

Genius for Windows version 1.3

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Getting Started

To get started with a new family select 'Add Person' on the Button Bar or select on the menu 'Person', 'Add' with the mouse or press [A] on the keyboard to add the first person. The Add Person form will appear.

Enter all the information about the person you wish to start with to the Add Person form (if the Family Tree is your own you could start with yourself).

Use the mouse to select the input boxes or move forward between input boxes by pressing [Tab] or [Enter].

To move backwards through the input boxes press [Shift][Tab].

When you have finished entering that persons known information, select 'OK' or press [Alt][O].

At any time you can cancel the operation by selecting 'Cancel' or pressing [Esc]. If you have added any data you will be warned that you will lose that data if you proceed with the Cancel.

The Button Bar

Four buttons are available when you start Genius for the first time. Select a button with the mouse or press the appropriate key combination to select them.

Add Person Button [A]

The Add Person button opens the Add Person Form which permits you to Add and 'Connect' a person as a relation to the Selected Person.

Configure Button [F]

Selecting the Configure button displays a list of program Configuration options that can be permanently saved.

Exit to Win Button [X]

Select 'Exit to Win' to end Genius and return to Windows.

Help Button [H]

Selecting the 'Help' button brings up an appropriate Help window (like this one).

The Family Tree

See also The Button Bar

The Family Tree displays the Selected Person in a Dark Red box and, if they have been added to the records, his or her parents, grand parents, one spouse or partner, up to two siblings and up to four children.

Clicking on the Selected Person box opens the Edit Person Form for the Selected Person. This permits editing or viewing the persons data.

Clicking on any other person's box makes that person the Selected Person and rearranges the Family Tree to display that persons ancestors and descendants.

Where there is more than one spouse or partner a 'More' button appears. Each time the 'More' button is pressed the next partner or spouse is displayed in the 'Partners' box.

Similarly if the Selected Person has more than two siblings or more than four children appropriate 'More' buttons appear.

Pressing 'More' cycles the siblings or children names around, moving and displaying them one by one.

Selecting a box with the mouse makes that person the 'Selected Person'.

Navigating around the Family Tree with the Keyboard

To select a person with the keyboard use:

[Enter] opens the Edit Person Form for the Selected Person.

[Home] to select the father

[PgUp] to select the mother

[Left Arrow] to select the partner or spouse,

[Right Arrow] to select the sibling nearest the Selected Person box

[End] to select the left most child

[Ins] to select the second child from the left.

[Down Arrow] to select the third child from the left.

[PgDn] to select the right most child.

[M] cycles through the list of spouses or partners displaying the next 'hidden' spouse or partner.

[O] selects the next sibling and displays the next 'hidden' sibling.

[R] cycles through the list of children moving each child left by one and displays the next 'hidden' child.

The Family Tree Button Bar

Ten buttons at the top allows you to access various functions of Genius.
Select a button with the mouse or press the appropriate key combination to select them.

Add Person Button [A]

The Add Person button opens the Add Person Form which permits you to Add or 'Connect' a new person as a relation to the Selected Person.

Edit Marriage Button [E]

Selecting the Edit Marriage button opens the Edit Marriage Form. which permits you to Edit or View the marriage details of the Selected Person and the spouse or partner who is currently displayed on the Family Tree.

Select Button [S]

Selecting the Select button displays a list of all people in the Genius records. You can search for and select a person by typing in the family name (or just the first part of it) of the person being searched for.

Connect Button [C]

Selecting the Connect button allows you to connect a person as a relation to the selected person.

Disconnect Button [D]

Selecting the Disconnect button allows you to disconnect a person from the Selected Person and/or his or her immediate family.

Delete Per. Button [L]

Selecting the Delete Per. button allows you to delete a person from the Genius Family records.

Print Button [P]

Selecting the Print button displays a list of Printing options.

Utilities Button [U]

Selecting the Utilities displays a menu of utilities.

The Configuration utility lets you set various program options that can be permanently saved.

The Back Up utility allows you to back up your records to a floppy disk or the hard disk.

The Restore utility allows you to restore your records from a floppy disk or the hard disk.

Exit to Win Button [Alt][X]

Select 'Exit to Win' to end Genius and return to Windows.

Help Button [H]

Selecting the 'Help' button brings up an appropriate Help window (like this one).

Adding A Person

To Add a person as a relation to the Selected Person select at the Family Tree the 'Add Person' button or press [A].

A list of option buttons will appear.

Select the button for the person being added that matches the relationship to the Selected Person or use the [Up arrow] or [Down Arrow] keys to move to the option and press [Enter].

The Add Person form will appear and you will be able to enter that persons information.

The Buttons

Father [F]

Selecting 'Add as a Father' permits you to add a father to the Selected Person.

If there is already a father the option will be unavailable.

To change a father it is necessary to disconnect the Selected Person from his or her parents then reconnect or Add an existing or new Father and Mother.

Mother [M]

Selecting 'Add as a Mother' permits you to add a mother to the Selected Person.

If there is already a mother for the Selected Person recorded the option will be unavailable.

To change a mother it is necessary to disconnect the Selected Person from his or her parents then reconnect or Add an existing or new Mother and Father.

Sibling [S]

Selecting 'As as a Sibling' permits you to add a brother or sister to the Selected Person

Adding a Partner [P]

Selecting 'Add as a Partner' permits you to add a partner or spouse to the Selected Person.

Child [I]

Adding a child requires that both parents are already recorded in the Genius records.

Select Adding a Child for more information.

Unrelated [U]

Selecting this option allows you to add a person whose relationship is not clear. For example you may have found a number of grave headstones in a family plot, but you have no idea who is related to who. You can add these people to the records, and, when the relationships become clear, you can connect them to the family.

The Add Person Form

To add a new person to the Genius records at the Family Tree select 'Add Person' with the mouse or press [A] on the keyboard.

The Add a Person As form will appear and you must select the relationship of the person being added to the Selected Person.

Depending on what the added person's relationship is will determine the next few questions that Genius will ask.

