

Installing GRANDMA for use with Brother's Keeper®

1. You will need a copy of Brother's Keeper installed on your computer. If you do not already have it, download the installation file from <http://bkwin.net/version7.htm>. Run the installation program as prompted.
2. After installation is complete, start Brother's Keeper. You may see a box with the message, "The database is currently empty. Please pick one of the choices below." If so, click **Open a different database**. If you do not see this message, click **File/Open database**.
3. In either case, you will be taken to a screen asking, "Which folder contains the Brother's Keeper 7 data files?"
4. While the GRANDMA files can be saved anywhere on your computer, we recommend creating a new folder within your **Documents** folder. To do so, double-click on each of the following folders in the largest white box:
 - A. **C:**
 - B. **Users**
 - C. **[your user name]**
 - D. Single click on **Documents** so that it is highlighted in blue
5. In the box labeled, "To create a new data folder, type the folder name below," type GM22-01, then click **Create**. You will be asked to confirm that you wish to create this new folder.
6. The bottom line of the Brother's Keeper® screen should display the new path and indicate **Names: 0 Families 0**.
7. From the Menu bar at the top of the screen, click **File/Restore data files**.
8. On the next screen, click **Pick a different drive**. Brother's Keeper® will ask you to specify the drive and folder where the data files have been saved.
9. When asked to specify a drive letter, in section 1, choose **C:**
10. When asked to pick a folder in section 2, you will need to double-click on each of the following folders:
 - A. **C:**
 - B. **Users**
 - C. **[your user name]**
 - D. **Downloads**
11. On the next screen, click **Restore from C:\users\[your user name]\downloads**. A list of file names will appear. Click on the **Restore** box. The data files will be loaded onto your hard disk. This process will take several minutes. File names will be added to the list on the screen as each data file is loaded.
 - A. When the file loading process is completed, you will be asked if you have another diskette that contains text or picture files. Since you do not, click **Cancel**. The next box notifies you that files have been restored. Click **OK**.
 - B. The bottom line of the Brother's Keeper® screen should read:

Names: 1490067 Families 477964

The GRANDMA data files have loaded successfully and are ready for use.

Setting the Brother's Keeper®7 options

1. From the "Welcome to Brother's Keeper" screen, click **File/Options**.

2. On the next screen, you will see several tabs near the top of the screen. Click on **Edit Screen 1**.
3. The next screen contains a list of options, some of which have circles in front of them, and others that have squares in front of them. Make sure that the following options are activated by clicking in the appropriate circle or square:
 - a. Have the screen blank and prompt for a name to find.
 - b. Show date of last change.
 - c. Make the Select Person list show in birth year order.
4. Click on **File/Save and Close**.

Questions?: Contact Kevin Enns-Rempel (559-453-2225, kevin.enns-rempel@fresno.edu)