

Ultimate Family Tree™ Deluxe Supplement



PALLADIUM
INTERACTIVE

Notice

Every effort has been made to supply complete and accurate information. However, Palladium Interactive, Inc. assumes no responsibility for its use, nor any infringement of patents or other rights of third parties which would result.

Copyright ©1997 by Palladium Interactive, Inc.

World-wide rights reserved. Except for your own personal use, no part of this publication may be stored in a retrieval system, transmitted, or reproduced in any way, including but not limited to photocopy, photograph, magnetic or other record, without the prior agreement and written permission of Palladium Interactive, Inc.

ROOTS, ROOTS IV, ROOTS V, and Ultimate Family Tree are trademarks of Palladium Interactive, Inc.

All other trademarks acknowledged.

The method used to format footnotes in Ultimate Family Tree is covered by U.S. Patent 5,097,418 and is licensed to Palladium Interactive, Inc. by COMMSOFT, Inc.

All Ultimate Family Tree specifications are subject to change without notice.

Printed in the United States of America.

Contents

Section 1: Family Album Maker & World Photo Studio	1
Introduction	2
Photo Management	3
Important Concepts	3
Contact Sheets 4, The Filter 4, Albums 5	
Moving around the Main Window	6
Task Bar Buttons 7, Menu Bar Commands 8, Repositioning Windows 10, Resizing Windows 10, Exiting Family Album Maker 10	
Map Window	10
Using the Map Window 10, The Map Window Toolbar 11	
Filter Dialog	11
Select Where 12, Sort By 13, Data Grid 13, Activate Your Filter Selections 14	
Using the World Photo Studio CD-ROM	14
View Photos of a Specific Country 14, Specify in More Detail the Maps, Flags, and Photos You Want to Display 15, View All of the Photos and Maps on Your World Photo Studio CD-ROM 15	
Using Your Photographs	15
Adding Images to the Media Library	16
Using the Image Window 17, The Image Window Menu Bar 19, Using the Image Editor 18	
Scanning Photographs into a Disk File	20
Image File Formats 21	
Photo Albums	21
Creating an Album 22, Viewing and Editing an Album 23, Printing an Album 23	

Printing a Photo 24
 Printing a Contact Sheet from a View window 24, Printing a Single
 Photo—Method 1 24, Printing a Single Photo—Method 2 25

Section 2: Social Security Death Index 27

Introduction 27
Using the Program 28
Letter Generator 30
Exiting the Program 31

Section 3: The Gazetteer 33

Using the Program 33
Exiting the Program 35

Section 4: Records Requester 37

Who May Receive Copies 37
Using Records Requester 38

Section 1:

Family Album Maker & World Photo Studio

Acknowledgment for Family Album Maker

The World Photo Studio that accompanies Family Album Maker on the CD-ROM is a collection of photographs by James A. Derheim, President of European Focus Photography. Palladium Interactive Inc. commissioned Jim to take photographs exclusively for the World Photo Studio. These photographs may be used in the Family Album Maker and Ultimate Family Tree genealogy programs as part of the Family Journal. Palladium Interactive thinks you will greatly enjoy viewing these photographs and including them in your Family Journal.

Copyright Notice

All photographs on the World Photo Studio are © 1997 by James A. Derheim, all rights reserved worldwide.

Permission is granted to users of the Palladium Interactive Family Album Maker and World Photo Studio to use the photographs on this CD-ROM with a personal family journal prepared with the Palladium Interactive Ultimate Family Tree genealogy software and Family Album Maker software. Persons interested in using these photographs or obtaining other photographs for use in commercial publications should contact the photographer directly. Some photographs in the World Photo Studio were commissioned exclusively for Palladium Interactive and special restrictions on their use may apply.

The photographer recommends for the best possible presentation of the photographs in a family journal that the album containing the photographs be printed on a high quality laser printer or be reproduced separately in color.

When the photographs are used in a family journal the following credit should appear, “Photographs taken in 1996 by James A. Derheim, President, European Focus Photography, www.eurofocus.com / JDerheim@aol.com / 1-800-401-7802.”

A license to use specific photographs for a particular purpose, including for profit publications, may be obtained directly from European Focus Photography. Send your publishing requirements by email or write for a quotation to European Focus Photography, P.O. Box 550, Bountiful, UT 84011-0550.

Credits

Documentation

Una Glass, Microplus Inc.

Doug Smith, Palladium Interactive Inc.

Samantha Williams, Palladium Interactive Inc.

Editorial

Brian Mavrogeorge, Palladium Interactive Inc.

Release Notes

PC Version In order to print a Family Album Maker album you must have True Type fonts installed.

Mac Version The Macintosh version of Family Album Maker does not include the world map search mechanism.

Introduction

Family Album Maker (FAM) manages photographs for use with Ultimate Family Tree. It allows you to:

- ✓ View the photos that came on your World Photo Studio CD-ROM
- ✓ Find World Photo Studio photos for a specific country or area
- ✓ Add World Photo Studio photos to your Ultimate Family Tree project
- ✓ Add your own photos to your Ultimate Family Tree project
- ✓ Design, view, and print your own customized photograph albums

- ✓ View and print photos that are already in your Ultimate Family Tree project

Your Ultimate Family Tree Software includes three components that all work together giving you the maximum ability to use photographs

- *Ultimate Family Tree* — Genealogy software
- *World Photo Studio CD-ROM* — A collection of photographs by European Focus Photography
- *Family Album Maker* — Photo management software

Photo Management

FAM photo management software is specifically designed to work with Ultimate Family Tree and the World Photo Studio CD-ROM that came with your Ultimate Family Tree software package.

You can use FAM to add photos to the Media library of your Ultimate Family Tree project. You can use photos from a variety of sources including:

- The World Photo Studio CD-ROM
- Your own photos that are on a floppy disk or your hard disk
- Your own photos that you scan using your TWAIN-compatible scanning device

Once your photos are in your Ultimate Family Tree Media library, you can link them to individuals and slide shows through Ultimate Family Tree. (See *Ultimate Family Tree User's Guide* for instructions on how to create these links.) You can also use FAM to view or print the photos in your Media library. You may want to create your own computerized photo albums using FAM with the pictures in your Ultimate Family Tree Media files.

Important Concepts

FAM helps you to use your photographs with Ultimate Family Tree as well as those that came on the World Photo Studio CD-ROM. It is important to understand the design concepts behind FAM in order to fully utilize its capabilities. FAM uses three components that will give you the maximum use of photographs and digital images. These components are contact sheets, the Filter, and albums.

Contact Sheets

Photographers usually print newly developed rolls of film on *contact sheets*. Each page-sized contact sheet shows several photos, allowing the photographer to preview the quality of each snapshot and decide which ones should be edited, cropped, enlarged, and saved.

