

# Quick Start Guide

# FamilyTree Maker<sup>®</sup> 2006



## Includes:

- Installation and Registration Instructions
- Using Help in Family Tree Maker
- Creating Your First Family File
- Using Web Search
- Sharing Your Family History
- Creating Trees and Reports
- Creating Family Scrapbooks
- Creating a Family Home Page
- Creating a Family Book

**Plus additional  
special offers inside!**

*Ancestry.com*<sup>SM</sup>

---

---

## MINIMUM SYSTEM REQUIREMENTS

**Operating System:** Microsoft Windows 98/ME/XP

**Component:** CPU/RAM: For Windows 98/ME, a 300 MHz Pentium II or compatible processor and 32 MB of memory (RAM); For Windows XP, a 333 MHz Pentium II or compatible processor, and 128 MB of memory (RAM)

**Free Hard Drive Space:** 150 MB prior to installation

**Video:** Super VGA (800x600) video adapter (1024x768 recommended); Hi-color (16-bit) color quality

**CD-ROM Drive:** For installation only. To use the CD back-up features, a CDR/CDRW is required. This drive must be part of your system, as opposed to a drive that you access via a network.

**Note:** The CD-ROM drive does not need to be Kodak-compatible unless you want to insert Kodak Photo CD pictures into your Scrapbooks.

**Other:** Microsoft Internet Explorer 6.0 or later. (A full install package for Internet Explorer 6.0 is provided if your system does not already have it.)

**System Configuration:** May require minor adjustments to the configuration of your operating system and/or updates to the hardware component drivers.

**Printer Support:** Works with most popular printers (monochrome and color) supported by Windows.

**Internet Connection:** To take advantage of the online features, a 56 Kbps or higher connection speed and an account with an Internet provider.

**Note:** User is responsible for all Internet access fees and phone charges.

**Mouse:** Microsoft compatible

**Note:** System requirements are based on requirements to run the Family Tree Maker program. System configuration may require minor adjustments to the configurations of your operating system and/or updates to the hardware component drivers. As with all Windows programs, a faster processor, more RAM, and more free disk space will enhance performance.

© 2005 MyFamily.com, Inc., Ancestry.com, Genealogy.com, Family Tree Maker, World Family Tree, FamilyFinder, Family Archive, and InterneTree are trademarks of MyFamily.com, Inc.

It is a federal crime to copy the Family Tree Maker Version 2006 Quick Start Guide in whole or in part without prior written consent from MyFamily.com, Inc.

---

---

# CONTENTS

Minimum System Requirements . . . . .	1
Welcome to Family Tree Maker . . . . .	5
Installing Family Tree Maker . . . . .	5
Register Today to Receive Special Benefits . . . . .	6
Special Note about Electronic Registration . . . . .	6
Using Help in Family Tree Maker . . . . .	6
Help for the Current View . . . . .	7
Searching on Help . . . . .	7
Navigating in Help . . . . .	8
Entering Your User Information . . . . .	9
Getting Started Tutorial . . . . .	9
Getting Started Manual . . . . .	9
Technical Support . . . . .	10
Starting Family Tree Maker . . . . .	10
Creating Your First Family File . . . . .	11
Entering Information in Family View . . . . .	12
Viewing Information in Pedigree View . . . . .	13
Working with the Edit Individual Dialog Box . . . . .	14
Researching Your Family History at Home . . . . .	15

---

---

Using Web Search . . . . .	16
Using Web Merge . . . . .	18
Sharing Your Family History . . . . .	19
Creating Trees and Reports . . . . .	19
Printing Trees and Reports. . . . .	21
Exporting Trees and Reports . . . . .	21
Creating Family Scrapbooks . . . . .	22
Creating a Family Homepage . . . . .	22
Creating a Family Book. . . . .	23

### **30-Day Money Back Guarantee**

If this product doesn't satisfy your needs, return it to get your money back. MyFamily.com, Inc. reserves the right to change these terms and conditions at any time, including the right to modify or discontinue the terms of Membership.

If you are the original purchaser, and you are not completely satisfied with Family Tree Maker, you can obtain a refund of the price you paid for the product (but not shipping and handling charges) by returning the entire product to: MyFamily.com, Inc., Returns Center, 193 South Mountain Way Dr., Orem, Utah 84058

Returns must be made within 30 days of the date the product was shipped to you. Returns must be accompanied by a copy of the original packing slip. This enables us to locate your original order and process your refund. Please use the pre-printed return label provided with your packing slip and include a reason for the return. MyFamily.com, Inc. reserves the right not to process returns that do not comply with these requirements.

---

---

## WELCOME TO FAMILY TREE MAKER

Thank you for purchasing Family Tree Maker—the easiest and most complete resource for building your family tree. We want your first experiences to be satisfying and enjoyable, so please take a few minutes to read this *Quick Start Guide*. It contains important information about how to create your first Family File; how to use the convenient, built-in Help program; and how to obtain help online.

