

# IV (F1) The File Update Program

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"Family Files", where your family information is stored, are initialized and updated in the system's FILE UPDATE Program which is selected by MAIN MENU option F1. This program is distinguished by its use of "segmented" displays in which different types of information may be shown in rectangular portions of the screen occupying the upper right, upper left, lower right, lower left, or lower half of the screen. The previous section of this manual discusses in more detail the design of these displays and the general rules for updating information on them. In the following discussion I will refer to each of the formatted segments of the screen as a "view".

The first "view" you are shown in the file update program, presents the Menu of options available in that program. This view provides the only "legal" means for EXITING the file maintenance program (by pressing "F9" to request a return to the system's MAIN MENU display). At that time, all "open" files will be "closed" and all updates, which may have been held in memory by DOS will be permanently written to your family files. If you are running the programs from diskettes and the program diskette has been removed from the default drive (for example if a separate data diskette has been placed in that drive) you will be prompted to replace the program diskette at the appropriate time. You should not replace the program diskette before being prompted to do so because the "open" files may not have been completely updated yet. (You are never "far" from this list of primary options while in the file maintenance program. It can be reached from any part of the program by pressing the ESCape key enough times)

```
FHS File Update Program
      Primary Options

F1  OPEN/CLOSE/INITialize Files
F2  ADD New record to NAME file
F3  DISPLAY Info for ID:_____
F4  SEARCH Name file
F5  Relationship Calculator
F6  Reset Change Flags (00/00/0000)

F9  RETURN to MAIN MENU
```

**View 1: File Update Program Primary Options**

The first option selected whenever the file update program is being used is "F1", Open/Close/INITialize Family Files. (It is automatically selected for you when you first enter the program) When a program "opens" a file, it is requesting that the operating system permit the program to read information from or write information to the file. Ordinarily this is done automatically by a program without the user's having to do anything, and in fact, all other programs in this system will automatically open and close the files as needed and offer no separate operation for performing that function. In the file update program however, because the files remain open for long periods of time to process multiple user requests and because a file could potentially become "damaged" if the user were to change data diskettes or "illegally" exit from the system (for example, by turning the machine off) while the file is open, you must explicitly "close" the family file that you are processing before "opening" another. All open files will automatically be closed when you return to the MAIN MENU program. (See the section: "Importance of "BACKING UP" your FAMILY Files" on page IV-11 for a discussion about protecting yourself from loss of information in damaged files)

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**NOTE:** *The first time you use the FILE UPDATE program, you will probably see the message:  
Unable to OPEN file: FAMILY.NAM...*

*at the bottom of the screen. This is because the file has not yet been Created (INITIALIZED). You should press the ESCape key to erase the message from the bottom of the screen. Then press the F3 key to Initialize the family file. Press ESCape again to move the active viewing area to the Menu of Primary Options of the File Update program. Then press F2 from that view to enter the first record in your family file.*

## IV.A Opening, Closing and Initializing Family Files

When the “Open/Close/INIT” option is selected from the View of File Update Program Primary Options, you will see displayed in the upper right viewing area a list of the three “parts” of your family file... each of them referring to a separate “dataset” that is used to store your family information. The last line of the viewing area shows the options that may be “function key” selected from this view. You should also note that the “hilited” border moves from the upper left to the upper right viewing area. While in this program, the “active” view (the one from which program options may be selected) is enclosed by a “hilited” border.

Family File				
RUSSELL My Family File_____				
Dataset	Ver	LastUpdate	Recs	Free
NAME	—	_____	_____	_____
ADDRESS	—	_____	_____	_____
MISCINFO	—	_____	_____	_____
File is CLOSED				
F1 CHANGE F2 CLOSE F3 INIT F6 SUMMARY				

**View 2: Family File Information**

**NOTE:** *The term “dataset” is used here to refer to a named area on a diskette or hard disk, which contains a program or data. I am told that this term is peculiar to an IBM environment, but it is one that I find natural and will use frequently in this document. Many people will use the term “file” for what I am calling a dataset, however I usually think of a “file” as a collection of logically related information and as such it may consist of several datasets. When I speak of a “Family File” I will mean the entire collection of information that is stored in the three datasets described here.*

Three datasets are used by the system to store your family history information. You might think of these as three card files used to store different types of information. The first dataset, the NAME dataset, is used to store basic information concerning an individual, including the name, sex, birth and death dates of the individual. The second dataset is used to store the various types of ADDRESSes that are permitted in the system. The third dataset of OTHER data or (MISCellaneous INFormation) contains: birth, death and marriage places; marriage records; health, education, military, work and event information; and notes or comments.