When Genius has enough information to proceed the Add Form window will appear.

Enter all the information about the person that you know.

Use the mouse to select the input boxes or move forward between input boxes by pressing [Tab] or [Enter].

To move backwards through the input boxes press [Shift][Tab].

When you have finished entering that persons known information, select 'OK' or press [Alt][O].

At any time you can cancel the operation by selecting 'Cancel' or pressing [Esc]. If you have added any data you will be warned that you will lose that data if you proceed with the Cancel.

Family Name:

Enter the persons Family name or Surname.

Given Names:

Enter the persons Given or Christian Names.

Sex:

Select the persons Sex with the [Up Arrow] or [Down Arrow] keys or select the appropriate box with the mouse. If you don't know the sex of the person leave it blank.

See also Entering the Persons Sex for more information

Date of Birth:, Date of Death:, Baptised on:, Married On: and Buried/Cremated on:

Enter the relevant date in the input box. If no Date of Birth is entered Genius automatically inserts '?? ?? ????' in the Date of Birth box.

See also On Entering Dates for more information

Place of Birth: and Place of Death:

Enter the persons place of birth and if appropriate Place of Death. The Place of Death input box will not appear until the 'Date of Death' box has been completed, either with a date or a '?'.

Baptised:

Enter 'Y' for Yes, 'N' for No or [Space] key to clear the entry.

Baptised At:

Enter where the person was baptised.

Buried/Cremated at:

Enter Where the person was interred.

The Buried/Cremated input box will not appear until the 'Date of Death' box has been completed, either with a date or a '?'.

Occupation:

Enter the person's occupation.

Current Address: and Phone:

Only if the person is still alive are these input boxes visible.

Enter the persons current address and telephone number.

Source:

Enter the source of the information that has been supplied.

Notes:

Enter any additional information about the person.

It has a limit of 2,000 characters.

The Edit Person Form

To edit a person in the Genius records select 'Edit Person' with the mouse or press [E]. The Edit Form window will appear.

Enter additional information about the person that you know. Use the mouse to select the input boxes or move forward between input boxes by pressing [Tab] or [Enter]. To move backwards through the input boxes press [Shift][Tab].

When you have finished entering that persons known information, select 'OK' or press [Alt][O].

At any time you can cancel the operation by selecting 'Cancel' or pressing [Esc].

If you have added or changed any data you will be warned that you will lose that data if you proceed with the Cancel.

The Input Boxes

Family Name:

Enter the persons Family name or Surname.

Given Names:

Enter the persons Given or Christian Names.

Sex:

Select the persons Sex with the [Up Arrow] or [Down Arrow] keys or select the appropriate box with the mouse.

In the event that a person is a parent or has a partner or spouse the sex cannot be changed. The only way to change the sex of such a person is to disconnect the parent from the child(ren) or the partner or spouse, then reconnect in the correct relationship.

See also [Entering the Persons Sex](#) for more information

Date of Birth:, Date of Death:, Baptised on:, Married On: and Buried/Cremated on:

Enter the relevant date in the input box. If no Date of Birth is entered Genius automatically inserts '?? ??? ????' in the Date of Birth box.

See [On Entering Dates](#) for more information

Place of Birth: and Place of Death:

Enter the persons place of birth and if appropriate Place of Death. The Place of Death input box will not appear until the 'Date of Death' box has been completed, either with a date or a '?'.

Baptised:

Enter 'Y' for Yes, 'N' for No or [Space] key to clear the entry.

Baptised At:

Enter where the person was baptised.

Buried/Cremated at:

Enter Where the person was interred.

The Buried/Cremated input box will not appear until the 'Date of Death' box has been completed, either with a date or a '?'.

Occupation:

Enter the person's occupation.

Current Address: and Phone:

Only if the person is still alive are these input boxes visible. Enter the persons current address and telephone number.

Source:

Enter the source of the information that has been supplied.

Notes:

Enter any additional information about the person. There is a limit of about 2,000 characters.

The Edit Person Form Buttons

Forward Button [Alt][W] or [Pg Up]

Selecting the 'Forward' button lets you browse through the family records one by one in a forward direction.

If you have added or changed any data you will be warned that you will lose that data if you proceed without saving the data.

If you wish to Save the changes select 'Yes' or press [Y] otherwise select 'No' or press [N].

Back Button [Alt][B] or [Pg Dn]

Selecting the 'Back' button lets you browse through the family records one by one in a reverse direction.

If you have added or changed any data you will be warned that you will lose that data if you proceed without saving the data.

If you wish to Save the changes select 'Yes' or press [Y] otherwise select 'No' or press [N].

Search Button [Alt][S]

Selecting the 'Search' button displays a list of all people in the Genius records.

You can search for and select a person to edit by typing in the family name (or just the first part of it) or the Person Number of the person being searched for.

Children Button [Alt][I]

Selecting the 'Children' button displays a list of the children of the Selected Person.

If you wish to view or edit a child, double select with the mouse the name of the child you wish to edit or view, or press [Up Arrow] or [Down Arrow] to highlight the child then press [Enter]

Partners Button [Alt][P]

Selecting the 'Partners' button displays a list of the partner(s) or spouse(s) of the Selected Person. If you wish to view or edit a partner or spouse, double select with the mouse the name of the spouse you wish to edit or view, or press [Up Arrow] or [Down Arrow] to highlight the spouse then press [Enter]

Help Button [Alt][H]

Selecting the 'Help' button brings up this Help window.

The Add/Edit Marriage Form

The Add Marriage form appears after adding or connecting a partner or spouse to the Selected Person or after adding or connecting the Selected Person's parents.

The Edit Marriage form appears when you select 'Edit Marriage' or press [E] while at the Family Tree.

Both forms allow you either add or edit the marriage details of the Selected Person and the partner or spouse being added, connected or currently displayed on the Family Tree.

Use the mouse to select the input boxes or move forward between input boxes by pressing [Tab] or [Enter].

To move backwards through the input boxes press [Shift][Tab].

