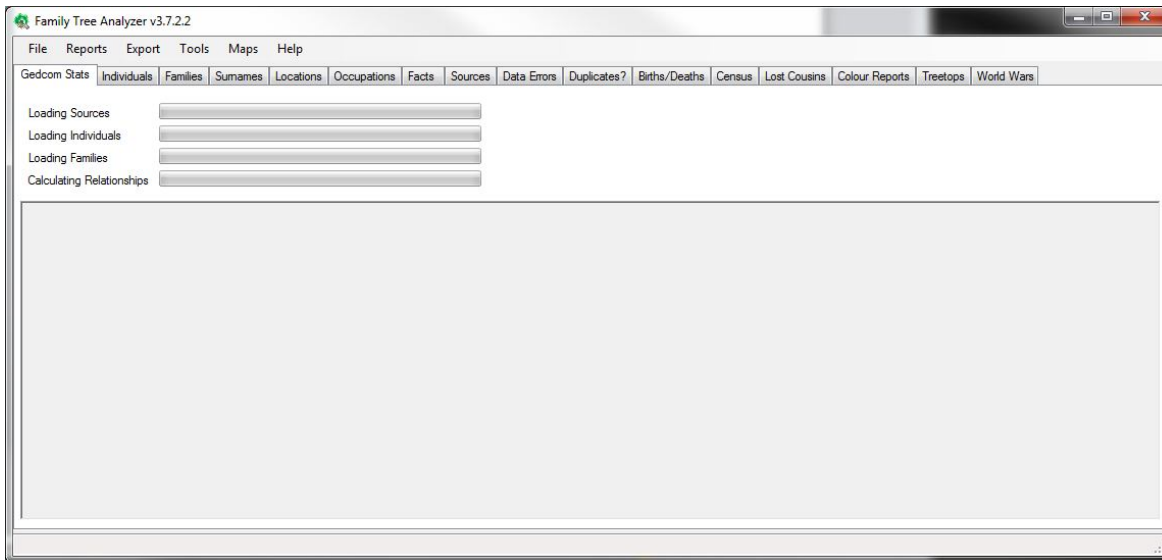


# Family Tree Analyzer – Part II – Introduction to the Menus & Tabs

## Getting Started

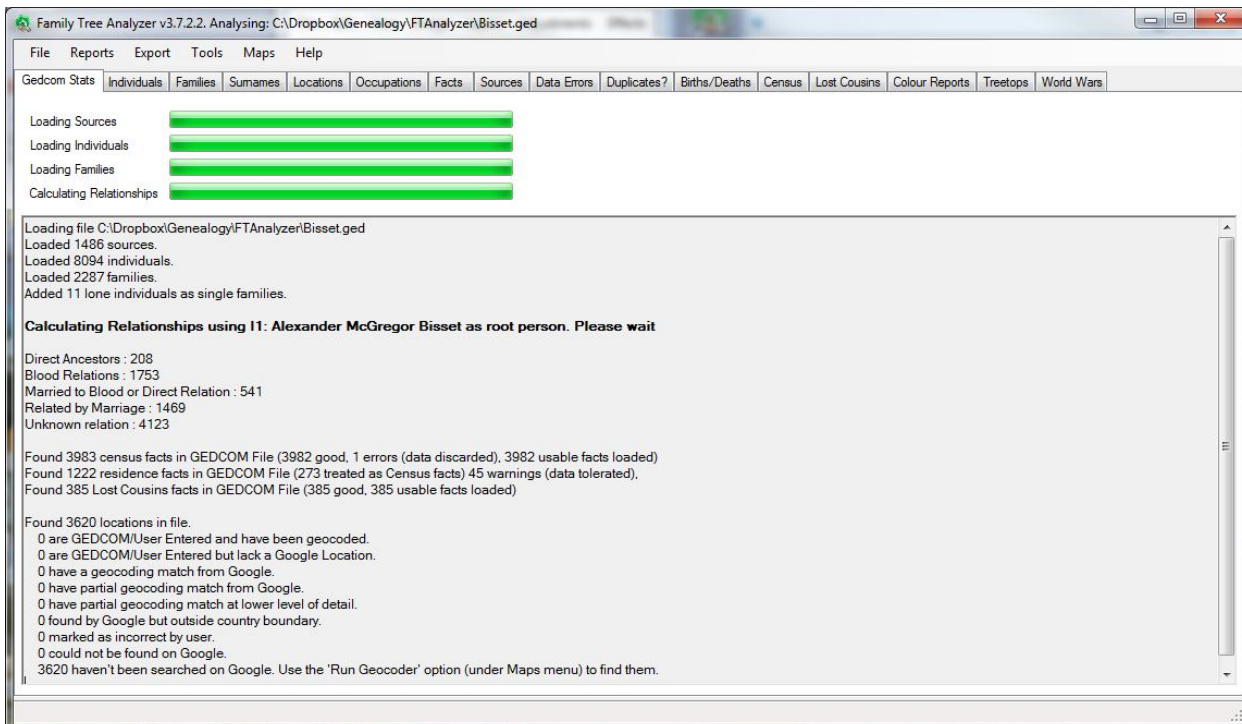
If you haven't already got FTAnalyzer installed and running you should see the guide Family Tree Analyzer – Part I – Installation and Loading GEDCOMs

You should start by having the FTAnalyzer window open



And have loaded the GEDCOM file for the tree you want to analyse. This should give you some analysis in the first tab "GEDCOM Stats".

## GEDCOM Stats



In the example above you can see my tree and the statistics about the tree including the number of individuals and families loaded and the number of people and how they are related to me. I have a one name study in my tree which is why half of my tree is showing as unknown relationship.

The stats also show the number of census & residence facts found and the number of Lost Cousins facts found. Don't worry if these are zero just now the guide on analysing census data will explain what to do if you have no census or residence facts as well as explaining how to add Lost Cousins facts.

Finally the stats show information on the locations in your file. Since this is the first time you have loaded your tree you should see as above that all the values are zero. This reflects the fact that you haven't yet asked the program to analyse your locations ready to be plotted on a map. This will be covered in the Guide to Mapping in FTAnalyzer – not yet available.

**NB. It is extremely important that you check the root person text. Most of the reports will fail if this is wrong.**

In the tree shown above you can see the bold text that says:

**Calculating Relationships using I1: Alexander Bisset as root person. Please wait**

This root person should be the person in your tree from whom all the relationships are calculated. Almost always this is you. If this text doesn't say the right name as the root person then many of the reports will be wrong as they will wrongly calculate relationships. If this is the case please see the "Setting the Root Person" section in Part I of this series of guides.

