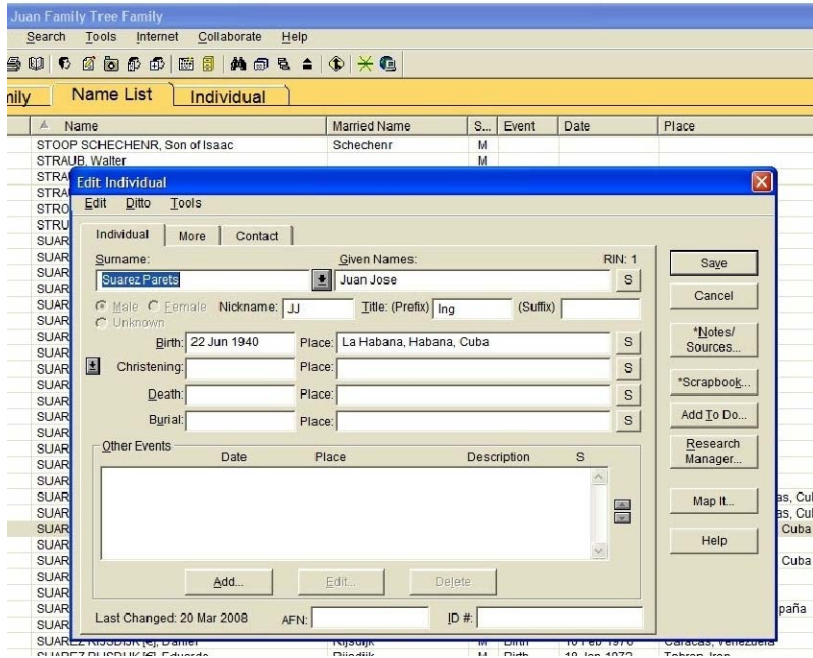**HERITAGE FAMILY TREE, Version 7.0**

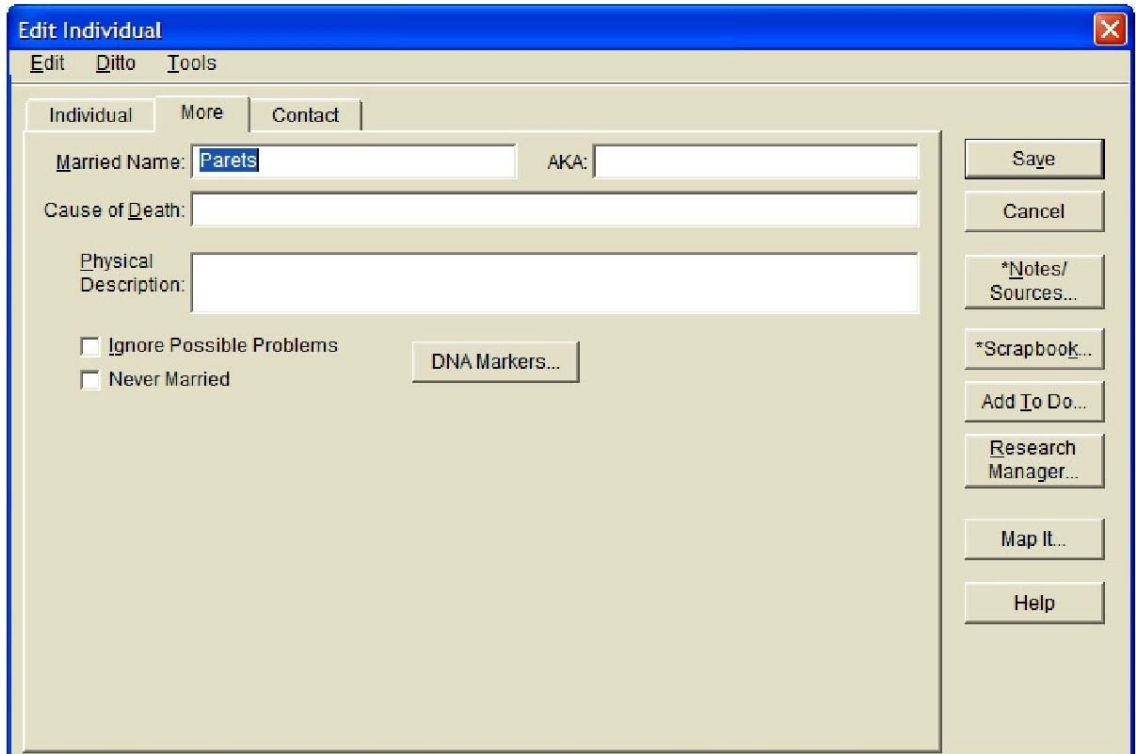**By Individual Software, Inc**.

**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**

**C. Final or ModifiedData Base Screen**


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

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