When you have finished entering the marriage information, select 'OK' or press [Alt][O].

At any time you can cancel the operation by selecting 'Cancel' or pressing [Esc]. If you have added or changed any data you will be warned that you will lose that data if you proceed with the Cancel.

The Input Boxes

On: (Date)

Enter the date of the couples marriage if known. If not known enter a '?'.
See [On Entering Dates](#)

At:(Place)

Enter the place of the marriage and any other details that you may wish to include (up to 200 characters).

The Check Boxes

Not Married

If the couple were not married, select with the mouse to the 'Not Married' check box or on the keyboard [Tab] to the check box and press [Space].

If the 'Not Married' check box is checked the 'Divorced' check box disappears and no Married Date can be entered until the 'Not Married' check box is unchecked.

Divorced

If the couple are divorced, select with the mouse or on the keyboard [Tab] to the check box and press [Space].

If the 'Divorced' check box is checked the 'Not Married' check box disappears.

Searching for a Person

To locate a person in the Family Tree records, at the Family Tree select 'Select' with the mouse or press [S].

To locate a person in the Family Tree records, at the Edit Person form records select 'Search' with the mouse or press [Alt][S].

A list consisting of Family Names, Given Names, Dates of Birth, Dates of Death and Person Numbers will be displayed.

Above that is an Input Box. Type in the Family Name or the Person Number of the person you are looking for and press [Enter].

If you typed in a Family Name the list will display those Family names that match the name you have typed in.

For example if you are searching for Peter Wilson and you have in the Family Tree records the names Wilson, Wilmot, Williamson, Woods and Waltham, entering 'W' will display all those records whose Family Names match those names.

Entering Wi will display the names Wilson, Wilmot and Williamson. If you enter 'Wils' only the Wilson's will be listed.

You can then select with the mouse or on the keyboard [Tab] or [Enter] to the list and use [Up], [Down], [Pg Up] or [Pg Dn] keys to highlight the particular Wilson that you are looking for.

If the names overflow the list, up and down scroll bars will appear on the right side of the list. Use the mouse to scroll up and down through the list, then make your selection.

Select 'OK' or on the keyboard press [Enter] to make your selection the Selected Person.

If you wish to edit or view this person's record, select 'Edit' or press [Alt][E].

If you are searching from the Edit Person form, select 'OK' or on the keyboard press [Enter] to display your selection on the Edit Form.

Selecting a Person From a List

At times you will be offered a list of people from which you can select a person.

To select a person from that list, highlight the name of the person with the mouse and select 'OK' or just park the cursor over the name and press the left button on the mouse twice.

On the keyboard use the [Up], [Down], [Pg Up] or [Pg Dn] keys to highlight the particular person that you are looking for then press [Enter].

If the names overflow the list, up and down scroll bars will appear on the right side of the list. Use the mouse to scroll up and down through the list, or use the [Up], [Down], [Pg Up] or [Pg Dn] keys, then make your selection.

On Entering Dates (UK etc.)

See also 'On Entering Dates (US etc.)'
'Setting the International Date Format'

Date of Birth:, Date of Death:, Baptised on:, Married On: and Buried/Cremated on:

To enter dates, you can type them in many formats (d mm yy, dd/mmm/yyyy, d-m-yy etc) with separators "/", "-" or a space between day, month and year.

d is one digit day...	1, 5, 7
dd is two digit day ...	03, 08, 25
m is one digit month...	1, 5, 7
mm is two digit month...	11, 05, 02
mmm is the month as 3 letter word...	May, Dec, Apr
yy is two digit year...	09, 33, 79
yyyy is four digit year...	1785, 1988, 1642

Genius will automatically convert them to the standard genealogical format 'd mmm yyyy' (eg 25 May 1977), as you enter them.

Genius will also accept part dates, for example, you may know the year and the day a person was born but not the month, in this case put a question mark for the month, eg. '25 ? 77'. Genius will convert this to '25 ??? 1977'. If you later find out the correct month, you can edit it to bring it up to date.

If you don't know the date at all, type ? and Genius will convert this to '? ??? ???'

If you enter year as two digits, eg. '3 8 66', Genius will assume that you mean this century and convert the entry to 3 Aug 1966, otherwise to enter dates before 1900 you must type in the year as a whole number, eg. 3 6 1856. This will convert to 3 Jun 1856.

All the forms that require date input include a number of protection facilities to minimise incorrect data entry. For example, you can't enter impossible dates like a Date of Birth after a Date of Death or Date of Baptism,

Genius just wont accept them.

On Entering Dates (US)

See also 'On Entering Dates (UK etc)'
'Setting the International Date Format'

Date of Birth:, Date of Death:, Baptised on:, Married On: and Buried/Cremated on:

To enter dates, you can type them in many formats (mm d yy, mmm/dd/yyyy, m-d-yy etc) with separators "/" "-" or a space between month, day and year.

m is one digit month...	1, 5, 7
mm is two digit month...	11, 05, 02
d is one digit day...	1, 5, 7
dd is two digit day ...	03, 08, 25
mmm is the month as 3 letter word...	May, Dec, Apr
yy is two digit year...	09, 33, 79
yyyy is four digit year...	1785, 1988, 1642

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If you don't know the date at all, type ? and Genius will convert this to '? ??? ????'

If you enter year as two digits, eg. '8 3 66', Genius will assume that you mean this century and convert the entry to 3 Aug 1966, otherwise to enter dates before 1900 you must type in the year as a whole number, eg. 6 3 1856. This will convert to 3 Jun 1856.

All the forms that require date input include a number of protection facilities to minimise incorrect data entry. For example, you can't enter impossible dates like a Date of Birth after a Date of Death or Date of Baptism.

Genius just won't accept them.

Configuring the Program

At the Family Tree select 'Utilities' with the mouse or press [U]

A list of options will appear.

Selecting 'Configure Genius' or pressing key [G] shows the Configure Program form.

This allows you to configure certain options to suit your own requirements.

The Check boxes can be changed by selecting the appropriate box with the mouse or [Tab] to the box you wish to change and press [Space].

