97 installed, this will call upon the Spell Checker.
Ctrl+F6	Cycle between open windows.
F8	Turn Extend mode on; EXT appears in the status bar. Once Extend mode is on, pressing F8 repeatedly extends the selection to the word, and the field.
Shift+F8	Reverse the F8 selection; press Esc to cancel Extend mode.
F9	Activate an OLE object.
Shift+F9	Requery the underlying tables; pressing Shift+F9 in a child or event record reorders the children or events according to your entries.
Alt+Spacebar	Displays the Control menu.

## Cursor Movement and Navigation

<b>Press</b>	<b>To</b>
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Page Up	Previous record (or group of displayed records).
Page Down	Next record (or group of displayed records).

### **To Move The Insertion Point Within a Field or Line (In Editing Mode)**

<b>Press</b>	<b>To</b>
Right Arrow	Move one character to the right.
Ctrl+Right Arrow	Move one word to the right.
End	Move to the end of the line.
Ctrl+End	Move to the end of the field in multiple-line fields.
Left Arrow	Move one character to the left.
Ctrl+Left Arrow	Move one word to the left.
Home	Move to the beginning of the line.
Ctrl+Home	Move to the beginning of the field in multiple-line fields.

### **To Navigate Between Fields and Records (In Navigation Mode)**

<b>Press</b>	<b>To</b>
Tab, Right Arrow, or Enter	Move to the next field. The Enter key will start a new line in the Group View Notes areas, and the Pedigree View's 2nd title.
Shift+Tab	Move to the previous field.

### **To Navigate In a Text Box**

<b>Press</b>	<b>To</b>
Down Arrow	Move down one line.
Up Arrow	Move up one line.
End	Move to the end of the current line.
Ctrl+End	Move to the end of the last line.
Home	Move to the beginning of the current line.
Ctrl+Home	Move to the beginning of the first line.

### **To Select Text Within a Field (In Editing Mode)**

<b>Press</b>	<b>To</b>
Shift+Right Arrow	Extend the selection or deselect one character to the right.
Ctrl+Shift+Right Arrow	Extend the selection or deselect one word to the right.
Shift+Left Arrow	Extend the selection or deselect one character to the left.
Ctrl+Shift+Left Arrow	Extend the selection or deselect one word to the left.

### **To Select a Field**

<b>Press</b>	<b>To</b>
F2	Select the current field if you are in editing mode.
Tab or Enter	Select the next field.

### **Shortcut Keys for Data Entry**

<b>Press</b>	<b>To</b>
Ctrl+; (semicolon)	Insert the current date.
Ctrl+: (colon)	Insert the current time.
Ctrl+' (quote)	Insert the value from the same field in the previous record.
Ctrl+Enter	Insert a new line in a field, a label, or the Zoom box.
Ctrl++(plus)	Add a new record.
Spacebar	Toggle the value in a check box or option button.

## **Print Preview Function Buttons**

<b>Press</b>	<b>To</b>
P	Print the active object.
S	Open the Setup dialog box.
Z	Zoom in for a magnified view of part of the page.
C or Esc	Cancel Print Preview.

## **To View Different Pages In Print Preview**

<b>Press</b>	<b>To</b>
F5	Move to the page number box; then type the page number you want to go to and press Enter.
Page Down	Move to the next page.
Page Up	Move to the previous page.

## **To View Different Parts of a Preview Page While Using Zoom**

<b>Press</b>	<b>To</b>
Down Arrow	Scroll down in small increments.
Page Down	Scroll down in large increments.
Ctrl+Down Arrow	Move to the bottom of the page.
Up Arrow	Scroll up in small increments.
Page Up	Scroll up in large increments.
Ctrl+Up Arrow	Move to the top of the page.
Right Arrow	Scroll to the right in small increments.
Ctrl+Right Arrow or End	Move to the right edge of the page.
Ctrl+End	Move to the lower-right corner of the page.
Left Arrow	Scroll to the left in small increments.
Ctrl+Left Arrow or Home	Move to the left edge of the page.
Ctrl+Home	Move to the upper-left corner of the page.



## Using The Menus

There is one Family Matters Menu which is always displayed. Depending on the particular situation, some of the selections will not be functional, but instead will be disabled, or will cause an informational message to appear.

### File

New FM Database	Create and open a new Family Matters database.
Open a FM Database	Open an existing Family Matters database.
Save a Backup	Save your work in a new Family Matters database. The current database file remains open.
Compact Database	<u>Compact</u> the current Family Matters database.
Repair Database	<u>Repair</u> the current Family Matters database.
Upgrade Database	<u>Upgrade</u> the current Family Matters database to the current level. You will be notified if this is necessary when you open a database file.
Print	Open the <u>Print</u> dialog box.
GEDCOM Import/Export	Import or export data from/to another genealogy program database.
Web Site Generation	Generate all the files necessary for a genealogical World Wide Web site.
Exit	Exit Family Matters.

### Edit

Save Record	Save the currently displayed record.
Undo	Undo the entries since record saved.
Undo Current Field	Undo current field changes.
Cut	Cut highlighted text to clipboard.
Copy	Copy highlighted text to clipboard.
Paste	Paste text from clipboard.
Delete	Delete highlighted text.
Find	Open the <u>Find</u> dialog box.
Replace	Open the <u>Replace</u> dialog box.

### Records

Go To First	Go to the first record of the current view.
Go To Last	Go to the last record of the current view.
Go To Next	Go to the next record of the current view.
Go To Previous	Go to the previous record of the current view.
Go To New	Go to the new (last) record of the current view.
Go To Home Family	Go to the Home family record of the current view.
Set Home Family	Sets the Home family record.
QuickSort Ascending	Causes the active view to sort ascending on the currently highlighted field.
QuickSort Descending	Causes the active view to sort descending on the currently highlighted field.
Show All Records	Shows and re-orders the records in the current view. Cancels the QuickSort.

### Tools

Spelling	If you have Microsoft Office 97 installed, this will call upon the Spell Checker.
Statistics	Count the number of families, persons, events, and other objects in you database.
Date Calculator	Open the <a href="#">Date Calculator Tool</a> .
Event Dictionary	Open the <a href="#">Event Dictionary View</a> .
Relationship Tool	Open the <a href="#">Relationship Calculator Tool</a> .
Soundex	Open the <a href="#">Soundex Calculator Tool</a> .
Sort Family Records	<a href="#">Sorts Family records</a> according to formation date.
Options	Open the <a href="#">Options</a> dialog box.

### Views

Close All	Close the current database views.
Chronicles	Open the <a href="#">Chronicles View</a> .
Descendancy	Open the <a href="#">Descendancy View</a> .
Event	Open the <a href="#">Event View View</a> .
Family List	Open the <a href="#">Family List</a> .
Family	Open the <a href="#">Family View</a> .
Group	Open the <a href="#">Family Group View</a> .
Pedigree	Open the <a href="#">Pedigree View</a> .
Person List	Open the <a href="#">Person List</a> .
Person	Open the <a href="#">Person View</a> .
Picture	Open the <a href="#">Picture View</a> .
Repository	Open the <a href="#">Repository View</a> .
Source	Open the <a href="#">Source View</a> .
Size and Position	Remember, Forget or Recall the current View window size and screen position.

### Reports

Close All	Close all open report previews, and the <a href="#">Print Contol</a> .
Chronicles	Open the Chronicles preview.
Descendancy	Open the Descendancy report preview.
Event List	Open the Event List report preview.
Family List	Open the Family List report preview.
Group, Family	Open the Family Group report preview.
Pedigree	Open the Pedigree Chart preview.
Person	Open the Person report preview.
Person List	Open the Person List report preview.
Picture	Open the Picture report preview.
Repository	Open the Repository preview.
Source	Open the Source preview.
Size and Position	Remember, Forget or Recall the current Preview window size and screen position.

### Window

Tile	Tiles the currently open windows.
Cascade	Cascades the currently open windows.
Arrange Icons	Arrange icons for minimized windows.
Size to Fit View	Size the current window to just fit the displayed view.
Current Window List	Choose a currently loaded window to re-activate.

**Help**

Registration  
Contents  
Search  
Display Hints  
About

Name, Location, UserID and Key Code entry.  
Display the Help Table of Contents.  
Search for Help on a topic.  
Show the current Hint.  
Display About Family Matters.

## Using The Toolbar

The toolbar is the type that you can drag anywhere on the screen. Pull on its borders, and you can change its shape. Leave it in the middle, put it on the bottom, put it on one side. You can hide it altogether by clicking your right mouse button while pointing at it, and selecting hide. It will reappear, however, when the next view is opened.

### Customizing the Toolbar

From Options on the Tools menu, you can customize the appearance of the toolbar. Specifically, you can choose which view-open buttons appear, and their appearance. Depending on your screen size and resolution, you may desire fewer buttons, or the button names to be either brief or verbose. The first column is where you indicate whether or not you want the button to be visible. In the second column you indicate the button text. Note that changes you make are immediately visible on the toolbar.

**Save Record** - Saves your edits of the current record. Also, records are automatically saved as you move from one to another.

**UnDo** - Undo your last edits.

**UnDo Current Field/Record** - Undo on a larger scale. Careful, there's no undo undo.

**Find, Find Next, Replace** - Find or replace any text string in your entire database, in whichever view is active. Use the [Options Dialog](#) to set the default search behavior.

**Go To First, Previous, Next Record, or Last Record** - Just like they suggest; navigate the [database](#) sequentially.

**Home** - Go directly to the Family record you have designated as 'Home' for this database file. If no Home family has been designated as yet, you will be prompted to choose a home family. The Records menu allows designation of a new Home record. Each database file can have a Home family designated.

**New** - Create a new chronicle, family, pedigree, person, repository, or source record.

**Open The Print Control** - Print and preview Family Group Reports, Pedigree Reports, a number of List reports, and other items.

**Editor** - Opens a text editor program window for pasting or collecting of external text data. The choice of which editor you would prefer to use (e.g., Write, NotePad, WordPad) can be modified on the [Options Dialog](#). Each depression will open another editor window. Successively depress Alt-Tab to switch between them. Release the keys when the desired window is visible.

(Note: The following buttons may or may not be visible on your Toolbar, depending on your [Toolbar](#) settings.)

**Chronicle** - Opens the [Chronicles View](#). If already open, it becomes the active window.

**Descendancy** - Opens the [Descendancy View](#). If already open, it becomes the active window.

**Event** - Opens the Event View. If already open, it becomes the active window.

**Family List** - Opens the Family List. If already open, it becomes the active window.

**Family View** - Opens the Family View. If already open, it becomes the active window.

**Group** - Opens the Family Group View. If already open, it becomes the active window.

**Pedigree** - Opens the Pedigree View. If already open, it becomes the active window.

**Person List** - Opens the Person List. If already open, it becomes the active window.

**Person View** - Opens the Person View. If already open, it becomes the active window.

**Picture View** - Opens the Picture View. If already open, it becomes the active window.

**Repositories** - Opens the Repositories View. If already open, it becomes the active window.

**Sources** - Opens the Sources View. If already open, it becomes the active window.

**Close** - Closes all the data view windows.

## Selected Common Topics

This section comprises a collection of topics that will apply to many aspects of your use of Family Matters. In some cases it is recommendations of data entry format; in other cases is an explanation of the entry or display alternate formats supported by Family Matters, or common behaviors of windows or menus.

The following topics are addressed here:

- [Copy Object](#)
- [Create Family](#)
- [Dates](#)
- [Events](#)
- [Names](#)
- [Notes](#)
- [Pictures](#)
- [Quick-Finder](#)
- [Quick-Print](#)
- [Record Navigator Bar](#)
- [Show Object](#)
- [Soundex](#)

### Copy Object

You can copy and paste objects such as persons and events in Family Matters. This is facilitated by the right-button mouse shortcut menus.

When a person-oriented field has the focus, there will be person link copy and paste choices available to you through the right mouse button. The action of pasting a copied person link does not actual create another person, but rather links that person into a new relationship. Persons can also be unlinked and deleted through the use of the shortcut menu. Once a person is deleted in this manner, he or she can no longer be pasted, since the person is then no longer available in the database to be linked.

The act of copying and pasting events does in fact create a new event, but now associated with a different person or family. Events can be deleted and unlinked though the use of the shortcut menus. To Move an event, first Copy it, then Delete it, then Paste it where you now want it. The Copy Event feature is especially handy to copy events such as residence, and census from one family member to another.

### Create Family

You may have persons in your database who have been remarried due to a divorce or were widowed. Family Matters' Create Family function is what you will need. It use is facilitated by the right-button mouse shortcut menus available on the Family Group View and the Person View. Simply right-click on the person's name, and select Create Family from the menu that appears. You will then see the Group View appear with the selected person as the primary, with his or her parents shown, and with the Spouse space available for the new husband or wife.

### Dates

The topic of date recording is an important one in genealogy. In genealogical programs, the date is not only used for the simple entry of a fact, but also for sorting and selection of information. Unfortunately, the fact that we don't always know exact dates, we are sometimes interested in

ranges of dates, and that there have been calendar variations, makes dates a sometime-complex topic. The following paragraphs address the handling of date entry and presentation in Family Matters, as well as the result used in the sort and selection algorithms.

The most common date that you will be using and viewing will be in the canonical form of 'd mmm yyyy'. These fields respectively indicate one or two digits for the day, three letters for the month, and four digits for the year. The date 12 Apr 1947 conforms to this format. Family Matters will accept and display a number of shortened formats (as well as some longer and more complex formats, which will be addressed later). Sometimes, entries of simply 1947, or of Apr 1947 are more appropriate. These formats will be displayed as entered, and will sort at the beginning of the respective time period (Jan 1, 1947 and April 1, 1947 for the example).

