

MacRoots

A Genealogy Program

User's Manual

For the Apple® Macintosh™

INTRODUCTION

Welcome to MacRoots, a genealogy program. With MacRoots you can create a database of individuals in your family history, edit information about them as you obtain it, and view their relationships to others in your family tree. Descendant charts, Family Group Sheets, Ancestor charts and Pedigree Charts may be either printed or displayed.

Anyone can get a copy of MacRoots. Send a blank 800K disk with a self addressed, stamped mailer to the author listed below. You will receive the application files and the documentation file. If you choose to purchase the program, you will receive information on updates and a status report of enhancements , bug fixes, and genealogy hints and tips. Telephone support is available only if you are a registered user; questions will also be answered through the mail.

Please copy and share this program with others. A registration form may be found at the end of this manual.

This manual is formatted in Helvetica and may be printed easily on a laser printer. If you change the font, or use a word processor other than MacWrite™, page references may not correspond to topics.

If you find this program useful, please send \$40 to:

Itasca Softworks
Bruce W. Muckala
Rt. 1, Box 408
Bagley, MN 56621

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A french version is available on request.
Une version française de ce programme est disponible sur demande.

Table of Contents

Getting Started	4	
Quick Tutorial	6	
Working With MacRoots Documents	9	
Deleting a MacRoots document	10	
Entering Individuals	11	
Entering Conventions	11	
Duplicating Records	12	
Updating Individuals	12	
Assigning Parents and Children	13	
Deleting Parents	13	
Assigning Marriages	14	
Updating Marriages	14	
Deleting Marriages	15	
Finding Records	16	
by name	16	
by record number	16	
Other find operations	17	
Marked records	17	
Preferences	19	
Printed Charts	20	
Lists		22
Sending lists to the printer	22	
Selecting a range of records	23	
Indexing	24	
Preparer Information	25	
Notes		26
Reference	27	
Charts > Disk Utility	32	
Appendix		
File Characteristics	34	
Record Limits	34	
MacRoots Exchange File Utility		
Importing and Exporting MacRoots data	36	
Corrupted Data	38	

A Quick Tutorial of MacRoots

The *Quick Tutorial* of MacRoots is designed to get you up and running as soon as possible. There are more features in MacRoots than those you will use in the *Quick Tutorial*.

Getting Started

Before you begin to use MacRoots, you should be familiar with how to:

- Set up your computer.
- Work with windows and dialog boxes.
- Use the pull-down menus.
- Do text editing and Cut, Copy, and Paste operations.
- Work with the desk top files, folders, and icons.
- Use your printer.

MacRoots requires a Macintosh™ with at least 1 megabyte of memory, and one disk drive (two are preferred.) A printer is recommended for full use of the program.

Starting and Exiting MacRoots

Before you begin, be sure to make back up copies of your MacRoots application disk. To avoid accidental loss of data, also make a back up copy of any documents you create using the application. It would be catastrophic if your only disk of five hundred individuals entered into MacRoots were to become damaged. Use the usual Macintosh file copying methods to do this. If you are unsure, see the Macintosh reference manual. It is recommended that you keep at least two back up copies of documents created.

Place the MacRoots application on a disk with an appropriate System and Finder for your system.

MacRoots and 400K disk drives:

MacRoots will not work on 400K disk drive Macs.

MacRoots and 800K disk drives:

Place MacRoots on a disk with appropriate System, Finder, and ImageWriter files. This will be your system disk. Insert this disk into your internal drive and start your computer. You may store your genealogy files on this disk also or on a new, initialized disk in the external drive.

MacRoots and a hard disk drive:

Start your computer. Place the MacRoots distribution disk in the internal drive. Create a new folder titled "MacRoots System" on your hard disk and drag all the files from the distribution disk into this folder. You may store your genealogy files in this same folder or in a different one. Be sure to keep all the data files in one folder though.

To start MacRoots:

- Turn on your Macintosh and insert your MacRoots program disk.
- "Double click" on the MacRoots disk icon (OR select Open from the File menu.)
- "Double click" the MacRoots icon to start the program (OR click once, then select Open from the File menu.)

To exit MacRoots:

- Pull down the File menu and select Quit (OR type Command-Q.)

Always end your MacRoots sessions in this manner. Quitting by turning off the computer without choosing Quit may damage a MacRoots document.

Quick Tutorial

The steps below outline how to enter and link individuals into a MacRoots family tree.

- **Double-click MacRoots from the desk top**
- **Choose New from the File menu**
- **Click the mouse in the title window**
- **Enter "MyFamily" as the new file name and click Save**

Your last name would be the ideal file name. The new files will now be created.

A large window opens where you will enter pertinent information on each person entered into the database.

Type your name into the name fields. (Your Surname is your last name and Given Names are your first and middle names.) To move from one field to the next, press the Tab key. Click the Male or Female radio buttons as indicated. Continue to enter the data in each field. Unless you are already dead, you will only enter into the first (birth) column.

Click the Save button or press Return. This is all there is to entering personal information into MacRoots.

