



INSTRUCTIONS and REFERENCE MANUAL

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Programming

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Main menu headings are *	File	Settings	Names	Records	Print	Other
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PREFACE - The Genealogy of a Manual  
by Kathryn Rhinehart Bassett

This manual started out as something other than a manual. When I first offered to do some 'alpha testing' for Steve, I was just learning the outline features of WordPerfect 5.1<sup>™</sup>. Since there are no instructions when you are doing alpha testing, I decided to use WordPerfect<sup>™</sup> to make an outline of the various menus in Family Roots<sup>™</sup> version four. I used these areas to keep track of bugs and to make notes on how things worked in general.

As time passed, I realized that my outlines were growing just like a family. Included were points that I thought should be made when it came time to do the manual. It was about that time that I realized that the manual is usually the last thing to be done before a program or update is released. That led me to ask Steve if he would like me to turn my notes into a preliminary manual. Obviously the answer was yes. He wanted the manual to be easier to use than the old one. I thought that by keeping the outline format it would help people to find things easier.

Believing that cross referencing was another important thing, I learned more and more about WordPerfect features. Outlining led to cross referencing which led to marking things for the index and the table of contents.

Then there was the problem of capturing Family Roots screen images! I tried several public domain screen capturing programs but each had its own failures. Everyone I talked to said "get Hijaak<sup>™</sup>". Eventually Steve decided that was the way to go too. After a learning period, I finally got the formula down for making a successful screen capture that would look right when used as a graphic in the manual.

Steve did most of the writing that actually ended up in the manual, but having all the chapters and sections already started made that process go much faster. As he sent sections to me, I plugged them into the appropriate places; marked, cross referenced, spell checked, indexed, made graphics, and all the other little details.

Naturally, one of the details is proofreading. That's never foolproof and I'm sure there are still errors that have crept in, but the important thing is - I learned a lot of neat things about the capabilities of Family Roots version 4. I highly recommend sitting at your computer with manual in hand and experimenting. This goes for updating users as well as new

users. Like many of you, I had my own wish list items, but reading how some of the various parameters work gave me lots of new ideas that I will put into practice.

For those of you who are interested in more technical information - in addition to WordPerfect and Hijaak, I used an MSDos 386-33 with 3mg of RAM. The manual document is more than 6 megabytes with about 80-85% of that being graphics. Even though I put in a lot of hours, (some days more than 12), I loved doing it, and hope you will enjoy using it.

By the way, data used for 'other' sample printouts are real. The family group sheet printouts are not. If you 'connect' write only to me, not Quinsept. My address and phone are part of the header of each of 'my' samples.

Main menu headings are  
See Chapter

*	File	Settings	Names	Records	Print	Other
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### SHORTCUT KEYS FOR EDIT SCREEN

HOME Moves cursor to first field  
 END Moves cursor to last field  
 ALT-C Copy from...  
 ALT-E Exit and save  
 ALT-H Help (works almost everywhere)  
 ALT-P Parameters (pulls up settings menu)  
 ALT-Q Quit, don't save  
 ALT-S Save this field (not whole record)  
 ALT-U Undo editing  
 ALT-V Save  
 ALT-X Cancel (works almost everywhere)  
 ALT-Y Delete (Y for 'yank') (same as CONTROL-E, two ways to do same thing.)  
 ALT-Z Zip (step through fields)  
 CTRL-E Delete (E for 'erase' (same as ALT-Y, two ways to do same thing.)  
 CTRL-O Suppress zip code for addresses

### KEYS USED FOR EDITING TEMPLATES

ALT-H Help Screen.  
 ALT-S Save template and continue editing.  
 DELETE Deletes the field highlighted in the top window.  
 INSERT Inserts a field after the field highlighted in the top window.  
 TAB Accepts the field highlighted in the top window and goes to the next.  
 ESC Accepts the field highlighted in the top window and goes to the next.  
 SHIFT TAB Accepts the field highlighted in the top window and goes back to the previous field.  
 ENTER Selects the field highlighted in the bottom window and assigns it to the current position in the top window.  
 P Assigns the current field to the first person listed on the Family Group Sheet. (The data for this field will come from that persons record).  
 S Assigns the current field to the spouse.  
 C Assigns the current field to a child. You will be asked which child.  
 ARROW KEYS Change which field in the bottom window is highlighted.

## KEYS TO USE FOR EDITING TEMPLATE HEADERS

ALT-E	Accept the header and quit editing.
ALT-H	Help Screen.
ENTER	Add this line, or insert an empty line after this one.
TAB	Accept this line and go on to the next, cycles back to the first.
HOME	Move the cursor to the beginning of the line.
END	Move the cursor to the end of the line.
INSERT	Toggles between 'Insert Mode' and 'Overwrite Mode'
DELETE	Delete character under cursor
BACKSPACE	Delete character to the left of cursor.
CTRL-D	Delete this whole line.
CTRL-E	Erase what's on this line and continue editing it.
CTRL-Y, ALT-Y	Erase from the cursor to the end of the line.
CTRL-S	Save this version of the line into for later Undo.
CTRL-U	Undo erase or changes and restore to last CTRL-S.
LEFT ARROW	Move one character to the left without erasing.
RIGHT ARROW	Move one character to the right without erasing.



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## 1 Introduction

Congratulations on your purchase of Family Roots™! You have made an excellent choice. The program has comprehensive features to help you with your genealogical research and publishing. Although you may have some time of learning to become functional with it, we provide lots of help in this manual and within the program itself. Also, we're a toll-free phone call away (for our U.S. and Canadian customers) if you have questions. We wish you a happy and productive time with our product.

Family Roots stores normal and unusual information for each family member. You can rapidly access that information for viewing or printing in a variety of useful ways. Based on our own experience, we have found a computer is especially advantageous for:

- a) putting the most current information quickly at your disposal;
- b) printing charts and sheets to see how the family fits together;
- c) making queries to relatives for additions or corrections;
- d) keeping track of your research -- where you have already looked and where you need to look, or where you found each fact;
- e) publishing articles and books.

We always welcome your suggestions for improvements and new features.

Initial sections of this manual give a general overview of the program and tell you how to install it. Next comes a tutorial section to let you learn the basics. Succeeding chapters of the manual are organized around the main screen of the program, called the "Main Menu". There is a chapter for each menu item on the Main Menu.

Parameters are a feature that let you customize Family Roots to your own preferences. For example, a parameter lets you choose whether to print last name first or first name first. We have assigned values to all of these already. You don't have to worry about them when just getting started. These parameters are the heart and soul of Family Roots. Since they are so important, we present them in alphabetical order starting around the middle of the manual.

As mentioned above, we have extensively tested these programs in our own genealogy research. We believe we have a high quality product, relatively free of errors. Nonetheless, as software professionals, we know that all of the problems in a complex program are never found. We appreciate being notified of problems you find. If the problem arises from the procedures you followed, we'll tell you how to do it right. If the problem is our error, we will fix it in a later release of the program.

We need to say a word about that nasty subject, COPYING. Family Roots is copyrighted. You are welcome to make copies for your own protection and use. We take the view that one purchase per person is satisfactory, no matter how many computers that one person uses it on. But please don't pass copies of Family Roots to friends or relatives. We're a small company and this is our livelihood. Other than being illegal, free copies reduce our income and limit our ability to help you and to improve the product for you. We are trusting your honor and hope not to regret it. Thanks!

Main menu headings are	*	File	Settings	Names	Records	Print	Other
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## 2 Overview

The parameters section of this manual is available on-line while you use Family Roots. In addition, you can ask for help at any point by pressing ALT-H. This chapter gives you an overview of the capabilities of Family Roots in order to orient you.

### 2.1 DATA STRUCTURE AND STORAGE

Family Roots stores your information by person. Each person gets a record number when you first type their name. You can choose the number or let the program assign it. The record number has no genealogical meaning. The program uses it to find each person's information on the disk. However, this number is important to you. You must use this number to tell Family Roots who the parents, spouses, and children are for each person. You can supply more than one father or mother where there are adoptions. In addition to the record number, Family Roots supports a genealogical ID number.

Each person's name has four parts: given names, birth surname, married surname, and title. When you print names on any form, the program offers a variety of options on what order to use and what name parts to include.

You store each person's information in their own record. Retrieve a record for editing using the record number or the name. Each record always contains certain standard information categories called "fields". These fields are the birth date and place, death date and place, father, mother, marriages, children, and notes. For each marriage you can always store the spouse, date and place, and status.

In addition to the standard information, add fields to store information of special interest to you. You can add up to 26 individual fields for each person, plus up to 5 more associated with each marriage. Use these for storing occupation, church, military service, residences, census, education, religious ordinance, divorce, comments, and many others.

When you finish editing one record, the program moves some of your entries into other records. We call this "complementing". For example, when you enter a marriage, the information also applies to the spouse. The program automatically puts the information into the spouse's record for you. This reduces your work, since you don't have to type things twice. The program offers many other work-saving features. It complements parents, children, sex, and addresses. When you assign a place name or surname to a special key, enter it into a field with a single keystroke. Other special keys copy fields from other records or within the same record.

Family Roots does not check for possible errors while you type. Instead, you choose to audit one or more records at any time. The program checks for consistency of dates within the record and compared to related records. It also checks that you entered parents, children, and spouses consistently for the family. It alerts you to possible mistakes, but does not change your data automatically.

A "data base" is a collection of people, related or not, stored together as a unit. Everyone in a data base has a unique record number. A single data base in Family Roots can hold millions of people. The program supports several options for handling parts of a family or independent families. If you use only one data base, you can isolate parts of the family by record number range. For example, you might assign numbers 1 to 1000 to the paternal side and 1001 to 2000 to the maternal side. Keeping everyone in a single data base allows you to show relationships between the parts. It also lets you make charts and sheets for the people that belong in both parts. For example, when you separate the parts by paternal and maternal sides, your children relate to both. You can print a pedigree chart for a child showing ancestors from both sides.

If you opt for separate data bases, Family Roots has menu items to set these up and switch between them easily. While this offers excellent isolation of the data from different families, it doesn't allow relationships between the families. Typically, each data base starts with record number 1. Unrelated people in different data bases may have the same record number. The program lets you copy records between different data bases when there are common people.

## 2.2 DESCENDANTS AND ANCESTORS

Family Roots prints the descendants of one of your ancestors. The program offers two primary methods for showing descendants -- the descendants chart and the descendancy report. You print one of these by choosing only the ancestor, and the program finds all the descendants automatically. Although the same people appear in both forms, their order of appearance differs significantly. Descendancy reports are well suited to printing family books and for publishing articles in the genealogy journals. Parameters let you choose the information to include and how to show it for both formats.

Print the ancestors of one of your people in three basic ways, with variations -- the standard pedigree chart, the free form pedigree chart, and the ahnentafel pedigree chart. Print any chart by choosing only the starting person. The program finds all the ancestors of that person automatically.

The standard chart exhibits the parents, grandparents, etc. in a familiar "stair-step" arrangement. Each chart contains either 4 or 5 generations on a single page. If you have more generations than that, the program can automatically make more charts of the same size to complete the pedigree. One parameter lets you omit any line in the chart that doesn't have a person on it. Another parameter lets you decide how many lines to allow for the birth, marriage, and death data. There are many others.

The free form pedigree chart also shows parents, etc. but if a person is missing, the chart doesn't leave a space for them. It is "free form" in the sense that it varies in size, unlike the standard chart. One important parameter lets you choose how to print the lines in the chart. Other parameters control the data shown and how it appears.

The ahnentafel pedigree chart has become popular in recent years. It came into being as a way to show ancestors while conserving paper and postage. Each person appears in a brief paragraph preceded by a number. The numbers show the relationships within the chart. Parameters control the numbering and what data appears for each person.

## 2.3 FAMILIES AND INDIVIDUALS

A normal family group sheet shows husband, wife, and their children. Every genealogist seems to have his or her own favorite group sheet format. We supply a bunch of different formats with the program. You can use these, modify them, or make your own. Choose one of the parents and the program selects everybody else for the group sheet. Parameters let you choose whether the mother or father goes first, how to select the spouse, and how to choose the children. You can print stories about each person in the sheet at the end. You make the stories with your word processing program.

The person sheet shows the facts you stored for one person. You can choose the facts and the order in which they appear. You can also print a story about the person at the end of the sheet. The person sheet states only the names of spouses and children. Compare that to the group sheet, which has a section for each of those people showing some of their information.

A sorted list shows names and associated information in a columnar format. You can choose what information to include for each person. Before printing, the program asks whether you want the list ordered by name, record number, or one of the fields you included. Select the people to include in the sorted list by record number, name, similar sounding names, parts of a name, ancestors of a person, or descendants of a person. Include the ladies in the list more than once, under each of their husband's surnames.

When you print charts and sheets, Family Roots can keep track of the page number where every person's name appears. It retains this information for inclusion in sorted lists. Choose "Page number" as one of the fields in the sorted list to print an index for a chart. You can further automate the entire operation by choosing "Open Book" from the menu. The program keeps track of the page number for everything you print until you close the book. When you close the book, the program automatically prints the index. You don't have to ask for it.

Sometimes you might like to know how two people in your data are related. Make a cousin sheet to show this. You supply the names or record numbers for the two people. The program produces a diagram showing the connection to a common ancestor. It also states something like "John and Jane are half first cousins once removed." Parameters let you ask for the statement of relationship only, or limit the size of the diagram.

## 2.4 OTHER FEATURES

After you have stored information for a bunch of people, search their records to locate something or compare information. For example, find every record where "Omaha" is mentioned, or everyone who was a teacher. Look for everyone with the same birthdate, or everyone living in a certain year. The criteria are quite general, allowing you complete flexibility. For each record the program finds, you can bring it up on the screen for editing. Or you can retain the list of records for use in another part of the program. You can also automatically search and replace. For example, you can replace every abbreviation CA with the full word California.

Family Roots lets you store an address for any person. You can print address lists or labels from these. Parameters control the number of columns and whether to produce a label for husband and wife separately. If you don't want to print the full address in a chart or sheet, a parameter lets you select the city and state only. You often want to print your name, address, phone, and date at the top of a chart or sheet. We call this a custom header. An editor within the program makes custom headers. You can save a custom header that is unique to each chart or sheet.

Family Roots supports a number of other tasks. Set up the hardware and directories you want to use. Make new data files. Save memory to disk or retrieve it later. Back up selected records to a floppy disk or another drive for safety purposes. Retrieve a good copy of a record from a backup when the original has gotten damaged. Move records around in your files. Change the size of your records. Print a story file made by your word processing program. Make a list of the unused record numbers. Print a blank copy of a chart or sheet. Convert names or records to lower case letters. Erase a record. And more.

When you ask to print anything, a screen appears asking where you want it to go. The program offers two printers, the monitor, or a disk file as destinations. Use the disk as the destination to pass a chart or sheet to your word processing program.

## 2.5 IMPORT AND EXPORT

A separate utility, Family Links, imports and exports data for Family Roots. Family Links uses the format called GEDCOM, short for GENEalogical Data COMMunications. The Mormon Church (Church of Jesus Christ of Latter Day Saints, or LDS for short) produces and maintains the specification for the GEDCOM format. The vast majority of genealogical software uses this format. This lets you exchange data with other researchers, extract data at an LDS family history center, or submit your data to the LDS Ancestral File data base. We supply Family Links with your purchase of Family Roots. You can run it from the Family Roots menu.



Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

### 3 New User Installation - (see printed supplement for Apple II computers)

Use the installation instructions in this chapter if you are new to Family Roots. If you had a prior version of Family Roots but never installed it, these instructions apply to you as well. If you have a prior version of Family Roots installed, please skip to chapter 4.

We provide an automatic INSTALL program. This does the job for most users. If you try this and are unsuccessful with it, use the step-by-step procedures instead. If you are an experienced computer user, you may wish to use the step-by-step procedures as your first choice, since you can intimately control the process.

Note: when you see <Enter>, that means strike the key marked "Enter" on the right side of your keyboard. (Some older keyboards may say "Return" instead of "Enter".) Do not type the individual letters

< E n t e r >

#### 3.1 AUTOMATIC INSTALL

The following steps execute the automatic installation program. This program copies files to your hard disk after asking you a number of questions.

1. Get to a DOS prompt. If your computer starts in WINDOWS, press F4. If you are in another program, exit that program.

The DOS prompt is a letter, perhaps with other stuff after it. Its appearance depends on different things. It may be different on your machine. A typical DOS prompt is

C:\>

or perhaps

C:\WINDOWS>

2. If you received one disk from us, insert it into drive A: or B:. If you received two disks from us, insert the number 2 disk into drive A: or B:.
3. If you inserted the disk into drive A:, type  
A:INSTALL <Enter>  
If you instead inserted the disk into drive B:, type  
B:INSTALL <Enter>  
This starts the program to automatically install Family Roots.
4. Answer the questions. The INSTALL program suggests an answer to each question. Strike the <Enter> key if you want to accept the suggestion. If you have no particular preference, the suggested answer is a good choice.
5. When INSTALL is finished, you return to the DOS prompt.
6. Let's assume you installed Family Roots into a directory C:\FR4. If so, you start Family Roots by typing  
C: <Enter>  
CD \FR4 <Enter>  
FR <Enter>  
If you decided upon a different directory name, type that instead in the second line.

### 3.2 MANUAL INSTALLATION

The following steps help you install the Family Roots program yourself, not automatically.

1. Get to a DOS prompt. If your computer starts in WINDOWS, press F4. If you are in another program, exit that program.

The DOS prompt is a letter, perhaps with other stuff after it. Its appearance depends on different things. It may be different on your machine. A typical DOS prompt is

C:\>

or perhaps

C:\WINDOWS>

2. Type

C: <Enter>

MD\FR4 <Enter>

This makes the directory \FR4 on the C: drive. If the \FR4 directory already exists, the DOS says so. It may

word its response as "Unable to create directory".  
That's ok.

3. Type

```
CD \FR4 <Enter>
```

This places you into the \FR4 directory.

4. Most computers at this point show the prompt as

```
C:\FR4>
```

If yours doesn't, type

```
CD <Enter>
```

The DOS responds with the current drive and directory.  
If the response is not C:\FR4, repeat steps 2 and 3. It  
is important that you are in the correct directory  
before continuing.

5. If you received one disk from us, insert it into drive  
A: or drive B:. If you received two disks from us,  
insert the number 1 disk into drive A: or drive B:.

6. Type

```
COPY A:*. * C:\FR4 <Enter>
```

This copies everything from the disk in the A: drive  
into the \FR4 directory on the C: drive. Use only 2  
spaces in that command, one after COPY and the second  
before C:\FR4.

If you are using the B: drive, type

```
COPY B:*. * C:\FR4 <Enter>
```

instead of the first command above.

7. If you received more than one disk from us, insert it  
into drive A: or B:. Repeat step 6.

8. Type

```
FR <Enter>
```

This decompresses a set of files. It shows you progress  
as it works. At some point it asks if you want to  
replace FR.EXE. Answer

```
Y
```

for Yes.

9. Type

```
FRMGR <Enter>
```

This decompresses another, different set of files. At  
some point it asks if you want to replace FRMGR.EXE.  
Answer

```
Y
```

for Yes.

10.Type

```
REN CONFIG4.STD CONFIG4.DAT <Enter>
```

This places the standard Family Roots configuration file into position for you to use.

11.You may type

```
FR <Enter>
```

to start Family Roots now.

### 3.3 STARTING FAMILY ROOTS

To start Family Roots, first get to a DOS prompt. Then type

```
C: <Enter>
```

```
CD \FR4 <Enter>
```

```
FR <Enter>
```

This assumes you installed Family Roots on the C: drive in a directory named \FR4. If you chose a different drive or directory name, use that instead.

Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

#### 4 Updating User Installation - (see printed supplement for Apple II computers)

Use this chapter if you have a prior version of Family Roots installed. Use the appropriate section below for updating from version 3, from Lineages, from another version 4, from version 1 or 2, or from a different type of computer. Choose the section below based on the version number of the last Family Roots program you installed. The version number appears on the first screen of prior versions. If the screen vanishes before you can get a good look at it, it is probably version 3.

##### 4.1 UPDATING FROM FAMILY ROOTS VERSION 3 OR LINEAGES.

This section applies for updating from Family Roots version 3.3, 3.4, 3.5, 3.6, or 3.7. There wasn't a version 3.0, 3.1, or 3.2. It also applies to updating from Lineages/Standard or Lineages/Advanced. You must install the version 4 programs on a hard disk or on a high density floppy disk.

1. Get to a DOS prompt. If your computer starts in WINDOWS, press F4. If you are in another program, exit that program.

The DOS prompt is a letter, perhaps with other stuff after it. Its appearance depends on different things. It may be different on your machine. A typical DOS prompt is

C:\>

or perhaps

C:\WINDOWS>

2. The version 3 and version 4 program disks have no files in common. All the files have different names. The data files for version 3 and version 4 have identical names. Version 4 uses your version 3 data files directly, without any conversion needed.

Installing version 4 into your version 3 hard disk directory preserves all existing files. Using the same directory lets you start using version 4 with the fewest adjustments.

We suggest you install version 4 in the same hard disk directory as version 3. If you agree, skip to step 4.

3. Do this step only if you are using a different directory for version 4 from your version 3. Also use it if you did not previous have a hard disk. Type

C: <Enter>

MD\FR4 <Enter>

This makes the directory \FR4 on the C: drive. If the \FR4 directory already exists, the DOS says so. It may word its response as "Unable to create directory". That's ok.

4. Most customers with Family Roots version 3 installed it into a directory named \ROOTS. If that's you, type

CD \ROOTS <Enter>

This places you into the \ROOTS directory.

If your version 4 directory is \FR4 instead, type

CD \FR4 <Enter>

This places you into the \FR4 directory.

5. Most computers at this point show a prompt with the drive and directory name. Depending on what you did above, that should be either

C:\ROOTS>

or

C:\FR4>

If yours doesn't show anything like that, type

CD <Enter>

The DOS responds with the current drive and directory. If the response is not C:\ROOTS or C:\FR4, repeat steps 3 and 4. It is important that you are in the correct directory before continuing.

6. If you received one disk from us, insert it into the drive in which it fits, drive A: or drive B:. If you received two disks from us, insert the number 1 disk into drive A: or drive B:.

## 7. Type

```
COPY A:*. * C:\ROOTS <Enter>
```

This copies everything from the disk in the A: drive into the \ROOTS directory on the C: drive. Use only 2 spaces in that command, one after COPY and the second before C:\ROOTS.

If you are using the B: drive or the \FR4 directory, use one of the following commands instead:

```
COPY A:*. * C:\FR4 <Enter>
```

or

```
COPY B:*. * C:\ROOTS <Enter>
```

or

```
COPY B:*. * C:\FR4 <Enter>
```

## 8. If you received more than one disk from us, insert it into drive A: or B:. Repeat step 7.

## 9. Type

```
FR <Enter>
```

This decompresses a set of files. It shows you progress as it works. At some point it asks if you want to replace FR.EXE. Answer

Y

for Yes.

## 10. Type

```
FRMGR <Enter>
```

This decompresses another, different set of files. At some point it asks if you want to replace FRMGR.EXE. Answer

Y

for Yes.

## 11. If you are using the same directory for version 4 and version 3, type

```
READCON3 <Enter>
```

This makes a version 4 configuration file (CONFIG4.DAT) from your version 3 configuration.

If you are using a different directory, type

```
COPY C:\ROOTS\CONFIGTN.DAT C:\FR4 <Enter>
```

```
READCON3 <Enter>
```

If you used your previous program on a floppy disk, insert it into drive A: and type

```
COPY A:CONFIGTN.DAT C:\FR4 <Enter>
READCON3 <Enter>
```

- 12.If you chose a different directory, type

```
FR <Enter>
```

to start Family Roots now. If you are using the same directory as version 3 and did this by mistake, hit ESC to exit.

- 13.If you chose a different directory, pull down File (that's ALT-F from the keyboard) from the top menu, and choose Setup FAMILY ROOTS. From the next menu, pull down Computer (that's ALT-C from the keyboard) and choose Set Disk Drives & Paths. Set the PATH FOR FAMILY to the directory you chose. Set HARD DISK DRIVE to Yes. Hit ESC to exit. At some point, it asks if you want to save the configuration. Hit <Enter> to accept.

Do step 14 only if you used batch files for choosing between different families with version 3.

Version 4 lets you choose a family directly from the menu. If you leave the batch files for version 3, there is a strong possibility that version 4 won't save the configuration properly. The following steps remove the batch files. This assumes your batch files are in C:\ROOTS. If you know better, you are smarter than the instructions. In that case, please remove the batch files by any appropriate means.

- 14.Type

```
C: <Enter>
CD \ROOTS <Enter>
MD OLDBATCH <Enter>
COPY *.BAT OLDBATCH <Enter>
DEL *.BAT <Enter>
```

That preserves your batch files in the subdirectory C:\ROOTS\OLDBATCH in case you need them again for some reason.



Do steps 15 through 21 only if you used your data on floppy disks with version 3. You need to know the data disk number for each of your data disks. The usual practice is to mark the number on the disk label.

Version 3 used DAT as the file name suffix for data files on floppy disks, and the disk number for the identical data files on a hard disk. Version 4 always names the files the same. To set up your floppy data disks for version 4, you need to rename the files.

15. Get to a DOS prompt, if you are not there already.

16. Insert data disk number 1 into drive A:.

17. Type

```
REN A:*. * *.1 <Enter>
```

The "1" at the end identifies data disk #1.

18. If you have data disk number 2, insert it into drive A:.

19. Type

```
REN A:*. * *.2 <Enter>
```

The "2" at the end identifies data disk #2.

20. If you have data disk number 3, 4, 5, 6, 7, 8, or 9, insert each in turn into drive A:.. Use the REN command like in step 17 or 19, but use the data disk number in your command.

21. If you have data disk numbers larger than 9, rename the files like in step 17 or 19, but use the proper suffix. Refer to Table 5 on page D-4 of the Version 3 Family Roots manual for the correct suffix. Example:

```
REN A:*. * *.T <Enter>
```

for disk number 29.

Technical note: the suffix is the disk number base 36.

The following steps update the LASTID.DAT file. In version 3, that file held the record number of the last name you added. Version 4 also retains the largest record number you have ever added. It uses this number to suggest the ending record number of a number range question.

22. Start Family Roots by typing  
FR <Enter>
23. Choose "Settings" from the menu bar with the mouse or by pressing ALT-S.
24. Hit <Enter> to choose the first menu of parameters, for Data Entry/Search.
25. Press A to choose the NEXT NAME RN parameter.
26. Type the largest record number you remember using in Family Roots. Be sure you change the number in the parameter. If you leave it the same, this procedure doesn't work.
27. Hit ESC until you can exit Family Roots.
28. It asks if you want to save the configuration. Answer No.

#### 4.2 UPDATING FROM ANOTHER FAMILY ROOTS VERSION 4.

Use this section if you already have Family Roots Version 4 installed and receive an updated disk from us.

1. Get to a DOS prompt.
2. Type  
C: <Enter>  
CD \FR4 <Enter>  
This places you into the \FR4 directory on the C: drive.
3. Most computers at this point show the prompt as  
C:\FR4>  
If yours doesn't, type  
CD <Enter>  
The DOS responds with the current drive and directory. If the response is not C:\FR4, repeat step 2. It is important that you are in the correct directory before continuing.

4. If you received one disk from us, insert it into drive A: or drive B:. If you received two disks from us, insert the number 1 disk into drive A: or drive B:.
5. Type  
COPY A:\*. \* C:\FR4 <Enter>  
This copies everything from the disk in the A: drive into the \FR4 directory on the C: drive. Use only 2 spaces in that command, one after COPY and the second before C:\FR4.  
  
If you are using the B: drive, type  
COPY B:\*. \* C:\FR4 <Enter>  
instead of the first command above.
6. If you received more than one disk from us, insert it into drive A: or B:. Repeat step 6.
7. If you changed any of the standard family group sheet templates or any of the label files, copy them to another directory or a floppy disk. You only need do this if you changed these files. If you didn't change anything, skip to step 8. Assuming we're saving to a temporary directory, type  
MD SAVESTUF <Enter>  
COPY \*.LAB SAVESTUF <Enter>  
COPY TEMPLATE.\* SAVESTUF <Enter>
8. Type  
FR <Enter>  
This decompresses a set of files. It shows you progress as it works. It frequently asks if you want to replace a file. Answer  
Y  
for Yes in each case.
9. Type  
FRMGR <Enter>  
This decompresses another, different set of files. It frequently asks if you want to replace a file. Answer  
Y  
for Yes in each case.
10. If you did not perform step 7 above, the installation is complete. Omit step 11.

11. The new program disk(s) you received may have introduced new labels in the label files or added new features in the templates. If so, documentation accompanies the new disk alerting you to these additions. If we made such changes, do not restore the pertinent files from step 7 above. Otherwise, type

```
COPY  SAVESTUF\*.* <Enter>
```

```
DEL  SAVESTUF\*.* <Enter>
```

Answer Y when it asks "Are you sure?" Finally, type

```
RD  \FR4\SAVESTUF <Enter>
```

to remove the temporary directory.

#### 4.3 UPDATING FROM FAMILY ROOTS VERSION 1 OR 2.

Use this section if you have Family Roots version 1 or 2 installed. These versions worked on a hard disk only in the version specifically designed for a hard disk. You must install the Family Roots version 4 programs either on a hard disk or a high density floppy disk. You may continue using your data on floppy disks or move it to a hard disk.

First, perform the installation of version 4 as if you are a new user, as described in chapter 3. Second, rename your data files as described in section 4.1, steps 15 through 21.

Third, set the important items in the version 4 configuration file to work with your existing data. We do not provide a program to automatically convert your configuration file from version 1 or 2. The important items are the record formatting parameters, the date order, and any added fields. (Version 1 and 2 called the added field "user fields".) Since version 4 automatically sets its record formatting parameters to work with your existing data, you don't need to set them. The important items you must set are the DAY/MONTH ENTRY ORDER parameter and the added fields. You are welcome to contact us for help with these.

#### 4.4 UPDATING FROM ANOTHER TYPE OF COMPUTER.

If you previously used Family Roots on a Commodore 64, Commodore 128, Apple II, Macintosh, CPM computer, or TRS-80 model 4, this section is for you.

If you plan to type your data anew, i.e. start over, you are a new user of version 4. Please install version 4 using the steps chapter 3.

#### 4.4.1 QUINSEPT TRANSFERRED YOUR DATA, ONE DATA BASE

If QUINSEPT transferred your data from the other computer for you, we supply a configuration that matches your data. In this case we assume you plan to install both the programs and the data on a C: drive hard disk into the directory named \FR4. If that assumption pleases you, first install version 4 using the new user installation in chapter 3. Then copy your data to the hard disk with the following steps:

1. Get to a DOS prompt.
2. Type  
C: <Enter>  
CD \FR4 <Enter>  
This places you into the \FR4 directory on the C: drive.
3. Place one of your data disks into drive A: or B:, wherever it fits.
4. Type either  
COPY A:\*. \* C:\FR4 <Enter>  
or  
COPY B:\*. \* C:\FR4 <Enter>  
depending on whether the disk is in the A: or B: drive.
5. If you have another data disk from us, repeat steps 3 and 4 above.
6. You may start Family Roots from here by typing  
FR <Enter>

#### 4.4.2 QUINSEPT TRANSFERRED YOUR DATA, TWO OR MORE DATA BASES

If you have two or more separate data bases (separate families), we keep those separate when we transfer your data. In this case, each family's data goes into a separate subdirectory. First install Family Roots into C:\FR4 using the instructions in Chapter 3. Then do the following steps:

1. Get to a DOS prompt.
2. Let's assume the family name is GERXERP, to make this easier to talk about. You will perform these steps once for each family. Use the family name we indicate on the disk label instead of GERXERP.
3. Type  
MD C:\FR4\GERXERP <Enter>  
This makes a new directory for the family.
4. Insert a GERXERP family disk into drive A: or B:, wherever it fits.
5. Type either  
COPY A:\*. \* C:\FR4\GERXERP <Enter>  
or  
COPY B:\*. \* C:\FR4\GERXERP <Enter>  
depending on whether the disk is in the A: or B: drive.
6. Repeat steps 4 and 5 for any further GERXERP disks.
7. Repeat steps 3 through 6 for any other families. Use the appropriate family name.
8. Start Family Roots. Type  
C: <Enter>  
CD \FR <Enter>  
FR <Enter>
9. Pull down File and choose Add Family to Menu.
10. It asks for the family name. Type the name as you want it to show on the screen. It does not need to be the same as the directory name, though we suggest you use something similar.
11. It suggests a directory name. In most cases, the suggestion is the same as the name you used in step 3 above. If it isn't, change the directory to that name.
12. Repeat steps 9 and 10 for each different family.
13. Hit ESC to exit Family Roots.

#### 4.4.3 YOU TRANSFER YOUR OWN DATA

If you are transferring your own data from the previous computer, first install Family Roots using the instructions in Chapter 3. Next set up Family Roots as you wish using the instructions in Chapter 5. Then make your MS DOS data base by using the GEDCOM import. Please see the Family Links manual for instructions on how to import data.





Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

5 Tutorials - These lessons assume you have already installed Family Roots. They assume you used C:\FR4\ as the directory for the programs. If you installed into different directory, substitute your own directory name wherever you see \FR4 in the following. See section 3.3 for the steps to start Family Roots.

All lessons start from the Main Menu. Check that you are on the Main Menu by reading the top of the screen. At the top center, in the middle of a highlight bar, it says "Family Roots (tm) Main Menu".

### 5.1 LESSON 1: USING THE MENUS AND ON-LINE HELP

This lesson shows you how to navigate through the menus. If your mouse is active, it initially appears as a small, highlighted square in the top left corner of the Main Menu (see screen label at top).

5.1.1 Press ALT-H, or click the Help button in the bottom right of the screen using the mouse. ALT-H means hold down the key labeled ALT, and while still holding the key, press H. Then release both. You can use upper or lower case for the H; it doesn't matter.

The On-Line help now appears on the right half of your screen. The information in the box changes. It depends on where you call it from.

5.1.2 Press the ESC key on the keyboard. Clicking with the mouse on the small "square" (looks like []) at the top left of the on-line help box does the same thing.

This releases the box.

5.1.3 Use ALT in combination with the first letter of the word at the top to select it. Press ALT-P now. That chooses the Print menu. Clicking with the mouse on the word at top does the same

thing. We often refer to this with the words "pull down" as in "pull down the Print menu".

It should now show the menu in the middle of the screen for choosing the various charts and sheets.

- 5.1.4 Suppose you chose the wrong menu item. Let's go to the Settings menu instead. Press the left arrow key <- three (3) times. Notice that each time you press the left arrow, it changes to the next menu at left. The Settings menu, showing the various parameter groupings, should now be on your screen.
- 5.1.5 Close the Settings menu. In other words, hit ESC or click the close box at the upper left. You should now be at the blank Main Menu.
- 5.1.6 If you are only able to use one hand or have limited finger mobility, here's another way to choose a menu. Press the right arrow -> on the keyboard. This always pulls down the File menu. The File menu now appears in the middle of your screen.
- 5.1.7 Press the right arrow -> on the keyboard. This chooses the Settings menu.
- 5.1.8 Notice that the top line is highlighted. Pressing <Enter> on the keyboard chooses the highlighted item. Don't do that yet. Notice that one letter in each line also is highlighted. This is the "quick key". Pressing that single letter (upper or lower case doesn't matter) chooses the item. You can also choose any item by clicking it with the mouse.  
  
Press the down arrow key on the keyboard. This highlights "Descendants Chart parameters". Hit <Enter> on the keyboard to select it.
- 5.1.9 You should now have a screen that says "Change Descendants Parameters" at the top. It shows 30 parameters in two columns. We're going to change several just to see how that works. Don't worry about changing anything. We'll put it back to square one before quitting the lesson.

- 5.1.10 Press the letter C on your keyboard. Notice that the highlight bar moved there. Notice also that the value changed from Yes to No. If you need to see the value change, press C again. And again!
- 5.1.11 Press the right arrow key. The highlight should be on parameter R. Notice that the value did not change. It is still No. Hit <Enter>. Notice the value changed to Yes. Hit <Enter> enter again. The value changed back to No.
- 5.1.12 Parameter L is called COLUMN HEADERS (W/N/B). The letters in parentheses tell the expected values. Press L on the keyboard.
- 5.1.13 A box should have "popped up" in the center of the screen asking for the new value. It contains the current value "Both".
- 5.1.14 Type N. Notice that "Both" disappears when you do that. Hit <Enter>.
- 5.1.15 Notice that the parameter value is now "Numbers". (Play with this parameter some more now if you want to see what W does.)
- 5.1.16 Suppose we don't know what the parameter does, not an unusual circumstance. Let's look it up. Press ALT-M or click on the "Manual" button with the mouse.
- 5.1.17 The Parameters Reference Manual now appears on the screen. This is identical to Chapter 17 in the printed manual, but without the figures. Notice the bottom line states what commands are available. ALT-H gives more information about them. We won't go that direction for now.
- 5.1.18 Press S on the keyboard. The bottom line should now say "Search for?"

- 5.1.19 Type COLUMN HEADERS and hit <Enter>. It doesn't matter whether you type that in upper or lower case. The bottom line says "Searching for COLUMN HEADERS".
- 5.1.20 After a wait (depends on how fast your computer is), the section about the COLUMN HEADERS parameter appears for you to read. Use the PageDown key or the down arrow key to reach further paragraphs.
- 5.1.21 Hit ESC. We return to the "Change Descendants Parameters" screen. The highlight moved back to the top, however. Our changes from above are still there.
- 5.1.22 Press the PageDown key on your keyboard, or click the down arrow in the bottom right corner with the mouse. This brings up the second screen of parameters for descendants charts.
- 5.1.23 Select parameter N, the RIGHT MARGIN parameter. A box pops up in the middle of the screen asking for a new value. It shows the current value.
- 5.1.24 Type 1.2 and hit <Enter>. This means 1.2 inches.
- 5.1.25 Press ALT-X. This takes us directly back to the Main Menu. If you hit ESC instead, it takes you back to the Settings menu. In other words, ESC goes step-by-step back through the menus, but ALT-X does it all at once.
- 5.1.26 Pull down File. Recall that's ALT-F, the mouse, or right arrow.
- 5.1.27 Choose Re-read Configuration. A box showing the path and file name for the configuration appears. We don't need to change anything here.

5.1.28 Notice the double line around the OK button. The double line indicates that hitting <Enter> selects that item. Hit <Enter> now to select OK, or click it with the mouse. This loads the original parameter values from the disk. In other words, it erases all of our changes above.

5.1.29 The Main Menu reappears.

End of Lesson 1.

## 5.2 LESSON 2: SETTING UP A FAMILY

This lesson sets up a family called "Tutorial" to use for the rest of the lessons.

5.2.1 Pull down the File menu.

5.2.2 Choose "Add Family to Menu".

5.2.3 It asks for the family surname in a box. Type  
Tutorial  
and hit <Enter>.

5.2.4 It asks for the path for this family. It suggests C:\FR4\TUTORIAL\ as the path. Although you can change that, let's accept it as is. Hit <Enter>. We return to the Main Menu.

5.2.5 The "Tutorial" family isn't active until we select it. Pull down the File menu.

5.2.6 Choose "Select Family from Menu". Since we only have one family, it doesn't actually show a menu of families now. It selects the only one available.

5.2.7 When the Main Menu reappears, notice it now says

Family selected is:  
Tutorial  
near the top.

5.2.8 Pull down File and choose "Setup FAMILY ROOTS". The screen changes to "Family Roots (tm) Setup Menu" at the top. Notice that the Tutorial family remains selected.

5.2.9 Pull down Computer and choose "Set Disk Drives & Paths". Notice that all of the paths are C:\FR4\TUTORIAL\. Also notice that NUMBER OF DATA FLOPPY DRIVES is zero. The parameters indicate that everything goes to the hard disk, and we won't use the floppy disk for data at all.

5.2.10 Hit ALT-X. The Setup Menu reappears.

- 5.2.11 Let's make our play data base small so it doesn't use much space. Pull down System and choose "Set Record Formatting".
  - 5.2.12 Choose Yes on the warning box.
  - 5.2.13 Choose Yes on the box that asks if we have selected the right family.
  - 5.2.14 Choose No on the box that asks about variable length records.
  - 5.2.15 Hit <Enter> to accept 512 characters per person.
  - 5.2.16 Hit <Enter> to accept 26 characters in the average name.
  - 5.2.17 Answer  
120k  
for the disk size. Notice we didn't have to choose one of the suggested values.
  - 5.2.18 Choose Yes in the box that asks about date order. We should now be on the Setup Menu.
  - 5.2.19 Pull down File and choose "Return to FAMILY ROOTS Main".
  - 5.2.20 It says you changed the configuration and asks if you want to save it. (We did change it. We changed the disk size.) Choose Yes.
  - 5.2.21 It shows the path and file name for the configuration. Choose OK.
  - 5.2.22 The Main Menu reappears. Notice that the active family is still Tutorial.
- End of lesson 2.

### 5.3 LESSON 3: ADDING A NAME

This lesson leads you through adding the first name to the Tutorial data base. Adding a name is equivalent to assigning a record number to a name.

- 5.3.1 Pull down Names and choose "Add Names".
- 5.3.2 It says that files for RN=1 (record number 1) don't exist. It asks if we want to make them now. Choose Yes.
- 5.3.3 It asks where to make the files. It suggests the data path, which happens to be the same as all our other paths, C:\FR4\TUTORIAL\. Hit <Enter> to accept that.
- 5.3.4 It shows several "Please Wait" messages while it makes the new files. You don't have to do anything here.
- 5.3.5 The Add Names box appears. Notice it says RN=1 at the top. Let's put in Agatha Louise Whitesmith Golnichy. We're already positioned at the top box, the First Name. Type  
Agatha Louise  
and hit the TAB key. TAB always moves to the next box.  
  
If you already hit <Enter> by mistake, hit ESC. Then pull down Names, choose "Change Names", and give it "1" for the record number. You should now be back to a similar place (not identical).
- 5.3.6 Type  
Whitesmith  
and hit <Enter>. We deliberately hit <Enter> this time to show you an alternative way.
- 5.3.7 It has gone to the box for the next name, RN=2. We didn't want to do that yet. Hit <Enter>. Leaving a name empty cancels adding names. We should be back on the Main Menu.
- 5.3.8 Pull down Settings and choose "Miscellaneous Parameters".
- 5.3.9 Change <CR> ADVANCES TO NEXT BOX to Yes.



- 5.3.10 Press ALT-X. The Main Menu reappears.
- 5.3.11 Pull down Names and choose "Change Names".
- 5.3.12 It asks for a record number. Answer  
1  
and hit <Enter>.
- 5.3.13 We now have Agatha Louise on the screen again, but her married name, Golnichy, is still missing. Press <Enter>. Notice this now moves to the next box. This is a result of parameter change above.
- 5.3.14 Press <Enter> again. We're now at the Married Name box.
- 5.3.15 Type  
Golnichy  
and hit <Enter>. We're now at the Title box.
- 5.3.16 Hit <Enter> (from the Title box). This selects the OK button. The Main Menu reappears.
- 5.3.17 If you don't like using <Enter> to select the next box, change <CR> ADVANCES TO NEXT BOX back to No.
- 5.3.18 Let's capture our parameter change(s). Pull down File and choose "Save Configuration". Saving the configuration makes the program remember parameter changes from one session to the next.
- 5.3.19 Choose OK from the path and file name box. The Main Menu reappears.

End of lesson 3. It was not really necessary to save the configuration here. The program remembers that you made changes. It asks if you want to save the configuration when you quit Family Roots.

## 5.4 LESSON 4: USING THE EDITING KEYS

This lesson messes around with the name we entered in lesson 3 to show you how to use the editing keys.

5.4.1 Pull down Names and choose "Change Names".

5.4.2 Type  
1 <Enter>  
for the record number.

5.4.3 Let's add Mary as another first name for Agatha Louise. Press the End key. The down arrow key does the same thing. This moves the cursor to the end of the first names.

5.4.4 Type a space and then  
Mary  
Don't hit <Enter> or TAB yet.

5.4.5 Let's change Mary to Jean. Use the left arrow to move the cursor to the M in Mary.

5.4.6 Now type  
Jean  
This should overstrike Mary, changing it to Jean. Don't hit <Enter> or TAB yet.

5.4.7 Let's add Alice before Louise. Use the left arrow key to move the cursor to L of Louise.

5.4.8 Press the insert key on your keyboard. It's labeled "Ins". Notice that "<Ins>" appears at the top left of the screen now. Press the insert key several times if you want to see it change.

5.4.9 Type  
Alice  
Since insert is On, "Louise Jean" moves to the right as you type.

5.4.10 Use the TAB key or mouse to move to the Title box.

5.4.11 Let's type something long in here to see what happens. Try:

Queen of Bothsupha, Her royal highness, Empress  
of all she surveys

Notice that when you come to the end of the  
box, you can continue typing. It "scrolls"  
from right to left. Don't hit TAB or <Enter>  
yet.

- 5.4.12 Press the Home key. The up arrow key does the  
same thing. Notice that the cursor is now at  
the beginning of the title. It has scrolled  
back to the start.
  - 5.4.13 Press Ctrl-E. The entry is gone!
  - 5.4.14 Press Ctrl-U. The entry reappears.
  - 5.4.15 Move the cursor to the comma after Bothsupha  
(or anywhere in the middle).
  - 5.4.16 Press Ctrl-Y. Everything from the comma to the  
end disappears.
  - 5.4.17 We'll erase our play stuff. Press Ctrl-E.  
Notice the cursor didn't have to be at the  
start to erase the entry.
  - 5.4.18 Press <Enter> to accept all our changes.
- End of lesson 4.

## 5.5 LESSON 5: ADDING MORE NAMES

We need a few more names to make the succeeding lessons meaningful. Let's add names for Ms. Golnichy's father, husband, and one child.

- 5.5.1 Pull down Names and choose "Add Names".
- 5.5.2 The Add Names box appears. Notice it says adding RN=2 at the top.
- 5.5.3 Put in Elijah Whitesmith. See lesson 3 again if you don't understand how to do it. We'll use Elijah as Agatha's father.
- 5.5.4 Choose OK. It automatically goes to the next Add Names box for RN=3.
- 5.5.5 Put in Adam Golnichy. We'll use him as Agatha's husband.
- 5.5.6 Choose OK. It automatically goes to the next Add Names box for RN=4.
- 5.5.7 Put in Alice Jean Golnichy. We'll use her as Agatha's and Adam's daughter.
- 5.5.8 Choose OK. It automatically goes to the next Add Names box for RN=5.
- 5.5.9 Put in more names if you wish, but that's all we'll use for our lessons. Choose OK or hit ESC. This returns to the Main Menu.

End of lesson 5. Notice we did not have to tell the program to save the names to disk at any point. It saves them automatically. Our people are:

<u>Number</u>	<u>Name</u>
1	Agatha Alice Louise Jean Whitesmith Golnichy
2	Elijah Whitesmith
3	Adam Golnichy
4	Alice Jean Golnichy

## 5.6 LESSON 6: EDITING A RECORD, BASIC

This lesson covers basic procedures for editing a record.

- 5.6.1 Pull down Records and choose "Edit Records".
- 5.6.2 The Access menu appears. This menu lets you choose one or more people in various ways. We want only Agatha's record at this point. Choose "Range of Record Numbers".
- 5.6.3 The number range entry box appears. Type  
1  
in the First Number box.
- 5.6.4 Select the OK button.
- 5.6.5 The Edit Records screen appears. Notice the word ZIP at the top left. This indicates ZIP mode is On. More about this below..  
  
The first field title, BORN ON, is highlighted. Hit <Enter> to select it.
- 5.6.6 It is now waiting for you to type Agatha's birth date. Type  
18 Jun 1937 <Enter>  
If you make a mistake and notice it before you hit <Enter>, edit the field using the same procedures you learned in lesson 4. If you make a mistake but don't notice it until after you hit <Enter>, we'll get back to that.
- 5.6.7 It is now waiting for you to type the birth place into the BORN AT field. Type  
Boston, Suffolk, Massachusetts  
<Enter>  
  
If you plan to exchange data with other people, it is important to use commas in place names like this.
- 5.6.8 It is now waiting for you to type the death date. Type  
Living <Enter>

- 5.6.9 It is now waiting for you to type the death place or address. Type  
183 Main St.;Boston MA 02154;  
<Enter>  
Notice the semicolons. These identify that this is an address.
- 5.6.10 It is waiting for you to enter the sex. Press ALT-Z. This turns ZIP mode Off. Notice that ZIP no longer appears at the top left.
- 5.6.11 The highlight is now on the father field title. It is not waiting for you to enter the father. It is waiting for you to choose the field you want to edit. Use the arrow keys to move the highlight to the SEX field title.
- 5.6.12 Hit <Enter>. It is now waiting for you to type the sex.
- 5.6.13 Type  
F <Enter>
- 5.6.14 The highlight is again on the father field title. Notice again it is not waiting for the father, because ZIP is off. Type  
10  
but don't hit <Enter> yet.
- 5.6.15 Notice a box pops up in center screen. The number 10 selects field 10. That refers to the number at the left of the field title. In this case, that's the NUMBER OF NOTES field. (The field numbers can change as you edit the record.) Hit <Enter>.
- 5.6.16 It is waiting for you to type something in the NUMBER OF NOTES field. Notice the field is selected for entry now. You didn't have to do <Enter> to select the field. Type  
2 <Enter>  
to say there are 2 notes.
- 5.6.17 Notice that the screen changed to introduce more fields, i.e. NOTE #1 and NOTE #2. Also notice that today's date appeared in the bottom field, LAST UPDATED. That happens when the screen changes.

If your mouse is active, click on the NOTE #2 field title. Notice this selects the field for entry. Type

                  This is note 2 <Enter>

- 5.6.18 Press the Home key on your keyboard. Notice the highlight moves to the top field title.
- 5.6.19 Press the End key on your keyboard. The highlight moves to the last field title.
- 5.6.20 Press the down arrow key on your keyboard. The highlight cycled from the last field to the first field title.
- 5.6.21 Move the highlight to the NOTE #1 title.
- 5.6.22 Press ALT-Z. This turns ZIP On again.
- 5.6.23 Hit <Enter>. This selects NOTE #1 for entry.
- 5.6.24 Type  
                  This is note 1 <Enter>
- 5.6.25 It is waiting for an entry or correction in NOTE #2. It selected the field directly because ZIP is On. Hit <Enter>.
- 5.6.26 It is waiting for a correction to the date last updated. Hit <Enter>.
- 5.6.27 Notice that ZIP mode went Off automatically. This happens at the last field. The highlight remains on the last field title.
- 5.6.28 Pull down File and choose "Exit & Save". You are back on the Main Menu. The program saved the record to disk.

End of lesson 6.

## 5.7 LESSON 7: EDITING A RECORD, RELATIONSHIPS

This lesson shows how to link to parents, spouses, and children.

- 5.7.1 Pull down Records and choose "Edit Records".
- 5.7.2 Choose "List of record numbers" from the Access menu.
- 5.7.3 Type  
1 <Enter>
- 5.7.4 Hit <Enter> (again) or select OK. Agatha's record reappears on the screen.
- 5.7.5 Select the FATHER field.
- 5.7.6 Agatha's father has record number 2. Type  
2 <Enter>  
in this field.
- 5.7.7 Notice it now says  
Elijah Whitesmith (RN=2)  
after the FATHER field. You only typed the number. This is important! Type only the record number to link people together. This is essential for being able to print most of the forms. It also is essential for complementing -- described in chapter 11.
- 5.7.8 Select the MOTHER field. If ZIP was On at step 5, it is already selected.
- 5.7.9 Type  
Clarissa Whitesmith <Enter>
- 5.7.10 Notice it says (No Record) at the end of her name. This shows the person is not linked. We'll change this later in the lesson. You might leave it this way for a line you don't care to follow.
- 5.7.11 Select the NUMBER OF MARRIAGES field. If ZIP is still On, it is already selected.
- 5.7.12 Type  
1 <Enter>  
That's 1 marriage. The screen regenerates, introducing 4 new fields for the marriage.



- 5.7.13 Select the SPOUSE #1 field. If ZIP is still On, it is already selected.
- 5.7.14 Type  
3 <Enter>
- 5.7.15 A box pops up in the middle of the screen asking which marriage (number) for Adam Golnichy. It suggests 1. Hit <Enter> to accept that. The screen now shows  
Adam Golnichy (RN=3)  
in the spouse field.
- It uses the marriage number to place Agatha as spouse #1 in Adams record, automatically.
- 5.7.16 Select the NUMBER OF CHILDREN field. If ZIP is still On, you can do that by hitting <Enter> three times.
- 5.7.17 Type  
1 <Enter>  
That's 1 child. The screen regenerates, introducing 1 new field for the child.
- 5.7.18 Select the CHILD #1 field. If ZIP is still On, it is already selected.
- 5.7.19 Type  
4 <Enter>  
It now shows  
Alice Jean Golnichy (RN=4)  
in the child field.
- 5.7.20 If ZIP is still On, turn it Off (ALT-Z).
- 5.7.21 Let's assign a number for Agatha's mother, and then use it in her record. Pull down Names and choose "Add Names".
- 5.7.22 The Add Names box appears for RN=5. This is exactly like doing it from the Main Menu. Add Clarissa Johnson Whitesmith in this box, then select OK.
- 5.7.23 Select OK from the empty Add Names box for RN=6. Agatha's record reappears.
- 5.7.24 Select the MOTHER field.

- 5.7.25 Press the F10 key (function key 10), then <Enter>. This enters 5 in the field, replacing the previous entry we typed.

The program remembers the record number we add last. It assigns the number to the F10 key. We didn't type the record number.

The same principle works for Find a Name. If you added a name earlier, use Find a Name to locate it, then use F10 to enter the relationship.

- 5.7.26 We're done with this record. Let's look at her husband's record. Pull down GoTo and choose "Spouse's Record".
- 5.7.27 A box pops up asking if we want to save the record. Choose Yes.
- 5.7.28 A box pops up asking if Alice Jean lives at the same address as Agatha. Choose Yes.
- 5.7.29 The same box pops up asking if Adam lives with Agatha. Choose Yes.
- 5.7.30 Adam's record appears. Notice the information already present -- address, spouse, and children. The program inserted this automatically from our entries in Agatha's record. This is complementing.
- 5.7.31 Press ALT-X to cancel to the Main Menu.
- 5.7.32 It asks if we want to save the record. Choose No. The Main Menu reappears.

End of lesson 7.

## 5.8 LESSON 8: ADDING A FIELD

In this lesson we add new fields for burial date and burial place.

- 5.8.1 Pull down File and choose "Setup FAMILY ROOTS". The Setup Menu appears.
- 5.8.2 Pull down System and choose "Add a Field".
- 5.8.3 It asks for the name of the field. Type BURIAL DATE <Enter>  
We suggest typing that in upper case to go along with all the other field titles.
- 5.8.4 A menu appears asking for the field type. Choose "Date".
- 5.8.5 It asks if BURIAL DATE is linked with another field. Choose No.
- 5.8.6 It asks if BURIAL DATE is one of the specially recognized fields. Choose "Burial information".
- 5.8.7 It returns to the System menu. Choose "Add a Field".
- 5.8.8 It asks for the name of the field. Type BURIAL PLACE <Enter>
- 5.8.9 A menu appears asking for the field type. Choose "Text".
- 5.8.10 It asks if BURIAL PLACE is linked with another field. Choose Yes.
- 5.8.11 It shows the list of fields. It wants you to choose the field before BURIAL PLACE in the linking. That's the BURIAL DATE field, but it doesn't show on the screen. Choose "See Next Choices".
- 5.8.12 It's not on the next menu either. Choose "See Next Choices".
- 5.8.13 There it is! Choose BURIAL DATE.
- 5.8.14 It asks if BURIAL DATE was the right choose. Select Yes.
- 5.8.15 It asks if BURIAL PLACE is one of the specially recognized fields. Choose "None of the following". Don't choose "Burial information". It will recognize BURIAL PLACE as part of the burial information based on the linking.

- 5.8.16 The System menu reappears. Hit ESC.
  - 5.8.17 The Setup Menu reappears. Pull down File and choose "Return to FAMILY ROOTS Main".
  - 5.8.18 It asks if you want to save the configuration. Choose Yes.
  - 5.8.19 It shows the path and file box for the configuration. Choose OK.
  - 5.8.20 The Main Menu reappears.
- End of lesson 8.

## 5.9 LESSON 9: EDITING A RECORD, ENTRY AIDS

In this lesson we learn about the function keys, repeat key, and ditto key. We'll also change the fields on the screen.

- 5.9.1 Pull down Records and choose "Edit Records".
- 5.9.2 Let's get Agatha's record a different way -- by name. Choose "Name that includes.." from the Access menu.
- 5.9.3 The screen that appears looks somewhat like the Add Names screen. Type  
                    agatha  
in the first box.
- 5.9.4 Select the OK button.
- 5.9.5 A box asking for the number range to search (for Agatha) appears. It suggests 1 to 5. That's fine. Select the OK button.
- 5.9.6 Agatha's record appears. Notice we didn't have to capitalize the A in Agatha (step 3) to find her. Press ALT-K.
- 5.9.7 This brings up the parameters menu for function keys. We could have done the same thing by pulling down Settings, and then choosing "Function Keys". The ALT-K gets us here with one less step.  
  
Change the value of the FUNCTION KEY F1  
parameter to  
                    Portland, Multnomah, Oregon
- 5.9.8 Change the value of the FUNCTION KEY F2  
parameter to  
                    Golnichy
- 5.9.9 Hit ESC. Agatha's record reappears.
- 5.9.10 Select the MARRIED PLACE #1 field.
- 5.9.11 Press F1 (the function key). Don't hit <Enter> yet. Portland etc. appears. Use the function keys in this way to enter place names that keep coming up in your data.

- 5.9.12 Since we haven't hit <Enter> yet, we can continue to edit the marriage place if we wish.  
Type  
                , USA <Enter>  
Note the comma at beginning of previous line.  
That makes the field  
                Portland, Multnomah, Oregon, USA
- 5.9.13 It asks which marriage this is for Adam, like it did in a previous lesson. It suggests marriage number 1. Hit <Enter>.
- 5.9.14 Since ZIP is On, it selected the MARITAL STATUS #1 field. Notice it has M in the field. The program inserts M for "Married" automatically when you type something into the marriage date or place field. A parameter controls this. Press ALT-Z to turn ZIP mode Off.
- 5.9.15 It highlights the NUMBER OF CHILDREN field but doesn't select it. Pull down GoTo and choose "Child's Record".
- 5.9.16 It asks if you want to save the record. Choose Yes.
- 5.9.17 Alice Jean's record appears. Press ALT-Z to turn ZIP mode Off.
- 5.9.18 Select the BORN AT field.
- 5.9.19 Type  
                \  
(the backslash). "Boston, Suffolk,  
Massachusetts" appears! Where did that come from? The previous record we edited, Agatha's. The backslash is the character assigned to the DITTO LAST RECORD KEY parameter -- the "ditto" key. Use this to move information from the same field in the previous record.
- 5.9.20 You can edit the birth place if you wish. Hit <Enter> to accept the field.
- 5.9.21 Select the SEX field.

## 5.9.22 Type

(the backwards apostrophe). "Boston, Suffolk, Massachusetts" appears here too. Oops! We'll get rid of that in a moment. Where did it come from? The last text field we edited (birth place). The backwards apostrophe is the character assigned to the REPEAT ENTRY KEY parameter -- the "repeat" key. Use this to repeat place names within the same record without retyping them.

5.9.23 Hit ESC. The SEX field changes back to empty. The next field title is highlighted.

5.9.24 Pull down Settings and choose "Data Entry/Search Parameters". Notice that the ditto key and repeat key parameters appear here. If you prefer to use different keys, you can change them.

Each time we start editing a record, ZIP mode has come On. Let's change that. Change START WITH ZIP ON to No.

5.9.25 Hit ESC.

5.9.26 The Settings menu reappears. Select "Choose Fields for..".

5.9.27 The Choose Fields menu appears. Select "Edit/Search Records Screen".

5.9.28 Notice the burial fields appear at the right. Let's put them into the list at the left, after the death fields. Press the left arrow key <-.

(You can use the mouse for these operations too. Please refer to Chapter 9 for details.)

5.9.29 The highlight moves to the left column, on the BORN ON field. Press the down arrow 4 times.

5.9.30 The highlight moves to the SEX field. Press the Ins (insert) key on the keyboard. Nothing appears to happen.

5.9.31 Press the right arrow key ->.

- 5.9.32 The highlight moves to the BURIAL DATE field. Notice that the SEX field remains highlighted. That's what hitting Ins did. Hit <Enter>.
- 5.9.33 The BURIAL DATE field moves to the left column, before the SEX field. Press the down arrow key (once).
- 5.9.34 The highlight moves to the SEX field. Press the Ins key on the keyboard.
- 5.9.35 Press the right arrow -> key.
- 5.9.36 The highlight moves to the BURIAL PLACE field. Hit <Enter>.
- 5.9.37 The BURIAL PLACE field moves to the left columns. Hit ALT-X.
- 5.9.38 Alice Jean's record reappears, but it's asking for her sex in the middle of the screen. Type f <Enter>
- 5.9.39 Alice Jean's record now updates. Notice that the burial fields are now present. Press ALT-E. The Main Menu reappears.

End of lesson 9. If you quit from Family Roots now or after another lesson, it will ask to save the configuration. Since we made some changes, please be sure to do that.



## 5.10 LESSON 10: EDITING A RECORD, SOURCES

We'll show the recommended way to cite your sources in this lesson.

- 5.10.1 Pull down Records and choose "Edit Records".
- 5.10.2 Choose "Range of record numbers" from the Access menu.
- 5.10.3 Type  
1  
and select OK in the Number Range dialog box.
- 5.10.4 Agatha's record appears. ZIP should be Off if you did lesson 9. If not, press ALT-Z to turn it Off now.
- 5.10.5 Select the BORN ON field.
- 5.10.6 Press the End key or the down arrow key. The cursor should move to the end of the field.
- 5.10.7 Type  
^1 <Enter>  
The carat (^) is the footnote reference character. The 1 refers to NOTE #1. We added that to the end of the birth date.
- 5.10.8 Select the NOTE #1 field.
- 5.10.9 Type  
^Birth certificate book 62, page 2  
and hit <Enter>. Notice the carat at the start. This identifies to Family Roots that the note is a source. You can use notes for other purposes as well.
- 5.10.10 Let's try a different way of doing the same thing. Pull down Settings and choose "Data Entry/Search Parameters".
- 5.10.11 Change AUTO-EDIT ALL NOTES to Yes.
- 5.10.12 Press ALT-X. Agatha's record reappears.
- 5.10.13 Select the BORN AT field.
- 5.10.14 Press the End key or the down arrow key. The cursor should move to the end of the field.
- 5.10.15 Type  
^1 <Enter>

5.10.16 That adds a reference to the same source for the birth place. Notice that the note "pops up" at the top for you to enter immediately. That's what the parameter does. Change it if you wish. Hit <Enter>.

5.10.17 Press ALT-E. The Main Menu reappears.

End of lesson 10.

## 5.11 LESSON 11: PRINTING A LIST OF NAMES

We print lists of names in two different ways in this lesson.

- 5.11.1 Pull down Print and choose "Sorted Lists".
- 5.11.2 Choose "Range of record numbers" from the Access menu.
- 5.11.3 It asks for a range of record numbers. Make the first number 1 and the last number 5. Choose the OK button.
- 5.11.4 It may ask if you want to erase the previous List in Memory at this point. Or it may not. It depends on whether you have been doing all the lessons without quitting. If it asks, choose Yes.
- 5.11.5 It asks how you want to sort the list. The choices are RN or Name. Choose Name.
- 5.11.6 If your machine is slow enough, you'll see some messages about collecting data. On a fast machine it just flashes. That's because our list is so short.
- 5.11.7 The Destinations screen appears. This asks where you want to send the list. If your printer is on, choose Printer. If you would rather not waste the paper, choose Monitor.
- 5.11.8 It prints or displays the names, in alphabetic order. Notice that Agatha appears twice, once under Golnichy, and again under Whitesmith. That's because the parameters say to use both the maiden and married names in the list.
- 5.11.9 If you displayed the list, hit <Enter>.
- 5.11.10 We're back to the Main Menu. Lets make another list with more fields. Pull down Settings and select "Choose Fields for..".
- 5.11.11 The Choose Fields menu appears. Choose "Sorted Lists".

- 5.11.12 The field selection screen appears. We learned how to use this in lesson 10. Move the highlight to BORN ON and hit <Enter>. The field moves to the left column at the end.
- 5.11.13 Hit the right arrow. Highlight FATHER and hit <Enter>. That moves the field to the left as well.
- 5.11.14 Press ALT-X.
- 5.11.15 We're back on the Main Menu. Pull down Print and choose "Sorted Lists".
- 5.11.16 Choose "List in Memory" from the Access menu. The memory still contains the list we did above.
- 5.11.17 It asks (again) how we want to sort the list. Notice it now has BORN ON and FATHER as options. We did that by adding those fields to the list. Choose "Name".
- 5.11.18 The Destinations screen appears. Choose Printer or Monitor, whichever you prefer.
- 5.11.19 We have the same list again, but with the birth date and father shown.
- 5.11.20 If you displayed the list, hit <Enter>.
- 5.11.21 We're back to the Main Menu. Let's save the list to disk. We'll retrieve it again in lesson 13. Pull down File and choose "Save Memory List to Disk".
- 5.11.22 It asks for the path and file name for the list. It suggests C:\FR4\TUTORIAL\ as the path. That's fine, but we need to make up a file name. Type  
LIST

5.11.23 Select the OK button.

5.11.24 It briefly says it is saving the list, then comes back to the Main Menu. Note: this did not erase the list in memory.

End of lesson 11.

## 5.12 LESSON 12: MAKING A HEADER

We make a general purpose custom header in this lesson.

- 5.12.1 Pull down Other and choose "Make or Change a Header".
- 5.12.2 Another menu appears for header choices. Select "Make a New Header".
- 5.12.3 We're in the Header/Footer Editor. Caution: this is a line editor. It doesn't work like your word processor. Use ALT-H for help if you get stuck at any point.
- 5.12.4 Type your name and address. Be sure to hit <Enter> at the end of each line. Notice that the line you are currently typing is highlighted. The editing keys work within the line while it is highlighted (see lesson 4). If you make a mistake and notice it after you have hit <Enter>, cycle back to the line using the TAB key.
- 5.12.5 On the last line, type an asterisk by itself. This tells the program to put today's date here.
- 5.12.6 Hit ESC.
- 5.12.7 It asks if you are finished. Choose Yes.
- 5.12.8 The path and file name dialog appears. It wants to know where to save your header. It suggests HEADER as the name, and the tutorial family path as the directory. That's fine. Select OK.
- 5.12.9 The Other menu reappears. Hit ESC.
- 5.12.10 We're back to the Main Menu.

End of lesson 12. The file HEADER we saved is the general purpose one. You can also have special headers for each kind of form.

### 5.13 LESSON 13: PRINTING A LIST WITH HEADER

In this lesson we print another list of names using the header from lesson 12.

- 5.13.1 Pull down Settings and choose "Sorted Lists Parameters".
- 5.13.2 Change USE CUSTOM HEADER to Yes. This tells it to print the header we made above.
- 5.13.3 Press ALT-X.
- 5.13.4 We're back to the Main Menu. Let's load the list from disk that we saved in lesson 11. Pull down File and choose "Load List into Memory".
- 5.13.5 It asks for the path and file name. We named the file LIST in C:\FR4\TUTORIAL\ . The latter already shows in the box. Type  
LIST  
and select the OK button.
- 5.13.6 We back to the Main Menu again. Pull down Print and choose "Sorted Lists".
- 5.13.7 Choose "List in Memory" from the Access menu. This uses the list we just loaded from disk.
- 5.13.8 Choose "Record Number" from the Sort Menu.
- 5.13.9 Choose Monitor from the Destinations screen.
- 5.13.10 The list now appears. Notice the header you typed appears at the top left.

We sorted the list by record number. Although it did that, notice that Agatha, number 1, appears twice. That's because the parameters ask for both maiden and married names in the list. The program does that regardless of how we sort it.

5.13.11 Hit <Enter>.

5.13.12 A second screen continuation of the list appears.

5.13.13 Hit <Enter>. We're back to the Main Menu.

End of lesson 13.



## 5.14 LESSON 14: PRINTING A FAMILY GROUP SHEET

We print a family group sheet using the NAR template in this lesson. A family group sheet shows husband, wife, and children.

- 5.14.1 Pull down Settings and choose "Family Group Sheet Parameters".
- 5.14.2 Change TEMPLATE FILE EXTENSION to NAR. When we do this, we are choosing a particular format for the family group sheet. The format resides in a file named TEMPLATE.NAR. See Chapter 19 for samples using all of the supplied templates.
- 5.14.3 Press ALT-X.
- 5.14.4 We're back at the Main Menu. Pull down Print and choose "Family Group Sheet".
- 5.14.5 Choose "List of Record Numbers" from the Access menu.
- 5.14.6 If it asks whether you want to erase the List in Memory, choose Yes.
- 5.14.7 To start a family group sheet, we choose only one person. We can choose either the husband or wife to get the same sheet. Let's choose Adam. Type  
3 <Enter>
- 5.14.8 Choose the OK button.
- 5.14.9 Choose Printer or Monitor from the Destinations screen, whichever you prefer.
- 5.14.10 It shows the first note for Agatha and asks if we want to use it. Typically only sources go on family group sheet, though you can include whatever you want. Choose Yes.
- 5.14.11 It shows the second (garbage) note for Agatha and asks if we want to use it. Choose No.
- 5.14.12 It prints or displays the sheet. Notice that only the one note we accepted appears at the bottom.

5.14.13 If you are displaying the sheet, hit <Enter> twice to return to the Main Menu.

End of lesson 14. If you want to avoid the questions about notes, see the USE NOTES (A/F/S/Q/O) parameter for more information.

## 5.15 LESSON 15: PRINTING A STANDARD PEDIGREE CHART

This lesson prints a standard pedigree chart for one of our sample people.

- 5.15.1 Pull down Print and choose "Standard Pedigree Chart".
- 5.15.2 Choose "Range of record numbers" from the Access menu.
- 5.15.3 Any pedigree chart starts with the youngest person and shows parents, grandparents, etc. The youngest person in our tutorial data base is Alice Jean. Her record number is 4. Answer 4 for the first number, then select the OK button.
- 5.15.4 Choose Printer or Monitor from the Destinations screen, whichever you prefer.
- 5.15.5 It prints or displays the chart. Notice we only had to choose one person to start the chart. The program finds everyone else automatically.
- 5.15.6 If you are displaying the chart, the whole thing doesn't fit on the screen. Adam shows on the top half. Hit <Enter> to see the next screen. Hit <Enter> three more times to see each of the screens.
- 5.15.7 We're now back on the Main Menu. If you want to see some different variations on the same chart, try changing the Standard Charts parameters MAXIMUM GENERATIONS to 4 and OMIT EMPTY CHART LINES to Yes. You should be able to do this on your own now. We have covered similar steps in previous lessons.

End of lesson 15.

## 5.16 LESSON 16: BACKING UP YOUR DATA

In this lesson we copy our five records to disk. Use a procedure like this to safeguard your own data after you have entered the real stuff.

You will need one floppy disk before starting. We're going to erase it, so be sure it doesn't have anything valuable on it. Use the size of disk that fits into your A: drive. Also be sure it is the right kind of disk for the drive, double density or high density.

5.16.1 Pull down File and choose "Backup Data".

5.16.2 A dialog box appears asking for the data path and backup drive. It suggests C:\FR4\TUTORIAL\ as the data path. It suggests A: as the backup drive. That's perfect. Choose OK.

(If the backup drive on your screen isn't A:, change it before choosing OK.)

5.16.3 It warns that this operation will change records on drive A:. Choose Yes to continue.

5.16.4 It asks for a number range. We've seen this many times before in previous lessons. Use a first number of 1 and a last number of 5. That covers all the people we entered. Choose OK.

5.16.5 It tells you to insert a disk into drive A:. Choose Yes when you are ready.

5.16.6 It asks if you want to format the disk in drive A:. Choose Yes. Warning: this erases the disk.

5.16.7 Since erasing the disk eliminates everything and you have no way of putting it back after a mistake, you get a last chance to change your mind. It asks if you are sure. Choose Yes.

5.16.8 Wait while it formats the disk.

5.16.9 It asks to create set of files number 1 on the floppy disk. Choose Yes.

5.16.10 It tells you to insert the disk into the A: drive. It's already there. Choose Yes.

- 5.16.11 Watch the screen. It tells you what it's doing as it works. It eventually returns to the Main Menu.
- 5.16.12 Let's try the same thing again, but without formatting the disk. You'll see it is a little easier. Use the same disk. Don't remove it.
- 5.16.13 Pull down File and choose "Backup Data".
- 5.16.14 It shows the data path and backup drive again. Choose OK.
- 5.16.15 It warns that this alters records on drive A:. Choose Yes to continue.
- 5.16.16 It asks for the number range. Use 1 to 5 again. Select OK.
- 5.16.17 It prompts you to insert the disk into drive A:. It's already there. Choose Yes.
- 5.16.18 It asks to format the disk. Choose No.
- 5.16.19 It performs the backup and returns to the Main Menu.

End of lesson 16. If you backup to a different directory on the hard disk instead of to a floppy disk, it doesn't ask to format. If you don't know which records to choose when backing up, it is better to choose too many than too few.



Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

- 6 Setup - SETUP FAMILY ROOTS - From the main menu (figure 6a) choose File (detailed in figure 8). Choose Setup Family Roots to get the menu shown in figure 6b. Prior versions called this Manager instead of Setup.

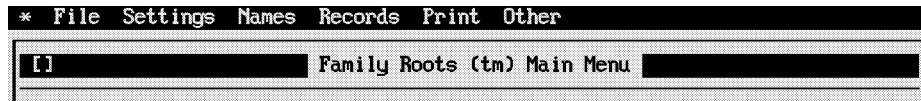


Figure 6a

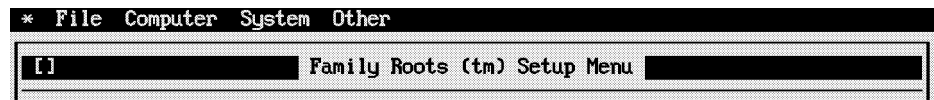


Figure 6b

- 6.1 \* - External functions. This is the same \* as on the Main Menu screen. Please see chapter 7.

## 6.2 FILE

- 6.2.1 SELECT FAMILY FROM MENU - same as section 8.1
- 6.2.2 ADD FAMILY TO MENU - same as section 8.2
- 6.2.3 DELETE FAMILY FROM MENU - same as section 8.3
- 6.2.4 SAVE CONFIGURATION - same as section 8.9
- 6.2.5 RE-READ CONFIGURATION - same as section 8.10
- 6.2.6 RETURN TO FAMILY ROOTS MAIN - Returns to Family Roots main menu.

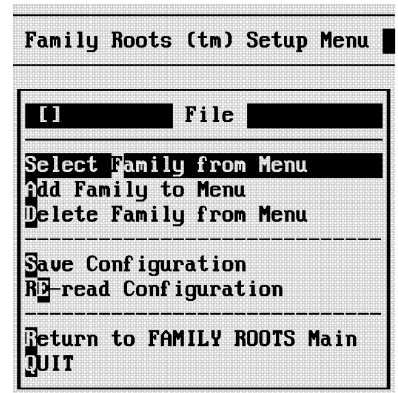


Figure 6.2

6.2.7 QUIT - Quits directly out of Family Roots without going back to the main menu. Returns to the calling position in DOS or WINDOWS.

6.3 COMPUTER - For Dos computers. See printed supplement for Apple II computers.

6.3.1 SET PRIMARY PRINTER - The first screen you encounter has four choices of IBM/Epson/Panasonic printers, two choices of HP Laserjet/Deskjet printers, and a last item "See Next Choices" as shown in Figure 6.3.1.

Choosing the last item shows another screen of printers. There are four screens of printers, but we may add more as we learn about new printers. If your printer doesn't appear on any menu, select an item that closely resembles it.

On the last screen you find the Custom Setup item. Use this only if your printer doesn't appear on any of the menus. Please refer to section 6.3.6 for further details.

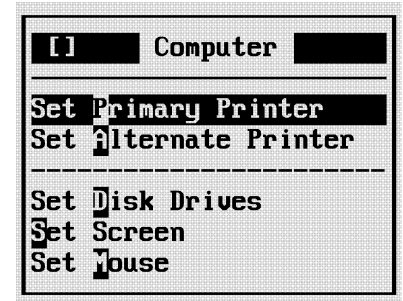


Figure 6.3

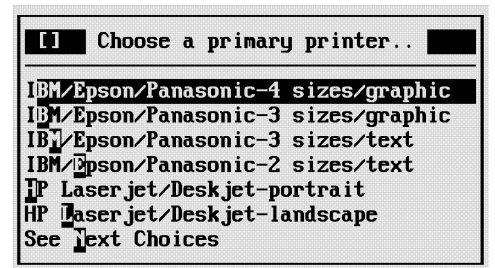


Figure 6.3.1

6.3.2 SET ALTERNATE PRINTER - You have the same choices as when choosing your primary printer. If you do not have two different printers, you may choose a second set of print parameters for the same printer. The most common situation here says choose HP-landscape for the primary printer, and HP-landscape for the alternate printer. You can introduce even more print choices by making another configuration file for the same family and saving it using a different file name or family name.



6.3.3 SET DISK DRIVES - Choosing this item produces a menu containing parameters related to disk drive use. This section provides a quick overview only. Please see chapter 17 for a complete description of the individual parameters on this menu. Menu items appear as a letter, then the parameter name, and the current value. Selections A through E are related. Pairs of parameters identify drive letter and capacity for floppy drives you want to use for data. You may use your data all on the hard drive or on a combination of hard drive and floppy drives.

6.3.3.1 (A) HARD DISK DRIVE - toggles between yes and no. If you don't use a hard drive, you must place the Family Roots programs on a high density floppy disk.

6.3.3.2 (B) PATH FOR FAMILY - This is where the configuration, the header files, the group sheet template files, and the last ID file all reside. The configuration tells Family Roots about the parameters specific to one family. This path does not mean where the Family Roots program resides.

When you choose Add Family to Menu from the File menu, Family Roots asks for information to set this path. It suggests a path based on the name of the family. It automatically places the configuration file into the path, copies the template files into it, and sets PATH FOR FAMILY to this path.

If you plan to use only one family, you may set PATH FOR FAMILY to the same directory where the programs reside.

- 6.3.3.3 (C) PATH FOR DATA - The most logical way to store your data is to have a subdirectory for each family. For instance: your name is Steve and your wife is Pat. You keep your spouse's information separate from yours, and you keep a Vorenberg Family Association set of data as well. In this instance you use a subdirectory for Steve, one for Pat, and one for Vorenberg.

This parameter is where you type a path name such as [C:\FR4\VORNBORG\]. Once you have finished all of your setup for Steve and saved the configuration, you can add another family to the menu for Pat, and so on.

When you add a family to the menu into a new directory, i.e. one that didn't exist before, Family Roots sets the PATH FOR DATA automatically. You may change it before starting any data entry.

- 6.3.3.4 (D) PATH FOR JUNK - Family Roots uses this path to save lists of names, search results, and forms (charts, sheets) printed to disk.

- 6.3.3.5 (E) PATH FOR STORIES - Family Roots looks in this path to find story files that you wish to include with your various forms. You make story files with any word processor. You must save story files that appear in this path in ASCII format, sometimes called "text only."

We intend in future updates to allow you to include files made by some popular word processors in their native format, in particular Word Perfect. You will hear from us when this feature is ready.

- 6.3.3.6 (F) PATH FOR GEDCOMS - Family Links suggests this path when you import or export a GEDCOM file. See the separate Family Links manual for details.
- 6.3.3.7 (G) BACKUP DRIVE - When choosing the menu item to back up your data, what drive do you want the program to suggest for your backups? Sample answer [B:].
- 6.3.3.8 (H) NUMBER OF DATA FLOPPY DRIVES - How many data floppy drives do you want to use? If you answer 2, then you must also fill in answers for drives 1 and 2 (items I through L). You may use up to 6 floppy drives. Answer 0 (zero) if you want to place all of your data on the hard disk.
- 6.3.3.9 (I) DATA FLOPPY DRIVE 1 - Sample answers [A:], [B:], etc.
- 6.3.3.10 (J) CAPACITY OF DRIVE 1 - Sample answers [360K], [720K], [1220K], [1440K], etc.
- 6.3.3.11 (K) DATA FLOPPY DRIVE 2 - See samples above.
- 6.3.3.12 (L) CAPACITY OF DRIVE 2 - See samples above.
- 6.3.3.13 (M) DATA FLOPPY DRIVE 3 - See samples above.
- 6.3.3.14 (N) CAPACITY OF DRIVE 3 - See samples above.
- 6.3.3.15 (O) DATA FLOPPY DRIVE 4 - See samples above.
- 6.3.3.16 (P) CAPACITY OF DRIVE 4 - See samples above.
- 6.3.3.17 (Q) DATA FLOPPY DRIVE 5 - See samples above.
- 6.3.3.18 (R) CAPACITY OF DRIVE 5 - See samples above.
- 6.3.3.19 (S) DATA FLOPPY DRIVE 6 - See samples above.
- 6.3.3.20 (T) CAPACITY OF DRIVE 6 - See samples above.

- 6.3.3.21 (U) DRIVE FOR PROGRAMS - Use this one if you aren't using a hard disk.
- 6.3.3.22 (V) SCRATCH DRIVE - Use this one for a floppy only system.
- 6.3.4 SET SCREEN - See Figure 6.3.4 for the parameter menu for Set Screen. For specific information on any parameter, please refer to Chapter 17 under the parameter name.

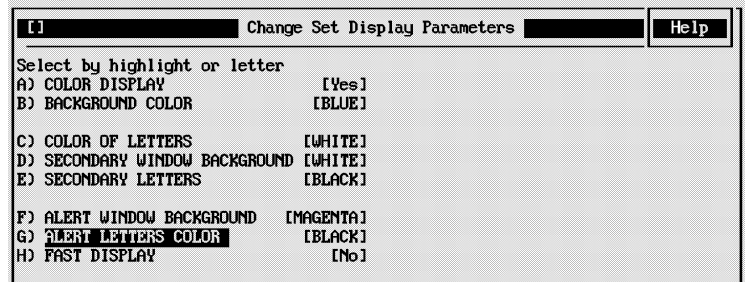


Figure 6.3.4

After choosing your answers, you get a screen called "Set Colors" showing the colors you have chosen. It asks if the colors are OK. If not, try again.

- 6.3.5 SET MOUSE - If your mouse is active, it asks if you want it inactive. If the mouse is inactive, it asks if you want it active. You must install your mouse with DOS before activating it here.
- 6.3.6 CUSTOM PRINTER SETUP - Use these instructions if you choose 'Custom Setup' from the menu of printers for either a primary or alternate printer.

There are two likely situations for using the custom setup for a printer. The first is that you want to use some special feature of your printer that we didn't include in the standard setup. The second is that your printer, or one compatible with it, didn't appear on the menu of printers. In the second case, please contact us. If you are willing to lend us your printer manual, we want to add the printer to

our menu. That helps you, us, and other customers that have your brand of printer. We will return your printer manual promptly.

When you perform a custom setup, the program asks you for the values of up to 43 different parameters related to the printer. The questions appear in a logical order to make them easier to answer. Each question shows the parameter name and its current value. Hit <Enter> to accept the current value. Hit ESC to return to the menu before completing all the answers.

Some parameters have Yes/No values. Press Y or N for those answers. Others have integer or string values. Edit these. The editing commands that apply to records and names work here too. Use CHR\$(xxx) to enter something with ASCII code xxx. For many codes, you may instead type the code on the keypad while holding down the ALT key for many codes. This doesn't work for some ASCII codes, notably ASCII 27 (same as ESC).

Please refer to the parameters by name in Chapter 17 for specific information on each one. The information you need in order to answer the questions appears in the manual that came with your printer.

## 6.4 SYSTEM

- 6.4.1 ADD A FIELD - You may add up to 26 fields beyond the standard ones see Figure 6.4.1b). These fields apply to every person. See section 6.4.5 and following for information on adding fields to each marriage.

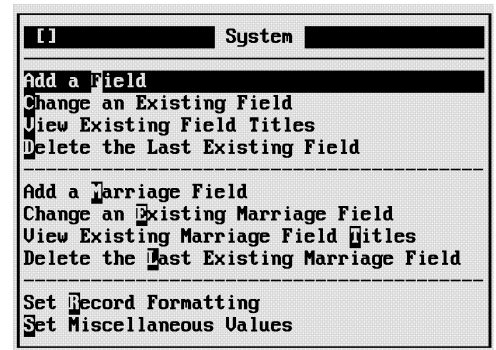


Figure 6.4

Of the 26 fields, two of them may be expanding fields. First the program asks for the name of the new field, as shown in Figure 6.4.1a. Then it asks for the field type among the choices in the following subsections.

After choosing the type, it asks if the field is associated (linked) with another field, as shown in Figure 6.4.1c. You may need to identify some fields as being closely related to each other.

For example Burial Date and Burial Place fields go together. Generally you want them to appear on the same line or next to each other on a printout. For the date and place pairs, choose the date to go first. The question asks you to choose the field from the menu that comes before your new field. For example, if you are making the Burial Place field now, choose the Burial Date field from the menu. If you are making the Burial Date field, say it isn't linked -- wait to make the linking when you add the Burial Place field.

The next question asks if the field has a special use, as shown in Figure 6.4.1c. The first three items are self explanatory, but 'Genealogical ID Number', 'Source Citations' and 'Personal Field Selection' need further explanation.

Standard Fields	
<u>For everyone:</u>	<u>For each marriage</u>
Born On:	Spouse:
Born At:	Married On:
Death Date or 'Living':	Marital Status:
Died/Living At:	
Father:	
Mother:	
Number of Marriages:	
Number of Children: (expands)	Child #:
Number of Notes: (expands)	Note #:

Figure 6.4.1b



Figure 6.4.1c

You assign almost every person in Family Roots a 'record number'. The computer uses that number to locate information on the disk, but it has no genealogical meaning. You must use this number to link a person to their parents, spouses, and children. If you want a number that has a genealogical meaning, you can add a field for it. The program lets you print this number in special ways. See the parameter SHOW SPECIAL ID WITH NAMES for more information.

You may choose one of your fields to contain 'Source Citations'. You may use the standard NOTES fields for this purpose, or you may choose an added field for it instead. If you want to use an added field, possibly the best choice is an expanding text

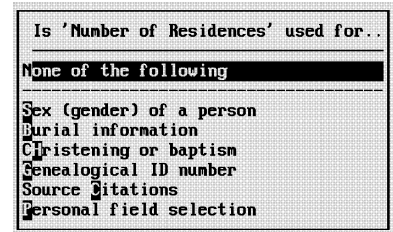


Figure 6.4.1d

field. Example: 'Number of Sources' as the expanding field name and 'Sources' as the text field name. Using this example you can say that you have 5 sources and put in (1) 'birth is family Bible'; (2) 'Baptismal date from St Francis Parish record'; (3) 'marriage is from marriage book 2, page 39'; (4) 'death is from death certificate'; (5) 'another death source is from tombstone'. Choosing a single (non-expanding) field for Source Citations allows you to state sources for the person as a whole, but makes it difficult to state the source for one field like the death date.

Use a 'Personal Field Selection' to choose what fields to include, and in what order to present them, if you don't want your 'usual' fields. Why? Say that one branch of your family is Jewish and you have a namesake field and a religious name field. For your non Jewish family branches your 'usual' field inclusion doesn't show those two fields. But when you print your Jewish branch you choose to have those fields show on the printout by telling the program to use the personal fields (via a parameter). The same holds true if you have one branch for which you have the LDS dates.

A single record example is Jane Doe Cousin who demands that her privacy be respected. You have her birth date but don't want to include it on the printout.

Figure 6.4.1d shows the types of fields.

6.4.1.1 TEXT (ANY ENTRY OK, NO CHECKING) - Place any information in this type of field. It covers the majority of field you might add. Examples: occupation, religion, code, burial place, etc.

6.4.1.2 DATE - Examples: burial date, christening date, baptismal date, etc.

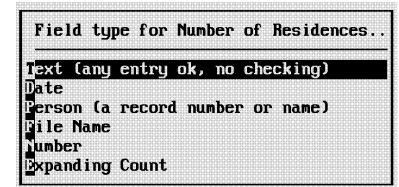


Figure 6.4.1d

6.4.1.3 PERSON (A RECORD NUMBER OR NAME) - Examples: godfather, namesake, etc.

6.4.1.4 FILE NAME - for a file name like RN345.TXT, JOHNSON.TXT, or HENRY.PIC. These files are ones you want to automatically include in printouts. Placing the field name in a field like this lets you avoid questions about what story file to

include. Although not currently supported, future plans include picture files. The file name extension identifies the kind of file.

