

Genogram Guide

Helpful Hints to Using GenoPro

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A Note from the Presenter

Dear Reader,

This guide is a compilation of information that I have personally found to be useful in documenting my own search activities. I use the GenoPro software to insure that the documentation of my initial and on-going searches is not lost and can be made easily available to other workers in the event that my work with a family should unexpectedly be interrupted. I put this guide together originally for my personal “at-a-glance” use and found it to be helpful when first learning to use the GenoPro software.

All written materials contained in this guide are taken directly from the GenoPro website and can be accessed by going to the following web address: www.genopro.com .

If you have any questions regarding this presentation, you may contact Mia Estrada at (415) 407-2958 or send an e-mail with your question to mia_estrada@senecacentet.org .

Introduction to the Genogram

A **genogram** is a graphic representation of a family tree that displays detailed data on relationships among individuals. It extends beyond a traditional family tree by allowing the user to analyze hereditary patterns and psychological factors that may punctuate relationships. Genograms allowed therapist and client to work together in quickly identifying and understand various patterns in the client's family history which may have had an influence on the client's current state of mind. The genogram maps out relationships and traits that may otherwise be missed on a pedigree chart.

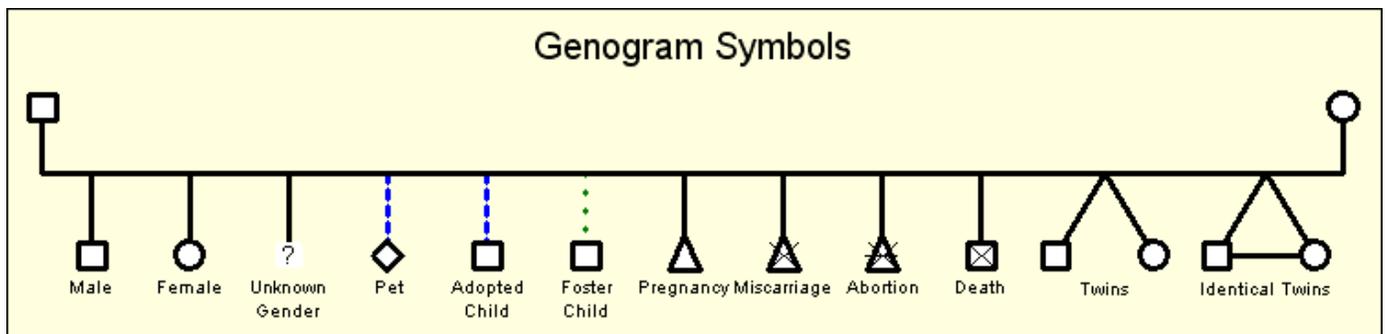
Genograms were first developed and popularized in clinical settings by Monica McGoldrick and Randy Gerson in 1985. Genograms are now used by various groups of people in a variety of fields such as medicine, psychology, social work, genealogy, genetic research, and education.

Genograms hold a great deal of information on the families represented. First, they contain basic data found in family trees such as the name, gender, date of birth, and date of death of each individual. Additional data may include education, occupation, major life events, chronic illnesses, social behaviors, nature of family relationships, emotional relationships, and social relationships. Some genograms also include information on disorders running in the family such as alcoholism, depression, diseases, alliances, and living situations. Genograms can vary significantly because there is no limitation as to what type of data can be included.

Genogram Symbols

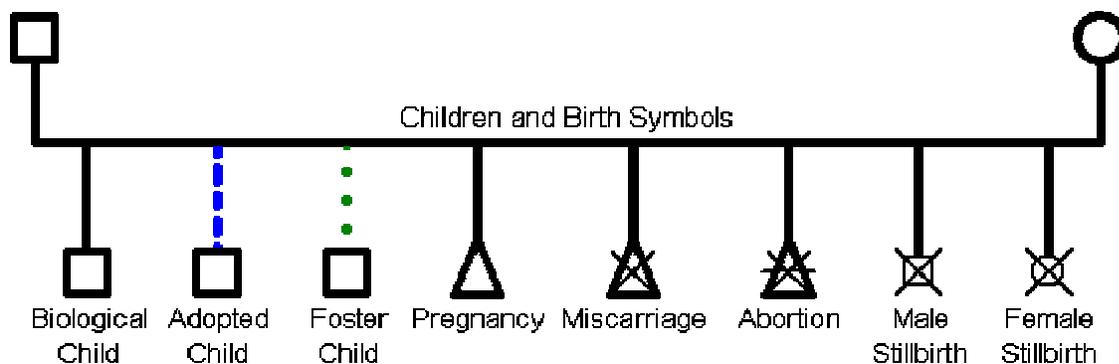
Standard Gender Symbols for a Genogram

In a genogram, males are represented by a square and females by a circle. If you are unsure of the how to place individuals in complex family situations, such as reconstituted families, please visit the rules to build a genogram contained within this guide. GenoPro also has two other *gender symbols*, the diamond for a pet and the question mark for unknown gender.



Genogram Symbols for Children's Links and Pregnancy Terminations

In a standard genogram, there are three different types of children: biological/natural child, adopted child and foster child. A triangle is used to represent a pregnancy, a miscarriage or an abortion. In the case of a miscarriage, there is a diagonal cross drawn on top of the triangle to indicate death. Abortions have a similar display to miscarriages, only they have an additional horizontal line. A still birth is displayed by the gender symbol; the diagonal cross remains the same size, but the gender symbol is twice as small.



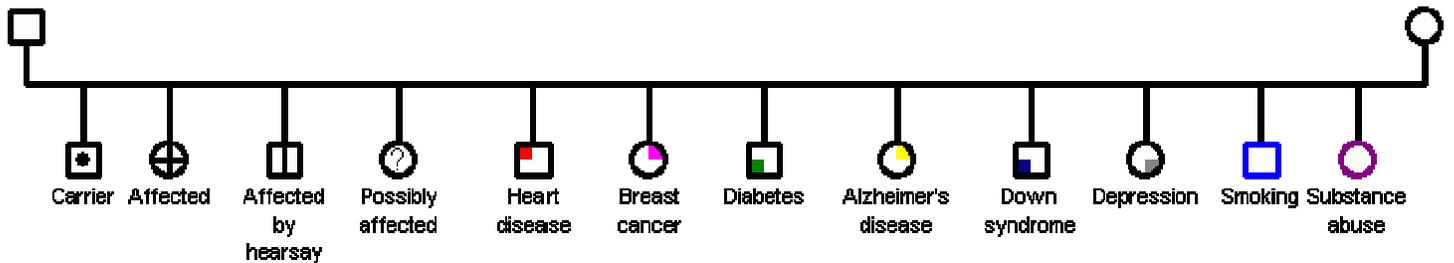
Documenting Medical Information

Drawing Medical Pedigrees

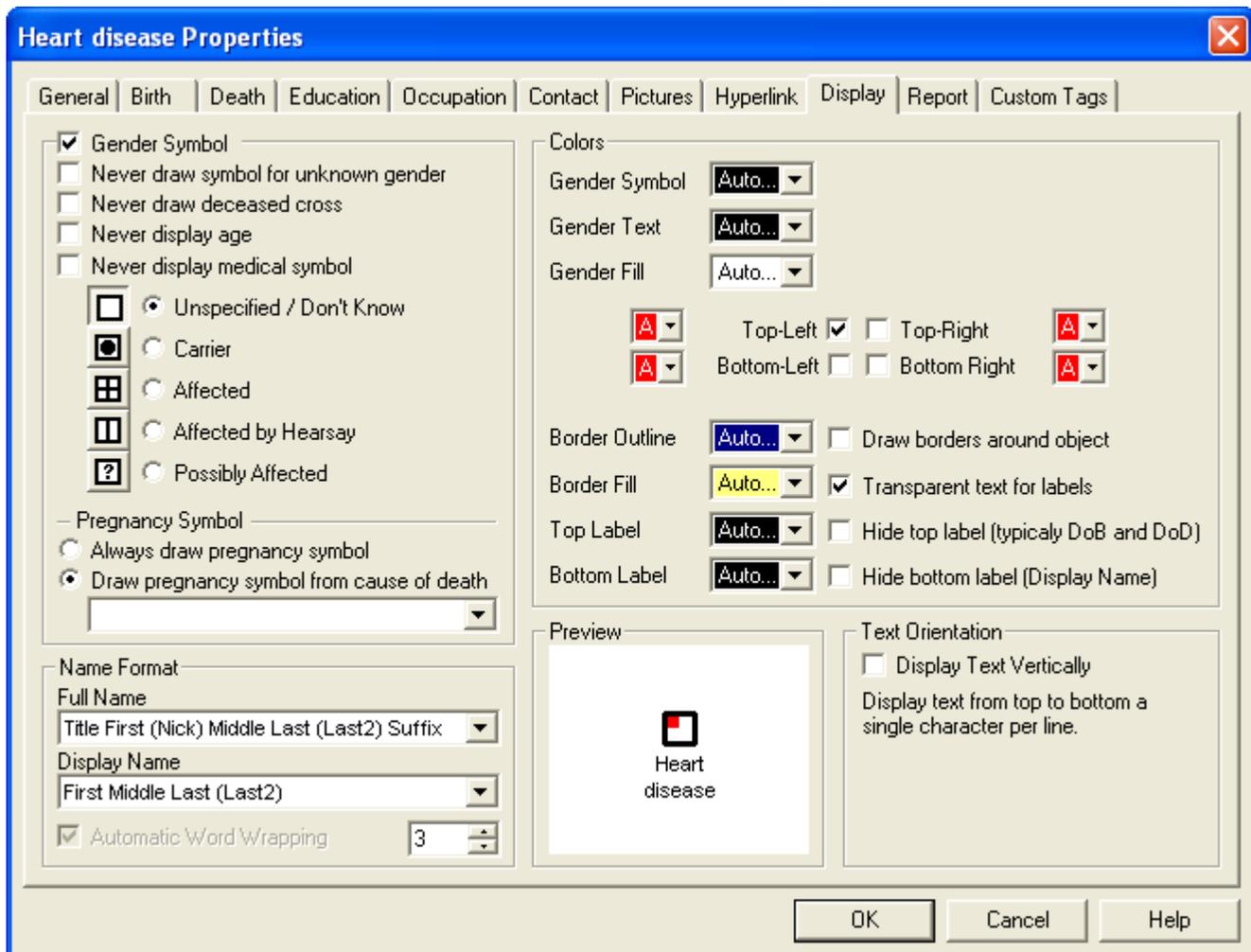
To document medical information in your genogram, you must first determine which genetic diseases you wish to include. Options include: heart disease, cancer, diabetes, Alzheimer's disease, thyroid disease, certain birth defects, alcoholism, depression and schizophrenia. Remember that you can always add more diseases later or change the symbols to reflect your current needs.