When you have configured the program to your satisfaction select 'OK' or press [Alt] [O] to save the changes.

On Screen Prompt

The Edit and Add forms have helpful prompts at the bottom of the form. By checking this box these prompts can be turned on and off. Genius is supplied with the prompts turned on.

Enable Password Protection

Checking this box brings up an input box. Enter a password up to 10 characters.

This will protect your data from 'prying eyes' if you need to.

Don't forget your password!

It won't be possible to run your program if you can't enter your password.

Quick-Keys

Enter commonly used names or phrases in the input boxes F3 to F12.

You can quickly enter these words when editing or adding people by pressing the appropriate keyboard function key.

OK Button

Press 'OK' or press [Alt][O] to save the changes and return to the Family Tree

Cancel Button

Press 'Cancel' or [Esc] to return to the Family Tree. Any changes you made will not be saved.

The Selected Person is the person in the records currently being worked on.
He or she is displayed on the Family Tree in the dark red box

Connecting a Person

See also [Connecting a Child](#) for more information on connecting children.
See also [Connecting Parents](#) for more information on connecting parents

At the Family Tree select the 'Connect' button or press [C].
This allows you to connect a recorded person as a relation to the [Selected Person](#) .

You would normally use the Connect function where, for example you have Added a person as 'Not Related' when you knew that the person was part of the family but his or her exact relationship was unclear.

At a later date when the relationship becomes known, you will want to Connect that person to the family.

Select 'Connect' and a window of buttons will appear called 'Connect As'

- A Father
- A Mother
- A Sibling
- A Partner
- A Child

Select with the mouse or press [Up Arrow] or [Down Arrow] and [Enter] on the keyboard the relationship you require.

Genius will search the records for 'connectable' people that match the relationship you selected.

NOTE: If there a lot of people recorded this could take some time.

A list of Unconnected or Unrelated people will appear.

Select with the mouse or press the [Up Arrow] or [Down Arrow] keys and [Enter] to select the person you wish to connect to the Selected Person

The person will be connected to the Selected Person.

NOTE: It is not possible to connect a Parent to the Selected Person when parents already exist. You must [disconnect](#) the existing parents first.

Disconnecting a Person

Selecting the 'Disconnect' button or pressing [D] at the Family Tree allows you to break the connection of the Selected Person from an individual or family.

Select 'Disconnect' and Window with a list of buttons will appear called 'Disconnect From'.

Parents and Siblings
Partner and Children

All

Select with the mouse or press [Up Arrow] or [Down Arrow] and [Enter] the option you require.

An example of the use of the 'Disconnect' function could be where you have added a person as a relation and you later discover that you made an error. Say you Added the wrong father to a family group. To correct this error you would make the errant father the Selected Person, 'Disconnect' the father from the family group then, if he is known, Add or Connect the correct person as a father to that family group

NOTE: If you disconnect a parent from a Partner and Children and there are children from that relationship, the disconnected parent is replaced by an Unknown parent.

Disconnecting a person from his or her parents, partner and children (All), leaves the person floating as Unrelated in the records until 'Connected'.

You must also disconnect a Selected Person from ALL other relations if you wish to Delete that person from the Genius for Windows records.

Deleting a Person

To delete a person from the Genius Family records you must first disconnect that person from ALL other members of the family.

Once the Selected Person is disconnected from all relations (ie. is now Unrelated) the 'Delete Per.' button on the Family Tree Button Bar is enabled.

Selecting with the mouse the [Delete Per.] button or pressing [L] removes the persons record **Permanently** from the files.

The deleted persons Person Number is also removed and that number is no longer available.

Printing

Genius will print the records in various ways on the printer currently selected as the default Windows printer

Select 'Print' on the button bar or press [P] on the keyboard.

A window will open called Print What offering various print options for you to select. Select the print format you require.

The available printing formats are:

Print Data Sheet

Print Descendants Chart

Print Pedigree Chart

Print Family Lists

Print What

Select 'Print' on the button bar or press [P] on the keyboard.
A window will open called Print What offering various print options for you to select.
Select the print format you require.

The available printing formats are:

Print Data Sheet [S]

Print the Selected Persons record on a custom formatted page.

Print Descendants Chart [D]

Print a Descendants Chart of up to eight generations for the Selected Person

Print Pedigree Chart [P]

Print four generations of ancestors for the Selected Person.

Print a Complete Family List [L]

Print a list of all recorded family members sorted by Family Name or Person Number.

Print a List of all Persons with the same Family Name [N]

Print a list of all recorded family members with the same Family Name, sorted by Name or Person Number.

Other buttons:

Setup Printer button [U]

Opens a window that permits setting or changing up your printer configuration.

Printing a Data Sheet

At the Family Tree select 'Print' or press key [P].

Select 'Print a Data Sheet for the Selected Person', either with the mouse or with the keyboard, pressing [S], or [Tab] or [Shift Tab] and [Enter]

Another options list will appear called 'Configure Data Sheet Print Out'.

Select with the mouse or on the keyboard press [Tab] to each option and press [Space] to select the information you want included on the Data Sheet.

Select/Deselect All button [A]

Selecting the 'Select All' button or pressing [A] will select all the options and change itself to a 'Deselect All'.

Selecting 'Deselect All' will clear all the option boxes.

Save Config button [S]

If you wish to save the configuration, select 'Save Config.' or press [S]

Load Config button [L]

To reload the saved configuration select 'Load Config.' or press [L]

Print button [P]

Select the 'Print' button or press [P] to print the Data Sheet

Printing a Descendants Chart

At the Family Tree select 'Print' or press key [P].

A list of option buttons will appear.

Select 'Print Descendants Chart for the Selected Person', either with the mouse or with the keyboard, pressing [D], or [Tab] or [Shift Tab] and [Enter].

An options list will appear called Set Items to Include in Printout.

Select with the mouse or on the keyboard press [Tab] to each option and press [Space] to select the information you want included on the Descendants Chart.

The options permit you to include the following information on the chart:

Today's Date on the top of the page.

