

K I N F O L K S (tm)

A GENEALOGICAL SHAREWARE SYSTEM

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JIMSHARE Software Lab

CUSTOMER SERVICE

JIMSHARE Software Lab is a two-man, part-time enterprise. We will make every reasonable effort to support KINFOLKS fully. Should you experience problems with KINFOLKS, write us about it. If you provide your address, we'll normally get back to you within two weeks with either a fix or a processing method to overcome the problem. When writing to us concerning any problems, define the problem fully, and/or send your entire set of KINFOLKS files on a diskette.

Custom Modification to the KINFOLKS System is available. Send specific system modification requests and recommendations for a price quote.

First Generation, August 1988  
Second Generation, March 1989  
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-- PLEASE SHARE KINFOLKS WITH YOUR FRIENDS. YOU ARE --  
-- PRIMARILY THE ONLY ADVERTISING IT HAS. DO YOUR --  
-- FRIEND (and, I hope, us) A FAVOR. GIVE HIM (or her) --  
-- A COMPLETE COPY -- INCLUDING THE DOCUMENTATION FILES. --  
-- FEEL FREE TO UPLOAD KINFOLKS TO ANY BBS IN YOUR AREA. --  
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## KINFOLKS OVERVIEW

Welcome to KINFOLKS!

KINFOLKS is an easy-to-use yet full featured genealogy recording system. The goal of KINFOLKS is to give you virtually effort-free recording of your family history.

With KINFOLKS, you can,

- Record your data electronically with a minimum of effort
- Maintain a massive MEMO field for each Record
- Track multiple Family Lines
- Track unlimited generations. (Eleven generations can display and print - With standard 10 pitch)
- List Ancestral/Descendant Generation Charts
- Easily review your data with a flexible variety of requests
- List Specialized Output via selection criteria
- Browse Output prior to printing
- List Family members related to a specific Name
- List individual Family Groups
- List all entries in the Database in ID Number or alphabetical order
- Browse any combination of the above
- Use the F1 Key for Handy Viewing of your Database
- Print out Family Group Sheets suitable for filing in a notebook
- Move freely from one Database to another

In short, KINFOLKS will help you to record, track, and maintain your Genealogical History. It does the types of things you hoped a Family Genealogical System would do!

KINFOLKS should run on any PC/XT or PC/AT compatible machine, (Hard drive definitely recommended). The KINFOLKS System has been tested on a PC TURBO-XT, a LEADING EDGE, a ZENITH 200 PC/AT Series. NOTE: The DOS "PRINT" Command Must be in the "Path"

### USING THIS MANUAL

We recommend that you:

- a. Print out the manual and...
- b. READ it while seated at your computer. As you read about an option, test-drive it on your computer. Following along with the screen and manual in front of you will make the operations clearer.



## REGISTERING KINFOLKS (tm)

KINFOLKS is a User Supported / Shareware product.

User Supported/Shareware is NOT Public Domain software. It is, rather, software distributed on the honor system. Try it. Share it. If you don't find it useful, you have lost nothing. If, on the other hand, you do find it useful, then you are expected either to pay the modest fee recommended for it or to stop using it. By all means share it with your friends.

The price of KINFOLKS is \$25. With it's features and price, It compares favorably with its commercial competition. We pass on to you the savings on advertising and packaging.

As a thank you to those with the integrity to register, I have prepared a Thank You Diskette consisting of my favorite Public Domain/Shareware programs and utilities. The good news about the Thank You Diskette is that it is packed with software and with tips. The bad news is that, as a person of integrity, you'll find on it still more software which you'll want to register.

Registered owners will be informed of any upgrades to KINFOLKS and will have the option to order any upgrades. See registration form at the end of this manual.

## LEGALITIES

Should you exercise reasonable care and judgment by regularly backing up your database, any problems that may occur will have very little opportunity to do any serious damage to your data. Regardless, JIMSHARE Software Lab's liability for KINFOLKS will in no circumstances exceed its purchase price.

