

WinFamily 7 gives lots of new opportunities compared to the old WinFamily 6.02, so first a few words on the structure of WinFamily 7:

Individuals/Individual Records:

Contains basic information on a person. There's also a several modules to record additional information on a person; Alternate name, Events/Facts, (*e.g. confirmation, testament*), attributes (*e.g. education, residence*), source citation (*master source must be defined before source citation can be added*), multimedia (*pictures/movies/sound*) and notes.

Family/Family Relation:

Here you connect persons in your database to one and each other and enter various data about the familyrelations such as marriageinformation, adoptions e.g.

Master Sources:

Source records are used to provide a bibliographic description of the source cited. A master source can be in use by multiple source citations from multiple people in your database and could be e.g. a census or immigrationprotocol. A Master Source can be defined as you register a new source citation or you can link the citation to an existing Master Source. (*A Master Source is not directly connected to a person or event but always linked via a Source Citation.*)

Source Citation:

A detailed description linking to a Master Source and should contain more specific information such as page numbers, location of source and certainty assessment for the source. (*Well documented sources are invaluable for any genealogist and for posterity.*)

IMPORTANT!

Before you start working in WinFamily 7 it is important that you choose the date format you want to use while registering your data.

Make sure you always enter your data using the same dateformat.

1. Select "*Tools*" – "*Options*" from the menu.
2. Click the tab "*Dateformat*" and select the dateformat you want to use, click "*Set as default*", click "*Ok*" and then "*Close*" and your default date format has been set.

How to create a new family database in WinFamily 7.

1. Select "File" - "New" from the menu.
2. Type a familyname for your new database and click "Ok".

Register your first person.

1. Select "Data" – "Individual Records" from the menu or use the "Individuals"-button.
2. Click "Add" to start entering data for a new person.
3. Fill in the open boxes with what info you have on the person. (*The "Address"-box is meant to contain the persons last known residence*).
4. Doubleclick "Birth" to enter what information you have on the persons birth.
5. You can also add a source citation to this event. Before you can enter a source citation there must be a Master Source present for you to link to.
6. You can also connect multimedia and notes to this event. Click "Save Record".
7. Repeat items 4-6 for the elements "Christening", "Death" and "Burial".
8. You can add additional information on the person by clicking the various menulines.
 - "Alternate Names". Click "Add names" and enter information.
 - "Events/Facts". Click "Add Event" and select the event you want to register.
 - "Attributes". Click "Add Attributes" and select the attribute you want to register.
 - "Source Citation". Click "Add Source Citation" and select Master Source to link to.
 - "Multimedia". Click "Add Multimedia" to enter link and info for your multimediafile.
 - "Notes". Click "Add Note" to enter one ore more textnotes.
9. Click "Save Record" to store your entered data.
10. Click "Add" to start entering data for the next person. (*If you haven't clicked "Save Record" you will now be prompted to save before you are allowed to continue.*)

Enter Spouse, children and other familymembers to the family.

1. Select "Data" – "Family Records" from the menu or use the "Family"-button.
2. Select and doubleclick the person you want to work with from the personlist.
3. The person is now "Current Individual" in your familytree.
4. "Click and Drag" a person from the personlist and "Drop" in the "Partner(s)"-box.
5. Click "Family Information" and enter what data you have, Click "Save Record".
6. Click "Family Relation" to return to the familytree.
7. "Drag" e.g. a child from the personlist and "Drop" in the "Children"-box.
8. A new window appears.
9. Select correct partner from the dropdown.
10. Select the partners relationship to the child (*Usually "Birth"*). Click "Ok".
11. "Drag" other persons from the personlist and "Drop" into correct box in the tree.
12. To change "Current Individual" doubleclick a person in the familytree or in the personlist below.

How to move data from WinFamily 6.02 to WinFamily 7.

WinFamily 7 can read data from WinFamily 6.02 in the international GEDCOM 5.5 format. The exception is "Shared notes", which will be imported to "Notes" in WinFamily 7.

1. Start WinFamily 6.02. Select "Files" - "Export" from the menu.
2. If you have used the free-fields in WinFamily 6.02, you HAVE to set a value (Tag) for these fields to describe where you want the information imported to WinFamily 7.
3. Select "Use UNICODE characters" og "Export text unformatted".
4. Click "Select Destination" and define where you want to store the exported file.
5. Click "Start export". When the message "The export is now complete" is displayed, you can click "Ok" and then quit WinFamily 6.02.
6. Start WinFamily 7.
7. **IMPORTANT!**
Make sure that you have specified your default date format as described above.
8. Select "File" and "Import/Export (GEDCOM)".
9. Click "Import".
10. Select the GEDCOM-file you just exported and saved from WinFamily 6.02.
11. Enter a familyname for your new database and click "Ok".
12. An overview over number of persons, families and sources in the file is displayed. Click "Continue" and the file will be imported.
13. A message is displayed when import is finished, and if some data was not imported you will be prompted if you want to view the import-logfile. Any logfiles can also be viewed later by selecting "Tools" – "Import logs".
14. To view the imported persons, select "Data" – " Individual Records" from the menu, or click the "Individuals"-button.

How to import a GEDCOM-file from another program.

1. Click "Import".
2. Select the GEDCOM-file you wish to import.
3. Enter a familyname for your new database and click "Ok".
4. An overview over number of persons, families and sources in the file is displayed. Click "Continue" and the file will be imported.
5. A message is displayed when import is finished, and if some data was not imported you will be prompted if you want to view the import-logfile. Any logfiles can also be viewed later by selecting "Tools" – "Import logs".
6. To view the imported persons, select "Data" – " Individual Records" from the menu, or click the "Individuals"-button.