

# PEDITREE

*A Family History Program*

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## Getting Started Guide

Version 3  
by Colin Liebenrood

## PEDIGREE SOFTWARE

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## **Acknowledgements**

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Some of the material in this Guide is based upon the Pedigree User's Guide by David Hawgood.

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## Chapter 1 Introduction

PediTree is a database package designed specifically for genealogists and family historians. It is a development from Pedigree for DOS. The facilities it provides can be grouped into three main categories:

**Data Entry:** feeding information into PediTree from the keyboard or from another file, for instance a GEDCOM file.

**Data Analysis:** finding out new facts about family relationships by giving PediTree the task of analysing your research, by searching and sorting.

**Display:** printing tables, charts and trees that show the results of your research.

### Concepts

A database is “a collection of related information”. The contents of a card index is a database; a family tree is also a database because it contains pieces of information that are related, in this case by family links. A family tree database may be extended to include photographs and other related information, perhaps sound recordings. It can also contain associated source information from which the family tree has been constructed, such as details of certificates, parish register entries and census returns.

### Records and Fields

A *record* is like a card in an index box — it contains various pieces of information about something. For example, consider a society’s membership database. In the past, it might have been a collection of cards, each of which contained information about one individual, e.g. Name; Address; Date of Birth; Membership number and so on. These pieces of information are called *attributes*, or more usually, *fields*. Each of these fields is of a particular type: the Name and Address are both text, whilst the Membership number might be a number.

### A Family History Database

Family trees are complex collections of people and marriages. Each person has two parents and any number of marriages (or partnerships), each of which can result in any number of children.

As a database, PediTree has records with fields, but it has additional features designed to handle family trees. It has several different types of records; as a minimum it has record-types for people and marriages, often for sources and census entries as well. People and marriages are linked together by the program, to construct the relationships of the family tree. You don’t have to worry about this linking process — the program automatically keeps everything in order for you.

### PediTree’s Databases

One of PediTree’s features is that the design of the database can be altered to suit particular applications. Two different database designs are supplied with the pro-

gram: one, called **Royal03**, is a simple design for use in a tutorial introduction that follows shortly; the second, **Elton55**, is intended as the basis for your own databases. As supplied, both contain some sample records, but PediTree can create new empty databases for you to use, based on an existing design such as **Elton55**. If you become dissatisfied with this design, then it is possible for you to alter it, for example, by adding additional fields to a record-type. However, this is an advanced topic that must wait until you are familiar with the package.

PediTree is not restricted to working with a single database, but can comfortably manage a number of them, although you can only use them one at a time. So if you are researching a number of unrelated families, you can easily keep their records separate.

At the time of writing, the DOS program called **Pedigree** has to be used for some purposes. For this reason, it is convenient to keep the total number of databases to twenty or less. **Pedigree** can handle the same database designs, but is limited to twenty databases in total.

## About this Manual

This manual is to help you get started with using PediTree. It is correct for version 3.316; other later versions may be different in some details, whilst earlier versions may be quite different. There is a second reference manual that provides more detailed information about the program and its operation.

After giving information about how to install PediTree and associated programs, this manual contains two hands-on tutorials to introduce you to the program and the way it works. The first, in Chapters 3–5, uses an existing database. The second shows you how to create a new database and start adding details of a family into it, as you will need to do for your own studies.

It is assumed that you are familiar with operating programs in Windows, including the use of the mouse to click, double-click and drag objects, the pull-down menus, dialogues, on-line help and so on. PediTree makes extensive use of the less-common technique of pop-up menus produced by clicking the right-hand button. This will be explained in the tutorial chapters that follow.

To help you read these instructions, some typographic conventions are used throughout to distinguish elements in the text:

**List Dialogue** Names of windows; menu choices, etc.

forenames like "Elizabeth" Things you type.

The common operation of working through cascading menus in Windows is depicted as, for example, **Start > Programs > Pedigree > PediTree**.

## Getting Help

As is usual with a Windows program, comprehensive on-line help is available:

From the main Help menu

By clicking on Help buttons in some places

By pressing the F1 key

In the Edit display, by right-clicking on a field name.

The last three produce help relevant to the context in which they are used. The on-line help has the usual Contents list and Index to assist you to find information about matter of interest. The on-line help is likely to be more up-to-date than the printed manuals.

Pop-up hints appear as the mouse pointer is moved over the various display elements.

## Contacting Pedigree Software

If you are unable to find the answer to a question from the manuals or on-line help, or if you encounter a fault in the program, then please contact the author and supplier, Murray Kennedy. Have available details of the version of the program (from **Help > Version**); the database version (from **Options > Definition**) and the version of Windows you are using.

Email: MurrayKennedy@btinternet.com

Telephone: 01386 556649

Fax: (none)

Post: Pedigree Software, The Granary, Ryelands, Wyre Piddle, PERSHORE, WR10 2JG, UK

Pedigree Software's web-site provides news of latest versions and upgrades:

<http://ourworld.compuserve.com/homepages/pedigreesoftware>

## Pedigree Users Group

This flourishing users' group provides a quarterly newsletter, an e-mail discussion list and has many members who are pleased to help users in their locality. More information is available from their web-site <[www.pugweb.org.uk](http://www.pugweb.org.uk)>, or the Membership Secretary, 19 Lombardy Close, Leverstock Green, Hemel Hempstead, HP2 4NG, England, email <[membership@pugweb.org.uk](mailto:membership@pugweb.org.uk)>.

## Chapter 2 Installation and Back-up

### Installation

Pedigree Software now supply their programs on a single CD-ROM. These programs are:

PediTree	(The subject of this manual)
Pedigree Utilities	(GedUtils; PedSpecs; Printing for Pedigree.)
Pedigree 2.6N	(for DOS, needed for some operations)

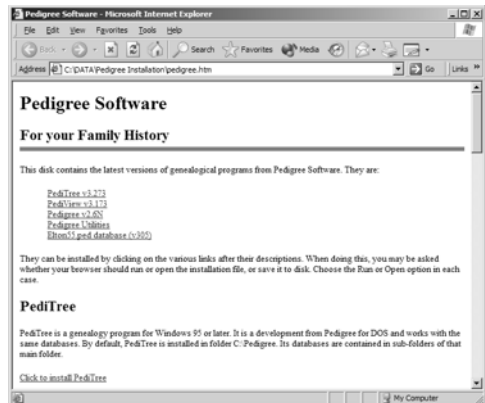
PediTree and Pedigree Utilities require Windows 95 or later, including Windows NT, XP and Vista. Pedigree requires MSDOS 3.3 or later; the installer on the CD requires Windows 3.1 or later.

The CD-ROM includes an interactive installation routine that uses your Web Browser. This should start automatically when you insert the CD in the drive. If not, try double-clicking the drive icon in My Computer, or click on Start, choose Run, type `d:\Pedigree.htm` and press the Enter key (where `d:` is the drive letter for your CD drive).

The interactive installation routine displays further information about each program that you can read before clicking where indicated to launch the installation process. In each case, the program installer will present you with some choices to confirm before actually installing the program(s). Unless you have your own reasons to change it, you can simply accept the default choice at each step and let the installer do its work. PediTree and Pedigree are installed in folder `C:\Pedigree`, with their databases in sub-folders; Pedigree Utilities are installed in folder `"C:\Program Files\Pedigree Utilities"`. On completion, you will be able to start any of the installed programs from entries in your Start menu, under **Programs > Pedigree**.

**Note:** for Win3.1 users, only Pedigree can be installed and it will be accessible from the Pedigree program group.

If you prefer to install the individual programs yourself (or the interactive installation fails), then the program names to use in the **Start > Run** command are:-



PediTree	d:\setupPT
Pedigree Utilities	d:\setupPU2
Pedigree	d:\install

where d: is the drive letter for the CD drive, as before.

The installation of PediTree includes several utility programs. GZip is supplied for expanding upgrades to PediTree, which are supplied by e-mail in compressed form. Ped-FHS can be used to convert GEDCOM version 4 files from PediTree into formats acceptable to other Family History programs. PVsort is a general-purpose sorting program used by PediTree that can be used for other purposes. Documentation files for GZip and PVsort are included.

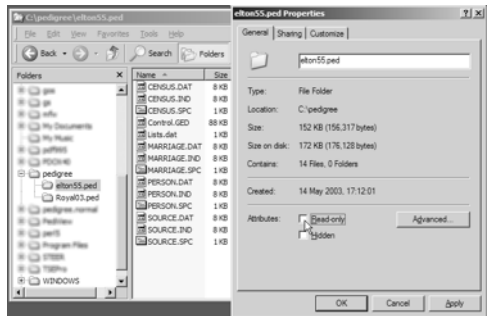
## Database Elton55.ped

The CD-ROM also includes a separate copy of the standard database design **elton55.ped**. Although this is installed with PediTree (or PediView), you may alter it when trying some published tutorials and then wish to restore the original version. To do this, use Windows Explorer to copy the **elton55.ped** folder from the CD to your hard disk to replace the working copy. You will then need to use Explorer to remove the read-only attribute from the files in the folder.

### Removing the Read-only Attribute

- 1 Navigate into the **elton55.ped** folder on your hard disk.
- 2 Select all the files, by pressing keys **Ctrl+A** or otherwise.
- 3 Right-click on the selected files and choose **Properties**.
- 4 Clear the read-only box, by clicking on it.
- 5 Click on **OK**.

**Note:** this same operation will be needed any time you copy a Pedigree database from a CD-ROM, perhaps to restore a back-up copy. Any file copied from a CD will normally have the read-only attribute, which must be removed before it is used.

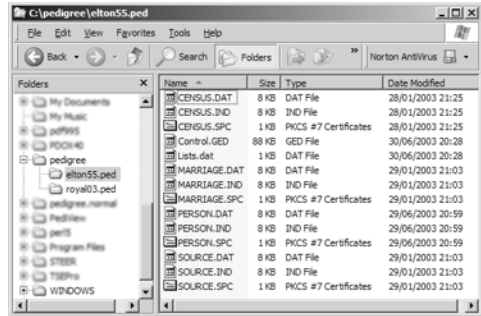


## Technical Details

If you use Windows Explorer to examine the files you have installed in the Pedigree folder, you will see that there are two sub-folders: **Royal03.ped** and **Elton55.ped**. The reason is that PediTree stores each database in a separate folder; each of these folders contains one database. Creating another database will create another folder with a new name.



The illustration shows the Windows Explorer view of the **Royal03.ped** folder. In this, the Person.\* files hold person information; Marriage.\* files hold the marriage information. The file **lists.dat** holds indexes, lists and tree plans; these terms will be explained in the tutorial that follows. The file **control.ged** contains the database design, which includes the records, their fields and definitions of how the stored information is to be displayed and printed. Each additional record-type adds three files, so database **Elton55.ped** will be found to have fourteen files in its folder.



Most PediTree database folder names end with the filetype ‘.ped’. A database with this folder type can hold a maximum of 1 megabyte of information in each record-type: Person, Marriage, etc. When necessary, other types can be created that will hold more information. The folder filetypes and the maximum capacity of each are as follows:

Filetype	Capacity	Pedigree compatible
.ped	1Mb	yes
.pdg	3Mb	yes
.pdh	4Mb	yes
.pdj	6Mb	no
.pdm	9Mb	no

PediTree stores information very efficiently, so most family trees will fit into the basic 1Mb type. If this turns out to be inadequate, then it is easy to convert to a larger-capacity type when needed. Note that the two rarely-needed largest types are not compatible with Pedigree for DOS, which cannot handle them.

## Back-up

As you may be using PediTree to store a lot of hard-won information, it is important that you make regular back-up copies to guard against inadvertent loss in case of machine or program failure, human error or other accident. Regular back-up copies onto several sets of removable media, kept separate from the computer, are a vital defence against such frustrating and time-consuming loss.

To make a back-up copy of a PediTree database, the whole contents of its folder must be copied. Many family databases are of a size that will fit onto a single high-density (1.44Mb) floppy disk. Computers are now usually fitted with drives of much

greater capacity that will hold a number of the largest PediTree databases, such as writable CDs or ZIP disks.

**Note:** always close PediTree before making a back-up copy. If PediTree still has your database open, the back-up copy you make may be incomplete or inconsistent. You will only discover this when and if you have to restore your database from the back-up copy.