## INSTALLING FAMILY TREE MAKER

To use Family Tree Maker, you must install it on your hard drive. *You cannot run it directly from the original CD-ROM.* If you already have a version of Family Tree Maker installed on your hard drive, just install the new version over the old one. Don't worry, this will not harm your Family Files, and you will not lose any data.

**Note:** You will need 150 MB of free space on your hard drive prior to installing the program.

1. If you are upgrading from a previous version, back up your personal Family Files by selecting **Backup** from the **File** menu. Then choose your backup method and follow the on-screen instructions.
2. Insert the Family Tree Maker Installation Program CD-ROM into your CD-ROM drive.

**Note:** When the CD is inserted, Family Tree Maker may launch automatically. Simply follow the on-screen instructions to complete installation. If it does not launch automatically, follow the instructions below:

3. Click the Windows **Start** button and then select **Run**.  
Windows displays the Run dialog box.
4. Type “D:SETUP” and then click **OK**.

**Note:** The “D” in “D:SETUP” stands for drive D. If you are installing from a CD-ROM drive other than drive D, type that letter instead. For example, to install from drive E, type “E:SETUP”.

5. Follow the instructions on the screen to complete the installation.

---

---

During installation, you will see a dialog box entitled “Select Components.” These items are *not required* to run Family Tree Maker but are added features such as maps. If you wish to minimize the size of the installation, do not select them. If your hard drive has enough room, you can select any or all of them. If you wish to use any of these components at a later time, you will be able to install them directly from the installation CD.

**Note:** Please be sure to read the License Agreement during installation. If you need to refer to it in the future, open the file named “license.txt” in the same folder where you installed Family Tree Maker.

## Register Today to Receive Special Benefits

Be sure to register your Family Tree Maker software to receive these great benefits:

- Search capability.
- Free personal homepage to publish and share your family history reports, photos, and more.
- Three months of free Internet backups for your Family Files.
- Discounts on future versions of Family Tree Maker.
- Special offers on other products.

## Special Note about Electronic Registration

If you selected “Register Later” during installation, you can still recall the convenient electronic registration form.

1. From the **Help** menu, select **Register Family Tree Maker**.
2. Follow the instructions on the Product Registration window.

## USING HELP IN FAMILY TREE MAKER

Family Tree Maker has a convenient, built-in Help program. At any time, you can access Help for the current window you are viewing or editing. You can also search the entire Help file.

**Note:** You can also obtain help at <[www.familytreemaker.com/help](http://www.familytreemaker.com/help)>.

---

---

## Help for the Current View

Some computer keyboards have a row of numbered keys across the top called function keys, or F-keys. The function key labeled F1 can be used from many windows in Family Tree Maker to call up a related Help window. You can also call up related Help for a current window by going to the **Help** menu and selecting **Current View**.

## Searching on Help

You can search the internal Family Tree Maker Help program by typing in a key word or phrase, then viewing or printing the resulting explanation to use as you work.

### To open Family Tree Maker Help:

1. From the **Help** menu, select **Search for Help on**. Family Tree Maker opens the Help for Family Tree Maker dialog box.

The Help window contains three tabs:

- The **Contents** tab displays a list of Help topics arranged logically in chapters, like the table of contents of a book. Each chapter is identified by a book icon. You can double-click a book to see the contents of each chapter. For chapters with sub-chapters, double-click on the subsequent book icon (chapters) until you funnel down to individual Help topics. Read individual Help topics by clicking on the topic you are interested in. The topic will be marked with a question mark in a square and will appear on the right panel of the dialog box.
- The **Search** tab lets you search for words or phrases that may be contained in a Help topic.
- The **Index** tab displays a list of all the index entries available in Family Tree Maker's Help file.

### To find help using the Index tab:

1. Click the **Index** tab and do one of the following:
  - **Type the first few letters of the word you're looking for**—Enter the word, phrase, or topic you want to know more about in the field. You can find many useful topic pages by entering the keywords “adding,” “creating,” “displaying,” “entering,” “individual(s),” or “merging.” As you type, the Help program scrolls to the closest match and highlights it.

- 
- 
- **Click the index entry you want, and then click Display**—This option lets you scroll through the index, searching for a specific term. You may want to use the above method to find the general location of the help word or phrase you are seeking. Once the keyword or phrase you're looking for is highlighted, either double-click on the term or click **Display**.

Family Tree Maker takes you to the corresponding window in Help. If there is more than one choice for your entry, Family Tree Maker may display a second dialog box. Simply make your selection and click **Display** again.

## Navigating in Help

The built-in Help program makes extensive use of clickable links to take you to related topic pages. These links are easily identified because they appear in blue underlined text. Click on any link to go to a new topic page. Once there, you can click **Back** to return to the previous page.

