SEEK

Search, Engage, Explore, Kinnect
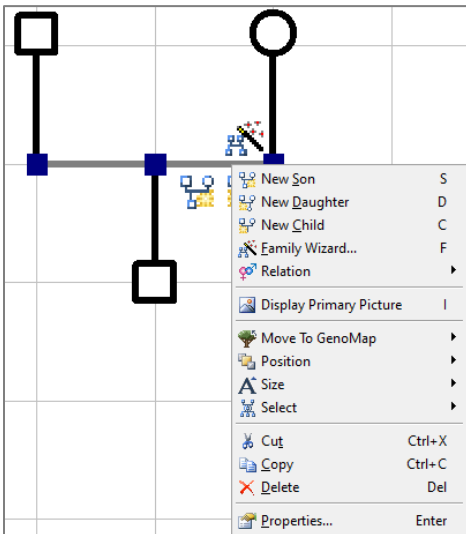
Genopro Genogram Quick Reference Guide

Start a new genogram: Open Genopro>File>New

Add information for individuals on genogram: Double-click on individual>General Tab>Then tab to the fields you want to enter information>Click OK

Change the gender of an existing individual: Double-click on individual>General Tab>In Gender box select gender>Click OK

Add a child: Right-click on person who you want to add child to>scroll down to "New Son" or "New Daughter"

Short cut: *Click on person you want to add child to>hit "S" or "D" on your keyboard>Enter*

Add a new partner: Right click on person you are adding partner to: Scroll down to "New Mate"

Short cut: *Click on person you are adding the partner to>Hit "M" on your keyboard>Enter*

Add a sibling: Right click on the horizontal line between the parents: Scroll down to "new son" or "new daughter"

Short cut*: Hit "S" or "D" on your keyboard>Enter*

Add new parents: Right click on person you are adding parents to: Scroll down to "New Parents"

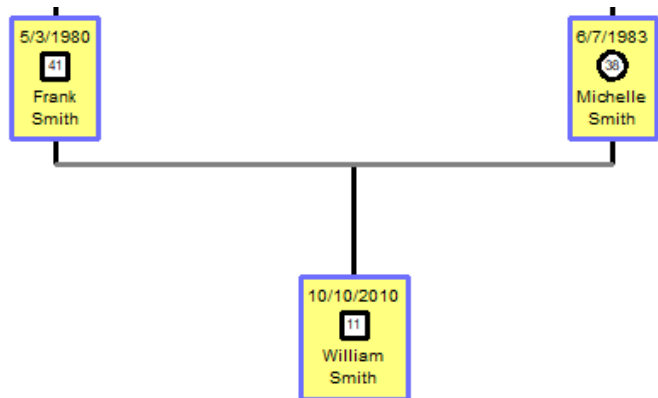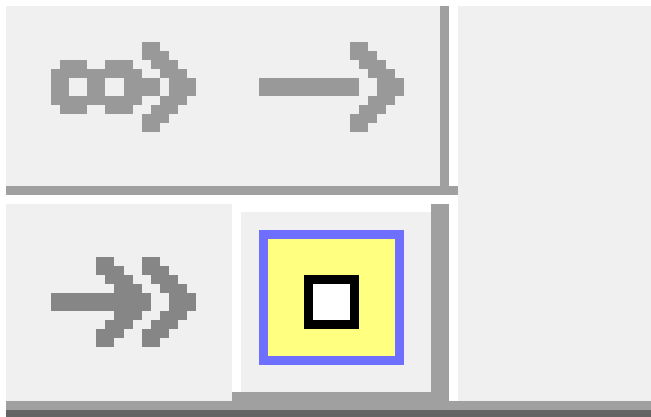Shortcut: *Hit "P" on your keyboard>Enter*

Show someone deceased when you do not have a Date of Death: Right click on individual>scroll down to "Individuals Deceased".

