AncestorWorks Version 2.0

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1. Introduction

Read the file Read.Me on disk for any last minute changes and for instructions on printing out this file. If you are upgrading from any version 1.x, you must update your databases before proceeding. Read the file "Upgrading" before continuing.

AncestorWorks 5 (ANW) is a genealogy program that works entirely within AppleWorks 5 (for the Apple II, not ClarisWorks for the Mac). It consists of the following:

1. Four database templates to enter and track your data.
2. Word processor help screens. These are pop-up help screens with information about the database cell you are editing.
3. Glossaries, which are pop-up windows inside a database, to let you see and enter information from the other databases without leaving the database you are in.
4. A Timeout application (called AncestorWorks) that provides file card menus to help you manage your genealogical data. Ancestorworks utilizes 31 task files that work behind the scenes to carry out your menu choices.

The AncestorWorks Timeout application does not duplicate any AppleWorks functions. You use the familiar AppleWorks commands to load files to the desktop, edit them, save them, sort the database files, insert new database records, and print database reports and word processor and spreadsheet files. ANW will create the 4 database templates for you, create the pop-up glossaries, provide you with help screens, and create reports. The Pedigrees Report is a word processor files that you may then further modify and print or save. The forward (descendent) and backward (ancestor) trees are spreadsheet files that you may print in either regular mode or sideways.

ANW offers many features. The following features come from AppleWorks (with help from AncestorWorks 5):

- Supports over 16,250 individuals in your database
- Lightning fast sorts on 1, 2, or 3 fields to make your data more manageable. Timeout DB.Replace performs global replacements
- Scanned photographs can be viewed using double hi-res (DHR) from within database files (except on Macintosh)
- Pop-up help screens for every database category
- Pop-up glossaries to enter data from other databases without leaving the database you are in
- Word processor windows allow you to enter additional free-format information. This information can be

displayed on screen without leaving the database, and it can be printed separately.
- o Extremely friendly user interface and data entry
- o Clipboard makes it easy to share ancestor records
- o Several options for style of dates, including European format
- o You can use the word processor to modify reports (with special fonts, or add or delete information) to suit your taste
- o Supports wide range of dot matrix, ink jet, and laser printers.

The following additional features come from ANW (with some help from AppleWorks):

- o Tracks up to 10 spouses and 20 children
- o Trees support up to 125 generations (limited only by your desktop memory)
- o Unique descendent tree design looks more natural (tree-like) than trees in other programs
- o Trees reflect half-brothers and sisters, and optionally show step-children and/or adopted children.
- o Numerous options for information contained in trees. You can print (or display) names only, or automate as much additional information as you wish, such as birth and death dates and/or places, marriage dates and places, causes of death, special events (e.g., confirmation dates), religious preference, or anything else you can think of
- o A wide variety of Individual and Family reports, including Ahnentafel lists, individual pedigrees, uncles and aunts, and cousins.
- o Up to 32 characters for a family name, plus 29 characters for first and middle names, plus 11 more characters for a name appendix (like junior or senior). Plus a secondary provision for a virtually unlimited number of middle names
- o Up to 72 characters for names of places; plus a secondary provision with virtually unlimited length
- o Nearly unlimited space for extra notes, documentation of sources, and your own special information

- Dates can be entered as exact, approximate, as "no later than", or as "no earlier than"
- Formatted templates to enter your data with room for expansion to cover any special information of your own
- A Notes database for free-format entry of additional information. Plus, you can assign symbols to help identify and manage various categories of notes
- Imports and exports data in GEDCOM 5.5 format
- Address Book database for names, phone/fax numbers, addresses/internet, birth dates, and anniversary dates (bonus item)
- A 100+ page Users Manual, with more than 40 screenshots, on disk

And, ANW supports the latest version of AppleWorks which works on all Apples and the Macintosh. AncestorWorks 5 is the only genealogy program that supports AppleWorks 5.1.

AncestorWorks 5 is completely unprotected. Make a backup disk using any copy program, including AppleWorks (enter OA-Q OA-D RETURN), and work from your backup copy. Put your original disk away in a safe place.

AncestorWorks 5 only works with AppleWorks 5.1. Do not try to use it with any earlier version of AppleWorks. Also, ANW is compatible with almost all patches from Randy's Free Patcher (RFP) and Bev's Free Patcher (BFP) and also with all AppleWorks Standard Settings. The known exceptions are:

1. The BFP patch to "enable hot keys". However, ANW works fine with or without One-Touch menus.

2. The Ultramacros option for keypad macros in the Standard Settings should be set to "No" if you have an Apple IIGS or an extended keyboard and you wish to be able to use the keypad in AncestorWorks.

If you suspect any other conflict involving patches or Standard Settings, please let us know. You can contact the author, Dr. Bud Simrin, at the addresses listed in Section 24, Technical Support.

2. Description of Files

Your ANW disk contains the following files (Note: your dates may be later, and file sizes may grow):

	Type	Size (K)	Mod Date	Time
Path: /ANW (root directory)				
AW5	DIR	2	10/9/95	22:09
BATCHLOADER	DIR	1	10/6/95	16:58
DATA	DIR	1	10/15/95	15:01
TO	DIR	2	10/15/95	15:02
Address Book	ADB	5	9/24/95	21:35
ANW Docs	AWP	170	10/9/95	11:05
Quick.Start	AWP	5	1/7/00	10:00
Read.Me	AWP	4	10/9/95	10:41
Symbols	ADB	2	2/05/95	10:00
Upgrading	AWP	2	1/01/00	20:38

	Type	Size (K)	Mod Date	Time
Path: /ANW/AW5				
batch.db	ADB	5	9/11/95	23:33

	Type	Size (K)	Mod Date	Time
Path: /ANW/BATCHLOADER				
batchloader.doc	AWP	20	9/25/95	21:43
m batch.file	AWP	9	9/26/95	21:26

	Type	Size (K)	Mod Date	Time
Path: /ANW/DATA				
D.Test	ADB	30	9/6/95	22:48
M.Test	ADB	10	9/28/95	21:37
N.Test	ADB	286	10/14/95	15:04
P.Test	ADB	7	9/16/95	23:37
h.D.Test	AWP	7	9/28/95	21:37
h.M.Test	AWP	6	9/28/95	21:37
h.N.Test	AWP	33	9/28/95	21:37
h.P.Test	AWP	5	9/28/95	21:37
Test.GED	ADB	3	11/21/95	21:01

```
                  Type   Size  Mod Date    Time
                          (K)
Path: /ANW/SAMPLES
Backward Tree     ASP       5   3/30/96     11:52
Forward Tree      ASP       4   3/28/96     19:52
Pedigree          AWP       2    4/9/96     11:00


                  Type   Size  Mod Date    Time
                          (K)
Path: /ANW/TO
TO.ANCESTORWORK   BIN       5  10/14/95     20:33
TO.BATCH.EDITOR   BIN       3  12/22/94     16:49
TO.BATCH.LOADER   BIN       3    8/4/95     19:52
TREE.1            BIN       2   1/22/96     20:24
TREE.2            BIN       4  10/14/95     20:14
   .               .        .       .          .
   .               .        .       .          .
   .               .        .       .          .

TREE.31           BIN       4  10/15/95     14:01
```

Here is a brief description of the files. Replace "yourname" below with the name you enter at the Program Settings menu, described in Section 4.

Documentation Files

```
Read.Me     -- Read this for any last minutes changes
Quick Start -- Read this to get up and running quickly
Upgrading   -- Information on upgrading from ver 1
ANW Docs    -- This file
```

ANW Program files:

```
TO.AncestorWorks  -- A Macros-To-Menus (MTM) Timeout
                     application [Type bin; placed in
                     your Timeout directory or anywhere]
Tree.1 - Tree.31  -- Hidden task files used by
                     TO.AncestorWork [Type bin; placed in
                     same folder as TO.AncestorWork]

Ancest.var    -- Configuration file [Type bin; created
                 by ANW in your TO.AncestorWork folder]
ANWFamRpt.var -- Configuration file [Type bin; created
                 by ANW in your TO.AncestorWork folder]
ANWGEDRpt.var -- Configuration file [Type bin; created
                 by ANW in your TO.AncestorWork folder]
ANWLinks.var --  Configuration file [Type bin; created
                 by ANW in your TO.AncestorWork folder]
```

ANWPedRpt.var -- Configuration file [Type bin; created by ANW in your TO.AncestorWork folder]
ANWTree.var -- Configuration file [Type bin; created by ANW in your TO.AncestorWork folder]

h.N.yourname -- Help screen for N.yourname [Type awp; placed in your data directory; Created by renaming h.N.Test]
h.D.yourname -- Help screen for D.yourname [Type awp; placed in your data directory; Created by renaming h.D.Test]
h.P.yourname -- Help screen for P.yourname [Type awp; placed in your data directory; Created by renaming h.P.Test]
h.M.yourname -- Help screen for M.yourname [Type awp; placed in your data directory; Created by renaming h.M.Test]

ANW Data file [Type adb; placed in your data directory]:

N.yourname -- Names data file (to be created)
D.yourname -- Dates data file (to be created)
P.yourname -- Places data file (to be created)
M.yourname -- More notes data file (to be created)

Optional Batch.Loader files:

TO.Batch.Editor -- Timeout application to change list of batch files to load [Type bin; placed in your Timeout Directory or together with TO.AncestorWork]
TO.Batch.Loader -- Timeout application to load ANW data and/or help files and any other batches of files you may want [Type bin; placed together with TO.Batch.Editor]

Batch.DB -- The file that tells Batch Loader the name and location of your batches of files [Type adb; placed in your AppleWorks directory]

M.Batch.File -- Source code for the Timeout application, very optional [Type awp; put with your other source code files, or anywhere you like]
BatchLoader.Doc -- Original documentation for Batch Loader [Type awp: put anywhere]

Other optional files [Put anywhere or leave on disk]

Backward Tree -- Sample output file [Type asp]
Family -- Sample output file [Type awp]

Forward Tree	--	Sample output file [Type asp]
Pedigree	--	Sample output file [Type awp]
Symbols	--	Database table to remind you of what your symbols stand for [Type adb]
Address Book	--	Database for names, addresses, phone numbers, birth dates of relatives [Type adb]
Test.GED	--	Sample input file for testing GEDCOM import logic [Type awp]

3. Installation

When installing ANW, only use a copy of ANW and ONLY USE A COPY OF APPLEWORKS 5.1. NEVER USE THE ORIGINAL DISKS.

ANW requires no installation. It is ready to run. However, it is a little easier to run if you install it on your hard drive as now described. Even some 3.5" or 5.25" installation is possible (also described below). At a minimum, make a copy of the ANW disk and use a copy.

The ANW disk has 4 directories: AW5, BATCHLOADER, DATA, and TO. The directories are organized according to where the files should be copied. To install ANW, you only need to copy the files in TO to your TimeOut Directory.

Batch File Loader is described in Section 22 and also in the docs in the BATCHLOADER directory. If you decide to use it, copy the file Batch.DB in AW5 to your AppleWorks 5 directory (named something like /q1/AppleWorks). If you do not wish to use it, you do not have to copy the files Batch Loader and Batch Editor from ANW/TO.

We recommend that you create a data directory to hold your ANW data files. To create a data directory, you can use AppleWorks 5. Enter OA-Q OA-D to get to the Disk Activities menu. Select item 8, create a directory. You will be prompted for a pathname. You must decide on a name and location for your new directory. If you are using a hard disk, we recommend a name like /q1/aw5/anw/data, where /q1/aw5 is replaced by the pathname of AppleWorks on your hard drive. If you are a 3.5" or 5.25" floppy disk user, we recommend you format a new disk, name it /anw, and then create a data directory named /anw/data. Be sure to begin the pathname with a slash (/).

You can copy the sample data files and help files from /ANW/DATA to your data directory. The file Symbols can go anywhere, but your data directory (per prior paragraph) is the most logical location. BATCHLOADER contains docs and a source file that you can put anywhere or just leave on the ANW disk. You can copy ANW.Docs, Quick Start, and Read.Me from the root ANW directory to your hard drive if you wish.

You can put the Address Book anywhere. This is a bonus for your personal use. It is not needed to run ANW. Also, unless you did not purchase your copy of ANW directly from Dr. Simrin, you do not need to fill out and send in the Warranty Card, which is a file in the root directory.

Use any copy program to copy the files. To use AppleWorks, enter OA-Q OA-F to reach the File menu. Begin by choosing /ANW/AW5 as your "source" directory and choose your AppleWorks directory as the "destination" directory. Copy all

the files. Then repeat the process for TO, DATA, and the other files.

Once you are finished testing the program with the sample files and you have created your own 4 data files (see Section 4, Getting Started), it will be time to rename h.N.Test, h.D.Test, h.P.Test, and h.M.Test to h.N.yourname, h.D.yourname, h.P.yourname, and h.M.yourname. Use AppleWorks (enter OA-Q OA-F) or any utility program to rename the files. Be sure to use a COPY of the files, not the originals. These are help files that pop up when you request them. To function, they must be renamed as just described, and they must be loaded to a desktop.

If you copied TO.AncestorWork to your Timeout directory, you will have to restart AppleWorks for it to take effect. If you kept it (and the task files) in a separate directory, then you will need to use Timeout Utilities' "Add Applications" to activate the AncestorWorks timeout module. If Timeout Utilities is not in your Timeout menu, then you have not installed Timeout correctly, and you must add it.

4. Getting Started

If you installed ANW in the Timeout directory of your AppleWorks disk, run ANW (i.e., TO.AncestorWork) as you would any Timeout application by entering OA-ESCAPE to access the Timeout menu, hilight AncestorWorks, and enter RETURN. If you do not see AncestorWorks, enter TABs to get to the next Timeout menus.

If you are running AncestorWorks from the ANW disk, find Utilities at the Timeout menu, select 7, "Add applications", and navigate to the /ANW/TO directory. To navigate, you can select the last menu item, "ProDOS Directory", enter RETURN, enter OA-Y to clear the line, and type in "/ANW/TO" (without the quotes), and finally RETURN. AppleWorks will then load all the Timeout files in the /ANW/TO directory. Now, follow the instructions in the previous paragraph to run ANW.

The first time you run ANW, the program will bypass the main ANW menu and bring you immediately to the Program Settings menu shown in the screenshot of Figure 4-1. Enter RETURN on item 1, Family Name. This is the name, "yourname", you intend to use to represent your whole collection of data. Your 4 data files will be named n.yourname, p.yourname, d.yourname, and m.yourname.

You can use standard AppleWorks keystrokes to enter "yourname". For example, you can use OA-E to toggle between the insert and overstrike cursors. You can use OA-Y to clear to the right. Use the DELETE key to erase the character to the left. Enter RETURN when you are finished entering the name, or enter ESCAPE to cancel your changes.

You can enter your Family Name now to work with your own data, or you can enter "Test" and use the sample files.

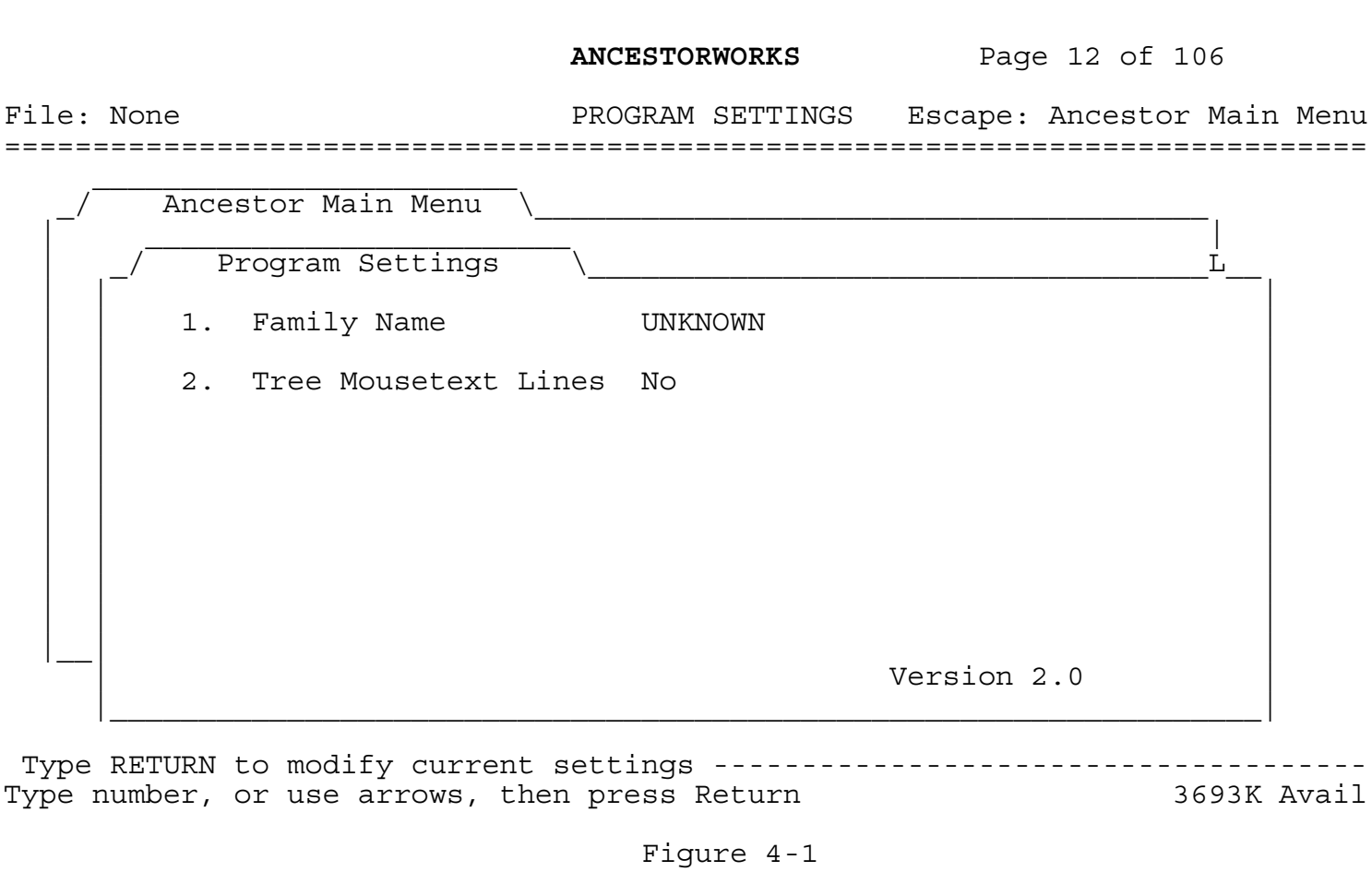

Figure 4-1

ANW allows you to maintain as many ancestry collections as you like. Just give each collection a different name. You switch back and forth between them merely by returning to this menu and changing item 1. For example, a husband and wife might each want to maintain separate collections.

Be sure the Family Name you enter here is the same as "yourname" that you used to name the help files. If not, change one or the other of them. The help files cannot pop up unless they have the same name as the corresponding database file prefixed by "h.". If you maintain 2 or more collections, you will need 2 sets of the help file.

To rename the help files, load them to a desktop, edit them, and enter OA-N(ame) to change the name. Then OA-S(ave) to save the file. To duplicate the file for a 2nd family, type OA-N, change the name, and save again. You now have 2 copies of each file. You can delete the original files, h.N.test, etc., using OA-Q OA-F to get to the File menu. Then select "Delete" and hilight the files.

The 2nd menu item lets you specify whether or not you want MouseText lines in your forward and backward tree reports. The MouseText lines look a little nicer on the screen than text lines, and if you have an Image Writer II, you can print them out. However, most other printers will not

print out MouseText, so you may wish to use just standard text dashed lines.

When you finish with Program Settings, enter ESCAPE to return to the main ANW menu, shown in Figure 4-2, below. Navigating the ANW file cards is just like navigating the AppleWorks file cards. Enter RETURN to select items. Enter ESCAPE to return to a prior menu. To be sure just where ESCAPE will bring you, look in the upper right corner where AppleWorks displays "Escape". Also, be sure to read the message line in the lower left corner of the screen for instructions on what keystrokes you can use. All of this is done in order to maintain the "feel" of AppleWorks.

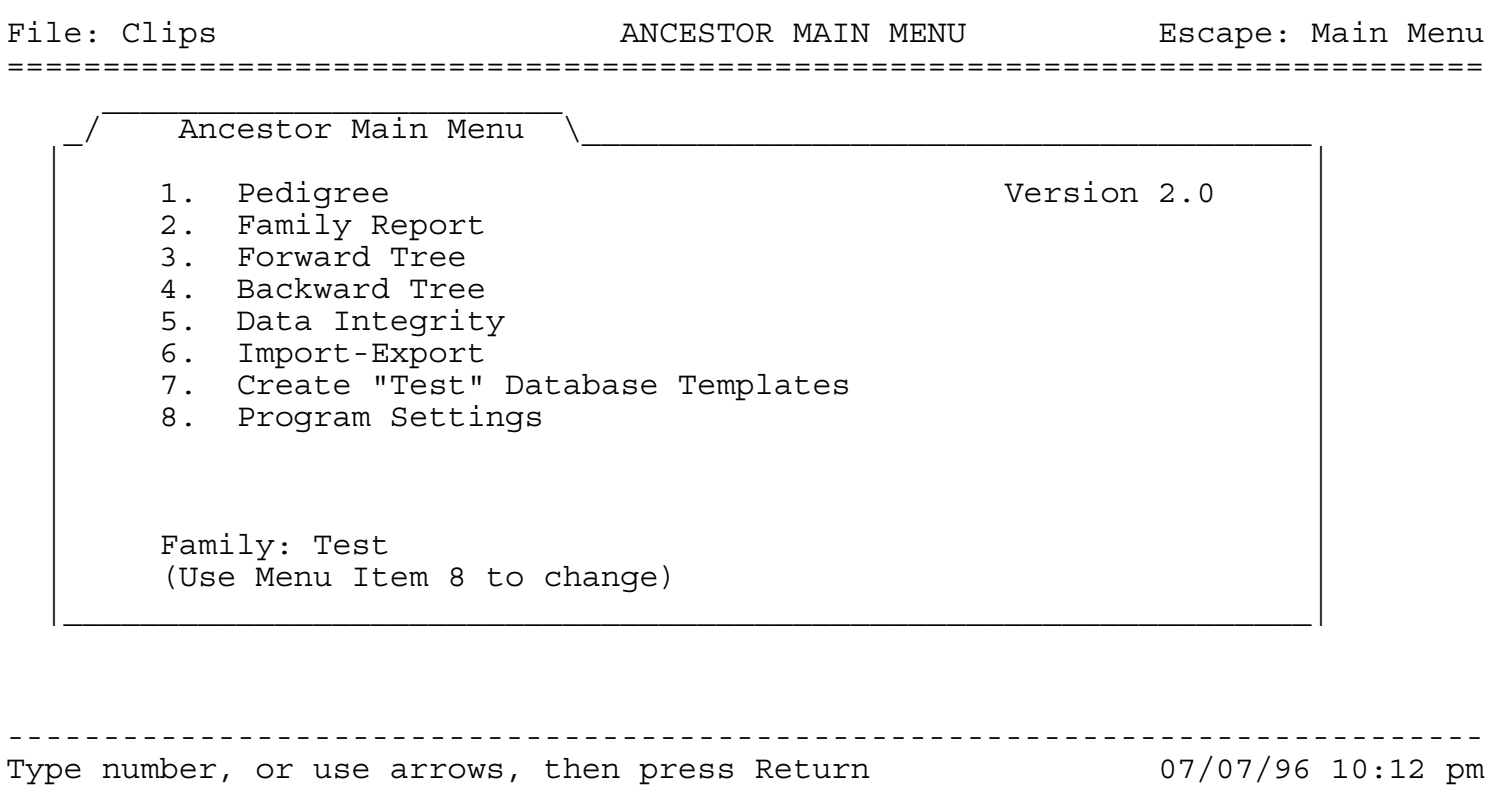

Figure 4-2

If you already have an extensive genealogy database created with some other program, you should skip the rest of this section and proceed to Section 5, Importing Data From Other Programs. If you have genealogy information recorded in your own AppleWorks database, then you should follow the instructions below for creating the 4 needed ANW databases. Then you can read the instructions at the end of Section 5 on how to transfer your AppleWorks genealogy data to the 4 ANW databases.

