

If the text in this manual is too small, write an email to [dt-support@dorotree.com](mailto:dt-support@dorotree.com) and we will try to help.



**User's Guide  
August 2007  
Version 2.1  
English**

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## **1. How to Install DoroTree**

If you are installing DoroTree for the first time, please go to next paragraph **Standard Installation of Version 2.**

### **Upgrading from DoroTree version 1.55**

In principle, you install the upgrade the same way you install the full version of DoroTree.

The default procedure installs DoroTree version 2 in the folder (directory) *C:\Dorotree* and overrides (deletes) the previous version 1.5, if you initially installed it in the default folder, as recommended at time of installation.

Recommendation: It is recommended, but not necessary, to first uninstall the previous DoroTree version, using Windows standard utility for removing programs, to be found in Windows *Control Panel* (under *Settings*). The uninstall procedure does not delete neither the Dorotree folder nor your family files (files with the extension *.dte*). Still, we always advise you to make a private copy of your family files before any uninstall or install procedure. **(You should always make a separate private backup copy once in a while, preferably on a separate memory medium).**

### **Standard Installation of Version 2**

Insert the DoroTree CD-ROM into your CD drive. If you have Auto Start enabled, the setup program will launch automatically.

If setup does not launch automatically, run **setup.exe** from the CD. This can be done by clicking the *Start* button, choosing *Run* and typing in **D:\setup.exe** – where D: represents the drive letter of your CD drive.

When asked to enter a registration number, type in the number you were supplied with, usually found on a label on inside or outside cover of DoroTree's box or on an enclosed user registration card. (DoroTree User no.; Registration no. and Serial no. all refer to the same thing.)

Be careful to type in the number exactly as it appears. If you typed the number wrongly, you may be asked to re-enter it when you first launch DoroTree, or be limited to 36 persons only. The installation program demands a Company Name. If you are not a company, just type X.

If you follow our default settings, your program will be installed on your "C" drive, in the "Dorotree" directory. Use the Browse option in the 5th dialog box of the installation program (titled *Setup Type*) if you want to install the program on another disk or in a different directory (folder).

In the 5th dialog box of the installation program (titled *Setup Type*), you can choose the following three setup options:

1. **Typical.** Choose this option to install all the components included in DoroTree. This is the recommended option for most users.
2. **Compact.** Choose this option to install DoroTree without the Hebrew Help file and the Kaluach calendar. This option uses the minimum amount of disk space.
3. **Custom.** Choose this option to invoke another screen after you press the Next button. On the following screen (titled Select Components) you can manually choose which options to install. This option is for advanced users.

**Files.** Check this option to install the files. If you choose the Custom Setup Type you are presented with a choice of at least 3 components:

1. **DoroTree Application** needed to run DoroTree.
2. **Kaluach Civil/Hebrew Calendar.** Check this option to install this software for using a Hebrew calendar. It is a third party component included for your benefit.
3. **Hebrew Help file.** Check this option to install the Hebrew Help file (readable only with Hebrew versions of Windows). Clear this option if you are using non-Hebrew Windows.

After setup finishes you must reboot your computer. Failure to do so may prevent DoroTree from executing properly.

Note: Your DoroTree program works in practically all commonly used Windows operating systems and in all desktop settings from 800 by 600 pixels and up. We recommend the High Color (16 bit) color palette. (If you are going to change your *Display Properties Settings*, and are not computer proficient, we strongly recommend that you do it with somebody who has done so before.)

#### Icons installed

DoroTree installs at least three icons in the DoroTree



Program Group. (The exact number depends upon the installation options you choose):

1. The DoroTree program icon, used to launch DoroTree.

2. The Help file icons (one icon for each Help file language installed).  
You can hit the F1 key or click on the Help [?] button on most screens to view the online Help file. *If you do not have an updated Help file for the language you use, visit our "Updates" page (<http://www.dorotree.com/patches.html>) to check if there is a service package ("patch") available for your present version.*
3. The DoroTree ReadMe icon(s).
4. The optional Kaluach Hebrew/Civil Calendar icon. This third party tool is included for your benefit and is not a part of the DoroTree program.

## **2. General Concept and Features**

DoroTree was developed with an emphasis on user friendliness. To achieve this we have made considerable efforts to design all actions as similar and standardized as possible.

DoroTree has the ability to work simultaneously in two character sets: a Latin character set (English, French, Spanish or Portuguese) in the left-hand fields of the dialog boxes and of the *Main Screen* and a Hebrew character set for the "Jewish" right-hand side fields, but you can use English character for the right hand fields as well. (You can type in and display characters in Hebrew even without a Hebrew version of Windows, due to the special Hebrew font and virtual Hebrew keyboard embedded in the program.)

You do not have to build your family database in two languages and you do not have to take advantage of the unique multi-language features that no other Jewish Genealogy program offers. You can build up your whole family database in one language only. In this case you chose DoroTree because of its special features for the Jewish genealogist.

