

# HELP FAMILY TREE

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## Help Topic

### Particulars

This list is generated by the Main Table of Family Members. As you enter new members in the Main form, they will appear in this list, in the alphabetic order of their names.

At the bottom is a row of Letters, which are the first letters of the Person's name. So, when you want to get details of a particular person, then please click the name on the list. You will get the details and you can only enter the names of the children. If you want to correct the details on the top form, you have to click the box which says "Modify"/

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Roots Form
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**Particulars**

In this form, you can view the details of the person whose name you clicked in the Scan List form. The top form can not be modified here. If you want to modify it, click on the "Modify" button with the blue back ground.

You can enter the names of the children. Please enter the Clan by clicking on the drop down arrow. The clan should be the same one, as in the upper form.

The Personal Code is copied from the top Personal code of the Parent. This can be done, at the beginning, before entering the Clan Number, by clicking the label "Personal Code" which high lights the code, and then press CTRL+C which copies it. Paste it in the Child's Personal Code and then back space and add the suffix, 1, 2, 3 etc for each additonal child. Where children exceed 9 follow it with a capital A, B, C, etc.

Give the First, Middle and Last Name of the Child, Six, DOB, DOM, DOD etc.

Close the form.

You can print a report of a particular family, by clicking the button "Preview Family Report". You can send it to anyone by email.

You can open the Scan List, by clicking the button "Scan List" on the form.

You can modify the Form, by clicking the "Modify" button.

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Main Family Input Form
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**Particulars**

Clans are those, belonging to the different members of the family. Every person has a Paternal and Maternal Line. Each of them has a male and female counter part. Thus: Paternal Grandfather, Paternal Grandmother, Maternal Grandfather and Maternal Grandmother. Let the surname of each one be the name of the Clan. The prefix is two letters of the Alphabet. Thus in the Paternal line, you can have, AA, AB, AC etc, to demarcate the lines you want to divide. The Paternal Grandmother line could have BA, BB, BC etc. In the same way, Maternal could be CA, CB, and DA, DB.

Coming to the next generation: The spouses of the Children could be further divided and added to the list.

Each person will have a Personal Code, which will start with an Alphabet, and end with a number. Each successive generation will have an added line. Thus starting will be A1, his children will be A11, A12, A13 and their children will be A111, A112: A121, A122 etc. By observing the sample list you will be able to build the other lines.

Each persons particulars need to be filled in the Parent form and Children Form. The children will have their own page, as you move the record.

It may happen, that the numbers will not be updated until you have closed the form and opened it again.

The Personal Codes can not be duplicated. If you get an error please check the number. One way of adding the personal codes of the children is by copying the personal code of the father, and pasting it to the child's personal code, and add the final number. You will not be able to proceed unless you have entered the Personal Code. The Parent ID is the father's ID and it will be generated automatically, as you fill the details of the children.

You can access HELP by clicking the button on the form. You can preview the print of the report of the whole genealogy of the clan.