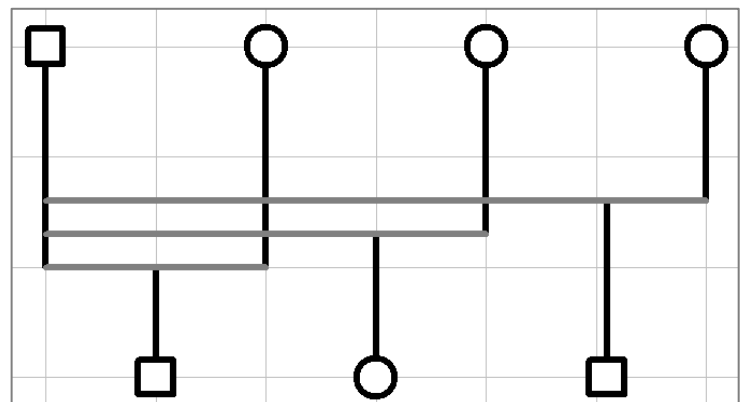Shortcut: *Click on the individual>Enter "X" on the keyboard*

Change the Display for your genogram: From top toolbar chose "Display">Choose "Date of Birth and Date of Death" from the drop-down menu.

Change display sizes for different generations: Right Click on the individual>Choose "size">Select the size
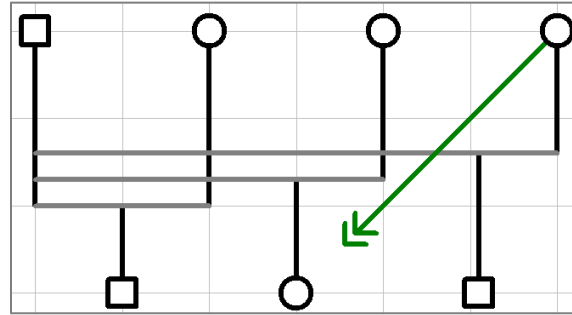
"Index" individuals (typically used for identifying either child and parents or kinship caregivers): Click on the individual you wish to highlight or "index," and then click on the white-square-within-a-yellow-square icon located in the bottom right of the toolbar
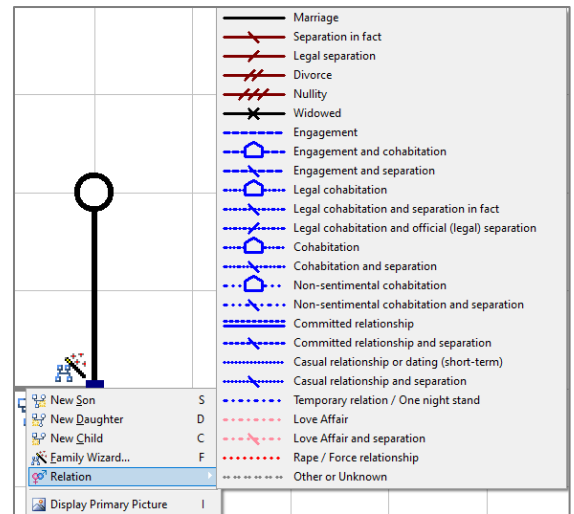