"NUFF SAID ABOUT THAT!"



# KINFOLKS

## Handy Dandy User Guide

### MAIN MENU FEATURES

- A. ADD                   Records to current Database  
  
Enables you to Enter/Add records to the current selected Database.
- B. BACKUP               Database  
  
Allows you to save your Database to disk. USE OFTEN!
- C. REPORT               Selection Menu  
  
Allows multiple report options from sub-menu.
- D. SETUP                Database Prior to Reports  
  
Indexes Database in preparation for reports. Different sequences can be selected.  
-----> ("MUST BE RUN AFTER EACH DATABASE CHANGE!!!")  
          ("INCLUDING INITIAL STARTUP!")
- E. EDIT                 Records in current Database  
  
Allows you to correct or change records in current Database.
- F. CHANGE              System Defaults  
  
Prepares Database for your records.  
-----> ("MUST BE DONE FIRST!" on Initial Startup)
- G. VIEW                 Database, Selected Index  
  
Allows you to View the entire Database, with minor editing
- H. DATABASE            Selection for this Session  
  
Allows you to choose an alternate Database for this Session
- Q. QUIT  
  
Exit to system prompt.

NOTE: To make a selection from the main menu: Move the highlighted bar with the up or down arrows to the option desired, then press ENTER. Or you may just select the first letter of the option you want, for example, E for EDIT. (CGA or EGA Color recommended)





INITIAL STARTUP:

Select CHANGE System Defaults. This step is extremely important. Without these procedures, you will not be able to run this program correctly.

- A. The screen and report title requested is what you want to appear on the screen and on your printed reports.

Example: "S M I T H / J O N E S FAMILY TREE"

- B. The name of the Database should be something easily remembered. For example, use the name of the family you are working on, ie SMITH. (8 characters or less)

After you have entered data in both fields, you will be asked if the information is correct. If you answer No, you will be repositioned to correct it. If you answer Yes, you will be given the following options:

NOTE: THIS INFORMATION IS VERY IMPORTANT. READ CAREFULLY!!!!

-----> (Select Option "2" for Initial STARTUP)

1. COPY CONTENTS OF (FILE NAME) TO (FILE NAME).

This is a potentially dangerous option. It is possible to overwrite an existing Database with the same name you have just entered. You could wind up with a Database overwritten with records from another Database. Be sure to verify the name you have entered before proceeding. This is normally used to "freeze" a Database as is, under a new name.

2. CREATE NEW FILE (FILE NAME)

This option is the one you need to choose when you are first setting up your Database. However, it is a dangerous as the first option as it creates an "empty" Database with the name selected. You can create as many files as you need. Just remember that you need a different name for each one or you can erase an existing file.

3. CHANGE NAME FROM (FILE NAME) TO (FILE NAME)

This option changes the pointer in the program to the primary Database file. This is the file you will be working on every time you start a session until you change it. An example would be: Change Name (primary Database) from SMITH to JONES. Your pointer would then be to the JONES Database. Thus every time you started a session, you would be working with the JONES files. This will not delete any Databases.

4. EXIT WITH NO CHANGE

This option keeps the existing Database name and exits to



the MAIN MENU. No change to any data fields will occur. You must re-execute CHANGE System Defaults to make changes.

Normally, once you name your Database, there should be no reason to change it. An exception would be if you are doing research on more than one Family Tree. (IE: a Family Tree separate from your own) In that case, you should create a new Database file for each Family Tree.

