CUMBERLAND FAMILY TREE
for Windows

Version 3.14

16 January 2004

USER MANUAL
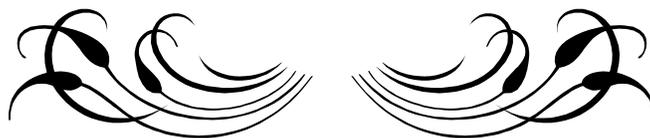
ABOUT THIS MANUAL

Because we are continually updating, improving and fixing bugs in Cumberland Family Tree, we are constantly updating this manual. A pre-printed manual is not supplied with Cumberland Family Tree. However, this manual has been formatted to print on US letter size (8½ x 11 inch) paper and can be printed to create your own paper printed manual. This manual will also print nicely on International A4 size paper.

Once Version 3 is purchased, all upgrades within Version 3 are FREE by simply downloading from our web site: www.cf-software.com

This manual is broken down into three sections as outlined below. It is strongly suggested that you at least familiarize yourself with Standard Genealogical Conventions (Section 1) before starting your own database. This will save you much grief later on.

Section 1: Introduction

Contains some introductory material such as installation and upgrading instructions, a Quick Start guide, and basic genealogy and program information.

Section 2: Detailed Reference

Contains detailed instructions of every option contained in the program. This section is broken down by the four program functions with introductory tutorials for each of the four functions: 1. Editing, 2. Tools, 3. Reports, 4. Publishing.

Section 3: Climbing your Family Tree

Was written as a primer for the beginning genealogist, to give you some references and ideas to start you off on this most satisfying hobby.

LICENSE AGREEMENT

By accepting and using this software, you acknowledge that this software may not suit your particular requirements or be completely trouble free. Properly applied this program should operate without error. However, I am not liable for your specific application or problems resulting from its use. If the software does not perform as described, liability is limited to replacement of the program or refunding of the purchase price. There is no liability to you or any other person or entity for any damage or loss, including special, incidental, or consequential damages, caused by this software, directly or indirectly. Some states do not allow the limitation or exclusion of liability for incidental or consequential damages, so the above limitation or exclusion may not apply to you. This license agreement is governed by Tennessee law. If any part of this agreement is found to be held invalid, the remainder will remain in effect. This agreement may only be modified by the written consent of the author.

Section 1:

Introduction

Chapter 1. Welcome to Cumberland Family Tree!

Thank you for purchasing Cumberland Family Tree!

Your User Code will be e-mailed to you when we receive your order.

Cumberland Family Tree is shareware. This means you may copy the program to give to others to try before they buy. But it is illegal to give the user code to those who have not paid for the program. So please only give copies of the program (without the user code) to your friends. They will have the opportunity to completely test drive the program for the 45-day trial period.

* CFT-Win: A Powerful Organization Tool!

Cumberland Family Tree is a powerful organization tool for all your family history. With it you can maintain all the data about each individual in your family and extended family, including photos, documents and full source referencing.

* Publish a Book, a Web Site, or a Family CD!

In today's world your "published" family history may take a number of forms. It might be a printed Family History Book, a published Web Site or even a Database distributed on CDs to family members. Cumberland Family Tree allows you to "publish" in any (or all) of these formats.

* Creating a Printed Book

Three types of books can be generated within CFT. Two of these generate Rich Text files that can be edited and changed within a Word Processor. These two are called the "Lineage RTF Book" and the "Story RTF Book". The third type of book is generated entirely within CFT and allows one to use any of the available reports to create a book.

When creating this third type of book, the body of the book will likely consist of the unique "Story" reports, which have the capability of taking your *dry* data - such as dates and places - and structuring them into a delightful readable form. By allowing you to add many events in a persons life and attaching notes to each of those events, you can easily use this program to write a full and complete biography on each individual in your database! Imagine showing ALL major events of a person's life in this fashion: births, church ordinances (like baptism, christenings, ordinations), schooling, addresses, immigrations, marriages, occupations (even multiple occupations changing throughout a person's life), travels, awards, recognitions, deaths, burials, and any other life event you could think of!

In addition, you can easily document your data with source notes, which can be end-noted when printing out various reports. The Indexed Book will keep track of all individuals as you create your book and at

the end, print an index showing every person in the database, what type of reports they appear on, and the page number!

And if you think the Indexed Book is a wonderful idea, imagine what it will be like when you add photographs and scanned documents! A wide variety of Photo reports can also be generated: pedigree charts with photos, descendant charts with photos, family group charts with photos and even a Photo Album. You can attach hundreds of photos to each individual!

* Web Publishing

CFT-Win includes an HTML generator that allows you to create Web pages for your CFT-Win database.

* CD Publishing

CFT-Win can be replicated as CFT-Win Viewer. In Viewer Mode, CFT-Win databases are opened in "read-only" mode, allowing them to be distributed on CDs to family members. In Viewer Mode, CFT-Win is FREELY available to everyone. It allows the viewing and printing of reports of any CFT-Win database. Thus CFT-Win Viewer, together with your database (included photos, sound files, video segments) can be copied to a CD and your family history shared (royalty free) to all family members.

* A Multitude of Printed Reports

CFT-Win can print many different types of charts and reports. And more are being added as we have time to enhance the program. The following reports are currently available. All of these charts can be included in your Indexed Family History Book!

Ancestral Reports	Descendant Reports	Individual Lists	Other Lists	Individual Misc Reports	Other Misc Reports
Ancestral Story	Descendant Story	Standard Individual List	Events List	Individual Story	Documents
Ancestral Tree (4 Gen Horizontal)	Descendant Tree Chart	Birthday/ Anniversary List	Place Name List	Individual Summary	Statistics
Ancestral Tree (4 Gen Vertical)	Descendant List (2 styles)	Family Records List	Misc Data List	Family Group Chart	Database Structure
Ancestral Tree (6 Gen Horizontal)	Descendant Photo Chart	LDS Ordinance List	Source List	Photo Album	
Ancestral List	Desc Time Line			Relationship Tree	
Ancestral Photo Chart	Desc Wall Chart				
Ancestral Time Line					
Ancestral Wall Chart					

Here is a run-down of some of the other major features of CFT-Win:

* Names up to 150 characters, allowing surname to be anywhere within the name - first, middle or last! Supports multiple surnames with search. Supports European surname sorting rules.
* Enter place names only once. Then select from easy-to-use pop-up screen forever after! Place names may be searched as entered (city, county, state) or by locality (state, county, city).

* Special Address Event helps keep track of current addresses as well as formatting for story reports.
* User-definable-event fields allow more than just births, marriages and deaths. Add such events as baptisms, divorces, LDS ordinances, immigration, naturalization, bar mitzvah, and much more!
* Multiple source notes can be attached to each individual event. They also work like place names - once you enter a source note, you can select it again using a pop-up window. Source notes are bi-level, meaning you can enter a *reference* (such as a book) and separate *citation details* such as page numbers. Source notes are long, 64,000 characters, so you have room to enter an entire book name with author, publisher and date or more. You may also attach a *document* as a source. *Documents* can hold text and images.
* Allows unlimited multiple marriages.
* Allows unlimited number of parents, tagging each set as birth, adoptive, foster or sealing parents.
* The note editor allows font formatting: bold, italics, underline, colors, etc. The note editor also allows cut, copy and paste to and from other window applications. There is also a powerful spell-check dictionary included!
* The powerful Universal Calendar Calculator is also integrated with Cumberland Family Tree. The UCC allows conversions between many different calendars (Gregorian, Julian [Jan New Year], Julian [Mar New Year], Quaker Gregorian, Quaker Julian, Julian Day Number, Hebrew, Islamic, Chinese and many others). It also allows you to calculate time between two dates and has a database of Medieval Calendar dates and major holidays for the US, Jewish, Islamic, Chinese calendars.
* GEDCOM Import and Export.
* Import ASCII Text to individual notes or documents.
* Import old Cumberland Family Tree Version 2 files directly.
* Database Verification Utility will check for many different types of data inconsistency problems.
* Powerful Database Merge and Database Split Utilities.

Chapter 2. Quick Start

A. Installation.

Installation will either be from the CD or from a downloaded file from the internet. Simply run the installation routine as noted on the cover of the CD or download and install the program from our web site. (If you are reading this you have likely already successfully installed the program.)

B. Important! Genealogical Standards

Here are a few brief comments on genealogical standard. (For a more detailed explanation, please see the Genealogical Standards described in the Section on Genealogy for Beginners. [D. Standard Conventions])

1.   Enter a name in proper order with the surname bracketed. Do not list Western names like a phone book with surname first. Proper entry method examples:
>   Ira Johan /Lund/ (Typical Western name with surname last)
>   George Albert /Williams/, Jr. (Place titles outside surname slashes)
>   Johan Severin /Svendsen Rage/ (Bracket ALL surnames)
>   /Zheng/ Cui Fong (Typical Oriental name with surname first)
>   Hugo Armando /Pérez /De La Cruz/
>   (Hispanic and Portuguese name include 3rd slash to separate the two surnames)

2.   *Always enter a female's maiden name*. Do NOT enter any married surnames for females. This is a universal genealogical standard.

3. Unknown names should be entered using "NN". "NN" is the Latin abbreviation of "Nomen Nescio" meaning: "I do not know the name". 'Nomen' means 'name; 'Nescio' means 'I do not know'. (An alternative Latin meaning is "non nominandus".) This standard practice is widespread in Europe, but less used in the United States (which does not seem to have a standard). I have seen names such as "Baby /Lund/", "Son /Lund/", "Daughter /Lund/", "father-of-John /Lund/", "daughter-of-Fred /Lund/", etc. I suggest in all cases this should be written as "NN /Lund/" instead. A person with no given or surname should be written as "NN //". In all cases I am showing quotes only to distinguish the name. Do not enter quotes in the program.

4. Dates should always be displayed in the order of day, month, year (09 Jun 1999). Months are always alphabetical - not numeric - usually abbreviated to three letters. This will avoid any confusion about which number is the month and which the day number. Also, years are always entered as four digits (except before 1000 AD). This will avoid any confusion on which century an event occurs. In CFT (which uses UCC routines) it is almost impossible to mess this up, since the UCC routines force dates to be saved internally as a set of numbers (regardless of the entry method) and displayed in the proper format.

4. Place names are always entered from smallest principality to the largest: city, county, state or city, county, country. If a church or cemetery is also included it goes before the city: church, city, county, state. It is standard to include the county in the place name. I suggest that all names be spelled out in full, separated by commas.

C. Creating and Editing a Database

To create a new database, simply click the *New* button on the Main Dialogue Window. All CFT-Win databases have a *.cft* extension, which will automatically get added to the name you enter. The Main Window will now allow you to add your first individual. It does not matter whether you start with yourself, an ancestor or descendant. The file menu will contain all functions needed to operate the program. In addition, remember to try the right mouse click on the Main Window and the event list in the Individual Editor. If you are familiar with windows programs, you should be able to easily learn the functions contained in Cumberland Family Tree simply by experimenting with the various options.

For a short Tutorial it is also suggested that you familiarize yourself with the Chapter on Necessary Preliminaries in Section 2 as well as the short Tutorials at the beginning of each Chapter within Section 2.

Good Luck!

Chapter 3. Installing and Upgrading

A. Hardware and Operating System Requirements

This program requires an IBM compatible computer. It requires a 32-bit version of MS-Windows (Windows 95, Windows 98, Windows NT or Windows 2000) or later. The program ought to run fine even with minimal memory, but the faster the processor and the more memory, the faster the program will operate.

A hard drive is required. The program and associated data files together with a small database will take a minimum of about 5 megabytes of hard drive space. This is too large even for the largest floppy disk.

Since this is a Windows program, your printer will be supported through Windows. If your printer works with other Windows software and you have your printer driver installed, then it should work with Cumberland Family Tree. Please refer to your printer and Windows manuals to install your printer driver.

B. New Installation

Cumberland Family Tree is generally shipped on a CD (or downloaded from the internet). Place the CD in your CD drive. Press the START button (usually lower left) and select *Run*. Enter d:\setup.exe and press the *Ok* button. (If your CD drive is other than drive D: make sure to enter the correct drive letter.) The CD should allow you to install Cumberland Family Tree as well as other Cumberland Family Software products. The program should now be installed. Simply run the program, press the Start button, programs menu (as you would for any Windows program).

WARNING! *This program holds data in memory and automatically saves data as you exit the program.* ***DO NOT TURN OFF THE COMPUTER or RE-BOOT WHILE THE PROGRAM IS RUNNING.*** *Data in memory may not be written to disk and unrecoverable data corruption may occur. Please backup regularly to insure against inadvertent problems such as a power failure.*

C. Upgrading from earlier copies of CFT-Win Version 3

To upgrade from earlier versions of Version 3, simply run the installation and let it overwrite any old files.

When you first run CFT-Win after an upgrade it will prompt you about which languages to keep. The quickest way to upgrade is to leave all New languages on the left checked - even if you only use one of these languages. If you check any language on the right (your edits) or remove checks from any language on the left you will have to wait for languages to be updated or removed from the database. This option is really only provided for those who may have made changes to their language and do not want the new upgrades to overwrite the changes they have made. In this case check only your language on the right and

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leave all other languages on the left checked. This will allow for the quickest update. Any new translatable items will show up in your language - but still untranslated (in English).

D. Upgrading from CFT-Win Version 2

Upgrading from Cumberland Family Tree for Windows Version 2 is very easy. Do not delete your old Version 2 program and database until you have successfully transferred the data and are comfortable that all is running well.

1.Create a new CFT Version 3 database. You may name it whatever you wish (long file names allowed), as long as it uses the *.cft* extension.

2. If you use a language other than English, first go to the Database Configuration (Option Menu) and set the language of the database to the *same* language as your Version 2 database.

3. Without adding any data to the database, immediately go to the File Menu, Import/Export, *CFT-Win Version 2 Import*. Click the *Select* button to locate the folder with your old Version 2 database. Then click the *Import* button to import all the data.

That is all there is to it. You should now have your data transferred from CFT-Win Version 2.

Warning: For those whose Version 2 database is in a language other than English, before importing to Version 3, you must go to Ver 2 and use the "Translate to English" option on the Language Window (Options Menu). This forces am internal translation of month names to English. Without this step your Version 3 database will not contain proper dates for many months. This often shows up with unrecognized month names being set to "January".

Photos

Remember that images (photos) are not integral to the database, i.e. they are not necessarily inside the same folder as the CFT-Win data itself (in either version 2 or 3). Nor are they really part of the database itself. Photos are only *referenced* inside the database, i.e. the image file name is saved inside the database but not the image itself. The images themselves are the photo image files (gif, jpg, etc.). Therefore the conversion from Version 2 to Version 3 does not copy the images, but only sets the image directory (folder). If you want to place the images in a different location, you must do this manually by copying them using Explorer - and then be certain to reset the *Media Folder* in the *Database Configuration* (Options Menu).

Sources

Question: What is the difference between importing sources into Titles vs Notes?

Answer: It really is not that critical which one you choose, because you really must go through each source manually and convert it to the Version 3 format - as explained in the next topic. Basically, if you have short sources from Version 2 then select "Titles", as it is likely that a short source is mostly a title. If

you have rather longer and detailed sources in Version 2 then choose "Notes". In either case you will need to edit all of this as explained next.

Converting Source Notes

Source notes in Version 3 have an entirely different structure than in Version 2. You will want to convert your source notes, but it will need to be done manually and will take some time and patience. These instructions are provided for the easiest method of accomplishing this task.

When you import data from Version 2 there is an option in the Database Configuration which will automatically be checked. It is on the *Defaults* Tab and labeled: *Show Version 2 Source Conversion button (Source Editor)*. This is a special tool written specifically to help you convert sources from the older CFT-Win Version 2 structure to the newer Version 3 structure. When you are finished with the conversion you may wish to remove the check from this option in the Database Configuration.

Before beginning the conversion process you need to understand a bit about the 3-tiered structure of the new sources. The three tiers are as follows:

1. Repository: A repository is the location (library, person, government office) of the source. The repository basically defines "who" has the source. It would normally consist of the name of the repository, address, phone, e-mail address, and/or web site.

2. Reference: A reference is the specific book or collection from which the source is taken.

3. Citation (or Detail): This is the lowest level. A citation is basically the volume, page number and/or film number from a specific reference.

From the above definitions you should deduce that in your database there will likely be multiple references within a repository, and multiple citations from within a reference. In CFT-Win Version 3, a source primarily deals with the second tier - the reference. A reference is *attached* to an individual or event. From within a reference you can specify the repository of the reference. The specific citation is attached to a specific individual or event and is normally edited from within the *Source* Tab of the *Individual* or *Event Editor* after having attached a reference. (For a better understanding, you might wish to read the section on editing to understand how sources are typically added during normal editing functions, before beginning this conversion process.)

The best way to explain the conversion process is with an example. I will use some sources from my genealogy database as an example.

In Version 2, I have the following three source notes:

1. Clark, Kay Lund, "Our Ancestors from Denmark" (Rexburg, Idaho: July 1981) Repository: Ira J. Lund, Danish Army Service Records 8556 pt. 342.
2. Clark, Kay Lund, "Our Ancestors from Denmark" (Rexburg, Idaho: July 1981) Repository: Ira J. Lund, Fødsselsstiftelsen and Unsaetterprotokol of the King Frederiks Hospital, Rigsarkivet, Rigsdagsgarden 9, Copenhagen K, Denmark.

3. Clark, Kay Lund, "Our Ancestors from Denmark" (Rexburg, Idaho: July 1981) Repository: Ira J. Lund, Lund, Ane Marie, Death certificate, Copenhagen, Denmark 389187.

It is easy to see that each of these sources came from the same document - or *source reference* as it is called in CFT-Win Version 3. Thus what I really would like to end up with is a single reference with three detail citation lines:

Reference: Clark, Kay Lund, "Our Ancestors from Denmark" (Rexburg, Idaho: July 1981)

Citations: 1. Danish Army Service Records 8556 pt. 342.
                    2. Fødsselsstiftelsen and Unsaetterprotokol of the King Frederiks Hospital, Rigsarkivet, Rigsdagsgarden 9, Copenhagen K, Denmark.
                    3. Lund, Ane Marie, Death certificate, Copenhagen, Denmark 389187.

Since I own a copy of this document, I would put my own name and address as the *repository* of this *reference*.

Step 1. The first step is to split each old Version 2 source into a Reference and a Citation with the citation piece properly connected to the appropriate individual(s) or event(s). This is what the *CFT-Win Version 2 Source Converter* button does (inside the *Source Editor*, *Editors* Menu).

In the Source Editor highlight a source and click the *CFT-Win Version 2 Source Converter* button. You will notice that the entire source text that was imported from Version 2, has been placed in the note field of both the Reference and Citation. You can use the standard Windows cut (Ctrl+X), copy (Ctrl+C) and paste (Ctrl+V) options to cut and paste the text into the proper fields. After you have the parts in the proper fields, press the *Ok* button and that source will be converted. You will need to manually repeat this step for every source that you have.

Warning: For larger databases the conversion may take a while as it searches through each attached individual and event, so please be patient with the process. The more locations this particular source is used, the longer the conversion for that source will take.

Step 2. After completing Step 1, you will now realize that it is highly likely that you now have many *references* that are identical. So you must walk through the list of references and merge them using the *Merge* button in the *Source Editor*. Highlight one source, click the Merge button, highlight the second source to merge and click the Merge button again. This will make certain that every citation for the second reference will now (internally) point to the first reference, and the second reference (the duplicate) will then be deleted.

Step 3. Often in many old Version 2 sources the repository was left off. You may wish to go back now to each reference, edit it, and add the repository.

As an example of the reduction from Version 2 sources to Version 3 sources, from my own database of about 3200 names. I originally had about 600 sources (attached to several times that many locations). After going through the above process, sources were reduced to only 44 references with 4 repositories.

I realize that this is a timely process for large databases, but it is the only way possible to get a clean, sharp three-tier source documentation for your database.

When the source conversion process is complete you will likely wish to go to the Database Configuration and remove the check from the option labeled: *Show Version 2 Source Conversion button (Source Editor)*.

Tip: Suppose you have a large number of "references" that are identical. During the conversion process you will get tired of entering the author, title, etc. in every reference that you convert. You do not need to do this for each one. For the first source converted, make it clean, ie. make the source reference look exactly the way you want it. For subsequent sources, you can abbreviate and enter in the title or author only - because later, when you start merging the sources and use the first as the "master" (primary), the others will get deleted after the citation details are merged with the "master".

E. Upgrading from other CFT Versions or other Programs

All other versions of Cumberland Family Tree (except for CFT-Win Version 2) must be transferred using GEDCOM. This is also the method you would transfer data from other genealogy programs.

1. In your old program (whether Cumberland Family Tree or some other brand) create a GEDCOM file which includes ALL data you want transferred. Please refer to the other program's documentation for details on how to do this.

2. Create a new CFT Version 3 database. You may name it whatever you wish (long file names allowed), as long as it uses the *.cft* extension.

3. Without adding any data to the database, immediately go to the File Menu, Import/Export, *GEDCOM Import*. Click the *File* button to select the GEDCOM file created in step 1 above. Then click the *Import* button to import all the data.

That should do it! You now have your old database transferred to the New Cumberland Family Tree Version 3. However, you may wish to refer to the source note conversion process mentioned in the prior topic for the best method of cleaning up your source notes.

F. CFT Program Update and Upgrade Policy

Cumberland Family Software has a rather liberal update policy. We are constantly working on the program, fixing bugs and adding additional features. We basically cater to the internet user. We post new updates to our web site as they become available (www.cf-software.com) and we constantly communicate with our users via e-mail and the CFT-Win Mailing List. In the past we have posted updates as often as monthly, but probably averaging about every 3 to 4 months.

All updates within Version 3 are FREE to current users, simply by downloading the new version from our web site. If a CD must be sent a nominal fee will be charged. Watch our web site or join our Mailing List to be notified when new updates are posted. Version 3 updates will begin with the first release Version 3.00 and will be updated with 3.01, 3.02, etc.

Major upgrades - those where the main Version number changes (from Version 3 to Version 4, for example) - will *require an upgrade charge*. We try to keep upgrades at or under half the normal purchase price.

At the initial release of Version 3 we anticipate a long life for Version 3. We expect to add many new features to this version (updates to Version 3 - not upgrades to Version 4). It will likely be several years before a version 4 is created and then, only if a change in the underlying data structure is required.

G. Backing Up

Many, many hours of work can be lost quickly with any type of computer failure. Luckily, as technology has improved hard disk failures are becoming less common. More likely is a power failure. But by far, the most common cause of data corruption is from a user turning off the computer while the program is still running, or some unexplained corruption entering the database. You should always exit and close all programs and even close down Windows before shutting off the power to your computer or rebooting the computer. It may be that some program problem has even locked up your computer and it does not seem to be doing anything. You may be able to press Ctrl-Alt-Del to shut down that one program without actually rebooting the entire system.

In any case, it is always safe to backup your data files regularly. Supplied with CFT-Win is a built-in backup utility. This utility does not archive or compress the data files, however. It merely makes a copy of the database to the location specified with a .cftbak extension. Any .cftbak data file can easily be read by CFT-Win by changing the extension to .cft. Also, this built-in utility will not backup files to a drive if there is not enough room on that drive for the file. This means it cannot span multiple diskettes.

Many people believe that saving their data on diskettes is safer than keeping data on a hard drive. However, I have experienced many diskette failures and very few hard drive failures. You may wish to make more than one diskette backup - or - you could even backup your data to another directory on your hard drive or to a different hard drive. For example, you could create a directory called C:\BACKUP and backup ALL your databases to that one directory. (See the later section on how to operate the backup and restore utilities. [i. Backup - ii. Restore])

If you backup or copy data to a CD, remember that a CD will normally automatically flag every file as *read-only* and you may get errors trying to access a restored database. You will need to use Explorer to remove the *read-only* attribute from CFT databases. The read-only flag is in the Properties window. (Right mouse click a file and go to Properties.)

H. Un-installing the Program

To remove CFT-Win completely from your system the best way is to simply delete the complete CFT-Win directory. All program files are placed into the CFT directory. No files are placed anywhere else on your hard drive. Nor are any entries made into the Windows Registry. This is about as simple as it gets.

Chapter 4. CFT Version 3 Improvements

Feature Comparison Between Cumberland Family Tree Version 2 and Version 3

Feature	Version 2	Version 3
Overall Data Capabilities		
Number of people per database:	1 million	1 million
Number of marriages per person:	12	No limit
Number of children per marriage:	30	No limit
Number of parents per individual:	2: natural & adopted	Unlimited with 6 types: birth, adopted, foster, sealing, godparent, other
Number of events per individual:	250	No limit
Number of media per individual:	250 (photos only)	No limit (photos, sound & video)
Database location:	Multiple files in sub-directory directly under program directory.	Single file, can be located on any drive or directory. Long file names supported.
Multi-lingual support:	Western European languages only. (Latin-1 code page.)	All right-to-left alphabetic languages. (Left-to-right [Hebrew, Arabic] and character based [Chinese, Japanese, Korean]) languages have not been tested thoroughly but may possibly be used.)
Editing Functions		
On screen Descendants, Story:	No	Yes
On screen Ancestors:	Yes (Tree display)	Yes (2 types: list & tree style)
List Icons & Right Mouse Popup Menus:	No	Yes, Main Window & Individual Editor.
Drag & Drop features:	No	Child Order on main window & event order in Individual Editor.
Name length:	100 characters	150 characters
Notes:	64,000 characters - ANSI capable - Western European languages only.	64,000 characters - All left to right languages.
Number of Sources:	One source per individual or event.	No limit on number of sources per individual or event.
Types of Sources:	One free-format field.	Multi-level with predefined fields for easier entry: Source Reference (Book, Author, etc.), Source Details (vol/page/film), and Source Repository (library or location of source).

Feature	Version 2	Version 3
Media:	Photos only	Photos, sound & video
Dates:	Standard Date field	Standard Date Field with additional Free-Format Date Field.
Calendar Support:	Standard Gregorian/Julian (Western Calendar).	Uses UCC (Universal Calendar Calculator) capable of many calendars of the world.
Events:	Standard plus unlimited user added types of events.	Standard plus unlimited user added types of events. *Also special Address and Witness events.*
Event Story Sentences:	Single sentence construction	More flexible *replaceable parameter* sentence construction for gender and couple variations in different languages.
Copy & Paste Events:	No	Yes
Creation & Modification Date for individuals and events:	No	Yes
Fix Relationships:	Yes	Yes
Mark to indicate preferred parents, spouse or child:	No	Yes
Tools		
Name Search:	Single name sorted by surname.	Can show sort by "normal" surname, multiple surnames and/or given name.
Bookmarks:	10	No limit
Selection/Marking Lists:	One for each table (individual, marriages, places, etc.)	No limit
Date Calculator:	Gregorian Calendar only.	Universal Calendar Calculator - many calendars with many additional features.
Relationship Calculator:	Yes	Yes. Shows up to 100 different relationships for two people. Can also display diagram showing how they are related

Feature	Version 2	Version 3
Global Search:	Search phrase in any field in database.	Search *and/or replace* phrase in any field in database - *plus* search specific event types based on beginning and ending dates.
Database Verification:	Yes	Yes
Source Tool:	No	Yes
Name Case Change:	Yes	Yes
Unused Records:	No	Yes
Rebuild:	Yes	Yes
Editors:	Place, Misc Data, Source, Document	Place, Misc Data, Source, Document - *plus* Address, Media, Repository. Internal data structure allows quick lookup of events associated with each media, place, etc.
Database Configuration:	Yes	Yes
Program Configuration:	Yes	Yes
Story Options:	No	Yes
Standard Events Editor:	Yes	Yes
ASCII import, GEDCOM Import/Export:	Yes	Yes
Tiny Tafel Export:	Yes	No (obsolete)
Old CFT Version Imports:	Ctree Ver 3 (DOS), CFT-Pro Ver 4 (DOS), Ver 1 auto converts	CFT-Win Ver 2 only. (Use GEDCOM to import older versions).
LDS Ordinance Auto Event & Check List Tools	No	Yes
Entire Database Tools		
Backup/Restore	Yes. ZIP format.	Yes. Copy only, not compressed.
Database Split	Yes	Yes
Database Merge	Yes	Yes. Better features / more options. Log file created. Maintain IRN numbering of first database.
Printed Reports		
Allow Font Changes:	No (Lund fonts only)	Yes, any font, any size
Charting Flexibility:	None - fixed styles	More allowed/ disallowed features. Can define which events to show on most reports.

Feature	Version 2	Version 3
Ancestral Charts:	Ancestral Story Ahnentafel Pedigree Box Chart (4 Gen) Six Generation Pedigree Photo Pedigree Ancestral Time Line	Ancestral Story Ancestral Tree (4 Gen Ver) Ancestral Tree (4 Gen Hor) Ancestral Tree (6 Gen Hor) Ancestral List (with Ahnentafel) Ancestral Photo Chart Ancestral Time Line Ancestral Wall Chart
Descendant Charts:	Descendant Story Descendant Box Chart Descendant List Chart Photo Descendant Chart Descendant Time Line	Descendant Story Descendant Tree Chart Descendant List (2 styles) Descendant Photo Chart Descendant Time Line Descendant Wall Chart
Individual Lists:	Standard Information Birthday List LDS Ordinance Default Event Dates Default Event Date/Place/Data Default Flags Address List	Standard Individual List Birthday/Anniversary List LDS Ordinance List *(Flexibility of Std Ind List basically allows it to produce most of the Individual Lists in Ver 2.)*
Other Lists:	Family Record List Anniversary Report Events List Place Name List Misc Data List Source List	 Events List Place Name List Misc Data List Source List
Miscellaneous:	Individual Story Family Group Chart Photo Album Individual Summary Documents Statistics Database Structure	Individual Story Family Group Chart Photo Album Individual Summary Relationship Tree Documents Statistics Database Structure
Publishing Features		
Indexed Book:	Multiple books. *Create book by printing one report at a time.*	Multiple books, more flexible. *Book can be entirely pre-defined and printed all at once.*
Generate HTML Web pages:	No	Yes
Create Electronic Database Viewer:	No	Yes. CFT-Win Viewer.

Chapter 5. Technical Support

A. Obtaining Technical Support

Technical support is guaranteed for 90 days from the time of purchase. Our current policy is to also provide support before purchase and indefinitely after purchase for reasonable requests. However, this policy is subject to immediate change at any time. (In layman's terms, we intend to help you at any time outside the 3 month guaranteed support time frame as much as feasible, but we do not want to be legally bound to do so.)

There are three ways to obtain support:

1. Send an e-mail to Ira J. Lund at **ira.lund@cf-software.com**. This is the easiest and quickest way to obtain support. You may also find some information on our web site at www.cf-software.com . Normally, I check my e-mail every weekday and respond to all questions.

2. Join the CFT-WIN Mailing List. A Mailing List is an extension of e-mail. Basically when you post a message to a mailing list, everyone subscribed to the mailing list receives a copy of your message. Thus, all subscribers can listen in and participate in a group discussion of the topic - which in the case of the CFT-Win mailing list is open to discussion of all Cumberland Family Software products.

To subscribe to the list send an e-mail message to: CFT-WIN-L-request@rootsweb.com
Include the following in the *body* of the message: subscribe

Make sure there is no signature file in the body, ABSOLUTELY no other text. Any text except "subscribe" will mess up the "mind" of the server at RootsWeb. The list administrator is George Durman, Knoxville, Tennessee, who is an avid fan of Cumberland Family Tree for Windows and has been using it for many years.

3. Mail a letter to
   Cumberland Family Software
   385 Idaho Springs Road
   Clarksville, TN 37043
   USA

Sorry, because of my limited time, phone support is not provided. Please do not call my home phone number for Cumberland Family Software questions.

B. When Things Go Wrong

i. The Most Common Solution: Rebuild.

You may find that certain things don't seem right in the database. Dates of events aren't what you remember entering. Reordering of events doesn't work. Other types of corruption will make you think the database is messed up. The first thing to do is run the *Rebuild* on the *Tools Menu*. In fact, it doesn't hurt to run the Rebuild from time to time. Rebuild will correct internal file problems and stabilize the database. After a rebuild you should be able to correct any messed up data and it will stay corrected.

ii. Another Common Solution: Clean up your Computer.

If you haven't done the following during the past six months you might try them:

1. Empty your trash (Recycle Bin).
2. Delete all temporary files - such as .tmp files and all files in c:\temp and c:\windows\temp
3. Run Scandisk for all hard disk drives. You can also run this from Explorer by right clicking on a drive and going to "Properties". Then lick on Tools tab, click on the button to check the drive for errors. This can be time consuming.
4. Also defragment all disk drives. This is also accessed via "Properties" in Explorer as explained in #3 above.

Defragmentation and error checking can take many hours, but can really improve the performance of your computer.

iii. Other Trouble Shooting Suggestions

General Comments on Computer Problems

Remember that nearly 80 percent of computer problems are caused by user errors. Before running any software, read the instructions. You don't have to read every word just to get started. You can find the sections of the manual that tell you how to begin, and those that apply to the task you are trying to perform. Skim the Table of Contents and/or Index to familiarize yourself with the topics that are discussed. Then you'll know where to look when you have a question. It's embarrassing to mail a long letter or make a long distance phone call, only to find that everything you needed to know was on page 2.

It also does not make for good relations with the fellow on the other end of the phone, if you immediately begin blaming the program for having bugs. The technical support person may quickly see that the problem is a user problem and not a bug. It can be embarrassing to be told that you have made a mistake when you have already blamed the programmer. It is also embarrassing for the programmer to have to try to convince you that you have made a mistake when you insist that it's the program's fault. Be open to any suggestions. You may have overlooked something. But please be tactful and polite.

Before assuming a program "doesn't work", check a few simple items. Is the computer plugged in and turned on? Are all necessary devices (such as the monitor and printer) connected properly and turned on? Did you spell the command correctly when you typed it? Are you using the correct disk drive and directory? Is it possible that the program has system requirements that you don't meet, such as a hard disk, or a certain amount of memory? Try running the program on a different computer.

If the program worked in the past, but doesn't now, can you think of anything that has changed since the last time you used it? Have you moved the computer or made changes in any of the connecting cables? Is it possible there has been damage of some kind, or that files have been erased? Have you installed a new program that might conflict in some way with other programs?

I support my users, and am happy to answer your questions and help solve any difficulties you may have. Please understand that there is a limit to the amount of help I can give you with software which I did not write. If you are having continuing difficulty with Windows commands, you probably need to study your Windows manual or contact MicroSoft for help.

Specific Suggestions for Solving Unknown Problems

I have found that often closing down all programs and re-booting (restarting) the computer can clear up many problems.

If you receive a *General Protection Fault* or *Stack Fault*, you may be able to simply restart the program, run the rebuild and continue on. If it happens again then close down everything and restart your whole system. Try reproducing the error by retracing the steps you had gone through just before receiving the error. If you are unable to reproduce the error then my suggestion is that you simply carry on and just be on guard for the occurrence again at a later time. If the programmer cannot reproduce your error, then he cannot fix the problem or even understand the cause of your problem.

If you are able to reproduce the error consistently and are unable to correct it yourself, then please report by e-mail or mail the exact steps you took to get the error. We will need to know whether you received a General Protection Fault or a Stack Fault. We also definitely need to know where you were in the program when the error occurred and the exact steps required to reproduce the error. The long list of numbers and codes are of no value to us. Please report where you were in the program and what you were attempting to do. If we can reproduce the problem on our end we will be able to explain what is causing the problem.

Recovering from a lockup

On occasion your computer may seem to lock up. It may hang while in a long process and nothing seems to be happening. First, don't get in a hurry. Your computer may not be locked up at all. Some long processes can be time consuming, especially printing. Remember that printed reports in Windows are first sent to the Print Manager and depending on your settings, the entire report may have to be transferred to the Print Manager before the report will actually begin printing on your printer. Several reports also take a long time to print, especially reports with images or very large databases. You must be patient.

If you are certain that your computer has really locked up, you can press the Delete Key while holding down the Control and Alternate keys. (Ctrl-Alt-Del) You will be presented with a Windows message asking whether you wish to shut down this one application. Pressing the enter key when OK is displayed will close down the application and allow you to continue using Windows.

Section 2:

Detailed Reference

Necessary Preliminaries

The Detailed Reference section of this manual breaks the operations of Cumberland Family Tree into four (4) main functions:

1. Editing Functions, including adding and linking individuals and entering events and information for each person.
2. Tools which allow you to search, sort, edit details, globally correct or change data, backup, merge and split databases.
3. Printed Reports which allow you to print a wide variety of charts and diagrams with various options.
4. Publishing Options, include printing a book, creating a Web site, and creating a CD or distributable database for family members.

Chapters 1, 2, 3, and 4 deal with each of these four major functions. The first topic within each of these chapters will give a quick tutorial for those anxious to quickly start using the program.

This chapter ought to be required reading. It will help you understand the internal workings of the program and introduce you to Windows conventions, which will make your operation of the program much smoother. *The part on "Standard Genealogical Conventions" in the "Genealogy for Beginners" Section ought to be considered required reading, also.*

A. Program Overview

Cumberland Family Tree for Windows is an application program for organizing and printing your family history research. It does not contain any research itself. It is only an organization tool. It allows entry of individual names; events (such as birth, christening, marriage, occupation, death and burial dates and places), tying them all together automatically as a family and extended family structure. It will print out pedigree charts, descendant charts, family group sheets, individual and marriage listings, and many other reports.

The program automatically keeps track of relationships of all individuals. This is accomplished because an individual is added by entering him or her into the existing family structure. There is no lengthy sequence of menus to track through in order to identify someone into the family lineage. (However, there is an option to add an individual with no tie to the family structure. With this option you may add individuals, which you suspect may be related but are unable to find the appropriate relationship. They may then be connected into the family structure at a later date when the relationship is discovered.)

Repeat typing of surnames is greatly reduced by automatically adding the father's surname to a new individual, or an individual's surname when a father is added.

Flexible, world-wide individual name entry is accomplished by allowing a surname to appear anywhere in the name. One field is provided for the name. You enter the entire name in the order as it would normally appear, bracketing the surname with slashes (//). Thus, names can still be sorted alphabetically by

surname regardless of whether the surname appears at the beginning, in the middle or at the end of the name.

Examples of names:

Standard English/American:	Ira Johan /Lund/
Scandinavian name with appended	
ancestry locality name:	Johan Severin /Svendsen Rage/
Oriental (Surnames always first):	/Zheng/ Chooi Fong
Hispanic/ Portuguese (2 surnames):	Hugo Armando /Pérez /De La Cruz/

Any place name only needs to be entered once. Most genealogies are filled with people being born, marrying and dying in the same place, generation after generation. Once a full place name (city, county, state/country) is entered it is assigned a place name number. Any subsequent use of that same place name can be entered by simply entering it's number (preceded by a period) or by accessing a pop-up list of place names. Whenever a place name is requested and a number is entered, the number is immediately replaced with the name, thus assuring immediate verification of the proper place name.

Entire biographies may be created using this program and the flexible "events" to outline a person's life. Add any type of possible event such as birth, church ordinances, schooling, marriages, occupations, deaths and more. Then attach dates and places *and notes* describing the details surrounding each event.

Easy-to-use source notes can also be tied to each event, clearly documenting the source of all your research.

This program also imports and exports GEDCOM (GEnealogical Data COMmunication) files. GEDCOM is the standard format for interchanging data between various genealogy programs. Most major genealogy programs support importing and exporting to GEDCOM files. This allows the transference of data between programs. You can also create GEDCOM files which can be submitted to the LDS Ancestral File and for LDS Temple Work.

Limitations: As many databases as your hard drive can hold - no limit
1,000,000 Individuals per database
unlimited number of children per marriage
unlimited number of spouses per individual
unlimited number of events per individual
unlimited number of photos per individual
unlimited space in each General Individual or Event Note

Actually there are some limitations. For most the limitation is over one million, but you will likely run into hard drive space limitations before you reach these limitations.

Tip: Although CFT-Win cannot open more than one database at a time, there is a simple way to get around this if you need to view two databases. The way is to actually place two copies of the program on your computer. Suppose for example, that you had installed the program in c:\cftw3 as suggested. Now, using Explorer create a new folder inside c:\cftw3, such as c:\cftw3\copy2. Now copy all contents of c:\cftw3 to c:\cftw3\copy2. Now you can run cftw.exe from both folders, you can have two copies of the

program running. However, remember that there are also two stdevent.tps files, meaning that if you add any standard events or make changes to standard events or edit any language files, you will only be making the changes in one folder.

B. Keeping the End Result in Mind

Keep in mind that there are several things that you may wish to accomplish with this program:

1. Create a Family History Book, which will be kept by family members and treasured for generations to come.
2. Publish your data on the Web.
3. Create a CD for family members.
4. Be able to use reports and other utilities of the program to assist in further research.
5. Keep a permanent database of family history information, which can be added to over the years and passed on to succeeding generations. This may be accomplished by passing this program's data (or a GEDCOM file) on to other family members. It may be accomplished by submitting your data to the LDS Church's Ancestral File (See the topic on the Ancestral File in Section 2 [Chapter 7. Submitting Data to LDS Ancestral File]).
6. If you are LDS, be able to generate a GEDCOM file to be used by TempleReady to submit your family for temple ordinance work.

Maybe you even have more than this in mind. You can accomplish all of the above objectives with Cumberland Family Tree for Windows. Although this program is an enormous help in this process, the end results don't happen by themselves. There is a lot of work involved in this endeavor. But before you begin if you will read the Section on "Climbing Your Family Tree", you will be better prepared to enter data properly. By beginning off on the right foot with reference to properly entering names, dates, places, source information, individual notes and biography information, you will save yourself much frustration later on.

C. Program Structure

As each individual is entered, he or she is automatically created and assigned an Individual Record Number (IRN). Whenever a spouse, a marriage, or even a "relationship" that creates offspring is entered, a Family Record Number (FRN) is automatically created and assigned. These unique numbers help identify each individual and each family, even when there are more than one person with the same name, or more than one marriage per individual. The IRNs and FRNs are used throughout the program and are printed on many of the reports. The FRN is normally hidden and often seldom referred to, but the IRN is easily accessible and often referred to. You do not need to attempt to memorize these numbers as all individuals and their marriages can always be accessed by name.

After you have entered the program and have a database open, on the main window is shown one family group with a key individual at the top, his or her spouse, parents and the children of that marriage. You change the displayed family by using the items on the Change Key Individual (Individual Menu). All of these items have short-cut keys and icons on the tool bar. As you hover the cursor over icons on the

toolbar, a short help tip will appear indicating what that icon will do. You can change the key individual to be the spouse, father, mother, or one of the children. You can also do a Name Search, IRN Search or select anyone from the Family Group, Ancestors or Descendants Tab using the right mouse click to access the pop-up menu and selecting *Change to Key Individual*.

The pull-down menus contain all options and commands needed to run the program. In addition, many of the more often used commands contain icons on the Tool Bar just below the menu line. Clicking on these icons accomplishes the same thing as selecting a menu item. To the right of some of the options are shown short-cut keys (usually the control key in combination with another letter), which make access of that option much quicker. You do not pull down the menu before executing a short-cut key. Simply execute the short- cut key at the main screen.

D. Database Structure

Installed Files

You should find the following set of files installed in the main CFT-Win directory (usually c:\cftw3):

Cftw.exe	Cumberland Family Tree program
UccCore.dll	UCC Core Routines
Cftw.pdf	Cumberland Family Tree Manual & Help File (used with Adobe Acrobat)
Ucc.hlp	Universal Calendar Calculator Help File
Stdevent.tps	Standard Events & Language Data File
Ucc.tps	Universal Calendar Calculator Data File
Babylon.csv	Data required for Babylonian Calendar - part of UCC
Report.txt	Default information on report settings
Order.txt	Information on ordering CFS products
C55runx.dll	Clarion programming language library - © TopSpeed Corp.
C55basx.dll	Basic File driver - © TopSpeed Corp.
C55clax.dll	Clarion File driver - © TopSpeed Corp.
C55dosx.dll	DOS File driver - © TopSpeed Corp.
C55ascx.dll	ASCII File driver - © TopSpeed Corp.
C55tpsx.dll	TopSpeed File Driver - © TopSpeed Corp.
American.dic	American Spell Check Dictionary
Personal.dic	Personal Dictionary - edited by user

Eventually you will notice one other file added by the program to your directory:

Cftw.ini	INI file containing saved settings and options

Whenever you create a CFT database it will have a *.cft* extension. You may place a CFT database on any drive and directory that you wish. Long file names are allowed. An indexed book has a *.book* extension and can also be placed on any drive and directory you wish. However, I suggest that you keep *.book* files together with the associated *.cft* database.

Any photographs or scanned documents you wish to include in your database should all be copied to a single directory. When a database is open, it can only access photos and scanned images that reside in the sub-directory specified in the Database Configuration. Thus, as you add these files to this sub-directory, you will eventually see files with extensions such as PCX, GIF, BMP, JPG, WMF or ICO.

Database Structure

A CFT database is comprised of 23 separate (internal) tables - which are not visible to the user. But an explanation of these tables will help you understand a bit of what is occurring inside CFT-Win.

The two primary tables in a CFT database contain the list of individuals and the list of marriages. These tables form the backbone of the entire database. The individual table contains a record for each individual in the database.

The following is not exactly a correct representation of the internal structure of the database. I am simplifying it to help you understand the basics. The individual table contains pointers, which point to the family record in the marriage table (FRN) of his/her parents. The individual table also contains pointers, which point to the family record of his/her spouses.

The marriage table contains one record for each marriage or family in the database. It contains a pointer pointing to the record number (IRN) of the husband and wife, and all children of that marriage. The diagram below illustrates these relationships:

Individual Table

IRN	Name	Parents FRN	FRN for First Marriage
1.	John Smith	0	1
2.	Clara Hawkins	0	1
3.	Robert Smith	1	0
4.	Susan Smith	1	0

Marriage Table

FRN	Husband	Wife	Child IRN	Child IRN
1.	1	2	3	4

For each event (birth, death, marriage, occupation, etc.) that you add to an individual, a record will be added to the events table. The events table contains pointers to the place name table, misc data table, and the source table.

These are the basics of the internal structure of a CFT-Win database. Most of the other tables and files contain either an IRN or FRN pointer to indicate which individual or marriage a particular record in those files is associated with.

E. Standard Windows Conventions

This program uses standard Windows conventions. This means that you use the TAB key to move between fields on any given screen. You use the ENTER key (if button has a dark border) to push a button or a click of the mouse. Use the ESC key to close or back out of an operation. A double-click usually selects an item from a list. Pressing the "Ok" button will save changes. Pressing the "Cancel" button will avoid saving any changes. In CFT-Win, where there are no "Ok" and "Cancel" buttons, but only a "Close" button, data will be automatically saved whether you press the "Close" button or press "Esc".

