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Getting Started

To Get Started with a new family select 'Add Person' with the mouse or press the [Alt][A] keys to add the first person. The Add Form window will appear.

Enter all the information about the person you wish to start with (if the Family Tree is your own you could start with yourself).

Use the mouse to select the input boxes or move forward between input boxes by pressing [Tab] or [Enter]. To move backwards through the input boxes press [Shift][Tab].

When you have finished entering that persons known information, select 'OK' or press [Alt][O].

At any time you can cancel the operation by selecting 'Cancel' or pressing[Tab]. If you have added any data you will be warned that you will lose that data if you proceed with the Cancel.

The Button Bar

Four buttons are available when you start Genius for the first time. Select a button with the mouse or press the appropriate key combination to select them.

Add Person Button



The Add Person button opens the Add Person Form which permits you to Add and 'Connect' a person as a relation to the Selected Person.

Configure Button



Selecting the Configure button displays a list of program Configuration options that can be permanently saved.

Exit to Win Button



Select 'Exit to Win' to end Genius and return to Windows.

Help Button



Selecting the 'Help' button brings up an appropriate Help window (like this one).

The Family Tree

The Family Tree displays the Selected Person in a Red box and if they have been added to the records, his or her parents, grand parents, one spouse or partner, up to two brothers or sisters and up to four children.

Where there is more than one spouse or partner a 'More' button appears. Each time the 'More' button is pressed the next partner or spouse is displayed in the 'Partners' box.

Similarly if the Selected Person has more than two siblings or more than four children appropriate 'More' buttons appear. Pressing 'More' cycles the siblings or children names around, moving and displaying them one by one.

Selecting a box with the mouse makes that person the 'Selected Person'.



To select a person with the keyboard use:

- [Home] to select the father

- [PgUp] to select the mother

- [Left Arrow] to select the partner or spouse,

- [Right Arrow] to select the sibling nearest the Selected Person box

- [End] to select the left most child

- [Ins] to select the second child from the left.

- [Down Arrow] to select the third child from the left.

- [PgDn] to select the right most child.

[Alt][M] cycles through the list of spouses or partners displaying the next spouse or partner.

[Alt][O] selects the next sibling and displays the next 'hidden' sibling.

[Alt][R] cycles through the list of children moving each child left by one and displays the next 'hidden' child.

Selecting the Selected Person box or just pressing [Enter] displays the Edit Person Form. This permits editing or viewing the persons data.

The Button Bar

The Family Tree Button Bar

Back to The Family Tree

Ten buttons at the top allows you to access various functions of Genius. Select a button with the mouse or press the appropriate key combination to select them.

Add Person Button



The Add Person button opens the Add Person Form which permits you to Add or 'Connect' a new person as a relation to the Selected Person.

Edit Marriage Button



Selecting the Edit Marriage button opens the Edit Marriage Form. which permits you to Edit or View the marriage details of the Selected Person and the spouse or partner who is currently displayed on the Family Tree.

Select Button



Selecting the Select button displays a list of all people in the Genius records. You can search for and select a person by typing in the family name (or just the first part of it) of the person being searched for.

Connect Button



Selecting the Connect button allows you to connect a person as a relation to the selected person.

Disconnect Button



Selecting the Disconnect button allows you to disconnect a person from the Selected Person and/or his or her immediate family.

Delete Per. Button



Selecting the Delete Per. button allows you to delete a person from the Genius Family records.

Print Button



Selecting the Print button displays a list of Printing options.

Configure Button



Selecting the Configure button displays a list of program Configuration options that can be permanently saved.

Exit to Win Button



Select 'Exit to Win' to end Genius and return to Windows.

Help Button



Selecting the 'Help' button brings up an appropriate Help window (like this one).

Adding A Person As

When you select the 'Add Person' button or press keys [Alt][A] on the Family Tree, Genius will pop up a list of relationships for you to select.

Select the option then select 'OK' for the person being added that matches the relationship to the Selected Person or use the [Up arrow] or [Down Arrow] keys to move to the option and press [Space] to select then [Enter]. The Add Person form will appear and you will be able to enter that persons information.

The Check Boxes

Adding a Father

Selecting 'Add as a Father' permits you to add a father to the Selected Person. If there is already a father the option will be unavailable.

To change a father it is necessary to disconnect the Selected Person from his or her parents then reconnect a new mother and father.