## Chapter 2-----ADD Records to current Database

Once you have named your Database file, you are ready to begin Adding data. NOTE: To make data entry easier, assign ID numbers to subjects before you begin the "ADD" session. See worksheet for hints to accomplish this. (Chapter 11/12)

### DATA FIELDS USED WITHIN EACH INDIVIDUAL RECORD:

SEARCH CODE: 2 Characters

Position 1

1-9 = Family line for report selection

Position 2

A = Ancestor

D = Descendant

The first character must be numeric (1-9). The second character an A or D. This is to select specific "Family lines" during report generation. An example would be, if you selected "1" for the JONES line, everyone who is an ancestor or descendant in the JONES family would have a "1" and an "A" or "D" in this field. Such as Father JONES would have a "1D" and Grandpa JONES would have a "1A". This would show that Father JONES is a descendant and Grandpa JONES is an ancestor of the JONES family - SELECT ONLY ONE POINT FOR THIS BREAK!

NOTE: A Database may contain multiple "Family Lines" which will comprise the total Family Tree. Generally this is a Line for the Father and a Line for the Mother.

ID #: 3 Characters Numeric

I.D. numbers are used to uniquely identify a person even if there are several people with identical names. Use a three digit number (001-999). Each person who has a record, MUST have a number assigned to him or her. The number will be that persons exclusively. You will need to enter it in the parents, spouse and children's records. Then the program will be able to group families together for reports. DO NOT ASSIGN DUPLICATE NUMBERS.

HINT: Before an ADD session, you may want to use the VIEW option to verify ID numbers you may not be sure of. Remember that the F1 option may be used anytime.



LAST NAME: 10 Characters

Be sure to spell the LAST name exactly the same for each generation even though the spelling may have changed over several generations. The COMMENT or MEMO field may be used to explain the original spelling and/or variations.

The program will automatically put the last name in upper case. Make sure you start the name in the first space and be careful to spell names correctly, as this is a report selection field. Always use the woman's MAIDEN name when known. The Soundex code will be generated for this field. It will be displayed in the Edit mode on the line with last name. This is the only place that the Soundex code will appear. (The CLIPPER Soundex Function may generate a code that is different from other Soundex algorithms, but it is the same most of the time.)

FIRST AND MIDDLE NAME: 20 Characters

The field allows for 20 characters. If the name you enter does not fit, you may want to abbreviate it and put the complete name in the COMMENT field.

SEX: 1 Character

(M)ale or (F)emale, not yes or no. (Just a little humor in a dull narrative)

DATE OF BIRTH: 10 Characters

Enter numeric date as MM/DD/YYYY (12/25/1988). You may enter circa when needed. The program will transcribe the above date to 25 December 1988 for reports.

PLACE OF BIRTH: 25 characters

Use City, County, State, Country, etc. If you can not fit all the information on this line, you may want to put the rest in the COMMENT section. For example, your grandfather was born in Wichita Falls, Wichita County, Texas. You can put Wichita County, Texas on this line and mention the city either in the COMMENT or MEMO field.

DATE OF DEATH: 10 Characters

Same format as DATE OF BIRTH. Exception: If you know the person has died, you must enter either circa date or \_\_\_/\_\_\_/\_\_\_\_. These entries will trigger a line to be printed on reports.

PLACE OF DEATH: 25 Characters

Same format as PLACE OF BIRTH.

MOTHER: 3 Characters Numeric



This is where you enter the ID number assigned to this person's mother.

FATHER: 3 Characters Numeric

Same format as MOTHER.

SPOUSE 1: 3 Characters Numeric

Same format as MOTHER.

WEDDING 1 DATE AND PLACE: 25 Characters

Enter the date and place of marriage for SPOUSE 1. You must enter the date the way you want it to appear on reports. The program will not transcribe the date for this field.

SPOUSE 2: 3 Characters Numeric

Same format as MOTHER. Use this space if subject has a second spouse. Other marriages can be documented in the COMMENT field or MEMO field.

WEDDING 2 DATE AND PLACE: 25 Characters

Same format as WEDDING 1 date and place.

CMT1 AND CMT2: 60 and 70 Characters respectively

Use this space for any additional information you may want to include on this subject. Examples may be cause of death, where buried, etc. This field will automatically print on detail reports, and will be printed for "subject" on Family Group Sheet. (see related info for MEMO field printing)

CH1 - CH10: 3 Characters Numeric

Here is where you enter the numbers assigned to this person's children. There is room for 10 children. If subject has more than 10 children, list them by name in the COMMENT or MEMO section. Remember CH1 = 1st child, CH2 = 2nd child, etc. You must enter a three digit number in this field. Ex: 1 would be 001.