### **Building a Family Database in Hebrew Only**

You may be well acquainted with the Hebrew language and decide to base your data on Hebrew characters only. This is perfectly possible, but you should be aware of the fact that presently none of the larger central Jewish family databases and indices accept information in Hebrew characters or fields. Whoever constructs such a database has a priori relinquished the idea of contributing his family tree to the existing free (at least at time of printing) services conducted by:

- Beit Hatefutsoth in Israel ("The Diaspora Museum")
- JewishGen's FTJP (The Family Tree of the Jewish People)
- JGFF (the JewishGen Family Finder)

You can read more about these services if you follow the links in our special link menu, see *Help | Jewish genealogy sites*.

If you do not read Hebrew, you can change the right-hand side fields to display Hebrew or Jewish names and dates in Latin characters. To do so, press the *Maintenance | Right Hand Field Setup...* menu item. The program will convert and transliterate the dates. However, you will have to type the Hebrew/Yiddish first names by yourself.

### **3. How to Start Using DoroTree**

#### **Launching DoroTree for the First Time**

The first time you launch DoroTree – using the DoroTree shortcut icon created on your desktop (or from the DoroTree group under *Start | Programs*) – you will be asked to select the user interface language of your choice.

You can later change the user interface language by clicking the *Globe icon* at the end of the menu bar.

The program will then display the *Introduction* dialog box, telling you how to get started.

Upon closing the Introduction you will be presented with DoroTree's *Registration* dialog box. Please follow the instructions and register already when you use the program the first time – this is your guarantee to receive technical support and special offers for upgrades etc. in the future.

Upon finalizing the registration, you will be presented with the DoroTree *Main Screen*. Start by invoking the edit dialog box in order to fill in the fields for the first person in your family tree.

If your Hebrew titles and data appear from left to right, please reverse the direction of the Hebrew by pressing on the relevant menu option in the *Maintenance | Hebrew Handling* menu. In this menu item you also find the option for activating or hiding the Hebrew virtual keyboard.

To invoke the *Edit* dialog box, click on the *Update* icon (2nd from left) or double-click anywhere in the middle display section of either Husband or Wife.

Your first DoroTree family file has temporarily been called "*Untitled*". The first time you exit DoroTree or save the file (by clicking on the *Save* icon), you will be prompted for the name of your family file. This is the name of the file in which your family data will be stored. You may save this file under any directory you wish on your disk.

The file name you choose will become the name of your family tree database. A DoroTree family file name has **.dte** as its extension, e.g. MyFamily.**dte**.

You may change the file name at a later stage by choosing the *File | Save as* menu item, and you may choose a different location and/or file name. Be aware that if you do so, you are duplicating your family file under a different name, which may cause serious data synchronization problems.

You may choose any valid file name for your tree.

Save your family tree file in the folder of your choice. DoroTree will create a backup of the tree in the same folder by adding the words "Backup of" to the name you chose for your file.

**DO NOT use the subfolders "System" or "DoroTree\_Temp" located under your DoroTree directory.** These are internal folders to be used only by the program.

Each time you subsequently start DoroTree, it opens the *Main Screen* of the last family file used, displaying the last current person.

The installation of DoroTree provides you with a sample family tree file called DTdemo.dte, to be found in the DoroTree default directory. To open the sample file, click the *Open Family Tree* menu item under the *File* menu and select the DTdemo.dte file. You are free to "play around" and update the sample file as much as you like and at any time.

### **How to Get Started**

When you launch the program for the first time you will get DoroTree's *Main Screen*, devoid of any personal data. The default current record will be for a male person. (The *Husband's Details* heading is highlighted in red). To make the female person the current record, click on the *Wife's Details*, and its heading changes to red.

Start your family tree by clicking on the *Edit Current Person* icon (second from the left). The *Add/Edit Person* dialog box for the current record (person) pops up and you can enter the personal data.

Alternatively, instead of clicking the icon, you may double-click the white text area of the current record.

Press the *Save File* button (first icon from left) and you have saved the first member of the family in DoroTree's database. Usually you continue immediately by adding family members. Make the other spouse the current

person (and press the *Edit Current Person* icon) and then add children (using the *Add Child* icon, 4th from the left).

To add parents click on the relevant parent window. This moves the “parents” into the middle section of the screen and one of them becomes the current record. You can now press the *Edit Current Person* icon and enter the details of the highlighted parent in the *Add/Edit Person* dialog box.

Please read the explanations about the *Main Screen* (page xx) and *Adding a Person* (page xx).

**We strongly recommend that you read at least the following subjects in the online Help:**

- How to start using DoroTree
- Planning your family tree
- Adding a person
- Navigating through the family tree

Launch the Help file by clicking the [?] icon (last icon) on the *Main Screen*, or choose the Help file icon from DoroTree’s program folder.

#### **Did you update from DoroTree version 1.55?**

If you have DoroTree files from version 1.55, they will be automatically converted to DoroTree version 2 files, when opened (*File | Open Family Tree*). DoroTree saves a backup copy for you of the “old” file, adding “\_old155” to the name of the file.