- **Select Add Individual**

Enter your father's personal information. Then do the same for your mother.

You now have three people in the MacRoots database. If you need to change any information on an individual after you have clicked Save, simply click the mouse over any information field, then edit information. Click Save to save your changes.

- **Choose Parents from the People menu**

A window will appear with females in the left hand scroll box and males in the right hand scroll box. Click on your mother's name in the left hand scroll box. (After more individuals are entered in the database, you might need to scroll to the desired name.) Your mother's name will appear above the scroll area with her record number and birth date.

Click on your father's name in the right hand scroll box. His name will appear above the scroll area with his record number and birth date.

If you happen to click on the wrong name, just click on the correct one and it will replace whatever name was selected previously.

Click on the Join button to link your mother and father to you. If you have qualms about doing this or you think you made a mistake, select Cancel .

You have now been joined to your parents.

- **Join your mother and father in marriage**

Choose Marriage and do the same as you did above when selecting parents, selecting male and female. The only difference here will be that once you choose Join, a window will appear prompting you to enter information about your parent's marriage. Enter the marriage information. Click Save or press Return when you are done. Click Save even if you don't know the information. Your mother and father are now joined in marriage.

- **Let's look at some charts**

MacRoots creates a special index file to further link individuals into their proper parent/child and wife/husband relationships. Any time you make changes to or add relationships, the database index file will be updated. (See Indexing as described below.)

Make sure you are viewing your own record (click the First button in the lower left hand corner of the screen) and choose Pedigree Chart. A Pedigree Chart will appear on the screen showing your name and your mother and father as, you guessed it, your mother and father. Click OK when you are through looking.

All charts selected from the Charts menu will be performed on the currently displayed record.

- **Select Find from the Search menu**

Type your last name in the Find dialog box. Make sure that the "by name" radio button is selected, then click OK. (You can either click OK or press Return.) A window will appear with any name containing the name you entered and that person's birth date in parentheses. Click on the name you wish to find, then click OK or press Return. That record will now appear on screen as the current record.

You may also use the icons in the lower left hand corner to move to the Next, Previous, First, or Last record.

If there are more names in the database than can fit in the scroll window, click in the scroll bar to see more.

- **Add some notes**

Find your mother's record. Select Notes from the People menu or click the Notes icon in the lower left hand corner of the screen. When the Notes window opens, type in something nice about her and click Save. Normally you would enter things such as occupations, source of information, etc. Whenever you want to see the notes on someone, choose Notes from the People menu. If there is a note for the individual currently displayed, it will appear. If not, you may enter one or simply click Cancel.

- **Choose Quit from the File menu**

When you return to the desk top, you will see some new documents. (Whoaa! Where did they come from?) They will all have your main file name (the one you entered above) plus an extension. .ndx is the index file, .mar is the marriages file, and .nts is the note file.

When you return to MacRoots, use the above techniques for adding your siblings, grandparents, etc. to build your family tree.

Using MacRoots

This section explains how to do the variety of tasks required to work with your MacRoots genealogy documents. There are more details here than were presented in the *Quick Tutorial*. This section describes a task (such as entering individuals) and then explains the details.

Working With MacRoots Documents

MacRoots produces four documents when used. These are:

1. The main individuals file (you give this one its name when you create a new genealogy document.)
2. The main marriages file (the name you gave the individuals file plus the extension ".mar".)
3. An index file (the name you gave plus the extension ".ndx".) This file keeps track of parent and child relationships as well as marriage relations.
4. The notes file (the name you gave plus the extension ".nts".) This file contains the notes you add on individuals.

Creating a new MacRoots document

- **Pull down the File menu and select New.**
- **Fill in the dialog box with a name for you new family tree file. Click on the OK button.**

The main files can be written to any disk or folder you choose using the drive selection button when initializing a new main file.

While running MacRoots, it will be necessary to keep all the document files created above in the same folder.

Opening an existing MacRoots document

To open an existing MacRoots document after selecting MacRoots from the desk top or after closing another one:

- **Pull down the File menu and select Open.**

A dialog box displays a list of the MacRoots documents on your disk. Use the drive button to look at a different disk. You may also need to open folders you have created to locate a MacRoots document.

- **Select the name of the document and click the Open button or "double click" on the name.**

To open an existing MacRoots document from the desktop:

- **Click on the MacRoots document and choose Open or double click on the MacRoots document.**

This will load MacRoots first and then load the file double clicked on.

Closing a MacRoots document

- **Pull down the File menu and select Close.**

The file will be closed and another MacRoots document may be opened. All changes are saved.

Deleting a MacRoots document

After you have quit MacRoots, you can delete any MacRoots document.

- **Click the mouse and hold the mouse button on the document icon you wish to delete.**
- **Drag the icon to the "trash can" and then release the mouse button.**

All MacRoots documents are "linked." If you delete one, you should delete all related documents. See Files Created for a description of the files created by MacRoots.

Entering Individuals

You may enter individuals into MacRoots in any order. You may wish to begin with yourself or a distant relative. As long as individuals are linked properly, the order of entry does not matter.

