

Discussion Topics for Family Tree Maker 2011 Overview

1. Installation of the FTM Software on your computer Windows Vista/XP/7, MAC
2. SEVEN Workspaces

PLAN

PEOPLE

PLACES

MEDIA

SOURCES

PUBLISH

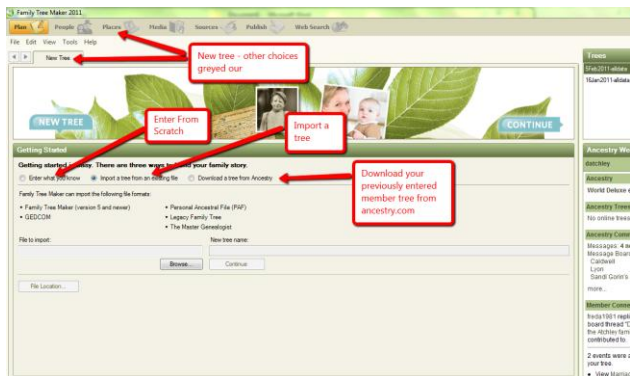
WEB SEARCH

Let's look at an **overview** of each of these spaces:

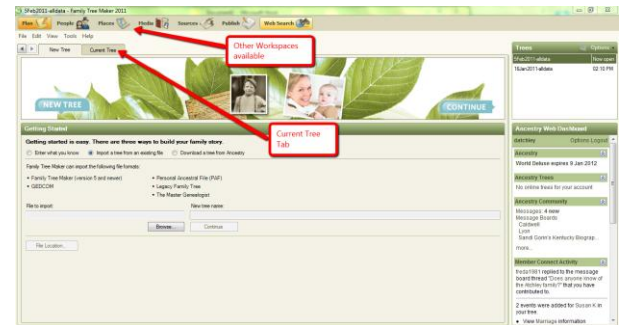
3. PLAN WORKSPACE

After the initial installation, this workspace will have ONE tab, (NEW TREE). This is where you will either (a) begin entering your family information from scratch, or (b) import information from 1) a previous version of FTM (V5.0 or newer), 2) a GEDCOM file created by another genealogy software program, 3) Personal Ancestral File (PAF), 4) Legacy, or 5) The Master Genealogist; OR (c) you will download a tree you have previously entered on the ancestry.com member trees site.

After you have a database entered in FTM, a second tab appears in the PLAN WORKSPACE-CURRENT TREE, which gives information about the currently opened tree. You can have multiple trees in FTM, but only one open at a time in FTM unless you open the second in a separate FTM window.



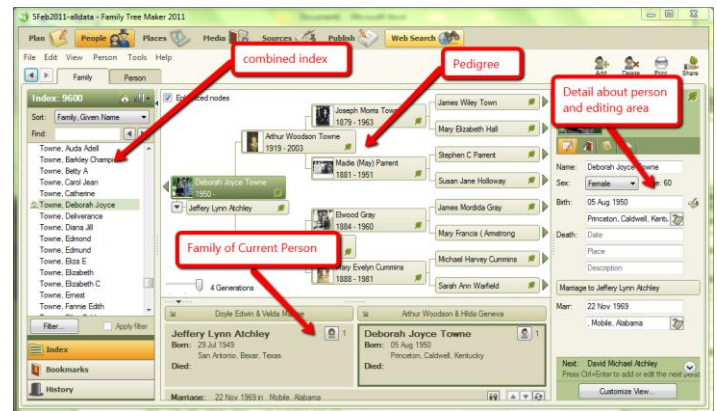
After importing a tree or starting your database, there is a second tab in the PLAN Workspace, and the other Workspace choices are now available to you:



