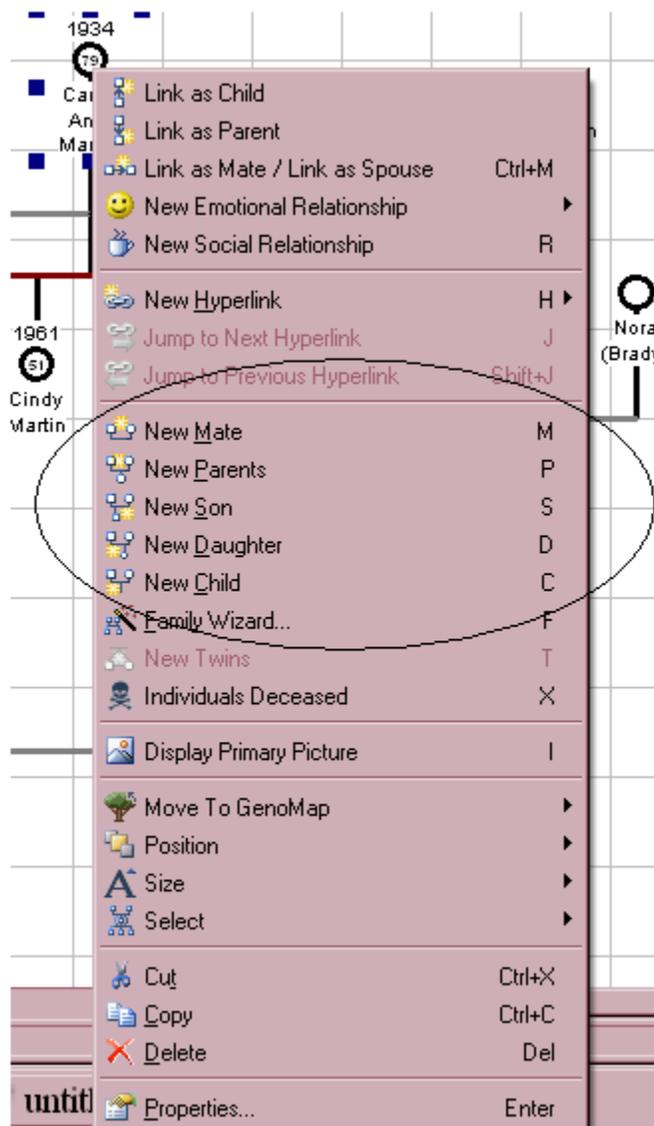
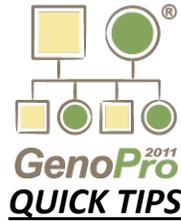


ADDING AN INDIVIDUAL

- Hover over the individual that you want to add a person to (i.e. spouse, child, parent)
- RIGHT click on this individual and it will bring up the “**People Menu**” – choose which individual you want to add



You can also choose to use the keyboard shortcuts by highlighting the relationship line and typing the corresponding letter that you see beside each option shown above (i.e. New Mate = M)

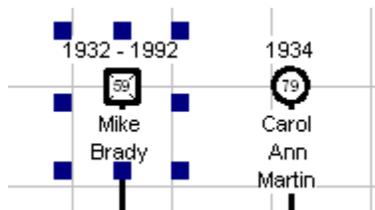


EDITING AN INDIVIDUAL'S INFORMATION

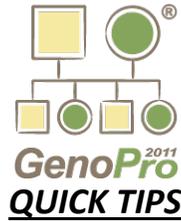
- Double click on any individual to open their **"Properties"** box – edit the information and click **"OK"**

CREATE A "NEW HOUSEHOLD" (illustrate who lives together)

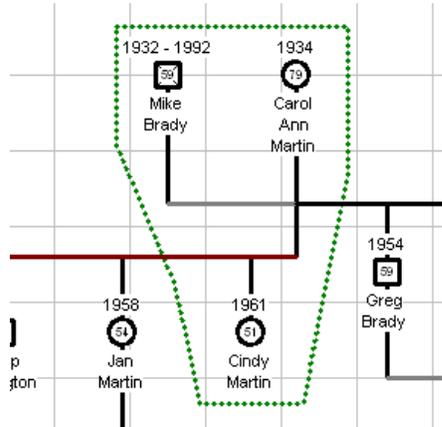
- Hold down the CTRL key and LEFT click ONCE on each individual who lives in the home to highlight them; each individual should stay highlighted – "highlighted" means you can see the little blue squares:



