

From the Beginning...

File Menu

New File Creation

You don't have to have everything in one database

Create separate databases with New Family File from the File Menu Bar

Click on New Family File

A dialog box comes up

Type what you want to call your new file in File name:

Click on Save

A new tree will open for you to enter data into

The next time you open Family Tree Maker the file you were in last will open

Set your preferences

- Dates and measures - FTM allows you to change the date format and a few other features
- Toolbar - Allows you to choose which icons you want to see on your tool bar. Choose those that you use all the time and leave the rest off. You can always add them latter if you find you need them



Start by entering what you know. Then work with the census records starting with 1930. Work ALL of the census records; you never know what you will find out.

ALL means to work ALL census years for ALL the family members.



To enter a source

Ctrl S

Enter the title or name for the source in the dialog box that comes up

From the Edit master source button, select the type of source, where the source is located, if a book, the author, call number, and copyright date

Sourcing Tips

- Census (census)

1790 US Census

1800 US Census

1810 US Census

1820 US Census

1830 US Census

1840 US Census

1850 US Census

1860 US Census

1870 US Census

1880 US Census

1890 US Census

1900 US Census

1910 US Census

1920 US Census

1930 US Census

Under citation page Township, County, State, Page Number, House Number, Lines, Film Number

- Court Records (civil registry or official document)

Under citation page County, State, Type of Book or Record, Page or Record Number, Film Number

- Tombstone (tombstone)

Under citation page put Cemetery Name, Town, County, State

- Web Page (electronic)

Under citation page put Title of Web page and url, remember url's can change or go away

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Work with marriage records to add information on additional spouse surnames, then
work those census records AGAIN.

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Backing up your files

Backing up your data is the single most important thing to remember to do after you've added data.

You can backup to 3 ½ floppy disks, zip, cd or another hard drive
BUT Back up your files!