

Genelines 2.0

Timeline Charting Companion



User Guide

Notice

The information contained in this document is subject to change without notice.

Progeny Software makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose.

In no event shall Progeny Software nor its licensors be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

This document contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by means for any purpose other than user's personal use without the prior written consent of Progeny Software Inc.

First Edition (July 2002)

This edition applies to version 2.0 of the Genelines product, and to all subsequent releases and modifications until otherwise indicated in new editions.

Corrections and suggestions for future revisions of this document are appreciated. Please e-mail your comments to:

support@progenysoftware.com

Trademarks

Genelines is a trademark of Graytron, Inc., used under license.

Progeny Software is a trademark of Progeny Software Incorporated.

Personal Ancestral File is a registered trademark of the Church of Jesus Christ of Latter-day Saints.

Family Tree Maker is a trademark of Genealogy.com, LLC.

Ancestral Quest is a trademark of Incline Software, LC.

Ancestry Family Tree is a trademark of MyFamily.com, LC.

All other trademarks are the property of their respective owners.

Copyright © 2002 Progeny Software Incorporated. All rights reserved.

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION	5
How to Use This Manual	5
About Genelines 2.0.....	5
Where to Get Help.....	7
System Requirements	8
SECTION 2 - GETTING STARTED	9
Installing & Uninstalling Genelines	9
Using the Program	10
Starting Genelines	10
Scanning for Files	10
Opening Data Files	11
Selecting a Subject	12
Toolbars.....	12
Undo/Redo.....	13
User Preferences	14
Date Format.....	14
Default Colors	14
Default Fonts	15
ID Numbers.....	15
Spacing.....	16
Author	16
Symbols	17
Default Border.....	17
Files Used by Genelines	18
Estimated and Unknown Dates	20
SECTION 3 – SCREEN TOUR	22
Home Screen.....	22
Individual Screen	23
Family Screen.....	25
Historical Events	26
Event Categories	27
SECTION 4 - GENELINES CHARTS.....	33
Individual Biographical Chart	34
Comparative Biographical Chart.....	36
Family Group.....	38
Pedigree Chart	40
Direct Line Chart	42
Full Descendant	44
Fan Chart	46
Text View.....	48
Viewing charts	49

View Scale (Zoom)	49
Magnify	49
Split Screen	50
Notes	50
Chronometer.....	51
Merging Charts.....	51
SECTION 5 - CUSTOMIZING CHARTS	53
Biographical Chart Options.....	53
Content Options.....	53
Display Options.....	53
Editing Categories on a Chart	57
Relationship Chart Options.....	60
Content Options.....	60
Display Options.....	61
Editing Life Bars	69
Editing Historical Events on a Chart.....	73
SECTION 6 – PRINTING GENELINES CHARTS.....	76
Printing Options.....	76
Changing the Chart Size	76
Print Preview	77
Large Genelines Charts (Wall Charts).....	77
SECTION 7 – MANAGING YOUR CHARTS.....	79
Chart vs. Genelines Chart File	79
Saving Charts.....	79
Managing Saved Charts.....	80
Publishing Charts	82
Opening Genelines Chart Files	84
Copying Charts to Another Program	85
SECTION 8 – HISTORY FILES	86
Importing a History File	86
Exporting a History File	88
Editing a History File	89
APPENDIX A – TROUBLESHOOTING	90
APPENDIX B – GLOSSARY.....	92

SECTION 1 - INTRODUCTION

How to Use This Manual

Your Genelines™ 2.0 User Guide contains eight sections. The Introduction describes some of the key features of the Genelines program, where to get help and the system requirements for running Genelines. Section 2, Getting Started, describes how to install and run Genelines, along with general program functions, and user preferences. Section 3, Screen Tour, covers the different information screens and how to use them. Section 4, Genelines Charts, provides detailed information on each of the charts, while Section 5 describes chart customization options. Section 6, Printing Genelines Charts, covers the printing options and Section 7 explains alternate methods of saving, managing and sharing your data, including information on how to publish your charts to PDF. Section 8 explains how to work with and maintain your history files. The Appendix contains useful troubleshooting tips and a glossary of terms.

About Genelines 2.0

Genelines is a timeline charting companion for genealogy database programs, including Family Tree Maker®, Personal Ancestral File®, Legacy Family Tree, Ancestry Family Tree™, and Ancestral Quest™. These file formats are read directly by Genelines. For your convenience, Genelines also has the ability to read GEDCOM files from any genealogy program.*

Genelines 2.0 uses the data already entered in your genealogy database program to automatically include people, event dates and places in your charts. If present, applicable notes and sources from your family database will also be included in the Text View. While Genelines is not a data entry program, it does allow you to enter extra life events for individuals who are already in your family database.

Seven unique charts

You can create the following charts with Genelines:

- Individual Biographical
- Comparative Biographical
- Direct Line
- Pedigree
- Family Group
- Full Descendant
- Fan

* Depending on the version you have purchased, some file formats may not be available.

Create your own historical events

In addition to the history files which come with Genelines, you can enter your own historical events. You can even create your own history files and save them later for use with other Genelines charts.

Customize your charts

The Genelines charts you create are more than static displays on the computer screen. With just a few mouse clicks you can customize your charts to suit your needs by reorganizing the order of individuals, changing the color scheme, adjusting the timeline and much more!

Add Life Events

Genelines introduces life events to your genealogy. Information which may be hidden in a note field or forgotten altogether can be included in a Genelines chart. Occupation, residence, health, religious, and relationship event categories can be used, or you can make your own. You can also view this information graphically and make comparisons with anyone in your database. This information is saved in Genelines so you don't have to re-enter it again.

Many Printing Options

Genelines provides powerful printing functions to ensure your charts print as expected. You can change the size and orientation of the chart, change the timeline, and preview the charts before printing. You can even print large wall charts up to 25 feet long!

Managing Your Charts

Genelines allows you to do more than print! You can save your charts and edit them later or copy and paste your chart into other documents. Or, using the new Publish to PDF feature you can quickly e-mail your charts to family and friends. They will be able to view and print your chart, even if they don't have the Genelines program.

Where to Get Help

Progeny Software is committed to supporting our products and our customers. Before calling please check the user manual and on-line help for any documented assistance for your question or problem.

TIP: See [Appendix A – Troubleshooting](#) for specific help on selected topics.

If you need to call Customer Support, the service representative can better assist you if you (1) are at your computer and have Genelines on the screen, (2) can describe what happened, including the exact wording of any messages that appeared on your screen, and (3) can describe what you have already done to try and solve the problem.

Contact Customer Support by:

E-mail: support@progenysoftware.com
Phone: (902) 542-0521
Fax: (902) 542-0562

Suggestions

We welcome any comments or suggestions you might have about our products. Please contact us at:

Progeny Software Inc.
360 Main Street, Suite 14
Wolfville, Nova Scotia
Canada B4P 1C4

Web: www.progenysoftware.com
E-Mail: info@progenysoftware.com

System Requirements

Your computer system must meet certain requirements to properly install and run Genelines 2.0. If you encounter any difficulty while installing or running the program, check these minimum hardware and software requirements:

- IBM or 100 percent compatible
- Microsoft Windows® 95, 98, ME, NT, 2000, XP
- Pentium® processor
- 32 MB RAM
- 10 MB free hard-disk space
- VGA or compatible display with at least a 256-color-capable video card
- Windows compatible printer (color recommended)
- Adobe® Acrobat® Reader® (required for Publish to PDF)

SECTION 2 - GETTING STARTED

Installing & Uninstalling Genelines

Before using Genelines you must install the program files on your computer's hard drive. All program files and sub-folders are copied into a default folder called Genelines.

To install Genelines:

1. Insert CD-ROM or Disk #1 into drive.
2. Click the Start button, then select Run.
3. Type the following where 'D' is the letter of your CD-ROM or floppy drive:
D:\SETUP.EXE
4. Click OK.

Follow the instructions displayed on your screen to complete your installation.

NOTE: You can install Genelines on a drive of your choosing (default is the root drive on your system), however, it is recommended that you install the Genelines program into the suggested folder.

Genelines also includes a handy uninstall program that permanently removes Genelines from your computer system.

To uninstall Genelines:

1. Click **Start** and select **Programs, Genelines**.
2. Click the **Uninstall Genelines** icon.
3. Click **Yes** to complete the uninstall.

NOTE: Uninstall will not delete any folders which contain any user or work files created after the program was installed.

Using the Program

Starting Genelines

From the Start Menu:

1. Click Start and select Programs, Genelines.
2. Click the Genelines icon.

From the Desktop:

1. Double-click the Genelines icon

Scanning for Files

Genelines gives you the option to scan your hard drive for your data and chart files, making it easy to find the file you want to open. This handy scan feature allows you to choose which file types you want to search for, as well as the drives you would like scanned. The results of the scan are saved in the dialog until another scan is performed, so that the list can be returned to again and again, without having to repeat the same search process.

To Scan for Files:

1. From the menu, select **File, Scan for Files**
2. Select the file types to you would like to find (i.e. Family Tree Maker, PAF, Legacy, GEDCOM, and Genelines Chart Files)
3. Select the drive you would like to search (i.e. Local Hard Drives)
4. Click the **Scan** button

Genelines will then begin scanning the requested drives for your files. When found, the file name will be loaded into the **Files found** list box.

Tip: You can stop the scan at any time by clicking the **Stop** button.

To open a file from Scan for Files:

1. After scan has been performed, **select the file** you wish to open in the **Files found** list box
2. Click the **Open** button.

The file will open in Genelines, ready for use.

Opening Data Files

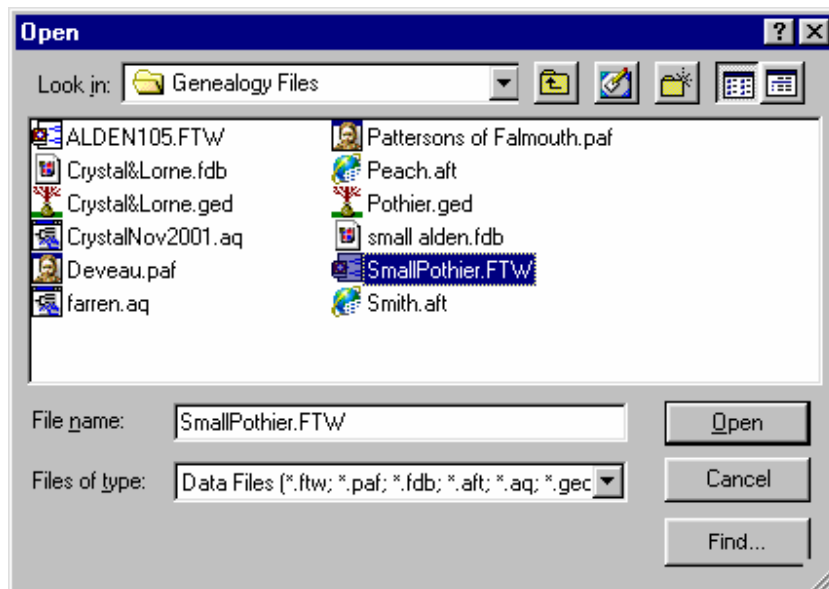
Depending on the version you have purchased, Genelines will read your Family Tree Maker®, Personal Ancestral File®, Legacy Family Tree, Ancestry Family Tree™, Ancestral Quest™ or GEDCOM file which contains your family history data.

Data Entry Program	File Extension	Usual Location
Family Tree Maker (FTM)	*.FTW	Family Tree Maker folder.
Personal Ancestral File (PAF)	*.PAF	Data folder under the PAF folder.
Legacy Family Tree	*.FDB	Data folder under the Legacy folder.
Ancestry Family Tree (AFT)	*.AFT	Data folder under the Ancestry Family Tree.
Ancestral Quest	*.AQ	Data folder under the AncQuest folder.
GEDCOM	*.GED	Data entry program folder.

TIP: If you are having trouble locating your family files, try the **Scan** option. See *Scanning for Files*, page 9, for further information.

To open a data file in Genelines:

1. From the menu bar, select **File, Open**



2. Select **Family Data Files** in the **Files of Type** box
2. Browse to the file you wish to use.
3. Select the desired family data file and click **Open**.

Genelines will now display the Name Index (Home Screen) showing a list of all

the people in your source data file. The path and file name are displayed in the title bar at the top of the screen.

NOTE: Genelines only reads your data files, it never writes to or updates your original data file. This is true for all FTM, PAF, Legacy, AFT, Ancestral Quest and GEDCOM files.

IMPORTANT: Genelines can not read GEDCOM files exported in the Unicode character set. For best results, re-export your GEDCOM file in either ANSI or ANSEL character set.

Selecting a Subject

Genelines is a subject oriented program. This means that at all times, one person in your database, referred to as the "Subject," is selected as the basis for displaying information and creating Genelines charts. You can change the Subject easily from any screen.

To select an individual as the Subject:

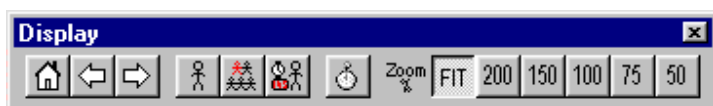
- From the **Home Screen**, choose a name from the **Index of Names**. This name will appear in the **Subject Name** box.
- From any **Chart**, simply click the life bar containing the name of the desired individual, then click the **Screen** or **Chart** button for which you would like to view the subject in.
- From the **Individual or Family Screen**, click the name of the desired individual, then click the button of the **Screen** or **Chart** you wish to view.

Toolbars

As with other Windows programs, all Genelines functions can be accessed through the menu bar at the top of each screen. However, some users find it more convenient to access several features in the Genelines program by using the toolbars. There are two toolbars, the Display toolbar and the Charts toolbar. The default setting has both toolbars visible, with the Chart toolbar along the top of the screen and the Display toolbar down the left side.

You can move the toolbars by clicking and dragging them to a new location on the screen. You can toggle the toolbar on or off by clicking on **View, Toolbar**.

Display Toolbar



The Display toolbar provides buttons to return to the home screen, go back to the previous screen, or forward to the next screen. Buttons are also provided for

navigating to the Individual Screen or Family Screen, the Event Categories screens, the Historical Events screen, and the Viewing Scale (Zoom).

Charts Toolbar



The Charts toolbar provides buttons which are useful when viewing Genelines charts. The Open button allows you to open a Family Data File or Genelines Chart File. The Print Preview and Print buttons allow you to access printing functions. The Undo and Redo buttons allow you to go backward or forward through changes made to charts. The Magnify button allows you to select an area of the chart, which will then be enlarged to fill the screen. The Symbol Eraser button allows you to remove unwanted symbols from your Relationship charts.

Included on the Charts toolbar are buttons for creating each of the Genelines charts. In order, these are the Individual Biographical, Comparative Biographical, Direct Line, Pedigree, Family Group, Full Descendant and Fan charts.

Online Help can also be access from the Charts toolbar.

Tip: If you don't like where the toolbars are located on the screen, you can move them by clicking on the toolbar and dragging it to the desired location.

Undo/Redo

While modifying Genelines charts you may make a number of changes, including moving life bars, changing colors and altering the timeline. If after making a modification, you change your mind, you always have the option to undo your changes.

Undo – goes back one step, reversing the last change you made

Redo – re-applies a change which has been 'undone'

> *To undo a change:*

- Select **Undo** under **Edit** on the menu bar.
OR
- Click the **Undo** button on the toolbar.

> *To redo a change:*

- Select **Redo** under **Edit** on the menu bar.
OR

- Click the **Redo** button on the toolbar.

Note: Genelines has 'multiple undo' capability, which means you can go back through several changes if required.

User Preferences

By selecting specific options through **Edit, Preferences** users have the ability to assign global preference options to their database. These options remain in effect for all applicable Genelines operations, until you change them. At any time you can restore the default settings which came with the program. Simply click on the Defaults button in the appropriate dialog box.

Date Format

You have a variety of choices for displaying and printing the date in Genelines. The default format is 'dd mmm yyyy' (e.g. 01 Jan 1970).

To change the date format:

1. From the menu bar, Select **Edit, Preferences, Date**
2. The **Preferences** dialog box will be displayed
3. Click the **Date** tab if not already showing
4. Select the desired order, MDY or DMY
5. Select from the variety of display options for month, day, year and separators
6. Click **OK** to apply the new date format

Default Colors

Each type of bar used in a Genelines chart has a default color which is applied when Genelines creates the chart. These default colors are selected to provide a practical and pleasing combination of colors on a chart. Recognizing that individual tastes vary, Genelines allows you to change these default color settings to your own preference.

To change the default colors:

1. From the menu bar, Select **Edit, Preferences, Colors**
2. The **Preferences** dialog box will be displayed.
3. Click the **Colors** tab if not already showing.
4. Click the color button to the left of the bar type you wish to change.
5. Select a new color from the color palette.
6. Click **OK** to select your chosen color and exit from the color palette.

When you have made all your color selections, click OK to apply these changes.

Tip: To change the default category colors to be displayed in Biographical Charts, see *Editing Event Categories*, page 30.

Default Fonts

Through setting a preferred font, users can have all charts created in the font of their liking, quickly and easily, without having to make font changes each time a new chart is created. Of course, desired fonts can still be modified after the chart is created, even if a preferred font is set. See *Section 5 – Customizing Charts* for more information.

To set a preferred font:

1. From the menu bar, Select **Edit, Preferences, Fonts**
2. The **Preferences** dialog box will be displayed
3. Select the **Fonts** tab if not already showing.
4. Click the **Modify** button. A new dialog box will now appear.
5. Choose the font, font type, and size by selecting from the scrollable lists.
6. Click **OK**. The options dialog box will now show again.
7. Select **OK** to apply the new font format.

Note: Preferred font will not be used in Text View.

ID Numbers

For some data files (i.e. PAF and Legacy), each person record can have up to three different identification numbers which uniquely identifies that individual. You can choose to display one or none of these numbers in your charts.

To select an ID number to display:

1. From the menu bar, Select **Edit, Preferences, Fonts**
2. The **Preferences** dialog box will be displayed.
3. Click the **ID Numbers** tab if not already showing.
4. Select RIN, AFN, ID Number or None.
5. Click **OK**.

This is a global option which applies to all charts you create. The selected number type will be displayed immediately after the surname on each life bar.

Tip: If you do not want any ID numbers displayed in your charts, select "None."

Spacing

The Spacing preference allows you to select the amount of space between the life bars on your Relationship Charts¹.

To set Spacing between Life Bars:

1. From the menu bar, Select **Edit, Preferences, Spacing**
2. The **Preferences** dialog box will be displayed.
3. Click the **Spacing** tab if not already showing.
4. Type the desired amount in inches or millimeters*
5. Click **OK**.

**Depending on your Windows Regional Options setting.*

Author

Some genealogy programs will allow users to assign author information for their database. This is sometimes called "Compiler Information," "User Information," "Prepared by" or "Submitter." For those databases which include author, Genelines provides the option to include this information as part of your chart footer.

To include Author in Chart Footer:

1. From the menu bar, Select **Edit, Preferences, Author**
2. The **Preferences** dialog box will be displayed.
3. Click the **Author** tab if not already showing.
4. Select the **Include in Chart Footer** box.
5. Click **OK**.

