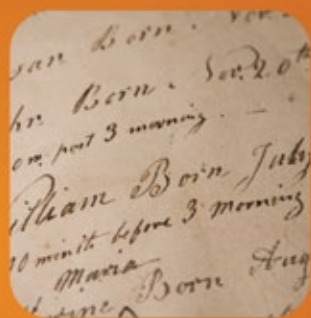




QuickStart Guide



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What Can OneGreatFamily Do for You?

OneGreatFamily is a web-based genealogical service that allows users to combine their family tree with others' family trees to build one global, shared family tree. Our primary goal is to not only let you search for ancestors, but to do the searching and sifting for you, and then let you evaluate the results.

OneGreatFamily is more than a collection of family trees—it automatically links all of the family trees in its database together into a single, unified global family tree. The system is constantly working to merge all individuals entered into the system into one family tree through our patented matching system.

With all this data linked together in one database, you can easily leverage the research of all OneGreatFamily users, rather than duplicating their efforts. If you enter just 15–18 names from your family tree, OneGreatFamily is considerably more likely to find a link to other family trees related to yours.

If you don't already have an account with OneGreatFamily, please see **Appendix: Signing Up for an Account**. You have a choice of plans that include a free trial or discount plans for subscribing right away. You also can choose between annual, quarterly, or monthly plans. After you enter some personal and billing information, accept the terms and conditions, and confirm your subscription, you'll be ready to go.



Logging Into OneGreatFamily

To use OneGreatFamily, you must first have an account. If you do not already have an account, please see, **Appendix: Signing Up for an Account**.

Once you have an account with OneGreatFamily, you can login to the system. You must be logged in to enter your family information—and start having fun. To login, follow these steps.

NOTE: OneGreatFamily employs a persistent login system. This means that you don't have to login every time you come to the site. You only have to login if, on the PC you are using, you have (1) never logged in, (2) if you logged out, or (3) if you delete your cookies (a cookie stores information from your last login).

You can tell if you are already logged in if you see a **Welcome** message in the upper right-hand corner of the web page.



Figure 1.1 - Welcome Message

How To Login to OneGreatFamily

1. In a browser, go to the address: www.onegreatfamily.com
2. When the OneGreatFamily web page appears, click **Login** in the upper-right corner. The login page will then appear.



Figure 1.2 - Login Page

3. Enter the user name and password you created when you registered with OneGreatFamily. Most likely, your user name will be your e-mail address.¹

¹Accounts created before June, 2009 had the option of using any username. Experience showed that users often forgot their made up username, so at that time we began requiring all usernames to be an email address.

4. Click the check box next to **Remember me on this computer** if you want to use the persistent login feature discussed above. That way, you don't have to login the next time you access OneGreatFamily on this PC.
5. Click the **Login** button and you will be logged into the system.

Forgotten Password

If you have forgotten your password, click the **Click Here** link under **Forgot Your User name or Password?** It will take you to a **Remind Me** page where you can enter either a user name or an e-mail address.

OneGreatFamily .com The world's largest online family tree. **FREE 7-DAY TRIAL** Start exploring your family's history FREE! Login | [Subscribe Now](#)

MY HOME | LEARN MORE | SUCCESS STORIES | HOW WE'RE DIFFERENT | TOOLS

The username and/or password you entered do not match any OneGreatFamily account.
[Click here to try entering your username and password again.](#)

REMIND ME

If you have forgotten your username or password, fill out one of the fields below then click the "Remind Me!" button. If the information you enter below matches the information associated with your OneGreatFamily account, an email will be sent to you with your login information.

Username:

OR

Email Address:

CONTACT ONEGREATFAMILY

If you have changed your email address since you created your OneGreatFamily account or do not receive your login information by email within a few minutes (when using the "Remind Me!" feature above) you may contact OneGreatFamily customer support by filling out the following [Contact Form](#).

OneGreatFamily Customer Support will ask you a few questions to verify you are the owner of the account, and then supply you with your login information.

If you still continue to experience problems after using the [Contact Form](#), you may call 1-877-OGF-TREE.

Figure 1.3 - Forgot Your User name or Password Screen

If the information you enter matches the information associated with your OneGreatFamily account, an e-mail will be sent to you with your login information.

There are a couple of reasons why you might not receive your login information by e-mail within a few minutes. One possibility is that your e-mail system has marked e-mail from OneGreatFamily.com as spam. Please check all spam or junk folders in your e-mail reader.

Another possibility is that you've changed your e-mail address since you created your OneGreatFamily account. If so, you can contact OneGreatFamily customer support by clicking on the Contact Us link at the bottom of any web page at OneGreatFamily. You can also type this URL to get to the Contact Form:
www.onegreatfamily.com/contactus/default.aspx

Figure1.4 - Contact Form

1. The Contact Form requires your Name and E-mail address.
2. You then need to select a Subject from the drop down menu. Choose Passwords.
3. Supply your user name if you just need your password, or leave both User name and Password blank if you have forgotten your login information.
4. Type the appropriate Security Code, and click Send to OneGreatFamily.com.

Customer Service will respond to you by e-mail within 24 hours, or by the next business day². If you still can't get your login information, call **1-877-OGF-TREE**.

²Technical Support issues may require additional research and inspection and will most likely be responded to via phone in order to ensure any issues are fully resolved.

OneGreatFamily Overview

As you read the information that follows, you'll quickly get an idea of how OneGreatFamily works. Each section will describe the tabs that appear after you login to the system.

Get Started Tab

The **Get Started** tab helps both new and experienced users of OneGreatFamily to (1) start searching for your relatives, (2) start building or printing your family tree, or (3) learn how other OneGreatFamily subscribers use the system.

You'll also get quick information on how to upload your family tree, collaborate with others, find living relatives, and so forth. Likewise, you'll find access to several dozen detailed online videos that will help you learn quickly and easily how to use the OneGreatFamily system.

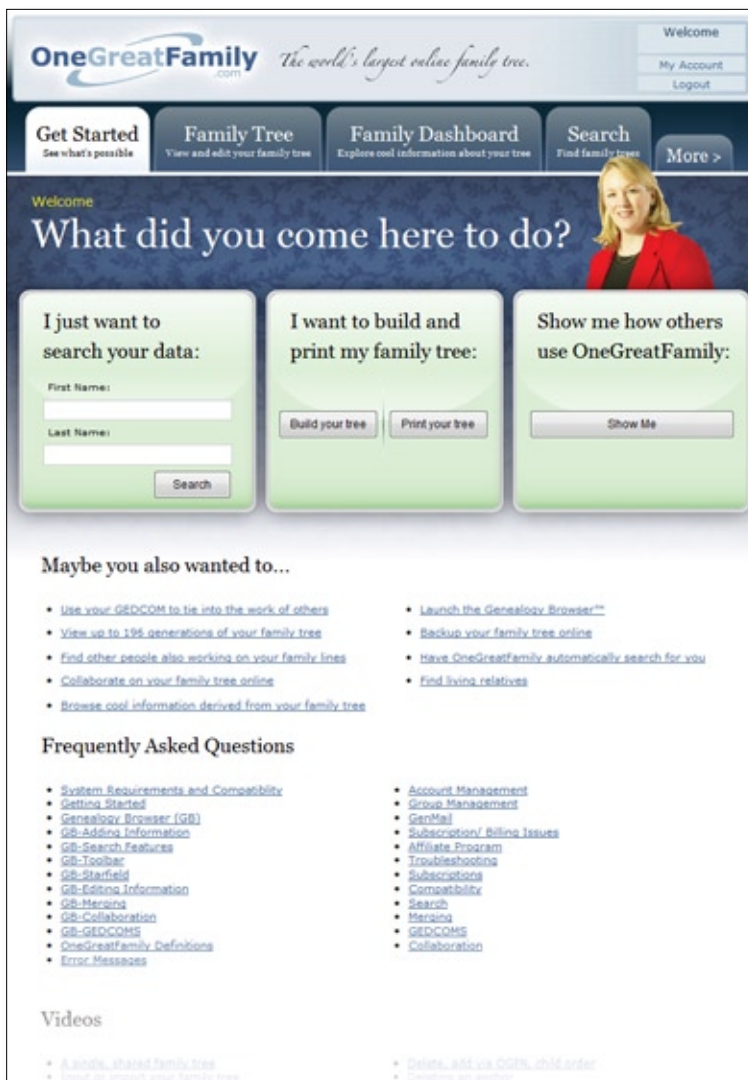


Figure 2.1 - Get Started Tab

Family Tree Tab

Under the **Family Tree** tab, you can use OneGreatFamily to enter individual and family information (three generations are visible at once). For example, you can enter names, gender, birth dates, birthplaces, death dates and death places. You can also add photos. Click on an arrow (either a right arrow ▶ or a left arrow ◀ in the illustration) to shift the generations. Use the right arrow ▶ to show additional ancestors or the left arrow ◀ to show descendants.

You can also use Genealogy Browser—which gets more attention in this guide—to enter family history information (see **Launching Genealogy Browser** later in this guide).

The screenshot shows the OneGreatFamily website interface. At the top, the logo reads "OneGreatFamily.com The world's largest online family tree." Navigation tabs include "Get Started", "Family Tree" (selected), "Family Dashboard", and "Search". A statistics box on the left states "212,716,702 total individuals have been submitted to OneGreatFamily." The main area displays a family tree diagram with nodes for individuals: Alfred Lee, Thomas Lee, Elizabeth La Flesh, John Shields, Primrose Shields, and Primrose Cunningham. Each node includes a "Family" dropdown, "Edit", "Delete", and "Add" buttons. Navigation arrows (▶ and ◀) are present on the nodes. A banner at the bottom promotes the "Advanced Tree Editor" and "Genealogy Browser™".