To make a back-up copy, use appropriate Windows techniques to copy the database folder(s) to a suitable medium. For floppy disk or ZIP disk, the technique known as ‘drag and drop’ may be used in Windows Explorer. For a writable CD, use the related burning program. If you need to use floppy disks to hold the back-up of a database that is too large for one floppy, then suitable compression programs are available that both reduce the size of the folder and can spread it across several floppies if necessary. One such program is called WinZip; there are several others. Please see the relevant Windows and other documentation for further details.

**Note:** when using drag and drop to copy a PediTree database to another location on the same disk, remember that you must press and hold the Ctrl key to make the operation ‘Copy’ instead of ‘Move’.

### **Next Steps**

Now try the tutorial in the next three chapters, which will introduce you to the facilities and operation of PediTree.

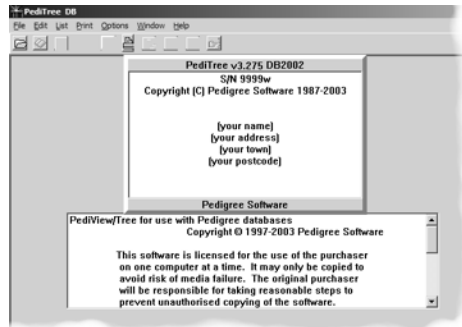
## Chapter 3 Tutorial

### Starting, Browsing, Family Changes

This Tutorial is intended to introduce a new user to the basic operation of the PediTree program. No prior knowledge is expected, except some familiarity with the operation of programs in the Windows environment. These instructions assume that you have already installed PediTree from Pedigree Software's installation disks and so have an entry for the program in your Start menu.

#### A Starting and Stopping PediTree

- 1 Click on the **Start** button, choose **Programs > Pedigree > PediTree**. The program will launch and display its opening screen. At the top is a standard Windows menu bar, showing File, Edit, List.... Help. Next down is a so-called speed-bar with buttons for commonly-used functions; most of these are blank until a database is open. Below this is a panel showing your Pedigree serial number, a copyright notice and your name and address. The top bar of this panel shows details of the PediTree version that are important if you should encounter any problems.



Note: for full use of PediTree, your serial number should be greater than 3200 or have the suffix 'w'. You will be able to complete this tutorial if your number is not like this, but will need an upgrade from Pedigree Software if you wish to use PediTree to the full.

- 2 PediTree is supplied with some sample databases:-
  - Elton55** a basis for your own databases
  - Royal03** about 150 members of the British Royal Family, for use with this tutorial.

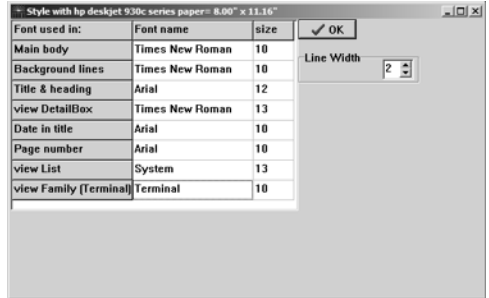
If you have previously used Pedigree for DOS, then you may have some additional databases.

We will be using **Royal03**. There are a small number of important people and links missing from this database, also some interlopers and erroneous liaisons. Your task will be to add these missing people and links and to remove the errors. A back-up copy of this database is supplied, in case you want to start this tutorial again with a clean slate. See section O for details.

- To stop using PediTree, pull down the File menu, by clicking on it or by pressing the Alt key with the letter F (usually written as Alt+F), then choose Exit. (We will in future use the shorthand **File > Exit** for such operations.

There are several other ways to achieve the same result, many of which are common to all Windows programs. You can click on the open-door button at the right of the speed-bar; click on the close program box at the extreme right of the title bar; press the key combination Alt+F4.

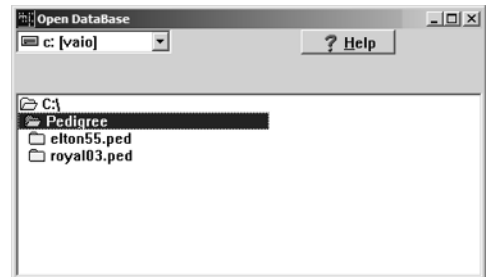
- The first time you use PediTree after installation, there is one setting you should check, namely, the font used for the family display. Choose **Print > Fonts** from the menu bar, which should produce a dialogue looking like this illustration. On first use, the last font listed is often **System** instead of **Terminal**. Double-click on this font to get a standard Font dialogue, which will show **Terminal** as the selected font. Click OK to choose it; click OK again to clear PediTree's fonts list dialogue. On subsequent uses of PediTree, this setting will be correct.



## B Open the Royal03 Database

To tell PediTree we want to work on the Royal03 database, we need first to *open* it.

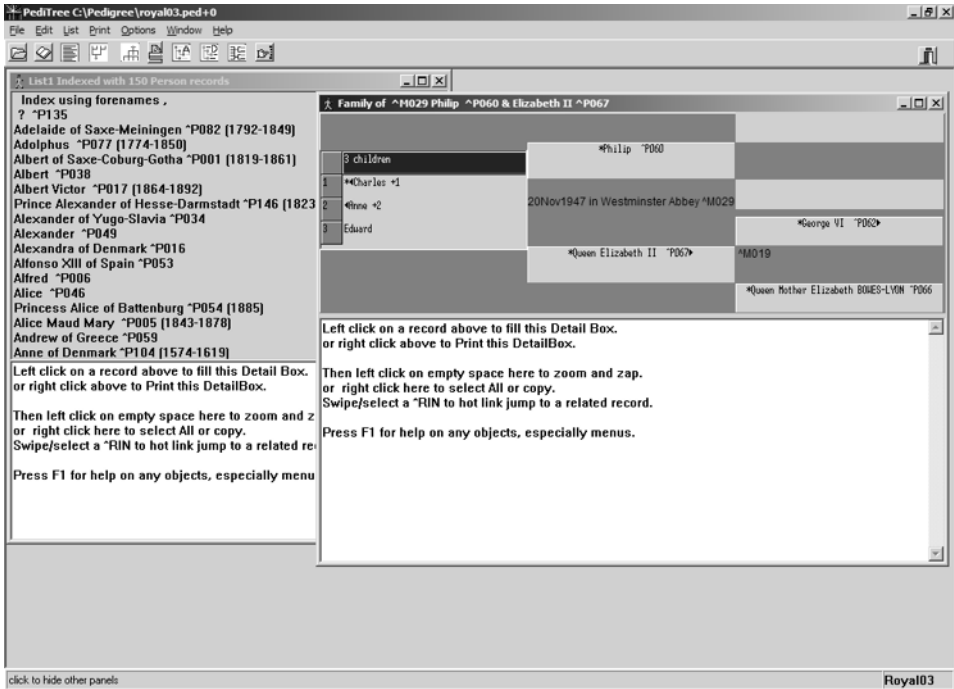
- From the main menu, choose **File > Open**. Or click on the Open button in the speed-bar, just below File. An Open Database dialogue will appear, listing the databases that are available. Most PediTree databases end with '.ped'; you may also see '.pdg', '.pdh', '.pdj' and others. You should see **royal03.ped** in the list.



If you are coming back to this tutorial, then you will see **royal03.ped** listed near the bottom of the File menu, where a list of recently-used databases appears. You can choose this entry to open it, instead of using Open... and the following step.

- Move the highlight onto **royal03.ped** by clicking it with the mouse, or by using the arrow keys. Then double-click it (or press the Enter key). After a moment, you will see PediTree's *family display*, showing Queen Elizabeth, Prince Philip, their parents

and their children. On the left is a list of people in the database, in order of their forenames.

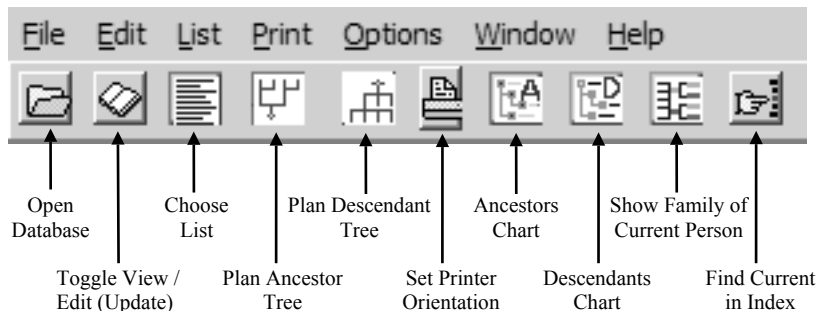


The PediTree window is headed 'PediTree c:\Pedigree\Royal03.ped+0'. This shows which database is in use (or open); the '+0' indicates that it has not been changed since it was created.

All the buttons in the speed-bar are now visible. Two change their appearance to reflect their status. You can hold the mouse pointer over each one in turn to see a description. We shall be seeing how they are used later in this tutorial. The illustration at the top of the next page shows them in detail.

The family display is headed 'Family of ^M029 Philip ^P060 & Elizabeth II ^P067'. The M... and P... numbers are PediTree's internal reference numbers (called *Record Identity Numbers* — RINs for short) to the marriage and the persons respectively. The preceding caret '^' marks them for use as *hot-links* for moving around the families, as we shall see later. This display is active, as shown by the colour of its title-bar.

The leftmost area of this display shows the children of the marriage. These are shown in the order in which they are entered — PediTree doesn't assume they will



be ordered by date of birth. Up to 20 children may be entered. A person marked with ◀ to the left of their name has children; the number is shown as, e.g. +2 on the right. A person marked on the left with = has a marriage, but no children recorded here.

The central area shows the couple named in the display heading — parents of the children on the left — with details of their marriage between them. To the right of this couple are both their parents (the children's grandparents), if present in the database. If these in turn have parents in the database, then they have ▶ to the right of their name.

- 3 The bottom half of the family display is a *Detail Box*. It initially contains a message; click on any person in the family display to see more details about them in this space. The person so selected will change colour to white, or for a child, be marked by a selection rectangle (dotted).
- 4 On the left in the main window is a *list display*, headed 'List1 Indexed with 150 Person Records'. This list display is inactive, shown again by the colour of its title-bar. It shows a list of people sorted into alphabetical order — this is an index that will be used later. The title of this list display changes as you use PediTree — you can have an index, various lists or plans. The difference is that an index keeps up-to-date as you make changes, whilst lists or plans do not; they must be re-created to update them after changes have been made to the database.

The list display has its own *Detail Box*. Clicking on a list entry will a) make the list display active; b) show details of the selected person in the *Detail Box*.

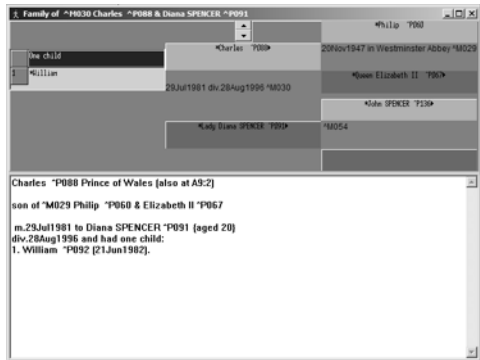
## C Moving around a family tree

You can use the family display to browse around a family tree; moving up and down between generations or sideways through multiple marriages. This is done with the mouse: a click selects the person and displays information about them in the *Detail Box*; a double-click brings that person to the central position in the family display. To try this, go through the numbered steps following:

- 1 Click on the Queen Mother; her details will appear in the *Detail Box*.

- 2 Click on the Queen; her details will replace those of the Queen Mother.
- 3 Now double-click on Charles; his marriage will move to the central position, with his children shown (one only; we shall add Prince Harry shortly).

4 Notice a pair of arrows have appeared top centre of this window; these allow you to move the family display backward to previous positions (up to eight). Click on the downward arrow to return the Queen and Philip to the central position.



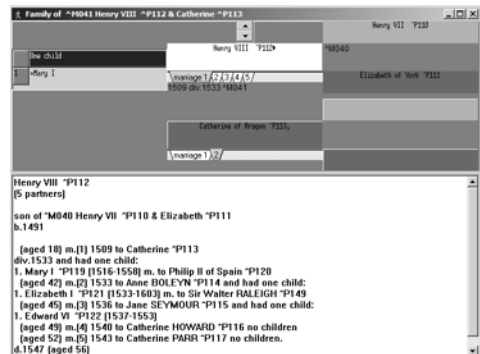
5 You can use the RINs in the Detail Box to navigate around the family. Click on the Queen to make her details appear in the Detail Box. Now position the I-cursor just to the left of ^P062 (after George VI), press the left button, move the cursor to the right over the number and then release the left button. The Detail Box will change to display George VI's details and the highlight will move to him in the family display. PediTree calls numbers preceded by the caret ^ *hot links*. The process of selecting them with the mouse described above is called *swiping*.