Adding a Mother

Selecting 'Add as a Mother' permits you to add a mother to the Selected Person. If there is already a mother for the Selected Person recorded the option will be unavailable.

To change a mother it is necessary to disconnect the Selected Person from his or her parents then reconnect a new mother and father.

Adding a Sibling

Selecting 'As as a Sibling' permits you to add a brother or sister to the Selected Person

Adding a Partner

Selecting 'Add as a Partner' permits you to add a partner or spouse to the Selected Person.

Adding a Child

Adding a child requires that both parents are already recorded in the Genius records.

Select 'Adding a Child' (above) for more information.

Adding an Unrelated Person

Selecting this option allows you to add a person whose relationship is not clear. For example you may have found a number of grave headstones in a family plot, but you have no idea who is related to who. You can add these people to the records, and, when the relationships become clear, you can connect them to the family.

The Add Person Form

To add a new person to the Genius records select 'Add Person' with the mouse or press [Alt][A]. The Connect As form will appear and you must select the relationship of the person being added to the Selected Person. Depending on what the added person's relationship is will determine the next few questions that Genius will ask.

When Genius has enough information to proceed the Add Form window will appear.

Enter all the information about the person that you know. Use the mouse to select the input boxes or move forward between input boxes by pressing [Tab] or [Enter]. To move backwards through the input boxes press [Shift][Tab].

When you have finished entering that persons known information, select 'OK' or press [Alt][O].

At any time you can cancel the operation by selecting 'Cancel' or pressing [Esc]. If you have added any data you will be warned that you will lose that data if you proceed with the Cancel.

Family Name:

Enter the persons Family name or Surname. Genius will automatically convert it to upper case.

Given Names:

Enter the persons Given or Christian Names.

Sex:

Select the persons Sex with the [Up Arrow] or [Down Arrow] keys or select the appropriate box with the mouse. The Sex of a person MUST be included otherwise Genius will not accept the form.

Date of Birth:, Date of Death:, Baptised on:, Married On: and Buried/Cremated on:

Enter the relevant date in the input box. If no Date of Birth is entered Genius automatically inserts '?? ??? ????' in the Date of Birth box.

See also On Entering Dates

Place of Birth: and Place of Death:

Enter the persons place of birth and if appropriate Place of Death. The Place of Death input box will not appear until the 'Date of Death' box has been completed, either with a date or a '?'.

Baptised:

Enter 'Y' for Yes, 'N' for No or [Space] key to clear the entry.

Baptised At:

Enter where the person was baptised.

Buried/Cremated at:

Enter Where the person was interned. The Buried/Cremated input box will not appear until the 'Date of Death' box has been completed, either with a date or a '?'.

Occupation:

Enter the person's occupation.

Current Address: and Phone:

Only if the person is still alive are these input boxes visible. Enter the persons current address and telephone number.

Source:

Enter the source of the information that has been supplied.

Notes:

Enter any additional information about the person. There is a limit of about 2,000 characters.

To edit a person in the Genius records select 'Edit Person' with the mouse or press [Alt][E]. The Edit Form window will appear.

Enter additional information about the person that you know. Use the mouse to select the input boxes or move forward between input boxes by pressing [Tab] or [Enter]. To move backwards through the input boxes press [Shift][Tab].

When you have finished entering that persons known information, select 'OK' or press [Alt][O].

At any time you can cancel the operation by selecting 'Cancel' or pressing [Esc].

If you have added or changed any data you will be warned that you will lose that data if you proceed with the Cancel.

The Buttons

The Input Boxes

Family Name:

Enter the persons Family name or Surname. Genius will automatically convert it to upper case.

Given Names:

Enter the persons Given or Christian Names.

Sex:

Select the persons Sex with the [Up Arrow] or [Down Arrow] keys or select the appropriate box with the mouse. The Sex of a person MUST be included otherwise Genius will not accept the form.

In the event that a person is a parent or has a partner or spouse the sex cannot be changed. The only way to change the sex of such a person is to disconnect the parent from the child(ren) or the partner or spouse, then reconnect in the correct relationship.

Date of Birth:, Date of Death:, Baptised on:, Married On: and Buried/Cremated on:

Enter the relevant date in the input box. If no Date of Birth is entered Genius automatically inserts '?? ?? ?' in the Date of Birth box.