FAM displays photographs on the computerized equivalent of contact sheets. When you choose to view photos in FAM they will be displayed in a contact sheet window. The window will show one of these titles at the top:

- View CD-ROM
- View Disk Directory
- View Ultimate Family Tree Library

The first three buttons on the task bar allow you to select which type of contact sheet you want to view:



Displays photos on World Photo Studio CD-ROM



Displays photos in the selected disk directory



Displays photos contained in your Ultimate Family Tree project

Once you have displayed a contact sheet window you can use your mouse to do the following:

- Select an individual photo for editing
- Select photos from the World Photo Studio CD-ROM or a disk directory, and add them to your Ultimate Family Tree project
- Drag and drop photos to a custom photo album that you create and design

The Filter

The Filter allows you to select only certain types of photographs for display on a contact sheet. For example, you may be interested in viewing only the pictures of France that are contained on the World Photo Studio CD-ROM. The Filter allows you to tell FAM to display only the pictures of France when you select View CD-ROM. Since there are over a thousand pictures on the World Photo Studio CD-ROM, it would be much faster for you to find the limited number of photos that interest you by turning the Filter on. You can access the Filter by clicking either the World Map or Filter buttons on the task bar.



The World Map button allows you to select a country or state on a world map and then display all of photos associated with that area on the World Photo Studio CD-ROM.

Note There is no World Map button on the Macintosh version of the program. Mac users select photographs, maps, and flags using the Filter function of FAM.



The Filter button allows you to do the same thing as the World Map button, except you define which images you want to view using words instead of pointing to an area on a map.

Once the Filter is turned on, only those pictures meeting the search criteria you set will be displayed from the World Photo Studio CD-ROM. You must return to the Filter window to turn the Filter off.





Albums

FAM allows you to design and print photograph albums using pictures that are stored in your Ultimate Family Tree project, the World Photo Studio CD-ROM, or on a hard or floppy disk. Using photo albums, you can:

- Define multiple page albums
- Lay out and size your photos on each page
- Write captions for each photo
- Give the album a title and save it permanently
- View or print your albums

The printing feature will work best if you own a color printer and use special coated paper for printing your photographs.

When you lay out an album you will use one or all of the contact sheet types to view your photos, and then drag them to an album page.

Photographs in  World Photo Studio CD-ROM,  Disk File, and  Ultimate Family Tree can be displayed in your  Album.

You can design multiple albums and give each one a name. You may want to create different albums based on different themes. For example, you may want one album for ancestors and another for immediate family.

Moving around the Main Window

You should be familiar with Windows features and terminology to take full advantage of FAM's capabilities. You should be familiar with:

- ✓ Dragging and dropping
- ✓ Using your mouse
- ✓ Repositioning a window
- ✓ Resizing a window
- ✓ Activating a window when multiple windows are visible on the screen
- ✓ Using the Windows clipboard
- ✓ Using disk drives and folders

If these concepts are unfamiliar, you should read the material below. There are also many useful books available that give easy instructions for Windows. Additionally, there are excellent videos, tapes, and tutorials available. You will get the most out of your computer and software if you fully understand how to use it.

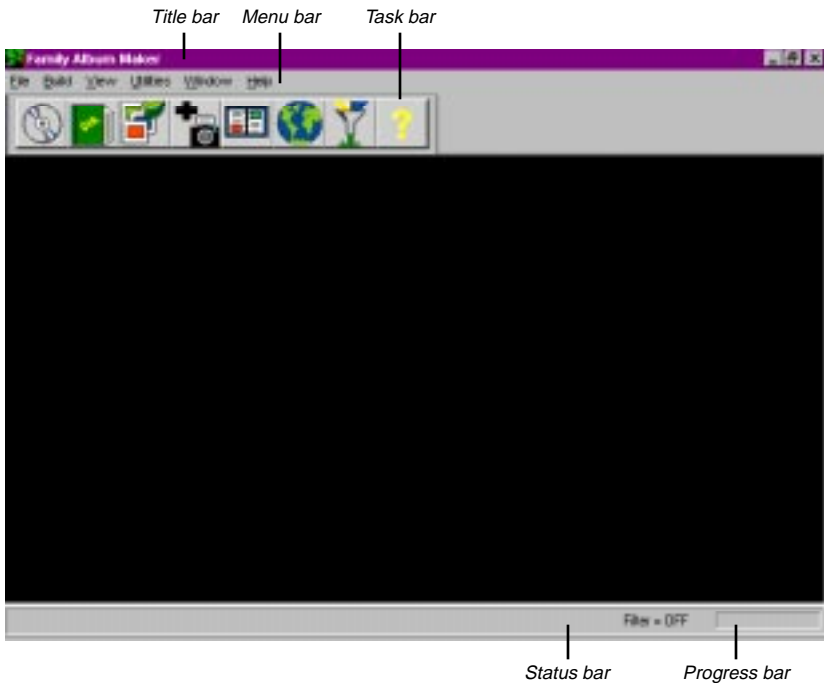


Figure 1-1: Family Album Maker Main Window

On FAM's main window, you will see the following:

- *Title Bar* — The colored bar at the top of FAM's window includes the Ultimate Family Tree icon in the upper left corner, followed by the title *Family Album Maker*.
- *Menu Bar* — Click any of the menu titles to display the menu. Highlight the item you want and click once with your left mouse button to activate that option. Most menu bar commands can be accessed more rapidly by using one of the task bar buttons which are located directly below the menu bar.
- *Task Bar* — Each task button activates a commonly used feature. For example, one button displays your Ultimate Family Tree Media library. Another button lets you design and print photo albums.
- *Status Bar* — Check the status bar frequently while you are using FAM because it displays useful messages and prompts. The left side of the status bar displays prompts based on the location of your cursor and where you are in FAM. For example, it may prompt you to "Select a Task Button or Menu Option," or to "Drag and Drop Images From Contact Sheets."

The right side of the status bar shows the Filter status. When the Filter is on, only a limited selection of images from the World Photo Studio CD-ROM will be displayed.

The central area of the status bar shows the size of the currently selected image when you are working with contact sheets and albums. This feature is very useful if, for example, you want to print a photograph for framing and it needs to be cropped to the size of your picture frame.

- *Progress Bar* — This meter shows the percentage of a function that has been completed.

Task Bar Buttons

Now let's review a few task bar buttons and refer you to some new ones.



View all photos on the World Photo Studio CD-ROM



View disk directory



View Ultimate Family Tree Media library



Add new image to Ultimate Family Tree Media library from disk or scanner, or scan and save image to disk



Design and print custom photos albums; or print photos stored in the Ultimate Family Tree Media library, on the World Photo Studio CD-ROM, or in a disk file



Find and view photos from the World Photo Studio CD-ROM for a specific geographic area



Find and view photos from the World Photo Studio CD-ROM and specify whether you want to view maps, flags, or photos for a specific geographic area



Display help table of contents or find help on a specific topic

Menu Bar Commands

File





- *New Image* — Displays New Image window. Select the appropriate tool button on the New Image window to add a new image from a disk directory, the World Photo Studio CD-ROM, or from a TWAIN-compatible scanning device. You can also edit the image from this window (crop, cut, zoom, rotate, etc.) and then save the image into your Ultimate Family Tree project.
- *Page Setup* — Displays the Page Defaults dialog. Select this option to define header, footer, and album page information. You may define the page number format (location on the page), date format (location on the page), and font.
- *Exit* — Select this option to Exit from FAM.