## What to do now & key concepts

So you should now have your tree loaded and the initial analysis has been done. If the GEDCOM stats tab throws up errors with dates you may wish to go to your tree, find the relevant person and correct the invalid dates. FTAnalyzer is quite open about the date formats it accepts and it should accept almost any valid GEDCOM formatted date. Sadly some family tree programs allow any random text that isn't a valid date to be entered without warning you that it is an error. If you believe the date format to be valid and it still isn't being accepted please [raise an issue on the website](#).

If you correct the dates in your family tree program you can then export the GEDCOM again to see that they no longer show as errors. This is a key feature of FTAnalyzer and something worth getting used to. i.e.:

- FTAnalyzer will highlight issues,
- You correct those issues as you see fit in your family tree program
- You export a new GEDCOM file with the corrections
- You load the new GEDCOM to verify that the issues have gone

This cycle of seeing issues, fixing them and checking again, is how you can update your tree correcting mistakes and improving your data in small manageable chunks of time. You don't need to do it all at once. The idea of re-exporting and re-analysing also gives you positive feedback that you are making progress and it can be quite satisfying to find mistakes in your tree and fix them then see that they are fixed.

Note that FTAnalyzer does a lot more than just point out errors; I was only giving an example from what you might see on the GEDCOM Stats tab.

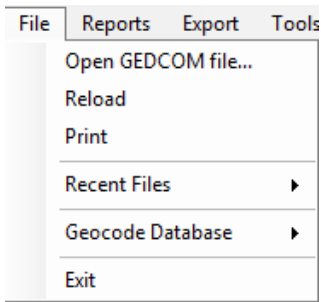
Other reports allow automatic searching of census websites, viewing your family on a modern or historic map, finding out who you are missing a census for etc. There is a whole lot more to explore. This guide explains the purpose of the menus and the basic tabs. Other guides will explain in more detail how to use the Census, Lost Cousins and Mapping features in greater detail.

## Facts

A "fact" in FTAnalyzer is any bit of information about an individual in your tree. A fact typically has a date and a location and can have a comment. For example: A birth fact would typically be the birth date & location of the individual. A census fact would be the date of the census and location at that date along with perhaps a comment about the person. An occupation fact might have a range of dates and a comment as to the type of occupation.

# Menus

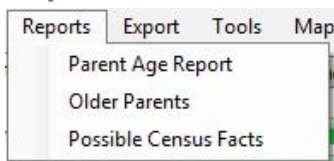
## File Menu



The file menu gives you the method for opening your GEDCOM file, it can remember the last five GEDCOM files you opened as well as being able to reload the existing file if you have, for instance, updated it and kept the same name. You can also use the file menu to print out any of the reports.

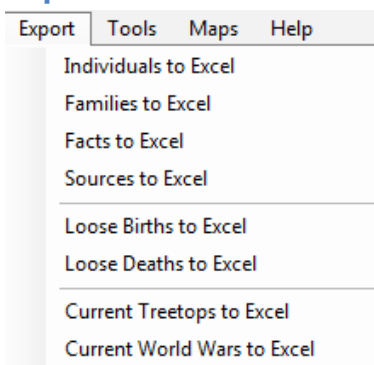
Also on the File Menu is the option to backup and restore the database that stores the geographical co-ordinates for the locations in your trees. This will be covered in detail in the Guide to Mapping in FTAnalyzer – not yet available.

## Reports Menu



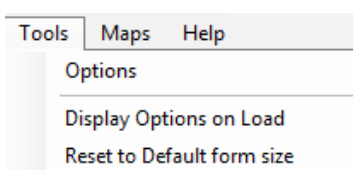
The reports menu shows some specialist unusual reports showing the breakdown of ages of parents, a list of parents aged over a chosen age at the birth of a child. The Possible Census Facts reports analyses the notes in your file to see if it can find notes that might be census facts. This allows you, if you have used an old fashioned program that stored census facts as notes, to see where those notes might appear in your tree.

## Export Menu



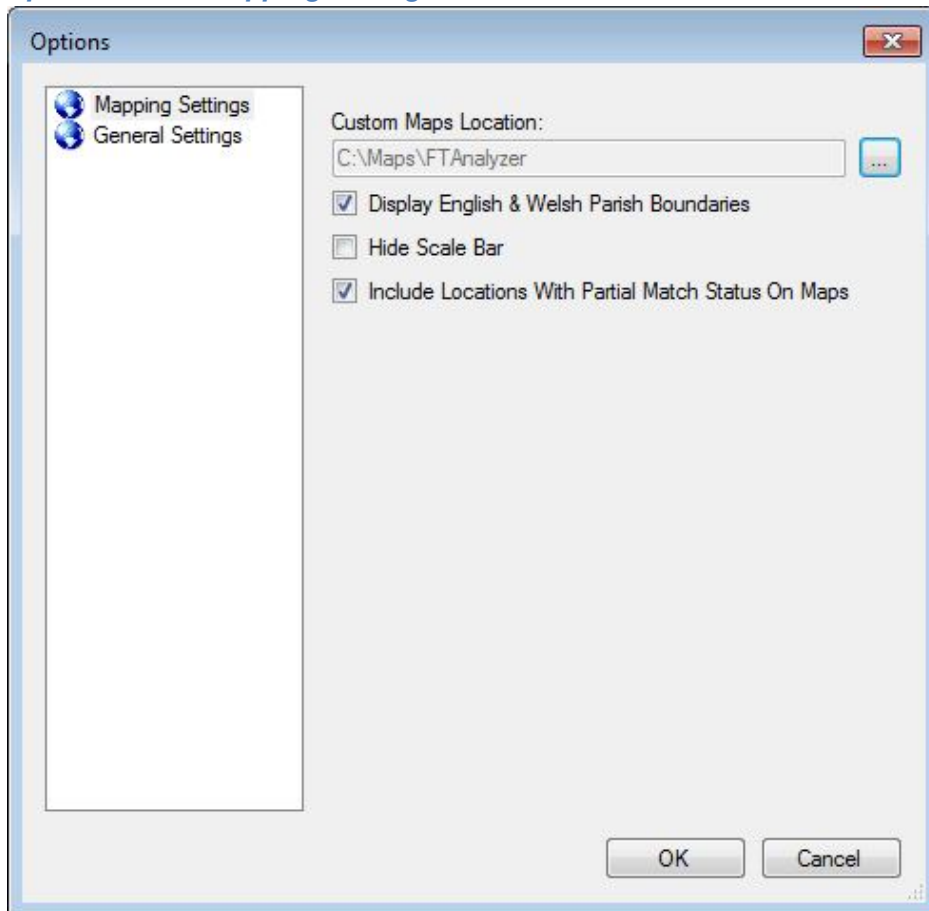
The export menu allows you to export facts from the various reports detailed below out to Excel. So if you'd prefer then you can analyse these reports in a spreadsheet. The various sub reports have an icon on the toolbar to export them to Excel.