6.4.1.5 NUMBER - Example: generation number.

6.4.1.6 EXPANDING COUNT - Examples: number of residences, number of sources, etc. This field expands according to the number you enter when editing. It works like the number of marriages and the number of



children. When you choose the field type 'Expanding Count', it asks for the name of the expanded field. Although not required, we suggest you use something like 'Number of xxx' where xxx describes what you are counting. After that it asks for the name and type of the expanded field.

- 6.4.2 CHANGE AN EXISTING FIELD - You may change the name, type, or linking for an existing field. This does not remove any information that you have already stored there.
- 6.4.3 VIEW EXISTING FIELD TITLES - You may look at a list of all of your fields, both standard and added. The menu shows the name of the field, the type of the field, and if it is linked. Select the field for more explicit information.
- 6.4.4 DELETE THE LAST EXISTING FIELD - You may delete the last field in your list. After deleting it, you may also delete the new 'last existing field', and so on. However, if you had data in the deleted field, that data remains in the record. It is not removed. When you add another new field now or later, you may find extraneous data in it.
- 6.4.5 ADD A MARRIAGE FIELD - You may add up to 5 marriage fields in addition to the standard ones -- spouse, date, place, and status. Examples of added marriage fields: divorce date, divorce place, LDS sealing date, LDS sealing place, married by, comments.
- 6.4.6 CHANGE AN EXISTING MARRIAGE FIELD - You may change the name or type of an existing field. This does not remove any information that you have already stored there.
- 6.4.7 VIEW EXISTING MARRIAGE FIELD TITLES - View the list of standard and added marriage fields for the title and type. Select any name from the menu for more explicit information if available.

- 6.4.8 DELETE THE LAST EXISTING MARRIAGE FIELD - You may delete the last field in your list. After deleting it, you may also delete the new 'last existing field', and so on. However, if you had data in the deleted field, that data remains in the record. It is not removed. When you add another new field now or later, you may find extraneous data in it.
- 6.4.9 SET RECORD FORMATTING - Before doing record formatting, add the new family you are planning to set up and then select it (see sections 8.1 and 8.2). Skip those steps only if you plan to maintain exactly one family and want to place it in the same directory as the Family Roots program files.

When you choose Set Record Formatting, the program says you can set these parameters only for new data bases. It gives you an opportunity to continue or quit. A reminder screen appears next in case you forgot to choose the right family.

The next two screens pertain to your choice for record length. Each record holds a person's vital statistics such as birth, death, and marriage. The record does not hold the name, which is stored elsewhere. First it asks if you want to use variable-length records. Your choice is whether to have a fixed number of characters for each and every record, or a fixed number of characters for every successive group of 5 records. If you group the records, a very long record can in effect borrow space from its shorter neighboring records.

If you group the records, some operations may be slightly slower, but probably not noticeably so. Also some of the add-on programs can only read data that is NOT grouped. Those are version 3 of Tree Charts and version 1 of Family Links. If you want the variable length record feature but will occasionally want to use Tree Charts or Family Links, you can 'resize' (see section 11.6) your records and make your data base back to fixed length records.

If you choose to have variable length records, the first sentence of the next message says: 'Each group of five Family Roots records has a fixed number of characters it can hold.' The information following that helps you decide how to answer the final question.

Each record stores the information for one person. The record does not store the names, which are stored elsewhere. Choose a number large enough to hold all of the information for a typical person in your family. If you plan to add fields or use lots of notes, we suggest you increase the suggested value by around 25 characters per field. The question to answer is 'How many characters per person, on average?' Note: although not required, choosing some multiple of 256 (like 768 or 1024) may provide slight speed and memory advantages.

If you choose to have fixed length records, the first sentence of the above paragraph states: 'Each Family Roots record has a fixed number of characters it can hold.' Other than that, the decision is similar.

Next the program asks you to choose the name length. Family Roots stores the names separately. The storage depends on the average length of a name, which you choose here. Count the characters in a typical, long(ish) name, including the first name, middle names, last name, married name, title, and any spaces between them. If you plan to include other information stored directly with the names, include that in your count as well. This number is indeed an average. You can have names longer than this, but you can't consistently have longer names.

Now comes the backup disk size information. Family Roots makes its data files sized to fit exactly on a backup disk. This does not limit the number of people you may enter, since the program allows multiple sets of files and can

cross reference between them. The usual disk sizes are:

360k for 5.25 inch double density  
1190k for 5.25 inch high density  
720k for 3.5 inch double density  
1430k for 3.5 inch high density

You may choose any size you wish, not just those. If you want to be able to back up to disks or drives of different sizes, choose the smallest size here.

Lastly, the program asks about the date storage order. The choices are day before month, or month before day. This only affects you if you habitually type your dates using numerics vs letters. For example, if you type 5/8/1993 meaning 8 May 1993, then choose month before day. If 5/8/1993 means 5 August 1993, choose day before month. If you usually type the month name such as 8 May 1993, or May 8, 1993, choose day before month. Suggestion: if you are not in the habit of using the 'genealogical way' of writing dates (8 May 1993), then entering your dates into Family Roots is the opportune time to develop the habit. But above all, be consistent in the way you use dates whether it's for genealogy or otherwise.

6.4.10 SET MISCELLANEOUS VALUES - See Figure 6.4.10 for an example of the menu. For detailed information on any parameter, refer to chapter 17 under the specific parameter name.

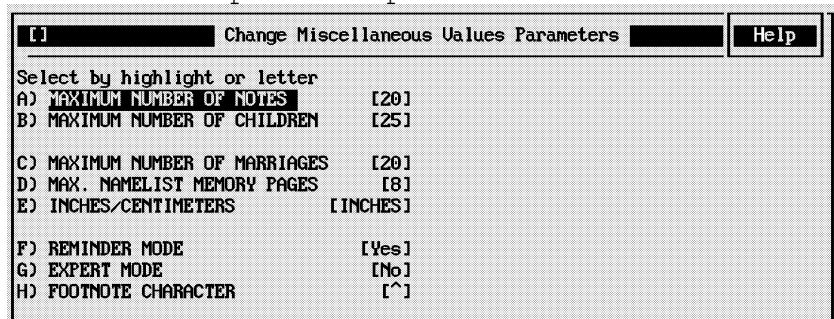


Figure 6.4.10

We have assigned values to all parameters. You may accept our values or change them. The only parameter here that may require an early decision by you is the FOOTNOTE CHARACTER. The others have no effect on your data storage. You can change them at any time.

## 6.5 OTHER

### 6.5.1

**PRINT CONFIGURATION -** This prints a full or partial list of the 802 parameters in the configuration. It shows the index number, the name, and the current value of each parameter. See section 13.11 for more details and Chapter 18 for a sample.

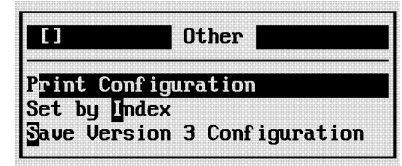


Figure 6.5

### 6.5.2

**SET BY INDEX -** Use this to change any parameter. Warning: use this function only after thorough research or with guidance from Quinsept. When you change parameters from other menus, the program checks for errors and illegal values. When you change a parameter here, you are on your own. A mistake may lock up or crash the program.

Select the parameter by index number. It shows the name of the parameter. If it is a Yes/No parameter, it changes the value immediately. For any other parameter it waits for you to enter a new value. The program recognizes two ways to type an ASCII character that doesn't have a key on your keyboard. The first way is to type the ASCII code on the keypad while holding down the ALT key. The second is to type CHR\$(xxx), where xxx is the ASCII code.

### 6.5.3

**SAVE VERSION 3 CONFIGURATION -** Use this to save a configuration file compatible with version 3 of Family Roots. You might need one of these to run Family Links version 1 or Tree Charts.

The program asks for the directory where you want to save the file. It sets the PROGRAM PATH within the version 3 file to your answer, as well as saving the file in that directory. The version 3 parameter PROGRAM PATH is analogous, but not equivalent to, the PATH FOR FAMILY in version 4.

The version 3 configuration has about 300 parameters, while the one for version 4 has 802 parameters. Version 3 programs can use data made by version 4 with fixed-length records. Version 3 programs recognize at most 9 added fields and no added marriage fields.

Warning: any records edited by version 4 can not be edited again with version 3 of Family Roots. You can use version 3 to print but not to change records. (Technical note: the data is stored in a different way.)

The version 4 configuration file name is CONFIG4.DAT. The version 3 configuration file name is CONFIGTN.DAT.

Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

## 7 \* - External functions

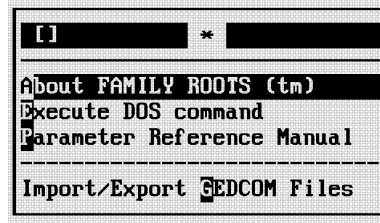


Figure 7

- 7.1 ABOUT FAMILY ROOTS - Family Roots version number, copyright statement, and Quinsept company information.

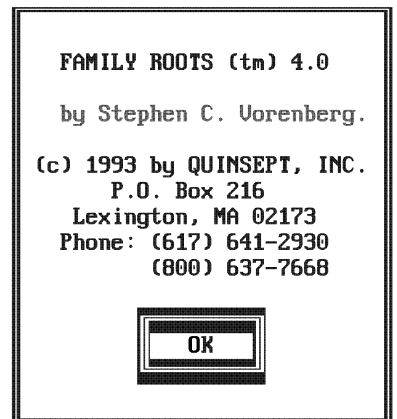


Figure 7.1

- 7.2 EXECUTE DOS COMMAND - From here you may type one or more DOS commands. For example, format a disk, copy files, or look at a directory. Type EXIT to return to Family Roots when ready.

If nothing happens, or you get an 'error 8', when you choose this function, the memory is full. That can happen from making a list or an index. Save the list to disk if it is important. Then erase the list

memory, and execute the DOS commands. When you return to Family Roots, read the list into memory again. ('Error 8' indicates 'out of memory'. Once you get this error, you won't be able to use a DOS command until you exit Family Roots.)

- 7.3 PARAMETER REFERENCE MANUAL - This displays information about all the parameters, Chapter 17 of the Family Roots Manual. Figure 7.3# illustrates the display.

Line: 0001 Page: 001 Date: Aug 22, 1993

FAMILY ROOTS Parameter Reference	
16.	PARAMETERS - Some of these parameters you will encounter in different portions of Family Roots, and some you may only encounter in one segment of the program. To make it easier to find the definition of each parameter, they appear here in alphabetical order.
ABBREVIATE FOR CHILDREN (Yes/No)	
Where:	Settings: Descendancy reports
Yes:	The program abbreviates titles such as Born, Died, etc. for the children only. It also shortens month names. The titles for the parents are fully spelled out.
No:	The program spells out titles and month names for children and parents.
COMMANDS: Search Next Help  ↓   ↑   PgDown   PgUp   Home   End   Esc	

Figure 7.3

Use the up and down cursor keys, or the Page Up and Page Down keys, to move through the reference. The Home key places you at the start of the reference. The End key puts you at the last of the reference. Hitting ESC returns to the Family Roots menu you came from.

To look for a specific parameter, press S for Search. It asks what you want to search for. Type all or part of the parameter name. Then hit <Enter>. The search is not case sensitive; it finds words in either upper or lower case, no matter what you ask for. To abort a search, hit ESC. If you want to search for the same word again, press N for Next.



Press H for Help to see information about these choices on your screen.

- 7.4 IMPORT/EXPORT GEDCOM FILES - Your Family Roots purchase includes the GEDCOM program Family Links™. Choosing this item temporarily exits Family Roots and runs Family Links. Please see the Family Links manual for instructions. When you finish with Family Links, you return to Family Roots.

GEDCOM stands for Genealogical Data Communications. It is a file layout, designed for the purpose of electronic transfer of genealogical data. The LDS Church (Church of Jesus Christ of Latter Day Saints, the Mormons) produces the standards document that specifies the GEDCOM format. Software converts data to and from the GEDCOM format. Quinsept's software that makes these conversions between the Family Roots and GEDCOM formats (both directions) is Family Links. The LDS Church and other manufacturers have their own GEDCOM conversion software. Approval of GEDCOM files for submission to the LDS Ancestral File is the de-facto proof of conformance to the standard. Family Links GEDCOM files are approved for LDS submission. You can import and export files between any software that has been "approved" in this manner. There is no other formal approval of GEDCOM files.

Version 1 of Family Links makes files that conform to Version 4 of the GEDCOM standard. The program can only use a Family Roots data base with fixed-length records. It recognizes at most 9 added fields. It does not recognize any added marriage fields. Family Links version 1 requires a Version 3 Family Roots configuration file in order to run. If you don't have one, make it from Other in the Setup section.

Version 2 of Family Links is planned. We are designing the new version to conform to Version 5 of the GEDCOM standard, which is still not finalized by the LDS Church at this writing. We plan to make version 2 of Family Links fully compatible with all features of Family Roots described within the manual you are now reading.



Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

## 8 FILE

- 8.1 SELECT FAMILY FROM MENU.. - When you select a family, Family Roots reads the configuration file for that family. The configuration file says where to find the data files for the family, and retains the parameters as you last saved them for the family.

If the menu is empty, it says "There isn't any family on the menu." Make the menu by adding families to it -- see the next section.

After you select a family, the family name shows in the top center of the Main Menu. See the parameter FAMILY NAME in Chapter 17 if you want to change the name as it appears on the menu.

When you change any parameter during your session with the family, Family Roots remembers. When you select a different family, it asks if you want to save the configuration. If you want to preserve the parameter changes you made during the session, answer Yes. See section 8.9 for more information.

If you want to change the directory for a family, delete it from the menu, then add it again.

Technical note: the file FAMILIES.MNU in the same directory as the programs contains all the information to manage the menu of families.

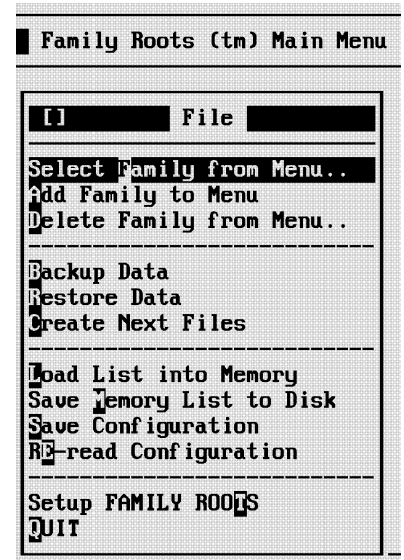


Figure 8

- 8.2 ADD FAMILY TO MENU - This asks you two questions in order to construct a new entry in the menu of families. First the program asks "What is the surname of the family you want to add?" The only restriction on your answer is its length. Then the program asks for a directory name for the family. It suggests a directory name based on the family name.

After you supply a valid directory name, it checks if the directory exists. If not, it makes the directory and copies the configuration currently in memory into that directory. It sets the paths in that configuration to the directory name. It also copies the templates to the family directory. If the directory exists, the program checks if it contains a configuration file already. If not, it copies the configuration in memory and sets the paths, as in the previous case. If the directory exists and already contains a configuration, it changes only the PATH FOR FAMILY in that configuration.

Adding a family to the menu does not make the family active. Choose 'Select Family from Menu' for that. You can't change any parameters or set any paths for the family until it is active.

- 8.3 DELETE FAMILY FROM MENU.. - This removes an entry from the menu of families. It does not erase any data or change any parameters or directories. In other words, it affects only the menu itself. If the menu is empty, it says "There isn't any family on the menu."
- 8.4 BACKUP DATA - Use this to copy your data to floppy disks periodically. Do this for safety purposes. No disk drive is 100% reliable. Any disk drive can have a problem occasionally. Protect yourself by copying your data to another disk. If you do have a disk problem, use RESTORE DATA to retrieve information from your backup.

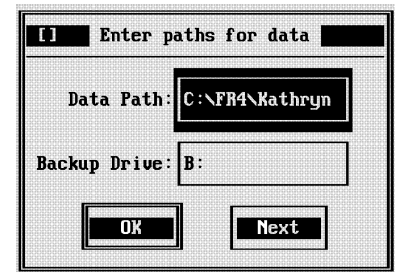


Figure 8.4a

The program asks for the data path and backup drive (Figure 8.4a.) After you choose OK, it warns you that continuing will change data on the backup drive. Next, the program asks you for a range of record numbers to back up, as shown in Figure 14.1". It suggests appropriate answers based on the parameters PATH FOR DATA and BACKUP DRIVE.

If you backup to a floppy drive, it asks if you want to format the disk, as shown in Figure 8.4b. It formats the disk in native mode. If you told Setup you have high density drives, use high density disks. If you want to use double density disks in your high density drive, you must pre-format them. Also tell setup you have that size of drive.

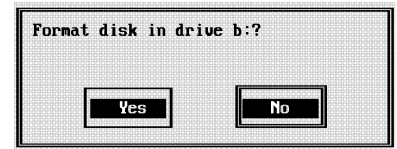


Figure 8.4b

If no Family Roots data files exist on the backup disk yet, it asks if you want to create them, as shown in Figure 8.4c. If the program made a mistake and there really are files on the disk, answering Yes erases them. The program alerts you to the possibility as shown in Figure 8.4d.

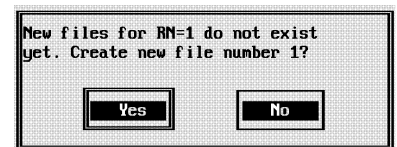


Figure 8.4c

Customers often ask us how often they should backup their data. It depends on how much you are willing to retype if you suffer a loss. We backup our own data after about every two hours of work.

There are many different possible kinds of disk errors. They happen, but fortunately not often. They are not your fault. If an error strikes you, chances are extremely high that it did not depend on something you did.

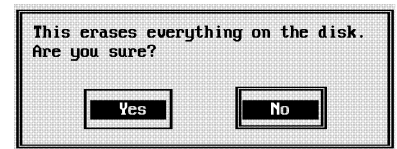


Figure 8.4d

When you make a backup, many kinds of errors also copy to your backup. For example, you may have an error in one record on the hard disk. When you copy that record to a backup, the backup also receives or

develops the same error. In order to protect yourself, you need to give yourself time to find the error. Do this by using different disks for your backup. If you always use the same disk for your backup, you protect yourself only from catastrophic errors but not from small errors that sometimes occur. If you always use a different disk for your backup, you get full protection. Since that's too expensive, a good compromise is to cycle your backups. Suppose you have 3 backup disks for the same set of records, labeled A, B, and C. Use disk A the first time, disk B next, now to C, and finally back to A again. The more disks you use in the cycle, the better your protection.

- 8.5 RESTORE DATA - Use this to copy individual records from a backup disk into your data files on the hard disk. Do this if a disk error damaged one or more of your records, or if you made an editing mistake and want to go back to the original record.

If your hard disk crashed, destroying everything on your hard disk, it is probably better to use the COPY command from DOS. This copies the entire data base and works much faster than copying individual records from this menu.

When you select 'Restore Data', it asks for the backup drive and data path, as shown in Figure 8.5a. It suggests appropriate answers based on the PATH FOR DATA and BACKUP DRIVE parameters. Insert the backup disk in the floppy drive before choosing OK.

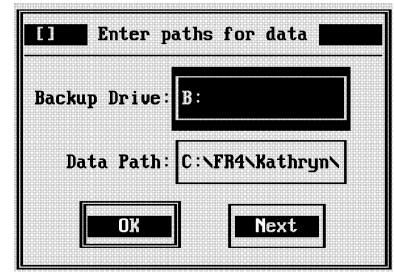


Figure 8.5a

The program reads the floppy disk looking for data files. If it doesn't find any files, it shows a warning. If it finds files, it warns you that continuing changes records on the hard drive, as shown in Figure 8.5b. Choose Yes to continue.

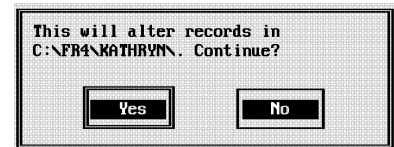


Figure 8.5b

Finally, it asks for the range of record numbers you want to restore, as shown in Figure 14.1". If you want only one record, use that for both the starting and ending record number. When you hit <Enter> or select OK, it copies the records from the floppy to the hard disk. The record from the floppy disk completely replaces the corresponding record on the hard disk.

If there is a bad spot on the hard disk (or the target disk) where the record resides, restoring the record may not accomplish anything. The DOS can't record anything over a bad spot. You are welcome to contact us for help if this happens to you.

- 8.6 CREATE NEXT FILES - Under normal circumstances, you don't need to use this menu item. The program automatically creates the data files you need when you add names.

Family Roots stores your records in sets of files. Each set of files fits exactly on one backup disk. There are three files in each set -- CONTROLS.x, NAMELIST.x, and FAMILY.x -- where the file name extension x is usually some number. Each set of files contains the identical number of records. The record numbers in the file are related to the file name extension. For example, suppose your files always contain 1005 records. In this case record numbers 1 through 1005 appear in files with extension 1 (set of files number 1, or disk #1). Record numbers 1006 through 2010 appear in files with extension 2 (set of files number 2, or disk #2). Files number 3 start with record number 2011, and so on. The file name extension is actually the disk number "base 36." For example disk 10 has extension A, disk 35 has extension Y, and disk 42 has extension 16.

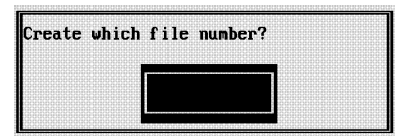


Figure 8.6a

If you want to manually create some files, it asks you for the file number, as shown in Figure 8.6a. Answer the question with the disk number, such as 18 not extension H.



Figure 8.6b

The program determines the file name extension from your answer. It then asks what path to use for creating the new files, as shown in Figure 8.6b. It suggests your PATH FOR DATA.

If the set of files you requested doesn't exist, it creates them now. If a set of files with that number already exists, it warns you as shown in Figure 8.6c. Continuing completely erases all records in that set of files. You may continue if you wish.



Figure 8.6c

- 8.7 LOAD LIST INTO MEMORY - This item retrieves a list from disk and puts it into the computer's memory. A 'List in Memory' contains record numbers, and may contain names and other information as well. The List in Memory arises for different purposes. The most important ones are for making an index, retaining the results of a search, or making a sorted list. See section 14.3 (last paragraph) for more information about the List in Memory.

When you choose this menu item, the screen asks for the path and file name, as shown in Figure 8.7. It suggests the PATH FOR JUNK as the directory, but no specific file name. Type the file name now if you know it. Or press <Enter> without a file name to show a list of the files you have in the subdirectory. Then select the file name with the arrow keys or mouse.



Figure 8.7 This same box shows up many places, with slight variations in the title bar.

- 8.8 SAVE MEMORY LIST TO DISK - This item records information from the computer's memory into a disk file. It works in conjunction with 'Load List Into Memory'; see section 8.7.

When you choose this menu item, the screen asks for the path and file name, as shown in Figure 8.7. It suggests the PATH FOR JUNK as the directory. Make up a file name for list. If you want to see what



files already exist in that directory, press <Enter>. You may select one of those file names with the arrow keys or mouse. Doing that completely erases the previous contents of the file.

- 8.9 SAVE CONFIGURATION - This saves the configuration currently in memory into a disk file. The screen asks for the path and file name, similar to Figure 8.7. It suggests the PATH FOR FAMILY as the directory, and CONFIG4.DAT as the file name. Use the suggested answers if you expect the program to automatically retrieve the file when you next start the program or select this family.

You may use a different directory or file name for the configuration. To retrieve this configuration, you must specifically choose 'Re-Read Configuration' from the File menu; see section 8.10. The program only automatically reads the file CONFIG4.DAT.

When you change any parameter during your session, Family Roots remembers. When you Quit (section 8.12) or select a different family (section 8.1), it asks if you want to save the configuration. If you want to preserve the parameter changes you made during the session for this family, answer Yes. If you choose to save the configuration, the screen asks for the path and file name, as described above.

- 8.10 RE-READ CONFIGURATION - This reads the configuration from a disk file into memory. The configuration in memory contains the current values of all your parameters.

If you changed any parameters but didn't save the configuration, re-reading it restores the parameters to their original values. Suppose you keep a configuration on disk that represents your preferred parameter settings. You can change one or more parameters for some special application, then revert to your original settings by re-reading the "standard" configuration.

- 8.11 SETUP FAMILY ROOTS - This runs a separate but related program for specifying your hardware, special fields, and other items. After choosing it, you get another menu screen with \*, File, Computer, System, and Other. For detailed information see chapter 6.

8.12 QUIT - exits from Family Roots, returning to where you started, either DOS or WINDOWS. If you changed any parameters, the program asks if you want to save the configuration. See section 8.9 for what happens if you choose to save. Whether you save or not, the program asks you to confirm that you want to quit, as shown in Figure 8.12.



Figure 8.12

Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

9 **SETTINGS** - When you choose Settings, the menu in Figure 9 appears. This menu is available from other places in addition to the Main Menu, namely, the Edit Records screen, the Destinations screen, and the Sorting screen. Each menu item calls up a screen of parameters. Each screen groups parameters related to editing or printing, except for the Miscellaneous screen. The Miscellaneous screen includes parameters that apply system-wide or don't otherwise warrant a separate screen.

The next pages show the parameter screens available from each menu selection. See chapter 17 (starting on page 225) for the description of each parameter. That chapter lists the parameters in alphabetic order.

Each screen shows related parameters grouped together. For most screens, the order represents our assessment of the relative importance of each parameter. In other words, we tried to place the more important ones first. The parameters on the Miscellaneous screen appear in alphabetic order.

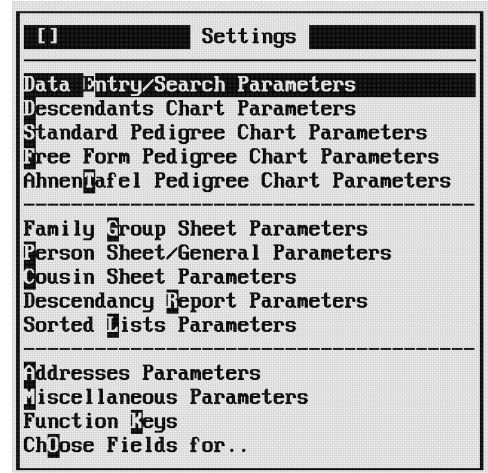


Figure 9

If there is an arrow in the bottom right corner, pressing the Page Down key displays another screen of parameters for this function. Use Page Up to return to the first screen. Any one function has at most two screens of parameters.

Change a parameter by selecting it. Select a parameter in one of three ways: 1) click on the parameter with the mouse, or 2) position the cursor on the parameter using the cursor keys and hit <Enter>, or 3) key the letter in front of the parameter name. When you select a Yes/No

parameter, the value automatically toggles -- changes from Yes to No or from No to Yes. When you select any other parameter, a box appears in the center of the screen asking for a new value. A few parameters have 3 or more special values. Enter only the first letter of one of these values to make your change (more doesn't hurt anything).

Hit ESC to return to the Settings menu. Or press ALT-X to return directly to the screen where you called up the Settings menu.

If you want to preserve the current values of the parameters, see section 8.9, page 89. If you have changed several parameters and want to revert to some original values, re-read a configuration from disk (section 8.10, page 89).

## 9.1 DATA ENTRY/SEARCH PARAMETERS

[ ] Change Edit Parameters		Help
Select by highlight or letter		
A) NEXT NAME RN	[4665]	P) ALLOW CTRL'S IN DATA [No]
B) ADD NAMES SEQUENTIALLY	[Yes]	Q) AUTO-EDIT ALL NOTES [No]
C) ADD NAMES IN BATCHES	[Yes]	R) DISPLAY AS STORED [No]
D) CHANGE NAMES IN BATCHES	[No]	S) USE AUTO DATE [Yes]
E) CAPITALIZE BIRTH SURNAME	[No]	T) DO COMPLEMENTING [Yes]
F) CAPITALIZE MARRIED SURNAME	[Yes]	U) SUBSTITUTE UNCONDITIONALLY [Yes]
G) SAVE LAST RN ON EXIT	[Yes]	V) ENTER SPOUSE'S CHILDREN [Yes]
H) FETCH INACCESSIBLE NAMES	[No]	W) COMPLEMENT ADDRESS [Yes]
I) USE MONTH NAMES	[Yes]	X) COMPLEMENT CHILD WITH NO RN [Yes]
J) START WITH ZIP ON	[No]	Y) COMPLEMENT FOOTNOTE CHARACTER [No]
K) USE SHORT FORM	[No]	Z) COMPLEMENT MARRIAGE DATA [Yes]
L) DITTO LAST RECORD KEY	[\]	1) INSERT 'MARRIED' AS STATUS [Yes]
M) REPEAT ENTRY KEY	[']	2) FIRST TWO YEAR DIGITS [19]
N) ASK FOR MISSING SEX	[Yes]	3) IGNORE UPPER/LOWER CASE [No]
O) ASK TO SAVE RECORD	[Yes]	4) SEARCH AFTER FOOTNOTE CHAR [No]
Press PageDown for more		MANUAL

Figure 9.1a

[ ] Change Edit Parameters		Help
Select by highlight or letter		
A) WILD CARD WORD	[*]	
B) WILD CARD CHARACTER	[?]	
C) VERIFY REPLACE	[No]	
D) EDIT RECORDS WHEN FOUND	[No]	

Figure 9.1b

All of the settings screens have the MANUAL box. Choose this to go to the PARAMETER REFERENCE MANUAL. See section 7.3# for details of this online reference.

## 9.2 DESCENDANTS CHART PARAMETERS

[1] Change Descendants Parameters		Help
Select by highlight or letter		
A) MAXIMUM GENERATIONS	[20]	P) USE PERSONAL FIELDS [No]
B) FIRST GENERATION NUMBER	[0]	Q) OMIT NOTES [No]
C) PLACE OTHER PARENT FIRST	[Yes]	R) SELECTIVELY SUPPRESS NOTES [No]
D) INCLUDE OTHER PARENT DATA	[Yes]	S) SUPPRESS DUPLICATION [Yes]
E) OMIT OTHER PARENT MARRIAGE	[Yes]	T) SELECT FAMILY LINES [Yes]
F) PRINT ALL SPOUSES	[Yes]	U) SUBSTITUTE SIMILAR FIELDS [No]
G) SHOW PARENTS FOR EVERYONE	[No]	V) SUPPRESS BLANK LINE [No]
H) OMIT OTHER PARENT	[No]	W) SHOW RM WITH NAMES [Yes]
I) USE PARAGRAPH FORMAT	[No]	X) SHOW SPECIAL ID WITH NAMES [Yes]
J) SHOW NAMES ONLY	[Yes]	Y) USE LAST NAME FIRST [No]
K) USE SHORT FORM	[No]	Z) USE MARRIED NAME [No]
L) COLUMN HEADERS (W/M/B)	[Both]	1) OMIT TITLE [No]
M) VERTICAL LINE (N/H/O)	[Normal]	2) USE MONTH NAMES [Yes]
N) SHOW EMPTY FIELDS	[No]	3) USE FULL ADDRESS [No]
O) SHOW ALL MARRIAGE DATA	[No]	4) MAKE INDEX [No]
Press PageDown for more		MANUAL

Figure 9.2a

[1] Change Descendants Parameters		Help
Select by highlight or letter		
A) PUT CHILDREN IN ORDER	[Yes]	P) BOTTOM MARGIN [0.3]
B) USE NON-STANDARD DATES	[No]	Q) NEW PAGE WHEN DONE [Yes]
C) PRINT PAGE HEADERS	[Yes]	R) NEW PAGE MID-PERSON [No]
D) RESTART RM	[0]	
E) ENDING RM	[0]	
F) USE CUSTOM HEADER	[Yes]	
G) LEFT MARGIN FOR HEADER	[0.6]	
H) RIGHT MARGIN FOR HEADER	[0]	
I) PRINT SIZE	[16.5]	
J) LINES PER INCH	[6]	
K) FIRST SHEET NUMBER	[1]	
L) PAPER WIDTH PRIMARY	[8]	
M) LEFT MARGIN	[0.6]	
N) RIGHT MARGIN	[0]	
O) TOP MARGIN	[0]	

Figure 9.2b

## 9.3 STANDARD PEDIGREE CHART PARAMETERS

[1] Change Standard Charts Parameters		Help
Select by highlight or letter		
A) MAXIMUM GENERATIONS	[3]	P) SUBSTITUTE SIMILAR FIELDS [No]
B) CASCADE STANDARD CHARTS	[No]	Q) USE PERSONAL FIELDS [No]
C) USE OVERLAY FORMAT	[Yes]	R) USE MONTH NAMES [Yes]
D) SPLIT DATES AND PLACES	[No]	S) SUPPRESS DUPLICATION [No]
E) OMIT WIFE'S MARRIAGE	[No]	T) MAKE INDEX [No]
F) OMIT EMPTY CHART LINES	[No]	U) SELECT FAMILY LINES [No]
G) SHOW FIRST SPOUSE	[Yes]	V) USE LAST NAME FIRST [No]
H) USE 'BMD' FIELDS	[Yes]	W) USE MARRIED NAME [No]
I) SHOW STRUCTURE NUMBERS	[No]	X) SHOW RN WITH NAMES [Yes]
J) SHOW CASCADED ORIGINS	[No]	Y) SHOW SPECIAL ID WITH NAMES [Yes]
K) NUMBER STANDARD CHARTS	[Yes]	Z) OMIT TITLE [No]
L) FIRST CHART NUMBER	[1]	1) PRINT PAGE HEADERS [No]
M) USE AHMENTAFEL NUMBERING	[Yes]	2) USE CUSTOM HEADER [Yes]
N) USE FULL ADDRESS	[No]	3) LEFT MARGIN FOR HEADER [0.6]
O) ASK WHICH MARRIAGE	[Yes]	4) RIGHT MARGIN FOR HEADER [0]
Press PageDown for more		MANUAL

Figure 9.3a

[1] Change Standard Charts Parameters		Help
Select by highlight or letter		↑
A) PRINT SIZE	[16.5]	
B) LINES PER INCH	[6]	
C) FIRST SHEET NUMBER	[1]	
D) PAPER WIDTH PRIMARY	[8.5]	
E) LEFT MARGIN	[0.6]	
F) RIGHT MARGIN	[0]	
G) TOP MARGIN	[0]	
H) BOTTOM MARGIN	[0.3]	
I) NEW PAGE WHEN DONE	[Yes]	

Figure 9.3b

## 9.4 FREE FORM PEDIGREE CHART PARAMETERS

[1] Change Freeform Pedigree Parameters		Help
Select by highlight or letter		
A) MAXIMUM GENERATIONS	[20]	P) SUBSTITUTE SIMILAR FIELDS [No]
B) FIRST GENERATION NUMBER	[0]	Q) SUPPRESS BLANK LINE [No]
C) USE JOINED LINES	[Yes]	R) SHOW RN WITH NAMES [Yes]
D) SHOW PARENTS FOR EVERYONE	[No]	S) SHOW SPECIAL ID WITH NAMES [Yes]
E) USE PARAGRAPH FORMAT	[No]	T) USE LAST NAME FIRST [No]
F) SHOW NAMES ONLY	[Yes]	U) USE MARRIED NAME [No]
G) USE SHORT FORM	[No]	V) OMIT TITLE [No]
H) SHOW EMPTY FIELDS	[No]	W) USE MONTH NAMES [Yes]
I) SHOW ALL MARRIAGE DATA	[No]	X) USE FULL ADDRESS [No]
J) OMIT WIFE'S MARRIAGE	[No]	Y) MAKE INDEX [No]
K) USE PERSONAL FIELDS	[No]	Z) PRINT PAGE HEADERS [Yes]
L) OMIT NOTES	[No]	1) COLUMN HEADERS (W/M/B) [Both]
M) SELECTIVELY SUPPRESS NOTES	[No]	2) RESTART RN [0]
N) SUPPRESS DUPLICATION	[Yes]	3) ENDING RN [0]
O) SELECT FAMILY LINES	[Yes]	4) USE CUSTOM HEADER [Yes]
Press PageDown for more		MANUAL

Figure 9.4a

[1] Change Freeform Pedigree Parameters		Help
Select by highlight or letter		↑
A) LEFT MARGIN FOR HEADER	[0.6]	
B) RIGHT MARGIN FOR HEADER	[0]	
C) PRINT SIZE	[16.5]	
D) LINES PER INCH	[15]	
E) FIRST SHEET NUMBER	[1]	
F) PAPER WIDTH PRIMARY	[8.5]	
G) LEFT MARGIN	[0.6]	
H) RIGHT MARGIN	[0]	
I) TOP MARGIN	[0]	
J) BOTTOM MARGIN	[0.3]	
K) NEW PAGE WHEN DONE	[Yes]	
L) NEW PAGE MID-PERSON	[No]	

Figure 9.4b



## 9.5 AHNENTAFEL PEDIGREE CHART PARAMETERS

[1] Change Ahnentafel Parameters		Help
Select by highlight or letter		
A) MAXIMUM GENERATIONS	[25]	P) USE PERSONAL FIELDS [No]
B) SHOW GENERATIONAL SEPARATOR	[Yes]	Q) USE LOWER CASE LABELS [Yes]
C) FIRST LINE NUMBER	[0]	R) USE CUSTOM HEADER [Yes]
D) SUPPRESS DUPLICATION	[No]	S) LEFT MARGIN FOR HEADER [0.6]
E) OMIT WIFE'S MARRIAGE	[No]	T) RIGHT MARGIN FOR HEADER [0]
F) SHOW MULTIPLE MARRIAGES	[No]	U) PRINT PAGE HEADERS [Yes]
G) SHOW ADDRESS AT TOP	[No]	V) PRINT SIZE [16.5]
H) USE MARRIED NAME	[No]	W) LINES PER INCH [6]
I) OMIT TITLE	[No]	X) FIRST SHEET NUMBER [1]
J) SHOW RN WITH NAMES	[Yes]	Y) PAPER WIDTH PRIMARY [8]
K) SHOW SPECIAL ID WITH NAMES	[Yes]	Z) LEFT MARGIN [0.6]
L) USE LAST NAME FIRST	[No]	1) RIGHT MARGIN [0]
M) USE FULL ADDRESS	[No]	2) TOP MARGIN [0]
N) USE MONTH NAMES	[Yes]	3) BOTTOM MARGIN [0.3]
O) MAKE INDEX	[No]	4) NEW PAGE WHEN DONE [Yes]
Press PageDown for more		MANUAL

Figure 9.5a

[1] Change Ahnentafel Parameters		Help
Select by highlight or letter		
A) NEW PAGE MID-PERSON	[No]	

Figure 9.5b

## 9.6 FAMILY GROUP SHEET PARAMETERS

[1] Change Family Group Parameters		Help
Select by highlight or letter		
A) TEMPLATE FILE EXTENSION	[1]	P) USE LAST NAME FIRST [No]
B) ASK FOR TEMPLATE	[Yes]	Q) USE MARRIED NAME [No]
C) SHOW EMPTY FIELDS	[Yes]	R) OMIT TITLE [No]
D) SUBSTITUTE SIMILAR FIELDS	[No]	S) SHOW CHILD'S FULL NAME [Yes]
E) PRINT ALL SPOUSES	[Yes]	T) USE MONTH NAMES [Yes]
F) CHOOSE ANY SPOUSE	[Yes]	U) USE FULL ADDRESS [No]
G) MAKE INDEX	[No]	V) USE CUSTOM HEADER [Yes]
H) SELECT CHILDREN (M/P/B)	[Mutual]	W) LEFT MARGIN FOR HEADER [0.6]
I) PUT CHILDREN IN ORDER	[No]	X) RIGHT MARGIN FOR HEADER [0]
J) USE NON-STANDARD DATES	[No]	Y) PRINT SIZE [16.5]
K) USE NOTES (A/F/S/Q/O)	[All]	Z) LINES PER INCH [6]
L) SHOW ALL FOOTNOTE REFERENCES	[No]	1) FIRST SHEET NUMBER [1]
M) FIRST PERSON LISTED (F/M/R)	[Father]	2) LEFT MARGIN [0.6]
N) SHOW RN WITH NAMES	[Yes]	3) RIGHT MARGIN [0]
O) SHOW SPECIAL ID WITH NAMES	[Yes]	4) TOP MARGIN [0]
Press PageDown for more		MANUAL

Figure 9.6a

[1] Change Family Group Parameters		Help
Select by highlight or letter		↑
A) BOTTOM MARGIN	[0.3]	
B) PAPER WIDTH PRIMARY	[8.5]	
C) NEW PAGE WHEN DONE	[Yes]	
D) OMIT CHILDREN'S STORY FILES	[Yes]	
E) INCLUDE STORY FILE	[No]	
F) ASK FOR STORY FILE NAME	[No]	
G) STORY FILE EXTENSION	[.TXT]	
H) LINES BEFORE STORY	[0]	
I) PRINT SIZE FOR STORY	[16.5]	
J) LEFT MARGIN FOR STORY	[0.7]	
K) RIGHT MARGIN FOR STORY	[0]	
L) VERIFY STORY FILE	[No]	

Figure 9.6b

## 9.7 PERSON SHEET/GENERAL PARAMETERS

[1] Change Persons Parameters		Help
Select by highlight or letter		
A) OMIT EMPTY RECORDS	[No]	P) PUT CHILDREN IN ORDER [Yes]
B) SHOW RN WITH NAMES	[Yes]	Q) USE NON-STANDARD DATES [No]
C) SHOW SPECIAL ID WITH NAMES	[Yes]	R) PRINT PAGE HEADERS [Yes]
D) SHOW EMPTY FIELDS	[No]	S) USE CUSTOM HEADER [Yes]
E) SELECTIVELY SUPPRESS NOTES	[No]	T) LEFT MARGIN FOR HEADER [0.8]
F) USE LAST NAME FIRST	[No]	U) RIGHT MARGIN FOR HEADER [0]
G) USE MARRIED NAME	[No]	V) PRINT SIZE [12]
H) OMIT TITLE	[No]	W) LINES PER INCH [6]
I) USE MONTH NAMES	[Yes]	X) FIRST SHEET NUMBER [1]
J) USE FULL ADDRESS	[No]	Y) LEFT MARGIN [0.8]
K) MAKE INDEX	[No]	Z) RIGHT MARGIN [0]
L) USE SHORT FORM	[No]	1) TOP MARGIN [0]
M) USE PERSONAL FIELDS	[No]	2) BOTTOM MARGIN [0.3]
N) USE PARAGRAPH FORMAT	[No]	3) PAPER WIDTH PRIMARY [8]
O) SUBSTITUTE SIMILAR FIELDS	[No]	4) NEW PAGE WHEN DONE [Yes]
Press PageDown for more		MANUAL

Figure 9.7a

[1] Change Persons Parameters		Help
Select by highlight or letter		↑
A) NEW PAGE MID-PERSON	[No]	
B) INCLUDE STORY FILE	[No]	
C) ASK FOR STORY FILE NAME	[No]	
D) STORY FILE EXTENSION	[.TXT]	
E) VERIFY STORY FILE	[Yes]	
F) LINES BEFORE STORY	[0]	
G) PRINT SIZE FOR STORY	[10]	
H) LEFT MARGIN FOR STORY	[1.2]	
I) RIGHT MARGIN FOR STORY	[0]	

Figure 9.7b

## 9.8 COUSIN SHEET PARAMETERS

[1] Change Cousin Sheet Parameters		Help
Select by highlight or letter		
A) MAXIMUM GENERATIONS	[9]	P) LEFT MARGIN FOR HEADER [0.6]
B) STATE RELATIONSHIP ONLY	[No]	Q) RIGHT MARGIN FOR HEADER [0]
C) SHOW UNUSED BOXES	[No]	R) FIRST SHEET NUMBER [1]
D) SHOW RN WITH NAMES	[Yes]	S) LINES PER INCH [6]
E) SHOW SPECIAL ID WITH NAMES	[Yes]	T) NEW PAGE WHEN DONE [Yes]
F) OMIT TITLE	[No]	
G) USE LAST NAME FIRST	[No]	
H) USE MARRIED NAME	[No]	
I) USE MONTH NAMES	[Yes]	
J) USE CUSTOM HEADER	[Yes]	
K) PRINT SIZE	[16.5]	
L) LEFT MARGIN	[0.6]	
M) RIGHT MARGIN	[0]	
N) TOP MARGIN	[0]	
O) BOTTOM MARGIN	[0.3]	
		MANUAL

Figure 9.8

## 9.9 DESCENDANCY REPORT PARAMETERS

[1] Change Descendancy Report Parameters		Help
Select by highlight or letter		
A) SYSTEM (R/M/H)	[Register]	P) FIND AGE WHEN NON-STD. DATES [No]
B) ENFORCE SYSTEM STANDARDS	[No]	Q) ABBREVIATE FOR CHILDREN [No]
C) MAXIMUM GENERATIONS	[20]	R) SHOW CHILD'S FIRST SPOUSE [Yes]
D) USE COMPACT FORMAT	[No]	S) SHOW GENERATIONAL SEPARATOR [No]
E) FIRST GENERATION NUMBER	[1]	T) RESTART ROMAN NUMERALS [No]
F) STARTING NUMBER	[1]	U) USE PERSONAL FIELDS [No]
G) PLACE SOURCES (M/E/O)	[Omit]	V) MAKE MAIN NUMBER BOLD [Yes]
H) USE NOTES (A/F/S/Q/O)	[All]	W) CAPITALIZE MAIN NAMES [No]
I) INCLUDE STORY FILE	[No]	X) MAKE MAIN NAMES BOLD [Yes]
J) ASK FOR STORY FILE NAME	[No]	Y) SHOW CHILD'S FULL NAME [Yes]
K) VERIFY STORY FILE	[Yes]	Z) SHOW RM WITH NAMES [Yes]
L) SHOW LINEAGE AFTER NAME	[Yes]	1) SHOW SPECIAL ID WITH NAMES [Yes]
M) ITALICIZE LINEAGE	[No]	2) USE LAST NAME FIRST [No]
N) SHOW GENERATION SUPERSCRIPT	[Yes]	3) USE MARRIED NAME [No]
O) SHOW DATE BEFORE PLACE	[Yes]	4) OMIT TITLE [No]
Press PageDown for more		MANUAL

Figure 9.9a

[1] Change Descendancy Report Parameters		Help
Select by highlight or letter		
A) USE MONTH NAMES	[Yes]	P) BOTTOM MARGIN [0.3]
B) PUT CHILDREN IN ORDER	[No]	Q) NEW PAGE WHEN DONE [No]
C) USE NON-STANDARD DATES	[No]	
D) TRY LOWER CASE CONVERSION	[No]	
E) PRINT PAGE HEADERS	[No]	
F) USE CUSTOM HEADER	[Yes]	
G) LEFT MARGIN FOR HEADER	[0.6]	
H) RIGHT MARGIN FOR HEADER	[0]	
I) PRINT SIZE	[16.5]	
J) LINES PER INCH	[6]	
K) FIRST SHEET NUMBER	[1]	
L) PAPER WIDTH PRIMARY	[8]	
M) LEFT MARGIN	[0.6]	
N) RIGHT MARGIN	[0]	
O) TOP MARGIN	[0]	

Figure 9.9b

## 9.10 SORTED LISTS PARAMETERS

[1] Change Lists Parameters		Help
Select by highlight or letter		
A) OMIT EMPTY RECORDS	[Yes]	P) NAME COLUMN WIDTH [60]
B) SHOW RN WITH NAMES	[Yes]	Q) TEXT FIELD COLUMN WIDTH [15]
C) SHOW SPECIAL ID WITH NAMES	[Yes]	R) DATE FIELD COLUMN WIDTH [11]
D) USE LAST NAME FIRST	[Yes]	S) PERSON FIELD COLUMN WIDTH [8]
E) USE MAIDEN NAME	[Yes]	T) NUMBER FIELD COLUMN WIDTH [4]
F) USE MARRIED NAME	[Yes]	U) SORT NAMES ON UPPER CASE [No]
G) USE HUSBANDS' SURNAMES	[Yes]	V) SORT BY SOUNDEX [No]
H) OMIT TITLE	[No]	W) SORT ADDRESS BY LAST FIELD [No]
I) USE MONTH NAMES	[Yes]	X) SORT NAMES BY FIRST NAME [Yes]
J) USE FULL ADDRESS	[No]	Y) SAVE MERGES ON DISK [Yes]
K) NAMES PER GROUP	[5]	Z) USE CUSTOM HEADER [Yes]
L) SHOW SEPARATOR IN BLANK LINES	[No]	1) LEFT MARGIN FOR HEADER [0.8]
M) MULTIPLY COUNT FIELDS	[No]	2) RIGHT MARGIN FOR HEADER [0]
N) SUBSTITUTE SIMILAR FIELDS	[No]	3) PRINT SIZE [16.5]
O) SHOW EMPTY FIELDS	[No]	4) LINES PER INCH [6]
Press PageDown for more		

Figure 9.10a

[1] Change Lists Parameters		Help
Select by highlight or letter		
A) FIRST SHEET NUMBER	[1]	
B) LEFT MARGIN	[0.8]	
C) RIGHT MARGIN	[0]	
D) TOP MARGIN	[0]	
E) BOTTOM MARGIN	[0.3]	
F) PAPER WIDTH PRIMARY	[8.5]	
G) NEW PAGE WHEN DONE	[Yes]	

Figure 9.10b

## 9.11 ADDRESSES PARAMETERS

[1] Change Addresses Parameters		Help
Select by highlight or letter		
A) MAKE ADDRESS LABELS	[No]	P) TOP MARGIN [0]
B) ADDRESS LABEL HEIGHT	[0]	Q) BOTTOM MARGIN [0.3]
C) MAKE SINGLE LINE ADDRESS	[No]	R) LEFT MARGIN FOR HEADER [1]
D) OMIT SPOUSE ADDRESS	[No]	S) RIGHT MARGIN FOR HEADER [0]
E) OMIT TELEPHONE NUMBER	[No]	T) USE CUSTOM HEADER [Yes]
F) OMIT HEADER	[No]	U) FIRST SHEET NUMBER [1]
G) NUMBER OF COLUMNS	[0]	V) PAPER WIDTH PRIMARY [8.5]
H) USE LAST NAME FIRST	[No]	W) LINES PER INCH [6]
I) USE MARRIED NAME	[No]	X) NEW PAGE WHEN DONE [Yes]
J) SKIP MAIDEN SURNAME	[No]	Y) OMIT TITLE [No]
K) SHOW RN WITH NAMES	[No]	Z) PRINT PAGE HEADERS [Yes]
L) SHOW SPECIAL ID WITH NAMES	[No]	
M) PRINT SIZE	[10]	
N) LEFT MARGIN	[1]	
O) RIGHT MARGIN	[0]	

Figure 9.11

## 9.12 MISCELLANEOUS PARAMETERS

[1] Change Miscellaneous Parameters		Help
Select by highlight or letter		
A) ASK TO SUPPRESS NAMES	[No]	P) PAPER WIDTH ALTERNATE [8]
B) BOOK FIRST PAGE NUMBER	[0]	Q) PRINT 'MARRIED' STATUS [No]
C) CHOOSE RELATIVE	[No]	R) PRINTER FOR DISK (P/A) [Primary]
D) <CR> ADVANCES TO NEXT BOX	[Yes]	S) REMINDER MODE [Yes]
E) DATE	[12 Aug 1993]	T) RESIZE NAMES ONLY [No]
F) DAY/MONTH DISPLAY ORDER	[Yes]	U) RESIZE RECORDS ONLY [No]
G) ERASE PREVIOUS ON FIRST KEY	[No]	V) SAVE NAME WITH INDEX [No]
H) INCLUDE FAMILY MEMBERS	[No]	W) SEARCH TITLE WITH SOUNDEX [No]
I) MONTH NAME LENGTH	[0]	X) SHOW AUDIT PROBLEMS ONLY [Yes]
J) NUMBER OF BLANK FORMS	[1]	Y) STORY FILE EXTENSION [.TXT]
K) NUMBER OF COLUMNS	[0]	Z) SUPERSCRIPT FOOTNOTES [No]
L) OMIT PRINTER CODES IN FILE	[No]	1) SUPPRESS LEADING ZERO ON DATE [No]
M) PAGE NUMBER SIDE (L/C/R/A)	[Left]	2) USE FILE NAMED 'HEADER' [Yes]
N) PAGE NUMBER VERTICAL (T/B)	[Top]	3) USE MARRIED NAME [Yes]
O) PAPER WIDTH PRIMARY	[8.5]	

Figure 9.12

## 9.13 FUNCTION KEYS

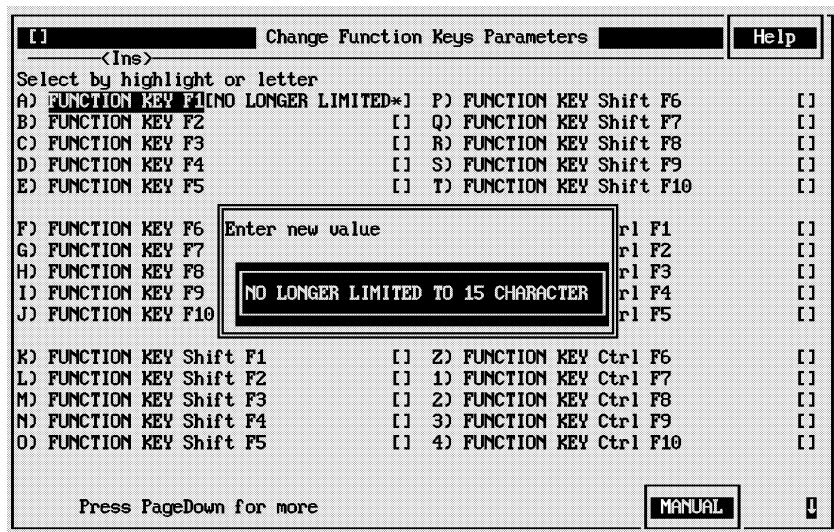


Figure 9.13a

Use function keys to enter names and places that appear frequently in your data. For example, assign "Lexington, Middlesex, Massachusetts" to key F1. Any time you want to enter that into a field, press the F1 key. Pressing the single key makes the entire entry. You must be editing the field before pressing the function key. Use a function key to make an entry anywhere in a field, not just for the entire field. Similarly, you can assign a surname like "Vorenberg" to a key like Ctrl-F2.

Forty function keys appear on these menus, F1 through F10 plus those keys used in combination with the Shift, Alt or Ctrl key. You can assign up to 250 characters to each key. The menu has only a limited amount of space to show the current value. If the current value is longer than the menu space, the program places an asterisk at the end of the space to indicate the value is long. Select the key for editing if you want to examine or change the value.



Since you use function keys frequently while editing records, pressing ALT-K brings up the function key screen directly from there.

Function key F10 (by itself, not in combination with other keys) has a special use in Family Roots. F10 retains the record number from a successful search when you choose "Find a Name" from the Names menu. See section 10.3 for more information on how to use this. We suggest you don't assign a permanent value to the key. When you assign a value to F10, the program reminds you that later activities may erase the value. You may use F10 like any other key, but don't plan on the value staying.

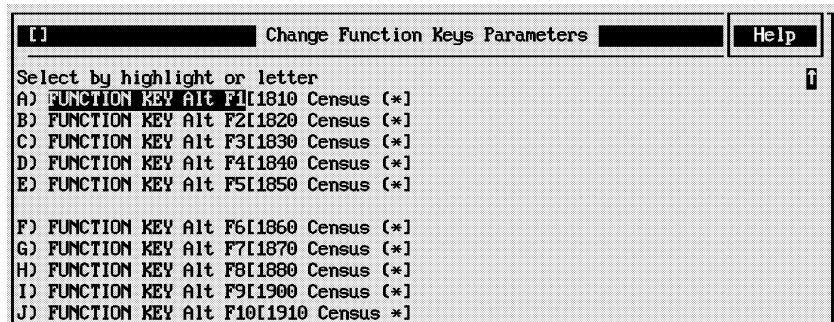


Figure 9.13b

- 9.14 CHOOSE FIELDS FOR.. - This brings up another menu, shown in Figure 9.14. Choose an item from this menu to set one of the field list parameters for editing or printing.

Choosing any item from the menu produces a screen that looks like Figure 9.14.1. The only differences among the screens for the various forms are the title at the top and the fields available for the field list. Some field list parameters have more fields available, and others restrict your choices. For example, when you choose the fields for Sorted Lists, fields for Page Number, Soundex Code, and Name appear on the screen.

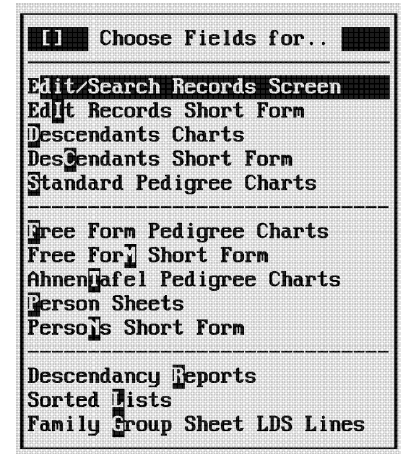


Figure 9.14

The wide column at the left of the screen shows the fields currently selected. The program shows the fields on the printout or screen in this order. The wide column at the right of the screen shows the fields available but not currently selected. The fields shown in the figures may not match your own. Your own added fields surely are different from the ones we added.

Assemble the list of selected fields by moving the field names from one column to the other. Remove a field by moving it to the right, or add a field by moving it to the left. Move a field by selecting it. You can use the mouse or the keyboard. Clicking on a field name with the mouse moves the field to the other column. From the keyboard, use the cursor keys to position the highlight on the field you want, then press <Enter>.

Unless you take specific steps to insert a field name in the middle, any field you move left goes to the end of the list. If you want to insert a field, it moves into position above (before) a field you choose at the left. To insert a field name in the middle, first highlight the name in the following position at the left. Next either press the Insert key on the keyboard, or click the Insert band (far left) with the mouse. Finally, select the field

name from the right column. The field name from the right moves into position above the highlighted field at the left.

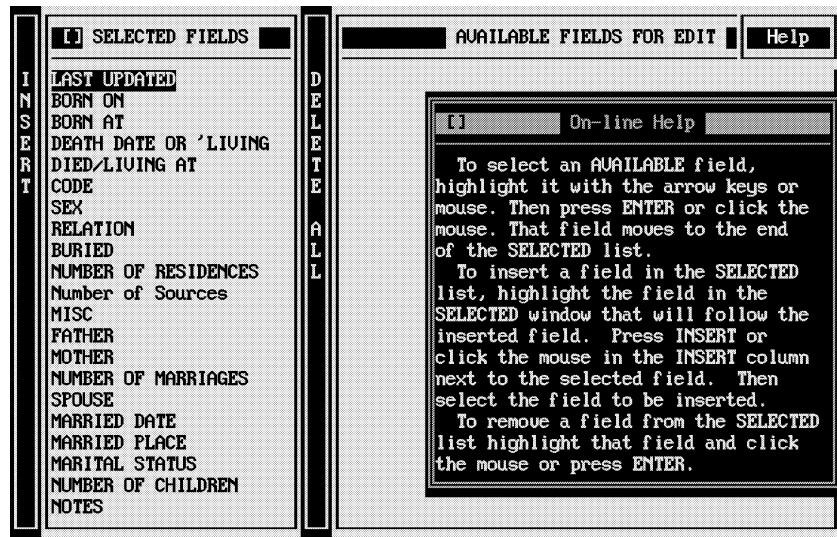


Figure 9.14.1  
(Help Box has been activated)

If you want to remove all of the field names from the left column, you don't have to select them one-by-one. Instead, either press the Delete key from the keyboard or click the "Delete All" band on the screen with the mouse. The program asks "Delete All?" If you say Yes, it moves all of the fields from the left column to the right column.

Except for marriages, choosing an expanding count field also chooses all its associated fields. For example, choosing NUMBER OF CHILDREN also gets all the CHILD fields. For marriages, you may choose the associated fields separately. For example, if you have an added marriage field called DIVORCE, you can choose not to show it on your printouts. If you include any marriage fields in either of the Edit Records screens, be sure also to include the NUMBER OF MARRIAGES field. Otherwise, you won't be able to add or remove marriages.

Family Roots ignores some of your field choices when printing certain forms. For example, suppose you choose NUMBER OF CHILDREN for the descendants chart. The chart then includes a line showing the number of children for each person, but it does not specifically list the children immediately below that. Listing the children as information for the parent would be redundant, because the children appear in the chart already.

- 9.14.1 EDIT/SEARCH RECORDS SCREEN - Sets the parameter EDIT RECORDS FIELD LIST.
- 9.14.2 EDIT RECORDS SHORT FORM - Sets the parameter EDIT RECORDS SHORT FORM.
- 9.14.3 DESCENDANTS CHARTS - Sets the parameter DESCENDANTS FIELD LIST.
- 9.14.4 DESCENDANTS SHORT FORM - Sets the parameter DESCENDANTS SHORT FORM.
- 9.14.5 STANDARD PEDIGREE CHARTS - Sets the parameter STANDARD CHART FIELD LIST.
- 9.14.6 FREE FORM PEDIGREE CHARTS - Sets the parameter FREEFORM FIELD LIST.
- 9.14.7 FREE FORM SHORT FORM - Sets the parameter FREEFORM SHORT FORM.
- 9.14.8 AHNENTAFEL PEDIGREE CHARTS - Sets the parameter AHNENTAFEL FIELD LIST.
- 9.14.9 PERSON SHEETS - Sets the parameter PERSON SHEET FIELD LIST.
- 9.14.10 PERSONS SHORT FORM - Sets the parameter PERSON SHEET SHORT FORM.
- 9.14.11 DESCENDANCY REPORTS - Sets the parameter DESC. REPORT FIELD LIST.
- 9.14.12 SORTED LISTS - Sets the parameter LISTS EXTRA FIELDS.
- 9.14.13 FAMILY GROUP SHEET LDS LINES - Sets the parameter LDS FIELDS.

Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

## 10 NAMES

The Names menu is available from the Edit Records screen in addition to the Main Menu.

- 10.1 ADD NAMES - When you add a name, it is assigned a record number. You may assign the number yourself, or have the program select it. The parameter ADD NAMES SEQUENTIALLY controls the method. If you assign the number, the program asks for the number. If the program selects the number, it tries to assign the number in the NEXT NAME RN parameter, then adds 1 to the parameter. It won't assign a record number that has a name in it already. If the name for the number in NEXT NAME RN isn't empty, it adds 1 then tries again, until it finds an empty one. The number assigned always shows at the top of the Add Name box, Figure 10.1.

The record number has no genealogical meaning. It is a computer number only. It identifies a unique location on your disk where one person's information is stored. We recommend that you let Family Roots assign the number for most cases. For more information about record numbers and genealogical ID numbers, please refer to the SHOW RN WITH NAMES and SHOW SPECIAL ID WITH NAMES parameters in Chapter 17.

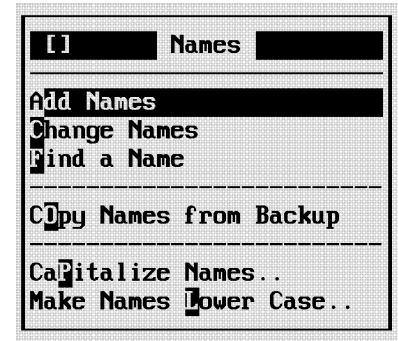


Figure 10

Figure 10.1 - Same four boxes show for finding, editing, and changing a name.

The record number is important. It uniquely identifies each person within your Family Roots data base. You use the record number to tell the program who the parents, spouses, and children are for each person. Chapter 11 discusses this in more detail.

Each name in Family Roots has four parts or fields: FIRST NAME, LAST NAME AT BIRTH, MARRIED NAME, and TITLE. The Add Name dialog box, shown in Figure 10.1, has a separate box for each field. You can type more than one given name into the FIRST NAME box, including any nickname. Use the MARRIED NAME field to insert the husband's surname for ladies, and leave it empty for males. Typing a MARRIED NAME field is entirely optional. Some customers choose always to leave it empty. See USE MARRIED NAME and USE HUSBANDS' SURNAME in Chapter 17 for more information about this.

Type "Dr.", "Jr.", "III" into the TITLE field. You may choose to type an alternate name spelling or comment into the TITLE field as well. The TITLE field is probably empty for most of your people. Any one field of the name can be at most 99 characters long.

If you want to record information for a person, you must assign a record number with a non-empty name. Many functions within the program ignore records with empty names. If you know neither the first name nor the birth surname, we suggest you type something like "Unknown" in one of those name fields.

The Add Name dialog always starts with no entries in any of the fields. Use the TAB key to move from one field box to the next, or to cycle back to the first box. If the parameter <CR> ADVANCES TO NEXT BOX is Yes, hitting <Enter> also moves to the next box, but does not cycle. When you type an entry that is longer than the box for the field, it scrolls from right to left. Use the editing keys to move within the field. Type any character into a name field except the one assigned to the SEPARATOR IN NAMES parameter, almost always the percent sign (%).

Choose OK from the Add Name dialog box when the name is correct. The program returns either to where you came from or gives you another Add Name box. The ADD NAMES IN BATCHES parameter controls this choice. If it gives you another Add Name box and you don't want to add another, select OK without typing anything. Hitting ESC also cancels, but if you had entered any name, it is lost.

A frequent practice in Family Roots is to allocate certain ranges of record numbers for branches of the family. For example, you might assign numbers 1 to 1500 to the paternal side, and 1501 to 4000 to the maternal side. To switch between the branches for adding names, set the NEXT NAME RN parameter to a number in the other branch before adding. Note that you do not need to remember exactly where you left off. Set NEXT NAME RN to a number you remember using, and the program finds the next higher unused record number from there.

Allocating record numbers by range makes it easier to print a sorted list of the names in that branch.

A frequent question from new users of Family Roots is "How do I start assigning the record numbers?" In other words, who gets the first number. Answer: it doesn't matter. As stated before, the record numbers have no genealogical meaning. Start wherever you like, with whomever you want. You can jumble everyone's numbers, or be quite methodical, whichever you prefer. Family Roots helps you keep it all organized.

Record numbers must be positive integers without any punctuation or letters. Other than that, Family Roots does not restrict the value of the record number you choose. However, if you plan to use your data on floppy disks, consider the consequences of choosing numbers that are far apart for closely related people. Each disk contains a fixed range of record numbers, and each person's name and information reside on one disk. If you choose numbers that are on different disks, you may have to swap data disks frequently in order to print anything. This is partly a function of how many drives you have.

For example, suppose you allow one drive for data, and put yourself on one disk, your father on a second, and your mother on a third. You must swap each of the disks 6 (yes six) times in order to print 3 entries on a standard pedigree chart. Placing all three people on the same disk, lets you start that same chart, walk away, and have it done when you return from your doughnut break. Similarly if you allow three drives for data, the placement on three separate disks poses no particular problem. You can have all of the pertinent disks loaded at the same time. We suggest you place relatively closely related people on no more disks than you have drives.

- 10.2 CHANGE NAMES - When you choose Change Names, the program asks for the record number. When you give it a valid number, it shows the Change Name dialog box. The dialog box looks quite similar to the one for adding names, Figure 10.1. One difference is the title of the dialog box. The other difference is that the name fields can contain previous entries.

Cycle to the name field you want to change using the TAB key. If the parameter <CR> ADVANCES TO NEXT BOX is Yes, hitting <Enter> also moves to the next box but does not cycle.

To clear a name field (for instance something in married name), delete it with Alt-Y or by Ctrl-E.

Choose OK when finished with your corrections. You return either to where you came from, or the program asks for another record number. The CHANGE NAMES IN BATCHES parameter controls this choice. To exit from an "endless" loop, hit ESC.

- 10.3 FIND A NAME - After you have stored lots of people into Family Roots, you probably don't remember many of their record numbers. When you choose 'Find a Name', the program offers three different methods of looking, as shown in Figure 10.3a.

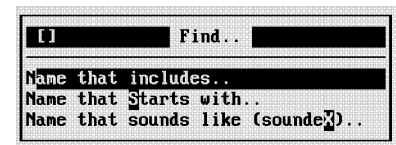


Figure 10.3a



It is common in most families to have people with the same name. When the program finds a name that matches your request, it shows you the name and birth information as shown in Figure 10.3b. The extra information allows you to decide if this is the correct person.

The search ends when you accept the result. The program assigns the record number for the accepted person to function key F10. Rather than trying to remember or jot down the number, use the F10 key in the next operation that needs that record number.



Figure 10.3b

A common use of 'Find a Name' and the F10 result is while editing records. Suppose you are editing a record and need the record number for the spouse. First search for the name. Then return to the record, and select the spouse field (i.e. edit it). Hit F10. The spouse's record number appears as the entry in the field.

In all other respects, using 'Find a Name' is identical to the name choices from the Access menu described in Chapter 14.

10.3.1 NAME THAT INCLUDES.. - see Access Menu section 14.5

10.3.2 NAME THAT STARTS WITH.. - see Access Menu section 14.6

10.3.3 NAME THAT SOUNDS LIKE (SOUNDEX).. - see Access Menu section 14.7

10.4 COPY NAMES FROM BACKUP - Use this to retrieve names from a backup disk to replace damaged names. Family Roots stores names in a separate file on your disk. It groups several names together, usually 15 per group. When you ask for one name, the program retrieves the entire group, then extracts the one you want from the group. Because of this design, you must copy an entire group from a

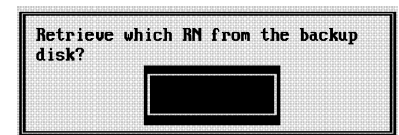


Figure 10.4a

this design, you must copy an entire group from a

backup disk. You can not copy a single name from a backup.

The program asks for the record number to copy, as shown in Figure 10.4 a. When you give it a number, it shows you the affected number range for verification, as shown in Figure 10.4 b. After you accept that range, it asks for the path or drive to use for the backup files. It suggests the value in the BACKUP DRIVE parameter as the answer. If the path you supply is on a floppy disk, the program prompts you to insert a disk, then copies the names.

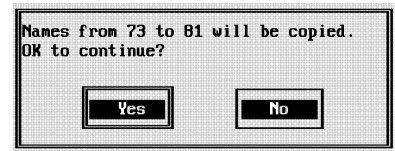


Figure 10.4b

- 10.5 CAPITALIZE NAMES.. - Change lower case names to upper case; entirely, or by part. The program gives you the choices shown in Figure 10.5. After your choice, it asks for a range of record numbers. When you give it a valid range, it changes the names as you requested.

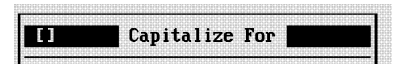


Figure 10.5 Choices same as figure 10.6

- 10.6 MAKE NAMES LOWER CASE.. - Change upper case names to lower case; entirely, or by part. Use this if you started out typing all your names in upper case, and now wish that you hadn't. The program gives you the choices shown in Figure 10.6. After your choice, it asks for a range of record numbers. When you give it a valid range, it changes the names as you requested.

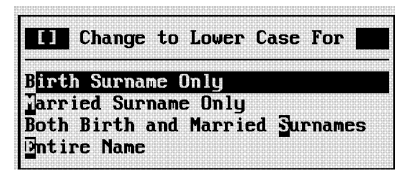


Figure 10.6

Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

11 RECORDS - Every person assigned a record number possesses a record. You assign record numbers from the Names menu as described in chapter 10. A record contains all the information about a person except their name. Choosing 'Records' from the menu lets you perform various operations on records. You get the menu in Figure 11.

11.1 EDIT RECORDS - When you choose this item, the Access menu appears. The purpose of the Access menu is to let you choose records by number, name, or grouping. The Access menu appears for many different menu choices, not just record editing. See chapter 14 for details about the Access menu.



Figure 11

If the record you choose has an empty name, the Add Name dialog, Figure 10.1, appears first. Although not required, we suggest you type a name at this time. See section 10.1 for more details.

The Edit Records screen, illustrated in Figure 11.1.1, appears for each record you choose. Note that it has its own menu bar at the top. The following sections describe how to edit fields, use the menu bar items, and related issues.

11.1.1 EDIT RECORDS SCREEN - The screen shows the fields for editing as its main feature. Other features are: a) The name and record number of the person you are editing shows at the top center in the label bar. b) The Help button appears at the top right of the label bar. c) The Close Box appears at the top left of the label bar, as it does for all screens. d) The word ZIP

appears at the left of the label bar when ZIP mode is active, otherwise not. e) The number of characters used out of the total available shows at the top right corner. f) If the record is Locked, the letter 'L' appears at the top right, before the 'Characters used' message. g) If Insert mode is On, the symbol '<Ins>' appears in the label bar at the left while you are editing a field, otherwise not. h) Important reminders appear on the bottom line of the screen. i) Small arrows at the right, at top and bottom, indicate you may use the PageUp and PageDown keys to move the fields displayed. See below for more information on some of these.

\* File Settings Goto Names Other L Characters used:287 of 768

[1] ZIP <Ins> Edit Record for Adam ASH (RN=96) Help

- 1 LAST UPDATED: Sep 08, 1992
- 2 SEX: M
- 3 BORN ON: Mar 01, 1744
- 4 BORN AT: Probably,,Germany
- 5 DEATH DATE OR 'LIVING': May 01, 1819
- 6 DIED/LIVING AT: Gregory's Run,Harrison,West Virginia
- 7 BURIED: Private Property,Gregory's Run,Harrison,West Virginia
- 8 CODE: 96
- 9 RELATION: 4G Grf
- 10 FATHER:
- 11 MOTHER:
- 12 NUMBER OF SOURCES:
- 13 NUMBER OF RESIDENCES:
- 14 NUMBER OF MARRIAGES: 1
- 15 SPOUSE #1: Catherine YOST Ash (RN=97)
- 16 MARRIED DATE #1: 1769
- 17 MARRIED PLACE #1: Probably,,Germany
- 18 MARITAL STATUS #1: Married
- 19 NUMBER OF CHILDREN: 11
- 20 CHILD #1: Christopher ASH (RN=48)

Alt-E = Save & Exit Esc = Exit, no save Alt-Z toggles Zip Alt-H Help

Figure 11.1.1

You can only make an entry in a field or edit its prior contents when the field is selected. Select a field by: a) clicking on the title or anywhere on its line with the mouse, or b) using the arrow keys to highlight the field title, then hitting <Enter>, or c) typing the number in front of the field title, then hitting <Enter>. After you select a field, the cursor moves to the start of the field entry (after the title).

After you select a field, type whatever you wish, or correct the previous entry. ALT-H shows what keys to use while editing the field. Hit <Enter> at any point to accept the field contents as it currently exists. The result after that depends on ZIP mode.

When the Edit Records screen first appears for a person, ZIP mode is On or Off based on the START WITH ZIP ON parameter. You can turn ZIP mode On or Off at any time by pressing ALT-Z. If ZIP mode is On, the program automatically selects the next field for editing each time you hit <Enter>. When you hit <Enter> in the last field while ZIP mode is On, the program automatically turns ZIP mode Off. It leaves the last field title highlighted. If you start with ZIP On, move the highlight bar to the field where you want to start before selecting the field.

If ZIP mode is Off, the highlight bar moves to the next field title after you hit <Enter> from editing a field. It does not select the next field for editing. When you hit <Enter> from editing the last field, it leaves the last field title highlighted.

In summary, use ZIP On to edit each field in turn without having to select it. Use ZIP Off to edit fields in any order you wish. With ZIP Off, you must hit <Enter> twice to edit each field in turn.

The '<Ins>' showing that Insert mode is On appears only while you have a field selected. Turn the Insert mode On or Off by pressing the Insert key on your keyboard.

The number for characters available at the end of the 'Characters used' message depends on the USE VARIABLE LENGTH RECORDS parameter. If the parameter is No, the number is the maximum size of one record. If the parameter is Yes, the number is the combined size of five records. When the parameter is Yes, five records share the same storage space.

The program won't save a locked record to disk without first asking you. Lock a record from the Other menu as described in section 11.1.2!. You can lock any record to force the program to advise you before any potential automatic changes.

Use the parameters EDIT RECORDS FIELD LIST, EDIT RECORDS SHORT FORM, and USE SHORT FORM to select the fields you want to appear on the Edit Records screen.

Sections 11.1.3" through 11.1.10( present information you may need to know about making entries into each kind of field. The parameters DITTO LAST RECORD KEY, REPEAT ENTRY KEY, and FUNCTION KEY aid in reducing repetitive entries; see Chapter 17 and section 9.13 for details.

#### 11.1.2 EDIT RECORDS MENU BAR

\* File Settings Goto Names Other

11.1.2.1 \* This is the same as the \* item on the Main Menu. Please refer to chapter 7 for further details.

Figure 11.1.2

#### 11.1.2.2 FILE



Figure 11.1.2.2

11.1.2.2.1 EXIT & SAVE - Saves the current record and exits the current record. The next record you chose from the Access menu appears for editing, or you return to the Main Menu if Access is complete.

- 11.1.2.2.2 SAVE - Saves the current record and remains in the current record. You may continue editing this record. Use this if you want to be sure the current state of the record gets to the disk.
- 11.1.2.2.3 QUIT, DON'T SAVE - The program exits from the record without saving it. You lose any changes made since the last time you saved the record. If ASK TO SAVE RECORDS is Yes, the program asks for verification. After that, the next record you chose from the Access menu appears for editing, or you return to the Main Menu if Access is complete. Use this item if you pulled up a record just to look at it or pulled up the wrong record.
- 11.1.2.2.4 CANCEL, RETURN TO MAIN - The program exits from the record without saving it. You lose any changes made since the last time you saved the record. If ASK TO SAVE RECORDS is Yes, the program asks for verification. After that you return to the Main Menu regardless of any further Access choices. This item is especially handy if

you accessed a range or list of records and do not wish to continue editing the list.

- 11.1.2.2.5 COPY FROM... - This copies the entire contents of another record into the current record. It asks you for the record number. If the record number is different from the current record, it copies from the same data base. If the record number is the same as the current record, it copies from a backup. It asks you for the path or drive for the backup.

If you are editing records for several children from the same family, the records are often quite similar. Edit and save one child's record. When you bring up the next child's record, copy from the first child, and edit for the differences.

Copy from a backup if the current record is damaged in some way. This is the same as choosing 'Copy Record from Backup' from the Records menu, except it copies the record into memory rather than to disk.



11.1.2.2.6 PRINT THIS RECORD - This prints a person sheet. It prints the sheet from the record as saved on disk, not from memory. It wants to save the record in memory to disk first. If ASK TO SAVE RECORDS is Yes, the program asks for verification. Then it prints the record as described in section 12.6, including the request for destination. It returns to the Edit Records screen when finished.

11.1.2.3 SETTINGS - This is identical to choosing Settings from the Main Menu. See chapter 9 for details. Call up the Set Function Keys parameter screen from the Settings menu, or do it directly from the Edit Record screen by pressing ALT-K.

11.1.2.4 GOTO - Move to editing another record directly from the current record. The program wants to save the current record first. If ASK TO SAVE RECORDS is Yes, it asks for verification. After the new record appears, you may choose another record via 'Goto'.

Repeat 'Goto' as many times as you wish. When you choose 'Exit & Save' or 'Quit, Don't Save' from the File menu, it reverts to the next choice from the Access menu if any.

Go to a record according to your choice from the menu shown in Figure 11.1.2.4 as described next.



Figure 11.1.2.4

- 11.1.2.4.1 FATHER'S RECORD - Goes exactly where you think.
- 11.1.2.4.2 MOTHER'S RECORD - Goes exactly where you think.
- 11.1.2.4.3 CHILD'S RECORD - If the current record has exactly one child with a record number, it goes directly there. If there is more than one child, it asks you which one. It wants the child's birth position (1, 2, 3, etc.) as its answer, rather than the record number. Then it goes to that record.
- 11.1.2.4.4 SPOUSE'S RECORD - As with the children, it automatically goes to the spouse's record if there is only one. It asks which one if there is more than one spouse.
- 11.1.2.4.5 RECORD NUMBER - Choose a specific record number to go to.
- 11.1.2.4.6 NEXT RECORD - Goes to the next higher record number, for example to 223 if the current record is 222.

11.1.2.4.7 PREVIOUS RECORD - Goes to the next lower record number, for example to 221 if the current record is 222.

11.1.2.5 NAMES - This shows the menu in Figure 10. These five items are identical to the ones like them for 'Names' from the Main Menu. See chapter 10 for details.

11.1.2.6 OTHER - This shows the menu in Figure 11.1.2.6.

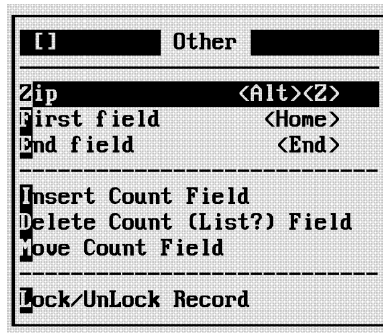


Figure 11.1.2.6

11.1.2.6.1 ZIP - Toggles ZIP mode from On to Off or from Off to On. When ZIP mode is On, the word ZIP appears in the label bar at left in the Edit Records screen.

11.1.2.6.2 FIRST FIELD - Moves the highlight bar to the first field title on the screen.

11.1.2.6.3 END FIELD - Moves the highlight bar to the last field title on the screen.

11.1.2.6.4 INSERT COUNT FIELD - Use this to add a field at the start or in the middle of a group of count fields. For example, use this if you have 3 children in the record, and want to add a child in the second position.

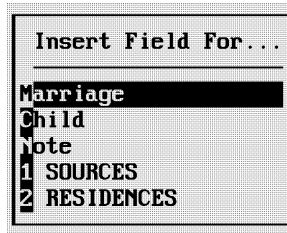


Figure  
11.1.2.6.4a

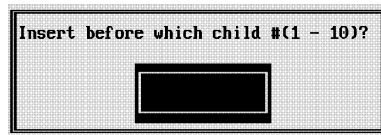


Figure 11.1.2.6.4b

The program first asks which expanding count field to insert for, like in Figure 11.1.2.6.4"a. When you choose the count field, it asks where you want to insert, as shown in Figure 11.1.2.6.4"b. It inserts an empty field in that position, and moves all the fields after that down one. For example, suppose the record has 3 children and you insert in position 2. The program changes NUMBER OF CHILDREN to 4. Child 2 becomes child 3, and child 3 becomes child 4. The new Child 2 field is empty.

11.1.2.6.5 DELETE COUNT FIELD - Use this to delete a field at the start or in the middle of a group of count fields. For example, use this if you have 3 children in the record, and want to remove the child in the second position.

The program first asks which expanding count field to delete, similar to Figure 11.1.2.6.4"a. When you choose the count field, it asks which field you want to delete, similar to Figure 11.1.2.6.4"b.

It deletes the field in that position, and moves all the fields after that up one. For example, suppose the record has 3 children and you delete in position 2. The program changes NUMBER OF CHILDREN to 2. Child 3 becomes child 2. The child 3 field vanishes.

11.1.2.6.6 MOVE COUNT FIELD - Use this to reorder count fields. For example, use this if you have 3 children in the record, 1-Sam, 2-Laura, and 3-Jane, and want to change that to 1-Sam, 2-Jane, and 3-Laura.

The program first asks which expanding count field to change, similar to Figure 11.1.2.6.4"a. When you choose the count field, it asks for the old field number, similar to Figure 11.1.2.6.4"b. Then it asks for the new field number. It moves the field from the old position to the new position. It adjusts any other positions as needed. In our example for the 3 children, we choose 3 as the old number (Jane), and 2 as the new position. It moves Jane to position 2 and moves Laura up to position 3.

Make several such moves, one at a time, if you need to make a more complicated rearrangement.

11.1.2.6.7 LOCK/UNLOCK RECORD - Changes the Lock indicator in the record from Locked to Unlocked or from Unlocked to Locked. The program won't save a locked record to disk without first asking you. When a record is locked, the letter L appears on the top line of the Edit Records screen.

11.1.3 ENTERING RELATIONSHIPS - This section discusses the entries for person fields. The person fields are FATHER, MOTHER, SPOUSE, CHILD, and any fields like these that you added.

Type either a record number or a name into a person field. When you type a record number, the program looks up the name and displays it in the record. It displays "(RN=xxx)" at the end, showing the number. When you type a name instead of a number, the program displays "(No Record)" at the end, indicating you didn't enter a record number. The symbols "(RN=" and "(No Record)" come from the file GENERAL.LAB if you want to change them.

When you type a number into a person field, type only the number, all by itself. Don't put it inside parentheses, and don't prefix it with "RN=":

Right!	FATHER: 286
<b>Wrong!</b>	<b>FATHER: (286)</b>
<b>Wrong!</b>	<b>FATHER: (RN=286)</b>
<b>Wrong!</b>	<b>FATHER: John (RN=286)</b>

If the parameter REMINDER MODE is set to Yes, the program looks for the equal sign

in a person field. It shortens the entry to the number after it if present. Thus the program sometimes detects and corrects the last two wrong cases. You can, however, save yourself considerable typing by doing it right.

The concept of using record numbers is important. When you use the number, the records become linked. This enables many operations within Family Roots, including complementing (see section 11.1.10()), and printing most of the charts and sheets (see chapter 12). When you don't link records, the program is not able to examine relationships beyond the immediate ones. With linked records, it can find grandparents, grandchildren, aunts, cousins, etc.

When should you type a record number and when should you type a name? You might type a name for a child that died young, for a spouse whom you don't want to follow, or for the parents of a spouse. However, we recommend using record numbers for almost everyone. It requires more disk space, but there are other considerations. Only people with record numbers appear on sorted lists. Using a record number implies the person has a record, i.e. a place to store their information. But the strongest argument for using record numbers is the ability to share.

Genealogy is an activity that involves sharing. You will eventually want to share your data with others, and you may want to receive information from them as well. The Mormon Church also has a great deal of family data, which they make available to anyone, not just church members. Our Import/Export utility Family Links lets you exchange data automatically, without retyping. Many different software manufacturers support the special format used by Family Links, called GEDCOM. You can exchange information with others by using Family Links even if they don't have Family Roots. Information exchange may not

be perfect, due to design differences between software packages. In particular, Family Roots is one of the few, if not the only, software package that allows you not to assign a record for a person. When you send your data to someone else, and the data includes people without records, it is quite likely the receiving software doesn't know what to do with those people. Consequently the people don't transfer automatically, but get dumped into a file that the receiver must examine manually. The best way to avoid this problem is to assign records to most of your people.

Another possible approach is to type names into person fields as a temporary measure. As you pursue your data entry, come back later and replace these entries with record numbers as you assign them. If you need to find records where you typed names instead of numbers, use 'Search Record Contents' under Records from the Main Menu. Search all the Person fields with the <Not> # command.

When you type a name into a person field, you may include other information as well. For example an entry for a child that died young might say

                  GEORGE FOOTE (1873-75)  
indicating the birth and death years.

You may type two or more record numbers into any person field. Use this to show adoptions. Type the numbers separated by an ampersand (&). For example, type

                  FATHER: 219 & 1470

The program considers the first one as the primary or most important relationship. The Edit Records screen displays both (or all) names. When you print anything, it uses the first number if CHOOSE RELATIVE is No, or it asks you if the parameter is Yes. See CHOOSE RELATIVE in Chapter 17 for details.



- 11.1.4 ENTERING DATES - Family Roots accepts a date no matter how you type it. However, it examines what you type and attempts to convert the entry to a standard storage format. If it succeeds, you have greater capability for printing and searching. We refer to dates it successfully converts as "standard dates" and those it doesn't as "non-standard dates".

In converting to standard dates, the separators you use are important. Use spaces, slashes, or dashes between the parts -- month, day, and year. If you type letters (vs. numbers) for the month name, upper or lower case doesn't matter. If you type only part of the month name, it uses the first month that matches the letters. For example Ju is June, not July. Only the first 3 letters of the month name are significant. If you type only two digits of the year, the program expands it to four digits using the FIRST TWO YEAR DIGITS parameter.

