



Version 11
Getting Started Manual

Customer Registration

Register your copy of Family Tree Maker software today. Completing the registration allows you to take advantage of the following special benefits:

- Discounts on future versions of Family Tree Maker.
- Special Offers on other Genealogy.com products.
- Free Personal Home Page to publish and share family history reports, photos, and more. (Requires modem and Internet access. User is responsible for all Internet access fees and phone charges.)

Please use our convenient electronic registration form to begin enjoying the benefits of these valuable extras. You can register during the installation process, or at any time afterward.

To register after installation:

1. Make sure your Internet connection is available.
2. From the **Windows Start menu**, select **Programs**.
3. Choose the **Family Tree Maker folder**.
4. Click on **FTW Registration**.

The Registration dialog box will open. Follow the onscreen instructions.

If you wish to cancel:

1. Click **Register later**.
2. Click **OK**.
3. The window will close.

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INTRODUCTION



*Margaret Lewis Trescott Hartman (1817 – 1896) of Reyburn, PA, was a locally noted writer, historian, teacher, and poet. The author of **The History of Huntington Valley**, she raised nine children, regularly wrote for the newspapers, and once drove a team of horses through a tornado. Her third great-granddaughter, Lynn Alden Kendall, carries on the literary tradition in her job as Technical Writer for Genealogy.com.*

INTRODUCTION

Congratulations on selecting Family Tree Maker to discover and preserve your family's heritage. It's quick and easy to use for those just starting to research their family history, but it's also robust enough for the most serious genealogist. Use Family Tree Maker to store, display, and print any kind of family information you want — from names, birth dates, marriages, and deaths — to priceless family stories, pictures, and audio/video files.

This Getting Started Manual will help you install Family Tree Maker and take you step-by-step through an informative tutorial showing you just how easy it is to record your family heritage.

Enter what you know — Enter facts in a Family Page by simply filling out a form. Start with yourself, your parents, and your grandparents, and then add as many other relatives as you can.

Discover your heritage — The next step is to verify the dates, locations, and other facts you've entered. Family Tree Maker's powerful genealogy search will point you to online data subscriptions or genealogy data CDs — you're sure to discover leads to previously unknown branches of your family.

Create and share heirloom-quality printouts — You enter names and other information just once, and Family Tree Maker uses it to create as many different trees, reports, calendars, timelines, scrapbooks, and customized Family Books as you wish. Let your creativity soar — adding stories, pictures, sound, and video to whatever you display or print. Then, enjoy the reactions of family and friends at the next birthday, anniversary, or reunion. You can even publish a variety of trees, reports, books, and more to share with everyone on your own personal Internet Home Page — automatically created for you by Family Tree Maker.

About Genealogy.com Data CDs and Online Data Subscriptions

Some versions of Family Tree Maker include Genealogy.com Data CDs and/or Online Data Subscriptions. You can view all your online subscriptions by selecting the **Internet** pull-down menu within Family Tree Maker and choosing **Online Data Libraries**. Some data CDs may be included with your software, but much more is available for purchase as part of a Genealogy.com Membership or as CDs or online subscriptions.

These valuable data collections have been selected to represent the most frequently used time periods, geographical areas, and genealogical categories. In the process

of researching and verifying family facts, you will discover new leads, helping you to add even more names and facts to your family file.

Marriage Records — These records include information such as names and birthplaces of the bride and groom, date and county of the marriage, and related data.

Passenger and Immigration Lists — Passenger lists are among the largest and most continuous population records for the entire country. They can provide breakthrough clues to link American ancestors with a home overseas.

World Family Tree — Finding just one ancestor here can instantly add entire branches to your own family tree. Family historians from all over the world have contributed their own researched family trees to the World Family Tree.

Land Records — Track your family’s migration across the U.S. by researching land records, usually held in local archives.

Regional Family Histories — Family histories and genealogies trace a family to its earliest roots and provide invaluable details and colorful anecdotes that make your family history come alive.

Military Records — Details of an individual’s military service often include the rank, branch/unit, discharge status, circumstances of death, and location of burial.

Vital Records — Our most popular index for beginning a genealogical search, these Archives include birth and death dates for more than 60 million individuals who applied for Social Security death benefits.

U.S. Census Images — Search fully-indexed images from the actual 1850 and 1900 U.S. Census records. This data is a “must have” for anyone researching relatives living during the middle of the 19th and into the turn of the 20th centuries.

VIEWING FAMILY TREE MAKER 11 PDF MANUALS

The Family Tree Maker 11 Getting Started Manual and QuickStart Guide in PDF format are included on the Family Tree Maker 11 Installation CD. To view your PDF manuals, you will need the Adobe Acrobat Reader. This program may already be installed in your system.

An Adobe Acrobat (PDF) version of the Getting Started Manual is included on the Family Tree Maker installation CD-ROM. It is automatically installed when you install Family Tree Maker.

To find and read your manuals:

1. From your computer's desktop, click the **My Computer** icon.
2. Click the icon labeled **C:** (the default site for installing programs).
3. Click the **Programs** folder.
4. Click the **FTW** folder.
5. Click the **Manuals** folder. You'll find the Getting Started Manual (HandBook.pdf), Quick Start Manual (FTMGuide.pdf), and Readme file (ViewPDF.txt). Click to open the one you want.

If you are not able to view the PDF version of the Getting Started Manual (GetStartManual.pdf), you will need to install the Acrobat Reader, which is available for *free* download from the Adobe Web site.

To download and install the Adobe Acrobat Reader:

1. Go to **www.adobe.com**.

Download the free Acrobat Reader and follow their instructions to install it on your system. You may need to restart your computer when it has been installed.

2. The program will launch automatically when you click on any PDF file.

For additional assistance, go to the Help section within Adobe Acrobat Reader or visit our Online Help Center at **www.genealogy.com/help**.

USING PROGRAM HELP IN FAMILY TREE MAKER

There is a convenient Help program already built into Family Tree Maker. You can search this internal Help program by typing in a topic or phrase, then viewing and/or printing the resulting explanation to assist you.

To use Family Tree Maker Help:

1. From the **Help** menu, select **Search for Help on**

Family Tree Maker displays the 3-tabbed Help Topics dialog box.

Note: There is a Help page called Family Tree Maker Help Contents "behind" the dialog box. You may click **Cancel** in the tabbed dialog box to close it and read the Help Contents page. When you want to

display the tabbed dialog box again, simply click **Help Topics** at the top of the page.

2. Select the **Index** tab and choose one of the following:

Type the first few letters of the word you're looking for — This field is where you enter the word, phrase, or topic you want to know more about. Many useful topic pages can be found by entering the key words “adding,” “creating,” “displaying,” “entering,” “individual(s),” “information,” and “publishing.”

Click the Index entry you want, and then click Display — This window displays a list of all the Index entries available in Family Tree Maker. As you type, the Help program scrolls to the closest match and highlights it.

3. Once the key word or phrase you're looking for is highlighted, click **Display**.

Family Tree Maker takes you to the corresponding page in Help. If there is more than one choice for your entry, Family Tree Maker may display a second dialog box. Simply make your selection and click Display again.

4. If you want to return to the Help Topics dialog box for another Index search, click **Help Topics** at the top of the currently displayed Help page.

Note: You can adjust the font size of the text displayed in the Help pages. From any Help page, select the **Options** menu. Then, from the submenu, select

Font. Make your selection of Small, Medium, or Large. After you make your selection, all Help pages will display with the font size you selected.

Preferences for Help

Family Tree Maker has two additional help tools — Cue Cards and Bubble Help.

Cue Cards — appear automatically when you enter a view. They give you tips about what you can do in that view. Click **OK** to close a Cue Card after you finish reading it.

Bubble Help — pops up when you hold your mouse pointer over things like buttons or fields for more than two seconds. It gives you instructions related to the

item under your mouse pointer. When you move your mouse pointer away from a Bubble Help window, it closes automatically.

To select your Help Tool preferences:

1. From the **File** menu, select **Preferences**. Then from the flyout menu, select **Help Tools**.

Family Tree Maker displays the Help Tools dialog box.

2. Make your selections, then click **OK**.

Family Tree Maker saves your preferences for Help Tools and returns you to the current view.

Special Note about Help

The built-in Help program makes extensive use of “links” to take you to other related topic pages. These links are easily identified with green underlined text. Simply click on any link to go to a new topic page. Once there, you can click **Back** to return to the previous page or click Help Topics to return to the Index.

The Help information pages have their own menu items at the top of each page. Use these options to move around within the Help program:

Help Topics — Click to return to the Index tab view of the Help dialog box.

Back — Click to move back through the series of Help pages you have navigated using the green underlined text links. When you get back to your original Help page, this option will be grayed out and unavailable. At that point, select Help Topics to return to the Index tab of the Help dialog box.

Print — Click to print the currently selected Help page. A print dialog box will be displayed from which you can select any available options, then print the page to keep for future reference.

Options — Click to display a submenu of additional options, such as Font size, available for the currently selected Help page.

Special Note about the F1 and F2 Keys

Some computer keyboards have a row of numbered keys across the top called Function, or F-keys. The function key labeled \hat{A} can be used from any view in Family Tree Maker to call up a related Help page.

In addition, the ^a key can be used in any view to display the Index of Individuals, which lists all the individuals in your Family File.

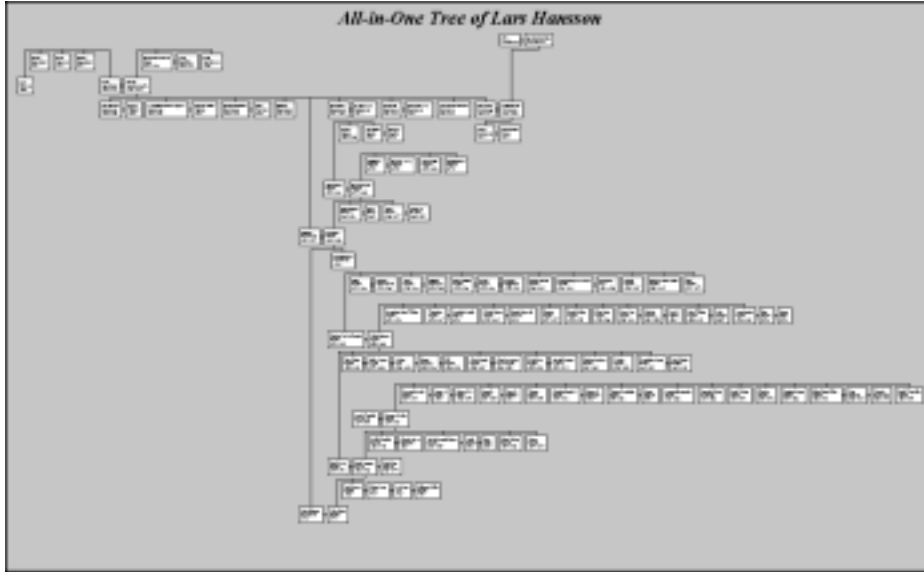


Figure I-1. The All-in-One Tree

DISPLAYING YOUR FAMILY FILE INFORMATION

After you have entered names, dates, and other facts (which Family Tree Maker gathers to build your Family File), Family Tree Maker uses this information to create a variety of views. You can find a complete listing in the drop-down **View** menu. A tree displaying only your ancestors is an Ancestor Tree view. Likewise,

clicking the map icon results in a Map view. Whether you are creating a tree, a report, or any of the other display formats in Family Tree Maker, all are considered views and are created from the same information entered in your Family File.

CREATING AND PRINTING TREES AND REPORTS

When you are ready to print family trees, reports, or other views, Family Tree Maker will create them for you automatically.

Ancestor trees (sometimes called “pedigree” trees) make great gifts for family members because they show an individual’s roots. Two parents, four

grandparents, eight great-grandparents, and more are printed with perfect spacing. You can choose a Fit to Page Ancestor tree to get a one-page tree, or a Book Layout tree or Custom Ancestor tree to get a multiple-page tree.

Descendant trees are ideal for family gatherings and reunions because they show where everyone fits in the family. Starting with a relative in the distant past, a Descendant tree shows children, grandchildren, great-grandchildren, and so on.

Hourglass trees, named for their general shape, combine the best of both Ancestor and Descendant trees. Starting from a selected (primary) individual in the middle of the tree, an Hourglass tree shows parents and grandparents branching above, and children and grandchildren spreading out below, in a compact arrangement of boxes.

All-in-One trees, as the name implies, allow you to see everyone in your entire Family File rather than basing it on a primary individual.

Standard Pedigree trees can be printed as blank family tree forms—a helpful feature that will make your library research much simpler. Or you can photocopy the form and mail it to your relatives so you can confirm birth dates, wedding dates, and other vital statistics from distant branches of your family.

Reports are mainstays of family historians. Create detailed reports about a single nuclear family, like the Family Group Sheet, or choose Custom Reports, Genealogy Reports, or Canon and Civil Kinship Reports. Simply select the type and format you want, then print — Family Tree Maker does the work for you.

Your printed trees can contain the same types of images (Pictures/Objects) that Family Tree Maker stores — from scanned photos and text items to images from digital cameras or Photo CDs. Family Tree Maker allows you to display and print them right in your tree.

If you don't have electronic versions of your photographs, you can print empty boxes and attach your photos later by hand. Imagine the delighted response of those attending your future family gatherings!

In addition, Family Tree Maker allows you to create and customize a variety of reports, from Kinship and Genealogy reports to Family Group Sheets — the fundamental tools of genealogy researchers world wide.

THE FAMILYFINDER CENTER

The FamilyFinder Center is where you begin researching your family information. Beyond the basic facts like names and dates, you can extend your family research

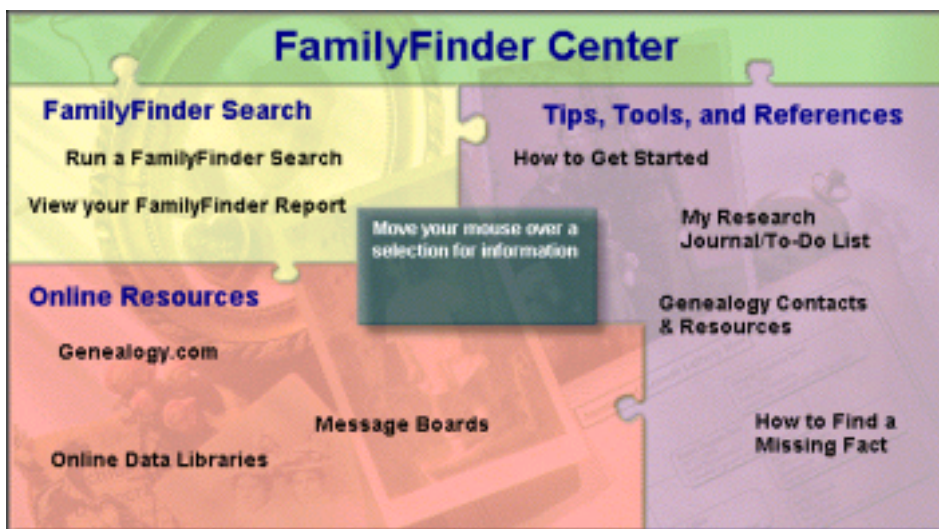


Figure I-2. The FamilyFinder Center

to include military service, occupations, and even physical characteristics like height, weight, and personality. You can also track an individual’s medical history or create text items that record stories, habits, jokes, or favorite recipes — the extra information that really makes a personal story come to life. As you move your mouse over the different topics in the FamilyFinder Center, you’ll see them change color, becoming active “links” to different Family Tree Maker features.

Research Your Family History at Home

Family Tree Maker’s specialty has always been organizing family information and creating a variety of family trees and reports. With the **FamilyFinder Center**, you have a convenient starting point for researching and expanding your family history. Combining powerful search tools; concise, accurate reports; and Internet links to genealogy-related Web sites, the FamilyFinder Center brings the world of genealogy research to the comfort of your desktop.

FamilyFinder Search — This section of the FamilyFinder Center contains active “links” that allow you to quickly and easily perform an exhaustive search of genealogy-specific Web sites and proprietary data resources across the Internet. The resulting **FamilyFinder Report** categorizes the search results with a “star” ranking system — just click any blue folder to display them. **5-Star Matches** are virtually certain to contain information about someone in your Family File.

FamilyFinder Report

This shows data collections and genealogy-related Internet sites that may have information on people in your file.

Stars indicate confidence in each match: ★★★★★ Highest ★ Lowest

Click on folders to open or close: ■ New Matches ■ Previous Matches

Last updated July 16, 2001. Source: Online. To update the report, [Click here](#)

5-STAR MATCHES

5-star ranking indicates a source that is virtually certain to hold information about your family members.

DATE	QUALITY	MATCH	SOURCE
	★★★★★	■ Whitstead, Iola Mae and 2 others This tree includes Iola Mae Whitstead and 2 other people from your file. It spans 10 generations and should add at least 22 individuals to your family file.	World Family Tree: Vol. 27 Tree 2382

WORLD FAMILY TREE MATCHES

Each World Family Tree entry is an entire family file contributed by a family researcher like yourself. Most include 100 or more individuals. [Click here](#) for information on contributing to the World Family Tree.

■ [Top 10 World Family Tree Matches](#)

■ [More World Family Tree Matches \(282 total\)](#)

OTHER DATA COLLECTIONS

These are matches from data sources at [Genealogy.com](#) collections holding genealogical data of all types: [Census Records](#), [Marriage Records](#), [Land Records](#), [Family Histories](#) and [more](#).

■ [Top 10 Data Matches](#)

■ [More Data Matches \(65 total\)](#)

INTERNET MATCHES

These are matches on individual genealogy-related Web sites.

Figure I-3. The FamilyFinder Report

The FamilyFinder Report also includes potential matches in the **World Family Tree** collection, as well as **Other Data Collections** at Genealogy.com — including Census, Marriage and Land Records, International & Passenger Records, and Family and Local Histories. All these collections can be purchased by subscription; many are also available on CD-ROM. Collections are also included in Genealogy.com Memberships. Depending on which Family Tree Maker package you purchased, you may already have access to the data in one or more of these collections.

Finally, the FamilyFinder Report provides a list of potential **Internet Matches** for genealogy-only Web sites you can research. These sites are free of charge, but Genealogy.com does not guarantee their accuracy or completeness.

Online Resources — This section of the FamilyFinder Center includes links to helpful Internet resources. The Internet has revolutionized the way we conduct

family history research today. Never before has there been the number, quality, or variety of resources available to family historians. Regardless of your level of research needs, the **Genealogy.com** link is a great place to begin. One click takes you to the leading online resource for finding your family's history. **Online Data Libraries** offer a variety of resources that can help you find more ancestors and unlock new chapters in your family history. If your Family Tree Maker package includes a Membership or access to online data subscriptions, you will find those resources here. Plus, you can join the online genealogy community and share your thoughts, ask questions, or compare successes when you visit the **Message Boards**.