Figure 2.2 - Family Tree Tab

Family Dashboard Tab

The **Family Dashboard** tab is a unique and highly useful tool. Click this tab to find access to the online Tree Editor or to start Genealogy Browser (Advanced Tree Editor). You can also search from here. The most exciting part, however, is all those **widgets**.

The screenshot shows the OneGreatFamily.com Family Dashboard. At the top, there is a navigation bar with tabs for "Get Started", "Family Tree", "Family Dashboard" (which is selected), "Search", and "More >". Below the navigation bar is a large banner area with a family photo and the text "Welcome to your new Family Dashboard". A counter shows "Ancestors OneGreatFamily.com has found and added to your family tree: 089551". There are buttons for "View or Edit Your Family Tree" (with sub-options for "Web-based Tree Editor" and "Advanced Tree Editor (Genealogy Browser™)") and a search form with "First Name:" and "Last Name:" fields and a "Search" button. Below the banner is a section titled "INFORMATION ABOUT" and "FAMILY TREE" with a "Share this dashboard" button. The main content area is filled with various widgets: "General Statistics about" (showing 197 generations, 90,058 individuals, etc.), "Top Birth and Death Countries in" (with a world map), "Welcome to Your Family Tree Dashboard™" (with instructions on how to use the dashboard), "Time Capsule" (with a date and name field), "Average Lifespans in Family Tree" (with a bar chart for Men, Women, and All), and "Relationship Calculator" (with a dropdown menu).

Figure 2.3 - Family Dashboard Tab

What Are Widgets?

In OneGreatFamily, widgets are small applications that focus on various aspects of your family tree. The Family Dashboard displays a set of these widgets. Some help you quickly and easily explore your family tree while others let you experience the fun of getting to know your ancestors.

An example of a widget is the General Statistics Widget that shows you statistics about your family tree—such as the total number of individuals in your tree. Another example is the Relationship Calculator Widget that lets you check if and how you are related to famous people like Abraham Lincoln or to define your relationship to other individuals in your tree.

No other genealogical software in the World allows you to explore your family tree for information like the widgets on the **Family Dashboard**. Family Dashboard currently features 18 widgets, including:

- General Statistics about Your Family Tree
- Relationship Calculator
- Search the Internet
- Last Name Popularity in the U.S.
- Important Events for Today
- End of Lines in Your Family Tree
- Top Birth & Death Countries in Your Family Tree
- Time Capsule
- Your Family Tree
- Sample First Names from Your Family Tree
- Sample Surnames from Your Family Tree
- Migration Calculator
- Welcome to Your Family Dashboard
- Ancestors Added
- Search OneGreatFamily
- Average Lifespans in Your Family Tree
- Missing Data in Your Family Tree
- Share Your Family Tree

We strongly encourage you to spend a little time with Family Dashboard after you put your family tree into OneGreatFamily.

Search Tab

NOTE: We cannot emphasize enough that **manually searching is not the best way to use OneGreatFamily**. The best way to use OneGreatFamily is to enter or upload your family tree, and then see what our technology can find for you. We can do millions of comparisons in the time you can review a handful. Best of all, you have full control in reviewing and accepting the data we find. It really is a better way to search.

In the **Search** tab you are presented with a search dialog. Enter a first (given) name and a last (surname) here, and begin searching literally millions of names in the OneGreatFamily database. (Only a last name is required; a first name is optional.)

The image shows a screenshot of the OneGreatFamily website's search interface. At the top, the OneGreatFamily logo is displayed with the tagline "The world's largest online family tree." To the right of the logo are links for "Welcome", "My Account", and "Logout". Below the logo is a navigation bar with buttons for "Get Started", "Family Tree", "Family Dashboard", "Search", and "More >". The "Search" button is highlighted. The main content area is titled "ADVANCED SEARCH" and contains a search form. The form has a heading "Search MILLIONS of unique names" and a note: "The Last Name of the person you are searching for is required. All other fields are optional." There are two input fields: "First Name" and "Last Name". Below these is a "Birth year range" section with two input boxes and a "to" label. There are two checkboxes: "Include alternate first-name spellings" (checked) and "Include alternate last-name spellings" (unchecked). At the bottom of the form is a "Search" button and a link "Browse the Surnames Index".

Figure 2.4 - Search Tab

You can enter a date range to narrow your results. You can also search for alternate first name or last name spellings by checking the appropriate boxes.

One last thing: Click the Surname Index link if you want to browse manually through lists of surnames. For example, you may browse your own surname to get started.

More Tab

Finally, on the **More** tab, you'll find many links to different areas of OneGreatFamily, organized under headings.

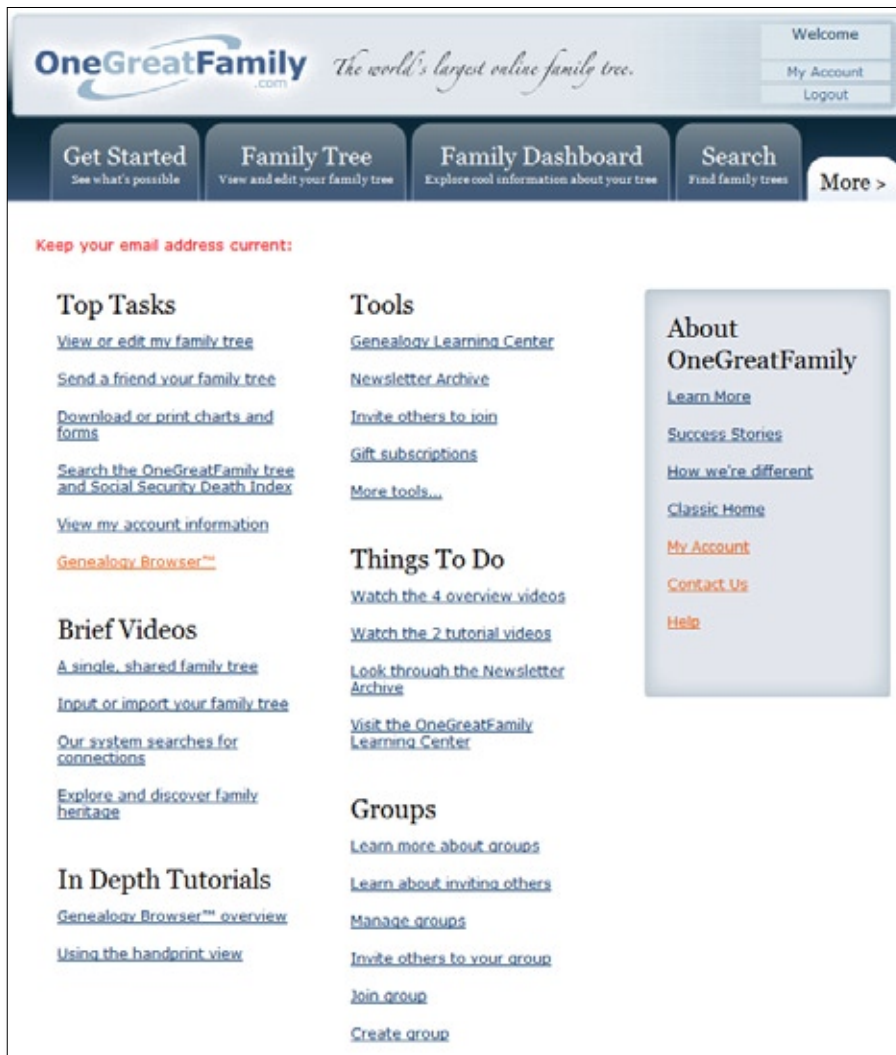


Figure 2.5 - More Tab

Two things you should note:

1. **My Account.** Let's you change your e-mail address, credit card information, and e-mail preferences, as well as the current status of your subscription.
2. **Contact Us.** Contact OneGreatFamily to get help from customer support, address billing issues, among other things.

NOTE: This is where you initiate a cancellation of a trial or a subscription, by choosing the subject line of "Cancellation Requests".

Here is a list of the other things available on the More Tab:

- **Top Tasks:** These are links to common tasks such as printing charts or viewing your account information.
- **Brief Videos:** Click here to watch an overview video about OneGreatFamily (“A single, shared family tree”) or importing data (“Input or import your family tree”), among others.
- **In-Depth Tutorials:** View detailed tutorials that cover Genealogy Browser or the Handprint view within Genealogy Browser, for example.
- **Tools:** From here, send a gift subscription to a friend or relative, or browse the newsletter archive.
- **Things to Do:** Under this heading, find links to sets of overview or tutorial videos.
- **Groups:** Groups are an amazingly powerful capability unique to OneGreatFamily. Collaborating on research is a tremendous time saver. You can form or join a group working on the same family lines and enable the changes of one group member to change your own data as well. This section of the More tab is where you can go to learn more about joining or managing groups.
- **About OneGreatFamily:** Read success stories from other OneGreatFamily enthusiasts or check your account, among other things.

A Quick Overview of Genealogy Browser

Genealogy Browser is OneGreatFamily's advanced family tree application that lets you enter and edit family history information and then search a massive database that contains in excess of 200 million names.