Note: You cannot open and convert more than one version 1.55 file in the same DoroTree session. To do so you will have to close DoroTree and open it again, before you open the next family file.

#### **Do you already have a family database?**

*There is an alternative way to start your DoroTree family database if you already have a database developed in a different genealogy program, such as Family Tree Maker, Brother's Keeper, Ilanot, Hamishpaha, etc. In this case you can import the existing database into DoroTree, usually without losing information, using the GEDCOM utilities as explained in the next paragraph.*

#### **GEDCOM**

GEDCOM is an internationally accepted standard format for exchanging data between genealogists. Most genealogy software programs have a utility for importing and exporting family databases from one program to another.

In the *GEDCOM* menu item under the *File* menu you have five options:

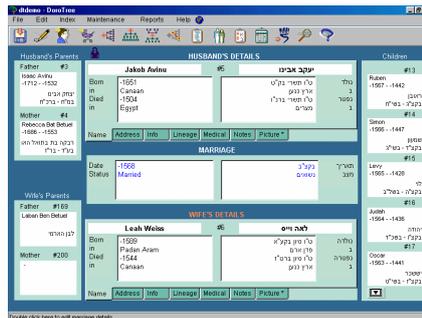
- **Export...** Build a GEDCOM file from your DoroTree family database.
- **Import New Tree...** Import a family database from a different program. (In this case DoroTree will retain the GEDCOM identity numbers generated by the original program.)
- **Special Import...** Attempt to import the Hebrew fields from another program. See Frequently Asked Questions starting on page 23.
- **Append to Current Tree...** Import and add an external family database into your existing DoroTree family database. (In this case DoroTree assigns new identity numbers to the new records.)
- **Import Report...** The error report from the import. (Can only be viewed during the present session of DoroTree and while you are in the current family database).

Note: The GEDCOM functions in DoroTree version 2.1 enable you to copy the links from the Picture tabs (see following **Pictures** paragraph on page 10).

#### 4. The Main Screen

The *Main Screen* displays information. You cannot write, edit or update information directly on this screen. The screen is designed this way to avoid that you will accidentally change data.

The *Main Screen* shows a family by presenting the current couple in the middle of the screen, including their marriage details. The children generation is in the right side column and the parent generation is in the left side column.



Clicking on one of the four parent boxes shifts the entire family to the right, and the parents become the current couple. The relevant child (i.e. father or mother from the previous couple) is now displayed in the children generation (along with his/her other siblings) and the grandparents (previously not displayed) are now shown as parents.

Clicking on a child window shifts the entire family to the left and the previous current couple becomes parents. This way you can easily navigate between the generations of a family.

In order to add or change information, you have to invoke the *Add/Edit Person* dialog box. To do so, press the second icon on the left, or use the *Add/Edit Person* menu item, or double-click on the text box of the person you want to edit.

Data of deceased persons is displayed in black. Data of living persons is displayed in color. (Persons born before 1850 are presumed to be deceased.)

## 5. The Tabs

Name	Address	Info	Lineage	Medical	Notes	Picture *
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Data for each current person is divided into 7 tabs or pages.

Clicking on a Tab will display a summary of the information entered for this tab. To update the information or to see all of it, double click on the tab or click on the *Edit Current Person* icon. A tab where the label has an asterisc after its label contains user-entered information.

When navigating between people, the tabs always revert to the Name tab.

### Name

The Name tab is where you enter a person's name, date and place of birth, date and place of death and cemetery.

### Address

The Address tab is where you enter a person's address, email, home page URL (web site address), phone and fax numbers.

### Info

The Info tab is a section where you enter customized information that you want to categorize in separate fields. At your disposal are ten fields in English and ten in Hebrew.

The first 5 field titles are set to *Current Last Name*, *Former names*, *A.k.a.* (Alias or Also Known As), *Occupation* and *PFN* (and their 4 first counterparts in Hebrew). The other five (six in Hebrew) are called Information 1 ... 6. (Information 1 is prepared for the Personal Family Number – PFN, but can be changed by the user).

From the *Label Titles* button or from the *Maintenance | Rename Info Labels...* menu you can customize the titles of the latter six fields.

Note: If you are using a database file from an earlier DoroTree version, the six fields may have been called Information 4 to 9 and the order may be different. The titles can still be customized.

### **Lineage**

The Lineage tab is where you may record information pertaining to a person's lineage. There are prepared fields for Cohen, Levi and Yisrael, as well as a list of different Chasidic groups and space for free text.

### **Medical**

The Medical tab is where you may record a person's medical history in free text. In doing so, please consider privacy issues.

### **Notes**

The Notes tab is where you may record sundry details about a person, such as exciting or interesting episodes that happened to him.

### **Pictures**

The pictures tab is where you include pictures, sounds and videos relating to a person. You can link using the following file formats: Jpeg, Gif, Tiff, Pcx, Png, Bmp, Wmf, Emf, Ico, Cur, Avi and Wav.

Note: The files themselves are not kept in the DoroTree database file, only the links to where they are saved. The actual picture, audio and video files must be maintained and backed up by the user himself.

