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## ***INTRODUCTION***

These series of Lessons are intended to help you step by step to enter your valuable information into your Win-Family computer software.

The Lessons have assumed that you are unfamiliar with working with databases and attempt to assist you as much as possible.

If you are familiar with databases then the first five lessons can probably be covered in one session.

If this is your first time however take your time, familiarise yourself with the various screens and follow each step.

In the early Lessons a full description of mouse movements and clicking is given. In later lessons moving the mouse arrow and left clicking is assumed by the term click.

## ***LESSON 1***

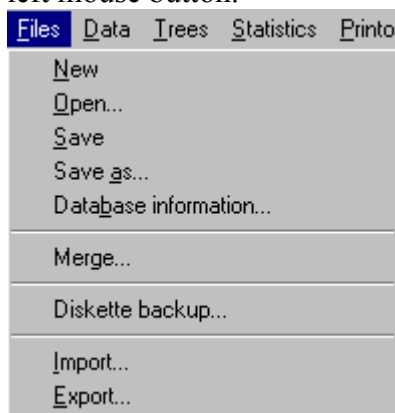
### ***MAKING YOUR FIRST ENTRY***

#### **STARTING TO ENTER YOUR OWN INFORMATION.**

1. Start Win-Family by **double clicking** your left mouse button on the Win-Family **Icon** on your Desktop.
2. The First screen that appears will either be a **No-name** or the Demodata database with the following row of buttons displayed along the top of the screen.



If Demodata is the database displayed move your mouse arrow to **File** in the Menu bar and click your left mouse button, move mouse arrow down to **New** and click the left mouse button.



3. Move mouse pointer to the **Person Data Button** and click with the left mouse button.



Take time to absorb the layout of the screen that appears. This is your main data entry screen.

### Example of a completed first entry screen

	Date	Place	Source
Born :	1820	Dunmurry, Kildare Ireland	
Chr. :	17 Aug 1820	Dunmurry, Kildare Ireland	
Death :	23 May 1872	Goulburn River, Cassilis, NSW	
Bur. :		Mudgee, NSW	
Free 4 :			
Free 5 :			

- Move the mouse pointer to the button labelled **New** on the right hand of the screen and click with the left mouse button.



- The cursor will now be flashing in the yellow data entry area at the beginning of the field called **First name**.

**Comment:** Before you start to type decide whether you are going to type in upper or lower case or a combination of the two. The style you choose now will be the style that will appear on all your reports.

Each frame where information is typed represents a different field. Type in your persons first names as shown below. Use the **Tab** key on your keyboard to move to the next field the **Last name** field and type the person's Surname.

#### Tab to the next field.

*Apology: If you have a black and white printout of the manual yellow appears as very black obscuring the text.*

- The next field you come to is a button labelled **Sex** (don't get too excited).



You must now choose the sex of the person you are entering. Pressing the **Enter** key or clicking with your left mouse button will toggle from male to female.



When you have selected the correct Sex **Tab to the next field.**

7. The next field is **Alive**

Alive : ☐

Place a tick in the box if you wish to indicate the person is still alive. To do this move the mouse arrow to the tick box and click your left mouse button. This is an important feature as it will allow you to restrict the amount of information you place on any web page for people who are still alive.


8. The next four fields all relate to birth information, the first field is a date field called **Date Born**. Here you type the date of birth in a standard format.

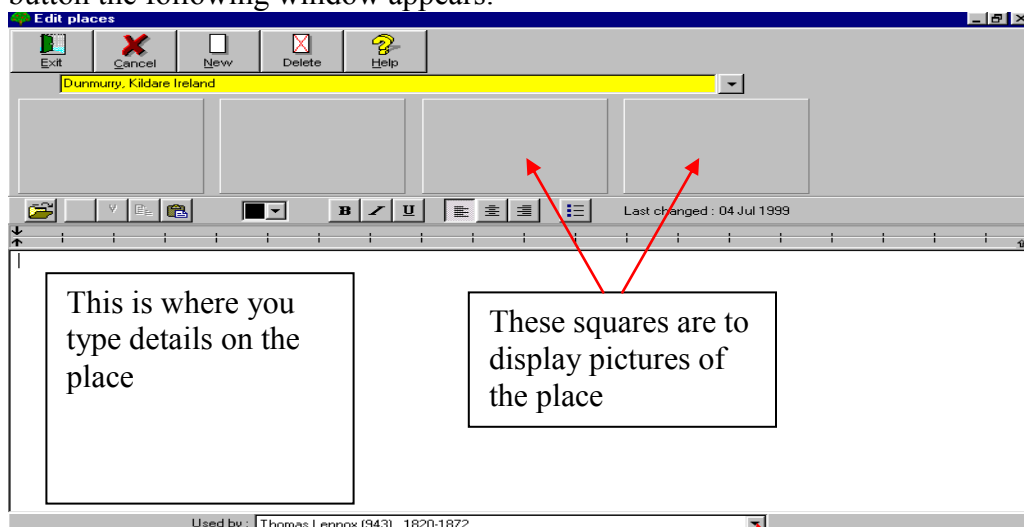
***Comment:** The format can be both day/month/year or simply year. Each time you enter a day/month/year you enter it in the same way eg. 3 Jun 1982. If you do not enter the date correctly the entry field will remain red. If you change your mind about the date format you prefer you can change the format at any time. Changing the date format is dealt with in **Lesson 6 Maintenance Options**.*

9. Tab to the next field which is for **Place Born** as shown in the example above. You will notice that this field has a drop down window button at the end. This allows you to check whether you have entered the Place previously and to enter it in the exact same format. As this is the first entry you will have no places to check so simply type the name of the place.

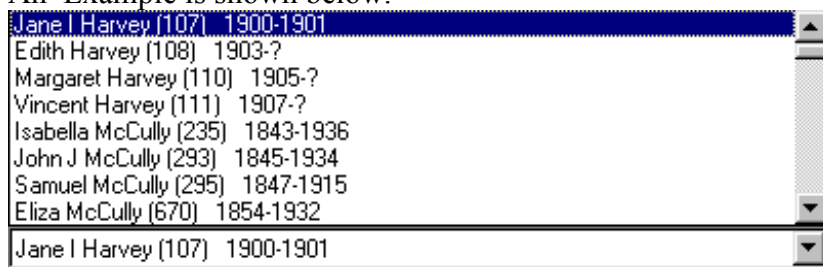
***Comment:** Once again it is important to have standardisation of the information you enter. So before you enter place names decide on the format you are going to use. For example you may choose to use standard abbreviations for Countries and States such as SCO for Scotland. The example below shows a drop down window with one place name entered badly in three different configurations. This may not seem important at this stage but when you come to check for people from the same place or run a place to person listing it means you will have to look under all the different versions you have typed in.*

It is possible to edit Place data, this will be dealt with later in Lesson 5.

10. You will notice next to the dropdown button is another symbol . Click on this button if you wish to add more information about a place. When you click on the button the following window appears.




You will have noticed at the bottom of the above screen is a **dropdown button**. Click on this to see what other records you have connected with the particular place. An Example is shown below.



11. You will see a series of buttons at the top of the lower half of this screen. The Open Files Button is followed by the undo button, cut button and copy and paste buttons. The remaining buttons are your formatting buttons and allow you to choose the, colour, bold, italics, underline, left right centre and bullets.



If you are familiar with word processing you will be familiar with all these buttons. If not this is a very brief summary of how to use them. First before you start to type click on any of the formatting buttons to set that format for the text you are about to type. For example you may wish to change the colour of the font or you may wish to type in Bold. If however when you finish typing you decide you would like to change part of the text formatting, then highlight the area of text you wish to change and click on, for example the Italics button. That section of text will then change to Italics. When you have finished your typing close the screen by moving your mouse arrow to the **Exit Button**.  and click your left mouse button.

**Comment:** You will notice when you close the notes window that the second button is now highlighted to let you know there is information in this field.

**Note:** Only delete a place name if you want to remove it from all the records. Editing place names is dealt more fully in **Lesson 5 Correcting Your Information Point 5 Editing Place Names, Sources and Common Notes.**

## 12. Source of Information.



This next button allows you to select the **source** of your information. Click on the button and a drop down list of previously entered sources will appear. As this is the first entry your list will be empty. The screen that appears is the same as the place screen described above so simply type any extra details you have on the source in the Notes area. Exit from this screen when your information is complete and **Tab to the next field.**

13. You will have seen that you must actually click on the drop down listings and their details. The tab button takes you direct to the **Date Christened Field** by-passing the three buttons.

14. The next fields are for information you might have on **Christening details - Chr.** Once again they are Date and Place fields. Enter the information in the same manner as described for Birth. If you have no information for this field just keep tabbing until you come to a field where you have some information.

15. The next fields are for **Death** Date and Place. These are entered as described for Births.

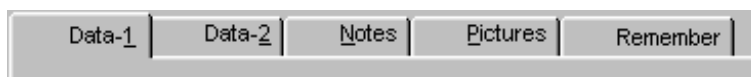
**Note:** Once again be consistent with your cemetery entries eg Rookwood Church of England Cemetery or Church of England Cemetery Rookwood, not both. This will enable you to quickly see all family members buried in the same cemetery.

**Comment:** You may have information on who supplied the information for a death certificate. All this information can be added in your notes on the source of death.

16. The remaining fields are Free fields in which you may enter any other date place information you may have. When you make use of a free field you will need to rename it, remembering these fields on Screen 1 are for date and place only. At this stage we will not deal with these fields.

**Renaming the Free Fields is dealt with in Lesson 6 Maintenance Options, Point 3.**

17. You have now finished entering all the information you have for this screen. You will have noticed a series of Tabs or Labels on the screen.

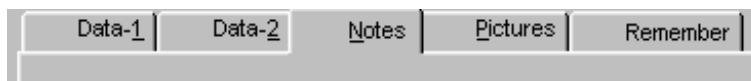


You are currently in a screen labelled Data-1. Move your mouse pointer to the Label marked **Data-2** and click with your left mouse button; the second data entry screen appears. This second data entry screen shown below has 3 labelled fields and 3 Free fields. These fields are not date and place fields.

When you enter this screen the cursor will be flashing at the beginning of the First Name field which you already entered on your first screen. **Tab** to the field in which you wish to enter information. You have slightly more than the length of the field shown to enter your information. If you have more details than will fit in one of these fields these should be entered in the Notes Screen.

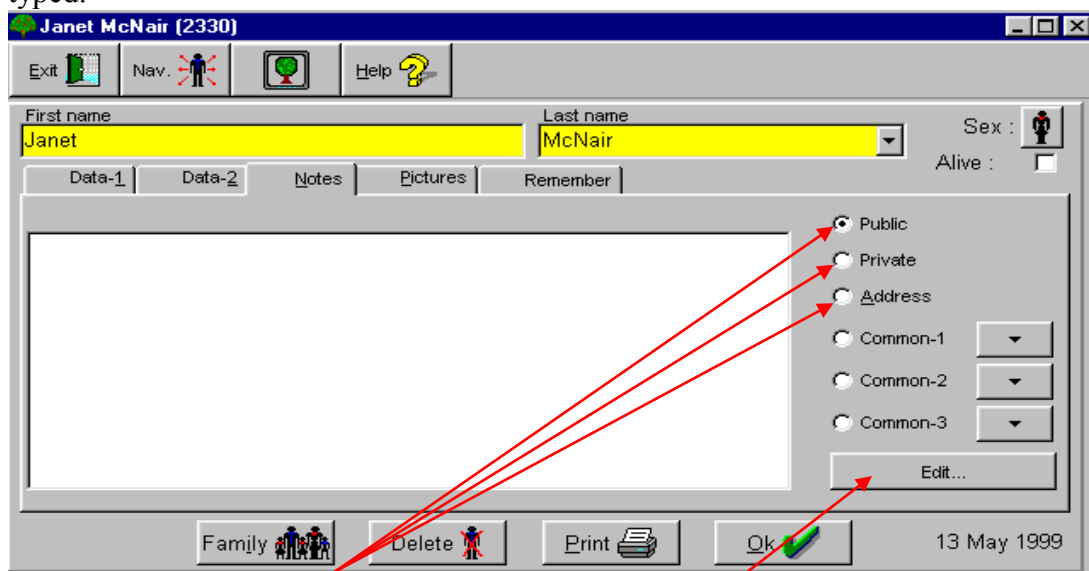
**Comment:** If you wanted a specific field for the cause of death you would use one of these Free Fields. The advantage of putting cause of death in a field is it makes it quick and easy to search for all the people who died from similar causes. You simply search for a particular word occurring in other fields. **Searching is dealt with in detail in Lesson 4.**

18. When you have finished entering data on this screen move your mouse arrow up to the Tab for **Notes** and click your left mouse button. This field will hold up to 32,000 characters approximately 7000 words.





19. A window will appear as shown below, **you cannot type in this window** it is just a viewing window to allow you to see the information you have already typed.



First select the **Notes field** you wish to enter the information in by clicking on the appropriate circle. To type new information or edit any previous information you must move your mouse pointer to the **Edit Button** and click your left mouse button. You will now have a screen where you can type and format your information. The cursor will be flashing at the beginning of the screen.

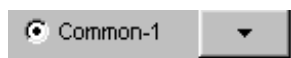
***Hint:** For extra clarity in book-format printout leave the first line blank and start your typing on the second line. This will cause the program to leave a line between personal details and the notes in your book format printout.*

*Remember the way you enter your information is the way it will appear in Printouts, however you can always go back and edit and rearrange the information at a later date.*

When you have finished entering your information move the cursor to the **Exit Button** and click your left mouse button.



20. **Common Notes.** To create a common note for the first time. From the Notes screen select Common Note 1 on the entry on which you wish to have the common note connected and click on the list button.



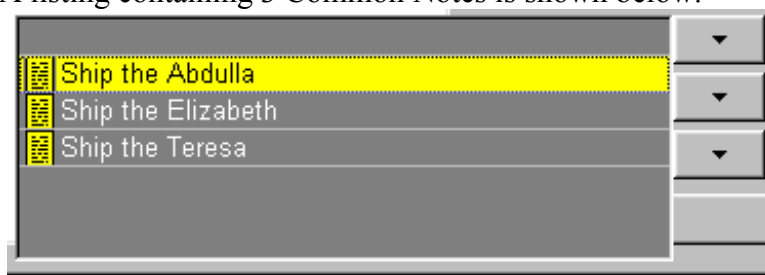
*An example of where you might wish to use a common note is with immigration records where the mother, father and children have all arrived on the same ship. The information about the ship could be made a common note on the records of all the family members. In each family members general notes you may enter something*

*general such as Arrived 1844 on the Teresa. In your common notes you could then put details of the ship and the journey. One thing to remember is that common notes are not printed out with each person's entry but are only given as a reference eg Common Note 1. Ship the Theresa. Common notes are then printed out as an appendix.*

A blank drop down list will appear, double click on the blank space at the top of the list – the **Edit Common Note** screen will appear. This is the same as the screen you have already seen in **Notes**.

You must give your common note a name eg Ship the Teresa, then type the details you wish to add to this note in the lower half of the screen. Exit when the note is complete. The next time you click on the drop down list button the “Ship the Teresa” will appear in the selection box.

A listing containing 3 Common Notes is shown below.

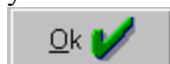


Further common notes are added to the list by double clicking on the top blank area.

*Note: Only one listing of common notes is created but you may select up to 3 notes to use with each individual.*

*Common Notes and the methods of printing them will be discussed further in **Lesson 9 Printouts**.*

21. The next Label is **Pictures**. This is to do with photographs of family members you have scanned into your computer. We will leave this field at this stage. This will be dealt with in **Lesson 15**.
22. The last label is **Remember**. Click on this label and a yellow blank box appears. Click on the box to type a reminder for yourself. Click on the delete button to the left of the entry box when you wish to delete the reminder.
23. **You have now completed entering all your information on this first individual.** Move your mouse arrow to **Data 1** Tab Label and single click with your left mouse button to return to the first screen of information on this person. You may now either continue and enter information on the next person you wish to enter in which case proceed straight to **Lesson 3: Entering your second person**. If one entry is all you wish to do at the moment then move you mouse pointer to the **OK Button** and click your left mouse button. Proceed to **Lesson 2: Saving your Information**.

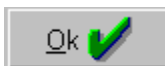


**Note:** If you have failed to choose the sex of the person in your entry you will receive a message prompting you to choose the sex of the person. Click on the OK Button in the message box move your cursor to the Sex Button click the left mouse button and enter or click again to change to the correct sex.

This message will also occur if you have started to type an entry and then deleted your information. In this case you click on the on the **Delete Button**.



You will now receive a Message asking you are you sure, click **OK Button**



and the entry will be deleted.

## COMMENTS ON OTHER BUTTONS WHICH APPEAR ON YOUR DATA SCREEN WHICH AS YET HAVE NOT BEEN USED

You may wish to come back to this section when you have entered more information and learnt how to save your information.

### 1. THE NAVIGATION BUTTON

#### 1. Nav. Button

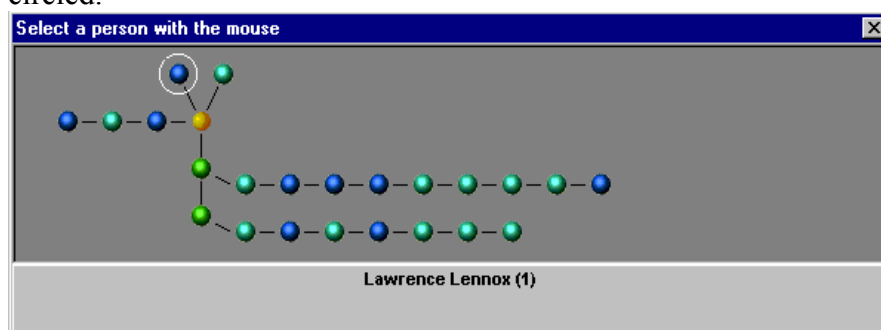


Two items which have not been discussed are the navigate button and the tree button. At this stage when you have only made one entry you will not be able to see the use made of them. Both allow you to see the current persons family and to select anyone of them.

2. An example of a navigation screen is given below. As you move your mouse arrow from ball to ball the name of the person appears. Clicking on any ball will bring up that persons entry. This particular entry shows the immediate family of Thomas Lennox, mother, father, siblings, his two wives and their children.

Come back to this and try it when you have made a few entries and you will see its value more clearly. The name below the diagram is that of the person

circled.



## THE TREE BUTTON.

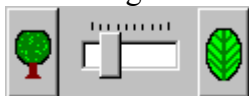
1. Move mouse arrow to the **Tree button** and click the left mouse button to see the family tree of a person.



2. The Tool bar which appears at the top of the **Combination Tree Screen** allows you to perform a number of functions and helps you find your way around the family tree. Most of the buttons are self explanatory with Mother showing you the mother of the person etc.



3. The section of the tool bar illustrated below needs a little more explanation however. The left hand tree button shrinks the information to a single screen. The centre slide button allows you to adjust the size of the tree and the right hand tree returns the screen to normal.



4. The **directional button** allows you to select which direction you want your tree in. Try clicking on each of the arrows in turn to see the difference in layout. Once again you will need to come back to this exercise when you have made a few entries.



5. The entry below is for Anastasia Fitzgerald from her Combination Tree.



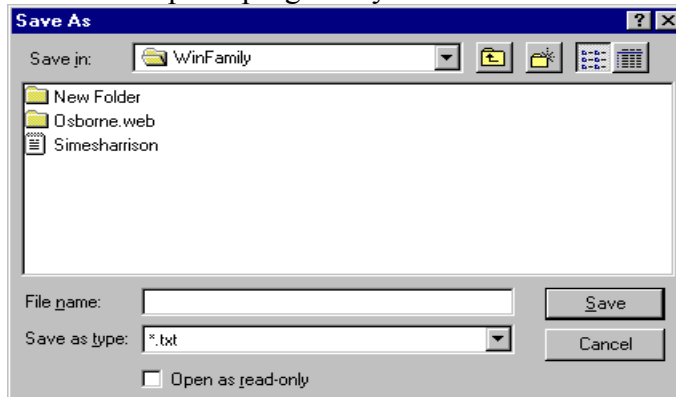
## PRINT BUTTON

1. When you have finished entering all your information you may want to print out the record. In which case move the mouse arrow to the **Print Button** and click your left mouse button.
2. The screen that appear, is a **Print Preview Screen** of the data which will be printed out. It contains the complete record of all your information on this person and will include marriage and a listing of children when they have been entered.
3. At the top of the screen the following buttons are displayed.



