

# **Users Manual**



Version 1.50 - english

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#### **Preface**

An idea, a user community from more than 50 countries and 8 years of development are the ingredients of the new **Ages!** update. I would like to start out with a message to all those users having made this possible:

#### Thank you!

As a means of paying back some of that debt back to our user base, the new V1.50 is available as a free update, although more time and effort has gone into the changes and new features of this version than into all prior updates combined.

I would like to especially thank my employee Mr. Löwenbrück, who not only patiently does most of the phone support, but is also continuously pushing the user interface development to evolve further. The icons are his work as well.

Enough small talk – have fun with Ages! and your genealogical research,

Jörn C. Daub

#### What is Ages?

**Ages!** is the easy to use software for your family tree. Managing complex information and relationships through a simple user interface is the design philosophy behind it. But see for yourself...

#### Shareware? Try-before-buy Software?

Try-before-buy software (in other words: Shareware) are programs, which you can test-drive before purchase. This is just like test driving a car. **Ages!** will let you enter up to 50 people without having to buy it. There is no time limit to its use before purchase. You could use it for months or even years. You can also give this software (without registration code!) to friends or relatives. The registration code turns the shareware into the full program, and removes the 50-people limit. We think that this is the most honest way of selling software: You know what you're getting before you make the decision to pay a cent!

#### Technical Support

Our free e-mail support is available for any question or inquiry regarding **Ages!**. Simply send an e-mail to <a href="mailto:support@daubnet.com">support@daubnet.com</a>, which will usually be answered within one business day.

#### **Updates**

Simple and clear - just like the software itself: With the purchase of this version, you will receive free updates for all upcoming versions that start with a 1 (One). These can be downloaded from our website, and will accept your registration code to turn it into the full version.

#### **About this Manual**

Genealogy is not a linear process, and neither is the use of software. This is why this manual was not conceptually created as a novel, but as a helping tool when using **Ages!**. For your convenience we have sorted its chapters in the approximate order of use, but there are quite a few cross-references or references to screen items in it as well. These are shown as follows:

► Topic (page X) cross-reference to another topic in this manual

**Screen Text** text, that is visible on the screen. **Menu -> Item** menu item from the menu bar

http://www.daubnet.com internet-address (URL)



# **Chapter I: Installation and First Steps**

#### **Download**

You can download Ages from its product homepage ( <a href="http://www.daubnet.com/english/ages.html">http://www.daubnet.com/english/ages.html</a>) 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.

Ages! V1.50

1) Select your favorite language

#### Installation

You can cancel 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 31).

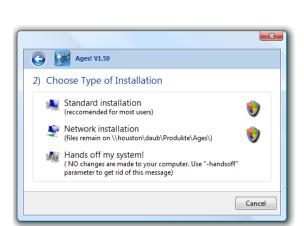
Click on Next.

#### 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



Continue Cancel

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 off 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

The standard installation procedure will ask you for a target directory where it will put the application files. 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.

.

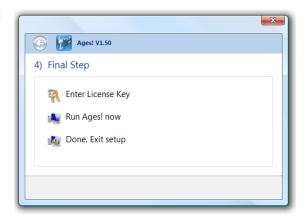
#### Step 4) Final Step)

**Ages!** has now been installed on your PC. If you already have a license key, this is a good point in time to unlock the software.

Click on **Run Ages! now** to finish the installation and run **Ages!** the first time.

Clicking on **Done. Exit Setup** instead, will just finish the installation, and not automatically start the software.

If you wish to remove **Ages!** from a machine, follow the instructions in *>Uninstalling Ages!* (page 46)



#### The Splash Screen

The splash screen appears during the launch of **Ages!**. It features the software version number in its upper right.

After successful startup this window will automatically disappear.

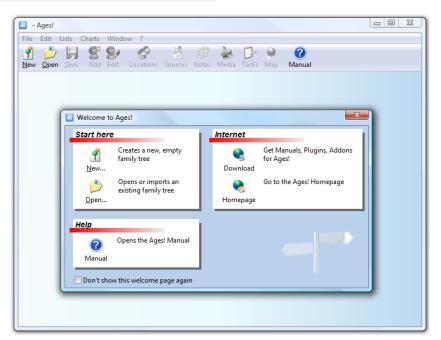


#### Main Program Window

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 7).

Otherwise continue with >Creating a family tree (page 7) to start with a new, empty family tree file.



The welcome form has a few additional functions that will be described here.

#### Manual



The manual that you are reading right now is accessible through the *Ages!* user interface. There are three ways to open the manual on your screen: by hitting the FI key, by clicking on one of the buttons with the Help icon, or by using the **?->Manual** menu item.



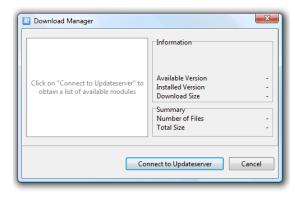
To view this manual, you will need the freely available Adobe Acrobat Reader software installed on your PC. If you don't have a manual on your system yet, you will be guided its download.

#### Download-Manager



The Download-Manager simplifies the installation of add-ons. Click on the **Download** icon on the welcome screen or select **? -> Download** from the menu.

Click on **Connect to Updateserver**. Please note that this function requires an internet connection. On most systems, **Ages!** will automatically connect to the internet, but depending on your setup, you may have to make that connection yourself prior to using the **Ages!** Download-Manager.



Once Ages! has connected to the servers, it will

check its components on your system, and show you a list of available updates. You can choose which components you wish to update or install. Among those are:

Additional language PDF Manuals other add-ons for **Ages!** 

Now click on Download. Ages! automatically does the rest.

Do not forget to cut your internet connection afterwards, if you have a time based tariff.

#### Homepage



To be up-to-date, it is best to visit our homepage every now and then. You will find the most current information on **Ages!** there.

You can access our homepage through the button on the welcome screen, through the ? -> **Homepage** menu item or by typing the following address into the address bar of your browser:

http://www.daubnet.com/en/ages



#### Buy Ages!



The welcome screen and the icon bar will feature a **Buy Ages!** icon, as long as **Ages!** is not unlocked on your system. This button leads to the window shown on the right. Select your country to see the possible methods of acquiring your personal license key.

Once you have entered your license key, this icon will disappear.



#### **Unlock Ages!**



When you purchased **Ages!**, you have received a personal license key. All you need to do is click on **Unlock Ages!**, and enter that key. It is not necessary to install Ages again, or make any other change on your system.





# **Chapter II: Your Family Tree**

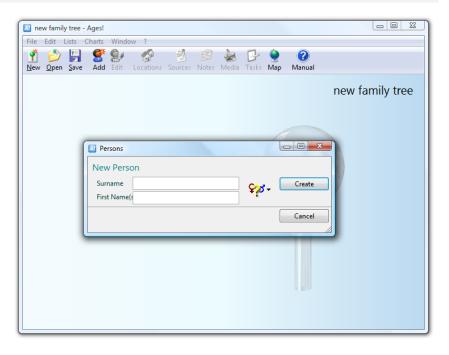
#### Creating a family tree



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 >> Adding a new person to the tree (page 8).



#### 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.

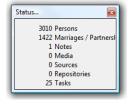


If you wish to save the tree to a different file, select **File -> Save as...** 

#### 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, media and sources.



#### **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.



#### Adding a new person to the tree



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 **o**, female **Q**, or unknown **P**)



Clicking **Create** will render you >The Person Window (page 8) for this new member of your family. If you have just started using **Ages!**, enter your own name.

#### Editing a person



The menu item **Edit -> Edit Person** opens the *>*Selecting a Person (page 13), in which you can select a person with your mouse. Click on Select to access *>*The Person Window (page 8) for that individual to make changes.

#### The Person Window

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

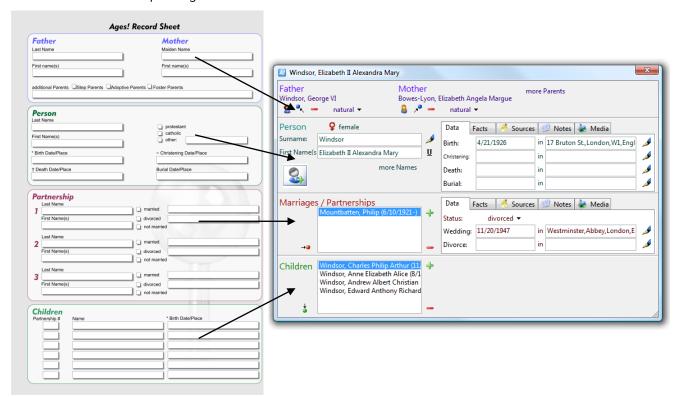
Father and Mother (pur-Windsor, Elizabeth II Alexandra Mary Mother Bowes-Lyon, Elizabeth Angela Margu Windsor, George VI here you'll find connec-**)** natural 🕶 tions to the main per-**♀** female Person Data Facts 💆 Sources 🗐 Notes 🍇 Media son's parents Surname: Windso Birth: in 17 Bruton St., London, W1, Engl First Name(s Elizabeth II Alexandra Mary U Person (turqoise) more Names ø this area has all the in-1 Burial: formation on the main Marriages / Partnerships person itself. Data Facts 💆 Sources 🗐 Notes 🍇 Media Status: divorced • Marriages / Partnerships Wedding: 11/20/1947 in Westminster, Abbey, London, E Divorce (dark red) all partners and partner-Children Windsor, Anne Elizabeth Alice (8/1 ship information Windsor, Andrew Albert Christiar Windsor, Edward Anthony Richar Children (green) All children of the main person.