If you are creating your ancestor database from scratch using ANW, you will want to select item 7 from the Main AncestorWorks menu. ANW will create your four personal database (adb) files. They are:

N.yourname -- This NAME database file is the main data file. See the multiple record layout (MRL) screenshot in Figure 4-4. This is where you enter each individual's complete name. In addition, each individual is assigned (by you) a unique ID number in this file. All 4 databases reference family members by their ID numbers rather than by their names.

As will be discussed shortly, each date and place is also assigned a unique ID number. Places and dates are also referenced in this file by their ID numbers.

To add new names, you must insert new records. To insert new records below the current record, enter OA-I(nsert), then the number of records to insert, then RETURN. You can also insert records at the end of the file: place the cursor anywhere, enter OA-I, enter the # of records to insert, and follow this by OA-RETURN. It is usually better to enter new data at the end of the file where the names are kept together so they can be easily cross-referenced. When all the information has been entered, then you can sort alphabetically to make the records easier to find. See Section 20 for suggestions on sorting.

File: N.Test REVIEW/ADD/CHANGE Escape: Main Menu
Record 414 of 441 (441 selected)
Selection: All records

ID	Family Name	Given Name(s)	Appendix	Entry Date
332	Vidlar	Diane	-	Jan 21 94
251	Wallace	Rita	-	Jan 21 94
410	Wasser	Helene	-	Jan 21 94
411	Wasser	Lisa	-	Jan 21 94
413	Wasser	Sid	-	Jan 21 94
414	Wasser	Suzanne	-	Jan 21 94
415	Weolla	Benji	-	Jan 21 94
416	Weolla	Harriet	-	Jan 21 94
417	Weolla	Monroe	-	Jan 21 94
325	Weinerman	Arlene	-	Jan 21 94
419	Weinerman	Elizabeth	-	Jan 21 94
421	Weinerman	Steven	-	Jan 21 94
441	Weiss	Enid M.	-	Aug 27 95
422	White	Kristin Jennifer	-	Jan 21 94
423	White	Melissa Carla	-	Jan 21 94

Type entry or use OA commands 01/10/00 11:34

Figure 4-4

N.yourname also has many automatic features programmed in for you. There is a built-in glossary to help you enter name, date, and place IDs from pop-up lists. There are help screens, custom layouts, formulas, hints, category formats, and more. Most of the features are available with the click of a single keystroke and there are on-screen reminders of the keystrokes to use.

For a complete description of the N.yourname file and of these features, see Section 14.

D.yourname -- This is the DATE database. See the MRL screenshot in Figure 4-5. Each date you need (birth date, wedding date, etc.) must be entered as a separate record here. Each date is assigned an ID number, and it is the ID number rather than the date that you enter in the NAME database. For that reason, you need to enter dates here before you can use them in the Name database.

File: D.Test1 REVIEW/ADD/CHANGE Escape: Main Menu
Record 1 of 11 (11 selected)
Selection: All records

ID	Full Dat	Full Dat 2	Sort Date	Links
1	4 Apr, 1970	4 Apr, 1970	4 Apr 1970	-
2	7 Nov, 1916	7 Nov, 1916	7 Nov 1916	-
3	29 Aug, 1992	29 Aug, 1992	29 Aug 1992	-
4	19 Jul, 1945	19 Jul, 1945	19 Jul 1945	-
5	30 Jan, 1915	30 Jan, 1915	30 Jan 1915	-
6	> 30 Nov, 1946	After 30 Nov, 1946	30 Nov 1946	-
7	11 Mar, 1943	11 Mar, 1943	11 Mar 1943	-
8	15 Oct, 1976	15 Oct, 1976	15 Oct 1976	-
9	< 29 Oct, 1939	Before 29 Oct, 1939	29 Oct 1939	-
10	~ 1969	About 1969	Jan 1969	-

Typ
entry or use OA commands 04/01/00 9:23 am

Figure 4-5

Like the name database, you insert records in order to enter new dates. And, like the name database, this date file has many features such as formulas, help screens, custom layouts, and reports to aid your work. For an explanation of the 3 date categories and the Links category shown in the screenshot, and much more, see Section 15.

P.yourname -- This is the PLACE database. See the screenshot in Figure 4-6. Each place (birthplace, wedding place, etc.) you wish to enter in the Name database must be entered here first so it can be assigned an ID number.

The Place database is simpler than either the name or date databases in that it has no formulas, fewer categories, and fewer needed special features. It does, however, have several reports, and there is a pop-up help file that provides help with common problems. See Section 16 for more information.

File: P.Test REVIEW/ADD/CHANGE Escape: Main Menu
Record 1 of 98 (98 selected)
Selection: All records

ID	Place	Links
1	Abington, Pennsylvania	-
2	Allen, Pennsylvania	-
3	Austria	-
4	Austria-Hungary	-
5	Baker, California	-
6	Baltimore, Maryland	-
7	Bennetsville, South Carolina	-
8	Berezna, Austria-Hungary	-
9	Berkeley, California	-
10	Bishopville, South Carolina	-
11	Bronx, New York	-
12	Brooklyn, New York	-
13	Buffalo Grove, Illinois	-
14	Cherry Hill, New Jersey	-
15	Denver, Colorado	-

Type entry or use OA commands 01/10/00 11:38 pm

Figure 4-6

M.yourname -- *M*ORE notes database. See the MRL screenshot in Figure 4-7. This file would have been called n.yourname, but the letter n is already used.

You can enter free-form notes here. For each note, you identify the ID number of the name to which the note pertains. Printing of notes is supported by both the Pedigree and Tree reports.

When adding notes, you must insert a new record (using AppleWorks's OA-I[nsert], then the number of records to insert, then RETURN). You can insert the record(s) just below the last note for this individual by placing the cursor on the record just below the individual prior to doing the insert, or you can simply insert the new record(s) at the end of the file (place the cursor anywhere, enter OA-I, the # of records to insert, followed by OA-RETURN). It doesn't matter to ANW if the records for each individual are together or scattered. However, you might want to use OA-A(rrange) to sort the file occasionally (on the ID category) so that related notes show up together.

```
File: M.Test            REVIEW/ADD/CHANGE            Escape: Main Menu
                  Record 129 of 165  (165 selected)
                        Selection: All records

ID    Notes                                                        Sym
=================================================================
338   Ph.D. mathematician.  Aerospace operations analyst.           *
          344   Double brother-sister/sister-brother wedding
344   Heart                                                        #
346   Heart attack                                                 #
346   Pharmacist                                                   *
347   Law student                                                  *
350   Heart, kidney                                                #
351   An emergency room nurse.                                     *
352   Secretary                                                    *
352   Cancer                                                       #
355   A pharmacist.                                                *
356   Owner/operator of Poodle Boutique (dog grooming service)     *
                    357   Adopted at age 4 months
358   Heart failure                                                #
362   Drapery business                                             *
-----------------------------------------------------------------
Type entry or use OA commands                  01/10/00 11:42 pm
```

Figure 4-7

The Notes database, too, has a number of built-in automatic features. Besides the usual ones (help screens, etc.), you can add an optional 1-character symbol for greater control over both your own reports and the ANW trees. See Section 17 for more information about Notes.

5. Importing Data From Other Programs

Data from other programs can be imported into ANW in a variety of ways. In addition, if you have your own AppleWorks ancestry files, you may be able to avoid retyping them into ANW. If you do not plan to import data, you should skip to Section 6, Entering Your First Data.

There are 2 basic ways to import data to ANW. We discuss each below. The primary method is GEDCOM transfer. However, if you have an AppleWorks genealogy database, or even an extensive personal telephone list with names of relatives, you can copy a lot of this data without having to retype it.

GEDCOM Transfer:

We discuss GEDCOM first. If your current genealogy program has a GEDCOM export capability, you should use it to create a GEDCOM (text) file. If that text file is on another computer, you will have to transfer the text file to a ProDOS disk so it can be read by your Apple II computer. There are many ways to do this, and the easiest way depends upon what hardware and software you have. For example, IIGS users with the HFS.FST file in the System/FST folder can read and write Mac-formatted disks directly. IIGS users with the MSDOS.FST file in the System/FST folder can read PC-formatted disks. IIGS users with Peter Watson's MS-DOS Utilities can also write to PC disks. Mac owners can format ProDOS disks directly on their Macs. How to perform file transfers between computers is beyond the scope of this manual. You can call the phone number of the author of ANW listed at the end of these docs if you don't know how to do this, but the easiest way may well be to enlist the aid of a local Apple II users group or find an advanced user in your local area. There has also been extensive discussion of this topic in the TexasII mail group. You can join by sending email to A2MG@aol.com or pointing your web browser to http://members.aol.com/A2mg.

Assuming your GEDCOM data is now on an AppleWorks-readable ProDOS disk and the file has been loaded to the AppleWorks desktop as an awp file, the next step is to import the data into ANW. To do this, select "6. Import-Export Data" from the ANW main menu, then "1. Convert from GEDCOM". This will bring you to the screen shown below in Figure 5-1.

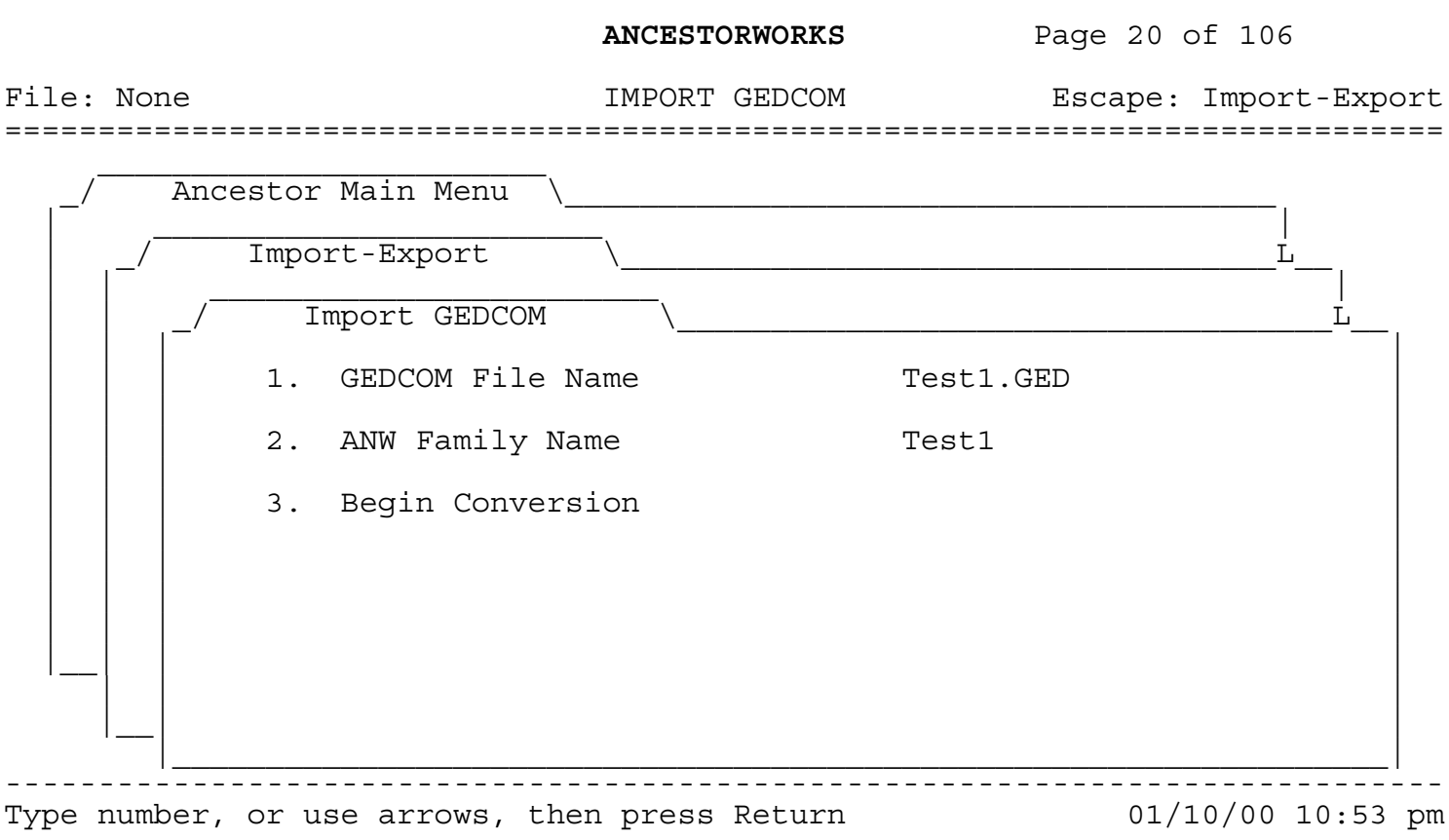

Figure 5-1

Press RETURN on menu item 1 to enter the name of your GEDCOM file. Then configure item 2, your ANW family name. This is exactly the same item, "yourname", as item 1 on the Program Settings menu, discussed above. It is repeated here for your convenience. You will probably not need to change item 2 unless you are switching back and forth between more than one family of data. Your 4 data files will be named n.yourname, p.yourname, d.yourname, and m.yourname.

Just select item 3, Begin Conversion, and enter RETURN. The 4 ANW data files will be created and the GEDCOM data will be placed in the appropriate files.

There is one additional step you may have to take. You may have to OA-K(alculate) N.yourname with the other 3 .yourname files on the desktop, and possibly once more without them on the desktop. The way you can tell if you need the former recalculation is if you have entered a *date or place* ID in the upper half of the SRL for some record but the "echo" (see Section 14) didn't appear in the lower part of the N.yourname SRL. The way you can tell if you need the latter calculation is if you have entered a *name* in the upper half of the SRL for some record but the echo didn't occur in the lower part. If you just want to be safe, it doesn't hurt to perform

these 2 recalculates. Read Section 14, Name Database, for a further explanation of this problem.

Just how well the GEDCOM process works for you depends on several factors. There have been many updates to the GEDCOM standards over time. If your other genealogy program uses a feature that ANW is not aware of, or if ANW uses a feature that your other program is not aware of, then either some data may be lost or else you will have to do a little clean up work manually (using AppleWorks, which is a friendly place to work).

If ANW encounters a data line that it can't interpret within an *individual's record*, it will put the entire line into the individual's notes file, m.yourname. If ANW encounters an unrecognizable data line within a *family record*, it will also put the entire line in the notes file but with an ID of 0 (zero) since ANW will not know to which individual the information pertains. Thus ANW will not lose any of your import data but some clean-up work may possibly be required.

The most likely outcome from running the GEDCOM import module is that 95% of your information will be transferred correctly, and you will only have to make some minor changes. For example, if you have entered a date in Family Tree as "about Nov 4, 1950", Family Tree puts it verbatim into GEDCOM. However, the current GEDCOM standard calls for it to be entered as "ABT Nov 4, 1950". Since ANW specifically looks for the word "ABT" rather than "about", ANW does not automatically put the word "about" into the "About" category in D.yourname. (See Section 15 to learn about the "About" category.) You will later have to do that manually. However, in the meantime, the date will still look just fine, and there will not be any serious shortcomings in your data files.

By the way, in addition to "about", the GEDCOM standard calls for you to use "BEF" for "before" and "AFT" for "after" when specifying dates.

It is possible and easy (and recommended) to modify the GEDCOM file manually in order to maximize the amount of data that is transferred automatically. The GEDCOM file is just a text file and it must already be loaded into AppleWorks in order for the GEDCOM transfer to work. (If ANW does not find the GEDCOM file on a desktop, it will prompt you to exit ANW and use AppleWorks to load it. You load text files just like you do any ordinary word processor file.)

Here are some examples of things you might do to the GEDCOM file to improve the import process into ANW. If the GEDCOM file use the words "about", "before", or "after" in dates rather than the GEDCOM standards of ABT, BEF, and AFT, then you can use AppleWorks OA-R(replace) function to quickly make global changes. Now ANW will automatically put those words in the correct D.yourname category for you.

If your GEDCOM file was created with Family Tree, then it is strongly recommended that you manually change the file whenever you find either a date without place or vice-versa. Otherwise ANW might erroneously enter a date in the Place database. This is because the GEDCOM standard is for date and place information always to be in the same format, whether or not only one of them are known. However, Family Tree uses a special format when only one of the two pieces of information are known.

We illustrate this with a birth example. However, the situation is identical for deaths and marriages. ANW looks for this format:

```
1 BIRT
2 DATE BEF 9/11/1971
2 PLAC Alhambra CA
```

As we said, Family Tree uses the above format when both pieces of information are recorded. When only one piece of information is recorded, ANW expects this (note place info in blank):

```
1 BIRT
2 DATE BEF 9/11/1971
2 PLAC
```

However, Family Tree provides this:

```
1 BIRT BEF 9/11/1971
```

Now, ANW does its best to process such lines, but ANW does not always correctly distinguish whether "BEF 9/11/1971" is a date or a place. Since dates can be entered in free format in Family Tree, the above line in GEDCOM might look like

```
1 BIRT between 1970 and 1972
```

or any of an infinite number of variations. In this case, after examining the word "between" and not recognizing it, ANW would conclude erroneously that this is a birth *place* rather than a birth date. This is because Family Tree would record a birth place (without a date) like this:

```
1 BIRT Belinda, Illinois
```

If you make these changes to the GEDCOM file manually, you will be able to save yourself work later when you have to not only change the "place" to a "date", but you then have to replace all of the incorrect IDs. While this process actually doesn't take all that long, it is easier to change the GEDCOM file than the AppleWorks file.

One caution. If you plan to use the GEDCOM file with any other program, do not insert any TABs or other awp features (bold, underline, etc.) into the file.

By the way, if you run the conversion and then discover some things that you could have improved in the GEDCOM file, you don't have to save your 4 newly created ANW data files. You can remove them from the desktop without saving, modify the GEDCOM file, and then run the conversion again.

We suggest that after you change the GEDCOM file, you save that file. You can either save it again as a text file, or you can save it as an AppleWorks word processor file. It doesn't matter. To save it as a word processor file, you just use OA-S or OA-Ctrl-S. To save it as a text file, AppleWorks actually "prints" it to a text file with OA-P. You can even change its name if you are afraid of losing the original GEDCOM file. With OA-P you can select a new name on the fly because you are prompted for a name. With OA-S and OA-Ctrl-S, you must first rename the file with OA-N(ame) if you desire a new name.

Finally, we suggest you save your new data files to your data directory. Then carefully review the files to be sure everything was converted correctly. Check the Notes to see if any lines were printed there that couldn't be processed. Check the dates and places to be sure no dates are in the place file and vice-versa. Check N.yourname to be sure correct names and dates are referenced. Then run a few Pedigree Reports and Family Report, items 1 and 2, respectively, on the Main AncestorWorks menu. You might even want to generate a tree or two (items 3 and 4 on the ANW Main Menu) as a means of checking your data. Mistakes will be quickly evident after running these reports.

Appleworks Database:

Now we discuss what to do if you have an AppleWorks database. You do not have to retype everything manually. (If your data is in an AppleWorks *word processor file* you are out of luck. If it is in a spreadsheet, you can use AppleWorks to convert it to a database before following these instructions. See your AppleWorks manual on how to do this.) The process for an AppleWorks database is to COPY the needed information to the clipboard and then to COPY it from there to your ANW file. Be careful not to MOVE your data from the clipboard when you follow these instructions since AppleWorks has different rules for copying and moving.

To make the transfer, adhere to these rules.

1. Make multiple record layouts (MRLs) for both databases so the data is in the same layout order.
2. It is OK for ANW to have extra categories at the end.
3. You must hide any categories in your old database that you don't want transferred.
4. It doesn't matter if the category *names* match; only that the categories are in the same layout order.
5. It also doesn't matter what the original OA-N orders of the databases are.

To change a layout, it is best to save your current layout as a report named "Default", then create a 2nd report for the new layout. You next create a new layout from the 2nd report. After the data transfer, you restore your original layout by creating a new layout from the Default report. For your ANW data files, a Default report has already been created for you, saving you one step.

Here are step-by-step instructions. To begin the process, edit your genealogy (or telephone list) database, enter OA-P(rint) and select item 2, [Create a new "tables" format"], then item 2 at the next screen, [From the current record layout]. Follow the on-screen instructions to name if Default MRL.

Now escape back to the Print menu and select number 2 again, [Create a new "tables" format"]. This time select 1, [From scratch], and give it a name. Then use OA-D(elete) to hide any irrelevant categories, and use OA-, (comma) or OA-. (period) to switch a category with the one to the left or right, respectively. When you have only categories with data to transfer (for example, only the name category or categories in a telephone list), then enter ESCAPE several times to get back to the REVIEW/ADD/CHANGE menu.

Now you want to create a new MRL in your database, so use OA-Z(oom) if necessary to get into the MRL. Then enter OA-L(ayout) and select 2, [Get a layout from a report format]., and select the new report you have just created (not the Default report).

You are now ready to edit N.yourname. It already has a default MRL report, but you should follow the steps above to make a new MRL report, putting the categories in the same layout order as in the layout you just created for your old data file.

Now go back to your old data file, and while in MRL format put your cursor on the first record you wish to transfer. Enter OA-C(opy) T(o the clipboard) and hilight as many records as you wish to transfer. Then edit N.yourname, move to the last record if necessary, and enter OA-C(opy)

F(rom the clipboard). The desired data should be transferred. If you have more records that you did not hilight, you can repeat the process. It is a good idea to save your files occasionally just in case.

When you are done, simply enter OA-L to change the layout back to the default report. Do this for both files.

6. Entering Your First Data

The next step is to start entering some data. You use AppleWorks for that, not ANW. So, exit ANW by using item 7 from the main ANW menu, or by entering ESCAPE from the main ANW menu, or by entering OA-Q from almost any point within ANW. Now, use regular AppleWorks to enter data. Use the single record layout (SRL) for entering your data. Start with dates and places; then enter the names. Explanations of the categories and any special things you might need to know about the database files is discussed shortly. You can also access the appropriate help screen as a pop-up menu by typing OA-`.

There is an AppleWorks database glossary feature built-in to help you enter data. At first, you won't need the glossary feature. In fact, it will be confusing to try to use it at first because your databases are empty. See the Quick Start file for instructions on using the test files now for learning these functions or you can experiment with it later after you have 10 or so entries in each of the names, dates, and places databases. The glossary feature is fully described in the help screens, so it will be easy to learn when you are ready for it.

