

TMG Handy Hints from the Canberra TMG Users Group

A collection of handy hints and tips from members of the Canberra TMG Users Group, highlighting smart ways to use *The Master Genealogist*.

Please e-mail Shane Baker at sbaker@pcug.org.au if you have something to share with other users.

Use bookmarks - and place a bookmarks icon on your toolbar.

Bookmarks help you quickly find recently accessed people in your family tree.

Go to View -> Toolbars to activate Bookmarks.

Add icons for common reports to your toolbar

Check out View -> Toolbars -> Reporting

Editing and formatting Memo fields

- Use F7 to go to full screen editing
- Right click your mouse in the Memo field for a menu of formatting commands and other options

Use TMG's "Hot Keys" to enter repeated data

- F2 brings up the Pick List. Particularly useful when entering an address.
- F3 repeats the last data entered into that field.
- Control – F3 produces a list of the last 15 entries in that field.

Add children as siblings

Adding offspring to a parent's record can become tedious as TMG asks you to identify the other parent for each child. The solution? Add one child as offspring, then add the other children as siblings of the first.

Saves time if you are entering a lot of new kids!

Dates can be ranges

For live events, a date range is more appropriate than a single date. For example, while a graduation occurs on a particular date, the study that preceded it generally takes years.

Try entering a range of dates using either of these formats:

- [date 1] to [date 2], or
- [date 1] - [date 2]

TMG gives slightly different outcomes, depending on how you enter the date range. Try them both and see which suits your needs.

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Places can be limited to particular times

TMG's Master Place List allows the user to enter a range of dates which apply to that place. If you enter a date outside that range, TMG will provide you with a warning. (see page 147 of the TMG manual for more details.)