Launching TreeDraw from WinFamily

TreeDraw WinFamily Edition is designed to be launched from within WinFamily but can also be run as a stand-alone program (to import external GEDCOM files).

In WinFamily click on the "Family Tree" tab on the toolbar. You will be shown a list of people in the current database (family) and some options. Select the type of chart you want to create from the Options panel and select the root person for the chart from the list of people. Now click on "Build Family Tree" to launch TreeDraw.

Tutorial - Importing a tree

This tutorial is for importing external GEDCOM files.
This tutorial requires the sample GEDCOM file supplied with the program "Sample.ged"
Subjects: Setting import options, importing a tree.

TreeDraw is designed to import data from programs which store genealogy data. When you request a TreeDraw chart from WinFamily, WinFamily will automatically generate a GEDCOM file and import it into TreeDraw. Most other genealogy programs will export GEDCOM files; please refer to the program's documentation for details. TreeDraw supports GEDCOM up to version 5.5.

There are several stages required to import a tree.

1) Set up the standard import options such as which pieces of data you want, the line styles, fonts, etc. These options remain set until you change them again.

2) Select the type of tree you want; descendant, ancestral or wheel.

3) Select the GEDCOM file name.

4) Select the person who will form the root of the tree, tree layout and other options.

1) Setting up the standard import options

Before importing your first tree you should check, and modify if necessary, the standard options which tell TreeDraw how to import data. The following settings affect an imported chart...

Graphical settings

Click on "Options | Preferences | Import graphics" to open the preferences dialog at the "Import graphics" page. This is where you set the style of text, lines, etc used when a tree is imported.

Fonts

Click on the appropriate Change button to change the font used for person names, person details or marriage details. The chart will look best if you have all of these fonts the same size but you can make them different if you wish. Changing the fonts here does not change the default font in "Format | Font" for manually added text.

Text alignment

Click on "Left", "Centre" or "Right" to change the justification of the imported text. This setting also affects how TreeDraw aligns the individual parts of a person/details block.

Word wrapping

Click on "Word wrap" to change whether TreeDraw should automatically break long lines of text at a space between words. Setting the word wrapping to ON is usually best.

You can also set the maximum width for wrapped text by clicking on "Wrapped text width". Wrapped text elements can always have their width changed later manually by resizing the element but it is useful to be able to limit the width whilst the tree is being import to reduce the overall size of the tree.

Statistics stamp

You can add your own personalised text to the statistics box in an imported tree in "Text to include in statistics box". If you do not want any additional text, delete all the text in the stamp box.

Line styles and colour

TreeDraw uses three types of line when importing a tree. "Normal" lines connect parents to children, "Marriage" lines are only used where a person has more than one marriage and "Probable" lines are used where the parent to child link is only probable not definite. To change the line style, width or colour of a particular type of line, click on the appropriate "Change" button to open the Line style dialog. Changing the line styles here does not change the default line style in "Format | Line style" for manually added lines.

Box style and colour

If you intend to have your drop-line trees "boxed" (ie. with boxes around the text) or if you are importing a wheel chart, you can use the "Box style" settings to choose the style and colour of the boxes. Click on the "Outline" button to change the line style or colour of the box outline. Choose the fill pattern from the "Pattern" list. Note that the bottom pattern in the list is "solid" and the next one up is "clear". To change the colour of the box fill, click on the "Fill colour" button. A sample of the selected settings will be shown in the box above this button.

Date format

You can choose how TreeDraw formats imported dates; it does not matter what format the original date was in. Click on the **Dates** tab in the Preferences dialog and choose a format from the "Date format" list. You can also change the separator and whether a leading zero should be used for day/month numbers less than 10.

If you want to change the month and weekday descriptions (into another language for instance), just click on each description in turn and type in the new entry.

As you change the date format options, you can see how dates will look in the two samples.

If you are working with dates prior to 1752 you should set the Gregorian calendar adoption date correctly. This is the date on which the Julian calendar was replaced with the Gregorian one; in Great Britain this was in 1752 but other countries changed on different dates. Setting this option will make TreeDraw work out the day-of-the-week correctly.

Replacement text

TreeDraw has the capability to automatically find and replace selected text as it is imported. This is useful, for instance, where you may have recurring, long place names in your tree data which you want to shorten in the TreeDraw chart so as to save space (eg. replacing "Clackmannanshire" with "Clacks.").