Build

- *Album* — Displays the Select Album dialog. Click the name of the album that you want to open, and then click Proceed. If you are starting a new Album, click New. The Album menu bar option performs the

same function as  on the task bar button.

View

- *Directory* — Performs the same function as  on the toolbar.
- *World Photos* — Performs the same function as  on the toolbar.
- *Ultimate Family Tree* — Performs the same function as  on the toolbar.
- *Filter* — Performs the same function as  on the toolbar.

Utilities

- *Preferences* — Displays the Preferences dialog.
- *Viewing Preferences* — Allows you to set preferences for the way images are displayed in View windows. There are three different kinds of View windows in FAM: View World Photo Studio CD-ROM, View Directory, and View Ultimate Family Tree Media File. You can set preferences for each of these windows. Click Zoom to set the size of the View window by a percentage. Click View to set the number of photos you want displayed on each page of the View window (4, 6, 12, or 24).
- *Image Preferences* — Choose Save As to specify the image file type you want to set as the default for saving your image files to disk. Choose Prompt Before Save to have FAM prompt you to specify the image file type before saving. Specify the JPEG compression factor to be used if you save a files using JPG format.
- *CD-ROM Location* — Specify the letter for your CD-ROM drive. Once specified, you can test to see that you specified the correct location.
- *Save/Don't Save* — Either save or don't save the preferences you have just specified.

Window

- *Cascade* — Fans the windows like a deck of cards.
- *Tile Horizontally* — Places windows next to each other.

Repositioning Windows

As is the case with most Windows software, you can drag a FAM window around your screen by dragging the title bar. Repositioning FAM's contact sheet windows make dragging and dropping to Album pages much easier.


Resizing Windows

You can change the height and width of a window using your mouse. Point to the edge of a window, moving your mouse slowly until your cursor changes to arrows. Hold down your left mouse button and drag the window's edge.

Exiting Family Album Maker

In Windows 95, click the *X* button in the upper-right corner of the FAM window, or in Windows 3.1 or Windows 95, select File from the menu bar and then select Exit.

Map Window

Selecting  from the task bar will display a world map. The tools on the Map window toolbar allow you to zoom in on specific geographic regions and display the World Photo Studio CD-ROM images associated with those areas.

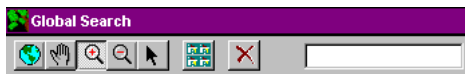







Figure 1-2: Map Window Toolbar

Using the Map Window

Use your mouse to zoom in on the area that interests you.

1. Click the zoom in tool  in the toolbar.
2. Hold down your left mouse button and drag your mouse diagonally until a box appears. Continue dragging your mouse until you have boxed the area that you wish to magnify.
3. Release the mouse button, and the Map window will zoom in on the area that you boxed.

You can repeat the steps above to zoom in further.

4. Position the pointer over the country you want and click the *right* mouse button. Alternatively, click  in the toolbar to change your cursor to the Pointer mode, point at the country you want, and click your *left* mouse button. The name of the country or state that you have chosen will appear in the selection box at the end of the Map window's toolbar. If you selected the wrong country, point to the country that you wish to select and click your mouse again. If you want to start over, click  to restore the world map.
5. Once you have selected the country or state that you want, click  to display the images on the World Photo Studio CD-ROM for the region you selected. The images will appear in the View CD-ROM window.
6. If you want to specify more details about the images to be displayed, click  on the main window's task bar and use the Filter to make more selections.

The Map Window Toolbar

Here is a description of the Map window's toolbar icons.



Restores the full world map



Grab mode—drag map around screen to display locations that are beyond the edge of the window



Zoom in mode



Zoom out mode



Point mode



Cancel—abandons any entries and exits from the Map window



Selection box displays the name of the country or state you have chosen

Filter Dialog

The Filter dialog allows you to set selection criteria for which World Photo Studio CD-ROM images will be displayed when you choose to View World

Photo Studio. The dialog uses standard Boolean logic. The examples listed below will help you understand how the Filter works.

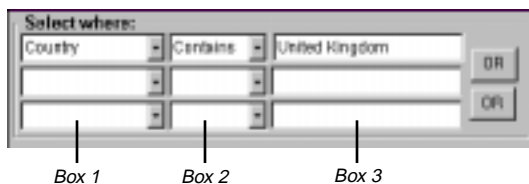


Figure 1-3: Filter Dialog

Select Where

1. To select photos using the Filter dialog, enter your first selection criterion. Click the down arrow to the right of box 1 to list the available options. The options are Type, Name, Country, State/Province, County, City, and Description. These options refer to the information on the World Photo Studio CD-ROM that is associated with each image. Each image has a type (for example, *map* or *photo*), a name (for example, *Union Jack*), the country to which the image is related (for example, *United Kingdom*), and for some images, the state, county, and city to which the image is related.
2. Enter the logical operator. Click the down arrow to the right of box 2 for a list of options. Choose Contains to include photos that contain the criterion you specify. Choose Matches to include photos that match exactly the criterion you specify.
3. Enter the selection criterion in box 3. For example, if you want to select maps, you would enter *Map*. You can also use standard Windows wild card symbols (* and ?). Pay attention to the exact spelling and wording of the selection criteria you use. If you set criteria and are unable to find what you are looking for, try again using different wording. For example, if you enter *Great Britain* as your criterion, no images will be displayed, but using *United Kingdom* will result in matches. Experiment with various search criteria until you find what you are looking for.
4. If you are going to enter additional selection criteria into the next row of boxes, click the AND/OR button. This button toggles the logical relationship between your first selection criterion and your second.

Filter Criteria Examples

Box 1	Box 2	Box 3	AND/OR toggle	Result
Country	Contains	France		Displays all photos, maps, and flags where the country contains the word <i>France</i>
Country	Contains	France	AND	Displays all maps where the country contains the word <i>France</i>
Type	Matches	Map		
Country	Contains	G	AND	Displays all photos for countries which include the letter G. Photos for Germany, Greece, and so on will be displayed
Type	Matches	Photo		
Country	Contains	France	OR	Displays all photos where the country contains the words <i>France</i> or <i>Germany</i>
Country	Contains	Germany	AND	
Type	Matches	Photo		

Sort By

Choose the order in which you want the images displayed. For example, you might want them sorted first by country and then by city.

Data Grid

Below the Sort option is a grid that lists all of the information contained in the World Photo Studio database about the currently selected (filtered) images. The information is listed in the sort order that you have selected.



Type	Name	Country	State/Prov/ County	City	Description
Flag	Gibraltar Flag	United Kingdom	Gibraltar		The current
Flag	Isle of Man Flag	United Kingdom	Isle of Man		The current
Flag	Union Jack	United Kingdom			The current

Figure 1-4: Example Data Grid

At the top are the column titles Type, Name, Country, State/Province, County, City, and Description. Each row in the grid contains information associated with one image. For example, the third row in the example grid above contains information associated with the image of United Kingdom's flag. You can change the width of each field displayed by positioning your pointer on one of the vertical lines between the columns until you see a double arrow. Drag the line to change the width of the column.

