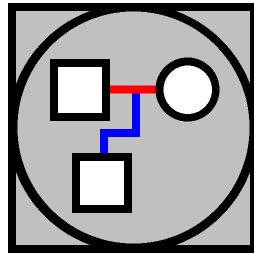


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# GenoGraph 2.1

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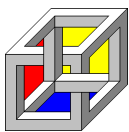


*Graphic-oriented, professional,  
genogram-generating computer program*

## Handbook

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## Preface

It has taken well over 2 years, since May 1999, to completely revise GenoGraph and bring it to market as GenoGraph 2.0. In this time word has spread about this "graphic-oriented, professional, genogram-generating computer program", and it has become widely accepted in professional circles.

Also, during this time, I collected and evaluated numerous suggestions from users, many excellent recommendations have been incorporated into this improved version.

A few of the improvements include: the use of Gerson/McGoldrick symbols for personal characteristics (twins, pregnancies, conflict-rich relationships, etc.); the ability to mark households with freely drawn lines; the ability to arbitrarily insert comments throughout the genogram.

Another exciting addition is an expanded copying function. Now, all or part of a genogram can be copied and pasted into external applications without any loss in quality for a more professional look.

Personal symbols have also been improved to reflect Hellinger family structure symbols. To do this, a "nose" can be added to a symbol and then rotated into any direction.

Plus, in order for the beginner to produce genograms with minimal training, prompts and input windows have been re-arranged to be clearer and more intuitive.

In conclusion I would like to thank past users of GenoGraph, whose invaluable feedback and criticisms led to the advancement of this program. Without you GenoGraph would not be what it is today! I wish everybody, especially the new users, much joy and success working with version 2.1.

Grevenbroich, im Juni 2001

Klaus Wessiepe

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# 1 Program Overview

GenoGraph is designed as an aid for people who use genograms in their profession. Complicated family dynamics can be quickly drawn to produce an editable graphic that traditionally took hours to produce with pen and paper. Additionally, the graphic symbols used in this program conform to Bert Hellinger family structure standards.

## **Simple Operation**

GenoGraph 2.1 is an intuitive program. Even a computer novice, with just the ability to type, can quickly create and edit their own genogram.

## **Step-by-step Development**

GenoGraph has a user interface that builds the genogram step-by-step, as if you were using pen and paper. First, symbols representing family members are placed with simple mouse clicks. Then relationship lines between family members are created by clicking and dragging one symbol over another. In each case, a window opens after the action so more detailed information can be entered.

## **Flexible Family Structure**

Symbols representing family relationships aren't bound by traditional structures: elderly care, adoption, step-relations and even incestuous relationships can be represented. Plus, any edit to the genogram can be immediately viewed on screen.

## 2 Installation

### 2.1 System Requirements

Computer: at least a 486 PC processor  
System Software: at least Windows 95

### 2.2 Software Installation

- ⇒ *Insert the attached CD into your computer's CD drive. If the installation does not begin automatically proceed as follows:*
- ⇒ *Open CD drive window.*
- ⇒ *Double-click on SETUP.EXE to start installation.*
- ⇒ *Follow instruction on screen.*



GenoGraph files will be copied onto your hard drive and your system will be updated if necessary. The Windows "Start" menu will be updated so you can now start the program by navigating to **START / PROGRAMS / GENOGRAPH**.

### 2.3 Registration

When you initially access GenoGraph a window will open with program information and a "Register Now" button. (The program will run in demo mode until you enter a valid registration number.)

If you have a valid 9-digit registration number, click on the "Register Now" button and enter the number in order to "unlock" the saving and printing functions of the program. You will receive a confirming message that you successfully registered and you now have the full version of GenoGraph 2.1. No longer will you be asked to enter your registration number.

#### License Agreement

##### Preface

GenoGraph 2.1 will run in demo mode until a valid registration number is entered. In demo mode, a genogram that you create cannot be saved or printed.

1. The input of a valid registration number entitles the user to install GenoGraph 2.1 software in its full, registered version onto a single PC. If several licenses are purchased simultaneously, this agreement applies only to the amount of licenses purchased.
2. It is important for the user to keep the registration number in a safe place. The manufacturer is not responsible for lost or stolen registration numbers.
3. Registered users are permitted to freely distribute the demo version of this software to third parties. However, it is illegal to pass on a valid registration number for the full version of this software without prior authorization.

