

CREATE A FAMILY TREE IN ARKIVDIGITAL

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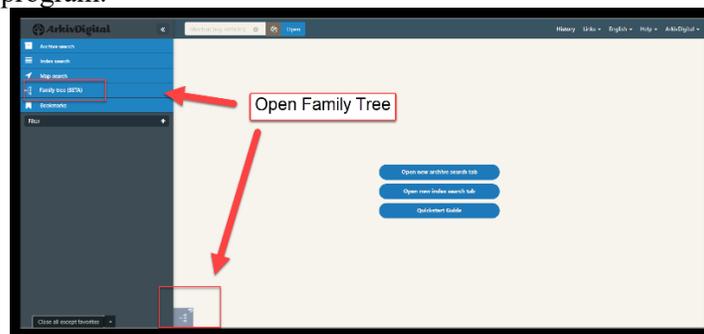
INTRODUCTION

You can document your research in ArkivDigital's family tree as well as link photographed images and index entries. If your subscription ends, your family tree remains. You can log in and look at the tree but not add or change details. You can also export a GEDCOM file or choose to delete your family tree. You will find a Family Tree User Guide under Help in the application.

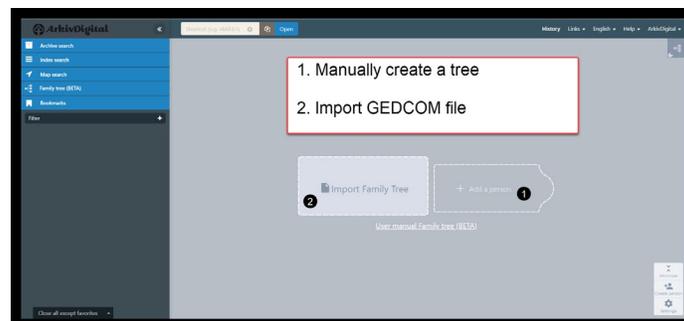
You can create up to 10 family trees with ArkivDigital. This is very handy if you wish to make a tree for your ancestors and a separate one for your spouse's ancestors. If you do genealogy research for others, you may wish to create several family trees to separate the families.

GET STARTED

To create a family tree in ArkivDigital, you must have a subscription. Once you have logged in, you can click on the Family Tree tab on the left side or click on the square family tree icon at the bottom left of the program.



The starting point gives you two options: add a person manually or import a GEDCOM file from another family tree program.



MANUALLY CREATE A TREE

- Click on **Add a person**.
- A box appears to the right (Personal information). Add the information you have on this person.
This person is now the **Main person**, the person that the tree centers around.
- Click **Create person** at the bottom of the box.
- The start of the family tree is shown in the Ancestors view (Ancestral view).
- Continue by adding the father or the mother of the Main person.
- Siblings are added to the **Family view**.

By clicking on *Add a person*, a form (person card) will open asking you to fill in a name and other information. The first person you enter will be the main person in the family tree. This is the person that the tree centers around. You can change the main person to another person that you have added, but often in the first step, you are the main person. If you want to change the main person, go to the Settings icon.

PERSON CARD

In the person card, you enter the basic information for the main person, first and last name, and other information. An asterisk (*) after a first name states that it is a given name. You can also enter the birthdate and birthplace along with the parish. As you enter the parish name, you will get suggestions in a drop-down list. If you select one versus typing in the parish name, you will be linked to the database and in the future will be able to connect this with maps and other documents. If you wish, you can also add a picture of the person (maximum size 2 Mb). Do not forget to click on *Create Person*.

In the person card, you will find three tabs: **Events, Relations, and Notes**.

EVENTS

An event is something that has happened in a person's life such as a birth, baptism, marriage, move, residence, death, and burial. There are several predefined events and all can be linked to a date, place, description, and a reference source.

When a new event is added, you can connect the source to an image or index entry in ArkivDigital or another source.

If you click on the Sort button, you can change the order of the events. Normally, they are sorted chronologically. Don't forget to save if you change the sort and want to keep a new order.

RELATIONS

Under the relations tab, all relations are listed (parents, spouse, and children) that are connected to the focus person.

NOTES

You can create two kinds of notes: a biographical sketch or a "to-do" task list.

IMPORT A GEDCOM FILE

If you choose to import a GEDCOM file instead, you do not have to enter all the data manually. Although GEDCOM is a format supported by most genealogy programs, it only applies to basic information. Every program has its special features and not all may be imported in the manner that you are used to and the data might be interpreted differently.

First, you must export your family tree from your current family tree program to a GEDCOM file. The method will vary dependent upon the family tree software. Look in the software's program manual. At export, try to select UTF-8 as the character set so that way the letters, å ä ö, are correct. Once you have saved the GEDCOM file on your computer, it can be imported into ArkivDigital.

- Click on Import a Family Tree in the starting view of the Family tree.
- Select the GEDCOM file you wish to import.
- Choose the person you wish to be the *Main person* in your family tree.
- Click on the name and import.
- When the import is complete, you will get an email and you can continue.
- The page is automatically updated when the GEDCOM file is imported.

Dependent on the size of the file, it may take a while to load.

