



February 1, 2012

Tonight's Agenda

Questions	Planning and Building Your Tree
Latest Update Information	Adding People to Your Tree
Review Workspace Tabs	Creating Smart Stories™

References to numbered bracket boxes, ie, [1], in each paragraph are shown in each figure located above or below the numbered paragraphs.

Latest Update

Family Maker 2012 has had several software updates. The latest version is 21.0.0.506. Inside this update are fixes for several known software bugs. More features may be included in later upgrades.

Review Workspace Tabs

From our last class, we introduced the new screen layouts that include seven tabs across the top. The tabs allow users to access different key parts of the software program. The tabs are: **Plan** (to build your tree), **People** (adding people to your tree), **Places** (locating ancestors on over 3 million maps), **Media** (add document images, photographs, videos, and audio clips of your ancestors), **Sources** (manage sources and citations), **Publish** (allows users to create genealogy reports or a book), and **Web Search** (allows users to search many different databases in locating ancestors).

Building A New Tree

[1] If you start with a new tree without importing any family file information is very simple as shown in Figure 1 on the next page. Select the button on '**Enter what you know.**' Start with your name and enter your birth information and your parent's names. Then add the tree name and select continue. A new screen appears under the '**People**' tab. Users can now add new people to this screen.

Be sure to be detailed as possible on the information that you enter into these blank spaces. It's important to be accurate otherwise the relationship and date calculators will spot any errors and alert you to the problem area.



Note: You have the option to capitalize surnames or not, but be sure to use maiden names on all women for consistent results. Use backslashes on surnames with multiple surnames, ie, European names.

