Quick Start Guide

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Welcome to Family Tree Maker

Congratulations on selecting Family Tree Maker to discover and preserve your family’s heritage. It’s quick and easy to use for those just starting to research their family history, but it’s also robust enough for the most serious genealogist.

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 install the program, use the built-in Help, and create your first tree. With Family Tree Maker you can:

- **Build your family tree** by entering what you already know.
- **Enhance your family history** by adding family photos, historical records, maps, videos, and more.
- **Discover new family members** using the powerful Web Search feature. Search billions of records on Ancestry.com, and when you locate a relative, you can quickly add your findings directly into your tree.
- **Design and personalize family tree charts** that you can print or share with others.
Recommended System Requirements
To use Family Tree Maker, you’ll need a computer that meets the specifications below. Keep in mind that the more information you enter, the greater the amount of free hard drive space and available RAM you will need. If you plan to include many images or videos in your tree, you’ll need a substantial amount of hard drive space.

• Operating system: Microsoft Windows® XP SP2/Vista® (32-bit or 64-bit)/Windows® 7 (32-bit or 64-bit)/ Windows® 8 (32-bit or 64-bit)
• Processor: 1GHz Intel Pentium® III (or equivalent)
• Hard disk space: 675MB for installation
• Memory: 1GB RAM
• Display: 1024x768 resolution monitor
• DVD drive

All online features require Internet access. You are responsible for an Internet Service Provider (ISP) account, all Internet access fees, and phone charges.

Installing Family Tree Maker
To use Family Tree Maker, the software must be installed on your computer’s hard drive; you cannot run it directly from the DVD. If you have an earlier version installed on your computer, this new version will not copy over it. While the installation process will not harm your existing Family Tree Maker trees, it is always a good idea to back up your files to a flash drive, CD, or DVD before beginning.
1. Insert the Family Tree Maker installation disc into your computer’s DVD drive.
   - If the AutoPlay window opens, click **Run setup.exe**. (If the User Account Control window opens, click **Yes** to continue.)
   - If the installer doesn’t start automatically, click the Windows **Start** button and select **Computer**. Double-click the icon for your DVD drive. (If the User Account Control window opens, click **Yes** to continue.)

2. Follow the on-screen instructions to complete the installation.

**Registering the Software**
Before you create your first tree, take a minute to register the software. Registered users get the following benefits: the powerful Web Search feature, the ability to add Ancestry.com records into your trees; discounts on future versions of Family Tree Maker; and notifications of software updates.

Make sure your computer is connected to the Internet. From the **Help** menu, select **Register Family Tree Maker**. Then follow the on-screen instructions.

**Activating an Ancestry.com Subscription**
If you’re already a member of Ancestry.com, or if a trial membership came with your Family Tree Maker purchase, you can activate your subscription in the software.

Make sure your computer is connected to the Internet. From the **Help** menu, select **Activate Ancestry Subscription**. Then follow the on-screen instructions.
Getting Help
Family Tree Maker has a built-in Help system, tutorials, and online technical support. If you have questions about a feature or simply want to learn more about the program, check out one of these resources.

Help Program
To access Help, go to the **Help** menu and select **Help for Family Tree Maker**; or press the F1 key and click the **Show** button. Family Tree Maker displays the Help window. Use these tabs to find the topic you’re interested in:

- **Contents tab.** Click to view topics arranged in chapters, like a book’s table of contents.
- **Index tab.** Click to view topics by words and phrases.

The Help program.
- **Search tab.** Click to look for specific words or phrases within Help topics. Many useful topics can be found by entering keywords such as “adding,” “creating,” and “merging.”

**Tutorials**

Family Tree Maker includes a variety of tutorials that illustrate and explain how to use the software. You will quickly learn how to organize, research, and share your family history.

1. From the **Help** menu, select **Training Tutorials**. The tutorial player opens. On the left side of the window, you’ll see a list of topics you can choose from.

2. Click a topic to launch the tutorial.
Companion Guide
This *Quick Start Guide* is designed to familiarize you with Family Tree Maker. However, it does not contain comprehensive documentation. If you need additional help, a PDF of the *Companion Guide* has been included in the software. This guide will teach you the why, how, and when of using the software’s most popular features and includes quick lessons that will make your family history research faster—all in an easy-to-understand format complete with screen-shots and straightforward instructions.

