Welcome to "Insights to the 4th Generation" Software

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If you're familiar with Excel, go to the **Self** sheet and start filling in information. **One essential tip, though, all dates should be preceded by an apostrophe when entered, so Excel reads it as text and doesn't do any odd date formating.** Come back to this page if you get stuck on something or are looking for a tip.

If you're not familiar with Excel, start by having a look around. Use your cursor and left click mouse to point and click your way around the various worksheets. The tabs on the bottom of this page each provide access to other sheets, similar to sheets of paper in a 3 ring binder. Excel provides additional benefits, though, by allowing information from one sheet to appear on another sheet. Go ahead and fill in some information about yourself, parents and grandparents (just fill in the categories you know).

To see how this program works, move the cursor to the bottom left of the screen, to the arrow facing right, and left mouse click several times. You'll see the various ancestor profile worksheet tabs move along the bottom of the worksheet. When you see **Family tree,** place the cursor on it and left mouse click. Now you'll see one of the trait worksheets. Go to the **Birth dates** worksheet to see another trait worksheet. Have a look around the various worksheets.

Below are questions you might ask and detailed answers:

Q1	I'd like to include some information from a relative that doesn't fit into one of the categories. I don't need it to be a trait that compares to other ancestors, I just want a place to jot down the information so I don't forget it. What the best way to do this?
A1	Insert a row (by completing the following)
	1. Cursor to "Insert", left mouse click
	2. Cursor to "Row", left mouse click
	3. Name your category and input your information
	Example: you may have lots of stories about your mother's childhood that you'd like to record
Q2	How do I add a category in the ancestor profiles so it gets viewed as another trait worksheet? For example, if I wanted to track **Child abuse?**
A2	1. In each of the 15 ancestor profile worksheets (self, father, mother, etc.), add the category. The category can be either inserted as a row or added at the bottom of the worksheet.
	2. Copy the last worksheet (by completing the following)
	a. Go to the last worksheet titled **Burial Location**
	b. Cursor to "Edit", left mouse click
	c. Cursor to "Move or copy sheet", left click on mouse
	d. Cursor to box "Create a copy", left mouse click
	e. Cursor to location where you wish to create the new trait worksheet, left mouse click
	f. Cursor to "OK", let mouse click
	g. Rename worksheet
	(1.) Cursor to tab at bottom of worksheet, right mouse click
	(2.) Cursor to "Rename", left mouse click
	(3.) Type the new worksheet name
	h. In the cell above each person's name, change the old cell reference address to the new cell reference address. For example, "=self!b49" would change to "=self!b51"
	Another example is "=father!b49" would change to "=father!b51"
Q3	When I put in a date, it reads on the trait worksheets as another date, why?