

Computers 101

Using computers for Family History

by Dave Grenier

Are you ...

- Afraid of the computer?
- Worried you might break it?
- Not sure how to use it?
- Thinking, How do I...?

You're in the right place!

Don't be afraid of your computer!

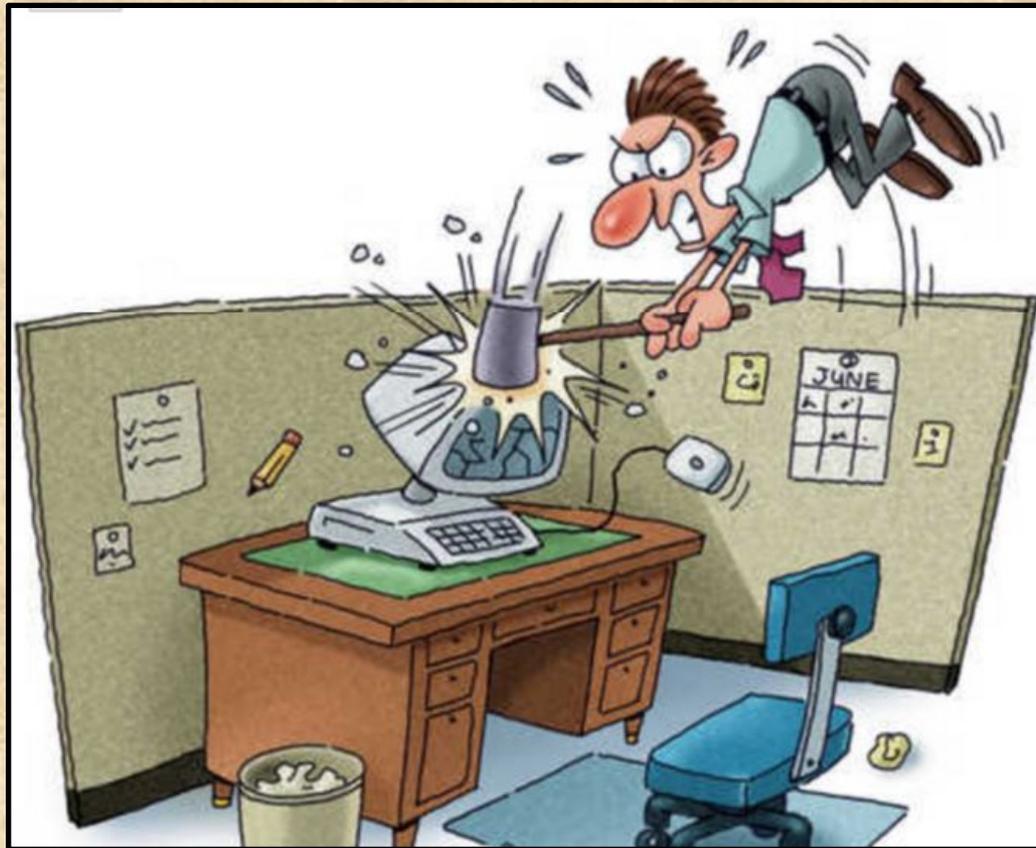


Do you feel like this sometimes? But the reality is that the computer can't sense our fear, but our fear can paralyze us from using the computer. The computer can be your friend and a useful tool to enhance our lives.

You can't hurt your computer, unless...



Or ...