All changes made to this window are immediately stored.



#### Entering data using the printed personal record sheet

Page 48 of this manual has a printable record sheet that can be used to collect information without PC access. When you are ready to enter that information in **Ages!**, you will notice that every section of that form has a corresponding area on the screen.



#### Person Window: Father and Mother

You can enter one or more set of parents. You'll need more than one set if you wish to enter both natural and adoptive parents, and 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.

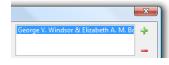
The first button (\$ lets you specify the main person's father and mother. Clicking on these buttons will open the > Selecting a Person (page 13) letting you either select someone from the database or create a new person. This person will be recorded as the main person's parent. The main person will automatically be recorded as that parent's child.

The second button ( $^{\bullet}$   $^{\bullet}$ ) 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 about 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>U</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 ( $\mathfrak{C}$ ), female ( $\mathfrak{P}$ ), and unknown ( $\mathfrak{P}$ ), 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  $\checkmark$ , 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 guite 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  $\checkmark$  button right next to it. The  $\succ$  Event Window (page 11) 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  $\succ$  Date Editor's (page 12) 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 11) 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 17), allowing you to enter details for this source citation

For a source that's already in the list, the  $\checkmark$  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. ( $\gt$ Event Window, page 11)

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  $\stackrel{\checkmark}{\cancel{-}}$  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 11)

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 20) 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 > Selecting a Person (page 13), 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  $\rightarrow \bullet$  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  $\checkmark$  to open the more detailed  $\gt$ Event Window (page 11).

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.

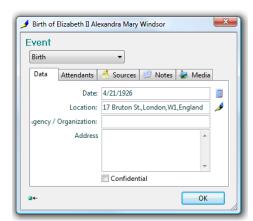
#### Person Window: Children

In the bottom most area of the person window you will find all children of the selected partnership. If you select a different partner, the list of children reflects this change. The + button adds a child to the selected partnership by opening the >Selecting a Person (page 13), 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.

#### **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 **Divorce Filed** Adult Christening **Education** Annulment **Baptizing Emigration Bar Mitzvah Engagement Bat Mitzvah First Communion Birth** Graduation **IDNo Blessing Burial Immigration** Cast **Marriage Banns** 

Number of Children
Number Of Marriages
Occupation
Ordination
other Event
physical Description
Property
Religion
Residence

Retirement



Census
Christening
Confirmation
Cremation
Death

Marriage Contract Marriage License Marriage Settlement Nationality Naturalization

Social-Security-ID Testament Opening Testament Writing Title Wedding

The field **Date** can contain an exact date, a time span or an approximation. The button opens the Date Editor (page 12), 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  $\checkmark$  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  $\nearrow$ The Person Window (page 8). The  $\clubsuit$  button adds a source to this event, using the same dialog. The  $\checkmark$  button



opens the window described in *Editing a* Source (page 17). 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 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 20) 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 ...** date must be before the specified date **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 ended time span closed time span closed time span

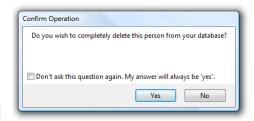
When using "between ... and ..." or "from ... to ..." you will get another date field for the second date.

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.

#### **Deleting a Person**



The menu item **Edit** -> **Delete Person** opens the >Selecting a Person (page 13) window, where you can **Select** a person to be removed from the database. Confirm the deletion by clicking **yes**.



#### 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 cases where you can also enter a new name, the lower portion of the window matches the one described in *>Adding a new person to the tree* (page 8) 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 8) to edit the information.

#### \_ 0 X A Search Select Person Wijkmark, Elin Kerstin Margareta (3/4/19... Select Windham, Cecilia Anne (-1874) Windsor, Alexandra (12/25/1936-) Windsor, Andrew Albert Christian (2/19/... Windsor, Anne Elizabeth Alice (8/15/1950-) Windsor, Beatrice Elizabeth Mary (8/8/19... Windsor, Charles Philip Arthur (11/14/19... Windsor, Davina Elizabeth Alice (11/19/1... Windsor, Edward Anthony Richard (3/10/... Windsor, Edward George Nicholas (9/9/1.. Windsor, Edward VIII (6/23/1894-5/28/19... Windsor, Eugenie Victoria Helena (3/23/1... ▼ 1 / 3010 Persons Cancel

#### Selecting multiple Persons

In certain cases **Ages!** will let you select more than one person (e.g. to print personal record sheets). 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 person's ancestors.

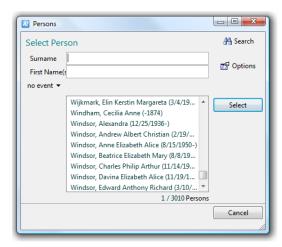
#### Searching for Persons

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





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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.

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**.

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

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 7/1/1903 and 7/30/1903	All persons who are born in July
			1903.
Find	ID-No.	127753	People with an ID-No 127753
Find	Occup.	Butcher	All persons from the tree, who
			were butchers.
Missing	Birth	(no further specification)	All people without birth informa-
			tion.

#### **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).

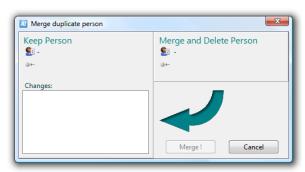
The **Precision** helps with unknown spellings. Depending on its setting, searching for "Elisabeth" will find "Elizabeth" and "Bernhard" will find "Bernard". The more you drag it to the right, the less the search criteria and the recorded data have to match.

#### **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 **9** and **9** each open a window to select the person. See >Selecting a Person (page 13) for details.

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.

Warning: Merging two individuals cannot be undone! If you have mistakenly merged two people, you will have to create two new records, connect those to their families and delete the merged record. So remember to backup your database before merging people!

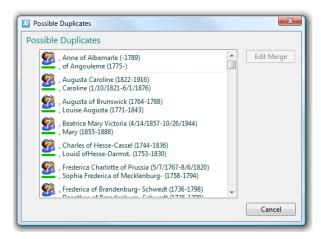
#### Finding Duplicate Records



**Ages!** can automatically find duplicate people in your family tree, if they originated from the same family tree via export (>Export partial trees, page 28) and are then re-imported later (>Adding data from another family tree, page 28)

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



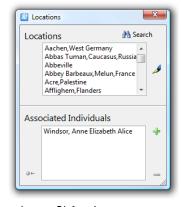
the Merging Duplicate Records (page 14) window. If you perform a manual merge, the corresponding item will automatically be removed from this list.

#### 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 opens the (>Edit Locations, page 16) that, among other things, 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 per-



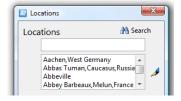
son from that list, and clicking on ⊶ will get you *>The Person Window (page 8)* for that person.

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 13) 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.

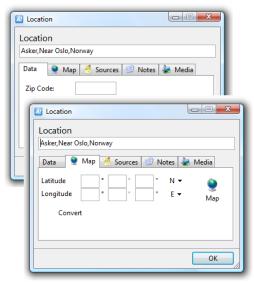
#### Edit Locations

In addition to its name, Ages! can store more information on any place. Changing its name here will automatically change all references to this location.

The **Data** tab has a field to enter the zip-code.

The **Map** tab is used for its geographic location. If you enter latitude and longitude of a place, Ages! can show it on the integrated world map. To simplify entry of coordinates on the western hemisphere, you can enter negative values, which will automatically switch to western longitude. The Convert button allows you to enter Maidenhead-locators. For more on this see ➤Map (page 16).

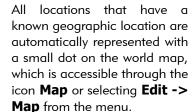
The **Sources** tab is useful for storing location-related sources such as church records or census information. Just like the corresponding tab in >The Person Window (page 8), the 🛨 button creates a new source link, 🍠 opens the source window for editing, while 💳 deletes a source.



