

## ADDING ICONS

For Windows with a traditional desktop (eg Windows 7 or Windows 8.1 in desktop mode)

Right click on a blank area of the desktop.

Pick “New” and then “Shortcut”

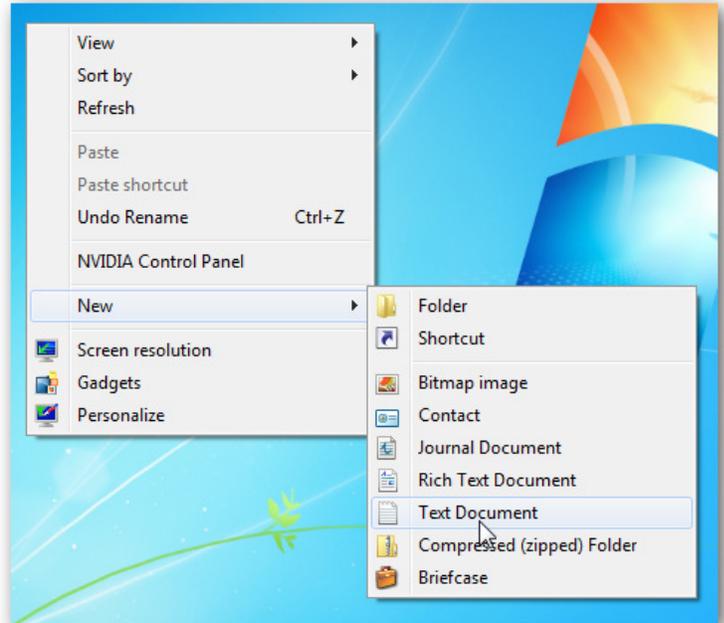
Select “Browse” from the dialog box and find the program you want for your shortcut.

Click Next and give your shortcut a name.

Finally, click Finish and you have a new icon on your desktop.

Removing an icon is just as easy by right clicking it and picking Delete.

If you want an icon to be visible all the time on the taskbar at the bottom of the screen, right click on it and select “Pin to Taskbar.”



NOTE: Don't remove any icons that don't have a small arrow in the lower left-hand corner.

For Windows with a tile desktop (eg Windows 8.1 or Windows 10)

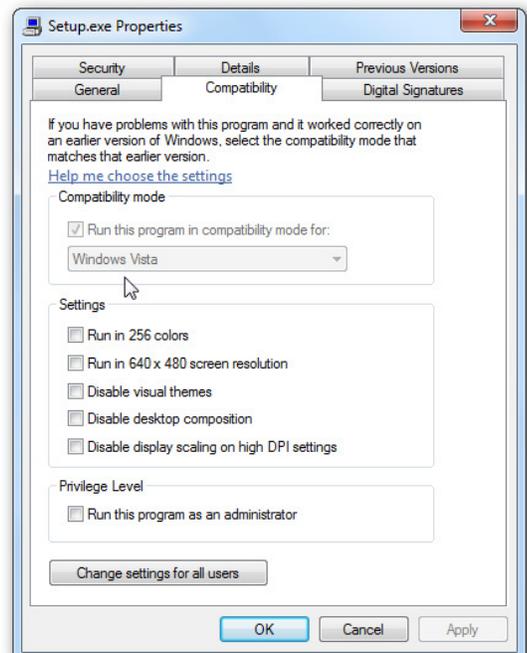
Find the program you want in the All Programs list, right click it and select “Pin to Start.” Once you have a tile on the desktop you can right click the tile and re-size it to fit your layout. Tiles can also be dragged around into new positions to group like ones together.

## RUNNING OLD PROGRAMS ON WINDOWS10

In most cases, your old programs that worked on Windows 7 and even Windows XP will also work on Windows 10.

When installing the program from a CD or EXE file be sure to right click the install file and select “Run as Administrator.” Some older programs may bring up a Compatibility Troubleshooter where you can specify some of the programs parameters to make it run.

Personally, I have found that when the Troubleshooter appears I just tell it that everything is working fine and to go away.



## SHUT DOWN OPTIONS

There are several ways to shut down your computer.

Shutdown or Power Off  
Sleep  
Hibernate

Shutdown from the Start Menu closes all open programs and turns off the power for everything.

Sleep shuts down the display and hard-drive and puts the CPU into a low power mode. This enables a quick re-start back to where you left off working.