Tips, Tools, and References — If you get stuck in your research efforts, or just want to get some assistance or tips from professionals, this is the place for you. Click **How to Get Started** to display the Genealogy How-To Guide. This step-by-step guide also contains specific suggestions to help in your research. Discover the questions you might want to ask — and where to go to find the answers. Plus, get ideas on how to research facts about your ancestors using resources both in the United States and abroad. With this interactive guide, you can go straight to the appropriate information regarding your heritage, and bypass what isn't useful to you. Other links provide easy navigation to a number of useful research tools that will aid you as you discover and preserve your family story.

Family Scrapbooks

Family Tree Maker allows you to create individual multimedia collections called Scrapbooks. Scrapbooks store almost any type of information, from sound, video, and text files to a variety of picture formats such as bitmaps, TIFF files, JPEGs, and many others. In addition, you can select pictures from Scrapbooks to add to trees, reports, and Family Books. Each individual and each marriage has a Scrapbook, so you can maximize your creativity as you gather and preserve a wonderfully complete collection of family history to pass on through future generations.

THE PUBLISHING CENTER

The Publishing Center is where you go to begin sharing your family information through books, trees, reports, and more — even adding them to your own Internet Family Home Page created for you by Family Tree Maker.

As you move your mouse over the different topics in the Publishing Center, you'll see them change color, becoming active "links" to different kinds of publishing features and "Wizards." One Wizard guides you step-by-step through the creation



Figure I-4. The Publishing Center

of a professional-looking (and password-protected) home page — while others show you how to add pictures, trees, and reports.

The Publishing Center is also the location from which you begin to create or edit Family Books. Once you've created a book, you can print it, or use the Wizard to publish (upload) it on your Home Page at Family Tree Maker Online.

The Create a Family Home Page Wizard

Creating and uploading (sometimes called posting) a Home Page to the Internet is easy to do.

Create a Family Home Page — Click and follow the step-by-step instructions to automatically produce a professional-looking, fully integrated Web site for your family and friends to visit.

Update or Edit Your Home Page — Click to display the Text and Contact Information form. Simply fill in the form to make any changes.

View Your Home Page — Once it has been created, simply click here to jump directly to your personalized Home Page.

Add a Tree or Report to Your Home Page — Click to display the fast and easy Wizard for simple-to-follow instructions.

Note: You are able to have only 5 reports on your Home Page at any one time. If you attempt to add more than this, Family Tree Maker will advise you to delete one before you can add another.

Add a Picture to Your Home Page — Click to display the Individuals with Scrapbook Pictures dialog box. The individuals listed here all have pictures in their Scrapbooks. Select an individual and click **OK**. Then, from the Insert Scrapbook Picture dialog box, you can select the picture you want to add to your home page.

Create a Family Book

In addition to printing trees, reports and other views as individual documents, Family Tree Maker provides everything you need to create an heirloom-quality Family Book. Combine your choice of printouts — from Ancestor trees, Kinship reports, and Genealogy reports to Maps, Timelines, and more — into one continuous document. Then, let Family Tree Maker automatically generate a Table of Contents, Index, and Bibliography to create a unique and treasured gift for someone in your family. You can even publish them on the Internet to your own Home Page to share with other family and friends.

Edit Your Book — Click to display the Books view. From here, you can add or remove items, change the order of their appearance, and explore many other book customization features.

Publish a Book on Your Home Page — Click to follow the easy step-by-step instructions for adding (uploading) a Family Book to your personal Home Page. This Publishing Center link makes it fast and simple to do.

SYSTEM REQUIREMENTS

The computer equipment you will need is shown in Figure 1-5. Keep in mind that the more family information you enter, the greater the amount of free hard drive space and available RAM you will need. If you plan to include many pictures, sounds, or videos in your Family Tree Maker Scrapbooks, you will need a substantial amount of hard drive space.

If your system does not meet these minimum requirements, *we cannot guarantee that the program will function correctly*. You will need to upgrade your system to meet these requirements if you wish to use Family Tree Maker.

SYSTEM REQUIREMENTS

Family Tree Maker requires an IBM PC or compatible that meets the requirements listed below.

Component: Minimum Requirement

CPU: 90 MHz Pentium (166 MHz recommended).

Operating System: Microsoft Windows 98/ME/XP Home Edition.

RAM: 16 MB RAM (32 MB recommended).

Free hard drive space: 125 MB prior to installation.

CD-ROM Drive: 2X CD-ROM drive or faster. This drive must be part of your system, as opposed to a drive that you access via a network. **Note:** The CD-ROM drive does not need to be Kodak-compatible unless you want to insert Kodak Photo CD pictures into your Scrapbooks.

System Configuration: May require minor adjustments to the configuration of your operating system and/or updates to the hardware component drivers.

Monitor: 640x480 display, 256 colors (or higher).

Printer Support: Works with most popular printers (monochrome and color) supported by Windows.

Internet Connection: Required to access online data and features — minimum 28.8 Kbps connection speed. User responsible for all Internet access fees and phone charges.

Optional: Video capture board and sound board (for video or audio clips); Scanner (for digitizing graphic images); Digital camera; CD-R or CD-RW drive for backing up files to CD.

Note: The above are the minimum system requirements for Family Tree Maker 11. Only 50 MB of program files will be copied to your hard drive; the rest of the data will remain on the CD-ROMs to be accessed during program use. Please check your specific Operating System requirements for additional information, as your operating system and/or other software may require additional resources. As with all Windows programs, a faster processor, more RAM, and more free hard-disk space will enhance performance.

Figure I-5. System Requirements

CHAPTER 1

PROGRAM SETUP



Ed Mortensen, Principal Software Engineer for Family Tree Maker, is the great-great-grandson of John Henry Taylor, Jr. (standing, left). As a First Class Fireman in the Union Navy, John witnessed the historic Civil War naval battle between the Ironclads, the Merrimac and the Monitor. Also pictured here (c. late 1880s) are John's wife, Mary Ann Elizabeth (Jones) Taylor (seated, left), his mother, Eliza Jane (Hawkes) Taylor, and his eldest son, Theodore Taylor.

FAMILY TREE MAKER

PROGRAM SETUP

This chapter tells you how to install Family Tree Maker on your computer, how to create your first **Family File** with the Startup Wizard, and gives you a quick introduction to the on-screen Help system.

Whenever you have to type something into your computer, the letters are shown in **bold like this**.

INSTALLING FAMILY TREE MAKER

To use Family Tree Maker, it must be installed on your computer's hard drive. You cannot run it directly from the original CD-ROMs. If you already have a version of Family Tree Maker installed on your hard drive, just install the new version over the old one. Don't worry, this will not harm your Family Files.

Family Tree Maker utilizes an automated installation system — built into the CD-ROM — making setup fast and easy. Remember that it is always wise to make a backup of any data files before you install a new version.

Upgrading from Family Tree Maker 3.0 for Windows

In the years since version 3, Family Tree Maker has changed so much that you cannot simply upgrade to the latest version. Instead, you need to first uninstall version 3 and then install your new version. Uninstalling removes only the old program files; your Family Tree Maker Family Files are not removed. Nevertheless, it is a wise idea whenever you are upgrading to back up all your old data files onto a clean floppy disk, other removable medium, or a new file on your hard drive.

To uninstall your old version:

1. Go to the **Start** menu and select **Settings** and then **Control Panel**.
2. Double-click the **Add/Remove Programs** icon. A list of programs will appear in a new dialog box.
3. Select **Family Tree Maker** from the list of programs.
4. Click the **Add/Remove** button below the list.

-
5. Click **OK** or press **Enter**. You are now ready to install your new version.

Using the Automated Setup Installer

To install Family Tree Maker using the automated Setup Installer, simply insert the Family Tree Maker Installation Program CD into your CD-ROM drive and follow the directions.

1. **Welcome** — The Setup Installer begins running automatically, displaying a series of screens welcoming you to the program and asking you to read and approve the license agreement.
2. **Choosing a Destination Directory** — The normal destination directory for Family Tree Maker is a folder called “FTW” located on your hard drive. In most instances, this will be your “C” drive. If you already have Family Tree Maker installed in another location, the Setup Installer will detect it and use the same location to install the new version. Don’t worry, this will not harm your Family Files.
Please note: if you are upgrading from version 3.0 for Windows, see the previous section, “Upgrading from Family Tree Maker 3.0 for Windows.”
3. **Select Optional Components** — During installation, you will see a dialog box titled “Select Optional Components.” These items are not required to run Family Tree Maker and are made available as options in case you want to minimize the size of the installation. If you wish to use any of these components at a later time, you will be able to access or install them directly from the installation CD.
Note: Some versions of Family Tree Maker may include additional data CD-ROMs, but they are not required to complete this installation.
4. **Select Program Group or Folder** — The default group or folder is “Family Tree Maker,” but you may create another folder if you wish.
5. **Install Files** — You will see messages and progress meters as the appropriate files are installed on your hard drive.
6. **Select Browser** — The Setup Installer will detect any previously installed copies of Netscape, Internet Explorer, or America Online and display them in a drop-down list, allowing you to select the browser of your choice.

7. Customer Registration — We offer registered users the following special benefits: discounts on future versions of Family Tree Maker; special offers on other Genealogy.com products; and a free Personal Home Page to share your family history reports, photographs, and more. (Requires modem and Internet access. User is responsible for all Internet access fees and phone charges). Please register electronically today.

When you first visit **Genealogy.com**, you will need to provide additional registration information in order to obtain your unique user number. **Important:** this unique number ensures that you are the only one who can create and modify your home page and post messages to the message board in your name.

8. Setup Complete — After completing the installation process, click **Finish**.

Special Note about Electronic Customer Registration

If you selected Register Later during the installation of Family Tree Maker you can still recall the convenient electronic registration form:

1. From your Windows **Start** menu, select **Programs**.
2. From the flyout menu, select **Family Tree Maker** (or the folder you created during the Family Tree Maker installation process).
3. Finally, from the Family Tree Maker program folder, select **FTW Registration**.

Family Tree Maker displays the Electronic Registration form.

4. Simply follow the instructions and fill in the requested information. When completed, you can submit the electronic form via your Internet connection.

Special Note about the Read Me File

The Read Me file is a stand-alone document, similar to Help in Family Tree Maker. Please take the time to read this information before beginning to use Family Tree Maker. It contains a description of new features and any additions or changes to the program that were made after this manual was produced.

To navigate to the Read Me file from outside Family Tree Maker:

1. From your Windows **Start** menu, select **Programs**, then from the flyout menu, select **Family Tree Maker** (or the name of the folder in which you installed Family Tree Maker).
2. From the Family Tree Maker flyout menu, select **FTW Read Me** (identified by the yellow “question mark” icon).

Like the Help file contained within Family Tree Maker, you can click the Index tab in Read Me, then view and select the topic page you want to read from the list shown in the bottom window. Once your topic is highlighted, select **Display**.

Special Note about the License Agreement

Please be sure to read the License Agreement located in the same folder where you installed Family Tree Maker. Look for the text file called “license.txt.”

Manual Installation of Family Tree Maker

If, for some reason, Family Tree Maker does not automatically launch the Setup Installer, please follow the instructions below.

Note: Family Tree Maker automatically suggests the best choices, so if you come to a screen that you are unsure about, select **OK**.

1. Click the Windows **Start** button and then select **Run**.

Windows displays the Run dialog box.

2. In the **Open** field, type **D:SETUP**.

Note: The “D” in “D:SETUP” stands for drive D. If you are installing from a CD-ROM drive other than drive D, type that letter instead. For example, to install from drive E, type **E:SETUP**.

3. Click **OK**.
4. Now you can return to “Using the Automated Setup Installer” earlier in this chapter and follow the steps to complete the installation.

Special Note about Web Browsers and Internet Service Providers

Family Tree Maker is fully integrated with Genealogy.com — the premier genealogy Web site on the Internet. You can go directly to Genealogy.com from

within Family Tree Maker. However, if no browser is present, or the wrong browser starts when you attempt to go online, you can use the following steps to set up the browser of your choice (Netscape, Internet Explorer, or America Online).

To set up your Web browser for use with Family Tree Maker:

1. From the **Internet** menu, select **Browser Setup**.
2. Click **Continue** to search your computer for compatible Web browsers.

Family Tree Maker displays a list of available Web browsers.

3. If your browser is not highlighted in the window, click the button next to the name shown to display a list of available browsers.
4. Highlight your browser, and then click **Continue**.

Family Tree Maker displays a confirmation message saying that your browser has been successfully installed.

5. Click **OK** to return to Family Tree Maker.

Note: If this is your first time using Family Tree Maker you will see a welcome screen requesting that you establish an Online Account. If you have already been online with Family Tree Maker, click **Verify Existing Account**.

Internet Service Provider (ISP) — ISPs are local, regional, or national services that provide access to the Internet. There are thousands of ISPs around the world. Subscribers usually pay either a monthly or hourly usage fee. In addition to an account with an ISP, you need a browser software program such as one of those listed above. These programs are available from most software retailers and are generally available for download from the Web at no cost to you.

STARTING FAMILY TREE MAKER

After you finish installing Family Tree Maker, the fun begins! Just start Family Tree Maker, and create a new file with the Startup Wizard or, if you are upgrading from a previous version of Family Tree Maker, open an existing file. You'll be ready to start producing great-looking trees, reports, maps, and more, in no time at all.

Note: After installation, you no longer need the installation disk in the CD-ROM drive to start the program.

To start Family Tree Maker after you have installed it on your hard disk:

1. Click the Windows **Start** button.
2. From the **Start** menu, select **Programs**, then **Family Tree Maker**, and then from the submenu, select **Family Tree Maker**.

Family Tree Maker displays the title screen and then either:

- Opens your Family File from a previous version of Family Tree Maker for Windows and you can begin working immediately, or...
 - Displays the Open Family File dialog box shown in Figure 1-1.
3. Continue with the next section, “Creating Your First Family File.”

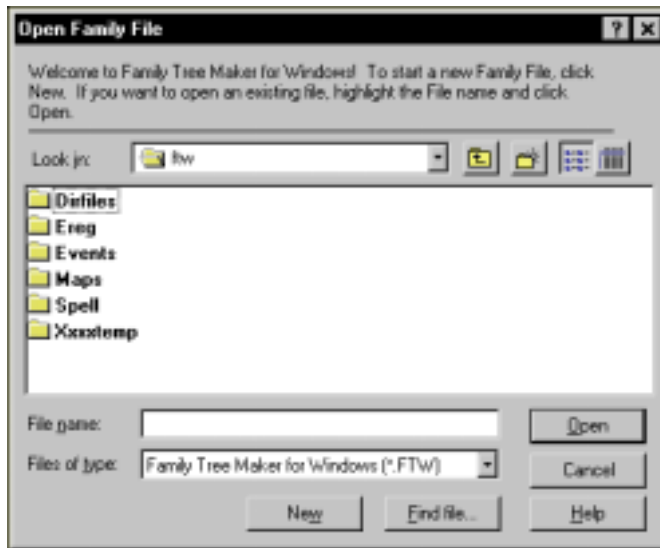


Figure 1-1. The Open Family File dialog box

CREATING YOUR FIRST FAMILY FILE

After you start Family Tree Maker, you're ready to create your Family File.

If you've never used Family Tree Maker before, follow the steps shown in the **Startup Wizard** (see Figure 1-3).

Note: For help with opening a PAF file (a file from another genealogy software program that supports GEDCOM), or a file from a previous version of Family Tree Maker that did not open when you started the program, click the **Index** tab in Help and search on the key words "PAF" or "GEDCOM."

In addition, the **Online Help Center** is a resource for answers to technical or customer service-related questions — 24 hours a day. Here you'll find easy-to-understand articles, tips, step-by-step instructions, and tools for using Family Tree Maker. From the **Internet** menu, select **Technical Support**, or point your browser to www.genealogy.com/help.

The Startup Wizard

To start a Family File and begin working with Family Tree Maker, follow the instructions below:

1. From the **Open Family File** dialog box (Figure 1-1), click **New**.
Family Tree Maker displays the New Family File dialog box.
2. Type a name in the **File name** field.
Your file name can be as long as you want. Family Tree Maker will automatically add the ".FTW" extension to the name you type.
3. After you enter a name for your new Family File, click **Save**.
Family Tree Maker displays the opening page of the Startup Wizard.
4. Follow the on-screen instructions (remember to use maiden names for females) and when completed, click **Next**.
Family Tree Maker closes the entry screen and displays the **Births** dialog box.

-
- Again, follow the on-screen instructions to fill out the Birth and Location information for the individuals you entered above, then click Next.

Family Tree Maker closes the Births dialog box and displays the **Deaths** dialog box.

- Follow the instructions and complete the dialog box, then click Next.

Family Tree Maker closes the Deaths dialog box and displays the **FamilyFinder Search** dialog box.

- The FamilyFinder Search is a great way to quickly provide you with a list of potential matches to the names you've entered so far in your Family File. To use the FamilyFinder Search to create a FamilyFinder Report (which we recommend), select **Run FamilyFinder Search**. This is an online search, so make sure your computer is ready to be connected to the Internet.

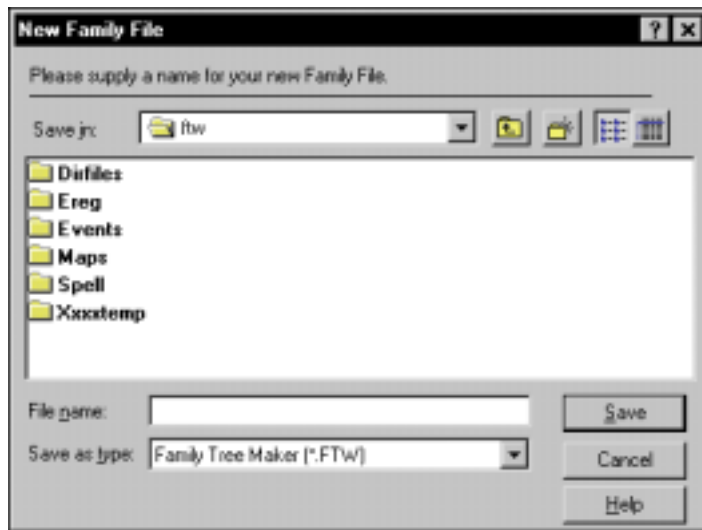


Figure 1-2. The New Family File dialog box

Note: Depending on which version of Family Tree Maker 10 you have chosen, you may have access to research data on CD, on the Internet, or both.

