

Legacy Family Tree, Genealogy Software

Version 10

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Download the software: <https://legacyfamilytree.com/>

Cost: FREE

System Requirements:

- Minimum Hardware: Pentium processor, 8 GB RAM, 500MB available storage, VGA display, mouse, and keyboard
- Internet connection recommended
- Windows 7, 8, 10 or 11 (32 and 64-bit versions supported)
- MAC Support: Intel Macs running Windows (via Bootcamp, Parallel, or Fusion)
- Linux Support: Using Windows emulator (such as WMWare or VirtualBox)

Resources:

Legacy Help Center:

- **Knowledge Base** <https://legacyfamilytree.com/help-center/>
- **Troubleshooting** <https://legacyfamilytree.com/help-center/?a=General-Troubleshooting-Tips>
- **Facebook User Group** <https://www.facebook.com/groups/LegacyUserGroup/>
- **Intro to Legacy Videos** <https://familytreewebinars.com/webinar-library/?category=legacyfamilytree&subcategory=legacy1>
- **Legacy Unlocked Videos** <https://familytreewebinars.com/webinar-library/?category=legacyfamilytree&subcategory=legacy9unlocked>

Legacy News Blog <https://legacynews.typepad.com/>

Legacy Family Tree Webinars

- Registration for webinars is free; recorded webinars are free for a week after the live session
- Annual membership includes access to Webinar Library **\$49.95/year** (discount coupons available during live webinar)
- Library as of 07/15/24 : 2,223 webinars, 417 speakers, 8,628 syllabus pages

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Legacy Family Tree

Shortcut Keys

Shortcut Keys to Pull-down Menus

All tab names on the **Ribbon** bar have an underlined letter. You can select a tab by holding down the **ALT** key and pressing the underlined letter. Once a tab is displayed, you can select a menu option by pressing the underlined letter in the option name.

ALT + F File Tab
ALT + E Edit Tab
ALT + A Add Tab
ALT + V View Tab
ALT + R Report Tab

ALT + L Tools Tab
ALT + C Search Tab
ALT + I Internet Tab
ALT + O Options Tab
ALT + P Help Tab

Shortcut Keys for Main Views

ALT + F1 Legacy Home Tab
ALT + F2 Family Tab
ALT + F3 Pedigree Tab

ALT + F4 Descendant Tab
ALT + F5 Chronology Tab
ALT + F6 Index Tab

Shortcut Keys to Bypass Menus on the Main Views

Many menu options have shortcut keys listed next to them. You can choose a menu command by holding down the **CTRL** key and pressing the other key. The shortcut keys listed below are meant to be used only from the main views in Legacy (Legacy Home, Family, Pedigree, Descendant, Chronology, and Index). On other forms, some of these shortcut keys have other functions.

CTRL + A Displays the *Ages* dialog box. (On the *Legacy Home* tab, this shortcut key highlights the entire page contents.)

CTRL + B Backup a Family File

CTRL + E Export a GEDCOM File

CTRL + N Add a New, Unlinked Person. (On the *Legacy Home* tab, this shortcut key opens the Home contents in a separate browser window.)

CTRL + O Open a Family File. (Not available while on the *Legacy Home* tab.)

CTRL + P Opens the Picture Center. (On the *Legacy Home* tab, this shortcut key opens the Print window for printing the *Legacy Home* page contents.)

CTRL + Q GEDCOM Import

CTRL + S Display Preferred Startup Family. (Not available while on the *Legacy Home* tab.)

CTRL + T Advanced Tagging

CTRL + W Web Page Creation

CTRL + Z Opens the Customize window (**ALT + Z** also opens the window)

Shortcut Keys in Dialog Boxes





Most command buttons shown in dialog boxes have an underlined letter in their description. You can click a button by holding down the **ALT** key and pressing the underlined letter. This is equivalent to clicking on the button with the mouse cursor.

