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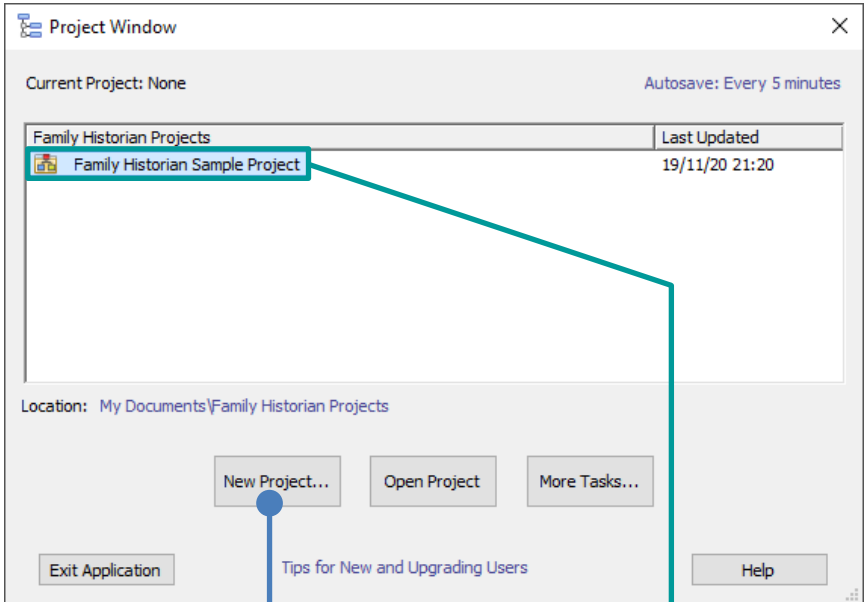
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# The Project Window

Projects are displayed in *the Project Window*.



## CREATE YOUR FIRST PROJECT

Click here to create a project. You can start a new one from scratch, or import a GEDCOM\* file, or a family tree file created by The Master Genealogist, Roots Magic, or Genbox (most versions).

## USE THE SAMPLE PROJECT TO TRY THINGS OUT

If you open the Sample Project, you can click 'Close Project' on the File menu to return here.

\* GEDCOM is the global standard file format for shared genealogy data. Most genealogy programs will allow you to export your data as a GEDCOM file.

# The Focus Window

The main workspace window is *the Focus Window*, shown below with *the Property Box* docked to the right, and *the Navigation Bar* (with Focus Window icon selected) on the left.

The screenshot displays the Family Historian software interface. The main window is titled "Family Historian Sample Project - Family Historian Project - [Focus Window]". The menu bar includes File, Edit, View, Add, Tools, Internet, Window, and Help. The toolbar contains icons for Save, Home, Focus, Source, Media, Ancestry, Descendants, Relationships, Charts, Publish, Query, Map, Property, Find, Up, Down, and Auto. The main workspace shows a "Focus Window" for Ian Stephen MUNRO (1953-), identified as a "Root Person". Below his name are three portrait photos. The interface is divided into several sections: "Spouses & Children", "Parents & Siblings", "Ancestors", and "Descendants". The "Spouses & Children" section is active, showing a table of children and a list of spouses. The "Property Box" is docked on the right, displaying detailed information for Ian Stephen MUNRO, including his sex (Male), occupation (volunteer with Oxfam), birth date (5 Jan 1953), and death date. It also shows his spouse, Charlotte Carrington, and a list of their children. The bottom status bar indicates "Individuals: 105 Families: 43".

Children: 3	Sex	Birth	Death	Rel.
Christopher Ian MUNRO	M	12 Jan 1987 (age: ...)		
Janet Elizabeth MUNRO	F	11 Mar 1989 (age: ...)		
Paula Charlotte MUNRO	F	3 Dec 1994 (age: ...)		

Children: 3	Sex	Birth	Rel.
Christopher Ian MUNRO	M	12 Jan 1987	▶
Janet Elizabeth MUNRO	F	11 Mar 1989	▶
Paula Charlotte MUNRO	F	3 Dec 1994	▶

**FOCUS WINDOW**  
Main workspace window. For viewing a given 'focus person' (in this case, Ian Stephen Munro) and their close relatives, ancestors and descendants.

