

## TOOLS/PREFERENCES IN ANCESTRAL QUEST

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Use the General section of the Preferences window to select common system-wide options.

**Append to Names.** Select what number, if any, you would like to appear after an individual's name when viewed or printed.

Nothing Names will have no numbers, which is useful when sharing your reports with others.

RIN (Record ID Number). Select if you would like the RIN assigned to each individual to appear after the individual's name. The MRIN for marriages will also appear after marriage dates.

ID Select if you would like any customized identification entered for an individual to appear after the individual's name.

AFN Select to have the Ancestral File™ Number, if present, to appear after an individual's name. The Ancestral File Number for an individual identifies that individual within the Ancestral File database maintained by the Church of Jesus Christ of Latter-day Saints.

FamilySearch ID: If you have linked any of your records to the corresponding records in FamilySearch's Family Tree, you may want to see the FamilySearch ID after names. In this case, select this option.

**Name Entry.** These options allow you to control how AQ will behave as you enter names and places throughout the program.

Case as Entered. If you choose this option, AQ will accept characters exactly as you type them. For example, if you type in 'John smith', you will see exactly, 'John smith'.

Capitalize First Character. If you choose this option, AQ will capitalize the first character of each word, otherwise it will accept characters as you type them. For example, if you type in 'John smith', you will see exactly, 'John Smith'. (Notice that the 's' in Smith was capitalized for you.)

Use Quick Entry (Advanced). If this option is checked, AQ will fill in the name or place name from a [list of names](#) that you have already entered. Places are filled in progressively by field (city, then county, then state/province, then country).

Use Quick Entry (Simple). When this option is checked, AQ will fill in the place name from a list of complete places that you have recently entered (AQ remembers the last 30 places that you have used). Places are filled in completely (city, county, state/province, and country) all at once.

If you find these Quick Entry feature bothersome, you can disable it by removing the checks from these boxes. Remember that you can also use the F8 key to ditto most fields from the last similar record you had been using.

**Date Entry.** Choose U.S. or European as your preferred order of date entry. As you enter dates, whenever a date could be misinterpreted, this selection will instruct AQ on how to handle your dates. For example, 8/3/1997 will be interpreted as 3 Aug 1997 if you prefer U.S. date entry or 8 Mar 1997 if you have selected European date entry.

**Connect with FamilySearch.** Select this option to enable the FamilySearch main menu with all of its options, along with the FamilySearch icons on the Pedigree and Family views.

**Verify New Names.** Select the Verify New Names checkbox if you would like the program to notify you when you enter names into the database you have not entered before. This helps you avoid

misspellings. By default, this is off, and you will not be notified when you enter a new name.

**Capitalize Surnames.** Select the Capitalize Surnames checkbox if you want all surnames to be capitalized throughout the program, except in the edit screen. If you turn this off, surnames will be displayed as you enter them. It is recommended that you enter surnames normally (ie Jones, Smith, von Steuben), and let the program capitalize them if you so choose. This way, if you ever trade data with others, they will have the option to display in either format.

**Edit Marriage when Created.** Select the Edit Marriage when Created checkbox if you would like the Marriage Edit box to come up immediately every time a new marriage is created (such as when you add a parent to an individual, thus creating a marriage for the parent). If you turn this off, the Marriage Edit screen will not automatically come up, and you will need to remember to bring up the Marriage Edit screen to enter information about the marriage.

**Show Tip of the Day.** If you want the “Tip of the Day” to show each time you start AQ, check this box. Uncheck this box to stop the “Tip of the Day” from showing on startup.

**Double-Click on Pedigree/Family.** This section lets you define what will happen when you double click on a name on either the Pedigree or Family screen.

\* Selects Primary Individual - With this option checked, the double-click will move the person you click on into the “primary” position. In all earlier versions of AQ, this was what happened with a double-click.

\* Edits Individual - With this option selected, a double-click will edit the selected individual.

\* Edits Primary/Selects Primary - This option combines the other two. If the individual is not the primary individual, then a double-click will make that person the primary individual. If the individual is the primary individual, a double-click will edit that individual.

**Appearance.** This section provides options for how the tabs for the main views will appear, along with the colors on the Pedigree and Family View.

Use **Skins**. If you check this box, you will be able to select different pre-defined color schemes from a list. If you do not check this box, then you will be able to create some portions of your own color scheme using the Colors button. The **Colors** button allow you to choose from some pre-set colors combinations.

**Gender Icons.** This option affects the Family View. If you check this option, you will see male/female icons next to the names in the Family View. If you uncheck the box, you will see ‘M’/‘F’ letters designating gender for the children on the Family View.

**Password:** Use if you want to protect you database with a password.