



The **Famtree5** Manual

Welcome to Famtree! - **Famtree** is so easy to use, you don't really need to read this manual!! You won't 'break' the software if you just experiment. All functions are accessible from the menus, toolbar, or by clicking on names. The only essential steps to make the functions work are to either start a new file (or open an existing file), and then input data about individuals, and link individuals into families. If you do want to know more, however, please read on

A Quick Overview - Famtree in One Page ! –

All you have to do is -

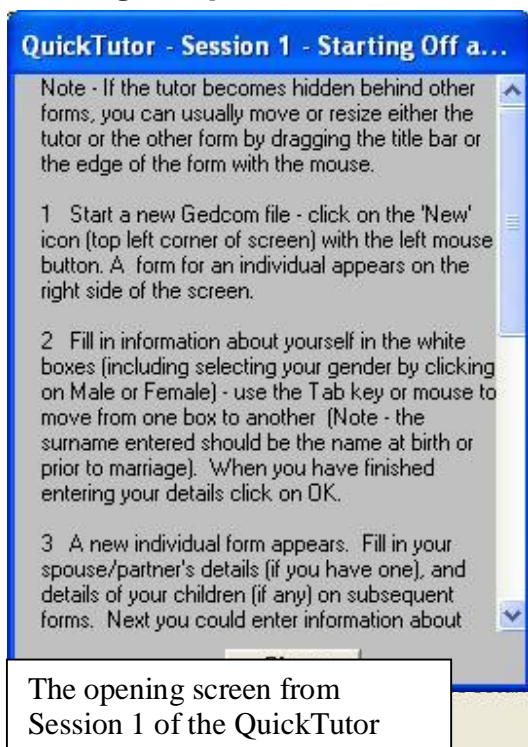
- Download and Install **Famtree** from www.famtreesoftware.com (full instructions at the site)
- Start **Famtree** by clicking on its name in your Programs list
- Fill in a form about each individual in your family
- Link them into Family Groups with a few mouse clicks

then you are ready to let **Famtree** –

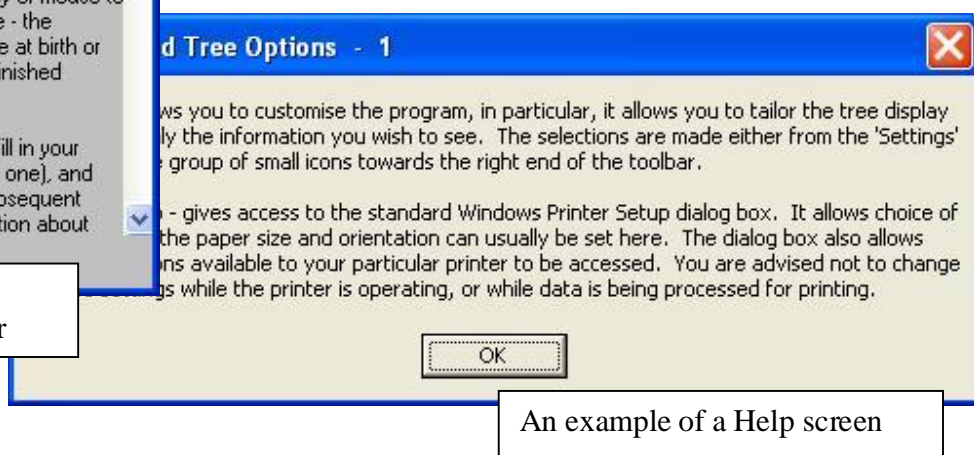
- Work out how people are related
- Display, print and (in most cases) save –
 - ancestry trees for each individual
 - traditional family trees for each individual
 - a compact form of descendant chart for each individual
 - a unique Wide Family Group chart for each individual
 - an information page for each individual
 - a list of all the relatives of each individual
 - photographs for each individual
 - listing of all individuals in your file
 - address information for all individuals in your file
- Save your data as a Gedcom file –
 - save the whole database into one file
 - save individual branches of your family into separate files
 - save multiple branches into files
 - save your data into a file in which details of living persons are removed
- Save your data as html files (web pages) –
 - any ancestry chart
 - any compact descendants chart
 - an index of surnames and individuals names
 - an information page for each individual or all individuals
 - a comprehensive web site including names index, and information pages
 - a comprehensive web site including names index, trees, and information pages

Famtree also allow you to load Gedcom files from other sources, to join Gedcom files together, and to customize the output from the program. **Famtree** also has a special foreign/religious name option which, if activated, can make use of a different font to the rest of your data.

Getting Help! - *Famtree* includes a number of Help screens giving advice on most processes, generally in less detail than is shown in this manual. Help can be accessed in two ways - either by clicking on the Help menu, and then clicking on one of the subjects in the menu which drops down, or by pressing one of the keys in the range F1 onwards. The main help menu is available most of the time, and most of the forms have their own help menus. The banner immediately below the toolbar keeps you informed about possible choices or actions. The final source of help is the 'QuickTutor' tutorial. This is split into three sessions, accessed from the 'QuickTutor' menu, and takes you through most of the program actions step by step.



The opening screen from Session 1 of the QuickTutor

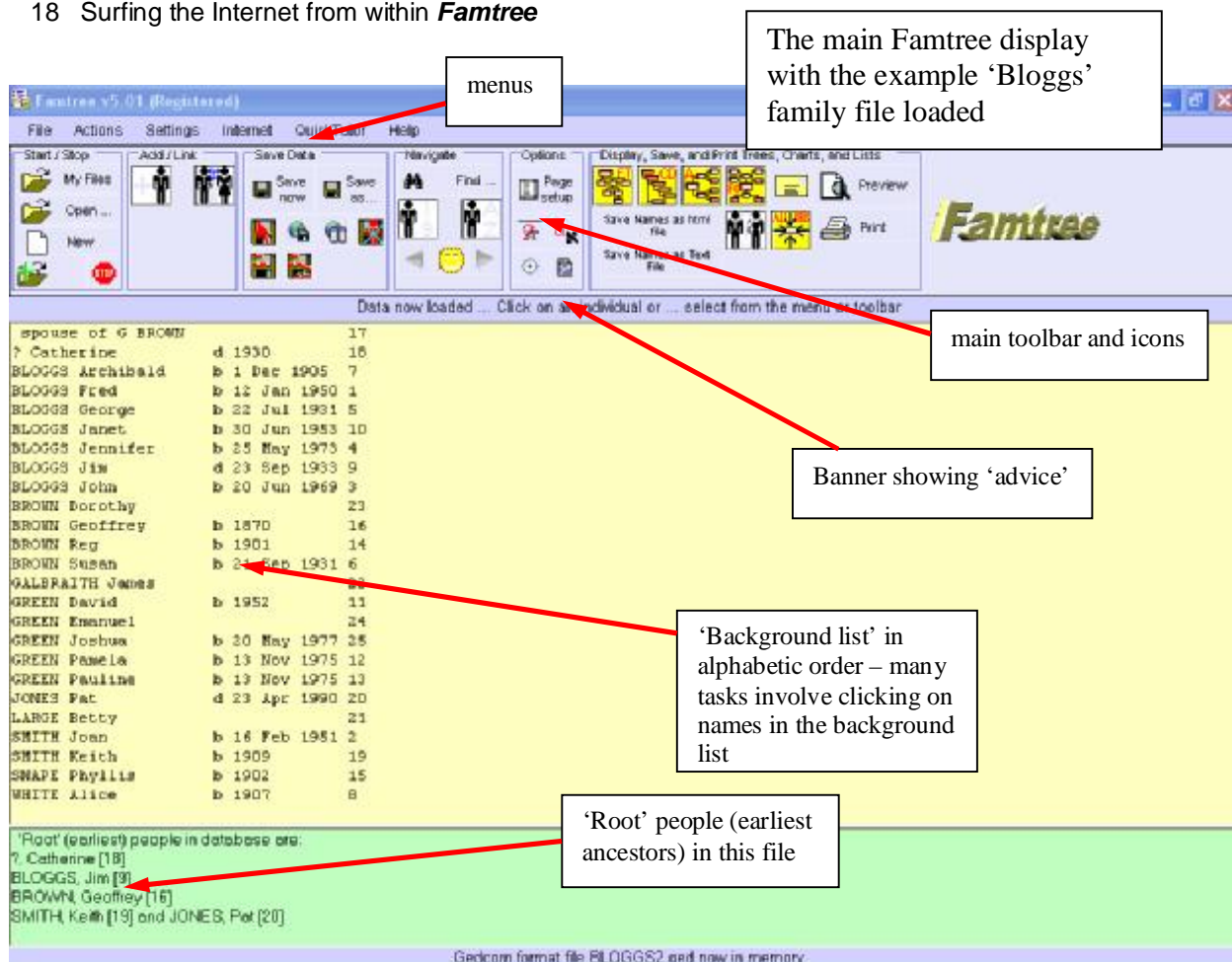


An example of a Help screen

This manual is accessible either by visiting the website, or from within the *Famtree* program – items in the Help menu allow you to access a copy of the manual downloaded to your computer as part of the installation process, or to view the version on the website.

Contents

- 1 Introduction
- 2 Installation
- 3 Getting Started
- 4 Starting Off and Entering Data on Individuals
- 5 Saving your Data
- 6 Linking Individuals into family groups
- 7 Editing Existing Families and Dealing with Adoptions
- 8 Moving round the Background Window, the Find/Go To Facility, and Favourites
- 9 Quitting the Program
- 10 Loading a File
- 11 Navigating through the File
- 12 Searching for Relationships
- 13 Program Options and Settings
- 14 Displaying Trees on the Screen and Producing Printed Output
- 15 Displaying, Printing, and Saving Lists and Information Pages
- 16 Saving Special Gedcom files
- 17 Saving your data as html files and making web pages and sites
- 18 Surfing the Internet from within **Famtree**



1 Introduction

The **Famtree** program allows you to store family tree data and supplementary notes, including addresses and data sources. Using **Famtree** you can produce attractive family trees - two different formats for descendants trees listing an individual and all his or her descendants, and also ancestry charts - listing the subject's parents, grandparents, great-grandparents etc. **Famtree** also includes a unique 'Wide Family Group' display, showing the subject at the centre of seven generations - back to great grandparents, forward to great grandchildren, and including various aunts, uncles, cousins, nephews and nieces, including relatives of the subject's partner(s). The program also allows you to print out a reference page for each individual in your file, listing all that person's information, and data relating to their parents, partners, and children. You can link **Famtree** to photographs and display and print them from within the program. It is also possible to produce address lists, and to print off a summary of all the information in your file. You can also use **Famtree** to find the relationships linking individuals in the file (and indeed to display, print, and save lists of all on any person's relatives), and save charts as text, bitmap, or html web page files. The range of html files which can be saved range from information pages about individuals to names lists, and trees, through to complete web sites which include all the information in your database.

Famtree is a Windows program written using Microsoft Visual Basic. **Famtree5** is a complete re-write of the code to be fully compatible with Windows 7 – it remains fully compatible with Windows Vista and XP. Your computer must be a PC running Microsoft Windows – sorry, but there is no 'Mac' version of **Famtree**. You can either print out this manual or look at it on screen. You can view it while **Famtree** is running, by clicking on either the 'local' or 'online' manual items in the Help menu and using the program tabs to move from the program to the manual and back again, though most of your queries will be answered by the built-in Help facility. There is also a built-in 'QuickTutor' tutorial which quickly teaches you to use the program in three short sessions.

Famtree works with GEDCOM files. GEDCOM stands for GENealogical Data COMmunications; the file format was developed by the Church of Jesus Christ of Latter Day Saints, and it is now used by many genealogical programs. You will thus be able to transfer data to various commercial programs, and read the files produced by a number of other programs. **Famtree** can read GEDCOM files produced by almost all other programs - please let me know if you find one **Famtree** won't read!!

Like most Windows programs, **Famtree** is intuitive to use, instructions being accessed via drop-down menus, or via icons on a toolbar, and there is an online help facility too!

But first the program must be installed, so let's get started....

2 Installation

The **Famtree** installation file can be downloaded from the internet (from www.famtreesoftware.com), and it is frequently available of computer magazine cover CDs.

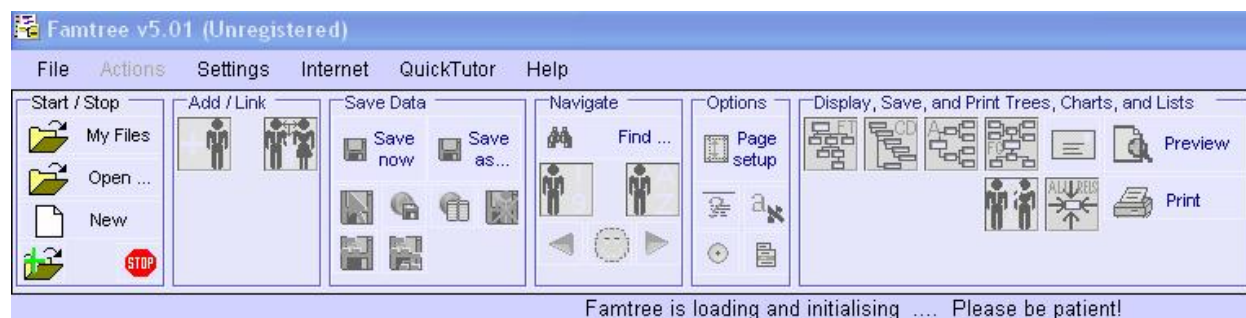
If you are upgrading from **Famtree** v4, your data files should not be harmed, but you should be keeping back-up copies of your data files elsewhere in any case! If you are upgrading please visit the **Famtree** update page (www.famtreesoftware.com/update.htm) for specific advice on upgrading to **Famtree5**. You will need to re-enter your password.

Upgraders and new users should visit www.famtreesoftware.com and click on the 'Free Download' button to access the download page. Please read the guidance on the web page and then click on 'click here to download'. Follow the on-screen instructions to complete the installation process - which will install the **Famtree** program, the **Famtree** Manual, and some example files in a folder within the 'Documents and Settings/Apps' folder, and place a **Famtree** icon in your Programs list. (You can copy this icon to your desktop if you prefer).

Famtree has been written to operate over a wide range of screen resolutions from 800x600 upwards, and with dots per inch (DPI) set at 96 (normal) or 120 (large). **Famtree5** improves on the screen format of previous version to allow proper operation in non-maximised windows, with scroll bars appearing as necessary.

