

uFTi Quick Start: Windows

Oughtibridge Ltd

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This publication is available at <https://docs.ufti.com/windows/Alpha-1/start/>

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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.

Get uFTi

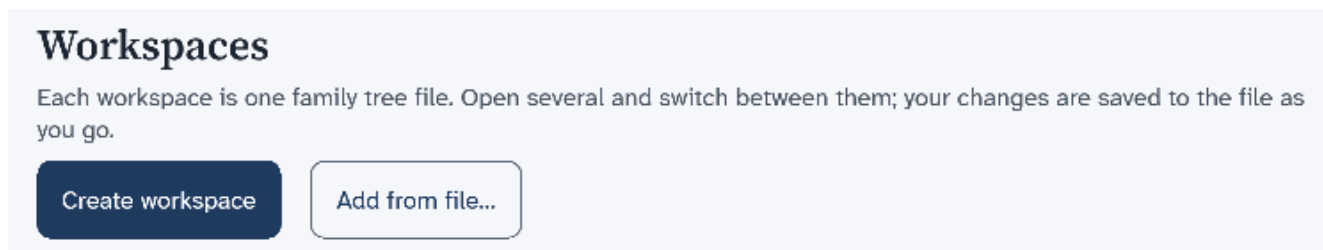
Download uFTi, install it and open it for the first time.

A [workspace](#) is one family tree.

1. Download the installer from the Get uFTi page on the uFTi website.
2. Run the installer.
3. Open uFTi from the Start menu.

The **Workspaces** screen opens.

This is where your trees live. You may see some sample workspaces already. You do not need them.



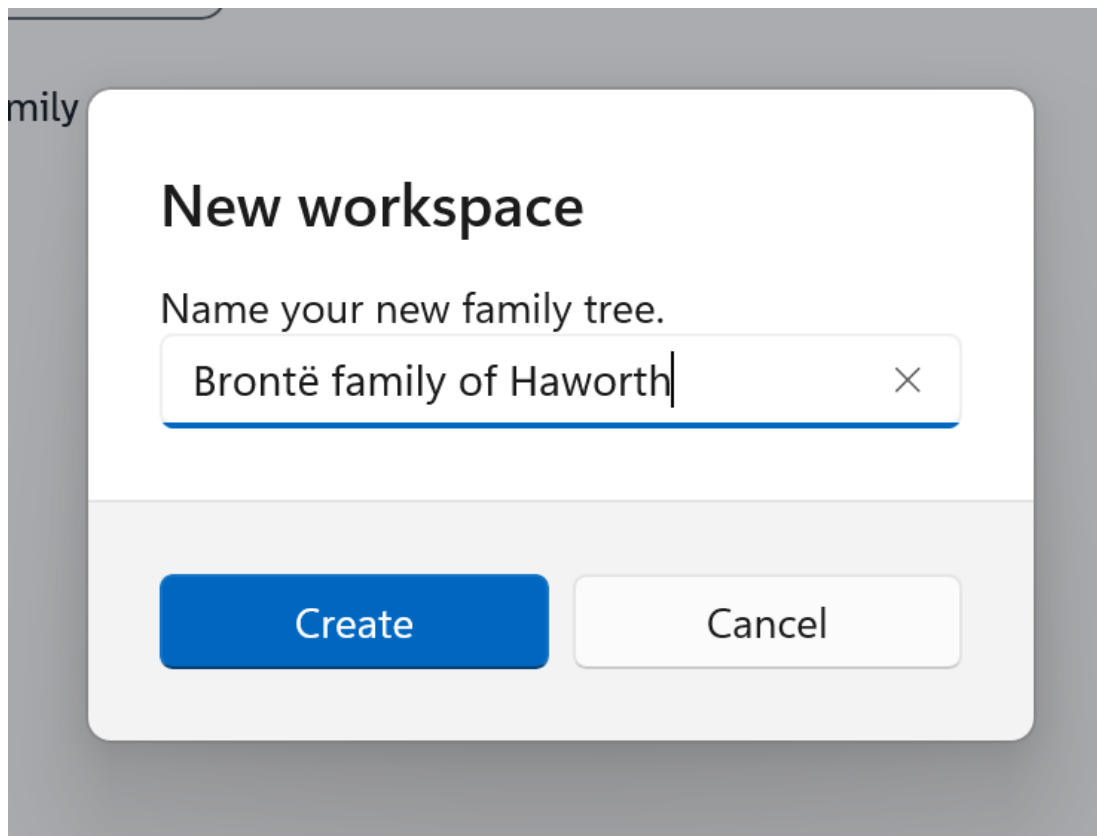
Next: [Add your first person](#) (page 3).