Click on the **Replace text** tab in the Preferences dialog to add replacements. By default there are no replacements set up.

GEDCOM import fields

If you want to import additional fields from a GEDCOM file which do not have corresponding fields in the default TreeDraw temporary database (the one it uses for importing GEDCOM files), then you can add your own fields to import the extra data into; eg. "Occupation".

Click on the **GEDCOM** tab in the Preferences dialog to add GEDCOM fields. By default there are no GEDCOM fields set up.

Import fields

These settings tell TreeDraw which data fields to put where when importing a tree. You can also define which indicators (b., d., m., etc) to use. Click on the **Import fields** tab in the Preferences dialog to change these settings.

Snap to grid

The snap-to-grid feature is probably on already but if it is not, click on "Options | Snap to grid" so that the icon beside the menu command is depressed. Turning the grid on before importing a tree makes all the new chart elements snap to the grid and all the lines start and end at a grid intersection. This makes it easier to move the elements around after the tree has been imported.

2) Selecting the tree type

To begin importing a tree you can click on "File | Import | Descendant tree" for a tree which starts from a specified ancestor and moves forwards through his/her descendants; "File | Import | Ancestral tree" for a tree which starts from a specified descendant and moves backwards through his/her ancestors or "File | Import | Wheel chart" for a round chart with a specified person in the centre and his/her ancestors radiating outwards in a wheel. Note that ancestral trees and wheel charts only include the direct ancestors; there are no aunts, uncles, cousins, etc. For this tutorial click on "File | Import | Descendant tree".

3) Selecting the data source

You will see a dialog which asks you to choose the GEDCOM file you want to import the tree from. Click on "Sample.ged" in the "Files" list and click on the OK button.

After a brief pause you will see a dialog which displays the "File header details" and allows you to choose some additional options specific to GEDCOM. Check that the "File header details" says "Source system: KITHKIN_PRO" and "File creation date:" is "1 July 2000". Leave all the options as they are and click on the "Continue" button. TreeDraw will now import the rest of the GEDCOM data and then display "GEDCOM import complete". This dialog is again specific to GEDCOM files and shows the submitter information from the GEDCOM file along with some statistics about the file. In this case there should be "0 errors found" and so we don't need to click on the "Errors" button to find out what the errors were. Click on the OK button instead.

4) Selecting the root person, tree layout and options

You will now see a dialog titled "Import descendant tree from Sample.ged". The list at the top shows all the people in the GEDCOM file.

The "Layout" box tells TreeDraw which format to use for the new tree. Practice clicking on "Vertically", "Horizontally", "Left (or Top)" and "Centre". Notice that the little diagram changes to show you what the tree will look like. Set "Extend generations" to "Vertically" and "Align tree" to "Centre".

The "Root person" list at the top of the dialog is currently sorted by surname. If you want to change the sort order, you can click on any of the column headings. The current order is indicated by a bold heading. Practice changing the sort order. When importing data from a WinFamily GEDCOM file, the "Code" column shows the person IDs used in WinFamily. For other GEDCOM files the codes are generated arbitrarily. Some sorted columns allow you to enter a search string at the below the list which will scroll the list automatically to entries beginning with that string. For example, to go straight to all the people whose surnames begin with GO, click on "Surname" at the top of the surname column and then type GO into the "Surname" box at the bottom of the form. We want the descendant tree to start from Thomas GORDON [P7] so type "7" into the "Code" box and click on the OK button.

(Also in this dialog are options which tell TreeDraw what to include in this particular import operation; leave these as they are for this tutorial.)

Because the snap-to-grid feature is switched on, you will now be asked if you want TreeDraw to change the vertical spacing of the grid so that it matches the import names font. Answer Yes. This makes the vertical space between text elements the same as the linespacing of a multi-line text element and so separate elements appear to be continuous.

After a while, TreeDraw displays the new tree in the drawing area. Notice that all the new chart elements have small, grey squares around them. This indicates that the elements are currently selected. TreeDraw always selects all of the newly imported tree and nothing else after an import. This allows you to move the new tree around easily if required.