Now do the same for his mother, Mary, by swiping ^P019 to move to her family. We are now off the family display (which doesn't change), so no person is highlighted.

## D Finding a Person

There are two ways in PediTree to go directly to a particular person or marriage.

1. By using the RIN, if you know it.
  2. By name, through an index of people or marriages.
- 1 **Select RIN:** the first method is the quickest, but you must know the RIN. Move the cursor onto the father in the family display (Philip), then click the right mouse button. From the pop-up menu, choose **RIN select...**, then type 112 in the box marked **Enter PIN** and press the Enter key. The family display is set to that for Henry VIII, who is person 112. The details of his first marriage are shown.



Now right-click on the marriage box (between the parents), choose **RIN select...** and enter 42 to see Henry's sec-

ond marriage. There are other ways to move between marriages that we'll explore in section F.

**Find in Index:** an *index* is a list ordered in a particular way, for example alphabetical order of surnames and forenames. The **Royal03** database has an index of forenames in alphabetical order; most members of the royal family do not use ordinary surnames.

- 2 Right click in the list display and choose **Find Person...**, then type `henry viii` in the Find forenames box. As you type, the list highlight will move to matching entries (Haakon; Helena; Henry...), so you can stop typing when you get to the wanted entry, then press Enter to select it. Or you can stop nearby, press Enter, then use the arrow keys to get to the desired place.
- 3 To get a family display for the selected list entry, you can click the Show Family button on the speed-bar, or choose **Edit > Family** from the main menu. This opens a new family display on the selected person.
- 4 If you want simply to reset the original family display, note the RIN of the selected person, then use the method in D1 above.

### E Zoom for more Detail

With Henry VIII selected, there is too much information to display all of it in the Detail Box, at the bottom of either the list display or the family display. We can expand it when required.

- 1 Click once in the Detail Box and it will expand to show all the information.
- 2 We tried earlier swiping hot links in the Detail Box to display the details of different people. This technique also works for references to other files, such as images. At the bottom of the expanded Detail Box is the line

Objects:\pedigree\HenryVIII.jpg

Swipe this, moving right from before the first backslash, that is, just **\pedigree\HenryVIII.jpg**. Up will pop an image of the King. Click on its Close box to remove it.

- 3 Finally, click again in the Detail Box to return it to normal size.

**Note:** if your PediTree installation is in a different folder from the default `\Pedigree` then step 2 won't work. You will need to edit Henry's record to alter the file reference to suit. We shall be editing some records in section G below.



## F Multiple Marriages

If father or mother in the family display married more than once, then this is indicated by tabs in the marriage window.

This display shows Henry VIII's five marriages and Catherine of Aragon's two. (Surely Henry married six times? Yes, you'll be adding the missing wife later.)

- 1 Click tab **2** under Henry to see his marriage to Anne Boleyn. Click tab **1** to return to Catherine of Aragon. Click her tab **1** to see her first marriage to Henry's brother.

## G Editing Information about People and Marriages

To make any changes to records of individuals or marriages, you must first be in Edit (Update) mode. Up to now, you have been in View mode, in which you cannot make such changes.

- 1 To change to Edit (Update) mode, choose **Edit > Update (Edit)** from the main menu, or click the View/Edit button underneath. You will see that this button changes to reflect the current setting.

- 2 Find Charles P088 in the family display (see D1 above to remind yourself how). Right-click and choose **Edit P88**. The *edit display* will appear, with a vertical display of Charles's details in labelled fields. Some groups of fields, like birth, are shown in collapsed form, indicated by a + in the left margin.

Fields	Data for Person 88
c sex	M
forenames	Charles
surname	
prefix	
postfix	
nickname	
title	Prince of Wales
- birth	
date	14Nov1948
place	Buckingham Palace
notes	
+ christening	
+ death	
+ burial	
education	
+ occupation	
+ residence	
+ notes	
refnum	
...	

- 3 You can move the selection rectangle with the arrow-keys or by clicking on a chosen field with the mouse. We will enter Charles's birth details, so move to the birth group and expand it: either press the Enter key or click on the + sign. The birth group will expand to show its constituent fields, as shown in the illustration.
- 4 The birth date field is selected, so type 14nov1948. Move down to the place field and type Buckingham Palace. If you move up to the birth line and press the Enter key, or click on the - sign, then the birth group will be collapsed, showing the new details in summary form.
- 5 Press key F9 (or right-click in the Field column and choose **Save Ctrl+S or F9**) to close the edit display and update Charles's record on disk and in the other displays. (To

abandon your changes, click the close button at the top right of the edit display, or press the Esc key, then click **No** in the ensuing dialogue.) Click on Charles in the family display to update the Detail Box with the new information. Notice that at the end of the text it says “Changed:”, followed by the date and time. PediTree automatically updates a group of fields in the record, called **changed**, whenever a record is edited.

To change details of a marriage, right-click on the marriage details between the parents and choose **Edit**. Let us enter Princess Anne’s divorce.

- 6 Find Anne P089 in the family display and double-click to bring her and Mark Phillips to the central position. Now right-click on their marriage, choose **Edit M51** and an edit display with their marriage details will appear. Expand the the divorce group to show the component fields, and type 1992 in the divorce date field. Now press key F9 to close the edit display; the marriage will now show the divorce. We shall add her 2nd marriage shortly.

## H Adding Children to a Marriage

People are added to the database in a similar manner to editing existing records. This section explains two ways to add a child to an existing marriage.

- 1 **Add child**: if the child you want to add is the youngest so far, then in Edit mode there is an empty space at the bottom of the list of children into which the child will go. (If you have just switched to Edit mode from View mode, then this space will only appear when you reposition the family display.) Move back to Charles & Diana’s family, by clicking the up-down arrows (or by double-click on one of Anne’s parents, then double-click on Charles). There is an empty space below William: right-click and choose **Edit new person**. An edit display appears: enter Prince Harry’s details:-

sex	m
forenames	Harry
prefix	Prince
birth date	15sep1984

Press key F9 twice, as before, to close the edit display and save the new information; you will see that Harry has appeared as the second child.

- 2 **Insert child**: in a similar manner, you can insert a child who is not the youngest. Try this with the Queen’s son, Andrew, who is missing: first reposition the family display with the Queen and Prince Philip at the centre. Now right-click on Edward, who is younger than Andrew, and choose **Insert child**. A space will open up between Anne and Edward to accommodate Andrew; right-click on this space, choose **Edit new person** and enter Prince Andrew, born 19 Feb 1960.

If you make a mistake and get the child in the wrong position, you can always correct it. Furthermore, if two children are in the wrong order and both have birth dates, PediTree will indicate this. We will interchange Anne and Andrew to illustrate this.

- 3 Depress the left mouse-button on the child number to the left of Andrew (3), hold the button and drag it up so that the dark position-line is above Anne. Release the mouse-button, then click on **OK** to confirm the repositioning. You will see that Andrew is now number 2, Anne number 3; the 3 carries a question mark to indicate that the birth-dates are in the wrong order. Drag Andrew down to below Anne and confirm the repositioning to restore the correct order.

If you insert a child in the wrong family, then you can either move it elsewhere or delete it entirely, as will be explained in Sections K, L and M below.

## J Adding Spouses

- 1 To add a spouse, simply make sure that the existing spouse is in the centre of the family display, position the mouse-pointer on the empty spouse, right-click and choose **Edit new person**. Enter the spouse's details in the resulting edit display. Try doing this with Andrew, adding Sarah Ferguson, born 15 Oct 1959. When adding a spouse, PediTree automatically enters the correct sex, so you don't have to do so.

In adding the spouse, a marriage record is created automatically. You can edit this (by right-clicking on it): enter Andrew & Sarah's marriage date (23 July 1986) and divorce (30 May 1996).

- 2 **Adding a second marriage:** to add a second (or subsequent marriage), bring the existing marriage to the centre of the family display. Right-click on the spouse who is to remarry and choose **Add marriage**. Then right-click on the blank spouse, choose **Edit new person** and insert their details. Finally, right-click on the marriage to insert the date, etc. Try this with Anne, to add her 2nd marriage 12 December 1992 to Tim Laurence, born 1 Mar 1955.

Tabs for the 1st and 2nd marriage now show under Anne's name in the family display. You can click on either one to see the relevant marriage details; the current tab is dark, the others light.

- 3 **Inserting a marriage:** in exactly the same way as you can insert children, you can insert marriages. You can try this on the best example of multiple marriages — King Henry VIII. Right-click on the father position in the family display, choose **RIN Select...**, type in 112 and press Enter. As before, you will see only five marriages; select the 4th (to Catherine Howard) by clicking on that tab. That's wrong — his 4th wife was Anne of Cleves. Right-click on Henry, choose **Insert marriage**. He now has six marriages. Right-click on the blank spouse, choose **Edit new person** and insert details of Anne of Cleves (1515–1557); the 'of Cleves' goes in the **postfix** field. Edit the marriage to add the date (1540). If you now click on Henry's 5th marriage, you will see that this is now, correctly, to Catherine Howard.

## K Relating existing people — Mark and Place

Sometimes you may want to relate people who are already in the database. For example, you may discover that someone is a cousin of their spouse; this has happened often in the royal family. In PediTree, it is never necessary to duplicate information. Relationships between existing people are added in a similar way to adding new people, the only difference being that no new record is created. The two basic functions needed for this are *Mark* and *Place*.

**Place a person as a child of his parents:** to try this, we will relate the Queen to Prince Philip—they are third cousins, with common great-great grandparents Queen Victoria and Prince Albert. The line from Victoria to Philip is broken in two places; to start with we can link him to his parents, by placing him into his family.

- 1 First, find Prince Philip (P60), right-click on him and choose **Mark P60**. The legend **P60=Philip ^P060** appears in the centre of the speed-bar. Next we must find his parents and bring them to the centre of the family display. To make it easy, use the RIN of their marriage: 18 (remember how? — see D1). You will see that Andrew of Greece and Princess Alice have no children. Now right-click in the empty child position, choose **Place P60=Philip ^P060** and then confirm your choice. Prince Philip appears as the 1st child of the marriage. Now double-click on Philip to bring him and Queen Elizabeth to the centre of the family display; Philip's parents are now showing, as are his four children. You have added a new relationship.
- 2 **Relating people by marriage:** you might discover that cousins are married. To continue our example in this database, there are two people who should be married: Ludwig VI, Grand Duke of Hesse (P24) and Alice (P5), a daughter of Queen Victoria. First find Ludwig in the list display by RIN select (24) and mark him. Next bring Alice to the centre of the family display, again by her RIN (5). Now right-click on her blank husband, choose **Place...** and confirm that you want to join them. Ludwig will appear, together with his parents.

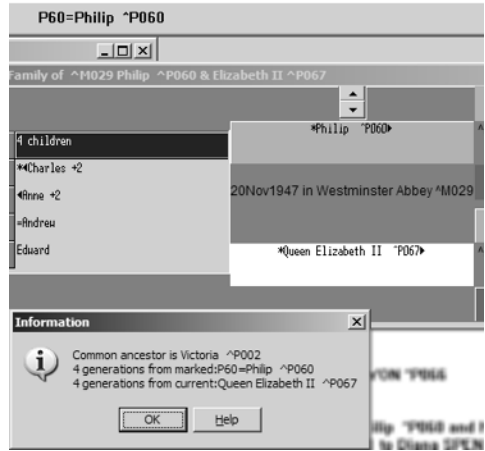
Prince Philip is descended from Ludwig and Alice via Princess Victoria of Hesse. In the list display, select Princess Victoria (RIN 25) and mark her. Now place her in the family display as a child of Ludwig and Alice. If you now move down Victoria's line (Victoria > Alice > Philip) you will reach Prince Philip and Queen Elizabeth.

- 3 **Checking Relationships:** one way to check that they are cousins is to use PediTree's Relationship calculator. First mark Prince Philip; next click on Queen Elizabeth; then choose **List > Relationship...** from the pull-down menus and confirm that you wish to calculate their relationship. They are both four generations from Queen Victoria, so are indeed third cousins, as stated at the outset. Over the page is a section of the display showing this.

## L Detaching people

The facility to detach people is the reverse of the above; it is needed if a mistake is made by relating people who aren't related. For example, suppose you put someone as the child of the wrong parents. To disconnect them from this marriage, you detach them. This does not erase their record — they still exist in the database, but without parents.