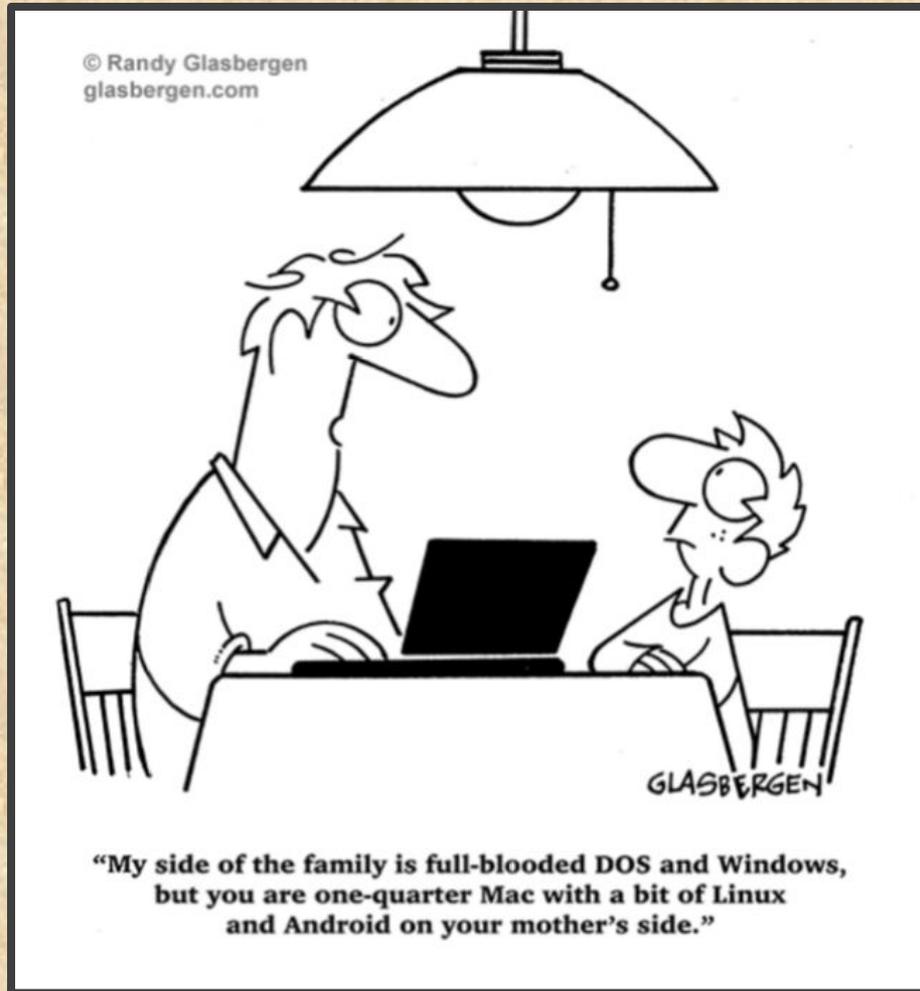
The Computer Is...

- Like a filing cabinet to store things
- A tool to do what YOU want it to do
- Customizable to suit you
- Designed to make life easier, not harder
- A stupid machine that does what you tell it
- Don't fear it, master it!

Computer Overview

- Comes in 2 basic “flavors” – Mac and PC
- Macs are from Apple Computers
- PCs are from HP, Dell, Asus and many others
- Consists of hardware and software
- Without software, it’s a doorstop!

Family History, Computer style



Hardware

- Central Processor Unit (CPU) – the “Brains”
- Hard drive/disk – stores program and data
- Memory (RAM) – main working storage
- Input – keyboard, mouse, touchpad
- Output – monitor/screen, printer
- CD / DVD drive – input and output (I/O)
- USB/thumb drive – removable storage
(Remove correctly to prevent data loss!)

Software: Operating Systems

- All computers have an “Operating System”
- Makes the computer run
- Microsoft Windows: XP, Vista, 7, 8, 10
- Apple OS X: Tiger, Leopard, El Capitan
- Linux: Website servers, PCs, TVs, mobile devices

Software: Browsers

- Provides access to the Internet
- Chrome – Recommended by FamilySearch
- Firefox – Good alternative to Chrome
- Internet Explorer – Included with Windows
- Safari – Macs, but use Chrome for FS!
- Edge – Windows 10, does not work with FS