Tutorial - Using the drawing area

This tutorial requires the sample chart supplied with the program - use "File | Open" and choose "Sample.tdr"

Subjects: Moving around the chart, zooming in and out, selecting elements, moving elements, adding lines and shapes, adding text, editing text, adding pictures, resizing elements.

If it is not already open, use "File | Open" to open the Sample.tdr file. If the chart is not visible, use Ctrl+A to select everything and then Ctrl+N to select normal viewing which also has the effect of scrolling to the selected elements. Left-click on nothing to de-select the chart elements.

Moving around the chart

You'll notice that TreeDraw does not have standard scrollbars for scrolling around the drawing area. This is because the drawing area is so large. Instead, TreeDraw has more versatile controls which allow you to scroll in all directions, not just horizontally and vertically and at varying speeds.

Drag with the right mouse button to scroll the drawing area; the cursor will change to 

For backwards compatibility there is also an alternative control called the Chart view control which you can access using "View | Chart view control".

Zooming in and out

Scroll around until you find the picture in the sample chart. Now place the mouse cursor over the picture and click the left mouse button. Four small squares will appear at the corners of the picture. This indicates that the picture has been selected. It is useful to do this before zooming in or out because it keeps the drawing area centred on the selection, otherwise the chart tends to disappear off to the side.

Now click on the "Zoom out" button  on the button bar. You can now see more of the chart and the elements have been scaled down. You can keep clicking on the "Zoom out" button to zoom further and further out.

Notice that each time you zoom out, the "Zoom" number on the status bar at the bottom of the screen changes. A scale of, say, 50% indicates that the chart is displayed at half its normal size.

Return to normal scale by either clicking on the "Normal view" button  or by pressing Ctrl+N or by repeatedly clicking on the zoom in button  until the scale is 100%.

You can also zoom by using the mouse wheel, up zooms in, down zooms out and clicking the wheel or middle mouse button will return to normal (100%) view.

Selecting elements

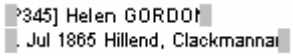
You have already seen that you can select individual elements just by clicking on them. To do any selecting, you must first make sure that you are using the pointer tool. You can select this quickly by clicking the right mouse button anywhere on the drawing area.

If you want to select more than one element you can hold down the Shift key and click on each element in turn. A faster method is to use the selection marquee. Hold down the left mouse button with the mouse cursor over nothing in the drawing area; it's important that the cursor does not start over an element. Now drag the mouse with the left button down until the expanding rectangle covers a part of all the elements you want to select. When you release the mouse button the elements will become selected. You can also use the marquee with the Shift key.

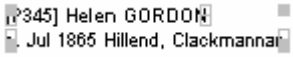
Selected elements are enclosed by small squares called "handles". When only one element is selected you can use the handles to resize the element.

This is what an element looks like when it is the only selected element:

This is what more than one selected element looks like:



This is what a selected group looks like:



Moving elements

When elements are selected you can move them around the drawing area simply by holding down the left mouse button and dragging the element(s) to their new position and releasing the mouse button. Whilst an element is being moved it appears as a dotted outline; the element itself does not move until the mouse button is released.

If the snap-to-grid feature is turned on, the outlines will appear to jump from one grid point to the next.

Adding lines and shapes

You can add extra lines, rectangles and ovals to your chart.
Simply select the tool for the line or shape you want from the Tools menu or click on the appropriate button. Hold down the left mouse button with the mouse cursor at the point in the drawing area where you want the line or shape to start. Drag the mouse until the new element is the correct size and release the mouse button.

To select the pointer tool (ie. to stop adding more lines or shapes), right-click on the drawing area.

Adding text

You can add extra text to your chart.
Simply select "Tools | Text" or click on the "New text" button. Click on the point in the drawing area where you want the text to start. A narrow box will appear with a flashing vertical bar. Type the new text in here; the box will change shape to accommodate the text as it is typed. When you have finished press the Return (Enter) key. If you want to add line-breaks to the new text use Ctrl+Return.

To cancel the add operation press the Esc key.
To select the pointer tool (ie. to stop adding more text), right-click on the drawing area.

