

# NCH Software Redwood Family Tree

This user guide has been created for use with  
Redwood Family Tree Version 1.xx

# Technical Support

If you have difficulties using Redwood Family Tree please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date Redwood Family Tree Online Technical Support at [www.nchsoftware.com/familytree/support.html](http://www.nchsoftware.com/familytree/support.html)

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

# Software Suggestions

If you have any suggestions for improvements to Redwood Family Tree, or suggestions for other related software that you might need, please post it on our Suggestions page at [www.nch.com.au/suggestions/index.html](http://www.nch.com.au/suggestions/index.html)

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

# Redwood Family Tree

## Contents

Overview .....	2
Getting Started.....	3
Main Window Reference .....	4
Menu Reference.....	7
Keyboard Shortcuts.....	10
NCH Software Suite .....	11
Software License Terms .....	12

### Concepts

Object types .....	13
Views.....	14
Charts.....	15
Create family tree.....	16
Migrate family tree to Redwood.....	17

### Dialogs

Import settings.....	18
Print/Export settings .....	19
Chart Preview.....	20

### Screen References

Add/Edit Transaction.....	21
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# Overview

Thank you for installing Redwood Family Tree. Use Redwood Family Tree to build, to view and to manage your family history in an easy and professional way.

## Features

- Manage and edit data of persons, families, photos, notes, sources and repositories
- Support the standard GEDCOM for loading and saving Gedcom files
- View your family tree in various ways including data view, immediate family view, extended family view, ancestor view and descendant view.
- Create pedigree, descendant and hourglass charts.
- Import from GEDCOM
- Export to GEDCOM
- Export to PDF
- Print
- More to come...

## System Requirements

- Windows XP / Vista / 7 / 8 / 8.1 / 10

# Getting Started

When first starting Redwood Family Tree, you will be shortly greeted by the welcome screen. After that, you can select to either:

- Create a new project by clicking on the toolbar item New or the menu item New from menu File
- Open an existing project file by clicking on the toolbar item Open or the menu item Open from menu File. By default the file select dialog will show you all existing projects in your working directory.
- Open from an existing GEDCOM file by clicking on the toolbar item Open or the menu item Open from menu File and then select Gedcom file from file type list of the file select dialog.
- Import from an existing GEDCOM file by clicking on the toolbar item Import from GEDCOM or the menu item Open from menu File. After select GEDCOM file, the Import Settings dialog will be displayed and allows users to set their choices in handling invalid/custom tags.

Once you have created or opened a project, you will see the main window, where you will spend most of your time to manage your family history.

When you have finished working with Redwood Family Tree, make sure that you save your work by clicking on the toolbar item Save or the menu items File-Save or File-Save As. You can save your project as a Redwood project or a GEDCOM file.

You can create various types of charts and then print the charts or export the charts to a PDF file by clicking at Create Charts menu/toolbar item and selecting chart type you would like to create. The Preview Chart dialog will be displayed and guide you through this chart creation process.

You can print or export your family data/view to a PDF file by clicking on Print or Export to PDF toolbar items. The Print/Export Settings dialog will be displayed and guide you through this printing/exporting process.

You can also export your project to a GEDCOM file by clicking on Export to GEDCOM toolbar/menu item. The Print/Export Settings dialog will be displayed and provide your more flexibility than Save As GEDCOM file.

# Main Window Reference

## Toolbar

The main window's toolbar contains useful buttons for frequently occurring operations you will be performing.

The toolbar tabs are used in the following ways:

### The File Tab

Contains most options for loading, saving, and closing your current project. It also contains options for exporting current Redwood project to other format such as GEDCOM or PDF. [See: Menu reference](#) for more information on each action.

### The Home Tab

Contains several of the New, Open, and Save buttons from the File tab, as well as buttons for:

- Import from GEDCOM
- Export to GEDCOM
- Export to PDF
- Print

### The Add Tab

Contains buttons for adding new objects. Redwood Family Tree supports six types of objects including person, family, note, photo, repository and source.

[See: Object types](#) for more information on each object.

