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Brother's Keeper® 7.5

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Introduction

Welcome to Brother's Keeper for Windows version 7. This program will provide you with an easy way to enter information about your family and will generate several reports and charts which you may view, print, or output to a file.

System Requirements

To install and run Brother's Keeper 7 you will need:

- 30 megabytes of available hard disk space
- Microsoft Windows 98, 2000, NT, XP, Vista, Windows 7, 8, 10

If you have Windows 7 or 8 or 10 and have any trouble getting Brother's Keeper 7 to start, go to the www.bkwin.com web site and click on F.A.Q. or else check the README7 file (see below.)

Readme File

Please read the README7.RTF file for information that became available after this manual was printed. To read that file, install the Brother's Keeper program and then click Start, Programs, Brother's Keeper 7, Read Me. **Also, the help file in Brother's Keeper may have more up to date information than this manual.** To use Brother's Keeper Help, press the F1 key when the Brother's Keeper program is running.

The CD for Brother's Keeper also contains short movies about how to use the program and movies about how to use the Compare utility, the Find Duplicates Utility, Word Search, and Flags.

Quick Start

This section will give you a summary of the features of Brother's Keeper for Windows. You will find more detailed information later in this manual.

Install

To install Brother's Keeper for Windows, run the BKSETUP7 program. If you have Brother's Keeper on a CD-ROM or flash drive, then insert the disc and wait about 15 seconds. If the install program does not automatically start, then from Windows, open your CD or disc drive and run either CDMENU or BKSETUP7.EXE. If you downloaded BKSETUP7.EXE from the Internet, then after you download the file, double click that file to install the program.

Start Brother's Keeper

After installing the program, double click on the Brother's Keeper 7 icon on your Desktop or else pick Start, Programs, Brother's Keeper 7. The first time you start the program, you will be asked where to find or create the version 7 data files.

You will then be at the main screen of the program. The bottom of the screen will show the data folder name and the number of people in that database. **If you have never run Brother's Keeper 7 before, it will say 0 names. If it says 0 names, but you do have data in BK6 on the computer, pick File, Convert BK6 to BK7.** If it says 0 names, but you did have data in BK7 on this computer, pick File, Utilities, Find BK7 data files, Search. If it says 0 names, and you have BK7 data on a backup disk then pick File, Restore data files.

If you have data in a different genealogy program, you can import that data by making a GEDCOM file from the other program and then using the Brother's Keeper GEDCOM import routine. (Pick **File, GEDCOM, Import.**) See page 13.

Adding people to the database

To add people to the database by typing them in, pick **Edit** from the

top menu of the main screen. You will then see a screen similar to the one below.

Brother's Keeper Edit C:\Brother's Keeper 7\Data

File View Edit Add Find Delete Source Location Reports

Find F3 - + < > Older Younger Add spouse Add child Add sibling Ancestor Close

Name: **Adah Mae Bye** #713

Father David Stanton Bye #1890

Mother Mary Ellen Hite #1891

Spouse Rezen Robert Steed #1



Event/Fact * Children * Notes * Pictures * Media Address Names Siblings * To Do

Male
 Female
 Unknown

Flag 1 Flag 2
 Age: 86 Changed: 19 Jul 2011

Event/Fact	Date		Location/Description	N	S	W
Born	22 Oct 1895	in	Collett, Jay Co, Indiana			
Married	18 Aug 1913	in	Collett, Jay County, Indiana			
Died	7 Oct 1982	in	Grand Rapids, Kent County, Michigan			
Buried	11 Oct 1982	in	Rosedale Mem. Park, Ottawa Co., Michigan			

Add Event Delete event Move Up Move Down Options

If you are just starting, and have no one in your database, then to add a new family, pick **Add** from the top menu and then pick **New individual**. Then type in the full name of the person (first name then middle name then last name) and then the program will ask for the gender (male/female) of the person. Then you may pick the **Add spouse** button near the top and after adding the spouse you may pick **Add child**. After each child is entered, you may click **Add sibling** to continue adding children. As you are adding each person you may enter dates and locations and other information for each person. To add a new event, click the **Add Event** button at the bottom and then click the first column and pick the event from the drop down list. Or you can click the empty box in the first column and type the first letter of the event you want. If the correct event does not show, type the first letter again to get the next item starting with that letter. Pick Options at the bottom right to pick the default options for new people. If you want to limit which events show on the drop down list, from the main BK screen go to File, Utilities, Limit Events to show on Edit. For more details about Edit see page 21.

You may enter a date using just numbers. For example, type 12251996 and when you press Tab, the program will automatically convert the date to 25 Dec 1996. Type two digits for the month and two digits for the day. Type a zero before numbers less than 10. To enter numbers in the order day month year or for other date options, see page 64 or pick File, Options from the main screen.

Type the location names in the fields after the dates. If a location has been entered previously, then type the first few letters and press F8 and pick the location from the list. For other shortcuts see pages 24 and 25 and page 33.

When you are done entering the information for a person, click a menu item or a button to move to another person. The data for each person is automatically saved to disk as you move to the next person. For information about adding sources see page 25. For information about adding notes see page 28. For information about adding pictures see page 29.

Marriage and Children

When adding a spouse/partner there will be a Married event showing. If the couple was not married, then you can change the “Married” event to “Not married.” To do that, click one time on Married and then click the down arrow and select “Not married” from near the bottom of the drop down list. (Only use “Not Married” if the couple was never married.) If the marriage ended in Divorce, you can add a Divorce event.

Browsing

When you are on the Edit screen and a family is showing, you may easily move from person to person. To move to the parents of the person, click the **Father** or **Mother** button on the left. (To add parents, pick **Add, Parents** from the top menu.)

To move to a spouse, click the Spouse button. If a person has more than one spouse, there will be a down arrow to the right of the spouse name. Click the down arrow button to see the other spouses. (To

add another spouse, pick **Add, Spouse** from the top menu or click the Add spouse button at the top.)

To see the children of a couple, click the **Children** tab. It will show the children of the current spouse. A + sign means the child is married. To move a child to the top of the screen (to show the spouse and children of that person) double click the child name.

To edit information about any person showing, just click on the field you want to change and make the changes.

To see the ancestors of a person, click the **Ancestor** button near the top right. The ancestor chart will be displayed. You may click on any person on the ancestor chart to see that person's ancestors (or double click on a name in the spouse or child box.) When you pick **Edit** on the top menu of the ancestor chart (or if you click on the main person on the ancestor chart) you will return to the Edit screen for that person.

Printing Reports

To print reports for any person, pick Reports from the Edit screen or else pick the report you want from the main screen. The same reports are available in both places.

When printing a report, you will be asked for the starting person. (However, if you pick Reports from the Edit screen, it will automatically start the report with the person currently showing on Edit.) To select a person, type the name or BK code number for the person. Then pick the other options for the report.

For the graphic reports, pick the **Start** button to prepare the report and display it. Then to print the report, pick **File** from the top menu and then **Print**.

For the other reports, you can display the report by picking the **Preview** button. Or you can print the report by picking the **Print** button. Many reports have an option to send a report to a disk file by

picking File, Create TXT file. This text file may then be edited or emailed to someone.

Stopping the Program

Each person that you edit is saved to disk automatically when you move to a new person or when you pick the **Close** button on the Edit screen. However, you should always stop the program correctly before turning off the power to the computer. Also you should have a current backup copy of your data in case of major computer problems. (A **Backup** copy is an exact copy of the data files for safe keeping.) See page 10. It is a good idea to have more than one backup copy of your data. You can make one backup and write the date on the CD or USB memory stick. Then the next time you backup use a different CD or USB memory stick and write the date on it. Then when making backups in the future, use the oldest CD or USB memory stick and change the date on it. That way if you ever have a problem that requires that you restore your backup disk, you will have two good backups. If the problem with the data is also on the most recent backup, you will have an older backup without the problem. It is also a good idea to make a backup once in a while that is saved in another location such as your office or the house of a relative. That way in case of a major disaster like a fire or flood, you will still have a good backup somewhere. You can set an option under File, Options, RTF/Other to have the program remind you to make a backup each time you stop the program.

If you have Windows XP there will be an option on the Backup screen to copy your BK data to a CD. The first time you use that option it will ask you for your XP user name (it might be Owner or your name, depending on how you have XP set up.) If you use the option to copy to a CD, then when the routine is finished, go to My Computer and open the drive letter for your CD drive, and click the line on the left to finish writing the files to the CD.

If you have Windows Vista or Windows 7 or 8 or 10 click the button to “Pick a different drive” and pick the letter for your USB flash drive, or if you do not have one, pick your CD drive letter.

Using the Program

(Please read the prior six pages of the manual for a quick summary.)

When you first start Brother's Keeper for Windows, you will see a screen similar to this one (to pick a picture, see last paragraph below.)



The top caption will show the version number of Brother's Keeper. Below the caption is the menu bar. To start the reports and charts, pick from the choices under **Descendant**, **Ancestor**, **Lists**, and **Other**. To add or edit any person, pick **Edit** from the menu. To import or export data or convert from a previous version pick **File**.

The bottom of the screen will show the database folder name and the number of people and families in the database. If you want to change to a different database folder, pick **File** from the menu.

To pick a **picture** for the main screen, put a file called bkscreen.jpg in the BK program folder or BK data folder. To show the **buttons** at the top for some common reports, go to File, Options, RTF/Other.

File

These are the **File** menu items from the main screen.

File	Edit	Descendant	Ancestor	Lists
Open database				Ctrl+O
Open list of databases				
Recent Databases				▶
Database statistics				
Quality check				
Re-Index the database				
Backup data files				
Restore data files				
Location				▶
Sources				▶
Repositories				▶
General 'To Do' Items				
Convert Date Format				
Convert BK6 data to BK7 data				
GEDCOM				▶
Split database				
Merge databases				
Utilities				▶
Printer setup				
Options				
Exit Brother's Keeper				

The **File** menu choices are described in detail on the following pages.

Open Database

When the program starts, it automatically opens the database you worked on previously. To open a different Brother's Keeper database, or to create a new Brother's Keeper database, pick **File**, then **Open database** from the main screen. You may then pick the drive and folder for the database. You can also create a new folder. The Brother's Keeper data files will then be opened or created in the folder you specify. If you want separate Brother's Keeper databases (you do **not** want the people connected between the databases) then each database can be in a separate sub folder. It is better to keep everyone in one large database unless you have a good reason to make separate databases. See also **Open list of databases** below.

Open List of Databases

If you want to have several different databases that are not connected to each other, then you can create several folders to hold the data. To make it easier to switch from one database to another, you can create a list of the folder names and then just click on the one you want to change to. To create the list of folder names, select **File** from the main screen menu and then select **Open list of databases**. Then click on the **Edit button**. It will open an editor and you can then type one folder name on each line. After you have added the folder names, select **File** and **Save and exit** from the editor. Then whenever you pick **Open list of databases** you will see the list of folder names and you may pick the one you want to work on.

For most people, it may be best to keep all the data in one folder. The program can handle two million names in one folder and if all the people are related to you (or to your children) then keeping them all in one folder will give you the results you want for the ancestor charts. If you have data in more than one folder, you can not print one chart with people from two folders. Some people want more than one folder because they are working on data for other people, or because they have data that they do not want to add to their main database because they are not sure if the names are actually related.

Recent Databases

If you have more than one database, then after you open a second one, this menu item will appear so you can change from one to the other faster.

Database Statistics

When you pick **File** from the main screen, then **Database statistics**, you will see a window that tells you the number of people in your database and the number of families, locations, and sources. The highest BK code number may be higher than the number of people in the database if some numbers have been deleted. The number of families also includes unmarried couples.

Quality Check

To check your database for link errors, pick **File** from the main screen and then pick **Quality check**.

The quality check routine will read your database and check the links between people to look for errors. Each person normally has links to events, parents, spouse, notes, pictures and sources. Each family record has links to events, husband, wife, children, notes, pictures, and sources. If the database gets corrupted, this routine will let you repair or delete invalid links. Your database should not get corrupted unless your disk has a bad sector or unless the power goes off while data is being written to the disk. **If you receive database errors, then you should save any backup disks you have and make a NEW backup using a new USB disk or CD before you run the quality check.** See also page 72.

Re-Index the Database

The database files are indexed so that information can be found quickly. If you have added a lot of new people or events, you can index the database again **so that information can be found faster.**

Backup Data Files

When you pick **File** then **Backup** from the main screen, a window will open and you can copy your Brother's Keeper data files to a CD or external drive for safe keeping. This routine will copy the main data files. You may also backup the text files you have attached and/or any picture and media files you have attached. If you have Windows XP there is a special button to use to backup to a CD (see page 6.) For Vista or Windows 7 or 8 or 10 click "Pick a different drive" and select your USB flash drive letter or the CD drive letter. Also, from the main screen, you can pick File, Options, RTF/Other to set an option to remind you to do a backup each time you stop the program. Also see page 6.

If your database is large, you may pick the choice to create a compressed file. This will allow you to copy your database to a smaller zip file that can be restored by the program if needed. The compressed file is called BK7DATA.ZIP.

Restore Data Files

If your data files are ever damaged and can not be repaired, then you may use the Restore routine to copy data from a CD or USB memory stick back to your hard drive. Also if you are moving all of your BK7 data to a new computer you can install the BK7 program on the new computer and then Restore your data files.

Location - Change Globally

To globally change locations, pick **File** from the main screen menu and then pick **Locations, change**. Type the existing location or locations in the top boxes, and type the new location in the bottom box. When you click **Start** it will change all occurrences of the top locations into the bottom location.

The best way to find existing locations is to type the first few letters and then press F8 to search for the location. Pick the location from the list. You may also use this technique to find a location to change to. You may find an existing location to change to, or you may type in a new spelling for the location.

Delete Unused Locations / Sources

At the main screen pick **File**, then **Locations** or **Sources**, and then pick **Delete unused locations** or **Delete unused sources** and the program will search your database for locations or sources that are not attached to any person or marriage. These unused records will then be deleted.

This routine is useful if you see sources or locations showing up on a list and you think they are not being used. If you run this routine and the sources or locations still show on a list, then some person or some marriage is still attached to that source or location. To find out what it is attached to, from the main screen pick **Lists**, then **Word search** and search for the location or source. Or go to List, Sources, and click the button to find what people are attached to a certain source.

Sources - Change Sources Globally

If you change one source globally, then all people that refer to that master source will then refer to the changed source. Use this to correct spelling or to make changes in a master source.

Sources - Merge Duplicate

If you have duplicate master sources, this routine will combine them.

Delete Unused Sources

See "Delete Unused Locations / Sources" above.

Repositories These routines are similar to the three above and are used to manage the repositories that are linked to sources.

General To Do Items If you want to create a ‘to do’ list that is not attached to a person, you can do it from the File menu. However, if you want to connect a ‘to do’ item to a person, do it from the Edit screen on the “to do” tab.

Convert Date Format If you want to change all the dates in your database from one format to another, then pick **File** from the main screen menu and then pick **Convert date format**. You should have a backup copy of your database before running this routine. See also: Date types on page 64.

