

# Family Tree Maker SIG February

## Preferences

### ■ **Startup**

FTM default start up is as follows

Your file automatically backs itself up when you close it and also periodically as you enter data

### ■ **Dates and measures**

FTM allows you to change the date format and a few other features

### ■ **Toolbar**

Allows you to choose which icons you want to see on your tool bar. Choose those that you use all the time and leave the rest off. You can always add them latter if you find you need them

## Data Entry

### ■ **Names, etc.**

- Be consistent the way you enter city, county, state
- Do not put in Dr, Capt or titles, there is another place to put that information
- If only have given names put \\ after the name so the index will put the name in the correct alphabetical place

### ■ **File Drawer**

#### ○ **Facts**

- Where to put short blurbs, with dates so you have a time schedule, make sure you Source them

#### ○ **Addresses**

#### ○ **Medical**

- Reason for death, other medical problems

#### ○ **Adopt**

- Where to put Dr, Capt, etc; Nickname; Reference numbers; Relationship

#### ○ **Notes**

- Short stories; Transcriptions of records, census, bible, probate, land
- Can change font style and size from FORMAT on menu bar

## Sources

- Census (census)
  - 1790 US Census, 1800 US Census, etc for each census year
  - Under citation page Film Number, Township, County, State, Page Number, House Number, Lines, Film Number
- Court Records (civil registry or official document)
  - Under citation page County, State, Type of Book or Record, Page or Record Number, Film Number
- Tombstone (tombstone)
  - Under citation page put Cemetery Name, Town, County, State
- Web Page (electronic)
  - Under citation page put Title of Web page and url, remember url's can change or go away
- Books
  - Book title only goes in Title, put Arthur, publisher, copyright date, where you found the book, the reference number, ISBN, Library of congress number under the Edit Master sources

#### ■ **Ctrl S**

- To source your information Ctrl S at each data entry box
- A dialog box will open
- Select what type of source it is
- Complete as many of the space as you can
- As you add sources and want to use the same one again Click on Find Master Sources Button
- If you make a mistake in your sources you can fix it
- From the Edit on the menu bar select Edit Master Sources
- A dialog box will open
- Click on Find Master Source and locate the mistake
- A true mistake will not be used any where and the above box will and you click yes, the source will be deleted
- If you have the source used somewhere you will get the box shown below. In versions prior to 7 you can not delete the source until you remove all references to them

#### ■ Ctrl, Alt, C

This is **VERY** important!

This compresses your file and takes out redundant space used up by FTM

FTM is a memory and disk hog

If you are having trouble adding information to your file, do this and it will probably fix your problem.