This brief overview highlights several of Genealogy Browser's more important elements. These are:

- Launching Genealogy Browser
- Genealogy Browser Toolbar
- Genealogy Browser Menu Options
- Anchors
- Handprint
- Starfield
- OneGreatFamily Numbers or OFGNs

Launching Genealogy Browser

OneGreatFamily's Genealogy Browser is an advanced Windows-based program that provides you direct access to the vast OneGreatFamily family tree. It allows you to enter family history information, starting with anyone you wish (typically people start with themselves) and then work backwards entering ancestors.

OneGreatFamily will take all the information you enter (either by typing or by upload) and compare that to all the information entered by every other user. When it finds duplicate ancestors, they are merged together using OneGreatFamily's patented technology. Given the information you entered, it searches a database that contains more than 200 million names to see what additional information it can find on your family.

How To Launch Genealogy Browser

1. Open www.onegreatfamily.com in a web browser window and login.
2. Launch Genealogy Browser in any of these ways:
 - Click the **Launch the Genealogy Browser** link on the **Get Started** tab
 - Click the **Advanced Tree Editor** button towards the bottom of the **Family Tree** tab
 - Click the **Advanced Tree Editor (Genealogy Browser)** button in the center of the **Family Dashboard** tab.
3. The Genealogy Browser appears. Starfield—a field showing a graphic family tree representation—is on the right; Handprint, which allows you to edit individuals, is on the left side. You'll learn more about Handprint and Starfield in the next section.

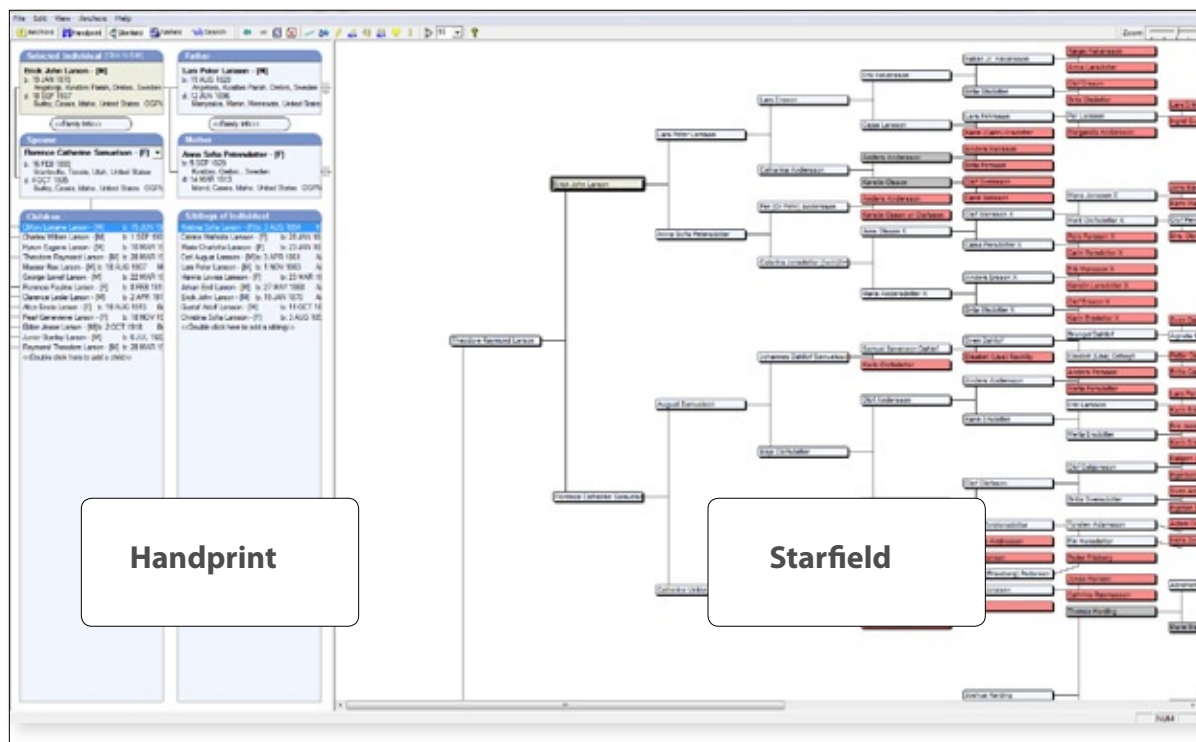


Figure 3.1 - Genealogy Browser Showing Handprint and Starfield Views

Genealogy Browser Toolbar

The Genealogy Browser toolbar features 20 tools, including:



Figure 4.1 - Genealogy Browser Toolbar

- 1. Anchors View:** A toggle button that alternately displays and hides the Anchors List.
- 2. Handprint View:** A toggle button that alternately displays and hides the Handprint View.
- 3. Starfield View:** A toggle button that alternately displays and hides the Starfield View.
- 4. Names View:** A toggle button that alternately displays and hides the Names View.
- 5. Search View:** A toggle button that alternately displays and hides the Search View.
- 6. Backward:** Navigates back to the last selected individual in the Handprint View.
- 7. Forward:** Navigates forward to the last or previous selected individual in the Handprint View.
- 8. Refresh:** Refresh the Handprint and Starfield Views.
- 9. Cancel:** Cancel the currently loading Handprint and Starfield Views.
- 10. Common Ancestor Connections:** Displays a blue line in the Starfield View between two common ancestors. Common Ancestors are individuals who show up multiple times in your genealogy because they are connected to you in more than one genealogical line.
- 11. Trace to Anchor:** Draws a line in the Starfield View from the currently selected individual to the anchor.
- 12. All Conflicts (Lightning Bolt):** Shows all the Conflicts in the Handprint and Starfield Views.
- 13. All New Conflicts:** Shows all the New Conflicts in the Starfield and Handprint Views since the last time you clicked the Ignore All button. (See **How To Manage Data Conflicts** later in this guide)
- 14. Relationship Conflicts:** Shows all Relationship Conflicts in the Handprint and Starfield Views.
- 15. All New Relationship Conflicts:** Shows all new Relationship Conflicts since the last time you clicked the Ignore All button.
- 16. View Hints (Lightbulb):** Shows all Hints in the Handprint and Starfield Views by placing a lightbulb.
- 17. Data Has Been Merged Indicator:** Shows the Data Has Been Merged Indicator in the Handprint and Starfield Views by placing an exclamation point.
- 18. Show Descendents of Selected Individual:** Toggles on the Descendency tree in the Starfield View for the currently selected individual.
- 19. Number of Generations to Display:** A drop-down that lets you choose how many generations to display in the Starfield View.
- 20. Help:** Opens the Genealogy Browser help files.

The toolbar allows you to display various views, view hints, data conflicts, relationship conflicts and merges, search, and allows you to move forward and back through different individuals.

Changing Your Views

There are four options: Anchors, Handprint, Starfield, and Search, which can be toggled so you are able to view different screens all at once. With our technology, you are able to switch from searching for ancestors to seeing Handprint.

Genealogy Browser Menu Options

File Menu

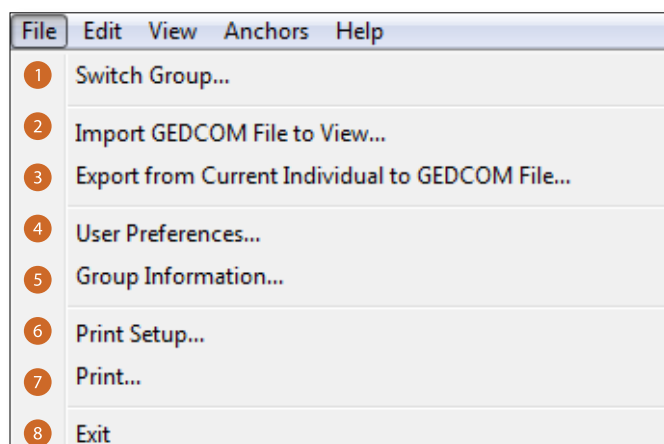


Figure 5.1 - Genealogy Browser File Menu

1. **Switch Group:** Join or add a group.
2. **Import GEDCOM File to View:** Import a GEDCOM file
3. **Export from Current Individual to GEDCOM File:** Create a separate GEDCOM for the selected individual
4. **User Preferences:** Change account settings, preferences, privacy info, appearance, and web cache options.
5. **Group Information:** See information and members of the current group.
6. **Print Setup :** Set up your print options.
7. **Print:** Print a Family Record Form, Pedigree 5 Generation Chart, or a Pedigree Wall Chart
8. **Exit:** Exit the Genealogy Browser

Edit Menu

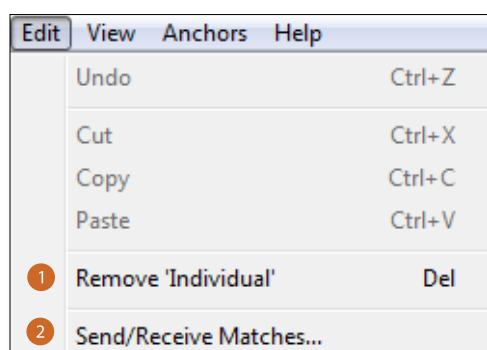


Figure 5.2 - Genealogy Browser Edit Menu

1. **Remove 'Individual':** Remove the selected individual from the selected family or delete completely from OneGreatFamily.

- 2. Send/Receive Matches:** Manually triggers your family tree to update with the matches from OneGreatFamily. Updating already occurs automatically in your tree. This menu option is only here if you encounter problems with the automatic process.