The **Notes** tab has a list of notes for this location. The 🛧 button creates a new note. The 🥖 button lets you edit a note, - removes it.

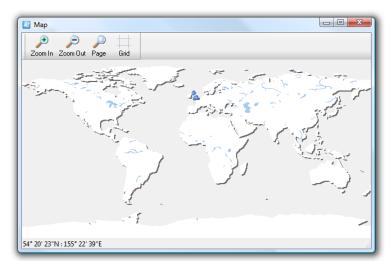
The **Media** tab contains a list of related files on your hard disk. Here you can add photos for that place or alike. Again, 🕂 adds a medium, 🍠 opens it for editing, 💳 removes it. More details on media can be found in the  $\nearrow$ Media (page 20) topic.

#### Map



You can **Zoom In** and **Zoom** Out through the corresponding buttons. The **Grid** button shows a latitude/longitude grid. To move the map in any direction, click on the map, and drag the view.

If you position your mouse over any of the blue dot, the



map view will display the location's name. Click on it opens the >Edit Locations (page 16) window.

#### Sources

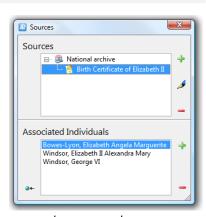


Keeping track of the sources is an important task in genealogic research. Often you will find it necessary to review your sources at a later point in time. **Ages!** supports this with an integrated source system.

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 - 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 15) window. The + button creates a new source, the / button opens a source window, as described in >Editing a Source (page 17). The — button deletes a selected source. Please note that deleting a source will automatically delete all source citations pointing to this source as well!

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  $\checkmark$  will open a different window, explained in  $\nearrow$ Repositories (page 19).

When a source is selected, the lower part of the window shows a list of people related to this source, making it a list of source citations for the selected source as well. You can select one of these people and click on \*+ to go to \*The Person Window (page 8) for that person.

Selecting a person and clicking — will remove the source citation for the selected person.

Clicking on + lets you add this source to additional people. You will be prompted to select any number of individuals you wish to attach to this source. You will get a selection window for every person you choose to add – here you can specify if the source should be added to the person itself or to one of its events.

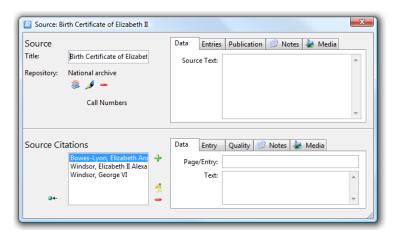


#### **Editing a Source**

The upper 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  $\triangleright$ Repositories (page 19).

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 8):

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 20) for details on the use of media in **Ages!**.

#### **Editing Source Citations**

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 8 and page Fehler! Textmarke nicht definiert.)

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 to 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 20) for details on the use of media in **Ages!**.

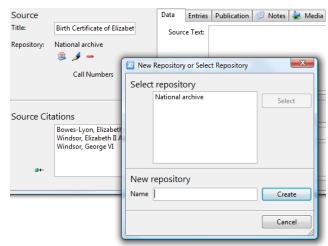
#### Repositories

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 Fediting a Source, page 17). 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 J button opens its repository window, as described in Editing a Repository (page 19) 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 17) 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

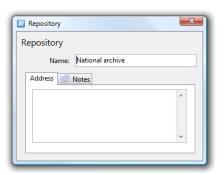




#### **Editing a Repository**

After a repository is created, you can access the repository's window by highlighting it in the Sources (page 17) window and clicking on the Jutton. If you are currently Editing a Source (page 17), you can access it by clicking on the Jutton aside 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.

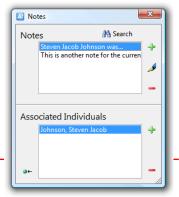


#### **Notes**



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 single list. You can add a new note to by clicking +. The / button opens a note for editing, whereas — deletes it.

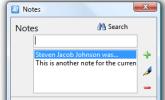
To associate an existing note with a person, select it in the list, and drag it (keeping the left mouse button pressed) on top of a person, a couple or event window.



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 8) 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 13) 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 docu-

ments 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  $\nearrow Notes$  (page 19) 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 8) 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 22). 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  $\mathcal{I}$ . A click on  $\overline{\phantom{a}}$  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.

#### Adding Media

You can add media from different sources to your family tree, and link them to data. The following windows allow you to add media:

≻The Person Window (page 8)

≻Event Window (page 11)

➤ Edit Locations (page 16)

➤ Editing a Source (page 17)

To do so, select on the **Media** tab, and click on **+**. This will open the wizard shown on the right.





If the medium you wish to add is already linked from another record in your family tree, you can click o **From this Family Tree**. Then you can select the medium from the list, and click on **Done**.

Select the **From File** option, if you wish to add a new medium. You will be presented a standard windows dialog to select the file from your hard disk. After selecting the file, **Ages!** will link it to your family tree, and display it in a new window. (see >Displaying Media, page 22)

# Adding Images from Scanners and Digital Cameras

If you have a scanner or digital camera, you can directly transfer the images to your family tree by selecting **From Scanner or Digital Camera**.

You should now see your device listed on screen. If it does not, make sure that it is turned on, and click on **Refresh**.

Please note that not all combinations of operating systems and devices will be supported by **Ages!** If your device is not supported, please use the software that came with the device to save the scan or photo to a file. Then use the From File option described above to add it to your family tree.

If your device is listed on screen, highlight it and click on **Continue**.

You will then be asked for a **Title** and a folder to store the images in. Once you click **Continue**, the standard dialog of your camera or scanner will appear. Its options and usage is described in your device's manual.

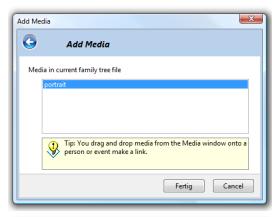
When the image was transferred, it will be displayed in a new window..

#### **Add Website Links**

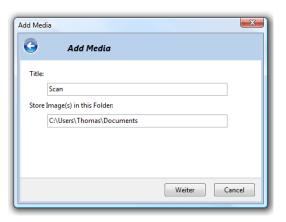
You can add internet links (URLs) to your family tree.

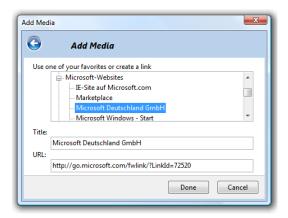
Click on **Link to the Internet** to add a web link. If you already have that link in your browser's favorites, you can select it from the list. Otherwise, just type in a **Title** and the corresponding URL.

If you manually add an address, please make sure to store the full address, including the "http://".









#### **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 *Displaying Pictures and OLE-Documents* (page 22).

Audio recordings in WAV format can be listened to. For these files you will get the window described in *Listening to Audio* Recordings (page 22). If **Ages!** cannot show or play your file, you will get the *Liconic Display* of Other Media (page 23).

#### **Displaying 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  $\P$ . The  $\P$  button zooms out again. The  $\P$  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  $\checkmark$  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.

#### Slideshow

When you open a medium from a list of more than one medium, such as a person's media tab, additional buttons are available from the toolbar: **Next**, **Slideshow** and **Previous**.



You can use the **Next** and **Previous** buttons to flip through that person's media. The same thing applies if you have opened a medium attached to a partnership, event, source or location.

Click on **Slideshow** to have **Ages!** automatically switch slides. The slideshow's timing can be changed using the >Setup: Slide Show (page 34)

#### **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. II pauses, and
- stops it.

The  $\checkmark$  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 other media (page 22).

Double-click that icon, or use  $\mathcal{I}$ , to start the external program for this file type.

#### Check Media

Whenever you add media to your family tree, Ages!

does not create a copy of that document, but instead links to its current location on your hard drive. This helps keeping the family tree file small, and it keeps things up-to-date: if you decide to change the contents of a linked Word-document, **Ages!** will automatically link the new document instead of the old version.

It now and then happens, that documents are moved or renamed. This is especially true, if you get a new PC. If the document is moved or renamed, however, the link within **Ages!** becomes what is commonly called "a dead link", and you cannot open the file from within **Ages!**.

To check for such links, and to get those working again, is the purpose of the check media wizard.

To run this wizard click on **Check Media** in the media window.

#### Now click on **Start Scanning**.

Depending on your PC and the number of media in your family tree this may take a short while. If all files were found, you'll get a message like the one on the right.

If any file is absent, **Ages!** will tell you how many are missing, and give you three options on what to do next.

#### You can:

- have Ages! scan your system for those files. If they have been moved elsewhere, but still have the same file names, Ages! will be able to find them and correct its links automatically.
- do a Manual Search, and enter the new location. This is necessary if you have renamed the file.
- remove all dead links. This is the right option, if you didn't have the media in the first place – as often is the case with copies of other peoples family trees.

