Kith and Kin Pro



Version 3.3.0
Genealogy database for Windows

Getting Started

Tasks

Reference

Ordering / Registration

Support

Getting started

Welcome to Kith and Kin Pro



"Each has his own tree of ancestors, but at the top of all sits Probably Arboreal"
Robert Louis Stevenson, "Memories and Portraits" (1887)

This help topic is displayed automatically the first time you start Kith and Kin Pro. To come back to this topic in future sessions use "Help | Getting started" from the main menu. Scroll down for some useful topics.

This help file is a complete on-line manual for Kith and Kin Pro. As well as providing context-sensitive help direct from Kith and Kin Pro, it contains all the technical information about the program and details on how to get support, in an easy-to-use format. If you wish to print out the entire help file an Adobe Acrobat version suitable for printing is contained in the file KithKinP.PDF. You can open this file using the Acrobat Reader.

If you are not familiar with using HTML Help files, read the "Using help" information. Do this by clicking the left mouse button on the "Help" menu at the top of the Kith and Kin Pro window and then on "Using help" in the drop-down menu.

You can get help by selecting "Help | Help contents" from the main menu or by clicking on the Help button on the button bar. You can also get specific help on whatever task you are carrying out by clicking on the help button or pressing the **F1** key in the current form.

Throughout the on-line help a red square symbol indicates alternative actions which give the same result. For example, to select all family rectangles on the screen you can do any of these things:

- From the **Edit menu** select **Select all** .
- Right-click on the Tree Area and select **Select all** .
- Press **Ctrl+A**.

See also

Introducing Kith and Kin Pro
Converting from older versions of Kith and Kin Pro
Using Kith and Kin Pro with TreeDraw
Tutorials

Introducing Kith and Kin Pro

Kith and Kin Pro is a software package for storing, searching and documenting family trees. It features an easy to use graphical interface and powerful data management tools which makes it ideal for large or small trees.

Each family tree is stored in a relational database with a capacity of over 2,000 million records and you can have as many databases as you like. Kith and Kin Pro uses the powerful SQL (Structured Query Language) and other search tools to find data in the family tree. Results from searches can be used to form custom reports or text files for exporting to other programs such as spreadsheets.

The information which you enter into Kith and Kin Pro is organised into families. The main screen is a window called the Tree Area which displays each family as a rectangle. Relationships between families are shown by link lines - in fact, each link line with its male or female icon at each end represents a person. Using the mouse, you can drag and position the family rectangles within the Tree Area to form any tree layout you desire. The family rectangles can be used for fast, direct access to data by double-clicking on the required family. You can zoom in and out of the tree to give you an overview of the entire tree layout.

Navigating the tree on the screen is made easier by automatically highlighting related families. You can choose all families descended from a particular root family, all families containing ancestors of the root or just families which form a direct line between two families.

The family rectangles can be grouped into layers. By choosing to display only one layer, it is possible to manage large trees.

The program supports all the usual genealogical information; date and place of births, christenings, deaths, etc as well as aliases for each person. You can add extra fields to the person or family records to customise the database to your own requirements. You can also add pictures and OLE objects.

Multiple notes can be saved with each person or family. Each note can be assigned a privacy level which lets you choose later what type of notes you want printed in reports or exported to Web pages.

For the serious family historian, Kith and Kin Pro lets you store information about the documentationyou have used in your research. Recording source documents and repositories lets you go back to re-evaluate your findings at a later date.

Kith and Kin Pro can display a timeline which displays a chronological list of events associated with selected families interspersed with notable events from history. The historical events can be edited and added to in the registered version of Kith and Kin Pro.

Kith and Kin Pro produces many different types of reports, including drop-line charts and textual reports. All reports can also be exported to Adobe PDF files. You can select a multitude of options and choose the fonts you want to use. The program can be easily modified to produce reports in any language.

You can import and export GEDCOM files to exchange data with other programs. Kith and Kin Pro will also produce Web pages so that you can make your family tree available to the world.

Features

- Unique family tree display on screen lets you easily navigate your data.
- Source document recording. Each field in a person or family data form has a button which lets you record a source reference for that field. The reference points to a page in a source document and the document points to a repository where the document is kept.
- Export reports to Adobe PDF files which can be read by anyone with the free Adobe Acrobat reader.
- Web page production. Completely automatic; all you have to do is upload the files to your Web site.
- Simple searches. Type the text into the field you want to search for and click "Search".
- Search for similar sounding surnames using Metaphone and Soundex.
- SQL queries (Structured Query Language) for complex searching and producing custom list reports and text files.
- Unlimited user-defined fields in both people and families. You can choose the field type; string, date, etc.
- Almost unlimited storage. 2,100 million of any one record type in any tree.
- Full GEDCOM V5.5 implementation. Registered with the LDS for Ancestral File and TempleReady submissions.
- Multiple pictures can be associated with people, families and sources. Pictures can be included in Details reports and Web pages.
- OLE objects can be associated with people or families. This allows you to store multi-media items such as video or sounds.
- Duplicate record searching/removal assistance. If you regularly import or merge data with your existing trees, Kith

and Kin Pro will help you identify, merge and remove duplicated records.

- Multiple notes for each person/family. Each note allows 30,000 characters and you can have as many notes as you want. Give each note a description to help you find it and a privacy level to let you control when it gets printed or exported.
- Data form edit fields pick lists. Right-click on, say, a "Place" field in a person or family data form and a list of the places which you have already used pops up. You just pick the one you want to get it entered into the field with no typing.

Converting from older versions of Kith and Kin Pro

Kith and Kin Pro users

A separate database conversion utility is supplied with Kith and Kin Pro V3. The utility will read both Kith and Kin Pro V1 and V2 (or Of that Ilk Pro) databases and generate new V3 databases. The old databases are not overwritten.

Kith and Kin Pro V3 can be installed alongside Kith and Kin Pro V1 or V2. The Borland Database Engine (BDE) supplied with Kith and Kin Pro V1 or V2 must be installed on your PC to be able to convert the older databases. The BDE is not distributed with Kith and Kin Pro V3.

Kith and Kin Pro V3 must be registered (ie. you must have purchased the software) before you can use the conversion utility.

To start the conversion utility please use **"Start | Programs | Kith and Kin Pro V3 | Database conversion to V3"** .

Kith and Kin (WIN 3.1) users

If you have been using Kith and Kin for Windows 3.1x (Kith and Kin V3.1x or lower), you will not be able to convert your old .TRE files. If you have saved your data in GEDCOM .GED files then you can import these into Kith and Kin Pro. As a last resort, SpanSoft offer a .TRE file conversion service for a small fee - please contact Support@spansoft.org

Using Kith and Kin Pro with TreeDraw

We recommend that you use TreeDraw V3.2.0 or later with Kith and Kin Pro. Please see the TreeDraw help documentation for compatibility details.

If you want to use family trees from Kith and Kin Pro with versions of TreeDraw prior to version 3.2.0 you must export the database to a GEDCOM file and import the GEDCOM file into TreeDraw.

When selecting options for exporting the GEDCOM file from Kith and Kin Pro specifically for importing into a pre-V3.2.0 TreeDraw program, do not select the "Aliases" option (TreeDraw does not use aliases anyway). Pre-V2 TreeDraw programs do not import V5.5 GEDCOM files with multiple person names correctly, and with aliases in the GEDCOM file, TreeDraw will try to use the aliases instead of the "real" name.

Tutorials

Using the Tree Area

Working with person and family data forms

Simple searching

Searching using queries

Printing

Adding extra fields to people and families

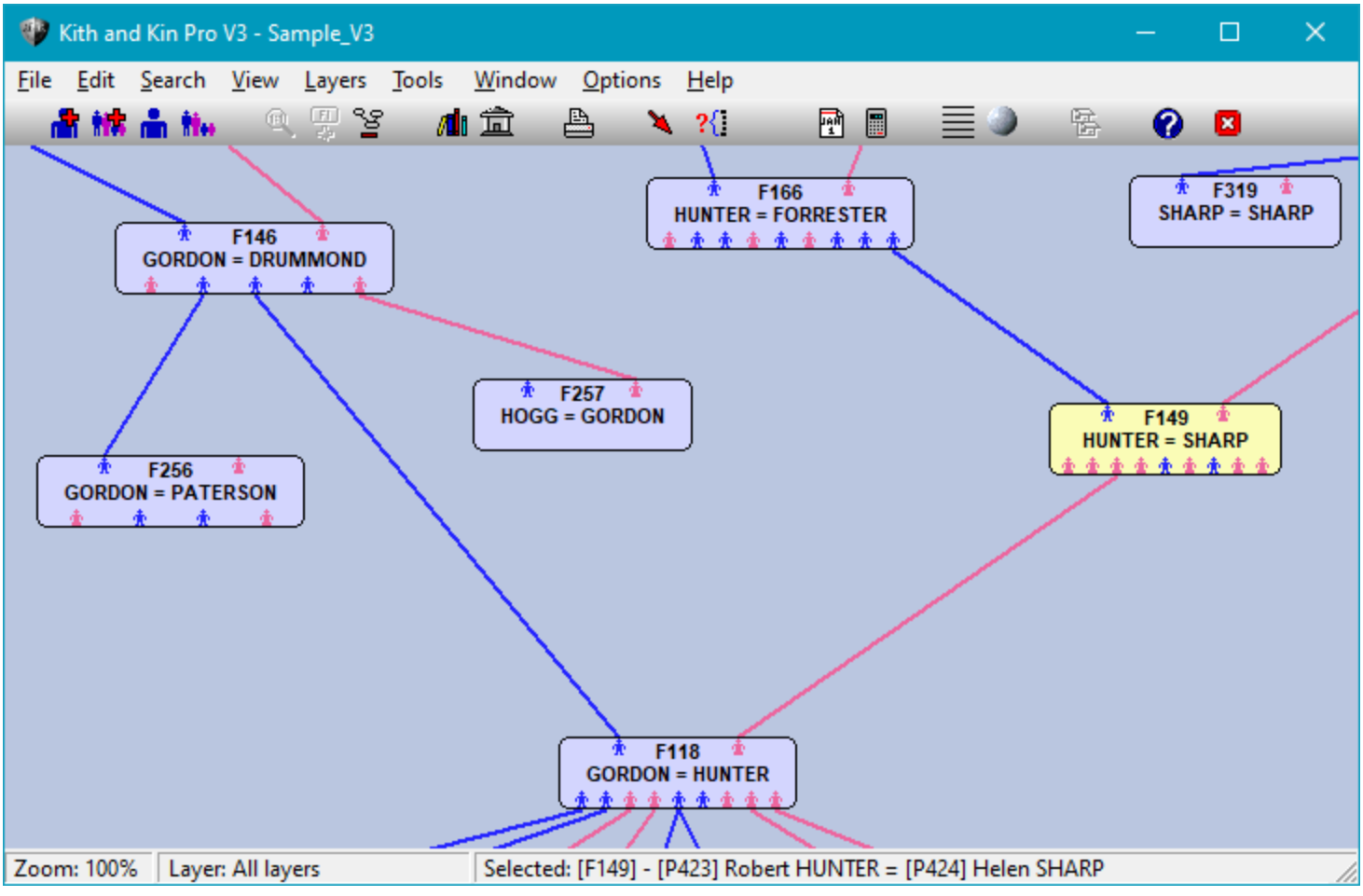
Starting your own family tree

Importing a GEDCOM file

Tutorial - Using the Tree Area

This tutorial requires the sample database supplied with the program - use "File | Database | Open | Sample_V3"

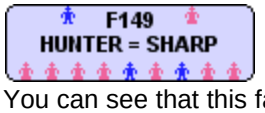
Subjects: Moving around the tree, zooming in and out, selecting families, moving families, displaying a family summary, choosing layers, displaying the timeline.



The Kith and Kin Pro main screen consists of a caption where the name of the current family tree is displayed, a main menu, a button bar, a status bar and the Tree Area. You can hover the mouse cursor over parts of the image of the screen above to find out what they're for.

The Tree Area

Below the button bar is the Tree Area which displays each family as a rectangle like this:



(colours may vary depending on your screen setup)
You can see that this family has the code F149 and consists of a father with the surname HUNTER and a mother with the surname SHARP. There are also 8 children along the bottom; 3 boys and 5 girls.

Let's find this family on the screen. If you can't see this family rectangle, it may be because the Tree Area is turned off. If the "Layers" menu is disabled then the Tree Area has been turned off. Turn on the Tree Area by using "View | Tree Area" in the main menu. Now click on the "Go to family" button on the button bar. If the button bar is not visible then click on "View" in the main menu and then click on the "Button bar" item. When you have clicked on the "Go to family" button you will see the family selection list. We know that we want to go to family F149 so type "149" into the "Code" box at the bottom of the form and then click on the OK button or press RETURN. You will now see the family rectangle for family F149 in the centre of the Tree Area.

Relationships between families are shown on the Tree Area by link lines. You can see that family F149 has a link line connecting the father to F166, one connecting the mother to F169 and the third child to F118. The father appears as a child in family F166 and both linked person icons represent the same person.

You can find out more about family F149 by displaying its family summary. Move the mouse cursor over the F149 family rectangle and click the right mouse button. A window appears with details of all the people in family F149. If you right-click on another family rectangle then the original summary will be replaced with the new summary. To get the summary window to close, click either mouse button anywhere on the Tree Area where there is no family rectangle.

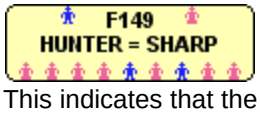
Navigating the Tree Area

Note: If you get lost in the Tree Area during this exercise, use "Search" and then "Go to start family" in the main menu.

You can scroll around the Tree Area by holding down the right mouse button and dragging. Make sure that the mouse cursor is **not** over a family rectangle or you will get a family summary instead.

You can zoom in and out of the Tree Area display either by using the scroll wheel on your mouse or the zoom buttons on the button bar. If you want to quickly reset the zoom to 100% **and** center the Tree Area on the mouse cursor at the same time, click the center mouse button (this may be the mouse wheel).

Let's go back to family F149. Use the "Go to family" button as you did before. Now place the mouse cursor over the family rectangle for F149 and click the left mouse button. The family rectangle becomes highlighted (changes colour) and may now look like this:



This indicates that the family has been selected. It is useful to do this before zooming in or out because it keeps the Tree Area centred on the selected family.

Now click on the "Zoom out" button  on the button bar. You can now see more of the tree and the rectangles have been scaled down. You can keep clicking on the "Zoom out" button or scrolling the mouse wheel or using the "-" key to zoom further and further out.

Return to normal scale by clicking on the "Normal view" button 

Alternatively you can use the Tree Area Control to navigate the Tree Area.

Selecting families

In "Navigating the Tree Area" we selected a single family but you can also select several families at once. Having a selection of families highlighted is used by Kith and Kin Pro for several functions, including moving families, copying part of the tree, exporting data and printing reports.

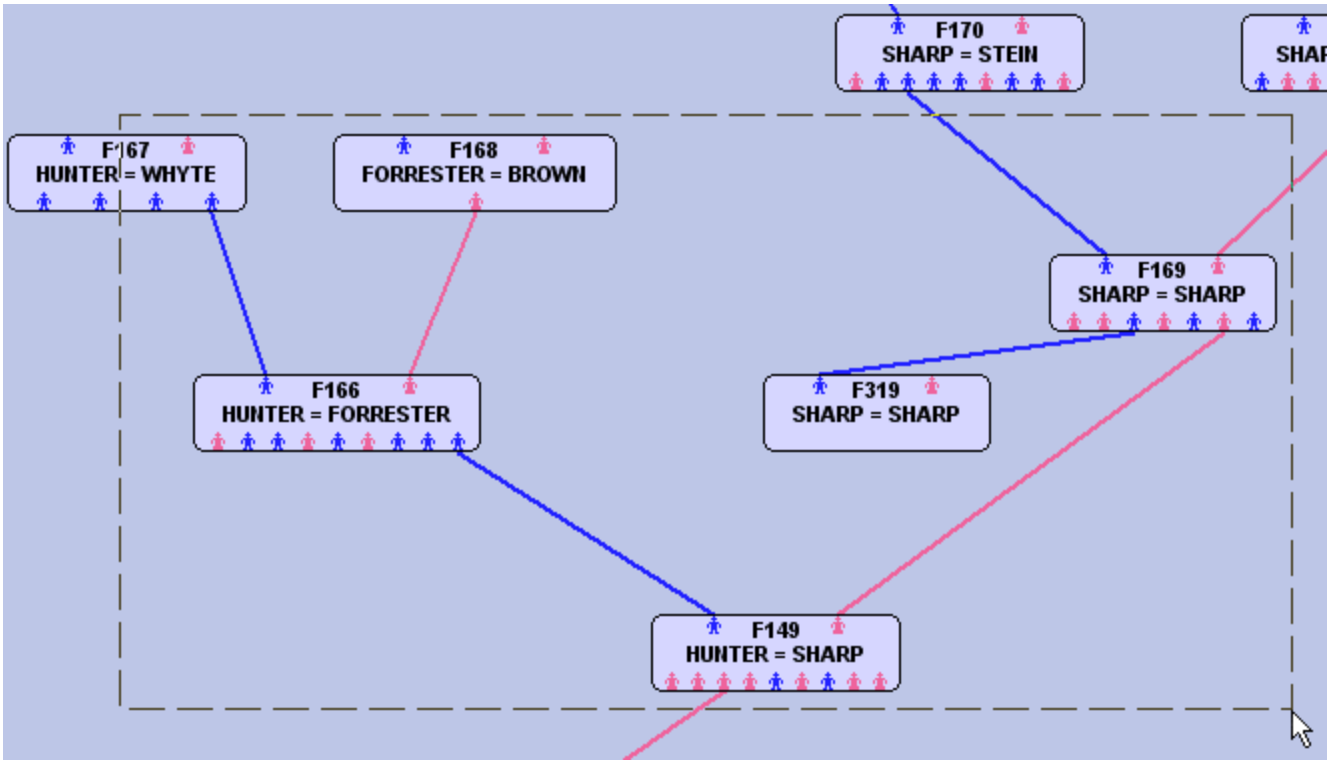
As before, select family F149 by moving the mouse cursor over the family rectangle and clicking the left mouse button. Now do the same with family F169 but this time hold down the SHIFT key as you click the mouse. Now both F149 and F169 are selected. You can carry on adding more families to the selection in this way.

Clear the current selection by clicking the left mouse button when the cursor is anywhere in the Tree Area where there is no family rectangle. All the family rectangle colours will return to normal.

You can quickly select a large block of families by dragging a marquee around them. Position the mouse cursor just above family F167 like this:



and hold down the left mouse button. Now drag the mouse (still holding down the left button) down and to the right until you see an expanding dotted rectangle which covers all the family rectangles from F166 to F171 and F149 like this:



Now release the mouse button and all the families within the marquee will be selected. You can combine this function with the SHIFT key to add families to the current selection.

You can also use "Edit" then "Select all" in the main menu to select all the families in the tree, or press the CTRL+A keys to do the same thing.

There is one more way that you can select families and that is by using relationships. Clear the current selection and use "Edit" then "Select families" then "Descendants" in the main menu. The cursor will change to 

Place the cursor over family F171 and click the left mouse button. Family F171 and all the families which are descended from F171 are now highlighted. You can do the same for ancestors of a family and for a direct line between two families.

You can open a family's data form directly by double-clicking on its family rectangle. We will look at data forms and editing data in the next tutorial.

Moving families

Naturally, to format the tree layout to the way you want it, you need to move the family rectangles around the Tree Area.

Clear the current selection and move the Tree Area so that you can see family F149. Click on the F149 family but continue to hold the left mouse button down. Now move the mouse and you will drag a dotted outline of the family rectangle. Move the outline so that it is just to the right of F149 and release the mouse button. F149 will move to the new position and its link lines will adjust accordingly.

Do the same again. Drag F149 to the right until the outline is up against the right-hand edge of the Tree Area. The Tree Area will start to scroll automatically. Hold down the CTRL key whilst the Tree Area is scrolling and it will start to scroll faster. Release the mouse button to drop F149.

You will probably be well to the right of the family tree by now. With F149 still selected, zoom out using the Tree Area Control until you can see the rest of the family rectangles. You can use all the Tree Area functions even when zoomed out, so drag F149 back to its original position and click on the "Normal view" button. Notice how the Tree Area always had F149 in view because it was selected.

Using layers

Kith and Kin Pro uses layers to make managing large databases easier. You can split families onto different layers and then choose the layer you want to work with.

This database has one additional layer named "Sharp". Click on "Layer: All layers" at the bottom of the main window (or

use "Layers | Choose layer" in the main menu) and click on "Sharp" and then OK. The Tree Area now dims all of the family rectangles which are not on the "Sharp" layer and these cannot be selected. You can now only work with families on the "Sharp" layer. Families which are not assigned to a layer appear on the "Backgound" layer. To return to working with all families, choose the "All layers" layer.

Using the timeline

The Timeline Window shows chronologically sorted dates from two sources. It shows all dates from all the currently selected families and dates from all the people associated with those families, ie. parents and children. The window can also show historical events taken from the current timeline for the same period.

Press the CTRL+A keys to select all the families and then click on the "Timeline" button  on the button bar. The Timeline Window will open showing all the dates in the family tree plus the dates from the timeline file.

Move the Timeline Window so that you can see part of the Tree Area underneath and click anywhere on the Tree Area where there is no family rectangle to clear the current selection. All the events in the Timeline Window will disappear because there are no selected families to display events from. Click on any of the family rectangles in the Tree Area and the events from that family only will appear in the Timeline Window (plus the appropriate historical events).

You can use the events in the Timeline Window to open a person's or family's data form directly by double-clicking on an event. We will look at data forms and editing data in the next tutorial. Click on the "Timeline" button again to close the Timeline Window.

Next tutorial - Working with person and family data forms

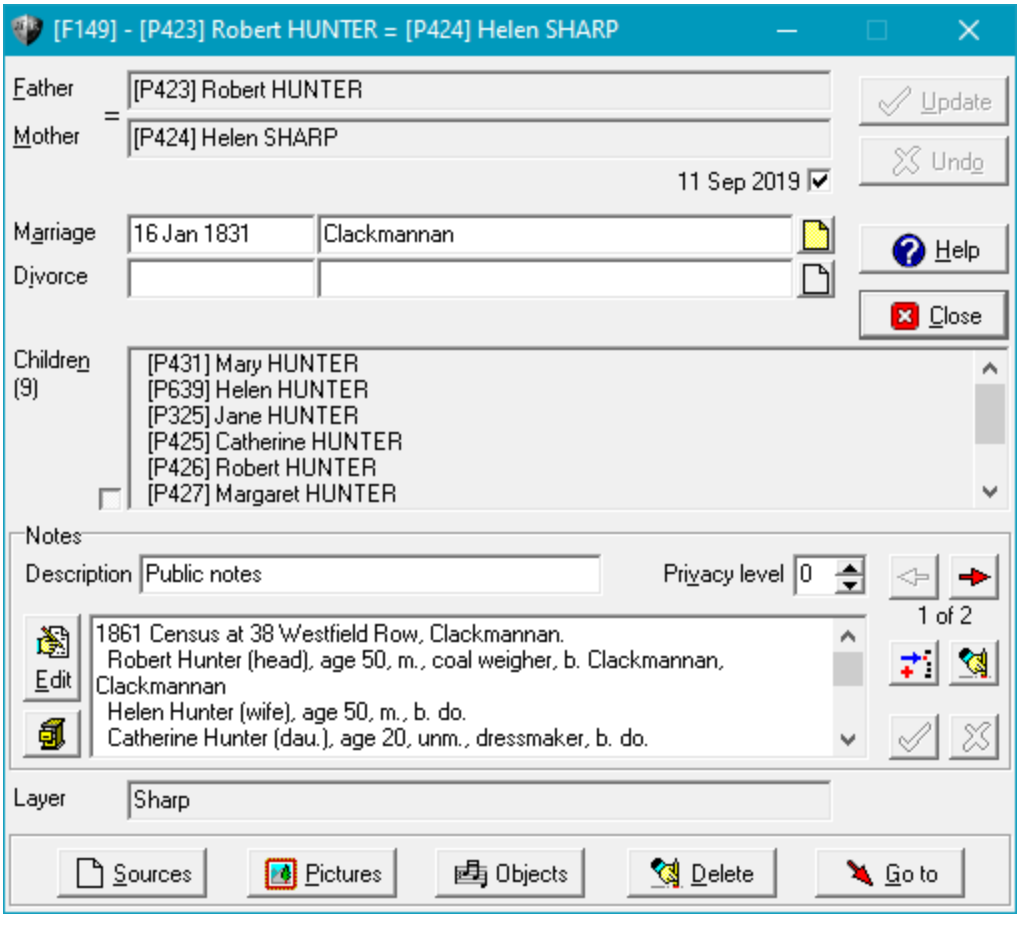
Tutorial - Working with person and family data forms

This tutorial requires the sample database supplied with the program - use **File | Database | Open | Sample_V3**

Subject: Using the controls on person and family data forms.

Family data

Find the family rectangle for F149 on the Tree Area and double-click on it. This opens the family data form for this family and it will look like this:



You can hover the mouse cursor on parts of the image of the data form above to find out what they're for.

Data fields:

This family has no "Marriage place". Let's enter it. Click on the "Marriage place" field (the one to the right of the "Marriage date" field) and type in "Clackmannan". As soon as you start typing the colour of the data form changes. This indicates that the data for this family has changed but has not been saved to the database yet. When you have finished typing click on the "Update" button ✔ to make the change permanent. The form colour will return to normal.

If you now place the mouse cursor over the "Divorce place" field and click the right mouse button, a small list will appear with only one entry, "Clackmannan". This is a "field pick list" which allows you to re-use field entries which you have made during the current Kith and Kin Pro session, without having to type them in again. Click on the "Clackmannan" entry in the pick list and "Clackmannan" will be placed in the "Divorce place" field. The data form has again changed to the "editing indicator" colour to show that the data has changed but not been saved. We didn't really want to make the change to the "Divorce place" field so click on the "Undo button ✘ to ignore the entry.

Notes:

Kith and Kin Pro allows you to enter more than one note for each person or family. Each note can have up to 30,000 characters and you can have as many notes as you wish. If you click on the "Next note" button ➔ you will see that this family has two notes, one called "Public notes" and the other called "Research notes". You can move backwards and

forwards through the available notes by clicking on the "Previous note" and "Next note" buttons.

The note descriptions can be anything you like, they are simply there so that you know what each note is for. If you only ever use one note per family/person you can leave the "Description" fields blank.

As you scroll between the "Public notes" and the "Research notes" you will notice that the first has a "Privacy level" of "0" and the other has "1". The "Privacy level" field allows you to control whether to publish certain types of notes in reports, Web pages and GEDCOM files. Clearly the "Research notes" are for your own use and you wouldn't normally want to include them on your Web pages, for example. When exporting the Web pages you would therefore select a "Notes to level" value of "0" to include any notes which have a "Privacy level" of "0" but not any notes with "Privacy levels" greater than that.

The text for the notes can be entered into the notes text box in the data form, but for large notes it is easier to work with the note in the Notes Editor. Click on the "Edit notes" button to open the notes form for either of the two notes in this family. The Notes Editor works just like any Windows text editor. The Notes Editor has additional functions which let you import, export, print, search for and replace text. Click on the "Close" button to go back to the family data form.

Father/mother/children:

Although you can see the names of the people in this family, their data is not stored in the family record. Kith and Kin Pro stores a link to the person data record for each person. If you want to see the data for the father, mother or children you have to open up the person data form for the appropriate person.

Let's look at the details for the mother [P424] Helen SHARP. Place the mouse cursor over the "Mother" box and click the right mouse button. This pops-up a menu with options relating to the mother. Click on the "Edit" item to open the mother's person data form. You could also have just double-clicked on the "Mother" box. Click on the "Close" button to close the [P424] person data form and return to the [F149] family data form.

You can do the same to display the father's details. To display any of the children you must first click on the child you want to look at and then right-click to pop-up the menu or just double-click on the child's name.

Pictures:

You can store photographs and other images with family or person data records if you have a scanner or if the photos have been scanned into files for you.

Click on the "Pictures" button  to open the pictures form. This form controls adding and maintaining pictures in the database. Each person or family can have as many images as you want. You can paste pictures from the clipboard, scan them directly from a scanner or import them from image files.

Family F149 has one old photo stored in the database. It has been given the description "All the women folk". You can see a "thumbnail" of the image on the pictures form. Thumbnails are small versions of the full-sized image which Kith and Kin Pro creates when you add the picture to the database. The full-sized image is stored as an image file separate from the database. Double-click on the thumbnail to view the full-sized image. When the full-sized image has opened you can right-click on it to access additional options relating to the full-sized image.

Click on the full-sized image to close it and go back to the pictures form. Click on the "Close" button to close the pictures form.

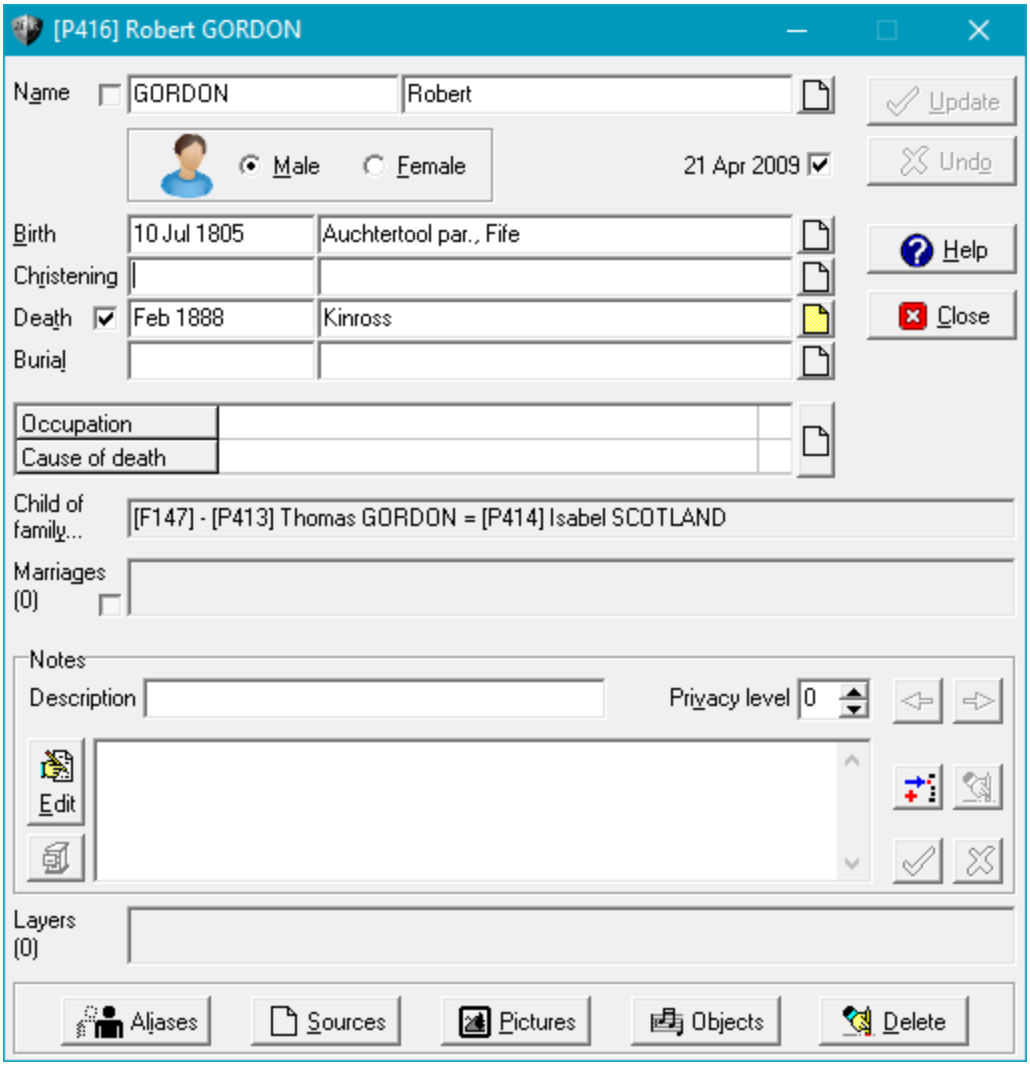
Notice that the "Pictures" button on the family data form is coloured. This indicates that picture(s) exist for this family.

