DATA ENTRY IN ANCESTRAL QUEST

By Lesly Klippel, 4/2015

1. Keyboard shortcuts and mnemonics (reaching for the mouse slows you down!)

A. Go to a field quickly by holding down the Alt key and typing the underscored character of a field, i.e. <Alt> b takes you to the birth field; <Alt> d take you to the death field, etc.

B. To add a family, enter the father and mother's information and in the Family View, type <Ctrl> L to add a child. The surname will be filled in automatically. Use <Tab> to jump from field to field or the Up and Down arrows. Just type M or F for the gender when you are in the gender field. If not at that field, type <Alt-M> or <Alt-F> to add the gender.

C. If the birth place from the previous entry is the same, type <F8> to copy the information from the previous entry. If the death place is the same as the birth place, type <F9> to "Ditto Down" from the birth place. There are other Ditto keys available on the Ditto button in the Edit Individual screen.

2. "Quick Entry"

A. When entering given names, start typing the name and the Quick Entry feature will complete it with what the system believes you want.

B. In the place field, Use <Alt-DownArrow> to bring up the list of place names, start typing the place name and when you come to it on the list, hit the space bar to accept. It's a good idea to edit the place name list occasionally and remove incorrect names. Click on Edit, Quick Entry Place List to open the list. Highlight an incorrect name and click the Delete button.

C. If you are typing a short place name and the Quick Entry feature tries to add letters, i.e. you want Smith and Quick Entry adds "field", hit the Delete key to remove the highlighted "field" from the end of the word.

DOCUMENTING SOURCES

1. Creating a New Source; in the Edit Individual screen, click the S to the right of the fact you wish to document, i.e., Name, Birth, Christening, Death, Burial or Marriage.

A. Select a type for the source such as Census. Decide a consistent format for your sources that you can use for every source of the same type. For example, Alabama; 1860 U.S. Census. Every time you need to enter a source from the Alabama 1860 census, you can pick that source from the source list so you don't have to type the source information again.

B. The Citation area of the source includes information such as page number, county and family number, document number or whatever specific part of the source contains the information documenting the person. There is a section where you can type the actual text from the source. You can attach an image of the source. This will be a link to where the image is stored on your

computer. The Citation area will change every time you use the basic source according to the information found within the source.

2. Choosing a Source from the Source List

A. Click the S to the right of the fact you wish to document. The list of Sources appears. Start typing the name of the source and the list moved to that part of the alphabetical listing.

B. Highlight the desired source and Click the Select button. Choose Create New Citation and follow the instructions for entering the specific information for that person or family.

3. If desired, sources can be entered in the Notes section for each person or family.