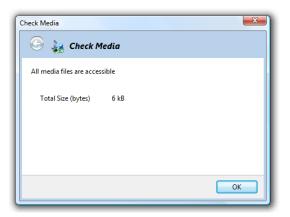
#### **Automatic Search**

If you clicked **Automatic Search** in above wizard, you need to select the drive or folder that **Ages!** will scan.

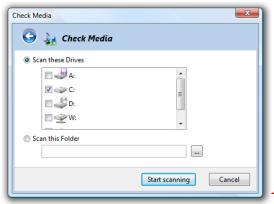
By default, **Ages!** will try to locate your media on your hard disk(s). If you want to scan through different drives change the corresponding checkmarks.

If you already know where the missing files are located, you can select Scan this Folder and click









on ... to select the new directory. This will speed up the process immensely.

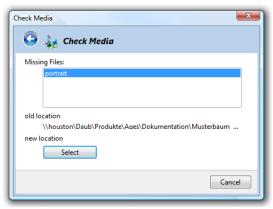
Now click on Start scanning. This may take quite a while, if entire hard disks are scanned. When

the scan is finished, you will either get a message that all media are accessible, or the remaining number of missing files (see above).

#### **Manual Search**

The automatic search will fail if you have renamed your files. However you can manually point **Ages!** to the new file.

To do this, click on **Manual Search**, this leads to the screen shown on the right. Highlight a file, click on **Select**, and use the standard Windows dialog to point to the new file location. Repeat this step for the other missing files.



#### Tasks



The task manager helps organizing your research. It is useful to keep track of loose ends or other things that need further investigation. Click + to add a task, click / to edit a selected task, and - to delete it.

The **Search** button is available to find tasks, if the list becomes longer.

In addition to the tasks you create yourself, some tasks will appear automatically. Those are created by the *Plausibility check (page 25)* built into *Ages!* which checks your data for implausible or impossible data. Automatically created tasks will also be automatically marked as completed once the cause for it is corrected.

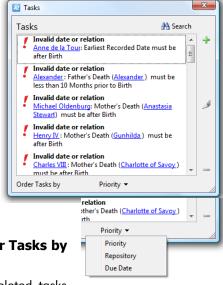
You can change the order of tasks by clicking on the **Order Tasks by** option.

In ist normal operation, the tasks window will hide completed tasks from view. If you wish to access completed tasks, right click and select **Show Completed Tasks** from the context menu.

#### **Edit Tasks**

Select a task from the tasks window and click on  $\mathcal{I}$ . A new window will appear as shown on the right.

The **Description** tab has a **Title** and a **Text** field to label and describe the task. In addition to that, you can click the **Add Link to Person** button to insert a hyperlink to a person in your file, which will appear as blue underlined text.





Show Completed Tasks

Order Tasks by

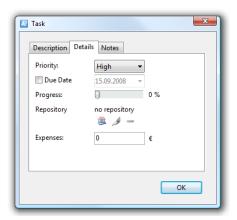


The **Details** tab is used to specify further information on that task. The task's Priority will determine the task icon and its position in the task window, since that is sorted by priority by default).

The **Due Date** and **Progress** can be used to assist your personal planning. If you set progress to 100%, it is considered done (or solved) and will be hidden from the task window. **Ages!** will keep a memory of accomplished tasks, and shows them on demand (see >Tasks, page 24)

If your task is related to a source repository, such as a library, you can select that as well. Finally, you can enter your expenses.

The third tab stores notes on this task, in the same fashion as locations or people do.



#### Plausibility check

**Ages!** automatically checks your data on reasonableness. To give an example of what is reasonable, and what is not: It is totally impossible that a woman gives birth after her death. A man, however, can become father about 9 months after his death. **Ages!** will check for such problems. More often than not, these are typing errors or transposed digits, but sometimes they are not, and reveal serious problems in your family tree. The automatic plausibility check helps you to improve data quality.

**Ages!** will check for the following conditions that are considered impossible. If any one of these conditions is met, a task will be created with high priority.

Death of a person may not be prior to birth

A Wedding may not be prior to birth

Death may not be prior to a person's wedding

No other event may be prior to birth

No event in a person's life may be prior to their mother's birth

No event in a person's life may be prior to their father's birth

The mother's death may not be prior to the person's birth

The father's death may not be more than 10 months prior to the person's birth

The following additional checks are applied which are considered unusual. If any one of these conditions is met, a task with regular priority will be created.

Birth of a child is usually at least 14 years after the mother's birth.

Birth of a child is usually at no more than 50 years after the mother's birth.

Birth of a child is usually at least 14 years after the father's birth.

All other events in a childs life are usually at least 14 years after the mother's birth

All other events in a childs life are usually at least 14 years after the father's birth

A persons wedding is usually at least 14 years after birth.

All of the above checks can be changed. For more on this subject, see ▶Setup: Tasks (page 33).

The plausibility check cannot find all errors in a family tree. Among those that will slip through are typing mistakes in a person's name or a false date, as long as it is plausible. Ages! does not know, if a person was christened on February 5th or May 2nd, as long as both are possible. Ony if he was born in March, it will flag the former date as impossible.

#### Surnames



The window **Surnames** is accessible from the menu by clicking Edit -> more -> Last Names. The top half shows an alphabetical list of all surnames in your file. If you click on one of these, the bottom half will show all people in your file with this name.

The J button makes it easy to change a last name for all of these people at once. The creates a new last name, and links it to a person. The button deletes a name, and removes it from all individuals with that name. The people themselves will remain in the file, just with their last name removed.

Especially when importing data from other genealogists, you may find the **Convert all to** function helpful, as it changes all names in the file to either: **UPPERCASE**, **lowercase** or **Mixed Case**.



The lower portion of the window lists all people with a selected name. With its  $\frac{1}{2}$  button, you can add that name to more people. The added name will be stored in the "more names" section of these invididuals. This function can be used to add a normalized or romanized name to a group of people. The — button removes the name from a selected person, who will then be removed from the list of people with that name.

#### First Names



Comparably to surnames, you can edit first names. The **First Names** window is accessible from the menu by clicking on **Edit -> more -> First Names**.

It lists all combinations of first names in your file in its upper portion. Once one of these is selected, it shows all people with that combination of first names in the lower half.

As before, the 🥖 lets you change a name. All people with that name will have it changed accordingly.

The + button adds a new name to the list, and links it to a person.

The - button deletes a name from the list and removes it from all individuals having that name.



The lower portion of the window lists the people having a selected name. You can add a name to more people (and hence to this list) by clicking +. You can remove a name from a person by clicking -.

The **Convert all to** function works like the one in the >Surnames, page 26 window.

#### **Occupations**



People in your family tree may have had numerous occupations. You can store multiple occupations per person using the Facts tab of >The Person Window (page 8).

To get a summary of all occupations, select **Edit -> more -> Occupations** from the menu.

This window works just like the >Surnames (page 26) and >First Names (page 26) windows.

The top half has an alphabetical list of all occupations in your file. When you select one of these, you will get a list of all people with that occupation in the lower half of the window.

The *I* button lets you change the occupation for everybody linked to it. This helps unifying different writing styles.





The \_\_\_ button adds an occupation. **Ages!** will then ask you to link at least one person to that new occupation.

The — button removes an occupation entirely from the family tree. For everybody in the file who is linked to this occupation, the entire occupation fact is removed.

The lower portion of the window also has two buttons, relating to the list of people having a selected occupation. The \*button lets you add this occupation to a person, which in turn puts that person on the list. The —button removes somebody from the list, and deletes the occupation from that person.

#### Religions



The **Religions** window is accessible from the menu by clicking **Edit -> more -> Religions**. It lists all religions stored in your file. Its usage corresponds to *>*Occupations (page 26).

#### **Nationalities**



The **Edit -> more -> Nationalities** opens the **Nationalities** window. This is a summary of all stored nationalities in your family tree. Its usage corresponds to **>**Occupations (page 26).

#### Education



To get a summary of all education facts in your file click on Edit -> more -> Education. Its usage corresponds to >Occupations (page 26) as well.

#### Titles



Ages! can store academic titles and titles of nobility. To get a summary, click on **Edit -> more -> Titles**. The **Title** window's usage corresponds to *>Occupations* (page 26) as well.

#### Unconnected Subtrees



Genealogic research sometimes creates "islands" – meaning: groups of people who are connected to one another, but are disconnected as a group from the rest of the tree. In some types of research (e.g. researching people with a certain surname) this is very common as opposed to an exception.

To get a summary of your subtrees select **Edit -> more -> un-connected Subtrees** from the menu.