To view the guide, select *Companion Guide* from the Help menu. (If you are unable to open the PDF, you may need to install Adobe Reader, which is available as a free download from the Adobe website at www.adobe.com.)

Technical Support
Family Tree Maker has an Online Help Center, where you can get help for technical problems and answers to customer service questions. You’ll find easy-to-understand articles, tips, and step-by-step instructions. Select *Online Help Center* from the Help menu or go to www.familytreemaker.com.

If you still have questions, you can call 1-800-ANCESTRY (1-800-262-3787) to talk to our experienced support staff—available seven days a week from 10 a.m. to 10 p.m. (EST). You can also email questions to support@ancestry.com.

Opening and Closing Family Tree Maker
To open the program, double-click the *Family Tree Maker 2014* icon on your computer desktop or click the Windows Start button and select *Family Tree Maker 2014*.
To close the program, click File then Exit or click the Close button (X) in the upper-right corner. Remember, there’s no need to save your tree; Family Tree Maker automatically saves changes as you make them.

Creating Your First Tree
After you install the software, the fun begins. Family Tree Maker makes it easy to create trees, whether you’re a first-time user or have family files you’ve worked on for years.

To create a tree, click the Plan button on the main toolbar. The New Tree tab has three options for creating trees:

- **Enter What You Know.** If this is your first time creating a family tree, you’ll want to use this option. Enter a few facts about yourself and your parents, and you’re on your way.

- **Import an Existing Tree.** If you’ve already created a file or you’ve received one from a family member, you can import it. Previous versions of Family Tree Maker, GEDCOMs, FamilySearch™ Personal Ancestral Files (PAFs), Legacy Family Tree files, and The Master Genealogist files are all compatible.
• **Download a Tree from Ancestry.** If you’ve created a tree on Ancestry.com, you don’t need to start over in Family Tree Maker. When you download your tree, it will include all the facts, sources, and images you’ve attached to individuals. And if you link your trees together with TreeSync™, any changes you make in one can be reflected in the other automatically.

**Entering Family Information**
Much of your time in Family Tree Maker will be spent entering the facts you’ve uncovered about your family. At first, this information will likely focus on a small family group: you, your parents, and your children. As you continue, your focus will likely turn to your ancestral lines and other families: your grandparents and your great-grandparents.
The People workspace has two tabs where you will enter and view information about your family. The Tree tab helps you enter basic information about an individual (in the editing panel) and navigate between family groups (using the tree viewer). On the left side of the window is the Index, which lists all the individuals in your tree. Simply click a name to view that person.

The Person tab gives you a more comprehensive view of an individual. You can add facts, notes, images, and sources for an individual and view timelines and relationship information.

**Documenting Your Research**

Documenting sources—recording where you discovered a fact—is one of the most important aspects of your research. By describing where you learned information, others can more easily follow
your research footsteps. For example, if you find your mother’s birthplace on her death certificate, you’ll want to record details about that document in your tree. You can view all of your sources on the Sources workspace.

Enhancing Your Tree with Photos

Family Tree Maker lets you store and organize almost any type of media item, from sound, video, and text files to a variety of image formats. With one program you can gather and preserve a wonderfully complete collection of family history to pass on to future generations.

And after you’ve added family photos to your tree, you can display them in charts, family history books, and even slide shows. To add a media item for an individual, go to the People workspace. To view all your media items, go to the Media workspace.

The Media workspace displays the photos and media items in your tree.
Viewing Maps
As you gather the names and dates of important events in your ancestors’ lives, you’ll also record the locations where these events took place—the homes, towns and cities, states, and countries that shaped their daily lives.

Often, these locations exist only as names in a report or on a pedigree chart. Family Tree Maker brings these ancestral homelands to life by letting you virtually visit maps of each location—without leaving your tree. To view a map, go to the Places workspace.

Note: You must be connected to the Internet to use the online mapping feature.

A road map on the Places workspace.
Searching for Family

Family Tree Maker makes researching and expanding your family history easy by providing powerful search tools and links to genealogy-related websites. You can search for information on Ancestry.com, RootsWeb.com, or any of your favorite websites.