### The Edit Tab

Contains buttons for navigating the history list of edited objects and deleting current editing object.

### The View Tab

Contains buttons for switching different types of views.

[See: Views](#) for more information on each view.

### The Create Charts Tab

Contains buttons for creating charts.

See: Charts for more information on each chart type.

## The Object List Panel

The object list panel is located directly beneath the toolbar, on the left hand side. It includes an object type paginator containing tabs indicating six object types in your project and a list displaying all objects from the project corresponding to the selected object type.

Clicking on an object from the object list will update the project viewer depending on the currently selected view. It will also update the object's summary information in the corresponding Summary Panel on the right side.

Right clicking on an object will change current editing object as left clicking does and display a context sensitive menu containing popular and useful functions such as adding object, deleting object, switching view and creating charts.

## The Title Bar

The title bar is located directly beneath the toolbar, at the middle of the screen, and displays important notification messages to users.

When a person is selected for editing, there are five buttons of adding relatives of the person. They include Add Father, Add Mother, Add Spouse, Add Child and Add Sibling. For those buttons with black down arrow, clicking on the arrow allows users to select from the person list. Otherwise, clicking on these buttons will create a new person.

Adding father or mother when the other was established by clicking on black down arrow will display a list of potential fathers/mothers first. To select from a full list of persons, double click on Show All Persons item.

Redwood Family Tree automatically suggests father or mother of a person if the other is being established and he/she has only one spouse.

Adding child requires users confirm the corresponding spouse if the current editing person has more than one spouses.

Adding sibling requires users confirm the corresponding family if the current editing person has more than one families.

In some specific views such as Ancestor View and Descendant View, the title bar allows users to change view-specific settings such as how many generations should be displayed in the tree.

## The Project Viewer

The project viewer is located directly beneath the toolbar, at the middle of the screen, where you can see your selected view of the currently edited object.

Right clicking on lists in data view or persons in family views including Immediate Family View, Extended Family View, Ancestor View and Descendant View will display a context sensitive menu containing popular and useful functions such as navigating through the family tree.

Remember you can switch between views anytime via the View tabbed-toolbar items, or via context sensitive menu when right clicking on an object in the object list panel.

It is important to note that you need to click on a person object to enable family views including Immediate Family View, Extended Family View, Ancestor View and Descendant View.

## Tool Panels

Six panels on the right side will provide summary information of selected object from the Object List Panel. They provide a brief picture of the selected object. They include:

- Person Summary: display name, date of birth, date of death (if possible), spouses and children
- Family Summary: display husband's name, wife's name, children they have and related families.
- Photo Summary: display photo information.
- Note Summary: display note content and its usages.
- Source Summary: display source's author, source's content and its usages.
- Repository Summary: display repository's name and its usage.

Clicking on links from these panels will make that object edited at the Project Viewer.



# Menu Reference

The menus are hidden from the main interface by default when you install Redwood Family Tree. To show the menus, click the small arrow to the left of the Help icon in the upper right corner of the interface.

## File Menu

Open (Ctrl + O)

Loads an existing Redwood project

New (Ctrl + N)

Creates a new Redwood project

Save (Ctrl + S)

Saves your Redwood project

Save As (Ctrl + Shift + S)

Saves your Redwood project as a new project or GEDCOM file

Close

Closes current Redwood project

Import from GEDCOM

Imports your existing GEDCOM file

Export to GEDCOM

Exports your Redwood project to a GEDCOM file

Export to PDF

Exports your Redwood project to a PDF file:

- Export Data  
Opens the Export Settings dialog, to export your Redwood project data
- Export Family View.  
Opens the Export Settings dialog, to export currently selected family view

Print

Prints your Redwood project:

- Print Family View.  
Opens the Print Settings dialog, to print currently selected family view

Exit (Alt + F4)  
Closes the program

#### Add Menu

Add new person  
Adds a new person into your Redwood project and switches to Data View

Add new family  
Adds a new family into your Redwood project and switches to Data View

Add new photo  
Adds a new photo into your Redwood project and switches to Data View

Add new note  
Adds a new note into your Redwood project and switches to Data View

Add new repository  
Adds a new repository into your Redwood project and switches to Data View

Add new source  
Adds a new source into your Redwood project and switches to Data View

#### Edit Menu

Back (Alt + Left)  
Moves to the previous edited object in the navigation list

Forward (Alt + Right)  
Moves to the next edited object in the navigation list

Delete object  
Deletes current editing object and unlink all references to it

#### View

Data  
Switches to data view to see details of the object and edit them

Immediate Family  
Switches to Immediate Family View of the currently editing person. Immediate Family View includes the person's parents, her/his spouses and their children.