The new dates you enter on the Edit screen will be converted according to the format you have chosen in the Options area, but this routine lets you convert dates that were previously entered.

Convert BK6 Data to BK7

Only use this routine if you were using BK version 6.0 – 6.6 and you have never converted the data for version 7. This routine will read your version 6 data and convert it for use by Brother’s Keeper version 7.

If you have text files and/or picture files attached to people in BK6 then select where to move those files in BK7. If you have all your BK6 pictures in your “My Documents” folder, then you probably want to leave them in that location. However if you had the pictures in the Picture folder below your data folder, then you might want to have them copied over to the Picture folder under your new BK7 data folder.

You can specify your default BK7 Picture folder and your Text file folder in Brother’s Keeper 7 by picking from the main screen File, Options, Text/Picture. The folder name you pick for Pictures will be the first folder that is searched when you click Add Picture to add a new picture.

GEDCOM - Import GEDCOM File

You should not use GEDCOM to move the same data from Brother's Keeper to Brother's Keeper. You should instead do a Backup and Restore or else use the convert routine if the data is from version 6. You should only use GEDCOM to move data if the data is from, or is going to, a different genealogy program.

If someone else has given you a GEDCOM file, do not add it to your regular BK database until you know what is in it, otherwise you may not want the data and you will have to revert to your most recent backup copy of your database or else do a lot of deleting. You should create a new folder and import the GEDCOM file into a new BK database. Then use BK to look at the data. If it all looks correct, then you can import the GEDCOM file into your main database. To create a new folder, see **Open Database** above. **Always do a new backup of your BK current files before importing a GEDCOM file.**

The GEDCOM import routine will add everyone in a GEDCOM file to the data files in your current open folder, and it does not check for duplications.

If you already have a GEDCOM file from another program, skip to the next paragraph. To transfer data INTO Brother's Keeper, you first must create a GEDCOM file that contains the data in the other genealogy program. For example, if you have data in the PAF or FTM program, follow the directions in PAF or FTM for creating a GEDCOM file.

The next step when importing is to run the GEDCOM import routine so that the data can be changed into BK format. In BK pick **File** from the main screen, then **GEDCOM, Import**. If there is already data in a Brother's Keeper file in the current folder, then it will show you how many names are in the existing file. The new data will be added to any existing data in that folder. The program will not check for duplicates - all the people will be added as new additional data.

It will then ask for the name of the GEDCOM file to read. Select the correct drive, folder, and file name of the GEDCOM file to read.

When finished importing, you can use the quality check routine to be sure all the links between people are correct. You can then use Brother's Keeper to look at the file, and print all the reports.

GEDCOM - Export GEDCOM File

To create a GEDCOM file, pick **File** from the main screen menu and then pick **GEDCOM, Export**. When you create a GEDCOM file, all the names in your file will be transferred unless you pick the option to select only certain people from your database to be exported.

Some genealogy programs must have the GEDCOM file dates in a specific format or else the dates will not transfer. If you have your dates in one of the standard formats that BK can recognize (see page 64) then BK will convert the dates to the standard GEDCOM format.

The export routine will ask for the name of the GEDCOM file you want to create. The file name must end with the extension **.GED**

If you are creating a large GEDCOM file to send to someone else, create it on your hard drive and then use a ZIP program to compress the file and then email it to someone or copy it to a CD.

The GEDCOM export screen will let you export all of your information, or you can set options about which fields to export.

After the file is created, you may use another program's GEDCOM reading routine to move the data into that program (see the other program's directions on how to read or import the GEDCOM file.)

Split Database

To split off some people from a database into a smaller database, pick **File** from the main screen menu and then pick **Split database**. The routine to split off part of a database is useful if you want to send information to another Brother's Keeper user. Often, the other person is only interested in some of the information that you have, and this routine will let you pick certain people and create a new database of just those people. For example, you may select all the ancestors of a person, or all the descendants of a person, or any combination of ancestors and descendants of several people. The normal mode is to select people. However, you can select a group and then press the deselect option and deselect some of the people you have selected. For example, you could select everyone (using the range of numbers routine) and then press deselect and deselect

all the descendants of one person.

After selecting the people, pick the button that says **Copy** to copy the people to the new folder. After creating the new database, you may then do a File, Open to open that new database to check it out, or to make a Backup copy of that new database to send to someone else.

This split routine creates a new set of Brother's Keeper data files. It does not delete people from your existing database or change your existing database. However, you could use the routine to in effect delete people. **Backup the database before trying this.** (If you want the new database to have the exact same BK numbers for people, press F3 before selecting anyone.) You could select just the people you want to keep (or select everyone with range of numbers, and then deselect the people you do not want) and copy them to the new temporary folder. Then, open that new database, and after you are sure you have the correct people, you could stop the program and COPY the data files from the new folder to your regular folder and then you would only be left with the people you selected to keep.

When you split a database, if a person has an external text file attached in the Notes section or has picture files, the split routine will create a file called BKSPPLIT.LST with a list of those text or picture files that you may want to copy to the new folder. If you plan to keep the split database on the same computer, it will find the text files and picture files automatically. But, if you are sending your data files to someone else, you should copy those text or picture files to the USB drive or CD also. If you use only internal note files, they are automatically included in the split database.

Merge Databases

If you pick **File** from the main screen menu and then **Merge databases**, you will be able to merge two databases. If you have two Brother's Keeper databases that contain different names, you may merge them by adding all the people in one set of files to the other. **You should make backup copies of both databases before you do a merge.** As the files are merged, the code numbers for one of the files will be changed so that they do not conflict with the existing numbers in the other file. This merge routine will not check for duplicate names, so do NOT merge two files that have several identical people in both files or else you will have to do a lot of deleting to clean the file up. See Duplicate on page 67.

If you have a case where you want to merge two databases, but there are several identical people in the two databases, consider using the other routine under File, Utilities, Compare Two Databases (see below). Or if you still want to use this merge routine, then do the following: First use the **Split Database** routine to split off the different people into a temporary folder. Then use the merge routine to merge the people from the temporary folder into your other database.

After you merge two databases, you may have a few duplicate people, and by removing the duplicates, and then linking one person from the old group to someone from the newly added group, you will end up with one linked database. (To link between the old and new groups after a merge, you can pick Add Spouse and link a husband from the main database to a wife from the newly added group, or you can pick Add Child and link parents from one group to children from the other group.)

Utilities

The Utility menu has several routines. One will let you change names from all uppercase to normal case. You can also do a global search and replace. There is also a routine to find all of the BK7 database folders on your computer, and a routine to Flag a group of people (i.e. set a flag or marker so that they show that flag when viewed on the Edit screen or Tree chart). There is also a routine to limit which events to show on the drop down list of events on the Edit screen. Press F1 for more help about utilities.

A major Utility is the **Compare Two Databases** routine. It will show one database on the left and one on the right. The one on the left will be the database folder that is currently open. (In other words, the folder name that shows at the bottom of the main BK screen and the data that shows when you go to the Edit screen or when you print reports.) When you start the Compare routine, you can pick which database to show on the right. The one on the right will be “read only”. As you compare people and move data, all of the changes will be to your regular database (the one on the left on the Compare screen.)

It is very important that you have a Backup copy of your regular database before running the Compare routine. If you make any mistakes or if anything goes wrong, you may need to restore your backup copy.

Here are three examples of situations where you may want to use the Compare routine. You may have given a copy of your BK database to a cousin in the past. Then your cousin may have made additions to that database, or added dates or locations or made corrections. During that time, you may have also made additions and changes to your database. Then your cousin may have sent you a backup copy with the changes. You can create a new empty database folder on your computer and then restore your cousin's database to that new folder. Then you may want to compare your database with the cousin's database and see what new data you want to move into your database.

A second situation would be if you copied your data to your laptop computer and made changes to the data on the laptop, and then you also made changes to your desktop computer without remembering to move the changed data back from the laptop first. So then you have two databases that are almost identical, but there are minor (and different) changes on each computer. You can copy the database from your laptop into a new folder on your desktop and then run the Compare routine to make one database with all of the changes.

A third situation would be if you received a GEDCOM file that you imported into a new folder. You want to see which people are the same and what is different compared to your main database. Then you can move into your database some new data from that new database.

The Compare utility has a lot of options and features, and it is best if you view the **movie** that is on the BK 7.5 CD about how to use the Compare routine.

When you are on the Compare screen, there are several buttons near the bottom right to search for people that need checking or jump to other people. The Options button near the top of the screen will let you specify how close the name matches and date matches must be and which data to move when copying someone from the right database to the left database.

The **Search for Duplicates** utility will read one database and show two people at a time and let you move information and delete the duplicate person. It is similar to the **Compare two databases** routine described above, however it reads and changes one database. See also page 67. Also see the movie on the BK 7.5 CD for more help.

Printer Setup

When you pick **File**, then **Printer setup** from any menu, you will see a list of all printers that you have added to Windows using Control Panel, Printers. You may change your printer, or you may change from portrait to landscape, or you may change the paper size or other properties of your printer. If you find that your changes are not working, then stop BK and use Control Panel to change your default printer properties, then start BK.

Options for BK

When you pick **File**, then **Options** from the main screen, you will be able to change the options for Brother's Keeper.

The first tab has the date options that you can use. See date types on page 64. The option you set here is used for new dates that you enter and is used when computing ages. If you want to convert existing dates to a different format, see page 12. You can set maximum computed age.

There is an option to have invalid dates and non-exact dates given a red warning. An invalid date is any date that does not exist on a calendar. For example 32 Jan 1997 is invalid. Also any date that is not exact will show in red. For example, ABT 1900 will show in red. So if you enter a date that contains abt or cir then it will be red, but that is OK if you intended to enter the date in that format.

The second tab in Options will let you specify what folder to use to store external note files, picture files, and media files. If you use your scanner to scan your pictures and if you save the picture files in a certain folder such as C:\Deskscan then you can specify the folder name on this screen. Then when you pick Add Picture it will look for the picture file first in that folder. You may want to have the program look for text or picture files in a folder below your current data folder.

The **Other** tab has the following options:

Label size (number of lines from top of label to top of next label.)

Which address lines to print. If you print labels using custom reports field 95 or 96 or 97 this option tells which of the 10 address lines to print. To print the phone number, include line 6. The email line is 8.

Character before BK code numbers. The default is the symbol #

Zoom percentage for preview screen.

Spacing percentage for preview screen. If the preview shows too large of a bottom margin, change this to about 99 percent.

Wife keeps her maiden name. If most women do not use their husband's last name, check this option. Otherwise, the birthday report will assume that a married woman is using her husband's last name. You can override this option for individual women by entering an alternate name for a woman on the Names tab of the Edit screen (see Names tab on page 30.)

Right justify Ref Number field. If this is checked, whatever you type in the description of the event called Ref Number will be right justified in the field. This affects the way the Ref order report will print. If the field is not right justified, then ref number 10 will print before number 2. If the field is right justified, then numeric numbers will print in the correct order. To right justify all existing Ref Numbers, run the Quality check after setting this option.

Put changes in BKAUDIT.TXT file. With this option turned on, most changes you make to an existing person will be written to the BKAUDIT.TXT file. Currently this will show some, but not all changes to people. This file can be useful to see what changes you have made to your database recently.

Start BK7 as full screen (with task bar showing.) Normally Brother's Keeper will start up as a sizable window. You can click the maximize button in the upper right corner to make it a full screen with no border. If you have the main BK window as a sizable window, and if you change the size to a larger or smaller size, then the other screens will be the same size as the main BK window.

Start BK as 800 by 600. If you have Windows set up for 800 by 600 or higher resolution, this option will have BK start as an 800 by 600 window.

There are other screen sizes that you can pick for the program when starting. Currently the largest size used by Edit screen is 1440 by 900

The **RTF / Other** tab in options will let you specify which word processor you want to use for opening RTF report files that you create with BK.

When you choose one of the word processors shown, BK will attempt to find the correct folder and program name. If it is not able to find the correct information, you can type in the correct path and program name. See RTF files on page 41.

Also on the tab are options about source printing. If you want titles of sources normally printed in Italics, set the option here. Then whenever you add a new source, it will have the check box set for Italics.

One option will have BK remind you to make a backup when you stop.

There is an option to have large buttons on the main screen for some of the common reports.

On the line about Sort problems, put 9 there to use the internal sort.

There is an option to add a Note to any Witness that you attach to an event on the Edit screen.

Some reports have an option for the abbreviations: b. m. d. If you want symbols and not letters for born, married, and died, set that option.

The **Edit screen 1** tab will let you choose how the Edit screen will start. Each time you pick **Edit** from the main screen, the Edit window will open the way you have specified in Options. You can choose which person to show when starting Edit.

Also on this tab you may set the program to go to the Edit screen when the program first starts instead of going to the main screen.

Show date of last change. This will display on the Edit screen the date of last change for each person.

There is an option to have the Select Person screen show the list of matching names in birth year order instead of in BK number order.

Option to not use the normal Windows font. If you are using some language that contains letters that are not found in the MS Sans Serif font, then you can change the font for all screens and the data files. However, if you share your data files with someone else, the other person will get strange letters showing on their screen. You do NOT need to use this option for most European languages. You can pick those characters if you press ALT+F2 on the edit screen.

The **Edit screen 2** tab will let you specify which default events to add to new people and what screen **colors** to use and some other options. You can also access Edit screen 2 options while on the Edit screen by clicking the Options button to the bottom right of Events.

After you make any changes to your options, you can pick **File** then **Save and exit**.

Edit

When you pick **Edit** from the main screen in Brother's Keeper, a screen will display that shows a family with a person at the top, the parents of the person, the spouse of the person and a tabbed section below with events, children and other information about the person. (See sample screen on page 3.) When a family is displayed, you may click a button to move to another person or family. If you want to change any information about a person, you may click on a field and make the changes. (See also pages 3 and 4.)

Normally the Edit screen will show person number 1 when you first open it, but you can set an option to have it display a different person if you wish. To set that option, pick **File, Options, Edit screen 1** from the main screen.

When you display a person or family, there will be buttons on the left to jump to the Father, Mother or Spouse. There are buttons at the top to jump to the previous BK number, the next BK number, to jump back to a previously shown person, or go to the older or younger sibling of the person. There is also a button to find someone else, and a button to close the Edit window.

To add parents to a person, pick **Add** from the top menu, then pick **Parents**. If a person has two sets of parents (for example, birth parents and adoptive parents) there will be a 1 or 2 after the word Father and Mother. In that case, you can change to the other parents by clicking on the top menu on Find, then pick Show Secondary Parents or Show Primary Parents from the drop down menu. If you want to switch which set of parents are the Primary parents, then pick Edit, Rearrange parents. The Primary parents are the ones that show first when you go to Edit and are also the parents that show on the Ancestor charts.

If a person's parents are the adoptive or step parents, the word Father and/or Mother will be in *Italics* on the Edit screen. To see or change the type of parents, pick Find from the top menu line, and then click on **Show Parent type: Adopted, Step**.

If a person has more than one spouse, there will be a down arrow to the right of the spouse name. Click the down arrow to see or select the other spouse. There will also be a number after the word Spouse to signify which spouse is showing. When you change the spouse, it will also change the marriage information on the screen and the children tab will show the children from that family.