Family data forms which have no pictures have a "Pictures" button like this  . Objects buttons, source buttons and alias buttons are also only coloured when items exist.

Press CTRL+L to close any open data forms.

Person data

Click on the "Edit person" button on the button bar and type "416" into the "Code" box at the bottom of the form. This opens the person data form for [P416] Robert GORDON and it will look like this:



You can hover the mouse cursor over parts of the image of the data form above to find out what they're for.

See "Data fields", "Notes", "Father/mother/children" and "Pictures" in "Family data" above. They work the same way in the person data form for data fields, notes, "Child of family" / "Marriages" and pictures.

Sources:

Kith and Kin Pro allows you to record the sources of information that you have discovered and whether you consider that information reliable.

Click on the "Death sources" button on the person data form. This button is coloured so we know that there is at least one source reference for this field. The source references form will open and you can see that there is a single source reference which relates to the death of P416.

Source details are recorded in three parts; (1) the source reference, (2) the source document and (3) the document repository. The source reference (1) holds the page number and quality of data and is a reference to a source document (2). The source document (2) holds the details of the physical source document; title, author, media, etc and also refer to a repository (3). The document repository (3) holds details of where documents are kept; name, address, etc.

The death date of P416 was confirmed by the statutory record of deaths held by the General Register Office Scotland.

This source has been recorded in the database by adding firstly a source reference which is just a pointer to the page in the book and the "Quality of data" (in this case "Primary evidence"). Secondly, a source document is added to record the details of the book itself, title, author, etc. Thirdly, a document repository is added to record the location of the source document.

You can make source references point to any document record already in the database without having to add the source document details every time you add a new source reference. The same is true for documents and repositories. This means that you will have individual repository records which are pointed to by many source documents and individual document

records which are pointed to by many source references.

Click on the "Close" button to close the source references form.

Press CTRL+L to close any open data forms.

Next tutorial - Simple searching

Tutorial - Simple searching

This tutorial requires the sample database supplied with the program - use "File | Database | Open | Sample_V3"

Subject: Using simple searches to find people, families or sources.

In this tutorial we will be doing some simple searches. For advanced SQL queries see: Using a query to find data.

Click on the "Search" button  on the button bar to open the search window.

You can choose whether you want to search for people, families or sources by clicking on the appropriate tab at the top of the window. Click on the "Person" tab for now.

Click on the "Clear person criteria" button  to make sure that there is nothing in the search criteria. Also, make sure that the "Partial match" option is selected, "Case sensitive" is clear and "Match all fields" is selected.

Click on the "Surname" field and type in "gordon" (without the quotes). Now click on the "Search" button  . 38 records will be displayed in the search results list - all the people in the database with the surname "Gordon".

Now we can narrow down our search - say we want to find only males with the surname "Gordon". Click on the "Male" field. Notice that a drop-down button appears to the right of the Male field. This is because there are only three possible values to enter in here - "True" (male), "False" (female) or blank (don't care). Click on the drop-down button and select "True". Now click on the "Search" button again. This time only 21 records are displayed.

Let's see how we can use Kith and Kin Pro's Metaphone and Soundex fields to search for similar sounding surnames. Click on the "Clear" button and then type "white" into the "Surname" field. Clicking on "Search" displays 3 people. Now select the "Metaphone" option and click "Search" again. An extra person is displayed, Jean WHYTE. WHITE and WHYTE sound similar and so have the same Metaphone code (the actual Metaphone code for WHITE is WT which you can verify in the Phonetics Calculator).

Carrying out narrower searches is simply a matter of entering more data into the search fields. For instance, if you wanted to look for all women who were born in Glasgow between 1800 and 1899, your search fields would look like: Male = False, Birth date = 1800..1899, Birth place = Glasgow.

Notice in that last example that we used a date range. Dates can be entered as exact, partial or a range (using ".." to denote a range). For example:

1 Apr 1907
Apr 1907
1907
1900..1908

There are four important options just to the left of the "Search" button which are common to all types of search.
Criteria for text-type fields can be **partial matches** and/or **case-sensitive**.
For example, a partial match and not case-sensitive search for "Firstnames = ann" will find "Ann", "Anne" and "Jeanne" but with partial match turned off will only find "Ann".
If the same example was a partial match but case-sensitive then only "Firstnames = Ann" would find "Ann" and "Anne".
Case-sensitive searches match the exact upper and lower case letters in the search fields.
Normally, searches with multiple conditions (more than one field filled out) produce results where records meet every condition. You can change this so that the results contain records which meet any of the conditions by clicking on the **Match any field** option. Clicking on the **Match all fields** option only finds records which match all the conditions.

Once you have records in the results list, you can do things with them. Double-clicking on a record opens its data form for editing. Right-clicking on the results list pops up a menu which allows you to print or preview the results list or export the records to a delimited text file.

A delimited text file is useful for exporting data from Kith and Kin Pro to other applications such as a database or spreadsheet program. Once the data is in a database, for instance, you can produce customised list reports.

You can change the width of the columns in the results list by dragging the right edge of the column in the top row (where the column names are) left or right. You can also change the order of the columns by dragging the middle of the column in the top row left or right.

Searching for families and sources works in exactly the same way. Just click on the appropriate tab at the top of the Search Window.

Click on the "Close" button to close the search window.

Next tutorial - Searching using queries

Tutorial - Searching using queries

This tutorial requires the sample database supplied with the program - use "File | Database | Open | Sample_V3"

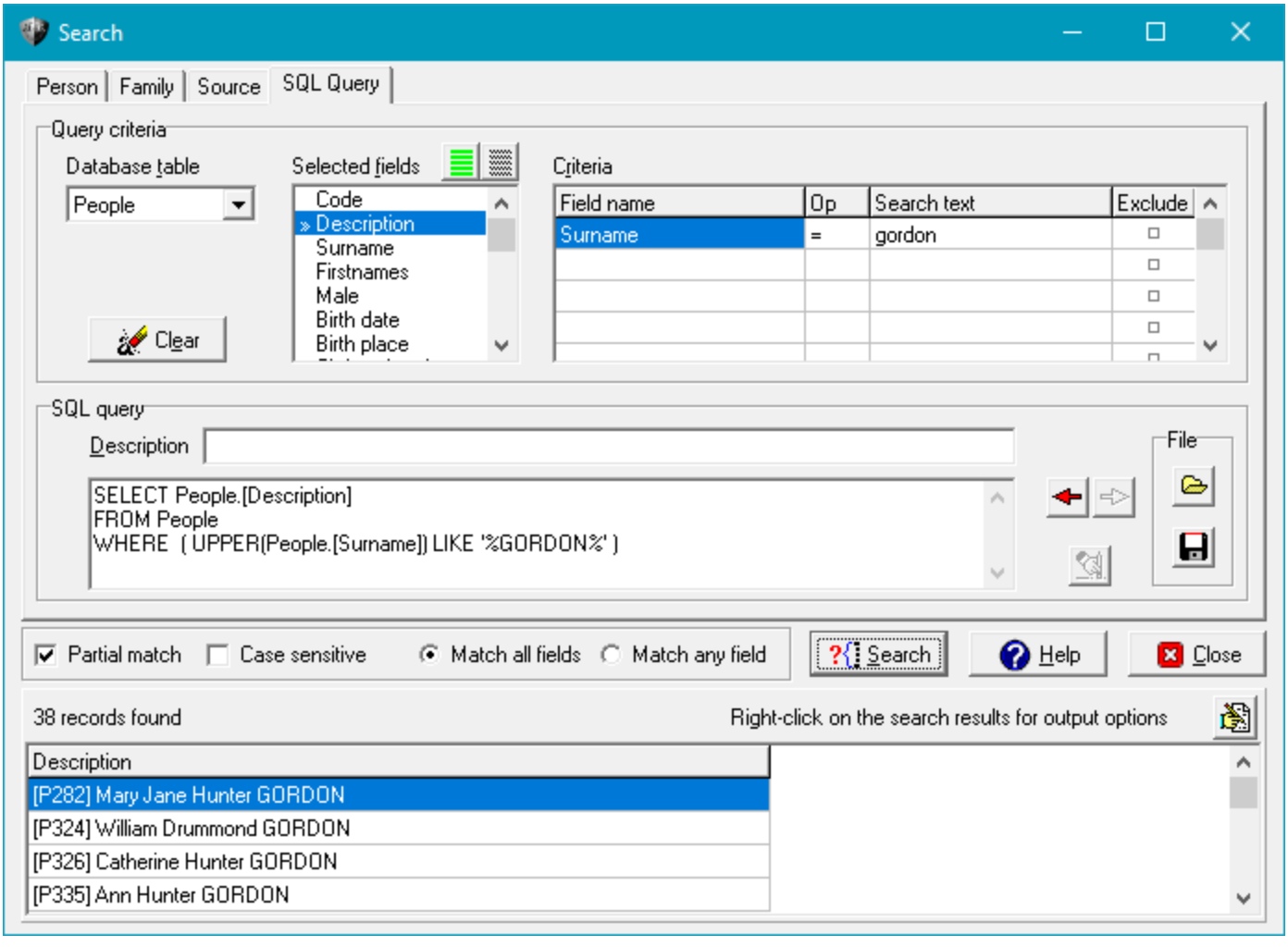
Subject: Using SQL search criteria.

Kith and Kin Pro implements SQL (Structured Query Language), a powerful, industry standard method for finding data. You can either use simple query criteria, which build a query statement for you, or enter the SQL query directly for more advanced queries.

In this tutorial we will concentrate on doing some simple queries. For advanced SQL queries see: Using a query to find data. For even simpler searching see the previous tutorial "Simple searching".

SQL lets you choose which parts of the database you want to see and how you want to see it. This includes selecting tables and fields, renaming the field headings, selecting records based on conditional statements and sorting records.

Click on the "Search" button on the button bar to open the search window.



You can hover the mouse cursor over parts of the image of the search window above to find out what they're for.

The search window in the image above has been set to find all the people with "gordon" in their surnames. Let's see how that was done.

First, click on the "Clear criteria" button to make sure that there is nothing in the query criteria. Also, make sure that "Partial match", "Case sensitive" and "Match all fields" options are set as shown.

Click on the down arrow to the right of the "Database table" box to bring down the list of tables and select "People". Each type of record in Kith and Kin Pro has its own database table, all the tables together make up the whole database. To perform a query, you select the table which you want to search through and only records from that table are included in the results.

The "Selected fields" list will now show all the available fields in the "People" table. Notice that they all have a "ï¿½" symbol beside them indicating that every field will appear in the results list. We only want the "Description" field to be included in the results, so we need to remove the "ï¿½"s from the rest of the fields. Double-click on "Code" in the "Selected fields" list to remove the "ï¿½" and do the same for "Surname". We could go through the rest of the fields doing this, but for speed, clear all the selections at once by clicking on the "Select none" button . Now all the "ï¿½"s have been removed so double-click on "Description" to re-selected it.

You may have noticed that each time you changed a selection in the "Selected fields" list, the text in SQL query box changed. It should now have two lines of SQL statements "SELECT People.[Description]" and "FROM People". As you choose the settings for your search criteria, Kith and Kin Pro automatically builds the SQL query for you. For advanced queries you will be able to enter the SQL statements directly.

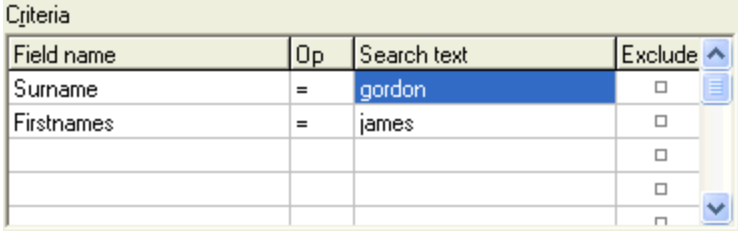
We have now told the program which table to get the records from and which fields from that table to include in the results list. Next we have to give it some conditions to search for.

Place the mouse cursor over the "Surname" field in the "Selected fields" list and hold down the left mouse button. Now drag the cursor over to the top row of the "Field name" column in the "Criteria" grid. When you're there, release the mouse button and "Surname" will appear in the top-left corner of the grid. You could also have just typed "Surname" into the grid box. Click on the box in the "Op" (operator) column to the right, then click the drop-down button and select "=" from the drop-down list. Click on the box in the "Search text" column to the right again (or just press the TAB key) and type in "gordon" (without the quotes).

That's our query complete. Click on the "Search" button to perform the search. The results list will now show the 38 records of people whose surname is Gordon.

Now let's narrow the search down a bit and look for all the "James GORDON"s.

Go back to the "Selected fields" list and drag the "Firstnames" field into the second row of the "Field name" column of the "Criteria" grid. Type "=" into the "Op" column and "james" into the "Search text" column so that the "Criteria" grid looks like this:



Now click on the "Search" button again and only 4 records will appear.

This search was performed with the "Match all fields" option selected. This meant that Kith and Kin Pro only found records which matched both of the criteria, ie. only people who had "gordon" in their surnames and "james" in their firstnames. Click on the "Match any field" option and click on the "Search" button again. 43 records are found this time, all the people who have "gordon" in their surnames or "james" in their firstnames.

Once you have records in the results list, you can do things with them. Double-clicking on a record opens its data form for editing. Right-clicking on the results list pops up a menu which allows you to print or preview the results list or export the records to a delimited text file.

A delimited text file is useful for exporting data from Kith and Kin Pro to other applications such as a database or spreadsheet program. Once the data is in a database, for instance, you can produce customised list reports.

You can change the width of the columns in the results list by dragging the right edge of the column in the top row (where the column names are) left or right. You can also change the order of the columns by dragging the middle of the column in the top row left or right.

Click on the "Close" button to close the search window.

Next tutorial - Printing

Tutorial - Printing

This tutorial requires the sample database supplied with the program - use "File | Database | Open | Sample_V3"

Subjects: Setting page options, previewing a report, printing a report.

Kith and Kin Pro can print many different types of report and you can choose many different options to control how the reports are printed. You can also choose which fonts to use.

Click on the "Print" button on the button bar to open the report control form.

The report control form controls printing, print previewing exporting PDF files and printing to text files for every report available in Kith and Kin Pro except printing notes directly and printing the results of searches.

Setting page options

At the top of the report control form are the "Printer settings" and "Page settings" boxes. These tell you what the current settings are for your printer and for the page.

Let's change the paper orientation to landscape. Click on the "Page" button to open the "Page setup form".

First, select the unit of measure which you want to use at the bottom of the form; "Inches" or "mm".

Make sure that the "Page size" setting is correct for the paper you are using. If it is not, then click on the down arrow to the right of the "Page size" box to bring down the list of sizes. This is a list of all the paper sizes which your printer says it will support. If the size you are using is not in the list, select "User-defined size" and then enter the correct "Width" and "Height".

We want to print a report in landscape mode so click on the "Landscape" option in the "Orientation" box. Click on the "OK" button to close the form and go back to the report control form.

Let's print a descendant tree for person [P423]. Click on the "Descendant tree" tab. This brings the settings for descendant tree reports to the top of the stack.

Click on the "Root person code" box and type in "423". This is the person who we want to be at the root of the tree. If you don't know the code for the person you want, you can click on the "Select person" button to select a person from a list.

Before printing this report we will preview it on the screen.

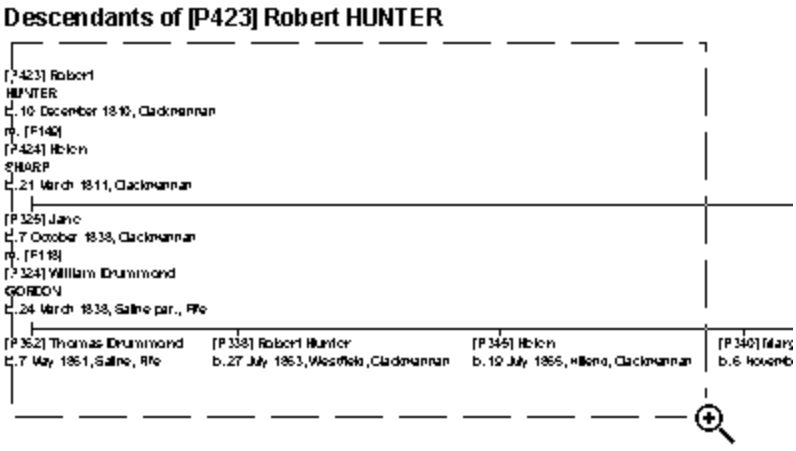
Previewing a report

Kith and Kin Pro allows you to view reports on the screen instead of printing them onto paper. This is useful for making sure that the report is the way that you want it before committing it to paper.

With the descendant tree settings that we set above, click on the "Preview" button to see the first page of the report on the screen.

Depending on your paper size, there may be several pages in this report. Click on the "Next page" button to move through the pages one at a time. When you get to the last page click on the "First page" button to go back to the first page.

You will probably find the text a bit hard to read since it is so small. You can zoom in by dragging a marquee around the area of the page which you want to magnify. Place the mouse cursor just below the "D" in "Descendants of [P423] Robert HUNTER". Now hold down the left mouse button and drag the expanding dotted rectangle down and to the right until it looks like this:



Release the left mouse button and the preview page will expand so that only the part you selected is visible.

When the page is bigger than the area visible on the screen, you can use the scroll bars to move around the page.

To return to normal size you can either click the right mouse button repeatedly to zoom back out in small increments or click once on the "Whole page" button

Click on the "Close" button to end the preview function and return to the report control form.

Printing a report

If you were happy with the descendant tree report you can now print it out simply by clicking on the "Print" button

Next tutorial - Adding extra fields to people and families

Tutorial - Adding extra fields to people and families

This tutorial requires the sample database supplied with the program - use "File | Database | Open | Sample_V3"

Subject: Adding a user-defined field.

As well as storing data in the standard person and family fields (eg. Surname, Marriage date, etc) you can add your own "user-defined" fields to the database. GEDCOM supports some additional fields which you may want to add to your database, although you can give them your own name. The name you use for the field is used as the description in printouts. The sample family tree contains two extra fields, "Occupation" and "Cause of death". Person [P423]'s "Occupation" field contains the entry "Coal weigher". This would appear in a Details report as "Occupation: Coal weigher".

You don't have to use one of the standard GEDCOM fields as a user-defined field; you can add any field you want and if it doesn't have an equivalent GEDCOM tag then it won't be included in GEDCOM transfers.

Let's say we want to record a graduation date and place for people in the family tree. We need to add two new fields to the "People" table of the database. We'll call one "Date of graduation" and the other "Graduation place".

Use "Options" in the main menu, then "User fields" and then "Person". This opens a data form titled "User defined Person fields" and you will see that in the "User fields" list there is already an "Occupation" field. Click on the "Field name" box and type in "Date of graduation". Now click on the down arrow to the right of the "Field type" box to bring down the list of available field types.

There are several different field types which you can use for a user-defined field:

String - Text
Small integer - Small whole numbers
Integer - Large whole numbers
Logical - True or false
Decimal - Decimal numbers
Currency - Money
Date - Date

For a more comprehensive description of the field types, see: Adding and maintaining user-defined fields.

We want to make "Date of graduation" a date field so select "Date" from the "Field type" list. We want this new field to be included in GEDCOM transfers and there happens to be a suitable tag for it so scroll through the entries in the "GEDCOM tag" list until you reach "GRAD = Graduation". Click on the small "+" to the left of "GRAD" to display the tags available within GRAD. We want the date so click on "DATE = Date" and the tags "INDI GRAD DATE" will appear in the box above the GEDCOM tag list (INDI is just the GEDCOM tag for individual, ie. person, and it is displayed here so that you can tell it is not a family tag, which would start with FAM).

The remaining option for a user-defined field is "Privacy level". This can be used to exclude certain fields from report, Web pages, etc, later on. For example, you might have added extra fields which only store data related to your research; giving them a privacy level of 1 will exclude them from reports where you choose only to print fields at level 0. For our graduation date field we want that to appear everywhere so we will leave the Privacy level at 0 (blank).

That's all the information we need to create this new field. Click on the "Add" button to add the new field to the database. When Kith and Kin Pro has finished you will see the new field in the "User fields" box.

If you now click on "Date of graduation" in the "User fields" box the other boxes on the form will show the current settings for the field.

Add the "Graduation place" field in the same way. Change "Field name" to "Graduation place", "Field type" to "String" and "GEDCOM tag" to GRAD | PLAC. You will notice that the "Add" button has not been enabled yet. This is because there is one more setting we need to make for a string type field and that is the "String size". Type "60" into the "String size" box and click on the "Add" button to add the field to the database.

Click on the "Close" button to close the user-defined fields form. Now click on the "Edit person" button on the button bar and select any person from the list. You can see that the new fields have been added to the list above the "Notes" section of the person data form.

Notice that there is only one source button for all the user-defined fields. To add a source reference for a user-defined field you must first make sure that you have selected the correct field in the list. Placing the mouse cursor over the sources

button will tell you which user-defined field is currently selected.

Next tutorial - Starting your own family tree

Tutorial - Starting your own family tree

Subject: Creating a new database.

Creating a blank database

When you are ready to start entering data for your own family tree you will need to start with a blank database.

Click on "File" in the main menu, then "Database" and then "New". This brings up a form where you can enter a name for the new family tree. Enter the name into the "Database name" box. You can use as many characters as you like and include spaces. You cannot use characters which Windows considers invalid for file names, eg: \ and /. The "OK" button will become enabled when you have entered a valid name.

The list box below "Database name" shows the names of other available family trees. Probably it will just show "Sample_V3".

When you have entered a new name click on the "OK" button. Kith and Kin Pro will create and open a new, blank database. You will see the main window caption change to show the new database name you have entered.

Unless you open or create another database, Kith and Kin Pro will always open your new database when it starts up. The program always opens the last-used database when it starts up.

If you intend to import your family tree data from an existing GEDCOM file (perhaps you were using different software previously), go on to "Importing a GEDCOM file".

Entering new people and families

You can start entering your data at any point in the family tree you like.

Let's say you start with your own family. Click on "Edit" in the main menu and then "Add family". This opens up a blank family data form for you to fill in and adds its family rectangle to the Tree Area.

Enter the marriage and/or divorce details. Note that dates must be entered in the format specified in Preferences. The default format is "DD MMM YYYY", so if you haven't changed the format or selected a different regional file, you must enter dates like this: "25 Dec 1995". If you don't know part of the date you can omit it, eg. "Dec 1995" or "1995". You can't omit the year part of a date but you can put anything in a date field if you preceed it with an apostrophe "'". This tells Kith and Kin Pro to ignore the entry as a date but just store it as text.

Click on the "Update" button in the top-right corner of the form. This saves the new family information to the database on your hard drive. Changes that you make to the data in Kith and Kin Pro are written immediately to the hard drive when you click on the "Update" buttons.

Now you need to add the parents and children. Let's start with the father. Place the mouse cursor over the "Father" box, click the right mouse button and choose "Add" from the pop-up menu. This opens up a blank person data form in the same way as we opened a new family data form to start with. The difference is that the program has automatically linked this person to the family as the father.

Enter the person's names and details and click on the "Update" button. You will see that the original family data form has had its caption updated to show the name of the new father.

Go back to the original family data form by clicking on its caption and enter the mother and children in the same way.

If you find that you have too many data forms open to be able to find the one you want, press CTRL+L to close all the data forms at once. You will see now that a new family rectangle has been created in the middle of the Tree Area. Kith and Kin Pro always tries to position new family rectangles close to any families which it might be related to. If the new family is not linked to any other family, it will be positioned in the current centre of the screen.

Next tutorial - Importing a GEDCOM file

Tutorial - Importing a GEDCOM file

Subject: Using a GEDCOM file to import data into Kith and Kin Pro.

If you already have your family tree data available in another program, you can use a GEDCOM file to transfer it to Kith and Kin Pro.

First you must export the GEDCOM file from the previous program. Consult the program's documentation for instructions on how to do this.

Kith and Kin Pro will always merge the imported GEDCOM file with the existing database, so make sure that the current database is blank unless you specifically want to merge the data into an existing database.

Click on "File" in the main menu and then "Import GEDCOM file". An "Open" dialog box appears to let you choose the GEDCOM file which you want to import. You may have to navigate through the folders to find the file.

When you have selected the GEDCOM file to import and clicked on the "OK" button, another form appears with options to control the way that the data is imported. You will see that the program has already read part of the GEDCOM file and displayed some information about it in "File header details". Most of these options can be left at their default values unless you have a very old or strange GEDCOM file. If you have problems importing the GEDCOM file see Importing a GEDCOM file for further details.

After importing the GEDCOM file the Tree Area will contain a reasonably well arranged family tree. If you can't see any family rectangles on the screen use Go to family to scroll the screen. You will probably want to re-arrange the family tree by dragging the family rectangles around. Selecting families by relationship is a useful aid for this task.

Tasks

Database maintenance

- Starting a new database
- Creating a clean database
- Opening an existing database
- Saving a database
- Merging two databases
- Copying a database
- Copying part of a database
- Changing the name of a database
- Packing a database
- Repairing a database
- Clearing a database
- Deleting a database
- Adding and maintaining user-defined fields
- Backing-up your data
- Restoring data from a backup

Data maintenance

- Adding a new family
- Adding a new person
- Editing an existing family
- Editing an existing person
- Marking probable links
- Adding and maintaining aliases
- Editing notes
- Organising notes
- Entering dates
- Working with pictures
- Working with objects
- Adding and maintaining sources
- Deleting a family
- Deleting a person
- Adding and maintaining source documents
- Adding and maintaining source document repositories
- Updating descriptions
- Re-using an old person or family code
- Updating death flags
- Removing duplicate records
- Editing data in bulk

Searching / querying

- Searching for people
- Searching for families
- Searching for sources
- Using a query to find data
- Calculating ages
- Calculating phonetic codes
- Displaying statistics
- Displaying a relationship between two people
- Searching for date errors / inconsistencies
- Searching for events on a particular day
- Searching for people who are not on the Tree Area
- Displaying modified records

Screen

Moving around the Tree Area
Zooming in and out
Moving to a specific family
Selecting families using the mouse
Selecting families by relationship
Selecting all families
Moving families
Displaying a family summary
Arranging the open forms
Closing all open forms at once
Aligning families vertically
Using the Timeline Window
Choosing layers
Choosing the selection's layer
Choosing all layers
Moving families to a layer
Removing families from a layer
Creating a new layer from selection
Managing layers
Choosing fonts and colours
Turning the Tree Area on and off
Turning the Button Bar on and off
Turning the Status Bar on and off
Turning the Tree Area Control on and off

Printing

Using the report control form
Printing the tree layout
Printing family details
Printing person details
Printing indices
Printing a descendant tree
Printing an ancestral tree
Printing an indented descendant tree
Printing a missing data report
Printing a timeline
Printing a census report
Printing source document details
Printing document repository details
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Printing from a preview
Printing to text files
Copying printed pages to the clipboard

Importing / exporting

Importing a GEDCOM file
Exporting a GEDCOM file
Exporting Web pages
Customising Web pages
Exporting data to a delimited text file
Importing a text file into notes
Exporting a text file from notes
Exporting a report to a PDF file
Printing to text files
Copying printed pages to the clipboard

General

Setting preferences
Editing the timeline
Customising the button bar
Setting date options
Entering dates
Converting dates
Choosing fonts and colours
Setting options
Setting current database options
Choosing a family to move to when the tree is opened
Choosing the current database language
Setting regional / language options
Setting picture options
Working with pictures
Working with objects
Exiting from the program
Checking for program updates

Starting a new database



- From the **File menu** select **Database** and then **New**.
- Click on the **New database** button on the button bar.

Enter a unique name for the new database.

A new, blank database will created and opened. If you have added any user-defined fields to the current database these will be included in the new database. it is also possible to create a clean database without the current user-defined fields.

See also

Selecting / defining a database name
Adding and maintaining user-defined fields
Creating a clean database
Clearing a database

Creating a clean database

- From the **File menu** select **Database** and then **New clean** .

Enter a unique name for the new database.

A new, blank database will created and opened with just the default fields. If you have added any user-defined fields to the current database and want to include these in the new database, use **New** instead.

See also

Selecting / defining a database name
Adding and maintaining user-defined fields
Starting a new database
Clearing a database

Opening an existing database



- From the **File menu** select **Database** and then **Open**.
- From the **File menu** select **Database** and then one of the database names at the bottom of the menu.
- Click on the **Open database** button on the button bar.
- Specify the database name on the command line.

This will open the selected database. If the Tree Area is visible and a start family has been selected, the Tree Area will scroll to the start family. Other options will either scroll to a random family or scroll to the last viewed position in the Tree Area.

When Kith and Kin Pro is started it always opens the last used database unless you put the name of a required database on the command line.

You can open a specific database when Kith and Kin Pro starts up by including the database name on the command line. For example, you could add a new shortcut to Kith and Kin Pro on the desktop and modify the shortcut properties "Target" to "C:\Program files\Kith and Kin Pro V3\KithKinP.exe" "My tree". If your tree database name includes spaces you must enclose it in quotes. The database root folder must be the same as the last-used database.

If the database was created with option settings which do not match your current settings, you may wish to update person, family or date descriptions after opening the new database.

See also

Selecting / defining a database name
Turning the Tree Area on and off
Choosing a family to move to when the database is opened
Updating descriptions

Saving a database



- From the **File menu** select **Database** and then **Save**.
- Click on the **Save database** button on the button bar.
- Press **F2**.

It is not normally necessary to use this function since changes you make to the data are saved automatically.

Kith and Kin Pro stores its family tree data in hard disk based relational databases. This means that as you add, change or delete a record (that could be a person data form, a source document, etc) the changes you make are stored on the hard disk automatically. However, some data changes are sometimes stored in memory by the database engine before they are written to the hard disk. In the event that your PC suffers a crash, some of the changes you have made to the database may be lost. By using the **Save Database** function you can force Kith and Kin Pro to write all the latest changes to the hard disk immediately.

