

TMG Tips: Master Place List Clean Up

The **Master Place List** contains a list of all the places in the data set/project. It can be used to realign places that have been entered into the wrong fields (perhaps by an import from another program), to change place names individually (using [Events]) or globally, to verify information previously entered, and to insert several elements at once into data-entry fields. A lock at the left side of the record indicates that the data comes from a locked data set. Data from locked data sets can be viewed, but not edited, from the Master Place List.

To access the Master Place List: Select **Master Place List** from the **Tools** menu.

You can sort the [Master Place List](#) by any of the column headings, e.g., Addressee, Place Detail, LatLong, City, County/Parish, State/Province, Country, Zip, Phone or Temple.

To sort the Master Place List: Click on [Sort Places].

The **Sort Master Place List** window will appear. Fields which are used in the sort will appear on the left in the order, from top to bottom, in which they are used in the sort, e.g., the primary sort field will be at the top. The unsorted fields will appear on the right.

My default sort is largest to smallest: Country, State, County, City

This makes it easier to scan for obvious mistakes.

I make a lot of use of the F3 (Repeat) button when entering data and occasional will “move” a Province to the USA or a state to Canada. A scan of the MPL will show these. Most of my family tree is in Canada or the US but the same applies for UK etc. And most of the current work is in Ontario or Quebec to it’s quick to scroll down to USA and check if a new state has been declared. Likewise for Canada.