If you wish to continue and print the record move the mouse arrow to the **Print Button** and click your left mouse button.

4. If however you wish to save the information and include it in another document move the mouse arrow to the **Write to File Button** and click with the left mouse button.
5. The **Save As** window will appear as shown below. If you regularly save files in other computer programs you will be familiar with this screen.



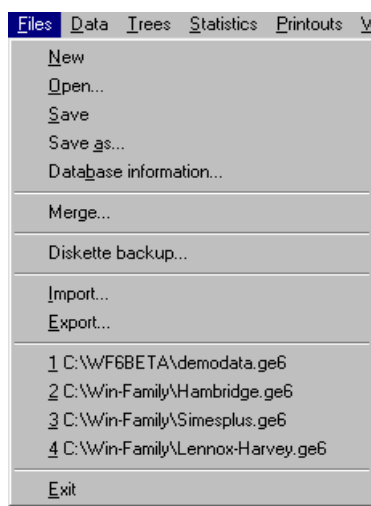
6. You probably do not wish to save the file in Win Family, you may have a special directory and folders where you file your genealogy letters etc., therefore select the appropriate Folder ie click on the drop down menu at the end of the box displaying the Win Family folder and highlight the appropriate directory and folder.
7. When you have done this move the mouse arrow down to File Name Box and click with the left mouse button at the beginning of the rectangle and type the name for the File. **The file will be saved as a .doc file.**
8. Move the mouse arrow to the **Save button** and click the left mouse button.

## **LESSON 2**

### **SAVING YOUR INFORMATION**

#### **1. SAVING A FILE FOR THE FIRST TIME**

1. Before you Exit from the program you must save the information you have entered. As this is your first entry you have not as yet given the file a name so instead of doing a simple Save you must do a **Save As**.
2. To access **Save As** you will have to access the File drop down menu. Move your mouse pointer to the word **File** at the top left hand of your screen and click the left mouse button. The following drop down menu will appear.

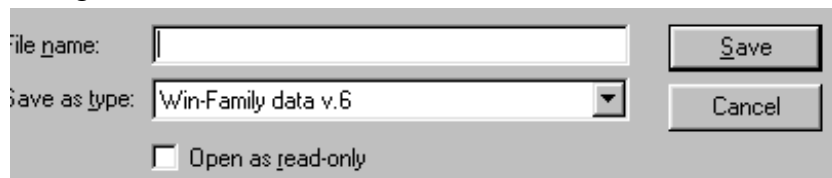


3. Move the light bar down by moving your mouse pointer until Save As is highlighted and click you left mouse Button or hit the **Enter Key** on your keyboard.

***Note:** Light bars can also be moved with the up and down arrow keys on your keyboard.*

***Comment:** In the example above 4 file names can be seen which represent the last four databases activated by this particular user. Until you have used databases nothing will appear here.*

4. A window now appears asking you for a **File name**. If the cursor is not already flashing in the box move the mouse pointer to the beginning of the **File name box** and click the left mouse button. Type in the name you wish to use eg Smith or Jones.



5. The Save as type is automatically put there by the program for you. Move your mouse arrow to the **Save Button** and click your left mouse button. Your information is now safely saved and you can exit Win-Family. The **Cancel** button is only if you change your mind and do not want to save the database.
6. Move your mouse arrow to the **Exit button** and click your left mouse button.



## 2. SAVING YOUR DATABASE THE SECOND TIME AROUND

1. You have already entered a name for your file so all you need to do from now on to save the file is to move your mouse arrow to the **Save Button** on the first screen and click with your left mouse button.

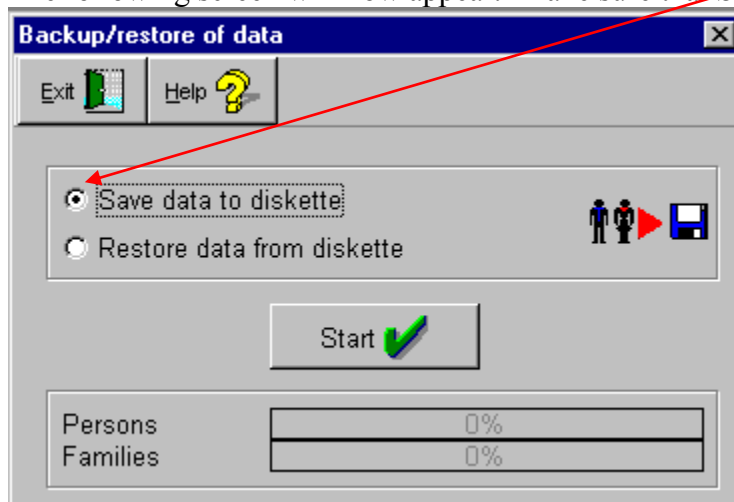


## 3. BACKING UP YOUR DATABASE FILES

***Comment:** It is good practice to get into the habit of backing up your database each time you use it.*

1. To backup your database to a floppy disk. Move your mouse pointer to the word **File** at the top left hand of your screen and click the left mouse button. From the drop down menu that appears highlight Diskette Backup and click with your left mouse button. Later you may like to have a specific button for backing-up. This is dealt with in **Lesson 6 Maintenance Options**.  
**Note: You must have the file open that you intend to backup.**

2. The following screen will now appear. Make sure that **Save data** is clicked.



Move your mouse arrow to the **Start Button** and click the left mouse button..

3. A **Message Box** “insert diskette Number 1” will appear on the screen. When your floppy disk is inserted in the disk drive click the left mouse button on **OK**.

***Comment:** Your file will be very large before you will need two disks.*

4. The rectangles with 0% on them will turn red and change to 100%. When backup is finished the Start Button will again appear.
5. Move mouse pointer to the **Exit Button** and click left mouse button within the backup window.



## 4. RESTORING A DATABASE

Restoring follows the same process as Backup with the exception when you enter the backup window you move the mouse arrow to the circle in front of Restore Data from Diskette and click you left mouse button.



***Comment:** You restore your information from your backup disk where through some error or mishap or theft you have lost your hard disk file. If for some reason the file you are working in is corrupted remember you always have the backup file on your hard disk which you can rename to become your working file ie name.bak to name.ge6. You do this by doing a name change in your File Manager Program (Windows Explorer).*



## **LESSON 3**

### **ENTERING YOUR SECOND PERSON**

**Note:** If you are not already in your database and on your first entry screen then you will need to open the database.

#### **OPENING A DATABASE**

1. Move mouse arrow to **Open Button** and click the left mouse button.



2. A window appears showing you a list of files. Move mouse arrow to the file you wish to open and double click on the required database or single click to highlight the database and move the mouse arrow to **Open** and click the left mouse button.

#### **ENTERING YOUR SECOND PERSON** (This Lesson continues on from the end of Lesson 1)

**Comment:** You can of course continue entering individuals from the Person screen and link the individuals at a later date, in which case you just choose **New** each time you wish to make a new entry.



However when you know the relationships enter your information in the **Family Area**.

1. To enter a Spouse, Father, Mother or Child of your first entry first click on the **Family Button** in the group of buttons below your entry.





**Note:** If you have just reopened the database then you can click on the **Family Data Button** and go direct to the family screen.



You will then see your first entry name highlighted in the table on the bottom half of the screen. Move your mouse arrow down to the highlighted name and double click your left mouse button on the entry.

2. Your first entry name now appears highlighted in a yellow background in the middle of the screen. All relationships shown on the screen relate to this person.

ID #	*	†	Ref.	First name	Last name
1	1842	1900		Elizabeth	Smith

3. Above the yellow highlighted name you will see two buttons - one with small lines shown and one without.   Move your mouse arrow to the left hand side button with the lines and single click with your left mouse button, the entry you have just made will reappear. Click on the Exit Button within this window to return to the Family Screen.
4. What relationship is this second person you are about to enter to the first? If it is a spouse then click the **right hand button** above the Spouse Position.

A blank data entry screen now appears exactly the same as the screen on which you entered your information in lesson 1. Follow the same steps outlined in lesson 1 to enter your information on the Spouse. When completed **Exit**.

and return to the family screen. The spouse area will now look like this.

**Comment:** With Mother Father and Spouse the program automatically chooses the sex of the person for you.

5. **Marriage Information.** If you know the date and place of the marriage move the mouse arrow to the **Marriage Label** and click with your left mouse button.



***Note:** This tab label is not active until you have entered a spouse.*

6. Move your mouse arrow to the beginning of the field labelled **Start Date** and click with the left mouse button. Once again you enter the date in the same format as you have previously chosen.

**Tab to the next field.**

7. This field is labelled **Cause** and the word Married automatically appears, if this is correct Tab to the next field. If they were not married but simply living together use the **drop down window** by clicking on the drop down arrow and select the appropriate relationship by using your down arrow button on your keyboard or clicking on the appropriate relationship with your mouse.

8. The next field is for **Place** of Marriage. Remember to make use of the drop down listing of places to ensure you keep uniformity in your place entry format.
9. Click on the **Source Button** if you have information on the Source. This is the same field dealt with in Lesson one. You may have a new source you wish to add here but all source details appear in the one list, so if for instance the source of your information on the marriage was the same as source you had previously entered simply select it from the drop down list.

10. The next fields are **End** fields these are for divorce, death of one of the parties etc. Enter the date then **Tab** to the cause field. This also has a **drop-down window** offering you various choices, select the desired choice. Tab to the place field and enter if known. There is also a source field if you have details of the divorce etc.

11. One Free field Free 6 is available if you wish to make an extra date place field. See **Lesson 6 Maintenance Options - Free Text Point 3** if you wish to make a new field.
12. There is also a field for notes. Click on the **Notes Label** if you have any notes you wish to enter. This is exactly the same screen as discussed in **Lesson 1**.

13. Exit when notes are finished. 

14. The other Tab label **Pictures** deals with photographs you have scanned into your computer. I will not go into this at this stage Refer to **Lesson 15**.

**Return to the Family Area by clicking on the exit button.**

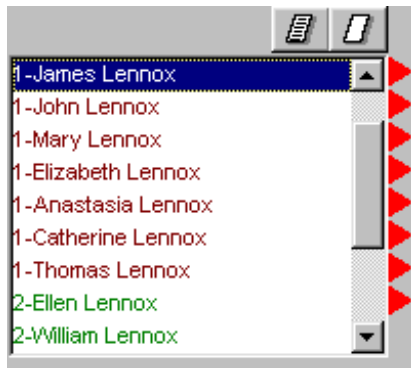
15. The **Parents** are entered in exactly the same way as you entered the Spouse. Click on the right button to bring up the Person Data entry screen for either mother or father.





Enter your information as in Lesson 1. If there are **adoptive parents** involved left click on the Father or mother button and the field will change to the following.

16. You are now ready to enter any **children** of this marriage in exactly the same way as you entered the Spouse.



You can enter any number of children by simply clicking on the right button for a new entry. If you enter more than 9 children you will see a scroll bar appear at the side of the box to enable you to scroll down to the rest of the children. An example of this appears below.





17. In the example James Lennox is highlighted clicking on the left button would bring up his details.   To see the entry for another child move the highlighter down to their name and click on the Left Button.   ie. left button to see an entry already made, right button to make a new entry.

**Note:** Children of a first marriage have the number 1. Next to them, children of a second marriage 2. and adopted children would appear in brackets

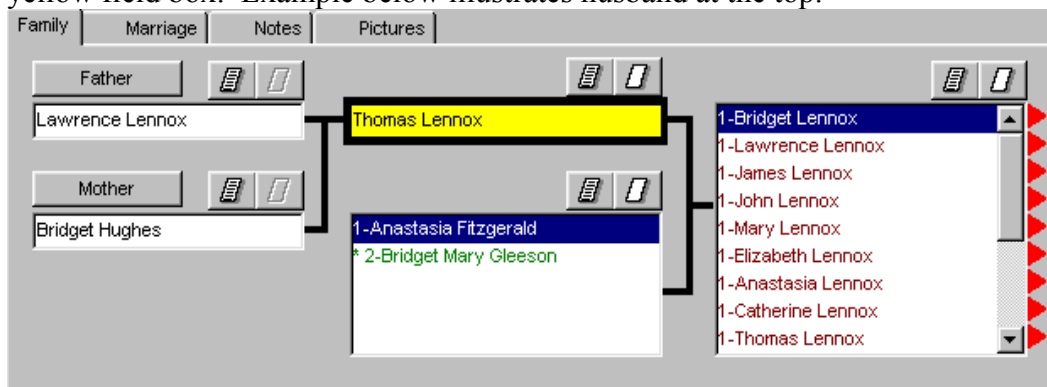
**Note:** The arrows off each name shown above lets you know that there is information on the children of these individuals in the database. Clicking on the red arrow will move you to the next generation.

**Comment:** You do not have to enter the children in the correct order the program will place them in their correct position at this stage. If you discover a mistake in the dates of the children's births at a later stage **Lesson 5 Correcting Your Information** deals with moving the positions of individuals

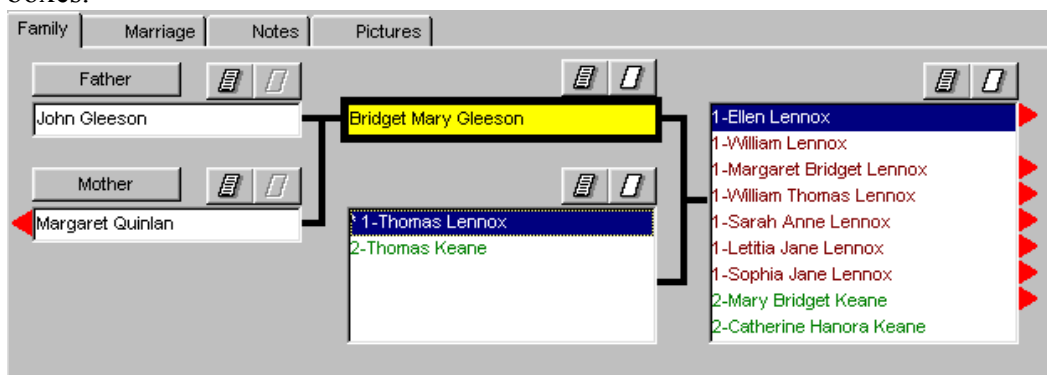
18. **Spouse's Parents.** When you have entered all the children you have now finished this section of the family. You may however wish to enter the parents of the person you entered as spouse. In which case move the mouse pointer to the spouse and double click the left mouse button. The spouses have now changed positions so you can now enter the spouse's mother and father in exactly the same way as previously described.
19. **Second Partner.** If one of your marriage partners has been married before. You will need to enter the other partner. This is done in exactly the same way as you entered

the children using the right button to bring up a new entry form.   If you have entered the second marriage before the first this is not a problem see **Lesson 5 Correcting Your Information - Changing Order of Children or Spouses Point 3.**

20. To enter the **date and place of the second marriage** double click on the second spouse so they appear in the yellow highlighted box and click on the marriage label. A double click on any person highlighted in blue will move them to the top central yellow field box. Example below illustrates husband at the top.



In the next example the second wife has moved to the top and her 9 children will now appear in the Children Box. You will also notice that we can now see that Bridget also married twice and her parents are now showing in the Father and Mother field boxes.

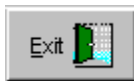


21. As you have been entering your people the listing of people on the bottom half of the screen has been growing and each has been allocated a sequential number automatically. This is their record Identification number **ID**.

ID #	*	†	Ref.	First name	Last name
2	-	-		Bridget	Hughes
3	1820	1872		Thomas	Lennox
4	1820	1857		Anastasia	Fitzgerald
5	1841	1882		Bridget	Lennox
6	1843	1925		Lawrence	Lennox
7	1846	1911		James	Lennox
8	1847	1884		John	Lennox
9	1849	1926		Mary	Lennox

22. If you wish to connect one of the children to another person double click on the child and they will move to the centre position. You may for instance want to enter the marriage and children of one of the children you have just entered.

23. When you have finished the entering of your data. Exit from Family,



Save



and Exit



from Database.

**Note:** You can print from the Family Data area in the same way as you printed from the Person Data. The amount of information printed out is slightly different. This printout will not include all the notes on the first person but it will include more details on birth and deaths of the Children

## ***LESSON 4***

### ***SEARCHING YOUR DATABASE***

#### **1. SEARCHING FOR A PERSON IN PERSON DATA OR FAMILY DATA**

The method of searching is the same in both areas.

1. Click on either **Person Data** or **Family Data Button**.
2. The bottom half of the screen contains a listing of people in your database sorted in alphabetical order by surname or by whatever field you choose to sort it in.

ID #	*	†	Ref.	First name	Last name
1325	1843	-		Thomas	Lennox
3	1820	1872		Thomas	Lennox
152	1868	-		Thomas James	Lennox
191	1892	1984		Thomas John	Lennox
181	1884	1965		Thomas Lawrence	Lennox
24	1879	1927		Thomas Lawrence	Lennox
137	1873	1969		Thomas Patrick	Lennox
727	1960	-		Tracy	Lennox

The above list is default sorted by Surname. The list below is sorted in ID order.

ID #	*	†	Ref.	First name	Last name
1	-	-		Lawrence	Lennox
2	-	-		Bridget	Hughes
3	1820	1872		Thomas	Lennox
4	1820	1857		Anastasia	Fitzgerald
5	1841	1882		Bridget	Lennox
6	1843	1925		Lawrence	Lennox
7	1846	1911		James	Lennox
8	1847	1884		John	Lennox

You will notice the **ID** is now highlighted but all the sorting has taken place around the one person Thomas Lennox. You can also see that the rectangle below the ID Box is white. This means that this is the active area in which you can type, in this case you would type the ID number you wanted. To change the sort field simply left click on the **heading button** ie ID or Last Name etc.



3. To search for a surname and then a first name. Highlight the **Last Name Button Bar** by clicking on it.

ID #	*	†	Ref.	First name	Last name
					Lennox

The area underneath the button bar turns white and the cursor is at the beginning. As you start to type the list moves to that letter. ie. if the name began with L the list moves to the beginning of the L sequence, when you typed Le it would move to the beginning of a listing of all names beginning with Le and so on until you had typed say Lennox as in the example above.

ID #	*	†	Ref.	First name	Last name
					Lennox
712	-	-		William	Lawther
190	-	-		William	Lawther
1350	-	-		Mary A	Leedham
518	1912	-		Alice F	Lennox
165	1889	1978		Alice Mary Amy	Lennox
185	1894	1894		Ambrose H	Lennox
559	1874	-		Anastasia	Lennox
136	1872	-		Anastasia	Lennox

If there are a large number of Lennox as above you would need to also type in the First Name to find your person. **Do not highlight the First Name Button Bar** simply click on the rectangle beneath it and type the first name.

ID #	*	†	Ref.	First name	Last name
				Thomas	Lennox

4. The list will now have a Thomas Lennox highlighted. Press the **Enter Key** or click on the highlighted name to bring up the entry for that person. If you have two people with the same name on your database as shown in the example you will need to move the highlighter to the required person. In the example it is the Thomas Lennox born in 1820 who is required therefore the highlighter needs to be moved.

ID #	*	†	Ref.	First name	Last name
				Thomas	Lennox
82	1872	1906		Sophia Jane	Lennox
387	1913	-		Sylvia	Lennox
1329	1853	-		Teresa	Lennox
1325	1843	-		Thomas	Lennox
13	1856	1925		Thomas	Lennox
3	1820	1872		Thomas	Lennox
152	1868	-		Thomas James	Lennox
191	1892	1984		Thomas John	Lennox

5. You will also have noticed on the left of table of names the following choices.

The default is **All persons**, however if you only wish to search for any entries which are all male or all female then click on the **All men** or **All women** circle. To see only those persons who are not connected to any families in the database click on **unconnected persons**.

6. If you wish to restrict the area of your table then you will need to click on the filter circle and then click on the Define Button

The following screen appears.

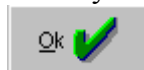
7. You have number of choices you can make from this screen. You can choose the fields you wish to select from and the range within that field by using the drop down windows that appear.

8. Once again you also have the choice of combining your search by using the **and** or **or** features.

If you choose **and**, only those entries which contain both the parameters listed

will be used for the search, if you choose **or**, those entries which contain either set of parameters will be chosen. The final choice is if you wish to only apply one set of parameters in which case you click on **only the top condition**.

9. When you have completed defining your search filters click **OK**



or **Cancel**



if you do not wish to proceed with the filter.

10. The following is an example of a filter which will bring up all the entries in the database of persons born before 1840 who had more than 10 children.

