

Suppressing Sensitive Information from Displaying or Printing in TMG

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In TMG, there are seven methods that you can use to make certain phrases, fields, or sentences not be displayed on the screen (i.e. viewed), and/or not be printed in a report or chart. TMG sometimes calls these features ways of “excluding” information.

Ways to suppress the Viewing or Printing of data using The Master Genealogist ver. 7

#	Method	suppress viewing	suppress printing	can suppression be over-ridden?
1	Single exclusion marker	normally	normally	optionally
2	Double exclusion marker	always	always	never
3	Sensitivity brackets	always	normally	optionally
4	Hidden text	always	always	never
5	Source surety levels	no	optionally	not needed
6	Living people	no	optionally	not needed
7	Disable dataset	yes	yes	re-enable dataset

#1. Single Exclusion Marker

A single exclusion marker is a single hyphen (-) inserted as the first character in:

- any field of any tag
- the associated sentence structure field of any tag (or memo field of a Note tag)
- a source citation number field

The data is still visible in the Tag Entry screen, but the data is not shown on person view, unless you set

File > Preferences > Tag Box > Show excluded data

and the data is not printed in a report unless you set

Report Options > Miscellaneous tab > Show excluded data

and the data is not printed in a chart unless you set

Chart Options > Other tab > Show excluded data

This marker can also be used in

3 repository fields (repository, repository address, repository info.), and

3 source definition fields (full footnote, short footnote, and bibliography).

when applied to sentences, the tag is suppressed in GEDCOMs too.

A single exclusion marker before the source number on the Citation screen will prevent a source from printing unless *Show excluded data* is checked

You can also prevent the citation detail field from printing in

Report Options > Sources > Suppress citation details

#2. Double Exclusion Marker

This is similar to the Single exclusion marker except that a double hyphen (--) is the first character, and it cannot be over-ridden to view the data on-screen or in reports/charts by the *show excluded data* options discussed above.

#3. Sensitivity Brackets { }

These curly brackets { }, will prevent {certain sensitive information} from displaying on the screen, and from printing in reports. These brackets work within a field to isolate specific words or phrases.

Viewing suppression cannot be over-ridden.

Printing suppression can be over-ridden using

Report options > Miscellaneous > Show sensitive data.

#4. Hidden Text

Hidden text may be inserted into any memo or sentence field, by just highlighting the text, right clicking, and selecting *Format > Hidden text*. This has the same effect as sensitivity brackets except that it can never be over-ridden.

On-screen it looks like [HID:]this text is hidden [:HID].

#5. Source Surety Levels

This option only affects printing. In the report definition screen, use

Report Options > General tab and select a source threshold level from 0 to 3.

Only sources with surety as high or higher than the threshold will be cited. If you also check the *include blank surety* box, then sources with no surety will also be cited. The intent is that your more reliable sources will have the higher numbers, like 2 or 3. This only works well if you have defined surety levels for all cited sources, and in a consistent manner.

#6. Living People feature

This feature gives you the option of printing “is still living” , and nothing else on reports and charts which include persons marked as living, i.e. when the LIVING flag is set to Y = Yes for those people.

The LIVING flag is automatically set to NO for any person if there is a death date, or if 110 years have passed since the birth date. This limit, 110, is set in

File > Preferences > Current project > Advanced > Assumed maximum lifespan.

To suppress printing details for living people in reports, select

Report Options > Miscell. > suppress details for living people

To suppress printing details for living people in charts, select

Chart Options > Other > suppress details for living people

#7. Disable data set

Disabled data sets are not visible on the Project Explorer or Picklist. People in the disabled data set “do not exist” as far as the project is concerned, and will not be available for viewing or for printed reports. Since most TMG users have only one data set per project, this method of suppression is rarely available in practice.