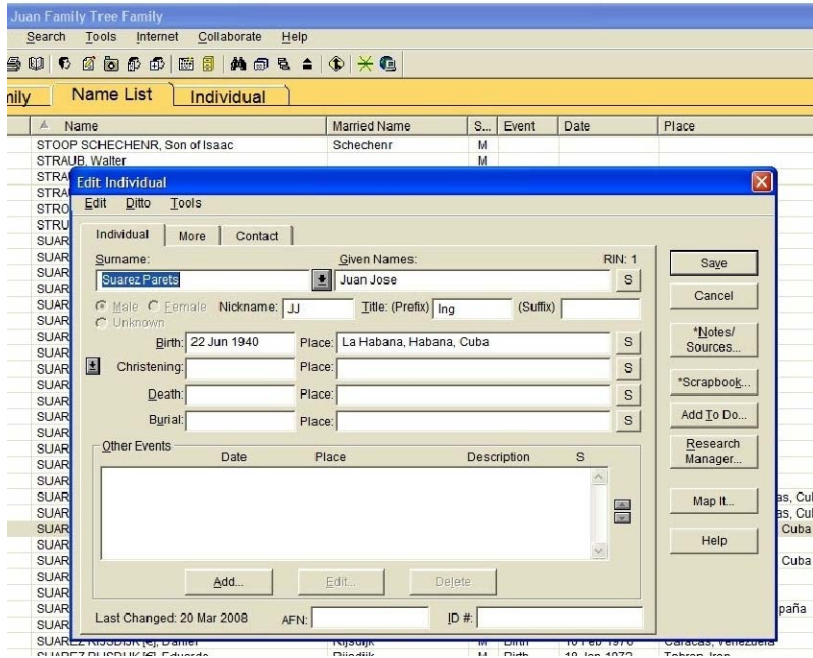


## **HERITAGE FAMILY TREE, Version 7.0**

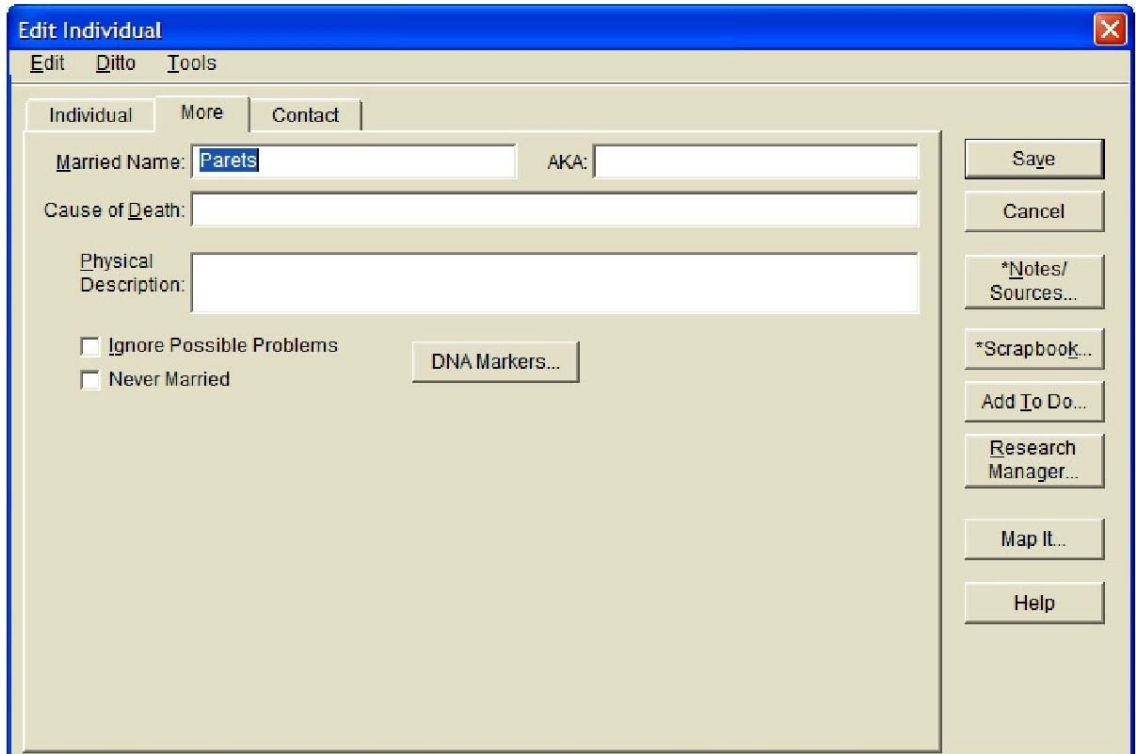
**By Individual Software, Inc.**

### **Adding a column to the Data Base to include the mother's surname**

- 1. In the ADD INDIVIDUAL or EDIT INDIVIDUAL screen:**
  - 1.1 Left click the MORE tab**
  - 1.2 Enter the mothers surname in the MARRIED NAME FIELD**
  - 1.3 SAVE record**
  
- 2. Create a colum in the main NAME LIST screen [this needs to be done only once for each data base]:**
  - 2.1 Right click the headings bar**
  - 2.2 Choose MODIFY COLUMNS OR SORT ORDER**
  - 2.3 In the AVAILABLE FIELDS screen choose MARRIED NAME**
  - 2.4 Click the > arrow button to move the event to the SHOWN FIELD screen**
  - 2.5 Use the up and down arrows to place the event MARRIED NAME column where you wish.**
  - 2.6 Click OK**



## A. Edit or Add Individual



## B. Enter MARRIED NAME

RIN	Title (Pre)	Name	Married Name	S...	Event	Date	Place	N...	Cont
14		SUAREZ PARETS, Carmen	Parets	F	Birth	18 Jan 1943	Santa Clara, Las Villas, Cuba		A
13		SUAREZ PARETS, Jorge Javier	Parets	M	Birth	12 Oct 1941	Santa Clara, Las Villas, Cuba		A
1	Inq	SUAREZ PARETS, Juan Jose, Inq	Parets	M	Birth	22 Jun 1940	La Habana, Habana, Cuba	X	A

### C. Final or ModifiedData Base Screen

**All colums are searchable in either ascending or descending order.**

**Hint: Use COPY and PASTE to avoid mis-spellings.**