The Person Number printed before the name.

The Persons Date of Birth and/or Date of Death

Place of Birth

Place of Death

Partners or Spouses

The Persons name will always be printed.

Enter the number of generations of descendants you want to be printed on the chart in the input box.

Up to eight generations can be printed .

If you wish to save the configuration, select 'Save Config.' or press [S]. It will be automatically loaded the next time you run Genius for Windows.

Select the 'Print' button or press [P] to print the chart.

NOTE: If Selected Person has a lot of descendants, this could take some time.

Printing a Pedigree Chart

At the Family Tree select 'Print' or press key [P].
Select 'Print Pedigree of the Selected Person', either with the mouse or with the keyboard, pressing [P] or [Tab] or [Shift Tab] and [Enter].

An options list will appear called Set Items to Include in Printout.
Select with the mouse or on the keyboard press [Tab] to each option and press [Space] to select the information you want included on the Pedigree Chart.

The options permit you to include the following information on the chart:
Today's Date on the top of the page.
The Person Number printed after the name.
The Persons Date of Birth and Date of Death

The Persons name will always be printed.

If you wish to save the configuration, select 'Save Config.' or press [S]. It will be automatically loaded the next time you run Genius for Windows.

Select the 'Print' button or press [P] to print the chart.

Genius will print the Selected Persons pedigree showing 4 generations of ancestors on one page.

Print a Complete List of all People on Record

From the Family Tree select 'Print' or press key [P].

A list of options will appear.

Select 'Print a complete list of all people on record'. either with the mouse or with the keyboard, pressing [Tab] or [Shift Tab] and [Enter] or [L].

A list of option buttons will appear.

The options permit you to include the following information on the chart:

Today's Date on the top of the page.

The Person Number

The person's Date of Birth and/or Date of Death

The person's Sex

The person's present age or age at the time of death

A dividing line between each person's entry.

The Person's name will always be printed.

You can sort the list either by Person Number or Family Name.

If you wish to save the configuration, select 'Save Config.' or press [S]. It will be automatically loaded the next time you run Genius for Windows.

Select with the mouse or use keys, [Tab] or [Shift Tab] and [Space] to select the information you want included in the list and the sorting method you require.

Select the 'Print' button or press [P] to print the list.

Genius will then print a full list of all people in the records showing full name, and the options selected.

NOTE: If there are a lot of entries in the records this could take some time.

Print List of all People with the same Family Name

At the Family Tree select 'Print' or press key [P].

A list of options will appear.

Select 'Print List of all People with the same Family Name'

either with the mouse or with the keyboard, pressing [Tab] or [Shift Tab] and [Enter] or [N]

A box of option buttons will appear.

The options permit you to include the following information on the chart:

Today's Date on the top of the page.

The Person Number

The persons Date of Birth and/or Date of Death

The persons Sex

The persons present age or age at the time of death

A dividing line between each person's entry.

The Persons name will always be printed.

You can sort the list either by Person Number or Family Name.

If you wish to save the configuration, select 'Save Config.' or press [S]. It will be automatically loaded the next time you run Genius for Windows.

Selecting this option will print a list of all people with the same Family Name.

Select with the mouse or use keys, [Tab] or [Shift Tab] and [Space] to select the information you want included in the list and the sorting method you require.

Enter the Family Name in the Input Box that you wish to print

Select the 'Print' button or press [P] to print the list.

Genius will then print a full list of all people in the records with the same family name, showing full name, and the options selected.

Ending the Program

Selecting 'Exit to Win' or pressing [Alt][X] will stop the program and return you to Windows.

All records are automatically saved.

Entering the Persons Sex

To enter the sex of the Selected Person click on 'Change' button or use the [Space] key to make the selection.

Each time you press the 'Change' button the Sex will change from 'Not Set' to 'Male' to 'Female' and back to 'Not Set'

If you are Adding a Child, Sibling or Unrelated and the sex of the person is unknown leave the sex 'Not Set'.

Later if you discover the sex of the person you can then set the persons sex correctly.

If you are Adding a Partner to a person who's sex is not recorded, Genius will ask you to select the sex of the Selected Person. Select the appropriate button or press [M] or [F] on the keyboard.

If you are Adding a Mother, Father or a Partner (where the Partner's and the Selected Person's sex is known) to the Selected Person, Genius knows what the added persons sex must be and sets it for you.

Note: Once a two people are connected to each other as partners it is not possible to change either sex.

In 1995 they still have to be a male and a female.

To change the sex of either partner you must first disconnect them from each other then change the sex(s).

Warning Data Changed

If you have entered or changed any information while in either the Edit Person, Add Person, Configure or Add or Edit Marriage form's and you select 'Cancel' or press [Esc] you will see the following message:

'Data has been added or changed and will be lost if you continue.

Do you wish to continue this operation? '

Selecting 'Yes' or pressing [Y] will close the form you have been working on and any information that you have added or changed **will be lost.**

Selecting 'No' or pressing [N] will return you to the form you have been working on. No data will be lost.



A 'More' Button

The appearance of a 'More' button indicates that there are more relations of the Selected Person 'off screen'.

'More' buttons are available for Spouses, Siblings and Children of the Selected Person. Selecting the 'More' button cycles through the list of 'off screen' people shifting the display one more person at a time.

Keyboard Entry

All functions can be accessed with the mouse, but most can also be accessed with the keyboard.

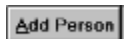
This permits faster entry of data for touch typists; you don't have to take your hands off the keyboard to use the mouse to access functions.

However there are quite a lot of key combinations to learn, so you can get started using the mouse until you become familiar with the key combinations.

Notice that most of the buttons that are displayed have one character underlined.

In most cases this indicates that to activate the button you press the associated key.

For example:



means: press [A] to activate the Add Person function.

In some cases, mainly on the forms where text input is required eg. the Edit and Add Person, Configure and Edit and Add Marriage forms etc., it is necessary to hold down the [Alt] key while pressing the underlined key to activate the required function.