The Help for Family Tree Maker dialog box has its own buttons at the top of each page. Use these options to move around within the Help program:

**Hide/Show**—Click to remove the Contents, Index, and Search tabs of your dialog box and reduce the size of the dialog box. When you click Hide and those tabs are hidden, the Hide button is replaced with the Show button. Click the Show button to re-open the hidden tabs side of the dialog box.

**Back**—Click to move back through the series of Help pages you have navigated using the blue underlined text links. When you get back to your original Help page, this option will be grayed out and unavailable. At that point, return to the Index tab of the Help dialog box.

**Forward**—After using the back button, you can click to move forward as far as you have gone in Family Tree Maker Help.

**Print**—Click to print the currently selected Help page. A print dialog box will be displayed from which you can select any available options, then print the page to keep for future reference.

**Options**—Click to display a submenu of additional options available for the currently selected Help page.

---

---

## Entering Your User Information

You can enter information that identifies you as the person who prepared the Family File.

1. From the **Tools** menu, select **User Information**.
2. Fill in the appropriate fields in the User Information dialog box.

## Getting Started Tutorial

Family Tree Maker includes a Getting Started Tutorial, which explains how to begin using Family Tree Maker. With this tutorial, you will quickly learn how to use Family Tree Maker to organize, research, and share your family history. The Getting Started Tutorial is installed on your computer when you install Family Tree Maker.

1. From the **Help** menu, select **Getting Started Tutorial**.
2. Follow the instructions on the screen.

## Getting Started Manual

An Adobe Acrobat (PDF) version of the *Getting Started Manual* is included on the Family Tree Maker installation CD-ROM. During installation, you may choose to install these files on to your computer, or you may simply use the files on your CD-ROM.

**To find and read your manuals:**

1. On your computer's desktop, double-click the **My Computer** icon.
2. Double-click the icon labeled **C:** (the default drive for installing programs).
3. Double-click the **Programs Files** folder.
4. Double-click the **Family Tree Maker 2006** folder.
5. Double-click the **Manuals** folder. You'll find the *Getting Started Manual* (HandBook.pdf) and the *Quick Start Guide* (FTMGuide.pdf). Click to open the one you want.

If you are not able to view the PDF version of the *Getting Started Manual*, you will need to install Acrobat Reader, which is available free from the Adobe website.

---

---

## To download and install the Adobe Acrobat Reader:

1. Go to <[www.adobe.com](http://www.adobe.com)>.
2. Download the free Acrobat Reader and follow their instructions to install it on your system. You may need to restart your computer when Acrobat Reader has been installed.

The program will launch automatically when you click on any PDF file.

## Technical Support

FamilyTreeMaker.com is a resource for answers to technical or customer service-related questions. Here you'll find easy-to-understand articles, tips, step-by-step instructions, and tools for using Family Tree Maker. From the **Help** menu, select **Online Help Center**, or go to <[www.familytreemaker.com/help](http://www.familytreemaker.com/help)>.

If you prefer, you can write to: MyFamily.com, 360 W. 4800 N., Provo, UT 84604. Please be aware that the minimum response time for written communication is four to six weeks.

## STARTING FAMILY TREE MAKER

After you install Family Tree Maker, the fun begins! This *Quick Start Guide* will show you how to build your family tree in just four easy steps.

**Enter what you know**—Start Family Tree Maker and create your first Family File.

**Search for more ancestors**—Use the power of the Internet and Web Search to search Ancestry.com and discover more family members to add to your file.

**Create charts and reports**—Use our tools to create beautiful, printable charts and reports.

**Share with family and friends**—Publish family books and put your work on the Internet for others to see.

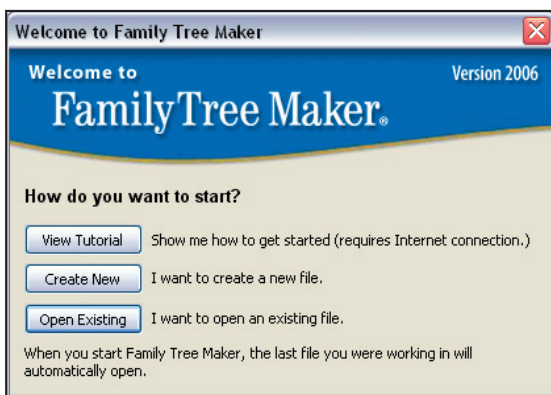
Let's get started with step one—entering what you know. (Remember that after Family Tree Maker has been installed on your hard drive, you no longer need the installation disk in your CD-ROM drive.)

---

## To start Family Tree Maker:

1. Click the Windows **Start** button, or double-click the desktop icon and skip step 2.
2. From the Start menu, select **Programs**, then **Family Tree Maker 2006**, and then from the sub-menu, select **Family Tree Maker 2006**.

If this is your first time opening Family Tree Maker 2006 on this computer, Family Tree Maker will greet you with a one-time-only Welcome Screen. The Welcome Screen (see Figure 1) will let you view the Getting Started Tutorial if you have an Internet connection, as well as choose whether you want to create a new file or open an existing file (FTM, GEDCOM, or AFT).