VIEWS

There are five view types: family, ancestors or pedigree, descendants, fan, and map view.

MAP VIEW

With the map function, you can get a geographical view of where in Sweden your family lived. The map view shows where an individual's life events occurred. If necessary, you can move the person to a more precise location on the map, for example to the farm where he/she lived at birth or death.

SHARE TREE

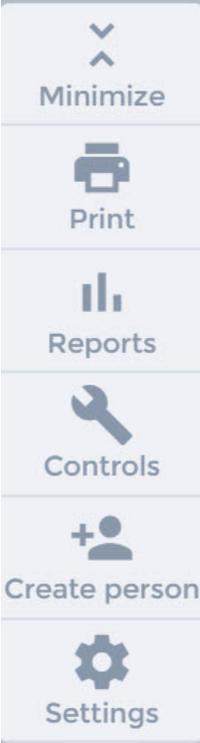
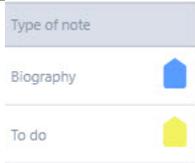
You can invite up to 25 persons to view your tree. This makes it easy to show your genealogy research to your family and friends. It is free for those you invite to view the tree; they only need to create a free account with ArkivDigital to get access. The invited persons can only view your tree; they cannot make any changes.

FAMILY TREE BLOGS

- ArkivDigital Family Tree's Features
 - <http://blog.arkivdigital.net/arkivdigitals-family-trees-functions/>
- New map function in ArkivDigital's family tree
 - <http://blog.arkivdigital.net/new-map-function-in-arkivdigitals-family-tree/>
- Share your family tree
 - <http://blog.arkivdigital.net/share-your-family-tree/>
- Fan chart view
 - <http://blog.arkivdigital.net/new-fan-chart-view/>

Tool descriptions and other tips

 Family tree (BETA)	Begin family tree
Per Anders*	A * (asterisk) at the end of a name denotes a given name.
Ctrl +/- or Ctrl scroll wheel on the mouse	One can change the size of contents on the web window. With today's large screens, often the basic setting of 100% is too large. Test it by reducing it to 67% or 75%. The text becomes smaller, but at the same time, there is much more space on the screen.
<div style="display: flex; flex-direction: column; align-items: center;"> <div style="text-align: center;"> Minimize</div> <div style="text-align: center;"> Back</div> <div style="text-align: center;"> Forward</div> <div style="text-align: center;"> Main person</div> <div style="text-align: center;"> Zoom in</div> <div style="text-align: center;"> Zoom out</div> <div style="text-align: center;"> Ancestors</div> <div style="text-align: center;"> Descendants</div> <div style="text-align: center;"> Families</div> </div>	<p>You can choose whether you wish to display the help text for the icons.</p> <p>Navigate backward, to the previous focus person.</p> <p>Navigate forward, to the next focus person when you page backward/forward.</p> <p>Set the main person (often yourself) to the focus person.</p> <p>Enlarge the family tree.</p> <p>Reduce the family tree</p> <p>Display family tree as ancestors view (Focus person and 4 generations)</p> <p>Display family tree as descendants view (Focus person and 4 generations)</p> <p>Display family tree as family view (Focus person)</p>

	<p>You can choose to display the icon help text.</p> <p>Print what you see on the screen.</p> <p>Reports, for example, entered places. Search or sort. Various types of statistics.</p> <p>You can set up different controls: for example, ages persons marry, die, or are born.</p> <p>Create a new unconnected person to the tree.</p> <p>Export GEDCOM-file. Manage sources. Change the main person on the tree. Delete the entire tree. Note! Everything disappears.</p>
	<p>A red blood drop shows a person who is an ancestor to the main person in the tree.</p>
	<p>A green drop shows a person who is a descendant of the main person in the tree.</p>
	<p>This shows that person is included in the family and becomes the new focus person.</p>
	<p>Mark the person as the new focus person</p>
	<p>The sort button in the events allows you to change the order of events notices either by dragging and dropping or moving them up and down with the buttons.</p>
	<p>In the tab, Notes, you can tag notes with color marks. Blue means that it is the person's biography and yellow is for "to do" noting that you can return and follow up on something you began.</p>
	<p>The three dots in the left-hand corner of the person's card hide some choices. You can search in the register and thereafter select the register or index you wish to search in. You can create a person file. You can delete a person or disconnect a person from a selected position.</p> <p>When you connect a new person, you can search to verify if the person is already entered.</p>

	 <p>Add to family tree</p>	<p>When an index record shows this icon, one can click on the button and a new person is placed in the family tree. The index record is filled in automatically.</p>
	<p>ADD SOURCE REFERENCE</p>	<p>For an event, you can add a source manually.</p>
	<p>IMPORT SOURCE FROM PICTURE</p>	<p>For an event, you can import the source from the last viewed image. The source information to the actual page will be automatically filled in.</p>
	<p>IMPORT SOURCE FROM REGISTER POST</p>	<p>For an event, you can import the source from the last viewed index record. The source information from the index record is filled in automatically.</p>
		<p>The magnifying glass up in the left allows you to search for entered persons in the tree. You can also sort by first name and last name, either backward or forward alphabetically.</p>