Left-click on pictures to blow-up the pictures on the screen. The pictures can also be viewed and zoomed in the *Multimedia* dialog box.

You can transfer your pictures to another DoroTree user by including the picture links in your export (mark "Export Picture") and sending along the pictures themselves as well, to the receiver. The receiver will import the Gedcom file, put the pictures into a folder and then connect the folder to the family file by using the Set Pictures Folder to be found in the Maintenance menu. (To use the "Set Pictures Folder" option all the images must be in the same private folder on the harddisk).

(The Keep *current multimedia locations* should be marked in the Gedcom export, when you, for technical or other reasons, are performing a Gedcom export and import to yourself).

In DoroTree version 2.1 you can include one picture per person in the tree reports. The picture that will appear in the tree is the one with a black spot in the "option button". To change the picture, simply mark a different option button and that picture will be entered in the tree report.

In DoroTree version 2.1 you will find a new report called *Full Report*. In the *Full Report* you have the option of including all the pictures available for all persons in the report.

## Source

The first six tabs will show a Source button, when in Edit mode, which enables you to add details about the source of the data you have entered for this particular tab.

## 6. The Icon Bar



The *Main Screen* has 15 icons to help you perform the most frequent tasks without a need to open menus and choose items from a list.

**1. Save File.** This icon saves your data, so that you do not lose new data if your PC gets stuck. It saves the file under the current file name. Remember to save your file frequently when working continuously.

**2. Edit Current Person.** This icon opens the *Add/Edit* dialog box for the current record. The heading of the currently selected person is always red. Only *Husband's Details*, *Wife's Details* and *Marriage Details* can be current boxes. The *Edit Current Person* icon operates for all 7 tabs.

**3. Add or Edit Spouse.** This icon opens a dialog box where you can add, choose or edit multiple spouses for a person.

**4. Add Child.** This icon opens the *Add/Edit Person* dialog box. This dialog box can also be invoked by double-clicking on an empty child box.

**5. Ancestor Report.** This icon opens the ancestor report using the latest used layout. The layout can be changed from the *Reports | Ancestor* menu only. You can choose between *Vertical* and *Horizontal* layout and displaying pictures in the report or not. Use the *Settings | Fields* to include menu to change the contents of the report, or *Settings | Generations* to change the number of generations displayed. With your mouse you can move the position of a person's text box in the report. Double-clicking on a person will return you to the *Main Screen* with the person you clicked on displayed as the current person.

**6. Descendant report.** This icon opens the descendant report. The layout can be changed from the *Reports | Descendant* menu only. You can choose between *Boxes* (with or without pictures) and *Lines* layout. The report has the same user options as the Ancestor Report.

**7. DoroTree Report.** This icon opens the DoroTree report. This report shows immediate family of the chosen person. We recommend limiting this report to two or three generations in each direction.

**8. Kinship Calculator.** This icon opens the *Find Person* window where you choose a second family member with whom you wish to calculate the level of kinship (from Current person).

(The Kinship report can be run from the Reports menu only.)

**9. Outline Report.** This icon opens the outline report according to Personal Family number (PFN) or according to Number of Generation. Use the *Settings* menu from the report to customize the report format or to change the fields to include in the report as well as the number of generations displayed. Go to the Reports menu to choose between *English* or *Hebrew* layout.

**10. Family Group Sheet.** This icon opens the Family Group Sheet – useful for printing out and sending to relatives for them to fill in and return with updated information.

**11. Alphabetical Report.** This icon opens an Alphabetical List with all individuals in your tree. The report can be sorted by names or dates.

**12. Family Calendar.** This icon opens the current monthly family event calendar. You can choose the events and the personal details to be shown in the calendar. Jewish holidays can be optionally included.

You now have the option to individually choose the family members you want to include in the monthly calendar. To do this you mark these persons in the *Calendar* check box, which you find in the *Add/Edit Person* dialog box.

**13. Page of Testimony.** This icon will create a “Page of Testimony” for submission to the “Hall of Names” of Yad Vashem, Israel’s National Holocaust Memorial Museum.

**14. Find Person.** Opens the *Find Person* dialog box where you can search for people based on name, approximate spelling of surname (soundex) or partial text in a number of fields using the *Search* button.

**15. Help.** This icon opens the online Help file where you can find more information on how to use DoroTree. *If you do not have an updated Help file for the language you use, visit our “Updates” page (<http://www.dorotree.com/patches.html>) to check if there is a service package (“patch”) available for your present version.*

## **7. Adding or Updating a Person**

After invoking the *Add/Edit Person* dialog box, you may start entering or changing the information.

Every person needs a surname, in English, Hebrew or both. If you do not know the surname, we recommend you type in *Unknown*. (The program will also accept “?” or other signs, if you insist). If you know that a person never had a surname, we recommend you to use a “-” sign (dash, hyphen).

The program offers a “write ahead” feature, completing surnames and places after partial typing in. For this feature it uses an internal table containing names previously entered by you.