The author information will now appear as part of the footer in your charts.

Tip: Author can still be removed after chart creation.

¹**Relationship Chart** — a Genelines chart showing an individual plus one or more of his/her ancestors or descendants. The relationship charts, with the exception of the Fan, include descent lines which show how people are connected. The Pedigree, Direct Line, Full Descendant, Family Group and Fan charts are relationship charts.

Symbols

All Relationship Charts, with the exception of the Fan Chart, will optionally place marriage and child symbols on life bars at the point in time they occurred. The default symbols are:



The number above a symbol indicates the number of children born at the same time. Default is one child per birth event.

To change Marriage and Child Symbols:

1. From the menu bar, Select **Edit, Preferences, Symbols**
2. The **Preferences** dialog box will be displayed.
3. Click the **Symbols** tab if not already showing.
4. Select a symbol type from the drop down boxes for each category
5. Click **OK**.

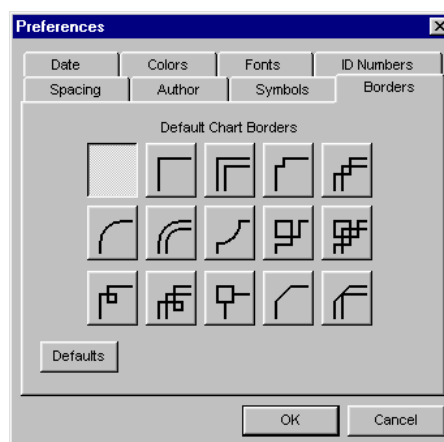
Default Border

Genelines provides a variety of chart border choices. After a default border is chosen, all charts will be displayed and printed with this border. For information on changing the border after the chart has been created, see *Section 5 – Customizing Charts*.

To choose a default Chart Border:

1. From the menu bar, Select **Edit, Preferences, Borders**
2. The **Preferences** dialog box will be displayed.
3. Click the **Borders** tab if not already showing.
4. Select a border by clicking on one of the 15 border buttons
5. Click **OK**.

Tip: Users can choose not to display a border by clicking the first, blank button in the dialog box.



Files Used by Genelines

Genelines uses a number of file types in the process of creating and maintaining your Genelines charts.

File Type	Extension	Purpose
Data File	*.FTW, *.PAF, *.FDB, *.AFT, *.AQ, *.GED	User's family history data file.
Genelines Database	*.GLD	Repository for saved Genelines charts, user entered life events and imported historical events.
Genelines Chart File	*.GLCF	Created when you publish Genelines charts.
History File	*.HST	Source of historical events for importing.

The following will help you understand the different types of files and their role with this product.

Data files *.FTW, *.PAF, *.FDB, *.AFT, *.AQ or *.GED

These are the source files which contain your family history data. Sometimes referred to as genealogy database files, these files are normally found in the install folder or sub-folder of your genealogy program. The Genelines program opens and reads these file types directly in order to extract and present your family history data on a Genelines chart.

NOTE: Genelines will never add, change or remove data in these source data files.

Tip: Depending on the Genelines 2.0 version you have purchased, not all data file types may be available.

Genelines database *.GLD

This database file is created once for each different data file you access with Genelines. It is given the same name and created in the same folder as your source data file. For example, if you have an FTM file called 'alden.ftw', this Genelines database will be called 'aldenftw.gld'. The primary role of this database file is a repository or 'keeping place' for the charts you save in Genelines. Each chart you save (excluding published charts) is given a name equivalent to the title of the chart and is stored in this *.gld file. You can retrieve and edit these charts at any time by selecting **View, Charts** from the menu bar, or by clicking the Chart List button on the Home Screen. You can also delete, rename, and copy your saved Genelines charts through this same dialog box. See also *Managing Saved Charts*, page 79.

Genelines also uses this file to store any custom (user defined) life bar Event Categories and life events you may create for your charts, as well as all historical events you import. You should never delete the *.gld file since this action will

destroy any charts and custom information you have created. However, if you do delete this file, your original family data file will not be affected.

Genelines Chart files *.GLCF

This file is created when you publish a chart (click **File, Publish, Genelines Chart File**). You can assign whatever name you wish to this file but you must keep the *.glcf extension. By default, these files are created in the Genelines sub-folder called 'Charts'. However, you can create and store these files any place you wish. Publishing a chart to a *.glcf file allows you to send (i.e. diskette or e-mail) to a friend or relative who can then open and print the chart with their Genelines program. See also *Chart vs. Genelines Chart File*, page 78 and *Publishing Charts*, page 81.

Note: Previous versions of Genelines created Chart Files with the extensions *.glb and *.glc. Genelines 2.0 can open these files also. However, if changes are made to the chart & saved, the chart will be assigned the new *.glcf extension.

History files *.HST

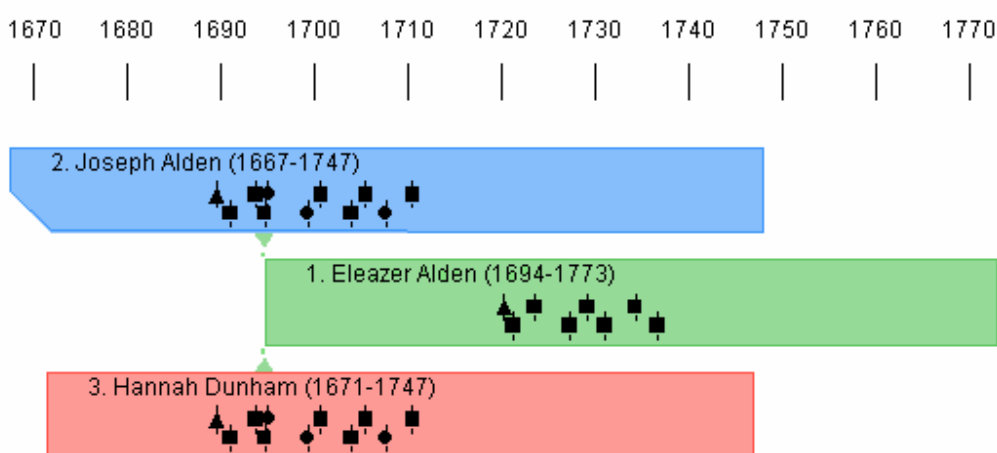
History Files (*.HST) contain the historical events provided with Genelines or those created by the user. These files can be given any name and should always carry the *.hst extension for easy identification. By default, these files are stored in the Genelines sub-folder called 'History'. Because you are to create and modify history files, you can have any number of history files on your system. See also *History Files*, page 85.

Estimated and Unknown Dates

Frequently there will be individuals in your source data file for which you have incomplete information, such as missing or uncertain birth, marriage and death dates. Genelines charts are designed to clearly identify dates for certain events which fall into this category.

'About' Dates

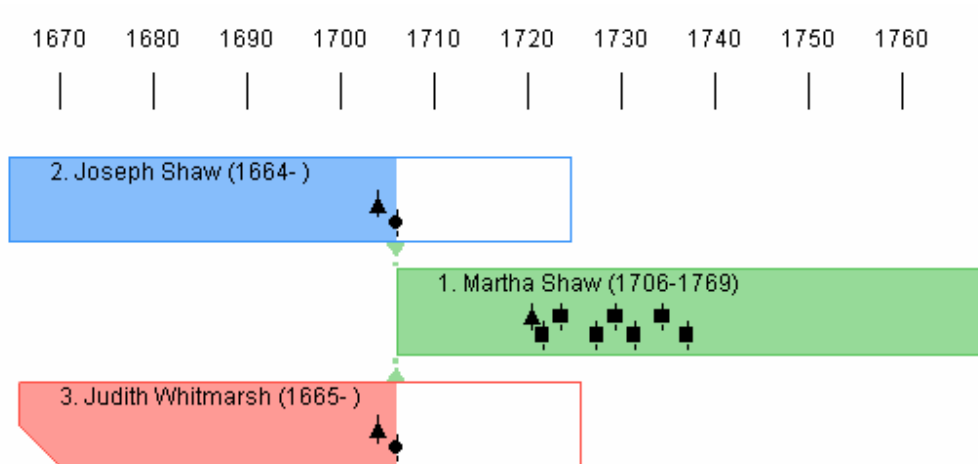
Uncertain birth and death dates (i.e. 'About 1910') are shown on the life bars with diagonally cropped corners at the end of the life bar. For example, the following chart shows Joseph Alden born **about** 1667.



Estimated Dates

Unknown birth or death dates are estimated by the program. To represent this, life bars are not filled completely with a color, except for individuals who are assumed to be alive. For example, if you know Mary had a child in 1856 but have not yet located any death records for her, Mary's life bar will be a solid color up until 1856 (the last date she was known to be alive), and white (unfilled) thereafter, up to a date estimated by Genelines.

In the following example, both Joseph Shaw and his wife Judith Whitmarsh have estimated life spans after the birth of their daughter Martha Shaw.



NOTE: If you find the unfilled (estimated) section of the life bar does not match your own belief or suspicions, it is possible to manually adjust the color fill in a life bar. See *Sliding the Color Fill*, page 70, for more information about this feature.

Tip: Estimated marriage and child birth date symbols are shown as unfilled symbols.

The complete rules for estimating unknown dates are very complex. The following guidelines will apply in most cases:

Estimating death dates – Genelines presumes that individuals with unknown death dates lived to the age of sixty for the purposes of making the chart, unless they were born within the last 120 years, in which case they are deemed to still be alive.

Estimating birth dates – if the death date is known, Genelines estimates the birth date to be sixty years previous. If both the birth and death dates are unknown, Genelines looks for a known marriage date or a known birth date for a child as a point of reference from which to make estimates. Genelines will also use birth dates for the parents if they are known.

Estimating marriage dates – unknown marriage dates are estimated to occur at twenty years of age. The parent is estimated to have the first child at age 22 with additional children every two years following.

TIP: If you do not agree with an estimated date, you can always enter an 'about' date in your source data file.

Estimating dates in this fashion is far from exact, however, it does give a point of reference for the simple purpose of placing people and events on a chart in some logical way. This approach also serves to emphasize missing or inaccurate information in your data file.

SECTION 3 – SCREEN TOUR

To create a Genelines chart you must first open your family data file and select an individual as the Subject of your chart. For this purpose, Genelines provides several screens to view information about people in your data file.

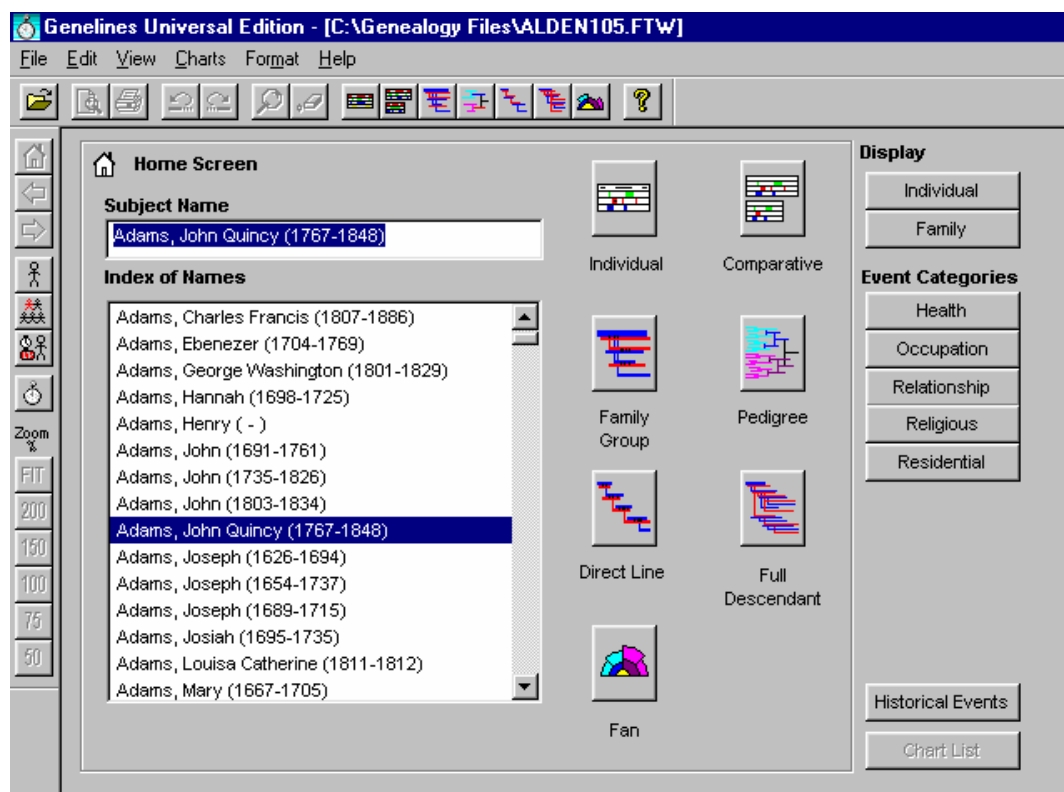
The Home Screen allows you to select a Subject from a list of all individuals in your source data file.

To ensure you have selected the correct person, you can use the Individual Screen and the Family Screen to view more detailed information about the Subject.

In addition, Historical Event and Event Categories screens allow you to view, change and add events for use in your Genelines charts.

Home Screen

The Home Screen provides a starting point for all Genelines functions. Whenever you want to change the subject of a chart or explore a different branch of your family, go to the Home Screen.



An alphabetic index of all the names in the database is displayed here. You can

browse through these names by using the scroll bar. You may also type in a name, or part of a name, in the **Subject Name** box to go directly to that person in the **Index of Names**.

The two Display buttons on the upper right side of this screen allow you to switch to an Individual or Family information screen.

Events in the Subject individual's life can be accessed for adding, viewing or editing by clicking on one of the **Event Category** buttons to the right of the screen.

Historical Events can be viewed, added or edited by clicking on the **Historical Events** button on the right side of the screen.

A list of charts previously saved can be viewed and managed by selecting the Chart List button on the bottom right of the screen.

Tip: To create a Genelines chart simply click one of the large chart buttons, after selecting a subject from the Index of Names.

Individual Screen

The Individual Screen shows information about the selected Subject, including events and notes as recorded in your data file.

Individual 76 of 1143

Title: Sex: M

Given Name: David

Surname: Alden

	Date	Place	Note
Birth:	18 Jun 1727	Bridgewater, Massachusetts	
Christening:			
Death:	12 Aug 1809	Ashfield, Massachusetts	
Burial:			

Notes: David was one of several Aldens to buy land in Huntstown. Several Uncles and cousins owned land here but did not live on the land. See another note for David's wife, Lucia Thomas.

Display

Individual

Family

Event Categories

Health

Occupation

Relationship

Religious

Residential

Return

You can access the Individual Display Screen at any time by clicking on the **Individual button** on the toolbar. When viewing a chart you must first select an individual (point and click) on the chart in order to activate the **Individual** button.

Individual notes are displayed at the bottom of this screen. Use the scroll bar to read all of the text in a very long note.

Click the **Return** button to go back to the previous screen.

Tip: You may also access Event Categories for a subject from the Individual Screen.

NOTE: The individual count displayed at the top this screen may be greater than indicated in your genealogy database program. This is because Genelines includes alias names when counting the total number of individual names, whereas some genealogy programs do not.

Information cannot be entered or changed in the Individual Screen. However, if you see information which you would like to edit, you may do so in your genealogy program.

To change or enter information for a Subject:

1. Close your Genelines program.
2. Start your genealogy data base program (i.e. Family Tree Maker, PAF, Legacy, etc.) and enter the desired information in your source data file
3. Close your genealogy program, saving the changes.
4. Re-start the Genelines program.

The new information will now be available in Genelines.

Family Screen

The Family Screen shows detailed information on the selected Subject and his/her immediate family. This screen is useful for identifying someone when you have several people with the same or similar names in your data file.

Family
1 of 1
for

Father: Eleazer Alden (1694-1773)
Mother: Martha Shaw (1706-1769)

David Alden (1727-1809)

	Given Name	Surname	Sex	Birth Date	Death Date
Spouse	Lucia	Thomas	F	17 Dec 1733	01 Mar 1825

	Event	Start Date	End Date	Place
Marriage	Marriage	01 Nov 1753		Middleboro, Massachusetts
	Marriage Fact	01 Nov 1753		Lucy and David were secon

	Given Name	Surname	Sex	Birth Date	Death Date
Children	David	Alden	M		
	John	Alden	M	1761	1842
	Lydia	Alden	F	16 Apr 1764	21 Mar 1846
	Enoch	Alden	M	11 Feb 1770	

Note
The Alden Families were close as can be seen by the number that moved together to Stafford, CT and then to Huntstown which later became Ashfield, MA.

≪ Prev Spouse Return Next Spouse ≫

Display
Individual
Family

Event Categories
Health
Occupation
Relationship
Religious
Residential

You can access the Family screen at any time by clicking on the **Family** button on the toolbar. When viewing a chart you must first select an individual (point and click) on the chart in order to activate the **Family** button.

Parents, spouse(s), and children are listed. In the case of multiple spouses, **Next Spouse** and **Previous Spouse** buttons allow you to switch to these other family groups.

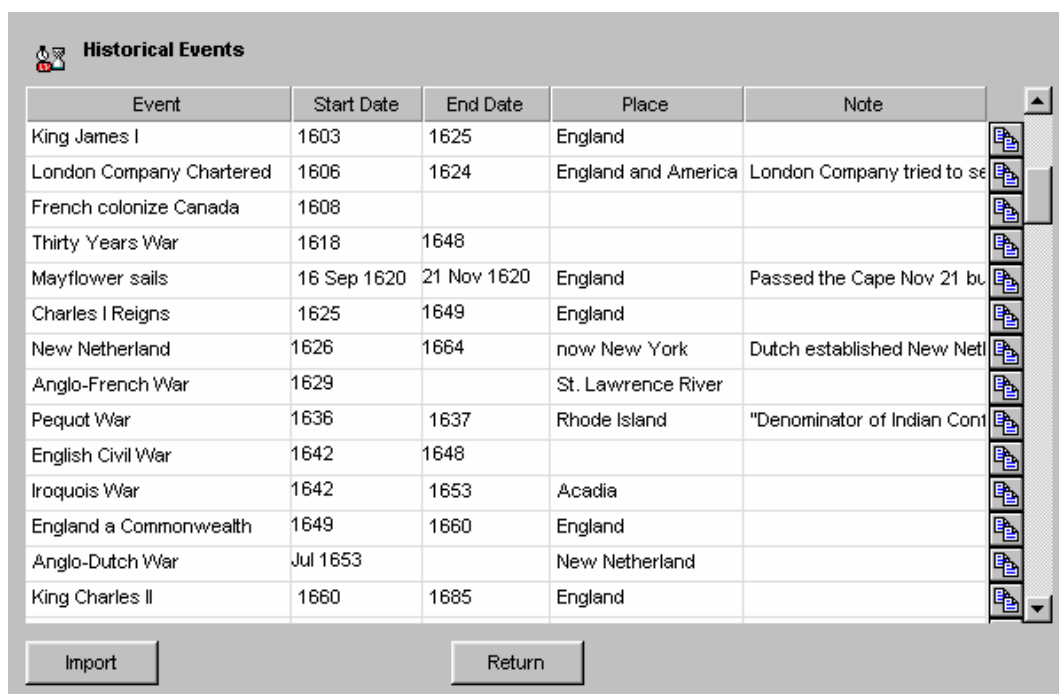
Any marriage notes for the subject and spouse are displayed in the Note box at the bottom of the screen.

