

TMG-UG ~ Demo of GenMatcher

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1. Start New Session
2. Type of Session
 - Compare 2 files
 - **Find duplicates in 1 file**
3. File Selection
 - **Browse to file**
4. Matching Options
 - Surname (always used)
 - Use exact name
 - Use Soundex (Smith/Smythe, Walker/Wauker, Coffin/Coffyn, Townsend/Townshend)
 - Use blank surnames – check when only first names are known. “Mary” will potentially match with “Mary Palmer”.
5. Given Names ~ check to match on given names
 - By default first five letters must match. Set this option to 0 to make full comparisons
 - Use blank names for individuals who do not have a given name. “Mary Palmer” will potentially match with “Palmer”.
6. Birth Dates ~ check to match on birth dates
 - Days ~ set how close the dates can be to be considered a match. Set to 0 for exact match.
 - Blank dates ~ if checked a blank date will be considered a match with another date or blank

- Use Places ~ if checked birth place will be used in comparison. If checked, length is entered, and blank places is an option

7. Christening Dates ~ same criteria as Birth

8. Death Dates ~ same criteria as Birth

9. Burial Dates ~ same criteria as Birth

10. Compatible Gender, Ignore Spaces, Ignore Punctuation are optional

11. If you need to make changes, go to the Session Manager to Edit. Select OK to begin the process.

12. Viewing Options

- Individual ~ Split screen
 - Info listed include Name, Birth, Marriage, Death, Parents, Children, with notes and sources
 - Meanings of Colours
 - Green = data matches
 - Pink = possible match
 - Yellow = no common data
- Family ~ Split screen
 - Active individual, spouse, parents, children + BD + spouses
- Pedigree ~ Split screen
 - Active individual + spouse, & 4 generations, plus siblings & children
- Descendants ~ Split screen

13. Once complete, you can:

- Display all comparisons
- Display only matches
- Display only non-matches
- Display only questionables
- Display only unknowns
- Print Reports of each of the above