See On Entering Dates

Place of Birth: and Place of Death:

Enter the persons place of birth and if appropriate Place of Death. The Place of Death input box will not appear until the 'Date of Death' box has been completed, either with a date or a '?'.

Baptised:

Enter 'Y' for Yes, 'N' for No or [Space] key to clear the entry.

Baptised At:

Enter where the person was baptised.

Buried/Cremated at:

Enter Where the person was interned. The Buried/Cremated input box will not appear until the 'Date of Death' box has been completed, either with a date or a '?'.

Occupation:

Enter the person's occupation.

Current Address: and Phone:

Only if the person is still alive are these input boxes visible. Enter the persons current address and telephone number.

Source:

Enter the source of the information that has been supplied.

Notes:

Enter any additional information about the person. There is a limit of about 2,000 characters.

The Input Boxes

The Edit Form Buttons

Forward Button



Selecting the 'Forward' button lets you browse through the family records one by one in a forward direction.

If you have added or changed any data you will be warned that you will lose that data if you proceed without saving the data.

If you wish to Save the changes select 'Yes' or press [Alt][Y] otherwise select 'No' or press [Alt][N].

Back Button



Selecting the 'Back' button lets you browse through the family records one by one in a reverse direction.

If you have added or changed any data you will be warned that you will lose that data if you proceed without saving the data.

If you wish to Save the changes select 'Yes' or press [Alt][Y] otherwise select 'No' or press [Alt][N].

Search Button



Selecting the 'Search' button displays a list of all people in the Genius records.

You can search for and select a person to edit by typing in the family name (or just the first part of it) of the person being searched for.

Children Button



Selecting the 'Children' button displays a list of the children of the Selected Person.

If you wish to view or edit a child, double select with the mouse the name of the child you wish to edit or view, or press [Up Arrow] or [Down Arrow] to highlight the child then press [Enter]

]

Partners Button



Selecting the 'Partners' button displays a list of the partner(s) or spouse(s) of the Selected Person.

If you wish to view or edit a partner or spouse, double select with the mouse the name of the spouse you wish to edit or view, or press [Up Arrow] or [Down Arrow] to highlight the spouse then press [Enter]

Help Button



Selecting the 'Help' button brings up this Help window.

The Add/Edit Marriage Form

The Add Marriage form appears after adding a partner or spouse to the Selected Person.

The Edit Marriage form appears when you select 'Edit Marriage' or press [Alt][T] while at the Family Tree.

Both forms allow you either add or edit the marriage details of the Selected Person and the partner or spouse being added or displayed on the Family Tree.

Use the mouse to select the input boxes or move forward between input boxes by pressing [Tab] or [Enter]. To move backwards through the input boxes press [Shift][Tab]. When you have finished entering the marriage information, select 'OK' or press [Alt][O]. At any time you can cancel the operation by selecting 'Cancel' or pressing [Esc]. If you have added or changed any data you will be warned that you will lose that data if you proceed with the Cancel.

The Input Boxes

On: (Date)

Enter the date of the couples marriage if known. If not known enter a '?'.

See **On Entering Dates**

At: (Place)

Enter the place of the marriage and any other details that you may wish to include (up to 200 characters).

The Check Boxes

Not Married

If the couple were not married, select with the mouse or on the keyboard [Tab] to the checkbox and press [Space].

If the 'Not Married' checkbox is checked the 'Divorced' checkbox disappears and no Married Date can be entered.

Divorced

If the couple are divorced, select with the mouse or on the keyboard [Tab] to the checkbox and press [Space].

If the 'Divorced' checkbox is checked the 'Not Married' checkbox disappears.

Searching for a Person

To locate a person in the Family Tree records from the Family Tree select 'Select' with the mouse or press [Alt][S].

To locate a person in the Family Tree records from the Edit Person form records select 'Search' with the mouse or press [Alt][S].

A list consisting of Family Names, Given Names, Dates of Birth, Dates of Death and Person Numbers will be displayed.

Above that is an Input Box. Type in the Family Name of the person you are looking for. As you type, the list will display those Family names that match the name you have typed in.

For example if you are searching for Peter Wilson and you have in the Family Tree records the names Wilson, Wilmot, Williamson, Woods and Waltham, typing 'W' will display all those records whose Family Names match those names. Typing 'i' narrows it down to Wilson, Wilmot and Williamson. Adding 'ls' so that now you have 'Wils' will list only Wilson'. You can then select with the mouse or on the keyboard[Tab] to the list and use [Up], [Down], [Pg Up] or [Pg Dn] keys to highlight the particular Wilson that you are looking for.