The next step is to create a legend so that genograms can be read and interpreted systematically like an electrocardiogram. Right-click on the document and select New Legend – Common genogram symbols. This will insert a new legend that you can work with to create your customized legend.

Medical Genogram Symbols



Double-click on the first individual; the properties window will appear. Give the individual a name such as Heart disease. Next, select the Display tab.



In this tab, select the color and the corner of the fill associated with the selected disease. In this case, heart disease is represented by a red square in the top left corner. You may use any combination of colors within the individual gender sign to make each disease unique. You can also change the color of the symbol or the text to make them represent a health condition. Check the “Transparent text for label” to avoid having a white background on your text in the legend.

Also, be sure to verify that the "Make label / Exclude from report" box is checked at the top of the Family tab. This will prevent the inclusion of the legend objects in your family report (please refer to family reports at www.genopro.com for more information).

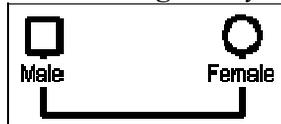
Continue to assign a color code to each of your selected diseases by adding in individuals as needed in your legend. Once your legend is completed, be sure to save a copy of your legend for future documents.

Rules To Build A Genogram

Although there is general agreement on the basic genogram structure and symbols, there are some variations from one author to another. Some authors do reuse the same symbol for different situations while others have ignored such special cases. GenoPro did a meticulous research to determine what symbols and rules are best to create coherent genograms.

If you understand the following rules, you will be able create the most complex genogram without any problem... and others will be able to understand your work.

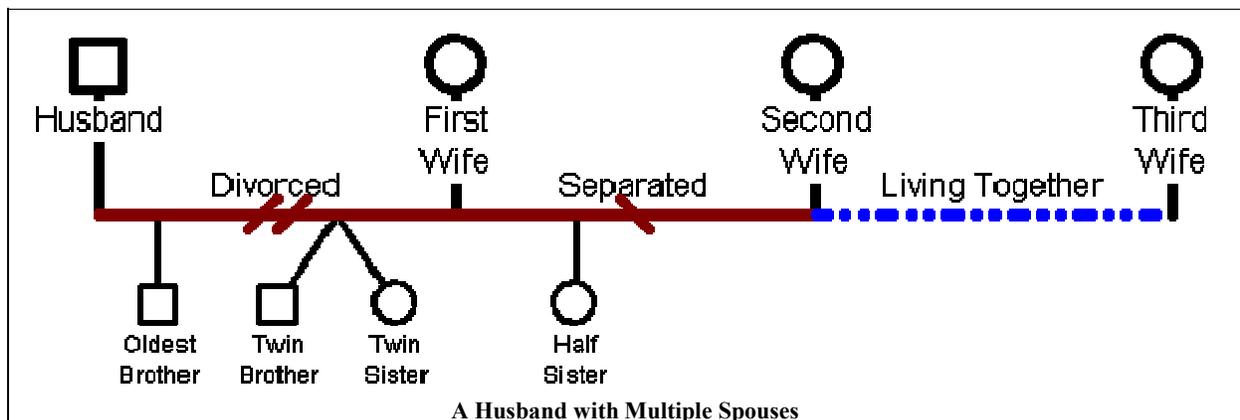
Basic Genogram Symbols



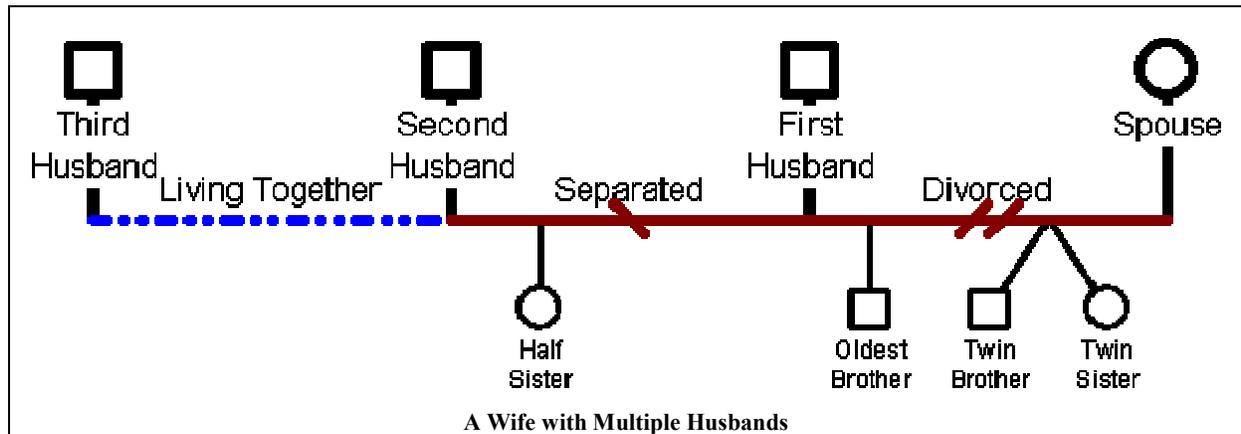
The male is noted by a square and the female by a circle. A family is shown by a horizontal line connecting the two.

The children are placed below the family line from the oldest to the youngest, left to right. Although this may sound obvious, it will be very important to remember these rules when the situation becomes a bit more complex.

The following case is a husband with three spouses. The husband had three children with the first wife, and then divorced. The husband married the second wife, had one child and separated. The husband currently lives with another woman. As you can see, the oldest child is at the left, and the youngest child, "*Half Sister*", is at the right of her family, as she is the only child of the husband and the second wife.



Reversing the scenario where the wife had multiple husbands, we get the genogram depicted on page 9.



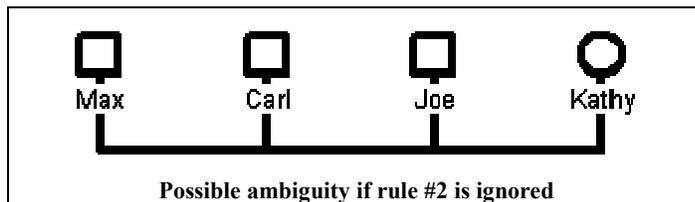
The second scenario is the same as the first one, except the female spouse had three husbands. She had three children with her first husband and divorced. The wife married another man, had one child with him and now lives with someone else. Please notice the oldest child is always at the left most position of the family of his biological parents. In this scenario, the "Oldest Brother" is older than the twins and the half sister, however the half-sister must be placed under the family of her biological parents. Since the second marriage is after the first marriage, it follows that the half sister is younger than the children from the first marriage. The half sister therefore appears to the left, although she is not the oldest child. If you are confused, please read this paragraph again.

In summary, here are the three rules to build a genogram:

1. The male parent is always at the left of the family and the female parent is always at the right of the family.
2. In the case of ambiguity, assume a male-female relationship, rather than male-male or female-female relationship.
3. A spouse must always be closer to his/her first partner, then the second partner (if any), third partner, and so on...
4. The oldest child is always at the left his family, the youngest child is always at the right his family.

To simplify your genealogy layout, it is acceptable to swap the husband and wife as long as there is only a single family involved. There is no ambiguity to have the wife at the left position, as long as each spouse has had only one partner. The four rules are there to remove ambiguity.

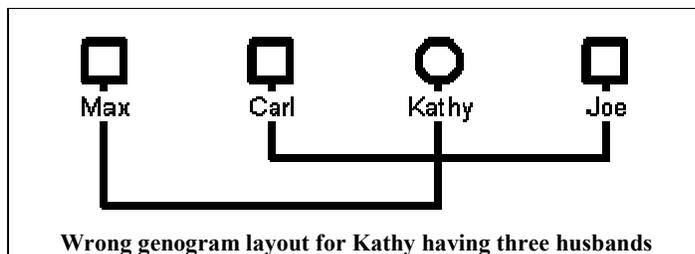
By ignoring rule #2, we could interpret the scenario of a wife with multiple husbands as a man who had two male partners and one female partner.



The figure above has the same arrangement as a wife with multiple husbands, except the children have been removed and the families are all colored black. As you can see, it *could* be possible Max and Carl were together, then Max lived with Joe and finally Max lived with Kathy. By following rule #2, the Joe-Kathy relationship has precedence over the Max-Carl relationship. It follows Carl is Kathy's second husband, and Max the third husband.

Wrong Genogram Layout

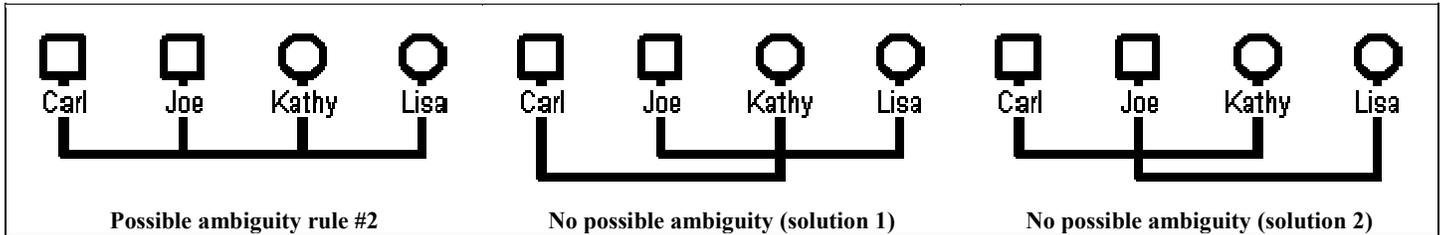
The following figure represents a wrong genogram layout for Kathy with three husbands.