To enter a new individual:

- **Choose Add Individual from the People menu.**

The main Display/Edit window will be displayed. Edit fields will appear for you to enter information into. (When you create a new MacRoots document, the Edit window is automatically invoked to allow you to enter the first individual.)

- **Enter the information in the edit fields.**

Use the Tab key to move from one edit field to the next or click in the desired field with the mouse.

- **Click the Save button to save the record when you are done or click Cancel to abort saving the record.**

A record number is assigned to the individual entered. This number has nothing to do with the relationships on one individual to another, but is used by the program for accessing an individual in the data files.

Entering Conventions

- Enter character fields in either upper or lower case or a combination. It doesn't matter which.
- Click the Male or Female radio buttons. (When the record is recalled using the Update option, the Male or Female button will be selected.) The default for a new record is Female.
- Enter dates as DDMMYYYY - 16Jun1954 or 04Aug1978. *If dates aren't entered in this format, when the database is Indexed, children won't be listed in the correct birth order.* If you do not know the exact date you can also use the options below:

CIRCA1867
?????1867
??Jun1867
?????????
ABOUT1867
PRIOR1867

- If you enter the date in an incorrect format, an alert will appear warning you of this action.

Duplicate Record

Selecting Duplicate Record from the People menu will create a duplicate of the currently displayed record minus any marriage or parental relationships. This option is helpful in entering individuals quickly with similar personal information. Edit the information needed (most commonly the name and sex) and click Save to store the new record. Click Cancel to abort saving the record.

Duplicate Record/Same Parents

Selecting Duplicate Record/Same Parents from the People menu will create a duplicate of the currently displayed record with any parental relationships. This option is helpful in entering individuals quickly within the same family. Edit the information needed (most commonly the name and sex) and click Save to store the new record. Click Cancel to abort saving the record.

Updating Individuals

To edit information for a record:

- **Click the mouse over a field on the screen.**
- **Enter/Update information and click Save to save the record when you are done or click Cancel to abort saving.**

Pressing the Return key produces the same effect as clicking the Save button.

Assigning Parents and Children

- **Choose Parents from the People menu.**

You will be presented with a window with females in the left hand scroll box and males in the right hand scroll box. Click on the name of the mother and father desired. The individual's record number, name and birth date will be displayed above the scroll boxes.

- **Click Join.**

Join will link the parents selected to the individual displayed at the top of the window. Select Index Now if you have previously selected Manual Indexing.

Deleting Parents

You may delete parents by choosing Parents from the People menu. If parents have been linked to the currently displayed individual, they will be displayed in the mother and father information areas. Clicking the Remove button will delete the mother and/or father of that individual. If both mother and father are linked to the child, both will be deleted. Choose Index Now to reflect the changes if you have previously selected Manual Indexing.

Assigning Marriages

You assign spouses in the same manner as described for assigning children and parents.

From the People Menu:

- **Choose Marriages.**
- **Click on the wife.**
- **Click on the husband.**
- **Click on the Join button.**

You can also abort a Join operation for spouses at any time during this procedure simply by clicking the Cancel button. Unlike the joining of parents and children actions, after joining spouses an additional window is displayed prompting you for information about the marriage.

Marriage records contain the following information:

- **Husband Record Number** (no user input)
- **Wife Record Number** (no user input)
- **Marriage Date, Place levels 1,2, and 3**
- **Divorce Date, Place levels 1,2, and 3**

Follow the same entering conventions used in entering an individual. Follow the same date conventions as described above.

- **Click Save to accept the record or Cancel to abort saving the record.**

Pressing the Return key produces the same effect as clicking the Save button. If you click Cancel, the individuals will not be linked in marriage.

Updating Marriages

If you made a mistake in a marriage entry or have further information to enter, you may edit that information by choosing Update Marriage from the People menu.

- **Choose Update Marriage from the People menu.**

The Spouse Selection window will appear with the spouse or spouses of the currently displayed record. Click on the name of the spouse desired and click OK.

- **Edit the information as needed.**

The marriage Enter/Edit window will appear. Enter/Edit information as desired.

- **Click OK to save the new information or click Cancel to ignore any changes.**

Deleting Marriages

- **Choose Delete Marriage from the People menu.**

If more than one marriage is recorded for the currently displayed individual, a window will appear with the spouses of that record. Click on the name of the spouse desired and click OK.

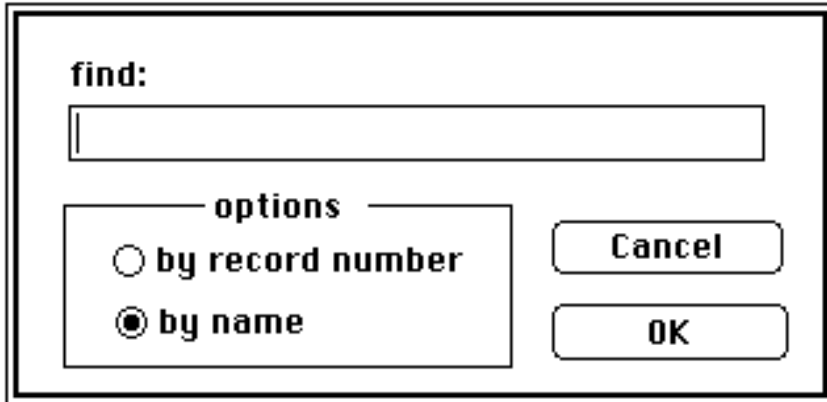
You will be further prompted if you wish to delete the marriage. Click OK if you wish to or click Cancel in the resulting dialog box.