The square brackets '[' and ']' around a letter or key name indicate the keypress equivalent to a mouse action, so:

[Enter]

indicates a key press, in this case the 'Enter' or 'Return' key.

For example [Pg Dn] means press the 'Pg Dn' key; [Alt][X] hold down the 'Alt' key and press the 'X' key; [f1] press function key 'F1' and [Shift][f10] hold down the 'Shift' key and press function key 'F10.'

Setting the International Date Format

In North American countries the date input format is MDY while most of the rest of the world uses the format DMY.
(MDY = Month Day Year, DMY = Day Month Year).

Genius accepts them both.

It is important, however, to set Windows International short date format setting to either DMY for the UK, Australia etc. or to MDY for North American countries so that Genius knows the date input format you want to use.

To do this, Exit from Genius if it is running.

Open 'Control Panel' in the Windows 'Main Group'.

Select the 'International' icon.

Select the 'Change...' button in the box 'Date Format' then select either the 'Short Date Format...' option DMY or MDY depending on your country's standard.

Select 'OK'.

Genius does not support the date formats YMD or YDM.

See also [On Entering Dates US](#) or [On Entering Dates UK etc.](#)

Problem Message:

**"Genius is having trouble
listing persons to connect to."**

"Please check for incorrect relationships"

This problem is usually caused by inadvertently Connecting the descendant of a person as that person's father or mother.

This is possible in some situations.

Please check all relationships and make sure that they are correct, then disconnect the offending connection.

Adding a Child

Adding a Child to the Selected Person requires that both parents are already recorded in the Genius records.

If the Selected Person has no Recorded Partner

If there is no person shown as a partner to the Selected Person, you will be asked 'Is the Mother/Father of the child known?'

If the unrecorded parent is known, select 'Yes', the Add Person form will open and you should add the mother's/father's details to the records.

Select 'OK' when you have filled in the form.

The Add Marriage form will appear.

Fill in the Add Marriage form and select 'OK'.

The Add Person form will appear again and you can add the child to the records.

If the unrecorded parent is unknown, select 'No' and Genius will add the new parent to the records as 'Unknown'.

The Add Person form will appear again and you can add the child to the records.

If the Selected Person has One Recorded Partner

If there is one partner for the Selected Person recorded, Genius will ask:

'Is the child to be Added the issue of (names of couple displayed on the Family Tree)?'

Select 'Yes' if the child is their child.

The Add Person form will open and you can enter the child's information to the records.

Select 'No' if the child is not the issue of the couple displayed on the Family Tree.

Genius will add a new parent to the records as 'Unknown' and the Add Person form will appear and you can add the child to the records

If the Selected Person has More than One Recorded Partner

Genius will ask 'Is the child to be Added the issue of (names of couple displayed on the Family Tree)?'

Select 'Yes' if the child is their child.

The Add Person form will open and you can enter the child's information to the records.

Select 'No' if the child is not the issue of the couple displayed on the Family Tree.

You will then be asked 'Is the Mother/Father of the Child Recorded in the Genius records?'

If you select 'Yes', Genius will display a list of the Selected Person's partners.

Select the correct parent from the list.

The Add Person form will open and you can enter the child's information to the records?

If the parent is not listed in the Genius records, select 'No'.

You will then be asked 'Is the Mother/Father of the child known?'

If the unrecorded parent is known, select 'Yes'.

The Add Person form will appear and you can enter the new parent's details to the records.

The Add Person form will appear again and you can add the child to the records.

If the unrecorded parent is unknown, select 'No' and Genius will add a new parent to the records as 'Unknown'.

The Add Person form will appear again and you can add the child to the records.

HINT: Where the Selected Person has more than one recorded partner, it is simpler to display the partner who is the other parent of the child being added by pressing the 'More' button and, when you are asked 'Is the child to be added the issue of (names of couple displayed on the Family Tree)?' just select 'Yes'.
You can then Add the child.

Connecting a Child

Connecting a Child to a Selected Person requires that both parents be already recorded in the Genius records.

If the Selected Person has No Recorded Partner

If there is no person shown as a partner to the Selected Person, you will be asked 'Is the Mother/Father of the child known?'

If the unrecorded parent is known, select 'Yes', the Add Person form will open and you should add the new parent's details to the records.

Select 'OK' when you have filled in the form.

The Add Marriage form form will appear.

Fill in the Add Marriage form and select 'OK'.

The Add Person form will appear again and you can add the child to the records.

If the unrecorded parent is unknown, select 'No' and Genius will add the new parent to the records as 'Unknown'.

The selected child will be connected to the Selected Person and the new parent.

If the Selected Person has One Recorded Partner

If there is one partner for the Selected Parent recorded, Genius will ask

'Is the child to be Connected the issue of (names of couple displayed on the Family Tree)?'

Select 'Yes' if the child is their child.

The selected child will be connected to the Selected Person and the displayed parent.

Select 'No' if the child is not the issue of the couple displayed on the Family Tree.

The selected child will be connected to the Selected Person and the new 'Unknown' parent.

If the Selected Person has More than One Recorded Partner

If there is more than one partner for the Selected Person recorded, Genius will first ask:

'Is the child to be Connected the issue of (names of couple displayed on the Family Tree)?'

Select 'Yes' if the child is their child.

The selected child will be connected to the Selected Person and the displayed parent.

Select 'No' if the child is not the issue of the couple displayed on the Family Tree.

You will then be asked 'Is the Mother/Father of the child recorded in the Genius records?'

If you select 'Yes', Genius will display a list of the Selected Person's partners.

Select the correct parent from the list.

The selected child will be connected to the Selected Person and the selected parent.

If the parent is not listed on Genius records, select 'No' .

You will then be asked 'Is the Mother/Father of the child known?'

If the unrecorded parent is known, select 'Yes'.

The Add Person form will appear and you can enter the new parent's details to the records.

The selected child will be connected to the Selected Person and the new parent.

If the unrecorded parent is unknown, select 'No' and Genius will add a new parent to the records as 'Unknown' then the selected child will be connected to the Selected Person and the new 'Unknown' parent.