The program recognizes the following entries for conversion to standard dates:

<u>Format</u>	<u>Examples</u>
dd mmm yyyy	13 Aug 1971 13 Au 71 13 August 1971 13 Augmrph 1971 ?? ??? 1971 13 Aug 197? 13 Aug 0971
dd/mmm/yyyy	13/Aug/1971
dd-mmm-yyyy	13-Aug-1971
mmm dd, yyyy	August 13, 1971 Aug 13 1971 Au 13, 1971 Aug 13, 71 Aug ??, 1971
mmm/dd/yyyy	aug/13/1971 Aug/13,/1971
mmm-dd-yyyy	aug-13-1971 Au-13,-1971

The following depend on the DAY/MONTH ENTRY ORDER parameter to decide whether the month or day comes first:

dd/mm/yyyy	13/08/1971 13/8/1971 13/8/71 ??/8/1971
dd mm yyyy	13 8 1971
dd-mm-yyyy	13-08-1971
mm/dd/yyyy	08/13/1971 8/13/1971 8/13/71 ?/13/71
mm dd yyyy	8 13 1971
mm-dd-yyyy	8-13-1971

Although the program accepts the following, it does not convert them to standard dates. It stores these dates exactly like you type them:

<u>Non-Standard</u>	<u>Why</u>
13Aug1971	No separators
13 Aug/1971	Mixed separators
13/Aug-1971	Mixed separators
13/Aug 1971	Mixed separators
13-14 Aug 1971	Day range
13 Aug 971	3 digit year
2 Mar 1751/1752	Split year
13 Aug 1971?	Question mark
13 or 18 Aug 1971	Extras
About Aug 1971	No day
Circa 1971	No month or day
Before 1971	No month or day
After 1971	No month or day
Maybe 1971	No month or day
Unknown	No information
I don't know	No information

When the date is standard, the USE MONTH NAMES, DAY/MONTH DISPLAY ORDER, SUPPRESS LEADING ZERO ON DATE, and MONTH NAME LENGTH parameters control how the dates print.

These parameters have no effect on non-standard dates. The parameter PUT CHILDREN IN ORDER, available for some forms, produces better results for standard dates.

The DEATH DATE OR LIVING field can contain either a date or the word "Living". The program abbreviates the word to its first letter. Thus it is sufficient to type only the letter L for a living person. The program determines the actual letter to use from the GENERAL.LAB file.

- 11.1.5 ENTERING MARITAL STATUS - The program recognizes certain entries in the MARITAL STATUS field. It stores the special ones in the record on disk using the first letter only. The status values it recognizes are Married, Widowed, Divorced, Engaged, Single. These words appear in the file GENERAL.LAB. You may change them or add up to three more of your own design.

The program automatically places Married into the MARITAL STATUS field when INSERT 'MARRIED' AS STATUS is Yes. It does this when you make your first entry into any one of the other fields for this marriage. If you later correct or add to the information for the marriage, the program does not change the status field entry.

- 11.1.6 ENTERING ADDRESSES - Type an address into any place name field. These include BIRTH PLACE, DIED/LIVING AT, and MARRIED AT. The program considers any place name that contains a semicolon (;) as an address. When you enter an address, type a semicolon between the parts that normally appear on separate lines. End an address with the phone number if you want to show it.

Typical address entries look like:

1465 Mass. Ave.;Arlington MA 02174;617-641-2930  
1465 Massachusetts Avenue;Arlington MA 02174;

You can print an address list by pulling down Print from the Main Menu. This function uses only addresses in the DIED/LIVING AT field. It does not use an address you typed into any other field. A parameter lets you omit the phone number from address lists if you wish. See section 12.10 for more details.

Type a semicolon after the state name in addresses. The parameter USE FULL ADDRESS lets you print all or part of an address on forms. When the parameter is No, the program extracts whatever appears between the last and next-to-last semicolon for printing. Normally you want that to be the city and state. The parameter applies to all address entries, not just those in the DIED/LIVING AT field. See the parameter in Chapter 17 for more examples and details.

An address probably includes a ZIP or Postal Code following the state or province. When you set USE FULL ADDRESS to No, it may print the code with the city and state. Force it to omit the code in this case by typing a Ctrl-O (letter Oh) directly before the code. You must set ALLOW CTRL'S IN DATA to Yes before it lets you type the Ctrl-O.

A popular added field relating to addresses is the expanding count field NUMBER OF RESIDENCES. When you type a number, say 3, into that field, three new fields labeled RESIDENCE appear. You can type an address into each one. Use this to keep track of moves or migration patterns in your family. See Chapter 6 for how to add a field.

- 11.1.7 USING EXPANDING COUNT FIELDS - The standard expanding count fields are NUMBER OF MARRIAGES, NUMBER OF CHILDREN, and NUMBER OF NOTES. You may add up to two more of your own choosing. Typical such fields are NUMBER OF SOURCES, NUMBER OF CENSUSES, and NUMBER OF RESIDENCES.

Type a number into an expanding count field. When you do so, the program introduces new fields. It makes at least 4 fields for each marriage, and one new field for each of the other expanding count fields. For example, type 4 into the NUMBER OF CHILDREN field to introduce four new fields, one for each child. On the Edit Records screen, the new fields appear after the expanding count field. The field numbering at the left of the screen changes too.

Beginners sometimes make the mistake of trying to type information directly into the expanding count field. For example, we have sometimes seen the NUMBER OF NOTES field with an entry like "Visited the 1896 world's fair; died of pneumonia" instead of a number.

Leaving the NUMBER OF MARRIAGES and NUMBER OF CHILDREN fields empty is different from entering 0 (zero). Empty implies the information is unknown. Zero is specific, known information. To indicate a single person (not married), enter 0 in the NUMBER OF MARRIAGES field. As an alternative, enter 1 and type "Single" in the MARITAL STATUS field.

If you don't know what exact number to type into an expanding count field, type something and then comment on it. You won't have any expanded fields unless you type some number. For example,

NUMBER OF CHILDREN: 14?

NUMBER OF CHILDREN: 14^not sure

NUMBER OF CHILDREN: 14^2

are valid entries. The carat (^) identifies to the program that a reference or comment follows (see next section). The last example refers to the NOTE #2 field for a clarifying remark of some kind.

If you need to change the order of the expanded fields, use 'Move Count Field' from the Other menu. See section 11.1.2.6.6 for details. See 11.1.2.6.4" and 11.1.2.6.5" for related topics.

- 11.1.8 ENTERING FOOTNOTES AND SOURCES - You may refer to a note field from any other field for further information. Do this by typing whatever information into the field, then the footnote character, followed by the reference. The parameter FOOTNOTE CHARACTER defines the special character used for references, usually the carat (^).

Some examples appear in the previous section. More examples:

BIRTH DATE: 13 Apr 1863^1

BIRTH PLACE: Boston Mass.^1

DEATH DATE OR 'LIVING': 19 Dec 1949^3

The number after the carat refers to a NOTE # field with the same number.

The most frequent purpose of references is to cite sources. Good genealogy identifies where each piece of information came from, stated in enough detail to find it again. You may refer to the note fields or to another field for your sources; see SOURCE FIELD INDEX in Chapter 17.

Since note fields can contain information other than sources, the program offers two ways to automatically identify a note that contains a source. A third way to identify notes with sources is to have the program ask you each time it prints anything. A fourth way to identify notes with sources is to tell the program that all notes have sources. See below and the parameter USE NOTES (A/F/S/Q/O) in Chapter 17 for clarification.

The first and preferred way to identify a note as containing a source is to start it with the footnote character. We call this a flagged note. For example,

NOTE #1: ^Births book 22, page 61

cites a source because it starts with the carat. The program does not print the initial carat when it prints the note.

The second way to identify a source note is to use a Note Selector. You type a Note Selector in the NUMBER OF NOTES field. It must follow the number and a carat. The Note Selector consists of the letter Y or N, one for each note. The letter Y says to print the note, N not to print it. For example, a Note Selector with its notes looks like

```
NUMBER OF NOTES: 3^YNY
NOTE #1: Births book 22, page 61
NOTE #2: Died of emphysema
NOTE #3: Deaths book 87, page 30
```

Type the Y or N in the Note Selector in upper or lower case -- it doesn't matter. The program also accepts 1 for Y and 0 for N to maintain consistency with earlier versions. If you type fewer Y's or N's in the Note Selector than there are notes, the program assumes Y for the remaining ones. For example, using "3^YN" is equivalent to the above. By implication, if a record has no Note Selector, the program assumes it is Y for all notes.

We recommend you use flagged notes rather than Note Selectors to identify source notes. The two features are independent and you can mix them. Note Selectors came into being to allow you to omit certain notes on charts. In particular, the chart parameter SELECTIVELY SUPPRESS NOTES looks for the Note Selectors. The kind of notes you want to omit may say something sensitive about a person that you don't want to distribute ("He was an old grouch"). If you use notes to keep track of your research progress, the Note Selector lets you omit them as well. If you use Note Selectors to identify sources, they become unavailable for the other purposes.

When you type a reference to a note into another field, the program "pops up" the note for editing after you hit <Enter>. In the example above, NOTE #1 appears

immediately after you type the birth date and hit <Enter>. See Figure 11.1.8\* for a pop-up note. If the note didn't exist before, the program changes the NUMBER OF NOTES field automatically.

NOTE #8:	
16	MARRIED DATE #1: Jun 01, 1947^8
17	MARRIED PLACE #1: Akron, Summit, Ohio

Figure 11.1.8

#### 11.1.9

If you move, delete, or add notes (see sections 11.1.2.6.4" through 11.1.2.6.6 ), the note numbers may change. The program automatically adjusts references to notes from the other fields. If the BIRTH DATE field refers to NOTE #1 and you do something that changes the note to #2, the program changes the reference from 1 to 2 in the BIRTH DATE field.

- 11.1.10 UNDERSTANDING COMPLEMENTING - The term complementing refers to the process of copying information from the current record into other records based on logical inferences. For example, the marriage date and place for this person are the same for the spouse. The program automatically places the information into the spouse's record.

Several parameters let you control complementing. DO COMPLEMENTING turns the entire process on or off. SUBSTITUTE UNCONDITIONALLY, ENTER SPOUSE'S CHILDREN, COMPLEMENT ADDRESS, COMPLEMENT CHILD WITH NO RN, COMPLEMENT FOOTNOTE CHARACTER, and COMPLEMENT MARRIAGE DATA each controls one kind of complementing. Please refer to these parameters in Chapter 17 for details.

Complementing occurs after you exit and save the current record. It does not occur until after you exit the record. If you save the record but don't exit, complementing doesn't occur (yet). The program complements only new information you enter. Assuming the parameters allow it, the program performs the following complementing operations.



- 11.1.10.1 It copies pertinent marriage data into the spouse's record. It asks which marriage to use for the spouse, meaning which marriage number (1, 2, 3, etc.). It adjusts the marital status according to content and relative death dates.
- 11.1.10.2 It places the record number of the current record into the father's and mother's records as a child entry. If the record number already appears as a child (for the parent), it does not add a new child. If it is able to decide that a person without a record number in the parent has the same name as the current person, it replaces the name with the record number.
- 11.1.10.3 It enters the sex for the spouse if you entered it into the current record. The ASK FOR MISSING SEX parameter reminds you to enter the sex.
- 11.1.10.4 It places the record number of the current record into the father or mother field for each child. It needs to know the sex for the current record. It asks if it can't determine the sex some other way.
- 11.1.10.5 It places the record number of the spouse's record into the mother or father field for each child. It needs to decide who the other parent is. This depends on the number of marriages and the surnames. If there is only one marriage in the current record, it uses that spouse. If there is more than one marriage and the current person is female, it decides by comparing the children's surnames with the

husband's surname. Because of this, we suggest you type children into the female's record.

Notice that the combined effect of this and the previous step is to place both parents into each child's record.

- 11.1.10.6 It places the appropriate children from the current record into the spouse's record as children. It does not add new child fields if it is able to match the current children with entries already existing in the spouse's record. It compares children both by record number and by name. See COMPLEMENT CHILD WITH NO RN for a description of some problems that might occur here. As with the previous kind of complementing, this depends on being able to determine the other parent.

- 11.1.10.7 It tries to place a living person's address into other family member's records. It asks for each child and spouse with no death date, as illustrated in Figure 11.1.10.7&. It only uses the address in the DIED/LIVING AT field for this.

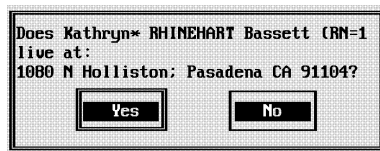


Figure 11.1.9.7

- 11.2 SEARCH RECORD CONTENT - Use this to locate records according to what you typed into them previously. Use this also to automatically search and replace the contents of fields.

If you want to find the record for a person by name, you are in the wrong place. Use 'Find' under Names to locate specific records, or 'Sorted Lists' under Print to make a list of people's names. For example, use 'Find' to locate the record for Harry Vorenberg. Use 'Search Record Content' to locate records that have Harry Vorenberg as the father.

You perform a search by first telling the program what to search for using the 'Search Records' screen. Then you pull down 'File' and choose 'Begin Search'. It shows the Access menu (see Chapter 14) to ask which records to search. As the result of a search, either: a) a record that matches appears on the screen for editing; or b) the program adds the record number of a matching record to the List in Memory.

11.2.1 SEARCH RECORDS SCREEN - The screen for setting up a search bears a striking resemblance to the Edit Records screen. See Figure 11.2 for an example. This is no accident. The program chooses the fields on the screen using the EDIT RECORDS FIELD LIST, USE SHORT FORM, and EDIT RECORDS SHORT FORM parameters. You use this screen exactly as if you were editing a record.

The fields on your own screen may differ if you added other fields or changed the field list.

\* File Settings Characters used:50 of 704

[1] ZIP SEARCH FOR... Help

- 1 LAST UPDATED:
- 2 BORN ON:
- 3 BORN AT:
- 4 DEATH DATE OR 'LIVING':
- 5 DIED/LIVING AT:
- 6 CODE:
- 7 SEX:
- 8 RELATION:
- 9 BURIED:
- 10 NUMBER OF RESIDENCES: 1\*
- 11 Residence #1:
- 12 Number of Sources: 1\*
- 13 Source #1:
- 14 MISC:
- 15 FATHER:
- 16 MOTHER:
- 17 NUMBER OF MARRIAGES: 1\*
- 18 SPOUSE #1:
- 19 MARRIED DATE #1:
- 20 MARRIED PLACE #1:

Figure 11.2

You specify a search by making entries into the fields on this screen. Make entries into one field or into several fields at the

same time. The design allows beginners to perform simple searches without knowing very much, while providing extensive capabilities to more experienced users. When you make simple entries in the fields here, in most cases the program looks for a match to your entry anywhere within the field (a "substring" or "subset" search). For example, typing "Vegas" in the BIRTH PLACE fields finds records with "Las Vegas, NM" in that field. If you make simple entries into several different fields, the search succeeds only if all of the fields match the record. Case matters or not depending on the IGNORE UPPER/LOWER CASE parameter.

All the expanding count fields -- NUMBER OF MARRIAGES, NUMBER OF CHILDREN, NUMBER OF NOTES, and any you added -- display "1\*" and one expanded field. To search for a number in the count field, replace the "1\*" with the number you want to search for. To search for 1 marriage, enter a 1, but be sure to omit the asterisk. You can only search all of the expanded fields. For example, the program won't let you search only the CHILD #3 field. To search the expanded fields, make your entry in the #1 field. For example, to search all the child fields, enter the words to search for under CHILD #1.

You can type search commands as part of your entries when you want to set up a more complex search or want to be sure there is no misunderstanding. See below for more information and the on-line help for reminders.

The on-line help in Figure 11.2.1' shows the commands and their meaning. Valid commands are <AND>, <OR>, <NOT>, <EMPTY>, <=>, <IN>, <GREATER THAN>, <LESS THAN>, <FROM> <TO>, <REPLACE> <WITH>, <STARTS WITH>, and <SOUNDS LIKE>. Type all search commands between pointy brackets. You must type the brackets in order to identify that a command is present. Case within the brackets doesn't matter. The program changes it to upper

case. You only need to enter enough of the command to distinguish it from all the others. The first two letters are always enough. If your command is not valid, the program warns you. Invalid commands cancel the search.

Enter what you want to search for into the field you want to search, including any commands. If you don't include any commands, the program assumes `<=>` (exact match) for number fields or `<IN>` (INcluding) for all other types. For example, if you look for "CA" in a field, it finds records with the letters CA anywhere in the field. If you look for 3 in a number field, it finds records with 3 in that field, but not records with 13. If you look for 3 in a date field, it finds records with 1833, 1938, March, or any other date containing the number 3. If you want to search for an exact entry, enter the `<=>` command before the string to search for.

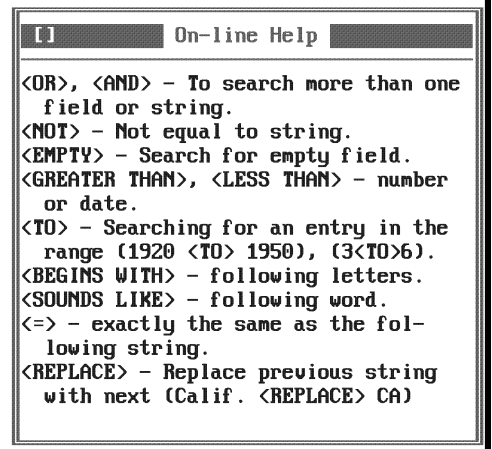


Figure 11.2.1

Combine `<NOT>` with other commands to find records that do not match the entry. Place `<NOT>` before the entry and any other command. Combine it with `<GREATER THAN>`, `<LESS THAN>`, `<EMPTY>`, `<STARTS WITH>`, `<IN>`, or `<=>`. Using `<NOT>` by itself means `<NOT><=>` in a number field and `<NOT><IN>` in all others. Use `<NOT><EMPTY>` to find records with an entry in the field. Use `<NOT>#` in person fields to find records with names instead of record numbers in them. `<NOT><FROM> xxx <TO> xxx` is not allowed. Phrase it as `<LESS THAN> xxx <OR> <GREATER THAN> xxx`.

<GREATER THAN> and <LESS THAN> compare numerically in number fields and date fields and alphabetically in text fields.

Use <FROM> and <TO> to find a range of numbers or dates. For example, enter <FROM> 1800 <TO> 1850 to find any date that falls between those years.

Use <REPLACE> and <WITH> to replace one word or entry with another. For example, <REPLACE> CA <WITH> California finds all the records with the letters CA in the field. It replaces CA with California, leaving the rest of the entry the same. The VERIFY REPLACE parameter lets you see every field and give your OK before replacing it. You cannot do a global replace on empty fields.

There are a few restrictions on using <REPLACE><WITH>. You can't search and replace in one field while doing only a search in another. You can't search and replace expanding count fields like NUMBER OF CHILDREN. You can't search and replace a record number appearing in a person field. You can, however, search and replace names in a person field, or replace something that appears after the footnote character.

<STARTS WITH> looks only at the beginning of the field to see if it matches your search. <SOUNDS LIKE> compares each word in the field to see if it matches your search.

If you want to search more than one field, the default is an AND search. In other words, all the fields must match. To do an OR search, add the <OR> command to the beginning of the entry in each field. For example, suppose you want to search for all the records containing the entry

California  
<OR> California  
in any one of the place fields. Type into the birth place, death place, marriage place, etc. (The REPEAT ENTRY KEY is very handy for that.) If California appears in

any one of those fields, that record satisfies the search. If there is no <OR> command, only those records with 'California' entered in every one of those fields satisfies the search.

Do an OR or an AND search in a single field by putting the <OR> or <AND> commands between the entries. For example, to search for everyone born in California, enter "Calif <OR> CA" in the BIRTH PLACE field. If you enter <AND> between the strings, only records that contain both words in that field satisfy the search.

Search date fields for a specific year by entering the year as 4 digits. Search for a month by entering the month name, or for a day by entering 2 digits.

Type the WILD CARD CHARACTER value, usually the question mark (?), to match any character in a position. Use this to find a record when you are certain of some of the characters but will accept anything for the rest. For example, typing

Bo?ton

finds either Boston or Bolton. Type the WILD CARD WORD value, usually the asterisk (\*), to accept any match from that position to the end of the entry. For example, typing

Fram\*

finds either Framingham or Framlingham. Change the parameters if you need to search for an actual question mark or asterisk.

Enter a number or name to search for in a person field. If the first character you type is a letter of the alphabet, the Edit Names screen (Figure 10.1) immediately appears. The first character you typed is lost. You must retype it since the program can't tell which part of the name you want to search. Enter a name in one or more of the name part boxes. The program searches that name field in each record. If the record contains a record number in that field, it looks up the name and checks the

corresponding name part. Unless you add commands, the program looks for the search word included within the name.

To include commands with a name search, first type the name part or parts as indicated above. Then edit the field again to add the commands. For example, suppose we want to find everybody whose father has a surname that sounds like Vorenberg. First select the FATHER field. Press any letter key. The Edit Names box appears. Tab to the second box for the Last Name at Birth field. Type

Vorenberg  
and hit <Enter>. The entry in the FATHER field now looks like

```
{}{Vorenberg}{}{}
```

The curly brackets indicate the separate parts of the name. Next select the FATHER field again for editing. Insert <SOUNDS LIKE> at the beginning. The field now looks like

```
<SOUNDS LIKE> {}{Vorenberg}{}{}
```

Due to some ambiguities, you can't type

```
<SOUNDS LIKE> Vorenberg
```

directly, without the curly brackets, to do this search.

If you type a record number instead of a name into a person field, the program displays the name after you hit <Enter>. The search looks for an exact match to the record number. For example, if you type 82, it does not say that 382 matches.

You can search person fields for a range of record numbers. For example, enter

```
<FROM> 345 <TO> 467
```

to look for records where the father field contains one of those numbers.



## 2.2 SEARCH RECORDS MENU BAR -

11.2.2.1 \* - Same as Chapter 7.

Figure  
11.2.2.2



11.2.2.2 FILE - This brings up the menu shown in Figure 11.2.2.2. After you fill in one or more fields in the Search Records screen, choose 'Begin Search' from this menu. The Access menu appears, asking you which records to search. See Chapter 14 for details about the Access menu.

Successful matches during the search produce one of two results. Either the program brings up the matching record on the screen for editing, or it adds the record number to the List in Memory. The parameter EDIT RECORDS WHEN FOUND controls this choice. You may use the List in Memory from the Access menu for a variety of purposes. This includes performing additional searches. For example, your first search may produce a lengthy list of records. Narrow that down to a smaller list by performing another search on additional criteria.

If you are adding to the List in Memory, you probably should choose 'Erase List' from this File menu before starting the first search. If you don't, the program may add the search results to whatever was there before. This depends on your choice from the Access menu. Of course, this may be what you wanted!

If you want to perform several independent searches, use 'Save List' from this File menu before erasing the list and starting the next search. This works exactly like 'Save Memory List to Disk' under File from the Main Menu. See section 8.8! for details. To retrieve the results later, use 'Load List into Memory' under File from the Main Menu.

11.2.2.3 SETTINGS - Same as Chapter 9.

11.2.2.4 OTHER - There are only two items on this menu, the 'First field' and 'End field' commands, as described in section 11.1.2.6. 'First field' moves the highlight bar to the top field, and 'End field' moves it to the bottom.

11.3 CLEAR A RECORD - Use this to completely erase both the name and the contents of a record. Previous versions called this 'Reinitialize'.

If you make a mistake here, the record is gone. Because of that, you get two chances to change your mind. The program first shows a question like the one in Figure 10.3b. That shows you the name currently assigned to that record, along with the birth information if available. If you choose "Go on..", the program asks for another record number. "Cancel" returns to the Main Menu. Choosing "?"s" doesn't do anything in this context.

If you accept the choice, the Edit Names dialog box (see Figure 10.1) appears. If you want to change your mind at this point, you must hit ESC. Any other entry completely erases the record.

Type a new name for the record at this point if you wish. If you choose to leave it empty, you can assign a new name to it later.

11.4 MOVE RECORDS - Use this item to change the record number for a person. Changing the record number moves where a person's data is stored on disk, including the name. Depending on your choice for the new number, the person may then reside in a different set of data files or a different data disk. Previous versions of Family roots called this function RENUMBER.

Recall that you use record numbers in person fields (father, mother, etc.) to state relationships. If a person's record number changes, the program automatically corrects the references.

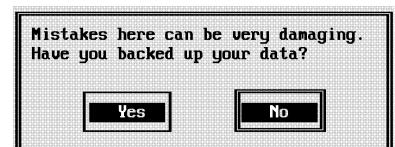


Figure 11.4a

There is no automatic way to recover from mistakes when you move records. The program warns you of this, as shown in Figure 11.4a. The only way to correct a mistake is to restore from a backup or retype the information. We strongly suggest you make backups before trying to move records.

The next dialog, illustrated in Figure 11.4b, asks for the record numbers to move. The program handles all moves as ranges of record numbers. Type the range of numbers to move, then the first new number it's moving to. For example, type

86-102,801

to move records 86, 87, 88... 102 into 801, 802, 803... 817. Figure 11.4b and the on-line help have more examples.

You can type as many different ranges as you wish for moving. Use TAB to make another entry. The last range you typed shows in the 'Last Entered' box. The program allows cyclic moves. For example, you can move 82 into 100, 100 into 200, and 200 into 82. Or you can swap 82 and 100. Be sure you include

all cyclic moves as part of the same operation. If you move a record into one that already has information in it, and you don't also move that record, the information is lost. For example, if you move 82 into 100, and don't move 100, then any prior data in 100 is lost. If you move 82 into 100, then return to the Main Menu, the prior contents of 100 is again lost.

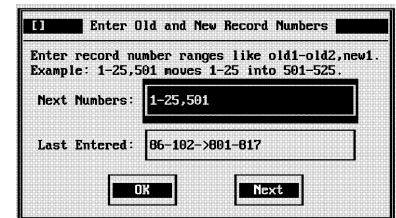


Figure 11.4b

After each range, the program checks your entry for consistency with previous ranges. If there is a problem, it shows a message like in Figure 11.4c. For example, you might accidentally tell it to move 82 to 100 and later also say to move 82 to 300. When there is a problem, it does not accept the latest entry. Type it again, correctly. Or cancel and start over again.

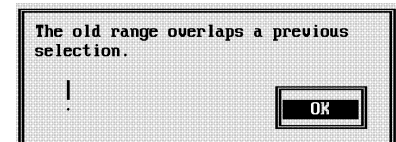


Figure 11.4c

Hit <Enter> or click OK when you are ready to start the moves. It confirms one last time before starting. When you accept, it starts the moves. It shows you at all times which record it is moving. Records that are not the target of any move are empty when all moves are complete. For example, when you move 82 to 100 and don't move something else to 82, then record 82 is empty when done, including the name.

When done, it asks you to let it correct the references. For example, if 82 moved to 100, and record 23 says 82 is the father, record 23 must change to say that 100 is now the father. In most cases you should accept the reference correction. Don't accept it if you made mistakes in setting up the move and reference correction will only make it worse.

Don't accept the reference correction if you are using this function to completely remove some records from your data base. One way to clear a bunch of records at one time is to move them to an unused set of files, then delete the files. If you allow reference correction in this case, some remaining records may refer to non-existent record numbers.

When you accept reference correction, the program does it automatically. Before each record was moved, it noted all references to other records. For example, when you move 82 to 100, the program notes that a child has record number 23, the spouse is 83, and the father is 202. When correcting references, it looks (at least) at records 23, 83, 100, and 202 to see if any person fields must change. If your references aren't consistent, it may miss some. For example, if record 23 says record 82 is the father, but record 82 doesn't list 23 as a child, it may not correct the father reference in record 23. In fact, it may succeed anyhow in some such cases because of the way it chooses the records for correction. If you are concerned about this, we suggest you use 'Audit Data Base' under Other from the Main Menu before moving records.

If you make story files using the standard names, you must rename any files that correspond to records that moved.

- 11.5 COPY RECORD FROM BACKUP - Use this to copy exactly one record from a backup disk into your data base. This copies only the record, not the associated name. The corresponding item under the File menu copies both the name and the record. You can use a different directory on the hard disk as well as a backup disk. The backup disk or files must have originated as a result of using 'Backup' from the File menu or the COPY command from DOS.

Use this menu item when you are having errors with one record but don't want to disturb or affect the names in any way.

It first asks for the record number, as shown in Figure 10.4 a. Then it asks for the path, as shown in Figure 8.4a. If the path is a floppy disk, it asks you to insert the backup disk. Then it copies the record and returns to the Main Menu.

- 11.6 RESIZE RECORDS AND NAMES - Use this to change the record formatting parameters for your data. The record formatting parameters are the average name length, the characters per person whether fixed or variable, the disk capacity, and the date storage order. You might resize if your initial choices were too restrictive or too generous. In previous Family Roots version, this function was called CHANGER and was sold separately.

Resizing records does not change the record numbers. Resizing requires some advance preparation before choosing this menu item. First set up a new family, then select the new record formatting parameters. Now you are ready to resize the records into the new data base. Once you are satisfied with the resizing, delete the old data base. See the parameter RESIZE NAMES ONLY for step-by-step instructions. See sections 8.1 and 8.2 for setting up a new family. See section 6.4.9 for changing the record formatting parameters.

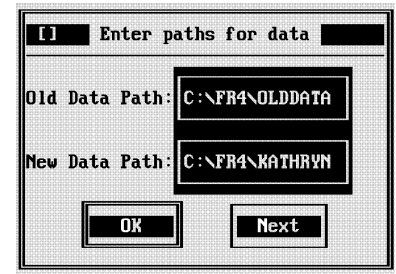


Figure 11.6a

The program first asks for the old and new data paths, as shown in Figure 11.6a. It suggests PATH FOR DATA as the new data path. The old data path is

initially empty. Use TAB or the mouse to make an entry in the old data path. The correct entry is almost always the former PATH FOR DATA, the one you used for the family before now.

After you OK the paths, it warns that continuing permanently modifies records in the new data path, as shown in Figure 11.6b. If your new data path already has records with the same record numbers as the old path, you may want to stop now. It is a good idea to back up the data in the new data path before continuing.

Now it asks for the range of record numbers to resize. The correct answer is almost always a range large enough to resize all of your records. If you use separate number ranges for different parts of the family, resizing works faster if you do each range separately. This means starting again from the menu for each range.

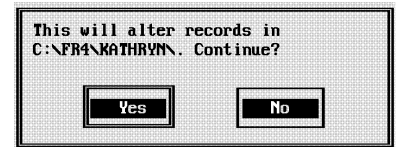


Figure 11.6b

Resizing now starts. It shows you progress as it works. Changing from fixed to variable length records or vice versa takes more time than other resizing.

See RESIZE NAMES ONLY and RESIZE RECORDS ONLY in Chapter 17 for more information.

- 11.7 LIST UNUSED RECORD NUMBERS - If you leave gaps in your record numbering sequence or if you have cleared some records, use this function to find them. Previous versions of Family Roots called this EMPTIES.

The program asks for the number range. It uses the standard dialog box for querying number range as shown in Figure 14.1". It suggests the smallest and largest record numbers as the range.

When you accept a range, it presents the standard destinations screen. See Chapter 15 for information and an illustration. If you choose Monitor as the destination, a sample result looks like Figure 11.7. Change the NUMBER OF COLUMNS parameter if you want the numbers in a single column to allow writing something after each.

[ ]				Unused RNs					
236	237	238	239	240	241	242	243	244	245
246	247	248	249	250	251	252	253	254	255
256	257	258	259	260	261	262	263	264	265
266	267	268	269	270	271	272	273	274	275
276	277	278	279	280	281	282	283	284	285
286	287	288	289	290	291	292	293	294	295
296	297	298	299	300	333	4663	4664	4665	4666
4667	4668	4669	4670	4671	4672	4673	4674	4675	4676
4677	4678	4679	4680	4681	4682	4683	4684	4685	4686
4687	4688	4689	4690	4691	4692	4693	4694	4695	4696
4697	4698	4699	4700						
104 unused RNs were found.									

Figure 11.7

- 11.8 CAPITALIZE FIELDS - Change all entries within a record to all upper case. The program first advises that it affects all fields except person fields containing a record number. In other words, it does not capitalize names (see 10.5). After your choice, it asks for a range of record numbers. When you give it a valid range, it changes the records you requested.
- 11.9 MAKE FIELDS LOWER CASE - Change all entries within a record to lower case. It leaves the first letter of each word in upper case and changes the remaining letters to lower case. It leaves all two letter words in upper case, since these are frequently state name abbreviations. It assumes that a field already appears as you want it if it contains at least one lower case letter. In this case, it makes no changes at all to that field.

Use this if you started out typing all your records in upper case, and now wish that you hadn't. The program first advises that it affects all fields except person fields containing a record number. In other words, it does not change names (see 10.6). After your choice, it asks for a range of record numbers. When you give it a valid range, it changes the records you requested.





Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

## 12 PRINT

Use this item to print the forms available in Family Roots. Figure 12 shows the basic forms available. Changing the parameters can produce strikingly different formats or styles for most of the forms. Refer to Chapter 9, Settings, for the menu of parameters that applies to each form. Chapter 17 gives the specific details about each parameter. Chapters 19 and 20 give samples of the major variations possible with each form. It is, unfortunately, not possible to show all variations -- there are too many!

After each choice from the Print menu (except the Cousin Sheet), the program shows the Access menu. This menu asks you to choose the starting person for the form, or in some cases, all the people on the form. The sections below say whether you choose one person or many to print the form. See Chapter 14 for an illustration and description of the Access menu.

Where choosing one person prints one form, choosing two people prints two different copies of the form. A common beginner misconception is that choosing a range of numbers selects the people on the form. For example, beginners often try to choose the people in a descendants chart with a number range. If you choose a range with 100 record numbers, the program tries to print 100 charts!

For every form, the Destinations screen appears before any printing. Choose whether you want the primary or alternate printer, the monitor (screen), or a disk file. Chapter 15 illustrates and describes the Destinations screen.

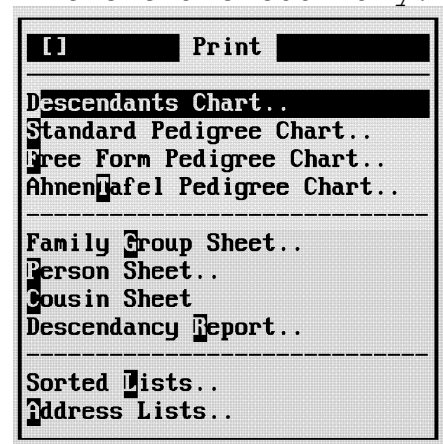


Figure 12

- 12.1 DESCENDANTS CHART.. - Choose one ancestor to start a descendants chart. The program automatically finds and prints the children, grandchildren, great grandchildren, etc. The chart uses lines and indentation to show the generation and relationship. The Descendancy Report also shows descendants, but in a different order from the chart (see 12.8).

See Figures 12.1a and 12.1b in chapter 20 for samples.

- 12.2 STANDARD PEDIGREE CHART.. - Choose one person, perhaps one of your children, to start a standard pedigree chart. The program automatically finds and prints the parents, grandparents, etc. The chart shows the person you chose at the left, with the ancestors toward the right, in a familiar "stair-step" arrangement. Each chart prints 4 or 5 generations on one page. Set CASCADE STANDARD CHARTS to Yes to print a complete ancestry.

See Figures 12.2!a and 12.2!b in chapter 20 for samples. See sections 12.3! and 12.4# below for other formats of pedigree chart.

- 12.3 FREE FORM PEDIGREE CHART.. - Choose one person, perhaps one of your children, to start a free form pedigree chart. The program automatically finds and prints the parents, grandparents, etc. This chart uses lines and indentation to show the generation and relationship. It is similar in style to the descendants chart, but goes the opposite direction in time.

See Figures 12.3!a and 12.3!b in chapter 20 for samples. See sections 12.2! and 12.4# for other formats of pedigree chart.

- 12.4 AHNENTAFEL PEDIGREE CHART.. - Choose one person, perhaps one of your children, to start an ahnentafel pedigree chart. Previous versions of Family Roots called this a Compressed chart. The program automatically finds and prints the parents, grandparents, etc. The line number at the left of each person shows the relationship. Double the number to find the father. Double the number and add 1 to find the mother. If the line doesn't appear in the chart, that person doesn't exist in your data.

See Figure 12.4# in chapter 20 for sample. See sections 12.2! and 12.3! for other formats of pedigree chart.

- 12.5 FAMILY GROUP SHEET.. - Choose one person, either the father or mother, to print a family group sheet. A normal or standard family group sheet shows two parents and their children. It does not show children from other marriages. You can print standard and non-standard family group sheets using the parameters.

The family group sheet format comes from a file, called a template. Select the format by choosing the file with the parameters. We supply a number of templates with your purchase. You can design your own family group sheet. Modify one of the supplied templates, or design your own. Chapter 16 describes how to make or modify template files.

See Chapter 19" for samples using all of the supplied templates.

- 12.6 PERSON SHEET.. - Print a sheet for every person you choose. The sheet shows all or selected information about one person.

This is not a group sheet! Although it shows the name of spouses and children, it does not show details for them. If there are multiple marriages, it does not show the children grouped by marriage. If you need these features, please print a family group sheet.

See Figures 12.6a and 12.6b in Chapter 20 for samples.

- 12.7 COUSIN SHEET.. - Choose two people and the program shows you how they are related. It states how the first person is related to the second. That's not necessarily the same relationship as the other way around. For example, if Sue is John's niece, John is Sue's uncle.

Choose the first and second person from the menu illustrated in Figure 12.7. Whether you choose by number or by name, the program shows the name and birth information if available, as illustrated in Figure 10.3b. Choosing one of the name items from

the menu works exactly like Find a Name; see section 10.3 for details.

Choose 'Blank form' for a cousin sheet without any entries. Choosing this when it asks for the first person avoids the question for the second person.

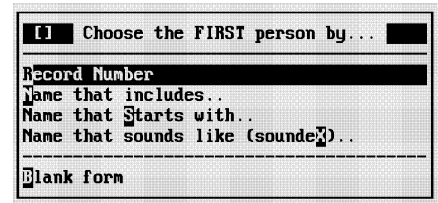


Figure 12.7

See Figures 12.7a and 12.7b in Chapter 20 for samples.

- 12.8 DESCENDANCY REPORT.. - Choose one ancestor to start a descendancy report. The program automatically finds the children, grandchildren, great grandchildren, etc. The report shows the relationships by the number it assigns to each person (not the record number) and by the order in which the people appear. The report shows the person and all of his or her children. Next it shows all of the grandchildren, then all of the great grandchildren, etc. The descendants chart (see 12.1]) also shows descendants but in a different order.

Many published genealogies are printed as descendancy reports, both books and journal articles. When ENFORCE SYSTEM STANDARDS is Yes, Family Roots prints reports that conform to the standards documents published by the National Genealogical Society and the New England Historic Genealogical Society.

See Figures 12.8a and 12.8b in Chapter 20 for samples.

- 12.9 SORTED LISTS.. - Select all the people you want in the sorted list. Print a list with the fields of your choice. Sort on any of the fields, including the Soundex code. Add other fields to a List in Memory created from making an index, searches, or other sources. Add the other fields by selecting List in Memory from the Access menu when you make a list.

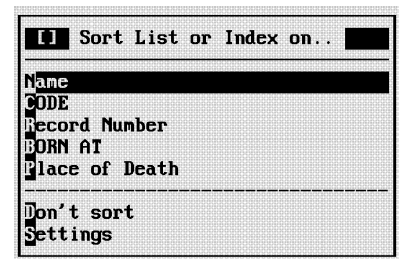


Figure 12.9

You can only add other fields to a List in Memory that consists of RN and Name, or of RN, Name and Page Number (in that order). If your List in Memory has more fields or a different set of fields, save the existing list to disk. Then reload it from the File menu without the names and extra fields. The program adds the names when you add the extra fields or when you print the list.

After you choose from the Access menu, the program asks how you want to sort the list, as illustrated in Figure 12.9. The fields appearing in the menu are those currently selected for the list. Select them with the LISTS EXTRA FIELDS parameter, which you can change by choosing 'Settings' and 'Choose Fields'. Choose to sort by the full field entry or on a selected part based on the parameters. If you want a list by record number, you must include RN in the field list. When you choose "Don't Sort", the list prints in the order presently in memory or in the order you select the names. Choosing 'Settings' calls up the menu described in Chapter 9.

See tutorial lesson 11 about printing a list of names (page 51) for additional help.

See Figures 12.9a through 12.9c in Chapter 20 for sample sorted lists.

- 12.10 ADDRESS LISTS.. - Choose all the people you want to appear in the address list or on address labels. The program prints only those people who have an address in the DIED/LIVING AT field. See section 11.1.6 for information about addresses. If you want only living people in your list, use 'Search Record Content' for "L" in the DEATH DATE OR 'LIVING' field. Then use List in Memory from the Access menu for printing the addresses.

See Figures 12.10a and 12.10b in Chapter 20 for samples.

- 12.11 USING THE LABEL FILES - All words appearing in any forms or printouts come from a label file. Each form above has its own label file. There is also one for system-wide use, and another for the audit. The label files reside in the same directory as the programs. By implication this means they apply to all families, not

to a specific family. If you are satisfied with the wording on the forms, you don't need to change anything.

If you want to change any wording, you can edit the pertinent label file. The files are ASCII or "text only". Edit them with your word processor or with the header editor (from Other on the Main Menu). Since mistakes can cause problems within Family Roots, be sure you retain copies of the original files. If you use your word processor, be sure to save the file as text only. From Word Perfect, choose Text In/Out (Ctrl-F5) and then DOS Text (1). Other word processors have their own methods for saving as text only.

Comments in each label file identify the position and the purpose. Be sure not to erase or add any lines in a file. The program finds the pertinent item by position, not by the number you see in each line. See Figure 12.11 for a sample label file. The first line identifies the comment character. Each line has the symbol or words, then the comment character, the line number, and a comment stating the purpose.

The label files are:

<u>File name</u>	<u>Function</u>
GENERAL.LAB	System wide labels
DESCENT.LAB	Descendants charts
STANDARD.LAB	Standard pedigree charts
FREEFORM.LAB	Free form pedigree charts
TAFEL.LAB	Ahnentafel pedigree charts
PERSONS.LAB	Person sheets
COUSINS.LAB	Cousin sheets
REGISTER.LAB	Descendancy reports
LISTS.LAB	Sorted lists
ADDRESS.LAB	Address lists
AUDIT.LAB	Audit

There isn't a label file for family group sheets. The labels are embedded into the template files.

- 12.12 MAKING STORY FILES - Story files say whatever you want about one person. Make them as long as you wish. Write the story files with your word processor. Family Roots prints story files with

person sheets, family group sheets, and descendant reports. See the INCLUDE STORY FILE parameter in Chapter 17 for information on how to print them. You can use any word processing program to make a story file. Popular word processors include Word Perfect, Microsoft Word, WordStar, and many others. Each word processor has its own methods for writing and saving. We describe the general principles below. For most of the operating details, please refer to the word processor's documentation or contact the manufacturer.

If you are working within Family Roots and want to make a story file, you must exit Family Roots and start the word processor. With DOS 5 or later, or with WINDOWS, you can have Family Roots and the word processor running at the same time.

You must save your story file as ASCII or "text only". Since each word processor has its own methods, we can't tell you in general how to do that. With Word Perfect, choose "Text In/Out" (Ctrl-F5), then "DOS Text" (1). With WordStar, make your files in non-document mode. The file READ.ME on the Family Roots disk contains information about some other word processors.

When Family Roots prints a story file, it either looks for a file with the standard name, or it asks you. See the VERIFY STORY FILE parameter in Chapter 17 for a further discussion. When you save the file while in your word processor, you need to know which method you will use. If you plan to have Family Roots ask each time, name the story file anything you like. A file name suggesting what's in it is generally a good idea. File names must follow the requirements of DOS -- up to 8 letters or symbols, a period, then up to 3 more letters or symbols. You can't use spaces, commas, or colons.

If you plan to use the standard story file names, they start with the letters RN followed by the record number, then ".TXT", without any spaces. For example, the file for the person with record number 269 is

RN269.TXT

Upper or lower case doesn't make any difference. Actually, the prefix depends on the file

GENERAL.LAB, and the suffix comes from the parameter STORY FILE EXTENSION. If you change either one, the standard names must change as well.

We suggest you save all your story files in the directory you set in the PATH FOR STORIES parameter. That isn't required if you plan to have Family Roots ask for the files, but it is easier that way. When you use automatic printing, the program finds them only in the PATH FOR STORIES. If you place them elsewhere, they won't print from Family Roots.

How do you select the right directory when you save the file? Again, that depends on your word processor. For most, you can prefix the directory name onto the file name. For example, if your story path is C:\FR4\JOHNSTON\, then the file name becomes C:\FR4\JOHNSTON\RN269.TXT

If you succeed in saving the file in the right place with the right format, Family Roots prints it. Be sure to set INCLUDE STORY FILE to Yes. If the program prints nothing at all from your story file, you probably didn't save it in the right directory. If the program prints but it has funny looking symbols in it, you didn't succeed in saving it as ASCII. If it prints but the margins are screwy, there are two possible solutions. One is to change LEFT MARGIN FOR STORY or RIGHT MARGIN FOR STORY. If that doesn't work, go back to the word processor and save the file again without any margins.



Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

### 13 OTHER

This menu provides functions that don't fall easily into the previous categories. The menu in Figure 13 appears when you choose Other from the Main Menu.

- 13.1 MAKE OR CHANGE A HEADER - Use this for custom headers. A custom header typically contains your name, address, phone number, and date. Include a custom header with any form with the USE CUSTOM HEADER parameter; see Chapter 17 for details. The program uses a general purpose header and allows different headers for each printed form. This section tells how to make and change the headers used by the other functions.

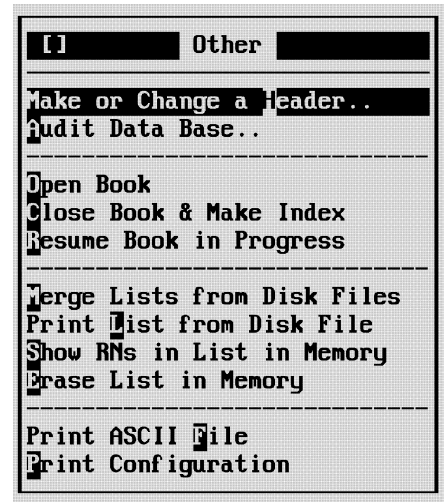


Figure 13

The menu shown in Figure 13.1 appears after you choose Make or Change a Header.

- 13.1.1 MAKE A NEW HEADER - The header editor appears immediately after you ask to make a new header. It starts with no lines. See 13.1.5# for details on how to use the header editor.

When you finish editing the new header, the program asks for a path and file name. It suggests HEADER as the file name and the PATH FOR FAMILY as the directory. Accept the name HEADER if this is the general purpose

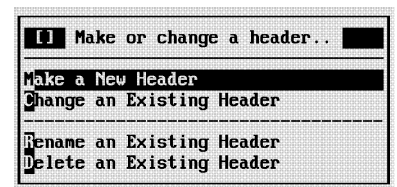


Figure 13.1

one. Add the appropriate file name extension if it applies to a specific form. Use the on-line help to find the expected extension.

Headers are specific to a family. Accept the suggested directory unless you are making a header for a different family.

If you want to choose an existing file but don't remember the name, make the file name box empty. Then hit <Enter>. The program shows a list of files in the specified directory. Choose one with the mouse or with the arrow keys. After you hit <Enter>, the 'Save Header' path and file box reappears with the file name filled in. Similarly, if you want to look at only the files named HEADER but with any extension, type

HEADER.\*

as the file name.

13.1.2 CHANGE AN EXISTING HEADER - The program asks for the path and file name of the existing header, as shown in Figure 13.1.2". It suggests HEADER as the file name and the PATH FOR FAMILY as the directory. Accept the name HEADER if this is the general purpose one. Add the appropriate file name extension if it applies to a specific form. Use the on-line help to find the expected extension.

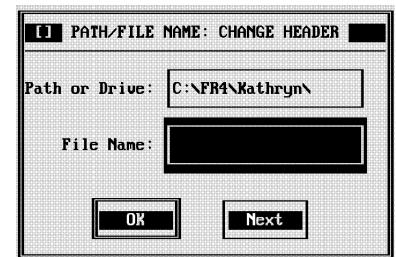


Figure 13.1.2 This same box shows up many places, with slight variations in the title bar.

The header editor appears after you supply a valid header file. The lines of the existing header appear on the screen for you

to modify. You may also add new lines. See 13.1.5# for details on how to use the header editor.

When you finish editing the header, the program asks for a path and file name for saving. It suggests the same file name and path that you loaded from. You don't have to save the modified header under the same name.

- 13.1.3 RENAME AN EXISTING HEADER - The program asks for the path and file name of the existing header, as shown in Figure 13.1.2". It suggests HEADER as the file name and the PATH FOR FAMILY as the directory. Accept the name HEADER if this is the general purpose one. Add the appropriate file name extension if it applies to a specific form. Use the on-line help to find the expected extension.

The program actually loads the header into memory after you give it a valid name. It then asks for a new path and file name. Since the header is in memory, you may specify any path and name. When you supply a valid name, it saves the header to that file. It then erases the old file. It shows "File renamed" briefly to indicate success.

- 13.1.4 DELETE AN EXISTING HEADER - The program asks for the path and file name of the existing header, as shown in Figure 13.1.2". It suggests HEADER as the file name and the PATH FOR FAMILY as the directory. Accept the name HEADER if this is the general purpose one. Add the appropriate file name extension if it applies to a specific form. Use the on-line help to find the expected extension.

After you supply a valid file, the program deletes it. It briefly shows "File deleted" to indicate success.

- 13.1.5 USING THE HEADER EDITOR - The screen for the header editor is illustrated in Figure 13.1.5#. If you are making a new header, no text shows. Otherwise the existing text lines appear at the top.

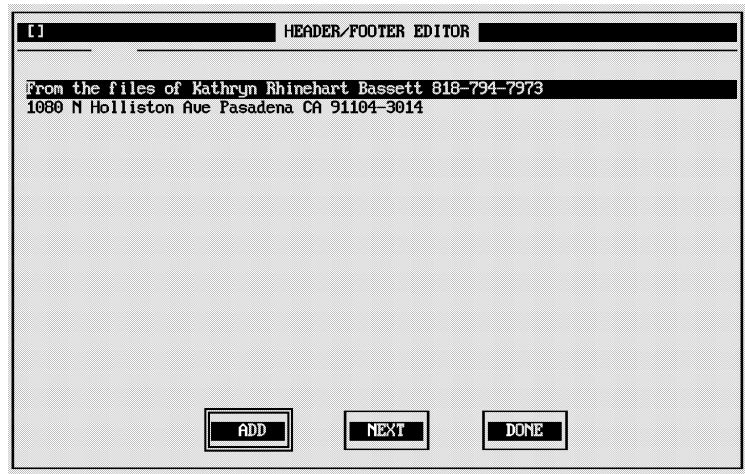


Figure 13.1.5

For a screen listing the available keystrokes, press ALT-H or click the mouse on the HELP box.

The program highlights the line you are working on. If you are making a new header, type each line and hit <Enter> at the end. If you are editing an existing header, make any changes in the current line. Hit TAB to move to the next line. Clicking the NEXT box also moves to the next line. You can only move down, not up to the previous line. If you are on the last line, the TAB key moves the cursor back to the first line.

If you press the <Enter> key or click the ADD box, it inserts a line between this one and the next, or adds one to the end. Press <Enter> or click the ADD box to add blank lines at the bottom of the header.

In addition to the FAMILY ROOTS standard editing keys, use Ctrl-D to delete an entire line. The 'Del' key deletes one letter.

A header can contain anything you wish, as well as the page number and today's date. Mark the page number with the cross-hatch (#) and the current date with an asterisk (\*). Family Roots replaces # with "Page" followed by the page number when it prints the header. The actual label for "Page" comes from the GENERAL.LAB file. Family Roots replaces an asterisk with the current date.

When you have finished with the header, press ALT-E or ESC to exit.

Although it is somewhat awkward, you can use the header editor to modify label files (see 12.11 ) or to edit small story files (see 12.12). It makes ASCII files.

If you edit a header you used with version 3 or earlier, you may find a number appears as the first line. That is a count of the lines. Remove it. Version 4 doesn't need the number.

- 13.2 AUDIT DATA BASE - This function checks your records for consistency and possible entry errors. It does not change your records. It only advises of possible problems.

The Access menu (see Chapter 14) appears after you choose this item. When you specify the records you want to check, the audit starts. It displays the record number it is currently checking. If SHOW AUDIT PROBLEMS ONLY is Yes, it doesn't attempt to print anything unless it finds a problem. When it finds something to print, it asks where to put it via the Destinations screen (see Chapter 15).

The audit checks each record for the following:

- 1) Death date before birth date.
- 2) Marriage date too early.
- 3) Marriage date after death.
- 4) Christening date before birth.
- 5) Christening date after death.
- 6) Burial date before death.
- 7) Age greater than 120 years.
- 8) Born before father's 11th birthday.

- 9) Born before mother's 11th birthday.
- 10) Born a year after father's death.
- 11) Born after mother's death.
- 12) Address doesn't end in a semicolon or phone number.
- 13) Sex male but has a married surname.
- 14) Has a married surname but isn't female.
- 15) Spouse has the same sex.
- 16) Person related to self, or the same record number appears twice in the record.
- 17) Appears as a child in child's record (looping).
- 18) Appears as a father in parent's record (looping).
- 19) Appears as mother in parent's record (looping).
- 20) Marriage doesn't appear in spouse's record.
- 21) Marriage appears in spouse's record but is different.
- 22) Doesn't appear as a child in father's record.
- 23) Doesn't appear as a child in mother's record.
- 24) Doesn't appear as a parent in child's record.

Because it performs so many checks against each record, please don't expect great speed. The verbiage for the messages is available in the file AUDIT.LAB.

- 13.3 OPEN BOOK - Use this to start a book. Your book can contain any combination of Family Roots forms and ASCII files. Family Roots automatically prints an index by page number at the end of the book showing all the names.

Make a book by first choosing this menu item. The program returns to the Main Menu, but shows "Book is open" in the center of the screen. Everything you print until you close the book goes into the book. This includes ASCII files containing descriptive material or whatever (see 13.10). When you close the book (see next section), the program automatically prints the index.

Since your book may take many hours to prepare, you may want to take a break. Choose 'Save Book in Progress' for that (see 13.5). To continue, choose 'Resume Book in Progress'. You may also choose Quit from the File menu. If a book is open, it asks if you want to save it for resuming later. When you later start Family Roots, it asks if you want to resume your book.

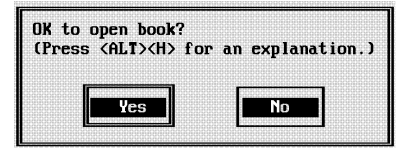


Figure 13.3a

Set the parameter BOOK FIRST PAGE NUMBER before you start if your first page isn't 1. If you plan to print your book to a disk file, also review the OMIT PRINTER CODES IN FILE parameter.

When you choose 'Open Book' it may ask if you want to open the book, as shown in Figure 13.3a. This appears only when REMINDER MODE is Yes. Use the on-line help from here if you need a reminder about the procedures.

It next asks if you want to select the fields for the index, as shown in Figure 13.3b. Selecting the fields at the start is a good idea. If you wait until later and the fields you choose don't match the current field list, problems may arise. The program requires that every entry in the List in Memory (see 14.3) contains the same fields. With a mix of fields, you may need to save to disk and reload, or do some merging. If you select the fields, the menu described in section 9.14 appears. The program requires Page Number as a field for the book. It automatically adds page number if missing.

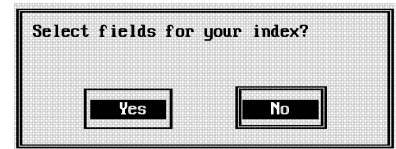


Figure 13.3b

The program asks where to print the book using the Destinations screen, as described in Chapter 15. All further printing goes to the destination you choose here. It does not ask again for any of the forms until you close the book. Although you may choose any destination, we suggest Disk as the best choice. This lets you use your word processor for tidying before the final printing.

The Main Menu now shows "Book is Open" in the center.

- 13.4 CLOSE BOOK AND MAKE INDEX - Use this in conjunction with Open Book, as described above. When you close the book, the program tries to print the index. It prints to the same destination as the rest of the book.

It asks how you want to sort the list using the menu shown in Figure 12.9. This is your last chance to change the parameters affecting the sort or printing (see 9.10!). You can also change the fields to print, within limits.

- 13.5 RESUME BOOK IN PROGRESS, or SAVE BOOK IN PROGRESS - The title and function of this menu item changes. When the book is closed, it says 'Resume'. When the book is open, it says 'Save'. You must have saved a book in progress before you are able to resume one.

After choosing 'Save Book in Progress', it asks for confirmation, as shown in Figure 13.5. If you answer Yes, it saves all required information to disk in a special file and closes the book without printing the index. If you answer No, it returns to the Main Menu with nothing changed (book still open).

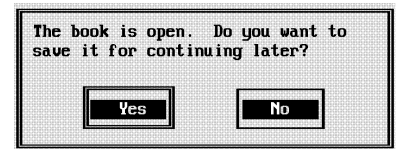


Figure 13.5

After choosing 'Resume Book in Progress', it also asks for confirmation. If you answer No, nothing changes. It retains the special file on disk. When you answer Yes, it tries to retrieve the book information from the special file. If the file doesn't exist, it says there isn't any book saved. When you resume a saved book, it may ask you several questions about retrieving names or fields from the data base. Answer Yes for all of them. (Note: these are questions that apply to any attempt to read a file into the List in Memory.) After it succeeds in reloading the special file, it erases the file.

- 13.6 MERGE LISTS FROM DISK FILES - This merges two lists contained in files on disk. The two files must have lists generated in the same way. The sort must be on the same field (by name, record number, etc.) in both files, the file must contain the same fields, and similar names must be included. The last may mean, for example, that both must contain maiden names.



Use this function to make sorted lists that you can't produce directly from one Access choice. For example, make a list with record numbers 1 to 500 and 1001 to 1500, skipping 501 to 1000. Or make one list containing both the ancestors and the descendants of one person.

The program asks for the path and file name for two files. It asks for each file using the dialog box shown in Figure 13.1.2". It suggests the PATH FOR JUNK as the directory name. It starts with the file name box empty.

If the parameter SAVE MERGES ON DISK is Yes, the program produces a file on disk containing the result of the merging operation. This is in addition to any printing. The program asks for the name of the file to produce with the same dialog as in Figure 13.1.2"

The program prints the result of the merge to the destination you choose via the Destinations screen, as described in Chapter 15. The printed result looks exactly like any other sorted list; see Chapter 20 for samples. If you are saving the merge onto disk, you must let the program finish printing the list. Otherwise names will be missing from the resulting file.

Note that the merge may produce two different files on disk. This can happen if you choose Disk as the destination, and also have SAVE MERGES ON DISK set to Yes. The file it makes based on the parameter has a format compatible with further merging. You can also load the file into memory. The contents of the file it makes from the Disk destination looks the same as what would come out on your printer -- columns of information. The program can't read this file into memory. Be sure you use two different file names and keep track of what kind of information each one contains.

If you need to merge more than two files, merge two at a time. Set SAVE MERGES ON DISK to Yes before starting. For example, suppose you want to merge files LIST1, LIST2, and LIST3. First merge LIST1 and LIST2 making LIST4 from the parameter. Then merge LIST3 and LIST4 to print the final list.

- 13.7 PRINT LIST FROM DISK FILE - Use this to print a list directly from a file on the disk. It asks for the path and file name as shown in Figure 13.1.2". When you supply a valid file name, it asks where you want to send it using the Destinations screen (see Chapter 15). It does not ask how to sort. It uses the order already in the disk file.

This produces a sorted list exactly like the samples shown in Chapter 20.

- 13.8 SHOW RN'S IN LIST IN MEMORY - This displays or prints only the record numbers currently in the List in Memory. The List in Memory may contain information besides record numbers, not shown by this function. See section 14.3 for more information about the List in Memory.

The program asks where you want to print the list using the Destinations screen, as described in Chapter 15. The NUMBER OF COLUMNS parameter controls how many record numbers appear in each line.

- 13.9 ERASE LIST IN MEMORY - This removes everything from the List in Memory. It affects only the active memory. It has no effect on lists previously saved to disk (see 8.8!).

Use this item if are starting a new task and want to remove all vestiges of previous work.

- 13.10 PRINT ASCII FILE - This prints or displays any file from disk. If you specify a file that isn't ASCII or "text only", it may not make much sense. Use this to examine the contents of any file, to print a story file, or to print descriptive passages in a book.

The program asks for the name of the file as shown in Figure 13.1.2". It suggests PATH FOR STORIES as the directory but leaves the file name empty. Hit <Enter> to see a list of files in the directory.

After you choose a file, it asks where to print it using the Destinations screen, as described in Chapter 15. If you aren't sure whether the file is ASCII, we suggest choosing Monitor first. Printing a non-ASCII file on your printer may cause strange results.

- 13.11 PRINT CONFIGURATION - The configuration in memory contains all of your current parameter settings for the family. Chapter 18 shows a sample printout. Use this menu item to make a similar printout. The parameter values in your printout won't be the same as in chapter 18 if you changed any parameters.

The printout shows the configuration currently in memory, not directly from a file. If you changed any parameters but don't save the file (see 8.9), the printout doesn't necessarily show the current values of your parameters.

The configuration contains 802 parameters. The printout shows the index number, the name, and the current value.

You don't have to print the entire list of parameters. When you choose to print the configuration, the program asks for the starting index number, as shown in Figure 13.11. If you know approximately what configuration index number you want to look at, choose a number close to it. For example, to look at the controls you have set up for your printer, answer 638. The list starts at that point. If you want the whole thing, start with number 1. Start with index 763 to print all of your function key settings.

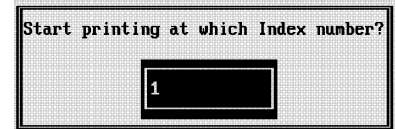


Figure 13.11



Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

14 ACCESS RECORD OPTIONS - The Access menu lets you choose records in a variety of ways. The menu appears for all Print menu options and from selecting Edit Records, Search Record Content, and Audit Data Base. Figure 14 shows the Access menu.

14.1 RANGE OF RECORD NUMBERS - Choose records by number range when the record numbers are in sequential order. The program asks for a start number and an end number as shown in Figure 14.1". The program sometimes suggests a range, depending on your Main Menu choice. At other times the boxes for start and end number don't show any initial values. Use TAB or the mouse to move from one box to the other. When both boxes are empty and you type something into the first box, the program inserts the same number into the second box as a suggestion. This lets you omit an answer for the end number if you only wanted one number.

If the parameter <CR> ADVANCES TO NEXT BOX is Yes, pressing <Enter> from the first box moves to the second box. Pressing <Enter> from the second box selects OK. TAB always moves to the other box and doesn't depend on the parameter. If the parameter is No, pressing <Enter> always selects OK.

After you select OK, the program retrieves each record in sequence. Suppose you entered 22 as the start number and 24 as the end number. If you are editing, the Edit Records screen appears first for

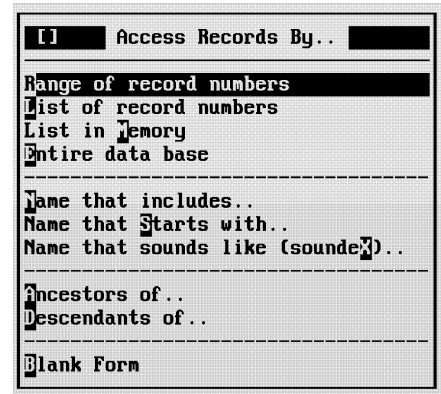


Figure 14

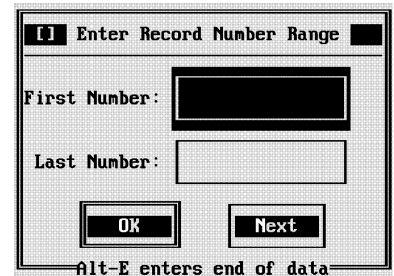


Figure 14.1

record number 22. When you finish (Exit & Save or Quit, Don't Save), the program presents the Edit Records screen for number 23. When done with 23 you go to 24. When you finish with 24, you return to the Main Menu.

The program accepts reverse ranges. In the example, you can choose to start at 24 and end at 22.

- 14.2 LIST OF RECORD NUMBERS - Choose records by number list when the records you want are not in any particular order. The program asks you for numbers using the dialog shown in Figure 14.2. You type numbers only into the top box. The bottom box shows your latest entry. The label for the top box starts as 'First Number' but changes to 'Next Number' after you type the first one. Stop supplying numbers by choosing OK with the mouse, or by hitting <Enter> while the top box is empty.

For example, you might enter:

```
FIRST NUMBER?      15
NEXT NUMBER?       18
NEXT NUMBER?        2
NEXT NUMBER?      484
NEXT NUMBER?      <Enter>
```

Note that you don't have to enter the numbers in any particular order. The program retrieves the records in the order that you entered them.

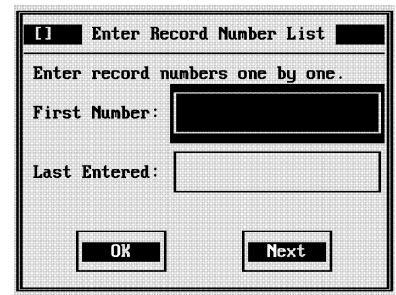


Figure 14.2

If you press <Enter> in answer to the First Number question, the program cancels the Access.

- 14.3 LIST IN MEMORY - This choice works only when a list of record numbers (or more) resides in the computer's memory. It gets there several ways:

1. From a previous use of the Access menu by the List of Record Numbers.
2. From a previous use of the Access menu with any of the three Name methods. The program adds the record number to the List in Memory only for successful matches.
3. From using Search Record Content when the EDIT RECORDS WHEN FOUND parameter is No (see also section 11.2).

4. From setting MAKE INDEX for a particular form to Yes and then printing one or more of that form.
5. From choosing Open Book (see 13.3) and printing anything. The List in Memory contains your index as accumulated so far. When you close the book (see 13.4), the program automatically prints the index. The List in Memory remains after printing the index.
6. From choosing Load List into Memory from the File menu (see 8.7). This loads from a disk file you saved previously (see 8.8!).

When you choose List in Memory from this menu, the program doesn't ask further questions about the list. It proceeds with the function you requested. If there is no List in Memory, it gives you a warning and returns to the Main Menu.

The information that actually resides in the List in Memory is at least the record number for each person. The list may also contain the name, the soundex code, page numbers, and other fields. Other fields come from the field list parameter LISTS EXTRA FIELDS. The number of fields for each person affects the largest list the memory can hold. You have some control over this. Build the list with minimal information, perhaps just the record number, then add the fields you want before printing.

A frequent use of the List in Memory is for printing sorted lists. This shows all the people in the list along with the selected information. This is the index from previous operations. It is also one way to print the result of a search.

Another use for the List in Memory is if you want to go through the same group of names several times. For example, enter everybody's parents first. Then go through the same list to fill in dates.

Examine just the record numbers currently in the List in Memory from the Other menu (see 13.8). To examine the entire contents of the List in Memory, not just the record numbers, choose Sorted List from the Print menu, then List in Memory from the Access menu. Remove a List in Memory (without saving it) using the Other menu (see 13.9).

If there is a List in Memory and you make a menu choice that potentially affects it, the program asks if you want to erase the list, as shown in Figure 14.3. If you answer No, the program does not erase the

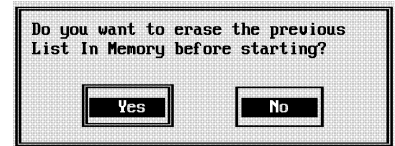


Figure 14.3

list. It appends new record numbers from succeeding operations to the end of the previous list. If the fields with the existing list don't match the current field list, it erases all fields from the list. It retains only the record number in this case. The fields attached to the List in Memory must always be consistent.

- 14.4 ENTIRE DATA BASE - Choose this item to use every record in your data base. The most likely use is to make a sorted list of your entire data base.

This choice is equivalent to choosing Range of Record Numbers using the smallest and largest record numbers (see 14.1"). The program always assumes the smallest record number is 1 for this choice. It keeps track of the largest record number you ever added and uses it here. The file LASTID.DAT saved in the PATH FOR FAMILY contains this information.

- 14.5 NAME THAT INCLUDES.. - This searches for a series of letters that appear anywhere within a name. It asks for the letters by name part using the dialog box illustrated in Figure 10.1. If you enter letters for more than one name part, the search must match all parts. It treats upper and lower case as being the same.

1) FIRST NAME(S): Swearingen  
 LAST NAME AT BIRTH:  
 MARRIED NAME:  
 TITLE:

This finds all records for names of people born Swearingen and those born Van Swearingen.

2) FIRST NAME(S):  
 LAST NAME AT BIRTH: Ann  
 MARRIED NAME:  
 TITLE:

This finds all records for people named Ann, Betty Ann, Annie, Ann Mary, Joanne, etc.



3)           FIRST NAME(S):  
              LAST NAME AT BIRTH:           Mayer  
              MARRIED NAME:                 Mayer  
              TITLE:

This probably doesn't find anybody. It looks for everybody born Mayer who also married a person named Mayer. That could be a possibility if cousins marry.

After you supply letters in one or more parts of a name, the program asks for a number range. This works as described in 14.1". It suggests start and end numbers encompassing the entire data base. If you are looking for a specific person and have a better idea for the number range, change the suggested numbers. It finds your person faster if it doesn't have to look at so many names.

As it searches for matching names, it shows a dialog box similar to the one illustrated in Figure 14.6b. The box indicates what you are searching for. Stop the search by choosing Cancel with the keyboard or mouse. If the range encompasses records not available on the hard disk, it may ask you to insert a disk with the missing records. It does this if you allowed the program to use floppy disks for data (see NUMBER OF DATA FLOPPY DRIVES in Chapter 17).

- 14.6   NAME THAT STARTS WITH.. - This searches for a series of letters that appear at the start of a name part. It asks for the letters by name part using the dialog box illustrated in Figure 14.6. If you enter letters for two name parts, the search must match all parts. It treats upper and lower case as being the same.

Note there is only one box for the surname. It searches one or more parts of the name with your entry. It always searches the birth surname. If USE MARRIED NAME is Yes (that's the one on the Miscellaneous menu), it searches the married surname.



The image shows a graphical user interface dialog box. The title bar at the top says 'Select by First Letters'. Inside the box, the text 'Enter name to be matched.' is displayed. Below this text are two text input fields. The first field is labeled 'Surname:' and the second is labeled 'First:'. At the bottom of the dialog box, there are two buttons: 'OK' on the left and 'Next' on the right.

Figure 14.6a

For example:

```

      SURNAME:          van
      FIRST:           Jo
This finds JOSEPH VANDENBURG, JOSEPHINE AMANDA VAN
SWEARINGEN ROGERS, JOE VAN JR., JOLENE VAN KIRK, etc.

```

After you supply starting letters for one or more parts of a name, the program asks for a number range. This works as described in 14.1". It suggests start and end numbers encompassing the entire data base. If you are looking for a specific person and have a better idea for the number range, change the suggested numbers. It finds your person faster if it doesn't have to look at so many names.

As it searches for matching names, it shows the dialog box illustrated in Figure 14.5. The box indicates what you are searching for. Stop the search by choosing Cancel with the keyboard or mouse. If the range encompasses records not available on the hard disk, it may ask you to insert a disk with the missing records. It does this if you allowed the program to use floppy disks for data (see NUMBER OF DATA FLOPPY DRIVES in Chapter 17).

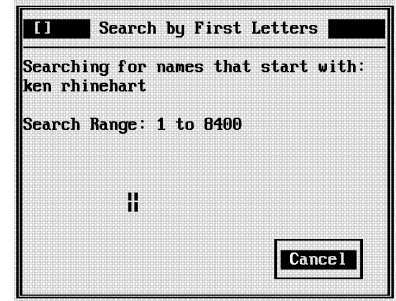


Figure 14.6b

- 14.7 NAME THAT SOUNDS LIKE (SOUNDEX).. - This searches for names or parts of a name that sound like the word(s) you enter. It asks for the words by name part using a dialog box like the one in Figure 10.1. If you enter words for more than one name part, the search must match all parts.

Note there is only one box for the surname. It searches one or more parts of the name with your entry. It always searches the birth surname. If USE MARRIED NAME is Yes (that's the one on the Miscellaneous menu), it searches the married surname. And if SEARCH TITLE WITH SOUNDEX is Yes, it searches the title.

If you type a word into the First Names box, it searches each part of the first name separately.

For example, for John Henry Allen Jones, it compares your word with John, then Henry, then Allen.

For the purposes of this search it includes the first letter in the soundex coding. This means it can find matches even if the first letter is different. Standard soundex codes preserve the first letter of a word. Family Roots prints that kind of code in sorted lists.

Here are some sample searches:

1) SURNAME: Ervin  
FIRST:

This finds ERVIN, IRVIN, URVINE, ARVIN, etc.

2) SURNAME: RHINEHART  
FIRST:

This finds RHINEHART, RINEHART, RINEHEART, REINHARDT, REINHART, etc.

3) SURNAME:  
FIRST: John

This finds John, John, and Johann, as you might expect. It also produces some unusual results. It comes up with Emma, which you might not think sounds alike. However, it does follow the soundex pattern if you analyze it carefully. See the soundex table below.

After you supply words for one or two parts of a name, the program asks for a number range. This works as described in 14.1". It suggests start and end numbers encompassing the entire data base. If you are looking for a specific person and have a better idea for the number range, change the suggested numbers. It finds your person faster if it doesn't have to look at so many names.

As it searches for matching names, it shows the dialog box illustrated in Figure 14.6b. The box indicates what you are searching for. Stop the search by choosing Cancel with the keyboard or mouse. If the range encompasses records not available on the hard disk, it may ask you to insert a disk with the missing records. It does this if you allowed the program to use floppy disks for data (see NUMBER OF DATA FLOPPY DRIVES in Chapter 17).

Searching for words that sound alike does not produce perfect results. This is part art and part science. Success depends partly on the language origin of the word you are looking for. The program produces best result for north European languages like English and German. Since English steals words from so many different languages, even this isn't necessarily a good bet.

#### SOUNDEX TECHNICAL DETAILS

Skip this part if you have no particular interest in how matching sounds works.

The soundex code groups letters of the alphabet by similar sound. There are six groups. It ignores and doesn't encode a seventh group, vowels and related sounds. The soundex code for any word contains a maximum of 4 digits. Doubled letters count as a single letter. Standard soundex encoding preserves the first letter of a word. Family Roots prints such codes. It also encodes entire words including the first letter. It chooses the type of encoding based on the task.

Family Roots also encodes certain letter groups, like GHT with the T group. We welcome your suggestions for letter groups to add.

The table below shows the code groups and the letters for each:

<u>Group</u>	<u>Letters and letter combos</u>
0 (vowels)	A, E, H, I, J, O, U, W, Y, IGH
1	B, F, P, V, TH, GH, TTH
2	C, G, K, Q, S, X, Z, TIO, DG
3	D, T, GHT
4	L
5	M, N, NG, GN
6	R, WR

Example coded words:

Word	Standard code	FR code
Vorenberg	V651	1651
Mayer	M6	56
Hoffenstein	H152	1523
John	J5	5
Kathryn	K165	2165
Emma	E5	5
Ervin	E615	615
Samuel	S54	254

- 14.8 ANCESTORS OF.. - Choose this item to get the ancestors a selected person. Choose the starting person from the menu illustrated in Figure 14.8a. If you choose the person by record number, it asks for the number as shown in Figure 14.8b. Whether you choose by number or by name, the program shows the name and birth information if available, as illustrated in Figure 14.8c. Choosing one of the name items from the menu works exactly like the ones above; see 14.5, 14.6, and 14.7 for details.

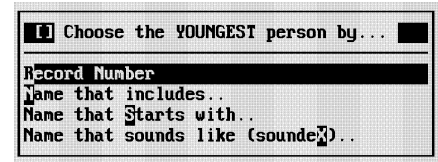


Figure 14.8a

When you accept the person, it asks for the first and last generation, as shown in Figure 14.8d. The starting person is generation 0 (zero). If you want all the ancestors, choose a large number for the last generation.

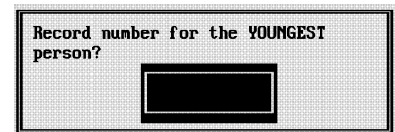


Figure 14.8b

This Access choice finds record numbers only for people along the direct line of ascent. It doesn't include spouses or other children.

The most frequent use for this Access item is for making sorted lists or GEDCOM files. It may occasionally be helpful for person sheets or family group sheets. It may sometimes be helpful when editing people as you work from a pedigree chart. You don't need to think about what their record numbers are as you go through them one at a time.

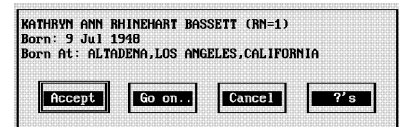
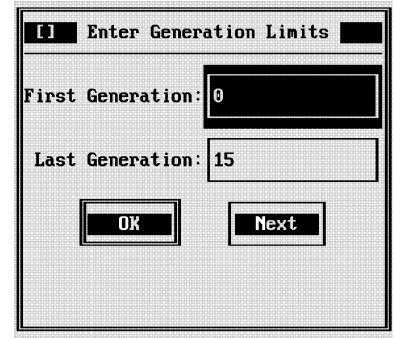


Figure 14.8c

- 14.9 DESCENDANTS OF.. - Choose this item to get the descendants of a selected person. Other than the fact that it goes a different direction in time, it is exactly the same as choosing ancestors. See 14.8 for details. The choice produces record numbers only for people along the direct line of descent.



- 14.10 BLANK FORMS - Choose this item if you want a form without any people in it. Blank forms are available only for standard pedigree charts, family group sheets, and person sheets. If you select this for anything else, you return to the Main Menu.

Figure 14.8d

The program asks how many copies you want. It suggests the value in the NUMBER OF BLANKS FORMS parameter, usually 1.

You can print a blank cousin sheet, but not from here. Choosing Cousin Sheet from the Print menu goes to its own menu instead of the Access menu (see 12.7).

Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

## 15 DESTINATION SCREEN OPTIONS -

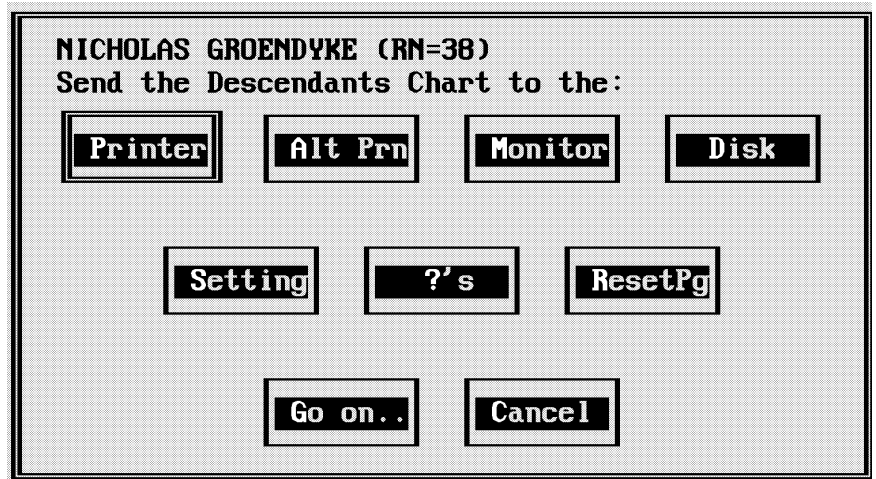


Figure 15

The Destination screen appears whenever you want to print something. Print to the primary printer, alternate printer, monitor (display), or a disk file. The Destination screen, illustrated in Figure 15, gives these options plus a few more, described below. The Destination screen appears (eventually but not immediately) for anything on the Print menu, for listing unused records, and for many of the items on the Other menu. It also appears when you print a person sheet from the Edit Records screen.

Choose an item from this screen by clicking a button with your mouse, or by pressing the first letter of the button word on the keyboard. For example, press D on the keyboard to select the Disk button.

When you choose Open Book (see 13.3), the program asks for the destination exactly once using this screen. All further printing until you close the book (see 13.4) goes to this destination. It does not ask again. For example, suppose you choose Printer as the book destination. When you print a descendants chart and several person sheets after that, they automatically go to the printer. The program doesn't ask. When you close the book, the index goes to the printer.

The program may ask further questions after this screen before printing starts. See SELECT FAMILY LINES in Chapter 17 for example.

After printing starts, the 'Printing in Progress' box appears in the center of the screen, as shown in Figure 15a. This appears for destinations other than Monitor. A motion indicator ("flibberty-gibbet" gizmo) in the upper right corner of the box show that the program is actively working. This gives you a warm feeling that the program hasn't died. Press P to pause printing temporarily. Printing pauses and the motion indicator stops moving. Press R to resume printing. Printing and the motion indicator resume. If you press C to cancel, it asks for confirmation. Hitting ESC is the same as pressing C and works when Monitor is the destination as well. Cancel returns to where you came from. In other words, it also cancels the Access selection.

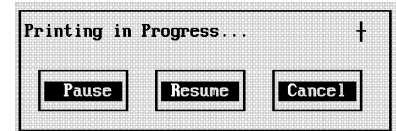


Figure 15a

- 15.1 TITLE/QUESTION - The top two lines are reserved for a statement or question relating to the specific form you want to print. In many cases the top line states the starting person's name. The second line states the form you asked to print. Figure 15 appears from asking for a descendants chart from the Print menu (see 12.1) for RN=38.
- 15.2 PRINTER - Choose this option to send whatever you are printing to the primary printer. See section 6.3.1 for setting up the primary printer.
- 15.3 ALTERNATE PRINTER - Choose this option to send whatever you are printing to the alternate printer. See section 6.3.2 for setting up the alternate printer. Reminder: the alternate printer may be the same physical printer as the primary one but with a different setup.



15.4 MONITOR - You may want to see a form without the need for a paper copy. Choose monitor for this purpose. The program pauses each time the screen fills, unless you change the "?"'s" button to "No ?'s" (see 15.7).

15.5 DISK - Choose this option if you want to 'print to disk'. This makes an ASCII or 'text' file containing the form exactly as it would appear on the printer. Import such a file into your word processor for incorporation into a larger document or to make changes before printing. Or use the file to print multiple copies of the same form (see 13.10).

When you choose this option, the program asks for a file name and path, as illustrated in Figure 13.1.2". It suggests PATH FOR JUNK as the path, but starts with the file name empty. If you select a file that already exists, the new printing appends onto the end of the file. It does not erase the previous contents. Select an existing file without typing the name by hitting <Enter> while the file name box is empty. The program lists the existing files. Select one with your mouse or the cursor keys.

If the parameter OMIT PRINTER CODES IN FILE is No, the resulting file contains codes for the printer specified by the PRINTER FOR DISK (P/A) parameter.

If you have several forms to print, see section 15.7 for further information.

15.6 SETTING - Choosing this option brings up the identical menu described in Chapter 9. You return to the same Destination screen when done with the parameters.

The Setting button gives you a 'last minute' opportunity to change the parameters for what you are printing.

15.7 ?'s / No ?'s - This button toggles. Selecting "?"'s" changes it to "No ?'s" and vice versa. "?"'s" tells the program that it is OK to ask you questions. "No ?'s" tells the program to keep the questions or required responses to a minimum.

When your destination is Monitor and the button shows "?s", the program displays 'Press Any Key' (in motion) at the end of each screen. When the button shows "No ?s", the form displays continuously without stopping (it "scrolls").

When the button shows "No ?s", the program asks for the destination only once for the entire Access selection. If the destination is Disk, this causes all the forms to print to the same disk file without asking you each time. When the button shows "?s", it asks for the destination at the start of each form. If the destination is Disk, it also asks for the file name each time.

The button reverts to the "?s" state upon return to the Main Menu.

- 15.8 Rs PAGE - This means 'reset page number'. It forces the page number to the value of the FIRST SHEET NUMBER parameter for the form you are printing. The page number normally starts at the parameter value for the first form and increments for all Access selections. For example, suppose you choose two family group sheets from the Access menu, and the FIRST SHEET NUMBER parameter is 1. The first sheet prints on page 1 and 2. The second prints on pages 3 and 4. Suppose you change the FIRST SHEET NUMBER to 5 using Setting from the second appearance of the Destination menu. If you select Rs Page, it forces the page number to 5. This makes the second family group sheet print on pages 5 and 6 instead of 3 and 4.

When you choose this button, you see only a momentary refresh of the screen. In the background the program resets the page number. If you aren't sure, it doesn't hurt to do it again.

- 15.9 GO ON.. - This button causes the program to skip the current choice and continue to the next one, if any. If you chose more than one person or record from the Access menu, it goes to your next Access selection. If you made only one Access choice, or if the Access menu never appeared, it returns to where you came from.

Use this when your Access choice has a bunch of people, but you want to skip a few of them. For example, choose Number Range from Access to print some person sheets, and skip selected ones.

- 15.10 CANCEL - This returns to where you came from, usually the Main Menu. It ignores any waiting Access selections.



Main menu headings are *		File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

## 16 MAKING GROUP SHEET TEMPLATES - TEMPLATE EDITOR TUTORIAL

### INTRODUCTION

You can design your own Family Group Sheet for Family Roots. The design resides in a template file. Quinsept supplies a bunch of template files with your purchase. You can use these files, modify them, or make your own. Within Family Roots, you select the file (i.e. the design) you want to use via the ASK FOR TEMPLATE and TEMPLATE FILE EXTENSION parameters. Please refer to those parameters for more information.

If you don't want to make your own template, QUINSEPT can do it for you for a small fee. Please send us the file CONFIG4.DAT on a disk, plus a typed sample of the family group sheet you want the program to produce. Indicate in your sample how you want multiple marriages to appear. Please call or write for current prices.

You make or modify template files using the program MKTEMPLA.EXE. This is a stand-alone program that you run separately, not within Family Roots. To run the program type  
MKTEMPLA  
from your Family Roots subdirectory prompt.

The first screen suggests you read the documentation for this program before trying to run it. You probably won't use MKTEMPLA often and will need reminders on how to use it.

The next screen shows the standard Family Roots path and file name display. Use this to select which template file to edit or create. If you press <Enter> without making any changes, the program shows all the TEMPLATE files available in the path where your Family Roots reside. Select the one you want to edit with your mouse, or with the arrow keys and <Enter>. If you want to use your mouse and it is not active, go back to Family Roots and activate it in Setup. MKTEMPLA uses the configuration for the family.

You can load a file from another drive or path. This information goes into the "Path or Drive" box. In this case enter the drive letter, followed by a colon, then a backslash

"\" and the subdirectory name(s) leading to the file. Type the name of the file separately in the "Filename" box.

If the program can't find the filename you enter, it assumes that you want to create a new template. You might want to do that later, but for this tutorial we will edit TEMPLATE.WI3. This template creates a Family Group Sheet like the Family Roots version 3 wide group sheet without any LDS fields. It also has a short second page listing the children's occupations, to demonstrate that you can add a second page.

If you loaded all the TEMPLATE files on your hard disk when you installed Family Roots, the path is correct already. Press TAB or click the mouse on the Next box to move to the Filename box. Press END to move to the end of the file name, backspace over the \* and replace it with WI3. Finally, press <Enter>, or click the mouse on the OK box.

This tutorial shows you how to:

1. Edit the headers and footers.
2. Change the label used for a field.
3. Move fields around.
4. Insert or Add more fields.
5. Delete a field.
6. Replace a field.
7. Select which person's data to display.
8. Exit the process.
9. Name and save the edited template.

## 16.1 KEYS USED FOR EDITING TEMPLATES

ALT-H	Help Screen.
ALT-S	Save template and continue editing.
DELETE	Deletes the field highlighted in the top window.
INSERT	Inserts a field after the field highlighted in the top window.
TAB	Accepts the field highlighted in the top window and goes to the next.
ESC	Accepts the field highlighted in the top window and goes to the next.
SHIFT TAB	Accepts the field highlighted in the top window and goes back to the previous field.
ENTER	Selects the field highlighted in the bottom window and assigns it to the current position in the top window.
P	Assigns the current field to the first person listed on the Family Group Sheet. (The data for this field will come from that persons record).
S	Assigns the current field to the spouse.
C	Assigns the current field to a child. You will be asked which child.
ARROW KEYS	Change which field in the bottom window is highlighted.

## 16.2 KEYS TO USE FOR EDITING TEMPLATE HEADERS

ALT-E	Accept the header and quit editing.
ALT-H	Help Screen.
ENTER	Add this line, or insert an empty line after this one.
TAB	Accept this line and go on to the next, cycles back to the first.
HOME	Move the cursor to the beginning of the line.
END	Move the cursor to the end of the line.
INSERT	Toggles between 'Insert Mode' and 'Overwrite Mode'
DELETE	Delete character under cursor
BACKSPACE	Delete character to the left of cursor.
CTRL-D	Delete this whole line.
CTRL-E	Erase what's on this line and continue editing it.
CTRL-Y, ALT-Y	Erase from the cursor to the end of the line.
CTRL-S	Save this version of the line into for later Undo.
CTRL-U	Undo erase or changes and restore to last CTRL-S.
LEFT ARROW	Move one character to the left without erasing.
RIGHT ARROW	Move one character to the right without erasing.