Other Shortcut Keys

From the *Information*, *Marriage*, and *Notes* windows, you can press **F4** to display the *Sources* window. From the *Information* and *Marriage* windows, you can press **F5** to display the *Notes* window. From any *Note* field, you can press **F7** to start the spell checker. From the *Information*, *Marriage* and *LDS* windows, **F8** can be used to duplicate field contents from the previously saved record. You can also press **Ctrl-F9** to memorize any location field and **F9** to play the memorized field back to any other location field. (**Shift-F10 / F10**, **Shift-F11 / F11** and **Shift F12 / F12** also work the same way to memorize and play back field entries.)

Shortcut Keys for the Source Clipboard

There are shortcut keys available when assigning source citations from the [Source Clipboard](#).

- Alt-1** Opens the source clipboard. (Same as clicking )
- Alt-2** Assigns to the current field. (Same as clicking )
- Alt-3** Assigns to all non-blank fields. (Same as clicking )
- Alt-4** Assigns to the Unspecified area. (Same as clicking )

Shortcut Keys

Family and Pedigree View

The following single shortcut keys are available while working in the *Family* or *Pedigree View*. To use the shortcuts, simply type the one-character command. The commands are executed immediately when you press the letter.

Single key commands:

- ? Help (help on shortcut keys)
- F Find (displays Search window)
- G Go (to RIN #)
- I Index (displays Name List)
- M Marriage (displays Marriage List)
- X Exit (prompts for confirmation to exit Legacy)

Shortcut Keys on Family View

The following shortcut key combinations are available while working in the *Family View*. To use the shortcuts, simply type the two-character command. The commands are executed immediately after you press the second letter.

Two-Key Commands

AD Add Daughter

AH Add Husband

AS Add Son

AW Add Wife

C1-C9 and CA-CF

Child 1 - Child 9 and Child 10 - Child 15
(moves the child to the Husb-Wife level)

E1-E9 and EA-EF

Edit Child 1 - Child 9 and Child 10 - Child 15

EH Edit Husband

EM Edit Marriage

EW Edit Wife

HP Husband's Parents

LD Link Daughter

LH Link Husband

LS Link Son

LW Link Wife

ND New Daughter

NH New Husband

NS New Son

NW New Wife

WP Wife's Parents

Shortcut Keys on Other Forms

The following shortcut keys are available while working in various forms in Legacy. Not all of these are available on all forms.

While in a Note-type field:

Ctrl-B Boldes the selected characters or words if some have been highlighted by dragging the mouse over them. If nothing is currently selected, pressing Alt-B turns on bold mode so that successive text is bolded as you type it.

Ctrl-I Italicizes the selected characters or words if some have been highlighted by dragging the mouse over them. If nothing is currently selected, pressing Alt-I turns on italicize mode so that successive text is italicized as you type it.

Ctrl-U Underlines the selected characters or words if some have been highlighted by dragging the mouse over them. If nothing is currently selected, pressing Alt-U turns on underline mode so that successive text is underlined as you type it.

Ctrl-S Superscripts the selected characters or words if some have been highlighted by dragging the mouse over them. If nothing is currently selected, pressing Alt-S turns on superscript mode so that successive text is superscripted as you type it.

Ctrl-F Opens the Find dialog box where you can search for text within the note.

Ctrl-C Copies highlighted text to the Windows clipboard.

Ctrl-X Cuts highlighted text from the notes field and places it on the Windows clipboard.

Ctrl-V Pastes any text currently on the Windows clipboard to the current position in the note field.

Ctrl-Tab Inserts a tab character into the note. (Using tab characters to try to line up columns of information may not result in the desired format when printed on reports.)

F3 Continues the search to find the next match after starting a search with **Ctrl-F**.

Ctrl-Z Undo. Removes any text entered since the last time the note was changed. (This is a Windows function. If you are entering text, anytime you exit a field, or do some other function, like spell checking or searching, the undo feature is reset.)

F6 Pops up the [Character Map](#) where you can select one or more special character to insert into the note. This can be used to select copywrite symbols or other characters not shown on your keyboard.

F7 Starts [spell checking](#).

Ctrl-P Privatizes highlighted text by enclosing it in **[[** and **]]** characters.

Ctrl-Space Removes all formatting from the note including bolding, italicizing, underlining, and superscripting.

Ctrl-R, Alt-R, F8 Pressing any of these keys works the same as clicking the **Repeat** button which repeats the field contents previously saved on the same type of form.