A very useful feature to remember is that ALL fields (not just in CFT-Win but in all Windows programs) can be cut, copied and pasted, even though they may not show that as an option. The text editor in CFT-Win specifically shows cut, copy and paste functions in the menu and toolbar. However, you can cut, copy an paste in all fields by using the standard Windows short-cut keys which are:

Cut (delete):   Ctrl-X
Copy   Ctrl-C
Paste   Ctrl-V

Simply highlight the text you wish to cut or copy. Then press Ctrl-C or Ctrl-X. The highlighted text will be copied to the internal Windows Clipboard and can then be pasted to any other field in any windows program. This feature would allow you to do many things, like copy identical photo captions to various individuals, or text from one note field to another. You do not need to use this method for copying places, misc data or sources as these all can be selected from the selection lists. (See place, miscellaneous data and source note explanations in the Detailed Reference Section. [D. "Editors" Menu Tools])

The Cut, Copy and Paste function are also often available in many window applications by simply right mouse clicking on a field.

Most Window users rely heavily on the mouse. However, as you become more adept, you will likely discover that most - if not all - operations can be accomplished much quicker using the keyboard. I have paid close attention to make certain that ALL operations in this program can be accomplished using the keyboard only. Therefore, you can (if you wish) use this entire program without even touching your mouse.

F. Accented Characters

With Cumberland Family Tree you may enter any accented characters supported by most standard Window fonts. These include all Western European languages. In the past the most common required

characters are those that are accented or used in addition to those normally used in English, such as: À Á Â ã ä å æ ç ø ñ ð.

There are several ways to enter accented or foreign characters into Cumberland Family Tree.

1. Some computers and/or keyboards sold in countries outside the United States have been set up to allow quick and easy entering of certain characters normally used in your official language. This can actually be set inside Windows in the Settings, Control Panel, Keyboard icon. Select the Language Tab and you can load other "keyboards" to your computer.

2. You can enter any character in any field by holding down the "Alt" key and entering the character code on the numeric keypad. After entering the 4-digit code let up the "Alt" key and the appropriate character will appear. To find the character code for various accented or foreign characters look for the "Character Map" program in the Accessories of the Programs List from the Start button. This little program (which comes with Windows) lists all characters of all installed fonts for you and you can view the character code in the lower right corner for the highlighted character.

3. Built-in to Cumberland Family Tree is a "Character Map" Selection Window. Most fields in Cumberland Family Tree can access the "Character Map" Selection Window, simply by pressing Ctrl+A. Several screens will have an icon which can be clicked with the mouse instead of pressing Ctrl+A

When accessing the "Character Map" Selection Window any characters selected will be entered at the current cursor position in the current field. You may enter multiple characters by pressing the "Insert Character" button. Press "Ok" to copy those characters to the edited field or "Cancel" to simply return to your editing. The last character highlighted (and used) in the "Character Map" Selection Window will be highlighted when you next access the window. This will help those who constantly use the same accented character again and again.

G. Handling Unusual Relationships
i. Divorces, Common-Law Marriages and Single Parents

Regardless of how unusual any relationship seems, there is always one fact that cannot be changed. Every individual ALWAYS has a birth mother and a birth father. A person's parents may have never been married. They may not be living with their birth parents. They may have been adopted by a step-parent or a totally different set of parents. They may not even know who their father or mother is. But regardless of the arrangement, they do have a birth father and mother.

You can add an unlimited number of parents to any given individual and tag each parent set as birth, adoptive, foster or sealing parents.

I would suggest that you always include a person's birth father and mother as the parents in the CFT database. Since CFT-Win allows you to include a wide variety of events, you can include such events as

"Lived Together", or "Not Married" rather than the "Marriage". (These three events have a special status in CFT-Win and at least one of them ought to be used to indicate a union between two people.) Event for such cases. It would also be a good idea to attach a note to that event explaining the details of the situation.

I would always include all marriages, even those that end in divorce. With CFT you can add a DIV (divorce) event. Then add further marriages with the *Other Marriages* option.

Following the above suggestion, you will always be able to take care of such things as marriages that end in divorce, common law marriages, and single parents. If you have a single mother and do not know the father, you can leave out the father. But I would add him if I knew who it was, even if the couple had never married.

ii. Multiple Marriages

In CFT you can add as many marriages as needed to each individual. Simply add the first spouse as you normally would from the main screen. To add further marriages, select *Other Marriages* from the Individual Menu. This screen will allow you to add further marriages to the Key Individual. It's as simple as that. If the marriages are not in the correct order, you can re-order them in this same window.

iii. Inter-Marriages

It is not that unusual for cousins to marry one another. Even with a common ancestor, sometimes the cousins are not even in the same generation. But these relationships can also be easily handled by CFT. Below are two diagrams illustrating two possible inter-marriage relationships; one where first cousins marry and one where the marriage occurs between individuals who are not of the same generation. You handle both cases almost identically in CFT.

There are actually several different ways you can handle this situation. Let me describe two methods.

For the first method, let us suppose that you are a descendant of Marty (or Gary in the First Cousin example) and Patricia and that you began by entering yourself and were working backwards toward your ancestors. So you add yourself, Marty, and Marty's wife, Patricia. Then you begin adding Marty's parents and grandparents and so on, until you have finally entered George and Edna. (This works the same with either example.) Now you go back and enter Patricia's parents, Fred and Susan.

Marriage of Cousins in Different Generations
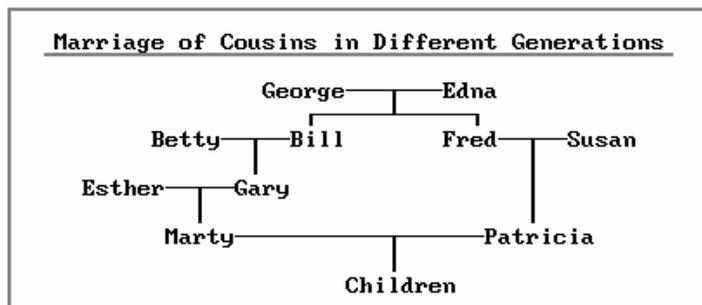
Now as you are ready to enter Fred's parents, you realize that they are already in the database and that Fred is a brother to Bill, who is also already in the database. Simply make George or Edna the key individual. From the Individual Menu select *Fix Relationship* and then

Connect a Child. Now select Fred from the Name Search. That's how easy it is! You will immediately see Fred now tied into the family, as a brother to Bill, and George and Edna as parents. That's all there is to it. The connections have now been made.

For the second method, let us suppose that you were working from the top down, starting with George and Edna. You have entered their descendants, including both Marty and Patricia as children of their respective parents. Now you realize that even though Marty and Patricia are both in the database, you need to "get them married" somehow. If you put one of them as the Key Individual and then *Add Spouse* from the main screen, you will end up adding a new record - a duplicate of the other person. You do not want to do this.

Again, you handle this making Marty or Patricia the Key Individual and then by going to the *Fix Relationships* option under the Individual Menu. Select *Add Spouse*. Select the proper spouse from the Name Search. That's all there is to it! Again, the connections have now been made and you can return to the main screen to begin entering Marty and Patricia's children.

iv. Adoptions

Even though there are specific instructions on creating adoptions in the later in this manual, many people have questions about how to handle certain types of adoptions. When a child has a distinct set of birth parents and a totally different set of adopted parents the method of handling the adoption is reasonably straight-forward.

However, it often occurs that a child is born out of wedlock, then later adopted by a step-father. This is how I would handle the situation: Let's suppose that Anne and Bert have a child out of wedlock by the name of Alexander. Later, Anne marries Frank who then adopts Alexander.

The child to parent relationship in CFT is a connection to a set of parents and not to each parent individually, thus you must show Alexander's birth parents as Anne and Bert, and his adopted parents as Anne and Frank. In this sense it is as though Anne is both the birth and adopted mother to Alexander.

First, I would create a marriage showing Anne and Bert, creating the event "Not Married" with some explanation in the event notes. Add Alexander as a child to this couple. Next, select *Other Marriages* while Anne is the Key Individual. Add a second marriage for Anne and Frank.

Now connect Alexander as an adopted child of the marriage between Anne and Frank. Because everyone concerned is already in the database, you must use the *Fix Relationship* option under the Individual Menu. With Anne or Frank as the key individual, select *Connect a Child* under the *Fix Relationship* option. Be sure to identify this as an adopted child on the Child Type Window. That's it! You will now see all of the proper connections and relationships.

Chapter 1. Editing Functions

The Editing Functions include all the options contained on the "Individual" Menu. But in order to get started with the program, we will also include the first four buttons on the "Opening Dialog Window" (Select, Remove, New, and Browse) so that you will be able to create a new database to get started with. Before explaining in detail each option, the following tutorial should give you a quick overview of the editing functions.

A. Tutorial

Create a New Database

Start a new database by pressing the *New* button on the *Opening Dialog Window*. Enter a filename (with *.cft* extension). Once inside the program, most editing will be done from the Family Group Tab, although you can edit from the Ancestors or Descendants Tab also.

By using the right mouse button to click on individuals, you will have many of the same options as those given by pulling down the Individual Menu. Also dragging and dropping children is a quick option to rearrange their order.
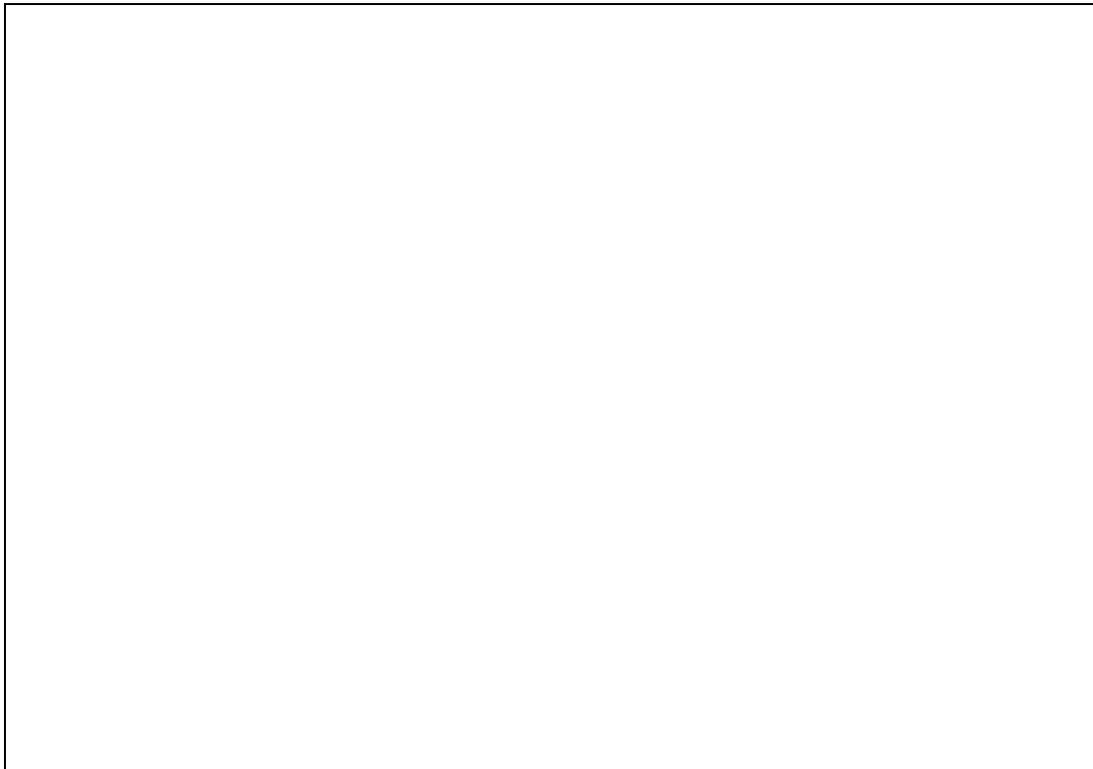
Adding an Individual

You are now ready to begin adding information. To add your first individual (usually yourself) simply press enter (or double click) at the main screen while the cursor is at the prompt which says *---Add-Individual---*. You must realize that it really doesn't matter whether you start with yourself or some ancestor or descendant, since you can build the tree backwards, forwards or sideways. You can always add descendants or ancestors of the first individual.

When the individual edit window opens, you will need to select the gender: Male, Female or Unknown. Enter the person's full name in the order naturally used in the country of origin. *Usually the name should be the birth, maiden or original name.* Also remember to put slash marks "/" around the surname. This allows the program to search and sort by surname, regardless of the location of the surname. The brackets will not appear in any reports or otherwise, except in the individual editor. If you wish you may also capitalize the surname as this is a normal procedure for some genealogists (although I prefer not to). Some examples of valid names are:

> Ira Johan /Lund/
> Johan Severin /Svendsen Rage/
> /Zheng/ Chooi Fong
> Robert John Luke /Smith-Brown/, III
> Dr. Joseph Howard /Dunsworth/, M.D.
> Jaime /Pérez /De La Cruz/

You will notice that the first given name is carried down to the *Given Name* field. This field is provided to make the Story reports more readable. Rather than showing the full name all the time, this *Given Name* will be used in the story. However, people don't always go by their first given name. Some go by their middle name or some other nickname. You may enter that name in this field to be used in the story reports. You might wish to generate a sample Ancestral Story or Descendant Story Report to see how this is used.

Entering Events

If you have set up the default individual events (explained later in Tools Functions) then you will already have the default events showing up in the event list. To edit an event simply double-click the event or press *ENTER* while pointing at that event. This will bring up the event window. You may also add an event by pressing the *Add* button at the top.

There are a number of fields on this screen. They are discussed in more detail later. For a typical event, such as a birth, you should enter the date, place and a source note, by typing the information into the respective fields. You will notice the "Story" being constructed as you enter each piece of information.

Entering Dates

The date must be entered in a strictly formal fashion. It may be a single year, a month and year or a day, month and year. But it is not free format, meaning you cannot simply enter any text you wish. (The "free format date" field is supplied for unusual circumstances.) Staying with the standard DD MMM YYYY format allows the program to internally calculate dates for ages, sorting, etc. You may, however, enter dates in the format you choose in the Program Configuration Window and the program will automatically convert the date to the standard DD MMM YYYY format.

Entering Places

You should now enter the place of the event. The standard place name should be city, county, state or city, county, country. Valid examples are below.

> Preston, Franklin, Idaho
> Stavanger, Rogaland, Norway
> Broughton, Hampshire, England

You may also include other names if you wish. For example some people may wish to include the cemetery name of a burial or the name of the church where a particular event such as a baptism occurs. You may enter that also.

> St. John's Church, High Street, Malvern, Worcs., England
> City Cemetery, Clarksville, Montgomery, Tennessee

Entering Notes

If you wish to attach biographical information to that event, select the "Notes" tab, where you may enter a large amount of information about that event. If you make certain that you press TAB at the beginning of each paragraph and do not leave spaces between them, then it will be formatted to flow within the story reports in a proper manner.

Entering Sources

From the *Source* Tab, you may press a button to add a *Source* or a *Document*. In order to add a document as a source, you must have previously entered the document from the main window (Editors Menu, *Document Editor*). From here you can only select a document and not add or edit one.

If you press the *Source* button to add a source, you can add and edit source references, and then select them to be attached to this event (or individual). Then you may be able to add any "details" (or "citation") concerning that source reference for this particular event or individual. The "citation" includes the page number and other notes that are particular to this event or indivdiual.

When done with the event, press the Close button to close the event window. When done with all events then you can close the Individual Editor Window to return to the Main Window.

Adding Other People to the Database

Once you have entered one individual and have closed the edit windows to return to the main screen, you will see that more options have appeared: add a spouse, add a father, add a mother, and add a child. Adding more individuals is as simple as pointing to that option and pressing the enter/return key (or double clicking with the mouse). Add information for others the same way you added information for the first individual as explained above.

Whenever a new "marriage" is created (by adding a spouse to an existing individual), the default marriage events will also be added. A marriage/family event will show up in both spouses list of events. Any change you make under the husband's event will also be reflected in the wife's event and vise versa.

Changing the Current Family Group

To add more than just the spouse, parents or child you must change the "Key" Individual at the top of the Family Group. You can change the key individual by selecting an option from the options in *Change Key Individual* on the Individual Menu, pressing the single key as shown to the right of the items in the *Change Key Individual* options, or clicking on the appropriate button on the toolbar. For example, you now wish to add the grandparents of the first individual. Simple press "F" to make the father the key individual. When the screen is updated, you will see that the father of the first individual is now the key individual, the mother is now the spouse and the old key individual is now shown as a child. Now you may add the parents, brothers and sisters of the first individual. Adding more individuals is as simple as using the *Change Key Individual* (or Name Search and IRN Search) options to move around your family structure as desired.

Correcting Data

If you ever make a mistake in entering an individual's information, simply point to that individual from the main screen and press enter to call up the Individual Edit Screen (or double click the appropriate person with the mouse). Simply correct the incorrect information.

If you make a mistake in a relationship such as adding an individual to the wrong family, you can easily correct this with the *Fix Relationship* options on the Individual Menu. The *Fix Relationship* option allows you to disconnect individuals from the current family without deleting those individuals from the database. It will also allow you to connect people together who are already in the database. For example, suppose that you have two cousins who marry each other, but both of them are already in the database. If you simply add a spouse to one individual you would end up creating a duplicate individual. With the *Fix Relationship* option you can attach a spouse to the current key individual. (There are also some useful tips in the chapter called Unusual Relationships in the prior Chapter.)

B. Creating, Opening, and Deleting CFT Databases

Cumberland Family Tree databases must be closed for some utilities that work directly on entire databases. Thus when you *Close Database* from the File Menu, you return to the "Opening Dialog

Window", where you can create new databases, open other databases, do backups, restores and deletes, and split or merge entire databases.

The "Opening Dialog Window" contains a list of recently opened databases. Remember that this list is not a list of databases on your computer. It is only a list of databases, which you have opened in CFT, sometimes referred to as a "Pick List". If a database you wish to open is on the list, you can simply click the *Select* button to open it (or highlight and press the Enter key). If there is a database you have which is not on the list, you use the *Browse* button to locate it and open it. When it is opened, it will get added to the "Pick List" and show up on the list the next time you go to the "Opening Dialog Window".

The *Remove* button does NOT delete the database from your hard drive. It only "removes" the database name from the "Pick List". To actually delete a database, use the *Browse* button, which opens the standard Windows File Dialog. If you right click on a file name that shows up here, you can delete the file.

The *New* button allows you to create a new database. Since CFT supports long file names you are not under many restrictions in naming your database file. However, CFT does require the *.cft* extension and will automatically add it to the file name you type, if you do not include it. All tables in the CFT database are contained within the single *.cft* file, with the exception of any media files (photos, videos, sounds) that you may "attach" to the database.

Indexed Books are kept in files separate from the CFT database, so if you create any books they will have the *.book* extension. (More details on indexed books are contained in the Publishing Options Chapter.)

C. The Main Window

The main window of CFT-Win consists of four tabs, the first being the *Family Group* where most work is done. Editing and some functions can also be performed under the *Ancestors* and *Descendants* Tabs. The *Story* Tab is more for display. You cannot edit from here, but you can make any person displayed in the story the Key Individual and see their story by clicking on their name with the mouse. The Key Individual is the first one at the top. Associated with that individual is the spouse, parents and children of that marriage.

Adding or editing an individual is as simple as pointing to the appropriate location and pressing the enter/return key (or double-clicking with the mouse) to bring up the Individual Edit Screen (normally on the Family Group Tab).

In the title bar will be shown the Author Name and Title, which can be edited in the *Database Configuration* from the *Options* Menu. At the very bottom of the window is the status bar, divided into three sections: help hints, number of IRNs in the database, and the current database name. Beneath the title bar is the menu system. You select a menu by pressing the Alt key together with the underlined letter of the desired menu item. Below the menu line are two toolbars. These toolbar buttons are short cuts to certain menu items. As you float the mouse cursor over a button, a hint balloon will appear explaining the function of that button. Some menu items also have short cut keys, usually the Ctrl key in conjunction

with a letter. These short-cut keys will be shown on the menu to the right of the menu item. Each of the menu items will be explained in detail in the following chapters.

Family Group Tab

The main portion of the window consists of a list showing the current family group. The first column is the number of marriages for each individual. The top four individuals also show the current marriage. For example, if you see "2/3" that indicates that the spouse shown is the second of three marriages.

If the parents shown for this person are other than Birth parents you will likely see an "A", "F", or "S" in the next column. You might also see a "B" indicating that this is the Birth Parents. The only difference between a "B" and a blank is that the "B" indicates to you that this person does have other parents, while a blank would indicate that there are no other sets of parents for this person.

In the next three columns may be shown an icon to indicate whether this person has one of the following attached: a note, a source, and a media file. Then follows the Gender (Sex), Name, IRN, birth date, death date and age. The age is either their current age as of today, if alive (based on the current date pulled from the computer's internal clock) or the age at death if deceased.

To the very far right of the list of individuals you may see what looks like blank space as the highlight bar will be clear. Here is where you may see some colored diamonds indicating a Selection List that this person belongs to. Up to 8 selection lists can be set for indication in this space. See the Database Configuration (Options Menu) later in the manual for more instructions on setting these selection lists. The Selection Lists must first be added from the Tools Menu - Selection Lists. You can then select up to 8 to show on the Main Window (from Database Configuration). You can now quickly add or remove individuals from these selection lists using the Ctrl+1 thru Ctrl+5 keys as indicated in the Database Configuration. Highlighting a person and pressing Ctrl+1 will add or remove that person from the first selection list (left-most diamond). Ctrl+1 simply toggles from adding or removing from selection list.

This feature is very useful in lots of contexts. A few ideas, but by no means exhaustive:

1. Suppose you create one selection list that has a list of all your "direct" ancestors and make that the first item (left-most diamond). Now whenever you are on the Family Group screen, you will always be able to know which persons are direct ancestors of yours. I have cases where I am a direct descendant of more than one child. Therefore this is much more flexible, easier to use than marking a child as a prefered child using the Individual Menu - Children - Mark as Preferred.

2. Suppose you are visually checking people and want to add people to a list for some reason (such as keeping a list of those you want to double check some information), you can easily and quickly set up a selection list. Then browsing in the Family Group mode use Ctrl+1 (or Ctrl+2, etc.) to quickly add certain people to this selection list. I expect to use this in setting up lists of people for clearing for TempleReady.

Ancestors Tab

This tab will display the ancestors of the Key Individual and allow you to edit them and perform various functions. You cannot add new individuals to the family tree from this Tab. You will have to return to the Family Group Tab to do so. There are two Ancestral Displays available: the List Type Format or the Tree Type Format. The later will probably be the choice of most people.

In the List Type Format you can click on the + and - signs to the left to collapse or enlarge various branches of the family Tree.

In the Tree Type Format, you may use the arrow keys or the mouse to highlight any of the individuals on the tree. You can even shift the tree to the left and to the right as you go up and down the tree. Click with the mouse on the arrows on either side of the window to move the tree one generation. As you move down the tree by clicking on the left arrow, if there is more than one child, you will be presented with a window to select which child you would like to show on the left. If there is more than one marriage, you will have to select the marriage and then the child.

In this Tab you can also use the right-mouse button to edit or change the Key Individual. Set this option in the Program Configuration (Options Menu).

There are also some other options in the Program Configuration to control the look of this Ancestral Tree diagram. You may choose to show either 5 or 6 generations. Your choice will depend on 1. the size of your monitor and 2. the speed of your computer. Smaller monitors may be unable to display 6 generations clearly. Since there are twice as many names and information to load with 6 generations versus 5 generations, you may not want to show 6 generations if your computer is slower. Also, if choosing 5 generations you may show the Legend in the upper left corner rather than lower left corner. On smaller monitors you may be unable to expand the screen large enough to see the legend in the lower left, thus this option was provided. The size of the tree also expands and contracts as you resize the main window.

Descendants Tab

In the Descendants Tab you can view all the descendants. You can click the + and - signs to collapse and enlarge various branches of the Family Tree. In this Tab you can also use the right-mouse button to edit or change the Key Individual.

Story Tab

The Story Tab is basically for viewing and reading the "biography" of the Key Individual. You cannot edit a person from this Tab.

D. Edit Individual

To edit an existing individual or add a new individual, use the up and down cursor keys to "point" to the appropriate individual or "Add". Simply press the *return* key (or double click with the mouse) to pop-up the individual editor. You can also select this option from the Individual Menu.

With this option you can only add *new* individuals to a family. If you need to include an individual in the family who is already in the database you need to use the *Fix Relationships* option on the Individual Menu. If you need to add an individual who is not tied to anyone in the family structure use the *Add Individual (No Link)* from the Individual menu (Add & Delete Individual Sub-Menu).

When closing this Window, the program will do a quick comparison with other names in the database and may display a "Possible Duplicate" window, if the last name and first few letters of given name match. This allows you to double check these other individuals to see if you may have inadvertently entered the same person twice.

i. The General Tab

Gender Field: You should select the appropriate gender for the individual you are editing. CFT version 3 does allow the marriage or "joining" of two individuals of any gender: male, female or unknown.

Living Field: This check field allows you to indicate whether a person is currently living or deceased. If you enter a death or burial date for this person the check will automatically be removed. This is needed for certain age calculations in various reports, etc.

Full Name Field: You should always enter a person's name in it's proper order (as explained earlier in this manual). DO NOT show last name first, comma, given names (BROWN, Edward Joseph). You should always put slashes "/" around a surname, regardless of the location of the surname. The brackets will only appear around the surname in the individual editor. They will not appear on any other screen or report. Bracketing off the surname allows the program to sort individual names by surname regardless of the location within the name. Below are examples of appropriate names:

Standard English/American:	Ira Johan /Lund/
Scandinavian name with appended ancestry locality name:	Johan Severin /Svendsen Rage/
Oriental (Surnames always first):	/Zheng/ Chooi Fong
Hispanic/Portuguese (2 surnames):	Hugo Armando /Pérez /De La Cruz/

If you have a Hispanic or Portuguese name that really is only a single surname do not put the middle slash. But some surnames may have several names and the appropriate names need to be identified. Examples:

José Alberto /Martinez de Castro/ (The entire name came from father. There is no mother surname.)
Beatriz /Ascencio /Pérez Gavilan/
Mariana /Martinez de Castro /Fernandez de Castro/

If you must include titles or other unusual features, simply include them in proper order as in the following names (shown with the brackets):

    Dr. George F. /Smart/, M.D.
    Frederick Ferdinand /Albertson/ III
    Mary Ellen /Smith-Brown/
    Arnold William /Fitzgerald/, Jr.

If a child is being added, the surname of the father will automatically appear in the name field in brackets. If the father of the key individual is being added, the key individual's surname will automatically appear in the name field in brackets. If the surname is different, simply type over or delete the name.

Tip: There seems to be no genealogical standard way of including nicknames. Some people enclose them in parenthesis, some in quotes. My preferred method is to use quotes for nicknames and parenthesis for name spelling variations:

Anna (Ane) /Jørgensen Sømme/
Karen (Kari) /Annundsen/
Robert "Bob" Allen /Smith/
Warren Thomas "Tom" /Bennett/

Commonly Used Given Name Field: You will notice that the first given name is carried down to the Given Name field. This field is provided to make the Story reports more readable. Rather than showing the full name all the time, this given name will be used in the story. However, people don't always go by their first given name. Some go by their middle name or some other nickname. You may enter that name in this field to be used in the story reports. You might wish to generate a sample Ancestral Story or Descendant Story Report to see how this is used.

If no given name precedes the surname, then all names following the surname name are copied to the Given Name field. This is in keeping with standard Chinese format where an individual named "/CHANG/ Chooi Fong" would be referred to as "Chooi Fong" in ordinary conversation. You may change the name in this field at any time.

Some people have expected this field to contain nicknames and have it included in an exported GEDCOM file. This does not occur. This filed is not exported to a GEDCOM file. Then how to handle nicknames. My suggestion (which I use in my own data) is to place quotes around the nickname and if you wish to use it as the commonly used given name (which is only used in story report) then use it there also. Example:

Full Name: William Gary "Bud" /Smith/
Commonly used Given Name: Bud

Normal Surname: This field is to identify which surname (when there are more than one) should be the *Normal Surname* (as defined by CFT). This option will only appear on this window if the option to display it has been selected in the *Database Configuration* (*Options* Menu) on the *Names* tab. The options are: First Surname, Second Surname, Second to Last Surname, Last Surname, First Surname of Two and Second Surname of Two. The *Normal Surname* is the one which will be displayed in *NameSearch* (and on many other reports) in the default sort order. CFT has the capability of allowing the identification of the *Normal Surname* by individual, which is useful for databases with mixed nationalities.

The last two options (First Surname of Two and Second Surname of Two) are provided specifically for Hispanic and Portuguese Surnames. Thus, if you select one of these options you should have three slashes (rather than the normal two) around surnames - with the center slash indicating the break between the two surnames.

For most databases, however, the *Normal Surname* will always be in the same location when multiple surnames are shown. In this case, you may not want this field to be shown for each individual, so you can turn this off in the *Database Configuration* window. The default when new databases are created, is for this to be turned off. So you will only see this field if you explicitly turn it on. You should also mark which surname is to be the *Default Normal Surname* in the *Database Configuration* window. This default will automatically set the *Normal Surname* for each *new* individual. It will not change the status of any existing individuals.

Adding, removing and editing events: A list of all events for this person is displayed on the bottom half of this window. A description of the columns of the event list is as follows:

1. The event name.
2. An icon indicating the event is either an "individual" event (icon of a single person) or a "couple" event (icon of a couple).
3. An icon (circle with slash) will show if this event is a "sensitive" event.
4. An icon (paper with blue lines) will show if a note has been added to the event.
5. An icon (book) will show if a source has been added to the event.
6. Date. Two date fields are shown. The second is for cases where there may be a "between" or "from-to" date.
7. An unlabeled field which may be the place, misc data or spouse name depending on the proper selection in the Standard Event Editor for that event.

Use the buttons in the toolbar at top (or hot keys) to add, edit and delete any event.

Copying Events: There are three buttons on the top toolbar of this Window which are used for copying events. Simply highlight the event to copy and click the *copy* button. This places the event on an internal paste buffer (internal to CFT only - this is not the regular Windows paste buffer). You can then close the individual editor and go to another individual and paste a copy of the event to that person. You can also copy multiple events by clicking the *copy* button for each event desired. These events will stay in the event paste buffer until you clear them with the *clear event buffer* button.

Auto-Sort Events: There is one more button on the Tool Bar. This will automatically sort the events based on the date (even if various calendars were used). Events with no date or only years or month and year will also be sorted. The routine attempts to keep not date events next to those they were with before the sort. You may need to manually sort these after the auto sort.

ii. The Note Tab

The Text Editor

It is highly suggested that if you are entering biographical information to create a story type report, that you should enter most (if not all) of your text into event notes rather than the general individual note. (Each note field is limited to about 64K of text - which equates to about 10 printed pages, so if you have quite a bit of information on a person, it is definitely recommended that you spread it around in more than one event note rather than in a single individual note.)

The text editor in CFT-Win is used to edit three different types of text:

1. Individual Notes: accessed from within the Individual Editor Window.
2. Event Notes: accessed from within the Events Editor Window.
3. Documents: accessed from Editors Menu.

The appropriate method of writing is to type continuously without carriage returns at the end of lines. The computer will automatically wrap a word down to the next line if it will not fit on the current line. Carriage returns (enter key or return key) are entered at the end of paragraphs only. You may enter more than one carriage return to put spaces between paragraphs.

To keep the same format that is generated by the story reports, it is suggested that you decide on a writing style up front and stick with that style throughout the database. Here I am speaking of two specific things:

   1. Paragraph indention. If you wish to generate story reports with paragraphs indented, it is
        suggested that you always indent every paragraph within your notes. Also make sure to check
        the option *Indent (Tab) each paragraph* in the Paragraph Tab of the Story Options (Options
        Menu).

   2. Paragraph Gap: If you wish to leave a space between paragraphs then always enter a space
        between paragraphs in all notes. Also make sure to check the option *Leave space between
        each event (paragraph)* in the Paragraph Tab of the Story Options (Options Menu).

If you adopt a style and stay with it, then your story reports will look consistent.

Also make certain that there are no blank lines at the end of the text, as this will cause "mysterious" blank lines to appear in the story reports. If you intend to completely delete a note make certain there are no invisible spaces or the program will think there is a note attached and print "mysterious" blank lines in certain reports. To verify that you have deleted all unseen spaces the cursor should be at the top left of the screen. Press the right and left arrows. If the cursor does not move you have deleted all spaces. If it moves to the right or down, then you have hidden carriage returns or spaces which can be deleted with the backspace or delete key.

The Text Editor includes the standard Windows cut, copy and paste and can copy text to and from the Windows clipboard. These options are on included as Buttons on the Text Editor Toolbar. The standard Windows clipboard allows you to cut, copy and paste between CFT-Win and any other Windows program - such as your Word Processor.

In addition, CFT-Win can import ASCII text files directly into a note field. Thus, you will see the *Import ASCII Text* button on the tool bar when you are editing a note field. This will place the text file at the current cursor location in your note. Also be aware that during this import process the text is actually copied to the internal Windows clipboard, so be careful not to issue a paste following this operation or you will paste a second copy of the text to your note.

The *Font* button in the note window allows you to specify a font to use for the notes - which normally is the font used for all other windows and specified in the Language Properties (Program Configuration -

Language Tab). Most people would wish to leave this alone. It does come in handy when you wish to print a report in a different font that the set Language Font and would like to view the note in the same font that would show up when printed. This is especially useful when you may need to print in a fixed width font (such as Courier New) when you need to keep columns lined up. (Since the note field is not a full fledged word processor tab stops cannot be set.) But remember that when printing reports, the font set for that report is what will be used, rather than the language font or the note font.

The Spell Checker

CFT's Text Editor also includes a powerful Spell Check Dictionary. The Spell Checker checks the spelling beginning with the word at the cursor insertion point. You can have two dictionaries open at the same time (american.dic and personal.dic). These dictionaries should be specified in the Program Configuration (Options Menu).

When a note is spell checked, it will search for the misspelled word in both dictionaries specified. If not found it will present a window with possible suggestions. There are several options you may take at this point. You can ignore the misspelled word (either this case or all future cases). You can replace the word with a word suggested - or retype a word - (either for this one case or all future cases). You might also add the word to one of the dictionaries. It's highly suggested that you add new words to your personal dictionary rather than the general dictionary.

The Edit Dictionary option allows you to add, edit and delete words from your own custom dictionary. Actually, you can edit any dictionary (or even create a new one). The entire dictionary gets loaded into memory, so if you try editing a large standard dictionary (such american.dic) it will take a while to load and to save it when you are done. Of course, words may also be added automatically to the custom dictionary while you are running the spell checker.

iii. Source Tab

You may tie two different types of sources to an individual (or event): a source reference and a document used as a source. If you have attached a reference to an individual or event, you can highlight that source reference and be able to edit the citation details on the lower part of the window. This citation is always specific for this individual or event.

The details of creating a source are explained in the Tools Chapter on the Source Editor. I would suggest that you also read the chapter on *Citing Sources* in the Section on *Climbing Your Family Tree*. This will help you with the proper method and give you many tips on entering source information.

If a document is used as a source, it will be displayed as a scrolled document icon. There is no limit to the number of sources you may attach to an event or individual.

iv. Media Tab

CFT Version 3 allows three different types of media to be attached to an individual: image (photo), video and audio files. Video and Sound files are viewed (or listened to) by using an external program that should already be installed on your computer. You need to set these in the *Program Configuration Window* on the Options Menu. The standard Windows Video player (mplayer.exe) and Audio player (sndrec32.exe) are entered as defaults. See the Program Configuration on Options Chapter for more details on these options. [iii. Program Configuration]

You need to make sure that all media files (sound, video and images) that you wish to use in a certain CFT database, are all stored in the same directory somewhere on your computer. This location (drive and directory) will need to be set in the *Database Configuration* Window, *DB1* Tab (Options Menu). If this is set properly then you should see the list of available media in the top left of the Individual Editor, *Media* Tab.

When you *add* or *remove* a media file, you are only "attaching" the file to your database. The program does not make a copy of the file into the CFT database. It only records the file name and caption.

The *Get Media File* Button is useful for copying a file from some other drive or directory into the database media directory. You can select more than one file at a time by using the standard windows conventions - which are: 1. Use the shift key together with the arrow keys or mouse to cover more than one in a row. 2. Use the ctrl key together with the mouse to select multiple individual files.

Remember that the first file in the Selected list should be an image, because it is the one displayed when a Ancestral Photo Chart, Descendant Photo Chart of Family Group Photo Chart is created. Thus you would likely want this photo to be one that is a "head and shoulders" type photo of the person in the prime of life.

Producing Quality Photos

Since images are the most common media to be used, as well as being the more complicated to deal with, we will spend more time on this topic. To attach a photograph to an individual, you must first convert your photographs into electronic form using a scanner. This can be tricky. There are many formats to choose from: PCX, BMP, GIF, etc.

CFT only supports BMP, GIF, JPG and WMF image formats. You will need to read your scanner manual on how to convert your photos to one of these formats. There are many variables that will eventually control the quality of your final pictures. Screen and printer resolution is one. A high resolution laser printer (600 dpi or more) will produce much better quality photographs than a dot matrix printer. Scanned images can consume a lot of space. For example, I have almost 100 images in my database and they take up over 14 megabytes of space. They could easily take even more than that if I had saved them in a higher resolution.
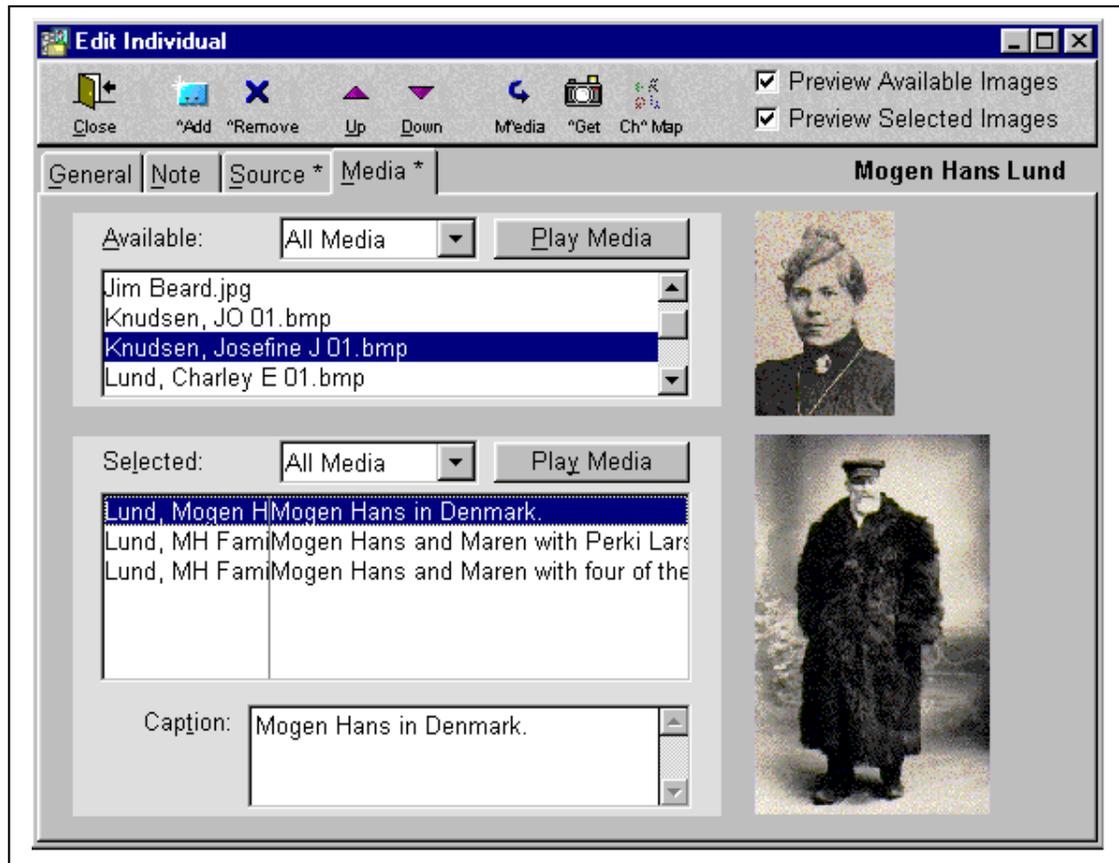
In my experimentation with an HP Deskscan, scanning at 150 dpi produced the best underlined output. Setting the size of photos to 1¾ inch high (documents to about 4 inches high) with a JPG format will produce the best trade off between quality and file size. Set photos to 3 inches high if you intend to use the "Large Photos" setting in the Photo Album Report.

Be aware that some of the image formats have more than one type. For example, JPG images have two different data compression algorithms: Huffman Standard Compression and Huffman Progressive Compression. CFT is only able to read the Standard Compression format. If you have the wrong format, CFT will not be able to display the image. The only solution is to read the problem files into a picture editing program and re-save in the proper format. JPG is not the only image type to have more than one style of compression or format. Others do also, but I do not know the details. I do know, however, that CFT cannot read all formats.

When you scan photos, you should always scan using the option <Millions of Colors> (ie. Full 24 bit resolution). When such a picture is compressed by JPG, the size is no larger, rather smaller, than a bad 8 bit image - and the quality is much, much better.

If for some reason (such as a requirement by some other application) you want to reduce a full 24 bit color picture to 8 bit, then you should use a picture program which can build a so-called optimized palette. This optimized reduction from 24 to 8 bit will be almost invisible, if you use a good program to do it. This reduction makes sense if you want to save space by using the PCX or GIF format, but it has no meaning when using the JPG format (which is always 24 bit).

E. Edit Events Editor

In the Individual Edit Window there is a list of Events associated with that individual. Here is where you can add, edit and delete events in the life of each individual.

Including user-defined events is very flexible with Cumberland Family Tree. Supplied with the program is a list of GEDCOM and CFT-Win standard events, which can be edited in the Standard Events Editor (Editor Menu). You can even add your own events to this list. (See the details on this in the Tools Chapter. [vi. Standard Events])

Normally you would set up the list of events that you would like included with each individual and family record in the Individual and Family Event windows in the Database Configuration option on the Options Menu. (See that option for more details. [i. Database Configuration]) However, with each individual you can add or subtract events specifically for that individual.

There are four types of events: 1. individual events, 2. family (or marriage) events, 3. events that can be used for either an individual or a family, and 4.the special "witness" event. The type of event is defined under the Standard Events Editor. Most events are individual events (such as birth, death, education, occupation, etc.) There are also a number of family events (like marriage, engagement, divorce). But there are also a handful of events that can be used for either an individual or marriage (such as address or move). Whenever you select an individual event you will automatically access the event editor for that event. If you select a family event, before you access the event editor you will be asked to select the spouse for whom this event is to be shared with. If you select an event that can be used as either an individual or family (such as an address) you will first be asked how you wish to use that event - as an individual event or as a family event.

In most reports, blank events will not be printed. Simply adding an event to an individual does not cause it to be printed. For example, if you add the divorce event to a family record you should also include a date, approximation or at least the words "(date unknown)". Otherwise the event will not be printed on any reports.

As you enter the dates, places and descriptions of an event you will see the story sentence get constructed in the Story display. This will help you see how the final event will look when generated by the story reports.

Warning on Emigration and Immigration Events

Up through Version 2 and the beta versions of Version 3 these two events were coded incorrectly. A person should "emigrate to" a place and "immigrate from" a place. In earlier versions this was incorrectly

coded as "emigrate from" and "immigrate to". Now that it has been corrected, you will need to go back to each event of these two types and manually correct the place names entered. If a person migrated from England to the US, for example, you may have entered the two events as "emigrated to US" and "immigrated from England". Now with the correction it will read "emigrated from US" and immigrated to England" - which would be incorrect. So you will need to make these corrections in your database.

Special "Alternate Name" and "Name Change" Events

These two events (Alternate Name and Name Change) have special significance in CFT-Win. When you use one of these events you should enter the person's full alternate or changed name in the Misc Data field, formatted exactly the same way as if you were entering it into the Full Name field - with slashes around the surname. Such as:

Ira Johan /Lund/

This will cause the name to get indexed in the Name index along with the normal "Main" name of that person. This will allow you to find this person under the NameSearch. (See the NameSearch Tool for more information on these events. [ii. Name Search])

Witness Events

For a great idea on the usefulness of witness events, I quote from a CFT user, Olivier Marquet, from Belgium:

> "To give a real example, I registered someone as the witness of the marriage of my first known ancestor, and later registered the same person as the witness of his son's birth. And he was also witness to two house sales contracts of people related to the family.

> "Although his name had nothing to do with mine, the repeated presence of that man at family events in the early 1600s, amazed me. So I started looking up who he was, and discovered his family name (George) had gradually become Marquet because his grandfather's name was Marc.

> "And so I discovered two more degrees in my ascendancy, which I wouldn't have, if I hadn't registered him this way. Because it is by looking at HIS event page that I noticed his relation to the family, not by looking at the different individual's pages." (Personal e-mail from Olivier Marquet to Ira J. Lund, 19 Oct 1997)

i. General Tab

Sure Field: You may enter a number from 0 to 3 in this field. It is used to indicate the certainty you have in the information entered for that event. If you are absolutely certain of the information, enter a 3. If you are totally uncertain, enter a 0. You can set the default number for the sure field in the *Database Options* Window, *Defaults* Tab (Options Menu).

Sensitive Field: This field is used to suppress printing or exporting (GEDCOM) of sensitive data, that you may not wish to share with others. Most of the printing and export functions will give you the option to suppress data in sensitive events.

Date Field: There are actually several fields that together make up the date fields. You need to signify the date type (normal, about, before, etc.) and the calendar type for a date. The default calendar type can be set in the *Database Options* Window, *Defaults* Tab (Options Menu).

A brief description of each of the date types may be beneficial:

   a. "normal" - The most commonly used date type. Used when a specific date is known. A specific date can be a day, month, year or a month, year only or a year only. Even if you do not know the exact day, as long as you are certain of the specific year (or month/year) this should still be considered a "normal" date.
   b. "about" - This is a date that you are not certain of the exact date.
   c. "about (est)" - This is similar to the "about" date but is different in that an "about" date was taken from the source document, while an "about (est)" is an about date which you have estimated. If you use this date type, I suggest that you make a note of it's meaning in your records somewhere (such as a Document), as this particular meaning, adopted by CFT, is not a genealogical standard.
   d. "before" - Use this for the latest date that the event could have occurred.
   e. "after" - Use this for the earliest date that the event could have occurred.
   f. "from" - This date type is used for dates that cover more than one date, such as an address. This will allow you to enter two dates: a beginning and an ending date. The event occurred "from" the beginning date "to" the ending date.
   g. "between" - Use this for a date that occurred sometime between the beginning and ending dates entered.

   h. "cleared" - Special LDS ordinance type - displayed and used only for LDS baptisms, endowments, and sealings. When I have cleared ordinances that have not yet been performed or do not know the date, I will put the date the ordinance was cleared in the date field.
   i. "do not clear" - Special LDS ordinance type - displayed and used only for LDS baptisms, endowments, and sealings.
   j. "stillborn" - Special LDS ordinance type - displayed and used only for LDS baptisms, endowments, and sealings. Ordinances are not performed for stillborn children.
   k. "child" - Special LDS ordinance type - displayed and used only for LDS baptisms, endowments, and sealings. Indicates a person who died before 8 years of age. Only the sealing to parents ordinance should be performed for a child who died before age 8.
   l. "born in the covenant" - Special LDS ordinance type - displayed and used only for LDS sealing to parents. A child who is born after the spouse sealing of his/her parents is considered "born in the covenant" and the sealing to parents ordinance is not required.