3 Getting Started

To start **Famtree** just select its icon in your 'Start > Programs' list. If you are using the introductory version, you will be invited to register your copy of **Famtree** - please do so if you find the program useful, and please send feedback and suggestions for improvements too! Click on 'OK' or press 'Enter' to close the message box (introductory version only), and you are ready to start. Note - the introductory version has all functions fully enabled but, until you register, you cannot edit files which include more than 40 names (though you can load larger Gedcom files from other sources). The purpose of the unregistered version is to allow you to try out **Famtree** without needing to pay for it in advance.



This is the display you should see when you first start Famtree. No need to register yet – try the software out first, by clicking on Cancel. When you do register and get your password, just type it into the box at the foot of the form and click on OK



You can look at the sample files (by clicking on the 'Open' icon), or dive straight in and start entering your own data (as described below). The 'Help' menus will answer most of your question - this manual gives additional background information and provides more details. The 'QuickTutor' menu takes you through most of the program's functions, but with limited explanation.

There are a number of ways of accessing the various processes - clicking on the toolbar, clicking on the menus, clicking on a person's name, or using the keyboard. Using the toolbar is the simplest approach, so that's the way described in the main text of this manual. To ease the use of the toolbar, related icons are grouped in 'boxes' whose titles summarise their purpose.

The banner below the toolbar gives instructions and advice and, as you move the mouse pointer over the toolbar icons, text appears letting you know what they do. The program allows you to customise the output by selecting certain options relating to printer setup, page setup, and items to include in various trees. These are explained later in the manual.

In order to use the various facilities within the program, information needs to be entered about individuals, and the individuals need linking together into Family Groups. These key activities are the first to be explained in the following sections.

4 Starting Off and Entering Data on Individuals

Move the mouse cursor over the 'New' icon in the 'Start/Stop' box) and click with the left button.

You will be presented with a form for entering details about an individual (the 'New Individual' form) - so why not start with yourself! You should type in any information you have in the white boxes - name, address, phone number, date and place of birth etc. (Note - you should enter individuals' surnames as at birth, or before marriage). The 'also known as' box can be used to record a nickname.

The 'data source' boxes allow you to keep a record of where you obtained the information - for example, 'Birth Certificate from Your Town Registration District', or 'Birth Marriages and Deaths Index Reference WvPk 8d 1166 Mar 1920', or 'letter from Aunt Agnes 17 Mar 2008'. If, later, you are provided with conflicting information,

The
'New'
icon



Enter Details for New Individual No. 1

Help Special Characters

ID Number Cancel O.K.

Forenames

Surname R

Also known as

Photos

Occupation

Address R

Phone R Email

Date Birth Death R

Place R

Data Source

Buried at R

Tree Note

Hidden Note

☒ Male ☐ Female

keeping a record of your sources will help you decide which piece of information is more likely to be correct. Source boxes are provided for birth, death (or burial), and marriage information (see later). You can, of course, store any other source information in the notes boxes.

The 'Tree Note' box is for a brief note that can be printed out on trees - longer notes or information should be put in the 'Hidden Note' box; this will only appear when you print out all the information for this person (or save the person's information page as an html or text file, or save your file as a web site - see later!!). (Please note that you must not include '/' (double oblique) in either the tree note or hidden note). Whilst there is not enough space to write a complete book in the hidden notes box, it will scroll if you need to write more than three

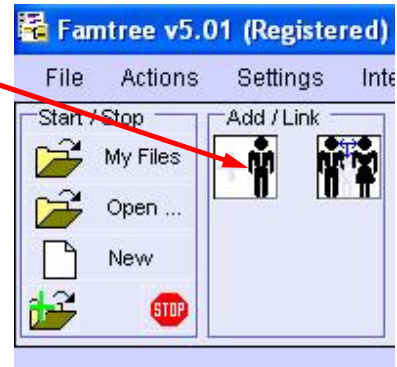
lines! You can move from box to box by using the Tab key, or by clicking with the mouse; as well as typing in data, please remember to click either the Male or Female buttons to indicate the gender of the individual! If you need to use characters not normally available on the keyboard (for example, accented characters) just place the cursor where you need to insert the character, click on the 'Special Characters' menu and choose 'View Characters'; highlight the character you need, then click on 'Insert ...'. If you need to use the same character again then, with the cursor at the insertion point, click on 'Repeat ...' item in the Special Characters menu.

When you are satisfied with the form click on OK. The individual's name will appear at the top of the background window, just below the toolbar, and another form for the next individual will appear. If you wish

to edit a person's details (because you got something wrong, or you find out some new information), just click on their name in the background window, and then on 'Show Details', and their 'Full Details' form will appear - that form contains all the information you have entered - and more!! (see later).

Continue to enter information about more individuals - your parents, and your partner or children if you have any. The program 'remembers' the last information entered into the surname, address and places fields; clicking the 'R' (repeat) button attached to a field recalls the previous entry, avoiding the need to re-type repeated information.

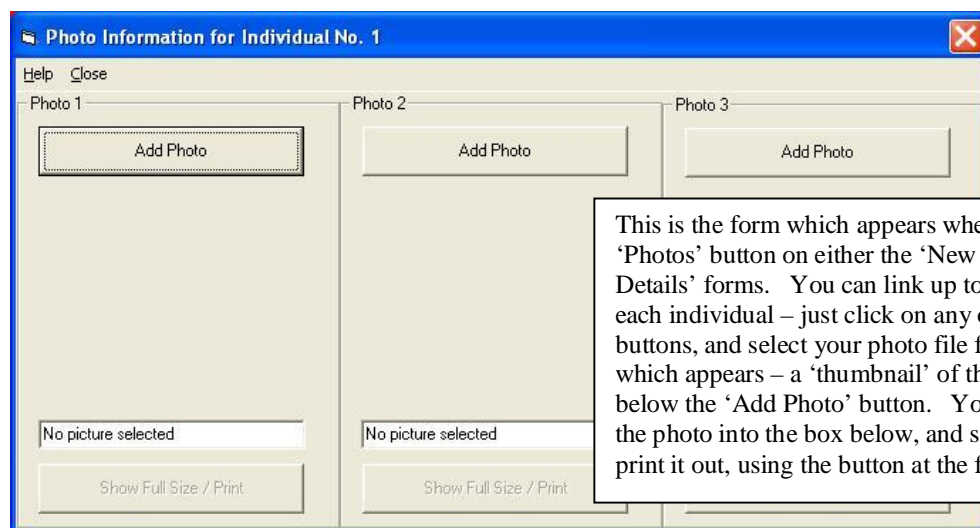
The 'Add Individual' or '+' icon



As you press Enter or click on OK, more names will appear in the background window. You will notice that **Famtree** allocates each individual an identification 'id' number; these appear in the background window, and at the top of the person's form. When you have input data on a group of people you can stop more forms appearing by clicking on 'Cancel' (or pressing Escape) when the next blank form appears. If you later wish to enter data for more individuals, just click on the '+' icon on the toolbar (in the 'Add/Link' box), and the familiar 'New Individual' form will appear yet again!

Please note that if you wish to copy information from one person's form to another, in addition to the 'R' button facility mentioned above, you can highlight the relevant text (by dragging the mouse over it), press 'C' while holding down the 'Control' key (to copy the text). Then display the destination form and put the text cursor in the place where you wish to insert the copied text; pressing 'V' with 'Control' will paste the text in the new location. (You can use Ctrl/X to cut the original text, rather than Ctrl/C to copy, if you wish.)

You can also attach photographs or other graphics which you have included in a jpeg, gif, metafile, or bitmap file to any individual. The photographs remain in their own file outside **Famtree**, but can be displayed and printed from within **Famtree**. To attach a photo, just display the individual's form (click on a name in the background list, then on 'Show Details') and click on the 'Photos' button, and then 'Attach Photo'. A file selector will appear - just locate the correct file and click on Open. **Famtree** will display the photo (so you can check it is the right one!), and you can type in a caption to describe the photo. The 'Show Full Size/Print Preview' button does just that, and allows you to print the Photo by clicking on the printer icon in the Print Preview window. Close the displays to continue.



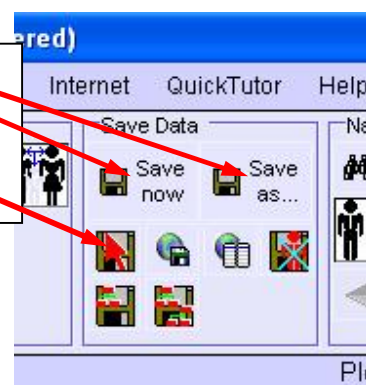
This is the form which appears when you click on the 'Photos' button on either the 'New Individual' or 'Full Details' forms. You can link up to three graphics files to each individual - just click on any of the 'Add Photo' buttons, and select your photo file from the file selector which appears - a 'thumbnail' of the photo will appear below the 'Add Photo' button. You can type a caption for the photo into the box below, and see the photo full size, and print it out, using the button at the foot of the form.

5 Saving your Data

You should save your data at regular intervals. Just click on the 'Save As' disk icon in the 'Save Data' box. You will be presented with a standard Windows 'Save as' file selector. Initially, the 'Save As' dialog box will 'point' to your '(My) Documents' folder. You are advised to save your data either directly in your '(My) Documents' folder or a sub-folder you make inside that folder. Type a

suitable name in the file name box, for example 'myfamily', followed by .ged, and click on OK or press Enter. You will be prompted to enter some header information for the file (your name and address), you can press Enter or click on OK (without entering this information if you prefer), and your file should save. (If you choose a name which already exists, you will be asked if you want to overwrite the file - if you say 'yes' the previous version of the file will be renamed as a backup file, if you say 'no' you will be invited to enter an alternative name for your file.) You will see that the banner below the toolbar keeps you informed of what is going on, and suggests actions you can take. The banner at the bottom of the screen reminds you of the name of the file in memory.

The 'Save As' icon
The 'Save Now' icon
The 'Save Compacted' icon



When you save your file, the data remains in the computer's memory, so you can continue to add information without needing to re-load your file.

Once you have saved your file once, you can avoid having to view the 'Save As' dialog box, and the box to check the 'originator' details, by clicking on the 'Save Now' disk icon, instead – this saves the file assuming that you want to keep the same file name and location, and originator details, as previously selected.

The 'save compacted file' option in the File menu will also save your data; however, if, for some reason, you have deleted a number of individuals from your file - see later - the sequence of ID numbers will have gaps, using the compacting option removes the gaps and renumbers the individuals while saving the file to disk.

6 Linking Individuals into family groups

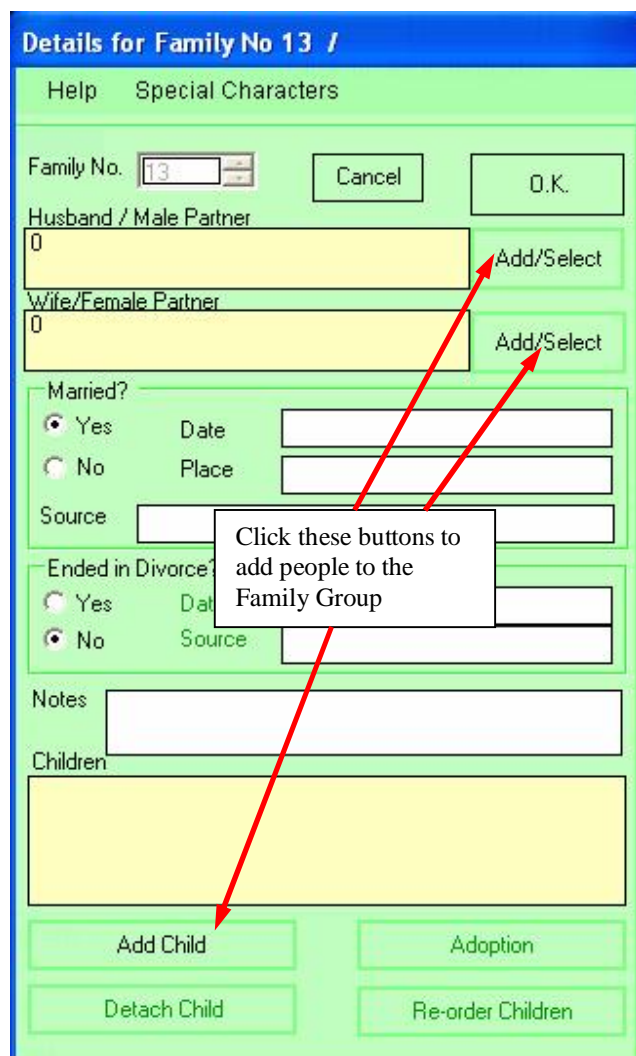
Now you must start to link the individuals in the file to each other - after all that's what this program is about! - and is the essential step to make all the program's other functions work satisfactorily. You will need to link couples into marriages (or indeed, any form of partnership), and then link children to their parents. (A 'family group' consists of a marriage/partnership between two people, together with their children - if any). In order to do this, it is easier if you have already entered information onto a 'New Individual' form for each person in the group - though you can enter new individuals as you link them.

There are two or three ways of making new Family Groups in **Famtree**; all methods allow you to link a man and a woman and their children (if any) into a group.