The screenshot shows the 'Add/Edit Person' window. It has two main sections: 'Latin' on the left and 'Hebrew' on the right. Each section contains the following fields: Title, Surname, First Name, General Birth Date, Birth Place, General Death Date, Death Place, and Cemetery. There are arrow buttons between the 'First Name' and 'General Birth Date' fields in both sections. At the bottom, there are radio buttons for 'Sex' (Male/Female), a 'Calendar' icon, and buttons for 'Source', 'Save', 'Cancel', and 'Keyboard'.

Pressing the arrow button between the two *First Name* text boxes will cause the first name(s) to be translated to Hebrew, if DoroTree recognizes the name and its spelling.

To change the date format, you may right-click on one of the two left-hand side date fields and choose Date Setup, or use the *Maintenance | Date Setup* menu item.

Pressing one of the arrow buttons between the date boxes will convert the date to or from the Hebrew date. If the birth or death occurred between sunset and midnight, then press the Sunset button between the date fields. The icon will change from a sun icon to a moon icon. Pressing the *date convert* button again will adjust the date accordingly. (Quick explanation: The Jewish day begins at sunset, whereas the civil day begins at midnight. During the period between sunset and midnight the Jewish date is already “the next day”, while the civil date has not yet changed.)

Note: You can enter and convert dates from the beginning of the Jewish calendar (Adam and Eve). This means that the years before the beginning of the civil calendar are shown as negative (-2313). (For the “negative” civil years there are no days and months.)

The Jewish years in Hebrew need the letter for the thousands, except for years starting from 5000. Years from 5000 are understood as default. To write a Jewish date from before the year 1000, you will have to put the digit “0” before the year.

The *Deceased Symbol* (candle) turns yellow when there is information in any of the fields Death Date, Death Place or Cemetery and can be manually

activated if no death details are known, but you are sure that the person is deceased.

The *Holocaust button* turns yellow when pressed – see page 16 for details.

Mark the *Calendar* check box for the family members you want to include in the Monthly Family Calendar or the Yahrzeit List, when you choose the Only Checked Persons report option.

#### **Which persons can you edit?**

You can only invoke the *Add/Edit Person* dialog box for the persons in the center section of the *Main Screen*. In order to edit the parents or the children you have to move them to the center of the screen. Clicking on the relevant text box on the Main Screen does this.

In order to add children, you can double-click on an empty child pane, click on the *Add child* icon (4th from the left) or use the *Add/Edit Child* menu item.

#### **8. Marriage Details**

The window in the center of the screen displays the marriage details of the couple consisting of the current husband and wife. To edit these details simply double-click on the Marriage details text box, or use the Edit Current Person icon or menu item when the *Marriage* title is red.

Mark Divorce or Widowed and the dialog box will be extended to accommodate for these details.

(Marriage details and End-of-Marriage details can be included in the relevant reports through *Fields to include*).

#### **9. Multiple Spouses**

If a person has more than one spouse, enter the first one in the Main Screen as usual. Then choose the *Add or Edit Spouse* button (3rd from the left) or use the *Add or Edit spouse* menu item, in the edit menu, to invoke the dialog box. From this dialog box you can press the *Add another spouse* button to add more spouses.

The *Add or Edit spouse* dialog box is where you can choose which spouse to view currently on the *Main Screen* and it is where you can designate the default spouse to be shown on the *Main Screen* and on reports.

When a person has more than one spouse, a head of the opposite sex is shown above the person's details on the *Main Screen*.

## 10. The Holocaust Symbol ★

To identify people who perished during the Holocaust, we have designated a special symbol, a Magen David (six-edged star) with a "J" (as in "Jude", Jew) in the middle, symbolizing the yellow star many Jews had to wear during the Nazi regime in Europe during World War II. You can click the *Holocaust* button in the *Add/Edit Person* dialog box. When printing a report, you have the option of printing this symbol adjacent to a person's name.

## 11. The Death Symbol •

The Death Symbol has been changed to a small black dot. When printing a report, you have the option of printing this symbol adjacent to a deceased person's name. (The Holocaust symbol will overwrite the Death symbol).

## 12. Changing User Interface Language

Click the globe on the menu bar or use the *Maintenance | Select Language* menu item to change between English, Hebrew, French, Spanish and Portuguese user interfaces.



The user interface refers to the language that shows up in menus and in dialog boxes in the program. The data you have entered will not change, except for the name of the month in the date display. In version 2, not all menus and other items have yet been translated into Spanish and Portuguese.

(Online Help exists only for English and Hebrew.)

## 13. Changing Date Setup

From the *Maintenance | Date Setup* menu you can change the way the date is displayed.



In the *Add/Edit Person* dialog box you can enter the date in any standard format. However, you

should be aware of the potential misunderstandings between the European and American way of representing dates, if you choose not to display the month in letters, but as a number. The date 12/6/1854 will be interpreted in Europe as June 12, 1854 and in the US as December 6, 1854.

In order to avoid confusion we recommend that you choose to represent the month in characters, but it's your choice. The spelling of the month depends upon the user interface language chosen.

