

Win-Family

Introduction

Explanation of the helpsystem

General information

Menus :

File

Data

Trees

Statistics

Printouts

Maintenance

Forms-design

Introduction

Welcome to Win-Family.

This program was written because more and more people are using Windows and because the selection of genealogy-programs for Windows is very small.

This is the fourth version of the program and we feel that it is becoming a good program.

But, It is important for us to receive feedback from users if there are errors or suggestions. Only this way can we improve the program.

We hope you will enjoy working with the program and gain much pleasure from your hobby.

Regards

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File

New

Start a new database which can be saved under its own name later.

Open

Open an existing database.

Save

Save the current data under the name shown in the header.

Save As

Save the current data under a new name.

Merge

Open a database and merge it with the previously opened database.



Backup copy

Backup your data to diskettes so your data are safe.



Import

Import data that has been exported by another program in GEDCOM-format into Win-Family. This function is used for data-exchange between different programs.

Export

Export all or selected data in GEDCOM-format. This function is used for data-exchange between different programs.

Exit

End the program.

Data

Persons

Define new persons, correct existing data about persons and delete persons.



Families

Define the family-relations between all the persons in the database.



Text search

Freeform search through all data for a given text.



Validation

This function will run through all data and check for errors. The result will be presented in a printable report.



Double-Persons

This is used to find and eventually cleanup duplicate persons.



Common ancestor

Select 2 persons and let the program try to find a common ancestor for these two.



Trees

Trees and suns are graphical representations of your database.

For each tree you decide yourself which data you want included and, except for the complete tree, also how many generations you want included.

The trees can either be shown on the screen, sent to the printer for making a poster or sent to the printer in book-format with references between pages.

The suns can only be printed in poster-format.



Push here for details on setting up the trees.

Statistics

You can see 8 statistics :

- Month of birth
- Month of death
- Age at death
- Age at first marriage
- Age at first child
- Age at last child
- Children per marriage
- Life lines

The statistics can be based upon all persons, ancestors of a person ,descendants of a person or you can build your own criteria.

They will be shown as bar-charts, either directly on screen or on the printer.

Printouts

This function covers all kinds of printouts : list of persons, list of missing data, overviews, index or whatever.

First you choose the kind of list, which data you want in it and eventually if you want date, page numbers and a header printed.

Secondly you get the output displayed on the screen as it will look on the printer and you have the opportunity to change printer-setup and font-setup before actually printing.

You also have the possibility to 'print to file' so you can treat the data in a wordprocessor later.



Push here for details on list-setup.

Maintenance

General setup

Here you customize the program for your own personal taste.



Push here for details.

Date-conversion

If you want to change the format of all dates in the database, you use this function to do it.



Push here for details on this function.

Database information

Here you will find information regarding the current database.

Forms-designer

The forms-designer is used to build your own printouts.



Push here for details on this function.

Explanation of the help system

The help system uses the same structure as the programs main menu. Below each item is a short explanation of that function. If there is a 'D' button you can get more detail by pressing that button. That detail will be the same as the one you get if you push the 'Help' button in the individual windows. As an alternative you can use the 'search' function provided by the help-system.

General information

Dates

You can choose freely between 8 date-formats and a free format. If you select 'free format', the statistics function will not be able to recognize dates and produce meaningful output.

Search for persons

In several windows you have to select a person. For this purpose there are listboxes with an edit-field on top. When the cursor is in the edit-field and you write an 'm', the listbox will scroll to the first entry starting with an 'm'. By typing more characters it is easy to find the person you want.

If you type a number, the person with the corresponding ID-number will be selected.

If you click the right mousebutton while the mouse-cursor is over the list, you get a menu from which you can select the sort order of the list.

Exchange of data with other programs

Different programs use different ways of organizing and storing their data. To exchange data from one program to another, a standard (GEDCOM) has been established. Win-Family supports the necessary parts of the standard, so that you can use the functions 'import' and 'export' to exchange data with other programs.

Person-data

This window is the basis for all maintenance of data concerning a person. From here you create new persons, correct their data and eventually delete them.

The data of a person is divided into 5 sections that can be accessed through the buttons : '**Data-1**', '**Data-2**', '**Address**', '**Notes**' and '**Ref.M.**'.