Because you may wish to maintain multiple family files, with different dataset names or located on a different drive or sub-directory, the Family History System makes use of Family File “SETUPS”, stored in an “FDF” (Family Definition File) dataset. Each SETUP is given an 8-character name and a short descriptive label. Most programs in the Family History System allow you to switch family files by selecting a SETUP from the list of the existing family file descriptions. Main Menu selection F3-A is used to maintain the Family Definition File. Pressing F1 provides that option in this view of Family File information. Section VI of this manual describes the procedure for maintaining family file definitions.

If this is your FIRST time using the system you will want to “INITialize” or “create” the file by selecting option F3. (If the datasets already exist when you select this option you will be asked to confirm that it is okay to DELETE the datasets during the process of re-initializing them. Be WARNED that REinitializing a set of family datasets will result in the LOSS of ALL DATA currently stored in them) After the file has been Initialized, in future executions of this program you will use F1 to simply OPEN the files.

**NOTE:** *When you INITialize a family file, you will be asked whether you want to allow the use of Long (41 character) place names and whether to use the Short or Long format for address records. The “short” format is the one that was part of the original file design, providing 5 digit zip codes and 3-3-4 digit phone numbers. The “long” format provides a free form, 13-character phone number field, longer postal codes, and a “country” field. Each “short” address record occupies 108 characters of disk space. A “long” address record takes 152 characters of disk space.*

When the datasets are open you may return to the view of main options of the file update program by pressing the ESCape key.

### IV.A.1 Family File Record Summary Report

Option F6 in the view of the Family File datasets provides a new report that gives a summary of the records that are used in your family file. It will tell you how many name records have either or both parents recorded, how many have children, how many have comments, addresses, or any of the Miscellaneous (Medical, Educational, Military, or Occupational) Record types associated with them in the file. This report can help you watch the overall growth of information in your family file.

### IV.B Entering Information into Your Family File

In what follows, I will *not* attempt to fully describe all the options available in the file maintenance program, however I will try to describe the following:

- ADDING a NAME record to the file
- Recording MARRIAGE information
- Recording Events and Other “Miscellaneous” types of information
- Maintaining ADDRESS information.

I hope that you will experiment to become familiar with these and other parts of the file maintenance program so that you may determine which options of the program are appropriate for recording the historical information of your family.

#### IV.B.1 Adding a Name Record to the File

If you are just beginning to enter information into your family file then, after opening the files and returning to the primary menu of file maintenance options, you will select option “F2 ADD a Name Record” to place the first Name into your family file. The “active” viewing area will move to the upper right corner of the screen which will be formatted with labels describing the information that you may enter into the name record.

You will note that the assigned record ID (on the first line of the screen) is “1”. Each NAME record that you create will be assigned an ID number that just indicates the order in which the records have been entered into the file. These ID numbers are used to identify records for the purpose of defining relationships between them (such as parent-child or spousal relationships) but the value of the ID number itself has no special significance.

You should be aware that all name records are entered into an FHS family file in the same way, through this little “viewing area”. Parents and spouses must be entered first as a NAME Record before they can become parents and spouses. A child becomes a child (and a parent a parent) only when the parent’s ID number is entered as a “Mother ID” or “Father ID” in the child’s record.

Of course the ID # of a parent cannot be entered into a child’s record unless a record has previously been created for the parent. Because of this, it is easiest to enter information starting with an earlier generation and working forward, though this is certainly not necessary. If the parent’s record is added after the child’s, then you may go back and update the child’s record with the correct ID number for the parent to establish the parent-child relationship.

When you start to enter information into a Name record, the blinking cursor appears in the 1<sup>st</sup> position of the SURNAME field. Pressing the “TAB” key (to the left of the “Q” on most keyboards) causes the cursor to advance successively to other updatable fields on the screen. You will note that pressing the ENTER or RETURN key will move the cursor to the first position of the first updatable field on the NEXT line. The previous section of the manual, concerning the “System Design”, describes other rules for entering information into the formatted displays used in this program.

Name Record for ID:	1	(RGL=___)
Surname	_____	Use _
Given	_____	
Birth	DATE 00-00-0000_	TIME 00:00
	PLACE	_____
Death	DATE 00-00-0000_	TIME 00:00
	PLACE	_____
Sex	_	Age _____
Father ID	_____	Mother ID _____
F1UPDT	F2Parent	F3Child F4Spouse F5More

**View 3: Name Record**

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Although the Birth and Death places appear in the view of the name record information, they are not actually stored in the NAME record. Because this information is not generally known for distant ancestors or relatives, I have made these fields part of a separate record. If neither location is known, leave the fields blank and no space will be used in your family file. Entry of anything in either data item will result in the creation of a single 50-character record for storing the information. (If you requested support for Long Place Names when the file was created, each place name can be up to 41 characters long and if either name is longer than 22 characters, each will be stored in a separate 50-character record.)