## 14. Reports

The following reports are available (see also above the explanations on the reports written for the corresponding icons):

- **Ancestor Tree.** A graphic representation of a person's ancestors. Offered in vertical or horizontal layout.
- **Descendant Tree.** A graphic representation showing a person's descendants. Several different layouts are offered.
- **DoroTree.** A graphic representation showing ancestors, descendants and siblings, including Uncles and Aunts. Useful for Bar/Bat Mitzvot and for introducing children to genealogy. (Recommended for a limited number of generations only).
- **Outline.** A text based report, showing a person's descendants in hierarchical order displayed with indentations to emphasize the different generations . The Outline report can also be shown according to PFN (*Personal Family Number* which can be generated from the *Maintenance* menu). You choose the layout by menu *Settings | Outline Tree Format*. The report can be saved in RTF (Word) or HTML format.
- **Family Page.** Useful for sending to relatives to obtain updated information about their family members. Can be saved in HTML.
- **Address List.** A list of addresses, emails, URLs, phone and fax numbers of all people in the database.
- **Alphabetical List.** A list of all people in the database sorted by name, date or DT# (DoroTree identification number).
- **Calendar.** Displays the occurrences of birthdays, wedding anniversaries and Yahrzeits on a month by month basis, in wall-calendar style (with option for showing the Jewish holidays as well). Can be saved in HTML format. Click on *Settings* to choose the population and the events you want to show in the calendar.

Note: The *Day of Death* or *Yahrzeit* for persons deceased in the Jewish month of Adar, will be shown in leap years in Adar I. If you prefer to mark this in Adar II you will have to mark the check box found in the *Lineage* tabs.

- **Full Report.** A new report, similar in layout to the Notes report, introduced in version 2.1. In this report you can choose to display all information available for a person. Go to *Settings | Report* options to customize the report. Can be saved in HTML and in RTF (Word) format (without the pictures).

**Notes.** A printout of all notes, referring to the person they belong to. Can be saved in HTML format.

- **Wedding Anniversaries.** A list of all wedding anniversaries.
- **Kinship Report.** Shows the family relationship between the Current Person and all other persons in the database within 10 generations (or degrees) away from the current person or the spouse. The calculator tells the kinship between current person and the person chosen within above mentioned limit.
- **Bar/Bat Mitzva Calculator.** Displays when the current person's Bar/Bat Mitzva occurred or occurs, including the weekly Torah portion. Only available for persons with a full birth date. (Based on common halachic conventions.)
- **Yahrzeit Table.** A list of when the current person's Yahrzeit falls on the civil calendar. The number of years is configurable from the *Settings | Number of years* menu. Only available for deceased persons with a full date of death.

Note: For Yahrzeit in Adar, see Note for Calendar above.

- **Yahrzeit List.** A new report showing the days of death (Yahrzeit) for the members of the family during the year. You can choose to include the deceased from the entire family database or only from "the checked persons" (equal to the population marked for the monthly calendar report). Can be saved in HTML format.

Note: For Yahrzeit in Adar, see Note for Calendar above.

- **Pages of Testimony.** Automatically prepares pages about Holocaust victims in a format defined by Yad Vashem. The information must be completed by submissioner before printing the page. (The pages are in PDF format, and demands that you have Adobe® Reader® installed.)

- **Name Reading List.** Preparing a list of Holocaust victims to be read out at yearly commemoration ceremonies. (Similar to the name reading lists being prepared by Yad VaShem.)
- **Export to Excel.** The whole family file or “From current person” can be saved in Microsoft® Excel 5 and above, fields to be chosen by the user. The feature offers Excel proficient users to generate their own reports, create graphic charts or compute statistics. Check boxes have been added for automatically selecting the fields relevant for statistics or relevant “contact information” suitable for being copied to the *Outlook Address Book*. The names of the columns in the Excel worksheet (actually the first row) are technical but self explanatory.
- **Print Main Screen.** A printout of the DoroTree *Main Screen* including the details of the persons as shown.

### 15. Typing Hebrew

If you do not have Hebrew Windows, then each data input dialog box will have a *Keyboard* button at the bottom right, which brings up the on-screen virtual keyboard, when clicked on. (If the *Keyboard* button is missing, go to sub menu item “Hebrew Handling” in the Maintenance menu and press “Show Keyboard”.)



The letters of the Aleph Bet are arranged in alphabetical order to make data entry easier. To use it, invoke the *Keyboard* by clicking on the *Keyboard* button, then click on the Hebrew field you want to enter data into, and use your mouse to click on the appropriate letters.

Hint: Civil dates can be entered into the English side and converted to Hebrew dates in Hebrew characters using the *Convert Date* button (see page 13).

You can also type in Hebrew from your keyboard. The input follows the layout of a standard Hebrew/English keyboard.

If you don't plan to use Hebrew characters, you can change the right hand side to display Latin characters, using the *Maintenance | Right Hand Field Setup* menu item.

