

Computers 101a

Computer Tips & Tricks for

Family History

by Elder David Grenier

FamilySearch Support Missionary

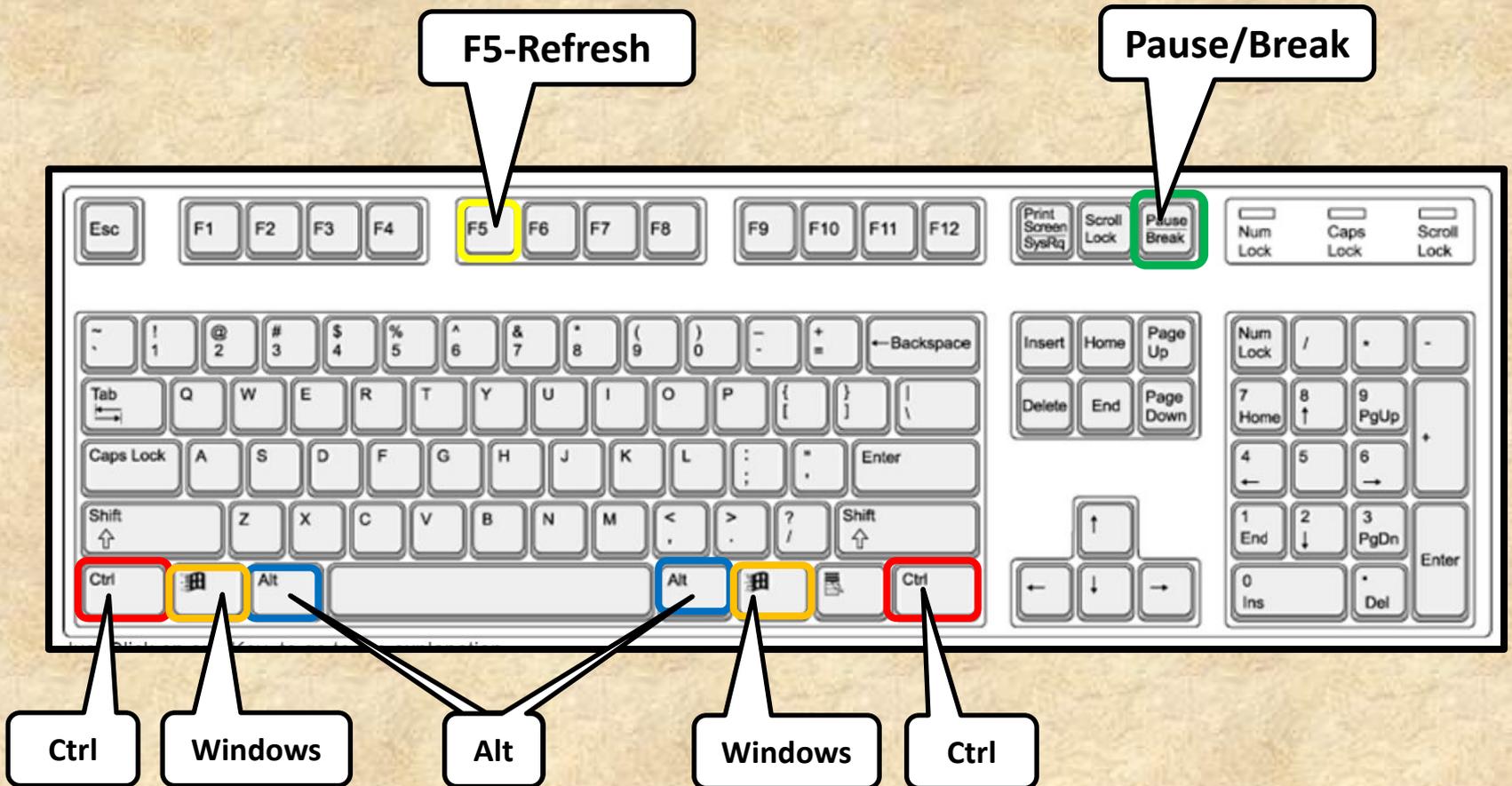
Family Tree / Indexing / Computer Support

Ever have one of these days?



Special Control Keys

The keys to mastering your computer!



