

 | **Add persons**

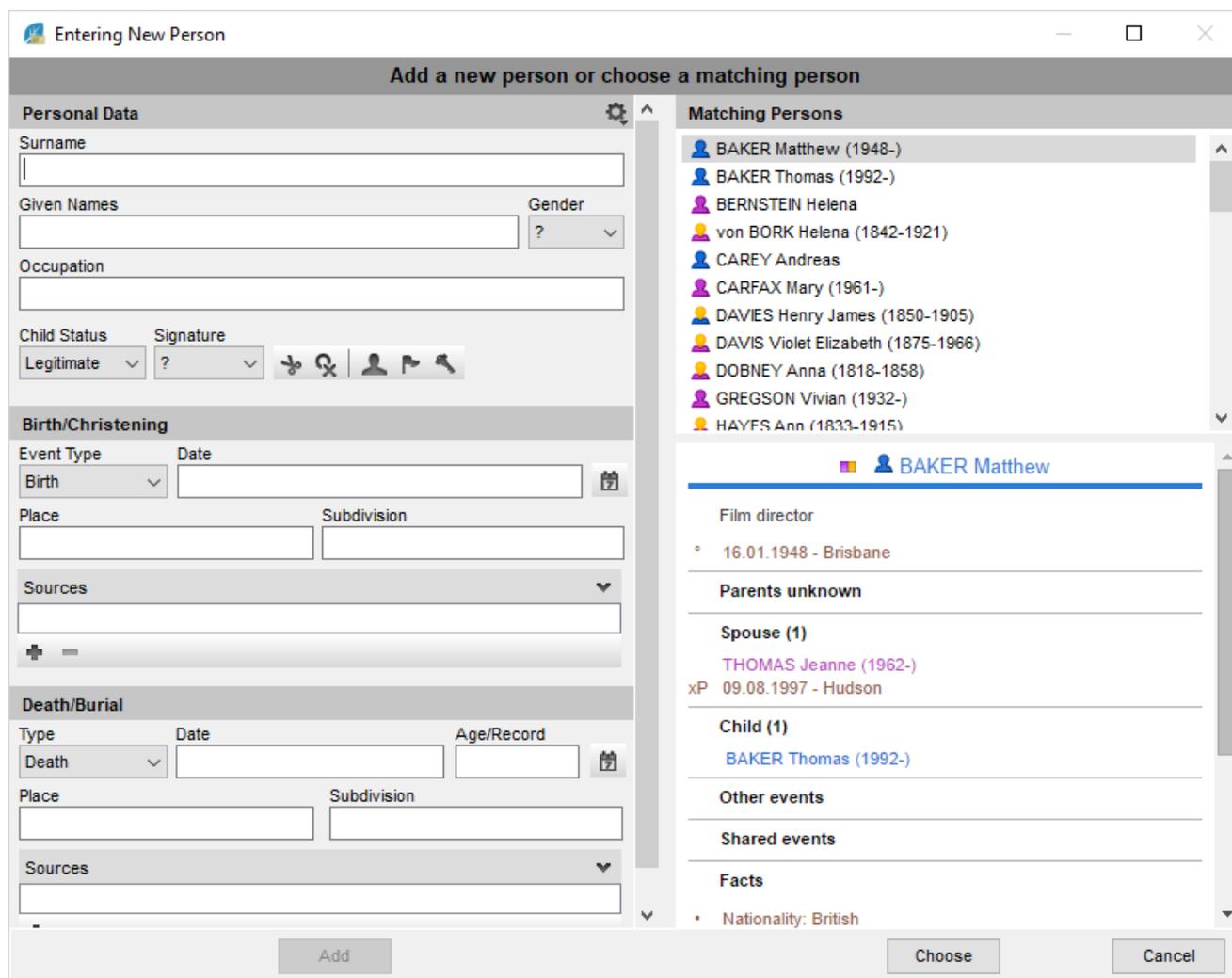
Add persons

A simple click on any empty box on the **Immediate Family** screen will suffice for creating the parents, spouses, children and even grandparents of the primary person. The family simply grows.