Choose Index Now from the File menu to reflect the change if you have previously selected Manual Indexing.

Finding Records

Find

The Find operation by itself is available to check to see if you have already entered an individual or in locating a record to become the currently displayed record.

A dialog box titled "find:" with a text input field below it. Below the input field is a section labeled "options" containing two radio buttons: "by record number" (unselected) and "by name" (selected). To the right of the options are two buttons: "Cancel" and "OK".

Find Dialog Box

- **Choose Find from the Search menu.**
- **Enter a name to search for.**

Click in the radio button *by name* to search/find by a person's name. Select *by record number* to search/find by each individual's file record number. Whatever is selected will be checked and remain the default until the other is selected.

- **Click OK to accept your entry or Cancel to abort the Find option.**
- by record number

If the record number entered is valid, that record will immediately become the currently displayed record. If the record number entered is not valid, a message will appear indicating this.

- by name

All names found matching your input string will be displayed. Enter names as "Last Name, First name" with a space after the comma (no quotes though]. You may browse through the names found by using the scroll bars in the subsequent window. Click on the name of the individual you wish to display. Click Cancel to abort the operation or OK to accept the record currently selected.

If you type in Joseph, all names containing Joseph are displayed regardless of the entry being in upper or lower case or a combination of the two. If you enter 'Jo' all names containing 'Jo' will be displayed, e.g. JOSEPH, Joe, Joey, Joel, Johnson, Jones, etc. If you have entered "Joe Joel Johnson" as an individual and you type in "Johnson, Joel" in

the Find dialog box, the name will not be found as the characters are not consecutive. You would have to enter "Joe Joel" or "Joe Joe" or "Joe Joel" or "Johnson, Joe Joel" or... well, you get the idea.

Find First

Click the First icon of the main display window. The first record becomes the current record.

Find Last

Click the Last icon of the main display window. The last record becomes the current record.

Next

Click the Next icon of the main display window. The next record (if any) becomes the current record. The icon will be gone if there is no next record.

Previous

Click the Previous icon of the main display window. The previous record (if any) becomes the current record. The icon will be gone if there is no previous record.

Find Last Saved

Choosing this option will find the last record to be saved during the session.

Find Last Found

Choosing this option will find the last record to be located using the Find option during a session.

Mark Record

Selecting this option will "tag" the displayed record for finding it later. Up to 20 records may be marked in this manner. Marked records are carried over to subsequent MacRoots sessions as long as the .prefs file remains intact.

Un-mark Record

Selecting this option removes the "tag" of a previously marked record.

View Marked Records

Selecting this option will display all marked records (if any.) You may choose the record desired in the same manner as the Find option. The selected record will become the currently displayed record.

Preferences

This feature provides options for working with MacRoots.

Two options are for how you wish names to be viewed:

- **Click on the check buttons to select the option.**

- display the last name first.
- capitalize the last name.

- **Select to display record id numbers.**

If you wish to have the record identification numbers displayed on charts, select this check box. It is turned on by default.

- **Select punctuation.**

You may also enter a single character separator to use between place levels. The default is a comma.

- **Sort names for linking.**

Select this option if you wish the male and female names to be sorted on the Join screen.

- **Preparer's info.**

Select this option if you wish the preparer's information to be printed on the Family Group, Individual History, or Pedigree print outs.

All your choices will be saved. The next time you launch MacRoots, the preferences you last quit with will be in effect.

A screenshot of the MacRoots Preferences dialog box. The dialog has a title bar with a small 'r' icon on the left. Inside, there are several options with checkboxes: 'record numbers on charts' (checked), 'last name first always' (unchecked), 'capitalize last names' (unchecked), 'sort names for linking' (unchecked), and 'preparer's info (Pedigree, Family Group, Ind. History)' (checked). To the right of these options are two buttons: 'Cancel' and 'OK'. Below the 'preparer's info' option is a text label 'punctuation char. between place levels:' followed by a small text input field containing a comma character.

☒ record numbers on charts

☐ last name first always

☐ capitalize last names

☐ sort names for linking

☒ preparer's info (Pedigree, Family Group, Ind. History)

punctuation char. between place levels: ,

Cancel

OK

Preferences

Printed Charts

print options

☒ **family group**

☐ **include notes with Family Group**

☐ **pedigree** chart no.