### 16.3 LESSON 1: EDITING TEMPLATES WI3 AND LD3

TEMPLATE.WI3 and TEMPLATE.LD3 are very similar. The instructions below use the fields from TEMPLATE.WI3. Figure 19" - TEMPLATE.WI3 is what a Family Group Sheet looks like using the unedited version of TEMPLATE.WI3.

TEMPLATE.LD3 (Figure 19" - TEMPLATE.LD3) is the same as TEMPLATE.WI3 except that it includes the LDS fields. A "Temple Data" label appears on the far right of the first line. The LDS fields are unlabeled dates and appear at the right end of each line. See below.

The program loads the template file and compares it to your configuration file. It looks for the added fields for Sex, Christening date and place, Burial date and place, and LDS ordinance. If your configuration doesn't list one of these fields, the program automatically eliminates it from the template. If you use only a place and not a date, it combines the labels as below.

Born 24 Feb 1938 Place Pipestone, Minn  
Chr Place Verdi, MN

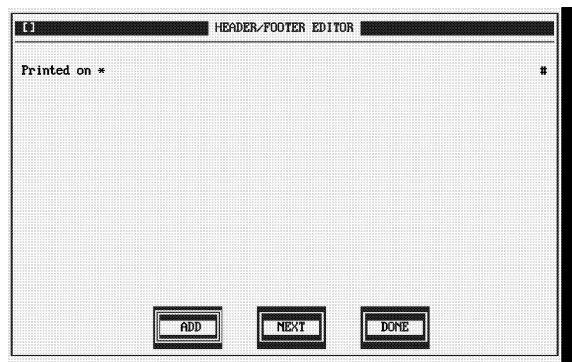


Figure 16.3.1

#### 16.3.1 EDIT A HEADER

The first thing to do is edit the header. (This header is in addition to the Custom Header for group sheets saved as HEADER.GRO.) A header can contain anything you wish, as well as the page number and today's date. You mark the page number with a # and the current date with a \*. Family Roots replaces the # with "Page" followed by the page number when it creates

the Family Group Sheet. The actual label for "Page" comes from the GENERAL.LAB file. Family Roots replaces an asterisk with the current date.

Headers and footers both use the same right and left margins as the group sheet, not the margins for headers. If your parameters ask for page numbers at the top or bottom of the page, Family Roots prints them in addition to any in these headers or footers. If you include page numbers in the header or footer, change the parameters to avoid duplicating the numbers.

If you include a page number in the header, be sure that the FIRST SHEET NUMBER parameter is bigger than zero. Otherwise the program prints "Page # 0" on all your pages.

For a screen listing the available keystrokes, press ALT-H or click the mouse on the HELP box. The keys used to edit headers are listed below.

The program highlights the line you are working on. When you have changed the first line to your satisfaction, press the TAB key or click the NEXT box to go to the second line. If you press the <Enter> key or click the ADD box, it inserts a line between this one and the next, or adds one to the end. The TAB key moves down to the next line. You can only move down, not up to the previous line. If you are on the last line, the TAB key moves the cursor back up to the first line. Press <Enter> or click the ADD box to add blank lines at the bottom of the header.

In addition to the Family Roots standard editing keys, you can use Ctrl-D to delete an entire line. The DELETE key deletes one letter.

When you have finished with the header, press ESC to exit.

The directions for editing a footer are exactly the same. You will have an opportunity to edit the footer after you work on the field entries.

### 16.3.2 EDIT A FIELD ENTRY

Figure 16.3.2 shows a HELP box in the upper right hand corner. A line below divides the screen into percentages to help you position the fields. Below that is the first field selected for this template, labeled

Husband:%Wife:%Father:%Mother:  
(explained later). On the same line it shows "NAME", (the

name of the field), in bold. The whole line is a different color indicating the length of that field. (The color you see depends on your configuration file.) The line goes across the whole page or ends at 100%.

FAMILY GROUP SHEET TEMPLATE				Help					
10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Husband: Wife: Father: Mother: NAME									
[ ] AVAILABLE FIELDS									
NAME	SPOUSE	LAST UPDATED	DESCRIPTION						
RN	MARRIED DATE	SEX							
BORN ON	MARRIED PLACE	CODE							
BORN AT	MARITAL STATUS	RELATION							
DEATH DATE OR 'LIV	OTHER SPOUSE	BURIED							
DIED/LIVING AT	NUMBER OF CHILDREN	MISC							
MOTHER	NOTES	BLANK LINE							
FATHER	SOURCES	SOLID LINE							
Data for Person Spouse Child Page 1									

Figure 16.3.2

### 16.3.3 FIELDS TO SELECT

The window on the bottom of the screen lists all the fields you might want to include in your Family Group Sheets. In addition to the standard fields and your added fields, you can select NAME, RN, OTHER SPOUSES, NUMBER OF CHILDREN, BLANK LINES, SOLID LINES, DESCRIPTIONS, NOTES, and SOURCES. Select RN from this list only if you want it shown separately from the name. The SHOW RN WITH NAME parameter lets you print the RN with the name when you don't select RN to show separately. If you select both NOTES and SOURCES, Family Roots separates the note fields based on the USE NOTES (A/F/S/Q/O) parameter.

### 16.3.4 WHOSE DATA?

The bottom line indicates whose data appears in this position. PERSON is highlighted, indicating that this field is the name of the first person on the sheet. This depends on the parameter FIRST PERSON LISTED (F/M/R). The right hand corner shows that we are setting up the first page of the group sheet. You can set up two different pages for each sheet.

### 16.3.5 MOVING AROUND THE TOP WINDOW

Press TAB or ESC to go to the next field without making any changes to this field. Press Shift-TAB any time you want to go back to the previous field.

The next field selected is the birth date, the label is "Born". The field ends where the color changes, at 25% of the line. Press TAB to accept this field and continue to the next one.

### 16.3.6 CHANGING A LABEL

The birth place field follows the birth date on the same line. The label is "Place" but let's change it to "At". To change anything about a field we must first go to the window at the bottom of the screen and select the field to be placed at this location. We still want it to be the same field. Press the down arrow 3 times until 'BORN AT' is colored, or move your mouse to that field. Press <Enter> or click the mouse to select the field. Now enter the new label. Type "At". Don't type a space after the label. The program add a space if the label is not empty. If you want something like a colon to follow the label, include it.

After you enter the label you want, press <Enter>.

The label for birth date and place are the same no matter who is the first person on the sheet. We don't need to provide alternatives.

### 16.3.7 ALTERNATE LABELS

The label for the first field listed, NAME, is actually a choice of four labels. Any time you want to use different labels for different sexes, you can provide separate labels for each option. Separate the labels with a percent sign like the label shown above for the NAME field. Do not put a percent sign at the end of the last label. This defines the content for the first person on the Family Group Sheet. The FIRST PERSON LISTED (F/M/R) parameters determines who fills that position. You may always list the father first, or the mother first, or the person you chose by RN regardless of the sex. If this person is the husband, Family Roots uses the first section of the label, up to the "%" that divides the label. If it is the wife, it uses the second section. If the first person is an unmarried parent, or a parent with no marriage data, it prints the third or fourth section.

When you don't include any percent signs in the label, Family Roots uses it as entered without regard to the sex of the person. If there are only two labels and you print a Family Group Sheet for an unmarried parent, Family Roots uses the label entered for a married parent of the same sex.

The field DEATH DATE OR LIVING can also have alternate labels. Family Roots uses the first part of the label if the person has died, the second for the living. Family Roots substitutes the word "Living" for the death date only if there is a label for that field. Anyone with an "L" in this field of the record is recognized as living. If the field is empty, the person is assumed to have died. If there are more than two labels, the rest are ignored.

Marriage fields also use alternate labels for first and later marriages. The first section of the label is for the first marriage, the second for remarriages. Any sections beyond the second are ignored.

#### 16.3.8 FIELD LENGTH

The next box asks you where this field should end, as a percentage of the line. It offers 100% as the default. Press <Enter> to accept the 100%, allowing this field to use all the space to the end of the line.

Press ESC for the length if you want to redo a field.

If you don't have any Christening fields, the next field displayed is the marriage date. If you have a Christening or Baptism date field it comes first. The suggested label is "Chr". The Christening place field comes next if you have one, with the label "Place". If you have only a Christening place field (no Christening date field), that appears at the beginning of the line. In that case, the label combines the two as "Chr Place".

Press the TAB key until the MARRIED DATE field is displayed. This label is "Marr". The field ends where the color changes, at 25% of the line. The ruler line is not exact, but gives you an approximate idea of your location. If you print at 10 characters per inch with no margins, 25% of the line is 20 characters. If you print at 16.5 characters per inch, 25% of the line is 33 characters. When Family Roots displays the Family Group Sheet on the screen, each line is 76 characters long. 25% of this is 19 characters. Tables at the end of this chapter show percentages and number of characters for different print sizes and line widths.

The length of the field includes the label, the data, and the characters you use at the end of each field. This template uses one space at the end of each field. Let's leave this field and go to the next -- press the TAB key.

MARRIED PLACE follows on the same line. Let's change the length of this field to make room for another field on this line.

To change a field, the first thing to do is to select the field from the window at the bottom of the screen. Since we want to keep the field here, use the arrow keys or your mouse to highlight MARRIED PLACE and press <Enter>, or click the mouse.

The label is "Place". If you would prefer something else, change it now. If you want to keep the same label, press <Enter>.

This field currently continues to the end of the line, 100%. We want the next field to start about three quarters of the way across the page. Enter 75% as the end of this field. When you press enter, the next field fills in that space. It is pushed back down when the field is inserted.

To change the position of the start of a field, adjust the length of the previous field. If we increase the end of the previous field on this line, MARRIED DATE, from 25% to 33% it pushes the MARRIED PLACE field to the right to begin at 33%. You can't increase the length of a field past 100%. If the field is too long to fit on one line, the program inserts a line below for the overflow.

See the tables at end of chapter that convert percentages into characters for various print sizes and line lengths.

#### 16.3.9 INSERTING A FIELD

To insert a field on an existing line, make room for it by adjusting the length of the other fields on that line as described above.

For tutorial purposes we'll insert MARITAL STATUS. You insert fields after the current, highlighted field. Press Shift-TAB to highlight the MARRIED PLACE field again, then press INSERT. The screen displays "Which field here?" at the position of the inserted field. If there is not enough room on the screen for this whole question, it displays only a question mark.

To make any changes to a field, select the field from the window at the bottom of the screen. Use the arrow keys or your mouse to highlight MARITAL STATUS and press <Enter> or click the mouse. Enter the label you want for this field ("Status" suggested) and press <Enter>. Since we want this field to use the rest of the line, change the length to 100 and press <Enter> again.

The program inserts the field at that location and pushes the next field to the line below. There is not enough room on the screen to display the label and the name of the field. The name is truncated, but this is not a problem, even for a screen display. The data in the MARITAL STATUS field, "Married" or "Widowed", is shorter than the name of the field.

You can insert another line of data containing one or more fields. Highlight the field at the end of the previous line and press INSERT. If you plan for only one field on the inserted line, the end of the inserted field is 100%. You can put several fields on the same line. After you insert each field, the program displays the next field on the list. Press Shift-TAB to go back one field. Then insert the next field for that line.

To add more fields on page one, you must insert them. Insert them anywhere on the page, including after the last field.

#### 16.3.10 DELETE A FIELD

Press the TAB key several times to display the death and burial fields on the next lines. The burial fields are optional, and you may not have added them. The following two fields are BLANK LINES, with four alternate labels for each. They are part of the labels for the FATHER and MOTHER fields to appear on the line below. Press the TAB key a few more times to see another BLANK LINE field, followed by the OTHER SPOUSE field.

Family Roots always prints BLANK LINE labels with no regard to the SHOW EMPTY FIELDS parameter. If you set that parameter to No and there are no other marriages for this person, only the label

Husband's  
appears on a line by itself. The labels for the OTHER SPOUSE field are adequate without this BLANK LINE. Let's delete the BLANK LINE field.

Press Shift-TAB to move back to the BLANK LINE field to be deleted and press DELETE. The next line is pulled up, but not erased, from the line below. It appears for the moment that you have two entries for OTHER SPOUSE. When you press the TAB key, the next line shows the correct field to follow. In this case it's a BLANK LINE with no label, which separates the first person's data from that of the spouse.

#### 16.3.11 REPLACING A FIELD

You can replace the highlighted field by selecting another field from the window below. Select with the arrow and <Enter> keys or click the mouse on it. Change this BLANK LINE to SOLID LINE, to separate each person's data. If the BLANK LINE is not highlighted, use the TAB or Shift-TAB keys to highlight it. Select SOLID LINE from the lower window. The program asks you for a label. The characters you choose to end the fields also appear at the end of SOLID LINE. This template uses one blank. If you use a vertical line character (ASCII 179), you might want to choose that same character as a label for symmetry reasons.

SOLID LINE doesn't have to fill a whole line. The end of the previous field and the end of the SOLID LINE field determine the position and length. After you enter the length, the program displays a solid line across the screen.

#### 16.3.12 ANOTHER PERSON'S DATA

Press TAB again. Notice that the bottom line of the screen now highlights "Spouse". Family Roots takes the data from the spouse's record for the field printed here. Type the first letter of the word to select another person -- 'P' for person, 'S' for spouse, or 'C' for child. If you select child, it asks for the child number. For this template the child number is always 1. The program repeats the fields you set up for the first child for all of them. (TEMPLATE.JGS has definitions for 4 children.) If you changed the person, press 'S' to change it back again.

Press TAB several times to display the data selected for the spouse. Notice that the spouse has no marriage data listed.

#### 16.3.13 DESCRIPTIONS/BLANK LINES

The next line of fields are DESCRIPTIONS, with labels for the columns for the children's data below. Notice the bottom line of the screen now highlights "Child".



DESCRIPTIONS are like BLANK LINES or SOLID LINES. Family Roots prints only the labels. They are not related to any data. Family Roots prints the labels only once, for the first child. Compare that to BLANK LINE or SOLID LINE, which repeats for each child.

Each label is in a separate field. This lets the column headers line up with the data columns no matter which print size you use. The next line is a DESCRIPTION with no label and a length of 100%. This selects a blank line below the column headers.

#### 16.3.14 NUMBER LABELS, '#'

The first data that repeats for each child is a BLANK LINE with a "#" as its label. Family Roots replaces this with the child's number. It is on a BLANK LINE field instead of using it as a label for the SEX field. This allows for children with no record, who have no sex field. If SHOW EMPTY FIELDS is No, Family Roots skips that field and its label, leaving that child un-numbered.

#### 16.3.15 ALTERNATE DEATH DATE/LIVING LABELS

Since the labels for each column appear above the data, none of the remaining fields has a label, except for the DEATH DATE OR LIVING field. The word "Living" replaces the label for this field only if there is a label. We need a label there, but we don't want a label in front of the death date.

For this field, Family Roots uses the first section of the label if the person has died. It uses the second section if there is an 'L' entered in that field in the record. The first section of the field is blank; nothing needs to precede the death date. That makes the first character of this label the separator, "%". What is used for the second part of the label doesn't really matter since the word "Living" replaces it. We suggest a space, entered by pressing the space bar once. See ALTERNATE LABELS section 16.3.7 for more information.

#### 16.3.16 OVERFLOWING FIELDS

Tab through the three lines set up for the data of each of the children. Notice that the second line has a BLANK LINE below the name field. Suppose the data for a field is too long to fit in the space allotted for it. Family Roots places it in a BLANK LINE below if BLANK LINE encompasses the field. By this we mean that BLANK LINE starts on or before the column where this field starts and ends on or after the column where this

field ends. It must cover the whole extent of this field to be used. However, a BLANK LINE across the whole page is left as a spacer and not for overflow data. Family Roots prints the overflow data after any label in the BLANK LINE below.

If there is no usable BLANK LINE below an overflowing field, Family Roots inserts a new line with the extra words. A name may be quite long if you include the RN and Special ID. If the name is too long, Family Roots prints the excess (after any label) in the BLANK LINE below, in front of the BIRTH PLACE. If the DEATH DATE OR LIVING field is too long, Family Roots inserts another line, since the space below is allotted to the spouse's name. If the spouse's name overflows, Family Roots inserts another line, since the BLANK LINE below goes across the whole page.

The overflow data is indented two spaces from the beginning of the field on an inserted line. If it goes into a BLANK LINE, it starts two spaces from the label of the line, or two spaces after any previous overflow added to that line.

### 16.3.17 SEPARATED DATA

Everyone's notes and the children's other marriages appear separately at the bottom of the sheet after the last child's data. Notice that the DESCRIPTION fields labeled "Notes" and "Other Marriages" belong to the first person. "Person" is highlighted on the bottom line of the screen. When an individual's data appears in two separate places on the sheet, the first field of separated data must be a DESCRIPTION. Also, it must belong to the first person on the sheet. At least one line must precede it, where all the fields on that line are for another member of the family, either a spouse or a child.

Family Roots handles separated data differently. It prints each entry on a separate line. In this template if the parents have more than two marriages, the other spouses appear on the same line, separated by a comma and the marriage number. However the OTHER MARRIAGES for the children are separated data, making each marriage appear on a separate line.

The labels printed above separated data must be DESCRIPTION fields and must belong to the first person on the sheet. If you do not want a label, you must start separated data with a DESCRIPTION field belonging to the first person. Make the label for that DESCRIPTION field empty to produce a blank line part way or completely across the page. Do not use a BLANK

LINE for the labels. Family Roots uses BLANK LINES in separated data for column place holders and does not print them.

The next line contains the NOTES for the first person. Notice to whom each field of data belongs on the bottom line of the screen. Again you can supply alternative labels depending on who is first on the sheet. Family Roots replaces the "#" in each label by the note number. The label for the husband's first note, assuming that he is first on the sheet, is "H-1". If you want more explicit labels, this is the time to change them.

In the OTHER MARRIAGES column, the data belongs to the child. Parent's other marriages appear above. There are two "#"s in the label. Family Roots replaces the first, between parentheses, by the child number, and the second by the marriage number. It labels the first child's third spouse "(1)-3". The NOTES for the children have similar labels. You can change the parentheses and the dash to whatever clearly identifies the data.

A BLANK LINE follows the NOTES for the spouse and the children. Family Roots doesn't print BLANK LINES in separated data. They mark the boundary of the NOTES column.

You can have more than one group of separated data, with up to five columns containing different data fields in each group. List both parents' notes under the wife's data and above the children if you wish. Or have one section for SOURCES and another for NOTES. Just be certain that there is at least one complete line of someone else's data (not the first person on the sheet) above each section, and make the first line of the separated data a DESCRIPTION belonging to the first person on the sheet. This marks it as separated data.

#### 16.3.18 EXIT

Keep pressing the TAB key until there are no more fields. To accept the fields, select 'Yes' or <Enter>. If you don't want to save the changes made, select "Cancel" from the dialog box shown. That exits the program. If you want to start over with the first field again, select 'No'. That's a little easier than doing Shift-TAB to the beginning if you forgot something.

Did we really have to tab through all these fields? No. Exit at any time by pressing ALT-X.

### 16.3.19 FOOTERS

A footer is just like a header, except any words you want to print appear on the bottom of every sheet of paper. Just as in a header, Family Roots replaces a single "\*" on a line by the current date and a "#" by the page number with label. All the instructions for editing headers apply here too.

Say 'Yes' to editing the footer. You might not like ours.

### 16.3.20 PAGING

You can set up two different pages with separate headers and footers. If the material for the first page doesn't fit, Family Roots uses the header you enter for the second page for the overflow. The footer is the one created for the first page.

When Family Roots has printed all the data from page one and you have entered fields for page two, it prints page two on a new page. It uses the second page header and footer.

If you don't want a second page, enter a header for family group sheets that extend beyond one page. Delete all the fields entered here. Erase the footer as well.

If you want a different second page, you know how to create it now.

### 16.3.21 ADD ANOTHER FIELD

After displaying the last field on page two, another line appears asking "Which field here?" This is in case you want to add more fields to this template. If not, press TAB, or ESC to exit. If you want to add more:

1. Select the person whose data is to print. Type "P" for Person to create another group of separated data. Type "C" for child to add another field for each child.
2. Select the field to print from the lower window.
3. Enter the label you want.
4. Enter the end of the field as a percentage of the line.

### 16.3.22 ENDSTRING

Family Roots prints what you enter in this box at the end of every field, including BLANK LINES and DESCRIPTIONS. Leave it empty, or enter blank spaces, punctuation marks, or the

vertical line character. The vertical line character is ASCII 179. Enter it by typing 179 from the keypad while holding down the ALT key. You can enter up to 10 characters.

#### 16.3.23 BLANK/EMPTY FIELDS

Family Roots prints what you enter in this box for empty fields if the SHOW EMPTY FIELDS parameter is Yes. You can enter up to 10 characters. If you want the field to be underlines for ease of "filling in the blanks", enter a single underline character. It repeats for the full size of the field.

#### 16.3.24 SAVE FILE

If you save this template file with a different extension, the original remains unchanged. You may use any name and extension for template files. If you want Family Roots to load the file automatically without asking you to supply the file name, name it TEMPLATE with one to three letters as the extension (such as your initials). See TEMPLATE FILE EXTENSION in chapter 17 for more information on how this works.

## 16.4 LESSON 2: EDITING TEMPLATE.JGS

The data in this (Figure ? - TEMPLATE.JGS) Family Group Sheet appears side by side. It is an adaptation of the form used by the Jewish Genealogical Society. There are four columns defined on page two for the first four children. If there are more children than definitions, Family Roots repeats the first child's format and labels below these children. Only the first child has a label. Child 2, 3, and 4 don't. Child 5 repeats the format for child 1, including the labels. The labels occur in separate BLANK LINE fields belonging to child 1.

This format has no room for second marriages for the children. That means you must include Other Spouses. This prevents Family Roots from trying to print all the marriage data for second marriages.

Since RN's appear separately, the SHOW RN WITH NAMES parameter applies only to the grandparents. The RNs for the individual don't appear with the name. Since the lines are so short, consider settings SHOW SPECIAL ID WITH NAMES, USE MARRIED NAME, and SHOW CHILD'S FULL NAME to No.

The first two screens are exactly the same as when we were editing the TEMPLATE.WI3 and TEMPLATE.LD3. This time select TEMPLATE.JGS as the file to edit.

Editing the header is explained in section 16.3.1 EDIT A HEADER

There are cases where it is advantageous to put the labels in separate BLANK LINES belonging to the first child or person rather than as the label for the first field. If the person in the first column is living, the burial field is skipped. The label is not printed. If the person in the next column is dead, the burial field prints but it has no label. In this format the burial label is always printed because it is the label for a BLANK LINE, not for the BURIAL field.

If there are zero marriages, Family Roots prints 'Single' in the first marriage field. It doesn't print any of the other marriage fields. If there are several columns of children's data, some may be single and the others married. If the labels are in BLANK LINES, it prints the labels for marriage data even if the person in the first column is single.

The next screen displays the available fields on the bottom half of the screen and a single line with no label in the top window. That is because the first field selected is a SOLID LINE. It belongs to the first person on the sheet. 'Person' is highlighted on the bottom line of the screen. The SOLID LINE extends all the way across the screen.

Press TAB to see each field which contains labels for the two columns. The first is a BLANK LINE ending at the 30% mark. Since it has no label, nothing is printed there. Following it is a DESCRIPTION, belonging to the first person, with four alternate labels. (See 16.3.7, ALTERNATE LABELS for an explanation.) If this had been a BLANK LINE as well, there would be no difference. The next field, RN, overwrites some of this field with the label "RN#". That's not a problem since only one of the alternate labels is used on the printout. The RN field shows the record number of the first person in this position.

The next field belongs to the spouse. Watch the bottom line of the screen to see who owns each field. This is a DESCRIPTION with two alternate labels. Following it is the RN field, labeled "RN#", which overwrites the alternate labels of the previous field.

As you step through each of the fields on this sheet, note that the first line is always a blank line with a label for the fields to follow. This belongs to the first person. The fields themselves usually have no labels. One exception is MARITAL STATUS on the fifth line. Since the marriage data is the same for both spouses, there is no need to repeat it.

As an exercise, let's print the marriage date in the person's column and the marriage place in the spouse's column. Let's also skip the marriage status.

Press Shift-TAB until the BLANK LINE with the label "Marriage Date:" is highlighted. To change this label, use the mouse or the arrow keys to highlight the BLANK LINE field in the window in the bottom half of the screen, and click the mouse or press <Enter> to select it. Change the label to "Married:" and press <Enter>. Press <Enter> to accept the length as 30%. Press TAB to accept the next field as MARRIED DATE without changes.

The next field highlighted is MARITAL STATUS. Press DELETE to remove this field. Apparently nothing happens, but in fact the end of the MARRIED DATE field changes to 100% of the line, using the space previously occupied by MARITAL STATUS. We'll

take care of that later. Press TAB again to highlight the BLANK LINE with the label "Place:". Press DELETE to remove that field. Again nothing changes on the screen. Press Shift-TAB to move back one field. It ignores MARITAL STATUS because it was deleted. Now MARRIED DATE is highlighted and occupies the rest of the line. We need to change the length of this field. Select MARRIED DATE from the bottom window. Press <Enter> to accept the label, but change the length of the field to 65. This pulls the MARRIED PLACE field up to the right location. It still appears at the beginning of the next line. When you press TAB that place is occupied by the BLANK LINE with the label "Death Date:".

When you back up using Shift-TAB, changes that affect the fields following the highlighted field are not shown on the screen. Advancing through the fields by pressing TAB displays the correct fields in the new position.

When we move to the BLANK LINE with the label "Other Marriage", you may wonder where the colon is. The other labels end with a colon. The colon makes the label too long for the column width when this template is displayed. When the line is too long for the column width, it usually overflows, creating a line below. However, if the line below is a BLANK LINE and covers the whole column width, the overflow writes into that BLANK LINE after the label. In this case the label uses up so much of the column that there is no room for the overflow word "Marriage" in that column either. It gets passed down to the BLANK LINE below. There's no room there either. This makes "Other" print in the correct line with any other spouses, but "Marriage" keeps getting passed down. It finally prints at the bottom of the column, after all the other labels.

There are three ways to get around this. The easiest is to make the label a little shorter by removing the colon. Another is to make all the BLANK LINES labeling the fields a little bit longer. This makes room for the colon and everything still lines up. It shortens the space for the data columns. The third way is to break up the BLANK LINE below "Other Marriage" into two BLANK LINES. Assign one no label and a short length, say 1%, and the other with the next label. If you want the next label indented, put the unlabeled BLANK LINE first. If the BLANK LINE below an overflowing field doesn't cover the whole length of that field, it isn't available for the overflow. The program creates another line for "Marriage:" when it displays this template on the screen.

The screen only allows for a 75 character line. The problem doesn't arise on paper where lines are longer.



NAME	SPOUSE	LAST UPDATED	DESCRIPTION
BORN ON	MARRIED DATE	SEX	
BORN AT	MARRIED PLACE	CODE	
DEATH DATE OR 'LIV	MARITAL STATUS	RELATION	
DIED/LIVING AT	OTHER SPOUSE	BURIED	
MOTHER	NUMBER OF CHILDREN	MISC	
FATHER	NOTES	BLANK LINE	
	SOURCES	SOLID LINE	

Data for: Person Spouse Child Page 1

Figure 16.5

### 16.5 LESSON 3: CREATING A NEW TEMPLATE

This is much easier if you first draw one on paper the way you want it. You enter fields starting at the left of the top line, proceeding left to right through each line. Go back, insert, delete, or shift a field left, right, or to the next line by adjusting the length of the previous field.

Create a Header for page one if you want one. This is in addition to the Custom Header saved as HEADER.GRO.

The top window displays "Which field here?" in the first line. See Figure 16.5.

As you enter each field, first select the person whose data belongs in that field. The first person on the sheet is "Person". You select this person by the FIRST PERSON LISTED (F/M/R) parameter.

#### 16.5.1 SELECT A FIELD

Select the field to appear in this location. Assign the fields from left to right on the line. If you haven't assigned a field already, the program asks 'Which field here?' if there is room on the screen. When the previous field ends past about 70%, it shows only a question mark since there is not room for the question.

After you select the field, it appears on the screen if there is room. Fields that start at 95% aren't displayed properly on the screen. That doesn't mean you can't put a field there. A short field like SEX prints properly on both the screen and printer.

#### 16.5.2 DUPLICATE FIELDS

You can print the same field more than once. For example, you might want the names of both spouses at the top of the page and again with each one's data. The second time you select the field for that person, the program warns that it is a duplicate field, already selected for this person. Press <Enter> or Y to indicate that this is correct, or N if you don't want to duplicate this field.

#### 16.5.3 CHILD NUMBER?

If you select a duplicate field for a child, the program asks for the child number. The default is the next number. This is a quick way to set up columns of data for a number of children. To duplicate the field for the same child, change the number back. TEMPLATE.JGS contains an example where data is set up for more than one child.

#### 16.5.4 OTHER MARRIAGES

If you select Other Spouse for a person, only the spouse name prints. If there is no Other Spouse selection for that person, all selected marriage data repeats for each marriage. The second section in any marriage label field is for other marriages or remarriages. The labels for TEMPLATE.NAR are "Other Marriage" for parents and "Re-Married" for children. Use only one unisex label, not a separate one for Husband and another for Wife.

If there are zero marriages, no OTHER MARRIAGES print for that person.

#### 16.5.5 BURIAL FIELDS

If a person is living, Family Roots skips the burial field and any fields linked to the burial fields. This is the only field linkage it uses. Selecting any other field does not add the fields that are linked to it. You must select each field individually.

If the burial field is the only item on the line for a living person, the line does not print. If the line contains a burial field and other empty fields belonging to this person, or contains BLANK LINES without a label, the line does not print. If there's data for another person on the same line, blank spaces remain for this field.

#### 16.5.6 BLANK LINES AND DESCRIPTIONS

Some of the fields listed in the lower window need explanation. Both BLANK LINE and DESCRIPTION are fields unrelated to any data, used with a title to print any word combination anywhere on the group sheet. You can also use them as a header that is not alone at the top of the sheet. Make them whole lines or only part of the page. Family Roots interprets a single "\*" included in a DESCRIPTION as a date.

Another difference between DESCRIPTIONS and BLANK LINES applies to repeated children's data. A DESCRIPTION prints only once, with the first child's data. Use it for something like titles over columns of data in table format. A BLANK LINE repeats for each child.

A DESCRIPTION belonging to the first person must be the first field of separated data. Usually it appears as a title. If you want a blank line after that title, it also must be a DESCRIPTION. BLANK LINES in separated data are place holders to define columns.

#### 16.5.7 OVERFLOWING DATA

If a field is too long to fit in the space allowed, the remainder continues into a BLANK LINE below it but not into a DESCRIPTION. The overflow data prints after any label in the BLANK LINE, indented two spaces.

To be used for overflowing data, the BLANK LINE must start at or before the overflowing field and end at or after the end of that field. (It must cover the whole length of the overflowing field.) If you intend to use the BLANK LINE for overflow lines, it is a good idea to end it at the same column as the field above. Don't make the BLANK LINE the only field on the line if you intend to use it for overflow. The program assumes a BLANK LINE that fills a whole line to be a separator and does not use it for overflow data.

If the BLANK LINE overflows as well, it passes on any excess to another BLANK LINE below or creates an overflow line.

To line up columns with possibly overflowing data, make a separate blank line entry below each field. However, NAME fields are more likely to overflow than date fields. If one blank line below the NAME field extends across the next field, BIRTH DATE, a very long name can use the area under the BIRTH DATE. This might happen if you print both the RN and a Special ID with the name, or have a name with a long title. Leave enough room in the BIRTH DATE field for the date plus 2 spaces for each footnote reference. If the BIRTH DATE overflows, the extra characters print two spaces after the end of the second line of the name.

If the field below is not a BLANK LINE or isn't available for overflow, Family Roots inserts another line. The overflow data prints directly below the field but indented two spaces.

BLANK LINES print as empty lines if no data overflows into them. Suppose that the first field on the line overflows into a BLANK LINE below and a later field on the same line also overflows. If the field below is not a usable BLANK LINE, the overflow from the first field also prints on the overflow line instead of in the BLANK LINE.

#### 16.5.8 SEPARATED DATA

Family Roots may skip lines in the first person's data if data in between belongs to someone else, but there is more data for the first person. The first time it finds lines skipped in the first person's data, and the next field for the person is a DESCRIPTION, it assumes the next fields are meant to appear separately, like notes and other marriages. You can list up to five different fields in columns in each group of separated data. All the notes print in one column and all the other marriages in the next. You can't have more than one column with the same field.

In separated fields like notes and other marriages, a BLANK LINE field marks the end of the previous field to define a column. The labels or titles above the separated data should be DESCRIPTIONS. DESCRIPTIONS and SOLID LINES are only allowed in the title over separated fields. Including them after the first data field creates another section of separated data. This assumes there is a line of data assigned to another person in between. Otherwise it probably just messes up the columns.

### 16.5.9 NOTES AND SOURCES

You can list NOTES and SOURCES separately. If you include both fields for the person, the USE NOTES (A/F/S/Q/O) parameter determines which notes are considered source notes. If you include only one field, either NOTES or SOURCES, for the person, Family Roots treats all notes the same. TEMPLATE.JGS above includes both sources and notes for the parents but only notes for the children. Sources and other notes for the children appear as ordinary notes.

### 16.5.10 LABELS

Enter the label for this field. Family Roots adds one space after the label. You should include any ':' and other leading spaces in the label. Leave the label blank or enter up to 324 characters. Use a vertical line as a label with blank and solid lines to make a box. Include vertical lines in labels or descriptions by typing 179 from the keypad while holding down the ALT key.

When you list children's names side by side in columns, the first child's data has labels. Spouses listed side by side can give the labels to either.

If a person is living, the word "Living" replaces the label you assigned to this field only if the label is not blank. This implies that you can't use leading spaces on the label to indent this field. The leading spaces are ignored. Use short blank lines to indent and align all the fields properly.

If data is in columns with the "Died" label at the top of the column, you might use a label of one space if you want "Living" printed. Place this in the second section of the label to prevent it from printing in front of the death date. If the death date has no label at all, the program leaves the field blank for the living.

If the data is in columns and the labels are attached to one of the people (rather than in a separate BLANK LINE), put the Died and Buried labels in front of each person. Otherwise the label won't print if the person in the first column is living. This applies to the death date, burial fields, and any fields linked to the burial fields. Since this field is never alone on the line when data appears in columns, the line always prints but may be left blank.

If you want to indent a field without any other field in front of it, use a blank line partway across. You can sometimes just add spaces to the beginning of the label (except as above). For multiple labels, (Father%Mother%etc), you must add the spaces to each section of the label.

To number marriages, notes, or children, enter a "#" in the label where you want the number. A parent's label uses only one #. A child's label uses the first # for the child number and the second for the note or marriage number. If there is only one #, it is the child number. This can be the label in front of the name or the first field printed for each child. Add parenthesis or other markers around the # to help clarify the label when two numbers are used. For example, the label for a child's notes might be "(#)-#:". For the Second Child's first note the label becomes "(2)-1:". You can be more specific and make the label "(#)-Note #:" or whatever makes it clear to you.

See more information in section 16.3.15, ALTERNATE LABELS.

#### 16.5.11 FIELD LENGTH

Length: enter the end of the field as a percentage of the width of the page. For example, Birth Date ends at 25%, Birth Place ends at 60% and another field ends at 100%. The last field on a line ends at 100%. If a field is alone on the line it ends at 100%. The field following begins where the current one ends. Move fields by adjusting the length of the previous field.

#### 16.5.12 GO BACK TO A PREVIOUS FIELD

Press the Shift key together with the TAB key to return to the previous field. Use this if you make a mistake selecting a field, find you have assigned a field to the wrong person, or aren't happy with the label.

#### 16.5.13 EXIT

Press ESC or TAB instead of adding a new field when you have selected all the fields you want on this page. The program asks if this is OK. If you answer No, the program displays the fields one by one. Press ESC or TAB for correct fields. When you come to a field you want to change, change the person if necessary, re-select the field and correct the error.

To Exit without cycling through all the fields, press ALT-X.

When you have entered all the fields as you want them, you can enter a footer for that page. This prints after all the data for that page.

To exit the program without saving a template, select Cancel from the OK question box.

#### 16.5.14 END OF FIELDS

Enter the characters you want at the end of every field to separate it from the next field on the line. Use spaces, vertical lines, or nothing at all. If there is more than one field on a line, we suggest you use at least two spaces to keep the data fields from running together. The limit is 10 characters.

#### 16.5.15 BLANK/UNKNOWN FIELDS

Finally, enter the word or characters to print for blank fields. Family Roots prints these when SHOW EMPTY FIELDS is Yes. Use up to 10 characters. If you want the field to be underlines for ease of "filling in the blanks", enter a single underline character. It repeats for the full size of the field.

#### 16.5.16 SAVE THE FILE

Enter the filename you want to use to save this template. The advantages of naming the file TEMPLATE with an extension are explained in section 16.3.24.

## 16.6 STANDARD TEMPLATES

The standard templates included on the master disks are set to work with any configuration. See chapter 19 for list of standard templates. Family Roots and the MKTEMPLA.EXE program adapt them to find the added fields you are using. They look for the fields Burial, Christening, and Sex. The parameters BURIAL FIELD INDEX, CHRISTENING FIELD INDEX, and SEX FIELD INDEX identify their presence. If included in the template, the programs use the parameter LDS FIELDS. They also look for fields used for Religion and Occupation. They check your added field titles for names beginning with 'Rel', 'Occ' or 'Pro'. Capitalization doesn't matter. If your configuration file doesn't identify one of the fields listed in the template, the programs delete it from the template automatically. This happens before the fields come up for editing. If there is a blank line or a description used to label that field, however, you must remove that yourself.

After you edit and save a template, it becomes specific to your own setup and Family Roots should work a little faster. We suggest you retain at least one copy of any standard template before you edit it.

If you add a new field and want to include it on the Family Group Sheet, you must add it to the template.

When children's data is horizontal and the same for each child, you only have to set up the data for one child. The program repeats it for the rest of the children. When the data is side by side in columns, set up a definition for as many children as you want columns. If there are more children than definitions, the first child's format and labels are repeated.

You can position Husband and Wife side by side or one above the other. If side by side and both columns have labels, make the column lengths equal. You can enter labels for the first spouse only. If so, they appear at the left margin. If you enter labels for the second spouse only, the labels would be in the middle of the page. If you want to center the labels, put them in BLANK LINES or DESCRIPTIONS in a column in the center. Add the extra spaces to the left to center them.



## 16.7 CHARACTER/PERCENTAGE CONVERSION

The print size you select is in characters-per-inch. The usable width of computer paper is usually 8 or 14 inches wide. Subtract the right and left margins from those to determine the length of the printed line. When the percentage results in a fraction of a character, the fraction is always truncated.

The screen shows a line 7.5 inches long.

## 10 CHARACTERS PER INCH

Line Length-Inches	6	7	7.5	8	12	13	14
Characters	60	70	75	80	120	130	140

Number of Character	Percent						
1	2	2	2	2	1	1	1
2	4	3	3	3	2	2	2
3	5	5	4	4	3	3	3
4	7	6	6	5	4	4	3
5	9	8	7	7	5	4	4
10	17	15	14	13	9	8	8
15	25	22	20	19	13	12	11
20	34	29	27	25	17	16	15
25	42	36	34	32	21	20	18
30	50	43	40	38	25	24	22
35	59	50	47	44	30	27	25
40	67	58	54	50	34	31	29
45	75	65	60	57	38	35	33
50	84	72	67	63	42	39	36
55	92	79	74	69	46	43	40
60	100	86	80	75	50	47	43
65		93	87	82	55	50	47
70		100	94	88	59	54	50
75			100	94	63	58	54
80				100	67	62	58
85					71	66	61
90					75	70	65
95					80	74	68
100					84	77	72
105					88	81	75
110					92	85	79
115					96	89	83
120					100	93	86
125						97	90
130						100	93
135							97
140							100

## 12 CHARACTERS PER INCH

Line Length-Inches 6	7	7.5	8	12	13	14
Characters 72	84	90	96	144	156	168

Number of  
Characters

Percent

1	2	2	2	2	1	1	1
2	3	3	3	3	2	2	2
3	5	4	4	4	3	2	2
4	6	5	5	5	3	3	3
5	7	6	6	6	4	4	3
10	14	12	12	11	7	7	6
15	21	18	17	16	11	10	9
20	28	24	23	21	14	13	12
25	35	30	28	27	18	17	15
30	42	36	34	32	21	20	18
35	49	42	39	37	25	23	21
40	56	48	45	42	28	26	24
45	63	54	50	47	32	29	27
50	70	60	56	53	35	33	30
55	77	66	62	58	39	36	33
60	84	72	67	63	42	39	36
65	91	78	73	68	46	42	39
70	98	84	78	73	49	45	42
75		90	84	79	53	49	45
80		96	89	84	56	52	48
85		102	95	89	60	55	51
90			100	94	63	58	54
95				99	66	61	57
100					70	65	60
105					73	68	63
110					77	71	66
115					80	74	69
120					84	77	72
125					87	81	75
130					91	84	78
135					94	87	81
140					98	90	84
145					101	93	87
150						97	90
155						100	93
160							96
165							99

## 15 CHARACTERS PER INCH

Line Length-Inches 6	7	7.5	8	12	13	14
Characters 90	105	113	120	180	195	210

Number of  
Characters

Percent

1	2	1	1	1	1	1
2	3	2	2	2	2	1
3	4	3	3	3	2	2
4	5	4	4	4	3	2
5	6	5	5	5	3	3
10	12	10	9	9	6	5
15	17	15	14	13	9	8
20	23	20	18	17	12	10
25	28	24	23	21	14	12
30	34	29	27	25	17	15
35	39	34	32	30	20	17
40	45	39	36	34	23	20
45	50	43	40	38	25	22
50	56	48	45	42	28	24
55	62	53	49	46	31	27
60	67	58	54	50	34	29
65	73	62	58	55	37	31
70	78	67	63	59	39	34
75	84	72	67	63	42	36
80	89	77	72	67	45	39
85	95	81	76	71	48	41
90	100	86	80	75	50	43
95		91	85	80	53	46
100		96	89	84	56	48
105		100	94	88	59	50
110			98	92	62	53
115				96	64	55
120				100	67	58
125					70	60
130					73	62
135					75	65
140					78	67
145					81	70
150					84	72
155					87	74
160					89	77
165					92	79
170					95	81
175					98	84
180					100	86
185						95
190						98
195						100
200						96
210						100

## 16.5 CHARACTERS PER INCH

Line Length-Inches	6	7	7.5	8	12	13	14
Characters	99	116	124	132	198	215	231
Number of Characters	Percent						
1	2	1	1	1	1	1	1
2	3	2	2	2	2	1	1
3	4	3	3	3	2	2	2
4	5	4	4	4	3	2	2
5	6	5	5	4	3	3	3
10	11	9	9	8	6	5	5
15	16	13	13	12	8	7	7
20	21	18	17	16	11	10	9
25	26	22	21	19	13	12	11
30	31	26	25	23	16	14	13
35	36	31	29	27	18	17	16
40	41	35	33	31	21	19	18
45	46	39	37	35	23	21	20
50	51	44	41	38	26	24	22
55	56	48	45	42	28	26	24
60	61	52	49	46	31	28	26
65	66	57	53	50	33	31	29
70	71	61	57	54	36	33	31
75	76	65	61	57	38	35	33
80	81	70	65	61	41	38	35
85	86	74	69	65	43	40	37
90	91	78	73	69	46	42	39
95	96	83	77	72	48	45	42
100	102	87	81	76	51	47	44
105		91	85	80	54	49	46
110		96	89	84	56	52	48
115		100	93	88	59	54	50
120			97	91	61	56	52
125			102	95	64	59	55
130				99	66	61	57
135					69	63	59
140					71	66	61
145					74	68	63
150					76	70	65
155					79	73	68
160					81	75	70
165					84	77	72
170					86	80	74
175					89	82	76
180					91	84	78
190					96	89	83
200						94	87
210						98	91
220							96
230							100

## 17 CHARACTERS PER INCH

Line Length-Inches	6	7	7.5	8	12	13	14
Characters	102	119	128	136	204	221	238

Number of  
Characters

Percent

1	1	1	1	1	1	1	1
2	2	2	2	2	1	1	1
3	3	3	3	3	2	2	2
4	4	4	4	3	2	2	2
5	5	5	4	4	3	3	3
10	10	9	8	8	5	5	5
15	15	13	12	12	8	7	7
20	20	17	16	15	10	10	9
25	25	22	20	19	13	12	11
30	30	26	24	23	15	14	13
35	35	30	28	26	18	16	15
40	40	34	32	30	20	19	17
45	45	38	36	34	23	21	19
50	50	43	40	37	25	23	22
55	54	47	44	41	27	25	24
60	59	51	48	45	30	28	26
65	64	55	51	48	32	30	28
70	69	59	55	52	35	32	30
75	74	64	59	56	37	34	32
80	79	68	63	59	40	37	34
85	84	72	67	63	42	39	36
90	89	76	71	67	45	41	38
95	94	80	75	70	47	43	40
100	99	85	79	74	50	46	43
105		89	83	78	52	48	45
110		93	87	81	54	50	47
115		97	91	85	57	53	49
120		101	95	89	59	55	51
125			99	92	62	57	53
130			102	96	64	59	55
135				100	67	62	57
140					69	64	59
145					72	66	61
150					74	68	64
155					76	71	66
160					79	73	68
165					81	75	70
170					84	77	72
175					86	80	74
180					89	82	76
190					94	86	80
200					99	91	85
210						96	89
220						100	93
235							99

## 20 CHARACTERS PER INCH

Line Length-Inches 6	7	7.5	8	12	13	14
Characters 120	140	150	160	240	260	280
Number of Characters	Percent					
1	1	1	1	1	1	1
2	2	2	2	1	1	1
3	3	3	2	2	2	1
4	4	3	3	2	2	2
5	5	4	4	3	2	2
10	9	8	7	5	4	2
15	13	11	10	7	6	4
20	17	15	14	9	8	6
25	21	18	17	11	10	8
30	25	22	20	13	12	9
35	30	25	24	15	14	11
40	34	29	27	17	16	13
45	38	33	30	19	18	15
50	42	36	34	21	20	17
55	46	40	37	23	22	18
60	50	43	40	25	24	20
65	55	47	44	28	25	22
70	59	50	47	30	27	24
75	63	54	50	32	29	25
80	67	58	54	34	31	27
85	71	61	57	36	33	29
90	75	65	60	38	35	31
95	80	68	64	40	37	33
100	84	72	67	42	39	34
105	88	75	70	44	41	36
110	92	79	74	46	43	38
115	96	83	77	48	45	40
120	100	86	80	50	47	42
125		90	84	53	49	43
130		93	87	55	50	45
135		97	90	57	52	47
140		100	94	59	54	49
145			97	61	56	50
150			100	63	58	52
155				65	60	54
160				67	62	56
165				69	64	58
170				71	66	59
175				73	68	61
180				75	70	63
185				78	72	65
190				80	74	67
195				82	75	68

## 20 CHARACTERS PER INCH (continued)

Line Length-Inches 6	7	7.5	8	12	13	14
Characters 120	140	150	160	240	260	280

Number of  
Characters

Percent

200				84	77	70
205				86	79	72
210				88	81	74
215				90	83	75
220				92	85	77
225				94	87	79
230				96	89	81
235				98	91	83
240				100	93	84
245					95	86
250					97	88
255					99	90
260					100	92
265						93
270						95
275						97
280						99





Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

## 17 PARAMETERS

Some of these parameters (also called 'settings') you will encounter in all the different portions of Family Roots, and some you may only encounter in one segment of the program. To make it easier to find the definition of each parameter, they appear here in alphabetical order.

### Syntax

PARAMETER NAME (type of parameter)

Where: Where you find the parameter in Family Roots.

Yes: The effects of choosing yes.

No: The effects of choosing no.

Value: If the choice is something other than a yes/no answer this is a description of the value.

Initial: The value when the program arrives from Quinsept.

Info: If you are an updating user, the initial value varies if the parameter was used in previous versions. The info section of the parameter explains how to use the parameter.

Example: Example clarifying effects of the parameter. Doesn't appear for every parameter.

Techno: A few of the parameters have technical information for those interested in this aspect.

Index: The configuration index number.

See: PARAMETERS listed here interact in some way with this one. Items not listed in all caps are not parameters and refer you to other parts of the manual.

## ABBREVIATE FOR CHILDREN (Yes/No)

Where: Settings: Descendancy reports

Yes: The program abbreviates titles such as Born, Died, etc. for the children only. It also shortens month names. The titles for the parents are fully spelled out.

No: The program spells out titles and month names for children and parents.

Initial: No

Info: The standard Register format requires abbreviations for the children. The titles and abbreviations used appear in the file REGISTER.LAB. The month names appear in the file GENERAL.LAB.

Index: 578

See: ENFORCE SYSTEM STANDARDS, MONTH NAME LENGTH

## ADD NAMES IN BATCHES (Yes/No)

Where: Settings: Data Entry

Yes: After adding one name, the program presents the name dialog for you to add another name. In other words, you only need to select "Names" once from the menu to add several names.

No: You return to where you came from after every name that you add. You must select "Names" from the menu again if you want to add another name.

Initial: Yes

Info: You add names by pulling down "Names" from the Main Menu or from the Edit Record screen. The name dialog box, (Figure 10.1), appears. Hit ESC or hit OK with all name parts empty to quit adding names. If you hit ESC, the name currently shown in the dialog box is not saved.

Index: 136

See: NEXT NAME RN, ADD NAMES SEQUENTIALLY, CHANGE NAMES IN BATCHES

## ADD NAMES SEQUENTIALLY (Yes/No)

Where: Settings: Data Entry

Yes: The program selects the next record number by adding 1 (one) to the value of the NEXT NAME RN parameter.

No: The program asks you for the next record number.  
Initial: Yes

Info: The parameter applies when you select "Add Names" after pulling down the "Names" menu. Record numbers have no genealogical meaning. It is often best to let the program assign the numbers.

Index: 130  
See: NEXT NAME RN

ADDED FIELD TITLE (label)

Where: File: Setup FAMILY ROOTS: System: Add a Field, Change an Existing Field, Delete the Last Existing Field

Value: The title of a field you add.  
Initial: SEX00 for index 692. All others empty.

Info: There are 26 different parameters with this name. The program automatically adjusts the title in the appropriate parameter when you use the menus.

Family Roots automatically supplies fields for birth date and place, death date and place, parents, children, notes, and marriages. You may add up to 26 fields besides those. Up to two of the added fields may be Expanding Count fields. For these, putting a number in the field exposes additional fields. See COUNT FIELD ENTRY TITLE for more information.

You may also add fields to marriages. See ADDED MARRIAGE FIELD for more information.

Index: 692 through 717  
See: NUMBER OF ADDED FIELDS

ADDED MARRIAGE FIELD (label)

Where: File: Setup FAMILY ROOTS: System: Add Marriage Field, Change Marriage Field, Delete Marriage Field (automatic)

Value: The title of a field that belongs to every marriage.  
Initial: empty

Info: Marriage fields only appear in records in which you have entered a number into the NUMBER OF MARRIAGES field. Every marriage automatically has a field for spouse, date, place, and status. You can add up to 5 more fields for each marriage. Typical new fields might be divorce date, divorce place, comment, or religious information.

You can add a new marriage field at any time. The new field appears in previously edited records without changing the information already there. The new field is initially empty in each record.

Index: 749 through 753  
See:

#### ADDRESS LABEL HEIGHT (numeric)

Where: Settings: Address lists

Value: Measurement of a label in inches or centimeters from the top of one label to the top of the next.  
Initial: 1.1 inches

Info: Use this parameter to specify the size of address labels, to assure that each address fits properly on its label. The parameter applies only when MAKE ADDRESS LABELS is set to Yes.

Index: 390  
See: MAKE ADDRESS LABELS, INCHES/CENTIMETERS

#### AHNENTAFEL FIELD LIST (field list)

Where: Settings: Choose Fields for: Ahnentafel

Value: A list of fields in the order you want them to appear in the ahnentafel chart.  
Initial: Birth, Marriage, Death

Info: You select the fields using the standard "Choose Fields" dialog. See Figure 9.14.

Index: 741  
See: none

#### ALERT LETTERS COLOR (color)

Where: File: Setup FAMILY ROOTS: Computer: Set Screen

Value: A color from the standard list of colors.  
Initial: BRIGHT WHITE

Info: This color is used for the letters in all messages that are errors or warnings. Choose the alert letters and background in a bright color so that you will notice them easily.

Index: 12

See: ALERT WINDOW BACKGROUND

#### ALERT WINDOW BACKGROUND (color)

Where: File: Setup FAMILY ROOTS: Computer: Set Screen

Value: A color from the standard list of colors.

Initial: RED

Info: This color is used for the background in all messages that are errors or warnings. Choose the alert letters and background in a bright color so that you will notice them easily.

Index: 13

See: ALERT LETTERS COLOR

#### ALLOW CTRL'S IN DATA (Yes/No)

Where: Settings: Data Entry

Yes: You may type a control code into a field.

No: Any control codes you try to type into a field are ignored.

Initial: No

Info: You type control codes by using the CTRL key in combination with other keys on the keyboard. You can use control codes for many different purposes, but the main reason is to send a special command to your printer. Such codes are specific to the brand of printer; refer to your own printer manual.

When you type an address, it is usual to follow the city and state with the ZIP code. When you print only the city and state, you often don't want the ZIP code to print with them. If you insert Ctrl-O (letter Oh) in front of the ZIP code, the program won't print the ZIP when USE FULL ADDRESS is No. You are only able to insert Ctrl-O when ALLOW CTRL'S IN DATA is Yes.

We advise that you do not place control codes into your data. This introduces a dependency on specific equipment. Your data will survive longer than the equipment. Why is the parameter here? Because several customers requested it.

Index: 138  
See: Ctrl-O (section 11.1.6 next to last paragraph),  
USE FULL ADDRESS

ALTERNATE PRINTER PORT (device name)

Where: File: Setup FAMILY ROOTS: Computer: Alternate  
Printer

Value: The device name MS DOS must use to send  
information to your alternate printer.

Initial: LPT1

Info: The program asks for the device name as part of  
the printer questions. Some valid device names  
are:

LPT1	Parallel port #1
LPT2	Parallel port #2
COM1	Communications port #1
COM2	Communications port #2

The correct name depends on where you have  
connected the cable from the alternate printer to  
the computer. If you use COM1 or COM2 as your  
device, you may need to execute the MS DOS command  
MODE

before starting Family Roots.

You may set the PRIMARY PRINTER PORT and ALTERNATE  
PRINTER PORT to the same device name. Customers  
with only one printer sometimes do this to achieve  
8 (instead of 4) different print sizes or styles.

Index: 631  
See: PRIMARY PRINTER PORT

ASK FOR MISSING SEX (Yes/No)

Where: Settings: Data Entry

Yes: When you save a record and haven't entered  
anything in the SEX field, the program asks you  
for the person's sex (Male, Female, or Unknown).

No: The program doesn't check whether you have entered  
anything in the SEX field.

Initial: Yes

Info: SEX is an optional field. If you don't have one, this parameter has no effect. Having a completed SEX field simplifies making Family Group Sheets and GEDCOM files.

The request for sex information actually occurs whenever the record in memory is updated from the screen. That happens when the record is saved. It also happens when an expanding count field entry is changed, for example, the NUMBER OF CHILDREN field.

The legal entries in the SEX field are defined by the GENERAL.LAB file.

Index: 135  
See:

#### ASK FOR STORY FILE NAME (Yes/No)

Where: Settings: Person Sheets, Family Group Sheets, Descendancy Reports; or \*: GEDCOM Import/Export: Settings: Export

Yes: Before printing each person's story file, the program asks you for the file name to retrieve.

No: The program uses the story file stored with the standard name. If no such story file is found, it checks the VERIFY STORY FILE parameter. If the latter is No, the program skips story printing for this person. If the latter is Yes, the program asks for a new file name.

Initial: No

Info: The program tries to print story files only if INCLUDE STORY FILE is set to Yes. Otherwise, story files are ignored.

You make story files with any word processor. (You may also use the header editor in Family Roots, under "Other" on the Main Menu, to make brief story files.) Each story file supplies information about one person. Family Roots looks for story files in the directory defined by PATH FOR STORIES. It expects story files to be stored as ASCII or "text only".

The standard name for a story file starts with the letters for "record number", followed by the record number itself, then a period, and concluding with the story file name extension.

Example:

RN386.TXT

The letters for "record number" are defined in the file GENERAL.LAB (the initial value is "RN"). The extension is defined by the parameter STORY FILE EXTENSION.

Index: 273, 320, 566, 576

See: VERIFY STORY FILE, INCLUDE STORY FILE, PATH FOR STORIES, STORY FILE EXTENSION, LEFT MARGIN FOR STORY, RIGHT MARGIN FOR STORY, LINES BEFORE STORY FILE

ASK TO SAVE RECORDS (Yes/No)

Where: Settings: Data Entry

Yes: When you make a menu selection that can result in the record not being saved, the program asks if you want to save the record. If you hit ESC, choose Quit Don't Save, Cancel, Print this Record, or Goto another record, the program asks. The program does not ask for confirmation when you choose Exit & Save, or Save.

See Figure 17.ask. Choosing "Yes" saves the record and continues with the requested action. Choosing "No" abandons any changes to the record and continues with the requested action. Choosing "Cancel" returns to the record without taking any action.

No: When you make a menu selection that exits editing a record, the program takes action without any verification. Exit & Save, Save, Cancel, and Quit perform the requested action. GoTo (any choice) automatically saves the current record. "Print this record" (under File) also saves the record before printing.

Initial: Yes

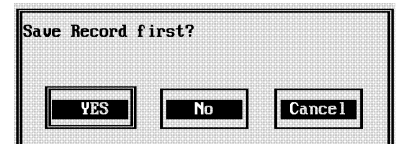


Figure 17.ask



Info: If you choose not to save a record, any changes you made are lost. When you print a record from the Edit Records screen, the program always uses the record from the disk, not from the screen.

Experienced users can reduce the number of questions and keystrokes needed to accomplish their requests.

Index: 141  
See:

#### ASK TO SUPPRESS NAMES (Yes/No)

Where: Settings: Miscellaneous

Yes: When you load a list from a disk file into memory, the program asks if you want to load the names and extra fields.

No: When you load a list from a disk file into memory, everything from the disk file is retained in memory.

Initial: No

Info: The program can store larger lists in the available memory if it does not retain the names and extra fields with the list. If the names and fields are not stored with the list, the program retrieves them from your data when needed. Also, a list in a disk file may contain several repetitions of some names, such as the married and maiden name for each female. When the memory list does not contain the names, each record number appears in the list only once.

If you answer Yes when asked if you want to load the names, the program loads the names and any extra fields from the disk. If the extra fields don't match the LISTS EXTRA FIELDS parameter, it asks if you want to change the configuration (i.e. the parameter) to match the list just loaded. If you choose not to, the program deletes all the extra fields from memory except the name.

Index: 414  
See: List In Memory (section 14.3), LISTS EXTRA FIELDS

## ASK FOR TEMPLATE (Yes/No)

Where: Settings: Family Group Sheets

Yes: The program asks you for the name of the template file before printing a Family Group Sheet.

No: The program uses the template file specified by the TEMPLATE FILE EXTENSION parameter.

Initial: No

Info: The program makes Family Group Sheets using a template file. Each file represents a different layout or presentation of the Family Group Sheet. In effect, you choose the layout of your Family Group Sheet by choosing a template file. You may use one of the supplied templates, or you may make your own template with the software supplied (MKTEMPLA.EXE).

Index: 291

See: TEMPLATE FILE EXTENSION

## ASK WHICH MARRIAGE (Yes/No)

Where: Settings: Standard Charts

Yes: When the program is unable to automatically determine which marriage information to insert for the first person, it asks you.

No: When the program is unable to automatically determine which marriage information to insert for the first person, it leaves the line empty.

Initial: Yes

Info: This parameter affects only the Marriage and Spouse lines for the first person, on the left of a chart. It is not always possible to determine accurately which marriage information to include for the first person on a chart when there are multiple marriages. When there are less than two marriages, the parameter has no effect -- the data for the first marriage if any is included. The parameter enables unattended operation.

Index: 448

See: CASCADE STANDARD CHARTS

## AUTO-EDIT ALL NOTES (Yes/No)

Where: Settings: Data Entry

Yes: When you finish editing a field that contains a footnote character, pop up the referenced note for editing.

No: Pop up a referenced note only if it is empty.

Initial: No

Info: You refer to one of the note fields by typing the footnote character followed by a note number. For example,

BIRTH PLACE: Las Vegas, New Mexico^3  
refers to NOTE #3 from the birth place field. The most common use is to cite the source of the information. You might also use it to provide further details about the field.

When you refer to a note field, it can pop up in a box for immediate entry or correction. In the example above, note #3 pops up. This parameter controls whether the note pops up every time, or only does so when empty.

Index: 149

See: FOOTNOTE CHARACTER

## AVAILABLE LINES PER INCH (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer (automatic)

Value: The number of lines per inch or centimeter to print.

Initial: 6 and 8 (IBM compatible printer)

Info: The program supplies two LINES PER INCH values per printer. Each parameter corresponds to a LINES PER INCH CONTROL containing the actual command sequence for the printer. The program sets these automatically when you choose a printer from the menu of printers.

You select between the LINES PER INCH values for a particular form using the LINES PER INCH parameter.

Index: 52, 53, 68, 69

See: LINES PER INCH, LINES PER INCH CONTROL

**AVERAGE NAME LENGTH (numeric)**

Where: File: Setup FAMILY ROOTS: System: Set Record Formatting

Value: The average length of an entire name to be stored in the Family Roots data base, including all four name parts and separators.

Initial: 26

Info: This is truly an average, not a maximum. You can have names longer than this, but not consistently longer. See section 6.4.9 for discussion on how data is stored by Family Roots.

Index: 14

See: NAMES STORED TOGETHER, CUSHION FOR NAMES

**BACKGROUND COLOR (color)**

Where: File: Setup FAMILY ROOTS: Computer: Set Screen

Value: A color from the standard list of colors.

Initial: BLUE

Info: This color is used for the background in all normal windows, for example the Main Menu. Choose the normal letters and background in colors that you find pleasing and easy on your eyes.

You may choose only from the first eight colors on the menu of colors for this parameter.

Index: 3

See: COLOR OF LETTERS

**BACKUP DRIVE (drive letter)**

Where: File: Setup FAMILY ROOTS: Computer: Set Disk Drives

Value: Disk drive to suggest for backup or restoration of your records.

Initial: A:

Info: When you choose Backup Data or Restore Data, Family Roots enters this drive letter in the target or source box respectively. You may change the suggestion in the dialog to any other drive or directory.

Index: 76

See:

**BEEP STRING** (characters)

Where: File: Setup FAMILY ROOTS: Other: Set by Index

Value: Noise you want to hear when the computer asks for a disk.

Initial: CHR\$(7) (same as ASCII 7)

Info: An ASCII 7 produces a single beep on the computer's speaker.

If the program requires your action before it can continue, it alerts you with a noise. If you don't want the noise, make this parameter empty. If you want a more insistent noise, put more than one ASCII 7 here.

Index: 637

See:

**BOLD OFF** (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: Codes specific to the selected printer that turns off bold printing.

Initial: For IBM compatible printer

Info: The codes depend on the printer hardware. They are set automatically when you choose a printer from the menu of printers.

Index: 648, 675

See: BOLD ON, ALT-B

**BOLD ON** (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: Codes specific to the selected printer that turns on bold printing.

Initial: For IBM compatible printer

Info: The codes depend on the printer hardware. They are set automatically when you choose a printer from the menu of printers.

Index: 647, 674

See: BOLD OFF, ALT-B

**BOOK FIRST PAGE NUMBER (numeric)**

Where: Settings: Miscellaneous

Value: Number of the first page when you open a book.

Initial: 1

Info: You open a book under Other on the Main Menu. When you open a book, the program keeps track of the page number of every name printed, until you close the book.

Index: 424

See:

**BOTTOM MARGIN (numeric)**

Where: Settings: Address, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Freeform Charts, Group Sheets, Sorted List, Person Sheets, Standard Charts

Value: Size of the margin at the bottom of each page, in inches or centimeters.

Initial: 1 inch

Info: The program determines the area of a page available for printing by the physical paper size less the margins. The parameter has no effect upon screen printing. For disk printing, the program selects the paper size based on the PRINTER FOR DISK (P/A) parameter.

Index: 183, 223, 261, 308, 372, 398, 469, 513, 544, 599

See: INCHES/CENTIMETERS, TOP MARGIN, LEFT MARGIN, RIGHT MARGIN, LEFT MARGIN FOR HEADER, LEFT MARGIN FOR STORY, PRINTER FOR DISK (P/A)

**BURIAL FIELD INDEX (field pointer)**

Where: File: Setup FAMILY ROOTS: System: Add a Field, Change an Existing Field (automatic)

Value: Pointer to an added field label in the Configuration file. Identifies one field used for burial information.

Initial: 0 (no field)

Info: Burial date, burial place, and cemetery are optional fields that you may add. The program understands special uses for these fields if they are present. If you use more than one field for

burial information, this parameter must identify the first field in the chain of linked fields. The program sets the value of this parameter automatically from your answers to the added field questions. Add 630 to the value of this field to find the Configuration file index.

When printing family group sheets, the program expects the date to precede the place for linked fields. If you have both a burial date and burial place field, the BURIAL FIELD INDEX parameter must point to the date field. You must link the place field to the date field (via File: Setup FAMILY ROOTS: System: Change an Existing Field).

Index: 73  
See:

#### CAPACITY OF DRIVE (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Set Drives

Value: Capacity of disk drive in megabytes  
Initial: 1.2 megabytes

Info: The parameter identifies the size of each floppy disk drive. The program uses the parameter to keep from writing too much on a disk.

Example: Use 0.4 for 360k drives, 0.7 for 720k drives, or 1.4 for 1.44Mb drives.

Index: 99, 100, 101, 102, 103, 104  
See: DATA FLOPPY DRIVE LETTER

#### CAPITALIZE BIRTH SURNAME (Yes/No)

Where: Settings: Data Entry

Yes: Automatically capitalize the BIRTH SURNAME part of the name, regardless of how you enter it. The program does this after you choose OK from the Name dialog box; see Figure 10.1.

No: The program doesn't change the case of the BIRTH SURNAME. The program stores the BIRTH SURNAME exactly as you entered it.

Initial: No

Info: Capitalizing surnames serves to highlight them. This is a common practice in genealogy, but not universally applied. We believe the practice is

widespread because it is used by the Mormon Church. Set the parameter according to your personal preference.

Index: 145  
See: CAPITALIZE MARRIED SURNAME

CAPITALIZE MAIN NAMES (Yes/No)

Where: Settings: Descendancy Reports

Yes: Capitalize the first appearance of the name for a person who is the subject of a paragraph of the descendancy report. Also capitalize the first appearance of the spouse's name.

No: Do not automatically capitalize any name in the descendancy report.

Initial: No

Info: This parameter does not change the records in your data base. It changes capitalization only for printing in the descendancy report.

Capitalizing a name serves to bring attention to it in the paragraph. The standard for the Register format requires such capitalization. The standard for the Modified Register format requires bolding instead. The Henry format has no standard.

The program capitalizes only the first appearance of the name in the paragraph. It does not capitalize any further appearance in the same paragraph. If you have stored the name in upper case, the program converts subsequent appearances to lower case. The parameter applies both to main paragraphs and child paragraphs.

Index: 571  
See: MAKE MAIN NAMES BOLD

CAPITALIZE MARRIED SURNAME (Yes/No)

Where: Settings: Data Entry

Yes: Automatically capitalize the MARRIED SURNAME part of the name, regardless of how you enter it. The program does this after you choose OK from the Name dialog box; see Figure 10.1.

No: The program doesn't change the case of the MARRIED SURNAME. The program stores the MARRIED SURNAME exactly as you entered it.



Initial: No

Info: Capitalizing surnames serves to highlight them. This is a common practice in genealogy, but not universally applied. We believe the practice is widespread because it is used by the Mormon Church. Set the parameter according to your personal preference.

Index: 132

See: CAPITALIZE BIRTH SURNAME

#### CAPITALIZE NAMES (N/S/E) (special)

Where: GEDCOM Settings

No: Do not change the case of the name as it appears in the GEDCOM file.

Surnames: During a GEDCOM import, capitalize the birth surname. Capitalize the married surname if USE MARRIED NAME is Yes.

Entire: During a GEDCOM import, capitalize the entire name.

Initial: No

Info: When you import data from a GEDCOM file, the names in the file may be in lower case. You may have the program retain the case as shown in the file, capitalize only the surnames, or capitalize the entire name.

Index: 555

See: CAPITALIZE SURNAMES, USE MARRIED NAME

#### CASCADE STANDARD CHARTS (Yes/No)

Where: Settings: Standard Charts

Yes: If more information is available for a person who appears at the right of a standard chart, make another chart starting with that person.

No: Make one chart only.

Initial: No

Info: The program makes a standard chart containing either 4 or 5 generations on one page. See Figures 12.2! in chapter 20 for sample charts. If you have more than 4 or 5 generations, cascading the charts prints the complete pedigree of your starting person. Each succeeding chart uses the same format and number of generations as the first.

When the chart contains 4 generations, the program produces a cascaded chart only if the person at the right includes a parent in his or her record. When the chart contains 5 generations, the program produces a cascaded chart only if the record for the person at the right is not empty.

Index: 439

See: MAXIMUM GENERATIONS, NUMBER STANDARD CHARTS, USE  
AHNENTAFEL NUMBERING, SHOW CASCADED ORIGINS, FIRST  
CHART NUMBER

#### CHANGE NAMES IN BATCHES (Yes/No)

Where: Settings: Data Entry

Yes: After you change one name, the program asks you for the record number of the next person to change. In other words, you only need to select "Names" once from the menu to change several names.

No: You return to where you came from after every name that you change. You must select "Names" from the menu again if you want to change another name.

Initial: No

Info: You change names by pulling down "Names" from the Main Menu or from the Edit Record screen. The name dialog box, Figure 10.1, appears. Hit ESC or hit OK with all name parts empty to quit changing names. If you hit ESC, the name currently shown in the dialog box is not saved.

Index: 140

See: ADD NAMES IN BATCHES

#### CHARACTERS PER INCH (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer (automatic)

Value: Number of characters the printer produces in one inch or one centimeter (pitch). There are four such parameters for each printer, with corresponding command sequences.

Initial: 10, 12, 17, 20

Info: The program sets these automatically when you choose a printer from the menu of printers. The measuring system is controlled by the

INCHES/CENTIMETERS parameter. The command sequence to produce the pitch is CONTROL FOR CHARACTER SIZE.

The program supports four print sizes per printer. Each CONTROL FOR CHARACTER SIZE parameter corresponds to a CHARACTERS PER INCH parameter in the Configuration.

Index: 42 to 45, and 58 to 61  
See: CONTROL FOR CHARACTER SIZE, INCHES/CENTIMETERS, NUMBER OF PRINT SIZES

#### CHARACTERS PER PERSON (numeric)

Where: File: Setup FAMILY ROOTS: System

Value: Either the maximum number of characters allowed for each record, or the average number of characters per record.

Initial: 512

Info: The parameter USE VARIABLE LENGTH RECORDS controls whether CHARACTERS PER PERSON is a maximum or an average.

This parameter defines the storage space (record size) for information associated with a person. This space contains the birth, marriage, death, and other vital statistics that you record for each person. Names are stored elsewhere; do not include names when you compute the space you need. The program abbreviates some fields to conserve space; see DISPLAY AS STORED for more information.

When this parameter is a maximum, you may store at most this many characters in one record. The program does not save larger records to the disk. You must remove characters from larger records, or the record will be lost. The program gives you the opportunity to remove excess characters.

When this parameter is an average, you may store this many characters in one record on the average. You may store more than this in some records, but you may not consistently store more than this.

Techno: When this parameter is an average, the program stores 5 records in a fixed space. In effect, the 5 records share space with one another. A long record in a group of 5 "steals" space from the shorter records in the group.

Index: 16

See: USE VARIABLE LENGTH RECORDS, AVERAGE NAME LENGTH, DISPLAY AS STORED

CHOOSE ANY SPOUSE (Yes/No)

Where: Settings: Family Group Sheets

Yes: The program always asks you to choose a spouse for the family group sheet, regardless of the spouses you stored in the selected person's record. In addition to the spouses you stored, you may choose either: a) no spouse at all, or b) any record number, regardless of whether that person is actually a spouse. See an example question in Figure 17.choose-1

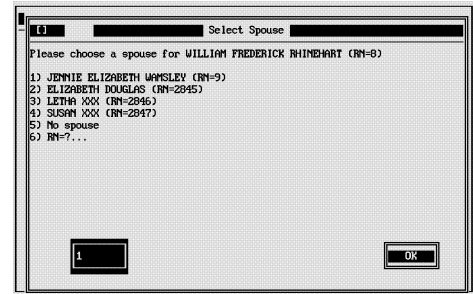


Figure 17.choose-1

No: If the person you choose for the family group sheet has only one spouse, the program uses that spouse without asking. If the selected record has more than one spouse and PRINT ALL SPOUSES is No, the program asks you to choose which one. If PRINT ALL SPOUSES is Yes, it prints a separate group sheet for every spouse.

Initial: No

Info: A "normal" family group sheet shows husband at the top, then the wife, followed by each child of the union. Family Roots let you print both normal and abnormal group sheets. An abnormal group sheet might show people in a different order, omit expected people, or include unexpected people.

You start a family group sheet by selecting one person for the top of the sheet, the husband or wife. The program then needs to know the other parent before proceeding. This parameter tells it how to decide about the spouse.

Index: 277

See: PRINT ALL SPOUSES, SELECT CHILDREN (M/P/B), FIRST PERSON LISTED (F/M/R)

#### CHOOSE RELATIVE (Yes/No)

Where: Settings: Miscellaneous

Yes: When you enter two or more record numbers in a person field, ask which one to use.

No: When you enter two or more record numbers in a person field, us the first number.

Initial: No

Info: You enter multiple relationships by typing two or more record numbers into the same person field, separated by an ampersand "&". The preferred use for this is to store both the biological and adoptive parents in the father and mother fields. Store the preferred number first, the one that you usually want to appear in your charts and sheets. Setting this parameter to No lets you select this relationship without any questions.

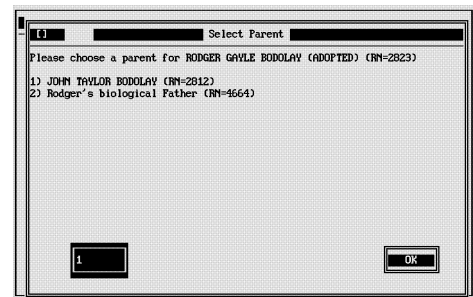


Figure 17.choose-2

You may store multiple relationships in any person field, not just parents. These are FATHER, MOTHER, SPOUSE, CHILD, and any added fields of this type. The question, illustrated in Figure 17.choose-2, asks you to choose the parent, regardless of which field the numbers appear in.

When the parameter is Yes, the program asks you to choose the parent every time it encounters the field. The program may examine the same field

several different times while making the same form. We suggest you use this parameter and multiple relationships sparingly to avoid excessive questions.

When you store multiple relationships, each person must have a record number. The feature does not work for a combination of people with and without record numbers.

Example: Suppose Sam McTeague is Adam's biological father and has RN=282. Suppose Gerald O'Malley is Adam's adoptive father and has RN=697. In Adam's record, you type

FATHER: 697 & 282

When the parameter is No, you always get Gerald as Adam's father while printing. When the parameter is Yes, the program asks whether you want Gerald or Sam to show as Adam's father in the form.

Index: 425

See:

CHRISTENING FIELD INDEX (field pointer)

Where: File: Setup FAMILY ROOTS: System: Add a Field, Change an Existing Field (automatic)

Value: Pointer to an added field label in the Configuration file. Identifies one field used for christening information.

Initial: 0 (no field)

Info: Christening date and christening place are optional fields that you may add. The program understands special uses for these fields if they are present. If you use more than one field for christening information, this parameter must identify the first field in the chain of linked fields. Add 630 to the value of this field to find the Configuration file index.

When printing family group sheets, the program expects the date to precede the place for linked fields. If you have both a christening date and christening field, the CHRISTENING FIELD INDEX parameter must point to the date field. You must

link the place field to the date field (via File: Setup FAMILY ROOTS: System: Change an Existing Field).

Index: 74  
See:

CLOCK FIRST MM/DD OR DD/MM (numeric)  
Where: File: Setup FAMILY ROOTS: Computer: Set Clock  
(Apple II only - see Apple supplemental manual)

CLOCK LAST MM/DD OR DD/MM (numeric)  
Where: File: Setup FAMILY ROOTS: Computer: Set Clock  
(Apple II only - see Apple supplemental manual)

CLOCK SLOT (numeric)  
Where: File: Setup FAMILY ROOTS: Computer: Set Clock  
(Apple II only - see Apple supplemental manual)

CLOCK YEAR LENGTH (numeric)  
Where: File: Setup FAMILY ROOTS: Computer: Set Clock  
(Apple II only - see Apple supplemental manual)

CLOCK YEAR POSITION (numeric)  
Where: File: Setup FAMILY ROOTS: Computer: Set Clock  
(Apple II only - see Apple supplemental manual)

COLOR DISPLAY (Yes/No)  
Where: File: Setup FAMILY ROOTS: Computer: Set Screen  
  
Yes: Family Roots displays its screens in black and white.  
No: Family Roots displays its screens in the colors you have chosen.  
Initial: No

Info: You choose colors via the following parameters:  
ALERT LETTERS COLOR  
ALERT WINDOW BACKGROUND  
BACKGROUND COLOR  
COLOR OF LETTERS  
SECONDARY LETTERS  
SECONDARY WINDOW BACKGROUND

Index: 34  
See: ALERT LETTERS COLOR, ALERT WINDOW BACKGROUND,  
BACKGROUND COLOR, COLOR OF LETTERS, SECONDARY  
LETTERS, SECONDARY WINDOW BACKGROUND

## COLOR OF LETTERS (color)

Where: File: Setup FAMILY ROOTS: Computer: Set Screen

Value: A color from the standard list of colors.

Initial: WHITE

Info: This color is used for the letters in all normal windows, for example the Main Menu. Choose the normal letters and background in colors that you find pleasing and easy on your eyes.

Index: 2

See: BACKGROUND COLOR

## COLUMN HEADERS (W/N/B) (special)

Where: Settings: Descendants Charts, Freeform Charts

Words: Use words in the column header at the top of each page to identify the generational lines.

Numbers: Use numbers in the column header at the top of each page to identify the generational lines.

Both: Use words in the column header on the first page. Use numbers in the column header on every succeeding page.

Initial: Both

Info: The program prints words for the column header only if there is enough space to print them. If there is not enough space, the program prints numbers, regardless of how the parameter is set.

The program computes the space for the header from the paper width, margins, print size, and number of generations requested. Let  $N = \text{MAXIMUM GENERATIONS} + 2$ , and  $C = \text{characters per line after subtracting the margins}$ . If  $C / N$  is at least 10, the program prints a header like Figure 17.column-1. If  $C / N$  is at least 6 but less than 10, the program prints a header like Figure 17.column-2. If  $C / N$  is less than 6, the program prints a numeric header like in Figure 17.column-3. Regardless of the various parameters, the program requires at least 2 spaces between every vertical line.

The words for the column headers appear in the file DESCENT.LAB for descendants charts and in FREEFORM.LAB for freeform pedigree charts.





## COMPLEMENT ADDRESS (Yes/No)

Where: Settings: Data Entry

Yes: After you Save & Exit from editing a record, the program asks if it should automatically store an address into the records for other family members. It performs this function only for living people for whom you entered or changed an address.

No: The program does not attempt to store the address for this record into other records.

Initial: Yes

Info: An address consists of any entry in the DIED/LIVING AT field which contains a semi-colon (;). The program repeats the question for each individual family member, i.e. it does not ask just once for the group. The family members for this function are the spouse and the children, but not the parents.

This parameter has no effect if DO COMPLEMENTING is No.

Index: 129

See: DO COMPLEMENTING, Entering addresses (sections 11.1.6 & 11.1.10.7&)

## COMPLEMENT CHILD WITH NO RN (Yes/No)

Where: Settings: Data Entry

Yes: When you add or change at least one child with no record number, the program attempts to place all children into the spouse's record.

No: The program does not insert names into other records.

Initial: Yes

Info: When complementing children to a spouse's record, the program tries to avoid duplicating previous entries. That process is accurate when you use record numbers. Mistakes are possible when you type names rather than record numbers, because it can be hard to decide if a prior entry is the same as the current one. For example, the program considers John and Johann as the same and won't insert a new child during complementing.

This parameter has no effect if DO COMPLEMENTING is No.

Index: 134  
See: DO COMPLEMENTING, RN vs. Names (section 11.1.3"),  
Complementing (section 11.1.10())

COMPLEMENT FOOTNOTE CHARACTER (Yes/No)

Where: Settings: Data Entry

Yes: If a complemented field includes a footnote character and reference, preserve the footnote character (only) in the target record. The program does not move the reference to the note or the note itself to the target record.

No: If a complemented field includes a footnote character and reference, delete the footnote character and everything after it before placing the field in the target record.

Initial: Yes

Info: This parameter has no effect upon fields that are not complemented, for example birth date and place. Some fields are complemented only if other parameters allow it, for example COMPLEMENT MARRIAGE DATA.

You use the footnote character in a field to identify that a comment or a reference to a note follows. The most common use for a reference to a note is to cite the source. Such a reference may remain valid when the information moves to another record. However, the note may already appear in the other record with a different note number. Rather than introduce duplication or errors, the presence of the footnote character by itself on a field (in the complemented record) alerts you to the possibility that you may need to add a reference.

This parameter has no effect if DO COMPLEMENTING is No.

Example: Suppose you make the following entry:

9 Jan 1963^1

Note 1: ^Marriage license #xxxx at yyyy

If the parameter is Yes, the program places only

9 Jan 1963^

into the spouse's record.

Index: 148  
See: DO COMPLEMENTING, FOOTNOTE CHARACTER, COMPLEMENT MARRIAGE DATA, Source citation (see section 11.1.8\*)

#### COMPLEMENT MARRIAGE DATA (Yes/No)

Where: Settings: Data Entry

Yes: Complement spouse and associated marriage information to the spouse's record. Adjust status based on the entry.

No: Do not change the spouse's record from any entries made in the current record.

Initial: Yes

Info: The program places the record number of the record you just stored into the spouse's record. It also places the marriage date, marriage place, and any extra marriage fields into the spouse's record exactly as you typed them.

The program may adjust the marriage status field if you made a standard entry. "Married" status becomes "Widowed" for a living spouse or a spouse with death date after this person. "Widowed" becomes "Married" for the spouse. If the spouse's death date is empty, the status becomes "Married". The program places "Divorced", "Engaged", "Single", and any custom status values into the spouse's record unchanged.

The file GENERAL.LAB defines the actual marriage status standard entries. Eight status values are supported. The first status entry must be the equivalent of "Married". The second must be the equivalent of "Divorced". If you enter a status not found in the file, the program complements "?" to the spouse's status.

This parameter has no effect if DO COMPLEMENTING is No.

Index: 147  
See: DO COMPLEMENTING, COMPLEMENT FOOTNOTE CHARACTER

**CONTROL FOR CHARACTER SIZE (printer codes)**

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: Sequence of control codes to set the printer to the selected print size (pitch).

Initial: IBM compatible printer

Info: The proper codes depend on your printer. The program sets them automatically when you select a printer from the menu of printers.

The program supports four print sizes per printer. Each CONTROL FOR CHARACTER SIZE parameter corresponds to a CHARACTERS PER INCH parameter in the Configuration.

Index: 638 to 641; 665 to 668

See: CHARACTERS PER INCH, NUMBER OF PRINT SIZES

**COUNT FIELD ENTRY TITLE (label)**

Where: File: Setup FAMILY ROOTS: System: Add a Field, Change an Existing Field (automatic)

Value: The label used for individual entries in an expanding count field.

Initial: empty

Info: The program supports up to two added expanding count fields. When you enter a number in an expanding count field, the program introduces that number of subsidiary fields. Each of the subsidiary fields is named according to this parameter, with a number following. Although it is a good idea that the name of the expanding count field and its subsidiary field be related, the program does not require it.

Example: Suppose you have an expanding count field called  
NUMBER OF RESIDENCES

A logical name for this parameter is then  
RESIDENCE

If you enter 3 in the NUMBER OF RESIDENCES field, the program shows fields titled

RESIDENCE 1

RESIDENCE 2

RESIDENCE 3

in which you can enter the actual addresses, one in each of the three fields.

Index: 734, 735  
See: ADDED FIELD TITLE

<CR> ADVANCES TO NEXT BOX (Yes/No)  
Where: Settings: Miscellaneous

Yes: If a screen dialog has more than one box for entries, pressing <enter> moves the cursor to the start of the next box. If the cursor is in the last box, pressing <enter> selects OK.

No: If a screen dialog has more than one box for entries, pressing <enter> selects OK.

Initial: No for new users, Yes for updates from version 3

Info: This applies to screen dialogs such as: a) the request for start and end record number of a range, b) name entry, c) name searches, d) file name requests, and e) selecting family lines.

Pressing the TAB key always advances to the next box in these dialogs, independent of this parameter. Setting the parameter to Yes also makes the <enter> key advance, unless it is on the last box. Pressing TAB from the last box moves the cursor to the first box, i.e. it cycles.

Set this parameter to the method that seems most comfortable to you. Prior versions of Family Roots used <enter> to advance to the next question.

Index: 114  
See: Tab

#### CROSSED LINES (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: The characters or codes to use for printing the graphic for crossed lines on the printer.

Initial: † (for IBM printer)

Info: The program needs to know how to print crossed lines for making boxes. Not all printers can handle the usual graphics characters. When you choose a printer from the menu of printers, the program sets this parameter automatically.

Index: 657, 684  
See:

**CUSHION FOR NAMES (numeric)**

Where: File: Setup FAMILY ROOTS: System: Set Record Formatting (automatic)

Value: Extra storage space for names, to allow for names longer than the average.

Initial: 122

Info: The program stores a small number of names together, as defined by NAMES STORED TOGETHER. The program computes the amount of space for those names as NAMES STORED TOGETHER times AVERAGE NAME LENGTH plus CUSHION FOR NAMES. Refer to MAX. NAMELIST MEMORY PAGES for a discussion on how the program manages names.

Index: 36

See: AVERAGE NAME LENGTH, NAMES STORED TOGETHER, MAX. NAMELIST MEMORY PAGES

**DATA FLOPPY DRIVE LETTER (drive letter)**

Where: File: Setup FAMILY ROOTS: Computer: Set Drives

Value: The drive letter of a floppy drive you want the program to use for your data.

Initial: empty

Info: Family Roots allows you to distribute your data. You may have part of your data on the hard disk, and more on floppy disks. If you choose to use this feature, you might retain the most heavily used data on the hard disk, and the remainder on floppy disks. When you refer to a record not on the hard disk, the program asks you for the floppy disk.

The program looks first in your hard disk data path when you ask for a record. If it finds the record, it continues. If it doesn't find the record, it either asks for it or creates it. If there are no data floppy drives allowed (NUMBER OF DATA FLOPPY DRIVES set to 0), the program asks if you want to create a new set of files for that record.

If there is at least one floppy drive allowed, the program asks you to insert the proper data disk in one of the drives. You specify which drive is allowed by this parameter. If you cancel the

insertion request, the program asks if you want to create a new set of files.

Example: B:

Index: 87 to 92

See: NUMBER OF DATA FLOPPY DRIVES, PATH FOR DATA

#### DATE

Where: Settings: Miscellaneous

Value: Today's date

Initial: Today's date, set from your internal clock

Info: The program sets its date from the DOS date. If that one is incorrect, you can reset it for Family Roots. Changing the Family Roots date does not reset the DOS date. The program uses today's date for setting the LAST UPDATED field in each record. It also inserts today's date into headers.

Index: none

See: USE AUTO DATE, USE CUSTOM HEADER

#### DATE FIELD COLUMN WIDTH (numeric)

Where: Settings: Sorted Lists

Value: Number of columns to allow for a date field in a sorted list

Initial: 11

Info: The minimum value is 11. If you set the parameter smaller, the program uses 11. If the total widths of all the fields selected won't fit on the page, the program reduces all the column widths by 1 character until the fields fit. A column width parameter is not reduced below its minimum. If all the column widths reach the minimum and there still isn't space, the program won't print the list. You can try again with a smaller print size or fewer fields.