If you want to display the image that is associated with one of the rows, double-click that row with the left mouse button. The item will be displayed in an Edit Image window, and you can edit the image or save it to your Ultimate Family Tree Media library.

Activate Your Filter Selections

After filling in all of your selections (Filter criteria, sort order, etc.) in the Filter dialog, click the appropriate button to activate the Filter:

- *Filter* — turns the Filter on using the criteria shown in the dialog
- *Show All* — turns the Filter off, thereby displaying *all* images
- *View* — displays the filtered images
- *Close* — closes the Filter dialog, leaving current settings active

Note Once the Filter has been turned on it will remain active until you turn it off by clicking Show All.

Note If some of the World Photo Studio images are not being displayed, always check to see how you have set the Filter.

Using the World Photo Studio CD-ROM



The World Photo Studio CD-ROM includes several hundred pictures from various countries around the world. It also includes maps and flags for most countries. You may want to use some of these pictures, flags, or maps in your Ultimate Family Tree project to enhance background information about your family's history.

You can access the pictures which interest you the most by turning on FAM's Filter. This will allow you to view only those photos which relate to a particular country, or allow you to select, for example, only flags for viewing. Turning on the Filter will allow images on the World Photo Studio CD-ROM to display much faster, because you will be viewing a limited selection of images.

View Photos of a Specific Country



To view photos of a specific country:

1. Put the World Photo Studio CD-ROM in your computer's CD-ROM drive.

2. Click the  icon on the task bar.
3. Use the Map window to zoom in on the country that interests you.
4. Use the navigation bar  window to page forward and backward through the images.



Specify in More Detail the Maps, Flags, and Photos You Want to Display

To specify in detail the maps, flags, and photos you want to display:

1. Put the World Photo Studio CD-ROM in your computer's CD-ROM drive.
2. Click the Filter icon  on the task bar.
3. Enter your Filter selections onto the Filter dialog.
4. Use the navigation bar  window to page forward and backward through the images.

View All of the Photos and Maps on Your World Photo Studio CD-ROM

To view all of the photos, flags and maps that came on your World Photo Studio CD-ROM:

1. Put the World Photo Studio CD-ROM in your computer's CD-ROM drive.
2. Click the  icon on the task bar.
3. Use the navigation bar  window to page forward and backward through the images.

Using Your Photographs

How should you get your photographs into FAM? There are several ways:

- Use a TWAIN-compatible scanner

- Have your existing photos scanned at a print shop or computer store
- Have your new rolls of film developed by a company that will digitize your photos and put them on diskettes
- Use a digital camera

Adding Images to the Media Library

You may want to permanently add a picture from the World Photo CD-ROM to your Ultimate Family Tree Media library. To do so, view the World Photo CD-ROM, select the image you want, and then save it to your Ultimate Family Tree Media library.

1. Display the World Photo Studio CD-ROM by clicking the appropriate task bar button:




To display all images on the CD-ROM



To display images for a specific geographic area



To display images using detailed selection criteria

2. Use  on the View window to page forward and backward through the images.
3. Select the image you want to add to your Ultimate Family Tree Media library by double-clicking the image. The image will be displayed in the Image window.
4. Edit the image, if desired, using the Image window's edit features.
5. Click the Image window to open the Save to Ultimate Family Tree dialog.
6. Enter any additional information into the dialog that you want saved to your Ultimate Family Tree Media library.
7. Click the Save to Ultimate Family Tree dialog to save to your Ultimate Family Tree Media file.

Using the Image Window

The Image window allows you to


- ✓ Display a single image
- ✓ Scan an image
- ✓ Edit an image
- ✓ Save an image to the Ultimate Family Tree Media library or a disk file

The Image window can display images from

- The World Photo Studio CD-ROM
- A disk directory
- The Ultimate Family Tree Media library
- A TWAIN-compatible scanning device

You can load an item into the Image window in several ways.


- Double-click a single image while in any of the View windows (View World Photo Studio, View Directory, View Ultimate Family Tree). That image will appear in the Image window.
- Select View Directory and then Double-click on a file name in the Get Directory dialog. That image will then appear in the Image window on your screen.
- Select the Filter and double-click an item (a single row) in the data grid of the Filter dialog. That image, from the World Photo Studio CD-ROM, will appear in the Image window.

You can also select the  icon (or the New Image option from the

File menu) and a blank Image window will appear. From there you can choose to scan an image and save it to your Ultimate Family Tree Media library or save it to a disk file.

The Image Window Menu Bar

The Image window menu bar provides additional editing and saving features.

- *File* — Saves images to disk. Choose Save or Save As from the File menu to save an image to a disk file rather than into your Ultimate Family Tree Media library. You can save scanned or edited images. Notice that FAM automatically assigns the appropriate three letter extension at the end of the file name (e.g., *.*bmp*). Do not change the extension, because it indicates the format of the image to FAM and other software. FAM supports several types of image file formats.
- *Edit* — Performs the clipboard functions (copy, paste, cut) available on the floating toolbar.
- *Image* — Makes various adjustments to the current image, including Brightness, Gamma, Mirror, Reduce Colors, Rotate, Dither Method, and Invert.
- *Scan* — Select Source allows you to select a scanner if you have more than one from which to choose. Acquire activates you scanner (same as ).

Using the Image Editor

The image title appears on the upper left corner of the Image window. In the example below the title is *alyssa6.bmp*. The appearance of the title will vary depending on the source of the image.

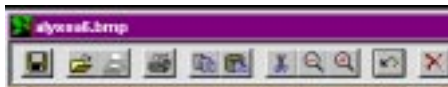




Figure 1-5: Image Window Toolbar


- If the image is from the World Photo Studio CD-ROM, the filename, drive, and directory path will appear.
- If the image is from a disk directory only the file name will appear.
- If the image is in the Ultimate Family Tree Media library, the title *Library Image* will be displayed followed by the name of that image.
- If no image has been selected the title area will display *New Image*.

The icons on the toolbar include:


 *Save to Ultimate Family Tree Media library*


 *Open Image* — Retrieves an image from a disk directory. Select this icon only if you have not already loaded an image into the Image window.


 *Scan* — Activates your TWAIN-compatible scanning device. Selecting this icon will open your scanner dialog, which will prompt you to put a photo or negative in your scanner. The image you are scanning will appear in FAM's Image window after your scanner finishes. You can then edit and save the image you scanned.


 *Print* — Prints the current image. Click this icon to open a dialog with the following options:

- *Scale Options* — Choose Don't to print the image at the size shown in the Image Size box, Fit to Page to size the image to best fit on a single page, or Scale to increase or decrease the size of the image by the percentage you specify.
- *Paper Size* — Indicates the size of the paper you are using. Click the Setup Printer button and select the appropriate options.
- *Image Size* — Indicates the size the image will be when it is printed
- *OK* — Prints using the options selected
- *Cancel* — Abandons printing
- *Set Up Printer* — Activates the printer dialog. You can select varying options here depending on the type of printer connected.