☐ **descendants**

☐ **number levels**

☐ **vertical line before levels**

☒ **plain levels**

☐ **ancestors**

chart title:

Cancel

OK

Printing Charts

There are five printed reports available. They are:

- **Pedigree Charts.** A "horizontal" ancestor chart for four generations of a selected individual. The Pedigree Chart is available only in 9-point size. If a birth or death place is longer than 28 characters (total of all three place levels) the second and first levels will be abbreviated (in that order.) The third level will always be printed in its entirety. You may enter the number of the chart as desired. This number will be printed at the top of the chart.

- **Descendants Chart.** A printed list of an individual's descendants. Up to 30 generations will be printed. You may choose to have the generation levels indented by vertical lines, numbered by generation or neither.

- **Family Group Chart.** Prints out the selected individual's family group information. Up to 50 children of the marriage may be printed. You may choose to have any notes for the displayed individual's notes printed after the Family Group chart. The Preparer's Information is printed at the bottom of the first page. A choice of 9 or 10 point font will print 6 children on the first page; a choice of 12 or 14 point font will print 4 children on the first page.

- **Ancestor Chart** ("ahnentafel"). Prints out a linear list of the selected individuals ancestors. Individuals are numbered. One is the individual selected, two is father, 4 would be paternal grandfather, etc. Up to seven generations will be printed.

In addition, an **Individual History** is available from the File menu. This prints out the selected individual's current information. The Preparer's Information is printed at the bottom of the page.

- **Choose Print from the File menu**

A dialog box with the above choices will be displayed.

- **Click in the radio button of the printed report you want and click the OK button**

Click Cancel to abort the Print options. Enter a chart title if desired. This title will be printed at the top of the chart.

The Chart print options will print for the individual record currently displayed.

Select the size of the paper desired and the quality of the printout from the ensuing dialog boxes.

The use of a laser printer will require a large amount of memory on your computer. You may wish to export charts using the Charts > Disk utility and print the resulting file on a laser printer from your word processor. (You receive Charts > Disk if you are a registered user of MacRoots.)

Lists

individuals: ☐ send output to printer

☒ sorted by record #
☐ sorted by surname

marriages:

☐ sorted by marriage record #
☐ sorted by husband's surname

other lists: from:
to:

☐ notes directory
☐ unlinked children

Cancel
OK

Listing Options

You have the choice of five different listings from the file currently open. You may select to send the output to either the screen or the printer. Sending output to the screen is the default.

Sorted by record # - this option will print a listing of records sorted by the record number.

Sorted by surname - this option will print a listing of records sorted by the individual's surname.

Sorted by marriage record # - this option will print marriages sorted by the marriage record number.

Sorted by husband's surname - this option will print marriages sorted by the husband's surname.

Notes directory - selecting this option will print a listing of all individual's who have notes entered.

Unlinked individuals - this option will print a listing of any individuals who have neither mother or father linked to them.

Sending lists to the printer

To send a selected listing to the attached printer, click in the check box in the upper right hand corner of the Lists window. You will be presented with the standard print quality dialog box.

Selecting a range of records

To select only a certain range of records to list, enter the beginning and ending record number. If you leave the beginning field blank, the list will start at the first record. If you leave the ending field blank, the list will end at the last record.

Indexing

Whenever you have added or deleted a relationship or marriage or deleted an individual, the index file must be updated. The index file keeps track of all parent/child and wife/husband relationships.

MacRoots will automatically default to Automatic Indexing. This means that after any change that would reflect a relationship, the index file is automatically updated. This is an added convenience, but it also may slow down entering of data. If you wish, you may choose Manual Indexing and any changes in relationships will not be updated. Select Index Now to update the index file. You may create relationships as many times as you wish without indexing the database, but the changes will not be reflected in any of the charts until you index.

- **Choose Manual Indexing from the File menu.**

After any relationship activity, MacRoots will continue without updating the index file. Relationships will not be updated.

- **Choose Automatic Indexing from the File menu.**

All added or changed relationships will automatically be indexed.

- **Choose Index Now from the File menu.**

No input is required to index the database. You will note on the desk top after indexing that a file was created. This contains the relationship and marriage information. If you delete it using the Finder, choosing Index Now again will recreate it. See the index file description under Working with MacRoots Documents.

If you try to display a chart and the Index File cannot be found, an error message will appear. If this happens, just choose Index Now and try again.

Preparer Information

This option allows you to enter information about the individual preparing a genealogy chart.

- **Select Preparer's Information... from the File menu.**

Enter your name, address, and phone number as desired, then click the OK button. This information will be printed on the first page of a Family Group chart, the Pedigree chart, and on an Individual History print out if desired. (See Preferences.)

preparer information:	
name:	<input type="text" value="Itasca Softworks"/>
address line 1:	<input type="text" value="Rt. 1, Box 408"/>
address line 2:	<input type="text" value="Bagley, MN 56621"/>
address line 3:	<input type="text"/>
telephone:	<input type="text"/>
<input type="button" value="OK"/>	

Preparer's Information

Notes

Remarks may be included on individuals entered in the database.

- **Choose Notes from the People menu or click the Notes icon in the lower left hand corner of the screen.**

If there is no note on the current individual, the page icon will be blank. If there is a note recorded for the displayed individual, the page will be filled. Upon opening the notes window, the edit field will be blank if there is no note.