'**Data-1**' covers date and place of birth, christening, death and burial. You also have the opportunity of typing source information.

'**Data-2**' has information of birthname, occupation and reference. Besides that you have 5 fields for your own personal choice. The names of these fields are defined under [Maintenance/general setup](#)

Address and **notes** are free-form text, up 32.000 characters for each.

Ref.M. means reference-material. This concept covers pictures, video-clips, scanned documents, sound and any other form of documentation you want to connect to a person.



Push here for details on how to use reference-material.

Family

This button brings you to the family-window where you define the relations between persons.



Push here for details on the family-window.

Delete

This button deletes the person that is currently active in the window.

New

Use this to define a new person.

OK

With this button you end entering data for a person. It has the same effect as pressing the ENTER-key.

Print

This brings you directly to the printout-window, ready for printing all data concerning the active person.

Show

After selecting a person from the [list](#), you press this button to have all the data concerning this person displayed. The same effect can be achieved by 'double-clicking' on the person in the list.

Father, Mother, Child and Spouse

These buttons are used to move from the currently shown person to the person with the selected relationship.

Family-data

This window is rather complex and demands some explanation. The purpose of the window is to define the family relations between all the persons in the database.

You start by selecting a person and placing him/her in the field with the red frame.

Then you find the persons spouse, children and parents and place them in their corresponding fields.

Placing ??

Yes, you place a person by :

- A. Place the mouse cursor over the name.
- B. Hold down the left button.
- C. Move the mouse cursor to the appropriate field and
- D. release the left mouse-button.

You can drag and drop a person from any field to any field. This gives you the possibility to 'walk' through a persons ancestors by repeatedly dragging **father** to **individual**.

Alternatively you can double-click any person and this way get him/her moved to the "person" field.

So, what if you make a mistake, for instance by dropping a child that was not supposed to be a child ?

Well, you simply drag the child back to the list and drop it there !

The buttons with the blank pages lets you create new persons directly from this window and place them into the correct relationship, all in one go. If you for instance push the button at "father", you create a new person and assign him as father of the currently selected person.

The buttons with the written pages lets you show/edit the data of a person.

Marriage

This button enables you to enter date, place and source data regarding marriage, divorce and one more event of your own choice. You can also enter notes (max. 32000 characters).

Ref.M. means reference-material. This concept covers pictures, video-clips, scanned documents, sound and any other form of documentation you want to connect to a marriage.

D

Push here for details on how to use reference-material.

Special functions :

Sequence of children : When you add a child, the child will automatically be placed in the right sequence if there is a valid birthdate for the child.

By clicking with the right mouse-button on the spouse or child list you will get a menu that allows you to manually rearrange the sequence of persons in that list.

Clicking the right button in the person-list allows you to change the sort-order of the list.

Adoptive parents : Each person can have 2 sets of parents, the natural and adoptive parents. You switch between the 2 sets by clicking the right mouse-button over the father or mother-fields.

The existence of adoptive parents is marked by a star after the text 'father' or 'mother'.

Setup of trees

First you select the tree you want :

Ancestortree : This tree shows all the ancestors of a given person.

Descendanttree : This tree will show all the descendants of a given person.

Combinationtree : Here you get a combination of the two above mentioned trees.

Complete tree : This tree will start out from a given person and include all persons that are in any way related to that person.

Bloodrelatives : This tree includes all persons that are blood-related to the proband, i.e. not spouses and their families, but all ancestors and their descendants.

Descendant/ascendant-sun : The suns will show the same information as the asc./desc.-trees, but presented in another way.

Second, you select how the tree should be presented :

Screen : The tree is shown on the screen with possibilities for moving around in the tree and searching for persons.

Printer (poster) and printer (bookform) : You will be presented with a screen where you can get an estimate of how the tree will look on paper and manipulate the printer-setup and font-setup until you get the desired result.

In poster-form the tree will be printed across pages so it can be assembled to form a poster.

The bookform is for insertion into a book, and means that the tree will be printed with cross-references between pages. If you select bookform, there is also a possibility of getting an index-printout with page-numbers for each person.

The list of persons is for selecting the proband of the tree. Please notice that the complete tree may change shape depending on the selected person, even though the trees includes the same persons.