It is suggested that dates entered should be dates taken from the source documents. If you enter an estimated date - which you have estimated yourself - it is highly suggested that you use the "about (est)"

to indicate this. It would also be wise to add some note (in a document, for example) indicating your use of these dates in your database, so that later readers would better understand your database usage.

CFT uses the Universal Calendar Calculator (UCC) as it's internal date formatter. UCC only stores data internally in numeric format (day number, month number, year number, - cycle number - when used). UCC also controls how dates are displayed. Because of the UCC routines it is almost impossible to enter an invalid date into a date field. Once you leave a date field, UCC will format the date and if invalid will likely given an error or clear the date.

You can enter dates in numeric format and have it converted by UCC. For example you could enter 20.12.1997 and when you leave that field (tab key) it will convert to 20 Dec 1997. Almost any data that can be properly interpreted by UCC can be entered. For example, all of the following will convert to 20 Dec 1997: 20.12.1997, 20/12/1997, Dec20 1997, 20dec1997, 20/12/1997, decemb20,1997.

When it comes to numeric month entry, you can enter either day/month or month/day depending on the setting you make in the UCC Options (Options Menu)

You can also change the way dates are displayed in the UCC Options Window. However, I would suggest that you stick to the genealogical standard of displaying dates, which is the format: DD MMM YYYY. For example: 12 Jun 1874 and 20 Apr 1991.

You can also access UCC itself by pressing the *UCC* button. More details on this unique utility can be found in the Chapter on Tools, as UCC is also accessed from the Tools Menu.

Free Format Date Field

For special cases you may wish to enter some data into the *Free Format Date* field. This field is provided for non-standard dates. For example, suppose you obtain a date such as *Easter 1567*. You could enter this date into the free format date field, and then using UCC actually calculate the actual date of Easter in 1567 which can be entered into the date field. I would suggest that rather than simply entering "Easter 1567" into the *Free Format Date* field, you should enter "given in document as Easter 1567", thus it will be clear where that date came from.

A good use of the Free Format Date field is to include a time stamp. The following is an interesting excerpt from Ted Voordouw, a CFT user in the Netherlands:

> "I want to give you some background on the 'time stamp' requirements for civil registration used in most of the European continent which was once 'occupied' by the French Napolean army. The time of birth or death was, from that point on, always included in every civil register. The explanation for this is that it serves a practical legal purpose! An example would be that in a 'last will' or 'codicil' someone leaves his property to the 'oldest' living male child or grandchild. In a very few cases this could lead to conflicts if there were two children (twins) or two grandchildren of different parents who were born the same date. Only the date AND time would clarify who's entitled. There are many 'border cases' you could think of, if the time of the date was not known.

Napolean was also the first to 'standardize' the time keeping system for that purpose. He was also the one who invested in the *Bureau de Temps et Measures*, equal to the present NBS at Boulder, Colorado. In general most European civil registrations do include the 'time of birth' and 'time of death' for all of their records (non-optional), since the early 1800's.

For database quality reasons, the purpose of adding the time would also be that if the time is registered in the family tree system then one can be pretty sure that there is a high level of accuracy for this person's record. It would mean that someone has a copy or has taken notes from the original register! This in contrast to some of the 'hear-say' type of registrations some people try to use to set up their family tree." (Personal e-mail from Ted Voordouw to Ira J. Lund, 26 Mar 1998)

Place/ Address Field: You may enter a place name up to 250 characters long in the place field. Place names usually consist of three (occasionally two or four) names: City, County/Province, State/Country. Below are several examples of place names:

Clarksville, Montgomery, Tennessee
Stavanger, Rogaland, Norway
Logan, Cache, Utah
Mosbjerg, Hjorring, Denmark

You may also enter other information here if you wish. For example you might wish to include a Cemetery name for a burial or a church name for a baptism or christening. Here are a couple of examples:

St. John's Church, High Street, Malvern, England
Rose Cemetery, Nashville, Davidson, Tennessee

You only need enter a place name once. If the place name you wish to use is already in the database there are several ways you can "re-enter" that name. If you re-type the name, no new place name will be added to the place name file. But you must enter the name exactly identical to the way it was entered the first time or it will create a new place name. If you have done this accidentally, use the Merge Place Name option under the *Place Name Editor* option of the Editors Menu.

There are two ways you can select a place name that has already been entered in the place name file:

1. If the record number of the desired place name is known, simply enter a period and then the number in the place name field. After pressing the tab key (or clicking on another field), the place name will be automatically filled in. For example, suppose I remember that Clarksville, Montgomery, Tennessee is record number 5, I can type ".5" in the place field, press the tab key and the place field will change to show the appropriate place name. (The reason you are required to enter a period is to differentiate from something like an address, which will likely begin with a number also.)

2. If you cannot remember the number of the place name desired you can press Select Place Button to access a pop up window which lists the place names sorted alphabetically. Select the desired name desired and press enter to copy it to the place field. You may select the place name by paging down

through the list, or begin entering the name at the top of the list and the list will scroll to the nearest alphabetical location in the list.

For those using the LDS ordinance events (BAPL, ENDL, SLGC, SLGS) I'd suggest that you enter the entire temple name and location rather than the temple codes in general use by the LDS Church. When a story report is printed it will look nicer to say that a person was endowed in the "Atlanta Temple, Atlanta, Georgia" rather than that they were endowed in the "ATLANT".

For the special case of an Address Event, you will be presented with a multi-line address field instead of the Place Field. Enter a complete address as would appear on the outside of an envelope (with carriage returns (Enter key). When a story is generated each line will end with a comma, so that it gets formatted for a story. But the entry format allows the address to also be used for address labels (as explained in the Reports Chapter). Address fields can also be selected from a pop-up list or by enter period and the record number as explained for place names.

Miscellaneous Data Field: At first it may be difficult to understand what the miscellaneous data field is used for, but think of it as additional information to an event. The actual type of information entered into this field will depend on the particular event. As an example the Baptism event expects this field to contain the name of the person who baptized the individual, and the Identification Tag A expects this to be a tag number. Basically, this field is used for anything other than a place that would complete the story sentence. See the Tutorial Section for more details on how this field is used. [A. Tutorial]

Data can be entered into the miscellaneous data field the same way data is entered into the place field. You can type the information directly in, enter a period and the record number or select an existing misc data by pressing the *Misc* Button. The miscellaneous data field can be up to 250 characters long.

ii. Note Tab

You may wish to include further biographical information about each event as you go along. Details on using the text editor in CFT, were explained earlier under editing an individual. Please refer to that section for more details. (*ii. The Note Tab)*

iii. Source Tab

Event sources work exactly like individual sources. Please refer to the *Source* on the *Individual Record* for more details. (*iii. Source Tab)* Also refer to the *Source Editor* on the *Editors* Menu. (*v. Source and Repository Editors)*

F. Deleting Individuals

There are two options for deleting an individual (both on the Individual Menu). *Delete Individual* deletes the individual which is currently highlighted. (This option also has a short-cut key, the delete [Del] key.) Before deletion, however, a prompt will request verification. *Delete Individual (IRN)* works the same way

but allows you to enter an IRN for the person to delete, rather than deleting the highlighted person. Before deletion, a prompt will request verification.

G. Fix Relationships

The options on the *Fix Relationship* sub-menu (of the Individual Menu) allows the connecting or disconnecting of individuals already in the database.

To disconnect a person from the family group simply highlight that person and select the *Disconnect Individual* options. It's as easy as that. No data will be lost. Only the link that connects the people together is removed.

There are three options for connecting people to the current Key Individual: connect a spouse, connect parents or connect a child. Whether the parents or child are birth, adoptive or foster is controlled by the child type, so you would connect them the same way. Whenever you select one of these options you will be presented with the Name Search window to select the person and then prompted before the connection is actually made.

H. Children Sub-Menu

i. Child Types

You can indicate a child is a birth, adoptive, foster or sealing (LDS) child using the *Child Type* option of the Individual Menu.

In CFT Version 3 you can have as many sets of parents as you wish. If a child has more than one set of parents an icon "B" will appear in the columns before his name on the Family Group of the Main Window. If the child is adopted an "A" will appear, an "F" for foster and "S" for sealing child will also appear.

ii. Mark as Preferred Child

Mark as Preferred Child (Individual Menu) causes an asterisk (*) to appear next to a child. The purpose of this is mostly for visual reasons. Suppose you marked each of your direct ancestors as the preferred child, then you would more easily see (on-screen) which one of a group of children was your ancestor. If you try to mark a child that is already marked, it will remove the mark. Thus, if you do not want a mark you can remove it.

I. Changing the Key Individual

i. Change Key Individual Options

There are a number of ways to change the Key Individual. These options are in the *Change Key Individual* option on the Individual Menu.

> *Change to Highlighted Individual* changes the highlighted individual to be the Key Individual.
> *Change to Spouse* changes the spouse of the Key Individual to be the new Key Individual.
> *Change to Father* changes the father of the Key Individual to be the new Key Individual.
> *Change to Mother* changes the mother of the Key Individual to be the new Key Individual.

If you are pointing to a child, selecting this item automatically cause that child to become the key individual. If you are not pointing at a child, selecting this item will cause a pop-up window to appear, listing all of the children of the current Family Group. Pointing and pressing enter for the desired child will cause the key individual to be changed to the selected child.

All of these items have short cut keys - single letter that can be pressed from the main window without accessing the Change Menu. They all also have a Button on the bottom Toolbar which can be pressed with the mouse. In addition you can change the Highlighted Individual using the right mouse click menu.

ii. Name Search

Selecting this item will bring up a window allowing you to select an individual by name. As you will see the names are listed in alphabetical order. You can page down or page up while in the name search. However, there is a very easy way to select the individual you wish without paging down forever. At the top of the window you may begin entering the name of the person you desire. The list of individuals will begin scrolling to show the closest person in alphabetical order. You can enter as many or as few characters as you wish. Simply point at the individual you want and press the enter key to make this person the key individual.

You will also notice that to help you select the appropriate individual, there is some more information to the right of the name: Thus, if you have different individuals with the same name (as occurs often in extended families) you will be able to identify the right person.

Accented characters (such as È Ç Ø æ ñ) are sorted based on the rules set for that language in the Program Configuration. (In English they are set the same as the un-accented character).

There are a number of methods of looking up names in the Name Search. The first group of options are as follows:

Normal Surnames: This is the *Normal* single surname as is defined within CFT, followed by a comma and the given names. (See the *Database Configuration - Names* Tab for further details on the definition of a *Normal* surname. [i. Database Configuration])

Multiple Surnames: This will show multiple occurrences of an individual who may have multiple surnames. For example the Norwegian name: "Johan Severin /Svendsen Rage/ would be sorted as "Svendsen Rage, Johan Severin" under the *Normal* surname. Using the *Multiple Surname* he would *also* appear as "Rage, Svendsen, Johan Severin".

Given Names: This option would sort the example shown as "Johan Severin Svendsen Rage" or a Chinese Name such as "/Zheng/ Chooi Fong" as "Chooi Fong, Zheng".

All Name Parts: This option will show all name parts: normal surnames, multiple surnames and given names. Thus any given person could be listed several times.

A second group of options:

Main Name Field Only: This will display only names generated from the *Full Name* field within the *Individual Editor*.

Alternate Names: This will show names generated from the special event *Alternate Name (unofficial name)*. These names must have been entered into the *Misc Data* field.

Name Changes: This will show names generated from the special event *Name Change (Legal or Official)*. These names must have been entered into the *Misc Data* field.

All Name Types: This option will show all name types: Main Name Field, Alternate Names and Name Changes.

Selecting *All Name Parts* and *All Name Types* would generate the largest list of names and most people would show up in the list in several locations.

There are a number of options to set the name of the person to start with whenever the *NameSearch* is accessed: Top of Name List, Current Key Individual or Last Name Search.

You may notice that some indexes get loaded from time to time as you enter the NameSearch. This will be more noticeable on larger databases where the index takes longer to load. The purpose of the index is to allow the thumb scroll bar on the right of list to work properly. The indexes only get reloaded when the program sees changes in the number of individuals in the database. This was done to avoid having to load the indexes every time the NameSearch is invoked.

iii IRN Search

Choosing this option allows you to enter the IRN of any individual in the database and make that person the current key individual.

iv. BookMark

With this option you can set bookmarks within your database. This makes it easy to quickly go to that individual at a later time. With the key individual set to the location you wish to set as a bookmark, select the *Bookmark* option from the *Tools Menu* (or click the *Bookmark* Button on the top toolbar). When presented with the Bookmark window, press the *BookMark Current Key Individual* button. You can use the *Remove Highlighted BookMark* to remove bookmarks. Press the *Goto* Button to jump to the highlighted bookmark. Also note that you can drag and drop using the mouse to rearrange the order of the bookmarks.

J. Other Marriages

The *Other Marriages* option allows you to add more marriages to the Key Individual, sort the order of marriages and mark a marriage as the preferred marriage. The *Disconnect* button does not delete anyone from the database. It only disconnects the spouse from the Key Individual.

Like the preferred child, the preferred marriage is mostly used as a visual clue, although when you select a person (from the Name Search for example) and that person has multiple marriages, the preferred spouse will be the one to show initially. You would have to access this window to switch the displayed spouse and children to another marriage.

Remember that there is an internal link connecting people together. Although it is called *Other Marriages*, it is also needed for cases where no marriage occurred but a "couple" type relationship existed between two people. The events, such as Marriage, Common Law Marriage, Lived Together, and Not Married are necessary to indicate that proper marital status of the connected couple.

K. Other Parents

The *Other Parents* option (much like the *Other Marriages*) allows you to add additional parents to the Key Individual, sort the order of parents, indicate parent type (birth, adoptive, foster) and mark a set of parents as the preferred parents. The *Disconnect* button does not delete anyone from the database. It only disconnects the parents from the Key Individual.

The *Preferred Parent* allows you to designate which set of parents is the preferred set. This is very similar to the Preferred Child and Preferred Spouse - used mainly as a visual clue.

Even in cases of conflicting information on the parentage, both parents can be connected to a given individual. There is no limit on the number of parents any individual in CFT can have.

L. View Modification Date

CFT Version 3 internally keeps track of the date a piece of data is added or edited. You can look at this date by viewing the modification date. Try the right mouse click on an individual from the main window or on an event in the event list of the Individual Editor. There are two dates that are stored internally: the Creation Date and the Last Modification Date. In addition each date contains a tag to indicate where the was last created from or edited, such as "imported from a GEDCOM file", "imported from CFT-Win Ver 2", or "Edited in Version 3".

Chapter 2. Tools

The Tools include all the options under "Import/Export" on the File Menu, as well as all options under the "Tools", "Editors" and "Options" Menus. This chapter also includes the database tools on the "Opening Dialog Window". Before explaining in detail each option, the following tutorial should give you a quick overview of the available tools.

A. Tutorial

There are a host of special features included with Cumberland Family Tree which are fully explained later. Here is a quick outline of what they are so that you are aware of the program's capabilities. As you find that you are in need of them you can then learn more about them.

Import/Export Tools

ASCII Text Import: With Windows all it takes is an Alt-Tab to switch over to your Word Processor, select a piece of text and copy it into an individual note, event note or document in CFT-Win. In addition you can easily import an ASCII text file to be pasted into your database. This will save much re-typing if you already have the data on your computer in another application. *ASCII Import is no longer found on the File Menu. It is now located as a button within each location where a note field occurs.*

GEDCOM Import/Export: GEDCOM stands for GEnealogical Data COMmunications. GEDCOM has become a genealogical industry standard method of transferring genealogical data. Most major genealogy programs implement a GEDCOM import and export feature. Most professional genealogists will always recommend that you never purchase a program that does not have this capability, as you may one day discover another program which has better features than your current program and you could then easily transfer the data to the new program without the drudgery of re-entering all of the data.

CFT-Win Ver 2 Import: This tool allows you to easily import your data from the prior version of Cumberland Family Tree.

CSV Flat ASCII File Export: Used to export individual records to a format that can be imported by word processors and spreadsheets.

"Tools" Menu Tools

Selection Lists: This feature allows you to create lists of individuals, places, etc. that would be used in printing reports or GEDCOM exports. For example, suppose you wanted a list of all descendants of a given person to be printed, or a list of all direct ancestors of a given person.

UCC Calendar Calculator: This powerful utility (which is also sold separately) can do an enormous amount of date manipulation. It can convert between 10 different calendar systems, it contains lists of Medieval calendar dates, holidays and country conversions from Julian to Gregorian calendar. This handy tool also allows you to enter two dates and calculate the years, months and days between them. Alternatively it can also calculate an earlier or later

date given one date and the time span. Two small perpetual calendars will also be visible for the dates entered.

Relationship Calculator: This utility allows you to enter any two people from the database and calculate the relationship between them. In fact, it will calculate up to 100 different relationships between the same two people This occurs when there are inter-marriages within the database.

Global Search: This powerful search option allows you to search for words or phrases within any field of your database: names, places, sources, notes, etc.

Individual Merge: Allows you to merge data from two identical individuals (inadvertently entered twice in the database).

Database Checking and Repair Tools

Rebuild Indexes: This very important tool will rebuild the database indexes and is often used when data corruption occurs for various reasons.

Database Verification: This tool will run a test on your database checking for reasonableness among dates such as birth, christening, marriage, death and burial. It will look for errors in the database and produce a report of possible problems.

Unused Records: This tool runs a check on various lists (such as place, source, etc.) and will report those that are not being used. This also contains the option to mass delete or selectively delete these unused records.

Name Case Change: This tool will change the case of all names in the database based on your criteria: all upper or lower case or proper case (first letters capitalized). You may do this for all names, surnames only, names preceding and/or names following the surname.

Source Tool: This tool is used for mass marking certain segments of the database as obtained from a single source.

LDS Ordinance Tools

LDS Ordinance Auto Events: This tool is only of interest to members of the LDS Church. It will automatically add certain date types to individuals meeting certain requirements - normally dealing with the death age of a person.

LDS Ordinance Check List: This tool allows an LDS member s to quickly identify individuals in the database that can be quickly cleared for temple work. It also allows one to see why certain ordinances won't clear and will quickly generate a Selection List to be used by the GEDCOM Export tool for submitting data for TempleReady.

"ShareIDs" for Database Merge: This utility will mark your database with unique "ShareID" numbers that allow for easy database merging when you and your relative both work on the same database.

"Editors" Menu Tools

Media Editor: Lists the Media available to the current database and allows you to view images or play video and sound files. It will also show you which individuals a given Media file is attached to.

Place Name Editor, Address Editor, Misc Data Editor, Source Editor, Repository Editor: These
   editors allow you to add, edit, delete, merge or correct information from the list of place
   names, miscellaneous data or source notes. You can also quickly look up the events where
   these items are used.

Document Editor: This powerful editor allows you to enter typed text such as the entire transcript
   of an important source document, or attach media files (such as a scanned image). These
   documents can be used as stand-alone text documents, such as a personal letter, or tied into
   an event as a source reference.

"Options" Menu Tools

Database Configuration: These options allow you to set a number of default parameters and the
   user name, address for the current database.

Story Options: These options allow you to set a number of parameters for how to display "stories"
   such as in the fourth tab (Story) of the Main Window or in the printed story reports.

Program Configuration: These options allow you to set a number of default parameters that are
   used for all databases.

UCC Options: This is where you set options for the Universal Calendar Calculator (Tools Menu).

Toolbars: These options allow you to display and hide the two toolbars which normally appear at
   the top of the Main Window.

Standard Events: Here you may edit and add new Standard Events.

Opening Dialog Tools

Backup/Restore: The backup and restore utility will save your database to a single compressed
   file in the industry standard ZIP format.

Database Split: This option allows you to split off a segment of a given database to create a new
   database (a sub-set of the original database).

Database Merge: This powerful utility (totally rewritten for Version 3) allows two separate
   databases to be merged into a single large database.

B. "Import/Export" Tools

i. GEDCOM Import

GEDCOM stands for GEnealogical Data COMmunications. The GEDCOM standard was actually
created by the LDS church (The Church of Jesus Christ of Latter-day Saints). It has become a genealogy
industry standard format for exchanging genealogical information. All major genealogy programs will
create or read GEDCOM files. With this feature you can exchange genealogy data with others, even
though you may have two different programs.

A word of caution is in order. Although many programs can read and write GEDCOM files, there is a
limit to the data that can be transferred by this method. All programs cannot accept the same data. For
example, some of the special events included in Cumberland Family Tree (although they are supported by
the GEDCOM standard) may not be recognized by other programs, because the other program does not

have a field for that data. Likewise, some data in a GEDCOM file may not be recognized by Cumberland Family Tree. When Cumberland Family Tree encounters unknown information in a GEDCOM file it will do one of two things. If the incoming unknown data is associated with an individual, it will place the information, including GEDCOM tags, into that individual's notes. If there is an unknown record, un-associated with an individual, the information will be placed into a document. If there are any errors in the GEDCOM file concerning relationships, a document entry will also be created noting the individuals with the incorrect relationships. You should check these thoroughly and manually correct the relationships with the Linkage Editor.

It is highly recommended that after a GEDCOM import you check the Sources. Often sources do not follow the exact format that CFT-Win uses and you may need to manually convert the sources to the CFT-Win format. (See the explanation on source conversion in the CFT-Win Ver 2 Import section early in this manual. [Converting Source Notes])

In CFT a Log File of problems can be placed in a Document and/or a separate text file. This Log File should be used to double check the database after import. Any possible problems with the data can then be corrected.

To import a GEDCOM file, select this option and press the *Select GEDCOM File* button and select the file from the file dialog. Press the Import button to begin the import.

There are four options available before importing a GEDCOM file:

1. Special Character Translation. This option allows you to specify ASCII character codes for translating during import. This is most often used when an older DOS program may have created a GEDCOM file with accented characters. These codes will need to be entered and the *Translate Special Characters* box checked, to make the appropriate translations. Only use this option if you notice that certain accented characters are always transformed to some other character.

    Normally you will not need to use this option. The Standard GEDCOM format is the ANSEL character set. If viewing a GED file, accented characters DO NOT look correct, but when imported they get translated from ANSEL to ANSI (the Windows standard character set). So do not change them. Within the first 10-20 lines of a GEDCOM file is the "CHAR" tag. It normally says "1 CHAR ANSEL". If so accented characters will NOT look correct. If the tag says "1 CHAR ANSI" then the characters will look correct. If you have a GEDCOM file that has correct looking accented characters but says ANSEL, then you need to edit the file and change it to ANSI - then the characters will get imported properly.

2. Unknown Tags may be placed in the note fields or they may be ignored. How you decide to set this will depend on the type of unknown tags encountered.

3. Create Log File of Import Errors. Checking this option will create a text file (which can be editing with NotePad or WordPad) with errors encountered during the import. The text file name will be the same as the GED file name with a *.log* extension.

4. Place Log File in a Document. The exact file mentioned in option 3 can also be written to a Document within your database, in addition to or instead of the text file.

What to do with a GEDCOM file sent to you by a relative

It is highly suggested that you do NOT immediately import a GEDCOM file into your main database. All individuals from the GEDCOM file will get added to your database, regardless of whether they are already in your database. The GEDCOM import has no way of identify any incoming record as an existing person in the database. Therefore, simply importing a GEDCOM file to your existing database will likely simply create a huge mess for you.

The best approach to a new GEDCOM file is to immediately create a NEW CFT database, and import the GED file to it. Now you have a complete stand-alone database from your relative, which you can easily view, check, print reports, etc. If the number of differences are quite small you may wish to simply manually correct your database. If there are a number of new individuals and/or major changes to data of existing persons in the database and you wish to update your main database, then it is suggested that you perform a Database Merge. The Database Merge will allow you to match up common individuals between the two databases and perform a much cleaner merge than by simply importing a GEDCOM file to your existing database.

Another very important thing you need to do is check the sources and convert them to the CFT-Win Ver 3 source structure. If your GED file was imported from a GED file created by CFT-Win Ver 3 you likely will have no trouble. But there are many ways in which various other programs deal with source notes, so you may wish to review the source conversion needed in the Source and Repository Editors section.

Basic GEDCOM Layout

The GEDCOM Importer will only include Individuals and Marriages in the GEDCOM file. If there is an incorrect individual or family reference in the file these will simply be ignored and only the correct individuals and families will be imported. If you look at a GEDCOM file you can quickly get an idea of how it is structured. The important relationship linkages are shown in the partial GEDCOM file below:

```
0 @I00001@ INDI
1 NAME Ira Johan /Lund/
1 SEX M
1 FAMS @F00001@
1 FAMC @F02301@
0 @F00001@ FAM
1 HUSB @I00001@
1 WIFE @I00002@
1 CHIL @I00010@
1 CHIL @I00011@
```

In a GEDCOM file normally all individual records appear before the family records.

The first five lines above are part of an individual record. It says that this individual with ID number of I00001 is a spouse in Family record F00001 and a child in Family record F02301. The next five lines are

a Family record for F00001. You should have the idea now. For accurate relationships, every family record referenced in an individual record must be included as a family record in the file. And for every individual referenced in a family record there must be a valid individual. Pointers always go in both directions as in the example above, i.e. in the individual record there is a reference to the family and in the family record there is a reference pointing back to the individual.

It is not necessary for you to understand the internal structure of GEDCOM files to be able to use them. However, if you wish more details, the full documentation is available on-line at the following locations:

ftp.gedcom.org/pub/genealogy
www.tiac.net/users/pmcbride/gedcom/55gctoc.htm
www.gendex.com/gedcom/55gcint.htm

ii. GEDCOM Export

The GEDCOM Export will create a file with the individuals listed in the Selection List you designate. You must designate a Selection List to create a GED file. For details on how to create a Selection List see the information later in this chapter on *Tools Menu - Selection Lists*. [i. Selection Lists]

Use the *Select GEDCOM File* button to designate a GED file to create. GEDCOM files require an extension of GED. You may enter the file name with a path name (if applicable). The program will automatically add the GED extension.

In order to create a GEDCOM file, these two parameters must be specified: an output file name and a Selection List. In addition there are six other options you may set before generating the GEDCOM file:

1. Destination: Three possible destinations: 1. Standard GEDCOM, 2. LDS Ancestral File, 3. LDS TempleReady File. The output of all these exports are basically the same with the exception of the DEST (destination) tag which indicates the intended destination of that GEDCOM file. Normally you would use the *Standard GEDCOM* to create files, which you can transfer to other programs or to share data with your relatives. Use the *Ancestral File* if you are preparing a diskette to send to the LDS Ancestral File. Use the *TempleReady File* if you are preparing a diskette to be used by the local Family History TempleReady program, which clears names for temple work.

2. GEDCOM Version: There is very little difference between the two allowed export versions of GEDCOM. Typically you would want to use Ver 5.5,as version 4.0 is only provided for compatibility with older programs.

3. Character Set: This is only a concern when using accented characters in your database or are using a foreign language that does not use the Latin-1 Character Set. All English speaking languages (not using any name with accented letters) would all contain the same output (except for UNICODE). A brief description of these various character sets will help:

  a. IBM-PC: This is the old DOS program standard. Should not be used. May be used for compatibility with old DOS programs. This allows accented characters to be transferred properly.

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b. ANSEL (GEDCOM Std): This is the Character Set that should most be used. It is most compatible with all other genealogy programs.

c. ANSI (Windows Std): Only used for compatibility with old Windows programs that may not support the ANSEL standard. This allows accented characters to be transferred properly.

d. ISO 8859-1 for HTML/Web: This is used when you wish to use a GEDCOM to HTML converter for use on the internet. This will save accented characters with the appropriate tag for HTML web pages. No other genealogy program allows the import of GED files created by this standard. So be careful of the use of these GED files.

e. UNICODE (multi-lingual): At the present no other known program supports UNICODE. However, the use of UNICODE should eventually replace ANSEL as the standard (although I suspect it will be many years before this occurs). Only UNICODE will allow the transfer of all languages in the world. ANSEL will not support Cyrillic, Greek, Hindi, Chinese, Japanese, etc. but UNICODE will. ANSEL only supports European Latin languages.

4. Include Sensitive Events: As a default, no sensitive event will get written to a GEDCOM file. Checking this box allows sensitive events to be included.

5. Include Events for Living Individuals: As a default no events will be included in a GEDCOM file for Living Individuals. Check this box to include events for Living Individuals. If you are creating a GEDCOM file for publication on the internet or other public location, you might consider how sensitive your living relatives are to detailed information about their lives.

6. Include ALL Documents: Normally a document will only be included in the GED file if it is referenced as a source. Check this box to include ALL documents, even if not referenced as a source.

Be aware that no media files (photos, videos, sounds) are included in the GED file. A reference to a media file and it's file name will get included, but the actual file will not be. So if you intend the recipient of the GEDCOM file to have access to the media you must also copy the media files in addition to the actual GEDCOM file.

If you are submitting a GEDCOM file for Ancestral File or TempleReady, then you should read the chapters in the Section on "Climbing Your Family Tree" for further information.

iii. CFT-Win Ver 2 Import

To help earlier Cumberland Family Tree Professional Users upgrade, you may use this option which will quickly move your data into the new Cumberland Family Tree for Windows. Simply select the database directory of your old CFT-Win Ver 2 database. Then press the *Import Database* Button. Your database will now be imported.

This option is really only useful for transferring data from a Ver 2 database. Therefore it will only allow a transfer to an empty database. You cannot import data to a database that already has data in it.

More detailed explanation of the upgrade process from CFT-Win Version 2 may be found earlier in the manual - Section 1, Chapter 3, D. Upgrading from CFT-Win Version 2.

iv. CSV Flat ASCII File Export

This option allows a user to export data to a flat file that can be imported to some other program, such as a spreadsheet program (like Excell) or a word processor.

Very simply you set a few options: the file name to export, the selection list of individuals to export, the selection list of events to export and whether you want tab separated or comma separated fields. Then press the Export button and that's it.

Since each event in the Event selection list will be included as three fields (or columns) in the export file, you should create a Standard Event Selection List that uses the smallest number of events desirable - such as birth and death only. The three fields (columns) generated by each event are: 1. date, 2. place/address name 3. Misc data. For some events some of these fields may not be wanted or needed. Simply delete that column after you have imported the file to your spreadsheet program.

Comma separated fields are more likely to be used in spreadsheet programs, while tab seperated are more likely to be used when importing to a spreadsheet.

C. "Tools" Menu Tools

i. Selection Lists

Selection Lists are useful in a number of contexts. At the most common level, Selection Lists are lists of individuals that might be printed in certain reports (such as Individual List reports), or to designate the individuals to be exported to a GEDCOM file, or to designate the individuals to be split off in a Database Split. However, Selection Lists can also be lists of places, miscellaneous data, sources or other items - not just lists of individuals.

Selection Lists replace the old CFT Version 2 "Marking". The advantage of having a Selection List is that you can now maintain multiple lists of people without having to re-mark the list every time (like in Version 2). Thus you could have one designated as "Thomas Jefferson's Ancestors", another as "Thomas Jefferson's Descendants", and so on. However, since these lists are static, newly added individuals to your database do not get automatically added to any list, so you would need to add them to any lists you are maintaining.

Regardless of the type of list, they all basically work the same way. Nine Types of lists are allowed: individuals, families/couples, events, place names, addresses, Miscellaneous data, documents, source references and source repositories.

To create a list, simply select the list type (ex: individual) and press the *Add Selection List* button. Enter a Title. Make it unique and descriptive, such as "All People in Database" or "Descendants of Leonard B. Lund" or " Ancestors of Ira J. Lund".

The next window displays two lists. The one on the left includes all those records not in the selection list. The one on the right is a list of all those record included in the selection list. You move records between the two lists using the left and right arrows (located between the lists). First you must highlight one or more records to move them. There are also some buttons near the top that allow you to add or remove highlights to all records quickly. Closing this window will save your selection list. There is no limit to the number of selection lists you may create.

In all cases you can make multiple selections by clicking (left mouse click) on each record (item) you want to include, before you press the Right-Arrow Button to add to the Selection List. This also works in reverse. You can highlight more than one record to remove from the Selection List.

Individual Selection Lists also include special options that are not included on other types of lists. You will notice a list of options for individuals: all records, all living, all deceased, ancestors, ancestors with siblings, ancestor branch, descendants with spouse, and descendant branch. When selecting other than all records, you press the *Highlight* button to mark the appropriate people. For ancestors and descendants you should make sure that the highlight is on the Key person - the person who you want ancestors or descendants included.

Here is a quick explanation of the difference between *ancestors*, *ancestors with siblings* and *ancestor branch*. If you mark *Ancestors* only, then all you get are those who are *direct* ancestors. *Ancestors with siblings* will include brothers and sisters of direct ancestors. *Ancestor Branch* will mark everyone connected to anyone that is a direct ancestor. It is like tying a knot at that person and getting the entire branch from here back. If there are intermarriages within the family, this may not give the expected results as it will climb up through the ancestors, marking everyone attached and coming back down the tree marking anyone descended - except those descended from the person who you highlighted. With an intermarriage this may end up circling completely back around and marking even the descendants of the given person.

The same reasoning above applies to the difference between *descendants with spouse* and *descendant branch*.

Remember that what gets printed in an Individual Report (as an example) is a list of everyone in the list on the right. Suppose, for example, you want to include all Descendants with spouses. Select the drop down on the left for "Descendants w/Spouse". Highlight the person desired. Click the yellow asterisk, which then highlights all the descendants and spouses of the initial person. Now click the black right arrow (between the two lists) which will move all these people to the right list. That's it! Now when you close this window, you will have saved the selection list.

You have a very flexible arrangement here, as the list of special options appears on the right list also. This means you could select a subset of these people and remove them from the selection list.

Special Blocking Feature: In large databases (even in some rather small ones) you often have intermarriages that will cause marking of ancestral branch or descendant branch to work in ways you may not expect. For example, when you click on a start person and mark the ancestral branch, the program will begin with that person and work it's way up through all ancestors AND everyone connected to those ancestors. This means that if there is another line where a descendant of the start person is also descended down a different line, then the algorithm works it's way through everyone connected with the ancestors

and can end up basically marking everyone in the database. So the purpose of the "block" (Set Individual as Block button on toolbar) is to stop this looping. But in order to use it you must already know who the person is, that the line will come back down through and you find that person and set a block there. This stops the algorithm from further processing down that line. This works well for cases where they may be only one or two places which would cause the looping to occur - but in some more rather large and many inter-related databases (like mine <grin>) it can be too complex to implement. I don't know all the various complex relationships - so I simply avoid marking a "branch".

The "View" (View Blocked Individuals Button) allows you to see all the people you have set up as blocks. The Clear (Clear all Blocks Button) will clear the list of blocks.

Special feature: "Individual List of Selection Lists": There is a special button in the upper right corner of the Selection List Window. Pressing this button displays a list of all individuals in the database showing the number of "lists" each person appears in and the name of the first list they appear in. This is very handy if you wish to divide your database into subsets. This is a way to check to see whether each person has been assigned to a Selection List. In essence this is a different view into selection lists. You can add person to more selection lists from here - or go to the "View" Window and see all Selection Lists for the highlighted individual and add and remove them from there.

ii. UCC Calendar Calculator

The Universal Calendar Calculator is actually a totally separate program, originally written before it was incorporated into CFT. From the beginning, however, the intention was to eventually integrate UCC with CFT. UCC does have it's own Help Menu which is accessed whenever the UCC is running. All documentation on UCC is also included here.

*The **Universal Calendar Calculator** can display and convert between **34 different calendars**:*
Western: *(1) Julian Day Number, (2) Gregorian (New Style), (3) Julian [January New Year] (Old Style),*
   (4) Julian [March New Year] (Old Style), (5) Quaker Gregorian, (6) Quaker Julian, (7)Roman-
   Julian, (8) French Revolution
Middle East: *(9) Hebrew, (10) Islamic, (11) Baha'i, (12) Jelali, (13) Yezdesred, (14) Zoroastrian, (15)*
   Fasli (San Soor), (16) Armenian, (17) Phoenician, (18) Babylonian, (19) Chaldean
Far East: *(20) Chinese, (21) Chinese/Gregorian, (22) Thai Suriyakati, (23) Thai Chantarakati*
Greek: *(24) Seleucid, (25) Syro-Macedonian - Greek, (26) Syro-Macedonian - Syria, (27) Era of Antioch*
   - Greek, (28) Era of Antioch - Syria,
Egyptian: *(29) Coptic, (30) Ethiopian, (31) Alexandrian, (32) Julian Sothic, (33) Senwosret III, (34)*
   Amenhotep I

The Universal Calendar Converter also contains:
*1. Dates of **holidays** for the United States, Christian (Nicean Rule and Modern), Islamic, Jewish, and*
   Chinese.
*2. Regional **date of conversion** from the Old Style (Julian) to the New Style (Gregorian) for more than*
   160 localities.
*3. Almost **100 Medieval European Regional Day Name Calendars**. These calendars allow you to easily*
   identify the specific Julian Calendar day of many Latin day names given in Medieval documents.

[More calendars will be added as we become more familiar with them. If you have a calendar system you would like us to include, please submit details on how it is calculated. We will add it if possible.]

Features

In addition, the Universal Calendar Converter can be customized for many languages in the world (currently excludes Hebrew, Arabic, Chinese. Japanese, Korean and Mongolian). [If you would like to submit the translation you have made in a language not currently distributed, please contact us.]

The program can quite comfortably calculate dates between 5000 BC and 5000 AD, although it's range could actually extend for a million years. The actual range may be limited some calendars - for example, the Hebrew Calendar cannot calculate dates prior to Day 1 of their calendar - about 3760 B.C.
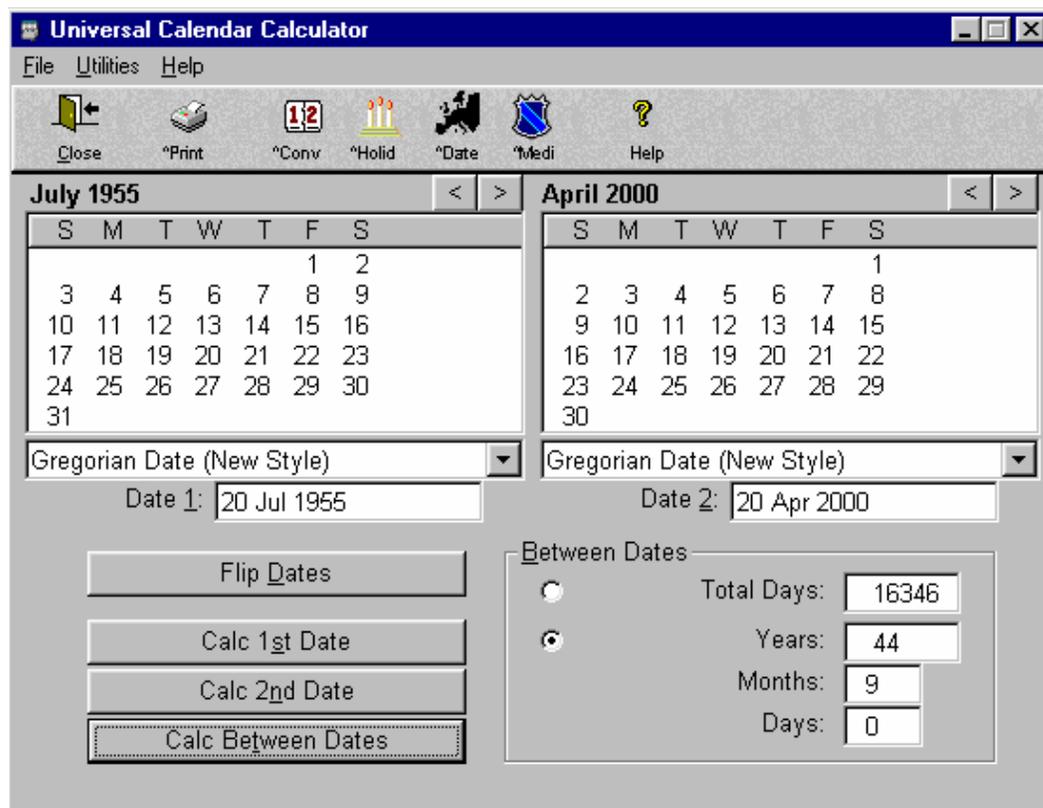
Types of Calendars

There are basically six types of calendars as shown in the table below:

Calendar Types with examples

	Mathematical	Astronomical
Solar	Gregorian, Julian	
Lunar	Islamic	
Luni-Solar	Hebrew	Chinese

A solar calendar is strictly based on the solar year with lunar phases ignored. Our current Gregorian calendar is one of these. Although we do have months, they do not coincide with the lunar cycle, but we do try to keep the year in sync with the solar year. The Islamic calendar is an example of a Lunar calendar which totally ignores the solar cycle. Thus a year of 12 *"moons"* is always shorter than the solar cycle, causing the Islamic months to cycle through a solar year. (Thus 100 Gregorian years is more than 103 Islamic years.) A Luni-Solar calendar such as the Hebrew and Chinese calendars attempt to keep each month in line with lunar phases and still force a year to keep in line with the solar cycle. This is accomplished in both of these calendars by introducing an intercalary month every few years (a leap month). I do not know of any astronomical based pure solar or pure lunar calendars.

Most of the calendars in UCC can be calculated by simple mathematical rules which have been set down. These rules may be rather simple (like the Julian with a leap day added every fourth year) or more complex such as the rules for delay in the Hebrew Calendar. An astronomical based calendar, however, is even much more complex than the most complex mathematical calendars. These calendars depend on certain astronomical events - such as the actual time of the New Moon or the Winter Solstice. Since the daily, moon cycles and yearly rythmns are not consistent there must be complex algorithms used which can calculate the position of the moon and earth at any particular time and location on our globe. The astronomical algorithms used in UCC were taken from the excellent book *Calendrical Calculations* by Dershowitz and Reingold.

Purpose of this Program

This program was originally intended as a utility for Cumberland Family Tree (a genealogy program for beginners and professionals). The main purpose was to allow entry of genealogical data in any calendar system in any language and still allow conversions to a more familiar calendar. For this reason, this program was not intended as a date keeper, birthday or calendar creator, as other Calendar Programs have already been written for these purposes. The Universal Calendar Calculator was created to allow calculations, conversions and comparisons of dates under various calendar systems that may be encountered in the course of doing genealogy research or other historical research.

References

In this program and documentation we provide very little information as to the exact calculation and make up of each of the calendars. For more details we provide the following references:

* Dershowitz, Nachum and Reingold, Edward M., *Calendrical Calculations*, Cambridge University Press, UK, 1997 (Web site: http://emr.cs.uiuc.edu/home/reingold/calendar-book/index.html)

* Flechsig, Dr. Stephan, Bochum, Germany, E-mail: hub@prima.de, Web site: http://www.prima.de/home/hub/

* Nørby, Toke, Perpetual Calendar Web site, 1996.09.10, http://www.fi.aau.dk/~tn/calendar.html

* Doggett, L.E., *Calendars*, Explanatory Supplement to the Astronomical Almanac, University Science Books, Sausalito, CA. Email lhuber@nmsu.edu, Web site:http://astro.nmsu.edu/~lhuber/leaphist.html

* Parise, Frank, *The Book of Calendars*, Facts on File, Inc., New York, 1982.

a. The UCC Main Window

The Main Window of the program allows you to enter one or two dates, display a one month calendar of those dates and calculate the time period between the two dates. The two dates may be entered in different calendar systems. Alternatively, you may also enter one date and a time (in total days or years/ months/ days) and calculate the second date. Again, either date can be in any of the supported calendar systems. The two calendars shown can also be printed by pressing the Print Button.

Date Entry Method

The program was written to provide many ways that a date could be entered. Most calendars consist of three elements: a day, a month and a year. Some calendars may require more information than this. For example, some calendars can have a leap month or a leap day (repeated day), some calendars have cycles of years. As such, there needs to be away to handle these unusual cases. There are many options available to allow you to enter dates in various formats.

Numeric Entry: A date may be entered as a set of 3 numbers. Example: 2 5 1988. In the Options Window you can set whether you want the first two numbers to be *day - month* or *month - day*.

Month Name Entry: Rather than enter a month number, you may enter the actual name of the month or the first few letters of the month's name. The program will search for the *first* occurrence of the alpha-characters you enter. For example: if you enter "Ju" (in English in the Gregorian Calendar) then the program will find "June" before it finds "July", so June will become the month entered. Month name entry is case insensitive. You may enter "jun" or "JUN" or "Jun" and still get the month of June.

Leap Months: Some calendars have leap months (such as Chinese, Hindu LuniSolar calendars). Normally these "Leap" Months take on the same name as a nearby month but are designated "Leap". In this case you enter a special character to indicate that the entered month is a leap month. The Standard designator is a capital "L". This may be changed in the Options Window. It does not

matter where in the entry string the designator is placed - before or after the month or even at front or end of the entire date. A Leap Month (or Leap Day) designator can "touch" the month number, but CANNOT touch other alphabets or the program will think that it is part of a month name.

    All of these are valid:
    23 4L 1878
    12 L6 1655
    L 23 One 1256
    5 7 1233 L

    This is invalid, because "LOne" will be interpreted as a month name.
    23 LOne 1267

Leap Days: The Hindu Kali Yuga LuniSolar calendar (not currently implemented) can also have leap days, that take on the same number as a nearby day. To designate such a date enter an "x". This may be changed in the Options Window. Again make sure the "x" (or other designator) stands alone - does not touch a month name or other alpha characters.

Other Special Cases: The Chinese Calendar uses a cycle of 60 years, after which is starts over again. In this program we count these cycles (see the details on the Chinese Calendar [n. Chinese Calendar]). Thus, the Chinese calendar can have a day, a month, a year and a cycle number.

Delimiters: Delimiters are characters that may be used to "space" apart each of the elements of an entered date. So far (in this documentation) I have been using a "space" which is always allowed. In the Options Window you can choose other delimiters, such as a period ".", a comma ",", a colon ":", etc. With a variety of delimiters, you can enter dates in any of the following ways:

23.7.1988
12:11:1786
12 Mar.1766

Also, be aware that a month name does not require a delimiter. So an entry such as 23jul1887 is valid.

Negative Era: All calendars in this program have a beginning period called an Era. For example, the Gregorian and Julian calendars begin at the year 1 AD (anno domini - the year of our Lord, the Christian Era). During date entry you can enter BC (Before Christ) dates by entering a negative era designator. The default is a minus sign "-". This may be entered anywhere in the string. This may also be changed in the Options. But be careful not to use a delimiter or the negative era designator will be ignored. In other words, if you want to use a minus "-" as a delimiter, you must choose another character to use as the negative era designator.

