



Users Manual

Version 1.30
english

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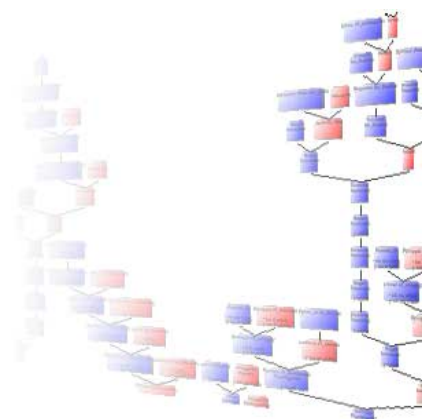


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Chapter I: Installation and First Steps

Download

You can download Ages from its product homepage (<http://www.daubnet.com/english/ages.html>) on the internet. You will get a file called AGES.EXE, which you can save to your hard disk. After downloading it, you can run it by double-clicking its icon. This will automatically start the installation process which is described here.

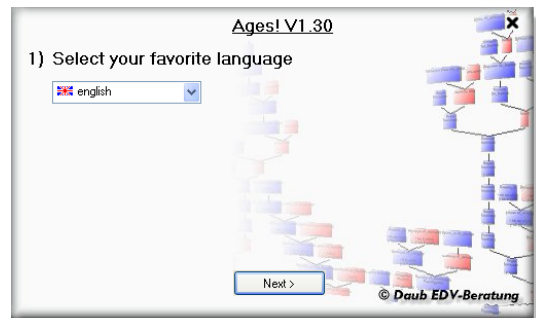
Installation

You can abort the installation at any time by clicking the **X**-button in the upper right corner of the installation window.

Step 1) Select your favorite language

Ages! will automatically select a language by looking at the country settings in your Windows' Control Panel. If you prefer to get the user interface in a different language, you can select it here. You can change this setting at any point in time after the installation by using the **Preferences Dialog** (page 18)

Click on **Next**.



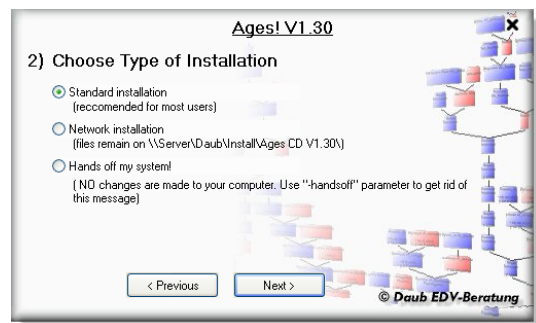
Step 2) Choose Type of Installation

There are three different methods of installation.

For most users, the **Standard installation** is the right choice. It will (just like most other installation routines) create a new directory on your hard disk and copy itself into it. After clicking **Next**, the installation proceeds with step 3.

The **Network installation** will not copy any files or create a subdirectory, but allows it to run from CD or from a shared network drive. This type of installation will only prepare your PC for the use of **Ages!**. When selecting this type of installation, the CD must be inserted (or: the network resource must be available) whenever **Ages!** is being used. Clicking **Next** will proceed to last step of this installation, since no target directory is needed.

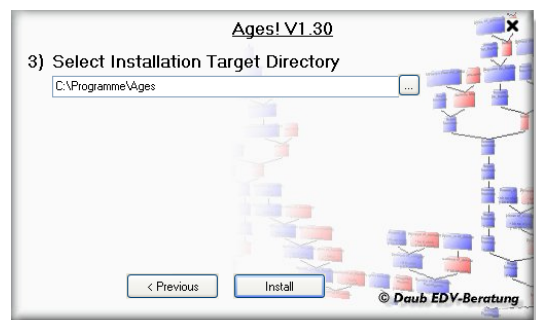
The option **Hands of my PC!** is an additional installation mode for experts. It will not copy files, create directories or shortcuts. It also will not make any changes to your registry (paranoia-mode). When using this mode, **Ages!** will not save personal preferences after exiting the program. To avoid this installation screen popping up upon every launch of the AGES.EXE, use the command parameter `"-handsoff"`. Clicking **Next** will run the software without any further steps.



Step 3) Select Installation Target Directory

When using the standard installation, a directory on your hard disk is needed, where the program files will be copied into. You can leave the default setting, or change it according to your personal preferences.

Clicking **Install** copies the AGES.EXE, and proceeds to the last step of this installation.



Final Step) Create shortcuts

This screen allows you to create a shortcut to **Ages!** in your systems' start menu, and/or one on your desktop. Check your preferred way of accessing software.

We advise to leave at least one of the options checked to have easy access to the software. If you do not know what all of this is about, simply leave both checkmarks in their boxes.

If you are running Windows NT4, 2000 or XP, you will have the choice of creating these icons just for the current user, or for all users of the system.

After clicking Run, **Ages!** will finish the installation and launch the software. How to remove Ages from your system is described in the appendix ➤*Uninstalling Ages! (page 25)*



The Splash Screen.

The splash screen appears during the launch of **Ages!**. Among other information you find the version of the program in the upper left corner.

If you have already purchased the software, this screen will automatically disappear when **Ages!** has finished loading. If you are still evaluating the program, this screen reminds you that you will not be able to add more than 50 people to your trees.

Click **OK** to continue. You can come back to this window at any time by selecting the menu item **? -> About**.

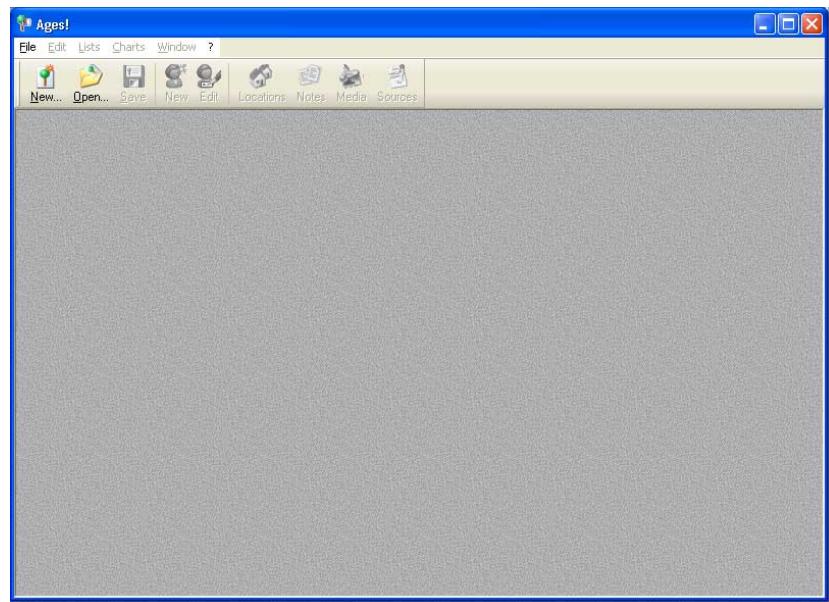


Ages! Main Program Window

When you first run Ages, most of the icons and menus will be gray, which means that they are unavailable. This is because you do not have a tree yet, that they could work on.

If you already have a GEDCOM file on your hard disk, you can open it as described in ➤*Opening an existing family tree (page 6)*.

Otherwise continue with ➤*Creating a family tree (page 6)* to start with a new, empty family tree file.



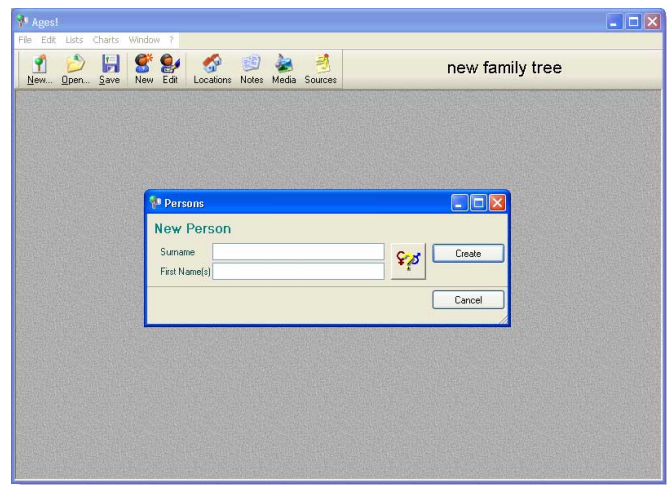
Chapter II: Editing your family tree

Creating a family tree

Select **File -> New**, to start with a new, empty family tree.

The current family tree file name is shown in the upper left portion of the screen. As long as you haven't saved it to disk, and thus given it a name, it will show "New Family Tree".

