

uFTi user manual: Windows

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.

Get uFTi

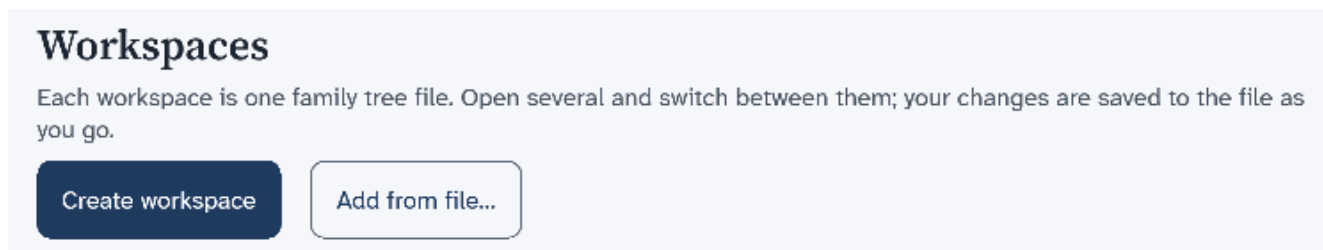
Download uFTi, install it and open it for the first time.

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.



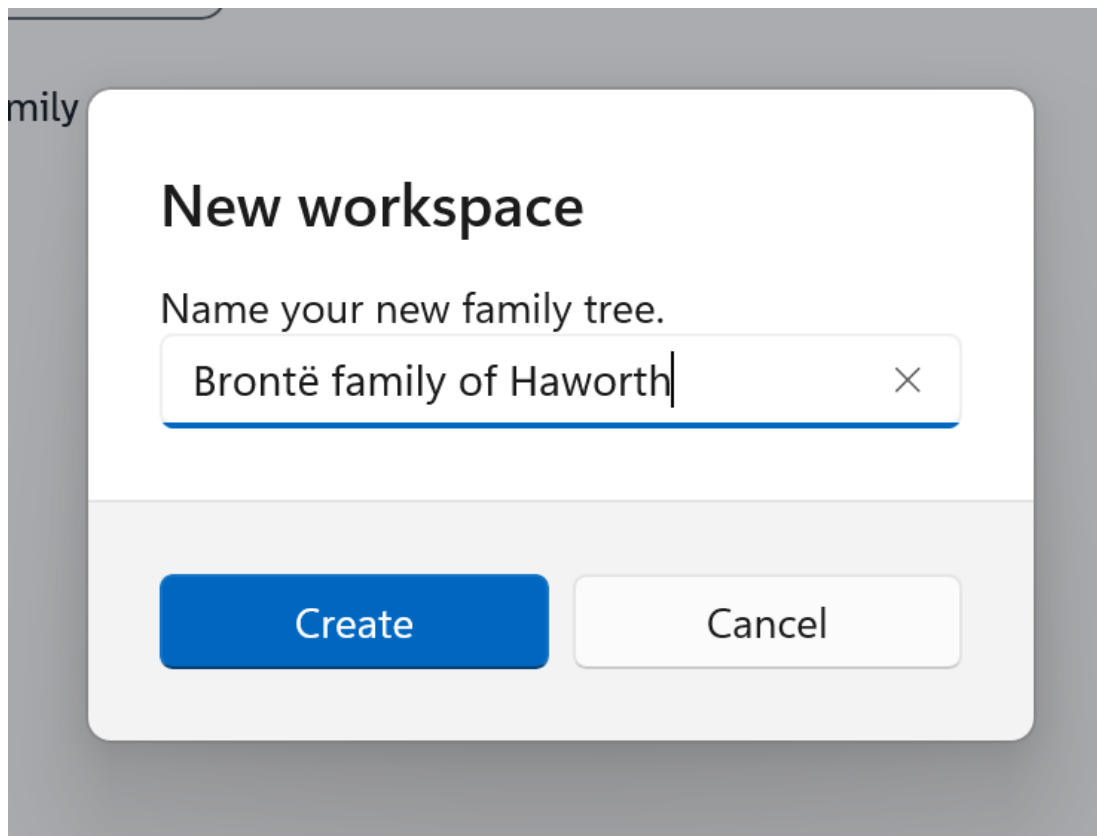
Next: [Add your first person](#) (page 3).

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 source

Close

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

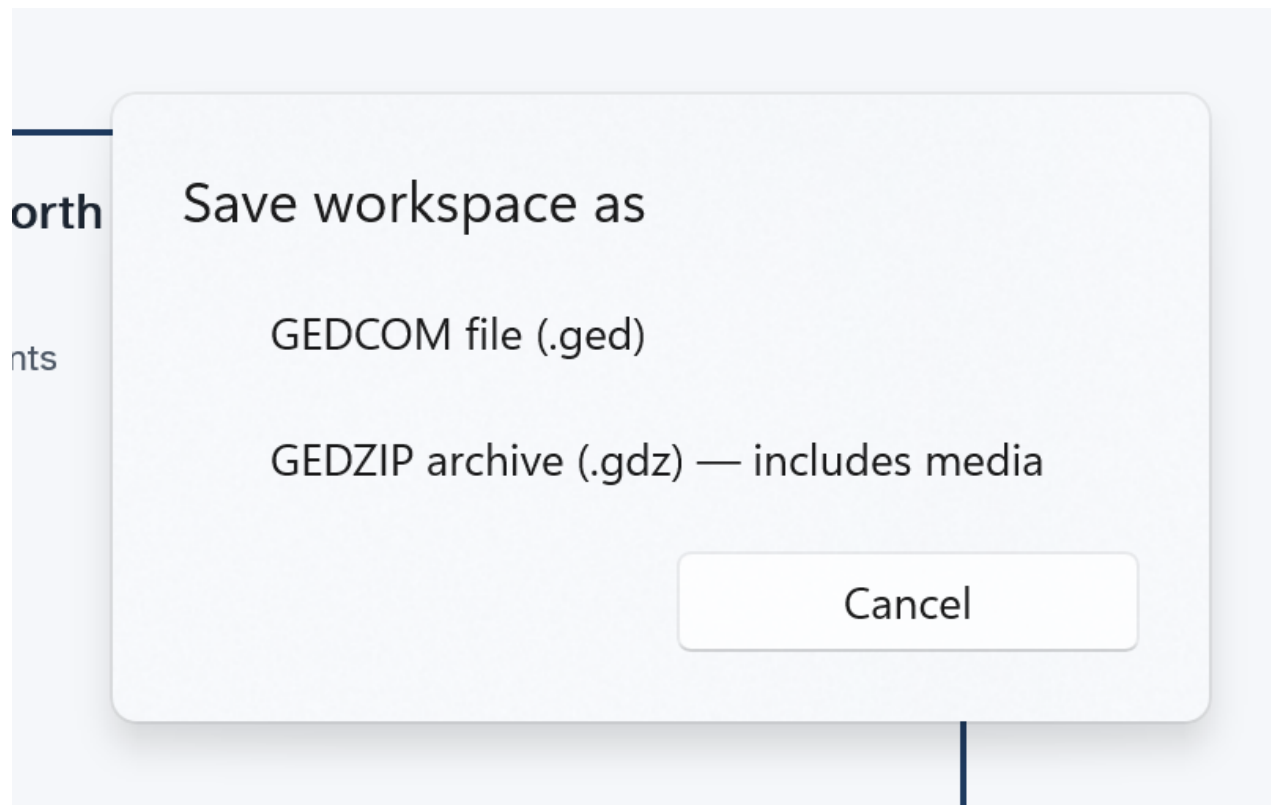
Save source

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

Keep it safe

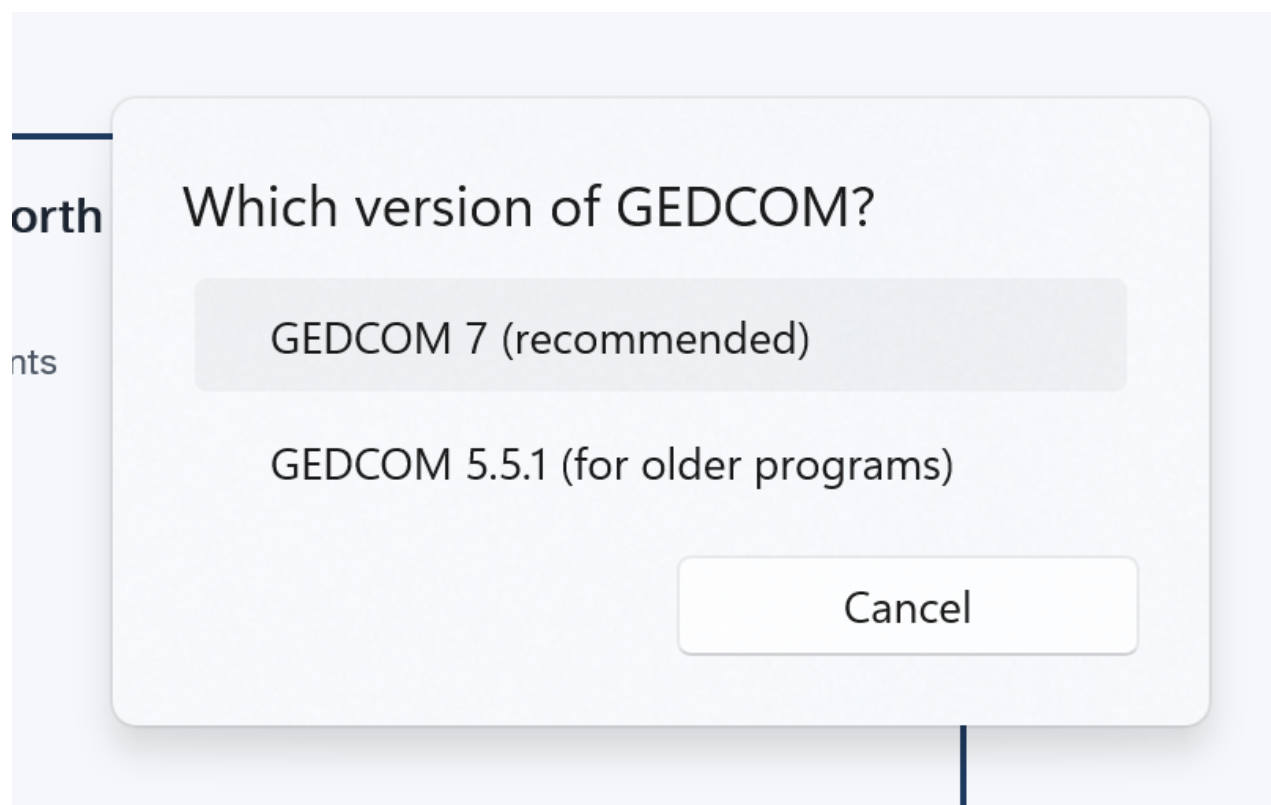
Save a copy of your tree as a file, and keep it somewhere else too.