- Hover over any individual you have highlighted and RIGHT click once to bring up the **"People Menu"**
- Click on **"New Household"** – a green line should now be drawn around those individuals that you had highlighted



- You can change the colour of this line by RIGHT clicking on top of the line, click “Properties” and change the “Line Colour” in the “Display Options” section – changing the colour is useful when you show more than one household on a genogram



RELATIONSHIP STATUS

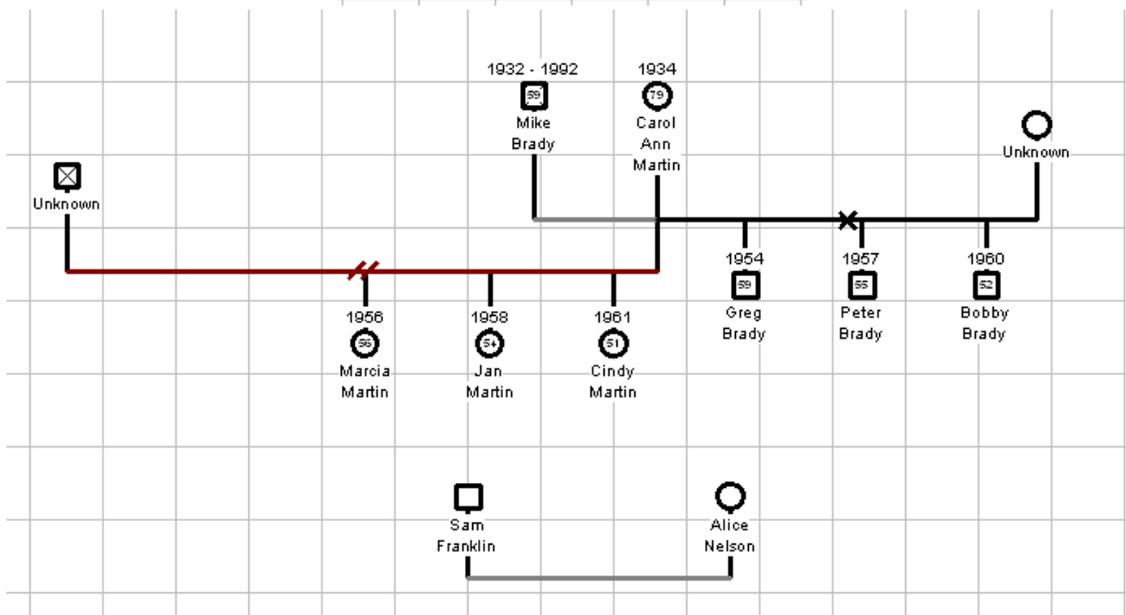
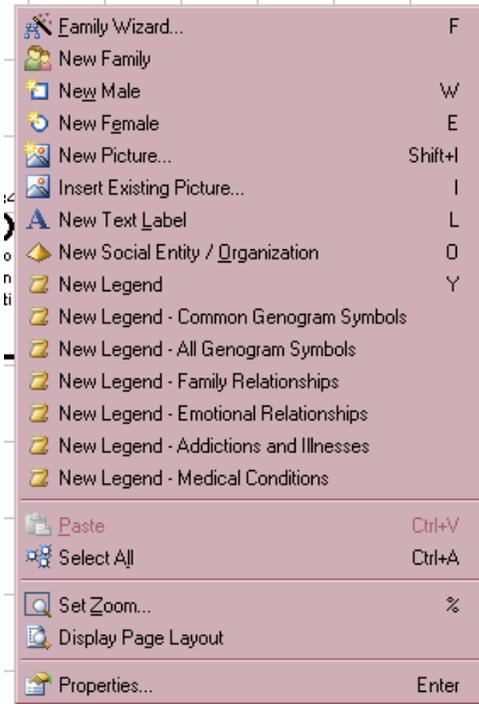
- Change a relationship status between two people by hovering over the line that connects them, RIGHT click once for the “People Menu”
- Click on “Relation” to bring up the relationship menu. ONLY CHOOSE “Marriage” OR “Divorce” for the sake of consistency across the agency.