*Figure 1. Welcome Screen.*

## Creating Your First Family File

1. If you are a new user, click **Create New** to begin creating your very first Family File.

OR

If you are upgrading and already have a Family File you would like to open in this new version, select **Open Existing** and skip to step 5.

2. In the Name New File dialog box, enter a name in the **File name** field.

Your file name can be as long as you want. We suggest a name like REED.ftw for the Harold Reed family, for instance. Family Tree Maker will automatically add the “.FTW” extension to the name you type.

3. If you want to save your new file to a different location, click **Browse** and choose a new location.
4. Click **OK**. The dialog box will close, and the Family View in Family Tree Maker will open. You are now ready to enter information in Family View. Skip steps 5 and 6.
5. In the Open Family File dialog box, select the type of file you want to open from the **Files of type** drop-down list, and then locate the file on your computer using the **Look in** drop-down list.
6. Click **Open**. The file will open in Family Tree Maker.

## Entering Information in Family View

The Family View (see Figure 2) lets you enter information about a family unit (husband, wife, and children) in a format that makes it easy to see the relationship between members of a family. From a Family View, you can click to other Family Views, for example, you can click on the arrow button next to the parents or the children of the husband and wife to go to their Family View. You can also click the Edit button nearest the couple or children on the Family View to enter and view additional details about individuals.

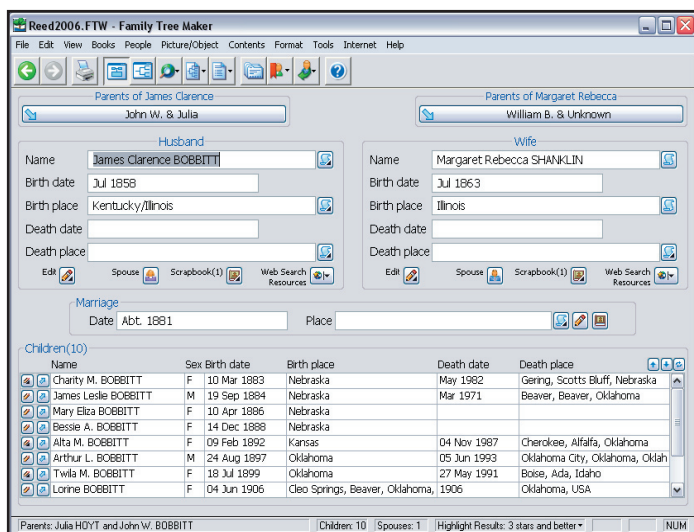


Figure 2. Family View of James Clarence BOBBITT.

- 
- 
1. In the **Husband** and **Wife** fields, fill in a couple's names, using your mouse to click in each new field. We recommend beginning with yourself or your parents. Remember to use maiden names for females. Enter names in the following order: first name, middle name, last name.
  2. Fill in the **Birth date**, **Birth place**, **Death date**, **Death place**, **Marriage Date**, and **Marriage Place** fields for the husband and wife, if known.
  3. Click in the **Name** field under **Children** and enter a child's name. Family Tree Maker will automatically fill in the child's last name for you based on the husband's last name. If this is incorrect, you can continue to type over the suggested name.
  4. Click on each subsequent field in the row to fill in additional information about the child. Then, click in the **Name** field on the next row to begin entering another child's name. All information you have entered will automatically be saved.

You can easily navigate to a new Family View to continue entering information about individuals by clicking on the Parents button or clicking the blue arrow button next to a child's name.

## Viewing Information in Pedigree View

While you can enter, edit, and view information in Family View and Pedigree View, the focus of Family View is entering information with limited navigation, and the focus of Pedigree View is navigating with limited editing. You can access the Pedigree View by clicking the Pedigree View button on the toolbar.

**Note:** Do not confuse the navigable Pedigree View with the pedigree chart.

The Pedigree View (see Figure 3) consists of a tree that shows one individual followed by the individual's parents, then grandparents, then great-grandparents, then great-great-grandparents, and so on.

Follow these steps to see some key features:

1. Click on **Generations** at the bottom of the Pedigree View to select the number of generations you would like to view on the window at once, from three to seven generations.
2. Click the **Index** button in the Pedigree View Side Panel to see a list of all names that have been entered into the Family File. Click on a name in the Index to make that person the new root individual in the Pedigree View.

3. Double-click on a name in the Pedigree View to open that individual's Edit Individual dialog box.
4. Click on any field in the Pedigree View that reads "Add Mother" or "Add Father" to add their names.
5. Click the **Spouses and Children** button in the Pedigree View Side Panel to view the spouse and children of the highlighted individual in the Pedigree View.
6. Click the arrows to the right of the Pedigree View to navigate to ancestors that are in generations prior to the one on the current window. You can also do the same with descendants.