NOTE: If you want children to be listed in birth order on reports, (Family Group Sheet and Descendant Reports), you must enter them that way within the Parent's record(s).

When you have entered all the data for this subject, Ctrl-W will advance you to a prompt within a box on the screen asking if you wish to enter addition information in the MEMO field. If you answer "NO", you will be returned to ADD another record. If you answer "YES" you will enter the MEMO field edit process.

MEMO EDIT FIELD: 1 to 4096 Characters (Variable Length)





The MEMO field edit gives you massive additional space to record personal information about this person and for recording sources of Genealogical information. This data can be reflected on the detail report, however, the user must enter "MEMO", (without the quotes, and in CAPS), anywhere in the COMMENT fields of the subject's record. The use of this field will greatly enhance your records. You are encouraged to use it extensively!

This field accepts clear text as a mini word processor. Enter the data exactly as you prefer it to be viewed and/or printed. The right margin is protected by "Word-wrap". By using the Esc key, you can abort the MEMO field edit and exit back to the ADD process. By using the Ctrl-W keys, you will save the MEMO field and return to the ADD process.

NOTE: Press the Enter key after all data has been entered to insure it will be saved when the Ctrl-W keys are pressed.

#### ENDING THE "ADD" SESSION:

When you are finished entering records, use the Ctrl-W keys at a blank record and you will exit to the MAIN MENU.

#### Chapter 3-----BACKUP Database

(USE OFTEN!)

Periodic backup of your Database is good computer practice. No system is fail-proof and a power surge could wipe out all your work. Therefore, this program provides you with the opportunity to backup your Database before you exit. You may also want to backup your program periodically if you are entering several records at one session. We recommend you backup your Database every ten records or so. That way you won't lose more than a few records if your system fails.

At the MAIN MENU, select B. BACKUP Database. You will then move to a screen that tells you to place your BACKUP diskette in drive A:. After you have done that, press ANY KEY to copy. When the backup is complete, you will hear a beep. After a short pause, you will be returned to the MAIN MENU.

#### Chapter 4-----REPORT Selection Menu

The report menu offers several selections. You can generate, browse, and print reports from this menu. The first three selections, A, B, and C, generate the reports.

NOTE: See "SETUP" procedures in Chapter 5, before selections.

##### A. DETAIL FAMILY HISTORY REPORT

From this selection, you can create a complete report of everyone you have entered in the Database. The



order in which they will be printed depends on the SETUP option you ran before doing the report. You will also be asked if you want to print just Ancestors, just Descendants, or Both. You can print just one "Family Line" or all families you have entered. Enter "ALL" in name to select option to activate selection of all records in the Family Line selected.

NOTE: Respond to "HEADING" & "PAGE NUMBER" Queries as desired for this run.

B. FAMILY GROUP SHEET REPORT

This is the selection you use to create a family group sheet that you can put in a notebook. It will print out a complete family group based on the subject you have selected. You can create as many family group sheets as you wish at one session, but you must stay in the GROUP SHEET Selection (a new GROUP SHEET output file is created each time you enter the GROUP SHEET output process). Also, you must print all output files before exiting to the MAIN MENU. The program deletes all output files upon entry to the REPORTS Menu. NOTE: The output files are available after you exit to DOS... you may print them with DOS utilities.

C. ANCESTOR / DESCENDANT GENERATION CHART REPORT

You can print a list of ancestors or descendants from this selection. Select the Subject you wish to start the list. From the Subject selected, the generations will be traced to the last generation recorded in the Database. Vertical lines assist the user to follow the generations through the listing. Spouses on the Descendant listing are indicated with a "+" preceding the name. The listing will graph up to 11 generations depending on the Subject selected.