**Detach a child from parents:** make sure the child's parents are in the centre of the family display, so the child is amongst the children on their left. Then right-click, choose **Detach child** and confirm.



- 1 Let us try this, by removing a child. To show that the record still exists, we will then immediately put him back again! Bring George I (P97) to the centre of the family display, then click on his second child; how did *he* get in here?! Before detaching him, right-click on this second child and mark him, as in K1 above. Now right-click again, choose **Detach child 2** and confirm the operation. George I now has only one child: George II. Note that the speed-bar still shows the alien; right-click the 2nd child position and place him back in the family. This demonstrates that his record has not been removed. We'll look at another way of removing this alien later.
- 2 **Detach a spouse:** you may have 'married' someone to the wrong spouse. There is an example in this database — Elizabeth I is shown, incorrectly, as married to Sir Walter Raleigh, her favoured admirer. First bring Elizabeth I (P121) to the centre of the family display. Now right-click on Sir Walter, choose **Detach husband** and confirm your choice.

The marriage record still exists, but with only one spouse — Elizabeth. This is perfectly acceptable in PediTree, as often you may only know about a husband or a wife, not both. If you eventually identify their correct partner, then you can add them in, or mark and place them, as we have seen earlier. However, in this case, you want to delete the marriage. This is described next.

## M Deleting people and marriages

Sometimes you may enter a record accidentally, or add someone twice. On these occasions, you must delete the person or marriage that you accidentally added.

- 1 **Delete person:** let us revisit George I's alien son, who has no business here! Bring George I (P97) to the centre of the family display, then again click on his second

child. This time, right-click, choose **delete P148** and confirm the deletion. Note that well as removing any relationships that the person may have had, their record is permanently deleted — you cannot restore it except by retyping.

- 2 **Delete marriage**: similarly, you can delete a marriage. This will detach any spouse(s) and children, leaving their records otherwise intact. Try deleting Queen Elizabeth's false marriage: bring her (P121) to the family display, right-click on the marriage, choose **Delete M60** and confirm the deletion.

## N Next Steps

This ends the first part of this tutorial. We shall not be making any more changes to the records, so click on the View/Edit (Update) button to switch back to View mode. You may want to take a break now, before going on to study Lists and Printing. If so, you can leave PediTree, as described in section A3.

## O Restoring the Royal03 Database

If you want to re-run this section of the tutorial from the beginning, you will need to undo all the changes you have made, so as to start again with a clean slate. A backup copy of the database is supplied for this purpose. By restoring the database from this copy, it is returned to its original state.

This must be done with the database closed, thus outside PediTree. Use Windows Explorer to find the file **Royal03.exe** in your PediTree folder (not the database folder Royal03.ped). Double-click on this file to obtain a display like this. Click on **UnZip** to restore the Royal03 database to its original state.



## Chapter 4 Tutorial

### Printing Records and Lists

In this section we will print Tables and Reports for members of the Royal Family. It doesn't matter whether you have made the changes to the database as described in the previous chapter, although it may make some difference to the exact results you get.

#### A Start PediTree and Open Royal03

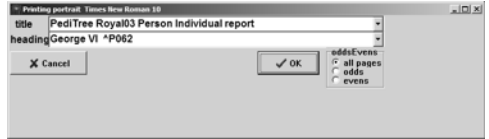
You can continue from the previous chapter if you wish. If you have had a break, then start PediTree again and open the Royal03 database. See Chapter 3, sections A and B if you need to be reminded how to do this.

#### B Print an Individual Report

In PediTree, a *Report* is a fixed-layout display. Three are provided, called Individual, Pedigree and PersonPhoto. We will print one of each. Here is the top of the first:

List1 Indexed with 154 Person records	
Back Individual Pedigree	
26 Jun 2003	<b>PediTree Royal03 Person Individual report George VI ^P062</b>
NAME	George VI ^P062 <span style="float: right;">RIN P062</span>
FATHER	George V ^P018
MOTHER	Mary of Teck ^P019
SPOUSES	Queen Mother Elizabeth BOWES-LYON ^P066
BORN	1895
CHRISTENED	
DIED	1952
BURIED	
m. to Elizabeth BOWES-LYON ^P066 and had 2 children: 1. Queen Elizabeth II ^P067 (1926) {aged 21} m.20Nov1947 in Westminster Abbey to Philip ^P060 2. Margaret ^P068 (1930-09Feb2002) m. to Anthony ARMSTRONG-JONES ^P132 div.1978.	

- 1 Right-click on George VI in the family display (if he isn't showing, then you can use first use RIN Select to get him there; his RIN is 62). Choose **draw Report...** : a blank window with three tabs at the top will replace the family window. Click on the tab marked **Individual** and you will see the top part of a Report about George VI (see previous page). Now right-click and choose **Print 1** to get a printer dialogue. This will show your current default Windows printer, to allow you to change it or its settings if you wish. When ready, click OK to get a printing dialogue that shows the Report title and heading, which you can alter if desired. When satisfied, click on OK and the Report will be printed.

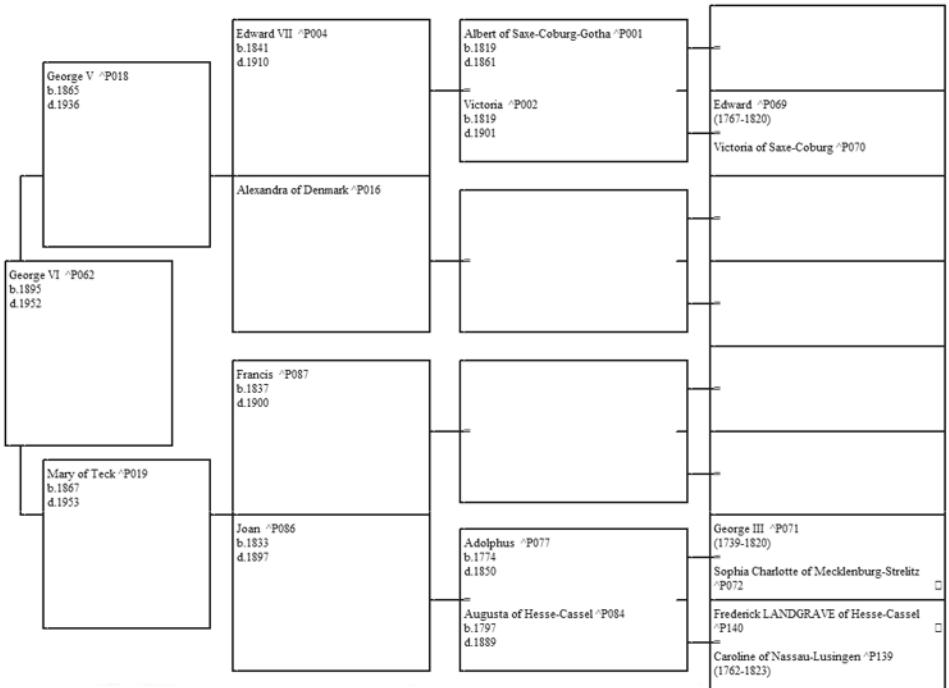


To return to the family display, you would click on the tab marked Back.

- 2 Instead, click on the tab marked **Pedigree**. You will see the left-hand end of a pedigree for George VI, but be unable to scroll to see the right-hand part of it. This Report is designed for paper in the landscape orientation; we are currently set for portrait. From the main menu, choose **Print > Setup Paper** (or click on the Set Printer speed-button) to get a Print Setup dialogue, choose **Landscape** orientation and click

26 Jun 2003

PediTree Royal03 Person Pedigree report  
George VI ^P062





OK. (Note that the Set Printer speed-button has changed shape to landscape.) Back in the Report window, click the **Individual** tab, then back to the **Pedigree** tab (to refresh the display). You can now scroll to the right-hand end of the Report.

Now right-click, choose **Print Page 1** and follow the same sequence as before to print this Report. Finally, click on the **Back** tab to return to the family display.

- 3 For the last Report, reposition the family display to Henry VIII (RIN 112). This is another Report designed for Portrait orientation, so use the Set Printer speed-button and reset to **Portrait**. Now right-click on Henry VIII and choose **Draw Report**, then click on the **PersonPhoto** tab. If you use the scroll-bars to move down to the bottom of the report page, you will see a picture of the King.

Finally click on the **Back** tab to return to the family display.

Note: PediTree doesn't yet provide a way to design new Reports or alter those provided. (This can only be done with Pedigree for DOS.)

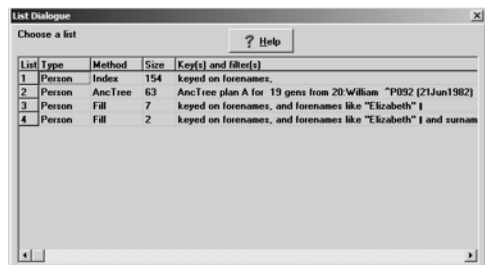
## C Produce a Filtered List

You can follow a similar procedure to print Reports from a List window. A right-click in a list will allow you to choose **draw Report...** and open up the same choices as in the previous section. If, when you right-click on the chosen Report layout, you choose **Print all...**, you can confirm that you want to print the Report for all entries in the list. However, at one page an entry, you will probably choose to click on **Cancel!**

There are two alternatives: one is to *filter* the list to reduce the number of entries, the other is to use a *Table*. Tables provide a more compact layout for multiple entries. We will use both of these techniques: first, we will filter the list, then print a Table from the result.

- 1 If you have followed through this tutorial as written, then you will have list 1 displayed, with the heading **List1 Indexed with 154 Person records**; the exact number will depend upon whether you have completed the whole of Chapter 3.

If another heading shows, then you will need to get back to list 1. Click on the Choose List button on the speed-bar (or choose **List > Choose...** from the main menu) to get the List Dialogue, then click anywhere on the first line to get List 1 displayed.



- 2 We will now select some entries from this list by filtering it. Right-click on any entry in the list and choose **Filtered search...** to get an empty script window and a message saying 'Please enter your filter'. Click **OK** to remove the message, then type `forenames like "Elizabeth"`

into the window. In this expression, **forenames** is the name of a field; an alternative to typing it is to click on the **Fields** button and select it from the resulting list. The word **like** acts to select records where the contents of the forenames field sounds alike the word that follows (using the *Soundex* system). In this case, it will select Elisabeth as well as Elizabeth. You can select **like " "** from a list produced by clicking on the **Conditions** button. Finally, the quotation marks are required in "Elizabeth", but it does not matter whether the word has any capital letters.

Now click the **Test** button and see the message ‘script OK but no output for this record’, then click **OK**. (If, by chance, your original right-click was on an Elizabeth, then the message would be simply a RIN, e.g. ‘0102’; any other message probably means you have mistyped). You will see a new list of seven records, all of which have the expected forename.

There are other possible expressions that could have been used. If you used **forenames = "Elizabeth"** the list would have omitted Elisabeth, Elizabeth I and Elizabeth II (the last two because of the presence of I or II). The expression **forenames contains "Elizabeth"** would find all except Elisabeth.

Now this list exists, it will remain in being. Section F of this chapter show how to erase the list when you have finished with it. However, if you were to add another Elizabeth to the database, it wouldn’t appear in this list. Of all the possible list types, only indexes are updated when records are added, changed or deleted; all the other types are unchanged. To bring a filtered list like this one up to date, it must be erased and re-created.

## D Print a Table from a List

- 1 Right-click on any entry in the new list and choose **drawTable**. A blank window with five tabs at the top appears. Click on the tab **Simple** to see the seven records in a simple tabular layout. Right-click to choose **Print page 1** and proceed as before to get a printed copy. Finally, click on the **Back** tab to return to the list.

26 Jun 2003

**PediTree Royal03 Person Simple table**  
**7 Person list using forenames, and forenames like "Elizabeth" □**

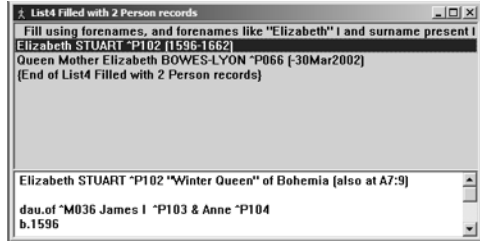
Page

RIN	Surname	Forenames	Date of B/C	Place of B/C	Parents
P031		Elisabeth			Ferdinand,Marie
P102	Stuart	Elizabeth	1596		James I,Anne
P066	Bowes-Lyon	Elizabeth			
P111		Elizabeth	1465		
P143		Elizabeth	1815		
P121		Elizabeth I	1533		Henry VIII,Anne BOLEYN
P067		Elizabeth II	1926		George VI,Elizabeth BOWES-LYON

- 2 You can further filter the list if you wish, for example, to select only those who have a surname. As before, right-click on any entry in the list and choose **Filtered search...**, click **OK** to the message and type the script **surname present**. Click on the **Test**

button if you wish, or simply click **OK**. The new list window will show just two records.