## Tools Menu



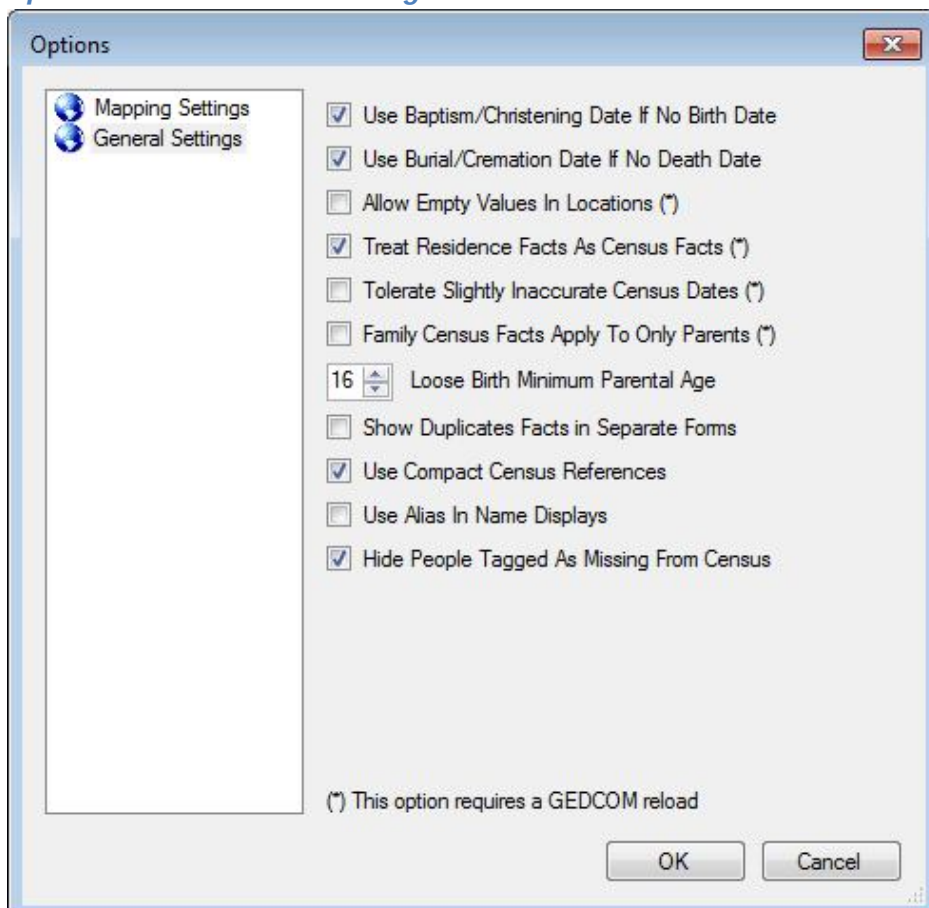
The tools menu allows you to set the various program options and has an option to display the options in the GEDCOM stats tab when a file is loaded.

## Options Menu- Mapping Settings



The mapping settings control how the various features of the mapping section of the program works. This will be covered in detail in the Guide to Mapping in FTAnalyzer – not yet available.

## Options Menu – General Settings



The general settings tab controls lots of ways of using FTAnalyzer. You can change these options to suit the way you use the program. The defaults should be suitable for most people.

Note that some options (marked with a \*) only apply to the data as it is loading so changing these options will require the GEDCOM data to be reloaded.

#### Use Baptism/Christening Date If No Birth Date

This option will take a baptism or christening date and use that as the birth date if no birth date is recorded. This is useful for most users particularly those strictly record things and leave a birth date blank if it is not known but record a baptism/christening if that is known. As many reports work of individual's ages having a date of birth or estimating it from the baptism/christening is useful.

#### Use Burial/Cremation Date If No Death Date

Similarly this uses the burial or cremation date for an individual as their death date if the death date is blank.

#### Allow Empty Values In Locations

This option will leave in empty values in partial location text. Eg: if this is unticked then "Rose Cottage, , Aberdeenshire, Scotland" becomes "Rose Cottage, Aberdeenshire, Scotland" if it is ticked it is left as is with a blank "sub region" or "parish" name. This choice is largely down to how you like locations displayed.

#### Treat Residence Facts as Census Facts

Some family history programs, most notably Family Tree Maker and the Ancestry website erroneously record census facts as "residence" facts. This option allows FTAnalyzer to overcome that error and will treat all residence facts as census facts.

Note unfortunately this will treat all residence facts as census facts so genuine residence facts related to other events such as a marriage will also get thought of as census facts. This does mean that some reports may show errors for the residence facts such as flagging them as having invalid census dates. These errors can be safely ignored; they are an unfortunate by product of having to work around a bug in various family tree programs.

#### Tolerate Slightly Inaccurate Census Dates

This option will prevent FTAnalyzer from discarding census facts if they are slightly wrong. For example if you recorded the 1841 England and Wales census as happening in April when it happened on the 6<sup>th</sup> June 1841. They will show up as warnings on the Data Errors tab report (explained in Part III of this guide).

#### Family Census Facts Only Apply To Parents

Some family history programs allow you to apply census facts to a family rather than to individuals. If ticked this option controls whether a family based census fact applies to only the parents of the family or if unticked if the family census facts apply to everyone in that family who was alive on the census. Since different family history programs work in different ways you may wish to change this setting.

#### Loose Birth Minimum Parent Age

The Loose Birth report explained in detail in Part III of this guide works out a range of dates when someone who has no birth date recorded must have been born. Part of the calculation is based on they must have been at least X years old when the child was born. This option controls this value, by default it is set to 16. ie: parents are assumed to have been at least 16 when the child was born.