 *Copy* — Copies the current image to the Windows Clipboard. You can then paste the image into another application (word processor, image editor, etc.) that will accept data from the Clipboard.


 *Paste* — Pastes an image from the Windows clipboard into the Image window. You can paste images that you copies from other applications such as other photo or image editors.


 *Zoom Marked* — Selects an area of the displayed image and zooming in on that area. This option *cropps*, or cuts, out the selected area. You may want to use this option to eliminate parts of a picture and then save the edited version of that picture. To use this feature, position your


pointer at the upper left corner of the area you want to crop, hold down your left mouse button and drag diagonally until the box has outlined the area that you want to keep. Lift your finger off the mouse button and the box will remain. Click  to crop the image.

If you do not like the position of the box after it is set, you can move the mouse pointer to a new spot and repeat the process. The original box will disappear and a new one will be drawn.

 *Zoom Out* — Makes the image shown in the Image window smaller

 *Zoom In* — Makes the image shown in the Image window larger

 *Undo/Restore Original* — Restores the image to the way it was before you began editing

 *Cancel* — Abandons the image on the screen without saving and exit the Image window

Scanning Photographs into a Disk File

To add photos to a disk file using your TWAIN-compatible scanner:



1. Click  on the task bar and the Image window will appear. *New Image* will be displayed in the upper left corner of the window.
2. Click  on the Image window and a dialog specific to your scanner will be displayed. Follow the directions for your scanner (see the documentation that came with your scanner).
3. Once the scanner has finished processing, select the Save option in your scanner software's dialog. Your scan will appear in FAM's Image window.
4. Edit the image, if desired, using the Image window's edit features.
5. Select Save As from the File menu. The Save As dialog will appear.
6. Indicate the disk drive and folder where you want to save, and the file-name you want to give your scan. You must also designate the image's file type. (It is easiest to use the default file type that FAM enters for you.)
7. Click OK to save your photo.

Image File Formats

FAM supports the following image file formats:

Image type	File extension	Maximum colors
BMP	.BMP	16.7 million
DCX	DCX	16.7 million
IMG	IMG	16
JPG	JPG	16.7 million
Kodak Photo CD (read only)		16.7 million
PCX	PCX	16.7 million
Targa	TGA	16.7 million
TIFF	TIF	16.7 million
GIF (read only)	GIF	256


Photo Albums

FAM allows you to design custom photo Albums using your own photos or those supplied with FAM. You can:

- ✓ Design a multi-page photo Album
- ✓ Store multiple Albums, each having a unique name
- ✓ View, edit, and print your Albums
- ✓ Use the same picture in multiple Albums
- ✓ Define the details of each page in your Album
- ✓ Drag and drop pictures onto each page of your Album from your Ultimate Family Tree Media library, a disk directory, and the World Photo Studio CD-ROM
- ✓ Position and resize each of your pictures
- ✓ Select a background color or pattern for each page
- ✓ Select portrait or landscape mode for each page
- ✓ Add captions or descriptive text in any font and color

Creating an Album

To create a custom photo Album:

1. Select  from the task bar to open the Album window. The word *Untitled* appears in the upper left corner of the Album window. This indicates that you have an empty Album page in front of you on which you can begin laying out your Album.
2. Click one or all of the View task bar buttons to display each of the View windows. You can display all three windows simultaneously. You only need display a View window for the location that includes the photos you plan to use in your Album. For example, if you plan to use images that are stored in your Ultimate Family Tree Media library, then display the Ultimate Family Tree Media Library View window only. Your choices include:



View image on the World Photo Studio CD-ROM






View images in a disk directory






View images in your Ultimate Family Tree Media library

3. Reposition the View windows, the Album window, and the floating toolbar until you find them easy to work with. You may want to put the Album window on the right side of your screen and the floating toolbar next to it. Then position the View window(s) on the left side.
4. Page through your View window(s) to locate an image you want to put onto the first page of your Album.
5. Position your pointer over the image you want and hold down your left mouse button. Drag and drop the image onto the Album page that is showing in the Album window. The image will be displayed on the Album window as well as the View window.
6. Reposition and resize each image in the Album window as desired.
7. Add text (captions or descriptions) to the page, using the Floating toolbar.
8. Repeat steps 5–7 to put any additional images on the page.

9. Click  to save the page. A dialog will appear, allowing you to name the Album.
10. Use  to go to the next page in your Album, add more photos to your Album, and save each page as in step 9.
11. When you have completed your Album, print it by clicking , or view and print your Album later.




Viewing and Editing an Album

To view or edit an existing Album:

1. Select  from the task bar and the Album window will open.
2. Click  and the Select Album dialog will open.
3. Highlight the Album you want to view from the list and click Proceed. The Album window will display the first page of the Album you selected.
4. Use  on the Album toolbar to page forward and backward through your Album.
5. Edit images in your Album, add or delete pages, or print your Album.

Printing an Album

To print an Album:

1. Click  on the task bar.
2. Click  on the Album window to open the Select Album dialog.
3. Double-click the name of the Album you want to open.
4. Click  on the Album window. The Print dialog will be displayed.
5. After setting the options you want in the Print dialog, click OK to print.

Printing a Photo

You can print your photos from several locations within FAM.

- Print a contact sheet from the View window
- Print a single image from the Image window
- Print single or multiple images using the Album window
- Print an entire Album or a single page of an Album from the Album window

Printing a Contact Sheet from a View window

1. Choose the View window that you want to use:





World Photo Studio CD-ROM



Disk directory



Ultimate Family Tree Media library

2. Use  on the View window to page through the images.
3. Click  on the View window to display the print dialog.
4. Click OK to print the current page.

Printing a Single Photo—Method 1

1. Choose the View window that you want to use:




World Photo Studio CD-ROM




Disk directory



Ultimate Family Tree Media library

2. Use  on the View window to page through the images.

3. Double-click the image you want to print to load it into the Image window.
4. Click  on the Image window.
5. Select the options you want in the Print Image dialog.
6. Click OK to print.

Printing a Single Photo—Method 2

You can use the Album window to print single or multiple images without actually creating and saving an Album. The Album Print feature has the added advantage of allowing custom text boxes.

1. Choose the View window that you want to use:






World Photo Studio CD-ROM



Disk directory



Ultimate Family Tree Media library

2. Click  to display the Album window. The Album window will show *Untitled* in the upper left corner.
3. Reposition the View window, the Album window, and the Album floating toolbar so that they are lined up next to each other. (See “Moving around the Main Window” on page 6 for more information on using your mouse to reposition windows.)
4. Use  to page forward and back through the View window.
5. Drag and drop the images you want to print from the View window to the Album window.
6. Resize and reposition the images on the Album window page. Add text, if desired, using the floating toolbar.
7. Click  and select the options you want on the Print dialog.
8. Click OK to print the page.