The data entry screen for a new person displays the most normally required information. Start by entering the surname and given names. They take shape automatically.

As you enter the data, you will see a list of all individuals with the same name and given names appear on the right side of the screen. Heredis does all it can for you to avoid duplicates. If you think you have identified the person you want to add, do not continue typing, but select the person from the list and click **Choose**.

PC Entering a new Person



MAC Entering a new Person

The screenshot shows the 'Entering New Person' dialog box. The left pane, labeled 'Add', contains the following fields:

- Personal Data:**
 - Surname: [text input]
 - Prefix: [text input]
 - Suffix: [text input]
 - Given Names: [text input]
 - Nickname: [text input]
 - Gender: [dropdown menu]
 - Occupation: [text input]
 - Title: [text input]
 - User #: [text input]
- Child Status:** [dropdown menu, set to 'Legitimate']
- Signature:** [dropdown menu, set to '?'] with icons for various actions.
- Birth:**
 - Date: [text input] Time: [text input]
 - Place: [text input]
 - Subdivision: [text input]
 - Private Event
 - No search record [dropdown menu]

The right pane, labeled 'Choose', is titled 'Matching Persons' and is currently empty. At the bottom of the dialog are three buttons: 'Cancel', 'Add', and 'Choose'.

For more information on duplicates, check the [Permanent control for duplicates & Merge two persons](#).

If there is no existing person displayed in the list of individuals, continue filling out the data.

The dates are displayed in full regardless of the input format.

Most places in Western Europe and North America are made available as you type. Select the place with the **Enter** key or create a new place. You can choose the countries you need. See [Customize\Choose the recognized places](#).

When the input screen is complete, click **Add**.

If you add a spouse, make the most of the opportunity to submit all the information concerning the marriage: what type of marriage, date, location and status of this union. Then click **OK**.

You can also work with other tabs, as and how it suits you. Add the parents on the **Ancestors** tab, or other family members on the **Family Group Data** tab and **XXL Family** tab. Complete or modify known information on the **Personal Data** tab.

You can personalize your entering mode. For more details, see [Customize>Select data entry method](#).

Each person in the genealogy file may be linked to others by ties of kinship, as a witness to an event, or as a person related in another way.

PC Linked Person

Linking a Person

THOMAS Edward (> 1804-1874)
is linked 'Ancestor' to CAREY Andreas



Type of Link
Ancestor/Descendant

Comment

MAC Linked Person

Person Linked to DUCHAMP Alexandre Joseph (1849-1947)

JONGKING Alfred is the son-in-law of DUCHAMP Alexandre Joseph

Type of Link: Father/Son-in-law

Comments:

Heredis allows you to link any individual already in the genealogy file or create a new person with his/her kinship. Access the **Add or Choose...** field by clicking on the **+**, enter the surname and given name in the **Personal Data** tab. You will see in the **Matching Persons** column, appear a list of persons already entered with that surname and given name. Step by step, as you enter new letters, the list of corresponding persons will mature.

Select a person from the list and check his/her details. This allows you to compare more effectively the different individuals found.

If it appears that the person you want to add already exists, use the person already created by clicking **Choose**.

If you do not detect a possible duplicate, you can then create the new person by completing the other entry fields and click **Add**.

Automatic filling of fields

Heredis includes databases of several thousand names and occupations. In addition, Heredis stores all the information you enter, item by item.