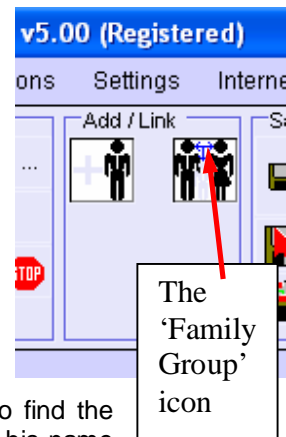
If an individual had more than one spouse just repeat the process for each marriage - you can select a person to appear as one of the partners in as many partnerships/marriages as existed - **Famtree** will assume that the marriages took place in the order in which you input them if the same individual is 'involved' more than once (but you can change the order later, if necessary).

a The 'normal' method

Click on the Family Group icon (man and woman next to the '+' icon) with the left



mouse button. A 'New Family Group' form will appear. Click on the 'Add/Select' button next to the husband/male partner box, and a 'Select Individual' form will appear. This lists all the men whose details have already been input. Just scroll down the list to find the person you want, click on his name to highlight him, and then on the 'Man is Individual highlighted in list' button (this button is 'greyed out' until you highlight a name in the list). Now repeat the process for the wife/female partner - click on the other 'Add/Select' button, and choose the individual from the list of women which appears. Then do the same for any children in the family - just click on the 'Add Child' button and choose from the list of names which appears. Just repeat the process for all children in the family. Sometimes you will know that a person exists (or existed), but not know their name, so instead of trying to complete a 'New Individual' form without sufficient information, you can just click on the 'Name is Unknown' button on the Person Selector form instead. If you do not want to input details for all individuals before linking them into family groups, you can enter their details as you go along - by clicking on the 'NOT listed, enter person's details now' button on the Person Selector form - and a 'New Individual' form will appear. Note - if you have already entered a person's details, you MUST find their name in the list, rather than entering details again - otherwise you will end up



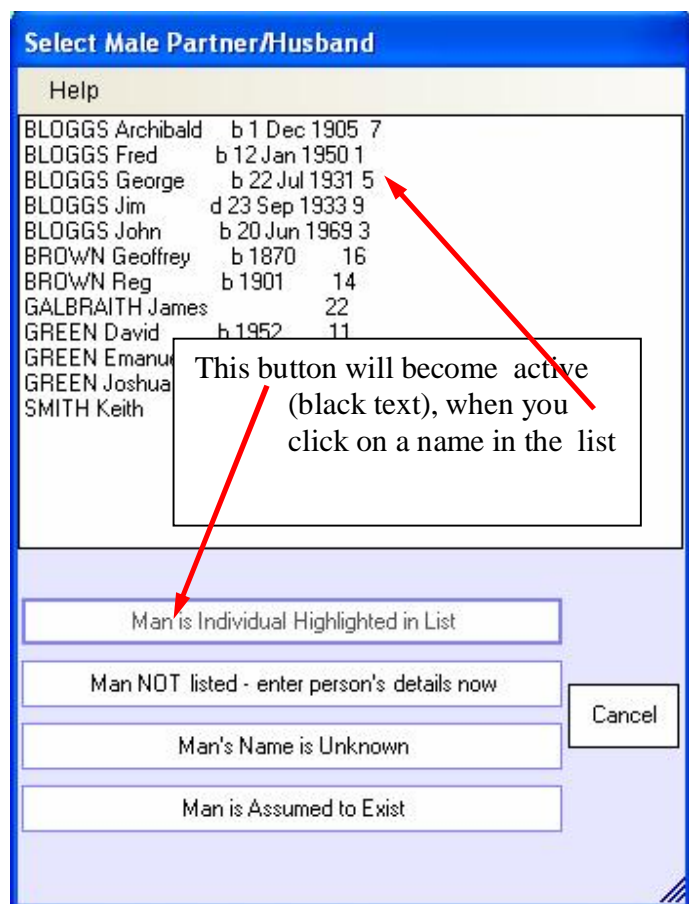
duplicating people in the file.

Once you have selected the individuals for the family group, you should click on the buttons to indicate whether they were married or not (or indeed, divorced or not!), completing the white boxes if you have the information. Note – the boxes for date and place of marriage are only accessible if you click on the 'Yes' button to say that the people were married. When everything looks correct, just click on 'OK' to form the new group.

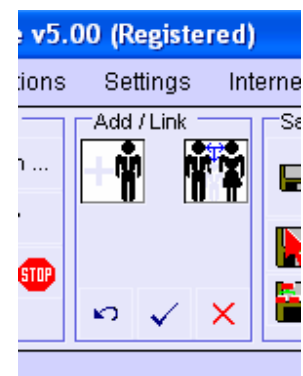
You must click on the New Family Group icon, and complete a 'New Family Group' form for all family groups which exist.

b The 'short-cut' approach

This method works by clicking on the family group icon (with the RIGHT button) and then on the names of the individuals in the background list who make up the group. The names in the background list can be displayed in alphabetic order or in numeric order (the order in which they were input) by clicking on the A..Z or 1..9 icons (in the 'Navigate' box). You can change between the two displays at any time - so choose the display you find most convenient. For each family group the procedure is as follows:



Click on the 'family group' icon (in the 'Add/Link' box) with the RIGHT button. Now click on the name of one of the partners in the background list - the name will then appear in the banner; now click on their spouse/partner (if the spouse/partner's name is not known, you can click on the 'Partner Unknown' button which will have appeared in the toolbar). If the couple have any children now click on each child's name in the background list, starting with the oldest child. If you click on a name by mistake, just click on the 'Undo' (arrow) button which will have appeared on the toolbar to cancel the last click, or on the 'Cancel' (X) button to cancel the whole process. When you have clicked on all the names in the family group, click on the 'complete' (tick) button in the toolbar. A box asking you to confirm your choices will appear; click on 'OK' if everything is in order, or 'cancel' otherwise. If you click on OK a 'New family group' form will appear and you can add information on place and date of marriage, and a note; you can also record divorce information if appropriate. Click on OK to close the form, and then repeat the process from the start of this paragraph for each family group.



Don't forget to save your work regularly by clicking on the 'Save Now' icon, or clicking on the 'Save As' icon and clicking on OK in the 'save as' window, click on Yes to overwrite (or change the file name), and OK for the file header information.

7 Editing Existing Families and Dealing with Adoptions

Once a family group has been formed, **Famtree** allows you to edit the group to add more children, add further marriages, amend marriage information, or delete children or marriages, or to show that a child is/was adopted by this family. The method involves displaying a person's 'Full Details' form - by clicking on their name in the background list and selecting 'Show Details'. Note - this method can actually also be used for forming New Family Groups, in addition to the two methods described above. Indeed, with a 'Full Details' form displayed you can link people to their parents and to their brothers and sisters - clicking on the buttons for all of these tasks causes 'New Family Group' and/or 'Select Individual' forms, as described above, to appear.

Full Details for Individual No. 16 Geoffrey BROWN

Help Special Characters

Personal Details

Forenames: Geoffrey Surname: BROWN
ID No: 16 Also known as:
Male Female
Occupation:
Address:
Phone & email:
Birth: 1870 Death: 1942
Place:
Data Source:
Buried at:
Tree Note:
Hidden N:
Print Save as web page (html) Photos
Delete Individual Save as web page (html) Wide Family Group
Descendants Chart Ancestry Chart Traditional Family Tree

Spouses/Partners and Children

Marriages/Partnerships

Add Marriage Amend Marriage
Delete Marriage

Click on name details and child
17 spouse of

Married? Yes No
Date:
Place:
Data Source:
Ended in Divorce? Yes No
Date:
Source:
Notes:
Children: 14 Reg

Natural or Birth Parents

If details are known, click here to Add Birth Parents for above person

Adoptive Parents

If person above was adopted you may ...
If known, click here to Add Adoptive Parents

Brothers and Sisters (Siblings)

To add a sibling, you must first connect parents (even if their names are not known), using the large button immediately above

Add Sibling

Click here to link Geoffrey to his parents

Click here to add a second marriage for Geoffrey brown

Click here to add another child to this family

You have two choices if you make a mistake (or later find out that your information was wrong). You can amend marriages, or delete them. If you have married someone to the 'wrong' person you can amend the marriage.

Please note that the 'amend marriage' facility should only be used if you need to retain the original spouse as a separate person in the file - if you simply had the spouse's name wrong and the original name is no longer relevant to your family, then simply click on the original name in the background list and on 'Show Details'; overtype the incorrect name with the new name, and click on OK. If, however, the original spouse name is genuinely a different individual whose record needs to be retained, then proceed as follows.

Firstly, display the 'Full Details' form for the partner whose details are correct (by clicking on the name in the background window and then on 'Show Details'; then click on the 'wrong' name in the marriage list box; then click on 'Amend Marriage'. The familiar 'Select Individual' form will appear. Now click on the 'correct' person, and note that the 'Add from List' button has become an 'Exchange' button. Click on this button and the new name will appear in the marriages box. (As with adding new marriages, you have the alternative of inputting information on a new individual instead of picking someone from the list).

Alternatively, you may need to delete a marriage - display the individual's 'Full Details' form, click on the spouse to be removed, and then click on 'Delete marriage'. Note you are not removing the partner as an individual from the file, you are just removing the link between the parties. Note also that you cannot delete a spouse if children have already been attached - these will need to be detached first (see later).

If an individual has more than one partner, second (and subsequent) marriages are added in the same way as the first marriage - just display the individual's 'Full Details' form and click on 'Add Marriage'. Additional marriages are assumed to occur later than marriages which have already been entered, but the order of marriages can be corrected with the 'Re-Order Marriages' button - note that this button does not appear until the individual has at least two partners! If you need to change the order of marriages, simply click on the name of the out-of-order marriage in the list at the top right of the individual's form, THEN on the re-order marriages button, and THEN on the correct place in the list for that marriage. If you get the sequence wrong, a message will appear clarifying the instructions.

The order of children in a family can be changed in the same way.

If you find that you have incorrectly linked a child to a family, just highlight the child's name in the list towards the bottom right of either of the parent's 'Full Details' forms, and then on Detach Child. As with the Delete Marriage button, you are only deleting the link between individuals, not the individual's record, so if you accidentally delete a child or marriage you can easily re-form the link by using the Add Child or Add Marriage button and clicking on the individual's name in the list which appears.

The 'Full Details' form also allows you (if you wish) to identify a child as being adopted by the family. An adopted child should be attached to a family in the same way as a 'blood' child - as described in the previous chapter. To minimise errors in the file, **Famtree** will not allow you to add the same child to more than one family - unless the child is flagged as adopted in one of the families. Display the 'Full Details' form for the adopted person. If their adoptive parents are actually shown in the birth parents box, then click on the 'Convert' button in the adoptive parents box to change them into adoptive parents. The person can now be attached to his/her birth parents (if known) by clicking on the 'Add Birth Parents' button (which displays a 'New Family Group' form).

When descendants charts are produced (see later) the individual will appear as a descendant in both their birth and adoptive families - marked with '(a)' appended to their name in their adoptive family; the individual's ancestry chart will (by default), however, show only their birth parents (if the data has been entered). However, there is an option (see later) which you can select to choose to show the adopted lineage instead. If a person has been linked only to their adoptive parents (and flagged as adopted), then the ancestry chart will show the adoptive family, with '(a)' appended to the adopted person. If you do not want the '(a)' to be displayed then do not use the adoption facility - again, just indicate (if you wish) that the person was adopted in their hidden notes box.

It is envisaged that the adoption facility would be used only where there is no (or limited) connection between the birth and adoptive parents. It is not envisaged that it would be used, for example, where the birth parents divorce and one remarries (and the 'new' partner legally adopts the child) - in these cases using the adoption flag will produce avoidably complicated descendants charts.

Full Details for Individual No. 1 Fred BLOGGS

Help Special Characters

Personal Details

ID No: 1 Forenames: Fred Surname: BLOGGS

Also known as:

Male ☒ Female ☐

Occupation: Layabout

Address:

Phone:

Date:

Place:

Data S:

Buried:

Tree N:

Hidden:

Death:

Print page (review) Save as text file (txt) Photos

Delete Individual Save as web page (html) Wide Family Group

Descendants Chart Ancestry Chart Traditional Family Tree

Natural or Birth Parents

Natural Parent - Family No. 2

Father: 5 George BLOGGS Show Details

Mother: 6 Susan BROWN Show Details

Adoptive Parents

If person above was adopted you may . . .

If known, click here to Add Adoptive Parents

or click here, to 'convert' birth parents to adoptive parents

Brothers and Sisters (Siblings)

10 Janet BLOGGS Add Sibling

Spouses/Partners and Children

Marriages/Partnerships

Add Marriage Amend Marriage

Delete Marriage

1 Joan SMITH

Click on name in above box to show marriage details and children below - Family No. 1

2 Joan SMITH Show Details

Married? ☒ Yes ☐ No

Ended in Divorce? ☐ Yes ☒ No

Date: 20 Dec 1968

Place: Beachway Register Office

Data Source:

Notes:

Children

3 John BLOGGS

4 Jennifer BLOGGS

Show details for selected child

Add Child Adoption

Detach Child Re-order Children

If George and Susan were really Fred's adoptive parents, then click here to transfer their names to the adoptive parents box. (You will then be able to link Fred to his birth parents)

If Jennifer has been adopted by Fred and Joan, then highlight her name (click on it); then click on the Adoption button; then click on 'Yes'; then click on 'OK'.

Adoption Information

Help

Is/was individual ☐ Yes ☒ No

4 Jennifer BLOGGS

adopted by this family? ☐ Yes ☒ No

OK

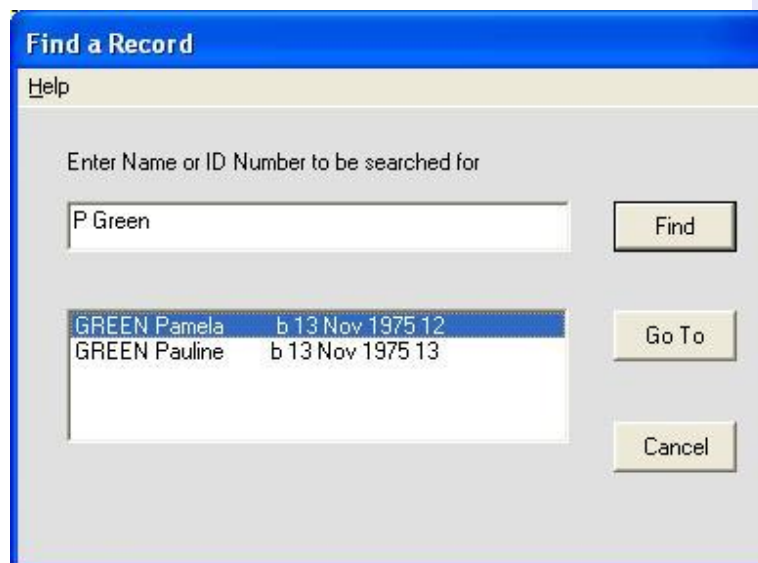
8 Moving round the Background Window, the Find/Go To Facility, and Favourites

While your file is small, the background window will be large enough to display the names of all the individuals in your file. Eventually, the list will be too big to fit in the window, and you may need to click on an individual whose name is not in view. There are a number of ways of moving around the window. The easiest is to use the scroll bar across the bottom of the list - this won't appear until your list is too big for the window!