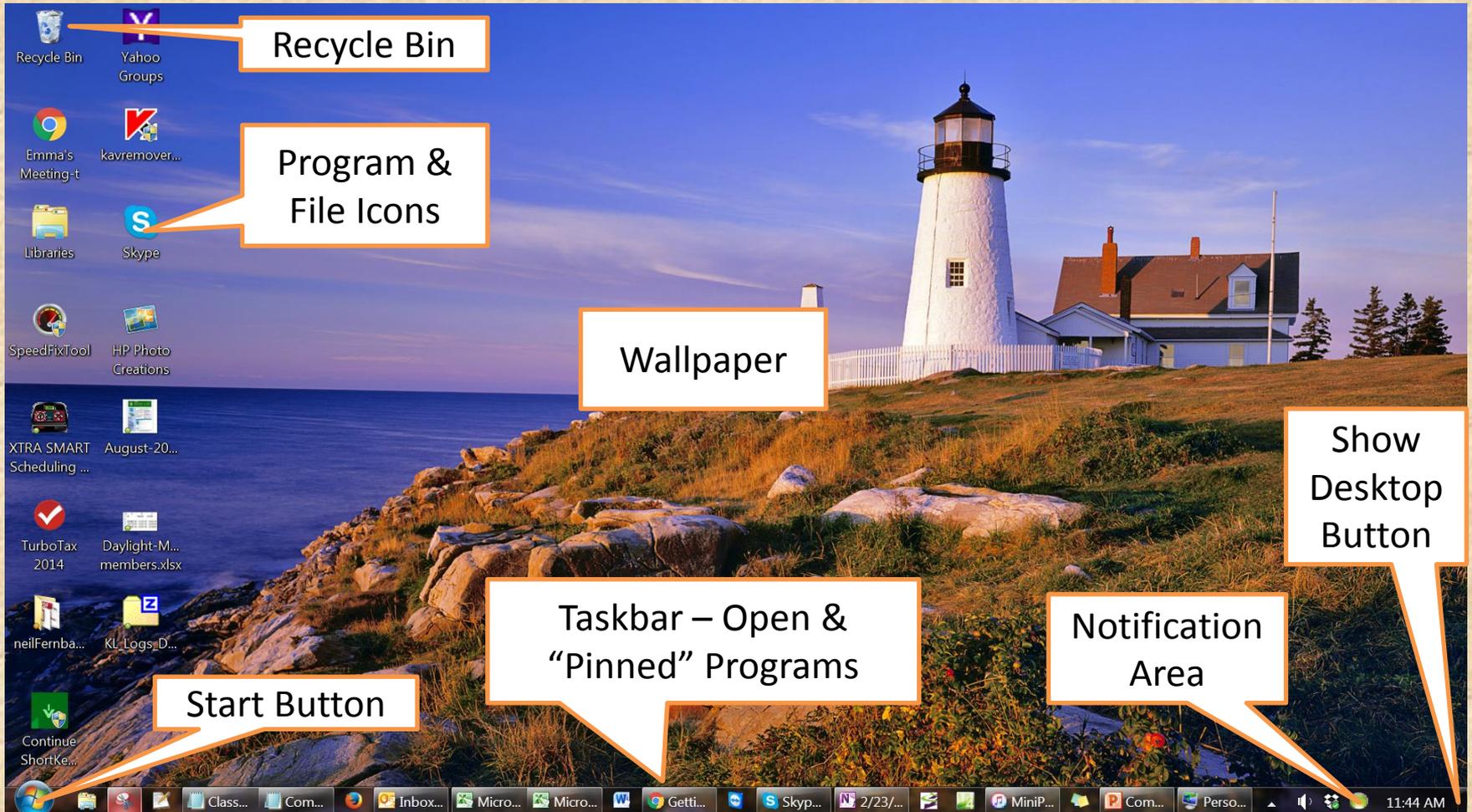
Software: E-Mail

- Two types – Local, Internet or web-based
- Local installed on computer
 - MS Outlook
- Internet-based or from your service provider (ISP)
 - Gmail.com
 - Yahoo.com
 - Hotmail.com
 - MSN.com
- LDS Members must have a unique e-mail address for free LDS partner accounts (e.g. Ancestry.com)