The parameter allows you to make efficient use of the space on each page of a sorted list. It has an effect only if you include a date field in your choice of fields. The date fields are BIRTH DATE, DEATH DATE/LIVING, MARRIAGE DATE, and any such fields you added.



Index: 356  
See: NAME COLUMN WIDTH, NUMBER FIELD COLUMN WIDTH,  
PERSON FIELD COLUMN WIDTH, TEXT FIELD COLUMN WIDTH

DAY/MONTH ENTRY ORDER (Yes/No)

Where: File: Setup FAMILY ROOTS: System: Set Record  
Formatting

Yes: If it is unclear whether the first part of the  
date is the day or the month, assume the day comes  
first.

No: Assume the month comes first.

Initial: Yes

Info: This applies only to a date you type, immediately  
after you hit <enter>. It does not affect dates  
previously stored. The program tries to interpret  
newly entered dates to convert them to standard  
format. If you type a date using numbers only, it  
may be unclear which part is the month and which  
is the day.

Example: Suppose you type

06/08/1923

If you have the parameter set to Yes, that's 6  
August 1923. If the parameter is No, that's 8  
June 1923.

Index: 24

See: DAY/MONTH DISPLAY ORDER

DAY/MONTH DISPLAY ORDER (Yes/No)

Where: Settings: Miscellaneous

Yes: Display and print dates in the order day-month-  
year.

No: Display and print dates in the order month-day-  
year.

Initial: Yes

Info: The order day-month-year is standard for  
genealogy. The reverse order is common practice  
in the United States. The parameter affects date  
presentation both for all numbers and when the  
month name is included.

Example: For Yes: 13/3/1943, or 13 Mar 1943  
For No: 3/13/1943, or Mar 13, 1943

Index: 25  
See: USE MONTH NAMES, SUPPRESS LEADING ZERO ON DATE,  
MONTH NAME LENGTH

DESC. REPORT FIELD LIST (field list)

Where: Settings: Choose Fields for: Descendancy Reports

Value: A list of fields in the order you want them to  
appear in the descendancy report.

Initial: Added fields

Info: You select the fields using the standard "Choose  
Fields" dialog. See Figure 9.14. This field list  
should contain only added fields. The program  
ignores any standard fields in this list. The  
standard fields appear in a fixed order in the  
report at the start of each person's section.

Index: 742  
See:

DESCENDANTS FIELD LIST (field list)

Where: Settings: Choose Fields for: Descendants Charts

Value: A list of fields in the order you want them to  
appear in the descendants chart.

Initial: Birth, Marriage, Death, Father, Mother, Added  
fields, Children

Info: You select the fields using the standard "Choose  
Fields" dialog. See Figure 9.14. You can save  
two different field lists for descendants charts.  
You switch between them using the parameter USE  
SHORT FORM.

Index: 737  
See: DESCENDANTS SHORT FORM, USE SHORT FORM

DESCENDANTS SHORT FORM (field list)

Where: Settings: Choose Fields for: Descendants Charts  
Short Form

Value: A list of fields in the order you want them to  
appear in the descendants chart.

Initial: Birth, Death

Info: You select the fields using the standard "Choose  
Fields" dialog. See Figure 9.14. You can save  
two different field lists for descendants charts.

You switch between them using the parameter USE SHORT FORM.

Index: 743  
See: DESCENDANTS FIELD LIST, USE SHORT FORM

DISPLAY AS STORED (Yes/No)  
Where: Settings: Data Entry

Yes: Display the field contents exactly in the manner it is stored in the record on disk.  
No: Display the field contents expanded in a meaningful way.  
Initial: No

Info: The program abbreviates some fields when stored on the disk to conserve disk space. It also converts dates to a standard storage format when possible. The parameter controls whether the field is displayed in its abbreviated or full form. The parameter has no affect on the display of person fields (FATHER, MOTHER, SPOUSE, CHILD).

The program stores standard dates as an 8 digit string. When the parameter is yes, it shows you that string. When the parameter is No, it converts the date according to how USE MONTH NAME, DAY/MONTH DISPLAY ORDER, and MONTH NAME LENGTH are set.

The program stores the word "Living" as the single letter L, when you enter it in the DEATH DATE/LIVING field. When the parameter is No, the program displays the full word "Living" on the Edit Records screen. When the parameter is Yes, it displays only the L.

The program abbreviates any recognized marital status entry to the first letter for storage. For example, "Widowed" is stored as W. When the parameter is No, the program displays the full word. When it is Yes, it displays on the first letter.

The recognized words are defined in the file GENERAL.LAB.

Index: 146  
See: Standard dates, USE MONTH NAME, DAY/MONTH DISPLAY ORDER, MONTH NAME LENGTH

**DITTO LAST RECORD KEY** (key on keyboard)

Where: Settings: Data Entry

Value: A key on the keyboard, one seldom or never used for another purpose during editing

Initial: \

Info: When you strike the DITTO LAST RECORD KEY while editing a field, the program copies the entry from the same field in the last record you edited. If you did not edit a record previously, striking the DITTO LAST RECORD KEY has no effect. You must be editing the field, not just with the field label selected, for the key to have an effect.

You must not choose a function key nor a Ctrl or Alt key for this parameter.

Example: Suppose you plan to edit records for a number of children born in the same city. You edit one child's record and type  
Chicago, Cook, Illinois  
into the BIRTH PLACE field. Now you edit the next child's record. When you reach the BIRTH PLACE field, you strike the backslash (assuming that's the DITTO LAST RECORD KEY). That automatically enters "Chicago, Cook, Illinois" into this child's birth information.

Index: 143

See: REPEAT ENTRY KEY

**DO COMPLEMENTING** (Yes/No)

Where: Settings: Data Entry

Yes: The program attempts all complementing that is allowed by the other complementing parameters.

No: The program does not do any complementing whatsoever, regardless of the other complementing parameters.

Initial: Yes

Info: This parameter is the master control for all of the complementing. See section 11.1.10( for a complete discussion of complementing.

The program only complements data if you make a change to the record. There are separate parameters for several different types of complementing. One change causes all related

complementing to occur. One change does not cause any unrelated complementing to occur. See the individual parameters for more information.

Index: 126  
See: SUBSTITUTE UNCONDITIONALLY, COMPLEMENT ADDRESS, COMPLEMENT CHILD WITH NO RN, INSERT 'MARRIED' AS STATUS, COMPLEMENT MARRIAGE DATA, COMPLEMENT FOOTNOTE CHARACTER, ENTER SPOUSE'S CHILDREN

#### DRIVE FOR DRIVE (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Set Clock  
(Apple II only - see Apple supplemental manual)

#### EDIT RECORDS FIELD LIST (field list)

Where: Settings: Choose Fields for: Edit Records/Search Screen

Value: A list of fields in the order you want them to appear on the screen when you edit a record.  
Initial: Birth, Marriage, Death, Father, Mother, Children, Added fields, Notes

Info: You select the fields using the standard "Choose Fields" dialog. See Figure 9.14. You can save two different field lists for the edit records screen. You switch between them using the parameter USE SHORT FORM. The program uses the same list of fields for the screen for editing records and the screen for setting up a search.

Marriage fields must appear together as a group in the list. Do not insert a non-marriage field between two marriage fields. You do not have to include all marriage fields in the list. If you include any marriage fields at all, you must also include the NUMBER OF MARRIAGES field.

Index: 744  
See: USE SHORT FORM, EDIT RECORDS SHORT FORM

#### EDIT RECORDS WHEN FOUND (Yes/No)

Where: Settings: Data Entry/Search

Yes: When you perform a search, the program presents each record it finds on the screen. You may then edit the record. When you exit or quit the edit records screen, the program resumes the search. The program does not save the record numbers found into the List In Memory.

No: When you perform a search, the program saves the record number for each record it finds into the List In Memory. The search continues without stopping until the program has examined all selected records.

Initial: No

Info: When your search result is a List In Memory, you can use that to edit the records, print a form for each one, or make a list of the names and selected information. Choose List In Memory from the Access menu for such operations.

Your choice on this parameter depends on what you are trying to accomplish with your search. If you want to see the results immediately but don't need to save them, set it to Yes. If you need to retain the results, set it to No.

Index: 333

See: List In Memory

#### EDIT RECORDS SHORT FORM (field list)

Where: Settings: Choose Fields for: Edit Records Short Form

Value: A list of fields in the order you want them to appear on the screen when you edit a record.

Initial: Father, Mother, Marriage, Children

Info: You select the fields using the standard "Choose Fields" dialog. See Figure 9.14. You can save two different field lists for the edit records screen. You switch between them using the parameter USE SHORT FORM. The program uses the same list of fields for the screen for editing records and the screen for setting up a search.

Index: 745

See: USE SHORT FORM, EDIT RECORDS FIELD LIST

#### END OF LINE CODE (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: Code to indicate whether to issue a carriage return (CR), or both a carriage return and a line feed (LF) at the end of each line of print. It

recognizes the following values:

- 0 CR and LF for IBM
- 1 CR
- 2 LF
- 3 CR and LF for Apple II

The program treats any other value as 0 (zero).

Initial: 0

Info: This depends on how your printer switches are set. If your printer is either double spacing, or printing everything on one line, you need to try a different value here. The program sets this parameter automatically when you select your printer from the menu of printers.

Index: 50, 66

See:

ENDING RN (record number)

Where: Settings: Descendants Charts, Freeform Pedigree Charts

Value: Record number at which you want the chart to stop. Setting the parameter to 0 (zero) nullifies its effects.

Initial: 0

Info: The program selects the people for descendants and pedigree charts based on the relationships in each record. (You do not make a chart by selecting the record number of each person to appear in the chart.)

This parameter allows you to terminate a chart before its normal ending. You might use the parameter in combination with RESTART RN to print one page or a section of a bigger chart.

Index: None. The program does not allow you to permanently set this parameter.

See: RESTART RN

ENFORCE SYSTEM STANDARDS (Yes/No)

Where: Settings: Descendancy Reports

Yes: The program forces other parameters to the values required by the standard for Register, Modified Register, or Henry format. You select the format via the SYSTEM (R/M/H) parameter. The standard

for the Register format is published by the New England Historic Genealogical Society, Boston, Massachusetts. The standard for the Modified Register format is published by the National Genealogical Society, Arlington, Virginia. The Henry format does not have a published standard.

No: The program interprets other parameters for descendency reports as you have set them.

Initial: No

Info: If you want to produce a descendency report in the required format and don't care what the individual parameter settings should be, set this parameter to Yes. If you have specific preferences for the other parameters, set this parameter to No.

This parameter affects the following other parameters:

- ABBREVIATE FOR CHILDREN
- CAPITALIZE MAIN NAMES
- ITALICIZE LINEAGE
- MAKE MAIN NUMBER BOLD
- MAKE MAIN NAMES BOLD
- OMIT TITLE
- PLACE SOURCES (M/E/O)
- SHOW CHILD'S FIRST SPOUSE
- SHOW DATE BEFORE PLACE
- SHOW CHILD'S FULL NAME
- SHOW RN WITH NAMES
- SHOW GENERATION SUPERScript
- SHOW SPECIAL ID WITH NAMES
- SHOW LINEAGE AFTER NAME
- USE MONTH NAMES
- USE LAST NAME FIRST
- USE MARRIED NAME

Index: 594

See: SYSTEM (R/M/H)

ENTER SPOUSE'S CHILDREN (Yes/No)

Where: Settings: Data Entry

Yes: Copy the children entered with record numbers from the current record into the spouse's record. Also copy the spouse's record number as a parent in each of the children's records. Complement all the children when you add or change at least one child.



No: Do not change other records related to the spouse's record number.

Initial: Yes

Info: The parameter has no effect if DO COMPLEMENTING is No. The parameter COMPLEMENT CHILD WITH NO RN controls complementing of children without a record number. ENTER SPOUSE'S CHILDREN affects only children that you enter with a record number. The spouse must also have a record number.

You might want to temporarily set this parameter to No if you have a problem with the way the program is making the entries in the other records.

Index: 128

See: DO COMPLEMENTING, COMPLEMENT CHILD WITH NO RN

ERASE PREVIOUS ON FIRST KEY (Yes/No)

Where: Settings: Miscellaneous

Yes: If your first action on a line is not a cursor movement, the program erases any prior entry on the line. You move the cursor using an arrow key or the mouse.

No: The program does not automatically erase any prior entry on a line.

Initial: Yes

Info: The parameter applies only to the first action you make when editing a field or editing a line in a dialog box.

When you select a field in your data to edit, you often want to totally replace the previous entry. When the parameter is Yes, you select the field, then start typing. The previous entry disappears. When the parameter is No, you must erase the previous entry before typing your new information. If you want to modify the previous entry, move the cursor first.

When the program asks you a question, it often suggests an appropriate answer. You may accept, edit, or replace the suggested answer. When the parameter is Yes, the suggested answer disappears when you start typing. When the parameter is No, you must erase the suggested answer yourself.

Example: Suppose the program asks you for a file name, and suggests the name TEMPLATE.WID in the dialog box. (This might happen when you print a group sheet with the parameter set a certain way.)

Suppose you wanted to change that to MYGROUP. When this parameter is Yes, just type MYGROUP. When this parameter is No, you must strike Ctrl-E (the erase command) to erase TEMPLATE.WID first.

If you wanted to change the suggestion to TEMPLATE.DOL, you strike the down arrow key (or END key) to move the cursor to the end. Then you erase the WID and type DOL. Since you moved the cursor first, the program doesn't erase the suggested answer.

Index: 109  
See: Ctrl-E

#### EXPERT MODE (Yes/No)

Where: File: Setup FAMILY ROOTS: System: Set Miscellaneous

Yes: The program doesn't ask as many questions or issue many warnings. It assumes you are knowledgeable.

No: The program asks you questions and alerts you to potential mistakes.

Initial: No

Info: Expert mode reduces the number of questions and makes the program work faster. We don't advise this mode except for true experts.

If you are an expert, we welcome your suggestions for further items to include under the control of expert mode.

Index: 78  
See: REMINDER MODE

#### FAMILY NAME (special)

Where: File: Add Family to Menu (automatic)

Value: The name shown on the screen for the active data base.

Initial: empty

Info: When you add a family to the menu of families, the program asks for a name. You may choose any name you like. The name appears on the Main Menu to show what data base is active.

Example: The top center of the Main Menu shows  
Family selected is:  
Brehm Ancestors

Index: 718  
See:

#### FAST DISPLAY (Yes/No)

Where: File: Setup FAMILY ROOTS: Computer: Set Screen

Yes: The program does not display "Please wait.." messages while working.

No: The program displays a "Please wait.." message when there might be a delay.

Initial: No

Info: Some computers are so speedy that a "Please wait.." message flashes faster than you can read it. This parameter allows you to stop the flashing.

Index: 108  
See:

#### FETCH INACCESSIBLE NAMES (Yes/No)

Where: Settings: Data Entry

Yes: The program shows all names on the Edit Records screen. The program asks for a data disk when the name is not available in the DATA PATH or in a floppy drive. This happens when the screen first appears, and when you make an entry in a person field (FATHER, MOTHER, etc.).

No: If a name is not available in the DATA PATH or in a floppy drive, the program shows "Name not accessible" on the Edit Records screen. It does not ask for a data disk. It shows the record number for the person only, not the name.

Initial: No

Info: This parameter affects you only if you store data on floppy disks. If you store all of your data on a hard disk, you won't see the "Name not

accessible" message. The parameter has no effect on printing; the program always retrieves names for printed forms.

Asking for data disks in order to retrieve all the referenced names can cause a considerable delay in preparing or updating the Edit Records screen. In addition, if you type the wrong record number into a person field, the program still asks for the disk with that record number. If there is no such disk, this request can be awkward.

While seeing all the names on the screen is comforting, we recommend setting this parameter to No. It avoids potential problems.

Index: 142  
See: NUMBER OF DATA FLOPPY DRIVES, DATA PATH, DATA FLOPPY DRIVE

#### FIELD LINKS (special)

Where: File: Setup FAMILY ROOTS: System: Add a Field, Change an Existing Field (automatic)

Value: Special codes showing the linking between the standard fields and added fields.

Initial: 020400000000

Info: When you add a field, the program asks if another field points to it. If you choose one of the standard fields, the program automatically changes this parameter.

Techno: Each digit refers to a particular field. The position of the digit determines the field. Position counting starts at 0. If the value of the digit is 0, there is no link. If the value of the digit is between 1 and 9 inclusive, the field in that position is linked to the field in the value position. If the digit is letter A or larger, the field is linked to an added field. Examples: 2 in position 1 links field 1 to field 2. 4 in position 3 links field 3 to field 4. The field positions in this parameter are:

1	BIRTH DATE
2	BIRTH PLACE
3	DEATH DATE/LIVING
4	DIED/LIVING AT
5	not available
6	MOTHER
7	FATHER
8	NUMBER OF MARRIAGES
9	NUMBER OF CHILDREN
10	NUMBER OF NOTES
11	DATE LAST CHANGED

Index: 748

See:

#### FIND AGE WHEN NON-STD. DATES (Yes/No)

Where: Settings: Descendancy Reports

Yes: Compute the person's age using the birth and death dates when one or both dates are non-standard.

No: Compute the person's age using the birth and death dates only when both dates are standard.

Initial: No

Info: The descendancy report includes a person's age in the main paragraph, when the program can compute it. For a living person, the program computes the age on the date of the report. For a deceased person, the program uses the birth and death dates. When these dates are standard (see section 11.1.4), the program can compute exactly.

A non-standard date often includes the year, but in practice it can be anything at all. The program must guess which part of the date is the year. Sometimes it guesses wrong because there is more than one possibility, or perhaps the year isn't present. If so, the age won't make sense.

Index: 612

See: Standard dates (section 11.1.4)

#### FIRST CHART NUMBER (numeric)

Where: Settings: Standard Charts

Value: The number of the first standard chart you print after making your Access choice.

Initial: 1

Info: If the parameter is less than 1, the program sets it to 1. The parameter has an effect only if NUMBER STANDARD CHARTS is Yes.

The program places a chart number on each standard chart. The chart number appears at the top of the chart after the CHART NO. header line. All standard chart words are available in the file STANDARD.LAB.

If CASCADE STANDARD CHARTS is Yes, the program numbers succeeding charts based on the FIRST CHART NUMBER parameter. It places a chart reference number at the end of continuing lines. If SHOW CASCADED ORIGINS is Yes, it also states the precursor reference at the top left of each cascaded chart. See Figure 12.2!a in chapter 20 for an example.

The program computes the number on cascaded charts based on the USE AHNENTAFEL NUMBERING parameter.

Index: 437  
See: NUMBER STANDARD CHARTS, CASCADE STANDARD CHARTS, SHOW CASCADED ORIGINS, USE AHNENTAFEL NUMBERING

#### FIRST GENERATION NUMBER (numeric)

Where: Settings: Descendants Charts, Freeform Pedigree Charts

Value: Number of the left-most generation number printed in the numeric column header.

Initial: 0

Info: A column header appears at the beginning of a chart and may appear at the top of each succeeding page. The parameter COLUMN HEADERS (W/N/B) determines what it looks like.

This parameter affect only numeric column headers. The numeric column header starts with this number and shows numbers for each succeeding generation up to MAXIMUM GENERATIONS.

The most common use for this parameter is to specify the first generation as either 0 or 1 based on your personal preference. You might also use it to reprint a section of a larger chart.

Example: If you choose the first generation as 3, with  
MAXIMUM GENERATION as 8, the numeric column header  
looks like

3	4	5	6	7	8	9	10

Index: 192, 522

See: COLUMN HEADERS (W/N/B), MAXIMUM GENERATIONS, TOP  
MARGIN, BOTTOM MARGIN

#### FIRST GENERATION NUMBER (alphanumeric)

Where: Settings: Descendancy Reports

Value: Number or letter of the first generation in the  
descendancy report. The program prints the  
generation: a) in the generational separator; b)  
in the generation superscript; and c) in the  
lineage after names.

Initial: 1

Info: All printing of the generation number is  
controlled by parameters. If none of these are  
Yes, this parameter has no effect.

According to the Register and Modified Register  
standards, you must assign generation number 1 to  
the first immigrant to America. The next  
generations after that are 2, 3, 4, etc. The  
generations prior to that are A, B, C, etc. If  
the first person in your report is not the  
original immigrant, you should select the FIRST  
GENERATION NUMBER appropriately.

Index: none (you can not permanently change this  
parameter)

See: SHOW GENERATION SUPERSCRIPT, SHOW LINEAGE AFTER  
NAMES, SHOW GENERATIONAL SEPARATOR, MAXIMUM  
GENERATIONS

#### FIRST LINE NUMBER (numeric)

Where: Settings: Ahnentafel

Value: The line number for the first person on the  
Ahnentafel chart.

Initial: 1

Info: The Ahnentafel chart shows relationships by the  
line number that appears to the left of each  
person's name. Double the line number for a

person to find the father. Double the line number plus 1 to find the mother. See Figure 12.4# for a sample Ahnentafel.

Index: none (you can not permanently change this parameter)

See: SHOW GENERATIONAL SEPARATOR

#### FIRST PERSON LISTED (F/M/R) (special)

Where: Settings: Family Group Sheets

Father: The father or husband appears as the first person on the family group sheet. The mother or wife appears second.

Mother: The mother or wife appears as the first person on the family group sheet. The father or husband appears second.

RN: The person you choose to start the family group sheet appears first. The spouse appears second.

Initial: Father

Info: You start a family group sheet by choosing one person. That person appears as father or mother at the top of the sheet. This parameter determines who appears first on the sheet: the father, the mother, or the person you choose.

Index: 289

See:

#### FIRST SHEET NUMBER (numeric)

Where: Settings: Addresses, Ahnentafel, Cousin Sheets, Descendants Charts, Descendancy Reports, Family Group Sheets, Free Form Pedigree Charts, Sorted Lists, Person Sheets, Standard Charts

Value: The first page number for the first chart or sheet you print from this Access selection.

Initial: 0 or 1

Info: If the parameter is 0 (zero), the program does not print sheet numbers. If you are printing a book, the program prints the book page number instead of this parameter. If you print without page breaks (zero top and bottom margin), the program does not number the pages.

Page numbers start from this parameter and increase by 1 for each page. The page number position is controlled by the parameters, PAGE



NUMBER VERTICAL (T/B) and PAGE NUMBER SIDE (L/C/R/A). Some forms print the page number only on the second and succeeding pages. If so, the second page number is FIRST SHEET NUMBER plus 1.

The label from the file GENERAL.LAB precedes the page number when printed. The default is "Page #".

Index: 188, 228, 266, 313, 377, 403, 474, 518, 549, 604  
See: PAGE NUMBER VERTICAL (T/B); PAGE NUMBER SIDE (L/C/R/A); TOP MARGIN; BOTTOM MARGIN

#### FIRST TWO YEAR DIGITS (numeric)

Where: Settings: Data Entry

Value: Prefix for any year you enter as two digits.  
Initial: 19

Info: When you type a year with only two digits, the program changes the year to four digits. It adds these two digits to the front.

Example: If you type  
          13 Aug 26  
the program changes that to 13 Aug 1926.

Index: 633  
See:

#### FIXED/REMOVABLE FLAGS (special)

Where: File: Setup FAMILY ROOTS: Computer: Set Drives (automatic)

Value: Indicators for which disk drives have removable media.  
Initial: 3

Info: This parameter is specially coded. It tells Family Roots which drives are floppy and which are hard disks. The program sets it automatically when you make your disk drive selections.

Techno: The program uses each bit in this two byte integer as a flag. Bit = 0 is fixed, bit = 1 is removable. The right bit represents drive A:, the next bit to the left drive B:, etc.

Index: 23  
See:

**FOOTNOTE CHARACTER (key on keyboard)**

Where: File: Setup FAMILY ROOTS: System: Set  
Miscellaneous Values

Value: Character used within a field to show that a reference follows. Character used at the start of a note field to show that it contains a source citation.

Initial: ^ (carat)

Info: If you want to refer to a note or make a qualifying statement, use this character in a field. The most common use is to refer to a source in a note field or an added field. If you want to refer to a note field, type the information pertinent to the field, then the FOOTNOTE CHARACTER, then the number of the note field.

Use this character to add qualifying information within the same field, especially for dates. Using the character in a date field allows the program to properly interpret and print the date preceding it.

You can use note fields for many different purposes. A common use is to cite sources. Identify a note field as a source citation by typing the FOOTNOTE CHARACTER as the first character of the note. This is a "Flagged" note. You can set the USE NOTES (A/F/S/Q/O) parameter to Flagged to choose only these notes.

Choose a character for this parameter that you never need to type into a field for another purpose. For example, a period is not a good choice. An asterisk "\*" is a frequently used alternative to the carat.

If you decide to change this parameter, the program does not automatically change data you stored before. Use "Records: Search Record Contents" from the Main Menu to find the affected records. You may also automatically search and replace with the new character.

Example: BIRTH PLACE: Las Vegas, New Mexico^3  
NOTE #3: ^San Miguel County Births, book 2287,  
page 62

BIRTH PLACE: Las Vegas, New Mexico^2  
NOTE #2: The town where the Roosevelt Rough Riders  
used to meet.

BIRTH DATE: 13 Sep 1862^ the day might be 11  
September

Index: 634  
See: SOURCE FIELD INDEX, SUPERScript FOOTNOTES

#### FORM LENGTH (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer

Value: Vertical dimension of one page of printer paper,  
in inches or centimeters.

Initial: 11 inches

Info: The parameter INCHES/CENTIMETERS decides the  
measurement system. There are two parameters with  
this name, one for the primary and the other for  
the alternate printer.

Index: 51, 67  
See: INCHES/CENTIMETERS

#### FREEFORM FIELD LIST (field list)

Where: Settings: Choose Fields For: Free Form Pedigree  
Charts

Value: A list of fields in the order you want them to  
appear in the free form pedigree chart.

Initial: Birth, Marriage, Death, Father, Mother, Added  
fields, Children

Info: You select the fields using the standard "Choose  
Fields" dialog. See Figure 9.14. You can save  
two different field lists for free form pedigree  
charts. You switch between them using the  
parameter USE SHORT FORM.

Index: 761  
See: FREEFORM SHORT FORM, USE SHORT FORM

## FREEFORM SHORT FORM (field list)

Where: Settings: Choose Fields For: Free Form Short Form

Value: A list of fields in the order you want them to appear in the free form pedigree chart.

Initial: Birth, Death

Info: You select the fields using the standard "Choose Fields" dialog. See Figure 9.14. You can save two different field lists for free form pedigree charts. You switch between them using the parameter USE SHORT FORM.

Index: 762

See: FREEFORM FIELD LIST, USE SHORT FORM

## FUNCTION KEY xxx (special)

Where: Settings: Function Keys. Also ALT-K from the Edit Records screen.

Value: Any words you choose, up to 255 characters long.

Initial: empty

Info: You use function keys to make repetitive entries. By assigning a surname or a place name to a function key, you can enter that information in your data with a single keystroke.

There are 40 function keys available in Family Roots. These are F1 through F10, Shift F1 through Shift F10, Ctrl F1 through Ctrl F10, and Alt F1 through Alt F10. You may assign a permanent value to any except FUNCTION KEY F10. When you search for a name, Family Roots records the record number of the result in F10; see Find a Name for further information.

Example: Suppose you assign  
                    Lexington, Middlesex, Massachusetts  
to FUNCTION KEY F3. Then every time you press F3  
within a field, those words appear.

Index: 763 through 802

See: Find a Name (section 10.3)

## HARD DISK DRIVE (Yes/No)

Where: File: Setup FAMILY ROOTS: Computer: Set Drives

Yes: Use the four path parameters to locate information.

No: Use the floppy drive parameters to locate information.

Initial: Yes

Info: The path parameters are PATH FOR FAMILY, PATH FOR DATA, PATH FOR STORIES, and PATH FOR JUNK. The floppy drive parameters are DRIVE FOR PROGRAMS, DATA FLOPPY DRIVE x, and JUNK DRIVE.

Index: 29

See: PATH FOR FAMILY, PATH FOR DATA, PATH FOR STORIES, PATH FOR JUNK, DRIVE FOR PROGRAMS, DATA FLOPPY DRIVE, JUNK DRIVE, BACKUP DRIVE.

## HORIZONTAL LINE (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: The character or codes to use for printing the graphic for a horizontal line on the printer.

Initial: - (for IBM printer)

Info: The program needs to know how to print a horizontal line for making boxes and charts. Not all printers can handle the usual graphics characters. When you choose a printer from the menu of printers, the program sets this parameter automatically.

Index: 662, 689

See:

## IGNORE UPPER/LOWER CASE (Yes/No)

Where: Settings: Search

Yes: Treat upper case and lower case letters the same.

No: Treat upper case and lower case letters as different.

Initial: Yes

Info: This applies to searching records. If you don't care whether the program finds the item in upper or lower case, set this parameter to Yes. If it

matters that the program finds only the upper or lower case entry, set it to No.

Index: 334  
See:

#### INCHES/CENTIMETERS (special)

Where: File: Setup FAMILY ROOTS: System: Miscellaneous

Inches: Use all measurements in inches.  
Centi-  
meters: Use all measurements in centimeters.  
Initial: Inches

Info: The parameter defines the measurement system for Family Roots. It affects margins, page size, and print size. If you set the parameter to centimeters, CM replaces INCH in all parameter names in the program.

Index: 39  
See: TOP MARGIN, BOTTOM MARGIN, LEFT MARGIN, RIGHT MARGIN, LEFT MARGIN FOR HEADER, RIGHT MARGIN FOR HEADER, PAPER WIDTH, FORM LENGTH, LINES PER INCH, CHARACTERS PER INCH, LEFT MARGIN FOR STORY, RIGHT MARGIN FOR STORY, PRINT SIZE, PRINT SIZE FOR STORY, ADDRESS LABEL HEIGHT

#### INCLUDE STORY FILE (Yes/No)

Where: \*: GEDCOM Import/Export: Settings: Export

Yes: Attempt to retrieve a story file from the disk. If found, move the contents to the GEDCOM file. If not found, continue based on the VERIFY STORY FILE parameter.

No: Do not attempt to retrieve a story file.  
Initial: No

Info: You make a story file with your word processor. A story file contains information about one person, typically a history or anecdotes. You must save the story file as "text only" or ASCII. If ASK FOR STORY FILE NAMES is Yes, you may store the file anywhere you wish. Otherwise, the program looks for the file in the PATH FOR STORIES. If ASK FOR STORY FILE NAME is No, the program looks for the standard story file name.

If VERIFY STORY FILE is Yes, the program asks for a new file name and path. If No, it continues without any messages.

Index: 564  
See: ASK FOR STORY FILE NAMES, PATH FOR STORIES, VERIFY STORY FILE, Standard story file name (section 12.12)

#### INCLUDE STORY FILE (Yes/No)

Where: Settings: Family Group Sheets, Person Sheets, Descendancy Reports

Yes: Attempt to retrieve a story file from the disk. If found, print it in the selected sheet or report. If not found, continue based on the VERIFY STORY FILE parameter.

No: Do not attempt to retrieve or print a story file.  
Initial: No

Info: You make a story file with your word processor. A story file contains information about one person, typically a history or anecdotes. You must save the story file as "text only" or ASCII. If ASK FOR STORY FILE NAMES is Yes, you may store the file anywhere you wish. Otherwise, the program looks for the file in the PATH FOR STORIES. If ASK FOR STORY FILE NAME is No, the program looks for the standard story file name.

Family Roots prints story files at the end of a family group sheet or person sheet. It prints story files in descendancy reports at the end of each main person's information, but before the final source citations.

If VERIFY STORY FILE is Yes, the program asks for a new file name and path. If No, it continues without any messages.

Index: 269, 316, 575  
See: ASK FOR STORY FILE NAME, VERIFY STORY FILE, PATH FOR STORIES, Standard story file name (section 12.12)

## INCLUDE FAMILY MEMBERS (Yes/No)

Where: Settings: Miscellaneous

Yes: When you choose Descendants of a Person from the Access menu, the program inserts the spouses of the people in the direct line of descent. When you choose Ancestors of a Person from the Access menu, the program inserts the other children from each father and mother in the ancestry.

No: The program includes only the direct line of ascent or descent in the Access.

Initial: No

Info: You use the Access menu to choose the starting people for various forms. You also use the Access menu for choosing people for sorted lists and GEDCOM files. Including family members is most frequently a consideration for the latter cases. In most other situations, you probably want the parameter set to No.

Index: 421

See:

## INCLUDE OTHER PARENT DATA (Yes/No)

Where: Settings: Descendants Charts

Yes: Include the name and vital statistics for the spouses or parents not in the direct line of descent.

No: Include only the name for the spouses or parents not in the direct line of descent.

Initial: Yes

Info: This parameter applies only to people not in the direct line in descendants charts. It has an effect only if PLACE OTHER PARENT FIRST is Yes and OMIT OTHER PARENT is No.

You choose the information shown for the other parent via the DESCENDANTS FIELD LIST or DESCENDANTS SHORT FORM. In other words, the fields for the other parent are the same as for people in the direct line of descent. Other parameters that affect the presentation also apply (SHOW EMPTY FIELDS, etc.).

Index: 175

See: PLACE OTHER PARENT FIRST, OMIT OTHER PARENT, DESCENDANTS FIELD LIST, OMIT OTHER PARENT MARRIAGE



## INDEX TO DEFAULT CHARACTER SIZE (field pointer)

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer

Value: Pointer to one of the CONTROL FOR CHARACTER SIZE  
parameters. To compute the Configuration file  
index number, add 630 to this parameter.

Initial: 8

Info: Family Roots issues the indicated printer command  
after printing any form. This clears the printer  
for the next operation.

Index: 7

See: INDEX TO DEFAULT LINE CONTROL

## INDEX TO DEFAULT LINE CONTROL (field pointer)

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer

Value: Pointer to one of the LINE PER INCH CONTROL  
parameters. To compute the Configuration file  
index number, add 630 to this parameter.

Initial: 13

Info: Family Roots issues the indicated printer command  
after printing any form. This clears the printer  
for the next operation.

Index: 106

See: INDEX TO DEFAULT CHARACTER CONTROL

## INSERT 'MARRIED' AS STATUS (Yes/No)

Where: Settings: Data Entry

Yes: When you make the first entry in a marriage field,  
the program automatically inserts "Married" into  
the MARITAL STATUS field for that marriage.

No: The program does not automatically change the  
MARITAL STATUS field for the record you are  
editing.

Initial: Yes

Info: This parameter has an effect only if DO  
COMPLEMENTING is Yes.

The program only saves the first letter of "Married" in the record. The actual item inserted comes from the file GENERAL.LAB. The file contains eight marital status labels. The first must be the equivalent of "Married".

Index: 137  
See: DO COMPLEMENTING, PRINT 'MARRIED' STATUS

#### ITALICIZE LINEAGE (Yes/No)

Where: Settings: Descendancy Reports

Yes: Print the lineage that appears after a name in italics.

No: Print the lineage that appears after a name in normal letters.

Initial: No

Info: The parameter has an effect only if SHOW LINEAGE AFTER NAME is Yes and your printer is able to print in italics. See Figure 12.8b for an example of a descendancy report showing a lineage.

Index: 615  
See: SHOW LINEAGE AFTER NAME

#### ITALICS OFF (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: Codes specific to the selected printer that turns off italics printing.

Initial: For IBM compatible printer

Info: The codes depend on the printer hardware. They are set automatically when you choose a printer from the menu of printers.

Index: 654, 681  
See: ITALICS ON, ALT-I

#### ITALICS ON (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: Codes specific to the selected printer that turns on italics printing.

Initial: For IBM compatible printer

Info: The codes depend on the printer hardware. They are set automatically when you choose a printer from the menu of printers.

Index: 653, 680  
See: ITALICS OFF, ALT-I

JUNK DRIVE (drive letter)  
Where: File: Setup FAMILY ROOTS: Computer: Set Disk Drives & Paths

Value: The disk drive for the program to use as a temporary work area when there is no hard disk.  
Initial: A:

Info: If you have set HARD DISK DRIVE to Yes, the program uses the PATH FOR JUNK instead of JUNK DRIVE. It uses this drive for storing parts of large lists, files you print to disk, and other such items.

Index: 80  
See: HARD DISK DRIVE, PATH FOR JUNK

LDS FIELDS (field list)  
Where: Settings: Choose Fields For: LDS Fields

Value: List of fields for the Mormon Church (LDS) temple ordinance.  
Initial: empty

Info: Some of the supplied templates position LDS fields on the form. This list defines which of your fields are the LDS fields. You may include at most 4 fields in this list. The parameter applies only to the supplied templates. If you make your own template (with MKTEMPLA.EXE), you treat LDS fields just like any other fields.

If you want some family group sheets to show the LDS fields and others not, make two different templates.

Index: 740  
See: Chapter 16, page 189 for MKTEMPLA description]

**LEFT MARGIN** (numeric)

Where: Settings: Addresses, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Free Form Charts, Family Group Sheets, Sorted Lists, Person Sheets, Standard Charts

Value: Size of the left margin, in inches or centimeters.  
Initial: 0.6 inches

Info: You leave a left margin to allow for binding. You choose the measurement system with the INCHES/CENTIMETERS parameter.

This margin applies to the standard header (if any) and main part of the form you are printing. There are separate margin parameters for appended stories and for the custom header.

Index: 180, 220, 258, 305, 369, 395, 466, 510, 541, 596  
See: LEFT MARGIN FOR HEADER, LEFT MARGIN FOR STORY

**LEFT MARGIN FOR HEADER** (numeric)

Where: Settings: Addresses, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Free Form Charts, Family Group Sheets, Sorted Lists, Person Sheets, Standard Charts

Value: Size of the left margin for the custom header, in inches or centimeters.  
Initial: 0.6 inches

Info: You leave a left margin to allow for binding. You choose the measurement system with the INCHES/CENTIMETERS parameter.

This margin applies only to the custom header for the form you are printing. There are separate margin parameters for the main body and for appended stories. You might set this parameter bigger than LEFT MARGIN in order to push the header to the right on the page.

You can store a unique custom header for every form.

Index: 184, 224, 262, 309, 373, 399, 470, 514, 545, 600  
See: LEFT MARGIN, LEFT MARGIN FOR STORY, USE CUSTOM HEADER

**LEFT MARGIN FOR STORY (numeric)**

Where: Settings: Family Group Sheets, Person Sheets

Value: Size of the left margin for the appended story, in inches or centimeters.

Initial: 0.6 inches

Info: You leave a left margin to allow for binding. You choose the measurement system with the INCHES/CENTIMETERS parameter.

This margin applies only to an appended story for the form you are printing. There are separate margin parameters for the main body and for the custom header.

Index: 271, 318

See: LEFT MARGIN, LEFT MARGIN FOR HEADER, APPEND STORY FILE, PRINT SIZE FOR STORY

**LINES BEFORE STORY FILE (numeric)**

Where: Settings: Family Group Sheets, Person Sheets

Value: Number of blank lines to print between the end of the group or person sheet and the start of the story file. For the group sheet, number of blank lines between one story file and the next.

Initial: 1

Info: The parameter has an effect only if INCLUDE STORY FILE is Yes. You make story files using your word processor.

The parameter allows you to separate the group or person sheet from the story file with some white space. This can make it easier to read.

Index: 274, 321

See: INCLUDE STORY FILE

**LINES PER INCH (numeric)**

Where: Settings: Addresses, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Freeform Charts, Family Group Sheets, Sorted List, Person Sheets, Standard Charts

Value: Number of lines per inch or centimeter to print in the selected form.

Initial: 6

Info: You choose the measurement system with the INCHES/CENTIMETERS parameter. The program uses the closest AVAILABLE LINES PER INCH value for the selected printer, rather than this value. For example, if you set this parameter to 5, but the two AVAILABLE LINES PER INCH values are 6 and 8, the program uses 6 lines per inch.

Index: 189, 229, 267, 314, 378, 404, 475, 519, 550, 605  
See: AVAILABLE LINES PER INCH, INCHES/CENTIMETERS

#### LINES PER INCH CONTROL (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: Sequence of control codes to set the printer to the selected line spacing.

Initial: IBM compatible printer

Info: The proper codes depend on your printer. The program sets them automatically when you select a printer from the menu of printers.

The program supports two line spacings per printer, typically 6 lines per inch and 8 lines per inch. Each LINE PER INCH CONTROL parameter corresponds to a AVAILABLE LINES PER INCH parameter in the Configuration.

Index: 643, 644, 670, 671  
See: AVAILABLE LINES PER INCH

#### LISTS EXTRA FIELDS (field list)

Where: Settings: Choose Fields For: Sorted List

Value: A list of fields in the order you want them to appear in the sorted list.

Initial: Record Number, Name

Info: You select the fields using the standard "Choose Fields" dialog. See Figure 9.14. As compared to other field list parameters, the program provides extra choices for sorted lists: Name, Record Number, Page Number, Soundex Code.

Although you may select Page Number for your sorted list, it includes an actual page reference only if you make an index for a form. You do that by setting MAKE INDEX to Yes before printing the

form. You can also do that by choosing Open Book under Other from the Main Menu. The List In Memory retains the Page Number in these cases.

Soundex is a method of reducing a word (name, in this case) to a code for the purpose of finding if it sounds like another word. If you include Soundex Code in your sorted list, it is the code for the person's surname. You may sort your list by a soundex code even if you don't print the code itself; see SORT BY SOUNDEX.

To print a list without record numbers, set SHOW RN WITH NAMES to No and omit the record number from LISTS EXTRA FIELDS.

Index: 746  
See: MAKE INDEX, List In Memory, SORT BY SOUNDEX

#### LOWER LEFT CORNER (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: The characters or codes to use for printing the graphic for a lower left corner on the printer.

Initial: L (for IBM printer)

Info: The program needs to know how to print a lower left corner for making boxes and chart lines. Not all printers can handle the usual graphics characters. When you choose a printer from the menu of printers, the program sets this parameter automatically.

Index: 661, 688  
See:

#### LOWER RIGHT CORNER (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: The characters or codes to use for printing the graphic for a lower right corner on the printer.

Initial: R (for IBM printer)

Info: The program needs to know how to print a lower right corner for making boxes. Not all printers can handle the usual graphics characters. When you choose a printer from the menu of printers, the program sets this parameter automatically.

Index: 656, 683

See:

#### MAKE ADDRESS LABELS (Yes/No)

Where: Settings: Addresses

Yes: Print addresses with equal spacing between them, to fit on gummed labels.

No: Print addresses with one blank line between one address and the next.

Initial: No

Info: You specify the size of an address label using ADDRESS LABEL HEIGHT. When you print address labels, the program does not print any headers. It prints each part of an address on a separate line. You may exclude the telephone number from an address label by setting OMIT TELEPHONE NUMBER to Yes.

Index: 384

See: ADDRESS LABEL HEIGHT, NUMBER OF COLUMNS, OMIT TELEPHONE NUMBER, OMIT HEADER

#### MAKE INDEX (Yes/No)

Where: Settings: Ahnentafel Charts, Descendants Charts, Freeform Charts, Family Group Sheets, Person Sheets, Standard Charts

Yes: Retain the page number reference to each name in the List In Memory.

No: Do not keep track of page number references.

Initial: No

Info: Setting this parameter to Yes does not print the actual index. It only accumulates the information for the index. To print the index, choose Sorted Lists under Print from the Main Menu. Then choose "List in Memory" from the Access menu.

When you choose Open Book under Other from the Main Menu, the program temporarily changes all occurrences of MAKE INDEX to Yes. When you Close



a Book, the program automatically prints the index. All the MAKE INDEX parameters then revert to their original values.

There is no MAKE INDEX parameter for Descendancy Reports because it always retains page number references. In other words, it always works as if MAKE INDEX is Yes.

Index: 169, 209, 243, 288, 444, 499  
See:

#### MAKE MAIN NAMES BOLD (Yes/No)

Where: Settings: Descendancy Reports

Yes: Show in bold letters the first appearance of the name for a person who is the subject of a paragraph of the descendancy report. Also make bold the first appearance of the spouse's name.

No: Do not make bold any name in the descendancy report.

Initial: No

Info: Showing a name in bold letters serves to bring attention to it in the paragraph. The standard for the Modified Register format requires bolding. The standard for the Register format requires capitalization instead. The Henry format has no standard.

The program bolds only the first appearance of the name in the paragraph. It does not bold any further appearance in the same paragraph. The parameter applies only to main paragraphs and not to child paragraphs.

Index: 572  
See: CAPITALIZE MAIN NAMES

#### MAKE MAIN NUMBER BOLD (Yes/No)

Where: Settings: Descendancy Reports

Yes: Print the number for a main person in the descendancy report in bold type.

No: Print the number for a main person in normal type.

Initial: No

Info: The number for a main person precedes the paragraph with full information about them. The number identifies the person's place in the descendency. You select the type of number using SYSTEM (R/M/H).

Both the Register and Modified Register standards require the main number to be bold.

Index: 614  
See: SYSTEM (R/M/H)

MAKE SINGLE LINE ADDRESS (Yes/No)

Where: Settings: Addresses

Yes: Print the address on a line across the page. Separate the parts of the address with commas. If the address doesn't fit on one line, wrap at any convenient place to the beginning of the next line.

No: Print the address with each part on a separate line. Remove the punctuation between the parts.

Initial: No

Info: An address is any entry in the DIED/LIVING AT field containing at least one semicolon. The semicolons separate the parts of the address: street, city/state/ZIP, country, phone.

Example: When the parameter is Yes:

QUINSEPT, INC., 1465 Massachusetts Ave.,  
Arlington, MA 02174

When the parameter is No:

QUINSEPT, INC.  
1465 Massachusetts Ave.  
Arlington, MA 02174

Index: 383  
See:

MAX. NAMELIST MEMORY PAGES (numeric)

Where: File: Setup FAMILY ROOTS: System: Set Record  
Formatting (automatic)

Value: Maximum number of pages of names that Family Roots retains in memory at the same time.

Initial: 5

Info: One page of names contains NAMES STORED TOGETHER names. NAMES STORED TOGETHER times MAX. NAMELIST MEMORY PAGES must be less than 251, i.e. at most 250 names can be in memory at one time.

Family Roots automatically computes this parameter based on your answers to the questions for record formatting. It computes the value to produce approximately 75 names in memory at once.

Choosing the value for this parameter involves balancing speed and memory use. Having more names in memory speeds name retrieval. But having too many names in memory may slow other operations as they try to find memory to operate.

Techno: Family Roots moves names to and from the disk in groups, not singly. When you ask for a name, it computes which group that name resides in. It then retrieves the group, and extracts the name you wanted from the group.

Similarly, when you save a name, the program retrieves the proper group. It then replaces the name in the group with the revised name, and saves the group to the disk.

Family Roots cycles the name pages in memory. Each time it must retrieve a new name page from disk, it replaces the next higher memory page.

Index: 37  
See: NAMES STORED TOGETHER, CUSHION FOR NAMES, AVERAGE NAME LENGTH

#### MAXIMUM GENERATIONS (numeric)

Where: Settings: Ahnentafel Charts, Descendants Charts, Descendancy Report, Free Form Pedigree Chart

Value: The maximum number of generations that appears in the selected printout.

Initial: 10

Info: If you have more generations than this in your data, the data won't appear in the printout. If you have fewer generations in your data, all generations appear. If the printout has a column header, it shows this many generations.

Index: 150, 201, 480, 573  
See: COLUMNS HEADERS (W/N/B)

#### MAXIMUM GENERATIONS (numeric)

Where: Settings: Cousin Sheets

Value: The number of generations to search for the common ancestor. If the program finds the common ancestor within 9 generations, the number of generations to print in the cousin sheet.

Initial: 9

Info: Family Roots determines relationships by searching for a common ancestor. You start the search by selecting two people.

If the program finds a common ancestor, it always states the relationship. It may or may not print the cousin sheet. This depends on STATE RELATIONSHIP ONLY and on how many generations removed the ancestor is. The program won't print a cousin sheet of more than 9 generations. If the program prints the cousin sheet, the number of generations shown depends on SHOW UNUSED BOXES.

Index: 535  
See: STATE RELATIONSHIP ONLY, SHOW UNUSED BOXES

#### MAXIMUM GENERATIONS (numeric)

Where: Settings: Standard Charts

Value: If the parameter is 4 or less, one page of the standard chart shows 4 generations. If the parameter is 5 or more, one page of the standard chart shows 5 generations.

Initial: 5

Info: You achieve more generations on standard charts by setting CASCADE STANDARD CHARTS to Yes.

One page of a standard chart always shows the same number of generations. If you have less information than fills the chart, the program prints blank lines (or not) based on the OMIT EMPTY CHART LINES parameter.

Index: 435  
See: CASCADE STANDARD CHARTS, OMIT EMPTY CHART LINES, USE OVERLAY FORMAT

## MAXIMUM NUMBER OF CHILDREN (numeric)

Where: File: Setup FAMILY ROOTS: System: Set  
Miscellaneous

Value: The maximum number of children from one record  
that the program can accommodate in a chart or  
sheet.

Initial: 20

Info: This parameter does not affect data storage. It  
is only used to set up memory use for various  
operations.

Index: 18

See:

## MAXIMUM NUMBER OF MARRIAGES (numeric)

Where: File: Setup FAMILY ROOTS: System: Set  
Miscellaneous

Value: The maximum number of marriages from one record  
that the program can accommodate in a chart or  
sheet.

Initial: 12

Info: This parameter does not affect data storage. It  
is only used to set up memory use for various  
operations. You can't set it larger than 30.

Index: 19

See:

## MAXIMUM NUMBER OF NOTES (numeric)

Where: File: Setup FAMILY ROOTS: System: Set  
Miscellaneous

Value: The maximum number of notes from one record that  
the program can accommodate in a chart or sheet.

Initial: 20

Info: This parameter does not affect data storage. It  
is only used to set up memory use for various  
operations.

Index: 17

See:

**MONTH NAME LENGTH (numeric)**

Where: Settings: Miscellaneous

Value: The maximum length of the month name printed in dates.

Initial: 3

Info: The parameter has an effect only when USE MONTH NAMES is Yes.

When the actual month name is shorter than the parameter, the program prints the full name. When the actual month name is longer, the program prints only this number of letters in the name. If you want the program to print the full names of the months, set this larger than the longest month name.

The full names of the months are available in the file GENERAL.LAB.

Example: If the parameter is 4, the month names in dates become Janu, Febr, Marc, Apri, May, June, July, Augu, Sept, Octo, Nove, Dece.

Index: 113

See: ABBREVIATE FOR CHILDREN

**MULTIPLY COUNT FIELDS (Yes/No)**

Where: Settings: Sorted Lists

Yes: Show every combination of count fields in the sorted list.

No: Show one appearance of each count field in the sorted list.

Initial: No

Info: The parameter has an effect only when you include two or more count fields in a sorted list. The count fields are CHILD#x, NOTE#x, the MARRIAGE fields, and any expanding count fields you have added.

Using the parameter as Yes requires much more memory than No.

Example: Suppose the parameter is Yes, and you chose Children and Residences for the sorted list. The program prints one entry for each combination of residence and child: 1st child & 1st residence, 1st child & 2nd residence, 1st child & 3rd residence, 2nd child and 1st residence, 2nd child and 2nd residence, etc. See examples below.

Example with yes

child	residence
A	1
	2
	3
	4
B	1
	2
	3
	4
C	1
	2
	3
	4
D	1
	2
	3
	4

Example with no

child	residence
A	1
B	2
C	3
D	4

In this example Yes is preferable.

Suppose the parameter is No and you choose Residence Place and Residence Date for the sorted list. These might be two count fields you added. The program prints: 1st Place and 1st Date, 2nd Place and 2nd Date, 3rd Place and 3rd Date, etc.

Example with yes

Example with no

	residence	date		residence	date
A	1		A		1
	2		B		2
	3		C		3
	4		D		4
B	1				
	2				
	3				
	4				
C	1				
	2				
	3				
	4				
D	1				
	2				
	3				
	4				

In this example No is preferable. See Figure 12.9b in chapter 20 for an example with real data.

Index: 359  
See: SHOW EMPTY FIELDS

#### NAME COLUMN WIDTH

Where: Settings: Sorted Lists

Value: Number of columns to allow for a person's name in a sorted list

Initial: 20

Info: The minimum value is 8. If you choose a value less than 8, the program uses 8. If the total widths of all the fields selected won't fit on the page, the program reduces all the column widths by 1 character until the fields fit. A column width parameter is not reduced below its minimum. If all the column widths reach the minimum and there still isn't space, the program won't print the list. You can try again with a smaller print size or fewer fields.



The parameter allows you to make efficient use of the space on each page of a sorted list. The parameter applies only to the name associated with the record being printed. There is a separate parameter for names found within the record: PERSON FIELD COLUMN WIDTH.

Index: 357

See: DATE FIELD COLUMN WIDTH, NUMBER FIELD COLUMN WIDTH, PERSON FIELD COLUMN WIDTH, TEXT FIELD COLUMN WIDTH

#### NAMES PER GROUP (numeric)

Where: Settings: Sorted Lists

Value: Print a blank line after this many names or entries in a sorted list.

Initial: 5

Info: You may insert periodic blank lines into the sorted list. This separates the list into blocks, making it easier to read. It does, however, require more paper. SHOW SEPARATOR IN BLANK LINES controls whether the vertical bar between the columns prints in the blank lines as well.

If you don't want such blank lines, set the parameter to 0 (zero).

Index: 350

See: SHOW SEPARATOR IN BLANK LINES

#### NAMES STORED TOGETHER (numeric)

Where: File: Setup FAMILY ROOTS: System: Set Record Formatting (automatic)

Value: The number of names the program moves to and from the disk as a unit; a name "page".

Initial: 15

Info: The program stores a small number of names together, typically 15 or less. The program computes the amount of space for those names as NAMES STORED TOGETHER times AVERAGE NAME LENGTH plus CUSHION FOR NAMES. Refer to MAX. NAMELIST MEMORY PAGES for a discussion on how the program manages names.

Index: 36  
See: AVERAGE NAME LENGTH, NAMES STORED TOGETHER, MAX.  
NAMELIST MEMORY PAGES

#### NEW PAGE MID-PERSON (Yes/No)

Where: Settings: Ahnentafel Charts, Descendants Charts,  
Free Form Pedigree Charts, Person Sheets

Yes: Start a new page when the last line on this page  
is reached, regardless of what is being printed.

No: Start a new page only with a new person's block of  
information. Don't split one person's information  
between one page and the next.

Initial: No

Info: The parameter applies only when there is a break  
between pages, i.e. TOP MARGIN or BOTTOM MARGIN  
is not zero. For the person sheet (only), the  
parameter applies only when you print more than  
one sheet from the same Access selection, and you  
have NEW PAGE WHEN DONE set to No.

It can be confusing when one person's information  
prints separated by a gap. It may not be clear  
who the information on the second page refers to.  
When you force all of a person's information to be  
on the same page, some pages may be much shorter  
than others.

Index: 168, 217, 238, 498  
See: TOP MARGIN, BOTTOM MARGIN, NEW PAGE WHEN DONE

#### NEW PAGE WHEN DONE (Yes/No)

Where: Settings: Addresses, Ahnentafel Charts,  
Descendants Charts, Descendancy Reports, Free Form  
Charts, Family Group Sheets, Sorted Lists, Person  
Sheets, Cousin Sheets, Standard Charts

Yes: Move the printer to a new page at the end of one  
form.

No: Leave the printer paper where it is at the end of  
one form.

Initial: Yes

Info: Moving the printer to a new page makes the next  
form start on a new page. This is neater but uses  
more paper.

Index: 190, 230, 268, 315, 379, 405, 476, 520, 551, 606  
See: NEW PAGE MID-PERSON

**NEXT NAME RN (numeric)**

Where: Settings: Data Entry

Value: The record number the program chooses for the next name you add sequentially.

Initial: 1

Info: The parameter applies when you pull down Names and choose Add Names. It has an effect only if ADD NAMES SEQUENTIALLY is Yes. In effect, these two parameters let the program choose the record numbers automatically.

After every name you add, the program automatically adds 1 to this parameter. If you select Add Names but don't make any entry, the parameter doesn't change. It also remains unchanged if you hit ESC from the Add Names dialog box (see Figure 10.1).

If the record for this number already has a name in it, the program searches for the next higher unused number. It stops and lets you add a name when it finds an unused number. If you want to force the program to a particular number regardless of content, you must use Change Names.

It is common practice for Family Roots users to place parts of a family in separate record number ranges. For example, you might allocate the paternal side to RNs 1 through 1000, and the maternal side to RNs 1001 to 2000. You switch from one part to the other by changing this parameter. You don't need to remember exactly where you stopped when switching. You can set the parameter to a number smaller than the last one you added for that part of the family. It searches for the next unused record number.

Index: none. The program retains the most recent value and the largest value ever added in the file LASTID.DAT in the PATH FOR FAMILY.

See: PATH FOR FAMILY, ADD NAMES SEQUENTIALLY, SAVE LAST RN ON EXIT

**NON-STANDARD PRINTER INTERFACE (Yes/No)**

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic) (Apple II only - see Apple supplemental manual)

**NUMBER FIELD COLUMN WIDTH (numeric)**

Where: Settings: Sorted Lists

Value: Number of columns to allow for a number field in a sorted list

Initial: 5

Info: The minimum value is 4. If you choose a value less than 4, the program uses 4. If the total widths of all the fields selected won't fit on the page, the program reduces all the column widths by 1 character until the fields fit. A column width parameter is not reduced below its minimum. If all the column widths reach the minimum and there still isn't space, the program won't print the list. You can try again with a smaller print size or fewer fields.

The parameter allows you to make efficient use of the space on each page of a sorted list. It has an effect only if you include a number field in your choice of fields. The number fields are NUMBER OF MARRIAGES, NUMBER OF CHILDREN, NUMBER OF NOTES, Page Number, and any you added yourself, such as GENERATION NUMBER or NUMBER OF RESIDENCES. If the number field expands, the column width applies only to the number field itself, not to the related fields.

Number fields print right justified within the column space.

Index: 364

See: DATE FIELD COLUMN WIDTH, NAME COLUMN WIDTH, PERSON FIELD COLUMN WIDTH, TEXT FIELD COLUMN WIDTH

**NUMBER OF ADDED FIELDS (numeric)**

Where: File: Setup FAMILY ROOTS: System: Add a Field, Delete the Last Existing Field (automatic)

Value: The number of fields you have added.

Initial: 1

Info: When you add a field or delete a field via the menus, the program automatically changes this parameter.

QUINSEPT supplies SEX as the first added field. Although you may delete it if you wish, we recommend leaving it. GEDCOM transfers require sex information.

Index: 35  
See: ADDED FIELD TITLE

#### NUMBER OF BLANK FORMS (numeric)

Where: Settings: Miscellaneous

Value: The number of blank forms the program suggests.  
Initial: 1

Info: When you choose Print from the Main Menu, and then choose a form, the Access menu appears. The last choice on the Access menu is Blank Form.

When you choose Blank Form, the program asks how many copies you want. It suggests this parameter value as the answer. You may change the suggested answer before continuing. Note: the program won't print a Blank Form for some selections.

Index: 335  
See:

#### NUMBER OF COLUMNS (numeric)

Where: Settings: Addresses

Value: The number of addresses the program prints on one horizontal line.  
Initial: 1

Info: You may print addresses side-by-side on the page. The program splits the page into this many vertical bands. It restricts each address to its own band. If you choose a large number of columns here, you may experience a great deal of wrapping within each address.

Index: 393  
See:

## NUMBER OF COLUMNS (numeric)

Where: Settings: Miscellaneous

Value: The number of record numbers the program shows in one line when you choose Show RNs in List In Memory under Other.

Initial: 6

Info: The List In Memory contains record numbers and perhaps other information. You produce a List In Memory when you: a) make an index, b) type a list of record numbers from the Access menu, or c) access records by parts or sound of a name. You can examine the current numbers in the list using the item under Other from the Main Menu.

Index: 413

See:

## NUMBER OF DATA FLOPPY DRIVES (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Set Disk Drives & Paths

Value: The number of floppy drives you want to use to hold data.

Initial: 0

Info: Family Roots allows you to distribute your data. You may have part of your data on the hard disk, and more on floppy disks. If you choose to use this feature, you might retain the most heavily used data on the hard disk, and the remainder on floppy disks. When you refer to a record not on the hard disk, the program asks you for the floppy disk.

The program looks first in your hard disk data path when you ask for a record. If it finds the record, it continues. If it doesn't find the record, it either asks for it or creates it. If there are no data floppy drives allowed (this parameter set to 0), the program asks if you want to create a new set of files for that record.

If there is at least one floppy drive allowed, the program asks you to insert the proper data disk in one of the drives. You specify which drives are

allowed by the 6 parameters DATA FLOPPY DRIVE. If you cancel the insertion request, the program asks if you want to create a new set of files.

Index: 8  
See: DATA FLOPPY DRIVE, HARD DISK DRIVE

#### NUMBER OF PRINT SIZES (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer (automatic)

Value: Number of different print sizes (pitch), up to 4,  
you have set up for the printer.

Initial: 4 (IBM compatible printer)

Info: Family Roots supports up to four different sizes  
of print for each of two printers. The sizes are  
in the four parameters CHARACTERS PER INCH.  
NUMBER OF PRINT SIZES determines how many of those  
four are active.

Index: 41, 57  
See: CHARACTERS PER INCH

#### NUMBER STANDARD CHARTS (Yes/No)

Where: Settings: Standard Charts

Yes: Show a number at the top of each standard chart.  
Include that number in forward and backward chart  
references.

No: Do not include a chart number on each standard  
chart.

Initial: Yes

Info: The program places a chart number on each standard  
chart. The chart number appears at the top of the  
chart after the CHART NO. header line. The  
initial number comes from the FIRST CHART NUMBER  
parameter. All standard chart words are available  
in the file STANDARD.LAB.

If CASCADE STANDARD CHARTS is Yes, the program  
numbers succeeding charts based on the FIRST CHART  
NUMBER parameter. It places a chart reference  
number at the end of continuing lines. If SHOW  
CASCADED ORIGINS is Yes, it also states the  
precursor reference at the top left of each  
cascaded chart. See Figure 12.2!a in chapter 20  
for an example.

The program computes the number on cascaded charts based on the USE AHNENTAFEL NUMBERING parameter.

Index: 440

See: FIRST CHART NUMBER, USE AHNENTAFEL NUMBERING, SHOW CASCADED ORIGINS, CASCADE STANDARD CHARTS

#### OMIT CHILDREN'S STORY FILES (Yes/No)

Where: Settings: Family Group Sheets

Yes: When printing story files at the end of a family group sheet, print only the stories for the parents. Do not print stories for the children.

No: When printing story files at the end of a family group sheet, print the stories for the parents and the children.

Initial: No

Info: The parameter has an effect only if INCLUDE STORY FILE is Yes. You make story files with your word processor. If there is no story file for a particular person, the program continues based on how you set VERIFY STORY FILE.

Your choice on this parameter probably depends on whether you plan to print separate family group sheets for each of the children. If so, printing the story files on the parents' family group sheet duplicates information.

If you want to print story files for some of the children but not others, there are two methods. The first is to set ASK FOR STORY FILE NAME to Yes. If you don't supply a file name for a child, the story for that child is skipped. For the second method, use Disk as your printing destination. Next, use your word processor to remove the extra stories or insert new information into the sheet. Finally, print the sheet using the word processor.

Index: 293

See: INCLUDE STORY FILE, VERIFY STORY FILE, ASK FOR STORY FILE NAME



## OMIT EMPTY CHART LINES (Yes/No)

Where: Settings: Standard Charts

Yes: If a branch in the standard chart has no name, don't draw the lines for that branch.

No: Draw all the lines for the standard chart, even if they are empty.

Initial: No

Info: See Figure 12.2!b in chapter 20 for an example when the parameter is Yes.

Index: 449

See: USE OVERLAY FORMAT, MAXIMUM GENERATIONS

## OMIT EMPTY RECORDS (Yes/No)

Where: Settings: Person Sheets, Sorted Lists

Yes: If your Access selection includes an empty record, don't print a listing line or person sheet for that record.

No: If your Access selection includes an empty record, print a listing line or person sheet for that record.

Initial: Yes

Info: The Access menu appears after you make a choice from the Print menu. The most common application of this parameter is when you choose Range of Record Numbers from the Access menu. If you have left gaps in your numbering sequence, you may or may not want the records in the gap to show. You choose via this parameter.

Index: 240, 345

See:

## OMIT HEADER (Yes/No)

Where: Settings: Addresses

Yes: Print the standard header before printing any addresses.

No: Don't print the standard header.

Initial: No

Info: The program does not print a header when MAKE ADDRESS LABELS is Yes. Thus this parameter has an effect only when MAKE ADDRESS LABELS is No.

The standard header looks like

ADDRESS LIST 13 April 1995

The program prints the header on the first page if this parameter is No. It prints this header on the second and subsequent pages if PRINT PAGE HEADERS is Yes.

This parameter lets you print addresses in some cases where making labels doesn't give satisfactory results. You may need to adjust the margins in conjunction with changes here.

Index: 392

See: PRINT PAGE HEADERS, MAKE ADDRESS LABELS

OMIT NOTES (Yes/No)

Where: Settings: Descendants Charts, Free Form Pedigree Charts

Yes: Don't print any notes or references to them.

Ignore any selection of Notes in the field lists.

No: Print any notes allowed by the field list and the SELECTIVELY SUPPRESS NOTES parameter. Print any references to allowed notes.

Initial: No

Info: The parameter refers to the NOTE fields in each person's record. The parameter has no effect if SHOW NAMES ONLY is Yes. It also has no effect if you have not selected NOTES in the field list for the form you are printing. The field list appears in DESCENDANTS FIELD LIST, DESCENDANTS SHORT FORM, FREEFORM FIELD LIST, or FREEFORM SHORT FORM.

The note fields can contain many different kinds of information: sources, interesting facts, or research notes. Depending on how you have used the notes, you may not want them to print on charts. You can either cancel all note printing with this parameter, or can select which notes to print with the SELECTIVELY SUPPRESS NOTES parameter.

Index: 154, 484

See: SELECTIVELY SUPPRESS NOTES, SHOW NAMES ONLY, DESCENDANTS FIELD LIST, DESCENDANTS SHORT FORM, FREEFORM FIELD LIST, FREEFORM SHORT FORM

## OMIT OTHER PARENT (Yes/No)

Where: Settings: Descendants Charts

Yes: In a descendants chart, do not print the spouses or parents that are not in direct line of descent. In other words, print only people in the direct line of descent.

No: Print the spouses or parents not in the direct line of descent based on the PRINT ALL SPOUSES and PLACE OTHER PARENT FIRST parameters.

Initial: No

Info: This parameter lets you choose between the direct line only or the families along the direct line of descent.

When the parameter is No, the program may print all or some of the spouses not on the direct line. If PLACE OTHER PARENT FIRST is No, it prints only a parent that appear in a child's record as FATHER or MOTHER. If PLACE OTHER PARENT FIRST is Yes and PRINT ALL SPOUSES is No, it prints only those spouses from the parent's record who have children. It also prints "spouses" who appear as a parent in the child's record but not in a marriage in the direct line parent's record. If PLACE OTHER PARENT FIRST is Yes and PRINT ALL SPOUSES is Yes, it prints all spouses from the parent's record.

Index: 172

See: PRINT ALL SPOUSES, PLACE OTHER PARENT FIRST

## OMIT OTHER PARENT MARRIAGE (Yes/No)

Where: Settings: Descendants Charts

Yes: Don't print marriage information for the parent or spouse not on the direct line of descent.

No: Print the marriage information for the parent or spouse on the direct line of descent, if selected in the field list.

Initial: No

Info: The parameter has no effect unless INCLUDE OTHER PARENT DATA is Yes. It also has no effect unless you have marriage information in the field list. The field list appears in DESCENDANTS FIELD LIST or DESCENDANTS SHORT FORM.

Marriage information prints for the person in the direct line of descent. In that sense, printing it for the spouse may duplicate. You can reduce paper use by setting this parameter to Yes.

Index: 164  
See: INCLUDE OTHER PARENT DATA, DESCENDANTS FIELD LIST, DESCENDANTS SHORT FORM

OMIT PRINTER CODES IN FILE (Yes/No)

Where: Settings: Miscellaneous

Yes: Don't include any printer command sequences in Disk files (true ASCII file).  
No: Include printer command sequences in Disk files.  
Initial: No

Info: The program makes the Disk files referenced here when you choose Disk from the Destination menu; see Figure 15.

Printer command sequences make a Disk file depend on a specific printer; the sequences set the pitch, bolding, etc. Your choice for including them or not depends on your purpose in making a Disk file. If you want to use the file with your word processor, set the parameter to Yes. After you import the Disk file into your word processor, it inserts its own commands for the printer.

If you want to print (on your printer) multiple copies of the same form from a Disk file, set the parameter to No. You can print a Disk file by choosing Print ASCII File under Other from the Main Menu.

Index: 423  
See: PRINTER FOR DISK (P/A)

OMIT SPOUSE ADDRESS (Yes/No)

Where: Settings: Addresses

Yes: If a male and female have the same address and marriage information, omit the female's address from the list.  
No: Print all selected addresses.  
Initial: No

Info: If a husband and wife have the same address, printing it twice is redundant.

Index: 389  
See: MAKE ADDRESS LABELS

OMIT TELEPHONE NUMBER (Yes/No)

Where: Settings: Addresses

Yes: If an address contains a telephone number, don't print the number.

No: Print the entire address, including telephone number if present.

Initial: No

Info: An address consists of an entry in the DIED/LIVING AT field containing at least one semicolon. A phone number is optional on an address. If present, it must appear after the last semicolon and must not contain any letters, only numbers and punctuation. If the address has a part after the last semicolon and it contains a letter, it is not considered a phone number.

Example: An address with telephone number might look like:

1465 Massachusetts Ave.;Arlington, MA 02173;617-641-2930

Note that semicolons separate the parts of the address that might normally appear on separate lines. See USE FULL ADDRESS for more information about storing addresses.

Index: 391  
See: MAKE ADDRESS LABELS, USE FULL ADDRESS

OMIT TITLE (Yes/No)

Where: Settings: Addresses, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Freeform Charts, Family Group Sheets, Sorted List, Person Sheets, Standard Charts

Yes: Do not print the TITLE part of each name.

No: Print all four parts of each name: FIRST NAME(S), BIRTH SURNAME, MARRIED SURNAME, TITLE.

Initial: No

Info: The TITLE field in a name normally contains something like Dr., Jr., Sr., II, III, IV, etc. Some customers have used it for alternate name spellings, ID numbers, or comments. This parameter allows you to print the latter or not, depending on how you plan to use the form.

Index: 153, 214, 246, 302, 347, 406, 436, 483, 536, 586  
See:

OMIT WIFE'S MARRIAGE (Yes/No)

Where: Settings: Ahnentafel Charts, Free Form Pedigree Charts, Standard Charts

Yes: Print marriage information only for the male lines in the pedigree.

No: Print marriage information for both the male and female lines in the pedigree.

Initial: Yes

Info: The marriage information -- date, place, etc. -- is the same for both husband and wife in the pedigree. Setting the parameter to Yes reduces duplication. Information for 2nd, 3rd, etc. marriages can appear in the Free Form Pedigree and Ahnentafel Charts. In these cases, the program omits only the duplicated information.

Index: 212, 447, 492  
See:

PAGE NUMBER SIDE (L/C/R/A) (special)

Where: Settings: Miscellaneous

Left: The program prints the page number on the left side of the page.

Right: The program prints the page number on the right side of the page.

Center: The program prints the page number centered in the middle of the page.

Alternate: The program prints the page number on the right side of the page on odd numbered pages, and on the left side on even numbered pages.

Initial: Right

Info: The parameter lets you choose the horizontal position of the page number.

Index: 418

See: PAGE NUMBER VERTICAL (T/B), FIRST SHEET NUMBER, BOOK FIRST PAGE NUMBER

PAGE NUMBER VERTICAL (T/B) (special)

Where: Settings: Miscellaneous

Top: Print the page number at the top of each page.

Bottom: Print the page number at the bottom of each page.

Initial: Top

Info: The parameter lets you choose the vertical positioning of the page number.

Index: 417

See: PAGE NUMBER SIDE (L/C/R/A), FIRST SHEET NUMBER, BOOK FIRST PAGE NUMBER

PAPER WIDTH ALTERNATE (numeric)

Where: Settings: Miscellaneous

Value: The usable width of the printer paper for the alternate printer, in inches or centimeters.

Initial: 8 inches

Info: You choose the measurement system via the INCHES/CENTIMETERS parameter. The program automatically sets this parameter when you select a printer from the menu of printers.

The parameter is the width in which the printer is able to print. Although the US letter paper is 8.5 inches width, almost all printers are able to use only 8 inches of that.

If you use a wide carriage printer, set this parameter to the full width only when you are using wide paper. Otherwise, set the parameter for the paper you are using, less than the full width.

Index: 62

See: INCHES/CENTIMETERS

**PAPER WIDTH** PRIMARY (numeric)

Where: Settings: Miscellaneous

Value: The usable width of the printer paper for the primary printer, in inches or centimeters.

Initial: 8 inches

Info: You choose the measurement system via the INCHES/CENTIMETERS parameter. The program automatically sets this parameter when you select a printer from the menu of printers.

The parameter is the width in which the printer is able to print. Although the US letter paper is 8.5 inches width, almost all printers are able to use only 8 inches of that.

If you use a wide carriage printer, set this parameter to the full width only when you are using wide paper. Otherwise, set the parameter for the paper you are using, less than the full width.

Index: 46

See: INCHES/CENTIMETERS

**PATH FOR DATA** (directory name)

Where: File: Setup FAMILY ROOTS: Computer: Set Disk Drives & Paths

Value: Name of the drive and directory where your Family Roots data files reside.

Initial: C:\FR4\

Info: Family Roots looks first in this directory for a record you request. If the program doesn't find the record here, it asks you to insert a data disk in a floppy drive. This happens when you have set NUMBER OF DATA FLOPPY DRIVES bigger than 0.

If you choose Add a Name from the Names menu and the program is unable to find the appropriate files, it asks if you want to create new files. When you create them, the program suggests the PATH FOR DATA as the location. You may choose any location -- the PATH FOR DATA, a floppy drive, or another directory. The program also can ask if you want to create new files when you move or resize records.



When you choose Add a Family from the File menu, the program suggests a path for the family. If you choose a path that doesn't exist, Family Roots makes the path and places a Configuration file there. It sets PATH FOR DATA in that Configuration to your answer. If you choose a path that exists and has a Configuration file in it already, the program does not change the PATH FOR DATA in that Configuration. Note: the Family doesn't become active until you choose Select a Family under the File menu. You may change this path from the menu after making the Family active.

Index: 731

See: NUMBER OF DATA FLOPPY DRIVES, PATH FOR FAMILY, PATH FOR STORIES, PATH FOR JUNK, PATH FOR GEDCOMS

PATH FOR FAMILY (directory name)

Where: File: Setup FAMILY ROOTS: Computer: Set Disk Drives & Paths

Value: The name of the directory where files specific to one family data base reside.

Initial: C:\FR4\

Info: This directory contains the Configuration file (usually CONFIG4.DAT), header files, and LASTID.DAT. LASTID.DAT contains the last record number you added, plus the largest record number you ever added for this family. There are other Family Roots files that reside in the default directory rather than the PATH FOR FAMILY. Among these are the family group sheet template files and the label files. In effect, this means these files must be the same for every family. If you need these to be different for some families, please let us know.

When you choose Add a Family from the File menu, the program suggests a path for the family. If you choose a path that doesn't exist, Family Roots makes the path and places a Configuration file there. It sets PATH FOR FAMILY in that Configuration to your answer. If there is a Configuration file in that path already, it changes the PATH FOR FAMILY to your answer. Note: the Family doesn't become active until you choose Select a Family under the File menu.

The directory and drive in PATH FOR FAMILY must constantly be available while running Family Roots. We suggest you always use a directory on the hard drive. If you specify a floppy drive, the disk with the files Family Roots needs must remain in the drive throughout every session.

Index: 730

See: PATH FOR DATA, PATH FOR STORIES, PATH FOR JUNK,  
PATH FOR GEDCOMS

PATH FOR GEDCOMS (directory name)

Where: File: Setup FAMILY ROOTS: Computer: Set Disk  
Drives & Paths

Value: The name of the directory where you want GEDCOM  
files to reside.

Initial: C:\FR4\

Info: GEDCOM stands for GEnealogical Data  
COMMunications. It is a file layout. The  
standard document for that layout is produced by  
the Mormon Church. You use GEDCOM files for  
transferring information between Family Roots and  
other software.

This path contains the GEDCOM files you make from  
your Family Roots data. It also is the place the  
programs look for files from other software. If  
you receive a GEDCOM file on a disk, we suggest  
you copy it to this directory.

Index: 729

See: PATH FOR DATA, PATH FOR FAMILY, PATH FOR STORIES,  
PATH FOR JUNK

PATH FOR JUNK (directory name)

Where: File: Setup FAMILY ROOTS: Computer: Set Disk  
Drives & Paths

Value: The name of the directory you allow Family Roots  
to use for temporary storage. The name of the  
directory the program suggests as the Disk  
destination.

Initial: C:\FR4\

Info: The program sometimes needs disk space to complete a task. This is the directory it uses. If you use a unique name, you may consider anything that appears in this directory as temporary. You may erase it.

The program presents the Destination menu (see Figure 15) after you make a choice from the Access menu. When you choose Disk as your destination, the program asks for a file name. The path it suggests for the file is the PATH FOR JUNK.

When you choose Add a Family from the File menu, the program suggests a path for the family. If you choose a path that doesn't exist, Family Roots makes the path and places a Configuration file there. It sets PATH FOR JUNK in that Configuration to your answer. If you choose a path that exists and has a Configuration file in it already, the program does not change the PATH FOR JUNK in that Configuration. Note: the Family doesn't become active until you choose Select a Family under the File menu. You may change this path from the menu after making the Family active.

Index: 733

See: PATH FOR DATA, PATH FOR FAMILY, PATH FOR STORES, PATH FOR GEDCOMS

#### PATH FOR STORIES (directory name)

Where: File: Setup FAMILY ROOTS: Computer: Set Disk Drives & Paths

Value: The name of the directory in which you save your story files from your word processor.

Initial: C:\FR4\

Info: You make story files with your word processor. Family Roots prints the story files at the end of Family Group Sheets or Person Sheets, and inserts them in the middle of the Descendancy Report. See INCLUDE STORY FILE for more information.

When you choose Add a Family from the File menu, the program suggests a path for the family. If you choose a path that doesn't exist, Family Roots makes the path and places a Configuration file

there. It sets PATH FOR STORIES in that Configuration to your answer. If you choose a path that exists and has a Configuration file in it already, the program does not change the PATH FOR STORIES in that Configuration. Note: the Family doesn't become active until you choose Select a Family under the File menu. You may change this path from the menu after making the Family active.

Index: 732  
See: INCLUDE STORY FILE, PATH FOR DATA, PATH FOR FAMILY, PATH FOR JUNK, PATH FOR GEDCOMS

#### PERSON FIELD COLUMN WIDTH (numeric)

Where: Settings: Sorted Lists

Value: Number of columns to allow for a person field in a sorted list

Initial: 20

Info: The minimum value is 8. If you choose a value less than 8, the program uses 8. If the total widths of all the fields selected won't fit on the page, the program reduces all the column widths by 1 character until the fields fit. A column width parameter is not reduced below its minimum. If all the column widths reach the minimum and there still isn't space, the program won't print the list. You can try again with a smaller print size or fewer fields.

The parameter allows you to make efficient use of the space on each page of a sorted list. It has an effect only if you include a person field in your choice of fields. The person fields are FATHER, MOTHER, SPOUSE#x, CHILD#x, and any such fields you have added.

Index: 363  
See: DATE FIELD COLUMN WIDTH, NAME COLUMN WIDTH, NUMBER FIELD COLUMN WIDTH, TEXT FIELD COLUMN WIDTH

#### PERSON SHEET FIELD LIST (field list)

Where: Settings: Choose Fields For: Person Sheets

Value: A list of fields in the order you want them to appear in the person sheet.

Initial: Birth, Marriage, Death, Father, Mother, Added fields, Children, Notes, Date Last Updated

Info: You select the fields using the standard "Choose Fields" dialog. See Figure 9.14. You can save two different field lists for person sheets. You switch between them using the parameter USE SHORT FORM.

Index: 736

See: PERSON SHEET SHORT FORM, USE SHORT FORM

#### PERSON SHEET SHORT FORM (field list)

Where: Settings: Choose Fields For: Person Sheets

Value: A list of fields in the order you want them to appear in the person sheets.

Initial: Birth, Marriage, Death

Info: You select the fields using the standard "Choose Fields" dialog. See Figure 9.14. You can save two different field lists for person sheets. You switch between them using the parameter USE SHORT FORM.

Index: 739

See: PERSON SHEET FIELD LIST, USE SHORT FORM

#### PERSONAL FIELDS INDEX (field pointer)

Where: File: Setup FAMILY ROOTS: System: Add an Extra Field, Change an Existing Field

Value: Pointer to an added field label in the Configuration file. Identifies one field used for a field list.

Initial: 0 (no field)

Info: You can designate one of your added fields as containing a field list. The program calls this the "personal field selection" on the menus. You do this from File: Setup FAMILY ROOTS: System: Add a Field or Change an Existing Field. This parameter indicates which added field you are using for this purpose. You compute the Configuration file index by adding 630 to this parameter's value.

When you print a form, the program selects the fields for each person from a field list. When USE PERSONAL FIELDS is No, it uses the field list for the form, for example DESCENDANTS CHART FIELD LIST. When USE PERSONAL FIELDS is Yes, it uses

the personal field list for each person when not empty. It uses the field list for the form when the personal field list is empty.

See USE PERSONAL FIELDS for more information on why you might use this feature.

Index: 107

See: USE PERSONAL FIELDS, RECORD FIELD LIST

PLACE OTHER PARENT FIRST (Yes/No)

Where: Settings: Descendants Charts

Yes: Place the parent or spouse not in the direct line of descent above the children as a group.

No: Place the parent or spouse not in the direct line of descent below each child.

Initial: Yes

Info: This parameter has no effect unless OMIT OTHER PARENT is No.

When the parameter is Yes, the program groups the children of each person on the direct line into family units. It prints the other parent above each group of children. See Figure 12.1a in chapter 20 for an example. The program first tries to place every child with a spouse from the direct line person. If there are children left over, it uses the other parent from the child's record. In other words, it first uses the marriage information, and if that isn't enough, it uses the parent information from the children.

When the parameter is No, the program retrieves the other parent name from each child's record, if present. It prints the parent's name below the child's name.

Setting the parameter to No results in the more accurate chart. It can also require more paper. If you want to print the other parent's vital statistics as well as the name, you must set the parameter to Yes. When the parameter is Yes, the program must occasionally make assumptions about placing a child with a particular family. This happens for children without record numbers. It also can happen if the parents in a child's record

don't match the children in the parents' records. If the assumptions about parentage are wrong, the resulting chart is wrong.

Index: 174  
See: OMIT OTHER PARENT, PRINT ALL SPOUSES

PLACE SOURCES (M/E/O) (special)

Where: Settings: Descendancy Reports

Middle: Place source information directly after a field that references it. If a source is not directly referenced, place the information at the end of the person's section. Print each source within parentheses.

End: Print all source information at the end of the report. Refer to each source via a superscript number from the appropriate field or person. Number sources sequentially starting with 1.

Omit: Don't print source information in the descendancy report.

Initial: End

Info: A source reference records exactly where you found a piece of information. A sufficient reference lets you easily locate the information again.

You can record sources in the note fields or another added field. See SOURCE FIELD INDEX for details.

This parameter determines where to print the sources in the descendancy report. The standards document for the Register format requires the parameter to be Middle. The standards document for the Modified Register format requires the parameter to be End. The Henry system has no fixed requirement. If you set ENFORCE SYSTEM STANDARDS to Yes, the program operates according to the standard rather than the PLACE SOURCES (M/E/O) parameter, except for the Henry system.

Example: See Figures 12.8a and 12.8b for the two different styles.

Index: 611  
See: SYSTEM (R/M/H), ENFORCE SYSTEM STANDARDS, SOURCE FIELD INDEX

## PRIMARY PRINTER PORT (device name)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer

Value: The device name MS DOS must use to send information to your primary printer.

Initial: LPT1

Info: The program asks for the device name as part of the printer questions. Some valid device names are:

LPT1	Parallel port #1
LPT2	Parallel port #2
COM1	Communications port #1
COM2	Communications port #2

The correct name depends on where you have connected the cable from the primary printer to the computer. If you use COM1 or COM2 as your device, you may need to execute the MS DOS command

MODE  
before starting Family Roots.

You may set the PRIMARY PRINTER PORT and ALTERNATE PRINTER PORT to the same device name. Customers with only one printer sometimes do this to achieve 8 (instead of 4) different print sizes or styles.

Index: 636

See: ALTERNATE PRINTER PORT

## PRINT ALL FOOTNOTE REFERENCES (Yes/No)

Where: Settings: Family Group Sheets

Yes: Print footnote references on all fields in the group sheet, regardless of whether the footnote itself is printed.

No: Print only those footnote references to notes included in the group sheet.

Initial: No

Info: A footnote reference appears at the end of any field, such as BIRTH PLACE. The reference appears as the footnote character followed by a number. The purpose is usually to state the source of the information by reference to one of the note fields. The USE NOTES (A/F/S/Q/O) parameter determines which notes the program prints for each person in the group sheet. Depending on the parameter, you can omit some or all notes if you wish.



You may have fields that refer to omitted notes. This parameter lets you decide whether to keep the references or omit them. When you omit a reference, the program removes only the footnote character and subsequent information. It prints the basic information in the field.

Index: 290

See: USE NOTES (A/F/S/Q/O), FOOTNOTE CHARACTER

#### PRINT ALL SPOUSES (Yes/No)

Where: Settings: Descendants Charts

Yes: Print all of the spouses for each person on the direct line of descent.

No: Print only those spouses who have children.

Initial: Yes

Info: The parameter has an effect only if PLACE OTHER PARENT FIRST is Yes.

Your choice for this parameter depends on what you want to show in the descendants chart.

Index: 167

See: PLACE OTHER PARENT FIRST

#### PRINT ALL SPOUSES (Yes/No)

Where: Settings: Family Group Sheets

Yes: Print a separate family group sheet for each spouse of the person you selected.

No: Print only one group sheet. If the person you selected has more than one spouse, ask you to choose the spouse.

Initial: No

Info: A normal family group sheet consists of husband and wife at the top, followed by each of the children. You start a family group sheet by choosing one person, either the husband or wife. The program must then determine the spouse. When the parameter is Yes, the program avoids the problem by making a group sheet for every spouse. Otherwise it asks.

If CHOOSE ANY SPOUSE is Yes and PRINT ALL SPOUSES is also Yes, the program asks for the spouse for each group sheet. It asks once for each spouse in the selected person's record.

Example: Suppose you choose Jane as the starting person for the group sheet. Also suppose Jane has two husbands, Henry and Alonzo. When the parameter is Yes, the program makes one group sheet for Henry and Jane, and a second group sheet for Alonzo and Jane. When the parameter is No, the program asks whether you want Henry or Alonzo as the spouse on the group sheet. The children on each group sheet depend on the SELECT CHILDREN (M/P/B) parameter.

Index: 322

See: CHOOSE ANY SPOUSE, SELECT CHILDREN (M/P/B)

PRINT 'MARRIED' STATUS (Yes/No)

Where: Settings: Miscellaneous

Yes: If MARITAL STATUS is in the field list, print it.

No: If MARITAL STATUS is in the field list, and the entry is "Married", don't print it. If the entry is not "Married", print it.

Initial: No

Info: The parameter applies to all printed forms. MARITAL STATUS is one of the standard fields of a marriage. One frequent entry in the field is "Married". In fact, the program can automatically insert that entry if INSERT 'MARRIED' AS STATUS is Yes. The normal entries for MARITAL STATUS are available in the file GENERAL.LAB.

Since "Married" is the normal state of a marriage, you may consider it redundant information. The parameter lets you choose.

Index: 112

See: INSERT 'MARRIED' AS STATUS

PRINT PAGE HEADERS (Yes/No)

Where: Settings: Addresses, Ahnentafel Charts, Descendants Charts, Descendancy Reports, Freeform Charts, Person Sheets, Standard Charts

Yes: Print a header on the second and subsequent pages of the form.

No: Don't print a special header on the second and subsequent pages of a form.

Initial: Yes

Info: The parameter has no effect if TOP MARGIN and BOTTOM MARGIN are zero. In this case there is no gap between pages.

The header shows the type of form and the starting person. It helps to identify the piece of paper if it gets separated from its fellows.