View

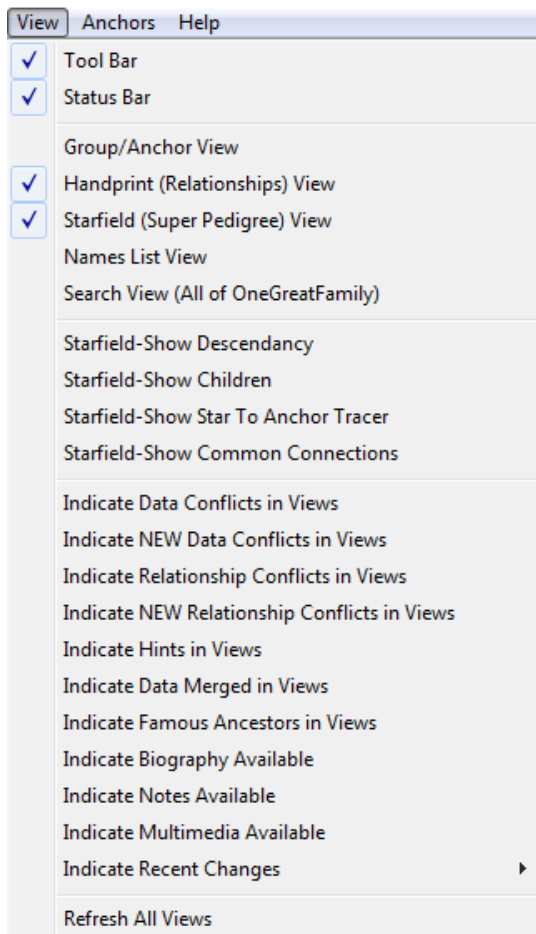


Figure 5.3 - Genealogy Browser View Menu

The View menu allows for different options to be shown. Each time a view is selected a check mark will appear next to that view as shown above.

Anchors Menu

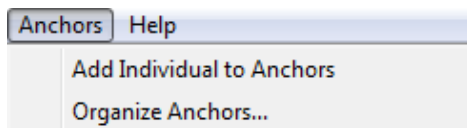


Figure 5.4 - Genealogy Browser Anchors Menu

The Anchors menu allows you to add a selected individual as an anchor and to organize your anchors.

Anchors

An anchor is a person—often it's you!—in your genealogy that is bookmarked for easy reference. For example, if you begin to enter family history information by typing names in Genealogy Browser, the first person that you enter into the **Individual** box will become your first anchor. An anchor is like a bookmark, allowing you to jump quickly from one individual in the family tree to another. Using anchors is particularly helpful if you have a large tree.

How To Create a New Anchor

1. Right click on an individual in Starfield and choose **Create As New Anchor** from the menu that pops up. Alternatively, on the main toolbar, you can click on **Anchors** and then **Add Individual to Anchors**.
2. When you click on **Anchors** then **Organize Anchors**, you see the dialog box below which allows you to organize anchors by typing in names, uploading a GEDCOM file, using an OGFN (See **OneGreatFamily Numbers or OGFNs** later in this guide), or selecting or deleting an existing anchor.

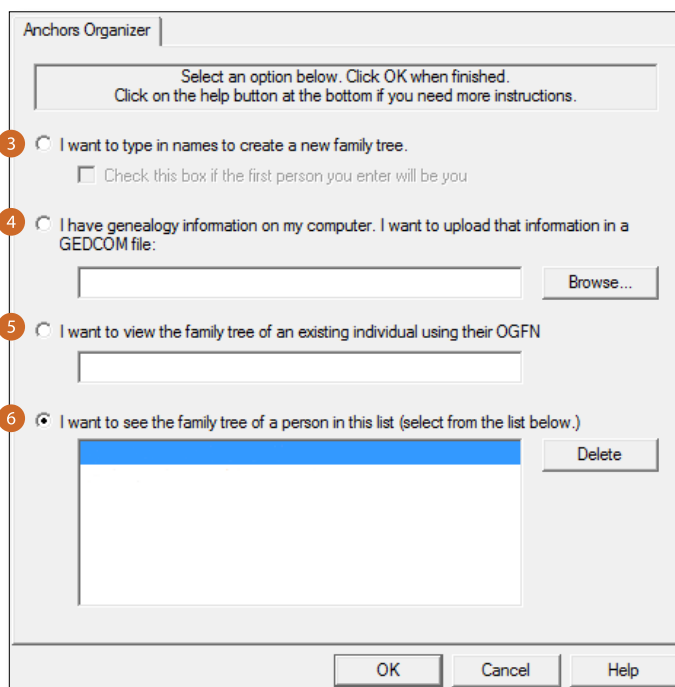


Figure 6.1 - Anchors Organizer Screen

3. Manually **create a new anchor** and corresponding family tree by typing in each individual.
4. Create a new anchor and family tree from a **GEDCOM** file on your computer.
5. Start a new anchor and family tree from an existing **OGFN (OneGreatFamily Number)**.
6. Select one of your **existing anchors** to switch to that anchor.

Handprint

Handprint lets you see the information of an individual at a glance, showing the selected individual's father, mother, siblings, spouse, and children. That's one reason why we call it Handprint. With the individual—you, an ancestor or a descendent—resting on a palm, each of your fingers represents some immediate relationship to the individual:

- The thumb is the ancestor's spouse
- The first finger is the father
- The second is the mother
- The third is the ancestor's siblings
- The fourth is the ancestor's children

Handprint appears on the left side of the browser. Behind the scenes, OneGreatFamily uses special technology called Handprint Technology to match and merge family trees together using relationships or unique handprints.

Handprint is very powerful. You can completely navigate your family tree just by using the Handprint, but do note that some things can be done faster and more easily in the Starfield.

The screenshot displays the Handprint View for Erick John Larson. The interface is organized into several panels:

- Selected Individual (Click to Edit):** Erick John Larson - [M], b: 19 JAN 1870, Angatorp, Kvistbro Parish, Orebro, Sweden; d: 18 SEP 1937, Burley, Cassia, Idaho, United States OGFN. Includes a <<Family Info>> button.
- Father:** Lars Peter Larsson - [M], b: 19 AUG 1828, Angetorp, Kvistbro Parish, Orebro, Sweden; d: 12 JUN 1896, Manyaska, Martin, Minnesota, United States. Includes a <<Family Info>> button.
- Mother:** Anna Sofia Petersdotter - [F], b: 5 SEP 1829, Kvistbro, Orebro., Sweden; d: 14 MAR 1913, Island, Cassia, Idaho, United States OGFN. Includes a <<Family Info>> button.
- Spouse:** Florence Catherine Samuelson - [F], b: 16 FEB 1880, Grantsville, Tooele, Utah, United States; d: 4 OCT 1935, Burley, Cassia, Idaho, United States OGFN.
- Children:** A list of 14 children including Clifton Lorraine Larson, Charles William Larson, Hyrum Eugene Larson, Theodore Raymond Larson, Maeser Rex Larson, George Lionel Larson, Florence Pauline Larson, Clarence Leslie Larson, Alice Enola Larson, Pearl Genevieve Larson, Eldon Jessie Larson, Junior Stanley Larson, and Raymond Theodore Larson. Includes a <<Double click here to add a child>> button.
- Siblings of Individual:** A list of 10 siblings including Kristina Sofia Larson, Catrina Mathilda Larsson, Maria Charlotta Larsson, Carl August Larsson, Lars Peter Larsson, Hanna Lovisa Larsson, Johan Emil Larson, Erick John Larson, Gustaf Adolf Larsson, and Christina Sofia Larsson. Includes a <<Double click here to add a sibling>> button.

Figure 7.1 - Handprint View

Tips for Using Handprint

1. To make any person in the Handprint into the Selected Individual.
 - Click once on the **Father, Mother or Spouse** box
 - Double-click on any name in the **Children or Siblings of Individual** box
2. Edit the **Selected Individual** by clicking on that box
3. Edit any other person in the Handprint by right-clicking on their box or name, and choosing Edit on the menu.

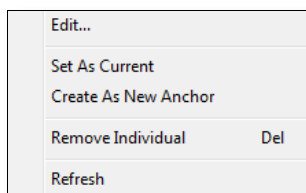


Figure 7.2 - View of Edit Screen

4. View the Father's or Mother's parent by clicking on the arrow next to their box

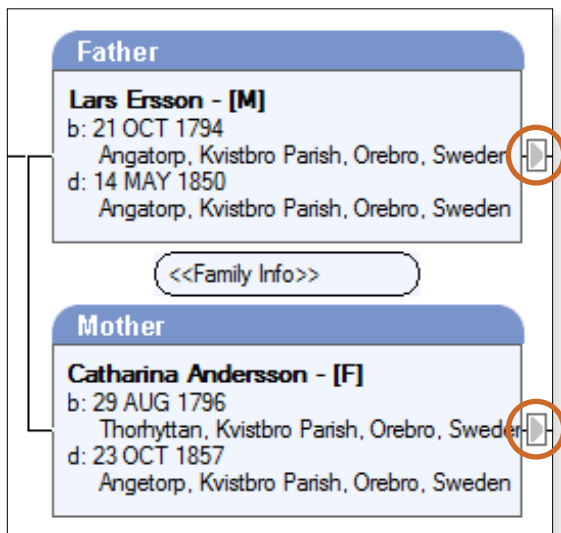


Figure 7.3 - View of Arrows Next to the Father and Mother Box

5. Make a child the selected individual by double-clicking on the child's name in the Children's box or make a sibling the selected individual by double-clicking on the sibling's name in the Siblings of Individual box.