#### Show Duplicate Facts in Separate Forms

In the duplicates report explained in detail in Part III of this guide; you can double click to open a list of facts for the two individuals who might be duplicates. If this option is ticked then two separate forms one for each individual opens. If this option is unticked then one form opens and the facts for both individuals appear on the one form.

### Use Compact Census References

Reports that display census references by default have text indicating eg: Page, Folio, Book and Enumeration District etc. If this option is ticked then the Census reference is shown in a more compact form excluding the text.

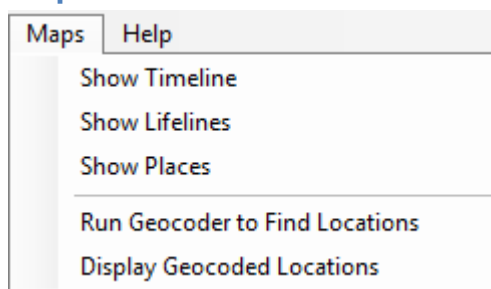
### Use Alias Name in Displays

Where an individual has an alias you can choose to display that alias in places where their name is shown. Eg: With this unticked you may have an individual called John Smith, with this option ticked it would show his alias for example: John "Jake" Smith.

### Hide People Tagged as Missing From Census

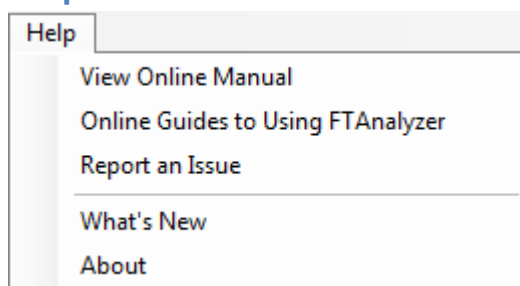
Using a custom tag in your family tree program it is possible to flag individuals in your tree as known to be missing from a census. You may wish to do this in order to make the census reports shorter by excluding people you know you've been unable to find.

## Maps Menu



This menu will be covered in detail in the Guide to Mapping in FTAnalyzer – not yet available.

## Help Menu

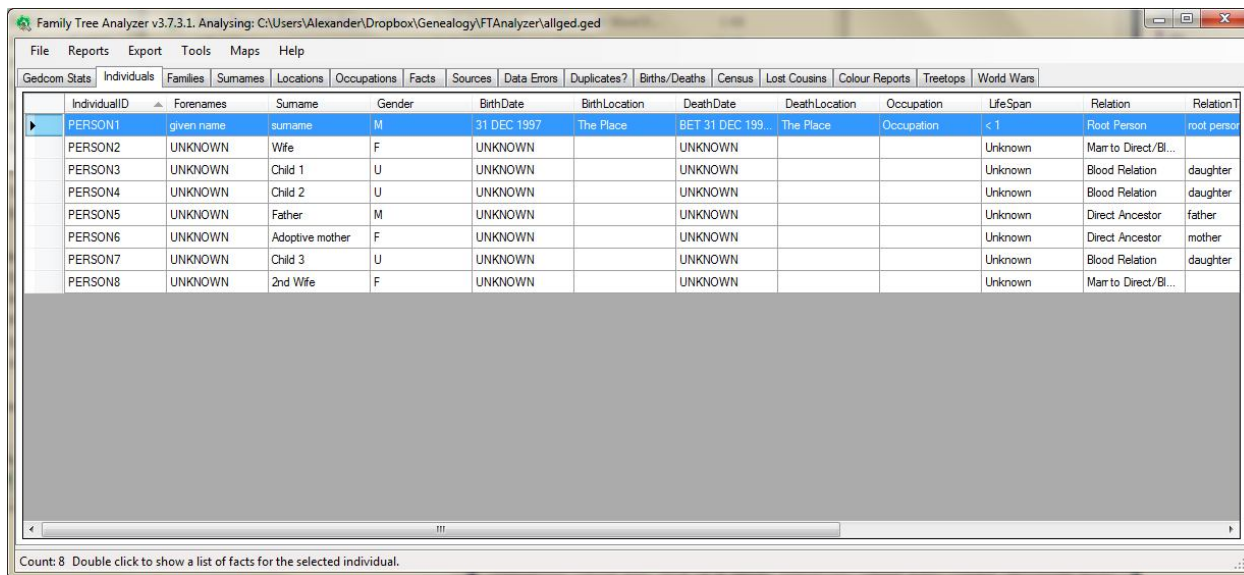


The help menu has various Links to the FTAnalyzer website with guides, online manual, issues and the what's new section that explains what new features, updates and bug fixes are in each version.



## Basic Tabs

### Individuals Tab



IndividualID	Forenames	Surname	Gender	BirthDate	BirthLocation	DeathDate	DeathLocation	Occupation	LifeSpan	Relation	RelationT
PERSON1	given name	surname	M	31 DEC 1997	The Place	BET 31 DEC 199...	The Place	Occupation	< 1	Root Person	root perso
PERSON2	UNKNOWN	Wife	F	UNKNOWN		UNKNOWN			Unknown	Marr to Direct/Bl...	
PERSON3	UNKNOWN	Child 1	U	UNKNOWN		UNKNOWN			Unknown	Blood Relation	daughter
PERSON4	UNKNOWN	Child 2	U	UNKNOWN		UNKNOWN			Unknown	Blood Relation	daughter
PERSON5	UNKNOWN	Father	M	UNKNOWN		UNKNOWN			Unknown	Direct Ancestor	father
PERSON6	UNKNOWN	Adoptive mother	F	UNKNOWN		UNKNOWN			Unknown	Direct Ancestor	mother
PERSON7	UNKNOWN	Child 3	U	UNKNOWN		UNKNOWN			Unknown	Blood Relation	daughter
PERSON8	UNKNOWN	2nd Wife	F	UNKNOWN		UNKNOWN			Unknown	Marr to Direct/Bl...	

This is one of the simplest reports FTAnalyzer produces, it simply lists those individuals in your tree and their basic stats. Note that as with most grid reports in FTAnalyzer you can click on a column heading to sort by that column, if for instance you'd rather sort by surname.