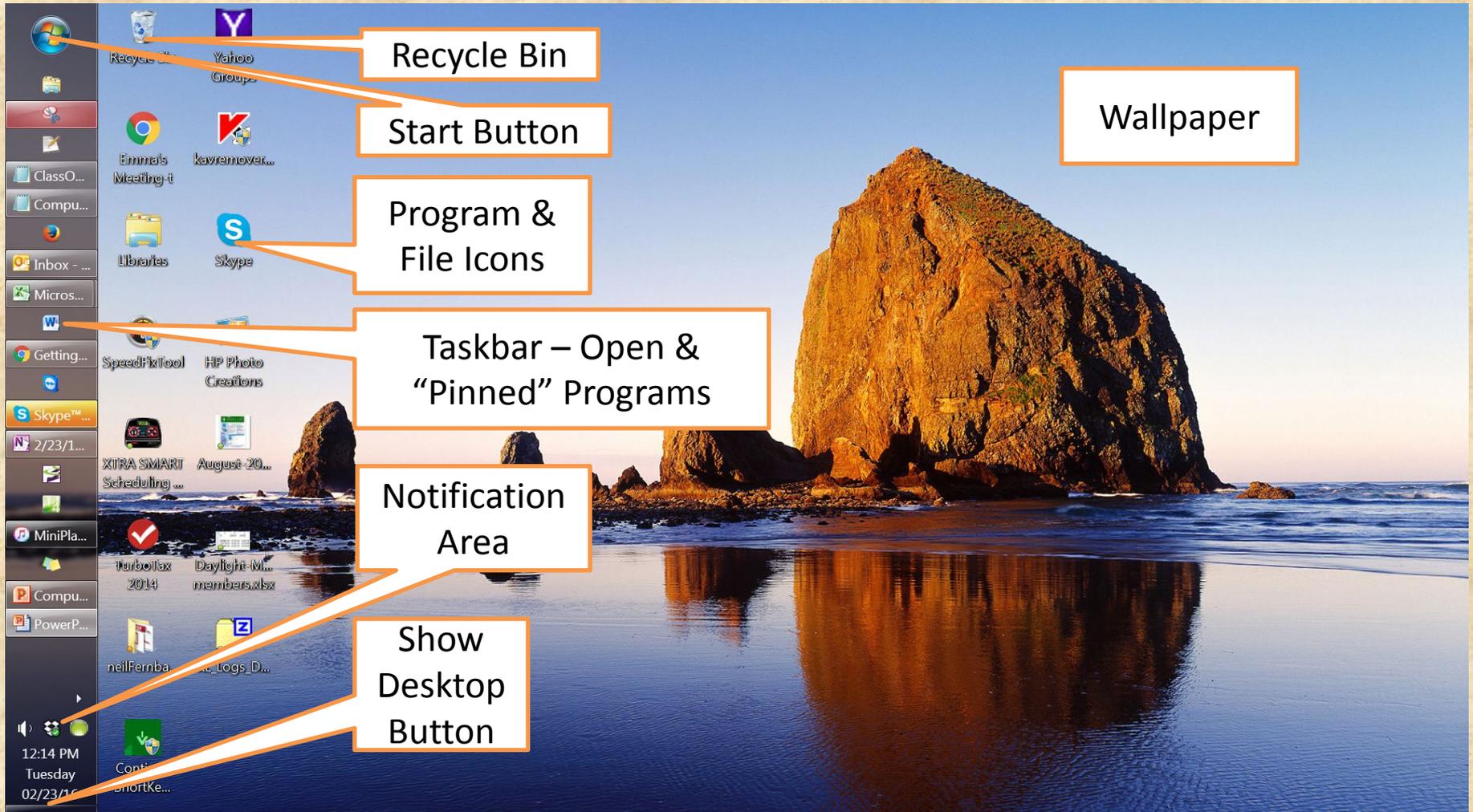
Software: Programs

- Word Processor
 - MS Word, Mac Pages
- Spreadsheet
 - MS Excel, Mac Numbers
- Presentation
 - MS PowerPoint, Mac Keynote
- Photo Editing
 - Adobe Photoshop Elements
 - IrfanView, GIMP (Free)
- Text Editing
 - MS Notepad, Mac TextEdit

Windows 7 Desktop



Windows 7 Desktop - Customized



Using the Desktop

- “Start” button: Opens the Start menu
 - Search programs and files, All Programs
 - Documents, Photos, Music, Control Panel
- Program & File Icons: Double click to start
- Taskbar: Open & pinned programs, single click
- Notification Area: Sound, Network, Power
- Show Desktop Button
 - Minimizes all open programs, toggles back & forth
- The Recycle Bin holds deleted items that may be restored if accidentally deleted.

If you get where you're not sure...