Data

Here you select what data you want included in the tree. The field Max.generations determines how many generations, apart from the proband, should be included in the tree.

Beside the checkfield for pictures you will find a data-field. Each picture description starts with a character of your choice. This character is used to categorize your pictures. As an example you can let all your portraits start with a P, all grouppictures start with a G and so forth.

You make up your categories and their corresponding characters as you like.

The above mentioned datafield allows you to enter a list of preferred categories of pictures that you want printed.

If you enter PG*, the program will include a portrait in the printout. If no portrait is present for this person it will look for a group-picture and if that is not found it will take any picture (*).



Push here for details on the screen-display.



Push here for details on the print-display;

Display of trees on the screen

It can be hard to get the total picture when displaying on the screen, so there is a toolbar function called "Leave(detail)/zoom/tree". In tree mode you get the complete tree on the screen and also a frame that shows which part of the tree you will see in detail mode. This frame can be moved by clicking and holding the left mousebutton within the frame and then dragging the frame to a new position. When you switch to detail-mode you will see the part that was framed. This makes it easy to move around in the tree.

Instead of using the toolbar, you can just click the right mousebutton, this will switch between detail and tree mode and vice versa.

The zoom-mode will show you the tree, in the size you select, using the percentage buttons. If you click on a person, this person will be highlighted and centered on the screen.

By double-clicking a person you will get a window with more information on this person.

The menu-items Father, Mother and child allows you to move around with reference to the person that is selected at that time.

Find person... is used to find a certain person. You will be presented with a list of the persons included in the tree, and can search for the person you want.

Color... is used to customize the looks of the tree to the way you prefer.

Printing trees

In this window you see the tree as it will appear on paper.

Print

'Print' starts the actual print-operation. You will be given the choice of printing all or only selected pages.

Print setup

Using this function you can setup the printer the way you like. It is especially relevant to experiment with the landscape/portrait options.

Font setup

This function lets you select which font you want and the size of it. Especially the font-size can make a big difference for the finished printout.

Show page...

This item will allow you to select one page and get it presented. The same result can be achieved by double-clicking the desired page.

Show all pages

If you selected a single page, this item will bring back the total picture. You can also do this by clicking the right mouse-button.

Find person

is used to find a certain person. You will be presented with a list of the persons included in the tree, and can search for the person you want.

Color..

Is used to customize the looks of the tree to the way you prefer.

Statistics

This function depends on the correctness of dates in the database. If they are OK you can have several statistics displayed as bar-charts.

These statistics can be based on all persons, ancestors of a person, descendants of a person or specially chosen persons.

If you select the printer as destination, you will get a window where you can manipulate the printout before actually printing.

Setup of printouts

Printout-type :



Index of persons shows the names of all persons and cross-reference numbers to their spouses and children.



Person data in list lets you choose what persons and which data you want in the list.



Person data (1 per page) will print one person per page and include all known information about this person.



Person worksheet is used for collecting information.



10 blank worksheets.



Missing person data gives an overview of which data is missing for each person.



Descendant sheet.



Family-group is all the persons around a given person i.e. wives and children.



Mosaic gives an overview of all the reference material in the database.



Selfdefined forms are the ones you create yourself with the forms-designer.

Include :

From here you can select (if the printout-type allows it), which persons you want included.

Data in printout :

Select the data you want included.

Sort by :

The printout will be sorted the way you choose.

Headline :

You can decide if you want page-numbering, current date or a header on top of each page.

When you press the OK-button you will see the printout on the screen.



Push here for details on the screen-printout.

Please notice : If you select Person data(1 per page) and want to include a picture on the printout, the description of the picture in the Ref.M. section must start with an asterisk or a plus sign. (* or +)

Beside the checkfield for pictures you will find a data-field. Each picture description starts with a character of your choice. This character is used to categorize your pictures. As an example you can let all your portraits start with a P, all grouppictures start with a G and so forth.

You make up your categories and their corresponding characters as you like.

The above mentioned datafield allows you to enter a list of preferred categories of pictures that you want printed.

If you enter PG*, the program will include a portrait in the printout. If no portrait is present for this person it will look for a group-picture and if that is not found it will take any picture (*).

Printout shown on screen.

In this window you see the printout as it will appear on paper.