Click on the right arrow at the right end of the bar and the list will scroll to the right by one column, revealing the next column of names; (guess what happens if you click on the left arrow!).

Alternatively, click on the bar itself, to the right of the square marker - the window scrolls to the right by a whole screen. The third method is to drag the square marker with the mouse (that is, press and hold down the left button with the pointer over the marker, and drag the square while keeping the button pressed); the list will scroll as you drag - just release the button when you reach the part of the list you need.

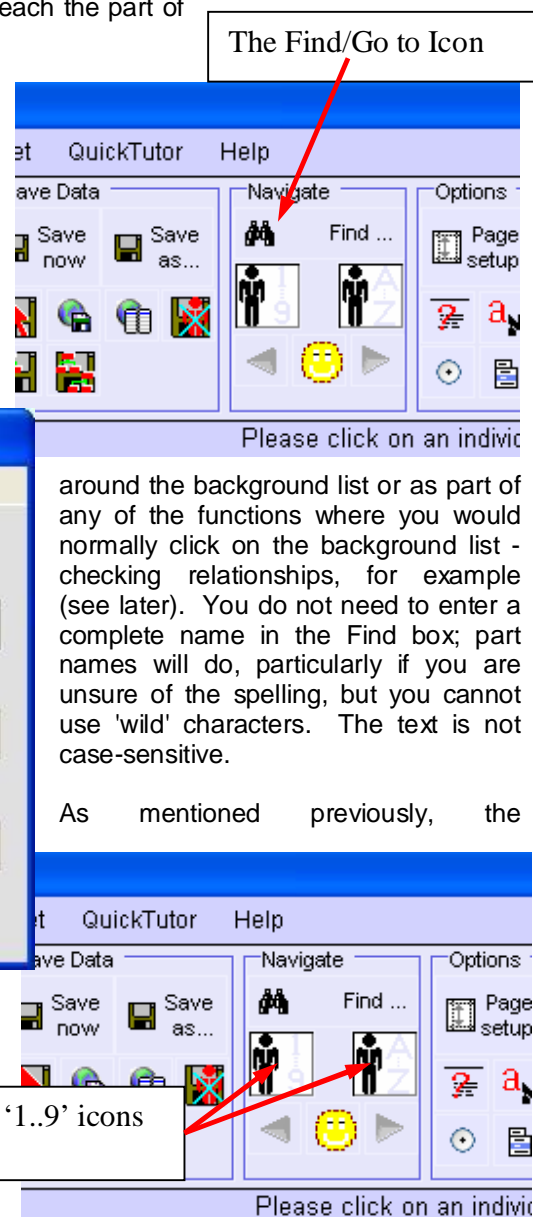
The 'Find/Go To...' facility comes into its own, however, when your file gets quite large. Rather than scrolling through several screens, just click on the 'binoculars' icon (in the 'Navigate' box). The Find form appears. Just type an ID number or a name into the top box and press 'Enter' (or click on 'Find'). **Famtree** will add all entries which include your search text into the box at the bottom of the form. Just double click on the entry of interest in the list (or click once and then click on 'Go To') and **Famtree** will go to that person in the background list. You can use the facility to simply move



background list can be displayed in alphabetic order (of surname), or in ID number order (that is, the order in which people were added to the file by clicking on the 'A..Z' or '1..9' icons, respectively).

A new feature in **Famtree5** is the 'Favourites' facility. This allows you to store the names of up to 10 individuals whom you click on frequently, to save having to use the 'Find' facility or scroll

The 'A..Z' and '1..9' icons

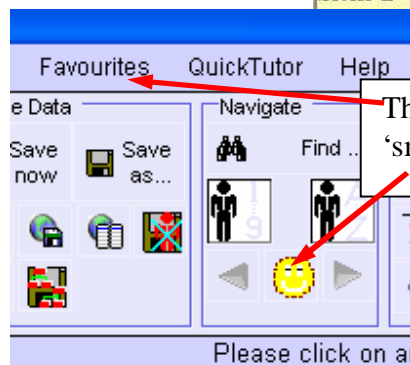
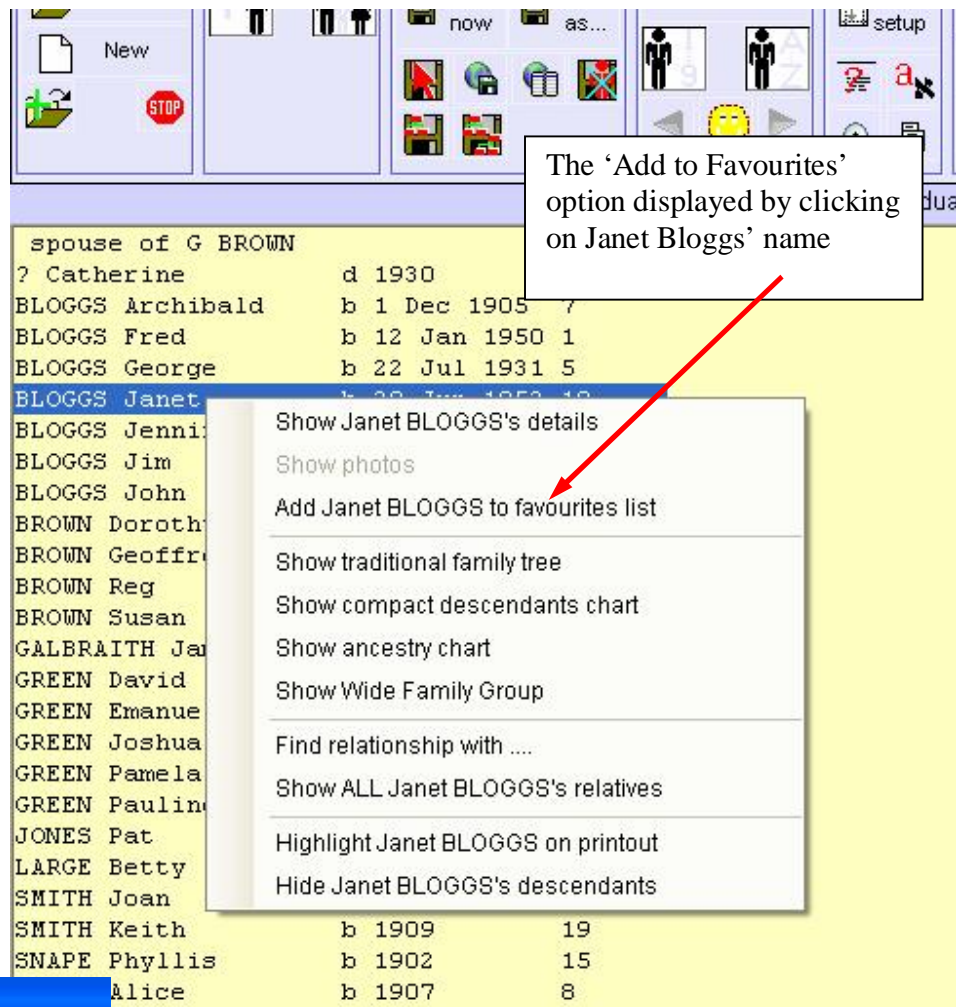


through the background list. Whenever you 'Show Details' of an individual, or if you click on an individual's name in the lists, one of the options which is displayed is 'Add to Favourites'.

Clicking on 'Add to Favourites' adds the individual to the favourites list – which is accessible by clicking on the 'Favourites' menu heading (which only appears after your first favourite is added), or on the 'smiley' icon in the 'Navigate' box.

Clicking on a name in the list which appears produces a popup menu for that person which allows you to look at their details, or produce their charts (see later).

Once someone is added to the favourites list, 'Add to favourites' is replaced by the option to 'remove from favourites' when clicking on their name. (Favourites are saved with your data, so are not 'lost' when you quit the program.)

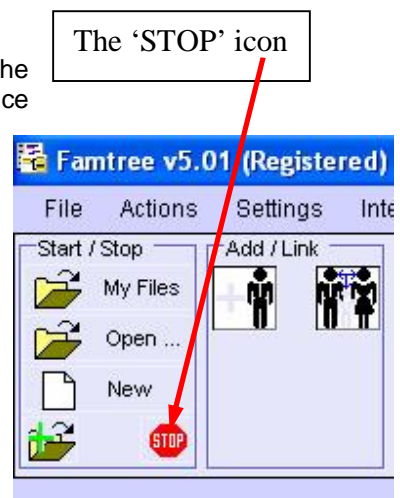


The 'Favourites' menu and 'smiley' icon

A further new feature of **Famtree5** is the back and forward arrows in the 'Navigate' box (to the left and right of the 'smiley' icon). These allow you to scroll backwards and forwards through the various charts and trees you've displayed (see later) during the current session.

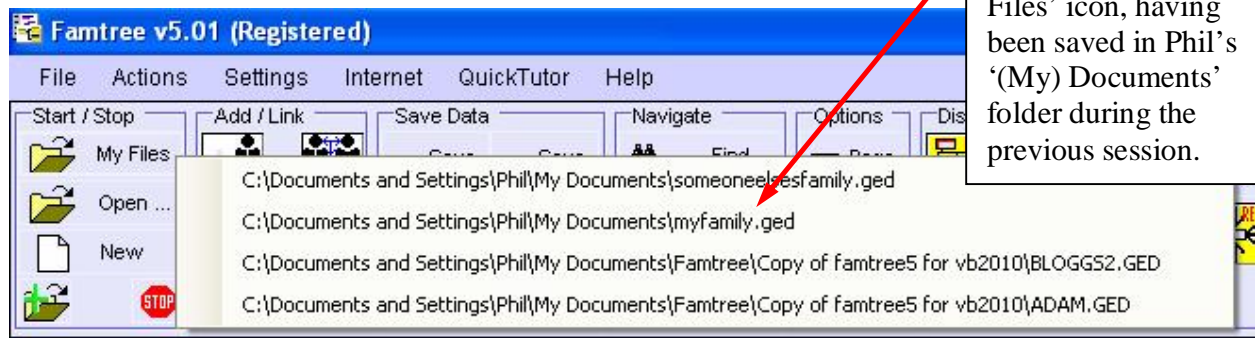
9 Quitting the Program

When you have done enough work for one session you will need to quit the program. Just click on the 'STOP' icon. If you have altered your data since you last saved it you will be given the opportunity to save the changes before you quit. You will also be asked to confirm that you really do want to quit. Just click on the Yes or No button (Note - pressing Enter is usually the equivalent of clicking on Yes or OK - in this case pressing return is the same as clicking on No - this stops you quitting by mistake!)



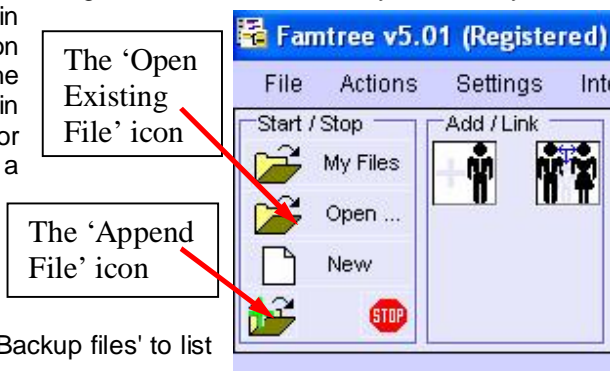
10 Loading a File

Next time you use **Famtree** you will want to continue using the file you started during the previous session. So, after clearing the start-up message (if necessary), click on the 'My Files' icon in the 'Start / Stop' box - your file name should appear next to the cursor, so just click on its name to open it.



Alternatively, click on the 'Open File' icon (in the 'Start/Stop' box). You will be presented with a standard Windows file selector. From here you can open the demonstration files which come with **Famtree** (these are 'bloggs2.ged' a mythical family you can use to test out the program's functions, and 'adam.ged' - a genealogy taken from the book of Genesis), or you can navigate to the folder where you saved your file, where your file name should be listed in the list box in the left column; just click on your file name and click on OK, and your file will load into the program, and the individual members of your family will be listed in alphabetic order in the background window, ready for you to continue. This is also the method to view a Gedcom file obtained from another source which you have transferred to your computer.

Should you ever need to load a backup file, the procedure is just the same, except that when the file selector is displayed, change the file type to 'Gedcom Backup files' to list *.bkg files instead of *.ged files.



Note - it is possible to join two or more Gedcom files together. With one file already loaded, just click on the 'append file' icon (below the 'New' icon). Select the file to be appended and click on OK. Note that **Famtree** changes the name of the enlarged file in memory to 'untitled.ged' to avoid accidental over-writing of either of the source files - this makes sure that you have to choose a new name for the enlarged file before you can save it. Please note - **Famtree** simply adds the two files together - it cannot search for duplicate entries or make links between individuals - you must do this yourself!

11 Navigating through the File

As well as clicking on names in the background list¹, you can navigate through the file by clicking on names and/or 'Show Details' buttons on the 'Full Details' form. With a Full Details form displayed, you can show the full details for spouses, parents, siblings, or children either by clicking on the 'Show Details' buttons next to the names or, more simply, just by double clicking on a name - or even on a Family Number box next to the parents or adoptive parents.

The screenshot shows the 'Full Details for Individual No. 1 Fred BLOGGS' form. The form is divided into several sections: Personal Details, Spouses/Partners and Children, Hidden Note, Actions, Natural or Birth Parents, Adoptive Parents, Brothers and Sisters (Siblings), and Children. Red arrows point to various elements with callout boxes explaining how to navigate:

- Personal Details:** A callout points to the ID No. box (1) and the Forenames box (Fred), stating: "double click here and type in a new number (and press Enter) to jump to another person's full details". Another callout points to the up/down arrow next to the ID No. box, stating: "scroll through the 'Full details' forms by clicking on the up/down arrow".
- Spouses/Partners and Children:** A callout points to the name 'Joan SMITH' in the list, stating: "Click on name in above box to show marriage details and children below - Family No. 1". Another callout points to the 'Show Details' button next to 'Joan SMITH', stating: "double click here, or click here to show Joan's full details".
- Actions:** A callout points to the 'Show Details' button next to '5 George BLOGGS', stating: "To show George's full details, double click here or here, or click here".
- Adoptive Parents:** A callout points to the 'Show Details' button next to '6 Susan BROWN', stating: "double click here to show Janet's full details".
- Brothers and Sisters (Siblings):** A callout points to the name '10 Janet BLOGGS', stating: "double click here to show Janet's full details".
- Children:** A callout points to the name '4 Jennifer BLOGGS', stating: "double click here, or click here to show Jennifer's full details".