## 2 SEARCHING BY ALL FIELDS OR A SPECIFIC FIELD

1. From the **Button Bar** select the **Search button**



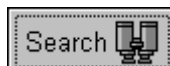
or go to **Data** in the menu bar, click and highlight **Search**, click.

2. A blank **Text search screen** will appear in which to type your search request.

3. You may do a simple search for one word in which case you click on the circle for **only the top condition**. If you want to find a record containing two particular facts occurring in the same record as in the example that follows then click on the **and**, if you wish to find records which contain either Lennox or "Crowie" you would click on the circle in front of **or**.

☒ and    ☐ or    ☐ only the top condition

4. You must next choose the correct fields in which you wish the search to be made from, the **Search In** Listing on the right hand side of the screen. Click on each tick box for fields you wish to have searched. In the example only Name and Place fields have been ticked. Then click on the **Search Button**

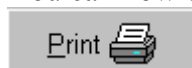


5. Below is an **example of a search request**.

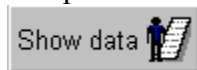
The screenshot shows a window titled "Text search : Lennox / "Crowie"". It has an "Exit" button and a "Help" button with a question mark. Below these is a "Search for:" label followed by two text input fields. The first field contains "Lennox" and the second contains "Crowie". Between the fields are three radio buttons: "and" (selected), "or", and "only the top condition". To the right of the fields is a "Search" button with a magnifying glass icon. Below the search fields is a list box containing 15 entries, each starting with "Birth pl. :". The entries are: Anastasia Lennox (11), Anastasia Lennox (136), Ann Ellen Lennox (135), Bridget Ellen Lennox (163), Bridget Esther Lennox (144), Catherine Lennox (139), Dennis William Lennox (140), Elizabeth Ann Lennox (141), Elizabeth Mary Lennox (159), James Charles Lennox (157), James L Lennox (134), James Lennox (153), John Francis Lennox (154), and Joseph L Lennox (160). To the right of the list box is a "Search in:" section with several checkboxes: "Names" (checked), "Dates" (unchecked), "Places" (checked), "Sources" (unchecked), "Addresses" (unchecked), "Notes" (unchecked), "Other fields" (unchecked), and "Marriages" (unchecked). At the bottom of the window are two buttons: "Print" with a printer icon and "Show data" with a person icon. A status bar at the very bottom indicates "22 hits found".

In this request a search has been made for the name Lennox and the place "Crowie". A listing of all the records where these two conditions occur appears. You will notice that the boxes for name and place have both been ticked. Always remember to move your arrow and click on those fields you wish your search to be made in.

6. You can now either print out your list by clicking on the **Print Button**



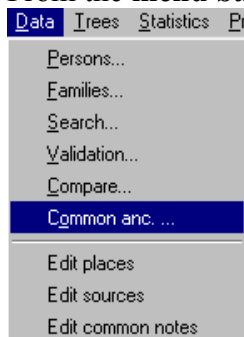
or highlight a person and click on the **Show data** button to see the record of that person.



### 3. SEARCHING FOR COMMON ANCESTORS

This function helps you to ascertain if two people have common ancestors.

1. From the **menu bar** select **Data** and arrow down to **Common Ancestor**

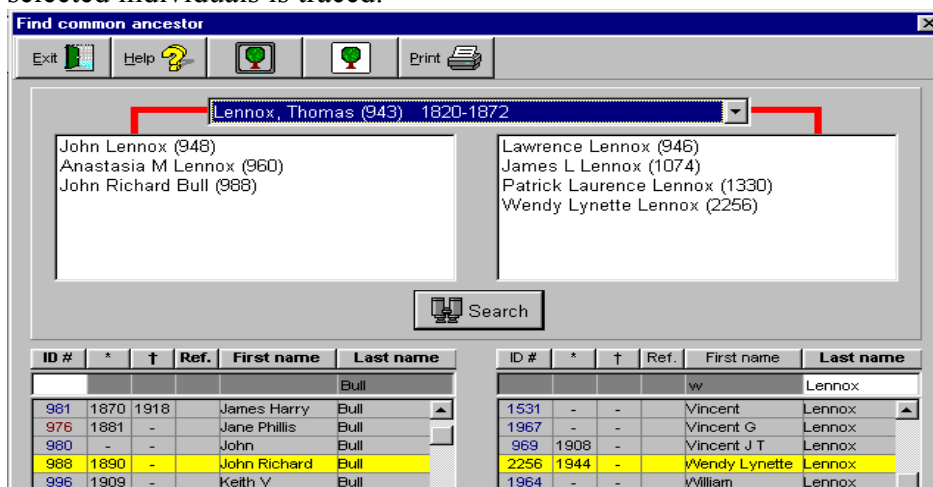


2. The following screen appears.

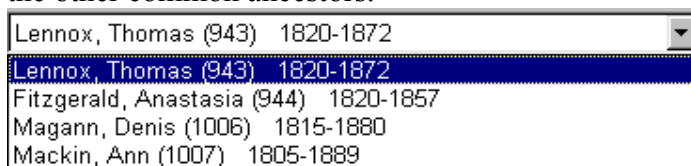


From the two copies of your database listing select the two names you wish to search for a Common Ancestor. In the screen that follows the relationship between the two

selected individuals is traced.



- As there will often be more than one common ancestor you will notice there is a drop down window button at the end of the common ancestor name. Click on this to see the other common ancestors.



Highlight any of these other ancestors to see their connections.

- You can also **printout** this information either in Tree format or written format similar to that shown on the screen above. From the Tool Bar select the appropriate button.



The first tree button is for viewing on the screen, the second for printing.

## **LESSON 5**

### **CORRECTING YOUR INFORMATION**

*See also **List 7 Validation***

#### **1. EDITING YOUR ENTRIES**

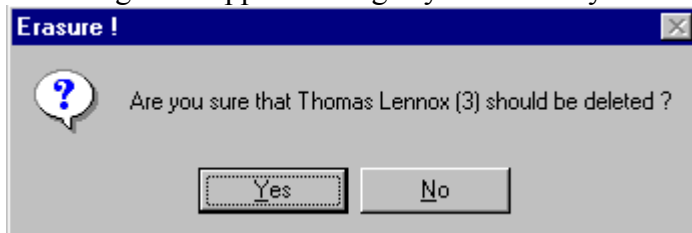
To make corrections to any of your information simply bring up the entry in which you wish to make the correction and delete the information, overtype , change the date whatever is required.

#### **2. DELETING AN ENTRY**

1. Entries are deleted from the Person Data Screen.
2. Bring up the entry of the person you wish to delete in **Person Data**.

3. Click on the **Delete Button**. 

4. A message will appear asking if you are sure you want to delete this person.



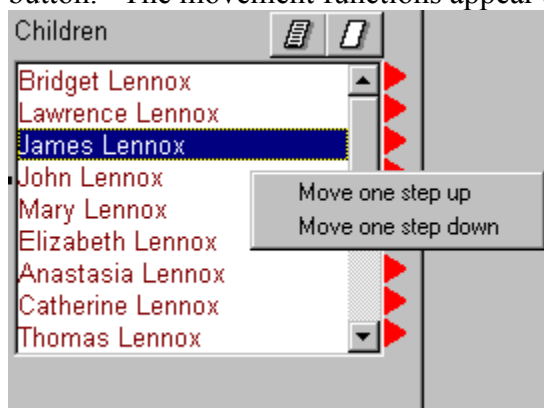
Answer Yes or No by clicking on the appropriate button.

***Comment:** If you delete an entry its ID number will be allocated to another entry when you make a new entry.*

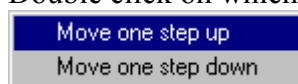
#### **3. CHANGING THE ORDER OF CHILDREN OR SPOUSES**

1. Open the database in **Family Data**.
2. Select from the Table the person whose Spouses or Children you wish to rearrange. **See Lesson 4 Searching Your Database** if you are unsure how to find your person.

- Highlight the child or spouse you wish to move and click **the right** mouse button. The movement functions appear as shown in the example below.



Double click on whichever function you wish to perform



and the person highlighted will move either one step up or one step down. Repeat the process until you have the person in the desired location.

- The process is exactly the same with spouses.

#### 4. REMOVING A SIBLING OR SPOUSE AND PLACING IT IN ANOTHER FAMILY

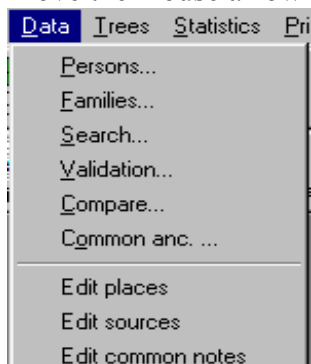
***Note:** Occasionally you may find you have made a mistake in your research and two families have become confused. You may have entered some children into the wrong family group for instance. This is simply and quickly fixed.*


- Click on the **Family Data Button**.
- Select one of the parents from the **Names Table** in the bottom half of the screen so that all the children in the particular family now appear in the Children Box.  
***Note:** The ID number of the children so they are easy to find again.*
- Highlight** the child you wish to remove, hold down the left mouse button and drag the name to over the top of the Names Table in the bottom half of the screen, release the mouse button. (This is called **drag and drop**). Remove any other children you wish to relocate in the same way.
- Now from the **Names Table** select one of the parents of the new family you wish to move the child to. Locate the child in the Table and highlight the name then **drag and drop** the name to the children box. The name will automatically drop into the right birth date order.
- The same procedure is followed if you wish to remove a spouse.

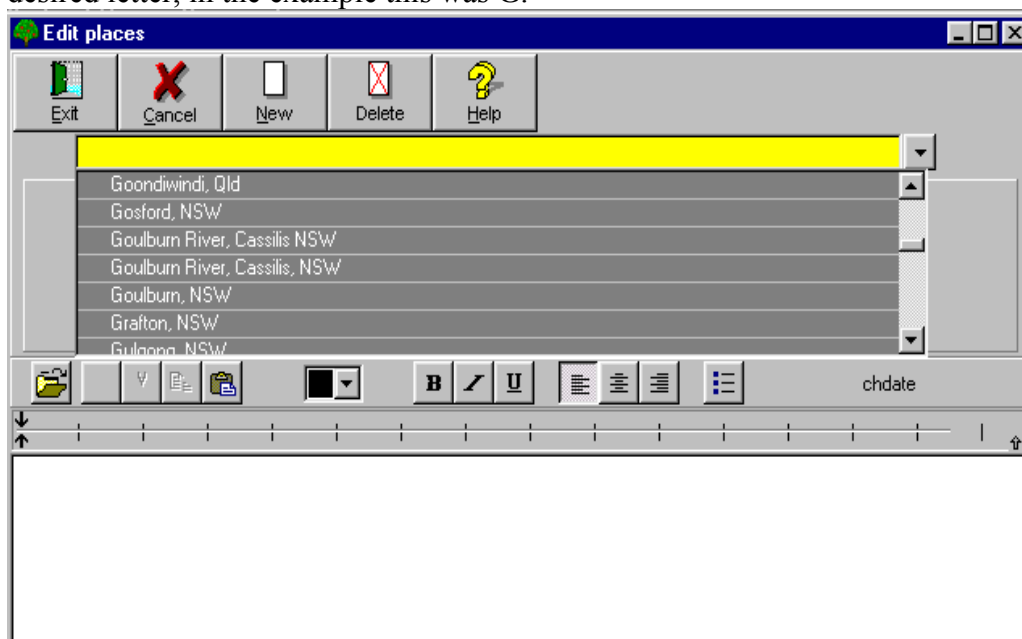


## 5. EDITING PLACE NAMES, SOURCES AND COMMON NOTES

1. From the **Menu Bar** click on **Data**. At the bottom of the drop-down window you will see Edit places, Edit sources and Edit common notes. In this example we will use Edit places but the same procedure applies to the editing of all three. Move the mouse arrow down to **Edit places** and click.



2. The following Edit screen will appear. Select the drop-down window listing of place names used by clicking on the  **drop-down button**. When the dropdown list appears you can move down the alphabet by simply typing the desired letter, in the example this was G.



In the example above there appears two listings for Goulburn River, Cassilis NSW, the only difference being the use of the extra comma in one. Double Click the left mouse button on the entry to be changed and it will appear in the yellow window. Make the corrections necessary and press **Enter**. Exit when corrections completed. The entries connected to this version will all be changed.

3. In the buttons at the top of the Edit screen there are also buttons for **Deleting** Entries and **Adding** new entries.



You may add a new place here ready to be used in future entries you plan to make.

***Comment:*** Do not delete an entry just because it is incorrect spelling, correct the entry otherwise the person's whose entry contains this incorrect spelling will have the place deleted on their entry.

## ***LESSON 6***

### ***MAINTENANCE OPTIONS***

#### ***SECTION 1 OPTIONS BUTTON***

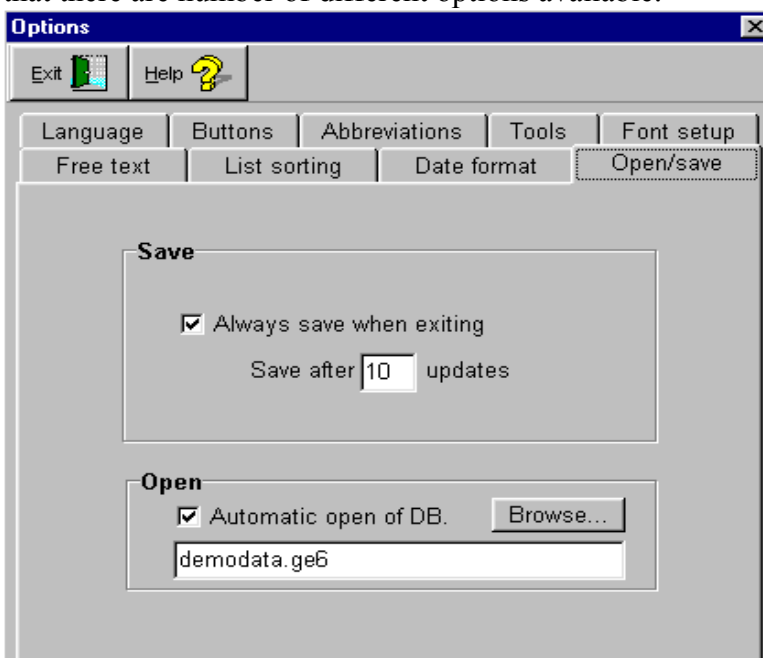
1. In the **Tool Bar** click on the **Options button**



at the top of the screen. Options allow you to alter the default settings.

2. **Open/save tab.**

The screen that appears is shown below open at the **Open/save tab** but you will see that there are number of different options available.



This first screen gives you the option of **Always saving when exit** which is definitely advisable.

You can vary the time of your automatic saves. The example Saves after 10 updates.

The example also has the file automatically set to open to a particular database. The **Browse Button** will bring up the list of databases you have to choose from. Click on the database you wish the program to automatically open on. Choose another Tab Label when finished.

### 3. Free Text.

Click on tab labelled **Free Text**

Here you can give names to any extra fields you wish to make. Simply tab to the field you wish to change and type the new name - a maximum of 13 letters is allowed then a space and a colon. Exit when finished or move to the next maintenance folder. In the example above field 1 has been changed to cause: (standing for cause of death.)

***Note:** Remember Fields Free 1, 2 & 3 are on the Data 2 screen, Fields Free 4 & 5 are on Data 1 and Free 6 on the Marriage Screen.*

### 4. Date Format tab

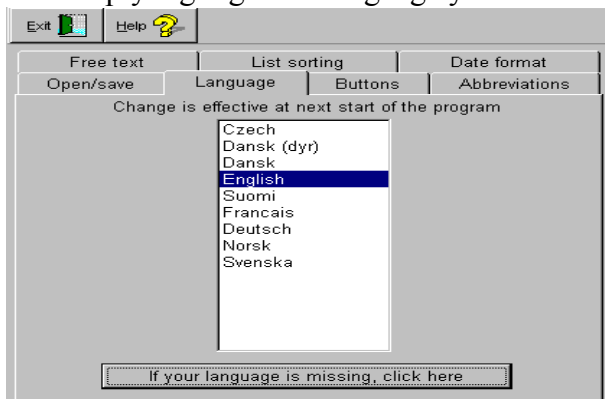
Move the mouse pointer to the **Date Format** tab and click or enter. Highlight the date format you would prefer.

***Comment:** The format highlighted is the format most commonly used in genealogy programs and the IGI.*

***Note:** If you wish to do a global change on the date of entries in a database see **Section 2 of this Lesson.***

## 5. Language Tab

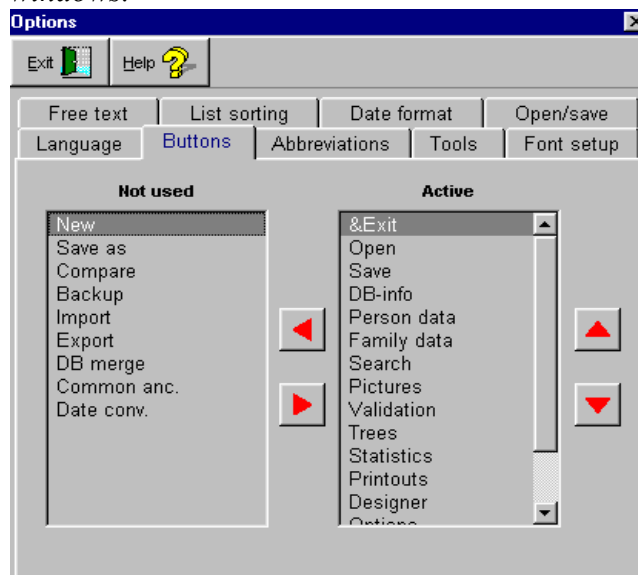
Simply highlight the language you wish and enter.



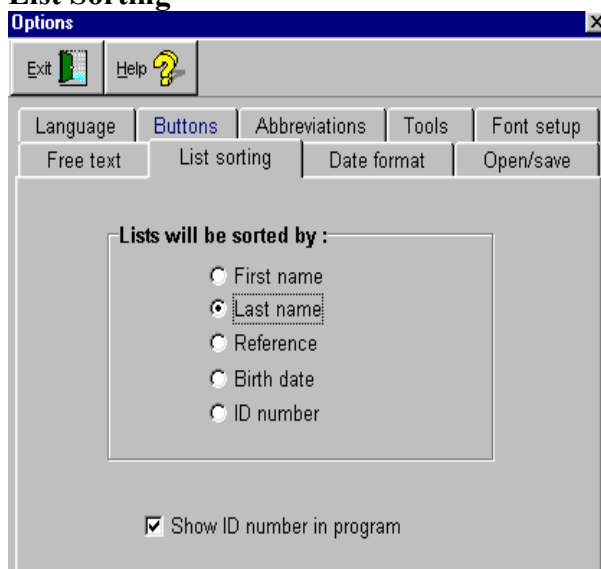
## 6. Buttons Tab

This maintenance function allows you change the number of buttons you have active at the top of the screen as well as their order. Simply highlight any button you wish to add or remove and click on the appropriate arrow between the two tables. Use the arrows on the right hand side to move a highlighted active button to a different position on the screen by moving it up or down the list.

**Comment:** It is normal to have only those buttons you use most frequently at the top of the screen. All functions can also be accessed from the Menu Bar Drop-down windows.



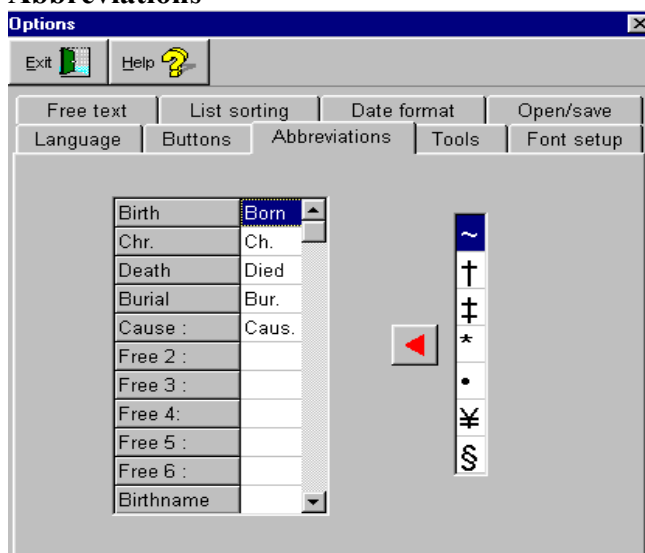
## 7. List Sorting



As you can see this allows you to change the default sort of your database. Change it by moving your mouse arrow to the circle in front of the desired sort and click.