**PROPERTY BOX**  
For data entry and update.

**NAVIGATION BAR**  
For switching between workspace windows.

# The Property Box: Docked...

Click-and-drag on 'splitter bars' to reshape the Property Box, and to resize it. The Property Box can be docked at the side of the window (as shown below), or allowed to 'float' in front of workspace windows (see next page).

Family Historian Sample Project - Family Historian Project - [Focus Window]

File Edit View Add Tools Internet Window Help

Save Home Focus Source Media Ancs Descs Both Rels Charts Publish Query Map Property Find Up Down Auto

Customize View...

**Ian Stephen MUNRO**  
1953-  
Root Person

Spouses & Children Parents & Siblings Ancestors Descendants

**AE MUNRO** 1922-1998 (aged...)  
**SI DOWLING** 1925-2008 (aged...)  
**A CARRINGTON** 1924-1979 (aged...)  
**E HODGES** 1936- (age: 84)

**Ian Stephen MUNRO**  
Born: 5 Jan 1953 in Lewisha...  
Age: 67

**Charlotte CARRINGTON**  
Born: 13 Jun 1957 in Bath, S...  
Age: 63  
Sings in a choir and plays the c...

Married: 12 January 1986 (ages: 33 & 28) in Midsomer Norton, Somerset, England

Children: 3	Sex	Birth	Death	Rel.
Christopher Ian MUNRO	M	12 Jan 1987 (age: ...)		
Janet Elizabeth MUNRO	F	11 Mar 1989 (age: ...)		
Paula Charlotte MUNRO	F	3 Dec 1994 (age: ...)		

Add Child

Add More Relatives for Ian Stephen MUNRO

**Individual: Ian Stephen MUNRO [6]**

Main Facts Notes Media All

Name: Ian Stephen Munro more...

Sex: Male Occupation: volunteer with Oxfam

Born: 5 Jan 1953 in Lewisham, London, England

Died: in

Note:

Spouse: Charlotte

Name: Charlotte Carrington

Born: 13 Jun 1957 in Bath, Somerset, Engle

Died: in

Marr: 12 Jan 1986 in Midsomer Norton, Sor

Status: Note: Ian and Charlotte

Children: 3	Sex	Birth	Rel.
Christopher Ian MUNRO	M	12 Jan 1987	
Janet Elizabeth MUNRO	F	11 Mar 1989	
Paula Charlotte MUNRO	F	3 Dec 1994	

Add Child

For Help, press F1

Individuals: 105 Families: 43

## SPLITTER BARS

Click-and-drag on this 'splitter bar' to move the boundary between the Focus Window and the Property Box. Other splitter bars can be used to move boundaries within the Property Box itself.

## FLOAT PROPERTY BOX

Click here to 'float' the Property Box in front of the Focus Window

# ...and Floating

Whether docked or floating, the Property Box (shown below, floating) displays record details for the currently selected individual.

The screenshot shows a genealogy software window titled "Family Historian Sample Project - Family Historian Project - [Focus Window]". The main area displays a family tree for Ian Stephen MUNRO (1953-), identified as a "Root Person". Below his name are photos of him and his parents, Anthony Edward MUNRO (1922-1998) and Susan (1922-1998). The tree shows Ian's birth on 5 Jan 1953 in Lewisham, London, England, and his marriage to Charlotte on 12 Jan 1986 in Midsomer Norton, Somerset, England. They have three children: Christopher Ian MUNRO, Janet Elizabeth MUNRO, and Paula Charlotte MUNRO. A floating "Individual: Ian Stephen MUNRO [6]" window is open, showing detailed information for Ian, including his sex (Male), occupation (volunteer with Oxfam), and his spouse's details (Charlotte Carrington, born 13 Jun 1957 in Bath, Somerset, England). The Property Box icon in the top toolbar is circled in blue, and a button in the floating window's toolbar is circled in teal. Two callout boxes provide instructions on how to interact with these elements.

**RE-OPEN PROPERTY BOX**  
If you close the Property Box at any time, click here to re-open it (or right-click on an individual and select 'Properties').

**DOCK PROPERTY BOX**  
Click here to 'dock' the Property Box once again, at the side.

# Add Relatives in the Focus Window

Click on links (see blue ovals below) to add relatives of individuals showing in the Focus Window. You can also add relatives, and unrelated individuals, by clicking options on the 'Add' menu.