Figure 7.4 - View of Individual Selected on the Children and Siblings Boxes

6. There are back and forward buttons in the toolbar, so you can backtrack through previous **Selected Individuals** should you wish.

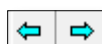


Figure 7.5 - Back and Forward Buttons on Genealogy Browser

Starfield

Starfield, shown on the right side of Genealogy Browser, shows a unique pedigree representation of your family tree. Within Starfield, the individuals in your pedigree are represented by boxes or ovals. By zooming in and out, the boxes and ovals can be enlarged to focus on one or a few individuals or reduced in size to allow you to see everyone all at once. (An oval represents an end of line in the family tree.)

When you zoom out, you can see a diagram of literally hundreds of individuals at one time, yet still see the details of any individual simply by holding the mouse pointer over any box or oval. Starfield eliminates one of the limitations present in many other genealogy programs by allowing you to view and display your entire genealogy—up to nearly 200 generations—or any portion you wish.

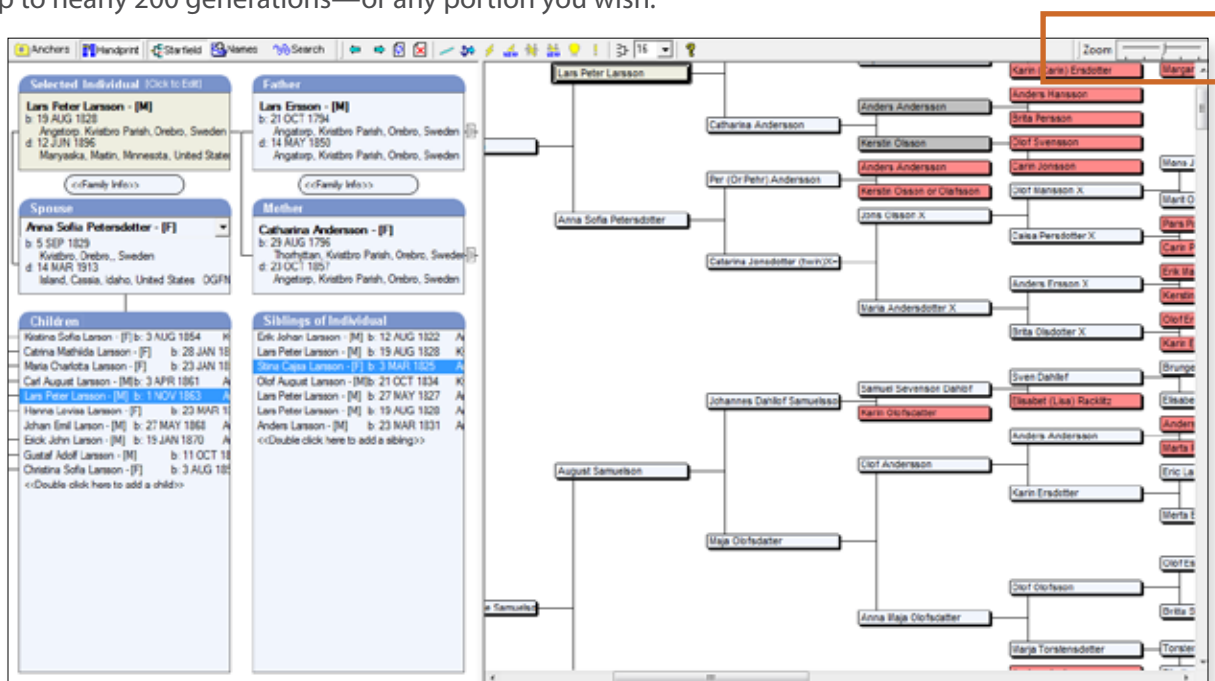


Figure 8.1 - Handprint and Starfield View

Tips for Using the Starfield

The color of the box provides important information:

- **White Boxes³**: You have provided or edited data on that specific ancestor. In OneGreatFamily's terminology, you "own" that ancestor. No one can change that ancestor except you.

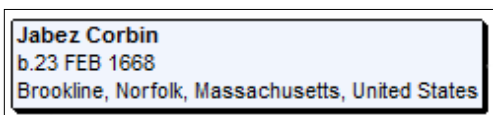


Figure 8.2 - Example of a White Box

³The white boxes are actually very light blue, but most people see them as white.

- **Grey Boxes:** You have not provided any data on the specific ancestor. This is someone provided by another OneGreatFamily user that you are seeing because family trees have been merged. You do not “own” that ancestor, which means that this ancestor’s information might change if edited by the “owners”.

NOTE: You can change the ancestor from grey to white by editing the ancestor and saving your changes.

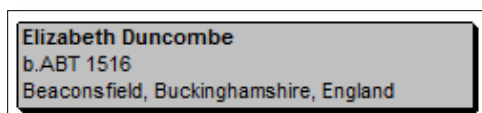


Figure 8.3 - Example of a Grey Box

- **Red Boxes:** The person is at the end of a line. In other words, we do not have information about the person’s parents. Red boxes are important because they represent research opportunities.



Figure 8.4 - Example of a Red Box

- **Teal Boxes:** This person appears multiple times in the Starfield. This happens when there are multiple relationships with an ancestor, usually because cousins married somewhere in the family tree. If you mouse over a teal box, Starfield will show a line to the other instance of the person.

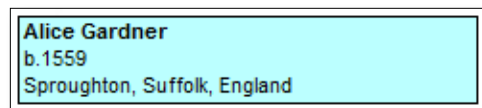


Figure 8.5 - Example of a Teal Box

Other Important Aspects of Starfield

- **Generations.** You can control the number of generations shown in the Starfield. Loading a really big Starfield can take some time. It is not likely that you will be working with 20 generations or more back in your tree, so many people keep the setting to 12 or 16, but sometimes it is fun to crank it up to 196 and see what you have in your complete family tree.



Figure 8.6 - Generations Drop down Box As It Appears On The Toolbar

- **Pop-up Bubble.** If you hover the mouse pointer over a box in the Starfield (that is, place the mouse pointer over a box without clicking on it and wait a couple of seconds), a pop-up bubble will appear showing details of the individual.

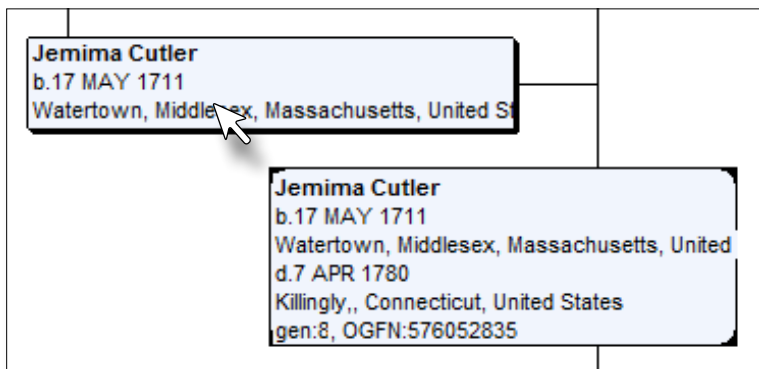







Figure 8.7 - Pop-Up Bubble Appears When Hovering Over a Box in Starfield View

- **Descendancy.**  Starfield can also show a descendancy chart. Just click this button in the toolbar.
- **Toolbar Buttons.** Starfield makes it fast and easy to find hints, data conflicts, relationship conflicts and merges. Just turn each on or off by clicking on the respective button in the toolbar.
 - **Data Conflicts**  (see “Managing Conflicts” later in this guide).
 - **Relationship Conflicts**  (explained under “Managing Conflicts” later in this guide).
 - **Hints**  (explained later in this guide under “Evaluating Hints”).
 - **Merges**  (when your ancestor has been combined with an ancestor submitted by another user).

One last thought: Surfing your Starfield is fun. Set the generations count to 196, zoom completely out and start hovering over ancestors. Sometimes you can be surprised to find your French or Italian lines, or various royalty.

OneGreatFamily Numbers or OGFNs

Everyone who is entered into the OneGreatFamily database is automatically assigned a unique OneGreatFamily Number, or OGFN for short. The number is 9 digits long. For example, the OGFN for Abraham Lincoln is 585416304.

Just as two individuals cannot have the same fingerprint, the same is true of an individual's OGFN. Even though there may be many people in OneGreatFamily with the same name as your ancestor, you can always find your specific ancestor by searching on the OGFN.

You search on OGFN by first clicking on the Search icon in the toolbar of Genealogy Browser.

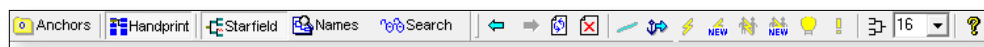


Figure 9.1 - Genealogy Browser Toolbar with Search Button

At the bottom of the search screen, note this dialog:

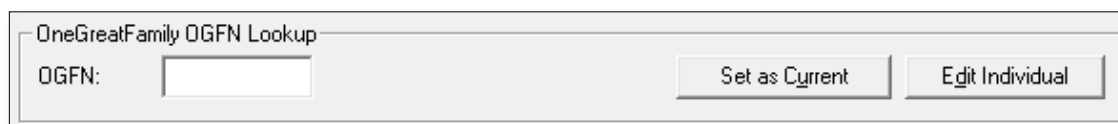


Figure 9.2 - View of the Bottom of the OGFN Search Screen

To find someone by OGFN, enter the OGFN in the box and click one of the two buttons:

- **Set as Current** will make the person the **Selected Individual** and you will be able to see their Starfield.
- **Edit Individual** opens the person's information for editing.