Now right-click on one of these entries and choose **drawTable**. You might like to try the **Detailed** table, by clicking on that tab, or you can try each tab in turn to see if you would prefer another sort of Table for these records. Make your choice and print it as before; the **Back** tab will take you back to the list.



## E Export List as Text

You can export Tables to a file for use by other programs. The export can be as an image or as text. For text, you can choose from tab-delimited or CSV (Comma-separated Values). The former is best if you want to use the Table in a word-processed document; the latter for import into a spread-sheet. We will export the Simple Table in tab-delimited form.

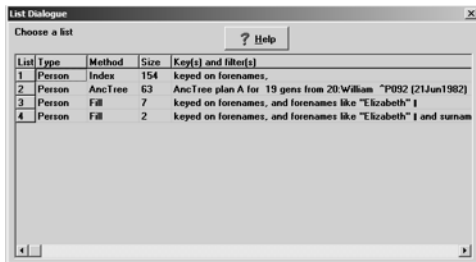
- 1 First, find the list 3 with seven entries, which is probably visible behind the most recent list 4. If so, click on its title-bar to make it active. Now right-click and choose **drawTable** as before.
- 2 Click on the **Simple** tab to see the Table. Right-click and choose **Save Image or Text > Save Tab delimited**. A standard File Save dialogue will appear. Navigate to a convenient folder for the next step, give a suitable filename and click on Save.
- 3 Now start your Word Processor (you don't need to leave PediTree first) and open the file you have just saved. With a suitable font-size and tab-settings, you should be able to obtain a display much like the Table in PediTree. (I can't tell you exactly how, as I don't know what word processor you use.)
- 4 Return to PediTree. As before, the **Back** tab will return you to the list display.

## F Delete Unwanted Lists

In sections C and D, we generated two new lists, one of seven Elizabeths, the other of the two Elizabeths who have surnames entered. We are unlikely to want these lists again, so can delete them. You can have up to twenty lists, which PediTree saves when you leave the program, so they can be used again in another session. But you will find it easier to use PediTree if you tidy up the lists as you go.

- 1 Click on the Choose List button on the speed-bar (or choose **List > Choose...** from the main menu) to get the List Dialogue. The two lists we have created will be the last two (3 & 4) in this list of lists. Right-click on list 4 and choose **Erase list 4**. List 4 will now show its Method as Erased. Do the same on List 3.

2 List 2 shows a Method of AncTree. If you followed the editing instructions in the last chapter, then this Ancestor Plan is out of date; remember, only those lists with Method = Index stay up to date when changes are made. So, whilst you are in the mood, erase this list also. We will re-create it in the next chapter.



3 Finally, click on the window close button to close the List Dialogue.

## Chapter 5 Tutorial

### Printing Trees and Charts

#### A Trees and Tree Plans

An important feature of PediTree is its ability to design family trees automatically. It can be very difficult to draw a family tree by hand — all the people must fit in somewhere on the paper. PediTree will decide where to place people on a tree without any assistance from the user.

To create a tree in PediTree, two steps must be performed:

1. Create a plan of the tree; this indicates where the people will be placed. This plan is a PediTree list, like the index and filtered lists we used in the last chapter.
2. Print the tree, using the plan already created.

Plans can be for Descendant or Ancestor trees and are identified by letters A, B, ... In PediTree, it is useful if Plan A is an Ancestor plan from the youngest descendant in the family; the reason for this will be explained in a moment when we have created such a plan.

You can also display and print Ancestor or Descendant Charts, for any person, without first creating a plan.

#### B Starting PediTree for this Example

- 1 You can continue from the previous chapter if you wish. If you have had a break, then start PediTree again and open the Royal03 database. See chapter 3, sections A and B if you need to remember how to do this.
- 2 Check that you have only one list: List1 indexed with 154 Person records (150 if you haven't followed through chapter 3). If you have more lists, then erase them; the procedure was given in chapter 4, section F.

#### C Creating and Using Plan A

- 1 In the family display, locate William, Prince Charles's son, and click to select him. Now click on the Ancestors Plan button on the speed-bar (or choose **List > Ancestors plan...** from the main menu). In the following dialogue, set the number of generations to 20, either by editing the number or repeatedly clicking the up-arrow next to it. Then click **OK**. A new list display will appear titled List2 AncTree A...

**Note:** in this list display, the two numbers at the left are the generation-number, followed by the strip-number. These correspond to the position that the entry will occupy on a printed chart. On a top-down tree, the generation is the vertical position; the strip, the horizontal position.

- 2 Now double-click William's father (Prince Charles) in the family display, to bring him to the centre of this display. Notice that William and all the other people shown

in the family display are marked with an asterisk (except Harry, if you have added him). Every person appearing in Plan A, the ancestors of William, is now marked with an asterisk in the family display. You can check this, if you wish, by following his ancestral lines in the family display.

- To see this plan in graphical form, right-click on any entry in the List2 window and choose **Tall tree**. After a moment, the Ancestor plan will appear in diagrammatic form, with William at the far left. Each small blue rectangle represents a person; if you depress the left mouse-button with the pointer on such a rectangle, you will see a display of the text it contains.

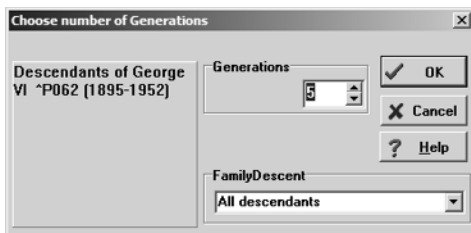
The dark grid overlaying the diagram indicates the page boundaries if this plan were to be printed. I'm not suggesting that you spend that much paper; there's a summary of the total number of pages at the top of the diagram.

- The tabs at the top of the diagram represent different levels of detail, which we'll be exploring shortly. Click on **Back** to return to the list.

## D Creating a Descendants Plan

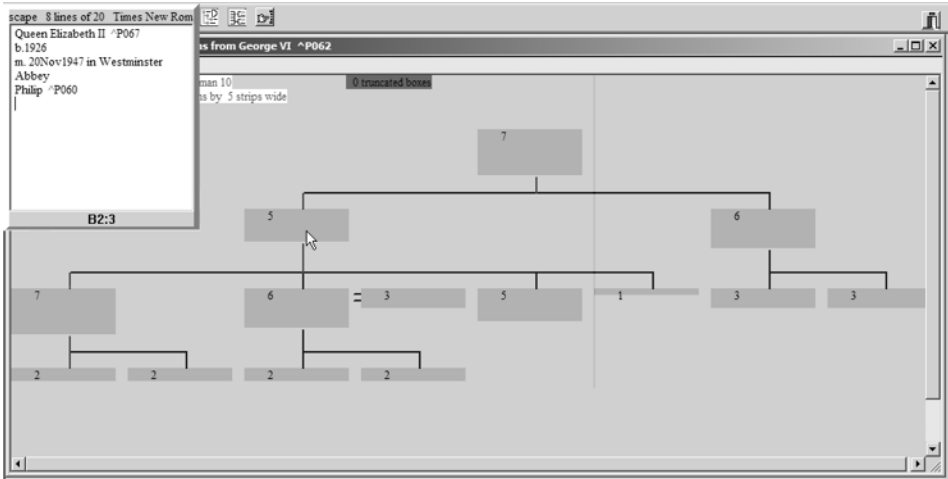
To create a plan for a conventional descendants tree, you must first decide whose tree you want. A descendants tree shows all people descended from a particular person. In this sections we will print trees for the descendants of the Queen's father, George VI.

- Select George VI by clicking on him, either in the family display or in a person list. You may want to close List2 so that you can see List1; just click the close button at the top-right of List2.
- Now click on the Descendants Plan button on the speed-bar (or choose **List > Descendants plan...** from the main menu). In the **Choose number of Generations** dialogue that appears, you can leave the number set at 5 and click the **OK** button. A new List3 DescTree B... will appear.



- Right-click on any list entry and choose **Wide tree**. After a moment, the tree will appear in diagrammatic form, with blue boxes representing the people and dark vertical lines marking the page boundaries. Notice that some of the vertical connections are red; this is Plan A in operation again, marking the line of descent to Prince William. As before, holding down the left mouse-button over a blue box will produce a display of the text, as shown in the illustration overleaf.

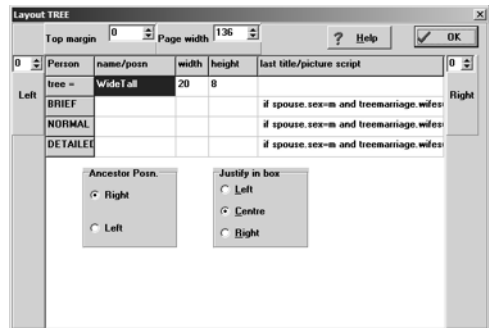
Some adjustments to the layout are helpful before printing this tree. First, the text should be centred in the boxes; secondly, the tree will fit better on landscape paper.



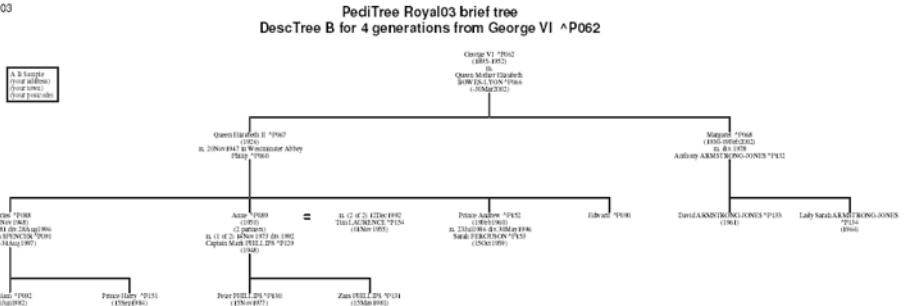
- 4 Right-click on the diagram and choose **Layout...** In the **Layout TREE** dialogue, make sure that **Justify in box** is set to **Centre**, **Width** to 20 and **height** to 8, then click on OK.
- 5 Click on the Set Printer button on the speed-bar, set the orientation to **landscape** and click OK.

The blue boxes are now centred on the vertical lines and the diagram fits onto two pages.

- 6 Right-click on the left-hand page of the diagram and choose **View row 1 page 1** to see how it will look when printed. You will see that the red line-of-descent appears (and will be on the printed result if you use a colour printer).
- 7 Right-click in the middle of the blank area top left of the tree and choose **Authorship rectangle...** to display text copied from your registration details. You may edit this, if you wish, double-clicking when satisfied. The result will appear in a box at the position originally selected when you right-clicked; choose **View row 1 page 1** again to see it.
- 8 Right-click again and choose **Print all...** You will get a printing dialogue, as before, at which you can click OK to print the tree on two pages. A reduced-size version is on the next page.
- 9 The three tabs **Brief**, **Normal** and **Detailed** provide different amounts of detail for the tree entries. We printed the Normal version. Try selecting the other two in turn and



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inspecting the box containing Prince Charles's information to see the changes. You can also alter the size of the boxes from the **Layout TREE** dialogue and the font from the main menu **Print > Fonts...** Reducing the **Main body** font size to 6 (points: this size isn't in the drop-down list, but you can type it in the box) fits this tree onto a single page.

10 Finally, click on the **Back** tab to return to List3.

## E Tall Tree

This alternative layout is sometimes a better fit onto the sizes of paper available from computer printers. We saw it briefly when studying Plan A at the start of this chapter. Let's now see how our wide tree appears in this form.

- 1 Again right-click on any entry in List3 and choose **Tall tree**. If you altered the font size in the previous section, now reset it to 10 point. Right-click on the diagram, choose **Layout...** and set **Ancestor Posn.** to **Left**, **Justify in box** to **Left**, **width** to 25. Click OK; you will see that the tree in this form fits on one page. Right-click again and choose **View ...** to browse the page as it will print; print it if you wish. See the illustration on the next page.