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.



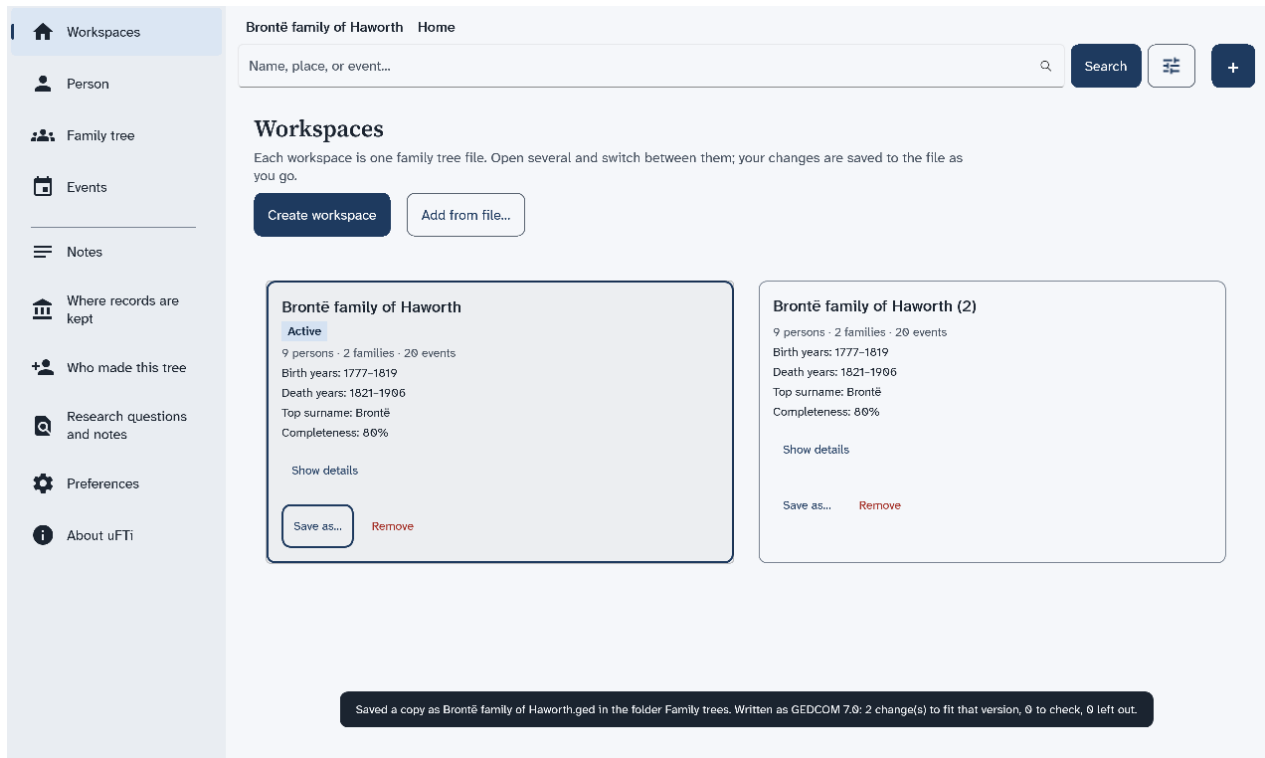
4. If you chose **GEDCOM file (.ged)**, choose a version.

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.

Work with your tree

Find people, add people and families, read their events and sources, and write notes.

This chapter is for everything you do once a tree is open. It starts with a picture of every screen. Then it shows how to find a person, how to read what the app knows about them, and how to add more. Each page has a few steps and a picture of the result.

The pictures use one small tree: the family of Patrick Brontë of Haworth, a village in Yorkshire. You can build it yourself, a little at a time, as you read.

The screens of the app

What each item in the menu at the left shows, with a picture of each screen.

The menu

The menu stays at the left of every screen. Some items show your whole tree. Others show one person, the person named in the chip that starts with **Showing**. The chip is empty until you open someone. It clears again if you remove that person's tree.

Table 1. The menu items and what they show

Menu item	What it shows	Needs a person
Workspaces	Your family trees, one card for each.	No
Person	The page of one person.	Yes
Family tree	A drawing of the person with parents, partners and children.	Yes
Events	The things that happened in that person's life.	Yes
Notes	Your own notes about that person.	Yes
Where records are kept	The archives, libraries and websites your sources come from.	No
Who made this tree	The people credited with the tree.	No
Research questions and notes	Your list of questions and ideas.	No

Menu item	What it shows	Needs a person
Preferences	The colours and the light or dark look.	No
About uFTi	The version of the app and facts about your computer.	No

If a page says Select a person or No person selected, it needs a person first. Search for someone, then open them. [A page says no person is selected](#) (page 34) shows how.

Workspaces

This is the first screen. Each card is one family tree. It tells you how many people, families and events the tree holds. [Open a family tree file](#) (page 38) and [Remove a tree from the list](#) (page 39) start here.

Person

This is one person's page: their names, their birth and death, their family and their photos. [Find a person](#) (page 17) shows how to open it.

The screenshot shows the uFTi interface with the 'Person' view selected in the left sidebar. The main area displays the profile for Patrick Brontë, including a search bar, a 'Refine by' section with filters for Dates, Sex, Place, Event type, and Approximate (sound-alike) matches, and a 'Photos' section with buttons for 'Edit', 'Add a record', and 'Delete person'. The profile information shows 'Anne Brontë' as the daughter, born in 1819 and died in 1849.

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 Search "Patrick" > Patrick Brontë

Name, place, or event...

Search

Showing: Patrick Brontë

Refine by

☐ Dates

☐ Sex

☐ Place

☐ Event type

☐ Approximate (sound-alike) matches

Clear filters

ANNE BRONTË
Daughter · 1819-1849

Photos

No attachments yet.

Edit Add a record

Delete person

Family tree and Events

[See a family tree](#) (page 18) explains the tree. [See the events of a person](#) (page 20) explains the list of events.

The screenshot shows the uFTi interface with the 'Events' view selected in the left sidebar. The main area displays the 'Events of Patrick Brontë' section, including a search bar, a list of events (Birth, Marriage to Maria Branwell, Death), and an 'Add event' button at the bottom.

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 Events of Patrick Brontë

Name, place, or event...

Search

Showing: Patrick Brontë

The events recorded for this person, such as birth, marriage, residence and occupation, each with a date, a place and its evidence.

Birth
17 March 1777 · County Down, Ireland

Marriage to Maria Branwell
Family event · 29 December 1812 · St Oswald's church, Guiseley, Yorkshire

Death
7 June 1861 · Haworth, Yorkshire

Add event

Notes

Notes are your own words about a person. [Add a note to a person](#) (page 31) shows how to write one.

The screenshot shows the 'Notes' section for Patrick Brontë in the uFTi application. On the left is a sidebar with navigation options: Workspaces, Person, Family tree, Events, Notes (selected), Where records are kept, Who made this tree, Research questions and notes, Preferences, and About uFTi. The main area has a header 'Brontë family of Haworth Notes of Patrick Brontë' and a search bar with the placeholder 'Name, place, or event...'. Below the search bar is a button labeled 'Search' and a filter icon. To the right of the search bar, it says 'Showing: Patrick Brontë' with a plus icon. The main content area says 'Your own written notes about this person, kept with their record.' and displays a list of notes. The first note is titled 'Notes' with a 'Sources: 0' tag. The note text is 'Perpetual curate of Haworth from 1820. He outlived all six of his children.' Below the note is an 'Edit' button and a 'Delete note' button.

Where records are kept, Who made this tree and Research questions and notes

These three pages list things that belong to the whole tree. Each is empty until you add something with +. The first one lists the places where your sources are kept.

 Workspaces

 Person

 Family tree

 Events

 Notes

 Where records are kept

 Who made this tree

 Research questions and notes

 Preferences

 About uFTi

 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

Where records are kept

Name, place, or event...