Extended Family

Switches to Extended Family View of the currently editing person. Extended Family View displays families of the currently editing person and her/his siblings.

#### Ancestor

Switches to Ancestor View of the currently editing person. Ancestor View displays ancestors of the currently editing person. You can control how many generations displayed.

#### Descendant

Switches to Descendant View of the currently editing person. Descendant View displays descendants of the currently editing person. You can control how many generations displayed.

### Create Charts

#### Ancestor Chart

Create chart showing ancestors of the currently editing person. You can change settings of the Ancestor Chart at [Preview Chart dialog](#) before printing or exporting to PDF.

#### Descendant Chart

Create chart showing descendants of the current editing person. You can change settings of the Descendant Chart at [Preview Chart dialog](#) before printing or exporting to PDF.

#### Hourglass Chart

Create chart showing both ancestors and descendants of the current editing person. You can change settings of the Hourglass Chart at [Preview Chart dialog](#) before printing or exporting to PDF.

### Help Menu

Contains assorted help topics

Note that you can open the help documentation by pressing F1 on your keyboard

# Keyboard Shortcuts

The following list shows shortcuts for the most common tasks used in Redwood:

- Open an existing project Ctrl+O
- Create a new project Ctrl+N
- Save your project Ctrl+S
- Save your project as a new file Ctrl+Shift+S
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Back Alt + Left
- Forward Alt + Right
- Zoom in Ctrl + +
- Zoom out Ctrl + -
- Help menu F1
- Exit Redwood Alt + F4

# NCH Software Suite

This is a useful way to browse all the software available from NCH Software

You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.

There is also a list of features for products in the category. Click on a feature, such as "Edit a Video File", to install a product with that ability.

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8. The contract arising out of this agreement is governed by the laws and courts of the Australian Capital Territory.

# Concepts - Object types

## Object types

Redwood Family Tree supports six types of objects:

- Person: an individual person
- Family: formed by one husband and one wife
- Photo: photo or image for linking into objects and events/facts of the family history. Redwood Family Tree supports a wide range of image types including GIF, JPEG, BMP, PCX and TIFF. The first image of an image list is called Primary Image of the object owning the image list and will be used when reporting the object. You can set an image to be Primary by clicking on Set Primary when applicable. For example, the first image of a person object will be used for displaying in his/her family tree views.
- Note: note or comment related to some objects, events or facts. You can link a note to different objects, events or facts.
- Repository: place where source information is stored and managed.
- Source: reference from which you can judge information, events or facts.

# Concepts - Views

## Views

Redwood Family Tree supports different views to allow users view their family project in various ways:

- **Data View:** used for viewing and editing object's data
- **Immediate Family View:** used for viewing parents, spouses and children of the currently editing person
- **Extended Family View:** used for viewing parents, siblings and their families of the currently editing person
- **Ancestor View:** used for viewing ancestors of the currently editing person
- **Descendant View:** used for viewing descendants of the currently editing person

Except the Data View, users can zoom in or zoom out content in other views by using key shortcuts

, combination of Ctrl + mouse wheel, context sensitive menu items or the zoom control at the bottom right of the application window.



# Concepts - Charts

## Charts

Redwood Family Tree supports users create different chart types of their families:

- Ancestor Chart or Pedigree Chart: chart showing ancestors of the currently editing person
- Descendant Chart: chart showing descendants of the currently editing person
- Hourglass Chart: chart showing ancestors and descendants of the currently editing person

Users can change chart settings including chart title, number of generations, and chart orientation in the [Preview Chart dialog](#) before printing or exporting to PDF.