- Do NOT click on the “OK” key!
- Keep clicking on the “Cancel” key or link until you get back to safe territory
- Hit the “Esc” key in the top left corner of the keyboard to Escape or quit what you're doing

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.
- Click “Next” button.
- Type a name for the shortcut.
- Click “Finish” and you have a new desktop shortcut!

Basic Tips & Tricks

Becoming the master of your computer instead of the other way around.

Ever have one of those days?



Basic Skills: Mouse

- Mouse or trackpad
- Click to select or make window “active”
- Double click runs or opens program or file
- Right click opens context-sensitive menu
- Scroll wheel moves page up and down
- Ctrl+Scroll wheel enlarges/shrinks webpages
- Ctrl+Plus or Minus keys do same thing
- “Drag & Drop” to move objects around



Notepad

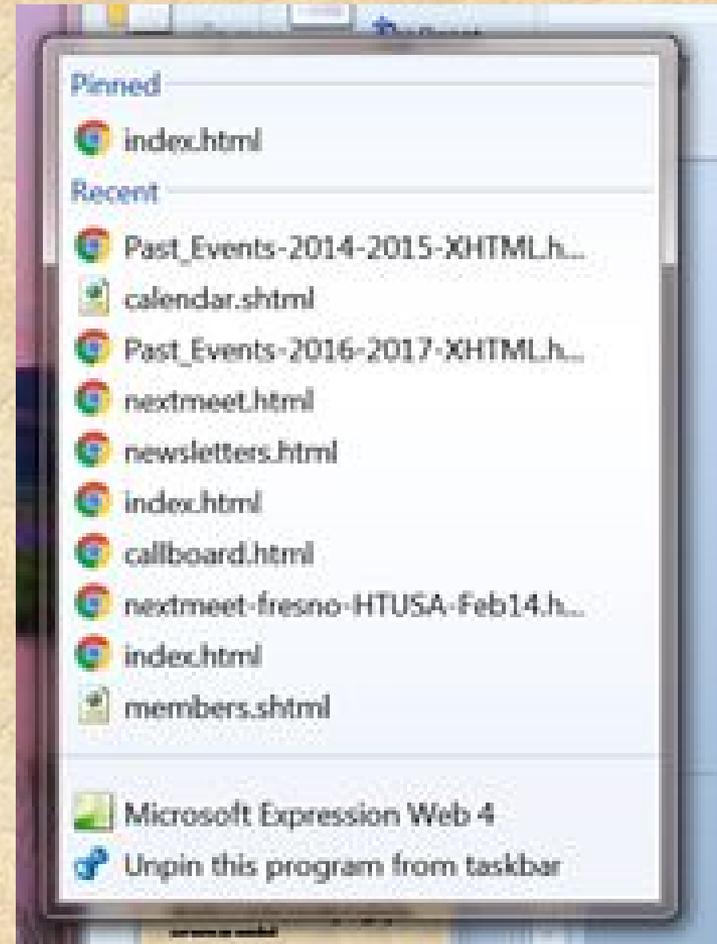
- Great for taking notes while using FS
- Copy and paste names, dates, ID #s, etc.
- Select text to copy (Click & Drag, double click)
- Ctrl + C to copy (also right click » Copy)
- Ctrl + V to paste (also right click » Paste)
- Ctrl + A selects all text
- “Pin” to Taskbar for easier access
- Shift + Click on taskbar icon opens 2nd occurrence