Using Ancestry Hints

If you’re connected to the Internet, Family Tree Maker will perform “behind-the-scene” searches on the vast collection of historical records and images on Ancestry.com—census records; birth, marriage, and death records; court and land records; immigration records; military records; family trees; and more—looking for information that matches people in your tree. When a possible match is found, a green leaf or “hint” appears next to an individual in the tree viewer on the People workspace.

View the results when it’s convenient, and if the information is relevant to your family, you can add it to your tree.
Designing and Personalizing Charts

After spending time gathering, organizing, and entering facts, it’s time to bring your family history to life. Family Tree Maker offers a wide variety of family tree charts to help you. Let your creativity soar by adding pictures and customizing the formatting to create heirloom-quality trees that you can share.

To create a family tree chart, click the Publish button on the main toolbar then double-click the appropriate tree. Family Tree Maker will automatically create the chart based on the individual you were last viewing. Here are some of the trees and charts you can create:

- **Pedigree charts.** Sometimes called “ancestor trees,” these charts make great gifts for family members because they show an individual’s roots: two parents, four grandparents, and eight
great-grandparents, showcased in an elegant design. Create a pedigree chart for your children that they can cherish for years and pass on to generations to come.

- **Hourglass charts.** Named for their shape, hourglass charts combine the best of ancestor and descendant charts. Starting with the primary individual in the middle of the tree, an hourglass chart shows parents and grandparents branching above, and children and grandchildren spreading out below. This can be a perfect birthday gift for a parent or grandparent.

- **Extended family charts.** You can use these to see everyone in your tree—and how they are related.

- **Descendant charts.** These charts are ideal for family gatherings and reunions because they show where everyone fits in your tree. Starting with a relative in the distant past, it displays children, grandchildren, great-grandchildren, and so on.

![A customized descendant chart.](image)
Running Reports

Reports are mainstays of family historians. You can create a variety of detailed reports, including a family group sheet of a single family, or relationship reports that show marriage events or parentage facts. Simply select the type of report and the format you want, then print—Family Tree Maker does the work for you. To create a report, go to the Publish workspace.

<table>
<thead>
<tr>
<th>Family Group Sheet for Margaret Rebecca Shanklin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Husband: James Clarence Bobbitt</td>
</tr>
<tr>
<td>Birth: 28 Jul 1858 in Illinois, USA</td>
</tr>
<tr>
<td>Death: 02 Jun 1929</td>
</tr>
<tr>
<td>Burial: Bako, Beaver, Oklahoma, USA</td>
</tr>
<tr>
<td>Marriage: 20 Feb 1882 in Marshall County, Illinois, USA</td>
</tr>
<tr>
<td>Father: John W. Bobbitt</td>
</tr>
<tr>
<td>Mother: Julia Hoyt</td>
</tr>
<tr>
<td>Wife: Margaret Rebecca Shanklin</td>
</tr>
<tr>
<td>Birth: 12 Jul 1863 in Illinois, USA</td>
</tr>
<tr>
<td>Death: 29 Mar 1944</td>
</tr>
<tr>
<td>Burial: Bako, Beaver, Oklahoma, USA</td>
</tr>
<tr>
<td>Father: William Bonnington Shanklin</td>
</tr>
<tr>
<td>Mother: Charity Perry</td>
</tr>
<tr>
<td>Children:</td>
</tr>
<tr>
<td>1 F Name: Charity Bobbitt</td>
</tr>
<tr>
<td>Birth: 10 Mar 1883 in Nebraska, USA</td>
</tr>
<tr>
<td>Death: May 1982</td>
</tr>
<tr>
<td>Spouse: William Burdette Crossman</td>
</tr>
<tr>
<td>2 M Name: James Leslie Bobbitt</td>
</tr>
<tr>
<td>Birth: 19 Sep 1884 in Nebraska, USA</td>
</tr>
<tr>
<td>Death: 22 Mar 1971</td>
</tr>
<tr>
<td>Burial: Bako, Beaver, Oklahoma, USA</td>
</tr>
<tr>
<td>3 F Name: Mary E &quot;Mollie&quot; Bobbitt</td>
</tr>
<tr>
<td>Birth: Apr 1886 in Nebraska, USA</td>
</tr>
<tr>
<td>Death: 1966</td>
</tr>
<tr>
<td>Spouse: Parsons</td>
</tr>
<tr>
<td>4 F Name: Bessie Anita Bobbitt</td>
</tr>
<tr>
<td>Birth: 14 Dec 1888 in Nebraska, USA</td>
</tr>
<tr>
<td>Death: 15 Jan 1978</td>
</tr>
<tr>
<td>Burial: Centeron, Benton, Arkansas, USA</td>
</tr>
<tr>
<td>Marriage: 21 Feb 1910 in Carrier, Garfield, Oklahoma, USA</td>
</tr>
<tr>
<td>Spouse: Fred D. Shepard</td>
</tr>
<tr>
<td>5 F Name: Alta Maud Bobbitt</td>
</tr>
<tr>
<td>Birth: 06 Feb 1892 in Kansas, USA</td>
</tr>
<tr>
<td>Death: 04 Nov 1987 in Cherokee, Alfalfa, Oklahoma, USA</td>
</tr>
<tr>
<td>Spouse: Alonzo W. Ford</td>
</tr>
<tr>
<td>6 M Name: Arthur Leroy Bobbitt</td>
</tr>
<tr>
<td>Birth: 24 Aug 1897</td>
</tr>
<tr>
<td>Death: 05 Jun 1993</td>
</tr>
<tr>
<td>Burial: Oklahoma City, Oklahoma, Oklahoma, USA</td>
</tr>
<tr>
<td>Spouse: Myrtle Goodman</td>
</tr>
</tbody>
</table>