I have allowed for recording the times of birth and death in the NAME record. Although this is also information which is not generally known about distant ancestors or relatives, in this case a total of only four “characters” are required to store both times so relatively little space is lost if these times are unknown or you decide not to maintain a record of them. The times should be entered in “24 hour” format to indicate AM or PM. That is: 02:15 would be 2:15 AM and 14:15 would be 2:15 PM.

You will note four unlabeled single-character fields to the right of the birth/death dates and father/mother ID’s. These are used to identify special “status” values for those fields. For the Birth/Death dates, the recognized values are “?”, indicating a questionable date, and “!”, indicating a date that is verified by primary source information. The status fields for the parent ID’s can be “?”, indicating that the parent/child relationship is uncertain, or “\*”, indicating that it is an adoptive relationship.

The “Use:” field to the right of the Surname field was added in February 1987 to handle a “problem” that arises when creating indexes (an extended option), creating MailMerge files or printing reports using the Search/Select/LIST option. With those options you are permitted to request that a woman’s surname be replaced with that of her (most recent) husband, which seems more appropriate for things like Birthday or Anniversary lists. However this didn’t take into account the situation in which a woman chooses to continue using her own surname after marriage. A value of “Y” entered in the “Surname...Use:” field of a married woman tells those programs that her own surname is always to be used when building indexes or printing reports.

After all information has been correctly entered, press F1 to cause a record to be created in the file. The bottom line of the viewing area will then be replaced with a list of standard options available when displaying an individual’s information.

The displayed Name record information may be modified, by pressing function key F1 twice, and making changes as above. Another record may be added by pressing the F1 key, then the F2 key and proceeding as above. Other options will be discussed in the following sections.

Please note when adding or updating a NAME record, the action of the CTRL+R keys is described as “RESTORE FIELD VALUE”. This means that when you press the CTRL+R keys the field that contains the cursor will be restored to the last displayed value. This should simplify the sequential entry of records with repeated values in certain fields; for example, birth or death places, the Surnames or parent ID’s of children in the same family.

### IV.B.2 Creating a MARRIAGE or FAMILY Record

After name records have been created for each of the participants in a marriage, the marriage or family record may be created by pressing the F4 (SPOUSE) key in the view of name record information for either spouse (a single marriage record is maintained for both spouses). The “current viewing area” will shift to the upper left corner of the screen, which will be formatted with descriptions of the information stored in a marriage record. If a marriage has previously been recorded for the spouse whose name record is displayed, information from the most recent marriage record will be shown. A new record may be created, by pressing the F1 key, then the F2 key. If no marriage record currently exists for the displayed spouse, the view will be ready for information to be entered. If you

Family Record for ID=_____ (RGL=____)
Spouse ID _____ Last Anniv ____
Name _____
_____ Age ____
Born _____ Died _____
Married_____ 00-00-0000
Place _____
_____ 00-00-0000
Place _____
F1 SAVE F2 Update SPOUSE ID

**View 4: Marriage or Family Record**

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do not want to enter information at that time, you may press the ESCape key to return to the Name record viewing area.

When entering marriage information, the other partner in the marriage is described by pressing the F2 key, typing the record ID for that individual and pressing the ENTER or RETURN key. The individual's NAME record will be retrieved and descriptive information displayed to confirm that the correct ID # has been entered. If it is incorrect, you may press the F2 key again to change the value of the spouse ID.

There are two unlabeled text fields preceding the two date fields for the marriage. These marriage "Status" fields describe the conditions under which the marriage was established and terminated. To update the marriage Status, Date and Place fields, use the TAB key to move the cursor to the field that needs to be updated. Although the beginning status field will normally indicate that a marriage was performed, other types of arrangements may be indicated, such as common-law (marriage), communal (living arrangement), etc.; the partners in the relationship will still be identified as spouses in all reports. The termination status field may indicate: "Wife died", "Husband died", "Divorced", "Annulled", "Agreement", etc. If a relationship is known to have terminated but the date is unknown, the YEAR of the ENDING date should be 9999. Please note that it is necessary for you to manually enter this termination date even when one or both spouses are recorded as deceased. It is not automatically updated with the death date of a spouse because that may represent an incorrect assumption on the part of the program. The report programs will take the death dates of the spouses into consideration when computing the number of years married. However a "?" will appear to the right of that number if a death date was used to determine it, to call your attention to the fact that the program has made what may be an incorrect assumption in computing it.