Most of the tabs for the person (such as Events/Facts, Children, Notes, Pictures) contain a grid. To **add an item to the grid**, click the Add button at the bottom of the grid. To delete an item, click Delete. To move the current line up or down, click the Move Up or Move Down button. The Events grid can show family events mixed in with individual events, but the other tabs which have items for the individual and family, must have the family items below the individual items. (If you want the Events grid to show all Family events below all Individual events, click Options at the bottom right of the Events grid.)

If the spouses for a person are not in the correct order of marriage, pick **Edit** from the top menu and then pick **Rearrange Spouses**. See page 30.

To add a spouse or partner you can pick **Add** from the top menu or click the **Add spouse** button. (If the couple is not married change the Married event on the grid to Not Married, see page 24.) If you want to enter a same-sex marriage or relationship, use Add, Spouse or Partner (same sex).

To add a child to a family, you can click the **Add child** button or pick **Add** from the top menu. You can add a child to a couple or to a single person.

If you want information for a person to be **private**, pick from the top menu Edit, Mark this person as private. Most reports will not print the details.

There is an **Ancestor** button near the upper right. Click that button to display an ancestor chart for the current person. If you click on an ancestor's name on the chart, it will show the ancestors of that person. From the ancestor chart, you can pick **Edit** or click the main person to return to the Edit screen.

When you are viewing children on the Children tab, you can double click a child to move the child up to the top area on the screen to see the details for that child or add the spouse and children of that person. (Married children will have + before their name.)

If the children are not in the correct order of birth, pick **Rearrange order** from the bottom of the child tab. See page 30.

If you have selected the option to display the date of last change, it will be displayed on the Edit screen above the event grid.

Add Person

When entering a new name, type it in the normal order of first name then middle name then last name. Normally, enter the name that the person was given at birth even if the person's name changed due to a name change or marriage. (See alternate names on page 30.) If you type a name that is already in the computer, you will be shown that name and asked if it is the person you want. If you are adding a new person that happens to have the same name, just press ESC to continue adding the new person. If you are typing a name that you know is a new name and you do not want to see a list of matching names, you may type the name and press F9 to avoid seeing the list of matching people.

If the person is female and is married, the program will automatically change her last name to the last name of the husband when printing the Birthday and Anniversary report. If you do not want the program to do that, you may turn off that feature on the main Options screen.

When entering the dates, it is usually faster to just enter numbers in the MMDDYYYY format (or the DDMMYYYY format if you have options set that way.) The program will automatically convert the date to the format you have specified in the main File, Options area. For example, type 12301996 press Tab and the program will convert it to 30 Dec 1996 automatically. See also date types on page 64.

If you are entering a date range, double click on the date field. You may then enter a starting and ending date. For example, if a person had a certain occupation starting on one date and ending on another date, you may enter both dates.

To move to the next field, press Tab. To move to the previous field, press Shift+Tab. You may also use the up or down arrow keys in the grid.

If you are entering a couple that never married, change the Married event to **Not Married** (near the bottom of drop down event list). Then the printouts will not refer to this couple as Husband and Wife. If you want to enter a same sex spouse or partner, pick from the top menu Add, Spouse or partner (same sex).

If the marriage ended in divorce, annulment, or separation, add an event for that fact. If the marriage ended with one partner dying, you do not need to add any family event to show that. If there is no divorce, annulment or separation and if both are still living, then this couple will be included on the Anniversary list.

Locations

The location fields each hold up to 120 characters. Since many locations will be repeated, there are a few short cuts to speed up your work. If the location has been entered previously, then type the first three or four letters in the location field and then press the F8 key. A list of matching locations will pop up and you may use the up and down arrow keys to pick the one you want and then press enter. This will guarantee that you are consistent in the spelling of the locations. (To change the spelling or case of existing locations, see page 10.)

Another short cut is to use the CTRL+Shift+letter to have the program remember commonly used names or locations. See page 33.

Another short cut is that you may enter a quote or ditto mark in a location field and the program will copy into that field whatever location is shown in the field above. For example, if you enter the birth location as Detroit, Wayne County, Michigan, and then move down to the place of death, you may enter either " or ' as the first and only character in that field and when you push tab, the field will show Detroit, Wayne County, Michigan. When you use either the " or ' the program will duplicate the closest non-blank location field above the one you are entering.

Another short-cut when entering locations is = (the equal sign). When you enter = in a location field, it will make the location equal to what that same field was for the last person you entered or displayed. For example, if you are entering data for a wife, and she was born in the same city as the

husband, you may enter = for her place of birth. When you push Tab, it will display the same location that you entered for the husband. If several children were born in the same location, you may enter = in the birth location and it will duplicate the location for the previous child. Remember that " will copy whatever is currently above on the screen at the time, whereas = will duplicate from the same location field from the previous person you entered or viewed.

Double click a location name to enter a picture of that location, or to enter extra details about that location, or to access a MAP button to show the location on a Google map. Click Options below the Event grid if you want to add an additional L column to show if the location has extra information.

Sources

In addition to the date and location fields for each person, you can click the column below the S on the event grid and enter a source for each event or fact. This source will print as a footnote on several of the reports. Use the source area to indicate where you got the information about the event or fact for this person.

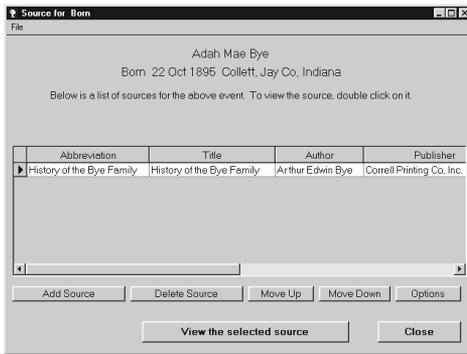
When you first click the S column, it will show a screen with a grid listing any sources that are already attached to that event (see picture below.) You can then click the View button to see details about the existing source, or you can click a button to Add a new source to that event.

If you have already added sources to other events or viewed some other sources, there will be a button on the source screen to add the one of the previous 10 sources to the current event.

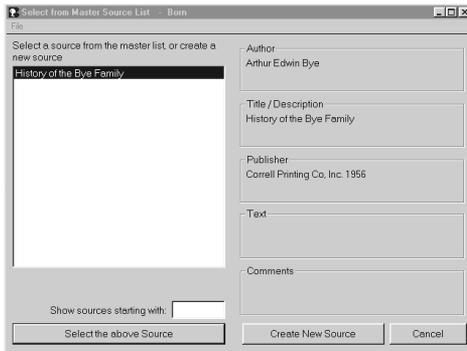
Shortcut: If an event already has exactly one source, and you want to view the details about that source, you can bypass the middle step (of having to click the View button) by holding down the Shift key on the keyboard and then click the S column with the mouse to jump directly to the screen that shows the details of that source.

You can also watch instructional video number 2 on the BK CD / USB to see more information about adding sources.

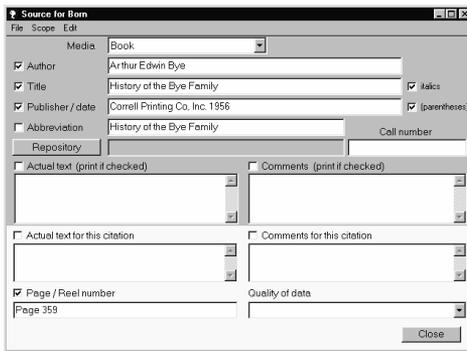
Normally, when you click the S column, you will see a screen similar to the next picture.



If there are sources for this event, they will be listed in the grid. If you are adding a new source for this event, click the Add Source button. You will then see a screen similar to the next picture



If you want to select an existing source, pick the existing source from the list that is displayed. If you are adding a new master source, click the Create button. You will then see a screen like the following picture



The top part of the screen is for information about the master source. The master source is the part of the source that is the same for every citation of the source. For example, you can use the same book to document dates for many people.

Also you can use a death certificate as a source for the death date of a person and it may also indicate the birthplace of the person and the names of the parents of that person. **The bottom part of the screen** is for this citation of that source. Use it to enter any information that is only about this citation. For example the page number in the book that documents a date. Include the word "page" so that the word "page" will print with the footnote. You can use the page field for the "reel" number if the source is

referring to microfilm. Each field name has a check box. If that box is checked, that field will print when printing footnotes.

The quality of the data may be different for the same source. For example, a death certificate should be a reliable source for the death date and place, but the other information on the death certificate might be inaccurate.

Since the names of the parents of the deceased may have been told to the recorder by a spouse or descendant, the parent names might not be correct.

To attach a picture or file to a source, click the Attach picture/file button at the bottom. Currently those pictures do not print on reports.

To change the spelling or capitalization of an existing source, see **Change sources** on page 11.

Notes for one event

If you want to enter a note that only applies to one event, click the box in the N column after the event location. A window will open where you can enter a note regarding that one event. Do not use that area to enter general notes about a person. For general notes, click the Notes tab. See page 28. (To add a note to a location, double click the location.) Also on the Event Notes screen, you may enter an address or map coordinates and then jump to a Google map. To not see that extra information, pick Options there.

Witnesses

If you want to enter the fact that someone was a witness to an event, you may click the box below the W in the event grid. You may then enter the name or BK code number of a witness. You do not need to enter as a witness anyone who was obviously at the event. For example the mother and child were at the birth event and the husband and wife were at the marriage. However, you may want to record other people that were present during the birth or were at the marriage ceremony.

Ref Number Field To add a reference number for a person, click Add Event and set the first column to Ref Number. The Ref number field is also used as an index by the program. So if you have your own numbering system for people, you may enter that number into the Ref number field description and then you can find that person by using that number. To find a person by the Ref number, type / and then the number whenever the program asks for a name or number. (Do not type / in the Ref field description, only type / before the number when searching.) For

example, if you type 123 in the Ref field description for a person, then you can find that person by typing /123 when the program asks for a name or number.

Options You can click the Options button on the Event tab to specify which events you want added to the grid when you add new people. Pick the most common events you use. You can always delete unused events or add other ones when adding people. You can also save the width of the columns in the event grid, and if your screen is small, you can change the top button to be either Add parents or Add siblings. (You can add parents or siblings using the menu also, but you can pick one to be a shortcut button.) You can also set **screen colors** from this options routine.

Custom Events/Facts When you are adding events to a person, the first column of the events grid has a drop down list of about 90 standard events. If you need to keep track of a different event, you can add a custom event or custom fact by picking from the top menu Add, Custom Event Name Individual (or Family if it is a marriage type event). You should not add a custom event for things like Nicknames (see the Names tab page 29) or sources (click the S column for Sources). Custom Events have a location, and Custom Facts have a description.

Cancel changes If you have accidentally changed a person's data, and you want to put the data back the way it was before the changes, then pick **Edit** from the top menu, then **Cancel recent changes**. It will put the data back the way it was for that person the last time that data was saved. If you are changing date or location information, that should fix any accidental changes you made. However, some change you make to a person will cause the data to be saved, and there is not a way to undo changes after the data is saved (except for manually fixing the data or comparing to a backup.)

Children The Children tab shows the children of the spouse that is showing. Double click a child to move that child to the top. See page 23.

Notes To attach notes or a text file to a person, click the **Notes** tab. To type in new notes for a person, click the button that says **Click here to create text**. Then type in your notes about that person and when you are finished click the button that says **Click here to save internal**. You can

instead save by clicking the button that says **Save to a file** and type a name for the external file for that note.

If you have typed your notes with your word processor and saved the notes into a text (ASCII) file, then you may connect that external file to a person by clicking on the button that says **Add file**. Then a button above the text box will say **Click here to attach existing file**.

The Print Where column will let you set up certain notes to never print, or print on certain reports. (To use this option, when printing a report, pick the option on the report's Notes tab that says "Select which notes.")

Pictures To attach a picture to a person, click the **Picture** tab. Then click the **Add Picture** button. Select the picture file you wish to attach. You may attach PCX JPG PNG GIF and BMP files. To view a picture attached to a person, click the button before the line with the picture name. To print only the picture, click on the picture to display it and then pick **File, Print Picture**. The picture may also be printed on the Group sheets, Ancestor chart, Box chart, or Book reports. Normally the first individual picture will print on reports; however, if you set the Print Where column to Primary for a picture, then that picture will print on reports. See page 18 for picture file location.

Media Use the Media tab to attach sound files, video files, PDF files or any other type of file. These files can be viewed from the Edit screen, but they will not print on reports.

Address If you click the **Address** tab, you can enter a mailing address for this person. This address can be printed on the group sheets and on the custom reports. See also page 19 and 51.

Names On the **Names** tab you can add additional names for the person. If a person is currently known by a different name (and it is not just the married name) you may enter the other name here. You may select a name to be used on the Birthday and Anniversary report. There is also an option on the Book reports to print the Alternate name. You can also specify the last name (in the event the last word in the name field is not the last name.) See also page 66.

Siblings The **Siblings** tab will show the main person marked with a >

and also the older and younger siblings of the person. If there is not a * on the Siblings tab, then the person does not have siblings.

To Do Use the 'To do' tab to add items you want to do regarding this person or to add a research log. If you want to add general to do items (not attached to a person) go to File, General To Do. To print a report of 'to do' items, pick the report: Lists, 'To do' search/report

Rearrange Children/Spouses/Parents

To rearrange the order of children in a family, display the parents on the Edit screen then click the **Children** tab and then pick **Rearrange order** at the bottom.

Then pick Move up or Move down or pick the Sort button to sort by birth date. Then you must click the button that says **Click here when done** to save the changes.

To rearrange the order of spouses, pick **Edit** from the top menu, and then **Rearrange order of spouses**. This menu item only shows up if the person has two or more spouses.

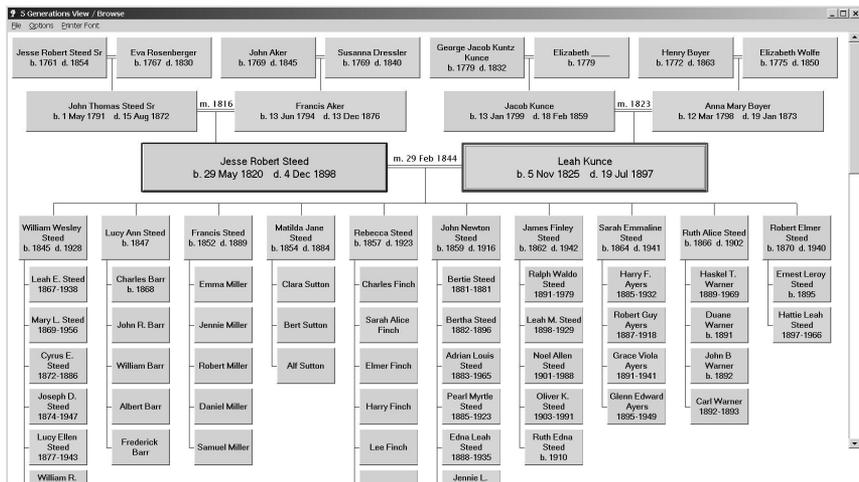
If a person has two sets of parents and you want to rearrange the parents (change the primary parents) then when the person is showing on the Edit screen, pick from the top menu **Edit, Rearrange Parents**.

