

Syllabus for Using Family Tree Maker 2019

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I am using FTM 2019 with the latest update, 24.2.0. If you have questions during my presentation, put them in Chat for everyone to see, so several people don't ask the same questions. My co-host, Reg Herzog, will be monitoring the Chat and will interrupt me, if needed. I will also try to stop after about 20 minutes for questions and again after another 20 minutes of presentation. I will logon 15 minutes early and stay 15 minutes after class. I am also available via email at mom.callag2@verizon.net.

My plan is to teach lessons 1 and 2 the first week, review lessons 1 and 2 the next week and present lesson 3. I will continue this pattern of reviewing the previous week and then presenting new material. This allows for people missing classes because of things like travel and doctor appointments. It also allows me to repeat important information.

This was originally a 13 week class, so I have combined my lessons 1 and 2 and lessons 8 and 9 to fit an 11 week schedule. I kept the numbering system on my handouts because my classes are patterned on the Companion Guide. I skip their first Chapter, so my 1 is their chapter 2, my 2 in their chapter 3, etc. I am using a 2017 copy of the Companion Guide, although I paid for the 2019 Companion Guide in Oct of 2019! They keep promising it is coming out soon! Let's hope!

Lesson 1 – Sept 7 and 14 - FTM Basics – Toolbars, Workspace Overview, Creating a Tree

Lesson 2 –Sept 7 and 14 - Entering Family Information

Lesson 3 –Sept 14 and 21 - Documenting Your Research - creating source and source citations

Lesson 4 –Sept 21 and 28 - Adding Media Items

Lesson 5 –Sept 28 - Oct 5 -Using Maps - move, zoom, print map, facts associated with a location

Lesson 6 – Oct 5 -12 - Researching Your Tree Online - Ancestry Hints, merging records & more

Lesson 7 – Oct 12 – 19 - Creating Family Tree Charts and Running Reports

Lesson 8 –Oct 19 – 26 - Working with Trees - merging, renaming, deleting, privacy

Lesson 9 –Oct 26 –Nov 2 -Tools and Preferences - many ways to personalize your tree

Lesson 10-Nov 9–16 -Family Tree Problem Solver - resolving relationship issues, fixing errors

Lesson 11 –Nov 16 -Writing a Family History