7. Creating A Pedigree Report

After you have enough information, you can run AncestorWorks again (OA-ESC and then hilight AncestorWorks and hit RETURN) and generate a Pedigree Report, item 1 on the main ANW menu. You have many options of what to include or not include in the report: dates, places, parents, children, grand parents, spouses, notes. Thus, you can generate a wide variety of reports. Figure 7-1, below, is an example of the output from a full (i.e., all options selected) Pedigree report.

---

[355] Melvin Smith

Sex: Male
Birth: After Nov 30, 1946 Allen, Pennsylvania
Death:

Mother: Jean Jones
Father: David (or Duff) Smith

Maternal Grandmother: Hermime (or Hannah) Honna
Maternal Grandfather: Benjamin C. Jones

Paternal Grandmother: Etta Simon
Paternal Grandfather: Harry (or Henoch) Smith

Spouse 1: Diane Vidlar
Wedding Date:
Wedding Place: Tucson, Arizona

Spouse 2: Lori Adle
Wedding Date: Jan 23, 1975
Wedding Place:

Spouse 3: Enid M. Weiss
Wedding Date: About Jun , 1993
Wedding Place: Las Vegas, Nevada

Children From Marriage With Diane Vidlar

Child 1: Sabrina Hannah Smith (B) Apr 27, 1969

Sibling 1: Stephen Smith (B) Mar 11, 1943

Sibling 2: Harry Smith (B) Jul 19, 1945

Uncles and Aunts On Mother's Side:
1: Morris Jones
2: Pearl Jones
3: Gertrude (or Gertie) Jones
4: Jonas (or Jack) Jones
5: Helen Jones
6: Shirley Jones
7: Louise Jones
8: Rose Jones

Uncles and Aunts On Father's Side:
1: Dora Smith
2: Leonard Smith
3: Joseph Smith
4: Bernard (or Benny) Smith
5: Rose Smith
6: Anna Smith

Cousins:
Yvette Pass
Arnold Pass

Arline Muriel Mills
Alma Ruth (or Almy) Mills

Allen Jones
Arlina Jones
Bernard (or Bernie) Jones

Arthur (or Artie) Longa

Sidney Mayer

Harriet Weinstein
Benji Weinstein

Shirley Minkov
David Alfred Minkov

Stanley Smith
Tyna Loretta Smith

Lawrence (or Larry) Smith

Audrey Smith
Harry Smith
Jane Smith

Alan Golden
Mona Irene Golden
harriet Raport

Notes:
A pharmacist.

Figure 7-1

Figure 7-2 is a screenshot of the Pedigree menu. This is where you choose which options you want printed out. Press RETURN to toggle between "Yes" and "No". In addition to your selected options, the individual's birth and death date and place, sex, and any spouses and children are automatically printed out. When you are ready to print the report, select #12, "Create Pedigree" and press RETURN.

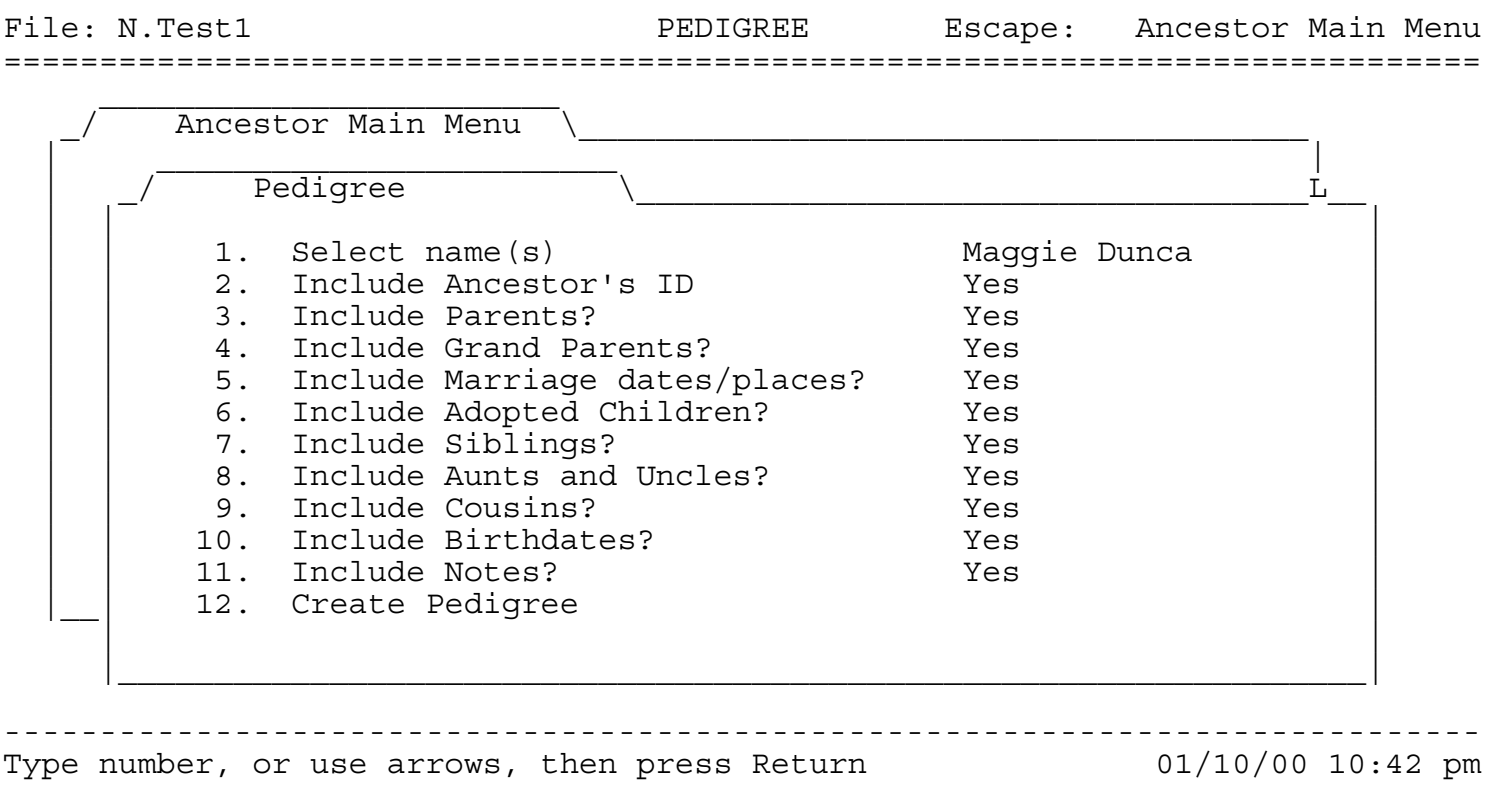

Figure 7-2

Using this menu, you can create a wide range of customized reports. For example, you could select just a compact family group like parents and children only. Or, you could select cousins only. (Note: After the report is generated, you would have to erase the automatic information

just mentioned in order to get cousins only.) Or, you could select uncles and aunts only or any combination of the items specified in the menu.

To select names, press RETURN on menu item 1. You can select just a single name (as shown above in Figure 7-2), or you can select a range of individuals (as shown below in Figure 7-3) for Pedigree Reports. Just follow the on-screen prompts to hilight the name or names for which you wish to build Pedigree Reports. You can use the regular UP (^) and DOWN (v) arrow keys, OA-^ and OA-v, or OA-1 to OA-9 to move the cursor. Enter RETURN to indicate the start of a range of names you wish to select. Move the cursor to hilight the range (which can be just a single name if you like) and hit RETURN again to select the range.

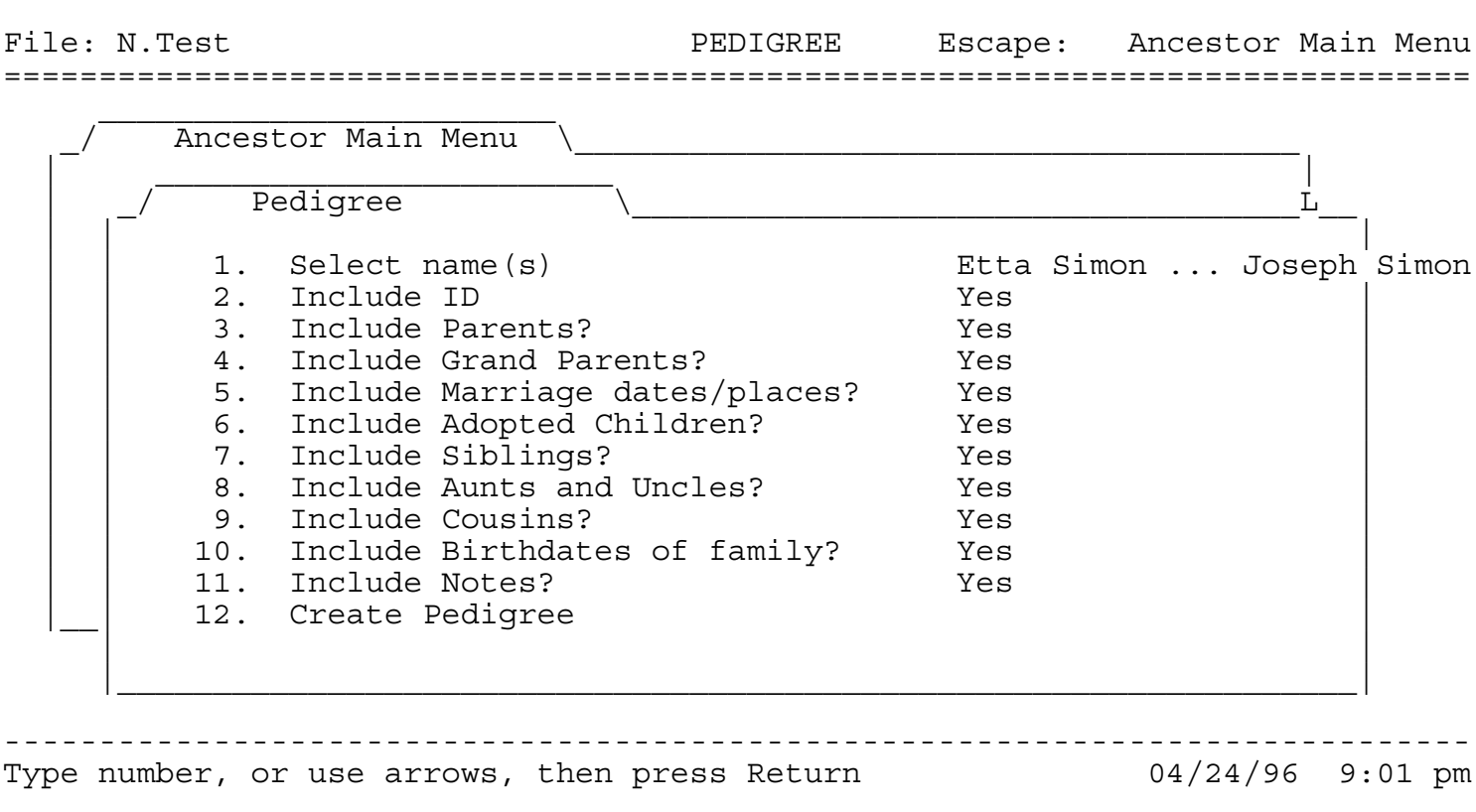

Figure 7-3

(If you wish to hilight several names that are not contiguous, instructions on how to sort the file to put the names together is given in Section 20.)

When the report is finished, you will be prompted as to whether you wish to leave ANW (back to AppleWorks) to see the report file, or whether you wish to remain in ANW. If you stay in ANW, you will be returned to the Pedigree menu.

The report(s) are regular AppleWorks word processor (awp) files. If you wish to keep the reports, you must save them using usual AppleWorks operations (i.e., OA-S). You can also print them (OA-P), combine them with other Pedigree Reports, or do anything else that you can think do to with awp files. If you have a deskjet or laser printer, you can change fonts, add boldface, or whatever you like. If you have an ImageWriter II, you can use TO.Superfonts to enhance the files. Using Superfonts, you could even digitize a photograph, convert it into double hi-res (DHR), and import it into the pedigree file.

During a session, if you create a second pedigree, it will be appended to the first one. You don't have to worry about losing the first one. Just remember to use OA-9 to look at the bottom of the file to the latest pedigree. You can append as many pedigrees to the file as you like, within your memory limits.

If you have appended several pedigree files together, and you decide to print just one of them that is somewhere in the middle, just follow this procedure. Position your cursor where you wish to start, use OA-C, and hilight to copy just that one portion to the clipboard. Then move to the clipboard with OA-Q OA-C, set your margins, and OA-P(rint) from there.

One final note. ANW uses dashed lines at the top of each Pedigree to enclose the name. For reasons we don't understand, sometimes AppleWorks doesn't line up the dashed lines on the screen when you edit a Pedigree Report file. However, AppleWorks always seems to print the file ok, so we don't recommend that you spend a lot of time trying to make the file display correctly on your monitor. We spent a lot of time ourselves and it was very difficult to make the lines look nice. Fortunately, this is just an occasional problem and doesn't affect the printout.

8. Creating A Family Report

When you have enough information about a family (parents and children, at least), you may wish to run a Family Report. Like the Pedigree Report, the Family Report allows you many options so that you can compose the type of report you want. Figure 8-1 shows a Family Report with all of the options selected.

The Stephen Smith
and Sharon Paul Family

Husband: [372] Stephen Smith
Mar 11, 1943 -

Wife : [367] Sharon Paul

Married: May 31, 1986, Palm Springs, California

Paternal Grandfather: [331] David (or Duff) Smith
Nov 7, 1916 - Aug 29, 1992

Paternal Grandmother: [340] Jean Jones
Jan 30, 1915 -

Child 1: [366] Sean Smith (Adopted)
Oct 15, 1976 -

Children of Stephen Smith:

Child 1: [330] Dana Smith (Adopted)
Apr 4, 1972 -

Children of Sharon Paul:

Child 1: [258] Jeff Paul
Feb 11, 1973 -

Child 2: [259] Josh Paul
Aug 28, 1978 -

Figure 8-1

Here are some features to notice in the above report. First, it is helpful to know that this was the second marriage for each parent, Stephen Smith and Sharon Paul. Now, the report shows that they did not have any natural children together, but their adopted child, Sean Smith, is shown because the "adopted" option is enabled. Similarly, Stephen's adopted child by his first marriage, and Sharon's two natural children by her previous marriage are shown. The dashes after the dates indicate that these people are still alive. Only the paternal grandparents are listed because Sharon's parents are not in the database.

Figure 8-2 is the Family Report menu. This is where you choose which options to print out. This menu works just like the Pedigree Report menu: pressing RETURN when a menu item is hilighted toggles Yes and No. Unlike the Pedigree report, you MUST select a pair of parents, menu item #1. (If you forget, ANW will remind you.) The ellipsis (3 dots) after the name in Figure 8-2 indicates that a second parent has not yet been chosen. When the second parent is chosen, both names will appear in the menu.

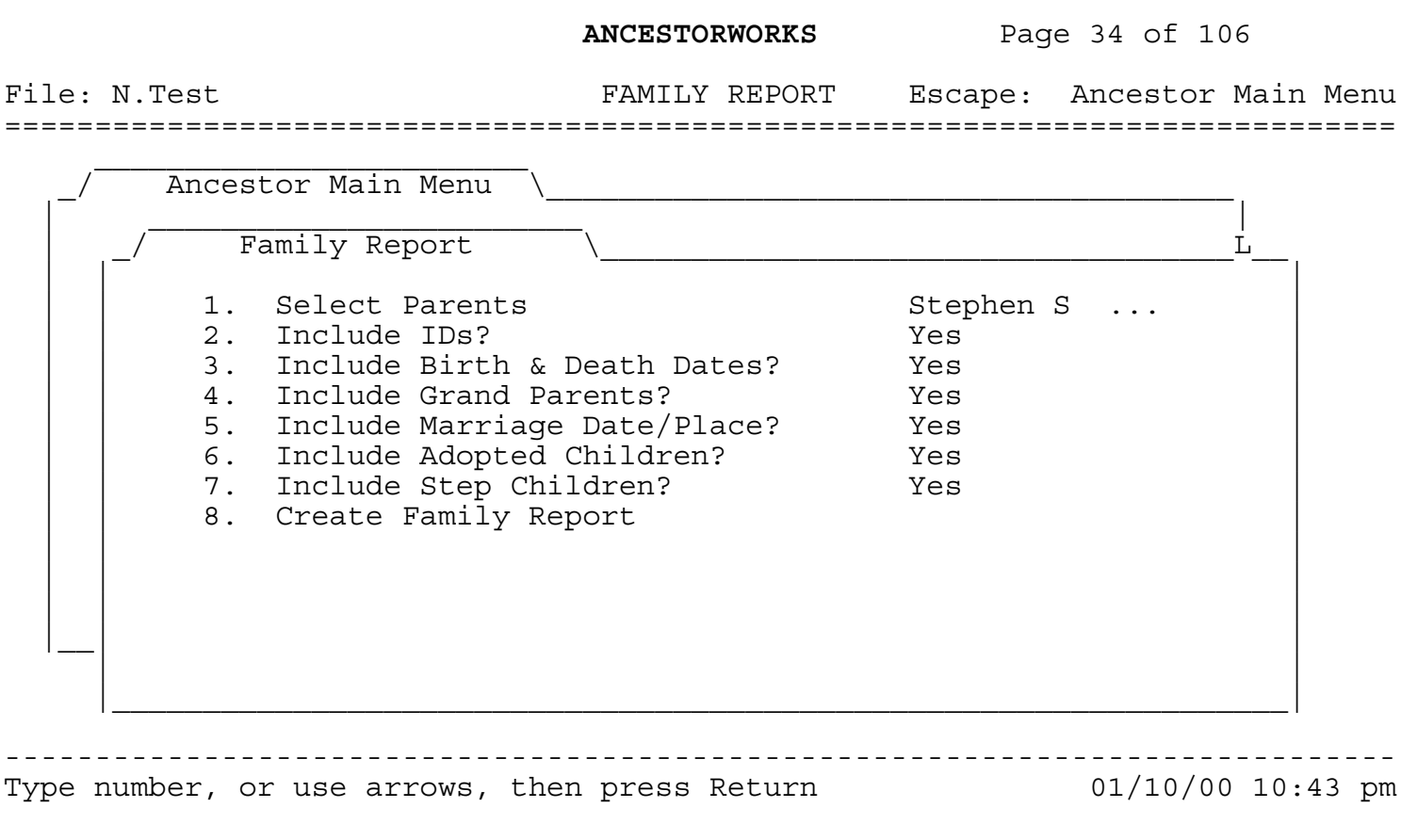

Figure 8-2

When you hilight #1, "Select Parents", you will be prompted to hilight the first parent. You can use all of the standard AppleWorks methods to move the cursor: the UP and DOWN arrows, OA-UP and OA-DOWN (to move a screen at a time), or OA-1 through OA-9 to move to the top, bottom, or a fraction of the way through the name file. After you select a first parent, you will be presented with a menu of the spouses, shown in Figure 8-3.

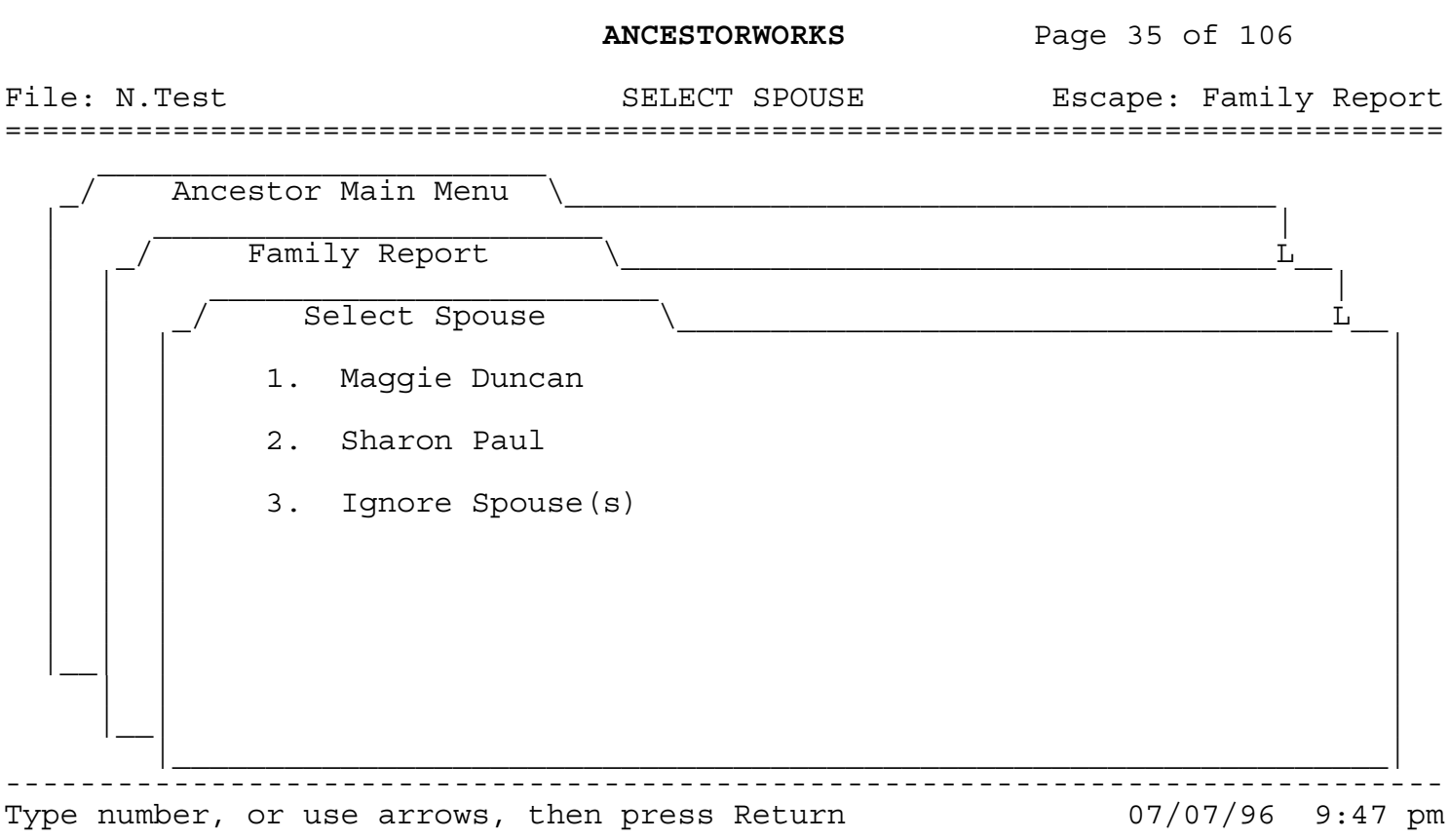

Figure 8-3

If there are no spouses, then the menu will only contain one item, "Ignore Spouses". In any case, if "Ignore Spouse(s)" is chosen, the report generated will essentially be for a single parent family. That is, ALL of the children of the one parent will be printed, regardless of whether any spouses are known. Also, the parent's parents (i.e., the grandparents) will also be generated if they are known.

Once all of the options 1 through 7 have been selected, then the report is generated by hilighting option #8, "Create Family Report", and pressing RETURN. In addition to any options chosen, the two parents and any natural children will be included in the report.