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.

Workspaces

Person

Family tree

Events

Notes

Where records are kept

Who made this tree

Research questions and notes

Preferences

About uFTi

Brontë family of Haworth New person

Name, place, or event...

Search

+

Prefix

Given name(s) *

Patrick

Surname

Brontë

Suffix

Sex

Male

Title

Date of birth

Day Month Year

17 March 1777

Reads as 17 March 1777

☐ Not sure of the date?

☐ Edit as text

Place of birth

County Down, Ireland

Date of death

Day Month Year

7 June 1861

Reads as 7 June 1861

☐ Not sure of the date?

☐ Edit as text

Place of death

Haworth, Yorkshire

Save Cancel

Next: [Look around](#) (page 5).

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.

Workspaces

Person

Family tree

Events

Notes

Where records are kept

Who made this tree

Research questions and notes

Preferences

About uFTi

Brontë family of Haworth Patrick Brontë

Name, place, or event...

Search

Showing: Patrick Brontë

Added with the "Basic details" form

Identity Sources: 0 +

Name Patrick Brontë

Sex Male

Title —

Birth Sources: 1 +

Date of birth 17 March 1777

Place of birth County Down, Ireland

Death Sources: 0 +

Date of death 7 June 1861

Place of death Haworth, Yorkshire

Family

Maria Branwell
Wife · 1783–1821 · Married 1812 Gulseley, Yorkshire

Charlotte Brontë
Daughter · 1816–

Photos

No attachments yet.

Edit Add a record

Delete person

Next: [Say where you found it](#) (page 6).

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.

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.

Add sourceClose

Title *
The Brontë Family, with special reference to Patrick Branwell Brontë, volume 1|