The Primary parents are the ones that show on an ancestor chart.

If your display screen is large, then above the Events grid is a FindAGrave button. It will start your web browser and do a search on a person.

View If you click the top menu View, there are 4 choices on the drop down menu for different views for this person or this family. The Person view is the normal view of the Edit screen where you can change everything about the person and connect the person to parents, spouse or children. The Family View will show the person and spouse and their children, and also the parents of both the person and the spouse. Pick View from that screen to get back to the normal Edit person view. The Family Edit view is similar to the screen from BK version 5 that shows the person and the spouse with the children below. You can click on the husband, wife or child to jump back to the normal Edit person view.

And the newest view available is the “5 Generation View” which will show the husband and wife in the middle and then two generations up and two generations down. You can click anyone above the husband and wife or anyone below to make that person the center person. You can click the husband or wife to jump back to the normal Edit Person view. You can also print the “5 Generation View” as a chart including up to 15 children.



Select Person

At the start of each report, or when you pick the **Find** button on the Edit screen, a window will open where you can select the person you want. Type the first and last name of a person or the BK code number of a person and then click **Find**. If you type a name, it will show you a list of matching names and you may select the person you want. Only the regular Name field for the person is searched unless you set the option to also search **Alternate names**. (Alternate names are names that you enter on the Names tab on the Edit screen, such as Nickname, Also Known As, etc.) If you type only a number, it will find the person with that BK number and return. You may type the first 10 letters of the first name then a space and the first 10 letters of the last name to find anyone. Or if you have the Option set for 5 letters, you type the first 5 letters of the first name and the first 5 letters of the last name. You may also type a / followed by whatever is in the Ref number field to find a person. For example, if you have 123 in the Ref number field for a person, then you may type /123 to find that person. (See page 27 about Ref Number.)

If you do not know the first name of the person you are searching for, type

a ? for the first name. For example type: ? Smith to find everyone with a last name of Smith.

If you do not know the last name of a person you are searching for, type a ? for the last name. For example type: John ? to find everyone with the first name of John.

If you know part of the first or last name, but do not know the first five or 10 letters, then substitute ? for any of the five or 10 letters. For example, if you type: J???? Smith it will find everyone with the last name of Smith and the first name starting with the letter J. You may instead type * instead of several ? so you can search for J* Smith

You can search for: John Sm?th to find last names of both Smith and Smyth. If you use a ? when searching, then type either five letters or 10 letters (or the full length of the name if less than 10.)

If you want to find someone by the middle name, you can use the Word Search routine instead (see page 53.)

If a person has a two part last name, or if the last name is not the last word in the name, then see Last Names on page 66.

If there are several matching names, click the name that you want then pick **Select** or else double click the name. Choose **Cancel** if you do not want to select a person.

When you get to the Select Person screen, there will be a drop down arrow to the right of the name field where you can select one of the previous 10 searches (if you want to repeat a previous search).

If you come to the Select Person screen and it is showing a list of matching names from the most recent search, you may select a person from that list, or you may enter a new name to search for. To enter a new name, either type ALT+N or click one time on the field where you enter the name. That will highlight the name that is in the field. You do not need to erase the previous field. When you press any key, it will erase the old name. If you only want to edit the name in the name field, then select that field and press the right or left arrow key before any other key.

From the Edit screen you may also pick **Find** from the top menu and then **Word search**. Then you can search for people by middle name, or date, or location, or other fields.

Save Ctrl+Shift+Key as a String

If you find yourself repeatedly typing the same name or city, you may use a simple procedure to save time and reduce errors. You may define any of the alphabet keys (A-Z) or numbers (0 to 9) to be any name, city and state, or word. After you define what the key will be, you just push and hold the CTRL key and Shift key and then press the alpha key and the name or word will appear on the screen.

Use the following procedure to define a CTRL+Shift key. Go to any text field on the Edit screen. Then hold the CTRL key and press F10 (function 10). A new window will open and you can enter the text you want to save and then type any alpha key (A-Z) or a number (0-9). Then click **Save**. That key sequence (CTRL+Shift+key) is now programmed. The next time you want to type that name or city or word in any field, just hold CTRL+Shift and press the letter key. You may program all of the alpha keys to be a different name or word. These programmed keys will be remembered each time that you restart the program. You may change what a key is defined to be by simply redefining using the above procedure.

Example: Suppose you are going to add several people who were all born in Rockford, Kent County, Michigan. Go to any field on Edit and press CTRL+F10. Then in the pop up window type R in the letter field and Rockford, Kent County, Michigan in the text box. Then press **Save** and when you want to type Rockford, Kent County Michigan in any field, just hold the CTRL+Shift keys and press R and it will appear.

Example: Suppose you are going to add several people who all have the last name of Winchester. Hold the CTRL key and press F10. Then on the pop up window type W for the letter and then enter Winchester in the text box and then press **Save**. For each person that you add, just type the first and middle names and then push CTRL+Shift+W.

Note that there are also other ways to repeat locations or names:

When adding a child name, press CTRL+- or CTRL+Enter to copy the last name of this child's father.

Also to find an existing location, type a few letters in a location field and press F8. Then pick the location from the list that is shown.

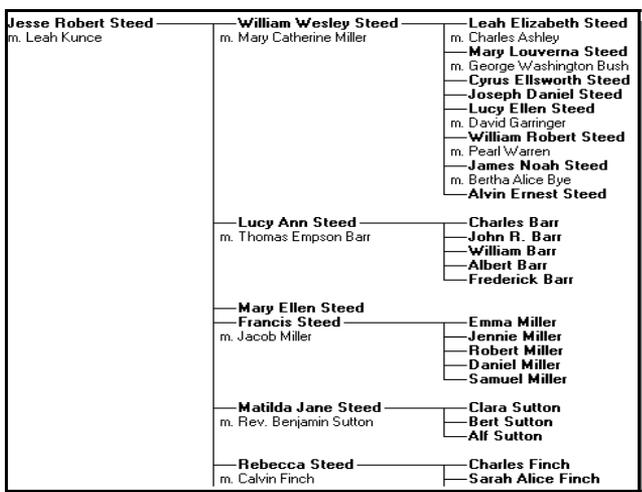
Descendant Reports

When you pick **Descendant** from the Report menu or the main screen, you will see the following choices.

File	Edit	Descendant	Ancestor	Lists	Other
		<ul style="list-style-type: none"> Tree chart Box chart Box chart - household 4 family box chart Descendant Register book Indented book Count of descendants Descendants (Marriage records) Descendant Circle Chart Descendant Spiral Time Chart 			

Each of these descendant reports is described in more detail below.

Descendant Tree Chart



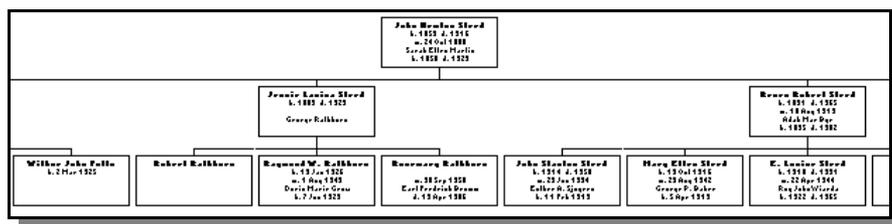
To start this report, pick **Descendant** from the main screen and then pick **Tree chart**. This routine will display or print a tree chart showing the descendants of any person with the parents and children connected with lines. The tree report will print up to 40 generations at a time. When you display a large chart, you may use the scroll bars to move around the chart. If you can not see the scroll bars for a large chart, pick Options and set the option to make the scroll bars wider.

When creating the tree chart, you have the option of setting the name length (maximum number of characters to print). Names are shortened if necessary by removing the middle name. The shortened name version will be able to print more generations on each page, thus condensing the size of the chart. You may include spouse names, and you may include dates or code numbers.

To print more people per page, shorten the name length, pick a smaller Printer font, and leave off dates or use year only. Pick **Size** from the menu to see how many pages are required before you start to print.

The Tree chart has Options to print male and female in different colors or to print people in different colors based on what Flag is attached to them. See information about Flags in File, Utilities, Flag a group of people.

Descendant Box Chart



To start this report, pick **Descendant** from the main screen and then pick **Box chart**. The descendant box chart routine will print a descendant chart that has each person or couple in a box and has lines connecting the boxes. The oldest person is at the top, and the person's children are below, and the grandchildren are below them, and so on. When you display the chart, you may use the scroll bars to move around the chart.

If you want smaller boxes, pick **Options** and make the name length shorter. You will also get smaller boxes printed if you change the printer font to a

smaller font size. If you set the option to include locations, the boxes will be twice as wide. Also, there is an option to include pictures. The pictures will print on paper, but will not show on the screen. You can display more boxes on the screen if you pick **Zoom, Smaller** from the menu.

It will print up to 18 generations and up to 2400 boxes wide. There is an option to print boxes with a background color that you pick. A new option with this chart is to pick File, **Create HTML file**. You can then make a file that people can view with their web browser.

A variation is the **Box Chart – household**. This report will show a house with all of the children listed. This helps to visualize the family living together. Then each child will be listed with their own household.

4 Family Box Chart

The 4 family box chart routine will let you pick a starting person and it will then find the great grandparents of that person and print the descendants of the four families (the four sets of great grandparents.)

If you want to **output a Tree or Box chart to a PDF file**, you can get a free PDF driver like the one from www.pdf995.com After you install that, you can pick File, Printer Setup and pick the PDF driver and then when you click File, Print it will make a PDF file. To make a PDF file for very large paper, go to Start, Control Panel, Printers, and set a large **paper size** for the PDF driver. Then BK will make the file for that size paper.

Descendant Report

Descendants of Jesse Robert Steed	
* Jesse Robert Steed	b. 29 May 1820 d. 4 Dec 1898 m. 29 Feb 1844 Leah Kunce b. 5 Nov 1825 d. 19 Jul 1897
* William Wesley Steed	b. 10 Oct 1845 d. 3 Feb 1928 m. 28 Oct 1866 Mary Catherine Miller
* Leah Elizabeth Steed	b. 18 Aug 1867 d. 15 Nov 1938 m. 28 Oct 1888 Charles Ashley
* Mary Louverna Steed	b. 20 Aug 1869 d. 18 Oct 1956 m. 4 Sep 1887 George Washington Bush b. 19 Oct 1867 d. 23 Dec 1921
* Cyrus Ellsworth Steed	b. 16 Feb 1872 d. ____ 1886
* Joseph Daniel Steed	b. 18 May 1874 d. 14 Apr 1947
* Lucy Ellen Steed	b. 11 Feb 1877 d. 6 Apr 1943 m. 25 Mar 1889 David Garringer
* William Robert Steed	b. 18 May 1880 d. 18 Mar 1966 m. 2 Apr 1904 Pearl Warren d. ____ 1969
* James Noah Steed	b. 13 Mar 1883 d. 2 Apr 1941 m. 24 Mar 1906 Bertha Alice Bye b. 27 Nov 1886 d. 14 Oct 1975
* Alvin Ernest Steed	b. 30 Jul 1885 d. ____ 1887
* Lucy Ann Steed	b. 8 Apr 1847 m. 12 Dec 1867 Thomas Empson Barr d. 21 Jul 1907

To start this report, pick **Descendant** from the main screen and then pick **Descendant report**. The Descendant report will print all the descendants of a person. Each generation will be indented more than the previous generation. This report prints the birth, marriage and death dates for each person. If you choose the option to print the locations, then pick a small printer font. To print other fields, see the Register or Indented reports in the next section.

If you want to see how every descendant in the report is related to one person, then type that person's name in the "as related to" field. The person related to must be either the starting person for this report, or someone that is a descendant of that person. You can pick Direct Lineage to print just one person from each generation.

This report may be previewed on the screen or printed or sent to a disk file. To send the report to a disk file, from the report setup screen pick **File** from the top menu and then pick **Create TXT file**. You may also pick File, **Create RTF file** to make a file that Word can read. The RTF file can have bold names and an index at the end. See page 41 to insert the index.

Register Book Report

19. **Rezen Robert³ Steed**, (John², Jesse¹) b. 16 Apr 1891 in Jay County, Indiana, d. 7 Apr 1965 in Grand Rapids, Kent County, Michigan, buried 10 Apr 1965 in Rosedale Mem. Park, Ottawa Co., Michigan.

He married **Adah Mae Bye**, married 18 Aug 1913 in Collett, Indiana, b. 22 Oct 1895 in Collett, Jay Co, Indiana, (daughter of **David Stanton Bye** and **Mary Ellen Hite**) d. 7 Oct 1982 in Grand Rapids, Kent County, Michigan, buried 11 Oct 1982 in Rosedale Mem. Park, Ottawa Co., Michigan.

Children:

- 53. i. **John Stanton⁴ Steed** b. 21 May 1915.
- 54. ii. **Mary Ellen Steed** b. 14 Oct 1917.
- 55. iii. **E. Louise Steed** b. 28 Nov 1919.
- 56. iv. **Lois Mae Steed** b. 18 Feb 1922.
- 57. v. **Robert Steed** b. 23 Mar 1924.

To print a register report, pick **Descendant** from the main screen menu and then pick **Register book**. The register report will print all the information about all the descendants of a person and will optionally print an alphabetical index. If you intend to publish a book and use the register style report, you may set the output to go to a disk file in Rich Text Format (RTF) and then use your word processor to enhance the book. (To create an RTF file, set the options on the RTF tab and then pick **File** from the top

menu and then pick **Create RTF file.**) See page 41.

The register report uses a numbering system where the first person is number one, and the children are numbers two, three, four and so on. Each person is given a number if they have children. If a person does not have children, they are not assigned a number unless you choose to print the "modified register system" (see below.) To see more information about a person who is listed as a child, look for the same number in the next generation. To see who a person's parents are, look for the same number in the previous generation. The names are printed one generation at a time. If you select the modified register system, then everyone gets assigned a number, and people that have children are given a + in front of their number so that you know to look below for more information. The normal format of the Register Book is to not move a child to the next generation unless that child has children; however there is an option to move all children to the next generation.

Children's names. Pick how you want the children's names to print the first time, if they will be printed more fully later. If a child has no children and will not be printed later, then the full name will print in any event.

Show lineage from each descendant back to starting person. This option will print the descendant's name and then the name of the person's parent, grandparent, etc. back to the starting person in this report. Before each name in the lineage will be the register number of that person. After each name in the lineage there will be a superscript number showing the generation of that person.

Label the generations. You may choose to have the header between the generations say "Generation One" and "Generation Two" and so on, or you may choose to just have it say "Next Generation" each time. You may also choose to start each new generation on a new page.

To see common options for the book style reports, see page 40.

