

Excluding Information

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17 Oct 2010 Meeting

There may be times when you want to record information but don't want to print it or display it. Last month it seemed that several people were not aware of TMG's Exclusion Markers, so I'll cover excluding information this month.

The basic views (Person, Family, Tree) have limited space for displaying information associated with tags. It is possible to suppress display of certain fields in order to allow other fields to be viewed. This is accomplished by placing a marker when entering data on the [Tag Entry](#) screen. These Exclusion Markers can also be used to control what will export to a GEDCOM file and what will print in certain reports.

NOTE: Exclusion markers cannot be used in Date fields.

Exclusion Marker

The display of **all the information in a field will be suppressed** if the field begins with the symbol "-". If **Show excluded data** in **File > Preferences > Program Options: Tag Box** is not checked, this field will not be displayed on the [Person View](#), but will be visible on the [Tag Entry screen](#).

See ID 33: Marriage Name

When there are two principals in an event, a principal may be excluded from display in the other principal's Person View if a single exclusion marker is typed before his or her ID number. Either or both principals may be so marked. Double exclusion markers are not used in this context.

See ID 33: Religion 1881

There is an option when creating a chart (under [Chart Options: Other](#)) or certain reports to specify whether fields marked with the "-" will appear. This is an especially useful feature for charts, which have a limited space for place names. To print fields that begin with a "-", check **Show excluded data** when creating or editing the report. The "-" will not appear on the View screens or in charts. The Full footnote, Short footnote, and Bibliography template fields on the [Output form](#) tab of the Source Definition screen also support the single exclusion marker. A template so marked shows when previewed, but does not print. This feature is not applied when the exclusion marker is used with a principal's ID number. It will still print.

A single Exclusion Marker at the beginning of a **Sentence** field in any tag, or at the beginning of the **Memo** field in a **Note** tag, prevents the printing of that tag and the export of that **entire tag** to GEDCOM if **Show excluded data** is not checked. A single Exclusion Marker at the beginning of the **Memo** field in any **non-Note** tag prevents the

printing of that tag's Memo and the export of that Memo to GEDCOM if **Show excluded data** is not checked. Single exclusion markers can also be used in repository fields. When [REPOSITORY], [REPOSITORY ADDRESS], or [REPOSITORY INFO] is used in a template, any repository fields with single exclusion markers will preview showing the markers, and will not print unless **Show excluded data** is checked (*Miscellaneous screen*). A single exclusion marker in front of the Source Number on the Citation screen will prevent that citation from being printed in reports or exported to GEDCOM unless **Show excluded data** is checked.

I have referred to a Single Exclusion Marker. TMG also has:

Double Exclusion Marker

A double exclusion marker, "--" (two hyphens), is also provided in the interest of security. This marker can be put **at the beginning of a [Sentence] field** to designate that this **tag** should *never* print in a narrative report or chart, or be exported to a GEDCOM file.

Fields marked with this symbol in name and event tags will not be included on the Person View (although they will be visible in the Tag Entry screen), in reports, charts, or GEDCOM export files. Double exclusion markers cannot be overridden by the **Show excluded data** option, either in [File > Preferences > Program Options: Tag Box](#) or in individual reports. They must be changed in the field itself. The Full footnote, Short footnote, and Bibliography template fields on the Output form tab of the Source Definition screen also support the double exclusion marker. A template so marked does not show when previewed nor does it print.

Another means of excluding data is through:

Sensitivity Brackets

There may be information in your data set that should not be printed for public consumption. This "sensitive information" is surrounded with brackets {like this}. Sensitivity brackets work **within** a field to isolate specific words or phrases so that they can be omitted from a report. Such information will not be displayed on the [Person View](#) but will be visible when you enter the [Tag Entry screen](#). When creating charts, you may specify in [Chart Options: Other](#) whether or not sensitive information should be printed. To allow this information to print, you must check **Show sensitive data**. You will also have an option to print or not print the brackets themselves. Sensitive data is supported in source templates (long, short, and bibliographic), as well as in all source elements.

Show Print Options: Miscellaneous screen again

NOTE: Sensitivity brackets cannot be used in Text Macros.
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Hidden Text

To insert an embedded code for hidden text into any memo type field (specifically in the Tag Entry screen Memo field, Sentence Structures, or Citation; and in the Memo fields in the Supplemental and Output form tabs in Source Definition):

Highlight the relevant text, right-click, and select the code from the FORMAT menu.

Text controlled by this code will never print on any report output, whether to screen, file, or printer. It has the same effect as sensitivity brackets, except that **it cannot be overridden**. Consequently, there is no need to remember to check the appropriate options on report definitions.

Example: [HID:]This text will never print.[:HID]

Show No Codes

To see the text without the codes you have embedded: Right-click and select **Show No Codes**.

#33 1888 Anecdote

Excluded Citations

The source number in an embedded citation (i.e., in the middle of an event memo) may now be preceded by an exclusion marker (-), e.g., [CIT:]-12;page 127[:CIT]. In this case, the citation to source number 12 would only be included when "Show excluded citations" is turned on.

I don't use imbedded citations, so I don't have any example

Exclusion Marks in Citations

Exclusion marks can be added to or removed from citations on the Tag Entry screen without opening the citations window.

This is probably my most common usage. I try to limit citations to three for each event, so when I have more than that I exclude the less valuable ones. #33 Name

To exclude a citation:

Right-click on the citation in the citation window and select **Exclude this citation**.

To remove an exclusion marker from a citation:

Right-click on the citation in the citation window. You will note that **Exclude this citation** in the menu has a check mark next to it. Click on **Exclude this citation** again. The check mark and the exclusion marker will disappear.