A variety of reports are possible by selecting various options. In particular, the Family Report can be tailored to produce Ahnentafel lists which consist of an individual, his/her parents, and his/her grand parents. (We thought we would mention this because so many programs mention this as a big deal in their advertising. We think the flexibility in the Pedigree and Family reports, the ability to generate hundreds of different types of tailored reports, far outshines the limited number of reports that most commercial programs can generate.)

9. Creating A Tree

If you have a couple or three generations worth of data on some person, you can run a tree. See the screenshot, below, Figure 9-1, of a segment of a backward tree.

CAUTION: If you are running ANW on a Mac and you have the After Dark screen saver, be sure to move the mouse to the "no sleep" corner to prevent the screen saver from becoming active during a lengthy tree. Once the screen saver kicks in, AppleWorks essentially stops (actually it creeps along VERY VERY slowly) and the tree won't continue until you hit a key to deactivate the screen saver.

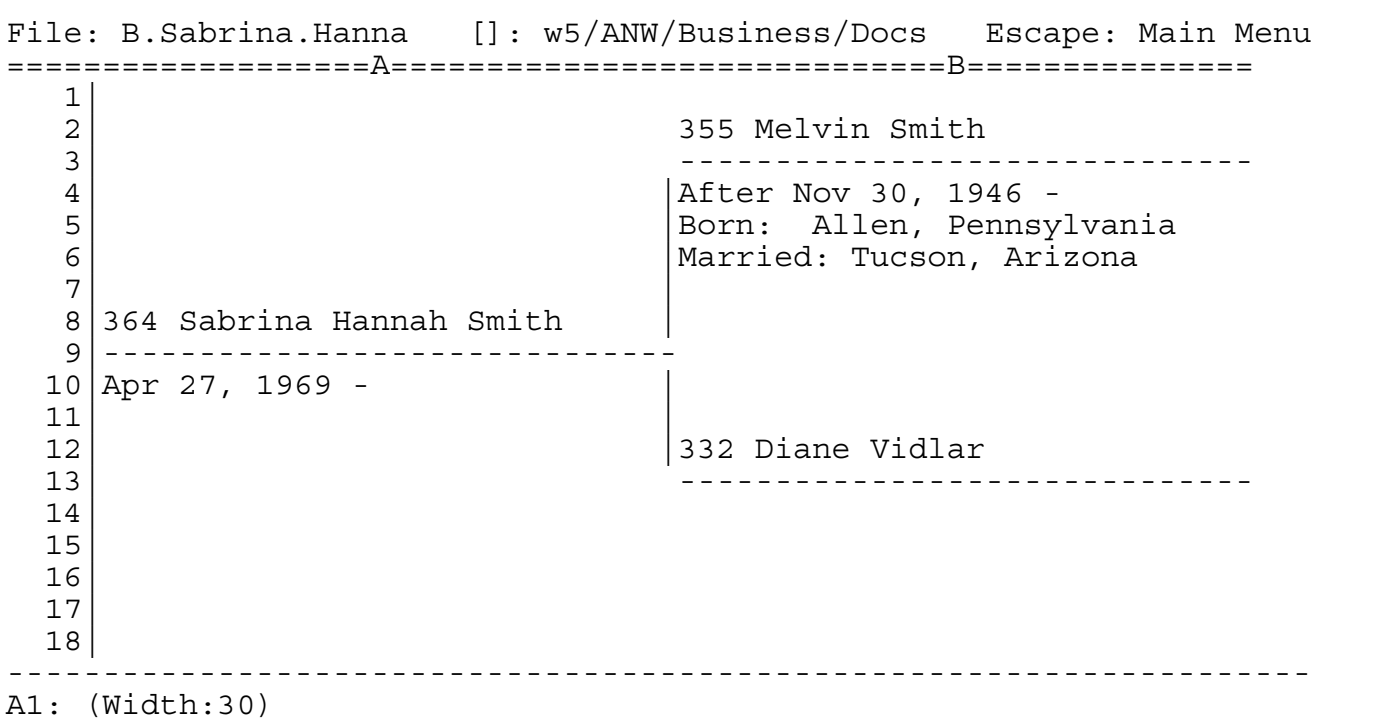

Figure 9-1

The trees are found on the ANW Main menu. See the file card screenshot, Figure 4-2. If you select either tree, you will be presented with a screen of options. The Backward Tree Options menu is shown below in Figure 9-2. The options let you print as little or as much data as you want in the trees. You can pick and choose any combination of items on the menu.

```
File: N.Test                    BACKWARD TREE OPTION Escape: Ancestor Main Menu
==============================================================================
     ____________________________
   _/    Ancestor Main Menu   \_____________________________________________
  |      ____________________________                                        |
  |    _/  Backward Tree Option   \_____________________________________L__
  |   |                                                                      |
  |   |                                                                      |
  |   |                                                                      |
  |   |        1.  Starting Ancestor                 351 Maggie Dunca        |
  |   |        2.  Include Name ID Numbers?          Yes                     |
  |   |        3.  Include Birth-Death Dates?        Yes                     |
  |   |        4.  Include Birth-Death Places?       Yes                     |
  |   |        5.  Include Marriage Dates/Places?    Yes                     |
  |   |        6.  Tree File Name                    B.Maggie.Dunca          |
  |   |        7.  Max No. of Generations            3                       |
  |   |        8.  Notes Options Menu                (No  )                  |
  |   |        9.  Create Tree                                               |
  |__|                                                                       |
     |_____________________________________________________________________|

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                01/10/00 10:47 pm
```

Figure 9-2

The menus for the two trees are the same except that the forward tree has 2 extra items, adopted children and step children. See Figure 9-3, below. (These items don't make sense on a backward tree.) The Adopted Children item lets you include/exclude children who you have indicated in N.yourname are adopted. Step children gives the option to include/exclude spouses' children by another marriage.

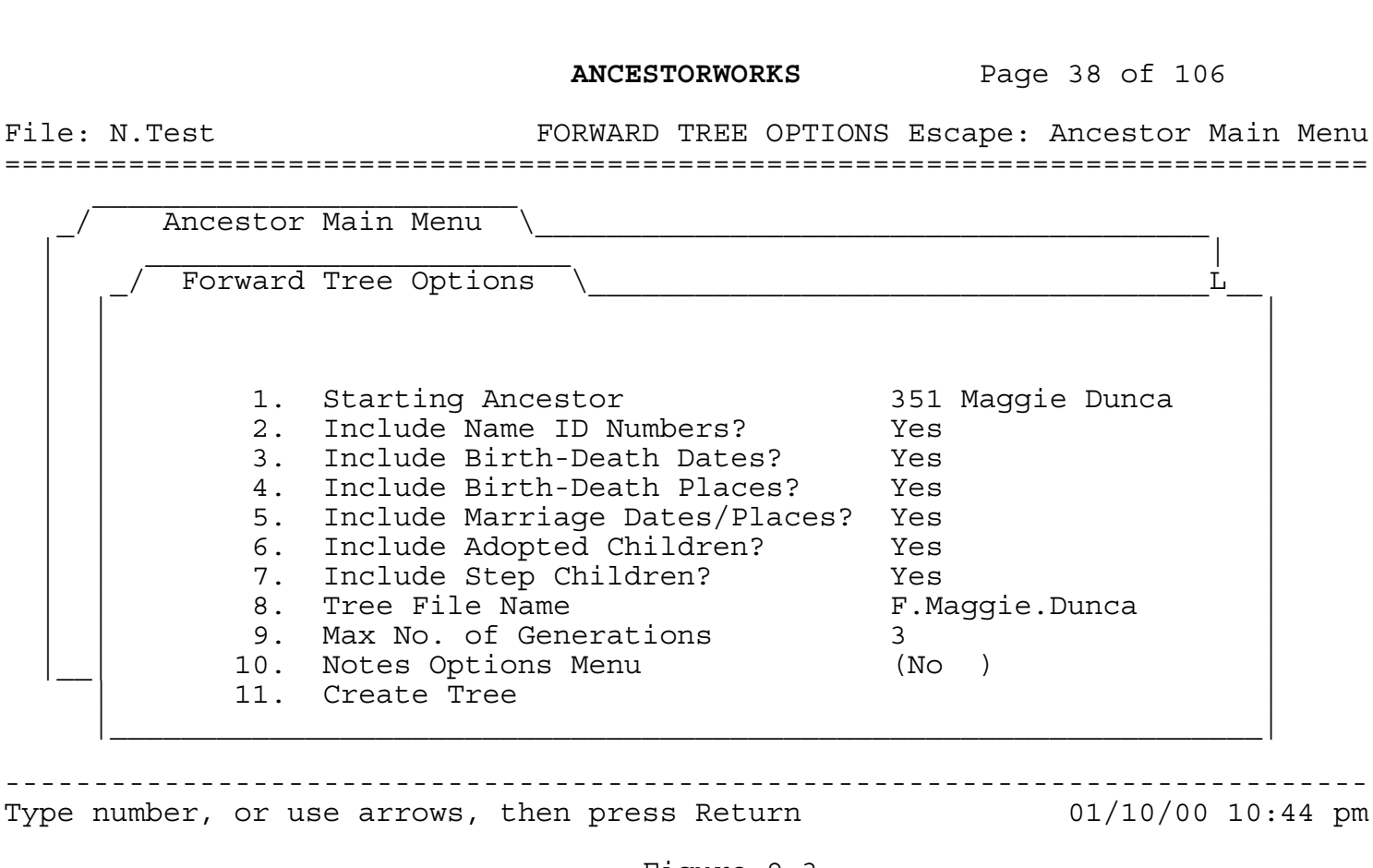

Figure 9-3

If you enter RETURN on item #1, Ancestor's name, the N.yourname file will be displayed for you to select 1 name (in the backwards tree) or 2 names (in the forward tree). See Figure 9-4, below. The name you choose will be the starting name(s) for the tree. Use the standard keys for moving the cursor: UP (^), DOWN (v), OA-^, OA-v, or OA-1 to OA-9. Select a name with RETURN. Once you select a name(s), notice that the first few characters of that name(s) are used in the tree file name (menu item #8 in the Forward tree, #6 in the Backward tree). Forward tree names will begin with F. and backward trees will begin with B. These file names are just suggestions by ANW. Press ENTER on the "Tree File Name" menu item to change the file name to anything you like.

File: N.Test REVIEW/ADD/CHANGE Escape: Main Menu
Record 320 of 441 (441 selected)
Selection: All records

ID	Family Name	Given Name(s)	Appendix	Entry Date	Birthpl
313	Simon	Harry	-	Jan 21 1994	0
314	Simon	Harry (or Fritzi)	-	Jan 21 1994	0
315	Simon	Joseph	-	Jan 21 1994	0
316	Simon	Leonard (or Lazar)	-	Jan 21 1994	0
317	Simon	Leonard (or Leach)	-	Jan 21 1994	0
318	Simon	Louis	-	Jan 21 1994	39
319	Simon	Louis	-	Jan 21 1994	0
35	Simon	Molly	-	Jan 21 1994	0
320	Simon	Murray	-	Jan 21 1994	0
249	Simon	Rosalyn	-	Jan 21 1994	0
321	Simon	Sarah	-	Jan 21 1994	0
323	Silver	Abram	-	Jan 21 1994	74
209	Silver	Rhoda	-	Jan 21 1994	71
2	Smith	Abba	-	Jan 21 1994	73
280	Smith	Ada	-	Jan 21 1994	27

Select name----------
Use up/down arrows to move through list 09/28/95 9:52

Figure 9-4

If you create a tree, make changes to your data files, and then recreate the tree using the same name, ANW will automatically change the desktop name of the first tree. It will not discard it. That is left to you.

If you enter RETURN at any of the next 4 menu items in the backward tree, or next 6 menu items in the forward tree, Yes and No will get toggled.

Enter RETURN on "Max No. of Generations" to change the size of the tree to be printed. ANW allows from 1 to the number of columns allowed by AppleWorks. If you type a number that is too large, ANW will change it back to 99.

For notes, you can print all, none, or some. "Some" means that you select up to 5 symbols and only notes that have one of those symbols will be printed. To get to the Notes Options menu, you enter RETURN on Notes Options Menu (no surprise there!). However, the Notes Option menu itself is a somewhat confusing menu, so you may want to read this section carefully.

When you first arrive at this strange menu (see Figure 9-5, below), it will probably consist of a single menu item called "Include Notes. The right hand side will likely read "No". You toggle between "No", "Some", or "All" by entering

RETURN on menu item 1. "No" means that you don't wish any notes to be printed. "All" (see Figure 9-6, below) means that you wish all notes to printed regardless of whether or not they are marked by a symbol. In either of these two cases, the Notes Options menu will have just the one menu item because any symbols you may have chosen will be irrelevant.

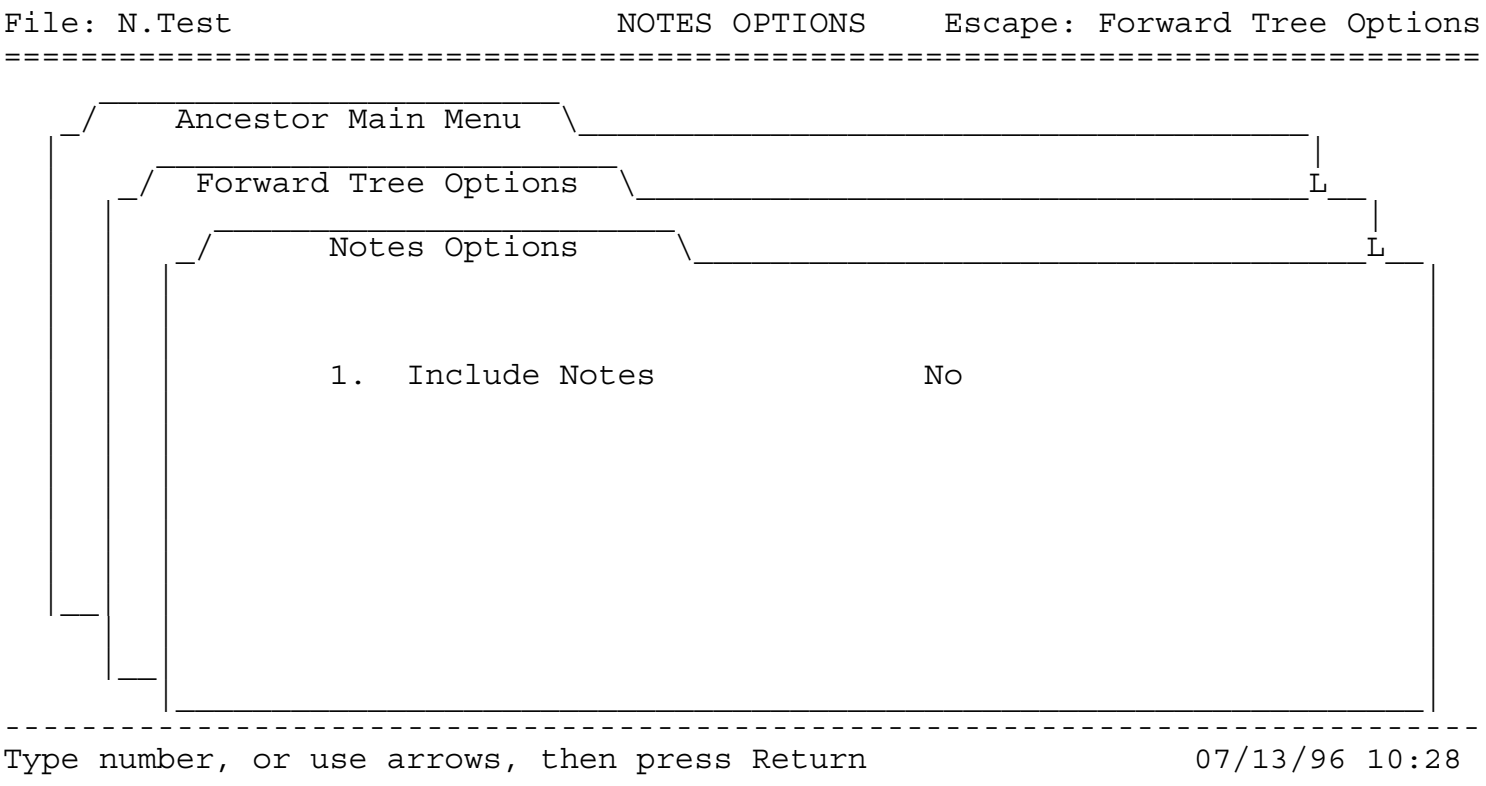

Figure 9-5

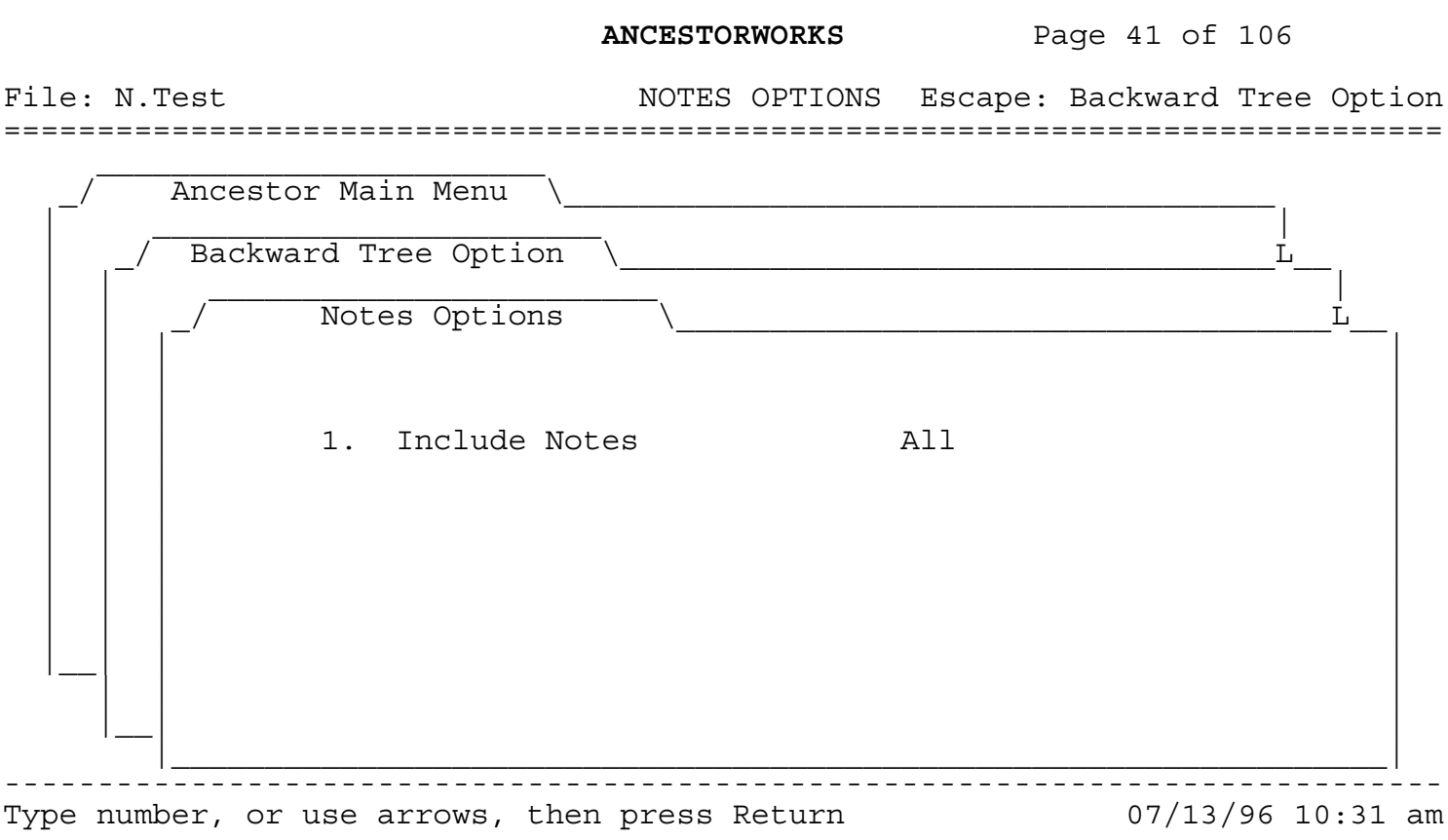

Figure 9-6

However, if you select "Some", then menu items 2 to 6 suddenly appear. See the screenshot below, Figure 9-7. The sudden appearance of 5 new menu items can be a little disorienting for an AppleWorks user, so bear with us a moment. These menu items are "Symbol 1" through "Symbol 5". When you select "Some", then you will be able to define up to 5 symbols. To do this, move the cursor to, say, menu item 2 (which is "Symbol 1") and enter RETURN. ANW now prompts you to enter a 1-character symbol (or change the symbol if one is already there). The symbol can be any character you can type from your keyboard, including numbers or letters. After you type the symbol, enter RETURN. You are only allowed to specify a single character for a symbol.

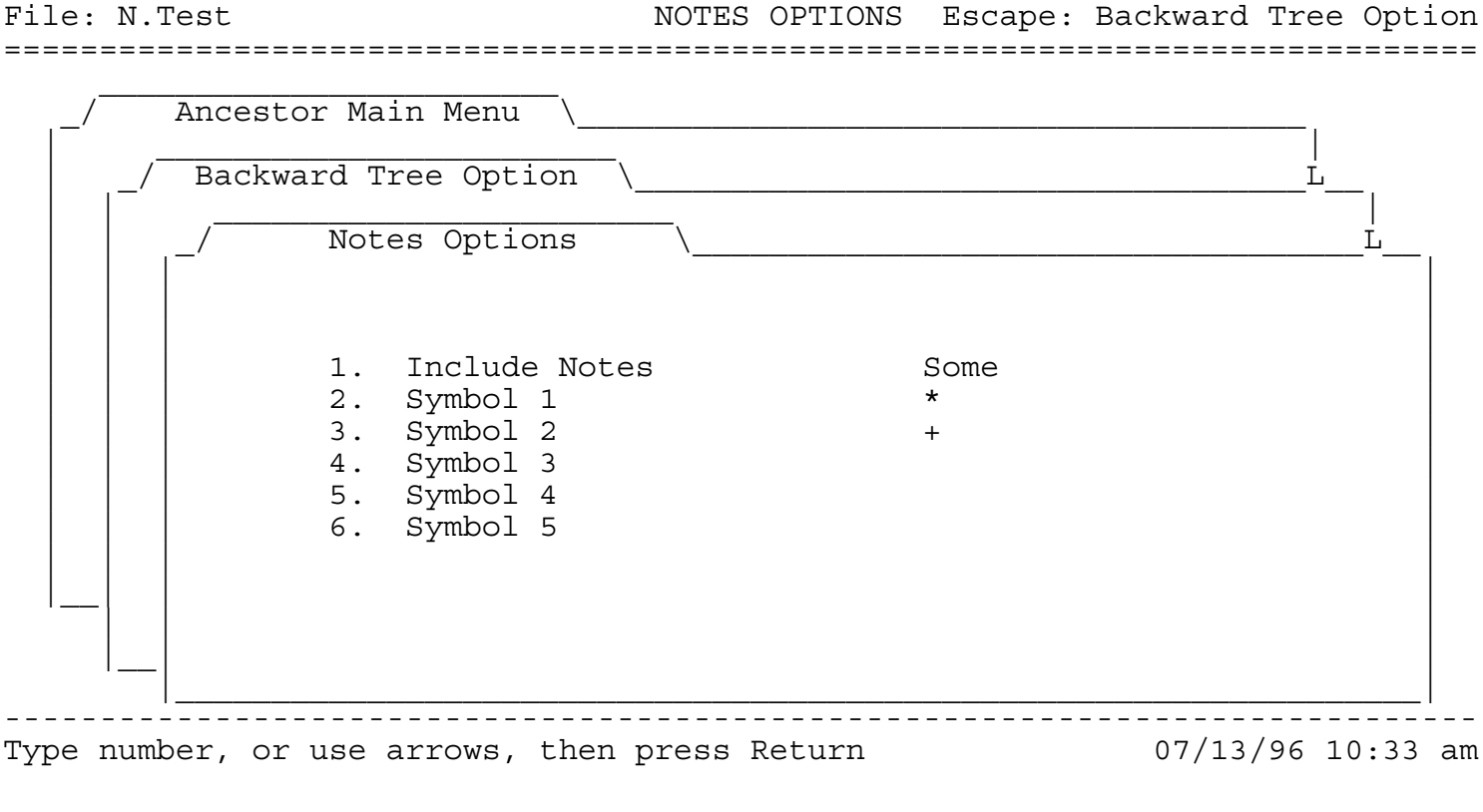

Figure 9-7

To get back to the 2nd file card, you enter ESCAPE, just like always. Only, for some reason, doing that feels un-AppleWorks-like on just this one file card. To return to file card 2, there is a tendency, instead of entering ESCAPE, to go back to menu item 1, "Include Notes", and to enter RETURN. Of course, when you do this, instead of reaching file card 2, you will be toggled back to "No" on the 2nd file card and menu items 2 - 6 will disappear. Again, this feels a little disconcerting. The menu items will stay "disappeared" when you enter another RETURN to toggle "All". But, when you enter RETURN yet again to toggle "Some", menu items 2 - 6 will return, showing any symbols you may have defined. If you now enter ESCAPE, notes with the selected symbols will be included in the tree.