Indented Book Report

- VII. John Newton Steed b. 7 May 1859, Jay Co, Indiana, m. 24 Oct 1880, in 10-21?, Sarah Ellen Martin, b. 2 Oct 1858, Indiana?, d. 24 Feb 1929. John died 9 Aug 1916, Pike Twp, Jay Co, Indiana, buried: Liber Cemetary, Jay Co, Indiana.
- A. Berthe Steed b. _____ 1881, d. _____ 1881.
 - B. Bertha Steed b. 16 Oct 1882, d. 6 Aug 1896.
 - C. Adrian Louis Steed b. 14 Dec 1883, m. Mae Miller. Adrian died 12 Jul 1965.
 - D. Pearl Myrtle Steed b. 2 Aug 1885, m. 21 Oct 1920, William Shultz. Pearl died ___ Jul 1923.
 - E. Edna Leah Steed b. 23 Jan 1888, m. 6 Aug 1906, George Elmond Foltz, d. 1 May 1953. Edna died 21 Oct 1935.
 - 1. Viola Bernice Foltz b. 23 Apr 1907, m. 18 Aug 1928, Vere O. Frazee.
 - 2. Esther Agnes Foltz b. 3 Oct 1908, m. 9 Jun 1928, Glen W. Kerns, d. 29 Apr 1951. Esther died ___ Nov 1950.
 - 3. Iva May Foltz b. 8 Aug 1910, m. 25 Dec 1929, James Adelbert Beals.
 - 4. Chester Donald Foltz b. 19 Mar 1912, m. 25 Apr 1931, Nilah Marceile Hoover.
 - 5. Carl Robert Foltz b. 29 Jun 1914, m. 17 Jun 1936, Grace Pearl Clapp, d. 14 Jun 1967.
 - 6. Sarah Elizabeth Foltz b. 26 Sep 1917, m. 30 Aug 1939, Dale Fields.
 - 7. Clyde William Foltz b. 24 Sep 1922, d. 16 Jul 1940.
 - 8. Wilbur John Foltz b. 2 Mar 1925.
 - F. Jennie Lavina Steed b. 8 Nov 1889, m. George Rathburn. Jennie died 5 Oct 1929.

To create an Indented book report, pick **Descendant** from the main screen and then pick **Indented book**. The indented book report will print all the information about all the descendants of a person and will optionally print an alphabetical index. If you intend to publish a book and use the indented style report, you may set the output to go to a disk file in Rich Text Format and then use your word processor or a desktop publishing program to enhance the book. (To create a Rich Text Format file, set the options on the RTF tab and then pick **File** from the top menu and then pick **Create RTF file**.) See page 41. You can also pick File, Create HTML file.

The indented report uses a numbering system where the first person is given the Roman numeral I and the first child of that person is given the letter A, the second child is B and so on. The first child of A is 1 and the second is 2. There is also an option to use **Henry numbers** where the first person is 1 and his first child is 1.1 and his second child is 1.2. The sixth child of 1.2 is 1.2.6 and so on.

To see common options for the book style reports, see below.

Register, Indented, and Ahnentafel Reports

The Register, Indented and Ahnentafel reports will print in a book format with an alphabetical index at the end of the book. The Register and Indented reports will print the descendants of the starting person, and the Ahnentafel report will print the ancestors of a person.

Here are some of the options that all three of the reports have in common.

There are four tabs you can select when setting the options for the report. On the first tab you can set the heading, margins, and page number.

If multiple spouses, do you want to show which spouse produced which kids? If you have cases of multiple marriages, this will allow you to show which children came from which marriages.

Show code numbers. You probably will not want to print the person's BK code number on the register or ahnentafel report, since it may be confusing to people when also printing the register or ahnentafel number. However, if the report is for your own use, you may wish to see BK code numbers.

Print source footnotes. You can print the sources for each event as footnotes. The footnote numbers will print in superscript and the footnotes will print at the end of the report. (If you are creating a rich text format file, you can have the footnotes at the bottom of each page.)

Married line to read. There are five choices for the wording of things like “he married” and option five will let you change the wording to the way you want. Press F9 to set up the words for all marriage events for option five.

Other family events. You can set the option to have events like divorce print after all the information about the spouse.

Exclude Data. You can exclude data for living people. You should do this if you are publishing a book for the general public. That prevents identity theft problems - where thieves can use the birth dates of living people to obtain credit.

Print pictures. You can set the standard height of the pictures. The height of a picture can be increased if you enter a size on the Picture tab on the Edit screen. For example, if you enter 5 in the size column, the picture will be 0.5 inches taller than the standard height.

Include notes. If you have entered notes for people, you may include the notes in this report.

Print spouse notes also. If you indicated that you wanted to print notes, you may indicate if you also want to print the spouse's notes. You may also specify that you want the spouse notes to start on a new line.

If you want to send the report to your word processor, then on the fourth tab pick your word processor and then pick **File** from the top menu and then pick **Create RTF file**. If you have the same word processor set up as your RTF word processor in the Options area, then after the report is created, your word processor will open the file automatically. If the report does not look correct, then try making the report again and use 0 (zero) for the left and right margins. The names in the RTF file are invisibly marked for the index. **To create the index**, go to the end of the file in your word processor and pick the menu item in your word processor to create the index. (Do this after you have made any additions or corrections in the file.) For example, in **Word** (prior to 2007) pick Insert, Reference, Index or in **Word 2007** (or after) pick Reference, Insert Index. Word will not let you insert the index after the endnotes, so insert the index before the endnotes and then turn off the page numbers for the index pages and endnote pages. Then after you print the entire report, you can switch the papers to put the index after the endnotes. In **Word Perfect** to make the index, pick Tools, Index, Define, and then Generate.

Press the **Save options** button if you want the options to be the same the next time you print the same type of report.

Pressing the **Print** button will cause the report to print on the printer.

Press **Preview** if you want to display the report on the screen. See Preview on page 60.

Index

If you print directly from BK and you are printing an index for a report, you may choose to have the index of names printed in two or three columns per page. If you are sending a report to a RTF (rich text format) file for your word processor, then the index is marked and invisible and it is created in your word processor by selecting the menu items in your word processor to build the index (see RTF on page above.)

If you print a report with an index and then you want to print another copy of just the index, pick **File** from the menu and then pick **Print Index only**. This is useful if you decide to change the margins on the index, or print a different number of columns. It will reprint the last index that was sorted.

Descendants (Marriage Records)

This type of Descendant report is useful if you live in a place where marriage records are a primary source of information. It can show the descendants of a person with emphasis on the marriage records. Every marriage gets a number (in the far right hand column). Then that marriage number appears below in the left hand column followed by the name of the husband and wife (in bold). Below them is a list of all of their children. After the child name is the marriage date for that child (or if there is no marriage date known then the birth date shows with :b or *) and that is followed by the marriage place (or birth place). Then it shows the spouse name (and parents of the spouse) and a marriage number to the right of that. Since there is a large amount of information on each line, it is best to print with a small printer font, or else to print in Landscape mode. You can also pick File, Create RTF file to send the report to a file.

Descendant Circle Chart

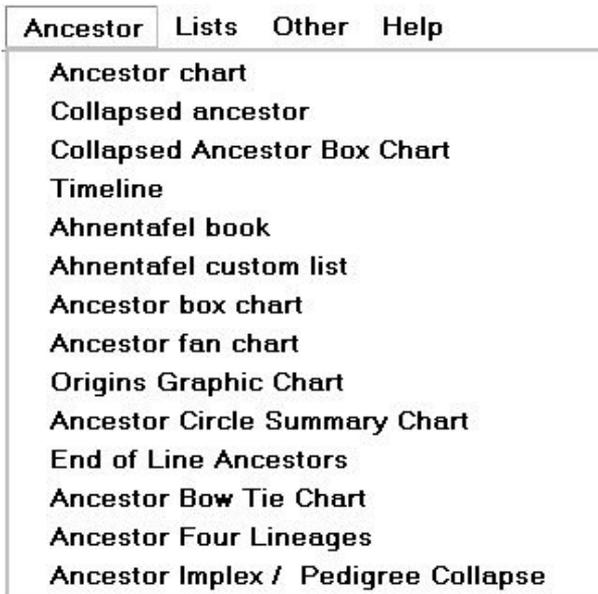
This chart is designed to be on 1 page (you can zoom in closer on the screen) and it has the starting person in the middle, with children in the first circle, and grand children in the second circle, etc. Imagine a Box chart with the left side bent up to the top of a circle. The person who would be at the far left of the Box chart will be at the top of this circle chart, with siblings going counter-clockwise. Because of the limited space, only first names can be printed, and spouse names are not printed.

Descendant Spiral Time Chart

The Descendant Spiral Time Chart will show the starting person in the middle with a life line going up towards the top. The children of the starting person are counterclockwise from the starting person and each has a life line. Each descendant will start with a dot for the birth year, and then have a straight line towards the outer edge of the circle. The line will end with the death year (or the current year if the person is still alive.) The dot of each descendant will have an arc line back to the parent line. If spouses are included, they will have a life line, but there will not be a dot at the birth year. There is a short line connecting the descendant and the spouse showing the marriage year. The chart has dotted circles that are 5 years apart.

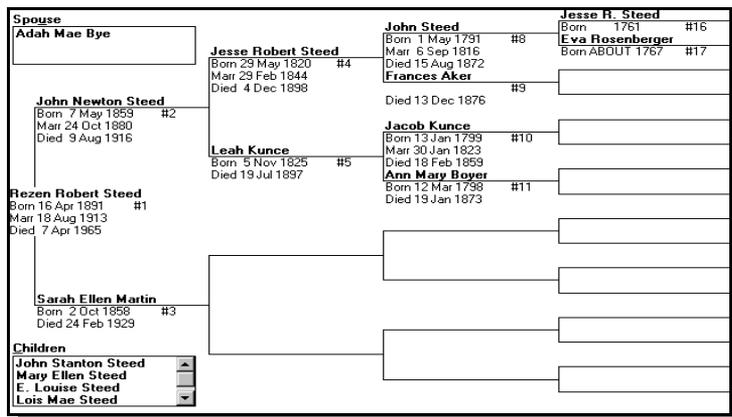
Ancestor Reports

When you pick **Ancestor** from the menu on the main screen you will have the following choices.



Each of the ancestor choices is described in more detail below.

Ancestor Chart



When you pick **Ancestor** and then **Ancestor chart** from the main menu or when you click the **Ancestor** button on the Edit screen, you can **display** a 5 or 6 generation ancestor or pedigree chart. If you click on the main

person, it will jump to the Edit screen. If you click on any other name, it will make that person the main person on the left. To go to a spouse of the main person, double click on the spouse name (in the spouse box.) To go to a child of the main person, double click on a child name (in the child box.) If a person has multiple spouses, click on the spouse one time to see the children of that spouse. The spouse that is highlighted is the spouse that will print on the ancestor chart when printing.

To print the chart, click on **Options** to set the margins, number of generations, and other options and then choose **File** and **Print**. When printing, it will also show the locations for the events.

Also under **Options**, you can choose to show for each person either the BK code number or the standard ancestor number or no number. You can print your personal message at the bottom of each page. For example you may want to include your name and address.

When printing multiple page linked charts, it will print 4 generations per page and you have the option to have each page start with person 1, or have the numbers continued. To print **pictures** on an ancestor chart, pick **Options**, and then pick “3 generations with pictures”.

To send the ancestor chart to a file, pick **File**, **Create RTF file**. The RTF file can be opened with Wordpad or many word processors. You can also pick **File**, **Create HTML files** and make files that can be linked to the Group sheet HTML files (press F1 for more help.)

Collapsed Ancestor Chart

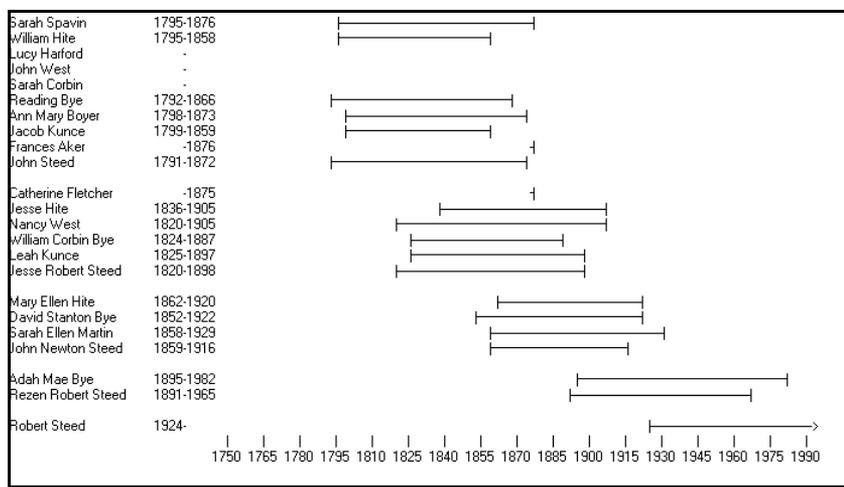


To see the Collapsed Ancestor chart, pick **Ancestor** from the main screen menu and then pick **Collapsed ancestor chart**. The collapsed ancestor chart will show all the ancestors of a person up to 99 generations. There will be one line for each ancestor. It is called "collapsed" because there will not be blank lines or space where ancestors are unknown. This chart will display on the screen when you pick **Start**, and will be printed if you pick **File, Print**. You may set options for the number of generations to print, and whether you want to display no number, the BK code number, or the standard ancestor number. Also, you may choose whether or not to show duplicate names caused by cousin marriages.

The **Collapsed Ancestor Box chart** is the same style, but it will show more information for each ancestor.

If you display a small chart and you want to copy the screen to another program, you can hold ALT and press the Print Screen button. That will copy the screen to the clipboard. Then open your paint program or word processor and use Edit and Paste to insert the chart. To send a large chart to a file, make a PDF file. See "Output to a file" on page 61.

Ancestor Timeline



To start this routine, pick **Ancestor** from the main screen menu and then pick **Timeline**. The time line report will print or display the ancestors of a person showing a line for each person with the year of birth and death. You can also include other events or other famous people on the chart by

putting the information in the file BKEVENTS.TXT. The events in that file will print at the top of your chart, provided some of the ancestors that are printed also lived during that time period. The format of the BKEVENTS.TXT file is: beginning year, ending year, and a name or event. For example: 1770 1827 Beethoven. Put the most recent events at the top of the file and the oldest events at the bottom of the file.

There is also a different type of timeline available from the report menu under Other, Timeline (Individual)

Ahnentafel Book

1. **Robert Steed** b. 23 Mar 1924, Valentine, Ind, ref 110, occupation real estate broker, m. 19 Jun 1947, in Washington, DC, Mary A. Ferguson, b. 22 Sep 1927, Philadelphia, PA.

Parents

2. **Rezen Robert Steed** b. 16 Apr 1891, Jay County, Indiana, ref 57, occupation rail road then realstate, m. 18 Aug 1913, in Collett, Indiana, Adah Mae Bye, b. 22 Oct 1895, Collett, Jay Co, Indiana, d. 7 Oct 1982, Grand Rapids, Kent County, Michigan, buried: 11 Oct 1982, Rosedale Mem. Park, Ottawa Co., Michigan. Rezen died 7 Apr 1965, Grand Rapids, Kent County, Michigan, buried: 10 Apr 1965, Rosedale Mem. Park, Ottawa Co., Michigan.
3. **Adah Mae Bye** b. 22 Oct 1895, Collett, Jay Co, Indiana, m. 18 Aug 1913, in Collett, Indiana, Rezen Robert Steed, b. 16 Apr 1891, Jay County, Indiana, ref 57, occupation rail road then realstate, d. 7 Apr 1965, Grand Rapids, Kent County, Michigan, buried: 10 Apr 1965, Rosedale Mem. Park, Ottawa Co., Michigan. Adah died 7 Oct 1982, Grand Rapids, Kent County, Michigan, buried: 11 Oct 1982, Rosedale Mem. Park, Ottawa Co., Michigan.