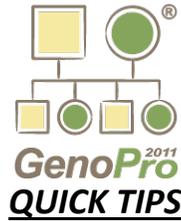
Relationship Status	Line Style/Color
Marriage	Solid black line
Separation in fact	Red line with a diagonal slash
Legal separation	Red line with a diagonal slash and a horizontal bar
Divorce	Red line with two diagonal slashes
Nullity	Red line with three diagonal slashes
Widowed	Black line with an 'X' at the end
Engagement	Blue dashed line with a house icon
Engagement and cohabitation	Blue dashed line with a house icon and a diagonal slash
Engagement and separation	Blue dashed line with a house icon and a horizontal bar
Legal cohabitation	Blue dashed line with a house icon and a diagonal slash
Legal cohabitation and separation in fact	Blue dashed line with a house icon, a diagonal slash, and a horizontal bar
Legal cohabitation and official (legal) separation	Blue dashed line with a house icon, a diagonal slash, and a horizontal bar
Cohabitation	Blue dashed line with a house icon
Cohabitation and separation	Blue dashed line with a house icon and a diagonal slash
Non-sentimental cohabitation	Blue dotted line with a house icon
Non-sentimental cohabitation and separation	Blue dotted line with a house icon and a diagonal slash
Committed relationship	Blue solid line
Committed relationship and separation	Blue solid line with a diagonal slash
Casual relationship or dating (short-term)	Blue dotted line
Casual relationship and separation	Blue dotted line with a diagonal slash
Temporary relation / One night stand	Blue dashed line
Love Affair	Red dotted line
Love Affair and separation	Red dotted line with a diagonal slash
Rape / Force relationship	Red dotted line with a diagonal slash and a horizontal bar
Other or Unknown	Grey dotted line



ADDING NON-RELATIVE INDIVIDUALS

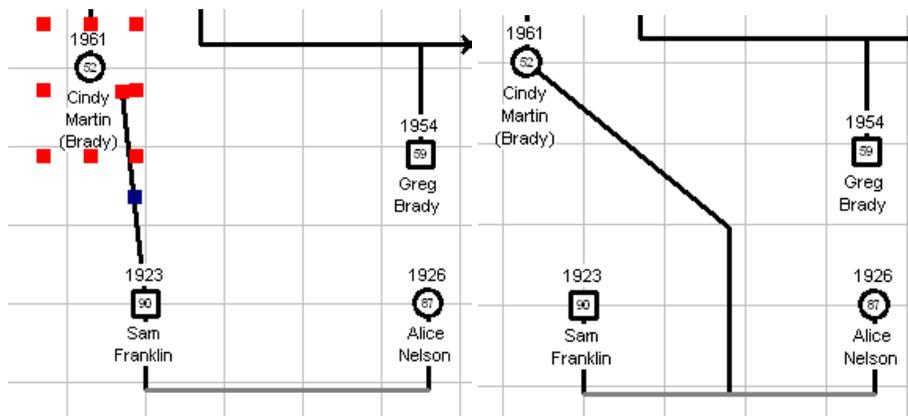
- Hover over a spot outside of the genogram and RIGHT click to bring up the menu **OR** if it is a couple, type **"F"** to bring up the "Family Wizard" like you did in the beginning and then plant it after filling in the information
- If it is a single person, you can add a "New Male/Female" rather than use the "Family Wizard"