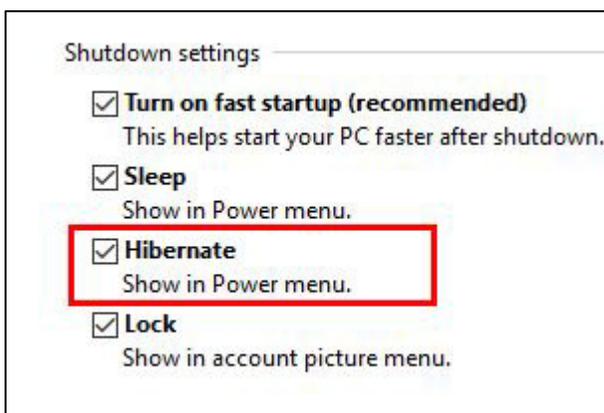
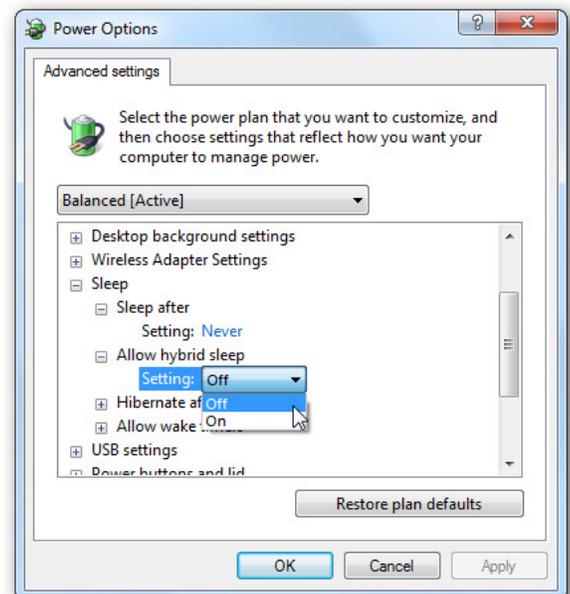
Hibernate saves all open processes to a file on the hard drive and shuts down the power for everything. This takes longer than waking from sleep to re-start but brings you back to where you were last working.

In Windows 7 you can enable hibernation through the Control Panel | Advanced Power Settings.

Remember that Hibernate takes a lot of hard drive space (2 GB or more) so is not a good idea if you have limited hard drive space.

While in the power settings you can specify to enable hibernate automatically after a specified period of inactivity to save power or battery capacity.

In Windows 8 and 10 type “Power Options” in the search window by the start button. Click on “Change settings that are currently available” and check the Hibernate option.



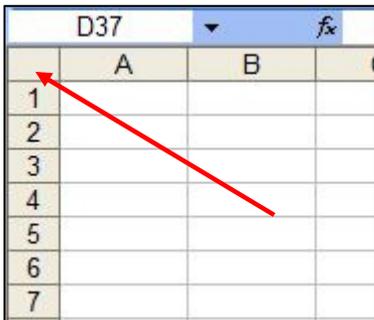
Hibernate will now show as an option in your Power Off or Shutdown menu.

Windows 10 has an option called Fast Startup which is enabled by default on some computers. This combines the elements of Shutdown and Hibernate to speed up the start up process. This means that when you use Shutdown you aren't necessarily doing a full Shutdown if that makes any sense?

To make sure that your computer is fully off if you are going to leave it for an extended time or have it packed in an enclosed space and don't want it to wake up accidentally you will have to press and hold the power button for 5 seconds after shutting it down. It might appear to be re-starting but hold the button down until you hear an audible click and it will then be fully off. This is also helpful if you are experiencing strange problems with your computer such as networking ones with Wifi. Do a full shutdown and then restart it to see if that clears your problem.

## SORTING SPREADSHEETS

To sort in Excel or other spreadsheets there are a few rules which are important so you don't scramble your data.



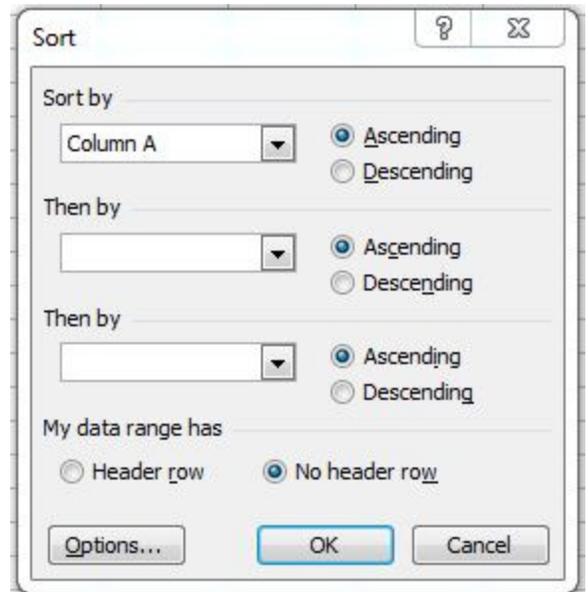
Always select the entire spreadsheet before doing a sort function. The easiest way to do this is by clicking the top left corner between the column and row designations. This will select the entire spreadsheet so that your records (rows) stay together.