Click the **Return** button to go back to the previous screen.

Historical Events

A major feature of the Genelines program, the Historical Events Screen allows you to create your own historical events for your family's timeline. You can enter and display your own list of events, with labels, dates and places, that you feel are important milestones or memories for display on a relationship chart.

NOTE: Historical events for your chart are stored in the *.GLD file.



Event	Start Date	End Date	Place	Note
King James I	1603	1625	England	
London Company Chartered	1606	1624	England and America	London Company tried to se
French colonize Canada	1608			
Thirty Years War	1618	1648		
Mayflower sails	16 Sep 1620	21 Nov 1620	England	Passed the Cape Nov 21 bu
Charles I Reigns	1625	1649	England	
New Netherland	1626	1664	now New York	Dutch established New Netl
Anglo-French War	1629		St. Lawrence River	
Pequot War	1636	1637	Rhode Island	"Denominator of Indian Cont
English Civil War	1642	1648		
Iroquois War	1642	1653	Acadia	
England a Commonwealth	1649	1660	England	
Anglo-Dutch War	Jul 1653		New Netherland	
King Charles II	1660	1685	England	

Import Return

You may also import historical events from special history files produced for Genelines or made by other Genelines users. See also *Section 8 - History Files* for more details about importing and creating these history files.

The Historical Events screen presents a list of all historical events selected for use with the current data file. You can add, modify or delete individual events on this list. In addition, you can enter notes about specific events to record additional information such as anecdotes or sources.

For printing information, see *Text View*, page 47.

To display the Historical Events screen:

- Click the **Historical Events** button at the bottom of the Home screen.
- OR
- Select **Historical Events** under **View** on the menu bar.

To add historical events:

1. Click the mouse pointer in the **Event** field on the first blank line in the list.
2. Type in the name of the event (e.g. Korean War) in the **Event** column.
3. Press **TAB** and enter the **Start Date** (e.g. 1950).
4. Press **TAB** again and enter the **End Date** (e.g. July 27, 1953).
5. Press **TAB** again and enter the **Place**.
6. Click the **Notes** button to enter notes and sources for this event.

To modify historical events:

1. Click the mouse pointer in the field you wish to change.
2. Enter the new text or date for that field.
3. Press **Enter**.

To delete historical events:

1. Select an event by clicking the mouse pointer in any field for the event you wish to delete.
2. Select **Delete** under **Edit** on the menu bar.
3. Click **Yes** to delete, or **No** to cancel.
4. The event will be deleted.

To accept all your changes to the historical events, click the **Return** button.

After making changes, it is recommended that you save a copy of your revised historical events. You can make a copy by exporting to an external history file. See *Exporting a History File*, page 87, for more information about how to do this.

Event Categories

About Event Categories

The focal point of the Individual and Comparative Biographical charts are the life events of your family members. These life events are grouped into various Event Categories, such as health (e.g. scarlet fever), residential (e.g. new house in Ohio), or any other information of interest about an individual's life, and are displayed in the various Event Category screens. By comparing these sometimes overlooked facts, family patterns might suddenly become obvious. Of course, you have to find the information to enter into the events fields by polling family members, reading newspaper accounts, checking land records, or other sources for interesting events about your family's history.

Genelines has five default Event Categories:



Genelines automatically pre-loads (imports) some of these Event Categories with default standard event types from your family file. This happens when you open your family data file in Genelines. For example, marriage and child (birth) events are always pre-loaded into the Relationship category. In addition to creating your own custom Event Categories and entering your own events, Genelines allows you to change the assignment of events to different Event Categories to suit your specific needs.

Event	Start Date	End Date	Place	Description/Note
Graduated - Harvard Lawyer	1787		Cambridge, Massachussets	
Minister to the Netherlands	1794			
US Senate	1803	1808		
Minister to Russia	1809	1811		
Minister to Great Britain	1815	1818		
Secretary of State	1817	1825		Under James Monroe.
6th US President	1825	1829	Washington, D.C.	
House of Representatives	1831	1848		

Import Return

IMPORTANT: User defined Event Categories and life events (i.e. those created with Genelines) are stored in the *.GLD file, NOT in your data file. See also *Files Used by Genelines*, page 17, for more about GLD files.

To display an Event Category screen:

- Click an **Event Category** button on the right side of the Home screen.
OR
- Select from the list of **Event Categories** presented under **View** on the menu bar.

TIP: You can also access Event Categories by right-clicking on a subject's life bar in charts.

Working with Life Events

The Event Category screens present a list of all life events in a selected category for the current data file. You can import, add, modify or delete individual events in this list. In addition, you can enter notes about specific events to record additional information such as anecdotes or sources. For details on printing the information in the Event Category screens, see *Text View*, page 47.

Tip: If you use this feature to add new events for an individual, Genelines will keep track of which events belong to which person in your source data file. This matching is controlled by a unique person number assigned by your genealogy data base program.

CAUTION: If you delete an individual from your source data file these additional events are not deleted from Genelines. Depending upon your genealogy database program, these 'orphaned events' may be assigned to the next new person you add to your source data file. If this happens, you can use the Event Categories screen to delete the unwanted events for that person.

To import life events:

1. Select **Event Categories** under **Edit** on the menu bar.
OR
Click the **Import** button in an Event Category screen.
2. Select the **Event Category** you would like to import into.
3. Click the box next to the event you would like to import. A **checkmark** indicates the event will be imported.

Tip: To remove an imported event, simply click the box again, removing the checkmark.

4. If desired, select the **Label to display in Biographical Charts** for the event, by clicking on Title, Description, Place or Note*.

*Some labels may not be available for different database file types.

5. Click OK

Tip: Use the **Label to display in Biographical Charts** option if you would like to use something other than your event title (i.e. description, place or note) for the label in your Individual and Comparative Biographical charts. Your Event Category screens will not be affected.

To add new life events:

1. Select one of the Event Category screens.
2. Click the mouse pointer in the **Event** field on the first blank line in the list.

3. Type in the name of the event (e.g. Massachusetts Institute of Technology) in the **Label** column.
4. Press **TAB** and enter the **Start Date** (e.g. 1964).
5. Press **TAB** again and enter the **End Date** (e.g. 1968).

TIP: If the event was of a short duration or a single point in time, enter only a Start Date. Events without End Dates will appear on the chart as a vertical line, instead of a bar.

6. Press **TAB** again and enter the **Place**.
7. Click the **Notes** button to enter notes and sources for this event.

Tip: You can also include a "Hidden Note" in the notes screen to make notes for yourself that you do not want to share with others. This information will never be displayed or reported in charts and text views.

To modify life events:

1. Click the mouse pointer in the field you wish to change.
2. Enter the new text or date for that field.
3. Press **Enter**.

Note: Genelines will not allow you to edit events imported from your source data file. If you would like to edit these events, you will need to do so within your data entry program.

To delete life events:

1. Select an event by clicking the mouse pointer in any field for the event you wish to delete.
2. Click **Delete** under **Edit** on the menu bar.
3. Click **Yes** to delete, or **No** to cancel.
4. The event will be deleted.

To accept all your changes to the life events, click the **Return** button.

NOTE: You cannot delete events which were imported (pre-loaded) from your data file. You can only delete those which you entered yourself through Genelines. If you would like to remove an imported event, please see the importing events instructions on page 28.

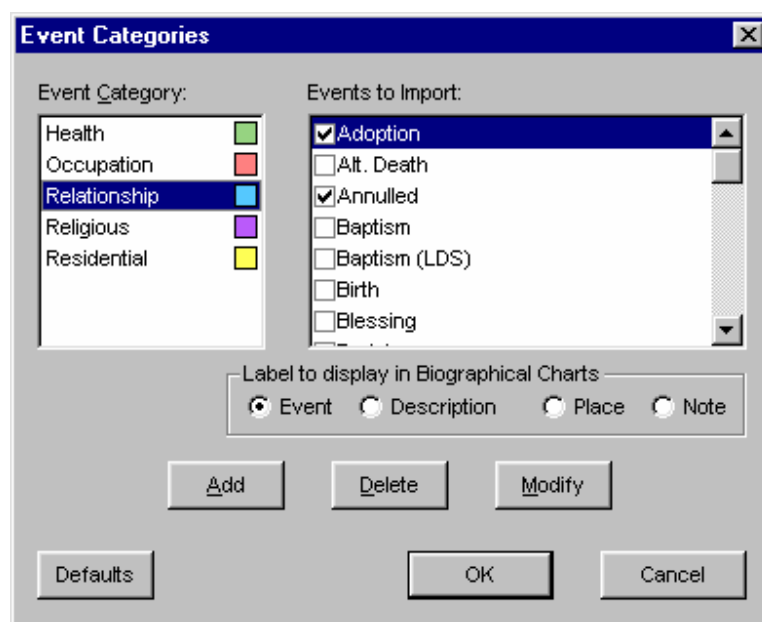
Editing Event Categories

Genelines allows you to add, modify and delete Event Categories. These changes apply only to the current data file you have open. If you wish to add an Event Category for all your data files, you must add it to each data file separately.

Tip: To restore the default colors for the original five Event Categories, click on the **Defaults** button in the Event Categories dialog box. User defined Event Categories will not be affected.

To add a new Event Category:

1. Select **Event Categories** under **Edit** on the menu bar.



2. Click **Add**.
3. Enter a **Name** for the new category.
4. Click the **Color** button and choose a color to be used when this category is displayed on a Life Bar chart.
5. Select one or more **Events to Import** if you wish to assign specific events from your source data file to this category.
6. If desired, **Label to display in Biographical Charts** for the event, by clicking on Title, Description, Place or Note*.

Note: Label to Display will only affect the Biographical charts; Event Category views will remain static.

8. Click **OK**.

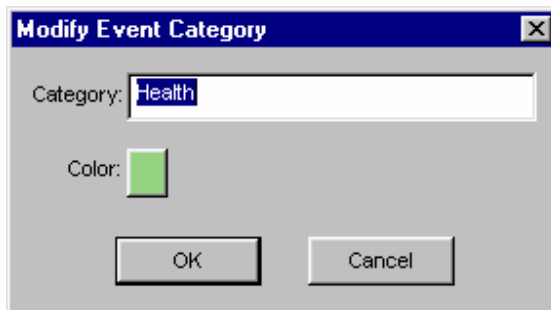
**Some labels may not be available for different database file types.*

You may continue to add new Event Categories, or delete or modify existing Event Categories. When finished, click **OK** to apply the changes, or **Cancel** to

leave things as they were before you made the changes.

To modify an Event Category:

1. Select **Event Categories** under **Edit** on the menu bar.
2. Select a category to modify.
3. Click **Modify**.



4. Enter a new **Name** and/or select a new **Color**.
5. Click **OK**.
6. Change the assignment of specific **Events to Import** for this category, if necessary.
7. Click **OK**.

To delete an Event Category:

1. Select **Event Categories** under **Edit** on the menu bar.
2. Select a category to delete.
4. Click the **Delete** button.
5. Click **Yes** to delete, or **No** to cancel.

The category will be deleted.

SECTION 4 - GENELINES CHARTS

Seven different Genelines charts can be created to portray an individual and/or family group over the time period in which they lived. Each of the charts fall into one of two categories:

Biographical – also referred to as ‘Life Bar’ charts, these charts are used to display the sequence of events for one or more individuals, showing both the year and age at which the event occurred. Historical events can be added to these charts as a backdrop showing these events when they occurred relative to the life span of each individual. The Biographical Charts are:

- Individual Biographical
- Comparative Biographical

Relationship – these charts are used to show several generations of related individuals over the time period in which they lived. Depending upon the chart, spouses and children can also be shown. Historical events can also be added to most of these charts*. The Relationship Charts are:

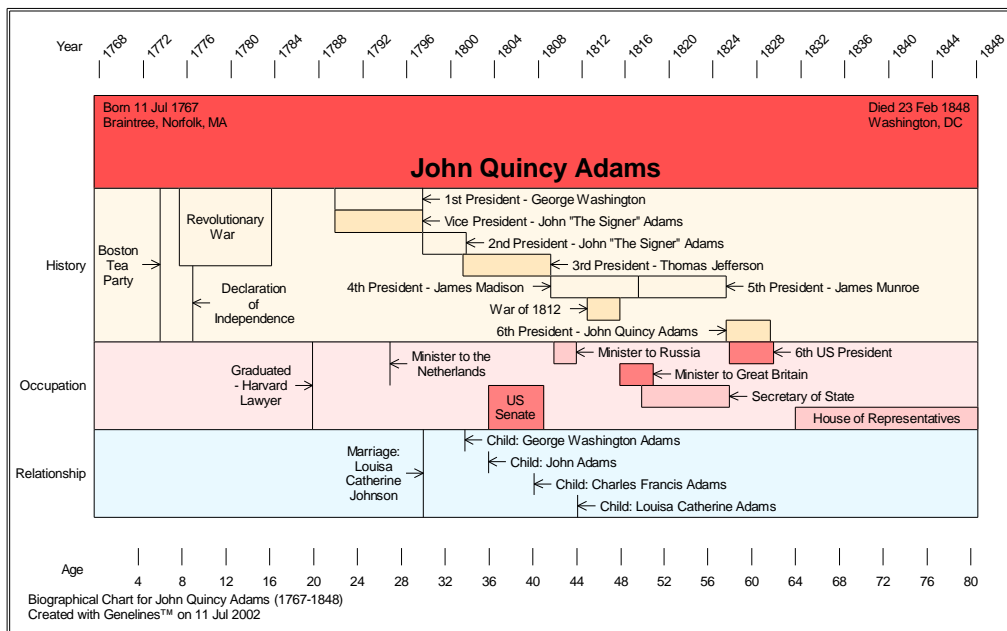
- Family Group
- Pedigree
- Direct Line
- Full Descendant
- Fan

Each of the charts can be further customized to varying degrees before printing. See *Section 5 – Customizing Charts* for more information about formatting your chart.

*Note: The Historical Events option is not available for the Fan Chart.

Individual Biographical Chart

The Individual Biographical Chart shows a composite of different life events for an individual over his/her life span.

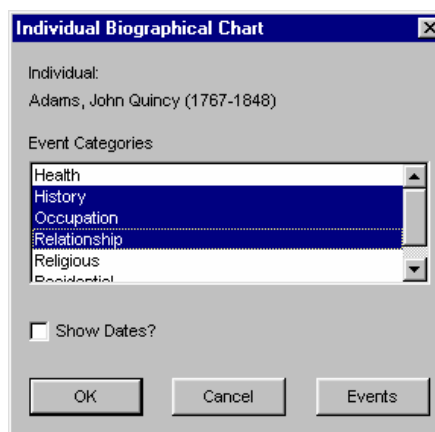


The chart consists of a Name Bar under which one or more Event Category bars are displayed. An Historical Event bar, or History Category, may also be included. There are two timelines on this type of chart: a timeline at the top which shows the year, and a timeline at the bottom which shows the age of the Subject. Each life event can be compared against these timelines, as well as with each other.

To create an Individual Biographical Chart:

1. Select a Subject.
2. From the toolbar or the Home screen, click the **Individual Biographical** button.
3. Select one or more **Event Categories** from the list presented. The category will be included in the chart if it is highlighted.

TIP: Click on [Events](#) button to view and choose which events should be included in your chart. Default is [all](#) events.



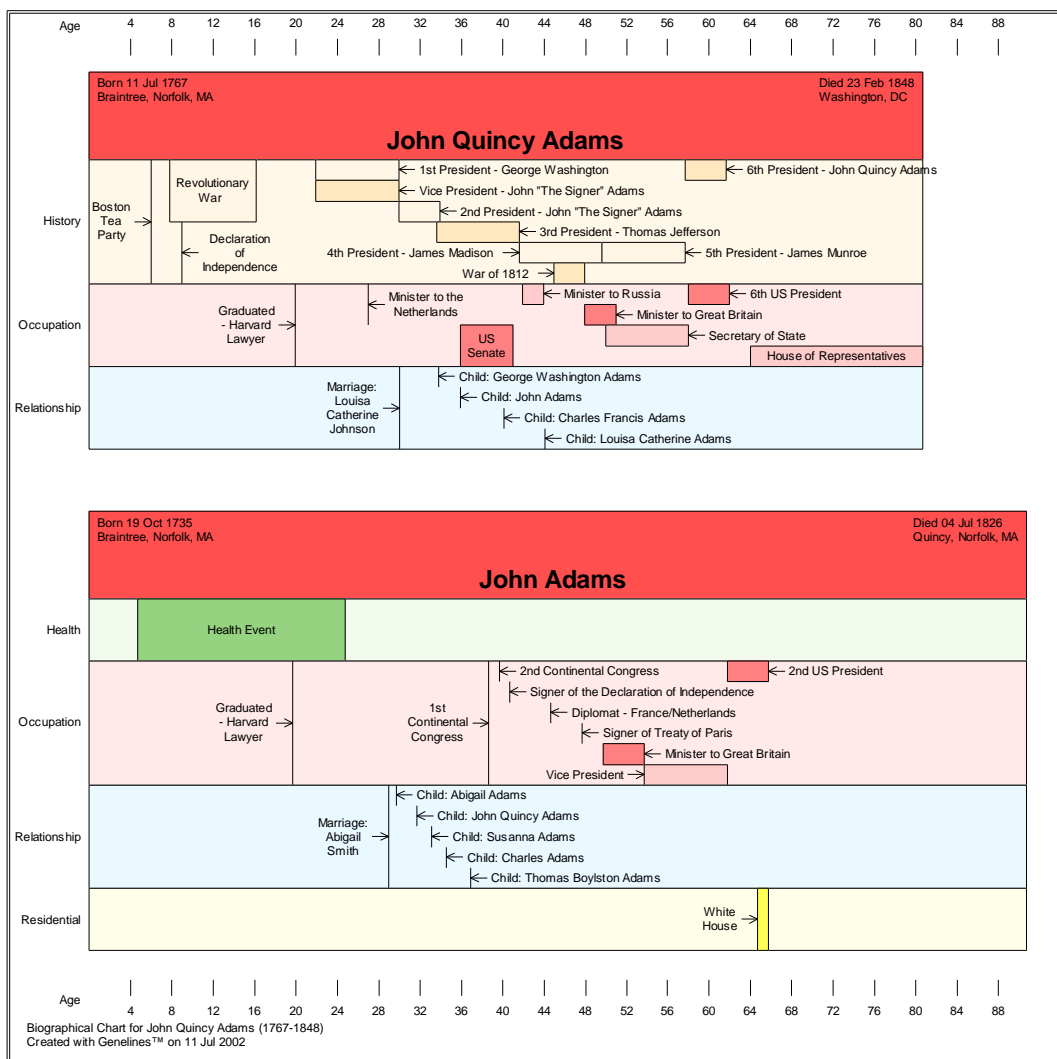
4. Choose whether to append event years to labels by selecting Show Dates.
(A checkmark indicates that the option has been activated.)
5. Click **OK**.