Dates can be entered in formats that are quicker to enter, or that you may be more comfortable with, though they will always display as described above. You can enter 3/4/91. Depending on your Windows International Date settings, this will result in 4 Mar 1991, or 3 Apr 1991. Note that the 91 for the year was interpreted as being in this century. Date entry without the year specified will be presumed to be this year. And the shorthand entry of ctl-semi-colon will result in today's date.

Because the above examples contain no qualifiers, they are called exact dates. There is a set of qualifiers with Family Matters you can pre-pend to an exact date. Every date entered in Family Matters can have a corresponding date qualifier field. If you omit it, it is to indicate that that you believe the date value entered is both valid and exact. If the date is an estimate, then proceed the date with 'Est' or 'Abt'. Use the associated Notes area to indicate the basis of your estimate. If you calculated the date from another date, use 'Cal' as the qualifier. If you only know that the date is before or after an exact date, use 'Bef' or 'Aft' as the qualifier. 'Int' for interpreted also may be used.

The date form you enter, and the qualifier used, has an effect on presentations which are sorted by date. The 'exact' date sort order is yyyy, then mmm yyyy, then d mmm yyyy. Hence, first comes 1880, then Jan 1880, then 1 Jan 1880. A sub-set of the qualifier sort order is (as you would expect) Bef, then unqualified, then Aft. In practice, looking at the end of 1880, the ordering would be 31 Dec 1880, Aft 31 Dec 1880, Aft Dec 1880, Aft 1880, Bef 1881, 1881, Bef Jan 1881, Jan 1881, Bef 1 Jan 1881, and 1 Jan 1881. Note also that Aft Jan 1881 will sort after 31 Jan 1881. The full date qualifier sort order is Bef, Abo, Cal, Est, Int, <unqualified>, and Aft. These qualifiers would fit between Bef 1881 and 1881.

There are also two date range formats supported by Family Matters. These are the Between and the From-To formats. The Between format is written Bet 1855 1865. This is an inexact form indicating that you don't know the correct date, but only a range of possible years. The From-To format is written FrTo 1855 1865, and is used to indicate a known period, such as years lived at a residence, or a military service period. Both these formats sort before January 1 of the first year specified.

The last set of date formats supported by Family Matters involves the Julian/Gregorian Calendar change initiated in 1582, to correct for the approximately 11 days that the calendar and seasons has slipped since 325 AD. Unfortunately, the adoption of the Gregorian Calendar was a slow and uneven process. France, Spain, Portugal, and Italy immediately adopted the Gregorian Calendar, and 4 Oct 1582 was followed by 15 Oct 1582 in those countries. A number of other European countries soon followed suit, but much of Europe did not for more than a century. England followed suit in 1752, declaring 2 Sep 1752 to be followed by 14 Sep 1752, and

adopting January 1 as the day when a new year begins. Still other countries and groups use the Old Style calendar into the twentieth century. When Russia changed its calendar, 31 Jan 1918 was followed by 14 Feb 1918 (note that the error was 14 days by this time).

During this calendar transition period, two styles of date recording were used. The recording of dates had (1) either NS (for New Style) and OS (for Old Style) appended to the date, or (2) a method of 'double-dating' was used. These systems are both supported for dates in Family Matters (except with the date range formats). Hence, the dates of 13 Jan 1730 OS, 13 Jan 1731 NS, and 13 Jan 1730/31 are equivalent, and can all be used. As a default, all dates are assumed to be New Style, to be in adherence with today's use of the Gregorian Calendar.

Family Matters' date calculator assumes that all dates entered are consistent with each other. In other words, both dates are consistent with the same calendar. The Date Calculator is accessible from the Tools menu.

The width of the screen field allocated to dates is controllable using the [Options Dialog](#). You may want to set the field wide if many of your dates are as long as 'Abo 23 Jan 1730 OS', and you want to always see all the text, or you may want to make the fields narrower if your screen presentation is small.

## Events

Events are shown on the Group View, Person View, and Family View. Each event is made up of a type, a date and a place. These events are shown in a scrollable subform. There can be as many events linked to an person or family as you like. There can also be as many occurrences of the same event as you like (except that birth and death are limited to one each per person). Events are deleted by clearing both the date and place fields. You will then be asked if you wish to delete the event. You don't have to; you may just want to signify that an event has occurred, you just don't know where or when.

## Names

The name fields are comprised of the first (or given) name, and the surname. The first name field's capacity is 100 characters. This should be the given name at birth. If the person was also known by a nickname, you could enter that in this field (perhaps in quotes or parentheses), or use the Notes area.

The surname field allows the entry of up to fifty characters. You can enter the surname as all-caps (i.e., SMITH), or as initial caps (i.e., Van Hooten). If initial caps are chosen (recommended), you will be able to choose all-caps as the output mode for certain reports. The name you use should be the person's name at birth. Hence, though a woman's name might have changed at marriage, you would enter it as her maiden name.

Another term associated with name is the full-name. This will most frequently be shown as SURNAME, Firstname. The full-name will frequently be used in Family Matters as part of a unique identification of a person in the form 'SURNAME, Firstname (birthdate)'. Since you may have many persons with the same or similar names, you should attempt to assign birth dates, using the 'Est' or 'Abo' qualifiers if necessary. This will also assist in the locating of a person in a sorted list, where surname is the first sort-key, and birthdate is the second.

A variation of the full-name is used on the Pedigree. This is in the form 'Firstname Surname'. This is a calculated value, based on the entry of the actual name fields. You can modify the Pedigree name if you wish, so that it fits better on that view or report. Note that it will be re-



computed by Family Matters any time the actual first name or surname is modified on any other view.

### **Notes**

Most record types have Note fields. There is a Note associated with each Person, Family, Repository, and Source. The Source Documentation has two notes-like fields; one for the Source data itself, and one for your notes about it. The Family Group View shows three Notes fields; one associated with the Primary person, one with the Spouse person, and one for the Family.

Each Notes field is a free-format text field, and allows entry of over 2-billion characters, including letters and numbers, for each and every person. Unlike the other text fields, depressing the Enter key causes a new line in Notes. The sub-title field on the Pedigree View also behaves like this, though it is limited to 250 characters.

### **Pictures**

The pictures shown in the Picture View are stored elsewhere in your computer. Scanned photographs at 150 dpi, full color, in bmp files are the best. Greater resolution (dots per inch) won't display better on a computer screen, and will be much larger files, though they may show better on a printed report. Other formats (like jpg) can be used, but they will take time to be un-encoded before being displayed. Your family pictures are linked (rather than embedded), so they will remain in their separate files on you disk where they can be edited. Most importantly, they do not add size to the database file. Should you view your database on a computer where the pictures are not available, they will not be able to be seen, and a message indicating that will appear where the picture would have.

If you previously used a version of Family Matters where pictures were embedded, they still are, till you change them to the method now used by Family Matters 97. Since the space they once took up in your database file is now free, you can choose Compact from the File menu to make your file smaller.

### **Quick-Finder**

Most data views have a Quick-Finder built into them. By use of one or more drop-down lists, the Quick-Finder facility provides you a straightforward means of jumping to another record on the same view. There will also be a Back button, to allow you to easily return to the previously viewed records.

### **Quick-Print**

In addition to the centralized Print facility, many data views have a means for you to print just a report associated with the current record, without print preview, or with displaying the Print Controls. Quick-Print provides a simple facility for you to keep your printed genealogy records current.

### **Record Navigator Bar**

The Record Navigator bar, if enabled, provides another way that records can be browsed. Located at the bottom of all Views, it is enabled using the Options dialog. The Record Navigator bar contains First, Last, Previous, Next, and New buttons. The Previous and Next buttons are unique, however, in that the mouse button can be held down, and the associated View will quickly slew through all the displayed records. There is also a displayed record number. This represents a sequential numbering of the records currently displayed in the View. You can type the number of a desired record directly, and the View will immediately display that record.

**Show Object Action**

The Show Object action is available from many of the Views. It provides a means to ‘Show’ additional data associated with the current object by displaying a related view. For instance, from the Family Group View, it is possible to perform a ‘Show Person’ from either the Primary, Spouse, any parent, or any child. This action will cause the Person View to appear, and display detailed information about the chosen person. Likewise, from the Person View, you can choose to ‘Show Group’. The Show functions are always available from mouse right-button shortcut menus, and sometimes also from a button-ribbon on the window.

**Soundex**

The Soundex system was invented by Margaret Odell and Robert Russell in 1918. It is a system whereby surnames of similar sound or spelling result in similar codes, to facilitate searching and indexing. The system is used extensively in census record indexing. Family Matters provides you the soundex codes of your families’ surnames on the Family Group View, and on certain reports. Additional support for the Soundex system is provided by the Soundex Calculator, available from the Tools menu.

## Viewing and Editing Your Data

The various Data Views provide you visibility into the data in your Family Matters databases. Each page of a view represents one, or a number of, related 'records' in a corresponding table or query, in your database. Fields are the individual data entries. A query is a selection or combination of tables. All of these views may be opened either by Views menu selections, Toolbar buttons, or through the 'Show Object' mechanism.

You can view and browse records by any of a number of means. The First, Last, Previous, Next, and New records can always be accessed: via the Go To menu on the Records Menu, via the Go To menu on the mouse right-button pop-up menu on each View, via the associated buttons on the toolbar, and via the associated navigation buttons on the Record Navigator bar at the bottom of all Views. You can directly type the record number into the Record Navigator bar. You can use the drop-down Quick-Finder on many of the Views. You can use the Page Up and Page Down keys to access the Previous and next records.

Furthermore, you can directly view related and associated records by use of the Show Object commands (Person, Family, Group, Repository) on the mouse right-button pop-up menu on each View, and the Lineage Go To buttons on Views such as the Family Group View.

The Chronicles View provides you access to a unique database. You can chronicle the lives and the times of your ancestors. Describe the places they lived, their way of life, and you can make any number of these a part of your Web Site. Chronicles are not associated with particular persons or families in your database; you can write about any aspect of history or geography you choose.

The Descendancy View provides a view of your database from the point of the descendants of one person. You choose the person of interest, and Family Matters will list all the persons descended from that person, with their spouses and children, and all indented beneath their respective parents. You can also control the amount of data listed for each person. There is also an associated Descendancy Report.

The Event View provides a unique view of all events in the database, including both family and person events. The Event View can be sorted by more than two dozen built-in criteria to assist you in your research, and in making ancestral associations. This view also provides you quick access to the event's corresponding person or family via the Show Object commands.

The Event Dictionary provides you the means of adding an unlimited number of event types, as well as reviewing the number of times each event type is used. All the events and roles contained in GEDCOM 5.5, as well as the previous versions, are built into Family Matters.

The Family List provides a summary list of all families in the database. You can open this view by use of the of the Toolbar, or from the Views menu. You can cause the Family Group View to quickly display the same family.

The Family View provides the ability to browse and edit data of all families in the database. You can open this view by use of the Toolbar, or from the Views menu. With the Family View you can edit events and notes. Also, you can cause the Family Group View to quickly display the same family.

The Family Group View (or simply Group View) is the main data view used in Family Matters. It provides you access to a linked, relational database, the primary Family Matters record storage. You may think of this view as providing one record in the family group database at a time. The persons shown on this view are linked because they are a family. However, you will be working with the actual data of six persons (primary, spouse, and both their parents), plus all their children. The Family Group Report also represents the same accumulation of records in the database.

The Pedigree View provides you a means of viewing your database in a lineage Pedigree View. You will choose the person in your database to be the 'head' of the view, and Family Matters will fill in their ancestors and vital statistics. Each page represents one record in your pedigree database. There is an associated Pedigree Chart report.

The Person List provides a summary list of all person records in the database, and quick Group View access to the family containing the person. All persons in your database, whether related to you or not, are listed with this view. The records are ordered by surname and birth date.

The Person View provides quick Group View access to the family containing the person. All persons in your database, whether related to you or not, are viewable and editable with this view. The records are ordered by surname and birth date.

The Picture View provides a means of organizing pictures of your ancestors and relatives. The records are ordered by picture title and date. The records are ordered by picture title and date.

The Repository View provides you access to a source-related database. Repositories are those places like the National Archives, a particular Church in Europe, and the local Department of Health where the primary evidence of your ancestors rests. Maintain postal addresses, e-mail addresses, and Internet URLs in this database. Keep notes about your successes, failures, progress or even driving directions, for each repository.

The Source View provides you access to a source database. Source data is that data which your research has unearthed, and upon which your family members and lineage is based. You are also able to keep notes about the data, which could include your thoughts about the relative accuracy of the data, and the extent to which you have used it. The Source and Repository databases are linked, in that the Source Data is held at the specified Repository.

# Chronicle View

When you have data you would like to include, but it applies to a place, a period of time, or way of life, the Chronicles database is the right place. Information such as your ancestors' way of life in Europe, and what caused them to emigrate. Perhaps you want a place to accumulate everything you know about region where your roots are. You can also designate parts of this database to become a part of your Web Site, along with your ancestors. There is a corresponding Chronicles Report.

## Action Buttons

The buttons across the top of the Chronicle View allow you to use the Quick-Finder, return to a previously viewed record, Quick-Print the current record, delete the current Chronicle from the database, obtain Help.