Printing with Genealogy Browser

In Genealogy Browser, you can print:

- A Family Record Form
- A Pedigree Five Generation Chart
- A Pedigree Wall Chart

How To print in Genealogy Browser

1. Select an individual in Starfield or Handprint.
2. Choose **File ► Print**.
3. A dialog box appears giving you the three print options mentioned above.
4. If you want to look at what will be printed, use **Preview**.
5. Select the option you desire and click the print box (lower-right).

NOTE: Before printing a wall chart, use the zoom slider (in the upper-right corner by default) to adjust the pedigree to the desired size. This will allow you to adjust the pedigree so that you can see names and dates, rather than just boxes. The size of the tree you see on-screen in Starfield view will be the size of the printout.



Figure 10.1 - Zoom Slider As It Appears In The Toolbar

Learn More About Genealogy Browser

To learn more about Genealogy Browser, watch the videos starting with:
www.onegreatfamily.com/Help/Tutorials/GenealogyBrowser.aspx.

Importing a GEDCOM File

A GEDCOM file (short for **GE**nealogical **Data** **COM**munication) is a standard file format for storing and transferring genealogical information. Most genealogy software programs are able to import or export family history data to or from a GEDCOM file. That exported file can be uploaded to OneGreatFamily where every single name is compared to every other name in OneGreatFamily. Using our proprietary Handprint Matching Technology, any obvious duplicates are automatically merged, likely producing new connections.

NOTE: The GEDCOM file must be available on your computer before uploading. You must create a GEDCOM by exporting your family tree from another genealogy software program. See your software's Help files for more information.

NOTE: Although GEDCOM is a standard, some programs deviate some from that standard, usually to handle some non-standard feature of the program. OneGreatFamily tries to manage as many of those as possible, but sometimes non-standard data cannot be properly imported.

Upload a GEDCOM File

1. Using your genealogy software, export a GEDCOM file, following the instructions provided with the software.
2. At OneGreatFamily, on the **Family Dashboard** tab, click the **Upload a GEDCOM** link.

NOTE: The link is also available on the Family Tree tab as well.



Figure 11.1 - Upload A GEDCOM File Link As It Appears On The Family Dashboard Tab

3. The **Upload GEDCOM** dialog box comes into view

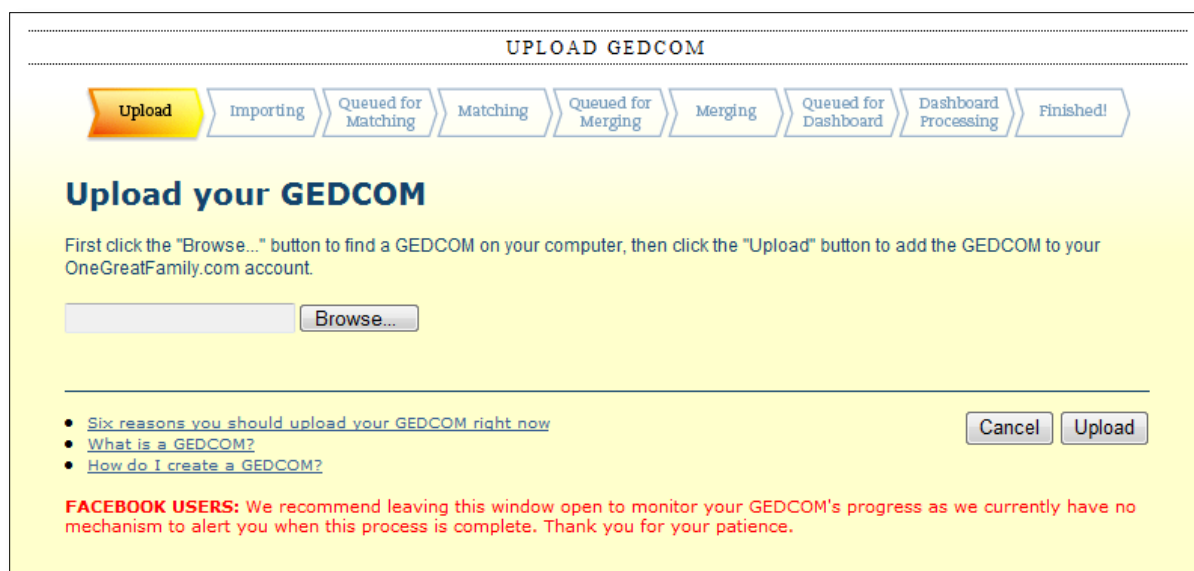


Figure 11.2 - Upload GEDCOM Dialog Box

4. Click the **Browse** button and locate your GEDCOM file on your local computer's hard drive.
5. Click the **Upload** button and the GEDCOM upload will progress through its steps—Importing, Matching, Merging, and so forth.
6. When done, the dialog will display **Finished!** and the data will be available in the OneGreatFamily database.



NOTE: Your family tree is actually available in Genealogy Browser once the Importing step is completed. You can wait for the other steps to complete or go start Genealogy Browser to begin using your data in OneGreatFamily.

Reviewing Your Match and Merge Results

As you input your family tree information manually or by uploading a GEDCOM file—optimally at least 15–18 individuals—OneGreatFamily will automatically match and merge your genealogical information with its database. You can review the results of this matching and merging in Genealogy Browser.

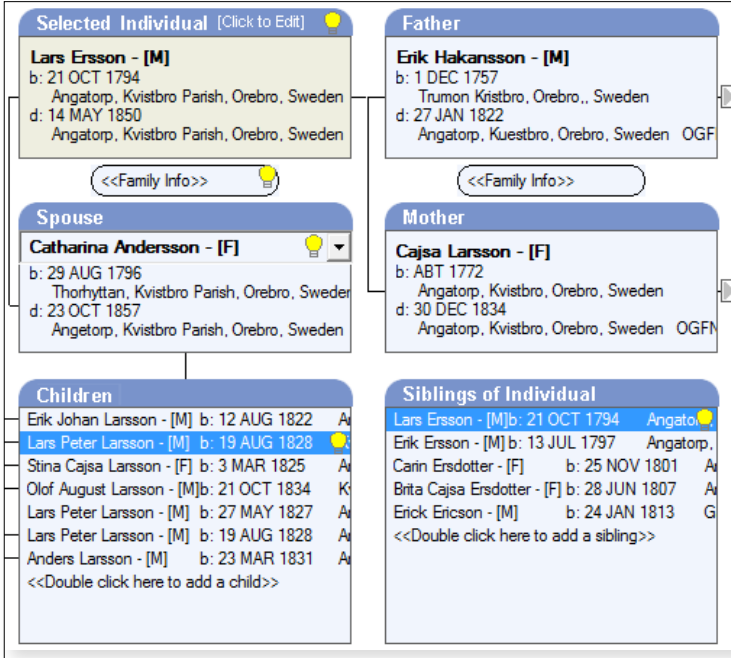
NOTE: When processing a large number of individuals, this could take up to three days because there can be literally billions of comparisons required for even moderate-sized trees.

In the following sections, you'll learn about how to deal with hints and conflicts. Here is a **Key Insight** to understanding the OneGreatFamily system:

- **Hints occur between two different people** in OneGreatFamily's database. When two or more ancestor records are similar but not similar enough to be automatically merged, a hint is shown. A hint indicates a possible duplicate and is displayed as a lightbulb symbol in Starfield. 
- **Conflicts occur within one specific ancestor.** A conflict—indicated by a lightning bolt symbol —appears when two users share a common ancestor but they each have differing and, therefore, conflicting information.

Evaluating Hints

In Genealogy Browser, when two or more ancestors are similar but not obviously identical, OneGreatFamily will not automatically merge the records.




The screenshot displays a family tree interface with several panels. The 'Selected Individual' panel shows Lars Ersson - [M] (b. 21 OCT 1794, d. 14 MAY 1850) with a yellow lightbulb hint icon. His father is Erik Hakansson - [M] (b. 1 DEC 1757, d. 27 JAN 1822). His spouse is Catharina Andersson - [F] (b. 29 AUG 1796, d. 23 OCT 1857) with a yellow lightbulb hint icon. His mother is Cajsa Larsson - [F] (b. ABT 1772, d. 30 DEC 1834). The 'Children' panel lists Erik Johan Larsson, Lars Peter Larsson (highlighted with a yellow lightbulb hint icon), Stina Cajsa Larsson, Olof August Larsson, Lars Peter Larsson, and Anders Larsson. The 'Siblings of Individual' panel lists Lars Ersson (highlighted with a yellow lightbulb hint icon), Erik Ersson, Carin Ersdotter, Brita Cajsa Ersdotter, and Erick Ericson.

Figure 12.1 - The Lightbulb Symbol Signifies Hints

Instead, OneGreatFamily offers a hint shown by a **lightbulb** symbol. This symbol will appear in both Starfield and Handprint. You need to evaluate hints to decide if the two ancestors should be merged. Merging hints can open new lines in your family tree. Follow the steps below to evaluate a hint.

How To Evaluate A Hint

1. In Starfield, double-click on a box that has a lightbulb. This will make the individual appear as the **Selected Individual** in Handprint.
2. Click on the **Selected Individual** box and the **Details For** dialog box appears. Click on the hints icon  and the **Individual Hints** dialog will open to the right showing all the hints for the **Selected Individual**. Each hint is listed on its own tab, numbered Hint 1, Hint 2, etc. Each hint is associated with a percentage value telling you the likelihood that the records match (the higher the percentage, the more likely the records are for the same person).
3. Carefully compare the information in the **Individual Hints** dialog box to the information in the **Details For** dialog and decide whether you conclude that the two people are the same person, even though the information is not the same. You might need to do additional research to decide.