Calculating Date Differences

Since all calendars in this program can convert to a precise, specific Julian Day, it is rather straight forward to calculate the exact number of days between two dates, even if they are in two different

calendar systems. Thus, in the "Between Dates" box the "Total Days" is the *exact* number of days between the two dates.

But to calculate the number of years, months and days is a more complicated matter. How long is a year? It varies. How long is a month? Again, it varies. Even in the common Gregorian calendar, each month does not have the same number of days. In the Islamic Calendar a year is 354 or 355 days. In Hebrew a year can be as long as 383 days. Even in the Gregorian Calendar sometimes the year is 365, sometimes 366. So, here we state that *the calculated between years/ months/ days is only approximate*. When calculating under different calendar systems, a fixed 365.2435 days per year and 30 days per month is used. When calculating under the same calendar system, the number of years are added to the year of one date, the number of months to the month of one date and the number of days to the day number. In any case, it can be confusing as to how many days to count. Therefore, the years/ months/ day count is only *approximate* but is normally right on or within 1 day of being correct.

There are actually FIVE different calculations that can be made, as follows:

1. *Calculate First date* with the radio button highlighting "*Total Days*". This will take Date Two and subtract the exact number of total days to arrive at Date One.

2. *Calculate First date* with the radio button highlighting "*Years/ Months/ Days*". This will take Date Two and subtract the years, months and days to arrive at Date One.

3. *Calculate Second* date with the radio button highlighting "*Total Days*". This will take Date One and add the exact number of total days to arrive at Date Two.

4. *Calculate Second* date with the radio button highlighting "*Years/ Months/ Days*". This will take Date One and add the years, months and days to arrive at Date Two.

5. *Calculate Between Dates*. This will calculate both the exact total day count and the approximate years/ months/ days.

b. The UCC Calculator

The Converter allows you to enter a date in any of the supported calendars and display a list of that exact date in all of the other calendars supported. You have two options:

1. Show dates in **Long Date Display Format**. There are two date format displays allowed, which can be changed in the Options Window: a *Short Date* and a *Long Date Format*. A *Short Date Format* is provided for cases in Cumberland Family Tree where a table or list of dates is required but the print space is limited. The *Long Date Format* is a full spelling of all month names, etc. to be completely readable as what might be printed within a story text.

2. Include Week Day. Since this program can also calculate the day of week (normally a 7 day week, except for the French Revolution Calendar) the day of week in the various calendar systems will be displayed before the actual date.

Clicking on the Convert button (or pressing the enter key) will cause the conversion to take place.

With the Print Button, this list may be printed.

c. Holidays

Many holidays are fixed holidays occuring on a fixed day of a given month. However, some holidays (such as many US holidays) are floating with various rules for calculation. For US holidays, many are determined by the day of the week - such as Memorial Day which is the last Monday in May. A few Hebrew holidays also have some simple rules to avoid the day from falling on a particular day of the week or other such rule.

The most complicated holiday to calculate is the Christian Easter. There are a handful of Christian Holidays that are based on their relation to Easter and thus Easter must first be calculated. Two Christian holiday lists are given: one for the Nicean Rule based on the Julian Calendar and set down in 325 A.D,; and a new rule which was set after the Gregorian Calendar was introduced in 1582. Most areas of the world today celebrate Easter according to the later Gregorian calculation, although there are many Orthodox Churches which still celebrate according to the older Nicean Rule.

Pressing the buttons *"Copy to Date 1"* and *"Copy to Date 2"* will cause the Holiday window to close and the date highlighted to be copied to one of the date fields on the main calendar.

Holiday Details

United States
(Gregorian Calendar)

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Groundhog Day	February 2
Lincoln's Birthday	February 12
Valentine's Day	February 14
President's Day	Third Monday in February
Washington's Birthday	February 22
St. Patrick's Day	March 17
April Fool's Day	April 1
Daylight Savings Time Begins	First Sunday in April
Mother's Day	Second Sunday in May
Armed Forces Day	Third Saturday in May
Memorial Day	Last Monday in May
Flag Day	June 14
Father's Day	Third Sunday in June
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Columbus Day (traditional)	October 12

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Daylight Savings Time Ends   Last Sunday in October
Halloween   October 31
Veteran's Day   November 11
Thanksgiving Day   Fourth Thursday in November
Christmas Day   December 25

Christian Holidays

Solemnity of Mary   January 1
Epiphany   January 6
Presentation of the Lord   February 2
Septuagesima   Ninth Sunday before Easter
Quinquagesima / Shrovtide   Seventh Sunday before Easter
Ash Wednesday (1st Day of   40 days before Easter - not counting Sundays
Lent)
Invocavit Sunday   Sixth Sunday before Easter
Reminiscere Sunday   Fifth Sunday before Easter
Oculi Sunday   Fourth Sunday before Easter
Laetare Sunday   Third Sunday before Easter
Annunciation   March 25
Judica Sunday   Second Sunday before Easter
Palm Sunday   First Sunday before Easter
Good Friday   Friday before Easter
Easter   Sunday after Paschal Full Moon
Quasimodogeniti Sunday   Second Sunday after Easter
Rogation Sunday   35 days after Easter
Ascension   39 days after Easter
Exaudi Sunday   Seventh Sunday after Easter (same as Pentecost)
Pentecost   Seventh Sunday after Easter
Trinity Sunday   Eighth Sunday after Easter
Corpus Christi   60 days after Easter
Transfiguration of the Lord   August 6
Assumption of Mary   August 15
Birth of Virgin Mary   September 8
Celebration of the Cross   September 14
Mass of the Archangels   September 29
All Saints   November 1
All Souls   November 2
Feast of Christ the King   Fifth Sunday before Christmas
First Sunday of Advent   Fourth Sunday before Christmas
Second Sunday of Advent   Third Sunday before Christmas
Third Sunday of Advent   Second Sunday before Christmas
Fourth Sunday of Advent   First Sunday before Christmas
Christmas   December 25

Islamic Holidays

Islamic New Year	Muharram 1
'Ashura	Muharram 10
Mawlid an-Nabi	Rabi' I 12
Lailat-al-Mi'raj (Ascent of the Prophet)	Rajab 27
Lailat-al-Bara'a	Sha'ban 15
Ramadan	Ramadan 1
Lailat-al-Kadr	Ramadan 27
'Id-al-Fitr	Shawwal 1
'Id-al'-Adha	Dhu al-Hijja 10

Jewish Holidays

Rosh HaShanah, New Year, Feast of Trumpets	Tishri 1
Tzom Gedaliah, Fast of Gedaliah	Tishri 3
Yom Kippur, Day of Atonement	Tishri 10
Sukkot, Feast of Tabernacles	Tishri 15
Hoshana Rabba, Last day of Sukkot	Tishri 21
Shemini Azereth, Feast of the 8th Day	Tishri 22
Simhat Torah, Rejoicing of the Law	Tishri 23
Hanukkah, Dedication of the Temple, Feast of Lights	Kislev 25
Tzom Teveth, Fast, Seige of Jerusalem	Teveth 10
Tu-B'Shevat	Shevat 15
Ta'anith Esther, Fast	Adar 13, unless first day of week - in this case move to prior Thursday (3 days earlier).
Purim	Adar 14
Passover, Pesach	Nisan 15
Ending of Passover	Nisan 21
Yom HaShoah (Holocaust Memorial Day)	Nisan 27
Yom HaZikaron	Iyyar 4, if Iyyar 4 is 5th day of week then move to Iyyar 10 if Iyyar 4 is 6th day of week then move to Iyyar 9
Shavuot, Pentecost	Sivan 6
Tzom Tammuz, Fast, Taking of Jerusalem	Tammuz 17
Tisha B' Av, Fast, Destruction of the Temple	Av 9

Chinese Holidays

Chinese New Year	Month 1, Day 1
Lantern Festival	Month 1, Day 15
Dragon Festival	Month 5, Day 5
Mid-Autumn Festival	Month 8, Day 15
Double-Ninth Festival	Month 9, Day 9

_____

References and sources for Holiday information:

* Dershowitz, Nachum and Reingold, Edward M., *Calendrical Calculations*, Cambridge University Press, UK, 1997. (Web site: http://emr.cs.uiuc.edu/home/reingold/calendar-book/index.html)

* Doggett, L.E., *Calendars*, Explanatory Supplement to the Astronomical Almanac, University Science Books, Sausalito, CA. (See http://astro.nmsu.edu/~lhuber/leaphist.html or email lhuber@nmsu.edu)

* Parise, Frank, *The Book of Calendars*, Facts on File, Inc., New York, 1982.

* Montes, Marcos J., Calculation of the Ecclesiastical Calendar, 1997, May 08, http://cssa.stanford.edu/~marcos/ec-cal.html

* T. Smith, E-mail: TSMITH@concentric.com, E-mail to Ira J. Lund, March 1998.

d. Regional Date of Change from Julian to Gregorian Calendar

This utility contains a list of over 100 regions and the date when the conversion from the Old Style (Julian) calendar to the New Style (Gregorian) calendar was made. As will be noted by the long list supplied the change was not immediately made throughout the Western World in 1582 when Pope Gregory announced this change. To make things complicated for historians and genealogists, many localities changed at various times over the following centuries. This list should not be considered 100% accurate. If you have corrections or additions please pass them on.

As will be noted there are several areas where more than one date is given. This is due to there being a discrepancy in various sources as to the actual date of conversion. You will also notice some localities where only the year is given. The actual day is currently unknown. Again, any help on refining this data will be appreciated.

(Note: The United States was a colony of the United Kingdom and converted the same date as the rest of the UK - 2 Sep 1752.)

This data was obtained from the following sources:

* Flechsig, Dr. Stephan; Bochum, Germany; E-mail: hub@prima.de; Web site: www.prima.de/home/hub/ ; Data supplied to Cumberland Family Software, November 1997.

* Nørby, Toke, Perpetual Calendar Web site, 1996.09.10, http://www.fi.aau.dk/~tn/calendar.html

* Parise, Frank, *The Book of Calendars*, Facts on File, Inc., New York, 1982.

e. Medieval Europe Dates

The Medieval Europe Date Window contains a list of many cities, regions and religious orders that used special date names for recording ancient documents. Most of the calendars supplied are valid for the 9th through 17th centuries for the cities and areas given. Smaller villages likely used the systems current in the nearby larger cities. The *"General Calendar"* (given in English) and *"Chronograph of 354 A.D."* could be used for General Dates. Other calendars are normally given in Latin as that would be the likely language seen in recorded documents.

When you select a given Region, the list of dates will be shown in the List below. You may view the Date List sorted by Name or Date by selecting the proper option. In addition you may add and edit more calendars of your own. (If you wish to share your additions with others, please provide a copy of your UCC.TPS file to Cumberland Family Software.)

Press the buttons *"Copy to Date 1"* and *"Copy to Date 2"* the Medieval Europe Date window will close and the day and month highlighted will be copied to one of the date fields on the main calendar. You will have to type in the year number to bring up a monthly calendar for that date.

References:

* Flechsig, Dr. Stephan; Bochum, Germany; E-mail: hub@prima.de; Web: www.prima.de/home/hub/ ; Database of 99 calendars, supplied to Cumberland Family Software, Nov/Dec 1997. Information obtained from the following sources:

    * 1: Heinrich Grotefend: Zeitrechnung des deutschen Mittelalters und der Neuzeit; Hannover 1892

    * 2: Heinrich Grotefend: Zeitrechnung des deutschen Mittelalters und der Neuzeit; Hannover and Leipzig 1898

    * 3: E. L. Loew: Die aeltesten Kalendarien aus Monte Cassino

    * 4: Der deutsche Kalendar des Johannes Hegiomontan, Leipzig 1937

f. UCC Options

Entry Format Tab

Numeric Entry Order: You may choose to have the program parse entered dates as *day then month* or *month then day*. Select the entry option you wish to use. For example with day then month, 12.5.1888 will be interpreted as the 12th day of the 5th month of the year 1888. With month then day this will be interpreted as the 5th day of the 12th month of the year 1888.

Leap Month Designator: During date entry this character (normally "L") will be parsed as an indicator of a leap month.

Leap Day Designator: During date entry this character (normally "x") will be parsed as an indicator of a leap day.

Negative Era Designator: During date entry this character (normally "-") will be parsed as an indicator of a negative eras - such as a BC date in the Gregorian or Julian Calendars.

Valid Delimiters: All characters entered in this field will be parsed as delimiters between values in a date entry fields. For example if these characters -:.,/ - are entered in the field, then valid dates can be entered as: 24.12.1777 or 24/12/1777 or 24:12:1777. Also, a space will always be considered as a delimiter.

Display Format Tab

You may enter display formats for any of the supported calendars.

Short Date: A date will be displayed using this format string whenever a short date is requested.

Long Date: A date will be displayed using this format string whenever a long date is requested.

Month: A date will be displayed using this format string whenever a month is requested. Normally, this is for the month at the top of the main screen for the displayed calendar.

Show Era Tag Before: The value entered here is a Year. For example, under the Gregorian Calendar, if you do not want "A.D." to show after the year 100 A.D. then enter 100 in this field. If you always want to show A.D., then enter a very large number such as 5000. Any dates earlier than 5000 will show A.D. (or rather the Era tag as entered in the Language list of words).

Defining Display Formats

In defining display formats for the first three fields in the display format tab, you use replaceable parameters. There are already pre-defined formats for all supported calendars. However, you may wish to change these. (These formats are also editable within the Language Editor for editing in other languages.) The valid replaceable parameters are listed below. All start with a percent sign (%). See the current English display formats for examples.

Parameter	Gets Replaced with
%D	Day number
%M	Month Name
%N	Month Number
%Y	Year Number
%E	Era Tag
%L	Leap Month Indicator (as defined in Language Word List)
%x	Leap Day Indicator (as defined in Language Word List)
%C	Cycle Number

| %S | Special (Chinese/Thai Chantarakati) Year Name |
| %A | Animal Name (Chinese & Thai Chantarakati Calendars) |

Order Tab

This option allows you to rearrange the order of the calendars. You will likely wish to place the calendars which you use most frequently near the top of the list. Initially, the list is sorted with the Julian Day Number at top, followed by the more commonly used Western Calendars.

Languages Tab

Current Language: Select here the language you wish the Universal Calendar Converter to use.

All language editing is done from within Cumberland Family Tree Program Configuration (Options Menu). You cannot edit a language from within UCC. The reason for this, is to maintain the synchronization between the languages in CFT-Win and UCC.

g. Western Calendars

Julian Day Numbers

The explanations of calendars here are meant to be very brief, enough to give a basic understanding of each calendar. If you wish further details on any calendar, I suggest other sources, such as the Internet or even "Calendrical Calculations" (Dershowitz and Reingold, Cambridge University Press, Cambridge, UK, 1997).

Julian Day Numbers are used mainly by astronomers. They begin at noon, rather than midnight (like the Gregorian Calendar). We use a full number (with no decimal places) to designate each day. Julian Day Zero (0) began at noon on Monday, January 1, 4713 B.C. (Julian Date) or noon, Monday, November 24, 4713 B.C. (Gregorian Date). This fixed day number is very useful for conversions such as used by this program. All calendar conversions in UCC are done by converting to or from the Julian Day Number.

The Julian (Old Style) and Gregorian (New Style) Calendars

The Gregorian (Civil) calendar in use today in most of the world was created in the sixteenth century by Pope Gregory XIII, in response to the errors which had crept into the Julian calendar which had been in use since Roman times (about 45 B.C.) The only difference between the two calendars is how the leap year rules were instituted. When the conversion was made at various times in various countries, several days were skipped in order to change to the Gregorian system. Though the first change was made in several European countries by Pope Gregory in 1582, Great Britain and her colonies never made the change until 1752. Many other countries made the change at various times. For example, Russia never converted until 1918 and Turkey not until 1927. So it is important in genealogy research to know which calendar system was in use at the time of the event you are recording.

In this program we will stay with the practice used by Dershowitz and Reingold of not counting a year 0 in the Julian calendar but counting it in the Gregorian. The year 1 B.C. is followed by the year 1 A.D. in the Julian calendar. Thus year 1 B.C. of the Julian Calendar is year 0 in the Gregorian.

The Quaker Calendars

Quaker records in the United States did not record dates precisely as recorded in the traditional Gregorian and Julian calendars. Since the normal calendar used month and week day names that were derived from the names of Pagan gods, the Quakers did not use them. Instead they simply number the months and days of the week. Thus a date such as "6m 7d 1748" may be found. In genealogical research it will likely be discovered that dates prior to 1752 were recorded under the Julian Calendar, since this was the date the United States converted from the Julian to Gregorian calendar. Quakers made the change at the same time. According to "Our Quaker Ancestors" by Ellen Thomas Berry & David Allen Berry, the Quakers used Mar 1st as the beginning of the New Year, thus the "Quaker Julian Calendar" as implemented in UCC, bases January as 11th month, February as 12th month, and March as the first month of the next year.

The Roman-Julian Calendars

This Calendar is very similar to the Julian calendar in that the year numbering and number of days in the month are identical. But rather than numbering days as in the Julian calendar, the day numbering is taken from the old Roman Calendar which counted the number of days prior to the Calends, Nonuse and Ides of a month.

* **The Calends** was always the first day of a month, but the II Calends of a given month was actually the last day of the prior month. Thus VI Calends August was actually July 27th (the sixth day before the first of August - or actually the fifth day before the first of August because the Calends of a month was considered the first day of Calends, the prior was the second Calends and so on).

* **The Nones** was the 7th day of a month if the month was March, May, July or October. Otherwise the Nones was the 5th day of the month.

* **The Ides** was the 15th day of a month if the month was March, May, July or October. Otherwise the Nones was the 13th day of the month.

h. French Republican Calendar

This calendar was in use only for a short period of time, from 1793 until 1805. It was instituted by the French Republic and discontinued by Napoleon. The original French Republican Calendar was set astronomically, based on the time of the Autumnal Equinox. A simpler, mathematical form (using leap year rules similar to the Gregorian Calendar) was proposed but never instituted. Here we have implemented the more simpler mathematical form. However, historically, during the time in which the calendar was actually in use the Leap Year occur the year prior to that calculated by the simpler mathematical formula. Thus the French Republican years 3, 7, and 11 have been "forced" to be leap years in this implementation, rather than the years 4, 8, and 12. All other years conform to the mathematical calculations.

The calendar consists of twelve 30 day months followed by 5 holidays (or 6 in a leap year) at the end of the year. Each month consisted of three 10 day weeks, as will be displayed on the monthly calendars in the main window of this program. The names of the months and weekdays can be viewed in the Language Editor and will be shown as appropriate in the various calculations and reports.

i. Hebrew Calendar

The Hebrew Calendar is a LuniSolar Calendar, except that the rules are purely mathematical, so that astronomical calculations are not necessary. A LuniSolar calendar requires each month to be strictly lunar (associated with the cycles of the moon) and each year to be solar (associated with the cycles of the earth around the sun). Therefore a month will be either 29 or 30 days. (The average lunar cycle being about 29.53 days.) In order to keep these cycles of months in line with the earth's revolution around the sun a leap month must be occasionally added. The rules for the length of months and when to add leap years are basically mathematical, but can be rather complex. They will not be enumerated here, but can be obtained in other sources.

The Hebrew Era begins Monday, October 7, 3761 BC (Julian) or September 7, 3761 BC (Gregorian), the day of creation. Thus, the Era is denoted as A.M. - anno mundi (since creation).

j. Islamic Calendar

This calendar is strictly lunar with no leap months, but a leap day. Each month has a fixed number of 29 or 30 days. Each year has 12 months. Thus a year is only 254 or 255 days. This causes the Islamic calendar to rotate through the seasons. In practice, there are actually many variations on this calendar and in some cases the sighting of the new moon is a requisite to begin a new month. But for our purposes here we have stayed with the current civil rules which are purely mathematical.

The Islamic Era begins Thursday, July 19, 622 A.D. (Gregorian), the year of Mohammed's migration to Medina. Thus the Era tag of A.H. (anno hegiræ - flight to Medina).

k. Baha'i Calendar

The Baha'i Calendar is based on the Baha'i Religion which is based on a 19 year cycle of the Bab, a co-founder of the Baha'i Faith. This calendar begins on 21 Mar 1844 AD (Gregorian). It consists of 19 months of 19 days each with an additional extra 4 days (or 5 in a leap year) which are located between the 18th and 19th month. This calendar has an exact relationship to the Gregorian Calendar, since the Baha'i New Year always begins on the 21st of March (Gregorian). The 4 extra days always begin on 26th of February, meaning that whenever there is a leap year - 29th of Feb in the Gregorian Calendar, there will be a 5th (extra day) in the Baha'i calendar. Thus March 2nd will always be the 1st day of the 19th month ('Ala').

References

* Latham, Lance, *Standard C Date/Time Library*, Publishers Group West, Emeryville California, 1998.
    (Web site: http://www.hiline.net/~rms/)

* Dershowitz, Nachum and Reingold, Edward M., *Calendrical Calculations*, Cambridge University Press, UK, 1997 (Web site: http://emr.cs.uiuc.edu/home/reingold/calendar-book/index.html)

l. Babylonian Calendar

This calendar, in use by the ancient Babylonian Empire, is detailed in Frank Parise's book. The new year dates are given in a table from 625 BC to 316 BC. The intercalary months are indicated in the tables. These leap months can occur after the 6th month or after the 12th month. According to Parise, these leap months and the year of occurance were "arbitrary and mostly by royal decree." Thus, the table is used and the leap months assigned based on Parise's table for the years 625 to 316 BC. Spot checking of these New Year dates indicate that they did occur at (or within a day of) the New Moon position. Thus we use the New Moon calculation (29 or 30 day month) to determine the first of each month for this calendar.

For years falling outside the given table we devised our own rules. Since there was no royal decree telling us when to create an intercalary month, and whether it should be after the 6th or 12th month, we created our own rules. Especially, since it is quite unlikely that you would ever discover any historical documents with dates outside the time in which the calendar would have been in use, we felt that it would be okay to create our own rules, which are:

1. The New Year (first day of the first month) will be the first new moon after the 12th of March (Gregorian Calendar). This causes the new year to always occur within the latter part of March or early part of April - consistent with the pattern seen in the table for when the calendar was in use.

2. A Leap year occurs (of course) during a year in which there occurs 13 moons. Whether a leap year is designated as occurring after the 6th or 12th month, is based on the number of last digit of the year. A leap year with the last digit of 0 to 4 will have the leap month occur after the 6th month. A leap year with the last digit of 5 to 9 will have the leap month occur after the 12th month. (Our own version of leap month location by "royal decree"!)

References

* Parise, Frank, *The Book of Calendars*, Facts on File, Inc., New York, 1982. Page …

m. Other Middle East Calendars

Calendar	Start of Era (Julian Date)	In Use	Calendar Type
Chaldean - Nabonasser	26 Feb 747 BC	747 BC to 532 BC	12 m, 30 d, 4 extra
Jelali	17 Mar 1078 AD	1078 AD to present	12 m, 30 d, 4/5 extra
Yezdesred	16 Jun 632 AD	632 AD to 1203 AD	12 m, 30 d, 4 extra
Zoroastrian	3 Mar 388 BC	388 BC to present	12 m, 30 d, 4 extra
Fasli (San Soor)	24 May 600 AD	600 AD to ?	12 m, 30 d, 4/5 extra
Armenian	9 Jul 552 AD	552 AD to 749 AD	12 m, 30 d, 4 extra
Phoenician - Era of Tyre		19 Oct 125 BC	125 BC to 48 BC 12 m, 30 d,

4/5extra

The Chaldean (Nabonasser Era) Calendar's use overlapped the Babylonian Calendar, but according to Parise was in use before the Babylonian Calendar. This calendar is somewhat of a predecessor to the Seleucid Calendar used later by the Greeks in the Middle East. (The Seleucid calendar is discussed as a Greek Calendar rather than a Middle East Calendar). It's use and holidays would be more consistent with the Babylonian calendar than the other Middle Eastern Calendars listed here. However, it's structure is more similar to these other Middle East calendars than the Babylonian lunar calendar.

All of these calendars have a similar form. As shown in the "Calendar Type" column they are either a fixed 365 day calendar or a 365 day calendar with a leap year every 4th year (like the Julian Calendar). However, unlike the current Julian and Gregorian calendars which have 12 months in a year, all of these Middle East calendars contain exactly 30 days for each of the 12 months, leaving 5 days left over at the end of the year (or 6 in a leap year). Thus the actual algorithm for calculating these calendars are of only two types (depending on whether they use a leap year or not). Otherwise the only difference is the starting date of the Era.

The Jelali, Yezdesred and Fasli calendars are all related to Islam. The latter two (as can be seen by the beginning eras) are most closely associated with the Islamic calendar which begins in 622 AD with the flight of the prophet Mohammed. According to Parise, the Fasli calendar is still employed in some places in the Middle East. The Jelali calendar was a correction to the Yezdesred calendar and named for the Sultan Jelaledin Malik Shah bin Alkh Ashlan Suljookee. The committee, which created this calendar, was headed by the famous astronomer and mathematician, Omar Khayyam.

The Zoroastrian calendar begins with the birth of the founder of the Zoroastrian religion and is still in use in some areas of the world today, primarily around Bombay India and in isolated parts of Asia Minor (Turkey). Many Zoroastrians later began using the Yezdesred Calendar.

The Armenian calendar is a Christian calendar in use by the Armenians in the northern Middle East. Holidays would have been celebrated similar to other Christian churches, such as Easter and Christmas.

The ancient Phoenicians, whose major city was Tyre, were a seafaring people who had their own calendar, which was used until about the time the Greeks conquered them in 125 BC.

References

* Parise, Frank, *The Book of Calendars*, Facts on File, Inc., New York, 1982. Page …

n. Chinese Calendar

The Chinese calendar is one of the more complex calendars in this program. The calendar is based upon two events: the occurrence of the Winter Solstice and the Lunar New Moon. Thus, astronomical calculations were employed to first determine the Winter Solstice, then using calculations for the appearance of the New Moon, the Chinese New Year is determined. Each month in the Chinese Calendar

begins with a New Moon making a 29 or 30 day month. Each year may have 12 or 13 months. Each month is designated by a number only, i.e. the First Month, the Second Month, etc. There are no month names. On years with a leap month, the extra month may be inserted between almost any other two months and given the designation as "Leap", thus a series of months may be: Second Month, Third Month, Third Leap Month, Fourth Month and so on. The rules for determining the location and numbering of these leap months will not be given here.

The Chinese calendar counts years in a sixty year cycle. There are what are called 10 Celestial Stems and 12 Terrestrial Branches. The names of the 10 Celestial Stems have no equivalent English translation: Jia, Yi, Bing, Ding, Wu, Ji, Geng, Xin, Ren, Gui. The 12 terrestrial stems are more familiar as the English translations are the names of the animals of the Chinese Zodiac: Zi (rat), Chou (ox), Yin (tiger), Mao (hare), Chen (dragon), Si (snake), Wu (horse), Wei (sheep), Shen (monkey), You (rooster), Xu (dog) and Hai (pig). Year names are assigned sequential starting with Jia-zi, Yi-chou, and rotating through the celestial stems and terrestrial branches until it starts over again after 60 years. Normally, the Chinese do not count these 60 years cycles, but in order to designate a specific year we also include a cycle number based from the year 2637 B.C. Thus a Chinese date has 4 or 5 parts: day number, month, year within the 60 year cycle, and a cycle number. In addition it may have a Leap Month designation.

The computation of the position of the earth (solar longitude) at any given moment - in order to determine the Winter Solstice - is based upon complex mathematical formulas with many significant digits and must be calculated to precise moments (less than a minute).

The Chinese/Gregorian Calendar

The Chinese/Gregorian Calendar as implemented in this program is a derivation of my own. It was implemented to assist in dates which were given orally for genealogical purposes from Chinese relatives in Malaysia. The day and month were given based on the Chinese calendar with the appropriate Gregorian year. Thus we have a hybrid. In the implementation here, the year number does not increment until the first day of the first Chinese month. Thus Jan 1, 1997 is still in 1996 of the Chinese/Gregorian calendar. In the year of 1997, Chinese New Year occurred Feb 7th, thus Feb 6, 1997 will be 29th day of the 12th month, 1996 in the hybrid Chinese/Gregorian calendar. Feb 7, 1997 will be day one of the first month of 1997.

o. Thai Calendar

There are two main variations of the Thai Calendar: the modern Suriyakati Calendar and the older lunar Chantarakati Calendar.

The Suriyakati Calendar

The Suriyakati Calendar is measured from "the year of the passing of Lord Buddha". This calendar was first introduced in Maysayon 1, 2431 Buddhist Era (April 1, 1888 A.D. Gregorian) by King Rama V. The new year started April first and is identical to the Gregorian calendar with the exception of the first of the year. In 2483 B.E. (1940 A.D.) the first of the year was changed to coincide with the Gregorian new year. In the Universal Calendar Converter, there are no valid January 1 thru March 31 days for the year 2483 B.E. March 31, 2482 is followed by April 1, 2483. The year 2483 only has 9 months, since the new year

of 2484 begins January 1. The prior year (2482 and all years prior) begins with April 1 and ends March 31.

For genealogical purposes my assumption is that dates before 2431 B.E. were likely recorded using the Chantarakati Calendar. It should be possible to use the Suriyakati Calendar for recorded dates since 2431 B.E.

The Chantarakati Calendar

The Chantarakati Calendar is a lunar calendar quite similar to the Chinese Calendar, in that it uses animals names of the zodiac for the years. But it uses a 120 year cycle instead of the 60 year cycle used by the Chinese. The months are lunar with intercalary months every 2 to 3 years. The intercalary month is always placed after the 8th month, thus easier to calculate than the Chinese calendar.

Without enough precise details on how this calendar should be calculated, I used the following rules:

1. The New Year is supposed to occur some time in November or December of our current Gregorian Calendar. I forced a rule that the New Year would start on the first new moon on or following the 15th of November (Gregorian Calendar). This rule will cause a new year to occur sometime within the latter part of November or early December.

2. Assuming that this calendar uses the same era as the Suriyakati and placing the new year (first new moon after Nov 15th) closest to the Suriyakati Era places the first day of the first month of the first year of the first cycle in the Chantarakati Calendar on 27 Nov 542 BC Julian Date.

3. All months are calculated based on the beginning of the new moon. Any year comprising 13 months (based on the difference between the start of each new year - rule #1) will be a leap year with the extra (leap) month placed after the 8th month.

References

* Hiranpruk, Rom, "Thai Calendar System", (Department of Computer Science, Ramkhamhaeng University, 1993), from the internet: soc.culture.thai Frequently Asked Questions.

* Kaimal, Suresh, Personal E-mail messages to Ira J. Lund, October 1997. Source of current Thai month names and weekday names.

p. Greek Calendars

Calendar	Start of Era (Julian Date)	In Use	
Greek Attic - Olympiad	9 Jul 776 BC	776 BC to 440 BC	lunar
Macedonian	4 Oct 526 BC	526 BC to 75 AD	lunar
Seleucid	2 Oct 312 BC	312 BC to 440 AD	
Syro-Macedonian Greek		1 Sep 312 BC	312 BC to 264 AD
Syro-Macedonian Syria	9 Oct 313 BC	313 BC to 266 AD	
Era of Antioch Greek	4 Sep 48 BC	48 BC to 284AD	

Era of Antioch Syria   9 Aug 48 BC   48 BC to 284AD

The Greek Attic (or Olympiad) Calendar is the oldest calendar used by the Greeks. Later followed the Macedonian Calendar. Both of these calendars are quite similar to the Babylonian lunar calendar. (Neither one is in UCC Ver 1.50. They will be added later.)

After Seleucus Necator succeeded Alexander the Great, he created his own calendar - the Seleucid Calendar. Since the Greek Empire was so large, various regions adopted variations to the Seleucid calendar - the two Syro-Macedonian calendars, which varied depending on whether it was in use by the Greeks or the Syrians. Later a newer calendar was created called the Era of Antioch, but using the same calendar calculations. All of these calendars (except the two original lunar calendars) contain 12 months with 30 days each, with an extra 4 days at the end of the year, 5 days on leap years (the same structure as many of the Middle Eastern calendars discussed earlier).

References

* Parise, Frank, *The Book of Calendars*, Facts on File, Inc., New York, 1982. Pages 44-54.

q. Egyptians Calendars

Calendar	Start of Era (Julian Date)	In Use	Calendar Type
Coptic	29 Aug 283 AD	4th to 13th Century AD	12 m, 30 d, 4/5 extra
Ethiopian	29 Aug 7 AD	4th Century AD to Present	12 m, 30 d, 4/5 extra
Alexandrian	29 Aug 5493 BC	3rd BC to 7th Century AD	12 m, 30 d, 4/5 extra
Julian Sothic	20 Jul 2783 BC	28th Century BC to ?	12 m, 30 d, 4 extra
Senwosret III	6 Dec 1880 BC	19th Century BC to ?	12 m, 30 d, 4 extra
Amenhotep I	14 Sep 1546 BC	16th Century BC to ?	12 m, 30 d, 4 extra

This group of Egyptian Calendars are all relatively easy to calculate. The first three contain 12 months with 30 days each, with an extra 4 days at the end of the year, 5 days on leap years. The last three do not take into account leap years. The start of the eras for each calendar is given in the table above.

The Coptic and Ethiopian Calendars were used by Christians, while the other four calendars were much older, used by the ancient Egyptians.

References

* Parise, Frank, *The Book of Calendars*, Facts on File, Inc., New York, 1982. Coptic & Ethiopian Calendars - page 126.

* Latham, Lance, *Standard C Date/Time Library*, Publishers Group West, Emeryville California, 1998. Egyptian Calendars page 261, also text on accompanying CD. (Web site: http://www.hiline.net/~rms/)

iii. Relationship Calculator

In the Relationship Calculator you simply select the two individuals you wish to relate. You may select them by IRN or through the Name Search. Then press the "Calculate Relationship" button. A list will appear showing every relationship between the two individuals. Only blood relationships will display (except for husband-wife relationships). Up to 100 different relationships can be calculated. You can highlight any relationship and press the "Show Relationship" button to display a diagram of how these two people are related.

Here is a quick primer on relationships. Basically, any two people are related if they have an ancestor in common. One of these individuals may actually be an ancestor of the other - such as a great grandparent. Even in the cases of aunts and uncles, you still can calculate the relationship by searching for the common ancestor. In this case, the father or mother of the aunt or uncle will be a grandparent to the nephew or niece.

Basically, siblings (brothers and sisters) are only one generation down from the common ancestor. Cousins (also called "first" cousins) are two generations down from the common ancestor. "Second" cousins are thus, three generations down from the common ancestor - and so on. But when the two people are in different generations, the relationship becomes an aunt or uncle, if that person is only one generation down from the common ancestor. The reverse of an aunt and uncle is a nephew and niece. After that, everyone is considered a "cousin", but to indicate that they are not in the same generation we use the word "removed" to indicate the number of generations different between the two. For example, my father's "first" cousin is also my "first" cousin but "once removed" (one generation difference between us). My fathers "first" cousin is my own child's "first cousin twice removed" - two generations different.

To avoid repeated entering of individuals, the two individuals are saved from session to session. A powerful "Quick Relationship" hot key has been added at the Main Window. Let me use an example to help explain this. In my database I often want to quickly see how the Key Individual is related to me. So I generally keep myself set as the "First Individual". Then from the main window I can press "Alt-R" and quickly see how the Key Individual is related to me. This is equivalent to calling up the Relationship Calculator (from the Tools Menu), pressing the "Key" button for the Second Individual and then Pressing the "Relate" button to see the Relationship. "Alt-R" from the main window does all this with one key stroke.

iv. Global Search

The *Global Search* Tool allows you to search for specific text in any field of the database. There are two types of searches: a General Search and a Date Search, accessed by the two tabs at the top of the *Global Search* Window. *Global Search* actually runs as a separate program on your computer, so once it has started and a list of records found, you can use Alt-Tab to switch between CFT and the *Global Search* window. This allows you to edit records in CFT while keeping the list of items still available in the *Global Search*.

General Search

At the top of the *Global Search* window you enter the text you wish to search for (*Find* field). The *Logic* field specifies how to search. You may search for the exact phrase (normal) or use AND or OR logic. AND and OR logic do not require the *Find* words to be next to each other or in the order as entered. OR logic will find any occurrence of the words entered. Both words are not necessarily found in a *found* entry. You must also specify the fields to search by checking the appropriate boxes in the *Fields* list.

Remember that the *Find* phrase does not need to be a complete word. It will find sets of characters within the selected fields.

You can also do a Global Search and Replace, but only if you search for the *exact phrase*. Be careful with this option as it will modify your database and it may be difficult to undo any changes made.

Remember: The "replace" only works if you change "Logic" to "Exact phrase".

Date Search

When you do a date search you should always enter a complete beginning and ending date. For example if you wish to search for all events occurring in the year 1867, then enter 1 Jan 1867 as the beginning date and 31 Dec 1867 as the ending date. This will avoid any ambiguity, although the program may work by entering the year in both fields.

The *Global Search Results* window allows you to print the results or to run another search.

v. Individual Merge

The Individual Merge Tool allows you to combine two individuals in the database who accidentally was entered twice. You basically could simply delete one copy of the individual. The Merge, however, will copy events from the secondary to primary individual and is useful in cases where you may have information in both individuals that you want combined.

You may select the Primary and Secondary Individuals by IRN or NameSearch. Information on spouses and parents will also be displayed. You must press the "Merge" button to complete the merge. Basically the secondary individual gets deleted after pertinent data is copied to the primary individual's record.

There is also a powerful "Search" function that searches through the database attempting to find possible duplicates. The option button gives you some control over the nature of the comparison between names and dates as it searches the database.
Pressing the second "Search" button begins the database search. Pressing the "Details" button will show a side by side comparison of parents, spouses and events for the highlighted pair. When pressing the "Ok" button, the highlighted pair will get copied to the underlying Merge window to allow you to merge these two records.

Pressing the "Known" button will cause an "asterisk" to appear to the left of the highlighted pair. To avoid future searches from continually re-finding the same "known" non-duplicates, these "known" pairs get auto-saved to your database. This means that next time you run the Individual Merge Search, it will not

show you these pairs - unless you toggle the show using the "Hide" button. The "Hide" button will toggle between showing and hiding the known pairs.

vi. Database Checking & Repair

a. Rebuild Indexes

This option will rebuild the Key (Index) files associated with each of the files in your database. The most obvious reason to do this is when suddenly it seems like things are no longer showing in alphabetical order - such as in the NameSearch or on printed reports. There is no need to ever be hesitant about rebuilding the key files. It does not do any harm to rebuild the files on a regular basis and may do some good. Generally, your key files should remain intact, but occasionally for some reason or other (generally unknown) they may need to be rebuilt.

Remember that a Rebuild only restores data integrity. It may be that somehow data got messed up. Running the Rebuild should stabilize the database, but it is suggested that you double check data that you knew was incorrect and now correct it (after the rebuild). This time corrections should hold.

There are a number of options which can be checked to correct data in the database.

1. Auto Sort Event Dates: This option runs the same sort routine, which appears in the Individual Editor. But in this Rebuild Window, it will run the auto sorter on every person in the database.
2. Remove All Unused Events: This will remove any event in any individual that contains no information.
3. Add Default Events if missing: This will add to each person the blank default events (specified in the Database Configuration - Options Menu) only for the events that individual currently does not have.
4. Correct "Living" Flag: This will reset the Living Flag based on the death age entered. If a person has a death or burial date, then the Living Flag will automatically be removed. If (as of today's date) the person is younger or older than the specified death age, then the flag will be set appropriately.
5. Check ALL Living Flag without Birth/Chr date: This option also allows control of the "Living" Flag. Checking this option will cause all individuals without a birth or christening date to be set to Living.
6. UnCheck ALL Living Flag without Birth/Chr date: Checking this option will cause all individuals without a birth or christening date to be set to "deceased" (ie. the Living flag unchecked). This option and the previous one cannot be used at the same time.

Be forewarned that the rebuilding of databases is rather slow. The underlying database structure is quite complex, and the comparison and correction needed to maintain stability can take quite a bit of time.

b. Database Verification

This option will check your database for several possible error conditions. Although a person may show up in this report, it may be that the data is fine as entered, but you should double-check all individuals that show up in this report. Under the Options button you may select or deselect which of this conditions you wish to check for.

1. Disconnected individuals - no parents or marriages.
2. Birth or Christening before a parents marriage date.
3. Unusual events before birth or after death
4. Event order. (Based on event date.)
5. Child birth order. (Based on birth date or christening date if no birth.)
6. Marriage age comparison searches for age less than or greater than the specified value.

You may also print the final *Database Verification* report.

Database Verification actually runs as a separate program on your computer, so once it has started and a list of records found, you can use Alt-Tab to switch between CFT and the *Database Verification* window. This allows you to edit records in CFT while keeping the list of items still available in the *Database Verification*.

c. Unused Records

This tool does a search of the database to see if there are any unused place names, addresses, misc data records, and sources. In the course of your work, you may end up with some records unused. We have also seen cases where a GEDCOM file from other programs contained sources which were not used in the particular set of names included, as if they simply output all source records in the database.

The "Options" button allows you to specify which types of records to check for. The "Delete" button allows you to delete the records from the database without having to go back to the appropriate editor to do the deletions. If you simply want to mass delete all unused records shown, press the "All" button.

A print option also exists to allow you to print the list of unused record.

d. Event Tool

There are two parts (two tabs) to the Event Tool which can globally change events in the entire database. These options should be used with caution.

The Event Change will change the type of event for every case in the database. A common one would be a case where the Adult Baptism (BAPM or CHRA) event had mistakenly been entered for everyone in the database when one later discovered that they should have used the Infant Baptism or Christening event (CHR) which can substitute for missing birth events. Without this tool one would have to manually change each occurance – delete the Adult Baptism event and manually add the Christening event to every occurance.

The Place/Misc Move tab will move data from the Place Name list to Miscellaneous List. This is usually needed when something like occupations have all become inadvertently added as place names rather than in the miscellaneous data field where it rightly belongs. This allows you to globally correct this inadvertent error. This tool also makes certain that each event which uses this place gets moved to the Misc Data of that person.

e. Name Case Change

This option will change all names in the database to the appropriate case as selected: ALL UPPER CASE, All Proper Case, all lower case. You may select which portion of the name you wish to change: Whole Name, Before Surname, Surname or After Surname. My suggestion is that names should be in Proper Case. This utility cannot capitalize letters inside a name that should be capitalized, such as "McDonald" or "O'Bryan". It also cannot differentiate when a name should not be capitalized such as "de Groot". So be careful when using this utility.

f. Clear Details for Living

This options is dangerous! So make sure you really want to do this. We need to be careful when sharing genealogy data with others as we often have a lot of personal information on living people that they would not like to have shared with others. Therefore this option allows you to globally clear all the data from living people – except the names. If you really want to use this I suggest making a copy of the database so you have one with details on living people and one without details that you share with others.

g. Source Attach/Remove

The Source Tool is sort of like a Global Search and Replace for sourcing data. A good example of it's use would be when you obtain a group of names from another person's database and you want to tag every person obtained from them with a special source note identifying the source of that individual information. The Source Tool allows this without having to manual add the source note to each person.

There are several methods and options for attaching or removing sources globally.

> *1. Type:* Source Tool will either mark Individual or Event Sources.
> *2. Operation:* Source Tool will either Add a source or Remove a source.
> *3. Add only if no other sources are already attached:* This option specifies whether to globally add the source if there is already a source note attached to a given individual or event.
> *4. Event:* Shows only if Event Type sources are used. You must specify which event to attach or remove the source from.
> *5. Sel List:* This is the list of people that the source note will be attached or removed.
> *6. Source:* This is the specific source note to attach to the list of individuals specified. Normally *All Sources* would only be used on the *remove source* operation.

Under the *Citation* Tab, you can enter a citation to add to each individual or event when the *Attach* operation is selected.

Since there are so many options and possibilities here, it is suggested that some thought goes into the options selected, so that your database is not tagged with incorrect sources, or wanted sources don't get inadvertently removed. This is a powerful utility, but can also quickly destroy your documentation if done improperly. You may wish to experiment on a copy of your database before making the changes on your good data.

h. Source Change

The difference between Source Attach/Remove and Source Change is that the first simply attaches or removes a source while the later can change one source to another and even combine sources. Typically, I would use this when I get data from another person and I want to merge part of his database with mine.

After I have split off the people I want to a separate database I massage that database before the merge. I now want "my" source to indicate where I got my data from, and not necessarily show where the other person got his data from. An example will help clarify. Suppose I download a GEDCOM from worldconnect (ancestry.com) from a person name J.B. Smith and not everything in that GED is documented, but on one person it shows that Smith's source was the FamilySearch IGI. My source is not FamilySearch. My source is J.B. Smith worldconnect GED file. Therefore, the Source Change will help me. I can globally all events for all individuals to a new source: JB Smith GEDCOM from worldconnect and on the Citation tab check the box that says to include old source in notes of new source. This will cause FamilySearch IGI to get written to the notes of my new source, thus preserving both facts: 1. that my source was J.B. Smith and that his source was FamilySearch IGI.

vii. LDS Ordinance Tools

a. LDS Ordinance Auto-Events

There are three options you can check here, which will hunt through your database to find people meeting the criteria selected and automatically having certain LDS ordinances added. These are detailed below:

1. For individuals born and died on the same date, the assumption is that they are stillborn. Thus the program will add three events (Baptism LDS, Endowment, Seal to Parents) with the "stillborn" Date-Type to each individual meeting this criteria.

2. For individuals whose death is less than 8 years of age, the program will add the Baptism (LDS) and Endowment events with the "child" Date-Type.

3. For individuals born after the spouse sealing date of their parents, the program will add the Seal to Parents event with the "born in covenant" Date-Type.

In all cases the events will not be added if an event with the appropriate date type already exists for that person.

b. LDS Ordinance Check List

This tool allows you to Load one or more Selection Lists to the Ordinance Check List. On the right of the list will be displayed four columns for 1. Baptism, 2. Endowment, 3. Sealing to Parent, 4. Sealing to Spouse. There will also be four different possible symbols displayed under these columns:

1. A blank - no symbol. Shows only under last two columns. A blank under Sealing to Spouse means the person has no marriages. A blank under sealing to parents means the person has no parents in the database.
2. A dotted box. Indicates that not enough information is present to clear the name for this ordinance.
3. A solid box. Indicates that there is enough information to clear this person for the ordinance.
4. A blue check mark. Indicates that the ordinance has been performed or cleared already - the database contains an event with a date, place or appropriate date type (cleared, do not seal, child, stillborn, etc.)
5. A green cross. These get placed there by you indicating you want to clear this ordinance for temple work.