The idea here is to show Kathy had three husbands, however there is a problem with the figure above: which husband is first, second and third? The problem is that rule #3 has not been followed. By looking carefully at this genogram, we get a completely different outcome.

1. Joe and Kathy have never been together because it breaks rule #1.
2. Carl was Kathy's first husband (rule #1 and rule #3).
3. Carl left Kathy and decided to live with Joe (rule #3).
4. Max was Kathy's second husband (rule #1 and rule #3).

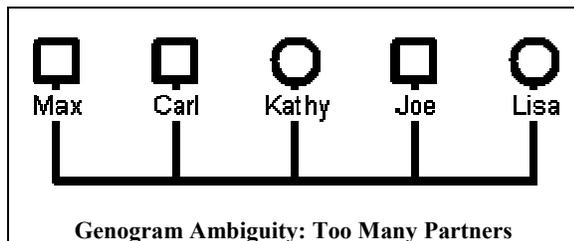
Possible Genogram Ambiguity



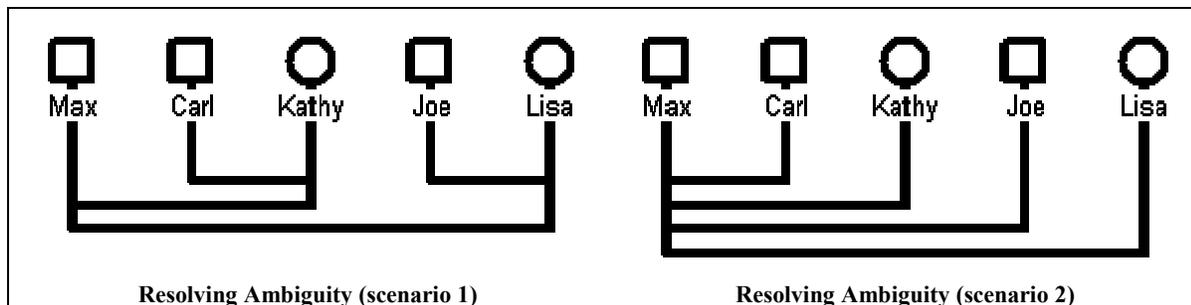
In this figure, we have two males and two females. At first, it would appear this layout is ambiguous, however applying rule #2 (male-female relationship), we can observe Joe and Kathy are together. Since Joe and Kathy are together, it follows Carl is Kathy's second husband since Carl is further away from Kathy. Similarly, Lisa is Joe's second wife. The best solution however is to place the individuals in a different layout so there is no possible ambiguity for the inexperienced reader.

Resolving Genogram Ambiguity

Let's add one more partner to the genogram. In this situation, it is impossible to determine the family relationships.



At first glance, this sample genogram could be the life of Max, having Carl as his first partner, then Kathy, then Joe and then Lisa. Let's analyze this sample genogram a bit deeper. Rule #1 tells us that Kathy and Joe cannot be together. By applying rule #2 (male-female relationship), we notice two couples: Carl & Kathy and Joe & Lisa. There are two problems: Who is Max's partner and the line between Kathy and Joe represent what family. This genogram is confusing and it is impossible to determine the family relationships. The best thing is to re-arrange the layout so there is no more ambiguity.

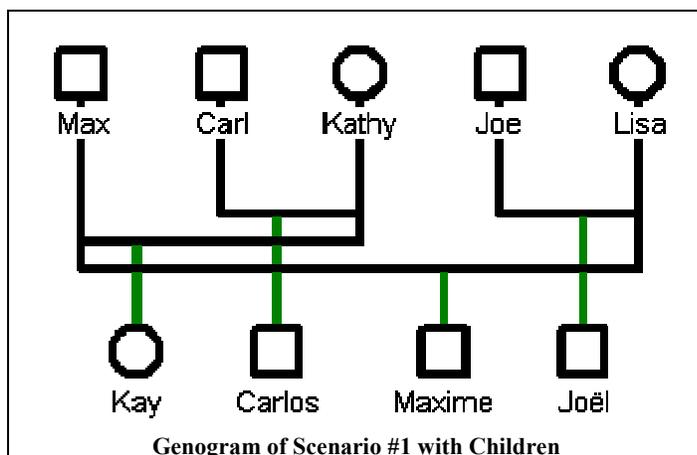


The first scenario is the story of Carl & Kathy and Joe & Lisa (rule #1 and rule #2). Both couples separated, Kathy had Max as her second husband and Lisa had Max as her second husband (rule #3). Max's first wife was Kathy and his second wife was Lisa (rule #3).

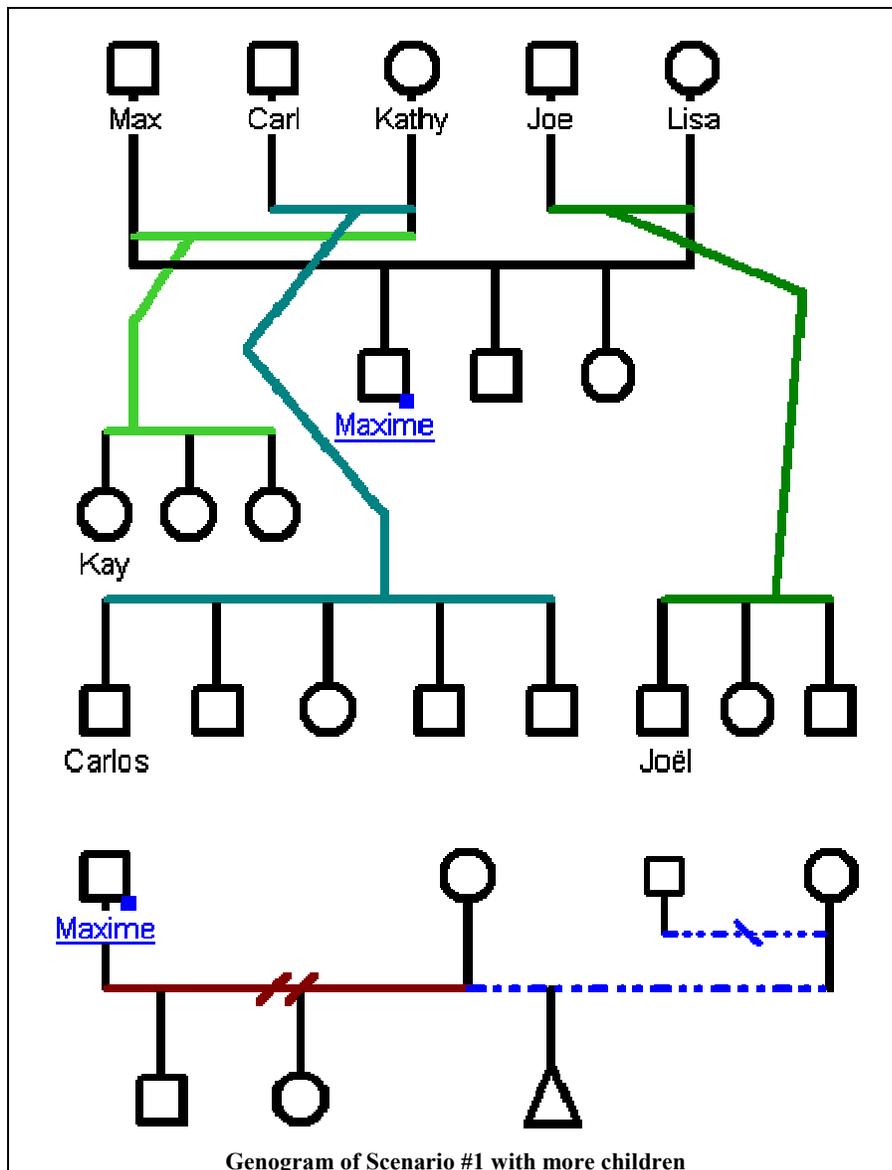
The second scenario is the story of Max.

Complex Genograms

So far, we have ignored rule #4 (the children). What if each couple had children? Let's have the genogram of scenario #1 with a few children.



In this scenario, each couple has one child. For clarity, each child link has been colored in green. If more children are present, a split of the family object must be performed as displayed on page 13.



