

uFTi user manual: iPad

Oughtibridge Ltd

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Quick Start

Six short pages that take you from opening uFTi to your first person, with its source and a copy.

This takes about ten minutes. Each page has a few steps. Do them in order.

Add your first person

Make your own workspace and add yourself, or someone you know well.

1. On **Workspaces**, choose **Create workspace**.

A small window named New workspace opens. It starts with a name already in the box.

2. Type a name for your tree, such as My family, in place of the name that is there.
3. Choose **Create**.

The **New person** form opens.

4. Type a first name in **Given name(s)**. Type a last name in **Surname**.

Start with yourself, or someone you know well. Only the first name is needed. If you know the birth date, type it too.

5. Choose **Save**.

The page for that person opens. If the **Save** button is below the bottom of the window, scroll down to it.

That is your first person. uFTi saves your work as you go.

Next: [Look around](#) (page 3).

Look around

See what the main menu items show for the person you added.

Add a person first.

The menu at the left shows the main places. Most of them show the person you are looking at.

1. Choose **Person**.

It shows that person's page.

2. Choose **Events**.

It lists the [events and facts](#) for that person.

3. Choose **Notes**.

It shows the notes for that person.

4. Choose **Family tree**.

It draws a tree. Older manuals call it a pedigree.

5. Choose **+** at the top right.

A sheet named **Add a record** lists what you can add.

The other menu items are for later. To go back one screen, choose the back arrow.

Next: Say where you found it (page 4).

Say where you found it

Add a source to a fact, so you always know why you believe it.

Open the page of a person who has a birth date.

To find a person, type their name in the search box and choose **Search**. Then choose the card with their name.

1. Choose the small chip beside **Birth**.

It shows a number and a plus sign, such as 0 +.

A screen named **Sources** opens.

2. Choose **Add source**, then **Add a new source**.

3. In **Title**, type where you know this from.

For example, My birth certificate or Mum told me. Only this box is needed.

4. Choose **Save source**.

5. Choose **Done**, then **Done** again.

The number on the chip goes up by one.

The fact now has a source. Later, when two records disagree, this is how you will know what to believe.

Next: Keep it safe (page 4).

Keep it safe

Save a copy of your tree as a file, and keep it somewhere else too.

1. Open **Workspaces**.

2. On the card for your tree, choose **Save as...**

A small sheet opens. It asks how to save your tree.

3. Choose how to save your tree.

- **GEDZIP archive (.gdz) — includes media** saves everything in one file, with its pictures. Choose this one.
- **GEDCOM file (.ged)** saves your tree as a [family tree file](#), without pictures. Use it only for a program that cannot read GEDZIP. If asked which version, choose GEDCOM 7 unless that program is old.

4. In the Files screen, choose where to put the file, then choose **Save**.

You now have a copy. Make a new one after you add a lot. Keep one off your device too.

If you opened a file from another program, uFTi keeps its own copy. The file you chose does not change.

Next: [What next](#) (page 5).

What next

You have a tree, a person, a fact with its source and a copy, so choose where to go from here.

Well done. What do you want to do now?

- Record more of what you have found. [Say where you found it](#) (page 4) shows how.
- Learn the ideas behind it all. Read [Five things to know](#) (page 6). It takes two minutes.

Five things to know

The five ideas behind uFTi, in two minutes.

A workspace is one family tree

You can have more than one. Each shows as a card on the **Workspaces** screen. Make a new workspace for each tree.

People and families

Add a person for each relative. A family joins a couple. uFTi draws a tree from your families. Choose **Family** to see it.

Facts and sources

A fact is something you record, such as a birth with its date. A source is where you found it. It can be a certificate, a census page, or what someone told you. A small chip beside each heading on a person's page counts the sources. Choose the chip to add one. Then you will always know why you believe a fact.

Saving and copies

uFTi saves your work as you go. To keep a copy, choose **Save as...** on your workspace's card. Keep the file somewhere else too. Do it again after a big session.

Getting help

Look in this guide when you are stuck. Use its search box, and type the words you would say. Practise in a workspace you make for the purpose.

Bring in, share and keep safe

What your workspace holds, why a GEDZIP file is the one to keep and send, and when a plain family tree file is better.

Your tree is more than one file. It is the family tree, its research notes, and the pictures and other files you attach. This chapter says what uFTi does with a file you open, how to keep a copy safe, and which file to send.

The short answer is the [GEDZIP](#) file. It holds your whole workspace in one file. Keep your work in a GEDZIP file, and send a GEDZIP file to anyone who also uses uFTi.

A plain [family tree file](#) is for older programs only. It leaves out your pictures and other attached files.