Page or reference number
e.g. GRO Reference: Dec Qtr 1931 Vol 9b Page 442

Where is it kept?
An archive, a library, a website, a box at home

The words copied from the record

Note

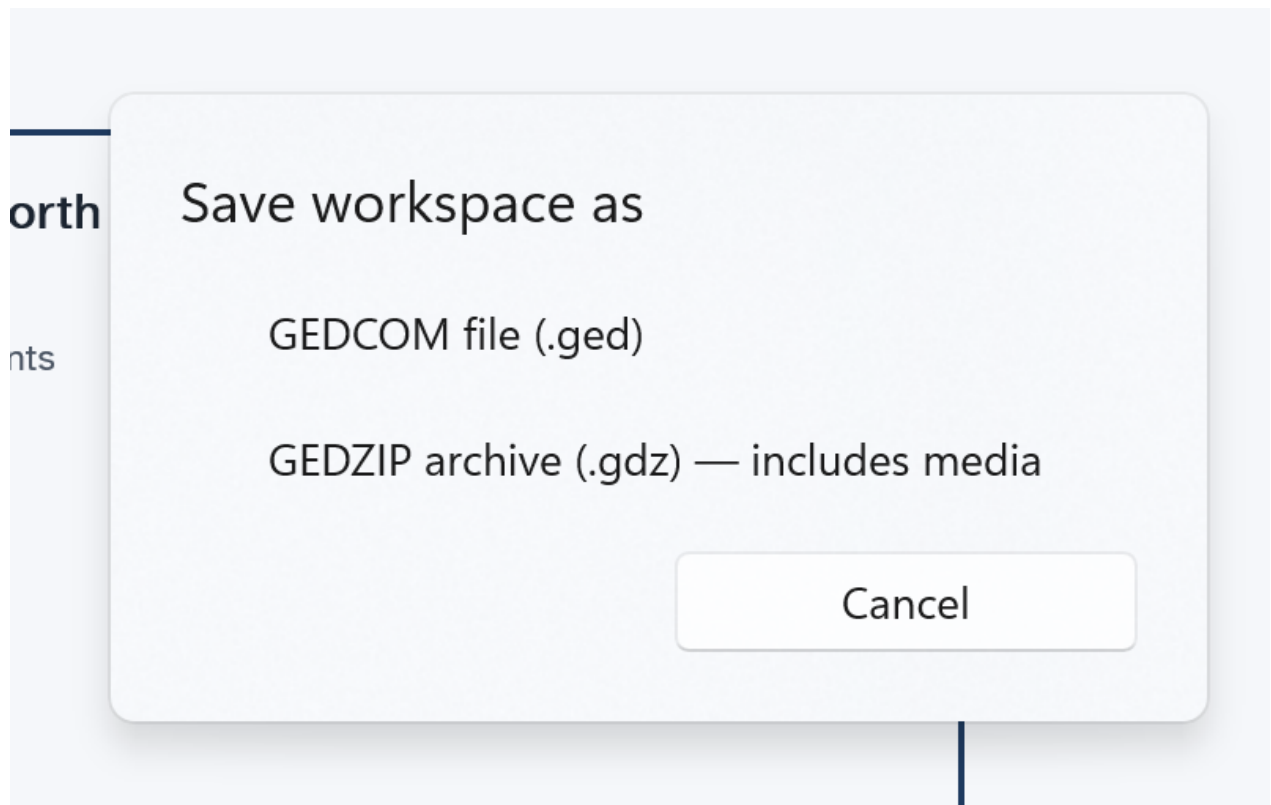
Save source

Next: [Keep it safe](#) (page 7).

Keep it safe

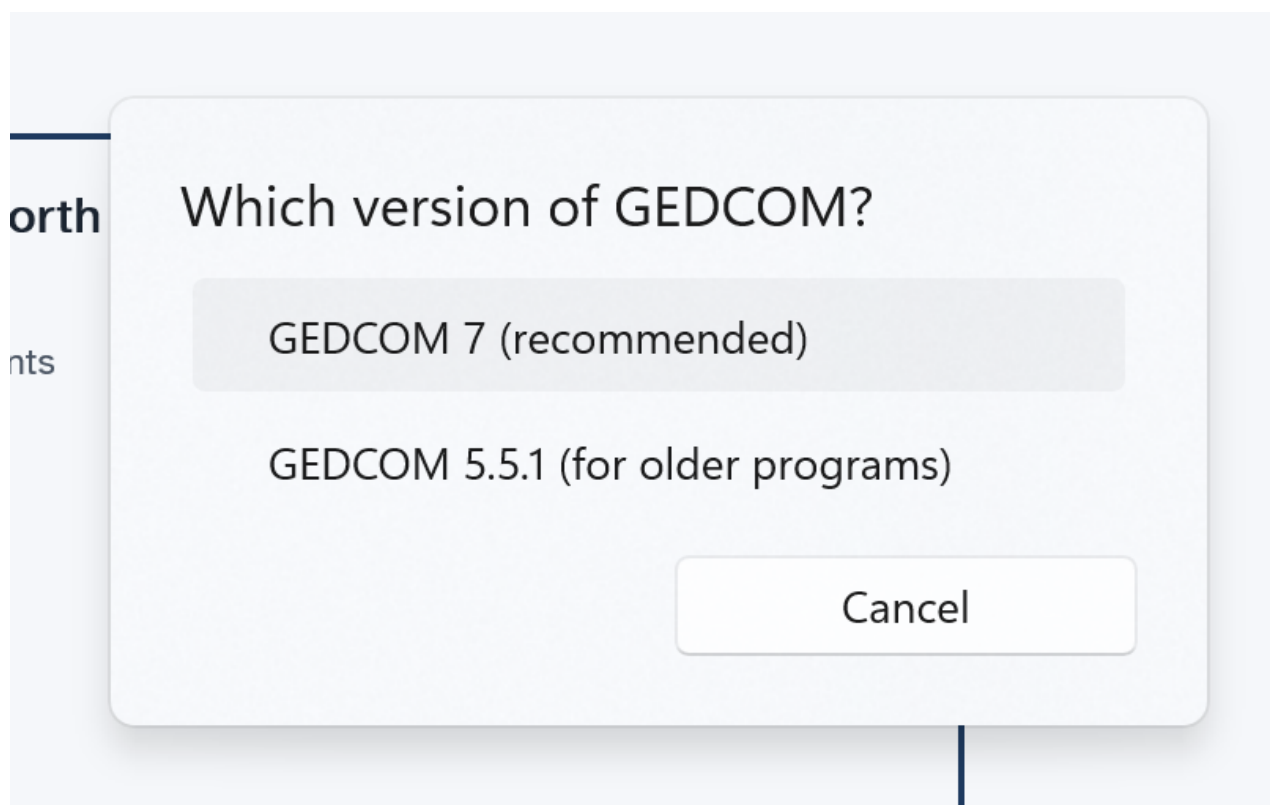
Save a copy of your tree as a file, and keep it somewhere else too.