This time, each family object has been colored to highlight the splitting. Each child having a name is the oldest of his family. To make this genogram a bit more interesting, we made Maxime parent of a few children. There is not enough room for this, so a hyperlink was created. The hyperlink allows a genogram to be split while preserving its pedigree links. The hyperlink may be placed anywhere on the genogram and/or to another GenoMap. As we can observe, Maxime had two children with his first wife before divorcing. Maxime is cohabiting with his girlfriend, who is pregnant with a little boy. From the drawing, it is impossible to know if the pregnancy (triangle symbol) represents a male or a female, however GenoPro can record the gender of the fetus. If you open file SampleGenogram.gno and double click on the triangle symbol, you will see it's a boy! (please refer to the Genogram Examples Section of this guide)

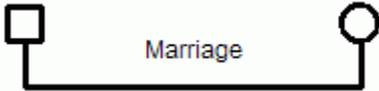
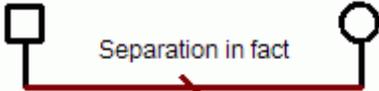
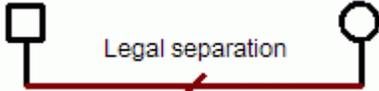
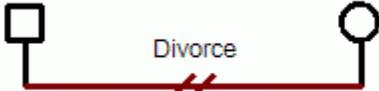
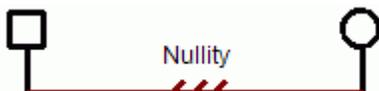
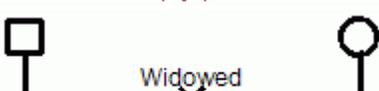
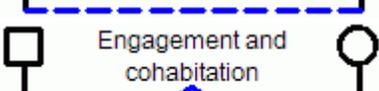
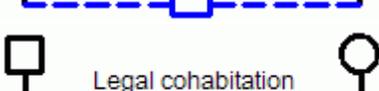
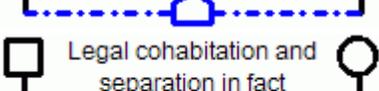
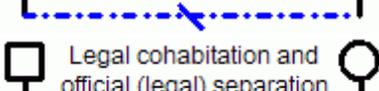
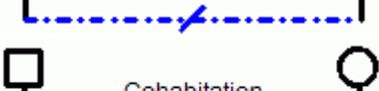
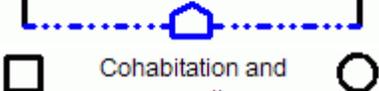
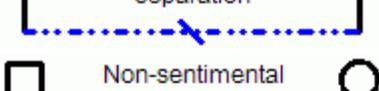
Documenting Family Relationships

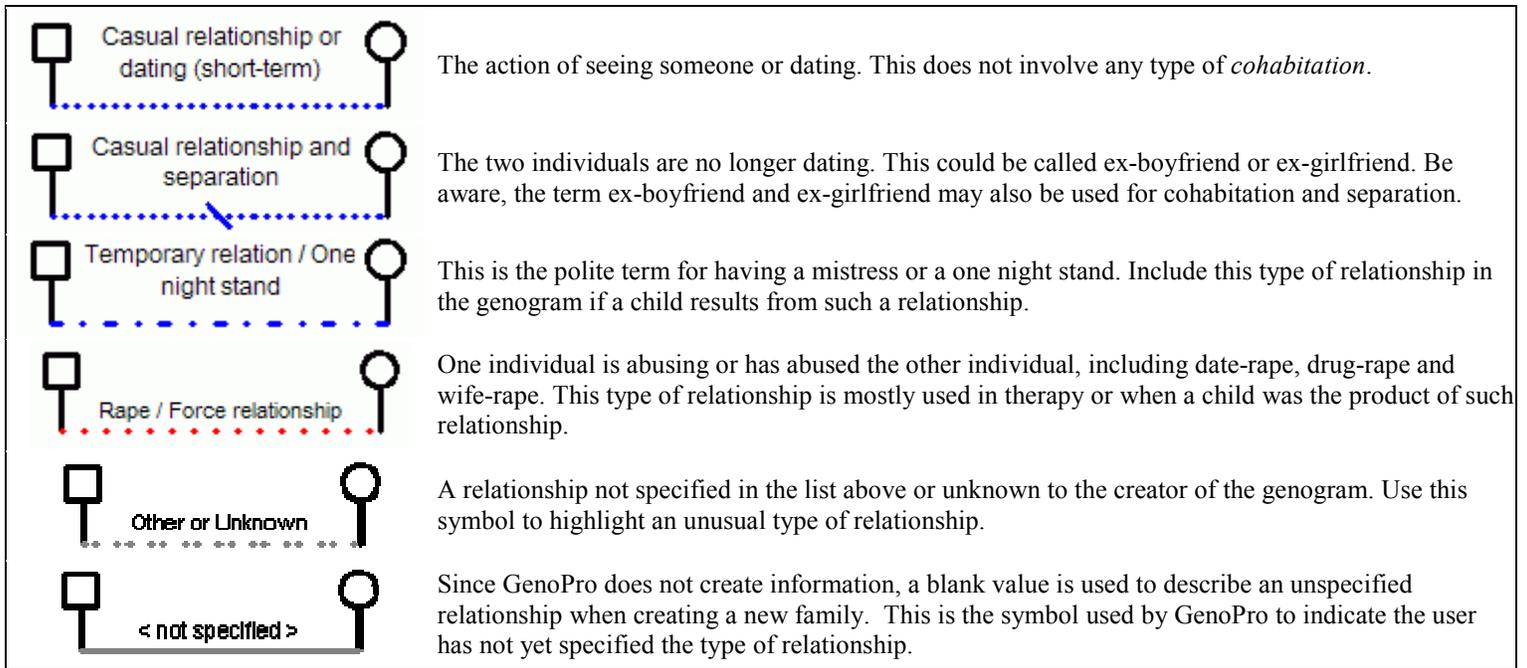
The **family relationship** component is used to describe the union of two individuals. In GenoPro, a union is defined as the combination of two adult individuals joined for the purpose of creating a family unit. This union may be strong, such as marriage or non-existent, such as divorce. GenoPro defines 22 types of unions:

	Marriage
	Separation in fact
	Legal separation
	Divorce
	Nullity
	Widowed
	Engagement
	Engagement and cohabitation
	Engagement and separation
	Legal cohabitation
	Legal cohabitation and separation in fact
	Legal cohabitation and official (legal) separation
	Cohabitation
	Cohabitation and separation
	Non-sentimental cohabitation
	Non-sentimental cohabitation and separation
	Committed (long-term) relationship
	Committed relationship and separation
	Casual relationship or dating (short-term)
	Casual relationship and separation
	Temporary relation / One night stand
	Love Affair
	Love Affair and separation
	Rape / Force relationship
	Other or Unknown

Family Relationships Key

Each type of family relationship is described in the table below:

 <p>Marriage</p>	<p>This family relationship represents a married couple. There is no special symbol to distinguish a civil marriage from a religious marriage. This information is easily added to the family properties.</p>
 <p>Separation in fact</p>	<p>This is the generic symbol to describe a married couple who is no longer living together. A separation is displayed by a single oblique bar.</p>
 <p>Legal separation</p>	<p>The married couple is separated and has begun legal procedure for an eventual divorce. If you know that a couple is separated, but you are not sure at what point they are in the legal procedure, it is recommended to use the separation in fact symbol.</p>
 <p>Divorce</p>	<p>The married couple has been granted a divorce.</p>
 <p>Nullity</p>	<p>The marriage was annulled. This is a rare case and legally, it signifies that the marriage never really took place. However, it could be useful to include an annulled marriage in the genogram.</p>
 <p>Widowed</p>	<p>A spouse died while the two individuals were married. Use this symbol only when the surviving spouse re-married, otherwise everyone in your ancestry will be widowed.</p>
 <p>Engagement</p>	<p>The two individuals are planning to marry. This status is often achieved by an exchange of engagement rings or an engagement party.</p>
 <p>Engagement and cohabitation</p>	<p>Same as above, except the individuals are living together before the wedding.</p>
 <p>Legal cohabitation</p>	<p>There is a legal paper trail about the cohabitation. The two individuals have a written contract about the cohabitation status, involving benefits such as parental responsibility, common ownership, and inheritance.</p>
 <p>Legal cohabitation and separation in fact</p>	<p>The two individuals no longer live together, and are involved in the process of terminating their cohabitation contract.</p>
 <p>Legal cohabitation and official (legal) separation</p>	<p>The cohabitation contract has been terminated.</p>
 <p>Cohabitation</p>	<p>Although there is no legal definition of cohabitation, it generally means to live under the same roof as a couple, without being married. Use this relationship to define the generic common law spouse. There is no such thing as <i>illegal cohabitation!</i></p>
 <p>Cohabitation and separation</p>	<p>The generic symbol for two individuals no longer living together.</p>
 <p>Non-sentimental cohabitation</p>	<p>A relation where two individuals live together, but there is no exchange of affection. This could be said of a couple who do not share a bedroom.</p>



Documenting Emotional Relationships

Family relationships may be used to describe the emotional bond between people involved in a union, but the **emotional relationship** component is used to describe the emotional bond between any two individuals in the genogram (family tree). GenoPro allows you to choose among a wide selection of emotional relationship categories. The selection will be displayed on the genogram with its corresponding color-coded link. With a few clicks, you can easily assess the level of cohesiveness within a family or a group. GenoPro defines 34 types of emotional relationships:

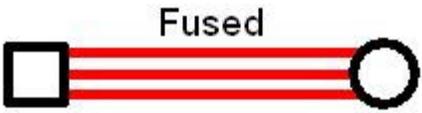
	Plain / Normal
	Indifferent / Apathetic
	Distant / Poor
	Cutoff / Estranged
	Discord / Conflict
	Hate
	Harmony
	Friendship / Close
	Best Friends / Very Close
	Love
	In Love
	Fused
	Distrust
	Hostile
	Distant-Hostile
	Close-Hostile
	Fused-Hostile
	Violence
	Distant-Violence
	Close-Violence
	Fused-Violence
	Abuse
	Physical Abuse
	Emotional Abuse
	Sexual Abuse
	Neglect (abuse)
	Manipulative
	Controlling
	Jealous
	Focused On
	Fan / Admirer
	Limerence
	Never Met
	Other

Each type of emotional relationship is described in the table below. The symbols have been enlarged for better viewing.