The upper part of the window lists all subtrees, ordered by size. If everyone in your file is connected to your main tree, you will get just one entry, listing all people in your file. People who are not linked to anybody will appear as "1 Person" subtrees.

Click on one of the subtrees to get a list of individuals in that tree.

As soon as you link two people (e.g. make them spouses) from two different subtrees, the two trees will form one large tree.

#### Submitter



The Submitter window is accessible from the menu by clicking Edit -> Submitter.

This window takes your name, address and phone number(s), to identify you as the author of your family tree, which is important, if you decide to share your data with others.



un un	connected Subtrees
unce	onnected Subtrees
	2939 Persons
	68 Persons
	1 Persons
	1 Persons
	1 Persons
Ass	ociated Individuals
Ass	Fairbrother, Sarah (Louisa)
Ass	Fairbrother, Sarah (Louisa) Farnese, Isabella Elizabeth
Ass	Fairbrother, Sarah (Louisa) Farnese, Isabella Elizabeth Fellowes, Laura Jane
Ass	Fairbrother, Sarah (Louisa) Farnese, Isabella Elizabeth Fellowes, Laura Jane Fellowes, Robert
Ass	Fairbrother, Sarah (Louisa) Farnese, Isabella Elizabeth Fellowes, Laura Jane



#### 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 a window, so that these can be merged. (see >Finding Duplicate Records, page 15)

#### **Export partial trees**



If you want to share your family tree with others, you can simply give your GEDCOM file to somebody else. But more often than not, you want to share just the part of the tree that is related to that person, or you wish to keep your notes to yourself. The File -> Export menu command opens a wizard that does just that, and then some.

The first step gives you three choices:

- Simple export to a new file
- Create an email with attached family tree
- Ages! to go, which lets you create a CD,
   DVD or USB stick with your family tree, all of your media and a working copy of Ages!
   (Creating a CD requires Windows XP or Vista)

After you have made that choice, you can select which people are to be included.

- Everybody from your file
- All relatives of a person you will be asked who's relatives you want
- All ancestors of a person again you'll be asked whose ancestors should be exported
- All descendents of a person with a likewise selection
- Advanced selection

If you choose advanced selection, you will get the window to the right. Otherwise you'll see the export options window described below.

The left part of the window has a list of people to be exported, which starts out empty.

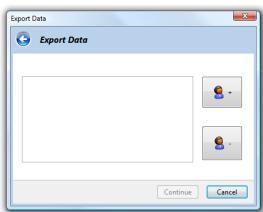
opens the >Selecting a Person (page 13) window to select one or more people to add to the list. You can use the "Mark" feature to create complex selections.

removes a person from the list of exported people.

Continue ends this selection and continues to







the next step.

#### **Export options**

This step lets you decide which information is to be exported, and what should be kept private. On the right side of the window you see the currently selected options. If you click on it, you'll see a list of other choices.

**Privacy: Living Individuals**: If you share information with others, you might want to hide living people.

You have the option to share all information ( no protection ), to hide them completely or to reduce them to their name.



**Confidential Information**: If you have marked certain events or notes as confidential, you can exclude them from the export.

Sources: Choose if you want sources, source repositories and source citations to be included.

**Notes**: Select if you want notes to be included. Confidential notes will only be exported when both **Notes** and **Confidential Information** permits.

**Media**: In most cases you just want to share the data, not your media. In these cases use **none** or **Weblinks only**. Selecting **Link** will export all media information, but not the media themselves.

If you have selected **Ages! to go** at the first screen, you have a fourth option: **copy**, which creates copies of all your media on the USB-stick or CD.

Once you have made your choices, click **Continue**.

The last step depends on what you selected on the first screen:

# Export Data All 3010 Persons Notes Media copy Ages! to go: All media will be copied Link media information is exported, but no copy of the media is made Weblinks only Only links to the WWW are exported, all others are removed none all media are removed from this export

#### Last step when exporting to file

If you have chosen **Export to new file**, you will be asked for a filename.

#### Last step when sending an email

If you have chosen Send as E-Mail, you will get the window on the right with all email addresses in your current file. If you wish to use these email addresses, put checkmarks in front of them.

When you click Continue, Ages! will launch your email software, create an empty email with the exported family tree as attachment.

If you have not selected any email address, you will have to add it manually.

Note: If your email software does not launch, or if you use a webmail service, please use the Export to new file option, and attach the newly created file to your email yourself.



All 3010 Persons

Richard Woodville (support@daubnet.com)

Continue Cancel

Email

#### Last step with Ages! to go

The Ages! to go export needs two more things to complete. Select the drive to use, and select a licensing option.

Ages! can create CDs and DVDs, if you have Windows XP or Vista, and a drive supported by your operating system.

Exporting to a USB stick is even more versatile, as they can be used as a working medium, see the next section for details.

If you are creating this export just for your own use, you can select the second licensing option and have a fully working copy of Ages! on your drive. You may not give an export created with this option to anybody else!



If you wish to use **Ages! to go** to share data, please select the first option. A copy of Ages! will still be included, but restricted to the shareware version – which is enough to view the tree, and to make changes.

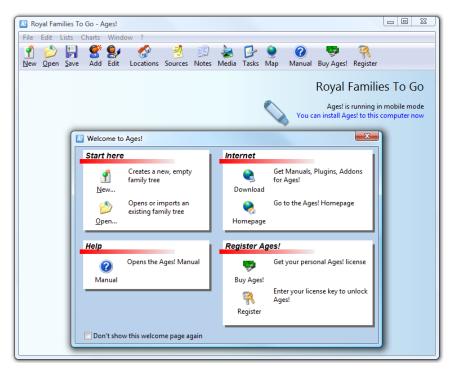
If you feel unsure, leave the first option checked.

#### Ages! to go

**Ages! to go** lets you take your family tree anywhere – be it on a USB stick or CD. You can create an Ages! to go disk/stick using the export function. With this disk or stick, you have all you need:

- your software: Ages!
- your family tree including all people, notes and sources
- all your linked media

This is how it looks:



With the exception of the small text in the upper right corner, there is no difference to your usual software. The **Buy Ages!** and **Register** buttons are present if you have not created a licensed disk.

#### Ages! to go on CD.

If you insert an *Ages! to go* CD into any PC, *Ages!* will automatically launch and open your family tree file. This gives access to all your data and all program functions. For example, you could run a slide show on your cousin's PC. You do not have to install Ages! on the PC, and it will not be changed in any way. If you make changes to your family tree, however, you cannot store them on CD. You will have to store this file on the PCs hard disk or some other medium.

If you do wish to install it, however, you can click on **You can install Ages! to this computer now**. Your license data (if included on the CD) will not be copied. If your license data is not included on the CD, you could also give the whole CD to somebody else. You may not share a licensed copy of **Ages!** 

#### Ages! to go on USB sticks

Even more exciting is the option to use USB sticks. Simply attach your USB stick to any PC, and navigate to the "AgesToGo" folder on it – unfortunately, regular USB sticks can't autorun software, so you will have to double click the Ages.exe.

After launching Ages! you have all the options you would with a CD, but you can also make changes to your family tree, and save them back to the USB stick! This is the ideal solution to enter data at a different PC.

#### **Preferences Dialog**

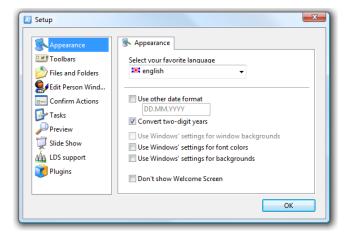
This window changes a number of program options. You can access it via the menu item **Edit -> preferences**. It has 10 sections:

#### **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.

**Ages!** automatically uses a date format according to your system settings. If you wish to use a different format for your genalogic research, check **Use other date format**, and specify your preferred setting.

M/D/YYYY 2/28/2005 YYYY-MM-DD 2005-02-28 DD.MM.YYYY 28.02.2005 D.M.YYYY 28.2.2005



Ages! will also automatically convert any entered year from two to four digits, so Feb 28th 05 becomes Feb 28th 2005. If you plan on using dates in the 1st century A.D., you can disable this function by unchecking **Convert two-digit years**.

The following three checkboxes can be used to disable the default color scheme, and use the Windows' system colors instead.

The last option will keep the welcome screen from opening whenever Ages! is launched.

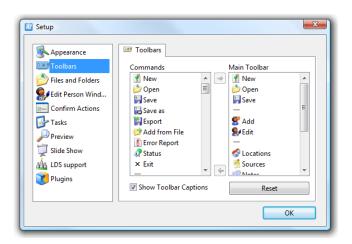
#### **Toolbars**

You can change the Ages! toolbar to your personal preferences to give faster access to certain commands.