Highlighting a name and pressing one of the four buttons will toggle an ordinance between a solid box and a green check. If any other symbol appears a message will show indicating the reason why. This is especially useful when a dotted box is shown, as it will tell you what information is missing which is needed in order to have the ordinance cleared. (For people who have more than one spouse, the sealing to spouse will only get cleared when all marriages are correct.)

At any time you may press the "Add" button to add more names to the check list. You must either select to start a new list (which will erase the information currently in the list) or add another selection list. This allows you to add more than one selection list to the Ordinance Check List or to reload a given selection list - because perhaps you have added more names to that selection list. In either case it will not load duplicates of the same person if the person is already in the Check List.

The Ordinance Check List is automatically saved in the state it is in whenever you press the "Close" button. But when you come back in you must press the "Load" button to reload it. But be careful not to make change, then press "Load" again or you will loose your changes, since the load only reloads what was saved when this window was last "Closed".

The "Edit" button allows you to quickly edit the person you are highlighting without the need to return to the main window.

When you are finished marking all the ordinances with "green crosses", then press the "New" button to create a new selection list containing all names needed for the GEDCOM file you will prepare for TempleReady. What this means is that only those in the Check List who have a green cross will appear in the final Selection List. However, it will also include the parents of those with a green cross in the "Seal to parent" column and all spouses of those with a green cross in the "Seal to Spouse" column. After creating your new selection list, you will need to generate a TempleReady GEDCOM file (see File Menu, GEDCOM Export [ii. GEDCOM Export]) using the created Selection List. (Also see the section earlier in this manual on submitting data to LDS Temples for temple work.)

viii. "ShareIDs" for Database Sharing

This is a powerful feature which will make the sharing of your database with relatives and later merging run much quicker and smoother. A "Database Merge" will match up identical ShareIDs between the two databases automatically. But in order to give each record a unique ShareID, a three letter "tag" must be assigned (such as your initials). Whenever you add new ShareIDs you a must always use a different tag

than your relative uses in order to avoid mismatched names. It is suggested that you use your initials if possible.

Starting with a common database you should "Add" ShareIDs to your database *before* you give a copy of the database to your relative. Then you may work and add to your database. Your relative works and adds to his database. Later you merge again the two databases using the "Database Merge" feature. But you will happily discover that all the original common people are automatically matched - sparing you from what might have been an arduous chore. Now you only have to worry about matching names that you and your relative have added since the prior database was shared. After you have combined and corrected the newly merged database, run the ShareID stamping again before giving your relative back the merged database. If you work in this fashion you will be able to easily keep your work synchronized.

(See the [iv. Merge Database] later in this manual.)

Questions About ShareIDs

Question 1: When a ShareID'ed database is passed on to another person with all records tagged, it appears that only new records added by the second person should be marked by them with their ID before the databases are merged. Is this correct?

Answer: I have a concept that I hope I can explain clearly. Think of one person as holding the "master" database. It is this "master" that really only needs to ever tag ShareIDs to a database. Suppose I hold the "master" and I have a cousin who also does genealogy. So just before I give my cousin a copy of my master database, I tag all records with a ShareID.

Then my cousin adds more records and perhaps even edits and adds information to current records. I am also doing the same, adding more records and editing current records. So now we want to synchronize the databases again. My cousin then sends me his database. He DOES NOT need to tag any ShareIDs at all. He just sends me his database. (In other words, only the person who does the merging and holds the "master" database ever tags ShareID's).

I do a Database Merge with my "master" database as the primary and his as the secondary database. Immediately, automatically, all the records with ShareIDs will be auto matched in the list. However, I will still want to do a compare of any unmatched records - as they will be records both he and I added since we last tagged the database with ShareIDs. If there are any records that need to be matched, then we do it the normal way (as explained in the section about Database Merging).

Now when I actually run the Merge Database, all records are treated the same. The Log File will show which are new records and any common people with added or differing information - which a person will want to reconcile. After the merge, do the cleanup work.

By clean up work, I would normally do things such as run the unused records, check the place list and other lists, make sure sources are formatted properly. Often I will find that there may be misspellings of place names or lots of merges to do. For example sometimes others may not have included the county and I will merge "Clarksville, Tennessee" with "Clarksville, Montgomery, Tennessee" - stuff like that.

When all done with the cleanup, then go back and run the ShareID tag option again - so that every record

now has a ShareID. Since you hold the "master" you can use the same 3 letter tag that was used earlier. After the tagging, send a copy of the database back to your cousin. He should have stopped working on his database in the meantime and waited to get the database back from you before continuing on with any further editing of the database.

This is the general idea for a case where two people are working together. If there were 3 or more it could be a bit more complicated but if one person (perhaps the one who better undertands computers and the merging process) were to be assigned as the one who holds the "master" then a similar scenerio could work.

Question 2: When merging two databases that have been ShareID'd, how does CFTW handle main record or event details where these have been changed in both databases? Does it use the latest Modification Date data at that level?

Answer: It does not use the Modification Date. It treats them the same, as if they were manually merged. In other words, all the options are used and records presented in the Log File output. So cleanup and checking will still have to be manually done. The use of the Log File is highly recommended in the cleanup process to help one identify the changes that have been made.

Question 3: What happens to records from both databases that do not have ShareID's on them? Do they get merged in the ordinary way?

Answer: Yes, you treat them the normal way - manually match them up if need be.

Question 4: What happens when each party updates the same events. Does it mean that merging under the new system doubles up on all events where they detail data is different, or does the log file actually list the differences? If the latter, what happens to the data itself?

Answer: Both. The way the Merge works is that the primary database is first copied to the Final database (so the Final begins as an exact duplicate of the primary). Then items from the Secondary database are added to the Final database based on the options checked. When a common event (between the two databases) does not match exactly, the event from the second is added to the final database *and* is also so noted in the log file. So it does create work for you to go back and manually check these items. If you use the log file to help you identify those people that have had extra events added to them from the secondary database, you can then edit that person in the final database.

You need to make the decision as to whether to keep both duplicated events, edit and correct one and delete the other, or whatever. But the Database Merge leaves this up to you. There may be only slight differences and you simply want to delete one or the other of the events. Or you may want to make only one event with combined data and sources from both events. There might be so many things you could do that I found it difficult for the program to make the wholesale decision for you for all such cases.

D. "Editors" Menu Tools

You may notice that some indexes get loaded from time to time as you enter the most of these editors. This will be more noticeable on larger databases where the index takes longer to load. The purpose of the index is to allow the thumb scroll bar on the right of list to work properly. The indexes only get reloaded when the program sees changes in the number of records in the database. This was done to avoid having to load the indexes every time the each editor is invoked.

i. Media Editor

The Media Editor really does not allow you to edit anything about any media. You basically only have the options to view/play media (view a photo, play a video or sound file) and to obtain a list of individuals or documents that the media is attached to. These options are available using the buttons available at the top of the window.

The list of media presented is a list of allowable media files that are in the specified media folder. The folder is designated in the *Database Configuration* (Options Menu) on the *DB1* tab.

ii. Place Name Editor

With the Place Name Editor you can access the list of place names in your database. Place names are normally added to your database while entering events for individuals. You may edit, add, delete and even merge place names from this editor. Using the Place Name Editor is quite straight forward. You should be aware that when using the delete button, the program will remove all references to that place name. When you merge place names, the program must change all references in any events to reflect the merged place name change.

Fields are available to enter the longitude and latitude of the place. Currently these fields are free format. However, they may eventually be converted to a fixed format to allow plotting or calculations.

You may also add a note to each place name. This note may contain information about the place name, such as historical information or name change reasons, etc. This note is only available for editing here and is normally only printed in place name lists.

You may view place names by *Locality* rather than *As Entered*. Place names should be entered from smallest locality name to largest (town, county, state, country). The *Locality* sort resorts the names in reverse order (by parsing for commas) so that a name will appear from largest locality name to smallest: country, state, county, town. The *As Entered* names are normally used for story reports and normal reporting. But a *Locality* sort can often be useful when viewing or searching for information grouped by county, state or country.

Pressing the *List* button will display all events where the highlighted place name is used.

Place Name Complications

A couple of issues have come up concerning place names. One is how to keep track of administrative changes of place names. It is suggested that place names be entered as they are recorded on the original document - or based on the current administrative district at the time the event took place. For example, Preston, Idaho was originally in Oneida County. The County eventually was split and Preston then became the new county seat for Franklin County. Thus, I have two records in my database: *Preston, Oneida, Idaho* and *Preston, Franklin, Idaho*. This kind of thing happens all over the world. I have one user with ancestors in a particular part of Poland / Germany that switched between being part of Poland or Germany 4 times over a period of 150 years. In addition, the county and provinces changed jurisdictions several times. A separate place name would be recorded for each different name. If the longitude and latitude were entered, it would be identical in each record, thus helping to clarify that each place name existed at the same exact geographical location.

Another vexing question arises when working in one language (say English) and entering data from another country. Does one record the place name as is generally spelled in English or as is shown on the record in the native language? One suggestion would be to enter it in English - then to make sure that a secondary language was used (in the Database Configuration), and the native language place name were added at that point. You can use a secondary language without having to translate every single field in the database to that language. For example, I have some ancestors from Norway and some from Denmark. I could use both as secondary languages, but only use them when I wished to enter a place name in the native language. Some reports (such as the story reports) would then allow me to print them along side the English place name (which would be more readily understood by English readers). But the native place name would also be there for reference.

iii. Address Editor

The Address Editor is very similar to the Place Editor. It includes the same add, edit, delete, and merge functions. It also allows a display of all events using the highlighted address by pressing the *List* button. It also allows a note to be attached to each address.

Question: What is the difference between an address and a place name?

Answer: A place name normally consists of a town/city, county, state/country. It could also include a building (like a church building) or cemetery. An address, on the other hand, is a proper address that could be used for addressing an envelope - and should be written with carriage returns at the appropriate places.

Normal entry of an address is to press the *Enter Key* after each line, just as an address would appear on an envelope. When printed in stories and on many other types of reports an address will be reformatted with commas replacing the carriage returns as in the following example:

Original Entry: 385 Idaho Springs Road
                 Clarksville, TN 37043

Formatted: 385 Idaho Springs Road, Clarksville, TN 37043

iv. Miscellaneous Data Editor

The Miscellaneous Data Editor works also works very similar to the Place Editor. It includes the same add, edit, delete, and merge functions. It also allows a display of all events using the highlighted address by pressing the *List* button. It also allows a note to be attached to each miscellaneous data.

v. Source and Repository Editors

Sources in CFT-Win Version 3 are three-tiered as follows:

1. Repository: A repository is the location (library, person, government office) of the source. The repository basically defines "who" has the source. It would normally consist of the name of the repository, address, phone, e-mail address, and/or web site. There is a separate *Repository Editor* on the *Editors* Menu, although repositories can be edited within the *Source Editor*.

2. Reference: A reference is the specific book or collection from which the source is taken.

3. Citation (or Detail): This is the lowest level. A citation is basically the volume, page number and/or film number from a specific reference.

From the above definitions you should deduce that in your database there will likely be multiple references within a repository, and multiple citations from within a reference. In CFT-Win Version 3, a source primarily deals with the second tier - the reference. A reference is *attached* to an individual or event. From within a reference you can specify the repository of the reference. The specific citation is attached to a specific individual or event and is edited from within the *Source* Tab of the *Individual* or *Event Editor* after having attached a reference. (For a better understanding, you might wish to read the section on editing to understand how sources are typically added during normal editing functions.)

The *Source Editor* only works on the source *Reference,* not the *Citation*. The Citation is edited within the *Individual* or *Event Editor*. Sources are normally added to your database while entering events for individuals, so all of the functions explained here also work when accessing the source list from the Individual or Event editor.

The fields are generally self-defining. The *Publication Information* field may need some explanation. This field normally consists of the city of publication, publisher and year of publication. Example:

Preston, Idaho: Ira J. Lund, 1974.

A *Call Number* is normally used by larger libraries, such as the LDS Family History Center. If you quote any text from the reference in the note area of the record, it is suggested that you enclose the quote in "quotes".

Personal Source Collections

One question that has arisen concerns a personal collection of source material. Collecting a large number of documents, letters, etc and being able to properly "source" them can be confusing. I suppose one can work out however they would like, to be able to document their database with this material, but I shall offer here one idea that I use for my own information.

I create "books" with my collection of documents. I usually bind them into a binder of some sort - add a title page and then number all the pages sequentially. I purchased one of those numbering stamps at the local office supply store and stamp each page in the lower right with a page number in red ink. I normally try to group similar documents into the same book. Then what becomes a "Reference" in CFT-Win is the book itself and the detail citation references the page number - the individual document. I might add something in the citation notes explaining what the document is. But the "Reference" and page number would easily allow someone else to look up the source if they had your library of books available.

Other people have catalogued their documents in some fashion, perhaps in a file system and might prefer to refer to each item as a "Reference". Personally, I would call the collection a "Reference" and then the citation would contain the catalogued information that would allow one to quickly find the appropriate document. Calling each item a "Reference" would give you a very large number of references and almost do away with the need for the citation detail. Thus my first suggestion would be more in keeping with the way in which sources were meant to be handled in CFT-Win.

vi. Documents Editor

You can use the *Documents Editor* to add full transcripts of documents, scanned document images and miscellaneous notes and comments. A document can be referenced as a source from the Individual or Events Editor, but all documents do not need to be referenced as a source. This allows you to enter miscellaneous documents such as letters, things-to-do lists, chapter commentary for the indexed book, or whatever you wish.

When creating a new document, you may enter text or images or both. When adding images, you may add up to 250 images per document. See the Note Editor under the Individual Notes Section for further information on entering text items. [ii. The Note Tab]

(See Individual Photos earlier in this manual for more detailed instructions on scanning and printing images. [iv. Media Tab])

Whenever you use a Document to create a record that will be used as a source, such as quoting extended text from a source reference, you need to attach a source to the document (from the Source Tab). This will reference the normal Source Editor that is normally accessed from within the *Individual* or *Event Editor*.

E. "Options" Menu Tools

i. Database Configuration

The Database Configuration Window contains all specific option information about the currently open database. Each of the tabs are discussed below.

Author

Here you enter your name, address and the Database Title shown in the title bar of the program. Your name and address are also used in the GEDCOM Export.

Password

You may protect your CFT-Win Database with a password. In this tab you can change the password. My suggestion is to not put in a password, as the day may come when other family members may wish access to your data and you have taken the secret password to the grave with you. However, if there are others who use your computer (like a cantankerous teenager) you may wish to password protect your database. If you ever forget your password and desperately need to get into the database, please contact me at the technical support listed on the back of the title page of this manual.

Defaults

The *default events* you set here will be added to each new individual you add to the database. Of course you may add or remove events to each individual on a case by case basis also. Any *couple* type events (such as a marriage event) will only be added if the person has a spouse. You may wish to leave this blank and only add events to each person as they are needed. If you do want a set of default events my suggestion is: Birth, Christening, Marriage, Death, Burial. You might also wish to have other events as standard, such as: religion, occupation, address or some other event. If you are LDS, then you may wish to also add: Baptism (LDS), Endowment, Sealing to Parents, Sealing to Spouse.

> *Note on Christening and Baptism: Although a christening and a baptism are basically the same thing, in typical genealogical terms a christening is an infant baptism that would occur shortly after a child's birth and could be used as a substitute for birth in case of no birth date being known. A baptism would be used for a child or adult which could **not** be used as a birth date substitute. In various reports and on screen in CFT-Win, a christening date is automatically used as a birth date substitute when no birth date is found. A baptism date will **not** be used as a birth date substitute.*

The option *For New Individual Set Living Flag On* is used to avoid continually checking or unchecking the "Living" flag as you add data. If you ware working in an area of your family tree where most people are living relatives you may wish to check this option. You can remove the check when you are working on an area where most of your ancestors are deceased.

The *Sure Default* field can be set at 0, 1, 2, or 3. Each event has a "sure" or certainty field, which you can set to indicate your confidence in the correctness of the data, with 0 indicating total uncertainty and 3 indicating complete confidence. Whatever you set here in the Database Configuration will become the default at which all new events will get set when added. Of course, you can change each event on a case by case basis also.

The *Default Calendar* will most likely be the "Gregorian (New Style) Calendar" as this is the current world-wide standard. But if you are working on old records you might wish to change the default to the Julian calendar - at least temporarily. Or if you are working in any other areas you can change this default.

As is the case with all default setting in the Database Configuration, these can be changed at any time. Remember that the defaults set here represent the initial value for any newly added records - added after the change is made. The default settings will not affect any old or current records already in the database.

Show Version 2 Source Conversion Button (Source Editor): This option is used when you need to use the conversion tool (within the Source Editor) to help convert sources from an older CFT-Win Version 2 or from an imported GEDCOM file to the newer Version 3 format. A more precise explanation on how to do this is explain early in this manual in the *Upgrading from Version 2* section.

"Reset All List Formats" button on toolbar will reset the formats such as those on the Main window or Individual Editor. Sometimes these can get saved incorrectly and may not be viewed correctly. This reset will likely be rarely used.

Names

Auto Add Surname allows you to specify how surnames are automatically carried from parents to children or child to parent. The most common case is where the child's surname is the same as the father's. Thus when you are adding new individuals from the main window, you will see that when you add a child, the surname is automatically added to the Name field. The surname is copied from the father's surname.

The other three options are "/Mother/" (I know of no cultures using this variation), "/Father /Mother/ [Hispanic]", and "/Mother /Father/ [Portuguese]". In order to properly parse out the father's and mother's surnames from the parents for Hispanic and Portuguese names we have introduced a third slash "/" to separate the two surnames. Take this example (Hispanic):

> Father: Jaime /Pérez /Calzada/
> Mother: Graciela Josefina /De La Cruz /Muñoz/
> Child: Jaime /Pérez /De La Cruz/
> Child: Luis Angel /Pérez /De La Cruz/

Thus, even in cases where one of the surnames consists of more than one word, the intermediate slash will allow the program to specifically know where the two surnames separate. The same rules also apply to Portuguese names (/Mother /Father/ format). If you have a database with mixed cultures, you can temporarily set this option to Hispanic or Portuguese while you enter those names and then set back to Normal for entering of English or other names.

The third slash (as introduced in CFT-Win for Hispanic and Portuguese names) is NOT supported by the GEDCOM standard. So keep in mind that the middle slash will get removed during a GEDCOM export and thus, will not show up when you import a GEDCOM file back to CFT-Win.

The *Default Normal Surname* is used to identify which surname (when there are more than one) should be automatically marked as the *Normal Surname* (as defined by CFT) when a new individual is added to the

database. The options are: First Surname, Second Surname, Second to Last Surname, Last Surname, First Surname of Two and Second Surname of Two. The *Normal Surname* is the one which will be displayed in *NameSearch* (and on many other reports) in the default sort order. CFT has the capability of allowing the identification of the *Normal Surname* by individual, which is useful for databases with mixed nationalities (See next option: *Allow Normal Surname Selection by Individual*). For most databases, however, the *Normal Surname* will always be in the same location when multiple surnames are shown. In this case, you may not want this field to be shown for each individual, so you can turn this off in the *Database Configuration* window. The default when new databases are created, is for this to be turned off. So you will only see this field if you explicitly turn it on. You should also mark which surname is to be the *Default Normal Surname* in the *Database Configuration* window. This default will automatically set the *Normal Surname* for each *new* individual. It will not change the status of any existing individuals.

The last two options (First Surname of Two and Last Surname of Two) are specifically for Hispanic and Portuguese Surnames. If you select one of these options, you must include a third (middle) slash to set off the two surnames. Ie: Luis Angel /Pérez /De La Cruz/

Allow Normal Surname Selection by Individual: This option works in conjunction with the *Default Normal Surname*. Most family history databases would handle names the same way throughout the database. However, if you have a mixture of various cultures within your database, you may need to check this option. For example, the normal surname for American surnames is the first surname, but for Spanish it is the last surname. Thus, if you live in America and have Spanish ancestry you will likely need to check this option so that you can specifically set the normal surname for each person properly.

Normal Surname Sorting really only comes into play when you have names in the database which have more than one surname (multiple surnames) - such as what may occur in Norwegian surnames which often contain a patronymic and a farm name, both bracketed. The two sort order choices are:

   1. Normal Surname, Given Names, Other Surnames, Post Names
        Example: Jon /Olsen Tøtland/ sorts as Olsen, Jon, Tøtland
   2. Normal Surname, Other Surnames, Given Names, Post Names
        Example: Jon /Olsen Tøtland/ sorts as Olsen, Tøtland, Jon

Exempt Surnames are normally those small lower case surnames found in many European countries: such as: von van der de la e. A name such as "Robbert /de Groot/" should have the entire surname surrounded by slashes (as shown). But since "de" is designated as an exempt surname, this name would be indexed on "Groot" rather than "de Groot". You can turn this option on or off by checking the box on the left.

Sel List

Here you set up which Selection Lists you wish to display on the Main Family Group Window. Once selected here you will be able to see on the very far right of the list of individuals (in the Main Family Group Window) colored diamonds indicating a Selection List that this person belongs to. Up to 8 selection lists can be set for indication in this space. The Selection Lists must first be added from the Tools Menu - Selection Lists. You can then select up to 8 to show on the Main Window (from Database Configuration). From the Main Family Group Window you can now quickly add or remove individuals from these selection lists using the Ctrl+1 thru Ctrl+8 keys as indicated in the Database Configuration. Highlighting a person and pressing Ctrl+1 will add or remove that person from the first selection list (left-

most diamond). Ctrl+1 simply toggles from adding or removing from selection list. You can also change the color of the diamonds by clicking on the diamond to the right in this window.

This feature is very useful in lots of contexts. A few ideas, but by no means exhaustive:

1. Suppose you create one selection list that has a list of all your "direct" ancestors and make that the first item (left-most diamond). Now whenever you are on the Family Group screen, you will always be able to know which persons are direct ancestors of yours. I have cases where I am a direct descendant of more than one child. Therefore this is much more flexible, easier to use than marking a child as a preferred child using the Individual Menu - Children - Mark as Preferred.

2. Suppose you are visually checking people and want to add people to a list for some reason (such as keeping a list of those you want to double check some information), you can easily and quickly set up a selection list. Then browsing in the Family Group mode use Ctrl+1 (or Ctrl+2, etc.) to quickly add certain people to this selection list. I expect to use this in setting up lists of people for clearing for TempleReady.

Individual Type

This tab allows you to display "Individual Types" on the Main Family Group and NameSearch Windows. The Individual Types can be set to mean anything you want them to mean and they are displayed by coloring the background of the name per the color shown to the right. The only way to tag people is within the Family Group Window where you use the Alt key in combination with a number (as shown to the right). This turns the background to the appropriate color. This is saved in the database and may help one identify certain groups of people. This is only useful for onscreen display as there flags do not get exported via GEDCOM, nor can any reports print containing these flags.

Database 1

Here is where you select your Database *Language*.

The *Auto Family Group* option allows you to select a person as the Key Individual started with whenever the database is opened.

Auto Open Key Individual at Last Database Close allows you to always open a database where you last left it.

The *Media Folder* is the location (drive and directory or folder) which is the location for all media (images, video, sound files) that are associated with this database.

The *Digits for IRN/FRN display* option allows you to set the number of digits for IRN display. An IRN number of 1 would normally be displayed on screen or reports as 0001. It is suggested that you set this to no higher than needed for your database. If you have less than 1000 individuals, then I suggest 3 digits (highest would be 999). If less than 10,000 names then 4 digits would suffice (0000). And so on.

If *Duplicate checking after closing Individual Editor* is checked the program will search the database for likely duplicate individuals. This can slow down editing and may be turned off by removing the check from this option.

If you check *Use "accurate" scroll bar indexing* this will also slow the program down because of the need to build indexes to control the thumb scroll on the right of edit lists like the Name Search, Place Editor, etc. If you have a small database it may be desirable to get the scroll bar more accurate, but larger databases can greatly be slowed down using this option.

Database 2

If the option *Automatically Open this Database on Program Startup* is checked then the current database will be opened whenever CFT is run, bypassing the Main Dialog window.

Ancestral Tab Display is used to limit which type of display to allow in the Ancestral tab on the main window. When you click on the Ancestral Tab with a List Type display, ALL ancestors of the Key Individual are loaded into the display. This can be very large for long genealogies. In fact, with some large databases this can take up so much memory it causes the program to crash. Thus, the main purpose of this option is to allow the selection of Tree Type Only display for those with these large databases. This will avoid a crash caused by inadvertently selecting the List Type display.

The *Automatic Backup on Database Close* will attempt to do a backup of the database whenever it is closed or the program is exited. The automatically created backup file will be the name of the database with a .cftbak extension followed by the rotation shown here. For example, a base filename of Lund.cft with rotations of 01 02 03 04 05 will cause the backup filenames to be named Lund.cftbak01 for first backup, Lund.cftbak02 for second backup, and so on.

ii. Story Options

The *Story Options* allow you to customize the manner in which story reports are generated. This also affects how the story appears on the Story Tab of the main window.

Inclusions

The *Inclusions* tab allow you to include or exclude the IRN, sensitive events, individual and event notes. It also allows you to select whether to display events for parents and children listed in the story, and how to display any *free format* dates.

Paragraph

The *Paragraph Tab* allows you to define how paragraphs are formed. You can select whether to leave a space between paragraphs, whether to indent or tab each paragraph and whether to make event notes a separate paragraph.

You should adopt a standard for indenting (tabs) and gaps for each paragraph. As you type text in individual or event notes, you may write more than one paragraph. If you indent each paragraph within

these notes, then you should check the story option to also indent paragraphs. If you do not indent paragraphs in your notes and perhaps leave a gap (space) between each paragraph, then you ought to make the same choices here. Keeping a consistency between your notes and the story options here, will make the generated stories appear much neater.

The first sentence of every paragraph is the one created by the date and place of the event. Making an event note a separate paragraph, places the generated first sentence in a paragraph by itself.

iii. Program Configuration

The *Program Configuration* allows you to set options which control how the program itself operates. These options are independent of the current database and once set, operate on all databases.

General

Main Window Ancestor and Descendant Tabs option allows you to specify how an *Enter* Key or Mouse Double click behaves. You can set the behavior to Edit the highlighted person or to make that person the Key Individual. If you wish to make them a Key Individual, you can optionally specify that the program automatically switch to the normal Family Group Tab.

The *Ancestral Tree Legend* option is provided for cases where your monitor may be too small to view the legend, which normally appears in the lower left corner of the window. However, there is not enough room to display place names when moved to the upper left corner.

The *Number of Generations in Ancestral Tree* can be set at either 5 or 6 depending on the size of your monitor and the speed of your computer. Smaller monitors will want only 5 generations. Also consider that 6 generations is actually twice as many total names as 5 generations so will take twice as long to load and display. So depending on your computer speed and your patience you can set this as you wish. The size of names on the Ancestral Tree window will also expand and contract as you resize the main window.

The *Reset Window Positions and Sizes* option is provided for an easy way to reset the positions to the default positions. CFT-Win always saves the location and sizes of all windows when each window is closed. Thus it will reopen that window to the same position and size you previously used. The default position with most windows is just under and to the left of the calling window. Sometimes you may need to reset the windows when you update CFT-Win, as some sizes on windows may have been changed and because of the saved size, you cannot see everything available. If such is ever the case it will normally be obvious by what will look like a cut-off screen. These positions are saved in the ASCII text file CFTW.INI.

Media

Here you can set the video and sound player programs. The defaults are *mplayer.exe* for video and *sndrec32.exe* for sound. (*mplayer.exe* could work for sound also.) You may choose another program if you wish. Since these programs are in the windows folder (and are in the "path" statement for most computers) you do not need to specify the folder. If you did select a program that was in a folder not

specified in the path, then you would need to enter the entire drive and directory also (such as "c:\windows\mplayer.exe").

The *extensions* fields indicate the file types that are allowed for each of the media player programs. These extensions are used when your list of media files is displayed in the *Individual Photo Tab* or *Document Photo Tab*.

Also you may set an external program to view images (photos). It seems that the standard imaging program on many Windows computers vary. The two program I have seen are kodakimg.exe and wangimg.exe. Both were found in c:\windows directory.

Languages

This is where you would add or edit language words and phrases. The *properties* button allows you to set certain properties for each language (such as the font).

When editing words, you may select from the include list of which words and phrases to edit. Initially (when adding a new language) you will be presented with *all* words and phrases. When you add a new language it will initially copy words and phrases from another language of your choice.

Instructions for Translators

1. You do not need to translate all events to the new language, especially if they are unlikely to be used by anyone in the new language.
2. Menu items can be tricky. If you embed an ampersand (&) in menu items just in front of a letter you wish to be the hot key, it will show up as an underlined letter in the menu. This key then becomes the hot-key that allows the menu to be triggered with the Alt Key and underlined key. It takes some planning to make certain that you do not duplicate these hot keys on any one menu.
3. Also the hot keys used from the main window (Ctrl Keys, Alt Keys and even single keys are all parsed from within the displayed menu item (sometimes from "tips" rather than menus). So make sure that all these are enclosed in square brackets and the word "Alt" and "Ctrl" are spelled exactly as I show. An example: "Print Reports… [Ctrl+R]" Without the brackets and "Ctrl+" the hot key will not get properly set. Single letter keys must be shown as [P-Key]. Alt and Ctrl with the keys 1 through 0 and A through Z are valid. The only other two valid keys are [+ Key] and [- Key].

If you create a new language for one not currently distributed in CFT, then please contact us, as we will likely want to include your translation with the program. We would need the two files: stdevent.tps and ucc.tps e-mailed to us.

Sort Order

The sort order of each language is set here. For English I like to sort all accented characters the same as if they were not accented. This may not be true in other languages. This option allows you to select the proper sort order of characters for your language.

In the Sort Order tab you see three lists. The one in the middle contains all unassigned characters, so this would normally be empty when you are completed assigning the sort order to all characters. Most letters will get assigned to the "Single Characters" list either as an upper case or as a lower case letter. You may assign more than one character to a given line (see the English sort order for an example). In English I keep all accented characters together - sort ÀÁÂÅÄ all the same as A. However, you need to pay attention to the order that they appear as you will want the lower case letters to appear in the same order. This allows internal routines to decipher which lower case letter is equivalent to which upper case letter. For example, if I enter on a line AÀÁÂÅÄ for upper case then I will want aàáâåä for lower case. If I enter in a differnet order such as aàáâäå then the lower case for Å will get translated as ä.

Pressing the upper or lower button will move the highlighted character in the center list to the current highlighted line on the left "Single Characters" list. If there is a mistake then press the "->" to move the highlighted characters in the "Single Characters" list back to the middle list.

Multiple letters can be split and sorted based on their component pieces. For example, highlight a character such as Æ in the center list and press the Multi button. You will be prompted to enter the component letters (AE) and these will get added to the "Multiple Characters" list on the right.

A little experimenting will help one understand how to set the proper sort order. Normally, you will not need to set the sort order if the language you desire has already been set up.

Dictionary

In this tab you would set the two spellcheck dictionaries you wish to use. The normal defaults are american.dic and personal.dic.

iv. UCC. Options

The *UCC Options* on the *Options* Menu can also be accessed from within the UCC program itself. These options have already been described under the *UCC Calendar Calculator* on the *Tools* Menu. Please refer to that part of this documentation for full details.

v. Toolbars

This option allows you to display or hide the two toolbars at the top of the main window: the "Tools" Toolbar and the "Individual" Toolbar.

vi. Standard Events

The *Standard Events Editor* is different than the other editors on the *Editors* Menu, in that Standard Events are effective program wide. You are editing a table that is accessed from all databases. The items under the *Editors* Menu are only effective for the currently open database.

In CFT-Win an "Event" represents an event in a person's life. Most events are recorded as one day happenings: a birth, a death, a marriage, etc. However, an event can have a date of several years, such as an occupation. A CFT-Win event can also be something other than an event, such as a tag or user ID number. The vast majority of events, which you will use, have already been included in CFT-Win's list of events. However, you can add to this list if you so desire. If you wish to create a new event, or edit or delete an existing event, you use the Standard Event Editor. If you are using a language other than English, whatever you enter in the Standard Editor gets saved under the current Report Language.

Whenever you add a "User-Added" Standard Event, those events get saved to the database you have open. This allows two things to occur. First, if you ever update CFT-Win, whenever you open your old database, any user-added events will automatically get added back to the Standard Event List. Secondly, if you ever send or share your database with a relative who also has CFT-Win, these user-added events will automatically get added to your relative's Standard Events also.

A description of each of the fields in the Standard Events editor follows.

Tag

The *tag* for an event is a 3 or 4 letter unique identifier. For GEDCOM standard events, these tags are exported as standard tags that are often used in other genealogy software programs. Non-GEDCOM standard tags are not likely to be understood by other programs and are handled differently in GEDCOM export files.

Description

An event description is free format. You may enter whatever you wish.

Standard

There are three standards for events: GEDCOM, CFT-Win and User Added. As stated above GEDCOM standard events will be exported differently to a GEDCOM file than non-GEDCOM events. There is basically no difference between a CFT-Win and User Added event. The sole purpose for this distinction is merely to keep track of where the standard event originated.

Type

An "individual" event is one that is used only by a single individual, such as a birth or death. A "couple" event is one that is shared between two people, such as a marriage or divorce. Some events might be useful for either an individual or couple, such as an address or move event. When you add a couple event to a given person, it will also be attached to the spouse. If there is more than one spouse, then you will be prompted as to which spouse it should be attached to. If you add an event that is could be used as individual or couple then you will be prompted as to which type of event you are adding.

Display

This potion is used to identify what data you would like to display on the event list in the individual editor. Most individual events you would want to display the place name. Most couple events you would

want to display the spouse name. For some events, which are more like identifiers (such as an ID number or Social Security Number), you would want to display the Miscellaneous Data (rather than Place Name).

Sentence

This field allows you to write a pseudo-sentence that signifies the format of constructed sentences for story reports. There are actually six possible sentence structures available: a female, male and couple sentence - plus witness sentences for female, male and couple. In English, the male and female sentences should be identical. But some languages require a slightly different preposition or construction for a male or female sentence. Witness sentences are used for the special WITNESS event.

Sentences are constructed using "replaceable parameters" - that is , identifiers which are replaced with the actual name or word needed to construct the sentence. The use of replaceable parameters in this fashion allows names, dates, places to be located anywhere in a sentence, so that sentence structure is not restricted (as it was in earlier versions of CFT). The following list shows all allowable replaceable parameters. Remember that they must be in upper case.

%N   Name
%D   Date
%P   Place
%A   Address
%M   Misc Data
%S   Spouse
%W   Witness
%T   Parent Type - such as adopted, foster, sealing, god, other. Will not get replaced if birth parent.
              Example: …the %T daughter of…
              Birth parent: … the daughter of…
              Adopted: … the adopted daughter of…
              Foster: … the foster daughter of …

There is a special case for languages, which use place prepositions. In some sentences the place preposition would need to be suppressed. This preposition suppression is accomplished by adding a pund sign (#) after the %P - as in %P#. Example in Norwegian: %N utvandra p{til} %P# %D.

In addition to these replaceable parameters there are also may be some words in a sentence which should be used only if certain data exists. For example, a sentence such as the following may include or exclude the place name:

Ira Johan Lund was born 20 Jul 1955.
Ira Johan Lund was born 20 Jul 1955 at Preston, Franklin, Idaho.

The word "at" should only be included if a place name exists. Thus we identify such words by enclosing them in brackets and identifying which element needs to be present before including this word. The example below from the Standard Events will now be able to generate either of the sentences above, regardless of whether the place name exists or not.

Cumberland Family Tree for Windows - User Manual

%N was born %D p{at} %P.

The list of these possible parameters are as follows:

n{ }   Name
d{ }   Date
p{ }   Place
a{ }   Address
m{ }   Misc Data
s{ }   Spouse
w{ }   Witness

Look at some examples of the current sentences in the Standard Event Editor to get a clearer idea of how these parameters are used.

TIP: It would be wise not to change any of the events which are tagged as GEDCOM Standard Events.

The use of place name prepositions in some languages (such as Norwegian) also call for additional explanation. There may be cases where the special place name prepositions should be suppressed - as in the emigration (Utvandring) event. In cases such as this you should include the hash (pound) sign # immediately after the %P to indicate suppression of the place preposition. As an example:

%N utvandra p{til} %P# %D.
George Smith utvandra til Preston, Franklin, Idaho i 1888.

Dropping the prepostion that was associated with the place name "Preston, Franklin, Idaho". In other contexts the associated preposition will be used:

%N vart fødd %D %P.
George Smith vart døypt om lag (utrekna) april 1956 p Preston, Franklin, Idaho.

F. "Opening Dialog Window" Tools

i. Backup

Comments on Backup Copies

Let me offer a few comments on backing up your data. Many people realize that making a second copy or backing up their data is important. But it is easy to neglect doing so. If you have entered more information into your database than you would care to re-enter. I suggest backing it up or making a second copy.

Some people feel that keeping their data on a disk is the safest thing to do, so they can always keep their data away from any possible hard drive crash. However, my experience is that data diskettes are 10 times more likely to have data problems than hard drives. Today's hard drives are very reliable and much faster

(10-20 times faster) than using a diskette for the main database. Therefore, I high encourage you to keep your database on a hard drive - not a diskette. I am certain that this will save you from lots of aggravation.

The most common problems of corrupted data occur from user errors, such as not closing a program before the computer is shut off, or an electrical surge that reboots the computer. I have worked long enough with computers to also know that sometimes "things" happen - and you don't understand why, and can't ever figure out why the data is messed up. My first suggestion is to always try the *Rebuild* (Tools Menu) first, before restoring a data and attempting to re-enter data. A successful Rebuild can save a lot of time and aggravation.

Many people feel that backing up their data to a diskette is also safe. As I said, diskettes are not as reliable today as hard drives. So there are pros and cons to backing up to a disk. Therefore, I make two suggestions as possible locations for backups. First you might consider simply backing up or making a second copy of your database elsewhere on your computer's internal hard drive(s) - preferably a different hard drive than the one you keep the main database on. Secondly, when you do make diskette backups, keep more than one backup. The second time you do a backup, put the backup on a different disk than the first - and keep both. That way, if one disk turns up bad, at least you have another copy. In fact, you could keep several backup copies.

The backups created by CFT-Win Version three are merely copies of the database with a *.cftbak* extension. You can easily copy them to any location, change the extension to *.cft* and read them with CFT-Win.

The Backup Process

The top part of the Backup Window allows you to designate the backup folder, the location to place the backup file.

The bottom list contains CFT-Win databases to back up. This list (pick list) is saved from session to session, unless you *Remove* an item from the list. Removing an item from this list does not delete the file or folder. It simply removes the item from this list of possible backup items.

When you perform a backup (by pressing the *Backup* button at the top) the database highlighted in the list is backed up (or copied with a .cftbak extension). To add a database to the pick list, use the *Browse* button.

ii. Restore

It might be helpful to read the *Comments on Backup Copies* under the previous topic.

When restoring a backup file, you must designate two things: the file to restore (which you select from the bottom list of backup files) and the location (folder) to place the restored data files.

Whenever a backup is created, the backup file will be added (and saved) to the bottom list of backup files. Each time you do a restore you will need to designate the restoration folder - by pressing the *Folder* button.

iii. Split Database

An Often Asked Question*: My database is getting quite large (almost 1000 names) and I would like to split them into separate databases. What is the best way to do this?*

My personal suggestion is not to split your database. One thousand names are really not that many. Currently (July 2002) I have about 33,000 names in my database. And this is not the largest database in CFT-Win, as I have a number of users with even larger ones than this.

But the main reason I suggest not to split up a database, is that your charts will never be complete. Suppose you put your own data in a different database than the ancestry of your spouse. Then how are you going to do a pedigree chart for one of your children? You can't. And in which database will you put your own children and grandchildren? Both? That's duplicate maintenance. Everything will just work together better - all relationships maintained, diagrams and charts for anyone - if you simply keep everything together in a single database.

Database Split

Using this utility, you can split off a section of a database, creating a smaller, second database. You need to specify three things: the database to split, the name of the new subset database and the list of individuals that are to copied from the original database.

Remember, this utility does not actually "split" the original database, in the sense of creating two smaller databases. It leaves the original database intact and creates a second database which is a subset of the original, contain all individuals listed in the Selection List.

Creating Selection Lists is defined earlier under the *Tools* Menu items, so will not be repeated here.

iv. Merge Database

An Often Asked Question*: I have received a GEDCOM file from a relative and I want to merge only parts of it into my database. What is the best way to do this?*

I have had cases in my own genealogy where I wanted to merge only part of someone else's database into mine. Here is the process I take.

First I load their data - usually a GEDCOM file - into a CFT-Win database (File Menu - Import GEDCOM). I then "Split" the database to create one with only the individuals I want to merge into mine (Main Dialog Window - Split Database). Then before I merge that database with mine, I do quite a bit of work on this split-off database. I "clean" up the data by doing things such as making sure the surname is

the way I want it (Proper Case). I check the place names for proper spelling, etc. I look for any other inconsistencies, possible errors, etc. The most important thing I do is add a source to *every* individual indicating the name of the person whose database I am merging. (Use the Source Tool - Tools Menu for this.) Thus my final database will be properly documented, showing where I got the data.

Then finally, I will merge the two databases. After the merge I will use the log file created to double check everything, especially reconciling events that are different between the two databases - often removing incorrect information.

Remember that this process is often complicated and time consuming, especially when there may be multiple connections and overlaps between the two databases. So don't expect the Merge Database function to be a quick solution. There are often many inconsistencies between data maintained by two different members of the same family.

Introduction to Database Merge

This is a powerful tool to use in merging two different databases. Suppose that you have a relative that is also working on your family history. If both of you are using CFT, you can use this option to merge your database and your relatives to create one larger database. However, there are many complexities involved in merging two databases and you should not do a merge without some forethought.

There are two cases which will come up in a database merge: individuals who are contained in both databases, and individuals who are unique to the respective databases. If you tried to merge two databases by doing a GEDCOM import of one database into an existing database, you would end up with duplicate individuals for those individuals contained in both databases. So you probably never want to import a GEDCOM file to an existing database except under rare occasions. With a GEDCOM import/merge you also have the problem of creating the appropriate links between the two databases. For example, suppose one database contains the paternal ancestors of a given individual and the other database contains the maternal ancestors of the same individual. A good merge function should not duplicate the common individual, but it should be able to link the appropriate maternal and paternal ancestral lines. This can be complicated to do if you were trying to make all these connections properly after a GEDCOM import. The Merge Database option in CFT-Win helps make the merging process easier.

Even so, do not take a Database Merge lightly. There is work involved in reconciling the many differences that often exist between two databases. And there is often much cleanup work involved after a merge. We will discuss these further as we explain how to perform a merge.

The First Database Merge Window

When merging two databases, a third database will be created. The two original databases will not be changed. The first Window allows you to select the two databases to be merged, as well the name of the final merged database. You must also designate the name of a log file (txt extension) where inconsistencies between the two databases will be recorded. This log file will be of great assistance in helping you clean up the database after the merge.

As a very brief explanation of how the Merge works, the first specified database is actually copied to the new (merged) database and then individuals and differences are copied from the second original database. Thus, you can be assured that the final database retains the same IRN numbering as the first original database and that all data is identical to the first original. All differences will then be due to additions brought over from the second database.

After specifying these files, press the *Run* button. You will then be presented with a list of names from both databases sorted alphabetically side by side. If the databases are rather large, you may need to wait a while for all names to be loaded to the list.

Name Matching

The first step here is to identify one person who you know is identical between the two databases. Then using the mouse, drag and drop one of these people onto the same person in the other database. (To drag and drop, hold the left mouse button down on one person and slide the mouse cursor over the person to merge with and let up on the button.) Before the match up continues, you will be asked whether to also attempt to match relatives. If you choose not to, only this single person will be matched up. If you do match all relatives, then the program will follow all connections (descendants and ancestors and all people connected to all of these). If names match exactly then the match occurs automatically. If there are even slight differences in spelling between names you will be prompted to match names.

Remember to use the right mouse click to get to the Pop-up menu for a given individual. This will allow you to view details (events) for each person and to compare differences between individuals in each database. When you are ready to start the merge click the *Merge* button.

Normally, if you match one set of names, and select the option to match relatives, all people should match up in both databases. However, there are certain cases where there may have been intermarriages, but the lines are unique in both databases, where not everyone will get matched up the first time through. So it may be necessary to look through the list of names and further match up others.

The two "Find" buttons simply jump to the next blank or individual in the list. This is handy when you may have a very large list and large gaps before the next person and rather than paging or scrolling down you simply want to jump to the next person on one side or the other.

Save and Load

There is a powerful Save and Load feature that is very helpful when dealing with large databases. With two databases with thousands of people the process of matching may take many hours. Therefore you may wish to press the "Save" button, to save the matching list in it's current state. You will be prompted for a merge file name (extension will always be .CftMrg). Later you can press the "Load" button instead of entering the names of the databases.

However, remember this: you cannot make any changes to the Primary database between the two matching sessions. The reason is that when the first "Run" button is pressed, the new "Merged Database" is a copy of the "First Database" before the list is presented for merging. Thus, you are really merging the Second Database to the Merged Database. The First Database no longer comes into play. Also, you

cannot add names to the Second Database, either. This is because the saved list only contains the names at the time of the save. In other words, do not do any editing whatever to any of the three databases involved between Merge sessions.

Save Report

This option is simply a way to save the list of names to an ASCII text file for double checking. It will always save to a file called DBmerge.txt (and will overwrite an old file with the same name). You can view this file with NotePad by double clicking the file from Explorer.

Merge Options

One last step is required before the merge begins. You must specify a number of merge options, all of which should be self-explanatory. Further explanation is included below:

1. Add unique individuals from second database. If unchecked, no new individuals will be added to the merged database. Thus only differences between common individuals will be made - as long as appropriate options are checked below.

2. Add new events for common individuals. If unchecked, then common individuals will not contain any new events in the second database that do not exist in the primary database.

3. Add duplicate events when different. If unchecked then any common events between the two databases, that are different between the two, will only contain the information from the primary database.

4. Add sources from second database when different. If unchecked, new sources from the second database will not be added.

5. Add unused documents from second database. If left unchecked then unused documents from the second database will not be added.

6. Add media when captions are different (same file name). If checked then there will likely be duplicate media in the final merged database.

After the proper options are selected press the *Merge* button and the merge will now take place, uninterrupted. All differences between the two databases will be noted in the log file.

G. "Help" Menu

The Help that is included with CFT is the User's Manual (this document) in PDF format. PDF files are read using the Adobe Acrobat Reader, which can be obtained for free. Many computer users may already have the Adobe Acrobat Reader installed on their machine. If not, the installation of CFT on your computer will check for it and install it if necessary.

This PDF document is formatted exactly as if it were prepared for publication. This means that you can print this entire User Manual and bind it, if you would prefer a printed manual. (This program is not sold with a pre-printed manual.)