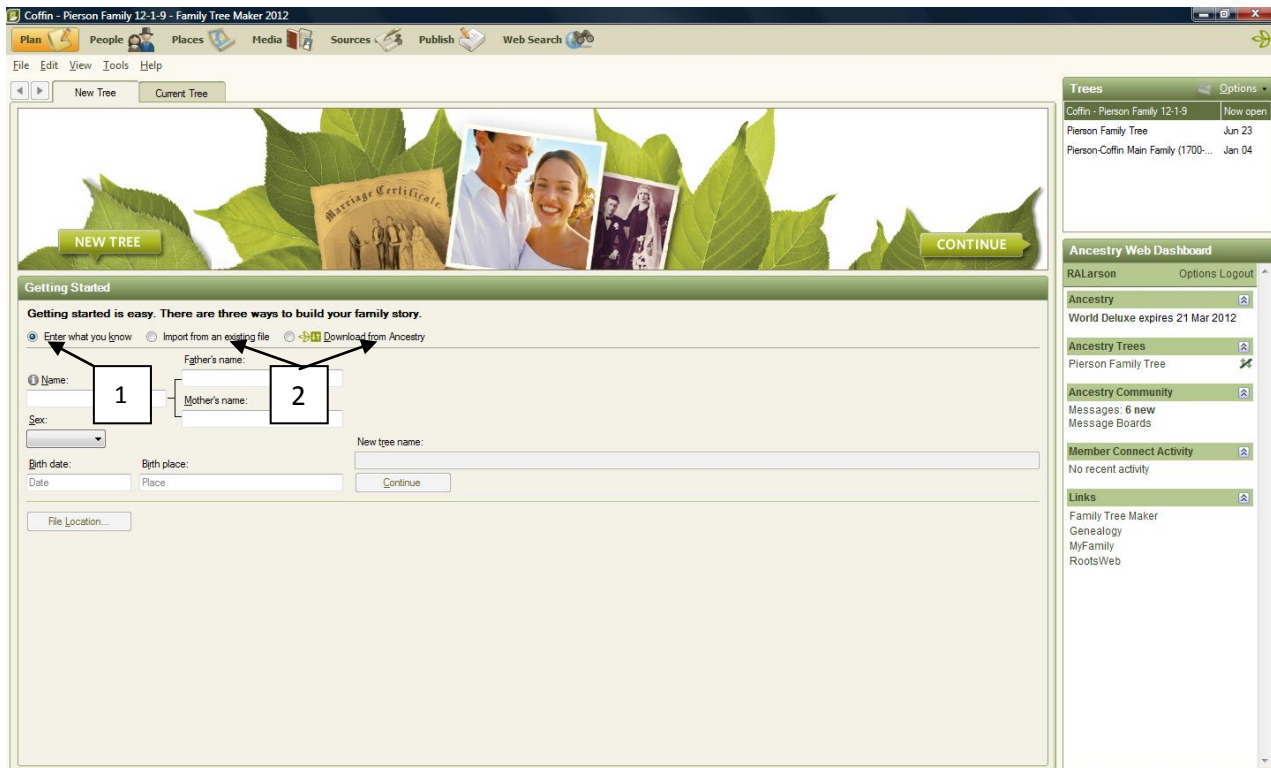


Figure 1. New Tree Introduction

[2] If you have an existing family file to import, select the button ‘**Import a tree from an existing file**’ as shown above. Select the ‘**Browse**’ button, then select your family file from the correct folder in your older FTM program (usually located in the FTW folder) in the C hard drive under the ‘**My Computer**’ icon on your Windows desktop. Most of the time FTM will show the correct folder using their automatic search feature. Select the preferred family file to import. This process can take several minutes up to five minutes to import depending on your computer and file size. A third option is to download a family tree directly from Ancestry.com. However, a word of caution is not to download their tree until you have reviewed it carefully for reliable and correct information. Once the file has been imported, users can begin adding to this family file. A new screen appears as shown in Figure 2 on the next page.

If you build a new tree or import your family file into the program, users can select their home person from the **People** tab by right clicking on the selected individual and selecting ‘**Set as Home person.**’ Looking at the **Plan** tab reveals your ancestor as the home person on the current



tree screen. The home person is the key person in your tree. It normally would be yourself, but can be anyone you designate. The internal relationship calculator determines what relationship the selected person is to the home person on other screens. The home person can be changed at any time. The **Current Tree** tab shows your current family file.

Notice the family file name (Coffin – Pierson 12-01-9) is located at the very top in the black bar before the software name of Family Tree Maker 2012. It's always recommended that you date each family file you create to prevent confusion with duplicate file names of the same name. Always select the latest family file if you create duplicate family files. You will always have a backup file associated with the main family file upon closing the program.