To search data on CD, insert the disk into your computer's CD-ROM drive. Then from within Family Tree Maker, select **View**, select **FamilyFinder**, and choose **View CD**. Follow the on-screen instructions.

8. If you do not want to create a FamilyFinder Report at this time, select the **Skip the search** check box.
9. Click **Finish**.

Family Tree Maker automatically opens your browser and conducts an Internet search based on the names you've provided. The result is a FamilyFinder Report that you can use to begin researching and verifying the potential matches shown for the individuals in your Family File.



Start your Family Tree

Enter as many names as you know, starting with yours.
Include first, middle and last names if you know them, and use maiden names for women.

His father:

Your father:

His mother:

Your name:

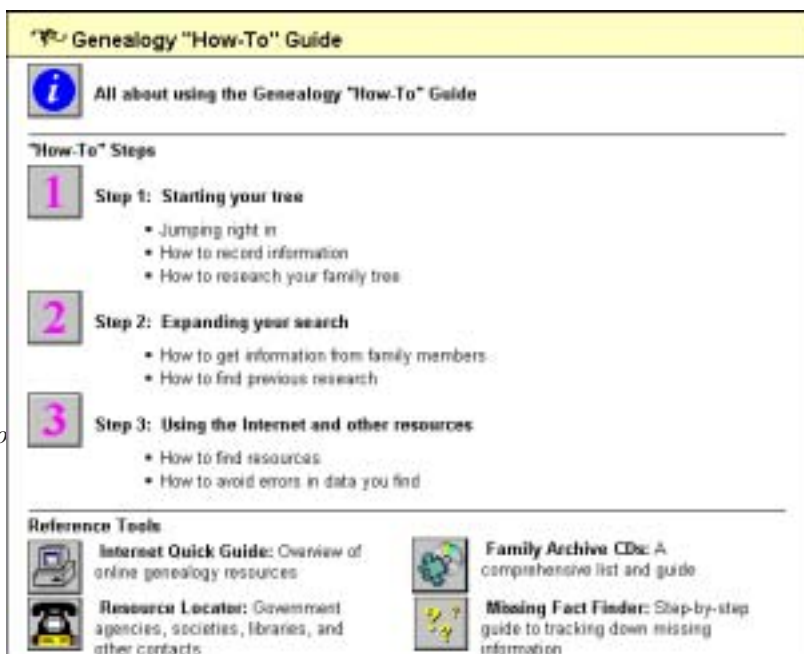
Your gender: Female Male

Her father:

Your mother:

His mother:

Figure 1-3. The Startup Wizard opening dialog



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Figure 1-4. Genealogy How-To Guide Contents page

The Genealogy How-To Guide

Family Tree Maker also contains a Genealogy How-To Guide to help you trace your family tree. This step-by-step guide suggests what questions to ask, where to go, and how to find important facts about your ancestors from resources both in the United States and abroad.

The How-To Guide has several different sections. It contains everything from information about basic research techniques to a directory of hundreds of addresses and phone numbers that can help with your genealogical research. And, unlike genealogy books, this guide is interactive. You can go straight to the information regarding your heritage and bypass any information that isn't useful to you. It even contains census abstracts and form letters in five different languages that you can fill in, print, and mail.

To open the Genealogy How-To Guide:

1. From the **Help** menu, select **Genealogy How-To Guide**.
Family Tree Maker displays the Contents screen shown in Figure 1-4.
2. Select the first topic **All about using the Genealogy How-To Guide**.
Family Tree Maker displays instructions for using the Genealogy How-To Guide.

Entering User Information

Family Tree Maker provides a form in which you enter information that identifies you as the person who created the Family File. This information is then automatically added to your World Family Tree contributions.

To enter User Information:

1. From the **Help** menu, select **User Information**.
Family Tree Maker displays the User Information dialog box.
2. Select **Update** to add or edit your information, then click **OK**.
Family Tree Maker closes the dialog box and saves your changes.

Sharing Your Information

After you've spent some time researching and building your Family File, it's on to the Publishing Center (see page 16) where you can easily create a great-looking Family Home Page, then add pictures, customized books, trees, reports, and more. What a wonderful way to share your family history with friends and other family members — wherever they may live.

You can also share files, reports, and family trees — complete with photos, copies of source documents, and maps — through sharing PDF files. This universal document-sharing format allows you to e-mail files or readily have them printed at a service bureau.

Welcome to the exciting world of genealogy. Family Tree Maker will provide many hours of fun and pleasure as you record and preserve your own family heritage for generations to come.

Special Note about Technical Support

The Genealogy.com **Online Help Center** is a valuable resource for answers to technical or customer service-related questions — 24 hours a day. Here you'll find easy-to-understand articles, tips, step-by-step instructions, and tools for using Family Tree Maker. From the **Internet** menu, select **Technical Support**, or point your browser to **www.genealogy.com/help**.

If you prefer, you can write to: Genealogy.com, P.O. Box 990, Provo, UT 84059. Please be aware that the minimum response time for written communication is 4 to 6 weeks.

CHAPTER 2

THE TUTORIAL



Very little is known about Luigi Cirio, an Italian citizen who lived in the 1800s. Tracing records in Italy is one of the challenges facing his great-great-granddaughter, Doreen DeSalvo, an amateur genealogist and Manager of Product Design for Family Tree Maker.

TUTORIAL

This tutorial shows you how easy it is to use Family Tree Maker by leading you step-by-step through the main features of the program. It uses as its example the ancestry of Abraham Lincoln, the 16th president of the United States.

First, you will enter information about Abraham Lincoln's family, back through his parents and grandparents. Then, you'll enter a brief story about Abraham. Finally, you'll print a Custom Ancestor tree — just one type of tree you can create with Family Tree Maker.

All together, this should take about an hour, but don't feel that you have to do it all at once. In the process, you will learn about many of Family Tree Maker's most useful commands and options.

BEFORE YOU START

This chapter assumes a few things:

You know how to use a typewriter or computer keyboard.

You've already read Chapter 1, "Program Setup."

Family Tree Maker is installed and set up on your computer.

Your printer driver is correctly installed and configured under Windows.

If you haven't done these things, go back and follow the instructions in Chapter 1. Consult your Windows manual if your printer driver is not properly configured, or go to the **Online Help Center** at Genealogy.com — 24 hours a day. From the **Internet** menu, select **Technical Support**, or point your browser to **www.genealogy.com/help**. After you complete the items listed above, you're ready to begin this tutorial.

Getting Started Tutorial

Family Tree Maker includes a Getting Started Tutorial, which illustrates and explains how to begin using Family Tree Maker. With this tutorial, you will quickly learn how to use Family Tree Maker to organize, research, and share your family history. The Getting Started Tutorial is installed on your computer when you install Family Tree Maker.

To start the Getting Started Tutorial:

1. From the **Help** menu, select **Getting Started**.
2. The Getting Started Tutorial will launch.

STARTING FAMILY TREE MAKER

To start Family Tree Maker:

1. Turn on your computer.
2. Double-click the Family Tree Maker icon on the desktop.

OR

Click the Windows **Start** button. From the **Start** menu, select **Programs**, then **Family Tree Maker**. From the submenu, select **Family Tree Maker** once again.

3. Family Tree Maker appears in a few moments and displays the Open Family File dialog box. (If the Open Family File dialog box doesn't appear, from the File menu, select New Family File and skip to step 5.)

Note: If you have already entered information using the Startup Wizard, Family Tree Maker will display your current Family File. If so, simply follow the instructions in the next step.

4. From the **File** menu, select **New Family File**.

Family Tree Maker displays the New Family File dialog box

5. Since you're going to enter information about Abraham Lincoln's family in this tutorial, type **LINCOLN** in the **File name** field. Family Tree Maker will automatically add the file extension ".FTW."

All the information that you enter about each of your relatives is stored in a Family File. Family Tree Maker uses the information in this file to create special documents for you, such as family trees, reports, and books.

Note: To store your Family File in a drive or folder other than the one shown, make that selection in this dialog box. You cannot select a floppy diskette drive (or other removable media) because your Family File **must** be on your hard drive while you're working on it. But, you can keep a backup copy on a floppy diskette.

6. Click **Save**.

The first time you run your new software, Family Tree Maker displays the opening page of the Startup Wizard (see “The Startup Wizard” in Chapter 1).

For the purposes of this tutorial, click **Cancel**, and then click **Yes** to close the Startup Wizard and display a blank Family Page.

You are now ready to start entering information about the Lincoln family.

PART I: ENTERING FAMILY INFORMATION

In this section you’ll enter information about several generations of the Lincoln family. Follow all the steps exactly, and soon you will be printing your first family tree!

The **Family Page** is where you enter information about the individuals in your family. It is made up of a series of **labels** and **fields**. A field is a place for you to type information. A label tells what kind of information the field should contain.

The screenshot shows a software interface for entering family information. It features a yellow background and is organized into sections for 'Husband' and 'Wife'. Each section includes text boxes for name, date born, died, and buried, with 'in' labels between the date fields. There are also buttons for 'More', 'Scratch', and 'Spouses'. Below these are fields for 'Marriage date', 'Marriage location', and 'Beginning status'. At the bottom, a table is set up with columns for 'Children', 'Sex', and 'Birth dates', with rows numbered 1 through 4. A vertical sidebar on the right contains several icons.

Figure 2-1. An empty Family Page

The row of words across the top of the screen is called the **menu bar**. When you click one of the words on the menu bar, such as “Edit,” a list of commands appears below it. This list is called a **pull-down menu**. You choose items from the menu bar and pull-down menus to do things such as edit your information and print family trees. The tabs along the right side of the Family Page take you to other Family Pages belonging to the children and parents of the primary individual or couple. (These tabs are blank now, since you haven’t entered any names yet.) The buttons placed throughout the Family Page take you to other parts of the program. You’ll learn more about these buttons and tabs later.

Filling Out the Family Page

On this Family Page you’ll enter some facts about Abraham Lincoln’s immediate family, starting with Abraham Lincoln himself.

Figure 2-2 shows what the completed Family Page will look like. The steps that follow tell you how to get your computer screen to look like the figure.

The screenshot displays the Family Page for Abraham Lincoln, which is fully populated with data. The interface includes a menu bar at the top, a central data entry area, and a vertical sidebar on the right with tabs for 'Parents of Abraham', 'Parents of Mary', 'Thomas William', and 'Tad Edward'. The data is as follows:

Relationship	Name	More	Scrapbk	Spouses
Husband	Abraham Lincoln	More	Scrapbk	Spouses
Date born	February 12, 1809	in	Hardin County, Kentucky	
Died	April 15, 1865	in	Washington, DC	
Buried		in		
Wife	Mary Ann Todd	More	Scrapbk	Spouses
Date born	December 13, 1818	in	Lexington, Kentucky	
Died	July 16, 1882	in		
Buried		in		
Marriage date	November 04, 1842	Beginning status	Married	
Marriage location	Springfield, Illinois	More	Scrapbk	
Children		Sex	Birth dates	
2.	William Wallace Lincoln	M	December 21, 1850	More Scrapbk Spouses
3.	Edward Baker Lincoln	M	March 10, 1846	More Scrapbk Spouses
4.	Thomas Lincoln	M	April 04, 1853	More Scrapbk Spouses
5.	Tad Lincoln	M	Unknown	More Scrapbk Spouses

Figure 2-2. Abraham Lincoln’s Family Page, completely filled out

The cursor is already in the “Husband” field. (The cursor is the blinking vertical line. It marks where the next character you type will appear.) In this tutorial, any letters that you should type are shown in **bold letters like this**.

1. Type **Abraham Lincoln** in the **Husband** field.

If you make a mistake, use the left-directional arrow key \leftarrow to move the cursor back to the left, and use Backspace \rightarrow to delete the incorrect characters. The Backspace \rightarrow key deletes characters as it moves the cursor to the left. If you need to move the cursor back to the right, press the right-directional key \rightarrow .

The \leftarrow and \rightarrow arrow keys are usually on the right side of the keyboard; sometimes they’re part of the numeric keypad (the rectangular arrangement of number keys — not the ones across the top of your keyboard). If you press the arrow keys but you get numbers on the screen, press Num Lock \rightarrow to put the numeric keypad into cursor-moving mode.

You can also fix mistakes by simply typing over them with the correct information. To do so, press Insert \rightarrow to turn on overwrite mode. (Because Family Tree Maker starts in insert mode, pressing insert now turns insert mode off and overwrite mode on.) You know when you’re in overwrite mode, because the **status bar** at the very bottom of your screen displays the letters “OVR.” Pressing Insert \rightarrow a second time toggles overwrite mode off.

2. Click the **Date born** field and watch the tabs on the right side of the screen.

As soon as you have provided the husband’s name, Family Tree Maker creates a Family Page for Abraham’s parents. The tab on the right side of the page labeled “Parents of Abraham” can take you to their Family Page. (A tab for Mary Ann Todd’s parents also appears.) You will enter information on Abraham’s parents later in this tutorial.

You can also move between fields by using Tab \rightarrow or \leftarrow .

If you notice a mistake in the “Husband” field after you move the cursor out of it, click in the field with your mouse pointer, and then use \leftarrow or \rightarrow to move to your mistake. Use Backspace \rightarrow to delete the incorrect characters, then type in the correct ones.

3. Type **Feb 12 1809** in the **Date born** field.

-
- Next, click the **in** field. Notice that when you leave the date field, Family Tree Maker automatically converts the abbreviated date you entered to a standard date format (**February 12, 1809**).

Normally, you can enter the date almost any way that you would like; Family Tree Maker can usually figure out what you mean. If Family Tree Maker cannot understand your date, it asks you for clarification. Simply retype the date in a more standard format (as shown in step #3).

- Type the name of Lincoln's birthplace — **Hardin County, Kentucky** in the **in** field.
- Fill out the next two fields with the following information: **15 Apr 1865** for the date of his death, and **Washington, District of Columbia** for the location.

Don't be afraid of making mistakes. This is just a tutorial, nobody's keeping score, and typographical errors won't hurt the computer.

- Type the following information for Lincoln's wife into the proper fields (refer to Figure 2-2 if you need help):

Mary Ann Todd

Date born: **Dec 13, 1818 in Lexington, Kentucky**

Died: **July 16, 1882 in Springfield, Illinois**

You fill in the information for a wife the same way you do for a husband, being especially careful to use the wife's **maiden name** (her last name before she was married). This is important to avoid confusion and make it easier to trace her side of the family.

Remember to click in, or "Tab" to, the next field after you fill in the information for a particular field — don't try to type all that information into the same field! Refer to Figure 2-2 if you're unsure into which field to type your information.

As with Abraham, Family Tree Maker automatically creates a Family Page for Mary's parents and reformats dates as you exit the date fields.

- The Lincolns were wed on **November 4, 1842**, so type that into the **Marriage date** field.
- Click the **Beginning status** field after you type the marriage date.

Family Tree Maker displays a drop-down list of relationship codes when you click this field. The **default** for the “Beginning status” field is “Married,” so you don’t need to change anything in this field. A default is what’s already in a field when you come to it. Family Tree Maker uses defaults in several places to make your entries quicker and easier.

NOTE: You can select a different relationship code to match a couple’s circumstances. The categories are “Friends,” “Married,” “Other,” “Partner,” “Private,” “Single,” and “Unknown.”

10. Click the **Marriage location** field and type **Springfield, Illinois**.

You’re now finished entering basic information about Abraham Lincoln and his wife, Mary, so you can move on to their children.

11. Click the first row in the **Children** list.

This list is where you record the names, sexes, and birth dates of a couple’s children. Be sure to always record the full name, including the last name.

12. In the field where the cursor now lies (the first row in the **Children** list), type **Robert Todd Lincoln** and press **␣**.

Notice that Family Tree Maker automatically fills in the name “Lincoln” for you. This is Fastfields at work (see the next section, “Fastfields”).

13. As soon as the cursor moves to the **Sex** field, an “F” appears. (“F” for “Female” is the default entry for the “Sex” field.) Type **M** over the “F” and then press **␣** to go on to the **Birth dates** field.

14. Type **11/8/43** into the **Birth dates** field and press **␣**.

Family Tree Maker converts the date you type into a standard date format. Note that Family Tree Maker may ask you to clarify the date (in this case 1843) if it does not recognize the format you’ve used.

15. Type the following information into the appropriate fields for the Lincolns’ other four sons:

William Wallace, sex **M**, Birth date **Dec 21, 1850**
Edward Baker, sex **M**, Birth date **March 10, 1846**
Thomas, sex **M**, Birth date **April 4, 1853**
Tad, sex **M**, Birth date **UNKNOWN**

Be sure to enter their full names. As you can see, the information for the children isn't as extensive as the information for the parents — at least not on this page. Later in this tutorial, you'll see that each child has his or her own Family Page where he or she appears as a (potential) husband or wife.

The Family Page only displays four children at a time, but you can enter up to ninety-nine children for each marriage. Once you have entered a fourth name, a scroll bar appears on the right side of the “Children/Birth dates” window — use this to display any other children.

Fastfields

Fastfields is a special feature that allows you to save time by not having to enter the same information over and over again. Perhaps you noticed that as you began to type the name “Lincoln,” Family Tree Maker automatically filled it in for you. This is because name and location fields, among others, are Fastfields.

Location Fastfields remember the names of the last 50 locations that you've entered into any location field. This means that when you move the cursor into a location field and start typing the name of a town that you've previously entered into Family Tree Maker, Fastfields automatically tries to fill it in for you. You don't need to do anything special, just keep typing the name of the town until Family Tree Maker gets it right or runs out of guesses.

You may save time this way, but if Fastfields doesn't have the correct location name, you certainly won't lose any time. Other Fastfields work in the same way. If you prefer, you can turn this feature off.

To select options for (or to turn off) the Fastfields feature:

1. From the **File** menu, select **Preferences**.
2. Click the **Editing** tab.

Family Tree Maker displays the Fastfields selections.

You can turn Fastfields on or off in some, all, or none of the suggested fields by selecting or deselecting the appropriate check boxes.

3. After you make your selections, click **OK** to return to the current Family Page view.

Sorting Children

If you entered the children in the order that we listed them, they're not in birth order. It's generally a good idea to have the children in birth order, so Family Tree Maker offers a special command that sorts the children for you.

To sort the children on a Family Page:

1. From the **People** menu, select **Sort children**.

Family Tree Maker displays a message asking you to confirm that you want to sort the children.

2. Click **OK**.
3. Look at the list of children.

If the children weren't in birth order before, notice that they are now.