Merging two family trees



- From the **File menu** select **Database** and then **Merge**.
- Click on the **Merge database** button on the button bar.

Select a database which you want to merge with the current database.

Note that codes (person, family, etc) in the incoming database will not be preserved.

It is possible for field conflicts to arise if user-defined fields have been added to either database. If this happens Kith and Kin Pro will display a list of conflicting fields and give you the option of cancelling the merge operation.

If you continue with a merge operation where there are conflicting fields, Kith and Kin Pro will attempt the merge anyway. Fields in the incoming database which do not have a corresponding field name in the current database will be ignored. Fields which have corresponding field names but are of different types or sizes will be merged but may result in some data loss. For example, if both databases have an "Occupation" field which is 60 characters long in the incoming database but only 40 characters long in the current database, there is the possibility of losing up to 20 characters from the end of the field.

If you want to make sure that conflicting fields have their data correctly merged, cancel the merge operation and modify the user-defined fields for the current database.

After merging databases, it is possible that some records may have been duplicated. You can search and fix these records using the Remove duplicates function.

If the incoming database was created with option settings which do not match your current settings, you may wish to update person, family or date descriptions after merging the databases.

See also

Selecting / defining a database name
Adding and maintaining user-defined fields
Database fields
Removing duplicate records
Updating descriptions

Copying a database



- From the **File menu** select **Database** and then **Copy**.
- Click on the **Copy database** button on the button bar.

Enter a unique name for the new database.

Kith and Kin Pro will copy the current database to the new database. The current database will remain open. If you want to use the new database, you must open it.

See also

Selecting / defining a database name
Opening an existing database

Copying part of a database



- From the **File menu** select **Database** and then **Copy selection**.
- Click on the **Copy selection** button on the button bar.

To use this function, you must first select the families in the Tree Areawhich you want to copy to a new database.

Kith and Kin Pro will copy all the data associated with the selected families (people, notes, pictures, etc) from the current database to the new database. The current database will remain open. If you want to use the new database, you must open it.

This function is only available when the Tree Area is visible.

See also

Selecting / defining a database name
Opening an existing database
Selecting families using the mouse
Selecting families by relationship
Selecting all families
Turning the Tree Area on and off

Changing the name of a database

- From the **File menu** select **Database** and then **Change name** .

To change the name of the current database, enter a new, unique name for the database.

See also

Selecting / defining a database name

Packing a database

- From the **File menu** select **Database** and then **Pack**.

After prolonged use, a family tree database contains a lot of deleted records which are invisible to Kith and Kin Pro but just take up disk space.

You can remove these redundant records by packing the database.

Note that you must have free disk space at least equivalent to the size of the largest database table which you about to pack (eg. People.dat, Pictures.dat, etc). Insufficient space may cause the pack operation to fail so it is advisable to back up your database before using this function.

See also

Repairing a database
Backing-up your data

Repairing a database

- From the **File menu** select **Database** and then **Repair**.

This function will check the current database for errors and rebuild the database tables.

If you encounter any strange error messages relating to a table index during normal use, it may help to repair the database using this command.

See also

Packing a database
Backing-up your data

Clearing a database

- From the **File menu** select **Database** and then **Clear**.

WARNING! This function deletes every record from the current database.

See also

Deleting a database

Deleting a database

- From the **File menu** select **Database** and then **Delete**.

Select the database which you wish to delete. This will result in the entire contents of the database folder and any sub-folders being deleted - **even files which are not part of the database** .

You cannot delete the current database.

See also

Clearing a database
Selecting / defining a database name

Adding and maintaining user-defined fields

- From the **Options menu** select **User fields** and then **Person** to modify fields for person data (People table) or **Family** to modify fields for family data (Families table).

As well as storing data in the standard person and family fields (eg. Surname, Marriage date, etc) you can add your own "user-defined" fields to the database. GEDCOM supports some additional fields which you may want to add to your database, although you can give them your own name. You can also add new fields which have no corresponding GEDCOM tag. The name you use for the field is used as the description in printouts. For example, a new field named "Occupation" might contain the string "Farmer" in one particular person's data record. This would appear in a Details report as "Occupation: Farmer".

Changes to the user-defined fields only apply to the current database. When you subsequently create a new database, any user-defined fields will be copied to the new database;

Using the User defined fields form:

The "User fields" list shows all the user-defined fields currently in the database for the person or family table.

Adding a new field:

Enter a unique name for the field in the "Field name" box. Field names must start with a letter (A to Z). The new name must not already exist in the table; for example the fields "Birth date" and "Changed" are already part of the People table.

From the "Field type" drop-down list choose a data type which is suitable for the type of data you intend to store in the new field. The following field types are available:

String - Character or string field; 1 to 255 characters

Small integer - 16-bit integer field; whole numbers in the range -32767 to 32767

Integer - 32-bit integer field; whole numbers in the range -2147483648 to 2147483647

Logical - Boolean field; "true" or "false"

Decimal - Floating-point numeric field; -10E307 to 10E308 with 15 significant digits

Currency - Money field; a decimal field formatted to display decimal places and a money symbol

Date - Date field

If the field type is "String" then you must specify the maximum string length to be held in this field by entering a number between 1 and 255 in the "String size" box. Try not to make the length any longer than you need because the disk space used by every record in the table will be increased by this size.

You can associate a GEDCOM tag with the new field if you want the field to participate in GEDCOM file operations (import and export). Different tags are available for people and families. For example, if you have added an "Occupation" field you could associate the GEDCOM tag "OCCU" with this field. Now when you import a GEDCOM file, any data with a "OCCU" tag will be put in the "Occupation" field. The "GEDCOM tag" list shows all the available tags, some have sub-tags which are accessed by clicking on the small "+" beside the main tag. Clicking on a tag will make the expanded tag appear in the box above the list; so clicking on "AGE" in the "DEAT" tag will display "INDI DEAT AGE", indicating that this field relates to the AGE tag subordinate to the DEAT tag subordinate to the INDI (individual) tag in a GEDCOM file. It requires some knowledge of GEDCOM to know which tags are likely to contain the data. For example "INDI OCCU" normally contains the description of an occupation, even though there are other tags subordinate to this, while "INDI BIRT" never has any data, only its subordinate tags.

When all of these settings have been made, and they are valid, the Add button will be enabled. Click on the **Add** button to add the new field to the database.

Changing the properties of an existing field:

You may want to change the definition of an existing user-defined field. For instance, you may want to change the field name, the field type or the length of string which the field can hold.

Click on the field name in the "User fields" list. The current properties of the field will appear in the "Field name", "Field type", "String size" and "GEDCOM tag" boxes. Modify these properties as required (see "Adding a new field" above) and if the new properties are valid, click on the **Change** button.

If the field type or string size has changed, Kith and Kin Pro will attempt to modify any existing data in this field so that it makes sense in the modified field. For instance, when changing a String field to an Integer field the program will copy any numeric data across but any non numeric data will result in a 0 field value. **Warning: for this reason it is possible to lose data when changing a field type.**

Deleting a field:

You can delete an existing user-defined field.

Click on the field name in the "User fields" list. Click on the **Delete** button. **Warning: all data in this field will be lost.**

See also

Database fields
Starting a new family tree
Exporting a GEDCOM file
Importing a GEDCOM file

Backing-up your data

- From the **File menu** select **Database** and then **Backup**.
- Press **CTRL+F2**.

Only available when the program has been registered

All the data you have entered into Kith and Kin Pro is normally held in various files in folders in the "C:\KKPro3Data" folder. This is known as the "Database root folder". Each family tree database is held in a separate folder and any pictures are held in a "\Pictures" sub-folder. So if you have Windows installed on the C: drive, the files for a family tree called "Smith" will be held in the "C:\KKPro3Data\Smith" folder and any pictures will be in the "C:\KKPro3Data\Smith\Pictures" folder and subfolders. If you have changed the "Database root folder" then the databases will be held in folders subordinate to the new database root folder.

The timeline database files are also stored in "C:\KKPro3Data", the default database root folder.

To make backing-up your data easier, you should periodically use the **Backup** function to instantly create a single, zipped archive of the current database. This will also include all images stored in the \Pictures subfolder but does **not** include the timeline files from "C:\KKPro3Data". The backup file will be stored in the backup folder specified in Options | Preferences | Options. Normally this is "My Documents\KKPro".

You should include the backup file(s) from the backup folder in your usual backup routine. You may also wish to backup the contents of "Documents and Settings\All Users\Application Data\KKPro" (XP) or "\ProgramData\KKPro" (Vista/Win7) which stores the Kith and Kin Pro options files.

If you need to recover the data from a backup file you can use File | Database | Restore.

See also

Restoring data from a backup
Setting options
Selecting / defining a database name

Restoring data from a backup

- From the **File menu** select **Database** and then **Restore**.

Only available when the program has been registered

If something happens to your data which requires that you need to recover data from a backup file use this **Restore** function.

You will be prompted to choose a backup file. Clicking on the **View menu | Details** button in the file selection dialog will display the dates/times that the backups were made. The backup files are stored in the backup folder specified in Options | Preferences | Options. Normally this is "My Documents\KKPro". However, you can select a backup file stored in any location.

WARNING - Restoring a database from a backup file will overwrite all data currently stored in the database including full-sized image files stored in the /Pictures subfolder.

See also

Backing-up your data
Setting options

Adding a new family



- From the **Edit menu** select **Add family**.
- Press **CTRL+F6**
- Use the **Add** command in a **"Child of"** or **"Marriages"** box of a **person data form**.
- Click on the **Add family** button on the button bar.

This will create a new family data record, open a new family data form and allocate a new family code to it. The family will be placed on the current layer, if any.

You can now enter the details, father, mother and children for the new family. See: Editing an existing familyfor details on adding data to the family.

When a new family has been added it will appear in the Tree Area display as a new rectangle. Kith and Kin Pro always tries to position new family rectangles close to any families which it is related to. If the new family is not linked to any other family, it will be positioned in the current centre of the screen.

If the Tree Area is switched off when you add a new family, a family rectangle will not be created until you turn the Tree Area on, at which time it will be at the top-left of the Tree Area.

Click on the **Delete** button if you want to discard the new family.

See also

Editing an existing family
Editing an existing person
Choosing fonts and colours
Turning the Tree Area on and off
Managing layers

Adding a new person



- From the **Edit menu** select **Add person**.
- Press **CTRL+F5**
- Use the **Add** command in a **"Children"** or **"Father"** or **"Mother"** box of a **family data form** .
- Click on the **Add person** button on the button bar.

This will create a new person data record, open a new person data form and allocate a new person code to it.

You can now enter the details for the new person. See: Editing an existing person for details on adding data to the person.

Click on the **Delete** button if you want to discard the new person.

See also

Editing an existing person
Editing an existing family
Choosing fonts and colours

Editing an existing family



- Double-click on a **family rectangle** in the Tree Area.
- From the **Edit menu** select **Edit family**.
- Press **F6**
- Click on the **Edit family** button on the button bar and then **select a family from the list** .
- Double-click on a **"Child of"** or **"Marriages"** box of a **person data form**.
- Use the **Edit** command in a **"Child of"** or **"Marriages"** box of a **person data form**.
- Double-click on a **family event** in the **Timeline Window** .
- Double-click on a **family** in the **Search Window** results list.

The family data form allows you manage all the data for a particular family. You can edit family details such as marriage date and any user-defined fields which you have assigned to families. You can add links to the people which make up this family; the father, mother and children.

When you make any changes to the data, the data form will become highlighted using the "Dialog editing indicator" colour. This indicates that the data is currently being edited and has not yet been saved to the database. Click on the **Update** button to save the new data to the database, or the **Undo** button to cancel any changes made. When you update a family's data the "Last updated" date is set to today and the "Record changed" flag is set. You can view a list of all the records which have been modified by using "Tools | Records modified".

Delete: 

Click on the **Delete** button to delete the entire family and close the form.

Close: 

Click on the **Close** button to close the form. You can have as many open data form as you wish and can switch between them at will.

Go to family: 

Click on the **Go to** button to scroll the Tree Area to the current family.

Using text edit fields:

To add or edit data in the **"Marriage"** , **"Divorce"** or any **user-defined** field simply click the mouse on the field you want to change and start typing. Any date fields must have dates entered using the format defined in Preferences.

To speed up entering the same place names over and over, you can press **F4** or **right-click** in a text edit field to display a **pick-list** of the last 20 entries made. Click on the required entry or use the down arrow key and press Return to enter the text into the current field. Press Escape to cancel the pick-list.

Father:

To add or edit the father, right-click the mouse or press F4 in the **"Father"** field and choose the appropriate command from the pop-up menu. If a father already exists you can also edit him by **double-clicking** on the "Father" field. Use **Add** to create a new person who will be used as the father for this family, **Identify** to link to someone who already exists, **Edit** to edit the data for an existing father and **Remove** to remove the link (this does not delete the person).

Mother:

The **"Mother"** field works in exactly the same way as the father field.

Children:

To add a new child to the family, right-click the mouse or press F4 in the **"Children list"** field and choose the appropriate command from the pop-up menu. Use **Add** to create a new person who will be identified as a child in this family and **Identify** to link to someone who already exists.

To edit or remove a child from the list, click on the child's name to highlight it and then right-click the mouse to bring up the pop-up menu. Use **Edit** to edit the data for the child and **Remove** to remove the link (this does not delete the person).

You can also edit a child by **double-clicking** on its name in the "Children list".

Children can be automatically sorted by birth/christening date if this option is set in Preferences. Sometimes it is necessary to sort a list of children manually (particularly if some have no dates). To do this the auto-sort option in Preferences must be off or you can override the auto-sort option by using the small **Manual sort** button at the bottom-left corner of the "Children list" (down indicates Auto-sort). Now you can re-arrange the children simply by **dragging** a child in the list to its new position. A curved arrow on the left side of the list indicates the position the child will take when you drop it. When you click on the **Update** button, the order of the children is fixed until the next time you click on the Update button for this family.

Notes:

You can have more than one note for each family and you can give each one a description to help you find it. The descriptions can be used in reports if you wish.

You can also give each note a **privacy level** code which allows you to keep some notes private, the lower the code, the less private the note is. For example you may have notes which you always want published in reports, GEDCOM files and Web pages; so you would give them a privacy level of 0. Other notes might be for your own private use such as reminders about the status of your research and you would give these a higher privacy level. When you come to publish the data, you can decide what level of notes to include.

The use of privacy level codes should be consistent throughout the database.

To add a new note click on the **New note** button and start typing in the notes field. When you make any changes to the notes data, the notes part of the data form will become highlighted using the "Dialog editing indicator" colour. This indicates that the notes data is currently being edited and has not yet been saved to the database. Click on the **Accept edit** button to save the new data to the database, or the **Cancel edit** button to cancel any changes made.

For larger notes, you can open the Notes Editor which has additional editing functions, by clicking on the **Edit notes** button or **double-clicking** in the notes field.

If you have more than one note, use the **Previous note** and **Next note** buttons to scroll through them. It does not matter in which order you enter separate notes, you can change their order later by using the "Organise notes" button.

Use the **Delete note** button to delete the currently displayed note.

Layers:

Displays the layer (if any) which this family appears on. You can **right-click** on the layer name to switch to that layer.

Sources: 

To make a record of where you found the information which you are recording in the data form, click on an appropriate **source** button. For example, if you want a source record for the "Marriage date", click on the source button to the right of the Marriage details. User-defined fields share a single source button and you must select the appropriate user-defined field before clicking on the source button. Source buttons display a grey page icon when there are no sources stored and a yellow page icon when there are. This displays the Sources form where you can store information about the source document and repository. You can have more than one source for each data field.

Pictures: 

You can store pictures with a family's data and these can be used in some reports and on Web pages. Click on the **Pictures** button to open the Pictures form. The Pictures button displays a black icon when there are no pictures stored and a coloured icon when there are.

Objects: 

You can store OLE objects with a family's data. Objects are generally multi-media items such as sound or video clips which have been copied from another application and are not used in output. Click on the **Objects** button to open the Objects form. The Objects button displays a black icon when there are no objects stored and a coloured icon when there are.

See also

Adding a new person
Editing an existing person
Entering dates
Editing notes
Organising notes
Entering dates
Adding and maintaining sources
Working with pictures
Working with objects
Setting date options
Setting options
Adding and maintaining user-defined fields
Choosing fonts and colours
Database fields
Selecting a family
Displaying modified records
Marking probable links

Editing an existing person



- From the **Edit menu** select **Edit person**.
- Press **F5**
- Click on the **Edit person** button on the button bar and then **select a person from the list** .
- Double-click on a **person** in a **family summary** .
- Double-click on a **"Child of"** or **"Marriages"** box of a **family data form** .
- Use the **Edit** command in a **"Child of"** or **"Marriages"** box of a **family data form** .
- Double-click on a **person event** in the **Timeline Window** .
- Double-click on a **person** in the **Search Window** results list.

The person data form allows you manage all the data for a particular person. You can edit person details such as birth date and any user-defined fields which you have assigned to people. You can add links to the families where this person appears; the family where he is a child and marriages.

When you make any changes to the data, the data form will become highlighted using the "Dialog editing indicator" colour. This indicates that the data is currently being edited and has not yet been saved to the database. Click on the **Update** button to save the new data to the database, or the **Undo** button to cancel any changes made. When you update a person's data the "Last updated" date is set to today and the "Record changed" flag is set. You can view a list of all the records which have been modified by using "Tools | Records modified".

Delete: 

Click on the **Delete** button to delete the entire person and close the form.

Close: 

Click on the **Close** button to close the form. You can have as many open data form as you wish and can switch between them at will.

Using text edit fields:

To add or edit data in the **"Surname"** , **"Firstnames"**, **"Birth"**, **"Christening"**, **"Death"** , **"Burial"**or any **user-defined** field simply click the mouse on the field you want to change and start typing. Any date fields must have dates entered using the format defined in Preferences.

The **"Surname"** field can be set to convert all letters to upper-case. If you want to enter lower-case letters you must either turn off the option in Preferences or you can override the upper-case option by using the small **Normal case** button to the left of the "Surname" field (down indicates upper-case only). Upper-case is normally used for surnames to make it easier to identify the surname in reports.

To speed up entering the same names over and over, you can press **F4** or **right-click** in a text edit field to display a pick-list of the last 20 entries made. Click on the required entry or use the down arrow key and press Return to enter the text into the current field. Press Escape to cancel the pick-list.

Deceased:

Set this flag to indicate that the person is dead. You can set or clear this flag irrespective of whether the person has any death or burial details. Kith and Kin Pro uses this flag to confirm that the person is dead; the existence of death/burial details does not affect this. You can choose whether new people should have this flag set or clear by default in Preferences.

Alias: 

A person can have more than one name. It's useful to record this so that you can search and index people by all their names, particularly women who changed their surnames when they got married.

To add an alias for this person click on the **Alias** button. This opens the Alias form.

It is possible to have the program automatically create an alias for a woman when she gets married. Set this option in

Preferences.

Child of family:

To add or edit the family where this person appears as a child, right-click the mouse or press F2 in the **"Child of family"** field and choose the appropriate command from the pop-up menu. If a family already exists you can also edit it by **double-clicking** on the "Child of family" field. Use **Add** to create a new family which will have this person as a child, **Identify** to link to a family which already exists, **Edit** to edit the data for an family and **Remove** to remove the link (this does not delete the family).

If the family is not on the current layer this field will be coloured orange and certain functions will be disabled in the popup menu. To enable all the normal functions, right-click and use **Switch to layer** . This will change the current layer to the same layer as the "Child of family".

Marriages:

To add a new marriage to the person, right-click the mouse or press F2 in the **"Marriages list"** field and choose the appropriate command from the pop-up menu. Use **Add** to create a new family who will have this person as a parent and **Identify** to link to a family which already exists.

To edit or remove a marriage from the list, click on the family to highlight it and then right-click the mouse to bring up the pop-up menu. Use **Edit** to edit the data for the marriage and **Remove** to remove the link (this does not delete the family).

You can also edit a marriage by **double-clicking** on it in the "Marriages list".

If a family in the Marriages List is not on the current layer it will be coloured orange and certain functions will be disabled in the popup menu. To enable all the normal functions, select the marriage, right-click and use **Switch to layer** . This will change the current layer to the same layer as the selected marriage.

Marriages can be automatically sorted by marriage date if this option is set in Preferences. Sometimes it is necessary to sort a list of marriages manually (particularly if some have no dates). To do this the auto-sort option in Preferences must be off or you can override the auto-sort option by using the small **Manual sort** button at the bottom-left corner of the "Marriages list" (down indicates Auto-sort). Now you can re-arrange the marriages simply by **dragging** a marriage in the list to its new position. A curved arrow on the left side of the list indicates the position the marriage will take when you drop it. When you click on the **Update** button, the order of the marriages is fixed until the next time you click on the Update button for this person.

Notes:

You can have more than one note for each person and you can give each one a description to help you find it. The descriptions can be used in reports if you wish.

You can also give each note a **privacy level** code which allows you to keep some notes private, the lower the code, the less private the note is. For example you may have notes which you always want published in reports, GEDCOM files and Web pages; so you would give them a privacy level of 0. Other notes might be for your own private use such as reminders about the status of your research and you would give these a higher privacy level. When you come to publish the data, you can decide what level of notes to include.

The use of privacy level codes should be consistent throughout the database.

To add a new note click on the **New note** button and start typing in the notes field. When you make any changes to the notes data, the notes part of the data form will become highlighted using the "Dialog editing indicator" colour. This indicates that the notes data is currently being edited and has not yet been saved to the database. Click on the **Accept edit** button to save the new data to the database, or the **Cancel edit** button to cancel any changes made.

For larger notes, you can open the Notes Editor which has additional editing functions, by clicking on the **Edit notes** button or double-clicking in the notes field.

If you have more than one note, use the **Previous note** and **Next note** buttons to scroll through them. It does not matter in which order you enter separate notes, you can change their order later by using the "Organise notes"button.

Use the **Delete note** button to delete the currently displayed note.

Layers:

Displays the layers (if any) which this person appears on. You can **right-click** on a layer name to switch to that layer.

Sources: 

To make a record of where you found the information which you are recording in the data form, click on an appropriate **source** button. For example, if you want a source record for the "Birth date", click on the source button to the right of the Birth details. User-defined fields share a single source button and you must select the appropriate user-defined field before clicking on the source button. Source buttons display a grey page icon when there are no sources stored and a yellow page icon when there are. This displays the Sources form where you can store information about the source document and repository. You can have more than one source for each data field.

Pictures: 

You can store pictures with a person's data and these can be used in some reports and on Web pages. Click on the **Pictures**button to open the Pictures form. The Pictures button displays a black icon when there are no pictures stored and a coloured icon when there are.

Objects: 

You can store OLE objects with a person's data. Objects are generally multi-media items such as sound or video clips which have been copied from another application and are not used in output. Click on the **Objects** button to open the Objects form. The Objects button displays a black icon when there are no objects stored and a coloured icon when there are.

See also

Adding a new family
Editing an existing family
Adding and maintaining aliases
Entering dates
Editing notes
Organising notes
Entering dates
Adding and maintaining sources
Working with pictures
Working with objects
Setting date options
Setting options
Adding and maintaining user-defined fields
Choosing fonts and colours
Database fields
Selecting a person
Displaying modified records
Updating death flags
Marking probable links
Choosing layers

Marking probable links

- Use the **Definite** command in a **"Child of"** or **"Marriages"** box of a **person data form**.
- Use the **Definite** command in a **"Children"** or **"Father"** or **"Mother"** box of a **family data form** .

The above boxes indicate the relationship between people and families (and therefore between people). Sometimes you may not be not absolutely certain that the relationship is correct and Kith and Kin Pro can record this.

By right-clicking on any of these boxes in a person or family data form, a pop-up menu will appear which contains a "Definite" command. This command has a tick (check) against it when you are sure that the relationship is correct and does not have a tick when the link is only probable. Click on the "Definite" command to switch between definite and probable.

Definite links are shown in the Tree Area as solid lines between family rectangles. If a person has only a probable link to a family then the half of the line nearest the family will be dashed.

You can optionally have the "probable" link status printed in some reports.

See also

Editing an existing family
Editing an existing person

Adding and maintaining aliases



- Click on the **Alias button** in a **person data form**.

A person can have more than one name. It's useful to record this so that you can search and index people by all their names, particularly women who changed their surnames when they get married. You can also record the date that the name change happened (the date a woman got married for instance).

The list at the top of the data form shows the current aliases for this person. The currently selected alias is highlighted.

Add a new alias by clicking on the **New alias** button. You can now enter the "Date of change", "Surname", and "Firstnames" data in the edit boxes above the buttons.

When you make any changes to the data, the data form will become highlighted using the "Dialog editing indicator" colour. This indicates that the data is currently being edited and has not yet been saved to the database. Click on the **Accept edit** button to save the new data to the database, or the **Cancel edit** button to cancel any changes made.

To **edit** the data for an existing alias, first **select** the alias you want to change in the list at the top of the data form. The current data will appear in the edit boxes above the buttons. Modify the data and click on the **Accept edit** button.

Delete an alias by **selecting** the required alias in the list at the top of the data form and then clicking on the **Delete** button.

It is possible to have the program automatically create an alias for a woman when she gets married. Set this option in Preferences.

See also

Entering dates
Editing an existing person
Setting options
Choosing fonts and colours

Editing notes



Click on the **Edit button** in a **person data form** or a **family data form** .
Double-click on the Notes edit box in a **person data form** or a **family data form** or any multi-line text edit box in sources.
The Notes Editor is also displayed containing the results of some **Tools** actions.

The Notes Editor allows you to edit, copy, print, import and export text. You can also edit notes directly in a person or family data form.

The text area of the Notes Editor works just like any Windows text editor. You can use the usual hot-keys, mouse buttons and menu commands. The text is not formatted but you can choose the font used in Preferences. Lines should not be broken with RETURNs unless you want to start a new paragraph. Kith and Kin Pro will wrap the text as appropriate when printing reports.

Use **File | Import from file** to **replace** the all of the current notes with the contents of a text file. Note that this operation cannot be undo.

Searching for text:

Use **Find** from the **Search** menu. Enter the text you want to find in the "Find what" box. Set "Match whole word only" if the text you are looking for is a word rather than part of a word, eg. "fred" would not match "Alfred". Set "Match case" if you want the upper and lower case letters to match exactly, eg. "Fred" would match "Frederick" but not "Alfred". Click on the **Find next** button to perform the search. The text (if found) will be shown selected in the text area. Click on the "Find next" button again to find the next occurrence of the search text.

Replacing text:

Use **Replace** from the **Search** menu. Enter the text you want to find in the "Find what" box and the text to replace it with in the "Replace with" box. Set "Match whole word only" if the text you are looking for is a word rather than part of a word, eg. "fred" would not match "Alfred". Set "Match case" if you want the upper and lower case letters to match exactly, eg. "Fred" would match "Frederick" but not "Alfred". Click on the **Find next** button to find the first occurrence. The text (if found) will be shown selected in the text area. You can now click on the **Replace** button to replace just the selected text. Click on the "Find next" button again to find the next occurrence of the search text. Click on the **Replace all** button at any time to find and replace all occurrences of the search text.

Printing:

Use **Print** from the **File** menu. The text in the text area is printed using the same font as used on the screen.

See also

Editing an existing person
Editing an existing family
Organising notes
Importing a text file into notes
Exporting a text file from notes
Choosing fonts and colours

Organising notes



- Click on the **Organise button** in a **person data form** or a **family data form** .

If you have more than one set of notes for a person or family you may want to rearrange the order in which they appear.

Click on the **Organise** button next to the notes in a person or family data form. This opens up a window with a list of all the notes for that person or family. The list displays the note number (# - an arbitrary code generated by Kith and Kin Pro), the first line of the notes, the description and the privacy level.

To move a note up or down the list, click and drag with the left mouse button on either of the first two columns (# or Note).

You may edit any of the descriptions or privacy levels in the list.

Click on the **Ok** button to save the changes.

See also

Editing an existing person
Editing an existing family
Editing notes

Entering dates

Dates must be entered in the **input format** defined in Preferences. The example dates which follow are in the DD-MMM-YYYY format, with a "-" separator and no leading zeros.

The following dates are valid:

25-Dec-1995
1-Jan-1996
25-Dec-1 BC

Where part of the date is unknown simply omit the unknown part. Note that the year may not be omitted:

Dec-1995
1995

The standard GEDCOM date modifiers may be used to indicate About, Before, After and Estimated. You can change the strings used (eg. ABT) in Options | Preferences | Dates.

ABT 25-Dec-1995
BEF 25-Dec-1995
AFT 25-Dec-1995
EST 25-Dec-1995

A phrase may be entered in place of a date by placing an apostrophe before the text. Note that phrases are not used in date calculations, sorting, etc.

'Sometime later

The day and month descriptions (January, Sunday, etc) can be non-English if the **Month names** and **Weekday names** are changed in Preferences.

Dates should correspond to the Julian/Gregorian calendar currently selected. For example the date 29 Feb 1700 can be entered in the UK because this was a leap year in the Julian calendar and the Gregorian calendar was not adopted until 1752. However, from the point of view of someone in Italy this day would be 11 Mar 1700, where the Gregorian calendar was adopted in 1582. In Italy 29 Feb 1700 would be invalid since this was not a leap year in the Gregorian calendar. You should select the correct **Gregorian adoption date** in Preferences for the dates you are going to enter.

See also

Setting date options

Working with pictures



- Click on the **pictures** button in a **person data form** , a **family data form** , a **source reference** or a **source document**.

Kith and Kin Pro can store pictures and other images associated with a particular person, family or source. The pictures can optionally be printed in reports and included in Web pages.

The pictures are stored full-sized in files in the current database's \Pictures folder hierarchy. The program also creates a smaller thumbnail of the picture which is stored as part of the current family tree database. This allows you to quickly move through the available pictures.

The Pictures form displays a list of the images currently associated with the person, family or source named at the top of the form. **Click** on a description of the picture in the list and the **thumbnail** will appear.

When you make any changes to the data, the data form will become highlighted using the "Dialog editing indicator" colour. This indicates that the data is currently being edited and has not yet been saved to the database. Click on the **Accept edit** button to save the new data to the database, or the **Cancel edit** button to cancel any changes made.

Adding a new picture:

First click on the **Add new image** button to create a new record to store the image in.

Enter a **Description** of the picture which will be used as a caption for the picture in reports. If you want the picture to appear in reports and Web pages, set the **"Include image in output"** option.

Enter the **Width** and **Height** that the image should appear when printed. The units of measure used are those currently set in the Page setup form. For the best quality in printouts you should normally use images which are the width and height in pixels which give them the required physical width and height when printed on your printer. For example, if your printer has a resolution of 600 dpi (dots per inch) and you have a picture which you want to have a finished printed size of 3 inches wide by 2 inches high, then the image itself should be 1800 pixels wide by 1200 pixels high. If you want to use smaller images (in terms of pixels) Kith and Kin Pro will automatically scale pictures to fit the required Width and Height settings when printing but the print quality will not be as good.