The PLACE fields that appear below the STATUS/DATE fields are handled similarly to BIRTH/DEATH place fields. If nothing is entered in either of the fields, then no space is taken in the file for them. If any text is entered in either field, then a single 50-character record is created to hold both 22-character fields. (If your requested support for Long Place Names when your family file was initialized, then place names can be up to 41 characters long, and if either place name is more than 22 characters long, each will be stored in separate 50-character records.)

After both spouse ID and status information have been satisfactorily entered, pressing the F1 key will cause the record to be written to the family file. If either spouse has other family records on file, the record being added will be merged with the others in reverse order of the beginning dates (so that the most recent record occurs first). If there is an earlier marriage record on file for the spouse whose name record is displayed in the NAME record viewing area, there will be a message at the bottom of the screen informing you that you may:

"Press the PGUP key for an earlier record"  
or "Press PGUP/PGDN for other records"  
or "Press PGDN for later record"

PLEASE NOTE: There are three separate steps to creating a marriage record:

- Enter the ID for spouse
- Update the status fields, dates and places
- Save the information in a file record.

No information is placed in the file until the last step is performed.

You should also be aware that a marriage record need not be created in order to establish parent/child relationships. Within the FHS family files, there is no forced connection between parenting and marriages. There is also no requirement that participants in a marriage be of different sexes. The "data validation" option will report such marriages as possible errors and they may present some problems when exporting information to a PAF GEDCOM file where it is necessary to designate one spouse as the Husband and the other as the Wife.

Options available to you after the marriage record has been added are shown on the bottom line of the viewing area and include:

F1 UPDATE (Change, Add or Delete)  
F2 SELECT (the spouse to be displayed in Name record viewing area)  
F3 List CHILDren having both spouses as parents  
F4 Display/Enter RESidence information

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F5 Display/Enter COMments about the family relationship.

Pressing the ESCape key in the view of SPOUSE or MARRIAGE information returns you to the Name record viewing area.

**NOTE:** *Deleting a marriage record* is a two-step process. Recall that a single marriage record is created for each marriage, which is connected to the Name record of each spouse. When you choose to display a marriage record, you do so while viewing the Name record of one of the spouses. If you choose to “Delete” a marriage record while viewing it, you are really only dis-associating the marriage record from the Name record of the spouse currently displayed in the Name record viewing area. The marriage record continues to be associated with the Name record of the other spouse. To fully delete a marriage record you must disconnect it from the Name record of each spouse. You can accomplish this in two ways. One is to display (and delete) the marriage record while viewing the Name record of each spouse. The other is to display the marriage record from the Name record of one spouse, then Update (F1) the marriage record, change the Spouse ID to 0 and Save the change. This will remove or disconnect the marriage record from the Name record of the “other” spouse. Then Update (F1) and Delete the marriage record to disconnect the marriage record from the Name record of the spouse currently displayed in the Name record viewing area. While this may seem unnecessarily complicated, it avoids the possibility of “losing” a marriage record (with its dates, places and status information) when you only intended to remove the marriage record from one of the spouses.

## IV.B.3 Creating EVENT Records

A new EVENT record was added to the FHS family file description in this update of the software. This was done, in part, to make up for the failure to include special provision for Baptismal and Burial information in the original file design. To create Event records for a Name record (or to display Event records associated with a Name record), first display the name record and then press F5 (More) and F4 (Event). The bottom half of the screen will be cleared and reformatted for Event information. Existing event records will be displayed, or if no event records are associated with the name record, you will go immediately into Add mode for creating the first Event record.

Life Events for ID = 123					
Code	IMP	COM	Date	Place	Description
BIRTH			04/10/1943	Marion, Indiana	Birth Event
BAPTISM			06/20/1966	Marion, Indiana	Baptism Event
			:		
			:		
			:		
F1 Change F2 Add F3 Delete F4 Move F5 Comments Esc Return					

**View 5: Life Events for a Name Record**

If you choose F2 to Add a new Event record (or if there is no event record under the name record when you choose to display event records), the upper left viewing area will be cleared and reformatted with a list of Events as shown at right. The CODEs and Descriptions come from the EVENTS System Table. You can update that table using Main Menu option F3-B-F4-1 to add other events that may be important in your own family history. The first Event Code will be “hilited” and you can use the UP/Down cursor keys to move the hiliting to the type event that you wish to define. When the appropriate Event code is hilited, press the Enter key and the active viewing area will move to the bottom half of the screen where the Code and Description for a new event will have been added and you will be allowed to update the other fields for “IMP”ortance level, Date and Place. A one character, unlabeled field to the right of the Date field can be used to enter a single character “Date Status” field, which can have any meaning that you wish to define. It might be : “>”, “<”, “~”, “?” , etc. The IMP field is the “Importance Level”, a three digit numeric field which you

CODE	Description
BIRTH	Birth Event
CHRISTEN	Christening
BAPTISM	Baptism Event
CONFIRM	Confirmation
BARMITZ	Bar Mitzvah
BATMITZ	Bat Mitzvah
ADOPTION	Adoption by Parents
MARRIAGE	Marriage
Up/Down/Enter Select Esc Return	

**View 6: Event List**

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can fill in with a value of 0-255 indicating the relative importance of the Event's information. The meaning of the importance levels, for instance whether a higher value is more or less important than a lower value, is completely up to you.