Pin Notepad to Taskbar

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

The Jump List

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



The Snipping Tool

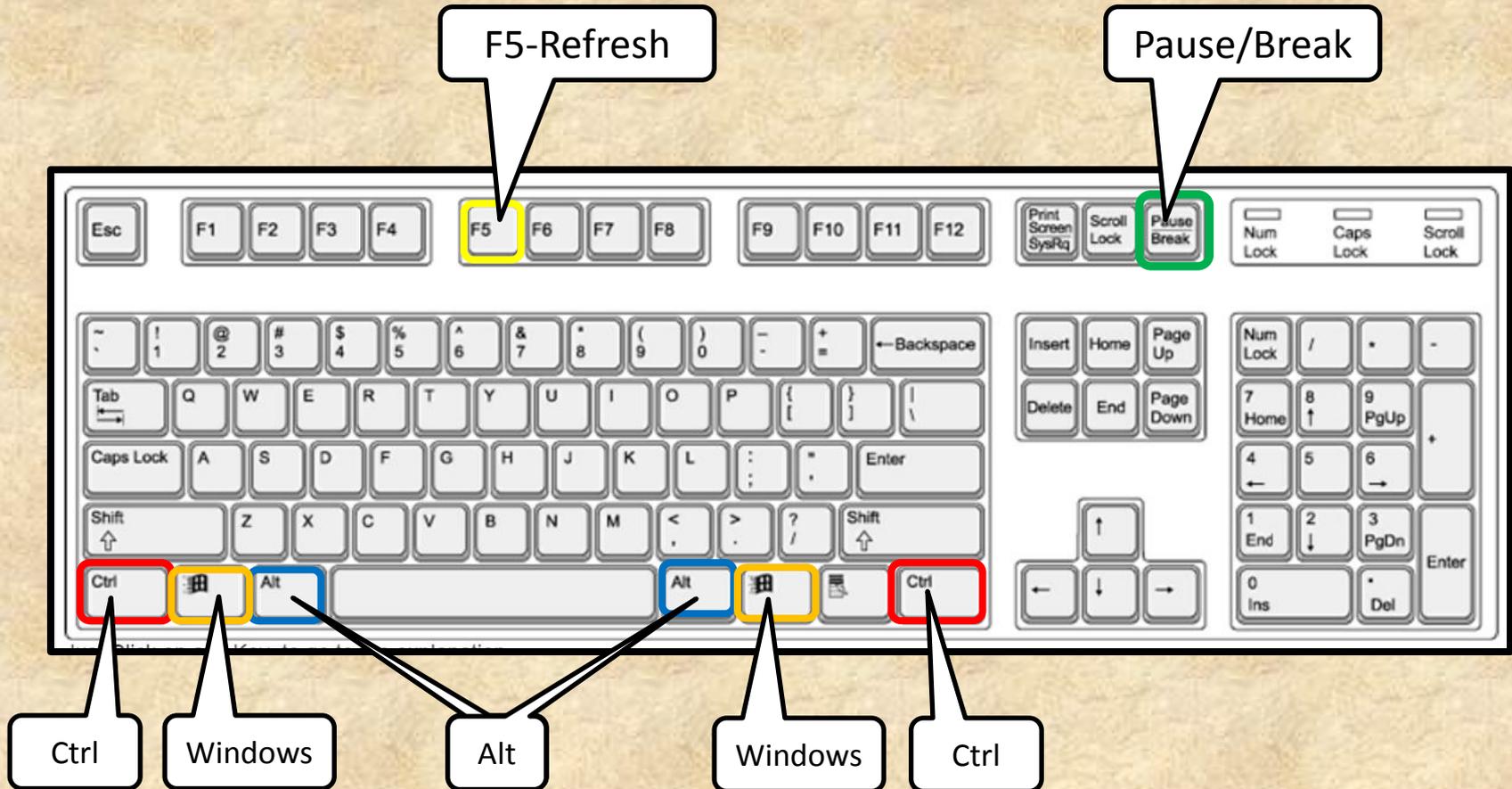


- Great for taking screen shots (i.e. Ancestry)
- Copy and paste or save photos
- Click and drag to select area of screen to grab
- Mark up with pens or highlighter
- Save as a .jpg file
- Ctrl + C to copy to clipboard
- Ctrl + V to paste to word processor (not Notepad)
- “Pin” to Taskbar for easier access

Pin Snipping Tool to Taskbar

- Click on “Start” button
- Type “snipping” to locate the program
- Right click on Snipping Tool
- Select “Pin to Taskbar”
- Appears on the Taskbar as: 
- Click and drag to where you want it on Taskbar

Special Control Keys



Basic Skills: Shortcut Keys

COMMAND	FUNCTION
Ctrl + N	New Document
Ctrl + A	Select All
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste / Insert
Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline
Ctrl + P	Print
Ctrl + F	Find on page/website
Ctrl + H	Find & Replace
Ctrl + S	Save
Ctrl + Z	Undo