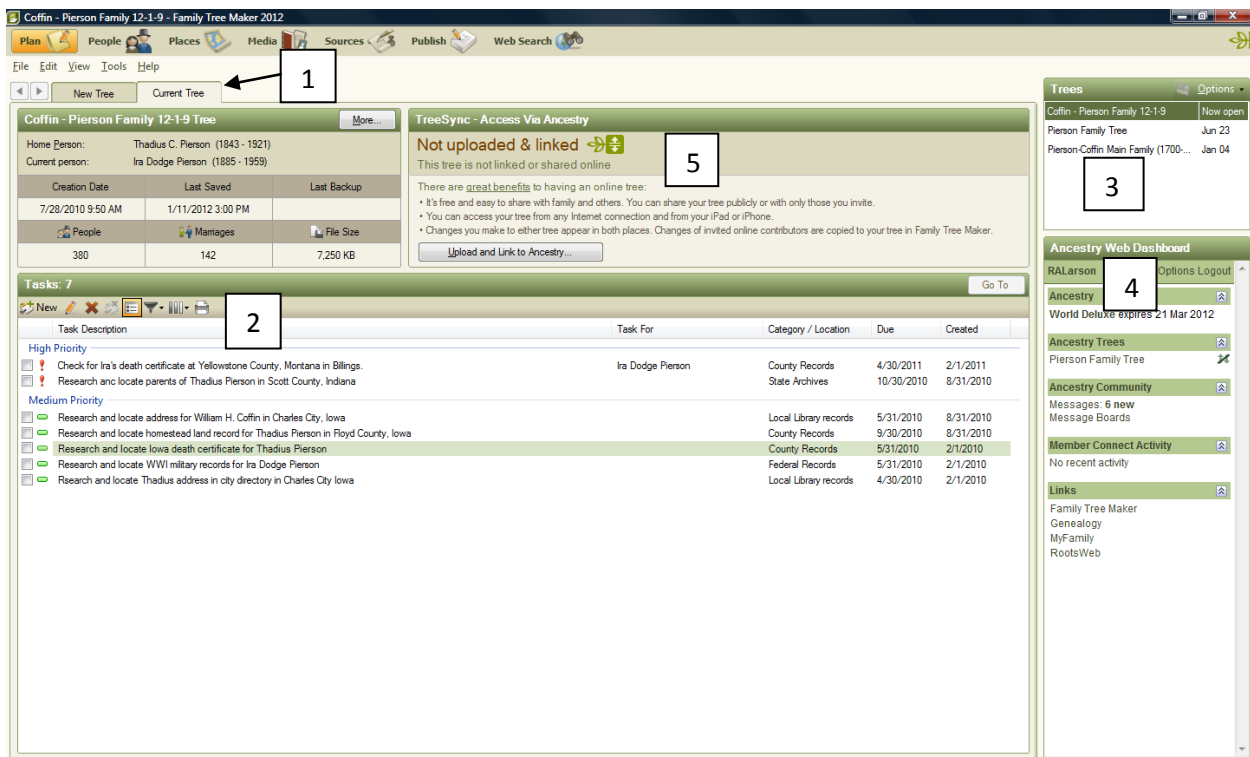


Figure 2. Current Tree Screen

Notice there are four sections to the **Plan** workspace screen. At the top is the [1] current tree showing either the home person or other ancestor with the family file stats to the right, and information on the file creation and backup information below.

[2] Tasks to be completed as shown by clicking on 'New' to enter a new task for a tracking journal. A new text box allows users to add the new tasks with a date, and also a category and



priority. Old tasks can be easily edited by selecting the pencil icon or removed by selecting the red X, and other features including filtering the tasks.

[3] A list of family files (**Trees**) with the highlighted tree that has been selected, and [4] the **Web Dashboard**, which lists available databases. Some databases may require login as shown in the upper right of this section. We'll discuss this last feature at the April class.

[5] A new feature called **TreeSync™** is available only through Ancestry.com. This feature allows users to make changes on your family tree in FTM 2012 and synchronize with the same tree on Ancestry.com, provided you uploaded your family tree to the Ancestry.com website. It also works in reverse so any update you made in your family tree on Ancestry.com will update the family tree in your FTM 2012 software.

Adding People to Your Tree

A new family pedigree screen appears under the **People** tab in Figure 3 as shown below. There are two tabs: **Family** and **Person**. Most of your time will spent in the family tab as you add more family names.

The screenshot displays the Family Tree Maker 2012 software interface. The main window shows a family pedigree view with several individuals and their relationships. The interface includes a menu bar at the top with options like Plan, People, Places, Media, Sources, Publish, and Web Search. A toolbar on the right contains icons for Add, Delete, Print, and Share. The main area is divided into several sections:

- Index:** A list of family members on the left side, with a search filter set to "Family, Given Name".
- Enhanced nodes:** A central area showing a family tree with individuals and their relationships. A box labeled "2" highlights a specific node.
- Person Profile:** A detailed view of a person, "Ira Dodge Pierson", on the right side. A box labeled "4" highlights the profile header. The profile includes fields for Name, Sex, Birth, Death, and Marriage.
- Family View:** A view showing the marriage of "Ira Dodge Pierson" and "Helen Marie Casner". A box labeled "3" highlights the marriage date. A box labeled "6" highlights the name of the spouse, "Helen Marie Casner". A box labeled "7" highlights the marriage date, "26 Dec 1914".
- Children Table:** A table below the marriage view listing the children of the couple. A box labeled "8" highlights the "Add Child" button.