You can add any menu command to the toolbar, as well as remove any toolbar icon. To do this click on **Edit -> Preferences**, then click **Toolbars**.

You get a list of available commands on the left, and the current contents of the toolbar on the right.

Select one of the commands, then click the -> button to add it to the right. Drag any toolbar entry to change its position.



To remove an icon, select it on the right, and click <-.

The **Reset** button reverts the toolbar to its factory setting. You may wish to uncheck **Show Tool-bar Captions** to save space.

#### Files and Folders

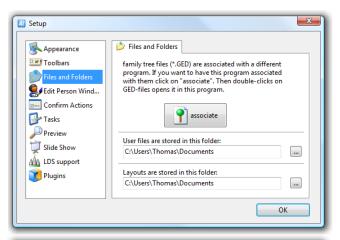
During the installation, GED files were associated with **Ages!**, so that double-clicking a GED file in the Windows Explorer will open that file using **Ages!** If this does not work anymore, click on **associate**, to repair this.

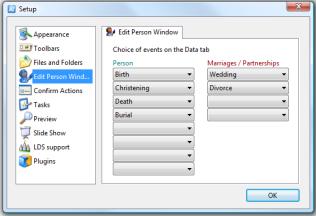
You can also specify where Ages! should store its family tree files (user files) and where to store user layouts (see >Chapter III: Printing, page 36).

#### Setup: Edit Person Window

By default, >The Person Window (Seite 8) has four events on the data tab: birth, christening, death and burial, and two on the partnership's data tab: wedding and divorce.

If you wish to have additional or different events shown there, you can change this setup to up to eight events per person, and four per partnership. Click on **Edit Person Window** on the setup window to alter these settings.





#### **Setup: Confirm Actions**

**Ages!** will ask for confirmation of certain operations, just to make sure that this is what you want to do. This behavior can be changed via the Confirm Actions tab.

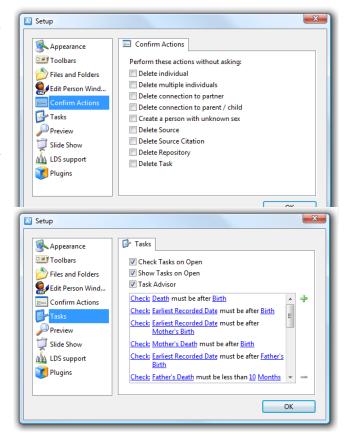
For example: if you check **Delete in-dividual**, you will not be asked to confirm a person's deletion. Unchecking that box will turn the confirmation back on.

#### Setup: Tasks

The automatic >Plausibility check (page 25) performs a number of tests on your data, which can be altered to your preferences.

If **Check Tasks on Open** is checked, Ages! will perform a scan whenever you open a family tree. If it is unchecked, opening large files may become a bit faster, but you won't get a list of problems in that file.

If **Show Tasks on Open** is checked, **Ages!** will automatically open the >Tasks (page 24) window whenever you open a file that has uncompleted tasks.



The **Task Advisor** performs the plausibility check while you are working on a file.

The lower part of this setup dialog contains a list of performed tests. Click on to add an additional plausibility check to the list, click on a to remove a selected check. To change the testing criteria, click on the

Click on <u>Check</u> to specify the type of check performed. After you have selected this, you can specify the details, for example:

(...) must be after (...)
(...) normally happens after (...)
(...) must be at least (...) (...) after (...)
(...) normally happens at least (...) (...) after (...)
(...) must be less than (...) (...) prior to (...)
(...) normally happens at most (...) (...) prior to (...)

Check: Father's Death must be less than 10 Months prior to Birth

Now you can change the 10 months to 300 days by clicking on the **10**, and changing it to **300**, then clicking on **Months**, and selecting **Days** from the menu.

Check: Father's Death must be less than 300 Days prior to Birth

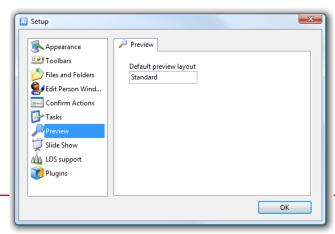
Changing the type of check from "must be" to "normally happens at most", will result in tasks with lower priority.

#### **Setup Print Preview**

blue hyperlinks.

Whenever you create a new chart or report, **Ages!** will present it to you using the "Standard" layout.

If you wish to use a different layout, you can change it in the **Setup** window by clicking on **Preview**, and entering the new default layout name in the **Default preview layout** field.





#### Setup: Slide Show

This page affects the ➤ Slideshow (page 22).

**Change image every ... seconds** determines the speed of the slide show.

**Show Title for ... seconds** sets the duration of the title displayed in full screen.

The four checkmarks below that determine which types of media will be displayed at all.

#### Setup: LDS support

Ages! has a few special functions for members of the Church of Jesus Christ of Latter-Day-Saints (short: LDS, or Mormons). If you are a member of this church, or have another reason to store LDS-specific data, you can enable these functions by checking the LDS support option.

When this option is active, you five more events become available:

Baptizing (LDS) Confirmation (LDS) Endowment (LDS) Sealing to Parents (LDS) Sealing to Spouse (LDS)

These five events will have an extra temple field with a built-in list of temples.

If this built in list ever becomes outdated, you can change it using the **Edit LDS Temples** button.

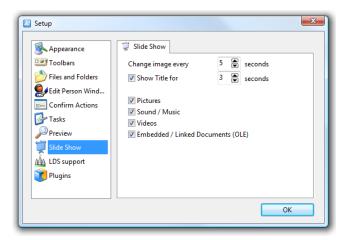
This lets you change the names of the temples and the temple code (ask your local church for details). Click on + to add a new temple, use - to delete a selected temple.

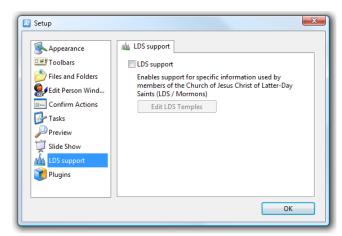
#### Setup: Plug-in

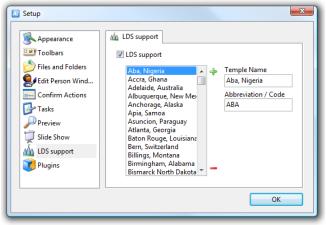
The plug-in interface allows the use of additional program modules that extend the functionality of **Ages!**.

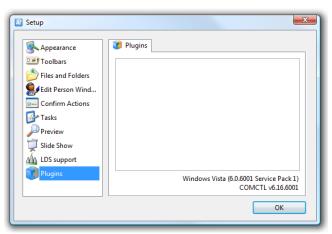
These plug-ins are available through the Download-Manager (page 6).

Plugins can add new menu items and/or add new file formats to import.











The following plug-in are currently available:

- An import plug-in for GenProfi-classic files V3.4 and V.40
- A plug-in for Google Desktop

If you have any import plug-ins installed, the File -> Open command will accept additional file formats, and import them on the fly.

Additional plug-in are in development at the time of release of Ages! 1.50:

- A tool manager that allows you to integrate any external program into the menu
- An import plug-in for Microsoft Access MDB and Microsoft Excel XLS files
- An import plug-in for extended GEDCOM import

Beta versions of these plug-in are sent to customers upon request.



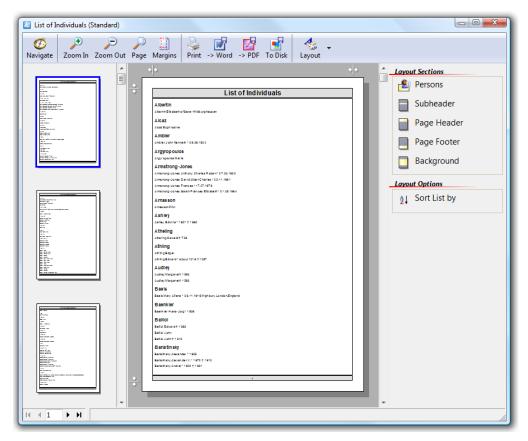
# **Chapter III: Printing**

**Ages!** has a very flexible and versatile printing engine. Whenever you create a report or chart, it will be rendered in standard layout. You can modify that layout or replace it with a different one.

There is almost no limit to your imagination!

#### **Creating a Report or Chart**

All outputs are available from the Reports and Charts menus. Most of them will require a starting person to operate on, and will present you with a window as described in >Selecting a Person (page 13). After this selection has been made, you will see a new preview window with your report or chart in it.



#### **Viewing a Report or Chart**

The central part of the window is used to display the report or chart.