...

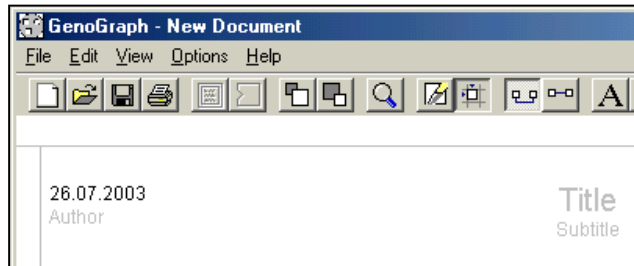
### 3 Working with GenoGraph

This manual intends to teach you this program in a practical manner. Simply follow the steps below to familiarize yourself with the functions of GenoGraph.

- ⇒ Start the program by navigating to the Windows "Start" menu (**START / PROGRAMS / GENOGRAPH**). You now have a blank page on the screen.

#### 3.1 Entering Title, Subtitle, Author and Date

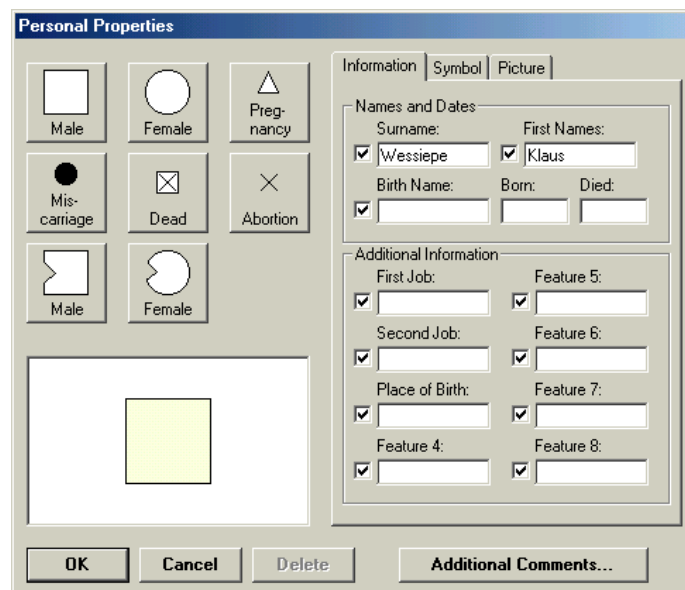
- ⇒ Double-click on the word "Title" in the upper right side of the page.
- ⇒ Enter desired title and then hit the RETURN key.
- ⇒ Repeat this procedure on the words "Subtitle," "Date" and "Author" if you want to enter information in those fields.



*Illustration 1:*  
Double-click on the grayed-out Title and enter text.

#### 3.2 Creating Personal Symbols

- ⇒ Double-click anywhere on the blank page to open an "Personal Properties" window.
- ⇒ In this window click on the symbol that represents the first family member in your geno-gram. Click through this window and choose all the attributes you can give this person. If you need more detailed explanations of the terms, hit <F1> for further assistance.



*Illustration 2:*  
Create a personal symbol by double-clicking anywhere on the blank page and entering personal properties into the opened window.

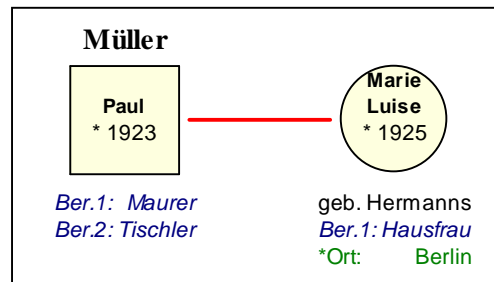
- ⇒ Enter your information by clicking on the OK button or hitting the RETURN key.

Note: You can always edit a personal symbol by double-clicking on it.

- ⇒ Now create with a Double-click another personal symbol.

### 3.3 Specifying a Partnership

- ⇒ Left-click and hold one of the personal symbols
- ⇒ Drag this symbol onto the partner's symbol. A red "partnership" line will be drawn between the two symbols.



