Tools of the Trade for Genealogists

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PEDIGREE SOFTWARE THAT DOWNLOADS FAMILY TREES FROM WEBSITES

Legacy 9 (free standard or $ deluxe version)	FamilySearch.org
	MyHeritage.com
Roots Magic 7.5 (free standard or $ deluxe)	FamilySearch.org
	Ancestry.com
Family Tree Maker 2017 by Software McKiev ($)	Ancestry.com
Family Tree Builder 8 (free)	MyHeritage.com

IMPORTING YOUR PEDIGREE FROM FAMILYSEARCH FAMILY TREE
- **INTO LEGACY:** To import your lines from FamilySearch Family Tree, go to the *FamilySearch icon* on the *Search tab* or on the *My Toolbar* tab. [Note: If you did not already do this when customizing your Legacy installation, Open the menu for the *My Toolbar* tab. Drag the FamilySearch icon to **Shortcuts Toolbar**.] The *FamilySearch Integration* window opens. Log in to FamilySearch with your regular FS user name and password. Legacy will save that information and log in automatically after doing it once.
    To download your pedigree from FamilySearch.org using Legacy's FamilySearch Integration Center, click *Import Tree*. The default import begins with you. The download will take some time, depending on the number of individuals in your file requested. Leave it running and come back later. Check to make sure that you have all the branches you want. To add a branch, select a different Starting Person with the FamilySearch ID or find the person in your Legacy pedigree. Click *Use the person currently selected in Legacy*.
    Wall charts can be created from the Reports tab > Legacy Charting > Select chart style.
- **INTO ROOTSMAGIC 7.5**: To import from FamilySearch Family Tree, go to File > FamilySearch Central > Import (top center icon). Select the starting person and number of generations, as in Legacy. By default, RootsMagic begins with you, or enter the FamilySearch PID to start the import from a different individual.
- **INTO ANCESTRY.COM**: To import up to four generations starting with you, click *Tree* from Ancestry.com's menu. Select *Create & Manage Trees*. At the bottom, select *Import tree from FamilySearch*. Use the *check box* to keep the FamilySearch Family Tree private or to "Allow others to view this tree. People deemed to be 'living' are hidden, and LDS ordinance information will not be shown on Ancestry." Click *Save*. Or, from the **Trees** drop down menu, click *Import Tree from FamilySearch*.

SYNCHRONIZING YOUR HOME PEDIGREE SOFTWARE WITH FAMILYSEARCH
- **Legacy:** Use the same Legacy **FamilySearch Integration** window to synchronize the data on your home computer with what's online. Working one person at a time, bring over just the information that you want.
- **RootsMagic 7**: Use **FamilySearch Central** to synchronize one person at a time the data on your home computer with what's online. Click the Share Data icon.

IMPORTING FROM ANCESTRY.COM PUBLIC MEMBER TREES TO HOME PEDIGREE SOFTWARE

- **Software MacKiev** bought FamilyTreeMaker so downloads of Public Member Trees could continue. **RootsMagic 7** finally secured rights to access Ancestry's API in 2016. Once an Ancestry tree is downloaded to RootsMagic or FamilyTreeMaker, that software can convert the file into a GEDCOM which can be read by other home pedigree software or uploaded to another web site.
- RootsMagic now offers **Tree Share** for Ancestry.com. See video tutorial "Getting Started with TreeShare and WebHints for Ancestry" at **http://rootsmagic.com/ancestry/help/**.

TRANSFERRING DATA FROM YOUR ANCESTRY.COM TREE TO YOUR FAMILYSEARCH.ORG FAMILY TREE

- Sign in to Ancestry.com and select your tree. To transfer a person to FamilySearch Family Tree, select the individual in your tree. Click *Profile* on the pop-up card. Click the *FamilySearch logo* (upper right) to find a match on FamilySearch to your Ancestry person. At the bottom of the window, click *Connect person* or *Add to FamilySearch*.

FAMILYSEARCH WIKI: A wikipedia of genealogical topics (e.g., locations, record types) found on the Search tab or go directly to **wiki.familysearch.org**.

LEGACY'S RESEARCH GUIDANCE FEATURE

USING TWO MONITORS WITH YOUR DESKTOP COMPUTER OR LAPTOP

- **Desktop PC with second monitor**: Display is set to Extended by default. No changes to Settings are needed to drag a window from one screen to the other.
- **Laptop with second monitor**: A mirror image of your laptop's desktop appears on the second monitor by default. To drag a window from your laptop screen to the second monitor, go to *Display Settings* and extend your display.
- **To change your display settings to Extended**, click *Start > Control Panel > Appearance and Personalization > Adjust screen resolution*. From the *Multiple displays* drop-down menu, click *Extend these displays > OK*.
- **To move a window from one monitor to another**, click the title bar of the window. Drag the window to the other screen.
- Short training video http://windows.microsoft.com/en-us/windows/move-windows-between-multiple-monitors#1TC=windows-7
- Portable monitors for laptops are powered by USB, weigh 2-3 pounds, and run between $90 - $250. With a fold up stand, they can be used in portrait or landscape orientation. Higher resolution monitors with better color matching are best for image work.
- To zoom, click anywhere in the window. Hold down the Ctrl key and adjust size with the mouse wheel.