1. Open **Workspaces**.
2. On the card for your tree, choose **Save as...**
A small sheet named Save workspace as opens.
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.



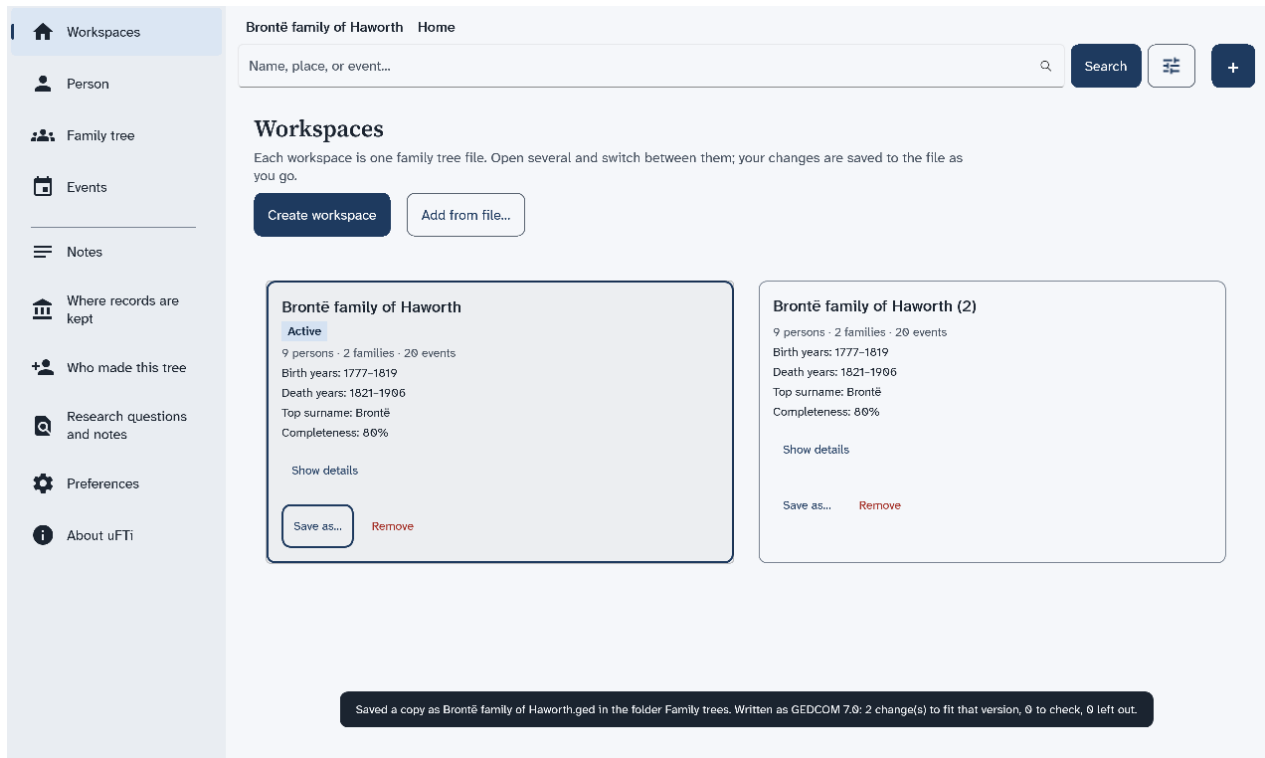
4. If you chose **GEDCOM file (.ged)**, choose a version.

The box named Which version of GEDCOM? offers **GEDCOM 7 (recommended)** and **GEDCOM 5.5.1 (for older programs)**. Choose the first unless a program you use is old.



5. When Windows asks where to put the file, choose a folder you will remember. Windows opens your Documents folder first. Choose the folder you want, then choose Save.

A message names the file and its folder. It stays until you choose it.



You now have a copy. Make a new one after you add a lot. Keep one on another drive too.

If you opened a file from another program, uFTi saves your changes to that file. To leave the original alone, open a copy.

Next: [What next](#) (page 9).

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 6) shows how.
- Learn the ideas behind it all. Read [Five things to know](#) (page 10). 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.

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.

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

F G P S W

F

fact

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

family tree file

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S

source

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

W

workspace

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