*Illustration 3:*  
Click and drag one personal symbol over another to create a red partnership line between them.

- ⇒ Now release the mouse button to open the "Partnership" window.
- ⇒ Click on the small box next to the word "Partnership" to establish that these two symbols are partners.
- ⇒ Click through and enter as much information as possible about this partnership. Click on the button "OK" or hit RETURN key when finished. If you need additional help hit the <F1> key.

*Illustration 4:*  
Click on the small box next to "Partnership" to enter specific information about the partnership.

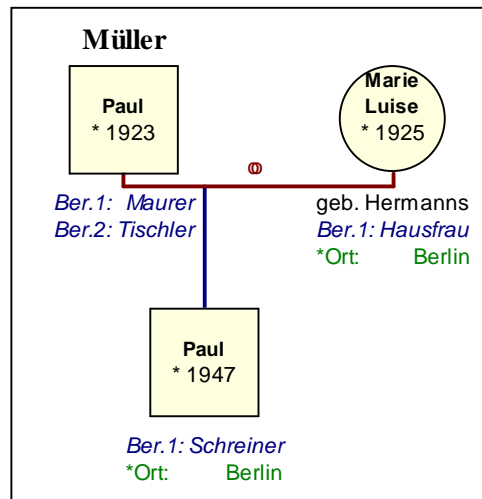
**Note:** You can always edit partnerships by clicking and dragging one partner's symbol over another or by double-clicking on the connecting line.

### 3.4 Arranging the Symbols on the Page

- ⇒ Simply left-click and hold the mouse button on any symbol.
- ⇒ Drag it to any free space on the page. All connections will remain intact.
- ⇒ You can **move more than one symbol together at the same time:**
- ⇒ Left-click and drag a rectangle around the symbols you want to move, or go to the edit menu and click on "Select All" if you want to move everything on the page.
- ⇒ Left-click again on one of the selected symbols and drag them to any free space on the page.

### 3.5 Specifying a Parent/Child Relationship

- ⇒ Create a new personal symbol and label it as a child in the existing partnership window. If you need more space at the bottom of the page for the new symbol, use the left mouse button to draw a rectangle around the parents' symbols and drag them higher on the page.
- ⇒ Now left-click on the child's symbol and drag it on top of the parent's partnership line to establish a blue, child line.
- ⇒ Release the mouse button to open the Relationship box.
- ⇒ Enter as much information as you want. Then click on the "OK" button or hit RETURN to confirm your choices.
- ⇒ Repeat this procedure for each child you enter.

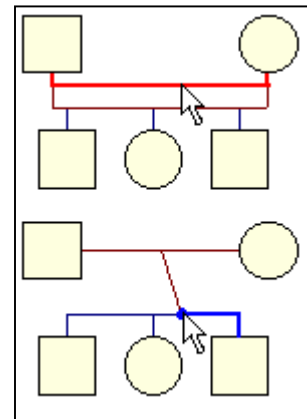


*Illustration 5:*  
A parent/child relationship is established by connecting a child's personal symbol to a partnership line.

Note: You can always edit the parent/child relationship information by clicking and dragging the child's symbol on the the parent's partnership line or double-clicking on the child line.

### 3.6 Editing Partnership and Relationship Lines

- ⇒ Partnerships and relationships can be represented in two ways (as seen in illustration 6).
- ⇒ If the partnership line runs below the symbols, then click and drag this line up until it runs between the symbols then release.
- ⇒ Alternately, if the line runs between the two personal symbols, you can click on the line and drag it down to make it run below the symbols. If a parent/child relationship line runs down from a partnership line then it can be repositioned by clicking on one of its endpoints and dragging it to another position on the line.



*Illustration 6:*  
Partnership lines can run below or between symbols. This can be changed with a simple mouse click.