**Quick-Finder** - The Chronicle Quick-Finder lists all the chronicles your database, allows you to choose the chronicle you may next want to go to. Selection causes the immediate display of the selected record, or you may hit the Enter key while the selection is highlighted.

**Back** - Step back through all the Chronicle records displayed since the view was opened.

**Print** - Quick-Print the Chronicle Report for the current record.

**Delete** - Delete the currently displayed record.

**Help** - Open this Help topic.

## Data Fields

The data fields visible on the Chronicle View include its name, description, geographic location, location of this chronicle on you web site, your control of whether it is included on you web site, and of course the text of the Chronicle itself..

**Name** - A short text name of this record. This is the text that is used for the Selection Box. Also, if you generate a web site with Chronicles, this in the text that will be used in the Chronicle Index.

**Description** - Describe what this Chronicle is about. This could be a long version of the Name field.

**Location** - The geographic location of the place of which this Chronicle is associated. Use a political description, latitude and longitude, or both.

**HyperTag** - This is the URL of this Chronicle in you web site, if you have generated one, and if this Chronicle is a part of your web site.

**Web Option** - Here you can designate that this Chronicle be excluded from your web site, or governed by the Include Chronicle selection on the web site Generation dialog.

**Notes** - The notes section is where you Chronicle your ancestors' lives. This view section can store over 2-billion characters.

## **Shortcut Menus**

A number of functions are available on the Chronicle View via the mouse right-button shortcut menus. These of course include the usual text Cut, Copy, Paste, and Delete functions. Additionally, the functions of go to, go to chronicle, delete, and print, depending on the specific field which has the focus.

**Go To** - This shortcut provides, like the corresponding buttons on the Toolbar and Records menu, access to the next, previous, first last, and new records.

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

**Delete** - Like the Delete action button, this function causes the deletion of the current Chronicle.

**Print** - Like the Print action button, this function causes the Quick-Print of the current Chronicle.

## Descendancy View

The records displayed on the Descendancy View represent the descendants of the chosen progenitor; the contents of the descendancy database. You may want to show the descendants of perhaps your Great Great Grandfather. Begin by choosing him with the combo-box in the view header. Every person in your database is available to be chosen. They will be listed by surname and by birthdate. Their birthdates are also displayed to facilitate choosing.

Once you have designated the progenitor, you can generate his or her descendants by clicking the Generate button. Family Matters will then automatically fill in your family's descendants. You can choose whether you want the relationship, and place of birth and/or death included for each person.

The Person View can operate in conjunction with the Descendancy View. When you choose Show Person, the Person View will immediately display the person chosen on the Descendancy View.

There is a corresponding Descendancy Report. Before you can print the Descendancy, you must generate it using this View.

### Descendancy Options

You can choose the content of data shown for each person, and you can limit the persons shown to only those with the same surname or soundex code.

**Include Relationships** - Choose whether you want the text you put in the Relationship field printed in parentheses after the persons name.

**Include Where Born** - Choose whether you want this each person's birth place printed after their birth date.

**Include Where Died** - Choose whether you want each person's place of death printed after their date of death. Note that available Burial or Cremation data will be used if the Death data is incomplete.

**Include Where Married** - Choose whether you want each person's place of marriage printed after the marriage date.

**This Surname Only** - Choose whether you want to limit the listed persons to those with the same surname as the progenitor.

**This Soundex Only** - Choose whether you want to limit the listed persons to those with the same soundex-encoded surname as the progenitor. This will allow persons with minor surname variations to also appear.

**New Line Before Spouse** - Choose whether you want a new line before each spouse and/or marriage shown. The use of a new line helps to set apart the spouse's information when the data is generated and printed as the Descendancy Report. If you decide to use the report's Output To feature, you may find that the new line for each spouse results in text formatting inconsistent with your needs, you might want to turn this option off.

## Shortcut Menus

A number of functions are available on the Descendancy View via the mouse right-button shortcut menus. These of course include the usual text Cut, Copy, Paste, and Delete functions. Additionally, the following functions are available.

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

**Show Group** - Causes the Family Group View to display data relevant to this person.

**Show Person** - Causes the Person View to display data relevant to this person.

**Show Family** - Causes the Family View to display data relevant to this person.

**Show Picture** - The Show Picture command causes the Picture View to display the pictures linked to the selected person.

Before you print your Descendancy Chart you may choose to edit any of the entries. You are free to do that, and your edits will be stored in your database. You may also decide to delete some records. To delete a single record, click once in the selection area on the left to mark the record, then use your delete key to delete the operation. To delete multiple records, either drag the mouse pointer through the selection buttons, or use shift-arrow to select the records. Then use your delete key to perform the operation.

Don't hesitate to make a report for Aunt Blanche when she visits. Just link her as the head, and Uncle Dick as her spouse. Then print her the Descendancy Report pages to take back home to show Uncle Dick and Laura and the family. Descendancy Charts can be made for any person in your database, and will be stored for next time.



## Event View

The Event View presents a summary listing of all the event records in the database sorted by event data. The four columns are Event Date, Event Type (Birth, Marriage, Death, etc.), Full Names and birth dates of the person or couple, and place or location of occurrence. The three buttons across the top allow you to quickly seek to the full record of the family or person to whom the highlighted event is associated. The associated sort control lets you sort your event every which way, to help you determine associations between persons, families, and events in your database.

The slider on the Event View can be used to quickly position to help you get the desired record displayed.

There is an activation button on the Toolbar, as well as a menu entry under Views.

### Action Buttons

The buttons across the top of the Event View allow you access to the Show Object commands of Group, Family, and Person, and to print the Event Report, with the current Event View filter and sort selections, and to obtain Help.

**Group** - This button executes the Show Group command for the person associated with the selected event. Navigation to any family in the Family Matters database is performed by depression of the Group button. The Family Group View will then display the selected record.

**Family** - This button executes the Show Family command for the person associated with the selected event. Navigation to any family in the Family Matters database can be performed by depression of the Family button. The Family View will then display the record of the selected family.

**Person** - This button executes the Show Person command for the person associated with the selected event. Navigation to any person in the Family Matters database can be performed by depression of the Person button. The Person View will then display the record of the selected person.

**Print** - Quick-Print the Event report with currently chosen event content and sort. Use the Print Toolbar button to preview.

**Help** - Open this Help topic.

### Event Type Filter

This control allows you to filter the types of events included in the display. You can choose All, All-Except-Birth, or any single event type. You can also choose from set of event groupings. The ability to view Event Groupings is a very powerful research feature. Event Groupings that are built-in include Birth (with Christening and Baptism), Death (with Burial and Cremation), Emigration with Immigration, and LDS events. Also, Family and Person Events may be viewed together, or separately. Note than the Place data can be edited when either Birth-only is selected, or when a selection that excludes Birth is made.

### Sort

The entries on the Event View may be sorted on any one of more than two dozen built-in sets of sort criteria. The left-most control at the top of the window displays the sort possibilities. The default view upon initially opening the view is by Surname, Date, Event, and Place, to be consistent with most data shown in Family Matters. To use the sort control, click the button to its right. The sort criteria list will appear. Choose any you wish. When the resort is complete the same record will be highlighted that was selected prior to the sort. Also, the next time you open the Event View, it will restore your filter settings.

### **Surname Filter**

This control allows you to filter the surnames displayed. You can choose ALL, or any single surname in your database.

### **Shortcut Menus**

A number of functions are available on the Event View via the mouse right-button shortcut menus. These of course include the usual text Cut, Copy, Paste, and Delete functions. Additionally, the functions of Show Object, copy event, and copy person, depending on the specific field which has the focus.

**Show Group, Family, Person** - These shortcuts are available when the focus is on an appropriate event. Like the action buttons, described above, the Show group command is available whether a family of person event has the focus. The Show Family and Show Person shortcuts are only available when a corresponding event type has the focus.

**Show Picture** - The Show Picture command causes the Picture View to display the pictures linked to the selected person.

**Copy Person Link** – This command copies a link to the person with the focus to the object paste buffer. Using the Paste Person Link command on the Group View accomplishes linking of this person to other families and persons.

**Copy Event** – This command copies the event specifics with the focus to the object paste buffer. Using the Paste Event command on either the Family, Group, or Person Views accomplishes duplication of this event to other families and persons.

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

# Family List

The Family List presents a summary listing of all the records in the Family Group database sorted in the same manner as on the Group View. The three columns are Primary Person Birthdate, Primary Person Full Name, and Spouse Full Name. The slider on the Family List can be used to quickly position to help you get the desired record displayed.

Your Family database is sorted by Surname, birth date, first name, formation date of the family, and then entry date of the record. The formation date is the earliest date of events like marriage, engagement, and first child. Through the deletion, and modification of records representing events and children, the Family database sort order may become other than desired. The Sort Family Records Tool reorders the Family database according the current dates.

## Action Buttons

The buttons across the top of the Family List allow you access to the Show Object commands of Group and Family, to print the Group Report, and to obtain Help.

**Print** - Quick-Print the Group report for the with currently chosen Family Group.

**Family** - This button executes the Show Family command for the family currently with the focus. Navigation to any family in the Family Matters database can be performed by depression of the Family button. The Family View will then display the record of the selected family.

**Group** - This button executes the Show Group command for the family currently with the focus. Navigation to any family in the Family Matters database is performed by depression of the Group button. The Family Group View will then display the selected record.

**Help** - Open this Help topic.

## Shortcut Menus

The functions available on the Family List via the mouse right-button shortcut menus duplicate the functions available with the Action buttons.

**Show Group, Family** - Like the action buttons, described above, the Show Group and Show Family commands cause the Group View and the Family View to display the selected family

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

**Print** - Quick-Print the Group report for the with currently chosen Family.

**Output To** - Outputs the Family List to one of a number of file formats including HTML, RTF, TXT, and others.

## Family View

The Family View presents a summary listing of all the records in the database sorted in the same manner as on the Group View. The database is sorted by Surname, birth date, first name, formation date of the family, and then entry date of the record. The formation date is the earliest date of events like marriage, engagement, and first child. Through the addition, deletion, and modification of records representing events and children, the Family database sort order may become other than desired. The Sort Family Records Tool reorders the Family database according the current dates.

The Go To Home Toolbar button causes the Family View to seek directly to the family you have previously designated as 'Home'; perhaps your own family, or your parents' family.

### Action Buttons

The buttons across the top of the Family View allow you access to the Quick-Finder, the Show Group command, print the Group Report, and to obtain Help.

**Quick-Finder** - The Family Quick-Finder lists all the families in your database, allowing you to choose the name of the family you may next want to go to. Selection causes the immediate display of the selected family, or you may hit the Enter key while the selection is highlighted.

**Back** - Takes you back to every record on the Family View that you have viewed since opening the view.

**Print** - Quick-Print the Group report for the with currently chosen Family Group.

**Group** - This button executes the Show Group command for the family currently with the focus. Navigation to any family in the Family Matters database is performed by depression of the Group button. The Family Group View will then display the selected record.

**Help** - Open this Help topic.

### Data Fields

The Family View shows the data associated with this family. The first row is the Hyper-Link to this family in your web site (if you've generated one with the Web Dialog), followed by a Exclude/Include choice. You can use this text by pasting it into another web page, to link to this family on the web. Also, you can choose to have this family included or excluded from your web site. Leave this at include until your are experienced with web site generation. The last section is your notes on this family.

### Shortcut Menus

A number of functions are available on the Family View via the mouse right-button shortcut menus. These of course include the usual text Cut, Copy, Paste, and Delete functions. Additionally, the functions of go to, show group, show person, and copy person, depending on the specific field which has the focus, as well as the copying, pasting, and deleting of events.

**Go To** - This shortcut provides, like the corresponding buttons on the Toolbar and Records menu, access to the next, previous, first last, and new records.

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

**Copy Person Link** - The Copy Person Link function allows you to copy a link to the person who currently has the focus. You will then be able to paste that person link into another family situation, thus causing Family Matters to connect the appropriate relationships.

**Show Group** - Like the action button, the Show Group command cause the Group View to display the selected family.

**Show Person** - Like the action button, the Show Person command cause the Person View to display the selected person.

**Show Picture** - The Show Picture command causes the Picture View to display the pictures linked to the selected person.

**Print** - Quick-Print the Group report for the with currently chosen Family.

**Copy Event** - The Copy Event function allows you to copy the event which currently has the focus. You will then be able to paste that event into another event subform, assuming that it meets certain compatibility tests.

**Paste Event** - Events already in the database can be linked to other persons and families with the assistance of the Event Copy and Paste functions. Copy the event person from any view. Next, choose Paste Event, and you will be prompted to verify your choice. Choose OK to confirm.

**Delete Event** - The Delete function allows deletion of all traces of an event from your database.

## Group View

The Family Group View displays one full family at a time. You view the data for both parents, their parents names, and a brief summary of all their children. Using the Family Group View, you can view, add, delete, link, and unlink people and whole families.

Your Family database is sorted by Surname, birth date, first name, formation date of the family, and then entry date of the record. The formation date is the earliest date of events like marriage, engagement, and birth of the first child. Through the addition, deletion, and modification of records representing events and children, the Family database sort order may become other than desired. The [Sort Family Records Tool](#) reorders the Family database according the current dates.

### Primary and Spouse

Both the Primary and Spouse sections are set up for (in order) first name, surname, relationship, male/female. Next is Father's birth date, Father's first name, Father's surname, Mother's birth date, Mother's first name, and Mother's surname. For the parents, you will have to enter data in the name field to create a person record before you will be able to enter a parent. birth date.