- **Enter a comment and click Save or click Cancel.**

The Notes feature is not intended for writing a person's life history, but simply for recording notes of sources of information, explanations, occupations, etc. Clicking Save saves the note, Cancel will abort saving the note. Your typing will not "word wrap" when you get to the right edge of the notes window. To move to the next line you must press the Return key. Notes will be displayed in the currently selected font and font size.

To delete the note displayed, click the Delete button. To print the note, click the Print button.

Reference

This section of the user's manual presents a guide to all the commands in the MacRoots program grouped by menu.

Select the menus in the usual manner with the mouse pointer or use the command key equivalents by pressing and holding the Command (cloverleaf) key and then pressing the appropriate letter.

MacRoots Menus

The File Menu

File	
New	⌘N
Open...	⌘O
Close	⌘W
Manual Indexing	
✓Automatic Indexing	
Index Now	⌘R
Print Individual History	⌘H
Print...	⌘P
Preparer's Info...	
Preferences...	
Quit	⌘Q

New - Creates a new MacRoots document. You must name a new document when the dialog box appears.

Open - Lets you open a previously created MacRoots document. Select one and click on the Open button.

Close - Lets you close the currently opened MacRoots document. The document you are working on is saved.

Manual Indexing - Turns off Automatic Indexing. Relationship changes and additions will not be automatically reflected in the index file.

Automatic Indexing - Turns on Automatic Indexing. All relationship changes and additions will automatically be updated in the index file.

Index Now - Updates the index file. Index Now should be run after creating new individual records or assigning wife-husband and/or parent-child relationships if Automatic Indexing is turned off. This will assure properly structured charts displayed from the Charts menu. No user input is required to index, but it will take some time as the program sorts a large amount of records.

Print Individual History - Allows you to print the individual history information for the record currently displayed.

Print - Lets you decide which charts and listings you want printed from a genealogy document and then start printing them.

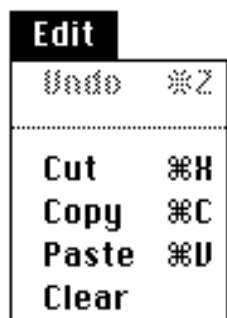
Preparer's Info - Allows you to enter the name, address, and telephone number to be printed on Family Group and Individual History charts.

Preferences - Displays a dialog box to set options for various charts.

The punctuation mark between place levels may consist of three characters or spaces. The options for name presentation and display of record ID numbers are not retained for future sessions with MacRoots.

Quit - Lets you exit the application. All changes made to the data are saved.

The Edit Menu:



This is the same edit menu found in Macintosh applications for Cut, Copy and Paste procedures. Undo is not supported in MacRoots although it is available from the menu for use with desk accessories you may use.

The Search Menu:

Search	
Find...	⌘F
Find Last Saved	
Find Last Found	
<hr/>	
Mark Record	⌘K
Unmark Record	⌘U
View Marked Records	⌘I
<hr/>	
First	⌘1
Previous	⌘2
Next	⌘3
Last	⌘4

Find - Enables you to find a specific record. The Find dialog box appears prompting you for a name.

Find Last Saved - Enables you to find the last record you saved during the current session.

Find Last Found - Enables you to find the last record located in a search operation during the current session.

Mark Record - Marks the currently displayed record for addition to the Marked Records list. Marked records are saved for use in a subsequent MacRoots session.

Unmark Record - Removes the mark from the currently displayed record.

View Marked Records - Allows you to view a listing of up to 20 marked records. Any record displayed may be selected and that record will become the current record.

First - Finds the first record.

Previous - Finds the previous record.

Next - Finds the next record.

Last - Finds the last record.

The People Menu:

People	
Add Individual	⌘A
Add/Edit Parents...	⌘E
Add Marriage...	⌘M
Edit Marriage...	⌘Y
Notes...	
Delete Individual	⌘D
Delete Marriage...	
Duplicate Record	⌘\
Duplicate Record/Same Parents	⌘`
Male	⌘8
Female	⌘6

Add Individual - Choose this to enter a new individual into the MacRoots database.

Add/Edit Parents - Choose this to link parents to the individual currently displayed.

Add Marriage - Allows you to link a husband and wife.

Edit Marriage - Select to correct or update information on a previously entered marriage of the currently displayed record. You will be first prompted for the spouse in the marriage, then the marriage(s) for that individual will be displayed. Up to 10 marriages can be displayed. (Whew! Prolific!)

Notes - Use this to add remarks to the individual currently displayed.

Delete Individual - Select this option to delete the currently displayed record from the database. If the individual has connections with others through marriage or children, the links between each individual must be removed first.

Delete Marriage - Select this to remove a marriage from the currently displayed record.

Duplicate Record - Select this option to create a new duplicate of the currently displayed record. Edit this new record as desired to save time entering individuals with common personal information.

