

WAGS - The Master Genealogist SIG Meeting – 11.00am, 2 May 2009

1. **Present:** Anne Gilmour welcomed 9 members, including 2 visitors
2. **Apologies:** Nigel, and Cynthia Brock

Neil Bradley demonstrated TMG, Second Site, and TMG Utilities throughout.

3. Financial

Anne announced that she would simplify the Group's finances by meeting the cost of refreshments, while Edwina would collect the meeting contributions and decide how they would be used for Group and WAGS resources.

4. WAGS Website

Ini reported having attended a training workshop for website editors run by the Webmaster Chris Loudon.

It was agreed that meeting minutes for 2008 & 2009, TMG books and DVDs, and the web addresses of Wholly Genes, Terry Reigel, John Cardinal, etc would be listed on the TMG Group section of the website

5. TMG Issues

(1) Sources

The flexibility of TMG was discussed. Edwina reported adopting the practice of using every separate document as a source, and makes little use of the Citation fields.

Neil uses grouping of documents by type as the source (eg WA Registered Births) and using the Memo field to house the volume, file number, and year.

It was generally agreed that information such as cause of death should be included in the Citation field.

Rob uses the web address to cite particular census as a source.

(2) Witnesses

When entering witnesses TMG will ask you to identify the person on the pick list or you need to add a new person to your pick list.

(3) Sort Date

Using sort dates is very important if you want the list of events to show in a chronological sequence, and also if you want to use the filter function in the future.

The sort date does not show up in the reports or charts, it is simply a means of ensuring the event is given an approx date for the purpose of chronological order.

As an example if you don't know the date of burial just give a sort date of the day after the date of death.

(4) Residence & Address Tags

Residence tag should be used for the place the person lived, while the address tag for a postal address.

Neil demonstrated how to rename address tags as residence tags firstly by flagging all the persons you want to change, then using the program TMG Utilities.

(5) Defacto Tag

To show a defacto relationship amend the Marriage tag to create a new Defacto tag

(6) File Maintenance

Strongly recommended that you carry out file management on a regular basis. The maintenance functions can be accessed via File/Maintenance then there are five paths: Reindex, Optimise, Performance Recommendations, Validate File Integrity, and Initialise Repeat Files.

Go to Help/Index/File Maintenance for an explanation of each function.

(7) Flags

There are 7 standard flags already included in TMG (Click on the "Flags" button) but custom flags can be added.

These can be useful for flagging people with for example military service, a particular focus group, or a group you are progressively checking.

Creating Custom Flags

To add a custom flag:

Click on File > Flag Manager

Click on Add

Enter the name of the flag at "Label"

The default labels are ?, N, Y. Because ? is mentioned first all persons in your database will be given a default flag of ? which can be later changed.

Changing Flags in Bulk in a Project

First establish your group of persons for whom you wish to change the Flag value

Click on Report > List of People

Select your group

Click on Options > Secondary Output

Tick Change Flag

Select the flag you want changed and the value you want it to be

Click OK

Changing a Flag for a Person

With the person showing on the Screen

Click on the Flags button

Select and double click on the flag you wish to change and an Edit Flag box will appear

Highlight the new value you want it to be

Click OK

(8) Merging Projects

Used when you want to merge some one else's data you have imported as a separate project, with your project.

Click on File > Merge Projects

Follow the procedure set out in "A Primer for TMG" by Terry Reigel (2008) pp 142-145

Meeting closed 1.00pm

Next Meeting: 1 August, 2009