Figure 3. Family View Screen



There are four main sections in this screen: [1] **Individual Index** on the left, [2] **Pedigree** view in the center, [3] **Family Group** view at the bottom, and [4] the editing panel on the right. The panels can be moved out of sight to allow more room for the center panel by selecting the dotted lines normally in the center of each panel.

[1] In the left Index panel above, users can select each individual quickly by using the scroll bar or enter the individual's name in the **Find** search box feature. Another option is to sort by given names, or by birth, marriage, or death dates. A filter option at the bottom allows users to filter individuals in this panel such as females, ancestors, descendants, exclude single individuals or their families, or even filter by vital facts, or other facts.

[2] The pedigree tree above shows a list of relatives that can be moved to the left to see the descendants or to the right to see the ancestors by selecting the left or right arrows at either end of the tree chart. Users can select any name to see a pop-up chart of the vital stats of that ancestor and also notice their [3] **Family Group** view below where the children are listed.

[4] In the editing panel on the right, users enter more detailed information or modify on the vital stats in the blank spaces. Users can **Customize** the panel with your choices of facts that you want displayed inside the panel. A new options box appears with many optional facts to be displayed.

[5] At the top right in Figure 3, users can **Add** new relatives such as parents, spouses, children, or even unrelated persons, **Delete** the indicated ancestor in the screen if necessary, but be careful doing this step. It will ask you to confirm this action as a safety step. You can also **Print** different charts, family group sheets, genealogy reports, photo albums, and a relationship chart. And users can **Share** the family tree information, although not recommended due to privacy issues, with Ancestry.com, convert to different formats including PDF and email the different charts to a relative, and export the same information to a CD or as a file to email to a relative.

Adding multiple spouses to any ancestor is easy by selecting the [6] Spouse icon. A new text box appears, then select the gender and **OK**, then add the spouse info in the editing panel on the right side. Users can select which spouse is preferred on the screen by selecting the **Spouse** icon button, providing two or more spouses are listed, then select the preferred individual, then check the **Preferred Spouse** box.

[3] Deleting children is easy by right clicking on the child's name and select **Delete** child, but be careful as it deletes this person entirely form the family file. If you meant to detach this child from either parent, then select the **Person** menu item at the top, then select **Attach/ Detach Child**. Add or detach child from either parent with the pop-up menu item.



[7] Sorting children by birth order is easy by selecting the rotate icon to the right of the marriage information. In Figure 3, Users can also [8] **Bookmark** certain individuals that are often used in your family tree. Once bookmarked, they will easily be available in the same index window for easy access. The [8] **History** button allows users to view the most recent individuals you have edited.

Select the name or blank button in the **Pedigree** chart to add new names. Add the primary facts in the [4] editing panel. Dates can be entered in any format, but will be displayed, ie, 12 Feb 1933, only in a certain format that you specified in **Options** in the **Tools** menu.

Tip: Use backslashes on long surnames, otherwise FTM will only recognize the last word of the surname. Example: \Van Der Voort\ or \de la Vega\ as used by many Europeans.

Tip: Enter city or town or township, county or parish, state and country for locations in the U.S. ranging from smallest to largest location in any field. For foreign locations, enter city or town, parish or district, province, and country. Some locations can be abbreviated, ie, CO for Colorado.

