Ancestral Author Plus Quick Start Tutorial

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Introduction
This tutorial will demonstrate how to get up and running quickly with Ancestral Author (AA). It will guide you through the creation of a very simple document, consisting of:

- a title page,
- a descendant report (showing all descendants of an individual),
- a list of sources and references,
- a name index.

This tutorial gives you a basic idea of how Ancestral Author works, by introducing the concept of *document items*, and showing how they are inserted into the output document. It will also introduce the concept of a *script*, and shows how scripts record the content of the document, saving typing the next time you run AA.

Where To Put The Files For This Tutorial
This tutorial will result in the creation of several files. You can put these files anywhere you choose, but we recommend that you put them in your *Documents* folder under *AATutorial*. For the remainder of the tutorial, we will assume they are in *Documents/AATutorial*. If you put them elsewhere, adjust accordingly.

Copy Files Needed For This Tutorial
This tutorial requires a GEDCOM file. If you have one of your own, go ahead and use it. If not, you can use a sample GEDCOM file in the AA installation directory. Install Ancestral Author Plus, select the *Help->Quick Start Tutorial* menu item, and press the *Copy Sample GEDCOM* link.
**Step 1 - Start a New Script**

To begin work on a new script for a new output document, select the following menu item:

*Script->New*

AA will now look like this:
Step 2 - Title Page

Let's start by adding a title page. The title page will be the first page of the document, and can serve as the cover page. Add a title page by dragging the Title Page button on the right to the document layout panel on the left.

The *drag and drop* operation is done by hovering the cursor over the Title Page button, then pressing the left mouse button, and *dragging* the title page onto the document layout panel on the left. You will see a dashed line in the layout panel, showing where the title page will go. When you release the left mouse button, a dialog will appear asking you to specify the title. In addition, you can optionally specify an image, and a byline. Here's what the dialog looks like:

![Title Page dialog](image)

Type in a title of your choosing. For now, we'll use the default image, and we'll leave the byline blank. Press OK. The AA dialog will now show the *Title Page* document item in the Document Layout panel.
To change the title, double click the *Title Page* in the document layout panel. This will display the title page dialog again, allowing you to make changes. In general, the options for any document item can be changed by double clicking the document item in the layout panel. Similarly, any document item can be deleted by selecting it with the left mouse button, then using the right mouse button to invoke a pop-up menu, and selecting the *delete* menu item. To move a document item, select it with the left mouse button, and drag it into the new position.
Step 3 - Table of Contents

After the title page, add a table of contents by dragging the *Table of Contents* button onto the document layout panel on the left. Place it **below** the title. When you release the left mouse button, the table of contents dialog will open:

![Table Of Contents Dialogue Box](image)
Type in a name for your table of contents, e.g. "Table of Contents". Leave the Create Hyperlinks and Use Dots boxes checked; press OK. The AA Dialog will now look like this:

![Image of AA Dialog]

### Step 4 - Descendant Report

Next, we'll add a descendant report to the document. This is done in two steps. The first step is to add a chapter heading for the descendant report. The second step is to add the descendant report itself.

To add the chapter heading, drag the *Heading* button onto the document layout, below the table of contents. When you release the left mouse button, you will see the heading dialog, like this:

![Image of Heading Dialog]
Type in the name of the chapter. Make it a Level 1 heading, so it starts on a new page.

Then press OK to complete the process of adding the heading.

To insert a Descendant Report document item, drag the Descendant Report button onto the document layout panel, below the heading. When you release the left mouse button, you'll see the descendant report dialog, like this:

Here is where we identify the GEDCOM file from which the report will be generated. If you don't have your own GEDCOM file to use, use the sample.ged that you copied into the Documents/AATutorial
folder earlier, or use the sample.ged file in the AA installation folder, under help/aahelp/qs_tutorial. Press the ... browse button to the right of the GEDCOM File field to navigate to the sample.ged file.

Next, select an individual from the GEDCOM to serve as the Root Individual in the report. We could leave this field blank, in which case AA would choose the individual with the greatest number of descendants. But to illustrate how individual selection works, press the ... button to the right of the Root Individual field. You will see a dialog that looks like this:

On the right hand side of the dialog, you will see the family of John Prentice, and his wife, Martha Cobb. (Note: these names are purely fictional.) Their first child is John B. Prentice, Jr. Click on him, and his family will be displayed. You will also see his name (John B. /Prentice/ Jr.) displayed at the top of the dialog, in the title bar. If you press the OK button at the bottom of the screen, he will be selected as the root individual of the descendant report. After pressing OK, the descendant report dialog will then look like this:
Press OK again to complete the process of setting up the descendant report.

**Step 4 - Source References**

We want to add a chapter that lists all the sources for the people in the report. Like the descendant report, this is done in two steps. The first step is to add a heading for the chapter. The second step is to add the *Sources and Endnotes* document item.

To create the chapter heading, drag the *Heading* document item onto the layout panel, below the descendant report. Specify a level 1 heading with *Heading Text* equal to "Source Citations" (or something similar).

Next, drag the *Sources and Endnotes* document item onto the layout panel on the left, below the heading. When you release the left mouse button, no dialog appears, because the *Sources and Endnotes* document item does not have any options that must be specified. This, for example, is in contrast to the heading document item, which requires you to specify text for the heading.

**Step 5 - Name Index**

The name index will list all individuals in the report, indexed by last name, and will include page numbers on which those individuals appear. Like almost everything else, the name index is created in two steps. The first is to add a heading for the chapter. The second is to add the *Index* itself.

To create the chapter heading, drag the *Heading* document item onto the layout panel, below the *Sources and Endnotes* document item.

To create the name index, drag the *Index* button onto the document layout panel on the left, below the heading. When you release the left mouse button, the *Index* dialog will appear as shown below:
This dialog gives you a choice of a 1 or 2 column index. For now, we'll stick with the default 2 column index. Press the OK button accept the 2 column index, and to return to the AA front dialog. At this point, the dialog should look like this:

Now we have to save the script. Select the Script->Save As menu item. This will invoke a file browser dialog. Navigate to the Documents/AATutorial folder, and type in Tutorial.xml as the file name, as
shown below:

Press the **OK/Save** button to complete the process of saving the script. Note that the name of the output document (in this case *Tutorial.odt*) is shown at the top of the AA dialog:

![Tutorial.odt](image)

and the script file (*Tutorial.xml*) is shown at the bottom of the AA Dialog:
Step 6 - Run the Script, Create the Document

We are now ready to run the script. Press the Run Script button at the bottom. When the output document is complete, you will see this dialog:

![Document successfully created dialog]

Click Yes to view the document. Note - you must have LibreOffice or OpenOffice installed to view the output document. If you have not already done so, click here to download and install the latest version of LibreOffice (it's free). Or, if you prefer, click here to download and install OpenOffice.

If you scroll through the document, you'll notice that the table of contents and the name index are missing. You have to select the following LibreOffice menu item to display them:

**Tools->Update->Update All**

This is critically important - without this, the contents and index will be empty. It may take a few seconds, depending on how large the document is. Once complete, you will see the TOC and the index fully expanded.

After expanding the TOC and index, you can create a PDF file by selecting the following LibreOffice menu item:

**File->Export as PDF...**

For more information about how to use LibreOffice, see the *LibreOffice Tips And Tricks* topic in the AA Help, under *Introduction*. Note that many of the procedures that work within LibreOffice will also work within OpenOffice.