## F Ancestors Tree

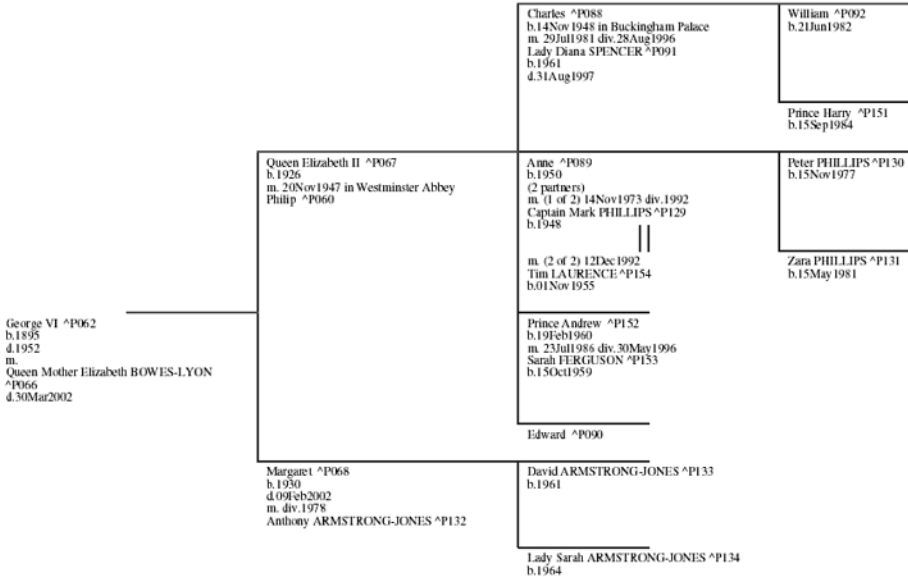
Like the Descendant tree we have been using, you can also produce Ancestor trees. We will produce one for Prince William, printing it as a wide tree.

- 1 Select Prince William, either in the family display or in List1.
- 2 Click on the Ancestors Plan button on the speed-bar (or choose **List >Ancestors plan...** from the main menu). Set the number of generations to 4, then click OK.
- 3 Right-click any entry in the new List4 and choose **Wide tree**. In the **Layout TREE** dialogue set **Justify in box** to **Centre** and set the **width** to 20. If you set the font-size to 8 points, then this tree will fit on one page. Feel free to print it, as before, then click the **Back** tab. This tree is not illustrated here.



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PediTree Royal03 normal tree  
DescTree B for 4 generations from George VI ^P062



## G Wide Tree with Image

You can display any available images on a Wide Tree if the size of individual display boxes is made big enough. You need at least six blank lines beyond any text. We will show this using the image of Henry VIII.

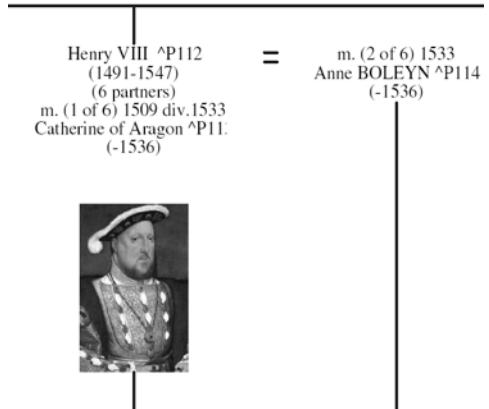
- 1 Find Henry VIII in the list display of List1 and select him with a click. Click the Descendants Plan button on the speed-bar, then click OK in the ensuing dialogue.
- 2 Right-click in the resulting DescTree list and choose **Wide Tree**. When the diagram appears, click on the **Brief** tab (images are only displayed by this form of the Wide Tree).
- 3 Right-click in the diagram and choose **Layout**. In the **Layout TREE** dialogue, alter the **height** to 15, then click OK.
- 4 Right-click in the top-left page of the diagram and choose **View row 1 page 1**. You should see the image of Henry VIII below his entry, as shown opposite.

## H Lines of Descent

You can restrict the coverage of either a Descendant Tree or an Ancestor Tree to just the relationship between two individuals. The Ancestor Tree form is known as a

Line of Descent. For example, let us generate the Line of Descent from Louis of Battenburg P026 to Prince William.

- 1 Generate a Descendants Plan from Louis P026: find Louis in either List1 or the family display. The default 5 generations is sufficient; this produces List6 DescTree E.
- 2 Generate an Ancestors Plan from Prince William P092: find William, click the Ancestors Plan button; 5 generations is enough, but now click the down-arrow in the **FamilyDescent** box and choose **only plan E DescTree** by clicking on it. Now click OK to produce List7 AncTree Fe (the suffix 'e' indicates that it contains selected ancestors).
- 3 Right-click any entry in this new list and choose **Wide Tree** to see the result. This will print on one landscape page, if you change the height back to 8 in the **Layout TREE** dialogue. Click the Back tab to get back to the list display.



The alternative approach shows the same relationship, but with the addition of siblings at each generation. We need an Ancestors Plan from William, which we already have (List2 AncTree Plan A).

- 4 Generate a Descendants Plan from Louis, as above, but setting **only plan A AncTree** in the **FamilyDescent** box. This produces List8 DescTree Ga.
- 5 Generate a Wide Tree, as before. This will go on one page if the font size is reduced to 8 points (and height is 8). Click on Back!
- 6 You now have several list windows. All except List1 can usefully be closed to tidy the desktop, by clicking on their close-button.

## J Descendants Chart

As well as family trees, PediTree prints compact charts of descendants. These do not require tree plans. You simply select the ancestor, then click the button on the speed-bar, or choose **Print > Descendants chart...** from the main menu. For comparison with the trees produced above, we will print a four generation chart of the descendants of George VI.

- 1 Find George VI (P062) in the family display or a person index (List1). Click on the Descendants Chart button on the speed-bar (or choose **Print > Descendants chart...** from the main menu).

- 2 The **Choose number of Generations** dialogue appears. Alter the number of generations to 4, then click OK.
- 3 An outline of the descendants chart is displayed, with a Detail Box below that operates in the usual way. Double-clicking on the open-folder icons will collapse the branch of the chart below it, as will pressing the - key. Try double-clicking on the folder next to Queen Elizabeth II. To expand a closed folder, double-click on it or press the + or \* keys. A double-click or + key expands that level only; the \* key fully expands that level and any below it. Right-clicking anywhere on the outline and choosing expand chart will fully expand the whole chart.
- 4 You can choose the level of detail to appear in the printed chart by selecting one of the three tabs: Brief, Normal or Detailed. Click the **Normal** tab to see the chart as it will be printed. If you wish, right-click and choose **Print all...** (there's only one page).
- 5 Click the close box (top-right of the chart window) to remove the chart window.

## K Ancestors Chart

As for descendants, there is a compact chart of ancestors. Again, no tree plan is required; simply select the person whose ancestors are required and press the speed-button. As an example, we will print an ancestors chart for Prince William

The screenshot shows a window titled "4 generations of descendants of George VI ^P062 (1895-1952)". The window has three tabs: "Back", "BRIEF", "NORMAL", and "DETAILED". The "NORMAL" tab is selected. The main area displays a tree structure:

- 2. George VI ^P062 (1895-1952)Im. to Queen Mother Elizabeth BOWES-LYON ^P066 [-30Mar2002]
  - 1. Queen Elizabeth II ^P067 (1926)Im. 20Nov1947 in Westminster Abbey to Philip ^P060Ison
    - 1. Charles ^P088 (14Nov1948 in Buckingham Palace)Im. 29Jul1981 div.28Aug1996 to Lad
      - 1. William ^P092 (21Jun1982)
      - 2. Prince Harry ^P151 (15Sep1984)
    - 2. Anne ^P089 (1950)Im. (1 of 2) 14Nov1973 div.1992 to Captain Mark PHILLIPS ^P129 (19
      - 2. m. (2 of 2) 12Dec1992 to Tim LAURENCE ^P154 (01Nov1955) no children
      - 3. Prince Andrew ^P152 (19Feb1960)Im. 23Jul1986 div.30May1996 to Sarah FERGUSON ^
        - 4. Edward ^P090
    - 2. Margaret ^P068 (1930-09Feb2002)Im. div.1978 to Anthony ARMSTRONG-JONES ^P132 and

At the bottom of the window is a detail box for "MIN^M019":

```

husband:George VI ^P062
b.1895
d.1952

m.
wife:Queen Mother Elizabeth BOWES-LYON ^P066
d.30Mar2002
and had 2 children:
Queen Elizabeth II ^P067, Margaret ^P068
  
```



- 4 The chart as it will be printed will appear. Note that the generations are more deeply indented than the previous descendants chart. Print it if you wish, then close the chart window.

## **L Delete Unwanted Lists**

We have created six new lists in this chapter. As before, we should erase these before finishing, unless you expect to revisit them. The way to do this was given in chapter 4, section F; this time, Lists 1 & 2 can stay.

This concludes the tutorial using the Royal03 database. You should now have some knowledge of the operation of PediTree. Before diving into entering your own research results, you may want a bit more practice on entering information from scratch into an empty database. Your information may (should?) include information about sources, including 19th century census returns. The next chapter continues the tutorial approach to cover these subjects.

## Chapter 6 Tutorial

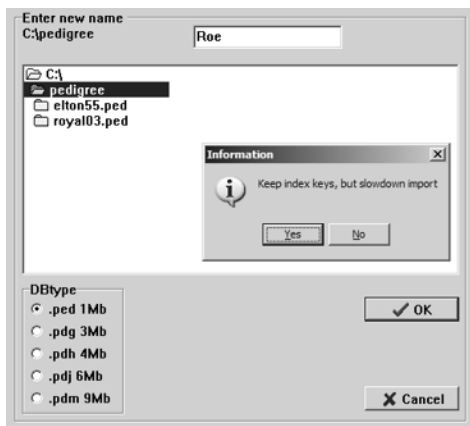
### Entering your own Family

Having been introduced to PediTree operations on an existing database, now it is time to see how you would start entering details from your own researches. This chapter assumes that you have worked through the steps in chapters 3–5, or are otherwise familiar with the basic operations of PediTree. It takes you through the steps involved in entering the details of a small family, including some source and census information.

If you already have information stored in a database under the MSDOS program Pedigree, then you can use that existing database right away with PediTree. But to take full advantage of new facilities, you will need to transfer that information into a new database made from Elton55. The way to do this will be explained in section G of this chapter.

#### A Create a new empty database

- 1 Start PediTree, then open database **Elton55.ped**. Both these operations were described in chapter 3 sections A and B. If, however, PediTree is already running with another database open, then **Elton55.ped** may not be visible in the Open Database dialogue. In this case, double-click on the parent folder name (**pedigree**) to make **Elton55.ped** reappear.
- 2 From the main menu, choose **File > New DB...** In the resulting dialogue, enter the name for the new database, which must be one not previously used, that is, not showing in the dialogue. For your own database, use an appropriate name (you are limited to eight characters); for this tutorial we will use the name **Roe**. So type **Roe** in the blank box at the top of the dialogue. The **DbType** should be set to **.ped 1Mb**; here you can choose other database sizes when required. Start with the 1Mb size, as this will accommodate the majority of databases and you can always convert later when needed. Finally, click **OK** to create the new database.
- 3 A message “Keep index keys, but slowdown import” appears. Click on **Yes**. After a moment, an empty family display will appear. This is the face of a new empty database. If you click on the Choose List button on the speed-bar, you will see that five



indexes are defined, all of them currently empty. Since an empty list can't be displayed, there is no list display to accompany the family display.

Note: clicking No in the previous dialogue creates a new empty database with no indexes defined. This is the appropriate choice when you are going to import information from another database, but you then have to set up the indexes yourself. We'll look at this option later.

## B Enter a Family

- 1 To make it possible to enter details of a family, you must be in Edit (Update) mode, so click the View/Edit button in the speed-bar, or choose **Edit >Update (Edit) mode** from the main menu.
- 2 You start by entering a person in the husband (or wife) position in the family display. Right-click on husband and choose **Edit new person** to get the edit display. Note that the sex (M) is filled in for you. Click on the **forenames** field (opposite the name, not on it), then type Alan. Press Tab to go to **surname**, then type Roe. Use conventional capitalisation as shown; PediTree will often convert the surname to all capitals for display and printing.
- 3 Click the + next to **christening** to expand this group. In date, type 17Oct1835. Tab to place, then type Slindon, Sussex. Tab down or Arrow down to death, then press Enter to expand this group and type 14 May 1910 in the date field. Tab to place, then type Brighton, Sussex.