Family Historian Sample Project - Family Historian Project - [Focus Window]

File Edit View **Add** Tools Internet Window Help

Save Home Focus Source Media Ancs Descs Both Rels Charts Publish Query Map Property Find Up Down Auto

Customize View...

**Michael Pleasance MUNRO**  
1891-1978  
Grandfather of Ian MUNRO

Spouses & Children Parents & Siblings Ancestors Descendants

**Arthur Michael MUNRO**  
c. 1831-

**Mary (MUNRO)**  
Add Margaret's Father Add Margaret's Mother

**Charles William Smith MUNRO**  
Born: c. 1865 in Glasgow, Lanarkshire, Scotland  
Died: 1943 (aged 77-78)

**Margaret PLEASANCE**  
Born: 1866 in Florida, USA  
Died: 1943 (aged 76-77) in Florida, USA

Married: circa 1884 (ages: 18-19 & 17-18) in Florida, USA

Children: 3	Sex	Birth	Death	Rel.
Ian Scot MUNRO	M	3 Jun 1885	18 Mar 1927 (aged 41)	
John MUNRO	M	1887	1888 (aged 0-1)	
Michael Pleasance MUNRO	M	1891	21 Oct 1978 (aged 86-87)	

Add Sibling for Michael

Add More Relatives for Michael Pleasance MUNRO

For Help, press F1 Individuals: 104 Families: 42

'ADD' MENU  
Use it to add relatives of all kinds, and unrelated individuals.

# Enter Details in the Property Box

Use the Property Box to enter details of the new person. This person was created as the father of Margaret Pleasance, which is why she is already listed as a child.

The screenshot shows the 'Individual: PLEASANCE [124]' property box. The 'Main' tab is selected, showing fields for Name, Sex, Occupation, Born, Died, and Note. The 'Facts' tab is also visible. The 'Spouse' section shows a '+ no spouse' button and an 'Add Spouse/Partner' button. Below this is a table for children, with 'Margaret PLEASANCE' listed as a child. The 'Add Child' button is also visible.

**MAIN TAB**  
Enter basic information (name, life dates, etc.) on the Main tab

**FACT TAB**  
Use the Facts tab to enter more details, and more facts (events and attributes)

**SPOUSE TABS**  
Pick the right spouse tab when adding spouses or children. In this example, a spouse added on the first tab will be added as the mother of Margaret Pleasance. If that's not what you want, use the other tab.

**ADD RELATIVES**  
You can click links to add relatives here in the Property Box too – not just in the Focus Window. Use whichever technique is most convenient.

# Cite Your Sources

The Citation List pane is used to view and manage source citations.

The screenshot shows a genealogy software interface. At the top, a toolbar contains several icons, with the 'Show Sources' icon (a yellow book) circled in blue. Below the toolbar, the main window displays the profile for 'Individual: Michael Pleasance MUNRO [4]'. The profile includes fields for Name, Sex, Occupation (lawyer), Born, Died, and Note. Below the profile, there is a section for 'Spouse: Catherine Reardon' and a table of 'Children: 4'. At the bottom, a yellow 'Sources For: Occupation\*' pane is visible, containing a list of citations for 'Birth Certificate: Amanda Munro' and 'Birth Certificate: Anthony Munro'. The 'Add Citation' button in the bottom toolbar is also circled in blue.

Children: 4	Sex	Birth	Rel.
Peter Michael MUNRO	M	18 May 1920	▶
Anthony Edward MUNRO	M	12 Jan 1922	▶
Julia Rosalind MUNRO	F	5 May 1924	▶
Amanda Morag MUNRO	F	15 Jun 1926	▶

Citation (Text: Source Record)	Source Rec
• Birth Certificate: Amanda Munro	[8]
• Birth Certificate: Anthony Munro	[7]

## SHOW SOURCES

Click the 'Show Sources' button to show or hide the yellow Citation List pane (below).

## CITE YOUR SOURCES

The Citation List pane lets you view a list of source citations for the current item of data – in this case, Michael Munro's occupation as a lawyer. Double-click on any citation to open the Citation Window to view and edit details.

# Change the Focus Person

Double-click on any box in the Focus Window, or click on the little magnifying glasses (circled in blue) to change *the Focus Person* (that is, the person shown at the top – in this case, Susan Isabel Dowling).