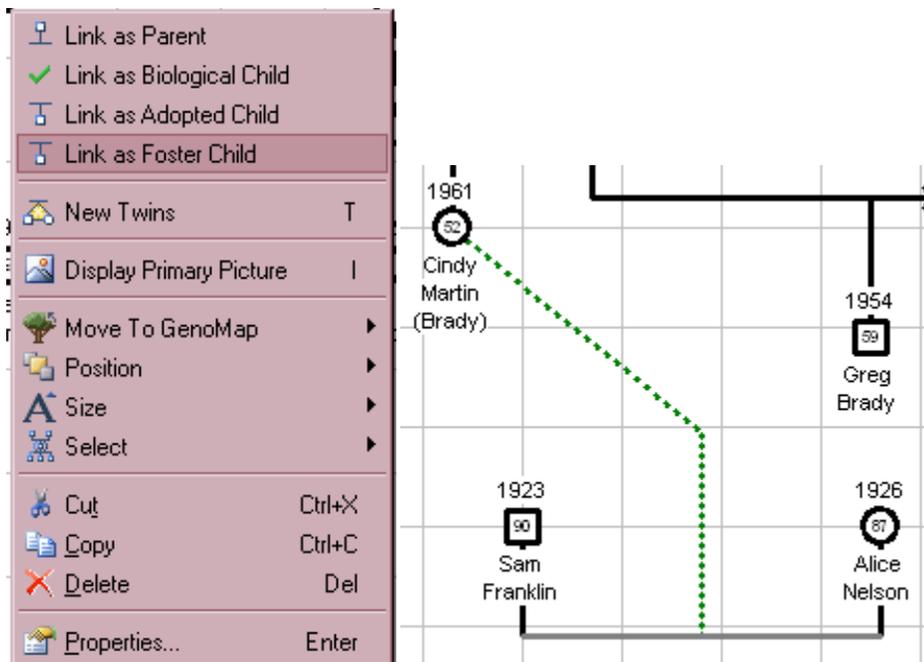


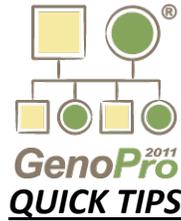
CONNECTING AS A FOSTER/ADOPTED CHILD

- Once you have added the caregivers to the genogram (See section above entitled “ADDING NON-RELATIVE INDIVIDUALS”) RIGHT click on one of the caregivers to bring up the “People Menu”
- Click on “Link as Parent” and a line will appear that you now use to connect that caregiver to the specific child on the genogram
- Once the red squares appear, click ONCE to make the connection – it should appear as follows:



- Hover over the line that now connects the child to the caregiver and RIGHT click to bring up the menu pictured below and choose the appropriate “Link”:



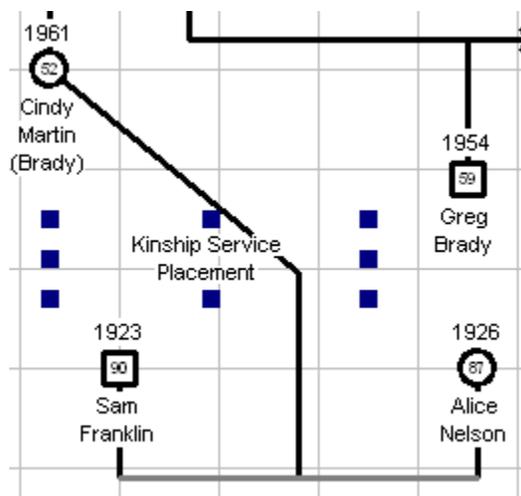


CONNECTING AS KINSHIP CAREGIVER

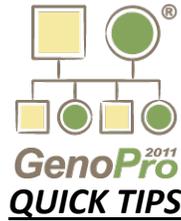
- Follow the same instructions as above except **DO NOT** change the “Link” – instead you are going to insert a text box – if the Kin is a blood relative, you need to connect them to the person that they are related to in the genogram

HOW TO INSERT A TEXT BOX

- Click on the “A” on the tool bar and then move your mouse down to the spot where the line connects the child to the Kin Caregivers – you will notice that a text box appears after you leave the tool bar area

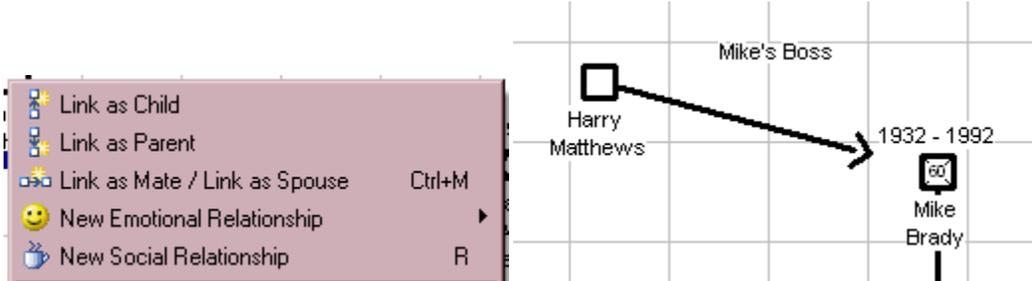


- In order to change the text, you **DOUBLE** click on the words “Text Label” and it opens the “Label Properties” box; you can then type whatever information you want to appear on the genogram (i.e. Kinship Service Placement, Maternal family friend)
- You can also use this to add anyone who is significant in a family’s life/community to illustrate connections