The line labeled Birth is for the birth event; date of birth and place of birth, followed by the events subform. The events subform can display as many events as you like for each person. The only limitation is that there be only one Birth and one Death event for each person. You can copy, paste, and delete events with the right-button shortcut menus.

### Family Events

Like the [events](#) subform section within the Primary and Spouse display areas, this section displays an unlimited number of events that you have associated with this family. There is no limit to the number of times this family married, divorced, was documented in the census, or had any other event occur. You can copy, paste, and delete events with the right-button shortcut menus.

### Children

The Children section has space for as many children as you can fit on your screen, with no limit per family or person. You may scroll the children portion of the display, to show more. For each child you may enter sibling number (optional), birth date, first name, surname, place of birth, and sex. The child's surname will be automatically filled in for you, based upon the surname of the male parent, and the surname used for subsequent children.

The Family Group Report will print as many children as you have entered for a family. You can make room for more children to be displayed by increasing the length of the displayed view window, or by decreasing the scale factor on the [Options Dialog](#). There will always be a last child record displayed. This is not a blank record. It is known as the new record. It does not become an actual record until you enter data into it. The children will initially be displayed in the order you have entered them.

### Primary Notes, Spouse Notes, and Family Notes

The [Notes](#) sections are for your free text. You may have up to 2-billion characters of text. Use this area for nicknames, Social Security number, address, high school, college, profession, employment, questionable data, current data collection efforts, medical history, cause of death,

or just an interesting story from Aunt Catherine. Use the Family Notes field for information about the union of the Primary and Spouse, like things relating to marriage or divorce, or perhaps a census.

### **Soundex**

Soundex is a system whereby surnames of similar sound or spelling result in similar codes, to facilitate searching and indexing. The soundex values for the Primary and Spouse surnames are shown above the respective surnames on this view. Additional support for the Soundex system is provided by the Soundex Calculator, available from the Tools menu.

### **Navigation**

Clicking on the button next to a parent's or child's name will take you to the family record of that family member. Or, if no family record is found, Family Matters will prompt you to allow it to create a family record for the referenced parent or child. Family Matters will then display the known information from the current family in the new family. The new record is then automatically placed in the correct order in the database. Note that the record data displayed is the same; it is just displayed from the point of view of a different family member.

Clicking on the button to the left of the Primary or Spouse name will take you to any other family that person is a member of, as a primary or a spouse, should there have been more than one marriage or family for that person. The button will be inactive if the person has only this one family in the database.

Family records can be accessed sequentially through the use of the Go To buttons on the Toolbar and the Go To selections on the Records Menu. In addition, one family per database file can be designated as 'Home'. You might choose this to be you and your spouse (if you have your own family), or you and your parents and siblings. This would be the family that you would most often like to seek directly to. This function is available to both the Group View and the Family View.

### **Browsing**

You may browse your database in a number of ways. The next or previous family may be accessed by use of either the Page Up and Page Down Keys, or the corresponding buttons on the Toolbar. Alternatively, you may use lineage browsing. A click on the button next to the name of a child or parent will bring you to that record. By repeating this action, you may traverse up and down the branches of your family tree. Or, the Family, Person, or Event Views can be used to scroll through the items, then immediately access that person or family via a Group, Family, or Person via the corresponding show command.

### **Group View Action Buttons**

The buttons across the top of the Family Group View allow you to use the family and person Quick-Finders, Swap the displayed primary and spouse persons, and obtain help.

**Quick-Finder** - The Group View Quick-Finder is made up of two selection boxes, which list all the families and persons in your database, allowing you to choose the name of the family or person you may next want to go to. Selection causes immediate display of the selected family or person, or you may hit the Enter key while the Quick-Finder selection is highlighted.

**Back** - Takes you back to every record on the Family Group View that you have viewed since opening the view.

**Swap** - The persons displayed as Primary and Spouse may be interchanged by the use of the Swap button.

**Print** - Quick-Print the Family Group Report just for the current family.

**Help** - Open this Help topic.

### **Shortcut Menus**

A number of functions are available on the Family Group View via the mouse right-button shortcut menus. These of course include the usual text Cut, Copy, Paste, and Delete functions. Additionally, the following functions are available, depending on the specific field which has the focus: go to, create new families for either the primary or spouse, copy, paste and unlink persons and/or events, and delete items from the database .

**Go To** - This shortcut provides, like the corresponding buttons on the Toolbar and Records menu, access to the next, previous, first last, and new records.

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

**Create Family** - The Create function allows the simple creation of a new family for either the Primary or the Spouse. You will be prompted to confirm your action. Suppose that someone is already in your database (Grandma Bianco), and you wish to set up a new family record, but with her second husband. Use Create to create a new family with Grandma Bianco as the primary in the new record. Note that her parent's names appear with her as soon as the new Family Group is displayed. Next, assuming that her second husband is not yet in the database (he's not your Grandpa, right?), type his information into the spouse area.

**Copy Person Link** - The Copy Person Link function allows you to copy a link to the person who currently has the focus. You will then be able to paste that person link into another family situation, thus causing Family Matters to connect the appropriate relationships.

What if Grandma Bianco had children with the second husband, and you currently have them as children of your Grandpa? No problem. Just Copy then Paste (see below) the link for each child to the newly-formed family. When you do this, Family Matters will also unlink them from your Grandpa. Done. You have just pruned and grafted a part of your family tree.

**Paste Person Link** - Persons already in the database can be linked to others (as spouse, child, or parent) with the assistance of the Person Copy and Paste Link functions. Copy the person link from any view. Next, choose Paste Person Link, and you will be prompted to verify your choice. Choose OK to confirm.

**Unlink Person** - Likewise, persons may be unlinked or deleted. Choose Unlink Person. You will be prompted to verify your choice. Choose OK to confirm. If the person you are operating on has other linkages in the database that are not currently displayed, an additional confirmation will be requested, with the number and types of linkages (spouse, father, mother). You can set Options to cause the second confirmation to displayed regardless.



**Delete Person** - The Delete function allows deletion of all traces of a person from your database. Should the person have links within the database (such as spouse, father, etc.) the types and number will be displayed to you for confirmation prior to the actual delete taking place. You can set Options to cause this second confirmation to always be displayed. Note that it is possible to leave families without either a primary or a spouse by using delete, though there may be children of the family. Families can themselves be deleted whenever you choose.

**Delete Family** - The family record you are viewing can be deleted, and the persons in it unlinked. Choose Delete Family when a family-oriented field has the focus. Note that this action will not delete anyone from the database, just the family links. It does, however, remove the family notes, and events.

**Copy Event** - The Copy Event function allows you to copy the event which currently has the focus. You will then be able to paste that event into another event subform, assuming that it meets certain compatibility tests.

**Paste Event** - Events already in the database can be linked to other persons and families with the assistance of the Event Copy and Paste functions. Copy the event person from any view. Next, choose Paste Event, and you will be prompted to verify your choice. Choose OK to confirm.

**Delete Event** - The Delete function allows deletion of all traces of an event from your database.

### **Multiuser Considerations**

If you are in a multiuser environment, be aware that linking, unlinking, adding and deleting can modify the records of more persons than just the ones you are physically viewing. [Multiuser Considerations](#) has more information on this topic.

### **View Display**

Note: Family Matters allows you to set the vertical scaling and font size of the data views. The Family Group View displays well on a 1024x768 resolution display, at 96 logical dots per inch (dpi), using a 100% scaling and 10 point type. The [Options Dialog](#) allows the scaling and type size to be set to values of your liking. If you have a VGA (640x480) or a SVGA (800x600) display, Family Matters has initially set the Options values accordingly. Settings of other than 100% and 10 points may slow the initial view display on some computers.

## Pedigree View

Each Pedigree Chart page represents a single record in the Pedigree database. You will probably want to begin the first page with either you, your spouse, or your child. Once you link the root person on a page, Family Matters will then automatically fill in your parents, grandparents, and great-grandparents on that page. You can then use Extend or Extend All to have Family Matters generate an unlimited number of connected pages.

The Pedigree View can be sized to fit your computer screen. Use the Options Dialog to set the displayed font size, and your choice of vertical scaling value. Also, you can allocate as much space as you like for the date field. Next, horizontally size the window and the fields will resize to fit the available space. You can then have Family Matters remember the windows size by use of the View Menu. You can also choose to set the vertical scaling to Auto, which will resize the view's objects whenever you vertically resize the window it's displayed in. The default setting is Auto.

The small F and M buttons on the right facilitate navigation to other Pedigree Charts that extend from the current chart. If the button isn't enabled (it's grayed), it's because the person of interest doesn't have parents in the database. When you click one of the enabled buttons, you will be taken to the chart of that parent (Father or Mother). If that chart doesn't exist, but the next person does, Family Matters will ask you if you would like to create that chart. Newly created charts like that (and also by using Extend and Extend All) will have the same Title as the chart they are extended from, the same sequence number, and will be given the Sub-title 'Mother of John Conrad Miller', for instance, if it was the F button you clicked on John Conrad Miller. You can of course edit these to anything you wish.

There can be as many of these pages in your Pedigree database as you like. They will be sequentially viewed in the order determined by your entry into the sequence number field. Pedigree Reports may be printed, and will look exactly like the screen presentation, except that the sequence number and controls are suppressed from printing, and the background will be white.

Two fields of title text can be entered on each page. The second field (the sub-title) accepts the enter key as termination of its first line and the start of the second. An example of the Pedigree title text you might choose is:

### **The Pedigree of John Conrad Miller** **John Miller and His Parents, Grandparents, and Great Grandparents** **Chart Number One of Sixteen**

The second page could be made nearly identical, such as:

### **The Pedigree of John Conrad Miller** **Great Great Grandfather John Miller and His Ancestors** **Chart Number Two of Sixteen**

Linking

The drop-down menus just above the Primary and Spouse are used to place links to persons in the Pedigree database. If there isn't a name there yet, there will be an empty rectangle in its place. Family Matters will verify the validity of the action, then link the person in the desired role. The respective Unlink button is used to reverse these actions. The Spouse field will be automatically linked, if the new Primary has exactly one Spouse in the database.

The birth and death fields on the Pedigree View can contain a summary of the data you keep for the Family Group View. Family Matters initializes the Pedigree fields when a person first appears on a Pedigree, and then updates it whenever the birth or death place data changes. These conditions are important to understand when and why the data in the birth-place and death-place fields change.

### **Pedigree View Action Buttons**

The buttons across the top of the Pedigree View allow you to go Back to previously viewed records, Quick-Print the current Pedigree Report, delete the current pedigree chart from the database, Requery the database, add Pedigree charts that Extend from the current chart, add Pedigree charts that Extend from All charts, and obtain help.

**Quick-Finder** - The Pedigree View Quick-Finder lists all the pedigrees you've created in your database, allowing you to choose the one you may next want to go to. Selection causes immediate display of the selected pedigree, or you may hit the Enter key while the Quick-Finder selection is highlighted.

**Back** - Takes you back to every record on the Pedigree View that you have viewed since opening the view.

**Print** - Quick-Print the Pedigree Report for the current record.

**Delete** - Deletes the current Pedigree Chart from the database.

**Requery** - Re-displays the current Pedigree Chart, with the latest data from the database.

**Extend** - Prompts you to add any needed Pedigree Charts that extend from the current chart.

**Extend All** - Prompts you to add any needed Pedigree Charts that extend from any and all other Pedigree Charts in the database.

**Help** - Opens this topic in the Help file.

### **Shortcut Menus**

A number of functions are available on the Pedigree View via the mouse right-button shortcut menus. These of course include the usual text Cut, Copy, Paste, and Delete functions. Additionally, the following functions of go to ,copy person, show person, and show group are available, depending on the specific field which has the focus.

**Go To** - This shortcut provides, like the corresponding buttons on the Toolbar and Records menu, access to the next, previous, first last, and new records.

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is

opened.

**Copy Person Link** - The Copy Person Link function allows you to copy a link to the person who currently has the focus. You will then be able to paste that person link into another family situation, thus causing Family Matters to connect the appropriate relationships.

**Show Group** - Causes the Family Group View to display data relevant to this person.

**Show Person** - Causes the Person View to display data relevant to this person.

**Show Picture** - The Show Picture command causes the Picture View to display the pictures linked to the selected person.

Don't hesitate to make a report for Aunt Maria when she visits. Just link her as the root, and Uncle Andy as her spouse, on a new page. Then print her a page to take back home to show Uncle Andy and the family.

## Person List

The Person List presents a listing of all the person records in the database sorted by surname and birthdate. The data displayed comprises full name, birth date, and relationship. There is a Person List activation button on the Toolbar, as well as a menu entry under Views. The Person List slider can be used to quickly position to help you get to the desired person.

### Action Buttons

The buttons across the top of the Person List allow you access to the Show Group command, Quick-Print a Person Report, delete the current person, and obtain help.

**Group** - This button executes the Show Group command for this person. The Family Group View will then display the selected record. Clicking on the Group button will cause the Family Group View display with the desired person, as will the right-button Show Group command.

**Print**- Quick-Print the Person Report just for the current person.

**Delete** - The Delete Person function allows deletion of all traces of an person from your database. Should the person have links within the database (such as spouse, father, etc.) the types and number will be displayed to you for confirmation prior to the actual delete taking place. Note that it is possible to leave families without either a primary or a spouse by using delete, though there may be children of the family. Families can themselves be deleted when you choose.

**Help** - Opens this topic in the Help file.

### Shortcut Menus

A number of functions are available on the Person List via the mouse right-button shortcut menus. These of course include the usual text Copy function. Additionally, the following functions are available, depending on the specific field which has the focus.