Basic Skills: More Shortcuts

COMMAND	ACTION
Ctrl + T	Open new browser tab
Home	Move to start of line
Ctrl + Home	Move to top of document
End	Move to end of line
Ctrl + End	Move to end of document
Alt + Tab	Toggle open windows
Windows key + Tab	Cycle open windows
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

For more shortcuts, see:

www.gcclc.org/StudentFiles/Mouse-Keyboard/Keyboard.htm

Using FamilySearch

The screenshot shows the FamilySearch website interface. The browser address bar displays the URL: <https://familysearch.org/tree/#view=tree§ion=pedigree&person=LZ2Q-NNJ>. The page features a navigation menu with options like 'Family Tree', 'Memories', 'Search', 'Indexing', and 'Temple'. A user profile for 'David A Grenier' is visible in the top right. The main content area shows a pedigree chart with several family members highlighted in white boxes. A 'SHOW' dropdown menu is open on the right side of the chart, listing various search and display options.

FamilySearch Website Interface:

- Browser tabs: External Pac, Sign in, Free Family, Wilfred Leo, Free Family, Windows 7, Turning He...
- Address bar: <https://familysearch.org/tree/#view=tree§ion=pedigree&person=LZ2Q-NNJ>
- Navigation: Messages, Volunteer, Get Help, Family Tree, Memories, Search, Indexing, Temple
- User: David A Grenier
- Menu: TREE, PERSON, FIND, LISTS, WHAT'S NEW, HELP OTHERS
- Tools: Landscape, Print, Show

Family Members in Pedigree Chart:

- Wilfred Leo Grenier** (1924-1998 • LZ2Q-NNJ)
Marriage: 1 June 1946
Bliddeford, York, Maine, United...
- Mary Therese Hughes** (1927-1992 • L6B8-35L)
Children: Edward Augustine Hughes, Zita Violette
- Edward Augustine Hughes** (1889-1939 • KHMZ-4X1)
Marriage: 16 JUN 1913
So. Brewer, ME
- Zita Violette** (1890-1973 • K45Q-XGZ)
Children: Denis Violette, Philomene Cyr
- Joseph Dubois** (1857-1932 • LX72-C9F)
Marriage: 9 November 1880
Belzemire Turgeon (1862-1926 • LX72-CDP)
Children: James Francis Hug..., Barbara Ann Holland
- James Francis Hug...** (1860-1924 • KZFL-MYW)
Marriage: 15 Nov 1886
Fort Augustus, Queens, Pel, C...
- Barbara Ann Holland** (1864-1944 • KH9S-7W6)
- Denis Violette** (1846-1913 • KHXQ-CZ3)
Marriage: 14 November 1868
St Bruno, Van Buren, Aroostoo...
- Philomene Cyr** (1851-Deceased • KZSZ-WZ8)
- Thetford Mines, Mégantic, Qué...**
Laura Alice Dubois (1900-1973 • L6BR-V1X)
Children: (None listed)

SHOW Menu Options:

- Request Ordinances
- Record Hints
- Research Suggestions
- Data Problems
- Portraits
- Marriages
- Invert Colors

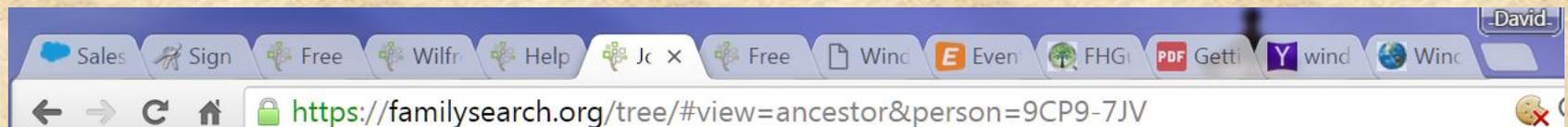
Troubleshooting FamilySearch

If not working right, try each action & retry.