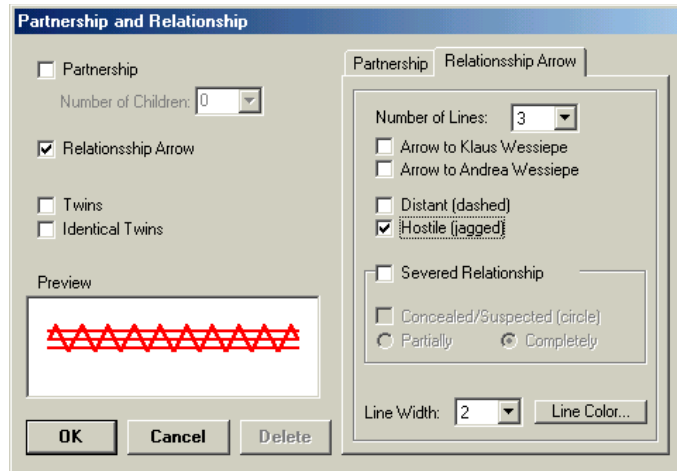


### 3.7 Entering a Relationship Arrow

A relationship arrow can be drawn between any two personal symbols. The relationship arrow signifies the status of the relationship between the people the two symbols represent.

⇒ To draw an arrow, click on a symbol and drag it on top of another. Or double-click on an existing partnership or relationship line.

⇒ In the opened Relationship window click on the small box next to "Relationship Arrow". This will open a new box, choose from the listed options. Again, hit <F1> if you need help with the options listed here.



*Illustration 7:*  
The relationship shown here has been marked "conflict-rich" (using Gerson-McGoldrick terminology)..

⇒ Once finished click on "OK" or hit RETURN to confirm choices and close window.

### 3.8 Inserting Comments

- ⇒ Click on the button marked "A" in the toolbar. The mouse pointer will change to a cross.
- ⇒ Click to where you would like to insert a comment on the page. An Enter Comments window appears.
- ⇒ Enter a comment, format it (if necessary) and click "OK" or hit RETURN to close the window.



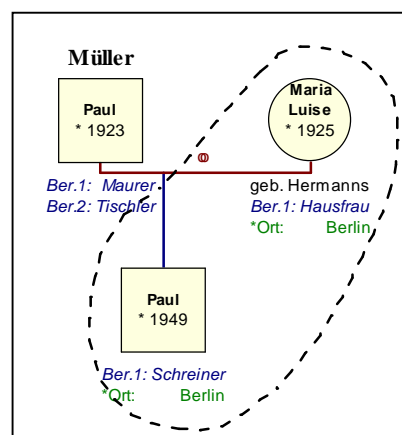
*Illustration 8:*  
Comments can be entered anywhere on the genogram page.



### 3.9 Drawing Freehand Lines

Freely-drawn, dashed lines in a genogram represents a household association.

- ⇒ Click on the dashed-line button in the toolbar. The mouse pointer will change to a pencil.
- ⇒ Freely draw a line or circle around the personal symbols representing a household.
- ⇒ You can edit the color and width of the dashed-line by double-clicking on any part of it.




*Illustration 9:*  
To mark a household, freely draw a dashed line around the symbols that live together.




## 4 Saving and Printing Genograms

### 4.1 Saving the Current Genogram

A genogram is saved by going to the File menu and choosing Save, or Save As (**FILE | SAVE, FILE | SAVE AS**), and then naming the file. Or click on the floppy disk button in the toolbar. 

If a filter was selected before saving, then you can only save the filtered data (i.e. parents and descendants of a person) in a new file.

### 4.2 Printing the Current Genogram

A genogram is printed by going to the File menu and selecting Print (**FILE | PRINT**) or by clicking on the printer button in the toolbar. A window will appear before printing so you can specify how many pages of the genogram to print (maximum 6). 

- ⇒ *You can print your pages in portrait or landscape orientation (**FILE | PAGE ORIENTATION**).*
- ⇒ *It is possible to print the information assigned to the personal symbols only, not the genogram itself (**FILE | PRINT PERSONAL PROPERTIES**).*

## 5 Editing Functions

### 5.1 Showing and Hiding Personal Properties

You can show or hide the personal properties entered for the symbols as well as relationship and parentage comments. You may want to hide comments and sensitive information when showing genograms to clients or show them for professional usage. (**VIEW | SHOW/HIDE PROPERTIES**)

### 5.2 Showing and Hiding Lines and Arrows

You can also hide the partnership and relationship lines and arrows throughout the genogram. This feature may be useful when realigning symbols and a simpler view is desired. Go to the **VIEW** menu and choose the appropriate option.