**Copy Person Link** - The Copy Person Link function allows you to copy a link to the person who currently has the focus. You will then be able to paste that person link into another family situation, thus causing Family Matters to connect the appropriate family relationships.

**Delete Person** - Like the action button, the Delete Person shortcut function allows deletion of all traces of an person from your database.

**Show Group** - Causes the Family Group View to display data relevant to this person.

**Show Person** - Causes the Person View to display data relevant to this person.

**Show Picture** - The Show Picture command causes the Picture View to display the pictures linked to the selected person.

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

**Print** - Quick-Print the Person Report just for the current person.

**Output To** - Outputs the Person List to one of a number of file formats including HTML, RTF, TXT, and others.

**Multiuser Considerations**

If you are in a multiuser environment, be aware that deleting can modify the records of many more persons than just the ones you are physically viewing. [Multiuser Considerations](#) has more information on this topic.

## Person View

The Person View presents a listing of all the person records in the database sorted by person surname and birthdate. There is a Person View activation button on the Toolbar, as well as a menu entry under Views.

### Action Buttons

The buttons across the top of the Person View allow you access to quickly access records, the Show Group command, and to print the Person Report, and obtain Help.

**Quick-Finder** - The Quick-Finder lists all the persons in your database, allowing you to choose the name you may next want to go to. Selection causes the immediate display of the selected person, or you may hit the Enter key while the selection is highlighted.

**Back** - Step back through all the Person View records displayed since it was opened.

**Group** - This button executes the Show Group command for this person. The Family Group View will then display the selected record. The right-button shortcut of Show Group executes the same command.

**Print** - Quick-Print the Person Report just for the current person.

**Delete** - The Delete Person function allows deletion of all traces of a person from your database. Should the person have links within the database (such as spouse, father, etc.) the types and number will be displayed to you for confirmation prior to the actual delete taking place. Note that it is possible to leave families without either a primary or a spouse by using delete, though there may be children of the family. Families can themselves be deleted when you choose.

**Help** - Opens this topic in the Help file.

### Data Fields

The Person View shows all the data associated with this person. The top row is the first name followed by the surname. The second row is this person's relationship to you, followed by their sex. The third row is the Hyper-Link to this person in your web site (if you've generated one with the Web Dialog), followed by a Default/Exclude/Include choice. You can use this text by pasting it into another web page, to link to this person on the web. Also, you can choose to have this person definitely included or excluded from your web site, or just let the living/died filter on the Web Dialog choose. Leave this at default until you are experienced with web site generation.

The fifth row begins the data you know about the events of this person's life. It is for birth information (date and place). The next section is a scrollable view of all the other events in this person's life. Finally, the names of this person's parents will appear, followed by your notes on this person.

### Shortcut Menus

A number of functions are available on the Person View via the mouse right-button shortcut menus. These of course include the usual text Copy function. Additionally, the following functions of go to, copy and delete person, and event management are available, depending on the specific field which has the focus.

**Go To** - This shortcut provides, like the corresponding buttons on the Toolbar and Records menu, access to the next, previous, first last, and new records.

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

**Copy Person Link** - The Copy Person Link function allows you to copy a link to the person who currently has the focus. You will then be able to paste that person link into another family situation, thus causing Family Matters to connect the appropriate family relationships.

**Delete Person** - Like the action button, the Delete Person shortcut function allows deletion of all traces of a person from your database.

**Show Group** - Causes the Family Group View to display data relevant to this person.

**Copy Event** - The Copy Event function allows you to copy the event which currently has the focus. You will then be able to paste that event into another event subform, assuming that it meets certain compatibility tests.

**Paste Event** - Events already in the database can be linked to other persons and families with the assistance of the Event Copy and Paste functions. Copy the event person from any view. Next, choose Paste Event, and you will be prompted to verify your choice. Choose OK to confirm.

**Delete Event** - The Delete function allows deletion of all traces of an event from your database.

**Create Family** - The Create Family action allows the creation of a family for the displayed person. You will be prompted to confirm your action. The Family Group View will then open, displaying your new Family Group.

### **Multiuser Considerations**

If you are in a multiuser environment, be aware that deleting can modify the records of many more persons than just the ones you are physically viewing. Multiuser Considerations has more information on this topic.



## Picture View

The Picture View presents all the picture records in the database sorted by picture title and date. There is a Picture View activation button on the Toolbar, as well as a menu entry under Views.

There are four tabs on the Picture View: Picture, Data and Notes, Database Links, and Options. Using the Picture tab you can view the picture you have linked, any file access errors, or a picture embedded from a database upgrade from a previous version. The Data and Notes is for storage of information about the picture. Database Links is where you manage the links between persons and pictures. Finally, Options is for optional settings.

You can limit the pictures displayed to those linked to a particular person, or to those linked to no persons. When other than all pictures are being displayed, the identifier “(Filtered)” appears on the Record control at the bottom edge of the Picture View.

### Action Buttons

The buttons across the top of the Picture View allow you access to quickly access records, print the Picture Report, and obtain Help.

**Quick-Finder** - The Quick-Finder selection box lists all the pictures in your database, allowing you to choose the picture you may next want to view. Selection causes the immediate display of the selected picture, or you may hit the Enter key while the selection is highlighted.

**Back** - Step back through all the Picture View records displayed since it was opened.

**Print** - Quick-Print the Picture Report just for the current person.

**Delete** - The Delete Picture function allows deletion of all traces of an picture from your database. Should the picture have links to persons within the database, the number will be displayed to you for confirmation prior to the actual delete taking place.

**Help** - Opens this topic in the Help file.

### Data Fields

The **Picture Tab** shows you the picture, or any errors Family Matters had in accessing the picture in your computer. If you use your database in another computer, without the pictures on its disk, you will generally see the “File Not Found” message. However, all other picture-related functions will still be available.

The **Data and Notes Tab** is for the data you’ve stored about the picture. The fields are as follows:

**Name** - This is for the name of the picture. Generally this will be a one-line name. If you use multiple lines, it is the first line that will be used for the Quick-Finder. Hence, this field should be entered for every picture. This field will appear centered as a page header on the Picture Report.

**Describe** - This is for a description of the of the picture. Here you can put the multiple lines

that you may have considered in the Name field. This field will appear centered just below the Name field on the Picture Report, at a somewhat smaller font.

**Date** - This is for the date the picture was taken. This field will behave the same as any data field in Family Matters. The date will appear centered just below the picture on the Picture Report, at the same font size as the description.

**Location** - This is for the location at which the picture was taken, if you know it. The location will appear centered just below the date on the Picture Report, at the same font size as the date.

**Occasion** - This is for the occasion for which the picture was taken, if any. The occasion will appear centered just below the location on the Picture Report, at the same font size as the location.

**Path** - This is for where the picture is stored on your computer's disk. The Path button can be used to browse for the file. Picture files will display quickest if stored as bit-map (bmp) file. Resolution of 150 dpi is sufficient for screen display, though you may want to use higher for printing.

**Notes** - Located below the Path field, the Notes field is for information about the picture that does not seem to fit in any of the above fields. If the picture is a group shot for instance, you perhaps could use this field for a front row, middle row, back row sort of dialog.

The **Database Links Tab** is where you will manage the connections between persons and pictures.

The large list in the center of this page is organized similarly to the Person List View. The contents are full name, birth date, and relationship. You will use the Person Selection control to limit the display of person relative to your pictures. Of particular interest in this control are the "Link to Picture" and "Unlink from Picture" right-button shortcuts available when this control has the focus. These are the actions available to you manages the database connections between persons and pictures.

**Picture Selection** - This control sets the pictures that are currently displayed. If other than "Show all pictures" is selected, the identifier "(Filtered)" is displayed at the bottom edge of the Picture View. Other selections possible are to "Show only pictures linked to this person", and to "Show pictures not linked to any person".

**Person Selection** - This control sets the persons that are currently displayed. Selections possible are to "List all persons", "List only persons linked to this picture", "List only persons linked to any picture", and to "List persons NOT linked to any picture".

The **Options Tab** provides the ability to choose how the picture is viewed.

The **Report Picture Size Mode** drop-down menu is where you can set the size of the picture as it will be printed on the Picture Report. You can set the size of the printed picture, or choose to print it at its actual size, limited by the report itself.

The **Preview Picture Report** button brings up the Picture Report in preview mode.

The **View Picture Size Mode** drop-down menu is where you can set the manner that the picture is shown on the Picture View. On Clip, it will show the picture actual size, even if it doesn't fit the window borders. On stretch, it will size the picture to fit the borders, even if it means distorting the picture. On zoom, it will size the picture the largest it can to fit the border without distortion.

### **Shortcut Menus**

A number of functions are available on the Picture View via the mouse right-button shortcut menus. These of course include the usual text functions. Additionally, the following functions are available, depending on the specific field which has the focus.

**Go To** - This shortcut provides, like the corresponding buttons on the Toolbar and Records menu, access to the next, previous, first last, and new records.

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

**Show Group, Person, Family** - Available on the Person List, causes the various Views to appear, to display data relevant to this person.

**Show Picture** - The Show Picture command causes the Picture View to display only the pictures linked to the selected person.

**Link to Picture** - This command causes the selected person to be linked to the current picture. A person can be linked to an unlimited number of pictures.

**Unlink From Picture** - This command causes the selected person to be unlinked from the current picture.

# Repository View

Repositories are those places like the National Archives, a particular Church in Europe, and the local Department of Health where the primary source evidence of your ancestors rests. Maintain postal addresses, e-mail addresses, and Internet URLs in this database. Keep notes about your successes, failures, progress or even driving directions for each repository. There is a corresponding Repository Report.

## Action Buttons

The buttons across the top of the Repository View allow you to use the Quick-Finder to access records, to print the Repository Report, and obtain Help.

**Quick-Finder** - The Repository Quick-Finder lists the names of all the repositories in your database, allows you to choose the repository you next want to view. Selection causes the view to go directly there, or you may hit the Enter key while the selection is highlighted.

**Back Button** - Step back through all the Repository records displayed since the view was opened.

**Print** - Quick-Print the Repository Report for the current record.

**Delete Button** - Delete the currently displayed record.

**Help** - Opens this topic in the Help file.

## Data Fields

The data fields visible on the Repository View include its name, address, phone number, e-mail address, World Wide Web URL, and your notes about the repository.

**Go To** - This shortcut provides, like the corresponding buttons on the Toolbar and Records menu, access to the next, previous, first last, and new records.

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

**Name** - A name of this record. This is the text that is used for the Selection Box, and might be the first line in a mailing address.

**Address** - These lines represent the postal address.

**Phone** - The telephone number of the repository.

**E-Mail** - The e-mail address of the repository, if they have one.

**Web URL** - The World Wide Web URL of the repository, if they have one.

**Notes** - The notes section is where you can keep contact information relating to the repository. Maybe driving directions, or even information about a clerk that has helped you. This view section can store over 2-billion characters.

### **Shortcut Menus**

A number of functions are available on the Repository View via the mouse right-button shortcut menus. These of course include the usual text Cut, Copy, Paste, and Delete functions. Additionally, the functions of go to, go to repository, delete, and print, depending on the specific field which has the focus.

**Go To** - This shortcut provides, like the corresponding buttons on the Toolbar and Records menu, access to the next, previous, first last, and new records.

**Delete** - Like the Delete action button, this function causes the deletion of the current Repository.

**Print** - Like the Print action button, this function causes the Quick-Print of the current Repository.

## Source View

The Source View provides you access to a source database. Source data is that data which you research has unearthed, and upon which you family members and lineage is based. You are also able to keep notes about the data, which could include your thoughts about the relative accuracy of the data, and the extent to which you have used it. The Source and Repository databases are linked, in that the Source Data is held at the specified Repository. There is a corresponding Source Report.

### Action Buttons

The buttons across the top of the Source View allow you to use the Quick-Finder to access records, to delete records, to print the Source Report, and to obtain Help.

**Quick-Finder** - The Source Quick-Finder lists the name of all the sources in your database, allows you to choose the source you next want to view. Selection causes the view to go directly there, or you may hit the Enter key while the selection is highlighted.

**Back Button** - Step back through all the Source records displayed since the view was opened.

**Print** - Quick-Print the Source Report for the current record.

**Delete Button** - Delete the currently displayed record.

**Help** - Opens this topic in the Help file.

### Data Fields

The data fields visible on the Source View include its title, publication, repository it is kept in, location of this source within the repository, the source data itself, and your notes about the source. There are three tabbed pages on the Source View, names Source, data, and notes.

The Source Tab is where you can keep the actual content from the source. This view section can store over 2-billion characters.

The Data Tab is for the data you've stored about the source. The fields are as follows:

**Full Title** - A full name of this record.

**Short Title** - An abbreviated name of this record. This is the text that is used for the Selection Box, and the records will be sorted by use of this text. You might use the form 'Event\_Type; Surname' for this field so that all your birth, burial, marriage, etc, records are sorted together, for instance.

**Publication** - Information relating to the publication of the data.

**Repository** - The name of the repository at which the source data is archived. The available entries here are from the Repositories you have entered.

**Location** - The location of this source data in the repository. This could be a library Call Number, or perhaps the grave location information in a cemetery.

**Source Data Content** - The Source Data section is where you can keep the actual content from the source. This view section can store over 2-billion characters.

The Notes Tab is where you can keep information relating to the source. This view section can also store over 2-billion characters.