<p>Normal / Plain</p> 	<p>Defines a plain normal relationship. This emotional relationship may serve the purpose of highlighting a normal relationship among numerous dysfunctional relationships. It may resemble the identical twins link, but the line for twins is gray. Twins are also connected to each other through a child link that looks like an inverted V. If a plain normal relationship needs to be displayed, then create a non-linear line between the twins.</p>
<p>Indifferent / Apathetic</p> 	<p>Defines an apathetic relationship where one or both individuals are indifferent to the other.</p>
<p>Distant / Poor</p> 	<p>Defines a distant relationship between two individuals. Communication is very limited, usually due to differences in lifestyles.</p>
<p>Cutoff / Estranged</p> 	<p>Defines a cutoff relationship where two individuals have no contact at all, characterized by extreme disengagement and emotional intensity where there had formerly been love, affection, or friendliness.</p>
<p>Discord / Conflict</p> 	<p>Defines a relationship in which at least one of the individuals perceives the relationship to be negative and where both individuals are convinced they are right.</p>
<p>Hate</p> 	<p>Defines a relationship of intense enmity or antipathy in which the individuals wish harm upon each other and take pleasure in each other's misery.</p>
<p>Harmony</p> 	<p>Defines a good relationship between two individuals in which there is mutual respect.</p>
<p>Friendship / Close</p> 	<p>Defines a close relationship (friendship) between two individuals in which they share affection or esteem and engage in mutually helping behaviors.</p>
<p>Best Friends / Very Close</p> 	<p>Defines a relationship of deep friendship, where two individuals share a deeper level of understanding, trust and affection than with most other friends.</p>
<p>Love</p> 	<p>Defines a relationship of strong positive affection between two individuals, arising from kinship or recognition of attractive qualities.</p>
<p>In Love</p> 	<p>Defines a relationship of intimacy, passion and commitment based on sexual instinct.</p>



Distrust
 Defines a relationship of distrust between two individuals where at least one of the individuals lacks confidence in the other's intentions.



Fused
 Defines a fused relationship between two individuals. Individuals become dependant on one another, and also become inseparable, with little room for their own identities.



Hostile
 Defines a hostile relationship between two individuals where the individuals argue on major issues and feel heightened stress and aggression when they are together.



Distant-Hostile
 Defines a distant-hostile relationship between two individuals. The two individuals rarely come into contact, but when they are in each other's presence, they argue and are hostile towards one another.



Close-Hostile
 Defines a close-hostile relationship between two individuals. These people often come into contact, but they argue and keep secrets from one another.



Fused-Hostile
 Defines a fused-hostile relationship between two individuals. These individuals are always together and depend on each other, yet they are unable to live without arguing.



Violence
 Defines a violent relationship between two individuals. The two individuals often come into conflict when they meet which results in extreme actions such as physical force or excessive power.



Distant-Violence
 Defines a relationship in which the two individuals rarely see each other, but when they come together, they argue and engage in violent behavior.



Close-Violence
 Defines a relationship in which two individuals often come into contact, but they argue and are engaged in violent behavior when they are together.



Fused-Violence
 Defines a violent behavior in a fused relationship. Violence takes place to avoid a break in the relationship, especially when intimacy/fusion is difficult or impossible to maintain. Fusion compromises the feelings, identities and self-direction of each, thus creating true instability.



Abuse
 Defines an abusive relationship. This is a generic relationship for situations in which an undetermined type of abuse occurs between two individuals.



Physical Abuse
 Defines a relationship in which one individual physically abuses another. It includes any non-accidental injury to an individual, typically to a child or a woman. This includes hitting, kicking, slapping, shaking, burning, pinching, hair pulling, biting, choking, throwing, shoving, whipping, and paddling.

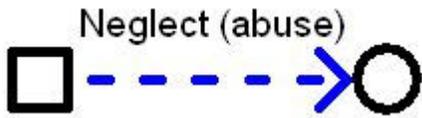


Emotional Abuse
 Defines a relationship in which one individual emotionally abuses another. It includes any attitude or behavior which interferes with mental health or social development. This includes yelling, screaming, name-calling, shaming, negative comparisons to others, telling them they are "bad, no good, worthless" or "a



mistake".

Defines a relationship in which one individual sexually abuses another. It includes any sexual act between an adult and child, or a forced sexual action between two adults. This includes fondling, penetration, intercourse, exploitation, pornography, exhibitionism, child prostitution, group sex, oral sex, or forced observation of sexual acts.



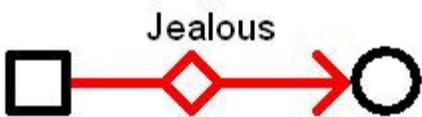
Defines a relationship in which an individual fails to provide for a dependant's physical needs. This includes lack of supervision, inappropriate housing or shelter, inadequate provision of food, inappropriate clothing for season or weather, abandonment, denial of medical care, and inadequate hygiene.



Defines a relationship in which one individual manipulates another individual.



Defines a relationship in which one individual controls another individual.



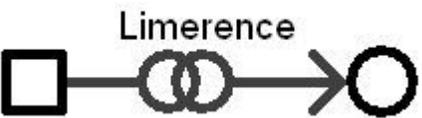
Defines a relationship in which one individual feels resentment against someone because of that person's rivalry, success, or advantages.



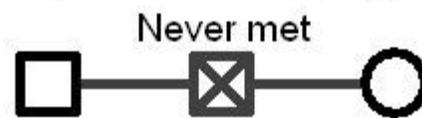
Defines a relationship in which one individual has an unhealthy focus (obsession) on another individual. This may include favoritism and stalking.



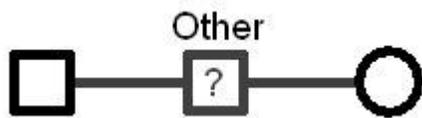
Defines a relationship in which one individual is an ardent admirer of another, and has an intense, occasionally overwhelming liking of that person.



Defines a relationship in which one individual has intense feelings of interest towards another individual, with an acute longing for reciprocation.



Defines a relationship in which two individuals have never met. This relationship is used to explicitly confirm that two individuals such as an adopted child and his biological parents have never been in contact. As the creator of the genogram, you may add more details regarding the relationship, such as 'never met physically' but 'met online'.



Defines any emotional relationship that is not defined in the list. Use a comment to elaborate on the details of this particular relationship.

Documenting Social Relationships

Genograms are not limited to families. GenoPro can be used to indicate social relationships within a group. The user can create trees for businesses, churches, neighborhoods, etc. These will include people who are not related, but who are involved in each other's lives through other types of relationships.

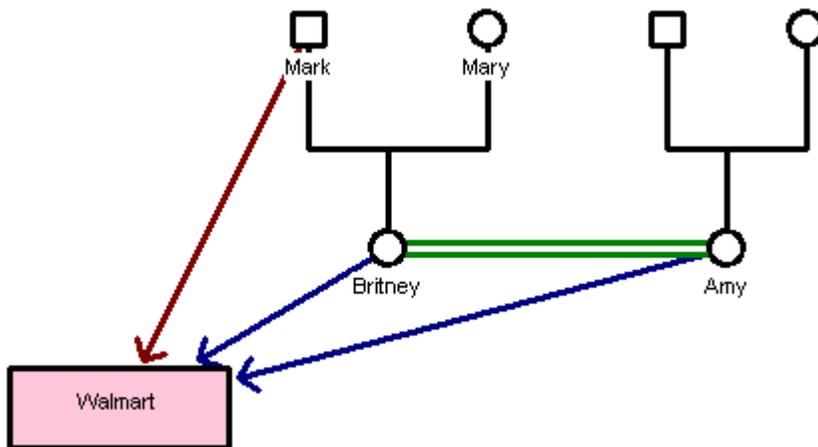
Users can also create social links to social entities or organizations, such as schools attended, memberships to clubs and associations.

The social genogram can then establish where people know each other from.

Here are some types of social relationships that are currently available on GenoPro.

Lives with	A relationship where one person lives in another person's home without being involved in a union or without being part of immediate family. Use one of the family relationships in the case of cohabitation.
Neighbor	A person who lives within a close distance of the other's residence.
Babysitter	A person who keeps watch of the children on occasion.
Attending	Use with a social entity or an organization. For example, John is attending the University of Ottawa.
Member of	Also use with a social entity or organization. For example, Mary is a member of the local Rotary Club.
Manager of	Use with social entities. Mostly useful in a corporate hierarchy to identify who is involved in management.
Supervisor of	A person involved in administrative duties in a business, government, a school or an operation.
Subordinate of	A person placed in a lower rank or position.
Employee of	Use to link an individual to his or her place of work.
Reporting to	Use to identify a person in a direct line of communication within a corporate hierarchy.
Associate with	Use to identify business partners.
Representative of	Use to identify representatives of a social entity or organization.
Advisor of	A person who provides counsel to another.
Director of	Use to identify one of a group of persons entrusted with the overall direction of a corporate enterprise.
Competitor of	Businesses involved in the sale of similar goods or services within the same market.
Customer of	A person who purchases a commodity or a service from a provider.

Investor of	Use to identify a person or organization who commits money to a social entity or organization to earn a financial return.
Funding of	Use to identify providers of funds to a project or an organization.
Acquaintance	Two individuals who know each other by face or by name, who have previously communicated by phone or email, or have previously met.
Other	User-defined category.



A social relationship sample

The above example illustrates a social relationship with the social entity Walmart. Mark is a manager of the store while Britney and her close friend Amy work at the same store.

Social Relationship Properties ✖

General | Custom Tags

A social relationship describes the connection between two entities Swap Entities

Entity: Mark Social Connection / Activity: Manager of Entity: Walmart

Comments / Data Tip
 Manager of the sales department for St-John Walmart store.