Q

Search



Showing: Charlotte Brontë

+

Where records are kept

Where your sources are kept: an archive, a library, a website or a family collection. A source can point to the place that holds it.

Nothing here yet. Use the + button to add an archive, a library or a website.

Brontë family of Haworth

Who made this tree

Name, place, or event...

Q

Search



Showing: Charlotte Brontë

+

Who made this tree

The people or organisations credited with this tree, usually just you. The default is named as the maker when you save or export the tree.

Nobody is credited with this tree yet. Use the + button to add a name.

The screenshot shows the 'Research questions and notes' section of the uFTi application. On the left is a sidebar with icons for Workspaces, Person, Family tree, Events, Notes, Where records are kept, Who made this tree, Research questions and notes (highlighted), Preferences, and About uFTi. The main area has a header 'Brontë family of Haworth Research questions and notes' and a search bar with the placeholder 'Name, place, or event...'. To the right of the search bar are a 'Search' button, a filter icon, and a button labeled 'Showing: Charlotte Brontë' with a '+' icon. Below the header, the title 'Research questions and notes' is followed by a paragraph: 'Your research log: questions, ideas and to-dos, each with a status such as open, in progress or resolved, and a count of the records it refers to.' Below this, it says 'No research questions or notes yet. Use the + button to add one.'

Preferences

[Choose how the app looks](#) (page 33) explains the choices on this page.

The screenshot shows the 'Preferences' section of the uFTi application. The sidebar is identical to the previous screenshot, with 'Preferences' highlighted. The main area has a header 'Brontë family of Haworth Preferences' and the same search bar. To the right of the search bar are a 'Search' button, a filter icon, and a button labeled 'Showing: Charlotte Brontë' with a '+' icon. Below the header, the title 'Preferences' is followed by a paragraph: 'Settings for this device: the colour theme, and whether to follow the system or use a light or dark appearance.' Under the 'Theme' section, there are three radio button options: 'Ink and parchment', 'Oxford and slate' (which is selected), and 'Sepia and slate'. To the right of these options are three sets of color swatches, each with four colors. Under the 'Appearance' section, there are two radio button options: 'Follow the system' and 'Light' (which is selected). Below 'Light' is the 'Dark' option.

Find a person

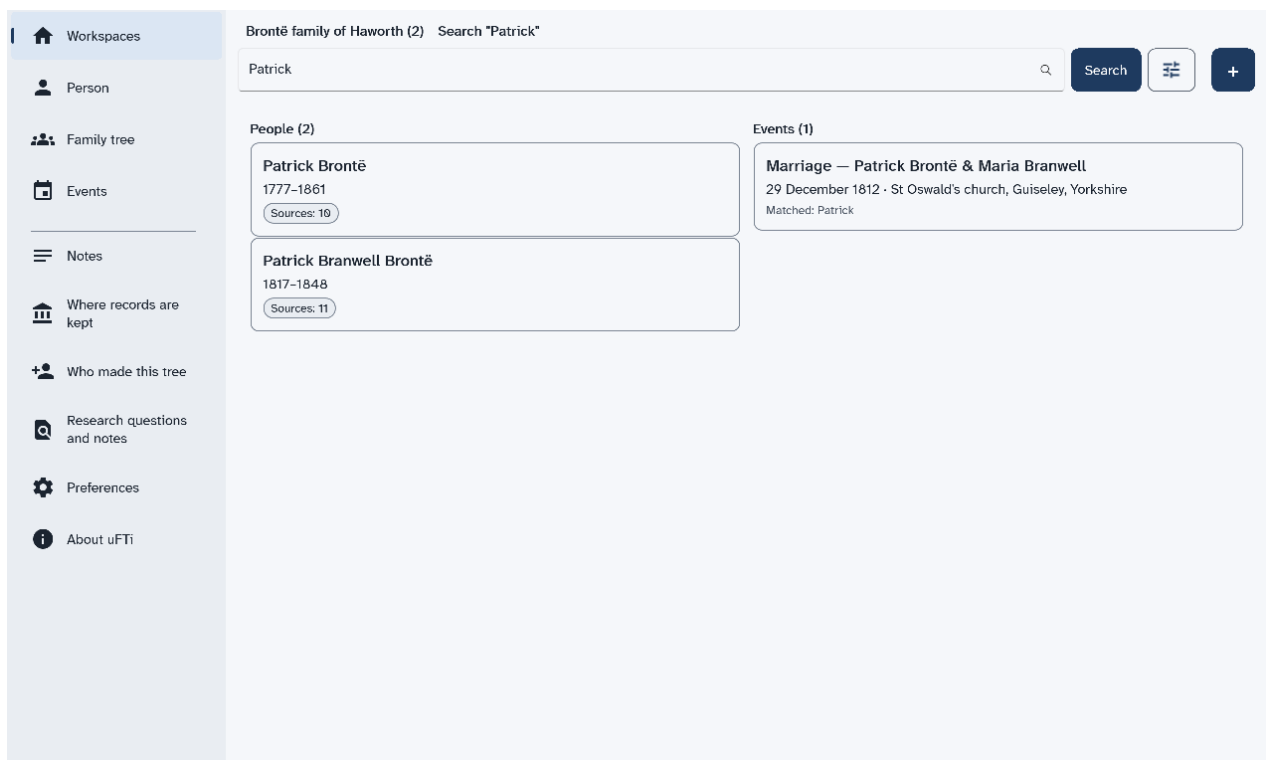
Search your tree by a name, a place or an event, then open the person you want.

The search box is at the top of every screen. It searches the tree that is open.

1. Type a name, a place or an event in the box at the top.
For example, type Char~~l~~otte.

2. Choose **Search**.

The results come in two lists side by side. The people come first. The events come next to them. A small badge on each person, such as Sources: 10, says how many sources back that person up.

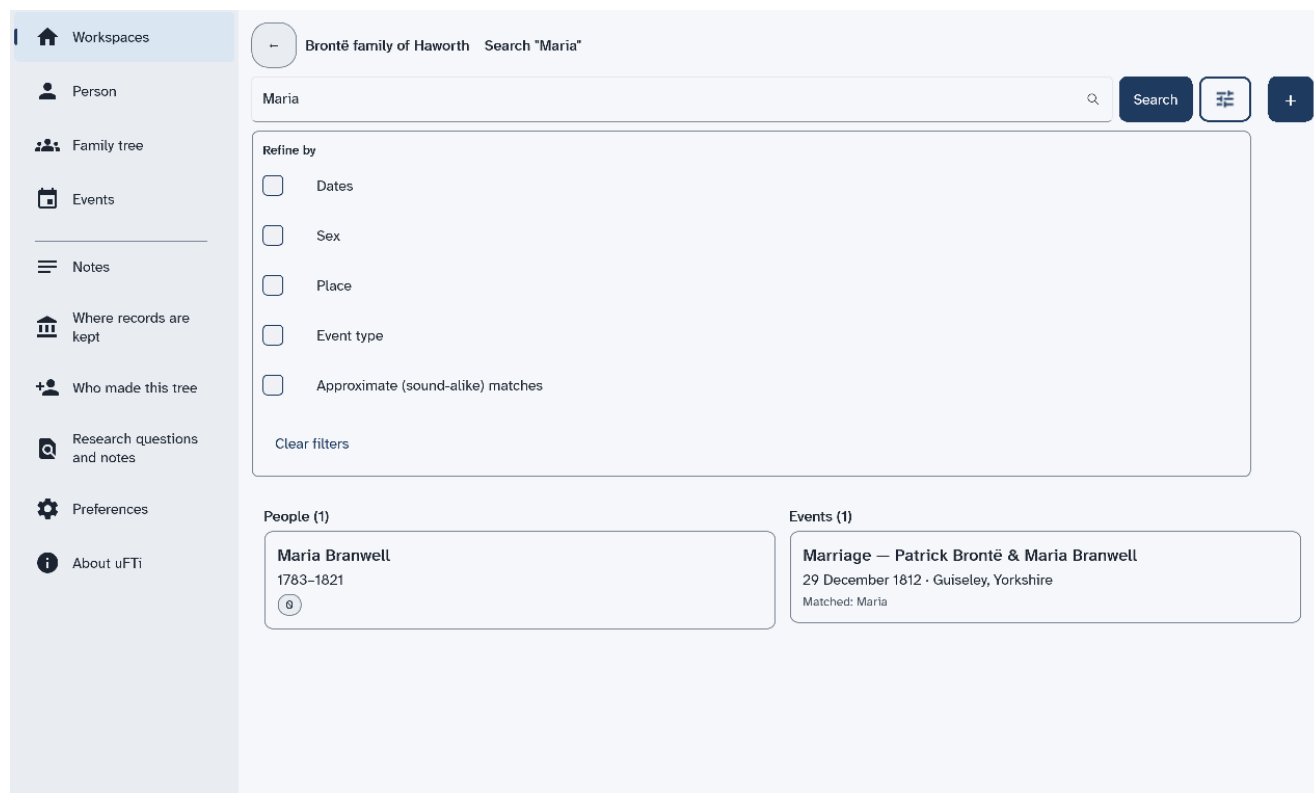


3. Choose the card of the person you want.

The page of that person opens. Their name shows in the chip that starts with **Showing**.

Now **Family tree**, **Events** and **Notes** in the menu all show that person.

To narrow the results, choose the button with the sliders next to **Search**. A list named **Refine by** opens. Tick **Dates**, **Sex**, **Place** or **Event type** to add a filter. Tick **Approximate (sound-alike) matches** to also find names that sound alike. Choose **Clear filters** to start again.



