Swift Family Tree Designer

User's Guide

COSMI
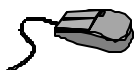SOFTWARE

SYSTEM REQUIREMENTS

Operating System

Your computer must have Microsoft Windows 95, Microsoft Windows 98 or Microsoft Windows NT 4.0, or higher versions of these operating systems.

Disk Space

This program requires approximately 15 megabytes of space on your hard drive. More space is required if you desire to store multimedia images or create family trees.

Hardware

A mouse or pointing device is required.

To print out any items you create or save in this program, you must have a printer. Although the program will operate with dot matrix printers, we recommend ink jet or laser printers for the best results. If you wish to produce items in color, you must have a color printer.

INSTALLATION INSTRUCTIONS

USING WINDOWS 95, WINDOWS 98, OR WINDOWS NT 4.0

1. Place the CD into your CD-ROM drive.
2. In the start-up screen click on START, then click on RUN.
3. Type in D:\CDSETUP and press Enter. (If your CD-ROM drive is not D, then change it to the letter associated with your CD-ROM drive.)
4. Follow any instructions that appear on the screen.

WELCOME TO FAMILY TREE DESIGNER

The interface for Family Tree Designer is simple and easy to use. While using the program you may click F1 to obtain online help. The remainder of the manual will give a quick review of the major functions in the program. For more detailed help, please use the online help.

Video Help

This program features video help on genealogy and the use of this program. To access video help, click on the Video Help icon.

Genealogy Resources and Information

This program features extensive information on how you can do genealogical research including web links to huge databases of information on births, marriages and deaths.

Queen Victoria

A family tree of Queen Victoria is illustrated. By studying the Queen's Family Tree you can become familiar with the type of data and multimedia that you can store. Family Tree Designer provides the ability to create ancestor or descendant charts.

Major Program Functions

FAMILY TREES

To start creating a family tree and to begin storing genealogical data, select New Family from the toolbar:

or, from the File Menu, New Family.

You may create multiple families to draw the genealogy of different individuals.

To create your family tree, add individuals, families, spouses and children. All of this information can be edited, printed or deleted.

Search functions are available to allow you to quickly locate specific individuals. These searches include searches by ranges of possible correct values, so you can find a specific individual quickly.

MULTIMEDIA

In addition to standard information such as birth dates, you may attach photographs, videos and sound recordings to any individual in your database. You can put multiple multimedia items into the database for each person.

To access multimedia records select:

FAMILY CALENDAR

The birth dates and wedding anniversaries of each person are used to create a Family Calendar. You don't need to worry about forgetting birthdays anymore!

To access the calendar, select:

HERALDS AND COATS OF ARMS

You may design Heralds and Coats of Arms by selecting:

AN INTRODUCTION TO HERALDRY

Significance of Coats Of Arms

During the periods of the crusades in Europe, all men were considered soldiers and weapons were the most cherished possessions a family could have, passed from father to son with great honor. Each soldier was identified by the markings on his shield and on the surcoats that they wore over their armor – their "Coats of Arms."

The significance of the Coats of Arms soon expanded beyond mere identification. Since this possession would be honored and could not be bought, regardless of one's wealth, and could only be granted by a competent authority, it became a symbol of pride and dignity that proclaimed marital status. It also symbolized the union of estates, declared noble services to the supreme ruler and country, and sustained courage, courtesy and pride of race. Therefore, each family felt deep loyalty to its particular Coat of Arms and would guard their rights to it.

Understanding Heraldry

In understanding the actual design and make-up of the Coats of Arms, it is important to understand the meaning of Heraldry - the art and science of studying coats of arms and genealogies. Basic Heraldry provides a detailed analysis of the elements pertaining to the coats of arms and explains the rules that govern the establishment and proper use of this cherished emblem. There were many European cultures that used heraldry to develop their coats of arms. For example, the English, Scottish, and Irish, to name a few, encountered conflicts over the correct way to inherit or to display their heraldic symbols onto their shields of armor. To avoid favoring anyone's side, the main objective here will be to provide an over-all basic understanding of the main principles involved in the arrangement of the coats of arms.

First of all, let's begin with the "achievement," a term used to describe the entire make-up of the coats of arms. There are six components to the "achievement." They include the shield depicted with all of its partitions and all of its heraldic

figures referred to as "charges," the crest, helmet, wreath, mantling, and the motto.

The shield or "escutcheon" as it is called in heraldry, is the most important part of the achievement because the shield bears the actual arms. The arrangement of the charges on the shield is called "marshalling," painting and drawing them is called "emblazoning," and describing them as they are finally marshaled on the shield is called "blazoning" them. The entire surface of the shield is called the field and is divided by partition lines in order to mark borders for separate coats of arms combined on one shield. See the Shield Designer for full color examples.

Designing Your Own Coat Of Arms

If a shield is split into vertical halves, it will indicate a marriage, the left half bearing the husband's arms, the right half bearing the arms of the wife. A shield that is divided into four divisions of arms is known as being quartered and each division is referred to as quarterings. In this case, the first coat of arms and sometimes the last are the paternal coat; the others identify the heirs who will carry on the family name. In order to denote seniority of each family member, the English used "cadency marks" which are very small heraldic charges placed in the top area of each coat of arms on the shield. These symbols are illustrated in the "other" menu of the Shield Designer.