Section 2:

Social Security Death Index

Introduction

Welcome to the Social Security Death Records CD. This database contains the Death Master File (DMF) from the Social Security Administration (SSA), current through August 1996. Unlike similar programs at this time, however, the CD also contains an automatic letter generator to request a copy of an individual's application for a Social Security card (Form SS-5) and an electronic version of Form SS-5. See the Help menu option Value of Ordering the SS-5 for additional research tips to help in your research efforts using Social Security records.

This Social Security Death Index database is created from SSA payment records. The DMF includes the following information on each decedent, if the information is available to the SSA: Social Security number, name, date of birth, date of death, state or country of residence where number was issued (Feb 1988 and prior), Zip code of last residence, and Zip code of lump sum payment. Primarily, the index covers deaths since 1962, though it does include some earlier records.

The SSA does not have a death record for all persons; also, an estimated three percent of the records entered on the DMF are incorrect. Therefore, the SSA cannot guarantee the veracity or accuracy of the file. The absence of a particular person is not proof this person is alive. Also, some individuals might have had more than one Social Security number, and more than one person might have used the same Social Security number. Some Zip codes may also have changed, making the corresponding localities incorrect.

If you cannot find a deceased individual's name in the index, consider the following possibilities:

- The person might not have received a Social Security number.
- The information might have been reported incorrectly.
- The SSA might not have been notified of the person's death.
- The person might have changed his or her given name or surname.
- The person might have used a different spelling on his or her name.
- The person might have died before the SSA put its records on computer.

If for any reason the SSA has incorrectly listed you as deceased on the Death Records CD, please contact your local Social Security office (with proof) to have your status corrected. You may also contact them for further advice if you need help.

There is virtually no difference between the Mac and Windows versions of this program. The following instructions cover both versions.

Using the Program

The Social Security Death Records CD uses a powerful engine to quickly search the nearly 54 million records on the CD. After installing the program, click the text box where you will type your first search criterion. Type the text for your search and press Tab to move to the next field, or Shift-Tab to move to the previous field. You can also click the desired field.

For the fastest searches, supply as much information as possible when searching on surname, given name, state, year of birth, or year of death. When using the asterisk (*) as a wildcard in a search, include at least the first two characters if possible (e.g., *Gr**). This narrows the search, allowing faster response time and requiring less disk space for temporary files.

Use the Social Security Death Records CDs by placing the proper disc (surnames beginning with A–K are on Disk 2, and L–Z are on Disk 3) in the CD-ROM drive, then double-clicking the program icon.

As an example, to locate the SSN of Marilyn Carter, type *Carter* in the Surname field. (Note that the DMF usually lists married name as the surname, unless the person was single or had legally changed his or her surname.) To further refine your search to find Marilyn Carter born in 1924, type *Marilyn* in the Given field and *1924* in the Year Born field. Click the Search button. The CD will bring up a list box with the names meeting your search criteria, or report that no matches were found.

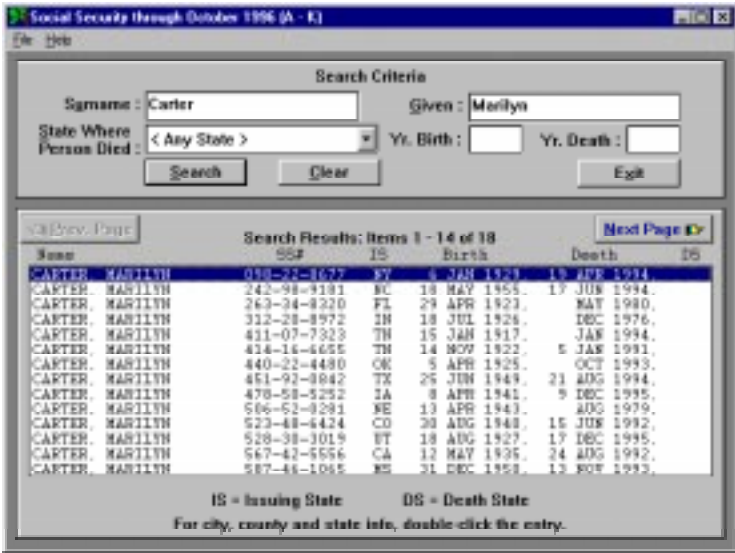


Figure 2-1: Windows Query for Social Security Death Index

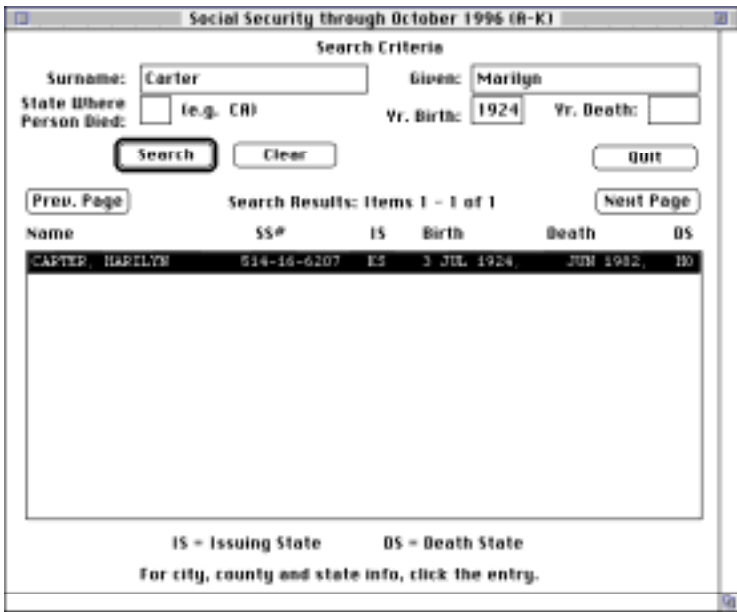


Figure 2-2: Macintosh Query for Social Security Death Index

Once the results of your search are on screen, note that the names are first sorted alphabetically, then generally by SSN. The program also lists all persons with no issuing state information first; therefore, you may move past the first individuals before encountering an abbreviation for an issuing state.

Note In the state field, *RR* stands for *railroad record*. The notation *1000* means that this was the information received from the SSA in electronic format, though it is obviously incorrect.

When the search results are displayed, click the Next Page or Previous Page buttons to move through the list. If the results are extensive (for example, 300 possible matches), try including more specific search criteria to narrow the search.

The CD will also print the information currently on screen. To print the list, choose Print List from the File menu. Select the lines of text items to be printed; the program will print the corresponding name, SSN, issuing state, date of birth, date of death, state where died, and Zip codes of last residence and payment. To print the list to file so that it can be edited and saved, select the Print to File option.

You can bring up the decedent's Zip Code information by clicking on a name. The Zip code information is the Zip code where SSI benefits were last mailed.

Letter Generator

When you have found the name (or group of names) of interest, streamline your research efforts by using the built-in letter generator and browse list capabilities, described below.

