

Family Tree Maker SIG-July

People Menu

This drop down menu allows you to work with the way our database is put together
Different things are 'allowed' depending on where your cursor is located

Add Unrelated Individual

This can be done on the family group page

Not all people in your database may be tied to your tree

You can use FTM as a way of recording research before you get it tied to your tree

Then you can merge it if you finally get a connection

Click on this and you get a blank family page

Your can't inadvertently delete, detach, attach anyone. FTM will ask you if you're sure you want to do this

Fix Relationships

If you find you have the wrong children or spouse attached to a person this can move them for you

Move your cursor to the arrow on the right and a dialog box will pop open

- Spouses

Before opening the dialog box make sure your mouse is on the spouse that you do not want to stay with the children
if you are detaching a spouse and click detach spouse

To attach a spouse that is already in your database click on attach spouse

Your Index box will open, select the person you want for the spouse and enter

You can attach a child or children from either spouse

- Children

Place your cursor on the child you wish to detach

Then you will see this box

Click on detach child

You get several different dialog boxes, read them and answer the questions yes or no or cancel

If you click yes at the first box all the children of this couple will be removed

If you click no in the dialog box you get another box

Click yes and the child will be removed

You will get a dialog box notifying you that the child is detached

If you find you made an error go to edit and undo the detach child

Insert Child

Place your cursor where you want to add a child

Click on Insert Child if you have found new siblings and know the order they need to go in

A space will appear for you to add the name and any additional information on the individual that you have found

Fix Children Order

If you have children entered without dates of birth and know the order to put them in you can move them by
selecting the child and clicking on Move Child From

Click on ok and position the cursor where you want the child to be

Select people, Move Child To command on the menu

Click OK and the child will move to the position

If you find you didn't want to move the child after all you can undo it

Go to edit and click on Undo Move Child

Delete Individual

Deleting Individuals that you don't want in your tree is as easy as selecting them and clicking delete individual, they
are gone

You will get a box asking you if you are sure you want to

Click yes if you are sure, no if you are not

You do occasionally immediately realize you made a mistake and as long as you haven't done anything else, you can get the information back

Go to edit and click Undo Delete Individual

Sort Children

FTM will sort the child by age

Click on Sort Children and a dialog box will ask you want them in the order they were born

Click on ok and the children will be arranged in birth order if birth dates are present

If dates are not present they will be sorted alphabetically

If you have a mix of some with dates and some without, those without will be first in alphabetical order and then those with dates will be in date order with the oldest date being first

Merge Duplicate Individuals

Many times you will find your families are intertwining

To find duplicate individuals and to merge sources that you have entered twice use Merge Duplicate Individuals

Make sure the duplicated sources are identical in every way and that there are only two that are alike

Always back up your file first

FTM will look for matching individuals and sources

A dialog box will come up that looks similar to the append/merge box

You can review the report as in the append/merge and treat it the same way

Click on merge matching information

This is also the way to merge matching sources

A dialog box comes up asking you to review information to see if it is the same

You can merge the information in the box

You can select don't merge if they aren't the same

You can stop the merge

You can ask for help

If you decide you don't want to do the merge after all hit the cancel button and you will be asked if you want your file returned to its original format

You can also undo a merge from the edit menu

Merging is a great tool for those that are entering information as they find it, but can't get people matched up

FTM will ask if people with the same surname with the same initials as a given name are the same person

Merge Specific Individuals

You can merge specific individuals

The main index comes up when you click it and asks for the name of the other individual you want to merge with the one you had your cursor on

Relationship Calculator

Want to know how you are related to someone in your tree

Click on Relationship Calculator

The following dialog box comes up

Change the two people you want to know the relationship of and FTM will tell you

Soundex Calculator

Need to know a soundex code for a surname

Type in name, record code