Stair-step multiple partners: Right-click on individual that you want to add a mate to>Select "new mate." Left-click, hold, and drag the new mate out so their horizontal line is higher or lower than original mate. To create the reverse stair-step, make the closest mate's horizonal line the lowest "mate line." The child from each line can then be moved by left-clicking and dragging them out so the parental relationship is easily identified.
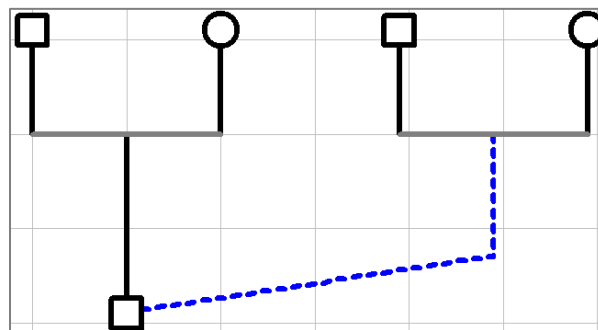
Show children in the care of others: Click on the person who is the caregiver. Beside the "index" icon in the bottom right of the toolbar is a green double-arrow icon. Click on that icon, and then click on the child.
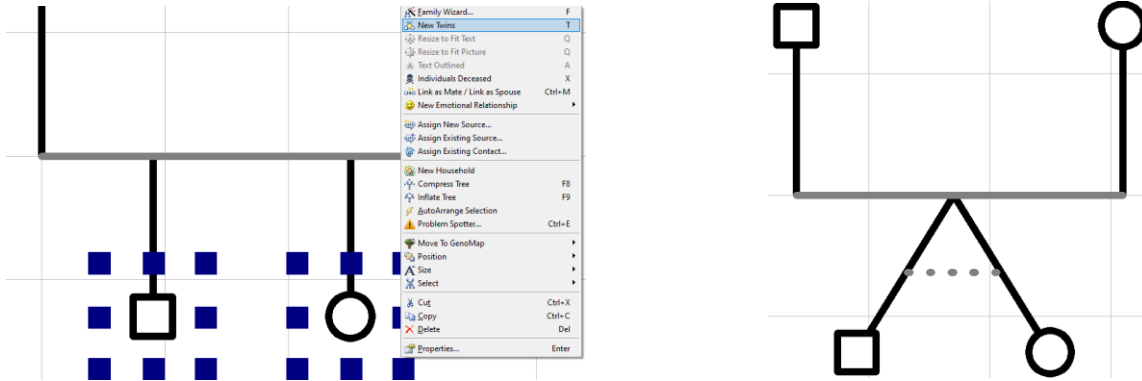
Show complex relationships: Right-click on the horizontal relationship line between two individuals, then scroll down to "Relation" to open up side bar of options

Display adoptive parents/biological parents: Right-click on the individual>Select "New Parents." A box will pop-up asking if you wish to add adoptive parents. Click "Yes." This will create a new set of parents off to the side.
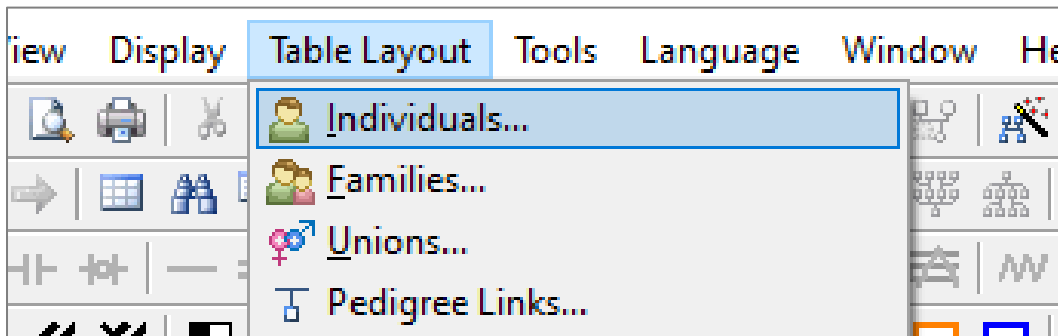
Add twins: Add the two children who are twins. Left-click outside of one of them, then drag and highlight both children. Select "New Twins"

Grab and stretch a section of the genogram: Left click and drag mouse over section of genogram that you want to move>All requested individuals will have eight blue squares around their box/circle>Left-click on anyone individual within the selection while moving mouse in the direction you want the selection to move>Click anywhere else on genogram to end move

Find the number of relatives on genogram: Click the "Table Layout" tab at the top, then click on "Individuals." Number then is at the top of the box that appears

Tips:

- Keep all children from each particular relationship horizontally "within" the parents (inside the uprights)
- When in doubt, spread out (then drag back in later if needed)
- Under the "Edit" tab at the top, you can Undo at any time
- Save frequently
- For additional information, visit https://genopro.com/