Note: dates can be entered in a number of different ways and will be stored and displayed by PediTree in the appropriate standard form. For details, look up 'date entry' in the index of PediTree's on-line help.

- 4 Click the + opposite **notes** to open Text display for notes. Type christening: source, parish register at west Sussex Record Office, then press key F9 or click on the - opposite notes to return to the edit display. Finally, press key F9 again, or right-click in the Fields column and choose **Save Ctrl+S or F9** to save the new entries and close the edit display.
- 5 The family display now shows Alan Roe as the husband. Click on his name to display the details you have entered in the Detail Box below.
- 6 Right-click on the wife box and choose **Edit new Person**. Enter her

Person Alan ROE (bapt.17Oct1835-14May1910)	
Fields	Data for Person 1
c sex	M
forenames	Alan
surname	Roe
prefix	
postfix	
nickname	
title	
+ birth	Slindon, Sussex
- christening	
date	17Oct1835
place	Slindon, Sussex
notes	
source	
+ death	14May1910; Brighton, Sussex
+ burial	
education	
+ occupation 1	Shop assistant; Slindon; 1862; Roe's Drapers
+ occupation 2	Draper; Worthing, Sussex; 1862
+ residence	

details in a similar manner to Alan's:-

forenames	Susan	
surname	Sharp	
birth.date	abt1840	PediTree will display this as c.1840
death.date	27 May 1875	
death.place	Brighton, Sussex	
death.notes	by accident	

Press F9 to close the edit display and see Susan in the family display.

- 7 Now we have two entries, we can display the Person index. Click the Choose List button on the toolbar to get the List Dialogue. Note that the Person Index size is now 2 and the Marriage index size is 1; entering husband and/or wife automatically creates a Marriage record. Click on the Person line to bring up a list display.
- 8 Click on the title-bar of the family display to make it active, then right-click in the empty child position 1 and choose **Edit new Person**. In the resulting edit display, the surname (Roe) is already filled in for you. Enter the other details:

sex	M
forenames	Bernard
birth.date	17dec1865
birth.place	worthing, Sussex

Again, press F9 to close the edit display.

- 9 Right-click in the empty child position 2 and again choose **Edit new Person**. Here are the details to enter:-

sex	M
forenames	Charles Henry
birth.date	1869

Note that you can enter several forenames in the single field. The birth.place is the same as the previous entry, namely Worthing, Sussex. Instead of typing this, just click on the field (or Tab to it) and then press key F3 to repeat the entry from the previous Person edit. Then you can use F9 again to finish the entry.

- 10 The third child should go between Bernard and Charles. You will remember from chapter 3 that you can insert a child: right-click on Charles and choose **Insert Child**. Now right-click on the empty child position between Bernard and Charles, choose **Edit new Person** and enter:-

sex	F	
forenames	Frances	
birth.date	1867	
birth.place	worthing, Sussex	(don't forget – F3)

and close the edit display (F9).



- 11 Now we've got details of a marriage for Bernard to enter. Double-click on Bernard so that he moves to the father position in the centre of the family display. Right-click on the wife, get the edit display for a new Person and enter her: she is Tessa Tilman. Close the edit display (F9).
- 12 We've found the GRO index entry for this marriage in the Apr-Jun quarter of 1889, so we can enter a date. Right-click on the marriage, choose **Edit M2** to get the edit display, press Enter to expand the marriage group and enter Q2 1889 in the date. Close the edit display (F9).

### Add an Adopted Child

Although our example is rather early for a formal adoption, which was legalised in 1927, we will give Bernard and Tessa an adopted child, Henry. Adopted children are not entered in the family display, but separately linked from a Marriage record.

- 13 Bring Bernard and Tessa to the centre of the family display. Right-click on their marriage and choose **Edit M2**, thus opening an edit display.
- 14 We need to add a link in the adopted field to a new Person record. Right-click on the **adopted** field-name and choose **Link to new Person record**, then confirm that you wish to create a new Person. A second edit display opens, in which you can insert the details of the adopted child: sex M, forenames **Henry**.
- 15 Before closing this edit display, there is a link from this person back to the Marriage record to be added. Right-click on the **adoptedBy** fieldname and choose **Place link to M2=Bernard Roe and Tessa Tilman**. Now close this edit display; the Marriage edit display will show the part-completed link. Press F9 again to close this display.
- 16 Click on the marriage in the Family display to fill in the Detail Box, which will show the newly-added Henry.

### Enter a Person on their own

When it comes, the marriage certificate shows a witness called George Roe. We don't know who he is, but the chances are that he is a relative. We can enter him as a person on his own; if details of the relationship turn up later, then he can be linked up appropriately.

- 17 Click on the title-bar of the list display to make it active. You will see that it now shows the six people we have entered. Right-click on any entry and choose **Insert record** to get an edit display for a new person, then enter George Roe. He will appear in the list display, but not, of course, on the family display.

**Note:** having added an isolated person, we could make this the start of a new family. Simply use the Show Family button on the speed-bar to open a new family display on this person and then add their relatives.

## Repeated Fields

You may have records where you have several pieces of similar information to enter. Two examples are several different residences and a succession of different occupations. PediTree provides for this by allowing you to repeat fields in a record (up to 250 times). You have already seen this in operation when you enter several children, but the process of repeating the field has been hidden from you. To demonstrate this more directly, we will give Alan Roe two occupations.

- 18 Bring up an edit display for Alan Roe, then click the + opposite **occupation** to expand the occupation group display. Enter his occupation as in 1871:

title	Draper
place	worthing

- 19 We've discovered that he took up this occupation in 1862, and was previously a shop assistant in Slindon from 1850, at Roe's Drapers (his father's shop, perhaps?). Enter 1862 in the **from** field.
- 20 Right-click on the field-name **occupation** and choose **Insert new occupation**. This will open up a new empty occupation group, in which we can enter his previous title, place and org(anisation), with 1862 in the **To** field.
- 21 Close the edit display in the usual way. Click again on Alan Roe to refresh the Detail Box, which will now show his two occupations.
- 22 You can re-arrange two or more repeated fields if they are in the wrong order. Look up 're-arrange' in the index of on-line help for an illustrated example.

## C Use Indexes

We have used the Person index (List1) above, but there is also a Marriage index.

- 1 Click the Choose List button on the speed-bar to get the List dialogue, then click on the Marriage line to display this index as List2. You will see the two marriage records that have been created. Move this list display (by dragging the title-bar) so that you can see List1 underneath it. You should now be able to move between the two list displays by clicking on a visible part of the inactive window to bring it to the front.

We will update Alan Roe's Person record and then his marriage to Susan, using copy and paste to repeat place information

- 2 In List1 (Person records), right-click on Alan and choose **Edit P1**. Expand the birth group, then the christening group and tab to the place field, so that it is shown high-lighted (light text on dark background). Either right-click and choose **Copy**, or press keys Ctrl+C. This will copy the highlighted text to the Windows clipboard.
- 3 Click on place in the birth group, so that the flashing edit cursor is seen, then either right-click and choose **Paste**, or press keys Ctrl+V. The text from the clipboard will appear in this place field. Close the edit display in the usual way.

- 4 Select List2 display (Marriage records), right-click on Alan Roe & Susan Sharp, then choose **Edit M1** to get a Marriage edit display. Expand the marriage group, move to place and paste in the clipboard text (Ctrl+V or right-click > **Paste**). Move up to date (Up-arrow) and enter 17 Jun 1862, then close the Marriage edit display.
- 5 Make the family display active, then move Alan Roe to the centre (by a double-click on his name). Note that the marriage details now appear between Alan and Susan and the Detail Box now shows both these and the three children, including Bernard's marriage.

### List Places

It is possible to prepare a list of all the place entries in your database. As well as being a useful check on how consistent your place names are, it can produce a picklist of frequently-occurring places to speed up their entry. We will try this on our small database.

- 6 From the main menu, choose **List > Places list**. A new list display titled **Places** will appear.
- 7 Right-click on any entry and choose **Sort list**. This will put the list into alphabetic order. You will notice that we haven't been consistent in always adding the county!
- 8 Right-click again and choose **Places picklist**. A **Save As** dialogue will appear, offering the filename **Plac.LST**. Click **Save**.
- 9 Right-click on a Worthing, Sussex entry and choose **Edit**, click on the + by birth to expand the group. Right-click on the **place** field and choose **Pick from list**, to get a display of place-names. Choose one by a click and it will appear in the chosen field.
- 10 We don't want to make this change to the record, so press the Esc key (or click the close button on the edit display). Confirm that you don't want to save this record update, by clicking on No. You can now close the Places list display.

## D Using Sources

Sources of information can be entered in PediTree in a number of different ways.

- A general note about a person, such as the note about the christening of Alan Roe. This is better than nothing, but doesn't take advantage of the facilities of Peditree.
- A note about a particular event. For the death of Susan Sharp, we entered a note 'by accident'. We could have added source information ' - see death certificate'. This encourages entry of source information for each event, but mixes up the extra information with details of its source.
- A record for a general type of source. If you give the date and place of birth and say that the information comes from a birth certificate, that is a sufficient reference for most purposes. Such a Source record can then be referred to in the relevant places in other records; we say it is *linked* to these records. In the method to be suggested in these instructions, such a general source record does not contain a list of the people to whom it applies.

- A specific source, like a will, that names several people. PediTree permits you to enter the information in one source record, with the text of the document (or a précis) and a list of the person records involved. Then a reference to this source record can be entered in the Person records involved.
- Similarly census records, for which PediTree provides special facilities.

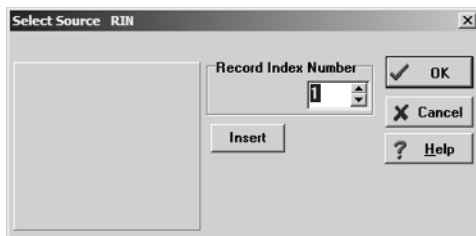
To illustrate some of these ways, we will enter a couple of general sources and a census record for one of our households.

- 1 To enter the first Source record, choose **Edit > Edit record > Source**, then click **Insert** in the **Select Source RIN** dialogue. This produces the familiar edit display, but for a Source record. Here is the information to enter:-

```

type      cert.
text      certificate held
           by Geraldine Roe
    
```

(We are making Geraldine the genealogist of the Roe family.) Close the edit display.



- 2 Now we have one record, we can display the Source index: click the Choose List button on the speed-bar, then click on the Source index line.
- 3 Another source record: although you can use the same method as in 1 above, it is quicker to right-click in the Source List and choose **Insert record**. What about

```

type      family knowledge
text      known by Geraldine Roe
    
```

- 4 Now let's use one of these sources. In the Source index list display, click on **cert.** to select it. Now make the Person list active, right-click on George Roe and choose **Edit P7**. Right-click on the **sources** field-name and choose **Place link to S1=^S001 cert.** The field will show **S1=^S001 cert.** Close the edit display (F9); the Detail Box for George will show **source^S001 cert.**
- 5 In the family display, bring Bernard Roe to the centre, then right-click on his marriage and choose **Edit M2**. In the edit display, expand the marriage group, move down to source and choose **Place link...** Close the edit display in the usual way, then click again on the marriage in the family display to fill the Detail Box. You will see the source reference has appeared.

**Note:** whenever you right-click on a link field, PediTree will offer the appropriate current selected record for placing; you don't need to mark it first.

## E Census Records

In PediTree, information from census returns is stored in both Source and Census records, duly linked together. This allows unprecedented facilities for sorting and

analysis, valuable when dealing with a common name and many possible households. We will enter details for one household in 1871 at 675 High Street, Worthing, which has the (fictitious) PRO reference RG10.9999.p99:-

Name	Relation	Status	Sex	Age	Occupation	Where born
Alan Roe	head	married	M	35	Draper	Slindon
Frances Roe	daughter	unmarried	F	4		Worthing
Charles Henry Roe	son	unmarried	M	2		Worthing
George Roe	brother	married	M	32	Grocer	Slindon

We can see that this corresponds to our first family, less wife and eldest son. It includes the George of the wedding certificate, so we now know who he is. We can deal with this later; first, to enter the census information. There will be a Source record for the address and date, then four Census records for the individuals.

- 1 Add a Source record (right-click in the Source list, choose **Insert record**) with the details given above:-

```

type    census
date    3 Apr 1871
refnum  RG10.9999.p99
place   675 High Street, worthing
county  SSX

```

Note: if you didn't go through section D, then you will have to use the method of paragraph D1 to add this record, then display the Source index as in D2.