Next pick Data | Sort from the main menu or ribbon and set your sort criteria. You can use up to three in Excel but

remember that it sorts them in order of priority. If your spreadsheet has a Header or Title Row you can choose the appropriate button so your selections contain your titles. There cannot be an empty row between your header and the data otherwise this won't work.

Finally, remember that Excel sorts according to the type of first character it finds so numbers are first, punctuation characters are next and finally letters are last. Capital letters come before lower case letters.

If your data is preceded by numbers or punctuation characters you might want to insert an additional column of the same data without the leading characters to perform the sort function and then delete it.



For genealogical data like census transcripts that I record in Excel, I always include a last column I call SEQ for Sequence where I insert numbers in order so 1, 2, 3 etc. This means that I can always restore my spreadsheet to it's original entry format by sorting on the SEQ column. You only need to enter 1, 2, 3 in the first three rows then select the three cells with your mouse and pull the "Fill" handle to continue entering the rest of the numbers to your spreadsheet. The "Fill" handle is the plus sign that appears in the bottom right corner of the selected group when your mouse hovers over it.

## GENEALOGY PROGRAMS

The top "free" genealogy programs for Windows (in my opinion) are Legacy 8 soon to be Legacy 9, RootsMagic 7 and Gramps 4.

**Legacy 8** is on sale until Christmas for US\$24.95 with the guarantee that you can upgrade to version 9 when it is released. The standard edition is also available for free from their website at <http://www.legacyfamilytree.com> and you can upgrade later at any time without affecting your data entries. An Apple Mac (OSX) version of Legacy is supposed to be available soon.

**RootsMagic 7** is the next on the list at US\$29.95 but also with a free "Essentials" version available as well. RootsMagic integrates with Ancestry so if you have an online tree this might be a good choice. RootsMagic is available from <https://www.rootsmagic.com>

**Gramps 4.2.4** is an open source genealogy program that is completely free. It is available for Windows, Mac (OSX) and Linux from <https://gramps-project.org>

Whichever program you start with, you can easily move your data from one to another by using the GEDCOM format. Just **export** your family file from one and **import** to another. You can do this just to use the advanced features of another program even if it isn't your regular program.

## **INSERTING PICTURES IN WORD**

When you are ready to publish your family history you'll probably want to do it in a Word Processor so you have more control over the final product. One of the big advantages of using a Word processor is adding pictures and photos to your story.

Inserting a picture into Word is fairly simple but getting it to stay put and behave is another story. All of the images in this document have been added using the following rules. It is important to know where the images you want to use are located on your computer hard drive before proceeding.

STEP 1: Place the insertion point (cursor) where you want the image to be located.

STEP 2: Click INSERT | PICTURE | FROM FILE on your menu or ribbon.

STEP 3: Find your image from the browse list, select it and click INSERT.

STEP 4: Right Click on the picture in your document and select "Format Picture."

STEP 5: Select the LAYOUT Tab and click the "Square" choice and click OK.

You can now move your image about and the text will flow around it. If you want to change its size, just grab one of the corner handles to do it otherwise you'll distort the image. Finally, if you would like a border around your image just repeat the Format Picture in Step 4 and this time pick the COLORS AND LINES Tab, then click the Color area of the Line feature and pick black color square and OK. You now have a black square frame around the image. You can experiment with this to vary the thickness of the border and its colour.

Next time we'll look at adding a text box and joining it to the image with a common border so you can add captions to your pictures.

## **ONLINE SEARCHING**

We did some online searching for Nova Scotia records which are available from <https://www.novascotiagenealogy.com> Privacy restrictions limit the availability of records to 1915 for Births, 1940 for Marriages and 1965 for Deaths. Cyndi's List at <http://www.cyndislist.com/canada/provinces/ns/bmd/> has 33 sources for Nova Scotia b-m-d records some of which are surprising like the Alberta Genealogy Society. The LSD FamilySearch Catalog and Wiki available at <https://familysearch.org> also have a wealth of information about Nova Scotia records.