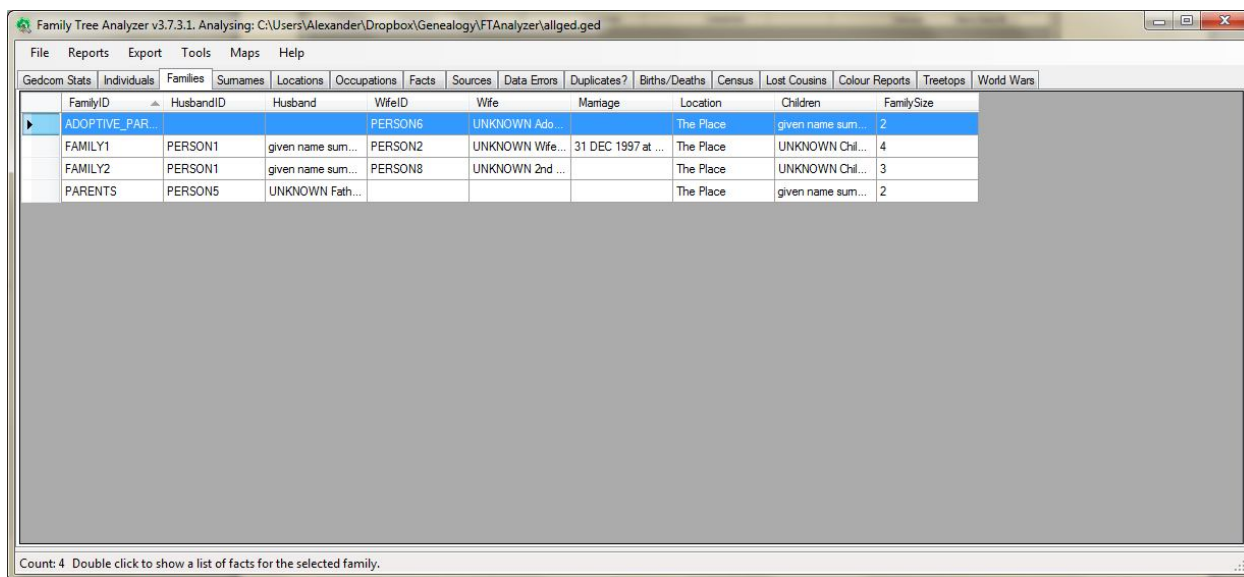


Tip: If you click forename, then surname column headers it will sort by surname (as you clicked that last) but within the same surname it will be sorted by forename.

My favourite is clicking birth date, forename, surname to sort individuals as I have a one name study and having all the 284 William Bissets sorted by surname and forename then birthdate makes it far easier to find the one I'm looking for.

A feature of the individuals tab is that if you double click on an individual it will open a facts report showing you all the facts for that individual.

### Families Tab

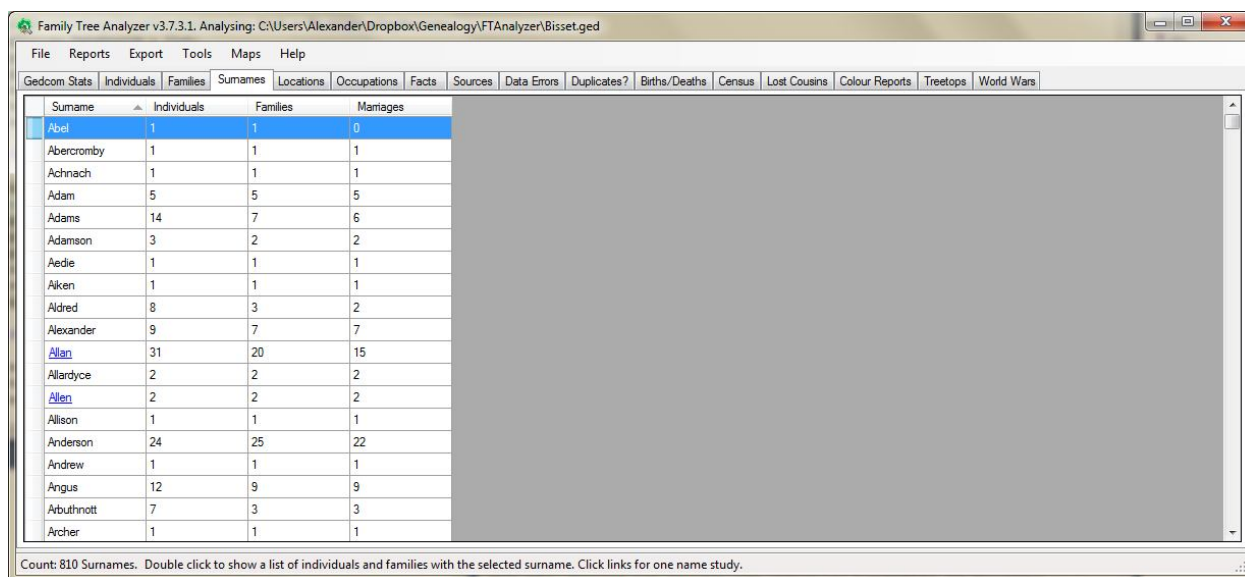


FamilyID	HusbandID	Husband	WifeID	Wife	Marriage	Location	Children	FamilySize
ADOPTIVE_PAR...			PERSON6	UNKNOWN Ado...		The Place	given name sum...	2
FAMILY1	PERSON1	given name sum...	PERSON2	UNKNOWN Wife...	31 DEC 1997 at ...	The Place	UNKNOWN Chil...	4
FAMILY2	PERSON1	given name sum...	PERSON8	UNKNOWN 2nd ...		The Place	UNKNOWN Chil...	3
PARENTS	PERSON5	UNKNOWN Fath...				The Place	given name sum...	2

This is another simple report and lists all the families recorded in your file. This lists the husband and wife (a blank if either is unknown), the marriage date and the children.

Again double clicking on a family opens a new window to show all the facts about that family, from the births of the parents through to the births of children and deaths of parents if known.

## Surnames Tab



Surname	Individuals	Families	Marriages
Abel	1	1	0
Abercromby	1	1	1
Achnach	1	1	1
Adam	5	5	5
Adams	14	7	6
Adamson	3	2	2
Aedie	1	1	1
Aiken	1	1	1
Aldred	8	3	2
Alexander	9	7	7
Allan	31	20	15
Allardyce	2	2	2
Allen	2	2	2
Allison	1	1	1
Anderson	24	25	22
Andrew	1	1	1
Angus	12	9	9
Arbuthnott	7	3	3
Archer	1	1	1

This is the first tab that gives information you may not have previously seen about your tree. It lists statistics for each surname in your tree, showing counts of the individuals with that surname and the number of families and number of marriages involving that surname.