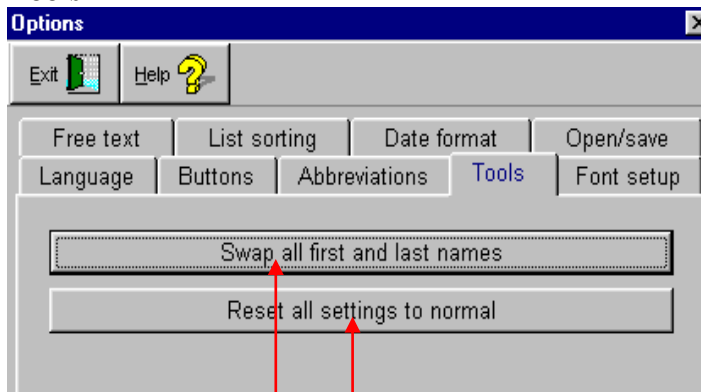
**Comment:** Last Name default sort is probably the most useful. When you are working on the database you can always vary the sorting of the Lists at any time without varying the default setting.

## 8. Abbreviations



If you wish to have an abbreviation to appear in your Family Tree Printouts you enter them here. For example you may choose b. for birth d. for death or you may use a symbol eg \* for birth. In the example above Born has been used as the abbreviation as the format was selected to use with the book format printout. If you were printing out family trees the symbols would be a better selection. The choice is yours.

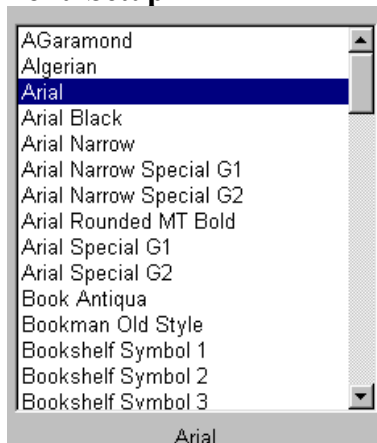
## 9. Tools



**Swap all first and Last names.** This tool was added to allow the correction of entries where they had been entered with the last name first instead of the First name.

**Reset all settings to normal.** This is just a quick means of restoring all settings to the original defaults.

## 10. Font Setup



Here you can change the font setup for the database.

***Note:** Fonts used in individual reports can be varied when printing the individual reports.*

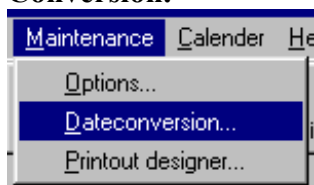
## 11. You have now completed looking at all the Options Features. Move to the **Exit Button** and Exit.



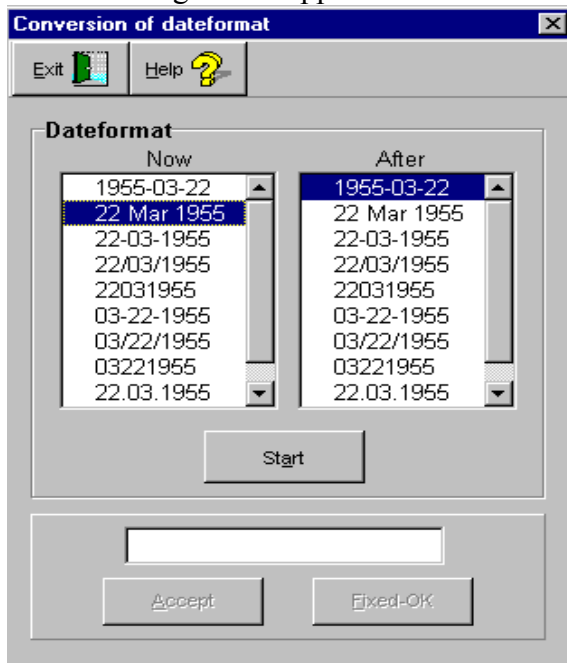
There is however another Maintenance Features which needs to dealt with here.

## SECTION 2 DATE FORMAT –CHANGING

1. From the Menu bar select Maintenance, arrow down to select **Date Conversion**.



The following screen appears.



If you decide you would prefer to have your date in a different format, in the first column you highlight the format you wish to change and in the second column highlight the new format. Click on the **Start Key**. The formats you have chosen will appear below the start button, if this is correct click on **Accept Button**.

When completed Exit.

**Comment:** If you receive information from other people in the form of a gedcom file you will often need to change the date format of their records to conform with your own.



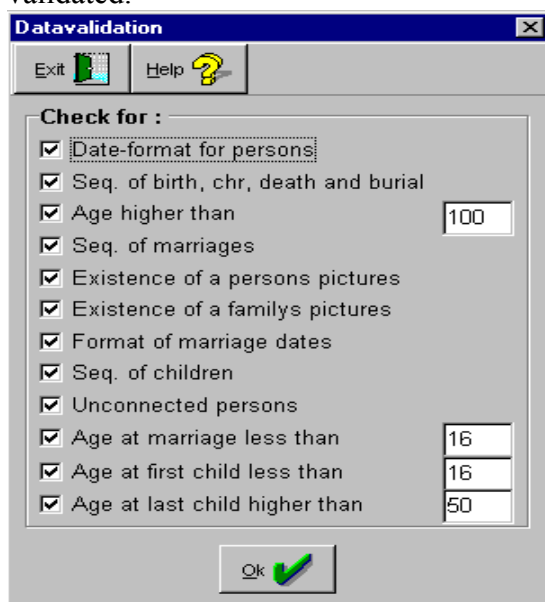
## **LESSON 7**

### **VALIDATION**

1. Click on the **Validation Button** from the **Tool bar** to validate your entries.



Validation allows you to check for any errors you have made in entering your information. For instance if you had entered someone's birth date as 1984 instead of 1884 and the death in 1960 you would get a message error in sequence of dates. As you can see below you can vary the information you wish to have validated.



2. Click on the **OK button** to start the validation. When the program has run, a validation report will appear on the screen. The following buttons indicate the actions available in validation report.



If it is long report it will be best to print it out so you can work from the printout to make your corrections. The report will give you the name and ID number of the entry with the mistake and what the mistake is. Due to incorrect typing of data entry I often get the message Age at marriage 0 just to give you an example.

3. When you have finished click **Exit Button** and you return to the validation selection screen. Click **Exit Button**.

## **LESSON 8**

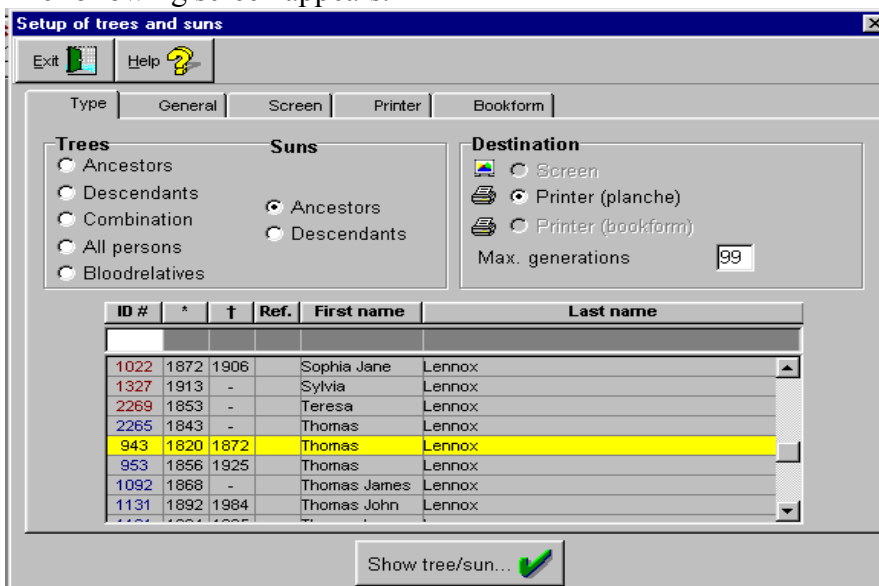
### **TREES**

You have various ways of printing out your data in Win-Family, there are lists and tables which are dealt with under Printouts and there are trees. You can vary the appearance of trees to suit your own personal preferences as well as being able to vary the amount of information included on each person.

1. You can look at a persons Family Tree from Person Data but you cannot print it from here to view or print a family tree select the **Tree Button** on the button bar on the first screen.

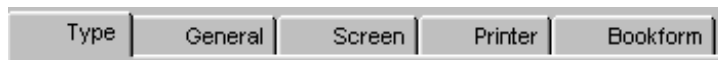


2. The following screen appears.

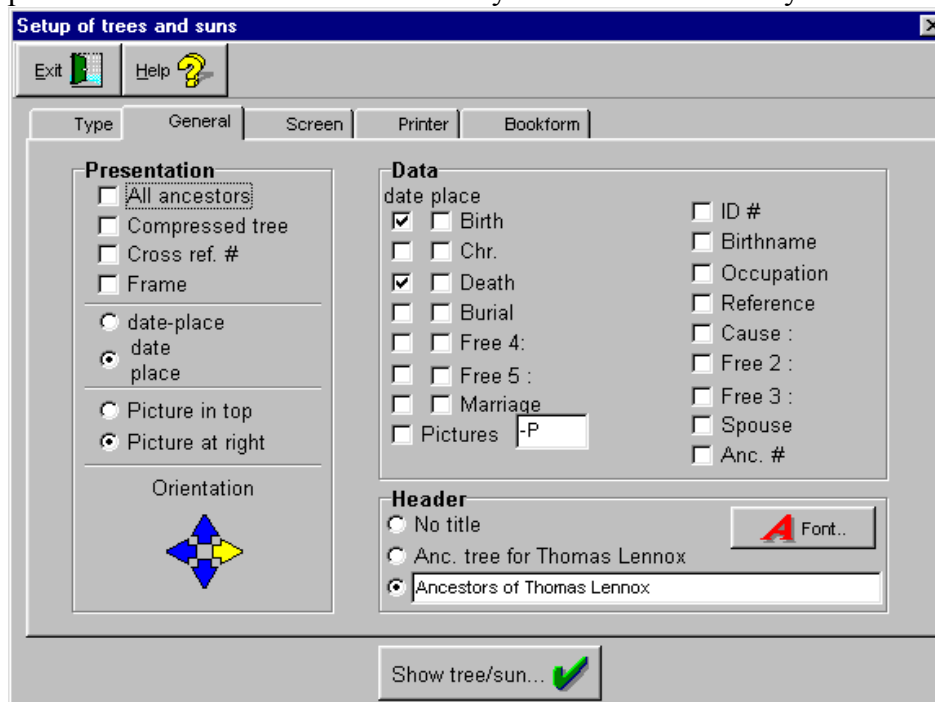


1. On this screen you can select the type of tree – either a **Tree or a Sun**. Simply point the mouse arrow at the appropriate circle and click.
2. Next select the **Destination** in the same manner. All three choices are available for Trees but only Printer is available for Suns. Finally from the Persons Listing highlight and click on the person you wish to draw the Tree for.
3. Do not click on the Show tree/sun button yet there are other selections you can make to vary the information included in your tree.

3. As you could see from the previous screen there are a number of labels to choose from in this area.

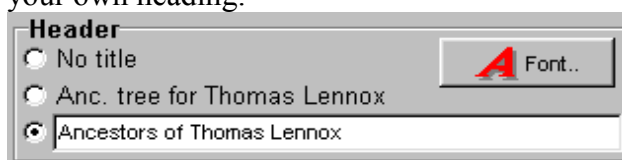


Select **General** and the following screen will appear. This area is for selecting the presentation and the amount of detail you wish to include in your Tree.

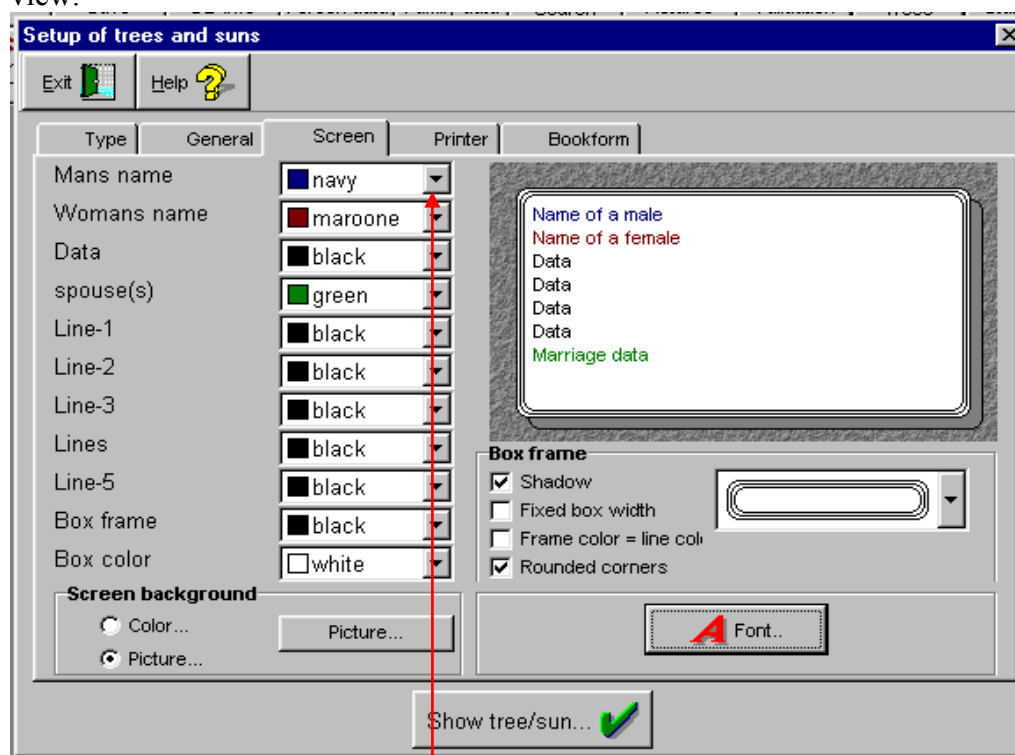


1. The first group of choices is Labelled **Presentation**.
  - a) **All Ancestors** – boxes will be created for an ancestor who is not present in the database. A small box with a ? is used for the missing ancestor.
  - b) **Compressed tree** varies the layout of the tree to fit more information on the page.
  - c) **Date-Place** means that the information from fields relating to date and place that you have ticked in the Data area (this is dealt with next) will appear on one line. The other date place will give a separate line to date and place.
  - d) **Picture** - if you have a **picture** then it can be located at the top or at the right of the information.
  - e) **Orientation** is the direction you wish your Tree to be in. That is, will the first or last generation be at the top or will the first or last generation be to left or the right. Changing the direction can often help the information better fit the printed page. You can of course also modify your page layout from Portrait to Landscape to better fit your information. **See Point 14 for details.**

- The second group of choices on this screen is labelled **Data**. This is where you choose just how much information you will show in your trees. You can make them as brief or as detailed as you like, remembering of course that the more detail the larger your tree becomes. Simply tick the information you want by clicking on the various square tick boxes.
- Header** – here you can select the Header you would like for your Tree Printout as well as select the Font type, style, size and colour. The default heading is Ancestors of (followed by the name of the person you have selected for the tree). Click on the third circle if you wish to vary the wording of the heading and type your own heading.



- The next label is **Screen**. Here you can select the final appearance of your tree, varying colours and frames etc. to suit. But be aware this only relates to the screen view.



- Firstly you can vary the **colour** various fields printout in. To do this simply click on the drop down button next the colour shown for a particular combination of fields eg Mans name and arrow down to the desired colour. The colour will change in the sample to show you the colour you have now selected. **Line-1** etc refers to the connecting lines between persons and families. **Box frame** to the

colour of the lines of the box surround and **Box Color** to the infill colour of the box.

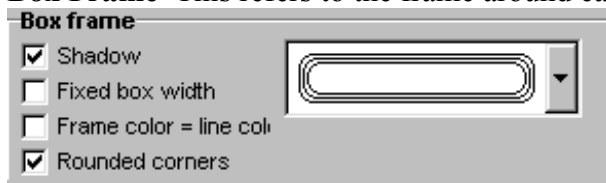
## 2. Screen background



Here you can vary the background behind your individual boxes.

- a) You can select a **coloured background** by clicking on the circle before the word **Color** and then select a colour from the drop-down menu.
- b) You can also select from a series of **textured backgrounds** by clicking on the **Picture Button**. When you click on Picture you can select from a series of wallpapers or from one of your own scanned pictures. Select a wallpaper by clicking on the sample – a red frame will appear around it. Click on the **OK Button** when you have selected the desired wallpaper. Choose a picture from one of your picture files in the same way. This background is only for the screen and not available on printouts.

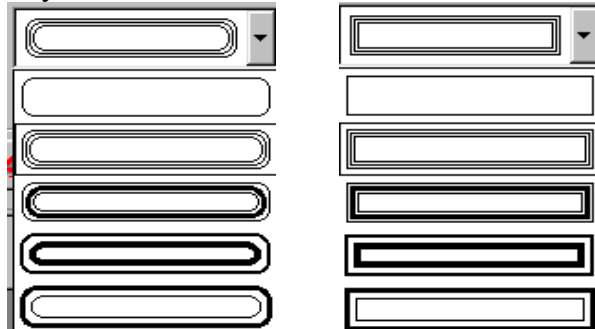
## 3. Box Frame This refers to the frame around each individuals information.



You have a number of choices here.

- a) **Shadow** – click on the tick box to maintain or remove shadow effect.
- b) **Fixed Box Width** – this means all the boxes will be uniform width, that is they will all be adjusted to the width of the box containing the most information. This gives a uniform effect to your presentation but it can take up a lot more space on the page.
- c) **Frame color = line color.** If you have selected different colour for Lines clicking on this tick box will cause the frames around the individual family groups be the same colour as the lines connecting them. This can make it easier for the eye to follow the connections on the Tree Chart.
- d) **Rounded corners.** This option will allow to choose from a series of rounded corner boxes or square cornered boxes.

- e) **Frame** choices. Click on the drop down window button to change the outline of your frame.

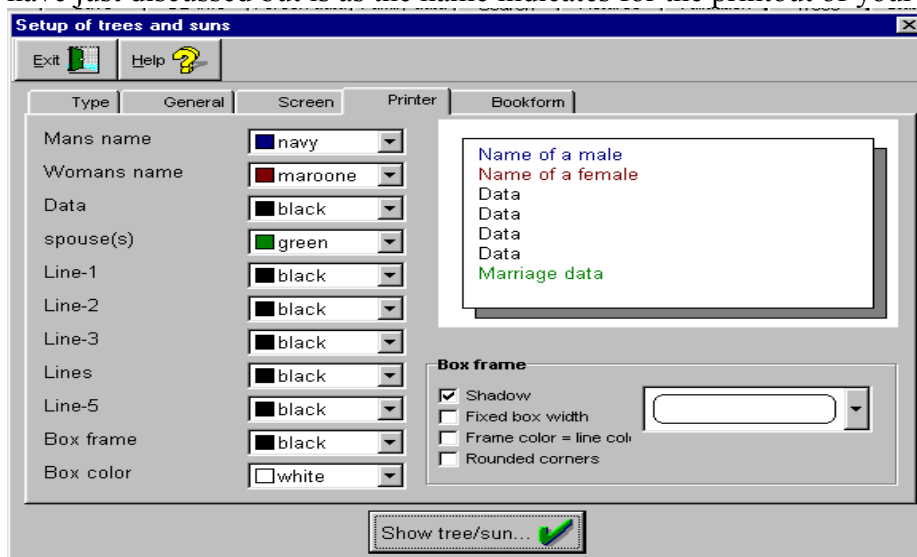


#### 4. Font

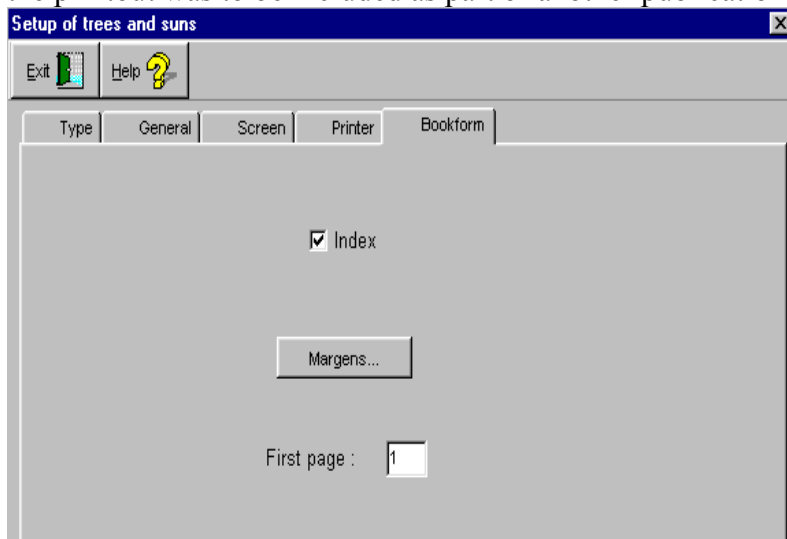


Click on the **Font Button** to select the desired font.