The width and height fields are ignored in Web page output. The Web export feature allows you to choose an overall maximum size for thumbnail images to keep them uniform.

To add an **image** to the record, see "Acquiring a picture" below.

Click on the **OK** button to save the picture to the database.

Editing an existing picture:

To edit the data for an existing picture or to change the picture, first **select** the picture you want to change in the list at the top of the data form. The current data and thumbnail will appear in the boxes below the list. Modify the data and/or acquire a new picture (see below) and click on the **Accept edit** button.

Deleting a picture:

Delete an picture by **selecting** the required picture in the list at the top of the data form and then clicking on the **Delete** button.

Where are the image files stored?

By default, Kith and Kin Pro stores image files in the \Pictures folder of the current database. So if your database is called "Smith" and you are using the default database root folder, the image files will be stored in "C:\KKPro3Data\Smith\Pictures".

To make managing picture files easier, it is possible to have image files stored in user-defined subfolders, for instance \Pictures\Places or \Pictures\Headstones. To tell Kith and Kin Pro which folder to use for new image files, use "Options | Preferences | Pictures | Default folder".

Acquiring a picture:

Drag and drop image file(s) from a folder:

The simplest way to add existing image files to Kith and Kin Pro. Drag one or more image files from Windows Explorer and drop them into the Pictures form. If the image files are in one of the current database's \Pictures folder hierarchy then the new picture records will simply link to the existing files. If the image files are outside of the \Pictures folder hierarchy then a copy will be made in the default pictures folder.

Linking to an image file:

Click on the **Link to file** button or **right-click** on the thumbnail (even if it is blank) and then select **Link to file**. Kith and Kin Pro can import from most common image file formats.

If the selected image file is stored in the current database's \Pictures folders hierarchy then the new picture record will simply link to the existing file. This allows you to link several different people, families, sources or documents to the same image.

If the selected image file is stored outside of the \Pictures folder hierarchy it will be copied to the default pictures folder. A warning will appear if a copy already exists there and you should select the copy in the \Pictures folder hierarchy instead.

Pasting an image from the clipboard:

If you have copied an image from another program onto the clipboard, paste it into the current record by clicking on the **Paste** button, using **Paste** in the thumbnail pop-up menu, or pressing **Ctrl+V**.

The program will create a copy of the full-sized image in the default pictures folder. The file name will be the same as the Code number of the picture record. The file type will be that defined in Preferences

Scanning an image:

If you have a TWAIN compliant scanning device connected to your computer, you can scan images directly into Kith and Kin Pro.

If you have more than one TWAIN source, **right-click** on the thumbnail (even if it is blank) and then select **Select scanner** from the pop-up menu. Select the scanner that you want to use.

Click on the **Scan** button or select **Scan** from the pop-up menu or press **F5** to scan the image. Kith and Kin Pro will open up the scanning window for your scanner. Proceed with the normal scanning operation. Some programs will close the window automatically when scanning is complete. If yours does not do that then close the window manually to return to Kith and Kin Pro.

The program will create a copy of the full-sized image in the default pictures folder. The file name will be the same as the Code number of the picture record. The file type will be that defined in Preferences

Sorting the pictures:

You can move the pictures around in the list to get the order you want, simply by dragging entries up and down the list with the left mouse button. When you start to drag an entry, a black line will appear indicating where the picture will be placed. Release the mouse button when the line is in the position you want.

The sorted picture order will be used when printing reports or exporting Web pages.

Full-sized image functions:

You can display the **full-sized** image by **double-clicking** on the thumbnail, the description in the pictures list, by using **View** in the thumbnail pop-up menu, or by pressing **Ctrl+W**.

If the picture is larger then the size of the screen it will be **shrunk** to fit if the "Shrink large images to fit screen" option is set in Preferences. You can override this setting by using **"Shrink to screen"** from the pop-up menu.

Right-click on the full-sized image to display the **pop-up menu**. From here you can also **print** the image and **copy** it to the clipboard.

When the full-sized image is visible click on it or on anything else to **close** it.

See also

- Setting picture options
- Printing family details
- Printing person details
- Exporting Web pages

Working with objects



- Click on the **objects** button in a **person data form** or **family data form** .

Kith and Kin Pro can store multimedia OLE objects associated with a particular person or family. The objects are intended to be used for multimedia such as videos, sounds, etc which cannot be printed.

The Objects form displays a list of the objects currently associated with this person or family at the top of the form. **Click** on a description of the object in the list and the object will appear as an icon.

When you make any changes to the data, the data form will become highlighted using the "Dialog editing indicator" colour. This indicates that the data is currently being edited and has not yet been saved to the database. Click on the **Accept edit** button to save the new data to the database, or the **Cancel edit** button to cancel any changes made.

Adding a new object:

First click on the **Add new object** button to create a new record to store the object in.

Enter a **Description** of the object.

To add an **object** to the record, see "Acquiring an object" below.

Click on the **OK** button to save the object to the database.

Editing an existing object:

To edit the data for an existing object or to change the object, first **select** the object you want to change in the list at the top of the data form. The current data and object will appear in the boxes below the list. Modify the data and/or object and/or acquire a new object (see below) and click on the **Accept edit** button.

Deleting an object:

Delete an object by **selecting** the required object in the list at the top of the data form and then clicking on the **Delete** button.

Acquiring an object:

Pasting an object from the clipboard:

If you have copied an object from another program onto the clipboard, paste it into the current record by clicking on the **Paste**button or using **Paste** in the thumbnail pop-up menu. Pasting the object in this way embeds the object in the database. If you want to link the object use **Paste special** in the pop-up menu.

Inserting a new object:

Use **Insert** from the pop-up menu. This gives you several options to define the way the object is stored and displayed.

Playing an object:

Select the required object in the list at the top of the data form and then double-click on the object or on its description in the list to play it. Playing is usually the default action of a multi-media object but some objects may have different default actions.

To see a list of the **actions** available, **right-click** on the object to display the pop-up menu.

Sorting the objects:

You can move the objects around in the list to get the order you want, simply by dragging entries up and down the list with the left mouse button. When you start to drag an entry, a black line will appear indicating where the object will be placed. Release the mouse button when the line is in the position you want.

Adding and maintaining sources



- Click on a **Source button** in a **person data form** or a **family data form** .

Kith and Kin Pro allows you to record the sources of information that you have discovered and whether you consider that information reliable.

Source details are recorded in three parts; (1) the source reference, (2) the source document and (3) the document repository. The source reference (1) holds the page number and quality of data and is a reference to a source document (2). The source document (2) holds the details of the physical source document; title, author, media, etc and also references a repository (3). The document repository (3) holds details of where documents are kept; name, address, etc.

Using these three data types it is possible to store a single record for a source document which is referenced by several sources in different people/families. Similarly a single document repository can be referenced by several documents.

For example: A Robert GORDON is mentioned in a book called "Glimpses of Kinross-shire in the Past" available from Dunfermline Central Library. In the data form for Robert GORDON a "general" source is stored which records this fact. The source contains the page number "82" and the quality of data is flagged as "Questionable" (since we are not sure if this book is referring to the person in our tree). The source document (which the source points to) contains Title="Glimpses of Kinross-shire in the Past", Author="T M Tod" and other details about the publication. The document record itself points to a repository record containing Name="Dunfermline Central Library" and details about the library. Since this library contains many thousands of other books it is possible that we will find other source documents there which we want to record. These source documents will point to the same "Dunfermline Central Library" repository record. This gives the data a sense of documents "belonging to" a repository and, similarly, sources "belonging to" documents.

Note that user-defined fields with any of the following GEDCOM tags should not have source references attached when exporting to a GEDCOM file: RFN, AFN, REFN and RIN.

Source references:

Before you can **add** details about a source document or repository you must add a new source reference. Click on the **New reference** button and enter the "Page number", "Quality of data" and any "Notes". You can also add picturesto the source reference by clicking on the **Pictures** button.

When you make any changes to the data, the relevant part of the data form will become highlighted using the "Dialog editing indicator" colour. This indicates that the data is currently being edited and has not yet been saved to the database. Click on the **Accept edit** button to save the new data to the database, or the **Cancel edit** button to cancel any changes made.

You can have more than one source reference for each person or family field. For example, a person might have two sources for his birth date, a birth certificate and an entry in a family bible. Scroll between source references by using the **Previous reference** and **Next reference** buttons.

To **edit** the data for an existing source reference, first scroll to the reference you want to change. The current data will appear in the edit boxes. Modify the data and click on the **Accept edit** button.

Delete a source reference by scrolling to the reference you require and clicking on the **Delete this reference** button.

Source documents:

Each source reference points to a source document. Select the source reference you require.

Add a new source document by clicking on the **New document** button and enter the information for the document. Click on the **OK** button to save the new data to the database, or the **Cancel** button to cancel any changes made.

If the source document already exists in the database you should use the **Select document** button to make the source reference point at the existing record.

Edit the current source document by clicking on the **Edit document** button. Click on the **Ok** button to save the modified data.

You can also add pictures to the source reference by clicking on the **Pictures** button.

You can also **edit** source document details directly.

Remove the reference to the current document by clicking on the **Remove document** button. This does not delete the document record only the reference to it from the current source reference.

Document repositories:

Each source document points to a source repository.

Add a new source repository by clicking on the **New repository** button and enter the information for the repository. Click on the **OK** button to save the new data to the database, or the **Cancel** button to cancel any changes made.

If the repository already exists in the database you should use the **Select repository** button to make the source document point at the existing record.

Edit the current repository by clicking on the **Edit repository** button. Click on the **Ok** button to save the modified data.

You can also **edit** repository details directly.

Remove the reference to the current repository by clicking on the **Remove repository** button. This does not delete the repository record only the reference to it from the current source document.

See also

Editing an existing person
Editing an existing family
Adding and maintaining source documents
Adding and maintaining source document repositories
Adding and maintaining user-defined fields
Working with pictures
Choosing fonts and colours

Deleting a family

- From the **Edit menu** select **Delete family** .
- Press **Ctrl+Del**.
- Click on the **Delete button** in a **family data form** .

You can use this function to delete several families at once by first selecting the families you want to delete in the Tree Area.

When you use this function a form appears allowing you the option of also deleting related people. Click on "Delete parents as well" to delete all the parents of the selected families and / or "Delete children as well" to delete all the children in the selected families.

This function deletes the selected families and optional related people and all their associated data, pictures, objects, etc.

See also

Selecting families using the mouse
Editing an existing family
Searching for people who are not on the Tree Area

Deleting a person

- From the **Edit menu** select **Delete person** and then **select a person from the list**.
- Click on the **Delete button** in a **person data form**.

This function deletes a single person and all its associated data, pictures, objects, etc.

People can also be deleted as part of the delete family function.

See also

Editing an existing person
Deleting a family

Adding and maintaining source documents



- From the **Edit menu** select **Source documents**.
- Click on the **Source documents** button on the button bar.
- You can also work with source documents directly in the **sources form**.

Kith and Kin Pro allows you to record the sources of information that you have discovered and whether you consider that information reliable.

Source details are recorded in three parts; (1) the "source", (2) the source document and (3) the document repository.

The source (1) holds the page number and quality of data and is a reference to a source document (2). The source document (2) holds the details of the physical source document; title, author, media, etc and also references a repository (3). The document repository (3) holds details of where documents are kept; name, address, etc.

The list at the top of the data form shows all the source documents in the database. The currently selected document is highlighted.

To **add** a new document, click on the **New document** button, fill in the edit boxes and click on the **Accept edit** button.

When you make any changes to the data, the data form will become highlighted using the "Dialog editing indicator" colour. This indicates that the data is currently being edited and has not yet been saved to the database. Click on the **Accept edit** button to save the new data to the database, or the **Cancel edit** button to cancel any changes made.

To **edit** the data for an existing document, first **select** the document you want to change in the list at the top of the data form. The current data will appear in the edit boxes above the buttons. Modify the data and click on the **Accept edit** button.

You can also edit the **Publication details** or **Notes** in the Notes Editorby double-clicking on the appropriate edit box.

You can also add pictures to a source document by clicking on the **Pictures** button.

Delete a document by **selecting** the required document in the list at the top of the data form and then clicking on the **Delete** button. Deleting a document will remove all references to it from source references.

Repository:

You can make the source document point at a repository (the place where the document is located).

Add a new repository by clicking on the **New repository** button. Fill in the repository details in the repository form which appears.

If the repository already exists in the database you should use the **Select repository** button to make the source document point at the existing record.

Edit the current repository by clicking on the **Edit repository** button.

You can also **edit** repository details directly.

Remove the reference to the current repository by clicking on the **Remove repository** button. This does not delete the repository record only the reference to it from the current source document.

See also

Adding and maintaining source document repositories
Adding and maintaining sources
Editing notes
Working with pictures
Choosing fonts and colours

Adding and maintaining source document repositories



- From the **Edit menu** select **Source repositories**.
- Click on the **Source repositories** button on the button bar.
- You can also work with source repositories directly in the **sources form**.

Kith and Kin Pro allows you to record the sources of information that you have discovered and whether you consider that information reliable.

Source details are recorded in three parts; (1) the "source", (2) the source document and (3) the document repository.

The source (1) holds the page number and quality of data and is a reference to a source document (2). The source document (2) holds the details of the physical source document; title, author, media, etc and also references a repository (3). The document repository (3) holds details of where documents are kept; name, address, etc.

The list at the top of the data form shows all the source repositories in the database. The currently selected repository is highlighted.

To **add** a new repository, click on the **New repository** button, fill in the edit boxes and click on the **Accept edit** button.

When you make any changes to the data, the data form will become highlighted using the "Dialog editing indicator" colour. This indicates that the data is currently being edited and has not yet been saved to the database. Click on the **Accept edit** button to save the new data to the database, or the **Cancel edit** button to cancel any changes made.

To **edit** the data for an existing repository, first **select** the repository you want to change in the list at the top of the data form. The current data will appear in the edit boxes above the buttons. Modify the data and click on the **Accept edit** button.

You can also edit the **Address** or **Notes** in the Notes Editorby double-clicking on the appropriate edit box.

Delete a repository by **selecting** the required repository in the list at the top of the data form and then clicking on the **Delete** button. Deleting a repository will remove all references to it from source documents.

See also

Adding and maintaining source documents
Adding and maintaining sources
Editing notes
Choosing fonts and colours

Updating descriptions

- From the **Tools menu** select **Update descriptions** and then choose the appropriate **data type** from the sub-menu.

This function makes Kith and Kin Pro update all the description fields for either people or family records or date fields throughout the current database.

This is sometimes necessary when you have opened or merged a database from a Kith and Kin Pro system which does not have the same options settings as yours.

For instance, if your "Show dates in person description" option is turned on and you open a database which was created with this option off, the resulting person records will not have any dates in their descriptions. Use "Tools | Update descriptions | People" to have dates added to all the person descriptions.

Similarly, date field descriptions may have been calculated with a different Output date format. Use "Tools | Update descriptions | Dates" to recalculate all date field descriptions. This applies to person records, family records, alias records and dates in the Timeline.

See also

Setting options
Setting date options
Setting regional / language options

Re-using an old person or family code

- From the **Edit menu** select **Re-use P/F code**.

This function allows you to create a new person or family using a code that has become available because an old person or family was deleted or because some codes were not used when importing a GEDCOM file created by Kith and Kin.

The list shows all the available codes. Click on an **"F"** code to create a new family or a **"P"** code to create a new person and click on the **OK** button.

It is also possible to have Kith and Kin Pro re-use available P and F codes automatically each time a new person of family is added. To do this use "Options | Preferences | Options | Re-use P/F codes automatically".

See also

Setting options
Adding a new family
Adding a new person

Updating death flags

- From the **Tools menu** select **Update death flags** .

Each person record in Kith and Kin Pro has field called "Dead" which contains either true (dead) or false (alive). Set this flag in a person data form to indicate that the person is dead. You can set or clear this flag irrespective of whether the person has any death or burial details. Kith and Kin Pro uses this flag to confirm that the person is dead; the existence of death/burial details is no longer used to indicate death.

If you have imported a GEDCOM file or have a database which does not have these flags set correctly you can use the **Update death flags** command to set the flag for every person in the database.

This function will go through every person record in the current database and set the "Dead" flag as appropriate based on the following.

The person will only be considered for updating if one of the following is true:

Update everybody is set.

Update only if currently alive is set and the person's death flag is **false.**

Update only if currently dead is set and the person's death flag is **true.**

If the person has death or burial details (date or place) then the flag will be set to **true**.

If the person has a birth or christening date but no death or burial details then the flag will be set to **true** only if the person's age today is more than the value which you enter in the **years old today** box. Otherwise the flag will be set to **false**.

If the person has a marriage or divorce date but no birth or christening date and no death or burial details then the flag will be set to **true** only if the person's first marriage or divorce date occurred earlier than the value which you enter in the **years ago** box. Otherwise the flag will be set to **false**.

If the person does not have any birth/christening dates, marriage/divorce dates or death/burial details at all, then the flag will be set to true only if you set the **assume Dead** option. If you select the **assume Alive** option the flag will be set to **false**. For these people you will probably have to check their flag settings manually in their data forms.

See also

Editing an existing person

Removing duplicate records

- From the **Tools menu** select **Remove duplicates** and then choose the appropriate **data type** from the sub-menu.

After importing data from a GEDCOM file or merging databases, it is possible for duplicate records to exist. For example some source references may refer to the same document but that document now has two duplicate records.

First, select the record which you think may be duplicated and click on the **Ok** button. The selected record now appears at the top of the form. To change the selected record click on the **Select** button.

Click on the **Search** button. This scans the entire database for records which may be similar to the selected record and puts the results in the list.

If a duplicate record which you know exists in the database was not found by the search (perhaps the names were not quite the same), you can add it to the list manually by clicking on the **Add** button.

Highlight the records in the list which you want to delete from the database. You can select several records at once by using the Shift or Ctrl keys with the left mouse button.

Click on the **Delete** button to delete all the selected records from the database. Kith and Kin Pro will automatically re-link and/or re-reference the main selected record (the one at the top of the form which is going to be kept) so that families, source references, etc referenced by the deleted record are now referenced by the main record.

See also

Merging two family trees
Importing a GEDCOM file

Editing data in bulk



- Click on the **Enable editing** button above the results list in the Search window.

It is possible to edit data directly in the results list of the Search window. You may want to do this if you have to make a similar change to several records in the database.

For example, if you have added a new user-defined field to the people table, you may want to add the data for the new field for every person in the database. To do this you would apply an appropriate SQL query which would include the new field so that every person record is displayed in the results list but possibly only showing the new field and the "Description" field.

Click on the **Enable editing** button so that you can type data directly into the fields of the results list. You will see a new column appear on the left of the list; this displays the current record indicator (arrow) and whether the record is being edited (an I-bar). To edit a field simply click on it until the I-bar editing cursor appears and then type in the data you require. Do not double-click or you may open the appropriate data form for the record. To save the changes made to a record you must move to another record, either by clicking on it or by scrolling up or down with the up/down arrow keys. If a record still has the I-bar indicator in the left-hand column then the changes have not been saved.

WARNING

Because you can edit the contents of any record/field using this method, it is possible to corrupt the internal fields used by Kith and Kin Pro. For example, the "Code" field in the People and Families tables must not be altered, if it is then the database will not work correctly and you may lose all your data. **Only make changes to data in bulk if you are sure that it is safe to do so.**

See also

Using a query to find data

Searching for people

- From the **Search menu** select **Search**.
- Click on the **Search** button on the button bar.

In the Search Window click on the **Person** tab at the top.

Enter the criteria you wish to search for. You can use the **Clear** button to clear all the person criteria.

If you are searching for names, you can select **Search aliases** to include aliases in the search. You can also include **Metaphone** and/or **Soundex** coding of the Surnames only.

Criteria for text-type fields can be **partial matches** and/or **case-sensitive**.
For example, a partial match, not case-sensitive search for "Firstnames = fred" will find "Fred", "Frederick" and "Alfred" but with partial match turned off will only find "Fred".
If the same example was a partial match and case-sensitive then only "Firstnames = Fred" would find "Fred" and "Frederick".

Normally, searches with multiple conditions (more than one field filled out) produce results where records meet every condition. You can change this so that the results contain records which meet any of the conditions by clicking on the **Match any field** option. Clicking on the **Match all fields** option only finds records which match all the conditions.

Dates can be entered as exact, partial or a range (using ".." to denote a range). For example:

1 Apr 1907
Apr 1907
1907
1900..1908

When the search criteria are complete, click on the **Search** button to perform the search.

Once you have the displayed the results of your search you can format the way that the results are displayed. In the field-names row at the top of the grid, **drag** the right-hand edge of the column to change the **size** of the column. **Drag** in the centre of a field name in the top row of the grid to **move** the entire column to a different position.

You can **open** the record's data form directly by **double-clicking** on its row in the results table.

You can also **output** your search results; either as a delimited text file, printout or print preview. **Right-click** on the results to see the output options.

See also

Searching for familes
Searching for sources
Using a query to find data

Searching for families

- From the **Search menu** select **Search**.
- Click on the **Search** button on the button bar.

In the Search Window click on the **Family** tab at the top.

Enter the criteria you wish to search for. You can use the **Clear** button to clear all the family criteria.

If you are searching for father and/or mother names, you can select **Search aliases** to include aliases in the search. You can also include **Metaphone** and/or **Soundex** coding of the Surnames only.

Criteria for text-type fields can be **partial matches** and/or **case-sensitive**.
For example, a partial match, not case-sensitive search for "Firstnames = fred" will find "Fred", "Frederick" and "Alfred" but with partial match turned off will only find "Fred".
If the same example was a partial match and case-sensitive then only "Firstnames = Fred" would find "Fred" and "Frederick".

Normally, searches with multiple conditions (more than one field filled out) produce results where records meet every condition. You can change this so that the results contain records which meet any of the conditions by clicking on the **Match any field** option. Clicking on the **Match all fields** option only finds records which match all the conditions.

Dates can be entered as exact, partial or a range (using ".." to denote a range). For example:

1 Apr 1907
Apr 1907
1907
1900..1908

When the search criteria are complete, click on the **Search** button to perform the search.

Once you have the displayed the results of your search you can format the way that the results are displayed. In the field-names row at the top of the grid, **drag** the right-hand edge of the column to change the **size** of the column. **Drag** in the centre of a field name in the top row of the grid to **move** the entire column to a different position.

You can **open** the record's data form directly by **double-clicking** on its row in the results table.

You can also **output** your search results; either as a delimited text file, printout or print preview. **Right-click** on the results to see the output options.

See also

Searching for people
Searching for sources
Using a query to find data

Searching for sources

- From the **Search menu** select **Search**.
- Click on the **Search** button on the button bar.

In the Search Window click on the **Source** tab at the top.

You can search for a **Source reference** , a **Source document** or a **Source document repository** .

Source reference searches must specify whether to search **In people** or **In families** . Selecting one of these options will display the available fields and you can then **select which fields** you want to include in the search. By clicking on the "Person" or "Family" checkbox at the top of the Fields list, you can select all or none of the fields.

Source document or **Source document repository** searches can be used alone (ie. with all the Source reference fields blank), in which case the results will show the document or repository records, or you can also define Source reference criteria, in which case the results will show the people or familes which reference the document or repository records.

Criteria for text-type fields can be **partial matches** and/or **case-sensitive**.
For example, a partial match, not case-sensitive search for "Author = fred" will find "Fred", "Frederick" and "Alfred" but with partial match turned off will only find "Fred".
If the same example was a partial match and case-sensitive then only "Author = Fred" would find "Fred" and "Frederick".

Normally, searches with multiple conditions (more than one field filled out) produce results where records meet every condition. You can change this so that the results contain records which meet any of the conditions by clicking on the **Match any field** option. Clicking on the **Match all fields** option only finds records which match all the conditions.

When the search criteria are complete, click on the **Search** button to perform the search.

Once you have the displayed the results of your search you can format the way that the results are displayed. In the field-names row at the top of the grid, **drag** the right-hand edge of the column to change the **size** of the column. **Drag** in the centre of a field name in the top row of the grid to **move** the entire column to a different position.

You can **open** the record's data form directly by **double-clicking** on its row in the results table.

You can also **output** your search results; either as a delimited text file, printout or print preview. **Right-click** on the results to see the output options.

See also

Searching for people
Searching for families
Using a query to find data

Using a query to find data

- From the **Search menu** select **Search**.
- Click on the **Search** button on the button bar.

In the Search Window click on the **SQL Query** tab at the top.

Kith and Kin Pro implements SQL (Structured Query Language), a powerful, industry standard method for finding data. You can either use simple query criteria, which build a query statement for you, or enter the SQL query directly for more advanced queries.

SQL lets you choose which parts of the database you want to see and how you want to see it. This includes selecting tables and fields, renaming the field headings, selecting records based on conditional statements and sorting records.

Simple queries:

Select the database **table** which you want to search through. Each table contains the records for a different part of the database, eg. People or Documents. When you select a table all the available fields appear in the "Selected Fields" list and all the fields start off as selected.

Choose the fields which you want to appear in the query from the "Selected Fields" list. A field is selected if it has a "»" symbol beside it. To select/deselect a field, **double-click** on it. You can use the **Select all** and **Select none** buttons to instantly select all or none of the fields in the "Selected Fields" list.

To specify conditions for the search, **drag** field names from the **"Selected Fields"** list and drop them into the "Field name" column of the **"Criteria"** grid. You can use any field, not just selected fields.

For each field in the "Criteria" grid, type in a comparison **operator** in the "Op" column and the **value** to search for in the "Search text" column. Valid comparison operators are:

=	Equal to
<	Less than
>	Greater than
<=	Less than or equal to
>=	Greater than or equal to
<>	Not equal to
#	Empty
##	Not empty

Criteria for text-type fields can be **partial matches** and/or **case-sensitive**.
For example, a partial match, not case-sensitive search for "Firstnames = fred" will find "Fred", "Frederick" and "Alfred" but with partial match turned off will only find "Fred".
If the same example was a partial match and case-sensitive then only "Firstnames = Fred" would find "Fred" and "Frederick".

If you want certain records **excluded** from the query, click in the "Exclude" column of the "Criteria" grid, on the appropriate row. A red block indicates that any records which match the condition for this row will not be included in the query. For example, "Surname <> " (excluded) will find all People records which have no surname entry.

Normally, queries with multiple conditions (more than one row in the "Criteria" grid) produce results where records meet every condition. You can change this so that the results contain records which meet any of the conditions by clicking on the **Match any field** option. Clicking on the **Match all fields** option only finds records which match all the conditions.

To **remove** all conditions from the "Criteria" grid click on the **Clear** button.

When the query criteria are complete, click on the **Search** button to perform the search.

Advanced queries:

You can create an **SQL query** directly in the SQL query edit box. This allows you to use additional SQL features such as sorting and using multiple tables.

For details and examples of SQL statements see **SQL syntax**.

When the SQL query statement is complete, click on the **Search** button to perform the search.

Using previous queries:

Kith and Kin Pro stores the last 20 queries which were applied. You can scroll through these old query statements by clicking on the **Previous query** and the **Next query** buttons.

To better keep track of which queries do what, you can add a **Description** to each of the previous queries. Simply type a description into the box provided.

When the query you want appears in the SQL query edit box, click on the **Search** button to perform the search. You can edit the query first if necessary.

You can **delete** an old query. First scroll through the queries to select the one you want to delete, then click on the **Delete this query** button.

Storing queries:

You can export the current SQL query as a text file by clicking on the **Save to file** button. The file can imported back into Kith and Kin Pro by clicking on the **Load from file** button.

Using the query results:

Once you have the displayed the results of your query you can format the way that the results are displayed. In the field-names row at the top of the grid, **drag** the right-hand edge of the column to change the **size** of the column. **Drag** in the centre of a field name in the top row of the grid to **move** the entire column to a different position.

You can **open** the record's data form directly by **double-clicking** on its row in the results table.

You can also **output** your query results; either as a delimited text file, printout or print preview. **Right-click** on the results to see the output options.

For simpler searches select one of the **Person**, **Family** or **Source** tabs at the top of the Search Form.

See also

SQL syntax
Searching for people
Searching for familes
Searching for sources
Editing data in bulk

Calculating ages



- From the **View menu** select **Age calculator**.
- Click on the **Age calculator** button on the button bar.

This opens up a handy little age calculator which will stay open while you use other functions in Kith and Kin Pro. The Age calculator will display the age of a selected person on a date or event which you specify.

First **select the person** you want to calculate the age of. There are three ways of doing this:

- Enter a **Person code**.
- Click on the **select person** button to select the person from a list.
- Click on the **Click person** button and, while this button is down, **click on a person** anywhere in Kith and Kin Pro. This can be a person in a family summary, somewhere on the body of a person data form or a parent or child in a family data form. When you have selected the correct person, click on the Click person button again or on the Click event button.

The selected person must have a birth or christening date. You can also enter a birth date manually in the **Birth**box.

Now **select the event** which will be used to calculate the person's age at this date. There are two ways of doing this:

- Enter a date in the **Event** box and click on the **Calculate** button.
- Click on the **Click event** button and, while this button is down, **click on an event or person** anywhere in Kith and Kin Pro. This can be any dates in family or person data forms or a line in the Timeline. This can also be a person in a family summary, somewhere on the body of a person data form or a parent or child in a family data form. The birth/christening date will be used as the event. The age will be displayed automatically when you click on the event.

You can close the age calculator by clicking on the "x" in the top-right corner.

Calculating phonetics

- From the **Tools menu** select **Phonetics calculator**.

Type a surname into the box and click the "Calculate" button. Both the Metaphone code and the Soundex code for this name will be shown.

Kith and Kin Pro automatically maintains Metaphone and Soundex fields for all surnames in the family tree database. This allows you to search for similar sounding surnames using the Search Window. You do not need to know the actual codes to do this.

See also

Searching for people
Searching for families

Displaying statistics

- From the **Tools menu** select **Statistics**.

Kith and Kin Pro will examine the entire database for various statistics.

For the "Oldest person" statistic: people with no death or burial dates but who have a birth or christening date have their age at death estimated using the "Statistics age cut-off" value in Preferences. For example, someone born in 1900 who does not have a recorded death or burial date would have their age "truncated" to the value in the "Statistics age cut-off" field. If this value is set to 90, then this prevents them appearing to be still alive at age 98 in 1998.

See also

Setting options

Displaying a relationship between two people

- From the **Tools menu** select **Show relationship** .

Select two different people in the two selection lists which are displayed. Kith and Kin Pro will calculate their relationship (if any).

See also

Selecting a person

Searching for date errors / inconsistencies

- From the **Tools menu** select **Find date errors**.

Kith and Kin Pro will check the entire family tree for impossible and improbable date entries. For instance a person could not have a birth date of 28 May 1960 and a death date of 1 Apr 1951.

Person:

Christening before birth: The christening date comes before the birth date.

Death/burial before birth/christening: The death date comes before the birth date. The burial date will be used if the death date has not been entered. The christening date will be used if the birth date has not been entered.