Grand Parents

4. **John Newton Steed** b. 7 May 1859, Jay Co, Indiana, ref 26, m. 24 Oct 1880, Sarah Ellen Martin, b. 2 Oct 1858, Indiana?, d. 24 Feb 1929. John died 9 Aug 1916, Pike Twp, Jay Co, Indiana, buried: Liber Cemetary, Jay Co, Indiana.
5. **Sarah Ellen Martin** b. 2 Oct 1858, Indiana?, m. 24 Oct 1880, John Newton Steed, b. 7 May 1859, Jay Co, Indiana, ref 26, d. 9 Aug 1916, Pike Twp, Jay Co, Indiana, buried: Liber Cemetary, Jay Co, Indiana. Sarah died 24 Feb 1929.

To print an ahnentafel book style report, pick **Ancestor** from the main screen and then pick **Ahnentafel book**. (For an ahnentafel list, see **Ahnentafel Custom Reports** below.) The ahnentafel book report will print all the information about all the ancestors of a person and will optionally print an alphabetical index. If you intend to publish a book, you may set the output to go to a disk file in Rich Text Format (RTF) and then use your word processor or a desktop publishing program to enhance the book. (To create an RTF file, set the options on the RTF tab and then pick **File** from the top menu and then pick **Create RTF file**.) See page 41. The ahnentafel report uses the standard ancestor number for each person. To see common options for the book style reports, see page 39.

Ahnentafel Custom Report

A.num	Name	Birth date	Died	Soundex
1	Robert Steed	23 Mar 1924		S330
Parents				
2	Rezen Robert Steed	16 Apr 1891	7 Apr 1965	S330
3	Adah Mae Bye	22 Oct 1895	7 Oct 1982	B000
Grand Parents				
4	John Newton Steed	7 May 1859	9 Aug 1916	S330
5	Sarah Ellen Martin	2 Oct 1858	24 Feb 1929	M635
6	David Stanton Bye	2 Dec 1852	26 May 1922	B000
7	Mary Ellen Hite	25 Mar 1862	9 Feb 1920	H300
Great Grand Parents				
8	Jesse Robert Steed	29 May 1820	4 Dec 1898	S330
9	Leah Kunce	5 Nov 1825	19 Jul 1897	K520
12	William Corbin Bye	Abt 1824	24 Mar 1887/9	B000
13	Nancy West	20 Nov 1820	17 Nov 1905	W230
14	Jesse Hite	5 Mar 1836	24 Jul 1905	H300
15	Catherine Fletcher		31 Mar 1875	F432

If you pick **Ancestor** from the main screen menu and then pick **Ahnentafel custom report**, you can print a person's ancestors and pick which fields will print on the report. See Custom Reports on page 50 below for information common to all custom reports.

Ancestor Box Chart

If you pick **Ancestor** from the main screen menu and then pick **Ancestor Box Chart** you can print a large ancestor chart, which shows 511 people in 9 generations. It will print one strip of paper for the first 6 generations, and a second strip of paper for the last 3 generations. There is also an option to print on large plotter size paper.

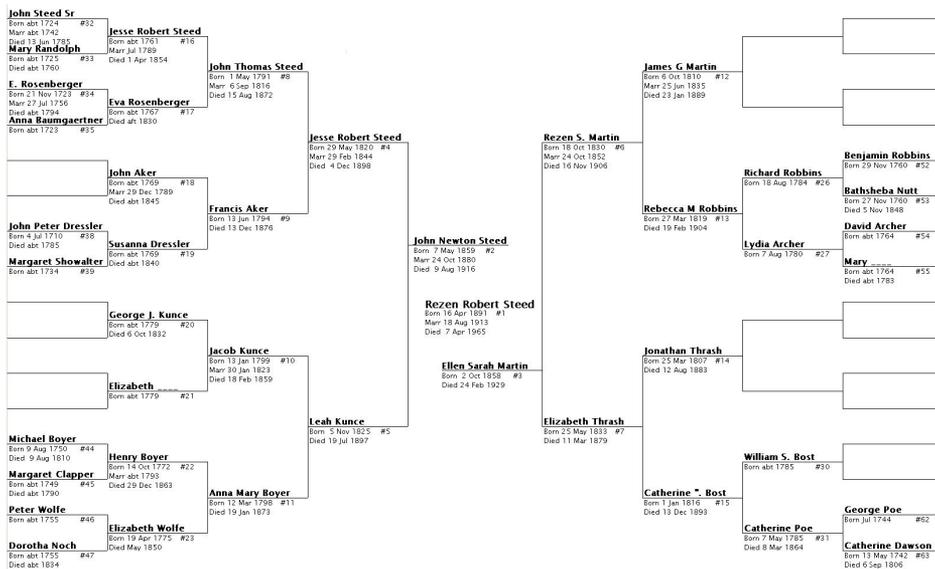
Ancestor Fan Chart

If you pick **Ancestor Fan Chart**, you can print 5 or 6 generations of ancestors in a fan style layout. If the Fan chart does not print correctly, try making a PDF file (see page 61.) After printing a Fan chart, you may need to stop the BK program and restart BK before printing a different report or chart (because of the special angle printing the Fan chart does.)

EOL Ancestors

End of line ancestors are the last ancestors in each branch of your family.

Ancestor Bowtie Chart



This chart has the starting person in the middle. Then it shows the ancestors of the mother to the right, like a normal ancestor chart. It also shows the ancestors of the father to the left, like a reverse ancestor chart.

Ancestor Four Lineages

Pick from the report menu: Ancestor, Ancestor Four Lineages and it will start this report. In many countries, a child is given the last name (surname) of the father. So in that case, each of the four grandparents has a different last name. With this report, you can pick the starting person, and it will print four pages showing the lineages for each of the four grandparents.

Ancestor Implex / Pedigree Collapse

This report will show how many possible ancestors a person has, and how many are currently in the database. It also shows how much overlap there is in the ancestors (due to a marriage between relatives in the past.) Implex means the difference between the number of theoretical ancestors of a person and the number of his/her real ones in a given generation. For this report, generation 1 is the parents of the starting person.

Lists

When you pick **Lists** from the menu on the main screen, you will have the following choices for reports.

Lists	Other	Help
Alphabetical report		
Numerical report		
Ref Num order report		
Word search report		
Birthday/anniversary		
Missing information report		
Missing sources report		
List of surnames		
Birth order report		
Witness list		
'To Do' Search/Report		
Alphabetical display (Last name)		
Alphabetical display (First name)		
Numerical display		
Reference order display		
Unconnected people display		
People with secondary parents		
Twins display		
People marked as private		
Locations		
Locations with events		
Everyone connected to one location		
Sources		

Alphabetical Report

The alphabetical report will display or print a list of people sorted by last name. The program will automatically determine the last name for each person. (See last names on page 66.) You may select everyone in the database, or you may select certain people such as the descendants or ancestors of a person, or a combination of groups of people. After you select the people you want, go to tab three on the screen and enter the fields that you want printed for each person. For the name field, do not pick field number 2 or 3 if you have asked for both birth and married names, but instead pick field number 29. See more information on Custom Reports below.

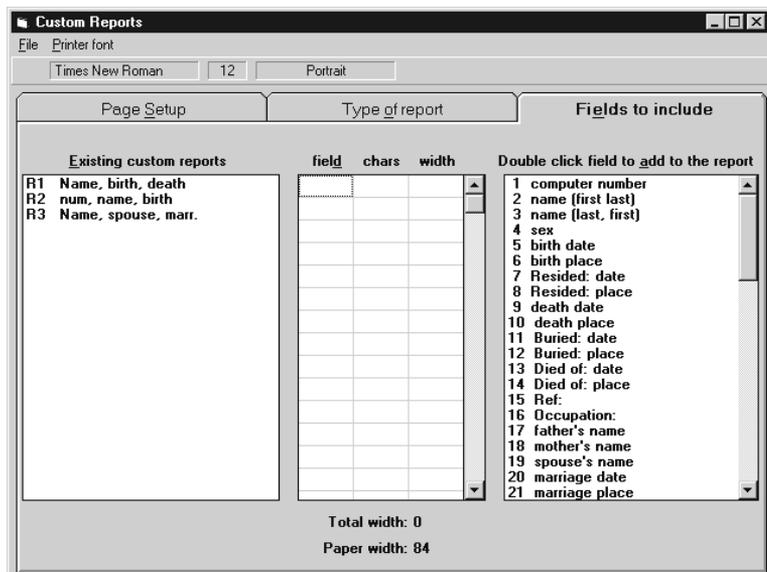
Custom Reports (common options)

If you pick **Lists** from the main screen and then pick **Alphabetical report**, **Numeric report**, **Ref order report**, or **Ahnentafel custom report** you will be taken to the custom reports routine.

The first tab will let you set the margins, page numbers, etc. The second tab is where you pick the people for this report. When printing an alphabetical report or a birthday/anniversary report, you can choose to include everyone in the database, or you can pick the ancestors and or descendants of a person. You can select multiple groups such as the ancestors of a person plus the descendant of another person. As you select each group, it will display the number of people selected. If you make a mistake, you can pick the **Clear** button to start the selection over.

When creating an alphabetical list, you may choose to print each person's birth name only, or you may include the birth name plus the married name plus the alternate name for each person. That will cause many people to appear more than once in the report (once under each name.)

On the third tab, you can pick which fields to print on the report.



On the left side of the third tab you may pick from the list of existing custom reports that you have previously saved. To save the format (field numbers and lengths) for a report that you create, pick **File**, then **Save report format**.

On the right side of the third tab is a list of fields that you can add to your report. You may create or modify reports by double clicking on the field you want. That field will be added to your report. The fields will print in the order that they appear in the center area of the screen.

The center area shows the fields for this report along with the number of characters in each field and the printed width. You may click in the first column to change the field number, or you may click in the second column to change the number of characters to print for that field. For example, when you are printing a name, you can set the number of characters to 30 instead of 40 and it will shorten any long names by changing the middle name to an initial. You should then also change the width to 30 or it will print 10 spaces after the name. If you want more space after a certain column, you can increase the width for that field.

The total width of your report will show at the bottom, along with the width of your paper. The width is based on the average width of letters. To print more than what will fit on one line, pick a smaller font or reduce the number of characters and the width for certain fields or else print multiple lines for each person by including field number 31 at the point where you want to start a new line. You may also want to change the printer to Landscape to print more on one line.

If you pick, as one of the fields to print, the spouse name or marriage date, it will normally print the first marriage for the person. If you include field 98 also, then it will only print the last marriage for the person. If you include field 99, it will print all marriages for each person. Note, to show a person and all the spouses, you need to include field 2 or 3 to show the name of the person and field 19 for the spouse's name and also field 99 which means all spouses.

To **print addresses** on laser labels, pick field 97 as the only field. In the column for number of characters, put the four digit number for the labels. The following numbers will work with Brother's Keeper: 5260, 5261, 5262, or 5263. Often the first two digits will vary depending on the quantity of labels in the package you purchased. So if your package says

5160, then it is the same size labels as 5260. Print a sample sheet of addresses on plain paper to be sure you have the top and left margins set correctly. Then print on the actual label paper. To pick which address lines print, from the main BK screen pick File, Options, Other.

If you only want to print addresses for people with certain address “mailing list” options set, then include field 92 along with fields 95, 96 or 97. Then you can select which options to match such as Holiday, or Birthday.

The custom reports may be printed (click the **Print** button at the top) or previewed on the screen (click the **Preview** button at the top.)

You may save the output of the report as a text file, by picking **File** from the menu and then **Create TXT file**.

You may also have the custom report sent to a disk file as a comma-delimited file (comma-separated value or CSV). Then a database program (such as Excel or DBase or Access or Paradox) can import that file. To make a comma-delimited file, pick the fields you want to export and also include field number 91. Then pick File, Create TXT file.

If you want to save the report layout so that you will have it available in the future, pick **File** from the top menu, then **Save report format**.

Press the **Save Options** button on the first tab if you want to save the current options (such as font size and margins) for this report. Then the next time you print a custom report, it will use the options you saved previously. The options are saved separately for the different types of custom reports (alphabetical, numeric, etc.)

Numeric Report

When you select **Lists** from the main screen and then choose **Numeric report**, you can display or print a list of people sorted by the BK Code number. You can print everyone in the database, or you can choose a beginning and ending number to select certain people. After you select the people you want, go to tab three on the screen and enter the fields that you want printed for each person. See Custom Reports on page 50.

Reference Number Order Report

When you pick **Lists** from the main screen and then choose **Reference number order report**, you can display or print a list of names sorted in Reference number order. (The Reference Number field is the event labeled “Ref number” on the Events grid on Edit.) Go to tab 3 on the screen and enter the fields that you want printed for each person. See Custom Reports on page 50. For more information on the Reference number field and how to quickly find people based on the Reference number, see page 27.

Word Search

To start the Word Search, pick **Lists** from the main screen menu then **Word search** or pick **Find, Word search** from the Edit menu.

There are seven types of Word searches. All seven types can be used to either find a person to edit or to display or print custom reports.

The first type of Word search is field specific, which means that it searches for a word only in a particular field. It also can search for people with several fields that match. This type of Word search will let you find all the females who were born in Chicago in 1950. Enter what you are searching for in the appropriate field. If you enter information in more than one field, a person will have to match ALL fields in order to be a match. Some of the fields (name and locations and notes) will allow you to enter two words and you may specify whether it has to match both words, or either word, or one but not the other in order to qualify as a match. Some examples are given on the input screen. If you press the F3 key in a field, then it will say <not empty> and it will match any person that has something in that field. You can use that feature to find everyone with something in the burial date or to find everyone with something in a note line. To do a soundex search on a last name, press F4 in the name field. To search a range of dates, type the beginning year then = = and then the ending year. (Type a year then type = two times with no spaces then another year.) For example, in the birth date field type 1920= =1929 to find everyone born in the 1920's.

The second type of word search is like the first, except it searches the marriage file, which contains the marriage dates and locations.

The third type of word search (any field) will let you enter one word or

name and will search all fields of each person for a match. If you type "Chicago" it will find all people who were born or died in Chicago, or have the word "Chicago" in one of the notes, or even have "Chicago" in their name. Note that this type of word search is looking for an exact match to what you type in. So if you type "Joe Doe", it will not match "Joe Q Doe". However, the search is useful to find all relatives who were born in, or died in, or were married in, a certain city. You also may match people who share a common date. For example, if you matched "1954" you would find all people who were born or died in that year.