Next: [See a family tree](#) (page 18).

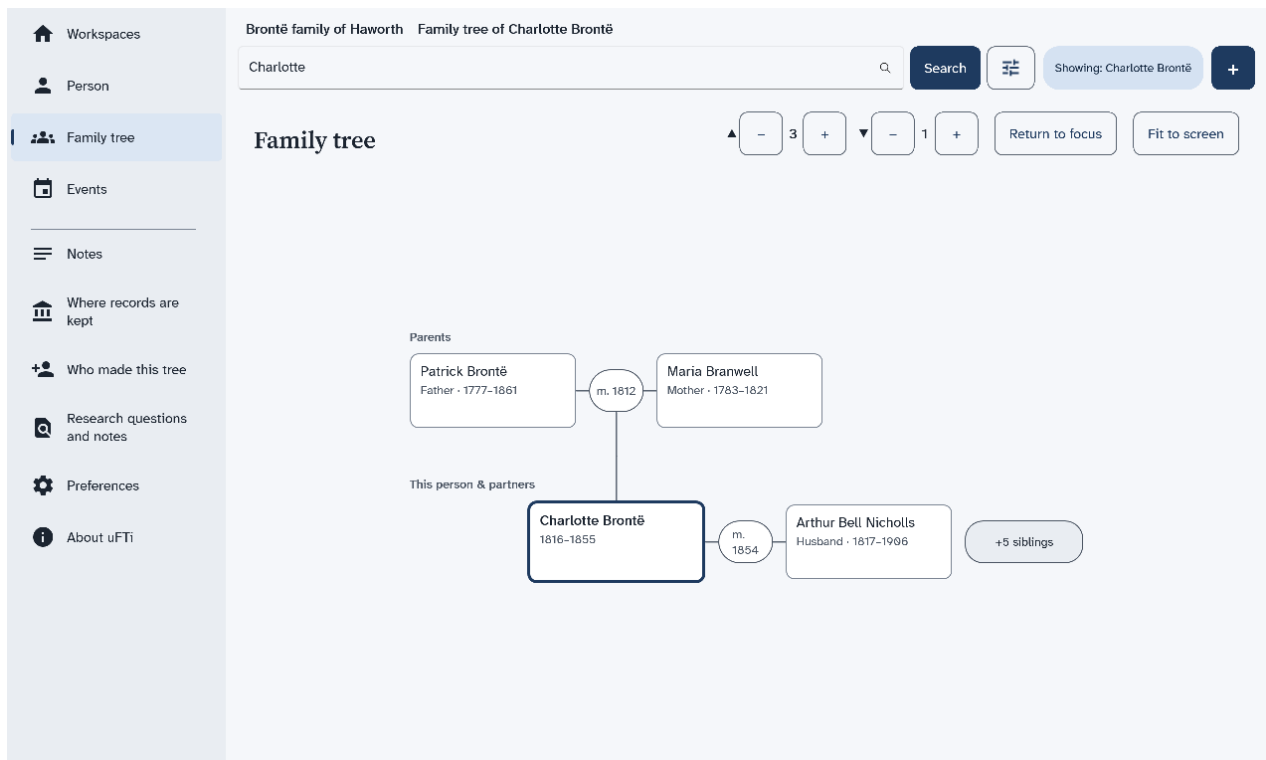
See a family tree

Draw the parents, partners and children of one person.

Open a person first. [Find a person](#) (page 17) shows how.

1. Choose **Family tree** in the menu.

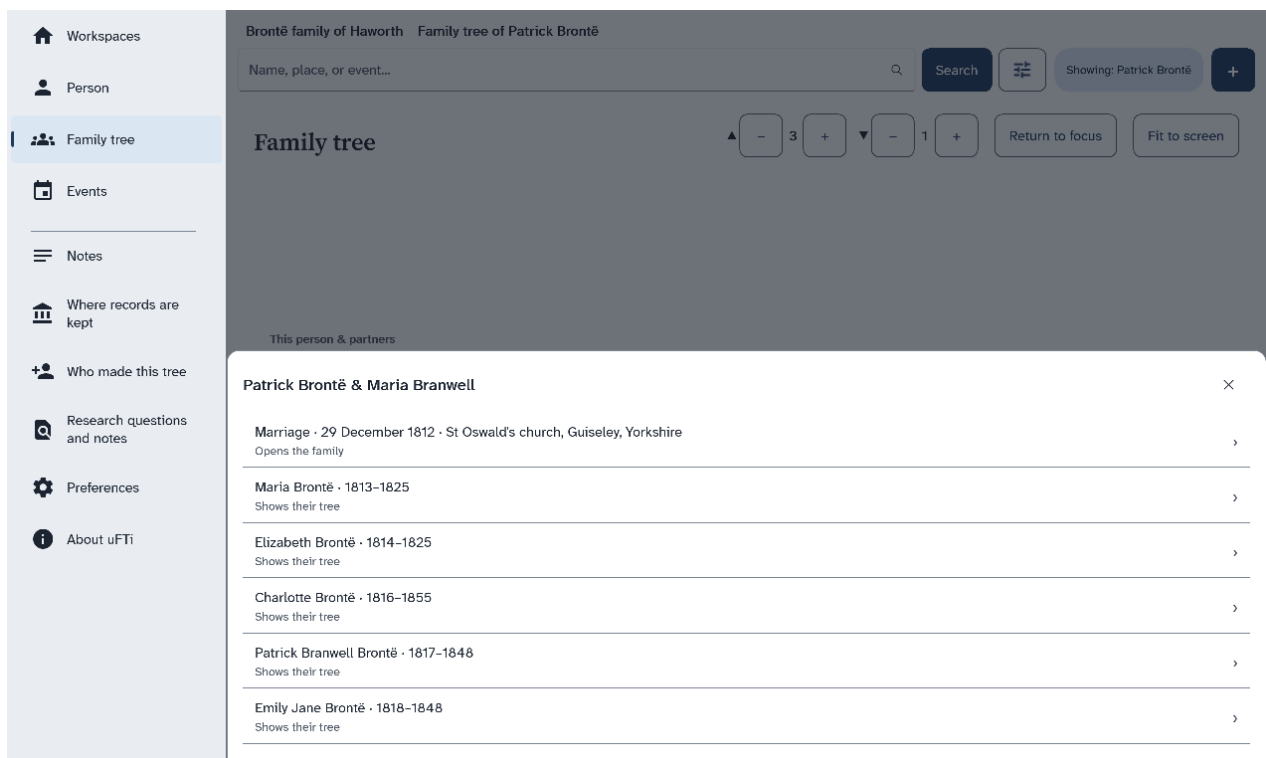
A drawing opens, with the person you chose in a box with a dark edge. Their parents are above. Their partners are beside them. Their children are below.



2. Choose the round mark between two partners.

Choose the marriage to open the page for that family. Choose a child to see the tree of that child.

The mark shows the year of their marriage. A list opens with the marriage and each child.



3. Choose any box in the drawing to see the tree of that person.

4. Use the plus and minus buttons to show more or fewer generations.

The first pair is for parents and older people. The second pair is for children and younger people.

Choose **Return to focus** to go back to the first person. Choose **Fit to screen** to see the whole drawing at once. A button such as +5 siblings means more brothers and sisters are not drawn. A big family may go past the edge of the screen.

The same tree is the [pedigree](#) in older manuals.

See the events of a person

List what happened in a person's life, such as birth, marriage and death, and open any one.

Open a person first. [Find a person](#) (page 17) shows how.

1. Choose **Events** in the menu.

Each event has a line with its name, its date and its place. The small number at the right counts the [sources](#) for it.

Brontë family of Haworth Events of Patrick Brontë

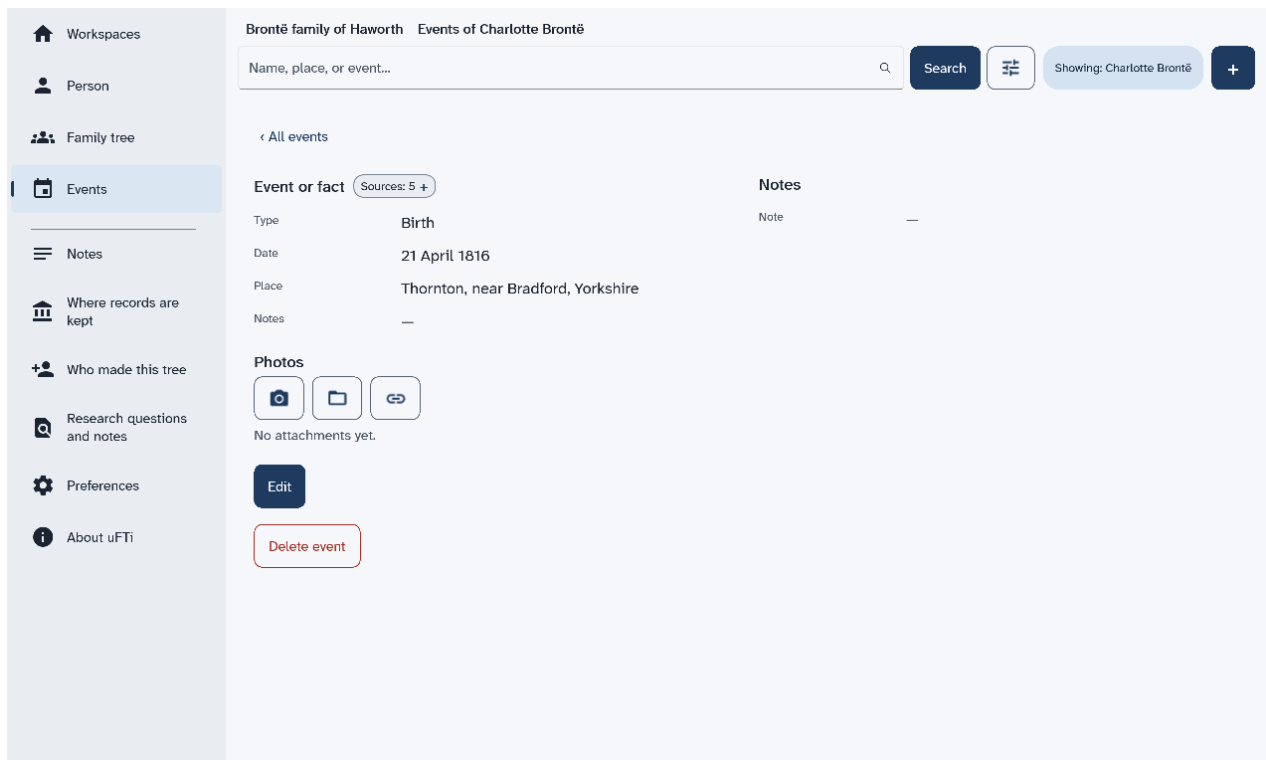
Name, place, or event... Showing: Patrick Brontë

