Mike's Monthly Tip – Jan 2009

(Based on TMG 7.03)

1. Excluding Citations: Sometime you end up with a number of citations for a tag. But, for most reports, you probably want to limit yourself to three citations. Instead of deleting them, you can simply **exclude** them from any reports:

   - Select the citation with your mouse> Right Click> Exclude this Citation (notice the exclusion marker before the Source Number.

John Cardinal's TMG Utility allows you to:

   - **Exclude Citations by Source**. This adds the exclusion marker to all the citations that reference a particular source. When the exclusion marker is present, the citation is not included in reports unless TMG's **Show excluded citation** option is enabled. The function will also remove the exclusion marker. Use this function when you do not want to cite a particular source in reports but you do not want to delete the source citation, for example, when a "person source" does not want to be identified in published material.

   - **Exclude Citations by Tag Type**. This adds the exclusion marker to all the source citations attached to a particular tag type. When the exclusion marker is present, the citation is not included in reports unless TMG's **Show excluded citation** option is enabled. The function will also remove the exclusion marker.

2. Sorting Citations: **To change the order of citations** (Tabbed version only): Highlight the citation you want to move and click the up or down arrow to the left of the window. The sequence is honoured in reports.

3. TMG Utility will allow you to exclude a citation by source number; you can even select only if there is another citation to the event.