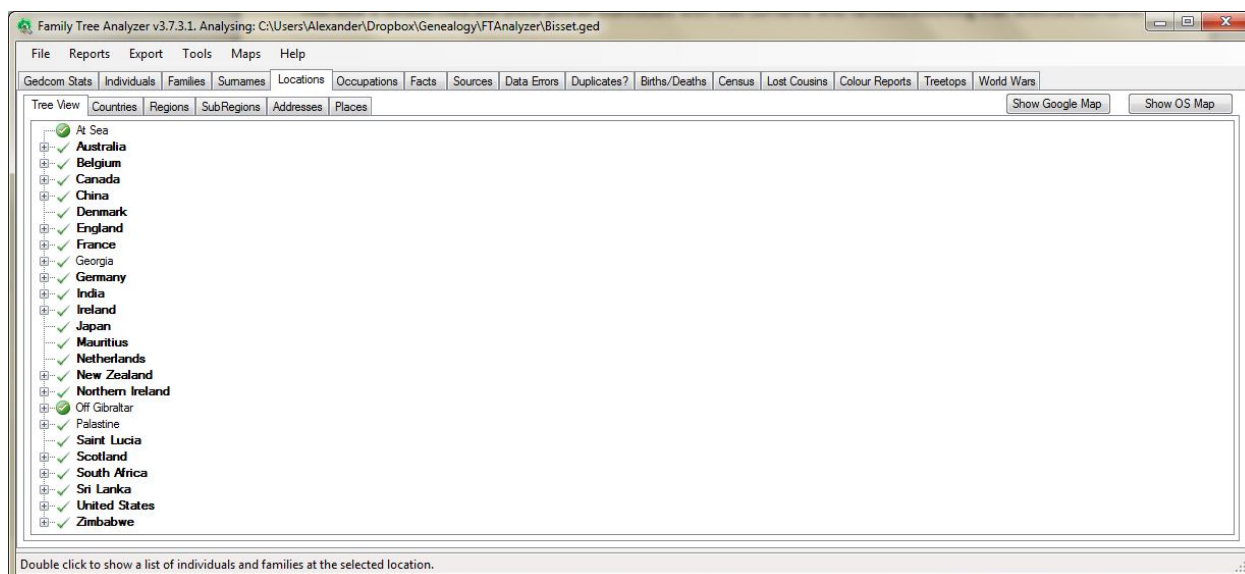
This time a double click will show you all individuals with that surname and families involving that selected surname.

Note some surnames will have a web link. This link will take you to the Guild of One Name Studies website's page for that surname. This varies in the amount of information provided online about the surname but it does mean that someone has registered that surname and is conducting a one name study into that surname. So the website may list useful contacts to find out more about the surname in question.

## Locations Tab

This tab has six sub tabs which give you different views of the locations in your tree. In any of the Locations reports you can double click on a location to see everyone at that location.

### Tree view Sub Tab



Country
At Sea
Australia
Belgium
Canada
China
Denmark
England
France
Georgia
Germany
India
Ireland
Japan
Mauritius
Netherlands
New Zealand
Northern Ireland
Off Gibraltar
Palestine
Saint Lucia
Scotland
South Africa
Sri Lanka
United States
Zimbabwe

This is the main locations tab, it shows the top level countries in your tree. Note this is only as good as the locations you have recorded in your tree. A common mistake people starting out with a family tree make is to use abbreviated

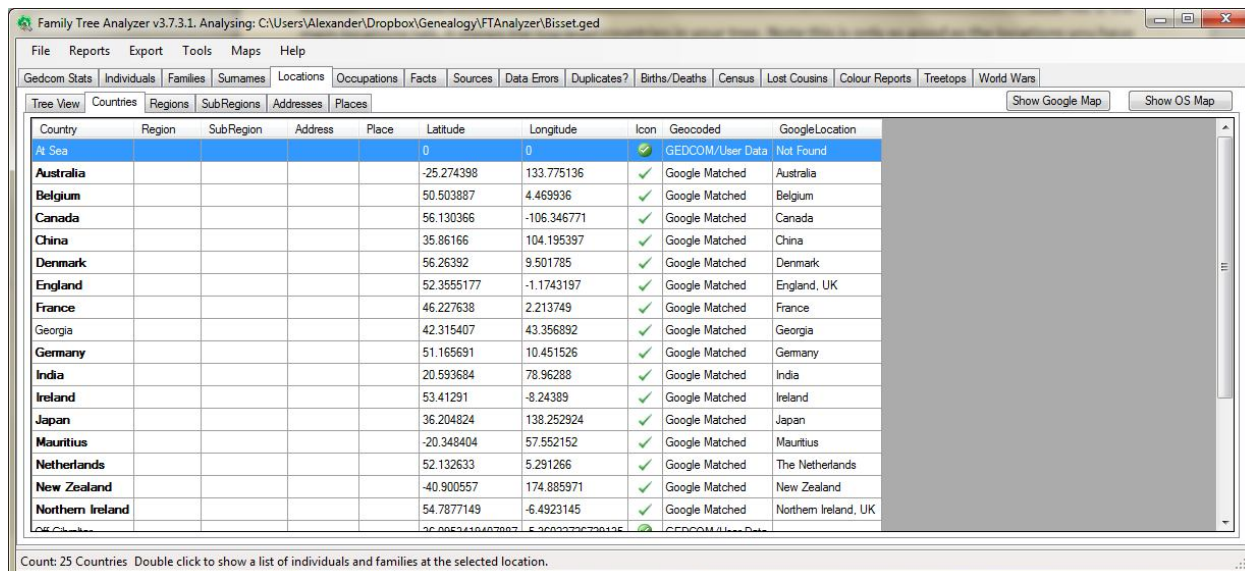


descriptions eg: recording just 37 High Street, Parish name. The result is that any search will struggle as it won't know where the parish is. To make the best use of FTAnalyzer locations tweaking your locations in your tree to at least include the county name (or state name or two character abbreviations for United States) is advised.

If you go down this route and tidy up the locations in your tree you can use the locations report to see how you are doing. Note that when FTAnalyzer recognises the country it will show it in bold in the Tree view, top level view.

Note the screenshot examples here have green ticks as I've found the locations on Google. This feature is beyond the scope of this document and will be covered in the Guide to Mapping in FTAnalyzer – not yet available.