If the place name associated with the event is <= 22 characters long, then it will be stored in the Event record. If the place name is longer than 22 characters, and the family file supports long place names, then the truncated place name will be stored in the Event record, but a separate "Long Place Name" record will be created for the full place name.

After saving the Event record in the file, you can associate Comments with the event by pressing the F5 key and typing the text of the comments in the viewing area in the upper left portion of the screen. An Event with an associated block of comments will have a "Y" in the COM column for the event.

Events will be stored in the order that you place them and will not be automatically arranged into date sequence. You may resequence a series of events by moving them one at a time to the desired sequence. To move an Event, hilite the Event code that you wish to move using the UP/Down cursor keys. Press the F4 key to select the Event, then use the UP/Down keys to move the Event to a new position in the list and press the Enter key to complete the move.

### IV.B.4 "Miscellaneous" Record Types

There are several record types that can be attached to a Name record for recording periods during the person's life. These records provide for Medical, Military, Educational and Occupational information. You can open a view for one of these information types by displaying a Name record and pressing F5 (More), F5 (Other), and then pressing the appropriate key (F1, F2, F3 or F4) for the record type that you wish to view. The viewing area in the upper left portion of the screen will be cleared and reformatted for the type information you have chosen.

While these types of information may seem to deal with Life Events, actually they deal more with "periods" of the person's life. Each record type has both a beginning and an ending date indicating the period of time during which the information applies. For a Medical record, it would indicate the time from the initial diagnosis until the "status" of the condition at the ending date. For a Military record, it would indicate the period of time that the person served at the entered rank.

If there are multiple records of a given type for a single name record, you will see a message at the bottom of the screen indicating that you may press the PGUP or PGDN keys to display other records. The records are maintained in the sequence of the Beginning date in the record.

Each record type may have Addresses and Comments associated with it.

**NOTE:** *The types of information covered by these "Miscellaneous" record types in the FHS family file definition are not formally supported by the standard GEDCOM descriptions and so will not be transferable to other genealogy programs using the GEDCOM Export/Import procedure. If you intend moving information between FHS and other (non-FHS) databases using GEDCOM, you should not make extensive use of these record types.*

### IV.B.5 Maintaining ADDRESS Information

Address information may be recorded in a number of places within an individual's total information record. It may indicate the individual's residence, a family residence (under the spouse record), or an address related to one of the additional records for education, health, work or military information. For instance, pressing F5, then F2 in the Name record viewing area (or F4 in the Family record viewing area) moves the active viewing area to the lower left portion of the screen, showing the view that appears at right.

The types of information, which are stored in an address record are shown below. Please note the differences between the "long" and "short" address formats:

ADDRESS RECORD	
DATE1 _____	DATE2 _____
PHONE _____	
LINE1 _____	
LINE2 _____	
CITY _____	
STATE _____	ZIP _____
COUNTRY _____	

**View 7: Address Record (Long Format)**

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Beginning and ending dates during which the address information was current;

Address (two 30 character lines);

Telephone (3 numeric fields in the short format, a free format 13 character field in the long format; early phone numbers using alphabetic prefixes cannot be recorded when using the short address format);

City (15 character field—20 characters in long format);

State/Province (4 character abbreviation - 12 characters in a long format record);

Zip or postal code (5 character field - 12 in the long format);

Country - (16 characters in the long format).

**NOTE:** *Main Menu option F3-D-1-F7 can be used to convert an older “short format” address dataset to one which uses “long” address records.*

Comments may subsequently be recorded concerning information that is particularly relevant to the address record. (This might include a physical description of a home)

Multiple addresses may be recorded of each of the previously mentioned types. All addresses under a given type record (name, spouse, health, etc.) will be sequenced in reverse order of beginning date so that the most recent address occurs first.

The Search/Select/LIST program offers an option for producing lists of latest (residence) addresses and there is an export option for creating a MailMerge format file of address information. The MailMerge file can be used with many database programs for printing mailing labels. It may also be used with many word processors for printing form letters.