A window will automatically open to receive the name of the first individual in your tree. This window is described in [Persons: Creating a new Person \(page 7\)](#).



Opening an existing family tree

To open a family tree file, select **File -> Open**. A standard dialog will prompt you for the file, which will then be loaded. Its name will appear in the upper right area of the main window.

It is not important, whether that file was created by **Ages!**, or if it you used some other software's GEDCOM-export. Please note, that some data contained in other programs' GEDCOM files may not be recognized by **Ages!**. This manual's appendix has more details on the GEDCOM standard.

Saving the family tree

Use the menu item **File -> Save** to save the current family tree to disk. If it is a newly created tree, you will be prompted for a filename. That filename will then appear in the upper right portion of the main window. If the file already has a name, it is saved under that name without prompting the user.

If you wish to save the tree to a different file, select **File -> Save as...**

Adding Data from another family tree

You can add the information from another family tree to your current family tree. This is especially useful when two (possibly very distant) family members exchange data on their relatives.

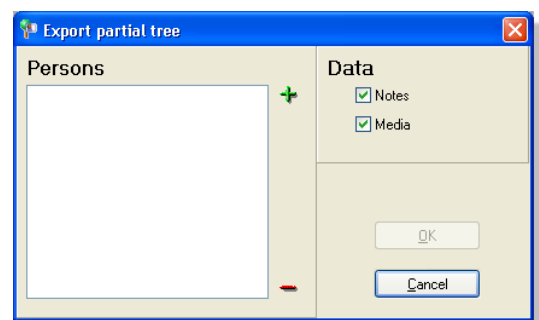
The menu item **File -> Add -> from GEDCOM File...** lets you add the people from another file to your tree. It opens a standard dialog to point to a file. After processing that file you have a family tree with the combined contents of both files. You may wish to save this combined file under a different name, to be able to access the original data.

If **Ages!** detects duplicate records in the combined tree, it will automatically open the [Finding Duplicate Records \(page 12\)](#) window, so that these can be merged.

Export partial Trees

If you want to share all of the information in your family tree with other family members, you can simply copy the GEDCOM-File containing the tree, but more times than not you might want to share just some information, not all. Do to so, you can use the **File -> Export-> To File** menu item, which will open a window.

On its left you can create a list of people to be included in the file. The **+** opens the [Persons: Selecting a Person \(page 7\)](#) window, letting you add one or more people to the list. You can use the **-** button to remove people from



that list. On the right, you can choose whether to include notes and media-references in the export file. After clicking **OK** you will be prompted for a file name, and the export file will be created.

This function creates files which let Ages! automatically find duplicate records when they are re-imported using *➤Adding Data from another family tree (page 6)*.

Status of the family tree

The menu item **File -> Status** opens a window, which shows the number of persons in the tree, along with the number of marriages/partnerships, notes and media.



Quitting Ages!

Just like any other software, you can quit **Ages!** by selecting **File -> Exit**. If you have unsaved changes, you will be prompted to save them. **Ages!** will automatically open the most recently used file, whenever you launch the application.

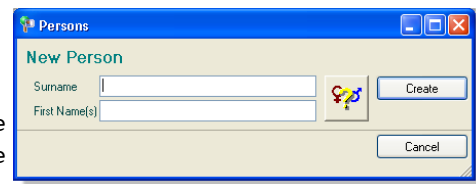
The List of Persons

All people in your family tree file are listed and maintained in this window. Depending on the active command, it will let you create a person, select one, or both.

Persons: Creating a new Person

To add a person to your family tree, use **Edit -> new Person**, which will open a window.

Enter the surname (at birth !) and all given names. Select the person's sex by clicking the button to the right (male ♂, female ♀, or unknown ?)



Clicking **Create** will render you *➤The Person Window (page 9)* for this new member of your family. If you have just started using **Ages!**, enter your own name.

Some operations (e.g. assigning a father) will let you enter a new name, as well as select one from the database. In these cases you will see a list of persons below this window.

Persons: Selecting a Person

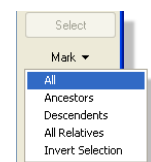
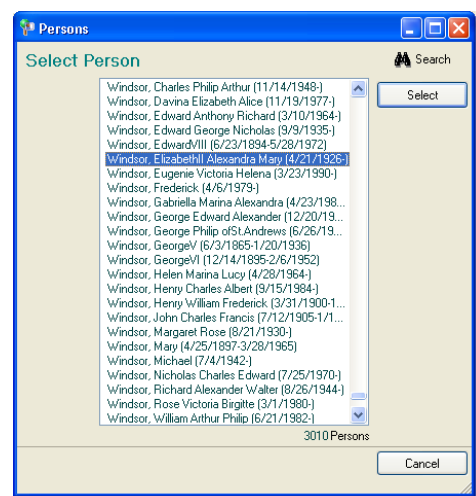
This window appears whenever you need to select a person from your database to continue – for example after clicking **Edit -> Edit Person**. In those cases where you can also give a new name, the upper portion of the window shows the *➤Persons: Creating a new Person (page 7)* as well.

You see a list of all people from your database, sorted by surname, as well as the number of listed persons. Click on the desired individual, and use **Select** to continue. In the example above you will get to *➤The Person Window (page 9)* to edit the information.

Selecting multiple Persons

In certain cases **Ages!** will let you select more than one person (e.g. to print personal recordsheets). When this is possible you will get an additional button right below the **Select** button.

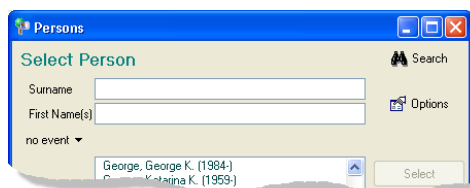
Mark -> All will select all people in the list. The next menu items let you select the **Ancestors**, **Descendents** or **All Relatives** of a selected individual. **Invert Selection** will deselect all previously selected people, and select all previously unselected.



Example: Select a Person. Then choose Mark->Ancestors. Now select Mark->Invert Selection. You then have all people selected with the exception of the first persons ancestors.

Searching for Persons

This window has a **Search-Button**, which enables you to locate people in a large database. If you click on this button, the upper part of the window shows a new area for search criteria. Another click on **Search** lets that disappear again.



Enter the **Surname** or **First Name(s)** of the person you are trying to locate in their appropriate fields. **Ages!** will start searching for that person without any further action, and show you a list of results below.

The order in which the first names are given for a person does not influence this search. Neither do hyphenated given names.

You can abbreviate names with a period (.) and use * and ? as wildcards, just like for Windows. A ? stands for any character, a * stands for any number of characters. The table on the right gives you examples.

A search for	Does find	Does not find
Franziska	Franziska	Franciska
Franz.	Agathe-Franziska Alexander Franz Franziska Franz-Ferdinand Agathe-Franziska "Franzi"	Franciska
Fran?iska	Franziska Franciska	Franz
Fran*s?a	Franciska Francesca Franziska	"Franzi"

In addition to searching for names, you can search for events or facts. To search for an event, click on the button that has the caption **no event**. It will turn to **Find**.

In the newly visible field you can select an event from the list of supported events.

Depending on that you can either specify an additional date / time range or event text.

By clicking **Find** again it will change to **Missing**. This will find people who do not have a certain event recorded.

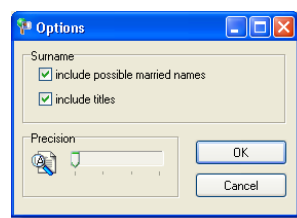
Examples for the use of the event search:

Find	Birth	between 1.7.1903 and 30.7.1903	All persons who are born in June 1903.
Find	ID-No.	127753	People with an ID-No 127753
Find	Occup.	Butcher	All persons from the tree, who were butchers.
Missing	Birth	<i>(no further specification)</i>	All people without birth information.

Advanced Options for the People Search

The button **Options** in the people search frame opens a new window for more advanced search options.

The option **include possible married names** is checked by default. It lets **Ages!** find Mrs. "Miller" although she is recorded with her maiden name "Smith". It will also find hyphenated Names such as "Miller-Smith", as well as Husbands who took their wife's maiden name.



In the above case, it will also find a Mr. "Smith", even if Mr. Miller did not in fact take his wife's name. If you deactivate this option, you will only find those people, who have the search criteria recorded in their person window.

By default, **Ages!** also uses the option **include titles**, which allows the search for "Dr. Johnson" when "Dr." is recorded as a title, and not part of the surname. This option allows searching for "Elizabeth" and "Queen of England", which will bring up Elizabeth I. (Tudor) and Elizabeth II (Windsor).