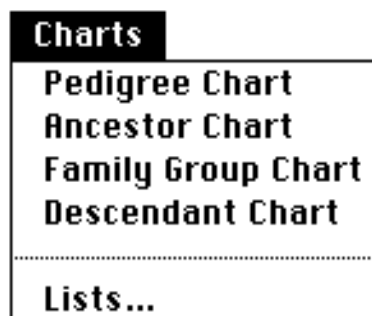
Male - when adding or editing, the male radio button will be highlighted.

Female - when adding or editing, the female radio button will be highlighted.

Notes on deletions: remember, if an individual has a marriage or parent relationship present, those relationships must be removed prior to deleting the individual's record. Use Remove Parents and Delete Marriage to remove the relationships. Be sure and choose Index Now from the File menu to reflect the deletion.

Once relationships have been established by Joining, they can only be undone by using the delete options.

The Charts Menu:



Pedigree Chart - Displays a standard Pedigree Chart of five generations for the selected individual.

Family Group Sheet - Displays a Family Group Sheet for the selected individual.

Descendants - Displays the descendants for the selected individual up to 30 generations. Birth and death dates are included.

Ancestors - Displays a linear list of ancestors for the selected individual up to 30 generations. Birth dates and places are printed as well as death date and places. A dividing line between parent sets is printed. Individuals are numbered where 1 is the individual selected, 2 is the father, 3 the mother, 4 would be paternal grandfather, 5 paternal grandmother, 6 maternal grandfather, 7 maternal grandmother, etc.

All of the above selections will pertain to the currently displayed individual.

Lists - Allows for multiple choices of listings of the records in a MacRoots database.

The Font Menu:

Up to 20 of the currently installed fonts in the current System file will be available in MacRoots. Use Font/DA Mover to install or de-install fonts in your System file.

The Size Menu:

Font sizes of 9, 10, 12 or 14 are the only sizes available in MacRoots.

Charts > Disk Utility

Starting and Exiting Charts > Disk

Before you begin, you must have created MacRoots documents using the main MacRoots program. These files are used by Charts > Disk. Charts > Disk is available only to registered users of MacRoots.

Place the Charts > Disk application on a disk with an appropriate System and Finder for your system or on a disk with your data files.

Charts > Disk and 400K disk drives:

Charts > Disk will not work on 400K disk drive Macs.

Charts > Disk and 800K disk drives:

Place Charts > Disk on a disk with appropriate System, Finder, and ImageWriter files. If you have enough room you may put Charts > Disk on the same disk as MacRoots. Insert this disk into your internal drive and start your computer. You may wish to place Charts > Disk on the disk that holds your genealogy files.

Charts > Disk and a hard disk drive:

Start your computer. Place the MacRoots distribution disk in the internal drive. Create a new folder titled "MacRoots System" on your hard disk and drag all the files from the distribution disk into this folder. You may store your genealogy files in this same folder or in a different one. Be sure to keep all the data files in one folder though.

To start Charts > Disk:

- Turn on your Macintosh and insert your MacRoots/Charts > Disk program disk.
- "Double click" on the Charts > Disk disk icon (OR select Open from the File menu.)
- "Double click" the Charts > Disk icon to start the program (OR click once, then select Open from the File menu.)

To exit Charts > Disk:

- Pull down the File menu and select Quit (OR type Command-Q.)

Always end your Charts > Disk sessions in this manner. Quitting by turning off the computer without choosing Quit may damage a MacRoots document.

Using Charts > Disk

This section explains how to do the variety of tasks required to work with your MacRoots genealogy documents using Charts > Disk.

Working With Charts > Disk Documents

Charts > Disk produces files of type ASCII, also commonly called TEXT files. These files may be read by any word processor. You usually will have to start your word processor first, then load the disk file created by Charts > Disk using the word processor's Open command. Once you have loaded the file into your word processor, you may edit and format it as you like prior to printing it. How you format the chart is only limited by your word processor's features.

Creating a Charts > Disk document

- **Pull down the File menu and select Open.**

While running Charts > Disk, it will be necessary to keep all the document files created above in the same folder.

A dialog box displays a list of the MacRoots documents on your disk. Use the drive button to look at a different disk. You may also need to open folders you have created to locate a MacRoots document.

- **Select the name of the document and click the Open button or "double click" on the name.**

You cannot open an existing MacRoots document from the desktop. Double clicking a MacRoots document will load MacRoots first and then load the file double clicked on.

Closing a MacRoots document

- **Pull down the File menu and select Close.**

The file will be closed and another MacRoots document may be opened.

Finding Records

Finding records in Charts > Disk is the same as in MacRoots. See the section on finding records above.