## IV.C Navigating your Family Tree

The File Update program has several features that allow you to quickly and easily follow a path of family relationships in your family file or to search your family file using multiple conditions on Name, birth/death dates and places. This section will describe how you can:

- List CHILDREN of an individual or “marriage” and select a child for further processing
- “Climb” the ancestor tree through PARENT relationships
- SEARCH name records.

### IV.C.1 Listing CHILDREN of an Individual or Marriage

Pressing the F3 key in the display for an individual’s Name record or in the display of a SPOUSE or FAMILY record results in the listing of children parented by the individual or by *both* spouses. The list appears in a viewing area occupying the bottom half of the screen. A “reverse video” hilighting will be assigned to the first child’s ID. As many as 9 children may be listed; if there are more then you will be prompted to:

“Press PGUP/PGDN for more Children”

You may request to select one of the children for display in the Name record viewing area by using the UP and DOWN cursor control keys to move the “hilighting” to the ID number of the desired child, and then pressing the ENTER key. Another child may be selected by pressing the ESCape key in the Name record viewing area to return to the child list. If the child list has been overlain by other information, the lower half of the screen will be cleared and the child list will be redisplayed. Pressing the ESCape key in the viewing area for the list of Children returns control to the viewing area that was active when the child list was created.

You can follow a line of descendency by selecting an individual for display in the Name record area, using F3 to display the children, selecting a child for display in the Name record area, pressing F3 to show the children of that child, selecting a child from that list, etc. The “*Generation Level*” that appears in the upper right corner of the Name Record viewing area indicates how many generations the selected child is from the first individual(s).

### IV.C.2 Climbing Ancestor Trees through PARENT Relationships

The file maintenance program was designed so that the user could easily follow lines of ancestry (or descendancy) from one generation to another. The previous section described how you might start with an individual, list his/her children, select one of the children for display, after which the grandchildren parented by that child may be listed, a grandchild selected for display, etc. The family tree may be examined in the “reverse” direction also.

From the display of an individual’s Name record information, pressing the F2 key moves the current viewing area to the upper left corner of the screen where information about the parents is displayed. From that view, the parents’ children may be displayed (the full brothers and sisters of the original individual) by pressing the F3 key, or the Father or Mother may be selected for display in the Name record viewing area by pressing the F1 or F2 function keys respectively. If a parent is selected for display, then their parents (one set of grandparents of the original individual) may be displayed using the F2 key. Continuing in this way, a single chain of ancestor relationships may be examined to exhaustion.

To help you remember how far the ancestor chain has been examined, the “Relative Generation Level” of the displayed individual(s) is shown in the upper right corner of the Name record, parent, spouse and child displays. The generation level is reset to 0 whenever an individual is selected for viewing for some reason other than a parent, child or spouse relationship (for example, by selecting from a “search list”... see below).

### IV.D SEARCHING the Name Records on File

The file maintenance program contains a procedure for performing searches of the Name records on file. This would ordinarily be used to determine the record ID for some individual whose information or family relationships were to be examined or modified.

The view for initiating searches is displayed by pressing the F4 function key from the view of primary options for the file maintenance program. The viewing area in the upper left corner of the screen will be cleared and reformatted with fields describing the criteria for limiting the search.

```

Name File Search Options
1<= ID <=32000 Sex:_ Changed:_
Surname: _____ F:_ M:_
Given: _____
00-00-0000 <=BirthDate<= 99-99-9999 _
Birth Place: _____
00-00-0000 <=DeathDate<= 99-99-9999 _
Death Place: _____
F1SEARCH F2CLEAR Options F3Load File

```

**View 8: File Update Program Search Options**

The search criteria include:

- limits on record ID;
- the Gender or Sex code;
- the Change Status of a record ( “Y”=Name record changes only, “A” = any change to extended record)
- Father/Mother ID Status codes (for values ?, \*) entered after “F:” and “M:” respectively;
- the Surname (or portion of a surname... e.g. the first 2 characters);
- the Given name (or portion of a Given name);
- Range of Birth dates;
- Birth Date Status code (for values of ?, !) entered in position to right of upper limit on birth date;
- the Birth Place (or portion of the Birth Place name);
- Range of Death dates;
- Death Date Status code (for values of ?, !) entered in position to right of upper limit on death date;
- the Place of Death (or portion of the Death Place name).

The searches on Surname, Given name, and the place names are sensitive to upper and lower cases; i.e. neither “brown” nor “BROWN” will match a record with Surname “Brown” (but a search for “Brown” or “Br” will match). The Search/Select/LIST option, Main Menu selection F2-D, provides additional capabilities for searching name fields, including Soundex (which is not case sensitive).