Other options on the *Help* Menu are the *Order Form*, *User Code* and *About*. The *Order Form* is normally used by those who have previewed the program before purchasing, and are now ready to order the program. The *User Code* Window is for registered users to enter the given user code to stop the 45-day trial countdown. The *About* Window displays basic information about the CFT, including the installed Version Number.

Web Sites

This option is provided to allow you to quickly jump to web sites you often use in conjunction with your genealogical work. The "Edit Web Site List" allows you to add or remove web sites. Cumberland Family Software and Cyndi's List are hard coded. You cannot remove them. Cyndi's List is the index of all genealogical web sites.

When you add a Web site simply enter a description and the URL. They will be added to the Menu System. But in order for this to work correctly you must also specify your Web Browser. The default is set to c:\Program Files\Internet Explorer\Iexplore.exe.

Chapter 3. Printed Reports

The printed reports are all accessed through the *File* Menu *Print Reports* option, although there is also a short cut key (Ctrl+R) and an icon on the Toolbar.

A. Tutorial

There are a multitude of printed reports available. The best way to familiarize yourself with the various reports is to try previewing (and printing) some using your data. Experimentation is the best way to discover the capabilities and features of the program. You might also review the brief description of each report given below.

All of the reports are generated in a very similar manner. For many reports you will first select the individual or Selection List to be included in the report. Usually this is done by pressing the *NameSearch* Button or the *Selection List* Button. Then you may print the report directly to the printer by pressing the *Print* Button, or use the *Preview* Button to view the report on screen. Since this is a Windows program, your reports will be sent to the Windows Print Manager. You should already have your printer driver installed in Windows.

There is a very wide variety of reports available. They are grouped into six types: Ancestral, Descendant, Individual Lists, Other Lists, Individual Misc Reports and Other Misc Reports. Specific types of charts are listed and short explanations given later.

The Report Window actually runs as a separate program on your computer, so once it has started, you can use Alt-Tab to switch between CFT and the Report Window.

Name Display: Because it often happens that the reports do not contain enough space to display a full name, CFT-Win has an automatic name abbreviation routine. It will begin to abbreviate middle names, names after of surname and then surnames until the abbreviated name will fit in the space provided on the report. There are a couple of things you can do to help allow the reports to display more of a name. First, do not enter surnames in all caps. A long surname such as /GREGGERSDATTER/ will take much less space if entered as /Greggersdatter/. Secondly, use a smaller font, especially one that uses less horizontal space. Many people may have the Arial Narrow font, which will be more compressed than the very common Arial font. Also the Lund and Lund-Narrow fonts which came with CFT-Win Ver 2 is even more compressed than Arial and Arial-Narrow. If you do not have Ver 2, check the Freeware page of our web site (www.cf-software.com) to obtain the fonts.

Screen Fonts versus Report Fonts: On screen your data will be displayed in the font and character set of the database language - which you set in the Database Configuration (Options Menu). You can change this by editing the properties of that language in the Language tab of the Program Configuration (Options Menu). However, in reports you can print with fonts other than the one specified for your language. However, the font must be in the Character Set required for the selected language. (In other words, if you had Russian Cyrillic Verdana font and were printing in English, you could not select the Cyrillic Verdana font.)

B. The Print Report Window

All reports are formatted to print on letter size 8 1/2 by 11 inch pages (or A4 paper if that option has been selected from Page Setup).

The *Print Report* Window allows the selection of all options for every report. Options will change depending on the particular report you select from the report list. All reports will have a field for the title and beginning page number of that report.

All reports will show the *Footnote*, *Font* and *Setup* buttons.

The *Font* Window allows you to specify the font name, size, color or attribute (bold, italics, underline).

The *Footnote* Window allows you to enter three lines of footnotes. These footnotes will stay the same for all reports until changed.

Depending on the report selected, you are offered various other options. Some reports (like ancestral and descendant reports) begin with a starting person which you select using the *NameSearch* button on the right. Other reports require the use of a Selection List (such as a List of Individuals). Here you select the Selection List, by pressing the *Select* button on the right.

The wide variety of options should be self-explanatory for each report. Some may be explained if needed with each report description below.

i. Page Setup

The *Page Setup* window allows several options. On the first tab (General) are the following options:

1. Select page size of US (8 ½ x 11) or A4 (International)
2. To select whether page number is all on right or alternates odd right / even left.

The second tab contains options that allow you to select how to abbreviate names. You can set the priority on surnames or given names, drop nicknames (in quotes) and include initials for dropped names. There are two examples that help you determine what happens. These examples will change as you change the options.

The third tab (Sources) allows selection of a few options relating to how sources are to be displayed.

1. *Source Style* can be either 3 tiered (Citation, Bibliography, Repository) or Single Source (where all data is in the Reference - no citation details and no repositories).
2. *Source Citation Format* can only be set if you use the 3 tiered style. In this case you can set a citation to print as a full citation or as an abbreviated citation. Here is an example of each style to help you understand the difference:

<u>Abbreviated Citation and Bibliography</u>

CITATIONS

1 - IJL-MHL [1] p23
2 - IJL-MHL [1]
3 - IJL-MHL [1] pp 72-73. These pages contain a diagram showing all of the descendants of M.H.
    Lund as of 1973 when the book was published.

BIBLIOGRAPHY

1 - Ira J. Lund. "The History of Mogen Hans Lund". (Preston, Idaho: Lund Family, 1974). [2]

<u>Full Citation and Bibliography</u>

CITATIONS

1 - Ira J. Lund. "The History of Mogen Hans Lund". (Preston, Idaho: Lund Family, 1974). [1] p23
2 - Ira J. Lund. "The History of Mogen Hans Lund". (Preston, Idaho: Lund Family, 1974). [1]
3 - Ira J. Lund. "The History of Mogen Hans Lund". (Preston, Idaho: Lund Family, 1974). [1] pp 72-
    73. These pages contain a diagram showing all of the descendants of M.H. Lund as of 1973
    when the book was published.

BIBLIOGRAPHY

1 - Ira J. Lund. "The History of Mogen Hans Lund". (Preston, Idaho: Lund Family, 1974). [2]

3. *New Page for Bibliography and Repositories.* If your source list is small you likely would want to keep
   these on the same page. If it is large (such as in an indexed book) you may like to start the
   Bibliogrpahy and Repository lists on a new page.

ii. Field Selection

One option that is available with many reports is the *Field* Selection Window (*Fields* button on Toolbar).
Several reports will allow you to customize the data that is printed. The number of lines will vary from
report to report. Basically you highlight the line in the *example* list at the top. Then set the options for that
line below. The example list will then display a "dummy" sample of what that line would look like.

You have three types of data to show on a line: event data, special or leave it blank. *Special* data types
basically consist of birth and death dates in parenthesis. You may select either year only or full date for
display.

Event data types are more complex. Here you must select the particular type of event to display, then you
may opt to display the date, place or misc data. You may also prefix the data with the *tag* description of
the event (such as birth, death, etc.) You can display an initial or full event description. Additionally,

there are further options for dates and places. You can display abbreviated dates, full dates or year only. You can display the place name as entered or by locality (reverse order).

Some experimentation and Previewing of reports will help you get a better feel for how data gets displayed in reports based on settings in this window.

The field selection is very flexible and you may need to use some creativity to see how it can be used. For example, one user wanted to show an anglicized Hebrew name for many of his ancestors. The way this is accomplished is by adding an "Alternate Name" event to each person desired and entering the anglicized name in the Misc Data field. Then in the report Field Selection select the Alternate Name event and have it show the Misc Data field.

iii. Previewing and Printing Reports

Printing or previewing of any report with photos or scanned documents can take much longer than a text-only report. So be patient! Also be warned that there is often a pause after pressing the Cancel button, before you are returned control of the program. Again, as with most Windows programs, you should be patient with the printing process.

In most reports, blank events will not be printed. Simply adding an event to an individual or family record does not cause it to be printed. For example, if you add the divorce event to a family record you should also include a date, approximation or at least the words "(date unknown)". Otherwise the event will not be printed on many reports.

When printing large reports (especially with many photos) there needs to be a large amount of free disk space to hold the temporary WMF images and files for the Print Manager queue. If you get a GPF (General Protection Fault) while printing reports the first place to check is for free hard disk space.

For the highest quality photo and scanned document reports it is desirable to have a printer which prints at 600 dpi. Make certain to check the printer driver in the "Printer" icon of the "Control Panel" (usually in the Accessory Group) of Windows. Make certain it is set to 600 dpi, since a 600 dpi printer will only print at 300 dpi if it has not been set properly.

If you want to print pages back to back, this can be accomplished with a program called FinePrint but costs $40.00. (www.fineprint.com) Another method is to create a PDF document as explained in the Publishing section. Adobe Acrobat Reader allows printing back to back.

iv. Print Preview Window

You may press the Print Button to send the report directly to the printer (it actually goes to your Windows Print Manager) or you may press the Preview Button to view the report on screen. You may also print the report from the Preview Window after viewing it on screen. Keep in mind that in Windows, all pages of the report will be spooled to the Print Manager before the first page will even be printed on the printer.

The Preview Window includes a three-way Zoom option which toggles between a two page layout, a half page close-up (about 70%) and a 100% blow-up. While zoomed in to the half page close-up view you can use the scroll bar to the right or use the up and down arrow keys and page-up and page-down keys. Also notice the short tips in upper right toolbar that you can use the right and left mouse clicks to zoom in and out. These clicks basically do the same things as the zoom toggle buttons.

There is also a "Save Text" button. This option allows you to save selected pages to an ASCII text file. All lines will be removed. All major Word Processors can read the text in an ASCII text file.

There is also a "Save WMF" button. Whenever a report is generated it is graphical in nature and is temporarily saved (when previewing) as a WMF (Windows Meta File). If you wish to save the report to permanent WMF's to be used by other applications then you may select the "Save WMF" button and enter a file name prefix. The report will then be saved to the database sub-directory.

C. Report Types

The various reports in CFT are divided into six groups. Below is a list and brief description of each of the reports.

Ancestral Reports

1. Ancestral Story: Popular story type report tracing the ancestors of the given individual. This report formats your event data into a story, which is merged with event notes creating a pleasing readable report output. If source notes are included they are referenced with numbers and end-noted at the end of the entire story. (When printing from an Indexed Book the sources do not appear until you print the sources at the end of the book.) A "+" beside a parent or child indicates that that person is continued with the appropriate number as shown. A parent or child is not continued if information available is very limited. Usually, this means an unmarried child with no notes and only a birth and death date. There are many customization options available on the *Story Options* Window.

2. Ancestral Tree (4 Gen Hor): Ancestral Tree charts are often called Pedigree Charts. This one is a four generation horizontal chart - a traditional four generation pedigree chart. If the number of generations specified is greater than 4, then succeeding pages will be printed to continue the report. To include all generations make certain to include a very large generation number (100 for example).

3. Ancestral Tree (4 Gen Ver): This pedigree chart is a four generation vertical chart - a different style than the chart above.

4. Ancestral Tree (6 Gen Hor): A traditional six generation horizontal pedigree chart.

5. Ancestral List. A simple list of ancestors of a given individual. Graphical connecting lines are not shown. This is more typical of an Ahnentafel style list of ancestors.

6. Ancestral Photo Chart: Shows a standard four generation pedigree chart with photos. Use of photos reduces the space available for other data. If the number of generations specified is greater than 4, then succeeding pages will be printed to continue the report. To include all generations make certain to include a very large generation number (100 for example).

7. Ancestral Time Line: Similar to the Ancestral list but with a time line on the right and bars indicating the length of a person's life, with tick marks for birth, marriages and death.

8. Ancestral Wall Chart: This chart will generate as large a diagram as needed based on the number of generations and options selected. This chart is meant to be "taped" together to create a large chart that can be hung on the wall.

Descendant Reports

9. Descendant Story: Popular story type report tracing the descendants of the given individual. This report formats your event data into a story, which is merged with event notes creating a pleasing readable report output. If source notes are included they are referenced with numbers and end-noted at the end of the entire story. (When printing from an Indexed Book the sources do not appear until you print the sources at the end of the book.) A "+" beside a parent or child indicates that that person is continued with the appropriate number as shown. A parent or child is not continued if information available is very limited. Usually, this means an unmarried child with no notes and only a birth and death date.

10. Descendant Tree Chart: Shows four generations of descendants for the given individual with birth, marriage and death date and places in graphical box form. If the number of generations specified is greater than 4, then succeeding pages will be printed to continue the report. To include all generations make certain to include a very large generation number (100 for example).

11. Descendant List (2 Styles): Shows each succeeding generation of descendants in a list style report, one person per line.

12. Photo Descendant Chart: Shows four generations of the given individual with name and photograph in graphical box form, similar to the Descendant Tree Chart.

13. Descendant Time Line: Similar to the Ancestral Time line. Displays a time line on the right and bars indicating the length of a person's life, with tick marks for birth, marriages and death.

14. Descendant Wall Chart: A descendant chart that can be taped together to form a large chart to be hung on the wall.

Individual Lists

15. Standard Individual List: Lists the individuals in the Selection List. No linkage is provided, merely a simple list of people. Fields shown can be customized.

16. Birthday / Anniversary List: Lists those people included in the Selection List. The report is sorted by month and day, so that birthdays and wedding anniversaries can be tracked through the year.

17. Family Records List: This report shows a list of marriages with husband and wife side by side.

18. LDS Ordinance List: This report will only be of interest to members of the LDS Church (The Church of Jesus Christ of Latter-day Saints). This report will list those people in the Selection List showing the date of LDS ordinances: baptism, endowment, sealing to parent and spouses. It is listed in two sections: 1. Individuals with baptism, endowment and sealings to parents, 2. Marriages showing sealings to spouse. In addition a statitical summary is provided at the end.

Other Lists

19. Events List: Lists the events shown in the *Standard Events Editor*. If the *Include Individuals* option is checked it will also list the names of individuals who have that event associated with them and the date and place of the event.

20. Place Name List: Lists the place names in the database. If the *Include Individuals* option is checked it will also list the names of individuals who have an event associated with that place, including the event and date.

21. Misc Data List: Lists the miscellaneous data in the database. If the *Include Individuals* option is checked it will also list the names of individuals who have an event associated with that data, including the event and date.

22. Source List: Lists the source notes in the database. If the *Include Individuals* option is checked it will also list the names of individuals who have an event associated with that source, including the event and date.

Individual Miscellaneous Reports

23. Individual Story: Popular story type report for the individuals marked. This report formats your event data into a story, which is merged with event notes creating a pleasing readable report output. If source notes are included they are referenced with numbers and end-noted at the end of the entire story. (When printing from an Indexed Book the sources do not appear until you print the sources at the end of the book.)

24. Individual Summary: Includes all information for a particular individual - all events, notes, etc. You use a Selection List to identify the people you want this report to list.

25. Family Group Chart: Displays all information on a given family - the father, mother and children, including all events. The Selection List of marriages is used to indicate which marriages to include when printing this report. This is a standard traditional report, used by many genealogists.

26. Photo Album: Displays all photographs for the listed individuals. Standard report shows three rows of photographs per page. Optional Large Photos shows two rows of photographs per page.

27. Relationship Tree: This report uses the same algorithm as the Relationship Calculator (on the Tools Menu). It will print out the relationship diagram for each of the relationships of the two individuals selected.

<u>Other Miscellaneous Reports</u>

28. <u>Documents:</u> Prints the selected documents. They may either be text or scanned image documents. Images are scaled to be printed based on the size selected in the Media Tab: full-page, half or quarter page. This is most useful for such documents as birth or marriage certificates.

29. <u>Statistics:</u> Generates a two page report showing interesting statistical information about your database, such as life spans, age of marriages, number of children, etc.

30. <u>Database Structure:</u> Generates a report indicating the structure of the database. Starting with a Key Individuals it indicates how many ancestors, descendants, etc. are in the database. It also lists any separate branches not connected to the main tree.

Chapter 4. Publishing Options

A. Tutorial

There are three different ways of publishing your family history:

A. Indexed Book - for printing and publishing a traditional bound book.
B. Web Publishing - for publishing genealogical data on the internet.
C. CD Publishing - for electronic publishing of data for distribution to family and relatives.

B. Indexed Book

The indexed book feature of Cumberland Family Tree is a powerful and unique feature not found in many other genealogy programs. With it, you can create an entire book containing any or all of the above mentioned reports in any order you wish. The pages will be numbered consecutively and the best feature of all is that all names will be included in an index at the end showing the name of each chart that they appear on and the page number. You may also include sources and a bibliography, which gets generated from the sources you have included in the database. In CFT-Win you can actually create more than one book.

There are four reports produced from the Indexed Book, which are not produced in the regular report menus:

1. A Title page. Always at top.
2. The Table of Contents. Always second from top.
3. List of Sources. Always second to last item. You may also choose not to include this.
4. Index of Names.. Always the last item in list.

After selecting the Indexed Book option, you will first be presented with a window titled "Index Books". Here is where you add new books. Press the Add Button and enter the title of your book. Then press the Continue Button. You are now in the Indexed Book outliner window. Here is where you will define the contents of your book. Use the Insert Button to add new reports to your book.

When inserting an item in the table of contents you will get the window, which is the same window you get when you select *Print Reports* from the *File* Menu. Here you define all the options and the type of report you wish to include at this point in the Indexed Book. You may generate the report or preview it if you wish.

After closing the report window, you will want to select the level which defines how this report is shown in the table of contents. Each report may be placed as one of the following levels:

0-Not Shown in Contents: This level allows you to generate a report in the book without showing it in the Table of Contents.

1-Chapter: This level will number this report as a Chapter. Chapters will be numbered automatically by the program.

2-Topic Within a Chapter: This level will produce a topic within a chapter. The topic will be shown indented in the Table of Contents.

The process you will follow in producing your book is as follows:

1. Create the report outline by "inserting" reports into the Indexed Book outliner window.

2. Begin printing each report beginning at the third item. (If you print the Table of Contents before other reports are printed, the page numbers will not show up properly in the Table of Contents. You may actually print the Title page at any time you wish.)

3. At the end print the Sources, the Index of Names, the Table of Contents and the Book Title. The Title will print the name and address of the person shown in the User Information window of the Edit Menu.

OR you may print the entire book at once - or parts of the book by using the *Beginning* and *Ending* buttons on the tool bar to mark the beginning and ending reports you want to print, then pressing the print button. The Indexed Book will keep track of page numbers correctly. As each report is generated, the program will build an index of all individuals in the report and the page number they appear on.

That's it! Hopefully the workings of the program will be simple enough. But don't be misled. Creating a pleasing Indexed Book takes a lot of creativity and fore thought - and lots of time, especially for a larger book. Take your time and don't hurry the process. But don't be dissuaded by the effort required, either. The end results of holding your very own Family History Book will justify all the hard work!

TIP #1: The program attempts to keep proper track of paging and indexing of names and sources, but if you go back and redo a report, it will remove all indexes and sourcing from that point down. So you will need to regenerate subsequent reports in order to get the proper paging in the index. Also remember that if the number of pages changes (for the reprinted report), you will likely have to print every report from there on - because the paging will no longer be correct for subsequent pages.

TIP #2: You can manually create your own page by using another program such as a word processor, or by simply pasting photos, newspaper articles or whatever onto page and allow CFT-Win to reserve those pages to be manually inserted later by you. This is done with the *Blank* button just left of the *Add* button on the toolbar. Inserting a blank item allows you to enter a title - so that it gets included in the Table of Contents and you can specify the number of manually inserted pages so the paging skips this number of pages. You can also set the level to show how you want these to show up in the table of contents.

TIP #3: The *Clear* button not only clears the paging on the table of contents but also clears the name index and the source index. If you've done a lot of back tracking and reprinting these indexes possibly could get messed up. When you have the contents and layout perfect, you may wish to Clear the paging and reprint the entire book to make sure the Name Index and sourcing are exact.

TIP #4: If you want to print pages back to back, this can be accomplished with a program called FinePrint but costs $40.00. (www.fineprint.com) Another method is to create a PDF document as explained in the Publishing section. Adobe Acrobat Reader allows printing back to back.

C. Indexed Book Suggestions

This topic is provided compliments of CFT-Win users who have agreed to provide their ideas and suggestions on how they have used the Indexed Book option to create their own family histories. (Some editing may have been done on these messages to correct spellings, format or remove parts of the message which did not pertain.)

From: Søren Henning Dalgaard <shd@dnlb.dk>
To: "'CFT-WIN-L@rootsweb.com'" <CFT-WIN-L@rootsweb.com>
Subject: SV: [CFTW] Indexed Book suggestions
Date: Tue, 19 Sep 2000 09:42:44 +0200

I don't do any genealogical research myself, but my father has done it for more than 20 years without being able to publish a book for the family to read. I'm only the typist who enters all my fathers' notes into the database and prints the book. Therefore my main interest in this program is the publishing features especially the indexed book.

The layout I have chosen is as follows (Shortened):

Section #1: The family history

Chapter 1 Introduction: (My father's forewords and my reading instructions, Explanation of the layout and where to begin.)

Chapter 2 Descendants of my father
        Topic 1 Chapter notes
        Topic 2 Photo descendant chat
        Topic 3 Descendant story

Chapter 3 My fathers ancestors
        Topic 1 Chapter notes
        Topic 2 Photo ancestral chat (4 generations)
        Topic 4 Ancestral box chat
        Topic 5 Ancestral story
        Topic 6 Ancestral timeline

Chapter 4 My mothers ancestors
----- Same layout as my father's ancestors ----

Chapter 5 Descendants of my father's great great grandfather
        Topic 1 Chapter notes: Chapter layout, relationship to my father etc.
        Topic 2 Photo descendant chat
        Topic 3 Descendant story
        Topic 4 Descendant time line

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----- Further descendant chapters ----

Section #2: Photo album and documentation.

Chapter 9 Photo album
        Topic 1 Chapter notes (explaining sort order scanning technique retouch etc.)
        Topic 2 Photo album

Chapter 10 Scanned source documents
        Topic 1 Chapter notes
        Topic 2 Scanned source documents

----- Further chapters with transcriptions of different types of sources ----

Section #3 Various list statistics etc. (This section is mostly for the trained reader or a reader who is doing genealogical research himself. This section also includes box chats of those parts of the family where we don't have sufficient information to print the family history. Of course this section also includes the source and index chapters.

Now for some of the techniques I'm using for making the book more readable:

I use both event and individual notes extensively to add more information than the bare event. This also makes the story less robot-write like. I have found that copying the story part of the book to a word processor for adding more information and enhancing the language is not worth the effort, as these chapters change too much all the time, and I print a new copy of the book every time I'm visiting my father.

I have a lot of chapters with the same layout, this makes navigating through the book easier. The header text is always the section title, therefore I find it necessary to add footnotes to help the reader navigate through the book. A footer will look like this:

    Section number and content of this section
    Chapter number and content of this chapter
    Section number and content of this section, report type etc.

As I have different footnotes for each topic, I would very much like the footnote to be saved as part of each topic in the indexed book.

In the documentation section of the book I have a lot of transcriptions of census list, inventory list etc. In the document section of my book I have a lot of scanned images, news paper clips etc.

Finally I want to say that I find that ver. 3 has a lot of improvements in the indexed book compared to ver. 2.5. Also I would like some more of you to share with us how you have made your layout eg. as table of contents as Ira suggested.

Søren Henning Dalgaard

From: Jon Myers <Emquad@worldnet.att.net>
To: "'CFT-WIN-L@rootsweb.com'" <CFT-WIN-L@rootsweb.com>
Subject: SV: [CFTW] Indexed Book Place Name Index
Date: 3 Dec 2000

What I did in the first edition of my family history (published using CFTW 2.22 in 1997) was to create a Place name Cross Reference chapter using the report which lists place names and all events for those places (Place Name List). Then the reader could locate individuals listed under any given place name and then look them up in the Index of Names. I think this is actually a better solution because it lessens confusion. Let's say you have, as I do, hundreds of entries under New York, New York. A Place Name Index would be useless, whereas a Place Name Cross Reference explains all at a glance.

Jon Myers

D. Lineage RTF Book

The Lineage RTF book feature is a new feature (introduced in August 2002) which was written specifically for my own purposes. This feature generates the body of a book in Rich Text Format (rtf) that can be loaded into most Word Processors. Embedded within the book are both the "headings" needed to generate a Table of Contents and hidden tags that allow the generation of an Index of Names.

The book is presented in a "lineage" concept where one starts with the earliest generation and walks one generation at a time from parent to child printing information along the way. This feature will also embed footnotes that are presented at the end of each line, as well as a complete bibliography at the end of the book. When you go back and create another line all cross-references will also be tracked and printed properly. This works best for long lines of genealogy with less backtracking for other lines, but can be successfully used for any genealogy. I created a large 4,400 name book "The Complete Known Ancestry of Frida Rage", my mother - over 450 double column pages.

From the Lineage RTF Book Window, click on "New" button and select a file name. Just enter the name before the extension. It will automatically get an .lbook extension. All Lineage Book files are tied to a particular database, so you won't see books that don't belong to the current database in the list of books shown. However, you can use the "Browse" button to open .lbook files. But you may not get the results you want since the IRN's inside the .lbook represent the IRNs in the database in which the .lbook was created.

Each Book consists of "chapters" and "lines". A chapter is merely a title to break the "lines" into sections and become indexed as chapters in the RTF Table of Contents you generate at the end. The "lines" is where the real work is done. When you add a line, you select the first or oldest person on that line and select names as they are presented to you by clicking the "Next" button. The first click on a line brings up the NameSearch. Subsequent clicks bring up only children of the last person on the line. You can begin and stop the lines anywhere you like. Make sure to set the person numbers also as appropriate. Normally the first person in the book is number 1. Adding chapters and lines is how you structure your book.

When you have created all the chapters and lines you wish, then you are ready to create the .rtf file. You can use the Options button to set the font and whether to include the Individual Notes and/or the Footnotes and Bibliography. Then press the RTF button, select a file name (with extension .rtf) to create and your book will get generated.

Now you are ready to complete the book. You can load the .rtf file into most Word Processors and then add a title page, a blank page for Table of Contents, and an introduction to the front of the file. Go to the end of the book and create an index of names. In MS-Word you do this on the Insert Menu - Index and Tables. Just select the style of Index you want and press OK. All the names needed for the index were embedded within the .rtf file when it was created by Cumberland Family Tree.

Then you will want to go back to the Table of Contents page and create it using the same process: Insert Menu - Index and Tables. Select the style and your index is automatically created. If you want your introduction included in the Table of Contents you need to set your Introduction title to Heading 1 style. I actually created two Table of Contents in my book. The first one was only one level deep so it showed only chapters - a single page. The second Table of Content was two levels deep and thus showed the chapters and all "Lines" - 5 pages long in double columns.

I suggest experimenting with only a couple of chapters and few lines so you can see the output and get an idea of the power of this new feature. You'll see that all names are cross-referenced to anywhere else they may be located in the book by line number and individual number.

E. Story RTF Book

The Story RTF book feature is similar to the Lineage RTF book feature in that it generates a Rich Text Format (rtf) file that can be loaded into most Word Processors. Embedded within that file are both the "headings" needed to generate a Table of Contents and hidden tags that allow the generation of an Index of Names. But this feature is actually easier to use than the Lineage RTF book because you do not need to set up the "lines". All you indicate is the starting person and you can create either an "ancestry" story or a "descendant" story. This creates the same story type reports that can be generated from the Reports Window.

You can actually combine more than one Lineage or Story RTF file into a single book (document). If you do so, then leave all the footnotes and bibliography at the end of each section. But the Table of Contents and the Index of Names can be generated at the beginning and ending of the entire book and will include the contents and names from all rtf files included in the entire book.

All options work very similar to the options explained in the Lineage RTF book. But the story book does not actually create a separate file which is needed to create the lineage book, since the story book needs only a single starting person and number of generations to create the rtf file.

F. Web Publishing

There are currently a number of other utility programs available, that will convert a GEDCOM file to HTML pages for the internet. If you would rather use one of these, instead of the built in HTML converter, you might try Cyndi's List (www.cyndislist.com) and search for GEDCOM to HTML utility programs.

The big advantage to CFT-Win's HTML converter is that since it is incorporated within CFT-Win you already have everything you need and can generate your web pages from within CFT-Win. The HTML Web Converter in CFT-Win converts CFT-Win data directly to HTML pages without the need to transfer to a GEDCOM file.

In publishing your Family History data on the internet, you may want to consider some "social" issues. Many people are sensitive to having their personal information publicly available, so you may wish to be careful about what type of information you post on the internet about your living relatives - especially if you include Social Security Numbers in your database. There has been some concern about the fact that some companies use a person's mother's maiden name as some sort of verification, but I have no idea how you would avoid publishing your mother's maiden name.

Inside the "Web Pages (HTML)" window you simply define three items:

1. The Selection List of the individuals you want included in your web pages.
2. The Selection List of the events you want included.
3. The location of the HTML output folder.

Having defined these three items you can quickly generate your HTML web pages by clicking on the Conversion button on the Toolbar. The CFT-Win HTML converter generates three types of web pages.

1. Each beginning letter of the alphabet will generate an index page - beginning with "index01.html'
2. Each family group will generate a single web page beginning with "fam00001.html"
3. Optionally, one page person for notes, if the "include notes" option has been set.

When you create your home page and place a jump to your genealogy data it is suggested that the first page you jump to should be "index01.html" as this page will allow the user to easily jump in the index to any name in the alphabetical list. And once you are on a family group you can quickly jump to other family groups by clicking on the underlined names.

HTML Generation Options

A number of options can be set for your HTML output by pressing the Options button.

On the *General* Tab, several options are available:

Living Individuals allows you to select one of the following three options:

1. Show ALL Information - will show everything on living individuals in the Selection List.
2. Show names only, but no other data.
3. Do not show any living individual.

You also have the option to include sources, notes, photos, sure field sensitive events and/or birth place in index pages. The *Single Page Index* is for small databases where you may wish to have the entire name index on a single web page. Normally, each letter of the alphabet will generate a page for the indexes.

> *Tip:* Remember that when including photos or images, that Web pages can only display JPG and GIF images. They cannot display BMP or PCX. So you will want to make certain that if you plan to create HTML pages with images to save and include only JPG and GIF images in your database.

On the *Colors* Tab you can specify the colors of the background, text, and links. In addition you can specify a background image to use. This image will get copied (by the converter) to the HTML output folder.

The *Header* and *Footer* Tabs allow you to enter any text you wish to include at the top and bottom of each page. You will likely need to know a little about HTML language to properly format text in headers and footers. If you press the *Default* button at the top, it will automatically insert some default header and footer text, which you can edit.

The *Sources* Tab allows you to select single or three tier sources (similar to that on printed reports).

A few HTML key words for those unfamiliar with it:

>
 means "break". This is the same as a carriage return (enter key).
> <B>bold</B> Anything between the <B> and </B> gets displayed in **bold** text.
> <I>italics</I> Anything between the <I> and </I> gets displayed in *italics* text.
> <FONT SIZE=+1> Larger font </FONT> Anything between these markers gets a slightly larger font size. If you want even larger than you can use +2 instead of +1.

If you want to have a link to another web page try this:

> <A HREF="index01.html">Back to Index of Names Where the page to go to is inside the quotes and words between the > and < are what shows up as the click on link. A link to e-mail is very similar:
> <A HREF="mailto:ira.lund@cf-software.com">Questions? E-mail us</A>

G. CD Publishing

There are actually three ways you might publish your genealogy data electronic for distribution on a CD. Of course, you will need a CD writable drive in order to do this.

1. Create HTML/Web files (as explained in the previous section) and place these files on a CD. Then your family could use their Web Browser (Internet Explorer or Netscape) to view the files the same as if it were on the Internet.

2. Use Adobe Acrobat to capture the output from CFT-Win's Indexed Book to create a PDF file. This format is very popular. Adobe Acrobat can capture or convert output from almost any program. Although the program itself costs about $250, the Reader is freely distributable. So you can include the Reader for free on your CD's that you send to family members.

Here is Adobe's web site, for more information:

http://www.adobe.com/products/acrobat/

(Actually, you can create PDF files with Freeware software - Ghostscript and Ghostview - as will be explained later.)

3. Use CFT-Win Viewer along with your database and media files. CFT-Win in Viewer Mode can be freely distributed (just like Adobe Acrobat Reader).

CFT-Win Viewer

CFT-Win can be set to Viewer Mode and freely distributed. Anyone can simply download CFT-Win from our web site and set it to Viewer Mode (from the About Window) and have it FREE indefinitely. When set to Viewer Mode, CFT-Win opens all databases in *"read-only"* mode. This means all editing functions are turned off. A person can navigate around CFT-Win just as they do in normal mode and view all data - including print any report, but they cannot edit, change, add, or delete any data. This is the way a data file would have to exist on a CD, since a CD would be read-only anyway. That is the main purpose of the Viewer Mode - to allow CFT-Win users a method of sharing their data with family members, without having to purchase further copies of CFT-Win. In Viewer Mode CFT-Win may be used indefinitely and freely distributed.

Creating a CD with CFT-Win Viewer is actually quite simple. Follow the four steps shown in the Viewer Creation Window:

Step #1: Specify Folder for Viewer Program
This folder must be on a read/write hard drive. You cannot specify a CD drive at this stage. You must have previously created this folder in Windows Explorer.

Example folder: c:\CftCD

Warning: Do NOT specify the CFT folder in which the program is already installed or you will mess up your program. Make sure to specify a new empty folder which has no other files in it.

Step #2: Specify Databases for Viewer Program
Here you may select any number of CFT-Win databases to include on the CD. These databases will be copied to the folder specified in step #1. In addition a media folder will also be created and all

media files in the database media folder will be copied to the media sub-folder created in the main folder specified in step #1.

You may also specify an Introductory Document for each database. This Introductory document is created as a Document in the database and will be shown each time the user opens your database in Viewer Mode. There is also a button in the Document Editor which will allow you to view the document as it will be shown at the Introduction. You can edit text and add a photo in the Document Editor and test it by pushing this button.

As an example of how a good introductory document might be used, you might create a document called "Welcome to the Lund Family Genealogy Database". You might attach a photo of yourself with a caption: "Hello, my name is Ira Lund." Or perhaps a photo of your common ancestor with his name in the caption. This photo with caption will appear on the left side of the Introductory window. You may also leave off any photos and the Introductory document text will take up the whole window. In the text you might provide a quick overview of what is contained in this database and an explanation of why you are providing the database for your family, etc. Experiment with it a little and see how it goes.

Step #3: Create CFT-Win Viewer
When you press this button, all the necessary program files and your database files will get copied to the folder specified in step #1.

Step #4: Copy to CD
Now using your CD creation software copy the entire folder and sub-folders from the folder specified in step #1 to your CD. Remember that the folder contents actually become the Root folder on the CD. In the example mentioned in step #1, you do not create a folder on the CD called c:\CftCD. You simply copy all the contents of c:\CftCD to the root of the CD.

When the CFT-Viewer is operated, it will create a folder on drive C: called "c:\CFTview". Within this folder the Viewer will create a few files which are needed for it to operate properly. These files can be written to - unlike any files on a CD. A user may delete these files or the entire folder at any time without any bad effects - other than loosing some information about the current state of the Viewer program and reports settings that they may have made.

Creating PDF files with Ghostscript and Ghostview

(This explanation is provided thanks to Erik Helmer Nielsen [ehelmer@ddf.dk] - a long time user of CFT-Win.)

This method of creating PDF files uses free software. First install the following programs:

1. Install a Postscript driver on your computer. This can be any standard Windows Postscript Print Driver such as the Apple Laser Writer. Set up the drive to print to a File rather than a printer.

2. Install two free programs (Ghostscript and Ghostview) on your computer. These files can be found at www.cs.wisc.edu/~ghost/index.html. Make sure to install both programs

Now you are ready to create PDF files:

1. When you print a report you set the Postscript driver
   as the "default" printer and allow CFT-Win to print
   to it as you generate and print reports.

2. Run the GhostView program and open the Postscript
   file (extension .ps) created in step #1. Then tell
   GhostView to print to a device named "pdfwrite"
   at 300 dpi. Check mark "print to file" and give the
   output file a .pdf extension.

Publishing your Genealogy data with the Corel Wordperfect Envoy Driver.

The following method is provide by Hendrik J Bosman (entrepreneur@intekom.co.za) the Afrikaans Translator of CFT-Win since Version 2.5.

Using the Corel Envoy Printer Driver you can effectively publish your genealogy data electronically in a format similar to that of Adobe Acrobat.

The Envoy Viewer is included with Corel WordPerfect Office Suite. If the Envoy Printer Driver was not installed during initial installation of Corel WordPerfect Office it may be done afterwards using the Custom Setup Option from the Corel WordPerfect CD.

First set the Envoy Printer Driver as the default printer in START » SETTINGS » PRINTERS.

Now configure the Envoy Printer Driver as follows:

1. Goto START » SETTINGS » PRINTERS. And highlight the Envoy Printer Driver.

2. Right Click on the Envoy Printer Driver and choose PROPERTIES (as in the figure at the top of the
   next page).

3. The Important settings to be set are DETAILS & DESTINATION. (Set as in the two figures at
   the bottom of this page.)

4. The Envoy Printer Driver is now set as the DEFAULT printer as well as being setup correctly to create
   an electronic document that can be read on any computer.

To create electronic files that can be published is now as easy as printing to a printer. An *.exe file will be created which may be copied to a CD for distribution. To create your document from CFTW do the following:

1. Open CFTW.
2. Choose "FILE" » "PRINT REPORTS"
3. Choose the type of report and click on "PRINT"
4. The "SAVE AS" dialogue box will appear with your default location for saving files. You will see that "SAVE FILE TYPE:" is set to "ENVOY RUNTIME FILES"
5. Enter the filename *without* an extention and click on "SAVE"
6. An *.exe file is created which can be viewed on any machine without the need for the ENVOY Viewer.
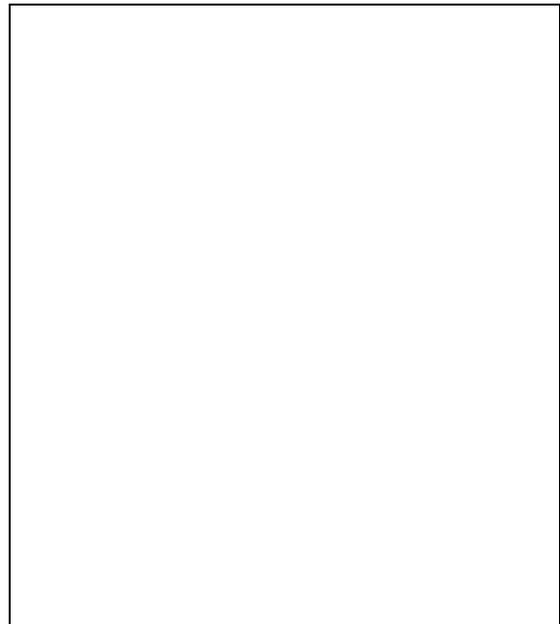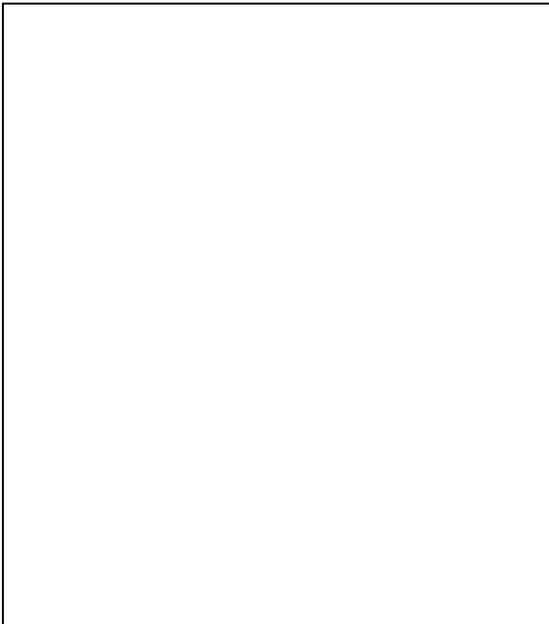
[This page deliberately left blank.]

Section 3:
Climbing Your Family Tree

Chapter 1. The Beginning Genealogist

Genealogy is a fast growing hobby. Everyone has a family and is a potential genealogy hobbyist. In fact, some sources believe it to be the largest hobby in America next to coin and stamp collecting. There are many things you can learn from studying and researching your family tree. You will learn about their lives, their habits and characteristics. You may learn of the migrations of your ancestors and their home country. You will find out many things which will be of great interest to you and your immediate family.

It is always nice to have the tools handy that will help you in your work. With Cumberland Family Tree for Windows you have the one organizational tool that will help you the most.

A. Where to Begin

Most people start with themselves. Begin by entering your full name as the first individual into Cumberland Family Tree. Add your spouse, children, parents and grandparents from your own memory. Then begin asking your relatives for more information. You may even find that one of your close relatives is also a genealogy hobbyist and already has a large amount of information.

Of course, in genealogy work you will wish to verify the accuracy of all of your information. It is important that you enter the source of the information you enter (see Citing Sources later in this manual [Chapter 2. Citing Sources]).

After you have gleaned as much information from your own and your relative's memories, you will want to verify all information with primary sources if at all possible, secondary sources where necessary. Although I am suggesting that you and your relatives memories may not be accurate, you must realize that these memories are very important. Without them, you might never be able to know exactly where to begin your search. Suppose your relative suggests that your great grandfather was born in 1864 in Copenhagen, Denmark, at least you know where and the approximate time to search for primary records.

B. Interviewing Techniques

Much information can be gleaned from interviewing older relatives of your family. I have found that older people with more time on their hands love to reminisce about the past and can be full of information about your family. You may wish to tape record your interviews. If you are only taking notes, take time to question your relative about the proper spelling of names and to be clear on the dates given. Although these specific memories may prove to be incorrect at least you have more information than none. Remember that the Sure Field in the Events and the Source notes will help remind you of the reliability of the data gathered.

When interviewing ask specific questions. Often if you say "Tell me about Great Grandpa." the response is "I don't know anything about him." But you are more likely to get some answers if you ask questions like the following: "What did he do for a living? Where was he born? When did he come to America? What was his wife's name? How many children did he have, etc."

C. Research Tips

As you begin your research, you must remember that not only do people today not always know how to spell, but years ago spelling was not even standard. So don't be put off if you find a surname that is very similar to yours but the spelling somewhat different. (That's why the soundex system was created for census records. See the chapter on The Soundex System later in this manual. [Chapter 6. The Soundex System])

In the United States we have a very large variety of surnames, since we are made up of people migrating from all over the world. So be on the look out for some common name changes which happened when an immigrant ancestor came to America. Often a surname would be translated into the English equivalent, or it was changed to an English name which sounded very similar to the original name but actually had no relationship to the original. Sometimes this happened as illiterate immigrants spoke their names to officials who spelled them the best they could.

Also it is to your advantage to understand a little of the history of the area you are studying. County boundaries often changed in the early years of our country. Local histories in other areas also give clues about possible information sources.

D. Standard Conventions

It is important that you understand the few basic rules for keeping genealogical records, otherwise you will spend much time correcting and fixing your data - or worse, having a database that may cause misunderstandings for your descendants and those who may use your research decades and centuries from now.

Here are the FOUR basic rules:

1. Individual Names

Enter a name in proper order with the surname bracketed. Do not list Western names like a phone book does with surname first, comma, then given name. Enter the person's full name - including all middle names.

Name entry in this program is very flexible. As stated elsewhere it allows the surname to appear in any location; at the beginning, middle or end. Only one field (up to 150 characters) is presented. You should always enter the name in the proper order as it would normally appear, bracketing the surname with slashes (//). Thus, names can still be sorted alphabetically by surname regardless of the surname location.

In the past there have been various practices. Once the rule was to CAPITALIZE surnames. You may adopt this practice if you wish. Personally, I prefer to enter surnames in proper case as in the examples shown here, rather than capitalized. When printing a story report where you can underline names, I like to underline the surnames.

The following list of names will give you an idea of proper entry of individual names. Brackets around surnames are shown. The brackets do not appear on any screen or report except the Individual Edit screen. They are needed by the program to maintain alphabetical sorted surnames.

Standard English/American:
          Ira Johan /Lund/
          Nancy Ruth /Hamilton/   - This is her maiden name
          John Henry /Smith/, Jr.
          Fredrick Albert /Jones/, III
          Dr. Edward Stuart /Russell/, M.D.

Scandinavian name with appended ancestry locality name:
          Ingeborg /Olson Tjelta/
          Johan Severin /Svendsen Rage/
Note: the method shown here of bracketing both the patronymic name and the locality name allows Scandinavian surnames to be sorted by both names, which is very handy when searching names.

Hispanic and Portuguese names with 3rd slash to separate two surnames
          Hugo Armando /Pérez /De La Cruz/
          Graciela Josefina /De La Cruz /Muñoz/

Oriental (Surnames always first):
          /Zheng/ Chooi Fong
          /Fong/ Kooi Lan

2. Female Names

Always enter a female's maiden name. Do NOT enter any married surnames for females. This is a universal genealogical standard. Much confusion will be caused to your descendants and others if you do not stick to this simple rule.

Regardless of her current legal name or how many husbands she may have had. I have found many individuals who want to keep track of a woman's married names throughout their life. If you stick with the genealogy standard of *always* showing maiden names, then you won't have this problem. If you do not know the women's maiden name *do not* give her the husband's surname. Leave her surname blank! Otherwise others may assume that she happened to have the same maiden name as her husband. (It does happen!) If you insist on showing name changes, then use the Name Change Event and have it occur at the same time as the Marriage Event.

3. Date Format

Dates are always displayed in the order of day, month, year (example: 09 Jun 1999). Months are always alphabetical - not numeric - usually abbreviated to three letters. This will avoid any confusion about which number is the month and which is the day number. Also, years are always entered as four digits (except before 1000 AD). This will avoid any confusion on which century an event occurs. In CFT (which uses UCC routines) it is almost impossible to mess this up, since the UCC routines force dates to be saved internally as a set of numbers (regardless of the entry method) and displayed in the proper format.

The UCC (Universal Calendar Calculator) routines will always try to interpret your date entry and reformat it to the day, month, year format (ex: 06 Dec 1986). In fact, the program will NOT save a date unless it can interpret the entered data. Dates can be entered in numeric format and options set (in UCC Options) as to whether day or month is entered first. (See detailed reference section. [ii. UCC Calendar Calculator]) If you do need to enter a non-standard date there is a Free Format Date field where you could enter something like: *Easter 1765*.

4. Place Names

Place names are always entered from smallest principality to the largest: city, county, state or city, county, country. If a church or cemetery is also included it goes before the city: church, city, county, state. It is standard to include the county in the place name. I suggest that all names be spelled out in full, separated by commas.

Cumberland Family Tree allows you to enter a place name once and then select it by number or from a pop-up list forever after. This saves much typing and re-entering of names. (See the Name Field in the Individual Editor in the Detailed Reference Section. [i. The General Tab]) If you also desire to enter more specific information, such as a cemetery name or street address in the place field, you can also do that.