Over ? years old at death/burial: The person was more than the given number of years old at death. The christening date will be used if the birth date has not been entered. The burial date will be used if the death date has not been entered. If no death or burial date has been entered Kith and Kin Pro will check today's date to see if the person could still be alive.

Death/burial but "Dead" flag is not set: The person's "Dead" flag indicates that he/she is alive but there are death and/or burial details present.

Family:

Marriage/divorce before birth/christening of parent: Marriage occurred before the birth of either parent. The christening date will be used if the birth date has not been entered. The divorce date will be used if the marriage date has not been entered.

Death/burial of parent before marriage/divorce: Marriage occurred after the death of either parent. The burial date will be used if the death date has not been entered. The divorce date will be used if the marriage date has not been entered.

Divorce before marriage: The divorce date comes before the marriage date.

Child born/christened before mother is ? years old: At least one child was born before the mother was the given number of years old. The christening date of the child will be used if the birth date has not been entered. The christening date of the mother will be used if the birth date has not been entered.

Child born/christened after mother is dead/buried: At least one child was born after the mother was dead. The christening date of the child will be used if the birth date has not been entered. The burial date of the mother will be used if the death date has not been entered.

Child born/christened more than ? weeks after father's death/burial: At least one child was born more than the given number of weeks after the father's death. The christening date of the child will be used if the birth date has not been entered. The burial date of the father will be used if the death date has not been entered.

Searching for events on a particular day

- From the **Tools menu** select **On this day**.

The "On this day" function searches through the database for all dates which match the specified day of the year. The default entry is today's date but a new day and/or month may be chosen.

Use the "Include historical events" option to search through historical events from the default timeline as well as dates from the family tree database.

See also

Entering dates
Editing the timeline

Searching for people who are not on the Tree Area

- From the **Tools menu** select **People in limbo** .

The program will search the tree for all people who are neither parents nor children in any family and therefor are not visible in the Tree Area and cannot be accessed via a family data form.

Displaying modified records

- From the **Tools menu** select **Records modified**.

When you make a change to a person or family record a field called "Changed" is set to true. It is useful to be able to find out which records have changed since the last backup, printout or whatever. Using the **Records modified** function will list all the records which have the "Changed" flag set to true, ie. those which have been modified.

Choose **People** or **Families** in the **Records** box to display person or family records in the list.

Choose **Code** or **Date changed** in the **Sort by** box to display the record in code or date-of-change order.

You can simply use the list as a reference to the records which have changed but you can also reset (clear) the "Changed" flag on the records in the list. First, select the records which you want to clear. You can do this one record at a time by clicking on the record in the list; multiple records can be selected by holding down the Ctrl key. The number in the **Selection** box shows the number of records selected. You can select **all records** in the list by clicking on the **Select all** button in the Selection box. When you have selected the records you want to clear, click on the **Unflag** button. As each flag is cleared the record will disappear from the list so that you will be left with just the records which still have the "Changed" flag set.

Moving around the Tree Area

- Drag with the right mouse button in the Tree Area.
- Use the Tree Area Control ball to scroll the Tree Area in any direction.

You can scroll around the Tree Area by holding down the right mouse button and dragging. Make sure that the mouse cursor is **not** over a family rectangle or you will get a family summary instead.

Alternatively, you can use the Tree Area Control to navigate the Tree Area.

See also

Using the Tree Area Control
Turning the Tree Area Control on and off
Customising the button bar

Zooming in and out



- Use the **mouse wheel** .
- Use the **middle mouse button** to return to normal (100%) view.
- Use the **zoom buttons** on the button bar.
- From the **View menu** select **Zoom out**.
- Press **CTRL+O** or **-** to zoom out.
- From the **View menu** select **Zoom in**.
- Press **CTRL+I** or **+** to zoom in.
- From the **View menu** select **Normal** to return to normal (100%) view.
- Press **CTRL+N** to return to normal (100%) view.
- Use the Tree Area Control **zoom buttons**.
- Right-click on the Tree Area and select **Normal view, Zoom out or Zoom in** .

With the mouse cursor over the Tree Area, use the mouse wheel to zoom in and out.

You can use the middle mouse button (may be the mouse wheel) to return to normal (100%) view and at the same time centre on the mouse cursor.

You can also use the zoom buttons on the Tree Area Control.

When zooming, the Tree Area will **centre** itself on one of the **selected** family rectangles (if any).

See also

Using the Tree Area Control
Turning the Tree Area Control on and off
Customising the button bar

Moving to a specific family



- From the **Search menu** select **Go to family** and then **select a family from the list** .
- Press **CTRL+G** and then **select a family from the list** .
- Click on the **Go to family** button on the button bar and then **select a family from the list** .
- Right-click on the Tree Area, select **Go to family** and then **select a family from the list** .
- From the **Search menu** select **Go to start family**.
- Right-click on the Tree Area, select **Go to start family**.
- In an open **family data form** click on the **Go to** button

This scrolls the Tree Area so that the chosen family is in the centre of the screen (or as near the centre as it can get). Only families on the current layer can be selected.

Go to start family will scroll to the family set as the start family in Preferences.

See also

Editing an existing family
Choosing a family to move to when the tree is opened
Managing layers

Selecting families using the mouse

A large number of Kith and Kin Pro operations require that you select one or more family rectangles on the Tree Area so that they are highlighted. The highlight colour can be set in Preferences.

To highlight a single family rectangle click the **left** mouse button on it.

To highlight several family rectangles at once hold down the **Shift key** while clicking the **left** mouse button on each family rectangle in turn. You can also select several families by dragging a **marquee** around them. Do this by holding the left mouse button **not** on a family rectangle and then dragging. A dashed rectangle will appear and should be positioned around the required families before releasing the mouse button. The marquee can be used in conjunction with the **Shift key** to add more selections.

Highlighted family rectangles may be moved around the Tree Area.

See also

- Selecting families by relationship
- Selecting all families
- Moving families
- Choosing fonts and colours

Selecting families by relationship



- From the **Edit menu** select **Select families** and then choose the appropriate **relationship** from the sub-menu.
- Click on one of the **Select families** buttons on the button bar.

You can automatically select groups of families on the screen based on their relationship to each other. This is useful when trying to navigate a large, complex tree or when selecting part of the tree for printing, exporting, etc. The selection is made only from the current layer

You can choose from the following options.

Descendants:

Selects all families containing people descended from any person in the root family. The cursor changes to 

indicating that you must now click on a root family to complete the selection.

Ancestors:

Selects all families containing people who are ancestors of any person in the root family. The cursor changes to 

indicating that you must now click on a root family to complete the selection.

Direct line:

Selects families on a direct line from one family to a second family. This selection requires that you click on two different families, one after the other. Click on the first family when the cursor is 

and the second family when it is 

. If the two selected families are not linked, no selection is made.

If you click on a blank part of the Tree Area while the cursor is 

or 

then the selection command will be cancelled.

See also

Selecting families using the mouse
Selecting all families
Moving families
Choosing layers

Selecting all families



- From the **Edit menu** select **Select all** .
- Click on the **Select all** button on the button bar.
- Right-click on the Tree Area and select **Select all** .
- Press **Ctrl+A**.

This selects every family on the current layer.

See also

Selecting families using the mouse
Selecting families by relationship
Moving families
Choosing layers

Moving families

- **Drag** the selected families with the mouse.
- From the **Edit menu** select **Move selection**.
- Click on the **Move selection** button on the button bar.
- Right-click on the Tree Area and select **Move selection**.

Selected (highlighted) family rectangles may be **moved** around the Tree Area in two ways.

The simplest is dragging the outlines to a new position by holding down the **left mouse button**. If you want to **scroll** the Tree Area window while repositioning families, move the cursor right up to or past the edge of the window. Holding down the **Ctrl** key makes the window scroll faster.

If you want to move the selected families a large distance you can use the "Move selection" function in the Edit menu. The cursor will change to . You can now use any of the normal functions to scroll the Tree Area to a new position and then click anywhere on the Tree Area where you want the selected families placed.

If you want to cancel a "Move" selection", right-click on any blank part of the Tree Area.

See also

Selecting families using the mouse
Selecting families by relationship
Selecting all families

Displaying a family summary

- **Right-click** on a **family rectangle** in the Tree Area.

This displays a small summary window containing details of the people in the family.

You can **double-click** on a person in the summary window to open their **data form**.

If you **click** on anything else the summary window will **close**.

You can change the font used for the summary in Preferences.

See also

Editing an existing person
Choosing fonts and colours

Arranging the open forms



- From the **Window menu** select **Cascade data forms**.
- Click on the **cascade** button on the button bar.

This function arranges the open person, family, etc data forms on the screen so that their form captions are visible.

See also

Closing all open forms at once

Closing all open forms at once



- From the **Window menu** select **Close all**.
- Click on the **close all** button on the button bar.
- Press **Ctrl+L**.

This function is simply a quick way of close all the open data forms at once.

See also

Arranging the open forms

Aligning families vertically



- From the **Options menu** select **Snap to grid**.
- Click on the **snap to grid** button on the button bar.

Kith and Kin Pro has an invisible grid which can help you position family rectangles vertically. When the grid is on, dragged family rectangles will snap into position along the horizontal lines on the grid so that all the family rectangles line up.

When the snap to grid button is **down** the grid is **active**.

You can set the vertical **spacing** between the lines in the grid using Preferences.

See also

Setting options

Using the Timeline Window



- From the **View menu** select **Timeline** .
- Click on the **timeline** button on the button bar.
- Press **CTRL+T**.

The Timeline Window shows chronologically sorted dates from two sources. (a) it shows all dates from all the currently selected families and dates from all the people associated with those families, ie. parents and children. (b) the window can also show historical events taken from the current timeline events database between the earliest (a) date less one year and the most recent (a) date plus one year. Events from the timeline events database can be excluded by clearing the **Historical events** option. You can use the drop down list to select a different timeline if one has been added in the Customise timeline dialog.

You can select different families whilst the Timeline Window is displayed and Kith and Kin Pro will automatically update the window.

You can **highlight** all the dates in the Timeline Window associated with a particular person by clicking on any event in the Timeline Window which relates to that person. So to highlight the birth, christening, marriage and death dates of Thomas GORDON you could click on "23 Sep 1810 : [P407] Thomas GORDON christened at Kinross". To change the highlight to another person simply click on someone else's entry. You can clear the highlighting by clicking the right mouse button anywhere in the Timeline Window.

You can change the fonts used in the Timeline Window in Preferences.

Registered users of Kith and Kin Pro can add their own events to the timeline or add new timelines using the Customise timeline dialog.

Close the Timeline Window by clicking on the **timeline** button on the button bar or by clicking on the **"x"** in the top-right corner or right-clicking and choosing "Hide".

See also

Editing the timeline
Selecting families using the mouse
Setting options
Choosing fonts and colours

Choosing layers

To choose a specific layer:



- From the **Layers menu** select **Choose layer**.
- From the **Layers menu** select one of the layer names at the bottom of the menu.
- Right-click on the Tree Area and select **Choose layer**.
- Click on the Layer indicator on the Status Bar.

To choose all layers:



- Press F12
- From the **Layers menu** select **All layers**.
- Right-click on the Tree Area and select **All layers**.
- Click on the Layer indicator on the Status Bar and choose **All layers**.

Choosing a specific layer will open up the Layer Selection dialog. Click on the required layer and click on the OK button, or just double-click on the required layer.

The **Background layer** is a special layer which contains all families not on any other layer.

If the option Scroll to selected layer is enabled, the Tree Area will automatically scroll to a random family on the newly selected layer.

You can only choose layers when the Tree Area is visible.

See also

Managing layers
Setting options

Choosing the selection's layer

- From the **Layers menu** select **Choose selection's layer**.
- Right-click on the Tree Area and select **Choose selection's layer**.

With only one family rectangle selected, this function will automatically choose the layer that the selected family is on.

See also

Selecting families using the mouse
Choosing layers

Choosing all layers



- From the **Layers menu** select **All layers**.
- Right-click on the Tree Area and select **All layers**.
- Click on the Layer display on the Status Bar and select **All layers**.
- Press **F12**.

Selects all the layers in the database, including families and people which are not on any layer.

See also

Choosing layers

Moving families to a layer

- From the **Layers menu** select **Move to layer** .

This function allows you to move the currently selected families (along with their associated people) to a specific layer.

Select the families you want to move to the layer and then use "Layers | Move to layer" in the main menu. The "Choose layer" dialog will open where you can choose the appropriate layer.

See also

Choosing layers
Selecting families using the mouse
Managing layers

Removing families from a layer

- From the **Layers menu** select **Remove from layer** .

All selected families and their associated people will be removed from the current layer and will be placed back on the Background (ie. no longer on a layer).

See also

Managing layers
Choosing a layer

Creating a new layer from selection

- From the **Layers menu** select **Use as new layer** .

You can easily create a new layer and at the same time put all the selected families onto it using this command.

You will be asked for a name to give to the new layer. The new name cannot be "All layers" as this is reserved.

See also

Managing layers
Removing families from a layer
Selecting families using the mouse

Managing layers

- From the **Layers menu** select **Manage layers** .

This opens up the Manage Layers dialog where you can add, rename and delete layers.

Kith and Kin Pro uses layers to make managing large databases easier. You can split the available families up into diferent layers and choose the layer you want to display and work with.

Add - Click on the Add button to create a new layer. You must then type in a name for the new layer in the list. The new name cannot be "All layers", "Background layer" or "Background" as these are reserved. Click on the Update button to save the new layer to the database.

It is also possible to add a new layer and automatically include all the selected families at the same time. To do this use "Layers | Use as new layer" in the main menu.

When you make any changes to the layer names, the dialog will become highlighted using the "Dialog editing indicator" colour. This indicates that the data is currently being edited and has not yet been saved to the database. Click on the **Update** button to save the new data to the database, or the **Cancel** button to cancel any changes made.

Rename - Click on layer in the list which you want to rename. Simply type the new name in the list. Click on the Update button to save the new layer name to the database.

Delete - Click on layer in the list which you want to delete. Click on the Delete button to delete the layer. Any families which were on this layer will be placed back on the Background (ie. no longer on a layer).

When you choose a layer to display on the Tree Area, the background layer fades out. You can adjust the amount of contrast of the background layer in "Options | Preferences | Appearance".

See also

Creating a new layer from selection
Choosing layers
Selecting families using the mouse
Choosing fonts and colours

Choosing fonts and colours



- Click on the **Appearance** tab on the **preferences form**.

Screen fonts:

To change a font used on the screen, click on the **Screen** option. This lists all the available screen fonts. Selecting the font you want to change in the fonts list will display a **sample** of the font. **Double-click** on the sample or the font in the list to change it.

Printer fonts:

To change a font used in reports, click on the **Printer** option. This lists all the available printer fonts. Selecting the font you want to change in the fonts list will display a **sample** of the font. **Double-click** on the sample or the font in the list to change it.

Colours:

Selecting the colour you want to change in the colours list will display a **sample** of the colour. **Double-click** on the sample or the colour in the list to change it.

Background layer contrast:

When you choose a layer to display, the background layer fades out. Use this option to set the amount of contrast of the background layer: 1 = dimmest, 40 = clearest.

See also

Setting preferences

Turning the Tree Area on and off



- From the **View menu** select **Tree Area** .
- Click on the **Tree Area** button on the button bar.
- Press **CTRL+D**.

For large family trees and trees imported from GEDCOM files, it is sometimes preferable to turn the Tree Areaoff so that the program runs faster.

Note that if you have the Tree Area turned off when you add new families or when you import a GEDCOM file, the family rectangles will not be arranged correctly when you turn the Tree Area back on.

See also

Importing a GEDCOM file

Turning the Button Bar on and off



- From the **View menu** select **Button bar**.
- **Right-click** on the button bar and select **Hide**.

If you prefer to use the menu commands instead of the buttons on the button bar, you can turn the button bar off.

Turn the button bar back on by selecting **Button bar** from the **View menu** .

Turning the Status Bar on and off



- From the **View menu** select **Status bar**.
- Click on the **Status bar**button on the button bar.

The Status Bar appears at the bottom of the main Kith and Kin Pro window. It displays the current zoom level, the current layer and the selected families status. You can also resize the Kith and Kin Pro window by dragging the bottom-right corner.

See also

Zooming in and out
Choosing layers
Selecting families using the mouse

Turning the Tree Area Control on and off



- From the **View menu** select **Tree Area Control** .
- Click on the **Tree Area Control** button on the button bar.

You can turn the Tree Area Control window off to make it easier to see the rest of the Kith and Kin Pro window. You can scroll the Tree Area without using the Tree Area Control by dragging with the right mouse button.

You can also hide the Tree Area Control window by clicking on its close (**x**) button in the top-right corner.

See also

Using the Tree Area Control

Using the report control form



- From the **File menu** select **Print**.
- From the **File menu** select **Print preview** .
- Click on the **print** button on the button bar.

The report control form controls printing, print previewing, exporting PDF files and printing to text files for every report available in Kith and Kin Pro except printing notes directly and printing the results of searches.

Select the **report type** you require by clicking on one of the **report tabs**. The report options page which you have selected will come to the top of the stack. For details of options settings for each report, see below.

Some options are common to most reports. Some reports have a **title** which you can modify before the report is printed.

Most reports allow you to choose whether the report should include **all** records in the database, a **selected** record or a **range** of records which you supply in the "From" and "To" boxes. If the report works on family records then the "Selection" option refers to the family rectangles currently selected in the Tree Area.

The current printer settings and page settings are displayed at the top of the form. Click on the **Setup** button to change the **printer settings** such as paper source, and click on the **Page** button to change page settings, such as margins.

The **fonts** used for reports are defined in Preferences. You can go quickly to the fonts page of the Preferences form by clicking on the **Fonts** button.

Options:

Wrap text files

For printing to text files, you can select whether long lines of text will break automatically at a word end (at approx 80 characters long) or whether they should be left intact by setting this option.

Births private

Set this option to exclude birth/christening dates of people who are still alive, ie. their "Dead" flag is set to false.

Privacy level

Set the cutoff privacy level for notes and user-defined fields. Notes and fields with a privacy level above the one you set here will be ignored. For example, enter level 2 to include notes/fields with privacy levels 0, 1 and 2. A level 3 or 4 note or field would be excluded.

Odd, Even and Odd + even pages:

If you are printing your reports double-sided you can print all the odd pages first then flip the printed pages over, put them back in the printer and print all the even pages. For normal print on one side only choose "Odd + even".

Mirror settings:

This is for use with the **Odd pages** or **Even pages** settings. If you are printing double-sided you may want things like page numbers printed on the right on odd pages and on the left on even pages. Setting Mirror settings will swap the page footer settings in Page setup to the opposite side of the page when printing **even** pages. The left and right margins will also be swapped and the code headers for details reports.

Printing:

When you have set the options you require, click on the **print** button to print to the printer, the **preview** button to print to the screen, the **PDF** button to export a PDF file or the **file** button to print to a text file. The text file option is not available for graphic report types.

When the report has finished printing or you have closed the preview window, Kith and Kin Pro brings you back to the report control window. You can now print another report or click on the **Close** button to close the window.

See also

- Printing the tree layout
- Printing family details
- Printing person details
- Printing indices
- Printing a descendant tree
- Printing an ancestral tree
- Printing an indented descendant tree
- Printing a missing data report
- Printing a timeline
- Printing a census report
- Printing source document details
- Printing document repository details
- Choosing fonts and colours
- Setting printer options
- Setting page options
- Previewing a report on the screen
- Printing to text files
- Exporting a report to a PDF file
- Using a query to find data
- Editing notes

Printing the tree layout

- Click on the **Tree layout** tab in the **Report control form**.

Prints the layout of the selected family rectangles as shown on the screen.

Common options:

Record selection options available: Yes - Families

Report title available: Yes

Text file output available: No

Additional options:

Family code:

Include the "F" code in each family rectangle.

Children icons:

Include people icons for children only. These are shown coloured if the "Lines / icons | Coloured" option is on.

Marriage date:

Include the marriage year if any.

Margins at breaks:

For a multi-page report, turning this option off will make the report print right up to the edge of the paper at page breaks. Margins are included for pages around the outside of the report. This option is only enabled for printer settings which support printing right up to page edges (tractor-fed, continuous stationery for example).

Lines / icons:

Select how you want the linking lines and/or icons printed. **Solid black** prints lines and icons black and the lines are solid. **Solid / dotted black** prints lines and icons black and male lines are solid but female lines are dotted. **Coloured** prints lines solid and uses the male/female screen colours for lines and icons.

Layout:

Set **? pages wide by ? pages tall** to print the report over more than one page. This is useful for large trees which end up with family rectangles so small that the text will not fit. Set **Keep aspect ratio** to make sure that the overall shape of the tree does not change. If "Keep aspect ratio" is off, the tree will be re-shaped to fill the entire number of pages available.

The font selected for this report defines the typeface, style and colour. The size is overridden so that the text fits into the family rectangles.

See also

Using the report control form
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file

Printing family details

- Click on the **Family details** tab in the **Report control form**.

Prints all details for the selected families in text format.

Common options:

Record selection options available: Yes - Families

Report title available: No

Text file output available: Yes

Additional options:

Codes:

Include person/family/document codes.

Dates:

Include standard dates such as birth, marriage, etc.

Places:

Include standard places such as birth, marriage, etc.

User fields:

Include any user-defined fields for people and families. Some data may be excluded by the privacy level setting.

Children surnames:

Include the surnames of people when they appear as a child on a family page.

Aliases:

Include person aliases wherever a person's details appear.

Sources:

Include source references.

Pictures:

Include pictures if the picture has its "Include image in printouts" option set.

Indicate probable:

Include the word "Probable" for probable links.

Start on new page:

Start a new page for each family. Turn this option off to prevent a new page being fed for every family.

Notes:

Set this option if you want person and family notes included in the report. Some data may be excluded by the privacy level setting.

Space notes:

Put a single line-space between each note for people or families which have multiple notes.

Note description:

Include the note description.

Details everywhere:

If this option is **off**, details for a person will only be printed if the person is being printed as a child on a family page. Person details will be printed for a person appearing as a parent or child's spouse only if the person does not appear as a child anywhere else. With this option **on**, the details are printed wherever a person appears.

See also

Using the report control form
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file
Printing to text files

Printing person details

- Click on the **Person details** tab in the **Report control form**.

Prints all details for the selected people in text format.

Common options:

Record selection options available: Yes - People

Report title available: No

Text file output available: Yes

Additional options:

Codes:

Include person/family/document codes.

Dates:

Include standard dates such as birth, marriage, etc.

Places:

Include standard places such as birth, marriage, etc.

User fields:

Include any user-defined fields for people and families. Some data may be excluded by the privacy level setting.

Aliases:

Include person aliases wherever a person's details appear.

Sources:

Include source references.

Pictures:

Include pictures if the picture has its "Include image in printouts" option set.

Indicate probable:

Include the word "Probable" for probable links.

Start on new page:

Start a new page for each person. Turn this option off to prevent a new page being fed for every person.

Notes:

Set this option if you want person and family notes included in the report. Some data may be excluded by the privacy level setting.

Space notes:

Put a single line-space between each note for people or families which have multiple notes.

Note description:

Include the note description.

Spouses' details:

Include person details for the person's spouse(s).

See also

Using the report control form
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file
Printing to text files

Printing indices

- Click on the **Index** tab in the **Report control form**.

Print a list of cross-references. An index references people and/or families depending on the index type.

Common options:

Record selection options available: Yes - depends on the Index type (see below)

Report title available: Yes

Text file output available: Yes

Additional options:

Index:

Select the index type you want. **People** references the families where the people appear. **Families** is a list of families. **Documents** references the people and families which have source references to the document. **Repositories** references the source documents which are stored in the repository.

Sort by:

Select which field you want the report sorted by. Different fields are available for different index types.

Include:

These options vary depending on the index type.

People:

Codes:

Include the person's "P" code.

Birth:

Include the person's birth or christening date.

Death:

Include the person's death or burial date.

Birth/death years only:

Include the birth/christening year and the death/burial year only. You cannot use the "Birth" or "Death" options with this option.

Places:

Include places of birth/christening/death/burial.

Aliases:

Add a line in the index for each of the person's aliases as well as his "real" name.

Families:

Codes:

Include the family's "F" code.

Marriage:

Include the family marriage date.

Places:

Include the family marriage place.

Documents:

Codes:

Include the document's "S" code.

Author:

Include the document author's name.

Repository:

Include the name of the document repository.

People:

Include cross-references to people.

Families:

Include cross-references to families.

Repositories:

Codes:

Include the repository's "R" code.

Right justify cross-references:

Set this option if you want the cross-references printed aligned with the right margin and dot leaders printed between the index line and the cross-references.

See also

Using the report control form
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file
Printing to text files

Printing a descendant tree

- Click on the **Descendant tree** tab in the **Report control form**.

Print a drop-line chart of descendants of the selected person.

Common options:

Record selection options available: No

Report title available: Yes

Text file output available: No

Additional options:

Root person code:

Enter the code (without the "P") of the person who will be at the root of the tree. If you do not know the person's code, click on the "Select person" button and select the person from the list.

Line width:

The width of the lines used to connect people in the chart.

All generations:

Set this option to include every generation from the root person. With this option off, you can enter the required number of generations in the box to the right. 0 generations would print the root person and his spouse only, 1 generations would print the root person and all his children, etc.

Child surnames:

Include the surnames for children. Child surnames can generally be deduced from the surname of the father so you may want to turn this option off to save space.

Wrap surnames:

Wrap any surnames onto the line below the person's firstnames. This can be used to save horizontal space.

Margins at page breaks:

For a multi-page report, turning this option off will make the report print right up to the edge of the paper at page breaks. Margins are included for pages around the outside of the report. This option is only enabled for printer settings which support printing right up to page edges (tractor-fed, continuous stationery for example).

Codes:

Include person and family codes.

Birth/christening:

Include birth or christening dates.

Death/burial:

Include death or burial dates.

Marriage:

Include marriage dates.

Places:

Include places for any of the above date events.

User fields:

Include user-defined fields for people and families.

See also

Using the report control form
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file

Printing an ancestral tree

- Click on the **Ancestral tree** tab in the **Report control form**.

Print a drop-line chart of ancestors of the selected person.

Common options:

Record selection options available: No

Report title available: Yes

Text file output available: No

Additional options:

Root person code:

Enter the code (without the "P") of the person who will be at the root of the tree. If you do not know the person's code, click on the "Select person" button and select the person from the list.

Line width:

The width of the lines used to connect people in the chart.

All generations:

Set this option to include every generation from the root person. With this option off, you can enter the required number of generations in the box to the right. 0 generations would print the root person only, 1 generations would print the root person and his parents, etc.

Child surnames:

Include the surnames for children. Child surnames can generally be deduced from the surname of the father so you may want to turn this option off to save space.

Wrap surnames:

Wrap any surnames onto the line below the person's firstnames. This can be used to save horizontal space.

Margins at page breaks:

For a multi-page report, turning this option off will make the report print right up to the edge of the paper at page breaks. Margins are included for pages around the outside of the report. This option is only enabled for printer settings which support printing right up to page edges (tractor-fed, continuous stationery for example).

Codes:

Include person and family codes.

Birth/christening:

Include birth or christening dates.

Death/burial:

Include death or burial dates.

Marriage:

Include marriage dates.

Places:

Include places for any of the above date events.

User fields:

Include user-defined fields for people and families.

See also

Using the report control form
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file

Printing an indented descendant tree

- Click on the **Indented tree** tab in the **Report control form**.

Print a descendant tree starting at the root person, in text format.

Common options:

Record selection options available: No

Report title available: Yes

Text file output available: Yes

Additional options:

Root person code:

Enter the code (without the "P") of the person who will be at the root of the tree. If you do not know the person's code, click on the "Select person" button and select the person from the list.

All generations:

Set this option to include every generation from the root person. With this option off, you can enter the required number of generations in the box to the right. 0 generations would print the root person only, 1 generations would print the root person and his children, etc.

Generation numbers:

Include the a sequence number for each generation; the root person is generation 0, his children are generation 1, etc.

Dot leaders:

Print a line of dots from the generation number to the person's name.

Codes:

Include person and family codes.

Birth/christening:

Include birth or christening dates.

Death/burial:

Include death or burial dates.

Marriage:

Include marriage dates.

Places:

Include places for any of the above date events.

See also

Using the report control form
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file
Printing to text files

Printing a missing data report

- Click on the **Missing data** tab in the **Report control form**.

Print the selected fields from the selected table which have no data.

Common options:

Record selection options available: Yes - but for families table only

Report title available: Yes

Text file output available: Yes

Additional options:

Database table:

Select the table which you want to report on from the drop-down list. If you select the "Families" table then you can use the "Record selection" options to limit the scope of the report. When you select a table all the available fields appear in the "Selected fields" list and all the fields start off as selected.

Selected fields:

Choose the fields which you want the report to search for in the "Selected fields" list. A field is selected if it has a "»" symbol beside it. To select/deselect a field, **double-click** on it. You can use the **Select all** and **Select none** buttons to instantly select all or none of the fields in the "Selected fields" list.

If the "Database table" is "Families" then two extra fields are added to the "Selected fields" list; "~Father" and "~Mother". You can select these fields to search for families which have no father and/or mother.

If the "Database table" is "People" then an extra field is added to the "Selected fields" list; "~Child of family". You can select this field to search for people who do not appear as a child in any family.

See also

Database fields
Using the report control form
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file
Printing to text files

Printing a timeline

- Click on the **Timeline** tab in the **Report control form**.

Print a chronological timeline of events from the selected families plus historical events from the default timeline. You can select the default timeline in "Options | Customise timeline" in the main menu.

Common options:

Record selection options available: Yes - Families

Report title available: Yes

Text file output available: Yes

Additional options:

Historical event dates:

Use **All** to include every event from the timeline file. Use **Within families** to include only events from the earliest date in the families selection minus one year to the latest date plus one year. Use **Range** to include only events between the dates supplied by you in the "From" and "To" boxes. Use **None** for no historical events at all.

Include person and family codes:

Set this option to include "P" and "F" codes in the report.

See also

Using the report control form
Editing the timeline
Choosing fonts and colours
Setting options
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file
Printing to text files

Printing a census report

- Click on the **Census report** tab in the **Report control form**.

Print details for the selected families as they would have been on the selected date.

Common options:

Record selection options available: Yes - Families

Report title available: No

Text file output available: Yes

Additional options:

Date:

Enter the date of the census or any other date you require. The report will print the state of the family(s) as they were on the day of the census. For example, a child with a birth date after the census date will not appear on the report at all.

Codes:

Include person/family/document codes.

Dates:

Include standard dates such as birth, marriage, etc.

Places:

Include standard places such as birth, marriage, etc.

User fields:

Include any user-defined fields for people and families. Some data may be excluded by the privacy level setting.

Child surnames:

Include the surnames of people when they appear as a child on a family page.

Aliases:

Include person aliases wherever a person's details appear.

Sources:

Include source references.

Pictures:

Include pictures if the picture has its "Include image in printouts" option set.

Indicate probable:

Include the word "Probable" for probable links.