SCANNER or use FLIP PAL or CELL PHONE WITH CAMSCAN

- **Camscanner** turns scans into PDFs. **https://www.camscanner.com/**

DRAGON NATURALLY SPEAKING: VOICE RECOGNITION SOFTWARE
($99 - $199; PC or Mac)

OPTICAL CHARACTER RECOGNITION (OCR) software -- **OmniPage Ultimate**
http://www.nuance.com/for-business/by-product/omnipage/ultimate/index.htm

WINDOWS SHORTCUTS
- **Windows button-L:** Prevent grandchildren's fingers from wreaking havoc when you step away from your computer. Press the **Windows button and L** to lock your screen. Repeat to unlock. No harm done. Do the same with **Ctrl-Alt-Delete.** Select Lock.
- **Control-Shift-V (Command-Shift-V on Macs):** Copy text from a web page, leaving behind all the hypertext. Paste just the plain text you really wanted from the clipboard instead.
- **ALT-Tab (Command-Tab on Macs):** When multiple programs are open, switch to the program you want by holding down the Alt button and pressing the Tab button until you reach the desired program.
- **Control** + magnifies the text and images on screen. **Control -** reduces its size. **Control 0** [zero] returns a page or window to its original size.
- **Scrolling a web page**: Press the **Space bar** to move one screen down or Shift + Space bar to scroll one screen up on a web page.

Before closing your browser, bookmark all the open tabs. In the Chrome browser, right-click on a tab and select Bookmark All Tabs. Then create a "Current Research" folder and click Save.

GOOGLE SEARCHES are not case sensitive and ignore most punctuation.
- Use wild cards (? and *) for hard to read words and likely misspellings.
- Add a location to specify a person in a given place, such as James Clark Cottondale.
- Use * to find data in text, such as **"William Stubbs married" ***
- To exclude terms, insert a minus sign immediately in front of terms to be excluded. No space between the minus sign and the term (e.g., **Stubbs –Wrightsborough**)
- To search a date range, separate numbers by two periods without spaces to see results that contain numbers in a range., for example, **1857..1864**
- Search for sites that are similar to a known web address, by adding **related:** in front of the URL. Example: **related:www.findagrave.com**

GOOGLE TAKEOUT: To make a backup of your Google services content, go to **https://takeout.google.com/settings/takeout**, select your email, contacts list, or other products you wish to backup, and click Next. Select format, size, and delivery method. Click Create Archive.

GOOGLE INACTIVE ACCOUNT MANAGER. Go to your Google *Account Settings*. Select *Inactive Account Manager*. Set a **time period** after which Google will consider your account inactive. Specify up to ten **trusted contacts** to notify when the account is inactive.

CONVERT DATA ON OLD STORAGE MEDIA TO DIGITAL. Videotape lasts about 10 years. Avoid excessive heat, dust, light, and storage too close to TV or computer monitor. Two hours of recording = about 1.47 GB. CDs should be copied and replaced after 3-5 years.

CONVERT VHS TAPES TO DVD
- **Elgato Video Capture ($79)**
- **Roxio Easy VHS to DVD 3 Plus ($59)**

PASSWORD ENCRYPTION UTILITIES

FAMILYSEARCH.ORG AFFILIATES AND PARTNERS
- **TreeConnect from RecordSeek.com** to generate citations. Display your browser's Bookmark Toolbar. Then drag the green button from RecordSeek.com's home page to the Bookmark Toolbar. When you find a web page (such as a census image) you want, simply click the TreeConnect icon on your Bookmark Toolbar to have a citation generated automatically.
- **SourceTracker from TreeSeek.com** charts your FamilySearch Family Tree ancestors against the US Federal Census years, indicating census years within the ancestor's lifespan and which censuses you have already attached to your ancestor in FamilySearch. Click *Login Now to Create Your Chart* button. Enter your FamilySearch user name and password. Scroll down to SourceTracker. Click *Create Chart* button. Click the magnifying glass censuses for your ancestor in each census year. Also tracks BMD records on the Vital Records tab.
- **RelativeFinder** identifies how you are related to your friends, co-workers, or historical figures. Sign into Relative Finder with your FamilySearch login. Create groups of friends or co-workers and see how closely related you are. **https://www.relativefinder.org/**
- **Free mobile apps** for FamilySearch.org at **https://familysearch.org/mobile/tree**; for Ancestry Mobile v. 6 at **http://www.ancestry.com/cs/ancestry-app**; MyHeritage.com at **http://www.myheritage.com/mobile**

JURISDICTION BOUNDARY CHANGES
- **Animap** for the US state and county border changes
- **Centennia** for international border changes

RECOMMENDED READING
Lisa Louise Cook, Mobile Genealogy: How to Use Your Tablet and Smartphone for Family History Research.