

Topics to cover today:

Installation

Data: Create from scratch or import existing data

7 Workspaces

Look at Tools/Options

Data input –

Names, dates, relationships

Notes

Media

Sources [Master Sources & citations]

Tasks – individual tasks, but see all on
Plan/current tree

Timelines – family or historical

Maps – migration

Reports/Charts/Books

Merging data

Adding data from websites – facts & images

Filtering lists – see bottom of index panel on people/family.

Backup

Adding personal favorite sites to Search Locations

Can “bookmark” a person








ROOT person doesn't mean the same as HOME person

Root = central person in charts, reports & workspace

Home = makes it easy for navigation; usually YOU

Cannot EDIT photos within Family Tree Maker; Must use another application.

Hints and symbols:

-  has children/descendants
-  has no children/descendants
-  direct line of home person
-  home person
-  has children/descendants
-  index
-  name found in data on ancestry.com

Things you can do:

There is a “home person” button on the index.

Change home person: plan/current tree

Mouse over “home person”

Click and choose new home person OR

People/family

Find person

Right click

Change Root person: people/family

Find person

Right click OR

On mini-pedigree, click index button

Find person

Click OK OR

People/family

Choose person on left

Resize windows

Choose number of generations to show in pedigree

Use small pedigree at top of window for navigation

Hover over name in pedigree to move to root position

Type location slowly to see matches – Place Name Authority

Can reorder spouses

Can reorder children

Can choose preferred spouse:

people/family (choose the person with multiple spouses)

people/person

click relationship button

choose the spouse

in the edit menu, choose preferred spouse box

Can remove spouse from relationship menu.

ADD new spouse if the person is new to the database.

ATTACH new spouse if person already exists in database. – from menu PERSON/ATTACH.

Adult Relationship: spouse, partner, friend, single, other, private, unknown.

Child Relationship: natural, adopted, step, foster, related, guardian, sealed, private

Can add unrelated people in database.

Have to TURN on web search ability

Sources:

Master Source = unchanging facts about a source

Ex: author, title, publication info

Create by: Edit/manage sources OR

People/Family/ choose person, then hover in editing panel

Source Citation = the unique source for that entry

Media:

Can link media to a person; a source; multiple people; to a fact.

Web Search:

Can copy facts & merge into your data.

Can copy image from web site and link to data.

Other things to remember:

Use maiden/birth names for women.

Delete a person; don't just change the name, since all links are still attached.