NOTE: Please do not merge people unless you are confident that they are the same person.

4. Click the **<<Merge** button if you believe they are the same person. When you click **<<Merge**, another dialog box will appear informing you that the merge will combine the records and remove the duplication from the system. The merged individual will take on the OGFN of the individual into which it is merged (the one on the left). The information in the OneGreatFamily database is updated.

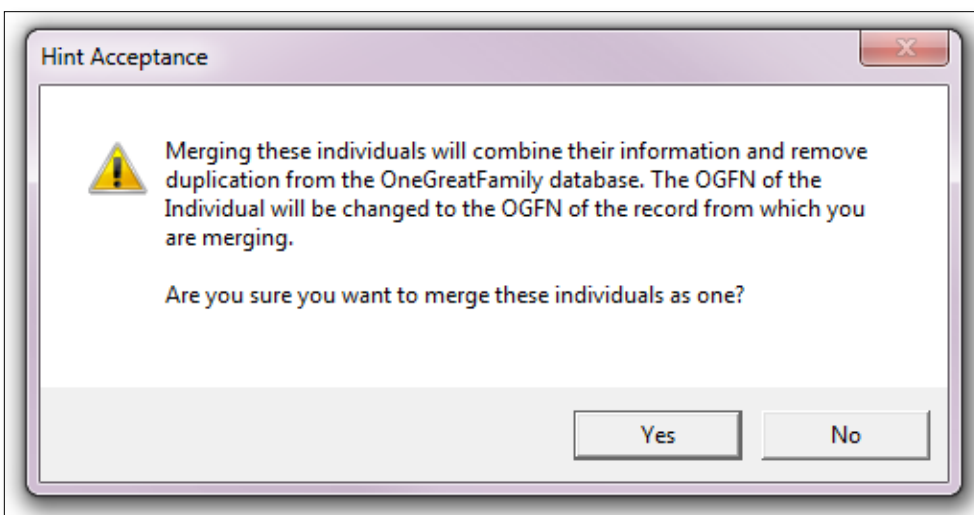


Figure 12.2 - Hint Acceptance Dialog Box

5. If you click the **Clear** button, clicking the **Yes** button will indicate that this is not the same person and the hint for the individual will be dropped.
6. If you click the **Collaborate** button, you will see the **Collaborate with Others** dialog box. Here you can send an e-mail to a person who submitted the name or who somehow is associated with the individual. Contact that person for the source of their information to try to determine if these are the same person.
7. After merging all the matches, click the **Save** button.

Managing Conflicts

Conflicts are a powerful tool in OneGreatFamily. Conflicts occur when users share the same ancestor but they each have different information about that ancestor. OneGreatFamily is unique in that it keeps track of your information about that common ancestor, independently of other users. They can **never** change your information (nor can you change theirs). But you can see their information, evaluate it and accept it if you believe it to be correct.

Please note that source evidence should always guide decisions on conflicts. An excellent resource to help you understand sources is *Evidence Explained: Citing History Sources from Artifacts to Cyberspace* by Elizabeth Shown Mills, available on www.amazon.com.

Conflicts fall into two categories:


- **Data Conflicts:** These involve differences of opinion concerning vital record information, like birth place or death date. An example is when your tree shows Aunt Martha being born on 12 April 1942 and another person shows her birth date as 15 April 1943.
- **Relationship Conflicts:** Again, there is a difference of opinion about a common ancestor, but here the difference is in a relationship, like who is the mother or the spouse. For example, perhaps your tree shows that great-grandmother Lucille's father was Elmer Bartholomew, but another person shows Lucille's father as John Bartholomew.

In either case, you ultimately have to make a decision about the conflict. You can do one of three things:

1. **Accept the conflict:** This will replace your value with the value of the other person. You should do this only if you are confident the other person's value is correct.
2. **Keep your own value:** You cannot change anyone else's values in OneGreatFamily, so the conflict will remain. If you are completely confident in your values, you can choose to **Ignore All Conflicts** for this ancestor and you will no longer see the conflicting values of others on that ancestor.
3. **Postpone for further research:** Simply close the conflict. It will remain visible and available to you. If you then do some research you can always come back and accept the conflict or keep your own value.

How To Manage Data Conflicts

1. Make sure Data Conflicts are being shown by clicking the **Data Conflict** icon in the toolbar so that it appears depressed.

2. Double-click on an ancestor in the Starfield that is marked with a **Data Conflict** icon. The **Details For** dialog box appears for that ancestor. Click on the **Data Conflict** icon  on the right side of the box. A second dialog box labeled **Data Conflicts** will open next to the **Details For** dialog.

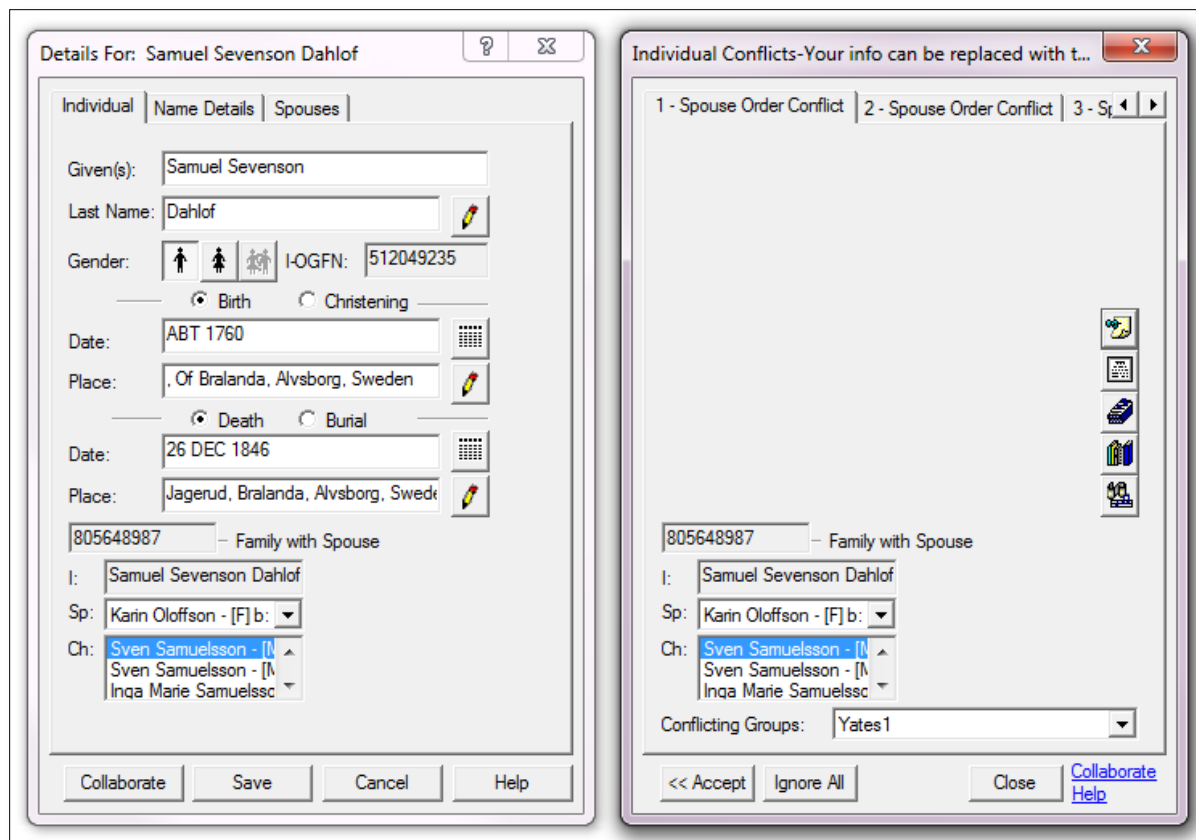



Figure 12.3 - Data Conflict Dialog Box

3. Each tab at the top in the **Data Conflicts** dialog is a separate conflict. In the example, there are three conflicts. You will want to go through each tab to see all the conflicts.
4. Consider the information in the **Data Conflicts** dialog box and decide which you believe is correct, your information on the left or the other user's information on the right. If you are unsure, you should try to do some research to determine the right value.
5. Click the **<<Accept** button if you believe the other person's information is correct. When you click **<<Accept**, the information on the right will replace your information on the left.
6. If you are confident that all your data is correct, you can consider clicking the **Ignore All** button. Note that **Ignore All** clears all conflicts on that ancestor. This is useful to do when you think you have an ancestor right.

NOTE: Do not click the **Ignore All** button until you have reviewed all the data conflicts and you are comfortable that none are correct, as **Ignore All** affects all the data conflicts on the ancestor, not just the conflict you are looking at.

- If you click the **Collaborate** link, you will see the **Collaborate with Others** dialog box. Here you can send an e-mail to a person who submitted the information in question.
- If you don't choose **<<Accept** or **Ignore All**, click the **Close** button. Then, in the **Details For** dialog click **Save**.