Display Options

Line Color: Arrow at Beginning Arrow at End

Line Pattern: Arrow at Beginning Arrow at End

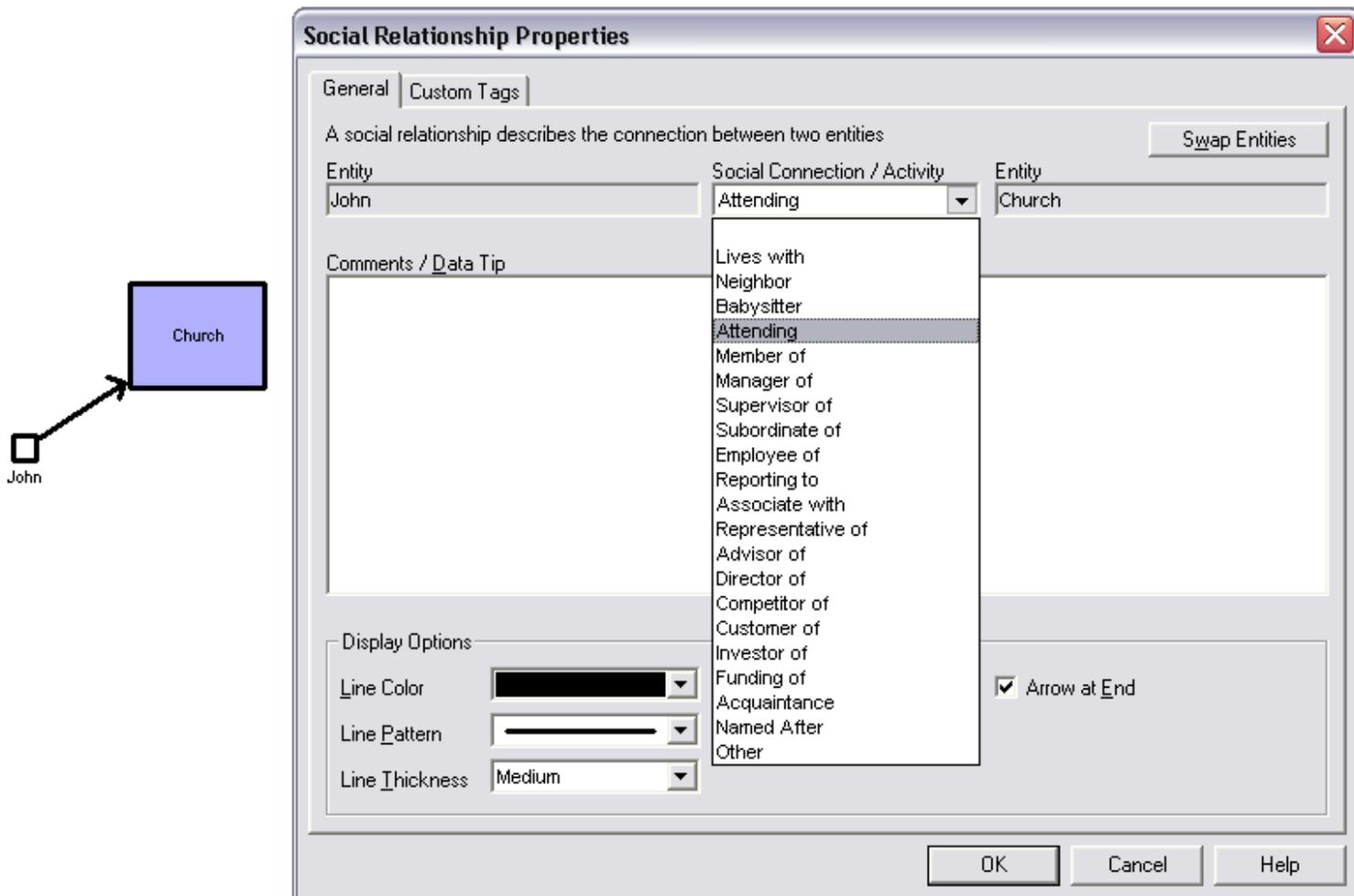
Line Thickness: Medium

OK Cancel Help

Social Relationship Properties

Social relationships are identified with a line ending with an arrow. The color, pattern and line thickness associated with each type of social relationship are user-defined. This allows you to create your own color-coded scheme.

There are many types of social relationships; every link has their own property such as color and style, as well as a text field for comments



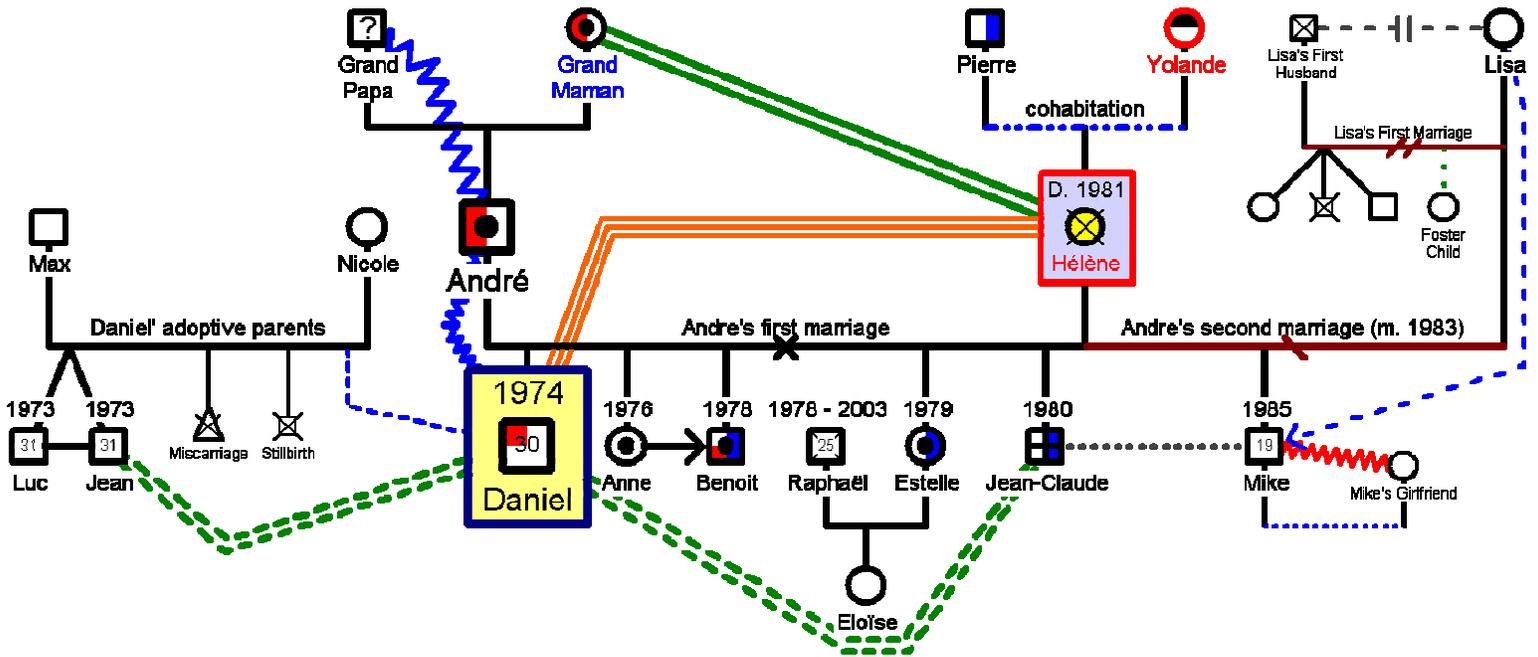
Social relationship sample and properties windows

A social relationship is usually a relationship between an individual and an entity, but in some cases it can be between two individuals. For example, John is *Subordinate* of Lauren.

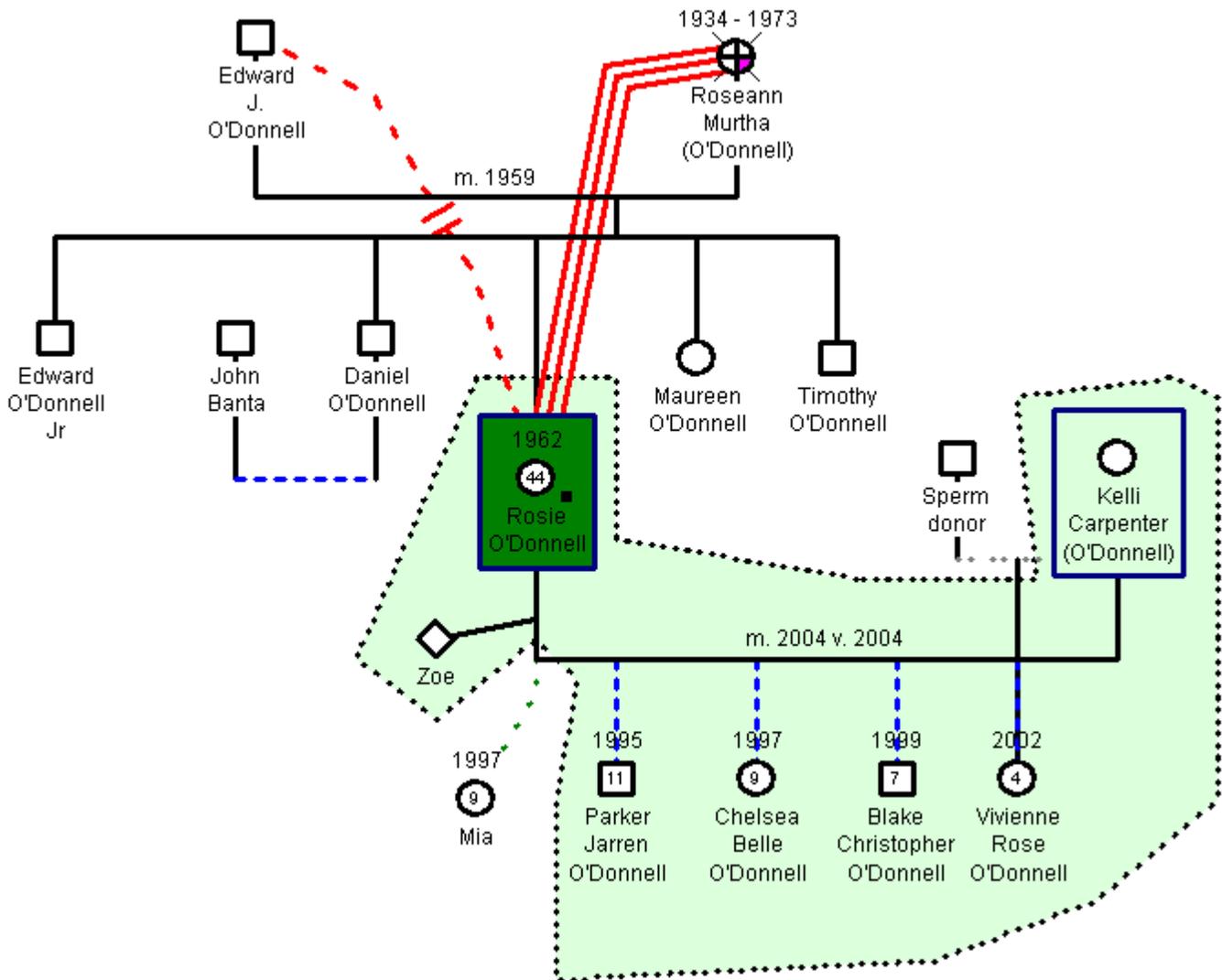
To create a social relationship, must first create the individuals  /  or entities  involved. Then, select the first entity, and click on the new social relationship button. . GenoPro will automatically ask you to select the second entity in the relation.