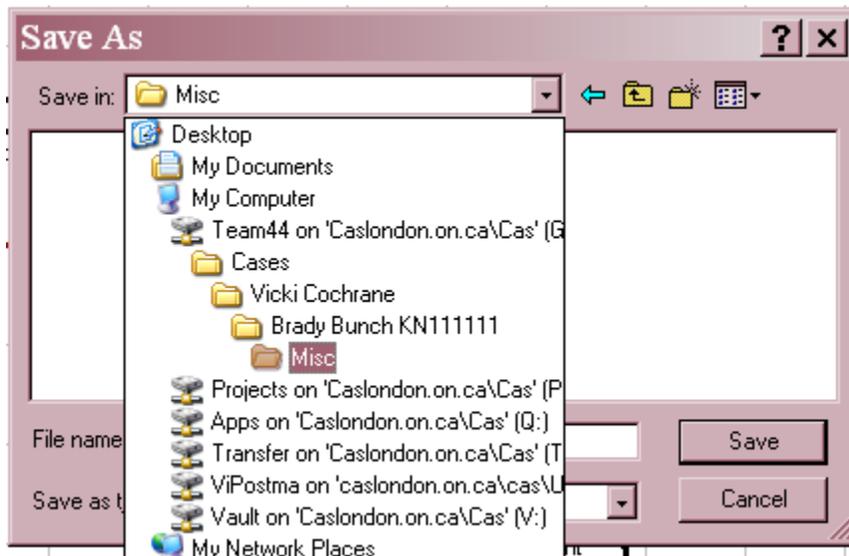
LINKING A NON-RELATIVE TO SHOW THE RELATIONSHIP CONNECTION

- Once you have added a person or family to the genogram (See section above entitled “ADDING NON-RELATIVE INDIVIDUALS”) RIGHT click on the new person to bring up the “People Menu”
- Select “**New Social Relationship**” and you will now have a line that you can use to connect to the non-relative – once you see the little red squares, click once to make the connection – be careful not to click too many times or you will plant the line in many places rather than directly to the individual – if this happens, you can do one of two things – hit ESC to cancel the whole line, or just plant the line, click on it and hit delete when you see that it is highlighted; then start the process over again.
- Use a **TEXT BOX** to describe the relationship (i.e. “Mike’s Boss”)



HOW TO SAVE THE GENOGRAM

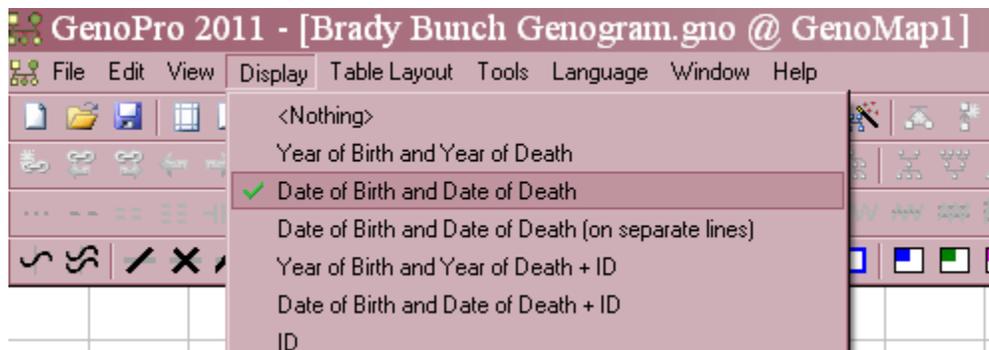
- Genograms should be saved as the family’s last name and version # (i.e. Brady Version 1); any time you make changes to the genogram you need to change the version # to illustrate that it is a new version
- “SAVE AS” in your “Team # Directory” (known as your Team’s “G Drive”, in the “Cases” file, in the “Worker” file, in the “Family” file, in the “Misc” file





REMINDERS

- **HOVER** over the item you want to work on and **RIGHT** click for menus
- Little blue squares indicate that something is highlighted
- You can highlight any area of the genogram by holding down the LEFT button of the mouse and dragging the cursor over the area you want highlighted (everything should be captured in a square) – these items can then be moved, enlarged or changes made to all highlighted items at once
- You can also highlight any area by holding the “CTRL” button and clicking on the items you want highlighted
- **AUTO ARRANGE** is the lightning bolt button in the tool bar – only use it when building a basic genogram
- **UNDO** is the little blue arrow in the toolbar at the top – it is your best friend if you’ve made a mistake
- **DISPLAY DOB** – change the setting of how DOB is displayed by going to the menu and selecting the Date of Birth and Death rather than just the year – default is the year only but we should be displaying the full DOB



If you have any difficulties, feel free to contact me with questions: **VICKI COCHRANE X230**