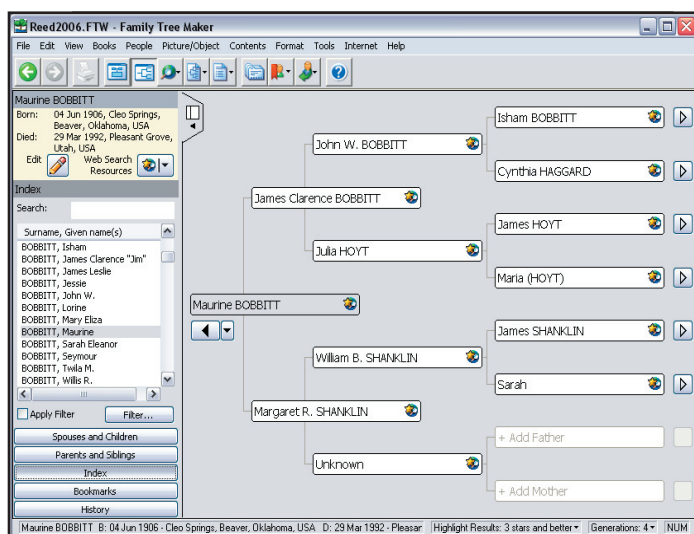


Figure 3. The Pedigree View, set to show 4 generations.

## Working with the Edit Individual Dialog Box

The Edit Individual dialog box (see Figure 4) enables users to view and record details about each individual in a dialog box that can be easily accessed from several areas of the program. The Edit Individual dialog box is multi-tabbed and can be accessed from the Edit button in the Family View, the Edit button in the Pedigree View, or the Edit Individual selection from the People menu.

---

The tabs include:

**General**—Includes the individual’s name, sex, title, birth and death dates and places.

**Facts**—Includes any additional general facts, such as adoption, immigration, education, military service, nationality, retirement, and so on.

**Notes**—Make notes about the individual, for example, stories passed down through the generations, experiences while researching, and so on. You should record source information in the Source-Citation dialog box, not the Notes tab; otherwise, the information won’t be included in reports.

**Medical**—Record height, weight, cause of death, and other medical information. This is helpful for tracking a family’s health history.

**Address**—Record the individual’s address. This could be a current address or the last known address which may be helpful for tracking down individuals.

The screenshot shows a software dialog box titled "Edit Individual - James Clarence BOBBITT, b. 1858". It features five tabs: "General", "Facts", "Notes", "Medical", and "Address". The "General" tab is selected and contains the following fields:

- Full name: James Clarence BOBBITT (with a search icon)
- Sex: Male (dropdown menu)
- Title: (empty text field)
- AKA: Jim (text field)
- Birth: Date (Jul 1858) and Place (Kentucky/Illinois) (with a search icon)
- Death: (empty text field) (with a search icon)
- Burial: (empty text field) (with a search icon)
- Reference no.: (empty text field)
- Exclude individual from calendars: (unchecked checkbox)
- Married name format: (dropdown menu)

At the bottom of the dialog box are buttons for "Notes Window...", "OK", "Cancel", and "Help".

Figure 4. The Edit Individual dialog box for James Clarence BOBBITT.

---

---

## RESEARCHING YOUR FAMILY HISTORY AT HOME

Step two consists of researching and expanding your family history. Family Tree Maker makes this easy by providing powerful search tools; concise, accurate reports; and Internet links to genealogy-related websites from the Web Search window and the Internet menu.

### Using Web Search

If you are connected to the Internet, Family Tree Maker will perform “behind-the-scenes” searches on the vast collection of genealogy records on Ancestry.com and look for potential ancestor matches. (If you are not online already, you will be prompted to connect to the Internet.)

You can view a report about the records that Family Tree Maker finds by clicking the Web Search Resources button (see Figure 5) from the toolbar, the Family View, or Pedigree View.



*Figure 5. The Web Search Resources button.*

### Web Search Report

The Web Search report (see Figure 6) will list search results for the individual you last viewed. You will be able to see Quality stars, which show the likelihood of the match being successful, plus other details about each search result so you can verify if the match is for the correct individual. This also contains active links to Ancestry.com data collections to see more detailed information about the record or view an image of the record, if available. The result is that you can begin researching and verifying the potential matches shown for the individuals in your Family File immediately.

### The Five-Star Ranking System

The five-star ranking system indicates the probability of a data match to an individual in your file on a scale of one to five. Five-Star Matches appear in the first section of the report and are certain to contain information about someone in your Family File. One-Star Matches have the lowest probability of containing a match to an individual in your file, but they are still worth researching.

---

---

## Source Comparisons

This report also lets you compare, side-by-side, the information found online with the information already in your file. Online sources include census records; birth, marriage, and death records; land records; immigration records; military records; family and local histories, and others. All of these collections can be purchased by subscription, if you have not already purchased them with the Family Tree Maker package you purchased.

