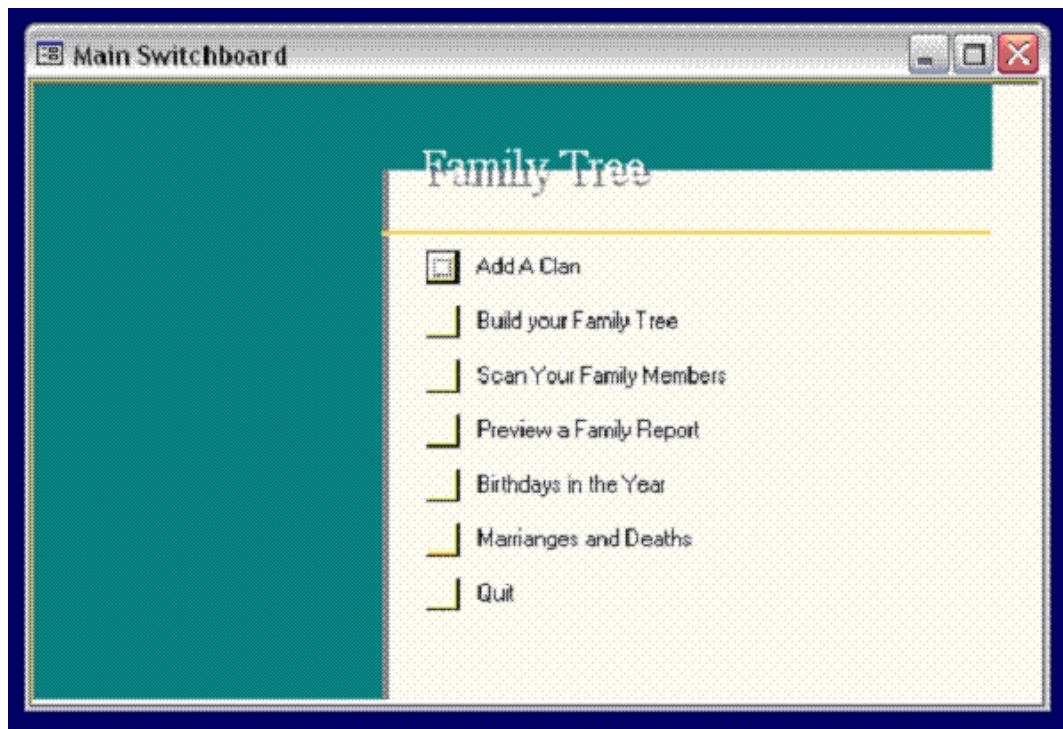


HTML clipboard **Family Tree Instructions.**

To learn about the features, you may download the Help File by clicking [here](#)

### Switchboard

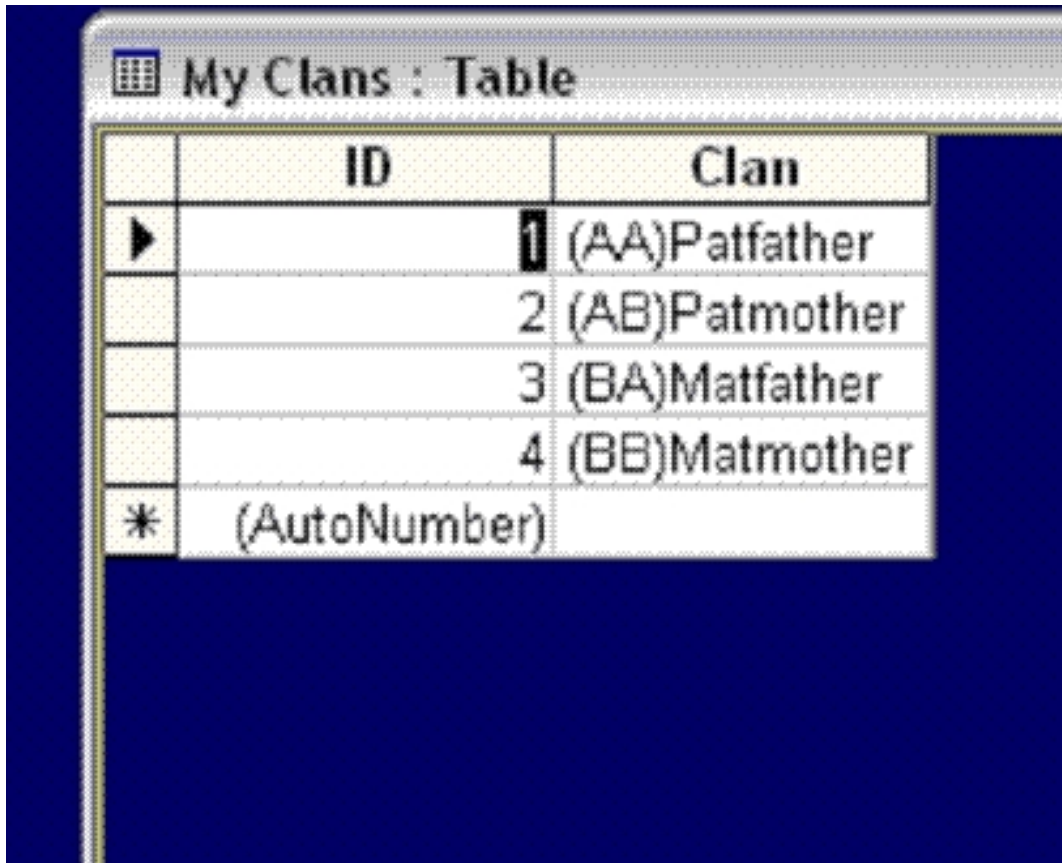


**Start with Add A Clan.**

## Family Tree Graphic Instructions

Written by W.J.Pais

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|   | ID           | Clan          |
|---|--------------|---------------|
| ▶ | 1            | (AA)Patfather |
|   | 2            | (AB)Patmother |
|   | 3            | (BA)Matfather |
|   | 4            | (BB)Matmother |
| * | (AutoNumber) |               |

### Clans:

The Individual: His Father **Fernandes** and Mother **D'Silva**. Father's Father, Fernandes  
Father's Mother. **D'Souza** -

His Mother **Pereira**. Her Father: **Pereira**, Mother: **Pinto**

Clans: *Father's* **Fernandes, D'Silva** and **D'Souza** *Mother's* : **Pereira** and **Pinto**

In the same way: The Clans of the Wife of the Individual.