Write to file

This function is only active for certain types of printout. It gives you the possibility of sending the printout to a disk-file with a name of your choice, so you can load it into a wordprocessor and manipulate it there.

Note that if you select a file-name that already exists, the file will be overwritten by the new data. All fields in the file will be separated by a tab-character.

Print

'Print' starts the actual print-operation. You will be given the choice of printing all or only selected pages.

Print setup

Using this function you can setup the printer the way you like. It is especially relevant to experiment with the landscape/portrait options.

Font setup

This function lets you select which font you want and the size of it. Especially the font-size can make a big difference for the finished printout.

Full height/width

Here you choose whether to have the paper displayed in its full height or so that it uses the full width of your screen.

General setup

Open/Save

Always save at exit.

This option will make the program save your data whenever you leave the program *without* asking you first.

Save after xx updates.

Every time you update/create a person, count is kept. Here you specify after how many updates an auto-save will take place. If you do not want this facility, just set the count to zero.

Automatic file open.

This option will make the program auto-get the specified database every time the program is started.

User fields

You have 5 fields of free choice connected to each person and one to each marriage. Here you assign labels to these fields. The labels will be used in all types of display and printouts.

List sorting

You can change the sort order of all lists of persons by clicking the right mousebutton over the list, but here you decide what the initial sort-order should be when the list is displayed for the first time. You also select if you want to have ID-numbers included in the lists.

Date format

Here you select the date-format of your liking. It is important to have correct dates because the statistics and other functions depend on it.

If you want to change from one format to another, you can use the function Maintenance/date-conversion.

Language

Here you select which language the program should use. Just after changing this, not all windows are translated, you must stop and start the program to get a complete change of language.

The help-file will not be changed, the language of the help-file is decided during installation only.

Toolbar

Here you select which functions you want represented by toolbar-buttons in the main window and in what sequence you want them displayed.

Date-conversion

This function allows you to change the format of all dates in the database from one format to another.

You just select the present and the wanted format and push **Start**.

If a date cannot be recognized, it is presented in the window and you have the option of accepting it as is or correcting it.

You can stop the process by pushing the **Exit**-button, but this is not recommended as it may leave half the dates converted and the other half not.

Date-formats

Free format	03-22-1955
22 Mar 1955	03/22/1955
22-03-1955	03221955
22/03/1955	22031955
22.03.1955	19550322

The European formats can be shortened from left to right.

I.e. : Aug 1989, 081989, 1989 are all OK.

You can prefix all dates with the words 'Bef' (before), 'Aft' (after) or 'Abt' (about) if you do not know the exact dates.

I.e. : Abt 1989, Bef 12-13-1989, Aft Nov 1989 are also OK.

Lists of persons

In several windows you have to select a person. For this purpose there are listboxes with an edit-field on top. When the cursor is in the edit-field and you write an 'm', the listbox will scroll to the first entry starting with an 'm'. By typing more characters it is easy to find the person you want.

If you type a number, the person with the corresponding ID-number will be selected.

If you click the right mousebutton while the mouse-cursor is over the list, you get a menu from which you can select the sort order of the list.

Reference material and how to use it.

Reference material is : pictures, sound recordings, video and all other material that you can save on your PC.

Win-Family gives you 3 possibilities for doing this :

1. Everything that supports OLE can be placed on the clipboard and then be saved in a subdirectory under Win-Family.
2. You can directly point to a bitmap picture (*.BMP) and have it copied to a subdirectory under Win-Family.
3. You can point to a bitmap picture and save a reference to it in Win-Family, but leave the picture in its original position. This is practical if for example you have your pictures stored on a writable CDROM.

Here you find a description of method 1 :

You can have much material concerning a person that does not fit into Win-Familys datastructure. It is typically material that other programs are specialized to handle.

For instance :

Paintbrush will show pictures.

Media Player will show video-clips.

Soundrecorder will play sound-clips.

There is no way Win-Family can do this better than all the programs written for those purposes. Fortunately, Windows defines a communications standard called OLE which ensures that one program (Win-Family) can ask another program(i.e. Paintbrush) to do things for it. So, if Win-Family wants to show a picture of your mother-in-law, it will simply ask another program to do it. It is a requirement that the picture was originally created using this other program.