The Individual Biographical Chart will now be displayed.

Note: If your Subject has insufficient information such as no birth or death dates, the chart will not be created. However, life events will be used to estimate the individual's life span where possible. For example, if a Residential life event shows the subject to have purchased land in 1782, all Genelines charts will show the subject alive in 1782. See also *Estimated and Unknown Dates*, page 19.

Comparative Biographical Chart

The Comparative Biographical Chart depicts individual life spans for two or more people. Because it can also include their respective life events, this chart allows you to compare the ages and durations for events in common between two or more individuals or family members. For example, relationship events with dates can be displayed to easily see family trends or items that may be in a family's gene pool.



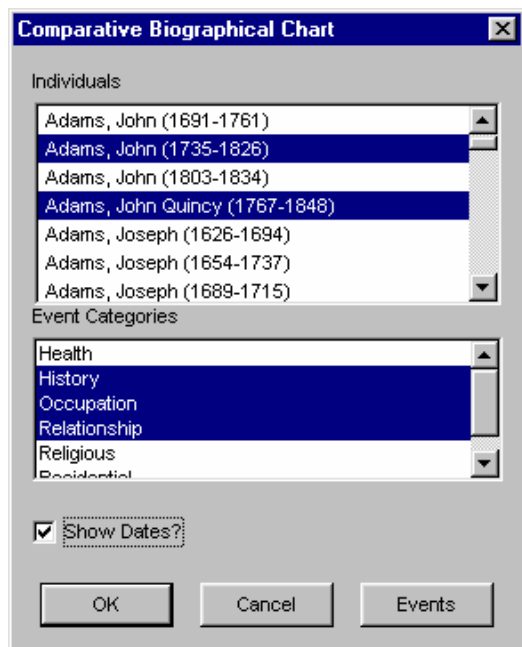
The addition of Historical Events in this chart shows how the lives of individuals were affected by events of their time. For example, an individual living at the dawn of the Industrial Revolution may have experienced some interesting occupational changes.

Since the timeline for this chart is age based, life bars for many individuals can be compared even if they were alive hundreds of years apart.

TIP: The age corresponding to the position of the mouse cursor on the chart is displayed in the lower right hand corner (status bar).

To create a Comparative Biographical Chart:

1. Select a Subject.
2. From the toolbar or the Home screen, click the **Comparative Biographical** button.



3. Select one or more individuals to compare to the subject. The individual will be included if highlighted.
4. Select one or more **Event Categories** from the list presented. The category will be included in the chart if it is highlighted

TIP: Click on [Events](#) button to view and choose which events should be included in your chart. Default is [all](#) events

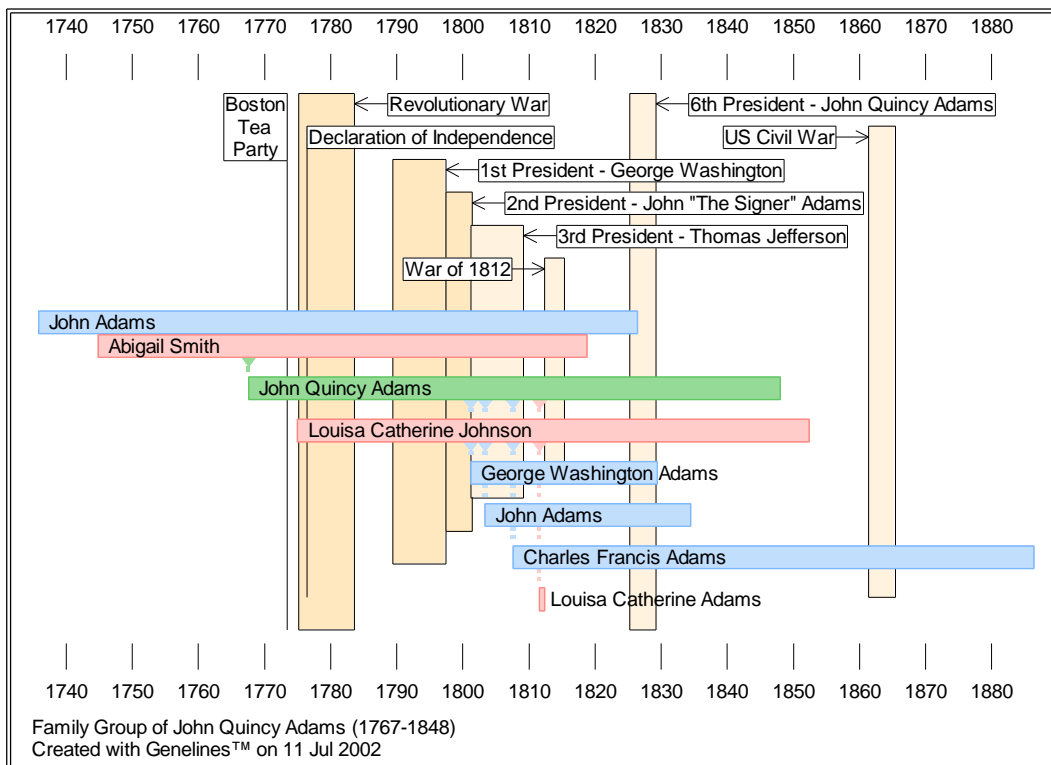
5. Choose whether to append event years to labels by selecting Show Dates. (A checkmark indicates that the option has been activated.)
6. Click **OK**.

The Comparative Biographical Chart will now be displayed.

Note: Individuals with insufficient information such as no birth or death dates, will not be included in the chart.

Family Group

The Family Group Chart is designed to display the parents, spouse and children of a Subject (i.e. three generations). In contrast to the Pedigree Chart, this format presents a focus on a few closely related individuals. As with other Genelines charts, however, many individuals from your database can be added to demonstrate a variety of comparisons and relationships.



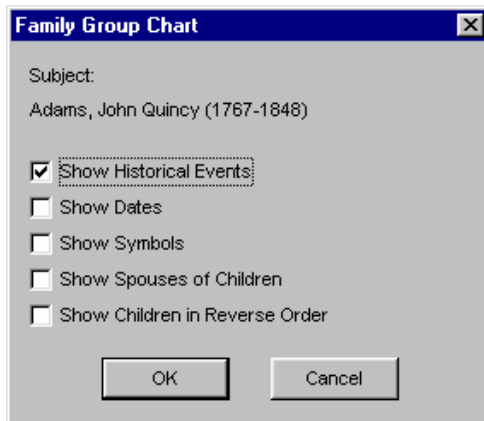
The Subject's parents are displayed above the Subject, linked by descent lines which connect related life bars. Spouses, if any, are displayed below the Subject with the children below that. They are linked by descent lines which coincide with the date of birth.

The timeline will begin with the birth date of the eldest parent and end with the latest (most current) date for the Subject or his/her children.

Optionally, you can choose to include historical events, birth and death dates, marriage and child symbols, spouses of children, and children in reverse order.

To create a Family Group chart:

1. Select a **Subject**.
2. From the toolbar or the Home screen, click the **Family Group** button.



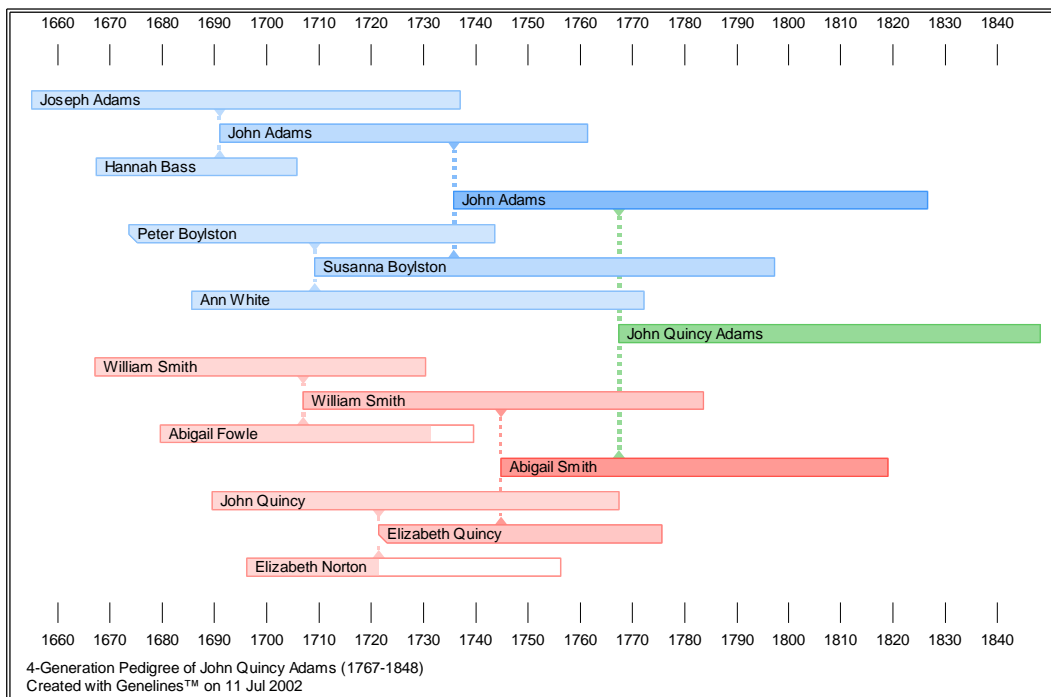
3. Select the display options to be included in the chart.
4. Click **OK**.

The Family Group chart will now be displayed.

TIP: Placing the cursor anywhere in the chart will show the corresponding date in the status bar (chronometer).

Pedigree Chart

The Pedigree Chart will display linked life bars for all ancestors of an individual for as many generations as selected and available in your data file. The only limiting factors are the ultimate size of your chart (maximum 25 feet vertical length at 100%) and perhaps your ability to read very fine print. See also *Large Genelines Charts*, page 76.



The timeline will begin with the birth date of the eldest person on the chart and end with the latest (most current) date for any person chosen for display. You may select the direction of the timeline to be either left to right, or right to left. Descent lines, linking two individuals, are lined up vertically between the parent and the birth date of the child. These descent lines are given the same color as the child's life bar.

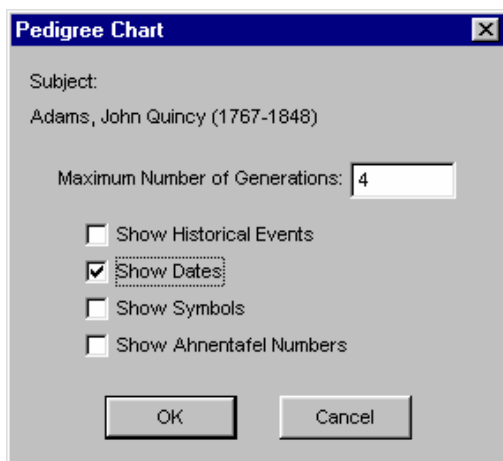
NOTE: By default, paternal lineage is shown in shades of blue, and maternal lineage is shown in shades of pink. However, you can change your default colors, or change the colors after the chart has been created.

Optionally, you can choose to include historical events, birth and death dates, marriage and child symbols, and ahnentafel numbers².

²**Ahnentafel numbers** - a standard numbering system in genealogy which assigns a unique identifying number to each person in a pedigree chart, beginning with the subject who is assigned number one (1).

To create a Pedigree Chart:

1. Select a **Subject**.
2. From the toolbar or the Home screen, click the **Pedigree** button.
3. Select one or more generations to display. Note: The Subject is counted as one (1) generation.



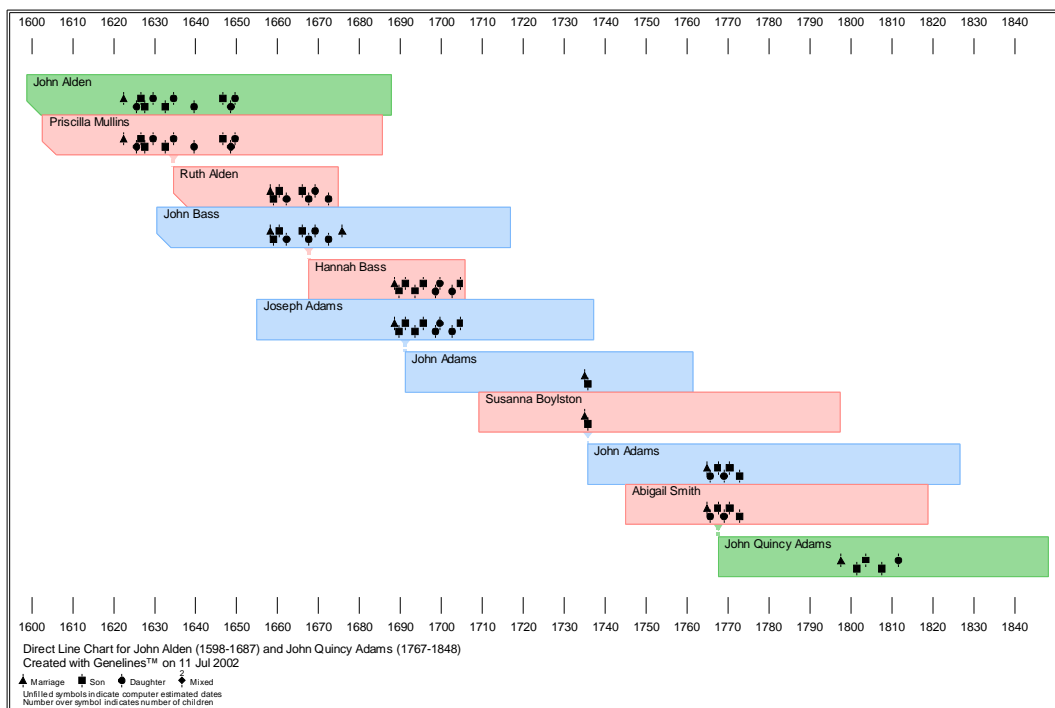
4. Select the display options to be included in the chart.
5. Click **OK**.

The Pedigree chart will now be displayed.

TIP: Placing the cursor anywhere in the chart will show the corresponding date in the status bar (chronometer).

Direct Line Chart

The Direct Line Chart shows the direct line (linked) relationship between two individuals. This is a useful way to relate two people to the times they lived or to follow a single branch of a family back through time and history.



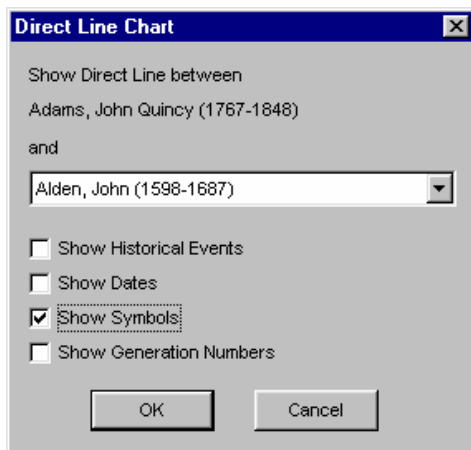
The timeline for this chart includes the dates of individual life spans as well as the date of their relationship (i.e. descent line). The spouse is always shown in a second bar immediately below each individual.

Optionally, you can choose to include generation numbers, birth and death dates, and historical events in this chart. You can also include marriage and child symbols which are particularly useful if all the siblings of ancestors have been entered in the data file.

When all dates are available for everyone on the chart, long life span trends, early or late marriage trends, birthing trends, etc., are all visible and easily followed from parent to child. If this information is not complete, the Genelines chart shows you what is missing. See also Estimated and Unknown Dates, page 19.

To create a Direct Line chart:

1. Select a **Subject**.
2. From the toolbar or the Home screen, click the **Direct Line** button.
3. From the drop down list select one descendant or ancestor.



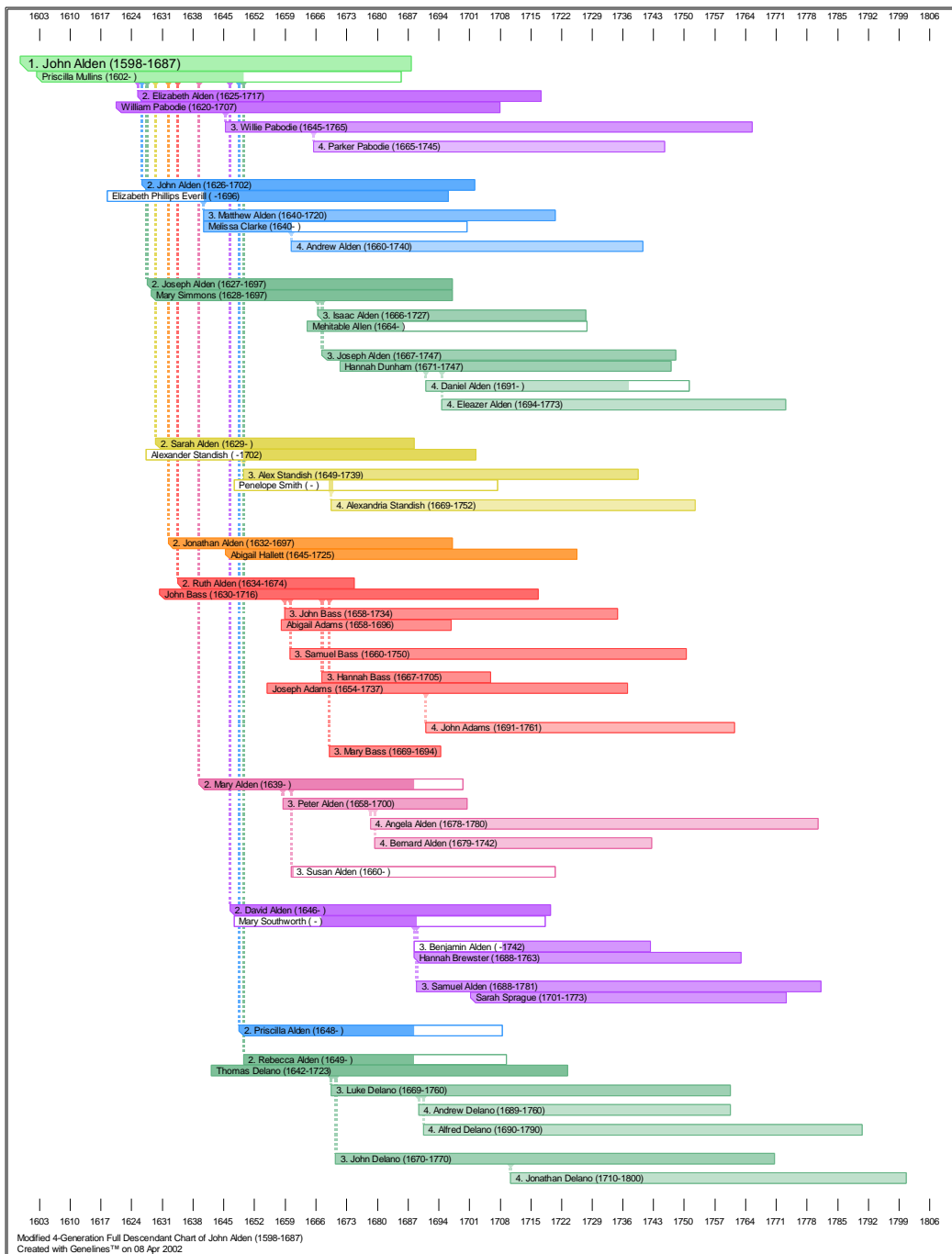
4. Select the display options to be included in the chart.
5. Click **OK**.