You can give the initials as AA, AB, AC, AD, AE, AF etc

## Family Tree Graphic Instructions

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Then comes the clans of the Children's spouses.

### Build Family Tree

File Edit View Insert Format Records Tools Window Help

Serial: 1 Clan: AAPatfather Parent ID: 0 Personal Code: AA1 Preview Clan Report

First Name: Name of Grandfather Middle Name: Last Name: Your surname Sex: Male

DOB: DOM: DOD: SDOB: SDOD:

Spouse First Name: Spouse Last Name: HELP

Remarks:

My Roots subform

| Serial   | ClanNumber | Parent ID | Personal Code | First Name   | Middle Name |    |
|----------|------------|-----------|---------------|--------------|-------------|----|
| 2        | AAPatfat   | 1         | AA11          | Eldest Son   |             | Yo |
| 3        | AAPatfat   | 1         | AA12          | Second child |             | Yo |
| (number) | AAPatfat   | 1         |               |              |             |    |

Person's Dates: DOB = Birth; DOM = Marriage; DOD = Death. Spouse' Dates: SDOB = Birth; SDOD = Death

Record: 1 of 3

□

1. Enter **Personal Code:** A1□ (for the next clan start with B, then C, then D etc or you can also have the first two initial letters of the /Clan Code..)
2. Enter the First, Middle and last name of the Grand Father.
3. Sex Male
4. DOB is birth date,□ DOM is marriage date and DOD is date of death.
5. SDOB, SDOD are Spouse's birth date and death date.
6. Give Spouse's first and last name.□ Enter Remarks if any.
7. Click on the **label of Personal Code** and the Cod is highlighted.□ Press

CTRL+C

□ a

and it gets copied on the Clip Board,

Now in the Children's column place your mouse and press CTRL+V, which copies it on the Personal Code column of the Child.

□

Add number 1 after

## Family Tree Graphic Instructions

Written by W.J.Pais

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**backspacing** with the back arrow of your key board.

8. **Now** copy the same below for as many children that there are, and add the last numbers in an ascending order and then fill the first, middle and last names of the children, their birth, marriage and death dates spouses names and dates. □

9. **Preview** the Report will show the report of a particular family.

10. **Now** close the form, by clicking on File, Close.

□

## Scan List

| Serial    | Clan Codes  | PersonalName                     | Personal Code | Date Of Birth |
|-----------|-------------|----------------------------------|---------------|---------------|
| 2         | AAPatfather | Eldest Son Your Surname          | A11           |               |
| 1         | AAPatfather | Name of Grandfather Your surname | A1            |               |
| 3         | AAPatfather | Second child Your Surname        | A12           |               |
| (AutoNun) |             |                                  |               |               |

Starting Letter of the Person's Surname

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Av |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|

Click on the Name Bar of the List, to get the Genealogy Details of the Person

**HELP**

□ This shows all the members and if you click on any name, the data of that person appears.

You can add the names of the children. If you have to modify the data in the upper form, then click on Modify button on the top right side and the form appears where

# Family Tree Graphic Instructions

Written by W.J.Pais

you can change the data.

After the work is done, you should always close the file by clicking on the Menu Bar: File/Close.

## View Families By Clans

FileEditViewInsertFormatRecordsToolsWindowHelp

ID: 1 Clan: (AA)Patfather

My Roots by Clans

Serial: 1 Clan: AAPatfather Parent ID: 0 Personal Code: AA1 Preview Clan Report

First Name: Name of Grandfather Middle Name: Last Name: Your surname Sex: Male

DOB: DOM: DOD: SDOB: SDOD:

Spouse First Name: Spouse Last Name: HELP

Remarks:

My Roots subform

| Serial     | ClanNumber | Parent ID | Personal Code | First Name   | Middle Name |
|------------|------------|-----------|---------------|--------------|-------------|
| 2          | AAPatfat   | 1         | AA11          | Eldest Son   |             |
| 3          | AAPatfat   | 1         | AA12          | Second child |             |
| * (number) | AAPatfat   | 1         |               |              |             |

Person's Dates: DOB = Birth; DOM = Marriage; DOD = Death. Spouse' Dates: SDOB = Birth; SDOD = Death

Record: 1 of 3

Record: 1 of 4

The lower set of Navigation buttons will move one clan to another. The Navigation buttons on the upper row, will move one family to another within the chosen Clan. You can print a Report of families of the Clan by clicking the Preview Button

## Preview the Family Report

This should give you a chance to preview all the families.

## Birthdays and Marriages and Deaths

Birthday List will appear if the dates have been entered in the various columns.

## Family Tree Graphic Instructions

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The data of an individual person and his children can be printed. You can send it to that person by mail and ask him to update the dates and details and then you can enter them in your records.

If you have installed MSOffice Pack, with MS Access, atleast 2000 version or above, you may write to me for this program. My email address is: [mangrecs4u@gmail.com](mailto:mangrecs4u@gmail.com)

To learn more on how you can use the Microsoft Access to make your own programs, please go to my [Database Section.&nbsp;](#)