The **Precision** helps with unknown spellings. Depending on its setting, searching for "Elisabeth" will find "Elizabeth" and "Bernhard" will find "Bernard". The more you drag it to the right, the less the search criteria and the recorded data have to match.

Editing a Person

The menu item **Edit -> Edit Person** opens the *Persons* (page 7) window, which lets you select someone from the database. After clicking **Select**, *The Person Window* (page 9) will open, where you can change the information on this person.

The Person Window

This window contains all information about one person (called main person in the following paragraphs). It is divided into 4 areas:

Father and Mother (purple)

here you find connections to the main person's parents

Person (turquoise)

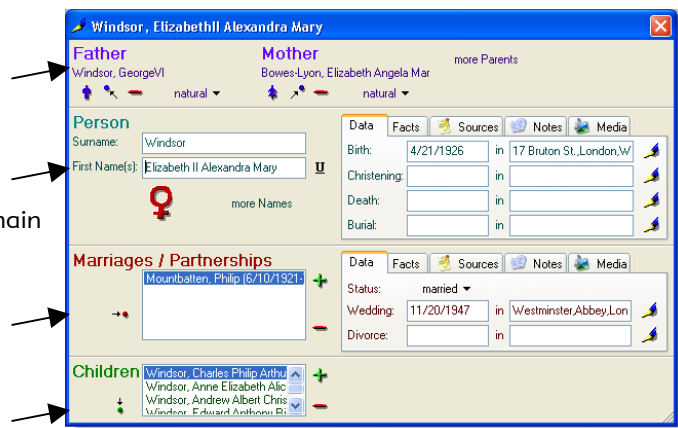
this area has all the information on the main person itself.

Marriages / Partnerships (dark red)

all partners and partnership information

Children (green)

all children of the main person.



Person Window: Father and Mother

You can enter one or more set of parents. You'll need more than one set if you enter both natural and adoptive parents, or similar constellations. Most people in your family tree will have only one set of parents.

Below the headers **Father** and **Mother** you'll find 4 buttons each, relating to them.

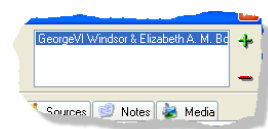
The first button (♂ ♀) lets you specify the main person's father and mother. Clicking on these buttons will open the *Persons* (page 7), letting you either select someone from the database or create a new person. This person will be recorded as the main person's parent. The main person will automatically be recorded as that parent's child.

The second button (↔) lets you switch to that parent's record. The parent will then be visible as the new main person. The previous main person will be visible as the new main person's child.

The third button (−) will remove the connection to that parent. The parent will not be deleted from the database, but disconnected from its child.

The fourth button lets you specify the kind of relationship between the main person and its parent. (i.e. natural, adoptive, etc.)

The right part of the parent area contains one more button: "more Parents". Clicking on it will let a list of parents appear. You can use the button + to add an additional set of parents, and − to disconnect a set of parents from the main person. The highlighted set of parents is shown below the headings **Father** and **Mother**, and can be modified there.




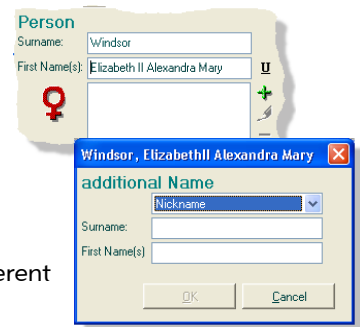
Person Window: Person

This area contains all information on the main person. The left part of this area shows all names and the person's sex. The right portion takes birth and death information, as well as a lot of other and more detailed data.

The field **Surname** is designed to record the name at birth - to be more specific: the name appearing on the birth certificate. The field **First name(s)** lets you enter all given names for the main person, preferably in the order recorded on the birth certificate. You can use the **U**-button to highlight one of these names as most commonly used name.

Below the name fields is a button to specify the main person's sex. Clicking it changes the icon. You can choose from 3 settings: male (♂), female (♀), and unknown (♀♂), the latter being mainly used for children known to exist, but where you do not know if it's a boy or a girl.


If you want to enter more names, like nicknames, different spellings or name changes through marriage, you can click on **more Names**. This will let a list of names come into view, where you can use the **+** button to add an additional name, edit it by clicking , or remove a name with the **-** button.




A new window appears when you add or edit a name. This window lets you specify the additional name, and its type.

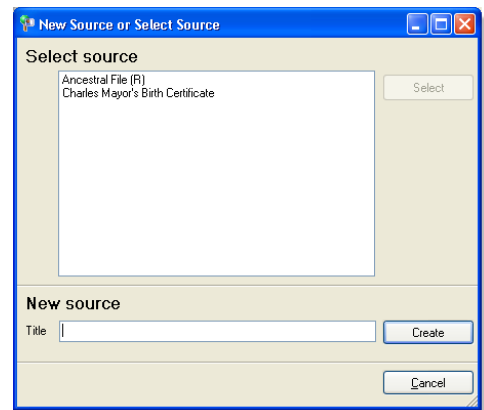
The right half of the main person area has 4 tabs, each containing different information for that person:


The **Data** tab shows the 4 most important events for genealogy: birth, christening, death and burial, each with date and place. The reason why births and deaths are so important is fairly obvious. Christenings and burials are as important to genealogists, since quite often you will rely on church records, which record these religious events only.


If you wish to enter more detailed information on one of these events, click on the  button right next to it. The **Event Window** (page 12) will appear for that event. The date fields can take more information than just a simple date. You can find more information on possible date values in the **Date Editor's** (page 13) description.


The **Facts** tab lets you record all events and facts for the main person. It will repeat the event information from the first tab, and list all others. The **+** button lets you add an event or fact. The  button lets you edit a selected event or fact. Both will open the **Event Window** (page 12) to receive the information. The **-** removes an event or fact.

The **Sources** tab contains a list of all sources for a person. The **+** adds a source to a person. You get a source selection window (shown on the right) allowing you to link to a previously created source or to create a new one. In both cases you will then see a new window (**Editing a Source**, page 14) allowing you to enter details for this source citation.



For a source that's already in the list, the  button takes you to the same window. The **-** button removes a source from the list. This list will also show all sources connected to the person's events. (**Event Window**, page 12)

The **Notes** tab contains all notes for the main person. It will also list all notes that are related to the person's events or facts. The **+** button adds a note. The  button lets you edit a selected note. The **-** button removes that note. The note window accepts long texts, and can be closed by clicking **OK**. For event related notes, use the **Event Window** (page 12)

The **Media** tab contains links to related files on your hard disk. This could be pictures, photos, scanned documents, audio recordings, Word or Excel documents and much more. Again, the **+** button adds a medium, the  button opens it for editing, and **-** removes it from the list. See **Media** (page 16) for details on the use of media in **Ages!**

Person Window: Marriages / Partnerships

This part of the person window lists all partners of the main person, along with more detailed information regarding each partnership.

The left half has a list of all partners. With **+** and **-** you can add and remove partners. When adding a partner, you will get the **Persons (page 7)** window where you can either select someone from your family tree, or enter a new person. Removing a partner does not delete that person from the database, but simply disconnects it from the main person.

The **↔** button switches to the selected partner's record. The partner will then be visible as main person, the previous main person will be listed as partner.

The **Data** tab contains 3 pieces of information: A button to select the kind of relationship along with the marriage and divorce events. For married couples select **married** as status, even if they are divorced. The important fact for genealogy is whether they have ever been married. For unmarried couples select **not married**. If you do not know, select **unknown**. **Ages!** will automatically set the status to **married** when a marriage or divorce event exists.

The four remaining fields on the tab contain dates and locations of **Marriage** and **Divorce**. Like with the main person's events, you can click **🔍** to open the more detailed **Event Window (page 12)**.

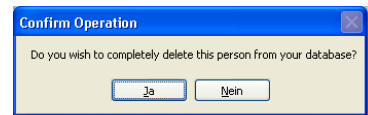
The four other tabs are used just like the person's, with the only difference that all data contained herein is associated with the couple, not just a single person.

Person Window: Children

In the bottommost area of the person window you will find all children of the selected partnership. If you select a different partner, the list of children changes. The **+** button adds a child to the selected partnership by opening the **Persons (page 7)** window, letting you select or add a person which will be recorded as a new child of that partnership. The **-** button removes a child from the list. Again, this will not delete the child from the database, it will only disconnect it from its parents. The **↓** navigates to the child's record. It will then be shown as new main person with its related data. The previous main person will be visible as parent.