5. The next label is **Print**. As you can see this screen is very similar to the screen we have just discussed but is as the name indicates for the printout of your tree.



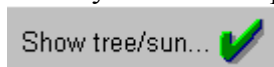
6. The last label is **Bookform**. This allows you to vary the margins on the Book format printout. As well as choose whether you want an index to be printed as well. You can also start the first page numbering at a page of your selection. This would be done if the printout was to be included as part of another publication.



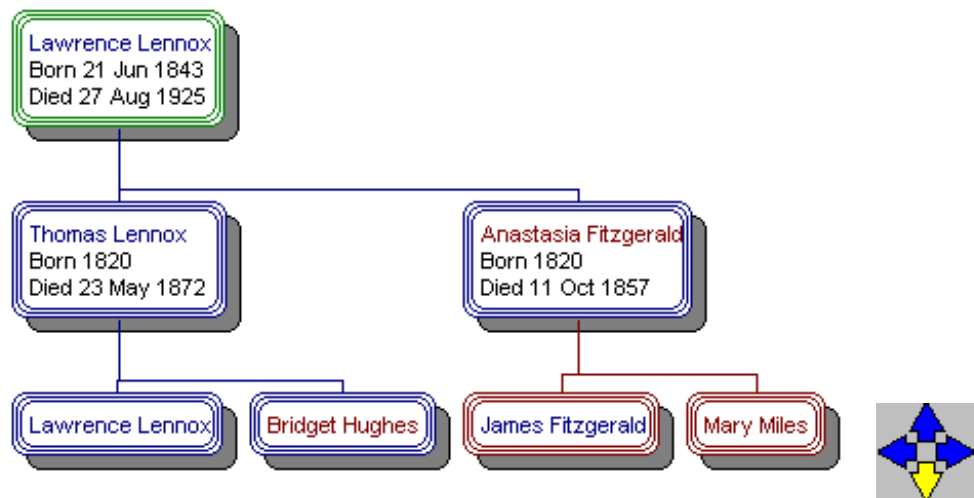
7. This concludes all the options you may choose for your Tree Printing. You must also of course highlight the persons whose family tree you wish to print.

ID #	*	†	Ref.	First name	Last name
				Thomas	Lennox
82	1872	1906		Sophia Jane	Lennox
387	1913	-		Sylvia	Lennox
1329	1853	-		Teresa	Lennox
1325	1843	-		Thomas	Lennox
13	1856	1925		Thomas	Lennox
3	1820	1872		Thomas	Lennox
152	1868	-		Thomas James	Lennox
191	1892	1984		Thomas John	Lennox

8. When you have completed all these steps click on the **Show tree/sun Button**.



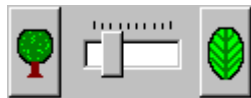
9. Below is an example of what your tree might look like. The directional arrows indicate the direction of this particular tree.



10. At this stage experiment with a few variations so you can see the different Trees which can be achieved.
11. Below are the buttons you will see at the top of the screen when you go into screen view. They are fairly self explanatory and are the same buttons which were described at the end of **Lesson 1**.



The Buttons shown below are for adjusting the Tree on your screen.



The left hand tree button shrinks the information to a single screen. The centre slide button allows you to adjust the size of the tree and the right hand tree returns the screen to normal.

12. Below are the buttons you will see at the top of the screen when you go into **Printer (planche)** or **Printer (Bookform)**. The Print setup and Font are described in detail in the next two points.

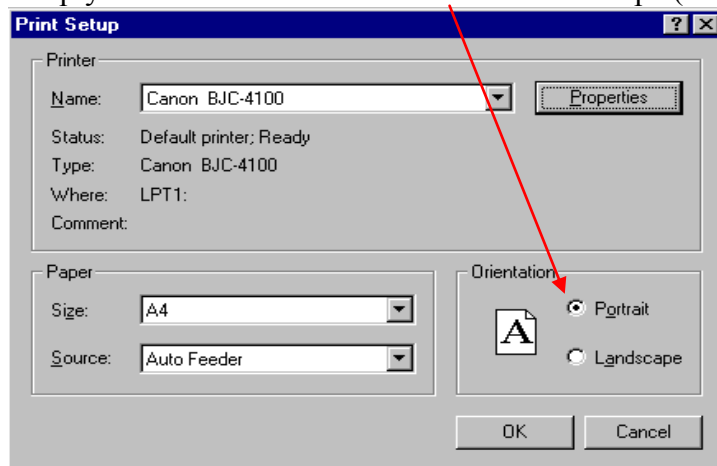




13. **Print setup.** This is the standard screen you have seen when you change your printer setup in any of your other programs. Its importance here is it allows you to change your Tree printouts from Portrait to Landscape which can often be an advantage and help fit your information to the page better.



Simply click on the circle for Portrait or Landscape (sideways).

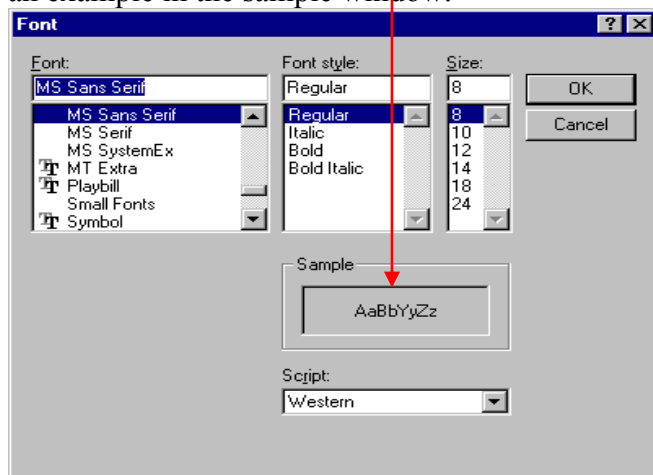


Click on **OK** when you are happy with the chosen Orientation or **Cancel** if you wish to make no changes.

14. **Font Setup.** If you wish to vary the size or style of the font used click on the **Font Setup Button**.



If you are familiar with Word Processing you will be familiar with this window. If not simply try clicking on the various Fonts, vary the style and size and you will see an example in the sample window.

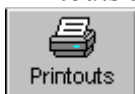


Click on **OK** when you are happy with the chosen style or **Cancel** if you wish to make no changes.

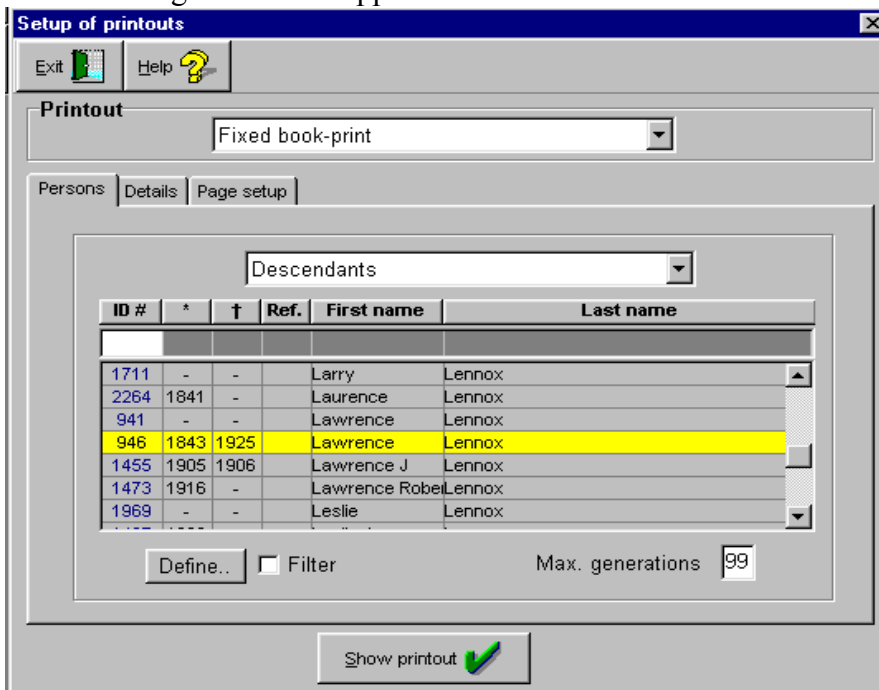
## **LESSON 9**

### **PRINTOUTS**

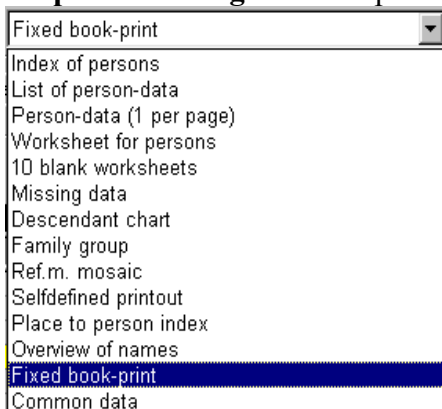
1. Printouts are accessed by clicking on the **Printouts Button** on the tool bar.



2. The following screen will appear.



3. From the **Printouts** section of the screen click on the drop down window arrow. A **drop down listing** of all the printouts available will appear.



4. **Highlight** the particular list you wish to print.  
*Note: Self Defined Printouts will be Dealt with in Lesson 16 Designing your own printouts.*

5. **Highlight** the individual around whom the information is to be based. For some printouts this is not relevant as in Place to person index or blank worksheets.

ID #	*	†	Ref.	First name	Last name
1711	-	-		Larry	Lennox
2264	1841	-		Laurence	Lennox
941	-	-		Lawrence	Lennox
946	1843	1925		Lawrence	Lennox
1455	1905	1906		Lawrence J	Lennox
1473	1916	-		Lawrence Robert	Lennox
1969	-	-		Leslie	Lennox

6. **Details.** Click on the Details Label to select the information to be included. Like the Family Tree the various **printouts** offer you a range of choice of information to be included. Not all choices are relevant for all printouts. Simply tick the fields you wish to include in your printout by clicking in appropriate tick box.

**Setup of printouts**

Exit Help

**Printout** Descendant chart

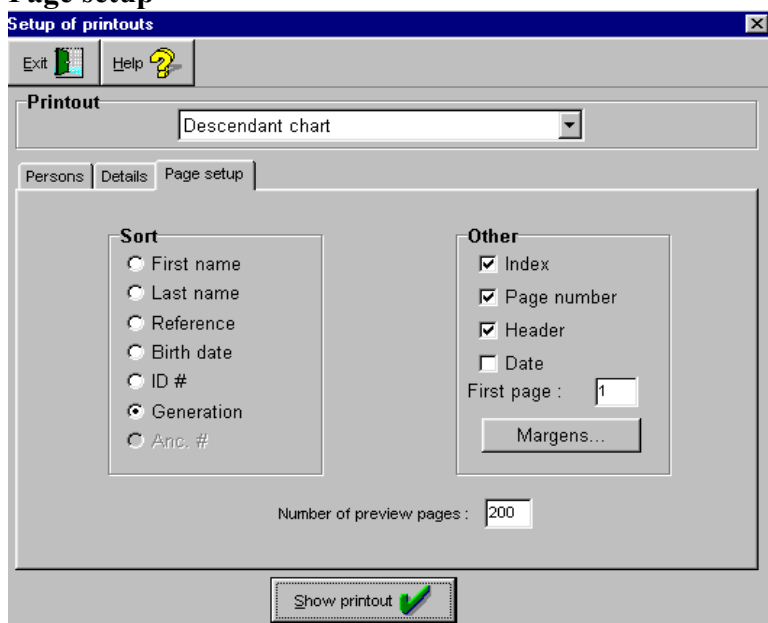
Persons **Details** Page setup

<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Reference	<input checked="" type="checkbox"/> Spouse
<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Cause :	<input checked="" type="checkbox"/> Start
<input checked="" type="checkbox"/> Birth	<input checked="" type="checkbox"/> Free 2 :	<input checked="" type="checkbox"/> End
<input checked="" type="checkbox"/> Chr.	<input checked="" type="checkbox"/> Free 3 :	<input checked="" type="checkbox"/> Free 6 :
<input checked="" type="checkbox"/> Death	<input checked="" type="checkbox"/> Public note	<input checked="" type="checkbox"/> Public note
<input checked="" type="checkbox"/> Burial	<input type="checkbox"/> Private note	<input type="checkbox"/> Private note
<input checked="" type="checkbox"/> Free 4 :	<input checked="" type="checkbox"/> Addresses	<input checked="" type="checkbox"/> Source
<input checked="" type="checkbox"/> Free 5 :	<input checked="" type="checkbox"/> Common notes	<input checked="" type="checkbox"/> Child
<input checked="" type="checkbox"/> Source	<input type="checkbox"/> Anc. # <input type="text" value="1"/>	<input checked="" type="checkbox"/> Parents
<input checked="" type="checkbox"/> Birthname	<input type="checkbox"/> Id #	<input checked="" type="checkbox"/> Common notes
<input checked="" type="checkbox"/> Occupation	<input type="checkbox"/> Pictures : <input type="text" value="+P"/>	<input type="checkbox"/> Pictures : <input type="text" value="P"/>

Picturesize (mm) :

Show printout

## 7. Page setup



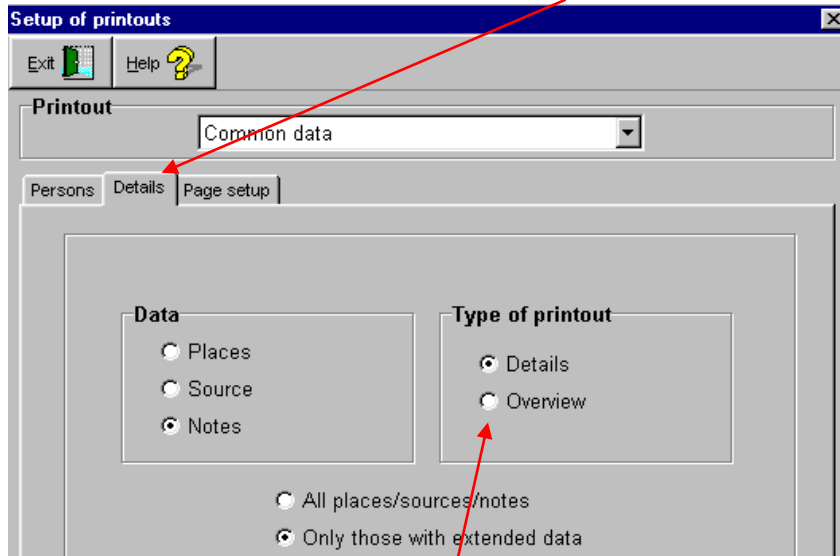
You do not always need to change the setups here. Obviously a descendants report would not be sorted by Name but by Generation. Tick the other Tick boxes if you wish to produce an index, to have a Header and Page number at the top of each page. The header for this particular printout is Descendant sheet for descendants of “Name”. Once again you can start your page numbering at a particular page to suit the document in which you are going to include it. Margins can also be adjusted to suit.

8. Click on the **Show Printouts** Button when you have completed all your choices.
9. The same row of buttons you have seen in **Lesson 1 Printing from Person Data** appear at the top of the screen above your information.



10. If you are happy with the printout shown click on the **Print button** or change the **Print setup** or **font** to one you would prefer. **Refer to Lesson 8 Trees Points 13 and 14** for a full description on Print setup and Font setup.
11. Some of the Printouts you will be able to Save to File as well as print. The instructions for **Write to File** were given on **Page 12. Lesson 1**. Refer back to this Lesson if you are unsure of this procedure.

12. **Printouts of Common Data.** Common Data can be selected from the **Printouts drop Down List**, you can select from 3 different lists which printout as Appendix Listings so they can be appended to the various other reports. After selecting Common Data from the List click on the **Details label** to choose the reports required.

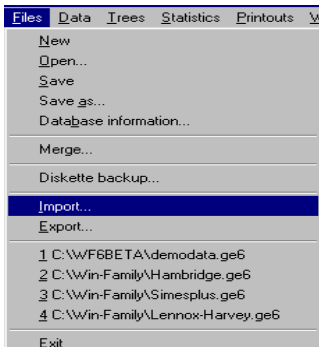


Select the **Data** you require from Places, Source or Notes (These are the Common Notes). Select the **type of printout** from Details or overview and select how much detail you wish to appear in the printout. The reports will be titled Appendix A, or B or C.

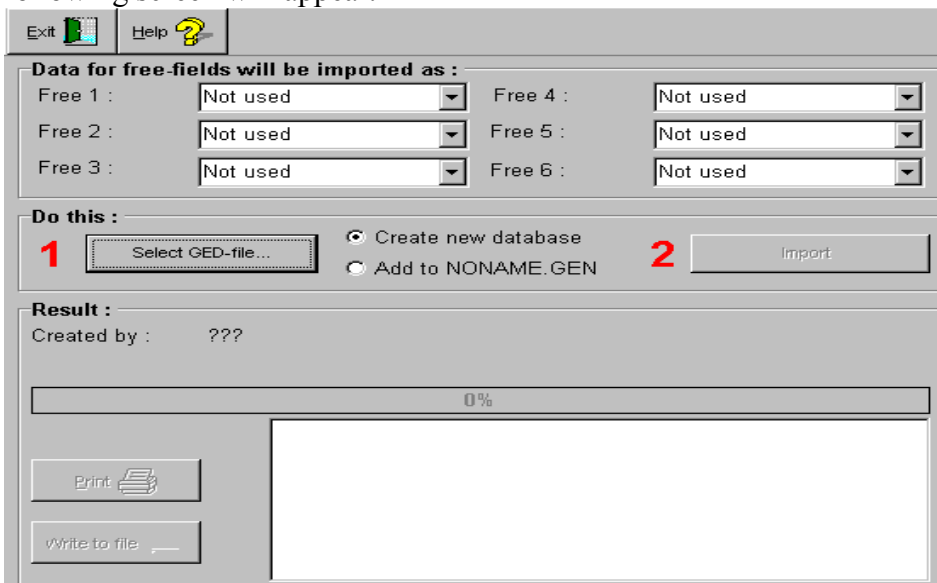
## **LESSON 10**

### **IMPORTING**

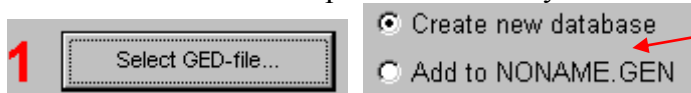
1. From the **Menu Bar** select **File** and arrow down to **Import** and click.



Or click on the **Import Button** if you have added it to the tool bar and the following screen will appear.



2. Step 1 is to Select the Ged-file you wish to import and then to choose the database into which the file is to be imported. Before you click on Select GED-file click on which

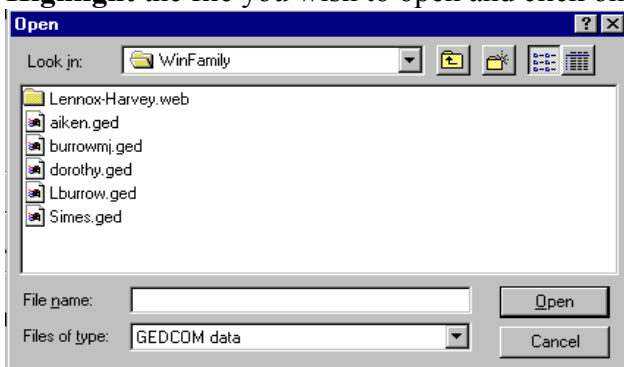


ever choice is required ie whether you want to import the information into a new database or add it to the database you currently have open . If a database was already opened its name would appear where it says NONAME.GEN. **Unless you are very sure of the information in the gedfile it is best to import it into a new database.**

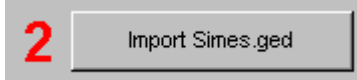
You can do a Database Merge at a later date when you have had a chance to check the information in the file.

When you click on the **Select GED-file button** the window below appears. It is a list of the Ged files you already have.