Family Historian Sample Project - Family Historian Project - [Focus Window]

File Edit View Add Tools Internet Window Help

Save Home Focus Source Media Ance Descs Both Rels Charts Publish Query Map Property Find

Customize View...

**Susan Isabel DOWLING**  
1925-2008  
Mother of Ian MUNRO

Spouses & Children Parents & Siblings Ancestors Descendants

**Michael P MUNRO** 1911-1978 (aged 86-87) **C REARDON** 1919-1963 (aged 67-68) **Richard DOWLING** 1911-1943 (aged 31) Add Susan's Mother

**Anthony Edward MUNRO**  
Born: 11 Jan 1922 in Cheltenham, Glou...  
Died: Dec 1998 (aged 76) in Bristol, En...  
A lover of the great outdoors, Anthony coul...

**Susan Isabel DOWLING**  
Born: 25 Jan 1925 in Orkney, Scotland  
Died: Oct 2008 (aged 83) in St Pauls,...

Married: October 1950 (ages: 28 & 25) in Redland, Bristol, England

Children: 4	Sex	Birth	Death	Rel.
Judy Susan MUNRO	F	15 Sep 1951 (age: 69)		
Ian Stephen MUNRO	M	5 Jan 1953 (age: 67)		
Sally Theresa MUNRO	F	27 Aug 1954 (age: 66)		
Nigel MUNRO	M	7 Mar 1956 (age: 64)		

Add Child

For Help, press F1

Individuals: 105 Families: 43

## GO BACK /GO FORWARD

Click the Go Back button to go back to a previous focus person. Click Go Forward to undo a 'Go Back'.

## THE HOME BUTTON

Click the Home button at any time to revert to showing your starting person (called the File Root) as the Focus Person.

# Open a Diagram

Once you've selected the person who will be the diagram 'root', click on a toolbar button to open the diagram you want.

The screenshot shows the Family Historian software interface. The 'Charts' menu item in the toolbar is circled in red. A blue arrow points from the 'Charts' menu to the 'Ancestors' diagram button in the navigation pane. Another blue arrow points from the 'Ancestors' diagram button to the 'Ancestors' tab in the main window, which displays a family tree diagram for Ian Stephen MUNRO. The diagram shows Ian Stephen MUNRO (1953-) as the root person, with his parents Michael P MUNRO (1891-1978) and C REARDON (1895-1963), and his siblings Richard DOWLING (1911?-1943) and Susan Isabel DOWLING (1911?-1943). Below the diagram is a table of children.

Children	4	Sex	Birth	Death	Rel.
Judy Susan MUNRO	F	15 Sep 1951 (age: 69)			
Ian Stephen MUNRO	M	5 Jan 1953 (age: 67)			
Sally Theresa MUNRO	F	27 Aug 1954 (age: 66)			
Nigel MUNRO	M	7 Mar 1956 (age: 64)			

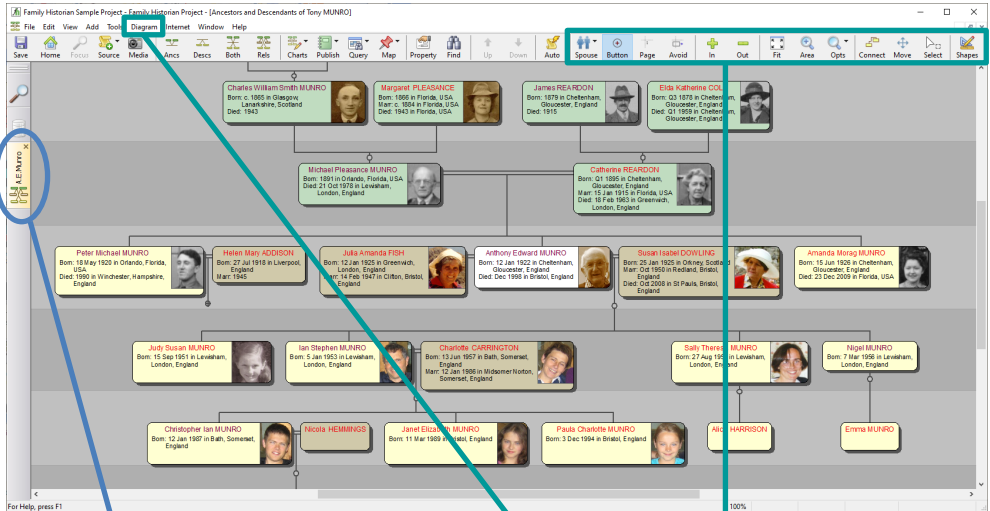
Additional information visible in the interface includes the 'Individual: Anthony Edward MUNRO [1]' profile on the right, showing his birth (12 Jan 1922) and death (Dec 1998) in Bristol, England, and his spouse Julia Amanda Fish (born 12 Jan 1925, died 14 Feb 1947). The status of the marriage is listed as 'The marriage lasted less'.