Deleting a Person

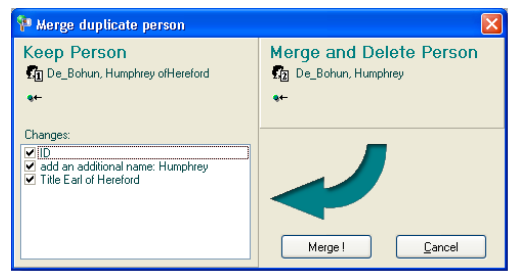
The menu item **Edit -> Delete Person** opens the **Persons (page 7)** window, where you can **Select** a person to be removed from the database. Confirm the deletion by clicking **yes**.



Merging Duplicate Records

When working with your family tree, you may find that one person has been entered twice. **Ages!** has a function to merge them together, leaving only one person with the combined data and links of both original persons. The other person is removed from the family tree.

To do this, use the menu item **Edit -> Merge Persons -> Merge Duplicates**, which will open a new window. The buttons **🔍** and **🔍** open the **Persons (page 7)** window to select the two persons.



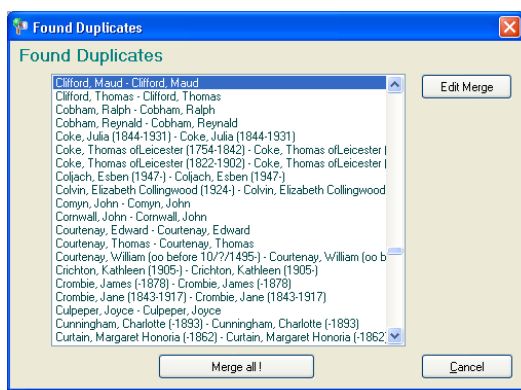
The list on the bottom left shows you what data will be added to the left person, if you decide to merge these two persons. The person to the right will be removed from the family tree. If you uncheck any of the changes, that data will not be added to the left person, and will then be thrown away along with the person to the right. Click on **Merge!** to start the merging process. If you are unsure what to do, remember to backup your database before merging people!

Finding Duplicate Records

Ages! can automatically find duplicate people in your family tree, if they originated from the same family tree via export (➤*Export partial Trees page 6*), and are then re-imported later (➤*Adding Data from another family tree page 6*)

Adding such a file will automatically open a window containing a list of duplicate people. The same window can be manually opened using the **Edit -> Merge Persons -> Find Duplicates** menu item.

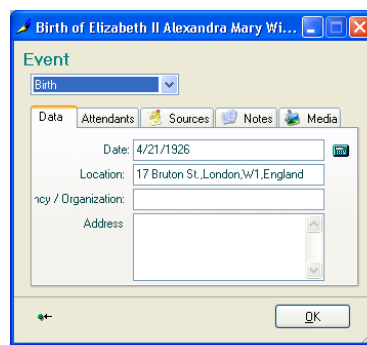
The Merge all! Button will merge all corresponding persons automatically. Choose Edit Merge to manually merge two records using the ➤*Merging Duplicate Records (page 11)* window. If you perform a manual merge, the corresponding item will automatically be removed from this list.




Event Window




This window lets you enter details for an event or fact. The field below the heading **Event** lets you specify the type of event or fact. If you invoked this window from the **Data** tab of the person window, this type cannot be changed. Some event types will give you an extra event text field right next to it. The **Social-Security-ID** for example will let you enter the ID there.

The following table lists all available events:



Adoption	Divorce	Number of Children
Adult Christening	Divorce Filed	Number Of Marriages
Anullment	Education	Occupation
Baptizing	Emmigration	Ordination
Bar Mitzvah	Engement	other Event
Bat Mitzvah	First Communion	physical Description
Birth	Graduation	Property
Blessing	IDNo	Religion
Burial	Immigration	Residence
Cast	Marriage Banns	Retirement
Census	Marriage Contract	Social-Security-ID
Christening	Marriage License	Testament Opening
Confirmation	Marriage Settlement	Testament Writing
Cremation	Nationality	Title
Death	Naturalisation	Wedding

The field **Date** can contain an exact date, a time span or an approximation. The  button opens the ➤*Date Editor (page 13)*, where all possible values are described. You can enter a **Location** and a recording **Agency** for this event or fact. For some events (e.g. death) you will get an additional field, to enter its cause. The **Address** can be used to store a full address for the event.

The **Attendants** tab contains a list of people, who witnessed an event. You can specify their role for that event. For christenings you can assign godparents, for marriages you can specify marriage witnesses. All people attending an event will have that event recorded to their list of facts as well. You can add people to this list by clicking , and remove someone from that list by clicking . The  button lets you change their role in that event.

The **Sources** tab contains a list of all sources for this event. It is operated just like the sources tab of [The Person Window \(page 9\)](#). The **+** button adds a source to this event, using the same dialog. The **🔍** button opens the window described in [Editing a Person \(page 14\)](#). The **-** button removes a source from the event.

The **Notes** tab has a list of notes for this event or fact. The **+** button creates a new note. The **🔍** button lets you edit a note, **-** removes the it.

The **Media** tab contains a list of related files on your hard disk. Here you can add photos for that event or alike. Again, **+** adds a medium, **🔍** opens it for editing, **-** removes it. More details on media can be found in the [Media \(page 16\)](#) topic.

Date Editor

The date editor is a tool to enter a date or time span. The upper portion of the window lets you enter a date. The bottom part shows a number of calendars.

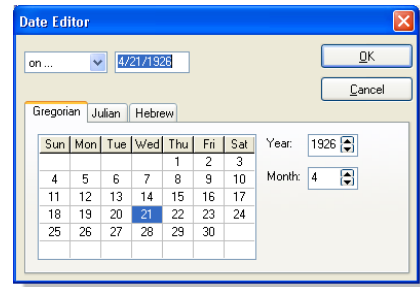
In the top left corner you see a list of date types that **Ages!** can handle. These types specify the meaning of the date fields to its right.

You can select one of the following:

on ...	exact date
before ...	<i>date must be before the specified date</i>
after ...	date must be after the specified date
between ... and ...	date lies within a time range
about ...	approximate date
estimated ...	date based on assumptions
calculated ...	date achieved by some mathematical means
from ...	open-ended time span
to ...	ended time span
from ... to ...	closed time span

When using “between ... and ...” or “from ... to ...” you will get another date field for the second date.

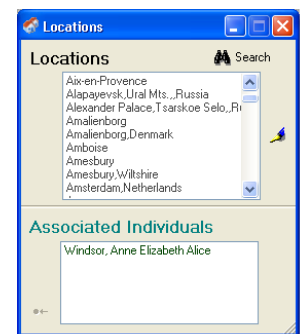
The calendars in the lower part of the window allow you to browse through today’s calendar (Gregorian), as well as the older Julian and the Jewish calendar. It will not only show you the day of the week, but also find the corresponding date from another calendar, if you change tabs. After clicking **OK** the new date will be filled into the field from which you invoked this editor.



Locations

This window is available from the **Edit -> Locations** menu item. It automatically lists all locations mentioned in any record of your family tree. Whenever you specify a location for a person, that location will automatically pop up in this list. Locations that are not referenced in your data anymore will disappear likewise. The **🔍** lets you change the name of a location for all associated individuals. If you change the name of a location so that it equals another name, both will be grouped together.

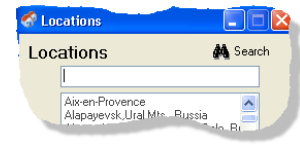
If you select a location from the list, you’ll receive a list of associated individuals in the lower part of the window. These are the people who mention this location in their records. Selecting a person from that list, and clicking on **←** will get you [The Person Window \(page 9\)](#) for that person.



You can also select a location, and drag its name with the mouse (keeping the button pressed) on top of a location field in the person or event window. **Ages!** will then fill that name into the field.

Searching for Locations

The **Search** button opens up a new field at the top of the window, where you can enter a string to search for. You can use the wildcards * and ?, just like when searching for people. The abbreviation with . is possible as well. See [Searching for Persons \(page 7\)](#) for examples of wildcard searches.



Ages! will start filtering the locations without further action and show you its results in the list of locations. Upon another click on **Search** the additional field will go away again, and the list of locations will revert to showing all locations in your family tree.


Sources

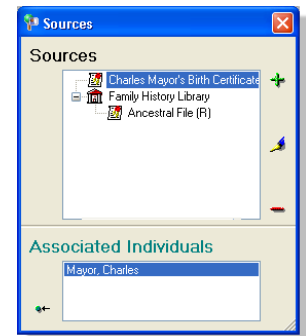
Keeping track of the sources is an important task in genealogic research. Often you will find it necessary to review your sources at a later point in time. **Ages!** supports this with an integrated source system.


