

Family Tree Maker SIG -March

Formatting Charts

Open a descendant or ancestor chart from the individual you are doing the chart on

You can use the icons along the right **OR** access the commands from the menu bar

Tree Formats



- Go to Tree Format in the Format menu or the icon to change the way it looks on a page
- You can select different types of layouts
- If you have a large tree you can select book option and it will print the pages in a book with boxes that say continued on page ...
- Experiment with what works best for the project you are doing

Items to Include



- Go to Items to Include in each box from the Contents menu or the icon to select what information you want in each box
- A dialog box comes up with two different sides. The left side contains all the things you can include in each box and the right side has what will be in the box.
- Select what items you want in each box by clicking on the item on the left and clicking the > to move the item to the right side.
- To put the items in the order you want them to print out select the item and use the move up or move down buttons to place the items
- To remove an item you don't want in the box select the unwanted item on the right and click the < button.
- If you click the << button, all items on the right will move to the left

Number of Generations



- Go to # of generations to show from the Contents menu or the icon
- A dialog box will open and you can enter the number of generations you want to have in the chart
- In version 10 you can extract the individuals in the chart

Tree Templates



- Available in version 10 only, backgrounds for charts
- Go to Family Tree Templates in the Format menu or the forth icon

Box, Line, and Border Styles



- Go to Box, Line, & Border Styles from the format menu or the Icon
- A dialog box comes up
- Change the outline, fill, and shadow for each item in the box to the left by clicking on the arrows to the right of each item
- Change the box style by clicking on the button including the style
- Click on the border tab to select the border type
- Click on the type of border you want printed on your chart
- Click on the arrow to the left of the border color and background color to change them
- Click on the Lines tab to select the line style
- Click on the button of the style preferred
- Select the line color by clicking on the arrow on the left of the Line Color box
- Change Colors for Relationships
- You can change colors of the lines between specific individuals by clicking on the change boxes and selecting the individual from the menu

Change Text Font, Style, & Size



- Go to Text, Font, Style, and Size from the format menu or the icon
- Click on each item on the left side and then click on the arrow beside each box on the left to change the font, size, style, and color
- If you have a color printer leave it black so you don't waste color ink

Box Width

- Go to Maximum Box Width from the format menu to manually set your box size

Caution

- Be aware that if you print a background color on a large chart you are going to use a lot of ink and have a page that you will have to let dry
- This is also a memory hog so be prepared to wait while your chart formats