FIRST SELECT DIAGRAM ROOT  
Select the person you want to be the root of the new diagram – in this case, Anthony Edward Munro.

THEN PICK A DIAGRAM  
Pick one of the 4 standard diagrams (Ancestors, Descendants, Ancestors & Descendants, All Relatives); or click on 'Charts' to choose from many more.

# The Diagram Window

Diagrams display in the Diagram Window, which is another *workspace* window. The first workspace window was the Focus Window.

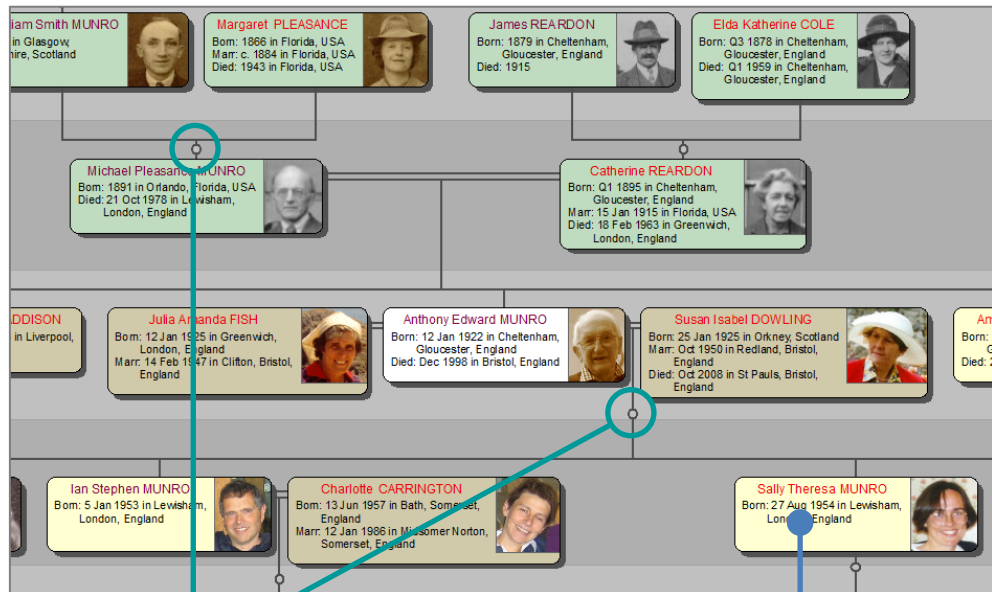


**NAVIGATION BAR ICON**  
Note the new icon on the Navigation Bar for the new workspace window, marked in orange to show that this is now the active workspace window. Click on any of the icons on the Navigation Bar to switch between the different workspace windows.

**NEW MENU & TOOLBAR**  
There's also a new 'Diagram' menu, and new toolbar. They're only there when the Diagram Window is active. Some of the other workspace windows have their own menus & toolbars too.

# Interactive 'Smart Trees'

Diagrams are interactive and use 'Smart Trees'. They adjust immediately and automatically as you make changes.



**SHOW/HIDE BRANCHES**  
Click on 'expansion' buttons to show or hide branches.

**EDIT RECORD DETAILS**  
Double-click on any box to open the Property Box. Any changes you make appear instantly on the tree.