If the names overfill the list, up and down scroll bars will appear on the right side of the list. Use the mouse to scroll up and down through the list, then make your selection.

Select 'OK' or on the keyboard press [Enter] to make your selection the Selected Person.

If you wish to edit or view this persons record, select 'Edit' or press [Alt][E].

If you are searching from the Edit Person form, select 'OK' or on the keyboard press [Enter] to display your selection.

Selecting a Person From a List

At times you will be offered a list of people for you to select a person from.

To select a person from that list, highlight the name of the person with the mouse and select 'OK' or just park the cursor over the name and press the left button on the mouse twice.

On the keyboard use the [Up], [Down], [Pg Up] or [Pg Dn] keys to highlight the particular person that you are looking for then press [Enter] .

If the names overfill the list, up and down scroll bars will appear on the right side of the list. Use the mouse to scroll up and down through the list, or use the [Up], [Down], [Pg Up] or [Pg Dn] keys, then make your selection.

On Entering Dates (UK etc.)

See also 'On Entering Dates (US etc.)'
'Setting the International Date Format'

Date of Birth:, Date of Death:, Baptised on:, Married On: and Buried/Cremated on:

To enter dates, you can type them in many formats (d mm yy, dd/mmm/yyyy, d-m-yy etc) with separators "/", "-" or a space between day, month and year.

d is one digit day..... 1, 5, 7
dd is two digit day 03, 08, 25
m is one digit month..... 1, 5, 7
mm is two digit month...11, 05, 02
mmm is the month as 3 letter word... May, Dec, Apr
yy is two digit year..... 09, 33, 79
yyyy is four digit year..... 1785, 1988, 1642

Genius will automatically convert them to the standard genealogical format 'd mmm yyyy' (eg 25 May 1977), as you enter them.

Genius will also accept part dates, for example, you may know the year and the day a person was born but not the month, in this case put a question mark for the month, eg. '25 ? 77'. Genius will convert this to '25 ??? 1977'. If you later find out the correct month, you can edit it to bring it up to date.

If you don't know the date at all, type ? and Genius will convert this to '? ??? ????'

If you enter year as two digits, eg. '3 8 66', Genius will assume that you mean this century and convert the entry to 3 Aug 1966, otherwise to enter dates before 1900 you must type in the year as a whole number, eg. 3 6 1856. This will convert to 3 Jun 1856.

All the forms that require date input include a number of protection facilities to minimise incorrect data entry. For example, you can't enter impossible dates like a Date of Birth after a Date of Death or Date of Baptism,

Genius just won't accept them.

On Entering Dates (US)

See also 'On Entering Dates (UK etc)'
'Setting the International Date Format'

Date of Birth:, Date of Death:, Baptised on:, Married On: and Buried/Cremated on:

To enter dates, you can type them in many formats (mm d yy, mmm/dd/yyyy, m-d-yy etc) with separators "/" "-" or a space between month, day and year.

m is one digit month..... 1, 5, 7
mm is two digit month...11, 05, 02
d is one digit day..... 1, 5, 7
dd is two digit day 03, 08, 25
mmm is the month as 3 letter word... May, Dec, Apr
yy is two digit year..... 09, 33, 79
yyyy is four digit year..... 1785, 1988, 1642

Genius will automatically convert them to the standard genealogical format 'd mmm yyyy' (eg 25 May 1977), as you enter them.

Genius will also accept part dates, for example, you may know the year and the day a person was born but not the month, in this case put a question mark for the month, eg. ? 25 77'. Genius will convert this to '25 ??? 1977'. If you later find out the correct month, you can edit it to bring it up to date.

If you don't know the date at all, type ? and Genius will convert this to '? ??? ???'

If you enter year as two digits, eg. '8 3 66', Genius will assume that you mean this century and convert the entry to 3 Aug 1966, otherwise to enter dates before 1900 you must type in the year as a whole number, eg. 6 3 1856. This will convert to 3 Jun 1856.

All the forms that require date input include a number of protection facilities to minimise incorrect data entry. For example, you can't enter impossible dates like a Date of Birth after a Date of Death or Date of Baptism.

Genius just won't accept them.