Start on new page:

Start a new page for each family. Turn this option off to prevent a new page being fed for every family.

Notes:

Set this option if you want person and family notes included in the report. Some data may be excluded by the privacy level

setting.

Space notes:

Put a single line-space between each note for people or families which have multiple notes.

Note description:

Include the note description.

Details everywhere:

If this option is **off**, details for a person will only be printed if the person is being printed as a child on a family page. Person details will be printed for a person appearing as a parent or child's spouse only if the person does not appear as a child anywhere else. With this option **on**, the details are printed wherever a person appears.

See also

Using the report control form
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file
Printing to text files

Printing source document details

- Click on the **Documents** tab in the **Report control form**.

Print all details for the selected source documents.

Common options:

Record selection options available: Yes - Source documents

Report title available: Yes

Text file output available: Yes

Additional options:

Codes:

Include document and repository codes.

Sort by:

Select the field which you want the report sorted on.

See also

Using the report control form
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file
Printing to text files

Printing document repository details

- Click on the **Repositories** tab in the **Report control form**.

Print all details for the selected source document repositories.

Common options:

Record selection options available: Yes - Source repositories

Report title available: Yes

Text file output available: Yes

Additional options:

Codes:

Include repository codes.

Sort by:

Select the field which you want the report sorted on.

See also

Using the report control form
Choosing fonts and colours
Setting printer options
Setting page options
Previewing a report on the screen
Exporting a report to a PDF file
Printing to text files

Setting printer options



- From the **File menu** select **Printer setup**.
- Click on the **printer setup** button on the **Report control form**.
- Click on the **printer setup** button on the **Page setup form**.

Use the standard printer setup dialog to set printer-specific options. These include choosing a printer type, paper source, resolution, print quality, etc. These options will be used for all reports printed from Kith and Kin Pro.

The printer setup dialog is different for each printer type. Click on the help (?) button and then on an option in the setup dialog for more details.

Some options in the printer setup dialog can also be set in the Page setup dialog. Using Page setup is preferred for setting the **paper orientation** and **size**.

See also

Using the report control form
Setting page options

Setting page options



- From the **File menu** select **Page setup**.
- Click on the **page setup** button on the **Report control form**.

Use the Page setup to define the layout of the pages used for all reports. This includes paper size, paper orientation, page margins and the page footer.

Printer settings:

The current printer type and paper source are displayed at the top of the form. If you wish to change these, click on the **Setup** button.

Margins:

Enter the measurement for each of the page margins. The unit of measure may be either inches or millimetres as defined by the "Measure" setting.

The printer you are using may have a **non-printing** area around the edge of the physical page and Kith and Kin Pro will check to make sure that the margins you have set are big enough to include this.

Orientation:

Select **Portrait** or **Landscape** to suit the type of report you are printing. Note that the page margins do not change when you change the orientation, but the width and height of the page do.

Page size:

Select the **paper size** you are using from the list. The list contains all the paper sizes supported by the current printer.

If you want to define a paper size which is not in the list, enter the appropriate **Width** and **Height**. The paper size in the list will change to "User-defined size".

Measure:

You can define the margins, page width and height and page footer distance in **Inches** or **mm**.

Page footer:

Kith and Kin Pro can print an optional page footer which appears at the bottom of every printed page. The footer can have a date stamp, user-defined text and the page number.

Set **"Revision"** to include a revision stamp in the page footer. The revision stamp can include the date of printing and some text. It is useful to have the current date printed on each report, particularly when the tree data is constantly being updated and only updated sections are being reprinted. When it's printed, the revision stamp will also include the name of the report and the entire stamp takes the following format: <report> <text> <date>

<report> is dependant on the type of document being printed, eg. "Descendants", "Index", etc.

<text> is user defined text which may be entered in the "Text" field.

<date> is the current date and is formatted the style selected for date output format in Preferences.

Set **"Page numbers"** to have a page number printed at the bottom of each page. You can enter the text to be printed in front of the page number in **"Prefix"**.

Note that pages numbers start at 1 for each report. If you are printing Family Details reports, a family at a time, for example, each family will start at page 1.

You can choose whether the revision stamp and the page numbers are printed on the **left**, **right** or in the **centre** of the page. Naturally you can't have both printed in the same position.

The page footer is printed between the bottom margin and the bottom of the paper. Set the **distance** from the bottom of the paper that the page footer should be printed. Your printer may have a **non-printing** area at the bottom of the page in which case the page footer distance must be greater than that.

You can choose which **font** you want to use for the page footer in Preferences.

See also

Using the report control form
Setting printer options
Choosing fonts and colours
Setting date options

Previewing a report on the screen



- From the **File menu** select **Print preview** .
- Click on the **preview** button on the **Report control form**.

You can preview printed reports on the screen without having to print them on the printer. This is useful for making sure that the reports are correct before committing them to paper.

When the report is ready, the first page will be displayed on the screen.

Use the **First page**, **Previous page** , **Next page** and **Last page** buttons to **scroll** through the report.

You can use the mouse to **zoom** in on a page. Place the mouse cursor on the page and **drag** a marquee around the part of the page you want to enlarge. To zoom out just click the **right** mouse button on the page. To return to viewing the entire page, click on the **Whole page** button.

You can print pages of the report by clicking on the **Print** button.

You can also copy the current page of the report to the clipboard by clicking on the **Copy** button.

Note:

The print preview function uses Windows Metafiles to display the pages. The size of metafiles is limited by Windows so there are circumstances where a preview page may not be displayed. This is generally because the page contains too many large/high resolution pictures. Try copying the picture into a graphics editing program and reducing its size by 50%. The picture can still be scaled up in Kith and Kin Pro to its original size (by setting the printed height and width in the Picture form), the resolution will be less but will probably be unnoticeable.

See also

Using the report control form
Setting printer options
Setting page options
Printing from a preview
Copying printed pages to the clipboard

Printing from a preview

- Click on the **print** button when **previewing a report** on the screen.

You can print selected pages from a report by using the print preview function.

The current **printer settings** are displayed. Check that these are correct. You cannot change the printer settings before printing because the layout of the page is dependant on these and has already been defined. If you wish to change the page or printer settings you must cancel the print, cancel the preview and then change the settings in the report control form.

You can choose to print **all pages** , a range of **pages** which you provide or the **current** page.

Note:

Pages printed from a print preview are not laid out as accurately as reports printed direct to the printer.

See also

Using the report control form
Setting printer options
Setting page options

Printing to text files

- Click on the **file** button on the **Report control form**.

All of the text-based reports in Kith and Kin Pro can be sent to a text file instead of to the printer. Some reports (such as ancestral trees) contain graphics and cannot be sent to a text file.

Before sending the report to a text file, make sure that the **"Wrap text files"** option is correct. You can select whether long lines of text will break automatically at a word end (at approx 80 characters long) or whether they should be left intact.

See also

Using the report control form
Exporting a report to a PDF file

Copying printed pages to the clipboard

- Click on the **copy** button when **previewing a report** on the screen.

You can copy a single page from a report to the clipboard by using the print preview function. You can then paste the page into another application.

The page is copied as a Windows metafile.

See also

Using the report control form
Setting printer options
Setting page options

Importing a GEDCOM file



- From the **File menu** select **Import GEDCOM file**.
- Click on the **Import GEDCOM** button on the button bar.

Kith and Kin Pro supports version 5.5 of the GEDCOM standard, as used by the majority of genealogy programs. The program also implements some enhancements to the standard which allows it to read most previous GEDCOM versions which are not always compatible with V5.5.

Select the **GEDCOM file** which you wish to import. The incoming data will be **merged** with the data in the current database. If you want to create a **new** database based on the GEDCOM file, use File | Database | New or File | Database | New clean before starting the import process.

Kith and Kin Pro will read the file **header** from the selected file and display it so that you can verify that you have the correct file. You can now select several **options** which define how the GEDCOM file will be imported.

Display submitter/statistics when finished:

Set this option if you want to see the name/address of the file submitter and how many records were read. This also gives you the chance to view any errors. Errors encountered during a GEDCOM import are always reported in the GEDERR.TXT file and you can view this file using Windows Notepad by clicking on the **Errors** button on the statistics form. Very often you will find errors reported which do not affect the integrity of the GEDCOM import. For example, "OBJE" (object) tags are ignored.

Add a general source to every imported record:

Set this option if you wish to add the same source reference to every imported person and family. This helps to later identify the people and families which were imported from this GEDCOM file. After clicking on the "Continue" button you will be presented with the usual source reference form where you can add the reference details.

Put additional data in notes:

"Additional data", is GEDCOM data which Kith and Kin Pro recognises, but has no specific field for. By setting this option any extra data will be added to the appropriate set of notes. See Supported GEDCOM syntax for a list of recognised extra data.

List additional data in GEDERR.TXT:

By setting this option any extra data (see above) will be added to the GEDCOM import error file, GEDERR.TXT.

Convert invalid dates to text:

By setting this option any dates encountered which are invalid (eg. they do not conform to the GEDCOM standard date format DD MMM YYYY) are imported but are converted to date phrases.

Space out CONCed data for notes:

Some programs export notes in GEDCOM files using a CONC tag to split long notes over several lines in the GEDCOM file. Sometimes the program splits the line at a space character, which is not allowed. This makes Kith and Kin Pro join two words together when it imports the file. To prevent this, set this option and an extra space character will be inserted at the beginning of every CONC line. This does not affect other types of data which also use the CONC tag.

Uppercase surnames:

Set this option to automatically force surnames into all upper case.

Duplicate tags:

GEDCOM V5.5 requires that the first occurrence of a series of duplicated tags should be the one that is used in the program. For example, if a person has more than one name then there would be several NAME tags for him in the GEDCOM file. Kith and Kin Pro will use the first tag it comes across if the **Use first occurrence** option is set.

Some previous versions of GEDCOM accepted the last occurrence of multiple tags as the "genuine" one. If this is the case for the GEDCOM file you are importing, set the **Use last occurrence** option.

IBM (DOS) character set code page:

GEDCOM files created with the IBMPC character set (usually from a DOS program) may have been written using one of the alternative DOS code pages. These pages are generally used in non-English speaking countries and contain extra characters such as "ã" to cover the additional diacritics used in their language.

You can select one of the following code pages and Kith and Kin Pro will convert the incoming extra characters into the appropriate ANSI characters for use in Windows. If you are in doubt about which code page was used to create the GEDCOM file, assume it was 437 English.

Code pages supported:

437 English
850 Latin I
860 Portuguese
863 Canadian-French
865 Nordic

Multiple files:

If the program encounters the end of a GEDCOM file before finding the TRLR record, it assumes that the file has been split over more than one disk (or file). You will be prompted to insert the disk containing the next file in sequence. GEDCOM files split into several files are named <filename>.GED, <filename>.G00, <filename>.G01, etc, where <filename>.GED is the filename originally specified for input.

User-defined fields:

If you have set up GEDCOM tags for any user-defined fields which you have added to the person or family tables, Kith and Kin Pro will import the corresponding data from the GEDCOM file into these fields.

Note on character sets:

Kith and Kin Pro will automatically detect which character set has been used to create the GEDCOM file. ANSI, ANSEL, Unicode, UTF-8, IBMPC (DOS) and Apple MAC are all supported. Please make sure that the GEDCOM file was written using one of these sets.

See also

Adding and maintaining user-defined fields
Exporting a GEDCOM file
Supported GEDCOM syntax

Exporting a GEDCOM file



- From the **File menu** select **Export GEDCOM file**.
- Click on the **Export GEDCOM** button on the button bar.

Kith and Kin Pro supports version 5.5 of the GEDCOM standard, as used by the majority of genealogy programs. The program also implements some enhancements to the standard which allows it to transfer Kith and Kin specific data and makes files it creates more likely to be read successfully by other programs.

Kith and Kin Pro will also create GEDCOM files which you can use for submissions to the LDS Ancestral File and for LDS Temple ordinance clearances. Kith and Kin Pro GEDCOM files are registered with the LDS Family History Department.

Enter a new name for the **GEDCOM file** which you wish to export and click on OK. You can now select several **options** which define how the GEDCOM file will be exported.

What to export:

All families:

Set this option to export all people and families from the current family tree.

Selected families:

Export only the currently highlighted families and the people who appear in them by setting this option.

One person:

When you have set all other options and clicked on the Ok button, you must then select a single person from the list for exporting.

Range of families:

Enter a "From" and "To" family code. All families with codes between these values and their related people will be exported.

Aliases:

Set this option if you want aliases included in the GEDCOM file. Some programs cannot import this information properly.

Sources:

Set this option if you want source references, source documents and source repositories included in the GEDCOM file. Only documents and repositories which are referenced by the exported people/families will be included.

Notes:

Set this option if you want person and family notes included in the GEDCOM file. Some data may be excluded by the privacy level setting.

Ref numbers:

Kith and Kin Pro will automatically create a REFN tag for each person and family. The value of the REFN tag is the P or F code (number only). This may be useful for some receiving programs. It should not normally be included if the destination is Kith and Kin Pro.

Non-GEDCOM user fields:

If the receiving system is Kith and Kin Pro you can also include user-defined fields which do not have an associated GEDCOM tag. Kith and Kin Pro will be able to read these fields but other programs will not. User-defined fields which do have an associated GEDCOM tag will always be included in the GEDCOM file.

Privacy level

Set the cutoff privacy level for notes and user-defined fields. Notes and fields with a privacy level above the one you set here will be ignored. For example, enter level 2 to include notes/fields with privacy levels 0, 1 and 2. A level 3 or 4 note or field would be excluded.

Keep births private:

Set this option to exclude birth/christening dates of people who are still alive, ie. their "Dead" flag is set to false.

Receiving system:

File:

This is the normal setting and should be used for transferring data to any system not mentioned below.

Kith and Kin Pro:

Use this setting if the GEDCOM file will be imported back into Kith and Kin Pro. This allows the program to include special data which can only be read by Kith and Kin Pro.

Ancestral File:

For submissions to the **LDS** Ancestral File. The Ancestral File is a lineage-linked file that is created from submissions offered by LDS users or patrons. The Ancestral File System uses sophisticated rules to match individuals so as to extend each pedigree line included in the new submissions. A patron can search the ancestral file for an ancestor and his or her extended pedigree. If found they can select the portion of the pedigree that they desire to be download to a GEDCOM format for inclusion into their own personal ancestral file.

TempleReady:

For submissions to the **LDS** TempleReady system for temple work requests. After clicking on the OK button you will be asked for additional information.

Character set:

Kith and Kin Pro will produce GEDCOM files using either the Windows **ANSI** or **ANSEL** character sets. The ANSEL set is more appropriate for non-English languages and should also be used to comply with GEDCOM V5.5. However, Windows ANSI is normally used for transferring data to most other Windows programs.

File information:

Enter optional **copyright** and **notes** which will be included in the GEDCOM file header.

Submitter information:

If you want to include your **name** , **address** and **phone number** enter them here. They will be output as part of the SUBM record. You must have an entry in the Name field.

Multiple files:

If the GEDCOM file becomes too big for the disk it is being written to, the program will prompt you to insert another blank disk and will repeat this as necessary until the entire GEDCOM output has been written. Subsequent files will be named <filename>.G00, <filename>.G01, etc, where <filename>.GED is the filename originally specified for output.

See also

Adding and maintaining user-defined fields
Importing a GEDCOM file
Supported GEDCOM syntax

Exporting Web pages



- From the **File menu** select **Export Web pages** .
- Click on the **Export Web** button on the button bar.

One of the major advantages of the Internet for family history researchers has been the opportunity to post your own genealogy information onto the Web so that it is instantly available to people all over the world.

Kith and Kin Pro designs and produces your own Web pages and packs them into files ready for uploading to your Web site. All you have to provide is a **link** from your homepage to the genealogy start page which the program has produced. The start page is always called **GENSTART.HTM**. Most Web page publishing programs will let you add a link to this page easily. If you write your own Web pages using a text editor, a typical link to the genealogy start page might look like this:

My Family Tree

Some of the Web pages produced by Kith and Kin Pro include a **surname index** . The alphabetic order of surnames is defined by the alphabet in the currently loaded regional file. For non-English Western European languages, you can select or define your own alphabet, eg. the Swedish alphabet is ABCDEFGHIJKLMNOPQRSTUVWXYZÃ…Ã„Ã–

You can **view** the Web pages on your computer before you upload them by using your **Web browser** program. For example in Microsoft Internet Explorer use "File | Open" from the main menu and browse to the GENSTART.HTM file.

The following options are available for exporting Web pages.

Families:

All:

Set this option to export all people and families from the current family tree database.

Selection:

Export only the currently highlighted families and the people who appear in them by setting this option.

Range:

Enter a "From" and "To" family code. All families with codes between these values and their related people will be exported.

Web page appearance:

Start page title:

Enter the text which will appear as a title on the genealogy start page.

Start page notes:

Enter any additional notes which should appear on the genealogy start page.

E-mail:

Optionally, enter your e-mail address. This will appear on the genealogy start page and visitors to your Web site will be able to click on the address to send e-mail direct to you.

Global header:

Optionally, enter text that you want to appear at the top of every Web page. This can include HTML code if you wish.

Global footer:

Optionally, enter text that you want to appear at the bottom of every Web page. This can include HTML code if you

wish.

Global header/footer on start page:

If you have entered global header or footer text, the text will appear on every Web page except the genealogy start page. Select this option to include the header/footer text on the genealogy start page as well.

Return icon return.gif:

"Return.gif" is a graphic file which will be used as the "return to start" icon at the foot of every Web page. Kith and Kin Pro is supplied with several suitable icons in the "Web Source" folder or you can provide your own graphic. Copy the graphic file you want to use into the "\no_erase" folder and rename it to "return.gif" (see Customising Web pages). If you do not want to include a return icon simply clear this option.

Online URL:

Only required if you are also exporting a Tree Layout PDF file as part of the Web pages. You must provide here the absolute URL of the folder where the Web pages will be stored online. For example, if you are uploading the exported Web pages to your own website where the URL of the start page is www.mywebsite.org.uk/familypages/genstart.htm, you should enter the URL http://www.mywebsite.org.uk/familypages. The online URL must begin with either http:// or https://.

Pictures:

Include pictures:

Any pictures associated with people or families will be included if they have their "Include image in printouts" option set. Pictures for Web pages are saved as JPEG files to save space, unless they contain any transparency. If a picture file contains any transparency (usually a GIF or PNG) then the picture is stored as a PNG file for Web output to preserve the transparency.

Link to big pictures:

Use this option to include the full-sized pictures on the Web. Visitors to your site can click on the thumbnail images in the family tree data to view the full-sized pictures.

Include gallery page:

Kith and Kin Pro can automatically produce a picture gallery page containing copies of all the pictures used elsewhere in the family tree data. A link to the gallery page is included in GENSTART.HTM. The "Link to big pictures" option will affect the gallery page as well.

Thumbnails size (pixels):

The maximum height or width of picture thumbnails.

Thumbnails across:

The maximum number of picture thumbnails in a row across a Web page.

Max big picture size (pixels):

The maximum height or width of full-sized pictures.

JPEG quality:

You can choose the JPEG picture quality (ie. the inverse of the amount of compression). Higher quality pictures create larger files; 50% is usually a good compromise.

Data:

P/F codes:

Include the person and family codes in the Web pages.

Dates:

Include person and family dates, birth, marriage, etc.

Places:

Include places associated with person and family dates, eg. Death place.

User fields:

Include any user-defined fields for people and families. Some data may be excluded by the privacy level setting.

Sex:

The program will put "{M}" after male names and "{F}" after female names.

Aliases:

Include aliases. If set, this option also puts each alias into the surname index so that you can find the person using any of their names.

Notes:

Set this option if you want person and family notes included in the Web pages. Some data may be excluded by the privacy level setting.

Sources:

Set this option if you want source references, source documents and source repositories included in the Web pages. Only documents and repositories which are referenced by the exported people/families will be included.

Child surnames:

Include surnames for children on their family page. Normally this is not required since the surnames can be assumed to be the same as the father's.

Details in index:

Set this option to include dates and places (if the "Places" option is set) in the surname list.

Tree Layout PDF:

Set this option to include a PDF file similar to the Tree Area display on the screen. The PDF file will open in the user's browser and clicking on a family rectangle will navigate to the appropriate family details page. Due to limitations in the Adobe PDF Reader, this feature only works with Web pages you have uploaded to the Internet. See also: "Online URL".

Timeline:

Set this option to include a timeline similar to the one in the Timeline window. Events from the default timeline will be included if the "Historical events" option is set in the Customise timeline dialog.

Indicate probable:

Include the word "Probable" for probable links.

Privacy level

Set the cutoff privacy level for notes and user-defined fields. Notes and fields with a privacy level above the one you set here will be ignored. For example, enter level 2 to include notes/fields with privacy levels 0, 1 and 2. A level 3 or 4 note or field would be excluded.

Keep births private:

Set this option to exclude birth/christening dates of people who are still alive, ie. their "Dead" flag is set to false.

Hide living people:

Set this option to exclude all data from people who are still alive, ie. their "Dead" flag is set to false. Their names will be replaced with: "(Living person hidden)".

Create Web files in this folder:

You must select a folder on your hard drive where Kith and Kin Pro will create all the Web page files. If the folder does not exist the program will create it. Click on the **Browse** button to select or create an appropriate folder.

Clear folder before exporting:

If you are re-building your Web pages it is normal to have any existing files deleted from the output folder before the new ones are created. That way you know that all the files in the output folder are new and must be uploaded. If you want to simply overwrite the existing files and leave any other files intact, turn this option off.

Note that the special output folder "no_erase" will **not** be deleted by this function. This folder contains the icons and CSS stylesheet for your Web pages and you may wish to customise them. This allows you to re-export the Web pages to the same folder without losing any changes you may have made to the stylesheet.

Create index.htm pages in subfolders:

Select this option to have Kith and Kin Pro automatically add to each output subfolder a simple index.htm file which redirects visitors to your GENSTART.HTM page. This is a security feature which prevents visitors from inadvertantly seeing all the files in the subfolder.

The index.htm file is copied from the "Web source" folder and contains:
"Page invalid" - Please click here to go to the genealogy page.

See also

Customising Web pages
Working with pictures
Customising the timeline
Setting options
Setting regional/language options
Setting picture options

Customising Web pages

Kith and Kin Pro uses a CSS stylesheet to control the look and feel of the Web pages it exports. This enables the separation of Web page content (the HTML pages) from presentation, including elements such as the colors, fonts, and layout. The name of the stylesheet file must be "kkpro.css".

Folder hierarchy

When you export Web pages from Kith and Kin Pro, you must select the folder on your hard drive where you want the Web pages to be stored. This is the HTML folder. Inside the HTML folder, the program creates some extra subfolders for the following files:

Subfolder name	Files
pictures	Full-sized image files
thumbnails	Thumbnail-sized image files
no-erase	kkpro.css, return.gif, kkbkg.gif

The "no_erase" subfolder is created the first time that you export to the specified HTML folder. If you subsequently carry out another Web page export to the same HTML folder, the "no_erase" folder will not be cleared and the files in it will not be changed. This enables you make permanent changes to the CSS file and to be able to see the results quickly by simply opening one of the HTM files in the HTML folder. It also means that you can re-export the Web pages to reflect changes in the family tree database but retain your modified CSS stylesheet file.

return.gif

"return.gif" is a graphic file which is used as the "return to start" icon at the foot of every Web page. Kith and Kin Pro is supplied with several suitable icons in the "Web Source" folder or you can provide your own graphic. Copy the graphic file you want to use into the "no_erase" folder and rename it to "return.gif".

kkbkg.gif

"kkbkg.gif" is a graphic file which can be used as a background on every Web page but is only used in some stylesheets. It is only necessary to have this file if your stylesheet references it.

kkpro.css

"kkpro.css" is the CSS stylesheet. Kith and Kin Pro is supplied with several different stylesheets in the "Web Source" folder or you can modify the stylesheet to you own design. Copy the CSS file you want to use into the "no_erase" folder and rename it to "kkpro.css".

Modifying the CSS stylesheet file

The stylesheet file can be modified using a standard text editor such as NotePad. The file contains comments enclosed in "/*--*/", for example: */* *Kith and Kin Pro stylesheet* */*, which help you identify which parts of the file are used for each part of a Web page.

Each statement has the following format:
selector {style}

The selector identifies which HTML element to apply the style to, eg. body, p, ul. The style contains the instructions which will define the colour, spacing, etc, eg. color: #000000;. You must not change the "selector" names in the stylesheet. Kith and Kin Pro uses pre-defined selector names in the exported Web pages and these must match those in the stylesheet.

An example CSS statement might be:
body {background-color: #FFFFFF; color: #000000; font-family: Verdana, Arial, Helvetica, sans-serif;}

This statement tells the HTML page that the "body" (ie. the visible part of the entire page) should have a background colour of #FFFFFF (ie. white - you could also use the word "white" here), font colour of #000000 (ie. black) and a font typeface of whatever is closest to Arial on the user's computer.

You can modify any of the "style" settings in the stylesheet to your own requirements.

For a complete reference to the CSS language, please see one of the many Web sites on the subject, for example htmlhelp.com

See also

Exporting Web pages

Exporting data to a delimited text file

- Right click on the **results list** in the **Search Window** to bring up the output pop-up menu. Select **Export to text file** .

A delimited text file is useful for exporting data from Kith and Kin Pro to other applications such as a database or spreadsheet program. Once the data is in a database, for instance, you can produce customised list reports.

A delimited text file is a standard ASCII text file which has each row of the query results on a separate line. Each of the fields in the query results is separated from the next by a delimiting character (or field delimiter) and the field data is enclosed in quotes. The delimiting character should be set to something which the receiving program will recognise. This is usually a comma or Tab. You can choose which character you want to use for the text file in Preferences.

See also

Using a query to find data
Setting options

Importing a text file into notes

- In the Notes Editor, click on the **File menu** and then **Import from file**.

Select the text file you want to import and click on OK.

Any existing text in the Notes Editor will be lost and will be replaced by all the text from the file.

See also

Editing notes

Exporting a text file from notes

- In the Notes Editor, click on the **File menu** and then **Export to file**.

Enter a file name for the new text file and click on the Save button.

All of the text in the Notes Editor will be saved in the new text file.

See also

Editing notes

Exporting a report to a PDF file



- From the **File menu** select **Export PDF file**.
- Click on the **PDF** button in the **Report control form**.

Exports the selected report as an Adobe PDF file which can be viewed by anyone using the Adobe Acrobat Reader. Free copies of the Acrobat Reader can be downloaded from the Adobe Web site at www.adobe.com

Kith and Kin Pro produces PDF V1.2 files which require Acrobat V3 or later.

You will be asked for a file name to export the report to. Select the folder if necessary and enter a file name. The file will automatically be given a .pdf extension if the file type is set to "Adobe PDF files". Click on "Save".

A second dialog will open where you can select options specific to PDF files.

Info

These entries will be embedded in the PDF file and can be viewed by using "File | Document Properties | Summary" in the Acrobat Reader.

Options

Compression - determines the final size of the PDF file by using different methods for compressing the file.

Encode binary - converts the text to binary instead of ASCII.

Show mode - determines how the PDF file will first be displayed when opened in Acrobat.

Fonts mode - the following settings are available.

Use TrueType Fonts : uses TrueType fonts but does not embed the font data in the PDF file.

Embed TrueType Fonts : embed data of all used fonts. Ensures that text displays correctly in the reader even if the fonts do not exist on the reader's PC but makes the PDF file large.

Embed only Symbol TrueType Fonts : embed only symbol true type fonts. (eg. WingDings, etc)

Use 14 Base Type1 Fonts : Do not use true type. When this mode is selected you can only use Arial, Courier New and Times New Roman fonts.

TTF Subsets: only used codepages : will embed all the characters which are used in the codepage (character set) you selected.

TTF Subsets: only used chars : includes only the characters which have been used and so produces the smallest files.

Create page thumbnails - creates thumbnails for each page of the PDF file. Note that Acrobat V5 or later automatically creates thumbnails if none are present anyway so this option is really for backwards compatibility.

Launch Acrobat Reader - automatically opens the new PDF file in the Acrobat Reader. You must have the reader installed for this to work.

Security

Encrypt PDF file - set this option to make the PDF file secure using the following settings.

Owner password - password required to edit the PDF file. If left blank a random password will be allocated.

User password - password required to read the PDF file. If left blank no password is required but you can still restrict printing/copying/changing below.

Use 128 bit security - 128 bit security is better but slower.

Enable printing - allows the reader to print the PDF file.

Enable copying - allows the reader to copy text from the PDF file.

Enable change - allows the reader to change the PDF file.

See also

Using the report control form

Setting preferences



- From the **Options menu** select **Preferences**.

Click on a **tab** to bring the corresponding page of options to the top of the stack.

For details of the options available on each page, see below.

See also

Choosing fonts and colours
Setting date options
Setting current database options
Choosing a family to move to when the tree is opened
Choosing the current database language
Setting options
Setting picture options
Setting regional / language options

Editing the timeline

- From the **Options menu** select **Customise timeline**.
- Right-click on the **Timeline Window** select **Customise**.

This option is only available if Kith and Kin Pro has been registered

The Timeline Window shows chronologically sorted dates from the currently selected families and from a database of historical events. You can add/edit/delete events in the selected timeline as well as adding additional timelines. This allows you to customise the timeline to suit the geographical area(s) that your ancestors lived in.

Editing timeline events

First, select the timeline you want to edit in the "Current timeline" list (see below).

When you make any changes to the timeline data, the panel around the event list will become highlighted using the "Dialog editing indicator" colour. This indicates that the data is currently being edited and has not yet been saved to the database. Click on the **Update** button to save the new data to the database, or the **Undo** button to cancel any changes made.

Jumping to a date in the events list:
You can quickly scroll the events list to a particular date by entering a date (it can be a partial date such as "1900") in the "Jump to date" box. Click on the "Jump" button to the right of the box to scroll the events list to the first available date on or after the requested date.

Editing an existing event:
Click on the event in the events list and it will appear in the "Edit date" and "Edit event" boxes below the list. Change the data in these boxes and click on the "Update" button to save the changes to the database.

Deleting an existing event:
Click on the event in the events list. Click on the "Delete event" button to delete the event from the database.

Adding a new event:
Click on the "Add Event" button. A new, blank event will be added to the database. Add the new event data in the "Edit date" and "Edit event" boxes below the events list and click on the "Update" button to save the changes to the database.

Importing events from an external file:
First, select or create the timeline you wish to import the events into. Then right-click on the "Current timeline" panel at the top of the dialog and choose **Import**. Select the file and file type you wish to import and click on "Open". You can import two different types of file, an old-style Kith and Kin (.TML) file or a specially formatted text (.TXT) file.

Clearing all events from the current timeline:
Right-click on the "Current timeline" panel at the top of the dialog and choose **Clear**. This will remove every event from the current timeline.

Editing timelines

You can add extra timelines to Kith and Kin Pro and historical events added to these are kept separate from each other.