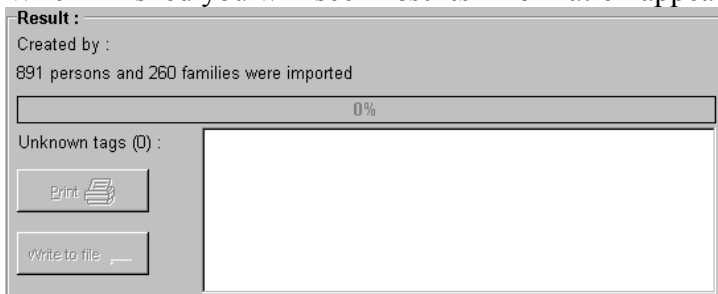
3. **Highlight** the file you wish to open and click on the **Open Button**.



4. You are now ready for **Step 2**. Click on the **Import “Name”.ged button**.



5. After you have clicked on Import a number of messages will appear on the screen. “Analysing ged file”, “Importing” and “Building List of Persons”. These messages are merely to let you know what the computer is doing. The long rectangle with 0% on it will turn red as the import progresses.
6. When finished you will see **Results** Information appear.



The example above tells you that 891 persons have been imported and 260 families. There are no unknown tags noted.

**Note:** If some of the information in the imported file was not compatible with yours a list of the problems would appear and you would be able to choose to either printout the list by clicking on the *Print Button* or save the information in a file by clicking on the *Write to File Button*.

7. Your Importing is now complete so click on the **Exit button** within the importing window.



8. You are now in your new file. At the bottom of the screen you will see the red message **Data has changed** so click on the **Save Button** to save your new file.



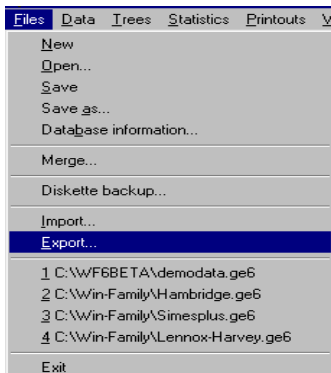
***Note:** If you have imported the gedfile into an existing file you will now need to check you do not have duplicate entries by doing a **Compare** see **Lesson 12** .*



## ***LESSON 11***

### ***EXPORTING***

1. From the **Menu Bar** select **File** and arrow down to **Export** and click.



or click on the **Export Button**.



2. The following **Export Screen** will appear

 A screenshot of the 'Export of data to GEDCOM format' dialog box. The dialog has a title bar with 'Exit' and 'Help' buttons. It contains several sections:
 

- Data in free-fields will be exported as :** This section has six dropdown menus for 'Cause', 'Free 2', 'Free 3', 'Free 4', 'Free 5', and 'Free 6'. 'Cause' is set to 'CAUS Cause of death', and the others are set to 'Not used'.
- Who should be exported ?** This section has five radio buttons:
  - ☒ All persons
  - ☐ Anc. of a person
  - ☐ Anc. + descendants of these
  - ☐ Descendants (incl. spouses)
  - ☐ Descendants + spouses parents
  - ☐ Family (person + spouses and children)
- A table showing a list of people:
 

ID #	*	†	Ref.	First name	Last name
2269	1853	-		Teresa	Lennox
2265	1843	-		Thomas	Lennox
943	1820	1872		Thomas	Lennox
953	1856	1925		Thomas	Lennox
1092	1868	-		Thomas James	Lennox
1131	1892	1984		Thomas John	Lennox
- Options** section with four radio buttons:
  - ☐ Use UNICODE characters
  - ☒ Use ASCII/ANSI characters
  - ☐ Export text formatted (RTF)
  - ☒ Export text unformatted
- Buttons: 'Select destination...' and 'Start export'.

You have a number of choices you can make on this screen.

3. Firstly if you have used any of the free fields check from the drop-down menu whether there is a comparable field to export it as.

Not used ▼

Not used

CAUS Cause of death

NATI Nationality

RELI Religion

SSN Social security number

PHON Phone #

TITL Title

EDUC Education

4. Secondly from the list entitled **Who should be exported?** Choose just which entries you wish to export.

**Who should be exported ?**

☒ All persons

☐ Anc. of a person

☐ Anc. + descendants of these

☐ Descendants (incl. spouses)

☐ Descendants + spouses parents

☐ Family (person + spouses and children)

5. If you have chosen Ancestors, Descendants or Family you must choose the person from the list of names by highlighting the required person.

ID #	*	†	Ref.	First name	Last name
742	1841	-		Sussanah	Harvey
710	-	-		Uriah	Harvey
61	1864	1902		Uriah	Harvey
55	1772	-		Uriah	Harvey
1	1803	1875		Uriah	Harvey
738	1808	-		Uriah	Harvey

6. **Options.** Here you are offered a choice of formats to export your data in.

**Options**

☐ Use UNICODE characters

☒ Use ASCII/ANSI characters

☐ Export text formatted (RTF)

☒ Export text unformatted

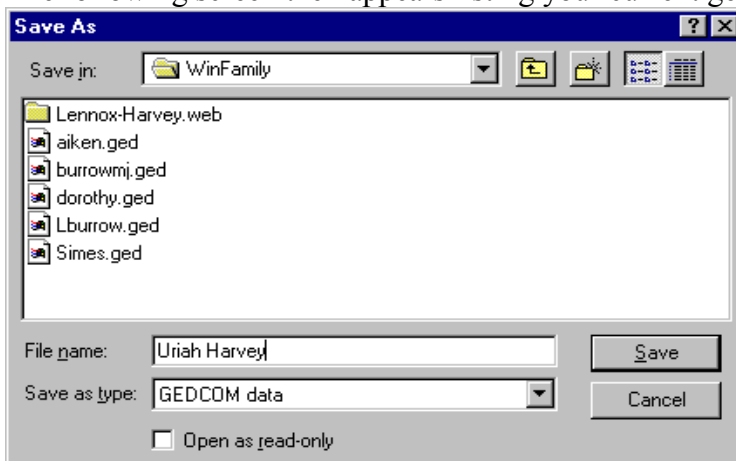
Your choice may depend on the format required by the person to whom you are exporting the data. If you can, check what format would best suit their needs.

7. The next step is to Choose the destination of the information you are exporting by clicking on the **Select destination Button.**

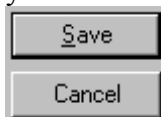
**Export to :**

Select destination...

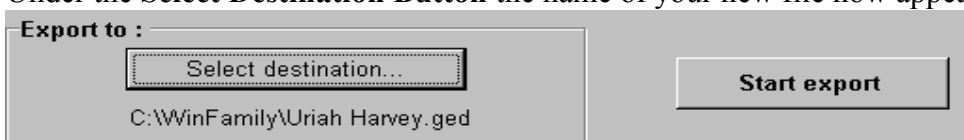
8. The following screen then appears listing your current ged files.



If you wish to overwrite an existing file then select the file from your list, if you wish to give the file a new name click on the **File name** rectangle and type the new name as shown by Uriah Harvey in the example. Then click on the **Save Button** or cancel if you have changed your mind.

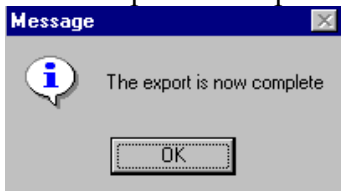


9. Under the **Select Destination Button** the name of your new file now appears.



Click on the **Start export Button** which is now active to start the export process.

10. When export is complete the following message box appears.



Click on the **OK Button**. Then click on the **Exit Button** in the Export screen as you have now finished creating your gedcom file.



**Note:** The gedcom file you have just created will not appear on the screen. When you go to your File Manager (Windows Explorer) you will see it in the list of files in Win-Family with a .ged ending. You can then attached this file to an email or save it onto a usb, to pass your information onto other family members. If the file is large it is best to Zip the file for quicker transfer. You will probably have a Win Zip or PK Zip file on your computer to use for this.

## **LESSON 12**

### **COMPARING**

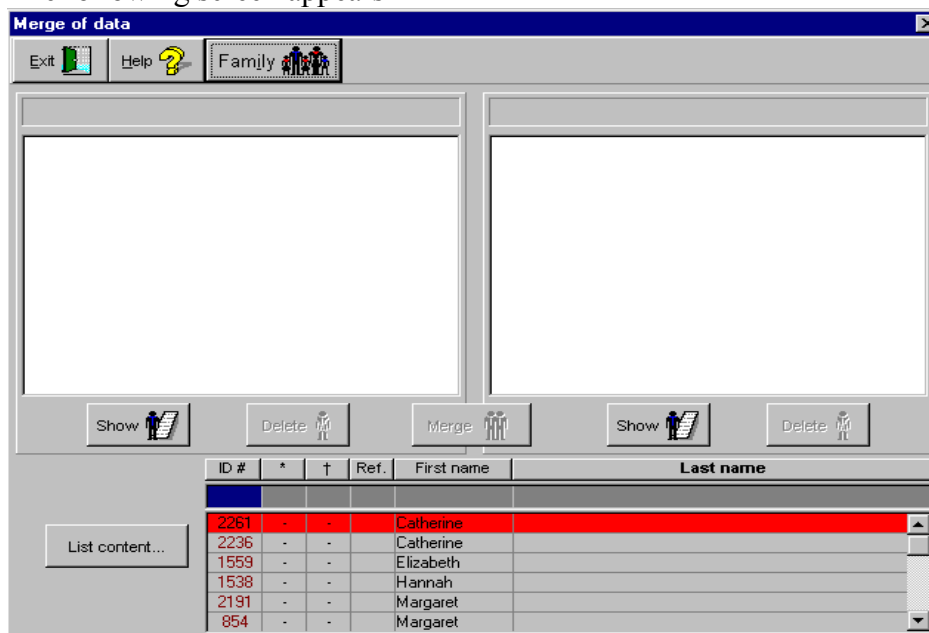
1. There are a number of occasions when you may wish to compare the records you have in your file. It could be if you think you have entered a persons twice, or after merging two databases or importing a gedcom file.
2. From the **Menu Bar** select **File** and arrow down to **Compare**.



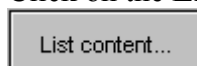
or click on the **Compare Button** from the toolbar.



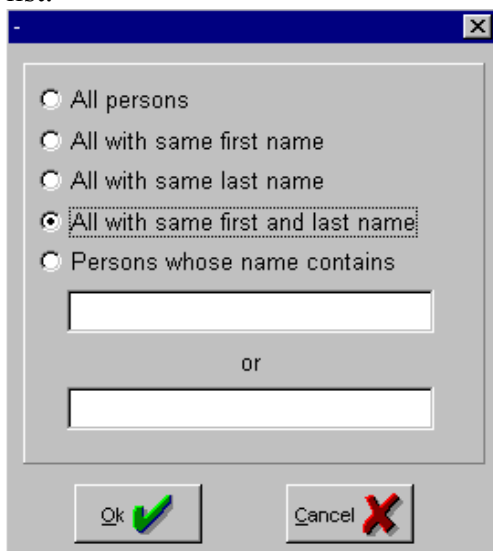
3. The following screen appears



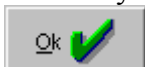
4. Click on the **List Content Button** to bring up the choice of lists.



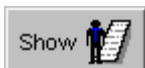
5. The window shown below will then appear. The default list is All persons but in the example below **All with same first and last name** has been selected to shorten the list.



Choose from one of the options or type in the names you wish to search for by clicking at the beginning of either rectangle. Click **OK Button** when you have finished your selection.



6. A listing showing only those names that appear twice will now appear. A message will appear on the screen "The list is being searched and sorted". If your database is large this process may take a few minutes.
7. Highlight the name you wish to check and click the **Show Button** under one of the windows.



That particular entry's details now appear.

8. Now highlight the second name and click on the **Show Button** under the other window.



You can now compare your two entries.

9. In the example that follows they are obviously different people so you would not do anything with these entries but would move down to the next entry you wished to check.

**Merge of data**

Exit Help Family

**Uriah Harvey (61)**

Sex : Male  
Age : 38  
Born : 1864 Patricks Plain, NSW  
Dead : 1902 Merriwa, NSW  
Source : Ref no 1902/5904  
Father : Josiah Harvey (3)  
Mother : Tamar Evers (57)  
Spouse : Rachael K A Hazel (67)  
Children : 1889 George W Harvey (68)  
Children : 1891 Cecil L Harvey (69)  
Children : 1893 John H Harvey (70)  
Children : 1895 Charles J Harvey (71)

Show Delete Merge Show Delete

**Uriah Harvey (55)**

Sex : Male  
Age : ?  
Born : 1772 Chesterton, CAM  
Source : IGI and 1851 Census Wicken - states  
Father : Uriah Harvey (710)  
Mother : Amy Flack (711)  
Spouse : 01 Apr 1795 Susan Catherine Cole  
Children : 1798 Sophia Harvey (433)  
Children : 1801 John Harvey (737)  
Children : 1803 Uriah Harvey (1)  
Children : 1806 George Harvey (404)  
Children : 1808 Ury Harvey (738)

Show Delete

ID #	*	↑	Ref.	First name	Last name
433	1798	-		Sophia	Harvey
61	1864	1902		Uriah	Harvey
55	1772	-		Uriah	Harvey
1	1803	1875		Uriah	Harvey
710	-	-		Uriah	Harvey
81	1875	1934		William	Harvey

List content...

***Note:** You will obviously get a lot of family members with the same name.*

9. When however you do find a person has been entered twice, you will need to check the family links of each person by clicking on the Family Button. This is in case some wrong links have been made.



10. When you are sure you have the same entry twice you can then choose to Merge the entries. This ensures you do not loose any of your details. Click on the **Merge Button**



The following message window will appear.

**Merge of data**

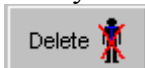
Data will be merged between the persons. Do you want to continue ?

Yes No

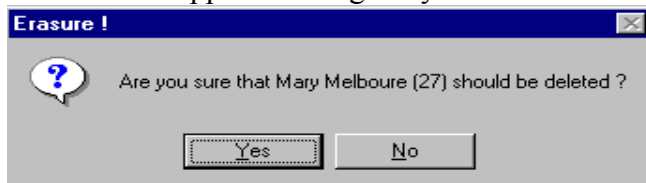
Click the **Yes Button** if you wish to continue.

***Note:** Only those fields which contain no information will be merged, so for example if you have Notes in one entry and not the other the notes will now appear in both entries.*

11. You now need to **delete** one of the entries. Delete the entry that does not have the family connections. Click on the **Delete Button** under the entry you wish to delete.



12. A window appears asking are you sure click on the **Yes Button** if this correct.



13. Click on the **Exit Button** in the Merge Window when you have completed checking the entries.



## **LESSON 13**

### **STATISTICS**

1. You may not have a special Statistics Button set up in which case choose **Statistics** from the menu bar at the top of the screen.

Files Data Trees Statistics Printouts Pictures Maintenance Calendar Help

2. The following Setup Screen then appears. The screen is divided into a number of different parts, each representing a different selection you can make for your statistics.

**Setup of statistics**

Exit Help

**Statistics**

☐ Children per marriage  
☐ Duration of marriage  
☐ Age at death  
☐ Age at first marriage  
☐ Age at first child  
☐ Age at last child  
☐ Distributed by year of birth  
☐ Month of birth  
☐ Month of death  
☒ Timelines

**Destination**

☐ screen  
☒ printer

**Numbers**

☐ percent  
☒ amount

**Include**

☒ All persons  
☐ Anc. of  
☐ Descendants of  
☐ Filter Define...

ID #	*	†	Ref.	First name	Last name
					lennox
165	1889	1978		Alice Mary Amy	Lennox
185	1894	1894		Ambrose H	Lennox
559	1874	-		Anastasia	Lennox
136	1872	-		Anastasia	Lennox
11	1853	1928		Anastasia	Lennox
20	1870	1955		Anastasia M	Lennox
517	1911	1911		Anastasia S	Lennox
382	1905	1992		Angela F	Lennox

Ok

Your first selection is from the area labelled **Statistics**, click on the particular statistics you would like to display.

3. Your next choice is labelled **Destination**. That is you choose to either view the information on the screen or send it to the printer.

**Destination**

☐ screen  
☒ printer

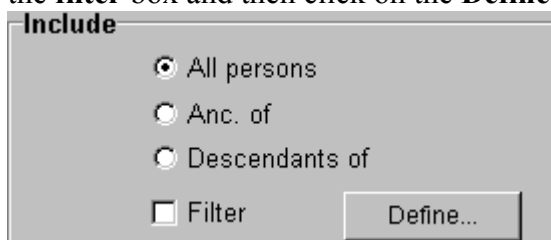
4. Next to Destination is a choice labelled **Numbers**. This will either give you the information in percentage terms or in absolute amounts.

**Numbers**

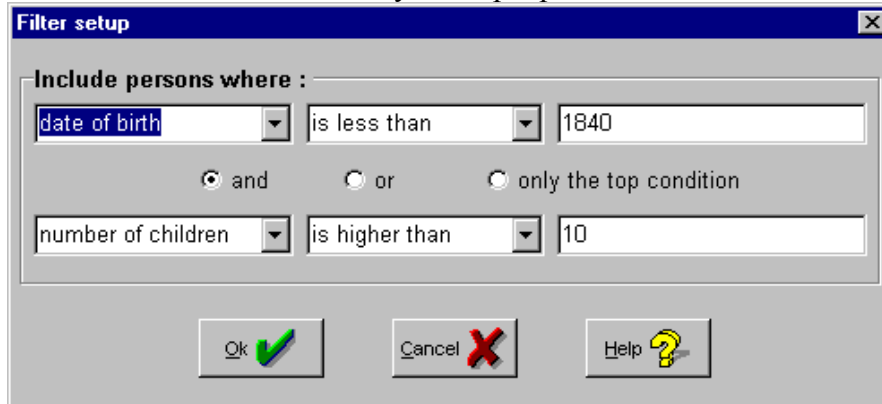
☐ percent  
☒ amount



5. Your next choice is just who you wish to **Include** in the statistics. Here you have 4 choices the first three are obvious, the fourth choice however is to filter the information, that is to set certain parameters for the Statistics. To apply the filter click the **filter** box and then click on the **Define Button**.



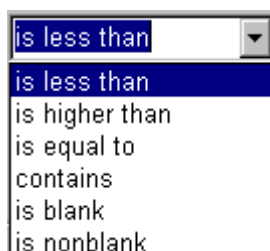
6. The next window may be a little confusing if you are not familiar with defining parameters.  
In the example the field Date of Birth has been selected, this is further defined by the next selection which is Less than and finally the year 1840, so we have so far asked for the statistics to include only those people with a date of birth before 1840.



7. Fields other than Date of Birth can be selected by clicking on the **List button** and selecting the required field.



8. Similarly **is less than** can be replaced by different terms from the **List selection box** as in the second selections made.

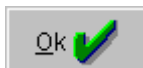


9. You will notice that there are two series of selection boxes with the following three choices displayed between them.

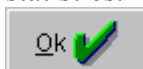


If you choose **and**, only those entries which contain both the sets of parameters listed will be used for the statistics, if you choose **or**, those entries with contain either set of parameters will be chosen. The final choice is if you wish to only apply one set of parameters in which case you click on **only the top condition**.