- 1) Refresh the screen, press F5 key.
- 2) Remove cookies and temporary files (Ctrl + Shift + Delete).
 - 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 preferred)
- 4) Reboot the computer
- 5) Call FamilySearch Support 1-866-406-1830

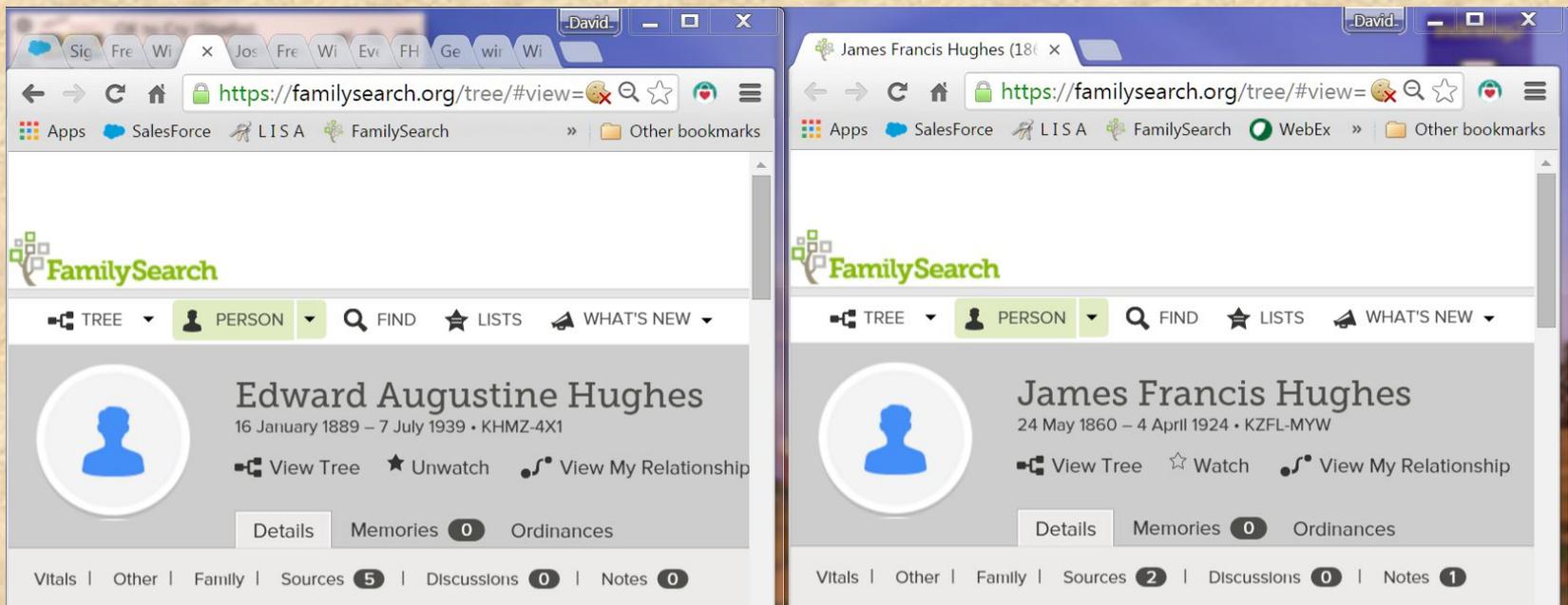
Opening a New Browser Tab

- Look at additional websites without closing others
- Ctrl+T (Works in Chrome, Firefox, IE, Safari)
- 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



View 2 Windows at Same Time

- Click and hold at top of window
- Drag to right or left edge of screen
- When cursor touches edge, release button, snaps to ½ of screen
- Repeat with second window, dragging to opposite side
- Moving either window returns it to full size
- Windows can also be resized by dragging the corners as needed



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.)
- Click "Save" or "Cancel" to abandon change.
- Click "Close" at right.
- For more, look in Help Center, use keyword "vital"

Adding Alternate Name

- Click open "Other Information" section if closed.
- 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"; "Cancel" to abandon change.
- Click "Close" at right.
- For more, look in Help Center, use keyword "alternate"

FamilySearch Help Center

Browse help topics to learn how to build your family tree, record your living memories, index records, search for ancestors, and more.

1. Click “Get Help” >> “Help Center”
2. Select a Help Topic or go to FAQs
3. Enter keywords in “Enter search terms” box, (i.e. gedcom)
4. Click [Enter] or magnifying glass
5. Click on resulting 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](#)