The top portion of the charges is known as the Chief, the bottom as the base. The left hand side as you look at it is the Dexter, and its right side is the Sinister.

There aren't any rules that influence the shape of the shield other than the distinct diamond shaped shield, which is used to identify the arms of a widow or a spinster. The various shapes used in the past ages, and those that are used at the present time in imitating the past usage, are simply examples of the dominating art decoration of that particular period in time, just like fashion and design that will come and go in our society today.

The second portion to the achievement is the Crest, which is simply the object modeled on top of the helmet. In other words, it crests the helm. Sometimes when representing the achievement, the crest will rest on its wreath or on its crown above the shield, omitting the helmet. The wreath, since it is the supporter for the crest without the helm, is often used on its own to mark small objects of property, such as spoons, rings, etc. There is nothing technically wrong with this way of representation, but when one considers the actual origin of the crest, it is to some extent misused.

The crest originated around the 11th century when gentlemen entered tournaments for fun and laughter and wore their armor for demonstration. Since these tournaments were strictly for fun and entertainment, many times the soldiers would decorate their helmets with funny looking feathers plucked from a bird for comedic purposes. This soon became a traditional way to identify participants

during these events. Eventually, the crest became a fixed object that was attached to the top of the helmet in the form of a fan that would represent the feathers of a bird. Since this became a tradition and was therefore included in the achievement, those who never used a crested helm would select or create a crest to use in their pictorial achievement. For this reason, there are several symbols to choose from while selecting your family crest (refer to the heraldic alphabet).

Since the crest was anciently affixed to the top of the helmet, the helm became the appropriate vehicle to display the crest on the achievement, which rests on top of the shield. There are various patterns and positions of the helmet that usually determine rank. For example the royal helmet is made of gold and is placed on the shield facing you as you look at the achievement. A duke has a helmet of the same shape, but is made of silver and faces the front. A baron, or a higher ranked knight, als o possesses a silver helmet, but it faces dexter (left). In our own time, the helmet that used to identify rank is gradually being eliminated because it is no longer a part of military uniform, and is merely an outline drawn on paper. Its design and appearance is more important than its rank, and its presentation would look rather awkward if the helmet faced a certain direction that didn't correspond to the configuration of the crest. Therefore, without reference to rank, any helmet can conform to an artistic arrangement these days.

The fourth part of the achievement is the wreath, which is usually made of twisted scarves that wrap around the dome of the helmet and around the base of the crest. The wreath originated from the gifts that the ladies would make and present to the knights of their choice before a tournament. The knights would take the scarves and bind them around the base of their crests. The colors used in the wreath, like those of the mantling, are generally the principle colors of the arms.

The mantling was a type of cloth veil attached to the top of the helmet under the wreath, and fell loosely over the knight's shoulders. The purpose of the mantling was to block any sword blow aimed at the soldier's neck area and was also used to block the fierce sun rays from the back of the neck. The mantling became an attractive part of the soldier's uniform and was decorated very colorfully. Heraldic artists portrayed it in various ways, ranging from that of a plain colored cloth to a heavy fall arrangement of different shapes and shades of leaves or seaweed.

The last portion of the achievement is the motto. The motto is usually written on a scroll, placed beneath the shield, although it is sometimes placed above the crest, particularly if it is a war cry. The motto was derived from a war cry or from other brief expressions of wisdom or principle. The motto is not considered to be part of the arms, therefore it may be lawfully changed at will, but many families treasure their motto and have used it for generations.

This completes the general understanding and make-up of the achievement. You have now learned enough about the coats of arms that you are prepared to create your own. GOOD LUCK !!

FAQ

1. Is this program Year 2000 capable?

   Answer: **Yes. It is essential that you enter ALL YEARS USING FOUR DIGITS. Please visit our web site for our full Year 2000 Readiness Statement. Internet Web site:** http://www.cosmi.com

2. Does this program support gedcom?

   Yes. You may import and add to gedcom files. WARNING: Gedcom is stated to be "standard" but we have seen many files that did not comply with the standard.

SUPPORT

We encourage all of our users to provide comments and suggestions about this program. This program is supported by voice, fax and Internet e-mail.

Voice

For telephone support, call COSMI's Customer Service at (310) 886-3510 during the hours below. (Note: All times are in the Pacific Standard Time zone.)

Monday through Thursday, 8:30 am - 12:00 noon and 1:00 pm - 4:00 pm Friday, 8:30 am – 12:00 noon.

> ⊠ COSMI is very proud to be one of the few remaining software publishers to provide no charge customer support!

E-mail

Support questions may be addressed to: support@cosmi.com.

Fax

You may fax us at (310) 886-3517.

Internet

Be sure to visit COSMI's Internet Web site: http://www.cosmi.com.

PROGRAM DESCRIPTION

Organize and maintain all of your family information while learning more about your heritage with this unique genealogy program. Features authentic family crests for many family names, or create your own coat of arms with the Family Crest Maker. Quickly and easily enter information into the database and print both Ancestor Trees and Descendant Charts for quick visualization of multiple generations. Data is stored in standard GEDCOM format. Simply create a multimedia family album including audio, video and graphics.

WARRANTY

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