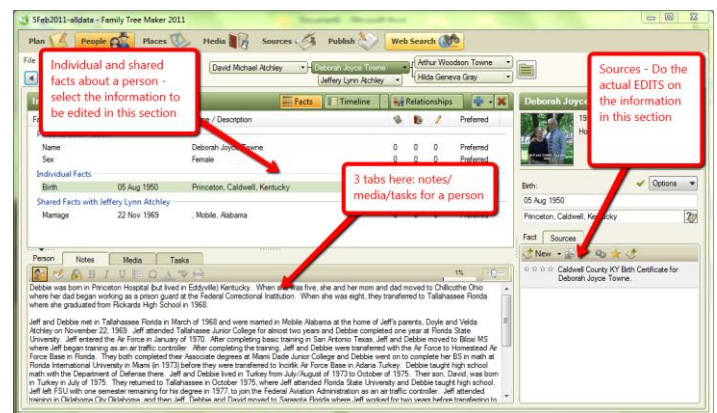
4. PEOPLE WORKSPACE

There are 2 tabs in this workspace, but each tab is divided into a page with several sections/functions:

FAMILY TAB OF THE PEOPLE WORKSPACE



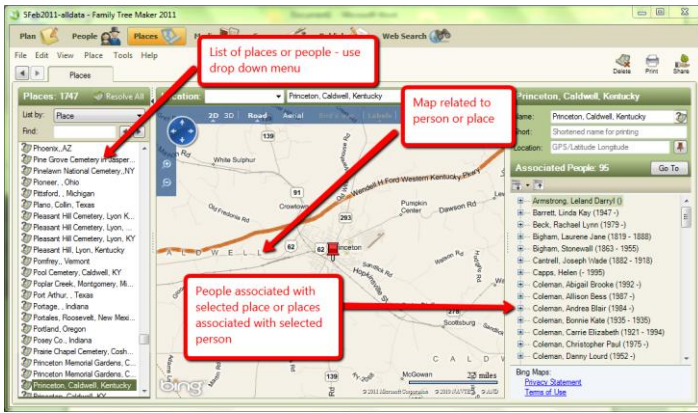
PERSON TAB OF THE PEOPLE WORKSPACE



Othering interesting things on the PERSON tab:

- Small pedigree chart at top of page
- Timeline button
- Relationship button
- "+" for adding facts

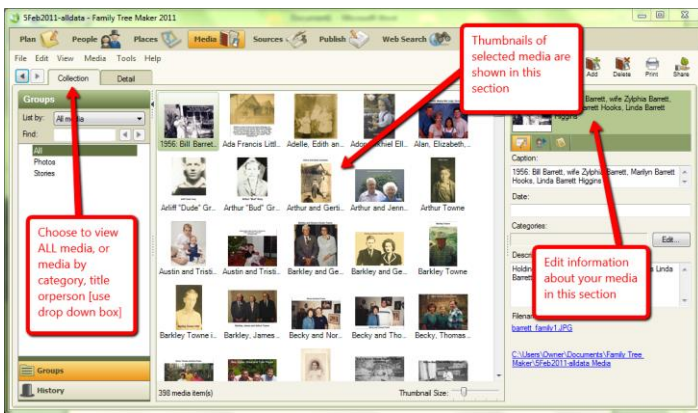
5. PLACES WORKSPACE



6. MEDIA WORKSPACE

There are two tabs in this workspace:

