TMG Focus Groups

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Focus Group

- A **focus group** is a sub-set of individuals in your project that can be used for a variety of tasks, including export (GEDCOM), printing reports, set flags, etc. You can also save Focus Groups for later use.

- collect a group of people for further action

Use of Focus Groups

- **Filtering your project**: A common problem is selecting the descendants (or ancestors) of an individual, plus all the spouses of this line, along with the parents and other spouses of those who married into the direct line.

- **Selecting People to be Copied or Exported:** using a Focus Group will include all linked people at one time.

- **Editing a Select Group** and removing them from the list as changes are made.

To display the Focus Group window:

Select **Window** > **Focus Group**.

or

Click on the Focus Group button on the Layout Toolbar.

Focus Groups

Adding Members to a Focus Group

1. In the Project Explorer, select the persons to be added to the **Focus Group.** More than one individual can be selected by clicking on the first person, then holding down the <Ctrl> key to click on later selections; or by clicking on the first person, then holding down the <Shift> key and clicking on the last person.

2. Right-click on the Project Explorer and select **Add selected names to Focus Group**. The selected name or names will be added to the current **Focus Group**. You can also select **Add all names to Focus Group** to add all of the names currently in the Project Explorer to the Focus Group.

or

In the Tag Entry Screen, Children window, Siblings window, or Associates window, right-click on a name and select **Add this person to the focus group**.

or

1. Select **Window > Focus Groups**

To add others to the Focus Group:

Once at least one member has been added, you may also add his or her **Ancestors**, **Descendants**, **Spouses**, and **Name Variations** by checking the boxes in the **Focus groups** window. The number of generations of **Ancestors** and/or **Descendants** to include can also be specified.

1. Click on an name. Hold <Ctrl> and click if you wish to highlight more than one person. You can select contiguous names by clicking on the first name, holding down <Shift> and clicking on the last name.

2. Once you have made your selections, check the items you want to add:

· **Ancestors**

· **Descendants**

· **Spouses**

· **Name variations**

3. Click [Add Others].

NOTE: To select all members of the focus group, click [Select All].

CAUTION: Checking **Descendants** and **Spouses** will give you the descendants and spouses of the current members of the **Focus Group**. It will **not** include the spouses of those descendants. If you want to include their spouses, make a second pass after the descendants have been added and check **Spouses** on

Removing Members from a Focus Group

To delete all members of a focus group:

Click on [Remove All].

To delete one member or several members of a focus group:

Highlight the name of the member(s) and click on [Remove Selected].

Saving and Loading Focus Groups

To save a focus group for later recall:

Click on [Save...].

The Save group window will appear.

To load a saved focus group:

Click on [Load...].

The Load group window will appear.

Using Focus Groups

- GEDCOM (or export) part of your dataset

- Copy selected individuals to another data set.

- Delete a group of People

- Search the web for a group of people
  (To use a focus group to Search the Web, leave that group selected.)

- Reports

- Track Changes