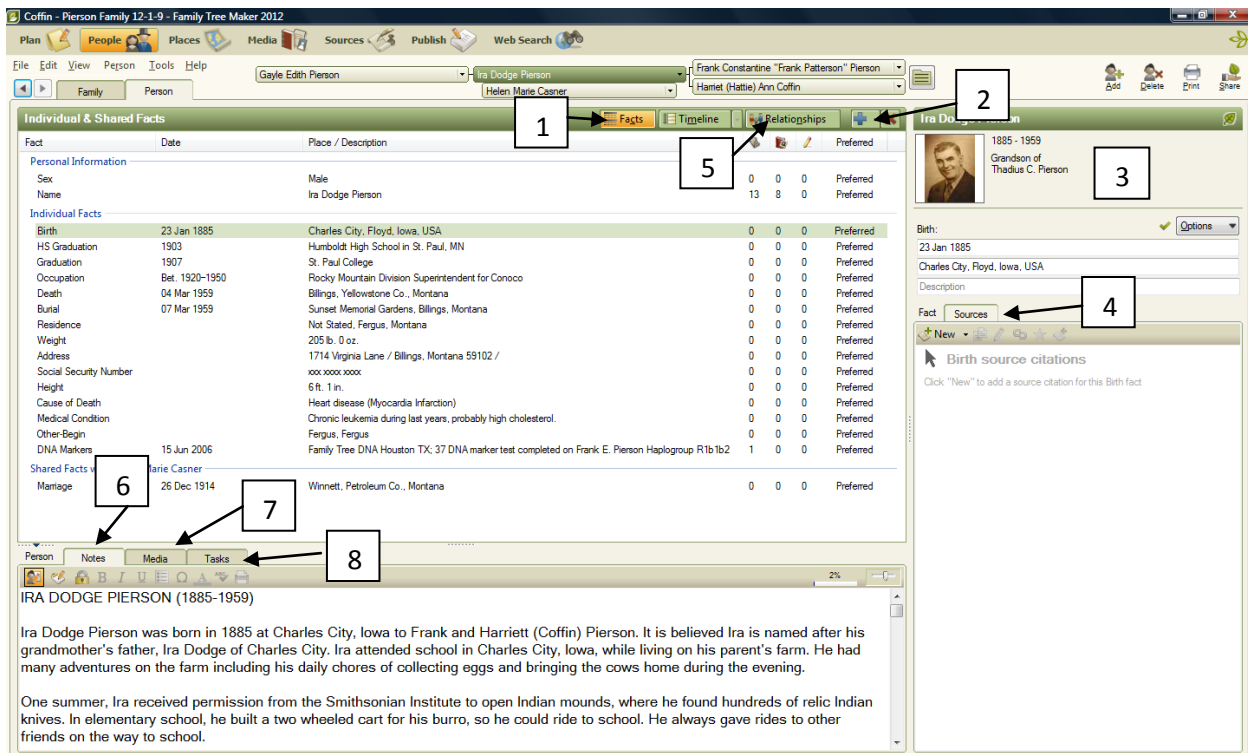


Figure 4. Person View Screen

The **Person** Tab in the **People** workspace allows users to view four new panels: **Facts**, **Notes**, **Media**, **Tasks**, and **Sources** items as shown in Figure 4 above.



Fastfields is a special feature that saves time in typing repetitive names, but sometimes can be tricked, so watch what you're typing as a different similar repetitive name may appear.

[1] Adding **Facts** is easy and similar to the past versions as shown above in figure 4. Select **Facts** (if necessary) at the top of this panel, select the [2] plus (+) sign to add a fact. A pull down menu of different facts appears.

Scroll down to the preferred one and highlight it, then select the **OK** button. For certain facts like Social Security number, enter [2] new fact in the upper center panel. You can add a source citation for this fact in the [4] **Source** panel by selecting the **New** button and completing the required information. A new text box appears, thus allowing users to complete the source citation.

For custom Facts, either select the **New** button in the **Add Facts** text box, then add the custom Fact. If users have similar facts for similar events, you can change the priority of those facts by selecting **Preferred** using the **Options** button in the editing panel.

[5] Changing relationships is easy by selecting the **Relationships** button in the upper right side of this panel. In the [3] editing panel on the right side, select the pull down menu and select the desired relationship.

[6] Users can use the **Notes** panel for adding biographies for the ancestor, research notes, legends, etc. Users can add about 200 printed note pages per ancestor. A memory gauge in the upper right side of this panel lets users know how much space has been used. Users also have two separate note pads available: **Personal** notes for biographies and **Research** notes for just research. You can mark either notes as **Private** by selecting the lock icon.

Tips: The **Copy** and **Paste** functions work in notes if importing information from another external document. If you need to expand any of the panels, simply collapse the other panels.