5. Documentation:

One additional rule!! Good genealogists should always document their research. Use the source fields to record where you obtained your data. Documenting your research is very important! See the detailed reference section on sources and documents for more details. [iii. Source Tab - v. Source and Repository Editors]

One Last Suggestion:

One other suggestion I would like to make - keep all of your data in ONE database! I often find people who want to put their father's genealogy in one database and their mother's in a second. Or their spouse's family tree in a separate database. Don't do this. How will you ever show a pedigree chart with yourself or your children or grandchildren as the key individual when data is in two separate databases? You can't! As long as everyone is related, keep them all in the same database. CFT-Win will hold up to a million names, so don't worry about it getting too large. My guess is that the average user has a database of less than 1000 names. My database now has about 3200 names. One of the largest databases that my users have is about 20,000, although I do know of one person who is trying to create one with about 100,000

Chapter 2. Citing Sources

To simplify this topic, I will only tell you three things: 1) documenting your genealogy research is very important, 2) make certain that you define the proper source, and 3) examples of the proper method of citing sources.

A. Documenting your Research is Important

Documenting your research is important for several reasons. Other people, maybe your descendants years from now, will be interested in where you obtained certain information. Your source notes will provide this. Perhaps someone else may find a date or place which does not agree with what your research shows. They would like to know where you got your information and may wish to verify that you had transcribed it properly. If you did not document, they would be unable to verify the correctness of your research.

Some sources are more reliable than others. There are basically two types of sources: Primary and Secondary sources. Primary sources are those which are written down and documented at the time the event occurred, such as a birth certificate. A secondary source is information which was written down at some later time, such as a compiled family history which was probably written based on the memories of individuals. Primary sources are always considered to be more accurate, as secondary sources are subject to the inaccurate memories of the individuals doing the reporting. In CFT-Win you may use the Sure Field to indicate how accurate you believe a particular piece of information is.

B. Define the Proper Source

In your documentation you must specify where you obtained your information. If you have a compiled family history which says that a particular piece of information was obtained from a census, the wrong thing to do is to show the census as your source. The census was not your source, it was the author's source. Your source is the Family History book where you read the information. However, you should note in your documentation BOTH pieces of information as in the following source note:

John Doe, "A Family History" (New York: Book Publishers, 1989), p 24 refers to 1910 U.S. Census, Montgomery Co, TN; p. 400, family 123, lines 12-14; National Archives microfilm M-200, Roll 213.

In the above example it is clear that the information was taken from John Doe's book, not from the census. If a mistake is found in your entry at a later date, then you are only responsible for your transcription of the information and reason for using John Doe's book. John Doe thus becomes responsible if an error was made in his transcribing of information from the census. Of course, as we have said earlier in talking about Primary and Secondary sources, your viewing the actual census record would be more valid than taking John Doe's word for it. If you used his book to point you to the census and then you transcribed directly from the census, then your source is no longer John's book, but the census itself.

C. Proper Method of Citing Sources

The more specific you make your source notes, the better. If someone, who is not familiar with your sources, is able to use your notes to quickly and easily re-locate the original source, then you have done an excellent job in documenting your research.

Basically, for books you include the author's name first, followed by the title, city of publication, publisher's name, year, volume and page number. Some suggest that the author's last name come first, others suggest that the author's name be written in proper order. The best way to illustrate the methods of proper documentation is through examples. You may also (and probably should) include your own comments and reasoning as to the reliability of the sources.

In CFT-Win you have plenty of room to write an entire source reference. If you wish to transcribe a portion of text you may wish to enter it into a *document*. If you use a CFT *document* then make certain that you also include in the document a complete reference to the source with author name, title, date, publisher, etc. just like you would enter into a source note.

Don't be put off by too much formality in documenting your work correctly, if such formality puts you off from doing the documentation. Just remember to ask yourself whether you would be able to find the source again with the information given, then at least you have the needed information, even if you fail to put in all the right commas and parenthesis.

Examples of source notes:

       Books:
       Lund, Ira Johan, The Life Story of Mogen Hans Lund (Preston, Idaho: Ira J. Lund, 1974),
           p. 19.
       Lewis, Thomas, Civil War Records, (Dallas: Houghton Mifflin Company, 1924), p. 56.

       Periodicals:
       Smith, John H.,"My Ancestors", The New England Historical Register, CXLV (October
           1992), p. 23.

       Newspapers:
       The Leaf Chronicle (Clarksville, Montgomery County, Tennessee) 25 Feb 1892, p. A2;
           Clarksville, Montgomery County Library.

       Unpublished Document:
       "Draft Petition to Congress", 23 Mar 1867, Legislative Records (R.G. 4), Box No. 2,
           Tennessee Department of Archives, Nashville.

       Census Records:
       1860 U.S. Census, Montgomery County, Tennessee; p. 23, Line 12, National Archives
           Microfilm M-123, Roll 234.

       Civil Vital Records:

Birth Certificate for Charley Edwin Lund, 10 Dec 1867, File No. 1234-23, Cache County
     Department of Health, PO Box 12, Logan, UT 84321. Certified copy in possession of
     writer.

Church and Cemetery Records:
"Baptism Record for John Doe", born 12 Feb 1909, Baptized 18 Feb 1909, St. Peter's
     Catholic Church Register, 123 Franklin Street, Anywhere, TN, Bk 5, p. 123.
Headstone inscription for Frederik Ferdinand Lund, Preston City Cemetery, Preston,
     Idaho. Author's visit 12 Jul 1990.

Family Bible:
Family Bible Record of Aurthur Brown of Boone County, Arkansas. The Holy Bible,
     Containing the Old and New Testaments out of the Original Tongues, (New York:
     L.S. Publishing, 1810), owner (1960) Mrs. Gertrude Brown, 123 Main Street,
     Harrison, AR 76543. Photocopies of pages in possession of the writer.

Letters:
Lucy Hopkins to Fred Brown, 4 Apr 1978. Original in possession of Fred Brown, 123
     Main Street, Hopkinsville, KY 37867. Information transcribed by author 23 Jun
     1983.
"Sidney Sharp to author, 12 Oct 1988. Original in possession of author.

Oral Interviews:
"Oral Interview with Martha K. Smart", 30 Sep 1987, by Ira J. Lund.

These examples give you a general idea of the recording of good source note information. If you record
information from a source not shown above just use the examples above as a general guide and always
remember to record enough information about the source so that it could be, if necessary, easily located
again by yourself or another person.

CFT Version 3 allows you to enter three-tiered sources: 1. repositories, 2. references and 3. citations. This
structure avoids repetition of a given reference. For example, suppose I use a family history book
numerous times in my database, but use different pages each time, I would set the book up as a reference
and the page numbers (and other information) as details falling under the single entry of a book, as in this
example:

Reference:
     Lund, Ira Johan, The Life Story of Mogen Hans Lund (Preston, Idaho: Ira J. Lund, 1974)

Citations:
     p 45.
     p 34.
     p 12. This birth date does not agree with the one obtained from other sources.
     p 15

A repository is the person or institution that owns the copy of the reference where you obtained the data.

If you prefer to be more formal or strict in recording source note information and wish more specific information about other types of sources, I would suggest that you obtain a copy of Richard S. Lackey's book, "Cite Your Sources". This book can be obtained from the *New England History and Genealogical Society*. (See the information in the Publications topic of the previous chapter for their address. [G. Periodicals])

Chapter 3. Research Sources

There are many places where you can search for information about your ancestors. Many of these you will discover as you begin your search locally and talk with other family members, genealogists and librarians. Here, I will only give you a brief summary of some of the possible locations you may find information.

A. Family Sources

Family sources include such things as Family Bibles, certificates stuck away in attics, and the memories of older relatives. These are usually the first sources you check when beginning your research efforts.

B. Local Libraries

Some cities and counties have a genealogy library with their local public library. Here in Clarksville, there is a genealogy library with many local history books. This is part of the Public Library. Check with your local public library. If they do not have a genealogy section, they may give you some clues about where to find a local source.

C. Government Resources

The National Archives contain census records, military records, passenger arrival records and federal land records. There are thirteen locations around the country where you can check the National Archives. The main office is located in Washington DC (The National Archives and Records Administration, Washington D.C. 20408.)

State and local governments contain many sources of possible family history. Some of the possible local records include wills and probate, land records, and vital statistics such as birth, marriage and death records.

D. Church Records

Early church records are an excellent source for research in Europe. Older European church parish registers often recorded the Christening date of an infant. This date is often used to ascertain the approximate age of a child, especially when the birth date is unavailable. A child was usually christened (or baptized) within a few days of their birth. Thanks to the efforts of the early priests, these parish records have often been the sole source of information of a child's birth. Many of these records have been microfilmed by the LDS Church and can be researched at your local LDS Family History Library.

E. LDS Family History Libraries

The Church of Jesus Christ of Latter-day Saints has the largest genealogical library in the world. For decades they have been microfilming records throughout the world. Many U.S. and European records are available through them. Asian, African and Latin American records are less common.

Although the Church maintains a central library in Salt Lake City, Utah, many local branches of the church maintain branch libraries. Through these branch libraries, any material which the main library has, can be ordered. These branch libraries are all open freely to the public and staffed by volunteers. All of the branch libraries will have a microfilm set of the International Genealogical Index (IGI), Ancestral File and other records. Many of the branch libraries also have a computer system called Family Search, which contains the IGI, Ancestral File, and other data on CD-ROMs. There is also a list of people doing research on particular family lines. Perhaps you can find someone who is working on your line.

Find the phone number of your local LDS Church and call to see if they have a Branch Family History Library. The volunteer librarians will give you lots of help and suggestion on doing your family research.

F. LDS Ancestral File

Earlier I mentioned the LDS Ancestral File which is in the LDS Branch Libraries, but let me tell you how you can be a part of the Ancestral File. The Ancestral File is a huge database containing research sent in by patrons. The information sent in by people like yourself is included into the Ancestral File and updates are made to the CD-ROM's on a regular basis. Thus when a distant relative searches the database, they may find information left there by you. They may then contact you and you could then swap information.

This effort was the first large scale collection of genealogy databases. More recently there are now more collections of genealogy databases produced by others, notably on the Internet. Check the web (as mentioned later) for the location of the latest and greatest of these collections.

Data submitted to the Ancestral File must be on a floppy disk in GEDCOM format. Please ask the LDS Branch Family History Librarian for information on submitting your data to the Ancestral File. Also see the section later in this manual for more details on submitting to the Ancestral File. [Chapter 7. Submitting Data to LDS Ancestral File]

G. Periodicals

There are also a number of periodicals available to the genealogist. The largest of these are listed below:

"The Genealogical Helper" Bi-monthly Magazine, $21 year
  c/o The Everton Publishers, Inc., PO Box 368, Logan, UT 84321
  801-752-6022   800-443-6325

"Genealogical Computing" Quarterly Magazine, $25 year
  Ancestry, Inc., 440 South 400 West, Bldg D, Salt Lake City, UT 84101
  801-531-1790   800-531-1790

"NEHGS Nexus" and "NEHGS Register" $45 membership
  The New England Historic Genealogical Society,
  101 Newbury Street, Boston, MA 02116

H. The Internet and The World Wide Web

i. The World Wide Web

The latest electronic exchange system is now the internet and all of the major on-line services are converting their format to access the internet. There are many Web pages devoted to genealogy and if you can gain access to the Web then visit us at:

www.cf-software.com

On our Links Web page you will find links to other genealogy resources around the world.

There are several places online which can greatly benefit you in your research. Cyndi's List is the most comprehensive and well maintained location for links to other genealogy sites on the Web. It also contains lots of information for those new to the internet. If it has anything to do with family history you will likely find it on Cyndi's List.

Cyndi's List: www.CyndisList.com
Over 39,400 links in over 90 categories!
Internet Stuff You Need To Know: www.CyndisList.com/internet.htm

Other basic starting places online:

RootsWeb: www.RootsWeb.com
                        See the RootsWeb Help Desk: cgi.rootsweb.com/~help/index.htm
USGenWeb: www.USGenWeb.org
LDS Church: www.FamilySearch.org

ii E-mail

If you are online, then basic needs are World Wide Web access and E-mail. E-mail allows you to communicate with anyone in the world who also has e-mail. I cannot tell you how important e-mail is. I like it better then regular mail because it is so quick - basically instantaneous, although it may take a few minutes at times to find it's way to the recipient. I even like it better than the telephone because it allows me to respond to other's request when I have time, not when the phone rings - which is usually in the middle of something important. An additional bonus is that e-mail is tremendously cheaper than either mail or long distant phone calls. If you get internet access, you will likely be getting an e-mail account also. If not, there are a number of locations that provide free e-mail (such as yahoo.com).

iii. Mailing Lists

A "mailing list" is an extension of e-mail. Basically when you post a message to a mailing list, everyone subscribed to the mailing list receives a copy of your message. Thus, all subscribers can listen in and participate in a group discussion of the topic - which in the case of the CFT-Win mailing list is open to discussion of all Cumberland Family Software products. Shortly after subscribing to the CFT-Win mailing list you will receive a welcome message with more information about the List. Included in the Welcome message will be instructions for un-subscribing to the list. You should keep the message in case you later decided to un-subscribe. (See details on subscribing to the CFT-Win Mailing List under Technical Support earlier in this manual. [A. Obtaining Technical Support])

For a list of other Mailing Lists of interest to genealogists you might try one of the following:

Genealogy Listservers, Newsgroups and Special Homepages: www.eskimo.com/~chance/
Genealogy Resources on the Internet - Mailing Lists: users.aol.com/johnf14246/gen_mail.html

iv. Newsgroups

(I don't know anything about Newsgroups. How do I join? Is there a Web site I can go to get connected? Anyone wishing to share information which I can place in this section, please do.)

v. Internet Relay Chat

Internet Relay Chat (IRC) is an Internet feature that allows you to carry on "real-time" conversations with other genealogy researchers. If you don't find a channel below that covers your research interest, just join up and start a channel for your favorite SURNAME. This "new" (been around for a couple of years now) service is kind of like Mailing Lists, except you are talking in "real-time" with others who are logged on at the same time that you are. No waiting for email to upload and download.

The Genealogy Channels on IRC are the Genealogy Societies of the CyberWorld.

Visit http://www.rare.on.ca/users/genealogyforum/index.htm to learn details of Genealogy IRC.

Chapter 4. Dates And Calendars

A little understanding of calendars can go a long way to helping you in your research. There have been changes in the Gregorian calendar, which we currently use. In addition, you may come across dates given in other calendar methods, such as the Chinese calendar, the Muslim or Jewish calendar. Just for curiosity sake I will give a brief history of calendars and then explain the changes made to the Gregorian calendar which you are likely (as a genealogist) to come across. Later, I will explain the other calendar systems you may come across.
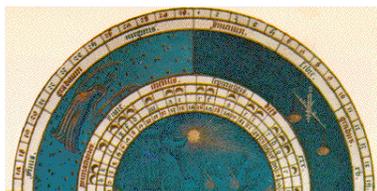
Basically a calendar is a method of keeping track of time. Calendars have always been a constant headache, because the various methods of keeping time are so unrelated. There are not an even number of days in a moon cycle or even a year and there are not an even number of moon cycles in a year. There are approximately 365.2422 days in a solar year, which is the time it takes the earth to orbit the sun. There are approximately 29.53059 days in a lunar cycle, the time it takes the moon to make one cycle around the earth. Thus there are 12.36827 lunar months in a solar year. If each year consisted of 365 days, it only takes four years for the year to be off by one day. So you see the difficulty in devising a calendar system to take into account all three of these astronomical cycles.

A. Western Calendar History

The early Egyptians (about 3000 BC) devised a calendar which was very much like our calendar. They had 12 months of 30 days each (totaling 360 days). At the end of the 12 months, there were 5 extra days in each year, with 6 days in a leap year. The fractional number of days in a year is close to 1/4, thus declaring 365 days each year for three years and 366 every four year, kept the calendar reasonably close to the actual solar cycle. (Even this was not enough to keep errors from creeping in over a few centuries, as we will see later.)

About 2000 BC the people in Mesopotamia had devised a calendar based on the cycles of the moon, which did not coincide with a yearly calendar. It was more reasonable to declare a two month cycle, in which one month had 29 days and the second month 30 days. Two 29.53 day moon cycles was very close to 59 days. But even then, there was 0.06 of a day left over which would add up to almost a full day in 800 months (about every 65 years).

The Mosaic calendar was based on a seven day week. There were 52 of these weeks in a year with one extra celebration day left over at the end of the year. Thus a year always began on the same day of the week. Leap years had 2 celebration days.

About 46 BC Julius Caesar adapted the Egyptian calendar for use by the Roman Empire. However, he started out with 12 months alternating between 30 and 31 days, thus spreading the five extra days at the

end of the Egyptian calendar throughout the year. March was the first month of the year with 31 days, February the last. But because all but leap years needed only 5 additional days, February would only have 30 days in a leap year, 29 in other years. Here are the names of the months in Julius Caesar calendar:

1. Martius (March)   7. September (seventh)
2. Aprilis (April)   8. October (eighth)
3. Maius (May)   9. November (ninth)
4. Iunius (June)   10. December (tenth)
5. Quintilis (fifth)   11. Ianuarius (January)
6. Sextilis (sixth)   12. Februarius (February)

Shortly after Julius Caesar's assassination, the fifth month's name was changed to Julius (July) in his honor. When Augustus Caesar became the first emperor of the Roman Empire he had the sixth month changed to Augustus (August).

Now if you remember history, about how Constantine became converted to Christianity, and made this new religion *the* religion of the Empire in the fourth century, it won't be surprising to learn that it was he who introduced the seven day week in use by the Jews and early Christians. Prior to this the closest thing to a seven day week was the alternating 7 and 8 day market days.

The year 1582 was an important date in calendar history. It was discovered that even with a leap year every fourth year, that since the time of Christ, the calendar had actually developed a ten day error. As you recall a solar year is not even exactly 365.25 days. It is only 365.2422 days. To make the correction, Pope Gregory III announced that October 4th, 1582 would be followed the next day by October 15th! Of course there was some confusion. Anyone hired by the month, half-year or year wanted to get paid for a full month or year. The employers didn't want to pay for days which there was no work done.

Great Britain and her colonies did not adopt the new Gregorian Calendar until 1752. But by that time the calendar was off 11 days. So September 2nd, 1752 was to be followed by September 14th. It was also at this time that the beginning of the year was changed from March 24th to January 1st.

Genealogists take note of these changes. Many of you can trace your records back, prior to this time period. Records written before 1752 would have been based on the old calendar. George Washington was only 20 years old when this change occurred. Many textbooks say that his birthday was February 22, 1732. His family records say his birthday was February 11th. The textbooks have adjusted his birthday to match what it would have been if the Gregorian Calendar were being used when he was born. As a genealogist I would suggest that you put down the date which is in the records and do not attempt to adjust the date to our calendar. You may wish to make a note of the fact that the date has not been adjusted. In CFT-Win you don't even need to do that. You can simply change the calendar and enter the proper date in that calendar. CFT-Win's Universal Calendar Calculator will take care of all other sorting for you automatically.

For those of you with French ancestry, you should also be aware that in November 1793 the French National Convention created a new calendar during the French Revolution. Under this calendar there were 12 months of 30 days each followed by five days of holidays at the end of each year. The new calendar was dated back to September 22, 1792 at the beginning of the new republic. Napoleon abolished this calendar January 1, 1806, at which time the Gregorian calendar was reinstated.

B. The Chinese Calendar

The Chinese calendar begins with 2637 BC (based on the Julian March New Year Calendar), the year in which the Emperor Huangdi was supposed to have invented it. The years in the Chinese calendar follow a 12 year and a 60 year cycle. The 12 year cycle is designated with the names of animals. In the proper order, they are as follows: rat, ox, tiger, hare, dragon, snake, horse, sheep, monkey, rooster, dog and pig. 1993 is the year of the rooster.

The Chinese year is based on a lunar cycle and will begin sometime between January 20th and February 20th. Chinese New Year is the most important celebration for the Chinese people. Generally each year consists of 12 months, with each month beginning at a new moon with 29 or 30 days. In order to keep a group in phase with the solar year, an extra month is sometimes added to a year.

The name of each month is simply a number. Literally translate they are First Month, Second Month and so forth. On 13 month years, the extra month may be placed between any of the 12 months and is called the Extra Month after the Xth month. There is never a month called the Thirteenth month.

C. The Muslim Calendar

In 622 AD the prophet Mohammed fled Mecca to Medina and started a new calendar system for the Islamic people. 622 AD became the first year in their calendar. The year was divided into 12 moon cycles of 29 or 30 days each with no extra days to keep it in line with the solar cycle. Thus over a period of 32 and a half years their calendar moves backward through the seasons until it has returned to it's original solar position. The Islamic calendar consists of 30 year cycles in which 19 years have 354 days and 11 years have 355 days (an extra day added.)

Because of the 32 1/2 year cycle, Islamic months only coincide with the months in the Gregorian calendar every 32 1/2 years. The names of the months beginning with the first are: Muharram, Safar, Rabi I, Rabi II, Jumada I, Jumada II, Rajab, Shaban, Ramadan, Shawwal, Zulkadah and Zulhijjah.

D. The Jewish Calendar

According to Hebrew tradition, the world was created 3,760 years and 3 months before Christ. Thus, that is where their calendar begins. The Gregorian Calendar year 1999 would be year 5759 in the Jewish calendar. The Hebrew calendar also consists of 12 months, beginning in September of the Gregorian calendar.

The names of the 12 months are: Tishri, Heshvan, Kislev, Tebet, Shebat, Adar, Nisan, Iyar, Sivan, Tammuz, Ab, and Elul, alternating 30 and 29 days. Seven times during each 19 year period an extra 29 day month is added between the months of Adar and Nisan. The extra month is called Veadar.

More details on various calendars is given in the Detailed Reference Section on the Universal Calendar Calculator.

<u>References</u>

Irwin, Keith G., The 365 Days: The Story of Our Calendar, Thomas Y. Crowell Company, New York, 1963.

Chapter 5. The Origin of Surnames

Some understanding of the origin of surnames will also help you in your genealogy research. In the western culture surnames have not been around for very many centuries, while the Chinese have had surnames for thousands of years.

The use and location of surnames varies by country and time. Most European countries place the surname after the given names, while the Orientals place the surname at the very beginning, before the surname. I have some Norwegian ancestors in which the surname is actually in the middle of the name, following the given names, but preceding a farm name (which often became a surname).

I will first give you a short history of surnames as they arose in western Europe, give some examples of the different kinds of surnames used in the west and also briefly describe the use of surnames in the Orient, Africa and Middle East.

In the Western world, surnames are a rather recent phenomena. A thousand years ago, populations were much smaller and most people only had one name. In some cultures, names were not even given for life, but would change throughout ones life, perhaps based on some deed or the age or other characteristic of the individual. As far as I know, only the Chinese have had surnames -or family names -that have existed for thousands of years. Although China contains about a fifth of the world's population, there are very few Chinese surnames, about a thousand, with only about 60 of them really being very common. In the United States, which is a mix of many nationalities, it is estimated that there are probably about one and a half million surnames.

As populations grew there became a need to identify people. Some of the nobility had already begun to obtain names other than their given name with such appendages as "the Great", "the Lionhearted", etc. In a city where there might be several people named "John", it became a necessity to define which John you were talking about, John that lived over the hill, or John the tailor's son. Thus surnames began to come about. Surnames did not happen at all once. There was never any government decree which said that everyone must now have a surname. They simply arose out of necessity, probably sooner in cities and less frequently in rural areas where there would be fewer "John's".

It is easy to see how many people gained their surname. William, John's son became William Johnson. Robert the tailor became Robert Tailor. Richard, who lived over the hill became Richard Hill. This method happened all over Europe with each people using the names in their own language. Many of the surnames we have today in America mean the same thing but they are just in different languages. The people with the surnames of Black, Schwartz, Dowd, Fekete, and Karas all have the same surname, just in different languages.

A. Types of Surnames

Surnames are classified into four broad categories. Very few surnames will not fit within these categories. Elsdon C. Smith checked seven thousand American surnames and came up with the following proportions by classification:

Patronymics	32%
Occupational Names	15%
Nicknames	10%
Place Names	43%

B. Patronymic Surnames

Patronymic names are surnames which are obtained from a father or ancestor. Usually these surnames were not the same from generation to generation. After all if your name was Morris Johnson, because your father's name was John, then your children will have the surname of Morrisson, because they are literally Morris' sons. The Scandinavians often recorded girls names with a 'datter' ending instead of the 'sen', as in Johansdatter, the daughter of Johan. Since there never really were rules on the setting and obtaining of surnames over the years, in some places the carrying of the same surname from father to son, generation after generation occurred earlier than at others. Today, as far as I am aware, all western countries pass the same surname down from generation to generation as we do here in America.

Here are some typical patronymic names from several countries. I'm sure you will recognize many of them. There are also many patronymic names which are simply the given names of the father or ancestor without the appropriate prefix or suffix, such as the English surnames of Robert, William or James.

Country	**Prefix or suffix**	**Examples**
England	son	Johnson, Smithson
England	ing	Browning, Denning
Wales	ab	ab Howell → Powell ab Rhys → Price or Brice
Scotland	Mac	MacDonald,
Ireland	Mc	McBride, McCall
	O (grandson)	O'Brien, O'Rourke
Scandanavia	sen, son	Hansen, Larsen
Spain	ez	Melendez, Dominguez
Portugal	es	Gomes
Italy	Di, De	DiMaggio, DeCarlo
Slavic	ov, ek, czyk, wicz, ovich, ak	Umnov, Klimek Popovich, Staszak
Greece	poulos	Theodoropoulos

C. Occupational Surnames

There are many common surnames which have been derived from the occupation of a forebear. Smith is by far the most common one in America. In 1964 there were over 2.2 million people in the Social Security Administrations file with the surname of Smith. (The second most common was Johnson with 1.7 million people.)

Below is a list of common occupational surnames, their country of origin and the occupation. Since most languages had a name for most occupations which were taken as surnames it was common for an immigrant to America to translate their surname into the English equivalent, thus Herr Schmidt became Mr. Smith.

Country	Surname	Occupation
England	Smith	blacksmith or other metal work
	Miller	Mill operator
	Clark	Clerk
	Wheeler	Maker of wagon wheels
Germany	Meyer	Head servants, successful farmer
	Schultz	Magistrates or overseers
	Schmitt	Smith
	Wegner	Maker of wagons
Poland	Marszalek	Officer of military affairs
	Krowa	Cowherder
	Kozak	Goatherder
Italy	Ferraro	Smith
Russia	Kowalsky	Smith
	Kozlowsky	Goatherder
France	Menier	Miner

D. Nickname Surnames

These surnames were derived from a description or action of some individual. A tall fellow might become Mr. Long; a black haired person, Mr. Black. Many names which look like they could have been patronymic, occupational or place names may actually be a nick name applied to someone and not necessarily have derived from the occupation of an ancestor of the name of a father. But generally nicknames are descriptive of such things as the body, hair, color, strength, courage, status or other unusual feature or event.

Some people have had to live with some pretty unusual surnames, such as: Cocksbrain, Bullhead, and Catsnose. Most people with such surnames have changed them. So there aren't very many of such surnames anymore. The most common nickname surnames are the colors, Brown and Black, which may have referred to the hair or skin color. These names also cross language barriers. In Germany a Brown is Braun, in Russia Chernoff, Czechloslovakia Cherny, Irish Dunn, Kerwan or Carey. Black is Schwartz in German, Zwartz in Dutch, Karas in Greek, Moreau in French, Czerny in Czechoslovakian and Corney in Ukraine.

E. Place Name Surnames

The last and most common of surnames are those named after a place. These names are also translatable from one language to another and landscape features were common: Hill, Ford, Bridge, Woods, Stone and Forest. Names were taken from fields, marshes, valleys, buildings, fortifications, roads and farms.

F. The Origins of Surnames in Selected Countries

Norway

Surnames in Norway are a rather new invention, really only used since about the turn of the century (officially declared by the Norwegian government in 1923). Before that, with given names often being rather common, two conventions were used to help identify a person. First, there was the patronymic name, the father's name, which was used to help identify a person. Thus a boy named Hans, the son of Lars, would be Hans Larsen, but Hans' sister, Gyda, would be known as Gyda Larsdatter (Gyda, the daughter of Lars). However, even this was not always sufficient to identify a person, so they also often added the farm name where the person lived, such as Hans Larsen Sømme, or Gyda Larsdatter Sømme. This last farm name could change during a person's life, if they moved to a different farm. So it is not always a unique identifier for a given person.

Thus surnames, the way we normally think of them, never really existed in ancient Norway. Today we normally think of the patronymic and/or farm name as surnames, but they really never were surnames in the sense that they got passed down to each new generation as surnames do today. In Norway, around 1900 this began to change and people would adopt either the patronymic or the farm name as a surname which did get passed down to each new generation.

In my own CFT-Win Norwegian data, I have basically set both the patronymic and farm name as the surname. This is done by placing the brackets around these names such as in Sivert Andreas /Svendsen Rage/. This causes both surnames to get indexed, thus allowing me to use the Name Search to look up this person under either surname when "Multiple Surnames" are selected.

For a more detailed explanation of Norwegian surnames, given names and farm names please see Tom Bjørnstad's "Medieval Scandinavia" web site at www.ringnett.no.

Portugal

The best way to describe Portuguese surnames is by using an example of the name of one of my CFT users, Antonio Menezes. His full name, as should be entered in CFT with slashes is:

Antonio Abilio /de Faria Queiroz e Menezes/

"The first two are given names. I got Antonio (Roman in origin, Anothony in English) from my father's first name, and Abilio (earlier Germanic, no translation in English) from my paternal grandfather's first name. The last three are surnames, all place names. Faria

is the site of a disappeared castle 25 miles north of where I live, made famous by one of my ancestors on my mother's side who was governor of the castle and refused to surrender it to the Spaniards during an invasion in the XIV century, taking the name of the castle as his surname. Queiroz (or Queiros) and Menezes are place names from the ancient Kingdom of Leon (now part of Spain) and are surnames of my father (although my maternal grandfather was also a Queiroz)." (Personal e-mail from Antonio Menezes to Ira J. Lund, 26 Dec 1996)

In CFT you can list *de* and *e* as exempt surnames, meaning they get ignored when sorting. (This list of exempt surnames is edited in the *Name* Tab of the *Database Configuration - Options* Menu.)

In this case, the most commonly used single surname would be the last one (Menezes). Therefore, in CFT, you would want to make certain that you set the last surname as the *Normal*. Thus, it would be properly sorted in the *NameSearch* list. (See *Database Configuration - Names*. [i. Database Configuration] Also see *Individual Editor*. [i. The General Tab])

Portuguese names can get quite long. Here are a few real live examples:

José Dionísio Carneiro /de Souza e Faro Corte-Real de Sampayo/
Francisco Xavier /d'Azpilqueta Carneiro de Souza e Faro/
Maria Luiza /de Carcomo Lobo da Cunha Lobato de Sampayo/

"In Portugal, the connectives are not considered for listing purposes, unless the interested party writes them with a capital. This is clearly visible in the telephone directory, where in the Lisbon area, for instance, you only get 8 entries for 'De', of which 4 are clearly foreign, and zero entries for 'Da'. I suppose that if every surname preceded by a 'de' or 'da' would get listed that way, you'd have at least 50% of the phone book under 'd', which would make searching a little harder.

"As to when they appear in names, they are not a thing of the past. They are as common today as they were in the past. They are equally not representative of any social status, as some outside Portugal think they are. Perhaps, originally these were patronymic surnames - i.e. the son of 'Sampayo'.

"Naming usually goes like this. 1- You choose the child's first name. 2- Either you or someone else chooses a second given name (very few Portuguese have less than two given names), which often makes you distinctive, since the choice of the first name is often one the few commonly used names. 3- You add the mother's surname. 4- You add the father's surname. Nowadays, you are allowed to swap 3 and 4 around, and either one or both of them may be made up of more than one word, if that is how you conceive your surname to be. You're currently not allowed to change the spelling of the surname from parent to child. And you are not allowed to produce a name with more than 7 words in total (excluding the connectives, which you can sprinkle around at ease, or again according to your conception of your surname).

"Regardless of whether it is your father's or mother's surname that is located at the end of your name, that is what is legally considered to be your surname. Whether you consider

your surname to be made up of more than one word, generally, only the last is used for indexing. Using a hyphen is sometimes a trick to force two words to be carried together, but is not that common.

"From what I can see of my own records, in the past (up to the 1600's) names were generally short - maybe 2 or 3 names in all. Then between the mid 1600's and the mid 1800's, people with nobility titles began to have long names while the common people maintained 2 to 3 names. The long names, I guess, arose out of the necessity to carry family names associated with nobility titles, of which sometimes several got together through marriage. Later, from the beginning of this century, short names got longer (to 4-7 names) and long names got shorter to the same number of words, as official titles disappeared and everybody was legally made more similar.

"From what I can see, when emigrating, the Portuguese (often illiterate) took their names, but may have been unable to explain the way in which they were used in Portugal (or maybe they just didn't bother). Since other countries also had connectives, the authorities in the welcoming countries almost certainly took them all for equal, which would easily explain how Portuguese surnames appear outside the country today. That would be the case of 'Da Silva', sometimes written 'DaSilva' and many other's I've come across." (E-mail from João Pereira to Ira J. Lund, 5 Jul 1999)

CFT follows the rules explained by João Pereira, above, in that a connective is included as part of the sort order IF it is capitalized and is not if it is lower case. Or to be more precise, it must be included in the list of *exempt surnames* (*Database Configuration - Names*) to be excluded from the sort list. The list of *exempt surnames* is case sensitive. Therefore, if you wish to exempt both 'da' and 'Da', you must include both in the list. Initially, we have only listed lower case connectives.

Spain

According to what I know about Spanish surnames, a child is given the surname of his father, followed by the surname of his mother. This is typically what is recorded. The father's surname is accepted as the person's actual surname, so you may find a person with only a father's surname - but it is also very common to see both the father's and mother's surname. In theory, a person's mother's surname is then followed by the grandparent's surnames - and then the great grandparent's - and so on all the way back to the beginning of time. If this were really done, it would make for very long names, indeed!

In this case, in CFT, you would want to set the *Normal* surname as the first.

G. Other Surnames

I know very little of the surname naming traditions amongst other cultural groups around the world. But let me mention briefly some of them and what little I have found out about them.

As best as I can ascertain, early Black Africans did not have surnames, either. After many Blacks were sold in America as slaves, their masters gave them English or Christian names and the knowledge of their

African names were soon lost, after a generation or two. When the Blacks received their freedom, after the American Civil War, they took upon themselves surnames. Most of the surnames they took were the same as the White people around them. These were the names they knew. Thus most of the American Blacks have English, Welsh and Scottish surnames - most of them patronymics.

Japanese names are quite easy to recognize. Many of them seem to be names taken from nature. Fujii, Fujimoto, Sato, Kato, Hayakawa, Yamashita all have to do with rivers, wisteria trees, or mountains.

Jewish names seem to have been drawn from the Bible and Talmud. Such names as Levy, Aaron, Abrams, and Isaac, are all Biblical. Jews also took common names the same as others in their own countries. Jewish patronymic names take the prefix of "ben" as in Johanan ben Zakkai. The German Jews especially loved names beginning with "Rosen" (rose) and "Gold". Rosenberg, Rosenbaum, Rosenfeld, Goldberg, Goldstein, and Goldschmidt are just a few of these types of surnames.

Many of the Arabic surnames also take their names from the Bible. Common Arabic names include Yusuf (Joseph), Musa (Moses), and Suleiman (Solomon). Other common Arabic names include Ali, Hassan, and Sharif. The patronymic form of an Arabic name is preceded with "Ibn" as in Musa Ibn Ibrahim (Moses the son of Abraham). Patronymic surnames are also by far the most common Arabic names.

I have found nothing on the surnames of the large populations of the Indian sub-continent. From personal experience I have found that many of the Sikhs of Northern India and Pakistan (the Punjabs) have the surname "Singh". In one part of India, "Jain" is a very common surname.

References

Smith, Elsdon C., American Surnames, Chilton Book Company, Philadelphia, 1969.

Hook, J. N. Ph.D., Family Names: How our Surnames Came to America, MacMillan Publishing Company, New York, 1982.

Chapter 6. The Soundex System

Not too long ago the spelling of names was not considered very important. I have even seen documents in which the same name was spelled several different ways within the same document. Under the soundex system surnames are transcribed into a phonetic code such that different spellings of the same name end up being coded identically. Thus you could look up a soundex code alphabetically and find all variations of the surname sought. As far as I am able to ascertain, the soundex system originated with the taking of the 1990 U.S. Census.

The soundex system is actually quite simple, even though it may look a little complicated when you don't know the rules. Each soundex code is only 4 characters long. The first character is not coded. It is the first letter of the name. The next three characters are digits 0 through 6 based on the following key letters:

        0.....Used to complete the code for short names
        1   b,p,f,v
        2   c,s,k,g,j,q,x,z
        3   d,t
        4   l
        5   m,n
        6   r

Vowels, the letter "Y" and the letter "H" are always ignored and double letters are only coded as one digit. For long names you only code up to 4 characters and ignore letters beyond. Four digits is always the maximum. Look at these sample names and you will get a good idea of how it works. Also notice how the similar sounding names have the same soundex code:

Baker	B260	James	J520
Black	B420	Jackson	J250
Blake	B420	Taylor	T460
Porter	P636	Tailor	T460
		Williams	W452

There are some shortcomings with this system, which would probably occur with any scheme. For one thing, I see a problem with not coding the first letter. A good example is the Chinese name which is often translated as "Chang" (C520). Under the new Chinese system of romanization the Chang surname may be translated as "Zheng" (Z520). You will never see these two "identical" names with the same soundex number. In German, the letter "B" is often pronounced somewhat like a "P". Therefore if a name beginning with B got changed to one beginning with P, you would not be able to find both names under the same soundex code.

Also, remember that even in some of the census's which use soundex, not all individuals may have been converted to the soundex system.

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Chapter 7. Submitting Data to LDS Ancestral File

The LDS (Church of Jesus Christ of Latter-day Saints) Ancestral File is part of Family Search, a huge genealogy database of millions of names contained on CD-ROM's available at many LDS branch libraries world-wide. Basically, Ancestral File is a collection of genealogies submitted to the church by people just like yourself. On a regular basis the LDS Church updates the CD-ROM's with recent Ancestral File submissions and sends the updates to the many branch libraries around the world. You may be able to find information about your family in the Ancestral File, submitted by some long lost relative. It also contains the name and address of the person who submitted the information. Thus, you could contact them and share your genealogy information.

You are also invited to submit your genealogy to the Ancestral File. You do not need to be a member of the LDS Church to do this. And there is no fee required. Provided with Cumberland Family Tree is a means to submit your data electronically (i.e. on a floppy disk) to the LDS Church for inclusion into Ancestral File. The GEDCOM Export files produced by Cumberland Family Tree have been approved by the LDS Church Family History Department for Ancestral File submissions.

Submitting your data to Ancestral File accomplishes several purposes: 1) it allows you to share your research with others, 2) it will link your submissions to other related lines in Ancestral File, 3) by contacting other submitters to the file you can coordinate your research, and 4) your genealogy will be permanently preserved.

First, you should go to an LDS Branch Family History Library and check the Ancestral File. You are requested not to contribute data which may already exist in the file. You can include or exclude any individual in your personal Cumberland Family Tree database by marking or unmarking them in the NameSearch utility, while in the GEDCOM Export screen. Also make certain that you have entered your name, address and phone number in the User Information screen on the F2-File menu. This information will also be written to the GEDCOM file.

When you have your information ready, go to the File menu, select GEDCOM Export. You should choose the option to produce a submission file for Ancestral File. Enter a file name and press the EXport Button to create the GEDCOM file. Copy this file to two blank, formatted diskettes. Keep one as a backup for yourself.

You should label the diskette you are going to mail to Ancestral File with the following information: 1) "For Ancestral File" 2) Your name, address and phone number 3) "CFTREE" (this is the program name of Cumberland Family Tree recognized by the Family History Department and 4) Your computer operating system, ie. "Windows 98".

Mail the diskette to:

    Ancestral File Unit, 2WW
    Family History Department
    50 East North Temple Street
    Salt Lake City, UT 84150

    (Telephone: 801-240-4874)

If you wish further information, you may ask for more information at your local LDS Branch Family History Library. You might request the brochure titled "Contributing Information to Ancestral File".

Chapter 8. Submitting Data for LDS Temple Work

The LDS Church performs special ordinances in temples located throughout the world for those who have passed away. Members of the church usually do genealogy work with the intent of eventually submitting the names of their dead ancestors to the church to have temple work performed for them.

Cumberland Family Tree GEDCOM Export files have been approved by the LDS Church Family History Department for submission of information to have temple ordinance work performed.

There are a number of rules governing the completeness of data required to have names cleared for temple work. I will try to explain enough detail that you should be able to supply enough information to have the work done for your ancestors. However, if you desire further information, you may contact the librarians at your local Family History Library for further details.

Before preparing a diskette for temple work, you should observe the following guidelines:

1. You should include complete names, given and surname. You should include a women's maiden name. Leave the surname blank if you do not know her maiden name. Do not put her married name as her surname.

2. Use the standard dates as explained and supported by Cumberland Family Tree. Names will not be approved for temple work for living individuals or those without a death date within the last 110 years. You may enter a calculated date or estimated date. In such a case it would be helpful if you included a short explanation, preferably in the Source line or in the Individual's notes.

3. Try to use three locality names as explained earlier in this manual: [city, county, state] or [city, state, country]. Place commas between the localities, i.e.: Clarksville, Montgomery, Tennessee.

4. You may submit the names of all deceased ancestors and relatives for temple work. However, you should respect the rights and wishes of those close to the deceased relative. If your cousin does not wish for you to submit his deceased father's name, you should respect his wishes. The LDS Church strongly requests that you respect these "rights of precedence", but they assume that you have already received permission when you submit the name for temple work. If you include a person for which you do not wish an ordinance to be performed, you should indicate it by entering "DO NOT CLEAR" in capital letters in the place field of the LDS ordinance events in the individual and marriage screens (BAPL, ENDL, SLGS, SLGC).

The Church will require the following information in order to clear an individual for temple work: for baptism and endowments, the full name, birth or christening date and place; for sealing of a child to parents, the father's name must also be included; and for a husband and wife sealing, their full names, marriage date and place.

A complete name consists of both the given and surname, and the sex of the individual. A date is considered complete if at least an exact year is given. A place name is complete if at least two locality levels are shown: county and state, or county and country. Some work may be approved with incomplete information if the individual is submitted as part of a family group. There are also end-of-line situations where some work may be cleared. You will need to check with your local Family History Specialist in your ward, branch or stake for further clarification. You may also call the LDS Family History Department at 801 531-2349 or the nearest temple.

The process for clearing and submitting names in CFT-Win:

1. Use the "LDS Ordinance Check List" (Tools Menu) and the LDS Ordinance report to help you check and prepare names for TempleReady. (See LDS Ordinance Check List instructions later in this manual. [b. LDS Ordinance Check List])

2. Create a GEDCOM file (Tools Menu, GEDOCM Export) for TempleReady. Submit the list of individuals using the Selection List you create in the LDS Ordinance Check List. Write out the GED file to a diskette. (But keep a copy on your hard drive or another disk.)

3. Carry this diskette to your local Family History Library. Run the "TempleReady" program which is inside "Family Search". TempleReady will load your GED file, check it against the IGI and verify that you have the necessary information to clear names. When complete, it will create a new temple submission file which you place on a second disk. This disk goes to the temple. TempleReady will also print a valuable report containing the names and ordinances cleared.

4. Mail or carry the submission disk to your temple and they will print the temple card ready to do your ordinance work.

If you reside outside of the US and Canada, you should contact your nearest temple for information on submitting the diskette. Please keep track of the names you have submitted, so that you don't inadvertently re-submit them at a later date.

Tips and comments on Temple Submissions

TempleReady is not perfect. If there are some people in your database that you know the work has been done and have the dates or even can set them as "cleared", then I suggest that you do this. Otherwise, the ordinance work can inadvertently get done a second or third time. Some work in my own database that was submitted and performed five years ago still has not been updated in the IGI. Also I know of older cases - before the computer - where the data is still not in TempleReady. I have original sheets done in the 1950's and 1960's that were stamped in the temples and it cannot be found in the IGI or by TempleReady. However, in case of doubt, you may want to clear the work anyway.

The importance of coordinating with other family members who may be working on genealogy should also be emphasized, since - as I pointed out above - it may take years for performed ordinance work to show up in the IGI and TempleReady. Thus two relatives working on the same line can easily submit and

clear the same names and duplicate the work. I have many names in my own database in which this is the case. Since CFT-Win allows for any number of events I simply keep all of the known ordinance dates in my database, even when there may be more than one date the ordinance was performed.

I suggest that when you create a GED file for TempleReady keep the file name to the standard 8 characters, dot, 3 character extension. TempleReady is a DOS program and cannot accept the long file names standard with Windows 95 & 98.

The report which TempleReady generates is of high importance. I put these in a bound volume and use them as source references. You will find that this report will print out the proper dates and temples of any ordinances that have already been performed -which you will want to enter into your database. In addition, I highly suggest that you mark every ordinance that shows up as "cleared" on this report with the special date type "Cleared" in your database. I also enter the date of clearance in the date field and the temple where the work is going to be performed. It is important that this gets placed in your database, so that you will not inadvertently clear again these same names. Later, when the work has been completed, I paste my complete temple card into a bound book which I also use as a source reference and then update my database with the correct date when the ordinance was completed.

Chapter 9. The Story of Cumberland Family Software

A. Early Beginnings of a Genealogy Program

My interest in genealogy goes back to my teenage years. I think it first started in the summer genealogy classes, which were held in our church in Preston, Idaho. Years later, after I began studying computers at the University of Texas, I felt an insatiable desire to create a computer program for genealogy. This was before I even knew that the LDS Church had written PAF (Personal Ancestral File).

Over the following few years I struggled writing a genealogy program with an early Apple IIe. Eventually, on an IBM compatible computer using the Clarion programming language, I wrote a program in which I managed to enter over 2000 names in less than one week's time and printed out pedigree charts and family group sheets for two thick books of my genealogy (about 1987). To me, this was amazing, because for years I had struggled with folded over legal size sheets in a letter size typewriter. Sometimes it would take me an hour or so just to type one Family Group Sheet neatly.

By this time, I had discovered and purchased PAF. However, I didn't like PAF for two main reasons:

1. I found that in my genealogy, there were many individuals who were born, married and died in the same town for many generations. Knowing the capabilities of computers, I felt it ridiculous to enter those town names in hundred's of times. I felt that I should be able to enter the name once, and then be able to quickly select it again from an internal list for further uses. For example, in my database of almost 3,000 names, I have used place names in 8,642 locations, yet there are only 550 place names. Using this method of entering data I have saved myself from typing in more than 8,000 place names, an incredible time saver. (Now, many good genealogy programs have capabilities similar to this.)