The events recorded for this person, such as birth, marriage, residence and occupation, each with a date, a place and its evidence.

Birth 17 March 1777 - County Down, Ireland	7
Marriage to Maria Branwell Family event - 29 December 1812 - St Oswald's church, Guiseley, Yorkshire	5
Death 7 June 1861 - Haworth, Yorkshire	6

2. Choose an event to open it.

A page shows its type, date and place. It has a count of sources, a row of photo buttons, and the buttons **Edit** and **Delete event**.



3. Choose **All events** to go back to the list.

To add an event, choose **Add event** under the list.

Next: [Look at the sources of a fact](#) (page 21).

Look at the sources of a fact

See which books and records back up a birth, a death or another fact, and change or remove one.

Each fact on a person's page has a small chip that counts its [sources](#). A chip that says Sources: 0 means nothing backs that fact up yet. Every count of sources uses the same words, so you see them on a person's card in search results and on the Notes page too.

1. On the page of a person, choose the chip beside **Birth**.

A full-screen list named Sources opens. Each source shows its title, its author and a quality line.

Sources Done

The Life of Charlotte Brontë, volume 1 Elizabeth Gaskell Quality: 1 - Questionable	Edit	Remove
Brontë, Charlotte, in the Dictionary of National Biography, volume 6 Leslie Stephen Quality: 1 - Questionable	Edit	Remove
Charlotte Brontë and Her Circle Clement K. Shorter Quality: 1 - Questionable	Edit	Remove
The Brontë Family, with special reference to Patrick Branwell Brontë, volume 1 Francis A. Leyland Quality: 1 - Questionable	Edit	Remove
Emily Brontë A. Mary F. Robinson Quality: 1 - Questionable	Edit	Remove

[Add source](#)

2. Choose **Edit** beside a source to change it.
A form opens with the title and the other details. Choose **Save** to keep your change, or **Cancel** to leave it.
3. Choose **Remove** beside a source to take it off this fact.
4. To add a source, choose **Add source**, then **Add a new source**.
A form opens. It has boxes for the title, the page, where the source is kept, the words copied from it and a note. Only the title is needed.

Add source

Close

Title *

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

5. Type the title, then choose **Save source**.

One more step offers to attach a copy of the source. You can skip it.

Add source

Close

Attach source document



No attachments yet.

Done

6. Choose **Done**.

The list now shows the new source.

Sources

Done

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

Edit

Remove

Add source

Compare records that disagree

7. Choose **Done** again when you have finished.

You are back on the page of the person. The chip shows the new count.

A fact with no source shows a short list with the same two buttons. **Compare records that disagree** is for two records that give different answers.

Sources

Done

No sources for this fact yet.

Add source

Compare records that disagree

Next: [Add another person](#) (page 25).

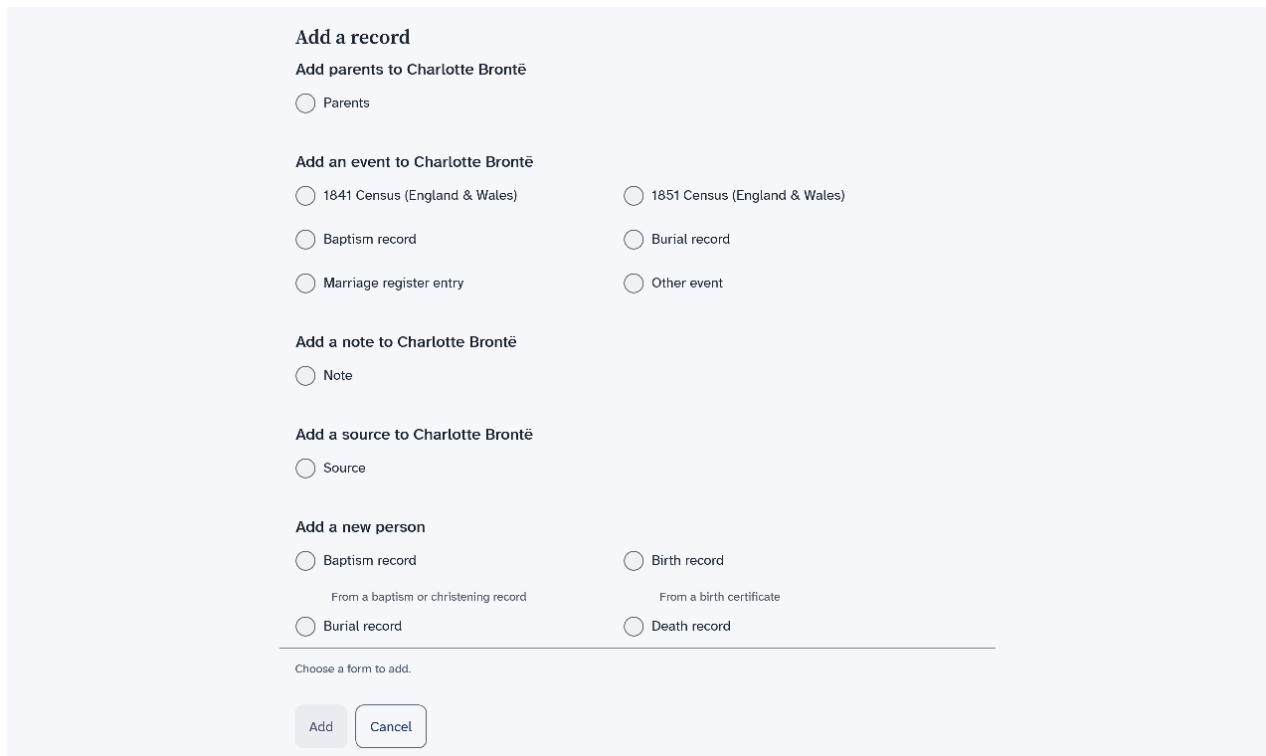
Add another person

Add a person to a tree that already has someone in it.

The first person comes with a new tree. After that, you add people with +.

1. Choose +.

A list named **Add a record** opens. It starts with things you can add to the person you are looking at.



The screenshot shows a light blue dialog box titled "Add a record" for "Charlotte Brontë". It contains several sections with radio button options:

- Add parents to Charlotte Brontë**
 - ☐ Parents
- Add an event to Charlotte Brontë**
 - ☐ 1841 Census (England & Wales)
 - ☐ 1851 Census (England & Wales)
 - ☐ Baptism record
 - ☐ Burial record
 - ☐ Marriage register entry
 - ☐ Other event
- Add a note to Charlotte Brontë**
 - ☐ Note
- Add a source to Charlotte Brontë**
 - ☐ Source
- Add a new person**
 - ☐ Baptism record
 - From a baptism or christening record
 - ☐ Birth record
 - From a birth certificate
 - ☐ Burial record
 - ☐ Death record

At the bottom, there is a horizontal line, the text "Choose a form to add.", and two buttons: "Add" and "Cancel".

2. Scroll down to the part named **Add a new person**.

The list scrolls on its own. Turn the mouse wheel with the pointer on the list.

3. Choose **Basic details**, then choose **Add**.

The **New person** form opens.

Add a record

☐ Note

Add a source to Charlotte Brontë

☐ Source

Add a new person

☐ Baptism record
From a baptism or christening record

☐ Birth record
From a birth certificate

☐ Burial record
From a burial record

☐ Death record
From a death certificate

☐ Basic details
Just a name and dates

Add to the workspace

☐ Family

☐ Repository

☐ Research note

☐ Submitter

[More forms \(19\)](#)

Choose a form to add.

4. Type the names, choose the sex and add the dates and places you know.
Only **Given name(s)** is needed. For a date, type the day and the year and choose the month.
5. Scroll to the bottom of the form and choose **Save**.
You go back to the page you came from. The new person is in your tree.

To open the new person, [Find a person](#) (page 17).

The list ends with **More forms**. Choose it to see the forms that do not fit this person. Each one has a line under it that says why. For example, This form covers 1881, and going by the dates in the tree, nobody here was alive then.