Users have the ability to change the font size by moving the variable scale at the far right and color, use bold, italicize, or underline features with symbols in the notes text including a custom spell checker.

[7] Adding **Media** is easy by either linking to an existing picture in your computer or making a copy, which takes more family file memory. I'll discuss working with pictures and the Media workspace at our May class. [8] **Tasks** can be added using the Tasks tab similar as done in Figure 2 on page 3.

The [8] Tasks are similar to a tracking journal that genealogists used in the past. Users can select **New** on the Tasks menu bar to add new tasks for follow-up later. Tasks can be checked off after



completion for better organization as shown in figure five below. Users can add the detailed task, location, and a due date for easy follow-up.

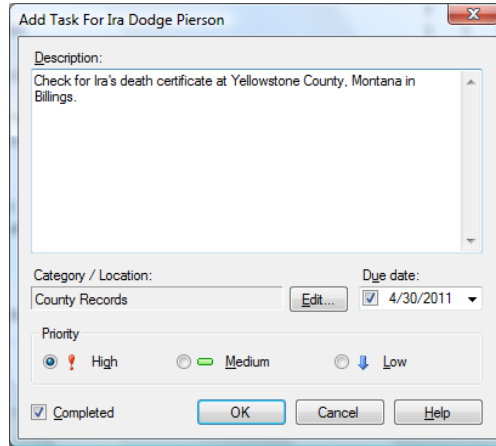


Figure 5. Tasks Box

Tip: [2] Did you know two or three of the panels are collapsible, so the center panel is only visible by moving or selecting the multiple dotted lines (shown below) on the edge of each side or lower panel and left click and drag with your mouse.

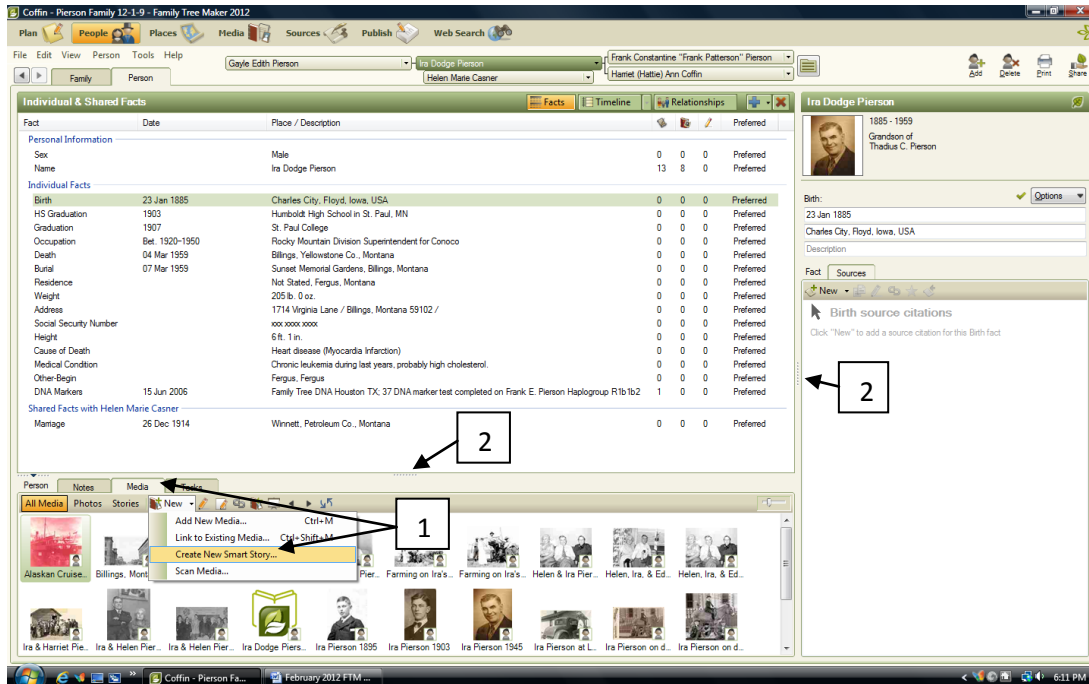


Figure 6. Creating Smart Stories



Creating Smart Stories™

Smart Stories™ is a new feature of last year's FTM software. This is a great narrative tool that helps you record family stories by selecting facts, sources, and notes that users have already entered for each ancestor. Users have the option of sharing it on the Ancestry.com website. This year they made several improvements with Smart Stories with including family members with the ancestor.