The fourth type called Search Event will let you pick one event type and search for a date or location/description. For example, you can find all Census events of a certain date, or a certain word in Cause of Death.

The fifth type of word search will look for blank or missing events.

The sixth type will search for flags that you have attached (see page 16.)

The seventh type is Name and Relationship. You can search for two or more names, such as Parent and Child. You can search for partial names, like first or last names only. You can find every father named Robert with a child named John.

If you pick the **Create Report** button, it will search for the matching people and let you pick what fields you want to print for those people. The report will print in BK code number order unless you change it on the middle tab in custom reports to alphabetical order.

If you pick the **Make List to Edit** button, it will make a list of names on the screen and let you click one to jump to the Edit screen (see below.)

Word Search - Select Person to Edit

If you're using Word Search and click the button to **Make List to Edit**, any matching people will be displayed. Click a name to see more information, or double click to edit. If you edit a person and then want to return to the list of matching people, click the **Close** button on the Edit screen.

Birthday / Anniversary

When you pick **Lists** and then **Birthday/anniversary** from the menu on the main screen, you can make a birthday and/or anniversary list of everyone in the database, or selected people. If this report does not turn out correctly, be sure you have the Options set correctly for your date type. See page 64.

To print the report, pick **File** and then **Print** or to display the report pick **File** and then **Preview**.

To print a calendar showing birthdays and/or anniversaries, pick **Lists** from the main screen and then pick **Birthday/Anniversary**. Then select the people you want and then pick **Preview** to view the list on the screen. After you preview the list, close the preview screen and then pick **File, Calendar**.

You can print the calendar for one month or a whole year. You can print the calendar in Portrait or Landscape mode. To print the calendar on 1/2 of a sheet, pick **Portrait** and set either the bottom or the top margin to 6 inches.

If the birthday list and the calendar are missing some people, or if the dates do not look correct, then see **Date types** on page 64.

If you have the **Calendar Creator** program from **Softkey®** you can create a file to import into **Calendar Creator** by going to the **Birthday/Anniversary** screen and then picking **File** and then **Make Calendar Creator file**. The **Calendar Creator** program is available at computer or office supply stores.

Missing Information Report Use this report if you want to find everyone without a birth date or without some other event.

List of Surnames Show all the surnames (last names) and the number of people for each surname.

Birth Order Report List a group of people in order of birth year.

Witness List This will make a list of witnesses (The **W** column on the events grid) and show what events they are witnesses to.

“To Do” Search/Report

This report will let you print all or selected ‘to do’ items, and pick which

fields to print on the report. First you select which ‘to do’ items you want to search for, and then on the “fields to include” tab you pick which fields to print for those items. If you want to print individual ‘to do’ items on a Group sheet, then on the “fields to include” tab on this report, pick the fields you want to print, and then pick File, Save Report Format, and call the report GROUP and then the Group sheet report will use those fields when printing ‘to do’ items.

Alphabetical Display

When you pick **Lists** from the main screen and then choose **Alphabetical display**, you will quickly see a list of names and BK code numbers. This list is quick because it does not sort the whole name, but instead uses the index that is in the file. The index only uses the first ten letters of the last name and the first ten letters of the first name. Therefore, this quick display will not be accurate for names that are different, but have the first ten letters the same. For an accurate alphabetical display or printout, pick the other choice for **Alphabetical report** described above.

Numeric Display

When you pick **Lists** from the main screen and then choose **Numeric display**, you will see a list of BK code numbers and names. If you want to Edit a person, then double click on a name. If you want to see or print more information about each person, then pick the other choice for **Numeric Reports** described above.

Reference Order Display

This will give you a quick listing of people in the order of the reference number field. See also **Reference Order Report** on page 53.

Unconnected people

When you pick Unconnected people you will get a list of all people that have no parents, no spouse, and no children. This can help you find people that need to be connected or people that you have unlinked from your database. (See also a similar routine: Other, Unlinked Branches)

Twins

The Twins display will show children that were born on the same day.

Locations

When you pick **Lists** from the main screen and then **Locations**, it will display an alphabetical list of existing locations in your database. There is also an option to print the alphabetical list of locations. If you double click on a location, you can jump to a screen to enter more information about that location. To change any existing locations, pick **File**, then **Locations** from the main screen.

Locations with Events

With this routine you can show one location (or certain locations) with a list of all the birth, death, and marriage events that happened at that location.

Sources

When you pick **Lists** from the main screen and then pick **Sources**, it will display an alphabetical list of all the existing master sources in the database. You may also print this list. To change an existing source, see page 11.

Other Reports



Group or Individual Sheets

To print group sheets, pick **Other** from the main screen and then pick **Group sheets**. A group sheet is a one or two page report showing a family. (Individual sheets do not show spouses or children.) When printing

a group sheet, you may choose from several formats for the children's data.

Normally the routine will print a group sheet for one family. However, you may choose to print group sheets for the families of all the ancestors or all the descendants of a person. You may limit the number of generations when printing the ancestors or descendants. You may also print group sheets for a range of BK code numbers. When printing a range of numbers, you may select the button for "each spouse only once" and then it will not print a group sheet for a person if that person has already been printed as the spouse of someone else.

Set other options by picking the tabs.

Click the **Preview** button if you want to display the group sheet.

Click the **Print** button to print the group sheet.

To send the Group sheet report to a disk file, pick **File** from the menu and then **Create TXT File**.

To create HTML files, from the Group sheet setup screen pick **File, Create HTML files**. Press F1 for help about making HTML files for Group sheets and Ancestor charts and Box charts and linking them together.

Click the **Save options** button if you want to save the current options for the group sheet. Then the next time you print a group sheet, it will use the options you saved.

If you select the option to print pictures, it will print one picture for the father and one for the mother and optionally one for each child. It will print the first individual picture found for the person, or it will print the picture marked Group or Primary. There is also an option to print all the pictures for each person.

If you select the option to show ages it will compute ages for people (if birth dates are in a valid format.) If a death date is blank, it will compute the age to the current date. See date types on page 64.

There are several options for how much information to show for each child. You can try the different options and preview the group sheet to see the different formats available.

If you chose the option for an alphabetical index, it will print the index when you are finished printing the people you selected.

If you are printing a batch of group sheets (such as descendants or range) you can have the page numbers start over with page 1 for each batch, or you can select to have the page numbers continue to increment.

On the last tab is an option to print your personal message at the bottom of each page. For example you may want to give your name and address.

To print another group sheet for a different person, click on the name that is showing on the screen. To print a blank group sheet, type the word BLANK when it asks for the name of the person to select.

Compute Relationship

When you pick **Other** from the main screen, and then **Compute relationships**, you will be able to enter the names of two people and the program will compute the relationship between them. It will only find blood relationships and not marriage relationships. It will find the relationship if both people have a common ancestor. (See All Relatives on page 60 to find in-laws.)

When you click **Compute** it will find the relationship. You may then **Preview** or **Print** the connecting people. You could use this for a Direct Lineage report. If you click on the button for other relationships, it will check to see if the two people are related in more than one way.

Reasonableness Check

To check the data files to see if the dates are reasonable, pick **Other** from the main screen and then **Reasonableness Check**. This report will let you set minimum and maximum ages for certain events. Then when you pick **Print** or **Preview** it will find people that are not within the range you specified. This will help you find incorrect data, such as when you accidentally enter the wrong century for the death of a person. If this report shows wrong ages for people, then check to see if the date format you entered for a person is the same as the date format that is set under options (see Date Types on page 64.) You can set the program to ignore certain people when checking dates. (Press F1 for information)

Also available on the Other Reports menu is **Unlinked Branches**. (Press F1 for help)

Graphic Charts You may print charts showing the lifespan of people (age at death) or the number of children per family, or the month of birth, marriage, or death. If the charts do not work correctly, then check your date type that is set in Options

Picture Summary

It can display or print pictures files that are in a folder, or it can display or print pictures that you have already attached to people in your database.

If you display the pictures, it will show 6 pictures at a time.

If you print the pictures, it will print 35 pictures on each page. When printing, the pictures will be a little over 1 inch in height. If you want larger pictures on this report, pick Options from the top menu and you can pick 24 or 12 or 6 pictures per page. There are also options to show file names and the BK code number.

Timeline (Individual)

The individual timeline will print the birth, marriage, and death dates (and optionally places) for the person you pick and his or her parents, siblings, aunts and uncles, children and optionally grandchildren and great grandchildren. It will also show the death dates of grandparents.

You should do a Preview first to see how it will look. You may need to reduce the number of years per page or else reduce the printer font size to get it to fit correctly. Then you can print the report. Press F1 for more help.

All Relatives

For this report, pick a name, and start with 5 or 6 generations. It will show all relatives on all sides of the family, and the relatives of those relatives. Do a Preview first before printing. You can pick more generations, but it will take longer to compute. If you want to print the same report with the same people and perhaps change the margins or the Printer font, you can reprint quickly with File, Print BKRelate.txt

You can set the options regarding which people to include. When you get it close to what you want, you can pick from the top menu File, Edit BKRelate.txt and you can make changes to the report and then print or display it again with either File, Print BKRelate.txt or Preview BKRelate.txt

Relationship Box Chart

The **Relationship Box Chart** is similar to All Relatives, but it shows the connection graphically between two people. Press F1 for more help.

Games

The first game will scramble the letters of last names. The second game will create a word search box. You can print these games for use at a family reunion. Press F1 for more information.

Print Preview

You can preview the Register, Indented, Ahnentafel, Descendant, Group sheet, Custom reports, and some other reports on the screen before printing. The preview pages will show you what information will print. Currently it will display the first 999 pages of the report (but more will print.) You may then print the report or return to the report screen and change some options. While it is loading a long report, click anywhere on the first page with the mouse to start viewing the pages already loaded.

Press the + or - button on the zoom control to enlarge or reduce the page. You can also set the default zoom percent on the Options screen (under **File, Other** on the main screen.) If you notice a large bottom margin on each page, use Options to set the preview spacing to 99 percent.

Press the + or - button on the page control at the top of the preview screen to change which page is being displayed.

The preview screen will show you the information that will print on each page of the printed report. However, you may notice that with certain fonts or with bold names or superscript numbers there may be some overlap or gaps on the screen. This might be corrected if you change the zoom to 100 percent. In any event, the report should look correct when actually printed.

Output to TXT File or RTF or HTML or PDF

Some of the reports have an option to send the output to a TXT or text file on your disk. The following routines have this option: Group sheets, Descendant report, all Custom reports (Alphabetical, Numeric, Word search), Count of Descendants, Missing Information Report, Surnames,

Locations, Locations with Events, and Reasonableness Report. To use this option, set up the report just as if you were going to print it, and then pick **File** from the top menu and then pick **Create TXT file**. Then it will ask for a file name and the report will be sent to that file. You can then open that file with any text editor or word processor or attach the file to email.

The Register, Indented, and Ahnentafel book reports, and Ancestor chart and the Descendant report have an option to save the report in Rich Text Format (**RTF**). See page 41 about RTF with book reports.

The Group Sheet report and Ancestor chart and descendant Box chart and Indented Book report have the option to make **HTML** files for a web page or to be viewed by a web browser. Pick File, Create HTML files. These can link together and to an index.

The graphic reports (Tree, Box, Timeline) do not have an option to output to a text file. However, you can send the report to a **PDF** file if you have a pdf driver installed. You can get a free one from the Internet, like the one at www.pdf995.com and install it like a printer driver. Then in BK pick File, Printer Setup, and pick the PDF driver. Then pick Preferences on the PDF driver to set the paper size. You can pick a large paper size like A0 if you wish. Then in BK when you click File, Print it will make a PDF file.

Help

When you pick **Help** from the menu on the main screen, you will see the following menu:



These choices are described in more detail below. You may also get help regarding the screen you are on by pressing the F1 key while on a screen.

Table of Contents

This will show you help for the main menu choices for BK

Change Language

If you have loaded other languages with the BKSETUP7 program, then this will let you change to another language such as French, Danish, Norwegian, etc.

Set to 640 x 480 or 800 x 600 or 1024 by 768 or 1440 by 900

If you have Windows set up for 800 by 600 or higher resolution, this will change the size of the Brother's Keeper main window (and all other BK windows) to that size. This may be useful if you want to see other programs on your screen. To always start the program with a certain size, see File, Options, Other.

How to register (How to pay for the program)

This lets you fill out a registration form and print it (to mail an order.) Another way to register is from the web at www.OrderBK.com

Enter registration number

When you register the program with the author by sending the \$45 fee, you will receive a registration number and password from the author. When you receive the registration number, go to the main screen of Brother's Keeper for Windows and pick **Help**, and then pick **Enter registration number**. Type in your registration number, password, and your name. That will turn on all the features of the program and the main screen will indicate that you have the registered version of the program. When you share the program with someone else, give them the BKSETUP7.EXE file, but do not tell them your registration number or password. They will then have the shareware version (trial version) of the program.

Technical Support

This displays ways to contact the author for help. See page 75. You can also click the Web button to jump to the BK web site or you can click the email button to start your email program (such as Outlook Express.)

About Brother's Keeper

Displays the version and date and disk location of the Brother's Keeper program you are using.

Date types

All date fields are up to 20 characters long. You may type any information into a date field and it will be accepted, but try to enter valid information. If you type a date in the form MMDDYYYY where MM is the month, DD is the day, and YYYY is the year, and then the program will convert the date into a standard format. If you enter MMDDYY (i.e. you only enter 2 digits for the year), the program will convert the year to 19YY. (You may set an option to have the first 2 digits be 18 or 19 or 20 when you enter only the last 2 digits of the year.) Each date will be converted to whatever format (1-12) you have set in the options area. (To set the date type, pick **File** from the main screen and then pick **Options**.)

Format type 0 (zero) means no change from the way you type it. The other date formats (1-12) will do a conversion on the date you type (provided it is typed as MMDDYY or MMDDYYYY). If you wish to include /'s around the day when inputting you may do so, e.g. 6/15/1954 is acceptable for input. The following is an example of how the dates will be changed based on the format you have set. If you enter 06151954, it will be changed as follows (based on the date type you have chosen):

Type 1 15-JUN-1954
Type 2 15 JUN 1954
Type 3 06/15/1954
Type 4 06-15-1954
Type 5 JUN-15-1954
Type 6 JUN 15 1954

Date types 7, 8, and 9 are only used when you want to ENTER dates in European date format (DDMMYYYY). Using the European date input, if you enter 15061954 you would get:

Type 7 15-JUN-1954
Type 8 15 JUN 1954
Type 9 15-06-1954

Use date format type 10-11 if you will be entering the dates in the format YYYYMMDD.

Type 10 1954.06.15
Type 11 1954-06-15

Type 12 15.06.1954

If you do not use one of the above date formats, the program will not be able to compute ages for people, and GEDCOM export may be wrong.

Note that none of the date formats have the month completely spelled out. However, when printing a Book report, there is an option to have the dates changed to have the month fully spelled out.

You may change the option called "Months capital or lower case" on the Options screen so that the months will appear as Jun instead of JUN and the days less than 10 will appear without the leading 0. If you have already entered dates in one format and wish to change to another format, you may use the **Convert Date Format** routine to change all dates. See page 12.