When you are finished with the Symbols Option menu (by entering ESCAPE), only the word "All", "Some", or "No" will appear in the Tree Options menu. This lets you know which Notes option you selected, but, as you can see from the screenshot below, Figure 9-8, it doesn't show you which symbols in case you selected "Some". To see the symbols, you must return to the Notes Options menu. Any symbols you have previously defined will still be there as soon as you select "Some".

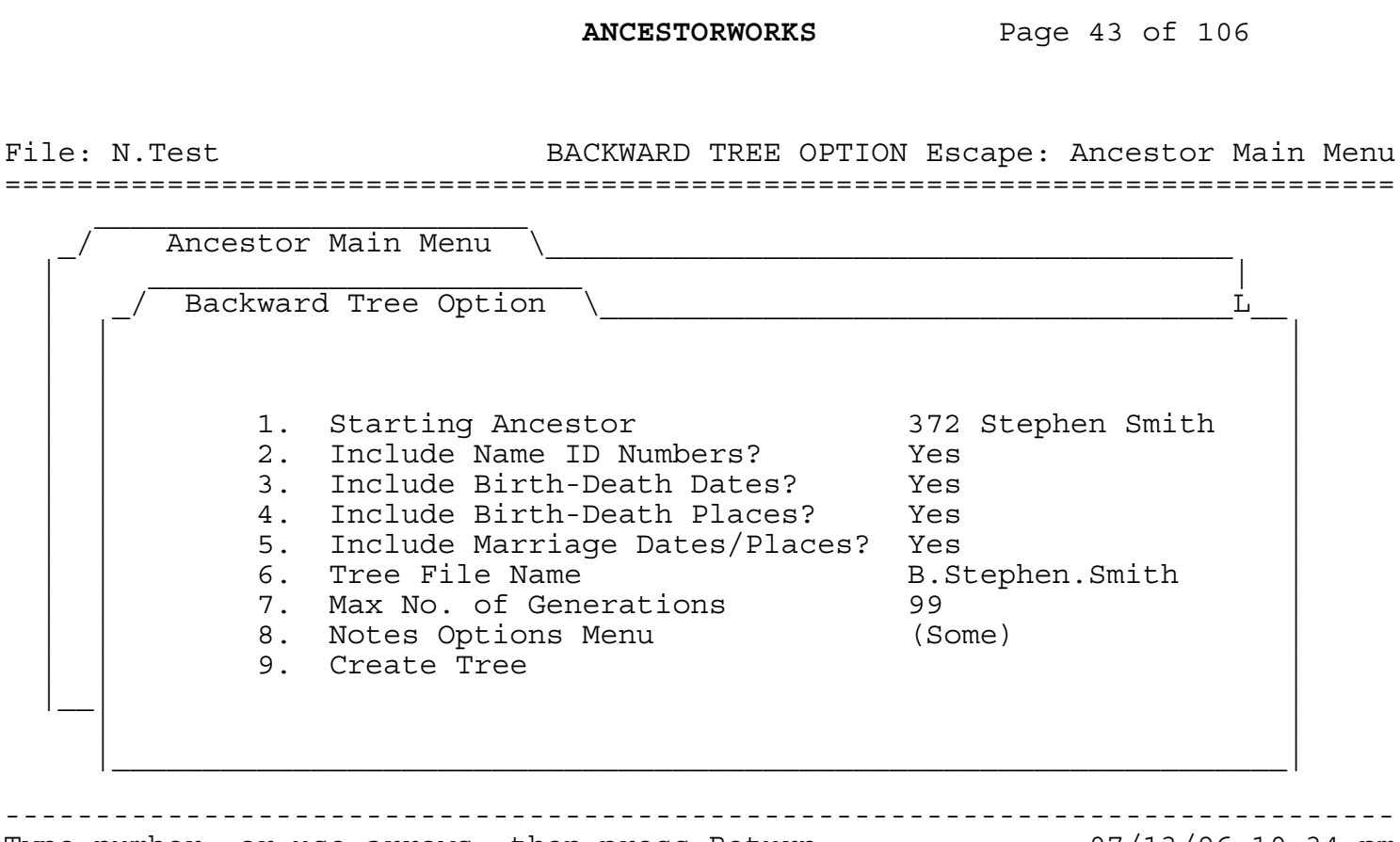

Figure 9-9

The reason we left this strange-feeling menu this way is that we couldn't think of a better design. We welcome suggestions on this one. If we simply always leave items 2 - 6 showing, then "All" is misleading. It would appear to mean to print all notes with any of these 5 symbols when it actually means to print all notes regardless of whether or no they are marked by a symbol. It is too bad there isn't some way to dim items 2 - 6 when they aren't active like in the Apple IIGS (and Macintosh) desktop environment.

To help you organize your use of symbols, a Symbols database has been provided for your use. It is a good idea to formulate a strategy for symbols as early as possible. This database is essentially a table to annotate the meaning for each symbol you use. Some uses of symbols are to tag special kinds of notes: profession, cause of death, etc. Note that if there is some special type of information that is not in the provided N.yourname database that you wish to include in the trees, then you can define a symbol for this information and then print it out with the "Some Notes" option.

An example of a small part of a forward tree is shown below in Figure 9-9. Compare the options in this tree to the one shown earlier in the backward tree (Figure 9-1). In the tree below, the notes for cause of death have been enabled. Also, the birth and death dates are printed. In the backward tree, Figure 9-1, only marriage places are listed. Both trees include the optional ID numbers.

```
File: F.Melvin.Smith       REVIEW/ADD/CHANGE       Escape: Main Menu
==================A============================B===============
   2|355 Melvin Smith
   3|--------------------------
   4|Born:  Allen, Pennsylvania
   5|                         | | |
   6|                         | | |    364 Sabrina Hannah Smith
   7|                         | | |------------------------------
   8|                         | | |    Apr 27, 1969 -
   9|                         | | |
  10|332 Diane Vidlar         | | |
  11|--------------------------
  12|Married: Tucson, Arizona
  13|                           | |
  14|349 Lori Adle              | |
  15|-------------------------
  16|Married: Jan 23, 1975|
  17|                     |
  18|441 Enid M. Weiss    |
  19|----------------------
-------------------------------------------------------------------
B19: (Width:30)

Type entry or use OA commands                        01/10/00 11:21 pm
```

Figure 9-9

Small trees of 3 to 5 generations take only a few minutes to create. However, depending on the size of both your database and the tree, it could take much longer. A test tree with 15 generations required 2500 lines and the printout was 5 feet wide by 50 feet tall! Several hours were required on an accelerated Apple IIGS to create this tree, and it could take more than 24 hours on an unaccelerated Apple //e or //c. It would take far less time on a Mac.

Thus, an ability to interrupt the creation of a tree has been built-in (this may not always work on a Macintosh using Bernie][and had to be disabled to be compatible with Deja][). If you need to interrupt the creation of a tree, you need only hit any key (except RETURN). Within a minute or less, ANW will come to a natural place to pause and will inquire if you want to stop or continue. If you decide to

stop, ANW will take another minute or so to do some clean-up to make the tree presentable, and you will then be able to view and save the work that has already been done, and use your computer for other things.

As with anything that ANW does, you can also interrupt the construction of a tree by depressing the ESCAPE key for a few seconds. This is less friendly, however, and will dump you rudely back into AppleWorks. You will also have to reset your default macros. See Trouble Shooting, Section 23, for how to do this.

There is no option at this time to resume work on the tree later as there is for GEDCOM. You will have to start over.

After a tree is finished, you will be given the option to return to the Tree filecard menu, or go directly to the tree spreadsheet file. You can use standard AppleWorks commands to print the tree, or save it.

Feel free to modify the spreadsheet in any way once it is compete. You can tailor a tree by deleting individuals or selected pieces of information. For example, if you printed out all notes, you could selectively delete notes you don't want to see in the tree.

In the tree reports, each note appears in its own row. In fact, no two pieces of data whatsoever appear on the same line. If you delete any row, you will only erase one piece of information in the entire tree. You need not worry that some other piece of data on the same line will be deleted. Also, the trees are constructed so that after you delete a row of information, all of the lines still connect!

Finally, you can modify the lines in the tree. There is an option on the Program Settings menu to draw the tree lines in either regular text or in MouseText. The MouseText lines connect a little nicer on the screen, but the difference is not significant. MouseText prints on ImageWriter II printers but not on many other printers, so you may wish to have this option turned off.

If you forget to set this option the way you want, you can still change the type of line to either MouseText or plain text after the tree is finished. To do this, first go to cell A1. Now, use OA-R(eplace). Specify the target (underline) string and the replacement string. Appleworks only allows replacement strings of length 25, so you can only replace 25 dashes at once. We suggest changing only 14 at once, twice, in order to do the least work in these trees. After that, you may have to repeat the OA-R command several times, replacing just one dash at a time until there are no more dashes to replace.

In using the OA-R command, either the target or the destination can be MouseText. Just type Ctrl-T before you type the characters you wish to be MouseText. ANW uses two different MouseText dashes, corresponding to the letters L and S. For example, type Ctrl-T and 14 L's to replace 14 MouseText dashes.

10. Cross Check Data

Cross checking data is he first of 2 options under Data Integrity, item 5 on the ANW main menu. See Figure 10-1. The purpose of this module is two-fold.

1. It automatically fills in the links.

2. It checks your data for inconsistencies.

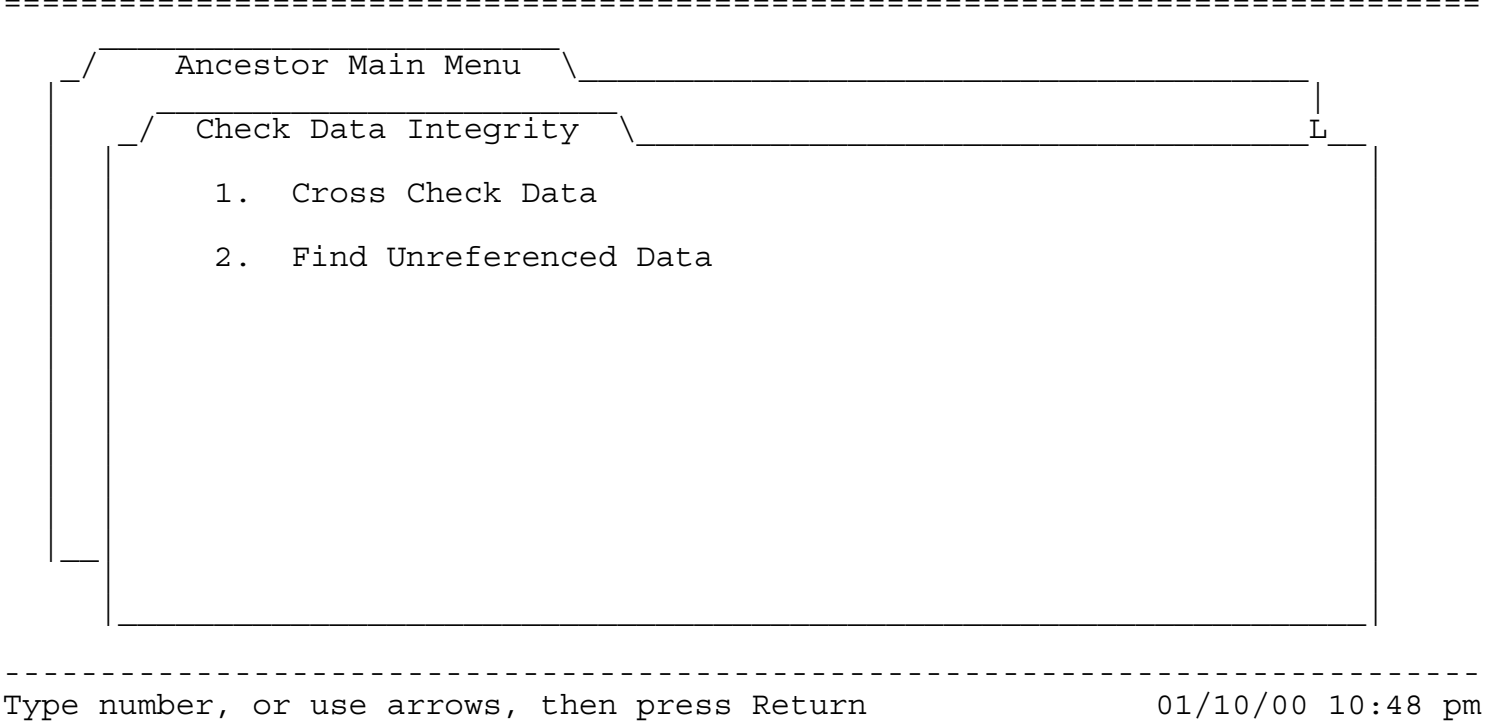

Figure 10-1

Regarding the first capability, without Cross Check Data you would have to manually enter each spouse plus marriage place and date in both spouse's records. You would also have to enter parents and siblings for each child. You would also have to enter all children in the records of both parents. Were you not to methodically complete all entries, various reports would not be correct. This module will check for missing links and automatically fill in this information for you.

Specifically, this module will automatically fill in a spouse's information (name ID, marriage date ID, and marriage place ID) once you have entered the information for the other

spouse. If you enter a parent's ID in a child's record, then this module will enter the child's ID in the parent's record. Conversely, if instead you enter a child's ID in a parent's record, this module will enter the parent's ID in the child's record. Sibling IDs will also be automatically entered for you in the record of each child.

Regarding the second capability, this module will inform you if, for example, John is listed as the spouse of Jane but not vice-versa, or if you have entered different wedding dates or places for them. It will check all of the items mentioned in the prior paragraphs and, in fact, will actually enter the missing information.

However, for the sake of safety, **ANW will not save the modified files**. In fact, ANW will suggest that you rename the updated files and then save them, keeping both th old and the new until you have verified that only correct changes have been made. To aid you in this task, a detailed record of the changes made is provided in a new file named "Messages". The Messages file will also alert you to other items that may not be correct but for which changes were not automatically made. The Messages file will provide you with some other information as well.

It should be pointed out that a lot of the cross checking errors can also be found simply by generating Pedigree and Family reports. These reports also generate Messages files to inform you of duplicate or missing ID numbers. In addition, the Forward and Backward Tree printouts make errors quite easy to spot. The advantage of this module over the reports is that you can methodically check your data for errors whereas the reports catch data errors somewhat sporadically. The advantage of the reports is that they can be generated more rapidly.

Figure 10-2 shows the screenshot of the Cross Check Data input screen. You are given the option to select all names or just a subset. You can cross check all the items or just selected ones. If you have a LARGE database, it will save you time to only cross check the most recently added records. Be sure to include relatives of the recently added records when you select a range of names or some information will not be checked. To do this, you may need to reorder the records to make the new records contiguous to their relatives. See Section 20 for instructions on how to reorder your records.

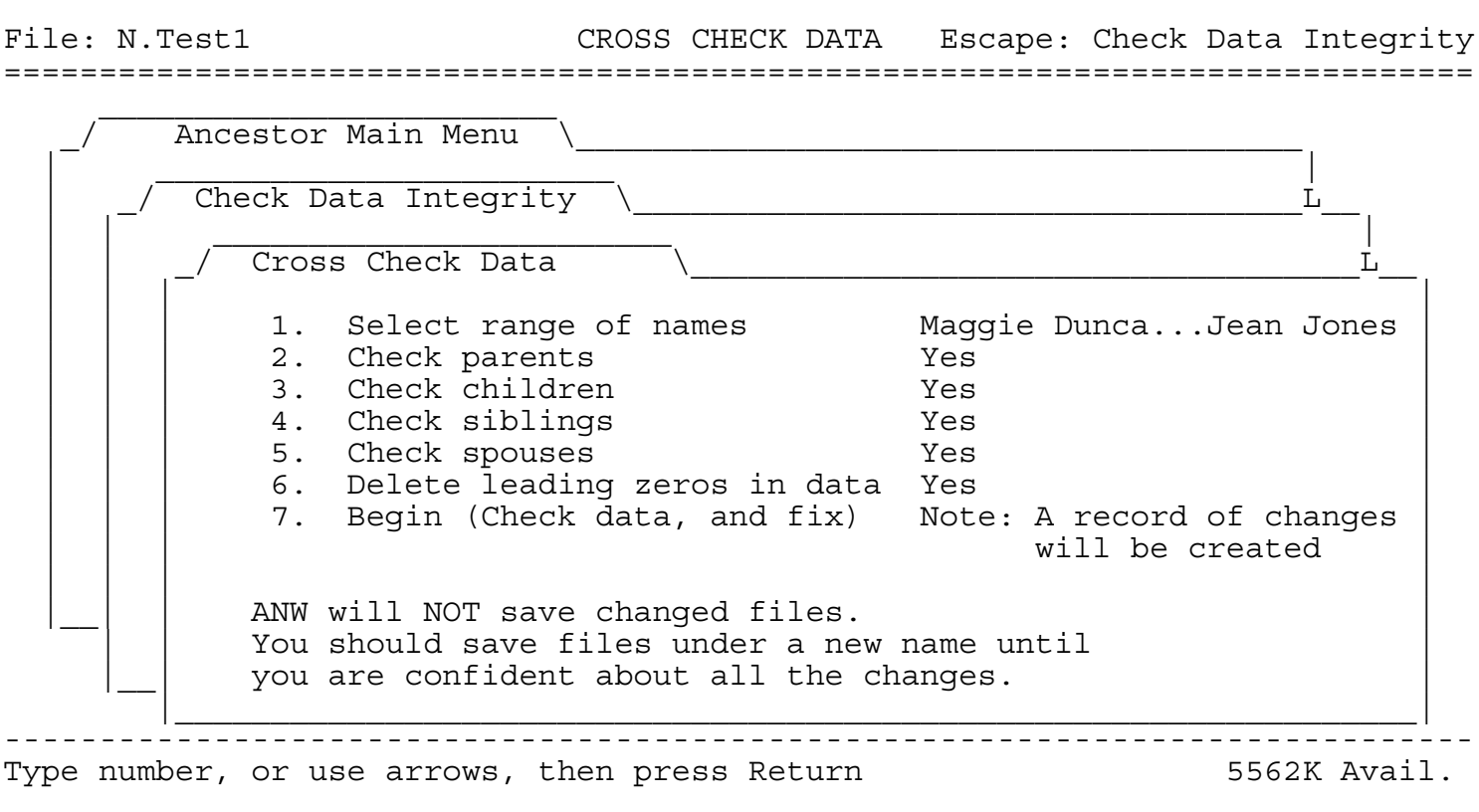

Figure 10-2

Figure 10-3 is an example of what the Messages file looks like. The specific messages of course vary every time.

This file lists any error messages or data problems that are found.
Save or delete this file as you like.

Program NOTES:

Set father of 366 Sean Smith to male.

351 Maggie Dunca has 330 Dana Smith as a child but 330 has a different mother.

340 Jean Jones inserted as mother of 372 Stephen Smith.

Can't modify children (if any) of 330 Dana Smith because sex of 330 is unknown.

Removed sibling 300 from 372 Stephen Smith because ID not found as child of eith parent.

Added child 338 of 372 Stephen Smith's mother 340 Jean Jones as a sibling.

Removed sibling 366 from 338 Harry Smith because ID not found as child of either parent.

Added child 355 of 338 Harry Smith's mother 340 Jean Jones as a sibling.

351 Maggie Dunca and 372 Stephen Smith disagree on wedding place.

351 Maggie Dunca and 372 Stephen Smith disagree on wedding date.

331 David Smith inserted as spouse of 340 Jean Jones.

Figure 10-3

1.**Select range of names** This menu items lets you select the range of names to check. Remember, to cross check 2 records, both must be included in the range.

2. **Check parents** This module checks whether the individual is entered as a child in each parent's record, and it makes the update(s) if required. It also checks the parents' sexes and enters them if they are missing. If there is a sex conflict (e.g., the mother is listed as male), this is documented in the Messages file.

3. **Check children** This module check whether the individual's children has him or her entered as a parent. Providing a child is not adopted, the child's record is updated if necessary. However, if the sex of the individual is not entered, then this item is skipped because ANW won't know whether to make the individual a father or a mother.

4. **Check siblings** This module checks whether individual has any siblings that are not listed by either parent and whether

any children of either parent are missing as individual's siblings. It corrects both types of situations if they occur.

5. **Check spouses** If individual has any spouses entered, this module checks that the spouse has the individual entered as a spouse and updates the record if necessary. It also checks both their wedding dates and places and makes any necessary updates. Conflicting dates or places are documented in the Messages file.

6. **Delete leading zeros in data** This module cleans up all strings of 10 IDs: spouses, kids, siblings. See Figures 14-1 and 14-2. Also read "Ten Item Categories" in Section 14. Sometime these strings can get out of alignment, causing erroneous reports. Also, ANW has an easier time analyzing the data when, for example, items are entered as ^^^^16 rather than ^^^016 or ^0^016, where the carets (^) denote spaces. This module takes care of both of these problems. When selected, this modules cleans up every record, not just the selected subset.

11. Find Unreferenced Data

This is the 2nd menu option under Data Integrity, menu item # 5 on the main ANW menu. See Figure 10-1. This module searches all your records for "dangling" information: names that are not connected to any relatives, dates that are entered in the date database but not referenced, places in the place database that are not referenced, and notes whose ID does not correspond to any existing name. When you run this module it generates a report in a file called Messages. You are free to save the Messages file or delete it after you have processed the information.

Figure 11-1 shows a screenshot of the Unreferenced Data menu. You are given the option of checking for all 4 categories of data (names, dates, places, and notes) or just selected categories.