Let us go through an example of connecting a picture to a person in Win-Family :

1. Start Win-Family
2. Enter the person-data window.
3. Select the person in question and push Show to have his/her data displayed in the window.
4. Start the program that has a picture of your mother-in-law (Paintbrush ?)
5. Load the picture into Paintbrush.
6. Select the part of the picture you want using the appropriate tool.
7. Use the edit-menu and select Copy.

The picture is now placed on the clipboard together with some additional info.

7a. At this time you can close Paintbrush if you wish.

8. Go to Win-Family.

9. Push the Ref.M. button and then the New button.

10. If all the above was OK, the Get from clipboard button will be enabled.

11. Type a description of the material. Remember the first character is the category.(see below)

12. Push the Get from clipboard button.

13. Push OK, and now you see the picture.

14. This is the end of the process.

The same procedure is valid, whatever program you use.

From here on, you can always select the right person, push Ref.M. and use the SHOW button regardless if it is a picture, a video, a sound or whatever. There is no practical limitation to the number or art of things you can connect to a person.

Sharing of pictures.

If for instance you have a group picture including several persons, there is no need to store this picture under each person and take up a lot of disk-space.

Instead store the picture under just one person and then use the button "Get from" when

you have the other persons displayed. This way you share a single picture between several persons.

If you want to edit the source of the object, you can either use the Activate button or just double-click directly on the picture.

Depending on the source of the object, the activate button may present a popup-menu with the choices that the originating program supports.

You can connect many pictures to one person, but only one picture will appear on the printout or in a tree. To tell the program which picture to use for the printout, you must start the description of the picture with an asterisk, or a character of your choice to categorize it.

When you setup your printouts or trees you will find a datafield beside the checkfield for pictures. Each picture description starts with a character of your choice. This character is used to categorize your pictures. As an example you can let all your portraits start with a P, all grouppictures start with a G and so forth.

You make up your categories and their corresponding characters as you like.

The above mentioned datafield allows you to enter a list of preferred categories of pictures that you want printed.

If you enter PG*, the program will include a portrait in the printout. If no portrait is present for this person it will look for a group-picture and if that is not found it will take any picture (*).

A little about the file-structure.

One thing that multimediaobjects have in common, is that they take up a lot of space. We have therefore chosen not to include the objects directly into the GEN-file.

Instead, the objects are saved in separate files with names like WNzxxxx.yyy. z is a P for persons and a F for families. xxxxx is the internal ID-number of the person and yyy is a sequence number.

But, if you have more than one database, you may have more than one person with the same ID-number. Because of that, one subdirectory is created for each database and named after the database. If in subdirectory C:WINFAM, you have a database called SMITH.GEN, and you connect an object to a person in this database, a subdirectory named C:WINFAM\SMITH will be created, and the objects placed there.

This is all transparent to the user, but just nice to know.

Text search

With this function, you can search for any text throughout the entire database. Just enter your search argument and hit the search button. The checkboxes on the right allow you to restrict the search to certain datafields. Searching is case independent. The resulting list can be printed using the Print button.

By using the button "Show data" or just double clicking the selected item, you can go directly to the source of the data.

Import

Importing means reading a file in GEDCOM-format and converting it into the format used by Win-Family. You can either let the data be the base of a new database or append them to the currently loaded database.

Notice that when importing, the persons all have new ID-numbers assigned to them.

The standard for data-exchange (GEDCOM), operates with 'TAGS', which are key-words that describe the following data. Each program stores different kinds of information. If you receive data from a program that for instance has a field for education, this field will be exported with a tag of 'EDUC'. As Win-Family does not have a field for education, it will not recognize an 'EDUC' tag. But there is hope : Win-Family has 5 fields per person for your personal use and of course you can choose to use one for education. All you have to do is to tell the import-function that this field is related to education.

This is done in the top parts of the window.

Exception : The GEDCOM-standard is very imprecise with regards to adoptive children, so you cannot expect to have this kind of data imported correctly.

Export

When exporting, you take all or a selection of the currently loaded database, and writes it to a file with the filetype GED. Data is stored in the international standard format for genealogical data called GEDCOM.

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Exception : The GEDCOM-standard is very imprecise with regards to adoptive children, so you cannot expect to have this kind of data imported correctly.