A document containing information is a source, no matter how many people it references. Examples for sources are:


- Charles Mayor's Birth Certificate
- Birth Register of Washington, D.C. 1913 through 1915
- TV-Interview with Sam Smith March 17, 1987.

A source can contain information on a number of people or numerous on events of a single person. **Ages!** supports multiple links to a single source (called citations), so you'll have to create each source only once.

The **Sources** window can be accessed by the **Edit -> Sources** menu command or by the **Sources** tool button. It lists all sources of your family tree in the upper half, similar to the [Locations \(page 13\)](#) window. The + button creates a new source, the  button opens a source window, as described in [Editing a Source \(page 14\)](#). The - deletes a selected source.



Sources with a repository are shown grouped with their repository. Click on the + to the left of a repository to see the sources of it. When you select a repository, the  will open a different window, explained in [Editing a Repository \(page 16\)](#).

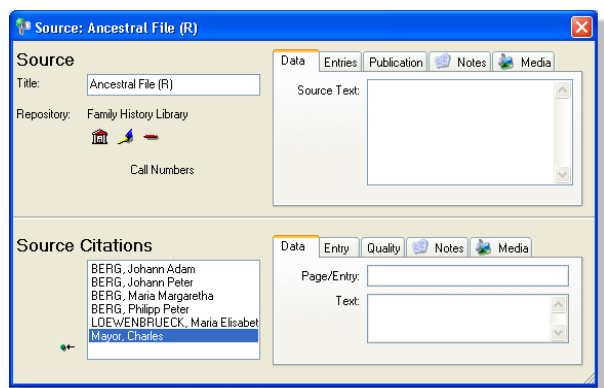
When a source is selected, the lower part of the window shows a list of people related to this source. You can select one of these and click on  to go to [The Person Window \(page 9\)](#) for that person.

Editing a Source


The upper top half of this window shows all information related to the source. The lower part contains data on the individual links to this source / citations from it.

Try to find a significant **Title** for each source. (i.e. don't just call it "Birth Certificate", but "Charles Mayor's Birth Certificate")

The buttons below the title field are related to the source's repository and are explained in [Repositories \(page 15\)](#).




The **Data** tab has an edit field to enter the text from the source.


The **Entries** tab can be used to document, what type of **Events** were recorded in the source, along with a time span and a location. This makes sense for register-like sources, where the same kinds of events (i.e. Christenings, Burials ...) were recorded over a period of time. The + button adds an event type, the  button opens a window to change it.. The - button deletes an entry from the list.

The field **Agency / Organization** gives room to note what authority created the source, if any.

The **Publication** tab contains fields to enter the **Full Title** of the source, the **Author** and other **Publication** facts such as the publisher or ISBN.

The remaining two tabs function just like the ones in [➤The Person Window \(page 9\)](#):

The **Notes** tab contains all notes for the source. The **+** button adds a note. The  button lets you edit a selected note. The **-** button removes that note.


The **Media** tab contains links to related files on your hard disk. This could be pictures, photos, scanned documents, audio recordings, Word or Excel documents and much more. Again, the **+** button adds a medium, the  button opens it for editing, and **-** removes it from the list. See [➤Media \(page 16\)](#) for details on the use of media in **Ages!**.


The lower part of the source window is reserved for the **Source Citations**. It has a list of all people related to this source. This list is created automatically when you add a source to a person, a couple or an event (see [➤The Person Window, page 9](#) and [➤Event Window, page 12](#))

When a person is selected from the list, the tabs on the right show the information for that link. The **Data** tab has fields to specify the **Page** or **Entry** for this link. Please include the words "page" or "line" where applicable. The **Text** field can be used to specify the relevant piece of text from the source.

The **Entry** tab has fields specify what kind of event was originally recorded, and when. You can also indicate what **Role** the linked person played in that event.

The **Quality** tab is used to document the certainty of information. A birth date as stated on a birth certificate would be regarded as "secure information from a primary source". If, on the other hand, the birth date was taken from a wedding record, it would be regarded as "information from a secondary source", since it was recorded quite a while after the person's birth. When you can only calculate the persons birth date by using the recorded age, that would be "indirectly gathered or calculated information". For estimations, use the fourth choice. If you do not wish to make a quality assignment, check "-none-".


The **Notes** tab contains all notes for the source citation. The **+** button adds a note. The  button lets you edit a selected note. The **-** button removes that note.


The **Media** tab contains links to documents for the source citation. Again, the **+** button adds a medium, the  button opens it for editing, and **-** removes it from the list. See [➤Media \(page 16\)](#) for details on the use of media in **Ages!**.

Repositories

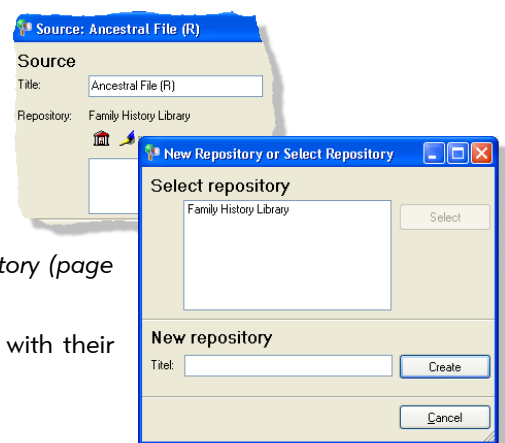
There are many reasons, why you might want to review a source at some later point in time. For that purpose it can be very helpful to keep information on where it is located. In **Ages!** this is done through the assignment of repositories.

Assigning Repositories

Sources can be assigned to a repository in the  button in the source window (see [➤Editing a Source, page 14](#)). This opens another window where you can select an existing repository and create a new one. If it is already in the list, highlight it and click on **Select**. If not, enter its name in the lower field and click **Create**.

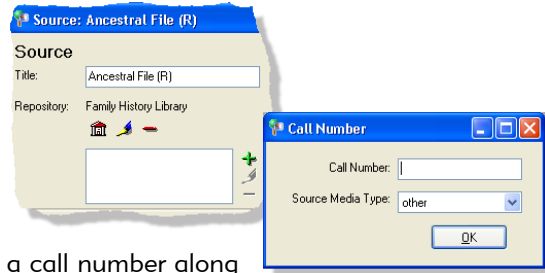
When a source is assigned to a repository, the  button opens its repository window, as described in [➤Editing a Repository \(page 16\)](#) The **-** button removes this source from its repository.

Sources that have been assigned to a repository are grouped with their repository in the [➤Sources \(page 14\)](#) window.



To locate a source in large libraries, you often need a call number. If the source is available as different kinds of media (e.g. microfiche and book), it may even have more than one call number.

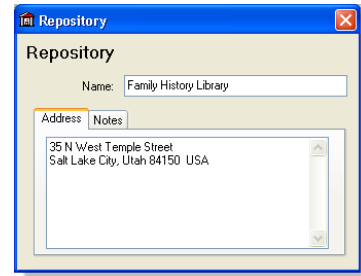
Once a source is linked to a repository, it can have call numbers. If the list of call numbers is not visible (because there are none yet) click on the **Call Numbers** button. The **+** button opens a window to add a call number along with its media type. The **✎** button opens the same window to edit it. The **-** button removes a number from the list.



Editing a Repository

After a repository is created, you can access the repository's window by highlighting it in the **Sources** (page 14) window and clicking on the **✎** button. If you are currently **Editing a Source** (page 14), you can access it by clicking on the **✎** button beneath the repository's name.

In this window you can change the repository's **Name**, and give it a full **Address**. The **Notes** tab can be used to note opening hours or other comments on this repository. Again, the **+** button adds a note, the **✎** button edits one, and the **-** deletes it.

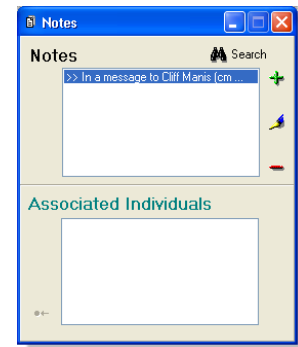


Notes

You can get to the list of notes by selecting **Edit -> Notes** from the menu. It shows all notes from your family tree in a list very similar to the **Locations** (page 13) window. You can add a new note to by clicking **+**. The **✎** button opens a note for editing, whereas **-** deletes it.