Congratulations! You've just finished filling out your first Family Page.

To make sure all of the information is correct, compare your Family Page to Figure 2-2.

If you spot a typographical error, go back and change it. Just click the fields containing information you need to change and use \emptyset and \grave{u} to move around within any field.

Filling Out Other Family Pages

Look at the right side of the screen — the tabs now say “Parents of Mary,” and “Parents of Abraham.” There are also tabs for each child, labeled “Robert,” “Edward,” “William,” and “Thomas.” You can click these tabs to go to other Family Pages in your Family File.

Note: The fifth child, Tad, is still on this page. You can see him by using the scroll bar on the right side of the “Children/Birth dates” window.

Each Family Page holds two generations — parents and their children. As you work on your own Family File, you fill out many Family Pages, moving both forward and backwards in time. Your Family File is like an album filled with pages of information about your family.

For the purposes of this tutorial, you'll only go backwards in time and fill out the Family Pages for Abraham Lincoln's parents and grandparents. To go forward in time, you would fill out Family Pages for his children, grandchildren, great-grandchildren, and so on. In your personal Family File you'll do both.

On the next page, you begin going backwards in time by filling out the Family Page for Abraham's parents.

Lincoln's Parents' Family Page

Fill out the Family Page for Lincoln's parents:

1. Click the **Parents of Abraham** tab to go to Lincoln's parents' Family Page.

Family Tree Maker displays Lincoln's parents' Family Page.

This Family Page is already partially filled out — one of the lines in the “Children” list contains Abraham Lincoln's information. This is because Family Tree Maker copied the information from Abraham's Family Page to his parents' Family Page.

2. Enter the following information for Lincoln's father, Thomas Lincoln, his mother, Nancy Hanks, and their marriage:

Husband: **Thomas Lincoln**

Date born: **Jan 6 1778** in **Rockingham County, Virginia**

Wife: **Nancy Hanks**

Date born: **Feb 5 1784** in **Campbell County, Virginia**

Died: **Oct 5 1818** in **Spencer County, Indiana**

Marriage date: **12 June 1806**

You don't have the information for the death of Thomas Lincoln, nor for the location of Thomas and Nancy's wedding, so you could either leave those fields blank or enter a question mark (?) in them. For now, just leave them blank. They were married, so you do not need to change the “Beginning status” field. For this tutorial, you don't need to enter any more information about their children. Check what you've typed against Figure 2-3.

You now need to go back one more generation to fill out two more Family Pages — one for Abraham Lincoln's paternal grandparents (the parents of his father, Thomas), and one for his maternal grandparents (the parents of his mother, Nancy).

Note: Don't skip this part of the tutorial. You won't have to enter a lot of information, and you will need this information to create beautiful trees in Part IV of the tutorial.

The screenshot shows a genealogy software interface with a yellow background. On the right side, there are three vertical tabs labeled 'Parents of Thomas', 'Parents of Nancy', and 'Abraham'. The main area contains the following information:

- Husband:** Thomas Lincoln (highlighted in blue). Fields for 'Date born' (January 01, 1778), 'Died' (Bel. 1830 - 1840), and 'Buried' are present. A 'More' button and 'Scrapbk' icon are to the right.
- Wife:** Nancy Hanks. Fields for 'Date born' (February 05, 1784), 'Died' (October 05, 1818), and 'Buried' are present. A 'More' button and 'Scrapbk' icon are to the right.
- Marriage date:** June 12, 1805. **Beginning status:** Married.
- Marriage location:** (empty field). A 'More' button and 'Scrapbk' icon are to the right.
- Children:** A table with columns 'Children', 'Sex', and 'Birth dates'.

Children	Sex	Birth dates
1. Abraham Lincoln	M	February 12, 1809
2.		

Figure 2-3. Completed Family Page for Thomas and Nancy

Lincoln's Paternal Grandparents' Family Page

In this section you'll learn how to add information if either the husband or wife has been married more than once.

1. On the Family Page that shows Thomas and Nancy as husband and wife, click the **Parents of Thomas** tab.

Family Tree Maker displays the Family Page of Thomas' parents.

2. Enter the following information about Lincoln's grandparents.

Lincoln's paternal grandfather was also named **Abraham Lincoln**, and was also born in **Kentucky**. His paternal grandmother was **Bathsheba Herring**. That's all of the available information.

Check what you've typed against Figure 2-4 to make sure it's accurate. If necessary, go back and make changes.

Note: Ordinarily, when you don't know the date of an individual's death, enter a question mark (?) in the date of death field. For the purposes of this tutorial, however, you can leave these fields blank.

The screenshot shows a family page in Family Tree Maker. At the top, the 'Husband' field is filled with 'Abraham Lincoln'. To its right are buttons for 'More', 'Scrapbook', and 'Spouses'. Below this are fields for 'Date born', 'Died', and 'Buried', each with an 'in' field for location. The 'Date born' field contains 'Kentucky'. The 'Wife' field is filled with 'Bathsheba Herring', also with 'More', 'Scrapbook', and 'Spouses' buttons. Below the wife's information are 'Date born', 'Died', and 'Buried' fields. A 'Marriage date' and 'Beginning status' (set to 'Married') field are present, along with a 'Marriage location' field. At the bottom, a table lists children:

	Children	Sex	Birth dates
1.	Thomas Lincoln	M	January 05, 1778
2.			

On the right side of the form, there are vertical labels: 'Parents of Abraham', 'Parents of Bathsheba', and 'Thomas'.

Figure 2-4. Completed Family Page for Abraham and Bathsheba

- It turns out that Grandfather Abraham was married to another woman before he married Bathsheba Herring. To the right of Grandfather Abraham's name, there is a button labeled "Spouses." Click this button to add information about Grandfather Abraham's other wife.

Family Tree Maker displays the Spouses dialog box in Figure 2-5. You have the choice of going to an existing spouse or creating a new spouse. Each individual in Family Tree Maker can have up to 99 spouses.

- Click **Create a new spouse**.

Note: Answer "No" when Family Tree Maker asks if you want to attach children to the new spouse. Thomas was the child of Abraham and Bathsheba, not of Abraham and Mary.

Family Tree Maker displays another Family Page containing Grandfather Abraham in the "Husband" field, but the "Wife" field is empty.

- Type the name of Grandfather Abraham's first wife, **Mary Shipley** in the **Wife** field (see Figure 2-6).

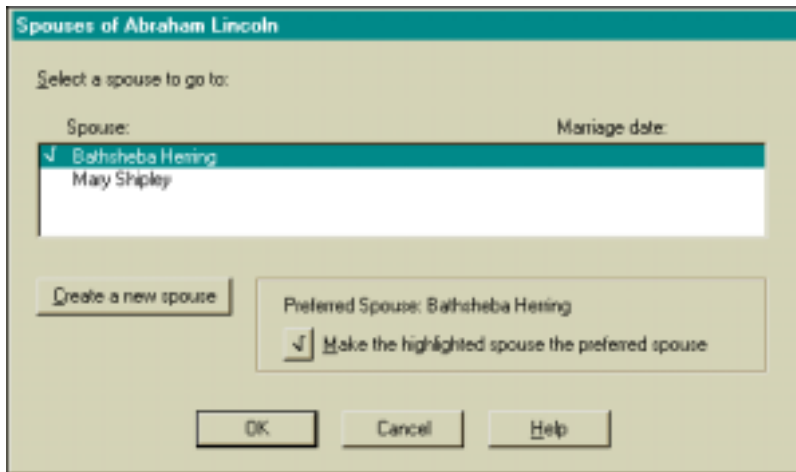


Figure 2-5. Spouses dialog box

6. Click Grandfather Abraham's **Spouses** button again.

Family Tree Maker displays the Spouses dialog box, which now shows both of Grandfather Abraham's wives.

Note: There is a check mark next to Bathsheba's name. This indicates that she is the preferred spouse of Abraham. This tells Family Tree Maker that you want Bathsheba to be shown when you display Abraham's Family Page, not Mary. If you wanted Mary to be the spouse who automatically displayed on Abraham's Family Page, you would select Mary from the Spouses list and click the Preferred spouse button. If the individual has children, you will be asked whether you want to attach the children to the new spouse.

7. In the list of names, click (highlight) **Bathsheba Herring**.
8. Click **OK**.

Family Tree Maker returns you to Abraham's and Bathsheba's Family Page.

The screenshot shows a web-based form for a family page. It is divided into two main sections for 'Husband' and 'Wife'.
 - **Husband Section:** Name: Abraham Lincoln. Date born: [empty] in Kentucky. Died: [empty] in [empty]. Buried: [empty] in [empty].
 - **Wife Section:** Name: Mary Shipley. Date born: [empty] in [empty]. Died: [empty] in [empty]. Buried: [empty] in [empty].
 - **Marriage Information:** Marriage date: [empty]. Beginning status: Married. Marriage location: [empty].
 - **Buttons:** 'More', 'Scrapbk', and 'Spouses' buttons are present for both the husband and wife sections.

Figure 2-6. Completed Family Page with Abraham and Mary

Lincoln's Maternal Grandparents' Family Page

In this section you'll fill in information about President Lincoln's maternal grandparents. You'll also learn a quick way to move between Family Pages.

To enter information about Lincoln's maternal grandparents, you first need to display the Family Page of his mother, Nancy Hanks. This is because Nancy is the closest relative who is already in the Family File.

To find Nancy's Family Page, you'll use the Index of Individuals:

1. From the **View** menu, select **Index of Individuals**.

Family Tree Maker displays the Index of Individuals. It lists all of the names that you've entered into this Family File.

2. **Click Hanks, Nancy so that it is highlighted.**

3. **Click Go to Family Page.**

Family Tree Maker displays Thomas's and Nancy's Family Page (see Figure 2-3).

Now you're ready to fill in information about the President's maternal grandparents. The only information you have is the name of his maternal grandfather — Joseph Hanks.

1. Click the **Parents of Nancy** tab on the right side of Thomas and Nancy's Family Page.

Family Tree Maker displays the Family Page of Nancy's parents.

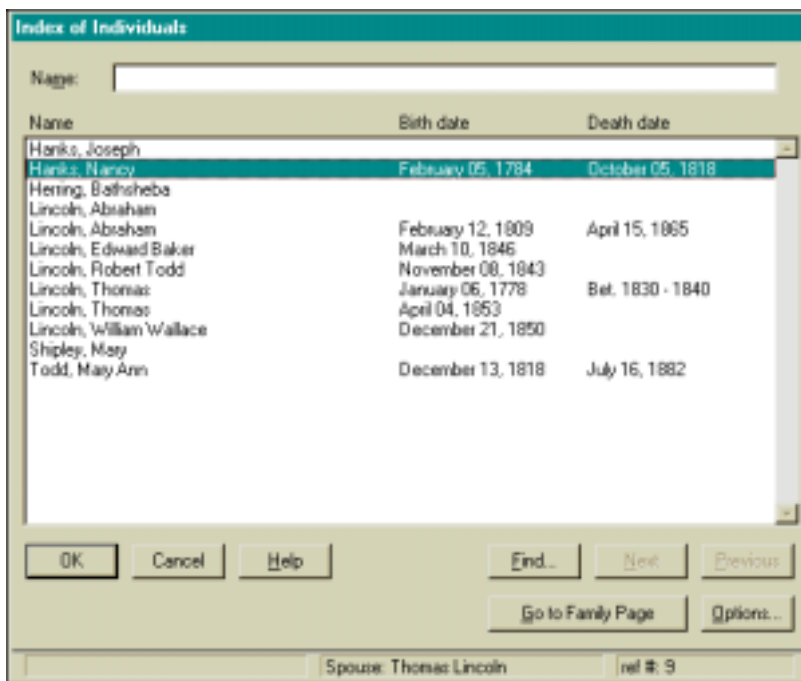


Figure 2-7. The Index of Individuals

2. Type **Joseph Hanks** in the **Husband** field.

That's all there is to enter for Nancy's parents. Now you are ready to return to President Lincoln's Family Page. This time you'll use a different feature in the Index of Individuals to do this.

1. From the **View** menu, select **Index of Individuals**.

Family Tree Maker displays the Index of Individuals. You can see that Abraham Lincoln is listed twice in the Index of Individuals. President Lincoln is the one who was born in 1809. However, this is a good chance to practice using the Find command.

2. Click **Find** at the bottom of the Index of Individuals.

Family Tree Maker displays the Find Name dialog box.

3. Type **Abraham** in the **Name** field.
4. Click **OK**.

Family Tree Maker closes the Find Name dialog box and highlights the first “Abraham Lincoln” listed in the Index of Individuals. That’s President Lincoln’s grandfather, so it’s not the individual that you want.

5. Click **Next**.

Family Tree Maker highlights the second “Abraham Lincoln” in the list. That’s President Lincoln. You want to go to his Family Page.

6. Click **Go to Family Page**.

Family Tree Maker displays President Lincoln’s Family Page.

Removing an Individual from Your File

It’s always good practice to check your information from time to time. Sometimes you’ll find that you have made a mistake. But don’t worry — Family Tree Maker has commands that can help you find some types of errors automatically. In this case, a closer look at the records shows that Tad Lincoln was not a separate child, but in fact, “Tad” is Thomas’s nickname. To correct this mistake, you’ll delete Tad.

To remove Tad from the file:

1. Click the down arrow at the bottom of the scroll bar on the **Children** list so that Tad becomes visible.
2. Click Tad’s name. **Note:** the cursor will flash where you place it, but the entire name will not be highlighted.
3. From the **People** menu, select **Delete Individual**.

Family Tree Maker displays a dialog box asking you to confirm that you want to delete Tad.

4. Click **Yes**.

Tad is now gone from your file. Family Tree Maker returns you to Tad’s parents’ Family Page.

Note: It’s important to remember to use the Delete Individual command whenever you want to remove someone permanently from your file. Using the backspace or delete keys to remove someone only removes their name — it doesn’t remove any of their other information or any of their relationships with other individuals.

PART II: THE MORE ABOUT DIALOG BOXES

Family Tree Maker provides five other dialog boxes for each individual in your Family File. These dialog boxes are collectively called **More About** dialog boxes because they let you enter more information about an individual.

Entering Brief Facts

Next, add a bit more information about President Abraham Lincoln — specifically, that he was a rail splitter in his youth.

1. Click **More** to the right of Lincoln’s name.

Family Tree Maker displays the Facts dialog box. It contains fields where you can enter short comments and facts about an individual, such as their occupation or date of immigration (see Figure 2-8).

Note:Family Tree Maker remembers which More About dialog box you were using last. If the dialog box you see now is not the Facts dialog box, don’t worry. It simply means you were exploring Family Tree Maker before doing this tutorial. To open the Facts dialog box, click the **Facts** button at the top right of the currently open More About dialog box.

2. Click the Fact Name drop-down list and, scrolling down the list, select “Occupation.” In this case, an appropriate fact name exists for the information we want to enter. If the fact name we wanted to use was not found in the list, we could simply add it by typing it into a blank fact name field. Family Tree Maker would then add it to the list of facts for future use.
3. Click (or “Tab” over to) the **Comment/Location** field, and then type **Rail splitter (in youth)**. Since this isn’t something that happened on a specific date, leave the **Date** field blank.

You could continue adding more facts in this dialog box, but for now, leave it at this one fact.

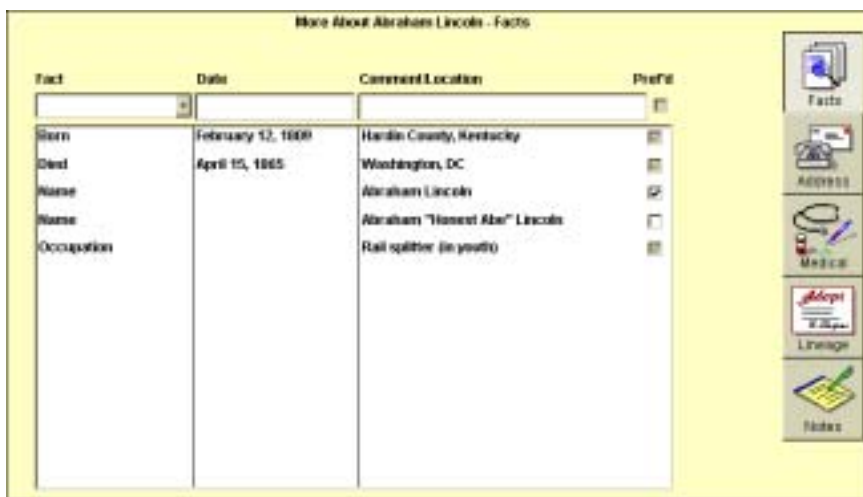


Figure 2-8. Facts dialog box

The Other More About Dialog Boxes

You'll notice that on the right side of the More About dialog boxes there are five buttons labeled "Facts," "Address," "Medical," "Lineage," and "Notes." You can click these buttons to take you to these More About dialog boxes. You won't enter information in all of these More About dialog boxes now, but here's a short description of each one.

In the Medical dialog box you can enter an individual's physical and medical information, such as height, weight, and cause of death. The Address dialog box is for entering an individual's address and phone number. This information would be handy if you wanted to print an address list for your family. In the Lineage dialog box you can record an individual's nickname and any special title that they use.

You can also record special information about that individual's relationship with their parents, for example, you can indicate that they were adopted as a child. Finally, there is the Notes dialog box, which you can use to record several pages of stories and notes about an individual. You'll enter some information in the Lineage and Notes dialog boxes in the next few sections.

Entering Nicknames into the Lineage Dialog Box

People frequently have nicknames that they prefer to use. For example, earlier you learned that Tad Lincoln was Thomas Lincoln's nickname. Abraham Lincoln was

also known as “Honest Abe.” You can record nicknames in the Lineage dialog box. This is also a good place to record name changes.

To enter a nickname for Abraham Lincoln:

1. Click **Lineage** on the right side of the Facts dialog box.
Family Tree Maker displays the Lineage dialog box.
2. Click the **This person is also known as (aka)** field.
3. Type **Honest Abe**

Notice that you entered just the nickname. This is because Family Tree Maker offers you the option of printing nicknames as part of the full name or instead of the given name. In this case, you’ll get to choose either “Abraham Lincoln,” “Honest Abe,” or “Abraham Honest Abe Lincoln” when you print.