## MOVING/RESIZING

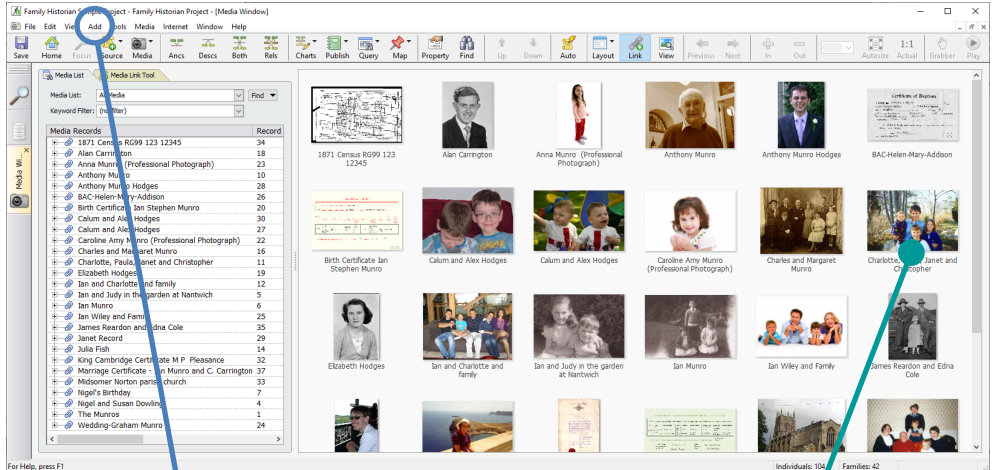
Click 'Enable Moving/Resizing' on the 'Diagram' menu to enable moving and resizing of boxes, branches, and more.

## CLICK-AND-DRAG TO ADD RELATIVES

Click-and-drag on any box to add relatives. The rule is: if the tree would show it, you can click-and-drag to add it.

# Add Pictures

Click the Media button  on the main toolbar to view pictures in the Media Window – another workspace window. There are 9 workspace windows in total. We only look at 3 in this guide.



## 'ADD' MENU

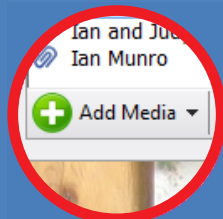
Click 'Pictures' on the 'Add' menu to add pictures at any time. They will be displayed in the Media Window.

## VIEW FULL PICTURE

Double-click on any thumbnail to view the full picture (see next page).

## MORE WAYS OF ADDING PICTURES

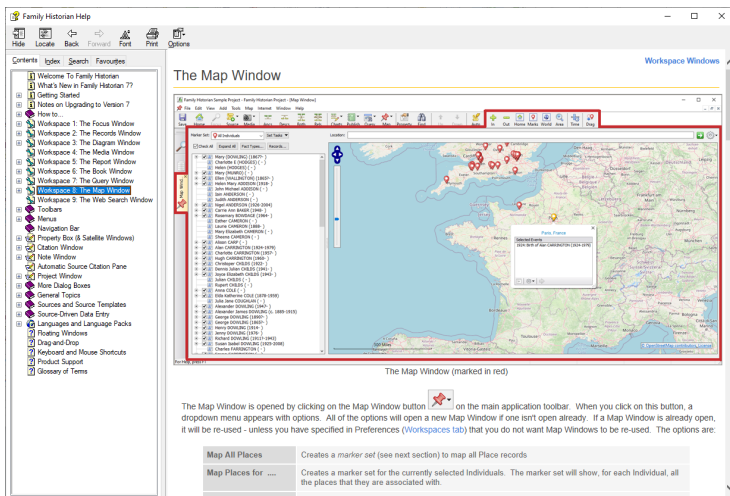
You can add pictures in the Media tab of the Property Box (see right). You can also use drag-and-drop, to drop images onto the Media tab, or on to other windows, to add them to the project.





# Help! (how to get more of it)

Family Historian provides detailed help (over 500 topics with more than 300 graphics) for all aspects of the program, accessible from the 'Help' menu – see example right. In most contexts, pressing the **F1** key will take you straight to help that is relevant to the current context. Or, if you can see a Help button, press it!



## VIDEO TUTORIALS

There are numerous useful video tutorials at [www.family-historian.co.uk/support/videos](http://www.family-historian.co.uk/support/videos)

## THE FAMILY HISTORIAN USER GROUP

The Family Historian User Group website at [www.fhug.org.uk](http://www.fhug.org.uk) has forums, videos, a knowledge base, downloads, a wish list, and much more. It is an essential free resource for all users.

## JOIN THE COMMUNITY

Join Family Historian user forums, or subscribe to the Family Historian Bulletin email newsletter. Details at [www.family-historian.co.uk/community](http://www.family-historian.co.uk/community)