Configuring the Program

Selecting 'Configure' with the mouse or pressing [Alt][C] shows the Configure Program window.

This allows you to configure certain options to suit your own requirements.

The Check boxes can be changed by selecting the appropriate box with the mouse or [Tab] to the box you wish to change and pressing [Space].

When you have configured the program to your satisfaction select 'OK' or press [Alt][O] to save the changes.

On Screen Prompt

The Edit and Add forms have helpful prompts at the bottom of the form. By checking this box these prompts can be turned on and off. Genius is supplied with the prompts turned on.

Enable Password Protection

Checking this box brings up an input box. Enter a password up to 10 characters.

This will protect your data from 'prying eyes' if you need to.

Don't forget your password as it won't be possible to run your program if you can't enter your password.

Quick-Keys

Enter commonly used names or phrases in the input boxes F3 to F12.

You can quickly enter these words when editing or adding people by pressing the appropriate keyboard function key.

OK Button

Press 'OK' or press [Alt][O] to save the changes and return to the Family Tree

Cancel Button

Press 'Cancel' or [Esc] to return to the Family Tree. Any changes you made will not be saved.

The Selected Person is the person in the records currently being worked on.
He or she is displayed on the Family Tree in the red box

Connecting and Disconnecting

Connecting a person

Selecting the 'Connect' button or pressing [Alt][C] allows you to connect a person as a relation to the Selected Person .

You would normally use the Connect function where, for example you have Added a person as 'Not Related' when you knew that the person was part of the family but his or her exact relationship was unclear.

At a later date when his or her relationship became known, you wish to Connect that person to the family.

Select 'Connect' and a window of Options will appear called 'Connect As'

- A Father
- A Mother
- A Sibling
- A Partner
- A Child

Select with the mouse or press [Up Arrow] or [Down Arrow] and [Enter] the option you require.

A list of Unconnected or unrelated people will appear.

Select with the mouse or press the [Up Arrow] or [Down Arrow] keys and [Enter] to select the person you wish to connect to the Selected Person.

The person will be connected to the Selected Person.

Note: It is not possible to connect a Parent to the Selected Person when one already exists. You must Disconnect the existing parent(s) first. See 'Disconnect a person'

Disconnecting a person

Selecting the 'Disconnect' button or pressing [Alt][D] allows you to break the connection of a person from an individual or family,

An example of the use of the 'Disconnect' function could be where you have added a person as a relation and you later discover that you made an error. Say you Added the wrong father to a family group. To correct this error you would 'Disconnect' the father from the family group then, if he is known, Add or Connect the correct person as a father to that family group

Select 'Disconnect' and a window of Options will appear called 'Disconnect From'.

- Parents
- Partner and Children

All

Select with the mouse or press [Up Arrow] or [Down Arrow] and [Enter] the option you require.

Disconnecting a person from his or her parents, partner and children, leaves the person floating as Unrelated in the records until 'Connected'.

Deleting a Person

To delete a person from the Genius Family records you must first disconnect that person from ALL other members of the family.

Once the Selected Person is disconnected the [Delete Per.] button is enabled. Selecting with the mouse the [Delete Per.] button or pressing [Alt][L] removes the persons record from the files.

Printing

Genius will print the records in various ways on the printer currently selected as the default Windows printer

Select 'Print' on the button bar or press [Alt][P] on the keyboard.

A window will open called Print What offering various print options for you to select.

Select the print format you require.

The available printing formats are:

Print Data Sheet

Print Descendants Chart

Print Pedigree Chart

Print Family Lists

Print What

Select 'Print' on the button bar or press [P] on the keyboard.

A window will open called Print What offering various print options for you to select.

Select the print format you require.

The available printing formats are:

Print Data Sheet

Print the Selected Persons record on a custom formatted page.

Print Descendants Chart

Print a Descendants Chart of up to eight generations for the Selected Person

Print Pedigree Chart

Print four generations of ancestors for the Selected Person

Print Family Lists

Print a list of all recorded family members sorted by Family Name or Person Number,
or

Print a list of all recorded family members with the same Family Name.

Printing a Data Sheet

From the Family Tree select 'Print' or press key [P].

Select 'Print a Data Sheet for the Selected Person', either with the mouse or with the keyboard, pressing [Tab] , [Up Arrow] or [Down Arrow] and [Space].

Select OK or press [Enter]

Another options list will appear called 'Configure Data Sheet Print Out'.