Editing text

To edit an existing text element, simply double-click on it.
In the sample chart, locate "[P337] James GORDON"; just to the right of the picture. Click on his name. Notice that the handles which appear are grey and some are hollow. This indicates that the text is part of a group. You cannot edit text while it is still part of a group. Click on "Edit | Ungroup" or click on the "Ungroup" button. All the handles are now solid grey which indicates that the elements are not part of a group but that there is now more than one element selected. Click somewhere just below "b. Jun 1872 Clackmannan" to de-select the elements. Now double-click on "[P337] James GORDON". The text edit box appears around the text allowing you to change the text. Press the Return or Esc key to finish the edit as before.

Adding pictures

There are two ways to manually add pictures and clip-art to a TreeDraw chart.

The first way is to drag an image file from Windows Explorer and drop it into the main TreeDraw window. You will see an outline of the picture appear in TreeDraw; drag the outline to an appropriate position and click the mouse.

The second way is to paste an image from the clipboard. Open the image in another program and use the program's "Edit | Copy" command. Switch to TreeDraw and use "Edit | Paste". Again, you will see an outline of the picture appear in TreeDraw; drag the outline to an appropriate position and click the mouse.

Resizing elements

When you have elements on your chart, you can change the size and shape of them by dragging the handles.

Find the picture in the sample chart and select it. Now place the mouse cursor over one of the four handles and hold down the left mouse button. The handles will disappear but a dotted outline will appear. Drag the mouse until the size of the outline changes. Release the mouse button and the picture will change size to fit the outline. Notice that the overall shape of the picture probably changed during that operation. If you want to maintain the shape of the picture (the aspect ratio), do the same again but use the right mouse button instead of the left.

If the snap-to-grid feature is turned on, the outlines will appear to jump from one grid point to the next.

Tutorial - Printing a chart

This tutorial requires the sample chart supplied with the program - use "File | Open" and choose "Sample.tdr"
Subjects: Setting page options, selecting pages, printing a chart.

If it is not already open, use "File | Open" to open the Sample.tdr file. If the chart is not visible, use Ctrl+A to select everything and then Ctrl+N to select normal viewing which also has the effect of scrolling to the selected elements. Left-click on nothing to de-select the chart elements.

Page settings

Before printing the chart you should check that the page settings are correct for your printer. Click on "File | Page setup" to display the current page and printer settings.

Printer settings

This displays the current printer and paper source. If you want to change these click on the "Setup" button.

Measure

If you prefer to work in millimetres, click on the mm option.

Page size

The sample chart is designed to print on an A4 sheet. If your paper is different, click on the arrow to the right of the page size description and select your paper size from the drop-down list. If your paper size is not listed you can type the dimensions into the "Width" and "Height" boxes.

Orientation

Choose portrait or landscape to tell the printer which direction the chart should be printed on the page. The sample chart is designed to print landscape.

Margins

Make sure that the page margins are greater than your printer's non-printing area around the edge of the paper. TreeDraw will check this automatically when you click on the OK button.

Page footer

There are several optional items which can be printed at the bottom of each page. Again, make sure that the "Distance from bottom of page" is greater than your printer's non-printing area. It is usually best to choose a distance which prints the footer within the bottom margin. This stops the footer overprinting parts of the chart.
You can change the font used to print the footer in "Options | Preferences | Appearance".

Selecting the pages to print

Before you can print a chart you must tell TreeDraw which pages you want to print; the drawing area contains millions of pages!

Click on "Options | Display page breaks" to turn on the page-breaks display if it is not already on. To see the chart better, press "Ctrl+O" three times to zoom out to 20%. You will now be able to see dotted red lines which mark the edges of each page. Note that the sizes of the displayed pages exclude the page margins so a chart line which crosses a vertical page break on the screen will stop at the right margin of one page and resume again at the left margin of the next page when printed. The sample chart already has the top-left page selected and this is indicated by a solid red border around this one page.

To change which pages are selected, click on "Tools | Select pages" or on the Select pages button. Drag the mouse around the drawing area with the left mouse button down. You will see an expanding rectangle follow the cursor around the screen. When it covers the pages you want to print release the mouse button. Note that TreeDraw stores which pages are selected in a particular chart inside the chart's (.tdr) file so that the next time you open the chart file, the correct pages will be selected.

Printing

Click on the Print button or click on "File | Print" to start printing the selected pages. The status bar at the bottom of the TreeDraw window will show the progress of the print operation. If you want to abort the printout, click on the small abort button next to the progress display or press the Esc key.