The Social Security Death Records CD automatically generates a request for a copy of a deceased person's Social Security card application (Form SS-5). To print the letter, highlight the desired individual's name and select Print Letter from the File menu. You will be asked to supply the name, address, and telephone number for the return address (once you enter the information it will remain the default until changed).

Note To print the letter to a file so that it can be edited and saved, select the Print to File option in the Print dialog.

Note For additional input on ordering a copy of an individual's application for research purposes, see the File menu option The Value of Ordering the SS-5.

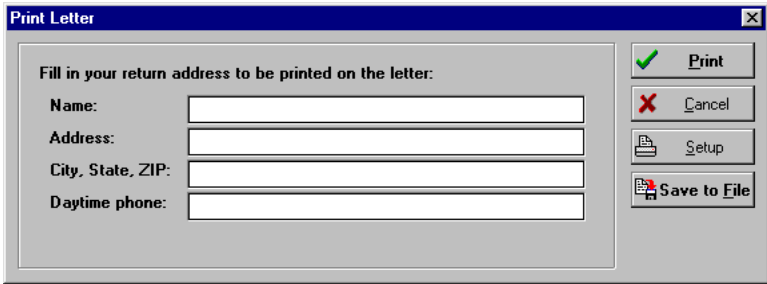


Figure 2-3: Windows Letter Generator

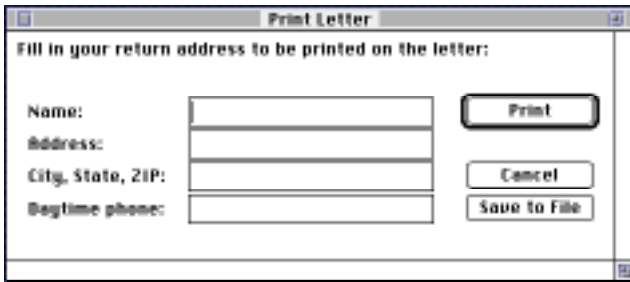


Figure 2-4: Macintosh Letter Generator

Exiting the Program

Clear the data fields at any time by clicking the Clear button. Once you have completed your search and are ready to exit, click the Exit button (Windows) or the Quit button (Macintosh) to leave the program. Or, if desired, select these options from the File menu.

Section 3:

The Gazetteer

Using the Program

The Gazetteer CD uses a powerful search engine to quickly search indexed pages in the following gazetteers:

- *A New Gazetteer of the United States of America*, by William Darby and Theodore Dwight, Jr. Published by Edward Hopkins, 1833, Hartford, CT. Copyright 1996 GenRef, Inc. Over 600 pages.
- *A Gazetteer of the United States of America*, by John Hayward. Published by Case, Tiffany, and Company, 1853, Hartford, CT. Copyright 1996 GenRef, Inc. Over 800 pages.

Follow these instructions to search the Gazetteer CD for locations:

1. Click the first Word Phrase text box. Type the desired search text (for example, *Columbus*), then tab to the next Word/Phrase text box and type additional search criteria (for example, *Ohio*). To return to a previous field, press Shift-Tab.

Note For the fastest searches, supply information in both text boxes. When using the asterisk (*) as a wildcard in a search, include at least the first two characters if possible (e.g., *Gr**). This narrows the search, giving a faster response. Less disk space is also required for temporary files.

2. Next, from the Options drop-down list, select All Early American to have the CD search both the 1833 and 1853 gazetteers, 1833 to have the CD search the 1833 edition only, or 1853 to have the CD search the

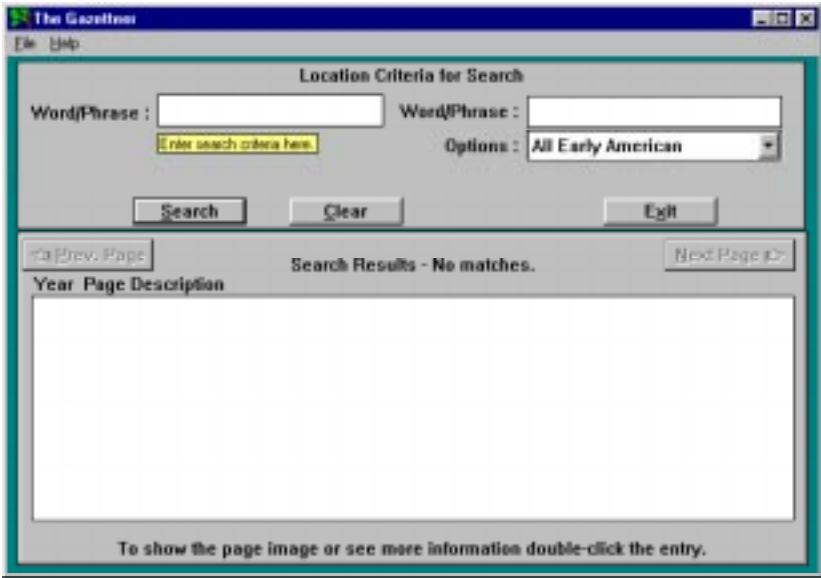


Figure 3-1: Gazetteer Location Search Screen

1853 edition only. Select 1833 Table of Contents for a quick overview of the items included in the 1833 gazetteer, or 1853 Table of Contents to glance through the items in the 1853 gazetteer.

3. Click the Search button. The CD will bring up a list box with the names meeting your search criteria, or report that no matches were found. Click the Next Page or Previous Page buttons to move through list.
4. As noted at the bottom of the input screen, double-click the desired entry to view the page image or receive additional information. Click the printer icon to print the page, or select the Return to Main Screen, Previous Page, or Next Page options.
5. After you have viewed the desired information and returned to the main screen, further streamline your research efforts by using the built-in Print List capability. To print the current list of information on-screen, click on the File menu and select Print List. Select the lines of text items to be printed; the program will then print the corresponding information. To print the list to file so that it can be edited or saved, select the Print to File option.

Exiting the Program

Clear the data fields at any time by clicking with the mouse on the Clear button. Once you have completed your search and are ready to exit, click on the Exit button to leave the program. Or, if desired, select these options from the File menu.

Section 4:

Records Requester

Record Requester automates the process of requesting certified copies of birth, death, marriage, or divorce certificates. Please note, however, that you must meet certain requirements to be eligible (see “Who May Receive Copies,” below). Once you’re sure you qualify, follow the procedure below to obtain information from state, county, or country offices. You may also browse a log of letters you previously generated, or update your own personal information.

Note Hotkeys are provided in selected fields to help streamline the request process. To access a field through its hotkey, press Alt and the underlined letter in the field name.

Who May Receive Copies

Vital records are not available to the general public. To receive a copy, you must be:

- The person named on the record
- A parent or a member of the immediate family
- A legal representative or anyone who can prove a direct interest, such as a named beneficiary or someone who jointly owns property with the person whose record is requested

A record will *not* be released to anyone with an adversarial interest in the record. Proof of legal representation, direct interest, or written authorization is required. A personal identification number must be furnished before

copies will be made available. In most cases this number is a driver's license number (send photocopy of license only) or social security number.