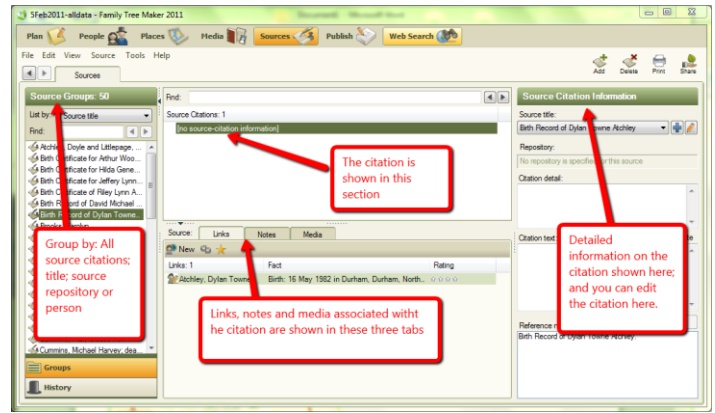
COLLECTION TAB IN THE MEDIA WORKSPACE



DETAIL TAB IN THE MEDIA WORKSPACE



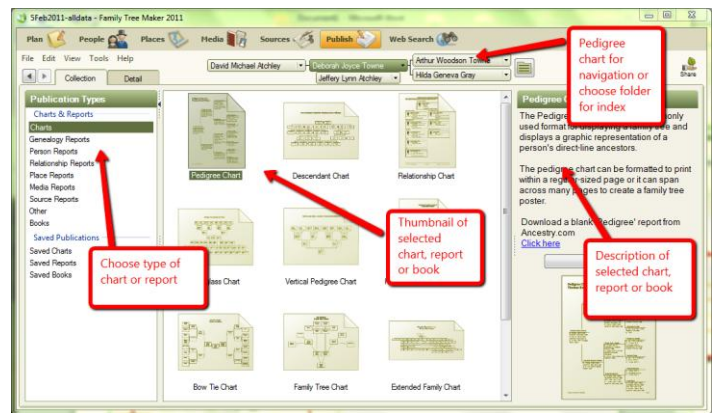
7. SOURCES WORKSPACE



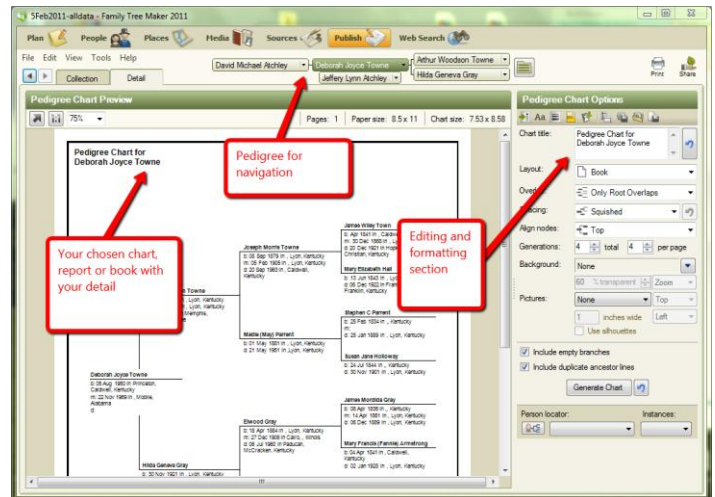
8. PUBLISH WORKSPACE

There are two tabs in the Publish Workspace

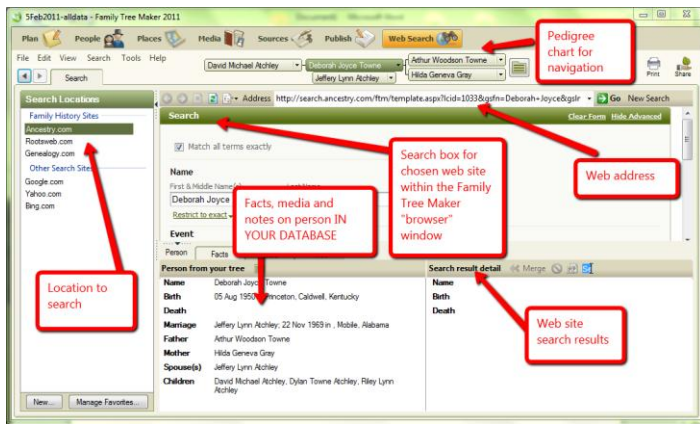
COLLECTION TAB IN THE PUBLISH WORKSPACE



DETAIL TAB IN THE PUBLISH WORKSPACE



9. WEB SEARCH WORKSPACE



That is an overview of each of the Workspaces. Now we'll return to each workspace and look at each of them in a little more detail.