~	!	@	#	\$	%	^	&	*	(	)	.	+	←
Tab	Q	W	E	R	T	Y	U	I	O	P	{	}	Enter
Caps	A	S	D	F	G	H	J	K	L	:	;	'	
Shift	Z	X	C	V	B	N	M	<	>	?		Shift	
Ctrl	Alt	Space						Alt	Ctrl				

Months can then be entered and displayed in Latin letters, and days and years in regular digits, e.g. 24 Tevet 5746.

DoroTree spells the Hebrew months as follows:

Nisan, Iyar, Sivan, Tammuz, Av, Elul, Tishrei, Cheshvan, Kislev, Tevet, Shevat, Adar, Adar I and Adar II.

### **16. Pictures in The Family Trees**

You can include many pictures for each person, but only one picture for each person from your collection in the tree reports. The picture that will appear in the tree is the one with the marked "radio button". To change the picture, simply click on an unmarked radio button and that picture will appear in the tree report. (If no button is marked, no picture will be shown for this person.)

To facilitate the report, the pictures are automatically resized to max. 60x60 pixels.

To change between trees with or without pictures go to the Reports menu and activate the report from there.

(The *Full Report* will show all pictures available for a person).

Note: If the report cannot find the picture, for any technical reason, the report will continue without the picture.

### **17. Website File Generator**

Prepare and display a tree (Ancestor, Descendant or DoroTree) on the screen. Go to *File | Generate Website Files* from the menu and save the files with your chosen file name (the file will actually be a folder containing all the files needed to view the tree on the browser).

To display the tree, open the folder outside DoroTree, for example from your Explorer Browser, by double-clicking the html file with the name you gave it in the folder you created earlier.

You will possibly see a message that an ActiveX might be unsafe..... (The activeX has not yet been authenticated). To see the tree you will have to press Yes.

The web page can be seen in the Internet Explorer, version 5.5 or above. (Please be patient and wait for the page to download).

If you cannot read the Hebrew text, press the *Fix Hebrew* button.

The *Find* button performs a full search on the details of the tree and "jumps" to the first found box.

You can send the folder with all the files by email to your relatives or put the files on a website.

If the recipient has no DoroTree installed he will be prompted to download the required components. If he has no Hebrew fonts installed, and your tree contains Hebrew characters, he should download and install the DoroTree font as well (see link at the bottom of the web page).

In order to see the tree the recipient must set his security level to "Low" (*Tools | Internet Options... | Security | Custom Level...*).

Note 1: Presently pictures will not be displayed when viewed from a web site. (Therefore do not include pictures in the trees to be posted at a web site. The pictures increase the download time considerably).

Note 2: Lately many recipients do not succeed to see the trees after all, due to new security measures introduced by the internet providers. (DoroTree is working on this problem and hope to come up with a solution shortly).

### **18. Hints and Advice**

- Start your family tree by clicking on the *Edit Current Person* icon (second from the left).
- Female surnames should always be entered as maiden names (the surname before first marriage).
- We strongly recommend that you write Hebrew or Jewish names in the right hand fields. If you do not know how to read and write Hebrew, change the right hand field setup to Latin characters. See the User Settings topic in the online Help file.
- Use the *Info* tab fields for nicknames (a.k.a.) and for former names. Enter *Current Last Names* only if it is different from the surname entered or from the surname of the default husband.
- If you miss a certain kind of field, use one of the *Info* fields and it customize for your individual needs.
- For technical reasons, please refrain from using parenthesis in Hebrew fields, they tend to perform poorly in reports.
- If you are "playing" with the report settings, set the number of generations to a small number until you have the report design right. (Use the *Reports | Global Settings* menu.)
- If the text fields are overlapping pictures in the trees, then increase the width of the boxes in the *Settings | Report Settings* menu item.

- Don't ask for a report preview if you don't have a printer defined.
- Change Printer Setup definitions from *Settings | Report Settings* menu item - for the Family Tree Reports from the same menu item but from the *Preview display screen*.
- Reports, e.g. Outline report, that can be saved as HTML or RTF (Word) files are suitable to send to family members by email as attached files.
- You can import existing family files from other programs using the GEDCOM file format.
- If your original tree contains Hebrew characters then use the Special Import option to try and import the Hebrew text properly.
- If you are adding or updating many personal details in your family file, then click the Save icon once in a while.
- In the *Edit* menu item you will find the tools for adding, deleting, connecting or disconnecting personal records. Make sure you have saved an extra copy of the family file before you start these manipulations. (Read Fixing Relationships in the Online Help.)
- You can add an entire family branch to your family file by GEDCOM Import (*Append to Current Tree*). You can delete an entire branch with menu item *Edit | Person Record | Remove Branch from Current Person*.
- The larger your family file the longer it will take DoroTree to open and shut down.

### **19. Exporting your Family Tree to Jewish Databases**

One of the aims of building up a family tree is to find additional branches and relatives and to be able to exchange information with other Jewish genealogists.

You will find that your personal network of friends and relatives grows consistently while your family tree grows. However, many hobby genealogists want to do more than that. One of the most attractive ways to do this is to make your genealogical research available to as many as possible. The best way to do this is to submit your family tree to one of the existing global Jewish genealogical databases.