10. Click on the **OK Button** when you have finished selecting all the filters.



11. Click on the **OK Button** in the setup of Statistics window to see or print your statistics.



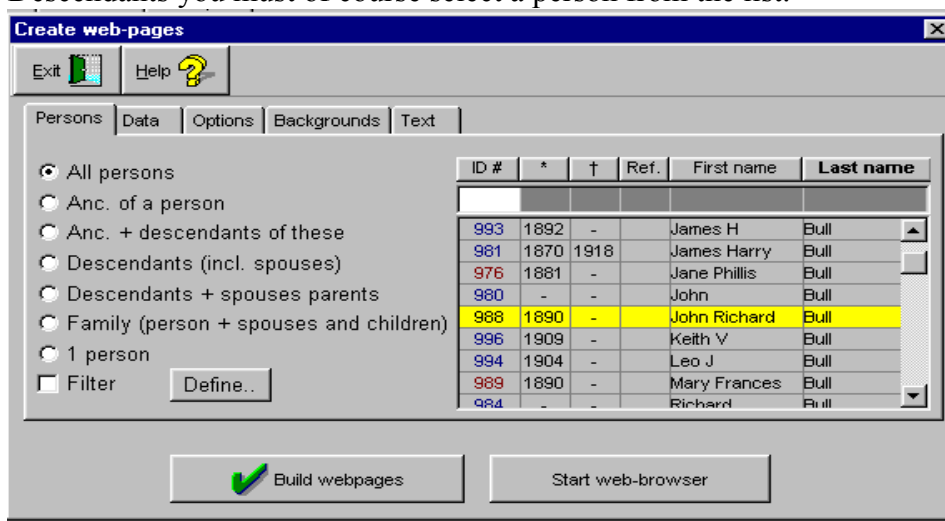
## **LESSON 14**

### **CREATING INFORMATION FOR YOUR WEB PAGE**

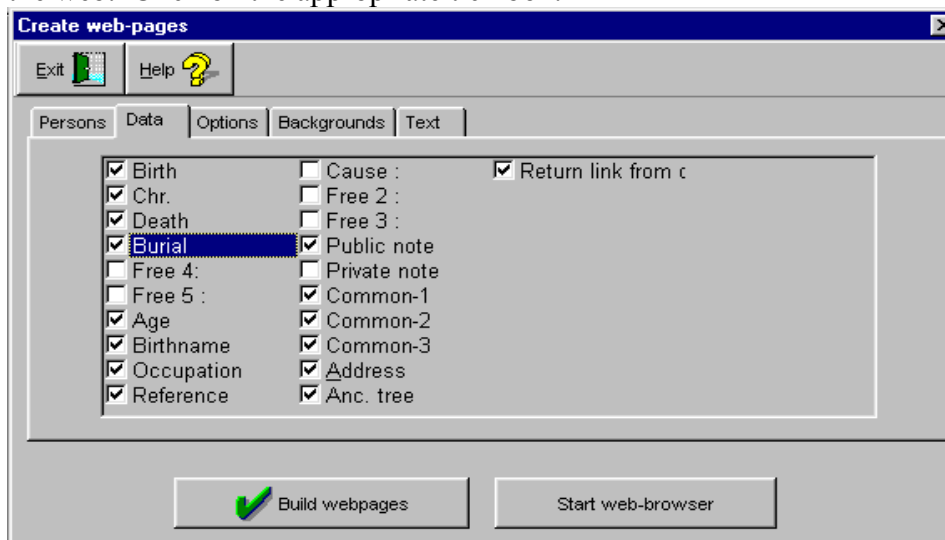
1. Firstly open the database from which you wish to create the web page.
2. Creating the html files for a web page is a very simple operation. Click on **Web-pages** in the main menu bar.

Printouts Web-pages Pictures

3. The following screen appears. From this screen you select the people you wish to include on your web page. You may wish to put your whole database on the Web in which case you would select All persons as shown below. If you choose Ancestors or Descendants you must of course select a person from the list.

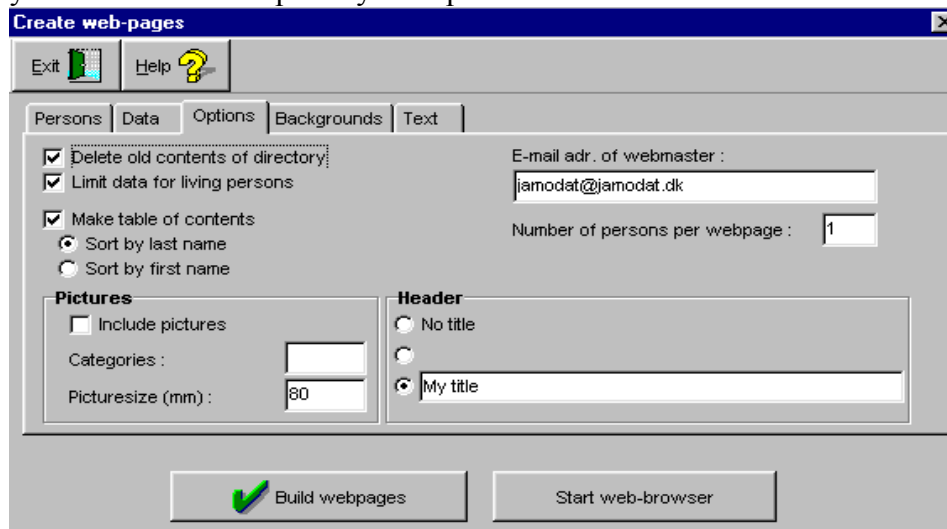


4. The next label is **Data**. Here you can limit the amount of detail you wish to have on the web. Click on the appropriate tick box.

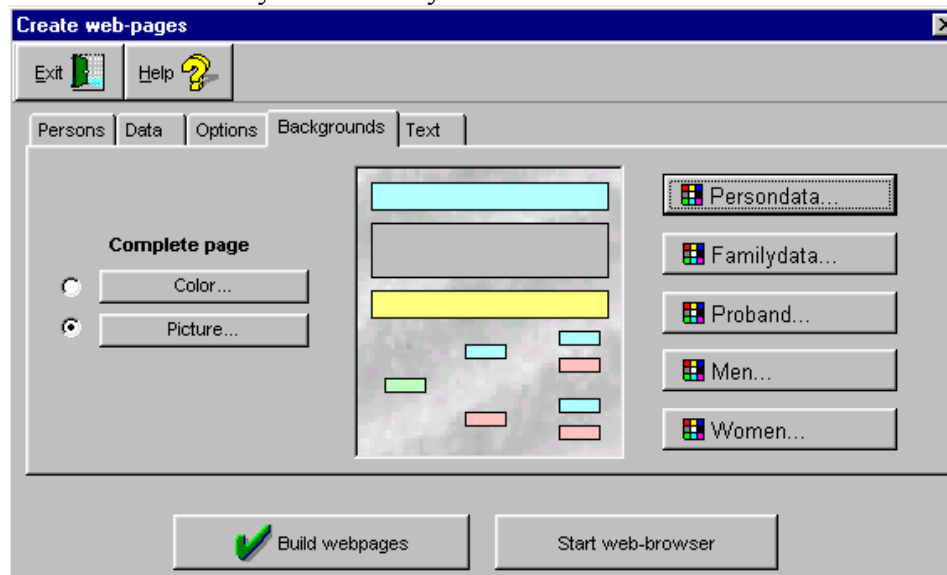


5. The next label is **Options**. Once again click on the appropriate tick boxes. Here you can also opt to include pictures on your web-pages, remembering of course that photos take up a fair number of bytes. In email address of the webmaster type your own email address. Give your page a title of your own choosing if you wish or leave it with no title.

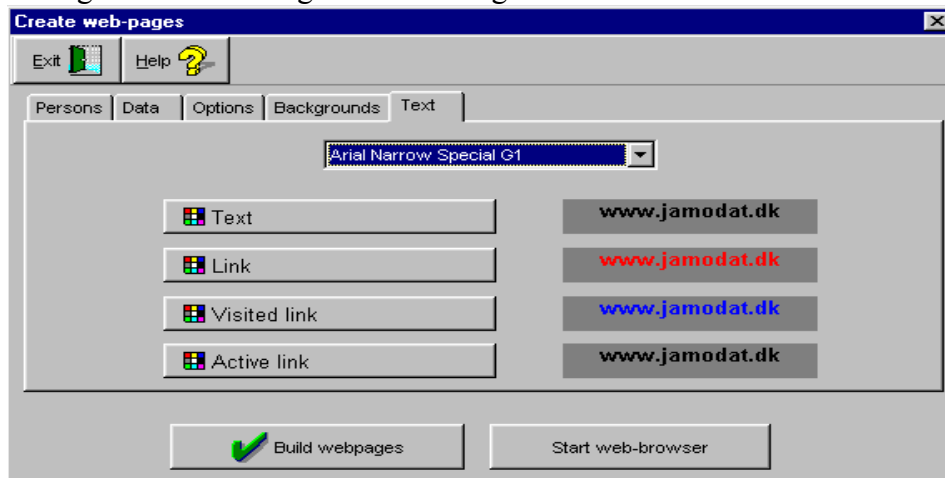
Note particularly the tick box **Limit data for living persons**. For reasons of privacy people included in your database who are still living may not want their personal details published. If you have ticked the alive box when entering their data originally you can ensure their privacy is respected.



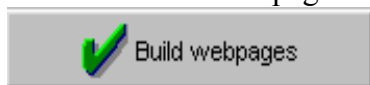
6. The next label is **Backgrounds**. Here you can select a different wallpaper background or change the colour of the text boxes for the different individuals. Run a web pages with the default colours first to see if the you like them then play around with different combinations until you find one you like best.



7. The last label is **Text**. You can vary the font used and the colours for your text and the links created on the page. Once again it is best to run the program with the default settings before deciding to make changes.



8. Click on Build Webpages when you are ready to create your web page.



The message “Finished” will appear when the process is complete.

9. Click on **Start web-browser** to view the pages you have just created. This will open your web browser and allow you to view your handiwork.

10. Click on the **Exit Button** when you have finished.



11. If you wish to see the files behind your web-pages go to your file manager or windows explorer. In Directory of Win-Family you will find a folder labelled with the ‘Name of you file’.web. It is this folder of files you will download to your webpage.

***Note:** You will of course need a site on which to place your web page. Your service provider usually offers one free web page with your subscription or there are a number of sites from which you can obtain a free web page in return for a small amount of the page being dedicated to advertising. There is usually on-line help to build your front page and add fancy bits and links if you require them.*

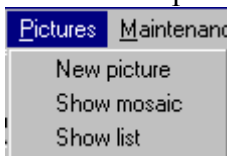
## LESSON 15

### PHOTOGRAPHS

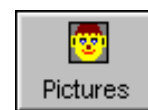
- Before going into details about entering photos it is best to get an understanding of how to organise the photos. Click on **Pictures** from the **Main menu bar**.



From the drop down list select **Show Mosaic**



Or click directly on the **Pictures Button**



- The following **Overview** screen will appear. As it is the first time you have used this area the list that appears will be that of Demodata. All the other Tabs will be labelled 1 through to 20. To help organise your photos you can now **re-label** the numbered **tabs** to suit your databases. In the example in Point 7 different families have been grouped together, the choice of arrangement is entirely up to you. Do not worry if you change your mind later you can simply drop and drag the photos to a new tag. To do this simply click on the photo to be moved hold down the left mouse button and drop it over the appropriate label.

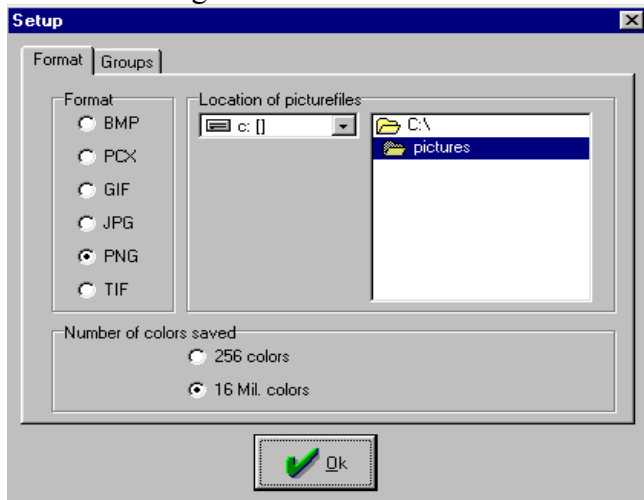


**Note:** You could also have clicked on **Show List** and follow the same procedures. **Overview** gives you thumbnails, **Show List** gives the details you have typed in about the photos.

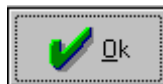
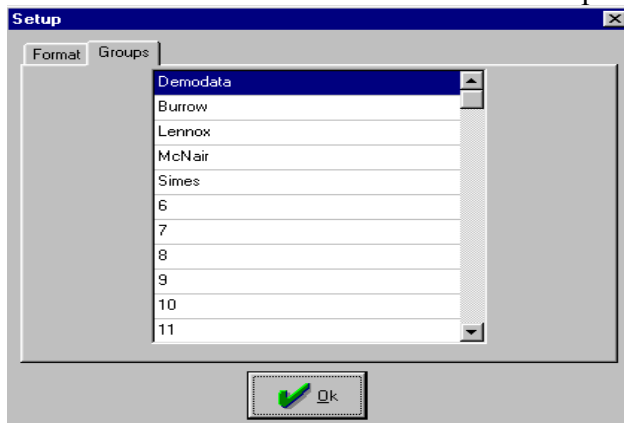
3. To add you own titles to the Tabs click on the **Setup Button**



4. The following **Setup screen** will appear. This screen allows you the choice of picture file types and enables you to set the location file for the pictures, in this case the default location is shown c:\pictures\. You will probably not want to change anything here at this stage so click on the tab labelled Groups.

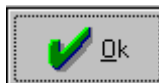


5. This is the screen where you can change the **Tab labels**. Simply type your tab names instead of the numbers as shown in the example.



6. Click the **OK Button** when finished.

7. Click the **OK Button** on the Format Screen



You now have the tab labels you need and you can of course come back at any time and vary the title or label more tabs. The following example shows the completed changed labels.



8. The next step is to actually enter your photos.

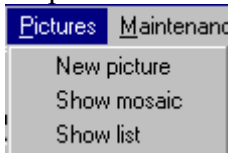
There are two ways you can start entering your photographs into your database.

**Method 1.** Firstly in the **Menu Bar** click on **Pictures**.



The following

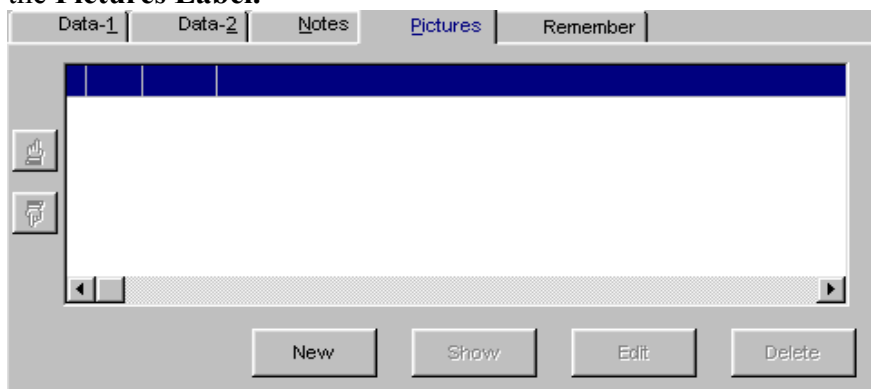
drop down selection appears.



Highlight and click on **New Picture**.

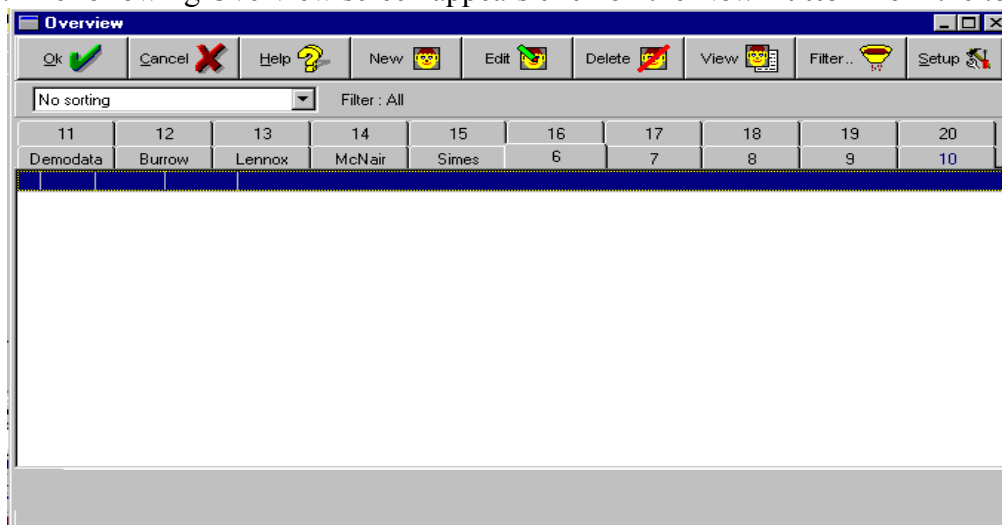


9. **Method 2.** Go to the record of the individual whose photo you wish to add and select the **Pictures Label**.

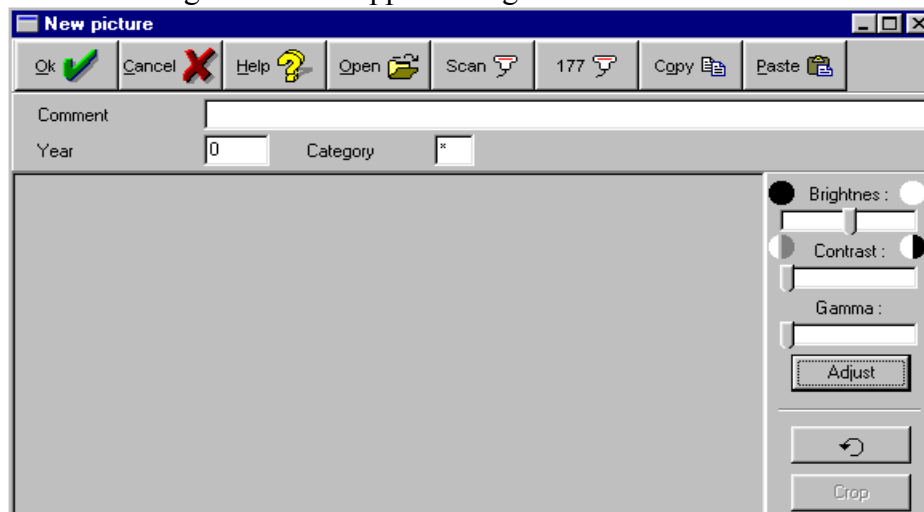


Then click on the **New Button**.

10. The following Overview screen appears click on the **New Button** from the tool bar.



11. The following screen will appear using either method.

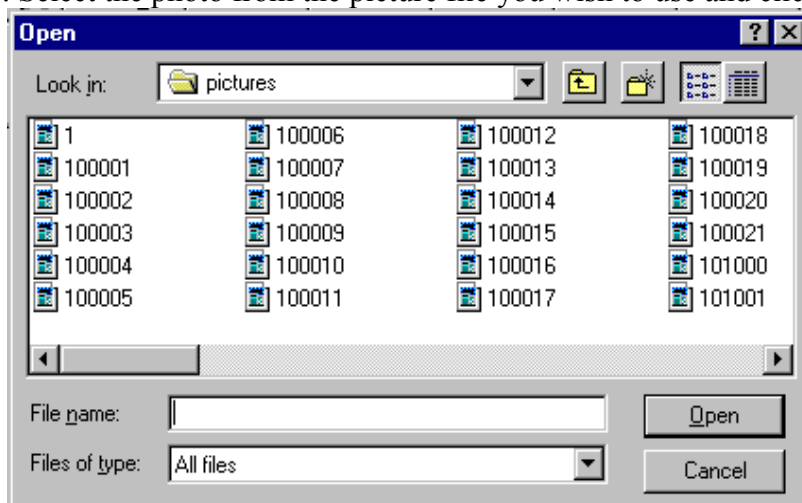


12. If you have a wedding photo to enter then you can click on the **Picture Tab** on the Marriage Data Entry Screen. Entering the wedding photo from here means the photo will print out in a family details report as against entering under the individual from the Person Data Screen which will cause the photo to be printed in an individual report.

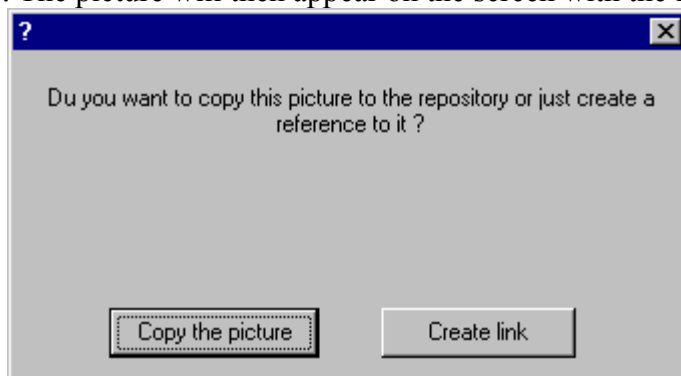
13. The Tool bar on this screen offer a number of choices. If you have already scanned the photo into the computer or have a copy on the disk drive already then select **Open** to allow you to open the appropriate file or select the scan button and scan the photo into your picture file.



14. Select the photo from the picture file you wish to use and click on the **Open Button**.

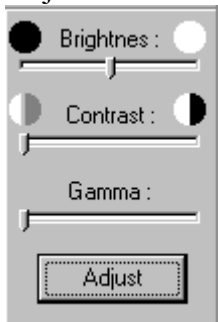


15. The picture will then appear on the screen with the following message box



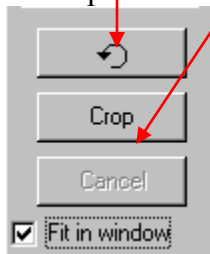
Click on 

16. On this screen you also have a number of other selections you can make. Firstly the Brightness etc of the photo can be adjusted by moving the scales and clicking on the Adjust Button when finished. The Gamma adjustment is to do with the pixels.