Add a record

This form covers 1881, and going by the dates in the tree, nobody here was alive then.

☐ 1891 Census (England & Wales)

This form covers 1891, and going by the dates in the tree, nobody here was alive then.

☐ 1901 Census (England & Wales)

This form covers 1901, and going by the dates in the tree, nobody here was alive then.

☐ 1911 Census (England & Wales)

This form covers 1911, and going by the dates in the tree, nobody here was alive then.

☐ 1921 Census (England & Wales)

This form covers 1921, and going by the dates in the tree, nobody here was alive then.

☐ 1939 Register (England & Wales)

This form covers 1939, and going by the dates in the tree, nobody here was alive then.

☐ Birth record

What this form records is already recorded here.

☐ Family note

This form adds a different kind of record from the one you have open.

Choose a form to add.

Next: [Add a family with children](#) (page 28).

Change a person

Correct a name, a date or a place on a person's page.

Open the person first. [Find a person](#) (page 17) shows how.

1. Scroll to the bottom of the page and choose **Edit**.

The page turns into a form. It holds the names, the sex, and the dates and places of birth and death.

The screenshot shows the 'Person' form in the uFTi software. The left sidebar contains navigation options: Workspaces, Person (selected), Family tree, Events, Notes, Where records are kept, Who made this tree, Research questions and notes, Preferences, and About uFTi. The main area is titled 'Brontë family of Haworth Charlotte Brontë'. It features a search bar and a 'Showing: Charlotte Brontë' button. The form fields are as follows:

- Prefix:** (empty)
- Given name(s):** Charlotte
- Surname:** Brontë
- Suffix:** (empty)
- Sex:** Female
- Title:** (empty)
- Date of birth:** Day: 21, Month: April, Year: 1816. Below the date is a toggle for 'Not sure of the date?' and a radio button for 'Edit as text'.
- Place of birth:** Thornton, near Bradford, Yorkshire
- Date of death:** Day: 31, Month: March, Year: 1855. Below the date is a toggle for 'Not sure of the date?' and a radio button for 'Edit as text'.
- Place of death:** Haworth, Yorkshire

At the bottom left of the form are 'Save' and 'Cancel' buttons.

2. Change what is wrong.

Choose **Save** to keep your changes, or **Cancel** to leave the form as it was.

Your changes are saved to the file as you go. The page shows the new words.

The button **Delete person** sits below **Edit**. It removes the person. Check before you choose it.

Next: [Look at the sources of a fact](#) (page 21).

Add a family with children

Join two partners, record their marriage and add their children.

Add both partners first. [Add another person](#) (page 25) shows how.

1. Open one of the partners, scroll down and choose **Add a new family**.

A person who is not in a family yet shows this button under **Family**.

A form opens. The person you came from is already in **Husband / partner 1**.

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 > Family

Name, place, or event...

Search

Showing: Patrick Brontë

Fill from document...

Husband / partner 1

Patrick Brontë

New husband / partner 1: given names

New husband / partner 1: surname

Wife / partner 2

Maria Branwell (1783-1821)

New wife / partner 2: given names

New wife / partner 2: surname

Children

No rows yet — use Add row to begin.

Marriage date

Day Month Year

29 December 1812

Reads as 29 December 1812

Not sure of the date?

Edit as text

Place of marriage

Guiseley, Yorkshire

2. Select the box **Wife / partner 2** and type the other partner's name.
A short list of people appears under the box.
3. Choose the person from the list.
If you type a whole name that only one person has, you can leave the box and uFTi takes that person. If more than one person has the name, the box turns red. It says Choose a person from the list for 'Wife / partner 2', or clear the box. Then choose the right one from the list.
4. Fill in **Marriage date** and **Place of marriage**.
Leave them empty if you do not know them.
5. Scroll down to **Children** and choose **Add row**.
A row appears for one child. Choose **Set...** under Existing person to pick someone who is in the tree. Or type a new name in the row.
6. For a new child, type the names, choose the sex, then choose **Set...** for the birth date and the birthplace.
A small window opens for each. Fill it in and choose **Done**.

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 > Family

Name, place, or event...

Search

Showing: Patrick Brontë

Not sure of the date?

Edit as text

New husband / partner 1: surname

Wife / partner 2

Maria Branwell

New wife / partner 2: given names

New wife / partner 2: surname

Place of marriage

Guiseley, Yorkshire

Children

Existing person	Given names (new child)	Surname (new child)	Sex (new child)	Date of birth (new child)	Place of birth (new child)
Set...	Charlotte	Brontë		21 April 1816	Thornton, near Bradfor

Add row

Note

7. Scroll to the bottom and choose **Save**.

The page of the family opens. It lists the partners, the marriage and the children.

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 > Patrick Brontë & Maria Branwell

Name, place, or event...

Search

Showing: Patrick Brontë & Maria Branwell

View family tree

Patrick Brontë & Maria Branwell

Marriage - 29 December 1812 - Guiseley, Yorkshire

Partners

Husband / partner 1 Patrick Brontë

Wife / partner 2 Maria Branwell

Marriage Sources: 0 +

Marriage date 29 December 1812

Place of marriage Guiseley, Yorkshire

Edit

Delete family

Children

Charlotte Brontë

Notes

Note

Choose **View family tree** to see the family drawn out.

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 > Patrick Brontë & Maria Branwell > Family tree of Patrick Brontë

Name, place, or event... Search

Showing: Patrick Brontë

Family tree

▲ - 3 + ▼ - 1 + Return to focus Fit to screen

This person & partners

Patrick Brontë
1777-1861

m. 1812

Maria Branwell
Wife · 1783-1821

Children

Charlotte Brontë
Daughter · 1816-

The page of the family also has **Edit** and **Delete family**. Next: [Add a note to a person](#) (page 31).

Add a note to a person

Write down something you know about a person that does not fit in a date or a place.

Open the person first. [Find a person](#) (page 17) shows how.

1. Choose **+**.

The list named **Add a record** opens.

2. Choose **Note** under the part for a note, then choose **Add**.

The list scrolls. Turn the mouse wheel with the pointer on it to find the part.

A form opens with one box for the note.

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 Person note

Name, place, or event...

Search

Showing: Patrick Brontë

Fill from document...

Note

Save Cancel

3. Type your note, then choose **Save**.
4. Choose **Notes** in the menu to read it.

The note shows under **Notes**, with **Edit** and a button to delete it.

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 Notes of Patrick Brontë

Name, place, or event...

Search

Showing: Patrick Brontë

Your own written notes about this person, kept with their record.

Notes Sources: 0

Note

Perpetual curate of Haworth from 1820. He outlived all six of his children.

Edit

Delete note

The note belongs to that person. Write what you know. Say where you read it if you can.

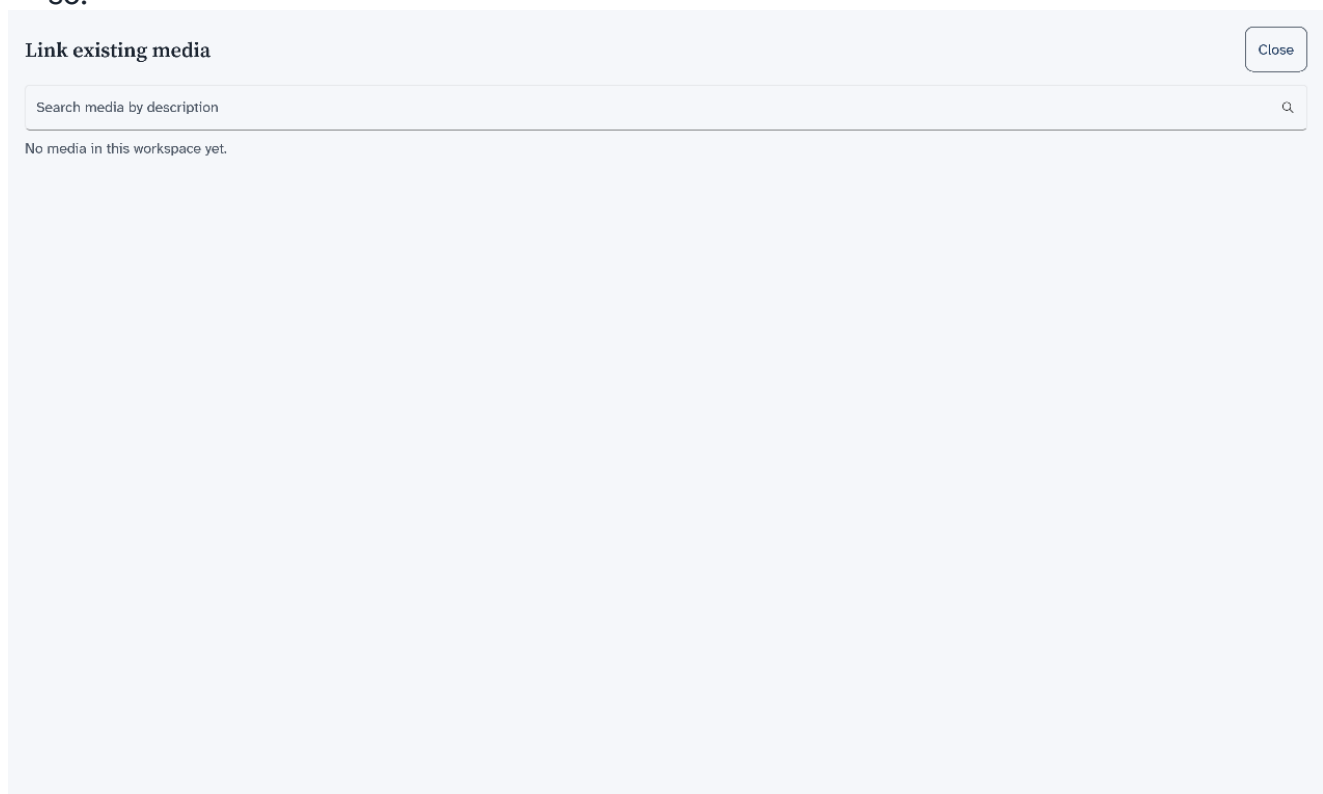
Next: [Open a family tree file \(page 38\)](#).

