

## Using Ancestry The Family Tree Program

Don't let this program frighten you. It is easy to use. Play with it for a little while and you will see.

There are several ways to start using Ancestry Family Tree, depending on what information you have available to you. Until you enter or import some data, most of the functions of Ancestry Family Tree will be unavailable, including some preference options.

If Ancestry Family Tree is the first genealogy software you have used, you will want to follow these guidelines to get started.

**Enter the First Person.** Pick someone to be the first person in your database. This is usually yourself. The Add Individual window will open, allowing you to enter all the pertinent information for the selected person. Once this person is saved, he/she will be shown in the Pedigree View. You now have some real data, and all functions of the program will be available to you.

**Enter Family Members.** You can now enter additional individuals. Click the Family button (the icon with two faces) on the toolbar, or choose View on the menu bar, then Family, to open the Family View. The highlighted person on the Pedigree View will be in the primary position. Whoever is in that position in Family View is called the Primary Individual. You can start adding family members by clicking the text Add Father, Add Mother, Add Spouse, and Add Child. Then double-click a parent, child or spouse to make that person the Primary Individual, and add the parents, spouses or children for that person. You can navigate up and down family lines using the Family View, and add additional family members wherever they are missing.

For the Big Picture view, and quicker navigation of a large database, switch from the family window to the Pedigree View.

Regularly use File-Backup to backup your data.

Click the MORE button on the Edit Individual screen to enter information about the individual which cannot be entered on the Edit Individual screen:

Other Events: See Select Other Events for information on using this feature.

Married Name: Enter a woman's married name, or a man's married name if it is different from his birth name. Do not enter aliases or name changes here; they should be entered in the AKA field.

AKA: The AKA, or Also Known As, field is used for any name change that may have occurred in an individual's lifetime, such as immigrant name changes, stage names, and

aliases, but not married names. These names will print on the Individual Summary report in the AKA field.

Physical Description: Any physical description entered in this field will print on the Individual Summary report. You can also filter on any text in this field and find all persons with that characteristic.

### **Printing Your Charts:**

To print your charts you would begin by clicking on the starting person in your family tree. For example to print your **Ancestral Chart** you would click on your **own name**.

Click on “File,” then on “Print Reports,” then on “Pedigree.” You may then preview your chart or just click on “Print.”

To print your **Family Group Sheets**, find and highlight the head of the individual family group. A family group consists of a husband, wife, and children if there are any.

Click on “File,” then on “Print Reports,” then on “Family Group.” You may then preview your chart or just click on “Print.”

**If you need help or more information click on “Help” at the top of the screen and use the index to find the answers to your questions.**