The Direct Line chart will now be displayed.

TIP: Placing the cursor anywhere in the chart will show the corresponding date in the status bar (chronometer).

Full Descendant

The Full Descendant Chart displays linked life bars for all descendants of a chosen subject, for as many generations selected and available in your data file (to a maximum of a 25 foot vertical length chart at 100%).



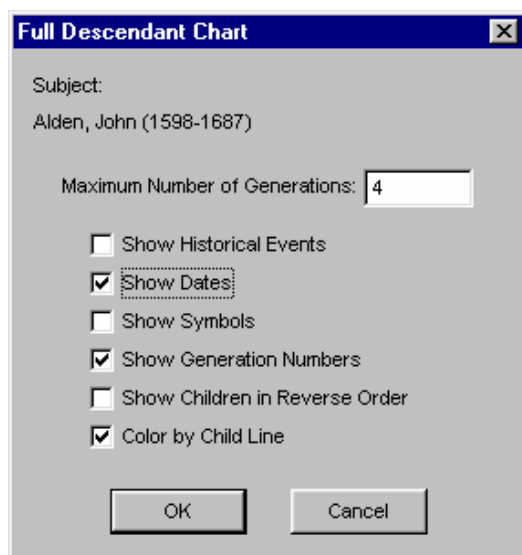
The timeline will begin with the birth date of the chosen subject and end with the latest, or most current, date of the descendants. You may select the direction of the timeline to be either left to right, or right to left. Descent lines, linking individuals from parent to child are included, and are given the same color as the child's life bar.

NOTE: By default, male descendants are shown in blue and female descendants are shown in pink, however a default Color by Child Line color set is also included. Of course, you can also change the colors at any time. See also *Display Options*, page 60.

Optionally, you can choose to include Generation numbers³, birth and death dates, historical events and marriage and child symbols. You can also show children in reverse order, which can be helpful in viewing the descent lines more clearly.

To create a Full Descendant Chart:

1. Select a **Subject**.
2. From the toolbar or Home screen, click the Full Descendant button.
3. Select one or more generations to display. Note: The Subject is counted as one (1) generation.



4. Select the display options to be included in the chart.
5. Click **OK**

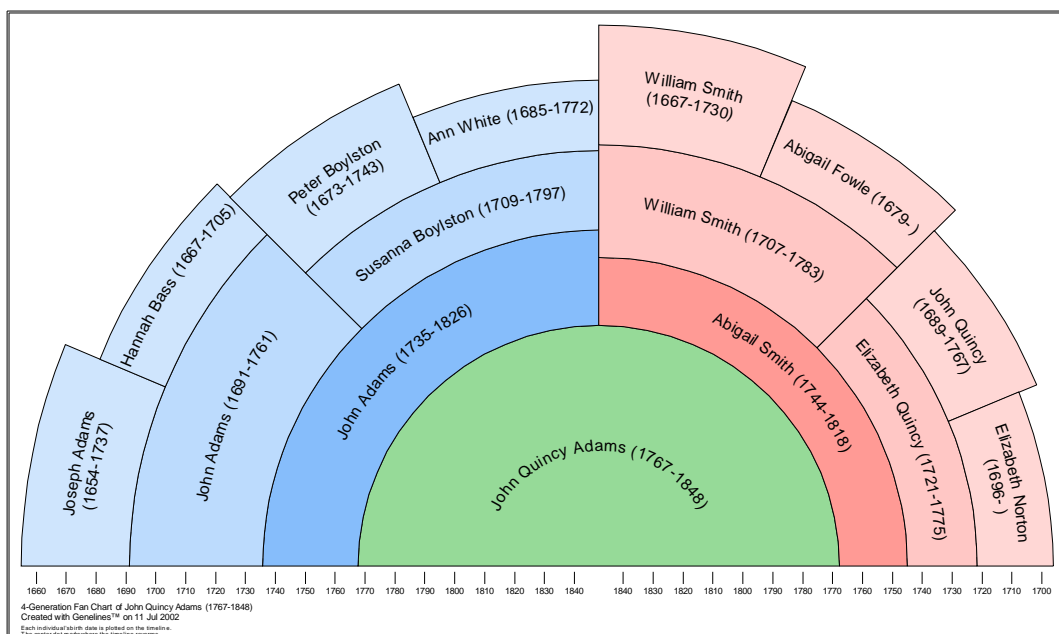
³**Generation numbers** — a sequential number which can be printed on each life bar in Direct Line & Full Descendant charts to depict the generation each individual belongs to, relative to the subject of the chart who is always generation number one (1).

The Full Descendant Chart will now be displayed.

TIP: Placing the cursor anywhere in the chart will show the corresponding date in the status bar (chronometer).

Fan Chart

The Fan Chart portrays a chosen subject's pedigree in the form of an open fan, or half circle. In contrast to the other relationship charts, which have rectangular boxes spanning birth & death dates, the Fan chart has curved boxes linked by generation, showing the ancestors' year of birth across a time line.



The Fan chart is divided into two parts: a paternal side on the left, showing the subject's paternal ancestors, and a maternal side on the right, showing the subject's maternal ancestors. The time line reflects this split; the left side begins with the birth of the oldest ancestor and spans 'forward' to the death date of the subject (or present date if living), ending in the middle of the chart. The time line then begins again in the center, spanning 'backward' to the birth of the oldest ancestor on the right side. A mark is placed in the middle of the time line as a reference point for users.

NOTE: By default, paternal lineage is shown in shades of blue, and maternal lineage is shown in shades of pink. However, these colors can be changed. See [User Preferences](#), page 13.

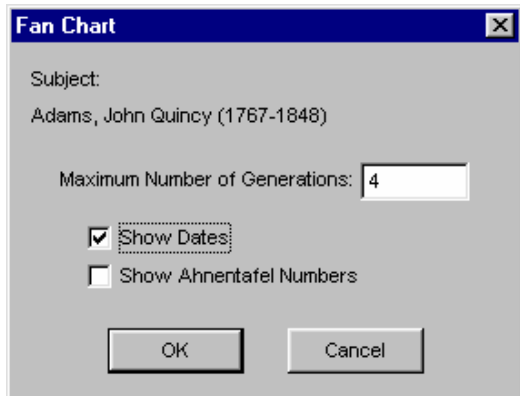
Optionally, you can choose to include Ahnentafel numbers⁴ and birth and death

⁴**Ahnentafel numbers** - a standard numbering system in genealogy which assigns a unique identifying number to each person in a pedigree chart, beginning with the subject who is assigned

dates.

To create a Fan Chart:

1. Select a **Subject**.
2. From the toolbar or the Home screen, click the **Fan** button.



3. Select one or more generations to display. Note: The subject is counted as one (1) generation.
4. Select the display options to be included in the chart.
5. Click **OK**.

Text View

The Text View feature allows you to display all the information included on any Chart, Historical Event screen or Event Categories screens in text format. If the information is present in the database, it will display places, dates, applicable notes, and sources. The view can then be printed or published to HTML.

Biographical Chart for John Quincy Adams (1767-1848) Created with Genelines™ on 11 Jul 2002

Start Date	End Date	Event	Place	Note/Source
19 Oct 1735	04 Jul 1826	John Adams	Birth: Braintree, Norfolk, MA	The only presidents to sign the Declaration of Independence, Adams and Jefferson both died on its 50th anniversary, July 4, 1826. Adams' dying words were "Thomas Jefferson survives". Jefferson, however, had passed on a few hours earlier. Source: POTUS (Presidents of the United States). The Internet Public Library, http://www.ipi.org/red/POTUS/jadams.html .
1740	1760	John Adams: Health Event		
1755		John Adams: Graduated - Harvard Lawyer		
25 Oct 1764		John Adams: Marriage: Abigail Smith	Weymouth, Norfolk, MA	
14 Jul 1765		John Adams: Child: Abigail Adams		
11 Jul 1767		John Adams: Child: John Quincy Adams	Braintree, Norfolk, MA	
11 Jul 1767	23 Feb 1848	John Quincy Adams	Birth: Braintree, Norfolk, MA	
23 Dec 1768		John Adams: Child: Susanna Adams		
29 May 1770		John Adams: Child: Charles Adams		
15 Sep 1772		John Adams: Child: Thomas Boylston Adams		
1773		Boston Tea Party		
1774		John Adams: 1st Continental Congress		

To switch to Text View:

- Select **View, Text View** on the menu bar
- OR
- Right-click the mouse on a white space in the chart, select **Text View** *

**Right-click option is only available when in Charts View.*

To print a Text View:

- Select **File, Print** on the menu bar
- OR
- Click the **Print** icon on the tool bar.

To publish a Text View:

1. Select **Publish, HTML Document**, under **File** on the menu bar.
2. The Save As dialog box will appear.

3. Enter a name for the document and click **Save**.

The text view will be saved with an *.HTML extension and will be stored by default in the 'Charts' sub-folder in the Genelines install folder.

Tip: You can copy and paste your Text View into word processing documents using **Select All**, **Copy** and **Paste**.

Viewing charts

View Scale (Zoom)

By default, Genelines displays a chart at 100% viewing scale. This is the standard size of the chart as it will be printed on your printer. You can, however, change this to suit your viewing needs by selecting **View, Zoom** from the menu bar. Scale choices include Fit to Screen, 200%, 150%, 100%, 75% and 50%

Changes to the view scale will be saved for the next time you view a chart.

NOTE: The view scale does not affect the printed size of your chart. To influence the size of a printed chart, see also *Changing the Chart Size*, page 75.

To change the View Scale:

1. On the toolbar, click the desired scale button: **Fit, 200%, 150%, 100%, 75% or 50%**.

OR

1. Select **View, Zoom** from the menu bar.
2. Click the desired scale size: **Fit, 200%, 150%, 100%, 75% or 50%**.

The chart display will automatically resize.

Magnify

The Magnify feature allows you to zoom in on any section of a chart. This action magnifies the selected area of the chart for closer inspection.

To zoom in:

1. Click the **Magnify** button on the toolbar.
Or
Select **View, Magnify** from the menu.
2. The mouse pointer changes to a magnifying glass.
3. Click and drag a box around the area of the chart you wish to enlarge.
4. Release the mouse button to cause the display to magnify.

To reverse the effect of the magnify (i.e. zoom out), simply click on Undo as

many times as necessary.

IMPORTANT: Screen size, resolution and certain video drivers can have a large impact on viewing your charts. Genelines charts work best with 256 or more colors and a display resolution of 800x600 or higher. If the visual (display) quality of your charts is not 'crisp' and readable, you may want to consider changing the display resolution of your monitor. Refer to your Windows manual or Windows on-line help if you need instructions on how to do this.

TIP: If you are limited to 640x480 display and 16 colors, use 200% view scale.

Split Screen

The Split Screen option allows you to "split" your chart for ease in viewing. By selecting the split screen you can leave a part of the chart static (i.e. the time line) in one part of the screen and scroll through the chart in the other part of the screen. This is ideal for viewing large charts.

To apply the Split Screen option:

1. Select **Split Screen** from **View** in the menu bar.
2. Your pointer will now be changed to a double sided arrow. Drag your pointer to the point at which you want to split your chart.
3. Right click the mouse. Your screen will now be split. Both sections of the screen will be scrollable.

To remove the split, simply go back to **View** and de-select **Split Screen**, or drag the divider to the top of the chart view.

NOTE: Split Screen will not affect the printed chart.

Notes

In Biographical Charts, individuals or events with notes and/or sources will be displayed with an asterisk (*) after their name or label. These notes can be viewed on screen without having to return to the Individual, Family or Event Categories Screens.

Tip: The asterisk will not appear in printed charts or charts that have been published to PDF.

To view notes in Biographical Charts:

1. Click on the individual or event with a note. (Identified with * after the name or label)
2. From the menu, select **View, Notes**
Or
Right-click and select **View Notes**

A new window displaying the notes will appear. To return to chart view, click the **Return** button.

Tip: Historical events with notes and/or sources in Relationship Charts, although not displayed with an asterisk, can be viewed by selecting the event, right-clicking and selecting [View Notes](#).

Chronometer

A special feature of Genelines, the chronometer tells you the date (or age in a Comparative Biographical chart) corresponding to the current position of the mouse cursor anywhere on a chart. The chronometer is always displayed on the right side of the status bar whenever you are viewing a chart on the computer screen.



TIP: Genelines displays the exact date of an event when the mouse cursor is positioned on that event, otherwise the date displayed in the chronometer is an approximation.

If you cannot see the chronometer it is because the status bar display has been turned off. You can turn on the status bar display at any time by clicking on **View, Status Bar**.

NOTE: The date (or age) shown in the chronometer is a calculation based upon the position of the mouse cursor relative to the timeline of the chart. Due to varying factors such as the display resolution of your monitor, type of mouse and the selected timeline, the chronometer display should be considered an approximate date or age. However, Genelines does display the exact date (from the data file) when you place the mouse cursor on either end of the life bar, or on any event symbol.

Merging Charts

With Genelines, you can merge two or more Relationship charts* of different types together to create one, customized, unique chart. This can be done with new charts, or with previously created, saved charts. Duplicating individuals will not be printed twice.

**Fan chart can not be merged.*

To merge an existing chart with a new chart:

1. Create or open a saved Relationship chart.
2. Right-click on the subject's life bar for whom you would like to create a new chart.

3. Select a chart type (i.e. Family Group, Pedigree, Direct Line, Full Descendant).
4. The chart dialog box will appear. Select chart content, then click the **Merge** button.

The new chart will be merged with the existing chart.

To merge an existing chart with a saved chart:

1. Create or open a saved Relationship chart.
2. From the menu bar, select **Charts, Merge Charts**
3. The **Select Chart to Merge** dialog will appear. Select a chart from the available list.
4. Click **OK**.

The two charts will be merged together into one.

Note: Merging a saved chart with another will not destroy the original copy of the saved chart.

Tip: When merging charts, life bars of duplicate individuals will use the color in the first, original chart, not the second chart.

SECTION 5 - CUSTOMIZING CHARTS

Genelines 2.0 includes many options for customizing the content and format of your charts, even after they've been created.

Biographical Chart Options

Content Options

The following content options can be selected at the time you create one of the two Biographical⁵ Charts:

Event Categories – select the Event Categories to display for all individuals in the chart. For further information concerning Event Categories, see pages 26 - 31.

Show Dates – select to append event dates (years only) to event labels.

Events to Display – select the Events button to view and choose which events should be included in your chart. The default is "All Events."

IMPORTANT: Events to Display will only show events already mapped to Event Categories. For details on mapping events to Event Categories, please see *Working with Life Events*, page 28.

Display Options

Genelines provides many options for customizing the charts you create. Any of these options can be accessed when in charts view through **Format** on the menu bar or by using the convenient right-click menu. Changes can be applied to the chart as a whole, or to select chart components. A checkmark beside the option indicates that it has been activated.

To apply a change to the entire chart:

- Choose **Edit, Select All** from the menu bar, then apply the change.
OR
- Click in the white space of the chart to de-select all select items, then apply the change.

⁵ **Biographical Charts** - Also referred to as 'Life Bar' charts, biographical charts are used to display the sequence of life events for one or more individuals over their life span. The biographical charts in Genelines are the Individual Biographical and Comparative Biographical.

To apply a change to selected components only:

1. Select the life bar(s), event(s) and/or categories you would like to change. You can do this by:
 - Placing the mouse cursor within the boundary of the component you wish to select and clicking the left mouse button. To select more than one item, press the **Shift** key as you click.
 - OR
 - Placing the mouse cursor outside the boundary of the component(s), then while holding down the left mouse button, drawing a box around the group.
 - OR
 - Choosing "Select All..." of the item you would like to change from the menu under **Edit** (i.e. Select All Categories).

Tip: Selected items are shown with a highlighted border.

2. Apply the change using the **Format** menu or the right-click menu.

Show Dates

Use this option to append event dates (years only) to event labels

To toggle the display of Dates:

- Select **Show Dates** under **Format** on the menu bar.
- OR
- Right click the mouse on any empty part of the chart (not on a life bar or history bar), and select **Dates**.

Formatting Colors

With Genelines you can change the outline, fill and/or text color for life bars, events and categories in any Biographical chart.

To format the colors in your chart:

1. From the menu bar, select **Format, Chart, Color**.
OR
From the right-click menu, click **Format** and select the **Color** tab.
2. Click the button for the corresponding chart component you would like to change. In Biographical charts, this includes fill, outline and text color for life bars, events and categories.

3. The color palette will now be displayed. Choose a new color from the palette.
4. Click **OK** to select your chosen color and exit the color palette.
5. Continue to select component buttons until all desired color changes have been made.
6. Select the **OK** button to display your chart with the changes.

Tip: For information on setting default colors, see *User Preferences*, page 13.

Changing Fonts

Genelines allows you to specify the type of font, font style, and font size used in your life bars, events and categories.

1. Under **Format** on the menu bar, choose **Chart**, then **Font**.
OR
From the right-click menu, click **Format** and select the **Font** tab.
2. Select the **Modify** button, beside the corresponding chart component you would like to change This will display the font dialog.
3. Choose a new font.
4. Click **OK** to select your chosen font and exit the font dialog.
5. Click **OK**.

Tip: A handy "preview" of your font selection is shown in the sample box located next to the Modify button.

Editing the Chart Footer

By default, all of the charts that you create with Genelines will include a chart footer that lists the title of the chart, as well as author information (if specified in User Preferences). This information can be changed or added to.

To edit the Footer:

1. Under **Format** on the menu bar, choose **Chart**, then **Footer**.
OR
From the right-click menu, click **Format** and select the **Footer** tab.
2. Edit the text as desired.
3. Select **OK**.

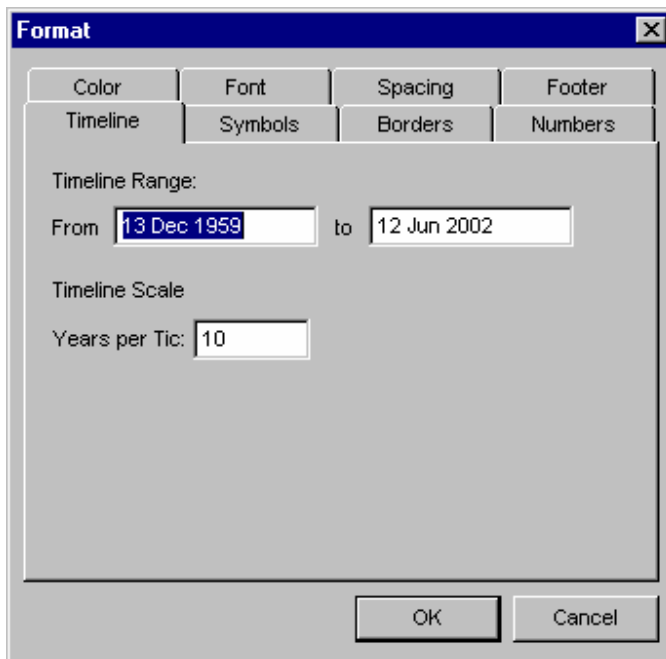
Note: Changes to the footer will only apply to the specific chart you are working with, and are not carried forward into other charts.