### 5.3 Showing and Hiding Picture

You can show or hide any picture inserted into a personal symbol. This option can help save you time since hiding pictures speeds-up processing time. (**VIEW | SHOW PICTURE** or **HIDE PICTURE**)

### 5.4 Showing and Hiding Additional Comments

Additional comments can be entered into the Personal Properties window (a symbol with comments will have a small circle to the left of the symbol). If you want to show or hide this information, go to the **VIEW** menu and choose the appropriate option.

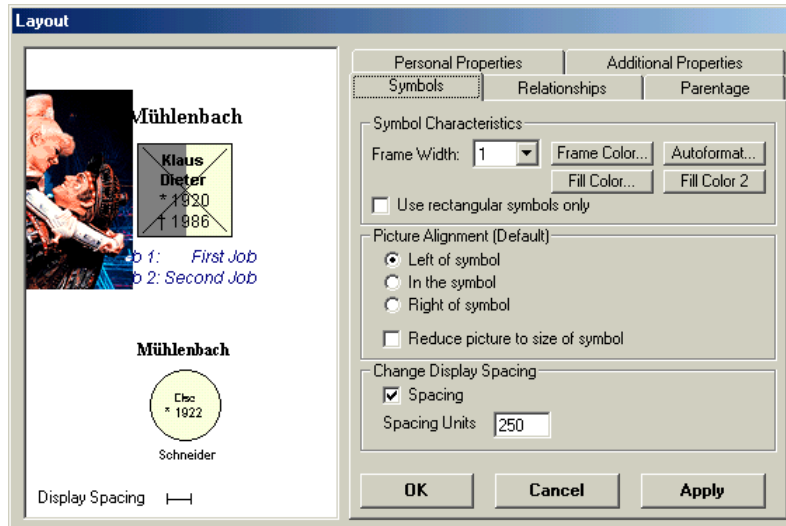
## 5.5 Making a Window Larger and Smaller

Go to **VIEW | ZOOM...** to change the size of the genogram on your screen. Click on the desired size (5%-200%) from this menu. 

## 6 Editing the Layout

You can edit the general appearance of your genogram by using the Layout window which is accessed by going to **OPTIONS | EDIT LAYOUT**. (You can also click on the Layout button in the toolbox to open the Layout window.)

In the Layout window you can change several variables on the right side of the window while previewing the changes, in real time, on the left. For descriptions of the various layout options press the <F1> key while the Layout window is open.



*Illustration 10:  
Personalizing the  
layout of your  
genogram.*



### 6.1 The "Apply" Button

By clicking on the "Apply" button all changes viewed on the left side of the window will be applied to the selected symbols and lines. Colors and widths of unselected lines can only be changed by opening the individual layout windows.

### 6.2 The "Auto-Format" Button

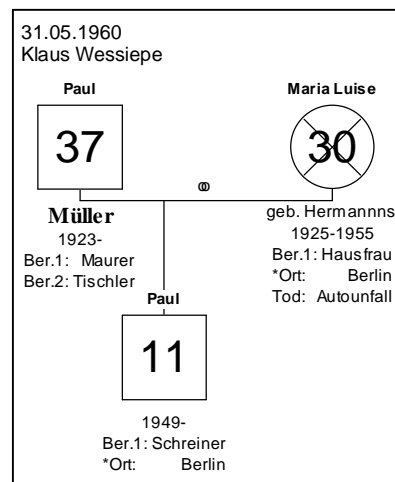
Line widths and colors are pre-set to 1 point, black. These default setting can be universally changed by clicking on "Auto-Format," making desired changes and then saving the layout.

### 6.3 Saving the Layout

Once changes are made to the Layout window these can be made the "default" layout by going to **OPTIONS | SAVE LAYOUT**, once you do this all future symbols and lines will have these properties until they are changed again. (The current genogram will not be updated, only information you enter after saving the layout.)

If you have made changes to the layout and then change your mind, simply go to **OPTIONS | APPLY SAVED LAYOUT** to revert back to the previously-saved layout style.