### **Shortcut Menus**

A number of functions are available on the Source View via the mouse right-button shortcut menus. These of course include the usual text Cut, Copy, Paste, and Delete functions. Additionally, the functions of go to, go to record, delete, and print, depending on the specific field which has the focus.

**Go To** - This shortcut provides, like the corresponding buttons on the Toolbar and Records menu, access to the next, previous, first last, and new records.

**Size and Position** - Remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

**Show Repository** - Causes the Repository View to display data relevant to this source.

**Delete** - Like the Delete action button, this function causes the deletion of the current Source.

**Print** - Like the Print action button, this function causes the Quick-Print of the current Source.

# Genealogical Tools

The Genealogical Tools in Family Matters are available from the Tools menu. The following tool topics are addressed here:

- [Date Calculator](#)
- [Relationship Calculator](#)
- [Sort Family Records](#)
- [Soundex Calculator](#)
- [Statistics Tool](#)

## Date Calculator

The Date Calculator Tools presents an Initial Date, an Elapsed Calendar Time, and a Final Date. Using any two, it will compute the third. This is very useful if you have the date someone died (perhaps from a death certificate or a tombstone inscription), and their age at death. Using the Date Calculator, you can compute their date of birth. The Date Calculator assumes that there was not an intervening calendar change, so enter both dates as either Old Style or both as New Style (without the OS or NS).

Be aware that this method of birth date determination is inexact, because you are depending on data from the age computation done at the time of death or burial. Firstly, the exact birth date may not have been exactly known. Second, the person determining the age at death probably did not have a computer at hand. Third, the number of days in a month is not a constant. As a very simple example, a month and a day from Feb 28 yields different results depending on whether the months or days are added first. In Family Matters, all calculation (either forwards or backwards) are done year first, month second, days last. Also, if the calculation period includes a calendar change, your ancestor may have been born perhaps eleven days earlier.

## Event Dictionary

This dialog allows the entry and maintenance of events supported in the database. Family Matters supports all the events and roles defined in GEDCOM Version 5.5, as well as all previous versions of the GEDCOM standard. These built-in events cannot be deleted or modified. The Stats button allows you to check the quantity of any type of event in use.

The Event Dictionary is activated by the selection of a menu selection under Tools. User-defined entries may be added, deleted and edited. Changes made will be visible the next time a view utilizing events is displaying.

You can also use the Event Dictionary to determine which events in your database will be output to your [genealogical web site](#). By default, Birth, Baptism, Christening and Marriage are, but you can add to them, or remove some; whatever you choose.

When defining user events, certain guidelines should be followed. You should indicate for each event whether it applies to families, persons, or to both. Choose a meaningful name for your event, that is not a duplicate of an existing event. For future GEDCOM import or export capability, you should choose a GEDCOM 'tag'. These are usually four characters, plus a beginning underscore character (\_). Family Matters will prevent duplication of GEDCOM tags.

Upon deletion of a user-defined event, Family Matters will check to see if it is currently in use. If it is, you will have the option of automatically deleting all such events, or canceling the



operation. If events exist of the type that you wish to delete, but you don't want to automatically delete them all, use the [Event View](#) to find all instances of use of the event in question. You can then seek to either the [Family Group View](#), the [Person View](#) or [Family View](#) to delete or change the events in question.

Note that user-defined events and tags will only transfer properly to/from another program if it also supports user-defined events, and its tags are set to the same value.

### **Relationship Calculator**

The Relationship Calculator Tool allows you to set every person's relationship to you (or to anyone you wish). Using the first button, you can clear the relationship field of every person in the database. Using the second button, you can set the Relationship Basis. This is the person from whom all relationship calculations will be made. This could be you. Or it could be your Fourteenth Great Grandfather.

You may want to keep both yours and your spouse's genealogy together in one file. First, clear all the relationship fields. Next designate your spouse as the Relationship Basis. Then compute all. Next, designate yourself as the Basis. Again, compute all. Now all the relationship fields will indicate that person's relationship to you, or to your spouse. (Should anyone be related to both of you, the relationship will be overwritten during the second pass.)

Persons related to you are descended from one or more of the people you are descended from (like parents, and grandparents), or directly from you. The action of the Relationship Tool is to move up the ancestral tree from each person in question, until a common ancestor (or two) is reached. For instance, a person descended from your Grandparents, in your generation, is your First Cousin. Once located, the search does not continue to look for lesser relationships. Also, Half relationships are identified. In the above example, a person descended from only one Grandparent is your Half First Cousin.

### **Sort Family Records**

Your Family database is sorted by Primary surname, birth date, first name, formation date of the family, and then entry date of the record into your database. The formation date is the earliest date of events like marriage, engagement, and first child. Through the deletion and modification of records representing events and children, the family database sort order may become other than desired. The use (and reuse) of this tool reorders the family database according to the current dates.

### **Soundex Calculator**

The [Soundex](#) system is a means of coding surnames such that the soundex codes of similar-sounding surnames will yield identical results. There are census records that are indexed using soundex codes.

For many U.S. surnames, this works well. For instance, the soundex code for Nicklas is 'N 242'. The vowels are ignored, and the 'ck' pairing is treated as one consonant. This means that N 242 would also find an early Niklas spelling. Note that since the c and the s potentially could make the same sound in many names, the scheme dictates that they be coded identically.

However, there are classes of surname for which it works poorly. For instance, Van Hooten is coded 'V 535'. People researching that surname may well wish that only the Hooten had been coded, yielding 'H 350'. In fact, the clerk doing the indexing may have done it either way. You may use the Soundex Calculator to determine the soundex code for any variety of your

surnames that you wish.

**Statistics**

The database statistics provided will tell you the number of persons, families, events, repositories, sources, and all other things that make up your family database.

## Find Text

Searches for the data you specify in the current view or database. To search for multiple occurrences of specified data, you can use the Find Next button in the Find dialog box, or you can close the dialog box and press Shift+F4. Use Replace to both Find and Replace.

### Find What

Type the string you want to find in your database. You can use wildcard characters to make the search more general.

### Search

Select the direction of the search:

**Up** - Toward the first record from the current record.

**Down** - Toward the last record from the current record

**All** - Searches all records

### Match

Click the drop-down arrow to display a list of search alternatives. Select which of the three you wish to be the default by use of the Options Dialog.

**Any Part of Field** - Searches for any occurrence of the text string. For example, searching for berg finds Bergen and Heidelberg.

**Whole Field** - Recognizes a match only when the text string matches the complete contents of the field. For example, searching for London finds London, but not Londonderry.

**Start of Field** - Searches for the text string at the beginning of a field. For example, searching for berg finds Bergen, but not Heidelberg.

### Match Case

Select if you want to search for the text string exactly as you typed it in the Find What section. For example, searching for Street finds Street, but not street or STREET.

### Search Fields as Formatted

Select if you want to find data based on its display format. This would be the normal choice.

### Current Field Only

Searches through all records in the current field only. Searching in the current field is almost always quicker than searching through all fields.

### Find First Button

Finds the first occurrence of the text string in the table. This button is not available until you specify what you want to find.

### Find Next Button

Finds the next occurrence (relative to the current position of the insertion point) of the text string you specify. This button is not available until you specify what you want to find.

**Close Button**

Closes the dialog box.

**Shortcut**

F7 or Ctrl+F

# Replace Text

Finds an existing text string in the current view or database and replaces it with the string you specify. Use Find to search without replacing. You can access Replace from the Toolbar, from the Menu, or from the keyboard with Shift+F7 or Ctrl+H.

## Find What

Type the text string you want to find. You can use wildcard characters to make the search more general.

## Replace With

Type the text string that will replace the existing string.

## Search

Select the direction of the search:

**Up** - Toward the first record from the current record.

**Down** - Toward the last record from the current record

**All** - Searches all records

## Match Case

Select if you want to search for the text string exactly as you typed it in the Find What section, matching uppercase and lowercase letters. For example, if you want to replace references to Street, but not references to street, select this option.

## Match Whole Field

Select if you want to match the text string with the complete contents of a field.

## Current Field Only

Searches through all records in the current field only. Searching in the current field is almost always quicker than searching through all fields.

## Find Next Button

Finds and highlights (but doesn't replace) the next occurrence of the text string you specified in the Find What box.

## Replace Button

Replaces the highlighted text and finds the next occurrence of the text string. If you don't want to replace a particular occurrence of the string, choose the Find Next button.

## Replace All Button

Replaces all occurrences of the text string without stopping for confirmation. You can use this as an alternative to repeatedly pressing the Replace button.

## Close Button

Closes the dialog box.



## Wildcard Characters

The asterisk (\*), question mark (?), number sign (#), exclamation point (!), hyphen (-), and brackets ([ ]) are wildcard characters. You can use these characters in queries, commands, and expressions to include all records, file names, or other items that begin with specific characters or match a certain pattern. You can also use wildcard characters and matching characters to further refine a FindH or Replace search.

- \* Entering 'wh\*' (without the quotes) finds what, white, and why. Entering '\*at' finds cat, bat, and what. Like the MS-DOS asterisk (\*) wildcard character, this asterisk matches any number of characters. But unlike MS-DOS, it can be used as the first character in the search string.
- ? Entering 'b?ll' finds ball, bell, and bill. Like the MS-DOS ? wildcard character, this symbol matches any single character.
- # Entering '1#3' finds 103, 113, 123. This symbol matches any single digit.
- [ ] Entering 'b[ae]ll' finds ball and bell but not bill. This method matches any single character within the brackets.
- ! Entering 'b[!ae]ll' finds bill and bull but not bell. This method matches any character not in the list.
- Entering 'b[a-c]d' finds bad, bbd, and bcd. This method matches any one of a range of characters.

Note: The wildcard characters

- \* Asterisk,
- ? Question mark,
- # Number sign, and
- [ Opening bracket

can match themselves only if enclosed in brackets. For example, to search for a question mark, you would enter [?] in the Find dialog box.

## Character Set

The following table shows the character and the ANSI code in sort sequence. This is the Windows character set that addresses English, French, German, Portuguese, Italian, and Modern Spanish. The ANSI codes for the extended character set shown can be entered by using the ALT key and the numeric pad digits on your keyboard (see International Settings in your Windows manual). If you plan to transfer your data to another program that only reads plain text, it may not recognize the extended character set.

Char	ANSIcode	Char	ANSIcode	Char	ANSIcode	Char	ANSIcode
0	48	D	68	k	107	U	85
1	49	d	100	L	76	u	117
¹	185	Ð	208	l	108	Ù	217
²	50	ð	240	M	77	ù	249
³	178	E	69	m	109	Ú	218
³	51	e	101	N	78	ú	250
⁴	179	È	200	n	110	Û	219
⁴	52	è	232	Ñ	209	û	251
⁵	53	É	201	ñ	241	Ü	220
⁶	54	é	233	O	79	ü	252
⁷	55	Ê	202	o	111	V	86
⁸	56	ê	234	Ò	210	v	118
⁹	57	Ë	203	ò	242	W	87
A	65	ë	235	Ó	211	w	119
a	97	F	70	ó	243	X	88
À	192	f	102	Ô	212	x	120
à	224	G	71	ô	244	Y	89
Á	193	g	103	Ö	214	y	121
á	225	H	72	ö	246	Ý	221
Â	194	h	104	Õ	213	ý	253
â	226	I	73	õ	245	ÿ	159
Ä	196	i	105	P	80	ÿ	255
ä	228	ì	204	p	112	Z	90
Ã	195	ì	236	q	113	z	122
ã	227	í	205	q	113	ƒ	222
Å	197	í	237	R	82	ƒ	254
å	229	î	206	r	114	Ø	216
B	66	î	238	S	83	ø	248
b	98	ï	207	s	115	Œ	140
C	67	ï	239	Š	138	œ	156
c	99	J	74	š	154	ß	223
Ç	199	j	106	T	84	Æ	198
ç	231	K	75	t	116	æ	230



# Reports and Printing

The Print Control allows the choice of reports to print. You may choose the Family Group Report, Person Report, Descendancy Report, the Pedigree Report, or one of a number of List reports. You may print the active or selected view, or report. To specify a printer and its connection, choose the Setup button.

## Preview

Previews the selected report, and the selected records to be printed on that report. The number of records to be previewed (and therefore printed) will first be displayed to allow cancellation if desired. While viewing the Preview, use P to print, S to open setup, Z to zoom (or unzoom), and C to cancel. You may also click on the preview itself to zoom that portion of the report.

Additionally, you can cause Family Matters to remember, Forget or Recall the current View window size and screen position. Family Matters will automatically recall the size and position each time the View is opened.

## Setup

Displays the default printer and printer connection dialog box. Also margins, paper source, and other printer-specific settings can be changed independently for each report type, and remembered for next time's use. The upper and left margins should be set to allow one Pedigree Chart per page, and the width of one Group View Report per page. You may wish to change the margins if, for instance, you print on A4 size paper instead of 8 1/2 by 11 inches. You may also choose to print 'text only', if you don't want the lines and graphics on some reports.

## Print

Prints the selected records on the selected report. The number of records to be printed will first be displayed to allow cancellation if desired.

## Output

Outputs the selected records on the selected report to one of a number of file formats including HTML, RTF, TXT, and others.

## Report Selection

Specify the report you want to print or to preview.

**Chronicles** - Allows preview, printing, and setup of the Chronicles Report. This report is prints the contents of the [Chronicles View](#).

**Descendancy Chart** - Allows preview, printing, and setup of the Descendancy Report. This report is printed in its entirety, rather than by selecting records. The data printed is the same as on the [Descendancy View](#). You must generate the data using this View before you can print the report.