To associate an existing note with a person, select it in the list, and drag it (keeping the left mouse button pressed) on top of a person, a couple or event window.

If you select a note from the upper portion of the window, Ages will show you a list of those people in the bottom half, who are connected to this note. Selecting one of these and clicking **↔** opens **The Person Window** (page 9) for that person.



Searching for Notes

You can search through your notes for text fragments. Click on the **Search** button to bring up a new field to enter your search criterion. You can use the wildcards ***** and **?**, just like when searching for people. The abbreviation with **.** is possible as well. See **Searching for Persons** (page 7) for examples of wildcard searches.

The list of notes will automatically be filled with all notes containing that text fragment. Upon another click on **Search** the additional field will go away again, and the list of notes will show all notes from your family tree again.

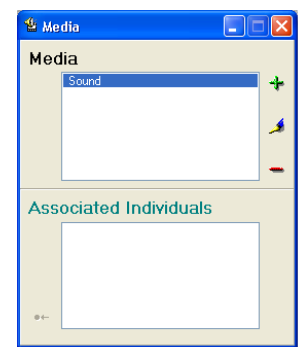


Media

Beyond data that can be entered into your tree, genealogic research brings to light a lot of documents and other information. All of these can be added to your family tree, and connected to individuals, couples or events.

These documents could be pictures, scanned documents, audio recordings, videos, Word- and Excel-documents. **Ages!** groups all of these as **Media**.

Ages! can handle a number of file formats itself, and start appropriate programs for others.



You get to the media window by selecting **Edit -> Media** from the menu. Similar to the *Notes* (page 16) window, this shows you a list of all media associated with your family tree in the upper portion of the window. If you select a medium, the bottom half shows you the people this medium is associated with. Select one of these and click **+** to open *The Person Window* (page 9) for that person.

You can add a file to the list of media by clicking **+**. This will open a standard Windows dialog box where you can select the file. **Ages!** will then open that file in a new window, which is described in *Displaying Media* (page 17). After clicking **OK**, this new medium will appear on the list.

When you select a medium from the list, you can open it by clicking **🔗**. A click on **-** removes it from your family tree.

To associate a listed medium with a person, select it from the list, and drag it (keeping the left mouse button pressed) on top of the person / couple / event.

Displaying Media

Whenever you add media to **Ages!**, it will open a new window showing its contents. **Ages!** can show BMP and JPG pictures itself. In order to view the contents of other formats, you need an appropriate program (an OLE-server for that format) installed on your system. This for example is the case with Microsoft Word and Excel. For all of these files you will get the window described in *Display of Pictures and OLE-Documents* (page 17).

Audio recordings in WAV format can be listened to. For these files you will get the window described in *Listening to Audio* (page 17). If **Ages!** cannot show or play your file, you will get the *Iconic Display of Other Media* (page 18).

Display of Pictures and OLE-Documents

The **Title** field at the top of the window lets you enter a descriptive name for this medium. The **OK** button will close the window and apply changes. The **Cancel** button closes the window without changing anything.

Below the title you will find the current zoom factor for the display. You can zoom into the picture by clicking **🔍**. The **🔍** button zooms out again. The **📐** button resizes the picture so that it fits the screen.

If only part of the picture is visible, you can pan its display by clicking at any point on the picture, keeping the button pressed and dragging that point in any direction. The picture will follow the mouse.

A double-click on the picture or a click on **🔗** will start the external program associated with this file format, just as a double-click in the Windows-Explorer would. The **Full Screen** button enlarges the window to fill the entire screen. After a couple of seconds even the toolbar will go away, so that nothing blocks your view. If you want the toolbar to reappear, move the mouse to the top edge of the screen. Another click on **Full Screen** will switch back to normal windowed mode.

The bottom of the window shows the full name and path of the medium's file.

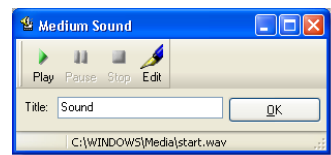


Listening to Audio Recordings

The media window for audio files differs slightly from that for pictures. The **Title** field, the **OK** and **Cancel** buttons and the display of the filename are the same as with pictures and OLE-documents.


The audio window has different VCR-style buttons. The **▶** button starts playing the recording. **⏸** pauses, and **■** stops it.

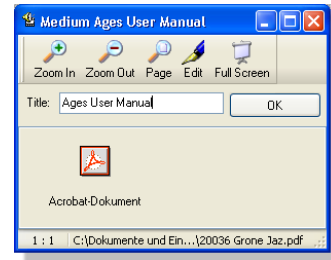
The **🔗** starts the program which is associated with WAV files, just like a double-click in the Windows-Explorer would.



Iconic Display of Other Media

If **Ages!** cannot display a file, it will present an icon representing the file's type. This window is otherwise the same as used for the *Display of Pictures and OLE-Documents* (page 17).

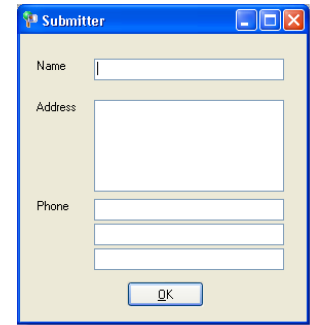
Double-click that icon, or use , to start the external program for this file type.



Submitter

To get to this window, select **Edit -> Submitter** from the menu bar. This window provides fields for your own name, your address and up to three telephone numbers.

This information identifies you as the author of this tree, if you were ever to give some or all of your data away to somebody else.



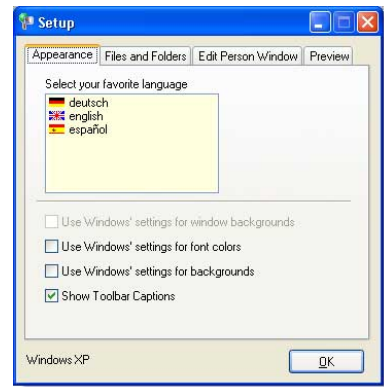
Preferences Dialog

This window changes a number of program options. You can access it via the menu item **Edit -> preferences**. It has 3 tabs:

Appearance

On this tab you can select the user interface language from a list. After selecting a new language, **Ages!** will automatically change all windows and printouts correspondingly. You do not have to restart **Ages!** for this to have an effect.

The three checkboxes can be used to disable the default color scheme, and use the Windows' system colors instead. These can be changed from the Windows' Control Panel.



Files and Folders

The **associate** button lets you create an association between .GED files on your hard disk and **Ages!**. Double-clicking a GED-File in the Windows-Explorer will then automatically launch **Ages!** and open that file.

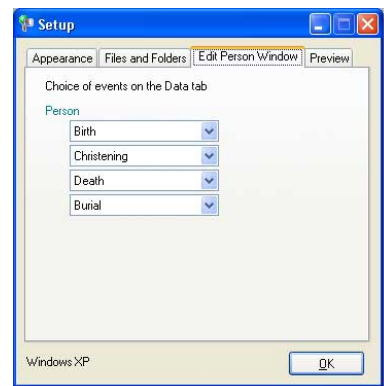
It also lets you select a folder to store layouts in. Details about layouts and their use within **Ages!** is documented in *Chapter III: Printing* (page 20).



Edit Person Window

This tab lets you select what events are shown on *The Person Window* (page 9)

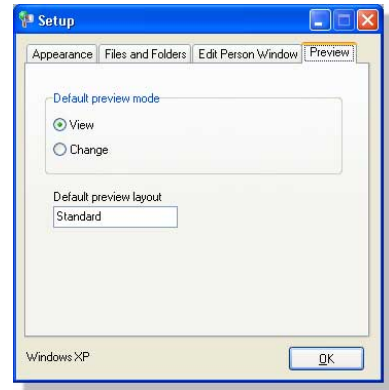
By default, Birth, Christening, Death and Burial are displayed there for fast access. You might for example want to display a persons occupation instead of the burial event, if you find that more convenient for your research work.



Preview

Whenever you create a print preview, you will get the output in a Layout called "Standard", and the window will be in the **Change-Mode**, so that you can modify things.

You can tell **Ages!** to open previews in **View-Mode**, if you prefer that. In the lower field you can specify a different layout to use, other than "Standard".