Adding a new timeline:
Right-click on the "Current timeline" panel at the top of the dialog and choose **New**. You will be asked to give the new timeline a name. The name must be unique. The new timeline will be selected automatically and you can then add events to it (see above).

Renaming a timeline:
Right-click on the "Current timeline" panel at the top of the dialog and choose **Rename**. You will be asked for a new name for the current timeline. The name must be unique.

Copying a timeline:
You can make a copy of the current timeline, with all its events, creating a new timeline. Right-click on the "Current timeline" panel at the top of the dialog and choose **Copy**. You will be asked for a new name to give to the new timeline. The name must be unique.

Deleting a timeline:
Right-click on the "Current timeline" panel at the top of the dialog and choose **Delete**. This will delete the current timeline

and all its historical events. You cannot delete the Default UK timeline.

Exporting a timeline:
Right-click on the "Current timeline" panel at the top of the dialog and choose **Export**. This will create a timeline text file with all of the historical events in the current timeline. Timeline text files can be imported back into Kith and Kin Pro (see above).

Selecting the print/export timeline

You can select which timeline should be used for printing reports and exporting Web pages. Select the timeline to use from the "Current timeline" list and click on "Set as default". You can also select whether to include the historical events in the printed/exported timelines.

See also

Using the Timeline Window
Timeline text files
Backing-up your data

Customising the button bar

- From the **Options menu** select **Customise button bar**.
- **Right-click** on the button bar and select **Customise**.

There are many more buttons available for commonly used functions than can normally be fitted onto the button bar. You can modify the button bar to show only buttons for functions which you use most often and arrange them into the order you want. You can also place the button bar at the top, bottom, left or right of the Kith and Kin Pro window.

Available buttons

This is the list of buttons which are available but are not currently on the button bar. To add one of these buttons to the button bar, drag it using the left mouse button and drop it into the "Button bar buttons" list. The button will be placed in front of the button you drop it onto.

At the top of the list is "<space>". This is not a button, but inserts space between buttons on the button bar. Drag and drop it in the same way as buttons.

Button bar buttons

This is the list of buttons currently on the button bar; in the order that they appear. To change the order, simply drag a button from the list and drop it into its new position.

Button bar position

Select Top, Bottom, Left or Right to move the entire button bar to the corresponding position in the Kith and Kin Pro main window.

Mouse hover colour

Click on the **Change colour button** to select a different colour to be used to highlight the button currently under the cursor.

Setting date options



- Click on the **Dates** tab on the **preferences form**.

Kith and Kin Pro allows you to choose between several available date formats for verifying dates which you enter and to format dates for output. Normally the input and output formats chosen are the same, but it is possible to choose different formats and there are some formats designed specially for output.

Input date formats:

Format	Sample
DD MM YYYY	25 12 1995
DD MMM YYYY	25 Dec 1995
MM DD YYYY	12 25 1995
MMM DD YYYY	Dec 25 1995
YYYY MM DD	1995 12 25
YYYY MMM DD	1995 Dec 25

An input format definition must also include a **separator**. In the examples above the separator is a space but any character may be used. The separator will be used in both the first and second positions, eg. 25/12/1995 25-12-1995 25.12.1995

Set the **Leading zeros** option if you want day and month numbers less than 10 to have a leading zero, eg. 01-02-1995 09 Jan 1995

Output date formats:

Format	Sample
DD MM YYYY	25 12 1995
DD MMM YYYY	25 Dec 1995
MM DD YYYY	12 25 1995
MMM DD YYYY	Dec 25 1995
YYYY MM DD	1995 12 25
YYYY MMM DD	1995 Dec 25
DD MMMM YYYY	25 December 1995
MMMM DD YYYY	December 25 1995
WWWW DD MMMM YYYY	Monday 25 December 1995
WWWW MMMM DD YYYY	Monday December 25 1995
MMM YYYY	December 1995
YYYY MMM	1995 December
YYYY	1995

An output format definition must also include a **separator**. In the examples above the separator is a space but any character may be used. The separator will be used in both the first and second positions, eg. 25/12/1995 25-12-1995

25.12.1995

Set the **Leading zeros** option if you want day and month numbers less than 10 to have a leading zero, eg. 01-02-1995 09 Jan 1995

As you change either of the formats, Kith and Kin Pro displays sample dates in the selected format.

Overseas users who need to change the **month** and **weekday** names into their own **language** , can modify the entries in "Month names" and "Weekday names" lists. Month number 1 is January, 2 is February, etc. Weekday number 1 is Sunday, 2 is Monday, etc. A regional settings file which already has the correct names for your language may be available; use the **Load regional settings** button in Preferences.

If you want to change the strings used for **date modifiers** , eg. ABT = About, you can modify the settings in the **Date prefixes** list. ABT = About, AFT = After, BEF = Before, EST = Estimated. You must use the new strings when entering dates, not the standard strings.

Change to Gregorian calendar

What we recognise today as a calendar with twelve months and 365 days per year with leap years, dates from the year 46 BC when it was adopted by Julius Caesar and hence became known as the Julian calendar. There were some modifications made until about 4 AD so dates between 46 BC and 4 AD can be suspect. However, since the average length of the Julian year was 365.25 days and the "real" length is about 365.2423, the Julian calendar became increasingly out of step with the seasons by about 1 day every 131 years. In 1582 Pope Gregory XIII decided that a new calendar would be adopted, the Gregorian calendar, which would make the length of a calendar year much closer to the real year by changing the rules for leap years. To get the calendar back into step ten days were omitted from the calendar on the day of its adoption and it was decreed that the day following Thursday 4 October 1582 would be Friday 15 October 1582. Unfortunately things are complicated by the fact that the Gregorian calendar was not adopted by every country/state on that date, in fact only by a few catholic European countries, and it took hundreds of years for the new calendar to be adopted everywhere (the Greek Orthodox Church delayed until 1924).

You can specify the date that the Gregorian calendar was adopted in your country by setting the **Last Julian** and **First Greg** dates. Weekdays are calculated by Kith and Kin Pro using the Julian calendar if the date is prior to the Last Julian date or the Gregorian calendar if after the First Greg date. Dates in between these two dates are invalid.

It is important that the correct Gregorian calendar adoption date has been set before you enter any dates into Kith and Kin Pro. If you are entering dates from different countries bear in mind that the actual date may be different.

It is possible to change the Gregorian adoption dates at any time and dates stored in the program will be correctly converted to the new calendar. For example, with the adoption date set to 1752 for the UK you can enter a person's birth of Thursday 29 Feb 1700 since this is a leap year in the Julian calendar. Now change the Gregorian adoption date to 1582 for Italy. The person's birth date is now correctly displayed as Thursday 11 March 1700 because he was now born in the Gregorian calendar. Trying to enter 29 Feb 1700 will be invalid since 1700 is no longer a leap year.

Loading a **regional settings** file will also change the Gregorian adoption dates.

Below is a list of countries/states and the dates that they adopted the Gregorian calendar. The dates are shown as YYYY.MM.DD. This is not intended as a complete list and has been compiled from various sources. Some countries (eg. Sweden) had strange variations in the way that they adopted the calendar for which no special dispensation is made in Kith and Kin Pro.

Country / State	**Last Julian**	**First Gregorian**
Austria - Tyrol - Carinthia (Kärnten), Styria (Steiermark)	 1583.10.05 1583.12.14	 1583.10.16 1583.12.25
Belgium - Antwerpen - Brabant, Flanders and Hainaut (Hennegau) - Liege (Lüttich)	 1582.12.20 1582.12.21 1583.03.10	 1582.12.31 1583.03.01 1583.03.21
Bulgaria	1915.10.31	1915.11.14
Canada	1752.09.02	1752.09.14

Croatia	1923.09.30	1923.10.14
Czech Republic	1584.01.06	1584.01.17
Denmark - Færø Islands	1700.02.18 1700.11.16	1700.03.03 1700.11.28
England and dominions	1752.09.02	1752.09.14
Estonia	1918.01.31	1918.02.14
Finland In 1753 Finland was a part of Sweden. In 1808/9 it became part of Russia which at that time still used the Julian calendar. The Gregorian calendar remained the official calendar in Finland but some documents use the Julian calendar.	1753.02.17	1753.03.01
France - Lorraine (Lothringen) - Alsace (Austrian Upper Alsace) - City of Strasbourg	1582.12.09 1582.12.09 1583.10.13 1682.02.05	1582.12.20 1582.12.20 1583.10.24 1682.02.16
Germany - Catholic regions - Augsburg - Treves (Trier) - Bavaria (Bayern) - Jülich-Berg - Cologne (Köln), Aachen - Würzburg - Mayence (Mainz) - Baden, Strasbourg (diocese only) - Münster, Cleve - Silesia (Schlesien), Lusatia (Lausitz) - Westphalia (Westfalen) - Paderborn - Pfalz-Neuburg - Hildesheim - Minden Germany - Protestant regions	 1583.03.13 1583.10.04 1583.10.05 1583.11.02 1583.11.03 1583.11.04 1583.11.11 1583.11.16 1583.11.17 1584.01.12 1584.07.01 1585.06.16 1615.12.13 1631.03.15 1668.02.01 1700.02.18	 1583.03.24 1583.10.15 1583.10.16 1583.11.13 1583.11.14 1583.11.15 1583.11.22 1583.11.27 1583.11.28 1584.01.23 1584.07.12 1585.06.27 1615.12.24 1631.03.26 1668.02.12 1700.03.03
Greece - Greek Orthodox Church	1923.03.15 1924.03.09	1923.03.03 1924.03.23
Hungary	1584.01.22	1584.02.02
Iceland	1700.11.16	1700.11.28
Ireland	1752.09.02	1752.09.14
Italy - Florence and Pisa	1582.10.04 1749.12.20	1582.10.15 1750.01.01
Latvia	1918.02.01	1918.02.15
Lithuania - Grand Duchy of Lithuania, Uznemune (Suduva)	1915.11.15 1584.01.10	1915.11.29 1584.01.21
Luxemburg	1582.12.14 1583.10.04	1582.12.25 1583.10.15
The Netherlands - Catholic regions, Zeeland, Brabant - Limburg and the southern provinces (Limburg alternate) - Holland - Groningen (until summer 1594) - Gelderland, Zutphen - Utrecht, Overijssel - Friesland, Groningen, Drenthe - Drenthe	 1582.12.14 1582.12.20 1582.12.21 1583.01.01 1583.02.10 1700.06.30 1700.11.30 1700.12.31 1701.04.30	 1582.12.25 1582.12.31 1583.01.01 1583.01.12 1583.02.21 1700.07.12 1700.12.12 1701.01.12 1701.05.12

Norway	1700.02.18	1700.03.03
Poland - Prussia (Preußen)	1582.10.04 1610.08.22	1582.10.15 1610.09.02
Portugal	1582.10.04	1582.10.15
Romania - Transylvania	1919.03.31 1590.12.14	1919.04.14 1590.12.25
Russia	1918.01.31	1918.02.14
Scotland Scotland adopted part of the required change by making 1 January the start of the new year in 1600 (previously it had started on 25 March, ie. 24 March 1598 was followed by 25 March 1599), however the full change to the Gregorian calendar did not happen until 1752 with the rest of the UK.	1752.09.02	1752.09.14
Slovakia	1584.01.22	1584.02.02
Spain	1582.10.04	1582.10.15
Sweden Sweden decided to make a gradual change from the Julian to the Gregorian calendar. By dropping Feb 29 from every leap year from 1700 to 1740 the eleven superfluous days would be omitted and from 1 Mar 1740 they would be back in sync with the Gregorian calendar. So 1700 (a Julian leap year) was not a leap year in Sweden. However, by mistake, 1704 and 1708 both contained a Feb 29 as in a normal leap year. This left Sweden out of synchronisation with both the Julian and the Gregorian world, so they decided to go back to the Julian calendar. In order to do this, they inserted an extra day in 1712 giving February 30 days. In 1753, Sweden finally changed back to the Gregorian calendar by dropping 11 days like everyone else.	1753.02.17	1753.03.01
Switzerland - Basle (Basel) - Lucerne, Uri, Schwyz, Zug, Freiburg, Solothurn - Wallis (Valais) - Zürich, Bern, Basel, Geneva, Schafhausen, Thurgau - Neuchâtel, Mühlhausen, Biel	 1583.10.20 1584.01.11 1655.02.28 1700.12.31 1700.12.31	 1583.10.31 1584.01.22 1655.03.11 1701.01.12 1701.01.12
Turkey	1916.02.15	1917.03.03
USA - Alaska - Texas, Florida, California, Nevada, Arizona, New Mexico - Mississippi Valley - Washington, Oregon, British Colonies	 1867.10.05 1582.10.04 1582.12.09 1752.09.02	 1867.10.18 1582.10.15 1582.12.20 1752.09.14
Yugoslavia	1919.01.14	1919.01.28

See also

Entering dates
Setting preferences
Setting regional / language options

Converting dates

- From the **Tools menu** select **Date converter**.

Enter either a date in the **Julian** calendar **or** a date in the **Gregorian** calendar and click on **Calculate date** button to calculate the corresponding date in the other calendar and the day of the week.

The calculation is based on the **Gregorian adoption date** setting in Preferences.

See also

Setting date options

Setting options



- Click on the **Options** tab on the **preferences form**.

The following are options which affect the operation of various parts of Kith and Kin Pro.

Sort children and marriages:

Kith and Kin Pro will automatically sort children in a family and marriages of a person by date if this option is set. If a birth date for a child has not been entered, the christening date will be used.

This setting can be overridden temporarily in the person and family data forms.

Marriage produces wife's alias:

When a person is identified as the mother of a family an alias is automatically generated comprising her married surname, her firstnames and the date of the marriage. This alias will **not** be removed automatically in the event that the mother is removed from the family.

Uppercase surnames:

With this option set, the "Surname" field in a person data form will convert all letters to upper-case. If you want to enter lower-case letters you must turn the option off. Upper-case is normally used for surnames to make it easier to identify the surname in reports.

This setting can be overridden temporarily in the person data form.

Show dates in person description:

Set this option if you want to see the birth (or christening) date of a person whenever his name appears.

Show dates in family description:

Set this option if you want to see the marriage date of a family whenever the family's description appears.

Show birth dates in family description:

Set this option if you want to see the birth (or christening) date of the parents whenever the family's description appears.

Make person deceased on death/burial:

Set this option to make the program automatically set the "Dead" flag to "true" when you enter any death or burial details for a person. The "Dead" flag can be changed manually as well.

Make new people deceased:

Set this option if you want the "Dead" flag set to "true" by default when you create a new person. Otherwise the flag will be set to "false".

Display full names in family rectangles:

Set this option if you want the family rectangles in the Tree Area to show the parents' full names. If this option is switched off only the parents' surnames will appear.

Display marriage year in family rectangles:

Set this option if you want the family rectangles in the Tree Area to show the marriage year.

Warn when editing query results:

Set this option if you want a warning message when you start editing the results in the Search Window.

Warn of clearing folder in Web pages:

Set this option if you want a warning message when the destination folder is about to be cleared when creating Web pages.

Warn when opening Notes Editor:

Set this option if you want a warning message when you try to open the Notes Editor but you are already editing the multi-line text field (such as notes in a person or family data form).

Confirm record deletion:

Set this option if you want a warning confirmation each time you try to delete something.

Confirm picture file deletion:

Several picture records in Kith and Kin Pro can reference the same full-sized image file in the \Pictures folder. Deleting one picture record along with the image file would make it impossible for the other picture records to open the same image file. Set this option if you want a warning confirmation each time you try to delete a picture record and image file.

Show hints:

Small, yellow text windows indicate the function of many of the controls (buttons, edit boxes, etc) used in Kith and Kin Pro when you place the mouse cursor over them. When you are familiar with the functions of these controls you may wish to turn this option off.

Reuse P/F codes automatically:

When you create a new person or family in Kith and Kin Pro, it is assigned the next available P or F code. When you delete people or families the unused P or F code again becomes available but will not be used unless you set this option. You can also select which P or F code to use for a new person or family by using "Edit | Re-use P/F code".

Check for updates automatically:

Kith and Kin Pro will check online for updates to the program every 15 days. Clear this option if you do not want the program to do that. You can also check for updates in the Help menu.

Scroll to selected layer:

Set this option to automatically scroll the Tree Area to a random family on the newly selected layer when you choose a different layer.

Snap to grid spacing:

Enter the spacing you require between the invisible horizontal grid lines in pixels. If the snap to grid option is in use, Kith and Kin Pro will align family rectangles in the Tree Area so that they are level horizontally.

Backup folder:

By default, database backups are stored in the "My documents\KKPro" folder. Click on the **Browse** button to select a different folder to store database backups.

Text file delimiter:

When exporting delimited text files, Kith and Kin Pro needs to know which character to use to separate each data field. Click on "Use tab" to use the tab character as the delimiter or enter an alternative character in the "Use other char" box (the "Use other char" option is selected automatically). A comma is a commonly used delimiter.

See also

Editing an existing family
Editing an existing person
Adding and maintaining aliases
Using a query to find data
Exporting Web pages

Aligning families vertically
Displaying statistics
Exporting data to a delimited text file
Re-using an old person or family code
Backing-up your data
Restoring data from a backup
Choosing layers
Setting preferences

Setting current database options



- Click on the **Database** tab on the **preferences form**.

The settings on this tab affect only the current database.

Start at family settings

Database language setting

See also

Setting preferences
Choosing a family to move to when the tree is opened
Choosing the current database language

Choosing a family to move to when the tree is opened



- Click on the **Database** tab on the **preferences form**.

Each family tree database can be assigned a start family. Every time the database is opened, the Tree Area will scroll to this start family.

To assign or change the start family, click on the **Change** button and select a family from the list.

If no start family is assigned then you can choose one of the following two options.
Start at random family - the program will scroll to any family rectangle so that at least part of the tree is visible.
Start at last viewed position - the program will scorll to the area which was in view when the database was last closed.

See also

Setting preferences

Choosing the current database language



- Click on the **Database** tab on the **preferences form**.

Set the "Database language" option to the desired language. For all English variants you should use "ANSI Standard".

This setting will change the language in the current database only. To set the default language for new databases use the "Regional settings" tab.

See also

Setting preferences
Setting regional / language options

Setting regional / language options



- Click on the **Regional settings** tab on the **preferences form**.

Report language

All of the text strings used in reports and Web pages can be translated into your language. Change the settings in the **Translation** column of the **Report language** list. The **Sample / context** column shows how the translated text will be used in a report, if the column entry is blank it indicates that the text is used on its own, probably as a report title.

When you have changed the translated text the settings will be used automatically every time you start Kith and Kin Pro.

Web export alphabet

The alphabet defines the sort order for the surname index when exporting Web pages. You can type your alphabet into the box or click on the **Select** button to choose from pre-defined alphabets. Letters with diacritics, eg. Ö, should only be included in the alphabet if they are treated as distinct letters, eg. Ö in Swedish but not German. Eastern European alphabets, eg. Czech, Polish, are not supported.

Settings file

A regional settings file with the correct translations may already be available for your language. Click on the **Load** button and select the appropriate file (if available). Once loaded, this file will be used every time you start Kith and Kin Pro.

If you regularly have to switch between regional settings (perhaps you produce reports in more than one language), you can save your modified settings by clicking on the **Save as** button and selecting a new file name. Use the **Load** button to switch between settings files.

Note that regional settings files also store and change the date format settings, the alphabet for Web pages export and the database language for new databases.

Database language for new databases

Set the "Database language" option to the desired language. For all English variants you should use "ANSI Standard".

To set the language for the **current database**, use the "Database" tab.

See also

Setting preferences
Choosing the current database language
Setting date options
Exporting Web pages

Setting picture options



- Click on the **Pictures** tab on the **preferences form**.

Shrink large images to fit screen:

If a full-sized picture is larger than the size of the screen, set this option to shrink the image so that it fits onto the screen when displayed. You can display a full-sized picture on the screen by **double-clicking** on the thumbnail in the Pictures form.

Copy picture files with copied databases:

With this option selected, all picture files will be copied when you use "File | Database | Copy" or "File | Database | Copy selection". In some circumstances (eg. using Copy to backup your database) you may want to turn off this feature.

Save scanned/pasted image files as...

Select the file type that Kith and Kin Pro should use for creating picture files when you **scan** or **paste** pictures into the Pictures form. .JPEG and .PNG file types have additional options; you can modify the quality for JPEGs and whether PNG files are interlaced. To save disk space, we recommend using the JPEG format for storing picture files. The higher the JPEG quality setting is, the larger the JPEG files will be.

Default folder

By default, Kith and Kin Pro stores image files in the \Pictures folder of the current database. So if your database is called "Smith" and you are using the default database root folder, the image files will be stored in "C:\KKPro3Data\Smith\Pictures".

To make managing picture files easier, it is possible to have image files stored in user-defined subfolders, for instance \Pictures\Places or \Pictures\Headstones. To tell Kith and Kin Pro which folder to use for new image files click on the **Browse** button and select or create the folder.

The default pictures folder can be different for each database.

See also

Working with pictures
Exporting Web pages
Copying a database
Copying part of a database
Setting preferences

Exiting from the program



- From the **File menu** select **Exit**.
- Click on the **Close** button on the button bar.
- Click on the **x** in the top right corner of the main window.
- Press **Alt+F4**.

This command will close down the program.

Checking for program updates

- From the **Help menu** select **Check for updates**.

Kith and Kin Pro will automatically connect to the SpanSoft Web site and check if there is a later version of the program available. If there is, you will be asked if you want to download and install the latest version. Note that Kith and Kin Pro will be closed down automatically during the installation of a new version.

Kith and Kin Pro also makes occasional checks for program updates automatically.

Reference

Getting started
Tutorials
Introducing Kith and Kin Pro
Converting from older versions of Kith and Kin Pro
Using Kith and Kin Pro with TreeDraw

File menu
Edit menu
Search menu
View menu
Layers menu
Tools menu
Window menu
Options menu

Using the Tree Area Control
Database fields
SQL syntax
Supported GEDCOM syntax
Timeline text file format

System requirements
Frequently asked questions
New in this version
Getting support
Terms of use

File menu

- From the menu bar select **File**.
- Press **Alt+F**.

Menu items

Database:

- New
- New clean
- Open
- Save
- Merge
- Copy
- Copy selection
- Change name
- Backup
- Restore
- Pack
- Repair
- Clear
- Delete

- Import GEDCOM file
- Export GEDCOM file
- Export Web pages
- Export PDF file
- Print
- Print preview
- Printer setup
- Page setup
- Exit

The database sub-menu also contains the names of the most recently used family tree databases, which you can open by clicking on the name.

Edit menu

- From the menu bar select **Edit**.
- Press **Alt+E**.

Menu items

 Add person
 Add family
 Edit person
 Edit family
Delete person
Delete family
 Source documents
 Source repositories
Select families
 Select all
 Move selection
Re-use P/F code

Search menu

- From the menu bar select **Search**.
- Press **Alt+S**.

Menu items

 Search

 Go to family

 Go to start family

View menu

- From the menu bar select **View** .
- Press **Alt+V**.

Menu items

 Button bar
 Status bar
 Timeline
 Age calculator
 Tree Area
 Tree Area Control
 Normal
 Zoom out
 Zoom in

Layers menu

- From the menu bar select **Layers**.
- Press **Alt+L**.

Menu items

Use as new layer

Move to layer

Remove from layer

Manage layers

Choose selection's layer

 Choose layer

 All layers

The layers menu also contains the names of the most recently used layers, which you can choose by clicking on the name.

Tools menu

- From the menu bar select **Tools**.
- Press **Alt+T**.

Menu items

Statistics
Show relationship
Find date errors
On this day
People in limbo
Records modified
Date converter
Phonetics calculator
Remove duplicates
Update descriptions
Update death flags

Window menu

- From the menu bar select **Window**.
- Press **Alt+W**.

Menu items

 Cascade data forms

 Close all

The window menu also contains the names of the currently open data forms, which you can activate by clicking on the form name.

Options menu

- From the menu bar select **Options**.
- Press **Alt+O**.

Menu items



Preferences

User fields

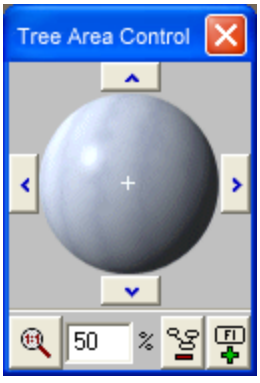
Customise timeline



Snap to grid

Customise button bar

Using the Tree Area Control



This function is provided for backwards compatibility. See "Moving around the Tree Area".

You use the Tree Area Control to scroll the Tree Area and to zoom in and out. Using the control ball has replaced the use of scroll bars which can only scroll vertically or horizontally. The control ball lets you scroll in any direction and at any speed.

Hold the mouse cursor over parts of the Tree Area Control above to find out what they do.

Selecting / defining a database name

To work with an existing database, enter the name in the "Database name" box or select the database from the list.

To create a new database, enter a new name in the "Database name" box.

The OK button will only be enabled if the database name is valid.

The "Database root folder" shows where the database is (or will be) stored. Kith and Kin Pro databases are made up of several files, the files for each database being stored in separate folders. The root folder contains the folders for each database. You should not normally have to change the root folder, but if you do, enter a full path name or click on the Browse button to choose a new folder to store the database folder in.

The names used for family tree databases are the actual folder names stored in the database root folder.

See also

Starting an new family tree
Opening an existing family tree
Merging two family trees
Copying a family tree
Copying part of a family tree
Changing the name of a family tree
Deleting a family tree

Selecting a family

Several operations in Kith and Kin Pro require you to select a single family ("Edit family" for example).

The Select Family list allows you to find the family you want quickly. Only families on the current layer are shown.

If you know the **code** of the family you are looking for simply type it into the code box. As you do so the list will scroll to that family (assuming that the code is valid).

If you want to **scroll** through the list, first select the field which you want the list **sorted** by. The currently selected sort field is the one with the bold name at the top of the list. To change it, simply click on the **field name** you want the list sorted by.

Some sort fields allow you to enter a **search string** at the bottom of the form which will scroll the list automatically to entries beginning with that string. For example, to go straight to all the families whose mother's surnames begin with GO, click on "Mothers name" at the top of the mothers name column and then type GO into the "Mothers name" box at the bottom of the form.

Click on the OK button or press the RETURN key or double-click on a family in the list to confirm your selection.

See also

Managing layers

Selecting a person

Several operations in Kith and Kin Pro require you to select a single person (edit person for example).

The Select Person list allows you to find the person you want quickly. Only people on the current layer are shown.

If you know the **code** of the person you are looking for simply type it into the code box. As you do so the list will scroll to that person (assuming that the code is valid).

If you want to **scroll** through the list, first select the field which you want the list **sorted** by. The currently selected sort field is the one with the bold name at the top of the list. To change it, simply click on the **field name** you want the list sorted by.

The "Birth date" and "Birth place" columns actually show either the person's birth or christening details - whichever is available.

Some sort fields allow you to enter a **search string** at the bottom of the form which will scroll the list automatically to entries beginning with that string. For example, to go straight to all the people whose surnames begin with GO, click on "Surname" at the top of the surname column and then type GO into the "Surname" box at the bottom of the form.

Click on the OK button or press the RETURN key or double-click on a person in the list to confirm your selection.

Database fields

Kith and Kin Pro stores family tree data in a relational database. This consists of several separate tables (files) within the database folder which are linked together by common fields. To understand how to create custom SQL queries you need to know what the available database tables and fields are and how they are linked together.

Field types

String - Text field; 1 to 255 characters
Small integer - 16-bit integer field; whole numbers in the range -32767 to 32767
Integer - 32-bit integer field; whole numbers in the range -2147483648 to 2147483647
Byte - 8-bit integer field; whole numbers in the range 0 to 255
Decimal - Floating-point numeric field; -10E307 to 10E308 with 15 significant digits
Logical - Boolean field; "true" or "false"
Multi-line - Text field which can hold more than one line of text.
Date - Date field

Table name	Field name	Type	Links / *Notes*
Aliases	PersonCode	Integer	People | Code
	Date of change	Date	
	Surname	String (60)	
	Firstnames	String (60)	
	Soundex	String (4)	*Soundex code for the surname*
	Metaphone	String (10)	*Metaphone code for the surname*
Documents	Code	Integer	
	Title	String (60)	
	Author	String (60)	
	Publication	Multi-line	
	Repository	Integer	Repositories | Code
	Repositorys ref	String (60)	
	Media	String (60)	
	Notes	Multi-line	
Families	Code	Integer	
	Description	String (120)	
	Marriage date	Date	
	Marriage place	String (60)	
	Divorce date	Date	
	Divorce place	String (60)	
	Fathers name	String (60)	*Surname first for sorting*
	Mothers name	String (60)	*Surname first for sorting*
	Change date	Date	*Date of last record change*
	Changed	Logical	*Record changed flag*
	Layer	Integer	Layers | Code
	(user-defined fields)		
Layers	Code	Integer	
	Description	String (60)	*Layer name*
Links	RecType	String (1)	

	PersFam	Integer	People | Code if RecType = 'P'; Families | Code if RecType = 'F'
	ChildMarr	Integer	Families | Code if RecType = 'P'; People | Code if RecType = 'F'
	Order	Decimal	
	Definite	Logical	*False = probable link*
Notes	RecordType	String (1)	
	RecordCode	Integer	People | Code if RecordType = 'P'; Families | Code if RecordType = 'F'
	Code	Integer	
	Description	String (60)	
	PrivacyLevel	Small integer	
	Notes	Multi-line	
Objects	RecordType	String (1)	
	RecordCode	Integer	People | Code if RecordType = 'P'; Families | Code if RecordType = 'F'
	Code	Integer	
	Order	Integer	*Sequence number to define the order*
	Description	String (60)	
People	Code	Integer	
	Description	String (120)	
	Surname	String (60)	
	Firstnames	String (60)	
	Male	Logical	*True = male*
	Birth date	Date	
	Birth place	String (60)	
	Christening date	Date	
	Christening place	String (60)	
	Death date	Date	
	Death place	String (60)	
	Burial date	Date	
	Burial place	String (60)	
	Search date	Date	*Birth or christening date for sorting*
	Search place	String (60)	*Birth or christening place for sorting*
	Dead	Logical	*True = dead*
	Change date	Date	*Date of last record change*
	Changed	Logical	*Record changed flag*
	Soundex	String (4)	*Soundex code for the surname*
	Metaphone	String (10)	*Metaphone code for the surname*
	(user-defined fields)		
Pictures	RecordType	String (1)	
	RecordCode	Integer	People | Code if RecordType = 'P' Families | Code if RecordType = 'F' Documents | Code if RecordType = 'D' Sources | Order if RecordType = 'S'

	Code	Integer	
	Order	Integer	*Sequence number to define the order*
	InPrints	Logical	*True = include in printouts*
	Description	String (60)	
	Filename	String (60)	*Image filename relative to the Pictures folder*
	Width	Small integer	*in tenths mm*
	Height	Small integer	*in tenths mm*
PLayers			*Identifies the layers each person is on*
	PersonCode	Integer	People | Code
	LayerCode	Integer	Layer | Code
Repositories	Code	Integer	
	Name	String (60)	
	Address	Multi-line	
	Phone	String (20)	
	Email	String (60)	
	Web site	String (60)	
	Notes	Multi-line	
Sources	Order	Integer	*Sequence number to define the order*
	RecordType	String (1)	
	RecordCode	Integer	People | Code if RecordType = 'P'; Families | Code if RecordType = 'F
	FieldName	String (30)	
	Document	Integer	Documents | Code
	Page	String (60)	
	Quay	Small integer	*Quality of data; 0=Primary evidence - 3=Unreliable*
	Notes	Multi-line	
UFields			*Holds the definitions for user-defined fields*
	RecType	String (1)	People table if = 'P'; Families table if = 'F'
	FieldName	String (25)	
	GEDTag1	String (5)	
	GEDTag2	String (5)	
	GEDTag3	String (5)	
	PrivacyLevel	Small integer	

See also

Using a query to find data
SQL syntax

Additional LDS information

If you export a GEDCOM file with the receiving system set to TempleReady, Kith and Kin Pro asks you for some additional information which you may be required to include in the file (check with your LDS representative).