Index: 194, 231, 241, 407, 454, 524, 590  
See: TOP MARGIN, BOTTOM MARGIN

PRINT SIZE (numeric)

Where: Settings: Addresses, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Freeform Charts, Family Group Sheets, Sorted List, Person Sheets, Standard Charts

Value: The number of character per inch or centimeter to print.

Initial: 10 characters/inch for Addresses and Person Sheets.  
16.5 characters/inch for the others.

Info: You choose the measurement system with the INCHES/CENTIMETERS parameter. A common set of print sizes is:

20	char/inch (smallest)
16.5	char/inch
12	char/inch
10	char/inch (largest)

Your printer may use a different set. The smallest size packs the most information onto each page. A larger print size increases legibility.

The program doesn't use the exact value of this parameter. Instead, it compares the value to the sizes available for the printer in the CHARACTERS PER INCH parameters. It chooses the CHARACTERS PER INCH parameter closest to the value in the PRINT SIZE parameter.

If a function uses the printer but doesn't have a PRINT SIZE parameter, it uses the value for the person sheets.

Index: 179, 219, 257, 304, 368, 394, 465, 509, 540, 595  
See: CHARACTERS PER INCH, INCHES/CENTIMETERS

## PRINT SIZE FOR STORY FILE (numeric)

Where: Settings: Family Group Sheets, Person Sheets

Value: The number of character per inch or centimeter to print for a story file.

Initial: 10 characters/inch

Info: The parameter has no effect unless INCLUDE STORY FILE is Yes.

You choose the measurement system with the INCHES/CENTIMETERS parameter. This parameter lets you choose a different size for the story file as compared to the body of the group sheet or person sheet. See PRINT SIZE for more description of usual print sizes and how the program uses them.

Index: 270, 317

See: INCLUDE STORY FILE, LEFT MARGIN FOR STORY, RIGHT MARGIN FOR STORY

## PRINTER DOESN'T USE FF (Yes/No)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Yes: Print blank lines to reach the top of the next page.

No: Issue a form-feed (FF) command to reach the top of the next page.

Initial: No (IBM compatible printer)

Info: The program sets this parameter automatically when you choose a printer from the menu of printers. The choice depends on the capabilities of your printer.

Index: 54, 70

See: WAIT FOR KEY AT PAGE END

## PRINTER FOR DISK (P/A) (special)

Where: Settings: Miscellaneous

Primary: Use the primary printer parameters when printing to Disk.

Alternate Use the alternate printer parameters when printing to Disk.

Initial: Primary

Info: The Destination menu (see Figure 15) appears after you select from the Access menu. When you choose Disk, the program asks you for the name of a file. It then sends the form to the file. It uses this parameter to decide on page size. If OMIT PRINTER CODES IN FILE is No, it also uses this parameter to choose the printer control codes.

Index: 419

See: OMIT PRINTER CODES IN FILE

#### PRINTER START CONTROL (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: The control sequence the program sends to the printer before all other sequences.

Initial: empty (IBM compatible)

Info: The program sets this parameter automatically when you choose a printer from the menu of printers. When pertinent, the sequence enables the printer or sets it up properly for further operations.

Index: 642, 669

See:

#### PROMPT FOR DATE (Yes/No)

Where: Settings: Miscellaneous (Apple II only - see Apple supplemental manual)

#### PUT CHILDREN IN ORDER (Yes/No)

Where: Settings: Descendants Charts, Descendancy Reports, Family Group Sheets, Person Sheets

Yes: If all children have a useful birthdate, reorder them from oldest to youngest.

No: Use the children in the order they appear in the parent's record.

Initial: No

Info: A majority of Family Roots users place the children in birth order in the parents' records. If you follow that practice, you should set this parameter to No.

The success of reordering depends on the availability of a birth date for each child. If there is one child without a birth date, the program does not reorder the children. If there

is one child without a standard birth date (see definition) and USE NON-STANDARD DATES is No, the program does not reorder the children. In other words, if USE NON-STANDARD DATES is No, all of the children must have standard birth dates.

If USE NON-STANDARD DATES is Yes and the program can't determine a year of birth for one child, it does not reorder the children. In other words, the program reorders the children only if it can find at least a year of birth for every child.

The program limits the number of children to 50 for reordering only. If one of your records has more than 50 children, you must set this parameter to No.

Index: 162, 254, 275, 589  
See: USE NON-STANDARD DATES

#### RECORD FIELD LIST (field list)

Where: Records: Edit Records: Access: edit Personal Fields

Value: The personal list of fields you selected for the last record.

Initial: empty

Info: You can designate one of your added fields as containing a field list. The program calls this the "personal field selection" on the menus. You do this from File: Setup FAMILY ROOTS: System: Add a Field or Change an Existing Field.

When you print a form, the program selects the fields for each person from a field list. When USE PERSONAL FIELDS is No, it uses the field list for the form, for example DESCENDANTS CHART FIELD LIST. When USE PERSONAL FIELDS is Yes, it uses the personal field list for each person when not empty. It uses the field list for the form when the personal field list is empty.

You enter a field list for a person from the Edit Records screen. When you select the Personal Fields for editing, the program asks if you want to use the previous field list. This parameter contains the previous field list. If you answer No about using the previous field list, the program presents the standard screen for choosing

fields; see Figure 9.14. When you exit from this screen, the program changes RECORD FIELD LIST to the new list you just made (perhaps unchanged).

In other words, RECORD FIELD LIST always contains the last personal field list you entered. This lets you duplicate the list easily into another record.

See USE PERSONAL FIELDS for more information on why you might use this feature.

Index: 760  
See: PERSONAL FIELDS INDEX, USE PERSONAL FIELDS

#### REMINDER MODE (Yes/No)

Where: Settings: Miscellaneous

Yes: The program presents selected reminder messages. It shows the most common responses at the bottom of selected screens. It checks for "beginner" mistakes in data entry.

No: The program presents reminders and help more sparingly. It does not check for elementary mistakes in data entry.

Initial: Yes

Info: When the parameter is Yes, the program checks your entries in expanding count fields -- NUMBER OF MARRIAGES, NUMBER OF CHILDREN, NUMBER OF NOTES, and any added ones. It expects a number in those fields. A common novice mistake is to enter a comment. The program also checks your entry in a person field -- FATHER, MOTHER, SPOUSE, CHILD, and any added ones. It expects a record number in those fields. A common novice mistake is to type RN=xxxx or a name.

Reminder messages can slow operation. Showing common responses can clutter the screen. We recommend that this parameter be Yes for novices. Others may rely on personal preference.

Index: 77  
See: EXPERT MODE

## RENUMBER INCOMING DATA (Yes/No)

Where: \*: GEDCOM Import/Export: Settings

Yes: Change the record numbers during a GEDCOM import. Change the individual numbers to increment sequentially. The program asks for the starting record number.

No: If the ID's in the GEDCOM file are numeric, use them as record numbers. Ask for the starting record number, and add that number to each ID in the file. If the ID's in the GEDCOM file are not numeric, use this parameter as Yes.

Initial: No

Info: Each person in a GEDCOM file has an identifier. This identifier links different parts of the file together. It can be numeric or alphabetic, depending on what made the file. The GEDCOM standard does not require that these identifiers be preserved.

During a GEDCOM import, the program must assign every person a record number. This parameter helps it decide how to do that.

Index: 556

See:

## REPEAT ENTRY KEY (key on the keyboard)

Where: Settings: Data Entry

Value: The key you wish to use for copying text fields within a record.

Initial: ` (backwards apostrophe)

Info: When you strike this key, the program places the contents of the last text field you edited into the current field. You must be editing a field for this to have any effect.

You should choose a key that you seldom, if ever, type within a field. If you discover you need to type this key as part of a field entry, change the REPEAT ENTRY KEY temporarily.

You must not choose a function key nor a Ctrl or Alt key for this parameter.



Example: You are editing a record. Suppose that you want to place  
Lexington, Middlesex, Massachusetts  
into both the BIRTH PLACE and MARRIAGE PLACE  
fields. First you edit the BIRTH PLACE field and  
make that entry. Hit 'enter' to complete editing  
the field. Select the MARRIAGE PLACE field with  
the mouse, or move the cursor there and press  
'enter' to begin editing. Now strike the REPEAT  
ENTRY KEY. The program "repeats"  
Lexington, Middlesex, Massachusetts  
into the MARRIAGE PLACE field.

Index: 144  
See: DITTO LAST RECORD KEY

#### REPLACE WILD POINTERS (Yes/No)

Where: \*: GEDCOM Import/Export: Settings: Export

Yes: Replace certain pointers in an exported GEDCOM  
file. Replace each pointer to a person not  
included in the file with the person's name.  
No: Include pointers to people who don't appear in the  
GEDCOM file.  
Initial: Yes  
Info: Your choice depends on the capabilities of the  
system receiving the GEDCOM file. It also depends  
on what you are trying to accomplish.

If you are making two or more GEDCOM files and the  
receiving system is able to join the people  
between the files, set this parameter to No. If  
you are making one GEDCOM file and the receiving  
system doesn't care about references to people  
outside the file, set the parameter to No. If the  
receiving system isn't able to join files or if it  
cares about external references, set the parameter  
to Yes.

When SUBMIT TO ANCESTRAL FILE is Yes, the program  
prepares the file with this parameter as Yes.

It may not matter how you set the parameter for  
Personal Ancestral File (P.A.F.). That program  
doesn't know how to handle either case. It dumps  
the names or pointers into its exceptions file  
upon import. If you intend to deal with the  
missing pointers within P.A.F., you may find it

easier to handle with the parameter as Yes. In that case you will see the missing name rather than a number in the P.A.F. exceptions file.

Index: 565  
See: SUBMIT TO ANCESTRAL FILE

RESIZE NAMES ONLY (Yes/No)

Where: Settings: Miscellaneous

Yes: When you choose Resize Records and Names from the Records menu, resize the names only. Do not resize the records.

No: Resize the records and names.

Initial: No

Info: If this parameter is Yes and RESIZE RECORDS ONLY is also Yes, the program does no resizing. Normal operation is to resize both names and records.

You use the Resize Records and Names menu item to move records from another data base into the current one. You normally do this after you have changed one or more of the record formatting parameters. The purpose is usually to increase the amount of space available for each person's information. You might resize only the names if you encountered a problem while resizing everything.

Use this procedure to resize:

- a) Choose File: Setup FAMILY ROOTS: System: Set Record Formatting.
- b) Go through the questions and change any items you wish.
- c) Return to the Setup FAMILY ROOTS screen.
- d) Choose Computer: Set Disk Drives & Paths.
- e) Note the old data path on a piece of paper. Change the data path. You may choose any valid DOS directory name. You will make this directory in step j below.
- f) Return to the Setup FAMILY ROOTS screen.
- g) Choose File: Return to FAMILY ROOTS.
- h) Answer Yes when it asks if you want to save the Configuration.
- i) Choose \*: Execute MS DOS Command.
- j) Make the directory you entered in step e. Do that by typing MD followed by a space, then the directory name. Leave off the trailing backslash.

k) Type EXIT. This returns you to Family Roots.  
l) Choose Records: Resize Records and Names.  
m) Answer the questions. When it asks for the source path, use the name you noted on your paper from step e.

Index: 339  
See: RESIZE RECORDS ONLY

#### RESIZE RECORDS ONLY (Yes/No)

Where: Settings: Miscellaneous

Yes: When you choose Resize Records and Names from the Records menu, resize the records only. Do not resize the names.

No: Resize the records and names.

Initial: No

Info: If this parameter is Yes and RESIZE NAMES ONLY is also Yes, the program does no resizing. Normal operation is to resize both names and records.

You use the Resize Records and Names menu item to move records from another data base into the current one. You normally do this after you have changed one or more of the record formatting parameters. The purpose is usually to increase the amount of space available for each person's information. You might resize only the records if you encountered a problem while resizing everything.

See RESIZE NAMES ONLY for step-by-step instructions on how to resize.

Index: 340  
See: RESIZE NAMES ONLY

#### RESTART RN (record number)

Where: Settings: Descendants Charts, Freeform Pedigree Charts

Value: Record number at which you want the chart to start. Setting the parameter to 0 (zero) nullifies its effects.

Initial: 0

Info: The program selects the people for descendants and pedigree charts based on the relationships in each record. (You do not make a chart by selecting the record number of each person to appear in the chart.)

This parameter allows you to resume a chart that ended prematurely. (Perhaps the printer paper jammed?) You might also use the parameter in combination with ENDING RN to print one page or a section of a bigger chart.

Index: None. The program does not allow you to permanently set this parameter.

See: ENDING RN

#### RESTART ROMAN NUMERALS (Yes/No)

Where: Settings: Descendancy Reports

Yes: When a person has two or more marriages and children from each marriage, start enumerating the children from each marriage with roman numeral i.

No: Enumerate all the children starting with roman numeral i. If there are children from a second marriage, continue the enumeration rather than restarting.

Initial: No

Info: The parameter applies only to the Register and Modified Register systems of Descendancy Report. The Henry system does not print roman numerals for the children. The Register standard requires the parameter to be No. The Modified Register standard has no requirement on this issue; you may set it according to your preferences.

The Descendancy Reports show a paragraph for the person on the direct line. Underneath that is either a brief statement or a full paragraph for each of his or her children. Each child paragraph is indented from the parent's paragraph. The report can show a number in front of each child. For the Register and Modified Register systems, the report also shows a roman numeral in front of each child. The roman numeral essentially shows a count of the children. See Figure 12.8a for an example of not restarting (children of Kay Rhinehart).

Index: 616  
See: SYSTEM (R/M/H)

#### RIGHT MARGIN (numeric)

Where: Settings: Addresses, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Freeform Charts, Family Group Sheets, Sorted List, Person Sheets, Standard Charts

Value: Size of the right margin in inches or centimeters.  
Initial: 0.6 inches

Info: You might leave a right margin to allow for binding. You choose the measurement system using the INCHES/CENTIMETERS parameter. The parameter applies only to the standard header (if any) and body of the form. There are separate margin parameters for custom headers and story files.

Index: 181, 221, 259, 306, 370, 396, 467, 511, 542, 597  
See: INCHES/CENTIMETERS, RIGHT MARGIN FOR HEADER, RIGHT MARGIN FOR STORY

#### RIGHT MARGIN FOR HEADER (numeric)

Where: Settings: Addresses, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Free Form Charts, Family Group Sheets, Sorted Lists, Person Sheets, Standard Charts

Value: Size of the right margin for the custom header, in inches or centimeters.  
Initial: 0.6 inches

Info: You might leave a right margin to allow for binding. You choose the measurement system with the INCHES/CENTIMETERS parameter.

This margin applies only to the custom header for the form you are printing. There are separate margin parameters for the main body and for appended stories. You might set this parameter bigger than RIGHT MARGIN in order to push the header away from the right of the page.

You can store a unique custom header for every form.

Index: 185, 225, 263, 310, 374, 400, 471, 515, 546, 601  
See: RIGHT MARGIN, RIGHT MARGIN FOR STORY, USE CUSTOM HEADER

## RIGHT MARGIN FOR STORY (numeric)

Where: Settings: Family Group Sheets, Person Sheets

Value: Size of the right margin for the appended story, in inches or centimeters.

Initial: 0.6 inches

Info: You might leave a right margin to allow for binding. You choose the measurement system with the INCHES/CENTIMETERS parameter.

This margin applies only to an appended story for the form you are printing. There are separate margin parameters for the main body and for the custom header.

Index: 272, 319

See: RIGHT MARGIN, RIGHT MARGIN FOR HEADER, APPEND STORY FILE, PRINT SIZE FOR STORY

## SAVE LAST RN ON EXIT (Yes/No)

Where: Settings: Data Entry

Yes: When you quit Family Roots, save the value of the NEXT NAME RN parameter. Save only if it has changed during the session.

No: When you quit Family Roots, don't save the value of the NEXT NAME RN parameter.

Initial: Yes

Info: When ADD NAMES SEQUENTIALLY is Yes, the program changes the NEXT NAME RN parameter automatically. It contains the next record number you will add. You can also change the parameter on the menu. Essentially, the parameter keeps track of what record number you are currently working with.

When you quit, the program saves the parameter in the file LASTID.DAT in the PATH FOR FAMILY. When you start the program it reads that file, and restores the parameter to its latest value.

If you have several different data bases on floppy disks (not the hard disk), the NEXT NAME RN parameter is different for each data base. Setting the parameter to No keeps the different data bases from interfering with each other. This situation might also arise if several different people use the same program, such as in a public library.

Note that you can also achieve data base separation by choosing Add Family To Menu under the File menu. We suggest this approach.

Index: 133  
See: NEXT NAME RN, ADD NAMES SEQUENTIALLY, PATH FOR FAMILY

SAVE MERGES ON DISK (Yes/No)  
Where: Settings: Sorted Lists

Yes: When the program merges two files from disk to print a sorted list, also save the merged list in a separate file.  
No: Only print the result of the merge. Do not create a new file containing the merged list.  
Initial: No

Info: This parameter has an effect in two situations: a) You choose Merge Lists from Disk Files under Other from the Main Menu, or b) the sorted list you make is so large that the program must use the PATH FOR JUNK as a temporary work area.

The first situation arises when you make a sorted list that can't be achieved by a single menu choice from the Access menu. For example, you might want to make a list containing record numbers 1-800, skip 801-1200, and include 1201-1700. In cases like these, you must make each part of the list separately, save it to disk, then merge the parts. If you have more than two parts, you must set this parameter to Yes. Otherwise, the program does not produce the files you need to merge all the parts into one list.

In the second situation, the program makes two or more files in the PATH FOR JUNK. It then merges them two-by-two. It erases each file that it succeeds in merging into another file. It prints the sorted list while merging the final two files. The parameter refers only to the result of the final merge. If the parameter is Yes, the result is a single file in PATH FOR JUNK containing the merged list. You can print another copy of the sorted list by choosing Print List from Disk File under Other from the Main Menu. If the parameter is No, the result is two files in PATH FOR JUNK.

You can print another copy of the sorted list by choosing Merge Lists from Disk Files under Other.

Index: 342  
See: PATH FOR JUNK

SAVE NAME WITH INDEX (Yes/No)

Where: Settings: Miscellaneous

Yes: When making an index, the program retains the name associated with each record number in the List In Memory.

No: When making an index, the program retains only the record number in the List In Memory.

Initial: No

Info: The program uses the List In Memory to accumulate the index as it works. It can make larger indices when the names are not retained in memory. When it needs a name, it uses the record number to retrieve it from your data.

If the parameter is Yes, the program retains only one entry in the List In Memory for married women. If you save the list to disk without printing it first, the disk file contains one entry per person. When you load the list into memory from disk and print it, the names appear according to the parameters USE MARRIED NAME, USE MAIDEN NAME, and USE HUSBANDS' SURNAMES.

Index: 415  
See: List In Memory

SAVE RN (NO/REFN/ID) (special)

Where: \*: GEDCOM Import/Export: Settings

NO: Do not create a line associating the record number with a GEDCOM tag.

REFN: For each person in a GEDCOM file, create a line with the REFN tag followed by the record number.

ID: For each person in a GEDCOM file, create a line with the ID tag followed by the record number.

Initial: No

Info: You use GEDCOM files to transfer selected records between computers and programs. A GEDCOM file contains an identification number for each person for internal linking. However, the GEDCOM standard does not require the receiving system to



preserve this number. When our program makes a GEDCOM files, it uses the record numbers as the GEDCOM links.

Set the parameter to REFN or ID when you want the receiving system to preserve your record number as a genealogical ID number. Choose REFN or ID, depending on what the target system can handle. P.A.F. expects REFN. Set this parameter to NO if the receiving system is another Family Roots program. Otherwise the import causes the record number to appear in a NOTE field in its own record.

Index: 563  
See:

#### SCREEN LENGTH (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Set Screen

Value: The number of usable lines on your screen (video display).

Initial: 24 lines

Info: The maximum for this parameter is 25 lines.

Index: 10  
See: SCREEN WIDTH - 1

#### SCREEN WIDTH - 1 (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Set Screen

Value: The number of usable columns minus 1 on your screen (video display).

Initial: 79 columns

Info: The maximum for this parameter is 79 columns.

Index: 22  
See: SCREEN LENGTH

#### SEARCH AFTER FOOTNOTE (Yes/No)

Where: Settings: Data Entry/Search

Yes: Search the entire contents of a field, including after any footnote character.

No: Search a field only up to the footnote character if present. Do not search the field after the footnote character.

Initial: No

Info: You can insert a footnote character in a field to refer to another field, such as a note. You also can use a footnote character to indicate that a comment follows within the same field. The footnote character is defined by the FOOTNOTE CHARACTER parameter.

You can set up a search by choosing Search Record Content under the Records menu. The program presents a screen that looks similar to the one for Edit Records. You make entries in the fields on this screen. The entries are what you want to search for. The program compares your entries to the contents of the same field in actual records. If the field and your entry match, the program declares the record as "found". A "match" can mean different things, depending on the parameters and search criteria. The SEARCH AFTER FOOTNOTE parameter influences how much of each field the program searches.

Index: 330

See: IGNORE UPPER/LOWER CASE, EDIT RECORDS WHEN FOUND, FOOTNOTE CHARACTER

#### SEARCH TITLE WITH SOUNDEX (Yes/No)

Where: Settings: Miscellaneous

Yes: When searching for a surname by soundex, check the title if the birth surname doesn't match.

No: Check only the birth surname.

Initial: No

Info: Soundex is a method of comparing names to see if they sound alike. The parameter applies when you choose "Name that sounds like" from the Access menu or after selecting Find a Name. The parameter has no effect on searching given names by soundex, only on surnames.

A common practice with Family Roots is to place an alternate name spelling in the TITLE field of a name. If you follow this practice, the parameter lets you locate a person who might otherwise be difficult to find.

Index: 412  
See: TITLE

#### SECONDARY LETTERS (color)

Where: File: Setup FAMILY ROOTS: Computer: Set Screen

Value: A color from the standard list of colors.  
Initial: BLUE

Info: This color of letter appears in secondary windows, such as the pull down menus. Choose the secondary letters and secondary background in colors that you find pleasing and easy on your eyes. We suggest choosing a different color from the COLOR OF LETTERS and BACKGROUND COLOR to make the dialog stand out.

Index: 4  
See: SECONDARY WINDOW BACKGROUND, COLOR OF LETTERS, BACKGROUND COLOR

#### SECONDARY WINDOW BACKGROUND (color)

Where: File: Setup FAMILY ROOTS: Computer: Set Screen

Value: A color from the standard list of colors.  
Initial: CYAN

Info: This color of background appears in secondary windows, such as the pull down menus. Choose the secondary letters and secondary background in colors that you find pleasing and easy on your eyes. We suggest choosing a different color from the COLOR OF LETTERS and BACKGROUND COLOR to make the dialog stand out.

You may choose only from the first eight colors on the menu of colors for this parameter.

Index: 5  
See: SECONDARY LETTERS, COLOR OF LETTERS, BACKGROUND COLOR

#### SECTORS AVAILABLE ON ONE DISK (numeric)

Where: File: Setup FAMILY ROOTS: System: Set Record Formatting

Value: The size of a backup disk, in sectors. One sector is 512 bytes.  
Initial: 720

Info: Family Roots sizes its data files to fit easily on a backup disk. This parameter defines the size of the backup disk you plan to use. The program asks you for the size of the disk in K's (kilobytes), but converts it to sectors for saving in this parameter.

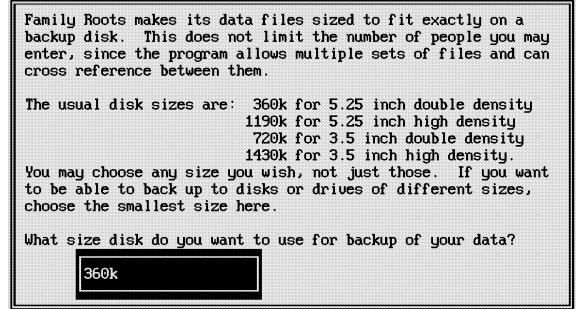


Figure 17.sectors

When the program asks about the size of your floppy disk, it suggests several answers. See Figure 17.select for the question.

Index: 15  
See: AVERAGE NAME LENGTH, CHARACTERS PER PERSON

#### SELECT CHILDREN (M/P/B) (special)

Where: Settings: Family Group Sheets

Mutual: Print the children that appear in both the father's and mother's records. If a child appears in only one parent's record, do not print that child.

Person's: Print the children that appear in the selected parent's record. Ignore the children in the other parent's record.

Both: Print the children that appear in the selected parent's record. Also print the children that appear in the other parent's record. Do not print a child twice.

Initial: Mutual

Info: A "normal" family group sheet shows the father's information at the top, then the mother's information, then each child's information in turn. The traditional family group sheet shows only the children of that union, which corresponds to this parameter set to Mutual. Family Roots also allows you to produce "abnormal" or non-traditional family group sheets.

You start a family group sheet by choosing one person, the father or mother for the sheet. The program must decide which children to include in the sheet. This parameter tells it how to proceed.

See CHOOSE ANY SPOUSE for information on how the program selects the spouse. If the spouse has no record, you must set this parameter to "Person's" to print a family group sheet.

If you want to print a family group sheet showing only illegitimate children, set CHOOSE ANY SPOUSE to Yes. Also select "No Spouse" when the program asks you to choose. The program then includes only the children who don't appear in any of the spouses' records.

Cases can arise where the program doesn't include a child who appears to belong in the group sheet. If you store a child as a record number for one parent, but as a name (No Record) for the other parent, the program decides that this is a different person. In another case you might enter the child in each parent's records with a different spelling or other differences. Since the program uses soundex to compare names, it can successfully decide in many such cases. But the process isn't perfect.

Example: Suppose Harry's record shows two children, John and Janice. Suppose Harry's wife is Hillary, and her record shows two children John and Jacob. The children on the group sheet for the three values of the parameter are:

Mutual:	John
Person's:	John and Janice if you choose Harry John and Jacob if you choose Hillary
Both:	John, Janice, and Jacob

Index: 276  
See: CHOOSE ANY SPOUSE

## SELECT FAMILY LINES (Yes/No)

Where: Settings: Descendants Charts, Free Form Pedigree Charts, Standard Charts

Yes: Include selected individuals and surnames with their spouses. Exclude selected individuals and surnames with their spouses. Include any person not covered by the selected inclusions or exclusions.

No: Include all ancestors or descendants as allowed by the other parameters.

Initial: No

Info: Use this parameter for detailed control over who appears in a descendants or pedigree chart. You start a chart by choosing just one person. When the parameter is No, the program prints all the descendants or ancestors from that one choice. When the parameter is Yes, you can cut selected individuals or entire family lines from the normal chart.

When this parameter is Yes, the program presents the dialog in Figure 17.select-1 or 17.select-2 before starting the chart. The screen has boxes grouped in sets of 3. You type a record number or surname into the first box. The second is labeled Ex. Any entry you make there chooses Exclude. No entry (blank) chooses Include. The third box is labeled H/W for the pedigree charts or Sib for the descendants chart. An entry there includes or excludes the spouse or siblings. The program interprets your total entry as follows:

<u>Ex</u>	<u>H/W or Sib</u>	<u>Result</u>
blank	blank	Include the person Exclude the spouse or siblings
check	blank	Exclude the person Include the spouse or siblings
blank	check	Include the person Include the spouse or siblings
check	check	Exclude the person Exclude the spouse or siblings

Figure 17.select-1 (partial screen)  
(for pedigree choices)

Figure 17.select-2  
(for descendant choices)

The screen in Figure 17.select-1 or 17.select-2 allows up to 10 choices. When you hit OK, the program asks you want to enter more choices. If you answer Yes, the program presents a new, blank screen. The label at the lower left tells you which screen you are working with.

You can jump to any box by using ALT-# with # being the box number where you want to go. For example, ALT-5 jumps to box 5, ALT-0 (zero) moves to the end box.

Example: Figure 17.select-1 and 17.select-2

Index: 177, 442, 507

See: OMIT EMPTY CHART LINES, SUPPRESS DUPLICATION, OMIT OTHER PARENT

## SELECTIVELY SUPPRESS NOTES (Yes/No)

Where: Settings: Descendants Charts, Free Form Pedigree Charts, Person Sheets

Yes: If a Note Selector is present, print the selected notes; don't print the excluded notes. If there isn't a Note Selector, print all notes allowed by other parameters.

No: Print all notes allowed by other parameters.

Initial: No

Info: If OMIT NOTES is Yes, this parameter has no effect. If you don't have NOTES in the pertinent field list, this parameter has no effect.

A Note Selector appears in the NUMBER OF NOTES field for a record. You enter a Note Selector by typing the number of notes, then the footnote character, then Y or N for each note by position. You use a Note Selector to choose specific notes to include or exclude on charts and sheets. You might need this if you use notes for a variety of purposes, such as comments about the person, source citations, and research progress. The parameter lets you choose whether to use the Note Selector for the particular form you are printing.

If the parameter causes a note to be omitted, the program also omits any reference to that note from other fields in the record.

Example: Suppose the notes for this record are:

NOTE 1: ^Birth certificate, San Miguel Co., New Mexico, book 328, page 82

NOTE 2: Took over the general store in Wagon Mound after his father died

NOTE 3: Remember to look for death certificate on next visit to Las Vegas

You might enter

NUMBER OF NOTES: 3^YYN

to indicate that you want the first and second notes to print, but not the third.

Index: 160, 253, 490

See: OMIT NOTES, USE NOTES (A/F/S/Q/O), Note Selector, DESCENDANTS CHART FIELD LIST, FREEFORM FIELD LIST, PERSON SHEET FIELD LIST, FOOTNOTE CHARACTER



## SEPARATOR IN NAMES (character)

Where: File: Setup FAMILY ROOTS: Other: Set by Index

Value: Character used on the disk to identify the separate parts of a name.

Initial: % (percent sign)

Info: This character must never appear in a name you type. We suggest you do not change this parameter unless you have a strong need to do so.

Each name has four parts -- FIRST NAME(S), BIRTH SURNAME, MARRIED SURNAME, and TITLE. When the program prints or displays a name, it always breaks out the separate parts. When it stores a name on disk, it packs the parts together but places the separator between each part. When it retrieves a name from disk, it removes the separators.

WARNING: If you change this parameter, you must retype all names you stored previously. The parameter affects only the names, not the associated records.

Index: 635

See:

## SKIP MAIDEN SURNAME (Yes/No)

Where: Settings: Addresses

Yes: If a married surname is present, print it. Don't print the birth surname.

No: Print the birth surname and the married surname.

Initial: No

Info: If the lady's name is Esther Josephine Mayer Vorenberg, you may prefer that show as Esther Josephine Vorenberg on an address list.

If OMIT SPOUSE ADDRESS is Yes, the lady's name may not appear at all in the list.

Index: 408

See: OMIT SPOUSE ADDRESS

## SEX FIELD INDEX (field pointer)

Where: File: Setup FAMILY ROOTS: System: Add a Field,  
Change an Existing Field (automatic)

Value: Pointer to an added field label in the  
Configuration file. Identifies one field used for  
gender information.

Initial: 62 (first added field)

Info: Although SEX is an optional field, QUINSEPT  
supplies Family Roots with this field already  
present. You may remove it if you wish. We  
recommend keeping it, because it is important for  
making GEDCOM files.

Compute the Configuration file index this  
parameter points to by adding 630 to the value.

Index: 75

See:

## SHOW ADDRESS AT TOP (Yes/No)

Where: Settings: Ahnentafel Charts

Yes: Print the starting person's name and address in  
the standard header.

No: Print the starting person's name in the standard  
header.

Initial: No

Info: The standard header appears at the top of the  
chart, after any custom header and before the  
first chart line. It shows the type of chart and  
who the chart is for. This parameter lets you add  
the person's address to the header. If USE FULL  
ADDRESS is Yes, the address also appears in the  
first line of the chart itself.

Index: 205

See: USE CUSTOM HEADER, USE FULL ADDRESS

## SHOW ALL MARRIAGE DATA (Yes/No)

Where: Settings: Descendants Charts, Free Form Pedigree  
Charts

Yes: For each person in the chart, show the information  
for every marriage.

No: Show the information only for marriages pertaining  
to people in the chart.

Initial: No

Info: In a descendants chart, the OMIT OTHER PARENT and PRINT ALL SPOUSES parameters can cause the program to skip printing of all or some spouses. If a spouse is skipped, you can omit the marriage information for the direct line descendant using this parameter.

In a descendants chart, you can print the vital statistics for the spouses not on the direct line. If a spouse is included and has another marriage not pertinent to the direct line, you can omit the marriage by setting this parameter to No.

In a free form pedigree chart, only the marriage between the parents on the chart is really pertinent. This parameter lets you choose whether to print only that, or all marriages.

Example: Figure 12.1a in chapter 20

Index: 178, 508

See: PRINT ALL SPOUSES, OMIT OTHER PARENT, INCLUDE OTHER PARENT DATA

SHOW AUDIT PROBLEMS ONLY (Yes/No)

Where: Settings: Miscellaneous

Yes: Print a statement about each potential problem found in an audit of a record. Do not print a statement for the record if no problems were found.

No: Print a statement about each potential problem found in an audit of a record. If no problems were found for the record, print a statement to that effect.

Initial: No

Info: You audit records by choosing Audit Data Base under Other from the Main Menu. This checks records for consistency and possible errors. The program does not change your data, but does warn you of possible problems. This parameter lets you print only the warnings, or a complete summary. The latter takes much more paper.

Index: 422

See:

## SHOW CASCADED ORIGINS (Yes/No)

Where: Settings: Standard Charts

Yes: Print a backward reference to the standard chart before this one in the cascading sequence.

No: Do not print a backward chart reference.

Initial: Yes

Info: This parameter has an effect only if CASCADE STANDARD CHARTS is Yes.

The program prints

Person number 1 on this chart is  
the same as person number xxx  
on chart number yyy  
at the top left of the second and succeeding  
cascaded charts. Person number 1 appears at the  
far left center of each chart. See Figure 12.2!a  
in chapter 20 for an example in a filled-in chart.

The person number reference xxx is by position on  
the chart. The program uses the doubling system  
of numbers. You may print the reference position  
number for each person with the SHOW STRUCTURE  
NUMBERS parameter.

The program determines the chart number reference  
based on the FIRST CHART NUMBER and USE AHNENTAFEL  
NUMBERING parameters.

Index: 456

See: CASCADE STANDARD CHARTS, NUMBER STANDARD CHARTS,  
FIRST CHART NUMBER, SHOW STRUCTURE NUMBERS, USE  
AHNENTAFEL NUMBERING

## SHOW CHILD'S FIRST SPOUSE (Yes/No)

Where: Settings: Descendancy Reports

Yes: If a child appears as a main person later in the  
descendancy report, print the name of the first  
spouse in the child's paragraph.

No: If a child appears as a main person later in the  
descendancy report, don't print the first spouse  
in the child's paragraph.

Initial: Yes

Info: Each person can appear twice in a descendancy  
report. He or she first appears listed as a child  
below the parent. If the person also appears  
later, the initial paragraph includes only a small

amount of information. This allows correlation with the later appearance without becoming overly repetitive. The initial paragraph always shows the name and birth date. This parameter lets you include the first spouse as well.

The Register system standard requires the parameter be Yes. The Modified Register and Henry systems have no fixed requirement.

Index: 588  
See: SYSTEM (R/M/H)

#### SHOW CHILD'S FULL NAME (Yes/No)

Where: Settings: Descendancy Reports, Family Group Sheets

Yes: In the children's section of the report, print the full name of the child.

No: In the children's section of the report, print only the first name of the child.

Initial: Yes

Info: A child generally has the same surname as the parents. You may wish to avoid repeating it.

For descendancy reports, the Register system standard requires this parameter to be No. The Modified Register system standard requires the parameter to be Yes. The Henry system has no specific requirement.

Index: 292, 574  
See: SYSTEM (R/M/H)

#### SHOW DATE BEFORE PLACE (Yes/No)

Where: Settings: Descendancy Reports

Yes: For each event, print the date then the place.

No: For each event, print the place then the date.

Initial: Yes

Info: This parameter controls the order of appearance for the date and place. The Register system standard requires the parameter to be No. The Modified Register system standard requires the parameter to be Yes. The Henry system has no specific requirement.

Index: 581  
See: SYSTEM (R/M/H)

#### SHOW EMPTY FIELDS (Yes/No)

Where: Settings: Descendants Charts, Freeform Charts,  
Person Sheets

Yes: If a field is empty, print the field label and the empty field marker.

No: If a field is empty, don't print the field label. Don't leave any space for the field at all.

Initial: No

Info: The program attempts to print a field only if it appears in the current field list. If the field doesn't appear in the field list, this parameter has no effect.

You show empty fields to expose missing information. A common use is to send a form showing empty fields to relatives, asking for more information.

The empty field marker is usually an underline. This shows clearly where information is missing. You can change the empty field markers in the following files:

DESCENT.LAB	Descendants Charts
FREEFORM.LAB	Free Form Pedigree Charts
PERSONS.LAB	Person Sheets

If an expanding count field such as NUMBER OF CHILDREN is empty, the program shows only that field. It does not print any fields expanded from that one. If an expanding count field contains a number, the program prints empty expanded fields only for that number. For example, if NUMBER OF CHILDREN is 2, the program prints only CHILD #1 and CHILD #2 fields.

Index: 156, 252, 486  
See: SHOW EMPTY FIELDS

#### SHOW EMPTY FIELDS (Yes/No)

Where: Settings: Family Group Sheets

Yes: If a field is empty, print the field label and the empty field marker.

No: If a field is empty, don't print the field label.  
Don't leave any space for the field at all.  
Initial: Yes

Info: The program attempts to print a field only if it appears in the group sheet template. If the field doesn't appear in the template, this parameter has no effect.

You show empty fields to expose missing information. A common use is to send a form showing empty fields to relatives, asking for more information. It is normal genealogical practice to show empty fields in family group sheets.

The empty field marker is usually an underline. This shows clearly where information is missing. You can change the empty field markers in the template file.

If an expanding count field such as NUMBER OF RESIDENCES is empty, the program shows only that field. It does not print any fields expanded from that one. If an expanding count field contains a number, the program prints empty expanded fields only for that number. For example, if NUMBER OF RESIDENCES is 2, the program prints only RESIDENCE #1 and RESIDENCE #2 fields.

Index: 279  
See: TEMPLATE FILE EXTENSION, ASK FOR TEMPLATE, SHOW EMPTY FIELDS

#### SHOW EMPTY FIELDS (Yes/No)

Where: Settings: Sorted Lists

Yes: Create extra lines in a sorted list for empty expanded fields.

No: Don't create extra lines in a sorted list for empty fields.

Initial: No

Info: The program attempts to print a field only if it appears in the current field list, LISTS EXTRA FIELDS. If the field doesn't appear in the field list, this parameter has no effect.

An expanded field is one exposed by putting a number in an expanding count field. For example, SPOUSE #3 is an expanded field of the NUMBER OF MARRIAGES field.

A field that isn't expanded, such as BIRTH PLACE, shows in the same line as the name in sorted lists. If the field is empty, the program leaves the column for it empty. This parameter does not affect this type of empty field.

A sorted list shows each field in a separate column. Printing an expanded field in a sorted list requires a new line for each field enumerated over 1. For example, SPOUSE #1 appears on the same line as the name, but SPOUSE #2, SPOUSE #3, etc. all need to appear on a new line. The parameter set to Yes says make the new line for empty fields as well as filled ones. The parameter set to No says skip over the empty fields. Also see the MULTIPLY COUNT FIELDS parameter. If you have two or more expanding count fields in the sorted list, you could have quite a few blank lines when both of these parameters are Yes.

Example: See 12.9 in chapter 20

Index: 360

See: MULTIPLY COUNT FIELDS, LISTS EXTRA FIELDS, SHOW EMPTY FIELDS

SHOW FIRST SPOUSE (Yes/No)

Where: Settings: Standard Charts

Yes: Show the spouse's name for the starting person on the standard chart.

No: Do not show the spouse's name for the starting person on the standard chart.

Initial: Yes

Info: The starting person on the standard chart appears at the left center of the page. For a single chart (not cascaded), this is the person you chose for starting the chart.



A standard chart shows the husband and wife for every person except possibly for the starting person. This parameter lets you include that spouse as well if you wish. See Figures 12.2!a and 12.2!b in chapter 20 for an example.

When the starting person has more than one marriage, the ASK WHICH MARRIAGE parameter determines which spouse is printed. When you cascade the charts, ASK WHICH MARRIAGE determines the spouse for the first chart only. The program chooses the spouse for a cascaded chart based on the spouse in its precursor chart.

Index: 452  
See: CASCADE STANDARD CHARTS, ASK WHICH MARRIAGE

#### SHOW GENERATION SUPERScript (Yes/No)

Where: Settings: Descendancy Reports

Yes: Print a number or letter after a person's first name in selected positions of the report. The number or letter shows the generation of this person relative to the FIRST GENERATION NUMBER. Print the number in superscript position, if the printer supports superscripting.  
No: Do not print anything related to generation after a person's first name.  
Initial: Yes

Info: The generation superscript appears in the main paragraph for a person, in the paragraph stating the father and mother for a group of children, and for the first child (only) of the group. See Figure 12.8a for an example of YES and Figure 12.8b for an example of NO.

The Register and Modified Register system standards require the parameter to be Yes. Although the Henry system has no specific requirement, setting the parameter No makes sense. That's because the Henry system numbers inherently show the generation.

Index: 591  
See: FIRST GENERATION NUMBER, SYSTEM (R/M/H)

## SHOW GENERATIONAL SEPARATOR (Yes/No)

Where: Settings: Ahnentafel Charts, Descendancy Reports

Yes: Print a line showing the generation number or letter at the start of each new generation.

No: Do not print a line showing the start of a new generation.

Initial: Yes

Info: Printing the line breaks the chart or report into logical sections. It does, however, require slightly more paper. The words in the line are available in the files TAFEL.LAB and REGISTER.LAB for the Ahnentafel and Descendancy forms respectively.

For the Ahnentafel Chart, the program computes the generation number from the line number. The line numbers start from FIRST LINE NUMBER.

For the Descendancy Report, the program determines the generation number or letter based on FIRST GENERATION NUMBER. The system standards have no requirements related to generational separators.

Index: 206, 617

See: FIRST GENERATION NUMBER, FIRST LINE NUMBER, SYSTEM (R/M/H)

## SHOW LINEAGE AFTER NAME (Yes/No)

Where: Settings: Descendancy Reports

Yes: Print the line of descent in parenthesis after a person's name in their main paragraph. Show this by printing the name of every ancestor on the direct line of descent to this person.

No: Don't print the line of descent after the main person's name.

Initial: No

Info: The lineage follows the line of descent in the report back to its start. In other words, of the many possible descent lines, the lineage follows the names in the report. If your data base has ancestors for the starting person of the report, the lineage follows the male ancestry until no more are available.

The lineage shows the first name of each person. If the surname is different from the previous person, the lineage also states the surname. In other words, the lineage states the surname only at points where it changes. The lineage shows the generation as a superscript number or letter following each name. If two or more successive names are the same, the lineage combines them, except it shows all the superscripts.

The Register and Modified Register system standards require the parameter to be Yes. Although the Henry system has no specific requirement, it makes sense to have the parameter No. That's because the Henry numbers inherently show the lineage.

Example: John Bice (Harriet<sup>3</sup> Cochran, John<sup>2-1</sup>, Harry<sup>A</sup>, James<sup>B</sup>), born ...

Index: 592  
See: ITALICIZE LINEAGE

#### SHOW MULTIPLE MARRIAGES (Yes/No)

Where: Settings: Ahnentafel Charts

Yes: Print all marriage information for each person in the chart.

No: Print information only for the marriage pertinent to the chart.

Initial: No

Info: If there aren't any marriage fields in the field list, this parameter has no effect.

An ahnentafel is a type of pedigree chart, showing parents, grandparents, etc. The marriages pertinent to the chart show the facts relating each pair of parents. Second or higher marriages have nothing to do with the child on the chart, but you may want those marriages shown anyway. The parameter lets you choose.

Index: 213  
See: AHNENTAFEL FIELD LIST

## SHOW NAMES ONLY (Yes/No)

Where: Settings: Descendants Charts, Free Form Pedigree Charts

Yes: Print each person's name in the chart. Do not print any vital statistics about the person.

No: Print each person's name in the chart, followed by the selected vital statistics.

Initial: No

Info: If the relevant field list has no fields, the parameter has no effect.

When this parameter is Yes, the descendants chart includes the names for spouses not in the direct line if allowed by other parameters. Some fields for a person can contain a name; these names do not print if this parameter is No.

It is easier to see the structure and relationships in a chart with names only. However, a chart with full information is much more informative.

Example: See Figures 12.3!a and 12.3!b in chapter 20 for charts done with both values of this parameter.

Index: 158, 488

See: DESCENDANTS FIELD LIST, FREEFORM FIELD LIST, OMIT OTHER PARENT

## SHOW PARENTS FOR EVERYONE (Yes/No)

Where: Settings: Descendants Charts, Free Form Pedigree Charts

Yes: When a record contains a father and a mother, print the Father and Mother lines below that person's name in the chart.

No: Print the Father and Mother lines below the name for the first person in the chart. When a spouse's record contains a father and a mother, print the Father and Mother lines below a spouse's name in the descendants chart. Do not print the Father or Mother lines for other people in the direct line of descent.

Initial: No

Info: This parameter has no effect when SHOW NAMES ONLY is Yes. It also has no effect unless Father and Mother appear in the relevant field list for the chart. For spouses on descendants charts, the parameter has no effect unless INCLUDE OTHER PARENT DATA is Yes.

Parent information is either directly present or can be inferred for every person in these charts, except for the first person in the descendants chart and for the spouses not in the direct line. Printing the Father and Mother lines for everyone is redundant. However, on a large chart you may need to look at many pages to find the father or mother for a person. Including the Father and Mother lines makes them easier to find.

Index: 191, 521

See: DESCENDANTS FIELD LIST, FREEFORM FIELD LIST, SHOW NAMES ONLY, INCLUDE OTHER PARENT DATA

#### SHOW RN WITH NAMES (Yes/No)

Where: Settings: Addresses, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Freeform Charts, Family Group Sheets, Sorted List, Person Sheets, Standard Charts

Yes: Show a person's record number wherever their name appears.

No: Do not show the person's record number with their name.

Initial: Yes

Info: You assign each person a record number when you first enter the name. You use that number to link people together. That's the number you type into person fields (father, mother, spouse, child) to establish relationships. The record number has no genealogical meaning.

The record number appears after the name in most forms. When in that position, it prints as "(RN=xxxx)" where xxxx is the number. You can change that via the file GENERAL.LAB. In the standard chart the record number appears in front of the name without any RN label. When you print both the ID number and the record number, the record number appears first.

On sorted lists, you have the choice of printing the record number in its own column or showing it after the name. This parameter affects only the appearance after the name. The field list controls the appearance of the record number in a column. If you select the record number in both places, it appears only once, in the field list. It does not appear after the name.

In descendency reports, setting ENFORCE SYSTEM STANDARDS to Yes makes this parameter No.

Printing record numbers makes it easier to work with your printouts. For final, finished products you may want to omit them. This parameter is independent from SHOW SPECIAL ID WITH NAMES.

Index: 151, 202, 247, 296, 361, 385, 430, 481, 530, 582  
See: SHOW SPECIAL ID WITH NAMES, LISTS EXTRA FIELDS, ENFORCE SYSTEM STANDARDS, USE MARRIED NAME (Sorted Lists)

#### SHOW SEPARATOR IN BLANK LINES (Yes/No)

Where: Settings: Sorted Lists

Yes: Continue the column separator through blank lines in the sorted list.

No: Break the column separator wherever a blank line appears in the sorted list.

Initial: Yes

Info: The program can print periodic blank lines in a sorted list. When NAMES PER GROUP is not zero, it prints a blank line after that many names. This breaks the list into blocks, making it somewhat easier to read.

The column separator is normally a vertical line. The column separator prints between each of the fields on a horizontal line. The parameter determines whether the vertical line continues through the blank lines or not. You may set the separator in the file LISTS.LAB. (If you don't want a separator, set it to a space.)

Index: 353  
See: NAMES PER GROUP

## SHOW SPECIAL ID WITH NAMES (Yes/No)

Where: Settings: Addresses, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Freeform Charts, Family Group Sheets, Sorted List, Person Sheets, Standard Charts

Yes: Show a person's ID number wherever their name appears.

No: Do not show the person's ID number with their name.

Initial: No

Info: ID numbers are optional. You store an ID number in an added field. When you add a field (File: Setup FAMILY ROOTS: System: Add a Field), you can designate the field as containing an ID number. ID numbers have a genealogical meaning, usually exhibiting a relationship between two people in the data base. An ID number can contain digits, punctuation, and letters. If you don't have an ID field, the parameter has no effect.

The ID number prints after the name in most forms. When in that position, it prints as "(ID=xxxx)" where xxxx is the number. You can change that via the file GENERAL.LAB. In the standard chart the record number appears in front of the name without any ID label. When you print both the ID number and the record number, the record number appears first.

On sorted lists, you have the choice of printing the ID number in its own column or showing it after the name. This parameter affects only the appearance after the name. The field list controls the appearance of the record number in a column. If you select the ID number by both methods, it appears only once, from the field list. It does not appear after the name.

On sorted lists, if you have your data on floppy disks and have more disks than drives, we suggest you use the Special ID as an extra field rather than after the name. Otherwise the program bugs you by frequently asking you to swap disks.

In descendancy reports, setting ENFORCE SYSTEM STANDARDS to Yes makes this parameter No.

Index: 155, 208, 248, 297, 362, 388, 431, 485, 531, 583  
See: SHOW RN WITH NAMES, ENFORCE SYSTEM STANDARDS,  
SPECIAL ID FIELD INDEX, USE MARRIED NAME (Sorted  
Lists)

#### SHOW STRUCTURE NUMBERS (Yes/No)

Where: Settings: Standard Charts

Yes: Print a number before each person's name on the  
standard chart. The number indicates the person's  
position in the chart on the page.

No: Do not print a structure number in front of each  
person's name on the standard chart.

Initial: No

Info: The structure numbers are as follows:

1	Selected person
2-3	Parents (father, mother)
4-7	Grandparents
8-15	Great grandparents
16-31	Great great grandparents

The numbers restart at 1 for each new chart, even  
if cascaded. The program prints the numbers  
enclosed in parentheses. If you print other  
numbers with the names, the structure number  
appears first. See Figure 12.2!a in chapter 20  
for an example.

When CASCADE STANDARD CHARTS and SHOW CASCADED  
ORIGINS are both Yes, the program prints something  
like

Person number 1 on this chart is  
the same as person number 13  
on chart number 67

at the top left of the second and succeeding  
cascaded charts. The reference to the person  
number in the prior chart uses the structure  
number. The references are clearer if you print  
the structure numbers, i.e. set this parameter to  
Yes.

Each name can occupy at most two lines in the  
standard chart. Parameters for the print size,  
margins, layout, and number of generations  
determine the length of one line. Name truncation  
can occur if everything doesn't fit within the two  
lines. If you print structure numbers, record



numbers, and ID numbers, you reduce the space available for the name.

Index: 455  
See: CASCADE STANDARD CHARTS, SHOW CASCADED ORIGINS,  
SUPPRESS DUPLICATION

SHOW UNUSED BOXES (Yes/No)

Where: Settings: Cousin Sheets

Yes: Print all boxes in the sheet, even if they don't contain a name.

No: Print only those boxes in the sheet that contain a name.

Initial: Yes

Info: The cousin sheet shows boxes for at most 9 generations. If MAXIMUM GENERATIONS is smaller than 9, the sheet shows at most that many boxes. If a box isn't drawn, the program omits connected lines. This parameter lets you print all cousin sheets either in the same format or customized to the information they contain.

Example: See Figures 12.7a and 12.7b in chapter 20 for cousin sheets done both ways.

Index: 538  
See: MAXIMUM GENERATIONS

SLOT FOR DISPLAY (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Set Screen  
(Apple II only - see Apple supplemental manual)

SLOT FOR DRIVE (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Set Disk  
Drives & Paths (Apple II only - see Apple  
supplemental manual)

See: DRIVE FOR DRIVE

SLOT FOR PRINTER (numeric)

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer (Apple II only - see  
Apple supplemental manual)

SORT ADDRESS BY LAST FIELD (Yes/No)

Where: Settings: Sorted Lists

Yes: When ordering the list by the DIED/LIVING AT field, sort on the last part of the field that's not a number.

No: When ordering the list by the DIED/LIVING AT field, sort on the full contents of the field.  
Initial: No

Info: Commas or semicolons separate the parts of the field for this parameter. The DIED/LIVING AT field can contain either an address or the city and state of death. The parameter applies to both cases.

When the parameter is Yes, the program ignores the phone number at the end of an address for sorting. Normally the last non-numeric part of an address is the city and state. If you separate the city and state with a comma (whether an address or not), sorting is by the state. If you don't separate the city and state with a comma, sorting is by the city.

Set the parameter to Yes if you want the data for the same state to appear together in the sorted list.

Index: 348  
See: Addresses

#### **SORT BY SOUNDEX (Yes/No)**

Where: Settings: Sorted Lists

Yes: Sort the name by its soundex code.  
No: Sort the name by its actual spelling.  
Initial: No

Info: Soundex is a method of comparing names to find out if they sound the same. Soundex ignores the vowels in a name and groups similar consonants together. If you sort names by their soundex code, similar names print together in the list, even if not spelled the same. For example, "Markian" and "Morgan" get grouped together. You may print the soundex code for each name by including the code in the LISTS EXTRA FIELD.

We recommend that you not set both SORT BY SOUNDEX and SORT NAMES BY FIRST NAME to Yes.

Index: 352  
See: LISTS EXTRA FIELDS, Soundex, SORT NAMES BY FIRST NAME

## SORT NAMES BY FIRST NAME (Yes/No)

Where: Settings: Sorted Lists

Yes: Sort the list using the FIRST NAME(S) field of each name in the list.

No: Sort the list using the surname and first names.

Initial: No

Info: Suppose you want to make a list where every person in the list has the same surname or a variation of it. This parameter produces a more meaningful ordering for such cases.

We recommend that you not set both SORT BY SOUNDEX and SORT NAMES BY FIRST NAME to Yes.

Index: 354

See: SORT BY SOUNDEX

## SORT NAMES ON UPPER CASE (Yes/No)

Where: Settings: Sorted Lists

Yes: Ignore any initial lower case letters in a name. Begin sorting with the first upper case letter of the name.

No: Sort using the entire name. Don't ignore any initial letters.

Initial: No

Info: The parameter applies only to names, not to other fields in a list. If a name starts with a capital letter, the parameter does not affect its placement in the list.

If the parameter is Yes, the program groups deGrigny and Grigny together under G. If the parameter is No, degrigny appears under D and Grigny under G.

Index: 349

See:

## SOURCE FIELD INDEX (field pointer)

Where: File: Setup FAMILY ROOTS: System: Add a Field, Change an Existing Field (automatic)

Value: Pointer to an extra field label in the Configuration file. Identifies one field used for source citations.

Initial: 0 (NOTES fields)

Info: Source citations state where you found a piece of information. A source citation should contain at least enough facts to find the information again.

You may use the NOTES fields to cite your sources, or you may designate an added field for that purpose. The program sets this parameter automatically from your answers about added fields. Any value of this parameter less than 11 designates the NOTES fields for sources. If you choose an added field for source citations, it may be an expanding count field. In that case, you refer to the enumerated fields of the count field for citing the sources for specific fields in the record.

If the parameter points to an added field, it must be 62 or larger. Add 630 to the value of this parameter, if it is bigger than 10, to find the Configuration file index.

Example: Suppose you choose the field NUMBER OF SOURCES for sources. If it is the fifth added field, its Configuration index is 696. The value of SOURCE FIELD INDEX is then 66. If NUMBER OF SOURCES is an expanding count field, its enumerated fields might be called SOURCE #1, SOURCE #2, etc. The latter fields contain your source citations. You refer to these from other fields such as BIRTH PLACE.

Index: 79

See:

SPECIAL ID FIELD INDEX (field pointer)

Where: File: Setup FAMILY ROOTS: System: Add a Field, Change an Existing Field (automatic)

Value: Pointer to an added field label in the Configuration file. Identifies one field used for a genealogical ID number.

Initial: 0 (no field)

Info: A genealogical ID number shows a relationship between the person it belongs to and another person in the genealogy. The other person is often the original immigrant to America. For example:

1	Immigrant
1A	Immigrant's first child
1B	Immigrant's second child
1B1	First child of second child
etc.	

There are many different ID numbering systems. Some such as the Henry system are in common use. Genealogists sometimes design their own numbering systems.

Unlike the record number, the program does not impose any restrictions on what can be in an ID number. Due to the nature of ID numbers, some people can have more than one number. You can store several numbers in the same field.

You have two choices for printing an ID number. You can include the ID field in the field list for the form. Or you can set SHOW SPECIAL ID WITH NAMES to Yes. When you do the latter, the ID number prints after the name in most forms.

The program sets the value of this parameter automatically from your answers to the added field questions. Add 630 to the value of this field to find the Configuration file index.

Index: 73  
See: SHOW SPECIAL ID WITH NAMES

SPLIT DATES AND PLACES (Yes/No)  
Where: Settings: Standard Charts

Yes: Use two lines to print date and place events in standard charts.

No: Use one line to print date and place events in standard charts.

Initial: Yes

Info: When the parameter is Yes, the program prints the date on one line and the place on the next, if everything fits on its own line. If everything doesn't fit, the program shares the two lines between the fields. If everything doesn't fit by sharing, the program truncates the place field at the end.

When the parameter is No, the program prints the date and the place on the same line if it all fits. If it doesn't fit, the program truncates the place field at the end. If the truncation results in less than 12 characters for the place field, it omits the place field altogether.

Various parameters affect the length of each line in the chart. See LEFT MARGIN, RIGHT MARGIN, PRINT SIZE, MAXIMUM GENERATIONS, and USE OVERLAY FORMAT.

This parameter significantly affects the presentation in the standard chart. When the parameter is No, the program draws all chart lines. When the parameter is Yes, the name appears in sections of the horizontal lines. In addition, the chart omits the marriage line for females.

Index: 451

See: USE OVERLAY FORMAT, OMIT WIFE'S MARRIAGE, MAXIMUM GENERATIONS, PRINT SIZE, LEFT MARGIN, RIGHT MARGIN

#### STANDARD CHART FIELD LIST (field list)

Where: Settings: Choose Fields For: Standard Charts

Value: A list of fields in the order you want them to appear in the standard chart.

Initial: Birth, Death, Added fields

Info: You select the fields using the standard "Choose Fields" dialog. See Figure 9.14. The parameter has no effect unless USE 'BMD' FIELDS is No.

Each position in the standard chart has a fixed number of lines available for extra information. When SPIT DATES AND PLACES is No, every position has 3 lines. When it is Yes, the male positions have 6 lines and the female positions 4 lines. The program prints as much of the field list as it can in the available lines. If all fields in the list don't fit, the latter ones won't appear. If a field is empty, the program does not leave a blank line for the field. Consequently, choose the most important fields to appear at the start of the list.

Example: See Figure 12.2!b in chapter 20 for a standard chart with unusual fields.

Index: 738

See: USE 'BMD' FIELDS, SPLIT DATES AND PLACES

START WITH ZIP ON (Yes/No)

Where: Settings: Data Entry

Yes: Begin the Edit Records screen with ZIP mode On.

No: Begin the Edit Records screen with ZIP mode Off.

Initial: NO

Info: The parameter applies only at the very start of editing each record. You get there after choosing from the Access menu or after selecting GoTo from the Edit Records screen. If you choose several records from the Access menu, the parameter applies at the start of each new record.

ZIP mode On causes the program to automatically select each field in turn. In ZIP mode Off, you must select each field before you can edit it. ZIP mode automatically goes to Off when you complete editing the last field. The word ZIP appears at the top left of the screen while ZIP mode is On.

When this parameter is Yes, ZIP mode starts as On, but you must select the first field. The highlighted cursor starts on the top field of the screen. Move that to where you want to start, or type the field number where you want to start. ZIP mode continues as On from this point.

You can turn ZIP mode Off at any time with ALT-Z. This stays while you remain with the current record. When you move to another record, START WITH ZIP ON determines the initial ZIP condition again.

Index: 131

See: ZIP mode

STARTING NUMBER (alphanumeric)

Where: Settings: Descendancy Reports

Value: The identification number printed at the left of the first person on the descendancy report.

Initial: 1

Info: Succeeding numbers in the descendency report all derive from the starting number. Each person's number appears to the left of their name in the report. The Register and Modified Register systems use only digits for numbering. The Henry system uses a combination of digits and letters for numbering.

Set this parameter to a different number when you want to continue a report you printed previously. The old and new reports connect if you assign the same number to a person that appears in both reports.

Index: 720

See: SYSTEM (R/M/H)

#### STATE RELATIONSHIP ONLY (Yes/No)

Where: Settings: Cousin Sheets

Yes: State the relationship between the two selected people. Do not print the cousin sheet form.

No: Print the cousin sheet. Print the statement of relationship at the bottom of the sheet.

Initial: No

Info: Set the parameter to Yes if you want to find out how two people are related but don't care to see a diagram.

Index: 537

See:

#### STORY FILE EXTENSION (numeric)

Where: Settings: Miscellaneous

Value: Suffix for the standard name of a story file.

Initial: .TXT

Info: The standard name for a story file consists of a prefix, a record number, and a suffix, with no spaces between. The prefix is usually "RN" but is actually determined by an entry in the file GENERAL.LAB. The record number in the file name is identical to the record number of the person to whom it refers. The suffix is defined by this parameter. A DOS suffix consists of a period



followed by up to 3 characters. An Apple II ProDOS suffix can be longer. It is valid to leave this parameter empty.

Story files are pertinent only when INCLUDE STORY FILE is Yes for the form you are printing. The program looks for the story under the standard file name when ASK FOR STORY FILE NAME is No. When ASK FOR STORY FILE NAME is Yes, you can name story files any way you wish. The program suggests the standard story file name with extension in this case.

Index: 632  
See: INCLUDE STORY FILE, ASK FOR STORY FILE NAME

#### SUBSCRIPT OFF (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: Codes specific to the selected printer that turns off subscript printing.

Initial: For IBM compatible printer

Info: The codes depend on the printer hardware. They are set automatically when you choose a printer from the menu of printers.

Index: 650, 677  
See: SUBSCRIPT ON, ALT-S

#### SUBSCRIPT ON (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: Codes specific to the selected printer that turns on subscript printing.

Initial: For IBM compatible printer

Info: The codes depend on the printer hardware. They are set automatically when you choose a printer from the menu of printers.

Index: 649, 676  
See: SUBSCRIPT OFF, ALT-S

## SUBSTITUTE SIMILAR FIELDS (Yes/No)

Where: Settings: Descendants Charts, Family Group Sheets, Free Form Pedigree Charts, Person Sheets, Sorted Lists, Standard Charts

Yes: If a birth field is empty and the corresponding christening field does not appear in the field list, print the christening field in the birth position. If a death field is empty and the corresponding burial field does not appear in the field list, print the burial field in the death position. Print the substitution flag to indicate that a substitution was made.

No: Print fields as selected in the field list.

Initial: No

Info: If you don't have an added christening field, no substitution in the birth fields occurs. If you don't have an added burial field, no substitution in the death fields occurs. Dates substitute for dates, and places for places. Birth or death must appear in the field list for the parameter to have an effect. The field list for a family group sheet is the template.

The substitution flag is nominally an exclamation point "!". This prints at the end of a substituted field. You may change the flag in the file GENERAL.LAB.

Genealogical records from some countries, in particular England, reside in the churches. Typically, the church recorded christenings but not births. This parameter lets you print the information you have available without adjusting the field lists.

We advise you use this parameter sparingly. A christening date is not a birth date, and they can, in fact, be years apart. Although the flag alerts the substitution, someone not knowledgeable can easily misinterpret the data.

Index: 195, 237, 286, 366, 441, 493

See: BURIAL FIELD INDEX, CHRISTENING FIELD INDEX, DESCENDANTS FIELD LIST, LISTS EXTRA FIELDS

## SUBSTITUTE UNCONDITIONALLY (Yes/No)

Where: Settings: Data Entry

Yes: Store complemented data regardless of any prior entry in the field.  
No: Store complemented data only if the field is empty. Do not store the complemented data if the field has a prior entry.  
Initial: Yes  
Info: The parameter has no effect unless DO COMPLEMENTING is Yes.

Complementing causes the program to enter data from the current record into other related records. For example, any marriage information you enter mostly applies to the spouse as well; the program fills it in for the spouse's record.

The latest information you type is often the most accurate. If so, setting the parameter to Yes propagates the best data to other related records.

Index: 127  
See: DO COMPLEMENTING

## SUPERScript FOOTNOTES (Yes/No)

Where: Settings: Miscellaneous

Yes: Print references to notes in superscript position if your printer supports it.  
No: Print a reference to a note exactly as you stored it in the field.  
Initial: No

Info: You store a reference to a note by typing the footnote character followed by a note number. For example,  
13 Dec 1862<sup>3</sup>  
refers to NOTE #3 for the source or for more information about the date. When this parameter is No, the date prints as shown above. When the parameter is Yes, the date prints as  
13 Dec 1862<sup>3</sup>  
Choose according to your personal preference. The parameter affects all forms.

Index: 420  
See: FOOTNOTE CHARACTER

**SUPERSCRIP** OFF (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer (automatic)

Value: Codes specific to the selected printer that turns  
off superscript printing.

Initial: For IBM compatible printer

Info: The codes depend on the printer hardware. They  
are set automatically when you choose a printer  
from the menu of printers.

Index: 652, 679

See: SUPERSCRIP ON, ALT-P

**SUPERSCRIP** ON (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer (automatic)

Value: Codes specific to the selected printer that turns  
on superscript printing.

Initial: For IBM compatible printer

Info: The codes depend on the printer hardware. They  
are set automatically when you choose a printer  
from the menu of printers.

Index: 651, 678

See: SUPERSCRIP OFF, ALT-P

**SUPPRESS BLANK LINE** (Yes/No)

Where: Settings: Descendants Charts, Free Form Pedigree  
Charts

Yes: Don't print a blank line before each name in the  
chart.

No: Print a blank line before each name.

Initial: No

Info: The blank line before each name separates the  
chart into blocks by person. It makes the chart  
easier to read. But it also requires more paper.  
The vertical chart lines print through the blank  
line.

Example: See Figures 12.1a and 12.1b in chapter 20 for  
samples of chart done with both values of this  
parameter.

Index: 176, 506  
See:

SUPPRESS DUPLICATION (Yes/No)

Where: Settings: Ahnentafel Charts, Descendants Charts,  
Free Form Pedigree Charts, Standard Charts

Yes: If a person appears twice in a chart, print only the name. Print a message indicating the repeat appearance. Do not print further ancestors or descendants of this person from the repeat position.

No: Print a complete ancestry or descendency. Ignore repeat appearances of a person.

Initial: No

Info: Married cousins create multiple paths in some pedigree and descendants charts. This parameter lets you show or suppress the multiple paths.

The message stating the duplication comes from one of the label files as follows:

TAFEL.LAB	Ahnentafel Charts
DESCENT.LAB	Descendants Charts
FREEFORM.LAB	Free Form Pedigree Charts
STANDARD.LAB	Standard Charts

Each message refers to the page number where the name first appeared. The standard chart message also refers to the chart number and structure number.

In order to detect multiple appearances of a person, the program must keep track of the record number for every person printed in the chart. In rare circumstances it is possible that the program is unable to retain every number. If that happens, it may miss finding a duplicated name.

Example: See Figure 12.3!a (towards bottom) in chapter 20.

Index: 171, 211, 446, 501  
See: SHOW STRUCTURE NUMBERS

SUPPRESS LEADING ZERO ON DATE (Yes/No)

Where: Settings: Miscellaneous

Yes: Print dates without using 0 (zero) as the first digit in any part.

No: If a month or day in a date is less than 10, print zero as the first digit.

Initial: No

Info: Dates printed in vertical columns may align better with the parameter set to Yes.

Example: Parameter set to Yes:  
3 Mar 1927  
March 3, 1927  
3/3/1927  
12 Dec 1862  
Parameter set to No:  
03 Mar 1927  
March 03, 1927  
03/03/1927  
12 Dec 1862

Index: 416

See: DAY/MONTH DISPLAY ORDER, USE MONTH NAMES

#### SYSTEM (R/M/H) (numeric)

Where: Settings: Descendancy Reports

Register: Number each person according to the Register system.

Modified

Register: Number each person according to the Modified Record system. Show continuations with a plus sign.

Henry: Number each person according to the Henry system. Show continuations with a plus sign.

Initial: Modified Register

Info: In the Register system the first person is number 1. The system assigns a number to a person only if he or she has children. The numbers are sequential. Each numbered person after 1 appears twice in the report, first as a child, then later as a parent.

In the Modified Register system the first person is number 1. The system assigns successive numbers to each person in the order they appear in the report. Every person receives a number. When a person has children, he or she is continued in a later paragraph of the report. A plus sign appears in front of the first appearance of the number to indicate the continuation.

In the Henry system the first person is 1. The system assigns a number to every person, but not sequentially. The first child of the first person is 11, the second child is 12, third is 13, etc. The sixth child of the second child of the third child of the first person is 1326. In other words the number indicates the generation and the child number. The Henry system shows continuations in the same manner as the Modified Register system.

You may choose the first number with the STARTING NUMBER parameter.

The New England Historic Genealogical Society in Boston, Massachusetts, publishes the Register system standard. The National Genealogical Society in Arlington, Virginia, publishes the Modified Register system standard. There is no published standard for the Henry system.

The standards documents have a great many more requirements than just the numbering. Family Roots has parameters pertaining to most of the differences between the systems. If you are primarily interested in making a report that satisfies the requirements, set ENFORCE SYSTEM STANDARDS to Yes. This produces a document that follows the standard, regardless of how the other parameters are set.

Index: 570  
See: STARTING NUMBER, ENFORCE SYSTEM STANDARDS

#### TEMPLATE FILE EXTENSION (alphanumeric)

Where: Settings: Family Group Sheets

Value: Suffix of the template file name for the family group sheet, up to three letters or numbers.

Initial: WID

Info: A family group sheet template determines the format of the sheet. The template resides in a file in the family directory. Many files came with your purchase. The supplied files are named TEMPLATE.ddd where ddd is the extension. You can use these or modify them to your own purposes with the MKTEMPLA program (see chapter 16). You can select the template in two ways. If ASK FOR TEMPLATE is No, the program uses the template

indicated by the TEMPLATE FILE EXTENSION parameter. For example, if TEMPLATE FILE EXTENSION is set to WID, the program uses the file TEMPLATE.WID to make the family group sheet. If ASK FOR TEMPLATE is Yes, the program asks you for the file name. In this case the file can have any name you wish.

Example: See chapter 19" for samples of the supplied family group sheets.

Index: 721  
See: ASK FOR TEMPLATE

TEXT FIELD COLUMN WIDTH (numeric)  
Where: Settings: Sorted Lists

Value: Number of columns to allow for a text field in a sorted list  
Initial: 20

Info: The minimum value is 4, except it is 8 for the DIED/LIVING AT field. If you choose a value less than the minimum, the program uses the minimum. If the total widths of all the fields selected won't fit on the page, the program reduces all the column widths by 1 character until the fields fit. A column width parameter is not reduced below its minimum. If all the column widths reach the minimum and there still isn't space, the program won't print the list. You can try again with a smaller print size or fewer fields.

The parameter allows you to make efficient use of the space on each page of a sorted list. It has an effect only if you include a text field in your choice of fields. Some text fields are BIRTH PLACE, DIED/LIVING AT, MARRIED AT, NOTE#x, OCCUPATION. There are many others.

Index: 358  
See: DATE FIELD COLUMN WIDTH, NAME COLUMN WIDTH, NUMBER FIELD COLUMN WIDTH, PERSON FIELD COLUMN WIDTH

TOP AND BOTTOM CONNECTORS (printer codes)  
Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)



Value: The characters or codes to use for printing the graphics for top connector and bottom connector (two symbols) on the printer.  
Initial:  $\perp$  (for IBM printer)  
Info: The program needs to know how to print top and bottom connectors for making boxes. Not all printers can handle the usual graphics characters. When you choose a printer from the menu of printers, the program sets this parameter automatically.  
Index: 664, 691  
See:

#### TOP MARGIN (numeric)

Where: Settings: Address, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Freeform Charts, Group Sheets, Sorted List, Person Sheets, Standard Charts  
Value: Size of the margin at the top of each page, in inches or centimeters.  
Initial: 0.5 inch  
Info: The program determines the area of a page available for printing by the physical paper size less the margins. The parameter has no effect upon screen printing. For disk printing, the program selects the paper size based on the PRINTER FOR DISK (D/A) parameter.  
Index: 182, 222, 260, 307, 371, 397, 468, 512, 543, 598  
See: INCHES/CENTIMETERS, BOTTOM MARGIN, LEFT MARGIN, RIGHT MARGIN, LEFT MARGIN FOR HEADER, LEFT MARGIN FOR STORY, PRINTER FOR DISK (D/A)

#### TRANSFER SELECTED RECORDS (Yes/No)

Where: \*: GEDCOM Import/Export: Settings  
Yes: For each record, ask before including it in the exported GEDCOM file. For each record, ask before storing it while importing a GEDCOM file.  
No: Export and import records without asking about each one.  
Initial: No

Info: This parameter lets you decide on a record-by-record basis. This is quite tedious! We suggest you set the parameter to No unless you really need such detailed control.

Index: 562  
See:

#### TRY LOWER CASE CONVERSION (Yes/No)

Where: Settings: Descendancy Reports

Yes: Convert the words in each field to lower case before printing. Make the first letter of each word upper case. Make all two letter words upper case. Do not convert the case in any field containing at least one lower case letter.

No: Print each field as it is stored.  
Initial: No

Info: This parameter is for long time users of Family Roots who typed all their data in upper case. Printing the descendancy report with lower case makes it easier to read.

The case conversion may not be perfect. It depends on the contents of each field. The program leaves two letter words in upper case since many of those are state names. However, this causes certain prepositions like TO and ON to appear in upper case as well. If the field contains a place name, capitalizing the first letter of each word works well. If the field contains a sentence, it doesn't look as good. If there is any lower case letter in a field, the program assumes you have typed it the way you wish -- no conversion needed.

This parameter does not change the contents of each record. It only affects printing. As an alternative, you may wish to actually convert your records. You can do that by choosing Make Fields Lower Case under Records from the Main Menu.

Index: 619  
See: CAPITALIZE MAIN NAMES

**UNDERLINE OFF (printer codes)**

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer (automatic)

Value: Codes specific to the selected printer that turns  
off underlining.

Initial: For IBM compatible printer

Info: The codes depend on the printer hardware. They  
are set automatically when you choose a printer  
from the menu of printers.

Index: 646, 673

See: UNDERLINE ON, ALT-U

**UNDERLINE ON (printer codes)**

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer (automatic)

Value: Codes specific to the selected printer that turns  
on underlining.

Initial: For IBM compatible printer

Info: The codes depend on the printer hardware. They  
are set automatically when you choose a printer  
from the menu of printers.

Index: 645, 672

See: UNDERLINE OFF, ALT-U

**UPPER LEFT CORNER (printer codes)**

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer (automatic)

Value: The characters or codes to use for printing the  
graphic for an upper left corner on the printer.

Initial: r (for IBM printer)

Info: The program needs to know how to print an upper  
left corner for making charts and boxes. Not all  
printers can handle the usual graphics characters.  
When you choose a printer from the menu of  
printers, the program sets this parameter  
automatically.

Index: 660, 687

See:

## UPPER RIGHT CORNER (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer (automatic)

Value: The characters or codes to use for printing the  
graphic for an upper right corner on the printer.

Initial: 1 (for IBM printer)

Info: The program needs to know how to print an upper  
right corner for making boxes. Not all printers  
can handle the usual graphics characters. When  
you choose a printer from the menu of printers,  
the program sets this parameter automatically.

Index: 655, 682

See:

## USE 'BMD' FIELDS (Yes/No)

Where: Settings: Standard Charts

Yes: Use Birth, Marriage, Death as the field list for  
the standard chart.

No: Use the field list in STANDARD CHART FIELD LIST.

Initial: Yes

Info: The standard chart is a widely used form in  
genealogy. It traditionally shows the birth,  
marriage, and death information for each person in  
the chart. If OMIT WIFE'S MARRIAGE is Yes, the  
marriage information shows for the males only.

Index: 453

See: STANDARD CHART FIELD LIST, OMIT WIFE'S MARRIAGE

## USE CR AFTER PRINTER COMMAND (Yes/No)

Where: File: Setup FAMILY ROOTS: Computer: Primary  
Printer, Alternate Printer (automatic)

Yes: After sending printer codes for print size or  
lines per inch, send a carriage return.

No: Do not send anything extra after the print size or  
lines per inch printer codes.

Initial: No

Info: The program sets this parameter automatically  
based on your selection from the menu of printers.

Some printers do not accept certain commands unless they are followed by a carriage return.

Index: 49, 65  
See:

#### USE AHNENTAFEL NUMBERING (Yes/No)

Where: Settings: Standard Charts

Yes: Compute the chart number for a cascaded standard chart using the ahnentafel method.

No: Number the cascaded standard charts sequentially, starting at the FIRST CHART NUMBER value.

Initial: No

Info:

Index: 450

See: NUMBER STANDARD CHARTS, FIRST CHART NUMBER, CASCADE STANDARD CHARTS, SHOW CASCADED ORIGINS

#### USE AUTO DATE (Yes/No)

Where: Settings: Data Entry

Yes: Automatically insert today's date in the LAST UPDATED field whenever you change a record.

No: Do not automatically record the date in each record.

Initial: Yes

Info: Storing the current date in a record when it changes helps you know how current your information is. You can also use the date to locate recently changed records. Storing the date does require a small amount of space in each record. You may feel that the space is better used for other purposes.

The date the program stores in each record is the one that appears on the Miscellaneous menu under Settings. The program automatically sets this date from the DOS date when you start.

Index: 26  
See:

## USE COMPACT FORMAT (Yes/No)

Where: Settings: Descendancy Reports

Yes: Print each main paragraph to fill all the space between the left and right margins. Indent only the first line of each paragraph. Do not print a blank line between paragraphs.

No: Indent the entirety of each main paragraph, to expose the number at the left. Print a blank line between every paragraph.

Initial: Yes

Info: Most published genealogies use the compact format. It requires much less paper to print. The non-compact form is easier to read.

The reports always indent the child paragraphs relative to the main paragraphs. When this parameter is Yes, a child paragraph is in effect indented only once rather than twice. This implies that child paragraphs also require less space.

Example: See Figures 12.8a and 12.8b for descendancy reports done both ways.

Index: 613

See: LEFT MARGIN, RIGHT MARGIN

## USE CUSTOM HEADER (Yes/No)

Where: Settings: Addresses, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Freeform Charts, Family Group Sheets, Sorted List, Person Sheets, Standard Charts

Yes: Retrieve the custom header from the file. Print it at the beginning of the form. If the form has a standard header, print it after the custom header.

No: Print only the standard header, if the form has one.

Initial: No

Info: A custom header contains your personal information. A typical header might read:

Prepared by Stephen C. Vorenberg  
1465 Massachusetts Avenue  
Arlington, MA 02713  
617-641-2930  
30 August 1993

You make a custom header by choosing Make or Change a Header under Other from the Main Menu. The program automatically prints today's date wherever it finds an asterisk in the file. It also automatically prints the page number wherever it finds a pound sign #.

Family Roots supports a custom header for the system as a whole, plus a separate custom header for each form. The program attempts to retrieve the custom header for the form first. If not found, it uses the general custom header. Custom headers reside in the PATH FOR FAMILY. This implies they are different for each family.

The program has standard names for each of the custom headers:

HEADER	System
HEADER.ADD	Address Lists
HEADER.AHN	Ahnentafel
HEADER.COU	Cousin Sheets
HEADER.DES	Descendants Charts
HEADER.REG	Descendancy Reports
HEADER.FRE	Free Form Pedigree Charts
HEADER.GRO	Family Group Sheets
HEADER.PER	Person Sheets
HEADER.LIS	Sorted Lists
HEADER.STD	Standard Charts

Index: 186, 226, 264, 311, 375, 401, 472, 516, 547, 602  
See: LEFT MARGIN FOR HEADER, RIGHT MARGIN FOR HEADER

USE FILE NAMED 'HEADER' (Yes/No)

Where: Settings: Miscellaneous

Yes: Suggest HEADER as the file name when loading a header to change or when saving a new header.

No: Do not suggest a file name when loading a header to change or when saving a new header.

Initial: Yes

Info: You work with headers by choosing Make or Change a Header under Other from the Main Menu. When you want to change a header, the program asks for the file name. When you make a new header and are ready to save it, the program also asks for a file name. When this parameter is Yes, it suggests HEADER as the name.

You can use the header editor to make and modify other files. If you do this frequently, you will find it more convenient to set the parameter to No.

Index: 337  
See:

#### USE FULL ADDRESS (Yes/No)

Where: Settings: Ahnentafel Charts, Descendants Charts, Freeform Charts, Family Group Sheets, Sorted List, Person Sheets, Standard Charts

Yes: Print the complete contents of an address field.  
No: Print the part between the last and next-to-last semicolons of an address field.

Initial: No

Info: The program treats any text field that contains at least one semicolon as an address for this parameter. Most addresses appear in the DIED/LIVING AT field. When you enter an address, you separate the parts with semicolons. In address labels each part usually appears on a separate line. The program expects the last part of an address to be a phone number (optional).

The part between the last and next to last semicolon is usually the city and state. The parameter lets you choose to print the city and state or the entire address.

Space is limited in standard charts for printing place names. If you set this parameter to Yes and have a long address, part of it may be truncated. See SPLIT DATES AND PLACES for more information about the space on standard charts.

For sorted lists, the parameter applies when the list is created. Changing it before the list is printed has no affect.



Example: These are valid addresses:

```
1465 Massachusetts Ave.;Arlington MA 02174;  
1465 Massachusetts Ave.;Arlington, MA 02174;617-  
641-2930  
1465 Mass. Ave.;Apt. 412;Arlington Mass. 02174;  
Arlington;Middlesex;Massachusetts;  
Arlington;Middlesex, Massachusetts;  
;Arlington MA;
```

These are not valid addresses:

```
1465 Massachusetts Ave.;Arlington MA 02174  
    (no semicolon after the city/state)  
1465 Massachusetts Ave.;Arlington MA 02174;617-  
641-2930;  
    (semicolon after the phone)  
1465 Massachusetts Ave, Arlington MA 02174  
    (no semicolon, valid entry but not considered  
an address)  
Arlington, Massachusetts  
    (no semicolon, valid entry but not considered  
an address)
```

Index: 170, 210, 245, 284, 351, 445, 500  
See: SPLIT DATES AND PLACES, MAKE ADDRESS LABELS

#### USE HUSBANDS' SURNAMES (Yes/No)

Where: Settings: Sorted Lists

Yes: Repeat the appearance of each married female in the sorted list. Repeat once for each marriage in which the husband's surname can be found. Add the husband's surname to the female's maiden name for the purpose of the sorted list.

No: Do not repeat each female in a sorted list using the husband's surname.

Initial: No

Info: The parameter lets you show a female in a sorted list under every husband's surname. If USE MAIDEN NAME is also Yes, she appears under her maiden name as well. If you sort by some field other than the name, it is likely that all these entries appear next to each other in the list.

This parameter retrieves the married surname from the husband's BIRTH SURNAME field. The USE MARRIED NAME parameter retrieves the married surname from a different place, the MARRIED

SURNAME field for the lady. If both USE HUSBANDS' SURNAMES and USE MARRIED NAME are Yes, the program generates one form of the lady's name from two different sources. If they are the same, the program only prints one of them.

If one of the husbands has no record number, the program doesn't create a list entry based on that husband. However, if all husbands are entered without a record number, the program creates a list entry under the lady's married name. If the husband has a record but no birth surname, the program also uses the lady's married name. In summary, the program uses the lady's married name if it has a problem with the husband. Any extra fields you have chosen print identically for every appearance of the lady's name.

If you create a list using the husbands' surnames and change the parameter to No before printing the list, you still have an entry for each husband. However, the program prints only the married name or maiden name for each entry.

The parameter has no effect on person fields included in the extra fields. For example, if you print the mother field, that name appears only once.

Example: Suppose Mary Hennecker married Robert Bice, Harry Clapton, and Wesley Naismith (not all at once!). You had the choice of typing something into Mary's MARRIED SURNAME field. Suppose you used Naismith, so that her name field is actually Mary Hennecker Naismith. When USE HUSBAND'S SURNAMES is Yes, Mary appears three or four times in the sorted list as:

Bice, Mary Hennecker  
Clapton, Mary Hennecker  
Naismith, Mary Hennecker

and if USE MAIDEN NAME is also Yes:

Hennecker, Mary

Index: 341  
See: USE MAIDEN NAME, USE MARRIED NAME, LISTS EXTRA  
FIELDS

## USE JOINED LINES (Yes/No)

Where: Settings: Free Form Pedigree Charts

Yes: Draw the vertical lines to connect each father and mother pair.

No: Draw the vertical lines from top to bottom on the page. Break the line only where other information prints.

Initial: Yes

Info: This parameter set to Yes draws the chart lines in a more conventional manner.

On large charts it can become difficult to see how the people connect when the parameter is Yes. It is somewhat easier with the parameter set to No.

Example: See Figures 12.3!a and 12.3! in chapter 20 for examples of charts drawn both ways.

Index: 482

See:

## USE LAST NAME FIRST (Yes/No)

Where: Settings: Addresses, Ahnentafel Charts, Cousin Sheets, Descendants Charts, Descendancy Reports, Freeform Charts, Family Group Sheets, Sorted List, Person Sheets, Standard Charts

Yes: If USE MARRIED NAME is No, print the birth surname, then the first names and title. If USE MARRIED NAME is Yes and there is no married name, do the same. If USE MARRIED NAME is Yes and there is a married name, print the married name, then the first names, birth surname and title.

No: If USE MARRIED NAME is No, print the first names, then the birth surname and title. If USE MARRIED NAME is Yes and there is no married name, do the same. If USE MARRIED NAME is Yes and there is a married name, print the first names, then the birth surname, the married surname and title.

Initial: Yes for sorted lists, No for everything else

Info: When the parameter is Yes, the program prints a comma after the surname. See section 10.1 for more information about the four parts of a name. The parameter has no effect on names you stored without a record number.

Example: For Yes: JONES, Geneva (Tess) Corsepius  
For No: Geneva (Tess) Corsepius JONES

Index: 157, 203, 249, 298, 346, 386, 432, 487, 532, 584  
See: USE MARRIED NAME

#### USE LOWER CASE LABELS (Yes/No)

Where: Settings: Ahnentafel Charts

Yes: Convert all field labels to lower case for printing.

No: Print field labels without converting the case.

Initial: Yes

Info: Labels for the fields in ahnentafel charts are traditionally in lower case. The standard field labels (in lower case) are available in the file TAFEL.LAB.

The field list for the chart determines the fields printed. If you print an added field in the chart, the label comes from the Configuration file. Those are usually in capitals. This parameter causes the added field labels to print in lower case. If you change TAFEL.LAB to make the standard labels upper case, this parameter also causes those to print in lower case.

The program truncates added field labels to 3 letters for this chart. You can change that in the TAFEL.LAB file.

Index: 216  
See: AHNENTAFEL FIELD LIST

#### USE MAIDEN NAME (Yes/No)

Where: Settings: Sorted Lists

Yes: Print the name without including the married surname part.

No: If the name has a married surname, leave out the entire name.

Initial: Yes

Info: Use this parameter to print the ladies in a sorted list under their maiden name. You can repeat this person in a list under their married names by setting USE MARRIED NAME or USE HUSBANDS' SURNAMES to Yes.

If USE MAIDEN NAME, USE MARRIED NAME, and USE HUSBANDS' SURNAMES are all No, this is a conflict -- no names selected. In this case the program temporarily sets USE MARRIED NAME to Yes.

USE MAIDEN NAME and USE MARRIED NAME select which name is used for a person field in the extra fields. SHOW RN WITH NAMES and SHOW SPECIAL ID WITH NAMES select whether the RN and ID are included as part of the person field. When you create the list, the person field is saved with the RN or Special ID at the end of the name. If you change the parameters before printing the list, the changes apply only to the main name in the list, not to any extra person fields.

Index: 343  
See: USE MARRIED NAME, USE HUSBANDS' SURNAMES

USE MARRIED NAME (Yes/No)  
Where: GEDCOM Settings

Yes: The program inserts the husband's surname into the MARRIED SURNAME field for females. It uses the husband's surname from the last marriage.  
No: The program leaves the MARRIED SURNAME field empty.

