

The program has excellent help screens and I recommend them to help you learn and use the program. Always use the **Log Only** option to preview the results before you change your project data.

There are actually a number of places in TMGU where there is a Search and Replace capability:

1. Other/Find and Replace:

Find and Replace may be used to substitute one string for another in the fields listed below:

Supported Data Fields

Person Fields:

- Reference Field

Name Tag Fields:

- Name Date
- Name Sort Date
- Name Memo
- Name Sentence

Event Tag Fields:

- Event Date
- Event Sort Date
- Event Memo
- Event Sentence
- Witness Memo

Place Fields:

- Place Comments
- Short Place Field

Relationship Tag Fields:

- Relationship Memo

Citation Fields:

- Citation Detail
- Citation Memo

Source Fields:

- Source Abbreviation
- Source Title
- Source Memo
- Source Subfields
- All Source Fields
- Footnote Template
- Short Footnote Template
- Bibliographic Template

Exhibit Fields:

- Exhibit File Path
- Exhibit Caption
- Exhibit Description

Research Log Fields:

- Task Name
- Designed Note
- Planned Note
- Begun Note
- Progress Note
- Completed Note
- Keywords
- Comment

Date Fields: Before you modify dates with the Find and Replace feature, you should read and understand the following description of the process and the options. Always use the **Log Only** option to preview the results before you change your project data. For the

Name and Event date fields, the program supports three subsets of the data for each field. The field choices allow you to operate on all the date values, the regular date values only, or the irregular date values only.

Pattern Matching: Wildcard Characters

When the *Use Pattern Matching* option is checked, you may use a "regular expression" as the target of the search. Regular expressions are a powerful matching facility that allow you to search for patterns of text rather than for literal text values. If you are not familiar with regular expressions, you may want to consider them as a means to add wildcard characters to the target. Check the Help screen for the symbols for Pattern Matching.

Note: The Find and Replace feature relies on a regular expression facility provided by Microsoft. It appears that there may be two different versions in circulation: one that uses parentheses to identify parts of the expression, and one that uses \ (and \). If the method described above doesn't work, try using backslashes before the opening and closing parentheses.

2. Names/Change Name Parts

Change Name Parts will change name parts (title, given name, surname, etc.) under the control of one or more *filters* and one or more *actions*.

If GivenName equal to "Living"

Change GivenName replace "Living" with ""

And Change SortGiven copy GivenName

3. Events/ Change Event Types

Change Event Type will change all instances of event type "a" to event type "b". For example, you can use it to change all "Note" events to "Event-Misc" events, or all "Christenings" to "Baptisms". TMG Utility displays the list of roles defined for both the "from" and "to" event types, but Change Event Type *does not validate roles* as it changes the type of the event. It is a good idea to use the [Show Role Usage](#) feature to determine if there will be invalid roles assigned if you change events from one type to another.

4. Places/ Change Place Parts

Change Place Parts will change place parts (detail, city, county, state, etc.) under the control of one or more *filters* and one or more *actions*.

5. Citations/Change Citations: When you discover that you have made an error in a citation and you are not sure where it can be found, or if you decide to change your citations.

Change Citations changes a reference from one source to another source while also setting the citation detail (CD). It can be used to consolidate sources or make other changes to source citations.

You choose the citations to be processed by selecting a source number. You can also specify a search target which filters the citations to be processed. The search target can be a literal string of characters or it can be defined using a search pattern that includes wild cards.

Merging Sources: When some datasets are imported into TMG they do not have sources and citations constructed such that TMG can easily separate the source data from the citation data. As a result, the TMG database may have many similar sources that should be consolidated. The citation detail must be assigned using some of the data from the original source entry. If you have multiple sources which are in reality a single source and where the differences *should* be captured in the citation detail, you can use this feature. It will point the citations to a common source, and add or alter citation detail according to your needs.

After using this feature to fix the source citations, you typically delete the original source.

Splitting Sources: Some TMG users employ "generic" sources--sources where the definition is missing fundamental facts which are supplied instead via the citation detail--for convenience or to keep the number of sources manageable. In some cases, it becomes desirable to split out a subset of the citations and assign them to a more specific source.

This function does not create sources or citations. The sources and citations must exist prior to using the function. If you are using it to change citations to point to a new source, define the new source in TMG before you begin the steps listed below.

If *Prompt before each change* is checked, the program will pause before each change. The user can alter the new source number or the new citation detail that will be assigned.

6. Role/Change Roles

Change Role may be used to globally change role assignments. For everyone with a particular event, role *oldrole* is changed to role *newrole*.

7. Role/Rename Role

Rename Role changes the role name in the definition of a tag as well as in all occurrences of the role in events of that type. The program will not allow you to rename a predefined role. TMG will not allow you to delete them, so TMGU will not allow you to rename predetermined roles.