Descendants of Mormons may desire temple ordinances to be performed on behalf of their deceased ancestors. The LDS TempleReady program is a system which determines whether the information provided passes certain clearing rules, and whether any ordinances have already been performed.

If you need to enter a **Temple code** , click on the down arrow on the right of the box to bring down a list of available temple codes. Click on the one that you require. If the temple you require is not in the list you can enter the code manually in the box above the list. The latest temple list is available from our Web site.

Enter the **Family file name** if required.

These details will be included in a special SUBN (submission) record in the GEDCOM file.

See also

Exporting a GEDCOM file

SQL syntax

Here is a list of the most frequently used SQL clauses, operators and reserved words which apply to queries used in the Search Window. This is not a complete list but should be sufficient for any queries in Kith and Kin Pro. For a complete introduction to ANSI-standard SQL, see one of the many Web sites or third-party books.

Every SQL statement must begin with SELECT and then a list of field names or "*" for all field names. Field names can be qualified by being prefixed by the table name that they belong to and a dot, eg. People.Code, Families.Code.

A complete SQL statement has a SELECT line first followed by a FROM clause line and then any additional clause lines.

Clauses

SELECT	specifies fields to include, eg. Surname, Birth date
FROM	specifies the tables to include, eg. People, Sources
WHERE	specifies the conditions used to include records
ORDER BY	specifies any fields used for sorting

Operators

Arithmetic	+ - * /
Comparison	< > = <:> >= =<: IS NULL IS NOT NULL
Logical	AND OR NOT
String	% (wild card) _ (character replacement)

Reserved words

UPPER()	forces string to upper case
LOWER()	forces string to lower case
LIKE	non-exact string matches
IN()	single value from list
JDATE()	converts a date into a julian date - must be used for date comparisons

Examples

Selects all the fields and all the records from the People table.

```
SELECT *
FROM People
```

Selects only the "Description" and "Birth date" fields but all the records from the People table.

```
SELECT Description, Birth date
FROM People
```

Selects only the "Description" and "Birth date" fields but all the records from the People table. These records are then sorted by "Birth date"

```
SELECT Description, Birth date
FROM People
ORDER BY Birth date
```

Selects only the "Description" and "Birth date" fields from the People table. Only records which have an entry in "Birth date" are selected. These records are then sorted by "Birth date"

```
SELECT Description, Birth date
```

```
FROM People
WHERE Birth date IS NOT NULL
ORDER BY Birth date
```

Selects only the "Description" and "Birth date" fields from the People table. Only records which have a "Birth date" on or after 1 JAN 1900 are selected. The "Description" field is given the heading "Person" in the results list. The "JDATE" function converts a date string to a julian date so that it can be compared with the "Birth date" field. "JDATE" uses the input date format set in Preferences.

```
SELECT Description Person, Birth date
FROM People
WHERE Birth date >= JDATE('? ? 1900')
```

Selects the "Firstnames" field from the Person table. Only records which have "fred" in the "Firstnames" filed are selected, eg "Fred", "Alfred". The "LOWER" function forces each string to lower case thus making the comparison case-insensitive. The "LIKE" function allows you to do partial matches on strings; the "%"s indicate that it does not matter what text is before or after "fred".

```
SELECT Firstnames
FROM People
WHERE LOWER(Firstnames) LIKE LOWER('%fred%')
```

Selects only the "Description" and "Male" fields from the People table. Only records which have something in the "Surname" field and "Male" is true are selected. Note that fields can appear in the "WHERE" clause which are not in the "SELECT" line. This statement uses "AND" to select only records which match both "Surname <> "" and "Male = True".

```
SELECT Description, Male
FROM People
WHERE Surname <> '' AND Male = True
```

Selects only the "Description" and "Birth date" fields from the People table. Only records which have people who were not born in the 1800s are selected. This statement uses "OR" to select any records which match either "Birth date < JDATE('? ? 1800')" or "Birth date > JDATE('31 Dec 1899')".

```
SELECT Description, Birth date
FROM People
WHERE Birth date < JDATE('? ? 1800') OR Birth date > JDATE('31 Dec 1899')
```

Selects only the "Description" field from the People table. Only records which have "Code"s of 18 or 20 are selected, ie. only person [P18] and person [P20].

```
SELECT Description
FROM People
WHERE Code IN(18,20)
```

This statement finds all the people who have pictures. Selects only the "Description" fields from both the Pictures table and the People table and joins the records together. Each row in the results list contains the person's description and the corresponding picture description. The ORDER BY clause makes sure that the pictures for a particular person are grouped together. Note that the tables have been given different names ("Prs" and "Pic") as have the "Description" fields ("Person" and "Picture"). The WHERE clause joins the tables together using Pic.RecordCode = Prs.Code. The RecordType = 'P' condition ensures that no 'F' (family) pictures are mistakenly assigned to people.

```
SELECT Prs.Description Person, Pic.Description Picture
FROM Pictures Pic, People Prs
WHERE Pic.RecordType = 'P' AND Pic.RecordCode = Prs.Code
ORDER BY Pic.RecordCode
```

Note that using upper-case for reserved words and lower-case for field names is merely a convention used to improve readability.

See also

- Using a query to find data
- Database fields

Supported GEDCOM syntax

Kith and Kin Pro supports the GEDCOM V5.5 standard as defined by the Family History Department of The Church of Jesus Christ of Latter-day Saints (LDS). Additions and enhancements have been made which help to make GEDCOM files more backwards compatible with other programs.

* indicates that the tag is a Kith and Kin Pro GEDCOM enhancement. These tags will not be read by any other programs and may cause them to fail. These tags are only included in an exported GEDCOM file if you select "Kith and Kin Pro" as the destination system.

** indicates that the tag is only used if it is assigned to a user-defined field. If it is not, you can have the data stored in the person or family notes by setting the "Put additional data in notes" option.

† indicates that all tags within this record type contain the same group of sub-tags which have been omitted here for brevity, eg. both FAM | ANUL and FAM | MARS contain the sub-tags AGE, AGNC, etc.

Kith and Kin Pro supports the import and export of SOUR tags for all data tags (BIRT, OCCU, etc) and the import of NOTE tags for data tags.

The following GEDCOM record types are supported:

Tag	Description
HEAD	File header
FAM	Family data
INDI	Person data
NOTE	Note record
REPO	Document repository
SOUR	Source document
SUBM	Submitter details

Within each record the following tags are supported:

Record	Tag	Description
HEAD	SOUR	Source system details
	. VERS	. Version
	. NAME	. System name
	. CORP	. System producer
	. . ADDR	. . Address
	. . PHON	. . Phone number
	. DATA	. Data name
	. . DATE	. . Data date
	. . COPR	. . Data copyright
	DEST	Destination system
	DATE	File creation date
	SUBM	Submitter reference
	FILE	GEDCOM file name

	COPR	Copyright
	GEDC	GEDCOM
	. VERS	. Version
	. FORM	. Form = LINEAGE-LINKED
	CHAR	Character set
	NOTE	Notes
FAM	ANUL	Annulment ** †
	. AGE	. Spurious GEDCOM tag **
	. AGNC	. Agency **
	. CAUS	. Cause **
	. DATE	. Date **
	. HUSB	
	. . AGE	. . Husband's age at event **
	. PLAC	. Place **
	. TYPE	. Type of event **
	. WIFE	
	. . AGE	. . Wife's age at event **
	CENS	Census ** †
	DIV	Divorce
	. AGE	. Spurious GEDCOM tag **
	. AGNC	. Agency **
	. CAUS	. Cause **
	. DATE	. Date
	. HUSB	
	. . AGE	. . Husband's age at event **
	. PLAC	. Place
	. TYPE	. Type of event **
	. WIFE	
	. . AGE	. . Wife's age at event **
	DIVF	Divorce filed ** †
	ENGA	Engagement ** †
	EVEN	Miscellaneous event ** †
	MARB	Banns ** †
	MARC	Contract ** †
	MARL	Licence ** †
	MARR	Marriage
	. AGE	. Spurious GEDCOM tag **
	. AGNC	. Agency **
	. CAUS	. Cause **

	. DATE	. Date
	. HUSB	
	. . AGE	. . Husband's age at event **
	. PLAC	. Place
	. TYPE	. Type of event **
	. WIFE	
	. . AGE	. . Wife's age at event **
	MARS	Settlement ** †
	HUSB	Husband reference
	WIFE	Wife reference
	CHIL	Child reference
	NCHI	Number of children **
	SUBM	Submitter reference **
	REFN	Reference number **
	RESN	Restriction **
	RIN	Record identification number **
	NOTE	Notes
	_FILES	Start of external note
	_FILEE	End of external note
	SOUR	Source reference
	. PAGE	. Document page number
	. QUAY	. Quality of data
	. NOTE	. Notes
	. DATA	. Ref data
	. . DATE	. . Data date
	. . TEXT	. . Data text
	_UDF	Non-GED user field *
	. _FIELD	. Field name *
	. _DATA	. Field data *
INDI	NAME	Name or alias
	. _ADATE	. Alias date *
	. NICK	. Nickname
	. GIVN	. Given name **
	. NPFX	. Name prefix **
	. NSFX	. Name suffix **
	. SPFX	. Surname prefix **
	. SURN	. Surname **
	SEX	Gender = M or F
	CAST	Caste ** †

. AGE	. Age at event **
. AGNC	. Agency **
. CAUS	. Cause **
. DATE	. Date **
. PLAC	. Place **
. TYPE	. Type of event **
DSCR	Physical description** †
EDUC	Education** †
IDNO	Identification number** †
NATI	Nationality** †
OCCU	Occupation** †
PROP	Property** †
RELI	Religion** †
RESI	Residence** †
SSN	Social security number** †
TITL	Title** †
BIRT	Birth
. AGE	. Age at event **
. AGNC	. Agency **
. CAUS	. Cause **
. DATE	. Date
. PLAC	. Place
. TYPE	. Type of event **
CHR	Christening
. AGE	. Age at event **
. AGNC	. Agency **
. CAUS	. Cause **
. DATE	. Date
. PLAC	. Place
. TYPE	. Type of event **
DEAT	Death
. AGE	. Age at event **
. AGNC	. Agency **
. CAUS	. Cause **
. DATE	. Date
. PLAC	. Place
. TYPE	. Type of event **
BURI	Burial
. AGE	. Age at event **

. AGNC	. Agency **
. CAUS	. Cause **
. DATE	. Date
. PLAC	. Place
. TYPE	. Type of event **
CHRA	Adult christening** †
CENS	Census** †
FCOM	First communion** †
BAPM	Baptism** †
BARM	Bar Mitzvah** †
BASM	Bas Mitzvah** †
BLES	Blessing** †
CONF	Confirmation** †
ORDN	Ordination** †
NATU	Naturalisation** †
EMIG	Emigration** †
IMMI	Immigration** †
CREM	Cremation** †
PROB	Probate** †
WILL	Will signed** †
GRAD	Graduation** †
RETI	Retirement** †
FAMC	Child of family reference
FAMS	Parent in family reference
SUBM	Submitter reference
RFN	File record number **
AFN	Ancestral File record number **
REFN	Reference number **
RESN	Restriction **
RIN	Record identification number **
NOTE	Notes
_FILES	Start of external note *
_FILEE	End of external note *
SOUR	Source reference
. PAGE	. Document page number
. QUAY	. Quality of data
. NOTE	. Notes
. DATA	. Ref data
. . DATE	. . Data date

	. . TEXT	. Data text
	_UDF	Non-GED user field *
	. _FIELD	. Field name *
	. _DATA	. Field data *
NOTE	CONC	Concatenated line
	CONT	Continuation line
REPO	NAME	Repository name
	ADDR	Address
	PHON	Phone number
	_EMAIL	E-mail address *
	_WEB	Web site URL *
	NOTE	Notes
SOUR	AUTH	Document author
	TITL	Title
	PUBL	Publication details
	REPO	Repository reference
	NOTE	Notes
	TEXT	Source text
SUBM	NAME	Submitter's name
	ADDR	Address
	PHON	Phone number

See also

Adding and maintaining user-defined fields
Importing a GEDCOM file
Exporting a GEDCOM file

Timeline text files

The Customise timeline dialog allows you to import specially formatted text files into Kith and Kin Pro. These files must conform to the following format to be successfully imported.

A line may consist of one of the following (spaces are important outside of [ ]):

[DATE] = [TEXT]
[DATE] > [DATE] = [TEXT]
FMT [DATE_FORMAT]
%[TEXT]

These lines have the following functions:

[DATE] = [TEXT] : An event.
[DATE] > [DATE] = [TEXT] : An epoch defined as a "from" date and a "to" date.
FMT [DATE_FORMAT] : Indicates the dates following this command will be in the stated format.
%[TEXT] : A comment to improve readability, ignored by Kith and Kin Pro.

The three primitives are defined as:

[DATE] : any valid date in the current format
[TEXT] : any text string
[DATE_FORMAT] : any valid date format

Dates may not be entered as phrases (ie. a string beginning with an apostrophe "'") with one exception. "'*" (apostrophe|asterisk) may be used as a "to" date in an epoch to indicate that the epoch has not yet ended. In date calculations in Kith and Kin Pro, this date is converted into today's date.

Note that when defining two consecutive epochs, the first ending and the second starting on the same day, it is necessary to have them end and start on consecutive days to ensure correct sorting in Kith and Kin Pro, eg. Mary's reign started on the 14 Dec, the same day that her father died:

10 Sep 1513 > 14 Dec 1542 = reign of James V
15 Dec 1542 > 24 Jul 1567 = reign of Mary Queen of Scots

Kith and Kin Pro converts the epoch "from" date and "to" date into two events marking the start and end of the epoch. The phrases for indicating the start and end of an epoch can be defined in Options | Preferences | Regional settings.

Sample timeline text files can be found in the folder "My Documents\KKPro".

Text file example:

```
% Monarchs of Scotland
%
FMT DD-MMM-YYYY
%
??-???-1707 = Act of Union
10-Dec-1936 = Edward VIII abdicates
11-Dec-1936 > 6-Feb-1952 = reign of George VI
7-Feb-1952 > '* = reign of Elizabeth II
```

See also

Using the Timeline Window
Editing the timeline
Setting regional / language options

System requirements

The following hardware is recommended as the minimum setup for using Kith and Kin Pro although less powerful systems may produce satisfactory results.

- IBM compatible PC
- SVGA monitor set at 800x600 pixels or better (required) and 65k (16bit) colours (recommended)
- 850MHz CPU (recommended)
- 512Mb RAM
- 15Mb hard disk space
- Printer
- Windows 98 or later (required)

Frequently asked questions

Q How do I add people to a family?

A To add a new person and have him linked as the father for a family, open the family's data form and click using the right mouse button on the "Father" box. This pops up a menu; select "Add". The same applies to adding a mother or children.

Q Why does the order of children in a family sometimes change after editing the family?

A If you have set the "Sort children and marriages" option in Preferences then Kith and Kin Pro will try to sort children into order of birth date. If some of the children have no birth/christening dates then the program will place them at the end of the list but cannot order them further. To ensure that the order does not change, enter an estimated date for where dates are missing, eg. EST ? ? 1800. You can also override the auto-sort feature temporarily while you arrange the children manually.

Q When I select families which have dated events, why do they not appear in the timeline window?

A Make sure that the dates have not been entered with an apostrophe in front of them, indicating that they are only to be treated as text.

Q How can I get reports printed which have dates without "?"s when part of a date is missing.

A Use one of the last 4 date formats as an output format in Preferences. These 4 formats are specifically designed for output, so although a person's birth date may have been entered as "? ? 1930" it will appear in reports as "1930". You can change the "Month names" and "Weekday names" values if you do not like the months/weekdays spelt out in full.

Q When I use "Search | Go to family" and click on a family from the list, the Tree Area does not scroll to the family.

A The family rectangle may have become "lost" outside the Tree Area. Use "Edit | Select all" and then "Edit | Move selection" to position the entire tree well within the Tree Area.

Version information

This is a list of new features, enhancements and bug fixes which is updated with the release of each new version of Kith and Kin Pro.

Version 3.3.0 Sep 2019

Minor upgrade

Increases the length of the Repositories table "Web site" field to 256 characters. You can now store longer URLs in this field.

Adds layer indicators to the person and family forms. You can right-click on the layer name(s) to switch layers.

Adds zooming the Tree Area by using the "+" and "-" keys.

Adds animation to the information button on the error/info popup dialog when additional information or help is hidden.

Fixes a problem on the person form which prevented the person layers (PLayers) table being updated correctly.

Version 3.2.7 Jan 2019

Bug-fix release

Fixes spurious "http://" in URLs which already have "https://" when exporting Web pages.

Version 3.2.6 Feb 2017

Bug-fix release

Fixes Tree Layout PDF feature of Export Web Pages. Now only works with online pages due to limitations in the Adobe PDF Reader.

Fixes capitalisation in Netherlands regional file strings.

Telephone support no longer available.

Version 3.2.5 Aug 2016

Bug-fix release

Fixes crash when importing badly formatted GEDCOM file.

Version 3.2.4 Sep 2015

Bug-fix release

Family rectangles omitted the wife's name when both spouses' full names exceeded 100 characters.

Version 3.2.3 Aug 2015

Bug-fix release

Reduces the risk of DBISAM error #11013 caused when anti-virus software incorrectly denies access to temporary files.

Version 3.2.2 Feb 2014

Bug-fix release

Fixes SQL query errors when using a previous query which split field names over two lines.

Version 3.2.1 Mar 2013

Bug-fix release

Prevents a blank regional string for "Surnames beginning with (none)".

Clearing the database root folder box when selecting a database caused an error.

Version 3.2.0 Mar 2012

Minor upgrade

Web page exporting can now include the Tree Layout as a hotlinked PDF file.

Using "File | Import from file" in the notes editor now displays a warning.

Using "Edit | Select families" could result in multiple selections of the same family rectangle.

Fixed the corrupted display in the layers box of the status bar.

Version 3.1.3 Aug 2011

Bug-fix release

Prevents database names with leading/trailing spaces.

Version 3.1.2 Feb 2011

Bug-fix release

Fixes the "List index out of bounds" error when exporting a GEDCOM file.

Version 3.1.1 Feb 2011

Bug-fix release

"Visit Web site" button added to repository in sources form.

Several problems fixed in Family/Source/SQL querying.

GEDCOM export did not include a source where births/deaths/marriages had date but no place data. Fixed.

Printed Tree Layout formatting fixed when including only surnames and dates.

Web Export - improved indexing of surnames. Now regional language dependant.

Version 3.1.0 May 2010

Minor upgrade

Instant backup feature added.

Option to scroll Tree Area to selected layer added.

New Background Layer displays families not on any other layer.

"Right-click | Switch to layer" on families in Person Data form added.

Upload database to SpanSoft Support feature added.

Layer selection window is now sizeable.

Select Source Document list did not show Repository's Ref data. Fixed.

Database conversion utility failed if no BDE installed. Fixed.

Changing "Options | Preferences | Options | Text file delimiter" required a restart. Fixed.

Version 3.0.7 March 2010

Bug-fix release

Person and family selection lists now retain the selected record.

Improved the appearance of some dialogs on systems using non-standard DPI settings.

The "Cascade" function now starts aligning open forms at the top-left of the Tree Area.

Opening some pictures from the search results list did not set the width and height fields correctly. Fixed.

The file date in exported GEDCOM headers now conforms to GEDCOM format.

Dropping a file onto the Kith and Kin Pro icon removed the name of the last-used database. Fixed.

Version 3.0.6 October 2009

Bug-fix release

Improved the appearance of some dialogs on systems using "Large fonts" (DPI setting).

Importing a text file into Customise Timeline ignored the last line. Fixed.

Up-to-date timelines for Australia, Canada, New Zealand, UK and USA included.

Version 3.0.5 September 2009

Bug-fix release

Adding or editing a parent did not correctly redraw their spouse's link line in the Tree Area. Fixed.

Adding more than one object to a person or family caused a "Duplicate key" error. Fixed.

Database engine update to V4.28 build 6.

Version 3.0.4 July 2009

Bug-fix release

Database | Merge. Source references from the incoming database were not linked to the correct records. Fixed.

Version 3.0.3 June 2009

Bug-fix release

Web pages export. Some thumbnail descriptions were truncated in the gallery page. Fixed.

PDF file export. The font changed when text crossed page breaks. Fixed.

V3 Database Conversion utility displayed a "Timestamp error" when converting databases with invalid data. Fixed.

Version 3.0.2 June 2009

Bug-fix release

Tab labels not showing under Vista 64-bit. Fixed.

Change dates were not shown in "Tools | Records modified". Fixed.

Problems displaying some windows on multiple-monitor systems fixed.

Version 3.0.1 May 2009

Bug-fix release

Added scroll bar to all multi-line text edit boxes (person/family/source/document/repository).

Changed the default timeline import file type from .tml to .txt

Fixed potential freezing of some "File | Database | Merge" operations.

Fixed the Help button in PDF export dialog.

Changing the contents of a multi-line text edit box and then opening the Notes Editor did not preserve the changes. Fixed.

"Tools | Show relationship" gave the error "Field 'Description' not found". Fixed.

Conversion utility - added error logging.

Conversion utility - fixed "Invalid database" error on Vista PCs.

Version 3.0.0 May 2009

First release

Changes between version 2 and version 3

- Added Adobe PDF file export for all reports.
- Added Soundex and Metaphone searches. This allows users to search for similar sounding surnames.
- Added Soundex and Metaphone code calculator.
- Families can be arranged into selectable "Layers". This allows the user to "grey out" all families except the ones he wants to work on.
- Simplified the Search Window. As well as the V2 SQL queries, users can now carry out much simpler searches.
- Function to save SQL queries to file.
- Several different picture records can link to the same image file.
- Pictures can be arranged into an order defined by the user.
- Pictures can be added to source references and source documents.
- Drag and drop pictures from Windows added.
- Option to exclude picture files from database copying.
- Web page export uses a CSS stylesheet. This makes the Web pages much easier to customise.
- Supplied with several pre-defined stylesheets.
- Living people can be excluded from Web page export.
- Multiple timelines are now possible and timeline management is handled within Kith and Kin Pro.
- Fields "Email" and "Web site" added to the source repositories table.
- The person/family data form picklist popup entries are saved between sessions.
- Importing a GEDCOM file from a different program now produces an acceptable tree on the screen.
- Option to add the same single source reference to every person/family imported from a GEDCOM file.
- The notes editor window can now be used for all multi-line database fields.
- Click the middle mouse button in the Tree Area to return to 100% zoom centered on the mouse.
- Option to automaticaly re-use P and F codes.
- Option to reopen databases at the last viewed position.
- Added a function to create a "clean" new database - ie. one without the current user-defined fields.
- Column widths in person and family selection forms are preserved between sessions.
- Options to include full names and marriage dates in the family rectangles.
- New status bar shows zoom %, current layer and current family selection.
- The "Tree Layout" report now adjusts the font size to fit the scaling.
- The program shut-down has been speeded up.
- The unsupported Borland Database Engine has been replaced with a new engine.

Terms of use

LIMITED END-USER LICENCE

This software is shareware.
You may install and use this software free of charge for 30 days. After that time, if you wish to continue using the program you must purchase a registration key. Details of how to register are available in the help documentation and on our Web site www.spansoft.org.

This software, associated on-line help and accompanying documentation are copyright © SpanSoft 1999-2019 and are protected by international copyright laws.
VSTWAIN.DLL is copyright © VintaSoft Ltd. 2007-2008 distributed under licence.
FreeImage.DLL is an open-source product available from http://freeimage.sourceforge.net/
wPDF300A.DLL is copyright © wpCubed GmbH 2003-07 distributed under licence.

SpanSoft grants you a limited licence to install and use this software on only one computer at any one time. You may make backup copies of this software for your own use but any further duplication is prohibited.

You may not use, copy, rent, lease, sell, modify, decompile, disassemble, otherwise reverse engineer, transfer or distribute the licensed program except as provided in this agreement. Any such unauthorised use shall result in immediate and automatic termination of this licence. You (the user) shall remain responsible for ensuring that no illegal or unauthorised copy of this product is used. All rights not expressly granted here are reserved by SpanSoft.

Kith and Kin Pro has no connection with the DOS program "Kith and Kin" created by Coherent Software, Australia.

By using this software you are agreeing to the terms of this licence.

LIMITED WARRANTY

Please read carefully.

SPANSOFT DISCLAIMS ALL WARRANTIES RELATING TO THIS SOFTWARE, WHETHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NEITHER SPANSOFT NOR ANYONE ELSE WHO HAS BEEN INVOLVED IN THE CREATION, PRODUCTION, OR DELIVERY OF THIS SOFTWARE SHALL BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL OR INCIDENTAL DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE SUCH SOFTWARE, EVEN IF SPANSOFT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR CLAIMS.

THE PERSON USING THIS SOFTWARE BEARS ALL RISKS AS TO THE QUALITY AND PERFORMANCE OF THE SOFTWARE.

Remember. Always keep up-to-date backup copies of all your data files.

Glossary

GEDCOM - A standard file format used for transferring data between genealogy programs. GEDCOM (**Ge**nealogical **D**ata **Com**munication) was developed by the Family History Department of The Church of Jesus Christ of Latter-day Saints (LDS) to provide a flexible, uniform format for exchanging computerised genealogical data. GEDCOM files are standard text files and can be viewed with any text editor or word-processor. GEDCOM files usually have a .GED file extension.

Glossary

Layer - In Kith and Kin Pro, a collection of families and their associated people from the current database. A database can contain several different layers to make it easier to manage families on the the screen. Whilst a particular layer is chosen, only the people and families on that layer can be accessed. New people and families are added to the current layer.

Choosing "All layers" (the default), displays all the families and people in the database, even if they are not on a layer.

You can manage (add, edit and delete) layers in the Manage Layers dialog.

You can move families between layers by using commands in the Layers menu.

The current layer is shown on the Status Bar at the bottom of the main window. You can choose which layer to use by clicking on the layer display in the Status Bar or by right-clicking on the Tree Area.

Glossary

LDS - The Church of Jesus Christ of Latter-day Saints, also known as the Mormons. Responsible for the GEDCOM standard, IGI, Ancestral File, Family History Centres and many other genealogy related resources. The LDS main Web site is at www.lds.org

Glossary

Metaphone - A method of coding words phonetically. When pronounced in English, similar sounding words have the same Metaphone code, making it easy to search for different spellings of the same word.
For example; Gorrie, Gorrey, Gory all have the Metaphone code KR.

Kith and Kin Pro automatically includes Metaphone encoding of surnames in each person and alias record.

Glossary

Embedding - Embedding an object in a person or family involves copying your selected object from another application onto the clipboard and then pasting it into the person's or family's objects list or creating a new object directly. The primary difference between embedding and linking is the location of the actual data for the object. The data for an embedded object is stored inside the tree database.

Glossary

Linking - Linking an object to a person or family involves copying your selected object from another application onto the clipboard and then pasting the link into the person's or family's objects list. The primary difference between linking and embedding is the location of the actual data for the object. The data for a linked object is stored outside the tree database in a separate source document, eg. an .AVI file for Media Player.

Glossary

Object - a piece of information (typically a drawing, picture, video, sound etc) which has been created by a separate application and which has been embedded in or linked to a person or family. You can use an object from any application which supports OLE (Object Linking and Embedding).

Glossary

Soundex - A method of coding words phonetically. When pronounced in English, similar sounding words have the same Soundex code, making it easy to search for different spellings of the same word.
For example; Gorrie, Gorrey, Gory all have the Soundex code G600.

Kith and Kin Pro automatically includes Soundex encoding of surnames in each person and alias record.

Glossary

Tree Area - The main Kith and Kin Pro window where families are displayed as rectangles connected by link lines. Every link line with its male or female icon at each end represents a person.

How to get support

See How to contact us for our addresses.

Registered users are entitled to E-mail support.

In the event that we cannot solve the problem immediately we may ask you to send us copies of your data and configuration files for further examination. You can do this easily using **Help | Upload data to Support** .

Our E-mail address is **support@spansoft.org**

The Kith and Kin Pro support forum is available on our Web site.

Regularly updated news, information, latest releases and bug-fix patch files can be found on our Web site.

If you have registered this software, you will be notified of new releases and upgrade discounts.

Should you have any comments or suggestions on how Kith and Kin Pro might be improved, we will be delighted to hear from you.

How to contact us



By mail: Nick J Hunter
SpanSoft
8 Juniper Hill
GLENROTHES
KY7 5TH
Scotland

By E-Mail: Support@spansoft.org

Support forum: http://www.spansoft.org/forums/viewforum.php?f=7

Web site: **kithkinpro.spansoft.org**

Ordering / registration

Buy Now

Kith and Kin Pro is a shareware product. This program has been provided so that you may evaluate its features and suitability for a trial period of 30 days before purchasing. We hope that you enjoy the program and that you will find it of use. In the event that you wish to continue using it after 30 days you must purchase a registration key.

Discounts may be available. Please check our Web site for current special offers and promotions.

The registration fee is only **£29.99 GBP**. We will email your serial number and registration key to you so that you can unlock the full features of the program. If you wish you can also request a copy of the program on CD-ROM (additional costs apply). Registration also gives you access to telephone support, periodic notification of future releases and discounts on upgrades.

 Free for registered Kith and Kin Pro users. Download the Kith and Kin Birthday Alert companion program. Birthday Alert runs when you switch on your PC and checks your Kith and Kin Pro database for upcoming birthdays and anniversaries of all sorts.

Special offer!
Register Kith and Kin Pro and **TreeDraw** and receive both for only **£34.99 GBP**.
Find details of TreeDraw in the Help menu under Other Products.

The easiest and quickest way to order Kith and Kin Pro is from our Web site. We will email your registration key to you within 24 hours.
Use the "Help | Register" function to enter the registration key into Kith and Kin Pro. This will unlock the full features of the program.
If you purchased Kith and Kin Pro on a CD-ROM you will be given the opportunity to register your details with SpanSoft on-line. If you don't do this at the same time as entering your registration key, you can do it later using "Help | Register".

Order offline

Alternative order points