Keyboard Shortcuts

COMMAND	FUNCTION
Ctrl + N	<u>N</u> ew Document Opens
Ctrl + A	Select <u>A</u> ll on Page
Ctrl + C	<u>C</u> opy selection
Ctrl + X	Cut selection and copy to Clipboard
Ctrl + V	Paste / Insert Clipboard contents
Ctrl + B	<u>B</u>old selected text
Ctrl + I	<i><u>I</u>talicize selected text</i>
Ctrl + U	<u>U</u> nderline selected text
Ctrl + P	<u>P</u> rint dialog box opens
Ctrl + F	<u>F</u> ind on page/website
Ctrl + H	Find & Replace all occurrences
Ctrl + S	<u>S</u> ave file to disk
Ctrl + Z	Undo prior action(s) or moves

More Shortcuts

COMMAND	ACTION
Ctrl + T	Open new browser <u>T</u> ab (All browsers)
Home	Move cursor to start of line
Ctrl + Home	Move cursor to top of document
End	Move cursor to end of line
Ctrl + End	Move cursor to end of document
Alt + Tab	Switch between two most recent tasks or any top-level window
Windows key + Tab	Cascade through open windows (YMMV)
Windows key	Displays the “Start” menu
Windows key + Pause/Break	View computer information
Ctrl + Alt + Delete	Open Task Manager

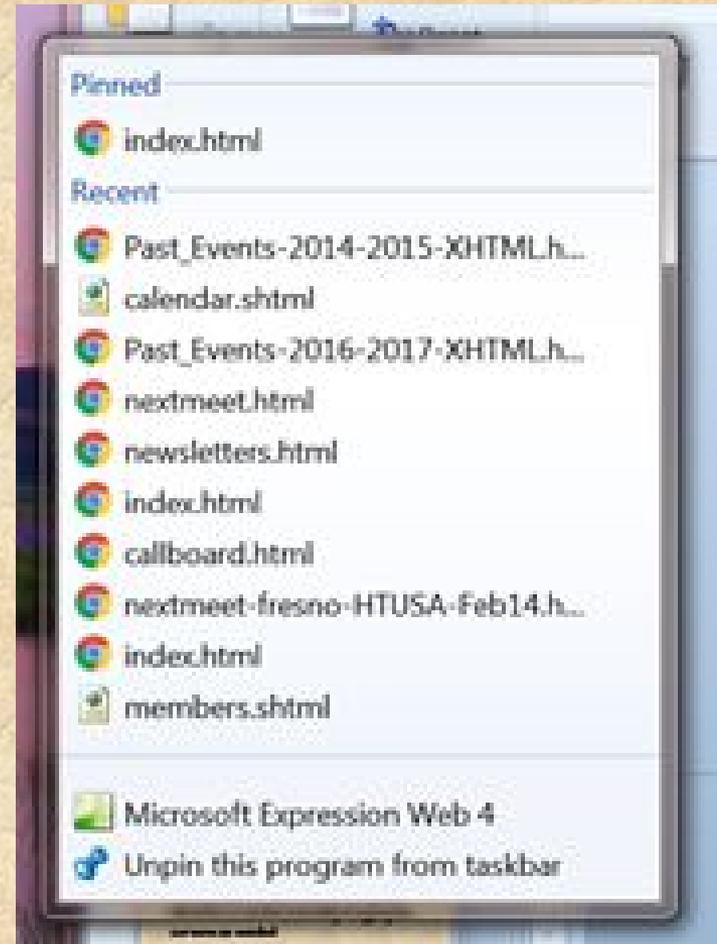
NOTE: For Macs, use the “**Cmd**” key instead of Ctrl key

Using the Mouse

- Click to select or make window “active”
- Double click runs program or opens a file
- Right click opens a “context-sensitive” menu
- Scroll wheel scrolls page up and down
- **Ctrl**+Scroll wheel zooms in/out on webpages
- **Ctrl** and “+” or “-” key also zooms webpages
- **Shift** and Taskbar icon opens 2nd occurrence

The Jump List

- Lists recently used files
- Right click program icon on Taskbar
- Click “**Recent**” file to open in its program
- To remove, right click, select “**Remove from this list**”
- To pin item to list, hover cursor over it, click on pin
- To unpin, right click, hover cursor, select “**Unpin from this list**” or click pin again



Adding a Desktop Shortcut

- Right click on blank area of Desktop
- Select “**New**”, then “**Shortcut**”
- Type the location of the item or click “**Browse**” to locate a file on your computer. If a website, copy and paste the URL here. Use the keyboard shortcuts!
- Click “**Next**” button
- Type a name for the shortcut
- Click “**Finish**” and you have a new desktop shortcut!
- Rename by selecting it, press **F2**, edit, **Enter** to save