Genogram Examples

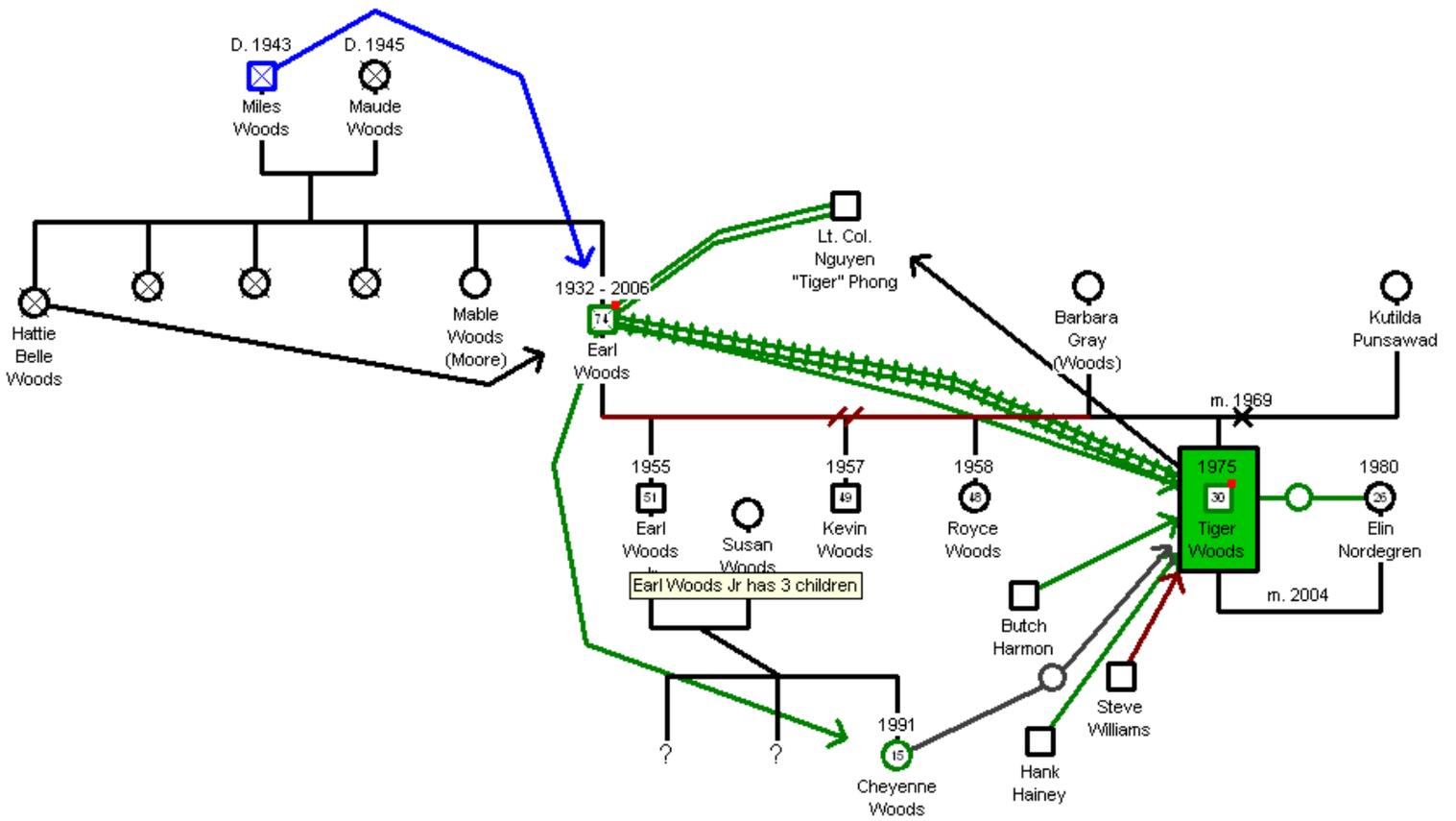
See if you can use the legend in the next section to read this genogram and learn about this family's story.



Rosie O'Donnell

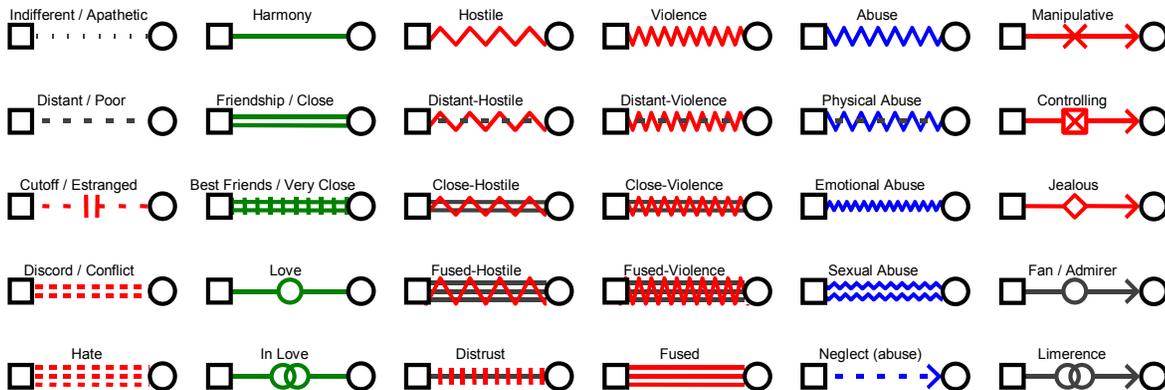
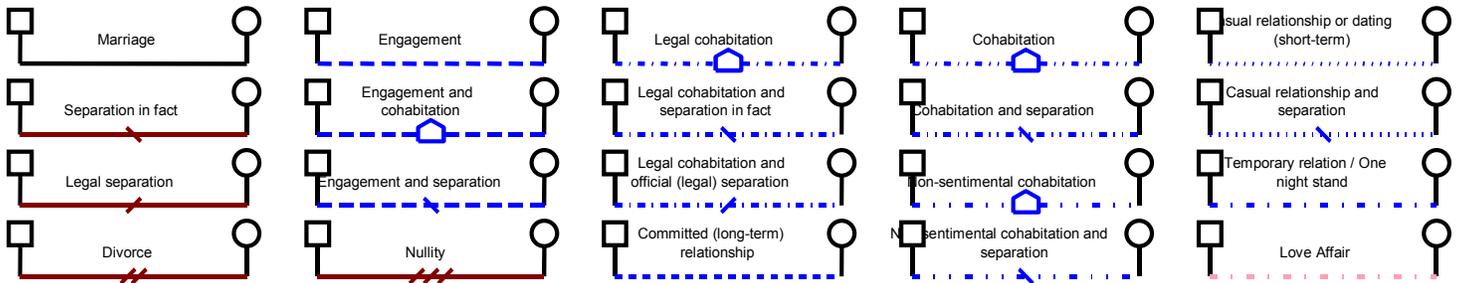
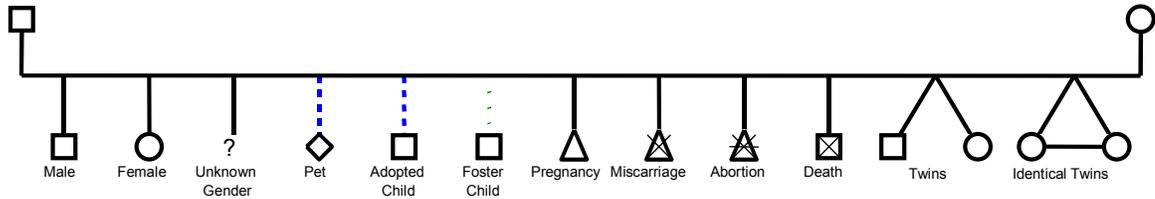


Tiger Woods



Inserting A Genogram Legend

At any time you can add a **genogram legend** by right-clicking on your mouse and selecting a new legend. The legend symbols have already been marked to be excluded from the report, so they will not appear when you generate a report.

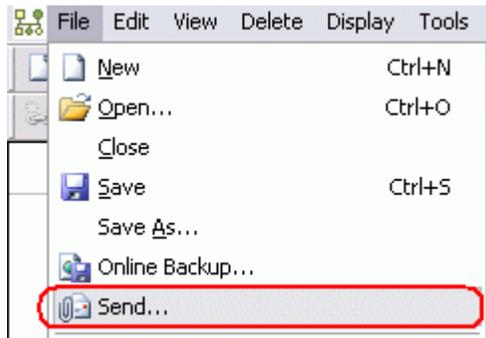


Sharing & Transferring Data

Sending a genealogy file to another user

If you are a student and your teacher has asked you to create a genogram with GenoPro as an assignment, or if you are working collaboratively with other users on a genogram, or if you simply want to share your work with another user, use the Send feature for secure sending and storing of your data.

To send a file to another user, use the **Send** command from the **File menu**.



This window will be displayed. Enter the required information in the fields. You will need a username or **email address** for the recipient, as well as your username and password. You may enter a message to the recipient, just like in an email.

Send File ✕

The "Send File" button will use your Internet connection to send your document to someone else. This feature is similar as sending an email with a file attachment, however the attachment will be securely stored on GenoPro's server and only be accessible by the destination recipient.