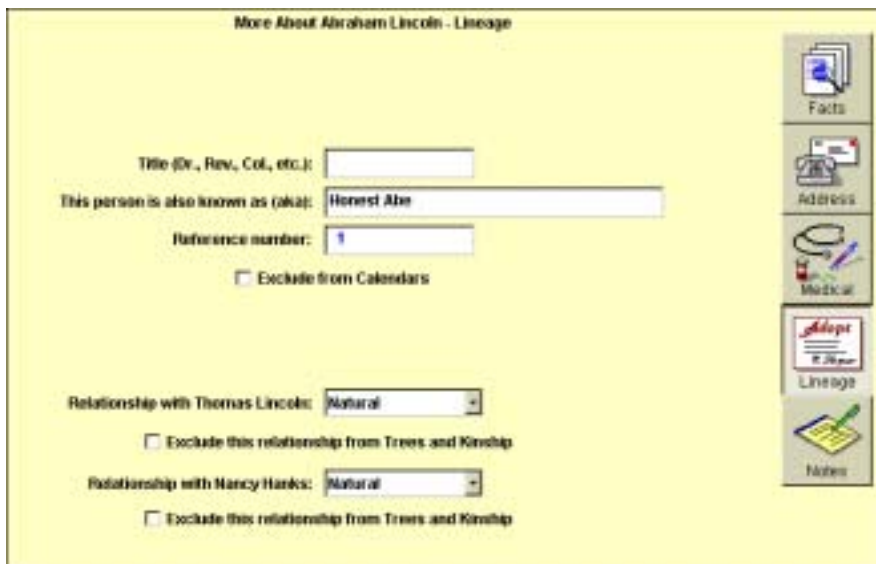


Figure 2-9. Lineage dialog box

Entering Lengthy Information into the Notes Dialog Box

The Notes dialog box is a mini word processor. In it you can record and organize

virtually any information you like, including several pages of a family member's favorite recipes, jokes, or even short stories. If you want, you can print them for easy filing.

This section shows you how easy it is to enter notes by leading you step-by-step through the experience of creating the notes shown in Figure 2-10. You'll learn how to:

Enter text and make corrections

Change the style of the text

Rearrange the order of paragraphs

You're now ready to enter biographical information about Abraham Lincoln.

1. Click **Notes** at the right side of the **Lineage** dialog box.

Family Tree Maker displays the Notes dialog box.

2. Type **He volunteered**

If you make a mistake, use \leftarrow to move the cursor back to the left and use Backspace \rightarrow to delete the incorrect characters. The Backspace \rightarrow key deletes characters as it moves the cursor to the left. If you need to move the cursor back to the right, press \rightarrow .

3. Continue typing on the same line: **and became a Captain in the Black Hawk War of 1832.**

4. Press the space bar twice.

Do *not* press \rightarrow . If you do, press Backspace \rightarrow to move the cursor back to the end of the sentence you typed in steps 2 and 3.

5. Type **He commented afterwards that he saw no live, fighting Indians, but had a good many bloody struggles with the mosquitoes.**

As you can see, if a word doesn't fit at the end of a line, Family Tree Maker automatically moves it to the beginning of the next line. You should only press \rightarrow when you reach the end of a paragraph.

6. Press \rightarrow to end the paragraph.
7. Press \rightarrow once more to create a blank line.
8. Type the second paragraph:

Abe Lincoln had a passion for learning. He only had one year of formal schooling, but he would walk for miles to borrow books to teach himself math, science, and law.

Your screen should now look similar to the one shown in Figure 2-10. Different monitors can fit different amounts of text on each line, so don't worry if your screen doesn't look exactly like this figure.



Figure 2-10. Notes for Abraham Lincoln

Changing Text

You may want to change your notes after entering them. In the following steps, you'll make a simple textual change and see how Family Tree Maker automatically reformats your notes for you.

1. Move the mouse pointer in front of the "l" in "learning" and then click the primary (left) mouse button so that the flashing cursor appears in front of the word "learning."

The word "learning" is in the first line of the second paragraph.

2. Type **knowledge**

-
3. Press \ddot{A} until all of “learning” is deleted.

Family Tree Maker reformats each paragraph for you automatically as you insert or delete words.

Moving Paragraphs

The paragraphs in our example are really in the wrong order. The next few steps show you how to rearrange them.

1. Move the mouse pointer to the beginning of the second paragraph, in front of the “A” in “Abe.”
2. Press and hold your primary mouse button and then drag the mouse down to the end of the paragraph. This is called “clicking and dragging.”

Notice that characters are highlighted, or **selected**, as you drag over them.

3. Release the mouse button when you’re at the end of the paragraph, being careful not to press another key.

The second paragraph should be completely highlighted, as shown in Figure 2-11. If it isn’t, start over from step 1.

4. From the **Edit** menu, select **Cut text**.

The paragraph disappears from the screen, but it’s not gone. It’s in a temporary storage place in memory called the **Clipboard**. Using **Paste**, you can insert the paragraph back into your notes wherever you like.

5. Move the cursor to the beginning of the first paragraph by clicking in front of the “H” in “He.”
6. Press \grave{a} twice to make space for the paragraph you’re about to paste in.
7. Press \div twice to move the cursor to the top of the screen.
8. From the **Edit** menu, select **Paste text**.

Family Tree Maker now pastes the paragraph from the Clipboard into your notes as shown in Figure 2-12. In a few simple steps, you moved an entire paragraph from the end of your notes to the beginning.

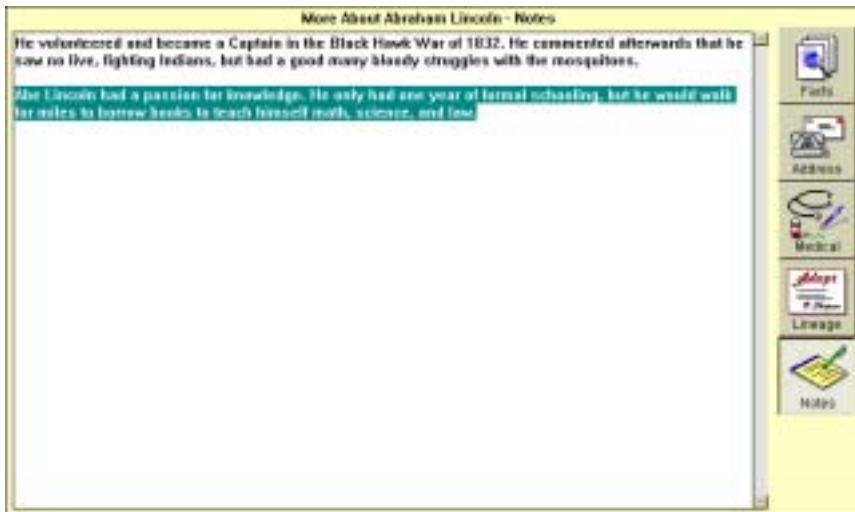


Figure 2-11. A highlighted, or selected, paragraph



Figure 2-12. Abraham's newly arranged Notes dialog box

Printing Your Notes

Before you begin this set of steps, make sure that the Notes dialog box with Abraham Lincoln's notes is still on your screen.

1. Adjust the paper so that the print head is at the top of the page.
Ignore this step if you have a paper tray (as most laser printers do), sheet feeder, or plotter.
2. Turn on your printer.
3. From the **File** menu, select **Print Notes**.
Family Tree Maker displays the Print dialog box.
4. Click **OK** to begin printing your notes.
The printer starts printing; in a few moments you'll have a printed copy of your notes about Abraham Lincoln. You're now done entering lengthy text for Abraham, so you can return to his Family Page.
5. From the **View** menu, select **Family Page**.
Family Tree Maker returns you to the Family Page.

PART III: SCRAPBOOKS

Each individual and each marriage in your Family File has a **Scrapbook**. You can store any type of electronic information, such as scanned pictures or other scanned memorabilia, sound clips, or video clips. In addition, you can add OLE (Object Linking and Embedding) objects such as word processor documents; or Kodak Photo CD pictures to Scrapbooks. Each item added to a Scrapbook is called a **Picture/Object**. With Scrapbooks, you can create a wonderful collection of memories about each of your family members!

In this section you'll learn how to insert a picture into a Scrapbook. You'll also find out how to tell Family Tree Maker to print Pictures/Objects in trees and other Family Tree Maker documents.

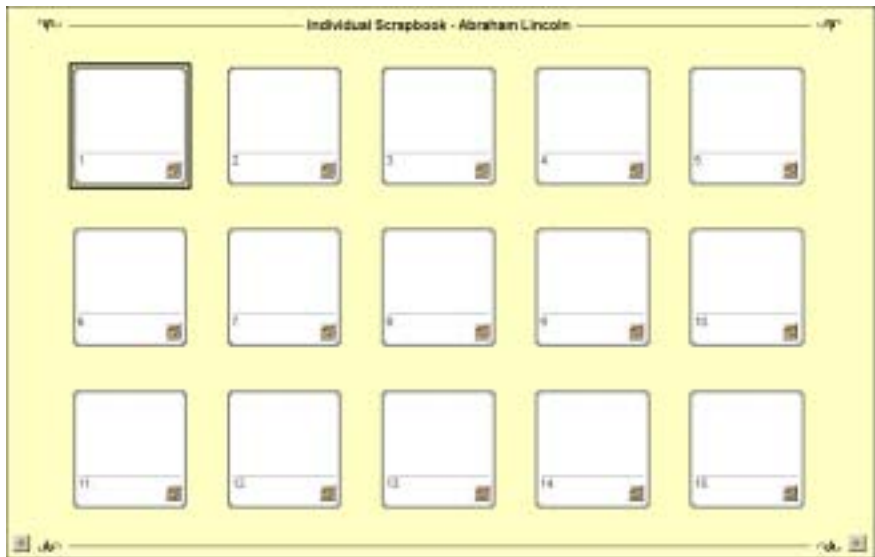


Figure 2-13. An empty Scrapbook page

Placing an Item in a Scrapbook

There are different ways to place items into a Scrapbook but for now you'll just use the Insert Picture command to insert a picture of Abraham Lincoln that we have provided. You'll begin by opening Abraham Lincoln's Scrapbook. **Please note:** make sure you are on Abraham Lincoln's Family Page and that the cursor is on his name.

1. From the **View** menu, select **Scrapbook**.

Family Tree Maker displays Abraham Lincoln's Scrapbook. Since there are no items in Abraham Lincoln's Scrapbook, the Scrapbook opens to the first page with the first empty Picture/Object area selected.

2. From the **Picture/Object** menu, select **Insert Picture from File**.

Family Tree Maker displays the Insert Picture dialog box.

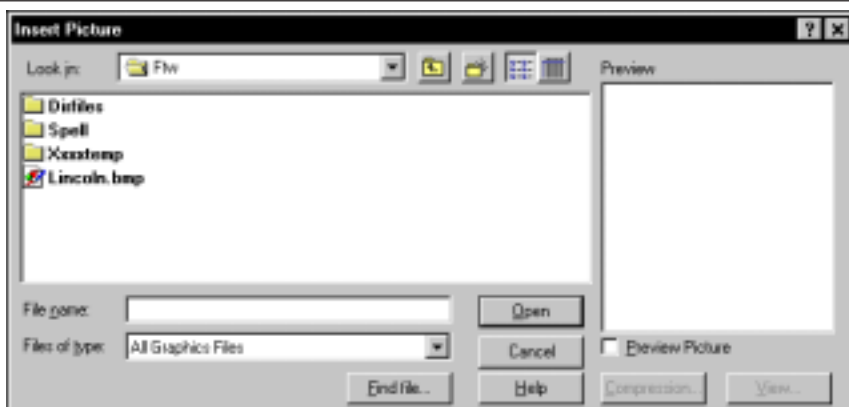


Figure 2-14. Insert Picture dialog box

3. Click the **Look in** drop-down list and select **C:** as the drive.
If you installed Family Tree Maker on a drive other than drive C, then select that drive.
In the window below the “Look in” field, Family Tree Maker displays a list of all the files and folders on the selected drive.
4. Double-click the **FTW** folder.
If you installed Family Tree Maker in a folder other than “FTW,” select that folder instead.
Family Tree Maker displays a list of all the graphic files in the selected folder.
5. In the window below the “Look in” field, click **Lincoln** to select it. If Lincoln’s picture does not appear in the Preview window, select the **Preview Picture** check box.
6. Click **Open**.
Family Tree Maker displays the Edit Picture dialog box (see Figure 2-16). In this dialog box you can rotate, flip, or crop your picture before you place it into the Scrapbook.
Note: If you want to edit a picture, this is the best time to do it. This is because Family Tree Maker compresses images for storage.

Editing a Picture

You can rotate, flip, and crop pictures. Rotating a picture left or right lets you tilt it on its side, or completely upside-down (180 degrees). Flip and mirror are similar in the way they let you reverse the image vertically or horizontally. Cropping lets you select and save just a portion of a picture to place in your Scrapbook. Now you'll crop the picture that you just opened in Family Tree Maker.

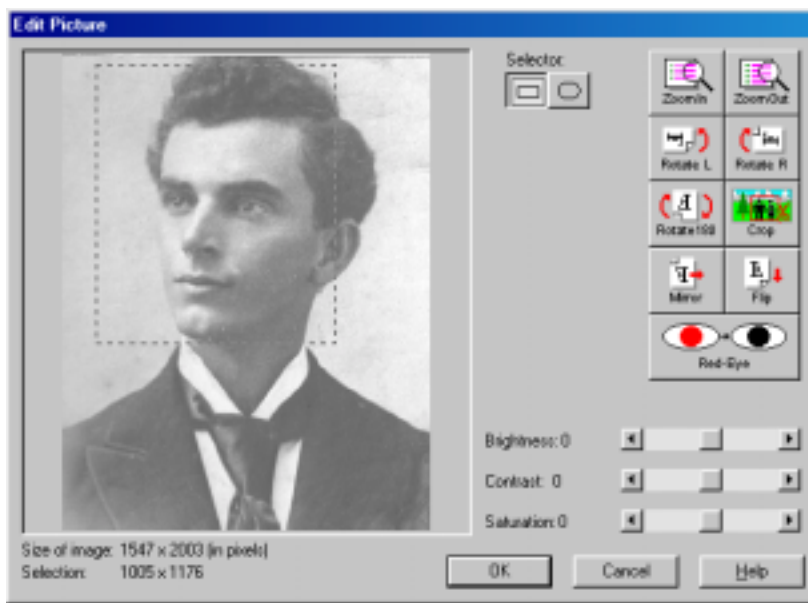


Figure 2-15. The Edit Picture dialog box

1. Begin by positioning the cross-hair (large plus sign) over the exact spot where you want the top left corner of the cropped picture to be.
2. Press and hold the primary (usually left) mouse button while you drag diagonally (down and to the right) to the exact spot where you want the bottom right corner of the cropped picture to be, then release the mouse button.

The area inside the box you just created will be your new picture after it is cropped. If you do not like the position of the box, simply repeat steps 1 and 2 to create a new one.

-
3. When you have a box around the area of the picture that you want to keep, click the **Crop** button, then click **OK**.

Family Tree Maker deletes the part of the picture that you chose to crop off, and shows you a sample of the cropped picture. If you want to remove even more of the original picture, repeat steps 1 and 2.

5. Click **OK**.

Family Tree Maker permanently crops the picture and places the newly cropped version in the Scrapbook.

As you can see, when you place a picture in a Scrapbook, Family Tree Maker displays a miniature (thumbnail) version of it. However, you can always display a Scrapbook picture at full size by double-clicking it (or click **Print** in the **View Picture** dialog box to print the image). You can also add Scrapbook pictures to trees, Family Group Sheets, labels and cards, and more. “The More About Picture/Object Dialog Box” section coming up explains more about printing pictures.

Brightness, Contrast, and Saturation

Some color photos are ruined by having the wrong light level or by looking “washed out” (having insufficient contrast between the figures and the background). The Brightness, Contrast, and Saturation controls allow you to make a photo brighter or darker, to increase or decrease the contrast levels, and to intensify or downplay the color saturation.

To use these controls:

1. Click and hold on the square “knob” on the **Brightness, Contrast, or Saturation** slider bar.
2. Holding the mouse button down, drag the knob to the left or right until you have reached the level of change you desire.

Red-Eye Removal

Now you can salvage beautiful family pictures ruined by the red-eye effect, which occurs when the flash is reflected in someone’s eyes.

1. Bring up this feature from the **Edit Picture** dialog box.
2. In the **Edit Picture** dialog box, click the **Zoom In** button repeatedly to make the image appear as large as possible. Use the scroll bars on

the sides of the image to move to where you can see the red eye to be removed.

3. Click the **Oval Selector** so that you can select the affected area.
4. Click and drag with your mouse to select just the iris (the colored area) in the affected eye.
5. Click the **Red-Eye** button to bring up the **Red-Eye Removal** dialog box. Click **OK**.

Note: The Red-Eye Removal dialog box removes red-eye automatically. In most cases, you will not need to make any adjustments in the dialog box yourself.

7. After using the **Red-Eye Removal** dialog box, make sure to click **Zoom Out** several times to judge the result of your changes.

The More About Picture/Object Dialog Box

After you insert an item into a Scrapbook, it's a good idea to use the More About Picture/Object dialog box to create a caption for it and to tell Family Tree Maker in which documents you want the picture to print. (An item that has been inserted into the Scrapbook is called a **Picture/Object**.)

1. In a **Scrapbook** view, select a **Picture/Object** by clicking it once. For example, in the Scrapbook for Abraham Lincoln, click on the picture you just added.
2. From the **Picture/Object** menu, select **More About**. You can also open the More About Picture/Object dialog box by pressing , + M or clicking the "open drawer" icon in the lower right corner of each Scrapbook image place holder.

Family Tree Maker displays the More About Picture/Object dialog box.

3. Click the **Caption** field and type **Abraham Lincoln**

This caption appears on the Scrapbook page beneath the Picture/Object after you click **OK**. (But don't click **OK** yet.)



Figure 2-16. The More About Picture/Object dialog box

4. Click in the **Category** field and type **Portrait**

Make sure to fill in this field for each item that you place in the Scrapbook. You can create as many different categories as you like, but it is important to place similar photos in the same category. Categories are useful when it's time to print or search for a Picture/Object. For example, if you wanted to look at all of the Pictures/Objects related to birthdays and you had given all of the family birthday Pictures/Objects the category "Birthday," you'd easily be able to locate the birthday picture you need.

When photos are in the same category, it's also easy to include them as a group in a document. For example, if you wanted to print a tree that contained each individual's picture and each individual had a picture in the "Portrait" category, you could easily print a tree that had a portrait in each individual's box.

5. In the **Type** field Family Tree Maker has already selected **Picture**.

This field is used to identify what the Picture/Object is. For example, it could be a picture or sound clip. Family Tree Maker automatically identifies the items that it recognizes. Otherwise, it enters “Unknown” into the field and allows you to choose from the drop-down list.