The Photos buttons

What the three buttons under Photos do on a person, an event or a source.

A person's page, an event and a source each have a part named **Photos**. It has three round-cornered buttons in a row. Under them, the page says No attachments yet until you add a picture.

- The first button has a camera on it.
- The second button has a folder on it. It opens the Windows window for choosing a file. It lists picture files, so you can pick a photo or a scan from your computer.
- The third button has a chain link on it. It opens a list of pictures that are already in this tree, so you can use one again on a second person. A new tree has none, and the list says SO.



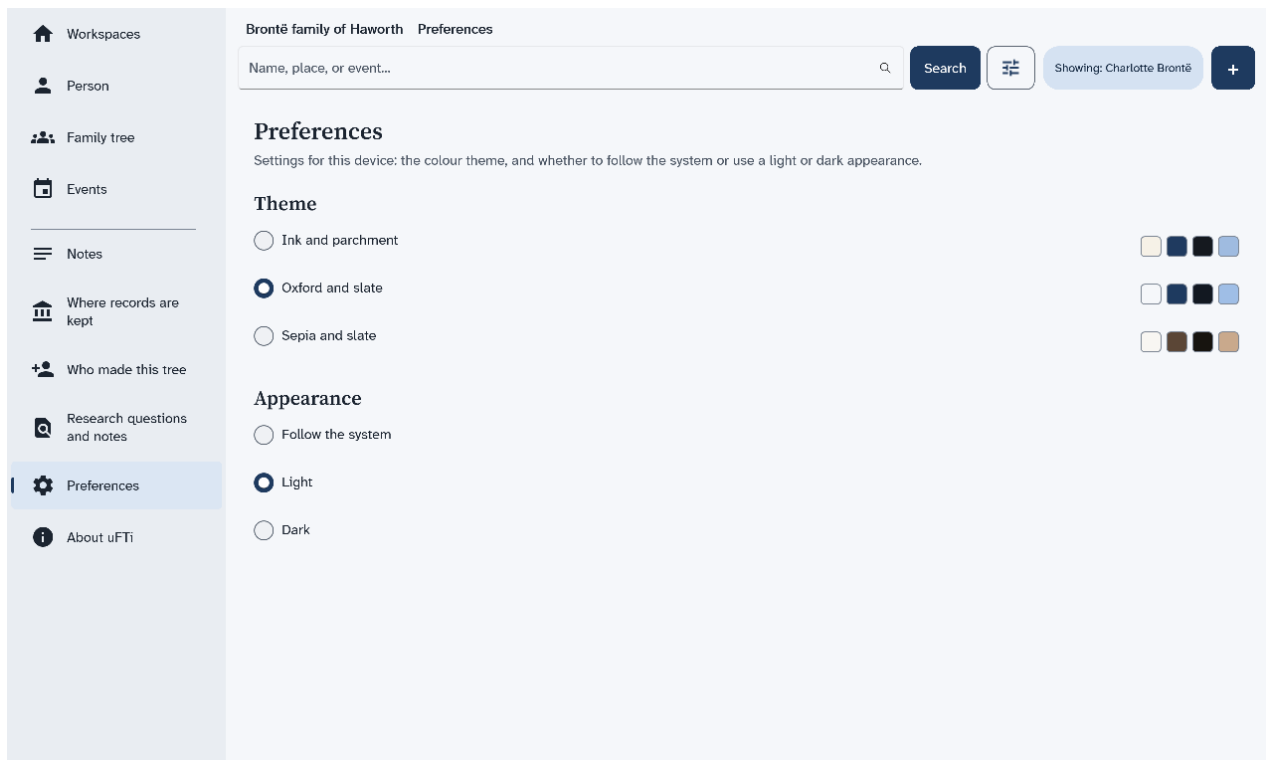
[Which file to send](#) (page 40) says which file to send to family, and whether the pictures go with it.

Choose how the app looks

Pick a colour theme, and a light or dark look, for this computer.

These settings are for this computer only. They do not change your family tree files.

1. Choose **Preferences** in the menu.
The page shows two groups of choices.



2. Under **Theme**, choose a set of colours.

The first group has three themes, and a row of four colour squares shows each one. **Oxford and slate** is the one in the pictures in this manual.

3. Under **Appearance**, choose **Follow the system**, **Light** or **Dark**.

The first choice copies the setting you made in Windows.

The change shows at once. The app keeps your choice the next time you open it.

A page says no person is selected

What to do when Events, Notes or Family tree ask you to pick a person first.

You choose **Family tree**, **Events** or **Notes**. The page says Select a person or No person selected.

Cause

These pages show one person at a time. You have not opened anyone yet, or you removed the tree that the person came from. The chip that starts with **Showing** names nobody.

Remedy

1. Type a name in the search box at the top, then choose **Search**.
2. Choose the card of the person you want.

The chip that starts with **Showing** shows their name. The page now works.

Cause

The page is empty because nothing has been added to the tree yet. **Where records are kept**, **Who made this tree** and **Research questions and notes** start empty.

Remedy

Choose **+** and add the first one.

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 computer, uFTi works on the file you open, so make a copy first if you want the original left alone.

When you open a family tree file, uFTi works on that file. It does not make a copy for itself. It saves each change to the file you opened.

Leave the original alone

The file you open changes as you work. If you want the original left alone, work on a copy. Make the copy before you change anything. Then open the copy, and keep the original safe.

Make a copy

Choose **Save as...** on the card for your tree. uFTi asks how to save it, and where to put it, and then tells you where it went. Choose the GEDZIP file, unless you need a plain family tree file for an older program.

A copy made this way is a [saved copy](#). It is a file of its own, and it stays as it was when you made it. uFTi does not move you to the copy. It keeps working on the file you opened. To work on the copy, open it.

Files beside your tree

uFTi also keeps other files beside your tree. It keeps a [backup](#), an older copy of your tree, and makes it for you. [Files beside your tree](#) (page 40) says what each one is.

Sending your tree

Send a GEDZIP copy that you saved, and not one of the other files. [Which file to send](#) (page 40) says why.

Open a family tree file

Bring a tree from another program, or a copy from a relative, into uFTi.

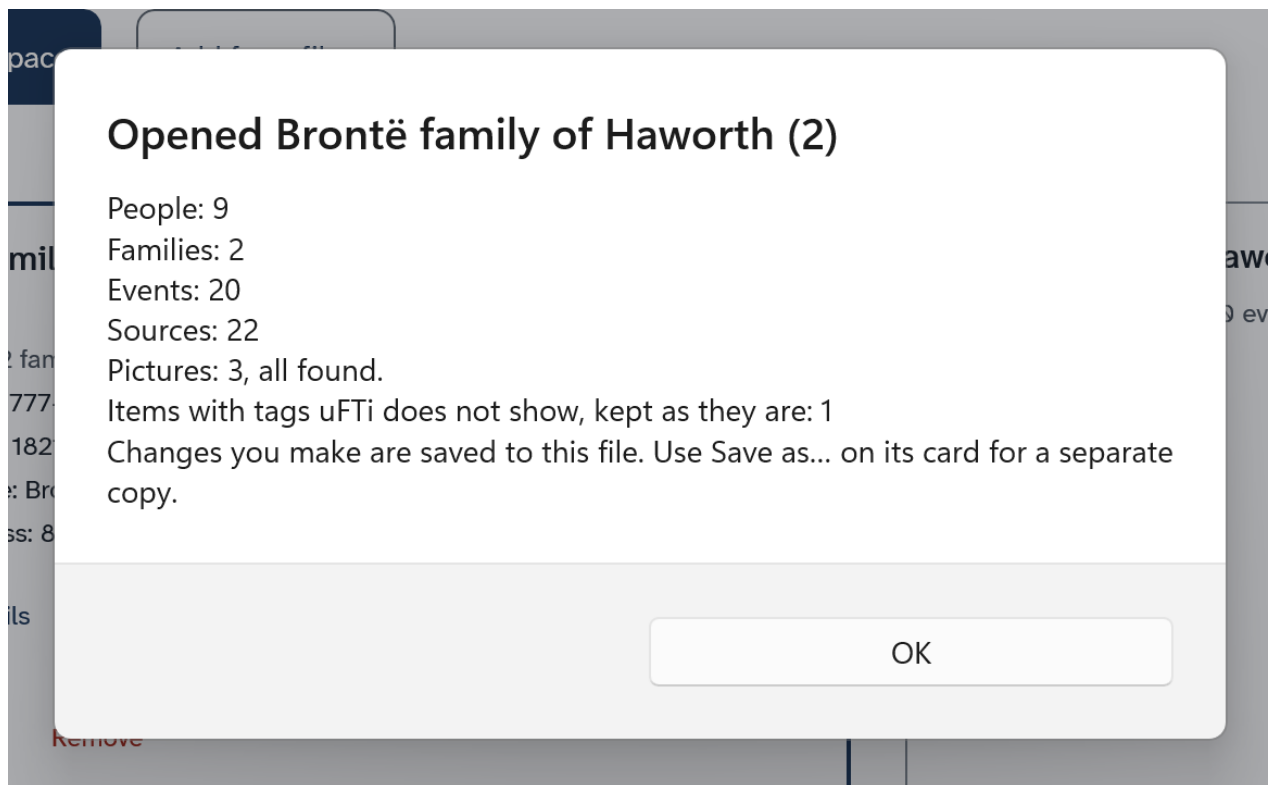
A [family tree file](#) ends in .ged or .gdz. uFTi also opens a .zip that holds one. Read [Opened files and copies](#) (page 37) first if the file is the only copy you have.