<http://support.genopro.com/MyInbox/>

To:
 Email or Username of destination recipient (academic instructor, relative, friend)

From:

First Name <input type="text" value="John"/>	Last Name <input type="text" value="Smith"/>
Email or Username <input type="text" value="jsmith@harvard.edu"/>	Password <input type="password" value="****"/>

File Name

Subject / Comment / File Description

Dialog to Send a File to a User

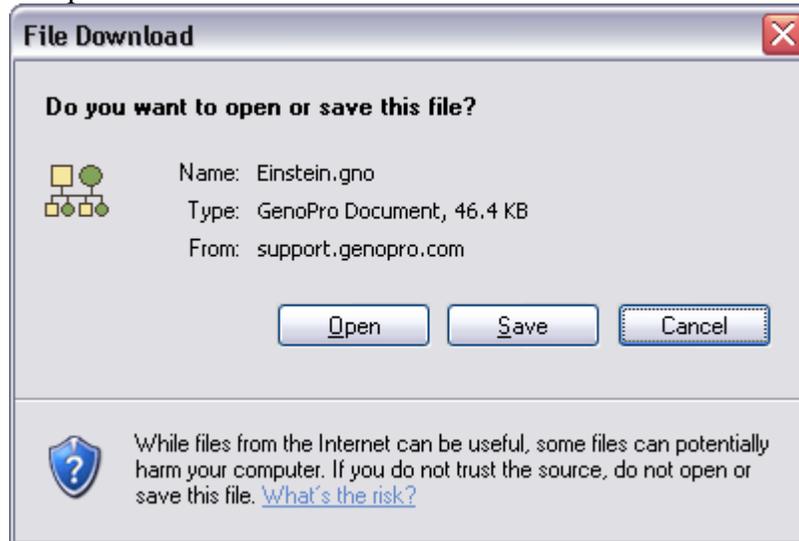
When the information is entered, click on the [Send file] button.
 The recipient will receive a notification email. The file sent will only be accessible to the recipient.

Receiving a genealogy file from another user

When someone has sent you a file, you will receive a notification email.

Download

You will have the option of downloading the file directly from the email by clicking on the first link provided.



Select Open to view the file in GenoPro (if the file is not opening it is because GenoPro is in a modal dialog, close the dialog or GenoPro before opening the document).

Select Save to save the file for later viewing.

Inbox

You also have the option of viewing all the files sent to you by clicking on the link leading to your Inbox <http://support.genopro.com/MyInbox/>. You will need to sign in, as the file sent to you is only accessible to the intended recipient.

Once you are signed in, you can view all the files sent to your account by other GenoPro users. These files are securely stored by GenoPro in your Inbox. This management tool will allow you to view the name of the sender, their email address, the name of the file, accompanying comments, the size of the file and the date it was last modified.

You have the option of viewing the file directly from this Inbox by clicking on the file name and selecting [Open] or [Save]. You may also view the sender's profile or reply to the sender by clicking on the name or email address.

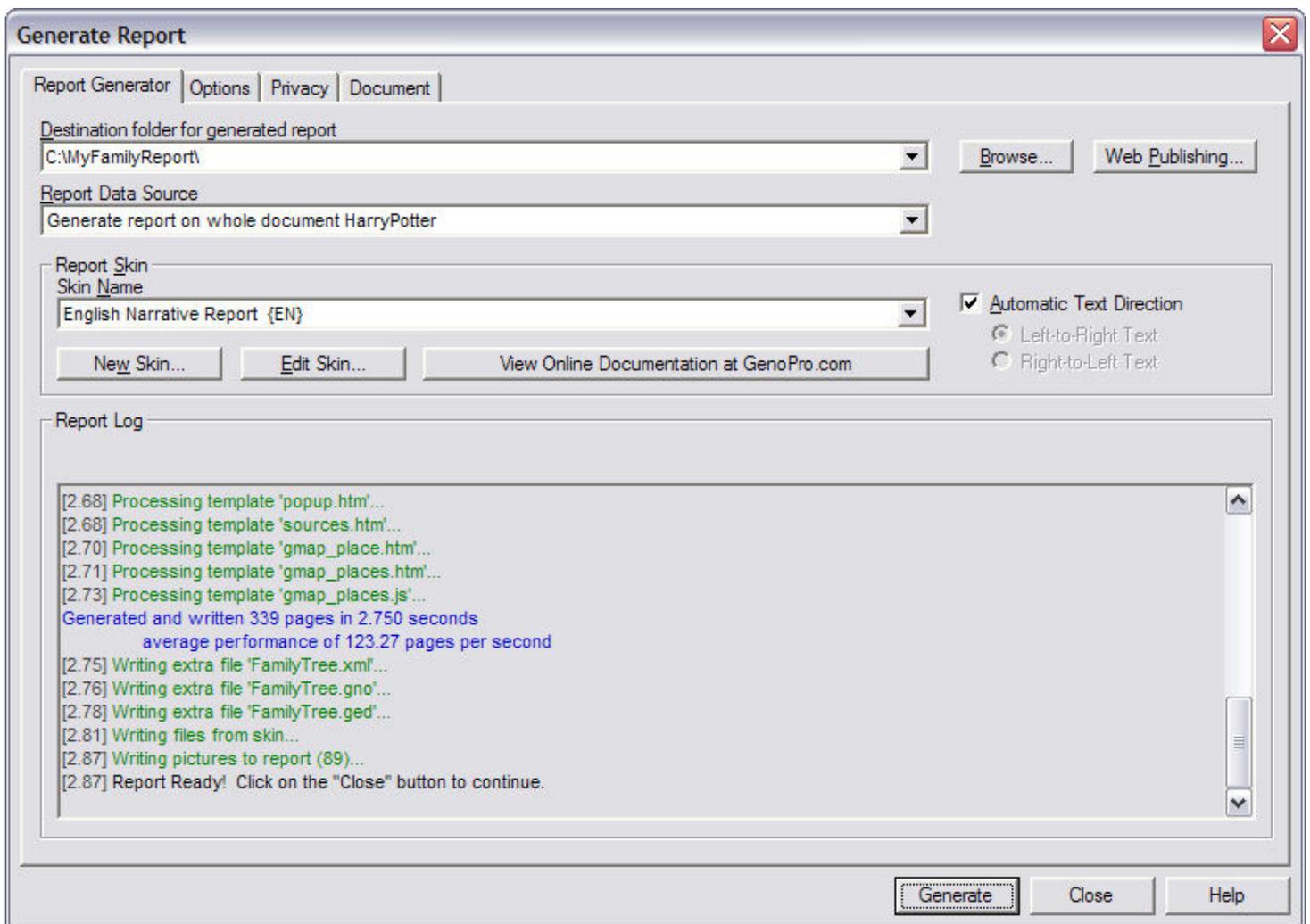
Please check with your organization for their policy on the transferring and sharing of confidential information prior to using the above method described for transfer and sharing data.

HTML Report Generator

With a few mouse clicks, you can generate a detailed HTML report of your entire family tree. You may choose to generate your report and upload it to your website via the FTP protocol, or choose to publish our website at <http://familytrees.genopro.com/>

Generating my HTML Report

Just click on the "Generate" button  and you will see your report within a few seconds. GenoPro will generate the HTML pages in your "My Documents" folder, including any picture related to your report. You may wish to change a few options, such as the destination folder, the data source, the skin (templates) and enable some privacy filtering to remove sensitive data.



Destination folder for generated report

Enter the name of the folder you want the report generator to write the output files. The destination folder can be a folder on your hard disk, a folder on a remote machine connected to your network, a floppy disk, a CD-ROM disk (if you have a CD-RW with drive mapping), a directory on the Web accessible via FTP, or your folder's account at <http://familytrees.genopro.com/>.

Browse

Use the Browse button to locate the folder you want to store the report. The Browse button can be used to locate a remote machine (computer) on your network. If you wish to create a folder, simply type the name of the folder and GenoPro will create the folder for you.

Web Publishing

Use this button if you want to publish your genealogy on the Web using your Internet connection. You may publish to your website using the FTP protocol, or to our website <http://familytrees.genopro.com/> using our built-in publisher protocol. If you wish to publish via FTP, you may have to request an FTP account from your ISP and setup your firewall to allow data from the FTP port. Our publisher is firewall-friendly and does not require any knowledge of web hosting. Visit <http://familytrees.genopro.com/> for step-by-step instructions to publish online.

Report Data Source

The report data source is useful if you want to generate a report on a sub-tree. Just select the GenoMap (sub-tree) you want to generate your report. By default, GenoPro generates a report on the entire family tree.

The data source may be a Gedcom file if you wish to convert a Gedcom file to HTML.

Report Skin

A *Skin* is a template enabling GenoPro to generate a specific type of report. GenoPro has a few built-in skins to generate different kind of reports. The most popular type of report is the English Narrative Report. To view sample of such reports, please visit <http://familytrees.genopro.com/> and you will see plenty. You may choose another skin if you wish to generate a report writing all the family trees to disk in a metafile format, or a page containing all the comments and notes found in the genealogy tree.

New Skin

GenoPro has a powerful engine to generate HTML reports capable to create any skin you want. If you are familiar with creating dynamic content using Microsoft Internet Information Server (IIS), you will find this report generator as easy to use and more powerful. GenoPro has innovative features to make it easy to generate phrases and special HTML content for your reports.

Edit Skin

This button is for editing the selected skin.

Report Log

The Report log displays feedback and errors when generating the report. Here are some example of errors:

Unable to write file - Access Denied. This error may occur when generating a report on a remote computer without having the write permission, or the destination file is marked as read-only.

Unable to write file - Disk Full. Yes, it happens!

Unable to read picture - File Not Found. This error may occur if you deleted or move the picture to a different folder.

For more information regarding GenoPro and instructions on how to purchase and download GenoPro software, please go to the following website: www.genopro.com or call 1.877.GENOPRO for assistance. A site license may also be obtained through genopro.com; for more details regarding the benefits of purchasing a site license call telephone number above and asked to speak to a GenoPro sales representative.

You may also download a free 2 week trial of GenoPro directly from the website.