17. Click on the **Fit in Window** tick box to adjust your picture to the screen. If you wish to crop, that is just keep part of the photo click on the photo and the crop button will be activated. The arrow now turns into a small cross, locate the cross at one corner of the area you wish to crop and move it to the diagonally opposite corner of the area to be cropped. You will now have formed a square or rectangle. Click on the **Crop button**.

The top button illustrated below is for turning the picture around.



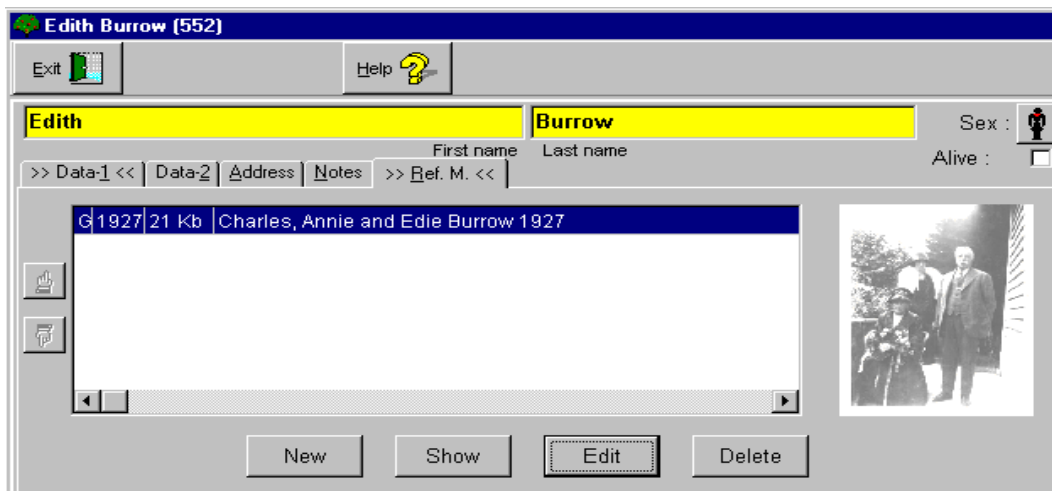
18. The next stage is to enter the information about your photo as shown in the example below.

Comment	Claude Sawkins Simes approx 1940		
Year	1940	Category	P

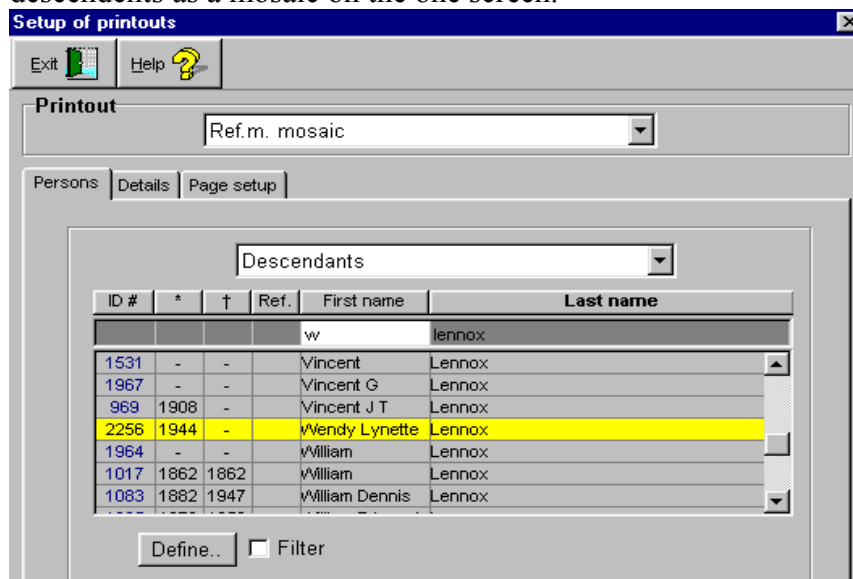
The Comment will be the title that will appear under the picture when printed. The year field allows the photos to be sorted by Year if required. The category is either **P** for Portrait or **G** for Group. A **P** photo will be printed on the individuals report where only one photo is used.

19. When you are satisfied with the photo click the **OK Button** on the Tool Bar. You have now completed the process of entering the photo.

20. If you entered the photo from the Person Data Picture tab now when you click on Picture you will see your photo listed and a copy of the photo as shown in the example below.



21. If you have not already connected the photo to the person you will need to select click on New and select the appropriate photo from the **Overview List** that appears.
22. **Ref.M Mosaic Printouts** These Printouts are accessed from the Printout list dealt with in **Lesson 9**. When you select **Ref.m mosaic** from the list the following screen appears. The screen below would bring up all pictures and Wendy Lennox and her descendants as a mosaic on the one screen.



23. Click on the **Detail Label**.

A screenshot of a software window with three tabs: 'Persons', 'Details', and 'Page setup'. The 'Page setup' tab is active. Inside the window, there is a text input field labeled 'Picturesize (mm) :' with the value '0'. Below this field are two checked checkboxes: 'Person-pictures' and 'Familie-pictures'.

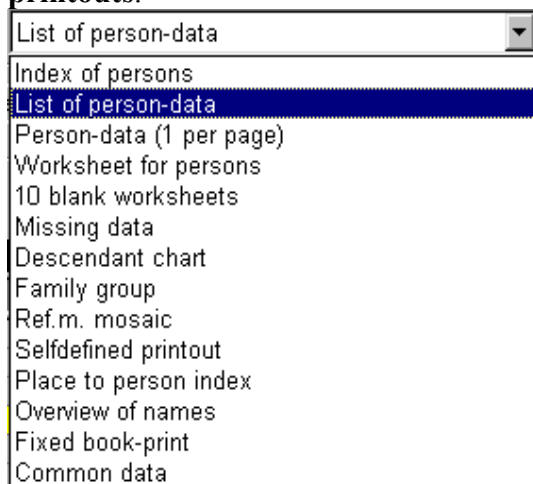
In the example above a picture size is 0 has been selected, you could change this to 75 mm or whatever suits. Both Person Pictures and Family pictures have been ticked.

24. **The Page Setup** Label is the same screen as already discussed in Printouts. Select **Show Printout** when you have finished.

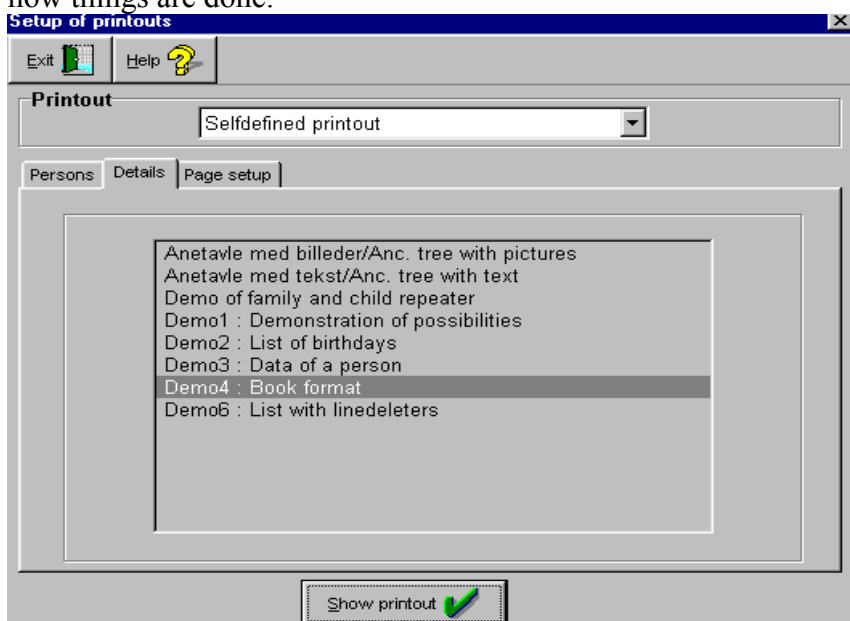
## **LESSON 16**

### **DESIGNING YOUR OWN PRINTOUTS**

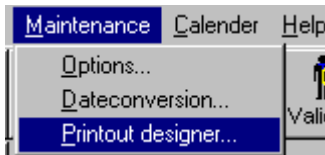
1. Before attempting to do your own printout design check out the examples given in the program. Go to Printouts, open the list of available printouts and click on **Selfdefined printouts**.



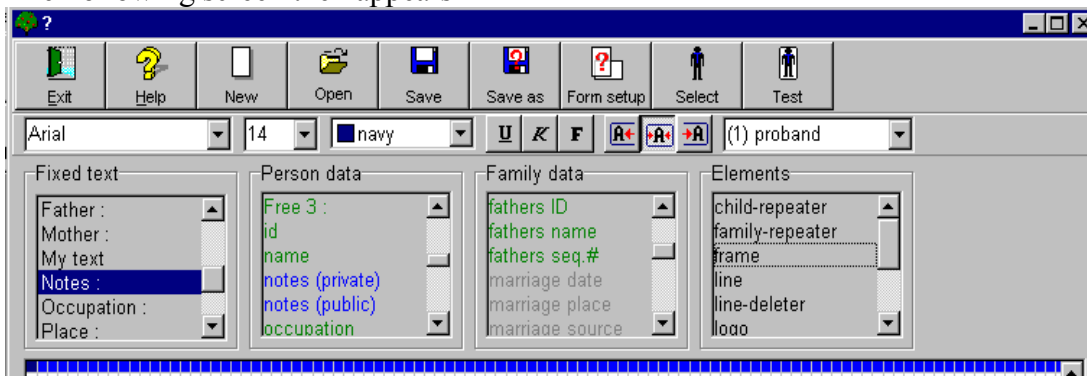
2. Select the **Details Label** - The following screen with a listing of demonstration printouts will appear. Have a look at these printouts as you would any other printout. Select one you would like to see how it was constructed or check **Demo 1 Demonstration of possibilities**. If you printout a copy of the Demonstration now you will be able to compare it to the construction table and get some understanding of just how things are done.



3. The design of printouts is viewed from **Printout designer** which is accessed from the **Maintenance tab** on the **Menu Bar**.



4. The Following screen then appears



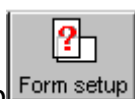
5. From the Tool Bar select Open The selection of Demonstration printout will appear choose Demo 1 or any other Demo you have printed out.
6. Take time to compare the printout and the design it will give you some understanding of just what is required to design reports.

## STEPS FOR DESIGNING A SIMPLE REPORT

*What follows is a simple small report. It is meant to act as a quick guide on how to get started, as you become more familiar with the system you will be able to do much more complex reports.*

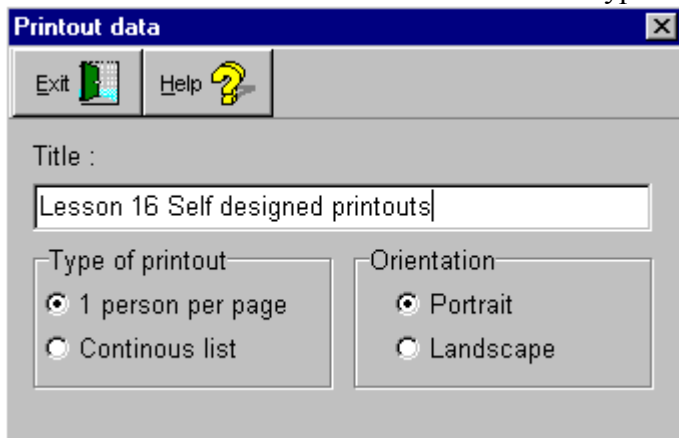
*Remember also that you can exchange files of printouts with other users.*

1. From the Design Toolbar select New



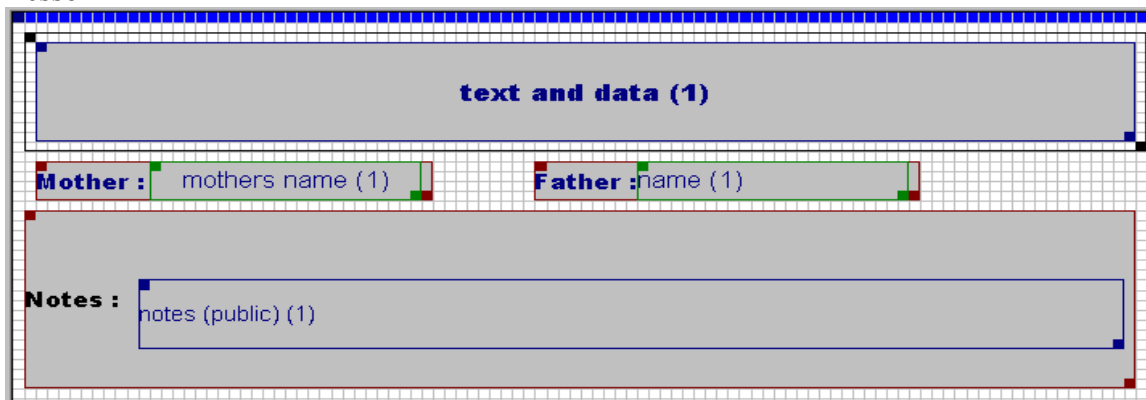
2. The select Form Setup

3. The following window appears. The Printout we are going to do will be printed out in **Portrait** and the title of the Printout has been typed into the **Title Box**.

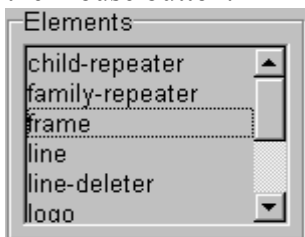


Click **Exit** to return to the Printout Design Screen.

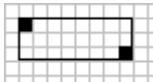
4. We are going to produce the following printout design in this Lesson



5. From the Selection Box labelled **Elements** Select **Frame**, holding down the right mouse button drag it onto the grid near the top left hand corner and drop by releasing the mouse button.



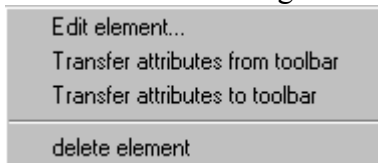
You now have a small rectangle on the page with a small filled in square at either



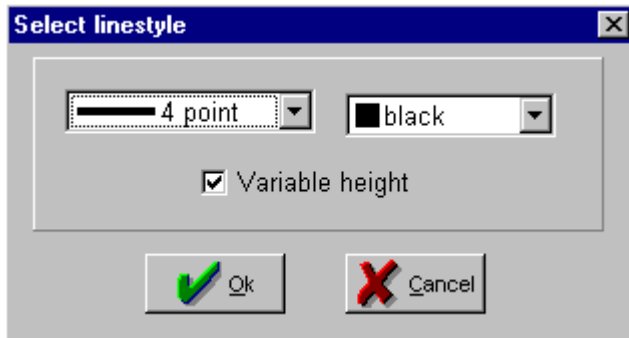
corner. Click on the left hand square and hold down the left mouse button to move the square around. Click on the right hand square to enlarge the rectangle. You have just made the border which will appear around the details.



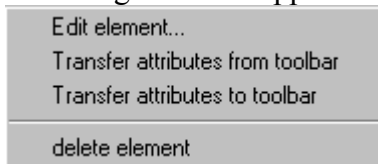
6. To make the border more dominant you need to select a heavier line style. With you mouse arrow pointing to within the Border of the rectangle click your right mouse button. The following selection appears.



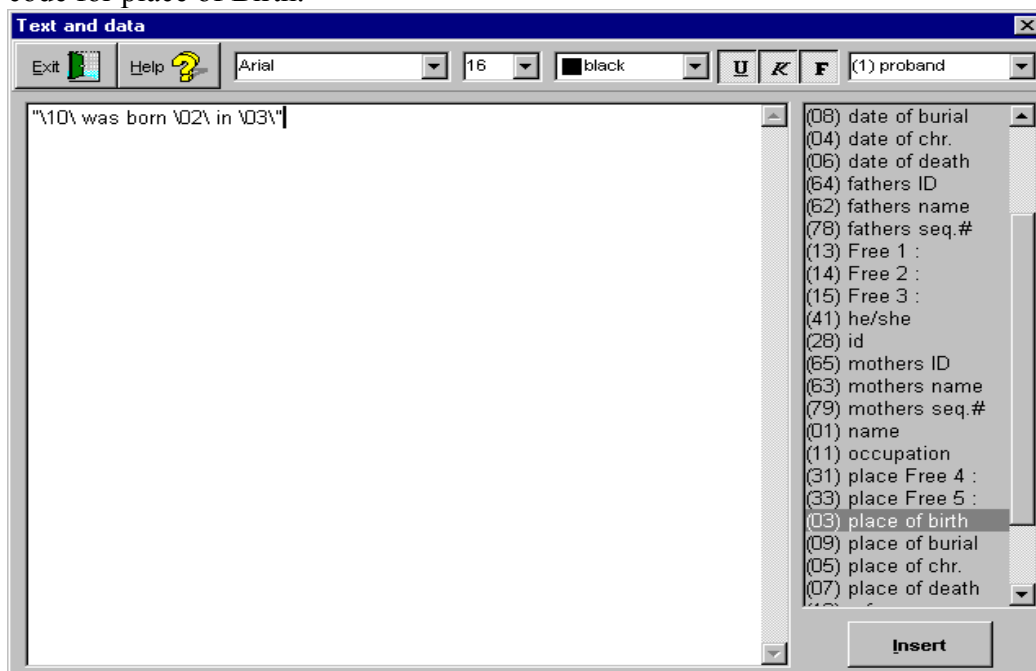
Select **Edit element** and the following box appears. This will allow you to change the thickness and colour of the border. Click **OK Button** when complete.



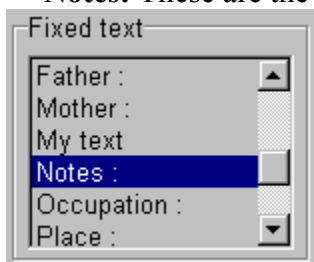
7. Next from the **Elements Box** scroll down and select **Text and Data**. Drag and drop this element inside the Box you already have on the screen. Position this box in the same manner as you just did for the frame keeping inside the border.
8. The next step is to select the text you wish to have appear in the Text Box. With your mouse arrow pointing to within the text box click your right mouse button. The following selection appears.



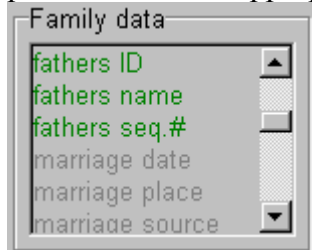
9. On the next screen you are able to mix text with information from fields. In the example 10 has been selected from the list on the right hand side of the screen, it is the code for Name ie instead of 10 in the printout the name of the individual selected from the selection table will appear. To select the code for the field required arrow down to the desired field click to highlight and click on the insert button at the bottom of the list. Next you add some text by typing was born, this is followed by the code for Date of Birth selected from the right hand column then type the word in followed by the code for place of Birth.



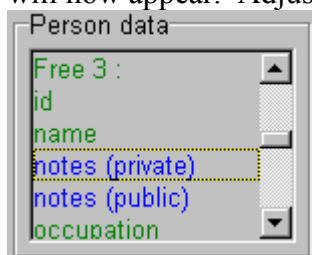
10. At the top of the screen you will see you can also vary the **font type and colour**.  
**Exit when finished.**
11. Underneath this frame we are going to put Mother and Father's Names. To do this select **Mother:** from the **Fixed Text Box** and drag and drop it to the required position and then drag out the rectangle to the required length. Do the same with **Father:** and **Notes:** These are the field names and they will appear in the body of the report.



12. Mother and Father Details are dragged and dropped from the **Family Data Box** and placed within the appropriate field boxes.



13. From the **Person Data Box** now select **notes (public)** and drag and drop to within the Notes field frame. In your printout any notes that are entered on the selected person will now appear. Adjust the length of this box to suit.



14. To modify the appearance of any of the above information point the mouse arrow into the desired rectangle and right click the mouse button, select **Edit Element** and the **Setup of elements** box appears. Change the font, size, bolding, colour and centering to suit. **Click OK Button** when finished.



15. You have now completed this printout. From the **Toolbar** select the **Test Button**.



Select a person from the table to use as a test. **Click OK Button** and your printout will appear on the screen. You can easily see if some corrections need to be made and go back and make the necessary adjustments.

16. If you want to save your efforts select **Save Button** and give your Printout a file name eg Lesson 16, it will then appear on the list and you can open it again at any time.