Info: GEDCOM files do not have a separate tag (field) for the married surname. The only way to generate a married surname is to retrieve it from the husband. Only one married surname can be inserted.

A female can appear more than once in a sorted list. She can appear under her maiden name, the surname in the MARRIED SURNAME field, or under every husband's surname.

Index: 553  
See: USE MARRIED NAME, USE MAIDEN NAME, USE HUSBANDS' SURNAMES, CAPITALIZE MARRIED NAME

USE MARRIED NAME (Yes/No)  
Where: Settings: Miscellaneous

Yes: If the birth surname doesn't satisfy the Soundex or Name Partial search, check the married surname.

No: Check only the birth surname for Soundex and Name  
Partials searches.  
Initial: Yes

Info: You search by Soundex by choosing "Name that  
Sounds like" from the Access menu or the Find  
menu. You search by Name Partials by choosing  
"Name that Starts with" from either of those  
menus.

When you search by Soundex or Name Partials, the  
program asks you for a surname. It does not  
identify this surname as either the birth or  
married surname. This parameter tells the program  
whether to search one or both of those parts of  
the name.

Index: 410  
See:

USE MARRIED NAME (Yes/No)  
Where: Settings: Sorted Lists

Yes: If the person has a married surname, print the  
entire name.

No: If the person has a married surname, omit the  
entire name. However, the name may appear in a  
different form in the list based on other  
parameters.

Initial: Yes

Info: This parameter lets you print a person in a sorted  
list under their married name. If USE MAIDEN NAME  
is Yes, the married name appears in the list  
separately, in addition to the maiden name.

This parameter uses the MARRIED SURNAME field, one  
of the four parts of the name. USE HUSBANDS'  
SURNAMES presents another option for printing the  
married name. It extracts the married name from  
the husband's birth surname instead.

If USE MAIDEN NAME, USE MARRIED NAME, and USE  
HUSBANDS' SURNAMES are all No, this is a conflict  
-- no names selected. In this case the program  
temporarily sets USE MARRIED NAME to Yes.

USE MAIDEN NAME and USE MARRIED NAME select which  
name is used for a person field in the extra  
fields. SHOW RN WITH NAMES and SHOW SPECIAL ID

WITH NAMES select whether the RN and ID are included as part of the person field. When you create the list, the person field is saved with the RN or Special ID at the end of the name. If you change the parameters before printing the list, the changes apply only to the main name in the list, not to any extra person fields.

Index: 344

See: USE MAIDEN NAME, USE HUSBANDS' SURNAMES

USE MARRIED NAME (Yes/No)

Where: Settings: Addresses, Ahnentafel, Cousins, Descendants Charts, Descendancy Reports, Freeform Pedigrees, Family Group Sheets, Person Sheets, Standard Charts

Yes: If there is a married surname, print it with the name.

No: Omit the married surname part of the name. Print the maiden name.

Initial: Yes

Info: The parameter has no effect on people without a married surname. It is often not clear what is the best name to use for a lady who married twice or more. Some think the best way to handle it is to always print the maiden name, i.e. avoid the issue. This parameter lets you do that.

Index: 161, 204, 250, 299, 387, 433, 491, 533, 585

See: USE LAST NAME FIRST

USE MONTH NAMES (Yes/No)

Where: Settings: Ahnentafel Charts, Cousin Sheets, Data Entry, Descendants Charts, Descendancy Reports, Freeform Charts, Family Group Sheets, Sorted List, Person Sheets, Standard Charts

Yes: Show standard dates with letters, not numbers, for the month.

No: Show standard dates with numbers for the month.

Initial: Yes

Info: The parameter has no effect on non-standard dates. You type dates in a variety of formats. If the program recognizes what you type, it converts it to a standard date. See 11.1.4 for the recognized

formats. If you set DISPLAY AS STORED to Yes, you can see the way standard dates are stored on the Edit Records screen.

When the parameter is Yes, the program uses the month names found in the file GENERAL.LAB. It shortens these for most purposes to the number of letters in the MONTH NAME LENGTH parameter.

When the parameter is No, the program prints the parts of the date separated by slashes. The DAY/MONTH DISPLAY ORDER determines the whether the month or day comes first.

Example: When the parameter is Yes:

13 Jun 1926  
Jun 13, 1926

When the parameter is No:

13/06/1926  
06/13/1926

Index: 139, 159, 200, 251, 300, 365, 434, 489, 534, 587

See: Standard date (section 11.1.4, DAY/MONTH DISPLAY ORDER, MONTH NAME LENGTH, SUPPRESS LEADING ZERO ON DATE, DISPLAY AS STORED

#### USE MOUSE (Yes/No)

Where: File: Setup FAMILY ROOTS: Computer: Set Mouse

Yes: Allow you to use the mouse for making choices.  
Show the mouse pointer when active.

No: Do not allow you to use the mouse for making choices. Don't display the mouse pointer.

Initial: No

Info: Use this parameter to turn the mouse on or off.  
You can also make the mouse active by adding  
/mouse  
to the DOS command you use for starting Family Roots. The mouse pointer starts at the upper left corner of the Main Menu.

Index: 9

See:

#### USE NON-STANDARD DATES (Yes/No)

Where: Settings: Descendants Charts, Descendancy Reports,  
Family Group Sheets, Person Sheets



Yes: When ordering children by their birthdates, extract the year from a non-standard birthdate. Use this date in the ordering if a year is available.

No: Order children by their birthdates only when every child has a standard date entry.

Initial: No

Info: If PUT CHILDREN IN ORDER is No, this parameter has no effect. A majority of Family Roots users place the children in birth order in the parents' records. If you follow that practice you should set PUT CHILDREN IN ORDER to No.

The success of reordering depends on the availability of a birth date for each child. If there is one child without a birth date, the program does not reorder the children. If there is one child without a standard birth date (see definition) and USE NON-STANDARD DATES is No, the program does not reorder the children. In other words, if USE NON-STANDARD DATES is No, all of the children must have standard birth dates.

If USE NON-STANDARD DATES is Yes and the program can't determine a year of birth for one child, it does not reorder the children. In other words, the program reorders the children only if it can find at least a year of birth for every child.

When making Sorted Lists, the program operates as if this parameter is Yes. It sorts any non-standard dates as July 1 for the extracted year.

Index: 163, 255, 285, 593  
See: PUT CHILDREN IN ORDER, Standard dates

#### USE NOTE SELECTOR (Yes/No)

Where: \*: GEDCOM Import/Export: Settings: Export

Yes: If a Note Selector is present, include the selected notes in the GEDCOM file; don't include the excluded notes. If there isn't a Note Selector, include all notes allowed by other parameters.

No: Include all notes in the GEDCOM file as allowed by other parameters.

Initial: No

**Info:** A Note Selector appears in the NUMBER OF NOTES field for a record. You enter a Note Selector by typing the number of notes, then the footnote character, then Y or N for each note by position. You use a Note Selector to choose specific notes to include or exclude on charts and sheets. You might need this if you use notes for a variety of purposes, such as comments about the person, source citations, and research progress. The parameter lets you choose whether to use the Note Selector for the GEDCOM file you are making.

**Example:** See SELECTIVELY SUPPRESS NOTES for an example of notes with a Note Selector.

**Index:** 561

**See:** SELECTIVELY SUPPRESS NOTES, USE NOTES (A/F/S/Q/O)

USE NOTES (A/F/S/Q/O) (special)

**Where:** Settings: Family Group Sheets, Descendancy Reports

**All:** Include all notes from each person's record in the sheet or report.

**Flagged:** Include only those notes from each person's record that start with the footnote character.

**Selective** Include only those notes from each person's record that have Y or 1 in the Note Selector. If there is no Note Selector, include all notes from that record.

**Query:** Show each note from each person's record in turn on the screen. Ask you whether to include it. Include only those notes you accept.

**Omit:** Don't print any notes in the sheet or report.

**Initial:** Query

**Info:** Most family group sheets have a section for showing the notes pertaining to the sheet. Although the usual purpose is to cite the sources, you have complete control over this. Your family group sheet template controls the position and labels. This parameter controls what notes appear in that position. If your template doesn't include notes, this parameter has no effect.

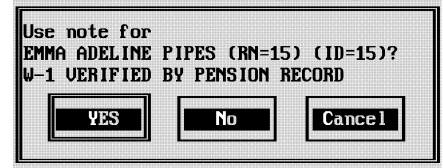


Figure 17.use notes

If the group sheet template lists Notes and Sources separately but on the same page, and this parameter is not set to All or Omit, the program prints the chosen notes as Sources and the rest as Notes. If Notes are on one page and Sources on another, the program asks where each note belongs. If the template includes only Notes or only Sources but not both, and the parameter is not All or Omit, the program prints only the chosen notes.

For descendency reports, this parameter identifies which notes contain source information. The parameter has no effect if SOURCE FIELD INDEX is bigger than 10, implying that you placed sources into a different field. Sources in the report appear either directly after cited information, at the end of one person's information, or at the end of the entire report. The PLACE SOURCES (M/E/O) parameter determines this.

You may include notes in the field list for the descendency report. If so, the program prints only those notes not printed as sources when it works on the field list. Notes identified as sources by this parameter print regardless of the field list.

The parameter supplies several different ways to identify sources or selected notes. "Query" gives you the most control, since it asks you each time. This is annoying if you make many reports or sheets. See SELECTIVELY SUPPRESS NOTES for more information about Note Selectors.

Example: See Figure 17. use notes for an example question about a note.

Index: 280, 577

See: SOURCE FIELD INDEX, SELECTIVELY SUPPRESS NOTES, PLACE SOURCES (M/E/O), FOOTNOTE CHARACTER, DESC. REPORT FIELD LIST

USE OVERLAY FORMAT (Yes/No)

Where: Settings: Standard Charts

Yes: Print the selected person in the same vertical band as the parents.

No: Print the selected person in a separate vertical band to the left of the parents.

Initial: Yes

Info: "Vertical band" refers to a section of the chart: one for parents, a second for grandparents, and a third for great grandparents. Using the parameter set to Yes requires one less band on the chart. It allows more space on each line and causes less truncation of your data.

Example: See Figures 12.2!a and 12.2!b in chapter 20 for samples of charts done both ways.

Index: 438  
See:

#### USE PARAGRAPH FORMAT (Yes/No)

Where: Settings: Descendants Charts, Free Form Pedigree Charts, Person Sheets

Yes: Start printing each field on the same line as the previous one if there is space. Start a new line only when the right margin is approximately reached.

No: Print each field on a new line. Print two or more fields on the same line only if they are linked.

Initial: No

Info: The parameter has no effect unless the pertinent SHOW NAMES ONLY is No.

Using the parameter as No is easier to read. However, it requires much more paper than Yes.

You link added fields when you define or change them via File: Setup FAMILY ROOTS: System: Add a Field, Change an Existing Field. Linked fields are pairs like Burial Date and Burial Place that you want to print together. The standard fields for birth, death, and marriage are automatically linked.

Example: See Figures 12.6a and 12.6b in chapter 20 for Person Sheets done both ways.

Index: 166, 239, 496  
See: SHOW NAMES ONLY, DESCENDANTS FIELD LIST, FREEFORM FIELD LIST, PERSON SHEET FIELD LIST

#### USE PERSONAL FIELDS (Yes/No)

Where: Settings: Ahnentafel Charts, Descendants Charts, Descendancy Reports, Free Form Pedigree Charts, Person Sheets, Standard Charts

Yes: Use the personal field list for a person if it is not empty. Use the field list for the form if the personal field list is empty.  
No: Use the field list for the form for each person.  
Initial: No

Info: You can designate one of your added fields as containing a field list. The program calls this the "personal field selection" on the menus. You do this from File: Setup FAMILY ROOTS: System: Add a Field or Change an Existing Field. The PERSONAL FIELD INDEX parameter indicates which added field you are using for this purpose.

When you print a form, the program selects the fields for each person from a field list. When USE PERSONAL FIELDS is No, it uses the field list for the form, for example DESCENDANTS CHART FIELD LIST. When USE PERSONAL FIELDS is Yes, it uses the personal field list for each person when not empty. It uses the field list for the form when the personal field list is empty.

Here are two likely scenarios for using this feature:

a) One branch of your family is Jewish. You added fields for Jewish name and Bar Mitzvah (among others), which you fill in only for this branch. Set the personal field to include the Jewish fields and any others that are pertinent. Set USE PERSONAL FIELDS to Yes to override the form field order with this special list.  
b) Aunt Hilda is sensitive about anyone knowing her birthday. Assign her record a personal field list that omits her birth date. Use this list whenever sending printouts to others, to respect her privacy.

Index: 193, 215, 244, 457, 523, 618  
See: PERSONAL FIELD INDEX

#### USE SHORT FORM (Yes/No)

Where: Settings: Data Entry/Search, Descendants Charts, Free Form Pedigree Charts, Person Sheets

Yes: Use the main field list.  
No: Use the short field list.  
Initial: No

Info: Family Roots uses a field list for each form to decide which fields to print for each person. Some forms have two field lists. You choose one of the two lists with this parameter.

The field lists are:

<u>Main</u>	<u>Short</u>
EDIT RECORDS FIELD LIST	EDIT RECORDS SHORT FORM
DESCENDANTS FIELD LIST	DESCENDANTS SHORT FORM
FREEFORM FIELD LIST	FREEFORM SHORT FORM
PERSON SHEET FIELD LIST	PERSON SHEET SHORT FORM

The main and short form field lists are entirely independent. There is no requirement that the short form be shorter than the main list. You may set each field list as you wish.

The intent in supplying a short list is to allow a quick snapshot of some particular area of interest or study. For the Edit Records screen, the short form lets you zero in on a small number of fields. For example, perhaps you want to concentrate on filling in the SEX field for each person.

The standard chart also has two field lists. See USE 'BMD' FIELDS for more information.

Index: 125, 173, 242, 503  
See: USE 'BMD' FIELDS

#### USE VARIABLE LENGTH RECORDS (Yes/No)

Where: File: Setup FAMILY ROOTS: System: Set Record Formatting (automatic)

Yes: Share a fixed number of characters among 5 records.

No: Assign a fixed number of characters to each record.

Initial: No

Info: This parameter controls whether CHARACTERS PER PERSON is a maximum or an average.

CHARACTERS PER PERSON defines the storage space (record size) for information associated with a person. This space contains the birth, marriage, death, and other vital statistics that you record for each person. See the CHARACTERS PER PERSON parameter for more information on how this works.

Index: 111  
See: CHARACTERS PER PERSON

#### VERIFY REPLACE (Yes/No)

Where: Settings: Search

Yes: Ask you if it is ok to replace all or part of a field.

No: Replace all or part of a field without asking.

Initial: Yes

Info: You set up a search from a screen that looks like Edit Records. You choose Search Record Contents under Records on the Main Menu to see the screen. When you enter something in a field on this screen, the program searches for it in the records you designate. If you also include the command <REPLACE> in the field, the program replaces any item found with whatever follows the <REPLACE> command. The on-line help gives you the exact syntax to use. This parameter lets you decide whether to say "do it" or "ask me". If you make a mistake, the only way to recover the original record is from a backup.

Example: You enter  
                    <REPLACE> CA <WITH> California  
in the birth place field. Your intent is to remove abbreviations entered previously. Setting VERIFY REPLACE to Yes makes the program show you the field and ask you before changing the record.

Index: 329  
See: Search and replace

#### VERIFY STORY FILE (Yes/No)

Where: Settings: Descendancy Reports, Family Group Sheets, Person Sheets; or \*: GEDCOM Import/Export: Settings: Export

Yes: When the program is unable to locate a story file, ask you for a different name and path.

No: If the program is unable to locate the story file for a person, continue without any messages.  
Initial: No  
Info: The parameter has no effect unless INCLUDE STORY FILE is Yes. The program looks for story files in the PATH FOR STORIES. It looks for a file based on how you set ASK FOR STORY FILE NAME.  
Index: 256, 270, 303, 567  
See: INCLUDE STORY FILE, ASK FOR STORY FILE NAME, PATH FOR STORIES

#### VERSION (alphanumeric)

Where: File: Setup FAMILY ROOTS: Other: Set by Index  
Value: The version of Family Roots you are now using.  
Initial: 4.0  
Info: The value changes automatically when Quinsept issues updates.  
Index: 719  
See:

#### VERTICAL LINE (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)  
Value: The characters or codes to use for printing the graphic for a vertical line on the printer.  
Initial: | (for IBM printer)  
Info: The program needs to know how to print vertical lines for making charts and boxes. Not all printers can handle the usual graphics characters. When you choose a printer from the menu of printers, the program sets this parameter automatically.  
Index: 663, 690  
See:

#### VERTICAL LINE (N/H/O) (special)

Where: Settings: Descendants Charts  
Normal: Draw the vertical chart lines without any breaks, except at page boundaries.



Henry: Insert the Henry number into the vertical chart lines wherever a name on the main line of descent appears.

Omit: Do not draw the vertical chart lines. Print a level number in front of each name.

Initial: Normal

Info: Descendants charts show relationships to the starting person via indentation. Printing vertical lines helps delineate the indentation, showing the relationships more clearly. If you prefer charts without the vertical lines, remove them with this parameter.

Henry numbers show relationships to the starting person on a chart. See the SYSTEM (R/M/H) parameter for more about Henry numbers.

Descendants charts break at the page boundary if you have set top or bottom margins bigger than zero. Otherwise they print continuously.

Index: 152

See: SYSTEM (R/M/H), TOP MARGIN, BOTTOM MARGIN

#### VERTICAL LINE CONNECTING LEFT (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: The characters or codes to use for printing the graphic for a vertical line with left connector on the printer.

Initial: | (for IBM printer)

Info: The program needs to know how to print vertical lines with left connector for making charts. Not all printers can handle the usual graphics characters. When you choose a printer from the menu of printers, the program sets this parameter automatically.

Index: 659, 686

See:

#### VERTICAL LINE CONNECTING RIGHT (printer codes)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Value: The characters or codes to use for printing the graphic for a vertical line with right connector on the printer.

Initial: | (for IBM printer)

Info: The program needs to know how to print a vertical line with right connector for making charts. Not all printers can handle the usual graphics characters. When you choose a printer from the menu of printers, the program sets this parameter automatically.

Index: 658, 685

See:

#### WAIT FOR KEY AT PAGE (Yes/No)

Where: File: Setup FAMILY ROOTS: Computer: Primary Printer, Alternate Printer (automatic)

Yes: Pause at the end of every page of printing (on the printer). Resume when you strike any key on the keyboard.

No: Print each page without pausing.

Initial: No (for IBM printer)

Info: The program sets this parameter automatically based on your choice of printer from the menu of printers. A few types of printers require you to hand feed the paper one sheet at a time. This parameter allows you to stop the program, giving you time to insert a new sheet.

Index: 55, 71

See:

#### WILD CARD CHARACTER (character)

Where: Settings: Search

Value: Character you use in setting up a search. It tells the program to accept any character in that position during the search.

Initial: ? (question mark)

Info: You set up a search by choosing Search Record Content under Records from the Main Menu. You make entries in the resulting screen to tell the program what to look for in each field. If you don't care what character occurs in a certain

position, use the WILD CARD CHARACTER. If you need to search for a question mark, change this parameter to something else.

Example: Suppose you entered the word  
          conceive  
into a field, but don't remember how you spelled  
it. To find that record, type  
          conc??ve  
when you set up the search.

Index: 332  
See: WILD CARD WORD

#### WILD CARD WORD (character)

Where: Settings: Search

Value: Character you use in setting up a search. It tells the program to accept any characters in that position up to the end of the word during the search.

Initial: \* (asterisk)

Info: You set up a search by choosing Search Record Content under Records from the Main Menu. You make entries in the resulting screen to tell the program what to look for in each field. If you don't care what word or part of a word occurs in a certain position, use the WILD CARD WORD. If you need to search for an asterisk, change this parameter to something else.

Example: Suppose you want to find records with Lexington, Lexton, or Lexington. Type  
          Lex\*  
for the field when you set up the search.

Index: 331  
See: WILD CARD CHARACTER



Main menu headings are *	File	Settings	Names	Records	Print	Other	
See Chapter	7	8	9	10	11	12	13

## 18 SAMPLE CONFIGURATION

### CONFIGURATION FILE CONTENTS

22 AUG 1993

INDEX	DESCRIPTION	CURRENT VALUE
	SYSTEMS VALUES	
1	SPARE	
2	COLOR OF LETTERS	WHITE
3	BACKGROUND COLOR	BLUE
4	SECONDARY LETTERS	BLUE
5	SECONDARY WINDOW BACKGROUND	CYAN
6	SPARE	
7	INDEX TO DEFAULT CHAR CONTROL	8
8	NUMBER OF DATA FLOPPY DRIVES	0
9	USE MOUSE	No
10	SCREEN LENGTH	24
11	DRIVE FOR PROGRAMS	C:
12	ALERT LETTERS COLOR	INTENSE WHITE
13	ALERT WINDOW BACKGROUND	RED
14	AVERAGE NAME LENGTH	26
15	SECTORS AVAILABLE ON ONE DISK	720
16	CHARACTERS PER PERSON	512
17	MAXIMUM NUMBER OF NOTES	20
18	MAXIMUM NUMBER OF CHILDREN	35
19	MAXIMUM NUMBER OF MARRIAGES	20
20	SPARE	
21	SPARE	
22	SCREEN WIDTH - 1	79
23	FIXED/REMOVABLE FLAGS	3
24	DAY/MONTH ENTRY ORDER	Yes
25	DAY/MONTH DISPLAY ORDER	Yes
26	USE AUTO DATE	Yes
27	SPARE	
28	SPARE	
29	HARD DISK DRIVE	Yes
30	SPARE	
31	SPARE	
32	SPARE	
33	SPARE	
34	COLOR DISPLAY	No
35	NUMBER OF ADDED FIELDS	1
36	NAMES STORED TOGETHER	15
37	MAX. NAMELIST MEMORY PAGES	5
38	CUSHION FOR NAMES	122
39	INCHES/CENTIMETERS	INCHES

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PRIMARY PRINTER
40 SPARE
41 NUMBER OF PRINT SIZES 4
42 CHARACTERS PER INCH 10
43 CHARACTERS PER INCH 12
44 CHARACTERS PER INCH 16.5
45 CHARACTERS PER INCH 20
46 PAPER WIDTH PRIMARY 8
47 SPARE
48 SPARE
49 USE CR AFTER PRINTER COMMAND No
50 END OF LINE CODE 0
51 FORM LENGTH 11
52 AVAILABLE LINES PER INCH 6
53 AVAILABLE LINES PER INCH 8
54 PRINTER DOESN'T USE FF No
55 WAIT FOR KEY AT PAGE END No

ALTERNATE PRINTER
56 SPARE
57 NUMBER OF PRINT SIZES 4
58 CHARACTERS PER INCH 10
59 CHARACTERS PER INCH 12
60 CHARACTERS PER INCH 16.5
61 CHARACTERS PER INCH 20
62 PAPER WIDTH ALTERNATE 8
63 SPARE
64 SPARE
65 USE CR AFTER PRINTER COMMAND No
66 END OF LINE CODE 0
67 FORM LENGTH 11
68 AVAILABLE LINES PER INCH 6
69 AVAILABLE LINES PER INCH 8
70 PRINTER DOESN'T USE FF No
71 WAIT FOR KEY AT PAGE END No

72 SPECIAL ID FIELD INDEX 16
73 BURIAL FIELD INDEX 0
74 CHRISTENING FIELD INDEX 0
75 SEX FIELD INDEX 62
76 BACKUP DRIVE A:
77 REMINDER MODE Yes
78 EXPERT MODE No
79 SOURCE FIELD INDEX 1
80 JUNK DRIVE A:
81 SPARE
82 SPARE
83 SPARE
84 SPARE
85 SPARE
86 SPARE
87 DATA FLOPPY DRIVE 1 <empty>
88 DATA FLOPPY DRIVE 2 <empty>
89 DATA FLOPPY DRIVE 3 <empty>
90 DATA FLOPPY DRIVE 4 <empty>
91 DATA FLOPPY DRIVE 5 <empty>
92 DATA FLOPPY DRIVE 6 <empty>

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93	SPARE	
94	SPARE	
95	SPARE	
96	SPARE	
97	SPARE	
98	SPARE	
99	CAPACITY OF DRIVE 1	1.2
100	CAPACITY OF DRIVE 2	1.2
101	CAPACITY OF DRIVE 3	1.2
102	CAPACITY OF DRIVE 4	1.2
103	CAPACITY OF DRIVE 5	1.2
104	CAPACITY OF DRIVE 6	1.2
105	SPARE	
106	INDEX TO DEFAULT LINE CONTROL	13
107	RECORD FIELD LIST INDEX	0
108	FAST DISPLAY	No
109	ERASE PREVIOUS ON FIRST KEY	Yes
110	SPARE	
111	USE VARIABLE LENGTH RECORDS	No
112	PRINT 'MARRIED' STATUS	No
113	MONTH NAME LENGTH	3
114	<CR> ADVANCES TO NEXT BOX	No
115	SPARE	
116	SPARE	
117	SPARE	
118	SPARE	
119	SPARE	
120	SPARE	
121	SPARE	
122	SPARE	
123	SPARE	
124	SPARE	
	DATA ENTRY	
125	USE SHORT FORM	No
126	DO COMPLEMENTING	Yes
127	SUBSTITUTE UNCONDITIONALLY	Yes
128	ENTER SPOUSE'S CHILDREN	Yes
129	COMPLEMENT ADDRESS	Yes
130	ADD NAMES SEQUENTIALLY	Yes
131	START WITH ZIP ON	Yes
132	CAPITALIZE MARRIED SURNAME	No
133	SAVE LAST RN ON EXIT	Yes
134	COMPLEMENT CHILD WITH NO RN	Yes
135	ASK FOR MISSING SEX	Yes
136	ADD NAMES IN BATCHES	Yes
137	INSERT 'MARRIED' AS STATUS	Yes
138	ALLOW CTRL'S IN DATA	No
139	USE MONTH NAMES	Yes
140	CHANGE NAMES IN BATCHES	No
141	ASK TO SAVE RECORD	Yes
142	FETCH INACCESSIBLE NAMES	No
143	DITTO LAST RECORD KEY	\
144	REPEAT ENTRY KEY	
145	CAPITALIZE BIRTH SURNAME	No
146	DISPLAY AS STORED	No
147	COMPLEMENT MARRIAGE DATA	Yes

148	COMPLEMENT FOOTNOTE CHARACTER	Yes
149	AUTO-EDIT ALL NOTES	No
	DESCENDANTS CHARTS	
150	MAXIMUM GENERATIONS	10
151	SHOW RN WITH NAMES	Yes
152	VERTICAL LINE (N/H/O)	Normal
153	OMIT TITLE	No
154	OMIT NOTES	No
155	SHOW SPECIAL ID WITH NAMES	No
156	SHOW EMPTY FIELDS	No
157	USE LAST NAME FIRST	No
158	SHOW NAMES ONLY	No
159	USE MONTH NAMES	Yes
160	SELECTIVELY SUPPRESS NOTES	No
161	USE MARRIED NAME	Yes
162	PUT CHILDREN IN ORDER	No
163	USE NON-STANDARD DATES	No
164	OMIT OTHER PARENT MARRIAGE	No
165	COLUMN HEADERS (W/N/B)	Both
166	USE PARAGRAPH FORMAT	No
167	PRINT ALL SPOUSES	Yes
168	NEW PAGE MID-PERSON	No
169	MAKE INDEX	No
170	USE FULL ADDRESS	No
171	SUPPRESS DUPLICATION	No
172	OMIT OTHER PARENT	No
173	USE SHORT FORM	No
174	PLACE OTHER PARENT FIRST	Yes
175	INCLUDE OTHER PARENT DATA	Yes
176	SUPPRESS BLANK LINE	No
177	SELECT FAMILY LINES	No
178	SHOW ALL MARRIAGE DATA	No
179	PRINT SIZE	16.5
180	LEFT MARGIN	0.6
181	RIGHT MARGIN	0.6
182	TOP MARGIN	0.5
183	BOTTOM MARGIN	1
184	LEFT MARGIN FOR HEADER	0.6
185	RIGHT MARGIN FOR HEADER	0.6
186	USE CUSTOM HEADER	No
187	SPARE	
188	FIRST SHEET NUMBER	1
189	LINES PER INCH	6
190	NEW PAGE WHEN DONE	Yes
191	SHOW PARENTS FOR EVERYONE	No
192	FIRST GENERATION NUMBER	0
193	USE PERSONAL FIELDS	No
194	PRINT PAGE HEADERS	Yes
195	SUBSTITUTE SIMILAR FIELDS	No
196	SPARE	
197	SPARE	
198	SPARE	
199	SPARE	



AHNENTAFEL CHARTS		
200	USE MONTH NAMES	Yes
201	MAXIMUM GENERATIONS	10
202	SHOW RN WITH NAMES	Yes
203	USE LAST NAME FIRST	No
204	USE MARRIED NAME	Yes
205	SHOW ADDRESS AT TOP	No
206	SHOW GENERATIONAL SEPARATOR	Yes
207	SPARE	
208	SHOW SPECIAL ID WITH NAMES	No
209	MAKE INDEX	No
210	USE FULL ADDRESS	No
211	SUPPRESS DUPLICATION	No
212	OMIT WIFE'S MARRIAGE	Yes
213	SHOW MULTIPLE MARRIAGES	No
214	OMIT TITLE	No
215	USE PERSONAL FIELDS	No
216	USE LOWER CASE LABELS	Yes
217	NEW PAGE MID-PERSON	No
218	SPARE	
219	PRINT SIZE	16.5
220	LEFT MARGIN	0.6
221	RIGHT MARGIN	0.6
222	TOP MARGIN	0.5
223	BOTTOM MARGIN	1
224	LEFT MARGIN FOR HEADER	0.6
225	RIGHT MARGIN FOR HEADER	0.6
226	USE CUSTOM HEADER	No
227	SPARE	
228	FIRST SHEET NUMBER	1
229	LINE PER INCH	6
230	NEW PAGE WHEN DONE	Yes
231	PRINT PAGE HEADERS	Yes
232	SPARE	
233	SPARE	
234	SPARE	
235	SPARE	
236	SPARE	
PERSON SHEETS		
237	SUBSTITUTE SIMILAR FIELDS	No
238	NEW PAGE MID-PERSON	No
239	USE PARAGRAPH FORMAT	No
240	OMIT EMPTY RECORDS	Yes
241	PRINT PAGE HEADERS	Yes
242	USE SHORT FORM	No
243	MAKE INDEX	No
244	USE PERSONAL FIELDS	No
245	USE FULL ADDRESS	No
246	OMIT TITLE	No
247	SHOW RN WITH NAMES	Yes
248	SHOW SPECIAL ID WITH NAMES	No
249	USE LAST NAME FIRST	No
250	USE MARRIED NAME	Yes
251	USE MONTH NAMES	Yes
252	SHOW EMPTY FIELDS	No
253	SELECTIVELY SUPPRESS NOTES	No

254	PUT CHILDREN IN ORDER	No
255	USE NON-STANDARD DATES	No
256	VERIFY STORY FILE	No
257	PRINT SIZE	10
258	LEFT MARGIN	0.6
259	RIGHT MARGIN	0.6
260	TOP MARGIN	0.5
261	BOTTOM MARGIN	1
262	LEFT MARGIN FOR HEADER	0.6
263	RIGHT MARGIN FOR HEADER	0.6
264	USE CUSTOM HEADER	No
265	SPARE	
266	FIRST SHEET NUMBER	1
267	LINES PER INCH	6
268	NEW PAGE WHEN DONE	Yes
269	INCLUDE STORY FILE	No
270	PRINT SIZE FOR STORY	10
271	LEFT MARGIN FOR STORY	0.6
272	RIGHT MARGIN FOR STORY	0.6
273	ASK FOR STORY FILE NAME	No
274	LINES BEFORE STORY	1
FAMILY GROUP SHEETS		
275	PUT CHILDREN IN ORDER	No
276	SELECT CHILDREN (M/P/B)	Mutual
277	CHOOSE ANY SPOUSE	No
278	SPARE	
279	SHOW EMPTY FIELDS	Yes
280	USE NOTES (A/F/S/Q/O)	Query
281	SPARE	
282	SPARE	
283	SPARE	
284	USE FULL ADDRESS	No
285	USE NON-STANDARD DATES	No
286	SUBSTITUTE SIMILAR FIELDS	No
287	SPARE	
288	MAKE INDEX	No
289	FIRST PERSON LISTED (F/M/R)	Father
290	SHOW ALL FOOTNOTE REFERENCES	No
291	ASK FOR TEMPLATE	No
292	SHOW CHILD'S FULL NAME	Yes
293	OMIT CHILDREN'S STORY FILES	No
294	SPARE	
295	SPARE	
296	SHOW RN WITH NAMES	Yes
297	SHOW SPECIAL ID WITH NAMES	No
298	USE LAST NAME FIRST	No
299	USE MARRIED NAME	Yes
300	USE MONTH NAMES	Yes
301	SPARE	
302	OMIT TITLE	No
303	VERIFY STORY FILE	No
304	PRINT SIZE	16.5
305	LEFT MARGIN	0.6
306	RIGHT MARGIN	0.6
307	TOP MARGIN	0.5
308	BOTTOM MARGIN	1

309	LEFT MARGIN FOR HEADER	0.6
310	RIGHT MARGIN FOR HEADER	0.6
311	USE CUSTOM HEADER	No
312	SPARE	
313	FIRST SHEET NUMBER	1
314	LINES PER INCH	6
315	NEW PAGE WHEN DONE	Yes
316	INCLUDE STORY FILE	No
317	PRINT SIZE FOR STORY	10
318	LEFT MARGIN FOR STORY	0.6
319	RIGHT MARGIN FOR STORY	0.6
320	ASK FOR STORY FILE NAME	No
321	LINES BEFORE STORY	1
322	PRINT ALL SPOUSES	No
323	SPARE	
324	SPARE	
325	SPARE	
326	SPARE	
SEARCH RECORDS		
327	SPARE	
328	SPARE	
329	VERIFY REPLACE	Yes
330	SEARCH AFTER FOOTNOTE CHAR	No
331	WILD CARD WORD	*
332	WILD CARD CHARACTER	?
333	EDIT RECORDS WHEN FOUND	No
334	IGNORE UPPER/LOWER CASE	Yes
MISC VALUES		
335	NUMBER OF BLANK FORMS	1
336	SPARE	
337	USE FILE NAMED `HEADER`	Yes
338	SPARE	
339	RESIZE NAMES ONLY	No
340	RESIZE RECORDS ONLY	No
SORTED LISTS		
341	USE HUSBANDS' SURNAMES	No
342	SAVE MERGES ON DISK	No
343	USE MAIDEN NAME	Yes
344	USE MARRIED NAME	Yes
345	OMIT EMPTY RECORDS	Yes
346	USE LAST NAME FIRST	Yes
347	OMIT TITLE	No
348	SORT ADDRESS BY LAST FIELD	No
349	SORT NAMES ON UPPER CASE	No
350	NAMES PER GROUP	5
351	USE FULL ADDRESS	No
352	SORT BY SOUNDINDEX	No
353	SHOW SEPARATOR IN BLANK LINES	Yes
354	SORT NAMES BY FIRST NAME	No
355	SPARE	
356	DATE FIELD COLUMN WIDTH	11
357	NAME COLUMN WIDTH	20
358	TEXT FIELD COLUMN WIDTH	20
359	MULTIPLY COUNT FIELDS	No

360	SHOW EMPTY FIELDS	No
361	SHOW RN WITH NAMES	Yes
362	SHOW SPECIAL ID WITH NAMES	No
363	PERSON FIELD COLUMN WIDTH	20
364	NUMBER FIELD COLUMN WIDTH	5
365	USE MONTH NAMES	Yes
366	SUBSTITUTE SIMILAR FIELDS	No
367	SPARE	
368	PRINT SIZE	12
369	LEFT MARGIN	0.6
370	RIGHT MARGIN	0.6
371	TOP MARGIN	0.5
372	BOTTOM MARGIN	1
373	LEFT MARGIN FOR HEADER	0.6
374	RIGHT MARGIN FOR HEADER	0.6
375	USE CUSTOM HEADER	No
376	SPARE	
377	FIRST SHEET NUMBER	1
378	LINES PER INCH	6
379	NEW PAGE WHEN DONE	Yes
380	SPARE	
381	SPARE	
382	SPARE	
	ADDRESS LISTS	
383	MAKE SINGLE LINE ADDRESS	No
384	MAKE ADDRESS LABELS	No
385	SHOW RN WITH NAMES	Yes
386	USE LAST NAME FIRST	No
387	USE MARRIED NAME	Yes
388	SHOW SPECIAL ID WITH NAMES	No
389	OMIT SPOUSE ADDRESS	No
390	ADDRESS LABEL HEIGHT	1.1
391	OMIT TELEPHONE NUMBER	No
392	OMIT HEADER	No
393	NUMBER OF COLUMNS	1
394	PRINT SIZE	10
395	LEFT MARGIN	0.6
396	RIGHT MARGIN	0.6
397	TOP MARGIN	0.5
398	BOTTOM MARGIN	1
399	LEFT MARGIN FOR HEADER	0.6
400	RIGHT MARGIN FOR HEADER	0.6
401	USE CUSTOM HEADER	No
402	SPARE	
403	FIRST SHEET NUMBER	1
404	LINES PER INCH	6
405	NEW PAGE WHEN DONE	Yes
406	OMIT TITLE	No
407	PRINT PAGE HEADERS	Yes
408	SKIP MAIDEN SURNAME	No
409	SPARE	
	MORE MISC VALUES	
410	USE MARRIED NAME	Yes
411	SPARE	
412	SEARCH TITLE WITH SOUNDSEX	No

413	NUMBER OF COLUMNS	6
414	ASK TO SUPPRESS NAMES	No
415	SAVE NAME WITH INDEX	No
416	SUPPRESS LEADING ZERO ON DATE	No
417	PAGE NUMBER VERTICAL (T/B)	Top
418	PAGE NUMBER SIDE (L/C/R/A)	Right
419	PRINTER FOR DISK (P/A)	Primary
420	SUPERSCRIPT FOOTNOTES	No
421	INCLUDE FAMILY MEMBERS	No
422	SHOW AUDIT PROBLEMS ONLY	No
423	OMIT PRINTER CODES IN FILE	No
424	BOOK FIRST PAGE NUMBER	1
425	CHOOSE RELATIVE	No
426	SPARE	
427	SPARE	
428	SPARE	
429	SPARE	
	STANDARD CHARTS	
430	SHOW RN WITH NAMES	Yes
431	SHOW SPECIAL ID WITH NAMES	No
432	USE LAST NAME FIRST	No
433	USE MARRIED NAME	Yes
434	USE MONTH NAMES	Yes
435	MAXIMUM GENERATIONS	5
436	OMIT TITLE	No
437	FIRST CHART NUMBER	1
438	USE OVERLAY FORMAT	Yes
439	CASCADE STANDARD CHARTS	No
440	NUMBER STANDARD CHARTS	Yes
441	SUBSTITUTE SIMILAR FIELDS	No
442	SELECT FAMILY LINES	No
443	SPARE	
444	MAKE INDEX	No
445	USE FULL ADDRESS	No
446	SUPPRESS DUPLICATION	No
447	OMIT WIFE'S MARRIAGE	Yes
448	ASK WHICH MARRIAGE	Yes
449	OMIT EMPTY CHART LINES	No
450	USE AHNENTAFEL NUMBERING	No
451	SPLIT DATES AND PLACES	Yes
452	SHOW FIRST SPOUSE	Yes
453	USE 'BMD' FIELDS	Yes
454	PRINT PAGE HEADERS	Yes
455	SHOW STRUCTURE NUMBERS	No
456	SHOW CASCADED ORIGINS	Yes
457	USE PERSONAL FIELDS	No
458	SPARE	
459	SPARE	
460	SPARE	
461	SPARE	
462	SPARE	
463	SPARE	
464	SPARE	
465	PRINT SIZE	16.5
466	LEFT MARGIN	0.6
467	RIGHT MARGIN	0.6

468	TOP MARGIN	0.5
469	BOTTOM MARGIN	1
470	LEFT MARGIN FOR HEADER	0.6
471	RIGHT MARGIN FOR HEADER	0.6
472	USE CUSTOM HEADER	No
473	SPARE	
474	FIRST SHEET NUMBER	1
475	LINES PER INCH	6
476	NEW PAGE WHEN DONE	Yes
477	SPARE	
478	SPARE	
479	SPARE	
FREE FORM PEDIGREE CHARTS		
480	MAXIMUM GENERATIONS	10
481	SHOW RN WITH NAMES	Yes
482	USE JOINED LINES	Yes
483	OMIT TITLE	No
484	OMIT NOTES	No
485	SHOW SPECIAL ID WITH NAMES	No
486	SHOW EMPTY FIELDS	No
487	USE LAST NAME FIRST	No
488	SHOW NAMES ONLY	No
489	USE MONTH NAMES	Yes
490	SELECTIVELY SUPPRESS NOTES	No
491	USE MARRIED NAME	Yes
492	OMIT WIFE'S MARRIAGE	Yes
493	SUBSTITUTE SIMILAR FIELDS	No
494	SPARE	
495	COLUMN HEADERS (W/N/B)	Both
496	USE PARAGRAPH FORMAT	No
497	SPARE	
498	NEW PAGE MID-PERSON	No
499	MAKE INDEX	No
500	USE FULL ADDRESS	No
501	SUPPRESS DUPLICATION	No
502	SPARE	
503	USE SHORT FORM	No
504	SPARE	
505	SPARE	
506	SUPPRESS BLANK LINE	No
507	SELECT FAMILY LINES	No
508	SHOW ALL MARRIAGE DATA	No
509	PRINT SIZE	10
510	LEFT MARGIN	0.6
511	RIGHT MARGIN	0.6
512	TOP MARGIN	0.5
513	BOTTOM MARGIN	1
514	LEFT MARGIN FOR HEADER	0.6
515	RIGHT MARGIN FOR HEADER	0.6
516	USE CUSTOM HEADER	No
517	SPARE	
518	FIRST SHEET NUMBER	1
519	LINES PER INCH	6
520	NEW PAGE WHEN DONE	Yes
521	SHOW PARENTS FOR EVERYONE	No
522	FIRST GENERATION NUMBER	0

523	USE PERSONAL FIELDS	No
524	PRINT PAGE HEADERS	Yes
525	SPARE	
526	SPARE	
527	SPARE	
528	SPARE	
529	SPARE	
COUSIN SHEETS		
530	SHOW RN WITH NAMES	Yes
531	SHOW SPECIAL ID WITH NAMES	No
532	USE LAST NAME FIRST	No
533	USE MARRIED NAME	Yes
534	USE MONTH NAMES	Yes
535	MAXIMUM GENERATIONS	9
536	OMIT TITLE	No
537	STATE RELATIONSHIP ONLY	No
538	SHOW UNUSED BOXES	Yes
539	SPARE	
540	PRINT SIZE	10
541	LEFT MARGIN	0.6
542	RIGHT MARGIN	0.6
543	TOP MARGIN	0.5
544	BOTTOM MARGIN	1
545	LEFT MARGIN FOR HEADER	0.6
546	RIGHT MARGIN FOR HEADER	0.6
547	USE CUSTOM HEADER	No
548	SPARE	
549	FIRST SHEET NUMBER	1
550	LINES PER INCH	6
551	NEW PAGE WHEN DONE	Yes
552	SPARE	
GEDCOM IMPORT/EXPORT		
553	USE MARRIED NAME	Yes
554	TRANSFER SELECTED RECORDS	Yes
555	CAPITALIZE NAMES (N/S/E)	No
556	RENUMBER INCOMING DATA	No
557	SPARE	
558	SPARE	
559	SPARE	
560	SPARE	
561	USE FOOTNOTE SELECTOR	No
562	TRANSFER SELECTED RECORDS	No
563	SAVE RN (NO/REFN/ID)	No
564	INCLUDE STORY FILE	No
565	REPLACE WILD POINTERS	Yes
566	ASK FOR STORY FILE NAME	No
567	VERIFY STORY FILE	No
568	SPARE	
569	SPARE	
DESCENDANCY REPORTS		
570	SYSTEM (R/M/H)	Modified Register
571	CAPITALIZE MAIN NAMES	No
572	MAKE MAIN NAMES BOLD	No
573	MAXIMUM GENERATIONS	10

574	SHOW CHILD'S FULL NAME	Yes
575	INCLUDE STORY FILE	No
576	ASK FOR STORY FILE NAME	No
577	USE NOTES (A/F/S/Q/O)	Query
578	ABBREVIATE FOR CHILDREN	No
579	SPARE	
580	ENFORCE SYSTEM STANDARDS	Yes
581	SHOW DATE BEFORE PLACE	Yes
582	SHOW RN WITH NAMES	Yes
583	SHOW SPECIAL ID WITH NAMES	No
584	USE LAST NAME FIRST	No
585	USE MARRIED NAME	Yes
586	OMIT TITLE	No
587	USE MONTH NAMES	Yes
588	SHOW CHILD'S FIRST SPOUSE	Yes
589	PUT CHILDREN IN ORDER	No
590	PRINT PAGE HEADERS	Yes
591	SHOW GENERATION SUPERScript	Yes
592	SHOW LINEAGE AFTER NAME	No
593	USE NON-STANDARD DATES	No
594	VERIFY STORY FILE	No
595	PRINT SIZE	16.6
596	LEFT MARGIN	0.6
597	RIGHT MARGIN	0.6
598	TOP MARGIN	0.5
599	BOTTOM MARGIN	1
600	LEFT MARGIN FOR HEADER	0.6
601	RIGHT MARGIN FOR HEADER	0.6
602	USE CUSTOM HEADER	No
603	SPARE	
604	FIRST SHEET NUMBER	1
605	Lines PER INCH	6
606	NEW PAGE WHEN DONE	Yes
607	SPARE	
608	SPARE	
609	SPARE	
610	SPARE	
611	PLACE SOURCES (M/E/O)	at End
612	FIND AGE WHEN NON-STD. DATES	No
613	USE COMPACT FORMAT	Yes
614	MAKE MAIN NUMBER BOLD	No
615	ITALICIZE LINEAGE	No
616	RESTART ROMAN NUMERALS	No
617	SHOW GENERATIONAL SEPARATOR	Yes
618	USE PERSONAL FIELDS	No
619	TRY LOWER CASE CONVERSION	No
Index	numbers 620 through 630 are reserved	
631	ALTERNATE PRINTER PORT	LPT1
632	STORY FILE EXTENSION	.TXT
633	FIRST TWO YEAR DIGITS	19
634	FOOTNOTE CHARACTER	^
635	SEPARATOR IN NAMES	%
636	PRIMARY PRINTER PORT	LPT1
637	BEEP STRING	CHR\$(07)



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        PRIMARY PRINTER
638 CONTROL FOR CHARACTER SIZE      CHR$(18)CHR$(27)P
639 CONTROL FOR CHARACTER SIZE      CHR$(18)CHR$(27)M
640 CONTROL FOR CHARACTER SIZE      CHR$(27)CHR$(15)
641 CONTROL FOR CHARACTER SIZE      CHR$(27)MCHR$(09)b
    (continuation of previous line)  CHR$(15)

        PRINTER START CONTROL
643 LINES PER INCH CONTROL          CHR$(27)2
644 LINES PER INCH CONTROL          CHR$(27)0
645 UNDERLINE ON                    CHR$(27)-CHR$(01)
646 UNDERLINE OFF                   CHR$(27)-CHR$(0)
647 BOLD ON                          CHR$(27)E
648 BOLD OFF                         CHR$(27)F
649 SUBSCRIPT ON                     CHR$(27)SCHR$(01)
650 SUBSCRIPT OFF                   CHR$(27)T
651 SUPERSCRIPIT ON                 CHR$(27)SCHR$(0)
652 SUPERSCRIPIT OFF               CHR$(27)T
653 ITALICS ON                      CHR$(27)4
654 ITALICS OFF                    CHR$(27)5
655 UPPER RIGHT CORNER              ]
656 LOWER RIGHT CORNER              ]
657 CROSSED LINES                   +
658 VERTICAL LINE CONNECTS RIGHT    +
659 VERTICAL LINE CONNECTS LEFT     +
660 UPPER LEFT CORNER               [
661 LOWER LEFT CORNER               [
662 HORIZONTAL LINE                 -
663 VERTICAL LINE                   |
664 TOP AND BOTTOM CONNECTORS        +

        ALTERNATE PRINTER
665 CONTROL FOR CHARACTER SIZE      CHR$(18)CHR$(27)P
666 CONTROL FOR CHARACTER SIZE      CHR$(18)CHR$(27)M
667 CONTROL FOR CHARACTER SIZE      CHR$(27)CHR$(15)
668 CONTROL FOR CHARACTER SIZE      CHR$(27)MCHR$(09)b
    (continuation of previous line)  CHR$(15)
669 PRINTER START CONTROL
670 LINES PER INCH CONTROL          CHR$(27)2
671 LINES PER INCH CONTROL          CHR$(27)0
672 UNDERLINE ON                    CHR$(27)-CHR$(01)
673 UNDERLINE OFF                   CHR$(27)-CHR$(0)
674 BOLD ON                          CHR$(27)E
675 BOLD OFF                         CHR$(27)F
676 SUBSCRIPT ON                     CHR$(27)SCHR$(01)
677 SUBSCRIPT OFF                   CHR$(27)T
678 SUPERSCRIPIT ON                 CHR$(27)SCHR$(0)
679 SUPERSCRIPIT OFF               CHR$(27)T
680 ITALICS ON                      CHR$(27)4
681 ITALICS OFF                    CHR$(27)5
682 UPPER RIGHT CORNER              ]
683 LOWER RIGHT CORNER              ]
684 CROSSED LINES                   +
685 VERTICAL LINE CONNECTS RIGHT    +
686 VERTICAL LINE CONNECTS LEFT     +
687 UPPER LEFT CORNER               [
688 LOWER LEFT CORNER               [

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689 HORIZONTAL LINE  
 690 VERTICAL LINE  
 691 TOP AND BOTTOM CONNECTORS

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#### ADDED FIELDS

692 ADDED FIELD TITLE  
 693 ADDED FIELD TITLE  
 694 ADDED FIELD TITLE  
 695 ADDED FIELD TITLE  
 696 ADDED FIELD TITLE  
 697 ADDED FIELD TITLE  
 698 ADDED FIELD TITLE  
 699 ADDED FIELD TITLE  
 700 ADDED FIELD TITLE  
 701 ADDED FIELD TITLE  
 702 ADDED FIELD TITLE  
 703 ADDED FIELD TITLE  
 704 ADDED FIELD TITLE  
 705 ADDED FIELD TITLE  
 706 ADDED FIELD TITLE  
 707 ADDED FIELD TITLE  
 708 ADDED FIELD TITLE  
 709 ADDED FIELD TITLE  
 710 ADDED FIELD TITLE  
 711 ADDED FIELD TITLE  
 712 ADDED FIELD TITLE  
 713 ADDED FIELD TITLE  
 714 ADDED FIELD TITLE  
 715 ADDED FIELD TITLE  
 716 ADDED FIELD TITLE  
 717 ADDED FIELD TITLE

SEX00

#### MISCELLANEOUS

718 FAMILY NAME  
 719 VERSION  
 720 STARTING NUMBER  
 721 TEMPLATE FILE EXTENSION  
 722 SPARE  
 723 SPARE  
 724 SPARE  
 725 SPARE  
 726 SPARE  
 727 SPARE  
 728 SPARE  
 729 PATH FOR GEDCOMS  
 730 PATH FOR FAMILY  
 731 PATH FOR DATA  
 732 PATH FOR STORIES  
 733 PATH FOR JUNK  
 734 COUNT FIELD ENTRY TITLE  
 735 COUNT FIELD ENTRY TITLE  
 736 PERSON SHEET FIELD LIST  
 737 DESCENDANTS FIELD LIST  
 738 STANDARD CHART FIELD LIST  
 739 PERSON SHEET SHORT FORM  
 740 LDS FIELDS  
 741 AHNENTAFEL FIELD LIST

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742	DESC. REPORT FIELD LIST	
743	DESCENDANTS SHORT FORM	ABCD
744	EDIT RECORDS FIELD LIST	ABCDLGFHhijkIJK
745	EDIT RECORDS SHORT FORM	FGhI
746	LISTS EXTRA FIELDS	ts
747	SPARE	
748	FIELD LINKS	020400000000
749	ADDED MARRIAGE FIELD	
750	ADDED MARRIAGE FIELD	
751	ADDED MARRIAGE FIELD	
752	ADDED MARRIAGE FIELD	
753	ADDED MARRIAGE FIELD	
754	SPARE	
755	SPARE	
756	SPARE	
757	SPARE	
758	SPARE	
759	SPARE	
760	RECORD FIELD LIST	
761	FREEFORM FIELD LIST	ABHhijkCDIJ
762	FREEFORM SHORT FORM	ABCD
763	FUNCTION KEY F1	
764	FUNCTION KEY F2	
765	FUNCTION KEY F3	
766	FUNCTION KEY F4	
767	FUNCTION KEY F5	
768	FUNCTION KEY F6	
769	FUNCTION KEY F7	
770	FUNCTION KEY F8	
771	FUNCTION KEY F9	
772	FUNCTION KEY F10	
773	FUNCTION KEY Shift F1	
774	FUNCTION KEY Shift F2	
775	FUNCTION KEY Shift F3	
776	FUNCTION KEY Shift F4	
777	FUNCTION KEY Shift F5	
778	FUNCTION KEY Shift F6	
779	FUNCTION KEY Shift F7	
780	FUNCTION KEY Shift F8	
781	FUNCTION KEY Shift F9	
782	FUNCTION KEY Shift F10	
783	FUNCTION KEY Ctrl F1	
784	FUNCTION KEY Ctrl F2	
785	FUNCTION KEY Ctrl F3	
786	FUNCTION KEY Ctrl F4	
787	FUNCTION KEY Ctrl F5	
788	FUNCTION KEY Ctrl F6	
789	FUNCTION KEY Ctrl F7	
790	FUNCTION KEY Ctrl F8	
791	FUNCTION KEY Ctrl F9	
792	FUNCTION KEY Ctrl F10	

793	FUNCTION	KEY	Alt	F1
794	FUNCTION	KEY	Alt	F2
795	FUNCTION	KEY	Alt	F3
796	FUNCTION	KEY	Alt	F4
797	FUNCTION	KEY	Alt	F5
798	FUNCTION	KEY	Alt	F6
799	FUNCTION	KEY	Alt	F7
800	FUNCTION	KEY	Alt	F8
801	FUNCTION	KEY	Alt	F9
802	FUNCTION	KEY	Alt	F10

Main menu headings are	*	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12	13

19 SAMPLE FAMILY GROUP SHEETS - Many of the sample printouts are in small print in order to make them fit in the smaller size of the manual. Even though the print is small it still gives you the idea of the layouts.

<u>Template Name</u>	<u>Brief Description</u>
TEMPLATE.BOX	Vertical and horizontal lines separate most areas of data. Gives a boxlike effect.
TEMPLATE.CMP	CMP= compressed. Has a bare minimum of data. Makes a very compact format.
TEMPLATE.DOL	DOL= Dollarhide. Format is the same as produced by Everyone's Family Tree <sup>™</sup> .
TEMPLATE.JGS	JGS= Jewish Genealogical Society. Columnar format preferred by the JGS.
TEMPLATE.KRB	KRB= Kathryn Rhinehart Bassett. Originally designed by her and modified for generalized use.
TEMPLATE.LD3	LD3= combination of LDS (Latter Day Saints) and 3 for Family Roots version 3. Produces same format you got when choosing "wide" and the LDS fields in version 3.
TEMPLATE.LD4	Similar to LD3 with a second "page" of information defined.
TEMPLATE.MUL	MUL= multiple. Format is similar to DOL with added fields.
TEMPLATE.NAR	NAR= narrow. Will print <u>all</u> of your user defined fields, and uses <u>the</u> field name as defined in your configuration file.
TEMPLATE.PAF	PAF= Personal Ancestral File <sup>™</sup> . Format is the same as produced by PAF. Sample not ready in time for publication in samples chapter.

TEMPLATE.SPL	SPL= split. Has the same format as NAR for the parents, then prints a minimal amount of information for the children. The second "defined page" follows with the expanded information for the children.
TEMPLATE.WI3	WI3= combination of wide and 3 for Family Roots version 3. Produces same format you got when choosing "wide" without the LDS fields in version 3.
TEMPLATE.WI4	Similar to WI3 with a second "page" of information defined.

Other templates may be included at any time. Look at the template extensions to see if there is one that is not on this list.

For further information on the meaning of "defined page", see section 16.3.20. The physical page two may not be the defined page two if there are a lot of children that overflow page one. The samples in this chapter are from a 'made up' family with only three children so there will be none of that overflow.

On several samples there is a field for Sibling. This unusual count field shows an example of a field designated as a "person" field. Enter the record number the same way as you do for parents, spouses, and children. It retrieves the name from that persons record. If your choices for count fields differ from the residence and sibling ones we have chosen for the samples, the correct field names will be shown.

Most sample printouts were made with the following settings. The ones that are underlined are the ones that were changed on some of them. You should be able to tell which printouts had these settings changed.

Change Family Group Parameters		Help
Select by highlight or letter		
A) TEMPLATE FILE EXTENSION	[*]	P) USE LAST NAME FIRST [No]
B) ASK FOR TEMPLATE	[Yes]	Q) USE MARRIED NAME [Yes]
C) SHOW EMPTY FIELDS	[Yes]	R) OMIT TITLE [No]
D) SUBSTITUTE SIMILAR FIELDS	[No]	S) <u>SHOW CHILD'S FULL NAME</u> [Yes]
E) PRINT ALL SPOUSES	[Yes]	T) USE MONTH NAMES [Yes]
F) CHOOSE ANY SPOUSE	[No]	U) <u>USE FULL ADDRESS</u> [Yes]
G) MAKE INDEX	[No]	V) <u>USE CUSTOM HEADER</u> [Yes]
H) SELECT CHILDREN (M/P/B)	[Mutual]	W) LEFT MARGIN FOR HEADER [0.6]
I) PUT CHILDREN IN ORDER	[Yes]	X) RIGHT MARGIN FOR HEADER [0]
J) USE NON-STANDARD DATES	[Yes]	Y) PRINT SIZE [16.6]
K) USE NOTES (A/F/S/Q/O)	[All]	Z) LINES PER INCH [6]
L) SHOW ALL FOOTNOTE REFERENCES	[Yes]	1) FIRST SHEET NUMBER [1]
M) FIRST PERSON LISTED (F/M/R)	[RN]	2) LEFT MARGIN [0]
N) <u>SHOW RN WITH NAMES</u>	[Yes]	3) RIGHT MARGIN [1]
O) <u>SHOW SPECIAL ID WITH NAMES</u>	[No]	4) TOP MARGIN [0.7]
Press PageDown for more		MANUAL

Change Family Group Parameters		Help
Select by highlight or letter		
A) BOTTOM MARGIN	[0.8]	
B) PAPER WIDTH PRIMARY	[8]	
C) NEW PAGE WHEN DONE	[Yes]	
D) OMIT CHILDREN'S STORY FILES	[No]	
E) INCLUDE STORY FILE	[No]	
F) ASK FOR STORY FILE NAME	[Yes]	
G) STORY FILE EXTENSION	[.TXT]	
H) LINES BEFORE STORY	[3]	
I) PRINT SIZE FOR STORY	[10]	
J) LEFT MARGIN FOR STORY	[0.6]	
K) RIGHT MARGIN FOR STORY	[0.5]	
L) VERIFY STORY FILE	[Yes]	





Figure 12.5 - TEMPLATE.CMP

Name: Joseph William Madison      Married: Louise Marie Barkley Madison (RN=551)  
(RN=550)  
Born: May 17,      Died: Jun 07,      Date: May 04,      Born: Mar 04,      Living  
1911^1      1991      1938      1915

## CHILDREN

Name	Born	Married	Date	Died
1. Marie Louise Madison Lewis (RN=552)	Dec 11, 1940	Elmer Robert Lewis (RN=566)	Dec 25, 1962	Living
2. Alfred Louis Madison (RN=553)	Sep 13, 1942	Julia Lee Hanson Madison (RN=569)	Dec 11, 1964	Mar 27, 1983
3. Martin James Madison (RN=554)	Dec 11, 1945	Dolly Allyson Morrison Madison Gladys Emma Tomskey Madison (RN=568)	Jan 03, 1967	Living

Page # 1

Figure 12.5 - TEMPLATE.DOL

## Family Group Sheet

Sep 05, 1993

FAMILY OF Joseph William Madison AND Louise Marie Barkley Madison (RN=551)  
(RN=550)

## HUSBAND

Joseph William Madison (RN=550)  
b May 17, 1911 Raymond, Iowa  
m May 04, 1938 Sioux Falls, SD  
d Jun 07, 1991 Tracy, MN

His Father: Louis James Madison (RN=555)  
His Mother: Martha Anne Lastler Madison (RN=556)  
His Other Wives:

## WIFE

Louise Marie Barkley Madison (RN=551)  
b Mar 04, 1915 Marion, OH  
m May 04, 1938 Sioux Falls, SD  
Living 12 Lake St.; Tracy, MN; 55490

Her Father: George Henry Barkley (RN=557)  
Her Mother: Margaret Louise Winterham Barkley (RN=558)  
Her Other Husbands:

## CHILDREN

1. Marie Louise Madison Lewis (RN=552)  
b Dec 11, 1940 Lake Wilson, MN  
Living 345 W. Spring St.; Houston, TX  
m Elmer Robert Lewis (RN=566) Dec 25, 1962 Lake Wilson, MN  
other marriages:

2. Alfred Louis Madison (RN=553)  
b Sep 13, 1942 Lake Wilson, MN  
d Mar 27, 1983 Henley, TX  
m Julia Lee Hanson Madison Dec 11, 1964 Austin, TX  
(RN=569)  
other marriages:

3. Martin James Madison (RN=554)  
b Dec 11, 1945 Lake Wilson, MN  
Living 45 E. Hill St.; Springfield, IL  
m Dolly Allyson Morrison Jan 03, 1967 San Francisco, CA  
Madison (RN=567)  
other marriages 2: Gladys Emma Tomskey Madison (RN=568)

Figure 12.5 - TEMPLATE.JGS

FAMILY GROUP RECORD (Children/notes on reverse)

Page # 1 Front

	Husband	RN 550	Wife	RN 551
Name:	Joseph William Madison		Louise Marie Barkley Madison	
Birth Date:	May 17, 1911 <sup>^1</sup>		Mar 04, 1915	
Place:	Raymond, Iowa <sup>^1</sup>		Marion, OH	
Marriage Date:	May 04, 1938		Marriage Status: (Married)	
Place:	Sioux Falls, SD			
Death Date:	Jun 07, 1991		Living	
Place:	Tracy, MN		Tracy, MN	
Buried:	Tracy, MN			
Profession:	Farmer		Homemaker, School teacher	
Religion:				
Father:	Louis James Madison		George Henry Barkley	
Mother:	Martha Anne Lastler Madison		Margaret Louise Winterham Barkley	

Other Spouses:

Source Documents:

1 Family Bible

Researcher name: \_\_\_\_\_ Date originally prepared Sep 05, 1993

Page one above and page two below are combined on one page for this sample.

FAMILY GROUP RECORD (Husband/Wife on front)

Page # 2 Reverse

	Child 1	M/F	Child 2	M/F	Child 3	M/F
RN:	552	F	553	M	554	M
Name:	Marie Louise		Alfred Louis		Martin James	
Birth Date:	Dec 11, 1940		Sep 13, 1942		Dec 11, 1945	
Place:	Lake Wilson, MN		Lake Wilson, MN		Lake Wilson, MN	
Marriage Date:	Dec 25, 1962		Dec 11, 1964		Jan 03, 1967	
Place:	Lake Wilson, MN		Austin, TX		San Francisco, CA	
Spouse's Name:	Elmer Robert Lewis		Julia Lee Hanson Madison		Dolly Allyson Morrison Madison	
Other Marriages:					Gladys Emma Tmsky Madison	
Death Date:	Living		Mar 27, 1983		Living	
Place:	Houston, TX		Henley, TX		Springfield, IL	

Family Notes:

H-2) Raised cattle

W-1) Graduated from Ohio State University

(2)-1) Graduated Texas State University Magna Cum Laude

(2)-2) Served in the Peace Corps in Mali

Figure 12.5 - TEMPLATE.KRB

Page # 1

Printed on Sep 06, 1993

Husband: Joseph William Madison

Born May 17, 1911<sup>1</sup> At Raymond, Iowa<sup>1</sup>

Marr May 04, 1938 At Sioux Falls, SD

Died Jun 07, 1991 At Tracy, MN

Burial Place Tracy, MN

Father Louis James Madison

Mother Martha Anne Lastler Madison

Other Wives:

Residence 1: Raymond, IA, 2: Pierre, SD, 3: Mason City, IA, 4: Lake Wilson, MN, 5: Tracy, MN

Sibling 1: Geraldine Marie Madison Naygard, 2: Janette Evelyn Madison Reed, 3: Jackson Thomas Madison, 4: John Rupert Madison

Notes 1: Family Bible

Notes 2: Raised cattle

Wife: Louise Marie Barkley Madison

Born Mar 04, 1915 At Marion, OH

Living At Tracy, MN

Father George Henry Barkley

Mother Margaret Louise Winterham Barkley

Other Husbands:

Residence 1: Mason City, IA, 2: Lake Wilson, MN, 3: Tracy, MN, 4: 563, 5: 564

Sibling 1: Hazel Imogene Barkley Campbell, 2: Helen Margaret Barkley Lanternman, 3: Alexander James Barkley

Notes 1: Graduated from Ohio State University

M/F	Child & ID Codes	Born	First Marriage	Died
1	Marie Louise	Dec 11, 1940	Elmer Robert Lewis	
F	RN= 552 COD= 16.1	Lake Wilson, MN	Dec 25, 1962 Lake Wilson, MN	Living Houston, TX
2	Alfred Louis	Sep 13, 1942	Julia Lee Hanson Madison	
M	RN= 553 COD= 16.2	Lake Wilson, MN	Dec 11, 1964 Austin, TX	Mar 27, 1983 Henley, TX
3	Martin James	Dec 11, 1945	Dolly Allyson Morrison Madison	
M	RN= 554 COD= 16.3	Lake Wilson, MN	Jan 03, 1967 San Francisco, CA	Springfield, IL

Children's Notes

(2)-1 Graduated Texas State University Magna Cum

(2)-2 Served in the Peace Corps in Mali

Children's Other Marriages

(3)-2 Gladys Emma Tomsy Madison

(Note: The SHOW RN WITH NAMES parameter is NO for this sample. The reason an RN shows up for the children is that there is a definition in the template that calls for it. Original designer intended to have SHOW RN WITH NAMES and SHOW SPECIAL ID WITH NAMES both set to YES.)

Figure 12.5 - TEMPLATE.LD3

Husband: Joseph William Madison (RN=550)  
 Born May 17, 1911^1 Place Raymond, Iowa^1 Mar 04, 1956  
 Chr Place Cedar Rapids, IA Mar 04, 1956  
 Marr May 04, 1938 Place Sioux Falls, SD Mar 04, 1956  
 Died Jun 07, 1991 Place Tracy, MN Mar 04, 1956

Husband's Husband's  
 Father Louis James Madison (RN=555) Mother Martha Anne Lastler Madison (RN=556)  
 Husband's Other Wives: ?

Wife: Louise Marie Barkley Madison (RN=551)  
 Born Mar 04, 1915 Place Marion, OH Mar 04, 1956  
 Chr Place Marion, OH Mar 04, 1956  
 Living At 12 Lake St.;Tracy, MN;55490 Mar 04, 1956  
 Mar 04, 1956

Wife's Wife's  
 Father George Henry Barkley (RN=557) Mother Margaret Louise Winterham Barkley (RN=558)  
 Wife's  
 Other Husbands: ?

M/F	Children	Born	First Marriage	Died	
1 F	Marie Louise Madison Lewis (RN=552)	Dec 11, 1940 Lake Wilson, MN	Dec 25, 1962 Elmer Robert Lewis (RN=566)	Living	? Mar 04, 1956 Mar 04, 1956
2 M	Alfred Louis Madison (RN=553)	Sep 13, 1942 Lake Wilson, MN	Dec 11, 1964 Julia Lee Hanson Madison (RN=569)?	Mar 27, 1983	? ?
3 M	Martin James Madison (RN=554)	Dec 11, 1945 Lake Wilson, MN	Jan 03, 1967 Dolly Allyson Morrison Madison (RN=567)	Living	? Mar 04, 1956 Mar 04, 1956

SOURCES OF INFORMATION OTHER MARRIAGES  
 H-1 Family Bible (3)-2 Gladys Emma Tomsy Madison (RN=568)  
 H-2 Raised cattle  
 W-1 Graduated from Ohio State University  
 (2)-1 Graduated Texas State University Magna Cum  
 (2)-2 Served in the Peace Corps in Mali

(Note: The LDS fields are normally dates of religious functions of the Mormon Church. See section 9.14.13 for information on how to select LDS fields. The program allows up to 4 of these dates.)

Figure 12.5 - TEMPLATE.LD4  
Sep 06, 1993

FAMILY GROUP SHEET

Husband: Joseph William Madison (RN=550)  
 Born May 17, 1911^1 Place Raymond, Iowa^1 Mar 04, 1956  
 Chr Place Cedar Rapids, IA Mar 04, 1956  
 Marr May 04, 1938 Place Sioux Falls, SD Mar 04, 1956  
 Died Jun 07, 1991 Place Tracy, MN Mar 04, 1956  
 Bur Jun 14, 1991 Place Tracy, MN  
 Husband's Husband's  
 Father Louis James Madison (RN=555) Mother Martha Anne Lastler Madison (RN=556)  
 Husband's Other Wives: ?

Wife: Louise Marie Barkley Madison (RN=551)  
 Born Mar 04, 1915 Place Marion, OH Mar 04, 1956  
 Chr Place Marion, OH Mar 04, 1956  
 Living At 12 Lake St.;Tracy, MN;55490 Mar 04, 1956  
 Mar 04, 1956  
 Wife's Wife's  
 Father George Henry Barkley (RN=557) Mother Margaret Louise Winterham Barkley (RN=558)  
 Wife's  
 Other Husbands: ?

M/F	Children	Born	First Marriage	Died	
1 F	Marie Louise Madison Lewis (RN=552)	Dec 11, 1940 Lake Wilson, MN	Dec 25, 1962 Elmer Robert Lewis (RN=566)	Living	? Mar 04, 1956 Mar 04, 1956
2 M	Alfred Louis Madison (RN=553)	Sep 13, 1942 Lake Wilson, MN	Dec 11, 1964 Julia Lee Hanson Madison (RN=569)?	Mar 27, 1983	? ? ?
3 M	Martin James Madison (RN=554)	Dec 11, 1945 Lake Wilson, MN	Jan 03, 1967 Dolly Allyson Morrison Madison (RN=567)	Living	? Mar 04, 1956 Mar 04, 1956

Notes Other Marriages  
 H-1 Family Bible (3)-2 Gladys Emma Tomsy Madison (RN=568)  
 H-2 Raised cattle  
 W-1 Graduated from Ohio State University  
 (2)-1 Graduated Texas State University Magna Cum  
 (2)-2 Served in the Peace Corps in Mali

Page one above and page two below are combined on one page for this sample.

Family Group Sheet continued Page # 2

Husband Joseph William Madison (RN=550) May 17, 1911^1  
 Wife Louise Marie Barkley Madison (RN=551) Mar 04, 1915

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1	Marie Louise Madison Lewis (RN=552)	Occupation Policewoman
2	Alfred Louis Madison (RN=553)	Occupation Lawyer
3	Martin James Madison (RN=554)	Occupation Writer

Family Group Sheet

Page # 1

Figure 12.5 - TEMPLATE.MUL  
Sep 06, 1993

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FAMILY OF Joseph William Madison      AND Louise Marie Barkley Madison (RN=551)  
(RN=550)

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HUSBAND

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Joseph William Madison (RN=550)  
b May 17, 1911<sup>1</sup>      Raymond, Iowa<sup>1</sup>  
c Cedar Rapids, IA  
m May 04, 1938      Sioux Falls, SD  
d Jun 07, 1991      Tracy, MN

occ Farmer  
rel Baptist

His Father: Louis James Madison (RN=555)  
His Mother: Martha Anne Lastler Madison (RN=556)  
His Other Wives:

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WIFE

---

Louise Marie Barkley Madison (RN=551)  
b Mar 04, 1915      Marion, OH  
c Marion, OH  
m May 04, 1938      Sioux Falls, SD  
Living      12 Lake St.; Tracy, MN; 55490

occ Homemaker, School teacher  
rel Baptist

Her Father: George Henry Barkley (RN=557)  
Her Mother: Margaret Louise Winterham Barkley (RN=558)  
Her Other Husbands:

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CHILDREN

---

1. F    Marie Louise Madison Lewis (RN=552)  
b Dec 11, 1940      Lake Wilson, MN  
c Lake Wilson, MN  
Living      345 W. Spring St.; Houston, TX

m Elmer Robert Lewis      Dec 25, 1962      Lake Wilson, MN  
(RN=566)  
occ Policewoman  
rel Baptist  
other marriages:

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continuation of Figure 12.5 - TEMPLATE.MUL

2. M Alfred Louis Madison (RN=553)  
b Sep 13, 1942 Lake Wilson, MN  
c Lake Wilson, MN  
d Mar 27, 1983 Henley, TX

m Julia Lee Hanson Dec 11, 1964 Austin, TX  
Madison (RN=569)  
occ Lawyer  
rel  
other marriages:

---

3. M Martin James Madison (RN=554)  
b Dec 11, 1945 Lake Wilson, MN  
c Lake Wilson, MN  
Living 45 E. Hill St.; Springfield, IL

m Dolly Allyson Morrison Jan 03, 1967 San Francisco, CA  
Madison (RN=567)  
occ Writer  
rel Baptist  
other marriages 2: Gladys Emma Tomsy Madison (RN=568)

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NOTES

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H-1 Family Bible  
H-2 Raised cattle  
W-1 Graduated from Ohio State University  
(2)-1 Graduated Texas State University Magna Cum Laude  
(2)-2 Served in the Peace Corps in Mali



Figure 12.5 - TEMPLATE.NAR

Family Group Sheet  
Husband: Joseph William Madison (RN=550)  
B: May 17, 1911^1 @ Raymond, Iowa^1  
M: May 04, 1938 @ Sioux Falls, SD  
Married By: Justice of Peace  
First Child: Marie, 1940  
D: Jun 07, 1991 @ Tracy, MN  
SEX: M  
Profession: Farmer  
Christening Place: Cedar Rapids, IA  
Age At Death: 80  
Age At Last Child: 34  
Number of Siblings: 4  
Baptized: Mar 04, 1956  
Sealed to Parents: Mar 04, 1956  
Religion: Baptist  
Residence 1: Raymond, IA, 2: Pierre, SD, 3: Mason City, IA, 4: Lake Wilson, MN, 5: Tracy, MN  
Sibling 1: Geraldine Marie Madison Naygard (RN=561), 2: Janette Evelyn Madison Reed (RN=562), 3: Jackson Thomas Madison (RN=559), 4: John Rupert Madison (RN=560)  
Father: Louis James Madison (RN=555)  
Mother: Martha Anne Lastler Madison (RN=556)  
Other Marriages: \_\_\_\_\_  
Wife: Louise Marie Barkley Madison (RN=551)  
B: Mar 04, 1915 @ Marion, OH  
Living @ 12 Lake St.; Tracy, MN; 55490  
SEX: F  
Profession: Homemaker, School teacher  
Christening Place: Marion, OH  
Age At Death: \_\_\_\_\_  
Age At Last Child: 32  
Number of Siblings: 3  
Baptized: Mar 04, 1956  
Sealed to Parents: Mar 04, 1956  
Religion: Baptist  
Residence 1: Marion, OH, 2: Racine, WI, 3: Mason City, IA, 4: Lake Wilson, MN, 5: Tracy, MN  
Sibling 1: Alexander James Barkley (RN=563), 2: Helen Margaret Barkley Lanterman (RN=564), Hazel Imogene Barkley Campbell (RN=565)  
Father: George Henry Barkley (RN=557)  
Mother: Margaret Louise Winterham Barkley (RN=558)  
Other Marriages: \_\_\_\_\_

CHILDREN

1 Marie Louise Madison Lewis (RN=552)  
B: Dec 11, 1940 @ Lake Wilson, MN  
M: Dec 25, 1962 to Elmer Robert Lewis @ Lake Wilson, MN (Married)  
(RN=566)  
Married By: Rev. Stone  
First Child: Margaret  
Living @ 345 W. Spring St.;  
SEX: F  
Profession: Policewoman  
Christening Place: Lake Wilson, MN  
Age At Death: \_\_\_\_\_  
Age At Last Child: 28  
Number of Siblings: 2  
Baptized: Mar 04, 1956  
Sealed to Parents: Mar 04, 1956  
Religion: Baptist  
Residence 1: Lake Wilson, MN, 2: Mpls., MN, 3: Chicago, IL, 4: Hamburg, Germany, 5: Houston, TX  
Sibling 1: Alfred Louis Madison (RN=553), 2: Martin James Madison (RN=554)

Divorced: \_\_\_\_\_  
Years Married: 55  
Died of: Heart Attack  
Burial Place: Tracy, MN  
Code: S-F  
Age At 1st Child: 24  
Number of Residences: 5  
Endowed: Mar 04, 1956  
Sealed to Spouse: Mar 04, 1956  
Burial Date: Jun 12, 1991  
Burial Date: \_\_\_\_\_  
Age At 1st Child: 22  
Number of Residences: 5  
Endowed: Mar 04, 1956  
Sealed to Spouse: Mar 04, 1956  
Burial Date: \_\_\_\_\_

continuation of Figure 12.5 - TEMPLATE.NAR

2 Alfred Louis Madison (RN=553)

B: Sep 13, 1942 @ Lake Wilson, MN

M: Dec 11, 1964 to Julia Lee Hanson Madison @ Austin, TX (Married)  
(RN=569)

Married By: \_\_\_\_\_

First Child: \_\_\_\_\_

D: Mar 27, 1983 @ Henley, TX

SEX: M

Profession: Lawyer

Died of: Cancer

Burial Place: Phillips Cem. Dripping  
Springs TX

Christening Place: Lake Wilson, MN

Code: S-S1

Age At Death: 40

Age At 1st Child: 31

Age At Last Child: 39

Number of Residences: 4

Number of Siblings: 2

Baptized: \_\_\_\_\_

Sealed to Parents: \_\_\_\_\_

Religion: \_\_\_\_\_

Residence 1: Lake Wilson, MN, 2: Austin, TX, 3: Mali, Africa, 4: Henley, TX

Sibling 1: Marie Louise Madison Lewis (RN=552), 2: Martin James Madison (RN=554)

3 Martin James Madison (RN=554)

B: Dec 11, 1945 @ Lake Wilson, MN

M: Jan 03, 1967 to Dolly Allyson Morrison @ San Francisco, CA (Divorced)  
Madison (RN=567)

Married By: \_\_\_\_\_

Divorced: May 07, 1973

First Child: Margaret, '67

Years Married: 6

RM: Jan 02, 1974 to Gladys Emma Tomsy  
Madison (RN=568)

@ Los Angeles, CA (Married)

Married By: Justice of the Peace

Divorced: \_\_\_\_\_

First Child: no children

Years Married: 19

Living @ 45 E. Hill St.; Springfield, IL

SEX: M

Died of: \_\_\_\_\_

Profession: Writer

Burial Place: \_\_\_\_\_

Christening Place: Lake Wilson, MN

Code: S-S2

Age At Death: \_\_\_\_\_

Age At 1st Child: 25

Age At Last Child: 28

Number of Residences: 5

Number of Siblings: 2

Baptized: Mar 04, 1956

Endowed: Mar 04, 1956

Sealed to Parents: Mar 04, 1956

Sealed to Spouse: \_\_\_\_\_

Religion: Baptist

Burial Date: \_\_\_\_\_

Residence 1: Lake Wilson, MN, 2: Mpls., MN, 3: San Francisco, CA, 4: Los Angeles,  
CA, 5: Springfield, IL

Sibling 1: Marie Louise Madison Lewis (RN=552), 2: Alfred Louis Madison (RN=553)

## NOTES:

(H)-1: Family Bible

(H)-2: Raised cattle

(W)-1: Graduated from Ohio State University

(2)-1: Graduated Texas State University Magna Cum Laude

(2)-2: Served in the Peace Corps in Mali

Figure 12.5 - TEMPLATE.SPL

Family of Joseph William Madison and Louise Marie Barkley Madison (RN=551)  
(RN=550)

Husband: Joseph William Madison (RN=550)  
 Born May 17, 1911^1 at Raymond, Iowa^1  
 Marr May 04, 1938 at Sioux Falls, SD (Married)  
 Married By: Justice of Peace Divorced:  
 First Child: Marie, 1940 Years Married: 55  
 Died Jun 07, 1991 at Tracy, MN  
 SEX: M Died of: Heart Attack  
 Profession: Farmer Burial Place: Tracy, MN  
 Baptized: Mar 04, 1956 Code: S-F  
 Sealed to Parents: Mar 04, 1956 Sealed to Spouse: Mar 04, 1956  
 Religion: Baptist Burial Date: Jun 12, 1991  
 Residence 1: Raymond, IA, 2: Pierre, SD, 3: Mason City, IA, 4: Lake Wilson, MN, 5:  
 Tracy, MN  
 Sibling 1: Geraldine Marie Madison Naygard (RN=561), 2: Janette Evelyn Madison Reed  
 (RN=562), 3: Jackson Thomas Madison (RN=559), 4: John Rupert Madison (RN=560)  
 Husband's Father Louis James Madison (RN=555)  
 Husband's Mother Martha Anne Lastler Madison (RN=556)  
 Husband's Other Marriages

Wife: Louise Marie Barkley Madison (RN=551)  
 Born Mar 04, 1915 at Marion, OH  
 Living at 12 Lake St.; Tracy, MN; 55490  
 SEX: F Died of:  
 Profession: Homemaker, School teacher Burial Place:  
 Christening Place: Marion, OH Code: S-M  
 Age At Death: Age At 1st Child: 22  
 Age At Last Child: 32 Number of Residences: 5  
 Number of Siblings: 3  
 Baptized: Mar 04, 1956 Endowed: Mar 04, 1956  
 Sealed to Parents: Mar 04, 1956 Sealed to Spouse: Mar 04, 1956  
 Religion: Baptist Burial Date:  
 Residence 1: Marion, OH, 2: Racine, WI, 3: Mason City, IA, 4: Lake Wilson, MN, 5:  
 Tracy, MN  
 Sibling 1: Alexander James Barkley (RN=563), 2: Helen Margaret Barkley Lanterman  
 (RN=564), 3: Hazel Imogene Barkley Campbell (RN=565)  
 Wife's Father George Henry Barkley (RN=557)  
 Wife's Mother Margaret Louise Winterham Barkley (RN=558)  
 Wife's Other Marriages

#### CHILDREN

M/F	NAME	BORN	MARRIED	DIED
1. F	Marie Louise Madison Lewis (RN=552)	Dec 11, 1940 Lake Wilson, MN	Dec 25, 1962 Elmer Robert Lewis (RN=566)	Living
2. M	Alfred Louis Madison (RN=553)	Sep 13, 1942 Lake Wilson, MN	Dec 11, 1964 Julia Lee Hanson Madison (RN=569)	Mar 27, 1983
3. M	Martin James Madison (RN=554)	Dec 11, 1945 Lake Wilson, MN	Jan 03, 1967 Dolly Allyson Morrison Madison (RN=567)	Living

#### PARENTS NOTES AND SOURCES OF INFORMATION

H-1: Family Bible  
 H-2: Raised cattle  
 W-1: Graduated from Ohio State University

continuation of Figure 12.5 - TEMPLATE.SPL

Family of Joseph William Madison (RN=550) and Louise Marie Barkley Madison (RN=551)

---

1. Marie Louise Madison Lewis (RN=552)

SEX: F	Died of:
Profession: Policewoman	Burial Place:
Christening Place: Lake Wilson, MN	Code: S-D1
Age At Death:	Age At 1st Child: 25
Age At Last Child: 28	Number of Residences: 5
Number of Siblings: 2	Endowed: Mar 04, 1956
Sealed to Parents: Mar 04, 1956	Sealed to Spouse:
Religion: Baptist	Burial Date:
Residence 1: Lake Wilson, MN, 2: Mpls., MN, 3: Chicago, IL, 4: Hamburg, Germany, 5: Houston, TX	
Sibling 1: Alfred Louis Madison (RN=553), 2: Martin James Madison (RN=554)	
Other Marriages	
Number of Children 3	

2. Alfred Louis Madison (RN=553)

SEX: M	Died of: Cancer
Profession: Lawyer	Burial Place: Phillips Cem. Dripping Springs TX
Christening Place: Lake Wilson, MN	Code: S-S1
Age At Death: 40	Age At 1st Child: 31
Age At Last Child: 39	Number of Residences: 4
Number of Siblings: 2	Endowed:
Sealed to Parents:	Sealed to Spouse:
Religion:	Burial Date:
Residence 1: Lake Wilson, MN, 2: Austin, TX, 3: Mali, Africa, 4: Henley, TX	
Sibling 1: Marie Louise Madison Lewis (RN=552), 2: Martin James Madison (RN=554)	
Other Marriages	
Number of Children 2	

3. Martin James Madison (RN=554)

SEX: M	Died of:
Profession: Writer	Burial Place:
Christening Place: Lake Wilson, MN	Code: S-S2
Age At Death:	Age At 1st Child: 25
Age At Last Child: 28	Number of Residences: 5
Number of Siblings: 2	Endowed: Mar 04, 1956
Sealed to Parents: Mar 04, 1956	Sealed to Spouse:
Religion: Baptist	Burial Date:
Residence 1: Lake Wilson, MN, 2: Mpls., MN, 3: San Francisco, CA, 4: Los Angeles, CA, 5: Springfield, IL	
Sibling 1: Marie Louise Madison Lewis (RN=552), 2: Alfred Louis Madison (RN=553)	
Other Marriages 2: Gladys Emma Tomskey Madison (RN=568)	
Number of Children 3	

---

CHILDREN'S NOTES AND SOURCES OF INFORMATION

---

(2)-1: Graduated Texas State University Magna Cum Laude  
(2)-2: Served in the Peace Corps in Mali

Figure 12.5 - TEMPLATE.WI3

Husband: Joseph William Madison (RN=550)  
 Born May 17, 1911<sup>1</sup> Place Raymond, Iowa<sup>1</sup>  
 Chr Place Cedar Rapids, IA  
 Marr May 04, 1938 Place Sioux Falls, SD  
 Died Jun 07, 1991 Place Tracy, MN  
 Bur Jun 12, 1991 Place Tracy, MN  
 Husband's Husband's  
 Father Louis James Madison (RN=555) Mother Martha Anne Lastler Madison  
 (RN=556)  
 Husband's  
 Other Wives: ?

Wife: Louise Marie Barkley Madison (RN=551)  
 Born Mar 04, 1915 Place Marion, OH  
 Chr Place Marion, OH  
 Living Place Tracy, MN  
 Wife's Wife's  
 Father George Henry Barkley (RN=557) Mother Margaret Louise Winterham Barkley  
 (RN=558)  
 Wife's Other Husbands: ?

M/F	Children	Born	First Marriage	Died
1 F	Marie Louise Madison Lewis (RN=552)	Dec 11, 1940 Lake Wilson, MN	Dec 25, 1962 Elmer Robert Lewis (RN=566)	Living
2 M	Alfred Louis Madison (RN=553)	Sep 13, 1942 Lake Wilson, MN	Dec 11, 1964 Julia Lee Hanson Madison (RN=569)	Mar 27, 1983
3 M	Martin James Madison (RN=554)	Dec 11, 1945 Lake Wilson, MN	Jan 03, 1967 Dolly Allyson Morrison Madison (RN=567)	Living

Notes Other Marriages  
 H-1 Family Bible (3)-2 Gladys Emma Tomsy Madison (RN=568)  
 H-2 Raised cattle  
 W-1 Graduated from Ohio State University  
 (2)-1 Graduated Texas State University  
 (2)-2 Served in the Peace Corps in Mali

Figure 12.5 - TEMPLATE.WI4

## Family Group Sheet

Husband: Joseph William Madison (RN=550)  
 Born May 17, 1911<sup>1</sup> Place Raymond, Iowa<sup>1</sup>  
 Chr Place Cedar Rapids, IA  
 Marr May 04, 1938 Place Sioux Falls, SD  
 Died Jun 07, 1991 Place Tracy, MN  
 Bur Jun 14, 1991 Place Tracy, MN

Husband's  
 Father Louis James Madison (RN=555)

Husband's  
 Mother Martha Anne Lastler Madison (RN=556)

Husband's  
 Other Wives: ?