HINT: Where the Selected Person has more than one recorded partner, it is simpler to display the partner who is the other parent of the child being connected by pressing the 'More' button and, when you are asked 'Is the child to be connected the issue of (names of couple displayed on the Family Tree)?' just select 'Yes'.

Restoring Genius Family Files

See also Backup Genius Family Files and Family Files

At the Family Tree select 'Utilities' or press key [U].

A list of option buttons will appear.

Select 'Restore Genius Files' or press key [R] or [Tab] and [Enter].

If you currently have a set of Genius for Windows records a Warning Notice will appear:

Warning

**The current Genius records will
be
DELETED if you proceed with
the restore.**

Do you wish to proceed?

YES NO

Restoring a set of previously backed up Genius Family Files will **permanently erase** the current set of files in the sub directory 'FILES'.

If you don't wish to lose the current set of family records select 'No' or press [N].

If you wish to proceed restoring a previously backed up set of Family Files select 'Yes' or press [Y]

The Restore Files window appears:

If the set of Family Files is on a floppy disk, insert the floppy disk in the appropriate drive.

Select the drive that the Family Files have been Backed up to; on the keyboard use [Tab] and the [Up] or [Down] arrow keys .

If the disk drive has sub directories these will be displayed in the list of 'Sub Directories'

Select, If there is one, the sub directory the Family Files have been Backed up to, on the keyboard use [Tab] and the [Up] and [Down] arrow keys .

The list on the right displays the files in the selected drive and sub directory.

When you have found the location of the Backed Up Family Files select 'OK' or press [Alt][O] on the keyboard.

At any time before selecting 'OK' you can abort the process by selecting 'Cancel' or pressing [Esc], thus leaving the existing set of files undisturbed

The Family Files will be copied from the back up to the sub directory 'FILES'.

The Backup and Restore features are useful for maintaining different sets of Family Files as well as securing the safety of your existing files.

The Family Files

Genius saves its information in 5 files in the sub directory "FILES" under the sub directory that the program Genius for Windows was installed to (normally C:\GENIUS).

The Files are:

GENIUS.CFG Configuration and set up info.
GENIUS.PER Person data file
GENIUS.MAR Family data file
GENIUS.MCE Marriage data file
GENIUS.NTS Person notes file

These files must always be together in the sub directory "FILES".

Backing Up Genius Family Files

See also [Restoring Genius Family Files](#) and [Family Files](#)

It is good safe practice to regularly to make a 'Backup' copy of your work to a floppy disk.

The problem of making regular backups is that you don't need them until you do... You could happily work for years regularly making a backups of your work and never needing them; but then if you don't...

A backup copy of your work is a form of insurance. In the event that your hard disk fails or the house burns down or your computer is stolen etc..

The insurance company will replace your computer if it is stolen or your house burns down but not the hours of work that has gone into entering your data.

At the Family Tree select 'Utilities' or press key [U].

A list of buttons will appear:

Select 'Backup Genius Files' or press key [B] or [Tab] and [Enter].

The Backup Genius Files window appears:

If the set of Family Files is to be backed up to a floppy disk, insert the floppy disk in the appropriate drive.

Select the drive that the Family Files are to be backed up to; on the keyboard use [Tab] and the [Up] or [Down] arrow keys .

If the disk drive has sub directories these will be displayed in the list of 'Sub Directories'.

Select, If you wish, and there is one, the sub directory the Family Files are to be backed up to, on the keyboard use [Tab] and the [Up] and [Down] arrow keys .

The list on the right displays the existing files in the selected drive and sub directory.

When you have set the location that you want to back up your [Family Files](#) to, select 'OK' or press [Alt][O] on the keyboard.

Your files will be backed up.

The Backup and Restore features are useful for maintaining different sets of Family Files as well as securing the safety of your existing files.

Utilities Menu

The Utilities Menu permits you to select a number of useful utilities.

Select a button with the mouse or [Tab] to the required utility and press [Enter]

Configure the program [C]

Configure Genius for Windows.

Backup Genius Files [B]

Back Up your records to a floppy disk or hard disk for safety.

Restore Genius Files [R]

Restore Genius for Windows records from a back up.

Convert Genius for DOS Files

It is possible to convert the older Genius for DOS files for use with Genius for Windows .

From the Family Tree select 'Utilities' or press key [U].

A list of options will appear:

Select Import Genius for DOS files or press key [I].

If you have records in Genius for Windows a Warning Notice will appear:

Warning

**The current Genius records will
be
DELETED if you proceed with
the
Genius for DOS conversion.**

Do you wish to proceed?

YES NO

Converting a set of Genius for DOS Family files will **permanently erase** the current set of Genius for Windows files in the sub directory 'FILES'.

If you don't wish to lose the current set of family files select 'No' or press [N].

If you wish to proceed converting a set of Genius for DOS Family files select 'Yes' or press [Y].

The Convert Genius for DOS Files box appears:

If the set of files is on a floppy disk, insert the floppy disk in the appropriate drive.

Select the drive that the files are on; on the keyboard use [Tab] and the Up or Down arrow keys .

If the disk drive has sub directories these will be displayed in the list of 'Sub Directories'

Select, If there is one, the sub directory the files have been stored, on the keyboard use [Tab] and the Up and Down arrow keys .

The list on the right displays the files in the selected drive and sub directory.

When you have found the list of files, select 'OK' or press [Alt][O] on the keyboard
The Genius for DOS files needed for conversion are:

GENMARR.DTA
GENPERS.DTA
GENNOTES.DTA

GENPLACE.DTA

At any time before selecting 'OK' you can abort the process by selecting 'Cancel' or pressing [Esc], thus leaving the existing set of Genius for Windows files undisturbed

If you wish to proceed with the conversion, select 'Yes' or press [Y]

The Genius for DOS files will be converted to Genius for Windows format and placed in the sub directory 'FILES'.