Select with the mouse or on the keyboard press [Tab] to each option and press [Space] to select the information you want included on the Data Sheet.

Selecting the 'Select All' button or pressing [Alt][A] will select all the options and change itself to a 'Deselect All'. Selecting 'Deselect All' will clear all the option boxes.

If you wish to save the configuration, select 'Save Config.' or press [Alt][S]

To reload the saved configuration select the 'Load Config.' or press [Alt][L]

Save Config button



Saves the current configuration to the hard disk so that they will always be available in the future.

Load Config button



Loads the configuration from the hard disk.

Select All/Deselect All button



Alternately selects or clears all option boxes.

Print button



Prints the formatted Data sheet.

Printing a Descendants Chart

From the Family Tree select 'Print' or press key [P].

A list of options will appear.

Select 'Print Descendants Chart for the Selected Person', either with the mouse or with the keyboard, pressing [Tab] , [Up Arrow] or [Down Arrow] and [Space].

An input box will appear.. 'Print how many Generations?'

Enter how many generations of descendants you want to be printed. Up to eight generations can be printed .

Select OK or press [Enter] to print the chart.

NOTE: If Selected Person has a lot of descendants, this could take some time.

Printing a Pedigree Chart

From the Family Tree select 'Print' or press key [P].
Select 'Print Pedigree of the Selected Person', either with the mouse or with the keyboard, pressing [Tab] , [Up Arrow] or [Down Arrow] and [Space].
Select OK or press [Enter]

The Print Pedigree list of options will appear
The options permit you to include the following information on the chart:
Today's Date on the top of the page.
The Person Number printed after the name.
The Person's Date of Birth and Date of Death
Select which options you want included on the Pedigree Chart.

If you wish to save the configuration for future use, select 'Save Config.' or press [Alt][S]

Genius will print the Selected Person's pedigree showing 4 generations of ancestors on one page.

Printing Family Lists

From the Family Tree select 'Print' or press key [P].

A list of options will appear.

Select:

'Print a complete list of all people on record',

or

'Print list of all people with the same Family Name'

either with the mouse or with the keyboard, pressing[Tab] , [Up Arrow] or [Down Arrow] and [Space].

Print a complete list of all people on record

Select with the mouse or use keys , [Up Arrow] or [Down Arrow] and [Space] to select the information you want included in the list and the sorting method you require.

Select OK or press [Enter] to print the list.

Genius will then print a full list of all people in the records showing full name, and the options selected.

NOTE: If there are a lot of entries in the records this could take some time.

Print list of all people with the same Family Name

Selecting this option will print a list of all people with the same Family Name.

Select with the mouse or use keys , [Up Arrow] or [Down Arrow] and [Space] to select the information you want included in the list and the sorting method you require.

Enter the Family Name in the Input Box that you wish to print

Select OK or press [Enter] to print the list.

Genius will then print a full list of all people in the records with the same family name, showing full name, and the options selected.

Ending the Program

Selecting 'Exit to Win' or pressing [Alt][X] will stop the program and return you to Windows.

Entering the Persons Sex

You must enter the sex of a person when adding a person to the records.
Genius relies on this to store relationships correctly.

If you are Adding a Mother, Father or Partner, Genius knows what the persons sex must be and sets it for you.

Warning Data Changed

If you have entered or changed any information while in either the Edit Person, Add Person or Edit Marriage form's and you select 'Cancel' or press [Esc] you will see the following message:

'Data has been added or changed and will be lost if you continue.

Do you wish to continue this operation? '

Selecting 'Yes' or pressing [Alt][Y] will close the form you have been working on and any information that you have added or changed **will be lost.**

Selecting 'No' or pressing [Alt][N] will return you to the form you have been working on.
No data will be lost.



The More Button

The appearance of the 'More' button indicates that there are more relations of the Selected Person 'off screen'.

'More' buttons are available for Spouses, Sibling and Children of the Selected Person

Selecting the 'More' button cycles through the list of 'off screen' people changing the display one at a time.

Keyboard Entry


All functions can be accessed with the mouse, but most can also be accessed with the keyboard. This permits faster entry of data for touch typists; you don't have to take your hands off the keyboard to use the mouse to access functions.

However there are quite a lot of key combinations to learn, so you can get started using the mouse until you become familiar with the key combinations.