Users can zoom in or zoom out content in charts by using [key shortcuts](#), combination of Ctrl + mouse wheel, context sensitive menu items or the zoom control at the bottom of the chart.

# Concepts - Create family tree

## Create family trees

Redwood Family Tree supports different views to make it easy for users to create their family tree. You can input your family data by using Data View, Immediate Family View and Extended Family View.

Users should start with adding person objects first and then link them to form families later. The down arrow symbol near by "Add" button is used for linking not only persons but also other objects such as photos together.

A family can be formed in two ways or mixed of them:

- Users edit a main person and add their spouses and their corresponding children. When users click on Add child and the main person has more than one spouses, there is a list of spouses for users select the new child's parent.
- Users add a new family and then link all its family members together.

# Concepts - Migrate family tree to Redwood

Import family tree from other softwares

Redwood Family Tree supports users import their family projects from other softwares thanks to GEDCOM standard.

Users can migrate their family tree projects to Redwood Family Tree in two steps:

1. Using your old family tree software, export your family project into GEDCOM file.
2. Running Redwood Family Tree and select File-Open to open your recently exported GEDCOM file.

Note: If you don't know where your photos are stored, it is recommended to choose export options from your old family tree software to embed all photos into a single GEDCOM file. Opening with Redwood Family Tree these photo embedded GEDCOM files might take more time so please be patient.

## Dialogs - Import settings

This dialog allows users control how Redwood Family Tree should handle invalid/custom tags in your imported GEDCOM file. Your GEDCOM files might be produced by some software which do not strictly follow GEDCOM or create some custom tags. While many of them can be safely discarded and deleted, some of them can contain important information. These settings will give you choices to minimize information loss when migrating your family project to Redwood Family Tree.

- Handle custom tags: specify how you want Redwood Family Tree to handle with custom tags in the imported GEDCOM file. You can either choose Convert to Note tags when possible or Discard and Delete these tags.
- Open log file after importing: check this option if you want Redwood Family Tree to open the log file after importing GEDCOM files. The log file contains every errors, warnings and corresponding actions which Redwood Family Tree did when importing GEDCOM files. Reading this log file can help users know where important information preserved or improve their imported GEDCOM files.

## Dialogs - Print/Export settings

This dialog consists some tabs that allow you control what and how your project print or export to destination file. Specific tabs displayed on this dialog depend on the printing/exporting type. Data can only be exported but not printed.

- Paper settings: change paper settings including measurement unit, paper size, page orientation and paper margins.
- Data: control what and how data will be exported to the destination file.
  - Objects to be exported: You may or may not want to include objects such as Multimedia resources, Notes, Repositories and Sources in the destination file.
  - Convert embedded photo to file: Checking this checkbox will save embedded photos to files on hard disk and link them to the destination file. The photo files are stored at the same folder of your destination file.
  - Persons to be exported: controls whose data will be exported. If you want to export all persons in your project, select All Persons. If you want to export selected persons and their family members including their parents, their spouses and their children, select Selected persons and their families. If you would like strictly export selected person, select Selected persons only. In later cases, checking checkboxes at the first column will select corresponding persons.

# Dialogs - Chart Preview

This dialog allows users control how Redwood Family Tree creates a chart. Users can choose to print the chart or export the chart to a PDF file.

- **Chart Title:** specify the chart title and its properties. You can change title text, font face, font size, font style and the text color.
- **Number of Generations:** specify maximum number of generations will be displayed in the chart. For Hourglass chart, users need to set both number of ancestor generations and number of descendant generations.
- **Chart Orientation:** specify orientation of the chart. Redwood Family Tree supports four chart orientations including Top-To-Bottom, Bottom-To-Top, Left-To-Right, and Right-To-Left. Setting chart orientation should depend on the chart dimensions and paper settings later.
- **Print:** brings on the [print settings dialog](#) to allow users print the current chart.
- **Export to PDF:** brings on the [PDF export settings dialog](#) to allow users export the current chart to a PDF file.

## Screen References - Add/Edit Transaction

Add a new person to the family.