## The Filtering System

The Web Search filtering system lets you filter out the results you don't want to see again or set a flag to a promising record. Just click on the drop-down menu above the Quality column, the Source column, or the Status column to choose the item you want to be able to see (versus the other menu items, which will be filtered out.) To set a status for an individual, click on the row to select the individual, and then click on the small arrow that appears in the Status column to select an item from the status menu.

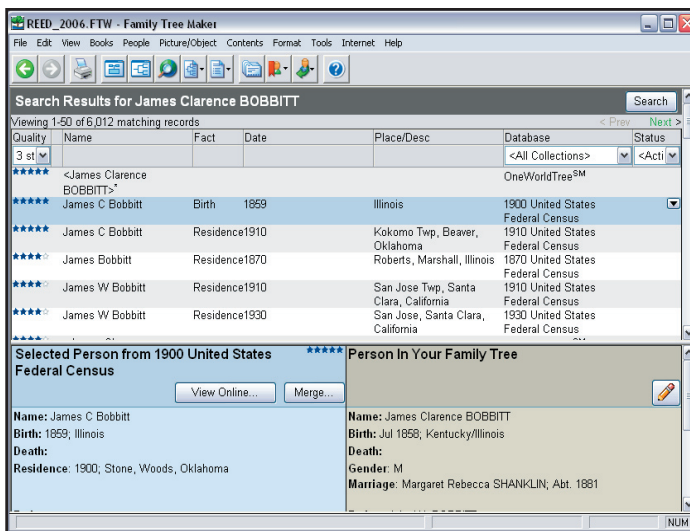


Figure 6. The Web Search window for James Clarence BOBBITT.

---

---

## Using Web Merge

Once you identify a relevant Web Search result, you can merge the information directly into your Family File. It's always a good idea to back up your file before you merge in new data, but the Web Merge process will never overwrite any of your existing information. You can choose the pieces of information you wish to incorporate and whether that information should become the "preferred" or "alternate" information.

1. Click on a result you would like to merge into your Family File. Information about that individual will appear in the Selected Person from Web Search box.
2. Click the **Merge** button. The Web Merge Wizard will launch.
3. Use the **Back** and **Next** buttons at the bottom of the Web Merge Wizard to go through the steps of the wizard.

**Note:** On the Merge Primary Individual window, the three-column chart explains how the individual's information will be merged. Use the first column to indicate if you want the results from Ancestry.com to be your preferred information, your alternate information, used as a source information for that name, or if you don't want to add anything to your Family File. The middle column reminds you what you already have in your Family File, and the last column shows what you have chosen to do based on the first column.

4. Verify your decision on the Summary Page. Then click **Merge Now**. The information will be merged into your Family File.

## SHARING YOUR FAMILY HISTORY

Now on to step three—sharing your family history with friends and family. After you have entered and researched names, dates, and other facts, you can use Family Tree Maker to create a variety of colorful trees and reports with just a click of your mouse. (You don't have to enter your information twice; Family Tree Maker saves it for you and uses it as the basis for the reports and family trees.) You can even add a personal touch to trees by including pictures, by customizing the background, or by selecting one of the pre-defined templates included in Family Tree Maker. Scanned photos, text items, images from digital cameras or photo CDs—Family Tree Maker lets you add them all directly to your trees.

If you don't have electronic versions of your photographs, you can include empty boxes and attach your photos later by hand.

## Creating Trees and Reports

To create a family tree or report, simply click on the Tree Charts or Reports button on the toolbar and select the appropriate tree or report from the drop-down menu (see Figure 7). You can also go to the View menu and select the type of tree or report you would like to create from the Tree Charts or Reports sub-menus.

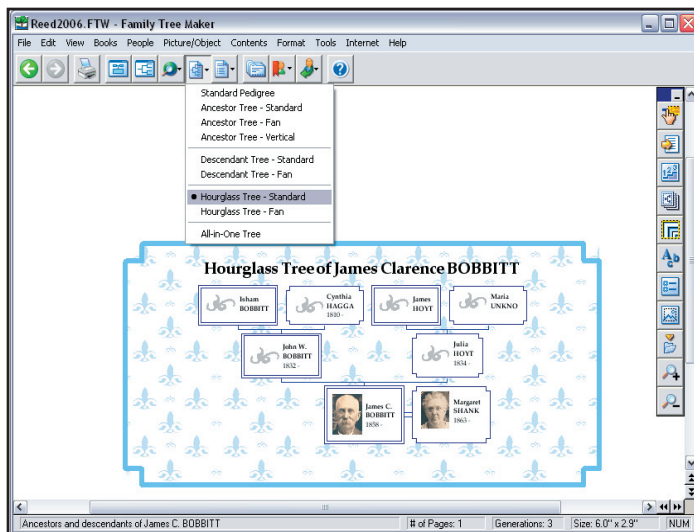


Figure 7. Selecting a tree chart from the Tree Charts button.