If you find a genogram layout that you would like to make into the "default" layout, do the following:




*Illustration 11:  
Alternate layout:  
This person's age  
(or age at death)  
is automatically  
computed and  
displayed in the  
center of the  
symbol.*

- ⇒ *Open the genogram with the desired layout.*
- ⇒ *Save the layout by going to **OPTIONS | SAVE LAYOUT**.*
- ⇒ *Now the desired layout can be applied to whatever genogram you open by going to **OPTIONS | APPLY SAVED LAYOUT**.*


## 7 Other Editing Functions

### 7.1 Marking a Symbol as an Index Person

An index person (i.e. a client) is represented by a double border around the symbol, thereby making this person the central figure in the genogram. 

- ⇒ *With your mouse, briefly Left-click on the symbol that you would like to mark as an Index Person.*
- ⇒ *With the symbol highlighted, go to **EDIT | MARK AS INDEX PERSON**.*

### 7.2 Increasing and Decreasing Symbol Size

To help you further clarify the layout of your genogram across two or more sheets of paper you may want to alter the size of the symbols. To do this, go to the toolbar and choose the button "Increase Symbol Size" or "Decrease Symbol Size." You can also use the keyboard shortcut ">" to increase the size or "<" to decrease the size of highlighted symbols (if nothing is highlighted, the entire genogram will get larger or smaller). 


### 7.3 Editing Titles

Go to **OPTIONS | TITLE FONT** and select the size and font for titles, subtitles, the date and author.

### 7.4 Using the Filter

If a person is marked as an Index Person in an extensive genogram, then that person's immediate parents and descendants can be highlighted using the Auto-Filter (**OPTIONS | AUTO-FILTER**). Symbols that represent anyone other than the immediate family will be grayed-out and won't be printed.

### 7.5 Changing the Display Spacing

The size of the symbols in a genogram partly depend on your computer's display (or rasterization). It is possible to alter the spacing of the display so that genograms appear larger or smaller. To change your display's spacing click on the small box next to "Change Display Spacing" in the Layout window. Then enter a number in the area next to "Spacing." Use the "Apply" button to view changes on screen. 

Note: You probably won't need this feature to often. For this reason, all you have to do to revert to the unchanged screen size is to unclick the small box next to "Change Display Spacing."

## 7.6 Editing Colors and Line Widths

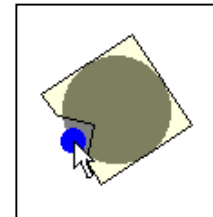
Colors for relationship and partnership lines and arrows and personal symbols can all be changed. Simply highlight the object and click on either the "Line Color" or "Fill Color" buttons in the toolbar to edit the colors. You can also change the width of any line or border by clicking on the "Line Width" button in the toolbar.



## 8 Family Structures according to Hellinger

In order to represent a family structure using the Hellinger method, "noses" can be added to a symbol and then arranged and rotated to better illustrate family interactions.

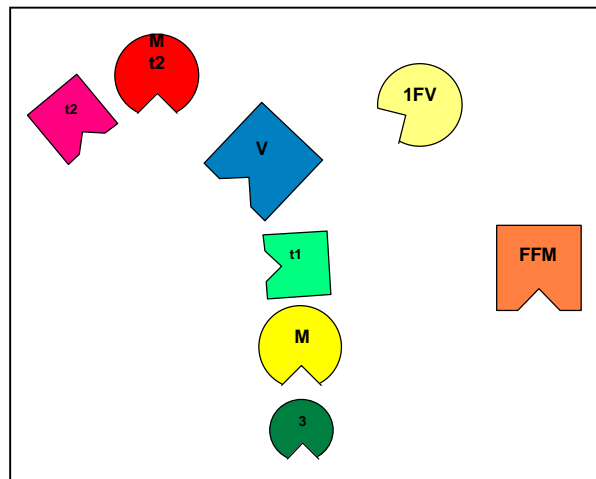
- ⇒ First create a new personal symbol and close the Properties window when done.
- ⇒ Click on a symbol to highlight it. Then click on Hellinger symbol in toolbar.
- ⇒ Now, When selected, a small blue dot appears in the border so you can rotate the symbol into the desired direction.