Your tree may have started in another program. Your family may want a copy. This chapter is for both.

Your workspace and its files

A workspace is your family tree and its linked files, and a GEDZIP file holds all of them in one file.

A [workspace](#) is one family tree and everything kept with it. That is the family tree file, with its research notes, and the pictures and other files you attach to people, facts and sources.

Linked files

The family tree file does not hold your pictures. It links to them, and the pictures stay in files of their own. The same is true of other attached files.

So if you send only the family tree file, the other person gets the tree and its links, but not the pictures.

One file for the whole workspace

A [GEDZIP](#) file puts the family tree file and all the files linked to it into one file. You send one file, and nothing is left behind. Another person who uses uFTi opens it and sees your whole workspace.

For that reason, a GEDZIP file is the one to keep and the one to share between copies of uFTi.

The plain family tree file

A plain [family tree file](#) holds the people, families, facts, sources and research notes. It does not hold the pictures or other attached files.

When you save one, uFTi asks which version of [GEDCOM](#) to use. Choose GEDCOM 7, which was published in 2021 and is the one it recommends. Choose GEDCOM 5.5.1, which was published in 1999, only for an older program that cannot read GEDCOM 7.

A GEDZIP file holds a GEDCOM 7 family tree file, with the pictures and other attached files beside it.

At a glance

Table 1. Which file holds what

File	The tree and its research notes	Pictures and other attached files	Use it to
GEDZIP file	Yes	Yes	Keep your work, and share it with another copy of uFTi.
Plain family tree file	Yes	No	Share with another program that reads GEDCOM, or work with one.

Opened files and copies

On a phone or tablet, uFTi works on its own copy of the file you choose, so the file you chose stays as it was.

When you choose a family tree file, uFTi gets a copy of it and keeps the copy as its own. When the file opens, uFTi says so in one line. It works on that copy, so the file you chose does not change.

The file you chose

The file you chose stays as it was, however much you add. That also means it does not show your new work.

Get your tree out

The copy that uFTi works on is not a file you can pick up and send. To get your tree out, choose **Save as...** on the card for your tree. Then choose how to save it, and where to put the file. Choose the GEDZIP file, unless you need a plain family tree file for an older program.

The file you save is a [saved copy](#). It stays as it was when you made it. Make a new one after you add a lot.

Sending your tree

Send a GEDZIP copy that you saved. [Which file to send](#) (page 9) says why.

Which file to send

Send a GEDZIP file to anyone who uses uFTi, and a plain family tree file only to an older program.

To share your tree with someone who uses uFTi, save a copy as a [GEDZIP](#) file with **Save as...**, and send that file. [Keep it safe](#) (page 4) shows how to make one.

A GEDZIP file holds your whole workspace: the tree, its research notes, and the pictures and other attached files. It is one file, so you can send it from your phone. Nothing is left behind, so the other person sees what you see. [Your workspace and its files](#) (page 7) says more.

For an older program

Some older programs cannot read a GEDZIP file. For them, save a plain [family tree file](#) instead. It holds the people, families, facts, sources and research notes, but not the pictures or other attached files. If the other person needs the pictures, send them as well.

Do not send the file you chose

Do not send the file you chose when you opened your tree. uFTi did not change it, so it does not show your new work. The copy that uFTi works on is not a file you can send.

A saved copy stays as it was when you made it. Make a new one before you send, if you have added anything since.

backup

An older copy of your family tree file, which the app makes for you. It is made the first time the app saves after you start it.

fact

Something you record about a person, such as a birth with its date and place.

family tree file

A GEDCOM file that holds a whole family tree, with its people, families, facts, sources and research notes. It does not hold pictures or other attached files. You can open one, save one and send one.

GEDCOM

The standard format for family tree files. Many family tree programs read it. GEDCOM 5.5.1 was published in 1999. It has been the common format for more than twenty years. GEDCOM 7, published in 2021, is the newer version. A version belongs to the standard, not to uFTi.

GEDZIP

One file that holds a whole workspace. It has the family tree with its research notes, and the pictures and other files. It is the best way to save and send your work.

pedigree

A family tree drawn for one person. It shows their parents above them, and their partners and children.

saved copy

A copy of your tree that you save yourself, as a GEDZIP file (preferred) or a family tree file. It stays as it was when you made it.

source

Where you found a fact. It can be a certificate, a census page, a book, or what someone told you.

workspace

One family tree and everything kept with it. That is the family tree file with its research notes, and the pictures and other files you attach. A GEDZIP file holds all of it. You can have more than one.

Glossary

B F G P S W

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