Here's a list of the trees and charts you can create:

**Ancestor Trees** (sometimes called “pedigree charts”) make great gifts for family members because they show an individual's roots. Two parents, four grandparents, eight great-grandparents, and more are printed with perfect spacing. You can choose a Fit to Page Ancestor tree to get a one-page tree or a Book Layout tree or Custom Ancestor tree to get a multiple-page tree. Create an Ancestor Tree for your children or grandchildren they can cherish for years and pass on to generations to come. Ancestor Trees can be created in Fan, Standard, and Vertical formats.

**Descendant Trees** are ideal for family gatherings and reunions because they show where everyone fits in the family. Starting with a relative in the distant past, a Descendant Tree shows children, grandchildren, great-grandchildren, and so on. Descendant Trees can be created in Fan and Standard formats.

---

---

**Hourglass Trees**, named for their general shape, combine the best of both Ancestor and Descendant trees. Starting from a selected primary individual in the middle of the tree, an Hourglass tree shows parents and grandparents branching above, and children and grandchildren spreading out below, in a compact arrangement of boxes. This is a perfect birthday gift for a parent or grandparent. Hourglass Trees can be created in Fan and Standard formats.

**All-in-One Trees** let you see everyone in your entire Family File and how they are related, rather than basing the tree on a primary individual.

**Standard Pedigree Trees** can be printed as blank family tree forms—a helpful feature that will make your library research much simpler. Or you can photocopy the form and mail it to your relatives so you can confirm birth dates, wedding dates, and other vital statistics from distant branches of your family.

**Reports** are mainstays of family historians. Family Tree Maker lets you create a variety of reports about a single nuclear family, such as the Family Group Sheet. You can also create Genealogy Reports, Canon and Civil Kinship Reports, or design your own Custom Reports. Simply select the type and format you want, then print—Family Tree Maker does the work for you.

**Pre-made Custom Reports** let you create a variety of other graphical representations of your family file such as maps, timelines, calendars, and even mailing labels. They are accessible through the View menu.

## Printing Trees and Reports

Once you have created your trees and reports, there are several ways to share them with friends and family. One way to do this is to simply print the tree or report on your printer by going to the **File** menu and selecting **Print (name of tree or report)**. Or, click the **Printer** button and then click **OK** in the print dialog box.

## Exporting Trees and Reports

Another way to share your trees and reports is to export them to an electronic file format that can be e-mailed or sent on a disk or CD to family members who do not have Family Tree Maker.

The most effective way to share trees and reports is by exporting them as a PDF file. The PDF format, created by Adobe, is a universal file format. It's a convenient way to prepare documents for uploading to a website, sending through e-mail, or printing at a service bureau (such as a copy shop or local printer), since anyone with Adobe Acrobat Reader can read or print the document. Plus, the document will look the same, no matter what kind of computer the recipient has.

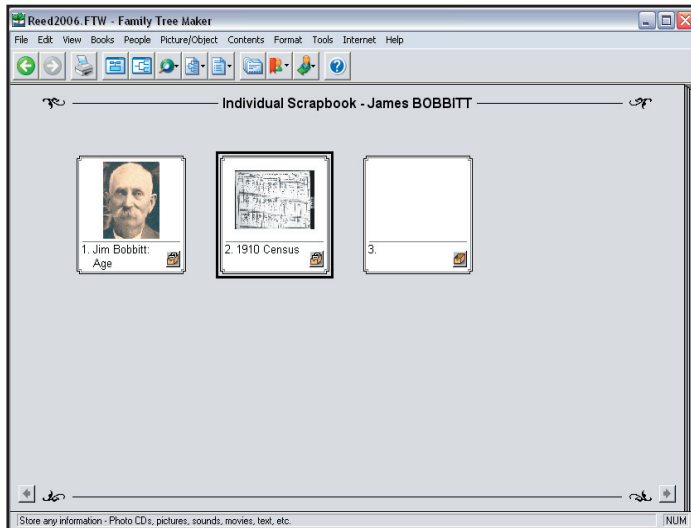
---

Some reports can also be exported to TXT, RTF, or CSV formats. TXT includes just the text of the report, without any formatting. TXT files can be viewed by almost any word processing software or by utility programs such as Microsoft Notepad. RTF files include text formatting and can be viewed, printed, and edited in many popular word processing programs including Microsoft Word. A CSV file saves information in a spreadsheet format. Many people find it useful to export a report from Family Tree Maker as a CSV file and then view, sort, print, and edit it in spreadsheet applications such as Microsoft Excel.

To export your trees and reports to a different electronic file format, go to the **File** menu and select **Export (name of tree or report)**, and choose the correct format.