The range comparisons on dates make the month-day and Year checks independently. Therefore a search with:

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02/00/1930 <= Birth Date <= 02/99/1940

will locate name records with birth dates in the month of February and between the years 1930, 1940 inclusive. Also note that a value of 00/00/0000 for the upper limit on the Death Date will locate *living* persons who satisfy the other criteria.

Pressing the **F2** key in the view of search criteria will clear all entered values for search fields.

If you press the **F3** key in the viewing area for entering Search criteria, you will be prompted for the name of a previously created SELECT WRK file from which a list of ID's will be created. The active view will then switch to the lower half of the screen where information about the ID's in the list will be shown. The ID list can be processed in the same way as lists resulting from searching the file. (See below).

**NOTE:** *One use for the SELECT Work file might be to pass a list of ID's from a file validation option to the file update program. This would make it easier to examine and make corrections for conditions listed in a validation report.*

If you have entered criteria for selecting records, the search is started by pressing the **F1** key. The current viewing area moves to the lower half of the screen and the search begins. A reverse-video display in the lower left corner of the screen shows the record ID for the name record currently being examined. The ID number will change as the search progresses through the file. The search process can be interrupted by pressing the space bar, then the search may be continued by pressing the PGDN key. If the search process is complete or has been interrupted, a message at the bottom of the screen will indicate the number of ID's in the list and the number of records that have been searched.

ID	PARENTS	SEX	BIRTH	DEATH	----SURNAME----	--GIVEN NAME----
42	37	40	M	04-10-1943	00-00-0000	Brown Phillip Edwin
250	245	237	M	11-24-1965	00-00-0000	Perusek Phillip S.
:	:	:	:	:	:	:

Up/Down/Enter Select F1 Save LIST F6 Print Esc Return

## View 9: Search Results

One of the ID numbers listed will be hilited by a reverse video "box" around the ID number. You can move the hilited box from one ID in the list to another by using the UP and DOWN cursor controls. The Name record for the hilited ID can be selected for viewing in the upper right portion of the screen by pressing the ENTER or RETURN key.

After displaying a name record selected from the ID list, other members in the "Active Search list" may be selected for display by pressing the ESCape key from the name record viewing area to return to the search list. (If there is an Active Child List, the first ESCape from the Name record viewing area will be to the Child List. After the child list is closed, by pressing ESCape in the Child List view, then ESCape from the Name record view will return to an active Search List)

A search list becomes inactive when another search begins or when the ESCape key is pressed in the search list viewing area.

Options that can be applied to a search list include:

**F1 Save Search Results:** You can SAVE the ID list resulting from a Search operation by pressing the F1 key in the view of search results appearing in the bottom half of the screen. You will be prompted for the name of a SELECT WRK dataset in which to save the list of ID's. The SELECT WRK file can be "LOADed" from the Search criteria view in the file update program. It can also be "LOADed" by other programs in the system such as the Family Group Report program, the Search/Select/LIST program, the GEDCOM Export/Import program, etc.

**F6 Print Report of Search Results:** You can print a report of the search results by pressing the F6 key within the viewing area for showing information about records that have satisfied the search criteria. The report will contain the ID number, Surname, Given Name, and (optionally) birth/death dates and places. This report will show the dates in the same format as they appear on the screen in the file update program instead of the "MMM DD YYYY" format used in other, more formal reports.

## IV.E Using the Relationship Calculator

The “Relationship Calculator” feature is one which was previously available to registered users in a separate program but now has been made part of the public version of the software as it has been moved to the file update program. This function can be invoked in two ways:

from the menu of program options in the file update program it is option F5

from the Name Record view, press F5 (More), then F1 (REL CALC).

In either case, the formatted display shown at right will appear in the viewing area located in the lower right portion of the screen. The first line of the display shows the types of relationship rules that are to be in effect. The RULE can be “Common”, “Civil Law” or “Latin” and the TYPE can be either “Patrilineal” (only paternal lines of relationship are examined), “Matrilineal” (only maternal lines of relationship are examined), or “All Lines” (both paternal and maternal lines are examined). Function keys F4 and F5 can be used to “toggle” among the RULE and TYPE selections. Function keys F1, F2 are used to enter the ID’s for the records whose relationship is to be determined. If you start the Relationship Calculator from the Name record viewing area, then ID #1 will already be filled in with the ID # of the Name record that was displayed there.

Relationship Calculator	
RULE:	_____ TYPE: _____
1.	_____
2.	_____
Relationship(____):	_____ RGL: _____
Common Ancestor:	_____
Born:	00-00-0000_ Died: 00-00-0000_
AGL1:	____ Lineage: _____
AGL2:	____ Lineage: _____
F1 ID1	F2 ID2 F3 Next F4 Rule F5 Type

**View 10: Relationship Calculator**

When the first ID number is entered, the program retrieves the Name record, displays the Name on the first information line, and builds a table of all the ancestors of that ID (following the lines designated by the TYPE). This may take awhile, depending upon the number of ancestors for the individual that are recorded in the file.