**Event List** - Allows preview, printing, and setup of the Event List Report. This report is similar to the list portion of the [Event View](#).

**Family List** - Allows preview, printing, and setup of the Family List Report. This report is similar to the list portion of the [Family List](#), but with the addition of birth dates for the

spouses.

**Family Group** - Allows preview, printing, and setup of the Family Group Report. Each Group Report may span multiple pages, depending on the number of children and the amount of Notes data you have entered, and events that are present in the database. The data printed is the same as is viewed on the Family Group View, with the addition that all events will be shown, in date order, on the printed report.

**Pedigree Chart** - Allows preview, printing, and setup of the Pedigree Chart Report. Each is one page. The data printed is the same as the Pedigree View.

**Person List** - Allows preview, printing, and setup of the Person List Report. This report is similar to the Person List, but with using two columns on the page.

**Person** - Allows preview, printing, and setup of the Person Report. This report is very similar to the Family Group report, but represents the data for a person. Each report may span multiple pages, depending on the amount of you have entered.

**Repositories** - Allows preview, printing, and setup of the Repository Report. This report is prints the contents of the Repository View.

**Sources** - Allows preview, printing, and setup of the Sources Report. This report is prints the contents of the Source View.

### **Print Criteria**

Specify the records you want to print.

**All** - Prints all the pages of all the selected records.

**Current** - Prints the pages the Group View or Pedigree Chart most recently displayed.

**Surname** - Prints selections from the Family, Person, and Event Lists, or the pages the Group, Person, or Pedigree Chart having the selected surname. For instance, you may print all the Smiths in your database. Note that all surnames in the database are available in the dropdown list, though you may not have Family Group Reports or Pedigree Charts for all those surnames.

## Web Site Generation

Family Matters will generate a professional-quality World Wide Web site for you, using your genealogical data. The basic arrangement of the web site is determined by Family Matters, but you will have considerable control over the content and presentation of the material. You will be able to choose families and persons to be included or excluded, you can write text and designate pictures that Family Matters will use. You will need to have an Internet Service Provider (ISP) that allows users to upload HTML (Hyper-Text Markup Language) to be accessible on the web.

You can also use the Event Dictionary to determine which events in your database will be output to your genealogical web site. By default, Birth, Baptism, Christening and Marriage are, but you can add to them, or remove some; whatever you choose.

Family Matters also generates a special person index file for your web site, named gendex.txt. This file will allow you to become a part of a network of genealogical web sites (if you want) that can be searched from a central site. Information about gendex is provided below.

### Action Buttons

The buttons down the right side of the allow you to generate a test page, generate a full site, generate only pages that have changed, and obtain Help.

**Generate a Test Page** - This button causes Family Matters to generate a single file names testpage.htm. You can view this file with you browser to ensure your family files to be uploaded onto your web site have the look you want.

**Full Site Generation** - Use this button to generate a full genealogical web site. Family Matters will then replace all files in your designated directory with newly generated files, whether or not they had changed.

**Generate Only Changes** - Use this button to generate and replace only files that have changed. Family Matters will compare the content of the files on your computer with newly generated files. If different, the old one will be replaced. If the same, no change is made.

There are six tabbed pages on the Web Site generation dialog. They are general, welcome, site contents, family pages, family appearance, and indexes.

### General Tab

**Web Site Title** - This is the text you want to identify you web site with. Something like 'John Doe's Genealogy' is appropriate. Don't include any HTML tags. This text will also be used as part of the identifying title of each of your pages. It will part of the identifier of someone's bookmark, and browser window caption.

**Search Engine Keywords** - This is text to help identify your web site to some of the automated World Wide Web search engines. This text will become part of your home page file (e.g., index.htm, frames.htm), and your Welcome Page file, though it will not be visible to you on your web site. The text you certainly should include here is the surnames of your direct ancestors, and any other text you think will help to identify your content to a Web search engine.

**E-Mail Address** - This is your complete e-mail address that someone will send e-mail to, for commenting on your web page, or to discuss a branch of your family to which they may connect.

**Home Page File Name** - This is file name that will be given to your home page. It becomes part of the URL (Uniform Resource Locator - your World Wide Web address), that you will tell people to come visit. The default is 'index.htm'. This is the universal web site default file name. When your site is visited, the browser will automatically choose this file. Thus, you only have to tell friends and relatives to visit (for instance) <http://members.aol.com/myname>, rather than <http://members.aol.com/myname/index.htm>.

**Directory to Build Site In** - This is where you specify the directory (or folder) where your web site is to be built on your computer. The default is a directory named 'website', as a sub-directory of your Famat97 directory. Use an otherwise empty directory. All the files stored there will be for upload to your web site. The button will allow you to browse your computer.

### **Welcome Page Tab**

This is where you specify the contents of the first page that visitors to your web site will see. Use this to introduce yourself, and your genealogy. Perhaps include a HTML link to a picture. This page, and the WebNote, behave identically.

The result is that you can include anything that you want. You can cause text to be bolded, underlined, italicized, or even include scanned pictures. If you are familiar with HTML tags, you can include anything that would appear in the 'Body' of a HTML document. For more information, see HTML, below.

### **Site Contents Tab**

**Persons Included** - Allows you to choose whether you want you entire database included, or whether you wish to exclude those who are still living. You can also choose whether to include persons with birth (or other) events of more than 75 or 100 years ago. Additionally, you can select specific persons and families for inclusion and/or inclusion (on the respective Person View and Family View). If you have many persons in your database without events, you may want to add estimated birth dates, or simply add a death event, if you know them to have died.

**Person Name Format** - You can choose between four varieties of generated name format; either First Last; First LAST; LAST, First; or Last, First.

**Include a Help Using Page** - Family Matters can include a page in your web site to assist visitors. The page includes information about the options you chose in making your site, and describes the make-up of the frames and data pages. You may want to initially include this page.

**Include WebNotes** - Selecting this option causes Family Matters to search the notes for each family and person for the keyword WebNote. Text with this identifier will be included in the web site with the associated person or family. Once Family Matters finds this keyword, it will first ignore everything until the first end-of-line, if there is anything. Then it will include everything from this keyword until either the end of the note, or until the keyword EndNote.

Family Matters will then cause this text to appear on the web just as you have formatted it, by converting your 'end-of-lines' to 'line-breaks'. All other text is passed unchanged.

**Include Chronicles** - Selecting this option causes Family Matters to include the Chronicle items you have designated for the life and times of your ancestors, the places they lived, and their way of life. The text of a Chronicle behaves exactly the same as a WebNote.

**Families Per File** - This is the maximum number of families that will be output in each HTML file. The more families per file, the larger each file. The smaller the files, the faster they will be downloaded and displayed on browsers viewing your web site. The default is six, which will produce files as large as about 12 KB.

## Family Pages Tab

**Page Background** - If you want, specify a background image to be used as the background of your web pages. Or, choose a color to use. If you know how to specify color using the standard HTML hexadecimal encoding #rrggbb, Family Matters will accept it. If you don't specify anything, plain white will be used.

**Line** - Family Matters places a horizontal line between families on the same generated page. You can choose its color and its height, in pixels. Or, you can specify the name of a graphic file you will upload to separate families.

**Footer Contents** - Family Matters places a footer at the bottom every family page generated. You can choose whether or not you want your e-mail address included, whether or not you want the date this page was generated, and whether or not the Family Matters version and link is included.

## Family Appearance Tab

Each family on you website will generally be represented in three table-like structures. You can set the background default appearance of the tables, the appearance of the table borders, and the appearance of the cells within the table.

**Table Background** - If you want, specify a background image to be used as the background of your web pages. Or, choose a color to use. If you know how to specify color using the standard HTML hexadecimal encoding #rrggbb, Family Matters will accept it. If you don't specify anything, the page background you chose will appear.

**Table Border** - Like the line (above) that separated the families on your page, the size (in pixels) and color of the border can be set.

**Cell Padding and Spacing** - Like the line (above) that separated the families on your page, the room between the cells in the table (in pixels) can be set..

**Table Background** - If you want, specify a background image to be used as the background of your web pages. Or, choose a color to use. If you know how to specify color using the standard HTML hexadecimal encoding #rrggbb, Family Matters will accept it. If you don't specify anything, the page background you chose will appear.

## Indexes Tab

**Persons Indexed** - There are five indexing strategies you can choose from. This selection effects both the Person index which will be displayed on your web site, as well as the content of the gendex.txt file that will be produced.

You can choose to limit the indexes produced to only people you have designated to be related to you, allow all people in families in your database to be included, or combinations of the above. If one of the 'Relations' selections are chosen, Family Matters will index only those persons with relationship text, and not starting with the letters 'no' or 'unkn' (this is to exclude those you might have designated 'Not Related', 'No Relationship Known', or 'Unknown').

Generally, the choices tend from most restrictive to least restrictive. The choices are: 'Primary & Spouse Relations' (only persons shown as Primary and/or Spouse, and related to you), 'All Primary and Spouse' (only persons shown as Primary and/or Spouse, whether related to you or not), 'All Relations' (only persons related to you, wherever they may appear on your web site), 'Primary & Spouse & Relations' (persons shown as Primary and/or Spouse and/or related to you - this is the default) and 'All Persons' (all persons on your web site).

**Sort Person Index** - You can choose how Family Matters sorts the Person Index.

**Generate Family Index** - You can choose whether or not a Family Index is also generated in addition to the Person Index. The sort method will be the same as the person Index sort method.

### **About Gendex**

Family Matters produces a gendex.txt file of the persons represented in your web site. This file allows you to participate in the World Wide Web Gendex Project. Your family members will become a part of a large, searchable distributed database made up of genealogical web sites with this important file.

Contact Chris Perry's GenMatch, at  
<http://206.139.152.113/GenMatch/genmatch.htm>

Contact Tim Doyle's GenWeb Index, at  
<http://www.gentree.com>

Contact Gene Stark's Gendex Web Search project, at  
<http://www.gendex.com>

### **HTML**

You can make use of the Hyper-Text Markup Language to any extent you wish in WebNotes and on your Welcome page. The simplest items are `<b>`this text is bolded`</b>`, `<u>`this text is underlined`</u>`, and `<i>`this text is italicized`</i>`. To add a picture, centered horizontally on the page, put `<center> <img='picturename.gif'> </center>` in line in your text.

If you want to get more creative, buy a book on basic HTML, or search the web for one of the many sites with an explanation and examples of HTML. If you're interested, some sites to visit are:

NCSA's Beginner's Guide to HTML, at

<http://www.ncsa.uiuc.edu/General/Internet/WWW/HTMLPrimerAll.html>

Web Design Group, at  
<http://www.htmlhelp.com>

How'd They Do That With HTML, at  
<http://www.nashville.net/~carl/htmlguide/>

## Files

The files generated by Family Matters are listed as follows:

index.htm	This is the file with the frame definitions. This is the first file you want visitors to open. This file tells their browsers how to view the other files. See the discussion above on Home Page File Name.
title.htm	This file contains the title of your web site, and appears in the top pane.
tocfam.htm	This is the Family index, and appears in the left pane.
tochron.htm	This is the Chronicles index, and appears in the left pane.
tocind.htm	This is the Person index, and appears in the left pane.
Using.htm	This is the file that contains instruction for visitors on how to use your web site.
welcome.htm	This is your welcome page. It appears in the right (or main) pane.
_1*.htm	Files that begin with ‘_1’ are the Chronicles files.
_*.htm	Files that begin with ‘_’, followed by alphabetic letters, are your Family files.

## Considerations

Once you have generated a web site, the Person, Family, and Chronicle views will provide you with the URL (Uniform Resource Locator) value of the persons, families, and chronicle pages in your web site. You can paste these string into WebNotes or the Welcome page as you like, to provide links to particular people and families in you web site. They can be used from outside your web site, but then the complete URL of your site must be included.

Within your site, the HTML text `<a href=" _jones1.htm#F1234">Fred Jones</a>` will be sufficient to get you to that place within that file. But from another site, the full Internet URL is necessary, such as:

`<a href="http://members.aol.com/fredjones/_jones1.htm#F1234">Fred Jones</a>`

As long as the 'Families Per File' setting remains constant, your families will always be output in the same file, and thus always have the same URL as earlier web site generation efforts. The 'Persons Included' setting may effect whether or not persons are output, but they will always remain in the same place in the same file. This rule will however be broken when the number of files required to represent one of your surnames requires more digits that previously. As an example, the file in the above URL would become ‘\_jones01.htm’ when there becomes more than nine ‘\_jones’ files, and then again when there is more than 99 (becomes ‘\_jone001.htm’). Note also that in the last example, the s in Jones was dropped to make room for the additional digit.

## One More Thing

When you get your web site up and running, drop me (Ray Nicklas) an e-mail message at [ray@matterware.com](mailto:ray@matterware.com). Tell me your URL, and a few words about your site, and the number of persons and families. Also, let me know about any other customization of features you would like to see built into Family Matters, or any neat customization you've done in you web site.





# GEDCOM Import / Export

GEDCOM was developed by the Family History Department of the Church of Jesus Christ of Latter-day Saints to provide a flexible and uniform format for exchanging computerized genealogical data. GEDCOM is an acronym for GENEalogical Data Communication. GEDCOM is provided to foster the sharing of genealogical information and the development of a wide range of inter-operable software products to assist genealogists, historians, and other researchers.

Family Matters' GEDCOM export facility complies with GEDCOM Standard Release 5.5, dated 11 December 1995. Its import capability complies as well as aspects of earlier releases for compatibility with other programs. The GEDCOM Import / Export Control allows data generated in another program (or another Family Matters) to be imported. It also allows the export of your data, to the same standard, for import into another genealogy program.

