



January 3, 2012

## Tonight's Agenda

Questions?  
Intro to FTM 2012  
New Features  
Starting a New Tree or Import an Existing Tree  
File Menu  
Help Menu & Other Helpful Tips  
Next Class

## What Can I Do with Family Tree Maker?

Powerful information management, easy-to-use research tools, and creative output options make Family Tree Maker the most complete resource for building your family tree and family history.

- Build your family tree by entering family information you already know.
- Search the web for new information about your family members.
- Create and personalize your research with beautiful charts and reports.
- Share your findings with others through charts, reports, and book publishing.

## Intro to FTM 2012

Family Tree Maker (FTM) has the most dynamic features in the industry such as accessing Internet databases, robust and easy to use data entry, adding detailed source information, easy to use tracking journal, accessing millions of maps, and the ability to publish your own family history book.

With the current Windows 7 or past Vista or xp platforms designed for the latest features revolving around the Internet and other technologies, Family Tree Maker has adopted many new features. We'll discuss all of these features during the next nine months. Most of these features are included in earlier FTM versions (2008 through 2011). Earlier FTM family files can be opened in later FTM versions.

There has been several new software upgrades for FTM 2012. The latest version is 21.0.0.466 which can be downloaded for free after registering your software. Without registering, no updates will be given.

There are seven workspace tabs located at the top of the screen to gain access to the different FTM features. These tabs allow users access to **(Plan)** building or importing a family tree, **(People)** add or modify ancestor vital information, **(Places)** show detailed maps of over three million locations worldwide using Microsoft virtual maps, **(Media)** add photographs, video, audio clips for each ancestor, **(Sources)** include detailed citations for each ancestor using an easy to use wizard screen, **(Publish)** create a locally or commercially printed book or genealogy report, and **(Web Search)** using the Internet resources with different online databases.

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

## New Features

There are several new features for 2012 with major improvements. FTM 2012 has over 25 enhancements. TreeSync™ allows users to upload or download family tree updates to Ancestry and vice-versa, even when using iPhone or iPad devices with the correct app (application software). The trees can be made public or private when uploading. Improved Smart Stories™ is a helpful tool in creating your personal family history book for each ancestor and has been expanded to include the entire family in 2012. All the facts, dates, locations, and sources for each ancestor are used to create your family history. We'll discuss this feature in February.

The blended family view allows children from other marriages to be combined if warranted. We'll discuss this feature in February.

FTM 2012 made several improvements to their charts with labels to show relationships in any chart. And finally, the classic view has been included this year for users wanting the former Version 16 software screen displays. Basically, it eliminates the side panels, but you can do the same manually.

## Starting A New Tree or Import an Existing Tree

After installing your new 2012 software, users can import their older FTM trees from previous FTM versions or several other vendor genealogy software as shown in figure one below.

