

TMG Tips and Tricks 7 Dec 2008

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(Based on TMG 7.03)

1. Maintenance: Running Optimize between successive VFI runs eliminates the issue of running VFI multiple times and getting the same 'possible errors fixed' message over and over.

- Run Optimize. When completed, run Validate File Integrity. Then run Optimize again. Repeat until VFI reports no problems

Optimize recovers waste space and eliminates records that are no longer needed. Run it after an import or Data Set merge.

VFI repairs file damage and restores broken links.

Reindex sorts your project.

2. GEDCOM

- Import: File> Import
Select Simple or Advanced Wizard (I prefer Advanced)
Import File Type: GEDCOM
Select file:
Options: Assume Marriage of Parents, Assume Married Name
Cite GEDCOM file for all data
SEE Getting the Most out of TMG for more details on the options.
- Export: File> Export
But, you may first want to produce a Focus Group of the people to export.

3. Copy Person: **Copy Person** on the **Add** menu creates an exact copy of the individual specified. You can copy an individual **within a data set** or **between data sets**. When you copy a person or people to another data set, sources are copied with them. If you are copying from one data set to another, the data set you are copying **to** must reside in the same project as the one you are copying **from**.

Within a data set, you might want to create the first twin and then copy that person instead of creating the other twin from scratch. Or perhaps you had entered a man and his nine children. Then you find out that some of the children belonged to the man's cousin who had the same name. It would be easier to copy the man with all his events, and then delete the events within each one that didn't apply to that person and change the links of some of the children to the new father.

Using **Between data sets**, you might want to copy actual people who really reside in two separate data sets. That's much easier than creating them and all of their events again.

4. Copy Tag: Sometimes you may have two or more events which are very similar. Instead of adding a new tag, you may want to copy one which is very similar and then edit it.

To copy a tag:

1. Highlight the tag to be copied.
2. Select **Add > Copy tag**.

An exact copy of the tag, including all witnesses, exhibits, and research tasks, will be placed in the Tag Box and may then be edited as needed.

Primary name tags and Primary Parent tags may not be copied unless they are first placed in the Tag Box by removing the primary designation (*).

5. Sort Date: (**Turned off in Beginner Mode**)

Sort dates are used solely to maintain chronological order on the [Person View](#) and in narrative reports. They do not print or export and have no genealogical significance.

i.e. Marriage where date not known.

6. Name variations: If you have alternate names or nicknames for a person, leave the Surname field blank in the Name variation tag. TMG picks up the primary Surname for the person and reports look better.
7. Married Name: Enter the maiden name of a married woman in the Suffix field of the Name-Marr Tag, with brackets and the exclusion marker. It will show in the Project Explorer and the Picklist but will not print in reports.
8. Non Existent Person: Add a non existent person with a number that you can easily remember (i.e.999) to allow you to store information that you want to use over and over. TMG has eleven Text Macros that can be up to 254 characters long. If these are used or you need something longer add a Note Tag to your Non-Existent person and use the memo field. This allows you to cut and paste within TMG and without opening another program. For example, I have the text of several long citations that I want to repeat without errors or changes. I also have a long email message that I use when contacting individuals about the Billings Project.

The Non Existent Person may also be used to store a template for a specific Tag. You would simply copy the Tag to the new person. I have a History Tag that I use for people found on the US Passenger lists and I kept having to remember somebody that had the tag already. Now I simply move to ID #999, copy the tag and enter the new people as witnesses.