## Considerations

The Relationship and Sibling fields are unique to Family Matters. Hence, you may not wish to export this data unless you anticipate the file will be imported by Family Matters. The GEDCOM import and export processes, especially for large files of over 10,000 persons, can be time consuming. You may want to perform these operations without any data views displayed, to allow as much free memory as possible, and thus minimize the time consumed.

## Import Button

Tells Family Matters to begin the specified GEDCOM import.

## Export Button

Tells Family Matters to begin the specified GEDCOM export.

## Progress Bar

Indicates the operation that Family Matters is currently performing during the import and export process.

## Data & Control Tab

**Source and Version** - On import, indicates the source of the GEDCOM data. On export, Family Matters.

**Date** - On import, indicates the date the GEDCOM file was created. On export, today.

**Destination** - On import, indicates the destination indicated by the person preparing the GEDCOM. On export, your choice. Generally accepted values are:

FamilyMatters - Default value

ANSTFILE - LDS Family History Department for Ancestral File

TempleReady - LDS Temple submission

**GEDCOM FILE** - On import, use the associated file open button to specify the desired file. On export, you specify the desired file name and path. Default is the Family Matters data file name, with a .ged extension.

**FM Data File** - The name of your Family Matters data file.

**Name** - On import, indicates the name of the person preparing the GEDCOM. On export, your name should be here.

**Address** - On import, indicates the first address line of the person who prepared the GEDCOM file. On export, your street address should be here.

**Address2** - On import, indicates the second address line of the person who prepared the GEDCOM file. On export, your city and state (or province) should be here.

**Address3** - On import, indicates the postal code of the person who prepared the GEDCOM file. On export, your postal (or zip) code should be here.

**Phone** - On import, indicates the phone number of the person who prepared the GEDCOM file. On export, your phone number should be here.

### Import Export Options Tab

**Export Relationships** - Yes or No. Export the Relationship field information to the GEDCOM file. Relationship is not a standard GEDCOM file data item, hence it will generally not be used by another program, but might be read as a Note field.

**Import Relationships** - Yes or No. Indicate whether you want to import the Relationship field information from the GEDCOM file. You would not wish to do this if the relationship data is relative to someone else.

**Export Chronicles** - Yes or No. Export the Chronicles information to the GEDCOM file. Normally this would be set to Yes. You might choose to set it to No if the export was strictly for a GEDCOM matching service, rather than for someone to import and use.

**Export Repositories** - Yes or No. Export the Repository information to the GEDCOM file. Normally this would be set to Yes. You might choose to set it to No if the export was strictly for a GEDCOM matching service, rather than for someone to import and use.

**Export Sources** - Yes or No. Export the Sources information to the GEDCOM file. Normally this would be set to Yes. You might choose to set it to No if the export was strictly for a GEDCOM matching service, rather than for someone to import and use.

**Export Pictures** - Future capability.

**Export Sibling Number** - Yes or No. Export the Sibling Number field, which represents birth order, to the GEDCOM file. Sibling Number is not a standard GEDCOM file data item, hence it will generally not be used by another program, but might be read as a Note field.

**Export Notes** - Yes or No. Export the Notes field information to the GEDCOM file. Normally this would be set to Yes. You might choose to set it to No if the export was strictly for a GEDCOM matching service, rather than for someone to import and use.

**Export Web Notes**: Yes or No. This option only appears when Export Notes is selected. Normally this would be set to No. You might choose to set it to Yes if the export was strictly for your own use. Generally, others might not be interested in data which might be

extraneous.

## Databases and Files

The Family Matters uses a Lineage- and Event- Linked Relational Database. Persons and their data are stored in a table of persons, and have links which 'point' to their parents' table entries. Another table, the family table, has links which 'point' to the primary persons and spouses, and contains the marriage information. Events and Roles are stored in a table of events. Each event entry 'points' to the family or person entry with which it is associated. The pedigree data table contains links to the persons who are shown as the primary and spouses on the Pedigree View. The descendancy data table contains the last descendancy chart you generated. Each person's entry 'points' to their corresponding entry in the person table. Family Matters reads and interprets all this information to provide you with Family Group Sheets, Pedigree Charts, and Descendancy Charts to assist you in organizing, researching, viewing, and maintaining your family's history.

If you are using Family Matters in a multiuser environment, then you and your workgroup members may wish to simultaneously open the same database. The database you open will need to be placed in a directory that is shared across a network. While one person is viewing data, others might be working in the same database, and changing, adding, viewing, and/or deleting the same or related data. The only restrictions that exist are on a record basis. That means that if two users are modifying the same record at the same time, only one user's changes to a record will be stored into the database. The other user will be notified. You will want to use the Save Record function to complete your changes and allow the other user to proceed. [Multiuser Considerations](#) has more information on this topic.

The [Family Group View](#) appears to view a single record at a time in the Family Group database. In fact, it allows you to view the contents of many records at the same time. As you step through the family data table, the Group View displays to you the data for the six persons making up the Primary, Spouse, and both sets of parents. Additionally, all the children who are products of this family, and some of their person data, are shown in a scrollable area.

As an illustration, when you are on the Family Group View and your click on the button of a child or parent elicits the question 'Family record does not exist, create?', it's because you are on the 'ragged edge' of your database. There is a table entry for the person, but no family table entry 'pointing' to that person as a Primary or Spouse. This makes good sense for children who have not yet struck out on their own, and for parents of persons who might be unrelated to you (like that guy that your sister married). You want to have his parents' names and person data, but you might not be interested in anything more about his family.

The [Person View](#) allows you to step through the data table containing all the persons. This presentation of your database shows all the persons in the database, whether related to you or not. The Person View also displays the parents' names of each person. Likewise, the [Family Group View](#) displays a summary of all the families in your database. By the way, the Database Statistics function shows you the total number of families and persons in your database.

Another database table used in Family Matters is the one viewed by the [Pedigree View](#). This table contains links which 'point' to the person displayed as the primary (or root) of the chart, and to the spouse shown in the chart. You must, however, tell Family Matters the person who is to be the root of the chart. Family Matters 'fills in' the other persons and their vital statistics for you.

Family Matters provides you capability to account for multiple spouses. There is no reason why the same person cannot be 'pointed to' by many family table entries. When you do this, be sure to use the Create facility provided by the Family Group View, rather than create a second person table entry for the same person. Of course, you may wish to only choose one spouse, and address the others in the Notes text area. You can choose the blood relative, or the spouse with which most children were had (or the current spouse if you are friends).

### **Database Upgrades**

As the capabilities of Family Matters improves with the release new versions, the database will occasionally be upgraded to include the data structures necessary to support the new features. If your database was begun with an earlier version of Family Matters' database, you may be prompted to upgrade your database prior to proceeding. The following summarizes the database changes that have occurred. Additionally, there are functionality changes to Family Matters, summarized in the accompanying file, VERSIONS.TXT.

### **Directories In Your Computer**

The default installation folder on your computer for Family Matters is C:\Program Files\Family Matters 97. You can change the installation directory at the time of installation. Should you upgrade your version, there are files that should be copied into that directory. Or, you can install the Family Matters 97 upgrade by using setup.exe if you have the full installation set, but make sure you choose the same directory as when you initially installed.

Though you can store them anywhere you wish, the default database directory on you computer for Family Matters 97 is C:\My Documents\Famat97\FmData\. Other data will default to part of the same structure. For instance, the web site default will be C:\My Documents\Famat97\WebSite\, and the pictures default will be C:\My Documents\Famat97\Pictures\.

**To 4.01.** This database version represents the first 32-bit version, and is the native database version of Family Matters 4.01. Family Matters 4.01 can also inter-operate with database version 3.30, although with reduced performance. Version 4.01 uses a full 32-bit database, and also includes improved indexing schemes designed to improve performance, especially with large family databases.

**To 4.02.** This database upgrade corrected errors in the earlier database version. Also, incorporated database changes unique to Family Matters 4.02, and thus ended the transitional inter-operability with 16-bit database version 3.30.

**To 4.03.** This database upgrade corrected errors in the earlier database versions, like a recalculation of soundex values with the corrected function, and helped to set up database variables changes for later feature changes (like pictures).

**To 4.10.** This database upgrade is the first to support linking pictures to persons and persons to pictures. The pictures which were previously viewable on the Group View are no longer, and instead are linked and shown on the new Picture View.

## Compact Database

To make the best use of your memory and disk space, you may want to periodically compact your database. Compacting makes a copy of the database, rearranging how the database file is stored on disk if it is fragmented. File storage can become fragmented when you make many changes to a database. The compacted database file is usually smaller and often provides better performance.

Additionally, compacting reduces the file size by removing space once consumed by deleted records. Furthermore, since a Family Matters database space is only data (although a field may allow 250 characters maximum, it only uses as much space as is required), compacting will remove the space once used by fields.

If you are in a multiuser environment, you will not be able to compact the database if other users have the database in question currently open. Also, the compaction process will be quicker if you perform the compaction from the computer in which the database is resides.

The Files menu contains the Database Compact selection. This choice will cause your current database to be compacted. This may take a few seconds to a few minutes, depending on the size of your database.

If the database is compacted successfully, the original file is replaced with the compacted version. The compact operation succeeds only if you have enough storage space on your disk for both the original and compacted versions of the database. The original will still be on your disk as .old.

Databases can also be compacted by use of a command line option. The command 'acrn200 DataBaseName.mdb /compact' will cause compaction of DataBaseName. Both /compact and /repair can be used on the same command line.

## Repair Database

Repairs a corrupted database. The database can only become corrupted if Family Matters were to quit unexpectedly: for example, if there is a power outage or your computer experiences a hardware problem. The database will not become corrupted if you exit normally.

If you are in a multiuser environment, you will not be able to repair the database if other users have the database in question currently open. The process will be quicker if you perform the repair from the computer in which the database is resides.

The File menu contains a Database Repair selection. This choice will cause your current database to be repaired. This may take a few seconds to a few minutes, depending on the size of your database.

Databases can also be repaired by use of a command line option. The command 'acrn200 databasename.mdb /repair' will cause repair into the same file name. Both /compact and /repair can be used on the same command line.

When you open or compact a corrupted database, Family Matters may ask if you want to repair the database. If you choose OK, Family Matters repairs the database. In some situations, Family Matters may not detect that a database has become corrupted. If a database behaves erratically, use Repair Database to repair it.

## Multiuser Considerations

Family Matters makes Multiuser Genealogical Computing transparent to the users. There are no special settings to be made to allow or disallow this feature. This is the same mechanism that allows a single user to view the same records using multiple views at the same time.

### Database Location

The database you wish to share will need to be placed in a directory that is shared across a network. Each computer requiring access will need its own copy of Family Matters. The copy of Family Matters running in the computer in which the database resides will have the fastest access.

While one person is viewing data, others might be working in the same database, and changing, adding, viewing, and/or deleting the same data. The only restrictions that exist are on a record basis. That means that if two users are modifying the same record at the same time, only one user's changes to a record will be stored into the database.

### Requery

You will be able to view the data changes made by another user in the database within 60 seconds after they are saved. However, your view of the records will not be reordered, new records will not be displayed, and deleted records may display with #deleted in the fields. To fully update your view and obtain the latest, properly sorted data, either close and then re-open the window you are using, or simply depress shift-F9.

### Record Locking

For maximum group and person flexibility, Family Matters sets no record locking. The effect of this becomes a consideration beginning when you start to edit a record, and ending at the time it is saved. In database parlance, this is the time period in which that record's data is 'dirty'. Others may view the record while your copy of the record is dirty, but they will see the old data. Your changes will become viewable by the other users within 60 seconds after your changes have been saved.

Another user may edit the same record. If those changes have already been saved, you will be notified when you attempt to save your changed data. The options presented to you will be to (1) overwrite, (2) copy your changes to the clipboard, or (3) discard your changes. Since the other user's database transactions have already been completed, and could have involved linkage modifications (invisible to you), your best alternative is to choose discard. Any other choice could cause unpredictable results.

### Linking, Unlinking, and Deleting

Linking, unlinking, adding and deleting can modify the records of many more persons than just the ones you are physically viewing. For instance, when you add a spouse to an existing family, Family Matters will modify all of the records of the children to 'point' to the new mother or father, and each record so modified will be briefly dirty as it is modified. The best arrangement is to restrict only one user to this type of database operation, and (for best performance) seat that user at the computer on which the database is physically located.

### StartUp and Shutdown Procedures

Should the computer with the database become inaccessible to Family Matters, you may view a sequence of error messages from the database engine. Just continue to click on OK until you



are able to normally exit Family Matters.

Should you wish to again use the same shared database you were using on another computer when you last exited Family Matters, make sure that computer and file is available before starting Family Matters. When you start Family Matters it will attempt to reattach to the database that was last in use. If it is inaccessible, you will be notified, and can open another database.

## Support

This Help file is your first line of support. There is also an Interactive Manual Envoy file supplied with Family Matters, intended as a manual that can be printed and read off line. It contains expanded information similar to that available in this Help file. If you have the WordPeferct Envoy product, you can also annotate and save the file.

If you require additional support, or have suggestions about enhancements, send e-mail to the author, Ray Nicklas, at [Ray@matterware.com](mailto:Ray@matterware.com), or fax to (904) 734-8674.

Free updates, and the latest news about the product, are always available at the 'MatterWare On The Web' home-page at <http://www.matterware.com>.

