## Your Organisation’s Title

**Child and Adolescent Mental Health Service**

**Name D.o.B. Unit No.**

**GENOGRAM**

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**Clinician:** **Date:**

**How to create fantastic genograms in no time at all.**

Here it is, the all singing, all dancing genogram form. Easy-peasy to work ! Open the file and play around but do not save any changes until you have read the last paragraph. However**, don’t forget to print out and delete pages 2 -4 (i.e. this text) before saving it !!**

On the right of the page above is a very simple genogram layout for you to adapt by adding elements from the stock on the left or by moving, deleting or duplicating what is already there. You can also draw additional shapes using the tools in Word. As you get used to the drawing tools you will gradually become more adept at creating complex genograms. Like anything the more you practice the easier and quicker it gets. What follows is a description of how to use the drawing tools and then saving the document to use in Word.

***Basic Instructions-Selecting Moving, Duplicating and Formatting,***

\*\* You MUST have the drawing toolbar in Word visible. If it isn’t, click View, then Toolbars, then click Drawing. \*\*

Drawing tools are a collection of elements such as lines, shapes, text boxes etc. and are usually referred to as “objects”. Left click an object to select and highlight it. To highlight several objects at once click the white arrow top left, third menu bar down, just to the right of Draw. Draw a box round what you want to select - gets easier with practice. Alternatively hold down Shift and click the objects you want. It’s slower, but more accurate and you can pick up more spread out objects. With text you can select the box to move it or the text to edit it.

When the cursor is a cross you can drag the shape, text or group of highlighted objects round the screen. Use the keyboard cursor arrows to nudge or arrow plus Control for a micro-nudge to position exactly. (Control key is the bottom left on your keyboard) You can if you wish select and re-position the whole Genogram to arrange it better on the page when finished. Fine movements are best done using the cursor keys and large ones by dragging with the mouse.

To duplicate an object(s) select it and use Control and D. (You don't need to do D as upper case.). To undo last action use Control and Z

To change the thickness or type of line (e.g. to get dotted) right click the line or shape and click Format AutoShape, choose the Colors and Lines Tab.

You can make a line longer or shorter by highlighting it then pulling out or pushing in the box at the end. Sometimes this makes a horizontal line move slightly to the diagonal so I use Format AutoShape, select the Size Tab and change the width or height as apopropriate.

***Adding fancy stuff***

To draw a different kind of line, e.g. an arrow click the arrow symbol just to the right of AutoShapes, along a bit from the white arrow. Move the cursor which now looks like cross-hairs till you find the right spot. Left click and hold down dragging the cursor and letting go when you want to finish the arrow at the arrow head.

To draw the kind of freehand loop you might want to e.g. show family members living together is slightly different. Click AutoShapes, in some versions of Word you may need to go down to Lines, then select the wiggly line second row down, first in. Draw round the objects you want - it smoothes out the kinks very neatly - bring it round to the beginning of the loop and it will close up the gap for you if it is close enough when you double left click to end. If you select then right click on the shape you have created you can edit the shape by dragging the little white squares at the turning points or rotate with the green handle or choose the Edit Points option to change specific parts of the curve. Warning see next paragraph.

***It works on different levels***

If you move an object or draw something and the text or shape underneath disappears completely or partly it is actually still there but obscured by something else which is in a layer above. All the objects operate as if they were like pieces of paper on a table. One in its own space is fine, more than one and they have to be stacked in layers. You can set which layer any object is in by clicking to highlight it then clicking Draw and then click Order and choose which option you want Send to back, Bring forward etc. Alternatively – and this is often better – right click on the shape you have drawn and select Format Autoshape. With the Colors and Lines tab selected go to the Colors drop down box and select “No fill”. This then makes the object background transparent and is pre set for the objects ready made for you here.

Finish your drawing by selecting all the reserve shapes and bits of text you don't need and hitting Delete.

Hey presto one very smart looking genogram you can change and update any time you like.

***Saving the file and using the template***

You can use this document in 2 ways. The easiest way is to save it (remembering where it is) and use the Insert…. File menu in Word. If you are not used to file management on your PC, ask a friend or colleague to help you.

**Advanced users only**: Alternatively you save it as a Template you can use any time you want. Click File then Save As or (simply the floppy disk icon if not previously saved). In the dialogue box you see Save As type. Click the little arrow on the right and a list drops down. Select Document template. Give the file a new name or keep mine. and hit OK. To use the template click the empty page icon – or the little arrow on the right of it if you have one - and it will give you a selection of templates on of which should be WordGeno2. (If you want to edit the template after saving, it is slightly complicated. Open it from the Template menu make your changes and then go to Save As and as before change the file type to Document Template and change the name to Temporary. You can then re-save the new template file now called Temporary by Save as, select Document Template and click on the old filename e.g. WordGeno2 to overwrite. This is because you cannot save a changed template with the same filename whilst you are using it.)

Once you have created the specific genogram for the a particular family you need to save it with a name relevant to that family.

Good luck, happy genogramming and keep practising !

Tony Farson

Child and Family Services,

Royal Liverpool Children's NHS Trust,

tony.farson@rlc.nhs.uk