Alternatively, you can scroll through the Full Details forms by clicking on the up/down arrow next to the subject person's name, or even by double clicking on the ID Number box, and typing in a fresh number and pressing enter.

The items at the bottom of the 'Actions' menu will allow you to display the first Full Details form in the file (and then scroll from there), or to display the first of the Family Group forms. These forms also have an

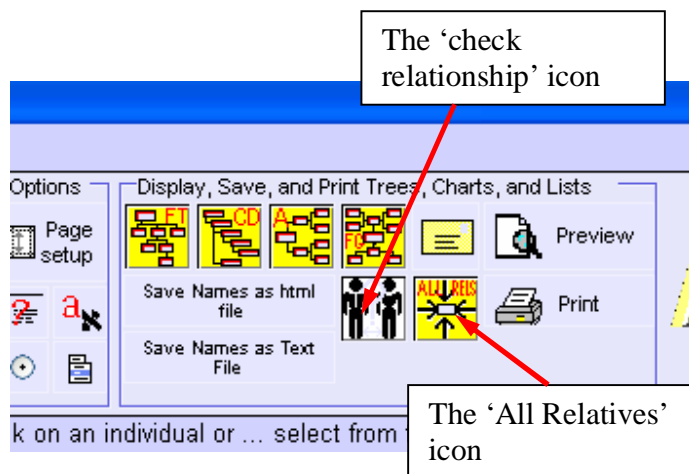
¹ Note – you can choose to have to double click on a name for the pop up menu to appear – rather than just single clicking – just go to the 'Miscellaneous Options' item in the 'Settings' menu – you may wish to do this to avoid the popup menu appearing when you are simply moving around the background list.

up/down arrow which allows you to scroll through all the Family Group forms (and you can also type a number into the Family Number box) - just to check everything looks OK, or to amend some of the details.

Just remember that if you change any of a person's or family's details, you must press OK before you move away from that form, or the changes will be ignored.

12 Searching for Relationships

Famtree is able to search for relationships between individuals in the file. You can use the facility out of curiosity, or to check that you have grouped people into families correctly. Just click on the search icon (two men and a question mark, in the centre of the 'Display,...' box) and then on the names of the two individuals concerned, in the background list. **Famtree** will search for up to 10 generations (if the information exists) looking for a link. **Famtree** first checks if the individuals are siblings, then for a direct ancestor-descendant relationship, then for any 'blood' relationship. It then checks to



see if the individuals are married to each other, and then for various relationships through marriage.

You don't actually need to use the search icon at all - you can click on a name in the background list, then on 'Find relationship', and then on a second person -

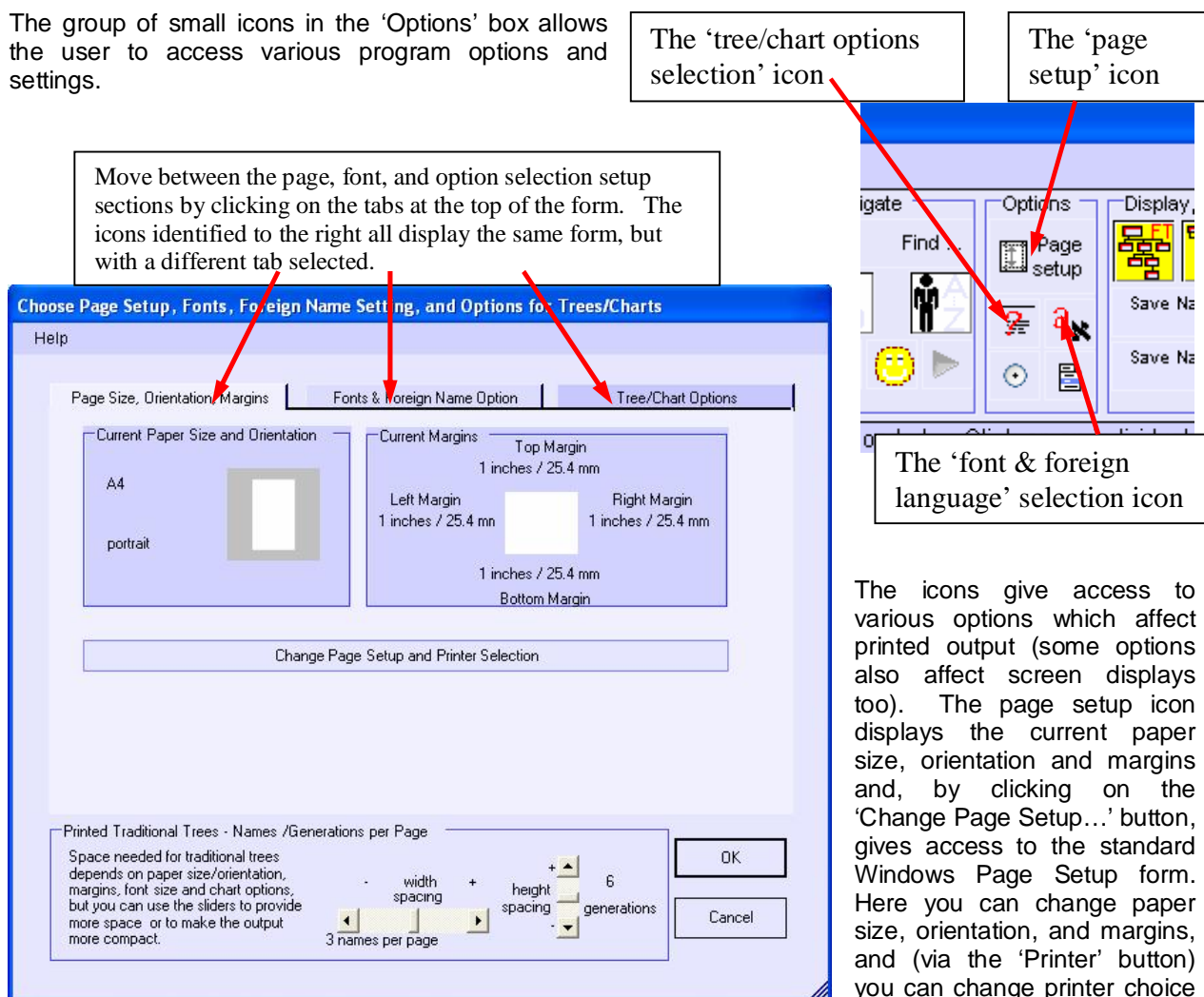
indeed you can do this using names in tree displays as well as the background lists.

Rather than just looking for the relationship between two people, you can now get **Famtree** to display all the relatives of any individual in your file. You can do this either by clicking on a person's name in any list, and then choosing 'Show ALL Relatives' from the pop-up menu which appears or by choosing 'List ALL Relatives of ...' in the Actions menu (or by clicking on the 'All Relatives' icon in the 'Display, ...' box) and then clicking on a name in a list. The display should then change to show a list (in alphabetic order) of all of the person's relatives which Famtree can find by searching through the whole file, and identifying anyone who can be linked when searching for up to 10 generations. The new list shows the relationship and, to avoid confusion if there are people with the same name in the file, the relative's date of birth (or death) is shown in the list. Once the list has been displayed, it can be printed, or saved as a text file by clicking on the buttons which appear in the 'Display,...' box in the toolbar. Clicking on the 'Close Chart' button on the toolbar will close the display, as will carrying out most other actions.

Note – searching the whole file for relatives is a memory-intensive task. If your file is large (over 1000 individuals) the process may take a few seconds and parts of the display may, temporarily, disappear – don't worry, this is normal!

13 Program Options and Settings

The group of small icons in the 'Options' box allows the user to access various program options and settings.



The icons give access to various options which affect printed output (some options also affect screen displays too). The page setup icon displays the current paper size, orientation and margins and, by clicking on the 'Change Page Setup...' button, gives access to the standard Windows Page Setup form. Here you can change paper size, orientation, and margins, and (via the 'Printer' button) you can change printer choice and adjust the properties

which are specific to that printer. Setting the bottom margin to a non-zero value will automatically number the pages of trees so that they can be kept in order.

The Font/foreign name icon (middle right of 'options' box) allows printer (and screen) font to be selected, and font sizes and colours for printed output to be chosen, from the left part of the form which appears when the icon is clicked. The centre left part of the form shows how tree titles and the main body of trees will look on printed trees. On the lowest part of the form you can choose the colour to use (by clicking on the blocks of colour to the right) for titles and headings, and the colour to use to highlight particular individuals on the printout. Click on various font names (top left of form), and change the font sizes (centre left of form) to get the effect you want, then click on OK. The font selected will be used for some screen displays as well as printed trees, but the screen font size is fixed. (Note if you make these changes when a tree is already displayed, the changes do not affect that display – some displays can be refreshed by clicking on the 'Refresh chart' button).

The other half of the form allows you to change the settings for the religious/foreign name facility. This provides a field for an additional name for each individual. This facility is normally switched off, but if you choose any of the lower three options an additional name box appears on the 'New Individual' and 'Full Details' forms. If the second option is selected then this additional name box uses the same font/language

Choose Page Setup, Fonts, Foreign Name Setting, and Options for Trees/Charts

Help

Page Size, Orientation, Margins | **Fonts & Foreign Name Option** | Tree/Chart Options

Select Font for Charts and Trees

Abadi MT Condensed
Abadi MT Condensed Extra Bold
Abadi MT Condensed Light
AbcDNManusDottedLined

Current Font: Microsoft Sans Serif

Select Font Size for Titles and Main Body Text

18 Tree Title
10 Family Member Names

Colours for Titles and Highlighted Individuals

Titles: [Color Selection]
Highlights: [Color Selection]

Click on coloured squares to select

Religious/Foreign Name Option

The Religious or Foreign Name option allows you to add a further name for each individual. If you choose 'omit' the facility is disabled. Choosing from the other options causes an additional name box to appear on the Individual Form.

☒ Omit (Facility Disabled)
☐ Use Main Language/Font (Microsoft Sans Serif)
☐ Hebrew characters
☐ Other Language/Font

Sample text: [Text Box]

Printed Traditional Trees - Names /Generations per Page

Space needed for traditional trees depends on paper size/orientation, margins, font size and chart options, but you can use the sliders to provide more space or to make the output more compact.

width spacing + height spacing 6 generations
3 names per page

OK Cancel

as the rest of the form. With the third option selected, the field uses Hebrew characters typing from right to left (this can only be selected if the Hebrew font has been installed – note **Famtree** ships with a suitable Hebrew font; if it is available but not yet installed, 'install' buttons (one for Windows XP users, and one for Windows Vista / 7 users) will appear; clicking the relevant button assists with the font installation process).

If the fourth option is selected, then you can choose to use any font which is available on your computer - just choose from the drop-down list. As well as activating the name field on this form, you will also need to select the religious/foreign name

options on the chart display options form (see next paragraph) if you want this information displayed on your trees.

The icon in the left middle of the 'Options' box allows you to choose which items to include in printed charts and trees (most, but not all, affect screen displays as well). Click on the icon to display the item selection screen. The upper part of the form displays options for both types of descendants trees (ie traditional family trees and compact descendants charts) and the lower part for ancestry charts (see next section of explanation of tree/chart types). You can vary the number of generations shown on printed trees - limiting the number of generations will shorten descendant trees and make ancestry charts less cluttered. It is also possible to vary the amount one generation is indented from the previous generation on compact descendants

Choose Page Setup, Fonts, Foreign Name Setting, and Options for Trees/Charts

Help

Page Size, Orientation, Margins | Fonts & Foreign Name Option | **Tree/Chart Options**

Options for Traditional Family Trees and Compact Descendants Charts

Maximum number of generations to display/print: 10

Show (when ticked):

☐ Repeated Family Branches
☐ Repeated Surnames
☐ Alias (also known as)
☒ Religious/Foreign Name
☐ ID Numbers
☒ Birth and Death Dates
☒ Marriages & Dates
☐ Places
☐ Occupations
☒ Notes

Symbol to indicate a partnership: [Radio Buttons: m, p, ~, +, m]

Options for Ancestry Charts

Maximum number of generations to print: 6

Show (when ticked): ☐ Aliases and Other Names ☒ Religious/Foreign Name ☐ ID Numbers

Printed Traditional Trees - Names /Generations per Page

Space needed for traditional trees depends on paper size/orientation, margins, font size and chart options, but you can use the sliders to provide more space or to make the output more compact.

width spacing + height spacing 6 generations
3 names per page

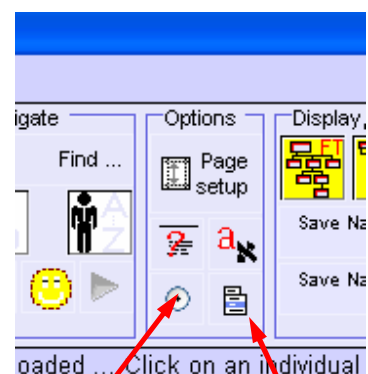
OK Cancel

charts - **Famtree** will automatically calculate a value depending on the number of generations to be shown and paper width, but you can amend it yourself if you wish, using the horizontal slider below the form. The sliders (below the form, next to the OK and Cancel buttons) also determine how closely spaced individuals are placed on traditional family tree printouts. The other options are largely self explanatory; names are always shown on the trees, but if successive generations share a surname it will be shown only for the earlier generation unless 'repeated surnames' is selected. If cousins have married they, and all their descendants, would appear twice on descendants charts; if you wish to save paper, then you can avoid this happening by ensuring 'show repeated branches' is not ticked - the partners will appear twice, but their descendants will appear only once!

When you save your data, the page setup, font settings, tree item options, and religious name option selection (together with the Favourites list), is saved in a small file which sits alongside the main data file, and it is re-loaded whenever you load your data file, so that your preferred settings will not need to be re-input each time you load the program.

A number of minor settings can be accessed via the 'Miscellaneous Options' item in the Settings menu (or the miscellaneous 'button' icon in the 'Options' box). One is the Surname Capitalisation option. This allows you to vary how surnames are displayed/printed and saved. You can also decide whether to single click or double click on background names for the popup menu to appear; whether ancestry charts (see later) should show adoptive parents (even when birth parents are known), whether to include half-siblings in Wide Family Group displays, or whether to exclude the 'hidden notes' from some of the program outputs.