When the second ID number is entered, the program retrieves the Name record, displays the name on the second information line of the viewing area, and begins to search the ancestors of the second individual (following the lines designated by the TYPE), looking for one that is in the ancestor table for the first ID. When one is found, the relationship is determined and printed on the screen along with the “relative generation level” compared to the first ID. Information about that “nearest common ancestor” is also displayed on the screen, including the generation level of the ancestor with respect to the first ID. The AGL1 line shows the common ancestor’s generation level with respect to the first ID, and the LINEAGE shows the Ancestor Number (or Ahnentafel Number) of the ancestor relative to the first ID. The AGL2 line shows the same information relative to the second ID. If there are no common ancestors, “No Relation” is shown for the Relationship.

If there are multiple common ancestors, pressing “F3 NEXT” will advance to the next common ancestor in lineage number sequence. The number in parentheses before the relationship literal will increment by 1 for each additional ancestor that is found. Please note that the program does not examine those ancestors beyond a common ancestor that is found. A brother and sister have all of their ancestors in common, but only the parents will be found by this process. Also note that the common ancestor that is found is the “nearest common ancestor” to the second ID. If the ID numbers are reversed, the number and sequence of common ancestors may be different. (In the ROYAL family file, consider the relationships of Queen Elizabeth and Prince Philip)

You can terminate the process by pressing the ESCape key.

## IV.F Importance of “BACKING UP” your FAMILY Files

As with all “dynamic” files whose creation and maintenance represents a considerable investment of time, the importance of keeping multiple backup copies of your family files cannot be overemphasized.

All of the information you enter is stored in the three datasets that make up an FHS family file. Using the “default” names, these are the FAMILY.NAM, FAMILY.ADR and FAMILY.OTH datasets. These are the only files that you need “backup” to preserve your data. (There are some other files that you may consider backing up. For instance the FHSCONFIG.CFG, FHSFILES.FDF, FHSPRINT.PDF files in which changes that you make to the screen colors, the error

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tone, the date format, the file name table, and the printer table are kept. Also, the FHSRPTS.RDF file contains changes that you have made to report definitions, including changes to default report options. However these files are not part of your family information)

The standard DOS COPY utility (or XCOPY utility) should be adequate for most users to create these “backup” files. If one of your family file datasets exceeds the capacity of your backup device, then you must use the DOS BACKUP (or MSBACKUP) utility (or something equivalent) to create your backup files. These utilities will prompt you for additional diskettes if they are needed to receive the backup copy of your family information. Archiving utilities such as PKZIP or WinZIP can also be useful for making backups. The compression that they perform on the files can significantly reduce the size of the backup files allowing you to place larger files on a diskette.

The DOS RESTORE (or MSBACKUP) utility is required to bring back a file from a backup created with the BACKUP (MSBACKUP) program. Furthermore, the “backup” files that you create with the BACKUP utility cannot be used directly by the FHS programs. The backup files **MUST** be restored to your hard drive in order to be used by the programs. The usual COPY command is used to recover a file from backups created with the COPY command. The copies created by the COPY (or XCOPY) command **ARE** usable by the programs without having to copy them back to their original location. (It *would* be necessary to create a FILE SETUP to reference the family file from the backup diskettes)

You should always create a backup copy of your family file datasets after each extended update session. If you have made several changes to your family file since your last backup I would recommend always creating a backup copy of the data files before each extended file maintenance session, especially if your area is subject to power fluctuations. I would also recommend that you not reuse a backup diskette until at least two subsequent backups have been taken.

If portions of a data file do become unreadable, you are cautioned that when using standard disk utilities to remove the damaged sections, direct file pointers joining information together within the files may become unusable. It is best in this case to return to a backup copy of the files. The “pointer validation” option, Main Menu option F3-E-F6-1 described in Section X of this manual, may be able to *eliminate* the “pointer errors” but it will not be able to “correct” them.

If it is necessary to restore your family file from a backup copy, you should always restore all three datasets from the same backup copy. Attempting to restore just part of a family file will likely result in some system maintained pointer fields becoming invalid. This can cause abnormal program termination, spurious messages, or “garbage” or invalid information in reports. Again the pointer validation program may be able to eliminate the problems associated with “bad pointers” if it is necessary to “partially restore” a file, but you will have to carefully examine the resulting file to determine whether any information will have to be reentered.