Genius for DOS

Genius for DOS was a genealogical program that appeared in the mid 80's. It was designed to accommodate records on floppy disks, as well as hard disks. Genius for Windows can read these data files. See [Convert Genius for DOS Files](#)

Errors in Files

Some combinations of computer setups and earlier versions Genius for Windows occasionally caused corruption of the Genius family records. This installation has detected some corrupt records and has repaired them. These are shown on the list.

It is recommended that you print out the list and check these peoples records carefully, in particular their close family relationships.

If you have any problems after this, please contact the author.

-

Adding Parents

To Add a Parent select the Add button or press [A] on the Family Tree Button Bar.

Genius requires that both parents are added at the same time.

Genius will pop up a list of relationships for you to select.

Select either the 'Father' or 'Mother' button for the person being added to the Selected Person or use the [Up arrow] or [Down Arrow] keys to move to the option and press [Enter].

The Add Person form will appear and you will be able to enter that persons information.

When you have added all the known information for the parent (say a Mother) select 'OK' or press [Alt][O].

Genius will ask 'Is the Father of (the Selected Persons name) known?'

Respond with either 'Yes' or 'No', On the keyboard press [Y] for Yes or [N] for No.

If you selected 'Yes' the Add Person will reappear and you can add the Father.

Again, when you have entered all his known information select 'OK' and the Add Marriage Form appears.

Enter all the information known about their marriage or relationship and select 'OK'

If you selected 'No, Genius will add Father as 'Unknown'

The Add Marriage Form will appear.

Enter all the information known about their marriage or relationship and select 'OK'

You can add either parent in any order.

Connecting Parents

To Connect a Parent select the Connect button or press [C] on the Family Tree Button Bar.

Genius will pop up a list of relationships for you to select. Select either the 'Father' or 'Mother' button for the person being connected to the Selected Person or use the [Up arrow] or [Down Arrow] keys to move to the option and press [Enter].

A list of persons who qualify as either a Mother or Father will be displayed. Select the person from the list you want to connect to the Selected Person as a parent.

Selected Parent has No Recorded Partners

If the Selected Parent has no recorded partners Genius will ask 'Is the Father/Mother of (the Selected Persons name) known?'

Respond with either 'Yes' or 'No', On the keyboard press [Y] for Yes or [N] for No.

If you selected 'Yes' the The Add Person form will appear and you can add the Selected Parents partner.

When you have entered all the known information select 'OK' and the Add Marriage Form appears.

Enter all the information known about their marriage or relationship and select 'OK'

If you selected 'No, Genius will add new Parent as 'Unknown'.

The Selected Person will be connected to the new family.

Selected Parent has One Recorded Partner

If the Selected Parent has one recorded partner Genius will ask '(Selected Parents Name) has a spouse. He/She is (Spouses Name). Is he/she the Father/Mother of (Selected Persons Name)?'

If you respond with a 'Yes', Genius will connect the Selected Person as a child to that family.

If you respond 'No', Genius will ask 'Is the Father/Mother of (the Selected Persons name) known?'

If you selected 'Yes' the Add Person form will appear and you can add the Father/Mother.

When you have entered all the known information select 'OK' and the Add Marriage Form appears.

Enter all the information known about their marriage or relationship and select 'OK'

If you selected 'No, Genius will add a new Parent as 'Unknown'.

The Selected Person will be connected to the family as a child.

Selected Parent has More than One Recorded Partner

If the Selected Parent has more than one recorded partner Genius will ask 'Is the Mother/Father of (the Selected Persons name) listed in the records?'

If you respond 'Yes' a list of partners for the Selected Parent will appear. Select the Selected Parent's partner who is the Mother/Father of the Selected Person. The Selected Person will be connected to the selected family as a child.

If you respond 'No', Genius will ask 'Is the Father/Mother of (the Selected Persons name) known?'

If you selected 'Yes' the Add Person form will appear and you can add the Father. When you have entered all the known information select 'OK' and the Add Marriage Form appears.

Enter all the information known about their marriage or relationship and select 'OK'

If you selected 'No, Genius will add a new Parent as 'Unknown'.

The Selected Person will be connected to the family as a child.

Person Number

Every person recorded is allocated a number at the time that they are Added to the Genius records. This is called the Person Number.

This number is fixed and cannot be changed.

On the Family Tree the Selected Person dark red box displays this number on the right hand tab.

On the Edit and Add forms the Person Number is display in a box near the top left corner

This number may be included in the printouts if you wish by checking the appropriate box.

If you delete a person from the records, you will lose the Person Number along with the persons data and it will no longer be available.

Printer Setup

Selecting 'SetUp Printer' at the 'Print What?' window permits you to select the printer you want to use, set the paper size and page orientation and other options that are specific to the printer that you select.

At the Family Tree select the Print button or press [P].

The 'Print What?' window will open.

Select 'SetUp Printer' or [Tab] or press [U]

The 'Print Setup' window will open and you can select the options you require

The Sample Files

Genius comes with a set of sample records, based around a fictitious Keating family. You installed these when you installed the program.

This set of records can be used to test and familiarise yourself with the way Genius for Windows works, without entering a lot of data.

You will need to remove this set of family records before starting your own.

Each time Genius is run and it detects that Person Number 1 is Paul Justin Keating you will see the message:

**The sample records have been installed.
Delete these records and start your own family records?**

Click 'Help' for more information

which is probably what you have just done.

At this point, if you click on No, you can continue on, browsing around the Keating family, trying out various functions like printing, adding, editing, connecting etc. If you click on Yes you will completely delete the Keating set of family records.

When you decide to start your own set of family records, exit Genius if it is running, then run Genius again.

When the above message appears, click on Yes and the sample files will be deleted. Click on the Exit to Windows button or press [Enter] to return to Windows, then restart Genius and start adding your own family records.

Note Do not individually delete all the sample records to start you own set of records. (That would be doing it the hard way.)

Genius will still think that they are sample records and the above message will appear each time the program is run.

If you wish to keep the sample files, use the Backup facility to store them on a floppy disk or directory on your hard disk, before deleting them.

You can then Restore them later if you wish.