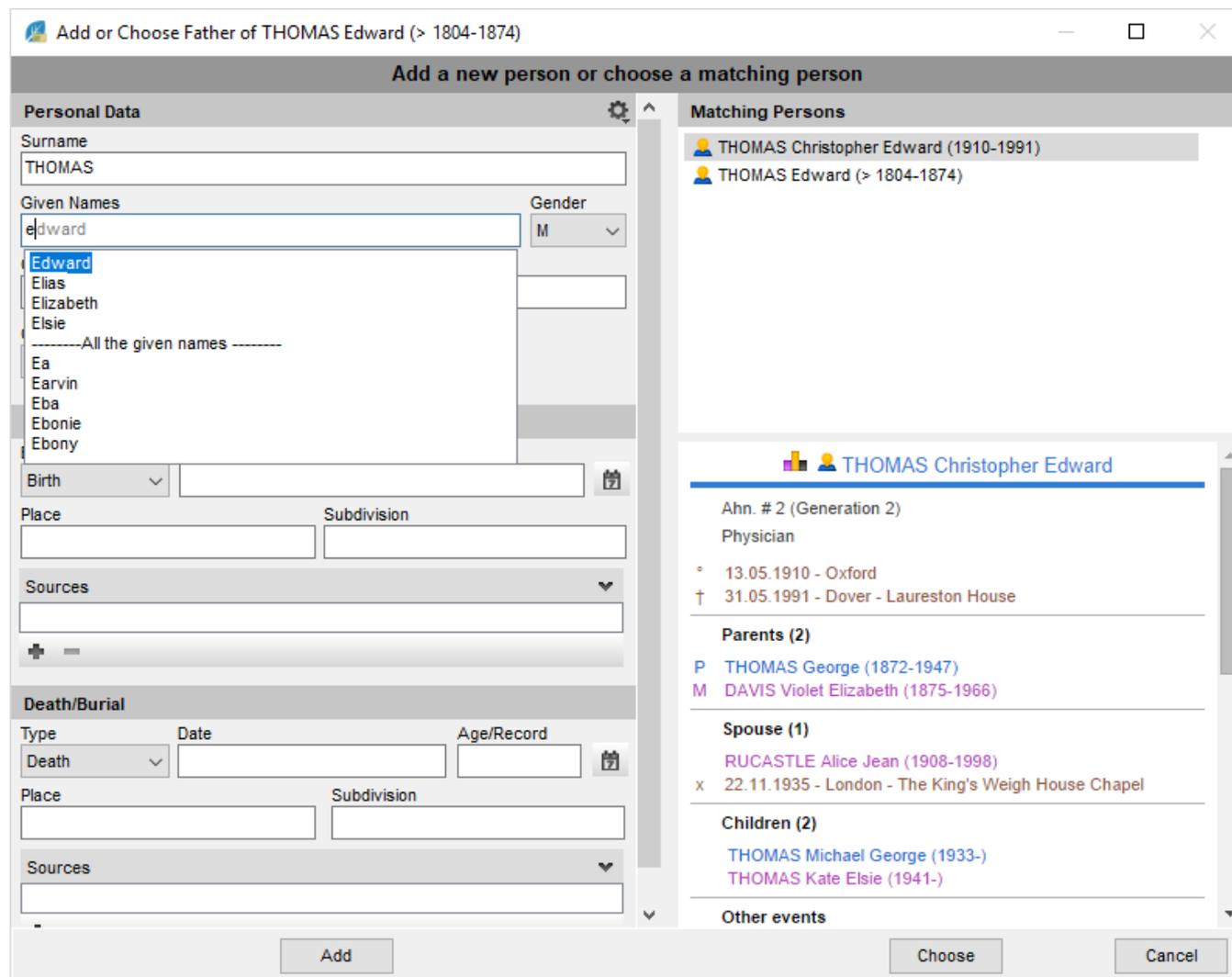
Type the first letters: immediately appears the list of already stored data that may match your entry. Continue with new letters, the list is updated.

Use the keyboard arrow keys to select the desired item and press **Enter** or click the proposed item with

the mouse.

The auto-fill tool is available for all input fields, with the exception of notes and comments.

PC Automatic filling of a new person



MAC Automatic filling of a new person

Delete a person

Heredis allows you to delete

- Either the person, then the person will no longer exist in your file.
- Or the links that bind the person to his family or to an event in which he played a role. In this case the individual will always remain in your genealogy file.

Info • The [Root person](#) of the file, that is to say the individual numbered [Ahnentafel](#) 1, cannot be deleted. To remove this person, you must first reassign the number to another person.

- Place the individual in the primary person position.
- Click the  button on the toolbar then  or choose **Person > Delete Primary Person** to delete the link.
- You can also delete a person from the person tab in the search panel by selecting the person to delete then .

For further details, check [Add parents](#), [Add children](#), [Add spouses](#), [Add witnesses](#), [Add linked persons](#).