Using Records Requester

1. Click the Record Requester icon. The Main Menu appears.



Figure 4-1: Main Menu Window

2. Click the Edit/Update User Information button.

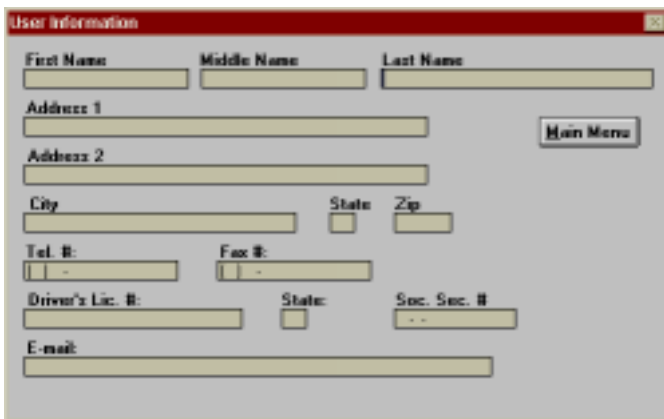
A screenshot of a software window titled "User Information". The window has a red title bar and a grey background. It contains several text input fields for user data. The fields are arranged as follows: "First Name", "Middle Name", and "Last Name" (each with a text box); "Address 1" (with a text box and a "Main Menu" button to its right); "Address 2" (with a text box); "City", "State", and "Zip" (each with a text box); "Tel. #:" and "Fax #:" (each with a text box containing a hyphen); "Driver's Lic. #:", "State:", and "Soc. Sec. #:" (each with a text box containing a hyphen); and "E-mail:" (with a text box).

Figure 4-2: User Information Window

- The User Information screen will appear, prompting you for the full name, address, daytime phone number, and driver's license number to be printed as the return address on each letter you create. All of this information is essential, so be sure to complete it before printing any letters. This information will remain the default until you change it. To exit the User Information screen, click the Main Menu button.
- Click the State, National, or County button on the Main Menu. When you use the State or County option, you may request a specific document. Because country requirements vary widely, selecting the Country option will only allow you to generate a letter requesting more information. If you are requesting a State or County document your choices will be Birth, Death, Marriage, and Divorce records.

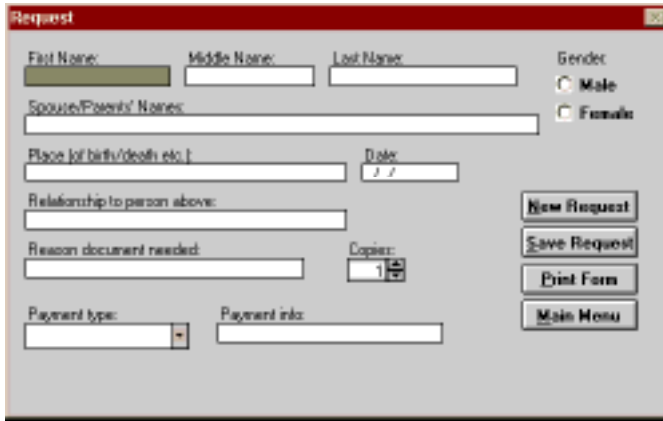
Cost for 1 copy:	\$12.00	SASE Required?: N
Cost add. copies:	\$4.00	Personal check OK?: Y
Credit card fee:	\$5.00	Money order OK?: Y
Rush fee:	\$22.00	Process time: 2-3 weeks

State office has had birth records since January 1908. Make money order or check payable to Center for Health Statistics. Fee for special searches is \$10.00 per hour.

Figure 4-3: Records Requester State Document Screen

- In the pull down text fields, choose the desired locality. Information about that locality will appear in the window (e.g., where your request will be sent, what the current fees for the type of record you have requested are, the processing time to expect, comments about what data is available, and any specific payment information).
- The fee for additional copies is for copies requested *at the same time*. Credit card and rush fees are *in addition* to the charge for copies. *SASE required?* indicates whether a self-addressed, stamped envelope should be submitted with your request.

7. If the State office does not have what you need, the Comments field will often direct you to the correct county office. Be aware that some county offices keep vital records while others do not. Call county offices first to check on the best way to get the information you need.
8. Click on the Request button to enter more details about the information you want. The Request window will appear (Figure 4-4).



The image shows a software window titled "Request" with a red title bar. The window contains a form with the following fields and controls:

- First Name: [Text box]
- Middle Name: [Text box]
- Last Name: [Text box]
- Gender: Male, Female
- Spouse/Parents' Names: [Text box]
- Place (of birth/death etc.): [Text box]
- Date: [Text box]
- Relationship to person above: [Text box]
- Reason document needed: [Text box]
- Copies: [Spin box, value 1]
- Payment type: [Dropdown menu]
- Payment info: [Text box]

On the right side of the form, there are four buttons: "New Request", "Save Request", "Print Form", and "Main Menu".

Figure 4-4: Request Window

9. Fill in the blanks. When entering parents' names, be sure to supply the mother's maiden name in parentheses. If you're entering a date, include a leading zero on single-digit months (for example, 09 for September).
10. Enter payment method and payment data as prompted, then click Print Form to print the request letter without saving it, Save Request to save the details in a log for future reference, New Request to return to the previous screen, or Main Menu to return to the Main Menu.
11. To review or edit details about the requests you have sent out, click the Browse Requests button on the Main Menu. The Browse Requests window appears, providing a quick list of names, locations, document types, requested dates, and receipt dates (can be edited). Sort the list by clicking on the radio button that corresponds to your preference.

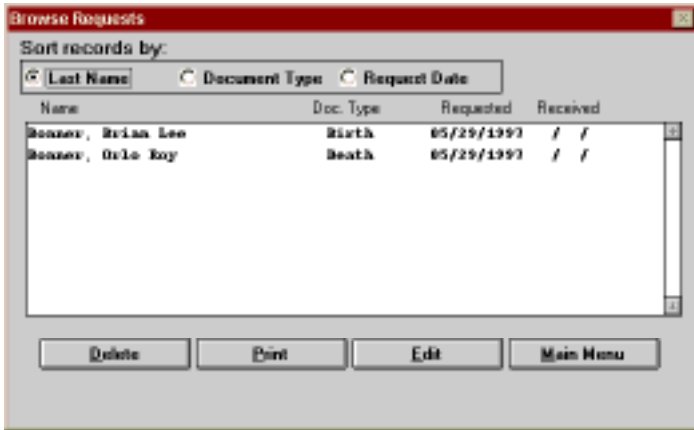


Figure 4-5: Browse Requests Window

12. To edit the receipt date, highlight a request and click Edit. A screen appears giving you detailed information about your request and the opportunity to enter a received date. Click Done to return to the log.
13. To delete a request from the log, highlight it and click Delete. To reprint an original request letter, highlight the individual in the log and click Print. To return to the Main Menu, click the Main Menu button.