Before doing this check the menu items, just below the workspace names:

FILE EDIT VIEW PERSON VIEW HELP

In these menus you can do some of the same things that are available for you in the other workspaces, but this is also where you would set up the options you wish to use, where you would close a data file – in order to open a different one, get help with Family Tree Maker, backup your file among other things.

10. PLAN WORKSPACE

This workspace is used, mainly for the initial creation of your database, or for importing additional databases, but is also used for keeping track of tasks that you hope to accomplish in your research.

11. PEOPLE WORKSPACE

Some things to remember.

Always list your sources for any fact.

Use maiden names for women.

Don't just change the name of a person, delete them. You may have media, notes, events etc linked to that individual, and changing the name will cause all that information to be attached to the incorrect person.

You can modify your view of the combined index to show more information and to quickly return to the home person.


If you hover over the name in the pedigree, you are shown more information.


If you choose to be connected to ancestry.com, you'll see the little leaf, next to a name, that lets you know there may be information on that person (or someone with a similar name) in information found on ancestry.com.

You can "bookmark" a person to be able to quickly return to that person in your tree. You can change the "home" person to be able to work with a certain line of your family tree. Can do this from the PLAN Workspace or the PEOPLE/Family/Index Workspace.

You can increase or decrease the size of each section on the People Workspace.

Look at the pedigree chart. Solid triangle ◀ means there is more data (to the left or right of that person). A triangle that is not colored in ◁ means there is no more information beyond that person in that line.

 This is the icon to quickly return to the HOME PERSON.

 When this leaf appears, there may be information on this person in the ancestry.com database.

Most of your time will be spent in this workspace. You will edit information on individuals, add children, add spouses, etc.

You can choose how many generations you wish to see in your pedigree screen.

Hover over person in pedigree, then click arrow to move them to the "root" position.

You can type a location slowly to let it "auto-complete" and find a match.

You can define the relationship between people, or the type of parental relationship.

You can add unrelated people into the database.

You can turn OFF the web search ability if you're not interested in that, or to temporarily speed things up.

Can choose preferred spouse; can reorder children.

Media can be linked to a person; a source; multiple people or a fact.

Use the small pedigree chart at the top of most workspace windows to quickly navigate to a particular person.

Creating a source and citation:

A SOURCE contains unchanging facts about an item (such as author, title, publication information). A SOURCE CITATION is an individual detail that explains where you found the fact (such as the page number in a book).

To add a source for a fact: PEOPLE WORKSPACE/FAMILY TAB: In the editing panel, hover next to the fact for which you want to add the source. You'll see a PLUS (New Source Citation) button appear. Choose ADD NEW SOURCE CITATION. You could continue with adding your own source. If you want to use a TEMPLATE (FTM includes more than 170 templates to help you with sourcing) then choose a template, type key words (marriage, church,...) and choose from the templates that appear. If you're using the basic format for sources, complete your author, title and publisher, then the ADD SOURCE window opens. Complete the source fields as necessary. After you've created a source you are ready to identify where in the source you found the information – by creating a source citation. If you're adding a source you've never used before, you'll want to create a new source citation. If you have already created a source citation, you don't need to create another citation – simply link the fact to the citation you've already created. You can have more than one source citation for the same fact. You can include a media item or note s part of the source citation also by attaching the media item to the source citation, or adding a note to the source citation.

12. PLACES WORKSPACE

Interesting to see all people associated with one place.

13. MEDIA WORKSPACE

Can be documents, videos, recordings, as well as pictures.

Can be linked to a person; a source; multiple people; to a fact.

14. SOURCES WORKSPACE

(see notes in PEOPLE WORKSPACE)

15. PUBLISH WORKSPACE

Many types of customizable reports and charts.

16. WEB SEARCH WORKSPACE

Can copy facts and merge them into your database. Be sure of your data before doing this. Can copy image from web site and link it to your data.

17. OTHER

Questions...