Two other sets of settings are accessible only from the Settings menu (or the other 'menu' icon, which causes the menu to display). The first relates to location of photographs. Your photographs are NOT incorporated into your Gedcom file when you save your data - they remain in their separate jpeg or gif files etc. The Gedcom file merely stores the path (folder/directory) name and file name. Thus, if you move your photo files, **Famtree** will not be able to find them. The photo location box (accessed by clicking on 'Change Name of Photo Folder ...' item in the Settings menu) allows you to change the location information for a whole group of photographs at once, rather than having to re-attach the photographs to each individual, one at a time. When you select the menu item, you need to use the drive and directory/folder boxes to tell **Famtree** where you have relocated the photo files. If you click on 'Change', then **Famtree** will update its records for all photos which were in the 'old' location and store the 'new' folder name instead.



The 'miscellaneous' and 'other' options icons

Another item in the Settings menu relates to marriages. Earlier versions of **Famtree** did not allow you to explicitly specify whether a couple were married (or assumed to be married) or not. If you load a Gedcom file produced by a version of **Famtree** before version 4.40 then, if a partnership includes a date, place, or source of marriage, the current version of **Famtree** will assume that the couple were married; if no data is available for those fields, **Famtree** will assume that they were not married. The Settings menu item allows you to automatically convert all partnerships into marriages, or, the second sub-option displays each partnerships and asks you if you want to 'convert' the partnership into a marriage.

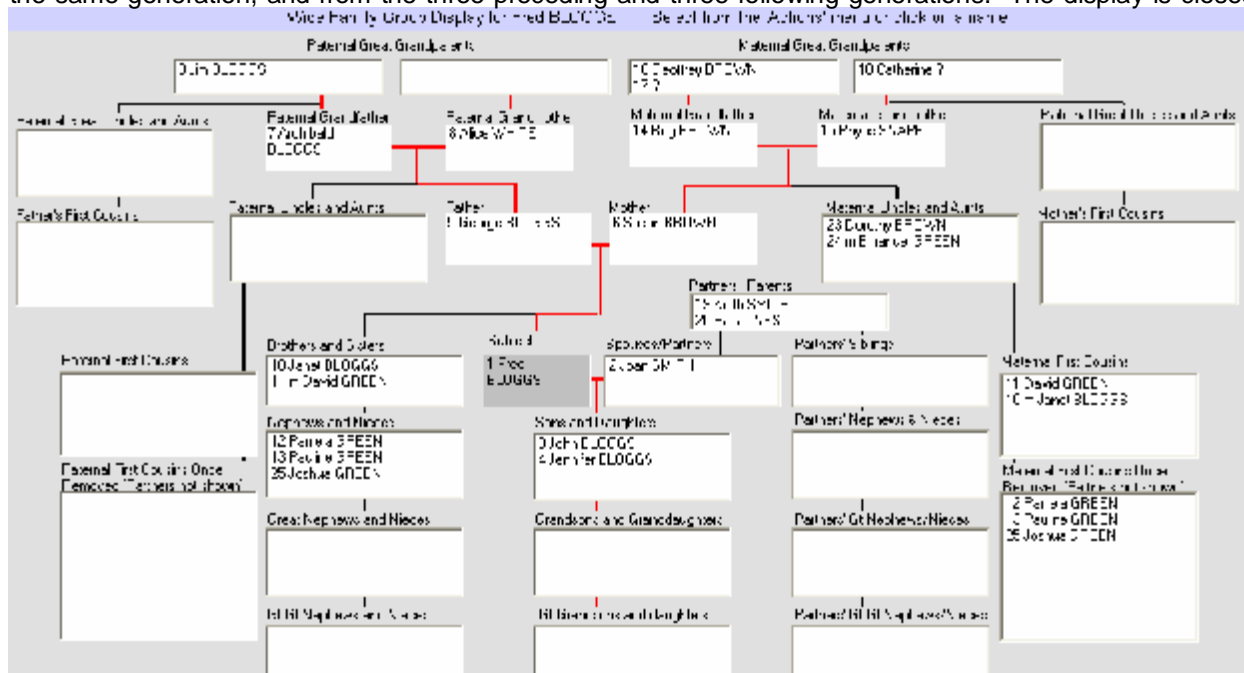
Note – differentiating between married and unmarried partnerships in displays. If you wish, you can differentiate between married and unmarried partnerships in some of the displays, depending on your choice of 'symbol to indicate partnerships' and whether you tick 'Marriages and Dates' on the 'Tree/Options' screen (as shown above). If you choose to use 'm' as the symbol for partnerships, then you will not differentiate between married and unmarried partnerships (though those marriages for which a marriage date has been entered will show the date if you have ticked 'Marriages and Dates'). If, however, you choose any other symbol to represent partnerships (such as + or ~) then, if you tick 'Marriages and Dates', marriages will be annotated with the letter 'm' (as well as the other symbol) and, if a marriage date has been entered, that date will show too. So – to differentiate between marriages and other partnerships, don't choose 'm' as the

partnership symbol, but do tick 'Marriages and Dates'; if you don't wish to differentiate, either choose 'm' as the symbol, or don't tick 'Marriages and Dates'.

14 Displaying Trees on the Screen and Producing Printed Output

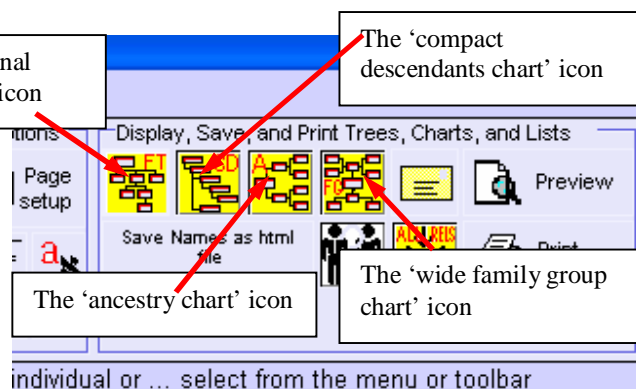
At last, you have reached the point where you can display trees and charts on the screen. Four types of tree/chart display are possible - traditional family trees and compact descendants charts which start with a particular individual and show all his or her descendants - these trees can get very long if you have a lot of data; and ancestry charts - these start with one individual and then show his or her parents, grandparents, great-grandparents etc.

In addition, the program can also display and print a fourth chart - a Wide Family Group - seven generations surrounding an individual. Just click on a name in the background list, and on 'Show Family Group'. The individual will appear in the centre of the screen, surrounded by members of all branches of the family - from the same generation, and from the three preceding and three following generations. The display is closed

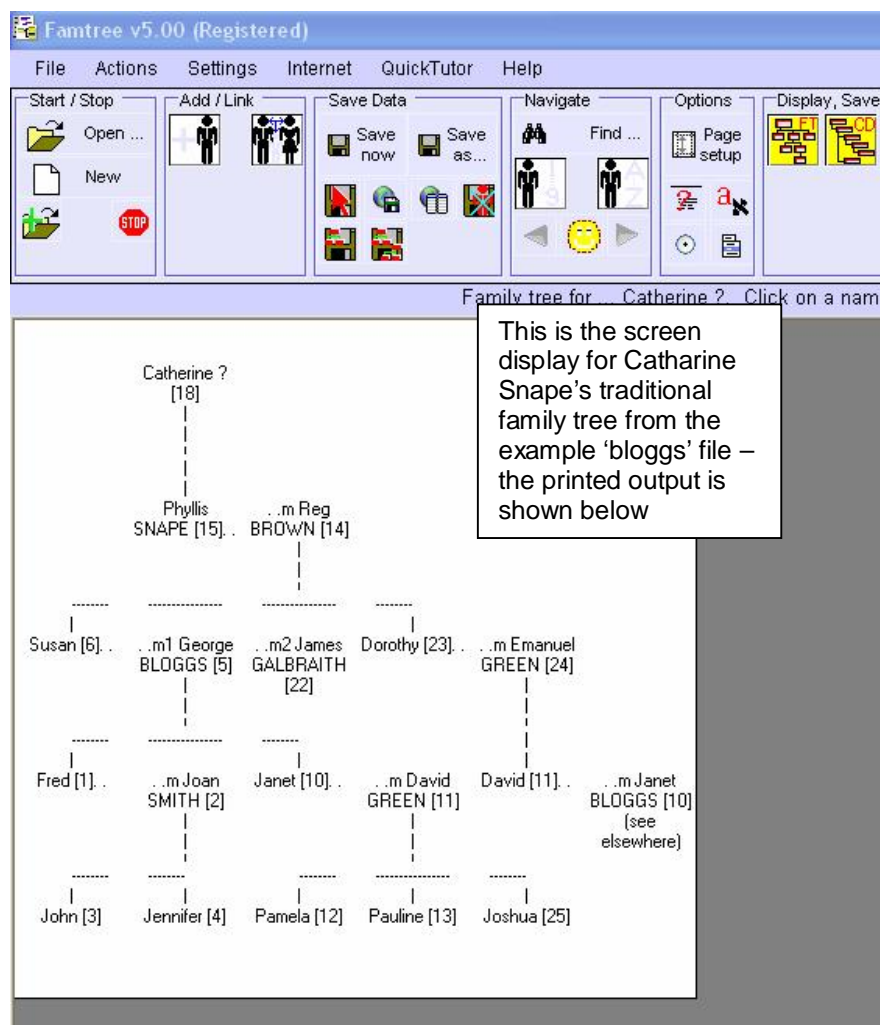


by clicking on the Close Display item in the Actions menu or in the 'Display,...' box. The Wide Family Group display can be printed in the same way as other charts (see below). Note that the chart must fit into a single page width to be printed (although it can extend vertically onto more pages). If the chart would fit onto a landscape page but not a portrait page, but you have portrait selected, **Famtree** will automatically (and temporarily) change page orientation to landscape to allow printing to take place. If your paper is not wide enough (even using landscape orientation), **Famtree** will reduce the font size to try and make it fit. If it will not fit (even with a font size of 6) it let you know how wide the paper would need to be (for the particular font and margin sizes you have selected).

Whilst displaying trees on the screen is interesting, the screen displays are intended for checking the information prior to printing off trees on the printer. Because of this, presentational quality of the screen displays (particularly for descendants trees) has been sacrificed in the interests of speedy display. Printed trees will have a higher standard of presentation. When you choose to print a tree or chart, **Famtree** will provide a page by page preview of what the printed output will look like, so that you can

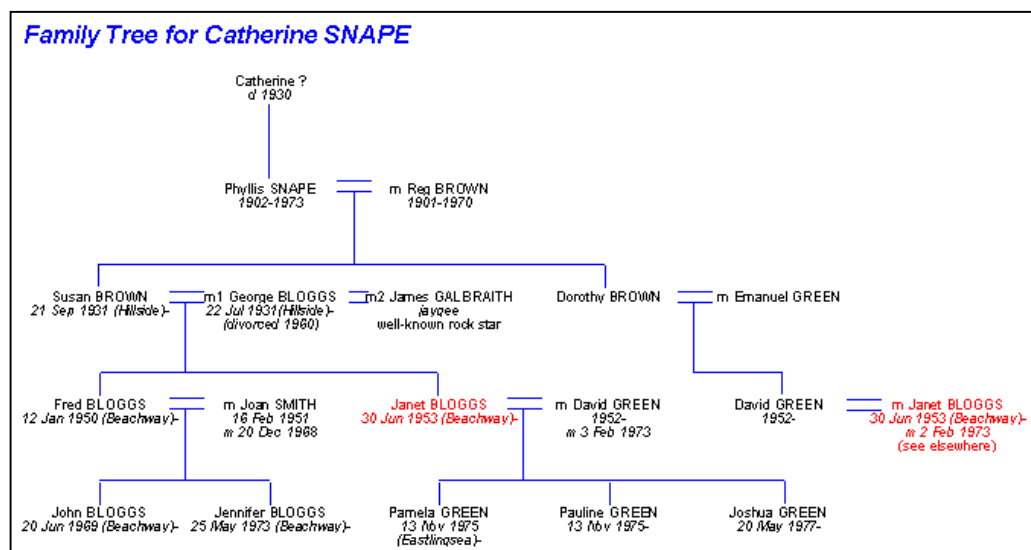


check it out, and cancel the process if it does not look as you want it to.



Firstly, let's try the 'traditional' family tree format. Click on the 'FT tree icon' in the top row of the 'Display,...' box. The banner will now ask you to click on the name of the person whose descendants you wish to show. Move to the correct part of the list by clicking on the scroll bar or dragging the marker, or clicking on the arrows, and then click on the person's name. (You are likely to want to print trees starting with the earliest known member of each branch of your family. To make this process easier, **Famtree** automatically searches through the file and identifies these people - their names appear in the special panel at the bottom of the background list - you can click on these names in the same way as names in the main part of the background list). The background window will disappear to be replaced by the tree display. Unless the person has few descendants, the tree is likely to be too big for the screen; a scroll bar will appear at the bottom of the screen if the tree is too wide,

and at the right hand edge of the screen if it is too tall. The person you selected will appear on the top row of the tree, with his or her partner(s) - you may need to scroll the display to find him/her!; their children appear on the second row (with their partners), with each generation on successive rows. Because

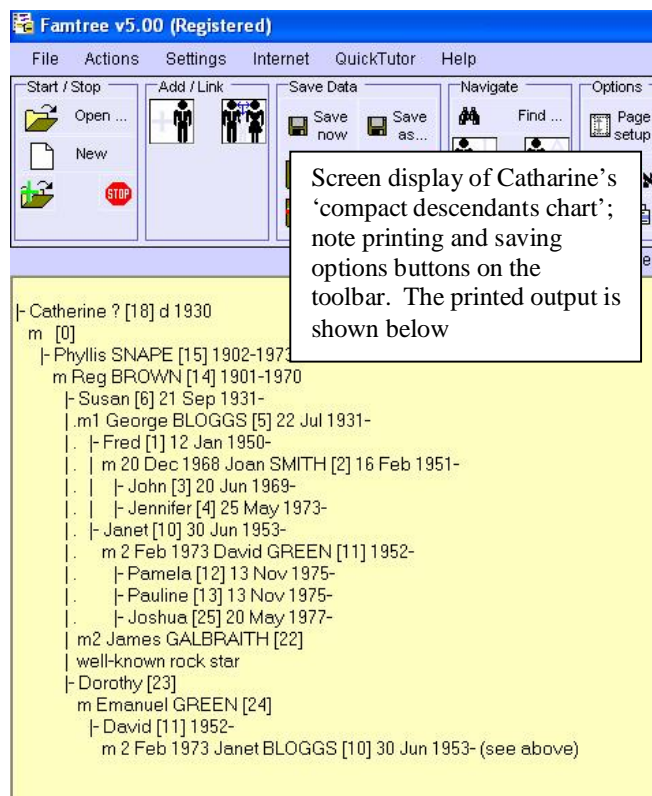


this type of display takes up a lot of room, the screen display will only show names and ID numbers, even if you have selected other options as well. (If you load the example file *bloggs2.ged*, try a traditional family tree display for Jim Bloggs or Geoffrey Brown.)