Changing the Timeline

You can manually change the range and scale for the timeline in your charts. By adjusting your timeline, you can dramatically change the appearance and size of your chart, while keeping the same information.

To edit the Timeline:

- Select **Timeline** under **Format, Chart** on the menu bar.
OR
- Right click the mouse on any empty part of the chart, and select **Timeline**.



To change the range of the timeline, enter a different beginning (**From**) and/or ending (**To**) date for this chart.

TIP: You can affect the size of your chart by changing the number of Years Per Tic.

To change the scale of this timeline, enter a higher or lower number for **Years Per Tic**. This refers to the number of years between each tic mark on the timeline scale. The default is 10 years per tic. A higher number will compress (shrink) your chart, while a lower number will extend the width of your chart. No information will be lost, your chart will just be re-sized

Chart Border

Optionally, all Genelines charts can be assigned a chart border. This border can be set as a default in User Preferences, or can be added/changed each time a chart is created.

To change the Chart Border:

1. Under **Format** on the menu bar, choose **Chart**, then **Borders**.
OR
From the right-click menu, click **Format** and select the **Borders** tab.
4. Select a border by clicking on one of the 15 border buttons
5. Click **OK**.

Tip: You can choose not to display a border by clicking the first, blank button in the dialog box.

Editing Categories on a Chart

You can edit both the content and display attributes of Event Category bars after a chart has been created. For example, you can choose various colors and font styles for one or all of the bars. To edit an Event Category bar you must first select the one you wish to change.

To Select Event Category Bars

To select one Event Category bar:

1. Place the mouse cursor within the boundary of the Event Category bar you wish to select.
2. Click the left mouse button.

The selected bar will be shown with a highlighted border.

To select a group of Event Category bars:

1. Place the mouse cursor outside any life bar you wish to choose.
2. While holding the left button down, draw a box around the group you wish to select.

Selected bars are shown with a highlighted border.

Multiple bars may also be selected by holding down the shift key and clicking on a bar or drawing a box around a group of bars. Holding the shift key adds the new selected bars to the group of already selected bars. In addition, if a bar is already selected, clicking on it will deselect it.

TIP: You can select all Event Categories by clicking on Edit, Select All Event Categories on the menu bar.

Removing Event Dates

To remove Event Dates from an Event Category bar:

1. Select the bar.
2. Select **Show Dates** under **Format** on the menu bar.

Or

Right click the mouse in the bar, and select **Dates**.

A checkmark next to the option indicates that it has been activated for the selected bar.

Note: These changes will apply only to the selected bar(s) in the chart. To change this option for all Event Category bars, click outside the bars to de-select all objects, and then select the Show Dates.

Changing the Color of an Event Category Bar

To change the color for one or more Event Category bars:

1. Select one or more bars to change.
2. Under **Format** on the menu bar, choose **Selected Categories**, then **Color**.

OR

Right click the mouse anywhere on a selected life bar, select **Format** and click the **Color** tab.

3. Select the **Fill**, **Outline** or **Text** button, depending on the component you wish to change. This will display the color palette.
4. Choose a new color.
5. Click **OK** to select your chosen color and exit the color palette.
6. Click **OK**.

Tip: You can change the default color for all Event Categories. For more information, see page 31.

Changing the Font an Event Category Bar:

To change the font for one or more bars:

1. **Select one or more bars to change.**
2. **Under Format** on the menu bar, choose **Selected Categories**, then **Font**.

OR

Right click the mouse anywhere on a selected life bar, select **Format** and click the **Font** tab.

3. Select the **Modify** button, beside the corresponding chart component you would like to change This will display the font dialog.
4. Choose a new font.
5. Click **OK** to select your chosen font and exit the font dialog.
6. Click **OK**.

Tip: A handy "preview" of your font selection is shown in the sample box located next to the Modify button.

Moving Event Category Bars

You can move single Event Category bars or groups of bars in a vertical direction (either up or down) on your chart.

To move one Event Category bar:

1. Select the bar you wish to move.
2. Place the mouse cursor within the boundary of the selected life bar.
3. While holding down the left mouse button, drag the life bar up or down on the chart.
4. Release the mouse button when the life bar is in its new position.

To move a group of adjacent bars:

1. Select the group of life bars you wish to move.
2. Place the mouse cursor within the boundary of any one of the selected life bars.
3. While holding down the left mouse button, drag the life bars up or down on the chart.
4. Release the mouse button when the life bars are in their new position.

Adding and Removing Event Category Bars

While the chart is displayed on the screen you can add additional Event Categories, or remove existing ones.

To add Event Categories to a chart:

1. Select **Add Event Categories** under **Format** on the menu bar.

Or

Right click the mouse on any empty part of the chart (not on a life bar or history bar), and select **Add Event Categories**.

2. A list of Event Categories will be displayed. Those already included on the chart will have a checkmark.
3. Select one or more Event Categories from the list.
4. Click **OK**.

The chart will be redrawn with the categories included.

To delete Event Categories from a chart:

1. Select one or more bars to be deleted.
2. Select **Delete** under **Edit** on the menu bar.

OR

Right click the mouse on a selected life bar (or a group of life bars) and select **Delete** from the pop-up menu.

3. You will be asked to confirm your intention to delete. Click **OK** to delete.

Tip: You can remove all occurrences of a specific Event Category on your chart by selecting [Add Event Categories](#) from the [Format](#) menu and removing the checkmark from the desired Event Categories.

Relationship Chart Options

Content Options

The following content options can be selected at the time you create one of the five Relationship⁶ Charts:

Show Generation Numbers – (Direct Line, Full Descendant) select to display a sequential generation number immediately preceding the individual's name in each life bar.

Show Ahnentafel Numbers – (Pedigree, Fan) select to display the Ahnentafel number immediately preceding the individual's name in each life bar.

Show Spouses – (Family Group only) select to display spouses of each child shown on the chart.

Show Dates – (all charts) in Relationship charts, select to include birth and death dates (where known) in the life bar for each person on the chart. This information is displayed after the individual's name. In Biographical charts, select this option to append dates to event labels.

⁶ **Relationship Chart** – a Genelines chart showing an individual plus one or more of his/her ancestors or descendants. The relationship charts, with the exception of the Fan, include descent lines which show how people are connected. The Pedigree, Direct Line, Full Descendant, Family Group and Fan charts are relationship charts.

Show Historical Events – select to display historical events in the background of your chart. Only the historical events which occur during the timeline of a particular chart will be shown. Historical Events can not be included in the Fan Chart.

Note: You must first enter or import historical events before they can be displayed on a chart. If you change the historical events then you must re-create the chart and select this option again.

Show Symbols – select to display symbols for marriage and child events on the life bar for an individual.



The number above a symbol indicates the number of children born at the same time. Default is one child per birth event. Symbols can not be included in the Fan Chart.

*Note: These symbols will be placed on the individual's life bar at the point in time they occurred. A known birth or marriage date is represented by a solid black symbol. If the event date is unknown, Genelines estimates the date and displays an empty outline symbol (black outline, white inside). See also *Estimated and Unknown Dates*, page 19.*

Show Children in Reverse Order – (Family Group, Full Descendant) select to display children in reverse order of birth. When this option is turned on individuals with multiple spouses will have their marriages shown in reverse order, to accommodate the reversal of children.

Color by Child Line – (Full Descendant) select to display descent lines of subject by color. For example, a subject with 6 children will have a different color assigned to each of his/her children and their corresponding descendants.

Display Options

Genelines provides many options for customizing the charts you create. Any of these options can be accessed when in charts view through **Format** on the menu bar or by using the convenient right-click menu, and can be applied to the chart as a whole, or to select chart components. A checkmark beside the option indicates that it has been activated.

To apply a change to the entire chart:

- Choose **Edit, Select All** from the menu bar, then apply the change.
- OR
- Click in the white space of the chart to de-select all select items, then apply the change.

To apply a change to selected components only:

1. Select the life bar(s), historical event(s) and/or link(s) you would like to change. You can do this by:
 - Placing the mouse cursor within the boundary of the component you wish to select and clicking the left mouse button. To select more than one item, press the **Shift** key as you click.
 - OR
 - Placing the mouse cursor outside the boundary of the component(s), then while holding down the left mouse button, drawing a box around the group.
 - OR
 - Choosing "Select All..." of the item you would like to change from the menu under **Edit** (i.e. Select All Links).

Tip: Selected life bars are shown with a highlighted border.

2. Apply the change using the **Format** menu or the right-click menu.

Reverse Orientation

Select this option to display the individuals on the chart from left to right instead of right to left (default).

To reverse the chart orientation:

- Select **Reverse Orientation** under **Format** on the menu bar.
- OR
- Right click the mouse on any empty part of the chart (not on a life bar or history bar), and select **Reverse Orientation**.

Commonly, Pedigree charts show the parents on the right. Due to the nature of the timeline, Genelines charts default to having the calendar run from left to right, so that ancestors appear on the left of the chart, in a descending order.

Show Historical Events

Select this option to turn on or turn off (toggle) the display of historical events for this chart.

To toggle display of historical events:

- Select **Show Historical Events** under **Format** on the menu bar.
- OR
- Right click the mouse on any empty part of the chart (not on a life bar or

history bar), and select **Historical Events**.

Only the historical events which occur during the timeline of a particular chart will be shown.

Note: You must first enter or import historical events before they can be displayed on a chart. If you change the historical events then you must re-create the chart and select this option again. See also [Importing a History File](#), page 85.

Show Dates

Use this option to include birth and death dates (where known) in the life bar for each person on the chart. This information is displayed after the individual's name.

To toggle the display of Dates:

- Select **Show Dates** under **Format** on the menu bar.
- OR*
- Right click the mouse on any empty part of the chart (not on a life bar or history bar), and select **Dates**.

Show Symbols

Select to display symbols for marriage and child events on the life bar for an individual. For further information removing select symbols, see [Erasing Symbols](#), page 69.

To toggle the display of Symbols:

- Select **Show Symbols** under **Format** on the menu bar.
- OR*
- Right click the mouse on any empty part of the chart (not on a life bar or history bar), and select **Symbols**.

Show Numbers

Select Show Numbers to toggle the display of generation/ahnentafel or custom numbers immediately preceding the individual's name in each life bar.

To toggle the display of Numbers:

- Select **Show Numbers** under **Format** on the menu bar.
- OR*

- Right click the mouse on any empty part of the chart (not on a life bar or history bar), and select **Numbers**.

Show Links on Top

Use this option to draw the connecting descent lines in front of life bars, instead of in behind.

To draw Links on Top:

- Select **Show Links on Top** under **Format** on the menu bar.
OR
- Right click the mouse on any empty part of the chart (not on a life bar or history bar), and select **Links on Top**.

Formatting Colors

With Genelines you can change the outline, fill and/or text color for life bars, events and links in any Relationship chart.

To format the colors in your chart:

1. From the menu bar, select **Format, Chart, Color**.
OR
From the right-click menu, click **Format** and select the **Color** tab.
2. Click the button for the corresponding chart component you would like to change. In Relationship charts, this includes life bar & event fill, outline and text, as well as link color.
3. The color palette will now be displayed. Choose a new color from the palette.
4. Click **OK** to select your chosen color and exit the color palette.
5. Continue to select component buttons until all desired color changes have been made.
6. Select the **OK** button to display your chart with the changes.

Tip: For information on setting default colors, see [User Preferences](#), page 13.

Changing Fonts

Genelines allows you to specify the type of font, font style, and font size used in your life bars and historical events.

1. Under **Format** on the menu bar, choose **Chart**, then **Font**.

OR

From the right-click menu, click **Format** and select the **Font** tab.

2. Select the **Modify** button, beside the corresponding chart component you would like to change. This will display the font dialog.
3. Choose a new font.
4. Click **OK** to select your chosen font and exit the font dialog.
5. Click **OK**.

Tip: A handy "preview" of your font selection is shown in the sample box located next to the Modify button.

Note: The **Life Bar - Dates** option is available only in Biographical charts. In Relationship charts, selecting **Life Bar - Name** will change the individual's name and any dates appended to it within the life bars.

Tip: For information on setting default fonts, see *User Preferences*, page 13.

Spacing Between Life Bars

The Spacing option allows you to select the amount of space between the life bars on your Relationship Charts.

To edit Spacing between Life Bars:

1. From the menu bar, select **Format, Chart, Spacing**.

OR

From the right-click menu, click **Format** and select the **Spacing** tab.

2. Type the desired amount in inches or millimeters*
3. Click **OK**.

*Depending on your Windows Regional Options setting.

Tip: For information on setting default spacing, see *User Preferences*, page 13.

Editing the Chart Footer

By default, all of the charts that you create with Genelines will include a chart footer that lists the title of the chart, as well as author information (if specified in User Preferences). This information can be changed or added to.

To edit the Footer:

1. Under **Format** on the menu bar, choose **Chart**, then **Footer**.
OR
From the right-click menu, click **Format** and select the **Footer** tab.
2. Edit the text as desired.
3. Select **OK**.

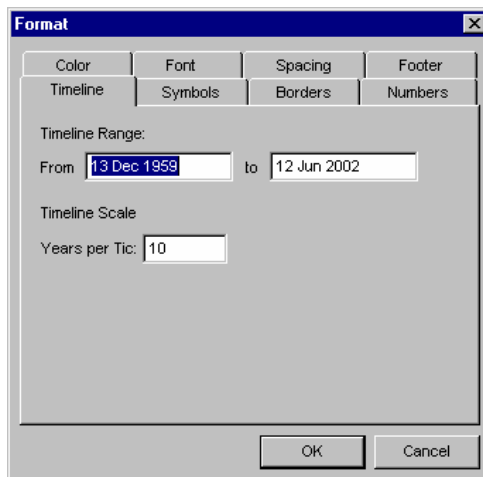
Note: Changes to the footer will only apply to the specific chart you are working with, and are not carried forward into other charts.

Changing the Timeline

You can manually change the range and scale for the timeline in your charts. By adjusting your timeline, you can dramatically change the appearance and size of your chart, while keeping the same information.

To edit the Timeline:

- Select **Timeline** under **Format, Chart** on the menu bar.
OR
- Right click the mouse on any empty part of the chart, select **Timeline**.



To change the range of the timeline, enter a different beginning (**From**) and/or ending (**To**) date for this chart.

TIP: You can affect the size of your chart by changing the number of Years Per Tic.

To change the scale of this timeline, enter a higher or lower number for **Years Per Tic**. This refers to the number of years between each tic mark on the timeline scale. The default is 10 years per tic. A higher number will compress (shrink) your chart, while a lower number will extend the width of your chart. No information will be lost, your chart will just be re-sized.

Modifying the Symbols

All Relationship Charts, with the exception of the Fan Chart, will optionally place marriage and child symbols on life bars at the point in time they occurred. The default symbols are:



The number above a symbol indicates the number of children born at the same time. Default is one child per birth event.

Tip: An unfilled symbol shows that Genelines has estimated the date of the event. See also *Estimated and Unknown Dates*, page 19.

To change the Symbols:

1. From the menu bar, Select **Format, Chart, Symbols**

OR

From the right-click menu, click **Format** and select the **Symbols** tab.

2. Select a symbol shape from the drop down boxes for each component.
3. Click **OK**.

Tip: For information on setting default symbols, see *User Preferences*, page 13.

Chart Border

Optionally, all Genelines charts can be assigned a chart border. This border can be set as a default in User Preferences, or can be added/changed each time a chart is created.

To change the Chart Border:

1. Under **Format** on the menu bar, choose **Chart**, then **Borders**.

OR

From the right-click menu, click **Format** and select the **Borders** tab.

4. Select a border by clicking on one of the 15 border buttons
5. Click **OK**.

Tip: You can choose not to display a border by clicking the first, blank button in the dialog box.

Numbers

This option allows you to control the display of generation and ahnentafel numbers after the chart has been created. You can also create a custom number of your choosing which can be helpful in highlighting an individual on your chart. These numbers immediately precede the individual's name in each life bar.

Tip: Custom numbers, which can also include alpha characters, take precedence over the display of generation and ahnentafel numbers.

To include Custom Numbers:

1. From the menu bar, select **Format, Chart, Numbers**.

OR

From the right-click menu, click **Format** and select the **Numbers** tab.

2. If a checkmark is not already present, click in the box beside **Show Numbers** to activate the numbers option.
3. Similarly, place a checkmark within the box to the left of **Custom Numbers** to turn on this option.
4. Enter the desired custom number.
5. Click **OK**.

Editing Life Bars

You can edit both the content and display attributes of individual life bars after a chart has been created. For example, each life bar can have its own combination of items to 'show' (i.e. birth/death dates, symbols, numbers), color and font. To edit a life bar you must first select the one you wish to change.

To Select Life Bars

To select one life bar:

1. Place the mouse cursor within the boundary of the life bar you wish to select.
2. Click the left mouse button.

The selected life bar will be shown with a highlighted border.

To select a group of life bars:

1. Place the mouse cursor outside any life bar you wish to choose.
2. While holding the left button down, draw a box around the group you wish to select.

Selected life bars are shown with a highlighted border.

Multiple life bars may also be selected by holding down the shift key and clicking on a bar or drawing a box around a group of bars. Holding the shift key adds the new selected bars to the group of already selected bars. In addition, if a bar is already selected, clicking on it will deselect it.

TIP: You can select all life bars by clicking on [Edit, Select All Life Bars](#) on the menu bar. ([Select All](#), which also includes all historical events, effectively draws a box around your entire chart).

Changing Life Bar Contents

To change content options for an individual life bar:

1. Select the life bar.
2. Select **Show Dates**, **Show Symbols**, and/or **Show Numbers** under **Format** on the menu bar.

OR

Right click the mouse anywhere on the life bar, and select one of the options listed above.

A checkmark next to the option indicates that it has been activated for the selected life bar.

Note: These changes will apply only to the selected life bar(s) in the chart. To

change the content options for all life bars, click outside the bars to de-select all objects, then select the content option you wish to change.

Erasing Symbols

In some cases you may wish to "erase" certain symbols, leaving others behind. For example, you may have an unmarried couple in your chart with an estimated marriage symbol. You wish to keep the other symbols, but remove this unwanted one. To do this you must use the Symbol Eraser, located on the Tool Bar.

To use the Symbol Eraser:

1. Select the Symbol Eraser icon located on the Tool Bar. Once selected your pointer will change to an eraser with a box attached..
2. Place the eraser box over the symbol you wish to erase in your chart.
3. Click the left mouse button.