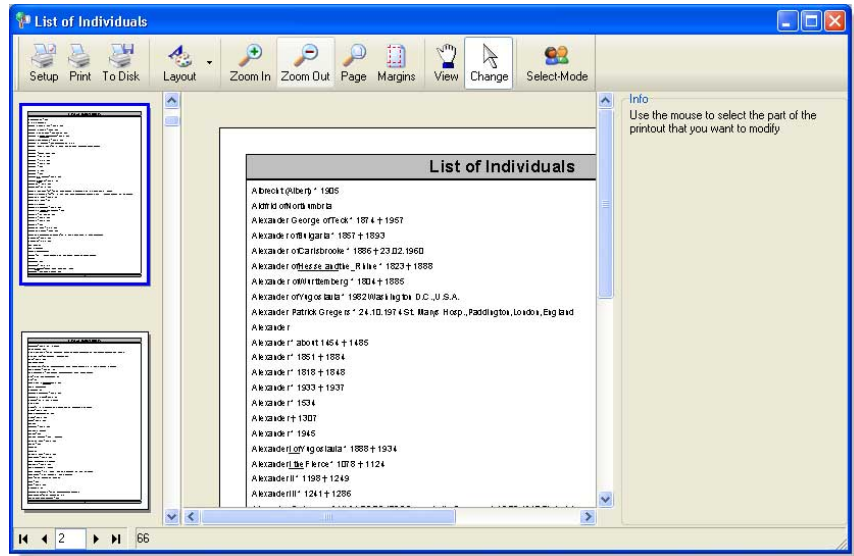


Chapter III: Printing

Ages! has an advanced layout engine that is used to create printouts. This system will give you immediate results.

It will begin by giving you the data in a standard layout, as a starting point. From there you can choose a different predefined layout, or even make up your own design.





All elements of the layout can easily be changed to your personal preference, whether you like an elegant classic look or a modern style.







Creating an Output


Select the type of output you want from the menus **Lists** and **Graphs** menus. Most outputs require a starting person, which you need to select from the **Persons** (page 7) window. After selecting that person you will see a new window with a preview of that output.

Viewing the Output


Just like with the **Display of Pictures and OLE-Documents** (page 17), you can zoom into the page with the  button. Using  zooms out again. The  button shows the entire page by setting the zoom appropriately. You can use the scrollbars to pan the view. If you are in view-mode ( button is down), you can click anywhere on the page and drag that point somewhere else on the screen. The page will follow the mouse as long as the left mouse button is pressed.

If you have an output consisting of multiple pages, you will get a mini-preview to the left along with , ,  and  buttons to change the visible page. Entering a page number in the field in between these buttons jumps to that page directly.

Large graphs are shown as a single oversized page. **Ages!** splits this into a number of smaller pages when printing.

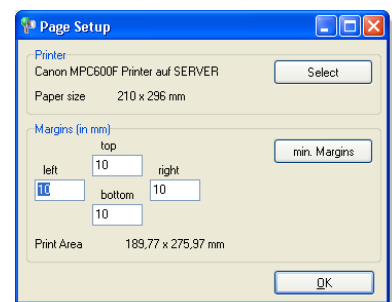
To see the page borders as red dashed lines click on . Another click on that button will hide the borders again.

Page and Printer Setup


To select a printer, paper size, other options of your printer driver, as well as the margins click on  which will open the page setup window.

Its **Select** button opens a standard Windows dialog box that lets you select a printer and change any printer driver options, such as paper size or printing quality.

The 4 fields at the bottom left of this window let you specify the page margins in millimeters. (25.4 mm = 1 in) The button **min. Margins** sets all margins to the printer's minimum.



Printing

The preview's  button opens the standard Windows dialog box for printing. You can change the number of copies and select the pages to be printed. Clicking **OK** will start the printing process.


Selecting another Layout


Whenever **Ages!** creates a print preview it automatically uses the **Standard** layout. To get the same output in a different layout, select one from the drop-down list. Apart from the standard layout you will have the option to select **Color** or **Hamburg by Night**. If you have created layouts yourself they will appear on this list as well, and can be selected here.


Modifying the Layout

Lots of areas of any printout can be modified. You can decide what data should be printed, what fonts to use, background colors, frames and clip arts. An output consists of opaque or transparent frames, each containing a number of text elements.

Selecting Elements

To change anything in the print preview, you have to be in edit-mode ( button is down). Then you select it with your mouse. The mouse cursor tells you what it is pointing at before you click.

 The mouse cursor is above a frame.

 The mouse cursor is above text


If you select any element of the print preview (text or frame) it will get 4 small black squares around it. Whenever you select an element, all similar elements will be selected as well. Example: If you click on a surname, all other surnames will be selected with it.

Depending on what you select, tabs will appear in the gray window area to the right of the window. These tabs let you change the appearance of the selected element.

Advanced Selection

If you want to select more than one element, press the Ctrl-Key while clicking on the element. It will then be added to your selection. You can also remove elements from your selection by holding the Ctrl-Key and clicking on that element again.

In addition to that you can drag a selection box over the page. All element contained in that box will be selected.

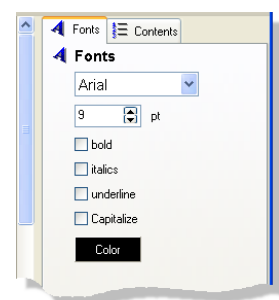
Usually the elements of male and female persons are considered similar, and are selected together. So if you select the surname of a woman, the men's surnames are selected as well. To assign different properties to men and women, you need to click on the  button, which is down by default. In this mode selecting a woman's surname will select all female's surnames, but won't select the men's surnames as well. Now you can change the appearance of the women's surnames without touching the men's. Clicking on the same button again will turn the original mode back on, leaving your changes intact.

Fonts

If you have selected one or more text elements, you will see a **Font** tab to the right. It shows the texts' properties. If you have more than one text selected, it shows those properties that are common among all of them.

You can select a different font, change its size, and assign the bold, italic and underlined attributes. When you change any property on this page, the output will be changed accordingly, and you can immediately see its effects.

Please note that changing the font or its size will cause new page-breaks, creating a list that may have more or fewer pages than before.



Frames

Every person in the printout, as well as a few more elements (header, footer, background and subheader) have a surrounding frame. Selecting one or more of these frames will let the **Frame** tab appear.

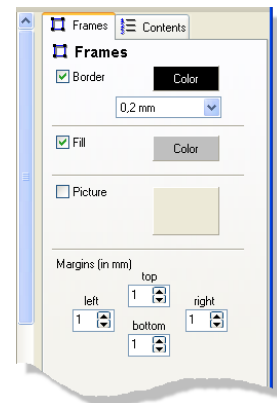
The frame tab shows the properties of the selected frame. If you have selected more than one frame, it shows those properties that are common between them. You can change the appearance of the selected frames in three ways:

The **Line** option creates a surrounding border around the frame's edges. You can select the border's color along and its line-width.

The **Fill** option lets you specify a background color for that frame. A filled frame will be opaque, an unfilled frame is transparent.

The **Picture** option lets you put a photo (or even better a EMF-format clip art!) on top of the frame's background. This can be used for fancy borders or heraldic graphics.

In addition to these graphic elements, you can specify the frame's inner **Margins**, which determine the distance between the frame's border and the text contained in that frame. In most cases, changing the margins will change the frame's size, since the frame's contents will remain unchanged.



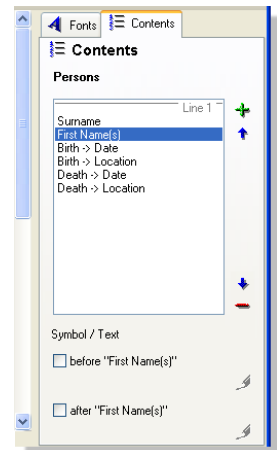
Contents

The **Contents** tab appears as soon as you have any element selected. The list shows the type of information to be printed as well as their order.

Example: The list shows **First Name(s)** and below it **Surname**. This will result in first names appearing before surnames. If there is a separating line in between, the surname will be printed on the next line.

If you select a frame, you'll see its contents in the list. If you select a text element, you will see the contents of its surrounding frame. If multiple elements from different frames are selected, you will see a drop-down list at the top of the area that lets you choose what frame you wish to manipulate.

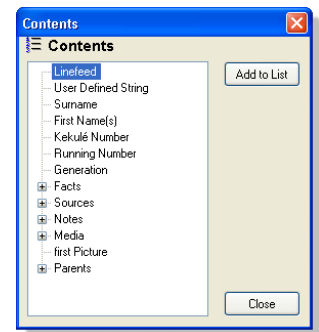
When you select an entry from the list, you can move it up and down the list with the blue arrows. Again, the print preview will change accordingly as soon as you make a change to this list.



To add additional fields to a frame's contents, click on +. A new window will open, listing all available pieces of information for that frame. Select one of the items and click on **Add to List**. The item will be added to the list of contents, and the corresponding data will appear on the printout.