2. I had problems with the way PAF handled names. PAF only allowed surnames at the end of a full name. I had a wife with Chinese ancestry, where the surname always comes at the beginning of the name, rather than the end. I also had Norwegian ancestry where the patronymic surname was often followed by a farm name. I wanted to keep these names in order. PAF would have forced me to enter the surname at the end. Thus this early program of mine allowed the entry of surnames anywhere within the name and still had the capability of sorting on the surname.

It was not until 1991 that I decided to release my program as shareware. Shareware is a marketing concept. The idea was to release the programs freely to BBS's (electronic Bulletin Boards) and other shareware vendors that often sold disks with programs for a nominal fee. The software thus distributed would be accompanied with a request for the user to send payment to the author of the program. The first 4 or 5 years did not bring much, but because of my love for genealogy programming, I continued to improve the program, which is now known worldwide. I received many requests from foreign users for the capability to print reports in other languages, thus one of my interests has been to help those who wish to do genealogy in languages other than English.

Cumberland Family Tree for Windows - User Manual

B. Cumberland Family Tree Today

Cumberland Family Software entered the Internet in 1996. Currently, my programs can easily be tested for a 45 day trial period. After installation, a 45 day count-down allows full testing of all features of the programs. After the 45 day period is up, many parts of the program will shut down - no longer operate. No data will be harmed and you can easily export the data to a GEDCOM file if necessary. A purchase of the software will get you a User Code, which when entered, will bring all features back on-line indefinitely. My current upgrade policy is to allow current Cumberland Family Tree for Windows Version 3 users to freely upgrade by simply downloading the latest copy from my Web site. No upgrade fees will be charged until the release of the next major version (Version 4).

As stated above, I have had an interest in helping others around the world do genealogy in languages other than English. Version 2 of Cumberland Family Tree can print reports in 14 different languages: English, Afrikaans, Danish, Dutch, Finnish, French, German, Icelandic, Italian, Norwegian (bokmål and nynorsk), Spanish, Swedish, and Portuguese. I have tried to make it as easy as possible for users to change languages. I release only one program. To change languages, it is as simple as going to the Options Menu and selecting which language to use. The reporting system immediately changes to that language. It will likely take a while for these languages to be incorporated into the newly released Version 3. But Version 3 now has the capability of supporting many other languages of the world, specifically Eastern European languages and non-Latin scripts.

The way translation has worked is this. Someone from another country wanting a language not currently supported by CFT-Win has the simple, easy option of adding the language themselves and translating a list of words and phrases. This little exercise usually takes a few hours (such as an evening) and now they immediately have the capability of doing genealogy in their own language. Usually, they will contact me and volunteer to supply me with their translation to include in subsequent releases of the program. Thus others then do not have to go through the translation process. In return I normally provide a lifetime of free upgrades to CFT-Win for their work.

C. The Future of Cumberland Family Tree

Multiple Languages

With the release of CFT Version 3, much of the future has already arrived. Version 3 now has the capability of using other languages in addition to the Western European languages. This has been one of my goals for several years. I have had numerous and increasing requests for CFT to have the capability to work with Hebrew, Arabic, Polish, Slovakian, Russian and Greek. My vision of the ultimate CFT-Win program is to provide it with the capability of using every language in the world! This work has already begun with the release of Version 3. Version 3 allows the entry of multiple fonts in other languages: Polish, Bengali, Gujarati, Thai, Greek, Cyrillic scripts and so on.

Hebrew and Arabic do present special problems in that they write text right to left, rather than left to right as the European languages do. But as I have time and resources I believe we can overcome this challenge.

Even more challenging are the Chinese, Korean and Japanese languages. With certain tools (such as a character input program) you can enter these languages into any field in Version 3. Over the long run (which will likely be many years) my vision of genealogy is to provide the capability for all of these languages.

Calendars

Another challenge in world-wide genealogy is the capability to enter dates in calendar systems other than our Western (Gregorian and Julian) dates. This challenge is being answered with the Universal Calendar Calculator, which can currently (1999) convert between 13 different calendar systems. This UCC utility program (which is also sold separately) is an integral part of CFT Version 3. I believe that for a truly world wide genealogy program, the capability to enter dates based on any calendar system encountered during genealogy research, must exist. I intend to also continue adding Calendar systems as I have time and as they are brought to my attention to the Universal Calendar Calculator.

Family History Publishing

In addition to the language features, which I have desired to add to Cumberland Family Tree, I am also interested in the publishing aspects of genealogy. Today, Cumberland Family Tree can print a fully publishable indexed book, containing a Table of Contents, and at the end, an index of names and bibliography (source lists which are footnoted throughout the book). In CFT-Win Version 3, the following three types of publication exist:

1. **Printed Book:** In Version 3 you have the capability to pre-define the entire book and print it all out at once.

2. **Web publishing:** Version 3 now allows you to create your own HTML web pages for plaing on the internet.

3. **CFT-Win Viewer:** We need to have a way of sharing our database with our relatives who may not own Cumberland Family Tree or other genealogy programs. CFT-Win can be set to "Viewer Mode" and copied with your database to CDs or other media (royalty free). Thus your relatives will be able to view, scroll and move around the family tree, and print reports. This feature also include photos, scanned documents, and even sound and video.

With Cumberland Family Tree Version 3, the Future is Here!

D. Interesting Stories associated with my Business

Family Values

Over the years, since releasing my software, I have had some interesting experiences, which I would like to share with you. We all have families and most cultures value the family and their past. It is only natural for everyone to be interested in preserving some of their family history. I feel there is a great purpose in collecting family stories and genealogies. In a day when it seems that so many family values are falling

by the wayside, I see the preservation of family records as a way to help preserve our current families! I feel that no other organization in the world is as important as the family. All we can do to help our relatives and families feel a part or connection to a family heritage that they are part of only helps bring a spirit of love and value in each individual.

Long Lost Relatives

So far, through my sales of Cumberland Family Tree, I have found four individuals who are distantly related to me. Several years ago, a fellow by the name of Rod Donohoe in Cricklade, Wiltshire, England (has since moved to Cheshire) purchased my genealogy program. Over the years we occasionally discussed his genealogy, until I eventually realized that he had ancestors with the "Judd" surname from Broughton, Hampshire. It so happened that I also had ancestors named "Judd" from Broughton, Hampshire and by the summer of 1995 I had made the connection. Rod and I were related with common ancestors 8 generations back! My wife and I visited Rod and his sister, near Broughton during the summer of 1995 when we made a short trip to Europe.

A few years later I received an order for my software from Knut Sømme in Stavanger, Norway. This immediately got my attention, since my mother was born in Stavanger, Norway and I had ancestors with the Sømme name. So I asked Knut if I could look at his genealogy. He e-mailed me his database. Interestingly, we were not related through the Sømme name, but were related through another line - again 8 generations back. And he had that line extending 3 generations further back than I had on my line! This was exciting to me. Knut and I still communicate via e-mail and neither of us have completed all of our work. Over the past few years, I have also found two other Norwegians whose genealogy also ties into mine: Bjørn Markhus and Andreas Johannessen. All of these individual have been very helpful in sharing what they have with me. Since I have quite a bit of information on my Norwegian line, it seems that there is a higher chance of finding others that are connected.

Murder Cases

Early in business experience I received a long distance phone call from a Police Detective in South Africa. They were investigating a murder! The victim had been using Cumberland Diary and they hoped that I would be able to provide them a way to break through the password to gain access to the victim's diary. Although, they basically knew who the murderer was, they wanted some more evidence. I talked a couple of times with this Police Detective, helped them gain access to the Diary, but do not know the final outcome of the case.

Interestingly enough, several years later I had another very similar case. This one was a murder case from South Carolina, where I again was called on to help a detective obtain access to a murder victim's computerized diary.

On-line Friends

I have quite enjoyed the number of friends I have made over the years, mostly people with names, but no faces, for most of them are e-mail friends. I am almost afraid to name any more names here, for fear of failing to mention someone special. Many of these have kept in contact with me for many years, through our common genealogy interests. I have also enjoyed the give and take, which we have had on the Mailing List (CFT-Win Discussion Group). This group makes feel greater than a one-man genealogy

program. Through the ideas and suggestions given there, we have created a synergy, which is helping Cumberland Family Tree to evolve. Actually, I do not think it will ever be done! There will always be something new to add.

E. Creating a World-Wide Family Tree Program

As noted in the previous chapter, I have been interested in trying to create a Family Tree program, which could be universal - used in any country, in any language. This has presented some real challenges and slow progress is being made in that direction with this latest release of Cumberland Family Tree. Character Sets are now supported - allowing more languages other than the Western European languages. The Universal Calendar Calculator allows conversions from calendar systems other than the current Gregorian calendar.

i. Languages of the World

To get an idea of what would be needed to write a program, which would allow entry of any language in the world here is what I have discovered about the languages of the world. For programming purposes it is easier to group the world languages into the following 5 groups:

1. Latin alphabet: *2,293 Million speakers - 39% of world population.* Top languages: English 463M speakers, Spanish 371M, Portuguese 179M, Malay-Indonesian 152M. Most computers can support all these languages - although the normal Latin-1 fonts do not include all accented characters needed in some parts of the world. You need a Latin-2 font to get all these (such as the Eastern European languages). Before CFT Ver 3, only the Western Latin (Latin-1) languages were supported. Version 3 now supports all of these languages.

2. All other horizontal left to right languages: *1,724 Million speakers 29% of world population.* Top scripts: Cyrillic 368M (includes Russian 291M, Ukrainian 46M), Bengali 221M, Devanagari 492 (includes Hindi 400M, Marathi 68M, & others), Gurmuki 85M (Punjabi), Tamil 68M, Telugu 72M, Javanese 63M. All of these scripts are now supported in CFT Version 3.

3. Right-to-Left languages: *488 Million speakers - 8% of world population.* Only two scripts: Hebrew 4M speakers and Arabic script 484M. Top languages written with Arabic script: Arabic 214M, Urdu 98M, Persian 34M. CFT Version 3 "may" support these scripts. However, they have not been tested.

4. CJK ideographs: *1,344 Million speakers - 23% of world population.* Chinese 1,144M, Japanese 126M, Korean 74M. Korean is written horizontally. Chinese and Japanese can be written vertically or horizontally, although vertical is preferred. These languages can be written in many word processors and can be written into any field of CFT Version 3 using a supporting entry program like "Dragon Star" or "Dragon Writer" (from TransLanguage).

5. Vertical scripts: *6 Million speakers - 0.1% of world population:* Mongolian and Manchu. CFT Version 3 is unable to write vertically.

Thus CFT Version 3 is capable of using the first 2 language groups (which compose 68% of the world's population) in all fields of the program. All groups, except the last group, can be written into note fields of CFT Version 3 - comprising 99.9% of the world's population, although we are compromising a bit on Chinese and Japanese by forcing horizontal entry.

ii. Calendars of the World

As noted in the previous chapter, another challenge for creating a world-wide genealogy program is the ability to incorporate any calendar system that one might come across during genealogy research anywhere in the world. In one source, I read that there were currently over 40 different calendar systems in use in the world today, not counting historical calendars that a genealogist might come in contact with. If that is correct, then the majority of these calendars are not widely used at all. By far, the Western world's Gregorian calendar is the most widely used - as it is used for commerce throughout the world.

But several other calendars are in common enough use that a need to record dates in these systems would be of great benefit to genealogy record keeping. The most common calendars (other than the Gregorian) that genealogists may need are the Julian, French Republic, Hebrew, Islamic and Chinese calendars. Thus, the need for the Universal Calendar Calculator. This utility program can translate dates from any of the included calendars to any other. CFT Version 3 records dates internally in the UCC internal date format and will display the appropriate date as entered. Because of this method of internal date keeping, it can also "sort" dates properly regardless of the type of calendar used.

Some discussion on the evolution of the current Gregorian calendar and short introduction to some of these other calendars can be found in the Beginning Genealogy Section on Calendars. Specifics about a variety of calendars can be found in the Detailed Reference Section on the Universal Calendar Calculator.

Chapter 10. Acknowledgments

It would be very difficult for me to remember everything that so many people have helped me with. Many of my users have given me many ideas. But I will mention a few.

My first registered user back in 1991 was an 18-year old young man named Jeff Murphy, Lake City, Georgia. He gave me a lot of encouragement when I needed it most. My program was just fresh out, but with a few bugs. He sent me several letters with ideas, which quickly went into new versions.

Early DOS Versions

The next major version was the Cumberland Family Tree Professional for DOS. I greatly appreciate the help offered by my group of beta-testers for the Professional Version (4.0). Many of their ideas, which were incorporated into CFT-Pro, are carried forward into this Windows Version.

Johnnie Ainsley	Panama City, Florida
Malcolm E. Arnold	Ft. Washington, Maryland
Fred Cappetta	Oak Brook, Illinois
Douglas Draper	Lancaster, California
Linwood Hill	New Bern, South Carolina
Rhonda Lorenzen	Gillette, Wyoming
Harvey W. Powers	Midlothian, Virginia
Paul D. Whitehead	Louisville, Kentucky
Linda Willuweit-Joy	Lincoln, Nebraska

Windows Version 1.00

I would also like to thank those who have helped me with the beta-testing of Version 1.00 of the Windows Version of Cumberland Family Tree:

Charles Baker	Ft. Collins, Colorado
Rod Donohoe	Cricklade, Wilts, England
Ron Grassi	Coralville, Iowa
Bruce Hall	Ellicott City, Maryland
Victor Hildreth	Chicago, Illinois
John Lemon	Aberdeen, Scotland
Erik Helmer Nielsen	Greve, Denmark
John Sharp	Bethany, Oklahoma
Thomas Spear	New York, New York
Carolyn Spitz	Palo Alto, California

Windows Version 2.00

I would also like to thank those who have helped me with the beta-testing of Version 2.00 of Cumberland Family Tree and translation of reports and menus into other languages:

Robert Barendsen	AW Waddinxveen, The Netherlands
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Jack Bowman	Hickory, North Carolina
Tom Ditzel	Batavia, New York
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Miles Gillie	Raleigh, North Carolina
Jeff Girard	Pittsboro, North Carolina
Ulf Goransson	Flyinge, Sweden
Bruce Hall	Ellicott City, Maryland
Laurent Larbalette	Montmorillon, France
Jonathan E. Myers	Little Neck, New York
Erik Helmer Nielsen	Greve, Denmark
Henry T. Peterson, Jr.	Lafayette, Louisiana
Hans Schleichert	Tuebingen, Germany
John Sharp	Bethany, Oklahoma
Luis Abreu E Sousa	Marinha Grande, Portugal
Milo Wright	Spokane, Washington

Although currently I maintain and update my own web site, Tom Bjørnstad of Norway generated my first web site - just out of the kindness of his heart! I would also like to especially thank him for his help and encouragement when I was new to HTML. Tussen Tak, Tom!

I would also like to recognize the great work that George Durman (Knoxville, Tennessee) has done for me for several years now in managing the CFT-WIN Mailing List. This he has done out of a great kindness of heart which has been of inestimable use for me, and all the CFT-Win users. George, you don't know how much I appreciate your help with this!

Windows Version 3.00

And especially, I would like to thank those who have helped me with the beta-testing of Version 3.00 of Cumberland Family Tree and translation of reports and menus into other languages:

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In a very general way let me say thanks to all of you who have used my early versions and have sent me money which has encouraged me to continue this endeavor. You have been a great encouragement to me.

And last, but not least, without the patience of my wife and six children during the months when I seemed huddled up with my computer all evening, I would have been unable to complete this program.

   - Ira J. Lund
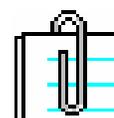
Appendix

Appendix A. Version Update Notes

1. Version Release History

Version 3.00 released 29 Aug 2000
Version 3.01 released 01 Oct 2000
Version 3.02 released 23 Oct 2000
Version 3.03 released 26 Oct 2000
Version 3.04 released 22 Nov 2000
Version 3.05 released 22 Dec 2000
Version 3.06 released 01 Mar 2001
….
Version 3.12 released 02 Aug 2002
Version 3.13 released 22 Feb 2003

2. Version 3.01 Bug Fixes and Enhancements

New and Updated Languages

* New: Norwegian nynorsk, Norwegian bokmål
* Updated: Danish, French, Portuguese

Bug Fixes
* Web page creation bug fixed that sometimes incorrectly displayed living person's dates on index.
* Rebuild: force first two options by removing them
* Place Prepositions: fixed bug in Rebuild that cleared prepositions.
* Viewer: Fixed bug that caused viewer not to work if there was an older c:\cftview folder existing
* Backup: Fixed bug that wouldn't allow "Browse" after a selecting "Folder".
* Indexed Book: fixed bug that often caused report to jump to top of contents list
* Statistics Report: fixed a number of bugs. 1. Avg and longest life span now includes living. 2. Individuals without birth dates no longer get added to last birth century. 3. Average age of married was incorrectly calculated. 4. Number of marriages and number of children charts slightly incorrect. Count on number of place, address, misc data uses can be wrong - need to run rebuild to correct this.
* Report Single Source. Fixed bug that did not allow single source printing to work.
* Several Reports. Column headings sometimes showed up on source pages. This has been fixed.
* Family Group Chart. Sometimes blank space at bottom of reports. Fixed.
* Get Media File in Media Tab of Individual Editor and Document Editor. Now fixed to return to last selected folder. Also set to bring more than one file. Use Ctrl and Shift keys in combination with the mouse to select multiple files.
* Fixed a (hard to describe) bug that might occur in rare instances with almost any internal pointer. This was specifically manifest in one user's database (with 10,000 records) where connections to a particular spouse could not properly be made.
* Removed all portions in program that tried to automatically set the "keyboard" used by Windows. This was an issue for those not using the English/American keyboard and may have had more than one keyboard loaded. (Set in Windows Control Panel -> Keyboard.)

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Program Enhancements
* Web page creation words added for Language translation
* Database Configuration: New Normal Surname Sorting Option
* Ancestral Tree: now expands with window and 5 or 6 generations
* Norwegian Place Prepositions: Can now be suppressed for certain events by including # after %P.
    Example: %N utvandra p{til} %P# %D.
* Selection List: allow down key to jump from entry field to list.
* Scroll Thumb fixed for smooth scrolling in NameSearch, Place, Address, Misc Data, Source,
    Repository, Document Editors.
* New database language now defaults to Menu language
* Moved ASCII Import from File menu to a button at the top of notes. ASCII import immediately places
    the text at the cursor location. (It does this via the internal paste buffer - meaning that the text will still
    be in the text buffer and can be pasted - Ctrl+V.)
* Possible Duplicate Individual Name Check now occurs after Edit Ind (like Ver 2).
* HTML-Web page improvements: Options to include photos and notes.
* Unused Records now has option to print list.
* Preview Reports. Now left mouse click zooms in, right mouse click zooms out.
* Notes. Allow changing of font for note viewing only. When printing, the print font overrides. This was
    added to allow the user to view notes in the format in which it would print, assuming one sets the note
    font and print font to be the same. This feature can be particularly if you sets both these to a fixed
    character width font (such as Courier New) and allows you to keep things lined up in columns.
    (Because the note field is not a full-fledged word processor, tab settings cannot be made.)
* Indexed Book: Added "Blank" report which allows insertion of pages not printed within CFT-Win.
    Fixed pagination so that you do not need to regenerate all subsequent reports. Subsequent reports and
    name index gets auto-repaginated.
* Selection List for Individuals: Moved second row of buttons lower to allow more room for Selection
    List name at top.

Manual Enhancements
     Added for clarification
* Upgrading from CFT-Win Ver 2. Added info on photos. (Sec 1, Chap 3.D)
* Acknowledgements. New translators added. (Sec 1, Chap 7)
* Origins of Surnames in Norway - revised. (Sec 2, Chap 5.F)
* ShareID's. Further explanations. (Sec 3, Chap 2.C.vii)
* Index Book Suggestions. Added. (Sec 3, Chap 4.C)
* Appendix. Version Information Added.
     Added or modified due to bug fixes or new enhancements
* Get Media File in Individual Editor. Explanation of selecting more than one file. (Sec 3, Chap 1.D.iv)
* Ancestral Tree. Explain 5/6 Generation option and legend location. (Sec 3, Chap 1.C & Chap 2.E.iii)
* Scroll Thumb Index loading for Editors. (Sec 3, Chap 1.I.ii & Chap 2.D)
* Database Configuration. Add Normal Surname Sorting. Move Ancestral Options. (Sec 3, Chap 2.E.i)
* Standard Event Editor. Explain use of # to suppress place preposition. (Sec 3, Chap 2.E.vi)
* Preview Printed Reports. Explanation on right and left mouse clicks. (Sec 3, Chap 3.B.iv)
* Indexed Book enhancements explained. (Sec 3, Chap 4.B)
* HTML-Web option improvements. (Sec 3, Chap 4.C)

3. Version 3.02 Bug Fixes and Enhancements

New and Updated Languages

* New: Swedish
* Updated: Danish, Dutch

Bug Fixes
* Database Merge. Second database name list order corrected.
* Edit Event. If place name, address or misc data was deleted, it never saved the deletion. Bug now fixed.
* Ver 2 Import for languages other than English. Sometimes months improperly translated to "Jan". Now imports correctly - *but user must first set the Ver 3 Database Language (Option Menu - Database Configuration) to same language as the database being imported from Ver 2.*
* GEDCOM Import correctly imports month names in dates even if incorrectly saved as other than English in the GED file.
* Ucccore.dll updated to make certain current language always current.
* Updating the program and keeping your own language (other than English) would wipe out any changes made to the Sort Order. This has been fixed.
* Web HTML note fields would occasionally show spaces between words. This has been fixed.
* Web HTML: fixed "[See Notes]" and "Children" for translation to other languages.
* Print Preview. Fixed mouse click on page 2 when only page 1 to enlarge to page 1. Fixed ASCII text file saver to force ".txt" extension.
* CFT-Win Ver 2 Import - auto-Rebuild wouldn't work because of messages that preceded rebuild. This has been re-ordered so messages appear after the Rebuild.
* Rebuild was erroneously adding unused citations to the database. This has been fixed.
* Story sentence for a "from" type date - if missing the first date now will not show the word "from".
* Story sentence now supports multiple cases of conditional words/phrases, which may be needed in some languages. For example "m{ }" may now be in the sentence twice (or more) with even different words/phrases between the brackets.
* Fixed the Legend on the Ancestral Tree Window to allow for longer birth and death tags (needed for longer words in other languages).
* Global Search for events now displays the IRN of the person rather than an internal event record number.
* Global Search Dates would not work properly for BC dates. Now fixed.
* GEDCOM Import of certain types of GED files with level 0 notes for individuals and events previously did not work. This has been fixed.
* GEDCOM Import of Special Characters was improperly converting first from IBM-PC to ANSI. This has now been fixed.
* CFT-Viewer had a bug that would not allow the end user to run the program. It was related to the read-only attribute of some files (caused when writing to a CD or ZIP drive), but it has now been fixed.
* Ancestral Tree Wall Chart. Bug fixed which caused problem when an ancestor appeared on more than one line. Also added '*' to indicate an intermarriage and print only the ancestral line only once.
* Ancestral List Report. Because report is sorted based on the Ahnentafel number, it does not work properly for large ancestral lists (over 45 generations). So even generations got sorted strange for these large lists. The report will now at least sort the generations properly, but because the computer cannot calculate exact integer numbers larger than about 2 billion (2,000,000,000) the Ahentafel Number will not be correct after about the 45th generation, nor will the order of ancestors necessarily

be correct within each generation. Each person is in the correct generation, however.
* Statistics Report. Bug fixed that showed improper longest life spans.
* Descendant Tree Chart. Bug fixed that didn't properly show the '*' when an intermarriage occurred and note at bottom appeared. Also, note now only appears on page where people have a '*'.
* Descendant Photo Chart. Fixed a number of bugs including not showing photos and wrong box heights.
* Indexed Book Story Reports. If person's story was repeated earlier this did not work properly. Often showed erroneous prior story references.
* Story Report. A certain combination of couple-type events would not print properly - such as lived together followed by a marriage, then other marriages - would not print properly. This has been fixed.
* Database Structure. Last phrase on report erroneously said "Database File". Fixed to say "Total Individuals in Database".
* Documents Report. Would not show images. This has been fixed.
* Report Preview Window. It was reported that closing the window by clicking the upper right "x" always caused the report to be printed. This could not be duplicated. However, code was inserted in an attempt to cause a click on the "x" to be equivalent to pressing the "Close" button.

Program Enhancements
* Database Configuration option to use Accurate Indexing vs Fast Lookup for NameSearch, Place Editor, etc.
* Database Configuration option added to enable/disable duplicate checking after Individual Editor.
* Duplicate name checking after Edit Individual closure now does not get triggered if name is not changed.
* Database Merge. Added a new "Save Report" feature that lists the individuals and IRNs for those in the list, before the merge takes place. Useful for checking before the final merge takes place.
* Database Merge. Load and Save feature added a progress bar.
* Web HTML. Added a button that will load some defaults to Header and Footer.
* Web HTML. Added option to include "sure" field.
* While editing a name program will not make sure there is a space between given name and slash that sets off surname.
* CFT-Win Ver 2 Import. Added option to automatically run Data Verification and/or Unused Records after import and rebuild. Program will not stop at the Data Verification or Unused Records Window, but will automatically print reports from these two routines.
* GEDCOM Export. New GIVN tab contains the "Commonly Used Given Name". Meant only for rare use by people needing access to this field. GEDCOM Import of Ver 3 GED file will place data found in GIVN tag into the "Commonly Used Given Name" field.
* GEDCOM Import. New option to translate Scandanavian "dtr." or "dtr" to "datter".
* Database Structure Report. Moved numeric columns to right to allow prompts more room for longer foreign language phrases.
* Several Reports which have option to select fields, if the Death or Burial field is selected and the person shown is still living (based on the Living Flag in Individual Editor), then the tag "Death:" or "Burial:" will be suppressed.
* Time Line Reports (both Ancestral and Descendants). Changed the average life length to 50 years - rather than 100 years - for deceased people with only birth or death date. Also added a question mark "?" at end or beginning of life line when birth or death date is unknown.

Manual Enhancements
Added for clarification
* GEDCOM Import of accented characters. (Sec 3, Chap 2.B.i.)

Added or modified due to bug fixes or new enhancements
* Clarification on upgrading from Ver 2 for those using languages other than English. (Sec 1, Chap 3.D)
* Explanation of new options for Duplicate Checking and accurate scrolling for NameSearch and other editor lists. (Sec 3, Chap 2.E.i)

3. Version 3.03 Bug Fixes and Enhancements

Bug Fixes
* Nasty bug introduced in 3.02 that can wipe out place, address, misc data randomly when editing a person. This was introduced because of trying to fix another bug in 3.02.

Program Enhancements
* New Tool - Source Change. This Tool allows you to more globally change sources.
* Relationship Calculator. Added capability to limit number of generations searched (needed for large databases). Also added progress window to show search progress.

[Due to wanting to quickly release this to fix 3.02 bug, no manual changes were made.]

4. Version 3.04 Bug Fixes and Enhancements

New and Updated Languages

* New: German (Austria)
* Updated: Portuguese, Swedish, French

Bug Fixes
* A BC date or AD date less than 100 AD will get wiped out "Invalid Date" on a second edit of any given event. This has been fixed so field is not checked unless a change has been made to a date.
* Fixed a bug that shows up as unused citations with a record number of zero (0). This bug actually wipes out a valid citation randomly. No way to know what citation got erased. Also fixed a cosmetic bug that occasionally showed grayed-out citation in editors.
* Fixed bug in Rebuild which cleared out Alternate Names and Name Changes from Name Search.
* Fixed bug in Report Field definitions that would not allow inclusion of Death or Burial tag.
* Editing languages would not allow you to blank out an entry. This has been fixed.
* Source Reference Editor. Can now remove a repository by pressing the Repository button, then pressing cancel. Make sure to press Ok when closing Reference Editor to save the change.
* GEDCOM export & import. Fixed Call Number (CALN) tag to be a level below REPO tag. Also added ABBR tag for the reference abbreviation which was previously included in the NOTE tag. Also fixed a GEDCOM export bug that did not properly break notes at non-space characters. Fixed problem with exporting "abt", "est", etc. for dates when language is other than English.

* Source List Report. Fixed minor problem with extra commas after a source citation.
* Fix some CFT-Viewer bugs dealing with "autoopen" and Menu languages.
* Indexed Book. Fixed index of names page number bug - sometimes improper paging in story and photo album reports. Removed an annoying feature added in version 3.01, which attempted to avoid regeneration of later reports. This feature caused a lot of re-indexing to continually take place and slowed the process down. Also some uncertainty as to the accuracy of the re-indexing.
* Fixed Rebuild to remove any erroneous record numbers zero (0).
* Fixed story sentence generation to suppress the prepositions (300056, 300057) when the date type is not normal. Specifically needed for French to change a sentence "le avant 1800" to be "avant 1800". Should be okay for other languages also. Any problems with other languages need to be reported.
* Tried to increase print area at bottom of reports for A4 paper (but am unable to test on my printer.)
* Statistics Report - fixed longest life span names to remove slashes //.
* Birthday/Anniversary Report - fixed marking of asterisk (*) for deceased individuals on anniversary dates.

Program Enhancements
* New Database Configuration Option allows you to select up to 5 Selection Lists to be indicated on the Main Family Group Window. This will have small colored diamonds to the right, indicating when a person belongs to the set Selection List. Also using the Ctrl+1 through Ctrl+5 keys you can quickly add or remove a person to and from these selection lists without actually going into the Selection List Editor.
* A number of enhancements in the Web-HTML generator. Added option to not include sensitive events. Fixed the program to only generate family pages if spouse or child were also included in selection list. Source number font size decreased.
* Web HTML creation now deletes all files in the web folder before recreating them.
* "Listing" attachments in Place Editor, Misc Data Editor, etc. now contains a "counter" so you can see progress of search (to avoid perception of computer hangup on large numbers of attachments).
* New CSV Export. Export list of individuals to CSV (comma separated) or Tab separated file for import to a spreadsheet or word processor.
* Ancestral Story Report. No longer will list children on mother that were listed on father - to avoid repetition, but will indicate "This couple had the previously listed children."

Manual Enhancements
Added for clarification
* Tip on nicknames. (Sec 3, Chap 1.D.i)

Added or modified due to bug fixes or new enhancements
* New section for new tool: CSV Flat ASCCI File Export. (Sec 3, Chap 2.B.iv)
* New section added to Database Configuration and Main Window to explain the new Selection List features. (Sec 3, Chap 1.C & Sec 3, Chap 2.E.i)
* New options in HTML export. (Sec 3, Chap 4.D)

5. Version 3.05 Bug Fixes and Enhancements

New and Updated Languages

* New: German (Standard)
* Updated: Finnish, Norwegian, Danish

Bug Fixes
* Rebuild removes Name Change and Alternate Name Events from Name Search list. This was thought to
     have been fixed in 3.04, but was not. Should be fixed now.
* Added a fix in the Rebuild to remove "blank" photos or media. Shows up when trying to print a photo
     report and will not show photo even though there is a photo attached.
* Database Merge. Fixed a bug that usually attached children to wrong set of parents when one parent has
     more than one marriage. Also Child Order fix speed has been improved, as well code to keep child
     order from second database the same in the final merged database.
* Ancestral List, Descendent List, Individual List. Fixed bug that did not properly show column heading
     when Misc Data was selected.
* "Place" at top of Ancestral List and Individual List was not being translated when using languages other
     than English. This has been fixed.
* Languages with Place Prepositions would loose the check to use them if the language properties were
     edited. This has been fixed. Also fixed a bug that would sometimes not let a preposition be saved.
* Fixed CharSet setting for a number of fields throughout program. Needed for languages that do not use
     the Western European character set - such as Russian, Arabic or Eastern Europe. This setting was
     missing in a number of fields - most noticeable in the note fields of Individual and Event Editor.
* Relationship Report. Fixed bug that caused names not to be displayed/printed.
* Fixed problem with Repository staying attached to a Source Reference - which was thought to have
     been fixed in 3.04.
* Database Structure. Fixed bug on improper pagination when report is larger than one page.
* Deleting a spouse with couple events will not totally delete an event in the remaining spouse. Left what
     became "< >" and repeat of above event. This would have gotten cleaned up after a rebuild but still
     would cause concern for the user. This has been fixed.
* Fixed reports so that if A4 paper size is selected, it also changes the paper on the default printer.
* Statistics Report. Fixed several bugs dealing with average age, etc.
* Fixed Reports Window to give a warning when a Selection List or Beginning Person was not selected.
* HTML-Web. Fixed index to not show birth or death if the event is marked as sensitive.
* Document Report. Fixed bug that caused duplicate printing of a single quarter page image.
* Edit Individual. Fixed bug that removed changes to name if event is deleted or moved.
* Fixed RMC and CLM to behave like MARR, LTOG and NOTM in reports, particularly story reports.
* Fixed small bug in Descendant Report which sometimes incorrectly carried over spouse name if no
     spouse existed on subsequent reports.

Program Enhancements
* Rebuild and Load Selection List. Figured a way to speed these processes by not displaying the record
     count for every record. May only display every 100 or 500 records. Speeds up processes 3 to 10 times
     as fast.
* Unused Records sped up using same technique as for Rebuild.

* GEDCOM export. Added option to include/exclude exporting the "Commonly Used Given Name" to the GIVN tag.
* Web HTML export now has a warning that all files in the specified folder will be deleted before rebuilding the HTML web pages.
* Added a Printer Setup button to the Reports Window. Normally, the default printer is used. If you want to use a printer other than the default you must set it before previewing.
* In report window when setting Page Setup US or A4, this will now also set the printer paper to US or A4 when report is previewed or printed.
* Individual List Report. Fixed this report so that with fewer columns of data, they move to the right, allowing longer names for individuals to be shown.
* Selection Lists. New "Descendants" only option. Previously, "Descendants with Spouse", but no Descendants only.
* Selection Lists for Individuals - marking of various types now display a counter to avoid the impression that the computer has locked on large databases and long markings.
* Statistics Report. New option to select a Selection List for running the Statistics Report.
* All Story Reports - removed all horizontal lines and made generation number bold.
* Descendant Tree Chart & Wall Chart - Bold Spouse Name if more than zero (0) fields selected.
* More windows set for language translation (most often used options)., include: New Database, Browse for Database, Backup, Restore, Edit Individual, Edit Events, Delete Individual, Child Type, Name Search, IRN Search, Book Mark, Other Marriages, Other Parents, Date Modification, Media Editor, Place Editor, Misc Data Editor, Address Editor, Source Editor, Repository Editor, Document Editor. Remember, less used options have not yet been set up for translation.

6. Version 3.06 Bug Fixes and Enhancements

New and Updated Languages

* New: Polish, Slovak, Slovenian
* Updated: Afrikaans, German Std, Norwegian Nynorsk

Bug Fixes
* Several items for window translations to other languages were fixed.
* Rebuild would wipe out any place name notes. Thought this was fixed in earlier version. It is fixed now.
* Fixed a very rare bug which would hang a story report if an inadvertant character code 11 was embedded in a note field. Will automatically get removed when story report is generated.
* Corrected a bug in Statistics Report that calculated age incorrectly. For example someone at 15 years 1 month was considered over 15 years old since their age was 15.083. Now anyone less than 16.000 is considered 15 years old. Applies to all age groups calculated. Also sometimes erroneous average marriage age has been fixed.
* Changed Preview Print Window - only allows beginning and ending pages. Other options never worked anyway, so got rid of standard print window.
* Printer Setup removed from Report Window. The only purpose of this was to allow selection of default printer. But other options caused much confusion for many users. So it has been removed.
* Age calculation on Main Window Family Group did not properly calculate if calendar system other than Gregorian was used. This has been fixed.

* Fixed a bug in the Get Media (Individual Editor - Media Tab) that would not properly get a single file, but did work for multiple files.
* Fixed bugs in HTML Web page generation: one bug sometimes caused problems in some browsers (such as Netscape); another bug fixed that did not show dates on index pages when no living person selected for inclusion.
* Database Merge bug fixed that would add erroneous marriage events for multiple marriages.
* Database Verification bug fixed that miscalculated birth date if empty event were present. Also fixed bug that erroneously interpreted a Witness of a Marriage date as that person's marriage date.
* Family Group Sheet Report and Individual Summary Report truncates long place names, misc data now. Previously would run past margins on right. Source List Report fixed so text does not go past bottom line. Also fixed an event sourcing error in Family Group Sheet Report.
* GEDCOM Import fixed to accommodate unusual use of TYPE tag. (Example: 1 BIRT, 2 TYPE Naissance)
* Problem with Desc Wall Chart when intermarriages. Fixed - temporary. Currently shows all descendants twice through each person who is descended. Later version need to fix to show descendants only once indicating cross marriage.

Program Enhancements
* Source reports citations (including HTML output) now will display title or author if no reference abbreviation has been specified.
*Web HTML output now has several enhancements: suppression of unused events, photo caption now appears as tip when mouse stopped over photo, image clickable (allows viewing in full size), character sets now allowed (for other than Western European languages), right justification of dates, displaying of gender, and new option to show Photo Album pages.
* Source Options added to HTML-Web Options. Allow option to display single tiered sources and use abbreviated citations.
* Other Marriages - added new option to connect to existing person using IRN search as well as Name Search.
* Other Marriages and Connect Spouse will now always add new spouse to "no spouse" marriage, if such a marriage exists.
* Date field on main window and Edit Individual now shows Free Format Date if no regular date exists. This change should also appear in many other places, such as reports. Format of date field in Edit Individual now the same as on main window.
* Rebuild options now get saved from session to session. But they are database specific - meaning options are saved with the database, not the entire program for all databases.
* New option in Database Configuration, Default Tab. Button at top will reset all list formats for the current database. This may be needed rarely in cases such as risen recently where the addition of the Selection List diamonds at right of main window create a column of zeros (0). This should reset and clear such cases.
* CFT-Viewer enhancement. CFT-Viewer on CD requires the program to start in the folder where the cftw.exe program is located. This would not always work if Viewer were started from a link within a PDF document (for example) which was not in the same folder as cftw.exe. New option added allowing user to place a small ini file in PDF folder that gives relative location of cftw.exe to assist startup. See … for complete details.
* Photo now shows in upper right corner of Main Window and on Edit Individual General Tab - if a photo has been attached for the person highlighted or edited.

* Selection List "diamonds": A number of new enhancements: added to Name Search; Database
    Configuration check box to show or not show; legend at top of Family Group and Name Search
    which allows you to hold mouse over diamond to see the title of the Selection List for each diamond.
* HTML Web creation now allows birth place name to appear on Index pages.

7. Version 3.07 Bug Fixes and Enhancements

New and Updated Languages

* Updated: Polish

Bug Fixes
* Fixed a bug in Connect Spouse that did not properly connect a spouse. I believe this bug was introduced
    in last version.
* Ver 2 Import Place name bug fixed - bug introduced in 3.05 because of changes to PutPlace routine for
    other reasons.
* Fix Bug with deletion of spouse from multiple marriage that appeared only on large databases over
    10,000 records.
* Fixed several problems in Database Merge, mostly dealing with merging and conflicting parentage of
    multiple marriages. Also less prompting for persons already matched.
* Rebuild would wipe out notes in Misc Data and Addresses. This has been fixed.
* Backup & Restore. Minor bugs fixed. One where the proper backed-up folder was not shown in Restore
    after a backup. Another bug when an automatic back up extension was not renamed properly - such as
    extension .CftBak01 was restored with extension .cftBa.
* Fixed small bug in story reports where a person without a spouse but with children would sometimes
    appear as married to themselves.
* A few small enhancements/fixes to the HTML Web generator: long dates (such as from, between) now
    will be fully shown by pushing place to the right, bug with witness events fixed, bug with single-
    tiered sources fixed.
* GEDCOM Import should now properly import embedded sources (used PRO-GEN Genealogie áa la
    Carte GEDCOM file to debug).
* Standard Events Immigrate and Emigrate have been changed. Emigrate means to "leave" a country.
    Immigrate means to "enter" a country. Thus the proper terminology is %N emigrated from %P. %N
    immigrated to %P.
* Adding a second spouse from Other Marriages Window now starts cursor on Full Name field.
* Fixed adding of events so as not to allow the adding of a couple event to a couple without a spouse.

Program Enhancements
* New option in Database Configuration (last tab) to turn of the display of Photos on Main Window and
    General Tab of the Individual Editor.

8. Version 3.10 Bug Fixes and Enhancements

Bug Fixes
* CD Viewer bug that would not allow the Viewer to work properly when installed to a root folder

(directory) - has been fixed.
* Beginning and ending of printed pages now accept larger than 3 digits
* Photo Viewing problem fixed. Caused by empty photo records internally. Rebuild will repair and alos editing a person will repair for that person.
* Event list formatting inside Individual Editor now saves set format.
* Phone Number event formatting fixed.
* Place List Editor now has vertical scroll bars on place name.
* Standard Information report with special date formatting now has wider column width.
* HTML Web creation. META tag now set properly with in HEAD tag.
* Deleting of an individual now also clears media files attached to that person.

Program Enhancements
* New upgrade to programming environment Clarion 5.5. Plus new installer more compatible with Windows 2000/Me.
* New option in Program Configuration - Dictionary Tab, that allows user to create their own CFT Dictionary from an ASCII Text file list of words.
* New Tool Menu Item which allows you to completely delete all events and notes from Living Individuals. This feature was meant for cases when you may want to distribute a copy of the database (such as with the CFT-Viewer) which does not have detailed information on Living People, thus providing some sensitivity for living relatives. Be careful not to run this on your main database. There is no way to recover deleted events - other than a backup.

9. Version 3.11 Bug Fixes and Enhancements

Bug Fixes
* Some areas of program the wrong field is often randomly selected. Some fixes have been made. There may be others that need some work also.

Program Enhancements
* New Individual Type markers can now be set. This colors the persons name on the Main Family Group and NameSearch when set. Type Names are set in Database Configuration.

10. Version 3.12 Bug Fixes and Enhancements

Bug Fixes
* Database Merge. Some minor bugs fixed dealing with couple events. Also merge order of second database changed to be in IRN order of second database rather than alphabetical order. This more closely preserves the entered order of second database.
* Rebuild (Tools Menu) now deletes and removes any one-sided couple events.
* Report Preview – Save TXT and WMF corrected to save only pages indicated. Also added Folder selection to WMF save.
* GEDCOM Export now outputs the source call number.
* GEDCOM Import of Place Name Notes from an exported CFT GED now works.
* Tightened pagination of reports to try to avoid the straggling one line pages that rarely occur.
* Time Line Reports. Vertical bars extended for A4 printing.

* Six Generation on-screen Ancestral Tree (Pedigree) fixed so top-right two individuals show
    continuation arrows.

Program Enhancements
* Addition of 3 more colored "diamond" markers for Selection Lists on Main Family Group and Name
    Search (now 8 rather than 5). Also added capability to select marker color.
* New Major "Lineage RTF Book" Feature. Allows setting up of Lines of Descent for an entire book and
    generation of RTF text for import and manipulation in a Word Processor.
* New options for abbreviating names (mostly for use in printed reports). Located in second tab of
    Reports – Page Setup.

11. Version 3.13 Bug Fixes and Enhancements

Bug Fixes
* Source Editor, List of attachments had a bug where items were double counted. This is fixed.
* Message added to top of Sort Order (Program Configuration) with reminder to run Rebuild after
    changing sort order.
* Ancestors Tab on Main Window – changing highlighted individual will now show proper photo at top.
* CD Viewer fixes: 1. Default IRN always set to #1 – now fixed to default from database. 2. New feature
    to allow the end user to switch languages (Database Configuration).
* Sources on Individual & Event. Switching source order now carries page, date, note properly.
* Source editing of page, date, note when using the Character Map cursor jumped to beginning of line
    instead of position where editing. This is now fixed.
* Merge Individual – Search feature often listed possible duplicates more than once. This is now fixed.
* CSV Export – added "Complete!" message when export finished.
* Fixed story where a sensitive event is shown unintentionally on a parent or child line.
* Preview of Reports – Going to Print and then cancel, used to close Preview Window. This now fixed.
* Preview of Reports at 70% on Windows XP displayed a column of X's instead of the slider bar on right.
    This is now fixed.
* Descendant List Reports – now indicate if a child was adopted, foster, etc.
* Individual List Report – when sorted by surname now shows surname first.
* Source List Report – fixed bug that causes printing over bottom line (A4 paper size).
* Anniversary Report – Now shows * beside deceased females.
* Time Line Reports – Now does not show vertical lines on source page at end.
* Statistics Reports – changed methods of counting to exclude living people in certain age calculations
    except for the longest living individual.
* Story sentence construction for a married person without a spouse now shows "spouse unknown" rather
    than simply a "?".
* Ancestral Wall Chart fixed to not crop box on far right in A4 printing.
* Event List – removed the headings: "date" and "place" as not necessary.
* Fixed bug that occasionally printed a strange date on report date at bottom of pages.

Program Enhancements
* Completed the setup of language translation capability for all windows in program.
* New Major "Story RTF Book" Feature. Allows setting up of Ancestral, Descendant or Individual
    Selection List for an entire book and generation of RTF text for import and manipulation in a Word

Processor. Can be combined with the "Lineage RTF Book" and even saved WMF files of other reports to create a wide variety of reports for a book.
* New Place Name and Misc Data "drop entry" feature that allows easier and quicker selection of previously entered place names or Misc Data.
* Change of Edit Place Name and Edit Misc Data windows – widening the window to accommodate single line entry.
* Media Tab (Individual Editor) - the list of Available Photos is now a "combo" box instead of "list". This allows entry of first few letters of photo file to find photo – thus more exact in finding right photo than old list box.
* List of Attached Records (in Place Editor, Misc Data Editor, Source Editor, etc.). There is now a new option to print a report of the listed attachments.
* Revamp of the PDF Manual. Swapped the position of Sections 2 & 3, to place the Detailed Reference (how to use the program) ahead of the helps on genealogy. Also moved the CFS stories and Acknowledgements from Section 1 to the end of Section 3. This, I now feel is a more logical flow.

12. Version 3.14 Bug Fixes and Enhancements

Bug Fixes
* Indexed Book – Title Page line one was not printing – now fixed. Middle Col Index of Names was not printing – now fixed.
* Faroese corrected: Western not Central Europe Script
* Edited the manual – added some missing explanations in Database Checking and Repair
* Corrected text tips in Database Configuration window and other windows
* Fixed HTML bugs: Couple Address event now properly formatted, "sensitive notes" now not included if sensitive events are not included.
* Database Restore Filename was not being generated correctly. This now fixed.
* Alt Name & Name Change Events only worked for one per person. Fixed for multiple names per person.

Program Enhancements
* Current FRN shown on Status bar at bottom of main window
* HTML – Added option to add IRN
* Place Name and Misc Lists – Can keep Last item searched for next search.
* Attached Individual can noe be "jumped to" from Editors: Place, Misc Data, Address, Source, Document, Media