Generally, if you type in less than 6 digits or more than 8 digits or type any alpha characters (A-Z), then no date conversion will take place no matter which date format type you have set. If you only know part of a date, then you may enter just the year or just the month and year.

Most dates will require 10 or 11 characters when converted. However, the field is 20 characters long to accommodate the exceptions. If you are not sure of a date, you may add additional information. The program will automatically recognize certain 3 character abbreviations such as ABT for about, CIR for circa, BEF for before, and AFT for after. For example, if you know a person died before March 15, 1920 you may enter BEF 031520 and the program will convert it to BEF 15-MAR-1920 if you are using type 1 dates. The abbreviations (ABT, CIR, BEF, and AFT) may be in upper or lower case. You may also enter dates with dual years such as 15-MAR-1680/81

If you are entering a date range, double click on the date field on the Edit screen. You may then enter both a **starting and ending date**. For example, if a person had a certain occupation starting on one date and ending on another date, you may enter both dates.

In the Options area, there is also an option to have invalid dates flagged with a red warning on the screen. See page 18.

Last Names (Surnames)

All names should be entered in the normal order of first name then middle name then last name. The program is designed to automatically find a person's last name when it is needed for an alphabetical listing. The program will ignore certain suffixes such as Jr and Sr while it is looking for each person's last name. If you put a suffix after a name, and the program thinks that the suffix is the last name, you may add a period after the suffix and the program will skip it and find the correct last name. For example, if you put MD after a person's name, you could put a period after it so that it will not be alphabetized under the M's. You could end the name with MD. or M.D. and then it should print correctly. The program also will attempt to place two part last names in the proper order. If you come across a last name that does not alphabetize correctly, type it in the "Last name" field on the Names tab and also type the name in the "Sort name" field. (On the Edit screen, in the middle near the tabs for Notes and Pictures and Address is a tab for Names. Click that Names tab to see the special fields for Last Name and Sort Name.) For example, if you enter a name as John Steed of Kent, the program will alphabetize using the name Kent, but if you enter Steed in the Last name field and also in the Sort name field, then it will be alphabetized under Steed. The program automatically looks for many two part names such as those starting with Van or Vander, so the name Jack Van Ek should alphabetize correctly. But if a person's middle name is Van, then the program may assume it is a two part last name. So if a name is John Van Brown, then put in the name Brown in the last name field and in the sort name field and it will alphabetize under the name Brown instead of Van.

In some countries such as the USA, a name like James Van Stensel is sorted under V. In other countries, like The Netherlands, the last names with Van or Vander are sorted under the last word Stensel. The program is set up to treat Van Stensel as the last name and as the sorted last name. However, if you want the name sorted under S and not V then type Stensel in the Sort name field.

If you are searching for a name that has a two part last name, and the search routine does not find it, then try searching for it with [] around the last name. For example search for the name: James [Van Stensel]

Duplicate people

If you have a person duplicated (the person has been assigned two code numbers by the program) then you will need to delete one person in order for the printouts to print correctly. The next paragraph describes how to fix the problem manually. Or see below about the **Utility** to help merge duplicate people.

Each person must be entered only once and then linked to the father, mother, spouse, and children. Let's assume that you have entered yourself twice into the computer and that you have two code numbers, 5 and 21. On the Edit screen call up number 5. Suppose it shows you with a father and mother, but no spouse and no children. Then call up number 21. Suppose it shows you with no father and no mother, but it does show your spouse and children. In this case, you should delete person number 5 who has no spouse and no children. Here is the procedure: On the Edit screen, call up number 5. Pick **Delete** from the top menu and then pick **Person** to totally delete the person. Then when your father or mother are showing as the main person, click on **Add Child** and type 21 for a child's name (this is the non-deleted you). Then, when you press Tab it will show person 21 with the correct parents. If you are not in the correct birth order, click on the mother or father button and then click on the **Children** tab and then click **Rearrange order**. See Rearrange on page 30.

Note: There is a **utility** available to help find duplicate people in one database and merge the information. From the main BK screen pick **File, Utilities, Search for Duplicate People**. It will help you find duplicates and then you can copy information from one person to another. Then you can "mark" the extra person to be deleted. After you have selected all the people to be deleted, pick from the top menu: Search/Merge then "Show list of people to be deleted." Also check the BK 7.5 CD for a movie about how to use the utility. You can also press F1 for more help with the utility.

Field Sizes

When you are Adding someone, you may enter the following information:

	(size of field)
Person's Name	110
Dates	20
Locations	120
Occupation, Ref Num, Etc.	120
Source lines (Title, Publisher, etc.)	120
(Text, Comments)	no limit
Mailing Address	(10 lines 60 characters each)
Internal Notes	(999 files any size)
External Notes	(999 files any size)
	(number)
Number of People	2 million
Number of Spouses for each person	100
Number of Children for each family	75
Number of Events for each person	999
Number of Pictures for each person	100
Number of Sources for each event	100
Number of Media files per person	100
Number of To Do items per person	100

Error

If an unexpected error occurs while the program is running, the error screen will be displayed. It will give the error number and a short description of the error. It will also show what part of the program it was in and it may show what button was clicked last.

If this happens, you should either print the error screen (with the **print** button) or else write down the error information. Then click the **OK** or **close** button. If you still have an hourglass for a mouse pointer, go up to a menu and pick **File** and **Close** and the screen should close.

If you wish to send the error report to John Steed, please include the date of your program (Pick **Help, About.**) Also include any other helpful information, such as: the error only occurs if you pick certain options or it only occurs if a person has multiple spouses, etc.

See also other errors on page 72.

Numbering

The program assigns a code number for each person added, but it is not a genealogy number. It is just a number used by the program to help keep track of people. You do not have to print the BK code number on reports, so it makes no difference what a person's BK code number is. Genealogy numbers are computed automatically and printed on the appropriate reports. For example, when printing ancestor charts you have the option to print the "standard" ancestor number for each person. That is the same as the ahnentafel number (starting person is number 1, father is 2, mother is 3 and so on). When printing the Register report, the program will automatically compute the Register number for each person. The Indented report has the option to compute and print Henry numbers.

If you want to assign your own numbering system to people, then add the Ref Number field and type your number in the Description field. See page 27. There is a way to search for people based on the Ref Number you have assigned and several reports have the option to print your Ref Number instead of the BK code number.

Explanation About Relationships

Your uncle is the brother of your father or mother.

Your aunt is the sister of your father or mother.

Your great uncle (or grand uncle) is the brother of your grandfather or grandmother.

Your great aunt (or grand aunt) is the sister of your grandfather or grandmother.

Your great-great uncle is the brother of your great-grandfather or great- grandmother.

Your great-great aunt is the sister of your great-grandfather or great-grandmother.

Your first cousin is the child of your aunt or uncle.

Your second cousin is the grandchild of your great aunt or great uncle. (If two people are first cousins, the children of each of the people will be second cousins.)

Your third cousin is the great-grandchild of your great-great uncle or great-great aunt. (Children of second cousins are third cousins to each other.)

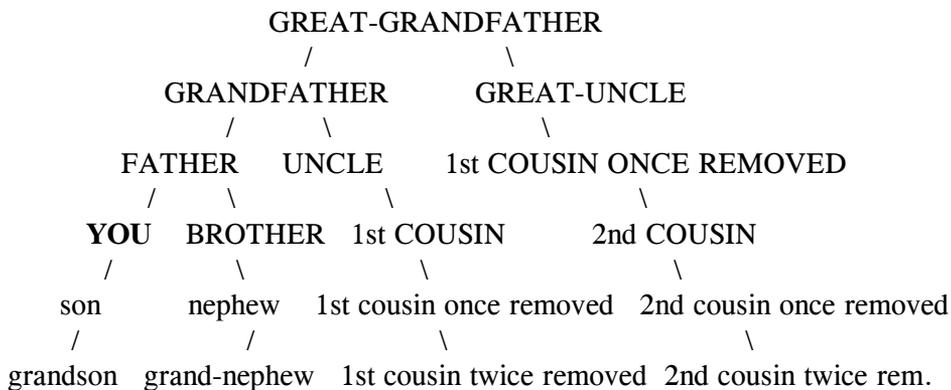
Your first cousin, once removed, is the child of your first cousin or is the child of your great uncle or great aunt. (See also **REMOVED COUSINS** below.)

If someone is your first cousin, then his or her child is your first cousin once removed. (Once removed means one generation level different from you.) All your regular cousins (first, second, etc.) are at the same generation level as yourself. Those at different levels are "removed." If someone is YOUR first cousin once removed, then

you are HIS or HER first cousin once removed also. Your second cousin once removed is the child of your second cousin. Your first cousin twice removed is the child of your first cousin once removed (i.e. the grandchild of your first cousin). Your second cousin twice removed is the child of your second cousin once removed (i.e. the grandchild of your second cousin).

REMOVED COUSINS: If two people are some type of cousins, but they are at different generation levels, then here is the way to compute their relationship. (The program does this automatically when printing, but you may want to know what it is doing.)

1. Count how many generation levels they are apart. This is the number they are "removed."
2. Start with the one at the highest generation level (the older level) and count how many generations up you must go to find the brothers or sisters that are the ancestors of these cousins. This is the "FIRST" or "SECOND" or "THIRD" part of the cousin relationship.



Brother's Keeper uses the relationships in the ENGLISH.R6 file when computing relationships on the Descendant report. Foreign language versions use the .R6 file, for example, FRENCH.R6.

Btrieve Stat Errors

The older Brother's Keeper version 6 used Btrieve for the database, so if you are converting data from BK6 to BK7 you might see Btrieve errors while converting. BK7 does not use Btrieve for the database, so most of these errors will not show up in BK7.

If you get any STAT= error messages when in any part of the program, it usually means that there is damage to one of your data files. The Quality check routine will NOT fix these types of errors (except it may fix it if you only get STAT=4 for one person.). A STAT error may be an indication that the data file needs to be repaired and have the indexes rebuilt

If you get a STAT=4 error only for one or two person, you may be able to fix that error with the Quality check routine. The STAT=4 error means a record or link is not found. If you get a large number of STAT=4 error messages, then do not use the Quality check routine. Also, if you get a STAT=12 error when starting Brother's Keeper, it means one of your data files is missing. You may have accidentally deleted it. The name of the file will appear on the screen while the STAT=12 error message is showing. Hopefully you have backup copies of all your data files. If you get STAT=87, then stop Windows and reboot the computer.

Before trying to fix the data files, make another backup copy of your data files onto a new USB drive or CD (do not overwrite your older backup copies - you may need them.)

Here are descriptions of some STAT error messages you may see.

STAT NUMBER

- 2 Input/Output error. File is damaged or could not be created.
- 3 File not open. If you get a STAT=2 error when opening, then you will get STAT=3 every time you try to read from the file.
- 4 Key value not found. The record was not found but should be there.
- 5 Duplicate Key (two people can not have the same ID number)
- 12 File not found. (A needed data file is missing.)
- 18 Disk is full.
- 25 Create Input/Output error. Disk full or root folder full.
- 30 Not a Btrieve file. Something may have been copied over the file.

- 42 Incomplete accelerated access. If you create a new set of BK data files with the split routine or GEDCOM import, and if something goes wrong, the new files are damaged and should be erased.
- 54 Variable page error. Damage to a sector in the file.
- 58 Compression buffer too short. Run BKSETUP6.EXE and it should set the correct compression.
- 86,87 Files are already open. Stop Windows and reboot the computer.

It is possible that a file is damaged so badly that it can not be fixed. That is why you should always have two backup copies of your data, done on two different days. Then the chances are good that at least one of them will not be damaged.

Register Brother's Keeper for \$45

You are already registered if you have purchased this program from John Steed or if you purchased from one of the companies listed in the program when you pick "Help, About BK, Click here for shareware information." You may have obtained a copy of Brother's Keeper as shareware from a friend or from the Internet or from a shareware dealer. After you try it out for a while, you need to register (pay for) the program. The author is not paid until you register the program. When you register, you will receive a printed manual, a registration number, a password, technical support from the author and discounts on updates.

To register via the Internet, go to www.OrderBK.com or else go to www.bkwin.com and click the link that says **online store**. Or to register by postal mail, pick **Help** from the main menu, then pick **How to Register** and fill out the registration form. Print the form and mail it to John Steed.

Password

Your password that you receive when you register the program is for your use only. Please do not give your password to anyone.

When you register the program and receive your registration number and password, pick **Help** then **Enter registration number**. After you enter that information, the extra features of the program are enabled (turned on). Some the extra features are the ability to print 6 generation ancestor charts, to export Register, Indented, and Ahnentafel reports in Rich Text Format to your word processor, to do a soundex word search, and to print pictures of children on the group sheets. The password will also allow you to add a custom event/fact on the Edit screen, to print box charts from the compute relationship screen and to print some reports with only Odd or Even pages and print a single page from Preview. It will also let you run the Utilities for Compare Two Databases, and Search for Duplicates and make HTML files from Group Sheets.

Shareware

BROTHER'S KEEPER is a Shareware product protected by Copyright. It is NOT public domain or free software. Shareware is a method of distributing software, whereby copies may be passed around and each user may determine whether or not the program is suitable for him or her. After you have tested this program for yourself, and if you find it to be useful for you, you are requested to send the registration fee to the author of the program, John Steed. The author of the program is not paid any fee when you buy a CD from a user group or a company selling Shareware. The only way the author gets paid is when you register. If you want to encourage programs of this type, please register by sending \$45 and the registration form which can be printed from the main screen by picking **Help**, then **How to register** or register at www.OrderBK.com

Registered users will receive the current version, a printed manual, technical support, a password to turn on all features (see above) and they will also receive discounts on future versions.

Minor updates are made frequently to the program, so you may wish to check to see if a new feature that you desire has been added. On the **Internet**, go to this web site: <http://www.bkwin.com> or <http://www.bkwin.net>

If you share this program with others, please give them the CD with the BKSETUP7.EXE file. Please do not give your registration number or password to other people.

Association of Software Professionals

This program is produced by a member of the Association of Software Professionals (ASP).

If you have any problem with the program, contact John Steed. Include your version number.

Technical Support:

Phone (616) 364-5503 9 AM - 7 PM Eastern time

Email brothers_keeper@msn.com ← this is the best way.

Internet web site:

<http://www.bkwin.com> or <http://www.bkwin.net>

John Steed
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Function Keys

F1 Help (on all screens)

On Edit Screen

F2 Calculate birth date based on death date

F3 Find a Person

F4 Add Spouse

F5 Add Child

F6 Show Source

Shift + F6 Add Parents

F7 Family View

F8 Search for Location

F9 Do not show matching names when adding

CTRL + F5 Add New Individual

CTRL + F6 Go to Spouse

CTRL + N Next Person

CTRL + P Previous Person

CTRL + O Older Sibling

CTRL + Y Younger Sibling

CTRL + F Go to Father

CTRL + M Go to Mother

ALT + F2 Foreign Letters

CTRL + - Give a child the father's last name

CTRL + F10 Save Text as CTRL Key

Tab Go to Next Field

Shift + Tab Go to Previous Field

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