1. On **Workspaces**, choose **Add from file...**

The Windows window for opening a file appears.

2. Choose the file, then choose Open.

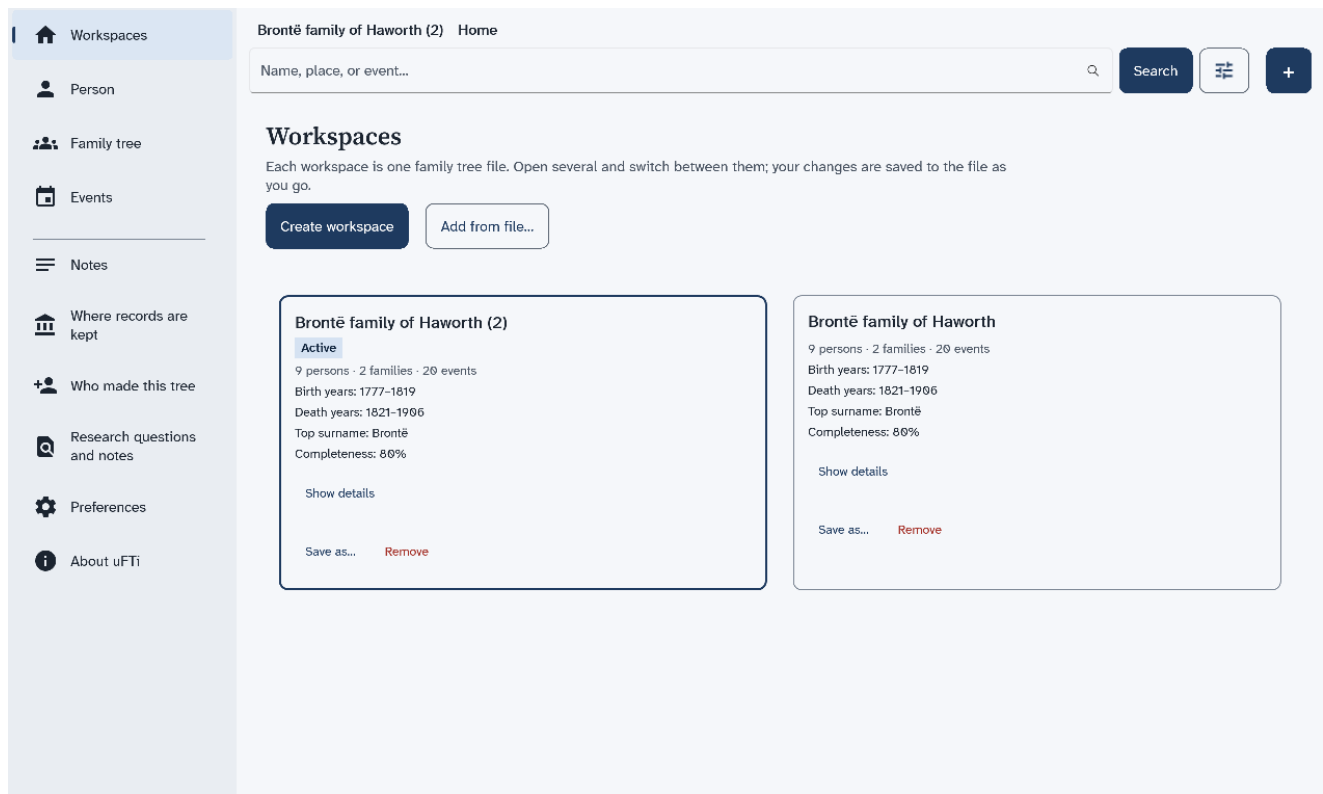
A summary appears. Its title is the name of the tree, written as its card writes it. The summary counts the people, families, events and sources in the file. It says how many pictures there are, and if the file holds anything that uFTi cannot show. uFTi keeps that as it is. The summary also says that your changes are saved to this file.



3. Choose **OK**.

The tree has a card on **Workspaces**. The card is marked **Active**.

The cards sit side by side. Choose a card to make that tree the open one. Choose **Show details** on a card to see which file it is.



If you open a second file with the same name, the card and the summary both add (2) to the name.

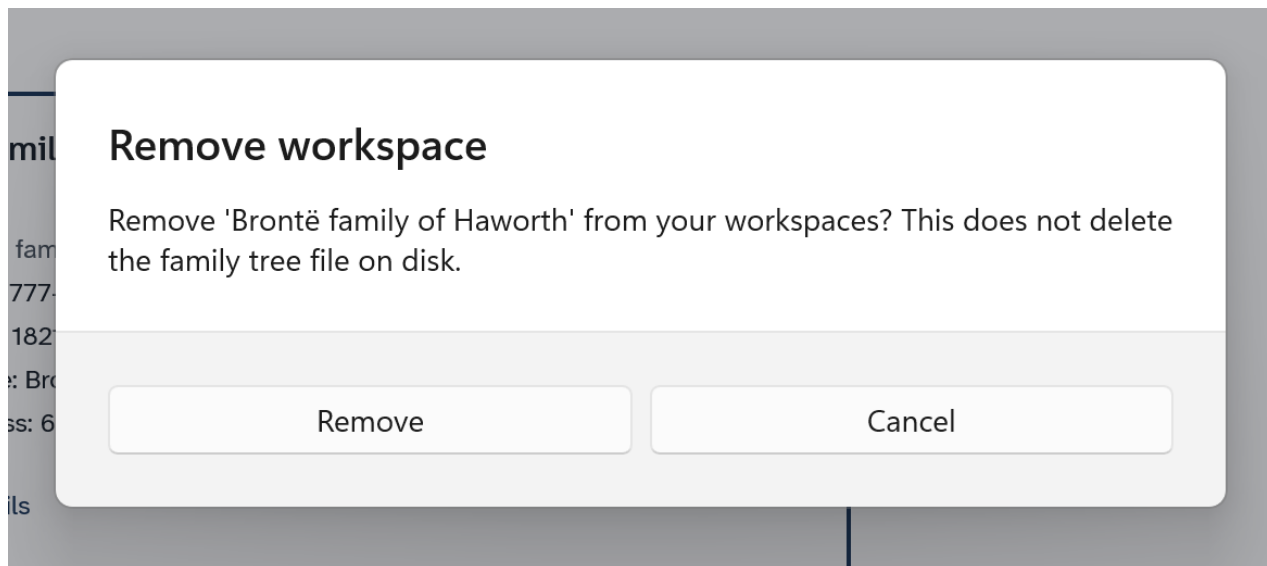
Next: [Keep it safe](#) (page 7).

Remove a tree from the list

Take a tree off the Workspaces screen without deleting its file.

1. On **Workspaces**, find the card of the tree.
2. Choose **Remove** on that card.

A box named Remove workspace asks you to check. It says the family tree file on disk is not deleted.



3. Choose **Remove** in the box, or **Cancel** to stop.

The card is gone. The file is still in its folder. Open it again with **Add from file...** at any time.

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, and send that file. [Keep it safe](#) (page 7) 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 attach it to an email or put it in a shared folder. Nothing is left behind, so the other person sees what you see. [Your workspace and its files](#) (page 36) 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 files beside your tree

Do not send the files that uFTi keeps beside your tree. The [backup](#) is an old version of your tree. Sending it sends an old tree. [Files beside your tree](#) (page 40) says what each file is.

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

Files beside your tree

The files you may see beside your tree: the tree itself and its backup.

When you open a family tree file, you may see more files beside it. uFTi makes the extra files for you. You do not need to open them or change them.

Table 1. The files you may see beside your tree

File	What it is	Send it to family?
Your tree, such as Brontë family.ged	The file you opened. uFTi saves your changes to it.	Send a GEDZIP copy instead.
The backup . Its name is the name of your tree, with the word backup, the date and the time added in brackets.	An older copy of your tree. uFTi makes one the first time it saves after you start the app.	No. It is an old version.

You may see more than one backup, because uFTi makes a new one each time you start the app and save. A backup is a family tree file too, so you can open one if you need your older tree.

A GEDZIP file, which ends in .gdz, holds the whole workspace in one file. It is the file to keep and to send. If you open a GEDZIP file, uFTi works on that file, and its backup is a GEDZIP file too.

Your tree may also link to pictures and other files. They are separate files, and a GEDZIP file holds them with the tree. [Your workspace and its files](#) (page 36) says more.

To make the copy that you send, choose **Save as...** on the card for your tree. [Which file to send](#) (page 40) says more.

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

B

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.

F

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.

G

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.

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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.

P

pedigree

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

S

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.

W

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.