D. BROWSE FAMILY HISTORY OUTPUT

From this selection, you can preview the Family History Report before printing. You will be able to check for any errors you may have made in entering your data.

NOTE: If errors are found, simply exit to the MAIN MENU, correct the records and/or perform the SETUP option. Return to the REPORTS Menu and recreate the previous report.

E. BROWSE GROUP SHEET OUTPUT

The function of this selection is the same as D. except you will preview the Family Group Sheet. If you have created more than one Family Group Sheet, you will notice that they are positioned one right after the other. This will be resolved by print controls at actual print time. The program will print each group



on a separate page.

F. BROWSE ANCESTOR / DESCENDANT CHART OUTPUT

Here is where you can view your Ancestor / Descendant Chart. You can then decide if you wish to print it out.

G. PRINT FAMILY HISTORY REPORT

After you have Created or Browsed your Family History Report, you have the option of printing it. This will give you a listing (based on your selection criteria) of your family that you can take with you on your research trips.

H. PRINT FAMILY GROUP SHEET

This selection will let you print out the Family Group Sheets you have created. If you have entered all your data correctly, you will have neatly printed sheets you can put in a notebook. These Group Sheets will save you valuable time by eliminating the need for creating the forms manually. When changes or new data is entered in the Database, you can simply print another Family Group Sheet.

I. PRINT ANCESTOR / DESCENDANT CHART

If you wish to print out these charts, you can have a list of all the Descendants or Ancestors of any Subject. These are very interesting and useful reports and they will make it easier to track a particular family line. (you can begin the chart with any Subject)

J. EXIT TO MAIN MENU

Select this option to return to the MAIN MENU.

NOTE: Accomplish all printing before exiting.

## Chapter 5-----SETUP Database prior to Reports

It is important to perform SETUP before printing reports. SETUP will index your records in sequence according to the selection you make.

There are some file cleanup functions included with the SETUP process. You are given the opportunity to delete any unwanted records at this point. Also, you have the option to "SORT" the Database. If a lot of Adds and Deletes have been performed, the Program can access the records more efficiently if you use the Sort option periodically.

The SETUP menu is primarily used to Index the Database into the sequence desired for the Detail Family History Report. This option is important to maintain the integrity of the



Index files. You will have four options from which to choose. You may choose the major sequence on (L)ast name, (I)D number, (D)ate of birth, or you may (E)xit without indexing. When in doubt, index on Last Name.

#### Chapter 6-----EDIT Records in current Database

This chapter is pretty much self-explanatory. In the EDIT mode, you can make corrections and additions to any of your records. When you choose EDIT, you will go to a screen that asks you to select a Subject. Using the selection process, identify the record you wish to EDIT. NOTE: If you have made any changes to the record, you MUST use Ctrl-W to exit the record or your changes will not be saved. When you have finished EDITing records, select the the Quit option at the Selection Menu.

NOTE: If the wrong record is presented for the Subject selected, exit and perform the SETUP process.

#### Chapter 7-----VIEW Database, Selected Index

This is where you can view all your records. The order in which they appear depends on how you indexed them in the SETUP Process. This makes it handy if you have forgotten the last record number you have entered or the number of someone's children, mother, father or spouse. Minor field editing is allowed, but use care. See Chapter 10 for instructions.

#### Chapter 8-----DATABASE Selection for this session

This option allows you to work in different Databases during the same session without changing the primary Database. For example, you have created a JONES and a SMITH Database. You have chosen JONES for your primary Database and this will be the one you will be in every time you start a session. You may have several records to Add or Edit in the SMITH Database. Just choose this option and at the prompt, enter SMITH. You will then be instructed to perform SETUP. Once that is done, you can now work in the SMITH Database. Even if you exit the program at this point, JONES remains your primary Database and that will be the Database the next time you start a session. This option is NOT for "CREATING" Databases!

#### Chapter 9-----QUIT

Here is where you exit the program.