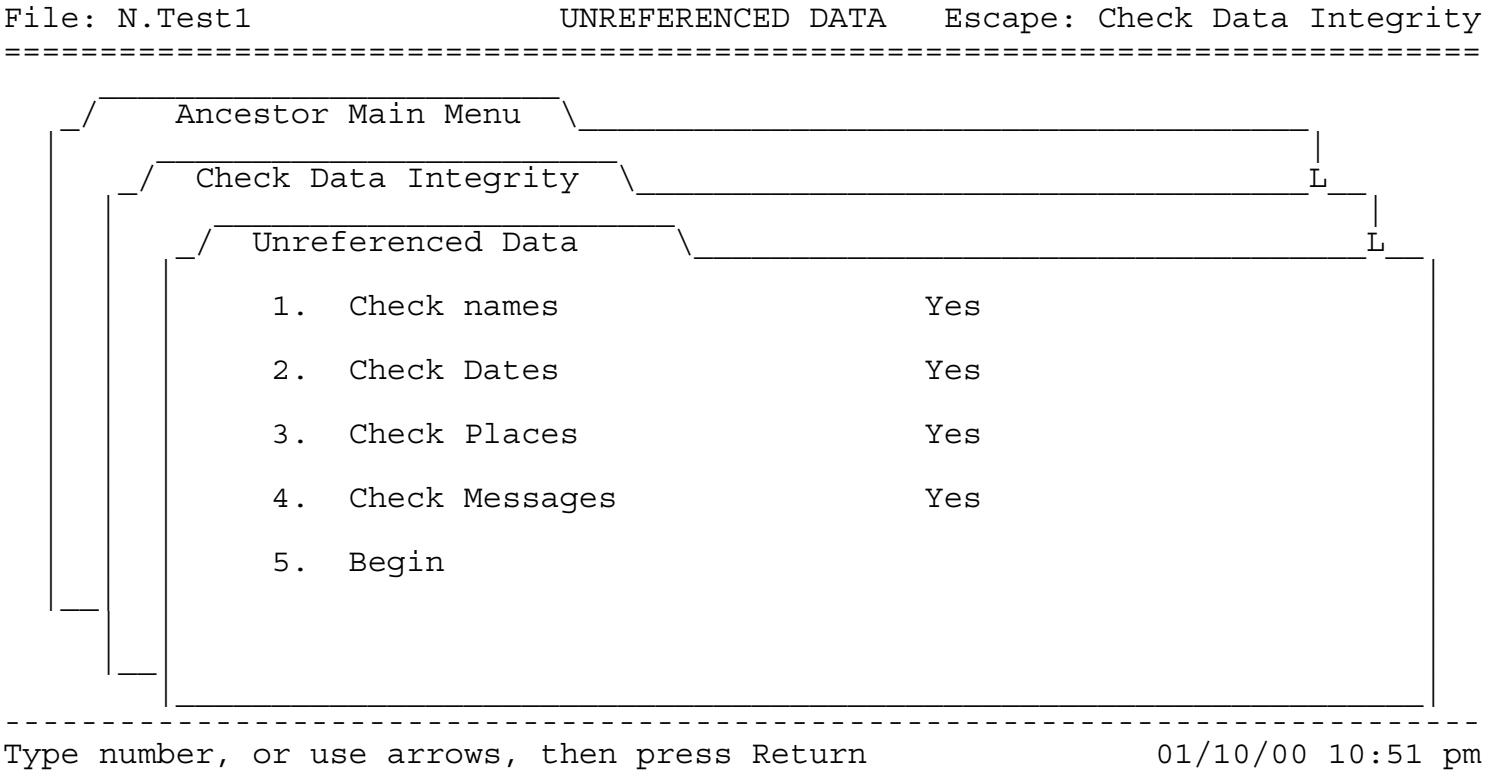

Figure 11-1

12. Import From GEDCOM

GEDCOM is the universal format for exchanging genealogy information between programs and platforms. All commercial genealogy programs support this format. Thus, if you have genealogy records in another program, be it on a PC, Mac, or Apple II, you will be able to transfer the bulk of the information to ANW by exporting GEDCOM from the other program and then importing GEDCOM to ANW. You can also transfer your ANW data to a Mac or PC genealogy program.

During transfer, there may be some loss of information for several reasons:

1. Some genealogy programs track information beyond what is covered by GEDCOM.

2. There have been updates over the years to the GEDCOM standard and some older genealogy programs may not support the latest protocol.

3. Most genealogy programs support only a subset of the full GEDCOM protocol due to the magnitude of programming effort required to support the entire standard. So, there can be some loss of data during both the export and import steps.

4. Some genealogy programs incorrectly apply the GEDCOM formats.

ANW supports the current (i.e., April, 2000) GEDCOM 5.5 standard. In addition, ANW looks for and translates key data in earlier forms of the GEDCOM standard. In addition, Robert Merrill's Family Tree genealogy program, the most popular Apple II genealogy software, makes several mistakes during GEDCOM export and also is unable to correctly export information when an individual has been married to more than one spouse. ANW compensates for these peculiarities to the extent possible, minimizing loss of data from Family Tree.

GEDCOM import is reached from the main ANW menu as shown in screenshot Figure 12-1. Figure 5-1, shows the GEDCOM import menu. A GEDCOM file is simply an ordinary text file. In order to import GEDCOM data, the GEDCOM file must be present as an AppleWorks word processor file on your desktop. Section 5, Importing Data From Other Programs, includes a full discussion on the GEDCOM import process. Figure 12-2 shows a small GEDCOM file.

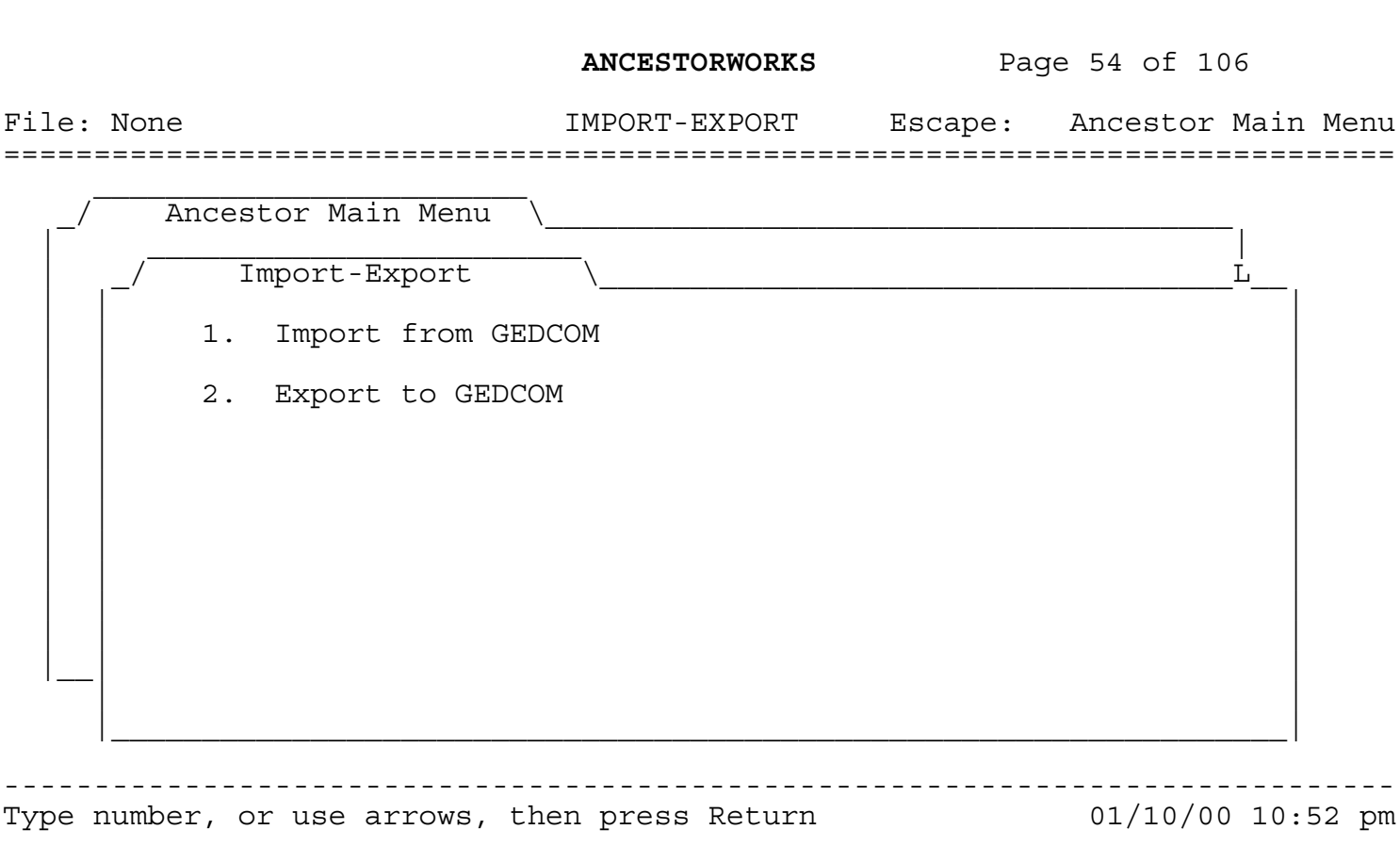
File: None
IMPORT-EXPORT
Escape: Ancestor Main Menu
Ancestor Main Menu
Import-Export
1. Import from GEDCOM
2. Export to GEDCOM
Type number, or use arrows, then press Return
01/10/00 10:52 pm

Figure 12-1

13. Export To GEDCOM

Figure 13-2 shows the GEDCOM Export menu screenshot. It is relatively straight-forward. In menu item 1 you choose either all names or a range of names. Selection of the names is performed the same way as in other modules and has already been covered.

Figure 13-1

Menu item 2 allows you to name your GEDCOM file. You may use any legal ProDOS name. ANW will suggest a default name for you but you are free to change it.

Menu items 3-5 ask you to enter your name and address. This is part of the GEDCOM protocol so that the source of any genealogy information can be readily identified.

In menu item 6 you are given the opportunity to either renumber the individual IDs starting at 1 or you can retain the IDs in your ANW database. You might want to use the first option if you plan to submit the database to an official genealogy repository for others to use. However, if you expect to receive correspondence about the database it might

be easier if the other parties were able to have your same numbering system.

Even though the instructions are simple, this was the most challenging module of ANW to write and it can also be difficult or even impossible to use if you have a very large database. This is because AppleWorks is VERY inefficient in its use of memory for a GEDCOM file. A GEDCOM file does not have paragraphs like AppleWorks is optimized for; rather it is composed of a collection of very short lines. AppleWorks reserves 256 characters worth of memory for every short line. Thus, for large databases, the GEDCOM file itself (let alone anything else ANW needs to do) can exceed available desktop memory! In addition, AppleWorks counts each line and it is easily possible to exceed AppleWorks 16,000 line limit! In trials, an ANW file of 1000 names all but ran out of memory (starting with 8 Meg) and the resulting GEDCOM file exceeded the AppleWorks line limit. Even the sample file on disk with only 6 or 7 names results in a GEDCOM file with more than 125 lines. To compound the problem, if ANW has to generate a large GEDCOM file, run times can be enormous, as much as 24 hours on my 50 MHz Apple.

Thus a few precautions are called for if you are generating a GEDCOM file with, say, more than 500 names. (If you have fewer names than this, you can skip the rest of this discussion unless you don't have much AppleWorks memory.) First, before creating a GEDCOM file, restart AppleWorks to generate the maximum amount of available memory. Also, don't add any extraneous files to the desktop, just your 4 ANW data files. Be sure to start the job at a time when you can afford your computer to be tied up for perhaps several days (depending on the speed of your computer). ANW DOES have interrupt logic that allows you to suspend your session (by entering any keystroke) and then continue later from where you left off, but this logic does not always work with this module. Thus it is safest if the GEDCOM export file can be generated in a single session.

If your GEDCOM file exceeds either AppleWorks memory limits or the word processor line limit, it is unpredictable how your session will end. You may generate a crash and lose all information. More likely you will just get a message from AppleWorks that it cannot continue. Appleworks may also give you a "dot command error" during the step "Putting tags".

In the event ANW cannot complete your GEDCOM file, you may still be able to salvage quite a lot of information. First, save your GEDCOM file if you can as a text file. You will also want to exit ANW and restore your default macro set if you can. To do this, go to Ultra Options in the Timeout menu.

Next, if you see a file named Family.GED, save it as a text file as well. You will need to append it to your GED

file (which has the name you chose, see Figure 13-1). This is because during creation, ANW builds a separate file for the GED family information. If the module ends normally, this information is appended to your GED file and you will never know of its existence. The Family.GED information should be inserted (not strictly *appended*) just before the last line (the TRLR line) of your GEDCOM file. All GEDCOM files end with the TRLR line.

Due to the sizes of these 2 files, it may not be possible in AppleWorks to combine them. You might try restarting AppleWorks. Or, you might be able to combine them using another Apple program such as APPLEWORKSGS, or by using a Macintosh or a PC.

14. NAME Database

General Information:

All database files have 2 layouts, multiple record layout (MRL) and single record layout (SRL). You toggle back and forth between them using OA-Z(oom).

The default MRL screenshot for N.yourname was previously shown in Figure 4-4. The default SRL layout is shown below in Figure 14-1. You can enter data in either layout, MRL or SRL. However, the SRL was specifically designed for this purpose.

```
File: N.Simrin                  REVIEW/ADD/CHANGE           Escape: Main Menu

Selection: All records


Record 352 of 441  (441 selected)
================================================================================
ID: 338   Family Name: Simon                                Entry Date: Jan 21 94
        Given Name(s): Glen                               Appendix Name: -
Sex: M  Birthplace ID: 56      Death Place ID: 0              Mother ID: 340
          Birthdat ID: 110       Death Dat ID: 0              Father ID: 331
Spouse IDs:    218     0     0     0     0     0     0     0     0     0
Wed Places:     24     0     0     0     0     0     0     0     0     0
 Wed Dates:    261     0     0     0     0     0     0     0     0     0
Kids  1-10:    339     0     0     0     0     0     0     0     0     0
Sibl  1-10:    336   337     0     0     0     0     0     0     0     0
Born: Oakland, Calif On: Jul 19, 1945     Mother: -
Died: -              On: -                Father: - Dexter Simon
Spouse 1: Wilma Grimm      Married: Ft Bliss, Texas   On:   Sep 16, 1977
 Child 1: -              Child 2: -                  Child 3: -
  Sibl 1: Stephen Simrin  Sibl 2: Melvin Simrin      Sibl 3: -
     OA-G(lossary)  OA-` (Category Help)  OA-W (Record Help)  OA-J (Notes)
--------------------------------------------------------------------------------
Type entry or use OA commands                                  03/23/96  7:03
```

Figure 14-1

The top portion of the default SRL is where you enter your information. You enter ID numbers rather than actual names, dates, or places. If you have previously entered a referenced name, date, or place, then the description will appear automatically in the lower half of the template as soon as the ID is entered. For example, "Oakland, California" appears as soon as Birthplace ID 56 is typed in. You cannot directly enter information into the lower half of the template.

If, as illustrated in this example, Glen Simon, ID 338, is entered before his child, ID 339, then the child's name will not appear. After the child's record has been entered, in order to make it appear, you will have to manually calculate. Edit Glen Simon's record, type OA-K(alculate), and select THIS RECORD only. You can select ALL RECORDS, but calculating this file involves also importing data from P.yourname and D.yourname, and that can take quite a while when the file becomes large. Because calculating this file is such a complex operation for AppleWorks to manage, we strongly suggest saving each time before calculating. When you are finished entering data for a session, we recommend saving and then calculating all 4 files (N.yourname last), and then saving again.

Figure 14-2 below shows an alternate SRL for entering input. This template contains extra inputs "hidden" in the default template of Figure 14-1. The additional inputs are:

- Children 11-20
- Adopted 1-10
- Adopted 11-20
- Sibling 11-20

These inputs are not often needed. Thus, the default SRL uses the extra screen space to provide echos for names, dates, and places. However, when you need to enter any of this information, you need merely change the SRL layout. Enter OA-Z if necessary to display the SRL. Then enter OA-L to choose a new layout. Select 2, "... from a report". Hilight 2, "All Inputs--SRL" and press RETURN. Finally, select 2, "Left to right, top to bottom." When you are finished, you can use this same procedure to restore the default SRL if you like.

File: N.Simrin REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

Record 352 of 441 (441 selected)

```
================================================================================
ID: 338   Family Name: Simrin                          Entry Date: Jan 21 94
        Given Name(s): Glen                          Appendix Name: -
Sex: M  Birthplace ID: 56      Death Place ID: 0         Mother ID: 340
          Birthdat ID: 110       Death Dat ID: 0         Father ID: 331
Spouse IDs:    218     0     0     0     0     0     0     0     0     0
Wed Places:     24     0     0     0     0     0     0     0     0     0
 Wed Dates:    261     0     0     0     0     0     0     0     0     0

Kids  1-10:    339     0     0     0     0     0     0     0     0     0
Kids 11-20:      0     0     0     0     0     0     0     0     0     0
Adopt 1-10:      0     0     0     0     0     0     0     0     0     0
Adopt11-20:      0     0     0     0     0     0     0     0     0     0
      OA-G(lossary)  OA-` (Category Help)  OA-W (Record Help)  OA-J (Notes)
Sibl  1-10:    336   337     0     0     0     0     0     0     0     0
Sibl 11-20:      0     0     0     0     0     0     0     0     0     0
--------------------------------------------------------------------------------
Type entry or use OA commands                                  03/23/96  8:16
```

Figure 14-2

You can enter OA-W at any time (see Figure 14-3) to get general help about the file you are in. You can also enter OA-` at any time to get more specific help about the category the cursor is in. The screenshot in Figure 14-4 shows the OA-` help screen if your cursor is in the Birthplace ID category. For either type of help screens to work, help screens must be "installed" as described in Section 3.

File: N.Test WP WINDOW Escape: Review/Add/Change

Selection: All records

Record 320 of 441 (441 selected)
==========
' Use the DOWN arrow to read the rest of this help file.

The file N.yourname (with "yourname" replaced by your family name) is the main database file for your ancestral records. This is where you type in your ancestors' names. It is also where you identify related people, places, and dates.

When you use Item 2 on the main ANW menu, "Create data files", N.yourname will be created for you with "yourname" replaced by your family name. You must create it this way because N.yourname is set up with numerous formatting options and reports to help you.

You might think that you could also create this file by renaming an existing file. Actually, this almost works. However, when you do this, the glossary names do not automatically change for you. You will have to go to the
---
Use arrows to view H.N.TEST 09/28/95 9:46

Figure 14-3

File: N.Test WP WINDOW Escape: Review/Add/Change
Record 320 of 441 (441 selected)
Selection: All records

Family Name Given Name(s) Appendix Entry Date Birthplace Bir
==========
Birthplace ID

' Use the DOWN arrow to read the rest of this help file.

As with the name ID, each place is given a unique ID number, and you tell ANW about the birthplace by typing in the number. It is easiest to type in the places you need first so that you will know what their numbers are before you type in a name that needs those places. However, you can type things in any order, just so you eventually get everything typed in.

It is ok to use the same number for both a name and a place.

If you know the place ID number, you can type it in. The number should be automatically right justified. There is no need to type spaces. If the number does not line up, type OA-K (for KALCULATE) to update either the
---
Use arrows to view H.N.TEST 09/28/95 9:45

Figure 14-4

The N.yourname file is created with several custom reports (Figure 14-5). The default reports are handy in case you change either the MRL or SRL layout and later decide you wish to restore the original layout. To do this, simply OA-Z(oom) to the appropriate layout (either SRL or MRL), enter OA-L(ayout), specify "from a report", and then select the default report. Then answer either "down" or "right" in the case of the MRL, or answer "Left to right, top to bottom" in the case of the SRL.

```
File: N.Simrin                  REPORT CATALOG          Escape: Report Menu
Report: None

                              Current report formats
================================================================================
                              1.  Default MRL
                              2.  Default Inputs--SRL
                              3.  All Inputs--MRL
                              4.  All Inputs--SRL
                              5.  All Items--SRL
                              6.  2 Columns
                              7.  Family Report




--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    1563K Avail
```

Figure 14-5

Besides the two default reports, we have already discussed Report 4, "All Inputs--SRL". Report 3 has the same categories as report 4, but in an MRL format. Also, the default SRL contains fewer items than the default MRL because it was designed to include only the categories needed for input and it was also designed to fit in a single screen.

Report 5 shows all categories. Some of the categories are used only for intermediate calculations by ANW. Normally, it is neither useful nor convenient to view these categories. Thus, they have been omitted from both the default MRL and SRL. Like the default reports, a SRL can be made from Report 5. This would be useful, for example, if you wish to examine and/or change the options, formulas, or formatting of any of these other categories. Be careful if you do this to test that all of the ANW reports are unaffected. It may be best to us OA-H to print out the formula and formats before changing them; or else save the prior file in a safe place in case you need to restore it.

The "2-columns" report is shown in Figure 14-6. It allows you to view or print all of the names in 2 columns. This is more compact and saves paper. If you don't mind cutting off parts of some names, you could probably change this into a 3-column report. Better yet, create a new report so you can use either one.

File: N.Test Page 1
Report: 2 Columns Sep 28, 1995

ID	Name	ID	Name
55	Leah FeinStenner	56	Richard FeinStenner
58	Brother of Chia Rifka Feller	83	Chia Rifka Feller
52	Eileen Feller	59	Emil Feller
60	Israel Feller	61	Jake Feller
62	Lia Feller	63	Sister of Eileen Feller
64	Herman Fink	111	Jacqueline Fink
65	George Fletcher	68	Great Great Grandpa Fink
94	Jane Fink	69	Julius Fink
70	Max Fink	71	Morris Fink
412	Paula Fink	72	Rosa Fink
276	Rosa Fink	73	Samuel Fink
43	Sara Fink	74	Tillie Fink
75	Zach Fink	76	Allen Jones

Press Space Bar to continue 3709K Avail

Figure 14-6

The last report is an example of the kind of additional useful report you can make yourself. This report is for your personal use and is not otherwise needed by ANW. You might want to modify this report in any number of ways to suit your

personal preference. For example, consider changing the record selection rules (just enter OA-R and follow the prompts) to select only records where Spouse 1 is not blank or Sibling 1 is not blank. Then you can print out a report of family groups.

In a similar vein, you could create a MRL report that lists each person along with his/her parents; or a SRL report that lists an individual, his birth/death dates/places, and his sex. Other genealogy programs have a variety of such reports, and AppleWorks allows you to design reports that are similar to what you are used to.

In addition, you can add your own categories to N.yourname. When you do, they won't show up in the default layouts. You are free to change these layouts. It will not affect the operation of ANW. You can also create additional custom reports so that you can print your new categories. This allows you additional freedom to match reports you may be used to from other genealogy programs, or to create new reports of your own design.

Read the help file, h.N.yourname, for much more information about the N.yourname file.

ID:
--

First, enter an ID number from 1 to 99,999. Don't worry about left or right justification; AppleWorks will line it up. If AppleWorks doesn't line it up, it will after you enter OA-K(alculate) or OA-U(pdate). So, don't enter extra spaces to make the numbers line up.