The unwanted symbol will be erased. To undo your changes, click the Undo button located on the Tool Bar.

NOTE: The Symbol Eraser will stay active until it is de-selected. To de-select, click on the Symbol Eraser icon; your pointer will then return to normal.

Changing the Color of a Life Bar

To change the color for one or more life bars:

1. Select one or more life bars to change.
2. Under **Format** on the menu bar, choose **Selected Event(s)**, then **Color**.

OR

Right click the mouse anywhere on a selected life bar, select **Format** and click the **Color** tab.

3. Select the **Fill**, **Outline** or **Text** button, depending on the component you wish to change. This will display the color palette.
4. Choose a new color.
5. Click **OK** to select your chosen color and exit the color palette.
6. Click **OK**.

NOTE: You can change the default color for all life bars by selecting the corresponding button in the **Colors** tab under **Edit, Preferences** on the menu bar. Life bars will be given shades of the newly selected color. You must be at the Home Screen to access this option.

Changing the Font of a Life Bar:

To change the font for one or more life bars:

1. **Select one or more life bars to change.**
2. **Under Format** on the menu bar, choose **Selected Event(s)**, then **Font**.
OR
Right click the mouse anywhere on a selected life bar, select **Format** and click the **Font** tab.
3. Select the **Modify** button, beside **Life Bar - Name**. This will display the font dialog.
4. Choose a new font.
5. Click **OK** to select your chosen font and exit the font dialog.
6. Click **OK**.

Tip: A handy "preview" of your font selection is shown in the sample box located next to the Modify button.

Sliding the Color Fill

You can manually adjust the estimated life span within a life bar by sliding the color fill. You would do this to represent some information which is unknown to Genelines. Another purpose would be to express a greater uncertainty in some information applied by Genelines.

To slide the color fill:

1. Move the mouse cursor to the edge (left or right) of the color you wish to move.
2. The cursor will change to the slide symbol.
3. Click and drag to move the color along the full length of the life bar.
4. Release the mouse button where you wish the color to be placed.

Note: You cannot slide the color fill while a life bar is selected.

Moving Life Bars

You can move single life bars or groups of life bars in a vertical direction (either up or down) on your chart.

To move one life bar:

1. Select the life bar you wish to move.

2. Place the mouse cursor within the boundary of the selected life bar.
3. While holding down the left mouse button, drag the life bar up or down on the chart.
4. Release the mouse button when the life bar is in its new position.

TIP: If your Genelines chart shows the same person twice, as will happen if cousins have married, you may combine them simply by moving one life bar on top of the other. A printed copy will look the same as your screen view.

To move a group of adjacent life bars:

1. Select the group of life bars you wish to move.
2. Place the mouse cursor within the boundary of any one of the selected life bars.
3. While holding down the left mouse button, drag the life bars up or down on the chart.
4. Release the mouse button when the life bars are in its new position.

Note: You can only change the vertical position as the horizontal position is determined by the timeline.

Adding and Removing Life Bars

While the chart is displayed on the screen you can add additional individuals who may or may not be related to anyone already on the chart.

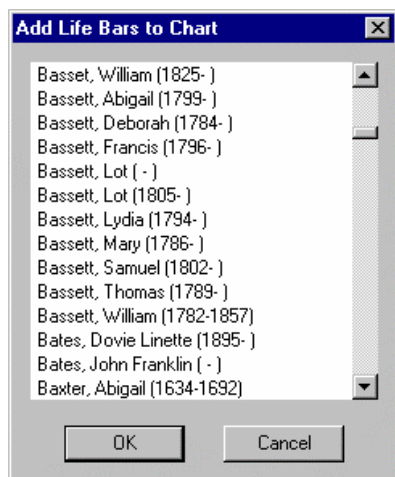
To add individuals to a chart:

1. Select **Add Life Bars** under **Format** on the menu bar.

OR

Right click the mouse on any empty part of the chart (not on a life bar or history bar), and select **Add Life Bars**.

2. A list of individuals not already in the chart will be displayed.



3. Select one or more individuals from the list.
4. Click **OK**.

The chart will be redrawn with the new individuals included. The chart timeline will also automatically adjust to accommodate the new individuals.

To delete individuals from a chart:

1. Select one or more life bars to be deleted.
2. Select **Delete** under **Edit** on the menu bar.

Or

Right click the mouse on a selected life bar (or a group of life bars) and select **Delete** from the pop-up menu.

3. You will be asked to confirm your intention to delete. Click **OK** to delete.

Editing Historical Events on a Chart

You can edit the display attributes of historical events on your charts. For example, each historical event can have its own color. To edit an historical event you must first select the one you wish to change.

Selecting Historical Events

To select one historical event:

1. Place the mouse cursor within the boundary of the historical event you wish to select.
2. Click the left mouse button.

The selected historical event will be shown with a highlighted border.

To select a group of historical events:

1. Place the mouse cursor outside any historical event you wish to choose.
2. While holding the left button down, draw a box around the group you wish to select.

Selected historical events are shown with a highlighted border.

TIP: You can select all Historical Events by clicking on [Edit, Select All Historical Events](#) on the menu bar.

If you cannot select a group without also including a life bar, then you can select and edit one historical event at a time, or temporarily move the life bar out of the way. You can also hold down the **Shift** key as you click on a series of historical events to include in your selection.

Changing the Color of an Historical Event

To change the color for one or more historical events:

1. Select one or more historical events to change.
2. Under **Format** on the menu bar, choose **Selected Event(s)**, then **Color**.

OR

Right click the mouse anywhere on a selected historical event, select **Format** and click the **Color** tab.

3. Select the **Fill**, **Outline** or **Text** button, depending on the component you wish to change. This will display the color palette.
4. Choose a new color.
5. Click **OK** to select your chosen color and exit the color palette.
6. Click **OK**.

NOTE: You can change the default color for all historical events by selecting **Historical Events** in the **Colors** tab under **Edit, Preferences** on the menu bar. All historical events will be given shades of the newly selected color. You must be at the Home Screen to access this option.

Changing the Font of an Historical Event

To change the font for one or more historical events:

1. **Select one or more historical events to change.**
2. **Under Format** on the menu bar, choose **Selected Event(s)**, then **Font**.

OR

Right click the mouse anywhere on a selected historical event, and select **Format** and click the **Font** tab.

3. Select the **Modify** button, beside **Events**. This will display the font dialog.
4. Choose a new font.
5. Click **OK** to select your chosen font and exit the font dialog.
6. Click **OK**.

Tip: A handy "preview" of your font selection is shown in the sample box located next to the Modify button.

Adding and Removing Historical Events

These instructions assume you have already imported historical events into your chart for display.

To add a new historical event to a chart:

1. Go to the **Home** screen.
2. Click **Historical Events** button.
3. Add a new historical event to the list. (You can also import new events from

- another historical event file – see **File, Import History**).
4. Re-create the chart with **Show Historical Events** turned on.
- The chart will be redrawn with the new historical events shown, so long as these new events occur within the timeline of the chart.

To delete historical events from a chart:

1. Select one or more historical events to be deleted.
2. Select **Delete** under **Edit** on the menu bar.
Or
Right click the mouse on a selected historical event (or a group of historical events) and select **Delete** from the pop-up menu.
3. You will be asked to confirm your intention to delete.
4. Click **Yes** to delete.

SECTION 6 – PRINTING GENELINES CHARTS

Printing Options

The File option on the menu bar offers the choices of Print, Print Preview, and Print Setup.

To print a chart:

1. Select the **Print** option under **File** on the menu bar.
Or
Click the **Print** button on the toolbar.
2. The Chart Size dialog box will be displayed.
3. Click **Print** to print the chart.
4. The standard Windows Print dialog box will appear.
5. Click **OK** to print.

Select **Print Preview** to see how a chart will fit on the paper before printing.

Select **Print Setup** to select a printer, paper size and source, paper orientation and other options specific to your type of printer.

For help with setting up your printer consult the Windows On-line Help or your printer manual.

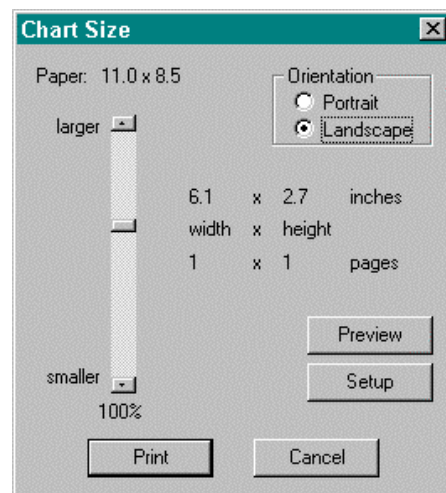
Changing the Chart Size

Whenever you select **Print** or **Print Preview** the Chart Size dialog box will appear:

The size of the chart is shown in both inches and the number of pages required to print. You can adjust the size of your chart by moving the scroll bar up for a larger chart or down for a smaller chart. You may also select portrait or landscape orientation.

TIP: Changing to Portrait may result in fewer pages depending upon the shape of your chart.

You can always click the **Preview** button to



see the effect of your changes before printing.

Click **Setup** to display the standard Windows Printer Setup dialog, where you can select a different printer, change paper size, etc.

Click **Print** when you are ready to print your chart, or click **Cancel** to return to the chart display.

NOTE: Generally you can make the chart up to 400% larger, however, *Genelines* may limit the maximum scale for very large charts, depending upon how much memory is consumed by your chart.

Print Preview

Before printing your Genelines chart, it is a good idea to select Print Preview. This feature allows you to see how your chart will fit on the page(s) before printing.

To preview a chart:

1. Click the **Preview** button on the toolbar.
Or
Select **Print Preview** under **File** on the menu bar.
2. The Chart Size dialog will be displayed.
3. Click **Preview** to preview the chart.

Print Preview provides several functions to assist you in viewing your chart. For charts which fit on more than one page, you can view **Next Page**, **Prev Page** (previous page), or see two pages at a time by clicking on **Two Page**. You can also zoom in (take a closer look) by clicking anywhere on the chart or click the **Zoom In** button. You can zoom back out (return to normal size) by again clicking anywhere on the chart or click the **Zoom Out** button.

NOTE: Zooming in or out does not change the actual size of your chart.

To return to your chart click **Close**, or else click **Print** to proceed with printing the chart.

Large Genelines Charts (Wall Charts)

If your chart exceeds the size of the paper, then *Genelines* prints the chart on multiple pages. You can then tape or glue these pages together to create one large chart. This is called tiling.

NOTE: *Genelines* will print your chart on as many pages as necessary to a maximum vertical chart size of 25 feet at 100% scale.

If you wish to print a large chart on one single large piece of paper, you have two options.

Option 1: Print directly to a large format printer or plotter attached to your computer. If you own or have access to a large printer/plotter this option provides the quickest and most direct results.

Option 2: Print your chart at a print shop which has large scale plotters. To do this you must first save your chart to a print file (i.e. select the **Print to File** option in the Print dialog box). Next, copy the print file to diskette and take it to a local printer where they will output to their plotter. **WARNING: You must also have (installed on your computer) the printer driver for the exact same make and model of printer used by the print shop.**

SECTION 7 – MANAGING YOUR CHARTS

Chart vs. Genelines Chart File

When you create a 'chart' with Genelines it can be kept for later recall to further edit, view or print. All the charts created from a single source data file are stored in the corresponding *.GLD file. These charts can always be edited without limitation.

External 'chart files' can also be created for sharing with others who use Genelines. These are the *.GLCF chart files which are created when you publish to a Genelines Chart File. These charts can be recalled (**Open, Chart File**) for viewing, printing and limited editing.

See also *Files Used by Genelines*, page 17, for a detailed explanation of these file types.

Saving Charts

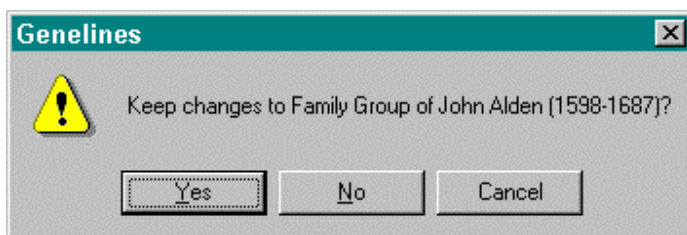
Genelines allows you to save the charts you create to be recalled at a later time for editing, viewing or printing. Saved Charts are different from published Genelines Chart Files. For further information, please see *Chart vs. Genelines Chart File*, page 78.

Tip: You can view your saved charts by clicking the Chart List button on the Home Screen.

You can save your charts using two different methods:

Method 1

After creating or making changes to a chart, you will be asked whether or not you would like to save your changes before returning to the home screen or exiting the program with the following dialog box:



Click **Yes** to keep the chart. Click **No** to exit without keeping the chart. Click **Cancel** to return to the chart without exiting.

Tip: The name assigned to a chart will be the same as the title of the chart. The exception is the Comparative Biographical charts which are all given the same name – Comparative Biographical. Multiple versions of the same chart will be given a sequential version number which appears at end of the name.

Method 2

If you would like to save your changes before leaving the chart, or if you would like to assign a different name you can do so by using the Save/Save As option.

To save a chart for the first time, or to assign a new name:

1. Create a chart.
2. Select **Save As** under **File** on the menu bar.
3. A **Save Chart As** dialog will appear. Enter a name for the chart.
4. Click **OK**.

To save changes to a previously saved chart:

1. While viewing the chart, select **Save** under **File** on the menu bar.

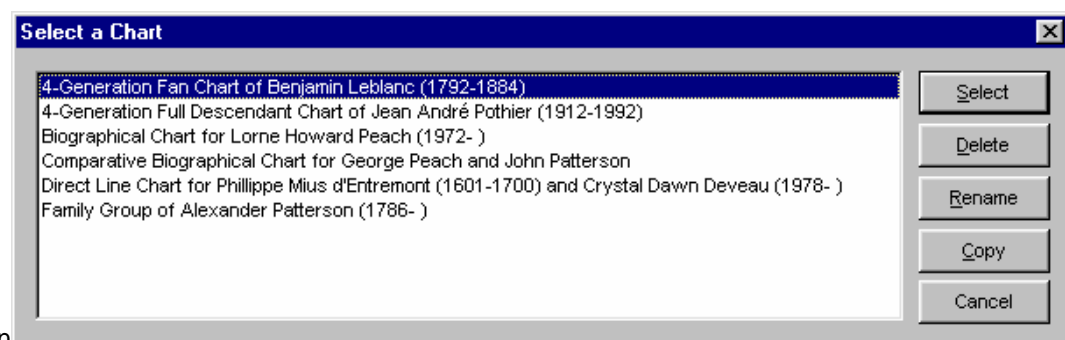
Managing Saved Charts

When you create a chart with Genelines it can be saved for future editing, viewing or printing. These charts can always be recalled using the Chart List.

Please Note: Saved Charts are different from published Genelines Chart Files. For further information, please see *Chart vs. Genelines Chart File*, page 78.

To open a saved chart:

1. Select **Charts** under **View** on the menu bar.
OR
Click the **Chart List** button on the **Home Screen**.
2. The following dialog box will appear.



3. Select a chart from the list and click **Select**.
4. The selected chart will be displayed.

Charts stored in the Charts List can also be deleted, renamed, or duplicated.

To delete a saved chart:

1. Select **Charts** under **View** on the menu bar.
OR
Click the **Chart List** button on the **Home Screen**.
2. Select a chart from the list and click **Delete**.

To rename a saved chart:

1. Select **Charts** under **View** on the menu bar.
OR
Click the **Chart List** button on the **Home Screen**.
2. Select a chart from the list and click **Rename**.
3. A **Save Chart As** dialog will appear. Enter the new name for your chart.
4. Click **OK**.

To duplicate a saved chart:

1. Select **Charts** under **View** on the menu bar.
OR
Click the **Chart List** button on the **Home Screen**.
2. Select a chart from the list and click **Copy**.
3. A **Save Chart As** dialog will appear. Enter a name for the new chart.
4. Click **OK**.

A duplicate of the original chart will then be created with the new name assigned to it.

Publishing Charts

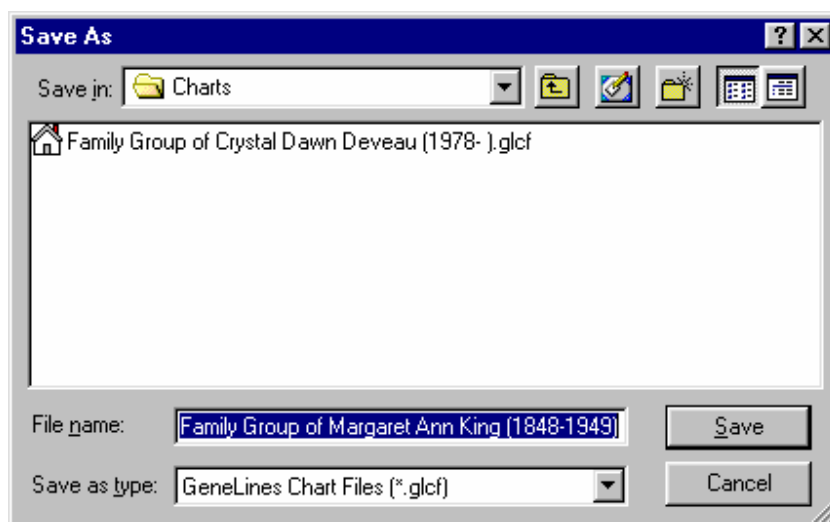
Genelines allows you to publish your charts in several different formats - making it easy to share your work with others.

Option 1: Genelines Chart File

You can save any biographical or relationship chart as a Genelines Chart File for sharing with others who also use Genelines. These 'chart files' can be sent by diskette or as an e-mail attachment. Sharing your charts in this format allows others to view the chart within their Genelines program and provides limited editing capability.

To Publish as a Genelines Chart File:

1. Create a chart.
2. Select **Publish, Genelines Chart File**, under **File** on the menu bar.
3. The following dialog box will appear.



4. Enter a name for the 'chart file' and click **Save**.

The 'chart file' will be saved with a *.GLCF extension. By default, the chart files are stored in the 'Charts' sub-folder in the Genelines install folder.

Option 2: PDF Document

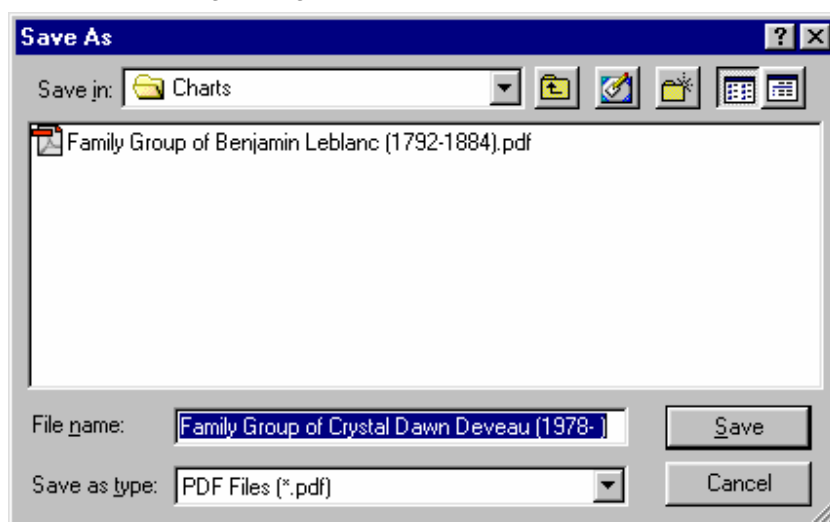
PDF, or Portable Document File, is a compact, universal file format that preserves document formatting, such as font, color, graphics, and layout, regardless of what type of software or operating system the document was originally created in.