A family group sheet with portraits.
Creating a Family History 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—pedigree charts, kinship reports, genealogy reports, timelines, and more—into one continuous document. Family Tree Maker can even generate a table of contents and an index of individuals for you.

When you’re finished, print and bind it to create a unique gift for your family to cherish. You can also export a book as a PDF file that can be emailed to family and friends.
What’s New?
Organizing and sharing your family history is easier with new features and report enhancements.

- **User requests.** Based on your feedback, we’re including several widely requested features in this version of Family Tree Maker: a new family view of your tree has been added to the People workspace (similar to the family view in Ancestry.com trees); media items can be marked as private so they won’t be exported or displayed in your online tree; a new global sort tool lets you display all children in your tree by birth order (you can still manually choose a sort order for specific families); and a new option simplifies exporting a single branch of your family tree.

- **TreeSync improvements.** Numerous changes make TreeSync faster and even more reliable. It’s also easier to keep your online and desktop trees synced if you encounter an issue; previously, if you had to use a backup file, your tree wouldn’t sync anymore and you’d have to upload a new version. Now you can back up a synced tree and restore it if you have any problems. You can also print a list of your sync changes.

- **New organizational tool for places.** The larger your tree gets, the more locations you have to keep track of. Now, on the Places workspace, locations can be grouped together by country, state, county, and city to make them easier to look at and sort through.

- **New media viewer.** The media viewer has been updated to display PDFs and has a new magnifying tool so you can get close-up views of your images.

- **New and improved reports.** Family Tree Maker has several new reports. The new Family View Report lets you display an
individual's ancestors, spouse, and children together (similar to the family group view on the People workspace). The new Undocumented Facts Report lists facts that have no sources associated with them. The Index of Individuals Report has been expanded to include options for an anniversary list, birthday list, and contact list. In addition, there have been dozens of performance improvements and enhancements to all reports.

- **More options when editing facts.** No more manually creating facts for multiple family members—now you can copy and paste facts to as many relatives as you like. Best of all, the copied fact will include any associated source citations, media items, and notes. Also, if you have multiple versions of the same fact, you can merge them together without losing any information.

- **Improved backups.** In the past, if you spent time setting up website favorites or creating historical events for timelines, you lost this information if you had to delete your tree and use a backup. Now this information can be included in a backup file. Media files can also be backed up regardless of where they’re located on your hard drive.

**Thank You**

Thank you for purchasing Family Tree Maker and welcome to the rewarding world of family history. We hope Family Tree Maker will provide many hours of enjoyment as you record and preserve your family heritage.