At first, you should make the ID numbers exactly the same as the record numbers. However, when you sort on names, the ID's will no longer be in order. That is normal and you must not change the IDs to put them in order. Once you assign a person an ID, NEVER CHANGE IT. This is because other name records will be referring to the ID. If you change it, then the other records will be referring to the wrong person.

Family Name, Given Name, Appendix Name:

For the names, you can use any capitalization scheme you like. Initial caps is ok, and so is all caps. Whatever you enter is what you'll get in all of the reports.

You can simplify your work if you want all caps by changing the rules to be "Upper case". If you want initial caps, change the rules to "Capitalized". To do this, enter OA-O(options), RETURN on 1, Modify Rules. Then enter 8,

Miscellaneous, and finally 1, Case. You will be presented with the options Capitalized, Upper case, Lower case.

You will want to sort by Family Name, so you may have to be careful what you enter here. For example, if you prefer "de los Santos" to be sorted by S, only enter "Santos" (without quotes). In this case, "de los" could be entered as the last part of the Given Names. If the person has an appendix such as Jr., or II, enter that in the Appendix Name category. Also, if you begin a Family Name with parentheses or brackets, then the name will not be alphabetically sorted.

There is no limit for how long a name can be in any of the reports. However, the default layouts do limit you. Feel free to change either of the two layouts, either temporarily or permanently, in order to provide yourself more room.

Entry Date:

The Entry Date is just the date you entered the data, and defaults to the current date. However, you can change it if you wish.

Sex:

Enter either an M for male or an F for female. If you enter a lower case letter, it will automatically be capitalized. The category is formatted to only accept a single character.

Birthplace, Deathplace, Birthdate, Deathdate:

First, DON'T change the category name from Birthdat to Birthdate. AppleWorks has different rules when the word "date" is in a category name. Bad things will happen within ANW if you do.

Before you can enter a birth/death place/date ID, you have to enter the dates and places in the respective databases. Once you know an ID, you can type the number in. Or, you can enter OA-G(lossary) to get a scrolling list of dates or places as shown in the screenshots in Figures 14-7 to 14-9. Simply hilight the correct information and the glossary function will enter the ID number for you. This feature works with any single-entry name, date, or place. It also works with the 10-item categories, but involves an extra step--discussed later.

File: N.Test GLOSSARY Escape: Review/Add/Change
Record 320 of 441 (441 selected)
Selection: All records

Father	Spouse	IDs						Wed
318	0	0	0	0	0	0	0	Annie Horton Cowles
319	0	0	0	0	0	0	0	Maggie Dunca
316	305	0	0	0	0	0	0	Jimmy Easley
0	322	0	0	0	0	0	0	David EpStenner
318	0	0	0	0	0	0	0	Larry EpStenner
316	312	0	0	0	0	0	0	Rose Fain
0	311	0	0	0	0	0	0	Billy FeinStenner
318	034	0	0	0	0	0	0	Leah FeinStenner
306	0	0	0	0	0	0	0	Richard FeinStenner
306	246	0	0	0	0	0	0	Brother of Chia Rifka
315	0	0	0	0	0	0	0	Chia Rifka Feller
0	324	0	0	0	0	0	0	Eileen Feller
323	203	0	0	0	0	0	0	Emil Feller
0	374	0	0	0	0	0	0	Israel Feller
350	281	0	0	0	0	0	0	Jake Feller

Use arrows to select, then press Return

Figure 14-7

File: N.Test GLOSSARY Escape: Review/Add/Change
Record 320 of 441 (441 selected)
Selection: All records

Birthdat	Death Place	Death Dat	Mother	Father	Spouse IDs	
0	0	0	312	318	0	About , 1874
0	0	0	311	319	0	Jun 15, 1875
0	0	0	322	316	305	About , 1876
0	0	44	0	0	322	Nov 23, 1879
0	0	0	312	318	0	Nov 6, 1880
0	0	0	322	316	312	Sep 8, 1881
0	0	0	0	0	311	About , 1887
0	0	0	312	318	034	Mar 17, 1887
0	0	0	308	306	0	Sep 24, 1887
0	0	0	308	306	246	Jul 16, 1892
0	0	0	305	315	0	About , 1896
0	0	0	0	0	324	About , 1896
63	0	0	324	323	203	About , 1897
0	27	0	0	0	374	Oct 6, 1897
0	22	241	358	350	281	Dec 1, 1897

Use arrows to select, then press Return

Figure 14-8

```
File: N.Test                          GLOSSARY        Escape: Review/Add/Change

Selection: All records


Record 320 of 441  (441 selected)
================================================================================
ID:   313 Family Name: Simon                                    |  Abington, Pennsylvania
        Given Name(s): Harry                                    |  Allen, Pennsylvania
        Birthplace ID:      0  Death Place ID:                  |  Austria
          Birthdat ID:      0    Death Dat ID:                  |  Austria-Hungary
Spouse IDs:      0     0     0     0     0     0                |  Baker, California
Wed Places:      0     0     0     0     0     0                |  Baltimore, Maryland
 Wed Dates:    000   000   000     0     0     0                |  Bennetsville, South Ca
                                                                |  Berezna, Austria-Hunga
Kids  1-10:      0     0     0     0     0     0                |  Berkeley, California
Kids 11-20:      0     0     0     0     0     0                |  Bishopville, South Car
Adopt 1-10:      0     0     0     0     0     0                |  Bronx, New York
Adopt11-20:      0     0     0     0     0     0                |  Brooklyn, New York
        *** Use OA-G(lossary), or OA-` for Glossary He|  Buffalo Grove, Illinoi
Sibl  1-10:    035   317     0     0     0     0                |  Cherry Hill, New Jerse
Sibl 11-20:      0     0     0     0     0     0                |  Denver, Colorado
--------------------------------------------------------------------------------
Use arrows to select, then press Return
```

Figure 14-9

Another way to use the glossary function is to simply type the first few characters of a name or place. (This technique doesn't work with dates.) If there is a match, then the ID will be entered automatically for you. If there is not a match, what you type will be entered and you will have to try again. If there is more than one match, then the first match will be hilighted in a list, and you can either select it or scroll until you find the correct entry.

The ANW Timeout application does not use the glossary options. They are configured solely in order to facilitate your data entry. Thus, the glossaries can be revised or even eliminated if you wish without any adverse effects on ANW. To do this, you first access the Options menu shown in Figure 14-10. Then you access the Glossary menu shown in Figure 14-11. See the AppleWorks 4 manual for a complete explanation of all the options.

```
File: N.Test                          OPTIONS        Escape: Review/Add/Change

Category: Spouse IDs
   Rules: Glossary from file "N.Test" Records 1 thru the end
          List: Full Name  Result: ID
          Only OA-G; Append
================================================================================

                              1.  Modify rules
                              2.  Cancel rules
                              3.  Set formatting
                              4.  Set lock status
                              5.  Set auto-recalc
                              6.  Set preferences
                              7.  Define lookup list
                              8.  Print rules to clipboard

                         Sorted:  No


                    Use Tab and OA-Tab to cycle through categories
--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      3746K Avail
```

Figure 14-10

```
File: N.Test                        MODIFY RULES                Escape: Options

Category: Spouse IDs
   Rules: Glossary from file "N.Test" Records 1 thru the end
          List: Full Name  Result: ID
          Only OA-G; Append
================================================================================

          Choose item to change:

          1.  List                       Full Name
          2.  Result                     ID
          3.  Allow partial matches      Yes
          4.  Append when OA-G used       Yes
          5.  Entry must match list      Only OA-G
          6.  Use first match            No
          7.  Records                    1 thru the end
          8.  File                       N.Test




--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      3743K Avail
```

Figure 14-11

If you do modify a glossary, keep a record of the default option. Each of the glossaries is individually tailored so you cannot just use the screenshot to be able to restore the default options. Especially, the 10-item glossaries are configured to append the ID rather than to replace the current information.

Mother, Father:

If you enter a person before entering his/her mother or father, you can wait and enter the parents IDs later, or you can plan in advance and enter the ID numbers now. Of course, you can't use the glossary to hilight the parents if you haven't entered them yet. But, once a name is already entered, then you can use the glossary as described just above.

Ten Item Categories:

ANW allows up to 10 spouses per person, and 20 children, and 20 brothers and sisters (siblings). [Recall that some of this data is hidden unless you create a layout from the "All Inputs" SRL as described earlier in this section.] This data is entered 10 items per category. The spacing here is not automatic; you must use the overstrike mode (OA-E) to keep it in alignment. Initially zeros (0) are entered to show the alignment.

Here is an example of how to line up numbers.

3	7	11	0	0	0	0	0	0	0
122	0	104	0	0	0	0	0	0	0
10	1	335	413	1392	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0

The user must maintain this alignment for ANW to function properly. For this reason, it is suggested that you save (OA-S) your file prior to changing these categories until you are comfortable with them. That way, if you make a mistake that you can't repair, you can just remove the file from the desktop without saving, and reload the good version.

Another trick of AppleWorks is that you can restore a category by entering ESCAPE any time before you type RETURN. This gives you a second chance to enter your changes.

The OA-G(lossary) function also works here, but ANW doesn't know where to put the ID when you hilight a name, place, or date. So, the glossary is set up to enter the ID number as an 11th item on the line, like this.

```
0     0     0     0     0     0     0     0     0     0
0     0     0     0     0     0     0     0     0     0
0     0     0     0     0     0     0     0     0     0  214
```

Now all you have to do is manually type 214 in the correct spot and erase the 214 at the end of the line. You can use the space bar in the overstrike mode to erase it, or you can use OA-Y to erase it after you have moved the cursor past the 10th zero.

Only the OA-G form of the glossary works for 10-item categories. You cannot just type part of a name or place because AppleWorks would not know just where to place the ID.

This isn't perfect, but it's not bad. At least you don't have to go to the Place or Date files to look up information. And, for a name, this saves you from losing your place while you scroll through the names in the file, looking for the right one.

Spouses, Wedding Places, Wedding Dates:

Just enter the ID numbers, maintaining alignment as described above.

Kids, Adopted:

Just enter the children IDs as above. "Adopt" is short for "adopted children". Many genealogy programs only allow blood relatives because that's what makes sense. But, ANW will allow you to enter adopted and/or step children. In order to give you control when you print out the trees, ANW needs to know which children are which.

Leave the zero if the child is a blood relative. If not, enter a 1. The trees will give you the option to either include or exclude the adopted children.

Siblings:

Enter the name IDs of brother and sisters. This is actually redundant information. The Cross Reference modulecan help you fill this information in. Also, the Pedigree Report is much faster because ANW doesn't have to search for this information by checking the parents' links.

Work1, Work2, Work3, Work4, User1, User2:

Work1-4 are cells reserved for scratch work by ANW when preparing tree and GEDCOM reports, which are quite complicated to do. Any data you enter there is subject to being changed by ANW. Any data you find there is meaningless; it is just left over from some calculation by ANW.

User1 and User2 are included for your convenience. ANW doesn't use them. Change the names to anything you like (OA-N followed by RETURN about 20 times) and put your own data here. Of course, you can add more categories of your own also, but read the caution in Section 20 first. Examples of user categories you may want to add are: Source Of Data, Confirmation of Data, Occupation, Cause of Death.

Categories 29-34 and 44-52

These categories appear on the bottom half of the default SRL screen (see Figure 14-1). They are: On, Born, On, Died, Mother, Father, Spouse 1, On, Married, Child 1, Child 2, Child 3, Sibl 1, Sibl 2, and Sibl 3. The category numbers can be seen by entering OA-N(ame) and RETURN.

You cannot enter any data in these categories because they have been defined with import formulas, and because the file's Preference to "edit formula categories" has been set to "No". AppleWorks will beep at you if you try. When you enter an ID number in the top half of the default SRL screen, then corresponding data will automatically be entered in the appropriate import category in the lower half of the screen.

This lower screen "echo" is not essential to the workings of ANW. It is mainly to make the ANW interface friendlier. However, the echo categories may be useful in your own custom reports since they show names, dates, and places rather than merely IDs.

There are a couple of instances in which the echo will fail to appear. If you forget to load, say, d.yourname to the desktop, and then you enter a date ID, the data cannot be imported. To fix this, you will later have to load d.yourname to the desktop, and then OA-K(alculate) either the records involved or the entire file. If you have a large N.yourname file, recalculating the entire file can take quite a while.

Another way in which the echo can fail to appear is if you enter the ID of a person for whom you have not yet entered data. For example, if you enter a father before you enter his child, then when you indicate the child's ID in the father's record, you cannot import the child's name since it has not yet been entered. To correct this, you will have to recalculate after the child's record has been entered.

There are a couple of AppleWorks (not ANW) quirks (i.e., not quite bugs) associated with using OA-K to import data. Sometimes OA-K randomly fails to import names. When this happens, the solution is to remove the other 3 .yourname files and try OA-K again.

The reason this is not a bug is that ANW pushes AppleWorks to its limit (and beyond) with the Import formulas. AppleWorks doesn't allow "self-importing" files, but ANW has found a way to achieve this. An example of the concept of "self import" is the category "Spouse 1" seen in the default SRL of n.yourname. It imports the spouse's name from another record within the same n.yourname file. You normally can't create such an import formula. However, the self-import feature works fine except for the above quirk.

Why removing the other .yourname files is necessary is a mystery, but it always seems to work.

The other "quirk" is that you may on rare occasions need to edit an import formula. For example, if you accidentally enter an ID # (say, in a wrong place) and later decide to change the ID back to 0. When you set the ID back to 0, the imported information (name, date, or place) won't reset to a blank as you would like. If you change an ID to other than 0, the import formula will automatically provide the corrected data, but not when you enter 0. To blank the echo for a zero ID, simply go to the Preferences menu inside N.yourname and toggle #3, "Edit formula categories", to "Yes". Now you can blank out the erroneous data. When you finish, return to the Preferences menu and set #3 to "No" again. "No" prevents you from accidentally entering information that will just get changed anyway when you recalculate. If that sounds too complicated, another way to accomplish the same thing is to duplicate the record after you have changed the ID to 0, then delete the original record, and then recalculate. Now the text will remain blank.

Categories 35-43

These categories are used only for intermediate calculations and must not be changed by the user. They are not part of either default layout, and can only be seen in the "All Items--SRL" report and in the OA-N(ame) list. The categories are Sp 1 ID (spouse 1 ID), WD 1 ID (wedding date 1 ID), WP 1 ID (wedding place 1 ID), Ch 1 ID (child 1 ID), Ch 2 ID, Ch 3 ID, Si 1 ID (sibling 1 ID), Si 2 ID, and Si 3 ID.

For the technically inclined, these categories contain formulas to extract the appropriate ID from the categories containing 10 IDs. Once a single ID is extracted, the category can be used to import a name, date, or place into one of the categories 44-52.

15. DATE Database
~~~~~~~~~~~~~~

The D.yourname files has 9 categories. The MRL screenshot was shown earlier, in Figure 4-5. The SRL is shown below in Figure 15-1. Notice that some of the 9 categories appear only in the SRL and that others can be found only in the MRL. In addition, there is one category, About2, that is used only for an intermediate calculation and is not listed in either layout. In case you wish to see all of the categories, you can use either of the "All Items" reports shown in Figure 15-2.

```
File: D.Test                    REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records


Record 298 of 303  (303 selected)
================================================================================
ID:    302
About: ~
Date: Jun
Year: 1993
Full Dat 2:  About Jun   , 1993



              |-----------------------------------------------|
              |                                               |
              |   You can enter < > or ~ in "About" category  |
              |                                               |
              |-----------------------------------------------|

--------------------------------------------------------------------------------
Type entry or use OA commands                                  09/28/95  9:40
```

Figure 15-1
~~~~~~~~~~~~~~

File: D.Test REPORT CATALOG Escape: Report Me
Report: None

Current report formats

1. Default Mult Record
2. Default Single Rec
3. All Items--Mult Rec
4. All Items--Single
5. 3 Columns

Type number, or use arrows, then press Return 4077K Avail

Figure 15-2

The Date database contains many features to facilitate your data entry and record keeping. The several date categories and the "About" and "Links" categories are discussed below.

The reports screenshot is shown in Figure 15-3. As with the Name database, the Date database has default reports so that you can temporarily change the layouts and then restore them.

File: D.Test REPORT CATALOG Escape: Report Menu
Report: None

Current report formats

1. Default Mult Record
2. Default Single Rec
3. All Items--Mult Rec
4. All Items--Single
5. 3 Columns

Type number, or use arrows, then press Return 3715K Avail

Figure 15-3

In addition, there is a 3-column report (Figure 15-4) to view and print your dates in a more compact fashion.

File: D.Test Page 1
Report: 3 Columns Sep 28, 1995

ID	Date	ID	Date	ID	Date
1	~ 1874	283	Jun 15, 1875	270	~ 1876
3	Nov 23, 1879	4	Nov 6, 1880	5	Sep 8, 1881
296	~ 1887	6	Mar 17, 1887	7	Sep 24, 1887
8	Jul 16, 1892	9	~ 1896	278	~ 1896
10	~ 1897	281	Oct 6, 1897	11	Dec 1, 1897
12	May 20, 1898	13	Jul 1, 1898	14	Aug 23, 1898
15	Nov 14, 1899	19	Jan 1, 1900	16	Apr 26, 1900
17	Dec 16, 1900	280	Apr 15, 1901	20	Oct 2, 1901
21	Feb 13, 1902	22	Jul 1902	23	~ 1903
24	Jan 15, 1903	25	Aug 15, 1903	26	Sep 20, 1903
27	Nov 29, 1903	28	Dec 3, 1903	29	~ 1904
30	Jul 27, 1906	31	Sep 4, 1906	32	Apr 28, 1907
33	Dec 25, 1907	34	Jun 6, 1908	35	Aug 22, 1908

Press Space Bar to continue 3707K Avail

Figure 15-4

ID:
--

The ID category appears in both the SRL and MRL. You need to enter a unique ID for each date. That is easy at first--just enter the record number. Later, when the data has been sorted, you will have to be a little more careful. If you never delete a record, and if you insert new records only at the end of the file (enter OA-I, the number of records to insert, then OA-RETURN), then you can just let the ID equal the record number and it will be a unique ID. If you delete a record, it is recommended that you write down the deleted ID number and re-use it next time you insert a new record. After you have assigned IDs to new records (inserted at the end of the file), feel free to sort the records in any way.

When in doubt, you can sort the records by ID and look for duplicates. ANW reports also look for duplicates and will inform you, so don't worry too much.

When you sort on dates, the ID's will no longer be in order. That is normal and you must not try to change that. Once you assign a date an ID, NEVER CHANGE IT.

About:

About appears only in the SRL. You can enter one of four things in this category:

< This means the event occurred before the date entered.

> This means the event occurred after the date entered.

~ This means the event occurred around the date entered.

The fourth thing you can enter is nothing. This means the date is exact.

The reason ANW has a separate category for "About" is that ANW replaces the words "about", "before", and "after" with the 1-character symbols above in order to make certain reports look better. Until you manually move the word "about" to the correct category, ANW won't do this and your dates may wrap around rather than be all on one line.

Date:

Date appears only in the SRL. In this category, enter the month and day. AppleWorks lets you use shortcuts, like 5 3 to get May 3. You should be able to use any of the short date formats but there may not be room in some reports for long date formats like January 31, 1993. See the help file for more information about this category.

Year:

Year also appears only in the SRL. In the Year category, enter the year using 4 digits.

Full Dat:

This category appears in only the MRL. This category is a self-calculating category, and you can't enter any data here. It uses the 1-character symbol in the "About" category and is one of the formats that ANW uses in reports. It is also available for you to use in your customized reports. **Don't change the category name to "date" with an "e" at the end** because AppleWorks uses special rules for categories with the word "date" in its name. This is actually a text field not a date field. You can't sort chronologically on it.

Full Dat 2:

Like Full Dat, this is another self-calculating category that ANW uses in reports. It appears in both the SRL and MRL.

Instead of the 1-character "About" symbol, it uses the word in the "About 2" category. **Don't change the category name to "date" with an "e" at the end**

About 2:

This is a calculated category. It does not appear in either record layout. You must either use one of the "All Items" reports or change one of the layouts to "All Items" to see it. Since it is a calculated category, you cannot enter anything here anyway.

It contains one of four things:

If About contains "<", then About 2 contains "Before".
If About contains ">", then About 2 contains "After".
If About contains "~", then About 2 contains "About".
If About is blank, then so is About 2.

Sort Date:

This self-calculating category is the one that you can use to sort chronologically. It's not very useful for reports, but it allows you to sort your file. It appears only in the MRL.

Links:

The Links category is used strictly by ANW. The user has nothing to enter here. When the "Find Unreferenced Data" module, Section 11, is run, ANW enters the ID of the first individual who is linked to each record. Then, when the module is done, it is easy to see which date records are not linked.

16. PLACE Database

The MRL screenshot was shown in Figure 4-6. The SRL screenshot is shown below in Figure 16-1.

```
File: P.Test                REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records
Record 1 of 98  (98 selected)
================================================================================
ID: 1
Place: Abington, Pennsylvania









--------------------------------------------------------------------------------
Type entry or use OA commands                                  01/10/00 11:52 pm
```

Figure 16-1

Besides the help screens, which are accessed in the same manner as they are for the Name and Date databases (namely, use OA-W for general help about the file, and use OA-` for specific help about either category), about the only other feature is the reports. The report screenshot is shown in Figure 16-2, below. It includes default layouts and multiple column viewing, as in the other files.

File: P.Test REPORT CATALOG Escape: Report Menu
Report: None

Current report formats

1. Default Mult Record
2. Default Single Rec
3. 2 Columns

Type number, or use arrows, then press Return 3734K Avail

Figure 16-2

ID:
--

The same rules for ID as above also apply here as in the other files.

Keep in mind that when you sort the places, the ID's will no longer be in order. That is normal and you must not try to change that. Once you assign a place an ID, NEVER CHANGE IT.

Place:

You can enter the names of places in any format you like. For example, you can mix different formats such as

Hoboken, New Jersey

and

Krupp, Kovno Gabernya, Russia.

Links:

The Links category is used strictly by ANW. The user has nothing to enter here. When the "Find Unreferenced Data" module, Section 11, is run, ANW enters the ID of the first individual who is linked to each record. Then, when the module is done, it is easy to see which place records are not linked.

17. MORE NOTES Database

The MRL screenshot was shown earlier, in Figure 4-7. The SRL screenshot is shown below in Figure 17-1.

For each note, you can add an optional 1-character symbol of your choosing. For example, you might use percent (%) with all notes that describe cause of death. Or, as in the example in the screenshot of Figure 17-1, you might use the asterisk sign (*) with notes that indicate profession. When printing the trees, you will have the option to print notes corresponding to up to 5 symbols.

```
File: M.Simrin                REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records


Record 8 of 165  (165 selected)
================================================================================
ID: 7
Notes: Social worker
Symbol: *









 To get ID # from a list of names, use OA-G, hilight name, enter RETURN

--------------------------------------------------------------------------------
Type entry or use OA commands                                  03/23/96 10:12
```

Figure 17-1

You can learn additional information about this database by reading the h.M.yourname help file.

ID:
--

In the ID category, enter the ID of the name you are writing the note about. Unlike the ID categories in the name, date, and place files, you may enter the same ID as often as you like here. This is because you may have more than one note associated with the same person.