Make sure to complete this field for each item that you place in a Scrapbook. You need this information when you print or search for a Picture/Object.

6. Click the **Description** field and type the following: **Portrait of Abraham Lincoln**.

You can use this field to describe your Pictures/Objects more thoroughly than you can in the “Caption” field.

7. Notice that Family Tree Maker has already selected the **Include in Printed Scrapbook** check box.

When you select this check box, Family Tree Maker includes this Picture/Object in printed Scrapbooks. If you don’t want a particular Picture/Object to appear in printed Scrapbooks, make sure this check box is deselected in its own More About Picture/Object dialog box.

8. Select the **Include in Show** check box.

Family Tree Maker can display the items in a Scrapbook on the screen sequentially, similar to a slide show. When you select this check box, Family Tree Maker includes this Picture/Object when you play the Scrapbook.

9. Make sure that the “**Preferred Picture/Object #1 for trees**” check box is already selected.

The “Preferred Picture/Object for trees” check boxes will make it easier for you later when you want to select categories of Pictures/Objects to print in trees. You use these check boxes to select the three Pictures/Objects that you are most likely to print for any particular individual.

For example, if you pick each individual’s birthday photo as the “Preferred Picture/Object #1 for trees” and tell Family Tree Maker to include “Preferred Picture/Object #1 for trees” when you print a tree, the tree would contain each individual’s birthday photo.

Please note that for each Scrapbook, you can only designate one Picture/Object as the “Preferred Picture/Object #1 for trees.” The same holds for “Preferred Picture/Object #2 for trees” and so on.

If you want to include more than three Pictures/Objects in a tree, you can use Categories, described in step 4, when it is time to print.

10. Select both the **Preferred Picture/Object for Labels/Cards**, and the **Preferred Picture/Object for Fam Grp Sheets** check boxes.

The same rules apply to “Preferred Picture/Object for Labels/Cards” and “Preferred Picture/Object for Fam Grp Sheets” as for “Preferred Picture/Object for trees,” described in the previous step. However, you can designate only one Picture/Object for each of them.

Note: When the currently selected Picture/Object is a Kodak Photo CD picture, Family Tree Maker displays CD#, Photo#, and Resolution information.

11. Click **OK**.

Family Tree Maker returns you to the Scrapbook view.

From the **View** menu, select **Family Page** to return to Lincoln’s Family Page.

PART IV: PRINTING A FAMILY TREE

You’ve entered information about several of Abraham Lincoln’s family members, so now you can display and print his family tree. If this were your own family tree, you’d probably want to add more information.

You may remember from the introduction to this manual that Family Tree Maker can create several types of trees: Ancestor trees, Descendant trees, Hourglass trees, and All-in-One trees. Family Tree Maker creates these trees using **views**. You enter your family information just once, and Family Tree Maker uses the same information to display your information in different ways, or views. For example, when you select an Ancestor tree, Family Tree Maker displays your information in the Ancestor Tree view. Or, when you select a Descendant tree, Family Tree Maker displays your information in the Descendant Tree view. All of the available tree views are listed on the View menu.

Changing Views

In this section, you'll first look at a Descendant tree to give you more practice changing views. Then, you'll look at an Ancestor tree and print it.

Right now your Family Page should show Abraham Lincoln in the "Husband" field. If you are not on Abraham Lincoln's Family Page, go to the Index of Individuals, find Abraham Lincoln (the one who was born in 1809), and then go to his Family Page (if you aren't sure how to do this, see "Lincoln's Maternal Grandparents' Family Page" and Figure 2-7, in this chapter).

Make sure that the cursor is on Lincoln's name. By placing the cursor on Lincoln's name, you are making him the **primary individual**. The primary individual in a family tree is the main person in the tree. For example, if you are creating a Descendant tree, the primary individual is at the very top of the tree, and the tree shows the primary individual's descendants.

To display Abraham's Descendant tree:

1. From the **View** menu, select **Descendant Tree**. From the submenu, select **Standard**.

Family Tree Maker displays a standard Descendant tree on your screen.

At the top of the tree there are boxes containing information about Abraham Lincoln and his wife, Mary. Beneath them are boxes containing information about each of their four children. You could also have chosen to see this same information displayed in a "fan" style. We'll do that next.

2. From the **View** menu, select **Descendant Tree**. From the submenu, select **Fan**.

Family Tree Maker displays the descendant information, only now the boxes are arranged in a fan-shaped style instead of the standard vertical style. Ancestor, Descendant, and Hourglass trees all have the fan option.

3. From the **View** menu, select **Zoom**, and then, from the dialog box that Family Tree Maker displays, select **Actual Size**.

Family Tree Maker shows Abraham's Descendant tree at actual size. Using the **Zoom** command does *not* change the size of your tree when you print.

You can use the scroll bars that are along the bottom and right sides of your tree to move around and look at different parts of the tree. When you're through looking at the tree, move on to the next step.

4. Now, to see someone else's Descendant tree, choose a different primary individual. From the **View** menu, select **Index of Individuals**.

Family Tree Maker displays the Index of Individuals.

5. Click **Nancy Hanks**, and then click **OK**.

Family Tree Maker displays a Descendant tree showing the descendants of Nancy Hanks and Thomas Lincoln. If you want to print the tree, you would do it from here, but instead, you'll print an Ancestor tree.

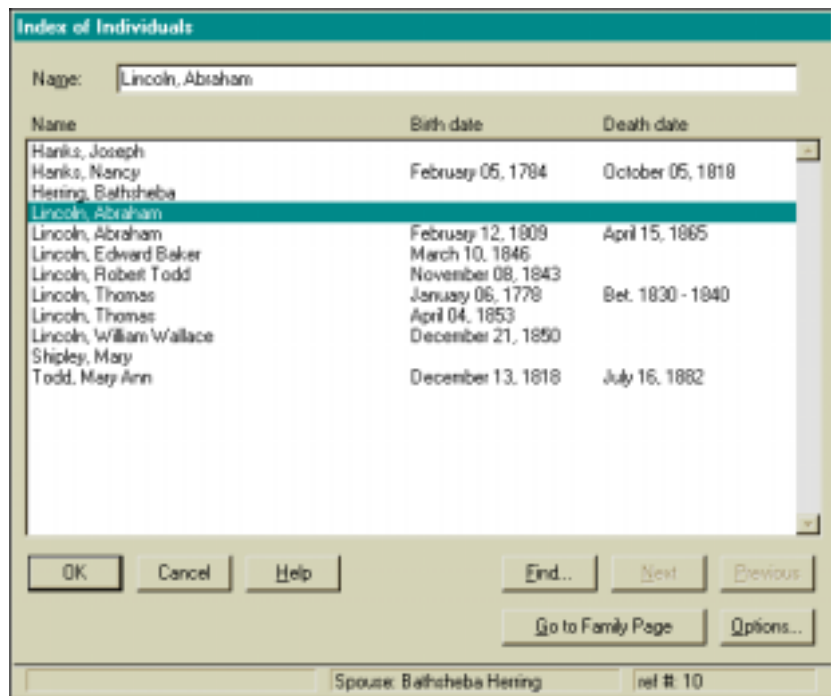


Figure 2-17. Quick Search in the Index of Individuals

Displaying an Ancestor Tree

To display an Ancestor tree for President Lincoln, you need to make him the primary individual again and then switch to the Ancestor Tree view. You could find President Lincoln just by going to the Index of Individuals and clicking on his name, but this is a good opportunity to try out Quick Search.

To find someone with a Quick Search:

1. From the **View** menu, select **Index of Individuals**.

Family Tree Maker displays the Index of Individuals. Notice that there is a flashing cursor in the “Name” field at the top of the screen. Use this field to do your search.

2. Begin typing **Lincoln, Abraham**

Notice that you type his last name first. With each character you type, Family Tree Maker moves the highlight closer to the name you want to find. It stops on the first Abraham Lincoln, the President’s grandfather (see Figure 2-17).

3. Press **↵** once (or single click the second Abraham Lincoln with your mouse) to highlight the President.
4. Click **OK**.

Family Tree Maker displays a Descendant tree with Abraham Lincoln as the primary individual. Why does it display a Descendant tree? Because the Descendant Tree view is the view that you were in before you changed to the Index of Individuals view. When you’re in the Index of Individuals, clicking OK returns you to the view you were in prior to opening the Index of Individuals. The name you highlight in the Index of Individuals is the name you see when you return to the previous view.

5. Now you want to see an Ancestor tree, so from the **View** menu, select **Ancestor Tree**. From the submenu, select **Standard**.

Family Tree Maker displays a standard Ancestor tree containing Abraham Lincoln, his parents, and his grandparents. His children are not in this tree because they are his descendants, not his ancestors.

Now you can change the way the tree looks and the information it contains as you create a tree you like. For now, you’ll just learn how to control what information prints in the boxes, but be sure to take the

time to experiment with the options on the **Contents** and **Format** menus. It's a great way to learn how to create interesting and beautiful trees and reports!


Selecting Items to Include in the Boxes

1. From the **Contents** menu, select **Items to Include in each Box**.


Family Tree Maker displays the Items to Include dialog box (see Figure 2-18), which contains two lists. The list on the left is for selecting items to include in the tree's boxes and the list on the right shows which items are currently selected to be in the tree's boxes.

The items that are currently selected are Name, Birth date and location, Marriage date and location, and Death date and location. Family Tree Maker uses examples to give you an idea of how the items will print. For example, the item that says "First Middle Last" tells you that individuals' complete names will print. If it just said "First Last," you would know that middle names wouldn't print. Family Tree Maker does the same thing with dates.

Just for practice, you'll remove some items from Abraham's tree.

2. Click the death date item in the list on the right. Unless you previously chose a different format, it says **d: Date in Location**.
3. Click  (Remove).

This removes that item from *all* the boxes in the Ancestor tree. Now, select a new item to include: each individual's age at death.

4. In the list on the left, click **Age at death**.
5. Click  (Include).

Family Tree Maker displays the Options: Age at Death dialog box.

6. Select the formatting options you like and then click **OK**.

Family Tree Maker moves "Age at death" into the list on the right.

Now you're going to change the format of one of the items that you already included in the boxes of Abraham's tree: each individual's name.

1. Click **First Middle Last** in the list on the right.

Family Tree Maker highlights the item.

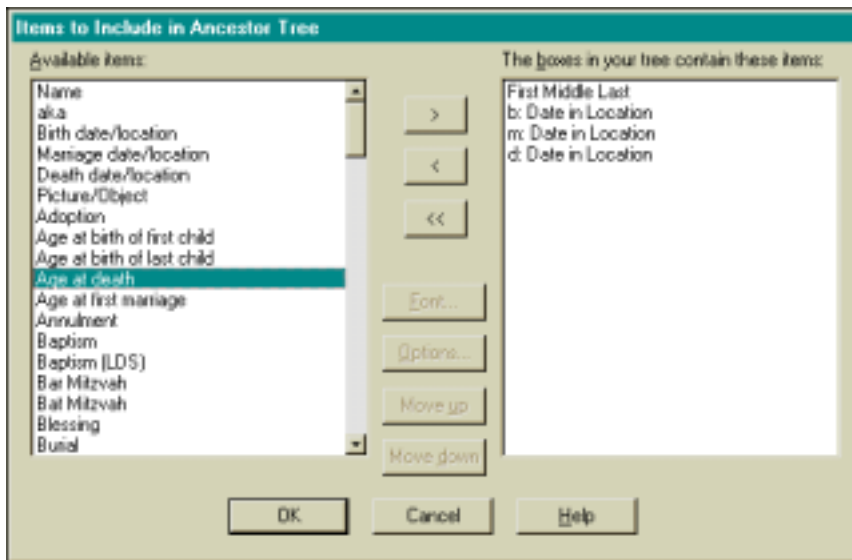


Figure 2-18. The Items to Include dialog box

2. Click **Options**.

Family Tree Maker displays the Options: Name dialog box shown in Figure 2-19.

3. Click the **Format** drop-down list and select **First Last**.

As you can see, there are other format options you can choose to format the Name item. For now, you'll change just this one.

4. Click **OK**.

Family Tree Maker displays the Items to Include dialog box with the newly-selected name format displayed in the list on the right.

5. You can include many more items in a tree, but for now, click **OK**.

Family Tree Maker returns you to the Ancestor Tree view with the items you just selected shown in your tree.

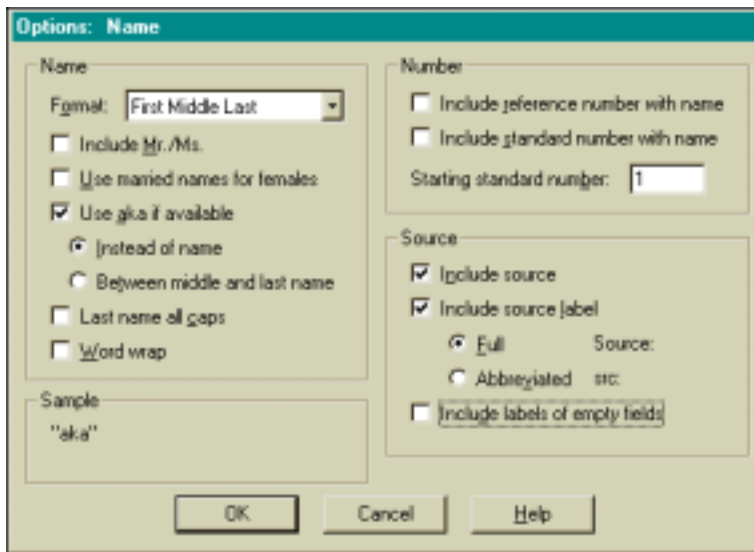


Figure 2-19. The Options: Name dialog box

Printing a Tree

Now, to print Abraham's tree:

1. Turn on your printer.

Note: If you have a continuous-form/tractor-feed printer, adjust the paper so that the print head is at the top of the page. If your printer uses ordinary copier paper in individual sheets, you do not need to do this.

2. From the **File** menu, select **Print Ancestor Tree**.

Family Tree Maker displays the Print Ancestor Tree dialog box.

3. Click **OK** to begin printing your tree.

Saving Information in Family Tree Maker

Family Tree Maker can better preserve your family history if you properly maintain your files. That means regularly making backup disks or CDs. Your Family File is precious: not only does it contain your family's history, it also

represents hours of your labor. Family Tree Maker is a database program, so it automatically saves your information while you are working. You won't even notice that it's happening. Family Tree Maker also saves your information right before you quit.

Unfortunately, entering something onto your home computer does not guarantee its immortality. Viruses can infect your data. Your computer may crash or break down, destroying your data or making it inaccessible. Floppy disks can fail or become corrupted. All computers and magnetic backup media (such as floppy disks) are vulnerable to the usual disasters that nobody likes to think about: fires, floods, power surges, theft.

While Family Tree Maker doesn't have a Save command, it does have a **Backup** command. This command makes a copy of your Family File to store in a safe place. You'll want to use this command frequently — perhaps each time you use the program. **You should regularly make backups of your data on floppy disk, high-capacity removable disk, CD-ROM, or another external medium.** If you are using a floppy disk, use a fresh disk each time or alternate between two disks. You can also make a second copy of your Family File on your hard disk, so it's easy to go back to this copy if something goes wrong.

If you have a CD-R or CD-RW drive, your best strategy is keep copies of your files on CD-ROM (an optical medium, much more stable than floppies). Recordable CDs are quite inexpensive, too, and they can hold much larger files.

Store the CD with your family history data at an offsite location to protect the information in case of fire or flood. You can also restore your backup file from a CD. If you should ever need to restore your file from the CD, you can accomplish this in just a matter of seconds. Remember that making backups only takes a few seconds, but researching and entering data is a lengthy process.

To manually back up your Family File:

1. From the **File** menu, select **Backup Family File (ALT, F, B)**.
2. The **Currently selected backup destination** field lists the default location of your new backup file. To change the location of your backup, under **Backup Destination Choices**, select one of the options:

Floppy Drive saves your file to a floppy diskette.

Writable CD Drive saves your file to a CD-ROM.

Working directory places your file in the directory where Family Tree Maker is installed.

Custom directory lets you choose a different directory on your hard drive. If you choose Custom directory, click Change filename or directory to choose a new backup destination. In the Change filename or directory dialog box, select a location and then type a name in the File name field. The file name can be any Windows file name and must have the extension .FBC.

3. After making your selection, click **OK** or press **Enter**.

If you are backing up a large file to a diskette drive, Family Tree Maker will ask you to insert new diskettes as needed. When the backup requires multiple diskettes, be sure to label them in the order in which they are used.

The first time you are backing up your file to a CD-ROM, you may get a message asking you to install a driver by clicking OK. This message will appear only once.

Quitting Family Tree Maker

When you finish using Family Tree Maker, you need to quit the program. Never shut off your computer before quitting Family Tree Maker.

To quit Family Tree Maker:

1. From the **File** menu, select **Exit**.

Family Tree Maker saves your information and then closes the program.

2. If you're done using your computer, click the Windows **Start** button, select **Shut Down**, select the **Shut down the computer** option button, and wait for the message that tells you it is safe to turn off the computer.

What to Do Next

To learn more about Family Tree Maker, we encourage you to go through all the menus again, particularly the **Format** and **Contents** menus from within each different type of view. There are many more options to choose from when creating and printing different trees, maps, timelines, and reports.

Family Tree Maker's Built-in Program Help

Family Tree Maker has a built-in, searchable Help program of its own. We

encourage you to use it often.

To use the built-in Program Help:

1. From the **Help** menu, select **Search for Help on....**

Family Tree Maker displays the Help Topics dialog box.

2. Click the **Index** tab.

Family Tree Maker displays the Help Index view.

3. Enter the feature name or topic phrase that you want to know more about. Many useful topic pages can be found by searching on the key words “adding,” “creating,” “displaying,” “entering,” “individual(s),” and “information.” As you type, Family Tree Maker scrolls closer to the topic or phrase you are entering.

4. Once you’ve found the Index entry you want, click **Display**.

The Program Help page for that topic will appear.

As you read through the Help pages, you will find green text “links.” As you click these, Help will take you to related help pages and topics.

We encourage you to explore the Help system. It is a valuable source of information about various Family Tree Maker features.

The Online Help Center at Genealogy.com

The Genealogy.com **Online Help Center** is a resource for answers to technical or customer service-related questions — 24 hours a day. Here you’ll find easy-to-understand articles, tips, step-by-step instructions and tools for using Family Tree Maker. From the **Internet** menu, select **Technical Support**, or point your browser to www.genealogy.com/help.