Notepad

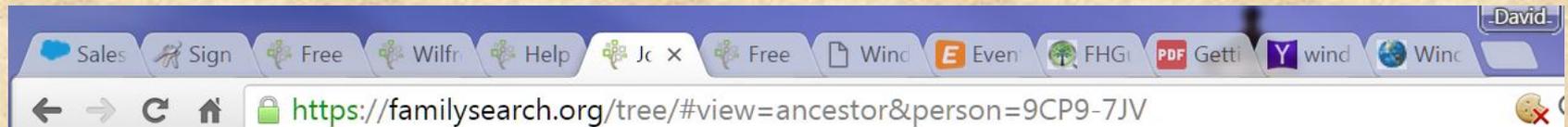
- Great for taking notes while using Family Tree
- Copy and paste names, dates, IDs, reasons, etc.
- **Shift** + Click on taskbar icon opens 2nd occurrence
- Select text: Click & drag; double click word; triple click line
- Press **Ctrl + C** to copy onto clipboard, or Right click » Copy
- Press **Ctrl + V** to paste from clipboard, or Right click » Paste
- **Ctrl + A** selects all text in text box or page (this may vary)
- “Pin” Notepad to the Taskbar for one-click access
- **NOTE: Copy/Paste** works in most programs, including FamilySearch Family Tree. Triple clicking on an ID # is great for pasting it elsewhere to prevent typos. Good for “Find by ID” or “Add by ID” actions.

Pin Notepad to Taskbar

- Click on “**Start**” button
- Type “**notepad**” to locate Notepad program
- Right click on **Notepad**
- Select “**Pin to Taskbar**”
- Appears on the Taskbar as: 
- Click and drag to where you want it
- Now Notepad is just a click away!

Opening a New Browser Tab

- Open new websites without closing others
- **Ctrl+T** (Works in Chrome, Firefox, IE, Safari, probably Edge, too)
- Look at another FamilySearch record or page
 - 1) In FamilySearch, right click on 2nd person's name
 - 2) Click on "**Open link in new tab**" or...
 - 3) Click on "**Open link in new window**"
 - 4) Click on tab to view selection
 - 5) Can be done multiple times
- Click on tab at top of screen to select desired page



FamilySearch Help Center

Learn how to build your family tree, record your living memories, index records, search for ancestors, and more.

1. Click “**Get Help**”, then “**Help Center**”
2. Select a Help Topic or scroll down to Frequently Asked Questions
3. Enter keywords in “**Enter search terms**” box, (i.e. gedcom)
4. Press Enter key or click the magnifying glass to right
5. Shows top 10 articles



Frequently Asked Questions

gedcom

Search results for gedcom : 10 articles found

- [Uploading GEDCOM files and copying the information to Family Tree](#)
- [GEDCOM Frequently Asked Questions \(FAQs\)](#)
- [Rules and recommendations before uploading a GEDCOM file to Family Tree](#)

Troubleshooting FamilySearch.org

Try each action & retry what you were doing...

- 1) Refresh the screen, press **F5** key a couple of times.
- 2) Remove cookies and temporary files by pressing **Ctrl+Shift+Delete** keys at same time. Search on keyword “cookies” in Help Center.
 - Select “**the beginning of time**” or “**Everything**”.
 - Check “**Browsing History**”, “**Download History**”, “**Cookies ...**”, “**Cached Images and files**”.
 - Click “**Clear browsing data**” or “**Clear now**”.
- 3) Try another browser (Chrome is recommended by FamilySearch)
- 4) Reboot your computer
- 5) Then call FamilySearch Support : **1-866-406-1830**

Note: Perform steps 1-4 before calling us, as these actions will usually fix many problems. We'll just have you try them anyway.

Editing Vital Information

- Click on item to change
- Click on "**Edit**" at right
- Make the *desired* change
- Enter reason for the change. (This is for others to know why you made the change and hopefully so they don't change it again.)
- Click "**Save**" (or "**Cancel**" to abandon change)
- Click "**Close**" at right
- For more, look in Help Center, use keyword "vital"

Adding Alternate Name

- Open "**Other Information**" section on person's detail page
- Click "**Add**"
- Select "**Alternate Name**" from drop-down menu
- Click arrow in "**Also Known As**" box
- Click on desired choice
- Make desired entry
- Add reason you feel this is correct. (This is for others to know why you made the change.)
- Click "**Save**" (or "**Cancel**" to abandon change)
- Click "**Close**" at right
- For more, look in Help Center, use keyword "alternate"

The End