Appendix

File Characteristics

Individuals File:	Characters	max. # of
Record Number		-
Surname		40
Given Name(s)		40
Sex		-
Father's Record Number		-
Mother's Record Number		-
Birth Date		9
Birth City		18
Birth County		18
Birth State/Country		18
Death Date		9
Death City		18
Death County		18
Death State/Country		18
Burial Date		9
Burial City		18
Burial County		18
Burial State/Country		18
Note Flag		-
Marriages File:		
Marriage Record Number		-
Husband Record Number		-
Wife Record Number		-
Marriage Date		9
Marriage City		18
Marriage County		18
Marriage State/Country		18
Divorce Date		9
Divorce City		18
Divorce County		18
Divorce State/Country		18

Record Limits

Individuals File	999 Records
Marriages File	999 Records

Conditions

A limited license is granted to all users of MacRoots. You may make copies of this program and its documentation file and distribute them to other users. You may not:

1. Modify the program in any form.
2. Charge anyone a fee for the program beyond normal and acceptable copying and handling fees.
3. Change the About... menu resource.
4. Include MacRoots with another program as an inducement to sell the other program.
- 5. If you receive this program from Itasca Softworks by sending a blank disk for it, you still must send the Shareware fee and registration form to become a registered user.**

Disclaimer

This disclaimer is included so you will know this is a real software product, as we all know that all software products contain something along these lines:

In no event will the Author be liable to the user of MacRoots for any damages the user may incur. The Author is not liable for any claim by any user or any other party arising out of the use of this program.

MacRoots Exchange

Data from MacRoots may be exported and data from other programs may be imported to MacRoots using the utility MacRoots Exchange. Importation is limited to GEDCOM format genealogy files. MacRoots documents may be exported as GEDCOM format files or as tab delimited TEXT files.

Starting and Exiting MacRoots Exchange

Before you begin, you must have created MacRoots documents using the main MacRoots program. These files are used by MacRoots Exchange. MacRoots Exchange is available only to registered users of MacRoots.

Place the MacRoots Exchange application on a disk with an appropriate System and Finder for your system or on a disk with your data files.

To start MacRoots Exchange:

- Turn on your Macintosh and insert your MacRoots/ MacRoots Exchange program disk.
- "Double click" on the MacRoots Exchange disk icon (OR select Open from the File menu.)
- "Double click" the MacRoots Exchange icon to start the program (OR click once, then select Open from the File menu.)

To exit MacRoots Exchange:

- Pull down the File menu and select Quit (OR type Command-Q.)

Always end your MacRoots Exchange sessions in this manner. Quitting by turning off the computer without choosing Quit may damage a MacRoots document.

Using MacRoots Exchange

This section explains how to do the variety of tasks required to work with your MacRoots genealogy documents using MacRoots Exchange.

When you first open MacRoots Exchange you will see three windows. They are titled Export GEDCOM, Import GEDCOM, and Export MacRoots File. Click on the title bar of the window pertaining to the task you wish to complete. The window will then become the active window. Each window has only one button. Click this button to begin the task. For exporting of GEDCOM files and MacRoots documents you will be prompted to select a MacRoots document using the standard Macintosh file selection dialog boxes. It is important to have all MacRoots documents intact in the same folder. Be sure your MacRoots file has been updated by selecting Index Now from the MacRoots File menu.

Exporting a MacRoots document will produce two TEXT files. One will include all individuals and one will include all marriages. The format of the files will be the same as mentioned above in the File Characteristics section. The first record in each file will consist of the field names.

Using the GEDCOM import/export options you will be able to exchange genealogy data that has been created with a different software program (provided it has GEDCOM functions) or even on different computer systems. GEDCOM is a computer file system that is the standard for genealogy information transfer. It was developed by The Church of Jesus Christ of Latter-Day Saints. Most genealogy programs have GECOM functions.

Corrupted Data

If you have problems with a MacRoots database and suspect you have corrupted data:

1. Print out a list of all records by Record ID number. If some of the data appears garbled, the file is probably damaged.
2. Try and locate the record that contains the damaged data from the printed list. Attempt to remove any parental or marriage relationships from that individual. Close the file and then reopen it.
3. Attempt to re-establish the links.
4. If this doesn't work, repeat step 2 and then attempt to delete the individual. Close the file, open it again and try to add the individual and relationships back in.

If the above fails to recover your file, do the following **ONLY IF YOU ARE A REGISTERED USER**:

1. Backup your data disk.
2. Write a description of the problems that have occurred, events that led up to the disaster, and what the correct info should be.
3. Send the backup disk, printouts and any other info to Itasca Softworks. We will make the best attempt possible to resurrect your data. No fee is charged for this service.

Make Backups Often!!!

REGISTRATION FORM

TO: Itasca Softworks
Bruce W. Muckala
Rt.1, Box 408
Bagley, MN 56621

Date _____

FROM:

Name _____

Address _____

City _____ State _____ Zip _____

PRODUCT

PRICE

MacRoots Version 6.1

\$40.00

The Hotel Caper (mystery game)

\$15.00

6% sales tax
(Minnesota residents)

Total

I heard about MacRoots from:

My computer is:

- ☐ Telecomputing service
- ☐ User's Group
- ☐ Genealogy Club
- ☐ Other _____

- ☐ Mac Plus
- ☐ Mac SE
- ☐ Mac II
- ☐ other Mac _____

System _____
Finder _____

Comments _____

Thank You !!!

Remember: MacRoots does not work on a Mac 512E or plain Mac 512K.