### Countries Sub Tab

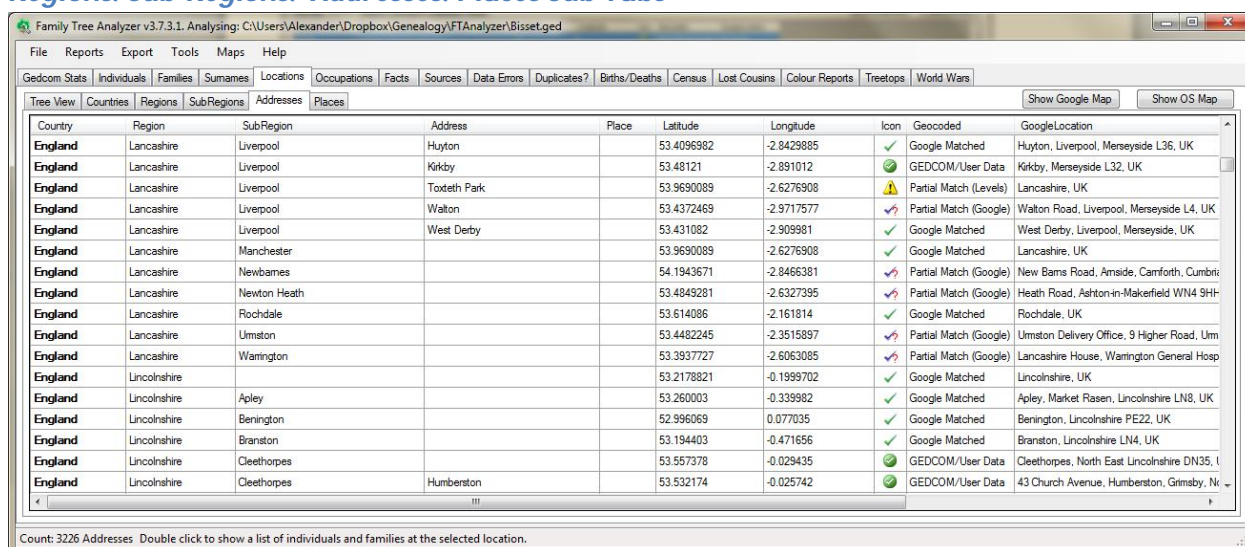


As you tidy


up your tree the countries tab list will become smaller and smaller as you change the entries until you reach the point that everything on the Countries tab list is bold and a recognised country. When you reach that point you have tidied up your locations a lot and are ready to move onto the region reports.

NB. The Latitude, Longitude, Icon, Geocoded and Google Locations fields in this and other locations tab will be explained in the Guide to Mapping in FTAnalyzer – not yet available.

### Regions/Sub-Regions/ Addresses/Places Sub Tabs

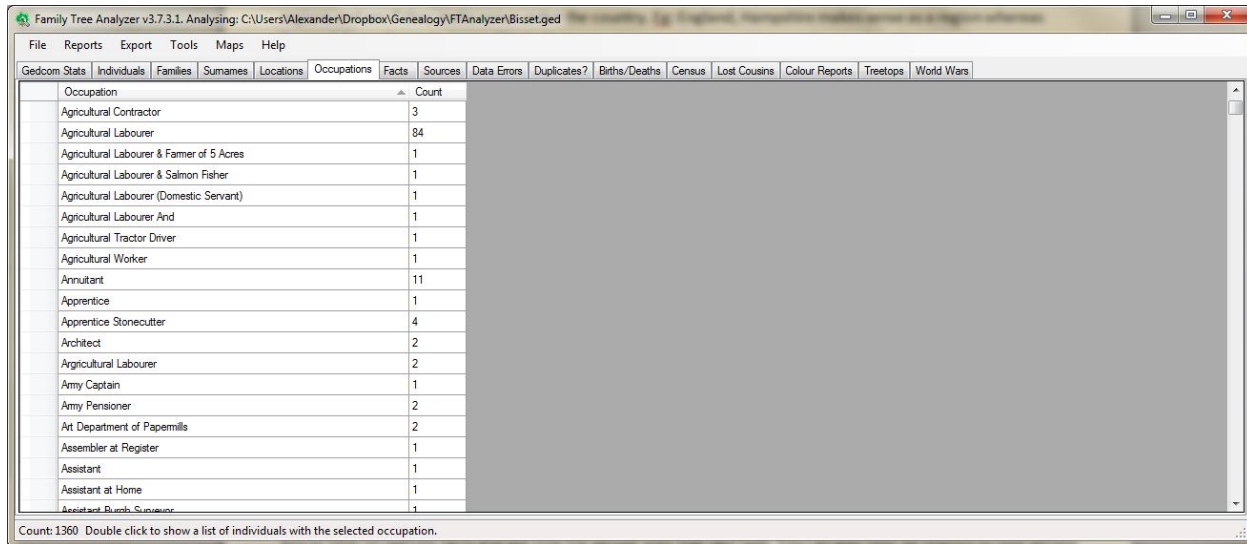


These tabs are essentially the same as countries tab, just broken down to a greater level of detail. You can think of them as being a fully expanded version of the tree view report. Once your countries are tidied up you can look at the regions and see if they make sense under the country. Eg: England, Hampshire makes sense as a region whereas England, Some Town does not. This indicates you have a missing county name in your locations.

 Tip: If you double click on the invalid region/sub-region/place or address you will see who has been recorded with that invalid location and so you know who to fix in your family tree program.

Note you don't need to fix your locations if you are happy with the way they are recorded. These reports are simply there to guide you. Even though you decide not to tidy up your locations you might still want to check for typos eg: I had Scotland, Abredeenshire and Scotland, Aberdeenshire in my tree. Clearly I'd done a typo in the first location.