How To Manage Relationship Conflicts

- Make sure relationship conflicts are being shown by clicking the **Relationship Conflict** icon in the tool-bar so that it appears depressed.
- Unlike with data conflicts, you cannot simply double-click on a **Relationship Conflict** icon in the Starfield to access it. Instead, make one of the spouse's involved with the conflict into the **Selected Individual**. Then you can click on the **Family Info** button in the Handprint that shows a lightning bolt over two people . The **Family Information** dialog box appears. Click on the **Relationship Conflict** icon to see the conflict or conflicts in a dialog box to the right.
- Each tab at the top in the **Family Conflicts** dialog is a separate conflict. The relationship conflict in the example concerns the wife. If you have more than one tab, you will want to go through each to see all the conflicts.

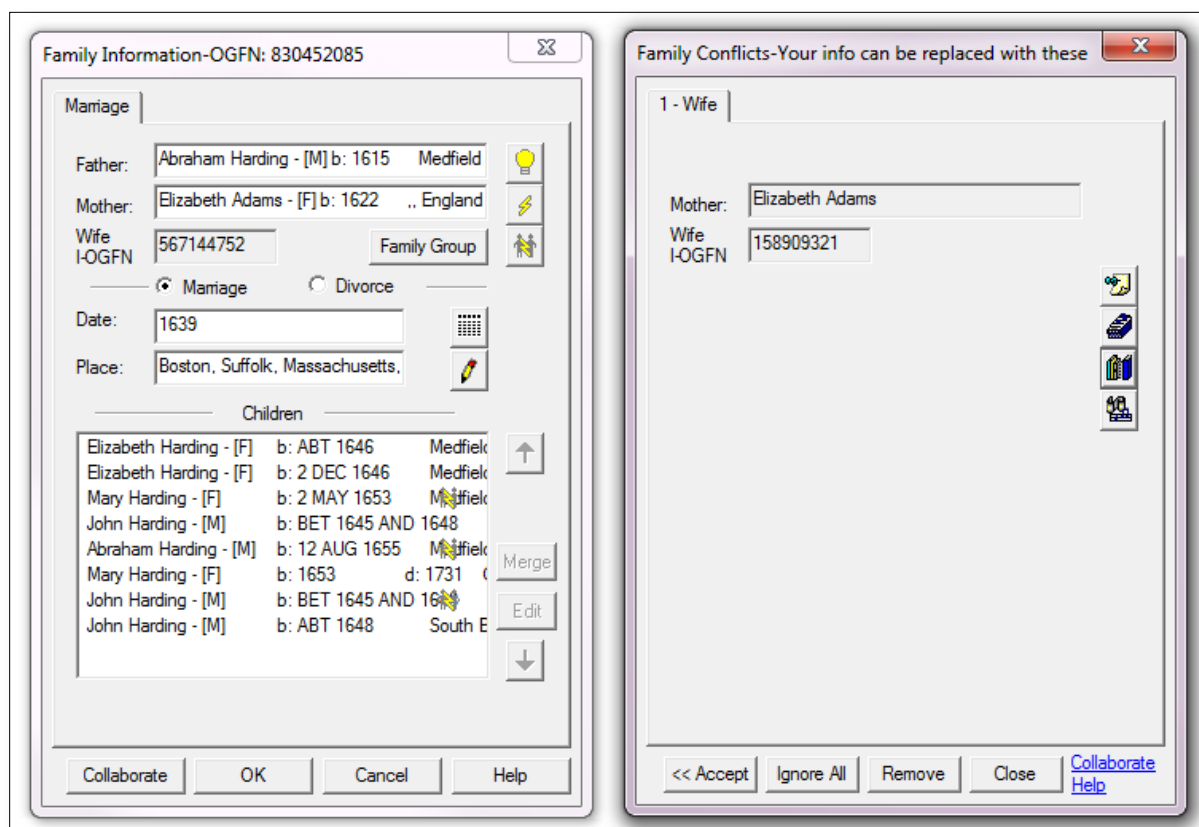


Figure 12.4 - Relationship Conflict Dialog Box

4. Consider the information in the **Family Conflicts** dialog box and decide which you believe is correct, your information on the left or the other user's information on the right. If you are unsure, you should try to do some research to determine the right value.
5. Click the <<**Accept** button if you believe the other person's information is correct. When you click <<**Accept**, the information on the right will replace your information on the left.
6. If you are confident that all your data is correct, then you can consider clicking the **Ignore All** button. Note that **Ignore All** clears all relationship conflicts on that ancestor. This is useful to do when you think you have an ancestor right.

Note: Do not click the Ignore All button until you have reviewed all the relationship conflicts and you are comfortable that none are correct as Ignore All affects all the relationship conflicts on the ancestor, not just the conflict you are looking at.

7. If you click the **Collaborate** link, you will see the **Collaborate with Others** dialog box. Here you can send an e-mail to a person who submitted the information in question.
8. If you don't choose <<**Accept** or Ignore All, click the **Close** button. Then, in the **Family Information** dialog click **Save**.

You now know the basics of how to manage conflicts.

Where Do I Go from Here?

This QuickStart Guide only offers you a brief introduction to OneGreatFamily. Now that you've gotten your feet wet, you should feel comfortable clicking around and discovering the software for yourself.

The best way to learn more now is to watch the videos and read the Frequently Asked Questions or FAQs. To find them, go to the **Get Started** tab or www.onegreatfamily.com/GetStarted/GetStartedHome.aspx.

Enjoy your exciting adventure into family history with the largest combined family tree database in the world, OneGreatFamily.com

Appendix: Signing Up for an Account

NOTE: All rates and plans mentioned in this appendix are in effect at the time of publication (February, 2010). Rates and plans are subject to change. Please check www.onegreatfamily.com for current rates and plans.

Signing up for an account with OneGreatFamily is easy. You have several options, such as signing up for a free trial or for an immediate subscription, with various commitment periods.

The free trial is intended to let you experiment for seven days with the full system, before paying for the service. At any time during the free trial, you can cancel and you will not be billed.

NOTE: Canceling is easy. Just go to the **Contact Us** form and choose the subject "Cancellation Requests." You cannot cancel by just sending an e-mail to OneGreatFamily.

Conversely, if you skip the free trial by signing up immediately, you save money. For example, an annual subscription with a free trial is \$79.95 for the first year, but only \$59.95 if you sign up immediately. However, you will be billed immediately with no grace for the cancellation period. The choice is yours.

To Sign Up for The Free Trial

1. Click on the **Free 7-day Trial** button.



Figure 13.1 - Free 7-Day Trial Sign Up Button

2. Enter your **First Name**, **Last Name** and **E-mail Address**, confirming your e-mail as well. Note that your primary e-mail address is your user name.
3. Choose **E-mail Preferences**, such as the option to receive a newsletter or promotions, by clicking the check boxes next to the preferences.
4. You also have the option of entering a second e-mail address. This is convenient, if you have another e-mail address, because it will allow OneGreatFamily to contact you if anything goes wrong with your primary e-mail.
5. Click the **Next** button.
6. Enter and confirm your password by entering it a second time. The password must have at least six characters and cannot contain any of the following characters: | # \$ % @ / \ ' " &.
7. Click **Next** again.
8. Enter your address information (required are street address, city, state/province, ZIP or postal code, and country) plus an optional phone number, and click Next again.
9. Now you can select your plan. You will not be charged during your free trial. You can cancel at any time

during your trial; otherwise, OneGreatFamily will automatically begin your subscription after the trial period is over.

NOTE: The rates for a subscription following a free trial are higher than if you skip the free trial.

- **Annual Subscription.** This is the best value: 12 months for only \$6.67/month, billed \$79.95 annually.
- **Quarterly Subscription.** 3 months for only \$9.98/month, billed \$29.95 quarterly.
- **Monthly Subscription.** 1 month for only \$14.95/month

NOTE: All subscription plans, including the monthly plan, automatically renew at the regular subscription prices at the end of their term unless you specifically cancel.

10. Next, enter your credit card information. **Enter the Name on Card, the Credit Card Type, the Credit Card Number, and Expiration Date.** All this information is required.
11. Click the **Finish** button to agree to the terms and conditions.

To Subscribe Immediately

1. Click the **Subscribe Now** link.



Figure 13.2 - Subscribe Now Link

2. First, choose a plan.
 - **Annual Subscription.** This is the best value: 12 months for only \$5.00/month, billed \$59.95 annually.
 - **Quarterly Subscription.** 3 months for only \$6.65/month, billed \$19.95 quarterly.
 - **Monthly Subscription.** 1 month for only \$9.95/month

NOTE: All subscription plans, including the monthly plan, automatically renew at the regular subscription prices at the end of their term unless you specifically cancel.

3. Next, enter your billing information: **First Name, Last Name, Address, City, State/Province, Postal or ZIP Code, Country, and Phone Number.** Then enter your **E-mail Address** and confirm it by entering it again. You can also enter an optional second e-mail address to contact you if your primary one fails.
4. Next, enter your credit card information. **Enter the Name on Card, the Credit Card Type, the Credit Card Number, and Expiration Date.** All this information is required.
5. In the **Rewards Program** e-mail box, enter the user name, e-mail address, or full name of the person who referred you to OneGreatFamily. This will give them a free month on their subscription.
6. Agree to the terms and conditions by checking the box.

7. Enter the security code. This prevents automated systems from creating accounts.
8. Click **Next**.
9. Then enter a **User name** and **Password**, confirming the password by entering it again. Also accept the **E-mail Preferences**, by checking (default) or unchecking the appropriate boxes, which indicate whether you want to be mailed a periodic newsletter, promotional offers, and so forth.
10. Finally, click the **Complete Signup** button.

You are now ready to explore, build and expand your family tree! Welcome to OneGreatFamily!