## Creating Family Scrapbooks

Family Tree Maker lets you create individual multimedia collections called Scrapbooks (see Figure 8). Scrapbooks store almost any type of information, from sound, video, and text files to a variety of picture formats such as bitmaps, TIF files, JPEGs, and many others—even Kodak Photo CD pictures. In addition, you can select pictures from Scrapbooks to add to trees, reports, and Family Books. Each individual and marriage has a Scrapbook, so you can maximize your creativity as you gather and preserve a wonderfully complete collection of family history to pass on to future generations.



*Figure 8. Scrapbook for James Clarence BOBBITT.*

---

---

## Creating a Family Homepage

Creating and uploading (sometimes called posting) a homepage to the Internet is easy to do. Click and follow the step-by-step instructions to automatically produce a professional-looking, fully integrated website for your family and friends to visit. Because other family researchers will also be able to find your homepage, you may make new friends and discover long-lost family members. Begin your Family Homepage by selecting **Create a Family Home Page** from the **Internet** menu.

So you can protect your family's privacy, Family Tree Maker offers a way to privatize your files so you can record essential information without making it public. This step hides all information except name, gender, and family links. Under the **File** menu, select **Privatize File**. Information entered in notes and book text items will not be privatized. Family Tree Maker also gives you options to exclude individuals you are posting to your homepage or privatize living relatives before posting to your User Home Page. Key Internet menu items include:

**Update or Edit my Home Page**—Launch a wizard to create your homepage.

**View my Home Page**—Visit your homepage.

**Add a Tree/Report to my Home Page**—Select to display a fast and easy wizard for adding the report in an HTML version, a PDF version, or both.

**Note:** You can have only five reports on your homepage at any one time. If you attempt to add more than this, Family Tree Maker will advise you to delete one before you can add another.

**Add a Picture to my Home Page**—Display the Individuals with Scrapbook Pictures dialog box. The individuals listed here all have pictures in their Scrapbooks. Select an individual and click OK. Then, from the Insert Scrapbook Picture dialog box, you can select the picture you want to add to your homepage.

## Creating a Family Book

Wouldn't you love to have a printed family history to share your family stories, photographs, maps, and research? Family Tree Maker gives you the power to combine your choice of printouts—from ancestor trees, kinship reports, and genealogy reports to maps, timelines, and more—into one continuous document. Family Tree Maker can automatically generate a table of contents and index, and you have a complete Family Book (see Figure 9). You can print and bind it to create a unique and treasured gift for your family to cherish for generations to come. You can also export it as a PDF file, as you can with trees and reports. The PDF file can then be e-mailed to your friends and family or published on your own homepage to share

with other family and friends. They will not have to own Family Tree Maker in order to view your Family Book.

**Note:** You can have only one book on your homepage at any one time. If you attempt to add more than this, Family Tree Maker will advise you to delete one before you can add another.

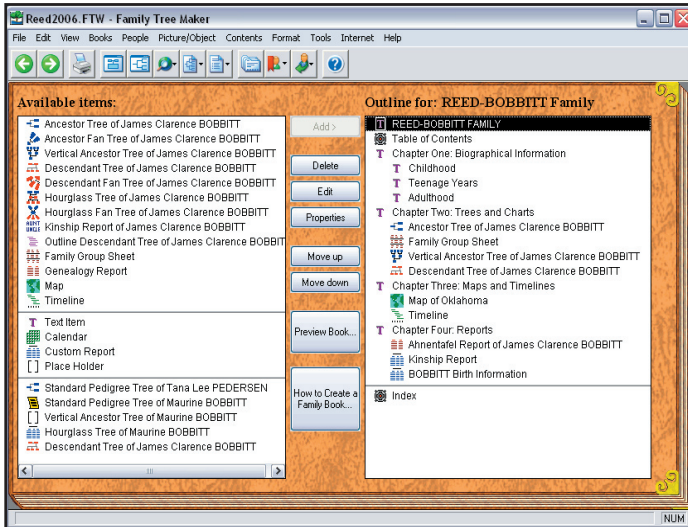


Figure 9. The Book window.

To create a book using the Online Books Tutorial:

1. From the **Help** menu, select **Books Tutorial**. You must be connected to the Internet to view the tutorial.

Key items under the Books menu include:

**Create a Family Book**—Create an heirloom-quality book to showcase your family history for present and future generations. Use the Books menu to create your book in a matter of minutes. If you need help, simply connect to the Books Tutorial to view easy, step-by-step instructions.

**Open Book**—Displays the Books window. From here, you can add or remove items, change the order of their appearance, and explore many other book customization features.

**Publish a Book on Your Home Page**—Easy step-by-step instructions for adding (uploading) a Family Book to your personal homepage.

---

---

## THANK YOU

Thank you for purchasing Family Tree Maker, and welcome to the exciting world of genealogy. We know Family Tree Maker will provide many hours of enjoyment as you record and preserve your own family heritage for generations to come.

*Ancestry.com*<sup>®</sup>

[www.Ancestry.com](http://www.Ancestry.com)

P.O. Box 990 | Orem, UT 84059