With PDF you can:

- Easily share documents electronically. Because PDF files are compact, they can be sent through e-mail or saved to diskette.
- Create files that can be viewed by anyone with PDF viewing software, which, in many cases, can be obtained for free. This means others can see your document without having to buy any special programs and without incurring any costs to themselves.
- View documents on almost any operating system, with no conversion hassles or system compatibility worries. PDF files can be viewed in Windows, Macintosh, Linux, Unix and even Palm OS.

To Publish as a PDF Document:

1. Create a chart.
2. Select **Publish, PDF Document**, under **File** on the menu bar.
3. The following dialog box will appear.



4. Enter a name for the document and click **Save**.

The chart will be saved with a *.PDF extension. By default, the charts are stored in the 'Charts' sub-folder in the Genelines install folder.

Tip: To open your PDF document, open your PDF viewing software (i.e. Adobe Acrobat), then select File, Open and browse to your file.

⇒ *Here's a neat trick!*

You can easily cut and paste charts from your PDF documents into word processing documents, emails and so on. To do so:

1. Create your chart in Genelines and publish it in PDF format.

2. Open your document in your PDF viewing software.
3. Select the **Graphics Select Tool** on the toolbar.
4. Click and drag the mouse to draw a box around your chart, or select **Edit, Select All**
5. Select **Copy** from the menu bar.
6. Paste into your word processing document, email, etc.

Option 3: HTML Document

This option is available only when in Text View; Biographical and Relationship Charts can not be published in HTML format.

To Publish as an HTML Document:

1. Create a chart.
2. Select **Publish, HTML Document**, under **File** on the menu bar.
3. The Save As dialog box will appear.
4. Enter a name for the document and click **Save**.

The text view will be saved with an *.HTML extension and will be stored by default in the 'Charts' sub-folder in the Genelines install folder.

Opening Genelines Chart Files

A published Genelines Chart File can be opened for viewing, limited editing and printing.

To open a chart file:

1. Select **Open**, under **File** on the menu bar.



2. Select **Genelines Chart Files** in the **Files of type** box
3. Browse to the file you wish to use.
4. Select the desired Genelines Chart file and click **Open**.

The selected chart file will be displayed.

Since only the 'chart file' is open at this time, not your data file, you are limited to editing the chart, viewing and printing options. All other screens are not available.

NOTE: You cannot add new data to a 'chart file.' If, for example, you wish to add a life bar to this chart, you must open the source data file and re-create the chart with the new life bar and then export the chart file again..

Copying Charts to Another Program

Any Genelines chart can be copied, as a graphic (Windows Meta File), to other software programs which can receive these types of images. This includes many word processors such as MS Word and WordPerfect, spreadsheet programs such as Excel, and a multitude of graphic programs.

Using standard 'copy & paste' functions available through the Windows clipboard, you can easily incorporate your Genelines charts into other documents and presentation materials you may be creating for your family tree.

To copy a chart to another program:

1. Create your Genelines chart.
2. Select **Copy Chart** under **Edit** on the menu bar.
3. Switch to (or start) the receiving program.
4. Click **Edit, Paste** to paste the chart.

IMPORTANT: The entire chart will be copied, not just that part which can be seen on your screen. This means that, for large charts, the area available in the receiving program must be large enough to accommodate the entire chart. If not, the chart may be cut off when it is pasted. If this happens, try making your chart smaller, or consult the Help for your receiving program on how to paste large images.

Another problem you may experience is altered or compacted text in the pasted chart. See *Appendix B – Troubleshooting* for instructions on how to deal with this problem.

SECTION 8 – HISTORY FILES

With Genelines you can display historical events in your charts. Through the Historical Events screen you can enter and display your own events with labels, dates and places, which you feel are important milestones or memories. You may also import and merge historical events from special history files produced for use with Genelines.

Importing a History File

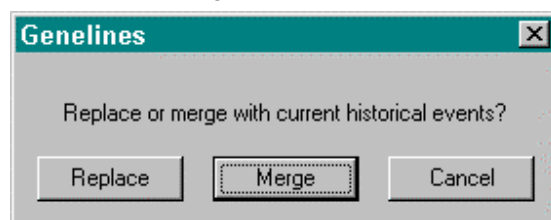
All Genelines history files are identified with an *.HST extension and are typically stored in the default Genelines sub-folder called 'history'. Several history files come with Genelines and are copied to your hard drive when you first install the program. Check Progeny's web site at www.progenysoftware.com to download new history files as they become available.

Other history files may be sent to you by friends or family who also use Genelines. You can also create your own history files.

To use historical events in your charts you must first import the events from one or more history files.

To import a history file:

1. Open the data file you intend to use with these imported events.
2. Select **Import History** under **File** on the menu bar.
OR
Click the **Import** button in the Historical Events Screen.
3. The **Select History File** dialog box will appear.
4. Select a history file (*.hst) from the list.
5. Click **Open**.
6. The Import Historical Data screen will be displayed.
7. From the list of Historical Events select one or more events to import.
8. Click **Import**.
9. The following question will appear.



10. Click **Replace** to replace the existing historical events with the new ones.

11. Click **Merge** to combine the selected events with existing historical events. You can check the results of your import by displaying the Historical Events screen and browsing through the list.

Follow the same procedure to add events from a different history file.

The imported historical events are stored in the *.GLD for the data file opened at the time you did the import. If you wish to use these events for a different data file, then you must open that data file and perform the import again.

Selecting Historical Events for Import (Search)

You must select at least one historical event in order to complete an import. You have three options:

Option 1: Select all events in the list by clicking the **Select All** button. (Click **Select None** to deselect all events in the list).

Option 2: Select one or more events by clicking the corresponding box in the **Import?** column.

Historical Events					
Import?	Label	Start Date	End Date	Place	Note
<input checked="" type="checkbox"/>	Romans in England	0123	0410	England	Hadrian's Wall fro
<input type="checkbox"/>	Norman Conquest	Sep 28, 1066	1070	England	

Option 3: Select a sub-set of events which meet your search criteria:

1. Click the desired search option(s).
2. Enter a search value and click the **Search** button.
3. The matching events will be 'shown' in the list of Historical Events.
4. You must now select the events you wish to import from this list.

TIP: Click the [Show All](#) button to reverse the results of the search.

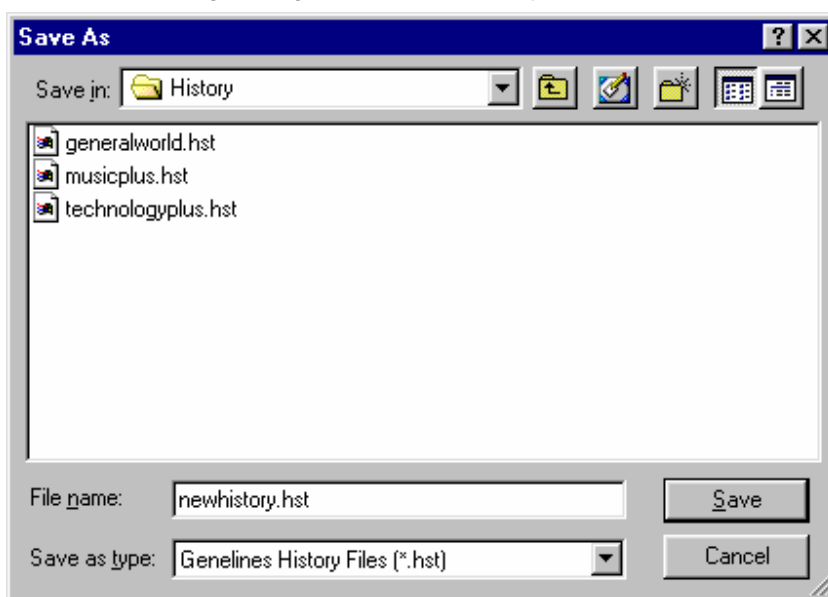
You can create your own history file by entering events in the Historical Events screen, then select **Export History** under **File** on the menu bar to save to a separate file. See also *Exporting a History File*, page 87.

Exporting a History File

To permanently save a collection of historical events, you can export these events to your own history file. The exported history file is a genuine history file with a name you assign plus the *.HST extension. This history file can then be reused with other charts, or shared with other Genelines users.

To export a history file:

1. Use the Historical Events screen to review and confirm the list of historical events you wish to export.
2. Select **Export History** under **File** on the menu bar.
3. The following dialog box will be displayed.



4. Enter any name you wish for your history file.
IMPORTANT: Be sure to use the *.HST extension as shown in the example.
E.g. newhistory.hst
5. Click **Save** to export and save the history file.

By default, the new history file will be saved in the 'history' sub-folder in the Genelines install folder. You can store it elsewhere, however, it is recommended you keep all your history files together so they are easy to find.

Editing a History File

You can edit the contents of any history file in order to add, change or delete historical events. This capability used in conjunction with importing and exporting history files allows you to create a wide variety of history files for use with your charts. However, you must be careful to keep track of your actions so as not to unknowingly alter or lose important data in your history files. To preserve your peace of mind and ensure success with this procedure, please observe the following precautions.

Caution: Because the changes you make to your history file while editing are permanent, it is recommended that you make a back-up copy of your history file before you make any changes to the data. As an additional precaution, it is wise to always give your altered history file a new name, different from the original.

To edit a history file:

1. Create a back-up copy of your current history file, by selecting **File, Export History**.

Tip: It's a good idea to give this back-up copy of your file its own unique, easily recognizable name.

2. Edit the events listed on the Historical Events screen as desired (see also *Historical Events*, page 25).
3. Export your history file, giving it a new file name.

APPENDIX A – TROUBLESHOOTING

Although we have endeavored to make Genelines as error free and consistent in operation as possible, there may be occasions where results may vary from computer to computer, especially in view of the growing variety of systems, printers and video displays. This section provides help for specific problems you may encounter while running Genelines. If you have a problem which is not addressed here or elsewhere in the help file, please contact Customer Support.

Your charts do not look good on a low resolution monitor.

If you use a monitor limited to 640 x 480 display resolution then the chart colors may not be reproduced properly and the charts may look 'fuzzy'. If this happens, make sure you use the video driver supplied for your video card (and not the VGA driver) and set the color resolution in your desktop (Windows) display settings to something higher than 16 colors. If you are limited to using only 16 colors, the chart will look better if you set the view scale in Genelines to 200%. NOTE: This has no affect on the quality of the printed chart.

Your chart does not print as expected or not at all.

First, make sure you have selected the correct printer under **File, Print Setup**, and that the printer is turned on and connected properly. If this does not correct your problem, you may not have the most current printer driver for your printer. The printer driver is a software program supplied by your printer manufacturer. Many drivers can be obtained on-line through the Internet. For example, if you have Internet access, drivers for Hewlett Packard printers can be downloaded from www.hp.com. Other vendors also make drivers available from their web sites.

Your chart is too large to print.

If your chart exceeds a vertical size of 25 feet at 100% print scale, then it will not print because it is larger than what Genelines can accommodate. Your only option is to make the chart smaller. For example, you can reduce the number of generations, remove symbols, or try changing the timeline scale. **NOTE:** Reducing the print scale will not help.

Solid colors in printed charts contain white lines or appear very dull.

This usually indicates your printer cartridge is dirty or low in ink (or toner). Print a color document or image from another program (i.e. MS Paint) to confirm.

Symbols appear outside a person's life bar (in a relationship chart).

If a marriage or child symbol appears outside (i.e. before the beginning or after the end of) a person's life bar, then you have entered a wrong date for one of these events. Check your source data file for correct birth, marriage, death and child birth dates.

Events do not appear on a Biographical Chart.

This can happen for one of two reasons.

- 1 The date for an event falls outside the person's life span. Check your source data file to make sure your dates are correct.
- 2 The event was not matched to an Event Category. See *Editing Event Categories*, page 30, for further details about how to choose which events should be matched (imported) to which Event Categories.
- 3 The event has a text date, which can not be interpreted by Genelines.

You cannot select a small life bar with the mouse pointer.

Some very small life bars may be difficult to select with a simple click of the mouse. You can easily select these life bars by holding down the left mouse button while drawing a rectangle which intersects the small life bar. You may also find it helpful to increase your viewing scale.

Text in chart appears squashed after copying to another program (e.g. MS Word).

This happens when the chart you have copied (**File, Copy Chart**) is larger than the space provided for in the receiving program. Some programs may automatically resize the chart to fit, causing the text in the chart to be 'squashed' together. If this happens to your chart, try widening the pasted chart by clicking and dragging the horizontal sizing symbol (usually a solid black box on the right-hand border of the chart image) until the text is spaced properly. If there is no room to make the chart wider, use the diagonal sizing symbol to make the entire chart image smaller, then make it wider horizontally. If this does not work, then the chart is just too large for the receiving document – try making a smaller chart.

It takes a very long time to create a chart.

The time it takes to create a Genelines chart depends upon many factors, including the size of your data file and speed of your computer. While it is not always possible to speed up a chart, here is one tip for very large files on a slow computer. Make a smaller version of your source data file containing only those family lines you are interested in charting. Open this smaller data file with Genelines in order to create your chart.

I can't find the charts I've saved.

All the charts created from a single source data file are stored in the *.GLD file. This means that the charts you make can only be viewed when the corresponding family data file is opened. You can access your charts for the data file by selecting the Chart List button on the Home Screen. Please note: Saved charts are different than published charts. For more information, see *Chart vs. Genelines Chart File*, page 78.

APPENDIX B – GLOSSARY

About date – a date type used by most genealogy database programs to indicate an approximate date usually entered in the form of 'About 1910' or 'Abt 1910'. Genelines identifies an 'about date' in a chart by cropping (diagonally) the corner of the life bar.

Ahnentafel numbers – a standard numbering system in genealogy which assigns a unique identifying number to each person in a pedigree chart, beginning with the subject who is assigned number one (1).

Biographical charts – also referred to as 'Life Bar' charts, are used to display the sequence of life events for one or more individuals over their life span. The biographical charts in Genelines are the Individual Biographical and Comparative Biographical .

Genelines Chart File – an external file containing a saved Genelines chart which can be shared with other Genelines users or sent to Progeny Wall Charts for printing large wall charts.

Chronometer – this Genelines feature tells you the date (or age in a Comparative Biographical chart) corresponding to the current position of the mouse pointer anywhere on a chart. The chronometer is displayed on the right side of the program status bar.

Comparative Biographical chart – a biographical chart which compares the life spans and life events for two or more people (related or not) on the same chart using an age timeline.

Data file – the file or set of files which contains your family history data (i.e., names, dates, places, events, notes etc.) as entered through your genealogy database program. Genelines opens and reads these files, or GEDCOM versions of these files, in order to create charts from your family history data. Also referred to as the 'source data file'.

Descent lines – also referred to as "Links", descent lines are vertical connecting lines on a Genelines relationship chart which link individuals to their parents and children. The descent lines are given the same color as the child's life bar.

Direct Line chart – a relationship chart which shows the direct line (lineage) relationship between two individuals on a timeline of years in which these individuals lived.

Estimated dates – in order to create a person's life bar Genelines must know the birth and death date. If either of these is unknown, Genelines will estimate the missing date. Where possible, similar action is taken for missing marriage dates.

Event Category – a logical group of 'like' life events (i.e. relationship events) displayed on the same life bar in a Genelines chart.

Family Group chart – a relationship chart which displays the parents, spouse(s) and children of an individual on the timeline of years during which these family members lived.

Family Screen – this Genelines display screen shows detailed information about an individual and his/her immediate family, including parents, spouse(s), children and notes.

Generation numbers – a sequential number which can be printed on each life bar in a Direct Line chart to depict the generation each individual belongs to, relative to the subject of the chart who is always generation number one (1).

Historical Event – any event in history which is of significance to the user. This can be a single point in time such as a personal tragedy, or a range of time such as a war.

History file – an external file (*.HST) which contains historical events used in Genelines charts. Several history files come with the Genelines program. These files can be edited, saved and shared with others. You can also create your own history files.

Home Screen – the starting screen in Genelines from which all actions can be taken. This screen includes the name index of all individuals in the opened data file.

Individual Biographical chart – a biographical chart which shows a composite of different life events for one individual over his/her life span.

Individual Screen – this Genelines display screen shows detailed information about an individual and the events in his/her life as recorded in the source data file.

Life bar – a horizontal bar on a Genelines chart depicting selected elements of one person's life over his or her life span.

Life Bar charts – also referred to as Biographical charts, are used to display the sequence of life events for one or more individuals over their life span. The life bar charts in Genelines are the Individual Biographical and Comparative Biographical .

Life Event – any event which occurred in an individual's life time. This can be a point in time such as a birth event or a range of time such as when the individual lived at a certain residence.

Life span – the period of time representing the actual or estimated life of an individual from birth to death.

Lineage – the direct line relationship between an ancestor and his/her descendant.

Marriage and child symbols – special symbols displayed/printed in the life bars

on a relationship chart to depict the point in time that a marriage or child (birth) event occurred.

Name bar – the bar at the top of a biographical chart which contains the individual's name, birth and death information, extending over the life span of the individual.

Name index – in Genelines, this refers to the alphabetic list of names (in your data file) displayed in the Index of Names on the Home Screen.

Pedigree chart – a relationship chart which displays an individual linked to one or more generations of his/her direct ancestors on a timeline based upon the years in which these ancestors lived.

Print preview – a feature of Genelines which allows you to see how a printed chart would look (on screen) before you commit to printing it on the printer.

Printer drivers – special software programs which control how text/images print on a specific printer. There is a printer driver for each type and model of Windows printer. These special programs, supplied by the printer manufacturer, are installed when you first set up your printer.

Relationship chart – a Genelines chart showing an individual plus one or more of his/her ancestors and descendants. The relationship chart includes descent lines which show how people are connected. The Pedigree, Direct Line and Family Group charts are relationship charts.

Source data file – the data file which contains your family history data (i.e., names, dates, places, events, notes etc.) as entered through your genealogy database program. Genelines opens and reads these files, or GEDCOM versions of these files, in order to create charts from your family history data. Also referred to as simply the 'data file'.

Subject – the individual selected from your data file for which a chart is created.

Timeline – the horizontal time scale which prints at the top of each Genelines chart. This scale is in calendar years, or parts of years, except for the Comparative Biographical chart where the scale depicts the Subject's age.

Toggle – to alternate between two options (to select the option or to deselect it).

Wall charts – large charts which typically require more than one standard sized piece of paper to print. These pages can be taped or glued together to create a wall chart, or the chart can be printed on a single large page on a large scale plotter.