If you wish to obtain a printed version of the tree, then, while the tree is still displayed on the screen, click on 'Preview' button (top right in the 'Display,...' box). In order to keep the listing to a manageable size, **Famtree** will limit the number of generations printed to the height of your paper; the program will also 'warn' you as to the number of pages the tree will take up, and you can cancel if printing your tree would destroy a rain forest. You will be asked to accept a title for the tree (you can type in the box to change the suggested title if you wish); clicking on OK starts the print preview process (you can scroll through the pages using the up/down arrows in the top right corner of the print preview window, zoom in using the magnify icon, and see more than one page at a time by using the icons towards the top left). You can cancel the preview process by clicking on the 'Close' button, or print the chart by clicking on the printer icon in the top left corner. This sends the tree to the printer using current printer settings. Alternatively, you can close the preview, and click on the 'Print' icon in the 'Display,...' box. This will display the Windows printer selection dialog, allowing you to modify printer options prior to printing.

When a traditional family tree is displayed on the screen, you can click on any name in the tree to display that person's individual form - just like clicking in the background list - or to display other trees and charts for that person.

A traditional family tree with relatively few names can still use up a lot of paper, even though the program attempts to optimise the layout to reduce wasted space. The program checks which options you have selected (eg whether you have chosen to include dates or places in the printout), and calculates the width needed for each person, and the height needed for each generation. If you choose fewer options, **Famtree** will be able to include more generations within the height of the page; if you exclude places and ID numbers, the width required will be reduced. You can also reduce the width required by selecting a 'narrow' font (such as 'Architecture'), and the width and height required will also be affected by font size selection.



The two slider controls on the main Settings form (click on one of the main options buttons to display it) allow you to 'fine tune' this process. You can amend the width which **Famtree** allocates to each person by sliding the slider left (to narrow the printout) or right (to give more space); similarly, moving the vertical slider up increases the space used by each generation, and sliding it down will squeeze more generations onto the page. The impact of these changes, and changes in font size, items to be included etc, are shown next to the two sliders in terms of how many generations to the page and how many names per page width your current settings will allow.

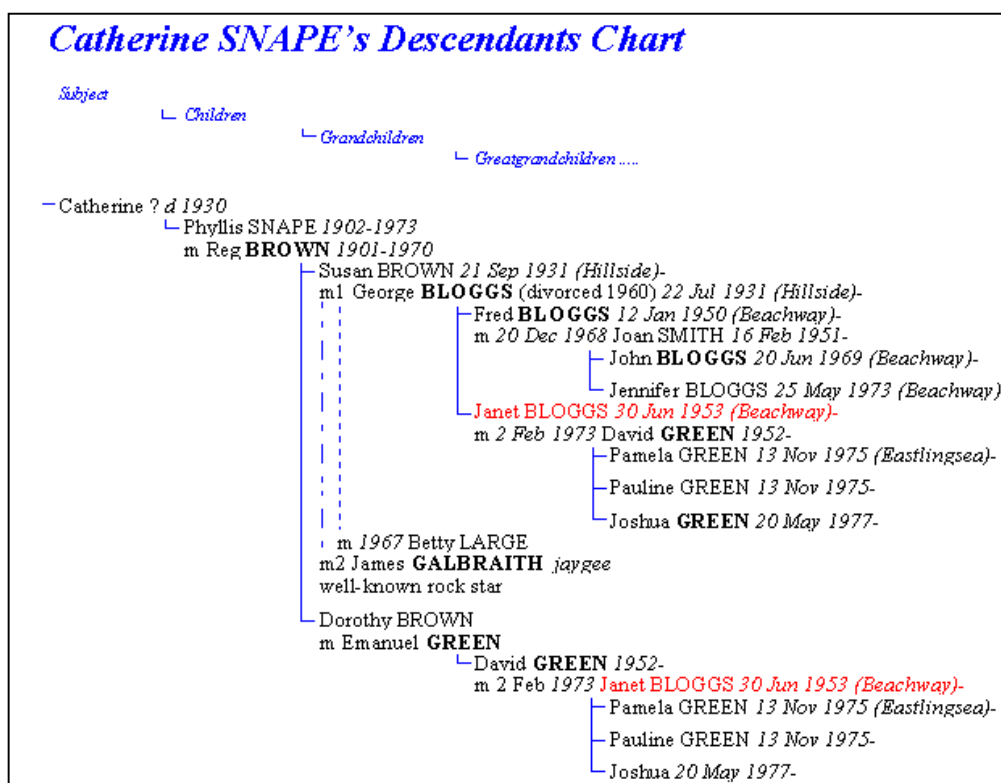
Even after using these techniques to reduce the size of a family tree printout, you may decide that it would still use too much paper. Because of this, **Famtree** offers an alternative way of displaying and printing descendants information. This alternative is referred to as a 'compact descendants' chart, and takes up much less space. You are recommended to use this format except for small family groups.

Click on the 'CD chart' icon in the top row of the

'Display,...' box. As with the 'FT' icon, the banner will now ask you to click on the name of the person whose descendants you wish to show. Move to the correct part of the list by clicking on the scroll bar or dragging the marker, or clicking on the arrows, and then click on the person's name. Almost instantly the background window will disappear to be replaced by the chart display. The person you selected will appear in the top left hand corner, with his or her partners and children below and progressively further to the right with each succeeding generation. If your tree is longer than will fit on the screen a scroll bar will appear at the right hand side allowing you to scroll up and down the tree.

If you have a large number of generations some information may disappear off the right edge of your screen; you can inspect this by producing another descendants tree starting with one of the people towards the right edge of your screen. (Just click on a name, and select 'compact descendants chart' from the menu which appears!)

The tree will show each person's name and other information, then spouse's name, and then equivalent details for succeeding generations. Vertical lines join brothers and sisters, horizontal lines join parents to their children. The earliest generation is shown on the left and the latest generation on the right. (If you load the example file *bloggs2.ged*, look at descendants trees for Jim Bloggs or Geoffrey Brown.)



The earliest generation is shown on the left and the latest generation on the right. (If you load the example file *bloggs2.ged*, look at descendants trees for Jim Bloggs or Geoffrey Brown.)

If you wish to obtain a printed version of the tree, then, while the tree is still displayed on the screen, click on the 'Preview' or 'Print' buttons. You will be asked to accept a title for the tree (you can type in the box to change the

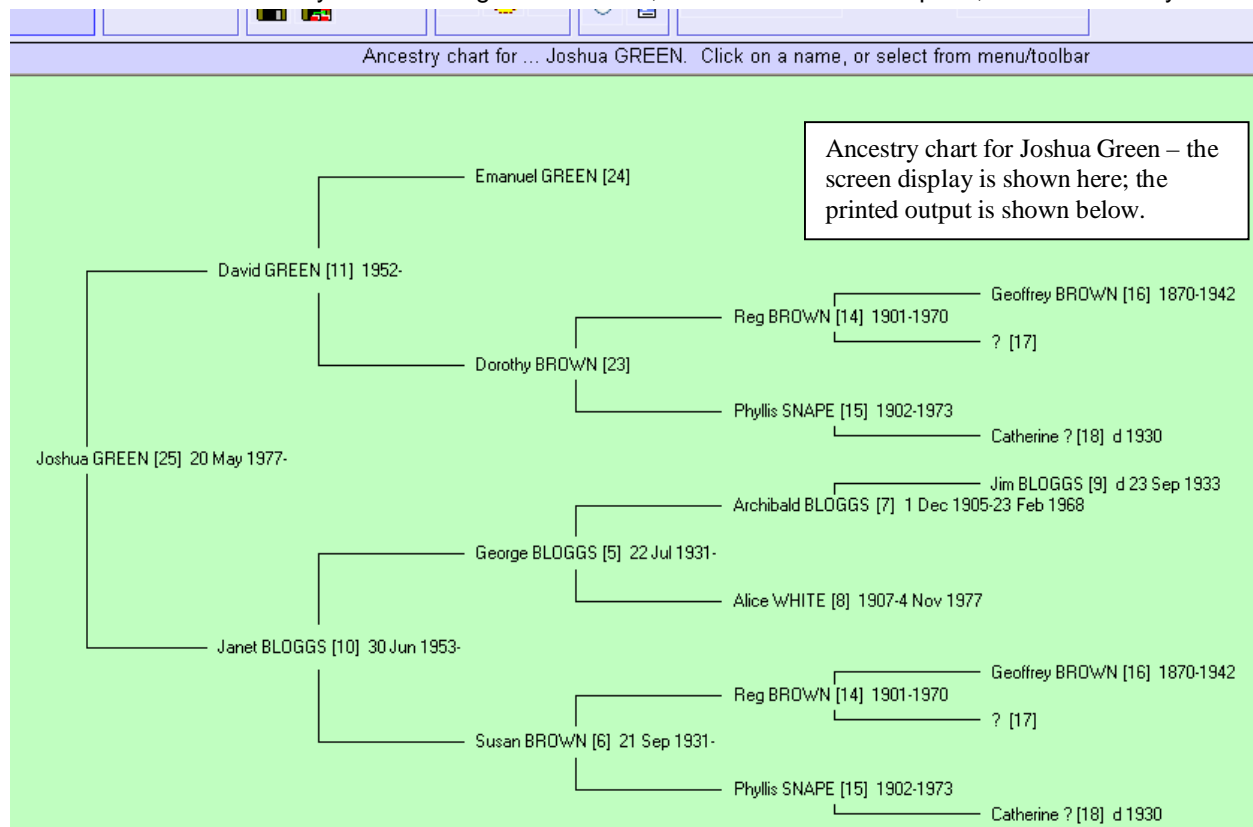
suggested title if you wish); clicking on OK starts the preview/print process as described above.

Note - you can highlight particular individuals on printed charts by clicking on their names, and selecting 'highlight individual'; this will highlight these individuals in a different colour. You can also hide branches on descendants charts if you wish to simplify a display, by clicking on a name and then on 'hide descendants'. You can 'un-highlight' and 'un-hide' branches by clicking on names and selecting from the pop-up menu – and items in the Actions menu allow you to globally remove highlighting and hiding.

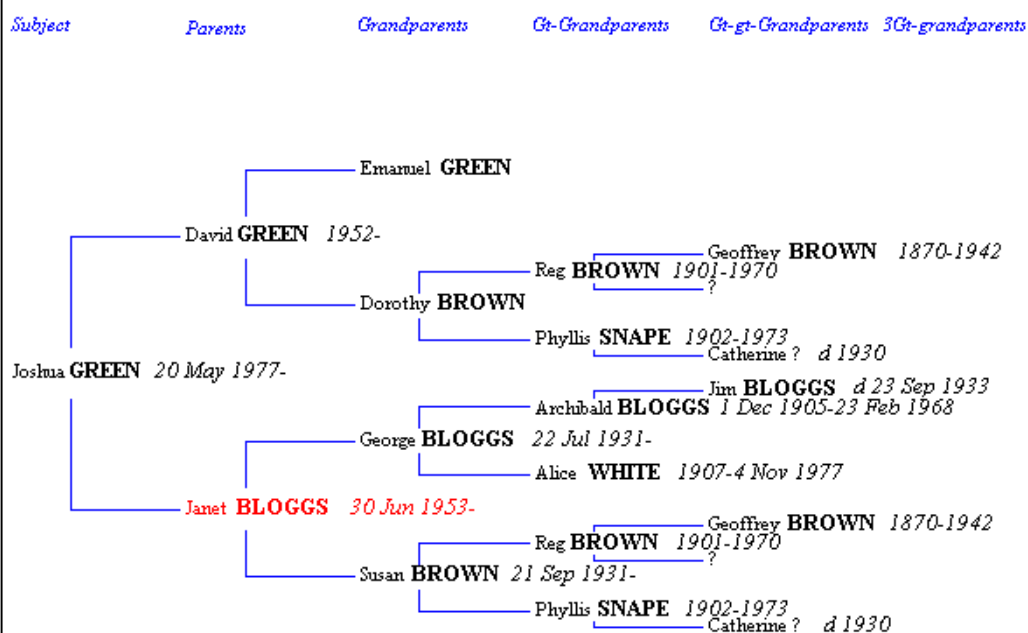
You can also save the compact descendants chart as a text file (which you could load into a word processing package), or as an html file (which you could load into your web site, or examine using a browser program such as Internet Explorer) - just click on the relevant button while the chart is displayed on screen.

The layout of each descendants tree will be different depending on the number of marriages and children in each generation, but ancestry charts all have a similar layout, as each person has two parents, four grandparents etc (even if their names are not known). To display an ancestry chart the sequence is similar.

Click on the 'A-chart' icon and then on the root person's name. The display will change to show an ancestry chart. The chart will always fit on a single screen and, due to limitations of space, screen ancestry charts



Ancestry chart for Joshua GREEN



will show five generations if the data is available. In other words, if you have been able to enter all the names, the chart will show the subject, two parents, four grandparents, eight great grandparents, and 16 great great grandparents - a total of 31 names. (Printed ancestry charts can show more generations)

depending on the option set, but you will have to use a very small font size to show more than six generations on A4 or letter-size paper). The subject person is shown in the middle left of the screen with parents in the next column and so on. (Try ancestry trees for John Bloggs or Pauline Green in the bloggs2.ged example file.) As with descendants trees, printed output can be produced via the Preview or Print buttons.