Ref. material

If you want to edit the source of this object, you can either use the Activate button or just double-click directly on the picture.

Depending on the source of the object, the activate button may present a popup-menu with the choices that the originating program supports.

Selection of persons

This window allows you to decide which persons to select. You can select to either have both conditions fulfilled, just one of them or maybe only the top one.

Validation of data

This function will go through the entire database and look for the following :

D

That dates has been entered properly.

D

That birth, christening, death and burial have dates in the proper sequence.

D

That the person age does not exceed 130 years.

D

That the sequence of multiple marriages is correct.

D

That the male in a marriage is a man.

D

That the female in a marriage is a woman.

D

That a divorce date is later than a marriage date.

D

The sequence of children's birthdates.

D

That a person is connected by family ties to other persons.

D

That a person is not married before the age of 10.

D

That a person does not have children before the age of 10 or after the age of 60 years.

The report will be presented as a printout, ready to print.

Double persons

By mistake or by merging two databases it is possible to end up with several instances of the same person in the database.

This function is used to find and eventually cleanup this condition.

Start by using the button "List content" to get a list of suspected persons. From the list select two persons and have them displayed by using the "Show" buttons.

If you decide that they are the same, one should be removed.

Before doing so it is possible to merge the data from the two persons. Use the button "Merge" which works this way :

- If A has a field that is empty at B, B will get these data copied.
- If B has a field that is empty at A, A will get these data copied.
- If both persons have data in a field, no copying takes place.

After this is done you use the "Delete" button to remove one of the persons.

Calendar

The calendar is really a date calculator.

The buttons works in this way :

Show month takes the date in Date-1 and shows the month in the calendar.

Calc. date-2 takes date-1, adds or subtracts the number of days in "Difference" and shows the result in date-2.

Calc. diff. calculates the number of days between date-1 and date-2 and shows the result in "Difference".

Show events gives you a window with an overview of the events of the current month.

Ordering

Win-Family is sold exclusively by JamoDat.

We are not able to accept payment by creditcard (yet) but :

- Check. (Please avoid the use of Eurocheck made out in dollars)
- Cash. (Local currency is accepted)
- GIROBANK Girostroget 1, DK-0800 Hoje Taastrup account #. 0950491.

Prices including shipment :

Denmark	375 dk. kr.
Norway	340 no. kr. (no VAT)
Sweden	450 sv. kr.
France	325 ff
Canada	79 canadian dollars (no VAT)
Germany	100 DM
Other countries inside EEC	An amount equivalent to 62 US dollars
Other countries outside EEC	An amount equivalent to 50 US dollars (no VAT)

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Merge of databases

To merge two databases do the following :

Open the first DB normally.

Go to the merge function and select the second DB. Now use the merge button to have both DBs merged, including all Ref. material.

Backup of data

Loosing your data is probably the worst thing to happen ! As PCs are no way free of errors, you should always keep a copy of your data somewhere safe.

Use this function to copy your data to diskettes (including all your pictures) and to restore them again in case of accidents.

The function will call for additional diskettes if one is not enough.

Please note that all data in the root directory of the used diskettes will be lost.

Database information

Here you get inf. about your database and can enter notes regarding your maintenance of it, a description of the base and register who the owner of the data is.

Common ancestor

In this function you select two persons, and then let the program try to find a common ancestor for these two.

If successful, you will be presented with a list of ancestors for each person leading to the common ancestor. You can also have the result shown as a tree.

Forms-design

Introduction

General

Element-types

How do you ?

Introduction

The purpose of this function is to let the user build his/her own printouts.

You build a "skeleton", also called a form, and can then select this form from the normal printout selection window, just as any other printout. The advantage of these forms are that you yourself decide the looks and contents of the form and also that you are given the opportunity to use different fonttypes, colors, attributes and graphical elements.

There is no limit to the number of forms you can build and it is also easy to exchange forms with other users and this way build a large collection of useful forms.

The different parts that make up a form are called "elements". See the chapter labeled "element-types" for a description of the possibilities of each element.

To get a good start designing forms, we recommend that you have a look at the demo-forms delivered with the program and see how they function.

