Syllabus for Using Family Tree Maker 2019
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I am using FTM 2019 with the latest update, 24.2.2,1560. There may be newer version by Sept, if so I will use that. If you have questions during my presentation, put them in Chat for everyone to see, so several people don't ask the same questions. My co-host, Reg Herzog, will be monitoring the Chat and will interrupt me, if needed. I will also try to stop after about 20 minutes for questions and again after another 20 minutes of presentation. I will logon 15 minutes early and stay 15 minutes after class. I am also available via email at mom.callag2@verizon.net.

My plan is to teach lessons 1 and 2 the first week, review lessons 1 and 2 the next week and present lesson 3. I will continue this pattern of reviewing the previous week and then presenting new material. This allows for people missing classes because of things like travel and doctor appointments. It also allows me to repeat important information.

This was originally a 13 week class, so I have combined my lessons 1 and 2 and lessons 8 and 9 to fit an 11 week schedule. I kept the numbering system on my handouts because my classes are patterned on the Companion Guide. I skip their first Chapter, so my 1 is their chapter 2, my 2 in their chapter 3, etc. I am using a 2019 copy of the Companion Guide which finally was published!

Lesson 1 – Sept 5 and 12 - FTM Basics – Toolbars, Workspace Overview, Creating a Tree
Lesson 2 –Sept 5 and 12 - Entering Family Information
Lesson 3 –Sept 12 and 19 - Documenting Your Research - creating source and source citations
Lesson 4 –Sept 19 and 26 - Adding Media Items
Lesson 5 –Sept 26 - Oct 3 -Using Maps - move, zoom, print map, facts associated with a location
Lesson 6 – Oct 3 -10 - Researching Your Tree Online - Ancestry Hints, merging records & more
Lesson 7 – Oct 10 – 17 - Creating Family Tree Charts and Running Reports
Lesson 8 –Oct 17 – 24 - Working with Trees - merging, renaming, deleting, privacy
Lesson 9 –Oct 24 –Oct 31-Tools and Preferences - many ways to personalize your tree
Lesson 10-Oct 31 -Nov 7-Family Tree Problem Solver - resolving relationship issues, fixing errors
Lesson 11 –Nov 14 -Writing a Family History