The q and q buttons zoom in and out. Click on q to make the page fit the current window size. To move around, use the scrollbars or drag the page with your left mouse button. If you just click on the page, the element your mouse points to will be selected for modification.

Multipage reports will have an overview of pages on the left that is used to quickly maneuver through the pages, as well as  $\P$ ,  $\P$ ,  $\P$  and  $\P$  buttons. To go to a certain page, you can also enter the page number in the input field and press  $\P$ .

Large charts are shown as a huge page. **Ages!** will split this page onto a number of printed pages when printing. To see the margins and page splits, click on  $\square$ . Clicking it again hides the margins again.



# Using Charts and Reports to Navigate



The **Navigate** button turns your report or chart into an interactive tree. Every person in your preview will be shown as a button. Clicking on it opens >The Person Window (page 8) for that person. Changes in that window will be reflected in the print preview once you refocus the print preview window. To leave the navigation mode, click on **Navigate** again.

# **Printing**



Once you are happy with the print previews contents, click on the **Print** icon. It will open the **Page Setup** dialog that gives **Printer**, **Paper Size** and more printing options.

Enter the four margin widths into the input fields on the left. The **min. Margins** checkbox will reduce margins to the minimum supported by your printer.

The **Orientation** box lets you select **Portrait** and **Landscape** layout.

Charts have an additional checkbox: When **Reduce Pages** is checked, **Ages!** will automatically switch paper orientation if that saves paper. Also available for charts is an overlap setting that speci-

fies the width that will be printed on both adjacent pages.

Click on **Close** to see the print preview with your changes applied. Click on **Print Now** to start printing.

# **Export to Word**



Click on **-> Word** to send a report to Microsoft Word for further editing. **Ages!** will then create a RTF file based on the current print preview and open it in your word processor.

Note: Word-Exports do not contain images.

#### **Export to PDF**



Both, reports and charts can be exported to PDF by clicking on -> PDF. Ages! will create a PDF file, and open it in Acrobat Reader. This format is also suitable for online printing services and copy shops.

Note: The Acrobat Reader has a "flaw". It will not display charts exceeding 200in (5,08m) If you have such a huge chart, please use a different program to view the file. One of the freeware PDF programs capable of displaying charts beyond 200in is FoxitReader.

#### Export to File



Ages! can export to a number of other formats, besides Word and PDF. These exports are designed to open the chart/report in other programs for further editing.

The following formats are available for charts:

EMF/WMF – vector based format, e.g. for Corel Draw or Word

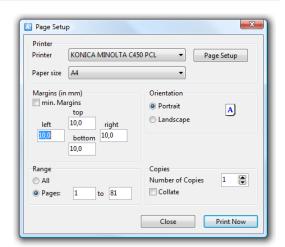
JPG – compressed image format, commonly used on the internet

GIF – compressed image format, commonly used on the internet

TGA – compressed (lossless) image format, mostly supported by image editing programs

BMP – standard image format for windows. Warning: large files!

PDF - Adobe Acrobat format, commonly used on the internet



Reports can be exported to:

TXT – pure unformatted text, e.g. for emails

RTF – formatted text for word processors

PDF - Adobe Acrobat format

Attention! JPG, GIF, TGA and BMP are image formats, not graphic formats. Depending on the graphics card of your PC they can be about 4000x4000 pixels at maximum. These files are not suitable for large canvas printing. Please switch to EMF or PDF for that purpose.

# Selecting a Different Layout



Whenever you create a new chart or report, **Ages!** will present it to you using the "Standard" layout.

To use a different layout, click on the **Layout** icon, and select an item from the menu. The **Predefined Layouts** are factory presets. Layouts you defined yourself will appear in the **My Layouts** section.



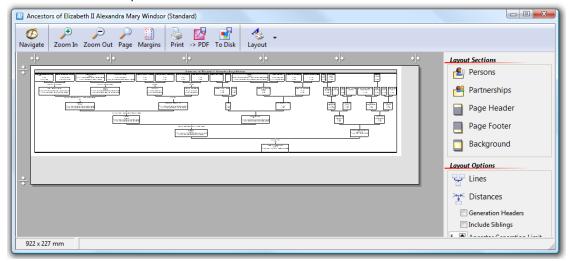
# **Modifying Layouts**

You can make changes to your layout in a lot of ways. It is up to you, which data will be printed, which fonts and colors will be used, and how they will be framed.

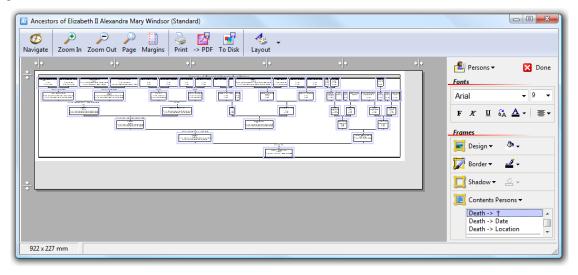
A layout consists of a number of different layout sections, each of which you can modify.

#### Selecting a Layout Section

The following example shows an ancestor chart – the basic principles of modification is the same for other charts and reports as well.



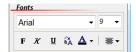
The right border of this window has a number of **Layout Sections** and some **Layout Options**. Click on one of those sections (here: Persons) to highlight the corresponding frames in the diagram.



Once a layout section is selected, you can make changes to this section. Click **Done** do leave this section and return to the section list.

#### **Changing Fonts**

The **Fonts** controls let you change the font face, its size and color as well as bold, italic, underline and capitalization attributes. Additionally you can chose left, centered or right justification.



Normally, this affects the entire text in a layout section. If you wish to change just parts of it (e.g. just the surname), click on one of the surnames in the chart, on the "Surname" entry in the list box on the bottom right. Subsequent changes will only affect the surnames in your chart.

Please note that changing fonts and sizes may change the size of your chart, and thus change page breaks.

#### **Changing Frames**

The selected layout section is surrounded by a rectangular frame. This frame can be changed using the **Frames** controls. Styles go all the way from invisible to clip art graphics with 3D shadow.



٠.

🗾 Design 🕶

☐ Transparent

Solid Color

Gradient

Frame Decoration
use built-in fancy frames

More Frame Options

Margins

the frame is not filled with a color

the frame's background has a uniform color

fill the frame with two colors blending together

Background Image
Select a picture from my hard disk as frame background

The **Design** button lets you select the basic design of a frame. The available options are:

- **Transparent** the frame is set to "see through", not filled with a color. To create a completely invisible frame, you need to set the border to none as well (see below).
- Solid Color the frame is filled with a single color. The button right next do Design lets you select the color.
- **Gradient** the frame has a soft transition from one color to another. If you select this option, there are three buttons aside of it, that let you select the two colors, and the gradient angle.
- **Frame Decoration** select one of the built in fancy frames. If you select one of these, use the two color selection buttons next to frame and border to changes its colors.
- Background Image if you have an image file on your hard disk, you can use that as frame background.

Below these menu items are two more:

**Margins** set the spacing between the frames contents and ist border.

**Indent** provides paragraph indentation by shifting everything to the right, starting on line two.

The **Border** button lets you change the border width (only available for Transparent, Solid Color and Gradient designs). The button aside of it selects the border color.

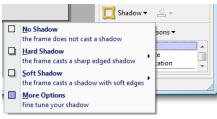


Any frame can cast a shadow. Click on **Shadow** to change the shadow of the currently selected frame. You can choose from hard shadows (sharp edges) and soft ones, and pick direction.

The button to the right selects the shadow color. A soft white "shadow" for example creates a glowing effect on a dark background.

Click on **More Options** to fine-tune your shadow.

- **Horizontal Offset** in mm. Positive values move the shadow to the right, negative ones to the left.
- **Vertical Offset** in mm. Positive values move the shadow down, negative ones move it up. Combining both offsets give the option to have diagonal shadows.





- **Gauss Radius in mm**: This radius changes the softness of the shadow. 0mm is a sharply edged shadow, 0.5 mm creates a soft shadow. Higher values blur it even more.
- **Color**: This button selects the shadow color. Overcoming the limits of nature, you can set a red or white "shadow". This results in a glowing effect. Please note, that black shadows will actually look gray, unless the transparency is set to the very right.
- **Transparency**: This setting changes how transparent or opaque the shadow is. Push the slider to the very right to get a completely opaque shadow. At the very left, the shadow is invisible.

With all these options, you can create an indefinite amount of different layouts and family trees, designed to your personal liking. The built-in layouts are no more than just a few ideas what can be done with Ages! It is definitely worth experimenting with the layout options.

Notes: Soft shadows (especially if you increase the gauss radius) can consume lots of computing power when applied to large charts, and thus can make further layout changes a bit rough. If you want to experiment with soft shadows, you may want to create the layout using a smaller chart, save it, and only select it on the larger chart.

