



2012 Training Schedule

The Family Tree Maker (FTM) training programs will be presented at four different libraries: 1) Community Room next to the Harmony Public Library, 4616 So Shields Street in Fort Collins (West side of Front Range Community College campus, Phone 204-8206), 2) Community Room at the Council Tree Library at 2733 Council Tree Avenue in Fort Collins, 3) Ben Delatour Room at the Fort Collins Main Library at 201 Peterson Street (Phone 221-6380), and 4) at the Community Room in the Loveland Public Library at 300 No. Adams Street (Phone 962-2665).

FTM Training Programs dates will be announced by email, in our society newsletter, and on our society website at www.lcgsc.org or Facebook page www.facebook.com/lcgsc. Normally we will present the programs during the first or second week of each month at 6:30 or 7 pm for two hours. A Q&A session will begin each program to review any problems. Handouts will be at each meeting and included on our society website after each month's program is presented. A large video screen is used at each library so attendees can view the software features.

The classes and handouts discuss the features of Family Tree Maker 2008 to 2012, however we always discuss the latest features used in FTM 2012. Handouts of previous versions of FTM 2005/2006/2007 are available on our society website at www.lcgsc.org.

January Class: January's class will cover new features of FTM 2012, latest patches, menu items, toolbars, using the seven workspaces, creating new trees, importing trees, managing family trees and files, help menu, registering and activating the software, and changing software preferences.

February Class: We will review the seven workspace tabs, but emphasize the **Plan** and building your family tree and adding **People** tabs in detail. We will show how to make any individual the home person in the family tree, navigate the different sections in each of these workspace tabs, and how to add, delete individuals and print or share the family file information for relatives plus adding data for the easy to use Smart Stories feature.

March Class: We will demonstrate how to properly cite those important sources for each document that users have collected and imported into the family file. An easy to use **Source** wizard tool allows users to enter the required document or photo/image information for proper verification of each source. We will highlight the use of the expanded map feature that shows the **Places** of each ancestor with over 3 million maps of the world. In addition, we will show how to use the Edit, View, and Tools menu items, and add GPS coordinates.



April Class: We will show how easy it is to research your ancestors using the many different genealogy databases, either free or paid subscriptions with the **Web Search** feature. FTM allows users to access many databases using intelligent commands to search and retrieve the information for the affected ancestors. The web snipping tool is a nice feature to use.

May Class: We will show how to add documents, photos, audio and video files to the **Media** section using a digital or video camera, scanner, or importing attachments from an email. The media items can be placed into family group sheets, family albums, sources, genealogy reports, and a family history book. In addition, we explain how to create family charts and slideshows.

June Class: Using **GenSmarts** software with Family Tree Maker. This is a separate software program that works nicely with Family Tree Maker. GenSmarts intelligently searches for difficult brickwalls by searching many different databases, either free or with paid subscriptions. This smart software uses different methods beyond normal genealogy software to search for lost relatives.

July & August: No classes. Enjoy vacation time or keep updating your family tree.

September Class: We will show how to create many different types of genealogy reports with options, both simple or customized family history reports, plus the Smart Stories feature to send to your relatives. You can print, save, or email the reports as a backup to your relatives.

October Class: We will demonstrate the last module in **Publishing** your family history using a simple publishing wizard template. Users can build their family history book by adding various title pages, table of contents, family group sheets, biographies of each ancestor, family photos, documents, bibliography of the sources, and finalizing the book with an expanded indexing feature. Users can convert the book into the popular PDF format for commercial printing.

November Class: This is the last class of this year. Several speakers will give their experiences in writing and publishing their family histories with examples of interesting and entertaining family history stories and examples of their published works using Family Tree Maker or other software.

Please bring a relative or friend who is interested in using genealogy software!