Notice that the buttons that are displayed have one character underlined. In most cases this indicates that to activate the button you hold down the [Alt] key and press the associated key. For example:



means: press [Alt][A] to activate the add person function.

The keyboard icon  indicates the keypress equivalent to a mouse action, so:
[Enter]

indicates a key press, in this case the 'Enter' or 'Return' key.

For example [PgDn] means press the 'Pg Dn' key; [Alt][X] hold down the 'Alt' key and press the 'X' key; [f2] press function key 'F2' and [Shift][f10] hold down the 'Shift' key and press function key 'F10.'

Setting the International Date Format

In North American countries the date input format is MDY while most of the rest of the world uses the format DMY.

Genius accepts them both.

It is important, however, to set Windows International short date format setting to either DMY for the UK, Australia etc.or to MDY for North American countries.

To do this open Control Panel in the Windows Main Group, select the 'International' icon, select the 'Change ' button in the box 'Date Format' then select either the Short Date Format option DMY or MDY depending on your country's standard.

Select 'OK'.

Genius does not support the date formats YMD or YDM.

Problem Message:

**"Genius is having trouble
listing persons to connect to."**

"Please check for incorrect relationships"

This problem is usually caused by inadvertently Connecting the descendant of a person as that person's father or mother.

This is possible in some situations.

Please check all relationships and make sure that they are correct, then disconnect the offending connection.

Adding a Child

Adding a Child requires that both parents are already recorded in the Genius records.

If there is no person shown as a partner to the Selected Person, you will be asked 'Is the Mother/Father of the child known?'

If the unrecorded parent is known, select 'Yes', the Add Person form will open and you should add the mother's/father's details to the records.

The Add Person form will appear again and you can add the child to the records.

If the unrecorded parent is unknown, select 'No' and Genius will add the new parent to the records as 'Unknown'.

The Add Person form will appear again and you can add the child to the records.

If there is one or more partners for the Selected Person recorded, Genius will ask

'Is the child to be added the issue of (names of couple displayed on the Family Tree)?'

Select 'Yes' if the child is their child.

The Add Person form will open and you can enter the child's information to the records.

Select 'No' if the child is not the issue of the couple displayed on the Family Tree.

You will then be asked 'Is the Mother/Father of the child recorded in the Genius records?'

If you select 'Yes', Genius will display a list of the Selected Person's partners.

Select the correct parent from the list.

The Add Person form will open and you can enter the child's information to the records.

If the parent is not listed on Genius records, select 'No'.

You will then be asked 'Is the Mother/Father of the child known?'

If the unrecorded parent is known, select 'Yes'.

The Add Person form will appear and you can enter the new parent's details to the records. The

Add Person form will appear again and you can add the child to the records.

If the unrecorded parent is unknown, select 'No' and Genius will add a new parent to the records as 'Unknown'.

The Add Person form will appear again and you can add the child to the records.

Connecting a Child

Connecting a Child requires that both parents are already recorded in the Genius records.

If there is no person shown as a partner to the Selected Person, you will be asked 'Is the Mother/Father of the child known?'

If the unrecorded parent is known, select 'Yes', the Add Person form will open and you should add the new parent's details to the records.

The selected child will be connected to the Selected Person and the new parent.

If the unrecorded parent is unknown, select 'No' and Genius will add the new parent to the records as 'Unknown'.

The selected child will be connected to the Selected Person and the new parent.

If there is one or more partners for the Selected Person recorded, Genius will ask

'Is the child to be added the issue of (names of couple displayed on the Family Tree)?'

Select 'Yes' if the child is their child.

The selected child will be connected to the Selected Person and the displayed parent.

Select 'No' if the child is not the issue of the couple displayed on the Family Tree.

You will then be asked 'Is the Mother/Father of the child recorded in the Genius records?'

If you select 'Yes', Genius will display a list of the Selected Person's partners.

Select the correct parent from the list.

The selected child will be connected to the Selected Person and the selected parent.

If the parent is not listed on Genius records, select 'No' .

You will then be asked 'Is the Mother/Father of the child known?'

If the unrecorded parent is known, select 'Yes'.

The Add Person form will appear and you can enter the new parent's details to the records.

The selected child will be connected to the Selected Person and the new parent.

If the unrecorded parent is unknown, select 'No' and Genius will add a new parent to the records

as 'Unknown' then the selected child will be connected to the Selected Person and the new

'Unknown' parent.