In case you don't remember the ID of an individual you wish to create a note for, you don't have to change to the name file, find the name, then return. Another way is to use the OA-G(lossary) function illustrated in the screenshot in Figure 17-2. Place the cursor on the ID category and type OA-G. A pop-up list of names similar to the screenshot will appear. Use ^ v OA-^ OA-v or OA-1 to OA-9 to move the cursor, and RETURN to select the correct individual. The ID number will be entered automatically for you.

File: M.Test GLOSSARY Escape: Review/Add/Change
Record 8 of 165 (165 selected)
Selection: All records

ID	Notes	
7	Social worker	Sarah Simon
19	Office manager of a farm equipment company	Abram Silver
28	Biochemist & Cancer researcher	Rhoda Silver
38	Two children: Byron & Gail	Abba Smith
44	Musician & grocer & scrap metal dealer	Ada Smith
50	Pre-school teacher	Amy Smith
56	An osteopath.	Anna Smith
64	Deceased	Audrey Smith
74	Never married.	Benjamin Smith
76	Biophysicist. Ran his own government laborator	Bernard (or Benny) Smi
78	Rabbi	Betty Smith
79	Potter	Boy Smith
80	After he spent the large dowry left to his wif	Dana Smith
80	daughter in a wealthy family), Benjamin & Hann	David (or Duff) Smith
80	order to avoid her angry brothers who might ha	Dora Smith

Use arrows to select, then press Return

Figure 17-2

Another way to use this glossary function is simply to type in all or part of the individual's name in the ID category, starting with first names, then family name, then appendix name. AppleWorks will automatically replace the name with the ID number. If more than one match is found, then AppleWorks will hilight the first matching name for you and

give you an opportunity to either select it or move the cursor to the correct name. If no match is found, what you typed will get entered, and you'll have to erase it and try again.

Note:

You can write anything here. The layout limits you to 72 characters. Don't increase this or some report will lose information. This is due to an AppleWorks clipboard limit.

However, you can continue a note indefinitely by putting the same ID in subsequent records. There is no limit (except memory limits and AppleWorks limits) to the number of notes on the same individual.

Symbol:

In the 3rd category (reached with the TAB key in the MRL), you can choose to enter a symbol. For example, you might want to use an asterisk (*) whenever you enter a cause of death; or a plus sign (+) for an occupation. Then, you can use AppleWorks to sort and make various reports on such things. You can study the causes of death to look for trends in your family by grouping them together and/or printing them out.

Plus, the Forward and Backward trees will let you select up to 5 symbols for those reports. For example, a tree could get pretty cluttered if you print out all the notes. But, if you want to include "cause of death" and "occupation" but no other notes, then you could tell the tree reports to only include notes that have * or +. See the section on tree reports for information on how to do this.

18. Help Files and Word Processor Windows

There are 4 help files, one for each database. These files are word processor files and they serve the dual purpose of also being word processor windows. It may be helpful for the reader to look at pages 185-187 of the AppleWorks 4 Reference Manual for more on these two topics, but we will do our best to explain how this works here.

We have two things to discuss. First, we must discuss how to create help screens and word processor windows. Second, we must describe how to use them. We'll begin with how to create them.

For a word processor file to be used as either a help file or a word processor window or both (as we are doing here), the file must begin with "H." and then be followed by the name of the corresponding database. Each help section and each word processor window section must begin with an invisible Marker 150. What follows on the line after the marker is what determines whether the section is a window or a help screen.

It is easy to place a marker. For example, edit the H.D.yourname file. Use OA-9 to move to the end of the file. Enter the Options menu with OA-O, enter SM RETURN 150 RETURN ESCAPE. That's it. To see the invisible marker, OA-Z(oom) in. To hide it again, OA-Z(oom) out.

If you need to delete a marker, that is easy, too. Just zoom in so you can see it. Place your cursor anywhere on it and enter OA-D RETURN and it will be gone.

Now let's discuss the line following the marker. If you enter the name of one of the database categories, then the section is a help screen. If you enter the exact DATA in a database category, then the section will be a word processor window. After that, everything you type until the next marker 150 belongs to that section.

Let's do an example. Edit H.P.yourname. This file is already has a help section for every category. Zoom in and look at all the marker 150's followed by the names of each category. Also notice that there is a section at the beginning that begins with a marker 150 but the next line does not match any category or data. This is the screen that will be shown when you try to view either a help screen or a word processor window that has not been defined. We'll discuss this more in a moment.

Since there is already a help screen defined for EVERY database category, let's define a word processor window. Place an invisible marker 150 at the end of the file. Next, enter the number 1 by itself on the next line. We are assuming that you have at least one place in your P.yourname

file, and that you assigned the first ID to be 1. Now add a blank line after the number 1 for the sake of readability, and then add any additional information you may have about the place associated with ID 1.

That's all there is to creating a word processor window. Now let's discuss how to view help screens and windows. Edit the file P.yourname. Move to the ID category of the record whose ID is 1. Type OA-W. If you did everything correctly, you should now be viewing the extra information you entered about this place. Now type OA-`. On the standard Apple IIGS keyboard, ` is located on the first key to the left of the space bar. You should be viewing the help screen for the category ID.

About the only thing left to describe about using word processor windows and help screens is that first section in H.P.yourname after the marker 150. It can be viewed in a couple of ways. Move your cursor to the Place category of any record. Since you did not define a word processor window using the name of the place (you used the ID number because that was shorter to type), if you enter OA-W, you will view the first section (which is where we have put the general information about P.yourname). Similarly, if you put the cursor on some ID number for which you haven't defined a word processor window and then you enter OA-`, you will also get to view this screen.

19. Adding Your Customized Data

The ANW templates might not provide a category for a particular piece of data you wish to track. For example, some people will wish to record the source of the data, cause of death, baptism date/place, etc., etc. Because of the flexibility of AppleWorks, it is possible (and usually easy) to handle such situations. There are (at least) 3 basic ways to do this:

(1) Put the information in the Notes,
(2) Rename either of the User categories and/or use OA-N to create new categories, and
(3) Use word processor windows.

Each method has its own distinct advantages, which we discuss now.

One method might be best for one kind of data, and another method best for a different type of data. To decide which method is best for a particular piece of data, start by thinking about whether you will want the additional data to be automatically printed in the Pedigree and Tree reports. If you don't, then methods 2 and 3 should be used.
This is because the Pedigree Report automatically prints all notes, and the tree logic for printing notes will be simpler if there are not too many extraneous types of notes.

Should you use method 2 or 3? If the information is somewhat lengthy, then word processor windows may be the best choice. Word processor windows are discussed in Section 18.

The word processor window is best for lengthy data because it is easier to use than the database. The word processor window includes word wrap and so all the other useful word processor features. This method is nice, especially when viewing data at the screen. The weakness of this approach is that when you print this data, it requires 2 separate files.

One good use for Word processor windows is to add lengthy descriptions of places in P.yourname. You can print the list of all places as a kind of table of contents, and then you can print out the word processor window part of the help file as a report that gives further details on some of those places.

If the information is quite short, then the cleanest approach is to define a user category for that information. You can define user categories in any of the 4 data files. A good example of this might be "cause of death", which is usually quite short to describe. If you define a new category, then the information will be conveniently stored in your data file but won't otherwise intrude. See Section 20 for details on how to add new categories.

Finally, if you want to include this information in any of the reports, then you must use method 1, the M.yourname file. Every note will be automatically printed into the Pedigree Report. After the report is prepared, it is an easy matter to erase any notes that you prefer to be omitted. As for the trees, they can print all notes and then delete lines that you don't want. Or, you can print selected notes by attaching symbols.

20. Grouping Records, Changing Layouts, & Adding Categories

Grouping Records Together:

There are times when you might desire names that are scattered in N.yourname to be listed contiguously. For example, at the Pedigree Report, you may desire to hilight several individuals at once so you can get a cup of coffee while ANW works. Another example is GEDCOM Export. It is necessary to group together the names you want to include in a GEDCOM report.

There are many ways to group names together. We describe one such way.

Choose a convenient unused category (see "User and Work Categories", below) or create a new category (see "Adding New Categories", below). Then, put a number, say 99, in the category of each record you want to hilight. Choose a number (i.e.,99) that is not currently entered in this category. Then, tell AppleWorks to sort (OA-A) on that category, alphabetically or by number, forward or backward--it doesn't matter. The records marked with 99 will be grouped next to each other.

If you want them in a particular order, mark the first one 90, the next one 91, then 92, and so on. Now when you sort, they will be in precisely the order you desire.

Later, after the report(s) are finished, you can re-sort, say alphabetically on Family Name, then on Given Name(s). Or, you can sort by ID number.

If you have a starting arrangement that is not possible to obtain by sorting on the existing categories, here is a trick to obtain it by sorting, anyway. Before you change the order, find another unused category. Number every record from 1 to last using that category. That is, place a "1" in the first record, a "2" in the 2nd record, a "3" in the 3rd record, and so on. Now group the desired records together and run your report. When your report is done, simply sort numerically using this category. Your original order will be restored.

User and Work Categories:

So, how do you find an unused category? There are several ways. As mentioned in Section 14, N.yourname includes two User categories. If you have not yet chosen to use these categories for some other purpose (see Section 19), then these categories are the perfect place for putting sort numbers.

If you already use those categories for your own purposes, there are also four categories called Work1 to Work 4 which are used to hold temporary calculations. These calculations are made by ANW while creating trees and during GEDCOM activities, but not during the creation of Pedigree Reports. So, you could use one of those categories during Pedigree activities (but not when making a GEDCOM report--your sort numbers would be overwritten).

The work categories are normally hidden so as not to bother you. To use them, you would have to unhide them. You can do this by changing the multiple record layout (MRL) from the report "Default MRL" (see Changing Layouts, below). Later, unless you will use the Work categories a lot, you will want to restore the MRL from the default MRL report.

Changing Layouts:

You can change the current layouts (MRL and SRL) directly. However, except for temporary changes, we recommend instead that you change the data base reports, and then change the layouts from the reports. If you do this, then you can make temporary layout changes any time and you will have the reports to easily restore your preferred layouts. Also, if your layouts should get "lost" for any reason, they will be easy to restore.

Here is how to change the default MRL layout in N.yourname from the "Default MRL" report. Edit the file. Enter OA-L(ayout), select 2, "from a report", then hilight the "Default MRL" report. Then answer the exit questions as you like to decide the cursor direction. Follow the same procedure to restore the default layout.

To directly change a layout, enter OA-L(ayout), but select option 1, not 2. Then follow the on-screen help to OA-I(nsert) categories and change the category widths, etc.

Adding New Categories:

You may want to add new categories to hold additional data. If you group records a lot, you might want to add new categories devoted to helping you sort, as described above. In fact, you can create new categories for any purpose at all and ANW won't know about them and will thus never overwrite your information.

You add a new category by editing a data file (say, N.yourname), entering OA-N(ame), and then entering enough RETURNs to get past the currently defined categories. If you add new categories to the end, you will have no problems. When you get to the end, simply enter whatever name you like

followed by RETURN, and you are done. Enter ESCAPE to exit the Name option.

AppleWorks lets you insert categories earlier, but don't do it. ANW often finds information by using the original category numbers. Also, AppleWorks 5 has an obscure bug when you insert categories in a new adb file (it messes up the multiple record layout (MRL) display, confusing category widths and other bad things), so it is not a good idea to insert your new categories except at the end.

Even though you add new categories at the bottom of the OA-N list, you can still put your categories anywhere you want within the MRL and single record layout (SRL). In fact, after you create new categories, they will not appear in the existing layouts at all. However, you can change the layouts, and when you do, you can put these new categories wherever you like.

See the instructions above for changing a layout from a report.

Modifying Data Base Reports:

To modify the report, enter OA-P(rint), select 1, "Get a report", hilight your choice, and press RETURN. Now use the right arrow key to the location where you would like the new category to be, and type OA-I(nsert), and hilight your new category. Then use OA-, (comma) and OA-. (period) to change the category width. When you are satisfied, ESCAPE (several times) back to the REVIEW/ADD/CHANGE screen. Now, change the layout from the default report as just discussed.

21. Photographs

If you own a scanner, you can digitize photographs of your ancestors and save in DHR format. [Unfortunately, AppleWorks 5 does not support super hi-res (SHR) or 3200 formats. Also unfortunately, Deja on the Macintosh does not support any form of graphics at all.] Save the file to your AncestorWorks data directory. To "attach" your digitized file, just type the name of your file in any category of N.yourname. For example, you might rename "User 1" to "Photo", and type pathnames in that category for ancestors whose photos you have scanned and saved as files. To view the file, simply put the cursor on the category and enter OA-B. AppleWorks will look for the file in your data directory, and display it. See page 56 of the AppleWorks 5 Delta Manual for more information on Database Pictures.

22. Adding Files To The Desktop

An easy way to add your 4 data files and/or 4 help files to the desk top all at once is to use Robert C. Fischer's excellent freeware Timeout application, Batch Loader, included with permission. Separate documentation is provided and you are encouraged to read it in order to learn the full capabilities of this program. However, a short tutorial for its use with ANW is provided here.

Copy the various Batch Loader files as discussed in Section 4, "Getting Started". Next, bring the file Batch.DB to your desktop. We have provided an easy way to do this. Run the Batch Loader Timeout application (use OA-ESCAPE to access the Timeout menu, and enter TAB to get to the next menu if you don't see Batch Loader), and select the first option, "Bring Batch Loader database to the desktop".

Batch.DB is simply a database file. You change it just like any other database file. Move to the second record, and zoom (OA-Z) in to the single record layout (SRL). Now, replace the family name Test with the family name you gave your database. Also, replace "/Your data pathname" with the pathname of your ANW data directory. Do this also for records 3 and 4. If you have a second ANW data set, repeat this procedure for record 5. If you like, you can create records 6 and 7 imitating the style of records 3 and 4, respectively.

That's all there is to it. Save your revised Batch.DB. Be sure you save it to the original directory. If you haven't patched AppleWorks, the safest way to do this is to use OA-Ctrl-S rather than OA-S.

Now, use OA-Q to select a relatively empty desktop, run TO.Batch.Loader again, and select one of the records to load the files you want. You do not have to be in the correct directory. Batch Loader automatically puts you there. If there is not enough room on the desktop you selected for all 4 (or 8) files, the remainder will be put on the next desktop. ANW doesn't care whether or not the files are scattered throughout all 3 desktops, as long as they are there somewhere.

By the way, the Timeout application Batch Editor can be a great time saver if you start using Batch Loader for your personal use outside of ANW. Read the Batch Loader docs to learn how to use it, or just experiment with it; you can't do any harm if you make a mistake. Just don't save Batch.DB if you make mistakes you can't correct.

23. Trouble Shooting

No software product can be absolutely fail-safe. Here are some solutions to a few problems that could occasionally occur.

1. After returning to AppleWorks from ANW, default macros no longer work.

   Solution. You may be stuck in the one of the many ANW macro sets. This can happen if you use ESCAPE to abort an ANW operation, if there is a momentary power surge that disrupts your computer, and probably in a few other ways.

   You can check if this is the case in two ways. Enter SA-ESCAPE to see the list of available macros. If the list contains just BA-L, then this has happened. You can hilight BA-L and enter RETURN to reset your default macros.

   Another way to check is to enter OA-Ctrl-X (or OA-CLEAR on an Apple IIGS) to enter the Ultramacros Debugger. The name of the active macro set is listed in the lower right-hand quadrant. If it is AncestorWorks or Tree.1 to Tree.16, then your default macros are not active. Enter ESCAPE to exit the Debugger. BA-L(aunch default macros) will restore your default macros for you.

2. After leaving ANW, either AncestorWorks runs or unexpected things happen when you use your default macros.

   Solution. This is the same as #1. The ANW macros might still be active. Follow the advice above.

3. The main ANW menu is unreadable.

   Solution. Sometimes the variable that is supposed to "remember" the family name you used to name your ANW datasets gets replace by some random text. When that happens, menu item #1 which is supposed to read

   1. Create yourname Family Pedigree

   reads instead

   1. Create lots-of-garbage-here Family Pedigree.

   This can happen in much the same way as Problem #1. If it does, simply go to the Programs Settings menu and restore

your Family name choice. Everything should immediately clear up.

4. The main menu reads strangely. The words don't make any sense.

   Solution. This could be the same as Problem #3, only instead of garbage, your Family name is blank. The remedy is the same as #3.

5. The help screens don't work.

   Solution: These can happened in a couple of different ways. You may not have remembered to bring the help files to one of the desktops. Or, you may not have renamed the 4 help files that come on the ANW program disk. Review Section 3, Installation, for how to do this.

6. The year appears twice in dates, or dates have the current year in addition to the correct year.

   Solution: When the date data file d.yourname is created, the preference to automatically add years to dates is supposed to be turned off by ANW. If this did not happen, or if it got changed, then you will see the symptoms described. To remedy this, simply change the preference to not add years to dates. You can change this from anywhere within your dates database d.yourname. Type OA-O(ptions), 6 RETURN for Preferences, and change #12 "Add years to dates" to No.

   This also happens if you attempt to type something like Aug into the date category. This is an AppleWorks 5 bug. The workaround is to type Aug0 or Aug 0. Then the year won't be automatically entered.

7. The screen freezes; no response from keyboard.

   Solution: For reasons unknown, ANW occasionally locks up. The symptoms are a frozen screen where none of the keys work and, perhaps, no blinking cursor. If this happens, it can usually be corrected by entering Control-Reset. That is, hold down the Control key with your left hand. Then depress and release the Reset key with your right hand. Then release the control key. Or, if you are coordinated, just hit both keys at the same time. This should place you back in AppleWorks, and you can continue from there.

   It is strongly recommended you immediately SAVE YOUR FILES in case the lock-up recurs. IF THIS HAPPENS TWICE, exit

AppleWorks as soon as possible, and re-launch the program. Repeated lock-ups usually lead to destroyed files and, sometimes, disks.

8. The dashes are lined up strangely in the Pedigree display.

   Solution: We don't understand this, but it doesn't affect the printed report, which looks fine. We have a very hard time fixing the display when this happens. We recommend you ignore this when it happens.

9. The ID numbers are not lined up in N.yourname.

   Solution. If this happens, use OA-K(alculate) and calculate the ENTIRE file. This should straighten things out. If not, it is possible you entered several spaces in front of an ID number, thinking this was necessary in order to line things up. It isn't. Delete the spaces and, possibly, recalculate and things should line up correctly.

10. ID numbers don't line up or you can't edit a category.

    Solution: The formatting options may somehow have gotten changed or corrupted. Use OA-O(ptions) to examine the problem category. If, for example, a name category is formatted for numbers only, or if you see any import-export options (there should be none), then this may have happened. To solve this problem, you must follow the steps below to make sure that all of the original options are restored.

    (1) rename the 4 data files to yn.yourname, yd.yourname, etc., by using OA-N. (2) Create 4 new data files by running ANW and selecting item 2, "Create yourname data files". (3) Move the data from the 4 "y" files to the new data files. For example, (a) edit yn.yourname. (b) Enter OA-1 to get to the top. Now, (c) enter OA-C T OA-9 RETURN to copy the entire file to the desktop. (d) Edit N.yourname. (e) Enter OA-M F to move the date from the clipboard into N.yourname. (f) Save N.yourname with OA-Ctrl-S. Be sure to save to the correct directory. (g) Now you can remove yN.yourname from the desktop. (4) Repeat step 3 for the other 3 data files.

11. The OA-G(lossary) doesn't work. The names, dates, or places are blank rather than as shown in the docs.

    Solution: There are 2 ways that this can happen. At first, this is normal because no data has yet been entered in the databases. So, there is nothing to show!

If this occurs later on when you have in fact entered names and dates and places, then this is the same problem as 9. Recalculate the entire offending file. For example, if the date glossary list is empty, edit d.yourname and OA-K(alculate) the entire file. Then return to N.yourname and the dates should show up when you enter OA-G. Calculating causes the formulas to update, changing blanks records to readable names and dates.

12. All the reports (Pedigree and Trees) suddenly put the wrong information in the wrong places. They used to work fine.

    Solution: If you recently inserted a new category of your own in any of the 4 data files, then ANW may be reaching for the wrong categories. If you will delete your new categories and insert them again, at the bottom of the list, then ANW should work properly.

13. A forward or backward tree quits early and the cursor is not in a normal allowable place.

    Solution. First, entering ESCAPE several times should restore AppleWorks. However, you should immediate quit and restart AppleWorks, because not all is well.

    This can be caused if you made certain errors in entering your data, especially errors that cause a circular reference like being your own son, or married to your daughter, etc. Before restarting AppleWorks, save the tree so you can examine it. Look for a person who occurs more than once--that is probably the source of your error.

14. Gaps or spaces appear in names printed in the Pedigree or Tree reports.

    Solution. You may have inadvertently entered spaces at the end of the given names or the family name. Check for this by editing the category and entering the right arrow as many times as you can. If you go past the name(s), then use DELETE to delete the extra spaces.

15. Horizontal lines in trees appear on screen but don't print out.

    Solution. Turn off mousetext. Either follow the procedures discussed at the end of Section 9, "Creating a Tree", to change the underline characters from Mousetext to regular text; or choose "8 Program Settings" from ANW main menu, then press RETURN on item 2 to toggle the mousetext to "off", and then rerun the tree.

16. You get the error message "0 was not found ..." when recalculating N.yourname.

    Solution. This is not really an error. Set the Preferences menu of N.yourname to "not stop on import errors".

17. After recalculating N.yourname with OA-K, some names fail to appear in the default SRL echo categories.

    Solution. Save and remove D.yourname, M.yourname, and P.yourname from the desktop and recalculate again.

18. After importing a GEDCOM file, some names fail to appear in the default SRL echo categories.

    Solution. Recalculate N.yourname with OA-K. Then save and remove D.yourname, M.yourname, and P.yourname from the desktop and recalculate again.

19. An "echo" category (bottom half of SRL screen) won't erase the data when I change the corresponding ID from a non-zero value to 0.

    Solution. Read the explanation under "Categories 29-34 and 44-52" of Section 14.

20. Generating a GEDCOM export file either takes too long or fails to complete.

    Solution. Read the in-depth discussion in Section 13.

24. Technical Support

If you have further questions or if you experience problems, please carefully describe the sequence of events that occurred. Include your serial number with all inquiries. The best way to contact us is through the internet. However, AncestorWorks 5 is pretty much a one-man operation, not a big company. So, the snail mail address in Fort Worth is likely to be much longer lasting than the current email address. The email address will be good at least through December, 1996. We recommend trying the email address first; otherwise, just contact us through the regular mail.

Internet: budman@flash.net

Snail Mail: Dr. Bud Simrin
9901 Ivy Leaf Lane
Fort Worth, Tx 76108-3821

Telephone: (817) 245-2521 (Texas)
from 7:00 a.m. to 8:00 p.m. every day, CST

Please do not call outside of these hours since this is a residence phone. If you reach an answering machine, please leave your name, address, telephone number, and a short description of the problem.

If you send in your registration card (there is a separate file on disk for this), we will keep you posted on any changes in address and phone number, and of upgrades.

Also, if you like ANW, or if you have any suggestions for improvements, please let us know. Of course, further enhancements may depend upon sales, but if you let us know your wishes, then we can set our priorities.

25. Return Policy

If for any reason you are not satisfied with ANW, you may return it any time within 6 months of purchase. Except for shipping and handling, you will received a full refund. Simply return the original disk to Dr. Simrin with a note requesting a refund.

****
********** CREDITS **********
****

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****
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