## Occupations Tab



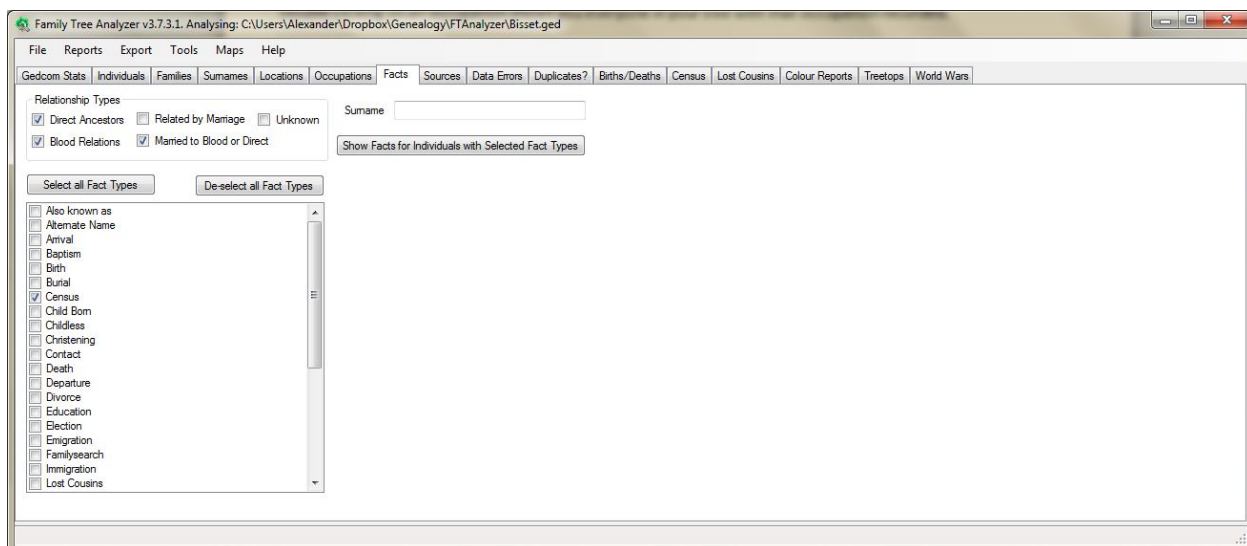
Occupation	Count
Agricultural Contractor	3
Agricultural Labourer	84
Agricultural Labourer & Farmer of 5 Acres	1
Agricultural Labourer & Salmon Fisher	1
Agricultural Labourer (Domestic Servant)	1
Agricultural Labourer And	1
Agricultural Tractor Driver	1
Agricultural Worker	1
Annuitant	11
Apprentice	1
Apprentice Stonecutter	4
Architect	2
Argicultural Labourer	2
Army Captain	1
Army Pensioner	2
Art Department of Papermills	2
Assembler at Register	1
Assistant	1
Assistant at Home	1
Assistant Bomb Supervisor	1

Count: 1360 Double click to show a list of individuals with the selected occupation.

The occupations tab lists all the occupation descriptions from occupations facts in your tree. This allows you to see the distribution of occupations in your tree as well as seeing if you have spelt any wrong.

Double clicking on an occupation shows you everyone in your tree with that occupation recorded.

## Facts Tab



Relationship Types

Direct Ancestors  Related by Marriage  Unknown

Blood Relations  Married to Blood or Direct

Surname:

Show Facts for Individuals with Selected Fact Types

Select all Fact Types De-select all Fact Types

- Also known as
- Alternate Name
- Arrival
- Baptism
- Birth
- Burial
- Census
- Child Born
- Childless
- Christening
- Contact
- Death
- Departure
- Divorce
- Education
- Election
- Emigration
- Familysearch
- Immigration
- Lost Cousins

The facts tab is slightly more complicated, it allows you to see who has what fact in your tree and specifically allows you to filter on specific facts and see only the people with that fact type. You can also filter by relation to root person and by surname to narrow down your search criteria.

Facts Report for all 2502 individuals. Facts count: 1681

Ind ID	Forenames	Surname	Date of Birth	Fact Type	Fact Date	Surname at Date	Relation
I3542	Elsbet	Adams	ABT 1852	Census	1881	Bumess	Marr to Direct/Blood
I3542	Elsbet	Adams	ABT 1852	Census	1891	Bumess	Marr to Direct/Blood
I7302	Jane	Adams	ABT 1856	Census	1881	Bisset	Marr to Direct/Blood
I7582	Eliza	Aldred	01 FEB 1852	Census	1861	Aldred	Blood Relation
I7580	Elizabeth	Aldred	05 MAR 1848	Census	1851	Aldred	Blood Relation
I6782	Emanuel	Aldred	ABT 1824	Census	1851	Aldred	Marr to Direct/Blood
I6782	Emanuel	Aldred	ABT 1824	Census	1861	Aldred	Marr to Direct/Blood
I6782	Emanuel	Aldred	ABT 1824	Census	1901	Aldred	Marr to Direct/Blood
I7584	George	Aldred	19 MAR 1854	Census	1861	Aldred	Blood Relation
I7581	Sarah Ann	Aldred	04 NOV 1849	Census	1851	Aldred	Blood Relation
I7581	Sarah Ann	Aldred	04 NOV 1849	Census	1861	Aldred	Blood Relation
I7583	William	Aldred	13 MAR 1859	Census	1861	Aldred	Blood Relation
I0551	John	Allan	16 APR 1834	Census	1881	Allan	Marr to Direct/Blood

1681 Records

Once the fact report is opened double clicking on a fact shows you the sources for that fact. This report can be useful to see who has been recorded with a custom fact for instance. Or who has a rarer fact type eg: Emigration.

## Sources Tab

Family Tree Analyzer v3.7.3.1. Analysing: C:\Users\Alexander\Dropbox\Genealogy\FTAnalyzer\Bisset.ged

SourceID	Source Title	Publication	Author	Source Text	Source Medium
S1183	1930 USA Federal Census				
S1249	1935 Rhode Island Census				
S9	2001 Electoral Register		Aberdeen City Council		Source Medium: Electronic
S1291	A History of Monifieth Parish Church				
S1282	A Johnston and Jane Bisset Marriage 1869				
S10	A Melvin Family Story	Name: ANESFHSS;	Ken Melvin		Source Medium: Book
S11	Aberdeen Archives - Militia Lists				Source Medium: Official Document
S1433	Aberdeen City Roll of Honour				
S1396	Aberdeen Journals 11th Jan 1902				
S1395	Aberdeen Journals 25th Jul 1914				
S1398	Aberdeen Journals 28th Jan 1936				
S1399	Aberdeen Journals 28th May 1940				
S12	Aberdeen University Student Rolls				
S1477	Aberdeen University WWI Roll of Honor				
S1256	Aberdeen, Scotland, Register of Testament...				
S13	Aberdeenshire Records Office		Fiona.McLay@aberdeenshire.gov.uk		Source Medium: Internet
S14	Adam Bisset Death 1895				Source Medium: Official Document
S1148	Adam Gordon and Mary Ann Bisset Marriag...				
S1251	Adam, John, McClellan, and Grace Simpson				

Count: 1486 Double click to show a list of facts referenced by the selected source.

The sources tab shows you details of the source of the facts you have recorded. Double clicking on a source lists all the facts linked to that source. This report can be useful to see which facts you have recorded against a particular source as well as being able to check the description and the source citation.