Beware that the databases below only accept Latin character text fields.

You can export your DoroTree family database via the GEDCOM format (see page 8). For more information about the GEDCOM format see the online Help file or visit one of the following web pages:

- **JewishGen's FTJP page:** [www.jewishgen.org/gedcom](http://www.jewishgen.org/gedcom)
- **The Diaspora Museum's (Beit Hatefutsoth) page for the Douglas E. Goldman Jewish Genealogy Center:**  
[www.bh.org.il/genealogy/index.asp](http://www.bh.org.il/genealogy/index.asp)

## 20. Frequently Asked Questions

Question: Why does DoroTree ask for a registration number when it starts?

Answer: During setup you probably typed in the 18-digit number wrongly. Enter the correct number, and DoroTree will stop asking for it.

Question: Why can't I type on the *Main Screen*?

Answer: The *Main Screen* is designed so that you don't accidentally change data. In order to edit data use the *Update* icon (2nd from the left) which will open up an *Add/Edit* dialog box.

Question: Where is my family tree stored?

Answer: DoroTree stores your family tree in a file with a DTE suffix. The name of the file is the name that appears on the top left-hand corner of your screen, with a .dte suffix. (E.g. My Family.dte). While DoroTree is open, your updates are temporarily stored in the *DoroTree\_Temp* directory, somewhere under the DoroTree directory. **Never try to manipulate the files in the Working Files directory, as this will corrupt your database. Never store files in this directory as DoroTree will delete them.**

Question: What is the *Backup of My Family.dte* file?

Answer: Every time DoroTree closes, it creates a backup copy of your family tree – just to be on the safe side. Nevertheless you should make your own backup copy once in a while and store it in a separate folder and sometimes in a separate medium, such as diskette or recorded CD-ROM. Use the *File | Save As* menu item for this. **Don't forget to return to your original family file after that.**

Question: How do I add my own text to a report?

Answer: Using your mouse, "draw" a square by holding down the left button and moving diagonally. After releasing the mouse button, click on this square to highlight it, then press *Enter* to invoke the *Edit node* dialog box to edit the

content and format of the box. (For more details, see *Adding a text box* topic in the online Help file.)

Question: Can I save my reports?

Answer: Yes! Use the *File | Save As* menu item. Reports can be reloaded from the *File | Load From File* (or *File | Open Report*) menu items. Loaded files will not necessarily return you to the *Main Screen* if you double-click on a person.

Question: Why don't I see all the generations on my tree?

Answer: By default, DoroTree will show 6 generations. Use the *Settings | Number of generations* menu item in each report to change this default. Each report remembers the number you choose for it.

Question: How do I print a report with background colours?

Answer: Mark "Print Background Colors" in the "Report Settings" box.

Question: How do I find a person?

Answer: Use the *Index* menu item. You can then search by name, date, DT# or similar sounding names (soundex, now also in Hebrew), or by partial text in a number of fields using the search button.

Question: What is the DT#?

Answer: The DT# is the DoroTree identification number. Every person is allocated a unique serial number. Some people find it easier to differentiate between persons this way – especially when several relatives have the same or similar names.

Question: What's the easiest way to transfer family trees between different programs?

Answer: Use the GEDCOM facilities. Under the *File | GEDCOM* menu item you have the utilities to import and export family trees. See *The GEDCOM File* on page 8.

Question: I did a GEDCOM import to DoroTree and the Hebrew looks like gibberish – what can I do?

Answer: Use the *Special GEDCOM Import* menu item, which should correctly copy your Hebrew fields to DoroTree's Hebrew fields.

Question: My Hebrew fields are wrongly shown from left to right. How can I remedy this?

Answer: Use one of the *Maintenance / Hebrew Handling* menu items.

Question: How do I remove people from my database?

Answer: Use the *Edit | Person Record | Remove Person* from family tree menu item.

Question: What does DoroTree mean?

Answer: *Dorot* means *generations* in Hebrew. *Tree* refers to the family tree.

Question: When printing reports I do not see the Hebrew correctly. Why?

Answer: You may need to update your printer driver. Do this from the *Start | Settings | Printers* menu on your desktop.

## **21. How to Contact DoroTree**

Registered users are entitled to receive 90 days free technical support.

DoroTree may offer paid-for technical support also after the Free Support Period.

Should you need support after this period, please check our web site to see if this alternative is available at [www.dorotree.com/support.html](http://www.dorotree.com/support.html)

Always check the Frequently Asked Questions in this User's Guide and on our Web site before contacting DoroTree support.

If possible, we prefer you to write (email or fax) rather than leaving a voice message.

You may contact DoroTree using the following numbers:

- **Fax in the US:** (720) 247 0942 or check our web site
- **In Israel:** Phone (02) 679 7490  
Fax (02) 679 7470
- **Email:** [dt-support@dorotree.co.il](mailto:dt-support@dorotree.co.il) or check our web site
- **URL:** <http://www.dorotree.com>