CHAPTER 3

TROUBLESHOOTING



Mary Lou, David Jr. and Sr., and Michelle Geoffrion are pictured enjoying the Russian River in California in the summer of 1957. Yet-to-be born little sister Gigi Geoffrion is the current Director of Quality Assurance for Genealogy.com.



TROUBLESHOOTING

Although we hope you never have any problems while using Family Tree Maker, sometimes things just happen. If you do need a little assistance to get back on track, first try to locate the appropriate topic in this chapter.

For this type of problem... See page...

Installation problems	79
Family Tree Maker Online problems	81
Printing problems	83
PDF problems	87
Error messages	87
Display problems	88
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Figure 3-1. Troubleshooting topics

Another place to look for information is in Family Tree Maker's "Read Me" file. This help-style, searchable document is located in the same folder where you installed Family Tree Maker. To display "Read Me," click **Start**, select **Programs**, select **Family Tree Maker**, and then select **FTW Read Me**.

Special Note about the Online Help Center

The Genealogy.com **Online Help Center** is a resource for answers to technical or customer service-related questions — 24 hours a day. Here you'll find easy-to-understand articles, tips, step-by-step instructions and tools for using Family Tree Maker. From the **Internet** menu, select **Technical Support**, or point your browser to www.genealogy.com/help.

SYSTEM REQUIREMENTS

Family Tree Maker requires an IBM PC or compatible that meets the requirements listed in Figure 3-1.

SYSTEM REQUIREMENTS

Family Tree Maker requires an IBM PC or compatible that meets the requirements listed below.

Component: Minimum Requirement

CPU: 90 MHz Pentium (166 MHz recommended).

Operating System: Microsoft Windows 98/ME/XP Home Edition.

RAM: 16 MB RAM (32 MB recommended).

Free hard drive space: 125 MB prior to installation.

CD-ROM Drive: 2X CD-ROM drive or faster. This drive must be part of your system, as opposed to a drive that you access via a network. **Note:** The CD-ROM drive does not need to be Kodak-compatible unless you want to insert Kodak Photo CD pictures into your Scrapbooks.

System Configuration: May require minor adjustments to the configuration of your operating system and/or updates to the hardware component drivers.

Monitor: 640x480 display, 256 colors (or higher).

Printer Support: Works with most popular printers (monochrome and color) supported by Windows.

Internet Connection: Required to access online data and features — minimum 28.8 Kbps connection speed. User responsible for all Internet access fees and phone charges.

Optional: Video capture board and sound board (for video or audio clips); Scanner (for digitizing graphic images); Digital camera; CD-R or CD-RW drive for backing up files to CD.

Note: The above are the minimum system requirements for Family Tree Maker 11. Only 50 MB of program files will be copied to your hard drive; the rest of the data will remain on the CD-ROMs to be accessed during program use. Please check your specific Operating System requirements for additional information, as your operating system and/or other software may require additional resources. As with all Windows programs, a faster processor, more RAM, and more free hard-disk space will enhance performance.

Figure 3-1. System Requirements

Also, keep in mind that the more family information you enter, the greater the amount of free hard drive space and available RAM you will need. If you plan to include many pictures, sounds, or videos in your Family Tree Maker Scrapbooks, you will need a substantial amount of hard drive space.

Note: If your system does not meet these minimum requirements, *we cannot guarantee the program will function correctly*. You will need to upgrade your system to meet these requirements if you wish to use Family Tree Maker.

You can take advantage of Family Tree Maker's optional features with the following optional devices: printer or plotter, modem, scanner, Kodak Photo CD-compatible CD-ROM drive, sound card, video capture card, and digital camera.

WINDOWS BASICS

This section describes some of the tasks you can perform on Family Tree Maker files using the features that are available in Windows.

Renaming a Family Tree Maker File

To rename a Family Tree Maker file:

1. Close Family Tree Maker.
2. From the Windows **Start** menu, select **Programs**, then **Windows Explorer**. If using Windows XP, right-click **Start** menu then choose **Explore**.

Explorer displays the folders on your hard drive (usually drive C).

3. Click the **FTW** folder in the left side of the Explorer window.

Note: If you installed Family Tree Maker in a different folder, be sure to click on this folder instead.

Explorer displays the sub-folders and files in the FTW folder.

4. In the right side of the Explorer window, click the Family File you'd like to rename.
5. From the **File** menu, select **Rename**.
6. Type the new file name.
Be sure to include the same file extension as the original file (.FTW, .FBK, etc.).
7. From the **File** menu, select **Close**.

Moving a Family Tree Maker File

To move a Family Tree Maker file:

1. Close Family Tree Maker.
2. From the Windows **Start** menu, select **Programs**, then **Windows Explorer**. If using Windows XP, right-click **Start** menu then choose **Explore**.

Explorer displays the folders on your hard drive (usually drive C).

3. Click the folder or drive in the left side of the Explorer window that contains the file you'd like to move.

Explorer displays the sub-folders and files located in that folder or drive.

4. In the right side of the Explorer window, click the file you'd like to move.

5. From the **Edit** menu, select **Cut**.

6. In the left side of the Explorer window, click the drive and folder into which you'd like to move the file.

7. From the **Edit** menu, select **Paste**.

Explorer pastes the file into the selected folder. Your file should appear in the bottom of the list of files on the right side of the Explorer window.

8. From the **File** menu, select **Close**.

Displaying File Extensions

The default in Windows is to display file names without their extensions. Sometimes it is useful to be able see the file extension to further identify the file. For example, in Family Tree Maker your Family File will have the same name as your backup file — the only difference is the file extension. See the next section for a description of the file extensions Family Tree Maker uses.

To have Windows display file extensions:

1. From the Windows Start menu, select **Programs**, then **Windows Explorer**. If using Windows XP, right-click **Start** menu then choose **Explore**.

Explorer displays the folders on your hard drive (usually drive C).

-
2. From the **View** menu, select **Options**. If using Windows ME or XP, from the **Tools** menu, select **Folder Options**.

Explorer displays the View tab of the Options dialog box.

Note:In Windows 98, select Folder Options, then click the View tab. Deselect “Hide file extensions.”

3. Click the **Show all files** option to select it.
4. Click the **Hide MS-DOS file extensions for file types that are registered** check box to *remove* the existing check mark.
5. Click **OK** to save your changes and close the dialog box.

Family Tree Maker File Extensions

Family Tree Maker uses the following file extensions:

- .FTW — This is the “regular” Family File extension. All Family Files you create will have this extension.
- .FBK — This is the file extension for automatically created backup files. Each time you close the program, Family Tree Maker automatically makes a backup copy of your Family File using this file extension.
- .FBC — This is the file extension used when you create a compressed backup file using the Family Tree Maker Backup command.
- .GED — This is the file extension for a GEDCOM file.

INSTALLATION PROBLEMS

Read through the items in bold print below to find your particular problem. The possible solutions are listed below each problem.

Your system locks up during installation (you may get the message: “This program has performed an illegal operation and will be shut down”).

Close any programs you’re using including shortcut toolbars that remain on your desktop, such as Microsoft Office, and any antivirus programs.

- Follow the instructions in “Closing Other Applications” in this guide.
- CD-ROM Read Ahead may be interfering with proper installation. See “CD-ROM Problems” in this guide for instructions on turning off the Read Ahead feature.

-
- Click on the “Details” button when the error appears and record the module in which the error occurred. You may recognize it as a video or printer driver, in which case you should install the latest video or printer driver from the device’s manufacturer.
 - See “Checking Your Hard drive for Problems” (Computer Problems) in this guide for instructions on performing a “Scan Disk” on your hard drive.

A message appears saying “Cannot find d:setup” (or one of its components). Check to be sure the path and filename are correct and that all required libraries are available.

Make sure you type the correct letter for your CD-ROM drive. Often, d: represents the CD-ROM drive, in which case you would type **d:setup**

You may have entered something other than **d:setup** in the “Open” field of the Windows **Run** dialog box. Check what was entered.

The CD-ROM may be damaged. Contact Technical Support for assistance.

A message appears saying “Trouble reading file. File may be damaged or have read-only status.”

- See “CD-ROM Problems” in this chapter for instructions on cleaning the CD-ROM and try the installation again.
- CD-ROM Read Ahead may be interfering with proper installation. See “CD-ROM Problems” in this chapter for instructions on turning off the Read Ahead feature.
- Virus protection software may be interfering with proper installation. Follow your virus protection’s instructions on disabling virus protection and try the installation again.

I put the installation CD in and nothing happens.

The Windows Autorun feature may be turned off.

1. Click the Windows **Start** button, then select **Run**.
2. In the **Open** field, type **d:setup**.

Note:The “D” in “D:SETUP” stands for drive D. If you are installing from a to install CD-ROM drive other than drive D, type that letter instead. For example, from drive E, type **E:SETUP**.

-
3. Click **OK**.

The Family Tree Maker installation CD doesn't ask for other CD-ROMs when installing.

- The entire program is on a single CD-ROM. Some versions of Family Tree Maker also include CDs that contain data for the FamilyFinder Index and do not need to be installed.

A message appears saying that you don't have enough hard drive space to install the program.

- You may be out of space on the drive where Windows is installed, the drive where you're attempting to save, or the drive where your temporary folder is located. See "Hard drive Space" in this chapter.

FAMILY TREE MAKER ONLINE PROBLEMS

Read through the items in bold print below to find your particular problem. The possible solutions are listed below each problem.

The Online button doesn't work. Nothing happens when I click the Online button.

1. From the **Internet** menu, select **Browser setup**.
2. Follow the online instructions to complete setup.

Family Tree Maker displays a confirmation message saying that the browser has been successfully set up.

If that doesn't work, try this:

1. If you have a regular modem on a phone line, check to see that your modem is turned on as well as plugged in to both the computer and the telephone jack.
2. Make sure no one else is using the phone line you are trying to use for Internet access.
3. Make sure you have a dial tone on that line.
4. If you have DSL or cable modem, check to see if they are working properly.

Additional Considerations

If your browser still won't launch when you click the Online button, go to the **Online Help Center** at www.genealogy.com/help and look for information about Online issues. Print the instructions for the appropriate browser and follow them step-by-step.

You can access Family Tree Maker Online using the Online command, but you can't access the features available only to Family Tree Maker customers.

First, verify that you have an online account.

- The first time you click the Online button and log into Family Tree Maker at Genealogy.com, you'll come to a Welcome screen. You can either verify an old account or register as a new user. You must be registered *Online* to get access to the special features reserved for Family Tree Maker users. This *Online* registration is different from your regular software registration. Regular software registration makes you eligible for special upgrade pricing and periodic information about new products, releases, and pricing. *Online* registration is the method we use to set up an account which identifies you as someone who is eligible to use all of the special features reserved for Family Tree Maker users while you are logged on to the Family Tree Maker Online Web site at Genealogy.com.

If you're sure you have established an online account with our Web site and are still having problems, there are a few things to try:

- Click the **Online** button in Family Tree Maker. This should take you directly to Family Tree Maker Online at Genealogy.com after you log into your Internet Service Provider. Just starting your web browser (such as Netscape Navigator or Internet Explorer) and typing the address for our Web site won't always work.
- Make sure you're using the same web browser and computer you used when you first registered with us online.

Make sure you're accepting cookies. Both Netscape Navigator (including Communicator) and Microsoft Internet Explorer let you disable cookies. Also, there are programs and browser plug-ins that will block cookies for security reasons. To use Family Tree Maker Online features, you will need to enable cookies. Family Tree Maker stores a cookie on your hard drive when you submit your online registration. It then uses this cookie to verify your account.

-
- Empty the web browser's cache and history (these are called Temporary Internet Files in Internet Explorer).

Note: If you've done all of these things, and you still are not recognized as an existing user, it is likely that you have duplicate accounts. You can't access the members-only portions of our site until one or more of these accounts is deleted. From the **Internet** menu, select **Technical Support**, or point your browser to www.genealogy.com/help.

I'm having problems publishing reports and InterneTrees, or submitting files to the World Family Tree Project.

- Verify that you set up your browser correctly. See "The Online button doesn't work" in this chapter for directions.
- Verify that you have an online account. See "You can access Family Tree Maker Online using the Online command, but you can't access the features available only to Family Tree Maker customers" in this chapter for directions.
- Are you behind a firewall? This can be an issue if you're accessing our Web site from work. Firewalls are common in corporate settings and are becoming more popular for home users as well.

You may be able to solve this problem by doing the following:

1. Contact your system administrator to discover the IP address of your firewall. It will be a string of numbers punctuated by periods.
 2. Select **System Information** from the Family Tree Maker 10 **Help** menu.
 3. Click **Run** and select **FTW.INI**. The FTW.INI file will open in Notepad.
 4. In the [**ONLINE**] section of the FTW.INI file, insert a new line and type **proxy=xxx.xxx.xxx.xxx** replacing **xxx.xxx.xxx.xxx** with the IP address of your firewall.
- Your issues may be due to Internet traffic. If you're confident everything's set up correctly, clear the cache on your browser and try again later.

PRINTING PROBLEMS

Read through the items in bold print below to find your particular problem. The possible solutions are listed below each problem.

Family Tree Maker is printing slowly.

Printing from Windows, especially when printing graphics, can be slow. If you want it to print faster, you can try printing at lower quality, but the output won't look as nice.

The Windows Spool Settings may be slowing it down. To disable these features, see your Microsoft Windows User's Guide. You may also need to consult the documentation that came with your printer.

Your computer may be running low on memory or resources. You must have at least 50% free resources while printing. See "Memory and Resources" in this guide.

- The Windows Temp folder may be full.

The letters are replaced with symbols or garbage characters are printing.

You may be using a symbol font, such as Dingbats or Wingdings. Try switching to a TrueType font such as Arial.

You may have the wrong printer driver. See "Print Setup" in this guide.

- Your printer's memory may have been corrupted during the last print job. Reset the printer by turning it off, waiting a few seconds, and then turning it back on again.
- If you are printing to a serial printer, you may have an incorrect port, baud rate, or parity setting in Print Setup. See "Print Setup" in this guide.
- You may have a bad printer cable. Try using a new one.

Note: Many new inkjet printers require an IEEE 1284 bi-directional printer cable and will not work with a standard parallel cable.

- Your computer may be running low on memory or resources. You must have at least 50% free resources while printing. See "Memory and Resources" in this guide.

-
- Your printer may not be able to handle all the information being sent to it. Check for error messages on the printer and consult your printer manual for possible solutions.

You cannot print a document or a tree on both sides of the paper.

- Family Tree Maker 10 does not have the capability to print two-sided documents. To make a two-sided document, print a one-sided version and have it copied in the duplex mode.
- If you are creating multiple sets of a report or book, you can print a single one-sided master set, take it to a copy shop, and have them copy and collate as many two-sided sets as you need. Many copy shops can even bind the documents.

Family Tree Maker prints color backgrounds.

- While viewing the tree you want to print, go to the **Format** menu and select **Box, Line & Border Styles**.
- On the **Border** tab set the **Background Color** to **None**.

You are having problems using the Kinko's File Prep Tool.

- Any questions you have about using the Kinko's File Prep Tool should be addressed to Kinko's. You can visit their Web site at <http://www.kinkos.com> for help.

The boxes are printing without text or the text is printing without boxes.

Check the Items to Include dialog box (on the **Contents** menu) to make sure that you have chosen to include items in your boxes.

Family Tree Maker has an option to print trees without boxes. Check the Box, Line, & Border Styles dialog box (on the **Format** menu).

Your printer's memory may have been corrupted during the last print job. Reset your printer by turning it off, waiting a few seconds, and then turning it back on again.

Make sure you haven't selected the "Print empty" option in the Print dialog box (on the **File** menu).

You may have the wrong printer driver. See "Print Setup" in this guide.

The Windows Spool Settings may be interfering. To disable this feature, see your Microsoft Windows User's Guide.

Your computer may be running low on memory or resources. You must have at least 50% free resources while printing. See “Memory and Resources” in this guide.

The pictures are not printing clearly.

The brightness setting may be too dark. In the view you’re printing, open the Print Setup dialog box (on the **File** menu), click **Brightness**, and choose a lighter setting.

Image quality may have deteriorated during import. Try importing again using a lower compression setting.

Try selecting a different file format when you import the graphic file. Family Tree Maker accepts a variety of common file formats.

You may have the wrong printer driver. See “Print Setup” in this guide.

The Windows 98/ME/XP Spool Settings may be interfering. To disable this feature, see your Microsoft Windows User’s Guide.

Open the FTW.INI file. To do this, elect **System Information** from the **Help** menu. Click the **Run** drop down list and select **FTW.INI**. This will open the FTW.INI file in Notepad. In the [OPTIONS] section of the FTW.INI file, insert a new line and type

PrintColorImage=True

If there is not an [OPTIONS] section, you can create one at the bottom of the file by pressing **Enter** once and then typing **[OPTIONS]**

The image may have been of poor quality to begin with. If possible, get a better quality image.

Absolutely nothing prints at all.

Your printer may not be hooked up correctly. Check to see if it’s turned on, online, and connected to the computer.

You may have incorrect printer settings or the wrong printer driver. See “Print Setup” in this guide.

Your computer may be running low on memory or resources. You must have at least 50% free resources while printing. See “Memory and Resources” in this guide.

Your printer may not be able to handle all the information being sent to it. Check for error messages on the printer and consult your printer manual for possible solutions.

Text is printing outside boxes.

You may have the wrong printer driver. See “Print Setup” in this guide.

Your printer may be using the wrong character spacing. Set up your printer so that the software is in control of what size character is printed, instead of having the printer set for one size character.

You may be using a font that is not scaling correctly. Try using a TrueType font such as Arial.

Your computer may be running low on memory or resources. You must have at least 50% free resources while printing. See “Memory and Resources” in this guide.

Family Tree Maker will not print on banner size paper.

In the Windows Control Panel printer setup, set the paper size to **banner** and the paper source to **tray**.

In Family Tree Maker printer setup, make sure the paper orientation is set to **landscape**.

I need to add or install a new printer in Windows.

- To add a printer, click the **Start** button, then select **Settings**. From the sub-menu, select **Printers**. In the Printers window, double-click the **Add Printer** icon. This starts the Add Printers Wizard that will guide you through the process of installing the printer driver.

PDF PROBLEMS

If you use Windows XP, you may encounter problems with using the PDF functions in Family Tree Maker 10. If you created a limited account when setting up your system, you will need to change the account to computer administrator.

Check the Microsoft XP Help system or go to the Microsoft XP Web site (www.microsoft.com/windowsxp) to get assistance with changing settings.

ERROR MESSAGES

Read through the items in bold print below to find your particular error message. The possible solutions are listed below each message.

A message appears saying “Family Tree Maker could not use the default printer.”