*Illustration 12:  
A personal symbol is rotated into another direction using the mouse.*



These "enhanced" symbols help the user illustrate group dynamics, family situations, etc. Further information about Hellinger family structures can be found on the internet at [www.hellinger.com](http://www.hellinger.com).



*Illustration 13:  
An example of a Hellinger-style family structure*

## 9 The Toolbar

Each button has a short description as you move the mouse over it. The number in the parentheses refer to the manual page with more detailed information.



*Creates a new genogram*



*Opens a saved genogram*



*Saves the current genogram (9)*



*Prints the current genogram (9)*



*Marks a symbol as an Index Person (11)*



*Adds a "Nose" onto selected personal symbol (12)*



*Makes an object in the genogram larger (including the titles) (11)*



*Makes an object in the genogram smaller (including the titles) (11)*



*Zooms into a selected area (10)*



*Opens the Edit Layout window (10)*



*Aligns the symbols automatically (12)*



*Draws partnership lines below two symbols (7)*



*Draws partnership lines between two symbols (7)*



*Inserts a comment into the genogram (8)*



*Draws a freehand line (8)*



*Use to edit color of a selected line or border (12)*



*Use to edit fill color of a selected symbol (12)*



*Use to edit width of a selected line or border (12)*

## 10 Overview of Menu Instructions

### 10.1 File Menu

Entry	Shortcut	Page	Description
New			Opens a new genogram
Open	F3		Opens a saved genogram
Save	F2	9	Saves the current genogram
Save as...		9	Saves the current genogram as another name
Print...	F5	10	Prints the current genogram
Print Personal Properties		10	Prints a list with all personal data
Page Orientation		10	Switches between portrait and landscape
Print Setup			Opens window with printing options
Exit			Exits application

### 10.2 Edit Menu

Entry	Shortcut	Page	Description
Title	ctrl+T	4	Allows user to enter a title
Subtitle	ctrl+U	4	Allows user to enter a subtitle
Date		4	Allows user to enter a date of genogram
Author		4	Allows user to enter author's name
Mark as Index Person	ctrl+Z	12	Marks a symbol as an Index Person
Bring to Front			Brings a selected symbol to the foreground
Send to Back			Sends a selected symbol to the background
Increase Symbol Size	>	12	Increases size of symbols and their relative distances
Decrease Symbol Size	<	12	Decreases size of symbols and their relative distances
Increase Font Size	S		Increases size of selected text
Decrease Font Size	s		Decreases size of selected text
Select All	ctrl+A	6	Selects all symbols for grouping

### 10.3 View Menu

Entry	Shortcut	Page	Description
Show/Hide Properties	ctrl+D	10	Shows or hides data pertaining to a selected personal symbol
Relationship Arrows		10	Shows or hides relationship arrows between selected personal symbols
Pictures		10	Shows or hides selected pictures
Additional Comments		10	Shows or hides comments pertaining to a selected personal symbol
Center	ctrl+z		Centers the genogram on the screen
Zoom...	ctrl+O	10	Makes selected area larger for easier viewing

## 10.4 Options Menu

Entry	Shortcut	Page	Description
Title Font		4	Changes font style on titles, subtitles, date and author
Auto-Filter	ctrl+F	12	Opens the auto-filter window
Edit Layout	F12	11	Opens a window to edit genogram layout
Save Layout		12	Saves the current layout as the default
Apply Saved Layout		12	Reverts layout to saved version
Password			Allows user to enter a password to limit access to the application
Language...			Allows user to switch between German and Englisch

## 10.5 Help Menu

Entry	Shortcut	Page	Description
Content			Shows the help menu table of contents
First steps			An introduction on working with genograms
Write E-mail			Opens users e-mail program to contact GenoGraph author
Goto Homepage			Directs user to Klaus Wessiepe's home page
Info			Opens the GenoGraph information window

If you have worked through the manual to this point you now know all the functions of GenoGraph and are ready to begin creating, saving and printing your own genograms.

If you later found out that you have missed a minor detail when working with GenoGraph, please refer to the **Table of Contents** to be referred to the correct page.