BE SURE TO BACKUP YOUR DATABASE!!!





## Chapter 10-----SPECIAL FEATURES

### F1 FUNCTION KEY

The F1 Key allows Viewing of the Database in use at anytime during the KINFOLKS Session. This Handy feature gives you the capability to always double-check the contents of the Database. Use it frequently.

The View capability is always available, and in addition, Editing of the fields within the Database is allowed. To Edit a field, move to the field to be Edited and press the Enter Key. At the bottom of the screen, you will see the current value of the field. Enter the NEW contents you desire for the field, then press the Enter Key. Editing is only allowed at certain points during the KINFOLKS Session. After use, you will note that this is extremely useful when validating the information in your Database.

### RECORD SELECTION

After records have been Added to your Database, further selection is greatly simplified. During the KINFOLKS Session specific records need to be selected for certain processes such as Editing, Report selection etc. You are assisted in this record selection with the following techniques of selection:

RECORD	Number of Individual
FIRST [& MIDDLE]	Name of Individual
LAST	Name of Individual
COMPLETE	Name of Individual
BROWSE	Name of Individual
QUIT	

Select the option you want to "FIND" the correct record with. When selecting by any form of "NAME", you may enter partial Names. For example, if selecting by LAST name, the entry "DOW" would locate all records that had a LAST name beginning with "DOW". You would answer "YES or NO" to select the correct person for the operation. This technique offers you powerful selection capability.

H A P P Y   H U N T I N G !







Chapter 12-----SAMPLE WORKSHEET

It is easiest to work with a single family group at a time.

NAME	ID# Assigned
(SUBJECT) JOHN DOE_____	001
(SPOUSE1) JANE DEER <-- maiden name_____	002
(SPOUSE2) JULIE FAWN <-- maiden name_____	022
(SUBJECT'S MOTHER) JAN REED <--maiden name	014
(SUBJECT'S FATHER) BUCK I. DOE_____	015
(FIRST CHILD) JOHN DOE JR._____	026
(SECOND CHILD) ROHN DOE_____	017
(THIRD CHILD) ANNE DOE_____	018
(FOURTH CHILD) HOSS DOE_____	019

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NOTE THAT THE NUMBERS ARE NOT ASSIGNED IN ANY SPECIFIC FAMILY ORDER. THE NUMBERS ARE USED WITHIN THE KINFOLKS PROGRAM AS POINTERS ONLY, NOT FOR SPECIFIC ASCENDANT OR DESCENDANT POSITIONING. ANY 3 DIGIT NUMBER CAN BE ASSIGNED TO ANY INDIVIDUAL AS LONG AS THAT NUMBER IS NOT USED FOR ANY OTHER PERSON.

THE NUMBERS ASSIGNED IN THE ABOVE EXAMPLE WILL ALL BE ENTERED IN THE SUBJECT'S RECORD WHEN ADDING THE SUBJECT'S RECORD.

(Select the ADD option from the MAIN MENU to view the field input requirements)



REGISTRATION FORM

1. Your name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. My computer (brand) is:
5. My DOS Release is:
6. I have a (color/monochrome) monitor. (Circle one.)
7. My printer is:
8. I have \_\_\_\_\_K of memory on my machine.
9. I have:
  - a. a hard disk system with one or two floppy drives.
  - b. a system with two floppy drives.
  - c. a system with one floppy drive.
10. I obtained KINFOLKS through:

Please register me as a KINFOLKS user. I understand that registration entitles me to:

- a. a copy of the Thank You disk.
- b. notification of future upgrades and the option to obtain them for \$11 (\$8 plus \$3 shipping and handling).
- c. discounts on new offerings.
- d. the good feeling that comes from supporting the Honor System method of software distribution -- Shareware.

Registration is \$25. Please send to:

Jim or Sharon Downing  
1911 McGregor Ave.  
Wichita Falls, Texas 76301

T H A N K S for supporting KINFOLKS and the Shareware concept!