Install a printer driver even if you do not have a printer. Family Tree Maker needs a printer driver to format the items it displays on the screen.

You need to reinstall your current printer driver. If the error persists, obtain the most updated driver for the printer.

A message appears saying “FTW caused a general protection fault in module OLE32.DLL or STORAGE.DLL.”

- Your file is damaged. Try opening the backup file first.
- If you do not have a backup file, contact the **Online Help Center**. From the **Internet** menu, select **Technical Support**, or point your browser to www.genealogy.com/help.

I get an error message about the file OLE2NLS.DLL.

The Regional Setting for Windows needs to be set to English (United States).

1. Click the Windows **Start** button, then select **Settings**. From the sub-menu, select **Control Panel**.
2. In the Control Panel window, double-click **Regional Settings** and select **English (United States)**.

If it is already set to “English,” set it to a different language, restart your computer, then set it back to “English (United States).”

An error occurs in KERNEL32.DLL, GDI.EXE, or USER.EXE.

- Restart your computer and try again.
- Follow the directions for “Booting Your Computer in Safe Mode” in this guide.
- Consult Microsoft’s Website about ways to increase resources within Windows.

A message appears saying that one of the library files needed to run Family Tree Maker needs to be reinstalled.

- Reinstall Family Tree Maker. If the problem persists, contact the **Online Help Center**. From the **Internet** menu, select **Technical Support**, or point your browser to www.genealogy.com/help.

A message appears saying that Family Tree Maker has detected a possible problem with your file.

Click **Yes** to try to open your file. If the same or another error message appears after you click “Yes,” try opening the backup file instead.

A message appears saying that you don’t have enough hard drive space to save or to run.

You may be out of space on the drive where Windows is installed, the drive where you’re attempting to save, or the drive where your temporary folder is located. See “Hard Drive Space” in this guide.

DISPLAY PROBLEMS

Read through the items in bold print below to find your particular problem. The possible solutions are listed below each problem.

The tabs along the right side of the Family Page have garbage characters on them or the text is not vertical.

Your video driver may be incompatible with Family Tree Maker or you may need a new video driver. Try using Family Tree Maker with Windows in Safe Mode (see your Microsoft Windows User’s guide). If the tabs display properly in Safe Mode you may need to lower the hardware acceleration for your graphics hardware. From the Windows **Start** menu select **Settings**, then select **Control Panel**. From the sub-menu, select **System**. In the System window, select **Performance**, then select **Graphics**. Lower the Hardware Acceleration setting to **Basic Accelerator Functions**. Click **OK**, then click **Close**. Select **Yes** to restart Windows.

Images are not displayed clearly on the screen.

Your system may not be using enough colors to display the image. Check the documentation that came with your computer for instructions on how to get more colors. (A video driver with 256 colors is the normal amount of colors required to display images clearly.)

Try selecting a different file format when you import the graphic file. Family Tree Maker accepts a variety of common file formats.

Image quality may have deteriorated during import. Try importing again using a lower compression setting.

Try using the **Insert Object** command instead of the **Insert Picture** from **File** command.

The image may have been of poor quality to begin with. If possible, get a better quality image.

Fonts are not displayed clearly on the screen.

Make sure Family Tree Maker is maximized. Click the **Title Bar** with the right mouse button and select **Maximize**.

Try changing the font used on the Family Page. Open Family Tree Maker. From the **Help** menu, select **System Information**. Click the **Run** drop down list. Select **FTW.INI**. This will open the FTW.INI file with the Windows Notepad program. Delete the semicolon in front of the line that reads: **FamPagFont=Arial Bold**. This will change the Family Page font to Arial Bold. From the **File** menu in Notepad, select **Save**. You need to restart Family Tree Maker for the settings to take effect.

Note: The Family Page Font can be changed to other Windows fonts by replacing **Arial Bold** with the name of another Windows font installed on your system.

Not all information is viewable, or some is garbled when viewing a CD.

See “CD-ROM Problems” in this guide.

COMPUTER PROBLEMS

Sometimes you might experience a problem that does not fall into any of the categories mentioned above. The following section will give you some helpful hints on how to check some basic issues related to your computer.

Checking Your Hard Drive for Problems

There are only two kinds of hard drives: the ones that have failed and the ones that will fail. Every hard drive will eventually develop problems that can lead to erratic behavior and unexplained problems.

Windows 98/ME comes with a utility called ScanDisk that can detect and repair some of these errors. You should run this utility on a regular basis as preventative

maintenance. This utility can detect and repair hard drive errors. Before running this utility, close all applications, including Family Tree Maker.

1. From the Windows **Start** menu, select **Programs**, then select **Accessories**. From the sub-menu, select **System Tools**, and then select **ScanDisk**.
2. In the Scan Disk dialog box, select the **Automatically fix errors** check box and then click **Start**.

If ScanDisk reports any errors, you should reinstall Family Tree Maker.

Windows XP comes with a similar utility that can detect and repair some of these errors. You should run this utility on a regular basis as preventative maintenance. This utility can detect and repair hard drive errors. Before running this utility, close all applications, including Family Tree Maker.

1. Double-click My Computer icon on Desktop. Right-click the drive you want to check and choose **Properties**.
2. In the Properties dialog box, select **Tools**. From the **Error-checking** section, click the **Check Now** button.

If the system reports any errors, you should reinstall Family Tree Maker.

Hard Drive Space

In Windows programs, many operations such as printing and saving require hard drive space. You might receive a warning message telling you that you don't have enough drive space, or you might encounter strange behavior of a program or function if hard drive space is insufficient.

To ensure that you have sufficient hard drive space, check the following:

- **Hard drive space available on the drive where Windows is installed.** With Windows 98, for example, you need to have at least 110 MB free hard drive space available on the drive where Windows is installed. In addition, Windows needs at least 50MB of free hard drive space to run properly after Family Tree Maker has been installed. You may encounter problems if you have less.
- **Hard drive space available on the drive where Family Tree Maker is saving your Family File.** You generally need to have 3 times the size of your file available because of the way many Windows programs (including Family Tree Maker) save files. For example, if your file is 400,000 bytes, you actually need 1,200,000 bytes (1.2 MB) available to save it.

-
- **Temporary hard drive space.** Windows maintains a temporary folder, usually C:\Windows\Temp, for temporary storage space. This folder can get very full over the months and should be cleaned out on a regular basis. To do this, first close all programs, then start Windows Explorer. Go to the Windows\Temp folder and delete everything in it.

Memory and Resources

Family Tree Maker requires that you have at least 16MB (megabytes) of physical memory to run. However, we recommend 32MB or more for optimal performance. To check your available physical memory: from the Family Tree Maker **Help** menu, select **System Information**. Family Tree Maker displays the System Information dialog box, which displays your Physical Memory. If you can't start Family Tree Maker, then from the Windows desktop, double-click **My Computer**. From the **Help** menu, select **About Windows 98/ME/XP**.

If your computer has only 16MB of memory, Family Tree Maker might run slow at times and it might take a long time to perform certain tasks, especially if you have a large family file. Try closing other programs to make more memory available. If the performance is still sluggish, you might want to consider adding more memory to your system.

Booting Your Computer in Safe Mode

In Windows, you can start your computer in a special troubleshooting mode called **Safe Mode**. If you encounter problems or error messages when you run Family Tree Maker, try starting your computer in Safe Mode to see if you can bypass the error.

Note: When you start your computer in Safe Mode some of the hardware devices, such as the CD-ROM drive, may not work because Safe Mode does not load all of the hardware drivers.

To boot your computer in Safe Mode:

1. From the Windows **Start** menu, select **Shutdown**.

Windows displays the Shut Down Windows dialog box.

2. Select **Restart the Computer?** and click **Yes**.

Windows restarts your computer.

3. As soon as you hear the single beep as the system boots, press ¥ (F8).

Windows displays the Boot menu.

4. From the Boot menu, select **Safe Mode**.

Windows starts in Safe Mode. For more information about Safe Mode, refer to your Windows 98/ME/XP manual.

5. Perform the action that caused the problem you experienced earlier.

If you can bypass the error, this indicates that one or more programs on your computer are causing a conflict with Family Tree Maker. Programs that typically cause this type of conflict are hardware drivers and Terminate and Stay Resident (TSR) programs. You will need to determine which program or driver is causing the problem. If it is a hardware driver, contact the manufacturer to verify that you have the latest drivers. If it is a program, refer to that program's user manual for troubleshooting ideas, or consider disabling the program.

6. When you are ready to return to Normal mode, restart your computer as described in steps 1 and 2 and let your computer boot normally.

Closing Other Applications

On rare occasions, it can happen that other programs that are running in the background cause conflicts during installation or operation of Family Tree Maker. To make sure that only necessary programs are running before you install or run Family Tree Maker, follow these steps.

To check the tasklist in Windows 98/ME:

1. Close any programs you are using.
2. From the desktop, press , + • + Ä.

Windows displays the Close Programs dialog box. It contains a list of all programs that are currently running.

3. If the list shows any programs other than Explorer and Systray, click the other program name and then click **End Task**.

Windows closes the program. Repeat these steps to close all programs other than Explorer and Systray.

To check the tasklist in Windows XP:

1. Close any programs you are using.

-
2. From the desktop, press **Ctrl + Alt + Del**. This brings up the Windows Task Manager. Choose the **Applications** tab. It displays a list of all programs that are currently running.
 3. Select any program listed and then click **End Task**.
Windows closes the program. Repeat these steps to close all programs.
 4. When the list is empty, from the **File** menu, choose **Exit Task Manager**.

“This program has performed an illegal operation” error messages

If you get an error message that begins with “This program has performed an illegal operation,” - STOP! In this dialog box, click the **Details** button and **write down the error description displayed in the lower half of the dialog**. You do not have to write down all the numbers listed, just the sentence describing the error. An example would be:

“FTW caused an invalid page fault in module (name).drv” or

“FTW caused a general protection fault in module (name).exe”

Once you have recorded this information, click the **Close** button. Family Tree Maker will shut down.

Next, check “Error Messages” in this guide for the error message you recorded. Follow the suggestions listed there. If you don’t find the error message in that section, keep reading below.

- If the “module” listed in the error message contains the letters drv, it is a hardware driver, most likely your video or printer driver. You may be able to tell which, by the name of the driver. This type of message indicates that Family Tree Maker requested the driver to perform a certain task that the driver was not capable of handling. The most common resolution to these types of errors is to obtain the most current version of the driver from the manufacturer. For more information about these types of problems, see “Printing Problems” or “Display Problems” in this guide.
- If the “module” listed in the error message contains a recognizable name of a program, it means there is another application running in the background that caused a conflict. See “Close Other Applications” and “Booting Your Computer in Safe Mode” in this guide to resolve this conflict.

System Freezes or Locks Up

If your system stops responding completely, follow the steps below to troubleshoot the problem in Windows 98/ME.

1. Press , + • + Ä (**Ctrl + Alt + Delete**) on your keyboard.

Windows displays the **Close Programs** dialog box.

Note:If the system does not respond to pressing , + • + Ä within a few seconds, try it a second time. If this still yields no response, turn off the power to your system for about 10 seconds, then turn it back on to reboot.

2. In the list of applications, check for the wording “(not responding).” Highlight this application and click the **End Task** button.

You might now see another window telling you again that this program is not responding.

3. Again, click the **End Task** button to close it.

This should return you to the desktop from where you can perform a graceful reboot by performing the normal Windows shutdown process.

Follow the steps below to troubleshoot the problem in Windows XP.

1. Press , + • + Ä (**Ctrl + Alt + Delete**) on your keyboard.

Windows displays the **Windows Task Manager** dialog box.

Note:If the system does not respond to pressing , + • + Ä within a few seconds, try it a second time. If this still yields no response, turn off the power to your system for about 10 seconds, then turn it back on to reboot.

2. In the **Applications** tab, check for the wording “(not responding).” Highlight this application and click the **End Task** button.

You might now see another window telling you again that this program is not responding.

3. Again, click the **End Task** button to close it.

4. From the **File** menu, choose **Exit Task Manager**.

This should return you to the desktop from where you can perform a graceful reboot by performing the normal Windows shutdown process.

Once your system is running again, you should try to determine what caused this behavior. The most likely cause is a video driver conflict. See “Display Problems” in this guide for further information.

It is also possible that this was caused by a conflicting application that is running in the background. See “Close Other Applications” and “Booting Your Computer in Safe Mode” in this guide to resolve this conflict.

CD-ROM PROBLEMS

You’re having trouble accessing a CD.

There may be fingerprints or dust on your CD. Remove the CD from your CD-ROM drive and gently wipe the shiny side with a clean towel. Do not wipe in a circular motion around the CD. Instead, wipe from the inside edge to the outside edge.

You may be using an old CD-ROM driver. Call your CD-ROM manufacturer and make sure that you have the latest version of the driver.

Turn off the CD-ROM Read Ahead Feature. From the Windows **Start** menu, select **Settings** and then **Control Panel**. Double-click the **System** icon. In the System Properties dialog, click the **Performance** tab and then click the **File System** button. Windows opens the File System Properties dialog box. Click the **CD-ROM** tab and in the **Optimize access pattern for** drop-down list, select **No read-ahead**. Note the original setting in case you want to revert to it at a later date. In the File System Properties dialog box, click **OK** to accept your change and then click **OK** again to close the System Properties dialog box.

- Family Tree Maker may be having trouble identifying your CD-ROM drive. In this case, you can list the drive in the FTW.INI file. To do this, select **System Information** from the **Help** menu. Click the **Run** drop down list and select **FTW.INI**. This will open the FTW.INI file in Notepad. Look for the line “**;FamFinderCD=X:**”. Remove the semi-colon (;) from the beginning of the line and type the letter of the your CD-ROM drive in place of the “X”. For example, if your CD-ROM drive is drive E, then change the line to **FamFinderCD=E:**
- If you have specified the CD-ROM drive in the FTW.INI file, and you still experience problems, try the following. Select **System Information** from the **Help** menu. Click the **Run** drop down list and

select **FTW.INI**. This will open the FTW.INI file in Notepad. Look for the line “[**Family Finder CD**]”. Delete the lines *under* this section.

Note:Make sure to only delete the lines directly under [**Family Finder CD**]. DO NOT delete any lines that are in a different section. Each section in the file starts with a word in brackets [].

- If you’re trying to use a Genealogy.com Data CD in a multi-disc CD-ROM drive such as a CD-ROM changer or jukebox, you can only use the Family Archive CD in the first drive.
- Some display settings may effect your CD-ROM drive’s ability to read information from the CD. To change your display settings, do the following. From the Windows Start menu, select **Settings** and then **Control Panel**. Double-click the **Display** icon and then click the **Settings** tab. Try reducing some of the values in the “Desktop Area” and “Color Palette” areas. Then try accessing the CD again.
- If you are viewing a Genealogy.com Data CD and cannot see the entire window on your screen, you may need to increase the desktop area. From the Windows **Start** menu, select **Settings** and then **Control Panel**. Double-click the **Display** icon and click the **Settings** tab. Increase your “Desktop Area” by moving the slider over one notch to the 800 x 600 pixel setting in the Desktop Area box.

PRINT SETUP

One of the nicest things about Windows is that it handles all printing. You don’t have to install your printer over and over again in different programs — once your printer is installed in Windows, it should work with all Windows programs. If you’re having trouble printing from Family Tree Maker, you may have an outdated printer driver or an incorrect setting in your print setup.

1. Make sure that your selection in print setup *exactly* matches the kind of printer you have. To check this, from the **File** menu in Family Tree Maker, select **Print Setup**. Using a driver other than the one specifically designed to work with your printer can cause unpredictable results. If you don’t have the correct printer driver, contact your printer manufacturer or Microsoft for information on how to get the most current version.

-
2. Family Tree Maker allows you to have different settings in print setup for each view. For example, you could choose legal-size paper and one-inch margins for your Ancestor trees, but letter-size paper and half-inch margins for your Descendant trees. You could also select completely different printers for each tree!

If you find that you can print correctly from one view, but not from another, compare the settings in Print Setup for each view to determine what is different between the two.

3. Try printing from another Windows program, such as Word or Notepad. If you experience the same problem, then the problem lies somewhere in either your printer or Windows setup. Contact Microsoft or your printer manufacturer for assistance.
4. Check your settings to verify that they match your system.

From the Windows **Start** menu, select **Settings** and then **Printers**. Right-click your printer icon, and select **Properties**.

The Properties dialog box will tell you through which port Windows is printing. (A port is a place on your computer that the printer can plug into.) Check the documentation that came with your computer to find out which port your printer is connected to. This port should be the one shown in the Properties dialog box.

5. Make sure you're using the most current driver available for your printer. You can check the version by going to the **File** menu in Family Tree Maker and selecting **Print Setup**. Click **Options** in the Print Setup dialog box. This will bring up a screen specific to your printer. There is usually an "About" button that gives information about the driver, including the version. If there isn't a button, then the version number may appear somewhere else in the dialog box. Check with your printer manufacturer to see if you have the latest version of the driver. (They can also tell you how to find out which version you have, if you aren't sure).

TECHNICAL SUPPORT

The Genealogy.com **Online Help Center** is a resource for answers to technical or customer service-related questions — 24 hours a day. Here you'll find easy-to-understand articles, tips, step-by-step instructions and tools for using Family Tree Maker. From the **Internet** menu, select **Technical Support**, or point your browser to www.genealogy.com/help.

If you prefer, you can write to: Genealogy.com, P.O. Box 990, Provo, UT 84059. Please be aware that the minimum response time for written communication is 4 to 6 weeks.

Note: It is a good idea to **print out your system information** to include, along with any error messages you've seen, if writing to Genealogy.com.

Printing System Information

To print your system information, please do the following:

1. Start Family Tree Maker.
2. From the **Help** menu, select **System Information**.
Family Tree Maker displays detailed information about your computer system.
3. Press • + ì (Print Screen).
Windows makes a copy of the System Information dialog box and places it on the clipboard.
4. Click **OK** to close the dialog.
5. From the **File** menu, select **Exit** to leave Family Tree Maker.
6. Click the Windows Start button and then select **Run**.
Windows displays the Run dialog box.
7. Type **WRITE** and click **OK**.
Windows opens WordPad.
Note: You can use most other Windows word processing programs such as Microsoft Word if you prefer.
8. From the **Edit** menu, select **Paste**.
Windows places a copy of the System Information dialog box in WordPad.
9. From the **File** menu, select **Print**.
WordPad displays the Print dialog box. Be sure your printer is turned on and ready.
10. Click **OK** to print.

WordPad prints the document.

11. From the **File** menu, select **Exit**. WordPad closes.

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