Wife: Louise Marie Barkley Madison (RN=551)  
 Born Mar 04, 1915 Place Marion, OH  
 Chr Place Marion, OH  
 Living Place 12 Lake St.; Tracy, MN; 55490

Wife's  
 Father George Henry Barkley (RN=557)

Wife's  
 Mother Margaret Louise Winterham Barkley (RN=558)

Wife's Other Husbands: ?

M/F	Children	Born	First Marriage	Died
1 F	Marie Louise Madison Lewis (RN=552)	Dec 11, 1940 Lake Wilson, MN	Dec 25, 1962 Elmer Robert Lewis (RN=566)	Living
2 M	Alfred Louis Madison (RN=553)	Sep 13, 1942 Lake Wilson, MN	Dec 11, 1964 Julia Lee Hanson Madison (RN=569)	Mar 27, 1983
3 M	Martin James Madison (RN=554)	Dec 11, 1945 Lake Wilson, MN	Jan 03, 1967 Dolly Allyson Morrison Madison (RN=567)	Living

Notes  
 H-1 Family Bible  
 H-2 Raised cattle  
 W-1 Graduated from Ohio State University  
 (2)-1 Graduated Texas State University  
 (2)-2 Served in the Peace Corps in Mali

Other Marriages  
 (3)-2 Gladys Emma Tomsy Madison (RN=568)

Family Group Sheet  
 Date Prepared Sep 06, 1993

Page # 1

Page one above and page two below are combined on one page for this sample.

Family Group Sheet continued

Page # 2

Husband Joseph William Madison (RN=550) May 17, 1911<sup>1</sup>  
 Wife Louise Marie Barkley Madison (RN=551) Mar 04, 1915

---

1	Marie Louise Madison Lewis (RN=552)	Occupation Policewoman
2	Alfred Louis Madison (RN=553)	Occupation Lawyer
3	Martin James Madison (RN=554)	Occupation Writer

Main menu headings are *	File	Settings	Names	Records	Print	Other
See Chapter	7	8	9	10	11	12

20 OTHER SAMPLE PRINTOUTS - Many of the sample printouts are small print in order to make them fit in the smaller size of the manual. Even though the print is small it still gives you the idea of the layouts.

5 Sep 1993 Sample Descendants Chart  
 From the files of Kathryn Rhinehart Bassett 818-794-7973  
 1080 N Holliston Ave Pasadena CA 91104-3014

Figure 12.1a  
 page 1 of 4

Descendants of Joseph THOMPSON (RN=20) (ID=20)

(See page 4 of 4 for pertinent settings)

Person	Children	Grand Children	Great Grand Children
Joseph THOMPSON (RN=20) (ID=20)			
B: 1815 or 1810^1. B: at ,,South Carolina. M: to Sarah PRICE (RN=21) (ID=21) ?? May 1842^2			
at Ellijay,Gilmer,Georgia. RELA: GG Grf. 10 Children. (1: Age 35 IN 1850 Age 50 IN 1860).			
(2: MC=Evd 807). (3: 1850 Evd 905 -Gilmer-Georgia). (4: 1860 Evd 906 -Gilmer-Georgia). (5:			
1870 Not IN Gilmer).			
WIFE: Sarah PRICE (RN=21) (ID=21)			
B: Btwn 17Jul-13Aug 1817. B: at ,,South Carolina. M: to Joseph THOMPSON (RN=20) (ID=20) ?			
? May 1842 at Ellijay,Gilmer,Georgia. RELA: GG Grm. 10 Children. (1: 1850 Evd 905 -			
Gilmer-Georgia). (2: 1860 Evd 906 -Gilmer-Georgia).			
Mary I THOMPSON (RN=3816) (ID=20.1)			
B: 1844. B: at Georgia. RELA: G GR Aunt.			
Nancy A THOMPSON (RN=3817) (ID=20.2)			
B: 1845. B: at Georgia. RELA: G GR Aunt.			
Elizabeth THOMPSON (RN=3818) (ID=20.3)			
B: 1847. B: at Georgia. RELA: G GR Aunt.			
Caroline THOMPSON (RN=3819) (ID=20.4)			
B: 1848. B: at Georgia. RELA: G GR Aunt.			
Josephus THOMPSON (RN=3820) (ID=20.5)			
B: Mar 1850. B: at Georgia. RELA: G GR Uncle.			
Benjamin THOMPSON (RN=3821) (ID=20.6)			
B: 1852. B: at Georgia. RELA: G GR Uncle.			
William THOMPSON (RN=3822) (ID=20.7)			
B: 1853. B: at Georgia. RELA: G GR Uncle.			
Sarah THOMPSON (RN=3823) (ID=20.8)			
B: 1856. B: at Georgia. RELA: G GR Aunt.			
Rutha(?) THOMPSON (RN=3824) (ID=20.9)			
B: 1858. B: at Georgia. RELA: G GR Aunt.			
John J THOMPSON (RN=10) (ID=10)			
B: 1861. B: at ,,Georgia. D: After 1896 Divorce. D: at Look IN Georgia?. M: to			
Emily A 'Emma' TINDER (RN=11) (ID=11) 31 Oct 1883^1 at Strawtown,Hamilton,Indiana.			
RELA: G Grf. 5 Children. (1: MC=Evd 237 Appl=Evd 449). (2: Left Marr 12 Sep 1896			
Wife Div Him 5 Sep 1898).			
WIFE: Emily A 'Emma' TINDER (RN=11) (ID=11)			
B: Oct 1867. B: at ,Tipton,Indiana. D: 28 Oct 1912. D: at Kokomo, Howard,			
Indiana. BURI: Crown Point Cemetery, Kokomo, Howard, Indiana Lot 5 Sec 15. 3			
(note here >> Marriages. M: to John J THOMPSON (RN=10) (ID=10) 31 Oct 1883 at Strawtown,			
all marriage Hamilton,Indiana. RM: to Isaac T 'Ike' COATS (RN=2901) (ID=11.HB) 8 Sep 1898 at			
data showing) , Cass, Indiana, BK 17 PG 132. RM: to Aaron NICKERSON (RN=4409) (ID=11.HC) 15			
May 1909 at , Howard, Indiana. RELA: G Grm. 7 Children. (1: 1870 Evd 163			
Wayne-Hamilton-Ind). (2: 1880 Evd 162 Wayne-Hamilton-Ind). (3: 1900 Evd 252			
Center-Grant-Ind). (4: Look For Her IN 1910 Census Under Nickerson). (5:			
Various Evd'S 1170-1172 & 1176-1180). (6: Died OF Typhoid Fever Per DC). (7:			
She Has NO Tombstone).			

Descendants of Joseph THOMPSON (RN=20) (ID=20)

Figure 12.1a  
page 2 of 4

Generation

0	1	2	3
			Sarah Elizabeth THOMPSON (RN=2902) (ID=10.1)
			B: 5 Apr 1884. B: at Noblesville,Hamilton,Indiana. D: 18 Dec 1949. D:
			at Springfield,Clark,Ohio. 2 Marriages. M: to Fred COPPOCK (RN=2908)
			(ID=10.1HA) 22 Jul 1900 at ,Grant,Indiana. RM: to Fred SALYER (RN=2909)
			(ID=10.1HB). RELA: GR Aunt. 2 Children. (1: Lived IN Kokomo IN Jul 1912).
			(2: A/C TO A Postcard).
			HUSBAND: Fred COPPOCK (RN=2908) (ID=10.1HA)
			D: 1910. M: to Sarah Elizabeth THOMPSON (RN=2902) (ID=10.1) 22 Jul
			1900 at ,Grant,Indiana. 2 Children.
			Laurel COPPOCK (RN=2912) (ID=10.11)
			B: 1905. B: at Washington,Mason,Kentucky. D: 1969. M: to
			Frances HOWDYSHELL (RN=2914) (ID=10.11W). RELA: 1C1R. 1 Child.
			WIFE: Frances HOWDYSHELL (RN=2914) (ID=10.11W)
			M: to Laurel COPPOCK (RN=2912) (ID=10.11). 1 Child.
			Warren Thompson COPPOCK (RN=2913) (ID=10.12)
			B: 1907. B: at Covington,Kenton,Kentucky. RELA: 1C1R.
			HUSBAND: Fred SALYER (RN=2909) (ID=10.1HB)
			M: to Sarah Elizabeth THOMPSON (RN=2902) (ID=10.1).
			Female THOMPSON (RN=2905) (ID=10.2)
			B: 11 Aug 1885. B: at ,Tipton,Indiana. D: 11 Aug 1885. D: at ,Tipton,
			Indiana. RELA: GR Aunt.
			Carrie Adeline THOMPSON (RN=5) (ID=5)
			B: 9 Jan 1887^1. B: at Cicero Tnshp,Tipton,Indiana. D: 3 Jul 1956^2. D:
			at West Covina,Los Angeles,California. BURI: Oakdale Mem.Pk.,Glendora,
			Los Angeles,California. M: to Alonzo Jacob "Lonnie" RHINEHART (RN=4)
			(ID=4) 20 Feb 1904 at Marion,Grant,Indiana. RELA: Grm. 9 Children. (1:
			BC=Evd 103). (2: DC=Evd 13).
			HUSBAND: Alonzo Jacob "Lonnie" RHINEHART (RN=4) (ID=4)
			B: 21 May 1884^1. B: at Marion,Grant,Indiana. D: 4 Jan 1964^1. D:
			at Azusa,Los Angeles,California. BURI: Oakdale Mem.Pk.,Glendora,LA,CA.
			M: to Carrie Adeline THOMPSON (RN=5) (ID=5) 20 Feb 1904^1 at Marion,
			Grant,Indiana. RELA: Grf. 9 Children. (1: BC=Evd 10 MC=Evd 7
			DC=Evd 11). (2: IN Aug 1912 Family Was Visiting IN Kokomo Ind). (3:
			W/Nickerson'S (Motherinlaw) A/C TO A Postcard). (4: 1920 Census
			Shows HE Was A Bottle Blower).
			Doris Marie RHINEHART (RN=2801) (ID=4.1)
			B: 16 Dec 1903^1. B: at Indiana. D: 20 Aug 1904. D: at Lapel,
			Madison,Indiana. No Marriages. RELA: Aunt. No Children. (1:
			A/C Obit. DC Says B. 17 Jun 1903). (2: Died OF Infant Cholera
			See Notes).
			Lonnie Rex RHINEHART (RN=2802) (ID=4.2)
			B: 6 Jan 1905. B: at Indiana. D: 27 Jan 1928. D: at Ohio. M:
			to Rae HAMRICK (RN=2809) (ID=4.2.Fiance) ^1. RELA: Uncle. (1:
			Engaged TO Rae Hamrick When HE Died). (2: Death Date From
			Reunion Record).
			WIFE: Rae HAMRICK (RN=2809) (ID=4.2.Fiance)
			M: to Lonnie Rex RHINEHART (RN=2802) (ID=4.2).
			Ruby A RHINEHART (RN=2803) (ID=4.3)
			B: 7 Nov 1908. B: at Indiana. D: 1908. D: at Indiana. No
			Marriages. RELA: Aunt.
			Frederick D RHINEHART (RN=2804) (ID=4.4)
			B: 1909. B: at Indiana. D: 1909. D: at Indiana. No Marriages.
			RELA: Uncle.
			Lester Allen RHINEHART Sr (RN=2805) (ID=4.5)
			B: 23 Aug 1911. B: at Eaton,Delaware,Indiana. D: Jun 1959. D:
			at Olympia,Thurston,Washington. M: to Edith Kathryn ORNES
			(RN=2810) (ID=4.5W) Jun 1932 at Olympia,Thurston,Washington.
			RELA: Uncle. 2 Children.

(note here >>>  
is an example of how  
the 'other parent'  
is placed before the  
children are listed)



Descendants of Joseph THOMPSON (RN=20) (ID=20)

Figure 12.1a  
page 3 of 4

Generation	1	2	3
			WIFE: Edith Kathryn ORNES (RN=2810) (ID=4.5W)
			B: 3 Nov 1913. 2 Marriages. M: to Lester Allen RHINEHART
			Sr (RN=2805) (ID=4.5) Jun 1932 at Olympia,Thurston,
			Washington. RM: to Male THREADGILL (RN=2860) (ID=4.5WHB).
			2 Children.
			Kenneth Doyle RHINEHART (RN=2806) (ID=4.6)
			B: 7 Oct 1913. B: at Upland,Grant,Indiana. D: 28 Nov 1977. D:
			at ,Thurston,Washington. M: to Dorothy Orene GARTH (RN=2811)
			(ID=4.6W) 22 May 1942 at Probably ,Los Angeles,California.
			RELA: Uncle. (1: See Story File For More [not appended in this
			sample])).
			WIFE: Dorothy Orene GARTH (RN=2811) (ID=4.6W)
			B: 1 Jan 1914. D: 7 Dec 1980. D: at ,Thurston,Washington.
			M: to Kenneth Doyle RHINEHART (RN=2806) (ID=4.6) 22 May 1942
			at Probably ,Los Angeles,California. RELA: Aunt.
			Mildred Bonita RHINEHART (RN=2807) (ID=4.7)
			B: 14 Feb 1916. B: at Upland,Grant,Indiana. 2 Marriages. M:
			to John Taylor BODOLAY (RN=2812) (ID=4.7HA) 3 Mar 1935 at
			Akron,Summit,Ohio. RM: to Arch MCWHERTER (RN=2813) (ID=4.7HB)
			20 Nov 1964 at Probably ,Los Angeles,California. RELA: Aunt.
			2 Children. (1: See Story File For 'Memories' [not appended in
			this sample])
			HUSBAND: John Taylor BODOLAY (RN=2812) (ID=4.7HA)
			B: 17 Jun 1915. B: at Daisytown,Washington,Pennsylvania. M:
			to Mildred Bonita RHINEHART (RN=2807) (ID=4.7) 3 Mar 1935 at
			Akron,Summit,Ohio. 2 Children. (1: Div 11 May 1956 LA-CA).
			HUSBAND: Arch MCWHERTER (RN=2813) (ID=4.7HB)
			B: 22 Jul 1909. B: at Illinois. D: 6 Oct 1982. D: at ,Los
			Angeles,California. 2 Marriages. M: to Ethel MILLARD
			(RN=2830) (ID=4.7HBWA). RM: to Mildred Bonita RHINEHART
			(RN=2807) (ID=4.7) 20 Nov 1964 at Probably ,Los Angeles,
			California. 1 Child.
			Richard Claire RHINEHART (RN=2808) (ID=4.8)
			B: 29 May 1919. B: at Upland,Grant,Indiana. D: 25 Dec 1989. D:
			at Omaha,Douglas,Nebraska. M: to Gwendolyn Berle CROCKER
			(RN=2814) (ID=4.8W) 27 Dec 1942 at Omaha,Douglas,Nebraska.
			RELA: Uncle. 1 Child. (1: Killed IN Car Accident While ON
			Vacation).
			WIFE: Gwendolyn Berle CROCKER (RN=2814) (ID=4.8W)
			B: 20 Jan 1914. B: at Medina,Medina,Ohio. D: 25 Dec 1989.
			D: at Omaha,Douglas,Nebraska. M: to Richard Claire
			RHINEHART (RN=2808) (ID=4.8) 27 Dec 1942 at Omaha,Douglas,
			Nebraska. 1 Child.
			Norman Gayle RHINEHART (RN=2) (ID=2)
			B: 19 Oct 1921^1. B: at Upland,Grant,Indiana. Living. M: to
			ASH Eleanor Mae (RN=3) (ID=3) 1 Jun 1947^2 at Akron,Summit,
			Ohio. RELA: Father. 5 Children. (2: MC=Evd 1). (3: IN TB
			Sanitarium From Around Easter 1928 TO Aug 1930).
			WIFE: ASH Eleanor Mae (RN=3) (ID=3)
			B: 1 Nov 1927^1. B: at West Union,Doddridge,West Virginia.
			Living. 2 Marriages. M: to Norman Gayle RHINEHART (RN=2)
			(ID=2) 1 Jun 1947 at Akron,Summit,Ohio. RM: to William
			Howard GRIFFY (RN=2287) (ID=3.HB) 16 Jun 1984 at Pasadena,
			Los Angeles,California. RELA: Mother. 5 Children. (1:
			BC=Evd 5).

Descendants of Joseph THOMPSON (RN=20) (ID=20)

Figure 12.1a  
page 4 of 4

```

Generation
0          1          2          3
|          |          |          |
|          |          |          |
|          |          |Maude Teresa THOMPSON (RN=2903) (ID=10.4)
|          |          |  B: 18 Dec 1888^1. B: at Goldsmith,Tipton,Indiana. D: 28 Sep 1923^2. D:
|          |          |  at Indianapolis,Marion,Indiana. 2 Marriages. M: to Harry Allen MOULDEN
|          |          |  (RN=2910) (ID=10.4HA) 5 Oct 1904 at ,Grant,Indiana. RM: to James
|          |          |  REXROAD (RN=2911) (ID=10.4HB). RELA: GR Aunt. 3 Children. (1: A/C DC).
|          |          |  (2: DC=Evd 197).
|          |          |  HUSBAND: Harry Allen MOULDEN (RN=2910) (ID=10.4HA)
|          |          |  B: 1874. D: 25 May 1919. D: at Kokomo,Howard,Indiana. M: to Maude
|          |          |  Teresa THOMPSON (RN=2903) (ID=10.4) 5 Oct 1904 at ,Grant,Indiana. 3
|          |          |  Children.
|          |          |  |Agnes Peggy MOULDEN (RN=2918) (ID=10.41)
|          |          |  |  B: 5 Jul 1906. RELA: 1C1R.
|          |          |  |Wilmer MOULDEN (RN=2919) (ID=10.42)
|          |          |  |  B: 12 Mar 1910. RELA: 1C1R.
|          |          |  |Ruth Evelyn MOULDEN (RN=2920) (ID=10.43)
|          |          |  |  B: 15 Oct 1917. B: at Kokomo,Howard,Indiana. M: to Lloyd
|          |          |  |  CHASE (RN=2921) (ID=10.43H). RELA: 1C1R.
|          |          |  |  HUSBAND: Lloyd CHASE (RN=2921) (ID=10.43H)
|          |          |  |  M: to Ruth Evelyn MOULDEN (RN=2920) (ID=10.43).
|          |          |  |  HUSBAND: James REXROAD (RN=2911) (ID=10.4HB)
|          |          |  |  M: to Maude Teresa THOMPSON (RN=2903) (ID=10.4).
|          |          |Harvey THOMPSON (RN=2904) (ID=10.5)
|          |          |  B: 17 Jan 1891. B: at Galveston, Jackson, Cass, Indiana. D: 17 Jun 1912.
|          |          |  D: at Kokomo, Howard, Indiana. BURI: Crown Point Cemetery, Kokomo,
|          |          |  Howard, Indiana Lot 52 Sec 15. RELA: GR Uncle. (1: HE Has NO Tombstone.
|          |          |  Red Men'S Lodge Was IN Charge OF Funeral). (2: Lived IN Galveston Most
|          |          |  OF Life Per Obit).

```

Some of the pertinent parameter settings are:

Place Other Parent First (YES) pointed out on page 2 of 4  
 Use Paragraph Format (YES)  
 Show All Marriage Data (YES) pointed out on page 1 of 4  
 Suppress Blank Line (YES)

5 Sep 1993

Sample Descendants Chart

Figure 12.1b

From the files of Kathryn Rhinehart Bassett 818-794-7973  
 1080 N Holliston Ave Pasadena CA 91104-3014

page 1 of 1

Descendants of Joshua MURDOCK (RN=7022) (ID=B126)

Person	Children	Grand Children	Great Grand Children	Great Grand Children	
Joshua MURDOCK (RN=7022) (ID=B126)					
	WIFE: Ruth CHASE (RN=7023) (ID=B127)				
	Amanda MURDOCK (RN=7237) (ID=B63)				
		HUSBAND: Jedediah GREEN (RN=7236) (ID=B62)			
		Emma GREEN (RN=7031) (ID=B31)			
			HUSBAND: Charles H BRIGGS (RN=7030) (ID=B30)		
			Gertrude BRIGGS (Adopted?) (RN=7015) (ID=B15)		
				HUSBAND: Edwin Andrew COVEY (RN=7014) (ID=B14)	
				Mabel May COVEY (RN=7007) (ID=B7)	
					HUSBAND: Matthew Wilson JONES (RN=7006) (ID=B6)
					Iva L COVEY (RN=7479) (ID=B14.2)
					HUSBAND: Walter N OLMSTEAD (RN=7480) (ID=B14.2H)
					Zella Irene COVEY (RN=7481) (ID=B14.3)
					HUSBAND: Wilson J OGDEN (RN=7482) (ID=B14.3HA)
					HUSBAND: Allan OGDEN (RN=7483) (ID=B14.3HB)
					Leroy S COVEY (RN=7484) (ID=B14.4)
					WIFE: Clara I TERRY (RN=7485) (ID=B14.4WA)
					WIFE: Margaret MCGINLEY (RN=7486) (ID=B14.4WB)
					Ray A COVEY (RN=7487) (ID=B14.5)
					Arthur William COVEY (RN=7488) (ID=B14.6)
					WIFE: Evelyn L CLINTON (RN=7489) (ID=B14.6WA)
					WIFE: Virginia KORB (RN=7490) (ID=B14.6WB)
					WIFE: Winnie Xxx (No Record)
					WIFE: Maxine Xxx (No Record)

Some of the pertinent parameter settings are:

Place Other Parent First (YES)  
 Suppress Blank Line (NO)  
 Print All Spouses (YES)

5 Sep 1993

Sample Standard Pedigree Chart

Figure 12.2!a

From the files of Kathryn Rhinehart Bassett 818-794-7973

page 1 of 5

1080 N Holliston Ave Pasadena CA 91104-3014

Chart # 1

See next page for list of pertinent settings

```

/ (8) 7024 John JONES-----
|B 1797 ,,New York
|M Prior 1830
| Probably ,Chenango,New York
|D 29 Apr 1855
/ (4) 7012 Adelbert Lyman JONES--+ Masonville,Delaware,New York
|B 11 Oct 1844
| ,Chenango,New York
|M 12 Apr 1866
| Masonville,Delaware,New York
|D 20 Mar 1929
/ (2) 7006 Matthew Wilson JONES--+ Masonville,Delaware,New York
|B 20 Apr 1887
| Masonville,Delaware,New York
|M 15 Jul 1914 Pasadena,Los Ange|
| les,California
|D 17 Apr 1959
| Camarillo,Ventura,California
|
| (5) 7013 Sarah Ann COLONY-----+
| B 10 Sep 1846 ,,Pennsylvania
| D 8 Jan 1923
| Masonville,Delaware,New York
| (1) 7003
+ Sarah Gertrude 'Sally' JONES-
|B 13 May 1915 Pasadena,Los Ange
| les,California
|M 2 Jun 1934 Pasadena,Los Angel
| es,California
|D 31 Dec 1982 Pasadena,Los Ange
| les,California
|Spouse:
|7002 Charles Harold BASSETT / (6) 7014 Edwin Andrew COVEY----+D 9 Feb 1905
|B 11 Mar 1865
| Coleville,Broome,New York
|M 28 May 1886
| Cincinatus,Cortland,New York
|D 9 Jul 1953 Pasadena,Los Angel
| es,California
\ (3) 7007 Mabel May COVEY-----+
|B 15 May 1887 New York
|D 28 Dec 1946
| ,Los Angeles,California
|
| (7)
\7015 Gertrude BRIGGS (Adopted?)+D
|B 16 Oct 1870
|D 10 Sep 1958 Monrovia,Los Ange|
| les,California
/ (10) 7026 Leonard COLONY-----
|B 1817 ,Delaware,New York
|M Prior 1839 Pennsylvania
|D After 1892 Probably Masonvill
| e,Delaware,New York
/ (11) 7027 Cordelia CAMEL-----
|B 1817 ,Chenango,New York
|D After 1880 Probably,Masonvill
| e,Delaware,New York
->12
/ (12) 7028 Lorenzo Dow COVEY----
|B 23 May 1824
| Butternuts,Otsego,New York
|M 23 Jan 1848
| Ninevah,Broome,New York
|D 9 Feb 1905
| Ninevah,Broome,New York
->13
\ (13) 7029 Cordelia MATTESON-----
|B 27 Sep 1828
| Greene,Chenango,New York
|D 15 Apr 1916
/ (14) 7030 Charles H BRIGGS-----
|B Circa 1850 Georgetown,Willit
| ,Cortland,New York
|M 7 Nov 1869
| Willett,Cortland,New York
/ (15) 7031 Emma GREEN-----
|B 1850 ,Madison,New York
|D

```

```
Chart # 10
Person number 1 on this chart is
the same as person number 10
on chart number 1
```

Figure 12.2!a  
page 2 of 5

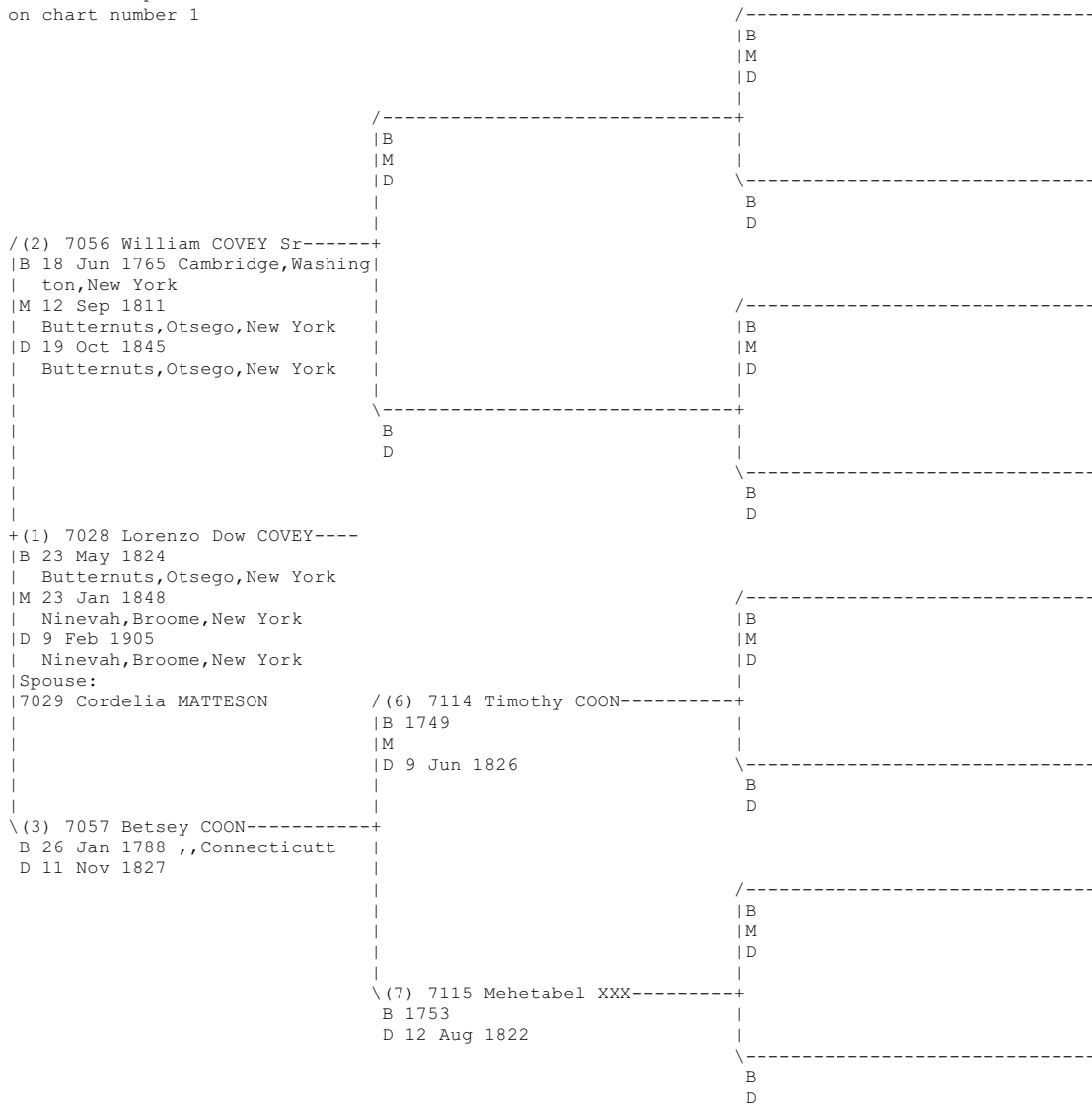
Some of the pertinent parameter settings to duplicate this format of Standard Chart are as follow:

[illegible]

Chart # 12

Person number 1 on this chart is  
the same as person number 12  
on chart number 1

Figure 12.2!a  
page 3 of 5













Ancestors of FERRELL Estella Mae "Peggy" (RN=7) (ID=7)

Figure 12.3!a  
page 2 of 2

Generation	0	1	2	3	4	5	6	7
				Joseph D TOMLINSON (IV) (RN=58) (ID=58)				
				Mary DELONG (RN=117) (ID=117)				
		Elizabeth Hartness "Lib" TOMLINSON (RN=29) (ID=29)			John MCCLURE Sr (RN=166) (ID=472)			
					John MCCLURE Jr (RN=162) (ID=236)			
					Janet MCKNIGHT (RN=167) (ID=473)			
				Denny MCCLURE (RN=118) (ID=118)				
					Frederick DENNY (RN=194)   (ID=948)			
					William DENNY Sr (RN=188) (ID=474)			
					Eleanor XXX (RN=193)   (ID=949)			
					Martha DENNY (RN=163) (ID=237)			
					Agnes XXX (RN=192) (ID=475)			
		Indiana K MCCLURE (RN=59) (ID=59)		Margaret GILLIS (RN=119) (ID=119)				
FERRELL Estella Mae "Peggy" (RN=7) (ID=7)					John PIPES (RN=94) (ID=480)			
					John PIPES Jr (Capt) (RN=101) (ID=240)			
					Female WINDSOR (RN=95) (ID=481)			
				John PIPES (RN=145) (ID=120)				
					Joseph HARRIMAN (RN=84)   (ID=964)			
					John HARRIMAN (RN=86) (ID=482)			
					Female XXX (RN=85) (ID=965)			
					Jemima HARRIMAN (RN=102) (ID=241)			
					Miriam BLOCKMAN (RN=87) (ID=483)			
		James PIPES (RN=60) (ID=60)		Thomas SLATER (RN=78) (ID=241)				
			Eleanor SLATER (RN=123) (ID=121)					
			Eleanor XXX (RN=79) (ID=243)					
	James PIPES Jr (RN=30) (ID=30)							
	Mary XXX (RN=100) (ID=61)							
Emma Adeline PIPES (RN=15) (ID=15)		James S FERRELL (RN=124) (ID=124 & 112) Same as line   shown above on page 1		Eli FERRELL (RN=62) (ID=62)		Rebecca BUNNER (RN=125) (ID=125 & 113) Same as line   shown above on page 1		Catherine Jane FERRELL (RN=31) (ID=31)
		George Ludwig (Lewis) COFFINBERRY   (KAUFENBAERGER) (RN=76) (ID=504)		Jacob Lewis COFFINBERRY (RN=132) (ID=252)		Katrina KIMMEL (RN=77) (ID=505)		Jacob (Coffenbury?) LEWIS (RN=126) (ID=126)
		Female XXX (RN=133) (ID=253)		Rachel LEWIS (RN=63) (ID=63)	Mary XXX (RN=127) (ID=127)			

Some of the pertinent parameter settings are:

```
Suppress Duplication (YES) - > > > > >
>--
```

Use Joined Lines (YES)

Show Names Only (YES)



Ancestors of Lavina KILE (RN=13) (ID=13)

Figure 12.3!b  
page 2 of 3

Generation							
0	1	2	3	4	5	6	7
						Samuel UNDERWOOD (RN=4266)	
						B: 1650'S	
						M: to Mary WILCOCKS (RN=4269)	
						6 Children	
						Elizabeth XXX (RN=4265)	
						M: to Thomas UNDERWOOD (RN=4264)	
						3 Children	
						Thomas William UNDERWOOD (RN=4273)	
						B: Prior 1722	
						D: Prior 30 Apr 1801	
						M: to Elizabeth DIXON (RN=4278) 27 Apr 1757 at Christiana Hundred, New Castle, Delaware	
						3 Children	
						(1: Name WM Per Viola Wadsworth But Father'S)	
						(2: Will Says Thomas w/no WM Mentioned so)	
						(3: Assume Thomas William. Besides, I Saw)	
						(4: A Record Someplace That Had A Thomas Wm.)	
						Mary WILCOCKS (RN=4269)	
						M: to Samuel UNDERWOOD (RN=4266)	
						6 Children	
						Joseph UNDERWOOD (RN=4286)	
						M: to Rachel XXX (RN=4289)	
						1 Child	
						William Dixon (No Record)	
						Elizabeth DIXON (RN=4278)	
						M: to Thomas William UNDERWOOD (RN=4273) 27 Apr 1757 at Christiana Hundred, New Castle, Delaware	
						3 Children	
						Hannah Hollingsworth (No Record)	

Ancestors of Lavina KILE (RN=13) (ID=13)

Figure 12.3!b  
page 3 of 3

```

0          1          2          3          4          5          6          7
|          |          |          |          |          |          |
|          |          |Dixon UNDERWOOD (RN=566) (ID=24.2WF)
|          |          |M: to Keziah BAKER (RN=567) (ID=24.2WM)
|          |          |11 Children
|          |          |(1: Viola Wadsworth Ancestor)
|          |          |(2: Dixon IS MY Sarah'S Father Per Kathryn Kyle Hall But I Need)
|          |          |(3: TO DO Some Further Proving. When I Have Proved TO MY Satisfaction)
|          |          |(4: I Will Renumber The Pertinent Ancestors And RE-Code Their Kids)
|          |          |
|          |          |Rachel XXX (RN=4289)
|          |          |M: to Joseph UNDERWOOD (RN=4286)
|          |          |1 Child
|
|Sarah UNDERWOOD (RN=27) (ID=27)
|B: ?? ??? 1829
|D: ?? ??? 1913
|D: at ,,West Virginia
|BURI: Underwood Cemetery,Ashley,Doddridge,West Virginia
|M: to George Washington KILE (RN=26) (ID=26) ?? ??? 1847
|11 Children
|RELA: GG Grm
|
|Keziah BAKER (RN=567) (ID=24.2WM)
|M: to Dixon UNDERWOOD (RN=566) (ID=24.2WF)
|11 Children

```

Some of the pertinent parameter settings are:

Use Joined Lines (NO)  
Use Paragraph Format (NO)  
Suppress Blank Line (NO)

5 Sep 1993                                      Sample Ahnentafel Pedigree Chart  
From the files of Kathryn Rhinehart Bassett    818-794-7973  
1080 N Holliston Ave Pasadena CA 91104-3014

Figure 12.4#  
page 1 of 4

Ahnentafel for Norman Gayle RHINEHART (RN=2)

(First Line Number set at 2)

2. Norman Gayle RHINEHART (RN=2), b 19 Oct 1921<sup>1</sup>, b at Upland,Grant,Indiana, Living, m to Eleanor Mae ASH (RN=3) 1 Jun 1947<sup>2</sup> at Akron,Summit,Ohio, REL Father, 5 children, (2: MC=Evd 1), (3: IN TB Sanitarium From Around Easter 1928 TO Aug 1930).
- Generation 2-----
4. Alonzo Jacob 'Lonnie' RHINEHART (RN=4), b 21 May 1884<sup>1</sup>, b at Marion,Grant,Indiana, d 4 Jan 1964<sup>1</sup>, d at Azusa,Los Angeles,California, BUR Oakdale Mem.Pk.,Glendora,LA,CA, m to Carrie Adeline THOMPSON (RN=5) 20 Feb 1904<sup>1</sup> at Marion,Grant,Indiana, REL Grf, 9 children, (1: BC=Evd 10 MC=Evd 7 DC=Evd 11), (2: IN Aug 1912 Family Was Visiting IN Kokomo Ind), (3: W/Nickerson'S (Motherinlaw) A/C TO A Postcard), (4: 1920 Census Shows HE Was A Bottle Blower).
5. Carrie Adeline THOMPSON (RN=5), b 9 Jan 1887<sup>1</sup>, b at Cicero Tnshp,Tipton,Indiana, d 3 Jul 1956<sup>2</sup>, d at West Covina,Los Angeles,California, BUR Oakdale Mem.Pk.,Glendora,Los Angeles, California, m to Alonzo Jacob 'Lonnie' RHINEHART (RN=4) 20 Feb 1904 at Marion,Grant,Indiana, REL Grm, 9 children, (1: BC=Evd 103), (2: DC=Evd 13).
- Generation 3-----
8. William Frederick RHINEHART (RN=8), b 24 Jun 1848, b at ,Butler,Ohio, d 22 Oct 1934<sup>1</sup>, d at Muncie,Delaware,Indiana, BUR Eaton Cemetery,Upland,Delaware,Indiana, m to Jennie Elizabeth WAMSLEY (RN=9) Circa 1875, REL G Grf, 6 children, (1: DC=Evd 121 - NO Probate), (2: WB MC=Evd 196), (3: WC-MC Not IN Delaware CO), (4: WC-Mar After 26 Feb 1913 (WB Death)), (5: WC-Mar Prior 1918 (Walter Death)), (6: Widowed Living W/Son Lonnie IN 1920 Census).
9. Jennie Elizabeth WAMSLEY (RN=9), b 1845<sup>2</sup>, b at Cleves,Hamilton,Ohio, d 1890-1894, d at Probably,,Indiana, m to William Frederick RHINEHART (RN=8) Circa 1875, REL G Grm, 6 children, (1: See Story File For Death Info [not appended in this sample]), (2: A/C 1870 Census-1852 A/C 1880 Census), (3: And 1846 A/C 1860 Census).
10. John J THOMPSON (RN=10), b 1861, b at ,,Georgia, d After 1896 Divorce, d at Look IN Georgia?, m to Emily A 'Emma' TINDER (RN=11) 31 Oct 1883<sup>1</sup> at Strawtown,Hamilton,Indiana, REL G Grf, 5 children, (1: MC=Evd 237 Appl=Evd 449), (2: Left Marr 12 Sep 1896 Wife Div Him 5 Sep 1898).
11. Emily A 'Emma' TINDER (RN=11), b Oct 1867, b at ,Tipton,Indiana, d 28 Oct 1912, d at Kokomo, Howard, Indiana, BUR Crown Point Cemetery, Kokomo, Howard, Indiana Lot 5 Sec 15, m to John J THOMPSON (RN=10) 31 Oct 1883 at Strawtown,Hamilton,Indiana, REL G Grm, 7 children, (1: 1870 Evd 163 Wayne-Hamilton-Ind), (2: 1880 Evd 162 Wayne-Hamilton-Ind), (3: 1900 Evd 252 Center-Grant-Ind), (4: Look For Her IN 1910 Census Under Nickerson), (5: Various Evd'S 1170-1172 & 1176-1180), (6: Died OF Typhoid Fever Per DC), (7: She Has NO Tombstone).
- Generation 4-----
16. Jacob RHINEHART (RN=16), b 27 Feb 1815, b at ,,Pennsylvania, d 21 Feb 1890, d at ,,Indiana, m to Julia Ann ERVIN (RN=17) 29 Aug 1847<sup>1</sup> at ,Butler,Ohio, REL GG Grf, 13 children, (1: Evd 149), (2: A/C Unknown Source, Jacob Remarried & Moved TO), (3: Wheeling & Died There. NO Probate IN Delaware CO), (4: Born Near Monongahala River).
17. Julia Ann ERVIN (RN=17), b 1827, b at ,Butler,Ohio, d 29 Sep 1879, d at Laurel, Franklin, Indiana, BUR Supposedly IN Laurel ON Her Land, m to Jacob RHINEHART (RN=16) 29 Aug 1847 at , Butler,Ohio, REL GG Grm, 13 children, (1: Mortality Schedule Says She Died OF Kidney Disease And That), (2: Attending Physician Was Thomas Griffin. Also Says 40 Yrs IN), (3: The County, SO Maybe They Only Married IN Butler CO OH?).
18. Samuel WAMSLEY (RN=18), b 20 Aug 1820, b at Cleves,Hamilton,Ohio, d 24 Feb 1903, d at Cleves, Hamilton,Ohio, Probably, BUR Berea Cemetery Aka Maple Grove Cemetery IN Cleves, m to Catharine GROENDYKE (RN=19) 26 OR 31 Jan 1844 at ,Hamilton,Ohio, REL GG Grf, 8 children, (1: Need 1900 Census), (2: Blacksmith. - HE Was IN Roadhous,Green,Ill 8 Apr 1884 For), (3: 3-4 Years Per Argos Sep 1892. Argos Also Adm When Dau Anna Died), (4: Have Entire Military File Evd 1009 IN Which AN A.B.Wamsley), (5: And S.V.?Hayes Signed AS Witnesses. Other Named Were), (6: WM Jessup And Leah H Guard), (7: A.B. Also Buried Berea Cem (Evd 744) Send For His Military Record), (8: A.B. Prob Moses B.W. Son), (9: Sheldon Earl W. Est Adm 1899-1902 Evd 757).

Ahnentafel for Norman Gayle RHINEHART (RN=2)

Figure 12.4#

page 2 of 4

19. Catharine GROENDYKE (RN=19), b Oct 1822, b at ,,Indiana (Ohio Per 1900 Census), d 9 Apr 1910, d at Look For Death Record IN Hamilton County, m to Samuel WAMSLEY (RN=18) 26 OR 31 Jan 1844 at ,Hamilton,Ohio, REL GG Grm, 8 children, (1: Both Parents Born Ind A/C 1880 & 1900 Census), (2: Maybe ON 1910 Census Before Died? Look For Her (Probably IN Cleves)), (3: Death Date Per Pension Drop Record), (4: See Appended Story File [not appended in this sample]), (5: AS OF 1903 She'S Blind), (6: Samuel Had Lots 32 & 33 IN Cleves, Cath. Still Lived There), (7: IN 1903 & Rented Part Out Per Pension Affidavit).
20. Joseph THOMPSON (RN=20), b 1815 or 1810^1, b at ,,South Carolina, m to Sarah PRICE (RN=21) ?? May 1842^2 at Ellijay,Gilmer,Georgia, REL GG Grf, 10 children, (1: Age 35 IN 1850 Age 50 IN 1860), (2: MC=Evd 807), (3: 1850 Evd 905 -Gilmer-Georgia), (4: 1860 Evd 906 -Gilmer-Georgia), (5: 1870 Not IN Gilmer).
21. Sarah PRICE (RN=21), b Btwn 17Jul-13Aug 1817, b at ,,South Carolina, m to Joseph THOMPSON (RN=20) ?? May 1842 at Ellijay,Gilmer,Georgia, REL GG Grm, 10 children, (1: 1850 Evd 905 -Gilmer-Georgia), (2: 1860 Evd 906 -Gilmer-Georgia).
22. John William TINDER (RN=22), b 19 Apr 1834, b at ,Shelby,Indiana, d 4 Dec 1925, m to Sarah Jane KEELING (RN=23) 1855 at ,Tipton,Indiana, REL GG Grf, 6 children.
23. Sarah Jane KEELING (RN=23), b 1837, b at ,,Indiana, d Prior 1900, BUR Goar Cemetery,Cicero Twn,Tipton,IN, m to John William TINDER (RN=22) 1855 at ,Tipton,Indiana, REL GG Grm, 6 children, (1: Kelling ON One OF Daughter Emma'S MC), (2: And Keelen ON Emma'S MC TO Nickerson).

-----Generation 5-----

32. Frederick RHINEHART (RN=32), b 1788, b at ,,Pennsylvania, d 1860, m to Catherine BURRELL (RN=33), REL Ggg Grf, 2 children, (1: Moved TO Butler 1830), (2: 1850 Census Fairfield OH Evd 151).
33. Catherine BURRELL (RN=33), b 1787, b at ,,Pennsylvania, d 1860, m to Frederick RHINEHART (RN=32), REL Ggg Grf, 2 children.
34. James IRWIN Jr (RN=34), b 1789, b at ,County Cork,Ireland, d 1869, d at ,Franklin,Indiana^2, m to Nancy Ann HARRELL (RN=35) 22 May 1815^1 at ,Butler,Ohio, REL Ggg Grf, 11 children, (1: MC=Evd 241), (2: Have Probate Info Evd 275).
35. Nancy Ann HARRELL (RN=35), b 1796, b at ,,Kentucky, d Btwn 19May1868 & 4May 1874, d at ,Franklin,Indiana^1, m to James IRWIN Jr (RN=34) 22 May 1815 at ,Butler,Ohio, REL Ggg Grm, 11 children, (1: Will Evd 245).
36. William WAMSLEY (RN=36), b 1785, b at Virginia Possibly Randolph CO?, d 1837, d at ,Ripley, Indiana, m to Nancy BUSSELL (RN=37) 23 May 1810^1 at ,Boone,Kentucky, REL Ggg Grf, 6 children, (1: MC=Evd 750 2ND MC=Evd 751), (2: Birth-Also Check NJ AS Samuel DC Says WM Born There), (3: From KY TO OH IN 1815), (4: Evd 799 Abstract OF Hamilton CO OH History BY Ford 1881 Says), (5: WM Died Ripley CO IN But IT Also Says HE Married Nancy There), (6: Too And I Know That'S Wrong Because I Have Their Marr Record), (7: IN Boone CO KY - SO Possible Other Errors Too), (8: B & D Dates From Evd 779 Hist OF Miami Twnship), (9: 2ND Marr Perfomed IN Hamilton CO OH BY W.Harrell Justice OF Peace).
37. Nancy BUSSELL (RN=37), b at ,,Virginia, d 1822, d at Miami,Hamilton,Ohio, m to William WAMSLEY (RN=36) 23 May 1810 at ,Boone,Kentucky, REL Ggg Grm, 6 children, (1: Born VA Per Son'S 1880 And 1900 Census).
38. Nicholas GROENDYKE (RN=38), b 1798, b at , Middlesex, New Jersey, d Btwn Oct 1823 & Nov 1836, d at , Fayette, Indiana, m to Lydia XXX (RN=39), REL 3G Grf, 5 children, (1: Evd 1276 Referred TO AS Deceased IN Father'S 1836 Probate), (2: Evd 1277 Bought Dec 1818 SW 1/4 S.29 T. 7 R.1 Dearborn CO Ind), (3: Evd 1278 Bought Aug 1819 Lot 27 Connersville Fayette Ind), (4: Evd 1279 Sold Oct 1823 Lot 27 Wife IS Lydia Witn IS William Morris).
39. Lydia XXX (RN=39), m to Nicholas GROENDYKE (RN=38), REL 3G Grm, 5 children, (1: Her First Name From Land Record 1823).
44. Asa TINDER (RN=44), b 1806, b at ,,Kentucky, d 26 Jan 1848, d at Scipio,Jennings,Indiana, m to Elizabeth 'Eliza' WILLIAMSON (RN=45) 2 Feb 1832 at ,Marion,Indiana, REL Ggg Grf, 7 children, (1: Mexican War 31 Oct 1846 TO 26 Jun 1847. HE Went), (2: IN AT New Albany Ind Out AT New Orleans), (3: 1847 Moved TO Scipio, Jennings, Ind TO Home OF Father, James Tinder).



Ahnentafel for Norman Gayle RHINEHART (RN=2)

Figure 12.4#

page 3 of 4

45. Elizabeth 'Eliza' WILLIAMSON (RN=45), b 1807, m to Asa TINDER (RN=44) 2 Feb 1832 at ,Marion, Indiana, REL Ggg Grf, 7 children, (1: Filed For Husband'S Pension - Have Record), (2: Right After Asa'S Death She Moved Family TO Shelbyville).
- Generation 6-----
64. Martin RINEHART (RN=64), b 12 Jan 1759, b at , Lancaster, Pennsylvania, d 1840-1850^4, BUR Millville Bethel Cem,Hanover,Butler,Ohio, NO Stone, m to Female XXX (RN=65), REL 4G Grf, 5 children, (1: Born Lancaster Then TO Berks Then TO Northumberland IN 1775), (2: And TO Butler IN 1808. Rev War Indian Spy - Have Pension), (3: Which Says HE Was Born Berks But HE Actually Went There AS Baby), (4: Alive 1840 Census OF Pensioners Hanover Twnshp. W/Son George).
65. Female XXX (RN=65), m to Martin RINEHART (RN=64), REL 4G Grm, 5 children.
68. James ERVIN Sr (RN=68), b at ,Ireland, m to Female XXX (RN=69), REL 4G Grf, 2 children.
69. Female XXX (RN=69), m to James ERVIN Sr (RN=68), REL 4G Grm, 2 children.
72. Male WAMSLEY (RN=72), m to Female XXX (RN=73), REL 4G Grf, 1 child.
73. Female XXX (RN=73), m to Male WAMSLEY (RN=72), REL 4G Grm, 1 child.
74. Moses S BUSSELL (RN=74), d 1814, m to Female XXX (RN=75), REL 4G Grf, 1 child, (1: Have A Land Record For Him), (2: 1787 Census OF VA Has Bussells IN), (3: Prnc WM, Stffrd & Wstmrlnd CO'S), (4: 1790 Has Them Northumberland CO), (5: 1810 Boone KY 03001-00001-00).
75. Female XXX (RN=75), m to Moses S BUSSELL (RN=74), REL 4G Grm, 1 child.
76. James GROENDYKE (RN=40), b 1770, b at , , New Jersey, d Prior Nov 1836, d at , Fayette, Indiana, m to Johannah ANTONIDES (RN=41) 4 Jun 1797, REL 4G Grf, 15 children, (1: TO Indiana 1814 - 1820 Census (Evd 1063) Fayette 311201-0101), (2: Evd 1066 Early Fayette Ind Land Owners - 1829 Fayette Taxpayer), (3: Children 3 & 4 Christened Dutch Reformed Church (Get Record?)), (4: Probate Record Spans 1836-1858 See Evd 1276), (5: Last Child Elizabeth Born Posthumously), (6: Probate Shows Land Harrison Twnshp-Fayette-Ind Directly), (7: North OF Connorsville (Ind Meth Conf Grounds?)).
77. Johannah ANTONIDES (RN=41), b 28 Aug 1778, b at , , New Jersey, d 1825, d at , Fayette, Indiana, rm to James GROENDYKE (RN=40) 4 Jun 1797, REL 4G Grm, 8 children, (1: Evd 1264 Says Previous Husband John Hulst But Another Source Says), (2: Previous Husband Hagerman. Conclusion 2 Previous Marriages).
88. Rev. James TINDER Jr (RN=88), b 26 Feb 1776, b at ,Orange,Virginia, d 10 Dec 1854, d at , Jennings,Indiana, BUR Reddington Cemetery,,Jackson,Indiana, m to Tabitha REDDING (RN=89) 31 Aug 1797 at ,Woodford,Kentucky, REL 4G Grf, 13 children, (1: Further Info PG 159 Weekley Papers), (2: 1846 HE Lived IN Scipio, Jennings, IN Accor TO Son'S Pension).
89. Tabitha REDDING (RN=89), b 1774, b at , ,Virginia, d 1844, d at ,Jackson,Indiana, BUR Reddington Cemetery,,Jackson,Indiana, m to Rev. James TINDER Jr (RN=88) 31 Aug 1797 at , Woodford,Kentucky, REL 4G Grm, 13 children.
- Generation 7-----
128. Johann George REINHARD (RN=128), m to Eliza Margretha XXX (RN=129), REL 5G Grf, 6 children.
129. Eliza Margretha XXX (RN=129), m to Johann George REINHARD (RN=128), REL 5G Grm, 6 children.
152. Nicholas GROENDYKE (RN=42), b 20 Mar 1749, b at Possibly, Somerset, New Jersey, d Feb 1808, m to Female XXX (RN=43), REL 5G Grf, 1 child, (1: Wife Possibly Violette Story OR Catherine Kiple (Kypke)), (2: Per Howard G. Evd 1273 PG 36 But Needs Further Research), (3: AS HE Has Quite A Few Errors).
153. Female XXX (RN=43), m to Nicholas GROENDYKE (RN=42), REL 5G Grm, 1 child.
154. Pieter ANTONIDES (RN=52), b 31 Jul 1726, b at Marlboro Near Freehold, , (New Jersey?), d 27 Apr 1796, BUR Flatbush, Kings, New York, m to Catharine VAN DE VEER (RN=53) 10 Nov 1750, REL 5G Grf, 6 children, (1: Birth & Death Dates From Tombstone), (2: Baptised 21 Aug 1726).
155. Catharine VAN DE VEER (RN=53), b 11 Aug 1732, d 8 May 1796, BUR Flatbush, Kings, New York, m to Pieter ANTONIDES (RN=52) 10 Nov 1750, REL 6G Grm, 6 children, (1: Birth & Death Dates From Tombstone).
176. James TINDER Sr (RN=176), b Circa 1735-40, b at Possibly,,Scotland, d After 1810, d at , Woodford,Kentucky, m to Sarah XXX (RN=177) 1760 at Virginia, REL 5G Grf, 9 children.
177. Sarah XXX (RN=177), m to James TINDER Sr (RN=176) 1760 at Virginia, REL 5G Grm, 9 children.

Ahnentafel for Norman Gayle RHINEHART (RN=2) 5 Sep 1993

Figure 12.4#  
page 4 of 4

178. Isaac REDDING (RN=178), b Circa 1750, b at ,Fauquier,Virginia, d 1805, m to Mildred 'Milly' ARMSTEAD (RN=179), REL 5G Grf, 8 children, (1: Further Info PG 158 Weekley Papers).
179. Mildred 'Milly' ARMSTEAD (RN=179), m to Isaac REDDING (RN=178), REL 5G Grm, 8 children.
- Generation 8-----
304. John GROENDYKE (RN=46), b Circa 1724 (Guess), m to Sarah Ann LAKE (Parentage Not Proven) (RN=47) 25 Aug 1744 at Probably?, Middlesex, New Jersey, REL 6G Grf, 10 children.
305. Sarah Ann LAKE (Parentage Not Proven) (RN=47), b at "OF" New Brunswick, Middlesex, New Jersey, m to John GROENDYKE (RN=46) 25 Aug 1744 at Probably?, Middlesex, New Jersey, REL 6G Grm, 10 children, (1: Parents Being John (Iii) & Martinah IS Supposition Only And), (2: IS A Starting Point For Further Research), (3: HHG Manuscript Confirms Father'S Name AS John).
308. Johannes ANTONIDES (RN=217), b Circa 1700 (Guess), m to Johanna VAN COUVENHAVEN (RN=218) 1724, REL 6G Grf, 4 children, (1: Settled IN Middletown New Jersey About 1720).
309. Johanna VAN COUVENHAVEN (RN=218), b 21 Oct 1690, rm to Johannes ANTONIDES (RN=217) 1724, REL 6G Grm, 4 children.
310. Michael VAN DE VEER (RN=223), m to Belitja SNYDAM (RN=224), REL 6G Grf, 1 child.
311. Belitja SNYDAM (RN=224), m to Michael VAN DE VEER (RN=223), REL 6G Grm, 1 child.
356. Timothy REDDING (RN=164), b Circa 1690, d 1760, d at ,Fauquier,Virginia, rm to Mary SPILLMAN (RN=165), REL 6G Grf, 4 children, (1: Brother William Raised His Children), (2: May BE Descendant OF 1 OF 3 Reddings Who Came TO VA IN 1635), (3: James,19).
357. Mary SPILLMAN (RN=165), b Circa 1715, b at Germanna, ,Virginia, d 1760, d at ,Fauquier, Virginia, rm to Timothy REDDING (RN=164), REL 6G Grm, 4 children, (1: Look UP Spillman Papers BY Malcolm Melville).
- Generation 9-----
608. PETRUS aka SAMUEL GROENENDYKE (RN=61), b Chr 16 Aug 1685, b at New York City, New York, New York, d 23 Nov 1753, d at New York City, New York, New York, rm to Mayke VERKERK (RN=204), REL 7G Grf, 4 children, (1: Christened AT Reformed Dutch Church Per IGI), (2: Christened AS Petrus But Since HE Has A Brother Pieter WE), (3: Assume That IS Why HE Became Commonly Called Samuel), (4: Will 23 Jan 1754 NYHS:Cal Wills 4:469-70), (5: New Utrecht Churchyard Has Son Samuel Buried 1728), (6: Marriage TO Sara Probasco Less Than A Year).
609. Mayke VERKERK (RN=204), d Prior 1732, rm to PETRUS aka SAMUEL GROENENDYKE (RN=61), REL 7G Grm, 3 children.
610. John LAKE (III) (RN=213), m to Martinah XXX (RN=214), REL 7G Grf, 5 children, (1: Definitely Had Daughter Sarah, Not Proven That IT IS), (2: The Sarah Who Married John Groendyke).
611. Martinah XXX (RN=214), m to John LAKE (III) (RN=213), REL 7G Grm, 5 children.
616. Vincentins ANTONIDES (AKA WICKAUT) (Rev.) (Immigrant 1705/6) (RN=221), b 1670, d Will 7 Sep 1744, d at , , New York, m to Anatie VAN COUVENHAVEN (Possibly) (RN=222), REL 7G Grf, 3 children, (1: Pastor OF Kings County Reformed Dutch Churches), (2: Immigrated Jan 1705/6).
617. Anatie VAN COUVENHAVEN (Possibly) (RN=222), m to Vincentins ANTONIDES (AKA WICKAUT) (Rev.) (Immigrant 1705/6) (RN=221), REL 7G Grm, 3 children.
618. Peter Willemse VAN COUVENHAVEN (RN=219), m to Patience DAWS (RN=220), REL 7G Grf, 2 children.
619. Patience DAWS (RN=220), m to Peter Willemse VAN COUVENHAVEN (RN=219), REL 7G Grm, 2 children.
712. Male REDDING (RN=66), m to Female XXX (RN=67), REL 7G Grf, 2 children.
713. Female XXX (RN=67), m to Male REDDING (RN=66), REL 7G Grm, 2 children.
714. Johannes (John Spilman) SPIELMANN (RN=70), b Bpt 9 Nov 1679, b at Oberschelden,Germany, m to Mary Elizabeth FISCHBACH (RN=71), REL 7G Grf, 1 child.
715. Mary Elizabeth FISCHBACH (RN=71), m to Johannes (John Spilman) SPIELMANN (RN=70), REL 7G Grm, 1 child.

5 Sep 1993 Sample Person Sheet  
From the files of Kathryn Rhinehart Bassett 818-794-7973  
1080 N Holliston Ave Pasadena CA 91104-3014

Figure 12.6a  
(not in paragraph format)

Samuel Chipman BASSETT (RN=7204)  
FATHER: Rufus BASSETT (RN=7202)  
MOTHER: Jedidah HANDY (RN=7203)  
RELATION: 4G Grf  
CODE: B64  
Born: 23 Sep 1779  
At: Woodstock, Windsor, Vermont  
Died: 1816  
At: Drowned Tuscarawas River, Coshocton, OH  
BURIED: Coshocton Cemetery, Coshocton, OH  
NUMBER OF MARRIAGES: 2  
Married to: Temperence LOVELAND (RN=7205)  
On: 17 Jan 1802  
At: , Rutland, Vermont  
Remarried to: Anna HARMON (RN=7897)  
On: 9 Apr 1809  
At: , Rutland, Vermont  
NUMBER OF CHILDREN: 6  
1: Lydia BASSETT (RN=7894)  
2: Olive BASSETT (RN=7895)  
3: Samuel C BASSETT (RN=7032)  
4: Robert Loren BASSETT (RN=7896)  
5: Xxx BASSETT (RN=7900)  
6: Xxx BASSETT (RN=7901)

Notes

(1: Member 1ST Bapt Church In Benson VT In 1796)  
(2: Moved To Benson-Rutland-VT Right After Born)  
(3: Have more info to fill out a story file)

---

5 Sep 1993 Sample Person Sheet  
From the files of Kathryn Rhinehart Bassett 818-794-7973  
1080 N Holliston Ave Pasadena CA 91104-3014

Figure 12.6b  
(paragraph format)

Samuel Chipman BASSETT (RN=7204), FATHER: Rufus BASSETT (RN=7202), MOTHER: Jedidah HANDY (RN=7203), RELATION: 4G Grf; CODE: B64; Born: 23 Sep 1779 At: Woodstock, Windsor, Vermont, Died: 1816 At: Drowned Tuscarawas River, Coshocton, OH; BURIED: Coshocton Cemetery, Coshocton, OH; NUMBER OF MARRIAGES: 2, Married to: Temperence LOVELAND (RN=7205), On: 17 Jan 1802, At: , Rutland, Vermont, Remarried to: Anna HARMON (RN=7897), On: 9 Apr 1809, At: , Rutland, Vermont, NUMBER OF CHILDREN: 6, 1: Lydia BASSETT (RN=7894), 2: Olive BASSETT (RN=7895), 3: Samuel C BASSETT (RN=7032), 4: Robert Loren BASSETT (RN=7896), 5: Xxx BASSETT (RN=7900), 6: Xxx BASSETT (RN=7901). Notes (1: Member 1ST Bapt Church In Benson VT In 1796). (2: Moved To Benson-Rutland-VT Right After Born). (3: Have more info to fill out a story file).

This format handy for printing  
on 3 x 5 card for surname files

5 Sep 1993

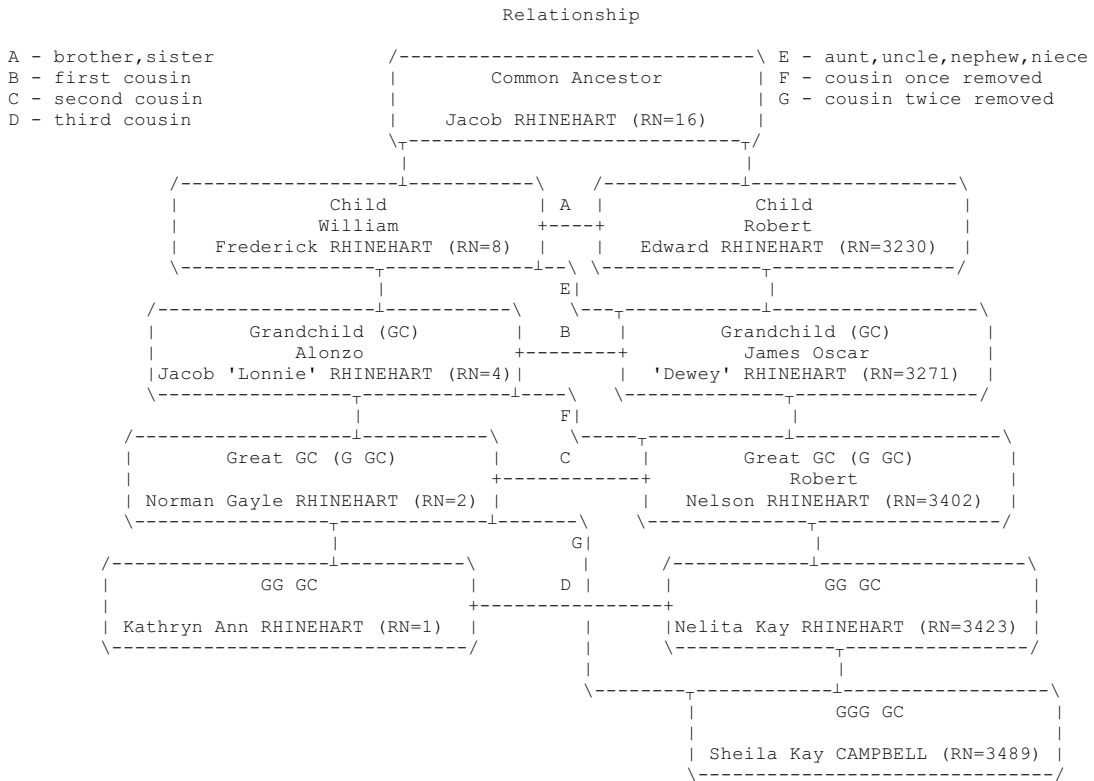
### Sample Cousin Sheet

Figure 12.7a

From the files of Kathryn Rhinehart Bassett 818-794-7973  
1080 N Holliston Ave Pasadena CA 91104-3014

page 1 of 1

Show Unused Boxes is set to NO



Kathryn Ann RHINEHART (RN=1) is the third cousin once removed of Sheila Kay CAMPBELL (RN=3489)

5 Sep 1993

Sample Cousin Sheet

Figure 12.7b

From the files of Kathryn Rhinehart Bassett 818-794-7973

page 1 of 1

1080 N Holliston Ave Pasadena CA 91104-3014

## Relationship

Show Unused Boxes is set to YES

A - brother,sister

B - first cousin

C - second cousin

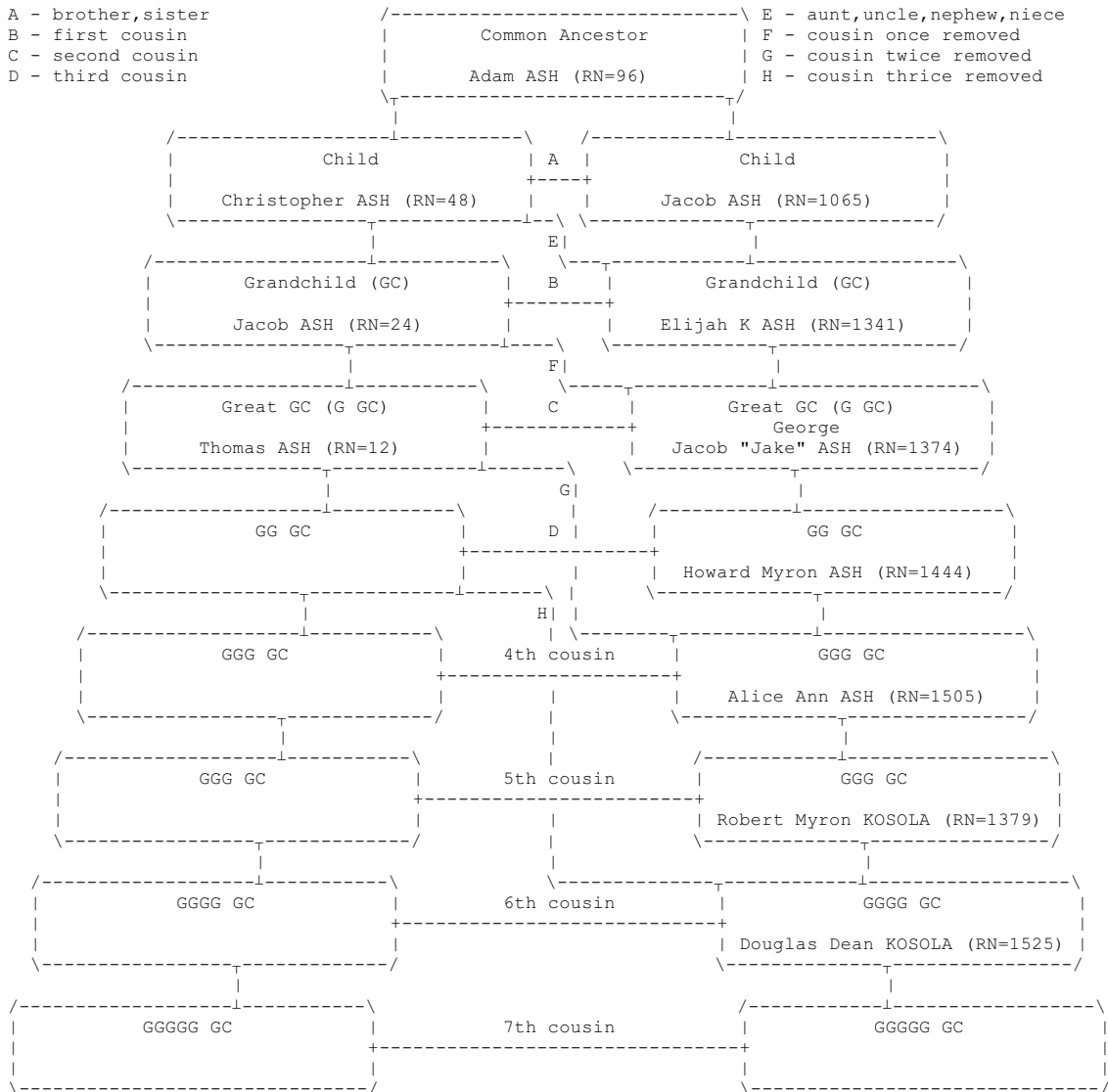
D - third cousin

E - aunt,uncle,nephew,niece

F - cousin once removed

G - cousin twice removed

H - cousin thrice removed



Thomas ASH (RN=12) is the second cousin 4 times removed of Douglas Dean KOSOLA (RN=1525)

5 Sep 1993

Sample Descendancy Report

Figure 12.8a

From the files of Kathryn Rhinehart Bassett 818-794-7973

page 1 of 2

1080 N Holliston Ave Pasadena CA 91104-3014

see page 2 of 2 for more information

Descendants of Norman Gayle RHINEHART

## Generation 1

1. NORMAN GAYLE<sup>1</sup> RHINEHART (Alonzo<sup>A</sup>, William<sup>B</sup>, Jacob<sup>C</sup>, Frederick<sup>D</sup>), son of Alonzo Jacob "Lonnie" RHINEHART and Carrie Adeline THOMPSON, born at Upland, Grant, Indiana on 19 October 1921 (Have birth record); living.

He married at Akron, Summit, Ohio on 1 June 1947 (Have marriage record) to ASH ELEANOR MAE, born at West Union, Doddridge, West Virginia on 1 November 1927 (Have birth record); living; daughter of Tillman E ASH and FERRELL Estella Mae "Peggy". (He was in TB Sanitarium From Around Easter 1928 To Aug 1930)

Children; surname RHINEHART:

- i. KATHRYN ANN<sup>2</sup>, born at Altadena, Los Angeles, California on 9 July 1948 (BC=Evd 18); living.

She married at Los Angeles, Los Angeles, California on 19 June 1982 (MC=Evd 115) to DAVID LEE BASSETT, born at Pasadena, Los Angeles, California on 2 May 1945 (BC=Evd 250); living; son of Charles Harold BASSETT and Sarah Gertrude 'Sally' JONES.

2. ii. KAREN MARIE, born 2 July 1951; married JOHN DAVID LAWTON. (Personal Knowledge)
3. iii. KAY ELLEN, born 5 October 1954; married DALE RUDOLPH JOHNSON JR. (Personal Knowledge)
4. iv. KERRY ELIZABETH, born 16 July 1957; married KEVIN ANTHONY MORSE. (Personal Knowledge) (BA Degree=Evd 265)
- v. KENNETH ALLEN, born at Pasadena, Los Angeles, CA on 6 January 1961 (Personal Knowledge); living.

He married at Altadena, Los Angeles, CA on 25 September 1993 to LORI JEAN CARROLL, born at Glendale, Los Angeles, California on 10 April 1959.

## Generation 2

2. KAREN MARIE<sup>2</sup> RHINEHART (Norman<sup>1</sup>, Alonzo<sup>A</sup>, William<sup>B</sup>, Jacob<sup>C</sup>, Frederick<sup>D</sup>), born at Pasadena, Los Angeles, California on 2 July 1951 (Personal Knowledge); living.

She married at Pasadena, Los Angeles, California on 24 September 1971 (Personal Knowledge) to JOHN DAVID LAWTON, born at Southgate, Los Angeles, California on 5 November 1946; living; son of Donald Dewey LAWTON and Margrethe Elvine PETERSEN.

Children; surname LAWTON:

- i. MELISSA KAY<sup>3</sup>, born at Glendale, Los Angeles, California on 16 July 1973 (Personal Knowledge); living.
- ii. CHRISTOPHER SCOTT, born at Arcadia, LA, Calif on 19 December 1978; living.

3. KAY ELLEN<sup>2</sup> RHINEHART (Norman<sup>1</sup>, Alonzo<sup>A</sup>, William<sup>B</sup>, Jacob<sup>C</sup>, Frederick<sup>D</sup>), born at Pasadena, Los Angeles, California on 5 October 1954 (Personal Knowledge); living.

She married, first, at Altadena, Los Angeles, California on 28 December 1973 (Personal Knowledge) to DALE RUDOLPH JOHNSON JR, born at Pasadena, LA, Calif on 1 July 1953; living; son of Dale Rudolph JOHNSON Sr and Francis Ruth KELLOGG; and married, second, at Garden Grove, Orange, California on 18 October 1986 to ROBERT DAVIS BLAUERT, born at South Dakota on 27 July 1952.

Page # 2

Figure 12.8a

page 2 of 2

Children by Dale Rudolph JOHNSON; surname JOHNSON:

- i. AMY GAYLE<sup>3</sup>, born at Glendale, Los Angeles, California on 5 October 1975 (Personal Knowledge - born on mother's 21st birthday); living.
- ii. JEREMY DALE, born at Pasadena, Los Angeles, California on 23 June 1977 (Personal Knowledge); living.

Child by Robert Davis BLAUERT; surname BLAUERT:

- iii. DAVID RAYMOND, born on 1 March 1989.
- 4. KERRY ELIZABETH<sup>2</sup> RHINEHART (Norman<sup>1</sup>, Alonzo<sup>A</sup>, William<sup>B</sup>, Jacob<sup>C</sup>, Frederick<sup>D</sup>), born at Pasadena, Los Angeles, California on 16 July 1957 (Personal Knowledge); living.  
She married at Pasadena, Los Angeles, California on 3 December 1983 (Personal Knowledge) to KEVIN ANTHONY MORSE, born on 16 December 1958. (BA Degree=Evd 265)

Children; surname MORSE:

- i. TANIA ELISE<sup>3</sup>, born at Pomona, Los Angeles, California on 1 June 1985 (Personal Knowledge - born 6:35 PM 6# 3 OZ).
- ii. CALEB ANTHONY, born on 4 February 1989.

This is the Register System with enforcement of system standards. It shows the effect of putting the sources in the middle, next to the items they go with. For instance the various places that it has (Personal Knowledge) or in the case of Norman the phrases (Have birth record) and (Have marriage record) are sources. He also has a regular 'note' that is not a source (the one about being in TB sanitarium). This format also shows the effect of having Use Compact Format set to YES.

5 Sep 1993

Sample Descendancy Report

Figure 12.8b

From the files of Kathryn Rhinehart Bassett 818-794-7973

page 1 of 3

1080 N Holliston Ave Pasadena CA 91104-3014

see page 3 of 3 for more information

Descendants of Norman Gayle RHINEHART (RN=2) (ID=2)

1. **Norman Gayle RHINEHART (RN=2) (ID=2)** (*Alonzo<sup>A</sup>, William<sup>B</sup>, Jacob<sup>C</sup>, Frederick<sup>A</sup>*), son of Alonzo Jacob 'Lonnie' RHINEHART (RN=4) and Carrie Adeline THOMPSON (RN=5), born on 19 October 1921<sup>1</sup> Upland, Grant, Indiana; living.

He married on 1 June 1947<sup>2</sup> at Akron, Summit, Ohio to **Eleanor Mae ASH (RN=3)**, born on 1 November 1927 at West Union, Doddridge, West Virginia; living; daughter of Tillman E ASH (RN=6) and Estella Mae 'Peggy' FERRELL (RN=7).<sup>1, 2, 3</sup>

Children of Norman Gayle RHINEHART and Eleanor Mae ASH were as follows:

11. Kathryn Ann RHINEHART (RN=1), born on 9 July 1948<sup>4</sup> at Altadena, Los Angeles, California; living.
- She married on 19 June 1982<sup>5</sup> at Los Angeles, Los Angeles, California to David Lee BASSETT (RN=7001), born on 2 May 1945<sup>2</sup> at Pasadena, Los Angeles, California; living; son of Charles Harold BASSETT (RN=7002) and Sarah Gertrude 'Sally' JONES (RN=7003).<sup>4, 5</sup>
- + 12. Karen Marie RHINEHART (RN=3901), born 2 July 1951; married John David LAWTON (RN=3905).<sup>6</sup>
- + 13. Kay Ellen RHINEHART (RN=3902), born 5 October 1954; married Dale Rudolph JOHNSON Jr (RN=3906).<sup>7</sup>
- + 14. Kerry Elizabeth RHINEHART (RN=3903), born 16 July 1957; married Kevin Anthony MORSE (RN=3102).<sup>8, 9</sup>
15. Kenneth Allen RHINEHART (RN=3904), born on 6 January 1961<sup>10</sup> at Pasadena, LA, Calif; living.
- He married to Lori Jean CARROLL (RN=4605), born on 10 April 1959 at Glendale, Los Angeles, California.<sup>10</sup>



Descendants of Norman Gayle RHINEHART (RN=2) (ID=2)

Figure 12.8b  
page 2 of 3

12. **Karen Marie RHINEHART (RN=3901) (ID=2.2)** (*Norman<sup>i</sup>, Alonzo<sup>a</sup>, William<sup>b</sup>, Jacob<sup>c</sup>, Frederick<sup>a</sup>*), born on 2 July 1951<sup>11</sup> at Pasadena, LA, Calif; living.

She married on 24 September 1971<sup>11</sup> at Pasadena, LA, Calif to **John David LAWTON (RN=3905)**, born on 5 November 1946 at Southgate, Los Angeles, California; living; son of Donald Dewey LAWTON (RN=3907) and Margrethe Elvine PETERSEN (RN=3908).<sup>11</sup>

Children of John David LAWTON and Karen Marie RHINEHART were as follows:

121. Melissa Kay LAWTON (RN=3909), born on 16 July 1973 at Glendale, LA, Calif; living.
122. Christopher Scott LAWTON, born on 19 December 1978 at Arcadia, LA, Calif; living.

13. **Kay Ellen RHINEHART (RN=3902) (ID=2.3)** (*Norman<sup>i</sup>, Alonzo<sup>a</sup>, William<sup>b</sup>, Jacob<sup>c</sup>, Frederick<sup>a</sup>*), born on 5 October 1954<sup>12</sup> at Pasadena, LA, Calif; living.

She married, first, on 28 December 1973<sup>12</sup> at Altadena, LA, Calif to **Dale Rudolph JOHNSON Jr**, born on 1 July 1953 at Pasadena, LA, Calif; living; son of Dale Rudolph JOHNSON Sr and Francis Ruth KELLOGG; and married, second, on 18 October 1986 at Garden Grove, Orange, California to **Robert Davis BLAUERT**, born on 27 July 1952 at South Dakota.<sup>12</sup>

Children of Dale Rudolph JOHNSON and Kay Ellen RHINEHART were as follows:

131. Amy Gayle JOHNSON, born on 5 October 1975 at Glendale, LA, Calif; living.
132. Jeremy Dale JOHNSON, born on 23 June 1977 at Pasadena, LA, Calif; living.

Child of Robert Davis BLAUERT and Kay Ellen RHINEHART was as follows:

133. David Raymond BLAUERT, born on 1 March 1989.

Descendants of Norman Gayle RHINEHART (RN=2) (ID=2)

Figure 12.8b  
page 3 of 3

14. **Kerry Elizabeth RHINEHART (RN=3903) (ID=2.4)** (*Norman<sup>1</sup>, Alonzo<sup>A</sup>, William<sup>B</sup>, Jacob<sup>C</sup>, Frederick<sup>A</sup>*), born on 16 July 1957<sup>13</sup> at Pasadena, LA, Calif; living.

She married on 3 December 1983 at Pasadena, Los Angeles, California to **Kevin Anthony MORSE**, born on 16 December 1958.<sup>13, 14</sup>

Children of Kevin Anthony MORSE and Kerry Elizabeth RHINEHART were as follows:

141. Tania Elise MORSE, born on 1 June 1985 at Pomona, Los Angeles, California.<sup>15</sup>
142. Caleb Anthony MORSE, born on 4 February 1989.

1. BC=Evd 3.
2. MC=Evd 1.
3. IN TB Sanitarium From Around Easter 1928 TO Aug 1930.
4. BC=Evd 18.
5. MC=Evd 115.
6. Personal Knowledge.
7. Personal Knowledge.
8. Personal Knowledge.
9. BA Degree=Evd 265.
10. Personal Knowledge.
11. Personal Knowledge.
12. Personal Knowledge.
13. Personal Knowledge.
14. BA Degree=Evd 265.
15. Born 6:35 PM 6# 3 OZ.

This is the Henry system. Use Compact Format is NO. Italicize lineages is YES.  
Place Sources is END. Generational Superscript is NO.

5 Sep 1993

Sample Sorted List

Figure 12.9a

From the files of Kathryn Rhinehart Bassett 818-794-7973 (typical of what you might choose for a list)  
 1080 N Holliston Ave Pasadena CA 91104-3014

## List Sorted By Name

Record Number	Name	RELATION	BORN ON	BORN AT	DEATH DATE OR 'LIVING'	Place of Death
7008	BASSETT, Samuel   Adison	G Grf 	23 Mar 1858 	, , Ohio 	22 Oct 1930 	, Los Angeles,   California
7009	BASSETT, Sarah   Abigail BOND	G Grm 	12 Dec 1859 	, , Ohio 	12 Jan 1931 	, Los Angeles,   California
7009	BOND, Sarah Abigail 	G Grm 	12 Dec 1859 	, , Ohio 	12 Jan 1931 	, Los Angeles,   California
7015	BRIGGS, Gertrude   (Adopted?) 	G Grm   	16 Oct 1870   	   	10 Sep 1958   	Monrovia, Los   Angeles,   California
7013	COLONY, Sarah Ann   	G Grm   	10 Sep 1846   	, , Pennsylvania   	8 Jan 1923   	Masonville,   Delaware, New   York
7014	COVEY, Edwin Andrew   	G Grf   	11 Mar 1865   	Coleville,   Broome, New   York	9 Jul 1953   	Pasadena, Los   Angeles,   California
7015	COVEY, Gertrude   BRIGGS (Adopted?) 	G Grm   	16 Oct 1870   	   	10 Sep 1958   	Monrovia, Los   Angeles,   California
7011	JEFFRIES, Nancy Ann   	G Grm   	13 Aug 1841   	Probably,   Mercer,   Kentucky	21 Aug 1928   	Crane, Barry,   Missouri 
7012	JONES, Adelbert   Lyman 	G Grf   	11 Oct 1844   	, Chenango, New   York 	20 Mar 1929   	Masonville,   Delaware, New   York
7013	JONES, Sarah Ann   COLONY 	G Grm   	10 Sep 1846   	, , Pennsylvania   	8 Jan 1923   	Masonville,   Delaware, New   York
7011	SPANGLER, Nancy Ann   JEFFRIES 	G Grm   	13 Aug 1841   	Probably,   Mercer,   Kentucky	21 Aug 1928   	Crane, Barry,   Missouri 
7010	SPANGLER, Rufus   	G Grf   	11 Dec 1835   	, , Indiana   	1 Jul 1909   	Aurora,   Lawrence,   Missouri

5 Sep 1993

Sample Sorted List

Figure 12.9b

From the files of Kathryn Rhinehart Bassett 818-794-7973

1080 N Holliston Ave Pasadena CA 91104-3014

List Sorted By Name

5 Sep 1993

Record Number	Name	BORN ON	DEATH DATE OR 'LIVING'	RESIDENCES
8	RHINEHART, William Frederick (ID=8)	24 Jun 1848	22 Oct 1934	1850 Census Butler Co OH 1900 Census Delaware Co OH
10	THOMPSON, John J (ID=10)	1861	After 1896 Divorce	1870 Census Gilmer Co GA 1880 Census needs finding Disappeared 1896
11	TINDER, Emily A 'Emma' (ID=11)	Oct 1867	28 Oct 1912	(NOTICE THERE ARE BLANK LINES FOR EMPTY RESIDENCE FIELDS - SEE SHOW EMPTY FIELD PARAMETER)
9	WAMSLEY, Jennie Elizabeth (ID=9)	1845	1890-1894	1850 Census Hamilton Co OH

5 Sep 1993

Sample Sorted List

Figure 12.9c

From the files of Kathryn Rhinehart Bassett 818-794-7973

(Multiple Count Fields set to YES)

1080 N Holliston Ave Pasadena CA 91104-3014

List Sorted By Name

Record Number	Name	SOURCES	RESIDENCES
3901	RHINEHART, KAREN MARIE (ID=2.2)	Have birth record	Altadena CA
		Have marriage record	Glendora CA
3902	RHINEHART, KAY ELLEN (ID=2.3)	Have birth record	Temple City CA
		Have marriage record	Altadena CA
			Cucamonga CA
			Germany
			Long Beach CA
			Pasadena CA
3904	RHINEHART, KENNETH ALLEN (ID=2.5)	Have birth record	Altadena CA
			Pasadena CA
			San Diego CA
3903	RHINEHART, KERRY ELIZABETH (ID=2.4)	Have birth record	Altadena CA
		Have marriage record	Huntsville AL
			Pomona CA
			San Dimas CA

Sample Address List

Figure 12.10a

Following generated with

MAKE SINGLE LINE ADDRESS = No  
OMIT SPOUSE ADDRESS = No  
OMIT TELEPHONE NUMBER = No  
NUMBER OF COLUMNS = 2

## ADDRESS LIST

05 Sep 1993

MINNIE ANN KRING  
2000 W. 92ND  
SP#113  
DENVER COLO 80221

H. MICHAEL SISSON  
C/O THE SISSON GROUP INC.  
300 EAST 40TH ST.  
NEW YORK, NY 10016  
212/370-9238

CATHARINE BUSHNELL  
C/O THE SISSON GROUP INC.  
300 EAST 40TH ST.  
NEW YORK, NY 10016  
212/370-9238

CHARLES FLOWERS  
3925 S. DALTON AVE.  
LOS ANGELES, CA 90062

ELVIR KATHLEEN BIDGOOD  
1597 TALBOT RD. S.E.  
JEFFERSON, OR 97352

SCOTT DANIEL VORENBERG  
928 PACIFIC AVE. - APT. 2  
BREMERTON, WA 98310

JENNIFER LYN VORENBERG  
3925 S. DALTON AVE.  
LOS ANGELES, CA 90062

JEANETTE WERTHEIM  
1516 N. COUNTRY CLUB CIRCLE  
CARLSBAD, NM 88220  
505-885-8023

ETHEL FITZSIMONS  
WILLAMETTE VIEW MANOR  
12705 S.E. RIVER RD.  
BOX 510 B  
PORTLAND ORE 97222

HELEN PORGES  
2117 E. DARTMOUTH CR.  
ENGLEWOOD, COLORADO 80110

MANFRED (FRED) VORENBERG  
136 MASQUERADE LANE  
EL PASO, TX 79912-5817  
915-581-1251

SUSAN RUTH VORENBERG  
335 DONNA AVE.  
LOS ALAMOS, NM 87544

THOMAS JOSEPH VORENBERG  
7074 SPRING RIDGE  
WEST BLOOMFIELD, MI 48322

Figure 12.10b

Following generated with

MAKE SINGLE LINE ADDRESS = Yes  
OMIT SPOUSE ADDRESS = Yes  
OMIT TELEPHONE NUMBER = Yes

## ADDRESS LIST

05 Sep 1993

MINNIE ANN KRING, 2000 W. 92ND, SP#113, DENVER COLO 80221  
H. MICHAEL SISSON, C/O THE SISSON GROUP INC., 300 EAST 40TH ST., NEW YORK, NY 10016,  
CHARLES FLOWERS, 3925 S. DALTON AVE., LOS ANGELES, CA 90062,  
ELVIR KATHLEEN BIDGOOD, 1597 TALBOT RD. S.E., JEFFERSON, OR 97352,  
SCOTT DANIEL VORENBERG, 928 PACIFIC AVE. - APT. 2, BREMERTON, WA 98310,  
JEANETTE WERTHEIM, 1516 N. COUNTRY CLUB CIRCLE, CARLSBAD, NM 88220,  
ETHEL FITZSIMONS, WILLAMETTE VIEW MANOR, 12705 S.E. RIVER RD., BOX 510 B, PORTLAND  
ORE 97222  
HELEN PORGES, 2117 E. DARTMOUTH CR., ENGLEWOOD, COLORADO 80110,  
MANFRED (FRED) VORENBERG, 136 MASQUERADE LANE, EL PASO, TX 79912-5817,  
SUSAN RUTH VORENBERG, 335 DONNA AVE., LOS ALAMOS, NM 87544,  
THOMAS JOSEPH VORENBERG, 7074 SPRING RIDGE, WEST BLOOMFIELD, MI 48322,

Main menu headings are	*	File	Settings	Names	Records	Print	Other
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