

Add New Person Template ~ Building Upon the Default

Ottawa TMG Users Group

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The default Add Person template presents basic data entry options that include tabs for Name, Birth and Death. Additional information, such as Burial or Lat/Long has to be entered later in the person's Detail window.

A limitation of the default Add Person window is that you are permitted to enter only one citation. There is an immediate problem if you have different sources for birth date (e.g. family bible), birth place (e.g. baptismal record) and death (e.g. death certificate). Having entered all known data, you must then edit the citations.

If you have additional data to enter for the new person, such as Baptism, Burial and coordinates for various events, these would have to be entered after you have entered the basic Name, Birth and Death data. Click OK and you are presented with the new person's Detail window.

Adding More Tag Types:

However, you don't have to be limited in the data that can be entered in the Add Person window. In the lower left corner, click Setup. In the Tag Types tab select additional tags, such as Baptism. Highlight Baptism, select <<Add. Do the same for Burial. Use the Move Up or Move Down options to sort the tags chronologically.

Adding Data Entry Fields:

You may wish to include LatLong data for various events while you are entering information in the Add Person window. The default selections of data entry fields are checked. Simply check the LatLong option.

Adding Flags:

Whether or not you have added flags to the default list, you may wish to select various options during the initial phase of entering data for the new person. Next to the Tag Types tab, select Flags. Select those you would like, adding them to the Selected Flags list in the same manner as for adding Tag Types.

Once you've made your selections, click OK. Henceforth, you will be able to enter additional data in the Add Person window.

Remember that you will have to add/edit citations accordingly.