- 2 Right-click on the **censuses** field-name and choose **Link to new Census record**, then confirm that you wish to create a new Census [record]. An Edit display for a new Census record will open. It is fairly obvious where most of the information goes, but here are the entries to be made:

```

refnum      001          a three-digit sequence number, increasing
                    by 1 for each record: 001; 002....

forename    Alan
surname     Roe
relationship head
status      m           use m ; u ; wid ; widr
sex         M
age         35
occupation  Draper
born        Slindon

```

The source field will be filled in automatically by PediTree when this Edit display is closed.

- 3 Click on the Family display to bring it to the front, then click on Alan Roe to select him.

- 4 Click on the Census Edit display, right click on the field-name **individual** and choose **Place link to Alan Roe...** . If the person shown is wrong, repeat step 3 and click on the correct person.
- 5 When satisfied, press F9 to save the new Census record and return to the Source Edit display. The new censuses link will be present, but the text may be incomplete until this Edit display is refreshed. PediTree will automatically add a link from Alan's Person record to his Census record.
- 6 Right-click on the **censuses** field-name, and choose **Append censuses 2**. Right-click on the new censuses field-name, choose **Link to new Census record**, confirm that you wish to create a new record and add the next individual, as listed on the previous page. Don't forget to use key F3 (ditto) for the surname at least. Again visit the Family display to select the appropriate person, then place the link in the **individual** field. Press F9 to close the Census edit display. Repeat steps 2–5 for the other two individuals, appending a new **censuses** field after the previous entry each time. George isn't yet in the Family display, so leave his **individual** field until he is (see paragraph 12 below).
- 7 Finally, close the Source Edit display by pressing F9. If you again select any one of the individuals of the previous paragraph, you will see the census details appear in the Detail Box.

### Add a Sibling

The census return has told us of George's relationship to Alan, so we need to add George into the family (as Alan's brother). We can only do this with Alan in the child position, so first we must give him a father (or mother). But we have no forename – no problem in PediTree, as we can assume a surname for his father.

- 8 Make sure Alan Roe is in the father position (at the centre of the family display), then right-click on his father (top right) and choose **Edit new Person**. The edit display appears with sex=M and surname=Roe; press key F9 to close it. The family display now has father ROE and marriage, with Alan as a child.
- 9 Right-click on George Roe in the list display of List1 and choose **Mark P8**. Make the family display active again, right-click in the vacant child position below Alan, choose **Place P8=George Roe...** and confirm. George and Alan are now brothers.
- 10 We can infer George's birth-date from his age in the census (32): about 1839. Edit his record and add this birth-date, using the form **c . 1839**.
- 11 As a check, we can set PediTree to display ages at the date of the 1871 census. From the main menu choose **Options > Dates...**, then drop down the list at the top (by clicking the down-arrow at its right) and choose **03 Apr 1871** from the resulting list. Click OK to close the dialogue. Now click on any entry in List1 list display and their age is shown after their name; except Tessa Tilman or Alan's father, for whom we have no birth-date.

- 12 Now we can add a link to George from his Census record. First click on his name in the family display to select him.
- 13 Double-click the census entry in the Source list to bring up the Edit display. Right-click on the **censuses 4** field-name and choose **Edit linked record**, to display George's Census record. Right click on the field-name **Individual** and choose **Place link to George Roe..** . Press F9 to close the Edit display. Keep the Source Edit display open.

### Edit Panels

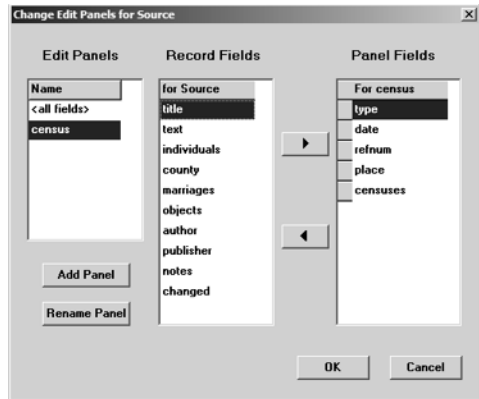
When entering the census information, you may wish to see only those fields in the Source record that are applicable. You can do this with an *Edit panel*.

- 14 Right-click on any field and choose **Edit Panel > Modify Panel** to get the **Change Edit Panels for Source** dialogue. Click the **Add Panel** button, then type Census in the blank entry in the Edit Panels list above. In the central list, select each of the following fields in turn and click on the ► button, which will transfer the selected field to the right-hand list:

type      date      refnum  
place      censuses

Finally, the dialogue should look like this illustration.

- 15 Click the **OK** button to create the new edit panel and return to the edit display. Only the needed fields now show. Note that the name of the edit panel in effect appears in the title-bar thus: [**census**].
- 16 To return to seeing all fields, right-click in the fields column and choose **Edit panel > <all fields>**. Finally, press F9 to close the Source Edit display.



## F Database Checks

We've added some information to our new database and then made some changes to it. Working on real information, you might easily gather several hundred records of various types over some years of research. It is wise from time to time to make any possible checks that all the information is intact and readable. Modern computers and programs are fairly reliable, in spite of increasing complexity 'under the hood', but things do go wrong occasionally.

PediTree includes a facility to check its database. This check is mostly concerned to detect badly corrupted records and any missing links between husbands, wives, their

marriages and their children. It also checks links between Source, Census and Person records and checks the order of entries in indexes. If it finds index-entries in the wrong order, it asks if it may correct the index: answer yes to make sure that you can find all entries in future. If check database is used in Edit (Update) mode, it can repair most missing links.

The other useful check is to cause PediTree to read through all the records in the database, to ensure that they are, in fact, readable! The way to do this is to export a GEDCOM file from the database. We will now make both these checks on our database.

- 1 From the main menu, choose **File > check DB**. You should see a message **DB integrity good** after a very short delay; click OK to remove it. To see more information, choose **Help > diagnostics**, which will display a message window; double-click on it to remove.
- 2 From the main menu, choose **File > Save As GEDCOM > GEDCOM 4 Pedigree**. After a short delay, a Save As dialogue will appear, with the File name **Roe**. Click on Save, then click No when asked to ‘Preserve RINs by making empty records for deletions?’. If all is well, after a short delay a confirmation message will appear; click OK to remove it.

Note: GEDCOM files provide a means of transferring information between databases, be they Pedigree Software databases or those of other family history programs. For more information on GEDCOM files, see the book *GEDCOM Data Transfer (Moving your Family Tree)* by David Hawgood (available from *Family Tree Magazine*, 61 Great Whyte, Ramsey, Huntingdon, PE26 1HJ, UK, or elsewhere).

Note: the alternative choice of GEDCOM 5.5 is for transferring information from PediTree databases to other family history programs that use this standard. GEDCOM 5.5 cannot be read directly by PediTree; GEDCOM 4 Pedigree isn't suitable for other programs.

## G New Database from GEDCOM File

We have assumed so far that you are creating your database by keying in the information from scratch. The other common situation is where you have an existing database and wish to move to PediTree. In this latter case, a GEDCOM file exported from the existing database is the means of moving your information. As we have just created such a file, we will go through the steps of importing it into another new database.

Note: if you are coming from a previous Pedigree Software database based on the Families or Census designs, then this process is straightforward. Coming from any other Family History program is not as easy. See GEDCOM Import in PediTree online help for further details.



- 1 With your Roe database still open, make a new database called Roe2. The steps are as in section A2 of this chapter. When the message “Keep index keys, but slowdown import” appears, click on **No**. After a moment, an empty family display will appear.  
 Note: this new database has no indexes, which is the recommended choice when it is planned to import a GEDCOM file. We will create the indexes after the import.
- 2 Click the View / Edit button on the speed-bar to switch to Edit (Update) mode.
- 3 From the main menu, choose **File > Import > GEDCOM**, when an Open dialogue will appear. You should see your GEDCOM file Roe.ged; click on it to choose it, then click Open. A GEDCOM Import display will appear, with a summary of the records to be imported. Click the **Add** button.
- 4 The GEDCOM Import display will now have added information. Click **Finish** to complete the import.
- 5 You have no indexes, so a List Dialogue appears to allow you to create them. Click on **Person**, to get a display of the index keys on the left, Person record fields on the right.
- 6 Click on surname for Key 1; click forenames for Key 2; click birth, then date for Key 3; click OK to create the index.
- 7 In the list display that appears, select Alan Roe, then click the Show Family button in the speed-bar to bring up the family display. You should find that all the information you have added to the original Roe database is now present in this one (Roe2).
- 8 There are four other standard indexes to create. For each, use **List > Index create** to get the List Dialogue, then make choices as set out below (we’ve done the first line already). The dot-separated entries, like birth.date, mean that the choice is made in two steps.

		Key 1	Key 2	Key 3
1	Person	surname	forenames	birth.date
2	Marriage	husband.surname	wife.forenames	
3	Source	date	type	title
4	Census	surname	forenames	source.date
5	Census	source.RIN	refnum	

- 9 You now have a new database set up, loaded with existing information and ready to use.

## H Back-up and Restore

Now is the time to test your routines for making back-up copies! There’s nothing to lose – yet, so why not make a back-up copy of the Roe database, delete it entirely, then restore it from the back-up copy?

Not knowing what back-up method you intend to use, I can't give detailed instructions for this. See the general remarks about back-up in chapter 2. The outline is as follows:

- 1 Leave PediTree. This is **important**: if PediTree still has your database open, the back-up may be incomplete or inconsistent.
- 2 Make your back-up copy of the Roe.ped database (the whole folder c:\Pedigree\Roe.ped).
- 3 Delete the folder Roe.ped. Using Windows Explorer, select that folder, then press the Delete key.
- 4 Recover the folder Roe.ped from your back-up copy. If that was a CD-ROM, you will need to remove the read-only attribute from all the files in the folder: see chapter 2 for details.
- 5 Start PediTree, open database Roe.ped and verify that your data is present.

If this process works, then you will have some confidence that your regular back-up copies will be of some use when needed!

## J Other Matters

We have touched on the most common actions needed to enter your family information, but you will probably encounter situations not covered by what you have learned so far. Use the on-line help or right-click on field-names in the edit display and choose **help on ...** to get additional information when needed. One situation that may arise is unmarried liaisons with children. Help on this can be found in **Help > Contents > Contents > Database Record Types > Marriage Record**.

## Unmarried Liaisons

Any partnership with natural offspring is entered as a marriage in PediTree. To distinguish formal marriages from other liaisons, add a note describing the relationship in the marriage.notes field and *enclose it in parentheses*, for example '(common-law marriage)' or '(one-night stand)'. This note will then appear on some printed output and any 'm.' will be replaced by '='.

## Chapter 7 Using your Database

Once you have entered your information into a PediTree database, what can you do with it? This brief chapter can but hint at some of the possibilities and indicate relevant entries in the PediTree on-line help.

### Printing

In chapters 4 & 5, we have looked at some of the Reports, Tables, Trees and other charts that you can print. The addition of Source and Census records adds to the range of possible Reports and Tables. If you follow the techniques of chapters 4 & 5, you can explore these possibilities, not only for the Person and Marriage records that were shown there, but also for the Source and Census records. Printed output is useful both as an aid to further research, also to pass to others who are interested in your information.

### Filtering and Sorting

A powerful technique to aid your research is that of producing selective lists by filtering, as explored briefly in chapter 4 sections C and D. See **Help > Contents > Index > filter examples** for more information. You can also create other indexes that are in a different order from the standard ones, as created in chapter 6 section G. Start from **List > index create...** to roll your own.

### Find Text

PediTree can search for text anywhere in your database, unlike a filter that works on specified fields. So if you know that an elusive particular name or phrase is somewhere in there, this may help. See **Help > Contents > Index > find text** for details.

### Replace Text

You can find and replace text with PediTree; useful for correcting systematic mistakes in your records. Like any find and replace operation, it risks making unexpected changes, so it is essential to make a back-up copy of your database before using it. See **Help > Contents > Index > replace text** for more information.

### Exporting Information

You can export information in forms that can be imported by other programs, such as Word Processors, Spread-sheets, even other Family History programs. We've seen how to export text in chapter 4 section E; a similar technique will provide CSV text suitable for import to a spread-sheet or database. In chapter 6 section F, we exported a GEDCOM file (as a check on the database); such a file can be imported into other family history programs. This GEDCOM file contained all the information in our database; you can also produce such a file containing part of the database, as defined by a particular list. See **Help > Contents > Index > GEDCOM List Export** for details.

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