General

Each form is saved on the harddisk in the same subdirectory that the program is located in. It is saved under a name chosen by the user and with the extension "WFF". You manipulate the forms in the usual way using commands like "new", "open", "save" and "save as".

You do not have to do anything in particular to make the program recognize your forms. If you get a form from another user, just copy it into the correct subdirectory and the program will find it and be able to use it.

Each form has a setup part. You enter this part by using the button "Form setup". Here you decide :



If the form should be portrait or landscape.

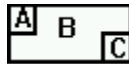


Which name (heading) the form should have.



If you want one person per page or a continuous list.

To test a form, use the button "Test" after selecting a test-person with the button "Select person"



All the elements have a common look :

Point **A** :

Click the left mousebutton here, hold it and then drag the mouse to move the element.

By double-clicking point A you get a window that allows you to alter the attributes of the element.

Point **B** :

Clicking the left button copies the attributes of the element to the toolbar.

Clicking the right button copies the toolbars attributes to the element.

Point **C** :

Click the left mousebutton here, hold it and then drag the mouse to size the element.

If you click in the element with the right mousebutton, you get a popup-menu with various possibilities.

Elementtypes

You have the following elementtypes :

Fixed text : (Dark red)

These are used wherever you want a fixed text or a label. You can use one of the predefined texts or just double-click in point A and type in your own text.

Singleline-data : (Green)

This is data from persons or families that only occupy one line, i.e. birthdate or name.

Multiline-data : (Dark blue)

This is data from persons or families that may occupy multiple lines, i.e. notes, addresses or source data. When you use this element you should only size it for a single line. The program will automatically resize it so that it fits the amount of data present during printout. This is done by changing the height of the element, the width stays the size you defined.

Repeating data : (Gray)

Actually this is singleline-data from families, i.e. the name of a child, but as there can be several children these data will repeat themselves in a vertical list.

As with multiline-data, you only size it for a single entry, the program will adjust it correctly during printout to make room for all the children, spouses and so on..

Graphical elements : (Black)

These are pictures, lines, frames and logos.

Text and data : (Dark blue)

This is a special element that mixes fixed text and data. See the chapter "How do you..." for a closer description of how to use this element.


Common for all elements is that they refer to one particular person and his data. Normally this will be the person currently being printed.

But, you can define that an element should refer to maybe the mother, the father or some other ancestor instead.

See the printout with the ancestor-tree for an example of this.

How do you...

Add an element to the form
Delete an element
Move an element
Copy an element
Change the size of an element
Change the attributes of a single element
Change the attributes of multiple elements
Insert your own text
Use "Text and data"
Use 'Family repeat'
Use 'Child-repeat'
Insert or delete blank lines
Insert a logo
Use frames
Use lines
Use linedeleteers
Select linespacing for repeating elements
Use fixed header and footer
Test a form
Exchange forms with other users
Delete a form

An element : 

Adding a new element

First you locate the element you want in one of the lists above. Then you click and hold the left mousebutton on it, and then drag it onto the paper where you release the button. A new element will be given the attributes that are currently displayed in the toolbar.

Moving an element

Click and hold in point A and drag the element to its new location.

Copying an element

You copy an element in the same way as you move it, by dragging in point-A of the element. The only difference is that you must hold down the control key while doing so to make it a copy operation instead of a move operation.

Changing the size of an element

Click and hold in point C and drag the element to its new size.

Changing the attributes of an element

Either : double-click in point A and use the dialog,

Or : select the correct attributes in the toolbar and then click the right mousebutton in point B.

Deleting an element

Right-click in the element and select delete from the popup-menu.

Use of fixed header/footer

You use headers/footers only in connection with continuous lists. They allow you to repeat certain elements at the top and bottom of each printed page. In the designer the header/footer areas are marked by a light blue background. You decide the size of these areas by dragging the little darkblue square to the left of the area. All element placed within these areas will be repeated on each page.

Important : Do **not** place elements so that they cross the border between the blue and the white paper. An element should be either completely within the blue or completely within the white areas.

Use of "text and data"

"Text and data" is a function that makes it possible to merge fixed text and data from persons or families.

You write text and insert symbols in the format "\XX\" where XX refers to a certain type of data. You can either write the codes yourself or use the list and the insert button on the right.

An example :

"\01\ was born \02\ in \03\" becomes "**John Smith was born 25 DEC 1875 in Georgia**".