[1] Users have two options on where to create a Smart Story™ either as a media item for any specific ancestor or as a publication with one or many ancestors. You have the option to share your family stories on Ancestry.com, but beware everyone will see them.

I'm a big fan of family stories, so start collecting the facts and any interesting or entertaining family stories of your ancestors. For now, just add as many new facts and biographical notes for any ancestor. By our September and October meetings, we'll start creating a family history report or family history book on any ancestor.

Tip: See Gwen and Boyd Johnson's 2010 how to book, *Write Now! Tell Your Family Story* for information on where to gather all these facts and family stories. We'll use their book in the advanced class on writing and publishing your family history in November.

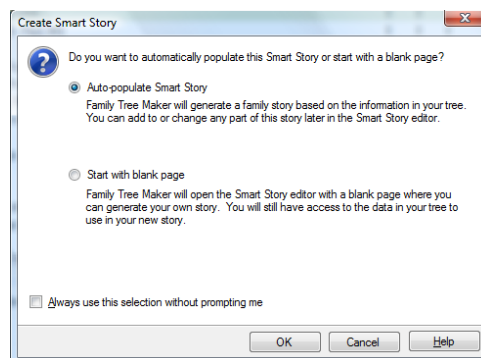


Figure 7. Create Smart story Textbox

A Create Smart Story textbox will appear which users can create their family history story automatically. Users may want to try it soon if you don't want to wait until our Fall classes. An example of a smart story is shown below in Figure 8.

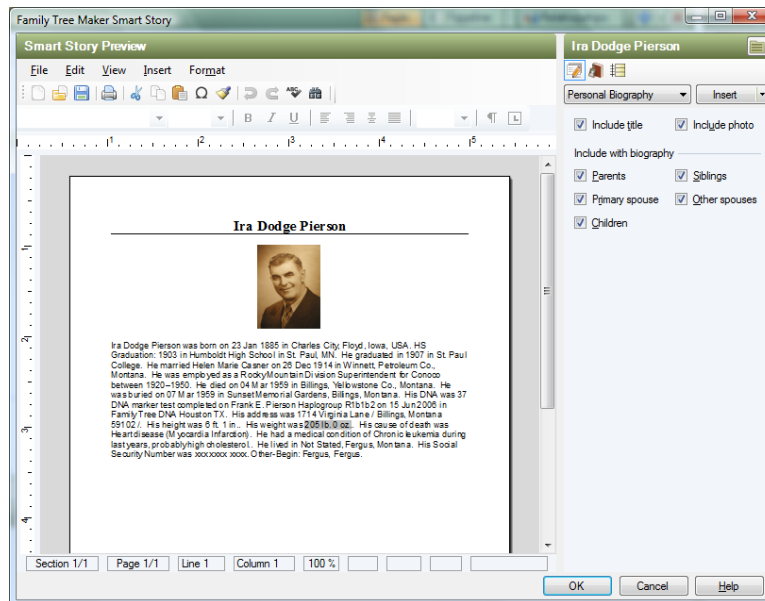


Figure 8. An Ancestor's Smart Story

Homework Assignment

Use these features during the month and enter as many individuals as time allows. Please use the Help menu or the FTM manual included with your FTM software DVD, if you have problems. If you still have any problems, please email me at FTM@lcsco.org.

Next Meeting

We'll be discussing Sources and Places at our next meeting on March 7 at the Council Tree Library at 6:30 pm. An email will be sent to those registered or visit our society website calendar for the next Family Tree Maker class.