Ancestry charts can be saved as bitmap files (which can be loaded into a graphics package for further enhancement), or as html files for loading onto the web, by clicking on the relevant button while the chart is displayed.

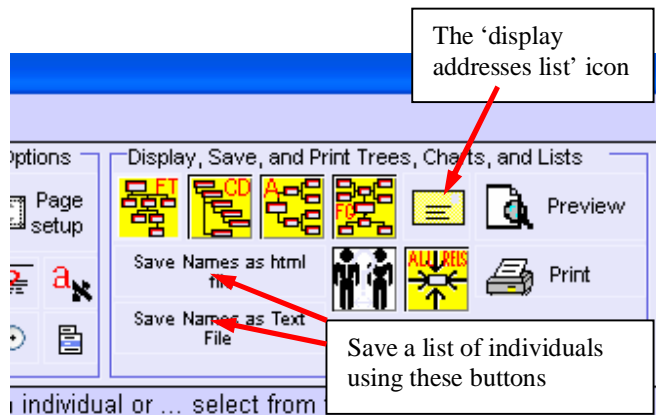
Tree displays can be cleared from the screen by clicking on another of the icons (such as 'A..Z'), or the 'close chart' button.

Trees can be displayed without using the tree icons - just click on a person's name in the background window (or on a displayed tree), and then on 'Show traditional family tree', 'Show descendants chart', 'Show Wide Family Group' or 'Show ancestry chart'. You can repeat this process when trees are displayed - in addition, with an ancestry chart on-screen, further generations back can be displayed (if the data is available) by clicking on the scroll arrows which will appear if further ancestors are known.

15 Displaying, Printing, and Saving Lists and Information Pages

Address List

One other screen display is possible - this is the address list. Clicking on the 'envelope' icon in the 'Display,...' box will cause **Famtree** to search through your records, identifying those for whom an address or phone number has been entered. These will be displayed, in alphabetic order of surname, on the screen together with the address and or phone number, as a handy means of retrieving someone's address or phone number! (If you have not entered any addresses or phone numbers on the individual forms, clicking on the envelope icon will display a warning message!). The 'Preview' or 'Print' buttons can be used to print a list of addresses.



As with other displays, names in the address list can be clicked for more information.

Printing and Saving All Information on an Individual

You can produce a printed page listing all the information you have about an individual. This function can be accessed by clicking on the 'Print Page' button on the individual's 'Full Details' form.

Click on the individual's name in the background window, and on 'Show Details' to display the individual's 'Full Details' form, and click on the 'Print Page' Button. The printout produced will include more than just the information shown on the Full Details form. It will also list his/her parents names and dates, all the information on the individual's form (including the Hidden Note in full), some of the information on the spouses' forms, and the names and dates of all their children. As with the tree printouts, a 'footer' showing the file name and date will also be included. As with other printing options, a print preview will be shown first, allowing you to cancel the process if necessary. If the individual has photos attached, you will be asked if you want to print the photos as well.

Alternatively, you can save the information page as an (unformatted) text file, which can be loaded into a word processing package, by clicking on the 'Save as text file' button. In addition, the information page can be saved as an html file. The html file can be read not only by Web Browsers (such as Internet Explorer), but also be word processing programmes; as the file includes proper formatting it may be regarded as a more useable file than the text file, however, as it could also be used to form part of a publicly accessible web site, address and other contact information is not included in the html file.

Printing and Saving Index lists

You can send an alphabetic list of all the individuals in your database to the printer using the 'Preview' or 'Print' buttons when the background list of names is showing (that is, if no tree or chart is displayed, the Preview and Print buttons operate on the background list). Please note – the printed list is produced in alphabetic order irrespective of whether the screen list is in A..Z or 1..9 order.

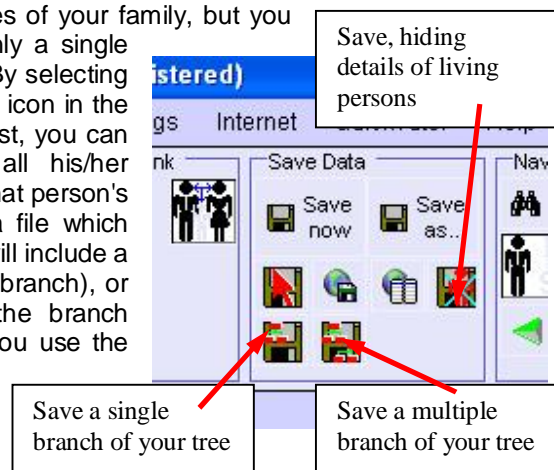
Similarly, when no tree or chart is being displayed, you can save a text or html file version of the list of names by clicking on the 'Save as ... file' buttons in the 'Display,...' box. These save an index list of individuals in the current file to a file - the listing is similar to the alphabetic order list in the background window, except that the names are shown in forename surname order, and dates of both birth and death are shown, if known. The html file not only includes a list of all individuals in the file, but it commences with an index of all surnames in the file (and notes how many individuals have that surname); it contains hyperlinks, so that clicking on a surname in the surname index jumps the cursor to the first individual in the name list

who bears that name. In both cases, **Famtree** asks you to confirm that you want to save the list before it proceeds.

16 Saving Special Gedcom files

Most of **Famtree**'s file processing makes use of Gedcom files - all your data is saved in a Gedcom file, and **Famtree** can read Gedcom files from other sources (please email me at help@famtreesoftware.com, attaching the file if you come across a Gedcom file which **Famtree** won't read). As well as saving all of your data as a Gedcom file, **Famtree** is also able to save parts of your data into Gedcom files, to suit particular purposes.

Your Gedcom file can include information from all branches of your family, but you might wish to produce a file containing information on only a single branch, to give to a member of that branch, for example. By selecting 'Save branch' in the File menu (or clicking on the lower left icon in the 'Save Data' box) and then on a name in the background list, you can produce a file containing the selected person and all his/her descendants only (ie all the people who would appear on that person's descendants tree). You have the choice of producing a file which keeps the same ID numbers as the original file (but which will include a lot of unused numbers for people who are not part of the branch), or you can get **Famtree** to renumber the individuals in the branch consecutively from 1, producing a more compact file (if you use the icon, rather than the menu, the second option is automatically selected). In either case your original file is not affected, and the complete file remains in memory - you must load the branch file if you then wish to examine it.



The multiple branch save item in the File menu (or the multiple icon in the 'Save Data' box) works in a similar way, except that the descendants of a number of individuals can be saved in a file. You may want to use this function if you wish to pass a file to a close family member who is related to a number of your family's branches. Just click on the menu item, and then on each of the root people, and then on the 'tick' (complete) icon (which appears once you start ticking on names) - all individuals who are descendants of any of the root names will be stored in the new file.

You can also save your data, but excluding individuals who are only members of a particular branch of your family. This may seem an odd thing to want to do!! However, you may come across someone else's research and realise that they have a much better version of a particular branch of your family, so you might want to 'cut out' that branch from your file. The Save excluding branch option actually does something quite complicated, as it needs to ensure that it does not remove people who are members of more than one branch of the family, and it does need using with extreme care - so never discard your original file! You can only choose to omit individuals from a whole branch - so, having selected the option in the File menu, you can only choose to click on a name from the bottom part of the background list (a 'root' person).

The final Gedcom saving option allows you to hide information about living individuals. Many web sites which allow you to store your information for public access require you to remove details of living persons so as to protect their privacy and confidentiality. The Save data hiding living persons option does just that - it maintains the basic structure of your file and trees (including marriages and links to parents and children), but it replaces the forenames of anyone living with the word 'living', and deletes all information (dates, addresses, etc) relating to living persons. The program assumes that if there is any information in the death date field, then the person is deceased and retains all the information; if there is data in the birth date field but not the death date field, it assumes that the person is living. If you have individuals with neither birth nor death date information, **Famtree** attempts to assess whether they are likely to be living by checking which category spouses and parents have been put into, and categorises them accordingly - it can't be fool-proof however, so if your file contains a large proportion of people with no dates information, the resultant file may easily have individuals in the wrong category. You can help **Famtree** get the categorisation right by deliberately putting a question mark in the death source box for anyone whom you know or assume to be dead. (You could, alternatively, put a question mark in the death date box - to indicate that you don't know

when a person died - but this would show on your trees, and you may not wish to have them sprinkled with question marks!!)

The following chapter discusses saving and producing html files for web sites - if you are using a site which requires you to avoid disclosing information on living people (or this is what you want to do anyway), then you should save a 'living hidden' Gedcom file and then load that file, and use it in preference to your full information file, when making the html files described below.

17 Saving your data as html files and making web pages and sites

Famtree provides the opportunity to save a number of different elements of your data as html files (web pages). Indeed it is possible to save the whole of the data as a complete web site. If you have some web space, you can use the file created by **Famtree** to display your whole file on the web, so that others can access it. **Famtree** does not provide you with any storage space on the web - you need to arrange this yourself - either through your Internet Service Provider, or one of the sites which specifically make space available for family trees. You will also need some FTP (file transfer protocol) software which allows you to upload files onto the web - again, your ISP may provide a mechanism for doing this, or you can use one of several shareware products which are readily downloaded from the internet for this purpose. Even if you don't want to upload the files to a web site, html files are a useful way of transferring information between individuals - as they can be read by web browsers or word processors, and the files produced by **Famtree** provide a useful way of examining and presenting your information. In particular, all the html files which **Famtree** can produce using the 'Save as Web site' menu item in the File menu, contain hyperlinks - every name in the files which are produced can be clicked on to take you to other information about that person - so you can navigate around the file just by clicking on various names and links.

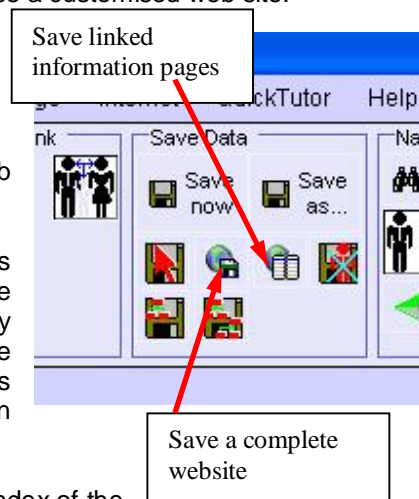
In earlier sections of the manual, the method for producing a number of html files has been described - information page files for individuals, compact descendants charts, names list and surname index, and ancestry charts. The 'Save as web site' item in the File menu provides you with four options which combine and extend these capabilities. The options have been designed to either provide a complete website for someone who is content to allow **Famtree** to do all the work, or to provide elements of the web site, which an experienced person can personalise, integrate, and expand to produce a customised web site.

The File menu includes a 'Save File as Website' item, which includes four sub-items; three of these can be accessed via the toolbar icons/buttons.

Starting with the fourth of the options available when the 'save as web site' menu item is selected, the choices are -

'Save linked information pages' (also accessible via a toolbar icon) - this produces a file which combines everyone's information page into a single file - but all the pages are linked together so clicking on any name on any page of the file which is produced takes you to that person's page in the file. (When you create the file, **Famtree** gives it a filename which adds 'pages.htm' to the end of your normal Gedcom file name - but you can change this if you prefer.)

The third option in the sub menu saves an html file which contains an index of the surnames included in the file, and a list of every individual included in the file. (This is the same as the file produced by clicking on the 'Save names list as html file' button, when no trees are being displayed) - clicking on a surname in this file takes you to the first individual with this name further down the file. (The filename for this file defaults to your Gedcom filename with 'names.htm' appended).



The top two options produce complete web sites. The second option in the list - linked surnames index, names and pages - in effect combines the two options above into a single file in which clicking on a surname transfers you to a person of that

surname in the names list, and clicking on a name in the list transfers you to that person's information page. In the information page, names of spouses, children, siblings, parents and grandparents are all hyperlinked to those people's own information pages. The default file name for this file is your filename with 'website.htm' appended. While saving the file a 'Welcome' dialog will appear into which you can enter a name for the family site, the name of the person who has prepared it, and an email address so that anyone viewing the site can contact you if they want further information. The saved file is made a little more user friendly than the basic files described above - it starts with a 'Welcome' page which uses the information you type into the boxes, and explains to the viewer how to navigate the site. (Note - if you don't want to say who created the site, or provide an email address - just leave the boxes blank and **Famtree** will omit the relevant part of the welcome message when the file is saved).

The top sub-menu option (accessed also by the 'save comprehensive website' icon) - save linked surname index, names, trees and pages - provides the most comprehensive option - it includes all the information in option 2 above, but also includes a full set of compact descendants charts for each of the 'root' persons listed at the bottom of the background window. In this file, clicking on a surname in the index takes you to an individual in the names list (as above), but clicking on a name in the list takes you to that person's entry in one of the trees. Unlike the html file produced when you save a single compact descendant chart as an html file, all names in these trees are hyperlinked to each person's information page - and a link from each information page will take you back to the trees. This file is ideal, not only for use as a web site, but also if you wish to provide someone with a copy of your research, but they don't have **Famtree** (or other genealogical software) - as they will be able to read it using a web browser or word processor.

18 Surfing the Internet from within *Famtree*

You can surf the Internet while using *Famtree*. (Unlike previous versions of *Famtree*) the facility uses your default browser. From the 'Internet' menu you can directly select the *Famtree* Homepage, the Update page where you can check that you are using the latest version of *Famtree*, you can email me with queries, and you can select a page which provides links to a number of genealogical research sites. Of course, once you have accessed any of these pages, you can enter any URL and access any other web sites that you choose to – and by using the program tabs, you should be able to alternate between *Famtree* and the internet. If you use the facility to check for updates to *Famtree*, don't forget that you will need to close *Famtree* before updating the software.

Endpiece

Famtree is shareware. The introductory version has all the facilities of the registered program, but you cannot edit files including more than forty individuals. If you are using the introductory version and find **Famtree** useful, please register your copy (for £10 sterling or \$20US) by going to www.famtreesoftware.com and clicking on Register Now.

Please email me at help@famtreesoftware.com if you have any queries.

If you are using a registered copy, thank you for registering, and please send any suggestions for improvements, or other feedback, to help@famtreesoftware.com. The complete installation file containing the introductory version may be freely copied and distributed.

For more information visit - www.famtreesoftware.com

Manual Version 5.01 March 2010

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