Now, what if the place is unknown, will we get "**John Smith was born 25 DEC 1875 in**" ?

Not necessarily. By using the characters "{}" you can show that the text should only be included if the symbol contains data.

"\01\ was born \02{\ in \03}\" now becomes : "**John Smith was born 25 DEC 1875**" if the place of birth is unknown.

You can also write "\01{\ was born \02\ in \03}\" which means that both the date and place should be known before the text is included.

Inserting/deleting blank lines

You insert or delete blank lines by clicking the right mousebutton in a line. This brings up a menu where you select what to do.

Using a logo

A logo is a small picture that you can place anywhere on the form.

Create your logo with a drawing program i.e. Paintbrush, and use the "copy" function to place the drawing on the clipboard.

In the formsdesigner you drag a logo onto the paper and adjust its position and size.

Now double-click in point A.

You will get a dialog with the button "Get from clipboard". This button is only active if the clipboard contains valid data. Pushing the button will show the drawing in the dialog.

When you use the "exit"-button, the drawing is placed in the logo-element and saved on the harddisk.

The logo is now ready for use.

Alternatively you can point directly to a bitmap-file and use that as a logo.

You can replace a logo anytime by double-clicking the A point and repeating the procedure above.

Changing the attributes of multiple elements

If you have added lots of elements to a form and then decide that they should have another font or fontsize, it is hard work to update them one by one. Instead adjust the toolbar to the desired attributes and then click the right mousebutton in all elements and select the appropriate action from the popup-menu.

Using frames

Frames are used to frame data. You decide the width and color of the frame and if it should be fixed or variable height.

A frame with fixed height does not change during printout, but a variable height frame will adjust to the amount of data displayed within the frame during printing.

Using lines

Lines can be horizontal or vertical. A line element is represented on the forms-designer as a box, just like other elements, but if you make the box higher than the width you get a vertical line at the left edge of the box.

If you make the box wider than the height, you get a horizontal line at the top of the box.

Linespacing for repeating elements

When sizing the box of a repeating element (child/spouse) you at the same time decide the resulting linespacing during printing.

A high box gives a large linespace, a small box gives a small linespace.

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Testing a form

To test the appearance of a form, use the "test" button after selecting a testperson with the button "select person".

Please notice that when you test a form, it is saved to disk and all changes up to this point is made permanent and cannot be canceled..

Exchanging forms with other users.

Each form is stored in the Winfam directory with an extension of "WFF". The program will automatically recognize and use all forms in this directory. So, to use forms from another user, simply copy the form into the correct directory.

Deleting a form

To delete a form you need to know its filename (xxxx.WFF). You must then use a DOS command or filemanager to delete the file.

It is NOT possible to delete a form from within the program.

Inserting your own text.

All elements of the "fixed text" type can be changed to contain any text of your choice. Just double-click the A point and write your own text.

Using linedeleteers

If you build a list and create a line like :

"Born : birthdate birthplace"

and the person does not have these data you will get a line containing just "**Born :**" which is a waste of space.

If you select a linedeleteer from the list and drag and place it on the same startline as the line described above, it means that this line should only be included in the printout if the relevant data is present. Without the data, the line will be ignored and the rest of the list be moved up.

You can also use linedeleteers in connection with pictures. Put a picture in your list and place a linedeleteer on the same startline. Now you will only get picture-space used with the persons that actually has pictures.

Family-repeat

Sometimes you want to have data printed that is related to a persons marriages. This can be awkward as you do not know how many marriages are involved.

The family-repeat element marks an area of the page with green color. All elements placed in this green area will be repeated once for each marriage. The element will not as usual refer to the person being printed, but to the spouse belonging to the current marriage being printed.

See also [child-repeat](#) for a description of how to combine these two elements.

Child-repeat

Sometimes you want to have data printed that is related to a persons children. This can be awkward as you do not know how many children are involved.

The child-repeat element marks an area of the page with blue color. All elements placed in this blue area will be repeated once for each child. The element will not as usual refer to the person being printed, but to the current child being printed.

You can place a child-repeat element within a family-repeat element and in this way get all the marriage data listed first and then the data of the children belonging to this marriage.

Have a look at the example that came with the program.