Some printer models do not seem to like shadows. If your printer does that, please export the chart to PDF, and print it using the Adobe Acrobat Reader. Unfortunately, at the time of writing, only the paid versions of Adobe Acrobat Reader can print tiled charts / split charts on multiple pages.

#### <u>Different Frames and Colors for Men and Women.</u>

Ages has a special layout function, to change the design of men's and women's frames independently. Selected the **Persons** layout section as described above, then click on the **Persons** button next to **Done**. Use the pop-up menu to select men, women or frames for people with unknown sex. All changes made to the design now will only affect the selected frames.

It has proven helpful to format all alike at first, and then change only those parts that should look differently (e.g. the font color) after that.

# **Change Contents**

Every layout section has a list of contents to print, which can be changed to your preferences. You could, for example decide to print surnames before first names or to add other details, photos, sources and notes.

The bottom right shows a list of information that is printed in the current layout section.

What you currently see in this list depends on the type of report or chart you are using and which section you have selected.



To print different information, click on **Contents Section**. This button changes its caption depending on the currently selected layout section, so it could be **Contents Header** or **Contents Title**.

This button opens a menu with a few content presets you can choose from. For persons on your chart, you can make **Ages!** print their occupation or photo with just a click of the mouse.

The list of available presets is dependent on the selected layout tion. It has different choices for headers, titles, persons and partnerships.

If none of these presets suit your needs, click on **Edit Field List** to make your own selection of fields to print.

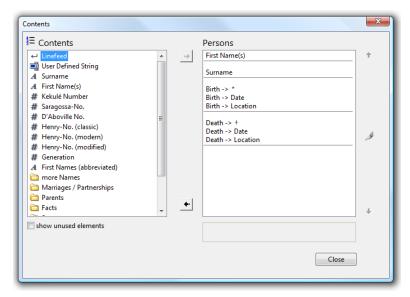


This menu item opens new window as depicted on the right.

The left area lists all available fields for the layout section you are working on.

The right area lists all currently selected fields.

To add a field to that list, select it from the list of available fields, and click on the -> button. Use the blue arrow buttons to change the field order. The print preview will shows changes immediately. The <- button removes an item from the list.



Use **Linefeed** to add a line break to your list. The **User Defined String** lets you add constant text to the layout, such as a caption.

When you select a field on the right hand list, you will see a couple of buttons beneath this list: **Prefix** and **Suffix** each open a menu of symbols that can be put before and after the printed field. Using these, you can 'frame' your surname by asterisks like \*Smith\*, or put a cross before a death date.

There is an option **User Defined String** in this menu as well, so that you can specify your own symbols. This option opens a new small dialog.

Enter your text or symbol into the Symbol / Text field. For symbols, check the  ${\bf use}$   ${\bf different}$  font box, and select the font. Click on  ${\bf OK}$  to close this dialog.

When you are done changing the contents of the layout section, click on **Close** to return to the regular print preview screen. You can now make font and color changes to your new fields.

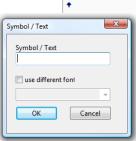
#### Lines (Charts only)

The **Lines** button is only visible on charts, not on reports. It opens a new dialog.

The controls on this window change the connector design of your chart. This includes their line width, their corner radius and color.

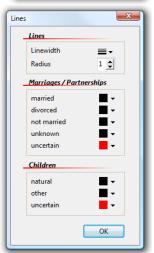
Note: The radius will automatically be reduced when the distance of frames does not permit a larger arc. A radius setting of 0 will produce sharp corners.

The connecting lines can be colorized depending on the type of relation between the individuals. To connect all divorced couples with a red line, click on the color button next to **divorced** and select red.



Prefix ▼

User Defined String

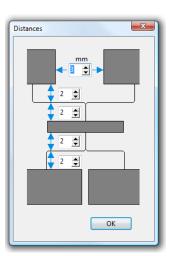


#### **Distances (Charts only)**

The button **Distances** is also accessible only on charts. The distances dialog lets you specify the minimum space in-between frames and to connecting lines.

The graphic visualizes the effect of each setting. These are:

- Minimum space in-between two individuals. This affects partners as well as two unrelated individuals who happen to be displayed next to one another.
- Distance from the bottom of the person's frame and the connector line
- Distance from the connector line to the top of the partnership frame
- Distance from the bottom of the partnership frame and the children's connector line
- Distance from the child's connector line to the top of the child's frame



The space in-between two generations is the sum of those 4 values plus the height of the partnership frame.

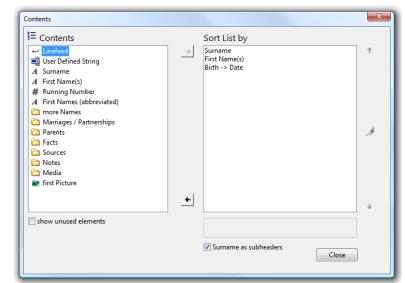
#### Sort List by (Reports)

All reports have a **Sort List by** button which opens the window shown on the right.

Its usage is quite similar to changing the contents of a frame, only this changes the order of elements in your report.

Here as well you can select a field from the left and click on -> to add it to the ordering criteria.

The example to the right will order the report by surname first, people with the same surname will appear in the



order of their first name. People with the same first name and the same surname will be ordered by their birth date.

If you move the birth date to the first position, the oldest people in your family tree will be printed on page 1 of your report.

The first entry of your ordering criteria can create sub headers. In the shown example, **Ages!** will produce a sub header for every new surname.

#### Saving a Layout

In order to be able to reuse a layout at a later point in time, you can save it to disk. To do so, click on **Layout -> Save Layout**.

To save a new layout, enter a name into the field on the left, and click **OK**. Now your new layout will be accessible through the **Layout** menu.



If you wish to replace a layout, select it from the drop-down box to the right, and click OK.

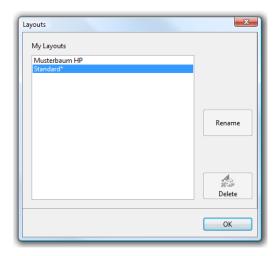
Advanced users can store layouts for different charts and reports in one layout file. To do this, select the layout file from the drop-down box to the right, the gray area beneath it shows a list of chart and report types already defined by this layout.

# Renaming and Deleting Layouts

To rename an existing layout, or to remove it, click on **Layout -> Manage Layouts**. It will open the window depicted on the right.

Select a layout and click **Rename** to change its name.

Click on **Delete** to remove the layout entirely.





# **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.

# Ordering the Full Version

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

North America	Europe
Sharelt! Inc.	element 5 AG: "Sharelt!"
PO Box 844	Vogelsanger Str. 78
Greensburg, PA 15601	50823 Köln
U.S.A	Germany
Ages! Produkt No.: 106107	Ages! Produkt No.: 106107
Tel.: +1 (724) 850 – 8186	Tel.: +49 221 31088-20
Fax: +1 (724) 850 – 8187	Fax: +49 221 31088-29
Web: <u>www.shareit.com</u>	Web: <u>www.shareit.de</u>

or click on the registration link on our product homepage

http://www.daubnet.com/en/ages

#### **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.familysearch.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  $\triangleright$ 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.

#### Installed Files

The installation process copies all program files to your application directory. (default: C:\Program Files\Ages)

ages.exe Main application file

ages-xxx.dll Plugins
ages-xxx.pdf manuals
language.lng language files

Ages. Mobile Settings Ages! to go settings file

If **Ages!** does not launch successfully, you can delete a plugin file to remove it from the Ages! plugin list. (>Setup:, page 34)

#### 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.

HKEY\_CURRENT\_USER\Software\Daub\Ages Application setup information.

Creating a file association in the *Preferences Dialog* (page 31) 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 1.50 released: March 2008

Complete redesign of print preview and report engine

Export wizard and Ages! to go

Add media wizard with scanner support

Media check wizard

Windows Vista compatibility

Version 1.40 released: July 2005

Location and map support

Task manager and plausibility checks Output to PDF, TGA, JPEG, TIF

Additional reports

All relatives chart

Version 1.31 released: November 2002

LDS support

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

# Ages! Record Sheet

Father	Mother
Last Name	Maiden Name
First name(s)	First name(s)
additional Parents Step Parents Adoptive Parents Foster Parents	
<b>Person</b> Last Name	
	protestant
First Name(s)	catholic
	other:
* Birth Date/Place	~ Christening Date/Place
† Death Date/Place	Burial Date/Place
Partnership	
Last Name	married
First Name(s)	divorced
	not married
Last Name	
2	married
First Name(s)	divorced
	not married
Last Name 3	married
First Name(s)	divorced
	not married
Children	
Partnership # Name	* Birth Date/Place