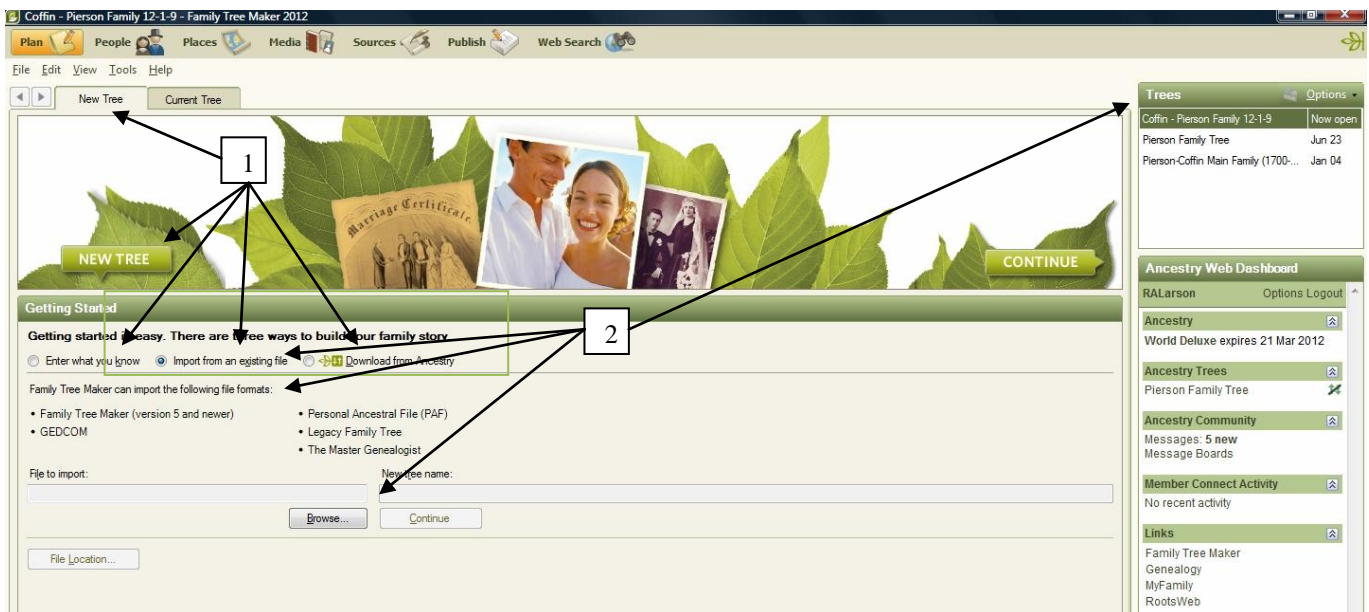


Figure 1. Plan Workspace Page

The Plan workspace page has [1] three options to start your tree building process. Users can select one of three buttons under the 'Getting Started' header. If you're new to genealogy and have some existing genealogy info gathered from various sources, select 'Enter What You Know' button, after the 'New Tree' tab is highlighted at the top.

Or you [1] can import a tree provided from a previous FTM version or family file provided by a relative, or even download a known tree from Ancestry.com.

**Tip:** It's recommended that users contact relatives first to see if they have done any genealogy. It's possible that another relative may have completed a genealogy tree in your family. So why reinvent the wheel? Contact your relatives to see if anyone has completed any genealogy of your ancestors. Also it may be better to purchase the same software to transfer all the family file info and photos to you.

[2] Users can import an existing family file. If you have Generations, Legacy Family Tree, The Master Genealogist, or Personal Ancestral File software from a relative, FTM will import all features from that software. Select the Browse button to import a file from your computer's hard drive or external CD or DVD disk drive, or USB flash drive. Name the imported family file, then watch your new tree appear.

The new tree family file will appear in the upper right corner labeled as 'Trees.' If you have more than one tree, you can select which tree to work with. However, users should only work with one tree instead of keeping many trees for the same file ancestors, which can be confusing. Always date your tree files so you know to work with the latest file.

**Tip:** Be careful when considering downloading a tree from Ancestry. Users need to verify the validity of the genealogy info as many trees have errors given by other genealogists.

### File Menu

The File menu allows backup of your family file to the computer hard drive or CDs/DVDs and also import or export directly with other genealogy programs such as FTM (Version 5 or later), GEDCOM, Legacy Family Tree, The Master Genealogist, and Personal Ancestral File (PAF). More info is on the next page.

Most of the File menu items are very similar to the previous FTM versions. Users can **import** a file as a new tree, **merge** a new file with an existing family file, but be forewarned to review the new file before merging it to make sure the information is reliable and valid, **export** specific individuals or the entire file in either the FTM or GECOM formats as shown in figure two below. Users can export files onto CDs or DVDs to send to relatives or even email the family file if the file size is less than 10 MBS, due to the limitation of email attachments with most Internet email providers.

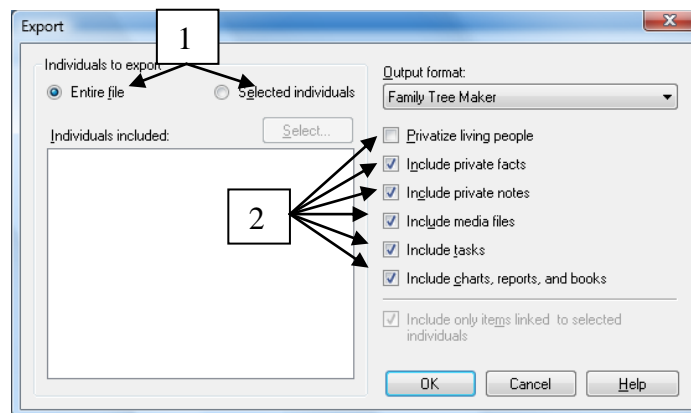


Figure 2. Exporting Family Files

Users can send [1] specific individuals or the entire family file with or without [2] privatizing living people, facts, notes, photos, and reports or books. The file format output can be Family Tree Maker (current version) or several GECOM formats. If your relative uses a different family tree program other

than Family Tree Maker, Legacy Family Tree, The Master Genealogist, or Personal Ancestral File (PAF), it's recommended to send the family file using the GEDCOM Version 5.5 (Genealogy Data Communications) industry standard format.

**Note:** When sending GEDCOM files to relatives, photos and some other information won't be included. GEDCOM sends only the names, dates, locations, and sources in their format.

Most family tree software uses GEDCOM format for importing family files. However, several family tree software vendors such as Family Tree Maker, Legacy Family Tree, The Master Genealogist, and Personal Ancestral File can import FTM family files directly without converting to GEDCOM format. Direct import allows all pictures and images to be transferred to the new family tree software.