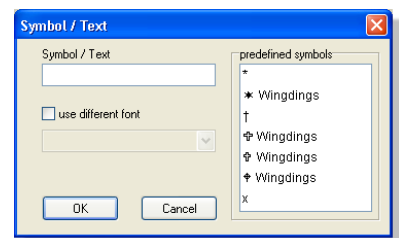
The two additional items **Linefeed** and **[User Defined String]** let you specify where to start a new line, and constant character strings to be printed.

The - button removes an entry from the list of contents, and therefore from the printout.



You can specify a prefix (text preceding the data) and suffix (text following the data) for every item in the list of contents. The prefixes and suffixes can either be a symbol or text.

A prefix or suffix is activated by selecting an item from the list, and checking one of the options at the bottom of the dialog. The now available 🦋 button takes you to the symbol / text window. Enter the desired text into the field in the window's top left corner. For symbols activate the "different font" option to assign specific font. Otherwise it will be rendered using the same font as the data it precedes/follows. You can also select a standard symbol from the list on the right.



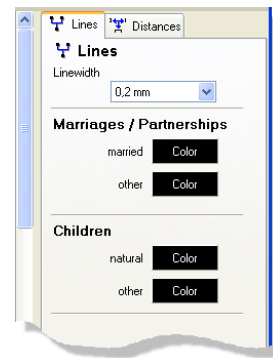
Lines (Graphs)

The **Lines** tab is only visible if you select the page margin of a graph. It is unavailable for lists.

The controls on this tab let you modify the lines connecting the people in the tree. You can select their width and color, depending on the kind of relationship between the two people it connects.

Ages! distinguishes between married and unmarried couples, as well as between natural and other children.

Example: If you want the line between unmarried couples to appear in red, select a different **Color** for "other" partnerships. The line connecting a couple with unknown marriage status will appear in red as well.

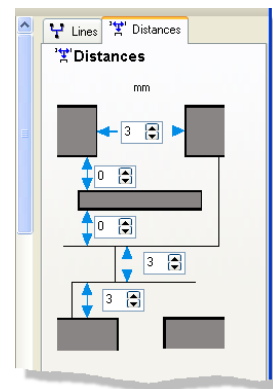


Distances (Graphs)

The **Distances** tab appears together with the Lines tab, if you select the paper margin of a graph. This tab lets you change the distances between frames.


The graphic behind the controls shows you what distances are configured by that control: (top down)

- minimum horizontal distance between two people. This minimum distance applies to couples as well as other people printed next to one another not having any relationship. Please note that the actual distance between two people may be much larger, especially in big trees.
- vertical distance between the bottom of a person's frame and the top of the marriage frame.
- vertical distance between the bottom of the marriage frame and the connecting line between two partners.
- vertical distance between the partner's connection line and the children's line.
- vertical distance between the children's line and the top of the children's frames.

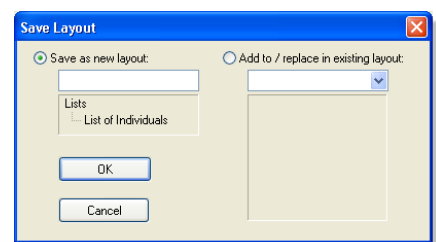


The distance between two generations is the sum of the 4 vertical distances and the height of the marriage frame.

Saving the Layout


To save a layout for later use, you can store it on your hard disk. Use the  button to the right of the layout selection box. It will open a new window.

Use the option **Save as new Layout** to store your changes. Enter a unique name for that layout and click **OK**. The new layout will now be selectable from the layout selection list.



Advanced users can save multiple designs for different lists in one layout file. To do this, select **add to / replace in existing layout**, and choose the layout from the drop down list. The gray area below the layout's name shows what diagrams and lists are contained in the layout file.

Export for other Applications

If you want to use a printout with another program, such as Corel Draw, click on  to save it to an EMF-file on your hard disk. This file can be easily imported into most graphic applications, or be used as a "clipart" in word processors. Note that this format is unsuitable for import to other genealogy software. In addition to this, all lists can be saved as RTF files for import in word processing software.

Chapter IV: Appendix

The information contained in this chapter is normally not necessary for the use of **Ages!**. It is here for the sake of completeness and legal issues.

License Agreement

The program **Ages!** is protected by copyright. Its use is restricted by this license agreement. Software and registration code form the full version. The software alone (without a registration code) is called shareware.

You may freely use, copy and distribute the shareware. If you charge money for this (e.g. salary, media costs, magazine price) you have to make clear that this payment is not payment for the software, and that they did not buy the software by paying you.

The full version may be installed on exactly one PC. If you sell this license you have to give the buyer all copies of the registration key. You may then continue to have the shareware on your PC, but not the full version. You may not rent the full version, or install one registration code on multiple systems.

We are not to be held liable for any damages created by the use of our software. In all cases a liability is limited to the product's retail price.

Please note that continuous backups of your data are indispensable and that we will not be held liable for any damages that arise through non-existing or unusable backups.

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To receive a personal registration code to turn the software into the full version please contact one of the following:

North America	Europe (includes Germany)	Germany
ShareIt! Inc. PO Box 844 Greensburg, PA 15601 U.S.A	ShareIt! element 5 AG Vogelsanger Str. 78 50823 Köln Germany	Genealogie-Service.de GmbH Mühlenstraße 12 37170 Uslar Germany
Tel.: +1 (724) 850 – 8186 Fax: +1 (724) 850 – 8187	Tel.: +49 221 31088-20 Fax: +49 221 31088-29	Tel.: +49 800 436 3256 Fax: +49 800 436 3257
Ages! Product No.: 106107	Ages! Product No.: 106107	Ages! Product No.: 2477

or click on the registration link on our product homepage:

<http://www.daubnet.com/english/ages.html>

GEDCOM-Standard

What is GEDCOM?

GEDCOM is the abbreviation of GENEalogical Data COMMunication, and is an established international standard for the exchange of family trees. This standard was created by the Family History Department of the Church of Jesus Christ of Latter Day Saints, but nowadays is used by virtually all genealogists and genealogic programs.

Ages! uses this format as standard format to store family trees. This allows you to use any GEDCOM-tool without having to export data.

The current GEDCOM-specification can be downloaded from <http://www.gedcom.org>.

Forcing a new Installation

For cases, where you try to install **Ages!**, but it doesn't let you (because it hadn't been uninstalled fully), you can force a new installation by starting the AGES.EXE with the parameter "-install". It will launch the usual installation process as described in [➤ Installation \(page 4\)](#).

Uninstalling Ages!

Ages! can easily be removed from your PC by using the **Software** icon in your Windows Control Panel. Select the "Daub Ages!" entry and click on the **Add/Remove...** -button. Confirm the following dialog, and **Ages!** will be uninstalled from your PC. Please note that the registration information is removed from your PC as well, and has to be re-entered after a fresh installation.

Alternatively you can run AGES.EXE with the parameter -uninstall, to remove it from your system.

Registry Entries

If you don't run **Ages!** in hands-off-mode, it will write to the following registry path:

HKEY_LOCAL_MACHINE\Software\Daub\Ages Application setup information.

Creating a file association in the [➤ Preferences Dialog \(page 18\)](#) will create the following additional paths:

HKEY_CLASSES_ROOT\.ged Linked to Daub.GEDCOM

HKEY_CLASSES_ROOT\Daub.GEDCOM Link to open files via double-click

Lots of other registry information is read but not modified.

Command Parameters

Syntax:

AGES.EXE [FILENAME.GED] [-install | -uninstall | -handsoff]

Options:

DATEINAME.GED	opens the file DATEINAME.GED
-install	starts the installation
-uninstall	starts the uninstall process
-handsoff	starts Ages! in hands-off-mode (no changes to registry)

Version History

- Version 1.30 released: September 2002
Completely new source system
Compatibility with Windows XP
New Design
More robust GEDCOM import
- Version 1.20 released: June 2001
Merging People
Import GEDCOM files
Export partial trees to GEDCOM
Additional Fields available for Printing
Additional List: "Family Book Style"
Additional Chart "Ancestor Page"
- Version 1.10 released: September 2000
new layout-engine ! Completely new designed output functions.
integrated installation and uninstall
search through locations and notes
new look
numerous smaller additions
- Version 1.03 released: November 1999
new lists: End-of-line, Personal Recordsheet
Search for events, name search precision
additional names
- Version 1.02 released: October 1999
language modules. First english version.
- Version 1.01 released: September 1999
few bug fixes
- Version 1.00 released: September 1999
First public release