Backing up family files are done automatically every time users exit the FTM program, providing users have setup the backup feature properly upon installing. Users can change the backup settings at any time as shown in figure three below. [1] Users can backup the main file on the computer's hard drive.

Users can also backup the family file to [2] another drive (CD, DVD, portable hard drive or flash drive) using the removable media besides the computer's main hard drive as shown in figure three below. Users will notice the file name extensions have changed to four letters (ftmb for backup file) to coincide with the new Windows 7 or Vista program formats. Use [3] Custom Directories if you have another internal hard drive for backup.

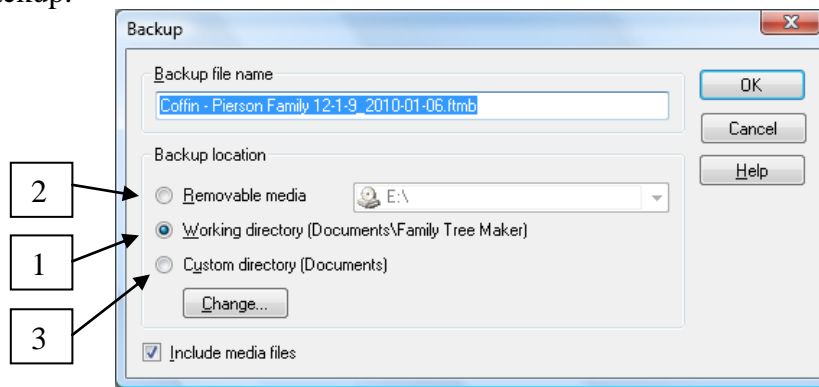


Figure 3. Backing Up FTM Files

The family files reside inside **My Documents** in Windows xp or **Documents** in Windows Vista or **Library Documents** in Windows 7 programs. There will be two folders in Windows: one folder for the actual family file information and the second folder for all the media items such as family photos and documents.

[2] The removable media applies to CDs, DVDs, or USB flash (thumb) memory sticks. It is recommended to save any family file(s) to a CD, DVD, or flash memory stick depending on how often you add new information into your family file.

**Tip:** Always make a backup of your personal family files and send one to a close relative for safe keeping every year! Unexpected events such as fire, flood, and tornadoes in this area can destroy computers and family files. Don't be a victim and backup your files regularly!

Users can retrieve family files using the **Restore** command in case the main family file is damaged. Users can also **Privatize** all living persons of the family file, so they can't be seen and not allow any modifications to the main file by others.

## Family Tree Maker January 2012 Class Handout

Using **Offline/Online** does exactly as mentioned with the Internet connection at your discretion. It's handy to use to keep the Internet from slowing your normal family tree activities.

### Help Menu & Other Helpful Tips

Users can access the Help menu by the contents, index, search box, or by the glossary. The index shows a list of possible subjects to learn about the software features. Users can also access the Online Help Center to access the Family Tree Maker website. Included with your software is a software overview tutorial on the different features of Family Tree Maker.

Please refer to the 24 page 2012 Quick Start Guide or the 397 page 2012 Companion Guide book by Tana Pedersen, either available in PDF with the software or as a book on Ancestry.com or Amazon.com. The Quick Start Guide can also be downloaded free from the FTM website ([www.familytreemaker.com](http://www.familytreemaker.com)) Support tab at the top.

Besides the free tutorial available in Family Tree Maker, free webinars are available on specific tips and trick from the FTM support staff besides older version support.

If you have specific problems with different operating systems using PC or Mac computers, check the Knowledge Base on their website for answers. They can provide many helpful solutions.

Don't forget to **Register** your software to obtain critical updates for FREE and **Activating Ancestry** allows access to Ancestry.com's online databases for several weeks or more. **Checking Updates** allow users to see if updates are available.

If you need more help on software issues, contact support at 1-800-262-3787 on M-F from 10 am to 10 pm EST or Saturday and Sunday from 10 am to 6 pm EST. You can also email support at [support@ancestry.com](mailto:support@ancestry.com).

**About Family Tree Maker** in the Help menu allows users to check which software version is installed.

### Society Handouts & Purchases

FTM 2012 handouts will be available within 10 days on our society website ([www.lcgsco.org](http://www.lcgsco.org)) under the Family Tree Maker webpage. Older handouts from FTM 2005 to 2007 are still available.

Users can purchase FTM 2012 software from Ancestry.com, Amazon.com, Best Buy, Office Depot, WalMart, or Sam's Club. There are three retail types: Essentials, Deluxe and Platinum, which give you 1, 3, or 6 months of Ancestry's U.S. subscription.

### Next Class

The next class will be on February 1 at the Harmony Library in Fort Collins. We will discuss more of the seven main tabs and focus on building or adding to a family tree plus your questions.